



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

MEETING NO. SEVEN

Monday, September 20, 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 by September 20, 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.

Pages

1. CHAIR - Councillor Harold Jonker

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

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

2. LAND ACKNOWLEDGEMENT STATEMENT

On behalf of the Members of Council and staff, we wish to acknowledge this land on which the Township of West Lincoln operates. The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples and is still home to many indigenous people today. We are grateful to

have the opportunity to work here today and to follow the Haudenosaunee system of blending laws and values and the Anishinaabe beliefs to strive to live in harmony and balance throughout the Municipality. We acknowledge that we are all treaty people and accept our responsibility to honour all our relations.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

5. APPOINTMENTS

There are no appointments/presentations.

6. 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.

The Chair is to inquire if there were any members of the public who were in attendance virtually on the ZOOM meeting call that wished to address a specific item on tonight's agenda as permitted by Section 10.13(5) of the Procedural By-law. If so, please raise your hand in the ZOOM options or unmute yourself and advise that you wish to speak.

The Chair will ask the Clerk if she had received an email or correspondence from a member of the public prior to 4:30 p.m. today, that wished to provide comments to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

7. 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.

7.1. ITEM PW31-21

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

1. Items 1, 2 and 3 be and are hereby received for information with the exception of Items #(s)_____

- | | | |
|----|--|----|
| 1. | West Lincoln Public Library Board - Minutes of July 9, 2021 | 6 |
| 2. | West Lincoln Christmas Parade Committee - Minutes of April 28, 2021 | 11 |
| 3. | Information Report REC-11-2021 - West Lincoln Community Centre and Recreation Services COVID-19 Update | 12 |

8. COMMUNICATIONS

- | | |
|--|----|
| 8.1. ITEM PW32-21 | 18 |
| Bev Packham, West Lincoln Christmas Parade Committee | |
| Re: Resignation | |

RECOMMENDATION:

1. That, the email received on September 7, 2021 from Bev Packham advising of her resignation from the West Lincoln Christmas Parade Committee be received with regrets; and,
2. That, By-law 2020-95 be repealed and that a new by-law be presented at the September 27, 2021 Council Meeting to remove Bev Packham from Schedule G (West Lincoln Christmas Parade Committee) of By-law 2018-114

9. STAFF REPORTS

- | | |
|---|----|
| 9.1. ITEM PW33-21 | 19 |
| Manager of Operations (Steve McGean) & Director of Public Works & Recreation (Mike DiPaolo) | |
| Re: Recommendation Report PW-18-2021 - 2021 Hot Mix Spot Repair Authorization | |

RECOMMENDATION:

1. That, Report PW-18-2021, re: 2021 Hot Mix Spot Repair Tender Authorization dated September 20th, 2021 be received; and,
2. That, Council accept the tender submission by Griffin Construction for the paving of spot repairs, in the amount of \$134,552.50 (plus HST); and,
3. That, Council approve the project budget in the total amount of \$167,552.50; and,
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Griffin Construction.

- | | |
|--|----|
| 9.2. ITEM PW34-21 | 22 |
| Director of Public Works & Recreation (Mike DiPaolo) | |

Re: Recommendation Report PW-19-2021 - Approved Roster List for
Wind Project Tree Replacement Program

RECOMMENDATION:

1. THAT, Report PW-19-2021; re: Approved Roster List for Wind Project Tree Replacement Program dated September 20, 2021, be received, and
2. THAT, the following firms be approved to supply and install trees as part of this project: B.A. Loney Services Inc.; CSL Group Limited; Division 2 Contracting Limited; Earthgen International Ltd., and
3. THAT, Council authorizes staff to enter and execute purchase orders to the recommended firms up to a total upset limit of \$624,000.

9.3. ITEM PW35-21

26

Bob Denison (Manager of Parks, Recreation & Facilities) & Director of
Public Works & Recreation (Mike DiPaolo)

Re: Recommendation Report REC-10-2021 - Dennis Drive Playground
Request For Proposal (RFP) Authorization

RECOMMENDATION:

1. THAT, Report REC-10-2021, re: Dennis Drive Playground Request For Proposal (RFP) Authorization, dated September 20, 2021 be received; and,
2. THAT, Council awards the RFP submission by Play Power in the total amount of \$123,784.68 (plus HST); and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Play Power.

10. OTHER BUSINESS

10.1. ITEM PW36-21

Members of Council

Re: Other Business Items of an Informative Nature

11. 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)

12. CONFIDENTIAL MATTERS

There are no confidential matters.

13. ADJOURNMENT

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



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #6: Friday, July 9, 2021 10 a.m.
Zoom

PRESENT:

Board:	Cheryl Ganann Judi Kelly Sue Langdon Pat Nelson Joan Packham (Chair) Karen Parker Wendy Wilson
Staff:	Cindy Weir, Interim CEO
Guest:	Katelyn Hall, Deputy Treasurer, Township of West Lincoln

ABSENT: Julie Adams

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 July 9, 2021 as presented including any additions or deletions.

Carried

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

There were no disclosures of pecuniary interests 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 June 11, 2021 West Lincoln Public Library Board meeting be approved as presented.

Carried

Sue Langdon arrived at the meeting at 10:03 am

4. Correspondence

a) Email – Sarah Gletnak (MHSTC) – Pre-Launch Notice PLOG in August

5. Financial Matters

a) Actuals Statement Budget Status Report

Moved by: Cheryl Ganann

Seconded by: Pat Nelson

THAT the Budget Actuals Statement prepared July 2, 2021 be accepted for information.

Carried

b) Audited Financial Statements – Katelyn Hall, Deputy Treasurer

There was one qualification statement that because of the collection of cash the auditor cannot be sure it was all recorded.

Moved by: Pat Nelson

Seconded by: Wendy Wilson

That the West Lincoln Library 2020 Draft Financial Statements be approved as presented.

Carried

Moved by: Pat Nelson

Seconded by: Judi Kelly

THAT the West Lincoln Public Library Board appoint Joan Packham and Cheryl Ganann to sign the Statement of Financial Position for the 2020 Financial Audit.

Carried

Katelyn Hall left the meeting at 10:17am

c) 2022 Capital Budget

CEO Weir will add the 2031 numbers based on the 2030 numbers as place holders for collections, etc. The Capital Budget will come back to the Board for their September meeting.

Karen Parker arrived at the meeting at 10:26

6. Reports

a) CEO's Report – June 2021

Library CEO presented the June 2021 CEO's Report both written and verbal.

Verbal:

- The LiNC libraries did not receive lendable tech grant
- Requesting information on where or how the drum in the indigenous garden at Wellandport was purchased
- Broadband funding mentioned at OLA for 50 libraries. The list was created a number of years ago and no additional news at this time.
- Gathering for the Staff and Board in late September or early October depending on the COVID situation. The Board Chair and the Interim CEO will make the arrangements keeping the budget in mind.

7. Library Business

a) COVID – Step Two - Update

Library open for browsing and computer use. No lounge chairs out. Masks and active screening still required.

b) Employee Leave of Absence

The employee is no longer in need of the Leave of Absence requested at the June Board meeting.

c) Employee Tuition Reimbursement Report

CEO Weir spoke to the Tuition Reimbursement Report and will ensure the Policy Committee has the information and the Board Meeting comments as they consider the revisions to the policy.

Sue Langdon left the meeting at 11:17 am

d) Policies

Moved by: Wendy Wilson

Seconded by: Judi Kelly

THAT the West Lincoln Public Library Board approve the following policies: Policy 1.2 Procedural Policy and Policy 3.6 Inventory Policy as amended during the meeting.

Carried.

The Policy Committee will meet in August to discuss the Tuition Reimbursement Policy.

e) Summer Board Meetings

The Board chose to take a break for their August meeting and resume again in September unless an issue comes up to require a meeting.

8. Next meeting date – September 10, 2021 at 10:00 a.m

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

9. Announcements

a) July Newsletter and TD Summer Reading Kits.

Updated to reflect the opening of the library to browsing and computer use.

CEO Weir showed the Reader and Pre-Reader Kits.

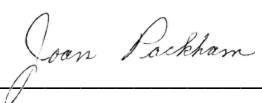
a) Board Roundtable of Announcements

Wendy Wilson asked about the Policy Committee Meeting. August 13 was set as the date.

10. Adjournment

Moved by: Judi Kelly

That the Library Board meeting adjourn at 11:25 am



Joan Packham



Cindy Wei

JOAN PACKHAM, CHAIR

CINDY WEIR, INTERIM CEO

CEO's Report – June 2021

Recorded Library Uses June 2021

E-books: 1306 check-outs

Circulation: 1651 loans

Social Media and Website:



Twitter

Impressions (times displayed for viewers)	4400
Engagement (any interaction with tweets)	102
Number of posts	27
Most Popular Tweet	Pride Flag Raising

Facebook

People who saw content	10852
People clicking or engaging with content	530
Number of Posts (now including story posts)	44
Most popular post	Indigenous Story Walk
Viewers over 1 minute (program attendance)	17+ 8 youtube linked viewers

Instagram

Posts	24
Post interactions	177
Followers	799
Most popular post	Canada Day Township bags

YouTube

Subscribers	2
Views	34

TikTok

Followers	71
Likes	119
Most Popular	Loki Read Alikes

Website

Page views	1421
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Programs by Pickup: 97

WebEx Program Attendance: 24

Outside Program (Story Walk) 93



**Committee Meeting Minutes
April 28, 2021 7:00 P.M.**

Location: via Zoom meeting

Chaired by: Nicole Scime

Secretary: Bev Packham

Attendance: Nicole Scime, Scott Crawford, Scott Williams, Carol Sorbara, Wendy Beaty, William Reilley, Bev Packham

Quorum Confirmed: Yes

Secretary's Report:

Motion to accept the minutes of Jan. 27, 2021 meeting.

M/S Bev/Scott

Carried

Old Business:

Township Grant of \$3,000 has been received bringing our balance to \$7,702.

Wendy has requested a price from the Region for Road Closures. Awaiting reply.

Many ideas were discussed and it was decided not to make a decision on whether or not to have a parade and deferred to the next meeting.

Meeting adjourned: 7:25

M/S Nicole/Scott

Carried

Next meeting: TBA

DATE: September 20, 2021

REPORT NO: REC-11-2021

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-11-2021, re: West Lincoln Community Centre & Recreation Services COVID-19 Update, dated September 20, 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 18th, 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 26th, 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 12th, 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 11th, 2021.

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

On February 12th, 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 26th, the Provincial government announced that the Niagara Region would move to the Red-Control Zone of the Provincial Framework as of March 1st, 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 3rd, 2021.

Recreation Services presented a Family Easter Weekend event with curbside pickup of activity kits and virtual activities from April 2nd to April 5th. 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 3rd.

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

From April 12th to 16th, 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 20th the government of Ontario released its Roadmap to Reopen, a three step plan to safely and cautiously reopen the Province. Effective May 22nd, 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 11th, 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.

Summer 2021

A revised summer camp program was offered for 8 weeks through July and August. Staff created a camp program following Provincial protocols and local Public Health advice. The program ran smoothly and safely thanks to a great summer camp team who were conscientious and flexible. Each week the camp served 24 campers for a total of 192 program participants this summer.

On July 19th, the Walking Track at the West Lincoln Community Centre opened by appointment from Monday to Friday from 9:00am to 3:00pm. On average there were 3 to 10 appointments per day throughout the summer months.

CURRENT SITUATION:

Vaccination Site

The Niagara Region has cancelled all mass vaccination clinics for the West Lincoln Community Centre. The last date of the vaccination clinic was August 22nd.

Arena/Ice

On September 9th, the ice surface at the Community Centre opened with its first rental of the season. With the Provincial announcement of mandatory vaccination proof for entry to the facility, some regular user groups are reassessing their initial ice requests. This means the ice schedule is irregular at this time. It is expected that the schedule will level out once groups have an opportunity to check in with their membership and evaluate their situations. Due to the fluidity of the ice schedule, new rental requests are not being accepted at this time. The expectation is to be able to assess new requests for early October.

Walking Track

Currently, the Walking Track is open Monday to Friday from 9:00am to 3:00pm by appointment, with the intent to remove the appointment requirement in the near future. Staffing levels are determined by the ice schedule. It is expected that the ice schedule and facility hours will level out to a consistent pattern in October, at which time, the Walking Track hours will be adjusted accordingly. Spectators of ice user groups are free to use the Walking Track when they are in the facility for their ice rental time.

Harvest Routes

The marketing plan for Harvest Routes began the week of September 13, 2021 and registration opened on September 20th, 2021. The event is a similar plan to the 2020 event with workshops being held on October 1st and 2nd, 2021 in Smithville, Wellandport and Caistor Centre. Spaces are limited. Vaccination proof and masks will be required for participation. The flyer for this event is attached as Appendix A.

Drop-In Programs, Fitness Programs and Partnership Programs

A conservative set of Drop-In Programs is being planned to begin in October and run until the end of the year. Programs will include pickleball, family open gym, youth (9-12) open gym, youth (13-18) open gym and Older Adult Social.

Fitness Programs will include Gentle Yoga, Chair Yoga and Slow Flow Yoga. These classes have been popular in the past and will allow for a controlled return to fitness programming.

Collaboration with the Niagara Region is in progress. The hope is to offer the Healthy Safe and Strong Program again this Fall with limited spaces and a shorter session length.

Staff have also connected with Sportball; an organization that will offer physical activity programming for children ages 18 months to 6 years old.

Information about all programs will be shared with the community in the coming weeks. With the fluid situation around COVID-19 requirements for participation, programming details are being adjusted regularly.

Youth Programs and Activities

Staff met with the Township's Communication Specialist and confirmed that the previously mentioned goal of connecting with local organizations and businesses who offer youth services can be enhanced through communication strategies. Highlighting current youth services in the West Lincoln community will begin to be shared through Township social media outlets and communications in the coming months.

FINANCIAL IMPLICATIONS:

There are no 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:



Wendy Beaty

Coordinator of Recreation Services

Approved by:



Bev Hendry

Chief Administrative Officer



Mike DiPaola, P.Eng

Director of Public Works & Recreation

APPENDIX A – Harvest Routes Flyer

HARVEST ROUTES

October 1st & 2nd, 2021
Workshops

The Watering Can Workshops



Friday October 1st

Workshop 1 - 9:00am
Workshop 2 - 11:30am
Workshop 3 - 2:00pm

Saturday October 2nd

Workshop 9 - 9:00am
Workshop 10 - 11:30am
Workshop 11 - 2:00pm

Smithville

W.L. Community Centre
177 West Street
Smithville, ON



My Painted House Workshops

Friday October 1st

Workshop 3 - 9:00am
Workshop 4 - 11:30am
Workshop 5 - 2:00pm

Saturday October 2nd

Workshop 12 - 9:00am
Workshop 13 - 11:30am
Workshop 14 - 2:00pm

Wellandport

Wellandport Community Centre
5042 Regional Road 63
Wellandport, ON



Ang Design Shop Workshops

Friday October 1st

Workshop 6 - 9:00am
Workshop 7 - 11:30am
Workshop 8 - 2:00pm

Saturday October 2nd

Workshop 15 - 9:00am
Workshop 16 - 11:30am
Workshop 17 - 2:00pm

Abingdon

Caistor Community Centre
9184 Regional Road 65
Caistor Centre, ON

Registration OPENS September 20 @ 9:00am

Email recreation@westlincoln.ca

Phone 905-957-3346 ext. 4682

\$15/workshop

West Lincoln
Your Future Naturally

When you register for a workshop, you can register yourself and ONE other person, for ONE workshop per day. Please leave a detailed message with full names, phone numbers or emails and which workshop(s) you would like to attend.

***Face coverings and proof of vaccination, along with photo ID are required by Ontarians in order to access the public facilities.**

Due to COVID-19 this event will be workshops ONLY and will follow all Provincial guidelines. Our number one priority is the safety of our community and therefore the number of people in each workshop will be limited.

From: Bev Packham Sent: September 7, 2021 10:11 AM
To: Joanne Scime <jscime@westlincoln.ca>; Nicole Scime
Subject: Resignation

Dear Joanne and Nicole,

I regret to inform you that for personal reasons I am resigning as West Lincoln Christmas Parade secretary, effective immediately.

Bev Packham

DATE: September 20, 2021

REPORT NO: PW-18-2021

SUBJECT: **2021 Hot Mix Spot Repair Authorization**

CONTACT: Steve McGean, Manager of Operations
Mike DiPaola, P.Eng., Director of Public Works and Recreation

OVERVIEW:

- As part of the Township's annual road maintenance, Staff developed and circulated a tender for the placement of hot mix asphalt for road repairs at various locations throughout the Township.
- A tender document was circulated for the proposed works, which closed on August 6th, 2021.
- A low bid for hot mix repair in the amount of \$134,552.50 (plus HST) was received by Griffin Construction.
- The Township has received favorable references for Griffin Construction from other clients and has successfully completed similar work.
- Staff recommends acceptance of the tender submitted by Griffin Construction.

RECOMMENDATION:

1. That, Report PW-18-2021, re: 2021 Hot Mix Spot Repair Tender Authorization dated September 20th, 2021 be received; and,
2. That, Council accept the tender submission by Griffin Construction for the paving of spot repairs, in the amount of \$134,552.50 (plus HST); and,
3. That, Council approve the project budget in the total amount of \$167,552.50; and,
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Griffin Construction.

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.

Theme # 6

- **Efficient, Fiscally responsible Operation** - The Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.

BACKGROUND:

As part of the annual roads maintenance operations, Public Works circulated a Hot Mix Spot Repair tender. The spot repairs are for various locations within the Township, and are a result of items such as cross culvert replacements, trench repairs for service repair works, bridge approaches, and general road repairs.

CURRENT SITUATION:

The tender opened for circulation on July 27th, 2021, and the tender closed on August 6th, 2021. The tender was advertised on the Township website and with an electronic tendering service. Ten (10) tender packages were picked up, with Three (3) tender submissions received by the tender closing date. All bids were accompanied by the required 'Bid Security' and 'Agreement to Bond'.

The tender bid values were as follows:

Company	Tender Price
1. Griffin Construction	\$134,552.50
2. Circle P Paving Inc.	\$151,750.00
3. Steed and Evans LTD.	\$176,000.00

The low bidder, Griffin Construction has completed various other similar works and is capable of completing this project.

FINANCIAL IMPLICATIONS:

The low bidder had favourable pricing, resulting in lower than anticipated budget needs. As part of the 2021 Road Maintenance Operating Budget, Staff allocated \$205,000.00 for this project. The total expenditure is estimated in the table below and is within the approved budget.

Project Budget	Cost
Tender Amount	\$ 134,552.50
Contingencies	\$ 10,000.00
Miscellaneous & Net HST	\$ 3,000.00
Potential New Repair Locations	\$ 20,000.00
Total	\$ 167,552.50

New repair locations that may arise after the tender was put out will also be dealt with using the submitted pricing. Staff will ensure any new repair locations will not exceed the approved \$205,000 operating budget amount.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Clerk and Director of Finance.

CONCLUSION:

In summary, Staff recommends that the bid submission from Griffin Construction for the 2021 Hot Mix Spot Repair at various locations be accepted, and that Council approve expenditures in the amount of \$167,552.50 from the approved 2021 Road Maintenance Operating Budget.

Finally, Staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Griffin Construction for 2021 Hot Mix Spot Repair works at various locations.

Prepared by:



Steve McGean
Manager of Operations

Submitted by:



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

Approved by:



Bev Hendry, M.Sc. CAO

DATE: September 20, 2021

REPORT NO: PW-19-2021

SUBJECT: **Approved Roster List for Wind Project Tree Replacement Program**

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

OVERVIEW:

- At the April 19, 2021 Public Works / Recreation / Arena Committee meeting, Report PW-10-2021 outlined the Township's process of instituting a tree replacement program with the funds received from the Proponent of the Wind Project, to fairly distribute and compensate the affected property owners for the trees removed on the abutting road allowances, by providing them with the option of having trees planted on their lands.
- Council endorsed the Township's protocol/process and the development of a "Roster List" for the Wind Project Tree Replacement Program at its April 2021 meeting.
- In an effort to expedite the tree planting program and to implement such a program in a manageable manner, staff issued a pre-qualification/expressions of interest procurement process in May 2021, so that the Township has a list of pre-qualified nurseries and landscape contractors (or a "Roster List") to undertake and implement this program.
- Staff have completed their review and evaluations and are recommending that the following firms be approved to supply and install trees as part of this program:
 - B.A. Loney Services Inc.
 - CSL Group Limited
 - Division 2 Contracting Limited
 - Earthgen International Ltd.
- That Council authorizes staff to enter and execute purchase orders to the recommended firms in order to implement this tree replacement program to a total upset limit of \$624,000, which represents the funds received from the Proponent of the Wind Project.

RECOMMENDATION:

1. THAT, Report PW-19-2021; re: Approved Roster List for Wind Project Tree Replacement Program dated September 20, 2021, be received, and
2. THAT, the following firms be approved to supply and install trees as part of this project: B.A. Loney Services Inc.; CSL Group Limited; Division 2 Contracting Limited; Earthgen International Ltd., and
3. THAT, Council authorizes staff to enter and execute purchase orders to the recommended firms up to a total upset limit of \$624,000.

ALIGNMENT TO STRATEGIC PLAN:

Theme #5

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

Theme #6

- **Efficient, Fiscally Responsible Operations** – The Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.

BACKGROUND:

Section 10.3 of the Road Use Agreement (RUA), between the Township and the Proponent of the Wind Project, dealt with trees that were removed as part of the Wind Project and outlined how the removed trees are to be treated.

Once the Wind Project was completed, an Amendment to the RUA with respect to the Proponent's obligations under Section 10.3 was discussed by both parties. A mutual release and settlement agreement was reached by both parties in December of 2019, in which the Township received \$624,000. These funds are to be used to replant trees that were removed as part of the Wind Project.

Report PW-10-2021, dated April 2021, outlined the Township's protocol/process to implement a tree replacement program that would fairly distribute and compensate the affected property owners for the trees removed on the abutting road allowances, by providing them with the option of having trees planted on their lands.

CURRENT SITUATION:

At its meeting in April 2021, Township Council endorsed/approved the tree planting protocol and procurement method to deliver this program.

Letters were sent to the affected property owners in May, June, and August, to advise each property owner how many trees were removed within the road allowance along the frontage of their property; provided them each with the estimated number of trees they are entitled to; and to confirm their interest in participating in the replacement program by having trees planted on their property.

In addition, in an effort to expedite the tree planting program and to implement such a program in a manageable manner, staff issued a pre-qualification/expressions of interest procurement process in May 2021, so that the Township has a list of pre-qualified nurseries and landscape contractors (or a “Roster List”) to undertake and implement this program. Submissions have been received and staff have completed their review and evaluations and are recommending that the following firms be approved to supply and install trees as part of this program:

- B.A. Loney Services Inc.
- CSL Group Limited
- Division 2 Contracting Limited
- Earthgen International Ltd.

Now that the “roster list” is finalized, staff will now connect each affected property owner, who expressed interest in participating in this tree replanting program, with one of the above mentioned firms, in an effort to rotate or share the tree planting work, rather than retaining one firm to complete all the work. The property owners and their respective tree planting firm will develop a tree planting plan that would include the amount of trees, the type of tree species, tree planting locations, and the cost for each respective property location.

As such, staff is now seeking Council approval to authorize staff to enter and execute purchase orders to each firm up to a total upset limit of \$624,000, with the intent to hopefully commence tree planting work this Fall and/or during the Spring of 2022.

FINANCIAL IMPLICATIONS:

There are no financial implications to the Township as the cost for this tree replacement program will be borne by the funds, totalling \$624,000, which was received as part of the Settlement Agreement which amended Section 10.3 of the Road Use Agreement for the Wind Project.

INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

In summary, staff recommends that the following firms be approved to supply and install trees as part of this project / program:

- B.A. Loney Services Inc.
- CSL Group Limited
- Division 2 Contracting Limited
- Earthgen International Ltd.

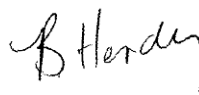
In addition, staff is seeking Council’s authorization to allow staff to enter and execute purchase orders to the recommended firms up to a total upset limit of \$624,000.

Prepared & Submitted by:



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

Approved by:



Beverly Hendry
Chief Administration Officer

DATE: September 20, 2021

REPORT NO: REC-10-2021

SUBJECT: **Dennis Drive Playground Request For Proposal (RFP)**
Authorization

CONTACT: Bob Denison, RRFS, CBT, Manager of Parks, Recreation & Facilities
Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- Dennis Drive park area was identified as a suitable location for a playground and was included in the approved 2020 Capital Budget.
- Due to the builder's schedule, the project was delayed until 2021.
- Staff prepared and circulated a Request For Proposal (RFP) procurement document for this playground equipment and five (5) proposals/bids were received.
- In an effort to award this RFP based on best value for money, all proposals received were evaluated using a set criterion of 90% (Technical) and 10% (Cost).
- The submission received by Play Power was evaluated as the highest score.
- Staff recommend awarding the Dennis Drive Playground to Play Power for a total amount of \$123,784.68 (plus HST) to Play Power.

RECOMMENDATION:

1. THAT, Report REC-10-2021, re: Dennis Drive Playground Request For Proposal (RFP) Authorization, dated September 20, 2021 be received; and,
2. THAT, Council awards the RFP submission by Play Power in the total amount of \$123,784.68 (plus HST); and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Play Power.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4:

- **Local Attractions** – Improve local parks and trails, and explore new opportunities for programming and sports.

Theme #4:

- **Efficient, Fiscally Responsible Operations** – West Lincoln will grow strategically and responsibly, welcoming new residents and businesses and respecting the heritage and rural character that people value.

BACKGROUND:

Planning and Recreation staff recognized the need for a safe play activity area in the park space on Dennis Drive in the new Marz homes development off of Regional Road 20 (St. Catherine's Street). A new playground was included and approved in the 2020 Capital Budget for this location. The new playground will be designed and installed to meet all current CSA and AODA design criteria.

CURRENT SITUATION:

Staff prepared and circulated a Request for Proposal (RFP) procurement document with a closing date of July 23, 2021. The proposal was advertised on the Bids and Tenders electronic bidding network as well as the Township's website. Five (5) proposals were submitted on the closing date.

In an effort to award this RFP on best value for money, all proposals received were evaluated using the following set of criteria (90% Technical & 10% Cost) as itemized below:

- Technical Expertise & Resources
- Design Quality
- Similar Project Experience
- Past Performance & Project Understanding
- Cost

The RFP also asked for a design that was both accessible and intended for use by all children age groups.

The results of the evaluation are summarized in the table below:

Company	Weighted Scoring	Proposal Price (excluding HST)
1. Play Power	833	\$123,784.68
2. Henderson	712	\$132,531.69
3. ABC Recreation	664	\$123,444.92
4. New World	655	\$122,476.19
5. Open Space	540	\$135,284.34

Play Power has provided many of the Township's current playgrounds over the last few years and has the required experience, resources, and have met the design criteria as set out in the scope of the RFP. They also have an excellent track record in delivering professional playground services.

This project includes all play structures and the base preparation, including accessible ground covering. It is anticipated that the playground equipment will be installed and in operation in the Spring of 2022. The proposed playground equipment is attached as Appendix A.

FINANCIAL IMPLICATIONS:

The approved 2020 Capital Budget for this project is \$140,000 and is sufficient to cover the award of this RFP/Project.

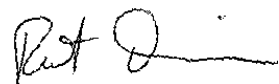
INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Finance and the Chief Administrative Officer.

CONCLUSION:

In summary, staff recommends that the proposal received by Play Power for the delivery and installation of the Dennis Drive Playground equipment be accepted, and that Council awards this project to Play Power in the amount of \$123,784.68 (plus HST).

Prepared by:



Bob Denison, RRFS, CBT
Manager of Parks, Recreation, & Facilities

Submitted by:



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

Approved by:



Beverly Hendry
Chief Administrative Officer

Appendix A – Proposed Playground Equipment

APPENDIX A

Proposed Playground Equipment



PlayPower
70 Years Serving Canada

CAN210260A - View 3
RFP PW-2021-06 Township of West Lincoln
Dennis Dr. Playground Eq.

Little Tikes COMMERCIAL
Play Structures