



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

MEETING NO. SEVEN

Monday, September 19, 2022, 7:30 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 provide 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 by September 19, 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.

Pages

1. CHAIR - Councillor Jason Trombetta

Prior to commencing with the Public Works/Recreation/Arena Committee meeting agenda, Chair Trombetta 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 before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
3. This meeting is being livestreamed as well as it is recorded and will be available on the Township's website.

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-nee), 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.

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 PW28-22**

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 Santa Claus Parade Committee - Minutes of January 25, 2022, June 15, 2022 and August 10, 2022 | 4 |
| 2. | West Lincoln Public Library Board - Minutes of June 10, 2022 and July 29, 2022 | 11 |

8. **COMMUNICATIONS**

There are no communications.

9. **STAFF REPORTS**

9.1. **ITEM PW29-22**

Coordinator of Engineering Services (Jennifer Bernard) & Director of Public Works and Recreation (Mike DiPaola)
Re: Information Report PW-14-2022 - Port Davidson Rd and Sixteen Rd

19

Intersection Review

RECOMMENDATION:

That, Information Report PW-14-2022, re: “Port Davidson Rd and Sixteen Rd Intersection Review”, dated September 19, 2022, be received for information.

9.2. ITEM PW30-22

23

Manager of Operations (Steve McGean) & Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report PW-13-2022 - 2022 Hot Mix Spot Repair Tender Authorization

RECOMMENDATION:

1. That, Recommendation Report PW-13-2022, re: 2022 Hot Mix Spot Repair Tender Authorization, dated September 19th, 2022, be received; and,
2. That, Council accept the tender submission by Circle P Paving Inc. for the paving of spot repairs, in the amount of \$163,600 (plus HST); and,
3. That, Council approve the project budget in the total amount of \$197,000; and,
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Circle P Paving Inc.

10. OTHER BUSINESS

10.1. ITEM PW31-22

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

There are no confidential matters.

13. ADJOURNMENT



**Committee Meeting Minutes
January 25, 2022 @ 7:00 PM**

Location: via Zoom meeting

Chair: Nicole Scime

Secretary: Roxanne Muizelaar

Present: Nicole Scime, Joel Scime, Carol Sorbara, Roxanne Muizelaar, Jeni Fisher, William Reilly

Absent: Scott Crawford, Vicky Poliquin, Chantel Poliquin, Wendy Beaty

Quorum Confirmed: Y/N-

Secretary's Report -N/A

Treasurer's Report- N/A

For Discussion

Spreadsheet of leftover items: Committee members are going over the spreadsheet of the leftover items from the drive through event parade that are up for purchasing from the members.

Presentation to council: as all events are wrapped up for 2021- no presentation of review is needed at this time.

Grant request is due early February- Nicole

and where the committee would put the money towards.

A total of \$4,300.00 is leftover in the parade committee bank account- outstanding invoices regarding the NRP services est. \$700- and also the sponsored skate at approximately \$300.00.

Light Competition: adding a theme next year.

The idea of taking the light competition out if moving forward with the parade.

Concerns of the parade future

Support from the Township Public Works office of West Lincoln and their participation with planning the parade for events of 2022.

Nicole will reach out to a contact of Town of Grimsby and researching how their township is involved in the planning of their parade events.

Next Meeting: TBD

Meeting adjourned: 7:30 P.M.



**Committee Meeting Minutes
June 15, 2022 @ 7:30 PM**

Location: via Zoom meeting

Chair: Nicole Scime

Secretary: Roxanne Muizelaar

Present: Nicole Scime, Joel Scime, Roxanne Muizelaar, Jeni Fisher, Chantel Poliquin, Scott Crawford, Vicky Poliquin,

Absent: William Reilly, Carol Sorbara

Quorum Confirmed: Y/N- Y

Secretary's Report -N/A

Treasurer's Report- N/A

For Discussion

Parade

- A night parade is tentatively scheduled for Saturday November 26, 2022. Time is TBD closer to the day.
- A "Save the date" will be posted to our social media pages- Nicole.
- Route- need to contact Dennis Fisher and the Region about road closures and their ideas for what the route for the parade events of 2022 should be.
- Theme: Committee members to brainstorm ideas for the parade of 2022.

Committee

- Currently, there are 2 open spaces for new committee members. Scott mentioned he may have someone interested.
- It was requested that the West Lincoln Township take a more active role with planning the parade events. Jeni is going to follow up with the township and public works department to see how they can help and participate.

Bands & Entertainment

- Initial phone calls and emails are going to be sent out. Nicole will forward the list to Scott and Scott will contact the them.

Fundraising will need to start by the end of August.

The NRP still has not sent a bill for the parade of 2021.

Next Meeting: TBD

Meeting adjourned: 8:00 P.M.



**Committee Meeting Minutes
August 10 @ 7:30 PM**

Location: via Zoom meeting

Chair: Nicole Scime

Secretary: Roxanne Muizelaar

Present: Nicole Scime, Joel Scime, Chantel Poliquin, Roxanne Muizelaar, Carol Sorbara, Scott Crawford, William Reilly

Absent:, Jeni Fisher, Vicky Poliquin

Quorum Confirmed: Y/N: Yes

Secretary's Report

Motion to accept the minutes of June 15, 2022

M/S: Scott Crawford/ Carol Sorbara

Treasurer's Report

Update on financial information: parade account balance is \$7,398.

- The committee has still not received a bill from the Niagara Regional Police regarding their services at last years parade.

For Discussion:

- Announcement of Santa Claus parade 2022
 - Social Media announcement needs to be posted as soon as possible; Nicole is waiting for the township approval for a night parade- then it will be posted.
- Free Skate
 - Committee voted yes to have a free skate again this year. Date and time to be determined closer to Christmas. M/S: Joel Scime/ Scott Crawford
- Colouring Contest
 - Committee voted yes to go ahead with the colouring contest. M/S: Chantel Poliquin/ Scott Crawford.

- Lighting Contest
 - Committee voted no. Due to the various activities already taking place; the committee decided not to go ahead with planning the lighting and decor contest. However, Scott will see if there is an interest from the Kiwanis club to take over the lighting and decor contest.
- Letters to Santa
 - Committee voted yes to go ahead with the letters to Santa. M/S: Chantel Poliquin/ Carol Sorbara
- Parade Theme
 - “Merry & Bright” the committee voted this would be the perfect theme for our first ‘night’ parade. M/S: Carol Sorbara/ Chantel Poliquin
- Website update
 - Nicole will continue to update the website and social media accounts with the new theme
- New members
 - the parade committee would like to acquire 2 new members.
 - 1 Potential member was brought forward to the committee. Scott will reach out to his contact to see if she is still interested in joining. If so, then they will bring it forward to the clerk of West Lincoln.
- Township role
 - the West Lincoln Township was approached (by Nicole & Jeni) about taking on more of an active role with planning alongside the parade committee– awaiting responses.
- Bands
 - a few bands from local schools are on summer break. Scott will reach out to them beginning of September- it was suggested for future reference to book before summer holidays going forward.
 - Scott will look into prices so the budget can be created accordingly for bands and entertainment.
 - Committee should brainstorm other entertainment options.
 - potential vendors that walk up and down – Nicole has a contact and will reach out to the Grimsby parade committee.
- Fundraising
 - A fundraising letter has been drafted by Chantel and Nicole; which also contains details and options for various ways the community could be involved in the parade activities.

- Committee to pass along any names of local businesses that are new or possibly missed (within the West Lincoln area) that could be added to the spreadsheet for potential fundraising.

Round Table:

- Route for the parade
 - Nicole has had conversations with Public Works and the Fire Chief regarding the safest route for the parade. It was decided that going back to the traditional route (the community centre to the round- a- bout) was the best option so that the emergency vehicles have access to respond to emergencies efficiently and floats to have the option to pull over safely, etc.
- Rules and Regulations of Parade Participants & Floats
 - The committee will continue to modify the rules and regulations accordingly. This will ensure there is a safe environment and a joyful experience for all those attending or participating in the Santa Claus Parade of 2022.

Next Meeting: August 31, 2022 at 7:30 PM

Meeting adjourned: 8:20 PM



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting # 6 Friday, June 10, 2022 10 a.m.
Via Zoom

PRESENT: Board: Julie Adams
Cheryl Ganann
Judi Kelley
Sue Langdon
Pat Nelson
Joan Packham (Chair)
Karen Parker

Staff: Cindy Weir, Interim CEO

REGRETS: Wendy Wilson

GUESTS: Donna DeFilippis

Call to Order

Chair Packham called the meeting to order, welcomed all and established quorum at 10:03 am.

1. Agenda

Moved by: Cheryl Ganann

Seconded by: Karen Parker

THAT the West Lincoln Public Library Board approves the agenda for Friday June 10, 2022 as amended.

Carried

Moved: 5. b. Audited Financial Statements up to following the agenda.

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: Sue Langdon

Seconded by: Karen Parker

THAT the minutes of the May 13, 2022 West Lincoln Public Library Board meeting be approved as presented.

Carried

4. Correspondence

- a)** Sent - None
- b)** Received – Bradford West Gwillimbury Public Library Board – letter regarding the dissolution of the Simcoe county Library Co-operative - for information only.

5. Financial Matters

a) Operating Variance Monthly Statement

Moved by: Cheryl Ganann **Seconded by:** Karen Parker
THAT the Actual vs Budget Year to Date report prepared end of May 2022 be
accepted for information.
Carried

b) Audited Financial Statements

Moved by: Pat Nelson **Seconded by:** Cheryl Ganann
THAT West Lincoln Library 20211 Draft Financial Statements be approved as presented.
Carried

6. Reports

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

- **Staffing** – Sarah Lawrence has accepted the position of Supervisor, Library Programs. Two Public Service Assistant staff members have resigned. We will be interviewing next week for new Public Service Assistants and a Cleaner. As we continue to be understaffed, we may have some service interruptions.
- **Book – Brothers and Sisters** – This book has pages that look and feel like regular pages, but the pages are made of stone and smell like stones. 1 ton of stone paper products saves 20 trees and 16,000 gallons of water.
- **Facilities** – The list of maintenance issues at Caistorville are almost all completed thanks to Steve Hyde. Wellandport Library has been closed for two days this week due to a water issue. There was a leak in the cistern and the library was without water. The leak has been fixed and the water replaced.
- **Article in NewsNow** – Sarah Williscraft wrote an article about the indigenous garden at our Wellandport branch and the program that was held on May 28. Cheryl Ganann attended the event and passed along her praise for the excellent job done by Loraine Drilling – Supervisor, Library Administrative Services and the presenter.
- **Board Recruitment Brochure-** is ready and will be available at all branches by next week.

7. Library Business

a) COVID - Update

CEO Weir will check to see if anything is changing on the hours included for COVID cleaning.

b) Summer Meeting Dates

The Library Board has cancelled their July meeting and will hold the August date in case a meeting is needed.

8. **Next Meeting Date:** September 16, 2022 at 10:00 a.m.
Meeting will take place via zoom.

9. **Closed Session – Not required**

10. **Announcements**

a) Board Roundtable of Announcements

The Board thanked Cindy for her service as there may not be another meeting held during her tenure.

C. Weir thanked the Library Board for the honour and privilege of working with and for them and the opportunity to serve with the staff.

10. **Adjournment**

Moved by: Judi Kelly

That the June 10, 2022 West Lincoln Public Library Board meeting adjourns at 10:50 am.

JOAN PACKHAM, CHAIR

CINDY WEIR, INTERIM CEO



West Lincoln Public Library CEO's Report June 2022

Recorded Library Uses June 2022

E-books: 1342 loans

Circulation: 3661 loans

Computer Use: 118

Reference Questions (All): 127

Programs

- **Smithville:** 13 programs offered, 146 people attended;
Most Popular: Llaverne Llaunch Party
- **Caistorville:** 1 program offered, 1 person attended;
Most Popular: Adult Book Club
- **Wellandport:** 1 program offered, 12 people attended;
Most Popular: S.T.E.A.M. Saturday
- **Virtual (Includes Facebook and Youtube Participants):** no programs offered in June
- **New Programs:** Registration for the Summer Reading Club opened on June 27th



Social Media and Website:

Twitter		Facebook	
Followers	384 (up 2)	Followers	991 (up 20)
Engagement Ratio (interactions per post)	2.29 (up 0.57)	Engagement Ratio (interactions per post)	35.47 (down 0.40)
Most Popular Tweet	Moose Hide Campaign	Most popular post	Llaverne Llaunch Party photos

Instagram		TikTok	
Followers	865 (same)	Followers	353 (up 15)
Engagement Ratio (interactions per post)	3.37 (up 0.05)	Engagement Ratio (interactions per post)	122 (up 105.20)
Most popular post	Welcome Sarah M.	Most Popular	The Pug Book

YouTube		Website	
Subscribers	5 (same)	Page views	2976 (down 809)
Views	12 (up 5)		



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting # 7 Friday, July 29, 2022 10 a.m.
Via Zoom

PRESENT: Board: Julie Adams
Cheryl Ganann
Judi Kelly
Sue Langdon
Pat Nelson
Joan Packham (Chair)
Karen Parker
Wendy Wilson

Staff: Cindy Weir, Interim CEO

REGRETS:

GUESTS:

Call to Order

Chair Packham called the meeting to order, welcomed all and established quorum at 10:05 am.

1. Agenda

Moved by: Cheryl Ganann

Seconded by: Wendy Wilson

THAT the West Lincoln Public Library Board approves the agenda for Friday July 29, 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: Karen Parker

Seconded by: Pat Nelson

THAT the minutes of the June 10, 2022 West Lincoln Public Library Board meeting be approved as presented.

Carried

4. Correspondence

a) Sent - None

b) Received - None

5. Financial Matters

a) Operating Variance Monthly Statement

Moved by: Cheryl Ganann

Seconded by: Karen Parker

THAT the Actual vs Budget Year to Date report prepared end of July 22, 2022 be accepted for information.

Carried

6. Reports

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

Staffing

- I have accepted two resignations one week apart. These are two excellent Public Service Assistants who have both found full time jobs in their chosen profession – one as a library technician and the other as a planner.
- We also started two new Public Service Assistants on July 7 to replace the two that left in June, one for a full-time position and the other to campaign for a political office.
- We continue to be short staffed especially for Saturdays so we might have rotating closing of branches (Caistorville and Wellandport) on Saturdays until we have enough bodies to cover all the shifts needed.
- Sarah Lawrence was married in July and is now Sarah McCarthy.

Judi Kelly joined 10:28

7. Library Business

a) COVID - Update

Nothing to report.

b) Summer Meeting Dates

No August meeting is planned. If needed it will be at the call of the Chair.

8. Next Meeting Date: September 9, 2022 at 10:00 a.m.

Meeting will take place via zoom.

9. Closed Session

Moved by: Cheryl Ganann

Seconded by: Sue Langdon

THAT, the next portion of this meeting be closed to the public, at the time of 10:32 a.m. to consider the following pursuant to Section 239 (2) of the Municipal Act 2001:

RE: Personnel Matter

Applicable closed session exemptions(s): Personal matters about an identifiable individual(s) including municipal or local board employees;

Moved by: Wendy Wilson

Seconded by: Julie Adams

Public Library Board meeting does now resume in open session at the time of 10:40 a.m.

Carried

10. Announcements

a) Board Roundtable of Announcements

The Board thanked Cindy for her service.

Cheryl reminded board members that they will need to reapply in the fall if they would like to continue on the next board.

Joan announced she is not planning to apply for another term on the board.

The members thanked Joan for her 30 years of service of the board with most of that as chairperson.

10. Adjournment

Moved by: Judi Kelly

That the July 29, 2022 West Lincoln Public Library Board meeting adjourns at 10:45 a.m.

JOAN PACKHAM, CHAIR

CINDY WEIR, INTERIM CEO



West Lincoln Public Library CEO's Report July 2022

Recorded Library Uses July 2022

E-books: 1,382 loans (an increase of 40 loans from previous month)

Circulation: 4,899 loans (an increase of 1,238 loans from previous month)

Computer Use: 182 uses (an increase of 64 uses from previous month)

Reference Questions (All): 218 questions (an increase of 74 questions from previous month)

Programs

Caistorville: 6 programs offered, 17 people attended
Most Popular: Once Upon a Storytime...

Smithville: 20 programs offered, 169 people attended
Most Popular: Giant Connect 4

Wellandport: 6 programs offered, 40 people attended
Most Popular: Squires' Training in Extreme Adventures in Medieval (Times)

Virtual (Includes Facebook and Youtube Participants): no programs offered in July

New Programs: Once Upon a Storytime...; Squires' Training in Extreme Adventures in Medieval (Times); StoryWalks (*I Am Scary, Sometimes I Feel Like a Fox*, and *Under One Rock*); Teen Titans; Unicorns Dragons and Fairies, Oh My!



Social Media and Website

Twitter		Facebook	
Followers	386 (increase of 2)	Followers	297 (increase of 6)
Engagement Ratio (interactions per post)	2.13 (decrease of 0.16)	Engagement Ratio (interactions per post)	11.43 (decrease of 24.05)
Most Popular Tweet	Did You Say West Lincoln?	Most popular post	Good Food Box

Instagram		TikTok	
Followers	862 (decrease of 3)	Followers	365 (increase of 12)
Engagement Ratio (interactions per post)	2.17 (decrease of 1.20)	Engagement Ratio (interactions per post)	51.33 (decrease of 70.67)
Most popular post	St. Catharines Storytime robot	Most Popular	Non-binary books

YouTube		Website	
Subscribers	5 (same)	Page views	3118 (increase of 142)
Views	2 (decrease of 10)		

DATE: September 19, 2022

REPORT NO: PW-14-2022

SUBJECT: **Port Davidson Rd and Sixteen Rd Intersection Review**

CONTACT: Jennifer Bernard, C.E.T., Coordinator of Engineering Services
Mike DiPaola, P.Eng., Director of Public Works and Recreation

OVERVIEW:

- A request was received to review the intersection of Port Davidson Rd and Sixteen Rd for an all-way stop control.
- Existing traffic data indicates the intersection does not meet the criteria of Ontario Traffic Manual: Book 5 for an all-way stop.
- Staff have implemented a number of changes on Sixteen Rd to improve driver awareness at the intersection.
- Staff will complete new traffic counts on both roads and report back to Council on the outcome of the intersection review.
- The intersection of Caistor Centre Rd and Concession 3 Rd will also be reviewed for an all-way stop control.

RECOMMENDATION:

That, Information Report PW-14-2022, re: "Port Davidson Rd and Sixteen Rd Intersection Review", dated September 19, 2022, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Strong Transportation Connections** – West Lincoln has transportation infrastructure that is safe for motorists, well-maintained and connected within the community.

BACKGROUND:

All-Way Stop Controls

The Ontario Traffic Manual: Book 5, outlines conditions that must be met for intersections to operate under an all-way stop control, for Collector Roads and Rural Arterial Roads:

- a) The total vehicle volume on all intersection approaches exceeds 375 vehicles per hour for each of the highest eight hours of the day; and,

- b) The combined vehicle and pedestrian volume on the minor street exceeds 150 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume; OR
The combined vehicle and pedestrian volume on the minor street exceeds 120 units per hour (all vehicles plus pedestrians wishing to enter the intersection) for each of the same eight hours as the total volume, with an average delay to all minor street traffic (vehicles and pedestrians) of greater than 30 seconds for the entire eight-hour period; and,
- c) The volume split does not exceed 70/30 (that is the minor street must not be less than 30% of the total volume entering the intersection) as measured over the entire eight-hour count period. Volume on the major street is defined as vehicles only. Volume on the minor street includes all vehicles plus any pedestrians wishing to cross the major roadway.

Where an all-way stop warrant is requested, staff will collect traffic data to determine if the intersection meets these conditions for an all-way stop.

Port Davidson Rd and Sixteen Rd Intersection

In 2020, Public Works received a speed limit reduction request for Port Davidson Rd between Sixteen Rd and Townline Rd. Wood Environment & Infrastructure Solutions was hired to review this request and develop a Speed Limit Review Policy for the Township for similar requests in the future. It was determined that the majority of traffic on Port Davidson Rd is travelling within the appropriate range of speed for the road design and classification, therefore no changes to the speed limit were warranted.

To improve driver awareness, Public Works installed warning signs on the east and west sides of Sixteen Rd within 100m of the intersection with Port Davidson Rd to inform drivers that stop signs are ahead and that traffic on Port Davidson Rd is not under stop sign control. The stop signs on Sixteen Rd were outfitted with flashing red lights and chevrons, stop bars were painted at the appropriate distance from Port Davidson Rd.

CURRENT SITUATION:

A request to review the intersection for an all-way stop control was received by Public Works. Since the speed limit review was completed in 2020, the traffic count data is considered to still be accurate. The last traffic count data available for Sixteen Rd is from 2016 for the section between Port Davidson Rd and Tober Rd. Using this data, the intersection does not meet the criteria from the Ontario Traffic Manual: Book 5, for the intersection to be changed to an all-way stop. In consideration of the age of the traffic data for Sixteen Rd, staff will be undertaking new traffic counts on Sixteen Rd between Tober Rd and Shurie Rd as well as on Port Davidson Rd. Staff will also review the sightlines at the intersection and any available collision data. A report will be brought back to Council with any recommendations for the intersection.

A similar request was received to review the intersection of Caistor Centre Rd and Concession 3 Rd for an all-way stop control due to the alignment of the intersection. Staff will complete a traffic count and review of this intersection and report back to Council with the results.

FINANCIAL IMPLICATIONS:

Traffic counts and intersection reviews will be completed by Public Works staff. Any recommendations for improvements will be brought to Council at a future date.

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the CAO and Clerks office.

CONCLUSION:

Public Works staff will review the intersections of Port Davidson Rd and Sixteen Rd and Caistor Centre Rd and Concession 3 Rd and report back to Council with any recommendations for improvements to the intersections.

ATTACHMENTS:

Appendix A – Key Plan

Prepared by:



Jennifer Bernard, C.E.T.
Coordinator of Engineering Services

Approved by:



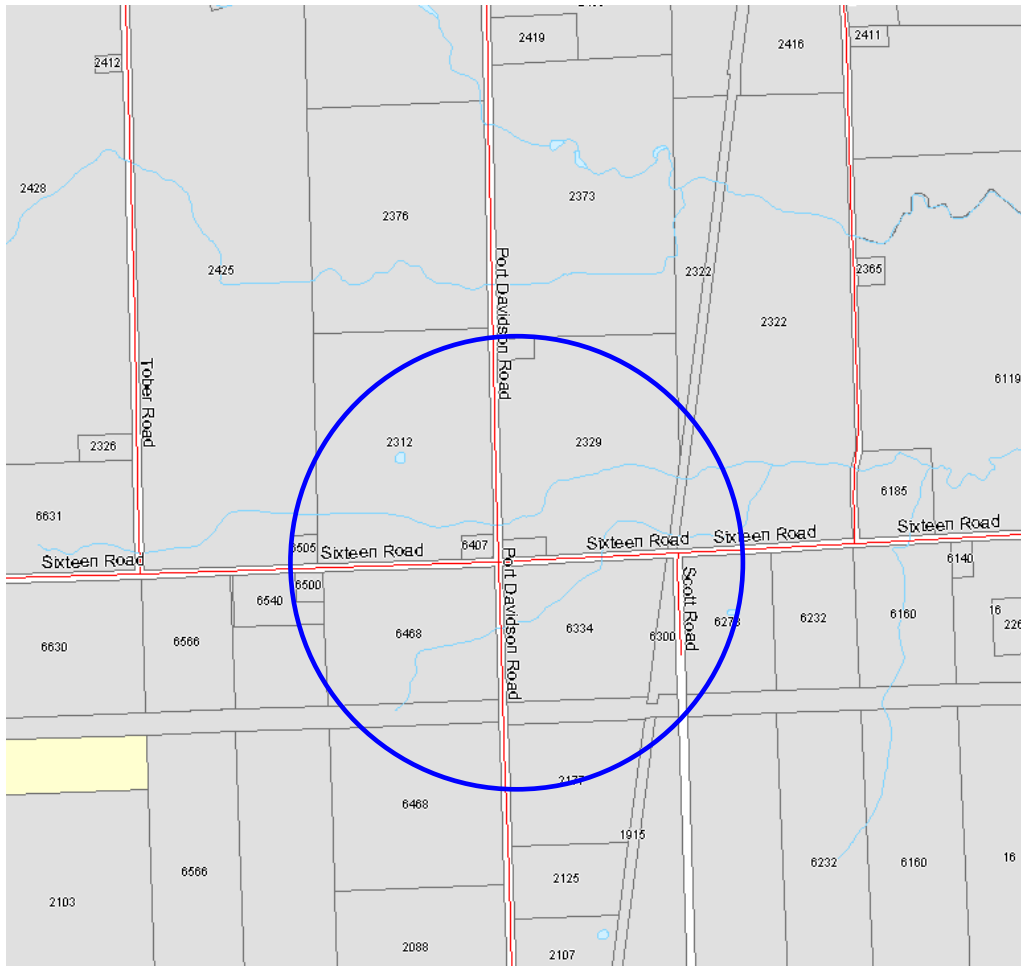
Beverly Hendry
CAO

Submitted by:

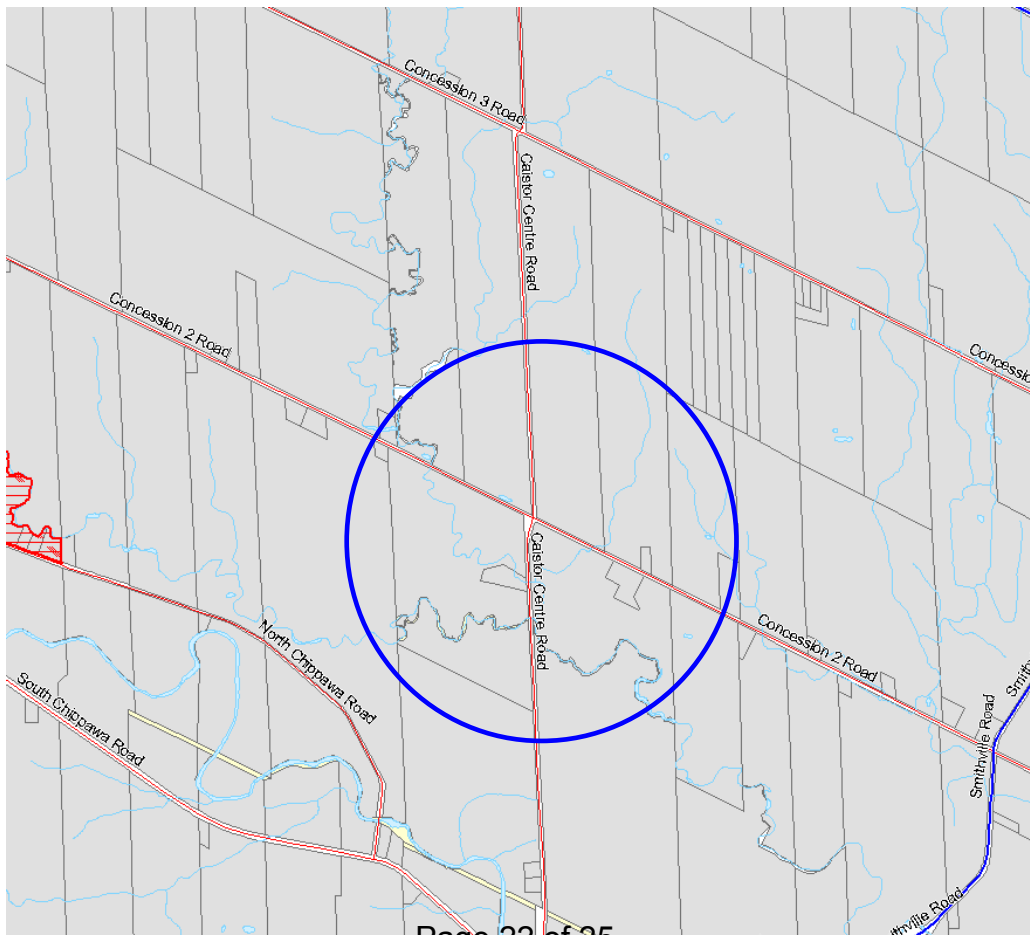


Mike DiPaola, P.Eng.
Director of Public Works & Recreation

Port Davidson Rd and Sixteen Rd Intersection



Caistor Centre Rd and Concession 3 Rd Intersection



DATE: September 19, 2022

REPORT NO: PW-13-2022

SUBJECT: **2022 Hot Mix Spot Repair Tender 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 10th, 2022.
- A low bid for hot mix repair in the amount of \$163,600 (plus HST) was received by Circle P Paving Inc.
- The Township has received favorable references for Circle P Paving Inc. and they have successfully completed similar work for the Township in the past.
- Staff recommends acceptance of the tender submitted by Circle P Paving Inc.

RECOMMENDATION:

1. That, Recommendation Report PW-13-2022, re: 2022 Hot Mix Spot Repair Tender Authorization, dated September 19th, 2022, be received; and,
2. That, Council accept the tender submission by Circle P Paving Inc. for the paving of spot repairs, in the amount of \$163,600 (plus HST); and,
3. That, Council approve the project budget in the total amount of \$197,000; and,
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Circle P Paving Inc.

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, 2022, and the tender closed on August 10th, 2022. The tender was advertised on the Township website and with an electronic tendering service. Thirteen (13) 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. Circle P Paving Inc.	\$163,600.00
2. Griffin Construction	\$260,519.63
3. Rankin Construction Inc.	\$287,650.00

The low bidder, Circle P Paving Inc. 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 2022 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	\$ 153,600.00
Contingencies (included in the Tender)	\$ 10,000.00
Miscellaneous & Net HST	\$ 3,400.00
New Repair Locations	\$ 30,000.00
Total	\$ 197,000.00

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 CAO, Clerk's Office, and Director of Finance.

CONCLUSION:

In summary, Staff recommends that the bid submission from Circle P Paving Inc. for the 2022 Hot Mix Spot Repair at various locations be accepted, and that Council approve expenditures in the amount of \$197,000.00 from the approved 2022 Road Maintenance Operating Budget.

Finally, Staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Circle P Paving Inc. for 2022 Hot Mix Spot Repair works at various locations.

Prepared by:



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Manager of Operations

Approved by:



Bev Hendry
CAO

Submitted by:



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