



THE COROPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA

JUNE 1, 2021 – 7:00 P.M.

ELECTRONIC PARTICIPATION

Please be advised that due to the Provincial Stay-At-Home Order, Council meetings will be held by electronic participation only. The proceedings of the meeting will streamed live.

C12/21

- 1. Call to Order**
- 2. Land Acknowledgement Statement**
- 3. Disclosures of Interest and the General Nature Thereof**
- 4. Mayor's Announcements & Remarks**
- 5. Councillor's Announcements & Remarks**
- 6. Adoption of Previous Council Minutes**
 - a) Minutes of the regular meeting of Council held May 11, 2021
- 7. Delegations**
 - a) Steven Soos Re: Request to call on the House of Commons to launch a study in the Standing Committee on Health, on the merits of declaring a national emergency on mental health.
- 8. Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-015/2021 Re: COVID-19 Impact Report
 - ii. ASR-016/2021 Re: Property Tax Rates
 - b) Public Works Staff Reports
 - i. PWSR-011/2021 Re: Sign Reflectivity Study
 - ii. PWSR-012/2021 Re: Reconstruction of Marshville Drive
 - iii. PWSR-013/2021 Re: Award of Tender for Town Hall Roof Replacement
- 9. Review of Correspondence**

10. By-laws

- a) By-law No. 019-2021 being a by-law to appoint a Senior Building Inspector/Deputy Chief Building Official
- b) By-law No. 020-2021 being a by-law to amend traffic and parking By-law No. 010-2018
- c) By-law No. 021-2021 being a by-law to establish estimates and tax rates for the year 2021

11. Notices of Motion

12. Closed Meeting

- a) Item under Section 239(2)(b)(c) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land – 1 item (A Tax Sale Matter)
- b) Item under Section 239(2)(e) of the *Municipal Act, 2001*, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (A Litigation Matter)

13. Rise & Report

14. By-law to Confirm the Proceedings of Council

- a) By-law No. 022-2021 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 1st day of June, 2021

15. Adjournment



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

C11/2021

Date: May 11, 2021

6:00 p.m.

Electronic Participation

PRESENT:

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

STAFF PRESENT:

W. Kolasa	Chief Administrative Officer
M. Alcock	Fire Chief
M. Ciuffetelli	Deputy Clerk
A. Dashwood	Administrative Assistant
L. Gudgeon	Manager of Human Resources
S. Ivins	Planner
M. Jemison	Drainage Superintendent
M. Luey	Treasurer/Mgr of Corporate Services
R. Nan	Manager of Operations
M. Tardif	By-law Enforcement Officer

C11/21

1. Call to Order

Mayor Gibson called the meeting to order at 6:00 p.m.

2. Closed Meeting

Resolution No. C-2021-108

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Council now move into closed session to discuss:

- a) Item under Section 239(2)(f) of the *Municipal Act, 2001*, advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 1 item – (A matter pertaining to a notice of motion pertaining to regional governance)
- b) Item under Section 239(2)(b)(f)(k) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees; advice that is subject to solicitor-client privilege, including communications necessary for that purpose, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – 1 item (A matter pertaining to an identifiable individual)

- c) Items under Section 239(2)(b)(c) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board – 2 items (Tax Sale Matters)
- d) Item under Section 239(2)(c) of the *Municipal Act, 2001*, a proposed of pending acquisition or disposition of land by the municipality or local board – 3 items (2 Disposition of Land Matters and 1 Acquisition of Land Matter)
- e) Item under Section 239(2)(b) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees – 2 items (Building Department Matters)

CARRIED

3. Rise & Report

The meeting was called to order at 6:00 p.m. with a motion to go into closed session where Council received information and provided direction to staff respecting a municipal governance matter. Council provided direction to staff respecting a matter pertaining to an identifiable individual and received information respecting a tax sale matter.

Closed session items c) d) and e) will be taken considered under the Closed Meeting section at the end of the agenda.

4. Land Acknowledgement Statement

5. Disclosures of Interest and the General Nature Thereof

Councillor MacLellan declared an interest on the following agenda items:

- 11. c) ii. DSR-010/2021 Re: Award of Tender for Bridgewater Drain
- 11. c) iii. DSR-011/2021 Re: Award of Tender for Indian Creek Drain

6. Mayor's Announcements & Remarks

Mayor Gibson provided the following remarks:

- I'd like to extend my thanks to everyone involved in facilitating another successful vaccination clinic in Wainfleet on Sunday May 9.
- Regional Council will meet virtually on Thursday May 20 at 6:30 p.m.
- We will be raising the flag for Pride Niagara on Tuesday June 1 at 11:45 a.m. Members of Council who wish to attend in compliance with COVID-19 protocols are invited to attend.
- Our next regular meeting of Council will be held Tuesday June 1 at 7:00 p.m.

7. Councillor's Announcements & Remarks

Councillor Cridland advised that the Niagara Peninsula Conservation Authority has recently acquired land in Wainfleet and their next Board meeting is May 21 at 9:30 a.m.

8. Adoption of Previous Council Minutes

- a) Minutes of the regular meeting of Council held April 20, 2021

Resolution No. C-2021-109

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT the minutes of the regular meeting of Council held April 20 2021 be adopted as circulated.”

CARRIED

9. Public Meeting

- a) P01/2021W & Z04/2021W – Vacant Lot Wills Road

Proposed Draft Plan of Condominium (Vacant Land) & Zoning By-law Amendment

The Planner provided an overview of the applications, which was then followed by a presentation from LandPro Planning Solutions Inc. respecting the applications.

Council discussed the information presented and inquired about the need for entrance lighting and ensuring road access for emergency vehicles.

The Planner noted that there is still a lot of details that need to get sorted out and if the applications are approved, conditions of approval that will guide site-alteration and construction activities. Further information will be forthcoming at a subsequent meeting.

10. Delegations

None.

11. Staff Reports & Recommendations

- a) Fire Staff Reports

- i. FSR-007/2021 Re: Central Station Fire Station Architectural Schematic Design & Preliminary Cost Consultant Report

Resolution No. C-2021-110

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

THAT Fire Staff Report FSR-007/2021 respecting the Central Station Fire Station Architectural Schematic Design and Preliminary Cost Consultant Report, be received;

AND THAT Council direct staff to proceed with the preparation of full Construction Drawings and all required Engineering for the Fire Station based on the Concept Design as attached to this report;

AND THAT staff be directed to undertake a Contractor Prequalification to predetermine eligible contractors prior to the issuance of the Tender;

AND THAT staff be directed to return to Council with the final Construction Drawings, Engineering and an updated Cost Estimate prior to the issuance of the Construction Tender.”

CARRIED

b) Administrative Staff Reports

- i. ASR-012/2021 Re: Community Flag Raisings and Flag Protocol Policy

Resolution No. C-2021-111

Moved by Councillor Gilmore

Seconded by Councillor Cridland

THAT Administrative Staff Report ASR-012/2021 respecting Corporate Flag Policy be received; and

THAT Council delegate the authority for approving or denying requests for Community Flag Raising(s) that haven't been previously approved by Council within 5 years of the request date to the Clerk; and

THAT the list of approved Community Flag Raisings be brought forward to Council annually for information and review purposes; and

THAT a Community Flag Raising & Corporate Flag Protocol Policy be brought to a subsequent meeting for consideration; and

THAT staff proceed with the purchase of hardware for a wall mounted flag pole to be placed on the front of the Municipal building.”

CARRIED

- ii. ASR-013/2021 Re: COVID-19 Impact Report

Resolution No. C-2021-112

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“THAT Administrative Staff Report ASR-013/2021 respecting COVID-19 Impact Report be received as information.”

CARRIED

- iii. ASR-014/2021 Re: 2021 Summer Lakeshore Area Management Strategy

Resolution No. C-2021-113

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Administrative Staff Report ASR-014/2021 respecting an update on the strategy for the management of issues along the lakeshore areas of the Township for the summer of 2021 be received as information; and

THAT staff be authorized to relocate the Township’s accessible public washroom facility at Long Beach to the Augustine Road Lake Access as outlined in the report; and

THAT the \$10.00 fee for a parking permit for Wainfleet residents be waived during the launch of the new permit system.”

CARRIED

c) By-law Enforcement Staff Reports

- i. BESR-006/2021 Re: Clean yards By-law Review

Resolution No. C-2021-114

Moved by Councillor Gilmore

Seconded by Councillor Cridland

THAT By-law Enforcement Staff Report BESR-006/2021 respecting a review of the Clean Yards By-law be received; and

THAT housekeeping revisions and a revision to inoperative vehicles to the new Township of Wainfleet Clean Yards By-law No. 016-2021 be presented to Council for ratification.”

CARRIED

d) Drainage Staff Reports

- i. DSR-009/2021 Re: Agreement on Share of Assessment (2709998 Ont. Inc.)

Resolution No. C-2021-115

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Drainage Staff Report DSR-009/2020 respecting Apportionment Agreement (2709998 Ontario Inc.) be received;

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

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

CARRIED

- ii. DSR-010/2021 Re: Award of Tender for Bridgewater Drain

Resolution No. C-2021-116

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Drainage Staff Report DSR-010/2021 respecting the award of a tender for the Bridgewater Drain Construction be received;

THAT Council direct the Drainage Superintendent to award the tender for the construction of the Bridgewater Drain to CRL Campbell Construction & Drainage Ltd. in the amount of \$176,460.00 excluding HST.

CARRIED

- iii. DSR-011/2021 Re: Award of Tender for Indian Creek Drain

Resolution No. C-2021-117

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Drainage Staff Report DSR-011/2021 respecting the award of a tender for the Indian Creek Municipal Drain 2020 Construction be received;

THAT Council direct the Drainage Superintendent to award the tender for the construction of the Indian Creek Municipal Drain 2020 to Anthony’s Excavating Central Inc. in the amount of \$103,443.50 plus HST.”

CARRIED

e) Fire Staff Reports

- i. FSR-006/2021 Re: 2021 First Quarter Fire & Emergency Services Review

Resolution No. C-2021-118

Moved by Councillor MacLellan
Seconded by Councillor Van Vliet

“THAT Fire Staff Report FSR-006/2021 respecting 2021 First Quarter Fire & Emergency Services Review be received for information.”

CARRIED

f) Planning Staff Reports

- i. PSR-007/2021 Re: Required Municipal Improvement associated with the DSBN and NCDSB Joint Elementary School Project

Resolution No. C-2021-119

Moved by Councillor MacLellan
Seconded by Councillor Van Vliet

THAT Planning Staff Report PSR-007/2021 be received; and

THAT Council support, in principle, the use of the Township’s laneway for construction and bus access to the new District School Board of Niagara and Niagara Catholic District School Board joint elementary school located at 31950 Sugarloaf Street; and

THAT Council appoint Spriet Associates Engineering under the Drainage Act to facilitate improvements to the Consolidated South Wainfleet Drain #10 and Side Road 20.”

CARRIED

g) Public Works Staff Reports

- i. PWSR-008/2021 Re: Contracting Out Services (Postponed from April 20 meeting of Council)

Resolution No. C-2021-120

Moved by Councillor Van Vliet
Seconded by Councillor MacLellan

“THAT Public Works Staff Report PWSR-008/2021 respecting Contracting out Services within the Township of Wainfleet be received for information.”

CARRIED

- ii. PWSR-009/2021 Re: Site Alteration By-law (Postponed from April 20 meeting of Council)

Resolution No. C-2021-121

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Public Works Staff Report PWSR-009/2021 respecting Site-Alteration By-law be received; and

THAT staff be directed to form a sub-committee comprised of Councillor MacLellan, Councillor Cridland, staff and a member of the Drainage Advisory Committee to assist in finalizing the attached Site Alteration By-law in the Township of Wainfleet for the next available meeting.”

CARRIED

iii. PWSR-010/2021 Re: Award of Tender for Town Hall Roof Replacement

Resolution No. C-2021-122

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Public Works Staff Report PWSR-010/2021 respecting Award for the replacement of the Town Hall/ Council Chambers Roof be received; and

THAT Council direct staff to prepare a second RFQ package to seek alternate style roofing that can include rubberized roofing that provides a 50 year warranty.”

CARRIED

12. Review of Correspondence

a) C-115-2021

Lakewood Beach Development – Municipal Responsibility Agreement for On-Site Water & Wastewater Communal Systems

Resolution No. C-2021-123

Moved by Councillor Gilmore

Seconded by Councillor Cridland

“THAT Correspondence item No. C-115-2021 from the Office of the Regional Clerk respecting Lakewood Beach Development – Municipal Responsibility Agreement for On-Site Water & Wastewater Communal Systems be received as information.”

CARRIED

- b) C-135-2021
Cannabis Licensing and Enforcement

Resolution No. C-2021-124

Moved by Councillor Gilmore
Seconded by Councillor Van Vliet

“**THAT** Correspondence item No. C-135-2021 received from the City of Port Colborne respecting Cannabis Licensing and Enforcement be received and supported.”

CARRIED

- c) C-136-2021
Niagara Central Dorothy Rungeling Airport Governance and Ownership

Resolution No. C-2021-125

Moved by Councillor Gilmore
Seconded by Councillor Cridland

“**THAT** correspondence item No. C-136-2021 received from the City of Welland respecting uptake of governance for the transfer and operating authority of the NCDRA and NDA to the Niagara Region be received; and

THAT Council direct staff to assemble additional information on the matter to be presented to Council at the next available meeting.”

CARRIED

- d) C-146-2021
NrCan Growing Canada's Forests 2 Billion Trees Funding Initiative - Request for Information

Resolution No. C-2021-126

Moved by Councillor Cridland
Seconded by Councillor MacLellan

“**THAT** Correspondence item No. C-146-2021 received from the Niagara Peninsula Conservation Authority respecting NrCan Growing Canada's Forests 2 Billion Trees Funding Initiative – Request for Information be received; and

THAT Council support, in principle, the Niagara Peninsula Conservation Authority (NPCA) application to the Growing Canada's Forests program under the 2 Billion Trees Initiative.”

CARRIED

13. By-laws

Resolution No. C-2021-127

Moved by Councillor Cridland

Seconded by Councillor MacLellan

“THAT the following By-laws be read and passed this 11th day of May, 2021:

- a) By-law No. 016-2021 being a by-law to amend by-law No. 073-2019 being a by-law for maintenance of yards in the Township of Wainfleet
- b) By-law No. 017-2021 being a by-law to amend by-law NO. 027-2019, being a By-law to establish an administrative monetary penalty system for non-parking related offences

CARRIED

14. Notices of Motion

15. Closed Meeting

Resolution No. C-2021-128

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“THAT Council now move into closed session to discuss:

- a) Items under Section 239(2)(b)(c) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board – 1 item (Tax Sale Matter)
- b) Item under Section 239(2)(c) of the *Municipal Act, 2001*, a proposed of pending acquisition or disposition of land by the municipality or local board – 3 items (2 Disposition of Land Matters and 1 Acquisition of Land Matter)
- c) Item under Section 239(2)(b) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees – 2 items (Building Department Matters)

CARRIED

16. Rise & Report

Council met in closed session to receive information on a tax sale matter received information and provided direction to staff on 2 disposition of land matters. Council received information respecting 2 Building Department matters.

17. By-law to Confirm the Proceedings of Council

Resolution No. C-2021-129

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“THAT By-law No. 018-2021 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 11th day of May, 2021 be read and passed this 11th day of May, 2021.”

CARRIED

18. Adjournment

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



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

Link to petition E-3351- <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3351>

e-3351 (Health)

E-petition

Initiated by Steven Soos from Pelham, Ontario

Original language of petition: English

Petition to the House of Commons

Whereas:

- Several provinces have declared emergencies on various circumstances over time;
- Canada is allowed to declare national emergencies under the Emergencies Act, 1985;
- Approximately 1 in 5 Canadians will experience a mental health problem or illness;
- The economic burden of mental illness in Canada is estimated at 51 billion dollars per year (including healthcare costs, lost productivity, and reductions in health-related quality of life) (CAMH);
- Not addressing mental health issues/illness is costly in the long-term to Canada's economy; and
- According to a recent Morneau Shephard poll, 50% of Canadians reported that their mental health has worsened with the COVID-19 pandemic, with mental health related hospitalizations, crisis-line use, and addiction rates skyrocketing.

We, the undersigned, **citizens of Canada**, call upon the **House of Commons** to launch a study in the Standing Committee on Health (HESA) on the merits of declaring a national emergency on mental health.

History

Open for signature

April 29, 2021, at 5:12 p.m. (EDT)

Closed for signature

August 27, 2021, at 5:12 p.m. (EDT)

Member of Parliament



Dean Allison

Niagara West

Conservative Caucus

Ontario

111 signatures

[Sign the petition](#)

ADMINISTRATIVE STAFF REPORT

ASR-015/2021

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: June 1, 2020

SUBJECT: COVID-19 Impact Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-015/2021 respecting COVID-19 Impact Report be received as information;

AND THAT a the Township's Parking By-law be amended to eliminate on street parking on Quarry Road in the vicinity of the Wainfleet Wetlands Conservation Area as outlined in the report.

EXECUTIVE SUMMARY:

The Township of Wainfleet continues to operate under a formally declared state of emergency (declared on April 3, 2020, in collaboration with Niagara Region and its constituent lower tier municipalities) due to the worldwide COVID-19 Pandemic.

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

DISCUSSION:

Current COVID-19 Status

Ontario's third declared Provincial emergency under s 7.0.1 (1) of the Emergency Management and Civil Protection Act (EMPCA) and accompanying [province-wide Stay-at-Home order](#) requiring everyone to remain at home except for essential purposes remains in effect until at least June 2, 2021.

On May 20, 2021, the Premier of Ontario announced that the provincial government had released its new "Roadmap to Reopen": a three-step plan to safely and cautiously reopen the province and gradually lift public health measures.

Roadmap to Reopen

The Roadmap to Reopen is based on the province-wide vaccination rate and improvements in key public health and health care indicators.

Key highlights of the roadmap include:



The provincial government expects to enter Step One of the Roadmap to Reopen during the week of June 14, 2021. The province will confirm an exact date closer to the start of Step 1.

Until the province moves to Step 1 of the roadmap, all Ontarians must continue to [follow the rules and public health measures under the province-wide emergency brake](#). More specifically, this includes those restrictions contained in Ontario Regulation 265/21 made under the Emergency Management and Civil Protection Act (copy attached as Appendix A). Additional information about the roadmap is available at the [Province's Reopening Ontario webpage](#).

Additionally, on May 27, 2021, the Deputy Minister of Municipal Affairs and Housing issued a memorandum to Municipal Chief Administrative Officers and Clerks providing information about the Roadmap to Reopen and also outlining a number of outdoor recreational amenities that are permitted to open as of May 22, 2021 (and some of the rules that those amenities are required to adhere to including:

- Maintaining physical distancing of at least 2 metres;
- No team sports or other sports that are not compatible with physical distancing requirements; and
- All locker rooms, changerooms, showers, clubhouses, restaurants, pools, meeting rooms, fitness centres or other recreation facilities on the premises remain closed.

The memorandum from the Deputy Minister is attached as Appendix B to this report.

During the stay-at-home order, the Township of Wainfleet continues to operate and provide services to our residents remotely. Although the physical doors to Town hall will be closed to the public; staff will continue to offer residents, businesses and visitors services by phone, email, website and social media channels. If alternative arrangements need to be made, in-person appointments may be scheduled for critically essential and time sensitive matters only, while ensuring the health and safety of both residents and staff.

The Township's Water Quality Testing Program continues to operate and residents can pick up water sampling kits and drop off completed water samples during normal business hours (Monday-Thursday from 8:30 am – 4:30 pm, and Fridays from 8:30 am to 9:00 am) using our non-contact pickup/drop off procedures.

The Township's Emergency Control Group continues to meet weekly (or more frequently, if required) to monitor the status of the local and provincial emergency declarations and ensure that Township operations and responses continue to be undertaken appropriately. Staff are presently working at updating the Township's colour-coded COVID-19 Response Framework (see page 6) to reflect the province's new Roadmap to Reopen issued on May 20, 2021.

Wainfleet Wetlands Conservation Area

As outlined in Report ASR-014/2021 regarding the 2021 Summer Lakeshore Area Management Strategy Update (itself being a follow up to Report ASR-011/2021); on May 20, 2021, the Township received an update from the Niagara Peninsula Conservation Authority on a strategy attempting to address concerns at the Wainfleet Quarry over the 2021 summer season.

The strategy represents Phase One of a multi-phased approach to providing both short-term and long-term solutions to the utilization of the quarry site that includes:

- New site signage,
- Immediate expansion of the existing North Parking Area,
- Addition of portable washrooms (at the expanded North Parking Area),
- Installation of fencing and pump barriers,
- Installation of additional garbage receptacles, and
- NPCA regulations enforcement blitzes.

Additional phases will continue to be planned for the future and the Township staff will continue to work with the NPCA to facilitate improvements to the area through the 2021 season and beyond.

To that end, one of the recommendations discussed amongst staff from both the NPCA and the Township involves the elimination of on street parking along the shoulder of Quarry Road. With the expansion of the quarry's onsite north parking lot and the installation of fencing and barriers along the conservation area property along Quarry Road at the location of the bridge and pump (to prohibit access to the conservation area from Quarry Road), staff believe that this approach will help alleviate some of the issues that we are now encountering in the area.

Appendix C details the full NPCA update on the Wainfleet Wetlands Conservation Area (Wainfleet Quarry).

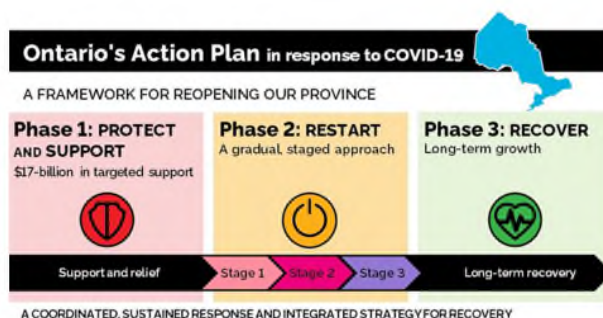
HISTORY:

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

Prior to the emergency declaration, the Township's Emergency Operations Centre (EOC) had been in partial activation since March 13, 2020. The Emergency Control Group (ECG) has been meeting regularly since March (daily at first, then on a 48-hour cycle, then a twice-weekly cycle and now a weekly cycle) to monitor the evolving COVID-19 situation at the federal, provincial and regional levels and the related impacts on the municipality. Most recently, the ECG has further scaled back its operations as

we continue through this recovery phase – with only key command staff and section chiefs attending the regular weekly meetings, instead of the full ECG complement.

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



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

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)
	Focus on education and awareness of public health and workplace safety measures in place.	Enhanced targeted enforcement, fines, and enhanced education to limit further transmission.	Implement enhanced measures, restrictions, and enforcement avoiding any closures.	Implement broader-scale measures and restrictions, across multiple sectors, to control transmission.	Implement widescale measures and restrictions, including closures, to halt or interrupt transmission (Return to modified Stage 1 or pre-Stage 1).
Tactics	Restrictions reflect broadest allowance of activities in Stage 3 absent a widely available vaccine or treatment.	Apply public health measures in high risk settings.		Restrictions are the most severe available before widescale business or organizational closure.	Consider declaration of emergency.
	Highest risk settings remain closed.				






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.

Throughout the pandemic, the Township's ECG has continued meeting on a regular basis and has undertaken planning and decision-making guided by four key objectives:

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

The Township's Emergency Control Group has developed a corresponding framework demonstrating the Township's own response to the various provincially established phases.

Township of Wainfleet COVID-19 Response Framework				
 PREVENT	 PROTECT	 RESTRICT	 CONTROL	 LOCKDOWN
<ul style="list-style-type: none"> • Masks required in public areas per O. Reg. • No masks required in communal office spaces • Office open to the public • Office fully staffed (no split shifts) • No office staffing restrictions 	<ul style="list-style-type: none"> • Masks required in public facing areas • No masks required in communal office spaces (Where physical distancing can be maintained) • Office open by appointment only • Office operating on split shifts • No office staffing restrictions 	<ul style="list-style-type: none"> • Masks required in public facing areas • Masks required in communal office spaces • Essential office appointments only • Office operating split shifts • Office staffing restricted (Staff may enter if required after hours during remote week) 	<ul style="list-style-type: none"> • Masks required in public facing areas • Masks required in communal office spaces • Office closed to the public • Office operating split shifts • Office staffing restricted (Staff may enter if required after hours during remote week with CAO consent) 	<ul style="list-style-type: none"> • Masks required in public facing areas • Masks required in communal office spaces • Office closed to the public • Office operating split shifts • Office staffing restricted (Staff may NOT enter office during remote week)

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/statistics.aspx>

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 - Ontario Regulation 265/21 (Stay-at-Home Order)
Appendix B - Deputy Minister of Municipal Affairs and Housing Memorandum
Appendix C - NPCA update on the Wainfleet Wetlands Conservation Area

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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ONTARIO REGULATION 265/21

made under the

EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

Made: April 7, 2021 (1:02 p.m.)

Filed: April 7, 2021

Published on e-Laws: April 7, 2021

Printed in *The Ontario Gazette*: April 24, 2021

STAY-AT-HOME ORDER

Terms of Order

1. The terms of this Order are set out in Schedule 1.

Application

2. This Order applies as of 12:01 a.m. on April 8, 2021.

SCHEDULE 1

Requirement to remain in residence

1. (1) Every individual shall remain at the residence at which they are currently residing at all times unless leaving their residence is necessary for one or more of the following purposes:

Work, school and child care

1. Working or volunteering where the nature of the work or volunteering requires the individual to leave their residence, including when the individual's employer has determined that the nature of the individual's work requires attendance at the workplace.
2. Attending school or a post-secondary institution.
3. Attending, obtaining or providing child care.
4. Receiving or providing training or educational services.

Obtaining goods and services

5. Obtaining food, beverages and personal care items.
6. Obtaining goods or services that are necessary for the health or safety of an individual, including vaccinations, other health care services and medications.
7. Obtaining goods, obtaining services, or performing such activities as are necessary for landscaping, gardening and the safe operation, maintenance and sanitation of households, businesses, means of transportation or other places.
8. Purchasing or picking up goods through an alternative method of sale, such as curbside pickup, from a business or place that is permitted to provide the alternative method of sale.
9. Attending an appointment at a business or place that is permitted to be open by appointment only.
10. Obtaining services from a financial institution or cheque cashing service.
11. Obtaining government services, social services and supports, mental health support services or addictions support services.

Assisting others

12. Delivering goods or providing care or other support or assistance to an individual who requires support or assistance, or receiving such support or assistance, including,
 - i. providing care for an individual in a congregate care setting, and
 - ii. accompanying an individual who requires assistance leaving their residence for any purpose permitted under this Order.
13. Taking a child to the child's parent or guardian or to the parent or guardian's residence.
14. Taking a member of the individual's household to any place the member of the household is permitted to go under this Order.

Health, safety and legal purposes

15. Doing anything that is necessary to respond to or avoid an imminent risk to the health or safety of an individual, including,
 - i. protecting oneself or others from domestic violence,
 - ii. leaving or assisting someone in leaving unsafe living conditions, and
 - iii. seeking emergency assistance.
16. Exercising, including,
 - i. walking or moving around outdoors using an assistive mobility device, or
 - ii. using an outdoor recreational amenity that is permitted to be open.
17. Attending a place as required by law or in relation to the administration of justice.
18. Exercising an Aboriginal or treaty right as recognized and affirmed by section 35 of the *Constitution Act, 1982*.

Multiple residences and moving

19. Travelling to another residence of the individual if,
 - i. the individual intends to be at the residence for less than 24 hours and is attending for one of the purposes set out in this Order, or
 - ii. the individual intends to reside at the residence for at least 14 days.
20. Travelling between the homes of parents, guardians or caregivers, if the individual is under their care.
21. Making arrangements to purchase or sell a residence or to begin or end a residential lease.
22. Moving residences.

Travel

23. Travelling to an airport, bus station or train station for the purpose of travelling to a destination that is outside of the Province.

Gatherings

24. Attending a gathering for the purpose of a wedding, a funeral or a religious service, rite or ceremony that is permitted by law or making necessary arrangements for the purpose of such a gathering.
25. If the individual lives alone, gathering with the members of a single household.

Animals

26. Obtaining goods or services that are necessary for the health or safety of an animal, including obtaining veterinary services.
27. Obtaining animal food or supplies.
28. Doing anything that is necessary to respond to or avoid an imminent risk to the health or safety of an animal, including protecting an animal from suffering abuse.
29. Walking or otherwise exercising an animal.

(2) Despite subsection (1), no person shall attend a business or place that is required by law to be closed, except to the extent that temporary access to the closed business or place is permitted by law.

(3) This Order does not apply to individuals who are homeless.

(4) If this Order allows an individual to leave their residence to go to a place, it also authorizes them to return to their residence from that place.

(5) The requirement in subsection (1) to remain at an individual's residence does not prevent the individual from accessing outdoor parts of their residence, such as a backyard, or accessing indoor or outdoor common areas of the communal residences in which they reside that are open, including lobbies.

(6) For greater certainty, nothing in this Order permits a business or place to be open if it is required by law to be closed.

(7) For greater certainty, nothing in this Order permits an individual to gather with other individuals if the gathering is not permitted by law.

(8) For greater certainty, individuals may only attend an outdoor organized public event or social gathering for a purpose set out in subsection (1) if the event or gathering is permitted by law.

APPENDIX “B”

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May 27, 2021

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Three-Step Roadmap to Safely Reopen the Province of Ontario and Amendment to Orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)*

As you heard on May 20, 2021, from the Premier of Ontario, the government has released its Roadmap to Reopen, a three-step plan to safely and cautiously reopen the province and gradually lift public health measures.

As our municipal partners in the continued efforts to keep communities safe and healthy, I am writing today to make sure that you stay informed about the roadmap and the corresponding changes to orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)*.

It is important to note that the provincewide Stay-At-Home order under the Emergency Management and Civil Protection Act (EMCPA) remains in effect until June 2, 2021. However, the government has made changes to some of the existing orders under ROA that take effect prior to the end of the Stay-At-Home order.

Roadmap to Reopen

The Roadmap to Reopen is based on the provincewide vaccination rate and improvements in key public health and health care indicators. In summary:

- Step 1 is intended to focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower and permitting retail with restrictions.
- Step 2 further expands outdoor activities and resumes limited indoor services with small number of people and with face coverings being worn.
- Step 3 expands access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can't always be worn.

The government has indicated that the province will remain in each step for at least 21 days to evaluate any impacts on key public health and health system indicators. Vaccination thresholds will need to be met, along with positive trends in other key public health and health system indicators, in order to enter each respective step of the Roadmap.

To find out full details on the roadmap and its implementation, please review the [Roadmap to Reopen](#) on the Ontario government website.

Until the province moves to Step 1 of the roadmap, the rules and public health measures under the provincewide emergency brake must continue to be followed, subject to the following changes announced on May 20, 2021.

Outdoor Recreational Amenities

Several outdoor recreational amenities are permitted to open as of May 22, 2021 at 12:01 a.m. For a full list of these outdoor recreational amenities, please review [Ontario Regulation 344/21](#), and [Ontario Regulation 374/21](#), amendments to [Ontario Regulation 82/20](#) (Rules for Areas in Stage 1).

These outdoor recreational amenities may be open so long as:

- physical distancing of at least 2 metres is maintained; however, this physical distancing requirement does not apply to members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household;
- no team sports, or any other sports that are not compatible with physical distancing requirements, are practiced or played within the amenity, with limited exceptions; and,
- any locker rooms, changerooms, showers, clubhouses, restaurants, pools, meeting rooms, fitness centres or other recreational facilities on the premises remain closed, except to the extent they provide access to take-out or delivery services, equipment storage, a washroom or a portion of the amenity that is used to provide first aid.

In addition, any person responsible for a boat or watercraft shall ensure that, if it is used by a group for recreational purposes, it is only used by members of the same household, or a person who lives alone and has gathered with the household, or a caregiver for any member of the household.

Marinas, boating clubs and other organizations that maintain docking facilities for members or patrons may open provided that any clubhouse, restaurant, pool, communal steam room, sauna or whirlpool, meeting room, fitness centre or other recreational facility on the premises is closed to the public. Any portion of an area that must be closed that is used to provide first aid, used to provide take-out or delivery services, or contains a washroom may be open.

Lastly, social gatherings and organized public events of no more than five people that are held outdoors are permitted. The gathering limit does not apply to members of the same household, a gathering of a household plus one person who lives alone, or a gathering that includes a caregiver for any of those persons. All other public health and workplace safety measures under the Stay-at-Home order will remain in effect.

Overnight Camps

The government has made amendments to regulations pertaining to Rules for Areas in [Stage 1](#), [Stage 2](#) and [Stage 3](#) to permit the operation of overnight camps in Ontario. The amending regulations are as follows:

[Ontario Regulation 345/21 \(Rules for Areas in Stage 1\)](#)

[Ontario Regulation 347/21 \(Rules for Areas in Stage 2\)](#)

[Ontario Regulation 346/21 \(Rules for Areas in Stage 3\)](#)

Instructional Program in Post-Secondary Institutions

[Ontario Regulation 348/21](#) updates the permitted fields/occupations where instructional programs may continue to operate in post-secondary institutions.

Enforcement of Orders

As a reminder, for offences under the ROA and EMCPA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the Provincial Offences Act (POA) or to proceed under Part III of the POA by laying an information.

Police and other provincial offences officers, including by-law officers, have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits; and all provincial offences officers, including by-law officers, can temporarily close premises where prohibited gatherings are occurring and require individuals to vacate.

As the province prepares to reopen, the ministry recognizes that collaboration amongst municipalities, public health units, police, local enforcement partners and our multi-ministry teams is important to ensure coordinated compliance and enforcement activities in an effort to continue the recent progress on reducing the presence of COVID-19 in our communities.

Yours truly,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith
Deputy Minister

APPENDIX “C”

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NPCA UPDATE ON WAINFLEET WETLANDS CONSERVATION AREA ("WAINFLEET QUARRY")

June 1, 2021

BACKGROUND

The NPCA has owned and managed the Wainfleet Wetlands Conservation Area since 1978. Known as the "Wainfleet Quarry," the area has become increasingly popular as a recreational site within the Niagara Region. Over the past several years, and even more so in 2020, there has been a significant increase in visitation and pressures on the property.

In a joint effort with the Township of Wainfleet, the NPCA has initiated a strategy to gather community perspectives and address arising concerns of NPCA staff, Wainfleet staff, Wainfleet residents and residents of the wider Niagara Region.

The following sections provide an update on the Wainfleet Quarry strategy as of May 20, 2021.

SURVEY RESULTS

Beginning in February 2021, the NPCA undertook a public consultation process through a public survey of Wainfleet residents and residents of the greater Niagara Region. The survey was open for completion from February 22 through March 22, 2021 through the NPCA's online engagement portal. This consultation sought to understand where respondents reside in relation to the Quarry, what activities they engage in on site and at what time of year, and their level of interest in certain activities, amenities and services being offered at the Quarry in the future. Respondents were also provided with the opportunity to provide written responses regarding their concerns and observations on the site during the 2020 season.

The survey was promoted through NPCA social media platforms, print ads in the local community newspaper, and through a post card mailout to over 3,000 addresses in Wainfleet.

During the survey period, 378 surveys were completed, with 374 being completed online, and 4 paper surveys completed. Most survey participants accessed the online portal through engagement with NPCA's social media channels, with Facebook being by far the most frequently accessed channel.

Highlights from the survey results include the following:

Respondents

- 61% of respondents reside in Wainfleet
 - 74% of respondents from Wainfleet have lived there for over seven years

Participation in Volunteer and Stewardship Activities

- 26% of all respondents stated that they would be willing to attend stewardship activities at the Wainfleet Quarry

- The most popular volunteer activities included Community Clean-Up days, and Community Plantings

Site Utilization

- The most popular recreational activities that respondents participated in included:
 1. Walking/hiking
 2. Birdwatching
 3. Dog-walking
 4. Nature Photography
 5. Swimming
- The Quarry is a popular destination all year round, but is most popular in the Summer months

Top Ranked Future Site Features and Activities

- Respondents were most interested in investments to support current activities and uses on site:
 1. Educational Signage
 2. New Trails
 3. Educational Programs
 4. Bicycle Parking
 5. Washroom Facilities

Lowest Ranked Future Site Features and Activities

- Respondents were least interested in recreational sport courts, hunting and admission fees for site use and access:
 1. Tennis Courts
 2. Basketball Courts
 3. Hunting
 4. Admission Fees
 5. Beach Volleyball

Concerns and Observations

- Many respondents remarked on the significant increase in conservation area visitation and utilization in the past several years, with the greatest increase in visitation occurring in 2020
- Concerns included littering, unsafe behaviour, open fires, large group gatherings and after-hours activities without permit
- Respondents provided thoughtful comments about the ecological importance of the Wainfleet Quarry, as well as it's more recent importance as a space for recreation for the community

2021 OPERATIONAL STRATEGY

Following the completion of the survey and review of survey results, NPCA staff drafted an operational strategy for addressing concerns at the Wainfleet Quarry over the 2021 season. Staff presented survey results and the draft strategy with Town of Wainfleet staff on May 10 and received support for the proposed approach. The following actions will be taking place in June 2021 to address shared concerns

at the Wainfleet Quarry this season. These actions represent Phase One of a multi-phased approach to providing short- and long-term solutions to conservation area utilization.

1) New Site Signage

The addition of new informational signage at the North Parking Area, South Day Use Area, and along the Gord Harry Trail at non-designated conservation area access points.

New signage will include singular signage units. Signs will include NPCA Conservation Area name, contact information, rules and regulations, and icons of permitted activities on site. Further, the NPCA will post an Exclusion of Liability, Assumption of Risk and Jurisdiction and Choice of Law statement for use of the conservation area. The NPCA will also be posting signage along the Gord Harry Trail adjacent to the conservation area in strategic locations where people and off-road vehicles have been known to access the area without permit. This signage will indicate that access at that point is prohibited and direct visitors to access that conservation area at the designated entry point on Quarry Road in the North Parking area.

The NPCA will also be posting signage by end-May on site, indicating that construction work and changes will be coming later in the season, advising visitors of the upcoming works.

This project is anticipated to be completed by mid-June 2021.

2) Expansion of North Parking Area

The current north parking area supports approximately eight passenger vehicles. NPCA will expand this parking area beginning the second week of June to accommodate 25 vehicles.

NPCA staff and equipment will be utilized to complete this project with a completion date anticipated for the first week of June.

3) Addition of Portable Washrooms (June to September)

During the peak visitation season the NPCA will provide two singular portable washrooms at the Conservation Area. The units will be placed at the North parking area.

These units are anticipated to be in place from June 1 to September 6, 2021.

4) Installation of Fencing and Pump Barriers

A new fence will be installed for health and safety of the area around electrical panel on ground above the pump and the submerged pump area within the water. Fencing and hazard indicators will identify the area as unsafe, with no access permitted to visitors.

Further, in consultation with Town of Wainfleet staff, the NPCA will install fencing along the conservation area property along Quarry Road at the location of the bridge and pump to prohibit access to the conservation area from Quarry Road.

This project will be initiated in June to coincide with the anticipated passing of a new Town of Wainfleet by-law to prohibit parking on the shoulder of Quarry Road. Visitor traffic will be directed to access the conservation area from the newly expanded North parking area.



5) Additional Garbage Receptacles

To address increased concerns regarding littering within the conservation area, the NPCA will add new garbage receptacles to the site. These semi-permanent receptacles will be located at the North parking area.

NPCA staff will prioritize the maintenance and emptying of these receptacles over the peak visitation season.

These receptacles will be in place by early-June 2021.

6) NPCA Regulations Enforcement Blitz

NPCA staff will collaborate with Town of Wainfleet By-Law staff and Niagara Regional Police to enforce the Conservation Authorities Act and NPCA Conservation Area Regulations (O. Reg

ONGOING OPERATIONS

The NPCA will continue to advise and update Town of Wainfleet staff and the watershed community of ongoing operations taking place at the Wainfleet Quarry through the 2021 season.

For more information, please contact:

Adam Christie

Director, Land Operations

Niagara Peninsula Conservation Authority (NPCA)

3292 Sixth Avenue | Lincoln, ON, LOR 1S0

Tel: 905-788-3135 ext. 323

Email: achristie@npca.ca

www.npca.ca

TO: Mayor Gibson & Members of Council

FROM: Mallory Luey, Manager of Corporate Services/Treasurer

DATE OF MEETING: June 1, 2021

SUBJECT: 2021 Property Tax Rates

RECOMMENDATION(S):

THAT ASR-016/2021 be received;

AND THAT Council consider the by-law attached to this report as Appendix “A”, to provide for Final Property Tax Rates for the 2021 taxation year at the May 11, 2021 Regular Meeting of Council.

EXECUTIVE SUMMARY:

The purpose of this report is to approve the Township of Wainfleet tax rates for 2021. On March 8 2021 Council approved the Township of Wainfleet’s 2021 operating budget levy requirements of \$7,046,165. The attached by-law provides for the levy of taxes for the 2021 taxation year as required under the authority of Section 312 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended.

BACKGROUND:

Property assessments for the 2021 property tax year will continue to be based on the fully phased in January 1, 2016 current values. This is the result of the Ontario Government postponing the scheduled Assessment update in response to the Covid-19 Pandemic. Property assessments for the 2021 and 2022 tax year will continue to be based on assessed values as at January 1, 2016, or the same as the 2020 tax year if no changes have been made to the property since that time.

Regional Council kept the tax policy for 2021 status quo based on the tax policy decision adopted for the 2020 taxation year.

The final tax levy is calculated by multiplying the Township tax rates shown on Schedule “B” of the accompanying By-law by the assessments for each of the respective property classes. The assessments used are those found in the December 2020 returned assessment roll as provided by the Municipal Property Assessment Corporation (MPAC) for the 2021 taxation year. The final tax bill amounts are then adjusted for any applicable:

- Credits or amounts outstanding
- Phase-in amounts calculated according to Bill 140 and the Municipal Act

- Amounts paid as part of the interim bills

The final property tax bill due dates are the last business day of the months of:

- July and September for those paying by cash, cheque, debit, through a mortgage company, on-line through a banking institution, on-line third party credit card provider or on the installment-based Pre-Authorized Payment plan
- July, August, September, October and November for those registered in the monthly Pre-Authorized Payment plan

Establishing these due dates assists the Township in securing sufficient tax revenues to meet its payment obligations to the Region of Niagara and the Boards of Education. Further, to adequately provide services and fund the operations of Township facilities.

The Township provides a number of payment options to assist property tax payers in meeting the Council-approved due dates:

- Payments by mail
- Pre-Authorized Payment – on installment due date or 10 month installment plan
- Payments through mortgage companies
- Payments through financial institutions
- On-line credit card payments through third party provider
- Cash, debit and cheque/post-dated cheques

Under the provisions of the Municipal Act, tax bills must be issued no later than 21 days prior to the first installment due date. To meet this requirement, tax bills will have to be mailed no later than July 9, 2021. Also legislation requires 10 days notification of withdrawal dates and amount for those on a pre-authorized payment plan.

OPTIONS/DISCUSSION:

- 1) Council direct staff to proceed with the required by-law authorizing the Township of Wainfleet 2021 tax rates. (Recommended)
- 2) Council direct staff to not to proceed with the required by-law authorizing the Township of Wainfleet 2021 tax rates. (Not Recommended)

FINANCIAL CONSIDERATIONS:

The establishment of the final tax rates allows for the collection of revenue to implement Council's budget decisions.

OTHERS CONSULTED:

- 1) Niagara Region

ATTACHMENTS:

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

Respectfully submitted by,

Approved by,

Mallory Luey
Manager of Corporate Services/Treasurer

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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**THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET**

BYLAW NO. 021-2021

Being a bylaw to establish estimates and
tax rates for the year 2021.

WHEREAS the Council for the Corporation of the Township of Wainfleet has in accordance with Section 290 of the *Municipal Act*, S.O. 2001 Chapter 25 prepared a budget including estimates of all sums for the purposes of the municipality boards, commissions or other body;

AND WHEREAS the levy for all purposes has been set at Fifteen Million, Five Hundred and Seventy Four Thousand, and Six Hundred and Thirty Six Dollars (\$15,574,636.00) which includes:

- (a) \$7,046,166.00 being the net levy required by the Township of Wainfleet as set out in Schedule "A" attached hereto.
- (b) \$6,126,101.00 as set out in Regional Municipality of Niagara By-law 2021-25 pursuant to Section 289 (1) of the *Municipal Act*, 2001, S.O. 2001, C 25.
- (c) \$625,495.00 as levied by the Regional Municipality of Niagara for Waste Management Services for the Township of Wainfleet (Schedule "C" of Regional Municipality of Niagara By-law 2021-25).
- (d) \$1,776,874.00 as calculated by applying the rates for School Board purposes as set out in Ontario Regulation 400/98 and any amendments thereto.

AND WHEREAS certain regulations required reductions in certain tax rates for certain classes or subclasses of property;

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

- 1. **THAT** a tax rate of 0.01476381 is hereby adopted to be applied against the whole of the assessment for real property in the Residential Class.
- 2. **THAT** a tax rate of 0.02760060 is hereby adopted to be applied against the whole of the assessment for real property in the Multi-Residential Class.
- 3. **THAT** a tax rate of 0.01476381 is hereby adopted to be applied against the whole of the assessment for real property in the New Multi-Residential Class.
- 4. **THAT** a tax rate of 0.00369095 is hereby adopted to be applied against the whole assessment for real property in the Farmlands Class.

5. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the Commercial Class.
6. **THAT** a tax rate of 0.02515934 is hereby adopted to be applied against the whole assessment for real property in the Commercial – On Farm Business Class.
7. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Commercial Excess/Vacant Unit Class.
8. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Commercial Vacant Land Class.
9. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the Shopping Centre Class.
10. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Shopping Centre Excess/Vacant Land Class.
11. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the New Construction Commercial Class.
12. **THAT** a tax rate of 0.04360493 is hereby adopted to be applied against the whole assessment for real property in the Industrial Class.
13. **THAT** a tax rate of 0.03700493 is hereby adopted to be applied against the whole assessment for real property in the Industrial – On Farm Business Class.
14. **THAT** a tax rate of 0.04360493 is hereby adopted to be applied against the whole assessment for real property in the New Construction Industrial Class.
15. **THAT** a tax rate of 0.03577382 is hereby adopted to be applied against the whole assessment for real property in the Industrial Excess/Vacant Unit Class.
16. **THAT** a tax rate of 0.03577382 is hereby adopted to be applied against the whole assessment for real property in the Industrial Vacant Land Class.
17. **THAT** a tax rate of 0.03132527 is hereby adopted to be applied against the whole assessment for real property in the Pipeline Class.
18. **THAT** a tax rate of 0.00369095 is hereby adopted to be applied against the whole assessment for real property in the Managed Forest Class.
19. **THAT** a tax rate of 0.04771085 is hereby adopted to be applied against the whole assessment for real property in the Landfill Class.
20. **THAT** a tax rate of 0.01107286 is hereby adopted to be applied against the whole assessment for real property in the Farmland Awaiting Development Class.
21. **THAT** every owner shall be taxed according to the tax rates in this bylaw and such taxes shall become due and payable in two (2) installments and the due dates shall be:

- July 30th and September 30th 2021 for properties that are not subject to capping protection.

The tax payable shall be the whole of the 2021 tax liability less the interim taxes divided by two (2) where applicable with the final installment so payable in whole dollars, that is without cents.

22. On all taxes of the levy, which are in default on the 1st day of the month immediately following the due date a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent will be added on the first day of each and every month the default continues, until December 31, 2021.
23. On all taxes in default on January 1, 2022, interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which the default continues.
24. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
25. The Collector shall mail or cause to be mailed the notice of taxes due to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
26. Taxes are payable at the Township of Wainfleet Municipal Offices, Wainfleet, Ontario, on-line or at any major financial institution in Ontario. All payments are to be made in Canadian funds only. Check the Township website or call the Office for payment options during Town hall closures due to Covid-19.
27. This bylaw shall come into force, take effect and be passed upon the final passage thereof.

BY-LAW READ AND PASSED THIS 1st DAY OF JUNE, 2021

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

	Tax Levy	Total Tax Levy	Share %
Township Purposes			
General purposes	\$7,046,166		
Total Township Purposes		\$7,046,166	45%
Regional Purposes			
General purposes	6,126,101		
Waste Management purposes	625,495		
Total Regional Purposes		6,751,596	43%
Education Purposes			
English Public	1,441,201		
English Separate	310,817		
French Public	10,642		
French Separate	14,214		
Total Education Purposes		1,776,874	11%
Total Tax Levy		\$15,574,636	100%

SCHEDULE "B" TO BYLAW NO. 021-2021

2021 TAX RATES- TOWNSHIP OF WAINFLEET

Description	Code	Wainfleet Tax Rate	Region Tax Rate	Waste Management Tax Rate	Education Tax Rate	Total 2021 Tax Rate
Residential/Farm	RT	0.00675817	0.00587571	0.00059993	0.00153000	0.01476381
Multi-Residential	MT	0.01331359	0.01157515	0.00118186	0.00153000	0.02760060
New Multi-Residential	NT	0.00675817	0.00587571	0.00059993	0.00153000	0.01476381
Farmland	FT	0.00168954	0.00146893	0.00014998	0.00038250	0.00369095
Farmland Awaiting Development	R1	0.00506863	0.00440678	0.00044995	0.00114750	0.01107286
Commercial	CT	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Commercial - On Farm Business	C7	0.01172475	0.01019377	0.00104082	0.00220000	0.02515934
Commercial Vacant Unit	CU	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
Commercial Vacant Land	CX	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
New Construction Commercial	XT	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Shopping Centre	ST	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Shopping Centre Vacant Unit	SU	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
Industrial	IT	0.01777399	0.01545312	0.00157782	0.00880000	0.04360493
Industrial - On Farm Business	I7	0.01777399	0.01545312	0.00157782	0.00220000	0.03700493
Industrial Vacant Unit	IU	0.01377484	0.01197617	0.00122281	0.00880000	0.03577382
Industrial Vacant Land	IX	0.01377484	0.01197617	0.00122281	0.00880000	0.03577382
New Construction Industrial	JT	0.01777399	0.01545312	0.00157782	0.00880000	0.04360493
Pipeline	PT	0.01150308	0.01000105	0.00102114	0.00880000	0.03132527
Managed Forests	TT	0.00168954	0.00146893	0.00014998	0.00038250	0.00369095
Landfill Sites	HT	0.01987078	0.01727612	0.00176395	0.00880000	0.04771085

TO: Mayor Gibson & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: June 1, 2021

SUBJECT: Sign Reflectivity Study

RECOMMENDATION(S):

THAT Report PWSR-011/2021 be received for information.

EXECUTIVE SUMMARY:

During 2021 Capital Budget deliberations, Council approved a sign reflectivity study to ensure the Township conforms with Minimum Maintenance Standards set by the Province of Ontario. Staff engaged Advantage Data Collection to perform a thorough examination of all Township-owned signage as well as preparing a complete inventory in order for the Township to meet its obligations as suggested in the Ontario Traffic Manuals.

In total, our current regulatory and warning sign inventory consists of 1,253 signs within the boundaries of your municipality (excluding parking control signage). Parking control signs were inventoried solely for inventory purposes. The parking related signage totals 352 signs. There was also a total of 5 signs not inspected due to the following reasons: 4 signs were marked as inaccessible, as well as 1 sign that was missing from its location.

Staff are pleased that we received an above average rating as compared to most municipalities completing the study for the first time. The study provided an assessment based on:

1. Overall condition rating,
2. Retroreflectivity,
3. Contrast Ratio,
4. Signs that Require High Intensity Sheeting per the Ontario Traffic Manual,
5. Sign Condition Rating.

BACKGROUND:

During 2021 Capital Budget deliberations, Council approved a sign reflectivity study to ensure the township conforms with Minimum Maintenance Standards set by the Province of Ontario. In March of 2020 the Province introduced Ontario Traffic Manual Book 4 (Ground-mounted Sign and Support Inspection and Maintenance) which is part of a series of volumes that makes up the Ontario Traffic Manual (OTM). Book 4

describes practical methods and guidelines for inspecting and maintaining signs and sign support structures for ground-mounted signs. OTM Book 4 contains information needed to prepare and implement an inspection and maintenance program for ground-mounted signs and supports. This includes preparation of an inventory management system, sign inspection and review, identification of maintenance prioritization, and sign maintenance. This Book provides guidance for consistency of ground-mounted sign inspection and maintenance across Ontario for municipal and provincial transportation systems.

Staff have been monitoring signage and reflectivity using a paper record based document known as our Routine Patrol Records that only record deficiencies as identified by the patroller. The deficiencies are then gathered and listed for maintenance to be performed by staff. Staff's current method of performing reflectivity studies (on our signs) is to perform a visual night time field inspection followed up by a daytime inspection and maintenance performance.

Staff will be developing a complete program for recording the data and logging all future sign installations and replacements in order keep the data base current.

OPTIONS/DISCUSSION:

This report is for information at this time and staff will be considering a computer program to assist in records management of all township assets, work orders, and requests for service for all Operations department at a future time.

FINANCIAL CONSIDERATIONS:

Staff will be replacing the identified deficiencies throughout the year and develop a program to keep inventory of all sign assets current. Future consideration will be given for a computerized program to assist staff and in electronic reporting, tracking and records management.

OTHERS CONSULTED:

- 1) Strategic Leadership Team

ATTACHMENTS:

- 1) Traffic Sign Reflectivity Inspections and Inventory Report

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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Township of Wainfleet

Traffic Sign Retroreflectivity
Inspections and Inventory

19/5/2021

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19/5/2021

Mr. Richard Nan - Manager of Operations
Township of Wainfleet
31940 Highway 3
Wainfleet, ON L0S 1V0

Dear Mr. Nan,

I am pleased to present you with the results of our inspection and inventory of regulatory and warning signs within the Township of Wainfleet. In total, your current regulatory and warning sign inventory consists of 1253 signs within the boundaries of your municipality (excluding parking control signage). Parking control signs were inventoried solely for inventory purposes. The parking related signage totals 352 signs. There was also a total of 5 signs not inspected due to the following reasons: 4 signs were marked as inaccessible, as well as 1 sign that was missing from its location.

1248 signs were inspected:

- 364 Priority Signs
- 311 Regulatory Signs
- 573 Warning Signs

Overall Condition Rating

Of the 1248 signs inspected, there are:

- 977 signs that are rated as 'Good' - 78.28%
- 271 signs that are rated as 'Poor' - 21.72%.

A sign is rated as 'Poor' for any one or more of the following deficiencies:

- Sign does not meet the minimum retroreflectivity requirements of the Manual of Uniform Traffic Control Devices for Canada [MUTCD(C)]. There was a total of 269 Signs that do not meet the minimum retroreflectivity requirements of the MUTCD(C).
- Sign does not meet the minimum retroreflectivity contrast ratio requirements of the MUTCD(C) (this only applies to red and white signs, such as, Stop, Yield and Do Not Enter signs). There was a total of 2 Signs that do not meet the contrast ratio requirements of the MUTCD(C).
- Sign does not have high intensity sheeting when it is required by the Ontario Traffic Manual (OTM) to have high intensity sheeting. There was a total of 11 Signs that do not meet the sheeting requirements of the OTM).
- Sign's condition is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There was 1 sign in Poor Condition.
- Sign's support (post/pole) is rated as poor, which means that there is a deficiency that severely and markedly impacts the visibility or readability of the sign. There were 0 Posts/Supports in Poor Condition

The breakdown of 271 signs that are rated as Poor is as follows:

- 50 Priority Signs rated 'Poor';
- 38 Regulatory Signs rated 'Poor'; and
- 183 Warning Signs rated 'Poor'.

Retroreflectivity Inspection Results

Our teams performed daily calibrations of the retroreflectometer using manufacturer provided calibration plates. Calibrations occurred once at the beginning of the day. This provides assurance that the retroreflectometer is in good working order and that the measurements are accurate. The breakdown of the results for signs inspected for retroreflectivity, are as follows:

- 364 Priority Signs
 - 253 received a “Pass” rating for retroreflectivity
 - 63 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the fail threshold]
 - 48 received a “Fail” rating for retroreflectivity
- 311 Regulatory Signs
 - 224 received a “Pass” rating for retroreflectivity
 - 49 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the fail threshold]
 - 38 received a “Fail” rating for retroreflectivity
- 573 Warning Signs
 - 328 received a “Pass” rating for retroreflectivity
 - 62 received a “Warn” rating for retroreflectivity [meaning that the sign passes retroreflectivity inspection but the retroreflection values (Ra) are approaching the fail threshold]
 - 183 received a “Fail” rating for retroreflectivity

Contrast Ratio Inspection Results Summary

Each Stop, Yield and Do Not Enter sign was also assessed a pass/fail rating for their contrast ratio per the MUTCDC. According to the MUTCDC, a minimum 3:1 contrast ratio is required for a “Pass” rating for signs that are “white on red” or signs with a red background and a white legend (i.e. stop, yield and wrong way signs). Of the signs inspected, there were 2 signs that did not meet this minimum contrast ratio.

Signs that Require High Intensity Sheeting per the Ontario Traffic Manual

In addition to the MUTCDC requirements, the Ontario Traffic Manual requires that certain signs be on high intensity sheeting. During the course of our inspections, we have noted that 11 signs do not meet this requirement of the Ontario Traffic Manual as they were not on high intensity sheeting. An excerpt from the Ontario Traffic Manual outlining these requirements can be found on page 13 of this report.

Sign Condition Rating

We inspect each sign and assign a “Good”, “Fair” or “Poor” rating based on assessment criteria used by all technicians. A “Good” rating means that sign has no defects that affect the visibility or readability of the sign. A “Fair” rating means that a sign has minor defects that slightly affect the visibility or readability of the sign, these signs are generally deemed to be in a state of good repair. A “Poor” rating means that

the sign has defects that significantly and markedly affect the visibility and/or readability of a sign and that the sign requires attention. Here is a breakdown of our findings relating to the condition of your signage:

- 364 Priority Signs
 - 328 received a “Good” rating for sign condition
 - 36 received a “Fair rating for sign condition
 - 0 received a “Poor” rating for sign condition
- 311 Regulatory Signs
 - 283 received a “Good” rating for sign condition
 - 27 received a “Fair rating for sign condition
 - 1 received a “Poor” rating for sign condition
- 573 Warning Signs
 - 502 received a “Good” rating for sign condition
 - 71 received a “Fair rating for sign condition
 - 0 received a “Poor” rating for sign condition

The data can be provided in any format such as .csv, .shp, MESH, just ask!

Should you have any questions relating to any information in this report, please do not hesitate to contact me.

Thank you for allowing us to conduct this work for you.

Sincerely,

Adam Cripps, BSc
Project / Sales Manager
Advantage Data Collection
adam@advantagedata.ca
Tel: (613) 262-3966

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ABOUT US

Advantage Data Collection creates and implements easy-to-use asset management solutions that help municipalities like yours improve their operations. We've been doing it for years and in that time, we've proudly built a reputation as experts in developing and implementing sign management programs that include retroreflectivity inspections and assessments.

OUR COMPANY

Company Name: Advantage Data Collection Ltd.

Established: 2010

Employees: 14

Address: 25 Bay Street East

City/Prov/Postal Code: Brighton, ON K0K 1H0

Telephone: (888) 304-6706

Fax: (613) 475-4815

Web Address: advantagedata.ca



OUR EXPERIENCE

Our focus is municipal asset management for organizations like yours. Advantage Data has conducted over 350 implementations of sign management solutions of varying degrees for municipalities. We are experts at helping municipalities adopt new processes, procedures, and technology to improve operations.

OUR PEOPLE

Advantage Data's staff includes individuals with experience in Government IT/GIS Departments, public works and transportation departments with a wide range of expertise in areas like geographical information systems, software development, and project management for a wide range of private and public organization. Our staff has decades of combined experience dealing with asset and work-related issues.

Name: Adam Cripps, BSc
Title: VP of Operations and Sales
Experience: 10 years of managing field data collection projects and 10 years of implementing sign management programs
Role: Point of contact for the project, responsible for the management of the project.

Name: Jamie Lawrence
Title: Project Manager, Data Analyst
Experience: 4 years of working quality control of field data
Role: Scheduling jobs, performing quality control measures, and providing final report and data at the end of the project

Name: Aleksandra Jedruszek, BSc
Title: Lead, Data Analysis
Experience: 6 years of implementing field data collection projects and 6+ years of implementing sign management programs
Role: Responsible for the development and implementation of your sign management program and training.

Name: Wilber Cortez
Title: Field Technician
Experience: 5+ years of creating signage inventories and conducting inspections.
Role: Conduct inventory and inspection work in the field

Name: Ron Linteau
Title: Lead, Field Technician
Experience: 6+ years of creating signage inventories and conducting inspections.
Role: Conduct inventory and inspection work in the field

Name: Brad Hardy
Title: Field Technician
Experience: 5+ years of creating signage inventories and conducting inspections.
Role: Conduct inventory and inspection work in the field

BENEFITS OF A TRAFFIC SIGN MANAGEMENT PROGRAM

Having an effective sign maintenance and management program is critical to road user safety, but many municipalities find it challenging to get started or simply overlook its importance. Problems when maintaining and managing assets and infrastructure lie in finding the financial, human and technological resources to get the job done right. That is why many levels of government look to specialized third-party service providers such as Advantage Data Collection to develop and implement a sign management program.

An effective sign management program will:



OUR TURN-KEY TRAFFIC SIGN MANAGEMENT SOLUTION

Our exclusive turn-key sign management solution MESH, has proven to be successful across the province. By eliminating all post processing work on your part, saving time and money, our sign management solution covers all the bases so that ongoing management of your signage is simple, easy and efficient.

A COMPLETE TRAFFIC SIGN INVENTORY WITH RETROREFLECTIVITY INSPECTIONS

Perhaps the most challenging and time-consuming aspect of any sign management program is collecting data for the initial inventory and inspection of signage. We've become experts at this methodical and precise work, having completed over 350 sign management projects for municipalities.

By using the latest in field data collection software (MESH) coupled with sensitive GPS equipment and a RoadVista 922 retro-reflectometer (the only objective way to evaluate retroreflectivity) our highly trained and experienced staff inventoried and inspected all regulatory and warning signage in your municipality.

The provided data can be easily imported into any GIS system. We also can provide you with an ESRI Shapefile, KML file, or other file formats as specified for use with existing GIS systems at no additional charge.

To find out more about our sign inspection methodology and how we created your traffic sign inventory, see page 10 of this report.



EASY-TO-USE TRAFFIC SIGN MANAGEMENT SOFTWARE

We're also happy to be able to offer a free month trial for our exclusive sign management software solution, MESH. MESH was built for municipal governments and the work they do. It allows you to easily manage your sign inventory and track inspections and maintenance. It is the only software solution on the market that communicates with RoadVista retroreflectometers to instantly evaluate retroreflectivity.

Best of all, it's easy-to-use. From director to field staff, MESH will fit seamlessly into your municipality. We're certain you'll love it and its many other applications. You can find out more about MESH on page 15 of this report.

IN-PERSON TRAINING

Advantage Data prides itself on great service and part of that service is customized onsite training. An in-person training session at a location of your choosing is something that can be arranged for an additional fee.

Our training will include the use of Advantage's sign management tools (including our new software, MESH) and the use of any equipment and software required to manage and inspect signage. We also provide training manuals that allow for easy reference and guidance. Our approach is to develop a training program that suits your municipality's needs. Here are some of the agenda items that we can include in our training session.

- Overview of Regulatory Environment and Ontario Traffic Manual Requirements
- Basic Principles of Retro-reflectivity
- Principles of Sign Management
- Principles of Conducting Sign Inspections (i.e. inspection methodology, quality control, ASTM test methods)
- Use of Equipment (tablets, GPS equipment, retroreflectometers, etc.)
- Managing Signage Data and Your Inventory
- Use of Advantage's Exclusive Sign Management Methodology and the new MESH Sign Management App

In addition to the above, we also conduct training webinars periodically throughout the year for our municipal clients to attend. They are provided no additional charge.

REPLACEMENT OF TRAFFIC SIGNAGE AS REQUIRED

In Ontario, per the Minimum Maintenance Standard, not only do regulatory and warning signs need to be inspected on an annual basis, but when a traffic sign is found to not meet the minimum retroreflectivity values it must be replaced “as soon as practicable” or by the timeline set out in the MMS.

To comply with the regulation, many municipalities find value in our sign replacement service – it is very affordable. As a matter of public safety, we take this work seriously. We will prioritize sign replacement work based on criticality to road user safety and make sure that signage is replaced “as soon as practicable” or by the timeline set out in the MMS.

RE-INSPECTION OF TRAFFIC SIGNAGE

More than 80% of our customers hire us back to conduct re-inspections of their signage on an annual basis. Our sign re-inspection service has proven to be cost-effective for most municipalities. If a multi-year inspection agreement is something that interests you, we are happy to provide a discount on our initial inspection and inventory.

ROADVISTA 922 RETROREFLECTOMETER

We are proud to be the exclusive Canadian distributor of RoadVista retroreflectometers. If you plan to conduct sign inspections yourself in the future, we highly recommend the use of the RoadVista 922 Handheld Retroreflectometer. The use of a retroreflectometer is the only way to objectively evaluate a sign’s retroreflectivity.

By utilizing our sign management software MESH, it transmits retroreflectivity data to your mobile device and automatically assigns a Pass/Warn/Fail value. It also features an internal barcode scanner, a colour touch screen and the ability to take measurements from both a 0.2° and a 0.5° observation angle.



SIGN INSPECTION METHODOLOGY

Creating an initial inventory or inspecting all regulatory and warning signs is methodical and precise work. We have developed and followed the following 5-step inventory and inspection methodology.



BARCODING



We began our assessment of signage by inventorying each sign and affixing a heavy-duty self-adhesive barcode with a unique identifier. We used barcodes with Code 128 symbology (or as specified by the municipality) which is a common format. The barcodes have durable, UV and weather resistant poly-laminate sheeting.

By barcoding a sign with a unique identifier, it is easy to manage a particular sign and find / track the sign in the field. This is especially pertinent when there are multiple signs on the same post. Barcodes can be easily read with data collection devices and retroreflectometers and allow for easy updating of sign inspection data from subsequent inspections in future years.

GEOLOCATION

We acquired the GPS location of signs using a sub-meter GPS receiver in conjunction with a mobile data collection device. This device provides sub-meter accuracy when measuring GPS. The GPS coordinates can be collected in any format or projection required (i.e. Lat/Long, DD, DMS, UTM Zone NAD, etc).

STANDARD SIGN ATTRIBUTES

We collected the following attributes of your signage. Additional attributes can also be collected in future years such as height, offsets, direction facing, blank type, hardware type, sign shape for which there may be an additional charge.

Attribute	Description
Date & Time	The date and time of the inspection should be specified for documenting the inspection.
Sheeting type	Identification of the sheeting type (i.e. engineering grade, high intensity, etc.) will help to ensure that the proper type of sheeting is used and so that retro-reflectivity can be properly evaluated.
Sign code	The sign code as defined by the Ontario Traffic Manual (i.e. Ra-1, Ra-2, etc.)
Sign name	Name of the sign (i.e. Stop, Yield, etc.)
Post type	The type of post that the sign is on (i.e. u-channel, 4"x4" wood post, etc.)
Lighting Environment	Whether street lighting is present. Required for retroreflectivity evaluation.
Location	The street name and intersecting roadway if applicable.
Photo	A photo (.jpeg) will be taken of each sign
Dimension	Dimension of the sign in centimeters.

RETROREFLECTIVITY

Retroreflectivity of signs was be measured using a RoadVista 922 hand-held retroreflectometer and associated with each sign's affixed barcode number by scanning the barcode with the RoadVista's integrated barcode reader.

The RoadVista 922 hand-held retroreflectometer meets ASTM, CIE & DIN specifications and takes readings at a dual observation angle of 0.2 and 0.5 degrees with an entrance angle of -4.0 degrees. Measurements are taken of both background and legend sheeting of each sign with a minimum of four (4) readings (which are then averaged) per sheeting colour. Measurements are internally recorded and stored on the RoadVista 922 and are associated with the barcode number that was affixed to the sign and scanned with the RoadVista's integrated barcode reader. Retro-reflectivity is measured in accordance with the following ASTM standards:

- E1709 - Standard Test Method for Measurement of Retroreflective Signs Using a Portable Retroreflectometer at a 0.2° Observation Angle
- E2540 - Standard Test Method for Measurement of Retroreflective Signs Using a Portable Retroreflectometer at a 0.5° Observation Angle

All inspected signage was evaluated based on the Transportation Association of Canada (MUTCDC) Minimum Maintained Retroreflectivity Levels and a Pass/Warn/Fail rating is assigned each sign. MESH, our sign management software solution automatically evaluated retro reflectivity with a Pass/Warn/Fail rating.



Assessed Value	Description
Pass	Both the background and legend (if applicable) sheeting meet the minimum retroreflectivity levels.
*Warn	Both the legend and background (if applicable) sheeting meet the minimum retroreflectivity levels, however, the retroreflectivity level (Ra Value) of either the legend, the background or both is within 30cd/lx/m2 of not meeting the required minimum retroreflectivity levels.
Fail	Either the legend or background (if applicable) sheeting do not meet the required minimum retroreflectivity levels.

*The “warn” rating was established for signs that pass the retroreflectivity assessment but are approaching the fail threshold. We use this rating for signs so that the municipality can 1) pay closer attention to the signs approaching the fail threshold and 2) allow for budgeting and work planning to replace signs in subsequent years.

CONDITION ASSESSMENTS.

In addition to retroreflectivity, sign condition, support/post condition, and the sign’s sheeting was assessed by conducting a visual inspection of the sign. Other assessments (such as sign placement, height, offsets, etc.) can be conducted in future years for an additional fee.

Sign Condition Assessment – Good/Fair/Poor

Our teams will visually inspected each sign and assigned it a condition rating based on the below assessment rubric. A sign was assessed a good, fair, or poor rating based on the below descriptions:

Assessed Value	Description
Good	No deficiencies that affect the visibility or readability of the sign.
Fair	One or more deficiencies that slightly affect the visibility and/or readability of the sign.
Poor	One or more deficiencies that significantly and/or markedly affect the visibility and/or readability of the sign.

In the event a sign was assessed as fair or poor, the type of deficiency (i.e. bent, chipped, cracked, faded, dented, scratched, peeling, etc) was also recorded.

Support/Post Condition Assessment – Good/Fair/Poor

Our teams will visually inspected each sign’s support/post and assigned it a condition rating based on the below assessment rubric. A support was assessed a good, fair, or poor rating based on the below descriptions:

Assessed Value	Description
Good	No deficiencies that affect the visibility, readability or structural integrity of the sign.
Fair	One or more deficiencies that slightly affect the visibility, readability or structural integrity of the sign.
Poor	One or more deficiencies that significantly or markedly affect the visibility readability or structural integrity of the sign.

In the event a support was assessed as fair or poor, the type of deficiency (i.e. leaning, bent, loose, rusted, rotted, etc) was also recorded.

Sign Sheeting Assessment – Pass/Fail

Each sign’s sheeting was evaluated based on Ontario Traffic Manual (OTM) Specifications to ensure it meets the minimum sheeting types set out in the OTM. Signs that require the use high intensity sheeting and are found to be on lower grade sheeting failed this assessment. A Pass/Fail rating is assigned in this category.

Regulatory Signs

Section 1.4 Page 15 of Book 5 (Regulatory Signs) of the Ontario Traffic Manual states that, “With the

exception of parking control signs in illuminated areas, all regulatory signs are required to be reflectorized or internally illuminated so as to show the same shape, colour and message by night as by day.” In addition, the same section of Book 5 requires that the following regulatory signs use high intensity sheeting:

- Ra-1 (STOP)
- Ra-1t (ALL-WAY Tab)
- Ra-2 (YIELD)
- Ra-2t (YIELD Tab)
- Rb-10 through Rb-16 inclusive (TURN CONTROL)
- Rb-19 (DO NOT ENTER Symbol)
- Rb-19t (DO NOT ENTER Tab)
- Rb-20 (DO NOT ENTER/WRONG WAY)
- Rb-21 (ONE-WAY)
- Rb-24 (TWO-WAY TRAFFIC)
- Rb-25 (KEEP RIGHT)
- Rb-31 (DO NOT PASS)
- Rb-36 (YIELD CENTRE LANE TO OPPOSING TRAFFIC)
- Rb-91 (YIELD TO ONCOMING TRAFFIC)
- Rb-92 (ROAD CLOSED)

Warning Signs

Section 1.4 Page 15 of Book 6 (Warning Signs) of the Ontario Traffic Manual states that, “All warning signs are required to be reflectorized or internally illuminated so as to show the same shape, colour and message by night as by day. External sign illumination may be used as a supplement to, but not as a replacement for, reflectorization or internal illumination.” In addition the same section of Book 6 requires that the following warning signs require high intensity sheeting:

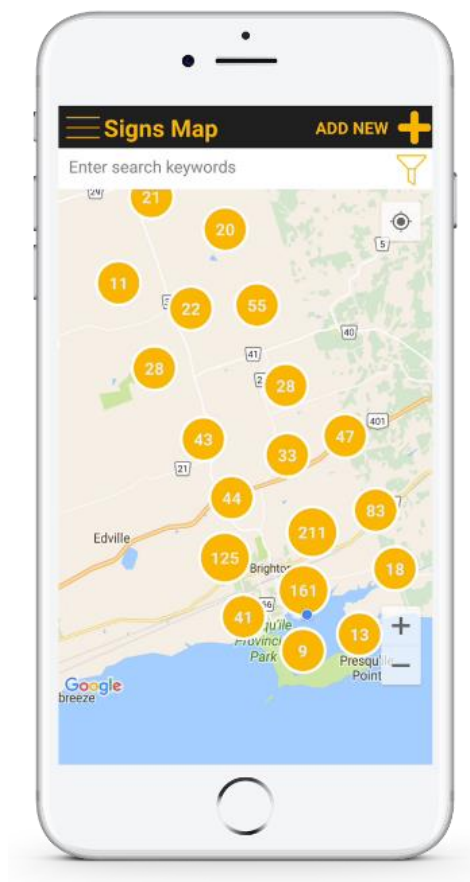
- Wa-8 (CHECKERBOARD)
- Wa-8L (CHECKERBOARD – Left Direction)
- Wa-8R (CHECKERBOARD – Right Direction)
- Wa-8LR (CHECKERBOARD – Both Directions)
- Wa-9 (CHEVRON ALIGNMENT)
- Wa-17 (DOUBLE ARROW)
- Wa-32 (RAMP SPEED KM/H)
- Wa-32A (RAMP SPEED)
- Wa-32t (KM/H Tab)
- Wa-33L (OBJECT MARKER – Left Version)
- Wa-33R (OBJECT MARKER – Right Version)
- Wa-33LR (OBJECT MARKER – Both Directions)

Final Data Reporting

Advantage Data Collection uses MESH Mobile Operations Management Software to perform inspections and create sign inventories. If you already use MESH, great! You will be able to simply manage your signs with the power of smartphone or tablet. If not, it would be our pleasure to offer you a trial of our MESH platform for the sign management module. Please see more information on MESH's sign management module on the following page. If not, we can provide the data in ANY format you require.

Data Relationships

All records have a parent/child relationship with the parent record being a support and the child being the signs. This allows for a one-to-many relationship for asset management and GIS purposes (i.e. there may be multiple signs on a single support). Each sign record refers to it's support's unique parent ID.

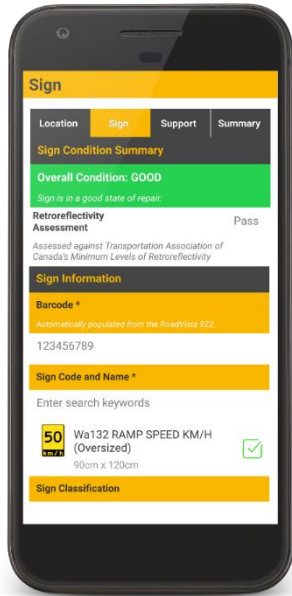


MESH

SIGN MANAGEMENT SOFTWARE

MESH is our exclusive Operations Management software. MESH is a complete municipal operations management solution that allows municipalities to better manage their municipal assets and all the work associated with inspecting and maintaining them. MESH's sign module was developed for use as a complete sign management platform to help municipalities comply with Minimum Maintenance Standards. It is extremely easy-to-use and allows for seamless collection of inventory and inspection data.

FEATURES



CLOUD-BASED DATA to access information, anytime or anywhere, in a web browser or Android, Apple or Windows devices.

ROBUST MAPPING INTERFACE to filter and view the data anyway you want (i.e. see all failing stop signs on Anywhere St).

INTEGRATED OTM & MUTCDC SIGN LIBRARY with images to ensure you are recording the correct information for the right sign.

CONNECTS TO ROADVISTA RETROREFLECTOMETERS via bluetooth and automatically evaluates Pass/Warn/Fail for retroreflectivity.

AUTOMATICALLY ASSIGNS CONDITION RATINGS so you can plan maintenance activities only for signs that need it and project lifespan.

WELL-DOCUMENTED HISTORY OF INSPECTIONS and maintenance in one place to demonstrate compliance and reduce liability.

WORK-ORDERS AND TASKING to get work done. Assign staff tasks to undertake any type of work. The tasks are sent to their mobile device and they are notified. Easily manage and track the work your staff do.

In addition to signage, MESH is a complete municipal operations management solution that allows municipalities to better manage their assets and all the work associated with inspecting and maintaining them. MESH can be deployed to manage other municipal infrastructure, such as sidewalks, culverts & catch basins, water and sewer, trees, roads and much more.

TECHNICAL INFORMATION & SECURITY

MESH is a cloud-based software solution which means information is hosted on our servers on an ongoing basis. MESH is accessible using any modern web browser or Android, Apple or Windows mobile devices.

We employ banking level security (AES 256-bit) and host data on Microsoft's cloud computing platform (Azure) which guarantees 99.9% availability. The application and your data is mirrored on both the east and west coasts of North America so that if one server fails, it will automatically default to use the other server.

APPENDIX A – SIGN INSPECTION REGULATIONS

There has been a lot of information and developments that have caused confusion in the past few years on the retroreflectivity front. We'd like to help you better understand the current environment and how we got here.

U.S. Federal Highway Administration's (FHWA) Manual of Uniform Traffic Control Devices

In January 2008, the United States FHWA revised their MUTCD. It introduced language establishing minimum retroreflectivity levels that must be maintained for traffic signs. By January 2012, all agencies must implement a sign assessment and management program.

Minimum Maintenance Standards for Municipal Highways (O.Reg 239/02)

Likely following the footsteps of the United States, in February 2010, Ontario amended Ontario Regulation 239/02 of the Municipal Act (Minimum Maintenance Standards for Municipal Highways) to require all municipalities in the Province of Ontario to check that the retroreflectivity values of regulatory and warning signs meet the retroreflectivity requirements of the Ontario Traffic Manual on an annual basis.

More recently, in January 2013, Ontario amended O.Reg once again giving more specific direction regarding the inspection of the retroreflectivity of traffic and warning signs. Generally speaking, the regulation now states that:

- The minimum standard for the frequency of inspecting signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection.
- A sign that has been inspected and deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual, does not require any attention until the next inspection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements.
- If a sign is illegible, improperly oriented, obscured or missing, the minimum standard is to repair or replace the sign within the time set out in the regulation (based on Road Class) to this section after becoming aware of the fact.

Ontario Traffic Manual

Although O.Reg 239/02 points directly to the Ontario Traffic Manual (OTM), there is currently a disconnect between the legislation and the OTM because the OTM does not currently prescribe retroreflectivity requirements or minimum R-values for signage. However, continuity between the regulation and the OTM is coming; Ministry of Transportation officials have informed us that Book 4 of the OTM will be released soon and it will adopt the Minimum Levels of Sign Retroreflectivity that were recently released by the Transportation Association of Canada's in their revised Manual of Uniform Traffic Control Devices for Canada (MUTCDC).

Transportation Association of Canada's Manual of Uniform Traffic Control Devices for Canada

In February 2013, the Transportation Association of Canada released Guidelines for Selecting Sign Sheeting to Meet Minimum Retroreflectivity Levels. This guideline was developed to assist transportation agencies in selecting sign sheeting types and maintenance strategies to provide sufficient levels of retroreflectivity for night-time drivers. The guideline also provides guidance for minimum levels of sign retroreflectivity adopted for the Manual of Uniform Traffic Control Devices for Canada.

APPENDIX B – MUTCDC Minimum Retroreflectivity Levels

RA & RB White On Red Signs				
Environment	White		Red	
	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	35	All	7	All
ii) Roads with street lights	40	All	8	All
iii) Roads with no street lighting but other roadside lighting present	360	IV or higher	65	IV or higher
All environments	Retroreflectivity of white sheeting must be at least 3 times greater than retroreflectivity of red sheeting ($\text{White } R_A \geq 3 \times \text{Red } R_A$)			

RB & RC Black and White Signs		
Environment	White	
	Minimum R_A	ASTM Sheeting Type
i) Dark roads	35	All
ii) Roads with street lights	40	All
iii) Roads with no street lighting but other roadside lighting present	360	IV or higher

WA, WB, & WC Black on Yellow Signs		
Environment	Yellow	
	Minimum R_A	ASTM Sheeting Type
i) Dark roads	75	II or higher
ii) Roads with street lights	90	II or higher
iii) Roads with no street lighting but other roadside lighting present	270	IV or higher

RB & RC Black, Green and Red on White						
Environment	White		Red		Green	
	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	50	All	7	All	7	All
ii) Roads with street lights	60	All	8	All	8	All

iii) Roads with no street lighting but other roadside lighting present	360	IV or higher	65	IV or higher	50	IV or higher
WB & WC Red and/or White Signs on Yellow						
	Yellow		Red		White	
Environment	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	75	II or higher	7	All	35	All
ii) Roads with street lights	90	II or higher	8	All	40	All
iii) Roads with no street lighting but other roadside lighting present	270	IV or higher	65	All	360	IV or higher

WB Red and Green on Yellow Signs						
	Yellow		Red		Green	
Environment	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	75	II or higher	7	All	7	All
ii) Roads with street lights	90	II or higher	8	All	8	All
iii) Roads with no street lighting but other roadside lighting present	270	IV or higher	65	IV or higher	50	IV or higher

IA – Posted White on Green and Blue Signs						
	White		Green		Blue	
Environment	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	120	II or higher	15	All	7	All
ii) Roads with street lights	150	II or higher	15	All	7	All
iii) Roads with no street lighting but other roadside lighting present	360	IV or higher	50	IV or higher	30	IV or higher

IA – Posted White on Brown Signs				
	White		Brown	
Environment	Minimum R_A	ASTM Sheeting Type	Minimum R_A	ASTM Sheeting Type
i) Dark roads	150	II or higher	5	All
ii) Roads with street lights	180	II or higher	5	All
iii) Roads with no street lighting but other roadside lighting present	360	IV or higher	18	All

APPENDIX C – What is Retro-reflectivity

Contents

1. How we see things - Diffuse Reflection
2. Retroreflection
3. Retroreflective Optical Systems – Beads and Prisms
4. The “Cone of Retroreflection”
5. Observation Angle
6. Entrance Angle
7. Units of Retroreflectivity Measurement - RA
8. Headlight Illumination

1. How we see things - Diffuse Reflection

Everything we see in our everyday lives is seen by reflected light. The surface of virtually every material (except mirrors) is such that light is reflected from it in all directions (“diffusely”) and therefore, in typical circumstances, the brightness of surfaces seems to us to be about the same no matter from what direction we look at them. We’re also accustomed to having bright light available (the bright sky outdoors by day or lighting fixtures indoors) so that things can be easily seen. With enough light available, our eyes are sufficiently sensitive that diffuse reflection works well to see our way.

When driving at night, however, a motorist usually has only the light from his vehicle’s headlights to enable him to see the road ahead and be guided by its surface and its edges. It’s also the only light he has to see the road markings (centerlines, lane lines, etc.) and the road signs alongside and over the road. The diffuse reflection from the road surface directly ahead (strongly illuminated by his headlights which are intentionally aimed downward) is sufficient to see the road itself for a reasonable distance ahead.

However, road signs and pavement markings need to be seen and read at a much longer distance ahead to be effective. At long distances ahead of the vehicle, objects receive very little light from the headlights (again, the brightest part of that beam is aimed downward) so that when that little light is reflected diffusely in all directions, as by ordinary objects including painted signs – they cannot be seen by the driver. The far field of view is black to the driver. Only when the vehicle and its headlights come very close to a sign can he read it, but probably too late to read and react to it. Similarly, road construction personnel working on roads at night could not be seen until the vehicle may be too close to avoid hitting them and road markings on the road would not give the far-ahead guidance which is their purpose.

2. Retroreflection

To meet the need for these objects to be bright to the nighttime driver, a special material with unique optical properties is used; this material is able to reflect light in a very special way: It reflects almost all of the light striking it from the headlight (or from any source) not diffusely but directly back toward the headlight (reversing the direction from which it came) and contained in only a very, very narrow cone, spreading out just enough to include the driver (almost directly behind the headlights.) That special type of reflection (“back to the source”) is called “retroreflection.”

Returning that light only within an extremely narrow cone (instead of in every direction as does diffuse reflection) is what makes the sign bright to an observer who views it within that narrow cone. Such retroreflective materials are used to make signs visible far away, markings on road personnel bright and markings on the surface of the road seen –

far enough ahead to be useful all using only the very small amount of light available at that far distance from the vehicle's headlights.

Figure 1. Retroreflection Basics

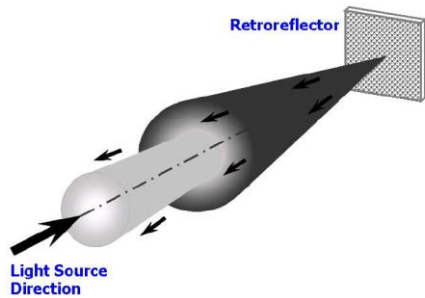


Figure 1 illustrates the example of retroreflection for a road sign. While the actual headlight “beam” (not indicated here) spreads out over a broad area ahead of the vehicle, only that light that directly reaches the sign results in its brightness. Only that part of the light from the headlight is considered in this diagram and it is represented very simply by a line from the headlight to the sign. But carefully note that this line has nothing whatever to do with where the headlight “beam” is

“aimed” (and thus it is not the “headlight-beam axis”). Since every element of retroreflective geometry develops from this imaginary line it will be useful to remember it.

Contrary to the belief of some, retroreflective materials do not actually reflect more light overall than many other surfaces; they appear bright only to a viewer located right behind a light source (including headlights) simply by confining all of the reflected light into that extremely narrow cone. If the viewer isn’t near a light source (ahead or behind), many diffuse-reflecting materials will usually be brighter to him than efficiently retroreflective materials.

3. Retroreflective Optical Systems – Beads and Prisms

Retroreflective materials fall into one of two categories: those that derive their retroreflective properties from incorporating spherical glass beads into its surface and those that incorporate the shape of “cube-corner” micro prisms.

Glass beads (large beads – up to a centimeter diameter or more, were called “cats-eyes”) have been used for 80 years in signage legend and markings. Much smaller beads were spread onto the surface of painted signs to produce a degree of retroreflectivity before the first manufactured glass bead sheeting (for signs) was produced in the ‘50s. Small glass beads also provide retroreflection for pavement markings including both paint (they are spread onto the paint before curing) and in manufactured markings where they become exposed and functional as the material wears away through usage on the roadway.

Reflective prisms (“cube-corner” prisms) have been incorporated into both highway and vehicle markings since the 1920s. Prismatic sheetings, using very tiny “micro-prisms” have been commercially available since about 1990, and typically have a higher efficiency overall than beaded sheetings and thus can be significantly brighter. Most Raised Pavement Markers incorporate prisms (either “large” or microprisms) to provide a bright retroreflective signal.

4. The “Cone of Retroreflection”

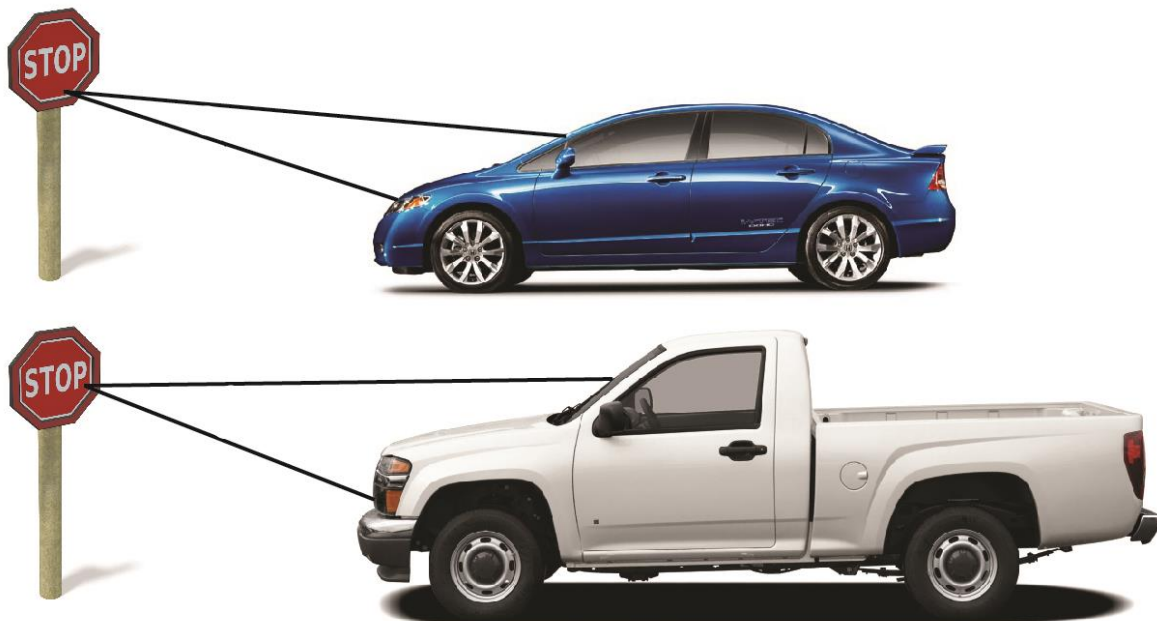
The retroreflected light comes directly back to the headlight, only spreading in a very narrow cone. This cone is centered on that line from the headlight to the sign. In Figure 1, this cone is drawn at roughly about 15° so that it can be seen as a cone in the diagram but on the road the actual effective cone is sometimes as little as 0.2° for a sign read far away. Note: It's hard to show the exact cone in a diagram since a cone of 0.2° spreads only four-hundredths of an inch in a distance of a foot! ($3\frac{1}{2}$ millimeters in a meter distance).

Despite the fact that nearly all the retroreflected light is contained within this very narrow cone, the “cone of retroreflection” doesn't have a definite limit; there is no “edge” to the cone beyond which there is no reflected light at all. The retroreflected light is brightest near the center of the cone and becomes far less bright at larger cones. Thus reference can be made to the reflectivity at the “ 1° cone” or the “ 2° cone.” (The angles used here to measure the “Cone of Retroreflection” are “half-angle” values and are for the angle from the cone axis— that line from the headlight to the sign - to a line in the cone).

The angular “size” of the retroreflected cone of light is important because it determines when that material will be “bright” to the driver of an oncoming vehicle. The driver, while quite close to being directly behind his headlight, is actually separated a short distance from the line from the headlight to the sign and therefore from the center of the cone of retroreflected light.

At longer distances on the road, the driver of a small sports car is only slightly displaced from his headlight and sees signs as bright because he's close to the center of the cone. The driver of a very large truck sits well above his headlights and therefore is further away from the center of the cone. He sees the same sign as less bright. This is shown by the diagram in Figure Two.

Figure 2. Cone of Retroreflection



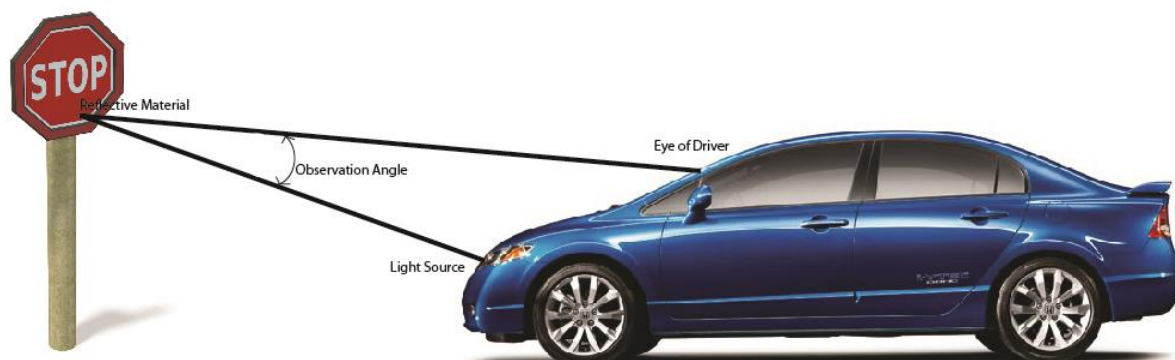
5. Observation Angle

The most important angle in the geometry of Retroreflection is the “Observation Angle”. It’s really quite simple to learn and essential to an understanding of how retroreflection works. It can be described in two somewhat different ways that actually do refer to essentially the same thing.

Consider the Cone of Retroreflection - the retroreflected light coming back to the headlight. The portion of this cone of retroreflection which is seen by an observer at any one time is measured by the angular value of the half-cone. This angle is commonly known as the “Observation Angle.” In terms of the Cone of Retroreflection, the Observation Angle relates to the angle of the cone at which an “observer” (the driver) sees the sign. (It may be useful to note that the light itself is being reflected in this cone whether there is an observer or not).

The more commonly used definition of “Observation Angle” (used in the ASTM specifications, for example) relates it to the geometry of measurement, without any reference to the cone of Retroreflection. (See Figure 3.) This definition of “Observation Angle” says that the line from the headlight to the retroreflective material (sign) forms an angle with a line from the sign to the observer’s eye (or, in a photometer, the detector). This is specific for the laboratory measurement but if you remember the cone of Retroreflection defined by the observation angle you’re more likely to understand how the changes in observation angle affects the reflective efficiency of the retroreflective material and, ultimately, the brightness of the sign.

Figure 3. Simple Observation Angle



The retroreflected light is strongest at the center of the cone (smallest Observation Angles) and continues to drop lower in value at the wider parts of the cone (equal to larger Observation Angles). Thus a “curve” of retroreflectivity values may be created for a given retroreflective sheeting, by laboratory measurements of that sheeting from small to large observation angles; this very useful data is an Observation Angle “curve.”

On the road, the driver is separated from the headlight (i.e., from the “cone axis”) by a relatively “fixed” amount. Therefore, as the vehicle approaches a sign at a long distance the Observation Angle at which the driver views the sign is initially small and then becomes larger and larger at an increasing rate of change when closer to the sign. As previously described, the driver of a large truck,

sitting well above his headlights will see the sign at correspondingly larger Observation Angles at each distance than drivers of cars.

How retroreflectivity changes with changes in Observation Angle, and thus with changes in approach distance, is critical to understand how retroreflectivity works on the road in a practical sense together with the changing illumination from the headlights to produce sign brightness.

6. Entrance Angle

Another concept important to the understanding of retroreflection in the roadway applications considered here, and a part of the “geometry” of retroreflection is the angle called “Entrance Angle.” This is the angle at which the light from the light source (headlight) enters the surface of the retroreflective material, particularly in the case of a sign. This concept also has nothing to do with where the headlight beam is actually directed or what portion of the headlight beam strikes the sign; it is simply the angle that the light which comes from the headlight strikes the surface of the sign.

Entrance angle is the angle between that line from the light source to the sign (we’ve referred to this line before) and an imaginary line exactly perpendicular to the sign. If those two lines are superimposed (i.e., the same line) the light is “head-on” to the material and it is defined as being “0° Entrance Angle”. This is shown in Figure 4.

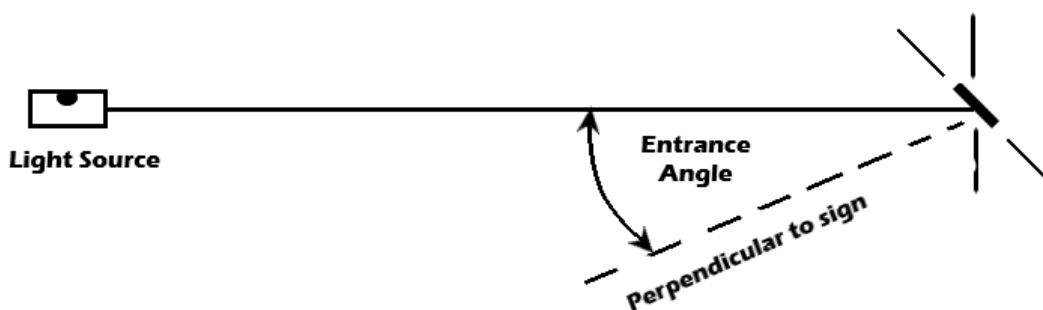


Figure 4. Simple Entrance Angle

Figure 4. Simple Entrance Angle

All retroreflective sheeting materials have substantially lower retroreflectivity at higher entrance angles but at those larger angles some materials retain somewhat higher efficiencies than others; these materials are described as having more “Angularity.”

Typically, signs are viewed at a very small entrance angle which increases only slightly as the vehicle approaches the sign. (See Figure 5.) Almost all properly mounted road signs are read at entrance angles of 10 degrees or less throughout their approach.

Large entrance angles can be created by an accidental twist or tilt of the sign, such as might result from an impact by a vehicle. They can also result when a sign is mounted far off the roadway and the vehicle is quite near, but this circumstance also generally results in the light from the headlights missing the sign, which becomes the predominant factor in determining sign brightness.

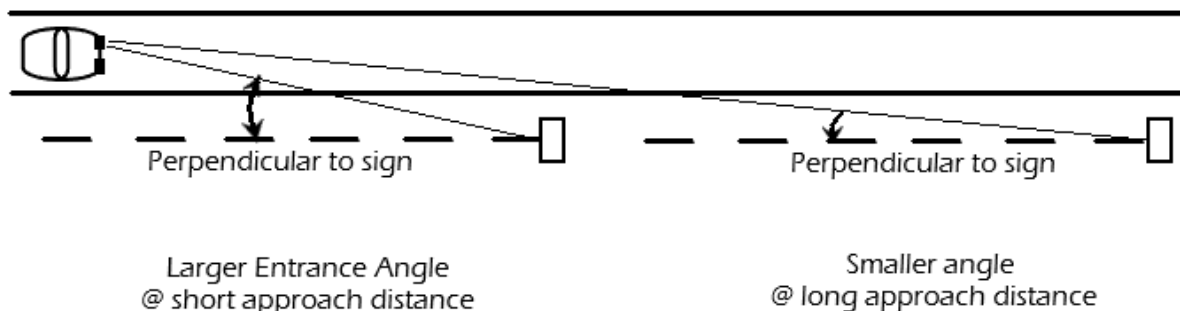


Figure 5. Entrance Angle Change With Distance

Figure 5. Entrance Angle Change with Distance

7. Units of Retroreflectivity Measurement - RA

Performance values for retroreflective sheeting are an expression of the efficiency of that material to retroreflect the light at a particular “geometry”; i.e., at one set of observation and entrance angles. (One “geometry” often used in specifications is: 0.2 degrees Observation angle and 4 or 5 degrees Entrance angle.) The number given tells how much light is retroreflected at that “geometry” for a given unit of light falling on a given area of the material. Technically, it is termed the “Coefficient of Retroreflection,” designated by the symbol RA. (Here we’ll sometimes refer to it as the “retroreflectivity value or simply, “retroreflectivity”).

“RA” essentially expresses the relationship:

$$\frac{\text{Light OUT (Retro)}}{\text{Light IN}} = \text{“Efficiency” or RA}$$

It is not necessary to know the exact technical meaning of the factors comprising that term (but they are: candela per incident lux per square meter, often abbreviated to “cd/lx/m²”); the important concept to understand is that the retroreflectivity value RA is a ratio. It’s similar to “per cent” and does not tell how bright the sheeting will be on a given sign (even at the distance corresponding to the “geometry” for that particular value). It is simply its “efficiency” at returning light to the source at that particular geometry (the set of observation and entrance angles).

[Note: The units and “standard geometry” used in the specifications for the retroreflectivity of road markings is slightly different due to the particular way that virtually all road markings are illuminated and viewed, but the principle is the same].

The efficiency of a retroreflective material varies with different observation and entrance angles and the various

materials vary in different ways. The practical effect of these differences is what influences the choice among different retroreflective materials for a particular situation, taking into account headlight illumination, practical viewing requirements and distances, and the viewing needs of the driver.

8. Headlight Illumination

While different reflectivity values are important and, for example on signs, a higher value generally means a brighter sign, the brightness of a sign is much more dependent upon the level of the light reaching it from the headlight. For example, in recent years automobile headlights project far less light upward toward signs – and thus overhead signs in particular, are seen as less-bright by drivers of new and recent vehicles. Also, where signs are displaced far off the roadway or, as on a curve, the headlight beam is aimed far away from the sign, the sign is far less bright. The most efficient retroreflective material cannot be bright if the light level is very low.

Such circumstances also often exist when the sign is far off to the side, far out of the main headlight “beam” and no material properties can compensate for the absence of light. This is also important to consider when selecting locations for signs. An easily understood example is the driver who, at night, pulls up alongside a corner street name sign to read it out his side-window - the sign’s retroreflectivity is useless to him (unless he holds up a flashlight by his eye!)

The effect of headlight illumination upon road markings differs from signs primarily as a result of the fact that the geometry of the road marking ahead of the car is essentially a “constant” and therefore, higher retroreflectivity values do directly result in brighter markings as seen by the driver and equally efficient markings will generally be seen as equally bright.

TO: Mayor Gibson & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: June 1, 2021

SUBJECT: Reconstruction of Marshville Drive

RECOMMENDATION(S):

THAT Staff report PWSR-012/2021 be received; and

THAT Council Direct the Manager of Operations proceed with the re-construction of Marshville Drive and Engaging Saw Development Inc. to complete the project.

EXECUTIVE SUMMARY:

As Council is aware, the Marshville subdivision gained approval in September 2020. During the construction of the development staff have made multiple inspections as the primary services have been installed.

Staff unfortunately identified significant damage to the surface of the existing Marshville Drive roadway. A recent inspection of the tie in from the development to the existing road surface identified a poorly constructed road base. The influx of heavy machinery and construction supply and deliveries have severely damaged the road surface. Staff anticipated the road being damaged during construction but not at such an early stage of the development.

Staff have met with the developer and engaged discussions regarding the potential of the continuation of the road construction through the township owned portion and complete the re-construction of Marshville Drive at the same time prior to the placement of the base asphalt in the subdivision.

The existing Marshville Drive includes a curve at the intersection of the New Jacobs Lane. During the improvements required at this intersection, we anticipated this becoming a true T intersection allowing for proper flow and coordination of traffic with the installation of street names and stop sign.

The developer graciously engaged their engineering firm (Jam Engineering) to prepare cost estimates. The projected cost for the reconstruction is \$ 130,130.80.

Staff approached the developer to receive a firm quote to perform the necessary work based on the scope approved by staff. The quote from the developer to perform the work is \$111,810.00.

BACKGROUND:

Council approved the Marshville Drive Subdivision Agreement Saw Developments Inc. (Subdivision File No. P01/2018W) in September 2020.

Saw Development has been progressing rapidly on completing the Primary services which includes base asphalt according to the agreement. Staff have been performing inspections on a regular bases to ensure the services have installed according to the specifications submitted. During a recent site inspection where the developer was excavating at the intersection of Marshville Drive, staff had the opportunity to inspect the existing Township-owned Marshville Drive road base.

The existing road base consists of six inches of ballast materials placed on top of a thin layer of top soil and clay base. The base does not contour to promote proper drainage and is not providing adequate base for the construction equipment during the development of the subdivision.

The subdivision agreement includes a clause “Notwithstanding anything contained in this schedule or this Agreement to the contrary, the Township agrees to pay all costs associated with the improvement of the existing portion of Marshville Drive to the standards required by this Agreement for all roadways to the satisfaction of the Manager of Operations”.

Staff have observed the existing road surface deteriorate rapidly with the increase in traffic and heavy equipment during construction. The existing Road platform is less than 6 meters in width with no additional shoulder for stability. Staff did not anticipate the development completing primary services in 2021 or the rate of deterioration of the road surface. Staff are concerned the road will deteriorate quickly with construction traffic and the existing residents and any occupants of the new dwellings will be negatively impacted.

Staff originally were planning on budgeting the reconstruction of Marshville drive after the completion of 80% of the houses.

Staff have had discussion with the developer to consider the improvements required to bring Marshville up to standards and provide a continuous road base and surface once completed. The road construction would include, drainage improvements, excavation of road base 8 meters wide, installation of 100mm sub drain, 300mm of Granular “B”, 150mm Granular “A”, Placement of 50mm HL8 base asphalt. The remaining Top Coat of asphalt will be placed after the subdivision has completed all Secondary services and prior to the roads being transferred to the township.

Staff requested a firm quote from the developer to complete the necessary upgrades to the township owned portion. The quote received is \$111,810.00.

OPTIONS/DISCUSSION:

1. Council authorize an amendment to the subdivision agreement that allows SAW to receive the certificate for primary services without the Township's portion of the road being done and staff will submit during the 2022 budget deliberations (not recommended as the road will deteriorate quickly with construction traffic and the existing residents and any occupants of the new dwellings will be impacted).
2. Staff are recommending that Council wave the normal procurement process and authorize the Manager of Operations to engage the developer, Saw Development Inc., to complete the re-construction of the existing Marshville Drive for \$111,810.00. (Recommended).
3. Council Direct staff to prepare a tender for the reconstruction of Marshville Drive (Not recommended because it will interfere with existing construction activities)

FINANCIAL CONSIDERATIONS:

The re-construction of Marshville Drive is **not** been included in the 2021 budget deliberations. Staff are recommending that we proceed with the re-construction at this time and fund it through a combination of the Development Charge & Infrastructure Reserves.

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Reconstruction Estimate

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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SAW Developments Inc.

42076 Hwy #3
Wainfleet, Ontario
L0S 1V0
905-899-3121

**Township of Wainfleet - Marshville Drive
Existing Road Reconstruction Estimate for 245m of Road**

Date **May 26th, 2021**

Project Description

SAW Developments provides the following estimate to reconstruct the Township owned road portion of Marshville Drive in conjunction with the surrounding development activities to meet the Primary Services requirements in the Subdivision Agreement between SAW Developments Inc. and The Township of Wainfleet.

The Secondary Services requirements (40mm HL3 Asphalt & Granular "M" Shouldering, Etc.) are not included in this estimate.

Item No.	Description	Contract Quantity	Unit	Unit Price	Contract Amount
Section "A"					
1.0	Construction Design & Layout	1.00	L.S.	\$6,500.00	\$6,500.00
2.0	Remove Existing Surface Treatment	1433.00	m ²	\$2.80	\$4,012.40
3.0	Excavate & Dispose Material	1292.00	m ³	\$16.00	\$20,672.00
4.0	Supply & Install 100mm Subdrain	490.00	m	\$15.00	\$7,350.00
5.0	Supply & Install 300mm Granular "B"	1511.00	ton	\$18.00	\$27,198.00
6.0	Supply & Install 150mm Granular "A"	761.00	ton	\$18.50	\$14,078.50
7.0	Supply & Place 50mm HL8 Asphalt	208.00	ton	\$92.00	\$19,136.00

Section "A"	\$98,946.90
13% HST	\$12,863.10
Total Tender	\$111,810.00

TO: Mayor Gibson & Members of Council

FROM: Richard Nan, Manager of Operations

DATE OF MEETING: June 1, 2021

SUBJECT: **Award of RFQ for Town Hall Roof Replacement**

RECOMMENDATION(S):

THAT Report PWSR-013/2021 respecting Award for the replacement of the Town Hall/Council Chambers Roof be received; and

THAT Council authorize the Manager of Operations to award the tender for The Replacement of the Town Hall and Council Chambers Roof to Stolk Construction Limited.

EXECUTIVE SUMMARY:

During the 2021 budget deliberations, Council approved the project which includes the replacement of the Town Hall and Council Chambers Roof.

The existing roof was constructed in 2005 and had received a couple of minor repairs due to water infiltration in 2020. Staff have successfully stopped existing water leaks but have identified several areas of concern on the remaining roof cedar shingles.

Staff prepared a request for quotation and unfortunately due to escalating price in materials and a single bidder included in PWSR-010/2021, Council approved the following recommendation:

“Council direct staff to prepare a second RFQ package to seek alternate style roofing that can include rubberized roofing that provides a 50 year warranty”.

Staff prepared the Tender package in accordance with our procurement policy and notified qualified installers of the opportunity on our website.

BACKGROUND:

Staff have identified several deficiencies over the past couple of years with the existing roofing installed on the Town Hall and Council Chambers. Several repairs to interior drywall and flooring have taken place over the last year to minimize any further damage caused by water infiltration from the roof.

Staff reviewed several options for the repair or replacement of the roof and felt that a complete replacement and waterproofing would provide the longevity to extend the life of the building envelope. Several modifications have taken place over the past several years to the interior office configurations and staff feel that it is the townships best interest to protect our asset from any further potential damage caused by the roof leaking in future.

Staff prepared a request for quotation in accordance with the townships procurement policy for qualified companies to provide a bid for the waterproofing and roof replacement. Staff notified 10 commercial roofing contractors in an attempt to secure to secure bids.

Staff are also pleased to say that a \$100,000 grant was obtained to assist with financing the replacement project.

During the original tender opening held on May 5th we only received a single bidder for a steel style roof.

Stolk Construction Limited: \$221,435.00

In consulting with the bidder, the price of construction materials have drastically increased since the fall of last year. Additionally the requirement placed in the tender for bonding and a one year hold back discourages companies from bidding projects.

In accordance with Council's recommendation approved in PWSR-10/2021, staff prepared a new Request for Quotation and notified qualified installers to the opportunity on our website. The warranty requires certified installers to complete the project. The Tender closed on May 26th and below are the results:

Robb's Roofing	\$ 203,420.00
2362849 Ontario Inc (Skyline Construction)	\$ 157,111.75
Stolk Construction Limited	\$ 102,814.00
Gerry's Roofing	\$ 142,730.00

OPTIONS/DISCUSSION:

- 1) Direct the Manager of Operations to award the replacement of the Town Hall/ Council Chambers Roof to the lowest bidder Stolk Construction Limited.
(Recommended)
- 2) Direct the Manager of Operations to award the replacement of the Town Hall/ Council Chambers Roof to one of the other bidders.

FINANCIAL CONSIDERATIONS:

During the 2021 budget deliberations, Council approved \$167,050 for the completion of the roof replacement.

Staff are recommending that council Direct the Manager of Operations to award the replacement of the Town Hall/ Council Chambers Roof to the lowest bidder Stolk Construction Limited.

OTHERS CONSULTED:

- 1) Strategic Leadership Team

ATTACHMENTS:

Appendix A: Brochure for Euro shield Roofing Material

Respectfully submitted by,

Approved by,

Richard Nan
Manager of Operations

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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BEAUMONT SHAKE



THE PRESTIGE OF NATURAL CEDAR SHAKES THAT WILL LAST A LIFETIME.

With Euroshield®, each profile achieves an unprecedented level of durability. Masterfully engineered to withstand the harshest of environments giving you a sense of satisfaction in ownership of probably the most durable shingles ever created.



EUROSHIELD®

THE SMART CHOICE IN ROOFING



BEAUMONT SHAKE

Authentic beauty and ultra-dimensionality, finally, wood shakes have met their match. We have taken the natural textures of genuine hand-split wood shakes and enhanced their rugged good looks to embody all the character, charm, and aesthetic appeal that wood shakes are known for. The vertical grooves and rich cedar grain create a captivating contrast between light and shadow that is expressed magnificently on your home. With industry leading durability, the Beaumont Shake is sure to make a dramatic, handsome statement on your home for years to come.

It comes in a convenient panel form magnificently displayed with a 9" exposure to-the-weather. Also featuring an interlocking panel system which allows for efficient installations, saving time and money as well as giving it superior wind performance. Offered in four expertly mixed color blends, Black, Brown, Grey & Driftwood* and covered by an industry-leading, Non pro-rated lifetime warranty, giving you worry free superior, lifetime performance at affordable pricing.

(*Driftwood is available at upgraded cost)
Please see our website for complete details.

Premium Rubber Roofing Since 1999

BEAUMONT SHAKE - BLACK

Beaumont Shake in black offers a sense of drama that refuses to go unnoticed. The grain pattern and exotic color design brings forth a heavy intense energy that exudes sophistication.

Absolutely striking in its diversity and universal in its beauty it will stand the test of time with undeniable appeal.



BEAUMONT SHAKE - BROWN

Beaumont Shake in Brown is always in vogue. Whether showcased as a rugged country aesthetic or contrasted with sleek, contemporary style, its subtle textures and grain pattern accentuate the everlasting appeal of real wood giving your home a dynamic presence.



BEAUMONT SHAKE - GREY

Beaumont Shake in grey captures the look of aged white cedar at its most beautiful stage, keeping that look indefinitely regardless of the effects of weather. It is as close to natural as you can get.

It has a subdued steadying effect on the surrounding landscape creating an unmistakable aura of charm and sophistication that never gets old.



BEAUMONT SHAKE - DRIFTWOOD*

Beaumont Shake in Driftwood truly shows your home as a canvas. The lively golden-brown tones and intense warmth borrowed from Tuscan landscapes unite to create a color that is both splendid and magnificent, giving the homeowner a sense of regal elegance.

(*AVAILABLE AT UPGRADED COST)





PREMIUM PERFORMANCE

TESTING

Testing of Euroshield® recycled rubber roofing was conducted at independent laboratories recognized by the Canadian Construction Materials Council (CCMC) and ICC (USA).

- UL2218 Class 4 Impact Rated - Listed by QAI
- Class C Fire Rated
- Wind Testing - Standard Test Method for Wind-Resistance of Steep Slope Roofing Products passed at 160mph for 2 hours continuous exposure at PRI labs, Tampa, Florida.



SPECIFICATIONS

Beaumont Shake

- 7 Section Closed Key-way Panel
- 40"W x 20"H x 1/2" (9" Exposure)
- Average 2.4 lbs/sq.ft (240 lbs/square)
- 25 sq.ft Coverage/bundle
- 10 Pieces/Bundle

WARRANTY

Beaumont Shake is warrantied for 50 years against perforation or tear-through damage from hail 2" diameter or less.

*VISIT OUR WEBSITE FOR COMPLETE WARRANTY DETAILS.



EUROSHIELD®
THE SMART CHOICE IN ROOFING

Toll Free: (877) 387-7667
Email: info@euroshieldroofing.com
9330 48th St., SE, Calgary, AB T2C 2R2
Website: www.euroshieldroofing.com

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BYLAW NO. 019-2021

Being a bylaw to appoint a Senior
Building Inspector / Deputy Chief
Building Official for the Corporation
of the Township of Wainfleet.

WHEREAS authority granted, pursuant to Section 3(2) of the Building Code Act, S.O. 1992, c.23, as amended provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code and Regulations thereunder in the areas in which the municipality has jurisdiction;

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

1. **THAT** Joe Schoonings is hereby appointed as the Senior Building Inspector/Deputy Chief Building Official for the Corporation of the Township of Wainfleet.
2. **THAT** the Deputy Chief Building Official shall be responsible for the enforcement of the Building Code Act, S.O. 1992, c.23, as amended, and the regulations thereunder.
3. **AND THAT** this by-law shall come into force and take effect on the 1st day of June, 2021.

BY-LAW READ AND PASSED THIS 1ST DAY OF JUNE, 2021

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 020-2021

Being a By-law to amend By-law No. 010-2018,
being a By-law to Regulate Traffic and Parking
in the Township.

WHEREAS the Council of the Township of Wainfleet enacted By-law No.010-2018 on the 27th day of March, 2018, to regulate traffic and parking in the Township;

AND WHEREAS the said By-law No.010-2018 has been amended from time to time;

AND WHEREAS the Council of the Township of Wainfleet deems it necessary and appropriate to further amend By-law No.010-2018;

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

- 1) **THAT** the Schedules to By-law No. 010-2018 be amended as follows:
 - a. Schedule "AA" (Stopping Prohibitions), Schedule "AC" (Parking Prohibitions), and Schedule "A4" (Angular Parking) as attached to this by-law, be substituted therefor;
- 2) **THAT** this by-law shall come into force and take effect on the date of final passage thereof.

BY-LAW READ AND PASSED THIS 1st DAY OF JUNE, 2021.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

SCHEDULE “AA of By-law 010-2018”

Schedule “AA” Stopping Prohibitions

<u>Column 1</u> Highway	<u>Column 2</u> Side	<u>Column 3</u> From / To	<u>Column 4</u> Times / Days
Augustine Road	Both Sides	From Lakeshore Road to Lakeshore Road	All Times / Everyday
Quarry Road	West Side	From Lakeshore Road to a point 235 of 240 metres North of Lakeshore Road.	All Times / Everyday
Quarry Road	West Side	From a point 280 275 metres North of Lakeshore Road to Highway 3	All Times / Everyday
Quarry Road	East Side	From Lakeshore Road to a point of 240 metres North of Gord Harry Trail	All Times / Everyday
Quarry Road	East Side	From Lakeshore Road to a point of 275 metres North of Lakeshore Road to Highway 3.	All Times / Everyday

Schedule "AC"
Parking Prohibitions

<u>Column 1</u> Highway	<u>Column 2</u> Side	<u>Column 3</u> From / To	<u>Column 4</u> Times / Days
Lakeshore Road	South Side	Cement Rd to Side Rd #32	All Times / Everyday
Lakeshore Road	North Side	Cement Rd to a point 30 metres past Quarry Road.	All Times / Everyday
Lakeshore Road	North Side	From a point 50 metres past Quarry Road to Side Road #32.	All Times / Everyday
Bellevue Beach Rd	Both Sides	From Lakeshore Rd to its Southerly limits	All Times / Everyday
Walnut Hill Road	Both Sides	From Regional Road 3 to Augustine Road	All Times / Everyday
Slater Boulevard	Both Sides	From Walnut Hill Road to Augustine Road	All Times / Everyday
Hock Road	Both Sides	From Walnut Hill Road to Sandel Road	All Times / Everyday
Sandel Road	Both Sides	From Hock Road to Regional Road 3	All Times / Everyday
Erie Street	Both Sides	From Regional Road 3 to Gallinger Road	All Times / Everyday
Gallinger Road	Both Sides	From Brawn Rd to Dead End	All Times / Everyday
Tunnacliffe Road N	Both Sides	From Regional Road 27 to a point 70 metres South of Regional Road 27.	All Times / Everyday
Brawn Road	East Side	Regional Road 3 Road to Gord Harry Trail	All Times / Everyday
Brawn Road	West Side	Regional Road 3 to a point of 180 metres North of Regional Road 3.	All Times / Everyday
Quarry Road	Both Sides	From Gord Harry Trail to Highway 3	All Times / Everyday

Schedule “A4”**Parking Prohibitions – Angular Parking**

<u>Column 1</u> Highway / Location	<u>Column 2</u> Side	<u>Column 3</u> From / To	<u>Column 4</u> Times / Days
Lakeshore Road	Beach Lot	5 Accessible Parking Spaces where signs are on display	All Times / Everyday
Lakeshore Road	North and South Sides	Reebs Bay Beach	All Times / Everyday
Quarry Road	East Side	From the Southerly corner of Quarry Road heading north starting at 250 meters and ending at 270 meters	All Times / Everyday

**THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET**

BYLAW NO. 021-2021

Being a bylaw to establish estimates and
tax rates for the year 2021.

WHEREAS the Council for the Corporation of the Township of Wainfleet has in accordance with Section 290 of the *Municipal Act*, S.O. 2001 Chapter 25 prepared a budget including estimates of all sums for the purposes of the municipality boards, commissions or other body;

AND WHEREAS the levy for all purposes has been set at Fifteen Million, Five Hundred and Seventy Four Thousand, and Six Hundred and Thirty Six Dollars (\$15,574,636.00) which includes:

- (a) \$7,046,166.00 being the net levy required by the Township of Wainfleet as set out in Schedule "A" attached hereto.
- (b) \$6,126,101.00 as set out in Regional Municipality of Niagara By-law 2021-25 pursuant to Section 289 (1) of the *Municipal Act*, 2001, S.O. 2001, C 25.
- (c) \$625,495.00 as levied by the Regional Municipality of Niagara for Waste Management Services for the Township of Wainfleet (Schedule "C" of Regional Municipality of Niagara By-law 2021-25).
- (d) \$1,776,874.00 as calculated by applying the rates for School Board purposes as set out in Ontario Regulation 400/98 and any amendments thereto.

AND WHEREAS certain regulations required reductions in certain tax rates for certain classes or subclasses of property;

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

- 1. **THAT** a tax rate of 0.01476381 is hereby adopted to be applied against the whole of the assessment for real property in the Residential Class.
- 2. **THAT** a tax rate of 0.02760060 is hereby adopted to be applied against the whole of the assessment for real property in the Multi-Residential Class.
- 3. **THAT** a tax rate of 0.01476381 is hereby adopted to be applied against the whole of the assessment for real property in the New Multi-Residential Class.
- 4. **THAT** a tax rate of 0.00369095 is hereby adopted to be applied against the whole assessment for real property in the Farmlands Class.

-
5. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the Commercial Class.
 6. **THAT** a tax rate of 0.02515934 is hereby adopted to be applied against the whole assessment for real property in the Commercial – On Farm Business Class.
 7. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Commercial Excess/Vacant Unit Class.
 8. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Commercial Vacant Land Class.
 9. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the Shopping Centre Class.
 10. **THAT** a tax rate of 0.02659348 is hereby adopted to be applied against the whole assessment for real property in the Shopping Centre Excess/Vacant Land Class.
 11. **THAT** a tax rate of 0.03175934 is hereby adopted to be applied against the whole assessment for real property in the New Construction Commercial Class.
 12. **THAT** a tax rate of 0.04360493 is hereby adopted to be applied against the whole assessment for real property in the Industrial Class.
 13. **THAT** a tax rate of 0.03700493 is hereby adopted to be applied against the whole assessment for real property in the Industrial – On Farm Business Class.
 14. **THAT** a tax rate of 0.04360493 is hereby adopted to be applied against the whole assessment for real property in the New Construction Industrial Class.
 15. **THAT** a tax rate of 0.03577382 is hereby adopted to be applied against the whole assessment for real property in the Industrial Excess/Vacant Unit Class.
 16. **THAT** a tax rate of 0.03577382 is hereby adopted to be applied against the whole assessment for real property in the Industrial Vacant Land Class.
 17. **THAT** a tax rate of 0.03132527 is hereby adopted to be applied against the whole assessment for real property in the Pipeline Class.
 18. **THAT** a tax rate of 0.00369095 is hereby adopted to be applied against the whole assessment for real property in the Managed Forest Class.
 19. **THAT** a tax rate of 0.04771085 is hereby adopted to be applied against the whole assessment for real property in the Landfill Class.
 20. **THAT** a tax rate of 0.01107286 is hereby adopted to be applied against the whole assessment for real property in the Farmland Awaiting Development Class.
 21. **THAT** every owner shall be taxed according to the tax rates in this bylaw and such taxes shall become due and payable in two (2) installments and the due dates shall be:

- July 30th and September 30th 2021 for properties that are not subject to capping protection.

The tax payable shall be the whole of the 2021 tax liability less the interim taxes divided by two (2) where applicable with the final installment so payable in whole dollars, that is without cents.

22. On all taxes of the levy, which are in default on the 1st day of the month immediately following the due date a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent will be added on the first day of each and every month the default continues, until December 31, 2021.
23. On all taxes in default on January 1, 2022, interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which the default continues.
24. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
25. The Collector shall mail or cause to be mailed the notice of taxes due to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
26. Taxes are payable at the Township of Wainfleet Municipal Offices, Wainfleet, Ontario, on-line or at any major financial institution in Ontario. All payments are to be made in Canadian funds only. Check the Township website or call the Office for payment options during Town hall closures due to Covid-19.
27. This bylaw shall come into force, take effect and be passed upon the final passage thereof.

BY-LAW READ AND PASSED THIS 1st DAY OF JUNE, 2021

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

SCHEDULE "A" TO BYLAW NO. 021-2021

	Tax Levy	Total Tax Levy	Share %
Township Purposes			
General purposes	\$7,046,166		
Total Township Purposes		\$7,046,166	45%
Regional Purposes			
General purposes	6,126,101		
Waste Management purposes	625,495		
Total Regional Purposes		6,751,596	43%
Education Purposes			
English Public	1,441,201		
English Separate	310,817		
French Public	10,642		
French Separate	14,214		
Total Education Purposes		1,776,874	11%
Total Tax Levy		\$15,574,636	100%

SCHEDULE “B” TO BYLAW NO. 021-2021

2021 TAX RATES- TOWNSHIP OF WAINFLEET

Description	Code	Wainfleet Tax Rate	Region Tax Rate	Waste Management Tax Rate	Education Tax Rate	Total 2021 Tax Rate
Residential/Farm	RT	0.00675817	0.00587571	0.00059993	0.00153000	0.01476381
Multi-Residential	MT	0.01331359	0.01157515	0.00118186	0.00153000	0.02760060
New Multi-Residential	NT	0.00675817	0.00587571	0.00059993	0.00153000	0.01476381
Farmland	FT	0.00168954	0.00146893	0.00014998	0.00038250	0.00369095
Farmland Awaiting Development	R1	0.00506863	0.00440678	0.00044995	0.00114750	0.01107286
Commercial	CT	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Commercial - On Farm Business	C7	0.01172475	0.01019377	0.00104082	0.00220000	0.02515934
Commercial Vacant Unit	CU	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
Commercial Vacant Land	CX	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
New Construction Commercial	XT	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Shopping Centre	ST	0.01172475	0.01019377	0.00104082	0.00880000	0.03175934
Shopping Centre Vacant Unit	SU	0.00908668	0.00790017	0.00080663	0.00880000	0.02659348
Industrial	IT	0.01777399	0.01545312	0.00157782	0.00880000	0.04360493
Industrial - On Farm Business	I7	0.01777399	0.01545312	0.00157782	0.00220000	0.03700493
Industrial Vacant Unit	IU	0.01377484	0.01197617	0.00122281	0.00880000	0.03577382
Industrial Vacant Land	IX	0.01377484	0.01197617	0.00122281	0.00880000	0.03577382
New Construction Industrial	JT	0.01777399	0.01545312	0.00157782	0.00880000	0.04360493
Pipeline	PT	0.01150308	0.01000105	0.00102114	0.00880000	0.03132527
Managed Forests	TT	0.00168954	0.00146893	0.00014998	0.00038250	0.00369095
Landfill Sites	HT	0.01987078	0.01727612	0.00176395	0.00880000	0.04771085

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 022-2021

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 June 1, 2021.

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 June 1, 2021, 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 1ST DAY OF JUNE, 2021

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK