



**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS/RECREATION/ARENA COMMITTEE  
AGENDA**

**MEETING NO. SIX**

**Monday, June 21, 2021, Immediately following the Administration/Finance/Fire Committee Meeting  
Township Administration Building  
318 Canborough Street, Smithville, Ontario**

**\*\* NOTE TO MEMBERS OF THE PUBLIC:** Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Council meetings until further notice.\*\*

**Submission of Public Comments/Virtual Attendance:** The public may submit comments for matters that are on the agenda or request to attend the virtual meeting as "Attendees" by emailing [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) by June 21, 2021 before 4:30 pm. Email comments submitted will be considered as public information and read into public record. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless otherwise noted.

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**Pages**

**1. CHAIR - Councillor Harold Jonker**

Prior to commencing with the Public Works/Recreation/Arena Committee meeting agenda, Chair Jonker noted the following:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Standing Committee and Council meetings until further notice.
2. The public may submit comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
3. The meeting will be recorded and available on the Township's website within 48 hours of the meeting.

**2. CHANGE IN ORDER OF ITEMS ON AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

**4. APPOINTMENTS**

There are no appointments/presentations.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

**NOTE: Procedural By-law Section 10.13(5) – General Rules**

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation/Arena Committee agenda.

6. CONSENT AGENDA ITEMS

**NOTE:** All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

6.1. ITEM PW27-21  
CONSENT AGENDA ITEMS

**RECOMMENDATION:**

That the Public Works/Recreation/Arena Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2, 3 and 4 be and are hereby received for information  
with the exception of Items #(s)\_\_\_\_\_
- |    |  |    |
|----|--|----|
| 1. | West Lincoln Public Library Board Minutes - May 14, 2021   | 4  |
| 2. | Information Report REC-08-2021 - West Lincoln Community Centre and Recreation Services COVID-19 Update                   | 8  |
| 3. | Information Report REC-09-2021 - Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course Update | 13 |
| 4. | Information Report PW-17-2021 - Municipal Drinking Water License Renewal   | 16 |

7. COMMUNICATIONS

There are no communications.

8. STAFF REPORTS

- 8.1. ITEM PW28-21 20  
Project Manager (Ray Vachon) & Director of Public Works & Recreation  
(Mike DiPaola)  
Re: Recommendation Report PW-16-2021 - St. Ann's Road

Reconstruction Consultant Services – Municipal Class EA Study and Preliminary Design RFP Award

**RECOMMENDATION:**

1. THAT, Report RFD PW-16-2021, re: St. Ann's Road Reconstruction Consultant Services – Municipal Class EA Study and Preliminary Design RFP Award, dated June 21, 2021, be received; and,
2. THAT, Council awards the RFP to Kerry T. Howe Engineering Limited for the St. Ann's Road Reconstruction Consultant Services – Municipal Class EA Study and Preliminary Design project, in the amount of \$147,700.00 (excluding HST); and,
3. THAT, Council approve the project cost in the total amount of \$185,000.00, which includes professional engineering services, a 15% contingency, net HST, and other miscellaneous project costs; and,
4. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Kerry T. Howe Engineering Limited.

**9. OTHER BUSINESS**

**9.1. ITEM PW29-21**

Members of Council

Re: Other Business Items of an Informative Nature

**10. NEW BUSINESS**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

**11. CONFIDENTIAL MATTERS**

There are no confidential matters.

**12. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of [time]



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting #5: Friday, May 14, 2021 10 a.m.  
Zoom

**PRESENT:**

Board:	Julie Adams (left meeting at 10:30 a.m.) Cheryl Ganann Judi Kelly Sue Langdon Pat Nelson Joan Packham Wendy Wilson
Staff:	Cindy Weir, Interim CEO

**ABSENT:** Karen Parker

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**Call to Order**

Chair Packham called the meeting to order, welcomed all and established quorum.

**1. Agenda**

**Moved by: Cheryl Ganann**

**Seconded by: Wendy Wilson**

THAT the West Lincoln Public Library Board approves the agenda for Friday April 9, 2021 as presented including any additions or deletions.

Carried

Addition: 6b Ontario Library Service Board Assembly Report – Wendy Wilson

**2. Disclosure of Pecuniary Interest or Conflict of Interest and the General Nature Thereof**

There were no disclosures of pecuniary or conflict of interests declared by any members of the West Lincoln Public Library Board.

**3. Minutes**

**Moved: Pat Nelson**

**Seconded by: Wendy Wilson**

THAT the minutes of the April 9, 2021 West Lincoln Public Library Board meeting be approved as presented.

Carried.

**4. Correspondence**

a) None

**5. Financial Matters**

a) Actuals Statement Budget Status Report

**Moved by: Sue Langdon**

**Seconded by: Cheryl Ganann**

THAT the Budget Actuals Statement from April 1, 2021 be accepted for information  
Carried

The Board asked the CEO to report back at the next meeting on two budget lines.

## **6. Reports**

### **a) CEO's Report – April 2021**

Library CEO presented the April 2021 CEO's Report and verbally she reported on:

- New playground equipment approved by Council is to be located beside the Caistorville Library.
- The library is expecting to sign a new Library Page this week to fill a vacant position.
- There is no additional news regarding the possible merger of library services in our neighbouring communities.

*10:30 a.m. Julie Adams left the meeting*

**b) Ontario Library Service Board Assemblies Report – Spring 2021** – Wendy Wilson  
Board Representative Wendy Wilson attended virtually the OLS Board Assemblies meeting for libraries with community populations between 10,000 – 19,900. There were 23 libraries participating. Greg Lawrence from Elliot Lake Public Library Board was elected to represent this group on the Ontario Library Service Board of Directors. She indicated that they would be meeting twice a year, in the fall and in the spring. She mentioned that they discussed issues related to libraries of that size including the possibility for upgraded broadband to 50 libraries and might we be included in that, and also that a library had staff seconded to perform other duties during covid.

## **7. Library Business**

### **a) COVID – Stay at Home Order - Update**

The CEO announced that we moved from an Emergency Break stage to the Stay At Home Order and that the library is continuing with Curbside service only.

### **b) Use of Library Branch for Upcoming Elections**

The CEO has been contacted by an official of Elections Canada about the use of the Caistorville library for an election in 2022. Apparently there had been communication with Vanessa Holm prior to the changeover of CEOs. So far only email communication indicating they would prefer the library and not the community hall.

### **c) Policy Review**

CEO Weir, spoke to the minor changes to the policies under review. It was explained that the Board had a Policy Committee and that in the future Library Policies would go to the Policy Committee before being presented to the Board as a whole. Weir apologized for not realizing there was a Policy Committee and will ensure compliance in the future.

**Moved by: Pat Nelson**

**Seconded by: Cheryl Ganann**

THAT the West Lincoln Public Library Board approves the following policies as distributed: Smoke- Free Policy; Scent-Free Policy, Punctuality Policy; Personal Phone Calls at Work.  
Carried.

## **8. Next meeting date – June 11, 2021 at 10am**

Meeting will take place via zoom, or in person, depending on developments from the Province and/or Public Health.

**9. Announcements**

**a) May Newsletter.**

The Board members again had glowing comments about the presentation of and content in the newsletter. The CEO will extend these compliments to the staff. CEO Weir also advised the Board of the last minute Financial Literacy Series that will run once a month until December.

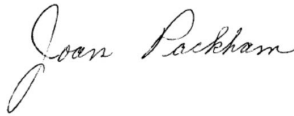
**a) Board Roundtable of Announcements**

There were no announcements this month.

**10. Adjournment**

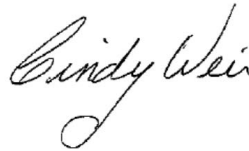
**Moved by: Sue Langdon**

That the Library Board meeting adjourn at 10:48 am.



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**JOAN PACKHAM, CHAIR**



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**CINDY WEIR, CEO**

## CEO's Report – May 2021

### Recorded Library Uses May 2021

**E-books:** 1323 check-outs

**Circulation:** 2450 loans

### Social Media and Website:

#### Twitter

Impressions (times displayed for viewers)	4666
Engagement (any interaction with tweets)	73
Number of posts	22
Most Popular Tweet	Get Caught Reading - Lauren

#### Facebook

People who saw content	14739
People clicking or engaging with content	812
Number of Posts (now including story posts)	40
Most popular post	Story Walks
Viewers over 1 minute (program attendance)	60 + 13 youtube linked viewers

#### Instagram

Posts	30
Post interactions	163
Followers	790
Most popular post	Shelfie - Vanessa

#### YouTube

Subscribers	2
Views	27

#### TikTok

Followers	62
Likes	563
Most Popular	Remembering Eric Carle

#### Website

Page views	2511
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**Programs by Pickup:** 91

**WebEx Program Attendance:** 98

**Outside Program (Story Walk)** 44

**DATE:** June 21, 2021

**REPORT NO:** REC-08-2021

**SUBJECT:** **West Lincoln Community Centre and Recreation Services COVID-19 Update**

**CONTACT:** Wendy Beaty, Coordinator of Recreation Services  
Mike DiPaola, P.Eng. Director of Public Works and Recreation

**OVERVIEW:**

- The purpose of this report is to provide an overview on the West Lincoln Community Centre and recent community events and programs; and to provide an update on upcoming Recreation Services' programs and events based on the current COVID-19 pandemic situation.

**RECOMMENDATION:**

1. That, Report REC-08-2021, re: West Lincoln Community Centre & Recreation Services COVID-19 Update, dated June 21, 2021, be received for information

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme # 2:**

- **Support for Business, Opportunities for Residents** – Creating a positive image and a community where it is easy to do business.

**Theme # 4:**

- **Local Attractions** – Providing amenities, programs and services that bring the community together.

**Theme # 5:**

- **Community Health and Safety** – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

**BACKGROUND:**

***Spring 2020 Closure***

On Friday March 13th 2020, the Township partially activated its Emergency Operations Centre (EOC) in response to the spread of the COVID-19 virus. At that time the Township enacted a series of closures such as programs/events, camps, and facilities which included the West Lincoln Community Centre.



On June 12, 2020, the Township made the difficult decision to not offer the summer camp program.

### ***Re-opening 2020***

On June 26th, 2020, improvements to COVID-19 case counts and spread allowed for the Township to re-open the Splash Pad at the Community Centre under the guidelines from the Province and Niagara Region Public Health.

West Lincoln joined with all municipalities across the Niagara Region to present a virtual Canada Day event on July 1st, 2020.

On August 10th, 2020, the Walking Track at the Community Centre was re-opened with reduced hours and new restrictions for use and capacity.

The annual Harvest Routes event was presented to the community on October 2nd and 3rd, 2020, with an adjusted format and reduced programming.

The arena was re-opened on October 4th, 2020 with several new processes around cleaning, access and screening. Recreation Services was able to restart limited ice programs such as Men's and Ladies' Shinny, Preschool Skating and Adult Skating.

A reduced winter fitness program schedule was planned and set to begin January 18th, 2021, but did not materialize due to the province-wide shut down and "stay at home" order announced prior to the end of the 2020 calendar year and early new year respectively.

### ***Winter 2020 Closure***

Increases in COVID-19 cases across the province and regionally were seen throughout the Fall months of 2020 and on December 18<sup>th</sup>, 2020 the Province announced that the Niagara Region would move into the Red Zone of the Response Framework. This meant further restrictions on facility use, the cancellation of programs and new limits on facility capacity.

Three days later, the Province went further and announced that there would be a province-wide shut-down as of December 26<sup>th</sup>, 2020 for a 28-day period. The result of the shut-down meant the closure of the West Lincoln Community Centre and a hold on all programming.

On January 12<sup>th</sup>, 2021, the Provincial Government announced enhanced measures in the Province wide shut-down via a "Stay at Home" order, in order to minimize mobility of the community. The intent of this order was; only leave your household for the purposes of groceries, medical appointments, and essential work. The enhanced Public Health and workplace safety measures were in effect for all of Ontario and were in place until at least Thursday February 11<sup>th</sup>, 2021.

On February 11<sup>th</sup>, it was announced that March Break for schools would be moved to April to curb travel and the spread of COVID-19.

On February 12<sup>th</sup>, the Province announced that the Niagara Region would remain in the Grey Zone of the Provincial Framework for a period of 14 days.

### ***Winter 2021 Re-Opening***

On February 26<sup>th</sup>, the Provincial government announced that the Niagara Region would move to the Red-Control Zone of the Provincial Framework as of March 1<sup>st</sup>, 2021. This would allow for limited facility usage and programming to restart. The West Lincoln Community Centre opened for restricted ice and walking track usage on March 3<sup>rd</sup>, 2021.

Recreation Services presented a Family Easter Weekend event with curbside pickup of activity kits and virtual activities from April 2<sup>nd</sup> to April 5<sup>th</sup>. Participation levels were good and several positive comments were received from the community.

### ***Spring 2021 Closure***

As COVID-19 cases were rising at an alarming rate, the government announced a Province-wide lockdown by enacting the emergency brake on April 3<sup>rd</sup>. West Lincoln and the entire Niagara Region also declared a State of Emergency on April 3<sup>rd</sup>.

On April 8<sup>th</sup>, the Province announced a declaration of Emergency and Province-wide Stay at Home Order that would stay in effect until May 19<sup>th</sup>.

From April 12<sup>th</sup> to 16<sup>th</sup>, Recreation Services offered virtual activities as part of the March Break in April programming. Feedback was positive from participants and there was an appreciation for offering something for the kids during the Stay at Home Order.

### ***Spring 2021 Reopening***

On May 20<sup>th</sup> the government of Ontario released its Roadmap to Reopen, a three step plan to safely and cautiously reopen the Province. Effective May 22<sup>nd</sup>, Ontario would allow for more outdoor recreational amenities to open with restrictions. This included the opening of West Lincoln's skate park, tennis courts and splash pad.

On June 11<sup>th</sup>, the Province moved into Step 1 of the Roadmap to Reopen, which allowed for the opening of sports fields for training purposes only (max 10 participants) and the operation of camps.

### **CURRENT SITUATION:**

Ontario remains under Step 1 of the Roadmap to Reopen. Provincial officials indicate that the Province will remain in Step 1 for a minimum of twenty-one (21) days before moving into Step 2.

### ***Vaccination Site***

The West Lincoln Community Centre continues to be a COVID-19 vaccination site and clinics are active based on Niagara Region Public Health clinic schedule. The use of the facility as a vaccination site is expected to continue through the summer. Clinic dates for June, July, August and September have been released. With changes to vaccine distribution, there is potential for these dates to increase.

### ***Summer Camp***

Recreation Services offered Summer Camp registration beginning on June 8<sup>th</sup> for a limited number of spots based on staffing and facility requirements. The response was high and all available spots have been booked. The Ministry of Health released updated Summer Camp guidelines which will guide the Township's program to ensure a safe experience for participants and staff. The Summer Camp program begins on July 5<sup>th</sup> and runs until August 27<sup>th</sup>.

### ***Canada Day***

Staff continue to meet with the Regional Canada Day group to collaborate around region-wide programming for a virtual Canada Day 2021 event again this year. Regional plans are focussed around a Region-wide virtual scavenger hunt event and joint promotion. Staff are also planning to do Canada Day Take Home Kits for the West Lincoln community. Final details for distribution of the kits are being worked out and advertising to the community will begin very soon.

### ***Movies in the Park***

In consideration of the limitations around gatherings in the upcoming Step 2 of the Roadmap to Reopen, the Movies in the Park event would be limited to a gathering of 25 people. The Roadmap to Reopen for Step 3 does not currently provide guidance on gathering limits for outdoor events. As such, Movies in the Park will be postponed during Step 2 and reconsidered in Step 3.

### ***Youth Programs and Activities***

The opening of the Skate Park was a positive gain against the struggles that community youth are facing during the COVID-19 pandemic. Usage has been high and park users are benefiting from the physical and social advantages of the facility again. The expectation is a return to indoor youth programming, with restrictions, this Fall. Staff are beginning to plan for a cautious return of youth drop-in programs. Program offerings and venue will be dependent on the West Lincoln Community Centre being used as a vaccination centre. If the gymnasium is not available due to vaccination clinics, consideration will be given to utilizing other spaces in the community based on availability.

During the COVID-19 pandemic, the Township has recognized that all demographics in our community have been impacted. The demographic that is potentially the most vulnerable is youth. In recognition of this, the Township plans to investigate partnerships with organizations and agencies that provide services for youth. The goal is to have a collaborative approach with these various organizations to promote their services and support youth in the West Lincoln community.

### ***Older Adult Programs and Activities***

The West Lincoln older adult community is resilient and an increase in walking outdoors for physical exercise has been noticed during the pandemic. According to the Roadmap to Reopen, any indoor recreational programs and activities are unfortunately not able to commence until Step 3. Based on the initial timelines of this framework, Step 3 would not occur any sooner than July 23<sup>rd</sup>. COVID-19 recovery plans for Step 3 include the opening

of the walking track and the return of Fall-time older adult programming and partnerships for facility usage for older adult activities.

***Future Planning for Fall 2021***

Based on on-going progress of province-wide vaccination rates and improvements of key public health indicators, the expectation is that indoor sports, fitness classes and recreation programs will be permitted to proceed in the Fall with restrictions. Staff are hopeful to be able to offer facility usage to groups such as West Niagara Minor Hockey and West Lincoln Figure Skating Club and possibly include a modified recreation program set this Fall.

**FINANCIAL IMPLICATIONS:**

There are no other confirmed financial implications to report at this time.

**INTER-DEPARTMENTAL COMMENTS:**

This Report was reviewed by the Director of Public Works & Recreation, Director of Finance, CAO, and the Township Clerk.

**CONCLUSION:**

Staff will continue to evaluate and adjust recreation programs, events and services in response to provincial and regional restrictions and guidance during the COVID-19 pandemic.

**Prepared & Submitted by:**



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**Wendy Beaty**

Coordinator of Recreation Services



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**Mike DiPaola, P.Eng**

Director of Public Works & Recreation

**Approved by:**



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**Bev Hendry**

Chief Administrative Officer

**DATE:** June 21, 2021

**REPORT NO:** REC-09-2021

**SUBJECT:** **Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course Update**

**CONTACT:** Mike DiPaola, P.Eng. Director of Public Works & Recreation

**OVERVIEW:**

- At its March 22, 2021 meeting, Council endorsed the construction of a nine (9) hole disc golf course at the Wellandport Community Centre property, subject to the approval of Canada Healthy Communities Initiative funding application, as laid out in Staff Report REC-03-2021.
- Township staff received correspondence from the Healthy Communities Initiative Support Team on May 11, 2021 that our application was not successful.
- Under this funding program, the Township has an opportunity to apply for Round 2. Applications for Round 2 opened on May 14, 2021 and staff are proceeding with re-submitting the funding request prior to the June 25, 2021 deadline.

**RECOMMENDATION:**

1. That, Report REC-09-2021, re: Canada Healthy Communities Initiative Application – Wellandport Disc Golf Course Update, dated June 21, 2021 be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme # 4**

- **Local Attractions** – Providing amenities, programs and services that bring the community together.

**Theme #5**

- **Community Health and Safety** – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

**BACKGROUND:**

The Healthy Communities Initiative supports communities as they create and adapt public spaces, and programming and services for public spaces to respond to ongoing needs

arising from COVID-19 over the next two years. This investment from the Government of Canada will fund small-scale infrastructure projects to create safer, more vibrant and inclusive communities. It encourages community-level innovation and improvements in the quality of life for residents, as local communities continue to adapt to COVID-19 in developing new ways to keep residents safe and healthy.

As outlined in Report REC-03-2021 that was presented to the Public Works/Recreation/Arena Committee on March 15, 2021, staff submitted a funding request for \$75,000 under the first round of application intakes.

**CURRENT SITUATION:**

On May 11, 2021, staff received correspondence that the Township's application was not approved for funding and we were invited to apply for Round 2 of the application intakes.

Applications for Round 2 opened on May 14, 2021 with a deadline of June 25, 2021.

Staff have reviewed its previous application and will be making revisions to it in order to resubmit another application as part of Round 2. The funding request remains the same at \$75,000.

Staff are working collaboratively with the Smithville Christian High School to revise and provide further information to each section/question of the application form to improve on this funding submission.

Staff have also reached out to NPCA, to obtain a letter of support outlining how this proposed project aligns with NPCA's desire to connect people with nature and promoting the Niagara Peninsula as a destination of choice for adventure, culture, and ecological tourism.

**FINANCIAL IMPLICATIONS:**

The Disc Golf Project outlined in this report and the previous report REC-03-2021 is contingent on receiving the funding of \$75,000 through the Canada Healthy Communities Initiative.

The 2021 Budget as approved by Council on March 1, 2021 did not allocate any funds towards this Project.

**INTER-DEPARTMENTAL COMMENTS:**

This Report was reviewed by the Director of Finance/Treasurer and CAO.

**CONCLUSION:**

Staffs first funding application in the amount of \$75,000 under the Canada Healthy Community Initiative for the construction of a nine (9) hole disc golf course at the Wellandport Community Centre Property was unsuccessful, however the Township was invited to re-submit its application under Round 2 of the application process. Staff will be re-submitting its application prior to the June 25, 2021 deadline.

**Prepared & Submitted by:**



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**Mike DiPaola, P.Eng**  
Director of Public Works & Recreation

**Approved by:**



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**Bev Hendry**  
Chief Administration Officer

**DATE:** June 21, 2021

**REPORT NO:** PW-17-2021

**SUBJECT:** **Municipal Drinking Water License Renewal**

**CONTACT:** Steve McGean CRSI, ORO, Manager of Operations

**OVERVIEW:**

- In order to operate a Water Distribution System, you must obtain a Municipal Drinking Water Licence (MDWL) from the Ministry of the Environment, Conservation and Parks
- In order to keep your MDWL, regulations and standards must be followed to ensure public safety
- Municipal Drinking Water Licences must be renewed every 5 years, in order to do that, the Licencee must prove that they have fulfilled all of the obligations set out by Regulations and Standards
- The Township of West Lincoln was successful in renewing our Water Licence for a period of 5 years, ending May 25, 2026

**RECOMMENDATION:**

1. That, Report PW-17-2021, re: Municipal Drinking Water Licence Renewal, dated June 21, 2021, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme # 5**

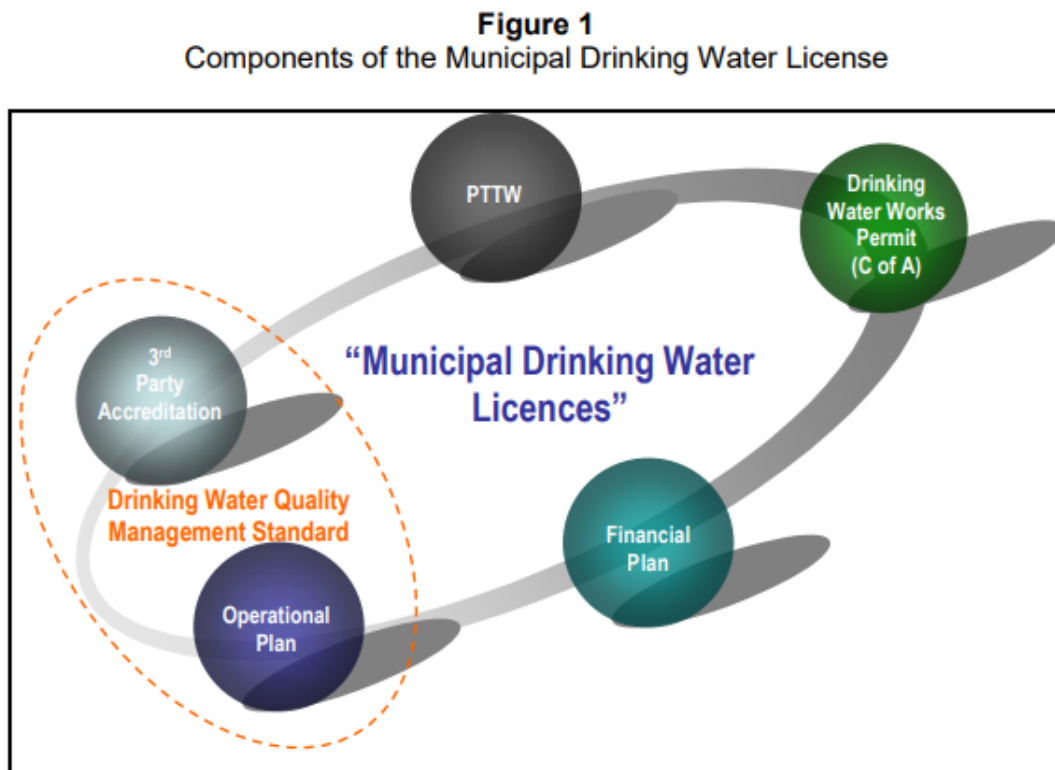
- **Community Health and Safety** - West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

**BACKGROUND:**

Municipalities own their Drinking Water Systems and the Provincial Government through the MECP regulates these systems to ensure water safety and quality. This includes, registering all municipal drinking water systems, licencing system owners/operators, authorizing operators to run and maintain drinking water systems, issuing drinking water works permits to modify, repair or extend drinking water systems.



Figure 1 shows the components of a MDWL



Every owner and operator of a drinking water system must ensure that:

- the system's water meets Ontario's Drinking Water Quality Standards
- anyone who operates or works on their system is properly trained and licensed
- drinking water tests are done by licensed, accredited laboratories
- adverse test results are reported to the Ministry of the Environment, Conservation and Parks and the local medical officer of health

An accredited operating authority must be in charge of a municipal residential drinking water system at all times. To be accredited, you must establish and maintain a quality management system that meets the requirements of Ontario's Drinking Water Quality Management Standard (DWQMS). Accreditation is granted after a third party verifies that your quality management system meets the requirements of the DWQMS.

Municipal residential systems must be licensed under the Municipal Drinking Water Licensing Program.

Licences are valid for 5 years as long as you:

- maintain your status as (or employ) an accredited operating authority
- prepare a financial plan and have it approved by your municipal council

- have a valid permit to take water
- operate your drinking water system according to the conditions in your licence

A drinking water system is made up of all connected water works under common ownership. Under the licensing program, a single DWWP and a single licence will be issued for the entire drinking water system. The DWWP will provide a description of the overall system, including treatment, storage, pumping and distribution and will include, when applied for, an authority to alter the system in a specified way.

#### **CURRENT SITUATION:**

Township staff applied for the renewal of our Municipal Drinking Water Licence in December 2020 as you must apply 6 months in advance of your Licence expiry date. The renewal request included:

- Application form filled out
- Council endorsed Operational Plan
- Subject system description form
- 3<sup>rd</sup> party Accreditation certificate
- Council endorsed Financial Plan
- Distribution system map
- Information regarding Sampling
- Information regarding Fuel storage
- Licence renewal questionnaire

Preparing and applying for a MDWL renewal is a long process and requires extensive effort from all staff and Council. To be successful in renewing a MDWL, Council must first provide staff with the necessary resources in order for staff to be compliant with all Regulations and Standards involved with Drinking Water. With the proper resources provided, staff must then ensure all regulations and standards are met. To ensure staff are achieving these, we are subjected to three audits per year. We have our own internal audit done to address any policies and procedures that need to be updated and to ensure continual improvement. We have an external audit done by an accreditation auditor to ensure that we have proper documentation and implementation of all 21 elements of the DWQMS. We have an external audit done by the MECP to ensure we are following our Quality Management System and complying with all Regulations and Standards. All staff have done an excellent job as we continue to get a perfect score of 100% on our audits. As a Township, we are achieving and surpassing our Due Diligence set out by Government Regulations. This can only be done by all staff and Council working diligently together to ensure public Health and Safety in our Water Distribution System. As a result of the hard work performed by all, we have been successful in acquiring our Municipal Drinking Water Licence for another 5 years along with our Drinking Water Works Permit (DWWP).

#### **FINANCIAL IMPLICATIONS:**

There are no financial impacts from this report.

**INTER-DEPARTMENTAL COMMENTS:**

N/A

**CONCLUSION:**

In conclusion, staff have been successful in the renewal process of our MDWL and DWWP. The new Licence is valid until May 25, 2026 and the next renewal application with supporting documents is due by November 25, 2025.

**Prepared by:**



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**Steve McGean CRSI, ORO**  
Manager of Operations

**Submitted by:**



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**Mike DiPaola P. Eng**  
Director, Public Works and Recreation

**Approved by:**



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**Bev Hendry**  
Chief Administrative Officer

**DATE:** June 21, 2021

**REPORT NO:** PW-16-2021

**SUBJECT:** **St. Ann's Road Reconstruction Consultant Services –  
Municipal Class EA Study and Preliminary Design RFP Award**

**CONTACT:** Ray Vachon, C.E.T., Project Manager  
Mike DiPaola, P. Eng., Director of Public Works & Recreation

**OVERVIEW:**

- The St. Ann's Road Reconstruction project was included in the approved 2021 Capital Budget.
- Funding was also granted from the Government of Canada and Government of Ontario under the Investing in Canada Infrastructure Program (ICIP).
- Staff prepared and circulated a Request for Proposal (RFP), with eight (8) submissions received on the closing date of May 26, 2021.
- In an effort to award the RFP based on best value for money, all proposals received were evaluated used set criterion of 80% (Technical) and 20% (cost).
- Kerry T. Howe Engineering Limited received the highest score.
- Staff recommends awarding the RFP to Kerry T. Howe Engineering Limited at an estimated project cost of \$185,000.00 which includes professional fees, 15% contingency, net HST, and other miscellaneous costs.

**RECOMMENDATION:**

1. THAT, Report RFD PW-16-2021, re: St. Ann's Road Reconstruction Consultant Services – Municipal Class EA Study and Preliminary Design RFP Award, dated June 21, 2021, be received; and,
2. THAT, Council awards the RFP to Kerry T. Howe Engineering Limited for the St. Ann's Road Reconstruction Consultant Services – Municipal Class EA Study and Preliminary Design project, in the amount of \$147,700.00 (excluding HST); and,
3. THAT, Council approve the project cost in the total amount of \$185,000.00, which includes professional engineering services, a 15% contingency, net HST, and other miscellaneous project costs; and,
4. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Kerry T. Howe Engineering Limited.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #1 - Strong Transportation Connections** - West Lincoln has transportation infrastructure that is safe for motorists, cyclists and pedestrians, and networks that are well-maintained and connected within our community, with other Niagara communities and major highways.

**BACKGROUND:**

In 2018, the Government of Canada and Government of Ontario signed an Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program which promised \$180 billion for infrastructure projects for rural and northern communities. The Township of West Lincoln applied for this funding stream for the St. Ann's Road Reconstruction project, and received approval in April 2020 for up to \$4,150,875.63 or 83.33% of total project costs. The Township is responsible for the 16.67% balance of total project costs.

St. Ann's Road Reconstruction is a multi-year project that involves the reconstruction of St. Ann's Road from Twenty Mile Rd to Regional Road 20, the rehabilitation of the North Creek Bridge, improvements to the railway crossing, sidewalk/pedestrian safety, and storm drainage. This Municipal Class EA process and Preliminary Design assignment is the first step of the project. The tentative schedule for the complete project is as follows and may vary as the project phases proceed:

Municipal Class EA & Preliminary Design	2021/2022
Detail Design	2022/2023
Utility Relocates & Potential Property Acquisition for ROW	2023/2024
Construction	2025/2026

**CURRENT SITUATION:**

Staff prepared and circulated a RFP document on April 22, 2021 and the RFP closed on May 26, 2021. The RFP was advertised on the Township website and with the electronic tendering service, Bids&Tenders. In an effort to award this RFP on best value for money, all proposals received were evaluated using the following set of criteria (80% Technical and 20% Cost) as itemized below:

- Applicable Technical Expertise & Resources
- Team Strength
- Same or Similar Project Experience
- Past Performance Record
- Project Understanding
- Methodology / Work Plan
- Cost

There were twelve (12) registered bidders and eight (8) RFP submissions were received and opened on the RFP closing date of May 26, 2021. The results of the evaluation are summarized in the below table:

<b>Company</b>	<b>Weighted RFP Score (Points)</b>	<b>RFP Price (excluding HST)</b>
Kerry T. Howe Engineering Limited	780	\$147,700.00
R.V. Anderson Associated Limited	765	\$198,309.00
Associated Engineering (Ont) Ltd.	750	\$222,463.00
GHD Limited	725	\$183,518.50
Dillon Consulting Limited	715	\$200,002.00
BT Engineering Inc.	680	\$241,745.00
Safe Roads Engineering	640	\$243,128.00
Metropolitan Consulting Inc.	550	\$247,795.00

Kerry T. Howe Engineering received the highest score and also submitted the lowest fee. This firm has experience completing similar works and is capable of successfully completing this project.

#### **FINANCIAL IMPLICATIONS:**

As part of the 2021 Capital Budget, Staff allocated \$380,000.00 for the design phase of the project, which includes this Municipal Class EA and Preliminary Design assignment, and Detail Design.

The total project cost for this project is estimated to be \$185,000 as outlined below:

<b>Project Budget</b>	<b>Cost</b>
RFP Total	\$147,700.00
Contingency (15%)	\$ 22,155.00
Miscellaneous & Net HST	\$ 15,145.00
<b>TOTAL</b>	<b>\$185,000.00</b>

#### **INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Director of Finance, Clerks Department, and the CAO.

#### **CONCLUSION:**

In summary, Staff recommends that this contract be awarded to Kerry T. Howe Engineering Limited at their bid price of \$147,700.00 plus HST, and that Council approve project expenditures up to the amount of \$185,000.00.

Staff further recommends that the Mayor and Clerk be authorized to enter into an agreement with Kerry T. Howe Engineering Limited for the St. Ann's Road Reconstruction Municipal EA and Preliminary Design project, as outlined above.

**Prepared by:**



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**Ray Vachon, C.E.T.**  
Project Manager

**Submitted by:**



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**Mike DiPaola, P. Eng.**  
Director of Public Works & Recreation

**Approved by:**



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**Beverly Hendry**  
CAO