



**THE COROPORATION OF THE TOWNSHIP OF WAINFLEET**  
**REGULAR MEETING OF COUNCIL AGENDA – AS AMENDED**

**JUNE 22, 2021 – 7:00 P.M.**

**COUNCIL CHAMBERS**

*Please be advised that the Council Chambers will be closed to the public to limit the spread of COVID-19. The proceedings of the meeting will streamed live.*

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C13/21

- 1. Call to Order**
- 2. National Anthem**
- 3. Land Acknowledgement Statement**
- 4. Disclosures of Interest and the General Nature Thereof**
- 5. Mayor's Announcements & Remarks**
- 6. Councillor's Announcements & Remarks**
- 7. Adoption of Previous Council Minutes**
  - a) Minutes of the regular meeting of Council held June 1, 2021
- 8. Delegations**
- 9. Staff Reports & Recommendations**
  - a) Administrative Staff Reports
    - i. ASR-017/2021 Re:COVID-19 Impact Report
    - ii. ASR-018/2021 Re: Requirements under the Accessibility for Ontarians with Disabilities Act, 2005
    - iii. MEMORANDUM Re: Corporate Flag Policy
  - b) Fire Staff Reports
    - i. FSR-008/2021 Re: 2020 Annual Report

c) Public Works Staff Reports

- i. PWSR-014/2021 Re: Award of Guiderail Replacement
- ii. PWSR-015/2021 Re: Award of Engineering Service for Marshville Drive
- iii. PWSR-0016/2021 Re: 2021 Surface Treatment

**10. Review of Correspondence**

a) C-152-2021

Direction to return to Council with a completed motion specific to Wainfleet respecting Action on Invasive Phragmites

b) C-181-2021

Port Colborne Resolution – Niagara Central Dorothy Rungeling Airport (NCDRA) Commission

c) C-186-2021

Township of Huron Kinloss – Request for additional level of lottery licencing to enable small organizations to obtain a lottery licence

d) C-193-2021

Request to proclaim July 28, 2021 World Hepatitis Day

e) C-194-2021

Request to proclaim September 20-26, 2021 Rail Safety Week

f) C-195-2021

*Canadian Federation of University Women, Welland and District, respecting implementation of the 94 calls to Action in the Truth and Reconciliation Report, specifically # 71-76, Missing Children and Buried Information*

**11. By-laws**

**12. Notices of Motion**

**13. Closed Meeting**

- a) Item under section 239(2)(b)(e) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (a drainage tribunal matter)

- b) Item under section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees – 1 item (a law enforcement matter)
- c) 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)
- d) *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 – 2 items (a potential litigation matter and a purchasing matter)*
- e) Minutes of the closed meetings of Council held May 11, 2021 and June 1, 2021

**14. Rise & Report**

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

- a) By-law No. 023-2021 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 22<sup>nd</sup> day of June, 2021

**16. Adjournment**



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

C12/2021

Date: June 1, 2021

7:00 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
	A. Dashwood	Administrative Assistant
	L. Gudgeon	Manager of Human Resources
	M. Luey	Treasurer/Mgr of Corporate Services
	R. Nan	Manager of Operations

C12/21

### 1. **Call to Order**

Mayor Gibson called the meeting to order at 7:00 p.m.

### 2. **Land Acknowledgement Statement**

Mayor Gibson acknowledged that the land on which we gather is the traditional territory of Anishinaabeg and Haudenosaunee Peoples, acknowledging the One Bowl and Spoon Treaty.

### 3. **Disclosures of Interest and the General Nature Thereof**

None.

### 4. **Mayor's Announcements & Remarks**

Mayor Gibson provided the following remarks:

- Our flags at Town Hall were lowered yesterday in honour of the 215 children who were recently found in a mass grave at a former residential school in Kamloops. The flags will remain at half-mast for one hour for each of the lives that were taken, remaining at half-mast until June 8, 2021.
- The next regular meeting of Council will be held Tuesday June 22 at 7:00 p.m.
- The next regular Police Services Board and Regional Council meetings will both be held Thursday June 24
- Wainfleet market will be opening June 2, 2021 from 2:30-6:30 p.m.



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

Councillor Cridland noted that the next Niagara Peninsula Conservation Authority Board meeting will be held Friday June 18, 2021 and the Steering Committee Meeting will be held June 22, 2021 at 9:30 a.m.

**6. Adoption of Previous Council Minutes**

**Resolution No. C-2021-130**

Moved by Councillor Cridland

Seconded by Councillor MacLellan

**"THAT** the minutes of the regular meeting of Council held May 11, 2021 be adopted as amended:

12 (a) – amended to include direction to staff to prepare a letter to the Niagara Region."

**CARRIED**

**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.

**Resolution No. C-2021-131**

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

**"THAT** the delegation presentation from Steven Soos respecting a request to call on the House of Commons to launch a study in the Standing Committee on Health be received; and

**THAT** Wainfleet Town Council endorse petition e-3351, and that the Prime Minister of Canada, the Federal Minister of Health, the members of the Federal Standing Committee on Health, the Premier of Ontario, the President of AMO, Niagara-area MP's/MPP's, and all Niagara area municipalities be copied on the resolution."

**CARRIED**

## 8. Staff Reports & Recommendations

### a) Administrative Staff Reports

#### i. ASR-015/2021 Re: COVID-19 Impact Report

##### **Resolution No. C-2021-132**

Moved by Councillor MacLellan

Seconded by Councillor Cridland

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

**AND THAT** 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.”

**CARRIED**

#### ii. ASR-016/2021 Re: Property Tax Rates

##### **Resolution No. C-2021-0133**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

**“THAT** Administrative Staff Report ASR-016/2021 respecting 2021 Property Tax Rates 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 June 1, 2021 Regular Meeting of Council.”

**CARRIED**

### b) Public Works Staff Reports

#### i. PWSR-011/2021 Re: Sign Reflectivity Study

##### **Resolution No. C-2021-134**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

**“THAT** Public Works Staff Report PWSR-011/2021 respecting Sign Reflectivity Study be received for information.”

**CARRIED**

ii. PWSR-012/2021 Re: Reconstruction of Marshville Drive

**Resolution No. C-2021-135**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

**“THAT** Public Works Staff report PWSR-012/2021 respecting reconstruction of Marshville Drive be received; and

**THAT** Council Direct staff to prepare a tender for the reconstruction of Marshville Drive.”

**CARRIED**

iii. PWSR-013/2021 Re: Award of Tender for Town Hall Roof Replacement

**Resolution No. C-2021-0136**

Moved by Councillor MacLellan

Seconded by Councillor Cridland

**“THAT** Public Works Staff 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.”

**CARRIED**

**9. Review of Correspondence**

**Resolution No. C-2021-137**

Moved by Councillor Cridland

Seconded by Councillor Van Vliet

**“THAT** the Council or the Corporation of the Township of Wainfleet supports and endorses the recommendations the various municipalities contained in the following items of correspondence

- C158 – Pelham Motion Request to Region of Niagara to Delay Official Plan Update
- C159 – Grimsby Motion Request to Region of Niagara to Delay Official Plan Update
- C162 – Pelham Motion Accessibility Issues for Seniors
- C168 – Port Colborne Motion Request to Delay Official Plan Review
- C170 – Port Colborne Motion Trails Network
- C173 – Pelham Motion Planning Act Timelines
- C171 – Owen Sound Resolution Suicide & Crisis Prevention Hotline Initiative

**CARRIED**

**Resolution No. C-2021-138**

Moved by Councillor Cridland  
Seconded by Councillor MacLellan

**“THAT** Correspondence item No. C160-2021 respecting Integrity Commissioner Annual Report – IC-02534-0121 – April 17, 2020 – April 16, 2021 be received; and

**THAT** staff be directed to come back with a plan to address the recommendations contained within the report.”

**CARRIED**

**Resolution No. C-2021-139**

Moved by Councillor Cridland  
Seconded by Councillor MacLellan

**“THAT** Correspondence item No. C152-2021 respecting Road Management Action on Invasive Phragmites be received; and

**THAT** staff be directed to return with a completed motion specific to Wainfleet at the next available meeting of Council.”

**CARRIED**

**10. By-laws**

**Resolution No. C-2021-140**

Moved by Councillor MacLellan  
Seconded by Councillor Gilmore

**“THAT** the following By-laws be read and passed this 1<sup>st</sup> day of June, 2021:

- 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

**CARRIED**

**11. Notices of Motion**

None.

**12. Closed Meeting**

**Resolution No. C-2021-141**

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

**“THAT** Council now move into closed session to discuss:

- 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)

**CARRIED**

**13. Rise & Report**

Council met in closed session and received information regarding a tax sale matter and a litigation matter.

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

**Resolution No. C-2021-142**

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

**“THAT** 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 1<sup>st</sup> day of June, 2021 be read and passed this 1<sup>st</sup> day of June, 2021.”

**CARRIED**

**15. Adjournment**

There being no further business, the meeting was adjourned at 8:46 p.m.

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K. Gibson, MAYOR

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M. Ciuffetelli, DEPUTY CLERK

## ADMINISTRATIVE STAFF REPORT

ASR-017/2021

**TO:** Mayor Gibson & Members of Council

**FROM:** William Kolasa, Chief Administrative Officer

**DATE OF MEETING:** June 22, 2020

**SUBJECT:** COVID-19 Impact Report

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### **RECOMMENDATION(S):**

**THAT** Administrative Staff Report ASR-017/2021 respecting COVID-19 Impact Report be received as information.

### **EXECUTIVE SUMMARY:**

The Township of Wainfleet continues to operate under a formally declared state of emergency (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 entered Step 1 of the Province's "Roadmap to Reopen" on June 11, 2021. In this stage, there is an initial focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower, and permitting limited indoor settings with restrictions.

The province will remain at each step for at least 21 days to evaluate any impacts on key public health and health system indicators. It can take up to two weeks for COVID-19 vaccinations to offer protection against the virus.

If at the end of the 21 days the province has met the following vaccination thresholds, and there are continued improvements in other key public health and health system indicators, the province may move to the next step of the roadmap:

- Step 1: 60% of adults vaccinated with one dose
- Step 2: 70% of adults vaccinated with one dose and 20% vaccinated with two doses
- Step 3: 70 to 80% of adults vaccinated with one dose and 25% vaccinated with two doses

Vaccination rate  
plus key health indicators <sup>[1]</sup>

### Step 1

# 60%

Adults with one dose

Vaccination rate  
plus key health indicators <sup>[1]</sup>

### Step 2

# 70%

Adults with one dose  
20% Fully vaccinated

Vaccination rate  
plus key health indicators <sup>[1]</sup>

### Step 3

# 70-80%

Adults with one dose  
25% Fully vaccinated

### **Permit with restrictions**

Outdoors first with limited,  
well-managed crowding and  
permitting restricted retail

- Larger outdoor gatherings for up to 10 people
- Outdoor dining for up to 4 people per table
- Essential retail capacity at 25%
- Non-essential retail at 15%
- Outdoor religious services, rites and ceremonies with capacity limited to permit physical distancing of 2 metres
- Outdoor sports, fitness and personal training up to 10 people
- Day camps
- Campsites and campgrounds
- Overnight camping at Ontario Parks
- Outdoor horse racing and motor speedways
- Outdoor pools and wading pools

+21 days before next stage →

### **Permit with restrictions**

Open indoors with small  
numbers and face coverings  
and expand outdoors

- Larger outdoor gatherings for up to 25 people
- Small indoor gatherings for up to 5 people
- Outdoor dining for up to 6 people per table
- Essential retail at 50% capacity
- Non-essential retail capacity at 25%
- Personal care services where face coverings can be worn at all times
- Outdoor meeting and event spaces
- Outdoor amusement and water parks
- Outdoor boat tour operators
- Outdoor county fairs and rural exhibitions
- Outdoor sports leagues and events
- Outdoor cinemas, performing arts, live music events and attractions

+21 days before next stage →

### **Permit with restrictions**

Expand indoors where face  
coverings can't always be  
worn

- Larger indoor and outdoor gatherings
- Indoor dining
- Essential and non-essential retail open with limited capacity
- Larger indoor religious services, rites, and ceremony gatherings
- Indoor meeting and event spaces
- Indoor sports and recreational facilities
- Indoor seated events
- Indoor attractions and cultural amenities
- Casino and bingo halls
- Other outdoor activities from Step 2 permitted to operate indoors

Although the physical doors to Town hall will be closed to the public during Step 1; staff will continue to offer residents, businesses and visitors services remotely by phone, email, website and social media channels. This is in keeping with Schedule 6 of Ontario [Regulation 82/20 \(General Rules at Step 1\)](#) which provides, in Section 2.1(1):

2.1 (1) Each person responsible for a business or organization that is open shall ensure that any person who performs work for the business or organization conducts their work remotely, unless the nature of their work requires them to be on-site at the workplace.

In-person appointments may be scheduled for members of the public for essential and time sensitive matters, 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.

With the Province now in Step 1 of the "Roadmap to Reopen"; at its June 16, 2021, meeting, the Township's Emergency Control Group decided to change from a weekly to a bi-weekly meeting schedule. Notwithstanding the meeting schedule change, the Emergency Control Group will continue to closely monitor the status of the local and provincial emergency declarations and ensure that Township operations and responses continue to be undertaken appropriately.

Using available regulations, the Emergency Control Group also finalized the first steps of harmonizing the Township's reopening plan with the province's Roadmap to Reopen. Unfortunately, at the time of the writing of this report, provincial regulations for Step 2 and Step 3 of the reopening have not been finalized – and staff are unable to complete Township plans until the final regulations are released. Staff are also liaising with other Niagara municipalities as all jointly declared emergencies during the early stages of the pandemic – and staff anticipate forward movement in conjunction with our Niagara neighbours moving forward.

#### Township of Wainfleet Reopening Strategy

##### Step 0 (Lockdown/Stay At Home – Pre-June 11, 2021)

- Offices remain closed to the public – some limited essential office appointments may be accepted subject to strict COVID-19 protocols;
- Masks and other PPE required in all indoor areas (public and administration);
- Offices operating with split shifts / office staffing restrictions in effect;
- Remote attendance Council Meetings, no attendance at Town Hall (all access via remote means only)



## Step 1

<p>Vaccination rate plus key public health and health care indicators</p> <p><b>Step 1</b></p> <p><b>60%</b></p> <p>Adults with one dose</p> <p><b>Permit with restrictions</b></p> <p>Outdoor spaces begin reopening, limited indoor settings with restrictions</p>	<ul style="list-style-type: none"> <li>• Offices remain closed to the public – essential office appointments accepted subject to strict COVID-19 protocols;</li> <li>• Masks and other PPE required in all indoor areas (public and administration);</li> <li>• Township offices continue to operate with split shifts / office staffing restrictions in effect;</li> <li>• In Person Council Meetings by Members with essential staff only in attendance, no public attendance (public access via remote means only)</li> </ul>
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Step 2 and Step 3 of the Township's Reopening Plan will be finalized upon issuance of updated provincial regulations (as Ontario Regulation 82/20 provides only for Shutdown and Step 1 phases of the Reopening Plan).

COVID-19 Vaccinations

Niagara continues to follow the Province of Ontario's vaccine distribution plan. Upcoming vaccination clinics for the month of June/early July include:

Date	City / Town	Location
June 16 - 18	Grimsby	<a href="#">Niagara West YMCA</a>
June 16 - 20	Port Colborne	<a href="#">Vale Health and Wellness Centre</a>
June 19 - 20	Lincoln	<a href="#">Lincoln Community Centre</a>
June 21	Niagara-on-the-Lake	<a href="#">Niagara-on-the-Lake Community Centre</a>
June 21 - 25	Niagara Falls	<a href="#">MacBain Community Centre</a>
June 22 - 24	Welland	<a href="#">Niagara Centre YMCA</a>
June 25 - 27	Fort Erie	<a href="#">Leisureplex</a>
June 26 - 27	West Lincoln	<a href="#">West Lincoln Community Centre</a>
June 28	Wainfleet	<a href="#">Firefighters' Community Hall</a>
June 28 - July 7	Pelham	<a href="#">Meridian Community Centre</a>

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>

On June 17, 2021, the province issued a news release (copy attached) announcing an accelerated second dose eligibility ahead of schedule and providing details of persons eligible to book second dose appointments:

- As of Monday, June 21, 2021, at 8:00 a.m., all Ontarians who received their first dose of an mRNA COVID-19 vaccine on or before May 9, 2021 will be eligible to book or rebook their second dose appointment at a shortened interval.
- As of Wednesday, June 23, 2021, at 8:00 a.m., individuals who received their first dose of an mRNA vaccine on or before May 30, 2021 and who live in the catchment area of one of the 10 public health units identified as Delta hot spots (Durham, Halton, Hamilton, Peel, Porcupine, Simcoe-Muskoka, Toronto, Waterloo, Wellington-Dufferin-Guelph, and York public health units) will be eligible to book or rebook their second dose appointment at a shortened interval.
- Starting the week of June 28, 2021, (days / sequence to be confirmed) all Ontarians aged 18 and over who have received their first dose of an mRNA COVID-19 vaccine will be eligible to book their second dose appointment. The appointment will be scheduled at least 28 days after the first dose, per the recommended interval.

The province has produced a useful fact sheet providing important information about the COVID-19 vaccine (attached as Appendix C).

### 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 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 – Accelerated Second dose Eligibility News Release  
Appendix B – COVID-19 Vaccine Fact Sheet (June 2021)

Respectfully submitted and approved by,

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William J. Kolasa  
Chief Administrative Officer

## **APPENDIX “A”**

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## NEWS RELEASE

# Accelerated Second Dose Eligibility Continues Ahead of Schedule

Over 75 per cent of Ontario Adults Have Received A First Dose of a COVID-19 Vaccine and more than 19 per cent are Fully Vaccinated

June 17, 2021

[Health](#)

[Solicitor General](#)

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TORONTO — With a majority of Ontario adults having received a first dose of the COVID-19 vaccine and over three million doses of the Moderna vaccine arriving in June, the province is continuing to accelerate its vaccine rollout by expanding eligibility for second doses ahead of schedule.

“Thanks to the efforts of Team Ontario we are making tremendous progress in our vaccine rollout, protecting communities at greatest risk of COVID-19 and variants,” said Christine Elliott, Deputy Premier and Minister of Health. “Every dose administered brings us closer to ending the pandemic and moving to Step Two of our Roadmap, and I encourage everyone to do their part and get their shot as soon as they are eligible.”

With a majority of Ontario adults having received their first dose of the vaccine, providing a strong level of protection from COVID-19, the province is accelerating eligibility to book a second dose appointment as follows:

- As of **Monday, June 21, 2021** at 8:00 a.m., all Ontarians who received their first dose of an mRNA COVID-19 vaccine on or before May 9, 2021 will be eligible to book or rebook their second dose appointment at a shortened interval.
- As of **Wednesday, June 23, 2021** at 8:00 a.m., individuals who received their first dose of an mRNA vaccine on or before May 30, 2021 and who live in the catchment area of one of the 10 public health units identified as Delta hot spots (Durham, Halton, Hamilton, Peel, Porcupine, Simcoe-Muskoka, Toronto, Waterloo, Wellington-Dufferin-Guelph, and York public health units) will be eligible to book or rebook their second dose appointment at a shortened interval.
- Starting the **week of June 28, 2021** (days / sequence to be confirmed) all Ontarians aged 18 and over who have received their first dose of an mRNA COVID-19 vaccine will be eligible to book their second dose appointment. The appointment will be scheduled at least 28 days after the first dose, per the recommended interval.

Expanding the number of Delta hot spots and rapidly expanding second dose coverage in these areas will help to minimize the risk of the variant’s spread throughout the province.

In addition, effective [June 14, 2021](#), individuals who received their first dose of the AstraZeneca vaccine are also eligible to receive a second dose of a COVID-19 vaccine at an interval of eight to 12 weeks, with informed consent. This can include a second dose of AstraZeneca or an mRNA vaccine.

Ontario’s allocation of the Pfizer COVID-19 vaccine meant to arrive during the first two weeks of July will be lower than initially projected (decreased from approximately 885,000 to 348,000 doses) and is planned to catch up during the last two weeks of July. The government will adjust and mitigate any impacts of this decrease to the provincial vaccine rollout.

The province will continue to expand eligibility for accelerated second doses across Ontario as additional vaccine allocations and shipment timelines are confirmed by the federal government.

From May 7 to June 17, more than 50 provincially supported mobile and pop-up clinics have administered over 86,000 vaccines at workplaces and community hubs in Durham, Halton, Hamilton, Toronto, Peel and York region hot spots, working closely with public health units. Mobile clinics are returning to these sites to focus on second doses beginning the week of June 20. Provincial mobile teams will also assist Region of Waterloo Public Health as it works toward preventing the spread of the Delta variant by helping to administer first and second doses to priority populations in COVID hot spots.

Individuals who are eligible to receive an accelerated second dose are invited to schedule their appointment through the [provincial booking system](#), directly through public health units that use their own booking system, and through [participating pharmacies](#). Select primary care providers will also be reaching out to book appointments.

“The large increase of Moderna vaccines and steady supply of Pfizer has enabled Ontario to speed up second dose appointments, target hot spot areas and provide more options for people to become fully immunized,” said Solicitor General Sylvia Jones. “With every vaccine administered we are making meaningful progress in our collective efforts to protect our loved ones and keep communities safe.”

All vaccines provided as part of Ontario’s vaccine rollout provide strong protection against COVID-19 and its variants, including the Delta variant. In addition, the National Advisory Committee on Immunization (NACI) has confirmed that a mixed vaccine schedule can be completed safely and is effective. To ensure maximum protection against COVID-19 and the Delta variant, Ontarians are encouraged to get vaccinated as soon as they can and to receive their second dose within the recommended interval.

As of June 16, 2021, the province’s public health units, mass vaccination clinics, hospital sites, pharmacies, and physicians have administered nearly 12 million doses of COVID-19 vaccines to Ontarians. Over 75 per cent of adult Ontarians are benefitting from the protection of a first dose of vaccine, and more than 19 per cent are fully immunized. In addition, youth clinics hosted by public health units are operating across the province and have administered first doses to more than 48 per cent of youth aged 12 to 17 to date.

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## Quick Facts

- As part of Ontario’s Roadmap to Reopen, the province will remain in Step One for at least 21 days to evaluate any impacts on key public health and health system indicators. If at the end of those 21 days the province has vaccinated 70 per cent of adults with one dose and 20 per cent of adults with two doses and there are positive trends in public health and health system indicators, Ontario will move to Step Two.
- Ontario is confirmed to receive approximately 4.7 million doses of the Pfizer COVID-19 vaccine in June, approximately 3.54 million doses of the Pfizer vaccine in July and approximately 3.2 million doses of the Moderna vaccine before the end of June.
- Public health units are responsible for determining how vaccines are allocated through their region as well as through local distribution channels, including through the provincial booking system. Ontarians who are now eligible to book their vaccine appointment are asked to be patient, as it could take time to receive their vaccine appointment. New clinic appointments are being added regularly.
- The 10 public health units that are Delta hot spots were identified through whole genome sequencing information from the period of May 2 to May 22, 2021, as well as screening data from May 27 to June 9, 2021, both provided by Public Health Ontario.
- Individuals who received their first dose or both doses of a COVID-19 vaccine outside of the province are now able to register their vaccination [through their local public health unit](#). Once complete, individuals who have only received a first dose will be able to book their second dose appointment.
- Eligible groups can use Ontario’s [vaccine booking system](#) to find out how to schedule an appointment, or can call the Provincial Vaccine Booking Line number at 1-833-943-3900. For general inquiries, individuals can call the Provincial Vaccine Information Line number at 1-888-999-6488 or TTY service is also available by calling [1-866-797-0007](#).
- Visit [ontario.ca/pharmacycovidvaccine](#) to find a pharmacy offering a COVID-19 vaccine and to book an appointment.

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## Additional Resources

- [Ontario Accelerates Second Doses of AstraZeneca COVID-19 Vaccine](#)
- [Ontario Further Accelerates Second Doses in Delta Hot Spots](#)
- [Ontario Expanding Accelerated Second Dose Booking to More Ontarians Ahead of Schedule](#)
- [Ontario Accelerates Rollout of Second Shots Targeting a Two-Dose Summer](#)
- For up-to-date information on the populations currently eligible for vaccination and instructions on how to book an appointment when you are eligible, visit Ontario’s [vaccine webpage](#).
- For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario’s [COVID-19 communication resources webpage](#).
- Visit Ontario’s [website](#) to learn more about how the province continues to protect the people of Ontario from COVID-19.

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## Related Topics

### Government

Learn about the government services available to you and how government works. [Learn more](#)

### Health and Wellness

Get help navigating Ontario’s health care system and connecting with the programs or services you’re looking for. [Learn more](#)

---

## Media Contacts

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## **APPENDIX “B”**

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# The COVID-19 vaccine: five things you need to know

COVID-19 vaccines work. You can protect yourself, your loved ones, and your community by getting vaccinated. Here's more information about the COVID-19 vaccines.

**1 No steps were skipped in developing these vaccines.** The COVID-19 vaccines were made available quickly because they were supported by never-before-seen levels of collaboration and funding around the world. Many thousands of people around the world participated in clinical trials.

**2 COVID-19 vaccines will not give you COVID-19.** Unlike other vaccines, COVID-19 vaccines don't contain the virus itself. Instead, these types of vaccines teach our cells how to make a protein that will trigger an immune response and create antibodies.

**3 The vaccines have been reviewed and approved by Health Canada.** In order to be used in Canada, all drugs, including vaccines, must meet the regulatory requirements for safety, efficacy, and quality. Usually this review process can take a long time because new drugs and vaccines get added to the bottom of the list, and must wait their turn for review. However, these vaccines are so important they went right to the front of the line, allowing the process to be much quicker than usual.

**4 The best vaccine is the first vaccine you can get.** You may have heard that different vaccines provide different immunity levels. All authorized vaccines are effective at preventing COVID-19. What's most important is that you get your vaccine as soon as it's available.

**5 When a large percentage of the population becomes immune to COVID-19, the spread of the virus will slow down or stop.** You can protect yourself, your loved ones and your community by getting the COVID-19 vaccine.

**TO:** Mayor Gibson & Members of Council

**FROM:** Meredith Ciuffetelli, Deputy Clerk

**DATE OF MEETING:** June 22, 2021

**SUBJECT:** **Requirements under the Accessibility for Ontarians with Disabilities Act, 2005**

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**RECOMMENDATION(S):**

**THAT** Administrative Staff Report ASR-018/2021 regarding Requirements under the Accessibility for Ontarians with Disabilities Act, 2005 be received;

**AND THAT** the revisions to the Township's Accessibility Policy be approved and adopted.

**EXECUTIVE SUMMARY:**

The purpose of this report is to provide for Council's review and consideration of minor revisions to the Township's Accessibility Policy to ensure compliance under the Accessibility for Ontarians with Disabilities Act, 2005.

**BACKGROUND:**

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

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

**OPTIONS/DISCUSSION:**

On November 3, 2020, the Township was notified by the Ministry for Seniors and Accessibility that it would be conducting a file review/audit of the municipality to confirm

that the Township is in compliance with the requirements of the AODA and its standards. The review was conducted under the authority of sections 16 and 17 of the AODA and sought documentation from the municipality confirming the Township's compliance with the Integrated Standards Regulation.

After review of the documentation, the following areas were identified as requiring minor revisions to maintain full compliance under the Act:

1. Section 7(5) & 80.49(5): Complete training records showing dates (eg. year) for 49 employees for customer service, Human Rights Code and Integrated Accessibility Standards Regulation (*Complete*)
2. Section 80.47(3): Providing alternate measures if the service animal is excluded (*Policy revised - see Appendix "A"*)
3. Section 80.51(1): Providing alternate formats at a cost that is no greater than the regular cost (*Policy revised - see Appendix "A"*)
4. Section 27(4): Reviewing the individualized workplace emergency information (*Policy revised - see Appendix "B"*)
5. Section 29(1-2): Documenting the return to work process to include the individualized accommodation plan (*Policy revised - see Appendix "C"*)

Staff have been working with the Ministry and have completed the necessary revisions for Council review and adoption attached in the appendices to this report.

#### **FINANCIAL CONSIDERATIONS:**

There are no financial implications at this time.

#### **OTHERS CONSULTED:**

- a) Strategic Leadership Team

#### **ATTACHMENTS:**

- a) Appendix "A" – Revised Accessibility Policy
- b) Appendix "B" – Individual Accommodation Plan Process
- c) Appendix "C" – Return to Work Process

Respectfully submitted by,

Approved by,

---

Meredith Ciuffetelli  
Deputy Clerk

---

William J. Kolasa  
Chief Administrative Officer/Clerk

## **APPENDIX “A”**

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## The Corporation of the Township of Wainfleet

<b>SUBJECT:</b>	Accessibility Policy
<b>AUTHORITY:</b>	Accessibility for Ontarians with Disabilities Act, 2005
<b>DATE PREPARED:</b>	December 10, 2013

### 1. PURPOSE

This policy establishes the framework for the municipality's Accessible Customer Service Policy. This policy implements the requirements of the Accessible Customer Service Standard and the Integrated Accessibility Standards (Information and Communication, Employment, Transportation, Design of Public Spaces), Ontario Regulation 429/07 and Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

### 2. POLICY STATEMENT

The Township of Wainfleet is committed to providing excellent customer service to all its citizens. The Township is committed to compliance with AODA and its accessibility standards. The municipality shall provide accessibility and accommodation for persons with disabilities through the AODA's customer service standard, integrated accessibility standard and all other standards as they are developed, and in accordance with the requirements of the Ontario Human Rights Code.

### 3. DEFINITIONS

In this Policy:

- a) "Accessible Communication Supports" means captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
- b) "Accessible Formats" means large print, clear text, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.
- c) "Disability" means:
  - i. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness, or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other service animal or on a wheelchair or other remedial appliance or device,
  - ii. a condition of mental impairment or a developmental disability,
  - iii. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
  - iv. a mental disorder, or



## The Corporation of the Township of Wainfleet

- v. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

The definition includes disabilities that are non-visible, are temporary, may be intermittent or have varying degrees of severity. Information about any person's disability is personal and private and must be treated confidentially.

- d) "Extranet website" means a controlled extension of the intranet, or internal network of an organization to outside users over the Internet;
- e) "Internet website" means a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI) and is accessible to the public;
- f) "Intranet website" means an organization's internal website that is used to privately and securely share any part of the organization's information or operational systems within the organization and includes extranet websites;
- g) "New internet website" means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh;
- h) "New intranet website" means either an intranet website with a new domain name or an intranet website with an existing domain name undergoing a significant refresh.
- i) "Guide Dog" means a guide dog as defined in section 1 of the *Blind Persons Rights' Act*.
- j) "Medical aid" means an assistive device including respirators and portable oxygen supplies.
- k) "Mobility assistive device" means a cane, walker or similar aid.
- l) "Personal Assistive Devices" means any aids including communication, cognition, and personal mobility, medical or technical aids that are used to increase, maintain, or improve the functional abilities of persons with disabilities. Assistive devices include, but are not limited to: wheelchairs, walkers, speech synthesizers, TTYs (Telephone Typewriters or Telephone Teletypes), computer technologies, canes and hearing devices.
- m) "Performance Management" means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.
- n) "Redeployment" means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.



## The Corporation of the Township of Wainfleet

- o) "Service Animal" means an animal that is of service to a person with a disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability. Verification of a service animal's status can be provided by way of government certification or by a letter from a registered health professional confirming the animal is required for reasons relating to the person's disability. Regulated health professionals who are eligible to provide this documentation include: an audiologist, speech-language pathologist, chiropractor, nurse, occupational therapist, physiotherapist, psychologist, registered psychotherapist, registered mental health therapist, physician or surgeon.
- p) "Support Person" means any one person who accompanies a person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods or services.
- q) "Volunteer" means a person who freely chooses to provide services to municipality without being remunerated or paid for such service in any way. A volunteer is not required to give, or entitled to receive any notice to terminate the volunteer relationship.

### 4. SCOPE

This policy sets out the responsibilities of all persons in the employ of the Township, its elected officials and those serving the municipality in any appointed capacity.

### 5. PROCEDURE/GUIDELINES

#### **MULTI-YEAR ACCESSIBILITY PLAN AND PROGRESS REPORTS**

The Township will draft and make public a Multi-Year Accessibility Plan to address compliance requirements of O. Reg. 191/11. The Multi-Year Plan will replace the municipality's Annual Accessibility Plan and will be made public by January 1, 2013. The municipality will also draft and make public progress reports outlining steps taken to meet the goals and objectives of the Multi-Year Plan. The Multi-Year Plan Progress Report(s) will be made public by January 1 of each year.

#### **ACCESSIBLE CUSTOMER SERVICE POLICY**

##### **How the Municipality Provides Services**

- Municipal goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities;
- The Municipality will listen to, be courteous, and treat all citizens with dignity and respect at all times;



## **The Corporation of the Township of Wainfleet**

- The Municipality will take the initiative to understand the needs of each individual in order to provide effective and efficient service every time;
- The provision of goods and services to persons with disabilities will be integrated within existing methods wherever possible unless an alternate measure is necessary, whether temporarily or permanently, to aid a person with disability to obtain, use or benefit from the goods and services;
- The Municipality will provide people with disabilities with equal service. If this is not possible or is cost prohibitive, the Municipality will provide choices and options regarding how the Municipality provides services and will work with customers to find acceptable and workable alternatives;
- The Municipality will take the initiative to identify and prevent problem situations up front and propose workable alternatives
- The Municipality shall take reasonable steps to communicate with persons with disabilities in ways that take into account their disability. The Municipality shall also ensure that all staff, volunteers and others dealing with the public on behalf of the Municipality are properly trained in how to communicate with guests with various types of disabilities.

### **Assistive Devices**

People with disabilities will be permitted to access, use and/or benefit from goods or services through the use of their own assistive devices.

In the event that a person utilizing an assistive device cannot access municipal goods or services, the Township will accommodate the customer by using any other temporary measures available and deemed appropriate such as, but not limited to, providing access to other facilities, devices or a Support Person.

### **Service Animals**

Certified service animals shall be permitted entry to all municipal facilities and meeting rooms which are open to the public, except where prohibited by law (such as where food preparation is being undertaken).

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities;

- Explain why the animal is excluded
- Discuss with the customer another way of providing goods, services or facilities





## **The Corporation of the Township of Wainfleet**

The Municipality will display decals at the main entrances of all municipally managed facilities reading “Support Persons and Certified Service Animals Permitted”.

If it cannot be easily identified that an animal is a service animal, a person can be asked to provide documentation from a regulated health professional confirming the status of the animal. The documentation must confirm that the person needs the service animal for reasons relating to their disability. Regulated health professionals who are eligible to provide this documentation include:

- A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
- A member of the College of Chiropractors of Ontario.
- A member of the College of Nurses of Ontario.
- A member of the College of Occupational Therapists of Ontario.
- A member of the College of Optometrists of Ontario.
- A member of the College of Physicians and Surgeons of Ontario.
- A member of the College of Physiotherapists of Ontario.
- A member of the College of Psychologists of Ontario.
- A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

### **Support Persons**

Support Persons shall be permitted entry to all Township facilities and meeting rooms which are open to the public, except when there are fees applied against participants by a third party leasing or renting the facility.

The Township may require that a person with a disability be accompanied by their support person at a specific location if a support person is deemed necessary to protect the health and safety of the person with a disability or the health and safety of others. Before requiring that a support person accompany a person with a disability at any attraction, the municipality will consult with the person with a disability to understand their needs, consider health or safety reasons based on available evidence and determine if there is no other reasonable way to protect the health or safety of the person or others on the premises. If after all factors have been considered, and a support person is deemed required the admission fee for the support person must be waived.

The Township shall provide notice of any fee(s) applicable to support persons accompanying a person with disability when accessing goods and services. Notice of such fee(s) shall be in accordance with the Township's Notice By-law and General Fees and Charges By-law, if applicable, prepared in accordance with the provisions of the Municipal Act, 2001.



## **The Corporation of the Township of Wainfleet**

### **Notice of Temporary Disruptions**

In the event that a temporary service disruption occurs that could limit a person with a disability from gaining access to the goods and service, the Township will post notice or otherwise make the disruption known to customers in the following methods/places:

- Web site and/or social media accounts; and
- Notice on all facility entrances where the disruption has occurred; and
- Reception and Information Counters; and
- Notification by Staff (where applicable); and
- Municipal Automated Answering Service – voice and TTY (where appropriate).

If an unexpected disruption occurs, persons with disabilities will be accommodated by the use of other means possible to deliver the goods and service, if available, such as:

- the goods and service delivery agent may provide the goods or service directly to the person with a disability at an alternate place and time, as deemed appropriate; or
- If appropriate or required, deliver the goods and service to the person's place of residence; or
- Any other assistive measures available and deemed appropriate to deliver goods and services.

All notices of disruption shall include:

- The name of the event/service; and
- The normal service location being impacted; and
- Alternate service locations; and
- Alternate service methods; and
- Hours of service availability; and
- Contact information; and
- Any other information which impacts the delivery of goods and services.

### **INFORMATION AND COMMUNICATION POLICY**

#### **Emergency Procedures, Plans and Public Safety Information**

Emergency procedures, plans and public safety information that are available to the public as well as any relevant updates to these procedures, plans and information, will be made available to the public and in an accessible format or via accessible communication support upon request. Timeframes for provision of this information will be dependent upon the format requested but will be provided as soon as is practicable.

Municipal staff will be trained in emergency response policies and procedures as they relate to people with disabilities, including how to communicate emergency information, and how to offer



## **The Corporation of the Township of Wainfleet**

evacuation assistance to people with disabilities, identifying accessible and safe evacuation routes.

### **Availability of Information in Alternate Formats**

Municipal information will be made available to the public and in an accessible format or via accessible communication support upon request. **We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.**

### **Website Accessibility**

Beginning January 1, 2014, any new website design, new internet website or intranet website, or web-based applications that the municipality controls directly or through a contractual relationship that allows for modification of a product will also conform to W3C WCAG 2.0 Level A.

## **EMPLOYMENT POLICY**

### **Workplace Emergency Response Information**

Workplace Emergency procedures, plans and safety information will be made available to staff in an accessible format or via accessible communication support upon request. Timeframes for this information will be dependent upon the format requested but will be provided as soon as is practicable.

**We will review the individualized workplace emergency response information;**

- a) When the employee moves to a different location in the organization**
- b) When the employee's overall accommodations needs or plans are reviewed; and**
- c) When the employer reviews its general emergency response policies.**

### **Individualized Emergency Response Plans for Municipal Staff**

Municipal staff with disabilities who may require assistance in an emergency situation are encouraged to identify their accessibility needs to their immediate supervisor so that individualized emergency accommodation plans can be created. Individualized plans will be created using the municipality's template. This information will be maintained confidentially.

### **Applicant Accommodation in Recruitment and Selection**

The Township will make accommodation available in its recruitment process to applicants with disabilities upon request. Applicants will also be accommodated when they are individually selected to participate in an assessment or selection process.



## **The Corporation of the Township of Wainfleet**

The municipality will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment and selection processes. If a selected applicant requests an accommodation, the municipality will consult with the applicant and provide or arrange for the provision of a suitable accommodation.

### **Notice of Accommodation Availability to Employees**

The Township will notify successful applicants of its policies for accommodating employees with disabilities when making offers of employment.

The municipality will also notify its employees of its policies for providing job accommodations. Employees will be provided updated information whenever there is a change to existing policies.

### **Accessible Formats and Communication Supports for Employees**

The Township will ensure all employees have information that is needed in order to perform the employee's job; and information that is generally available to employees in the workplace. When an employee with a disability requests accessible formats or communication supports, the municipality will consult with the employee and provide or arrange for the provision of a suitable accommodation.

### **Individualized Accommodation Plans**

The Township shall create and use a written process for the development of documented individual accommodation plans for employees with disabilities.

### **Return-to-Work Accommodation Plans**

The Township shall create and use a written process for the development of return-to-work individual accommodation plans for employees returning to work who have been absent due to a disability and who now require accommodation in order to resume work.

**We have a written process to develop individual accommodation plans for employees.**

**We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.**

### **Accommodation in Performance Management, Career Development and Advancement and Re-deployment**

The Township will ensure its performance management, career development and advancement opportunities and redeployment process is accessible to employees with disabilities. When an employee with a disability requests accessible formats or communication



## **The Corporation of the Township of Wainfleet**

supports, the municipality will consult with the employee and provide or arrange for the provision of a suitable accommodation.

### **TRAINING**

All employees and agents of the Township who are in direct contact with the public (e.g. face-to-face or telephone communication) shall be trained in the various aspects of accessible customer service delivery and integrated accessibility standards.

All training, regardless of format, shall have regard for:

- An overview of the purposes of the AODA;
- Overview of Accessible Customer Service and Integrated Accessibility Standard requirements;
- Instruction on how to interact and communicate with people with various types of disabilities, including provision of alternate formats;
- Instruction on interacting with people with disabilities who use assistive devices or require the assistance of a guide dog, other service animal or a support person;
- Overview of the municipality's obligation to provide information in alternate formats and alternate communication supports upon request including:
  - Review of different types of alternate formats;
  - Review of alternate communication supports (sign language, gestures, boards with symbols, voice-synthesizers, etc.);
  - Review of municipality's alternate format service provider and process relating to securing information in alternate formats;
  - Review of tracking system used for alternate formats upon request (as required);
- Overview of Ontario Building Code accessibility updates;
- Overview of Design of Public Spaces Standard requirements;
- Instruction on what to do if a person with a disability is having difficulty accessing municipal services.

In addition to the above customer service training, management and supervisory staff will be trained in the Employment Policy requirements and procedures (accessible recruitment and screening, employment policy and accommodation planning training) as well as our obligations under the Ontario Human Rights Code.

Training shall be mandatory for all employees upon their initial indoctrination and every 3 years thereafter.

### **FEEDBACK PROCESS**

Feedback may be provided by a person with a disability in the manner deemed most convenient to them; such as in person, by telephone, in writing, or by delivering an electronic text by email or otherwise. The municipality will provide or arrange for accessible formats and



## **The Corporation of the Township of Wainfleet**

communication supports, on request when requesting or receiving feedback from people with disabilities.

Feedback may be provided directly to the service provider or:

The Township of Wainfleet  
Attn: Clerk  
31940 Highway 3, P.O. Box 40  
Wainfleet ON L0S 1V0  
Tel: 905-899-3463  
Fax: 905-899-2340  
Email: [info@wainfleet.ca](mailto:info@wainfleet.ca)

All feedback will be kept in strict confidence and used to improve customer service.

The Responsible Officer for the Accessibility Policy will acknowledge concerns within five (5) business days and will respond in a timely manner with information regarding how the issue will be addressed.

The Township will make every effort to understand the problem, identify the appropriate contact and work towards a resolution.

In addition, the author of the feedback will be provided a response in a format identified as accessible to him or her.

### **AVAILABILITY OF DOCUMENTS**

This policy and any other document deemed to be key in the delivery of goods and services will be made available upon request in a format that takes into account the person's disability.

Notwithstanding the above, this policy will be made available on the municipality's website, and made available to any person to whom it provides goods or services using any other method or format as are reasonable in the circumstances.

### **POLICY REVIEW PROCESS**

At minimum, this policy will be reviewed annually by appropriate municipal staff. However, the review process may be affected by AODA Regulations as they are announced. Therefore, this policy will also be reviewed upon announcement of any new Accessibility Standards of the AODA, 2005, to ensure integration and consistency with this policy. The policy may be modified from time to time to ensure full compliance with the AODA, 2005.

## **APPENDIX “B”**

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# Individual Accommodation Plan Process

The Corporation of the Township of Wainfleet \_\_\_\_\_ is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

## 1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

## 2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
  - The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.
- The employee and his/her manager will work together to find the most appropriate accommodation
  - A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated
  - The employee may ask a bargaining agent or other workplace representative to participate in the process

## 3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports
- Employee emergency information and/or emergency response plan (if applicable)
- When the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

## 4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes



# Individual Accommodation Plan

## Confidential when completed

### Employee Information

Last Name

First Name

Title / Department

### Manager Information

Last Name

First Name

Title / Department

### Accommodations

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

### Next plan review

Date (yyyy/mm/dd)

Or

Frequency

### Limitations

List any functional limitations that the employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role.

#### 1. Limitation

Tasks / activities affected

Essential job requirement?

☐ Yes

☐ No

### Accommodations

Using the list of tasks from the limitations section above, identify what types of accommodation or support would help the employee accomplish the task. List a strategy or tool that will provide that accommodation.

#### 1. Task

What must the accommodation achieve?

Accommodation strategy

### Implementation

List the actions required to achieve the accommodation(s) identified in the prior section.

#### 1. Action

Assigned to

Due Date (yyyy/mm/dd)

Date Completed (yyyy/mm/dd)

### Information sources

Identify and include the contact information for any experts consulted when building the plan (e.g., human resources manager, family doctor, specialists)

1. Last Name	First Name
Title/Role	
Email Address	Telephone Number ext.

### Related documents

Attach any additional documents required to support the employee.

- ☐ Employee emergency plan (if applicable)
- ☐ Accessible format of the individual accommodation plan (if needed)
- ☐ What type(s) of accessible formats and/or communications support the employee needs (if requested)
- ☐ Return to work plan (if applicable)
- ☐ Other (specify): ▼

### Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

### Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

\* This sample accommodation plan is for informational purposes only and should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

## **APPENDIX “C”**

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## Return to Work Process

The Corporation of the Township of Wainfleet

is committed to supporting

employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work.\*

### Step 1. Initiate the leave and stay in contact with the employee

If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return to work process.

### Step 2. Gather relevant information and assess individual needs

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

#### Manager

- Provides the employee with return to work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

#### Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return to work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

### Step 3. Develop a return to work plan

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return to work plan should be attached to the employee's individual accommodation plan.

### Step 4. Implement, monitor and update the plan

After implementing the return to work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

\* This return to work process does not replace or override any other return to work process created by or under any other statute. It should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

## Confidential when completed

### Employee Information

Last Name

First Name

Title / Department

### Manager Information

Last Name

First Name

Title / Department

Return to work plan start date (yyyy/mm/dd)

Return to work plan end date (yyyy/mm/dd)

### Goal

At the end of the return to work process, the employee will return to his/her

- ☐ Original job
- ☐ Original job with modifications
- ☐ Alternate job (include job description)

### Accommodations and transitional measures

List any limitations the employee experiences as a result of his/her disability, how it affects different aspects of his/her job and any accommodations or safety measures required to help the employee return to work. Accommodations may include, but are not limited to:

- Modified work hours/days
- Modified work location
- Modified job requirements
- Assistive device(s)
- Additional support (e.g. colleagues helping with specific tasks)

If the measures will be phased in or out, include a start/end date.

1. Limitation

Tasks/activities affected

Accommodation

Safety considerations

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

## Assignment to alternate position

Complete this section if the employee will not be returning to his/her original job. The assignment to an alternate position may be temporary or permanent.

Job title	Length of assignment
-----------	----------------------

Describe the new position

List any training requirements and safety precautions

## Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

## Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)



# Memo

**To:** Mayor Gibson & Members of Council

**From:** M. Ciuffetelli, Deputy Clerk

**Date:** June 22, 2021

**Re:** Corporate Flag Policy

---

On May 11, 2021, staff prepared a report seeking direction from Council respecting the location of a community flag pole in addition to the implementation of a Corporate Flag Policy for the Township.

Staff provided Council with the following options for the location of a Community Flag Pole:

- a) Town Hall next to Canadian Flag
- b) Parkette at Feeder
- c) Between the arena and library
- d) Flag Pole in lobby of Town Hall
- e) Wall-mount flag pole on the exterior of the Town Hall building (location to be identified)

After discussing the options, Council directed staff to proceed with a wall-mount flag pole to be placed on the exterior of Town Hall building. Staff have examined the building for reasonable location that would be easily accessible to staff, have appropriate visibility from the road, and maintain the heritage aspects of the building.

With that in mind, it does not appear there is a good location on the front of the Council Chambers, and therefore staff do not recommend this as an option.

Staff is seeking direction on the preferred location of a community flag pole for the Township (photos attached for discussion) in addition to the adoption of the attached Corporate Flag Policy.

Figure 1



Figure 2





Figure 3



Figure 4





Figure 5



Figure 6





# TOWNSHIP OF WAINFLEET POLICY

Page 1 of 3

<b>Policy Title:</b>	<b>Corporate Flag Raising Policy</b>
<b>Policy Number:</b>	
<b>Department</b>	<b>Clerk's Department</b>
<b>Date of Council Approval:</b>	<b>June 22, 2021</b>
<b>Date of Revision(s):</b>	

## 1. DEFINITIONS

- 1.1. **"Clerk"** means the Clerk appointed by the Township of Wainfleet Council, or his/her designate.
- 1.2. **"Community Flag Pole"** means the flagpole at the Township of Wainfleet Municipal Office that is designated for Community Flag Raisings.
- 1.3. **"Flagpole"** means a pole used for flying a flag.
- 1.4. **"Half-mast"** means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasion.

## 2. PURPOSE

- 2.1. The Community Flag Raisings & Flag Protocol Policy establishes a framework to govern requests for flag raisings received from the community, and to establish a constant protocol for the flying of flags at all municipal buildings and properties.

## 3. POLICY STATEMENT

- 3.1. This Policy applies to Community Flag Raisings held at the Township of Wainfleet Municipal Office, and to the flying of flags at any municipal building, property, or facility.

## 4. PROCEDURES/GUIDELINES

### Flags at Half-Mast

- 4.1. Flags will be lowered on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:
  - On the death of the Mayor or a sitting member of Council;
  - On the death of a current Municipal employee or volunteer Fire Fighter;
  - On the death of a former Mayor or Member of Council;



## TOWNSHIP OF WAINFLEET POLICY

Page 2 of 3

<b>Policy Title:</b>	<b>Corporate Flag Raising Policy</b>
<b>Policy Number:</b>	
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<b>Date of Council Approval:</b>	<b>June 22, 2021</b>
<b>Date of Revision(s):</b>	

- The Sovereign or member of the Royal family related in the first degree to the Sovereign (i.e. husband or wife, son or daughter, father, mother, sibling);
  - Current or former Governor General;
  - Current or former Prime Minister;
  - Current or former Lieutenant-Governor of the Province of Ontario;
  - Current or former Premier of Ontario;
  - Current or former Member of the Parliament of Canada representing the Township of Wainfleet;
  - Current or former Member of the Legislative Assembly of Ontario representing the Township of Wainfleet;
  - Special events recognized by the Government of Canada recognizing the death of a universal major figure(s);
  - On the death of an individual(s) of local, provincial or national significance, or to commemorate a solemn occasion, in consultation with the Mayor and Clerk;
  - The official period of mourning is defined as the day of passing or notification thereof, until sunset on the day of the funeral or memorial;
- 4.2. The policy may be extended to include others as directed by the Mayor or by proclamation of the Governor General or Lieutenant Governor.
- 4.3. Flags at the municipal office and cenotaphs will be flown at half-mast in recognition of the following days:
- Workers Day of Mourning – April 28
  - Remembrance Day – November 11

### Community Flags

- 4.4. The flagpole located at **XX** will be used as the location to fly community flags.
- 4.5. The Clerk shall have delegated authority to approve community flag raising requests, provided the new request is consistent with former requests and/or with the Corporate Flag Policy.
- 4.6. Requests will not be approved for:
- Political parties or organizations;



## TOWNSHIP OF WAINFLEET POLICY

Page 3 of 3

<b>Policy Title:</b>	<b>Corporate Flag Raising Policy</b>
<b>Policy Number:</b>	
<b>Department</b>	<b>Clerk's Department</b>
<b>Date of Council Approval:</b>	<b>June 22, 2021</b>
<b>Date of Revision(s):</b>	

- Religious organizations, commercial entities or in celebration of corporate events;
  - Intents that are contrary to Township of Wainfleet policies and/or by-laws;
  - Organizations requesting flag raisings that promote hatred, violence or racism;
  - Organizations that have already flown a courtesy flag during the same calendar year.
- 4.7. Community Flag Raising approvals will be granted on a first-come, first-served basis.
- 4.8. The community organization must provide the flag to the Clerk and retrieve the flag once it has been removed.
- 4.9. The Clerk will provide the date and time of the flag raising to the community organization, Members of Council and Senior Management.
- 4.10. The community organization will be responsible for arranging any flag raising ceremony and attendees.
- 4.11. Flags will be flown for up to one (1) week at a time unless otherwise directed by Council.

## **FIRE STAFF REPORT**

**FSR-008/2021**

**TO:** Mayor Gibson & Members of Council

**FROM:** M. Alcock, Fire Chief/CEMC

**DATE OF MEETING:** June 22, 2021

**SUBJECT:** 2020 Annual Report

---

### **RECOMMENDATION(S):**

**THAT** Fire Staff Report FSR-008/2020 regarding the 2020 Annual Report be received for information.

### **EXECUTIVE SUMMARY:**

This report includes a summary of Fire Department activity within the Township of Wainfleet for the 2020 Calendar year, attached as Appendix "A".

### **OPTIONS/DISCUSSION:**

None.

### **FINANCIAL CONSIDERATIONS:**

None.

### **OTHERS CONSULTED:**

Deputy Fire Chief – Shawn Schutten  
Strategic Leadership Team

### **ATTACHMENTS:**

- 1) Appendix "A" – 2020 Wainfleet Fire & Emergency Services Annual Report

Respectfully submitted by,

Approved by,

---

Morgan Alcock  
Fire Chief/CEMC

---

William Kolasa  
Chief Administrative Officer

## **APPENDIX “A”**

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# 2020 ANNUAL REPORT

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## YEAR IN REVIEW

Summary of Emergency Responses, Training, Achievements, Success and Investments that have been accomplished in 2020. Review of the status of Stations, Apparatus & Equipment.

31940 Highway 3, P.O. Box 40  
Wainfleet ON, L0S1V0

Tel: 905-899-3463  
Fax: 905-899-2340  
Email: [fire@wainfleet.ca](mailto:fire@wainfleet.ca)





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1. Fire Chief's Message
2. Core Values, Mission and Vision
3. Organizational Structure
4. Personnel
5. Retirements & Resignations, Promotions & Appointments, Recognition
6. Education & Prevention
7. Emergency Response
8. Training
9. Facilities, Apparatus & Equipment
10. Wainfleet Fire & Emergency Services Association Activities
11. Moving Forward



## CHIEF'S MESSAGE

On behalf of Wainfleet Fire & Emergency Services (WFES), it is my pleasure to present the 2020 Annual Fire & Emergency Services Report. Despite the challenges that the Covid-19 Pandemic has presented, 2020 has been another incredibly busy and productive year. The members of WFES continue to deliver professional and excellent service to the community. I am incredibly proud of their dedication to excellence, knowledge, skills and teamwork to serve Wainfleet 24 hours a day, 365 days a year.

WFES accomplished a number of items in 2020.

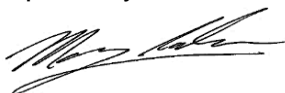
- Responded to 144 calls for service
- Maintained an average response time of 8.5 minutes from time of dispatch to time first units on scene
- Completed a total of 1,521 hours (0.83FTE) of personnel time responding to calls for service
- Over 7,100 hours (3.9FTE) of personnel time conducting training, apparatus, equipment & station maintenance and attending meetings
- Despite Covid-19 restrictions and the cancellation of many events, personnel were able to deliver more than 155 hours (0.09FTE) of Public Education & Fire Prevention
- Approved a new Open Air-Burning By-law and implemented an Online Burn Permit System
- Conducted a Concept Study for the new Central Fire Station Project
- Conducted evaluations and completed the SCBA replacement project inclusive of new Compressor, Fill Station, & Fit Tester.

In 2020, firefighters attended a number of training events focused on further developing the skills and knowledge required to meet the needs of the community and the levels of service set by Council. Firefighters remained resilient and flexible while learning opportunities transitioned from in person to virtual. Personnel were eager to return to in-person practical training despite the additional precautions and safety measures that had been implemented.

Regardless of the uncertainty, increased stress that many personnel faced, all personnel met challenges head on and accomplished many of the goals set throughout the year. Their dedication, professionalism and community spirit ensures that the Township of Wainfleet continues to receive the fire & emergency services that they have come to expect and deserve.

Without a doubt, more changes and challenges will occur in 2021, and I am confident that WFES will handle these with Compassion, Integrity & Excellence.

Respectfully submitted,



Morgan Alcock  
Fire Chief/CEMC



## CORE VALUES, MISSION & VISION

### **CORE VALUES**

#### ***Compassion***

Caring for the community as if they are family

#### ***Integrity***

Honesty, Trustworthy, Steadfast and True

#### ***Excellence***

Dedicated to excellence and professionalism, in the delivery of the services our community expects and deserves.

### **MISSION STATEMENT**

The Mission of the Wainfleet Fire Department is to take action to protect and/or rescue citizens and/or property from threats of health, the effects of natural or man-made disaster, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

### **PRIMARY GOALS**

The primary goal of the Fire Department is to provide fire protection and rescue services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by man or nature; secondly to those Municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and thirdly, to those Municipalities which are provided fire protection by the Department of Fire and Emergency Services via authorized agreement.

### **PRIMARY OBJECTIVES of the FIRE DEPARTMENT:**

In order to achieve the goal of Fire Department, necessary funding must be in place and the following objectives met:

1. Reduce the incidence of injury, loss of life, and property damage by providing public education programs, fire cause investigation, and prevention services to secure public safety and code compliance.
2. Be responsive to local and global economics so that our service model reflects the needs of the community we serve and the changing technologies that influence cost effective delivery of services to recognized standards.
3. Provide a timely response for all services through properly equipped, trained, skilled, and efficient firefighters.
4. Identify and review the Fire Department requirements of the Municipality
5. Provide an administrative process consistent with the needs of the Department
6. Ensure that firefighting equipment and operating personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.



- 7.** Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique of fire prevention, firefighting and control of emergency situations and to co-operate with other Municipal departments with respect to management training and other programs.
- 8.** Provide a maintenance program to ensure all fire protection apparatus, involving all equipment, is ready to respond to emergency calls.
- 9.** Provide an effective Fire Prevention Program to:
  - (a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings
  - (b) Reduce and/or eliminate fire hazards
  - (c) Ensure compliance with applicable Municipal, Provincial and Federal fire prevention legislation, statutes, codes and regulations in respect to fire safety.
- 10.** Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training.
- 11.** Ensure in the event of a major catastrophe in the Municipality, assistance to cope with the situation is available from outside departments and other agencies.
- 12.** Develop and maintain a good working relationship with all Federal, Provincial and Municipal departments, utilities and agencies, related to the protection of life and property.
- 13.** Interact with other Municipal departments respecting the aspects of fire or any given programs.
- 14.** Ensure these objectives are not in conflict with any other Municipal department.

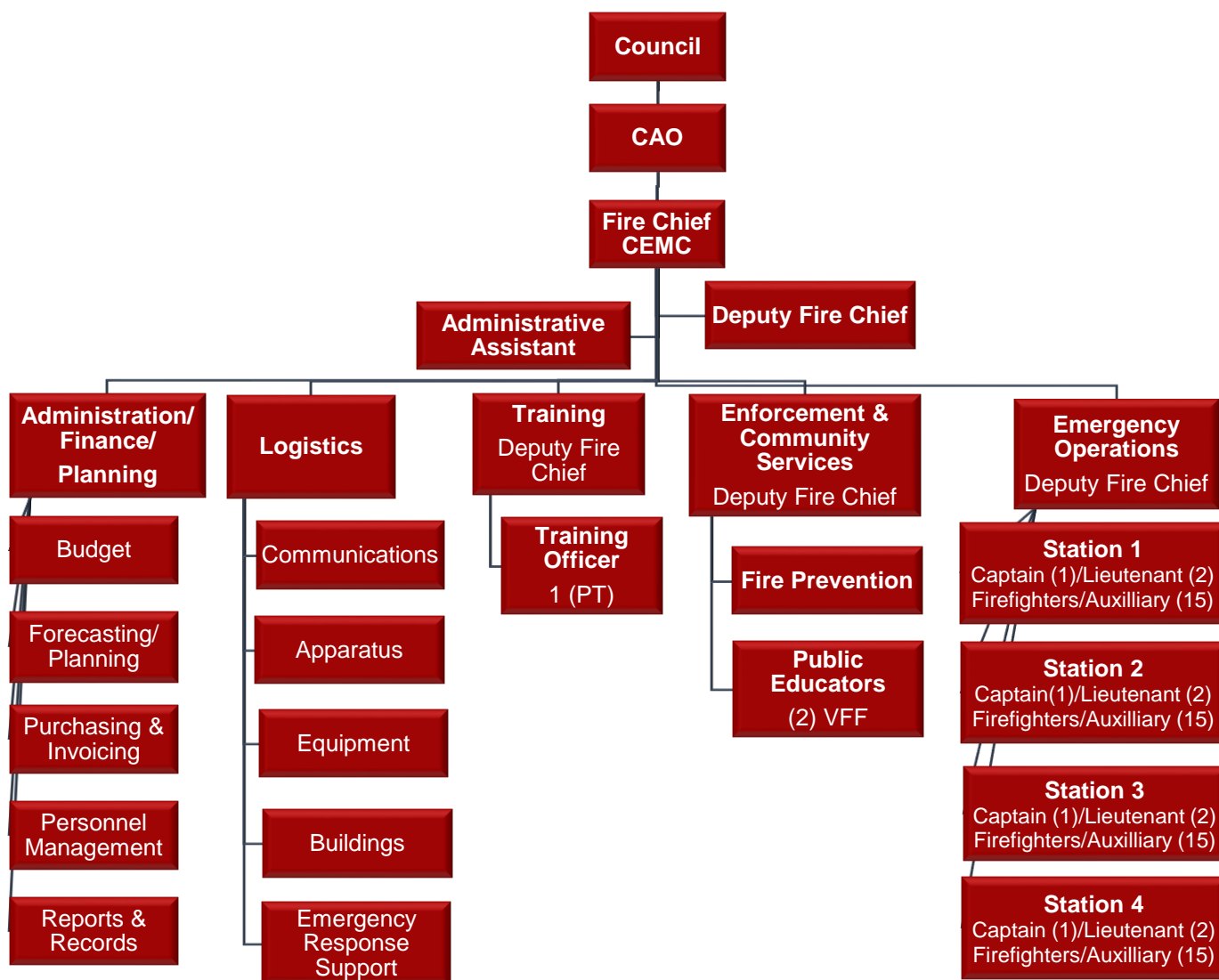




## ORGANIZATIONAL STRUCTURE

### Wainfleet Fire & Emergency Services Organizational Chart

The Wainfleet Fire & Emergency Services has more than 40 active volunteer firefighters, supported by Administrative Assistant Tara McLachlan, Deputy Fire Chief Shawn Schutten and Fire Chief Morgan Alcock.



**DEPARTMENT PERSONNEL (As Of December 31<sup>st</sup>, 2020)**

<b>CHIEF OFFICERS</b>	
Fire Chief,	Morgan Alcock
Deputy Fire Chief	Shawn Schutten
<b>COMPANY OFFICERS</b>	
Acting Captain Station 1	Drew Robins
Acting Captain Station 2	Chad Rumsby
Captain Station 3	Conrad Beckingham
Captain Station 4	Jason Mous
Lieutenant Station 1	Vacant
Lieutenant Station 2	Chris Whiteford
Lieutenant Station 3	Aaron Tedesco
Lieutenant Station 4	Vacant
Training Officer	Vacant
<b>FIRE PREVENTION &amp; PUBLIC EDUCATION</b>	
Fire & Life Safety Educator	Charles Farkas
<b>FIRST CLASS FIREFIGHTERS</b>	
1 <sup>st</sup> Class Firefighter	Leanne Johnson
1 <sup>st</sup> Class Firefighter	Matthew Holinaty
1 <sup>st</sup> Class Firefighter	John Mallon
1 <sup>st</sup> Class Firefighter	Trevor Airhardt
1 <sup>st</sup> Class Firefighter	Brendan Fang
1 <sup>st</sup> Class Firefighter	Ben Benson
1 <sup>st</sup> Class Firefighter	Bruce Vandelaar
1 <sup>st</sup> Class Firefighter	Nick Carter-Flagg
<b>SECOND CLASS FIREFIGHTERS</b>	
2 <sup>nd</sup> Class Firefighter	Jerry Vriend
2 <sup>nd</sup> Class Firefighter	John Vandelaar
2 <sup>nd</sup> Class Firefighter	Mark Tardif
2 <sup>nd</sup> Class Firefighter	Jeremy Worrall
2 <sup>nd</sup> Class Firefighter	Sean Barker
2 <sup>nd</sup> Class Firefighter	Michael Mascitelli
2 <sup>nd</sup> Class Firefighter	Robert (Ben) Shoalts
2 <sup>nd</sup> Class Firefighter	Jason Hoskin
2 <sup>nd</sup> Class Firefighter	Scott Walls
<b>THIRD CLASS FIREFIGHTER</b>	
3 <sup>rd</sup> Class Firefighter	Ted Hessels
3 <sup>rd</sup> Class Firefighter	Jeremy Schneider
3 <sup>rd</sup> Class Firefighter	Taylor Bouwers
3 <sup>rd</sup> Class Firefighter	Jeff Grondin
3 <sup>rd</sup> Class Firefighter	Tom Staton
3 <sup>rd</sup> Class Firefighter	Dawson Ethier
3 <sup>rd</sup> Class Firefighter	Stephen Neudorf
3 <sup>rd</sup> Class Firefighter	Tyson Sider
3 <sup>rd</sup> Class Firefighter	Mark Snippe
3 <sup>rd</sup> Class Firefighter	Ian Whitehall
<b>PROBATIONARY FIREFIGHTERS</b>	
2020 Probationary Firefighter	Jonathan Aarts
2020 Probationary Firefighter	Joseph Bos
2020 Probationary Firefighter	Scott Duff
2020 Probationary Firefighter	Gregory England
2020 Probationary Firefighter	James Graef
2020 Probationary Firefighter	Chris Karpinchik
2020 Probationary Firefighter	Jay Myers
2020 Probationary Firefighter	Rachel Vangeel



## RETIREMENTS & RESIGNATIONS, PROMOTIONS & APPOINTMENTS, RECOGNITION

### 2019 Retirements, Resignations & Returns

Firefighter Keith Stonier resigned after 2 years of service

Firefighter Doug Smith retired after 4 years of service

Firefighter Nick Vandermeer retired after 6 years of service

Firefighter Chris Karpinchick joined WFES in Q3 after retiring from Port Colborne Fire Dept.

Firefighter Nick Carter-Flagg returned to service.

### Promotions and Appointments

- 4 members of the class of 2019 Recruits completed their probationary period and became 2<sup>nd</sup> Class Firefighters on January 1<sup>st</sup> 2020.
- Conrad Beckingham was promoted to Station 3 Captain on August 6<sup>th</sup>, 2019.
- Drew Robins was promoted to Station 1 Acting Captain on August 6<sup>th</sup>, 2019.
- Chad Rumsby was promoted to Station 2 Acting Captain on August 6<sup>th</sup>, 2019.

### Recognition & Awards

On January 6, 2020, a Probationary Firefighter Graduation, Community and Firefighter Recognition event was held in Council Chambers. Firefighters, families, Council and community partners were invited to celebrate the achievements of 2019.

- 4 - Probationary Firefighters promoted to 3rd Class firefighter
- 1 - 20 year Service Medal presented
- 2 - 30 year Service Medal presented
- 12 - NFPA 1001 – Firefighter Level 1 & 2 certifications presented
- 6 - NFPA 102 – Pump Operator certifications presented
- 13 - NFPA 1072 – Hazardous Materials - Awareness, Operations & Mission Specific certifications presented
- 2 - NFPA 1021 - Fire Officer Level 1 certifications presented
- 1 - NFPA 1031 – Fire Inspector Level 1 certification presented
- 2 - NFPA 1035 – Fire & Life Safety Educator Level 1 certifications presented
- 2 - NFPA 1521 – Incident Safety Officer certifications presented



## PUBLIC EDUCATION & FIRE PREVENTION

### PUBLIC EDUCATION EVENTS

#### February 22, 2020 - Public CPR Class

Members of WFES conducted a free public CPR and Public Access Defibrillator orientation and training. Approximately 15 members of the public participated in this event.



#### March 2020 – Fire Safety Video Series

In partnership with the Niagara Chapter of the Ontario Municipal Fire Prevention Officers Association (OMFPOA), a series of fire safety videos were produced and shared through various social media venues.

- |                |                            |   |
|----------------|----------------------------|---|
| March 10, 2020 | “Dawn of Fire” -           | <a href="https://youtu.be/iEqxGvsEXf4">https://youtu.be/iEqxGvsEXf4</a> |
| March 17, 2020 | “Power What’s Important” - | <a href="https://youtu.be/2i-K4wkGnfl">https://youtu.be/2i-K4wkGnfl</a> |
| March 24, 2020 | “Hazardous Routines” -     | <a href="https://youtu.be/yMdfGuNYmIY">https://youtu.be/yMdfGuNYmIY</a> |

#### July-September 2020 – Wainfleet Farmers Market

Members of the WFES attended some of the Wainfleet Farmers Markets and delivered Fire & Life Safety messages to people of various age groups.

Messages included:

Farm Safety, Escape Planning, Safe Cooking, Working Alarms Save Lives.



### **October 4-10, 2020 - Fire Prevention Week**

Fire Prevention Week 2020 theme was.

***“Serve Up Fire Safety in the Kitchen”***

Information was made available at the municipal office and was also advertised in the local newspaper, on Facebook and on the municipal website. Residents were encouraged to practice fire safety in the kitchen.

Members of the Wainfleet Fire & Emergency Services were not permitted to attend all of the Schools within the township, however materials were delivered with Fire & Life Safety messages to approximately 600 students.

Messages included:

Escape Planning and Drills, Working Smoke and Carbon Monoxide Alarms Save Lives,  
What to do in the event of an Alarm, Do Not hide or be afraid of Firefighters.

### **November 1-7, 2020 – Carbon Monoxide Awareness Week**

Carbon Monoxide Awareness Week took place November 1<sup>st</sup> – 7<sup>th</sup>. Information was made available at the municipal office and was also posted on Social Media and on the municipal website. Residents were encouraged to properly install and maintain their carbon monoxide alarms.



### **November 15, 22, 29 & December 6, 2020 – Wainfleet Christmas Vendors Market**

Members of the WFES attended the Wainfleet Christmas Vendors Market and delivered Fire & Life Safety messaging. Messaging included:

- Home Escape Planning,
- Smoke and CO Alarm Requirements,
- Seasonal Fire Safety,
- Emergency Preparedness (72 hour kits)

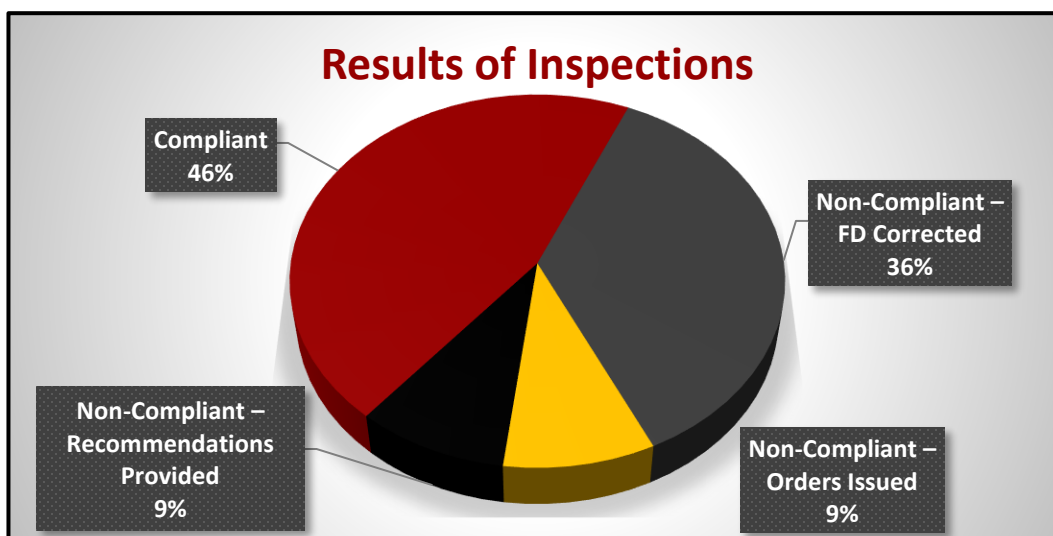
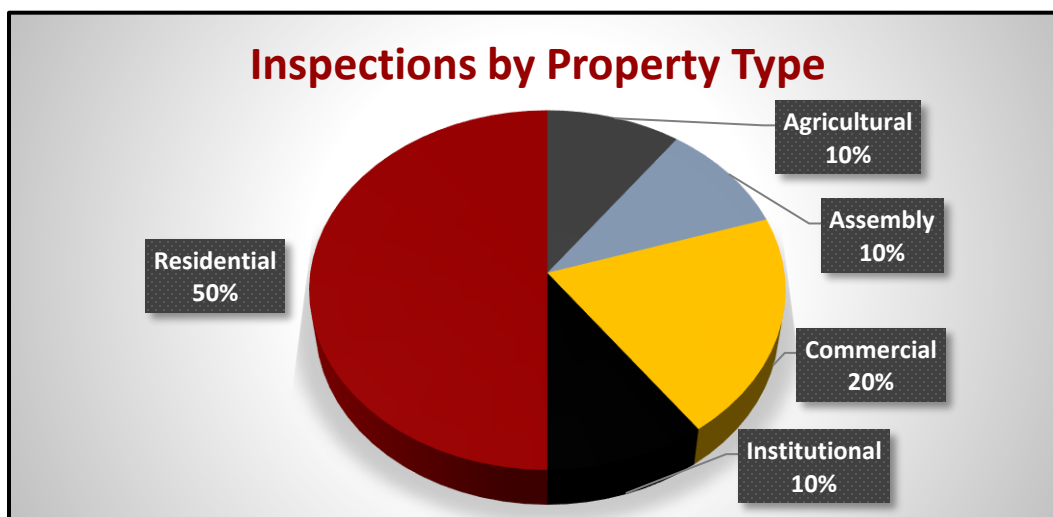
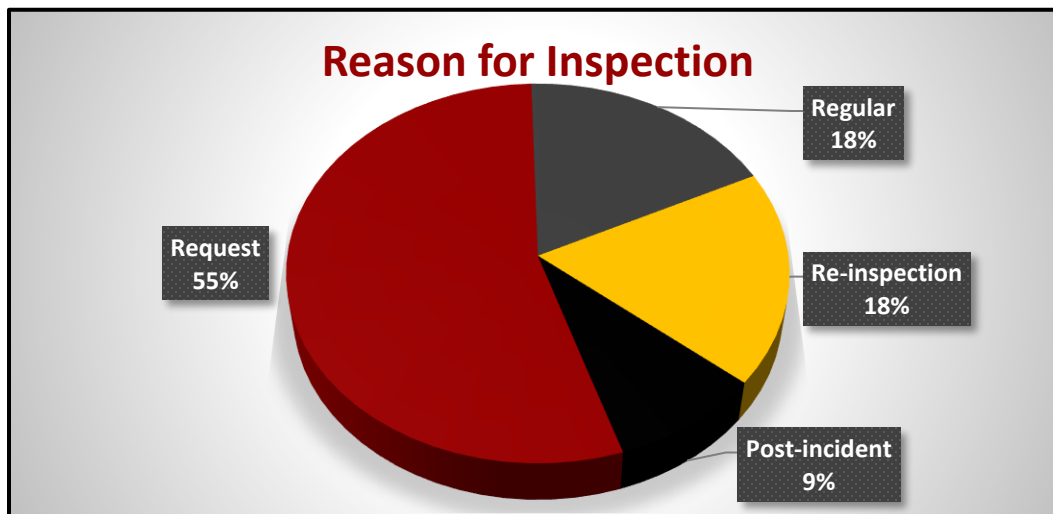
### **December 2020- Holiday Fire Safety Campaign**

In partnership with the Niagara Chapter of the Ontario Municipal Fire Prevention Officers Association (OMFPOA), a Holiday Fire Safety video was produced and shared through various social media venues.

Holiday Safety Message - <https://youtu.be/qiPECiDcqqY>

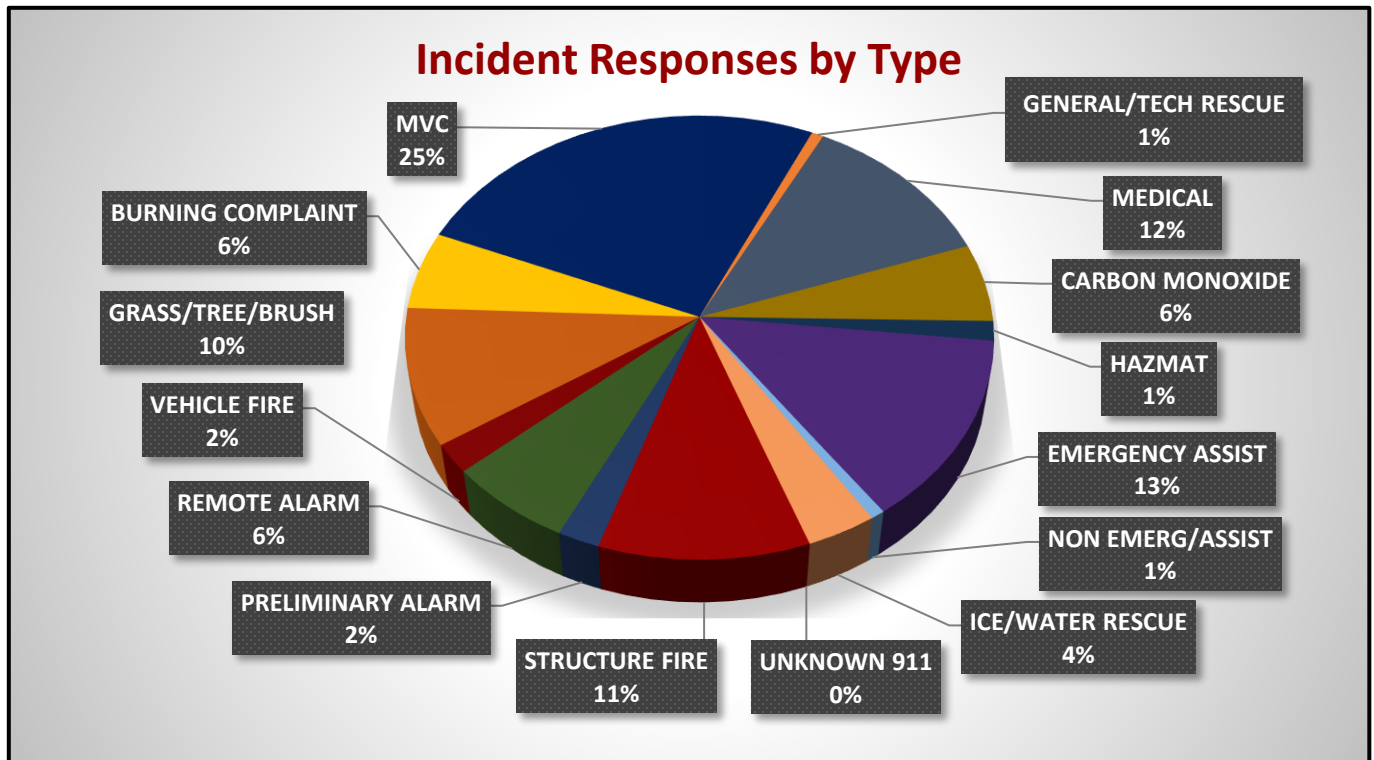
## FIRE PREVENTION INSPECTIONS

In 2020, 11 Fire Inspections were conducted as a result of either requests, complaints or post incident follow up. No inspections resulted in Provincial Offence Notices (Tickets) being issued, one inspection resulted in Orders to Correct being issued, and all others were either compliant or required minor changes for compliance.



## EMERGENCY RESPONSES

The Wainfleet Fire & Emergency Services responded to a total of 144 incidents in 2020, which is approximately a 32% decrease from 211 incidents the previous year. WFES responds to many different types of incidents.



Structure Fires/Explosion calls totaled 11% (15 incidents) of emergencies in 2020 for WFES. This is a slight increase from the 13 incidents in 2019.

Due to global Personal Protective Equipment shortages caused by the COVID-19 pandemic, Niagara EMS and regional fire departments changed the criteria required for FD response to medical calls. This resulted in WFES being called out to much fewer medical assistance calls, totaling 13% (17 incidents). Medical Assist calls include any emergency call where the original need for WFES assistance was medical distress, specifically: vital signs absent, unconscious, or significant delay in EMS response.

For 2020, the highest number of incidents was Motor Vehicle Collisions, at 25% (36 incidents). This percentage remains consistent compared to 2019.

New for 2020 is the “Emergency & Non-Emergency Assistance” which replaces the “Public Hazard” call category reported in 2019 which includes situations such as; Floods, power line calls, unknown odours, general assistance, etc. These types of calls for services accounted for 14% (20 incidents) of call outs.

Rescues (technical and general) totaled 5% (6 incidents) of call outs.

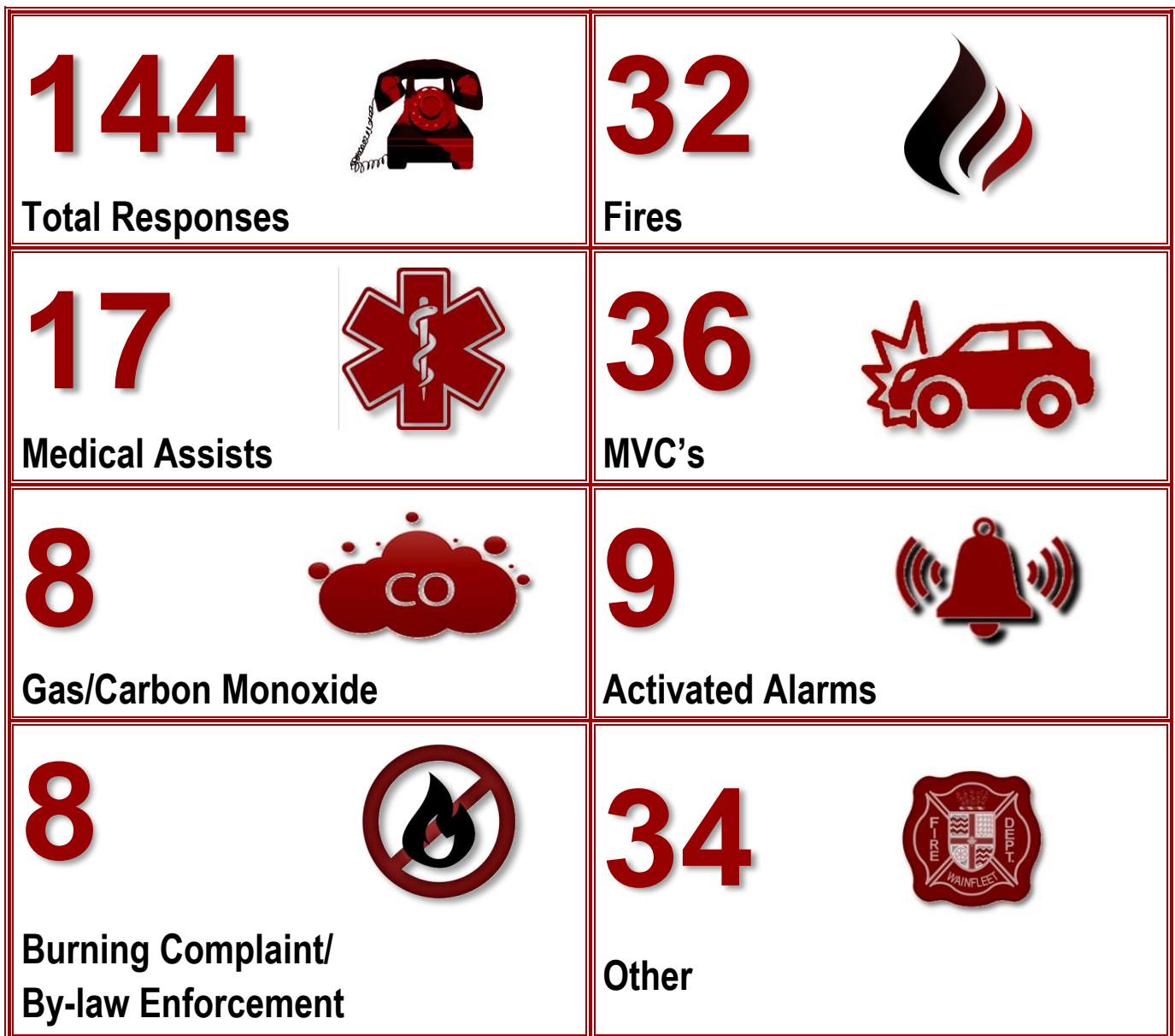
Open Air Burning By-law enforcement and response to complaints resulted in 11% (8 incidents). Most responses were a result of either no burn permit issued, non-compliant burning to the by-law and neighbour disputes regarding the spread of smoke and materials being burned. No Burn permits were revoked, several fires ordered extinguished, and none required WFES to extinguish.

Carbon Monoxide responses totaled 6% (8 incidents), of which 5 were determined to be equipment malfunctions, 2 was a perceived emergency and only 1 incident actually had elevated levels of Carbon Monoxide present.

A total of thirty-two (32) fire incidents occurred during 2020 within the Township of Wainfleet. This includes structure, vehicle, vegetation and other materials fires. These fires had a combined estimated value of \$4,913,400.00. The total dollar loss caused by damage of fire is estimated to be approximately \$1,483,400.00. This results in approximately \$3,430,000.00 in property saved by the Fire Department. That translates to every dollar lost an additional \$2.31 was saved.

The 2020 Fire Services approved operating budget was set at \$930,907.00, which means for every dollar invested in fire protection services \$3.38 of property was saved. This could be considered a 268% Return on Investment, with the understanding that Fire responses only make up 23% of total emergency responses.

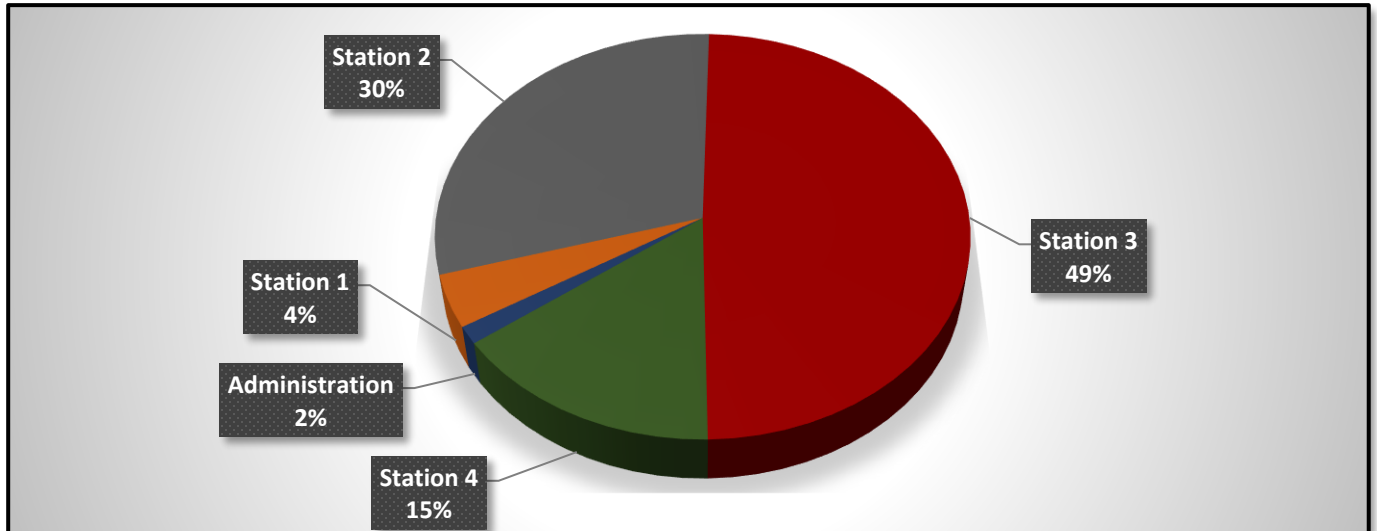
The following info-graphic illustrates the incidents by type.



\*Other includes: Rescue, Mutual Aid, Automatic Aid, Incidents not found, Call cancelled on route, etc.

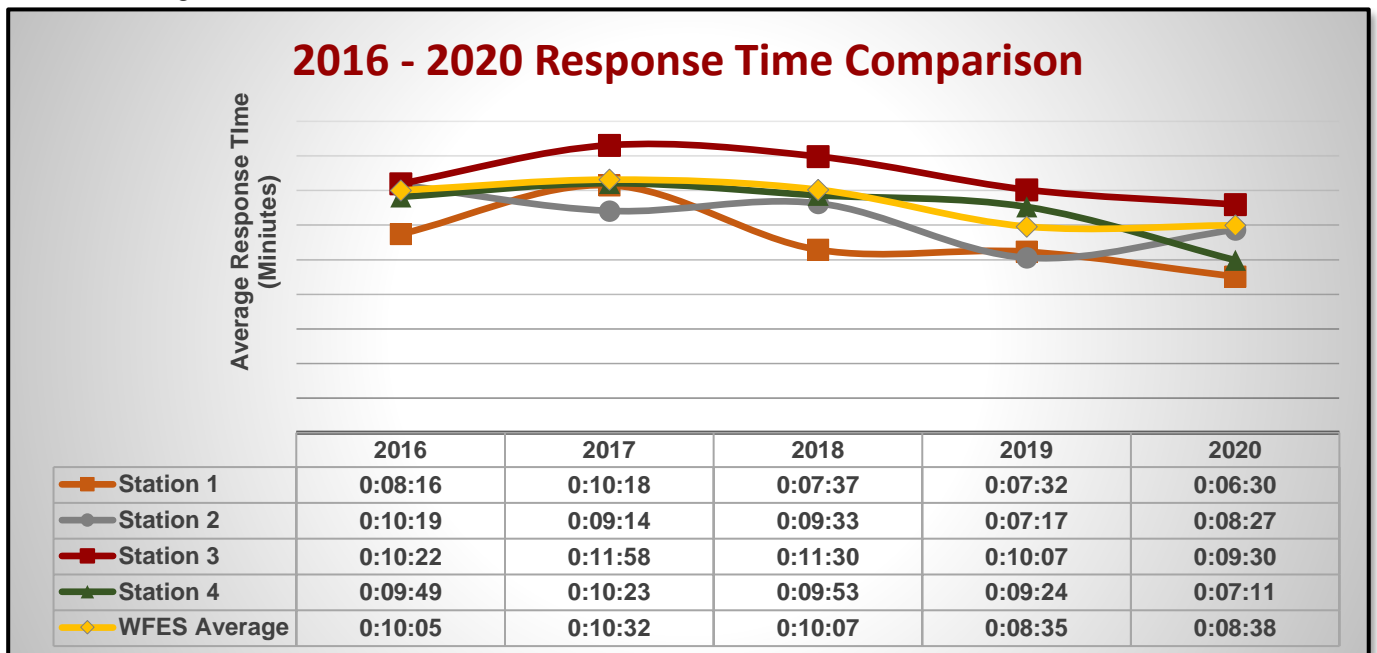
## STATION RESPONSES

The Wainfleet Fire & Emergency Services operates 4 stations with Administration operating out of the Township Office. Historically, Station 3 receives the most calls for services due to the increased seasonal occupancies.



## RESPONSE TIMES

The importance of time is critical in responding to any emergency. The average response time for incidents within the municipality in 2020 was approximately 8.63 minutes. This represents the exact time from the receipt of the actual call from 911 dispatch to the on-scene arrival time by the fire department. Response times have remained stable from 2019 largely due to the fact that the township has added more total firefighters as well as allowed township employees to respond if needed. Currently, there are four township employees that respond as firefighters during daytime hours. The following chart compares the average response times for each station and provides an overall average for from 2016 to 2020.



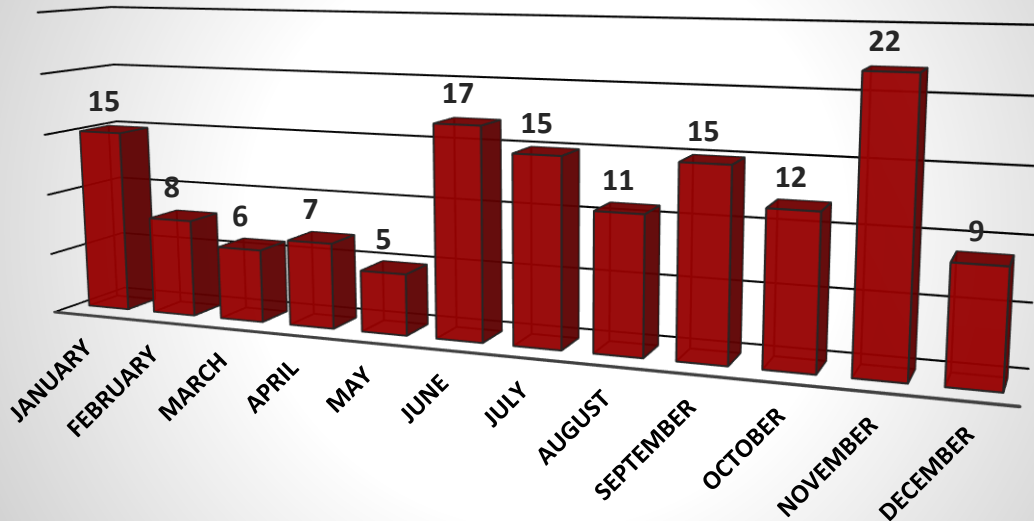
\*Some factors that affected these times are: Time of Day, Number of Responders, and Location of Incident





## INCIDENTS BY MONTH

### 2020 Responses per Month



## WAINFLEET FIRE & EMERGENCY SERVICES 2020 MONTHLY RESPONSES BY INCIDENT TYPE

INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	2019	% Change
STRUCTURE FIRE	1	1	0	2	0	3	2	1	2	1	2	0	15	8	87.5%
PRELIMINARY ALARM	0	0	0	0	0	1	0	1	0	1	0	0	3	1	100.0%
REMOTE ALARM	2	0	0	0	0	0	0	1	2	3	1	0	9	18	-50.0%
VEHICLE FIRE	0	1	0	1	0	1	0	0	0	0	0	0	3	6	-50.0%
GRASS/TREE/BRUSH	2	0	2	1	0	1	1	1	0	4	2	0	14	6	133.3%
BURNING COMPLAINT	1	0	1	0	0	0	0	0	2	0	1	3	8	17	-52.9%
MVC	3	4	2	0	3	3	7	3	3	1	3	4	36	49	-26.5%
GENERAL/TECH RESCUE	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0.0%
MEDICAL	5	1	0	1	0	2	1	1	3	2	0	1	17	70	-75.7%
CARBON MONOXIDE	1	0	0	0	0	4	0	0	1	0	2	0	8	5	60.0%
HAZMAT	0	0	0	0	0	1	1	0	0	0	0	0	2	2	0.0%
EMERGENCY ASSIST	0	1	1	1	2	0	0	2	2	0	10	0	19	21	-9.5%
NON EMERG/ASSIST	0	0	0	0	0	0	0	0	0	0	1	0	1	4	-75.0%
ICE/WATER RESCUE	0	0	0	1	0	0	3	1	0	0	0	0	5	2	150.0%
UNKNOWN 911	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total Responses Within Municipality</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>17</b>	<b>15</b>	<b>11</b>	<b>15</b>	<b>12</b>	<b>22</b>	<b>8</b>	<b>141</b>	<b>209</b>	<b>-32.5%</b>
Total Dispatched Responses Out of Jurisdiction	0	0	0	0	0	0	0	0	0	0	0	1	1		
<b>2020 TOTAL</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>17</b>	<b>15</b>	<b>11</b>	<b>15</b>	<b>12</b>	<b>22</b>	<b>9</b>	<b>142</b>		
<b>2019 TOTAL</b>	<b>12</b>	<b>17</b>	<b>17</b>	<b>14</b>	<b>19</b>	<b>18</b>	<b>29</b>	<b>19</b>	<b>20</b>	<b>12</b>	<b>21</b>	<b>13</b>	<b>211</b>		
<b>% CHANGE</b>	<b>25.0%</b>	<b>-52.9%</b>	<b>-64.7%</b>	<b>-50.0%</b>	<b>-73.7%</b>	<b>-5.6%</b>	<b>-48.3%</b>	<b>-42.1%</b>	<b>-25.0%</b>	<b>0.0%</b>	<b>4.8%</b>	<b>-30.8%</b>	<b>-32.7%</b>		

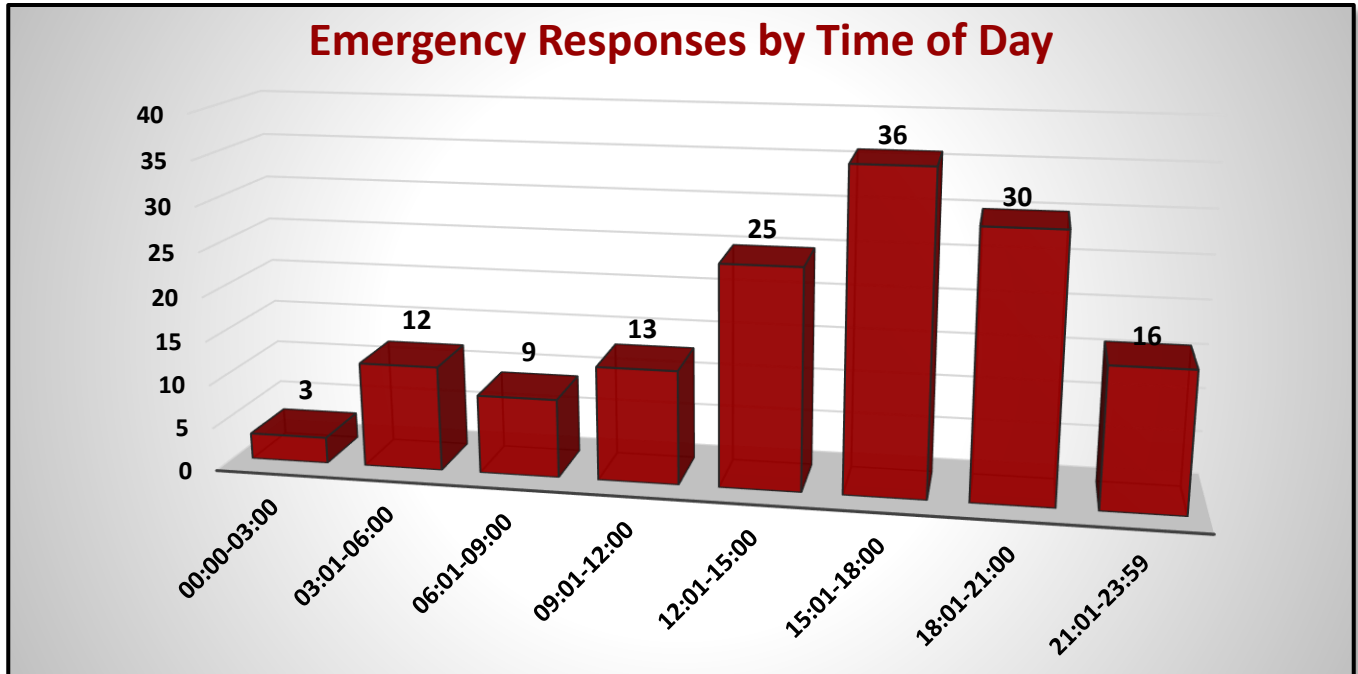
+ Fire includes: Structure, Vehicle, Vegetation, and Controlled Fires

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

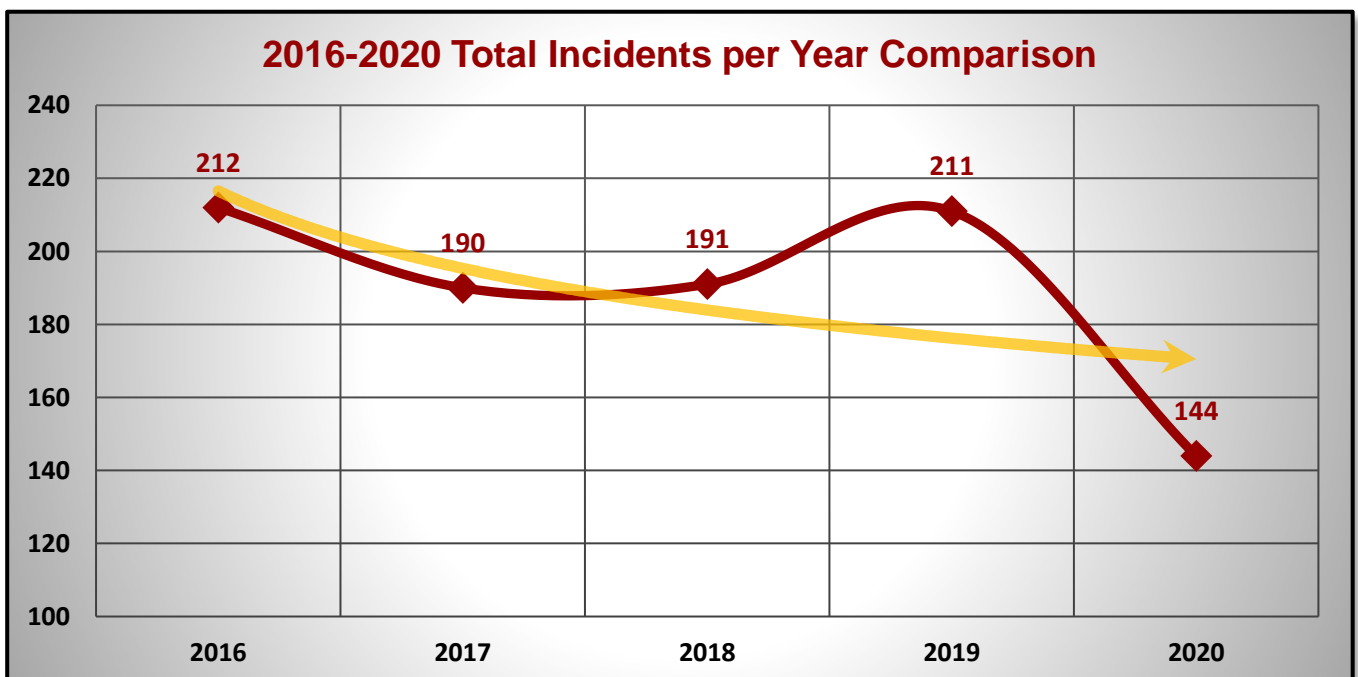


### INCIDENTS BY TIME OF DAY

This chart outlines emergency responses by time of day in 3 hour sections, with the highest call volume occurring between 3:00pm and 6:00pm. Given the diurnal patterns that affect wildland fire conditions such as, relative humidity, wind speeds and air temperature. This data reinforces the need for daytime burning restrictions and daytime responders.



### 2016-2020 INCIDENT COMPARISON



## SIGNIFICANT INCIDENTS

*“Significant Incident” -*

*All Fires and any Fire Department response with more than 20 personnel, and 2 stations.*

### **January 21, 2020 – Motor Vehicle Collision**

While operating at a Motor Vehicle Collision, WFES crews had blocked both directions of traffic on Highway 3 just north of the Village. One individual attempted to drive around the blocker truck, with which the firefighter informed the driver of the blockade and detour. The driver disregarded the directions of the firefighter and proceeded to drive around the apparatus striking the firefighter, running over their foot, pushing them off the roadway and continued to speed through the scene.

The firefighter sustained minor injuries and as a precautionary measure attended a local area hospital for examination and was cleared to return to work with no lost time.

Police later identified the driver and subsequently pressed both provincial and criminal charges.

The Fire Services Joint Health & Safety Committee conducted an incident investigation and made recommendations to management for additional safety equipment and training. Those recommendations have been addressed and completed.

### **April 20, 2020 - Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Department response of 8 apparatus and 31 personnel from all 4 stations. Mutual Aid for tanker support from Port Colborne and Haldimand was requested. The Fire Department arrived on scene to find an uncontrolled fire in the southwest corner on the main level of a two storey abandoned dwelling. Suppression efforts were hampered by the buildings openings being boarded up. Given the circumstances surrounding the cause of the fire, NRP was requested to assist in the following investigation. The cause was determined to be suspicious in nature but no source of ignition was determined.

### **June 2, 2020 – Uncontrolled Open-Air Burn**

Station #3 (Burnaby) was the primary responding station with a Department response of 6 apparatus and 23 personnel from all 4 stations. Civilians were unsuccessfully attempting to control the fire with a garden hose. The fire destroyed a canoe and started to char the wall cladding of an outbuilding. This fire was the result of an open air burn conducted in close proximity to combustible materials, in high winds and dry conditions. The property owner admitted to not having a Burn Permit and was issued an Administrative Momentary Penalty, and ordered to obtain a permit.





### **June 4, 2020 – Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Full Department response of 8 apparatus and 21 personnel from all 4 stations. Mutual Aid from Port Colborne was requested for personnel and a pumper due to Engine 3 being out of service at the time of the incident. The Fire Department arrived on scene within 6.5 minutes to find a single storey detached dwelling with smoke coming from the back of the building. Given that initial reports indicated that the caller may still be in the structure, a rapid interior search was attempted. Extreme temperatures and zero visibility forced WFES crews out of the structure until suppression efforts could begin.

Port Colborne crews then made entry for offensive operations for fire control, overhaul and extinguishment. Due to quick response and effective initial operations, the fire was contained to a bedroom with severe smoke damage to the entire main floor. Fire was brought under control within 32 minutes from the time of call.

Given the circumstances surrounding the events leading to the cause of the fire, NRP was requested to assist in the following investigation. NRP located the caller who admitted to setting the fire. NRP assumed care and control of the individual. The cause was determined to be intentional due to a perceived threat as a result of a MHA condition.

Damage was limited to the contents of the bedroom and finishes of the main floor and did not impact the structural portions of the building. Contents of the other bedrooms and basements were all salvageable and the building has since been repaired and reoccupied.

### **June 27, 2020 – Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Full Department response of 9 apparatus and 22 personnel from all 4 stations. Mutual Aid from Port Colborne was requested for tanker support. WFES was called to a reported garage fire with occupants attempting to extinguish. Initial Crews were on scene within 6 minutes and were faced with heavy fire in the main part of the garage. Crews gained access and made an aggressive interior fire attack. Given the contents of garage and the combustible interior finishes, extensive overhaul operations were required to ensure the fire was out. Fire was brought under control within 48 minutes from the time of call.

The cause of the fire was determined to be the result of a vehicle under repair igniting after having some metal work completed and left unattended. The fire was held to the contents and finishes and did not impact the structural portions of the building, which has since been repaired and reoccupied.

### **September 12, 2020 – Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Full Department response of 9 apparatus and 22 personnel from all 4 stations. Mutual Aid from Haldimand was requested for tanker support. WFES was called to a reported trailer fire with unknown occupants inside. Initial Crews were on scene within 10 minutes and were faced with a fully involved camper trailer. It was determined that the occupant was not home at the time and crews took a defensive position attacking the fire and protecting exposures and the fire was brought under control within 18 minutes from the time of call.

The occupant was located with the assistance of NRP and brought to the scene with family.

Due to the extent of the damage the cause of the fire was undetermined.



### **September 12, 2020 – Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Full Department response of 9 apparatus and 20 personnel from all 4 stations. WFES was called to a reported camper trailer fire that the occupants had possibly extinguished. Initial Crews were on scene within 12 minutes and found a fire had occurred in the bedroom of a camper that had been extinguished by the occupant. The fire was contained to a small area in the bedroom with minimal smoke impacts to the rest of the unit. The cause of the fire was reported to be an unattended candle placed near combustible window curtains/blinds.

### **October 9, 2020 – Structure Fire**

Station #4 (Schwoob) was the primary responding station with a Department response of 6 apparatus and 29 personnel from all 4 stations. WFES was called to a reported structure fire. Initial Crews were on scene within 7 minutes and found a fully involved play structure. Crews quickly extinguished the fire within 16 minutes from the time of call.

The cause of the fire was determined to be a campfire that had been set near the combustible structure, was improperly extinguished and left unattended.

### **November 15, 2020 – Wind Storm/Flood Event**

On Friday November 13 and Saturday November 14, the NPCA provided water level and flood modelling data, which indicated a weather event to be similar to the “Halloween Storm of 2019” was forecasted to occur on Sunday November 15, 2020. Staff began preparations with Hydro-One, Enbridge, and the NPCA on Saturday November 14, 2020 in anticipation for the forecasted storm. Hydro-One requested use of the Community Hall as a staging area and staff workspace. Enbridge increased its staffing and had a response team on standby, and Fire Dispatch provided additional communicators.

Initial calls for service began at 15:30 on November 15, 2020 for reports of trees down and power line issues. Station #3 (Burnaby) was the primary responding station, but as more calls for service continued to come in, all 4 stations, apparatus and personnel were activated. Flooding occurred in the areas of Beach Road E & W, Belleview Beach Rd., Hill Ave., Side Rd. 18, and along Lakeshore Rd. between Rathfon Rd. and Golf Course Rd, and also between Station Rd. & Burnaby Rd.

At the peak of the response, Station 3 became the “Command Post” where all apparatus and personnel were staged to respond as various calls were received. Resources were then allocated to each response based on information provided and the severity of the call.

<b>28+ Firefighter Responding</b>	<b>9 Fire Apparatus</b>
<b>4+ Public Assistance Calls</b>	<b>3+ Power Line Incidents</b>
<b>8 Dispatched calls in 12 hours</b>	<b>Public Works Staff Requested</b>
<b>6 Road Blockages</b>	<b>3 Road Closures</b>





Staff conducted a damage assessment on Monday November 16, 2020 to determine the level of damage and ensure there were no public hazards remaining along the lakeshore.



Staff were notified of a fuel tank that had washed up on shore. Crews investigated the tank to determine if there was any leaking fuel, environmental or fire hazards and contacted Spills Action Centre to report the incident. Public Works was requested to right the tank and secure it from moving any further. The owner of the tank was identified and arranged to have the tank removed from the property. It was reported that the tank had been emptied prior to the storm event and that it originated from a business in Haldimand approximately 4km away.



### **November 28, 2020 - Barn Fire**

Station #3 (Burnaby) was the primary responding station with a Department response of 9 apparatus and 25 personnel from all stations. Mutual aid for personnel and tanker support from Port Colborne and Haldimand was requested. The Fire Department arrived on scene within 10 minutes to find heavy fire conditions throughout the entire main floor of the barn. It was confirmed that all occupants and animals were out the barn and crews took a defensive position attacking the fire and protecting exposures. The fire was brought under control in approximately 1 hour from the time of the call. An excavator was requested to fully extinguish the fire and crews remained on scene for approximately 4.5 hours.

One female was transported to Welland County by NEMS for smoke inhalation and minor burns caused by evacuating several dogs from the barn.

One male was treated on scene by NEMS for heat exposure and minor burns caused by trying to extinguish the fire and also rescue dogs from the building.

The main barn was destroyed in the fire, however crews were able to save a secondary barn and several outbuildings near the fire site.

The cause of the fire was determined to be unintentional and improper use of an ignition source near combustible materials.

### **November 30, 2020 – Structure Fire**

Station #3 (Burnaby) was the primary responding station with a Full Department response of 9 apparatus and 23 personnel from all 4 stations. Mutual Aid from Port Colborne and Haldimand was requested for tanker support but not required. WFES was called to a reported garage fire with occupants attempting to extinguish. Initial Crews were on scene within 7 minutes and were faced with heavy fire that had breached the roof on the second floor of the garage. A chemical fire extinguishing grenade was used to reset the fire while incoming crews set up and began operations. Crews gained access and made an aggressive interior fire attack to bring the fire under control within 18 minutes from arrival on scene. Crews inspected the nearby home for fire extension.

The exact cause of the fire was undetermined, however there was sufficient evidence to suggest faulty electrical may have been the cause.

The fire was contained to the second floor of the garage, with minor water damage occurring on the main floor. The wall structure of the building was undamaged. The Building has since been repaired and reoccupied.





## TRAINING

As part of the initial response to the Covid-19 Pandemic, all training was suspended for the month of April until alternative virtual options could be acquired. The Province provided an exemption for fire services and once restrictions began to loosen, firefighters participated in regular training meetings demonstrating both theoretical and practical skills in areas such as:

- Use, Care, Inspection and Maintenance of Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA)
- Medical Response: First Aid, CPR, AED, Overdose response
- Rural Water Supply: Tanker Shuttle & Alternative water sources
- Pump Operations: Apparatus and Portable
- Command & Accountability
- Rescue Operations: Extrication, Patient packaging, Low angle, Livestock
- Ladders and Ventilation
- Interior Fire Attack including Search & Rescue Techniques



*Firefighter Self Rescue*



*EFR/CPR/AED*



*SCBA Evaluation*



*Rural Water Supply & Tanker Operations*

## Live Fire Training

During two Saturdays in September & October, all members were offered the opportunity to participate in live fire training sessions at the Fort Erie Fire Training Tower to practice fire ground skills.

Drills included:

Fire Behavior, Interior Fire Attack, Search & Rescue, Forcible Entry, Command, Accountability, and more.



*Fort Erie Fire Training Tower*



*Post Evolution Assessment & Review*



*Forcible Entry*



*Interior Fire Attack*



*Search & Rescue Techniques*

**Accredited Training- NFPA Standard**

WFES conducted and had personnel attend various NFPA Certification Courses in 2020. The following Certifications were achieved by WFES personnel in 2020.

<b>NFPA 1001- Firefighter Level 1</b>	
Jonathan Aarts	Scott Duff
Greg England	Jeff Grondin
Jay Myers	Rachel Vangeel
<b>NFPA 1001- Firefighter Level 2</b>	
Jonathan Aarts	Greg England
Jay Myers	Rachel Vangeel
<b>NFPA 1002- Pump Operations</b>	
Ben Benson	Leanne Johnson
Mike Masotti	
<b>NFPA 1072- Hazardous Materials - Awareness</b>	
John Vandelaar	
<b>NFPA 1072- Hazardous Materials- Core Operations &amp; Mission Specific</b>	
John Vandelaar	
<b>NFPA 1021 – Fire Officer – Level 1</b>	
Conrad Beckingham	
<b>NFPA 1033 – Fire Investigator</b>	
Conrad Beckingham	
<b>NFPA 1035 – Fire &amp; Life Safety Public Educator – Level 1</b>	
Conrad Beckingham	Charles Farkas
Chad Rumsby	
<b>NFPA 1041 – Fire Service Instructor Level 1</b>	
Brendan Fang	Mitch Mascitelli
Drew Robins	Bruce Vandelaar
<b>NFPA 1041 – Fire Service Instructor Level 2</b>	
Drew Robins	Chad Rumsby
Bruce Vandelaar	
<b>NFPA 1521 – Incident Safety Officer</b>	
Morgan Alcock	Drew Robins
Chad Rumsby	Aaron Tedesco

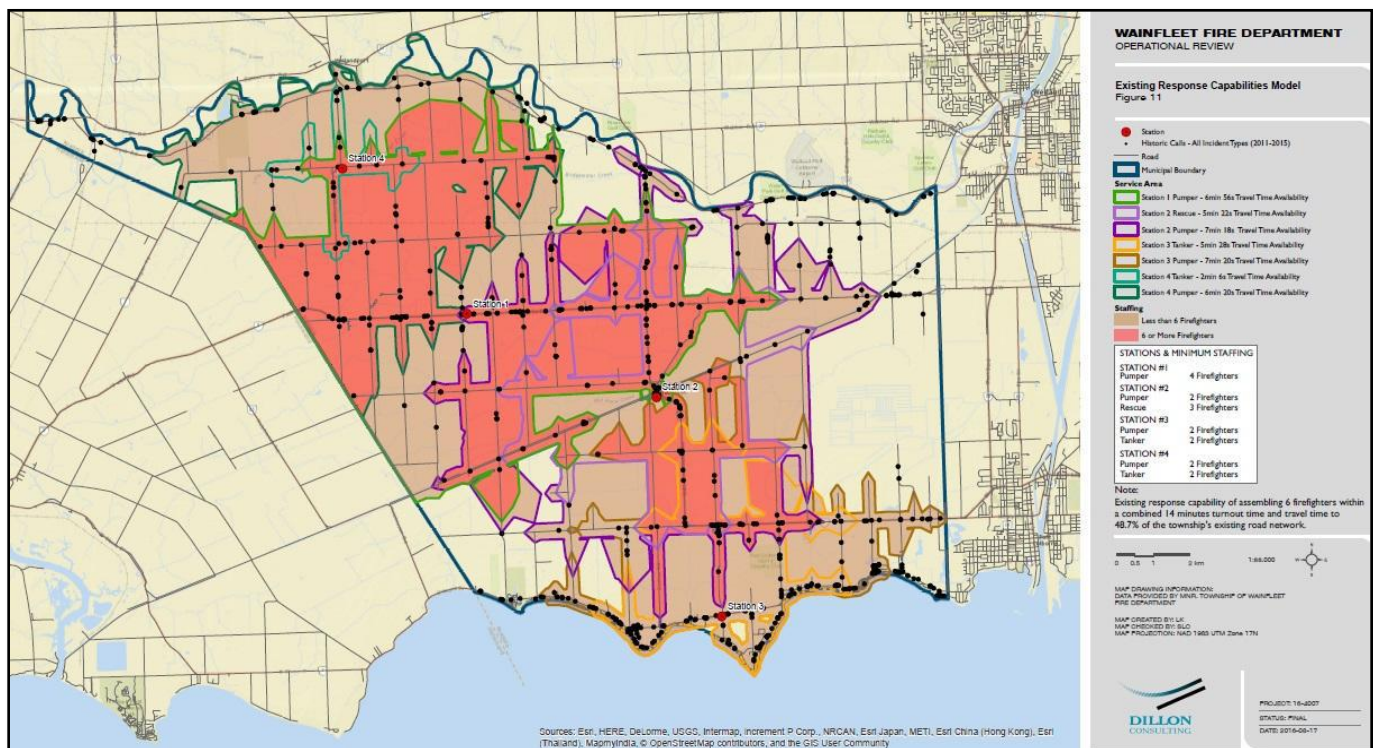




## FACILITIES, APPARATUS & EQUIPMENT

The Wainfleet Fire & Emergency Services operates from four stations, with administration offices located within the Town Hall.

Number	Location	Address	Apparatus	Personnel
Administration	Wainfleet	31940 Hwy 3	Car 1, Car 2	3
Station # 1	Winger	43178 Hwy. 3	Squad 1	8
Station # 2	Wainfleet	31907 Park St.	Engine 2, Rescue 2	14
Station # 3	Burnaby	11603 Lakeshore Rd.	Engine 3, Tanker 3	14
Station # 4	Schwoob	63959 Concession 6	Engine 4, Tanker 4	10



Current Stations & Response Areas



## **STATIONS**

### **STATION 1- WINGER**

Constructed in 1947 of a concrete base with brick walls and metal clad roof over a former tar and gravel roof. The building has a small washroom in the rear with no other facilities for firefighters in the building. The building contains no accommodation area. There are no provisions for female and male facilities or shower/locker rooms.



### **STATION 2- WAINFLEET**

Constructed in 1971 of block with a steel flat roof and connected to the library and community hall. The community hall is used as the training and meeting room by the Fire Department. The office is shared with the EMS service. The building has a small washroom off of the meeting room with no other facilities for firefighters in the building. The building contains no accommodation area. There is no provision for female and male facilities or shower/locker room for changing



### **STATION 3- BURNABY**

Constructed in 1968 this is a two bay wood frame building with metal siding. The building has a small washroom in the rear with no other facilities for firefighters in the building. The building contains no accommodation area. There are no provisions for female and male facilities or shower/locker rooms. Two Apparatus operate from Station 3.



### **STATION 4- SCHWOOB (WELLANDPORT)**

Constructed in 1982 this is a two bay station constructed of metal frame and metal external walls. The building has a small washroom in the rear with no other facilities for firefighters in the building. The building contains no accommodation area. There are provisions for female and male facilities or shower/locker room for changing.



## **CENTRAL FIRE STATION PROJECT**

**January 2020** - Council received FSR-003-2020 Joint Emergency Services Facility Project Update - Spatial Needs Assessment, which reviewed the following:

- Results of the surveys,
- Recommendations from the Master Fire Plan c.2013 and the Fire & Emergency Services Operational Review, c.2016
- Previous reports on satellite fire station needs,
- Ministry of Labour Orders, c.2015/2016,
- Various guides and Industry best practices

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

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

**March 2020** – Council approved the 2020 Budget including Phase 2: Fire Station Construction, Fixtures, Finished and Equipment estimated budget of \$4,500,000.00.

**March/April/May 2020** - Provincial, regional and local states of emergency declared in response to the COVID-19 Pandemic.

**April 28, 2020** – Council held a special meeting to discuss the status of the fire station project as a follow up from the Administrative Report ASR-012/2020 “COVID-19 Impact Report” that had been presented at the Regular Council Meeting held on April 21, 2020.

**May to December 2020** – Staff engaged Whiteline Architects to conduct a “Concept Study” which developed nine (9) options of various constructions types, and sizes with cost estimates for the Central Station Project.

**December 2020-** Council directed staff to proceed with a RFP for Architect, Engineering and Contract Administration Services. The RFP was prepared and published on December 18, 2020 and closed on January 19, 2021.



## APPARATUS

WFES Services "Operates" nine (9) on road vehicles and one (1) off road vehicle.

2020 APPARATUS ROSTER				
	STATION	UNIT ID	DESCRIPTION	YEAR
1	Admin.	Car 1	POV- Chevrolet Tahoe- Command Vehicle	2015
2	Admin.	Car 2	GMC Sierra 1500 4x4 – Custom Command Slide	2014
3	1	Squad 1	Summit- Chevrolet C5500 4x4 (420gpm& CAFS)	2005
4	2	Engine 2	Superior- International (1250gpm)	1999
5	2	Rescue 2	Fort Garry - Dodge 5500 – Walk around rescue	2018
6	3	Engine 3	Pierce – Kenworth T370 (750gpm)	2003
7	3	Tanker 3	Fort Garry – International (3000gal.)	2018
8	4	Engine 4	Fort Garry – International (1250gpm)	2018
9	4	Tanker 4	Swentz- Freightliner (2500gal.)	2005
10	PW	UTV 1	Kubota RTV – Sidekick w/ CET Skid Unit	2019

Wainfleet Fire & Emergency Services "Maintains" eight (8) apparatus.

2020 Apparatus Operating Costs				
Truck ID	Budget Amount	Actual Costs	Difference	%
Squad 1	\$ 9,960.00	\$ 12,318.42	-\$ 2,358.42	124%
Engine 2	\$ 9,968.00	\$ 8,795.89	\$ 1,172.11	88%
Engine 3	\$ 9,968.00	\$ 9,517.51	\$ 450.49	95%
Engine 4	\$ 6,468.00	\$ 6,288.71	\$ 179.29	97%
Tank 3	\$ 6,468.00	\$ 3,397.54	\$ 3,070.46	53%
Tank 4	\$ 9,968.00	\$ 7,399.91	\$ 2,568.09	74%
Rescue 2	\$ 5,618.00	\$ 4,117.76	\$ 1,500.24	73%
Car 2	\$ 9,760.00	\$ 6,062.65	\$ 3,697.35	62%
<b>TOTAL</b>	<b>\$ 68,178.00</b>	<b>\$ 57,898.39</b>	<b>\$ 10,279.61</b>	<b>85%</b>

*\*Values are Unaudited*

Engine 2 (1999) was to be replaced in 2019 however its replacement has been deferred until the opening of the new Central Station. Due to several irreparable items on Squad 1 (2005) it will be removed from service in 2021. The current Engine 3 (2003) will be moved to Station 1, which will move again to the new Central Station. A new Engine will be placed at Station 3 in 2021. This revised plan will provide some time (2023) before needing to purchase another engine. Other apparatus will still need to be acquired to meet the needs of the community.

APPARATUS FORECAST			
UNIT ID	D.O.M.	PROJECTED REPLACEMENT DATE	*ESTIMATED REPLACEMENT COST
Squad 1	2005	2021	\$600,000.00
Tanker 2	New	2022	\$450,000.00
Engine 2	1999	Removed from Service (2024)	\$0.00
Engine 3	2003	2023	\$650,000.00
Car 1	New	2024	\$80,000.00
Car 2	2014	2024	\$80,000.00
Squad 2	New	2025	\$250,000.00
Tanker 4	2005	2026	\$500,000.00
Engine 4	2017	2037	\$ 850,000.00
Rescue 2	2018	2038	\$ 650,000.00
Tanker 3	2019	2039	\$ 650,000.00
<b>TOTAL ESTIMATED REPLACEMENT VALUE</b>			<b>\$4,760,000.00</b>

*\*Estimates are calculated using recent comparable purchases with forecasted inflation & Values are Unaudited*





## WFES APPARATUS ROSTER

### SQUAD 1



2005 Summit Chevrolet C5500- Seats 5  
420gpm with Compressed Air Foam  
System (CAFS)

Equipment Includes:

- 6 SCBA
- Auto Extrication Tools
- Generator
- Ventilation Fan
- Ladders
- Medical Equipment
- Thermal Imaging Camera & Multi-Gas  
Detector
- Telescopic Light Tower
- 600' – 4" (100mm) LDH Supply Hose
- 600' - 2 ½" (65mm) attack hose
- 400' – 1 ¾" (45mm) attack hose

### ENGINE 2



1999 Superior International 4900 - Seats  
3  
1250gpm top mount pumper

Equipment Includes:

- 2SCBA
- Generator
- Ventilation Fan
- Ladders
- 600' – 4" (100mm) LDH Supply Hose
- 600' - 2 ½" (65mm) attack hose
- 400' – 1 ¾" (45mm) attack hose
- 650gpm. portable pump

### ENGINE 3



2003Pierce Kenworth T370 - Seats 2  
750gpm side mount pumper

Equipment Includes:

- 4SCBA
- Generator
- Ventilation Fan
- Medical Equipment
- Thermal Imaging Camera, Multi-Gas  
Detector,
- Ladders
- 600' – 4" (100mm) LDH Supply Hose
- 600' - 2 ½" (65mm) attack hose
- 400' – 1 ¾" (45mm) attack hose
- 150' – 1 ½" (38mm) Trash line (mounted  
in front bumper)



### ENGINE 4



2017 Fort Garry International - Seats 6  
1250gpm Top Mount Enclosed Pumper

Equipment Includes:

4 SCBA  
Auto Extrication Combi-tool  
Generator  
Ladders  
Medical Equipment  
Thermal Imaging Camera & Multi-Gas Detector  
1500' - 5" (125mm) LDH Supply Hose  
600' - 2 1/2" (65mm) attack hose  
400' - 1 3/4" (45mm) attack hose

### TANKER 3



2019 Fort Garry International 6400 - Seats 2

3000 gal. tanker with 650gpm portable pump

Equipment Includes:

200' - 4" (100mm) LDH Supply Hose  
200' - 2 1/2" (65mm) attack/supply hose  
Hydrant Connection Kit  
3000 gal. portable tank  
Preconnected Tansfill pipe

### TANKER 4



2006 Schwentz Freightliner M2 - Seats 2  
2500 gal. tanker with 650gpm portable pump

Equipment Includes:

200' - 4" (100mm) LDH Supply Hose  
200' - 2 1/2" (65mm) attack/supply hose  
Hydrant Connection Kit  
3000 gal. portable tank  
Preconnected Tansfill pipe



## RESCUE 2



2018 Fort Garry Dodge 5500 - Seats 6  
12' walk around rescue

Equipment Includes:  
6 SCBA& Rapid Intervention Team Kit  
Auto Extrication tools with Air Bags & Stabilization Kit  
Generator  
Ventilation Fan  
Medical Equipment  
Thermal Imaging Camera & Multi-Gas Detector  
12" Rotary Saw, Ventilation Saw & Chainsaw  
Command & Accountability Case  
Miscellaneous Rescue Equipment

## CAR 2



2014 GMC Sierra 1500 4x4 - Seats 4

Equipment Includes:  
Custom Slide Out  
2 SCBA& Rapid Intervention Team Kit  
Medical Equipment  
Thermal Imaging Camera & Multi-Gas Detector  
Command & Accountability Case  
Small ladder  
Folding Table  
Hand & Power tools

## UTV 1



2019 Kubota RTV 850 "Sidekick"- Seats 2

Equipment Includes:  
CET Skid Unit  
Wildland fire pump (mounted)  
85 gal. tank  
Patient transport (rescue stretcher) area

## EQUIPMENT

In 2020 Council approved the purchase of new Self Contained Breathing Apparatus.

An “Evaluation Committee” was established with 1 Officer and 1 Firefighter from each station including the Deputy Fire Chief and Fire Chief.

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

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

Following these presentations, both suppliers provided the committee with demonstrator SCBA to conduct a “wear trial” period. This provided the members an opportunity to wear and use the SCBA during regular training events for a few months.



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

A RFP was issued in August for the suppliers to provide pricing and options. The results of the RFP were evaluated by the committee on September 16<sup>th</sup>, 2020

As the bid prices for Stage 1 of the SCBA replacement project were well below the budgeted amount, we were able to complete Stage 2 of the project – Breathing Air Compressor and Fill Station – ahead of schedule and within the original budget estimate for only Stage 1. The compressor and fill station (Stage 2) were originally intended to be included as part of the capital-budgeted 2020 Fire Station project.

The SCBA, Fit Tester, and Compressed Breathing Air System were all ordered in Q4 of 2020. Delivery and installations were delayed several times, however the project has been completed and all staff have been trained on the Use, Care, Inspections, Testing and Maintenance of all equipment.



Beginning in 2019, Council approved an annual equipment replacement program that would provide the necessary resources for the continued replacement of aging equipment & Personal Protective Equipment (PPE). Some of the equipment & PPE purchased in 2020 includes:

Multipurpose Rescue Helmets	1200' of 4" (100mm) Large Diameter Hose
Rescue PFD	1000' of 1 ¾" (45mm) Fire Attack Hose
Stokes Rescue Basket	4 – 160gpm low pressure nozzles
On-Scene Gross Decontamination Kits	Floating Low Level Strainer
Battery Operated Rescue Saws	Rural Water Supply Appliance



*Rural Water Supply Appliances*



*Floating Low-Level Strainer*



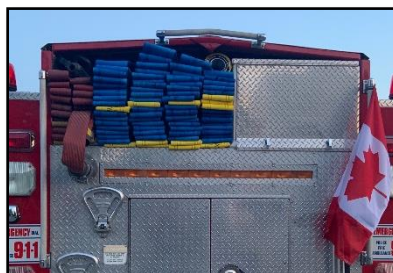
*Battery Operated Rescue Saw*



*Various Fire Hose*



*Nozzles*



*1200' – 4" (100mm) LDH*



*Colour Matched Attack Hose*



*Rescue Rated PFD*



*Multi-Purpose Rescue Helmets*



*On-site Decontamination Kits*



*Standardized Medical Response Bags*



*Rescue Stretcher (Stokes Basket)  
Mounted on the UTV Fire/EMS Skid-Unit*



Engine 4 and Rescue 2 were originally purchased as demo units that were delivered without compartment organization. Equipment was insecurely stored, with minimal organization and which posed operational inefficiencies and safety concerns within the apparatus. Custom cabinets, drawers and organizers were fabricated and installed to organize and secure equipment in the vehicles.



*Engine 4 – Driver's Side Compartments*



*Engine 4- Centre Console*



*Rescue 2- Stokes Basket Slide Tray*



*Rescue 2- SCBA Cylinder Rack*



*Rescue 2 – Driver's Side Pull out Tray and Compartments*



## **DONATIONS**

In Q2 of 2020, a grant application was made to CP Rail for equipment related to mitigating rail based emergencies. In late Q4, WFES was notified that we were successful in our application and would receive \$6500.00 for a Portable Ground Monitor “Blitzfire”. Staff ordered the unit in early 2021 and took delivery of the equipment in early Q2 of 2021.

This Monitor provides the ability to flow up to 500GPM of water from a remote location, without the need to dedicate personnel to the unit. This allows for “unmanned” operation, reducing risk and keeping firefighters a safe distance from potentially harmful materials commonly shipped by rail. WFES has pre-connected the monitor for rapid deployment where large volumes of water are required.



## **WAINFLEET VOLUNTEER FIREFIGHTERS ASSOCIATION ACTIVITIES**

Due to the COVID-19 Pandemic and the need to ensure members were safe and healthy to provide emergency responses, almost all regular events were cancelled in 2020. As restrictions partially lifted between July-October, members of the WVFFA participated in events as permitted, including the following:

- Various Fundraising events for local groups
  - Fall Fish Fry
  - Virtual Turkey Raffle
- “Movember”
- Remembrance Day Ceremony
- Christmas Vendors Market
- Christmas Hamper program
- Sponsorship of one Free Public Skate
- Community Support Team – Prescription and Grocery Delivery





## MOVING FORWARD

2020 brought a variety of challenges and changes, largely due to the Covid-19 Pandemic. WFES personnel remained resilient and dedicated to providing Fire & Emergency Services to the community of Wainfleet. Virtual training and increased levels of Infection Prevention and Control measures are just two examples of the countless. WFES personnel spent considerable time and effort focused on continued training activities. Training ensures that WFES firefighters are prepared for every, and all challenges they may be required to mitigate. Throughout the year, firefighters invested over 8500 staff hours for public education events, emergency calls, training and meetings. Without dedicated and professional firefighters, WFES's ability to provide effective and efficient emergency response would not be possible.

### OPERATIONS

In 2021, WFES will be running a Recruit Training Program in house. This program will provide all new recruits with NFPA 1001 Firefighter Level 1 & 2 certified training while reducing course costs and travel time. Additional training opportunities with neighbouring Fire Depts. will continue to be offered as a method of sharing costs and ensuring standardized training with our mutual aid partners.

Firefighters will also continue to focus on decontamination after every incident where they are exposed to toxic carcinogens. The addition of Decontamination Kits and gear racks in 2020 will help keep gear and clothes worn by firefighters clean. This will help ensure that harmful gases or chemicals are not sent home with the firefighter after a fire response.

### APPARATUS & EQUIPMENT

In 2021, WFES is making plans for a new Rescue Engine. Given that several upgrades have or will occur at Stations 3 & 4 in 2020/2021, this new apparatus will be designed to fit within the existing Station 3. This apparatus must meet the following basic requirements:

Basic Fire Apparatus Requirements	
Detail	Requirement
<b>Apparatus Type</b>	Combination Rescue/Pump Body
<b>Seating</b>	Crew Cab with seating for 5-6
<b>Maximum Overall Vehicle Length</b>	30' (360" / 914.4cm)
<b>Maximum Overall Vehicle Height</b>	10' (120" / 304.8cm)
<b>Maximum Overall Vehicle Width</b>	10'2" (122" / 309.9cm)
<b>Maximum Wheelbase</b>	190" (482.6cm)
<b>Minimum Water Tank Capacity</b>	1000 US Gal. (3785L / 832.7 Imp. Gal.)
<b>Minimum Pump Flow Capacity</b>	1250 GPM (5000LPM)

By moving the 2003 Kenworth to Station 1 until the new Central Station is completed, this will align with other large capital purchases since the existing Stations 1 & 2 are not capable of housing any new larger apparatus. Replacement of any more Large Fire Apparatus will have to be delayed until the completion of a new fire station.

In 2021, WFES will continue its investment in the standardization and replacement of necessary firefighting equipment including: Station Computers & Large Format Screens, Mobile Data Terminals, Ground Monitors, Fire Hose, Nozzles, Foam Eductors, Portable Generator, and Rescue Equipment.



## **FACILITIES**

Progress will continue on the new Central Fire Station with design and engineering services being procured in the Q1 of 2021. The intention is to begin construction by late Q3, 2021.

The other stations will continue to require regular maintenance and capital upgrades as per the long term building assessment plan that was completed in 2016.

## **FIREFIGHTERS**

In January 2021, seven new recruits are set to begin their training and upon completion will begin responding on July 1<sup>st</sup>, bringing WFES to +50 strong. The Township of Wainfleet continues to be supported by volunteer firefighters who are willing to respond to emergencies at any given time, without notice, and no schedule. WFES firefighters are on call 24 hours a day, 7 days a week, and 365 days a year. The success of the department is 100% the result of the firefighters, and the employers they work for. A sense of community, and a commitment is what compels WFES firefighters to help when specific skills are required.

Grounded with Integrity and Compassion, WFES strives for Excellence in everything we do, and searches for improvements with regards to equipment and process continuously. This view to the future will ensure that the Township of Wainfleet remains in very good hands, with experts ready to respond to their needs whenever required.





31940 Highway 3, P.O. Box 40  
Wainfleet ON, L0S1V0  
Tel: 905-899-3463 Fax: 905-899-2340  
Email: [fire@wainfleet.ca](mailto:fire@wainfleet.ca)

[www.wainfleet.ca/fire-department-main](http://www.wainfleet.ca/fire-department-main)



Wainfleet Fire & Emergency Services



@WainfleetTowns1  
@WainfleetFC  
@wainfleetc



Wainfleet Fire Department



**TO:** Mayor Gibson & Members of Council

**FROM:** Richard Nan, Manager of Operations

**DATE OF MEETING:** June 22, 2021

**SUBJECT:** **Award of Request for Quotation for Guiderail 2021**

---

**RECOMMENDATION(S):**

**THAT** Report PWSR-014/2021 respecting replacement of guiderail on Phillips Road be received; and

**THAT** Council direct the Manager of Operations to engage the services of Peninsula Construction to complete the 2021 Guiderail replacement.

**EXECUTIVE SUMMARY:**

During 2021 capital budget deliberations, Council approved a capital project that would see the replacement of guiderail on Phillips Road. In accordance with the Township's purchasing policies, staff prepared a Request for Quotations for qualified firms to perform the project.

Staff reviewed the MTO recommended products for guiderail installations along roadside and considered the various options of concrete barriers, cables, steel beams, thrie beams, and the new high tension cable systems.

Staff are recommending the replacement of the existing steel beam guiderail with new a steel beam guiderail and end treatments that meet the Ontario Provincial Standards.

**BACKGROUND:**

Staff presented various guiderail replacement sections during the 2021 budget deliberations based on the road safety study approved by council in staff report PWSR-018/2017. Council directed staff to implement the recommendations of the roadside safety study based on available funds during budget deliberations each year.

During the budget deliberations for capital projects for 2021, Council approved the replacement of guiderail on Phillips Road. Staff conducted an investigation for various recommended barrier types and during the investigation it was determined that concrete barrier systems was not warranted due to design criteria as well as cost. Additionally when investigating the new high tension cable systems, a few things became evident. Perhaps most significantly, staff would be required to ensure the tension cable system is inspected twice yearly by a qualified inspector which currently are not locally available. As well, the new system requires that if a hazard is present within a 2 meter deflection zone, strong post W-beam guardrail is recommended. Almost all Wainfleet



roadways are incapable of providing an unobstructed and hazard free 2 meter deflection zone based on their current construction.

The Township received one quotation during the opening held on Tuesday June 15, 2021 from Peninsula Construction in the amount of \$34,450.

**OPTIONS/DISCUSSION:**

- 1) Council direct the Manager of Operations to engage the services of Peninsula Construction to complete the 2021 Guiderail replacement. (recommended)
- 2) Council direct the manager of operations to prepare a second RFQ to try and attract additional bidders.

**FINANCIAL CONSIDERATIONS:**

During the Capital Budget deliberations, council approved \$42,000 for the replacement of guiderail on Phillips Road.

**OTHERS CONSULTED:**

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

**ATTACHMENTS:**

None

Respectfully submitted by,

Approved by,

---

Richard Nan  
Manager of Operations

---

William J. Kolasa  
Chief Administrative Officer

**TO:** Mayor Gibson & Members of Council

**FROM:** Richard Nan, Manager of Operations

**DATE OF MEETING:** June 22, 2021

**SUBJECT:** **Award for Engineering Services for Marshville Drive**

---

**RECOMMENDATION(S):**

**THAT** Report PWSR-015/2021 respecting Award for Engineering Services for Marshville Drive be received; and

**THAT** Council direct the Manager of Operations to engage the services of Associated Engineering Ltd. to perform engineering services for the design for Marshville Drive Reconstruction.

**EXECUTIVE SUMMARY:**

Following consideration of Report PWSR-012-2021 on June 1, 2021, regarding the reconstruction of Marshville Drive, Council directed the Manager of Operations to follow the Township procurement policy regarding engineering services for Marshville Drive.

Staff prepared a Request for Quotations for Engineering services for the design and preparation of tender documents in preparation of tendering the reconstruction of Marshville Drive. Staff additionally included a provisional item to include the Contract Administration to monitor the project.

Two (2) submissions were received by the Township and the results are attached below.

**BACKGROUND:**

Staff presented PWSR-012/2021 at the regular meeting of council on June 1, 2021. As indicated in the report, staff unfortunately identified significant damage to the surface of the existing Marshville Drive roadway.

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

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.

As directed by council, staff prepared a RFQ for Engineering services for the design and preparation of tender documents in preparation of tendering the reconstruction of Marshville Drive.

The results of Compliant Proposals were evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHT
Company Profile	20%
Project Experience and Locations	20%
Design Philosophies and Methodologies	20%
Value Added Services	5%
Time to Complete	10%
References Review	20%
Quality of Submission	5%
<b>TOTAL</b>	<b>100%</b>

Both submissions showed that they were both qualified in the performance of the project and have both been engaged by the Township to perform various projects. The average scoring with the weighted average during the evaluation review of this project are shown below:

Company	Average Evaluation Score
Associated Engineering	85/100
UEM Urban and Environmental Management	79/100

The submitted price results of the Request for Quotations for the design and preparation of Contract Documents are shown below:

Associated Engineering	\$ 17,346.00
UEM Urban and Environmental Management	\$ 24,022.25

Staff additionally included a provisional item in the RFQ for construction administration of the project, once awarded. The provisional item quote is \$ 28,035.00 from Associated Engineering and \$23,780.00 from UEM for Contract Administration. Staff are suggesting that the Township forego contract administration at this time and use internal staff to perform the contract administration element of Marshville Drive project in order to save on the additional associated costs for Project Management.

**OPTIONS/DISCUSSION:**

1. Award the Project to the firm with the highest score performed during the evaluation review Associated Engineering for Design and Contract preparation of Marshville Drive reconstruction. (Recommended).
2. Award the Project to the firm with the highest score performed during the evaluation review Associated Engineering for Design and Contract preparation as well as Contract Administration of Marshville Drive reconstruction.
3. Award the Project to next scoring firm UEM Urban and Environmental Management for Design and Contract preparation of Marshville Drive reconstruction.
4. Award the Project to UEM Urban and Environmental Management for Design and Contract preparation as well as Contract Administration of Marshville Drive reconstruction.

**FINANCIAL CONSIDERATIONS:**

The recommendation approved by Council in PWSR 012/2021 authorized staff to proceed with the re-construction at this time and fund it through a combination of Development Charges and Infrastructure Reserves.

**OTHERS CONSULTED:**

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

**ATTACHMENTS:**

None

Respectfully submitted by,

Approved by,

---

Richard Nan  
Manager of Operations

---

William J. Kolasa  
Chief Administrative Officer

**TO:** Mayor Gibson & Members of Council

**FROM:** Richard Nan, Manager of Operations

**DATE OF MEETING:** June 22, 2021

**SUBJECT:** **Award of Tender for Surface Treatment 2021**

---

**RECOMMENDATION(S):**

**THAT** Report PWSR-016/2021 respecting Award of Surface Treatment Tender for Young Road North and Moore Road North be received; and

**THAT** Council direct the Manager of Operations to engage the services of Circle P Paving Inc. to complete the 2021 Surface Treatment.

**EXECUTIVE SUMMARY:**

Staff prepared a tender for the 2021 Surface Treatment Program according to the Township procurement policy. Various contractors and local associations were notified of the advertisement on the township website.

The Township received 3 bids, as shown below, and staff recommend the award of tender to the lowest bidder, Circle P Paving Inc

**BACKGROUND:**

The tender for the surface treatment program this year was prepared using standardized Niagara Peninsula Contract documents. The roads selected for surface treatment this year are Youngs Road North and Moore Road North, as had been presented to Council during the 2021 budget process.

Upon the tender closing on June 15, 2021, staff received 3 bids.

The tender bids listed below were received and include the placement of Cold Recycled Asphalt and an application of Single Surface Treatment.

<b>Company</b>	<b>Tender Price</b>
Circle P Paving Inc.	\$ 82,144.00
CRL Campbell Construction	\$ 88,320.00
Walker Construction Limited	\$ 86,150.00

**OPTIONS/DISCUSSION:**

- 1) Award the tender to the lowest bidder, Circle P Paving Inc. in the amount of \$82,144.00 (Recommended)
- 2) Award the tender to an alternate bidder.

**FINANCIAL CONSIDERATIONS:**

Council approved the completion of the surface Treatment Program during the budget deliberations. The approved capital budget portion for the road surface treatment was estimated at \$144,700.00 which will be applied to this contract.

**OTHERS CONSULTED:**

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

**ATTACHMENTS:**

None

Respectfully submitted by,

Approved by,

---

Richard Nan  
Manager of Operations

---

William J. Kolasa  
Chief Administrative Officer

**THE TOWNSHIP OF GEORGIAN BAY**  
**Council**

DATE: 10 May 2021

	YEA	NAY	
Councillor Boчек	_____	_____	MOVED BY: <u>Jarvis</u>
Councillor Cooper	_____	_____	
Councillor Douglas	_____	_____	SECONDED BY: <u>Cooper</u>
Councillor Hazelton	_____	_____	
Councillor Jarvis	_____	_____	
Councillor Wiancko	_____	_____	
Mayor Koetsier	_____	_____	

**DEFERRED** \_\_\_\_\_ **CARRIED** X **DEFEATED** \_\_\_\_\_ **REFERRED** \_\_\_\_\_

BE IT RESOLVED THAT Council endorse the Township of The Archipelago Resolutions 21-073 regarding road management action on invasive phragmites.

**Peter Koetsier**  
Mayor





## Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

[www.thearchipelago.on.ca](http://www.thearchipelago.on.ca)

April 9, 2021

21-073

**Moved by Councillor Barton  
Seconded by Councillor Manner**

---

**RE: Road Management Action On Invasive Phragmites**

**WHEREAS** *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes including Georgian Bay; and

**WHEREAS** *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species; and

**WHEREAS** *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

**WHEREAS** invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada; and

**WHEREAS** the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

**WHEREAS** *Phragmites* occupy over 4,800 hectares of land around Lake St. Clair alone, while 212 hectares of *Phragmites* occupy land along the St. Lawrence River. The Georgian Bay Area is particularly affected by *Phragmites australis*, with more than 700 stands along the shorelines and multiple visible stands on the highways and roads that threaten valuable infrastructure and wetland areas; and

**WHEREAS** volunteers, non-governmental organizations, and various municipalities have invested tens of thousands of dollars in investments and labour annually for more than eight years in executing managements plans to control invasive *Phragmites* on roads, coasts, shorelines and in wetlands; and

**WHEREAS** roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and coastal shoreline areas; and

**WHEREAS** according to “Smart Practices for the Control of Invasive Phragmites along Ontario’s Roads” by the Ontario Phragmites Working Group, best road management practices for Phragmites australis include early detection, herbicide application, and cutting; and

**WHEREAS** these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

**WHEREAS** mother nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province, and the Federal government work together in collaboration to eradicate Canada’s worst invasive plant species Phragmites australis;

**NOW THEREFORE BE IT RESOLVED** that Council for the Corporation of the Township of The Archipelago directs its staff to implement best management practices to promote early detection of invasive Phragmites, and to implement best management practices for invasive Phragmites, and to join the Ontario Phragmites Working Group to collaborate on the eradication of Phragmites in Ontario.

**BE IT FURTHER RESOLVED** that Council for the Corporation of the Township of The Archipelago directs staff to insert clean equipment protocols into tenders and that there is oversight that the protocols are followed; and

**BE IT FURTHER RESOLVED** that Council for the Corporation of the Township of The Archipelago requests the Ontario Ministry of Transportation to map and treat invasive Phragmites annually on all its highways; and

**BE IT FURTHER RESOLVED** that the Ontario Ministry of Transportation (MTO) communicates the strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Township of The Archipelago; and

**BE IT FURTHER RESOLVED** that Council for the Corporation of the Township of The Archipelago directs its staff to send this resolution to all municipalities that are part of the Georgian Bay watershed, to all municipalities in the Great Lakes watershed, to the Minister of Transportation, Christopher Balasa the Manager, Maintenance Management Office, and MPP Norman Miller.

**BE IT FINALLY RESOLVED** that Council for the Corporation of the Township of The Archipelago requests all levels of government to consider funding support to aid the Township of The Archipelago in managing invasive phragmites; and directs staff to send a copy of this resolution to the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.

**Carried.**



# Township of Wainfleet

*"Wainfleet - find your country side!"*

**WHEREAS** *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes; and

**WHEREAS** *Phragmites* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species; and

**WHEREAS** *Phragmites* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

**WHEREAS** invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada; and

**WHEREAS** the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

**WHEREAS** roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and coastal shoreline areas; and

**WHEREAS** according to "Smart Practices for the Control of Invasive *Phragmites* along Ontario's Roads" by the Ontario *Phragmites* Working Group, best road management practices for *Phragmites australis* include early detection, herbicide application and cutting; and

**WHEREAS** these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

**WHEREAS** mother nature does not recognize political boundaries, and therefore it is imperative that Municipalities, Regions, the Province, and the Federal government work together in collaboration to eradicate Canada's worst invasive plant species: *Phragmites australis*;

**NOW THEREFORE BE IT RESOLVED** that the Council for the Corporation of the Township of Wainfleet directs its staff to implement best management practices to promote early detection of invasive Phragmites, and to implement best management practices for invasive Phragmites, and to collaborate on the eradication of Phragmites in Ontario; and

**THAT** the Council for the Corporation of the Township of Wainfleet directs staff to insert clean equipment protocols into tenders and that there is oversight that the protocols are followed; and

**THAT** the Council for the Corporation of the Township of Wainfleet requests the Ontario Ministry of Transportation to map and treat invasive Phragmites annually on all its highways; and

**THAT** the Ontario Ministry of Transportation (MTO) and the Niagara Region communicate strategies on mapping (detecting sites) and controlling invasive Phragmites on their respective highways, the specific highway management plans and results by each MTO region and each highway in Niagara Region and work in coordination with the Township of Wainfleet; and

**THAT** the Council for the Corporation of the Township of Wainfleet directs its staff to send this resolution to all municipalities in the Great Lakes watershed, to the Minister of Transportation, Christopher Balasa the Manager, Maintenance Management Office, and MPP Sam Oosterhoff; and

**THAT** the Council for the Corporation of the Township of Wainfleet requests all levels of government to consider funding support to aid the Township of Wainfleet in managing invasive Phragmites and directs staff to send a copy of this resolution to the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.





## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Received May 31, 2021  
C-181-2021

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746  
E [amber.lapointe@portcolborne.ca](mailto:amber.lapointe@portcolborne.ca)

May 31, 2021

Town of Pelham  
Township of Wainfleet  
City of Welland

Sent via E-mail: [clerks@pelham.ca](mailto:clerks@pelham.ca)  
Sent via E-mail: [WKolasa@wainfleet.ca](mailto:WKolasa@wainfleet.ca)  
Sent via E-mail: [clerk@welland.ca](mailto:clerk@welland.ca)

**Re: Resolution – Niagara Central Dorothy Rungeling Airport (NCDRA) Commission**

Please be advised that, at its meeting of May 25, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

Whereas Port Colborne Council approved a motion on May 14, 2018, supporting the common position resolution regarding the uptake of governance and the transfer of operating authority of the Niagara Central Dorothy Rungeling Airport (NCDRA) and Niagara District Airport (NDA); and

Whereas the NCDRA Commission can be self sustaining under the new strategic direction and plan;

Therefore it be resolved that the City of Port Colborne rescinds the approved motion of council regarding the uptake of governance for the transfer and operating authority of the NCDRA and NDA to the Niagara Region; and

That Port Colborne Council approves retaining the governance and ownership NCDRA; and

That a copy of this resolution be forwarded to the Town of Pelham, Town of Wainfleet, and City of Welland for consideration and support, and further

That a copy of this resolution be forwarded to the Niagara Region and Niagara Region Municipalities for support.

Sincerely,

Amber LaPointe  
City Clerk

ec: Niagara Region  
Local Area Municipalities  
Leo Van Vliet, Chair of the Niagara Central Dorothy Rungeling Airport Commission



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

June 1, 2021

Re: Copy of Resolution #371

Motion No. 371

Moved by: Ed McGugan   Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council hereby support South Bruce Peninsula in requesting that the Province of Ontario give consideration to instituting an additional level of lottery licencing which would enable small organizations to obtain a lottery licence AND further direct staff to forward a copy of this resolution to all Ontario Municipalities and the Alcohol and Gaming Commission of Ontario.

Sincerely,

Kelly Lush  
Deputy Clerk

c.c: All Ontario Municipalities and the Alcohol and Gaming Commission of Ontario





April 23, 2021

Doug Downey  
Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto ON M7A 2S9

Dear Honorable Mr. Downey:

**Re: Lottery Licensing to Assist Small Organizations**

Small organizations are the foundation of rural Ontario. Thousands of hours of selfless volunteerism are logged each year by organizations who may not necessarily be considered not-for profit or charitable. That doesn't mean that they don't contribute to our communities; small organizations cook for the homeless, clean up parks and flower beds, read to young people, teach life skills to young adults, organize parades, put on concerts...the list goes on.

Many of these small organizations are not eligible to receive a lottery license. This makes it impossible for them to continue to be successful as their fundraising capabilities are extremely limited.

Through this correspondence, we request that you give serious consideration to instituting an additional level of lottery licensing which would enable small organizations to obtain a lottery license. Those who are not able to sustain a non-profit or charitable status could still receive a lottery license if their proceeds benefit the community. Thresholds could be placed on the prize values and perhaps even the number of events which could be held in a calendar year.

We hear over and over again about the hardships in our community and we know that there are organizations who have the ability to help and are not permitted to. Understanding this, Council adopted a resolution seeking your consideration.

**R-226-2021**

*It was **Moved** by J. Kirkland, **Seconded** by K. Durst and **Carried***

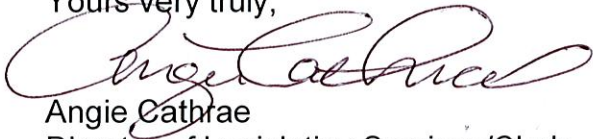
***That** staff are directed to contact the Ministry responsible for Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;*



***And further that*** all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.

We look forward to your consideration of our request.

Yours very truly,



Angie Cathrae  
Director of Legislative Services/Clerk  
519-534-1400 ext 122  
Tol Free 1-877-534-1400  
[angie.cathrae@southbrucepeninsula.com](mailto:angie.cathrae@southbrucepeninsula.com)

cc: MPP Bill Walker, All Ontario Municipalities

**Subject:** Request For Proclamation - World Hepatitis Day - 2021

**From:** Usick, Karen [<mailto:Karen.Usick@niagarahealth.on.ca>]

**Sent:** June 15, 2021 2:58 PM

**To:**

**Subject:** Request For Proclamation - World Hepatitis Day - 2021

Greetings

I am contacting you today on behalf of the Niagara Health System-Hepatitis C Care Clinic to make a request for you to proclaim July 28, 2021 World Hepatitis in your municipality. However, I would like to begin by thanking each of you for all that you are doing to support and carry our municipalities through the ongoing global pandemic. Your hard work and dedication for the residents of Niagara is so truly admirable and appreciated! These are unprecedented times and so much of our lives that we knew as normal has changed so much. The Covid-19 virus is in the forefront of all we are doing at this time; but our Team is working hard to raise awareness of World Hepatitis Day-2021, hepatitis and liver health. Unfortunately, our annual World Hepatitis Day community awareness event will not occur again this year. The Hepatitis C Care Clinic's annual community awareness was first held in 2014 and had been growing over the 6 years which we hosted the events throughout Niagara. We were last able to host our community awareness day in 2019, when we had over 600 residents of Niagara that joined us at our World Hepatitis Day event in Montebello Park. With these changing times, we are looking at other ways to bring support to the residents of Niagara that will follow the re-opening guidelines outlined by the Provincial Government. We are planning smaller events around the Niagara Region for an opportunity for individuals to be tested for hepatitis and HIV, to allow our Team to provide information to individuals about the hepatitis C, the treatment journey, the care and services of our program.

The Niagara Health System-Hepatitis C Care Clinic is a specially funded program through the Ministry of Health-Hepatitis C Secretariat and we work with individuals that may/could fall between the cracks of our health and social services network. Our Outreach Team meets with our clients where they are the most comfortable. We know how much Covid-19 has affected our lives and it has greatly impacted the lives of the most vulnerable in Niagara. Those who struggle with addiction, mental health, homelessness and a multitude of other concerns that affect their social determinants of health. Our program's multidisciplinary Team is providing modified clinic appointments based on individual needs and outreach services to provide care for the residents of Niagara to meet with them where they feel the most comfortable. The care we are providing are supportive services, individual and virtual education sessions,

hepatitis and HIV testing and supporting clients to prepare them for hepatitis C treatment and support when on treatment.

We will not be able to meet with you at our World Hepatitis Day community event again this year, but we would like to share with you more about our program. Please do not hesitate to contact us if you have any questions or require additional information.

Hope you have a lovely day!

Take care and stay safe!

*Karen*

**Karen Usick – Reg. N**

Hepatitis C Care Clinic | Community Coordinator

Niagara Health System | Addiction and Mental Health Services

Email: [Karen.Usick@NiagaraHealth.on.ca](mailto:Karen.Usick@NiagaraHealth.on.ca)

W: 905-378-4647 x32555 | C: 289-696-2523

260 Sugarloaf Street, Port Colborne, ON L3K 2N7

HCCC Website Address - [www.niagarahealth.on.ca/site/hepatitis-c-care](http://www.niagarahealth.on.ca/site/hepatitis-c-care)

NHS Addiction Services - [www.niagarahealth.on.ca/services/addiction-recovery](http://www.niagarahealth.on.ca/services/addiction-recovery)



**#HepCantWait | #WorldHepatitisDay | #NoHep**

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## **WORLD HEPATITIS DAY**

**July 28<sup>th</sup>, 2021**

**WHEREAS**, over 194,000 Canadians living with hepatitis C and approximately 380,710 living with hepatitis B can potentially develop cirrhosis, liver failure, liver cancer and related illnesses;

**WHEREAS**, Ontario has over 110,000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

**WHEREAS**, there are vaccines available for Hepatitis A and B; emerging Hepatitis C treatment therapies can cure over 95% of cases; and

**WHEREAS**, World Hepatitis Day provides an opportunity to reach out to millions of Canadians and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public health concern in Canada by 2030;

**THEREFORE**, I, Kevin Gibson, Mayor of Wainfleet, do hereby proclaim **July 28<sup>th</sup>, 2021 World Hepatitis Day** in Wainfleet.

## **JOURNÉE MONDIALE CONTRE L'HÉPATITE**

**Le 28 juillet 2021**

**ATTENDU QUE**, au Canada, quelque 194 000 personnes vivant avec l'hépatite C et environ 380 710 personnes vivant avec l'hépatite B risquent de développer une cirrhose, une insuffisance hépatique, un cancer du foie et des maladies connexes;

**ATTENDU QUE** l'Ontario compte plus de 110 000 personnes vivant avec l'hépatite B ou C, deux maladies lentes et progressives; et

**ATTENDU QU'**il existe des vaccins pour protéger contre l'hépatite A et B et que de nouvelles thérapies de traitement de l'hépatite C peuvent guérir plus de 95 % des cas; et

**ATTENDU QUE** la Journée mondiale contre l'hépatite est une occasion de joindre des millions de Canadiennes et de Canadiens, d'encourager le dépistage de l'hépatite et de fournir traitements et soins aux personnes touchées tout en ouvrant la voie vers l'élimination de l'hépatite en tant que problème de santé publique au Canada d'ici 2030;

**PAR CONSÉQUENT**, je, Kevin Gibson, maire de Wainfleet, proclame par la présente le **28 juillet 2021 Journée mondiale contre l'hépatite** à Wainfleet.

**Kevin Gibson  
Mayor / Maire**

**Subject:** Rail Safety Week 2021 | Proclamation request

**From:** Stephen Covey [<mailto:marie-pier.triganne@cn.ca>]

**Sent:** June 15, 2021 3:31 PM

**To:** Kevin Gibson <[KGibson@wainfleet.ca](mailto:KGibson@wainfleet.ca)>

**Cc:** William Kolasa <[WKolasa@wainfleet.ca](mailto:WKolasa@wainfleet.ca)>

**Subject:** Rail Safety Week 2021 | Proclamation request



[cn.ca](http://cn.ca)

Dear Mayor Gibson:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Most of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

As a responsible railroad that links communities to markets around the world, CN continues to play its essential role in the economy. We also continue to take all necessary steps to protect our employees, communities, customers, vendors and partners, in response to the continued and unprecedented challenges associated with the pandemic. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 20 - 26, 2021. Once again this year, our in-person activities may be restricted, yet efforts to get the rail safety message out will be stronger than ever. Rail safety never takes a break and, as proud neighbours, we continue to work with *Operation Lifesaver*, our communities and local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings, and ensure everyone's safety on and around railroad infrastructure year-round.

### **Rail Safety is a shared responsibility**

No one wants such tragedies to occur in their community. Your council can be a powerful ally in this effort to prevent these incidents and save lives by adopting the attached draft proclamation. Please send a copy of your proclamation by mail or by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2021, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Sincerely,

Stephen Covey  
Chief of Police and Chief Security Officer



(Draft Resolution)

**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

**Whereas *Rail Safety Week*** is to be held across Canada from September 20 to 26, 2021;

**Whereas** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 20 to 26, 2021.



**Canadian Federation of University Women**  
*Welland and District*

**June 16,2021**

**Mayor, Wainfleet On, Kevin Gibson**  
**31940 ON-3 Wainfleet On, L0S 1V0**

**Dear Mr. Gibson:**

**The very recent discovery of the remains of children from TK'emlups te Secwepemc First Nations and those who attended Kamloops Residential School has caused us to voice our concern with o government officials in all levels of government.**

**Sadly, the impacts of colonialism are not just part of Canada's past but are still present today. Indigenous peoples face systemic racism, are denied basic rights and freedoms, lack clean drinking water and deal with intergenerational trauma.**

**Our governments and all all those involved with this genocide must own up to their actions. The first step in doing this would be to *fully implement the 94 calls to Action in the Truth and Reconciliation Report, specifically # 71-76, Missing Children and Buried Information*, which clearly outlines what should be done to honour and protect the cemeteries and unmarked graves of the innocent victims of Residential Schools.**

**The government of Canada must implement international human rights standards in Canada by passing *Bill C-15, the United Nations Declaration on the Rights of Indigenous Peoples- Immediately*. The**



**government of Canada must stop fighting our children in court and  
Implement the Orders From the Canadian Human Rights Tribunal.**

**Provincial and territorial governments must stop apprehending children  
and work with First Nations to fully implement the Act respecting First  
Nations, Metis and Inuit children, youth and families.**

**To quote National Chief Perry Bellegarde of the Assembly of First  
Nations, “Everyone has a role. Every single government and person in  
Canada can help drive change to honour our shared history and commit  
to doing better as a country.”**

**We encourage your level of government to press for implementation of  
all the Calls to Action of the Truth and Reconciliation Commission of  
Canada in order for us to all move toward reconciliation.**

**We want to be proud to be Canadian again.**

**Sincerely,**

**Kathy Shaw  
President, CFUW Welland and District  
krshaw@bell.net**

# THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

## BY-LAW NO. 023-2021

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 22, 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 22, 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 22<sup>nd</sup> DAY OF JUNE, 2021

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K. Gibson, MAYOR

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M. Ciuffetelli, DEPUTY CLERK