



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

**MEETING NO. SIX**

**Monday, June 20, 2022, 6:30 p.m.**

**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 Standing Committee or Council meetings until further notice.

**\*\* Virtual Attendance & Participation:**

Members of the public who wish to participate by providing oral comments for matters that are on the agenda must attend the virtual meeting by obtaining a Zoom invite in advance by emailing [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) by June 20, 2022 before 4:30p.m. Those who wish to observe the meeting may view the meetings livestream which can be found on the Council and Committee Calendar on the Township's website.\*\*

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**Pages**

**1. CHAIR - Councillor Harold Jonker**

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

**2. LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-

SHOW-ee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**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.

1. The Chair to inquire if the IT Help Desk Analyst was aware if there were any members of the public who were in attendance virtually on the Zoom meeting call who wished to address a specific item on tonight's Public Works/Recreation/Arena Committee agenda, as permitted under Section 6.7 of the Procedural By-law.
2. The Chair to inquire if the Clerk had received any emails or correspondence from a member of the public prior to 4:30 p.m. today who wished to address a specific item on tonight's Public Works/Recreation/Arena agenda, as permitted under Section 6.7 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 PW20-22**

**CONSENT AGENDA ITEMS**

**RECOMMENDATION:**

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

1. Items 1 and 2 be and are hereby received for information with the exception of Items #(s)\_\_\_\_\_

- |    |                                                                                                                                              |    |
|----|----------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. | West Lincoln Public Library Board - Minutes of May 13, 2022                                                                                  | 6  |
| 2. | Information Report PW-12-2022 - St. Ann's Road<br>Reconstruction Municipal Class Environmental Assessment<br>Study (EA Study) Project Update | 11 |

## 8. COMMUNICATIONS

### 8.1. ITEM PW21-22 15

Shannon Stubbes, MP - Shadow Minister for Rural Economic Development and Rural Bandband Strategy (Lakeland), Damien C. Kurek, MP - Deputy Shadow Minister for Rural Economic Development and Rural Bandband Strategy (Battle River - Crowfoot) and Jacques Gourde, MP - Deputy Shadow Minister for Rural Economic Development and Rural Bandband Strategy (Levis - Lotbiniere)  
Re: Federal Funding for Rural Communities - Network, Share Priorities and Solutions

#### **RECOMMENDATION:**

That, the correspondence received June 6, 2022 from requesting the Township of West Lincoln, being a municipality of less than 20,000 residents, to provide a voice of rural Canadians and share the following three most important issues impacting our economic development as a rural community:

- (1) Rural Broadband
- (2) Airport Location and Flight Patterns
- (3) Major Bridge and Culvert Replacement

And That, the Mayor's Office send a letter to M.P. Stubbs M.P. Kurek and M.P. Gourde advising of Township's feedback to ensure that work for rural Canada is as productive as possible and advise of the Township's interest in participating in any future proposed townhalls.

### 8.2. ITEM 22-22 16

Township of East Hawkesbury, the Township of Clearview, the Township of Adjala-Tosorontio, the Township of Adelaide-Metcalf, the Township of Lake of Bays, the Township of Amaranth, the Township of Scugog, and Northumberland County

Re: Funding Support for Infrastructure Projects - Bridge and Culvert Replacements in Rural Municipalities

#### **RECOMMENDATION:**

That, the correspondence from the Township of East Hawkesbury, the Township of Clearview, the Township of Adjala-Tosorontio, the Township of Adelaide-Metcalf, the Township of Lake of Bays, the Township of Amaranth, the Township of Scugog, and Northumberland County,

requesting support by encouraging the Province of Ontario and the Government of Canada to provide more funding to rural municipalities to support infrastructure projects, including those projects related to major bridge and culvert replacements; be received and supported; and,

That, a copy of this resolution be sent to the Federal and Provincial Ministers of Infrastructure, Sam Oosterhoff, MPP - Niagara West, Dean Allison, MP - Niagara West, the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities.

**9. STAFF REPORTS**

**9.1. ITEM-23-22**

Project Manager (Ray Vachon) & Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-11-2022 - Campbell Bridge Detailed Condition Survey RFP Award (PW RFP 2022-01) - Budget Amendment (BA2022-05)

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**10. OTHER BUSINESS**

**10.1. ITEM PW24-22**

Councillor Shelley Bradaric

Re: Wellandport Park Shoreline Enhancement - Request for Verbal Update

**10.2. ITEM PW25-22**

Councillor Shelley Bradaric

Re: Electric Vehicle Charging Stations

**RECOMMENDATION:**

That, the Director of Public Works & Recreation be and is hereby directed to investigate the installation of electric vehicle charging stations within the Township of West Lincoln and report back to a future Public Works/Recreation/Arena Committee meeting.

**10.3. ITEM PW26-22**

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**

**RECOMMENDATION:**

That, the next portion of this meeting be closed to the public to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

12.1 CAO (Bev Hendry)

Re: Legal/Solicitor Client Privilege/Property Matter - West Lincoln Community Centre

**VERBAL UPDATE**

**Applicable closed session exemption(s):**

- Advice that is subject to Solicitor-Client privilege including communication necessary for that purpose

**RECOMMENDATION:**

That, this Committee meeting does now resume in open session at the hour of \_\_\_\_ p.m.

**12.1. ITEM PW27-22**

**CAO (Bev Hendry)**

Re: Legal/Solicitor-Client Privilege/Property Matter - Community Donations - West Lincoln Community Centre

**VERBAL UPDATE**

Recommendation shall be provided at the meeting.

**13. ADJOURNMENT**



**MINUTES  
WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING**

Meeting # 5 Friday, May 13, 2022 10 a.m.  
Via Zoom

**PRESENT:** Board: Julie Adams  
Cheryl Ganann  
Sue Langdon  
Pat Nelson  
Joan Packham (Chair)  
Wendy Wilson

Staff: Cindy Weir, Interim CEO

**REGRETS:** Judi Kelly, Karen Parker

**GUESTS:**

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**Call to Order**

Chair Packham called the meeting to order, welcomed all and established quorum at 10:07 am.

**1. Agenda**

**Moved by: Cheryl Ganann**

**Seconded by: Sue Langdon**

THAT the West Lincoln Public Library Board approves the agenda for Friday May 13, 2022 as presented.

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: Cheryl Ganann**

THAT the minutes of the April 8, 2022 West Lincoln Public Library Board meeting be approved as presented.

Carried

*Julie Adams arrived 10:09*

#### 4. Correspondence

- a) Sent - Get well card to Judi Kelly
- b) Received – Invoice to patron, paid by cheque addressed to the Library Board

#### 5. Financial Matters

##### a) Operating Variance Monthly Statement

**Moved by: Wendy Wilson**

**Seconded by: Sue Langdon**

THAT the Actual vs Budget Year to Date report prepared end of April 2022 be accepted for information.

Carried

#### 6. Reports

##### a. Library CEO presented the April 2022 CEO Report both written and verbal.

- **Good Food Box** Program is back. Orders go in early in the month and pick up the produce mid-month. Pay on line
- **Bill 88** – Working for Workers Act is an act to enact the Digital Platform Workers Rights Act and to amend various acts. Through amendments to the *Employment Standards Act, 2000* (the “ESA”), the Act requires that all employers who employ 25 or more workers must have a written policy in place on electronic monitoring of employees. It also requires that any employer with more than 25 employees have a disconnect from work policy. It makes sense to adopt the Township Policies as they have employment lawyer who vets their policies.
- **Management Skills Training** – proposing that once we have the 3<sup>rd</sup> Supervisor in place that we look at a MST program for the three of them.
- **Staff Appreciation Days – Saturday May 14 and Wed. May 18** – Township had this back in March and we are having ours now. Two days to get as many of our employees as we can. Funded through the Corporate Management Fund. Sandwiches from Bench 270.
- **Staff Training Day** – The board agreed too close the library on Monday June 13 for a staff training day.
- No special speakers, but rather an opportunity to catch up our staff on some regular training. Would like to have a low-key fire drill, some program training, Evergreen training. Include some fun and an opportunity for us to gather as a team.
- **Staffing** – Interviews start on Monday, Tuesday and Thursday for the Supervisor, Library Programs. We are hopeful to find a great candidate. Caistorville Library Cleaner has resigned effective May 24.
- **Library Audit** – Currently underway. They are planning to have the library portion at least completed by June 7 in time for your June 10 meeting. I have invited the Treasurer to the meeting to answer your questions.
- **LiNC** – starting the paperwork to incorporate as an entity of 11 libraries.
- **LiNC Courier** – they will continue to work for us until the end of the year at a special rate. This buys us some time to figure out a long-term solution.
- **Did You Say West Lincoln?** Fun little quiz to put on our website. We will launch at the staff training day and then put it on the website.

- **Library Incident** – Saturday May 7 at Wellandport. Some potentially dangerous and likely stolen objects found in the indigenous garden. Lots of minor things but some weapon like items so the police were called. The people appeared to have been scared away.
- **Book Sale** – possibly a Friends book sale to clear out the books in the storage room. Cheryl Ganann suggested having this at the Chamber's Community BBQ as they have in the past.
- **Caistorville Branch Issues** – minor exterior issues detected during a training with the Supervisor, Library Administrative Services.

#### **b. Board Assembly Report**

Wendy Wilson, board representative to the assembly spoke to her report and their spring meeting, highlighting the valuable resources for all board members on the Ontario Library Service website.

### **7. Library Business**

#### **a) COVID - Update**

Emergency Operations Committee will now meet monthly instead of bi weekly. We have reviewed the waiver for programing and room rentals which has now gone to the lawyer for vetting.

Vaccination policy continues to be in effect.

Staffing seems to be stable as far as COVID cases are concerned.

#### **b) Board Recruitment Brochure**

**Moved by: Julie Adams**

**Seconded by: Sue Langdon**

That the West Lincoln Public Library Board approve the library board recruitment brochure as amended.

#### **c) Policies**

4.1 Volunteer Policy

3.16 Elections and Use of Corporate Resources Policy

3.16 Appendix A POL-ADMIN-01-2018

**Moved by: Pat Nelson**

**Seconded by: Wendy Wilson**

That the West Lincoln Public Library Board approve policies 4.1 Volunteer Policy and Policy 3.16 Elections and the Use of Corporate Resources Policy as presented/amended.

#### **d) Caistorville Furnishings**

CEO Weir showed the library board the products we are interested in purchasing for furnishings in the library and meeting room.

### **8. Next Meeting Date: June 10, 2022 at 10:00 a.m.**

Meeting will take place via zoom.

### **9. Closed Session – Not required**



**10. Announcements**

**a) Board Roundtable of Announcements**

Wendy Wilson gave her regrets for the June meeting.

Julie Adams invited all single moms, widowed women to an event tomorrow at the Wainfleet Be in Christ Church to have their cars detailed and spring check over; also, to have their nails and hair done or select from a large assortment of donated clothes

Joan Packham is heading off on holiday

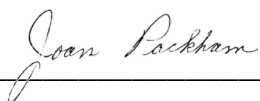
**b) Newsletter**

The Board appreciates all of the work that goes into the newsletter and all of the program/activities being offered.

**10. Adjournment**

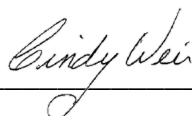
**Moved by: Cheryl Ganann**

That the May 13, 2022 West Lincoln Public Library Board meeting adjourns at 11:20 am.



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**JOAN PACKHAM, CHAIR**



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**CINDY WEIR, INTERIM CEO**



# West Lincoln Public Library CEO's Report May 2022

## Recorded Library Uses May 2022

**E-books:** 1444 loans

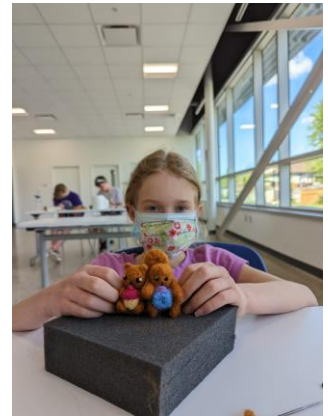
**Circulation:** 2994 loans

**Computer Use:** 79

**Reference Questions (All):** 224

### Programs

- **Smithville:** 22 programs offered, 181 people attended; Most Popular: Reading Readiness
- **Caistorville:** 6 programs offered, 5 people attended; Most Popular: Knitting Circle
- **Wellandport:** 8 programs offered, 63 people attended; Most Popular: Indigenous garden
- **Virtual (Includes Facebook and Youtube Participants):** 3 programs offered, 42 people attended; Most Popular: Three Perspectives on Ukraine
- **New Programs:** Messy in the library



### Social Media and Website:

#### Twitter

Followers	382
Engagement Ratio (interactions per post)	1.72
Most Popular Tweet	Indigenous garden

#### Facebook

Followers	981
Engagement Ratio (interactions per post)	35.87
Most popular post	Cafe is open

#### Instagram

Followers	865
Engagement Ratio (interactions per post)	3.13
Most popular post	Free comic book days

#### TikTok

Followers	338
Engagement Ratio (interactions per post)	16.18
Most Popular	One For All reading update

#### YouTube

Subscribers	5
Views	7

#### Website

Page views	3785
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**DATE:** June 20, 2022

**REPORT NO:** PW-12-2022

**SUBJECT:** **St. Ann's Road Reconstruction Municipal Class Environmental Assessment Study (EA Study) Project Update**

**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).
- On June 28, 2021, Council awarded the Consultant Services for the Class EA Study and Preliminary Design RFP to Kerry T. Howe Engineering Limited (Report PW-16-2021).
- Work has been progressing steadily since the project award.
- As part of the MCEA process, a Public Information Consultation (PIC) for all affected residents and stakeholders is scheduled for June 28, 2022 at 6 PM.

**RECOMMENDATION:**

1. That, Information Report PW-12-2022, re: "St. Ann's Road Reconstruction Municipal Class Environmental Assessment Study (EA Study) Project Update", dated June 20, 2022, be received for information.

**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 drainage improvements. 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

On May 26, 2021, the RFP closed for the Consultant Services to complete the Municipal Class EA Study and Preliminary Design for the project. On June 28, 2021, Council awarded the project to Kerry T. Howe Engineering Limited under report PW-16-2021.

Since being awarded the project, Kerry T. Howe Engineering Limited and their sub-consultants have been working diligently towards completing this phase of the project. To date several investigation and assessments have been completed including geotechnical, Stage 1 archaeological, and a bridge condition survey. Additionally, preliminary designs are complete with multiple design options which all forms part of the Municipal Class Environmental process.

#### **CURRENT SITUATION:**

At this stage of the process, input from affected local residents and all stakeholders is required for the various design options. This is done through a Public Information Centre (PIC) and ongoing public consultations. At the PICs, all the information is presented including a PowerPoint style presentation. This gives a chance for everyone to ask questions and provide comments and/or suggestions on the proposed designs. All comments and suggestions will be evaluated and if feasible, implemented in the chosen design option.

From that point, the chosen preliminary design will be refined and a second PIC will be scheduled later this year.

All stakeholders are encouraged to attend the PIC, including Council members, which will be held virtually on June 28<sup>th</sup>, 2022, at 6:00 pm. The PIC notice that will be delivered to all stakeholders is included under Appendix A.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications to the Township.

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

N/A

**CONCLUSION:**

The St. Ann's Road Reconstruction Municipal Class Environmental Assessment Study (EA Study) Project Update report is being provided as and update for information purposes and to inform that a Public Information Centre is scheduled for June 28, 2022 at 6:00 pm local time (see Attachment A) for all affected residents and stakeholders.

**ATTACHMENTS:**

Appendix A – Notice of Public Information Centre No 1

**Prepared & Submitted by:**



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



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

**Approved by:**



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**Bev Hendry**  
CAO

June 1, 2022

**NOTICE OF PUBLIC INFORMATION CENTER 1**  
**Road Reconstruction - Municipal Class EA Study and Preliminary Design**  
**St. Ann's Road, West Lincoln**

**The Study**

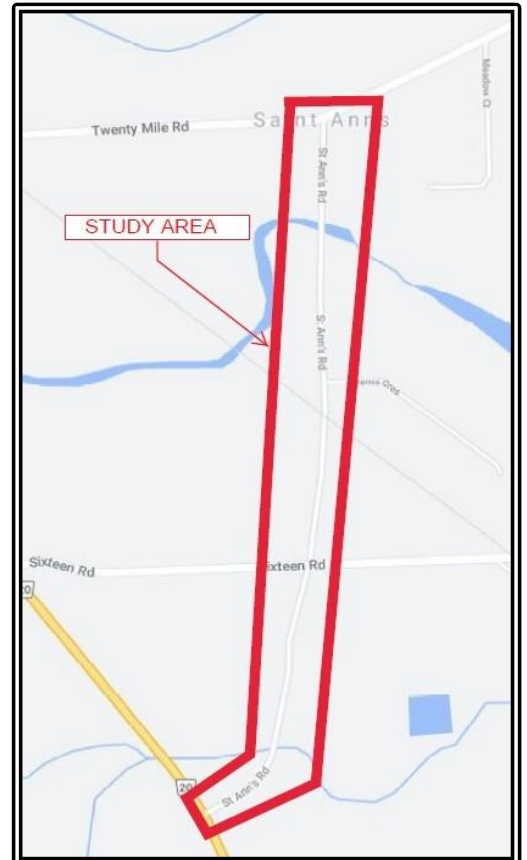
The Township of West Lincoln has initiated a Class Environmental Assessment (Class EA Schedule B) to evaluate and recommend transportation improvements along St. Ann's Road between Regional Road 20 and Regional Road 69 (Twenty Mile Road). The purpose of this Class EA is to review, study and recommend improvements to St. Ann's Road and mitigate any negative environmental impacts. The Township has also chosen to include intersection improvements, drainage improvements, bridge rehabilitation and railway crossing improvements along with the road reconstruction. The Class EA will examine various design options to be used later for a detailed design.

**The Process**

The project is being planned in accordance with Schedule "B" of the Municipal Engineers Association (MEA) Municipal Class Environmental Assessment (Class EA) guidelines (October 2000, as amended in 2007 & 2011), which is approved under the *Ontario Environmental Assessment Act*.

**Public Information Center**

A live, online Public Information Center (PIC) will be held on Tuesday June 28<sup>th</sup> at 6:00pm. Representatives from the Township of West Lincoln and Kerry T. Howe Engineering Limited will be present in this meeting to present informational material and answer any questions. Interested parties can join the meeting at the following link:



[https://teams.microsoft.com/join/19%3ameeting\\_ZDAwMGE2ZTctZTZhYi00OTgwLWEwNGltYzqxYTgxOGRiZmQ0%40thead.v2/0?context=%7b%22id%22%3a%22f23d2176-7d17-4c43-94f7-6757dcd49ddb%22%2c%22oid%22%3a%22bad926cf-798f-4d13-8cf2-7e39b2a8b34e%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZDAwMGE2ZTctZTZhYi00OTgwLWEwNGltYzqxYTgxOGRiZmQ0%40thead.v2/0?context=%7b%22id%22%3a%22f23d2176-7d17-4c43-94f7-6757dcd49ddb%22%2c%22oid%22%3a%22bad926cf-798f-4d13-8cf2-7e39b2a8b34e%22%7d)

Alternatively, interested parties can contact Scott Kozub at [skozub@ktheng.ca](mailto:skozub@ktheng.ca) or by phone at 905-688-6550 ext. 227. To guarantee a reply, requests to attend must be made by **4:00pm Friday June 24<sup>th</sup>, 2022**. Scott will email you the link and a meeting request if you so choose. The meeting will be held on Microsoft Teams so you can login from your web browser by simply following the link. You do not need to download Microsoft Teams to attend the meeting. If you would like to view the presentation material beforehand or are unable to attend the meeting, all presentation material will be available on the Township website at the following link:

<https://www.westlincoln.ca/st-anns-road-project/>

If you would like to speak at the meeting, you will require a microphone or a web camera with a microphone attached. If you do not have this equipment, you may still view the meeting and ask questions via the chat option within Microsoft Teams.

For further information, please contact either of the Project Team Members identified below:

**Mr. Scott Kozub, P.Eng.**  
Sr. Project Manager  
Kerry T. Howe Engineering Limited  
98 Church Street, P.O. Box 460  
St. Catharines, ON L2R 6V9  
Tel: (905) 688-6550 ext. 227  
Email: [skozub@ktheng.ca](mailto:skozub@ktheng.ca)

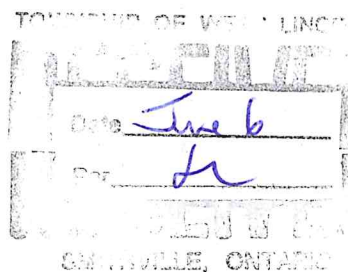
**Mr. Ray Vachon, C.E.T.**  
Project Manager  
Township of West Lincoln, Public Works  
318 Canborough St., P.O. Box 400  
Smithville, ON L0R 2A0  
Tel: 905-957-3346  
Email: [rvachon@westlincoln.ca](mailto:rvachon@westlincoln.ca)

Comments received, with the exception of personal information, will be part of the public record.





MAYOR DAVID BYLSMA  
PO BOX 400 318 CANBOROUGH ST.  
SMITHVILLE ON L0R 2A0



Ottawa, June 2022

Dear MAYOR DAVID BYLSMA and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

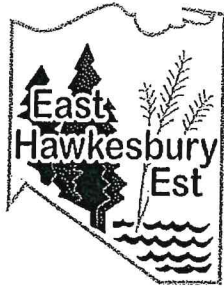
We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière



**TOWNSHIP OF  
EAST HAWKESBURY**

5151 County Road 14, P.O. Box 340  
St-Eugène, Ontario, K0B 1P0  
Tel.: 613 674-2170 Fax: 613 674-2989  
[www.easthawkesbury.ca](http://www.easthawkesbury.ca)

**CANTON DE  
HAWKESBURY EST**

5151 Chemin de Comté 14, C.P. 340  
St-Eugène, Ontario, K0B 1P0  
Tél.: 613 674-2170 Téléc.: 613 674-2989  
[www.hawkesburyest.ca](http://www.hawkesburyest.ca)

**THE OFFICE OF THE CLERK**

Township of East Hawkesbury  
5151 County Road 14  
St-Eugene, ON K0B 1P0  
613.674.2170 ext 1010  
[hvilleneuve@easthawkesbury.ca](mailto:hvilleneuve@easthawkesbury.ca)

May 9, 2022

VIA EMAIL ONLY

**The Honorable Doug Ford**

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**Attention: Premier Ford**

**Re: Funding Support for infrastructure Projects- Bridge and Culvert Replacements in Rural Municipalities**

Please be advised that the on May 9. The Council of the Township of East Hawkesbury resolved the following:

Resolution Num: 2022-

That Council for the Township of East Hawkesbury accept for information the April 20, 2022 correspondence from Township of Clearview regarding their letter to Premier Ford for funding support for infrastructure projects, bridge and culvert replacements in rural municipalities; and  
That Council support the Township of Clearview May 9, 2022 resolution requesting that Federal and Provincial Governments to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and  
That Council direct that this resolution be forwarded to Ontario municipalities, AMO, Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister and ROMA for support.

Please accept this for your consideration and any necessary action.

Regards,

Hemi Villeneuve  
Municipal Clerk

cc:

Hon. Peter Bethenfalvy, Ontario Minister of Finance [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)  
Hon. Chrystia Freeland, Federal Minister of Finance [chrystia.freeland@fin.gc.ca](mailto:chrystia.freeland@fin.gc.ca) ROMA [roma@roma.on.ca](mailto:roma@roma.on.ca)  
AMO [amo@amo.on.ca](mailto:amo@amo.on.ca)  
All Ontario Municipalities





## CLEARVIEW

February 9, 2022

C00.2022

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Sent by Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding Support for Infrastructure Projects – Bridge/Culvert  
Replacements in Rural Municipalities**

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Please be advised that Council of the Township of Clearview, at its meeting held on February 7, 2022, passed the following resolution regarding funding support for infrastructure projects:

**Resolution:**

Moved by Deputy Mayor Burton, Seconded by Councillor Broderick, Be It Resolved that Council of the Township of Clearview supports the requests from the Township of Adjala-Tosorontio, the Township of Adelaide-Metcalfe, the Township of Lake of Bays, the Township of Amaranth, and Northumberland County for the Federal and Provincial Governments to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and,

That this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, ROMA, and all Ontario municipalities.  
Motion Carried.

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Regards,

Sasha HelmKay, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Hon. Peter Bethenfalvy, Ontario Minister of Finance [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)  
Hon. Chrystia Freeland, Federal Minister of Finance [chrystia.freeland@fin.gc.ca](mailto:chrystia.freeland@fin.gc.ca)  
AMO [amo@amo.on.ca](mailto:amo@amo.on.ca)  
ROMA [roma@roma.on.ca](mailto:roma@roma.on.ca)  
All Ontario Municipalities



September 17, 2021

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Structure Inventory and Inspections**

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Dear Premier:

At the last regular General Purpose and Administration Committee meeting held September 13, 2021 the above captioned matter was discussed.

I wish to advise that the following resolution was passed which will be going forward for ratification at the September 27, 2021 Township of Scugog Council meeting:

**THAT** Report PWIS-2021-027, 2021 Structure Inventory and Inspections, be received;

**THAT** the Township of Scugog 2021 Ontario Structure Inspection Manual Inventory and Inspection Summary Report, prepared by Planmac Engineering Inc., be received;

**THAT** as part of the annual budget process, the Township continue to increase the amount of funding available for bridges and culverts through the continuation of Roads and Other Infrastructure Levy;

**THAT** as part of the annual budget process, the Township continue to increase the investment in bridge and culvert maintenance and repair through other means including identifying efficiencies and cost savings and applying for grants through other levels of government for major bridge and culvert replacements;

**THAT** the Township follow the principles of Asset Management and prioritize preventative maintenance such as waterproofing decks, repaving decks, repair concrete soffits, parapet walls, abutments and wingwalls, etc.

**THAT** the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

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Township of Scugog, 181 Perry St., PO Box 780, Port Perry, ON L9L 1A7  
Telephone: 905-985-7346 Fax: 905-985-9914

**THAT** a copy of the staff report and resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, MP Erin O'Toole, MPP Lindsey Park, AMO, Durham Region and all Ontario municipalities."

Should you require anything further in this regard, please do not hesitate to contact Kevin Arsenault, Capital Projects Technologist at 905-985-7346 ext. 138.

Yours truly,



Becky Jamieson  
Director of Corporate Services/Municipal Clerk  
Encl.

cc:

Kevin Arsenault, Capital Projects Technologist	<a href="mailto:karsenault@scugog.ca">karsenault@scugog.ca</a>
Honourable Chrystia Freeland, Federal Minister of Finance	<a href="mailto:chrystia.freeland@fin.gc.ca">chrystia.freeland@fin.gc.ca</a>
Honourable Peter Bethenfalvy, Ontario Minister of Finance	<a href="mailto:Minister.fin@ontario.ca">Minister.fin@ontario.ca</a>
Lindsey Park, MPP, Durham	<a href="mailto:Lindsey.park@pc.ola.org">Lindsey.park@pc.ola.org</a>
Erin O'Toole, MP	<a href="mailto:Erin.OToole@parl.gc.ca">Erin.OToole@parl.gc.ca</a>
Ralph Walton, Regional Clerk, The Regional Municipality of Durham	<a href="mailto:clerks@durham.ca">clerks@durham.ca</a>
Association of Municipalities of Ontario (AMO)	<a href="mailto:amo@amo.on.ca">amo@amo.on.ca</a>
All Ontario Municipalities	

## Public Works Committee Resolution

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Committee Meeting Date: November 1, 2021

Agenda Item: 6.a

Resolution Number: 2021-11-01- 706

Moved by: M. Martin

Seconded by: R. Crate

Council Meeting Date: November 17, 2021

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"That the Public Works Committee, having considered the resolution from the Town of Scugog, recommend that County Council support the request to encourage the Province of Ontario and the Government of Canada to provide more funding to rural municipalities to support infrastructure projects, including those projects related to major bridge and culvert replacements; and

Further That Council's resolution and a copy of the Town of Scugog's correspondence be sent to MP Philip Lawrence, The Honourable David Piccini - Minister of the Environment, Conservation and Parks and MPP Northumberland Peterborough-South, the federal and provincial Ministries of Infrastructure, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities."

B. Ostrander  
Carried attended by virtual conference  
Committee Chair's Signature

Defeated \_\_\_\_\_  
Committee Chair's Signature

Deferred \_\_\_\_\_  
Committee Chair's Signature



**DATE:** June 20, 2022

**REPORT NO:** PW-11-2022

**SUBJECT:** **Campbell Bridge Detailed Condition Survey RFP Award (PW RFP 2022-01) - Budget Amendment (BA2022-05)**

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

**OVERVIEW:**

- In February 2022, Council approved the 2022 Capital Budget that included \$25,000.00 for the Campbell Bridge Detailed Condition Survey works.
- Staff circulated a Request for Proposal (RFP) on May 4, 2022. There were four (4) registered bidders, but only one (1) bidder submitted on the closing date of May 25, 2022.
- A bid amount of \$29,902.50 (excluding HST) was received from J. L. Richards & Associates Limited.
- Staff recommends awarding the contract to J. L. Richards & Associates Limited.
- Staff recommends a project contingency allowance in the amount of \$4,983.51 which represents approximately 16% of the total project expenditures.
- Staff request Council approve a Budget Amendment (BA2022-05) in the amount of \$10,500.00

**RECOMMENDATION:**

1. That, Recommendation Report PW-11-2022, re: "Campbell Bridge Detailed Condition Survey RFP Award (PW RFP 2022-01) - Budget Amendment (BA2022-05)", dated June 20, 2022, be received; and,
2. That, Council awards the RFP submission to J. L. Richards & Associates Limited for the detailed condition survey work, in the amount of \$29,902.50 (excluding HST); and,
3. That a project contingency allowance in the amount of \$4,983.51 be provided for this project; and,
4. That, Council approve a \$10,500 Budget Amendment BA2022-05, financed by Development Charges of \$1,050 and a transfer from the Bridge Reserve of \$9,450; and,
5. That a by-law be adopted to authorize the Mayor and Clerk to sign an agreement with J. L. Richards & Associates Limited for the detailed condition survey work for the Campbell Bridge in the amount of \$29,902.50 (excluding HST).

**ALIGNMENT TO STRATEGIC PLAN:****Theme # 1**

- **Strong Transportation Connections** – Building safe, connected and well-maintained infrastructure networks.

**BACKGROUND:**

The 2021 OSIM Bridge Inspection report recommended a detailed condition survey for the Campbell Bridge (TWL-ID-B04), located on South Grimsby Road 16, 100m north of Twenty Road, to determine the extent of the rehabilitation work required.

A budget of \$25,000.00 was approved in the 2022 Capital Budget for the detailed condition survey work for the bridge.

Please refer to the Appendix A of this report for the location plan of Campbell Bridge (TWL-ID-B04).

**CURRENT SITUATION:**

On May 4, 2022, staff circulated an RFP document on the Township's Bidding System, Bids & Tenders. On the closing date of May 25, 2022, only one (1) submission was received and opened.

The submission was checked for completeness, accuracy and arithmetic correctness. There were no errors found. The RFP submission is as follows:

<b>Company</b>	<b>Submission Price (excl. HST)</b>
J. L. Richards & Associates Limited	\$29,902.50

The bidder, J. L. Richards & Associates Limited, has experience completing similar works and is capable of successfully completing this project.

Based on the submission from J. L. Richards & Associates Limited, the Township's estimated total cost for this assignment are itemized below:

RFP Submission	\$ 29,902.50
Project Contingency (approx. 16%)	\$ 4,983.51
Non-Recoverable HST	\$ 613.99
<b>Total Estimated Cost:</b>	<b>\$ 35,500.00</b>

**FINANCIAL IMPLICATIONS:**

The approved capital budget amount for this project is indicated below:

<b>Description</b>	<b>GL Account</b>	<b>Budget</b>
Campbell Bridge Condition Survey	3-06-06130-630710	\$ 25,000.00

The total estimated project cost exceeds the original approved budget. The cost is increase mainly due to the current high workload demand on qualified consultants, which is apparent from only receiving one submission.

In light of the revised cost, staff is requesting approval of Budget Amendment BA2022-05 for \$10,500. Funding of this budget amendment is through Development Charges of \$1,050 and a transfer from the Bridge Reserve of \$9,450. The revised budget is \$35,500 with total financing as follows:

Development Charges	\$ 3,550.00
Bridge Reserve	<u>\$31,950.00</u>
<b>Total Estimate Project Costs</b>	<b>\$35,500.00</b>

#### INTER-DEPARTMENTAL COMMENTS:

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

#### CONCLUSION:

In summary, Staff recommends that this assignment be awarded to the low bidder, J. L. Richards & Associates Limited, at their submitted price of \$29,902.50 (excluding HST), and that a project contingency allowance in the amount of \$4,983.51 be included for this project, for a total project cost estimated at \$35,500. Additionally, Staff request that Budget Amendment (BA2022-05) for \$10,500.00, be approved.

**Prepared & Submitted by:**



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

**Approved by:**



**Bev Hendry**  
CAO



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

#### APPENDIX A – Campbell Bridge Location Plan

# APPENDIX A

## LOCATION PLAN

