



**TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS & RECREATION COMMITTEE
AGENDA**

MEETING NO. TWO

Monday, March 20, 2023, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

NOTE TO MEMBERS OF THE PUBLIC: All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

Pages

1. CHAIR - Councillor Mike Rehner

Prior to commencing with the Public Works & Recreation Committee meeting, Chair Rehner will read the following announcements:

1. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either (1) emailing 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 OR
(2) by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
3. This meeting will be livestreamed. The link to watch the meeting live can be found on the Township's website by selecting the "Township Office" tab at the top of the website, then clicking the Council or Standing Committee meetings tab and scroll down the meeting list to find the link.
4. This meeting will be recorded and will be available to view by clicking the meeting video link found on the Township's website within 48 hours after the meeting unless otherwise noted.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Chair will read the following:

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.

(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 Committee agenda, as permitted under Section 6.7 of the Procedural By-law.

(2) The Chair to inquire if the Director of Legislative Services/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 Committee 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 PW06-23

CONSENT AGENDA ITEMS

RECOMMENDATION:

That the Public Works & Recreation Committee hereby approves the

following Consent Agenda Items:

- 1. Items 1 and 2 be and are hereby received for information; and,
- 2. Items 3 and 4 be and are hereby received and the recommendations contained therein be adopted;

with the exception of Item#(s)_____.

- 1. West Lincoln Age Friendly Committee (WLAFC) - Minutes of February 3, 2023 4
- 2. Information Report No. REC-02-2023 - Communities in Bloom 2023 Best Garden Selection Contest 7
- 3. Recommendation Report No. PW09-2023 - Appointment of Overall Responsible Operators 10
- 4. Recommendation Report No. PW-08-2023 - Appointment of Weed Inspectors 12

8. COMMUNICATIONS

9. STAFF REPORTS

9.1 ITEM PW07-23 14

Project Manager (Ray Vachon) and Director of Public Works and Recreation (Mike DiPaola)
Re: Information Report PW-02-2023 - Wellandport Community Centre Shoreline Enhancements and Protection - Project Update

RECOMMENDATION:

That, Information Report PW-02-2023 regarding “Wellandport Community Centre Shoreline Enhancements and Protection - Project Update”, dated March 20 2023, be received for information.

10. OTHER BUSINESS

10.1 ITEM PW08-23

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 to declare the meeting adjourned at the hour of [time]

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. ONE HELD: Friday, February 3, 2023, Township Administration Building, 318 Canborough Street, and Smithville – 9:30 a.m. Council Chambers

PRESENT: **Chair:** Mayor Cheryl Ganann

Members: Councillor Terry Bell
 John Ganann
 Judi Kelly
 Sue Langdon
 Kitty McGrail
 Toni Mills

Regrets: Lisa Maychak
 Karen Parker

Staff Jacquie Thrower, Executive Assistant
 Justin Paylove, Elections Assistant

1. Welcome and Introduction of new members

Mayor Ganann welcomed members to the Committee and introduced staff members, Justin Paylove, Election Assistant and Jacquie Thrower, Executive Assistant. She advised that, when Jacquie cannot attend, Justin will attend meetings. Mayor Ganann introduced Councillor Terry Bell as the Council liaison member of the Committee. Mayor Ganann will attend meetings as an ex-officio member, and would like to stay connected to the Committee as much as her schedule permits.

2. Ratification of Minutes from last meeting

The minutes of April 16, 2021 were ratified by the Committee.

3. Business Arising from Minutes

Mayor Ganann advised that Committee Member Lisa Maychak, Project Manager, Age-Friendly City Long-Term Care Division with the City of Hamilton cannot attend meetings the first Friday of the month due to her work commitment, however she could attend any other Friday in the month. It was the consensus of the Committee that WLAFAC meetings be held the 2nd Friday of each month at 9:30 a.m.

4. Terms of Reference for Committee

Mayor Ganann reviewed the Terms of Reference and it was the consensus of the

Committee that no changes were required.

5. Report on organization structure of Niagara Region Age-Friendly Network

Mayor Ganann advised that the WLAFAAC is part of the Niagara Region Age-Friendly Network and that meetings are held approx. four times per year and encouraged Committee Members to attend a meeting if their schedule permits. Mayor Ganann stated that the Township Wellness Co-ordinator attended a past meeting and it was anticipated that she would be attending future meetings as well. Mayor Ganann advised that there are grant opportunities, however they are usually in conjunction with non-profit agencies and in some cases matching dollars and/or a percentage of funding must be in place from the municipalities. Mayor Ganann stated that often the grant applications are quite detailed with tight deadlines. Jacquie suggested that Justin could assist with grant writing due to his past experience.

Linda advised that she has knowledge of other grant opportunities with financial institutions, namely TD Bank.

6. WLAFAAC structure discussion

Mayor Ganann advised that the Committee was very small when it first started, with six individual and members were encouraged to bring guests, which helped to increase membership. Mayor Ganann advised a past member, Kathy Laidman, who resides at The Jacob Senior Living Centre would like to stay connected to the Committee and has materials she would like to donate. Mayor Ganann encouraged Committee Members to invite guests to attend and stated that guests could attend meetings and assist with special projects if they so desired. Mayor Ganann suggested that, Terry, as the Council liaison should Chair the first few meetings, and suggested that co-chairs be appointed. Mayor Ganann advised that Jacquie usually creates the Agenda based on the minutes and distributes the agenda and minutes in a timely manner.

7. Goals/Suggestions/Ideas for 2023/2024 projects

Mayor Ganann led the discussion regarding possible projects and it was the consensus of the Committee that a major event in June to commemorate Seniors Month would not be possible this year, however it would be a great project for 2024.

It was the consensus of the Committee that an event be held in May with a guest speaker to discuss the anti-fraud issues and the dangers of scams. If Brock Godfrey was not available, another speaker should be selected. John Ganann advised that there is a staff person assigned to the NRP who handles anti-fraud issues. John Ganann advised he knew of a colon cancer survivor that would be willing to be a speaker at a future event.

Terry suggested we rotate meetings to other wards to allow guests from Wellandport and Caistor to attend meetings. Terry suggested that we post the meeting schedule on the Township website to promote residents to attend.

Mayor Ganann encouraged members to attend and spread the word about the Healthy, Safe and Strong exercise program that is offered at the WLCC for seniors age 55 plus on

Thursday's at 1:00 p.m. and 2:30 p.m. and to phone 905-980-6000 ext. 3847 to register. Mayor Ganann stated that there is a drop in program on Wednesday. Mayor Ganann advised that the Township has a Communications Specialist who can assist with advertising on Social Media, Facebook, Instagram and Twitter to promote information related to the Committee.

Mayor Ganann briefly explained the Communities in Bloom Initiative and suggested that the Committee could assist in conjunction with public works staff in planting perennial plants in the raised bed garden boxes that Niagara Region installed in the downtown core. Mayor Ganann will discuss the project with the Director of Public Works and Recreation. Linda advised she could reach out to a contact for information on native plants that could be planted. It was the consensus of the Committee that this would be a way to beautify the Township and members of the Committee could participate if they wish to, and perhaps in partnership with the Smithville Garden Club. Mayor Ganann advised that colour of the year is purple and suggested Beth could take pictures of the gardens. Mayor Ganann would like to involve the newly formed MYAC to assist with the project in order to establish intergenerational activities.

Toni advised she would like information on current demographics in West Lincoln and Justin advised he could assist with collecting this data for the Committee.

In response to Toni's inquiry, regarding whether or not we have a budget, Jacquie stated she would contact the Treasurer to determine if there was a budget in place for 2023.

8. Adjournment

The meeting adjourned at 11:15 a.m.



Mayor Cheryl Ganann



Jacquie Thrower, Executive Assistant

DATE: March 20, 2023

REPORT NO: REC-02-2023

SUBJECT: **Communities in Bloom 2023 Best Garden Selection Contest**

CONTACT: Vanessa Hoffman, Supervisor of Parks and Recreation
Mike DiPaola, P.Eng., Director of Public Works and Recreation

OVERVIEW:

- Township staff recently applied to participate in the Communities in Bloom 2023 Miracle-Gro Best Garden Selection Program.
- The Township application was successful and has been selected to participate in this program.
- The purpose of this report is to provide information on the 2023 Best Garden Selection Contest.

RECOMMENDATION:

That, Information Report REC-02-2023 re: “Communities in Bloom 2023 Best Garden Selection Contest”, dated March 20, 2023, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 4:

- **Local Attractions** – Providing amenities, programs and service 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:

Communities in Bloom strive to inspire all communities to enhance the quality of life and the environment through people and plants to create community pride.

The Township of West Lincoln has applied and has been selected by Communities in Bloom to participate in the 2023 Miracle-Gro Best Garden Selection Program. As part of this program, we will be asked to administer a contest to select gardens (according to a method of our choice) to receive a garden sign, Miracle-Gro gift package, and a congratulatory letter.

CURRENT SITUATION:

The 2023 Miracle-Gro Best Garden Selection Program will reach and inspire the Township of West Lincoln residents to showcase their own personal gardens and/or tour gardens participating in the program.

The purpose of offering a Best Garden Selection Program, within our Township, is to raise awareness and support the development of garden culture. The Township recognized 2022 as the Year of the Garden, showcasing community gardens and areas within West Lincoln. In 2023, we will recognize and acknowledge gardeners who make our West Lincoln neighbourhoods look beautiful. This program is intended to encourage gardeners of all experience levels to participate. Staff would like to celebrate outstanding gardens in our community.

In general terms, residents wishing to participate must register their garden with Township staff before a certain date. After the selected date, a panel of selected judges will rate the participant's gardens. Six (6) local gardens will be selected to display a 2023 Miracle-Gro Best Garden Selection Program sign in their garden, and will receive a gift package.

Staff will obtain a picture of the winning gardens with the best garden program signs and send them to the Communities in Bloom National Office. These pictures will then be posted on the Communities in Bloom website and Facebook page, Miracle-Gro Canada Facebook page, and Township website / social media pages.

FINANCIAL IMPLICATIONS:

The initiatives outlined in this report, to showcase private gardens within the Township and raise awareness of garden culture, will be accomplished with minimal implications to the operations budget. Minimal staff hours will be required when administering this contest/program. The cost associated with the Best Garden Selection Program signs, Miracle-Gro gift package, and congratulatory letters for the winning gardens is covered under Communities in Bloom program that staff have successfully applied for.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Clerk's Office and CAO.

CONCLUSION:

Gardens bring beauty, culture, quality of life and biodiversity into our community. The Township of West Lincoln encourages the community to become involved with garden initiatives to support, and encourage biodiversity in our community. The purpose of this report is to provide this Committee and Township Council with information on the Communities in Bloom 2023 Best Garden Selection Contest.

Prepared & Submitted by:



Vanessa Hoffman
Supervisor Parks & Recreation

Approved by:



Beverly Hendry
Chief Administrative Officer



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

DATE: March 20, 2023
REPORT NO: PW-09-2023
SUBJECT: **Appointment of Overall Responsible Operators**
CONTACT: Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- Under Ontario Regulations 128/04 and 129/04 the owner or operating authority of a municipal residential water system shall designate an Overall Responsible Operator who is responsible for the day to day operations of a water and wastewater systems.
- The current By-Law 2017-131 appoints an Overall Responsible Operator that is no longer with the Corporation and also appoints alternative Overall Responsible Operators.
- Staff recommends that the current By-Law 2017-131 be repealed.
- Staff recommends that a By-Law be adopted by Council to appoint Atrayu (Tray) Benish as the Overall Responsible Operator for The Corporation of the Township of West Lincoln's water distribution and wastewater collection systems.
- Staff further recommends Robert Denison be appointed by By-Law as alternate Overall Responsible Operator in the absence of Atrayu (Tray) Benish.

RECOMMENDATION:

1. That, Recommendation Report PW-09-2023, regarding "Appointment of Overall Responsible Operators", dated March 20, 2023 be received; and,
2. That, Mr. Atrayu (Tray) Benish be appointed, by By-law, as Overall Responsible Operator (ORO) for the water and wastewater systems; and,
3. That, Mr. Robert Denison be appointed, by By-law, as alternate Overall Responsible Operator (ORO) in the absence of Mr. Atrayu (Tray) Benish as determined by the ORO; and,
4. That, By-Law 2017-131 be repealed, as the current Overall Responsible Operator (ORO) is no longer with the Township of West Lincoln.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 5

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

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:

Under Ontario Regulation 128/04 and 129/04, the owner or operating authority of a municipal residential water and wastewater system shall designate an Overall Responsible Operator (ORO) who is responsible for the day to day operations and director operators on operating decisions for both the water and wastewater systems.

CURRENT SITUATION:

With the recent departure of the Manager of Operations, who is appointed as the Overall Responsible Operator (ORO) under By-law 2017-131, the current By-Law will need to be repealed.

A new by-law will have to be adopted, in order to comply with Ontario Regulations, to now appoint Atrayu (Tray) Benish as Overall Responsible Operator, and further appointing Mr. Robert Denison as alternate Overall Responsible Operator in the absence of Mr. Atrayu (Tray) Benish for the Township's water distribution and wastewater collection systems. Both Mr. Benish and Mr. Denison carry appropriate licences to act in this capacity.

FINANCIAL IMPLICATIONS:

There are no financial implications.

INTER-DEPARTMENTAL COMMENTS:

This Report has been reviewed by the CAO and the Clerk's Office.

CONCLUSION:

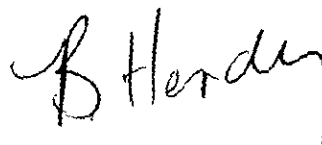
In summary, staff recommends Council adopt a By-Law appointing Mr. Atrayu (Tray) Benish as Overall Responsible Operator and appointing Mr. Robert Denison as alternate Overall Responsible Operator in the absence of Mr. Atrayu (Tray) Benish. In addition, it is also recommended that Council Repeal By-law 2017-131.

Prepared & Submitted by:



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

Approved by:



Beverly Hendry
Chief Administrative Officer

DATE: March 20, 2023
REPORT NO: PW-08-2023
SUBJECT: **Appointment of Weed Inspectors**
CONTACT: Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- To appoint Atrayu (Tray) Benish and Dave Lane as Weed Inspectors for the Corporation of the Township of West Lincoln.

RECOMMENDATION:

1. That, Recommendation Report PW-08-2023, re: "Appointment of Weed Inspectors", dated March 20, 2023 be received; and,
2. That, a By-law be passed to appoint Atrayu (Tray) Benish and Dave Lane as Weed Inspectors for The Corporation of West Lincoln; and,
3. That, Council repeal By-law 2018-110, as a result of staff that are no longer with the Township of West Lincoln.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 5:

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

BACKGROUND:

Under the Weed Control Act, the current Township By-Law 2018-110 appoints staff, that are no longer with the Township of West Lincoln, as a Weed Inspector.

CURRENT SITUATION:

Since there is a staff member, appointed under the current by-law, that is no longer with the Township, the current By-law will need to be repealed. Staff is recommending that a new By-law to appoint Atrayu (Tray) Benish and Dave Lane as Weed Inspectors for The Corporation of West Lincoln. It is prudent to include these two staff members as Weed Inspectors to provide better coverage for this duty.

FINANCIAL IMPLICATIONS:

There are no financial implications.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO and the Clerk's office.

CONCLUSION:

In summary, staff recommends appointing Atrayu (Tray) Benish and Dave Lane as Weed Inspectors for the Corporation of the Township of West Lincoln and to repeal By-law 2018-110.

Prepared & Submitted by:



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

Approved by:



Beverly Hendry
Chief Administrative Officer

DATE: March 20, 2023

REPORT NO: PW-02-2023

SUBJECT: Wellandport Community Centre Shoreline Enhancements and Protection - Project Update

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

OVERVIEW:

- In 2021, a Ward 2 Councillor brought forward to staff, inquiries from Wellandport residents about potential improvements to the Wellandport Community Centre shoreline.
- Staff met with the Niagara Peninsula Conservation Authority (NPCA) and they agreed to provide the Township with service providers that may be interested in providing a canoe/kayak rentals service; and NPCA agreed on a collaboration with the Township for potential improvements to the park and shoreline.
- To date, Township staff have reached out to various service providers and there has been no interest in providing a canoe/kayak rental service or other waterway recreational activities at this location.
- In October 2022, the NPCA issued an RFP for a conceptual design of the shoreline enhancement and shoreline protection work, and upon evaluation, Adesso Design Inc. was awarded to project.
- Adesso Design Inc., will prepare some conceptual designs and present a design charrette at a Public Information Centre sometime in April.
- Based on feedback from the Township, NPCA, and the residents, a final conceptual design will be complete in May 2023.
- Once the final concept is endorsed, implementation of the project which would include detailed design and construction will then be considered as part of the Township's annual Capital Budget process.

RECOMMENDATION:

That, Information Report PW-02-2023 regarding "Wellandport Community Centre Shoreline Enhancements and Protection - Project Update", dated March 20 2023, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 4

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

BACKGROUND:

In 2021, a Ward 2 Councillor brought forward to staff, an inquiry from Wellandport residents on whether any improvements could be made to the Wellandport Community Centre park, to make it more appealing, including possibly having canoe/kayak rentals.

Staff then contacted the Niagara Peninsula Conservation Authority (NPCA) to discuss whether a collaboration would be appropriate for this project. After a site meeting with NPCA staff, they agreed to provide the Township with various service providers that may be interested in providing canoe/kayak rentals. In addition, NPCA also agreed to work on a proposal to improve the park and stabilize the shoreline fronting the park.

CURRENT SITUATION:

Canoe/Kayak Rentals

Staff have met with two (2) service providers to discuss the opportunity to commence some form of waterway recreational activity at this location.

One service provider offers paddle boarding recreational services, however, they did not feel comfortable nor recommended it at this location due to the Welland River site conditions, specifically docking concerns, shallow water, water quality, and existing waterway usage.

Staff then reached out to three (3) other service providers that offer kayak and canoe recreational services. Out of those three, only one showed any interest and met with staff. At that meeting it did not appear that there was a real interest at this location to run kayak and canoe rentals. Staff did follow up a number of times with this service provider, however, to date there has been no response to determine if there is or is not an interest.

Park Enhancements & Shoreline Protection

In October of 2022, the Niagara Peninsula Conservation Authority (NPCA) issued a Request for Proposal for Environmental Landscape Architectural Services. Upon closing, 11 compliant submissions were received.

Staff from the NPCA and the Township evaluated all the proposal. After all stages of the evaluation were completed, Adesso Design Inc. was selected as the top-ranked proponent at a cost of \$11,250.00. This cost for this assignment is funded by the NPCA and they have received some funding from Ontario Power Generation (OPG) to undertake shoreline protection along the Welland River.

On February 21 2023, a kick-off meeting was held with the proponent to solidify the scope of work and a schedule. At the meeting, it was agreed that the proponent would prepare a couple different concepts for the park and shoreline improvements.

Then a design charrette would be presented at a Public Information Centre sometime in April. Based on the feedback from the NPCA, Township, and residents, a final conceptual design would be prepared including a detailed estimate for the work. One important consideration that was discussed was that both concepts should cost relatively the same.

The final concept should be completed in May. Once the final concept is endorsed, implementation of the project which would include detailed design and construction will then be considered as part of the Township's annual Capital Budget process. Some aspects of the conceptual design may be eligible for the OPG funding that was provided to NPCA, while other project components may not be eligible. Currently, this project is not included in the Township's Capital Budget forecast. Implementation of a project like this will take multiple years to complete, which would include a year to complete the detailed design and contract document for procurement, followed by a year or two of construction. These timelines are all subject to funding and capital budget approvals.

FINANCIAL IMPLICATIONS:

There are no financial implications to the Township at this time.

INTER-DEPARTMENTAL COMMENTS:

Not applicable.

CONCLUSION:

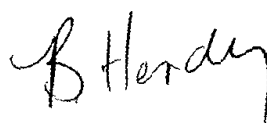
In conclusion, the "Wellandport Community Centre Shoreline Enhancements and Protection - Project Update" report is being provided as an update for information purposes.

Prepared and Submitted by:



Ray Vachon, C.E.T.
Project Manager

Approved by:



Beverly Hendry
Chief Administrative Officer (CAO)



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