



# NOTICE

THE MAYOR HAS CALLED

A SPECIAL MEETING OF COUNCIL

AT 5:00 P.M.

***TUESDAY, JUNE 15, 2021***

IN COMMITTEE-OF-THE-WHOLE (IN-CAMERA)  
TO DISCUSS THE FOLLOWING:

- PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD;
  - *Arena Development Contract.*
- PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD AND A TRADE SECRET OR SCIENTIFIC, TECHNICAL, COMMERCIAL, FINANCIAL OR LABOUR RELATIONS INFORMATION, SUPPLIED IN CONFIDENCE TO THE MUNICIPALITY OR LOCAL BOARD, WHICH, IF DISCLOSED, COULD REASONABLY BE EXPECTED TO PREJUDICE SIGNIFICANTLY THE COMPETITIVE POSITION OR INTERFERE SIGNIFICANTLY WITH THE CONTRACTUAL OR OTHER NEGOTIATIONS OF A PERSON, GROUP OF PERSONS, OR ORGANIZATION:
  - *Expansion at the Welland International Flatwater Centre.*
- LITIGATION OR POTENTIAL LITIGATION, INCLUDING MATTERS BEFORE ADMINISTRATIVE TRIBUNALS, AFFECTING THE MUNICIPALITY OR LOCAL BOARD;
  - *Gadsby and Aqueduct Lands.*
  - *Northern Reach Update.*

AND

IN OPEN SESSION FOLLOWING COMMITTEE-OF-THE-WHOLE (IN-CAMERA)

FOLLOWED BY A  
REGULAR COUNCIL MEETING AT 7:00 P.M.  
IN COUNCIL CHAMBERS, CIVIC SQUARE

TO CONSIDER ANY CORRESPONDENCE, REPORTS, AND BY-LAWS.

*Due to COVID-19 and the closure of the Civic Square*

*All Electronic Meetings can be viewed at:*

City of Welland website: <https://www.welland.ca/Council/LiveStream.asp>

*YourTV: The meeting will be aired on channel 700 on June 17, 2021 at 9:00 p.m.*

  
Tara Stephens, City Clerk



## **COUNCIL MEETING AGENDA**

**Tuesday, June 15, 2021**

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### **1. COMMITTEE-OF-THE-WHOLE (IN-CAMERA) (5:00 p.m.)**

**(See yellow tab)**

- Proposed or pending acquisition or disposition of land by the municipality or local board;
  - *Arena Development Contract.*
- Proposed or pending acquisition or disposition of land by the municipality or local board and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization:
  - *Expansion at the Welland International Flatwater Centre.*
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - *Gadsby and Aqueduct Lands*
  - *Northern Reach Update.*

### **2. ARISE FROM COMMITTEE-OF-THE-WHOLE (IN-CAMERA)**

### **3. OPEN SPECIAL COUNCIL MEETING FOLLOWING COMMITTEE-OF-THE-WHOLE (IN-CAMERA)**

**OPEN COUNCIL MEETING (7:00 p.m.)**

**3.1 NATIONAL ANTHEM**

**3.2 OPENING REMARKS**

**3.3 ADDITIONS/DELETIONS TO AGENDA**

**3.4 ADOPTION OF MINUTES**

Regular Council Meeting of June 1, 2021 (*Previously Distributed.*)

**3.5 CALL UPON THE CITY CLERK TO REVIEW COMMITTEE-OF-THE-WHOLE ITEMS (IN-CAMERA) TO BE ADDED TO BLOCK**

**3.6 DISCLOSURES OF INTEREST**





## COUNCIL MEETING AGENDA – Page 2

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### 3.7 COUNCILLORS TO DETERMINE AGENDA ITEMS AND BY-LAWS TO BE REMOVED FROM BLOCK FOR DISCUSSION IN COMMITTEE-OF-THE-WHOLE (OPEN) (See pink tab)

## 4. ORAL REPORTS AND DELEGATIONS

### 4.1 PRESENTATION(S) - Nil

### 4.2 DELEGATION(S) (maximum 5/10/5 policy)

**21-30** Steven Soos re: Petition E-3351; State of Emergency on Mental Health, Homelessness and Addiction. (see link for additional information - <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3351>)

### 4.3 AGENCIES, BOARDS, COMMISSIONS AND COMMITTEES REPORT(S) - Nil

### 4.4 LEGISLATED PUBLIC MEETING PURSUANT TO SECTION 357/358 OF THE MUNICIPAL ACT, 2001 (7:00 p.m.)

*Applicants who object to the recommendation may provide their submissions/comments in writing to [clerk@welland.ca](mailto:clerk@welland.ca), or mail to City Clerk, 60 East Main Street, Welland, ON L3B 3X4. All submissions will be forwarded to Welland City Council.*

**21-4** Public Meeting pursuant to Section 357/358 of the *Municipal Act, 2001* regarding Tax Write-Offs.  
(See Report FIN-2021-18, pages 46 to 48)

### 4.5 LEGISLATED PUBLIC HEARINGS PURSUANT TO THE PLANNING ACT (7:00 p.m.)

**21-86** A Complete Application has been made by WELLAND APARTMENTS INC. to rezone Part Lot 28, Concession 5, City of Welland, municipally known as 50 Lincoln Street, from the existing Community Institutional - INS1 to Site Specific Community Institutional - INS1 in Zoning By-law 2017-117. The purpose of the Amendment is to allow for a front yard setback of 2.5 metres; a side yard setback of 3 metres; a reduced snow storage area of 28 square metres, and reduction of the bicycle drive aisle to 0.6 metres. The purpose of the application is to allow for the construction of a four-storey apartment building with 54 units. The Official Plan designation is Institutional.  
(See Report P&B-2021-27 Pages 37 to 41)



## **COUNCIL MEETING AGENDA – Page 3**

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**5. COMMITTEE-OF-THE-WHOLE (OPEN)**  
**(to discuss items removed from Agenda Block)**

**6. BY-LAWS (SEE AGENDA INDEX)**

**7. NOTICES OF MOTION**

**7.1 Councillor matters discussed with staff for reporting purposes**

**7.2 Notices of Motion (previously submitted for discussion)**

**(Councillor Larouche)**

**21-30** WHEREAS a number of provinces have declared emergencies on various circumstances over time, and Canada is allowed to declare national emergencies under the Emergencies Act, 1985; and  
WHEREAS approximately 1 in 5 Canadians will experience a mental health problem or illness, and;

WHEREAS the economic burden of mental illness in Canada is estimated at 51 billion dollars per year (including healthcare costs, lost of productivity, and reductions in health-related quality of life) (CAMH); and

WHEREAS not addressing mental health issues/illness is costly in the long-term to Canada's economy; and

WHEREAS a recent Morneau Shephard poll showed that 50% of Canadians reported that their mental health was worsened with the COVID-19 pandemic, with mental health related hospitalizations, crisis-line use, and addiction rates skyrocketing; and WHEREAS locally, 11/12 of Niagara's-area Municipalities have supported the request for Niagara Regional Council to declare a state of emergency on mental health, homelessness, and addiction.

NOW THEREFORE IT BE RESOLVED THAT THE COUNCIL OF THE CITY OF WELLAND call upon the House of Commons to Launch a Federal Study in the Standing Committee on Health (HESA) on the merits of Declaring a National Emergency on Mental Health; and

THAT Welland City Council endorses Petition E-3351 calling upon the House of Commons to Launch a Federal Study in the Standing Committee (HESA) on the merits of Declaring a National Emergency on Mental Health; and further

THAT Welland City Council requests that all municipalities within the Niagara Region, all Niagara-Area MP's, the Prime Minister of Canada, the Federal Minister of Health, Niagara Centre MPP, Association of Municipalities of Ontario (AMO), and all members of the Federal HESA (Standing Committee of Health) be copied on this motion.





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### **(Councillor Chiocchio)**

- 21-28** THAT THE COUNCIL OF THE CITY OF WELLAND directs staff to research the installation of a rainbow crosswalk in the downtown core and in following the lead of both the cities of St. Catharines and Niagara Falls to consult and work with the Welland Downtown BIA as to location, longevity and possible cost sharing and to be included in the 2022 budget in support of our LGBTQ Plus community.

### **(Councillor Fokkens)**

- 05-50** WHEREAS "Section 27 (1.2) of the Ontario Heritage Act allows the Clerk of a municipality to maintain, in addition to a register of properties designated under the Ontario Heritage Act, a register of properties that have not been designated under the Act but that the council of the municipality believes to be of cultural heritage value or interest subsequent to consultation with the City's Heritage Advisory Committee; and further

WHEREAS once a property that is not designated is included on this register the owner may not demolish or remove a building or structure on the property or permit the demolition or removal of a building or structure without giving the municipality at least 60 days notice in writing. This would allow the municipality to time to initiate the process of designating the property if they wished.

NOW THEREFORE BE IT RESOLVED, THAT THE WELLAND CITY COUNCIL directs the City Clerk to establish a Register of Properties of Cultural Heritage Value or Interest that have not yet been designated under the Ontario Heritage Act in consultation with the City of Welland Heritage Advisory Committee as the Act requires"; and further

THAT the City establishes the necessary By-laws and procedures to comply with section 27 of the Ontario Heritage Act."

- 7.3 Call for Notices of Motion (for introduction at the next scheduled Council meeting)**

## **8. CORPORATION REPORTS**

- 8.1 Mayor's Report**  
**8.2 Chief Administrative Officer's Report**



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### **9. CONFIRMATORY BY-LAW**

A By-law to adopt, ratify and confirm proceedings of the Council of the Corporation of the City of Welland at its meeting held on the 15<sup>th</sup> day of June, 2021. Ref. No. 21-1

### **10. ADJOURNMENT**





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### **AGENDA BLOCK**

**1. BUSINESS ARISING FROM MINUTES, PREVIOUS MEETINGS AND OTHER ITEMS REFERRED FROM COUNCIL FOR DISCUSSION - Nil**

**2. COMMITTEE AND STAFF REPORTS**

**1. Business Arising from Committee-of-the-Whole (closed)**

**1 2. General Committee Report to Council - June 8, 2021**

**3. Budget Review Committee Report to Council - Nil**

**4. Staff Reports**

**2 - 4      CAO-2021-06**      Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Welland Historical Museum Roof Replacement. Ref. No. 04-91 (See By-law 1)

**5 - 31      CAO-2021-07**      Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Playground Replacement Tender Awards - Chippawa, Cook Mills, Elmwood and Glenwood. Ref. No. 21-19 (See By-law 2)

**32 - 36      TRAF-2021-25**      Director of Planning and Development Services, G. Munday - Use of Administrative Penalties for the Enforcement of the Site Alteration By-law. Ref. No. 09-160/21-22 (See By-laws 3 & 4)

**37 - 41      P&B-2021-27**      Director of Planning and Development Services, G. Munday – Application for Zoning By-law Amendment (File No. 2021-04) made by Welland Apartments Inc. for lands located on the north side of Lincoln Street, west of Elmwood Avenue, and east of Riverside Drive, legally described as Part Lot 28, Concession 5, City of Welland, municipally known as 50 Lincoln Street. Ref. No. 21-86

Remove From  
Block



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42 - 45	<u>P&amp;B-2021-28</u>	Director of Planning and Development Services, G. Munday - Request for Class 4 Ministry of Environment Designation - Dain City Subdivision - 555 Canal Bank Developments GP Inc., north side of Forks Road, east of Canal Bank Street (File: 26T-14-06002) . Ref. No. 21-91
46 - 48 Remove From Block	<u>FIN-2021-18</u>	Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Application for Tax Write-Offs - Sections 357/358. Ref. No. 21-4
49 - 84	<u>FIN-2021-19</u>	Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - 2021 Capital Close Out Report. Ref. No. 21-4
85 - 111	<u>TRANS-2021-04</u>	Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - On-Demand Service Scheduling Software. Ref. No. 21-13 (See By-law 5)
112 - 113	<u>R&amp;C-2021-16</u>	Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Welland District Slow Pitch 2021 Fees. Ref. No. 21-93
114 - 156	<u>R&amp;C-2021-17</u>	Interim CAO/Director of Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Accessibility Policy Updates. Ref. No. 02-85
157 - 161	<u>ENG-2021-11</u>	Director of Infrastructure Services, SM. Millar - Tender Award - 2021 Road Rehabilitation - Part 1. Ref. No. 21-66 (See By-law 6)
162 - 175	<u>CLK-2021-18</u>	City Clerk, T. Stephens - Outstanding Council Resolutions List. Ref. No. 02-160

### 3. NEW BUSINESS

1. Council to appoint one Councillor as Chair to Corporate Services. Ref. No. 21-12

Pg. 0

#### RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND appoints Councillor McLeod to the Corporate Services Chair for the term July 1, 2021 to November 30, 2022.





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- 176 - 177**      2. Alanna Galeota, North Welland Business Improvement Area re: Approval of its 2021 proposed budget. Ref. No. 08-95/21-4

#### **RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND approves the 2021 budget from the North Welland Business Improvement Area Board as recommended by their board in the amount of \$48,914.25; and further

THAT Welland City Council authorizes the Director of Corporate Services, Chief Financial Officer/Treasurer to make arrangements to levy an amount of \$48,914.25 against the business operations within the defined area on condition that the required financial statements are submitted to the satisfaction of the Director of Corporate Services, Chief Financial Officer/Treasurer.

- 178 - 198**      3. Donna Woiceshyn, Chief Executive Officer, Niagara Regional Housing (NRH) re: NRH 2021 1<sup>st</sup> Quarter Report to Board of Directors. Ref. No. 10-130

#### **RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from Niagara Regional Housing (NRH) dated May 26, regarding the NRH 2021 1<sup>st</sup> Quarter Report.

- 199**              4. Amber LaPointe, City Clerk, City of Port Colborne re: Resolution - Niagara Central Dorothy Rungeling Airport (NCDRA) Commission. Ref. No. 13-50

#### **RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the City of Port Colborne dated May 31, 2021 regarding Resolution - Niagara Central Dorothy Rungeling Airport (NCDRA) Commission.

- 200 - 206**      5. Signed petition by residents of Seaway Pointe Condominium at 330 Prince Charles Drive: re concerns of parking space for the Evertrust Development at 350 Prince Charles Drives. Ref. No. 21-92

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the petition by residents of Seaway Pointe Condominium at 330 Prince Charles Drive received by the Clerk's office on May 31, 2021 regarding parking space for the Evertrust Development at 350 Prince Charles Drives and refers the matter to staff.



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- 207 - 208**      6. Joanne Scime, Clerk, Township of West Lincoln re: Endorsement of 988 Suicide and Crisis Prevention Hotline Initiative. Ref. No. 21-94

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information and supports the correspondence from the Township of West Lincoln dated May 26, 2021 regarding Endorsement of 988 Suicide and Crisis Prevention Hotline Initiative.

- 209 - 211**      7. Carol Schofield, Manager, Legislative Services/Clerk, Town of Fort Erie re: Generation Squeezing with Respect to Affordable Housing. Ref. No. 21-95

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information and supports the correspondence from the Town of Fort Erie dated June 1, 2021 regarding Generation Squeezing with Respect to Affordable Housing.

- 212 - 213**      8. Carol Schofield, Manager, Legislative Services/Clerk, Town of Fort Erie re: Capital Gains Tax on Primary Residence. Ref. No. 21-4

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information and supports the correspondence from the Town of Fort Erie dated June 1, 2021 regarding Capital Gains Tax on Primary Residence.

### **4. BY-LAWS**

**MAY BE VIEWED IN THE CLERK'S DIVISION PRIOR TO THE MEETING IF DESIRED.**

1. A By-law to authorize entering into contract with Flynn Ltd. for the Welland Historical Museum Roof Replacement. Ref. No. 04-91  
(See Report CAO-2021-06)
2. A By-law to authorize acceptance of tenders from various contractors for playground replacements and site improvements at Chippawa, Cooks Mills, Elmwood and Glenwood Parks. Ref. No. 21-19  
(See Report CAO-2021-07)
3. A By-law to amend By-law 2010-88, being a By-law to regulate or prohibit removal of topsoil, placing or dumping of fill, and alteration of the grade of land within the City of Welland (Site Alteration By-law). Ref. No. 09-160  
(See Report TRAF-2021-25)





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4. A By-law to amend By-law 2019-134, being a By-law to establish an Administrative Penalty System for non-parking related offences (Schedules A & C). Ref. No. 21-22  
(See Report TRAF-2021-25)
5. A By-law to authorize entering into a subscription and services agreement with Rideco Inc. for On-Demand Service Scheduling Software. Ref. No. 21-13  
(See Report TRANS-2021-04)
6. A By-law to enter into contract with Brennan Paving Limited for 2021 Road Rehabilitation (Part 1). Ref. No. 21-66  
(See Report ENG-2021-11)
7. A By-law to amend By-law 9314, being a By-law to establish a Record Retention Schedule for various documents; and to repeal Schedule "B" from By-law 2002-203. Ref. No. 02-149  
(Updates to the Retention By-law)
8. A By-Law to authorize an amending agreement with Marzim Holdings Ltd. for use of the concessions booths within the Welland Arena and Jack Ballantyne Arena; and to amend By-law 2011-94. Ref. No. 21-19  
(Renewal Agreement)
9. A By-law to amend By-law 2021-20, being a By-law to appoint Hearing Officers pursuant to By-law 2014-81. Ref. No. 21-22  
(Update to Hearings Officers for City of Welland)
10. A By-law to amend Administrative Penalty By-law 2014-64 to allow for electronic screening and hearing appointments Meetings (Parking). Ref. No. 21-22  
(Update to practices to allow for electronic screening and hearings appointments)

**GENERAL COMMITTEE REPORT TO COUNCIL**

On Tuesday, June 8, 2021, the General Committee met with the following members in attendance: Chair, M.A. Grimaldi, F. Campion, J. Chiochio, T. DiMarco, B. Fokkens, B. Green, J. Larouche, D. McLeod (6:05 p.m.), A. Moote, C. Richard, G. Speck, and L. Van Vliet.

**The General Committee recommends Council approval on the following matters:**

**PRESENTATIONS****12-96**

THAT GENERAL COMMITTEE receives for information the presentation by Deborah C. Anschell, Integrity Commissioner regarding Code of Conduct and Formal Complaint Process.




Respectfully submitted by



TARA STEPHENS  
City Clerk



**COUNCIL**  
**COMMUNITY SERVICES**  
**PARKS DIVISION**

APPROVALS	
DIRECTOR	
CFO	
CAO	

04-91

REPORT CAO-2021-06  
JUNE 15, 2021

**SUBJECT:** WELLAND HISTORICAL MUSEUM ROOF REPLACEMENT

**AUTHORS:** PETER BOYCE, MANAGER PARKS, FACILITIES, AND CANAL LANDS  
and  
RICHARD DALTON, MANAGER RECREATION & CULTURE, B.COMM,  
OLY

**APPROVING DIRECTOR:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
INTERIM CAO / DIRECTOR, CORPORATE SERVICES / CHIEF  
FINANCIAL OFFICER / TREASURER

**RECOMMENDATIONS:**

THAT THE COUNCIL OF THE CITY OF WELLAND approves the award to Flynn Canada for the provision of Welland Historical Museum Roof Replacement; and further

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate by-laws to enter into a contract with Flynn Canada.

**ORIGIN AND BACKGROUND:**

The Museum Roof Replacement project was approved by Council as part of the 2021 Capital Budget. Tektum Consulting Group was retained to assist with project development, their scope of work included provision of on-site investigation and analysis of the existing roof system as required for the RFP Bid Documents. Tektum will also facilitate the post-bid Quality Observation and Inspection services ensuring the successful contractor's operations, workmanship, materials supplied, and installation are in accordance with the Contract Documents and the Owner's site-specific requirements.

**COMMENTS AND ANALYSIS:**

The City of Welland issued RFT21-02 "Welland Historical Museum Roof Replacement" competitively on bidding on May 5, 2021. The City hosted mandatory site visit and required vendors to own and operate under the OIRCA Membership and COR Certificate (Health & Safety) designations. On May 25, 2021, the tender closed bids were received from four vendors;

1. Atlas-Apex Roofing
2. Schreiber Roofing
3. Provincial Roofing
4. Flynn Canada

The Museum Roof project consists of three separate areas which require replacement as outlined in appendix I. Due to significant fluctuations in material costs presently observed in the construction industry, Tektum advised the City to obtain multiple pricing options to provide best chance to realize lowest cost for the project, and stay within available budget:

1. Roof replacement of all Areas using "TPO" material
2. Roof replacement of Areas 2.0 and 3.0 using TPO and Area 4.0 using "SBS"
3. Separate pricing for Area 3.0
4. Unit pricing to remove/replace rotted wooden segments

In keeping with the principles of value engineering, TOP and SBS materials are very similar in function, quality, longevity, and have the same warranty terms.

### **FINANCIAL CONSIDERATION:**

The project will be funded by 2021 Capital Project: Museum Roof Replacement, GL 10-449-21453 of \$265,000. The City of Welland is recommending to award Flynn Canada who submitted the lowest Base Bid and Separate pricing by a compliant bidder.

Vendor Name	Base Bid
Flynn Canada	<b>\$219,650.00</b>
Atlas-Apex Roofing	\$240,494.00
Schreiber Roofing	\$254,930.00
Provincial Roofing	Non-Compliant

Separate price for Roof Replacement Area 3.0

Vendor Name	Separate Price
Flynn Canada	<b>\$9,500.00</b>
Atlas-Apex Roofing	\$9,294.00
Schreiber Roofing	\$12,805.00
Provincial Roofing	Non-Compliant

Overall Costs

Vendor Name	Base Bid	Separate Price - Roof Replacement Area 3.0	Total	Inclusive of City Tax
Flynn Canada	<b>\$219,650.00</b>	<b>\$9,500.00</b>	<b>\$229,150.00</b>	<b>\$233,183.04</b>
Atlas-Apex Roofing	\$240,494.00	\$9,294.00		
Schreiber Roofing	\$254,930.00	\$12,805.00		
Provincial Roofing	Non-Compliant	Non-Compliant		

Consulting service fees by Tektum are \$10,865.50 + City's share of HST = \$11,056.73

Potential additional costs for wood block replacement total \$5,100, reflecting a unit price of \$8.50 and a maximum replacement requirement of 600 units, totaling \$5,189.70.



Total project cost, including consulting fees and maximum wood block replacement totals \$249,429.47.

**OTHER DEPARTMENT IMPLICATIONS:**

Reviewed and supported by Parks and Planning & Maintenance.

**SUMMARY AND CONCLUSION:**

Staff requests award to Flynn Canada, as compliant and lowest cost response. Flynn Canada owns and operates under an OIRCA Membership and COR Certificate (Health & Safety) designation.

**ATTACHMENTS:**

None

**COUNCIL**  
**COMMUNITY SERVICES**  
**PARKS DIVISION**

APPROVALS	
DIRECTOR	W
CFO	8
CAO	W

21-19  
**REPORT CAO-2021-07**  
**JUNE 15, 2021**

**SUBJECT: PLAYGROUND REPLACEMENT TENDER AWARDS –  
CHIPPAWA, COOKS MILLS, ELMWOOD, AND GLENWOOD**

**AUTHORS: PETER BOYCE, MANAGER, PARKS, FACILITIES, AND CANAL  
LANDS  
and  
RICHARD DALTON, MANAGER RECREATION & CULTURE, B.Comm,  
OLY**

**APPROVING STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
DIRECTOR: INTERIM CAO / DIRECTOR, CORPORATE SERVICES / CHIEF  
FINANCIAL OFFICER / TREASURER**

**RECOMMENDATIONS:**

THAT THE COUNCIL OF THE CITY OF WELLAND accepts the tender of **CRL Campbell** at the tendered price of \$196,582.87 inclusive of municipal portion of HST for the supply and installation of playground equipment and site improvements at **Glenwood Park** as detailed in Report CAO-2021-07; and further

THAT Welland City Council accepts the tender of **Touchstone Site Contractors Inc.** at the tendered price of \$319,351.58 inclusive of municipal portion of HST for the supply and installation of playground equipment and site improvements at **Chippawa Park** as detailed in Report CAO-2021-07; and further

THAT Welland Council accepts the tender of **D&R Landscaping Inc.** at the tendered price of \$214,294.96 inclusive of municipal portion of HST for the supply and installation of playground equipment and site improvements at **Elmwood Park** as detailed in Report CAO-2021-07; and further

THAT Welland City Council accepts the tender of **D&R Landscaping Inc.** at the tendered price of \$208,949.84 inclusive of municipal portion of HST for the supply and installation of playground equipment and site improvements at **Cooks Mills Park** as detailed in Report CAO-2021-07; and further

THAT Welland City Council directs staff to prepare the necessary agreements and by-laws to enter into contracts with **Touchstone Site Contractors Inc, D&R Landscaping Inc., and CRL Campbell** to execute construction; and further

That Welland City Council directs the Mayor and Clerk to execute the said by-laws and agreements.



**ORIGIN AND BACKGROUND:**

City Council pre-approved the replacement of four playgrounds in 2019 for the 2020 Capital Budget. Due to the COVID-19 pandemic these planned facility replacements were put on hold and deferred to 2021. Subject to Council approval, construction for each park is scheduled to start summer, 2021 and be completed by fall, 2021.

Based on the recommendations of staff the following four playgrounds were selected and recommended based on the age and condition of the structures:

<b>Playground Location</b>
Glenwood Park
Chippawa Park (Laughlin)
Elmwood Park
Cooks Mills Park

**COMMENTS AND ANALYSIS:*****Consultation, Design Concepts & Public Engagement***

Consultants from MHBC Planning, Urban Design and Landscape Architecture were retained to support the design creation and evaluation process for each of the playgrounds, and oversee the tender process for contract award as well as project delivery for each location.

To begin the process MHBC conducted a request for quotation (RFQ) by invitation with four participants, each of which are prominent and experience playground equipment providers in Welland and Niagara: ABC, Open Space, Henderson, and Play Power. Design submissions were received from each vendor for each of the four playground replacement.

A public process was conducted to solicit input from local residents on the four design options for each location that were obtained through the RFQ. The methods of outreach to generate input included a YourChannel Survey which was supported by an ad in the paper and direct mailing to residents living near each of the project locations. Based on best practices recommended by the Planning Division the letters were sent to residents within a set radius of each project location to encourage participation in the YourChannel survey:

<b>Playground Location</b>	<b>Mail-Out Radius</b>	<b>Number of Letters Sent</b>
Glenwood Park	250m	444
Chippawa Park (Laughlin)	500m	106
Elmwood Park	250m	400
Cooks Mills Park	500m	178

A copy of the letter sent to residents is included as appendix I, and a summary of feedback gathered through YourChannel is included as appendix II.

The favored design choices for each of the four new playgrounds are included as appendix III.

**Site Improvements/Changes**

Through the design process, consultation and vetting, several project recommendations were made to improve the site conditions, these include:

- Cooks Mills:
  - Relocation of Cooks Mills playground to be moved a more central location nearer to Cooks Mills Hall and parking lot. This provided a more visible location for the Playground and minimized costs to install hard surface trail ensure accessibility to the new equipment, and will be more advantageous for site drainage and grading.
  - The existing swing set at the back of the park is in a state of good repair and will remain in place.
- Elmwood
  - No change to location footprint.
  - Existing swings to remain – new curb, new EWF safety surfacing. Added walkways for accessibility.
- Glenwood
  - No change to playground footprint
  - Play equipment structure shifted south to provide clear visual from existing pavilion to new play equipment and existing splash pad.
  - Existing swings and curbing to remain (new safety surfacing).
- Chippawa
  - No change to playground footprint
  - New location for swings which has been expanded to accommodate an additional swing set.
  - Added walkways and seating areas for accessibility.

In conjunction with the public process, professional vetting and qualification of the designs was completed by MHBC, including accessibility compliance, safety considerations, warranty review, and design feasibility. All designs presented were deemed by MHBC to be suitable for consideration.

**Tender Process**

On May 5, 2021, RFT PK/OP21-01 was competitively posted on Biddingo with a closing date of May 21, 2021. The Tender called for individual pricing for playground replacement at each of the four park locations, according to the designs chosen through the RFQ and public engagement process; four bids were received and after review of references and a financial analysis all were deemed compliant.

The lowest cost bidder was selected for each of the four playground replacement projects; a company reference summary is provided for each recommended bidder in appendix IV.

**FINANCIAL CONSIDERATIONS:**

Playground Location	Approved 2020 Capital Budget	Capital Account
Glenwood Park	\$250,000	10-410-20136
Chippawa Park (Laughlin)	\$350,000	10-410-20137
Elmwood Park	\$250,000	10-410-20138
Cooks Mills Park	\$250,000	10-410-20139



***Tender results***

<b>Park</b>	<b>Bidder</b>	<b>Project Cost</b>	<b>Inc. Mun. % HST</b>
Glenwood Park	CRL Campbell	\$193,182.85	\$196,582.87
Chippawa Park	Touchstone Contractors	\$313,828.20	\$319,351.58
Elmwood Park	D&R Landscaping Group	\$210,588.60	\$214,294.96
Cooks Mills Park	D&R Landscaping Group	\$205,335.93	\$208,949.84

MHBC Planning, Urban Design and Landscape Architecture consultant fees for creating design specifications and supporting the tender process totals \$66,805.44, including disbursements of \$4,100 and municipal portion of HST.

**OTHER DEPARTMENT IMPLICATIONS:**

Reviewed and supported by Public Works, Parks, and Planning & Maintenance.

**SUMMARY AND CONCLUSION**

Parks and Recreation staff recommend that Welland City Council approve contract awards to the following lowest price bidders to RFT PK/OP21-01

<b>Park</b>	<b>Bidder</b>
Glenwood Park	CRL Campbell
Chippawa Park	Touchstone Contractors
Elmwood Park	D&R Landscaping Group
Cooks Mills Park	D&R Landscaping Group

**ATTACHMENTS:**

Appendix I	Letter to Residents
Appendix II	YourChannel Feedback Summary
Appendix III	Playground Designs: Glenwood, Chippawa, Elmwood, Cooks Mills
Appendix IV	Company Summary



## **PEOPLE MAKE PARKS: CITY SEEKS PLAYGROUND FEEDBACK FROM CITIZENS**

The City of Welland is seeking citizen feedback on new playground designs for Elmwood Park, Chippawa Park, Cooks Mills Park, and Glenwood Park. The public can sign-up on the city's online public engagement platform YourChannel to learn more about these community projects and submit feedback on one, or more, of the four proposed projects.

Visit Design Your Playgrounds at YourChannel (<https://yourchannel.welland.ca>) to learn more and join the conversation.

The following city parks are presently open for public input:

ELMWOOD PARK  
CHIPPAWA PARK  
COOKS MILLS PARK  
GLENWOOD PARK

For more information on City of Welland capital projects, visit [www.welland.ca](http://www.welland.ca), or for more information on Welland's Parks, Recreation and Culture Master Plan, visit <https://www.welland.ca/RecCulture/pdf/WellandPRCMasterPlan.pdf>.

### **Contact:**

Peter Boyce, Manager Parks, Planning & Maintenance  
[peter.boyce@welland.ca](mailto:peter.boyce@welland.ca)



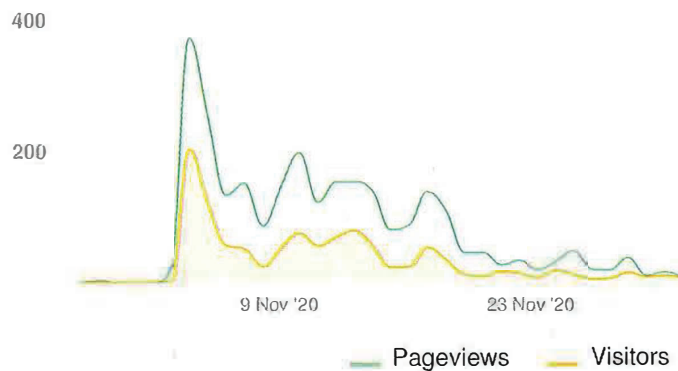
# Project Report

26 April 2018 - 30 November 2020

## YourChannel Welland Design Your Playgrounds



### Visitors Summary

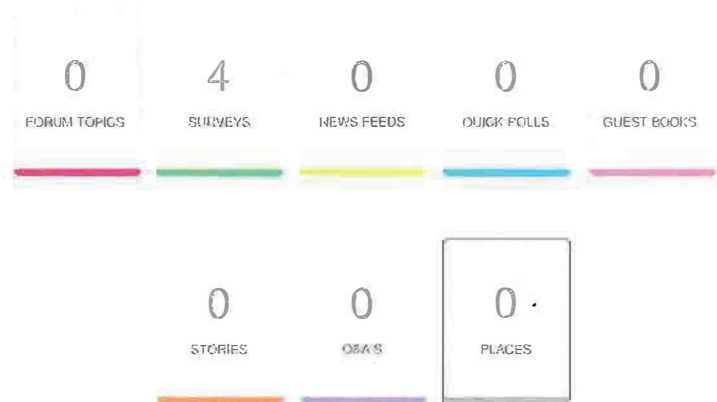


### Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
1.2 k	203	
NEW REGISTRATIONS		
108		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
124	387	982

Aware Participants	982	Engaged Participants	124		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	982				
Informed Participants	387	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	124	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	50	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	282	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	124				

## ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Chippawa Park	Archived	268	84	0	0
Survey Tool	Cooks Mills Park	Archived	150	43	0	0
Survey Tool	Glenwood Park	Archived	160	42	0	0
Survey Tool	Elmwood Park	Archived	168	38	0	0



## INFORMATION WIDGET SUMMARY

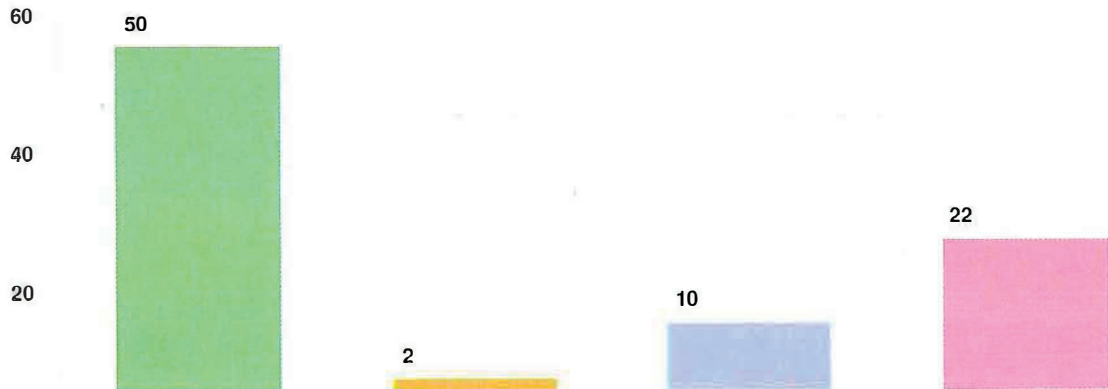


Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	ElmwoodParkDetails.pdf	23	50
Document	ChippawaParkDetails.pdf	22	26
Document	GlenwoodParkDetails.pdf	11	11
Document	CooksMillsParkDetails.pdf	7	9

**ENGAGEMENT TOOL: SURVEY TOOL****Chippawa Park**

Visitors <b>268</b>	Contributors <b>84</b>	CONTRIBUTIONS <b>84</b>
---------------------	------------------------	-------------------------

Which of the **FOUR** playground designs offered for Chippawa Park do you prefer?

**Question options**

☒ PlayPower ☐ Henderson ☐ Openspace/Jambette ☐ ABC Recreation

*Mandatory Question (84 response(s))*

*Question type: Checkbox Question*

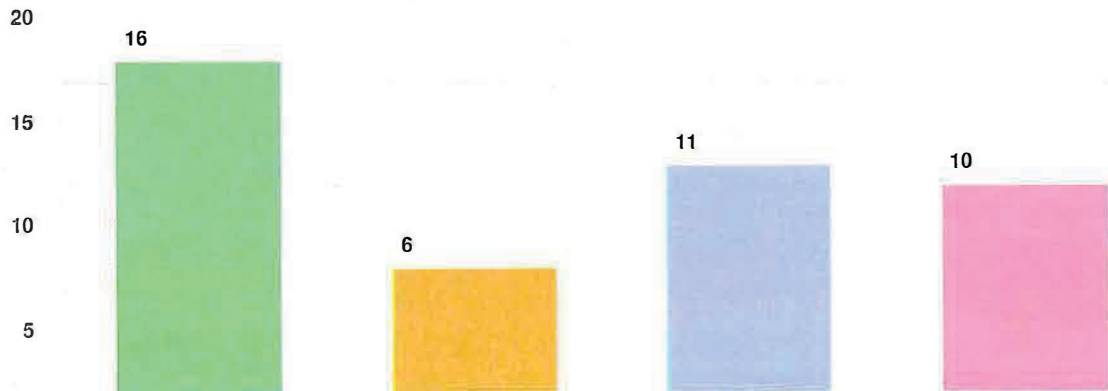


## ENGAGEMENT TOOL: SURVEY TOOL

### Cooks Mills Park

Visitors	150	Contributors	43	CONTRIBUTIONS	43
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Which of the FOUR playground designs offered for Cooks Mills Park do you prefer?



#### Question options

☐ PlayPower
 ☐ Henderson
 ☐ Openspace/Jambette
 ☐ ABC Recreation

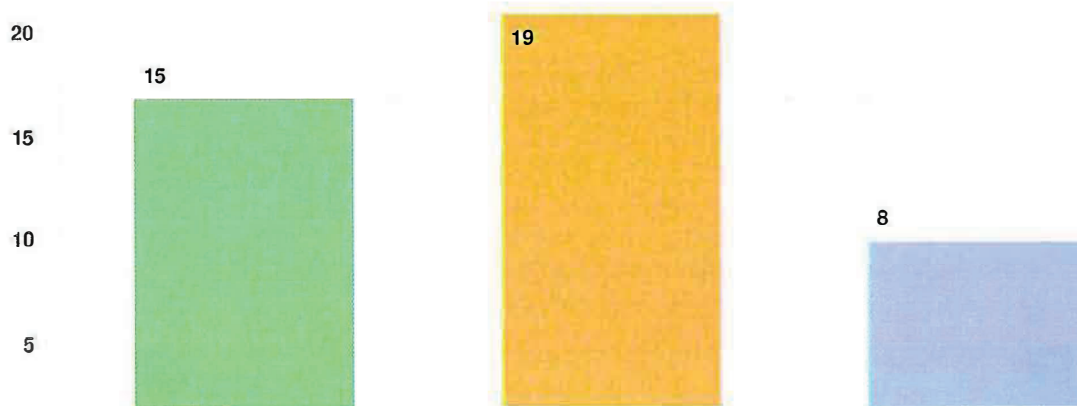
Mandatory Question (43 response(s))

Question type: Checkbox Question

**ENGAGEMENT TOOL: SURVEY TOOL****Glenwood Park**

Visitors	160	Contributors	42	CONTRIBUTIONS	42
----------	-----	--------------	----	---------------	----

Which of the **FOUR** playground designs offered for Glenwood Park do you prefer?

**Question options**

☒ PlayPower ☒ Henderson ☐ Openspace/Jambette

*Mandatory Question (42 response(s))*

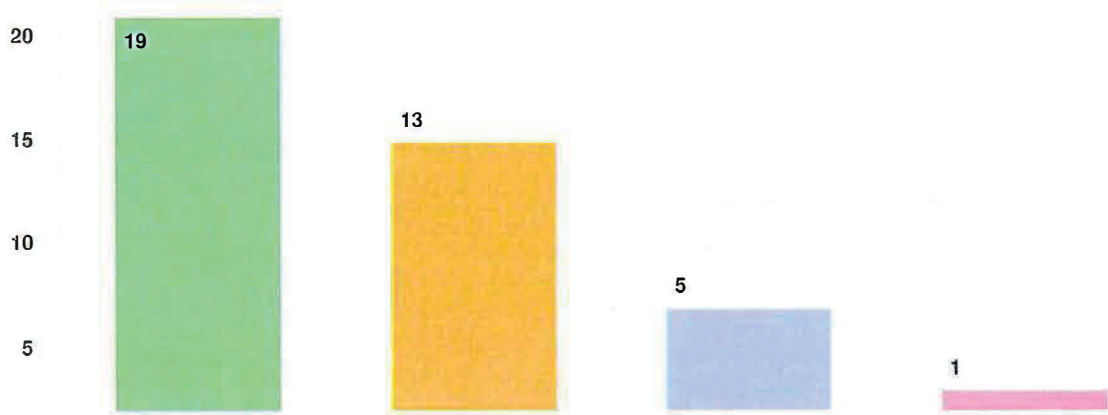
*Question type: Checkbox Question*

## ENGAGEMENT TOOL: SURVEY TOOL

### Elmwood Park

Visitors <b>168</b>	Contributors <b>38</b>	CONTRIBUTIONS <b>38</b>
---------------------	------------------------	-------------------------

Which of the FOUR playground designs offered for Elmwood park do you prefer?



#### Question options

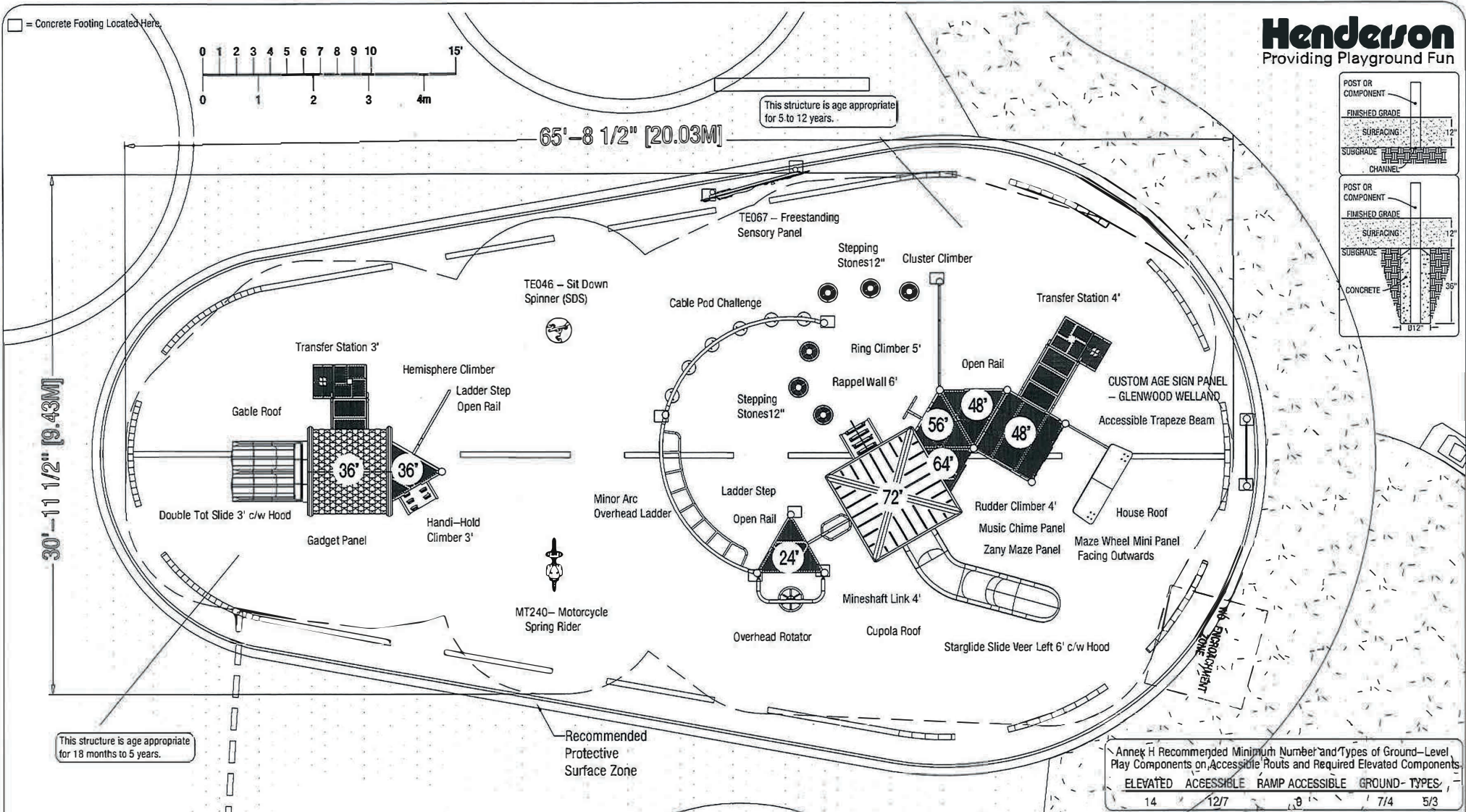
☒ PlayPower
 ☒ Henderson
 ☐ Open Space/Jambette
 ☐ ABC Recreation

Mandatory Question (38 response(s))

Question type: Checkbox Question



**Henderson**  
Providing Playground Fun



**Model No. B503665R2**

MHBC

Glenwood Park - Welland

Henderson Recreation Equipment Ltd.  
PO Box 68, 11 Gilbertson Drive  
Simcoe, ON, Canada, N3Y 4K8  
T. 1.800.265.5462  
F. 519.426.9380  
www.hendersonplay.ca

Salesperson | P.W.  
Drawn By | R.H.  
Date Drawn | August 27, 2020  
Revised By | R.H.  
Revision Date | September 2, 2020

Product Line | Playsteel MAX  
Standard Compliance | CAN/CSA-Z614  
Best User Age | See Note  
Protective Surfacing Type | Poured Rubber  
Accessibility | Yes  
Number of Children | 61  
Fall Height | 10'

Border Area | 1.917 sq/ft  
Border Perimeter |  
Installation Type | Mix

WARNING: All play equipment shall have a protective surfacing zone that consists of an obstacle-free soft, resilient surfacing, as specified for each type of equipment and at depths to meet the critical fall heights as specified by the CAN/CSA Z614, ASTM F1487 and the U.S. Consumer Product Safety Commission.



# GLENWOOD PARK - WELLAND



## Model No. B503665R2

Posts | Black  
 Accents | Yellow  
 Roto-Molded Plastic | Red  
 HDPE Plastic | Yellow-Black-Yellow

Stepping Stones - Red & Yellow

## Components

Quantity	Desc
1	Cluster Climber
1	Hemisphere Climber
1	HAIRIE ROOF
1	Zany Maze Panel
1	Clidget Panel
1	Maze Wheel/Nim Panel
6	Stepping Stone 12" x 12"
1	Cable Pool Challenge
1	Handle-Wall Climber 3'
1	Rappel Wall 6'
1	Ring Climber 5'
1	Roller Climber 4'
1	Open Rail
1	Gable Roof
1	Cupola Roof
1	Double Slide Plastic Hood
1	Double Tot Slide 3'
1	StarSlide Slide Vee/Let 6'
1	Transfer Station 3'
1	Transfer Station 4'
1	Motorcycle Spring Rider
1	Sit Down Spinner (SDS)
1	Freestanding Scenery Panel



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# GLENWOOD PARK - WELLAND



## Model No. B503665R2

Posts | Black  
 Accents | Yellow  
 Roto-Molded Plastic | Red  
 HDPE Plastic | Yellow-Black-Yellow

Stepping Stones - Red & Yellow

## Components

Quantity	Desc	
1	Musical Chime Panel	1 Cluster Climber
1	Zany Maze Panel	1 Hemisphere Climber
1	Goal Post Panel	1 HOUSE ROOF
1	Maze Wheel Mini Panel	1 CUSTOM AGE SIGN PANEL - GLENWOOD
6	"Stepping Stone 12"	1 Minicraft Link 4"
1	Cable Post Challenge	1 B5 Turning Bar
1	Handi-Held Climber 3'	1 Overhead Rotator
1	Rappel Wall 6'	1 Adjustable Trapeze Beam
1	Ring Climber 5'	1 Minor Arc Overhead Ladder
1	Roller Climber 4'	1 Open Rail
		1 Open Rail
		1 Gable Roof
		1 Cupola Roof
		1 Double Slide Plastic Hood
		1 Double Tot Slide 3'
		1 Stag Slide Slide Your Left 6'
		1 Transfer Station 3'
		1 Transfer Station 4'
		1 Motorcycle Spring Rider
		1 Sit Down Spinner (SDS)
		1 Freestanding Sensory Panel

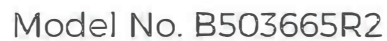


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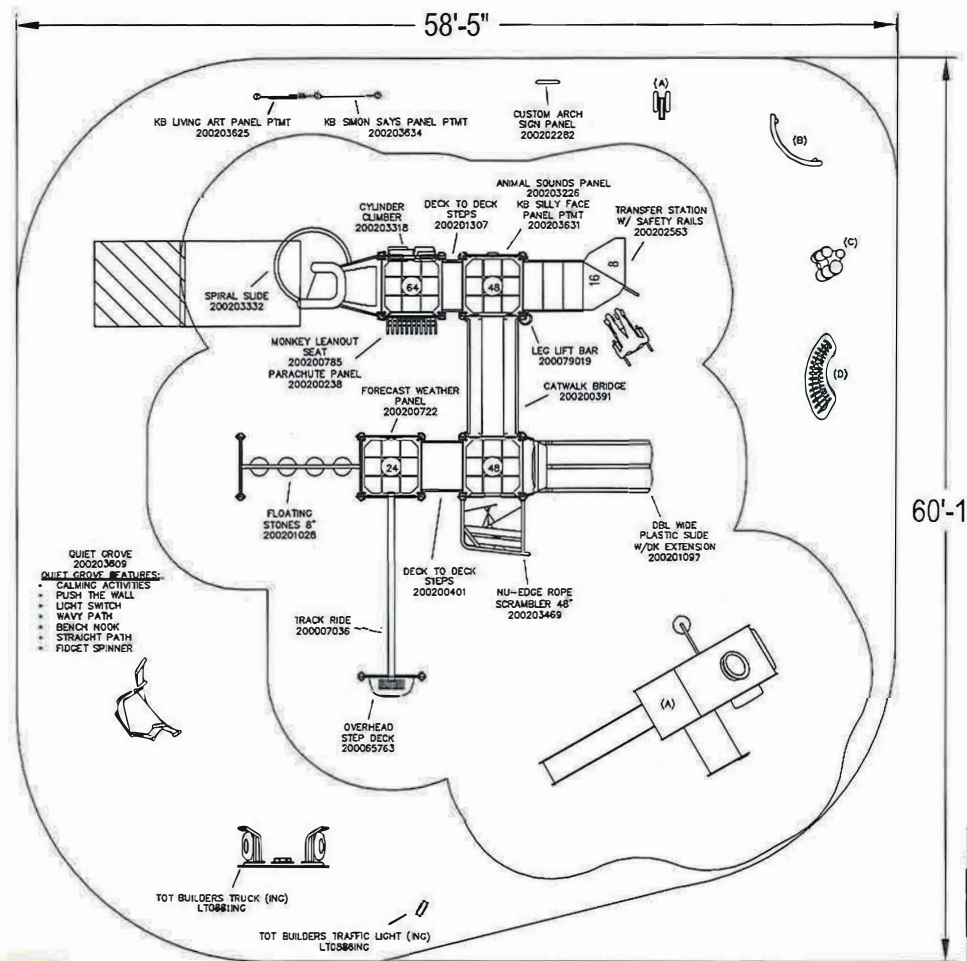
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 1800-263-2642; fax 819-426-1122; www.underwood-ly.com.  
 1811 Street was Drive, Strathroy, Ontario, Canada, N5G 4K6  
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## Components

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Providing Playground Fun



# RFQ CITY OF WELLAND CHIPPAWA PARK - PLAY STRUCTURE



**PlayPower**  
70 Years Serving Canada



To promote safe and proper equipment use by children, PlayPower recommends the installation of either a PlayPower safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF CAN/CSA-Z614-14.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

CAN200254A-1A-1

GROUND SPACE: N/A  
PROTECTIVE AREA: NOTED

✓ COMPLIES TO CSA

✓ COMPLIES TO ANNEX H

DESIGNED FOR  
AGES  
18mo-12 & 5-12

ADDITIONAL GROUND LEVEL  
ACCESSIBLE ITEMS NEEDED  
FOR ANNEX H COMPLIANCE

TYPE:

QUANTITY:

0

0

DATE: 09/05/20

SCALE: 1/8" = 1'0"

GE

NOTES

1. No-encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians. CSA-Z614-14
2. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.

## COMPONENTS SHOWN TO NUMBER REQUIRED

AGE 5-12	ELEVATED PLAY ACTIVITIES - TOTAL	9	REQ'D	5
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	0	REQ'D	0
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D	0
	GROUND LEVEL ACTIVITY TYPE	3	REQ'D	1
	GROUND LEVEL ACTIVITY QUANTITY	18	REQ'D	3

## COMPONENTS SHOWN TO NUMBER REQUIRED

AGE 18mo-12	ELEVATED PLAY ACTIVITIES - TOTAL	3	REQ'D	1
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	2	REQ'D	1
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D	0
	GROUND LEVEL ACTIVITY TYPE	3	REQ'D	1
	GROUND LEVEL ACTIVITY QUANTITY	8	REQ'D	1





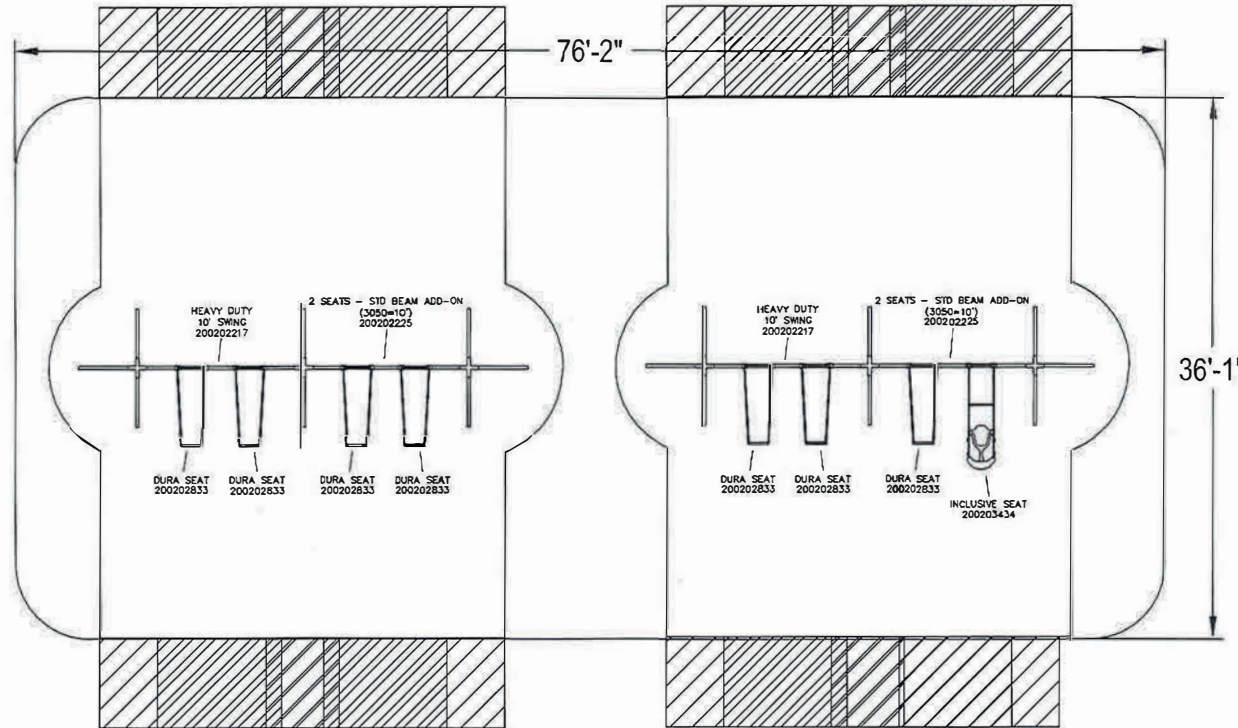




# RFQ CITY OF WELLAND CHIPPAWA PARK - SWINGS

AREA: 2,726 SQ. FT.  
PERIMETER: 216'  
The information provided is for  
estimation purposes only.

Play Area Capacity: 8-16



- NOTES**
1. No-encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians. CSA-2614-14
  2. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.

COMPONENTS SHOWN TO NUMBER REQUIRED			
AGE 5-12	ELEVATED PLAY ACTIVITIES - TOTAL	9	
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	8	REQ'D 8
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D 0
	GROUND LEVEL ACTIVITY TYPE	7	REQ'D 3
GROUND LEVEL ACTIVITY QUANTITY			
		18	REQ'D 3
COMPONENTS SHOWN TO NUMBER REQUIRED			
AGE 18mo-12	ELEVATED PLAY ACTIVITIES - TOTAL	8	
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	2	REQ'D 1
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D 0
	GROUND LEVEL ACTIVITY TYPE	3	REQ'D 1
GROUND LEVEL ACTIVITY QUANTITY			
		8	REQ'D 1



**PlayPower**  
70 Years Serving Canada



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

To promote safe and proper equipment use by children, PlayPower recommends the installation of either a PlayPower safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF CAN/CSA-Z614-14.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

CAN200254A-1A-2

GROUND SPACE: N/A  
PROTECTIVE AREA: NOTED

✓ COMPLIES TO CSA

✓ COMPLIES TO ANNEX H

DESIGNED FOR  
AGES  
18mo-12 & 5-12

ADDITIONAL GROUND LEVEL  
ACCESSIBLE ITEMS NEEDED  
FOR ANNEX H COMPLIANCE

TYPE: 0

QUANTITY: 0

DATE: 09/05/20

SCALE: 1/8" = 1'0"

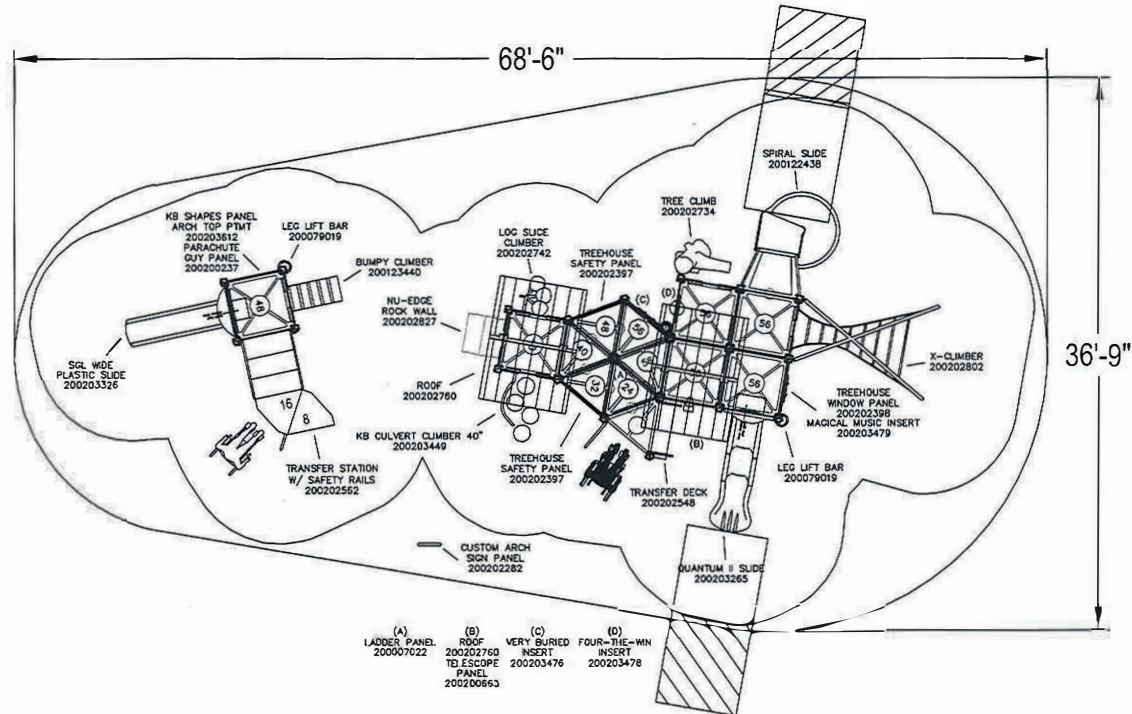
GE



# RFQ CITY OF WELLAND ELMWOOD PARK

AREA: 1,920 SQ.FT.  
PERIMETER: 173'  
The information provided is for  
estimation purposes only.

Play Area Capacity: 50-60



- NOTES**
1. No-encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians. CSA-Z614-14
  2. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.

## COMPONENTS SHOWN TO NUMBER REQUIRED

AGE 5-12	ELEVATED PLAY ACTIVITIES - TOTAL	9	
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	9	REQ'D 5
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D 0
	GROUND LEVEL ACTIVITY TYPE	1	REQ'D 1
	GROUND LEVEL ACTIVITY QUANTITY	4	REQ'D 3

## COMPONENTS SHOWN TO NUMBER REQUIRED

AGE 18mo-12	ELEVATED PLAY ACTIVITIES - TOTAL	1	
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	1	REQ'D 2
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D 0
	GROUND LEVEL ACTIVITY TYPE	1	REQ'D 1
	GROUND LEVEL ACTIVITY QUANTITY	1	REQ'D 1



**PlayPower**  
70 Years Serving Canada

**little trees** COMMERCIAL  
Play Structures

To promote safe and proper equipment use by children, PlayPower recommends the installation of either a PlayPower safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF CAN/CSA-Z614-14.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

CAN200257A-1A

GROUND SPACE: N/A  
PROTECTIVE AREA: NOTED

✓ COMPLIES TO CSA

✓ COMPLIES TO ANNEX H

DESIGNED FOR  
AGES  
18mo-12 & 5-12

ADDITIONAL GROUND LEVEL  
ACCESSIBLE ITEMS NEEDED  
FOR ANNEX H COMPLIANCE

TYPE: 0  
QUANTITY: 0

DATE: 09/05/20

SCALE: 1/8" = 1'0"

GE



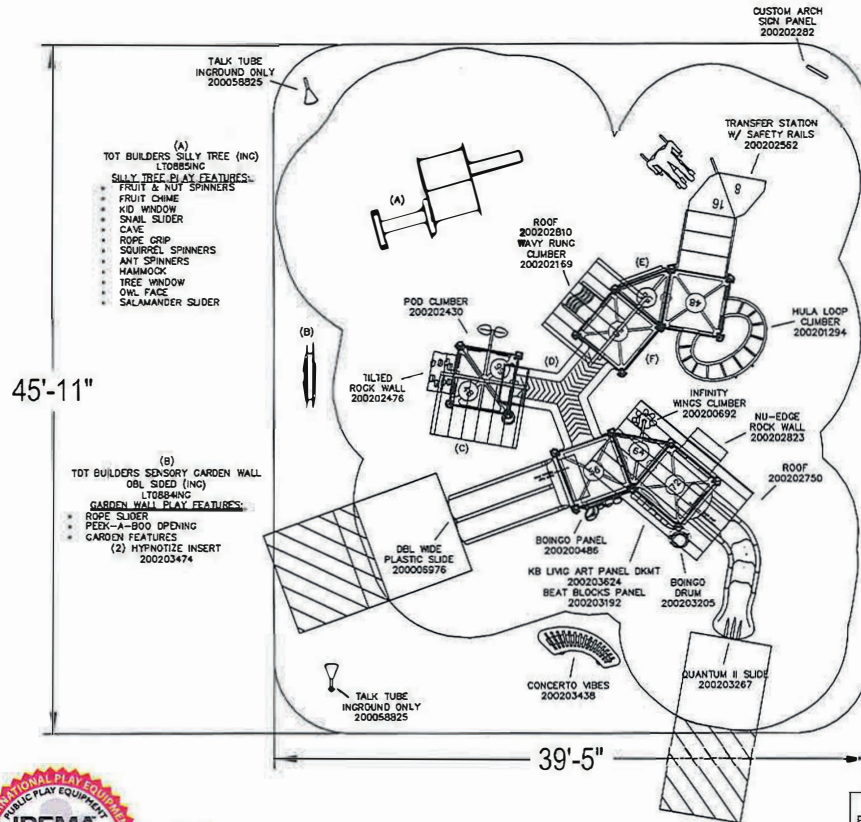


**CAN200257A - View 1**  
**RFQ City of Welland**  
**Elmwood Park**



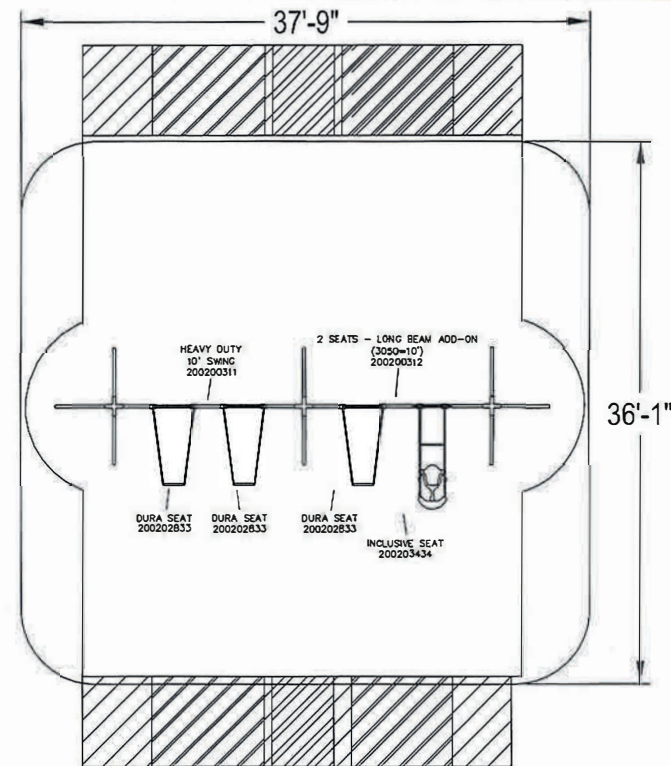


# RFQ CITY OF WELLAND COOKS MILLS PARK



AREA: 1,789 SQ. FT.  
PERIMETER: 162'  
The information provided is for  
estimation purposes only.

Play Area Capacity: 50-60



AREA: 1,342 SQ. FT.  
PERIMETER: 139'  
The information provided is for  
estimation purposes only.

Play Area Capacity: 4-8



**PlayPower**  
70 Years Serving Canada

Little Trees COMMERCIAL  
Play Structures

To promote safe and proper equipment use by children, PlayPower recommends the installation of either a PlayPower safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF CAN/CSA-Z614-14.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

GROUND SPACE: N/A  
PROTECTIVE AREA: NOTED

CAN200255A-1A

✓ COMPLIES TO CSA

✓ COMPLIES TO ANNEX H

DESIGNED FOR  
AGES  
18mo-12

ADDITIONAL GROUND LEVEL  
ACCESSIBLE ITEMS NEEDED  
FOR ANNEX H COMPLIANCE

TYPE: 0  
QUANTITY: 0

DATE: 09/05/20

SCALE: 1/8" = 1'0"

GE

- NOTES**
1. No-encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians, CSA-Z614-14
  2. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.

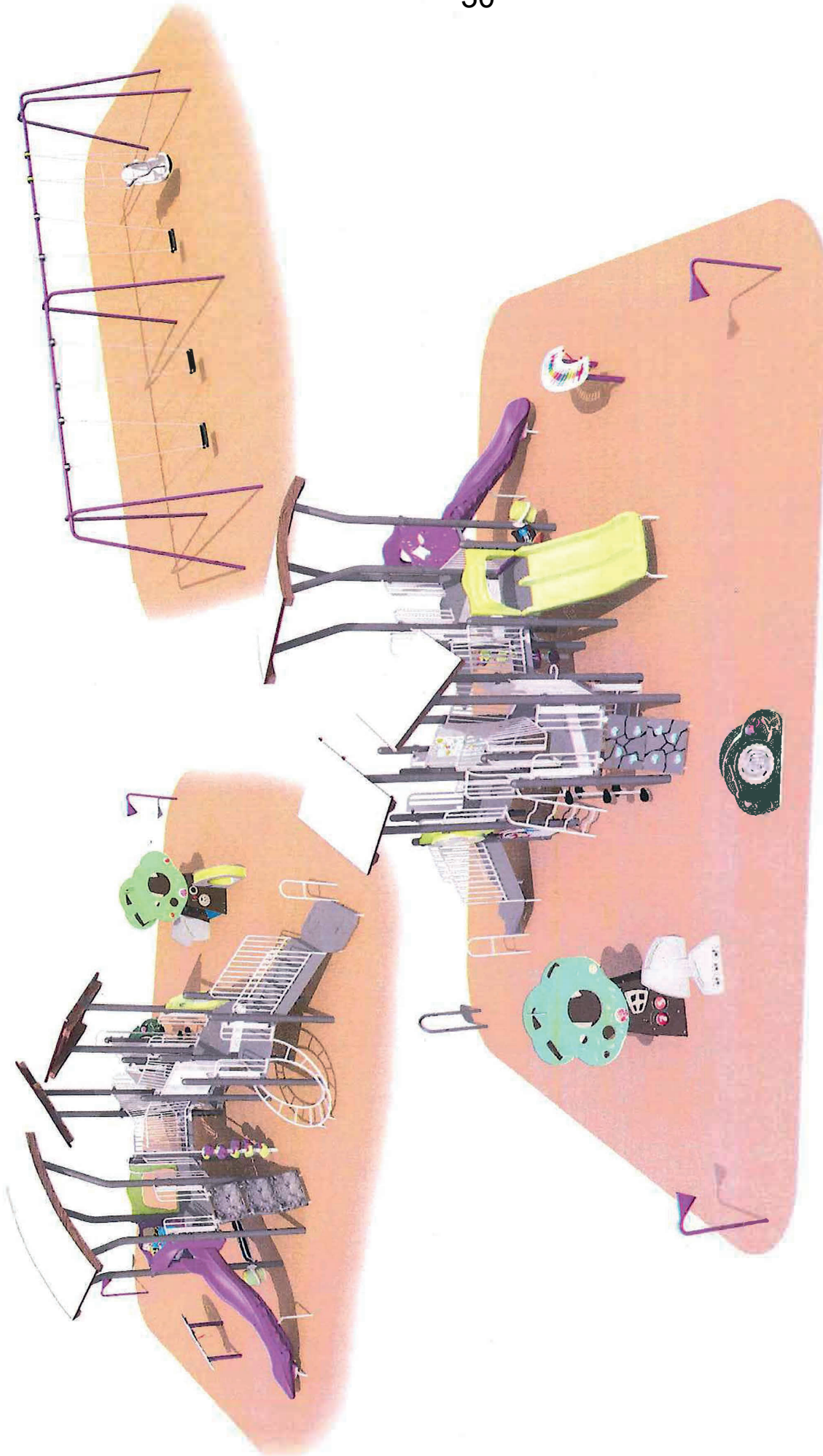
## ANNEX H REQUIREMENTS FOR NUMBER OF PLAY COMPONENTS SHOWN TO NUMBER REQUIRED

AGE Group	ELEVATED PLAY ACTIVITIES - TOTAL	7	REQ'D	4
18mo-12	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	7	REQ'D	4
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D	0
	GROUND LEVEL ACTIVITY TYPE	12	REQ'D	2
	GROUND LEVEL ACTIVITY QUANTITY	33	REQ'D	2









**CAN200255A - View 2**  
**RFQ City of Welland**  
**Cooks Mills Park**

**Touchstone Site Contractors Inc.** of Thorold, Ontario, is an established landscaping contractor in southern Ontario, serving the Niagara Region. Staff at this time considers the firm's experience in similar projects in Welland to be satisfactory in accordance to our specifications and standards, and therefore, recommends that the firm be awarded the contract for Chippawa Park.

**D&R Landscape Group** of Niagara Falls, Ontario is an established landscape contractor, serving the Niagara Falls and surrounding areas from Fort Erie to Stoney Creek. Staff considers the company's experience in similar park projects to be satisfactory in accordance to the City's specifications and standards, and therefore, recommends that the firm be awarded the contracts for both Cooks Mills Park and Elmwood Park.

**CRL Campbell Construction & Drainage Ltd.** of Welland, Ontario is an established contractor working in southern Ontario, serving the Niagara and Hamilton Regions. Staff at this time considers the company's experience in similar type projects to be satisfactory in accordance with the City's specifications and standards, and therefore, recommends that the company be awarded the contract for Glenwood Park.



**COUNCIL**  
**PLANNING AND DEVELOPMENT SERVICES**  
**TRAFFIC DIVISION**

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT TRAF-2021-25  
JUNE 15, 2021

09-160  
21-22

**SUBJECT:** USE OF ADMINISTRATIVE PENALTIES FOR THE  
ENFORCEMENT OF THE SITE ALTERATION BY-LAW

**AUTHOR:** JAMES CRONSHAW, MLEO (C) C.P.S.O  
SENIOR BY-LAW ENFORCEMENT OFFICER

**APPROVING  
MANAGER** MUHAMMAD ALI KHAN, M.A.Sc., P. ENG.  
MANAGER, TRAFFIC, PARKING & BY-LAWS

**APPROVING G.M.:** GRANT MUNDAY, B.A.A., MCIP, RPP  
DIRECTOR OF PLANNING AND DEVELOPMENT  
SERVICES

**RECOMMENDATIONS:**

1. THAT THE COUNCIL OF THE CITY OF WELLAND approves **REPORT TRAF-2021-25** Use of Administrative Penalties for the Enforcement of the Site Alteration By-law; and further
2. THAT Welland City Council directs the City Clerk to amend By-law 2010-88, as follows:

ADD the following to Section 11.0 – OFFENCE AND PENALTY

- 11.3 Administrative Penalty By-law 2019-134 applies to each administrative penalty issued pursuant to this By-law.
- 11.4 Any person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty By-law 2019-134, be liable to pay to the City an administrative penalty in accordance with the penalties as set out in Schedule "F" attached.

ADD the following to Section 15.0 – SCHEDULES

15.6 Schedule “F” Administrative Penalty Set Fine Schedule

ADD Appendix II of this report to By-law 2010-88 as SET FINE SCHEDULE (APS)  
- Schedule “F”

3. THAT Welland City Council directs the City Clerk to amend By-law 2019-134, the Administrative Penalty By-law for Non-parking Related Offences, as follows:

ADD the following to Schedule “A” – DESIGNATED BY-LAWS

DESIGNATED BY-LAW	BY-LAW NUMBER
Site Alteration By-law	2010-88, as amended

ADD the following to Schedule “C” – SET FINE SCHEDULES

SET FINE SCHEDULE	PAGE NO.:
Site Alteration By-law	15

ADD Appendix I of this report to Schedule “C” as page number 15.

#### **ORIGIN AND BACKGROUND:**

In 2019, the Council of the City of Welland approved the Administrative Penalty By-law for Non-parking Related Offences (APS); By-law 2019-134. APS is a municipally administered program that replaces the current Court system with a faster, more flexible and customer-focused adjudication process for by-law offences. One of the main objectives of an APS program is to create a simple, accessible, fair and cost-effective system of dealing with by-law violations. APS is an alternative to the traditional method of issuing Provincial Offences Act (POA) tickets. The City is currently using APS to enforce the Clean Yards By-law, the Property Standards By-law, the Noise By-law and the Sidewalk Snow Clearing By-law.

#### **COMMENTS AND ANALYSIS:**

The proposed amendments to the City of Welland Site Alteration By-law are necessary to permit the use of the Administrative Penalty System.

#### **FINANCIAL CONSIDERATION:**

As by-laws are added to the Administrative Penalty System an increase to fine revenue can be expected.



**OTHER DEPARTMENT IMPLICATIONS:**

Legal Services and the Clerks Department would be required to update the By-laws with the changes noted in this report.

**SUMMARY AND CONCLUSION:**

Staff are recommending that Council designate the Site Alteration By-law for which Administrative Penalties can be issued. While enforcement officers would still have discretion to commence proceedings under the Provincial Offences Act for a contravention of the By-law, APS will give City of Welland By-law Enforcement an additional tool to respond to these types of behaviours efficiently and effectively, and without involving the Provincial Offences Court system.

**ATTACHMENTS:**

Appendix I – SET FINE SCHEDULE – Schedule “C”

Appendix II – SET FINE SCHEDULE – Schedule “F”

## APPENDIX I

## SCHEDULE "C"

THE CORPORATION OF THE CITY OF WELLAND

ADMINISTRATIVE PENALTY BY-LAW 2019-134

SET FINE SCHEDULES

TO SITE ALTERATION BY-LAW 2010-88, AS AMENDED BEING  
A BY-LAW TO REGULATE OR PROHIBIT REMOVAL OF  
TOPSOIL, PLACEING OR DUMPING OF FILL, AND ALTERATION  
OF THE GRADE OF LAND WITHIN THE CITY OF WELLAND  
(SITE ALTERATION BY-LAW)

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 4 Penalty
1	Site alteration without a permit	2.0	\$500.00
2	Fail to obey an order	2.3	\$750.00
3	Obstruction	6.2	\$750.00



## APPENDIX II

## THE CORPORATION OF THE CITY OF WELLAND

## SET FINE SCHEDULE (APS) - SCHEDULE "F"

BY-LAW 2010-88, AS AMENDED BEING A BY-LAW TO REGULATE OR PROHIBIT REMOVAL OF TOPSOIL, PLACING OR DUMPING OF FILL, AND ALTERATION OF THE GRADE OF LAND WITHIN THE CITY OF WELLAND (SITE ALTERATION BY-LAW)

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 4 Penalty
1	Site alteration without a permit	2.0	\$500.00
2	Fail to obey an order	2.3	\$750.00
3	Obstruction	6.2	\$750.00

APPROVALS	
DIRECTOR	<i>[Signature]</i>
CFO	<i>[Signature]</i>
CAO	<i>[Signature]</i>

21-86

**COUNCIL**  
**PLANNING AND DEVELOPMENT SERVICES**  
**PLANNING DIVISION**

**REPORT P&B-2021-27**  
**JUNE 15, 2021**

**SUBJECT:** APPLICATION FOR ZONING BY-LAW AMENDMENT (FILE NO. 2021-04) MADE BY WELLAND APARTMENTS INC. FOR LANDS LOCATED ON THE NORTH SIDE OF LINCOLN STREET, WEST OF ELMWOOD AVENUE, AND EAST OF RIVERSIDE DRIVE, LEGALLY DESCRIBED AS PART LOT 28, CONCESSION 5, CITY OF WELLAND, MUNICIPALLY KNOWN AS 50 LINCOLN STREET

**AUTHOR:** RACHELLE LAROCQUE, BES, M.Sc., MCIP, RPP  
MANAGER OF PLANNING

**APPROVING DIRECTOR:** GRANT MUNDAY, B.A.A., MCIP, RPP  
DIRECTOR  
PLANNING AND DEVELOPMENT SERVICES

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information Report P&B 2021- regarding application for Zoning By-law Amendment File (No. 2021-04) for lands on the north side of Lincoln Street, west of Elmwood Avenue, and east of Riverside Drive, legally described as Part Lot 28, Concession 5, City of Welland, municipally known as 50 Lincoln Street.

**ORIGIN AND BACKGROUND**

Application for Zoning By-law Amendment was submitted on April 19, 2021. The application was deemed complete on May 5, 2021.

The purpose of the application for Zoning By-law Amendment is to rezone the lands from Community Institutional – INS1 to Site Specific Community Institutional – INS1. The application proposes a number of site specific amendments, they are:

- To allow an apartment building on the property;
- Allow a front yard setback of 2.5 metres whereas 6.0 metres is required;



- Allow a side yard setback of 3.0 metres whereas 6.0 metres is required;
- A snow storage area of 28 square metres, whereas 43.2 square metres is required;
- And to allow a bicycle parking aisle of 0.6 metres whereas 1.5 metres is required.

The application for Zoning By-law Amendment is to facilitate the construction of a four (4) storey apartment building with 54 residential units.

### **COMMENTS AND ANALYSIS**

A Virtual Public Information Meeting was held on May 27, 2021 to gain public input regarding the proposed application. Approximately twelve (12) members of the public participated in the Public Information Meeting, in addition to the Agent. The following comments and concerns were raised at the Public Information Meeting:

- Parking concerns with the number of units proposed and on-street parking along Lincoln Street;
- Traffic concerns along Lincoln Street;
- Shadow impact and lack of wind to neighbours along Elmwood Avenue;
- Why the building was proposed on the east side of the lot rather than the west side;
- Whether the footprint of the building will be the same as the former church;
- If the building could be 2-3 storeys high rather than four; and,
- Questions regarding any proposed fencing.

At the time of writing this report no letters from residents have been received.

The Statutory Public Meeting under the Planning Act is being held virtually on June 15, 2021. The Public Meeting provides an opportunity for the Applicant to make a presentation regarding the Application and proposal, for interested parties to make comment and/or raise concerns, and for Council Members to inquire about the Applications.

The report is intended to provide Council with background information on the Application. Staff will bring a Recommendation Report for Council's consideration at a future meeting.

### **FINANCIAL CONSIDERATION:**

All costs with the development of the property will be the responsibility of the developer.

### **OTHER DEPARTMENT IMPLICATIONS:**

Other City Departments have been circulated the application for review and comment. Any comments, requirements, and/or recommendations received will be incorporated into the final Recommendation Report.

**SUMMARY AND CONCLUSION:**

The Planning Act requires a Statutory Public Meeting to be held to provide an opportunity for public input and discussion regarding the Applications. This report is intended to provide background information for the Public Meeting.

**ATTACHMENTS:**

- Appendix I - Key Map
- Appendix II - Draft Site Plan





# KEY MAP

50 Lincoln Street



**SUBJECT LANDS**



Infrastructure and  
Development Services  
Planning Division





APPROVALS	
GENERAL MANAGER	<i>M</i>
CFO	<i>SC</i>
CAO	<i>M</i>

**COUNCIL**  
**PLANNING AND DEVELOPMENT SERVICES**  
**PLANNING DIVISION**

21-91

**REPORT P&B-2021-28**  
**JUNE 15, 2021**

**SUBJECT:** REQUEST FOR CLASS 4 MINISTRY OF ENVIRONMENT  
DESIGNATION – DAIN CITY SUBDIVISION – 555 CANAL  
BANK DEVELOPMENTS GP INC., NORTH SIDE OF  
FORKS ROAD, EAST OF CANAL BANK STREET (FILE:  
26T-14-06002)

**AUTHOR:** RACHELLE LAROCQUE, BES, M.Sc., MCIP, RPP  
MANAGER OF PLANNING

**APPROVING  
DIRECTOR:** GRANT MUNDAY, B.A.A., MCIP, RPP  
DIRECTOR OF DEVELOPMENT AND BUILDING  
SERVICES

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND consents the request apply a Class 4 designation and sound level criteria on the first row of lots adjacent to the CN Rail (operated by GIO Rail Holding Inc.) which includes Blocks 28, 29, 30, 31, 103, 104, 105, and 106 and Part of Blocks 27, 32, 98, and 107.

**ORIGIN AND BACKGROUND:**

The Dain City Subdivision (File 26T-14-06002), was given Redline Revised Approval, as well as approval of an Official Plan Amendment and Zoning By-law Amendment, by Council on October 6, 2020 which permitted 124 blocks for residential development, three (3) blocks for parkland purposes, two (2) open space blocks, and one (1) stormwater management blocks, as well as one (1) block for a potential school site. At the time of the application for redline revision, a request was also made to designate part of the site as Class 4 under the Ministry of Environment Conservation and Parks' Noise Guidelines. The request was made to permit the reduction in the height and width of the noise berm running along the existing railway line. The reduction in the berm height would allow for a linear park and walkway that would run along the railway line. Warning clauses have been included in the provisions of Draft Plan Approval regarding the noise, and additional measures will need to be incorporated into the dwellings located within the Class 4 designation, such as air conditioners.

**COMMENTS AND ANALYSIS:**

At the time of the recommendation for the Official Plan Amendment, Zoning By-law Amendment, and Redline Revised Plan of Subdivision staff did not provide a recommendation regarding the Class 4 request. This was done so that further discussions could be held with Verbio Biodiesel to ensure that there would be no impacts on their operation.

There have been a number of discussions between Verbio's representatives and the agents for the subdivision developer, as well as discussions between the respective noise consultants. Based upon the sharing of information and these discussions, any issues have been addressed and there are no further concerns. Staff are no satisfied with recommending a Class 4 designation for a portion of the Dain East lands.

**FINANCIAL CONSIDERATION:**

All costs associated with the development of this property will be borne by the Developer.

**OTHER DEPARTMENT IMPLICATIONS:**

There are no implications to other Departments related to this request for Extension of Draft Plan Approval.

**SUMMARY AND CONCLUSION:**

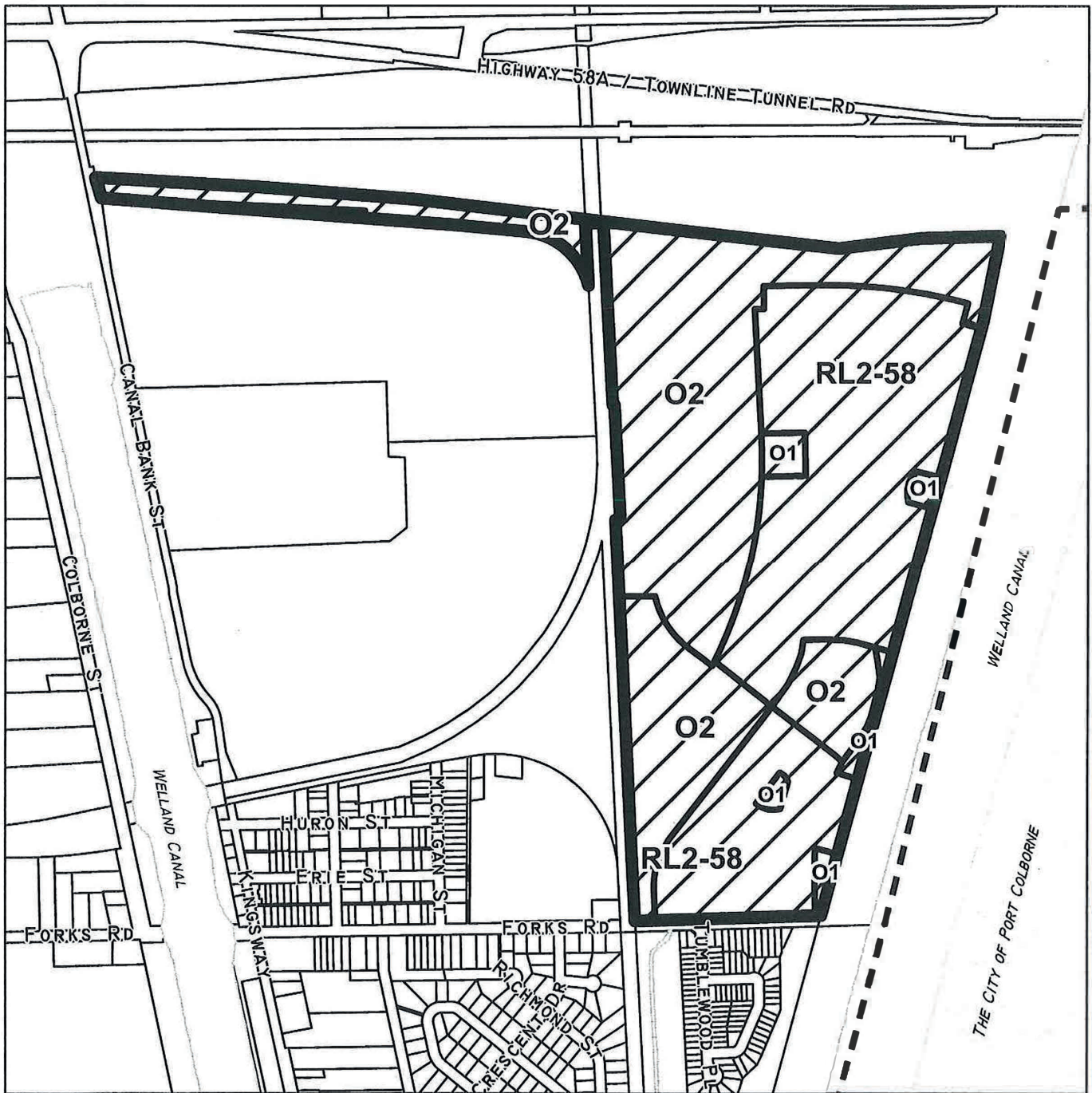
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**ATTACHMENTS:**

- Appendix I - Key Map
- Appendix II - Draft Plan of Subdivision



# 2020-01, 26T-14-06002 & OPA 25



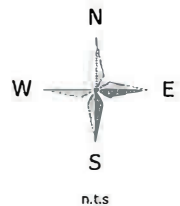
## KEY MAP



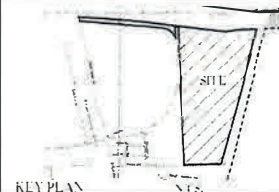
EP

EC

SUBJECT LANDS



Infrastructure and  
Development Services  
Planning Division



SCHEDULE OF LAND USE	
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99	100

Proposed Summary Yield		
Proposed Unit Mix	Unit Count with Associate 50/50 Townhouse Units	Unit Count with Associate 55/45 Semi-Detached Units
Residential Single-Family	200	150
Residential Single-Family	104	104
Residential Single-Family	251	
Residential Semi-Detached		200
<b>TOTAL</b>	<b>555</b>	<b>454</b>

1. Should the District School Board of Trustees confirm they do not have a hearing at or on behalf of the school under s. 276, the undersigned (parent/teacher) as follows on this 23rd day of September will result in the addition of the undersigned to the public relations committee of the school.

## REVISIONS

## OWNERS CERTIFICATE

## SURVEYORS CERTIFICATE

DAIN CITY EAST  
DRAFT PLAN OF SUBDIVISION

PART OFS 22, 23 AND 24 CONSECTION,  
PART OF THE ROAD ALLOCABLE BUTTE  
LOT 23 AND 24 CONSECTION, AND PART  
OF THE ROAD ALLOCABLE BUTTE LOT  
23 AND 24 CONSECTION,  
LIES BY 35 LAW, 101 IN THE NE 1/4  
GEORGE TOWNSHIP OF THE MINNESOTA  
THE CITY OF SULLY  
REGIONAL MUNICIPALITY OF NEVADA

armstrong



**COUNCIL**  
**CORPORATE SERVICES**  
**FINANCE DIVISION**

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-4

**REPORT FIN-2021-18**  
**JUNE 15, 2021**

**SUBJECT:** APPLICATION FOR TAX WRITE-OFFS - SECTIONS 357/358

**AUTHOR:** JANET FERLAND  
TAX SPECIALIST

**APPROVING SUPERVISOR:** MICHAEL LOSTRACCO, CPA, CMA  
REVENUE SERVICES MANAGER

**APPROVING DIRECTOR:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
INTERIM CAO / DIRECTOR, CORPORATE SERVICES / CHIEF  
FINANCIAL OFFICER / TREASURER

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND approves the write-off of taxes in the amount of \$11,160.33 as contained in Report FIN-2021-18 for the reduction or cancellation of taxes, pursuant to Sections 357 and 358 of *The Municipal Act, 2001*.

**ORIGIN AND BACKGROUND:**

Sections 357 and 358 provide for the cancellation, reduction or refund of taxes for conditions such as demolition, fires, class changes, errors, etc.

**COMMENTS AND ANALYSIS:**

Throughout the year, properties experience situations which may lead to assessment reductions. Property owners then file appeals to the Municipal Property Assessment Corporation (MPAC).

Some of the common reasons a property may experience a reduction under Sections 357 and 358 are as follows:

- ***Became Exempt*** – This situation occurs when a property is purchased by an organization that is exempt from property taxes. (City, Region, School Board)
- ***Gross or Manifest Error*** – Error or change to assessment roll by MPAC which may result from a clerical or factual error, such as transposition of figures, typographical error or creation of roll in error.
- ***Demolition*** – Property or part of property demolished.
- ***Fire*** – Property or part of property destroyed by fire.

- ***Ceased to be liable to be taxed at rate it was taxed*** – As a result of a change of event during the taxation year such as change in the use of land; an act or omission resulting in land ceasing to be in a class of property; a property is eligible to be reclassified in a different class of real property eg. Commercial to Residential.

Recommendations contained in the report are those approved by MPAC.

Appellants requesting adjustments other than those recommended in the report:

**have the right to appeal directly to the A.R.B. (Assessment Review Board)  
within 35 days after Council makes its decision.**

Subsequent to Council approval, notices of decision are mailed to applicants advising them of reduction or cancellation granted and status of the tax account.

**FINANCIAL CONSIDERATION:**

In the normal course of operations, the City processes two or three groups of 357/358 applications throughout the year. The funds allocated in the tax write-off account accommodate these adjustments.

**OTHER DEPARTMENT IMPLICATIONS:**

Not applicable.

**SUMMARY AND CONCLUSION:**

Approving the write-off of taxes in the amount of \$11,160.33 as contained in Report FIN-2021-18, is pursuant to Sections 357 and 358 of *The Municipal Act, 2001*.

**ATTACHMENTS:**

Appendix I – Application to the Council for Adjustment of Taxes for the City of Welland Under Sections 357/358 of *The Municipal Act, 2001*



**APPLICATION TO THE COUNCIL FOR ADJUSTMENT OF TAXES FOR THE CITY OF WELLAND  
UNDER SECTIONS 357/358 OF *THE MUNICIPAL ACT, 2001***

**APPENDIX I**  
**REPORT FIN-2021-18**  
**June 15, 2021**  
**Page 1 of 1**

<u>APPLIC. NO.</u>	<u>ROLL NUMBER</u>	<u>ASSESSMENT ADJUSTMENT</u>	<u>TAX RATE</u>	<u>DOLLAR ADJUSTMENT</u>	<u>REASON</u>
17-27	60-002-11200-0000	(547,000)	0.01613795	(2,950.55)	Became Exempt
20-13	40-008-10600-0000	(247,000)	0.03490732	(8,622.11)	Classification Change
20-13	40-008-10600-0000	247,000	0.01600192	3,952.47	Classification Change
20-14	10-013-01739-0000	(18,000)	0.01600192	(122.77)	Became Exempt
20-16	10-013-06100-0000	(365,000)	0.01600192	(1,468.15)	Demolished/Razed by fire
21-1	10-011-02600-0000	(131,000)	0.01626061	(1,949.22)	Demolished/Razed by fire
21-2	10-013-06100-0000	-		No Change	Demolished/Razed by fire
				<u><u>(11,160.33)</u></u>	

**COUNCIL**  
**CORPORATE SERVICES**  
**FINANCE DIVISION**

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-4  
**REPORT FIN-2021-19**  
**JUNE 15, 2021**

**SUBJECT:** 2021 CAPITAL CLOSE OUT REPORT

**AUTHOR:** ANKA VUKSAN SCOTT, CAPITAL & PAYABLES MANAGER

**APPROVING SUPERVISOR:** ELIZABETH PANKOFF, MBA, CPA, CGA,  
MANAGER OF BUDGETS & FINANCIAL  
REPORTING/DEPUTY TREASURER

**APPROVING DIRECTOR:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
INTERIM CAO / DIRECTOR, CORPORATE SERVICES / CHIEF  
FINANCIAL OFFICER / TREASURER

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receive for information the 2021 Capital Project Close Out report summary and detail for the projects listed in Appendix A & B as attached to Report FIN-2021-19; and further

THAT Welland City Council approve the recommended transfer to Capital Surplus Reserve as outlined in Appendix A and staff recommended reallocations as outlined in Appendix C as attached to Report FIN-2021-19.

**ORIGIN AND BACKGROUND:**

As City staff continue to improve their information reporting to Council, the Corporate Leadership Team has approved a process for the close out of capital projects. As each capital project is closed, the applicable department completes a capital project close out report, which compares actual expenditures to actual project revenues and identifies the surplus or deficit. These reports are submitted to Corporate Services for review, summarizing, and reporting to Council.

**COMMENTS AND ANALYSIS:**

- Appendix A summarizes the current capital close out report
- Appendix B summarizes the current capital close out details
- Appendix C summarizes the staff recommended reallocations

The attached close out report identifies 31 close out reports. Each report identifies the surplus or deficit with any applicable explanation for each project. A project surplus and/or deficit will be

transferred to the Capital Surplus account or returned to their applicable Reserve funds (if applicable). Staff may also recommend committing any capital surplus dollars to other ongoing capital projects.

**FINANCIAL CONSIDERATION:**

***TRANSFER TO CAPITAL SURPLUS:***

The breakdown is composed of the following:

Total Transfer to Capital Surplus Reserve (Appendix A)	\$ 655,738.70
Funding Reallocations (Appendix C)	\$ (30,362.12)
<b>Net Transfer to Capital Surplus Reserve</b>	<b><u>\$ 625,376.58</u></b>

**STAFF RECOMMENDATIONS:**

Staff recommended reallocations of capital project dollars are outlined in Appendix C. All surpluses and deficits are accounted through the Capital Surplus Reserve fund. Any suggested reallocations are then transferred from the Capital Surplus Reserve fund into the recommended project.

**OTHER DEPARTMENT IMPLICATIONS:**

Corporate Services has worked with the appropriate departments to complete and finalize the Capital Project Close out Reports.

**SUMMARY AND CONCLUSION:**

It is recommended by staff that Council receive the Capital close out reports for information as identified in Report FIN-2021-19. In addition, staff recommend that Council approve the transfers to Capital Surplus reserve and the staff recommended funding reallocations as identified in report FIN-2021-19.

**ATTACHMENTS:**

Appendix A – Capital Close out Report Summary  
Appendix B – Capital Close out Details  
Appendix C – Staff Recommended Reallocations



## CAPITAL CLOSE OUT REPORT SUMMARY

	PROJECT NAME	YEAR OF APPROVAL	PROJECT #	CAPITAL APPROVED BUDGET	PROJECT REVENUES	PROJECT EXPENDITURES	NET PROJECT VARIANCE
1	Public Realm Investing Program 2016	2016	10-320-16080	\$ 27,190.00	\$ 28,100.51	\$ 28,100.51	\$ -
2	Hoist System/Vault Room /Maintenance Office Renovations	2017	10-810-17092	\$ 272,144.00	\$ 253,322.00	\$ 220,111.90	\$ 33,210.10
3	1 Passenger Van	2017	10-810-17096	40,000.00	34,333.27	28,794.63	5,538.64
4	2 Accessible 30 Ft Buses	2017	10-810-17060	930,000.00	970,741.72	936,420.34	34,321.38
5	2 Mid-Floor 20 Ft Buses	2017	10-810-17061	300,000.00	298,288.70	302,442.02	(4,153.32)
6	2 Well-Trans Buses	2017	10-820-17062	220,000.00	213,500.00	238,319.66	(24,819.66)
7	Bus Wash Refurbishment-phase 2	2017	10-810-17063	80,000.00	80,000.00	76,313.96	3,686.04
8	2 Large Accessible 40ft Buses	2017	10-810-17064	1,040,000.00	985,000.00	1,074,294.24	(89,294.24)
9	Fork Lift	2017	10-810-17066	15,000.00	11,076.32	-	11,076.32
10	Fare-Boxes - Phase II	2017	10-810-17068	100,000.00	100,000.00	101,760.00	(1,760.00)
11	Investing in Welland Road Resurfacing	2017	10-320-17024	351,980.00	351,980.00	245,959.27	106,020.73
12	Road Resurfacing	2017	10-320-17023	595,573.00	595,573.00	712,120.84	(116,547.84)
13	Road Resurfacing Sidewalk replacements	2017	10-316-17013	205,876.00	205,876.00	192,386.32	13,489.68
14	Condition Related Sidewalk Replacements	2017	10-316-17014	195,171.00	171,594.57	91,027.99	80,566.58
15	Coventry Road Sidewalk Construction	2017	10-316-17015	50,000.00	50,000.00	88,832.88	(38,832.88)
16	Private Side Inflow & Infiltration Abatement	2017	10-330-17072	200,000.00	80,000.00	188,331.16	(108,331.16)
17	Pool Rationalization Study	2018	10-438-18031	10,000.00	10,000.00	12,720.00	(2,720.00)
18	Road Resurfacing Program	2018	10-320-18087	324,525.00	60,588.00	228,475.51	(167,887.51)

## CAPITAL CLOSE OUT REPORT SUMMARY

	PROJECT NAME	YEAR OF APPROVAL	PROJECT #	CAPITAL APPROVED BUDGET	PROJECT REVENUES	PROJECT EXPENDITURES	NET PROJECT VARIANCE
19	Aqueduct St North Roadwork	2018	10-320-18020	1,245,734.00	1,048,020.00	924,559.84	\$ 123,460.16
20	Stop 19 Trail	2018	10-320-18181	256,700.00	240,000.00	211,515.84	\$ 28,484.16
21	Aqueduct St North Sidewalk	2018	10-316-18020	150,000.00	150,000.00	117,139.18	\$ 32,860.82
22	Evelyn Ditch Monitoring	2018	10-330-18088	150,000.00	107,544.25	79,240.41	\$ 28,303.84
23	Aqueduct St North Watermain Replacement	2018	10-910-18020	657,065.00	616,195.19	515,130.19	\$ 101,065.00
24	Cast Iron Watermain Replacement Program	2018	10-910-18093	1,968,822.00	1,968,822.00	1,525,907.55	\$ 442,914.45
25	Woodlawn Cemetery Expansion Phase 2 +3	2017 2018	10-410-17035 10-410-18050	800,000.00	924,022.01	821,554.00	\$ 102,468.01
26	Conservation & Demand Management Plan	2019	10-135-19080	50,000.00	50,000.00	-	\$ 50,000.00
27	CSO & Sewer System Flow Level Monitoring	2019	10-330-19315	200,000.00	140,000.00	145,122.74	\$ (5,122.74)
28	Lincoln & Coventry Overflows	2019	10-330-19325	75,000.00	73,522.52	72,537.54	\$ 984.98
29	Evelyn Ditch & Monitoring	2019	10-330-19335	150,000.00	146,912.59	144,854.31	\$ 2,058.28
30	WCWC UPS Replacement	2020	10-430-20089	35,000.00	35,000.00	20,301.12	\$ 14,698.88
31	Municipal Modernization	2020	10-825-20276	75,000.00	20,892.60	20,892.60	\$ -
	TOTAL TRANSFERS TO CAPITAL SURPLUS RESERVE						\$ 655,738.70

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

Project Name: Public Relam Investing Program 2016 Date (mm/dd/yyyy): 2021-06-15  
 Capital Sub-account #: 10-320-16080 Budget Year: 2016  
 Department: Engineering Total Budget Amount: \$27,190.00  
 Contact: \_\_\_\_\_ (Budget amount equals the amount in Capital Budget)

Revenue/Funding		
Cost Sharing	\$28,100.51	
<b>Total Revenue/Funding</b>		\$28,100.51
Expenditures		
Outside Contracts	\$28,100.51	
<b>Total Expenditures</b>		\$28,100.51
<b>Net Project Variance</b>		<u>\$0.00</u>

## For Use by Department

Explanation for project variance:

N/A

## For Finance Department Use Only

Recommended Distribution of Funds

Project Surplus

Project Deficit

Disclaimer

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Hoist System/Vault Room/Maintenance Office **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17092 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$272,144.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Debenture	\$136,000.00	
Ontario Specific Grants	\$117,322.00	
<b>Total Revenue/Funding</b>		<b>\$253,322.00</b>
<b>Expenditures</b>		
Outside Legal Costs	\$871.08	
Capital Equipment & Vehicles	\$219,240.82	
<b>Total Expenditures</b>		<b>\$220,111.90</b>
<b>Net Project Variance</b>		<b>\$33,210.10</b>

**For Use by Department****Explanation for project variance:**

Did not build a vault room. A storage room was repurposed.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** 1 Passenger Van-Supervisor **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17096 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$40,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Debenture	\$20,000.00	
Ontario Specific Grants	\$14,333.27	
<b>Total Revenue/Funding</b>		<b>\$34,333.27</b>
<b>Expenditures</b>		
Outside Legal Costs	\$128.10	
Capital Equipment & Vehicles	\$28,666.53	
<b>Total Expenditures</b>		<b>\$28,794.63</b>
<b>Net Project Variance</b>		<b>\$5,538.64</b>

**For Use by Department****Explanation for project variance:**

Savings realized by purchasing a used vehicle.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** 2 Accessible 30 ft Buses **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17060 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$930,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Debenture	\$409,500.00	
Ontario Specific Grants	\$505,741.72	
Res-Provincial Gas Tax	\$55,500.00	
<b>Total Revenue/Funding</b>		<b>\$970,741.72</b>
<b>Expenditures</b>		
Outside Legal Costs	\$2,622.84	
Capital Equipment & Vehicles	\$933,797.50	
<b>Total Expenditures</b>		<b>\$936,420.34</b>
<b>Net Project Variance</b>		<b>\$34,321.38</b>

**For Use by Department****Explanation for project variance:**

Buses were less expensive than budgeted

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** 2 Mid Floor Buses **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17061 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$300,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Debenture	\$150,000.00	
Ontario Specific Grants	\$148,288.70	
<b>Total Revenue/Funding</b>		\$298,288.70
<b>Expenditures</b>		
Outside Legal Costs	\$960.75	
Capital Equipment & Vehicles	\$301,481.27	
<b>Total Expenditures</b>		\$302,442.02
<b>Net Project Variance</b>		<u><u>-\$4,153.32</u></u>

**For Use by Department****Explanation for project variance:**

Buses were a little more costly than budgeted.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**2 Well-Trans Buses**

Project Name: \_\_\_\_\_ Date (mm/dd/yyyy): 2021-06-15

Capital Sub-account #: 10-820-17062 Budget Year: 2017

Department: Transit Total Budget Amount: \$220,000.00

Contact: Richard Bendell (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**

Debenture	\$62,000.00	
Ontario Specific Grants	\$103,500.00	
Res-Provincial Gas Tax	\$48,000.00	
<b>Total Revenue/Funding</b>		<b>\$213,500.00</b>

**Expenditures**

Outside Legal Costs	\$397.11	
Capital Equipment & Vehicles	\$237,922.55	
<b>Total Expenditures</b>		<b>\$238,319.66</b>

**Net Project Variance****- \$24,819.66****For Use by Department****Explanation for project variance:**

Buses and communications equipment were more than anticipated.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Bus Wash Refurbishment **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17063 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$80,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Debenture	\$40,000.00	
Ontario Specific Grants	\$40,000.00	
<b>Total Revenue/Funding</b>		<b>\$80,000.00</b>
<b>Expenditures</b>		
Outside Legal Costs	\$256.20	
Capital Equipment & Vehicles	\$76,057.76	
<b>Total Expenditures</b>		<b>\$76,313.96</b>
<b>Net Project Variance</b>		<b>\$3,686.04</b>

**For Use by Department****Explanation for project variance:**

Project completed under budget.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** 2 Large Accessible 40 ft Buses **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17064 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$1,040,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Res-Provincial Gas Tax	\$520,000.00	
Ontario Specific Grants	\$465,000.00	
<b>Total Revenue/Funding</b>		\$985,000.00
<b>Expenditures</b>		
Capital Equipment & Vehicles	\$1,074,294.24	
<b>Total Expenditures</b>		\$1,074,294.24
<b>Net Project Variance</b>		<u><u>-\$89,294.24</u></u>

**For Use by Department****Explanation for project variance:**

Buses were more than anticipated during budget preparation.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Fork Lift **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17066 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$15,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Ontario Specific Grants	\$3,576.32	
Debenture	\$7,500.00	
<b>Total Revenue/Funding</b>		\$11,076.32
<b>Expenditures</b>		
Capital Equipment & Vehicles	\$0.00	
<b>Total Expenditures</b>		\$0.00
<b>Net Project Variance</b>		\$11,076.32

**For Use by Department****Explanation for project variance:**

Fork lift not purchased. To be completed with new Facility.

**For Finance Department Use Only****Recommended Distribution of Funds**

*Project Surplus*

*Project Deficit*

**Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Fare Boxes -Phase II **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-810-17068 **Budget Year:** 2017  
**Department:** Transit **Total Budget Amount:** \$100,000.00  
**Contact:** Richard Bendell (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Ontario Specific Grants	\$50,000.00	
Res-Provincial Gas Tax	\$50,000.00	
<b>Total Revenue/Funding</b>		<b>\$100,000.00</b>
<b>Expenditures</b>		
Capital Equipment & Vehicles	\$101,760.00	
<b>Total Expenditures</b>		<b>\$101,760.00</b>
<b>Net Project Variance</b>		<b><u><u>-\$1,760.00</u></u></b>

**For Use by Department****Explanation for project variance:**

Payment required to complete purchase of GFI fare boxes.

**For Finance Department Use Only****Recommended Distribution of Funds**

*Project Surplus*

*Project Deficit*

**Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Investing in Welland Road Resurfacing **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-320-17024 **Budget Year:** 2017  
**Department:** Engineering **Total Budget Amount:** \$351,980.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$351,980.00	
<b>Total Revenue/Funding</b>		\$351,980.00
<b>Expenditures</b>		
Outside Contracts	\$245,959.27	
<b>Total Expenditures</b>		<u>\$245,959.27</u>
<b>Net Project Variance</b>		<u><u>\$106,020.73</u></u>

**For Use by Department****Explanation for project variance:**

10-320-17024, 10-320-17023 & 10-316-17013 are the same capital construction project. Balance between three accounts per existing project structure. Project under budget as a whole.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Road resurfacing Program **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-320-17023 **Budget Year:** 2017  
**Department:** Engineering **Total Budget Amount:** \$595,573.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Ontario Specific Grants	\$424,299.00	
Transfer from Operating	\$171,274.00	
<b>Total Revenue/Funding</b>		<b>\$595,573.00</b>

<b>Expenditures</b>		
Salaries	\$111,136.50	
Employee Benefits	\$245.99	
Outside Consulting	\$22,977.41	
Outside Contracts	\$408,976.46	
Transfer to Capital - FIN 2019-24	\$168,784.48	
<b>Total Expenditures</b>		<b>\$712,120.84</b>
<b>Net Project Variance</b>		<b><u><u>-\$116,547.84</u></u></b>

**For Use by Department****Explanation for project variance:**

10-320-17024, 10-320-17023 & 10-316-17013 are the same capital construction project. Balance between three accounts per existing project structure. Project under budget as a whole.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Road Resurfacing  
Sidewalk Replacements
**Date (mm/dd/yyyy):** 2021-06-15

**Capital Sub-account #:** 10-316-17013
**Budget Year:** 2017

**Department:** Engineering
**Total Budget Amount:** \$205,876.00

**Contact:** Erik Metsa
 (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>	
Transfer from Operating	\$205,876.00
<b>Total Revenue/Funding</b>	\$205,876.00
<b>Expenditures</b>	
Outside Contracts	\$192,386.32
<b>Total Expenditures</b>	\$192,386.32
<b>Net Project Variance</b>	\$13,489.68

## For Use by Department

## Explanation for project variance:

10-320-17024, 10-320-17023 & 10-316-17013 are the same capital construction project. Balance between three accounts per existing project structure. Project under budget as a whole.

## For Finance Department Use Only

## Recommended Distribution of Funds

Project Surplus

Project Deficit

Disclaimer

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Condition Related Sidewalk Replacements **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-316-17014 **Budget Year:** 2017  
**Department:** Engineering **Total Budget Amount:** \$195,171.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$100,500.00	
Res-Federal Gas Tax	\$71,094.57	
<b>Total Revenue/Funding</b>		<b>\$171,594.57</b>
<b>Expenditures</b>		
Operating Equipment/Supplies	\$1,433.51	
Salaries	\$19,796.03	
Employee Benefits	\$121.87	
Outside Contracts	\$69,676.58	
<b>Total Expenditures</b>		<b>\$91,027.99</b>
<b>Net Project Variance</b>		<b>\$80,566.58</b>

**For Use by Department****Explanation for project variance:**

10-316-17014 & 10-136-17015 are the same capital construction project. Balance between two accounts per existing project structure. Project under budget as a whole.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Coventry Road Sidewalk Construction **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-316-17015 **Budget Year:** 2017  
**Department:** Engineering **Total Budget Amount:** \$50,000.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$50,000.00	
<b>Total Revenue/Funding</b>		\$50,000.00
<b>Expenditures</b>		
Outside Contracts	\$79,794.91	
Transfer to Operating	\$9,037.97	
<b>Total Expenditures</b>		<u>\$88,832.88</u>
<b>Net Project Variance</b>		<u><u>-\$38,832.88</u></u>

**For Use by Department****Explanation for project variance:**

10-316-17014 & 10-136-17015 are the same capital construction project. Balance between two accounts per existing project structure. Project under budget as a whole.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Private Side Inflow & Infiltration Abatement      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-330-17072      **Budget Year:** 2017  
**Department:** Engineering      **Total Budget Amount:** \$200,000.00  
**Contact:** Erik Metsa      (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$80,000.00	
<b>Total Revenue/Funding</b>		\$80,000.00
<b>Expenditures</b>		
Outside Contracts	\$168,003.78	
Outside Consulting	\$20,327.38	
<b>Total Expenditures</b>		<u>\$188,331.16</u>
<b>Net Project Variance</b>		<u><u>-\$108,331.16</u></u>

**For Use by Department****Explanation for project variance:**

Regional Cost Sharing of \$120,000 denied for 2017.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Pool Rationalization Study      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-438-18031      **Budget Year:** 2018  
**Department:** Facilities      **Total Budget Amount:** \$10,000.00  
**Contact:** Peter Boyce      (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$10,000.00	
<b>Total Revenue/Funding</b>		\$10,000.00
<b>Expenditures</b>		
Outside Consulting	\$12,720.00	
<b>Total Expenditures</b>		\$12,720.00
<b>Net Project Variance</b>		<u><u>-\$2,720.00</u></u>

**For Use by Department****Explanation for project variance:**

Cost more than anticipated

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Road Resurfacing Program      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-320-18087      **Budget Year:** 2018  
**Department:** Engineering      **Total Budget Amount:** \$324,525.00  
**Contact:** Erik Metsa      (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Res-Federal Gas Tax	\$60,588.00	
<b>Total Revenue/Funding</b>		\$60,588.00
<b>Expenditures</b>		
Outside Consulting	\$14,131.46	
Outside Contracts	\$197,550.47	
Transfer to Operating	\$16,793.58	
<b>Total Expenditures</b>		<u>\$228,475.51</u>
<b>Net Project Variance</b>		<u><u>-\$167,887.51</u></u>

**For Use by Department****Explanation for project variance:**

OCIF Application Funding denied. Project proceeded and funding to be covered by Capital Surplus.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Aqueduct St North Roadwork **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-320-18020 **Budget Year:** 2018  
**Department:** Engineering **Total Budget Amount:** \$1,245,734.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Res-Federal Gas Tax	\$445,734.00	
Ontario Specific Grants	\$602,286.00	
<b>Total Revenue/Funding</b>		<b>\$1,048,020.00</b>
<b>Expenditures</b>		
Outside Consulting	\$4,525.77	
Outside Contracts	\$861,964.04	
Transfer to Operating	\$55,571.29	
Salaries	\$2,231.99	
Employee Benefits	\$266.75	
<b>Total Expenditures</b>		<b>\$924,559.84</b>
<b>Net Project Variance</b>		<b>\$123,460.16</b>

**For Use by Department****Explanation for project variance:**

Project completed under budget

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Stop 19 Trail **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-320-18181 **Budget Year:** 2018  
**Department:** Engineering **Total Budget Amount:** \$256,700.00  
**Contact:** Matthew Main (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**  
 Res-Sports & Culture Reserve \$140,000.00  
 Cost Sharing \$100,000.00

**Total Revenue/Funding** \$240,000.00

**Expenditures**  
 Outside Contracts \$202,143.24  
 Transfer to Operating \$9,372.60  
**Total Expenditures** \$211,515.84

**Net Project Variance** \$28,484.16

For Use by Department
<b>Explanation for project variance:</b>  Project completed under budget

For Finance Department Use Only
<b>Recommended Distribution of Funds</b> <i>Project Surplus</i> <i>Project Deficit</i>

**Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Aqueduct St North Sidewalk **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-316-18020 **Budget Year:** 2018  
**Department:** Engineering **Total Budget Amount:** \$150,000.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Res-Federal Gas Tax	\$30,000.00	
Transfer from Operating	\$120,000.00	
<b>Total Revenue/Funding</b>		\$150,000.00
<b>Expenditures</b>		
Outside Contracts	\$117,139.18	
<b>Total Expenditures</b>		<u>\$117,139.18</u>
<b>Net Project Variance</b>		<u><u>\$32,860.82</u></u>

## For Use by Department

## Explanation for project variance:

Project completed under budget

## For Finance Department Use Only

## Recommended Distribution of Funds

Project Surplus

Project Deficit

Disclaimer

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Evelyn Ditch Monitoring **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-330-18088 **Budget Year:** 2018  
**Department:** Engineering **Total Budget Amount:** \$150,000.00  
**Contact:** Matthew Main (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**  
 Cost Sharing \$47,544.25  
 Transfer from Operating \$60,000.00

**Total Revenue/Funding** \$107,544.25

**Expenditures**  
 Outside Consulting \$79,240.41  
**Total Expenditures** \$79,240.41

**Net Project Variance** \$28,303.84

#### For Use by Department

##### Explanation for project variance:

Project complete. Mandatory Flow Monitoring. Carry Variance forward to 2020 account.

#### For Finance Department Use Only

##### Recommended Distribution of Funds

*Project Surplus*

*Project Deficit*

#### Disclaimer

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Aqueduct St North Watermain Replacement      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-910-18020      **Budget Year:** 2018  
**Department:** Engineering      **Total Budget Amount:** \$657,065.00  
**Contact:** Erik Metsa      (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**  
 Res: Federal Gas Tax      \$515,130.19  
 Transfer from Operating      \$101,065.00

**Total Revenue/Funding**      \$616,195.19

**Expenditures**  
 Outside Contracts      \$515,130.19  
**Total Expenditures**      \$515,130.19

**Net Project Variance**      \$101,065.00

<b>For Use by Department</b>
<b>Explanation for project variance:</b>  Project completed under budget

<b>For Finance Department Use Only</b>
<b>Recommended Distribution of Funds</b> <i>Project Surplus</i> <i>Project Deficit</i>

**Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Cast Iron Watermain Replacement Program **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-910-18093 **Budget Year:** 2018  
**Department:** Engineering **Total Budget Amount:** \$1,968,822.00  
**Contact:** Erik Metsa (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**

Res: Federal Gas Tax	\$250,322.00
Transfer from Operating	\$129,000.00
Debenture	\$1,589,500.00

**Total Revenue/Funding**

\$1,968,822.00

**Expenditures**

Outside Contracts	\$1,402,223.30
Outside Consulting	\$47,035.87
Salaries	\$169.98
Employee Benefits	\$20.34
Outside Legal Costs	\$10,743.43
Transfer to Operating	\$65,714.63

**Total Expenditures**

\$1,525,907.55

**Net Project Variance**

\$442,914.45

**For Use by Department****Explanation for project variance:**

Project completed under budget

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Woodlawn Cemetery Phase 2 & 3 **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-410-17035 / 10-410-18050 **Budget Year:** 2017/2018  
**Department:** Parks **Total Budget Amount:** \$800,000.00  
**Contact:** Matt Main (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>	
Debenture	\$800,000.00
Ontario Specific Grant	\$50,000.00
Inter-project Transfer as per FIN 2019-24	\$74,022.01
<b>Total Revenue/Funding</b>	<b>\$924,022.01</b>
<b>Expenditures</b>	
Outside Contracts	\$799,507.21
Outside Legal Costs	\$8,143.54
Mileage & Meetings	\$247.16
Transfer to Operating	\$12,029.68
Outside Consulting	\$948.40
Advertising	\$568.84
City Promotions	\$109.17
<b>Total Expenditures</b>	<b>\$821,554.00</b>
<b>Net Project Variance</b>	<b>\$102,468.01</b>

**For Use by Department****Explanation for project variance:**

Competitive pricing

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Conservation & Demand Management Plan      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-135-19080      **Budget Year:** 2019  
**Department:** Facilities      **Total Budget Amount:** \$50,000.00  
**Contact:** Peter Boyce      (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$50,000.00	
<b>Total Revenue/Funding</b>		\$50,000.00
<b>Expenditures</b>		
<b>Total Expenditures</b>		<u>\$0.00</u>
<b>Net Project Variance</b>		<u><u>\$50,000.00</u></u>

**For Use by Department****Explanation for project variance:**

Deadline passed for submission. Unable to utilize funding.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** CSO & Sewer System Flow Level Monitoring      **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-330-19315      **Budget Year:** 2019  
**Department:** Engineering      **Total Budget Amount:** \$200,000.00  
**Contact:** Matthew Main      (Budget amount equals the amount in Capital Budget)

**Revenue/Funding**

Transfer from Operating	\$72,000.00
Cost Sharing	\$60,000.00
Development Charges	\$8,000.00

**Total Revenue/Funding**

\$140,000.00

**Expenditures**

Outside Consulting	\$31,589.58
Outside Contracts	\$113,533.16

**Total Expenditures**

\$145,122.74

**Net Project Variance**
-\$5,122.74
**For Use by Department****Explanation for project variance:**

Project Complete slightly over budget.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Lincoln & Coventry Overflows **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-330-19325 **Budget Year:** 2019  
**Department:** Engineering **Total Budget Amount:** \$75,000.00  
**Contact:** Matthew Main (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$27,000.00	
Cost Sharing	\$43,522.52	
Development Charges	\$3,000.00	
<b>Total Revenue/Funding</b>		\$73,522.52
<b>Expenditures</b>		
Outside Consulting	\$59,362.43	
Outside Contracts	\$13,175.11	
<b>Total Expenditures</b>		\$72,537.54
<b>Net Project Variance</b>		\$984.98

## For Use by Department

## Explanation for project variance:

Project Complete under budget.

## For Finance Department Use Only

## Recommended Distribution of Funds

Project Surplus

Project Deficit

Disclaimer

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Evelyn Ditch & Monitoring **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-330-19335 **Budget Year:** 2019  
**Department:** Engineering **Total Budget Amount:** \$150,000.00  
**Contact:** Matthew Main (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$60,000.00	
Cost Sharing	\$86,912.59	
<b>Total Revenue/Funding</b>		\$146,912.59
<b>Expenditures</b>		
Outside Consulting	\$17,880.92	
Outside Contracts	\$126,973.39	
<b>Total Expenditures</b>		\$144,854.31
<b>Net Project Variance</b>		\$2,058.28

**For Use by Department****Explanation for project variance:**

Project Complete. Mandatory Flow Monitoring. Carry variance forward to 2020 account.

**For Finance Department Use Only****Recommended Distribution of Funds**

*Project Surplus*

*Project Deficit*

**Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** WCWC UPS Replacement **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-430-20089 **Budget Year:** 2020  
**Department:** Recreation & Culture **Total Budget Amount:** \$35,000.00  
**Contact:** Sherr-Maire Millar (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Transfer from Operating	\$35,000.00	
<b>Total Revenue/Funding</b>		\$35,000.00
<b>Expenditures</b>		
Outside Contracts	\$20,301.12	
<b>Total Expenditures</b>		\$20,301.12
<b>Net Project Variance</b>		\$14,698.88

**For Use by Department****Explanation for project variance:**

Contract price came in under budget.

**For Finance Department Use Only****Recommended Distribution of Funds***Project Surplus**Project Deficit***Disclaimer**

As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.

## CAPITAL PROJECT CLOSE OUT REPORT

APPENDIX B

**Project Name:** Municipal Modernization **Date (mm/dd/yyyy):** 2021-06-15  
**Capital Sub-account #:** 10-825-20276 **Budget Year:** 2020  
**Department:** Finance **Total Budget Amount:** \$75,000.00  
**Contact:** Elizabeth Pankoff (Budget amount equals the amount in Capital Budget)

<b>Revenue/Funding</b>		
Ontario Specific Grants	\$20,892.60	
<b>Total Revenue/Funding</b>		\$20,892.60
<b>Expenditures</b>		
Outside Contracts	\$20,892.60	
<b>Total Expenditures</b>		\$20,892.60
<b>Net Project Variance</b>		\$0.00

## For Use by Department

Explanation for project variance:

N/A

## For Finance Department Use Only

Recommended Distribution of Funds

Project Surplus

Project Deficit

Disclaimer




As of (date: 06/15/2021) all known costs have been charged to this capital project. Any additional charges incurred due to one year final inspections or contractor deficiencies will be charged to the Post Capital Project Fund.



CAPITAL CLOSE OUT STAFF RECOMMENDED REALLOCATIONS FROM CAPITAL SURPLUS

	PROJECTS CLOSED TO CAPITAL SURPLUS	AMOUNT	RECOMMENDED USE FOR REALLOCATION
1	Evelyn Ditch Monitoring	\$ 28,303.84	Transfer to on-going project - Evelyn Ditch Monitoring -10-330-20335
2	Evelyn Ditch Monitoring	\$ 2,058.28	Transfer to on-going project - Evelyn Ditch Monitoring -10-330-20335
	<b>TOTAL RE-ALLOCATED FROM CAPITAL SURPLUS</b>	<b>30,362.12</b>	

**COUNCIL**  
**CORPORATE SERVICES**  
**TRANSIT DIVISION**

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-13

**REPORT TRANS-2021-04**  
**JUNE 15, 2021**

**SUBJECT: ON-DEMAND SERVICE SCHEDULING SOFTWARE**

**AUTHOR: EDWARD ZAHRA, TRANSIT MANAGER**

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
 INTERIM CAO / DIRECTOR, CORPORATE SERVICES, CHIEF  
 FINANCIAL OFFICER / TREASURER**

**RECOMMENDATIONS:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report TRANS-2021-04 – On-Demand Service Scheduling Software; and further

THAT Welland City Council authorizes the Mayor and Clerk to execute all necessary by-laws and agreements.

**ORIGIN AND BACKGROUND:**

Welland Transit is trying to improve our On-Demand and Accessible transit services across several areas including scheduling, data acquisition and looking for new ways to incorporate technology to help maintain our high levels of customer service. The current application used does not have these capabilities and lacks the support required to develop for the future.

**COMMENTS AND ANALYSIS:**

A comprehensive analysis was conducted to ensure the implementation of an On-Demand Service Software would improve efficiencies and reduce overall costs. The current software used is limited in its capabilities whereby all scheduling and data requisition is completed manually. The software does not provide measurable key performance indicators (KPI) for staff to review and analyze in order to make educated decisions for future growth and improvements.

The proposed software would allow for a majority of trip scheduling to be completed automatically by the customer through a mobile app and/or website; with a call-in option still being available as well. Automated scheduling would also maximize the vehicles operating during revenue service, thus potentially resulting in the ability to utilize less fleet for the same level of provided service.

Currently, the software is being used with great success in other transit properties including St. Catharines and Guelph. During the twelve (12) month pilot period, the objective will be to implement similar models to the approved holiday and off-peak service for the City of Welland, and provide an alternative, more cost-effective solution for Port Colborne.

In addition, the implementation would further support the Accessibility for Ontarians with Disabilities Act (AODA) by increasing the compliance in our specialized service, WellTrans, specific to Sections 42.1b, 71, and 73.

#### **FINANCIAL CONSIDERATION:**

The On-Demand service scheduling software would be funded by Phase 3 of the MTO's Safe Restart Agreement (SRA). All costs are inclusive of the City's share of HST (1.76%).

WellTrans (12-month Pilot) - \$68,433.60

Port Colborne (12-month Pilot) - \$15,101.84

Should the pilot be successful, the annual associated fees are outlined below and would be incorporated into the annual operating budget for 2022.

WellTrans - \$49,418.72

Port Colborne - \$8,351.44

#### **OTHER DEPARTMENT IMPLICATIONS:**

There is no foreseeable impacts to other departments; however training may be required to contracted parties.

#### **SUMMARY AND CONCLUSION:**

In conclusion, acquiring the software is one of the preliminary actions required to bring transit in Welland to meet industry standards. Data acquisition is essential for appropriate transit planning and general improvements. Being able to analyze trends and monitor KPIs will provide a foundation to find areas in need of improvement, such as service levels and/or type of service provided. Additionally, the capabilities will allow for the potential of increase revenue and a better overall ridership experience.

Administratively, the autonomy of the software will improve efficiencies, reducing the scheduling hours to a fraction of our current state. It should be noted, a full communication and education campaign will need to transpire for a seamless transition for the specialized customers as well as the general public, specific to Holiday service introduction.

#### **ATTACHMENTS:**

Appendix A - RideCo Presentation  
Appendix B - WellTrans Ridership Stats  
Appendix C - Port Colborne Ridership Stats



## APPENDIX A

# WellTrans

## Paratransit & On-Demand

Powered by



April 28, 2021



# On the call today



**Nicole Harvey**  
Account Executive

[nicole.harvey@rideco.com](mailto:nicole.harvey@rideco.com)



**Sam Haas**  
Solutions Engineer

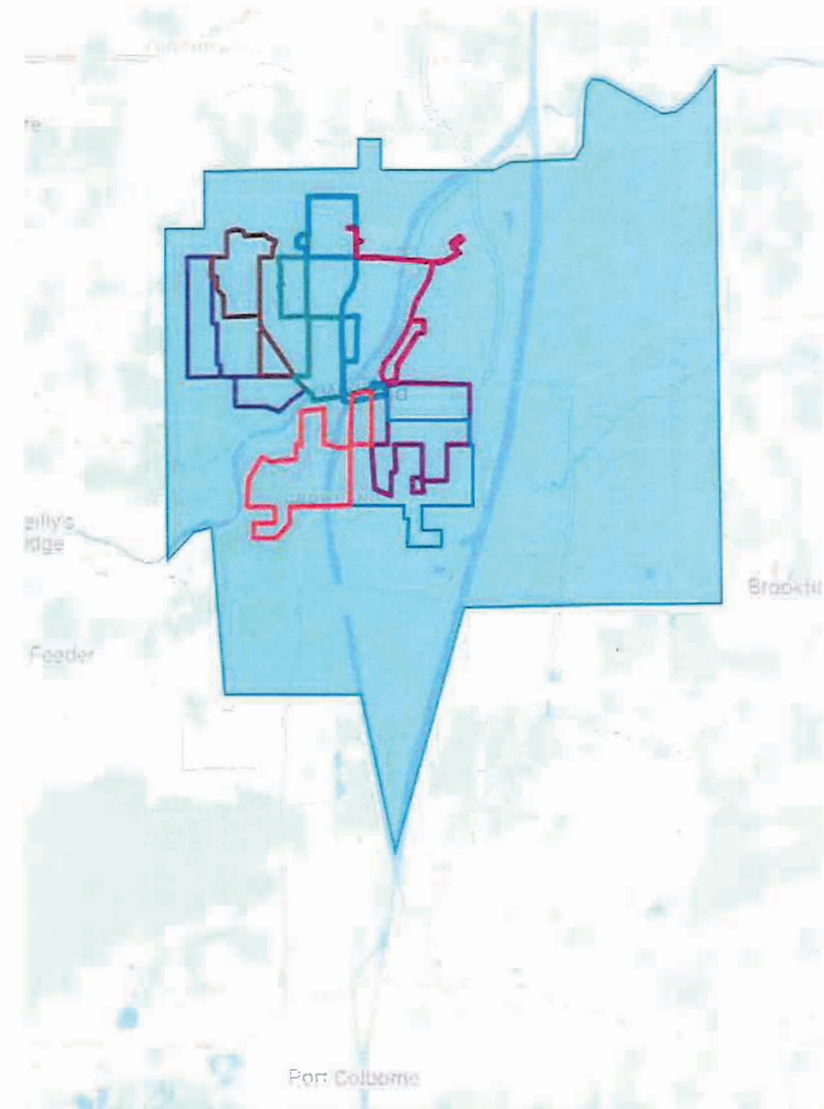
[sam.haas@rideco.com](mailto:sam.haas@rideco.com)

# Project Overview

Welland is trying to improve its paratransit service across several areas including scheduling and reporting and looking for new ways to incorporate technology to help maintain their high levels of customer service.

## Challenges with current service

- ⌚ Manual inputs, manual scheduling (can be time consuming)
- ⌚ No ability to track vehicles
- ⌚ Time consuming to shuffle schedules as things change (riders ready early etc...)
- ⌚ Limited data on current service



Welland city limits and current transit footprint

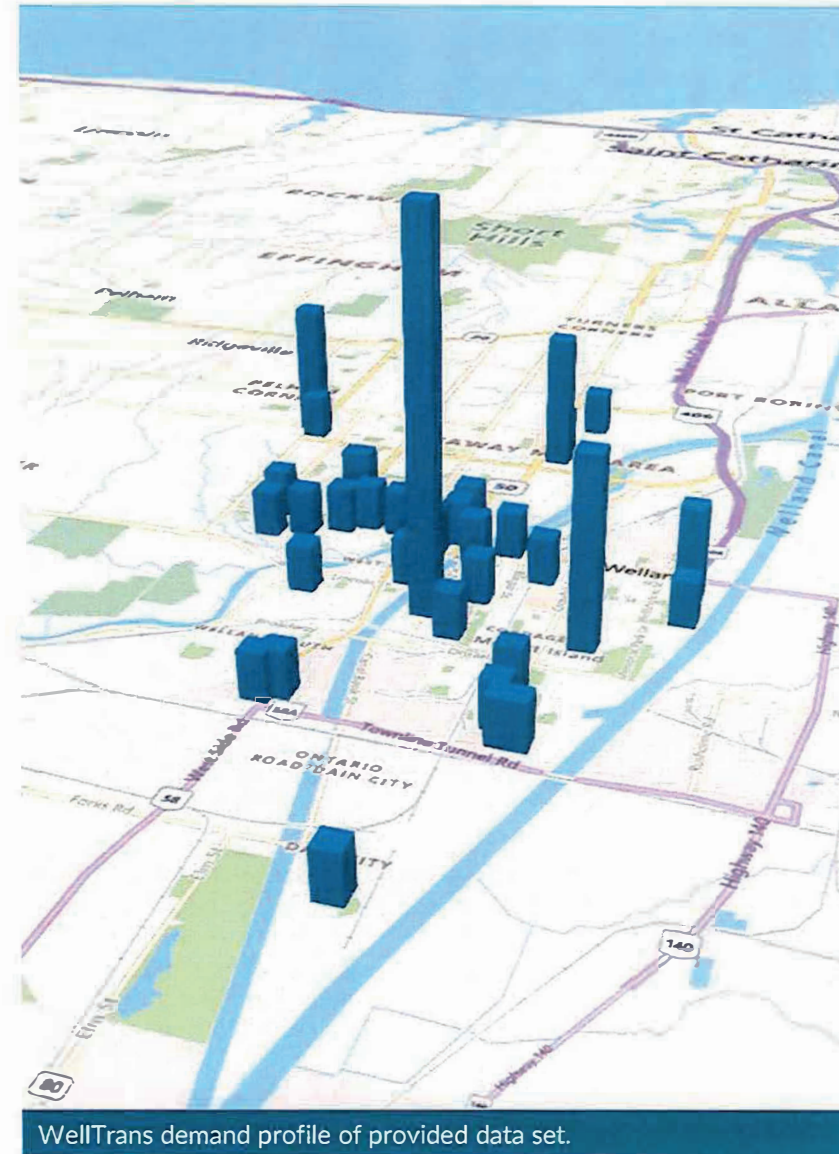


# Project Overview

Welland is trying to improve its paratransit service across several areas including scheduling and reporting and looking for new ways to incorporate technology to help maintain their high levels of customer service.

## Objectives

- ✓ Clean and seamless data reporting solution
- ✓ Spend less or no time on scheduling
- ✓ Technology driven subscription trips
- ✓ Efficiently and productively schedule and route vehicles



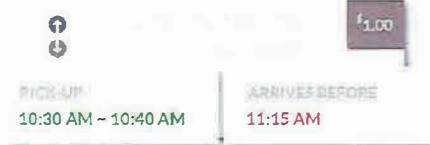
# A Trusted Rider Experience

Predictable scheduling. Just as transit should be.

**Ready When You Are**  
Reserve a ride on-demand  
or in advance



**Reliably On-Time**  
Assured pick-ups and  
drop-offs



**Equitable for All Riders**  
Support everyone's unique  
needs



Calgary

4.9 ★ 98% OTP



Houston

4.7 ★ 98% OTP

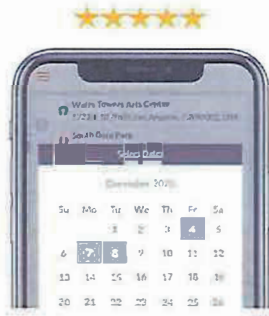


Los Angeles

4.8 ★ 99% OTP

# Paratransit Done Right

Better for riders, operators, and dispatchers.



**solver**  
by **RIDE**CO

## Delighted Riders

App & Web

On-Demand

Faster Journeys

98% On-Time Performance

## Hands-Off Dispatching

Quick to Book

Dynamic Schedules

Automatic Breaks

Complete Reporting

## Efficient Routing

Continuous Optimization

World-Leading Productivity

Fewer Vehicles



## Transferring to Transit

# Connection to Commuters

Here we illustrate connecting to the **Port Colborne Link** at the Port Colborne City Hall. We can configure certain stops like this with specific arrival time to **coincide with the timing points** of the commuter route. The result is a **highly productive** service with **guaranteed on-time** transfers.

- ↑ Near 13 Killaly St. E.
- ↓ Near Port Colborne City Hall

\$4.00

PICK-UP

ARRIVES BEFORE

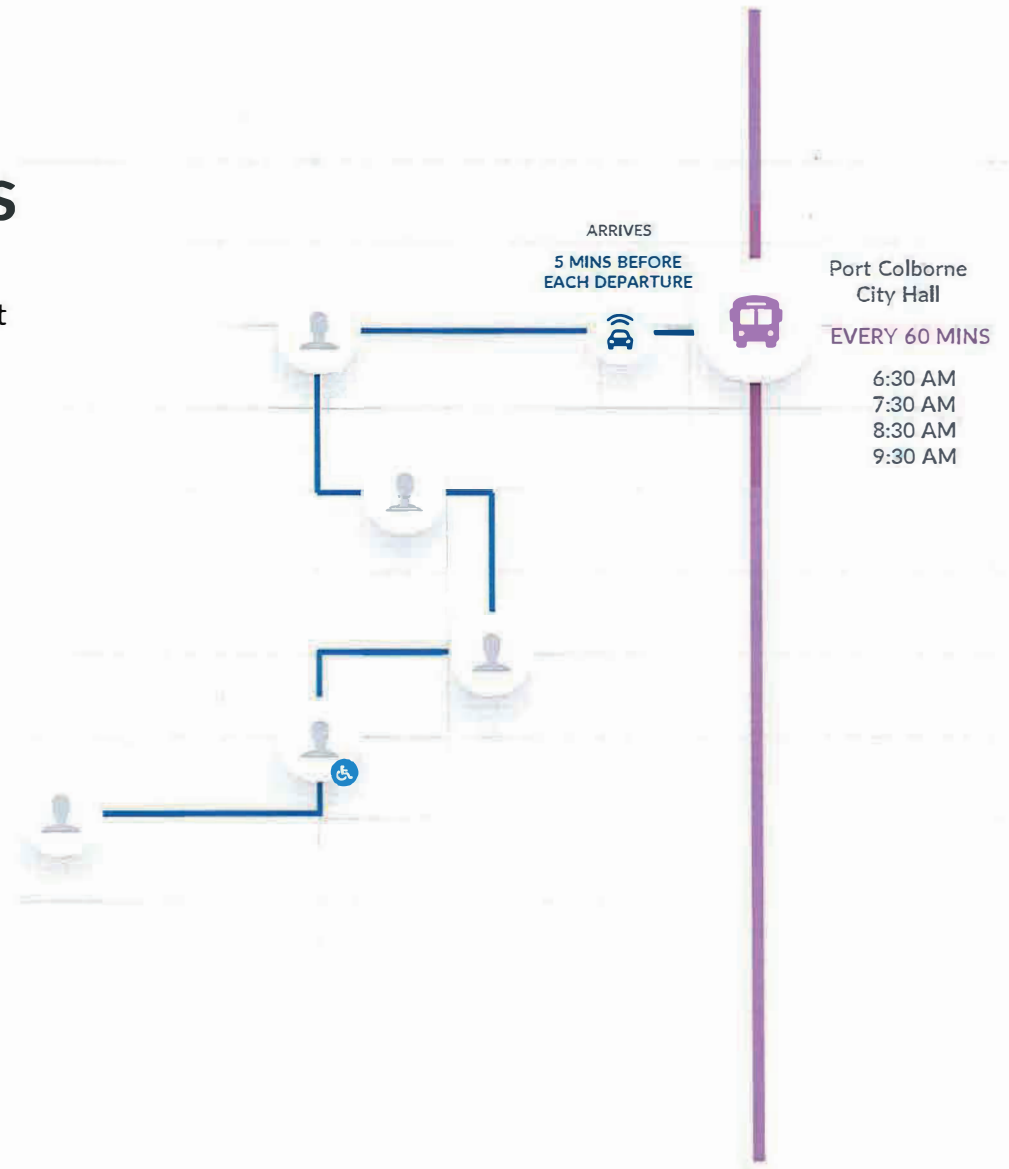
6:25 AM

ARRIVES BEFORE

7:25 AM

ARRIVES BEFORE

8:25 AM

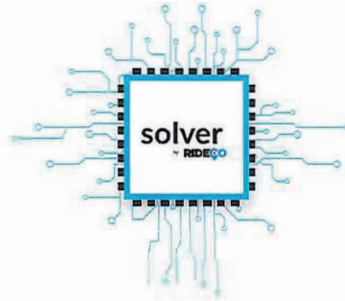


# How RideCo Operates

Trip Requests



Continuous Optimization



Trip Assigned



- ✓ Reliable on-time performance
- ✓ A quality rider journey

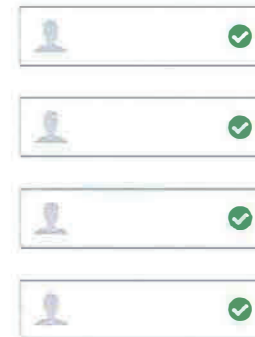
- ✓ World's best productivity
- ✓ End-to-end dispatch automation

# Trip Requests

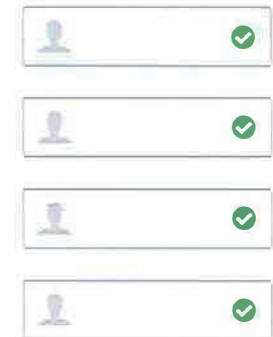
- Look into itinerary and see what can be committed
- Only provide options that we can commit to pick-up and arrive before times



Driver 1



Driver 2



✓ Be able to provide ride commitments

✓ Provide Transparency into the rider's journey



# Continuous Optimization

- Continually optimize itineraries
- Automatically and autonomously adjusted
- No “Domino Effect”

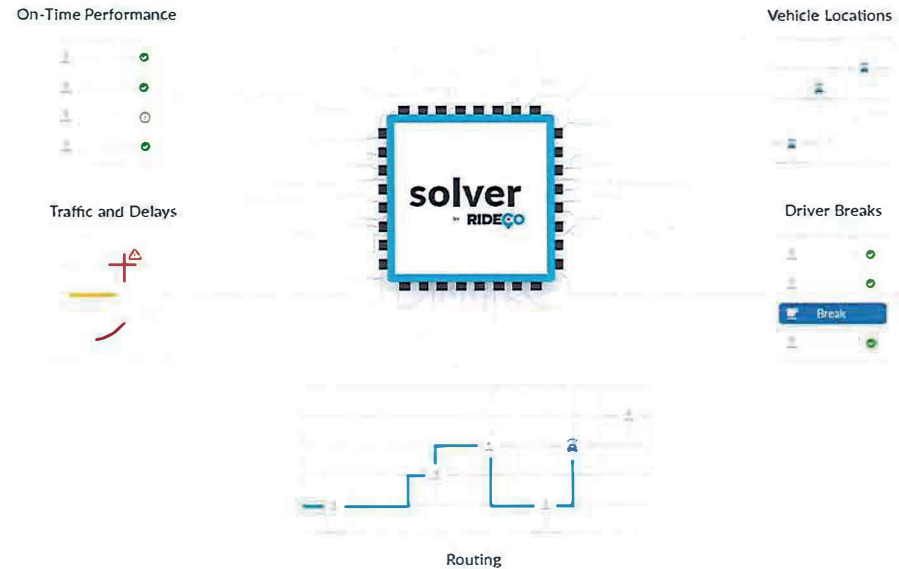


✓ Rides protected from any changes

✓ Make your entire system more efficient

# How Solver Works

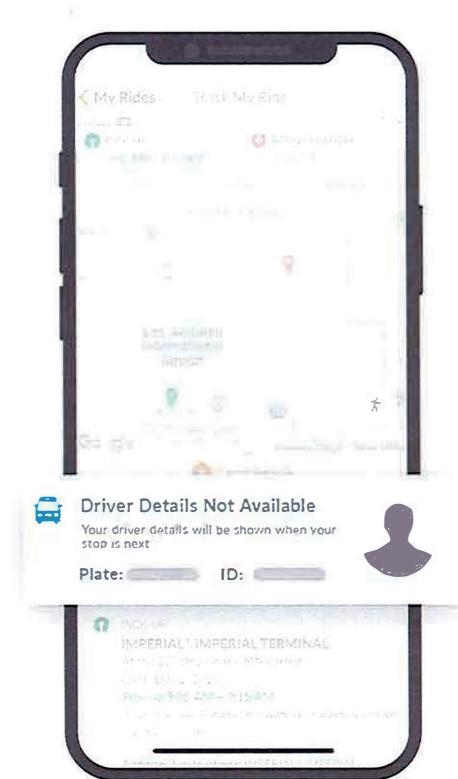
- Balances dozens of inputs
- Optimizes every 20 seconds
- Fits new trip requests around booked trips
- Equally optimizes all booked trips
- Schedules into real manifests



- ✓ Be responsive to real world conditions
- ✓ Completely hands-off and autonomous

# Trip Assigned

- When it is time to get picked up we select the best state and dispatch the driver.
- Throughout the entire process all the passenger sees is that the driver is on the way



✓ Convenient experience for riders

✓ Provide Transparency into the rider's journey

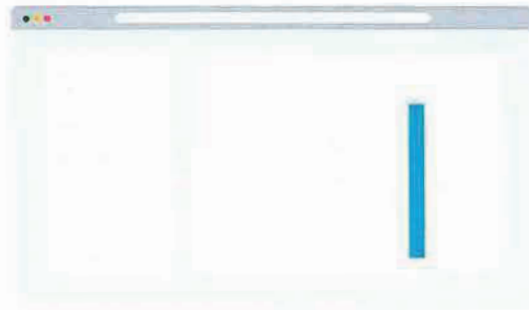


# Clean and Seamless Data and Support



## Daily KPI Report

The latest KPIs from your service in your inbox every morning



## RideCo Dashboard

Dive deeper into your data and manage your service



## Dedicated Project Manager

Receive guidance, assistance and recommendations from your dedicated project manager.

- ✓ Understand how your program is doing
- ✓ Dedicated support on any issues or questions

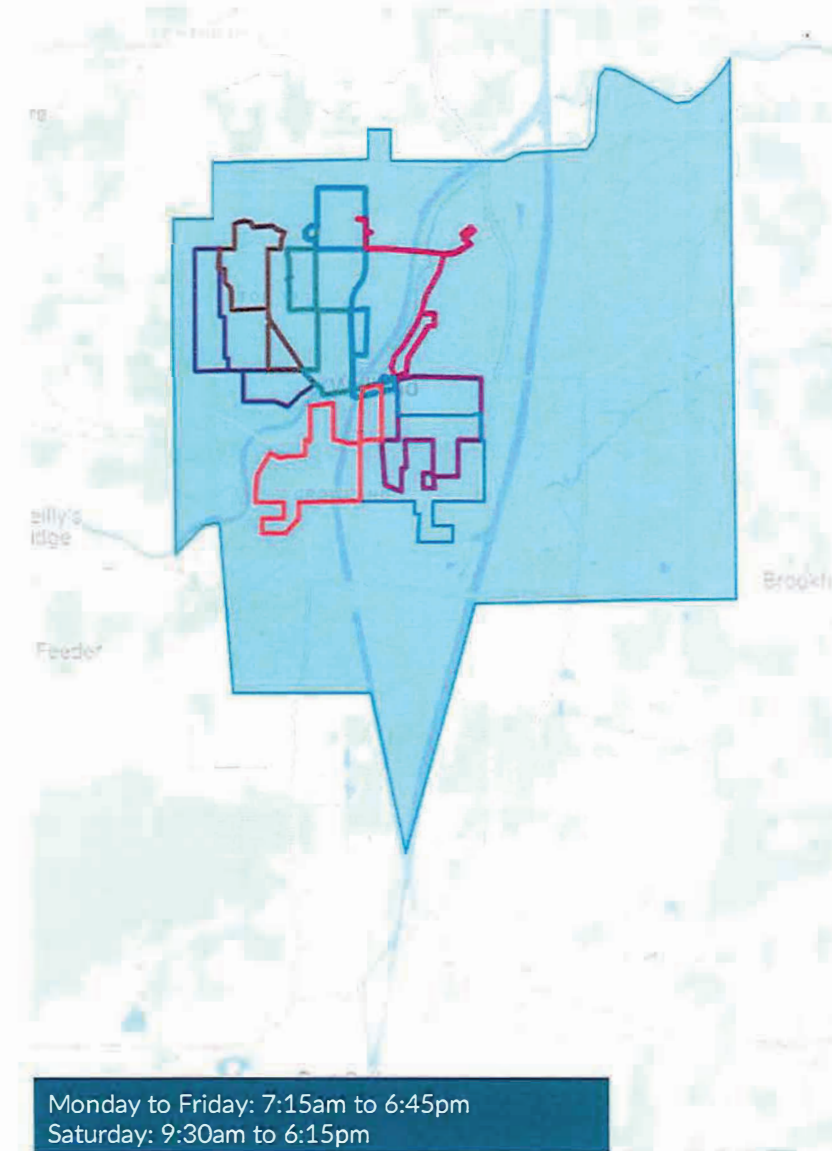
# Paratransit Service Model

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## How It Will Work

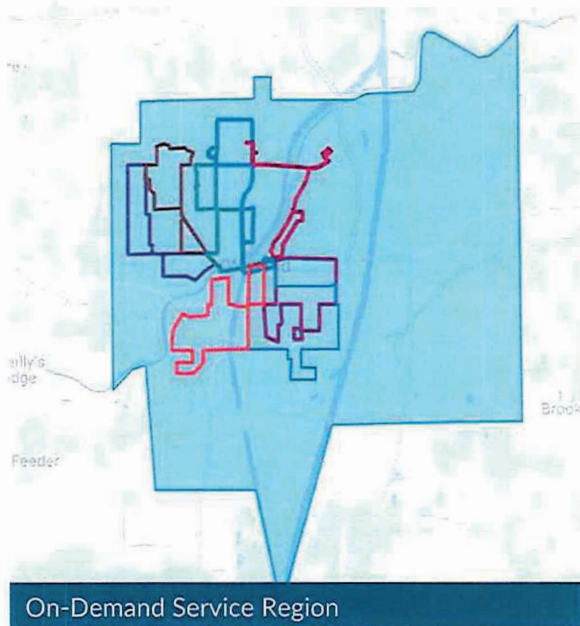
- 2 Full-Time Vehicles + 2-3 Part-Time Vehicles (Leveraging Existing Fleet)
- Curb-to-Curb Service
- Book through Calling-In, Web Portal or Smartphone App
- Fully automated scheduling and itinerary optimization
- Quick and easy call center bookings





# Rider Experience

The following outlines what an average rider could experience.



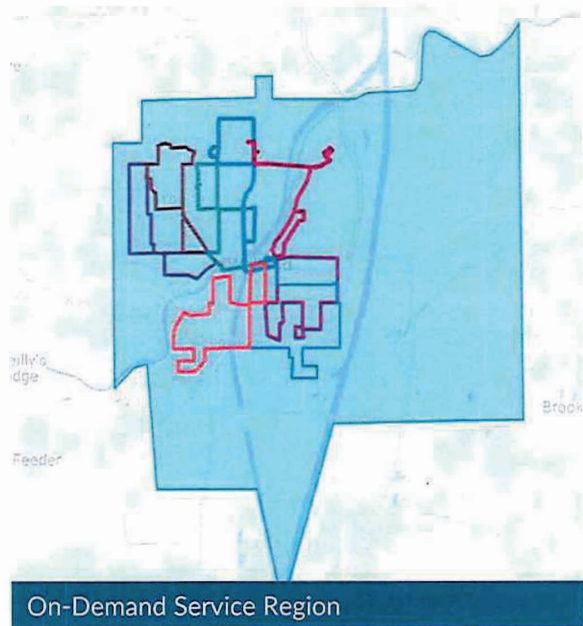
When You Want	Scheduled or Same-Day	<i>Flexible scheduling to suit your travel plans</i>
Trip Negotiation	15 - 35 minutes	<i>Same day trips can get a ride quickly and efficiently</i>
On-Board Time	10 - 20 minutes	<i>Quick and efficient trips</i>



A compelling on-demand solution will **attract choice riders** and grow system ridership.

# Results That Matter

Cost-efficiently grow your transit ridership.



Vehicles Required	2 Full-Time 2-3 Part-Time	Utilize your existing fleet.
Target Ridership	100% Conversion + 15% Growth	Move all existing passengers and grow your rider base.
Productivity	Up to 3 - 4 passengers per vehicle hour	The average daily productivity will be dependent on the actual demand. Productivity will be higher at times during the large group pickups and drop-offs.
Pooling Rate	60% or more	Consistent and efficient pooling.



RideCo's partners repeatedly **improve transit costs and efficiencies** by investing in our technology.

# Port Colborne Service Model

Powered by



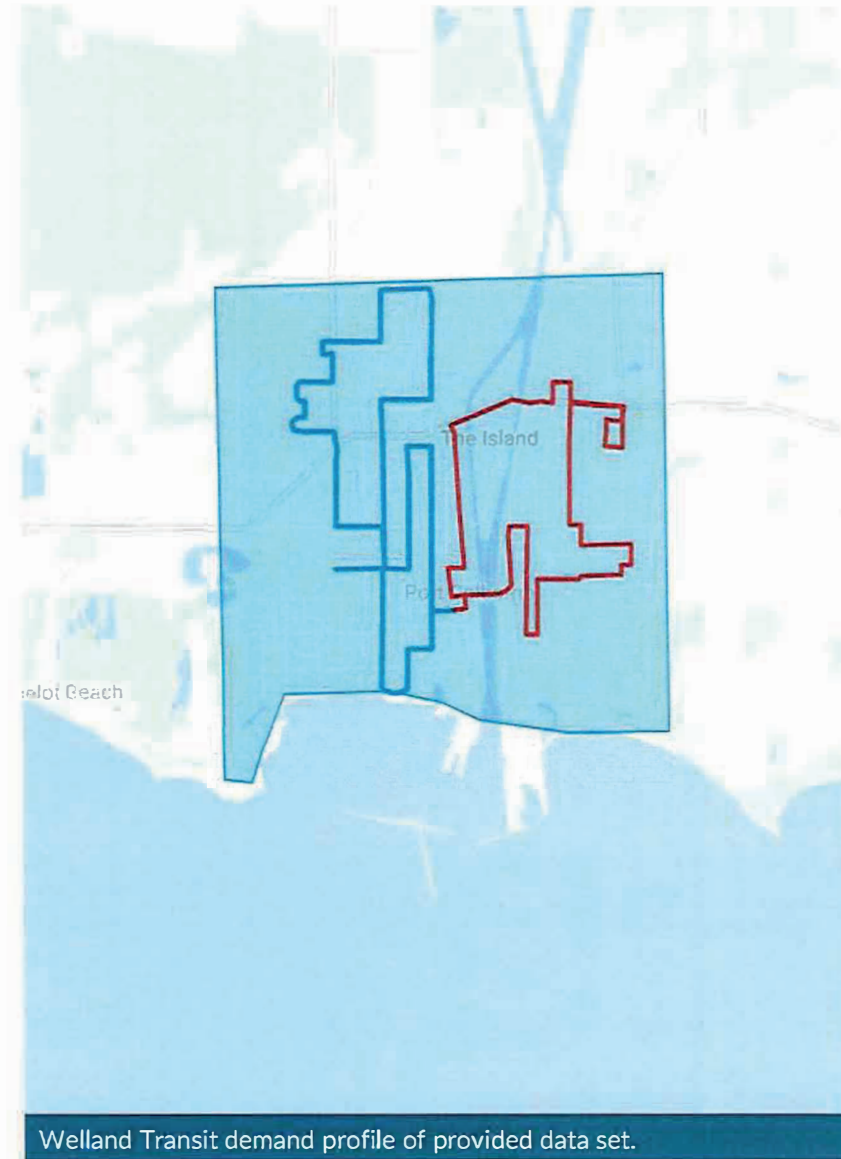


# Project Overview

Welland Transit is trying to provide an efficient and convenient microtransit service to replace the current community bus route it operates in Port Colborne.

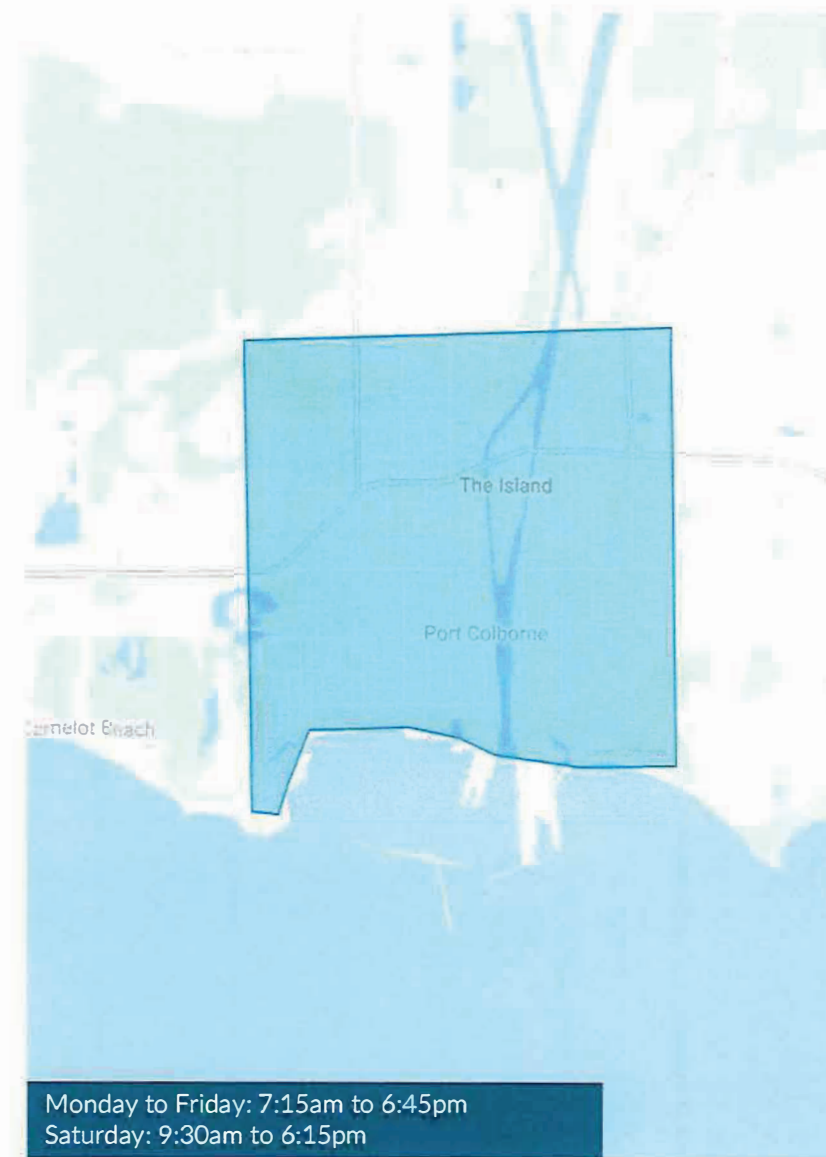
## Objectives

- ✓ Increase ridership
- ✓ Enhance the customer experience with technology
- ✓ Support both general and accessible riders
- ✓ Maintain reliability and on-time performance



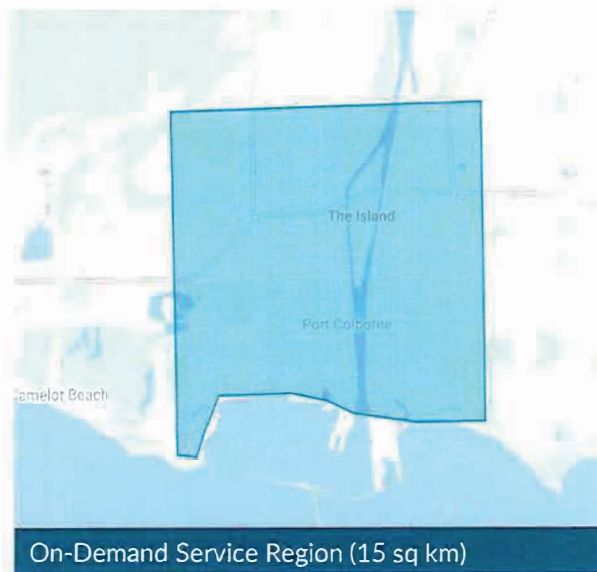
## How It Will Work

- 1 Full-Time Vehicle Arboc Low-Floor Cutaway
- Curb-to-Curb Service
- Book on Web Portal, Smartphone App, Optional Call-In
- Fully automated scheduling and itinerary optimization
- Quick and easy call center bookings



# Rider Experience

The following outlines what an average rider could experience.



When You Want	<b>On-Demand or Scheduled</b>	<i>Flexible scheduling to suit your travel plans</i>
On-Demand Wait Time	<b>10 - 25 minutes</b>	<i>Less time waiting. Allow for more trip spontaneity. Draw bridges can add volatility to wait time.</i>
On-Board Time	<b>8 - 15 minutes</b>	<i>Quick and efficient trips</i>

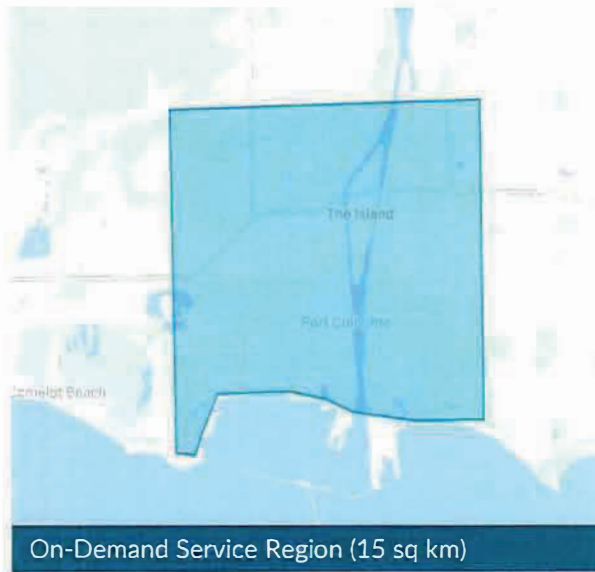


A compelling on-demand solution will **attract choice riders** and grow system ridership.



# Results That Matter

Cost-efficiently grow your transit ridership.



Vehicles Required	<b>1 Full-Time Vehicles</b>	<i>Utilize your existing fleet. 1 Low-Floor Arboc</i>
Target Ridership	<b>100% Conversion 15%+ Growth</b>	<i>Move all existing passengers and grow your rider base.</i>
Average Daily Productivity	<b>Up to 3 passengers per vehicle hour</b>	<i>The average daily productivity will be dependent on the actual demand. The Arboc has higher capacity so you can expect particular hours where many people are looking for rides to have higher productivity. Especially if riders are travelling to the same or similar locations.</i>
Pooling Rate	<b>60% or more</b>	<i>Consistent and efficient pooling.</i>



RideCo's partners repeatedly **improve transit costs and efficiencies** by investing in our technology.

# Questions?





### WellTrans Monthly Ridership





### Port Colborne Monthly Ridership



	January	February	March	April	May	June	July	August	September	October	November	December
2019	483	777	965	787	851	786	942	794	638	840	694	500
2020	826	764	546	131	0	0	411	364	416	472	473	493
2021	265	143	408	5	6	600	681	619	636	598	560	643
2022	724	726	772	533	469	600	681	619	636	598	560	643

**COUNCIL**  
**COMMUNITY SERVICES**  
**RECREATION & CULTURE DIVISION**

APPROVALS	
DIRECTOR	<i>W</i>
CFO	<i>8</i>
CAO	<i>W</i>

REPORT R&C-2021-16  
JUNE 15, 2021

*21-93*

**SUBJECT:** WELLAND DISTRICT SLOW PITCH 2021 FEES

**AUTHOR:** RICHARD DALTON, MANAGER, RECREATION & CULTURE, B.Comm, OLY

**APPROVING DIRECTOR:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA, INTERIM CAO/DIRECTOR, CORPORATE SERVICES, CHIEF FINANCIAL OFFICER/TREASURER

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND authorizes staff to pro-rate the seasonal fees for Welland District Slow Pitch from \$708 + HST per team to \$424.80 + HST per team, plus applicable tournament day rates and light fees.

**ORIGIN AND BACKGROUND:**

The impact of the COVID-19 pandemic has had a significant impact on Welland District Slow Pitch (WDSP). Due to the Provincial Lockdown and Roadmap/Framework for Reopening the 2020 season was limited to 3 months, down from the standard 5 months. So far in 2021 the forecast is for another 3 month season.

WDSP has been operating in Welland for 40+ years and is one of the founding member organizations of Ontario Slow Pitch.

In a typical year WDSP has approx. 42 teams playing, who each pay a rate of \$708 + HST.

**COMMENTS AND ANALYSIS:**

Staff have received a request from the Director of WDSP to have the 2021 season pro-rated to minimize the financial imposition on the teams who would otherwise be required to pay full fees for less time on the field.

The City of Welland has offered pro-rated rates to a number of sport groups who pay seasonal or annual fees to the City for leased space or affiliate status, and were unable to operate due to Provincial Restrictions. These include Waterway Affiliate groups and sport groups who access leased spaces in City facilities.

**FINANCIAL CONSIDERATIONS:**

Seasonal rates for WSDP as stated in Council Approved Rates & Fees are \$708 + HST for each of the 25 teams registered for the 2021 season.

Staff are recommending pro-rated fees of \$424.80 for 2021, which will be a 3 month season, plus applicable tournament rates.

A reduction in revenues of \$7,080 is anticipated in account 320450, 20-412-0000.

Staff is recommending utilizing the COVID safe start funding to cover the revenue loss.

**OTHER DEPARTMENT IMPLICATIONS:**

None

**SUMMARY AND CONCLUSION:**

Welland District Slow Pitch is a long time user group in the City of Welland. Staff recommend Council approve a one time pro-rated annual per team fee for the 2021 season to offset financial imposition of losing two months of playing time due to the Provincial Lockdown.

**ATTACHMENTS:**

None



**COUNCIL**  
**COMMUNITY SERVICES**  
**RECREATION & CULTURE DIVISION**

APPROVALS	
DIRECTOR	W
CFO	8
CAO	W

REPORT R&C-2021-17  
JUNE 15, 2021

02-85

**SUBJECT:** ACCESSIBILITY POLICY UPDATES

**AUTHORS:** RICHARD DALTON, MANAGER, RECREATION & CULTURE  
and  
ANDREA DAISLEY, MANAGER, HUMAN RESOURCES

**APPROVING  
DIRECTOR:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
INTERIM CAO, DIRECTOR, CORPORATE SERVICES, CHIEF  
FINANCIAL OFFICER / TREASURER

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND approve the Accessibility Policy, Multi-Year Plan Report, and Employment Standards Policy as presented in Report R&C-2021-14.

**ORIGIN AND BACKGROUND:**

The City of Welland has been working through a desk audit with the Ministry for Seniors & Accessibility to ensure we are compliant with the Integrated Accessibility Service Regulations (IASR's) which are mandated by the Accessibility for Ontarians with Disabilities Act (AODA), 2005. Several areas for improvement were identified through the audit publishing a new City of Welland Accessibility policy, an update to the City of Welland Multi-Year Accessibility Plan and an updated City of Welland's Employment Standards Policy. Drafts of these proposed documents are have been attached as appendices I-III respectively.

**COMMENTS AND ANALYSIS:**

***Accessibility Policy***

This policy is provincially mandated for all public sector organizations; the attached draft version has been approved as compliant by the Ministry for Seniors & Accessibility and includes all the required elements as required by IASR. The policy speaks to the City's general commitment to provide accessible services to residents along with acknowledgement of how this provision of accessible services will be implemented and reflected in key areas within the City, including transportation, communications, public spaces, procurement, and employment. Further language is included regarding service animals, support persons, and accessible feedback.

***Multi-Year Plan Status Report - 2020***

A Multi-Year Accessibility plan is a provincially mandated document for all public sector organizations; this plan outlines what the organization plans to do to meet and achieve the IASR standards within the AODA. The attached draft version has been prepared for 2020. Moving forward a similar report will be prepared annually and will document the progress the Corporation is making towards the goals as stated in the Multi-Year Plan. A copy of Welland's approved Multi-Year Plan is attached as appendix IV.

***Employment Standards Policy***

An accessible employment policy is required under *Ontario Regulation 191/11 Integrated Accessibility Standards*. This policy outlines the organizations plans to meet and achieve the Employment Standards in areas including Recruitment, Workplace Emergency Response, Individual Accommodation Plans, Return to Work and Career Development, Advancement and Redeployment. The attached policy should be reviewed as needed to ensure it meets or exceeds the requirements of this standard.

**FINANCIAL CONSIDERATIONS:**

None

**OTHER DEPARTMENT IMPLICATIONS:**

Administrative support from all Divisions of the City will be required to assist with implementation of the Accessibility Policy and the Accessible Employment Policy.

**SUMMARY AND CONCLUSION:**

Staff recommend Council approve a new Accessibility Policy, Multi-Year Accessibility Plan Status Report for 2020, and a new Accessible Employment policy to ensure the City remains compliant with the Integrated Accessibility Standards Regulations as required by the Accessibility for Ontarians with Disabilities Act.

**ATTACHMENTS:**

- Appendix I Accessibility Policy
- Appendix II Multi-Year Accessibility Plan Status Report – 2020
- Appendix III Employment Standards Policy
- Appendix IV Multi-Year Accessibility Plan

## CITY OF WELLAND

APPENDIX I

## POLICY

<b>Policy Title:</b> Accessibility Policy	
<b>Date of Approval:</b>	<b>Policy Number:</b>
<b>Lead Role:</b> Manager, Recreation & Culture	<b>Support Role:</b>
<b>Cross Reference:</b>	<b>Next Review Date:</b> 2023
<b>Council File Number:</b>	

**POLICY STATEMENT:**

The City of Welland is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner; we will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario's accessibility laws. Further:

- The City of Welland is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.
- The City of Welland understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.
- The City of Welland is committed to excellence in serving and providing goods, services, and facilities to all customers including people with disabilities.
- Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.



**POLICY DETAILS:****Training**

We are committed to training all staff and volunteers in accessible customer service and Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train:

- a) all persons who participate in developing the organization's policies; and
- b) all other persons who provide goods, services or facilities on behalf of the organization

Training of our employees and volunteers on accessibility relates to their specific roles.

Training includes:

- a) Purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standards
- b) Our policies related to the Customer Service Standards
- c) How to interact and communicate with people with various types of disabilities
- d) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- e) How to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities.
- f) What to do if a person with a disability is having difficulty in accessing our organization's goods, services or facilities.

**List Equipment/Devices**

- Ubi-Duo
- Hearing assistance

We train every person as soon as practicable after being hired and provide training on changes to the policies as and when they are made.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided

**Assistive Devices**

People with disabilities may use their personal assistive devices when accessing our goods, services, and facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services, and facilities.

We ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services, and facilities.

### **Communication**

We communicate with people with disabilities in ways that take into account their disability. This may include the following:

- Assistive devices
- Accessible formats

We will work with the person with disabilities to determine what method of communication works for them.

### **Service Animals**

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public, as well as third parties.

When we cannot easily identify that an animal is a service animal, our staff may ask for documentation (template, letter or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

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

### **Support Persons**

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

If a fee or fare is normally charged to a customer for accessing City of Welland goods, services, or facilities this fee/fare will not be charged for support persons.

In certain cases, the City of Welland may require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- The person with a disability
- Others on the premises

Before making a decision, this organization name will:

- Consult with the person with a disability to understand their needs
- Consider health or safety reasons based on available evidence
- Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

### **Training Notice of Temporary Disruption**

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, this organization will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

Services/Facilities included in this policy include Civic Square, Welland Community Wellness Complex, Welland Arenas, Welland International Flatwater Centre, Quaker Rd. Baseball Stadium, Hooker St. Tennis Facility, City of Welland Parks, and City of Welland Community Halls. The notice will be made publicly available in the following ways:

- City of Welland website
- City of Welland Social Media accounts: Facebook and Twitter
- Facility closure notices at Welland Arena and Welland Community Wellness Complex



## Feedback Process

The City of Welland welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Feedback may be provided in the following ways:

- Via email to [accessibility@welland.ca](mailto:accessibility@welland.ca)
- By Phone: 905 735-1700
- In person at 60 East Main St., Welland ON, L3B 3X4
  - Assistive devices are available for persons providing in-person concern or complaint via in-person: Ubi Duo, assistive hearing devices

All feedback, including complaints, will be handled in the following manner:

- A notification of the complaint will be shared to the City's Accessibility Coordinator
- The Accessibility Coordinator will make the relevant staff aware of the complaint and will seek comment to explain the matter, or as required will seek feedback on how to rectify the matter in the most efficient manner
- A reply to the individual who has shared the complaint will be provided within 5 business days, providing an explanation and summary of next steps, or to request additional time to address the nature of the complaint

## Information & Communications

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:

- a) In a timely manner, taking into account the person's accessibility needs due to disability; and
- b) At a cost that is no more than the regular cost charged to other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) An explanation as to why the information or communications are unconvertible; and
- b) A summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communication supports on <https://www.welland.ca/Accessibility.asp>

The City of Welland is committed to meeting the internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

### **Notice of Availability of Documents**

The City of Welland notifies the public that documents related to accessible customer service are available upon request by posting a notice at <https://www.welland.ca/Accessibility.asp>

The City of Welland will provide these documents in an accessible format or with communication support, on 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.

### **Procurement**

We incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

### **Employment**

The City of Welland notifies employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation. Further:

- We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.
- We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment.
- We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) information that is needed in order to perform the employee's job; and



- b) information that is generally available to employees in the workplace

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

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.

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.

Our performance management, career development and redeployment processes take into account the accessibility needs of all employees.

### **Design of Public Spaces**

The City of Welland is committed to meeting accessibility laws when building or making major changes to public spaces. Our public spaces include:

Recreational trails/beach access routes

- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Accessible off-street parking
- Accessible on-street parking
- Service-related elements like service counters, fixed queueing lines and waiting areas
- 

### **Transportation**

The City of Welland is committed to meeting accessibility laws when making our transportation services accessible. Our accessible transportation services include



- Welltrans
- Audio notification for bus stops
- Accessible bus access

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

This document is publicly available. Accessible formats are available upon request.

DRAFT

## Designated Public Sector Annual Status Report Template

APPENDIX II

City of Welland

Annual Status Report

Name of Organization

City of Welland

has established a multi-year

Name of Organization

Accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards.

This Annual Status Report details the required annual update for (year) 2020 on the progress of measures taken to improve accessibility. The purpose of this report is to track our organization's progress and make the public aware of our initiatives.

This report is available online at <https://www.welland.ca/Accessibility.asp>

To request an alternate format of this annual status report, please contact:

Name (last name, first name) WebDev

Email [webdev@welland.ca](mailto:webdev@welland.ca)

Telephone number 905-735-1700 ext. \_\_\_\_\_

### Accessibility Accomplishments in (year) 2020

#### General Accomplishments

Enter in general initiatives related to accessibility that may or may not be directly related to a regulatory requirement or initiatives that don't fall within a particular standard.

- Wording added to all City of Welland procurement processes to incorporate accessibility criteria and features when acquiring or purchasing goods, services or facilities

#### Customer Service Accomplishments

Enter in initiatives implemented related to the Customer Service Standards. For example, this can include training employees, updating/establishing policies, follow up on feedback received.

- Implementation of feedback and follow-up procedures for all accessibility-related customer feedback, incorporating staff from Clerks, WebDev and Recreation

#### Information and Communications Accomplishments

Enter in initiatives implemented related to the Information and Communications Standards. For example, this can include creating accessible documents, updating websites to meet accessibility requirements, developing new policies to ensure information/documents are provided in alternate formats, follow up on feedback.

- City of Welland site audit completed, to ensure all text and documentation is compliant with internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements  
 - Accessible formats provided to customers, including Ubi-Duo and hearing assistive devices  
 - Implementation of support persons policy, allowing support persons to attend City of Welland facilities and programs at no cost

#### Employment Accomplishments

Enter in initiatives implemented related to the Employment Standards. This can include, for example, accommodating all candidates during the recruitment process and employment life cycle, steps taken to ensure accommodation plans and ensuring employees have accessible emergency information.

Notify and accommodating candidates throughout the recruitment process; accommodating employees throughout their employment - through employment policy, accommodation guidelines and training for employees.

#### Transportation Accomplishments

Enter in initiatives implemented related to the Transportation Standards. This can include, for example, installing signage for priority seating, training staff on appropriate use of a vehicle's accessibility features.

- Audio notice for bus stops implemented and updated with errors corrected
- Signage and priority seating installed in all City of Welland buses for persons with disabilities

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#### Design of Public Spaces Accomplishments . . . . .

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Enter in initiatives implemented related to the Design of Public Spaces Standards. This can include, for example, installing accessible playgrounds, tactile walking surface indicators and establishing design guidelines that take into account accessibility.

None in 2020 due to impact of COVID-19 pandemic, however plans were made to implement tactile walking surface indicators in a number of locations, and several accessible playgrounds and facilities are planned for implementation in 2021

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#### Summary of Consultations . . . . .

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All designated public sector organizations must establish, review and update multi-year accessibility plans in consultation with persons with disabilities and, when applicable, with a municipal accessibility advisory committee. All municipalities with 10,000 and more residents must establish an accessibility advisory committee. Obligated organizations are also required to consult with the public and persons with disabilities when building new trails and outdoor play spaces. Use this section of the report to outline any consultation that took place during the year.

- Review of transit improvements, and website accessibility compliance was involved consultation by the Welland Accessibility Advisory Committee
  - Review of site plan for new "Boat Rental Facility" completed in consultation with Welland Accessibility Advisory Committee
-



	Title:		Employment Standards		
	Number:		HR - 011		
	Revision Date:		May 2021	Approved by:	Council
	Revision Number:		0	Area:	Corporate
	Document Type:		Policy	Department:	Human Resources

## EMPLOYMENT STANDARDS POLICY

This policy is intended to meet the requirements of *Ontario Regulation 191/11 Integrated Accessibility Standards (IAS)* for Part III Employment Standards, set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy applies to the provision of accessible employment services for people with disabilities.

All employment services provided by the City of Welland shall follow the principles of dignity, independence, integration and equal opportunity. This policy shall apply to every person who deals with members of the public on behalf of the City of Welland.

Our Commitment - The City of Welland is committed to helping all employees in a way that respects the dignity and independence of persons with disabilities. This includes providing accessible and equitable support to all persons, including those with disabilities. The City of Welland will identify, remove and prevent accessibility barriers that may prevent the full participation of persons with disabilities in the workplace. This includes:


- Physical;
- Environmental; and
- Communication and technological challenges.

Training – The City of Welland will ensure that all persons receive training as required by the IAS Regulation. Employees will be trained on all related policies and procedures that support the full participation of persons with disabilities in the workplace.

### EMPLOYMENT STANDARD

The City of Welland is proud to have a diverse workforce, with a safe, inclusive and accessible work environment. The organization's policies and practices are intended to foster diversity, inclusiveness and accessibility, while ensuring that workplace is free from discrimination and harassment.

Recruitment, Assessment and Selection – The City of Welland will make every reasonable effort to accommodate selected job applicants who have disabilities. Selected applicants will be informed that these accommodations are available upon request, for the interview process. If a selected job applicant requests accommodation relating to their participation in the hiring process, the City of Welland will consult with the applicant and provide or arrange for the provision of suitable accommodation that takes in account the applicant's disability-related needs.

	Title: Employment Standards	
	Number: HR - 011	
	Revision Date: May 2021	Approved by: Council
	Revision Number: 0	Area: Corporate
	Document Type: Policy	Department: Human Resources

All job postings are required to have the following at the bottom of each posting:

**The City of Welland is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.**

Notice to Successful Applicants – When making offers of employment, the City of Welland will notify successful applicants of our policies for accommodating employees with disabilities.

Informing Employees of Supports – We will notify our employees of the City of Welland's policies (and any updates where there is a change to those policies) for supporting employees with disabilities, including our policies regarding the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new hires as soon as practicable after they commence employment.


Accessible Formats and Communication Supports for Employees – If an employee with a disability requests such, the City of Welland will make every reasonable effort to provide or arrange and consult for the provision of suitable accessible formats and communication supports for:

- Information needed in order to perform their job; and
- Information that is generally available to all employees in the workplace.

Workplace Emergency Response Information – The City of Welland will provide individual workplace emergency response information to employees with disabilities where the disability is such that individualized information is necessary, and the City of Welland is aware of the need for accommodation. The City of Welland will provide workplace emergency response information as soon as practicable after learning of the need for accommodation due to an employee's disability. Where an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the City of Welland will designate a person to assist the employee. The City of Welland will review individualized workplace emergency response information, at a minimum whenever:

- The employee's overall accommodation needs or plans are reviewed; or
- The City of Welland reviews its general emergency response policies.



	Title:		Employment Standards	
	Number:		HR - 011	
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

Documented Individual Accommodation Plans – The City of Welland will develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans shall include the following elements:


- The ways in which the employee can participate in the development of the plan;
- The means by which the employee is assessed on an individual basis;
- The ways an employee can request an evaluation by an outside medical expert, or other experts to determine if accommodation can be achieved, or how it can be achieved;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan will be reviewed or updated and the manner in which it will be done;
- The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

Return to Work Process – The City of Welland will develop and maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations to return to work.

The return to work process will outline the steps that the City of Welland will take to facilitate the return to work and will include documented individual accommodation plans.

Career Development, Advancement and Redeployment – The City of Welland will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans, when providing career development and advancement or redeployment efforts for employees.



	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

## **Appendix A – Written Accommodation Process**

The City of Welland is committed to providing accommodations for people with disabilities. When an employee with a disability requests an accommodation, the following process will be followed:

### **Step 1. Recognize the Need for Accommodation**

The need for accommodation can be:

- Requested by the employee through their supervisor or through human resources or;
- Identified by the employee's manager or the hiring manager.

### **Step 2. Gather Relevant Information and Assess Needs**

The employee is an active participant in this step:

- The City of Welland does not require details on the nature of the employee's disability to provide an accommodation; it needs to know only about the employee's functional abilities.
- Medical information regarding the employee is kept secure and dealt with in a confidential manner.
- Protecting privacy can be done by using file storage and confidential forms.
- The manager may ask for a functional capacity assessment at the company's expense.
- The employee and their manager evaluate potential options to find the most appropriate measure.
- An external expert may be involved, at the company's expense.
- The employee can request the participation of a representative from her bargaining unit or, if there is no bargaining unit, from a different representative from the workplace.


### **Step 3. Write a Formal, Individual Accommodation Plan**

Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:

- Accessible formats and communication supports, if requested;
- Workplace emergency response information, if required;
- Any other accommodation that is to be provided.

The accommodation plan is provided to the employee in a format that takes into account their accessibility needs due to her disability:

- The employee's personal information is protected at all times.
- If an individual accommodation is denied, the manager provides the employee with the reason for the denial, in an accessible format.


	Title:		Employment Standards	
	Number:		HR - 011	
	Revision Date:		May 2021	Approved by: Council
	Revision Number:		0	Area: Corporate
	Document Type:		Policy	Department: Human Resources

#### Step 4. Implement, Monitor, and Review the Accommodation Plan

The employee and their manager monitor the accommodation to ensure that it has effectively resolved the challenge:

- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the employee's work location or position changes.
- The accommodation is reviewed if the nature of the employee's disability changes.

If the accommodation is no longer appropriate, the employee and the manager work together to gather relevant information and reassess the employee's needs in order for the employer to find the best accommodation measure (Step 2).

	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

### Appendix B – Individual Accommodation Plan

Employee's name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's title/department: \_\_\_\_\_ Manager: \_\_\_\_\_

Limitations	Job-related tasks/activities affected by limitations	Is this an essential job requirement?

Sources of expert input into the individual accommodation plan (e.g., human resources manager, family doctor, specialists):

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Accommodation measures are to be implemented from [start date] to [end date].

If no end date is expected, the next review of this accommodation plan will occur on [review date].

*(The accommodation measure(s) should be reviewed annually, at a minimum.)*




	Title: Employment Standards	
	Number: HR - 011	
	Revision Date: May 2021	Approved by: Council
	Revision Number: 0	Area: Corporate
	Document Type: Policy	Department: Human Resources

## Description of Accommodation Measures

Which job requirements and related tasks require accommodation?	What are the objectives of the accommodation (i.e., what must the accommodation do to be successful)?	Which accommodation strategies/tools have been selected to facilitate this task/activity?

## Roles and Responsibilities

Outstanding actions to implement accommodation	Assigned to	Due date


	Title:		Employment Standards	
	Number:		HR - 011	
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

## Additional Documents Included

Document	Yes	No
Emergency Plan		
Accessible Communications		
Return-to-Work Plan		

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Manager's signature

	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

### **Appendix C – Return to Work Process**

The City of Welland is we committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work. Therefore, senior management have put in place the following RTW process to facilitate an employee's safe and timely return to work.

#### **Step 1: Initiate the Return to Work Process**

- ☐ The employee reports her need for a disability leave to her supervisor or to human resources
- ☐ Information is sent to the RTW coordinator ([name of RTW coordinator], [phone], [e-mail])

#### **Step 2: Make and Maintain Contact with the Employee on Leave**

##### **RTW coordinator:**

- ☐ Maintains regular contact with the employee, with the employee's consent
- ☐ Provides the employee with RTW information
- ☐ Helps resolve any problems with treatment, if asked to by the employee
- ☐ Monitors the employee's progress until she is fit for work

##### **Employee:**

- ☐ Gets and follows the appropriate medical treatment
- ☐ Updates the RTW coordinator about her progress
- ☐ Gives the health care provider the RTW information

##### **Manager:**

- ☐ Ensures work practices are safe for returning employee
- ☐ Assists RTW coordinator with identifying accommodations
- ☐ Assists RTW coordinator with analyzing the demands of each job task

##### **Health care provider:**

- ☐ Provides appropriate and effective treatment to the employee
- ☐ Provides required information on the employee's functional abilities, if requested

##### **Union representative**

- ☐ Provides visible support for the program
- ☐ Helps to identify RTW options
- ☐ Supports the employee during the RTW process



	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

### Step 3: Develop a Return to Work Plan

- ☐ The employee, the RTW coordinator, and the health care provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee's individual accommodation plan, if applicable:
  - if the employee has *no residual functional limitations*, she returns to her regular position with no accommodation required
  - if the employee has *temporary functional limitations*, she returns to a temporary modified work environment with accommodation, or to an alternative transitional position
  - if the employee has *lasting functional limitations*, she returns to work with permanent accommodations or is permanently reassigned to another position
  - administrative information, such as time codes, or information about how the RTW may impact pay

### Step 4: Monitor and Evaluate the Return to Work Process

- ☐ The employee, supervisor, and RTW coordinator monitor and review the RTW process regularly until it has been completed
- ☐ If the employee encounters challenges, the RTW plan is modified to overcome these challenges

	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

### **Appendix D – Return to Work Plan**

Employee's name: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Job title: \_\_\_\_\_ Annual salary: \_\_\_\_\_

Goal of RTW process:

- ☐ Pre-injury job  
☐ Modified pre-injury job  
☐ Alternate job (please attach job description)

	Workdays per week	Work hours per day	Work activities	Functional abilities	Accommodation	Safety considerations
Date of Week 1: _____ to _____						
Date of Week 2: _____ to _____						
Date of Week 3: _____ to _____						
Date of Week 4: _____ to _____						

**1.0** Does the RTW plan involve a temporary assignment to a different position?

- ☐ Yes (Please answer the questions below.)  
☐ No

What is the new position?


\_\_\_\_\_

What is the length of assignment (if known)?

\_\_\_\_\_

What training is required?

\_\_\_\_\_

	Title:	Employment Standards		
	Number:	HR - 011		
	Revision Date:	May 2021	Approved by:	Council
	Revision Number:	0	Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

Which safety precautions are being taken during training?

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Employee's signature

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Manager's signature

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Date

#### Revision History

Date	Description of Change	Initials
May 2021	<ul style="list-style-type: none"> <li>Policy Updates</li> </ul>	AP



City of Welland  
Multi-year Accessibility Plan  
Customer Service Standard, Regulation 429/07

<b>Legend:</b>	<b>Departments/Division:</b>
C: Compliant	HR - Human Resources
N: Non Compliant	R&C – Recreation & Culture
R: Review	TR – Transit
	IS – Information Services

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
GENERAL								
Establishment of Accessibility Policies January 1, 2018	3 (1) Develop policies in regards to how we plan on working towards an accessible municipality as per the AODA	C	C	R	R	R	R	All Departments
	(2) Write a statement of organizational commitment to meet the needs of people with disabilities, in a timely manner	C	C	R	R	R	R	
	(3) (a) Write one or more written documents describing its policies (b) Make the written documents available to the public, and provide them in an accessible format when requested	C	C	R	R	R	R	
Accessibility Plans January 1, 2018	4 (1) (a) Develop a multi-year accessibility plan which shows how the municipality will prevent and remove barriers as per the AODA (b) Post plan on City of Welland website, provide in an accessible format when requested (c) Review/update plan every five years	N	C	R	R	R	R	R&C
	(2) Review/update the accessibility plans in consultation with people with disabilities and the AAP	C	C	R	R	R	R	

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	(3) (a) Prepare a status report (annually) discussing the progress the municipality has taken in regards to clause (1) (b) Post the status report on the City of Welland website, and provide in an accessible format when requested	C	C	R	R	R	R	
<b>Procuring or Acquiring goods, services or facilities</b> January 1, 2018	5 (1) Incorporate accessibility criteria and features when acquiring or purchasing goods, services or facilities	C	C	R	R	R	R	Procurement
	(2) An explanation must be provided, upon request if it is not practicable to the above clause 5 (1)							NA
<b>Training</b> January 1, 2019	7(1) Training must be provided on the requirements of the accessibility standards in regards to the AODA and the Human Rights Code as it pertains to people with disabilities to, (a) <i>All employees and volunteers</i> (b) <i>All people who participate in developing the organization's policies</i> (c) <i>All people who provide goods, services or facilities on behalf of the City of Welland</i>	C	C	R	R	R	R	HR
	(2) The training will be appropriate to the duties of the employees, volunteers and other people	C	C	R	R	R	R	HR
	(3) Every person will be trained as soon as practicable	C	C	R	R	R	R	HR
	(4) Training will be provided if there are any changes to the policies, on an ongoing basis	C	C	R	R	R	R	HR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	(5) The municipality must keep a record of the training provided, including the training dates and the number of people who participated	C	C	R	R	R	R	HR
<b>Information and Communications Standards</b>								
<b>Feedback</b> January 1, 2018	11(1) All processes for receiving and responding to feedback must be accessible to people with disabilities,	C	C	R	R	R	R	IS
	(2) Accessible formats and communication supports must be provided in an accessible format when requested	C	C	R	R	R	R	IS
	(3) Notify the public about the availability of accessible formats and communication supports	C	C	R	R	R	R	IS
<b>Accessible Formats and Communication Supports</b> January 1, 2015	12 (1) Provision of accessible formats and communication supports for persons with disabilities must be provided or arranged upon request, <i>(a) in a timely manner</i> <i>(b) at a cost that is no more than the regular cost charged to other persons</i>	C	C	R	R	R	R	IS
	(2) The municipality must consult with the person making the request in determining the suitability of an accessible format or communication support.	C	C	R	R	R	R	IS
	(3) Notify the public about the availability of accessible formats and communication supports	C	C	R	R	R	R	IS
<b>Emergency Procedure, Plans or Public Safety Information</b> January 1, 2012	13(1) If Emergency procedures, plan or public safety information are provided to the public then the information must be provided in an accessible format or with appropriate communication	C	C	R	R	R	R	IS



Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	supports, as soon as practicable, upon request.							
Accessible Websites and Web Content WCAG 2.0 Level A January 1, 2018 WCAG 2.0 Level AA January 1, 2021	14(1) Internet and intranet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA, and shall do so in accordance with the schedule set out in this section	C	C	R	R	R	R	IS
	14(2) Internet websites and web content must conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0, initially at Level A and increasing to Level AA.	C	C	R	R	R	R	IS
Public Libraries January 1, 2018	19(1) Access to or arrange for accessible materials where they exist	C	C	R	R	R	R	WPL
	(2) Information about the availability of accessible materials publicly available and shall provide the information in accessible format or with appropriate communication supports, upon request	C	C	R	R	R	R	
	(3) Library boards may provide accessible formats for archival materials, special collections, rare books and donations	C	C	R	R	R	R	
Employment Standards								
Recruitment January 1, 2018	22 Notify employees and the public about the availability of accommodation for applicants with disabilities during recruitment process	C	C	R	R	R	R	HR
Recruitment, Assessment or Selection Process January 1, 2018	23(1) During the recruitment process, notify job applicants that accommodations are available upon request in relation to the materials or processes to be used.	C	C	R	R	R	R	HR
	(2) The employer will consult with the applicant and provide suitable accommodation in a manner that takes into account the applicant's accessibility needs due to their disability.	C	C	R	R	R	R	HR
Notice to Successful Applicants January 1, 2018	24 When making offers of employment, notify the successful applicant of its policies for	C	C	R	R	R	R	HR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	accommodating employees with disabilities							
Informing Employees of Supports January 1, 2018	25(1) Inform employees of its policies used to supports employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.	C	C	R	R	R	R	HR
	(2) Provide the information required to new employees as soon as practicable after they begin employment	C	C	R	R	R	R	HR
	(3) Provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability	C	C	R	R	R	R	HR
Accessible Formats and Communication Supports for Employees January 1, 2018	26(1) Where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, <i>(a) information that is needed in order to perform the employee's job; and</i> <i>(b) information that is generally available to employees in the workplace</i>	C	C	R	R	R	R	HR
	(2) Consult with the employee making the request in determining the suitability of an accessible format or communication support	C	C	R	R	R	R	HR
Workplace Emergency Response Information January 1, 2018	27(1) Provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.	C	C	R	R	R	R	HR
	(2) Provide the workplace emergency response information to the person designated by the	C	C	R	R	R	R	HR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	employer to provide assistance							HR
	(3) Provide the information required as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.	C	C	R	R	R	R	
	(4) 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	C	C	R	R	R	R	
<b>Documented Individual Accommodation Plans</b> January 1, 2018	28(1) Develop a written process for the development of documented individual accommodation plans for employees with disabilities.	C	C	R	R	R	R	HR
	(2) The process for the development of documented individual accommodation plans shall include eight prescribed elements.	C	C	R	R	R	R	HR
	(3) Individual accommodation plans shall, (a) if requested, include any information regarding accessible formats and communications supports provided (b) include individualized workplace emergency response information (c) identify any other accommodation that is to be provided.	C	C	R	R	R	R	HR



Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
Return to Work Process January 1, 2018	29(1)(a) Develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work; (b) document the process	C	C	R	R	R	R	HR
	(2) The return to work process will, (a) <i>outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;</i> (b) <i>use documented individual accommodation plans</i> (3) The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.	C	C	R	R	R	R	HR
Performance Management January 1, 2018	30(1) An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as the individual accommodation plans, when using its performance management process in respect of employees with disabilities	C	C	R	R	R	R	HR
Career Development and Advancement January 1, 2018	31 An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities	C	C	R	R	R	R	HR
Re-deployment January 1, 2018	32 An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities	C	C	R	R	R	R	HR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
<b>Conventional and Specialized Transportation Standards</b> Note: Welland Transit references the Ontario Professional Transit Association's 'Public Transit Industry Compliance Workbook' to assist in meeting AODA Regulation 191/11								
Availability of Information on Accessibility Equipment, etc January 1, 2018	34(1) Accessibility equipment and features of their vehicles, routes and services must be made available to the public	C	C	R	R	R	R	TR
	(2) Upon request, information as described in subsection (1) must be provided in an accessible format.	C	C	R	R	R	R	
Non-Functioning Accessibility Equipment January 1, 201	35 If the accessibility equipment on a vehicle is not functioning and equivalent service cannot be provided, conventional transportation service providers and specialized transportation service providers will take reasonable steps to accommodate persons with disabilities who would otherwise use the equipment and the transportation service provider shall repair the equipment as soon as is practicable	C	C	R	R	R	R	TR
Accessibility Training January 1, 2014	36(1) Conventional transportation service providers and specialized transportation service providers shall conduct employee and volunteer accessibility training.	C	C	R	R	R	R	TR
	(2) The accessibility training shall include training on, (a) the safe use of accessibility equipment and features (b) acceptable modifications to procedures in situations where temporary barriers exist or accessibility equipment on a vehicle fails; and (c) emergency preparedness and response procedures that provide for the safety of persons with disabilities.	C	C	R	R	R	R	TR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	(3) Keep a record of the training provided, including the training dates and number of people who attended	C	C	R	R	R	R	TR
<b>Emergency Preparedness and Response Policies</b> January 1, 2018	37(1) Conventional transportation service providers and specialized transportation service providers, <i>(a) shall establish emergency preparedness and response policies that provide for the safety of persons with disabilities; and (b) make the policies available to the public</i>	C	C	R	R	R	R	TR
	(2) Upon request, provide the policies in an accessible format	C	C	R	R	R	R	TR
<b>Fares, Support Persons</b> January 1, 2018	38(1) Neither Conventional transportation service provider nor Specialized transportation service provider will charge a fare to a support person who is accompanying a person with a disability, where the support worker is needed	C	C	R	R	R	R	TR
	(2) It is the responsibility of a person with a disability to demonstrate to a transportation service provider their need for a support person to accompany them on the conventional or specialized transportation service and to ensure that the appropriate designation for a support person is in place.	C	C	R	R	R	R	TR
<b>Transition, Existing Vehicles</b> January 1, 2018	40(1) Not required to retrofit vehicles that are within their fleet (as of July 1, 2011)	C	C	R	R	R	R	TR
	(2) If a portion of a vehicle is modified in a way that affects or could affect accessibility on or after July 1, 2011, the transportation service provider shall ensure that the modified portion meets the requirements	C	C	R	R	R	R	TR



Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	(3) The Conventional Transportation service provider does not have to meet the requirements if the modifications would impair the structural integrity of the vehicle or the mobility aid accessible rail car	C	C	R	R	R	R	TR
Accessibility Plans, Conventional Transportation Services January 1, 2018	41(1) Identify the process for managing, evaluation and taking action on customer feedback.	C	C	R	R	R	R	TR
	(2) At least one public meeting involving people with disabilities must take place annually	C	C	R	R	R	R	
	(3) Conventional Transportation and Specialized Transportation services must both be addressed in the accessibility plan.	C	C	R	R	R	R	
Accessibility plans, Specialized Transportation Services January 1, 2018	42 Specialized transportation service providers shall, in their accessibility plans, <i>(a) identify the process for estimating the demand for specialized transportation services; and</i> <i>(b) develop steps to reduce wait times for specialized transportation services</i>	C	C	R	R	R	R	TR
Accessibility Plans, Conventional and Specialized Transportation Services January 1, 2018	43 In the accessibility plans, describe their procedures for dealing with accessibility equipment failures.	C	C	R	R	R	R	TR
General Responsibilities January 1, 2018	44(1) Conventional transportation service providers shall, <i>(a) deploy lifting devices, ramps or portable bridge plates upon the request of a person with a disability</i> <i>(b) ensure that adequate time is provided to person with disabilities to safely board, be secured and deboard transportation vehicles with assistance, when requested</i> <i>(c) assist with safe and careful storage of mobility aids or mobility assistive devices used by persons with disabilities; and</i> <i>(d) allow a person with a disability to travel with a medical aid</i>	C	C	R	R	R	R	TR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	(2) Make information available in an accessible format	C	C	R	R	R	R	TR
Alternative Accessible Method of Transportation January 1, 2018	45(1) Unless not practicable to do so, a conventional transportation service provider who doesn't provide specialized transportation services shall ensure that any person with a disability who can't use the conventional transit system is provided with an alternative accessible method of transportation	C	C	R	R	R	R	TR
	(2) The above does not apply if there is a specialized transit provider in the same jurisdiction where the conventional transit provides transportation services.	C	C	R	R	R	R	TR
Fares 46(1) by July 1, 2011 46(2) January 1, 2018	46(1) A person with a disability cannot be charged a higher fare than a person without a disability, however a person with a disability can be charged a lesser fare.	C	C	R	R	R	R	TR
	(2) If Specialized transit is not available, alternative fare payment options to persons with disabilities will be available, if they cannot because of their disability, use a fare payment option	C	C	R	R	R	R	TR
Transit Stops January 1, 2018	47(1) Ensure that the persons with disabilities are able to board or deboard a transportation vehicle at the closest available safe location, as determined by the operator	C	C	R	R	R	R	TR
	(2) In determining where a safe location may be situated for the purposes of subsection (1), the conventional transportation service provider shall give consideration to the preferences of the person with a disability.	C	C	R	R	R	R	TR
	(3) Ensure that operators of their transportation vehicles promptly report to an appropriate authority where a transit stop is temporarily inaccessible or where a temporary barrier exists	C	C	R	R	R	R	TR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
<b>Storage of Mobility Aids, etc</b> January 1, 2018	48(1) Ensure that mobility aids and assistive devices are stored in passenger compartments within reach of the person with a disability who uses the aid or device	C	C	R	R	R	R	TR
	(2) If safe storage of mobility aid and assistive devices is not possible within the passenger compartment, ensure that mobility aids and assistive devices are stored in the baggage compartment of the vehicle on which the person with the disability is travelling	C	C	R	R	R	R	TR
	(3) Ensure that operators of its transportation vehicles secure and return mobility aids and mobility assistive devices safely in order to not affect other passengers or damage the aid or device	C	C	R	R	R	R	TR
	(4) No transit provider can charge a fee for the storage of a mobility aid or a mobility assistive device	C	C	R	R	R	R	TR
<b>Courtesy Seating</b> January 1, 2018	49(1) Ensure that there is clearly marked courtesy seating for persons with disabilities on transportation vehicles	C	C	R	R	R	R	TR
	(2) The courtesy seating for person with disabilities shall be located as close as practicable to the entrance door of the vehicle	C	C	R	R	R	R	
	(3) The courtesy seating will be signed, people who do not have disabilities will understand that they must vacate the courtesy seating if its use is required by a person with a disability	C	C	R	R	R	R	
	(4) Develop a communication strategy designed to inform the public about the purpose of courtesy seating	C	C	R	R	R	R	
<b>Service Disruptions</b> July 1, 2018	50 If a route or scheduled service is temporarily changed, and the change is known in advance transit services shall, (a) make available alternate accessible	C	C	R	R	R	R	TR



Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	<i>arrangements to transfer people with disabilities to their route destination</i> <i>(b) communicate in a manner that takes into account the person's disability</i>							
<b>Pre-Boarding Announcement</b> January 1, 2018	51(1) On request, pre-boarding verbal announcements of the route, direction, destination or next major stop	C	C	R	R	R	R	TR
	(2) Electronic pre-boarding announcements of the route, direction, destination or next major stop on its transportation vehicles	C	C	R	R	R	R	
<b>On-Board Announcement</b> January 1, 2018	52(1) There must be audible verbal announcements of all destination points or available route stops on its transportation vehicles while the vehicle is on route or while the vehicle is being operated	C	C	R	R	R	R	TR
	(2) All destination point or available route stops, (a) are announced through electronic means; and (b) are legibly and visually displayed through electronic means	C	C	R	R	R	R	
	(3) Visual display of destination point or stop information	C	C	R	R	R	R	
<b>Requirements re: grab bars, etc</b> January 1, 2018	53(1) All transportation vehicles that are manufactured on or after January 1, 2013 are equipped with grab bars, handholds, handrails or stanchions that are provided where appropriate at and as specified.	C	C	R	R	R	R	TR
	(2) Grab bars, handholds, handrails or stanchions located at an entrance or exit used by a person with a disability are accessible from ground level and are mounted so that they are inside the vehicle when the doors are closed. Standards provided in AODA, 2005	C	C	R	R	R	R	
<b>Floors and Carpeted Surfaces</b> July 1, 2018	54(1) All transportation vehicles manufactured on or after January 1, 2013 must;	C	C	R	R	R	R	TR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	<i>(a) have floors that produce a minimal glare and are slip resistant; and (b) any carpeted surfaces have a low, firm and level pile or loop and are securely fastened.</i>							
<b>Allocated Mobility Aid Spaces</b> July 1, 2018	55(1) All transportation vehicles manufactured on or after January 1, 2013 must; <i>(a) have two or more allocated mobility aid spaces, with each space as specified in the regulation</i> (2) Spaces on transportation vehicles that are allocated as mobility aid spaces may be used for other passenger purposes, if not required for use by a person with a disability who uses a mobility aid.	C	C	R	R	R	R	TR
		C	C	R	R	R	R	
<b>Stop- Requests and Emergency Response Controls</b> July 1, 2018	56 All transportation vehicles manufactured on or after January 1, 2013 must be equipped with accessible stop-requests and emergency response controls to prescribed standards.	C	C	R	R	R	R	TR
<b>Lighting Features</b> July 1, 2018	57( All transportation manufactured on or after January 1, 2013 must be equipped with appropriate lighting to prescribed standards.	C	C	R	R	R	R	TR
<b>Signage</b> July 1, 2018	58 All transportation manufactured on or after January 1, 2013 must display the route or direction of the transportation vehicle or its destination or next major stop.	C	C	R	R	R	R	TR
<b>Lifting Devices, etc.</b> July 1, 2018	59 All transportation vehicles manufactured on or after January 1, 2013 must be equipped with lifting devices, ramps or portable bridge plates and each vehicle has; <i>(a) a colour strip that runs its full width marking the bottom edge and that is high colour-contrasted with its background to assist with visual recognition;</i> <i>(b) a slip resistant platform surface; and</i> <i>(c) raised edges of sufficient height to prevent a mobility aid from rolling off the edge of the ramp during the boarding or debarking of passengers.</i>	C	C	R	R	R	R	TR

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
<b>Steps</b> July 1, 2018	60 When transportation vehicles are equipped with steps, the steps must meet the following requirements:	C	C	R	R	R	R	TR
	(1) The top outer edge of each step is marked by a colour strip that is high colour-contrasted with its background, to assist with visual recognition, that runs the full width of the leading edge of the step, excluding any side edge mouldings, and can be viewed from both directions of travel.							
	(2) The steps have surfaces that are slip resistant and that produce minimal glare.	C	C	R	R	R	R	
<b>Indicators and Alarms</b> July 1, 2018	(3) The steps have uniform, closed riser heights and tread depths, subject to the structural limitations of the vehicle.	C	C	R	R	R	R	TR
	61 Where transportation vehicles have a ramp, lifting device or a kneeling function, each vehicle must be equipped with a visual warning lamp indicator mounted on the exterior near the mobility aid accessible door and with an audible warning alarm.	C	C	R	R	R	R	
	(2) The visual warning lamp indicator and the audible warning alarm must function when the kneeling function, ramp or lifting device is in motion.	C	C	R	R	R	R	
<b>Categories of Eligibility</b> January 1, 2018	(3) If a ramp or lifting device is manually operated, no warning lamp indicator or warning alarm is required.	C	C	R	R	R	R	TR
	63(1) Specialized transit must have three categories of eligibility to qualify for services;	C	C	R	R	R	R	
	(a) unconditional eligibility;							
	(b) temporary eligibility; and							
	(c) conditional eligibility							
	(2) For purposes of eligibility people must be categorized as follows:							
	(1) A person with a disability that is unable to use	C	C	R	R	R	R	



Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	<i>conventional transportation services is categorized as having unconditional eligibility.</i> <i>(2) A person with a temporary disability that is unable to use conventional transportation services is categorized as having a temporary eligibility.</i> <i>(3) A person with a disability where environmental or physical barriers limit their ability limit their ability to use conventional transit is categorized as a conditional eligibility.</i>	C	C	R	R	R	R	
<b>Eligibility Application Process</b> January 1, 2018	64(1) If an application for eligibility for Specialized Transportation has been completed and the person's eligibility has not been determined within 14 calendar days after the completed application, the person will be considered to have a temporary eligibility until a decision on his or her eligibility is made.	C	C	R	R	R	R	TR
	(2) No fee will be charged to a person with disabilities who apply or who are considered eligible for specialized transportation services.	C	C	R	R	R	R	
	(3) A reassessment of the eligibility of temporarily eligible registrants at reasonable intervals.	C	C	R	R	R	R	
	(4) Upon request, eligibility application and decision information must be provided in accessible formats	C	C	R	R	R	R	
	(5) Establish an independent appeal process to review decisions respecting eligibility.	C	C	R	R	R	R	
	(6) A decision on an appeal with respect to eligibility within 30 calendar days after receiving the complete appeal application, but if a final decision is not made within the 30 days, the applicant must be granted temporary eligibility until a final decision is made.	C	C	R	R	R	R	
	(8) Policies respecting the collection, use and disclosure of personal information collected for purposes of determining eligibility.	C	C	R	R	R	R	

Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
<b>Emergency or Compassionate Grounds</b> January 1, 2018	65(1) Develop procedures respecting the provision of temporary specialized transportation services earlier than in the 14 calendar days referred to in subsection 64 (1), <i>(a) where the services are required because of an emergency or on compassionate grounds; and</i> <i>(b) where there are no other accessible transportation services to meet the person's needs.</i>	C	C	R	R	R	R	TR
	(2) A person must apply for the services as determined by the specialized transportation service provider.	C	C	R	R	R	R	
<b>Fare Parity</b> January 1, 2018	66(1) No fee can be charged more than the highest fare charged for conventional transportation services in the same jurisdiction.	C	C	R	R	R	R	TR
	(3) Ensure that there is fare parity between conventional transportation services and specialized transportation services.	C	C	R	R	R	R	
	(5) Both conventional transit and specialized transit must ensure that they have the same fare structure	C	C	R	R	R	R	
	(6) Both conventional transit and specialized transit must ensure the same fare payment option are available, but alternative options shall be made available to persons with disabilities who cannot because of their disability use a fare payment option.	C	C	R	R	R	R	
<b>Visitors</b> January 1, 2018	67(1) Every specialized transportation service provider shall, <i>(a) make specialized transportation services available to visitors; and</i> <i>(b) consider as eligible;</i> <i>(i) visitors who provide confirmation that they are eligible for specialized transit within their jurisdiction</i> <i>(ii) Visitors who meet the eligibility requirements</i>	C	C	R	R	R	R	TR
	(2) Have policies respecting the collection, use and disclosure of personal information collected for	C	C	R	R	R	R	

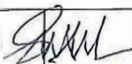


Topic and Implementation Date	Action	Timeline						Lead Department/Division
		2018	2019	2020	2021	2022	2023	
	purposes of determining eligibility under this section.							
<b>Origin to Destination Services</b> January 1, 2011	68(1) Provide origin to destination services within its service area that takes into account the abilities of its passengers and that accommodates their abilities	C	C	R	R	R	R	TR
	(2) Origin to destination services may include services on any accessible conventional transportation services	C	C	R	R	R	R	
	(3) Origin to destination services refers to the overall package of transportation services that allows a specialized transportation service provider to provide, in a flexible way, transportation services in a manner that best meets the needs of persons with disabilities.	C	C	R	R	R	R	
<b>Hours of Service</b> January 1, 2018	70(1) Where there are separate conventional and specialized services in the same jurisdiction, ensure it has the same hours and days of service as any one of the conventional transportation service providers. (at a minimum)	C	C	R	R	R	R	TR
	(2) Where there are related conventional and specialized services in the same jurisdiction the hours and days of service will be the same. (at a minimum)	C	C	R	R	R	R	
<b>Booking</b> January 1, 2018	71(1) In regards to reservation, every specialized transportation services shall; (a) provide same day service to the extent that it is available; and (b) where same day service is not available, accept booking requests up to three hours before the published end of the service period on the day before the intended day of travel	C	C	R	R	R	R	TR
	(2) Provide accessible means to accept reservations	C	C	R	R	R	R	



<b>Trip Restrictions</b> January 1, 2014	72(1) No specialized transportation service provider shall limit the availability of specialized transportation services to people with disabilities by; (a) <i>restricting the number of trips a person with a disability is able to request; or</i> (b) <i>implementing any policy or operational practice that unreasonably limits the availability of specialized transportation services.</i>	C	C	R	R	R	R	TR
<b>Service Delays</b> January 1, 2012	73(1) Provide information on the duration of service delays (2) A service delay is a delay of 30 minutes or more after the scheduled pick-up time (3) This section does not apply in respect of delays in service that arise during the trip.	C	C	R	R	R	R	TR
		C	C	R	R	R	R	
<b>Duties of Municipalities, General</b> January 1, 2018	78(1) Consult with its municipal accessibility advisory committee, the public and persons with disabilities in the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters (2) Identify planning for accessible bus stops and shelters, including any steps that will be taken to meet the goal of accessible bus stops and shelters, in its accessibility plan (3) When a municipality enters into arrangements with a person respecting the construction of bus stops and shelters in its jurisdiction, ensure that the person participates in the consultation and planning.	C	C	R	R	R	R	TR
		C	C	R	R	R	R	
		C	C	R	R	R	R	

\*The duties of Municipalities for Taxi cabs are a Regional matter. The licensing for taxicabs lies with the Niagara Regional Police Licensing Unit. A Sergeant with the Niagara Regional Police heads up this unit. This unit reviews the safety certificates and ensures all by laws are applied with by the taxis. Steve Murphy from Niagara Region provides some accessibility training. Joe Mac Neil is the main contact for information and can be reached at 905 688-4111 ext. 5073.

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COUNCIL  
INFRASTRUCTURE AND DEVELOPMENT SERVICES  
ENGINEERING DIVISION

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-66

REPORT ENG-2021-11  
JUNE 15, 2021

SUBJECT: 2021 ROAD REHABILITATION – PART 1

AUTHOR: ERIK METSA, C.E.T.  
PROJECT MANAGER

APPROVING MANAGER: LIVIA MCEACHERN, P.ENG.  
MANAGER OF ENGINEERING

APPROVING G.M.: SHERRI-MARIE MILLAR, P.ENG.  
DIRECTOR OF INFRASTRUCTURE SERVICES

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**RECOMMENDATIONS:**

1. THAT THE COUNCIL OF THE CITY OF WELLAND accepts the tender of **Brennan Paving Limited** in the amount of \$1,526,063.00 (plus HST) being the lowest of three (3) tenders received for the 2021 Road Rehabilitation - Part 1;
2. THAT Council directs staff to prepare the necessary by-law and documents to execute the project; and
3. THAT Council authorizes the Mayor and Clerk to execute all necessary documents to execute the project.

**ORIGIN AND BACKGROUND:**

Road rehabilitation is undertaken annually to maintain and improve the quality of existing roads within the City of Welland. The work will include the replacement of the existing asphalt surface, roadway subsurface and the replacement of any damaged curb or sidewalk.

**COMMENTS AND ANALYSIS:**

Roads sections are selected each year using a risk-based approach, applying criteria such as pavement condition, state of underground utilities and maintenance history.

The following summarizes the proposed scope of work for each street. The streets are indicated on the attached key plan (Appendix 1):

Street	From/To	Width (m)	Length (m)	Proposed Work Summary
<b>Cola Street</b>	Centennial Drive to Lindel Crescent	8.0	106	Full-width asphalt removal Full depth excavation (565mm) 100mm dia. subdrain Adjustment of appurtenances Full Curb Replacement Full Sidewalk Replacement (North side) 40mm HL3HS 75mm HL8HS 450mm of granular 'A' roadbase
<b>Nottingham Court</b>	Rolling Acres Drive to South Limit	8.0	153	Full-width asphalt removal Full depth excavation (565mm) 100mm dia. subdrain Adjustment of appurtenances Full Curb Replacement Full Sidewalk Replacement 40mm HL3HS 75mm HL8HS 450mm of granular 'A' roadbase
<b>Dougherty Crescent</b>	Rice Road to East Limit	8.0	60	Full-width asphalt removal 100mm dia. subdrain Adjustment of appurtenances Full Curb Replacement Full Sidewalk Replacement 40mm HL3HS 75mm HL8HS
<b>Northgate Drive</b>	First Avenue to #112 Northgate Drive	8.0	480	Full-width asphalt removal Full depth excavation (565mm) 100mm dia. subdrain Adjustment of appurtenances Full Curb Replacement Full Sidewalk Replacement 40mm HL3HS 75mm HL8HS 450mm of granular 'A' roadbase
<b>Abbey Road (PROVISIONAL)</b>	Niagara Street to Gram Avenue	8.0	147	Full-width asphalt removal Full depth excavation (565mm) 100mm dia. subdrain Adjustment of appurtenances New Curb Installation New Sidewalk Installation (North Side) 40mm HL3HS 75mm HL8HS 450mm of granular 'A' roadbase Storm Sewer Improvements



The tender for the works was released on Tuesday May 25, 2021 for 2 weeks to Biddingo a major Canadian tendering website and was publicly advertised and listed with the Niagara Construction Association.

Three (3) tenders were received on closing day, Tuesday June 8, 2021. Submissions have been reviewed for accuracy and all have been found to be in compliance with City of Welland requirements and the provisions of the current Purchasing Policy.

The summary of all the tenders received, excluding taxes, is as shown in the following table:

<b>CONTRACTOR NAME AND ADDRESS</b>	<b>TENDER PRICE</b>
<b>Brennan Paving Limited</b> 198 Welland Street Port Colborne, ON L3K 5V7	<b>\$1,526,063.00</b>
<b>Rankin Construction Inc.</b> 222 Martindale Road, PO Box 1116 St. Catharines, ON L2R 7A3	<b>\$1,527,425.00</b>
<b>CRL Campbell Construction &amp; Drainage Ltd.</b> 11675 Burnaby Road Wainfleet, ON L0S 1V0	<b>\$1,619,250.00</b>

Brennan Paving Limited of Pelham, Ontario, the low bidder, is an established company in the Niagara Region, and has successfully completed similar work for the City. Staff at this time considers the firm's performance to be satisfactory in accordance to our specifications and standards and, therefore recommends that the firm be awarded the contract.

Work is expected to begin summer 2021 and continue for approximately three months until completion.

#### **FINANCIAL CONSIDERATION:**

Project costs and funding is summarized as follows:

<b>Project Costs</b>	<b>Amount</b>
2021 Road Rehabilitation – Part 1, Low Bid	\$1,526,063.00
Material Testing and Quality Control (2%)	\$30,521.26
Subtotal:	\$1,556,584.26
City's Portion of HST (1.76%)	\$27,395.88
<b>Total Anticipated Costs:</b>	<b>\$1,583,979.81</b>
<b>Approved Capital Funding (10-320-21150):</b>	<b>\$4,650,000.00</b>

The tender price from the low bidder plus 2% for material testing and 1.76% for the City's portion of the HST is **\$1,583,979.81**. There is sufficient funding approved for this project.

Additional streets will be added in a second phase of the 2021 Road Rehabilitation program, to be released this summer in order to maximize the approved funding.

#### **SUPPORT OF ASSET MANAGEMENT PLAN:**

The 2016 Addendum to the City of Welland Comprehensive Asset Management Plan identifies that "infrastructure expenditure needs are in excess of the available revenue". The analysis indicates that the funding gap is approximately \$20 million per year.

To mitigate this funding shortfall, this report also suggests a number of mitigation strategies (page 21). The following strategies have been implemented on this project.

- Applying rehabilitation techniques to extend the lifespan of assets
- Issuing debt for significant and/or unforeseen capital projects

Road rehabilitation remains a high priority in the City's Asset Management Plan. Execution of this project aligns with this priority.

#### **OTHER DEPARTMENT IMPLICATIONS:**

Contract administration for tendering, agreement, and contract payments have been and will be kept in compliance with the agreed practices of the Finance, Clerks and Legal departments.

#### **SUMMARY AND CONCLUSION:**

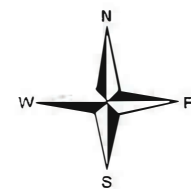
Staff recommends the awarding of a contract to Brennan Paving Limited for the 2021 Road Rehabilitation – Part 1 contract.

#### **ATTACHMENTS:**

Appendix I: 2021 Road Rehabilitation Part 1 – Key Plan



The Corporation of  
The City of Welland



0 125 250 Meters



## 2021 Road Rehabilitation Part 1 - Key Plan


The information contained in this map may represent unintended errors or distortions of fact and the City of Welland (the City) makes no representations or warranties, express or implied, as to the accuracy or completeness of the data and all information should be verified independently. This map is not a legal plan of survey. Depictions of property lines and other features are provided for schematic purposes and should be used for reference only. No part of these drawings, or information, or hard copies made from them may be reproduced and/or distributed without written permission from the City.

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Created by: jacob.biancanello  
Information Services  
GIServices



**COUNCIL**  
**CORPORATE SERVICES**  
**CLERKS DIVISION**

APPROVALS	
DIRECTOR	
CFO	
CAO	

02-160  
**REPORT CLK-2021-18**  
**JUNE 15, 2021**

**SUBJECT: OUTSTANDING COUNCIL RESOLUTIONS LIST**

**AUTHORS: TARA STEPHENS, CITY CLERK**

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
 INTERIM CAO / DIRECTOR OF CORPORATE SERVICES, CHIEF  
 FINANCIAL OFFICER / TREASURER**

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report CLK-2021-14 - Outstanding Council Resolutions List; and  
 THAT Welland City Council approves removing all items identified as "Complete" from "Appendix I"; and further  
 THAT Welland City Council approves removing all items identified as "Recommending to be removed" from "Appendix I".

**ORIGIN AND BACKGROUND:**

The Outstanding Council Resolutions list outlines items that have been referred to staff and committee by council.

**COMMENTS AND ANALYSIS:**

The Outstanding Council Resolutions list has been provided previously to council for review. The purpose of providing this list is to allow members the opportunity to ask questions regarding the status of items identified on the list.

Staff are recommending the removal of items that are identified as "Recommending to be removed" and "Complete" from the "Staff Recommendation to Remove" column in "Appendix I".

**FINANCIAL CONSIDERATION:**

There is no financial impact associated with this recommendation.

**OTHER DEPARTMENT IMPLICATIONS:**

No additional impact on other departments.

**SUMMARY AND CONCLUSION:**

The Outstanding Council Resolutions list has been reviewed and approved by the Corporate Leadership Team.

**ATTACHMENT:**

Appendix I – Outstanding Council Resolution List – As of April 20, 2021.

OUTSTANDING COUNCIL RESOLUTIONS AS OF APRIL 20, 2021 COUNCIL MEETING						
REF. NO.	REFERRED TO	ORIGINAL NOTIFICATION	SUBJECT	STATUS AND/OR DATE TO COMPLETE	COMPLETION INFORMATION	STAFF RECOMMENDATION TO REMOVE
02-85 16-26	Infrastructure Services	July 19, 2016	Draft Sidewalk Policy that focuses on the creation of new sidewalks and the improvement and maintenance of existing sidewalks.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
99-99	CAO	April 18, 2017	Staff to undertake a process and develop timelines to dissolve the Welland Recreational Canal Corporation as outlined by legal counsel.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
99-99	Recreation & Culture	May 3, 2016	Report regarding potential alternatives to expand the use or waterway by the general public. Defers Report R&C-2017-08: Public Consultation Process - 'Go Quiet By-law' & Alternative Uses of the Waterway to the General Committee meeting on September 26, 2017.	<u>Status:</u> In progress. <u>To Complete:</u> R&C-2017-06 - October 4, 2017 was received for information.		Recommending to be removed
17-2	Planning & Development Services Traffic & By-laws	September 19, 2017	Refers back to staff for report regarding Section 8 Schedule 3 Food Vehicle, Section 7 Schedule 2 Food Premises and Exemption Section 10 Schedule 4 Hawker and Peddler from By-law 2011-173. Went to the May 15th Council Meeting to be deferred to staff for a report to a General Committee meeting.	<u>Status:</u> In progress. <u>To Complete:</u> 2nd quarter, 2019.		Recommending to be removed
04-124/18-4	Corporate Services	February 20, 2018	Report regarding identifying alternative funding sources to adequately address water meter replacement in 2018.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed



18-14	Corporate Services	February 20, 2018	Staff to review the Councillors Travel and Corporate Business Expense Policy to include costs if Council or a Councillor should require the need to seek a professional legal opinion while performing his or her duties as a councillor.	<b>Status:</b> In progress. <b>To Complete:</b>		Recommending to be removed
18-20	Recreation & Culture	April 17, 2018	Defers appointing 1 Council Member to the SEART Committee to the second General Committee meeting in May with the terms of reference.	<b>Status:</b> In progress. <b>To Complete:</b> General Committee May 2018.		Recommending to be removed
18-73	Infrastructure Services	May 8, 2018	Develop a long term program together with the Region of Niagara over the next 5 years to reduce inflow infiltration within the Dain City Catchment Area.	<b>Status:</b> In progress. <b>To Complete:</b> Working with Regional staff over the next 5 years.		Recommending to be removed
09-152 18-2	Planning & Development Services and Fire Department	June 5, 2018	Report on an education strategy to the public, tenants and landlords regarding rental housing.	<b>Status:</b> In progress. <b>To Complete:</b> 2nd quarter, 2019.		Recommending to be removed
18-13	Transit Division	December 4, 2018	Staff to review and bring back to a General Committee meeting in March 2019 the necessary steps in implementing the Universal Support Person Pass.	<b>Status:</b> Completed. <b>To Complete:</b>	Currently implemented in Transit Services.	Recommending to be removed

09-159	Engineering Division	January 15, 2019	Signed petition regarding the replacement of the Dain City Bridge and refers the matter to staff. <b>January 15, 2019</b> Council meeting: Council approves and recommends that Niagara Regional Council be requested to fund Phase 1 costs of \$4 million for demolition, pier testing and detailed design of the Forks Road Bridge, as recommended by the Budget Review Committee at its meeting of January 14, 2019.	<b>Status:</b> In progress. <b>To Complete:</b> March 19, 2019 - Council approved demolition of Forks Road Bridge. Next steps to be considered in the future.		Recommending to be removed
18-23	Planning & Development Services Traffic & By-Laws	January 15, 2019	Review all By-laws and Property Standards as they relate to unoccupied homes. Staff to report back to Council within 120 days.	<b>Status:</b> Completed. <b>To Complete:</b>	P&B-2020-06 Jan. 21/20	Complete
19-28	Planning & Development Services	March 5, 2019	Request for a Community Teaching Garden to staff for study and review.	<b>Status:</b> In progress. <b>To Complete:</b>		Complete
19-5	Corporate Services	April 2, 2019	Review and make recommendations to update the Grants & Special Assistance policy and presented to Council before September 2019. Went to the Special Council of October 22, 2019 to be referred to the next Council Meeting.	<b>Status:</b> Completed. <b>To Complete:</b>	FIN-2020-17 July 21/20	Complete
19-22	Planning & Development Services Traffic Services	April 2, 2019	Staff to investigate installing Way Finding Signs in the Downtown and Health and Wellness Cluster areas with a report to Council by August 1, 2019.	<b>Status:</b> In progress. <b>To Complete:</b>		Complete



99-110	Economic Development	May 7, 2019	Report regarding naming the trails along the waterway.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
19-75	Corporate Services Clerk's Division	May 21, 2019	Report on suitable replacements for paper by becoming paper free by the end of the year 2019.	<u>Status:</u> In progress. <u>To Complete:</u> 1 <sup>st</sup> quarter of 2021.		Complete
19-76	Planning & Development Services	May 21, 2019	Report on Climate action plan with the goal of mitigating the City's impact on climate change and preparing for its anticipated effect.	<u>Status:</u> Completed. <u>To Complete:</u>	ENG-2020-09 Feb. 18/20	Complete
18-87	Planning & Development Services	June 4, 2019	Request a full review of the Zoning By-law requirements as they relate to the Medical Marijuana Purposes Regulations (MMPFs) and to ensure the City policies are in line with current Provincial and Federal Legislation and best practices.	<u>Status:</u> Completed. <u>To Complete:</u>	By-law 2019-162 December 17/19 Completed	Complete
19-4	Corporate Services	June 18, 2019	Report on options to apply the 2018 tax supported budget for forecasted surplus.	<u>Status:</u> Completed. <u>To Complete:</u>	FIN-2019-25 Dec. 17/19	Complete
05-50	Planning & Development Services	July 9, 2019	Appoint an individual from the Planning Division to act as a staff liaison on the City of Welland Heritage Advisory Committee.	<u>Status:</u> Completed. <u>To Complete:</u>	P&B-2020-11 Feb. 18/20	Complete
10-123	CAO	July 9, 2019	Report to create a Housing Affordability Task Force for Council.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed



19-28	CAO	July 9, 2019	Report regarding a partnership between all 4 Service Clubs to a General Committee meeting.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
19-88	CAO	July 9, 2019	Create a "Downtown Vacancy Mitigation Action Plan" between the City, Business, Community and applicable stakeholders that addresses vacancy rates in our downtown areas.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
99-99	Engineering & Public Works	September 3, 2019	Staff to start a public consultation process on the design of a new park area and that a report to include public replacement of the current park infrastructure and enhancements due to the loss of parkland come to General Committee by the end of 2019.	<u>Status:</u> In progress. <u>To Complete:</u>		Recommending to be removed
17-19	Planning & Development Services	September 17, 2019	Staff to consult with public, agencies and other stakeholders regarding tree preservation.	<u>Status:</u> Completed. <u>To Complete:</u>	P&B-2020-12 Feb. 18/20	Complete
19-103	Planning & Development Services	September 17, 2019	Report on possible enhancements to the public notification process for Committee of Adjustment hearings. Went to the October 1, 2019 Council meeting requesting that subsequent report be provided outlining costs for the two options provided.	<u>Status:</u> In progress. <u>To Complete:</u>		Complete
99-99	Recreation & Culture	October 1, 2019	Staff to investigate the installation of an inflatable water park similar to others in Ontario and options to be set up for the 2020 summer season at Lincoln Street docks.	<u>Status:</u> Completed. <u>To Complete:</u>	R&C-2020-02 May 5/20	Complete

19-108	Recreation & Culture	October 1, 2019	Report on costs and feasibility on installing a dock to aid in the launch of motor boats onto the Welland River from the River Road launch site.	<u>Status:</u> In progress. <u>To Complete:</u>		Complete
19-22	Planning & Development Services Traffic & By-laws	October 22, 2019	Requesting a By-law be established which would not allow people to attend large functions with their dogs back to staff for a report.	<u>Status:</u> In progress. <u>To Complete:</u>		
19-27	Corporate Services Clerk's Division	October 22, 2019	Staff to provide a report regarding the Terms of Reference of the Welland Rose Festival Inc.	<u>Status:</u> Completed <u>To Complete:</u>	CLK-2020-04 Feb. 18/20	Complete
19-22	Planning & Development Services	December 17, 2019	Staff to provide a By-law that deals with short term rentals and all associated licensing and administration. Report went to the Feb. 9/21 Special Council meeting to be received for information only.	<u>Status:</u> In progress. <u>To Complete:</u>		
19-105	Planning & Development Services	January 21, 2020	Refers back to staff Report P&B-2020-03: Application for Official Plan Amendment (OPA 22), Zoning by-law Amendment (File No. 2019-02) and Draft Plan of Vacant Land Condominium (File No. 26CD-14-19003), 633 South Pelham Road to report back as soon as possible.	<u>Status:</u> Completed. <u>To Complete:</u>	P&B-2020-08 Feb. 18/20	Complete
08-48	Planning & Development Services	February 18, 2020	Refers back to staff a report regarding an Occupancy Standards By-law.	<u>Status:</u> In progress. <u>To Complete:</u>		



19-85	Human Resources	February 18, 2020	Refers back to staff Report HR-2020-03: Anti-Nepotism Policy. Went to Council on Feb. 2/21 to be referred back to staff.	<u>Status:</u> In progress. <u>To Complete:</u>	HR-2021-04 April 20/21	Complete
19-94	Planning & Development Services	February 18, 2020	Refers back to staff matter regarding the petition from residents from 155 Gadsby Avenue, there be no change to the zoning, which is currently zoned as open space, in order to protect wild life.	<u>Status:</u> In progress. <u>To Complete:</u>		
20-22	Planning & Development Services Traffic and By-laws Division	March 3, 2020	Directs staff investigate and report to Council the dedication of 10 city parking spots behind City Hall paid parking to the Peters Group owner of 3 Cross Street at a yearly charge.	<u>Status:</u> Completed. <u>To Complete:</u>	TRAF-2020-05 October 13, 2020	Complete
20-13	Transit Division	May 19, 2020	Report detailing the staffing and cost savings realized by the temporary transit service reductions; and further THAT this report be included in the Council Meeting scheduled for June 2, 2020.	<u>Status:</u> Completed. <u>To Complete:</u>	TRANS-2020-08 June 2, 2020	Complete
20-64	CAO	June 2, 2020	Report on how to temporarily allow outdoor service space and patios for restaurants to maintain social distancing between tables during the reopening phases post pandemic.	<u>Status:</u> Completed. <u>To Complete:</u>	TRAF-2020-03 June 2, 2020	Complete



20-77	Infrastructure Services	June 16, 2020	<p>WHEREAS due to the recent pandemic the City of Welland is not able to provide services that they normally would perform do to the safety of its employees; and further WHEREAS if residents did in fact require a service that is normally provided by the City, in this case being a sewer related service and had to act immediately and contact an outside contractor and in resolving the issue a fee was paid.</p> <p>NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF WELLAND directs staff to create a report to reimburse part or all of the fee paid by the owner (with guidelines similar to the rodent control program to be adhered to) and the amount be capped and for a certain period to time.</p>	<p><u>Status:</u> In progress.</p> <p><u>To Complete:</u></p>		Recommending to be removed
20-78	Corporate Services Clerk's Division	June 16, 2020	Report for the 2022 municipal election that the number of City Councillors be reduced from the current twelve to eight and the number of city wards be increased from the current six to eight and one Councillor be elected to each ward.	<p><u>Status:</u> In progress</p> <p><u>To Complete:</u></p>		Complete
02-160	Human Resources	July 7, 2020	Staff to update the Code of Conduct Policy to include a Code of Conduct for staff to council and update the council and staff relationship policy to include reference to the revised code of conduct in the roles and responsibilities of Staff. Went to General Committee on Jan. 26/21 to be referred back to staff.	<p><u>Status:</u> In progress.</p> <p><u>To Complete:</u></p>		Complete

11-108	Planning & Development Services	July 7, 2020	Staff to separate Report P&B-2020-25: Delegation to Staff of Various Approvals Under the Planning Act into 4 separate reports.	<u>Status:</u> Completed <u>To Complete:</u>	P&B-2020-51, 52, 53, 54 October 13, 2020	Complete
20-27	Corporate Services	July 7, 2020	Staff to establish a line item in our City's budget to fund our City's Welland Rose Festival; and further THAT this budget allocation be established at the amount of \$90,000 per year and will increase annually at the rate of inflation to the Budget Review Committee.	<u>Status:</u> Completed <u>To Complete:</u>	FIN-2020-17 July 7, 2020	Complete
99-90 99-99	Corporate Services	July 7, 2020	Defer Report CAO-2020-03: Welland Summer Concert Series to the August 4, 2020 Council Meeting to have staff present at the meeting.	<u>Status:</u> Completed. <u>To Complete:</u>	CAO-2020-03 October 20, 2020	Complete
20-104	Planning & Development Services	September 22, 2020	Refer Report P&B-2020-44: Northwest Welland Official Plan Amendment (OPA No. 29) and Urban Design Guidelines - Northwest Welland Secondary Plan to a Council Meeting.	<u>Status:</u> Completed. <u>To Complete:</u>	P&B-2020-63 October 27, 2020	Complete
20-106	Planning & Development Services	October 6, 2020	Signed petition from the residents of Caithness Drive regarding turning an established residential area from a single family homes to duplexes and refers this petition to Planning staff for review.	<u>Status:</u> In progress. <u>To Complete:</u>		
20-19	Planning & Development Services	October 20, 2020	Refers to staff for report the notice of motion regarding 113 Michael Drive, redesignates this area as Open Space, and proceed with an RFP to have a park with playground equipment be installed at this location.	<u>Status:</u> In progress. <u>To Complete:</u>		



12-96	Corporate Services	November 3, 2020	Councillor DiMarco be directed to provide a written apology to Council, staff and constituents at a future council meeting.	<u>Status:</u> <u>To Complete:</u>		Recommending to be removed
20-96	Planning & Development Services	November 3, 2020	Refers Report P&B-2020-58: Application for Draft Plan of Subdivision (File No. 26T-14-20004) submitted by Upper Canada Consultants for lands on the east side of the Kingsway, south of Talbot Avenue, west of the Welland Shipping Canal, specifically described as lots 30-38 (inclusive), plan 54, former Township of Humberstone, now plan 813, City of Welland, municipally known as 180 Kingsway back to staff.	<u>Status:</u> Completed. <u>To Complete:</u>	P&B-2020-58 Dec.1, 2020	Complete
02-85	Corporate Services	December 1, 2020	Amendment of section 5.5. of the Terms of Reference of the Accessibility Advisory Committee to read "Members shall be appointed for a four (4) year term or until a successor has been appointed.	<u>Status:</u> Report prepared to extend term of citizen appointments. <u>To Complete:</u>	CLK-2021-02 January 12, 2021	Complete
16-104	Infrastructure Services	December 1, 2020	Refers Report ENG-2020-37: Amendments to the Sewer and Drainage Works By-law 2017-18 back to staff.	<u>Status:</u> <u>To Complete:</u>		
20-115	Planning & Development Services	December 1, 2020	Refers Report ENG-2020-69: Official Plan Amendment (OPA 31) and Zoning By-law amendment (2020-10) for 781 Clare Avenue back to staff.	<u>Status:</u> Completed <u>To Complete:</u>	P&B-2020-73 Dec.15, 2020	Complete



02-160	HR Division	January 26, 2021	Refers Report HR-2021-02 regarding Employee Code of Conduct back to staff. Went to GC Meeting on January 26, 2021.	<u>Status:</u> In progress. <u>To Complete:</u>		Complete
21-13	Transit Division	February 9, 2021	Refers the presentation by Matt Robinson, Niagara Region regarding Recommendations for Consideration from the Linking Niagara Transit Committee held on October 21, 2020.	<u>Status:</u> Completed <u>To Complete:</u>		Recommending to be removed
02-160	Corporate Services	March 2, 2021	Refers back to staff Notice of Motion regarding council agendas being posted publicly to residents.	<u>Status:</u> Completed <u>To Complete:</u>	CLK-2021-09 March 23, 2021	Complete
20-82	Planning & Development Services	March 2, 2021	Report regarding a municipal comprehensive review, under section 4.3.3.1 of the Official Plan, for the property outlined in Report P&B-2021-08 for an Employment Land conversion from Gateway Economic Centre to Agriculture.	<u>Status:</u> In progress. <u>To Complete:</u>		
21-58	CAO & Planning & Development Services	March 2, 2021	Report regarding brownfield employment lands that are non-employment producing within the city limits.	<u>Status:</u> In progress. <u>To Complete:</u>		
21-59	CAO	March 2, 2021	Report on a strategy to aggressively pursue the acquisition of seaway lands from the Federal government, to discuss with them an accelerated process to declare such lands surplus and enter into discussions for the acquisition of identified properties and review options for "lease to own" such lands until such time as they become available. Staff identify Seaway lands of interest and develop servicing plans and other strategies	<u>Status:</u> In progress. <u>To Complete:</u>		

			as may be required and further staff identify other lands within and/or adjacent to employment lands identified in Welland's official plan that would be strategic acquisitions for the purpose of industrial/employment use and see if owners are interested in selling those lands to the municipality. If they are not interested the city would not pursue expropriation. In relation to all of the above staff would prepare strategies and associated costs to service lands so that they would be "shovel ready".			
06-156	Planning & Development Services Traffic and By-laws Division	April 20, 2021	Report regarding issue of feeding of wildlife.	<u>Status:</u> In progress.  <u>To Complete:</u>		
06-156	Planning & Development Services	April 20, 2021	Report as part of the Official Plan Review detailing what urban farming initiatives Council should consider accommodating.	<u>Status:</u> In progress.  <u>To Complete:</u>		



April 29, 2021  
City of Welland  
60 East Main Street  
Welland, Ontario L3B 3X4

Dear Welland City Council,

The Board of Directors of the North Welland B.I.A. have passed the attached budget and are requesting that Welland City Council review and approve the 2021 budget as proposed, at the next available opportunity.

Should you have any questions please do not hesitate to contact us.

Sincerely,

Alanna Galeota

North Welland Business Improvement Area

08-95  
21-4



## NORTH WELLAND BIA 2021 BUDGET

2021

## REVENUE

BIA LEVY 2021	\$48,914.25
SEAWAY MALL LEVY 2021	\$1,905.75
	<u>\$50,820.00</u>

## TOTAL REVENUE

## EXPENSES

ADVERTISING RADIO,PRINT	\$14,000.00
ADVERTISING WEB	\$6,000.00
AUDIT FEES	\$2,500.00
BANK CHARGES	\$100.00
GARBAGE REMOVAL STREET	\$2,300.00
INSURANCE	\$1,100.00
DÉCOR, BANNERS, IMPROVEMENTS	\$8,000.00
SUPPLIES -PRINTING COST- MISC	\$1,320.00
PROMOTIONAL ITEMS	\$5,000.00
BEAUTIFICATION AND EVENT PROMOTION	\$6,500.00
PROJECT MANAGEMENT	\$4,000.00
	<u>\$50,820.00</u>

## TOTAL EXPENSES

## BALANCE

\$0.00



## Q1 (January 1 to March 31, 2021) to Board of Directors

### Recommendation:

**That Niagara Regional Housing Quarterly Report January 1 to March 31, 2021 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.**

Submitted by:

Donna Woiceshyn  
Chief Executive Officer

Approved by:

Walter Sendzik  
Chair

### Directors:

**Walter Sendzik, Chair**  
Regional Councillor  
St. Catharines

**Gary Zalepa, Treasurer**  
Regional Councillor  
Niagara-on-the-Lake

**Tom Insinna**  
Regional Councillor  
Fort Erie

**James Hyatt, Vice-Chair**  
Community Director  
St. Catharines

**Betty Ann Baker**  
Community Director  
St. Catharines

**Betty Lou Souter**  
Community Director  
St. Catharines

**Karen Blackley, Secretary**  
Community Director  
Thorold

**Barbara Butters**  
Regional Councillor  
Port Colborne

**Leanne Villella**  
Regional Councillor  
Welland

**Q1 (January 1 to March 31, 2021)**

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**HIGHLIGHTS:**

**Application Activity**

**610** received & processed



**Capital Program**

26 purchase orders issued



11 service contract tenders closed

19 projects ongoing

**Community Resources & Partnerships**

offered supports to

**398**

new referrals



**13**

partners

**Rent Supplement / Housing Allowance**

**1,702**

units

**29**

new landlords



**Welcome Home Niagara**

**4**

homeowners received assistance



**Appeals**

**= 8**

7 upheld  
1 overturned



**Work Orders**

**2,532** issued



**Rent Arrears**

**= \$113,634.13**



or

**8.79%** of the monthly rent charges

**Non-Profit Housing Programs**

**61%**

deemed  
HEALTHY



**Niagara Renovates**



- 2021-2022 inspections commenced
- 14 homeowners are approved for funding

**Housing First Project**

**6**

Individuals / families housed



**New Development**

Hawkins/Dell

- approximately 53% complete







## Q1 (January 1 to March 31, 2021)

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### VISION

That the Niagara community will provide affordable, accessible and quality housing for all residents

### MISSION

To expand opportunities that make affordable housing an integral part of building healthy and sustainable communities in Niagara

As the administrator of social housing for Niagara Region, Niagara Regional Housing (NRH) works to fulfill our vision and mission through six main areas of responsibility:

1. Public Housing (NRH Owned Units)
2. Non-Profit Housing Programs
3. Rent Supplement Program
4. Affordable Housing Program
5. Service Manager Responsibilities
6. Housing Access Centre and Centralized Waiting List



**Definitions** can be found in the attached Reference Sheet.

## 1. Public Housing (NRH Owned Units)

### DAY-TO-DAY MAINTENANCE:

In Q1, **2,532 work orders** were issued, representing \$383,278.90. \$16,688 of this amount was charged back to tenants who were held responsible for damages.

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
# of work orders issued	2,575	2,302	2,656	2,500	2,532

Work orders continued to be lower due to COVID-19 with a slight increase in Q1; emergency maintenance continued within COVID guidelines.



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### CAPITAL PROGRAM:

The Capital Program is responsible for maintaining the Public Housing (NRH Owned Units) asset and planning for future sustainability.

In Q1, 26 purchase orders were issued and 11 service contract tenders closed.

The Capital Program was responsible for 19 capital projects and 28 purchase orders valued at \$3,214,884:

- Projects
  - 479 Carlton Street – window replacements and wall system repairs
  - Scott Street – window replacements
  - 45 Ormond Street – window replacements
  - 15 Gale Crescent – parking lot replacement
  - 30 Robinson Street – exterior insulation and finish system
  - 4278 Huron Street – exterior insulation and finish system
  - 52 Ormond Street North – building renovations
  - 10 Old Pine Trail – bathroom replacements
  - Powerview Avenue/Galbraith Street/Wallace Street – bathrooms
  - 300 Davy Street – parking lot replacement
  - 3874 Portage Road – parking lot replacement
  - 124 Elmview Street – elevator modifications
  - 211 King Street – elevator modifications
  - Various locations - upgrading heating systems
- 27 RFPs and RFQs – various consulting services, elevator investigations, health and safety repairs, structural repairs, roof replacement and pavement retrofits

As of March 31, 2021, \$8,275,274 of the 2020 & 2021 budgets (\$15,534,858), excluding emergency, has been committed and or actually spent (53%).

### TENANT MOVE OUTS:

#### Move Outs By Reason

Health	6
Long Term Care Facility	5
Deceased	18
Private Rental	3
Voluntarily Left Under Notice	2
Eviction – Tribunal	3

NRH Transfer	5
Moved to Coop or Non-Profit	0
Bought a House	0
Left Without Notice	0
Other/None Given	7
Cease to Qualify	0
<b>TOTAL</b>	<b>49</b>



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In Q1, there were **49 move outs**. Two involved eviction orders granted under the Ontario Landlord Tenant Board (LTB) for Arrears and were enforced by the Sheriff.

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
# of move outs	62	57	90	68	49

### ARREARS:

NRH Housing Operations actively works to reduce rent arrears but saw a continued increase in 2020-Q4 due to COVID-19 and tenants not paying rent due to the provincial no eviction order.

	Mar 31, 2020	Jun 30, 2020	Sept 30, 2020	Dec 31, 2020	Mar 31, 2021
Rent charges for the month	\$1,302,721.00	\$1,289,907.00	\$1,295,815.00	\$1,309,353.00	\$1,292,287.00
Accumulated rent arrears	\$71,135.25	\$110,958.69	\$113,204.57	\$115,555.92	\$113,634.13
Arrears %	5.46%	8.60%	8.74%	8.80%	8.79%

### INSURANCE:

In Q1, there was one property damage claim expected to exceed the \$25,000 deductible and three notice of claims delivered.

### COMMUNITY RESOURCES AND PARTNERSHIPS:

Due to COVID-19, in Q1, we had partnerships with **13 community agencies** across Niagara. As a result of these partnerships, **199 units<sup>1</sup> of support and enrichment activities** were offered to tenants at NRH sites. Each partnership contributes to tenant lives and, in turn, the success of the Public Housing community as a whole.

In order to comply with COVID restrictions, partners continued to focus on virtual programming and care package deliveries to support tenants in Public Housing units, including fruit baskets, hygiene kits, grocery deliveries and activity kits. In January, NRH partnered with Niagara Emergency Medical Services to bring flu vaccines to seniors in Centre Street (St. Catharines) and Portage Road, Huron Street and Ailanthus Avenue (Niagara Falls). In March, the Community Resource Unit partnered with Niagara Region Community Services Seniors Programs and Social Assistance and Employment Opportunities (SAEO) to assist seniors over 80 years old to book COVID vaccines and arrange transportation to the clinics.

Also during Q1, CPCs offered supports to **398 new referrals of tenants in need of assistance**. Of those new referrals, **45% were considered medium-high need**, (e.g. child safety concerns, eviction, social issues, cognitive concerns). In particular, social issues

<sup>1</sup> Tracking for support and enrichment activities has changed – we are now tracking this by units. Each time a partner is in a community providing a support and enrichment program or activity, it is counted as one unit.





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continued to increase in NRH and Housing Provider communities, many of which stemmed from issues regarding noise. With stay-at-home orders, tenants and members are now home and more aware of, and sensitive to, the sounds of living in close quarters. NRH Community Programs Coordinators (CPCs) attempt to mediate as much as possible to prevent these issues from escalating.

Eviction Prevention and supports have been extended to Housing Providers and the Rent Supplement program on a pilot basis through Ontario Priorities Housing Initiative (OPHI) funding. There is one full-time Community Program Coordinator (CPC) for Non-Profits/Co-operatives and one dedicated half to Rent Supplement and half to assisting with NRH-Owned units.

## 2. Non-Profit Housing Programs

As administrator of social housing for Niagara Region, NRH provides legislative oversight for **57 Non-Profit Housing Programs (non-profit and co-operative)**. Operational Reviews are conducted to determine the overall health of each.

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
<b>Healthy</b>	37	37	38	36	35
<b>Routine Monitoring</b>	21	21	18	18	17
<b>Intensive Monitoring</b>	0	0	2	3	2
<b>Pre-PID (Project in Difficulty)</b>	1	1	1	1	2
<b>PID (Project in Difficulty)</b>	1	1	1	1	1
<b>TOTAL</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>59</b>	<b>57</b>

NRH Programs continue to support Providers to keep operations going during COVID. Working toward End of Mortgage (EOM)/End of Operating Agreements (EOA) for Providers, the Loan and Grant Program was rolled out; any recipients will remain a part of Housing Services for an additional 15 years. This preservation of units is essential. January 1, 2021 marked the end of agreement with Joi de Vivre, a Federal provider. Despite the end of agreement, they will continue to maintain their rent supplement units resulting in a net loss of only five units.

## 3. Rent Supplement Program

### Rent Supplement/Housing Allowance

In the Rent Supplement program, tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the market rent for the unit. The Housing Allowance program is a short-term program that provides a set allowance to help applicants on the wait list. In Q1, there were **1,702 Rent Supplement/Housing Allowance units** across Niagara.



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### Canada-Ontario Housing Benefit (COHB)

The COHB is a portable rent benefit that helps applicants on the Centralized Waiting List pay their rent to their current landlord in the private market. NRH sends applications to the Ministry of Municipal Affairs and Housing on behalf of Niagara residents in need of housing. At the end of 2021-Q1, **268 of these applications had been accepted.**

### In-Situ Rent Supplement

An In-Situ Rent Supplement program has been developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH. In Q1, NRH initiated new agreements with **29 new landlords.**

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
Fort Erie	32	31	31	30	27
Grimsby	18	22	21	21	23
Lincoln (Beamsville)	14	14	12	12	12
Niagara Falls	237	226	220	213	218
Niagara-on-the-Lake	5	4	4	.8	10
Pelham	17	17	17	17	17
Port Colborne	67	64	61	60	60
St. Catharines	798	751	712	701	715
Thorold	61	61	61	61	66
Welland	192	259	302	284	270
West Lincoln	16	16	16	16	16
COHB Region-wide			206	245	268
<b>TOTAL</b>	<b>1,457</b>	<b>1,465</b>	<b>1,663</b>	<b>1,668</b>	<b>1,702</b>

Variance in the Rent Supplement program are a reflection of fluctuation between agreements ending and new agreements taken up with landlords.

## 4. Affordable Housing Program

### NIAGARA RENOVATES PROGRAM:

The Niagara Renovates program provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes. NRH received \$651,871 through the Ontario Priorities Housing Initiative (OPHI) for all three streams of the program.

Inspections for new applicants for the 2021-2022 funding cycle have commenced. Inspections of completed work are being verified by homeowner photographs. Formal inspections will take place as soon as possible and will include all areas inside and outside of the home to ensure





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compliance with program guidelines. Issues will be identified and a detailed Inspection Report provided to the homeowner.

As of the New Year, new applications are beginning to be processed in order to begin work as quickly as possible in the spring.

**14 homeowners** are currently approved for funding and NRH is working toward streamlining the program as we become more proficient at working under the COVID rules.

### HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”:

The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan.

In April 2020, NRH received \$100,000 through the Ontario Priorities Housing Initiative (OPHI) program.

In Q1, **four homeowners** received assistance through Welcome Home Niagara.

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
# of homeowners assisted	4	5	7	7	4

### HOUSING FIRST PROGRAM:

The Housing First program helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing.

In Q1, **six individuals/families** were housed through the Housing First program. Since 2012, Housing First has helped 486 individuals/families.

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
# of individuals/families housed	13	9	7	13	6
# of Housing First units (at quarter end)	199	201	195	187	97 <sup>2</sup>

17 of these Housing First units were created with NRH's new development at 527 Carlton Street in St. Catharines.

<sup>2</sup> Previous stats for Housing First (2012 to the end of 2020) included the original pilot agency numbers. With the New Housing First Agreement, pilot agencies continue to support their clients but are no longer considered Housing First – as a result, those stats have been removed from the numbers reported.





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**RENTAL HOUSING (NEW DEVELOPMENTS & OTHER ACQUISITIONS):**

<b>Project</b>	<b>Description</b>	<b>Current Phase</b>	<b>Timeline</b>	<b>Development Cost</b>
<b>1. Niagara Falls – NRH – Hawkins Avenue</b>	Two 3-storey apartments with 73 units (building A = 55 units; building B = 18 units)	Construction – buildings weather-tight	Occupancy January	\$21 million
<b>2. Welland – NRH – York Street &amp; Duncan Street (POA land)</b>	4-storey apartment – Modular construction with 32 units, as per current Schematic Design	Rapid Housing Initiative (RHI) funding application submitted Dec. 2020; unsuccessful at this time	Project is currently delayed until future RHI funding round(s) or alternate funding sources confirmed; anticipated 10-month construction schedule	\$10.4 million
<b>3. Niagara Falls – NRH / Community Services</b>	Retrofit / Conversion of 2-storey historic building to 20 transitional housing units with on-site medical services and support programs	Design complete; tender issued for Design-Build contractor	Occupancy required December 2021	\$2.9 million
<b>4. Niagara Falls – NRH / Community Services</b>	Retrofit / Conversion of 2-storey motel to 25 shelter units	Property acquired by NRH; tenders for Design & Construction to be issued by June 2021	Occupancy required December 2021	\$3.94 million
<b>5. Thorold Municipal Non-Profit</b>	5-storey apartment with 60 units	Full Design Phase & Site Plan Agreement	Break ground May 2021; occupancy December 2022	\$18 million; this project has been approved for \$4.6 million in funding for brownfield remediation through the PTIF-SCF Small Communities Fund.



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Project	Description	Current Phase	Timeline	Development Cost
<b>6. Fort Erie (NRH currently retained as Project Manager)</b>	10-storey apartment with 62 units	Schematic design complete; Official Plan & Zoning Amendment applications to be submitted Dec. 2020; Federal Co-Investment funding application in progress	Break ground November 2021; occupancy March 2023	\$18.6 million
<b>7. Port Colborne (NRH currently retained as Project Manager)</b>	Multi-unit apartment with 40 units	Initiation – land acquisition / rezoning & Seed funding application	Break ground April 2022; building completion July 2023	\$13 million
<b>8. Smithville (NRH currently retained as Project Manager)</b>	Multi-unit apartment with 60 units	Initiation – business case & Seed Funding application	Break ground April 2022; building completion August 2023	\$19.5 million
<b>9. Welland – CCHN (Charitable Cultural Holdings Niagara) &amp; Rankin</b>	Affordable housing apartment building (CCHN) with 90 units; Market condo building (Rankin) with 30 units	City of Niagara Falls currently developing RFP	Break ground May 2021; occupancy June 2022	Unknown
<b>10. Regional negotiated RFP – various owners</b>	Niagara Region negotiated RFP for housing development – three projects have been selected, representing 175 units total; 37%, or 65 units, to be affordable	Design phase	TBD	\$1.7 million to be divided between three proposed projects



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### Q1 (January 1 to March 31, 2021)

Project	Description	Current Phase	Timeline	Development Cost
<b>11. City of Niagara Falls RFP</b>	Affordable housing apartment with 200 units – NRH to provide 50 subsidized RGI units	City of Niagara Falls currently developing RFP	TBD	\$60 million
<b>12. St. Catharines &amp; Thorold – Oonuhseh Niagara Native Homes</b>	Affordable 4-plex in St. Catharines; Duplex in Thorold with 6 units total	Construction	Occupancy April 2021	Unknown
<b>13. Welland – Southridge Community Church</b>	3 acres of 5-acre owned land available for "Pocket Neighbourhood"; small, detached (tiny homes?) – 24 units	Planning & Funding	TBD	Unknown
<b>14. St. Catharines – Local 175</b>	Family townhomes; 70 units	Ownership April 30 2021	TBD	Unknown




**Q1 (January 1 to March 31, 2021)**

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**AFFORDABLE HOUSING UNIT #'S BY MUNICIPALITY:**

<b>Fort Erie</b>		<b>Grimsby</b>		<b>Lincoln (Beamsville)</b>		<b>Niagara Falls</b>	
NRH Owned	116	NRH Owned	55	NRH Owned	61	NRH Owned	884
Housing Providers	354	Housing Providers	0	Housing Providers	41	Housing Providers	828
Rent Supplement	44	Rent Supplement	23	Rent Supplement	14	Rent Supplement	274
New Development	0	New Development	0	New Development	0	New Development	140
<b>NOTL</b>		<b>Pelham</b>		<b>Port Colborne</b>		<b>St. Catharines</b>	
NRH Owned	40	NRH Owned	0	NRH Owned	88	NRH Owned	1,017
Housing Providers	0	Housing Providers	0	Housing Providers	139	Housing Providers	1,606
Rent Supplement	8	Rent Supplement	20	Rent Supplement	71	Rent Supplement	796
New Development	0	New Development	0	New Development	35	New Development	346
<b>Thorold</b>		<b>Welland</b>		<b>West Lincoln (Smithville)</b>		<b>Region-wide</b>	
NRH Owned	29	NRH Owned	394	NRH Owned	0	NRH Owned	2,684
Housing Providers	85	Housing Providers	425	Housing Providers	86	Housing Providers	3,564
Rent Supplement	70	Rent Supplement	341	Rent Supplement	16	Rent Supplement	1,677
New Development	46	New Development	167	New Development	0	New Development	734*

Note: there are no affordable housing units in Wainfleet

as at December 31, 2020

\*166 New Development units are NRH Owned



## Q1 (January 1 to March 31, 2021)

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### 5. Service Manager Responsibilities

#### APPEALS:

In Q1, NRH continued to hear appeals virtually. This process has been going well and **eight appeals** were heard (seven upheld, one overturned).

	2020-Q1	2020-Q2	2020-Q3	2020-Q4	2021-Q1
# of appeals	11	0	15	15	8

#### INVESTMENTS:

See Addendum #1.

### 6. Housing Access Centre & Centralized Waiting List

#### APPLICATION ACTIVITY:

# of Applications Received & Processed	610	# of Eligible Applications	589
# of Special Provincial Priority Status Applications	65	# of Ineligible Applications	21
# of Urgent Status Applications	99	# of Cancelled Applications	236
# of Homeless Status Applications	104	# of Applicants Housed	168

In Q1, **236 households were removed** from the Centralized Waiting List because they were no longer eligible, they found alternate housing or we were unable to make contact.





## Q1 (January 1 to March 31, 2021)

### CENTRALIZED WAITING LIST:

		2020- Q1	2020- Q2	2020- Q3	2020- Q4	2021- Q1
		# of households				
<b>A</b>	<b>Rent-Geared-to-Income (RGI) waiting list:</b>					
	Niagara resident RGI waiting list	5,322	5,264	5,296	5,425	5,507
	Applicants from outside of Niagara	1,045	1,078	1,129	1,173	1,204
	<b>TOTAL RGI waiting list:</b>	<b>6,367</b>	<b>6,342</b>	<b>6,425</b>	<b>6,598</b>	<b>6,711</b>
	<b>Housing Allowance:</b> a set allowance to help applicants on the waiting list with affordability in the private market until housed in an RGI unit	739	723	702	669	648
<b>A1</b>	<b>RGI waiting list demographics:</b>					
	Seniors	2,514	2,487	2,506	2,557	2,564
	Adults no dependents	2,041	2,026	2,049	2,137	2,172
	Adults with dependents	1,812	1,829	1,870	1,904	1,975
<b>A2</b>	<b>RGI list further segmented (as included in A &amp; A1)</b>					
	<b>SPP – Special Provincial Priority (Ministry Priority):</b> helps victims of violence separate permanently from their abuser	146	142	128	132	116
	<b>URG – Urgent (Local Priority):</b> for applicants with mobility barriers and/or extreme hardship where their current accommodation puts them at extreme risk and/or causes hardship	152	144	135	153	152
	<b>HML – Homeless (Local Priority):</b> provides increased opportunity for placement to homeless households	1,145	1,119	1,134	1,146	1,132
	<b>SUP – Supportive/Transitional:</b> provides targeted, provisional services to assist individuals to transition beyond basic needs to more permanent housing	23	10	11	11	10
<b>B</b>	<b>In addition, NRH manages:</b>					
	<b>Overhoused:</b> households who are living in subsidized accommodation with more bedrooms than they are eligible for	176	173	157	145	145
	<b>Transfer:</b> households who are currently living in subsidized accommodation and have requested a transfer to another provider	635	637	660	656	675
	<b>TOTAL RGI households on waiting list managed by NRH:</b>	<b>7,178</b>	<b>7,152</b>	<b>7,242</b>	<b>7,399</b>	<b>7,531</b>
<b>C</b>	<b>NRH maintains a waiting list for market rent units (62 Non-Profit Housing Programs):</b>					
	<b>Market:</b> applicants who have applied for a market rent unit in the Non-Profit Housing Programs portfolio	810	805	808	829	861
	<b>TOTAL households on waiting list managed by NRH:</b>	<b>7,988</b>	<b>7,157</b>	<b>8,050</b>	<b>8,228</b>	<b>8,392</b>
	<b>TOTAL individuals on waiting list managed by NRH:</b>	<b>14,197</b>	<b>14,180</b>	<b>14,429</b>	<b>14,737</b>	<b>15,125</b>

**Note:** the above chart includes only those who apply to the Centralized Waiting List and does not capture the full number of those in need of affordable housing in Niagara.





# Q1 (January 1 to March 31, 2021)

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## ESTIMATED WAIT TIMES:

CITY	SENIORS Age 55 and older		SINGLES Age 16-54		HOUSEHOLDS WITH DEPENDENTS			
	Bachelor	1 Bed	Bachelor	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
	YEARS							
Fort Erie	-	11	3	7	2	2	6	-
Grimsby	-	5	-	-	-	-	-	-
Lincoln	-	6	-	10	6	10	-	-
Niagara Falls	5	7	-	18	5	5	12	16
Niagara-on-the-Lake	-	6	-	-	-	-	-	-
Port Colborne	-	8	-	12	5	3	4	-
St. Catharines	-	5	9	16	3	3	3	11
Thorold	-	7	-	13	3	11	-	-
Welland	-	6	7	16	7	3	8	7
West Lincoln	-	5	-	-	10	6	-	-

- no units of this size available in this community

January 2020

Please note:

- wait time information can fluctuate and is an approximation only
- wait times may not reflect the actual time one may wait for affordable housing

## Quarterly Report on Cash / Investments for Period Ending March 31, 2021

	This Quarter Balance	Last Quarter Balance	Variance \$	Variance %	Comments
<b>CURRENT BANK ACCOUNT</b>					
Royal Bank account used for day-to-day operations for the owned units. Also to cash flow various short terms programs funded by Prov and Fed gov't usch as development, homeownership and capital repair programs.	6,028,120	12,898,157	(6,870,037)	-53.26%	Since the February 2016 transition to PeopleSoft, day-to-day accounts payable transactions are paid by the Region through PeopleSoft. Reconciliation of the due to the Region account will be performed on a quarterly basis to transfer amounts due to the Region.

<b>INVESTMENTS</b>					
Various investment vehicles are used to protect and optimize the cash that is held for specified purposes. Investments are both short-term and long-term in nature. These funds are intended to ensure continued growth without capital erosion by inflation.					
Current Investments:					
RBC High Interest Savings Account	2,921,885	2,920,510	1,374	0.05%	
1 Year GIC, \$1,530,000; due date is 10/21/2021; interest rate of 0.5% to 0.75%	1,534,367	1,531,926	2,441	0.16%	
2 Year GIC, \$1,530,000; due date is 10/21/2022; interest rate of 0.7% to 0.75%	1,534,923	1,532,171	2,751	0.18%	
Bond, \$499,887, maturity date is 10/16/2022; Yield to maturity of 0.47%	500,492	500,047	444	0.09%	
<b>Total</b>	<b>6,491,666</b>	<b>6,484,655</b>	<b>7,011</b>	<b>0.11%</b>	

## Q1 Report on Reserves as at March 31, 2021

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Description	Balances at December 31, 2020	Year-to-date Net Transfers from (to) Operating	Year-to-date Capital Transfers	Balance at March 31, 2021	Forecasted Net Transfers Forecast from (to) Operating	Forecasted Capital Transfers	Forecasted Balance at December 31, 2021
<b>NRH Owned Units Public/Local Housing Corp:</b>							
Jubilee/Broad oak	359,569	18,000	-	377,569	54,000	-	431,569
Fitch Street	439,040	22,250	-	461,290	66,750	-	528,040
Carlton	291,000	20,250	-	311,250	60,750	-	372,000
Roach	-	4,208	-	4,208	12,623	-	16,830
Welland Ave	-	-	-	-	93,750	-	93,750
Other Owned Units	4,181,976	618,639	(962,072)	3,838,543	1,855,916	116,821	5,811,281
<b>NRH Owned Units Public/Local Housing Corp TOTAL</b>	<b>5,271,585</b>	<b>683,346</b>	<b>(962,072)</b>	<b>4,992,860</b>	<b>2,143,789</b>	<b>116,821</b>	<b>7,253,470</b>
<b>Niagara Regional Housing:</b>							
Emergency Capital Funding for Housing Providers	4,740,195	291,482	-	5,031,677	874,445	-	5,906,122
Title Normalization for NRH Owned Units	712,381	-	-	712,381	-	-	712,381
New Initiatives, other social housing purposes and any new deposits are added to this category	1,252,310	-	-	1,252,310	-	-	1,252,310
<b>Niagara Regional Housing TOTAL</b>	<b>6,704,886</b>	<b>291,482</b>	<b>-</b>	<b>6,996,368</b>	<b>874,445</b>	<b>-</b>	<b>7,870,813</b>
<b>Total NRH Capital Reserves</b>	<b>\$ 11,976,471</b>	<b>\$ 974,828</b>	<b>\$ (962,072)</b>	<b>\$ 11,989,228</b>	<b>\$ 3,018,234</b>	<b>\$ 116,821</b>	<b>\$ 15,124,283</b>
<b>NRH Rent Supplement:</b>	<b>249,301</b>	<b>(4,750)</b>	<b>-</b>	<b>244,551</b>	<b>(14,250)</b>	<b>-</b>	<b>230,301</b>
<b>NRH Stabilization Reserves TOTAL</b>	<b>\$ 249,301</b>	<b>\$ (4,750)</b>	<b>\$ -</b>	<b>\$ 244,551</b>	<b>\$ (14,250)</b>	<b>\$ -</b>	<b>\$ 230,301</b>
<b>NRH Employee Future Benefits:</b>	<b>792,733</b>	<b>-</b>	<b>-</b>	<b>792,733</b>	<b>-</b>	<b>-</b>	<b>792,733</b>
<b>NRH Future Liability Reserves TOTAL</b>	<b>\$ 792,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 792,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 792,733</b>
<b>Total</b>	<b>\$ 13,018,505</b>	<b>\$ 970,078</b>	<b>\$ (962,072)</b>	<b>\$ 13,026,512</b>	<b>\$ 3,003,984</b>	<b>\$ 116,821</b>	<b>\$ 16,147,317</b>

**503 NRH Owned Units**

This reserve was set-up by the Board of Directors as a Reserve Fund in September 2004 for capital expenses related to the NRH owned units.

**502 Niagara Regional Housing**

This reserve includes three major elements: (1) Emergency Capital Funding for Housing Providers - intent to support capital repair program for housing providers; surplus from housing programs should be directed to this component of the reserve (2) Title Normalization for NRH Owned Units (3) New Initiatives / New Development

NRH Rent Supplement: This fund was set-up by the Board of Directors in December 2008 (year end) for a new Rent Supplement program. This Rent Supplement program is budgeted annually and withdrawal from the Reserve matches that year's expenditures.

NRH Employee Future Benefits: This fund was set-up by the Board of Directors in 2011 to fund Employee Future Benefits. (retiree benefits, sick leave, vacation. etc.).





# Quarterly Report Reference Sheet

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<b>A</b>	<p><b>AFFORDABLE HOUSING RENTS:</b> Rents are established at 80% market of Canada Mortgage and Housing Corporation (CMHC) Average Market Rent, with no ongoing rental subsidy.</p> <p><b>APPEALS:</b> Social Housing tenants/members can request reviews of decisions related to applicant eligibility, priority status, transfer requests, overhoused status, ongoing Rent-Geared-to-Income (RGI) eligibility and rent calculation issues. The NRH Appeal Committee makes decisions on appeals from applicants and tenants in Public Housing, Social Housing (where they have not established an Appeal Committee) and Rent Supplement units. All appeal decisions are final, per legislation.</p> <p><b>ARREARS:</b> To assist with arrears collection, tenants/members are provided the option of entering into a repayment agreement but are still expected to pay full rent on time.</p>
<b>B</b>	
<b>C</b>	<p><b>CANADA-ONTARIO COMMUNITY HOUSING INITIATIVE (COCHI):</b> A program that provides funding to protect affordability for households in social housing, support the repair and renewal of existing social housing supply and expand the supply of community housing over time.</p> <p><b>CANADA-ONTARIO HOUSING BENEFIT (COHB):</b> A program that provides a monthly benefit payment to households that are on, or are eligible to be on, the Centralized Waiting List (CWL) to help them pay their rent. The COHB payments are portable (i.e. the benefit follows the household if they move to another address) and based on the household income and local market rent. In order to receive the COHB, applicants must agree to have their application removed from the CWL.</p> <p><b>CAPITAL PROGRAM:</b> Responsible for maintaining the Public Housing (NRH-owned) asset and planning for future sustainability, as well as issuing tenders for service contracts.</p> <p><b>CENTRALIZED WAITING LIST (CWL):</b> Is comprised of almost 200 subsidiary lists of Public Housing, Social Housing and private units through the Rent Supplement program. It is maintained on a modified chronological basis (i.e. in order to ensure that applicants are treated fairly, units are offered based on the date of application). The needs of particularly at-risk populations are addressed through Priority Status groups that are offered units before other applicants on the Centralized Waiting List:</p> <ul style="list-style-type: none"> <li>• Special Provincial Priority (SPP) Status</li> <li>• Urgent Status</li> <li>• Homeless Status</li> </ul> <p>The <i>Housing Services Act, 2011</i> (HSA) requires that the Centralized Waiting List is reviewed on a regular basis. Applicants are asked to confirm their continued interest and to update information annually (# of household members, total household income) so that NRH can verify ongoing eligibility for housing subsidy. If a household is no longer interested or is deemed ineligible the application is cancelled and removed from the list.</p> <p>The Centralized Waiting List includes various types of households (i.e. families, seniors and singles/adults without dependents) from both within and outside Niagara, the</p>

*Quarterly Report Reference Sheet*

	<p>priority groups mentioned above, RGI and Market applicants and existing tenants who are overhoused (have more bedrooms than they need).</p> <p><b>COMMUNITY HOUSING:</b> Housing owned and operated by non-profit, co-operatives and municipal governments or district social services administration boards including subsidized or low-end-of market rents.</p> <p><b>COMMUNITY PROGRAMS:</b> NRH's community partners offer events, presentations, activities and programs to help mitigate the effects of poverty by building community pride, offering life skills training and enhancing the lives of the tenants. While NRH does not deliver these services directly to tenants, NRH's Community Resource Unit facilitates partnerships by identifying evolving community and tenant needs, connecting with appropriate programs and supporting their ongoing success.</p>
<b>D</b>	
<b>E</b>	<p><b>END OF OPERATING AGREEMENTS (EOA):</b> EOA refers to the expiry of federally signed operating agreements. NRH is working with these providers to find innovative solutions to maintain the existing number of social housing units in Niagara and protect existing tenants/members from losing subsidy.</p> <p><b>END OF MORTGAGE (EOM):</b> Federal/provincial and provincial housing providers (non-profits and co-ops) legislated under the Housing Services Act (HSA) do not have operating agreements that expire when the mortgage matures. The relationship between service manager and housing provider continues with the housing provider still obliged to follow the HSA. The obligation of service manager to pay a mortgage subsidy ends.</p> <p><b>EVICTIION PREVENTION/SUPPORT:</b> Supports to help NRH tenants stay in their homes through identification of tenant needs and connection with supports and services (e.g. Mental health issues, cognitive decline, addiction, family breakdown etc.)</p>
<b>F</b>	
<b>G</b>	<p><b>HOMEOWNERSHIP PROGRAM – "WELCOME HOME NIAGARA":</b> The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p> <p><b>HOUSING AND HOMELESSNESS ACTION PLAN (HHAP):</b> Niagara's 10-year Community Action Plan to help everyone in Niagara have a home.</p> <p><b>HOUSING ACCESS CENTRE:</b> Housing Access is the gateway to affordable housing in Niagara. All applications for housing are processed through the Housing Access Centre including initial and ongoing eligibility assessment as well as management of the Centralized Waiting List. Options include accommodation with Non-profit and Co-operative housing providers (Social Housing), NRH owned units (Public Housing and two mixed income communities), or for-profit/private landlord owned buildings (Rent Supplement/Housing Allowance).</p> <p><b>HOUSING ALLOWANCE PROGRAM:</b> A variation of the Rent Supplement program that provides a set allowance of up to \$300 per month to private landlords to assist applicants who are on the Centralized Waiting List.</p> <p><b>HOUSING FIRST:</b> Helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing. NRH</p>



*Quarterly Report Reference Sheet*

	partners with Niagara Region Community Services and community agencies to provide rent supplement to landlords while agency staff provide a range of personalized supports to encourage successful tenancies and, if the tenant chooses, address personal challenges.
<b>I</b>	<p><b>IN-SITU RENT SUPPLEMENT PROGRAM:</b> A program developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH.</p> <p><b>INVESTMENT IN AFFORDABLE HOUSING PROGRAM – EXTENSION (IAH-E):</b> Provincial and federally funded program designed to improve access to affordable housing that is safe and suitable, while assisting local economies through job creation generated by new development and home repairs/modifications, including:</p> <ul style="list-style-type: none"> <li>• Niagara Renovates</li> <li>• Homeownership (Welcome Home Niagara)</li> <li>• Rent Supplement/Housing Allowance</li> <li>• Rental Housing (New Development)</li> </ul>
<b>J</b>	
<b>K</b>	
<b>L</b>	<b>LOCAL HOUSING CORPORATION (LHC):</b> Also called “Public Housing”, LHC refers to the communities that Niagara Regional Housing owns and manages.
<b>M</b>	
<b>N</b>	<p><b>NIAGARA RENOVATES PROGRAM:</b> Provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes. Assistance is provided in the form of a forgivable loan, written off over a 10-year period, as long as the homeowner continues to live in the home.</p> <p><b>NON PROFIT HOUSING PROGRAMS (FORMERLY “SOCIAL HOUSING”):</b> Includes Non-Profit and Cooperative Housing Providers, who own and manage their own housing communities and have their own independent Boards. NRH provides legislative oversight to ensure they are in compliance with the <i>Housing Services Act (HSA)</i>. Generally, 25% of these units are designated as market rent units. The remaining 75% of units are offered to households on the Centralized Waiting List that pay RGI.</p>
<b>O</b>	<p><b>ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI):</b> A program to address local housing priorities, including affordability, repair and new construction.</p> <p><b>OPERATIONAL REVIEWS:</b> In order to ensure that Non-Profit Housing Programs comply with legislation and local policies, NRH investigates their overall health by analyzing many factors including finances, vacancy losses, governance issues, condition of buildings etc. NRH then works with them to bring them into compliance and provide recommendations on best business practices.</p>
<b>P</b>	<p><b>PORTABLE HOUSING ALLOWANCE:</b> Direct financial assistance given to the household (tenant) on the Centralized Waiting List; not tied to a housing unit.</p> <p><b>PRIORITY STATUS GROUPS:</b> Priority Status groups are offered units before other applicants on the Centralized Waiting List:</p>



*Quarterly Report Reference Sheet*

	<ul style="list-style-type: none"> <li>• <b>Special Provincial Priority (SPP) Status</b> is the only legislated priority and is intended to help victims of violence separate permanently from their abuser</li> <li>• <b>Urgent Status</b> is intended for applicants with (1) Mobility Barriers (i.e. physical limitations that require barrier-free units) and/or (2) Extreme Hardship (i.e. where the applicants' current accommodations puts them at extreme risk and/or causes hardship and relocation would reduce the risks and/or alleviate the hardship)</li> <li>• <b>Homeless Status</b> provides an increased opportunity for placement to households that are homeless (1 in every 10 households offered housing)</li> </ul> <p><b>PUBLIC HOUSING (ALSO CALLED "LOCAL HOUSING CORPORATION"):</b> NRH owns and manages 2,660 units of Public Housing stock in 9 of the 12 Niagara municipalities. Tenants pay 30% of their income for rent. <i>*Note: NRH owns and manages an additional 91 units that have affordable (80% market) and market rents.</i></p>
<b>Q</b>	
<b>R</b>	<b>RENT SUPPLEMENT PROGRAM:</b> Tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the agreed market rent for the unit. <i>*See also Housing Allowance Program and Housing First Project.</i>
<b>S</b>	<p><b>SERVICE LEVEL STANDARDS (SLS):</b> Establishes minimum number of RGI and special needs units to be maintained by each service manager</p> <p><b>SERVICE MANAGER:</b> As administrator for affordable housing on behalf of Niagara Region, NRH's main responsibilities include: administering Rent Supplement Programs, oversight of Non-Profit and Cooperative Housing Providers, determining RGI eligibility, maintaining Centralized Waiting List, establishing Local Policies etc.</p> <p><b>SOCIAL HOUSING (FORMERLY "AFFORDABLE HOUSING"):</b> All NRH programs and services, including Public Housing (NRH-owned), Non-Profit Housing Programs, the Rent Supplement Program and the Affordable Housing Program</p>
<b>T</b>	
<b>U</b>	
<b>V</b>	
<b>W</b>	<b>WELCOME HOME NIAGARA:</b> Assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.
<b>X</b>	
<b>Y</b>	
<b>Z</b>	



## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Municipal Offices: 66 Charlotte Street  
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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

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

# PREScribed FORM OF PETITION

To: The Council of the City of Welland  
c/o City Clerk  
60 East Main Street  
Welland, ON L3B 3X4



I/We the undersigned, petition the Council of the City of Welland as follows:

We object to the decision of the Committee of Adjustments to permit the Evertrust development at 350 Prince Charles Dr. S. as it was presented to us in the letter we received May 3, 2021. We petition the city to:

1. Conduct a traffic study on Prince Charles Dr. S. between Ontario Road and Lincoln St. The new building will add approximately 200 cars to the already dangerous intersection at the entrance to our shared driveway.
2. Consider the parking situation at the new Evertrust development. They have, according their plan, 230 parking spaces total. That's about 1 per unit for each of 226 units. It leaves very little space for visitors, deliveries etc. There is nowhere for this overflow to go.
3. Consider that the proposed new building does not represent the character or design of existing neighbouring buildings. There is no continuity in architectural style, in density of the buildings or in availability of parking.
4. Consider that the proposed new building is too large for the space it sits on.

21-92		



## PRESCRIBED FORM OF PETITION

To: The Council of the City of Welland  
 c/o City Clerk  
 60 East Main Street  
 Welland, ON L3B 3X4

I/We the undersigned, petition the Council of the City of Welland as follows:

All addresses are		
PRINTED NAME	PRINTED ADDRESS	SIGNATURE
Mary Jo Mastroianni	330 Prince Charles Dr. S. Unit 1413	Mary Jo Mastroianni
NORMAN CARTER	330 PRINCE CHARLES DR S UNIT 1414	Norman Carter
Sharon McCumber	330 Prince Charles Dr. S. Unit 1419	Sharon McCumber
Remi MAURICE	1411 330 Prince Charles Dr. S.	Remi Maurice
Donna Nelson	#1409	Donna Nelson
Carmelita Quinn	#1410	Carmelita Quinn
HERY JAROL NORTON	1408	JSN
CATHY SHOUP	1401	CShoup
OLGA CULIG	1407	Olga Culig
DAVID EVANS	1404	David Evans
Nancy Rhodes	1405	N Rhodes
Helene Beauparlant	1316	Helene Beauparlant
RAY ARSENAULT	1318	Ray Arsenault
SELASI BADASU	1312	Badasu
Claudette LeBlanc	1315	Claudette LeBlanc

## PRESCRIBED FORM OF PETITION

To: The Council of the City of Welland  
 c/o City Clerk  
 60 East Main Street  
 Welland, ON L3B 3X4

I/We the undersigned, petition the Council of the City of Welland as follows:

PRINTED NAME	PRINTED ADDRESS	SIGNATURE
Amy Doobay	330 Prince Charles Dr. Unit 1213	Amy Doobay
YUDI DOOBAY	330 PRINCE CHARLES #1213	Yudi Doobay
Pam Kipp	330 Prince Charles 1215	Pam Kipp
BRUCE KIPP	330 PR. CHARLES 1215	73. Kipp
Carol Ann Gatt	330 Pr. Charles 1216	Carol A. Gatt
Paul Gatt	330 Pr. Charles 1216	Paul Gatt
Dianne Winterton	330 Prince Charles 1214	Dianne Winterton
Gail Kremer	330 Prince Charles 1218	Gail Kremer
HILDA FROST	330 PRINCE CHARLES 1217	Hilda Frost
GEORGE DE RUYTE	#1210 330 PRINCE CHARLES DR	George De Ruyte
BARBARA MANN	1210 330 PRINCE CHARLES DR.	Barb Mann
DAWN BREAU	330 PRINCE CHARLES UNIT 1207	Dawn Breau
CLAUDE BREAU	330 PRINCE CHARLES UNIT 1207	Claude Breau
Connie	330 Prince Charles 1205	Connie Corrier
Paul Walker	330 Prince Charles 1204	Paul Walker
SUSAN WALKER	330 Prince Charles	Sue Walker



[illegible]



[illegible]

I/We the undersigned, petition the Council of the City of Welland as follows:

[illegible]



## PRESCRIBED FORM OF PETITION

To: The Council of the City of Welland  
 c/o City Clerk  
 60 East Main Street  
 Welland, ON L3B 3X4

I/We the undersigned, petition the Council of the City of Welland as follows:

PRINTED NAME	PRINTED ADDRESS	SIGNATURE
Don Romo	330 PRINCE CHARLES DR WELLAND 1219	DR
Diana Dmain	330 Prince Charles Dr Welland 1219	D Dmain
VICTOR HERMAN	330 PRINCE CHARLES DR WELLAND 1208	V Herman
Liz Bukovac	330 PRINCE CHARLES DR 1308	L Bukovac
L. Bukovac	330 Prince Charles Dr 1308	L. Bukovac
MR Miller	330 Prince Charles 1309	MR Miller
R Marcar	330 Prince Charles	R Marcar
M. TS IPTSIS	330 Prince Charles 1307	M. TS IPTSIS
Mary Spark	330 Pr Ch. Dr 1310	Mary Spark
BURT TOWNEND	330 " " 1305	B. Townsend
DON BOOKER	330 Prince Charles Dr. S 1212	Don Booker
JAN MULLIN	330 PRINCE CHARLES DR. S. 1212	Jan Mullin



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**CLERKS DEPARTMENT**

May 26, 2021

Hon. Patty Hajdu  
Minister of Health  
Brooke Claxton Building  
16<sup>th</sup> Floor 0916A  
Ottawa, ON  
K1A 0K9

[hcminister.ministresc@canada.ca](mailto:hcminister.ministresc@canada.ca)

Dear Minister Hajdu:

Re: Endorsement of 988 Suicide and Crisis Prevention Hotline Initiative

This is to confirm that at the May 25, 2021 Council Meeting the following resolution was adopted with respect to the above noted matter:

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline; and

WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%; and

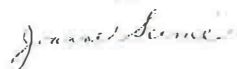
WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

THEREFORE, BE IT RESOLVED THAT Township Council endorses the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help; and

THAT, a letter demonstrating Township of West Lincoln Council's support be sent to the Honourable Patty Hajdu, Federal Minister of Health, the Honourable Dean Allison MP Niagara West, the Honourable Sam Oosterhoff MPP Niagara West, Ian Scott Chairperson and Chief Executive Officer, Canadian Radio- Television and Telecommunications and all municipalities in Ontario.

If you have any questions or concerns regarding the above, do not hesitate to contact the undersigned.

Sincerely,



Joanne Scime, Clerk

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cc. Federal Minister of Health  
The Honourable Dean Allison MP  
The Honourable Sam Oosterhoff, MPP  
Ian Scott, Chairperson & CEO Canadian Radio-Television & Telecommunications  
Ontario Municipalities



## Community Services

### Legislative Services

June 1, 2021  
File #120203

The Right Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Honourable and Dear Sirs:

**Re: Generation Squeezing with Respect to Affordable Housing**

The Municipal Council of the Town of Fort Erie at its meeting of May 31, 2021 passed the following resolution:

**Whereas** there has been a housing affordability crisis in the making for over 25 years, and

**Whereas** the growing disparity for affordable housing has further been heightened within the past 18 months where the housing prices in larger cities have risen by 30% and most recently in smaller communities by two to three times it's market value, and

**Whereas** the current generation of Canadians under the age of 45 are being squeezed out of the housing marketplace with less opportunity of purchasing a home as their primary residence and are referred to as "gen-squeeze" or "Generation Squeeze", and

**Whereas** Stats Canada numbers indicate that the housing crisis is more severe in small, suburban areas and cities, and

**Whereas** Canada's National Housing Strategy, CMHC, Scotiabank and RBC Economists have highlighted that housing needs drastically surpass availability, and

**Whereas** many houses are currently being purchased as non-primary homes for the use of short-term rental, equity investment, foreign investment and turn key business operations, and

...2

Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

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**Whereas** 1 in 5 Canadian renters are spending more than half their income on rent creating further disparities towards a Canadian dream and right to home ownership; and

**Whereas** affordable housing has been pushed to a Municipal issue, and

**Whereas** affordable housing is a Country-Wide issue that needs to be fully addressed on both a Federal and Provincial level;

**Now therefore be it resolved,**

**That:** The Federal Government raise the Capital Gains tax rule that applies to non-primary residences, and further

**That:** The Province of Ontario change the provincial Land Transfer Tax Act to levy a greater charge for the purchases of residences not intended for primary residence use, and further

**That:** The Province of Ontario request that MPAC assess short-term rental properties for "commercial" use, as opposed to continue to assess them for residential use, and further

**That:** The Province of Ontario prohibit closed bidding on residential sales, and further

**That:** The Province prohibit sales beyond the list price, and further

**That:** Both the Federal and Provincial Governments look at funding to enable municipalities to incentivize affordable new housing construction, revitalization of neighbourhoods, and limiting turn-key real estate operations, and further

**That:** Both the Federal and Provincial Governments consider the creation of affordable housing trusts, and further

**That:** The Municipality of the Town of Fort Erie requests staff to:

1. consider broadening the residential zones that permit more than one family;
2. review if a certain number of affordable housing units in every subdivision or apartment/condo building approved, should be applied to the affordable housing strategy;
3. review if the construction of a certain amount of smaller houses/units in new subdivisions or infill situation or new apartment/condo buildings should be considered as part of the affordable housing strategy;
4. bring a report to Council to identify the process to limit short-term rentals to specific areas of the Town and limit the overall number of licences, and further

The Right Honourable Justin Trudeau, Prime Minister  
The Honourable Doug Ford, Premier of Ontario

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Page three

**That:** The Municipality of the Town of Fort Erie request The Regional Municipality of Niagara and Local Area Municipalities to support this resolution, and further

**That:** A copy of this resolution be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, and all Municipalities, for their support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c.     The Regional Municipality of Niagara  
         Local Area Municipalities  
         All Members of Parliament  
         All Members of Provincial Parliament



## Community Services

### Legislative Services

June 1, 2021  
File #120203

The Right Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Honourable and Dear Sirs:

**Re: Capital Gains Tax on Primary Residence**

The Municipal Council of the Town of Fort Erie at its meeting of May 31, 2021 passed the following resolution:

**Whereas** primary residences are currently exempt from a capital gains tax, and

**Whereas** currently secondary and additional non-primary properties are subject to capital gains, and

**Whereas** the Federal Government is currently looking into a primary residence capital gains tax as they have recognized that affordable housing has become a serious issue in Canada, and

**Whereas** smaller communities including the Town of Fort Erie are seeing unprecedented higher selling prices that are outpacing prices in larger cities, and

**Whereas** many hard-working Canadians who have only a primary residence with no additional non-primary homes count on their home equity as financial aid to apply to upsizing or downsizing their home depending on their personal situation, and

**Whereas** a change in taxation to primary residences would be a significant financial blow to Canadians and would create an unfair, two-tiered taxation which could lead to depleted savings, inter-generational disparities, disparities among diverse groups such as seniors who may have a significant portion of their savings vested in their primary residence, as well as, reducing the ability of home ownership thereby a further, higher need for rentals, and

**Whereas** the Federal government could look at other means to slow down the rapidly escalating housing costs to improve housing affordability;

...2

Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

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The Right Honourable Justin Trudeau, Prime Minister  
The Honourable Doug Ford, Premier of Ontario

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Page two

**Now therefore be it resolved,**

**That:** The Federal Government cease further consideration of eliminating capital gains tax exemptions on primary residences, and further

**That:** A copy of this resolution be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, The Regional Municipality of Niagara, and all Municipalities, for their support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c. All Members of Parliament  
All Members of Provincial Parliament  
The Regional Municipality of Niagara  
Ontario Municipalities