

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

MEETING NO. FIVE

Monday, June 17, 2024, 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 agenda, Chair Rehner noted the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 p.m. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the record.
3. This meeting will be livestreamed as well as recorded and 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.

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

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 PW23-24

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

1. Item 1 be and is hereby received for information.

with the exception of Item _____.

1. West Lincoln Public Library Board - Minutes of April 23, 2024

5

8. COMMUNICATIONS

There are no communications.

9. STAFF REPORTS

9.1 ITEM PW24-24

8

Manager of Operations (Tray Benish) and Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report PW-17-2024 - 2024 Hot Mix Spot Repair

Program Tender Authorization

RECOMMENDATION:

1. That Recommendation Report PW-17-2024, titled “2024 Hot Mix Spot Repair Program Tender Authorization”, dated June 17, 2024 be received; and,
2. That Council accept the tender submission by Circle P Paving Inc. for the paving of spot repairs and Fire Hall parking lot, in the amount of \$216,200 (plus HST); and
3. That a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Circle P Paving Inc.

9.2 ITEM PW25-24

12

Coordinator of Recreation Services (Wendy Beaty) and Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report REC-05-2024 - Santa Claus Parade Committee Update

RECOMMENDATION:

1. That Recommendation Report REC-05-2024, titled “Santa Claus Parade Committee Update”, dated June 17, 2024 be received; and
2. That Council approve the dissolution of the Santa Claus Parade Committee effective immediately.

9.3 ITEM PW26-24

15

Manager of Operations (Tray Benish) and Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report PW-18-2024 - 2024 Tractor with Attachments - Purchase Authorization and Amendment to Budget

RECOMMENDATION:

1. That Recommendation Report PW-18-2024, titled “2024 Tractor with Attachments – Purchase Authorization and Amendment to Budget”, dated June 17, 2024 be received; and,
2. That Council accept the RFP submission by Deere & Company for the supply and delivery of the 2024 Tractor with Attachments, supplied by Premier Equipment Ltd., in the amount of \$278,395.00; and,
3. That Council approve a budget amendment (BA2024-05) in the amount of \$84,000.00, funded through a transfer from the Equipment Reserve; and
4. That staff be authorized to proceed with the purchase from Premier Equipment Ltd.

9.4 ITEM PW27-24

18

Project Manager (Ray Vachon) and Director of Public Works and Recreation (Mike DiPaola)
Re: Information Report PW-16-2024 - Fifteen Mile Municipal Drain Maintenance

RECOMMENDATION:

That Information Report PW-16-2024, titled "Fifteen Mile Municipal Drain Maintenance", dated June 17, 2024 be received for information.

10. OTHER BUSINESS

10.1 ITEM PW28-24

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.



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #5 Tuesday, April 23, 2024 – 6pm
West Lincoln Public Library, Smithville Branch

PRESENT:

Board: David Kurth, Leanne Reilly, Tina Jol, Puneet Bajaj,
Christa McBain, Shelley Bradaric, Wendy Wilson
Staff: Cindy Weir, Library CEO
Guest: Marianne Love – via Zoom
REGRETS: Julie Adams

Call to Order

Library Vice-Chair Wilson called the meeting to order, welcomed all and established quorum at 6:07pm.

1. Agenda

Moved by: Puneet Bajaj

Seconded by: Tina Jol

THAT West Lincoln Public Library Board approves the agenda for Tuesday, April 23, 2024 as presented including any additions or deletions.

Carried.

Moved: Closed Session ahead to follow Correspondence.

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

a) Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the minutes of the March 19, 2024 regular meeting of West Lincoln Public Library Board be approved as presented.

Carried.

4. Correspondence

a) Sent - None

b) Received - None

5. Financial Matters

a) Actual vs. Budget Year to Date Report

Moved by: **Leanne Reilly**

Seconded by: **Shelley Bradaric**

THAT the Actual vs. Budget Year to Date report be accepted for information.
Carried.

6. Report

a) Library CEO presented the March/April 2024 CEO's written and verbal report.

7. Library Business

a) Strategic Plan Presentation Update

CEO Weir advised the Board that Beth Audet was formatting the document so it was aesthetically appealing and easy to create a slide deck. The Milestone document will go through a similar "make-over".

Suzanne Gibson will make the presentation to Council on Monday, May 27 at approximately 6:30. The Board is welcome to attend in the gallery if you would like.

b) Policy and Budget Committees

These two committees will need to set meetings to prepare for policies to be reviewed this year and prepare a budget for consideration by the Board and Township CAO in early fall.

8. Next Meeting Date: Tuesday, May 21, 2024 – 6:00 pm
Monday, May 27, 2024 – 6:30 pm Council Meeting
Tuesday, June 18, 2024 – 6:00 pm – Audit presentation

9. Closed Session

a) Personnel Matter - Library Staffing Update

Moved by: **Puneet Bajaj**

Seconded by: **Christa McBlain**

THAT the next portion of this meeting be closed to the public, at the time of 6:07 pm to consider the following pursuant to Section 239 (2) of the Municipal Act 2001 or Section 16.1 (4) Public Libraries Act:

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

Carried.

Moved by: **Puneet Bajaj**

Seconded by: **Leanne Reilly**

THAT this West Lincoln Public Library Board meeting does now resume in open session at the time of 7:26pm.

Carried.

10. Announcements

a) **Newsletter for May/June 2024 – Pride Program presented by PFLAG Niagara during Pride month,**

b) **Board Roundtable of Announcements**

Shelley mentioned the Music, Market and Park it, will be starting up for an 8-event run. Day of the week yet to be determined. Maybe it will coordinate with library evenings.

David announced he has Golden Retriever puppies that will be looking for homes in about 8 weeks.

Wendy indicated that the HR Committee of the Board will need to reconvene.

11. Adjournment

Moved by: Tina Jol

THAT the April 23, 2024 West Lincoln Public Library Board Meeting adjourns at 7:49 p.m.

Carried.

WENDY WILSON, VICE-CHAIR

CINDY WEIR, CEO

DATE: June 17, 2024
REPORT NO: PW-17-2024
SUBJECT: **2024 Hot Mix Spot Repair Program Tender Authorization**
CONTACT: Tray Benish, CRS-S, Manager of Operations
Mike DiPaola, P.Eng., Director, 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. This tender also included paving of the Station 2 Fire Hall (8635 Silver Street) parking lot.
- A tender document was circulated for the proposed works, which closed on May 31st, 2024.
- A low bid submission in the amount of \$216,200 (plus HST) was received by Circle P Paving Inc. resulting in a total estimated project expenditure of \$222,000
- The Township has received favorable references for Circle P Paving Inc. and they have successfully completed similar work for the Township in the past.

RECOMMENDATION:

1. That, Recommendation Report PW-17-2024, titled “2024 Hot Mix Spot Repair Program Tender Authorization”, dated June 17th, 2024 be received; and,
2. That, Council accept the tender submission by Circle P Paving Inc. for the paving of spot repairs and Fire Hall parking lot, in the amount of \$216,200 (plus HST); and,
3. 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:

- **BUILD** – a safe, connected, caring and active community
- **CHAMPION** – strategic and responsible growth

BACKGROUND:

As part of the annual roads maintenance operations, Public Works circulated a Hot Mix Spot Repair Program tender. The spot repairs are for various locations throughout the Township, and are a result of items such as cross culvert replacements, trench reinstatements from water/sewer infrastructure repairs, bridge approaches, and general road repairs.

Station 2 Fire Hall (8635 Silver Street) parking lot paving was also included in the tender. The paving of the parking lot will take place once the demolition of the existing old fire hall building is completed.

CURRENT SITUATION:

The tender opened for circulation on May 17th, 2024 and the tender closed on May 31st, 2024. The tender was advertised online with an electronic tendering service. Three (3) tender submissions were 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.	\$216,200.00
2. Steed and Evans Limited	\$232,175.00
3. Rankin Construction Inc.	\$252,425.00

The low bidder, Circle P Paving Inc. has completed various other similar works, including working for the Township on previous hot mix spot repair programs, and is capable of completing this project.

FINANCIAL IMPLICATIONS:

The price received from Circle P Paving Inc. is within the approved 2024 Road Maintenance Operating Budget. Circle P Paving's bid amount includes \$10,000.00 in contingencies to cover any quantity overruns within the contract. 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 operating budget amount.

Circle P Paving's bid also includes a provisional price of \$30,450 to complete the parking lot paving of Station 2 Fire Hall. Sufficient funds are available in the Fire Hall capital project to cover this expenditure.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Interim CAO, the Fire Chief, the Director of Finance, and the Clerk's office.

CONCLUSION:

In summary, staff recommends that the bid submission from Circle P Paving for the 2024 Hot Mix Spot Repair Program at various locations be accepted, and that Council approve expenditures in the amount of \$222,000.00 which will be funded through the 2024 operating maintenance budget and Station 2 Fire Hall capital project respectively.

Finally, staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Circle P Paving for the 2024 Hot Mix Spot Repair Program at various locations and the Station 2 Fire Hall parking lot paving.

Prepared by:



Tray Benish, CRS-S
Manager of Operations

Approved by:



Donna DeFelippis, CPA, CA
Interim CAO and Treasurer

Submitted by:



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

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2024-XX

A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN AND CIRCLE P. PAVING INC. FOR THE PAVING OF SPOT REPAIRS AND PARKING LOT.

WHEREAS the Council of the Corporation of the Township of West Lincoln deem it expedient to enter into an agreement with Circle P. Paving Inc. for the paving of spot repairs and parking lot;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. That, the Council of the Corporation of the Township of West Lincoln enter into an agreement with Circle P. Paving Inc. for the paving of road repairs at various locations throughout the Township, along with the paving of Station 2 Fire Hall's parking lot; and,
2. That, the Mayor and Clerk be authorized to sign the above mentioned agreement, and any other related documents, and to affix the Corporate Seal thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24th DAY OF JUNE, 2024.

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

DATE: June 17, 2024
REPORT NO: REC-05-2024
SUBJECT: **Santa Claus Parade Committee Update**
CONTACT: Wendy Beaty, Coordinator of Recreation Services
Mike DiPaola, Director of Public Works & Recreation

OVERVIEW:

- At the April 24, 2023 Council meeting, a resolution was adopted directing staff “to report back on a plan for further involvement of staff and resources as part of the 2024 budget for the planning and execution of the West Lincoln Santa Claus Parade event”.
- Staff reported back through Report REC-05-2023 at the September 18, 2023 Public Works and Recreation Committee meeting. Report REC-05-2023 outlined details about assisting the current Santa Claus Parade Committee and the mitigation of risks by increasing staff involvement in the event. The Report also conveyed that staff would address the need for further staff involvement through the 2024 budget process.
- The 2024 Santa Claus Parade Event has been included in the approved 2024 Township Budget and is supported by the approval of the temporary 0.5 FTE Events Planner position.
- The purpose of this Report is to formally dissolve the Santa Claus Parade Committee to reflect the operational changes to the parade event for 2024.

RECOMMENDATION:

1. That, Recommendation Report REC-05-2024 titled “Santa Claus Parade Committee Update”, dated June 17, 2024 be received; and
2. That, Council approve the dissolution of the Santa Claus Parade Committee effective immediately.

ALIGNMENT TO STRATEGIC PLAN:

#1

BUILD – a safe, connected, caring and active community

BACKGROUND:

At the April 24, 2023 Council meeting, a resolution was adopted directing staff “to report back on a plan for further involvement of staff and resources as part of the 2024 budget for the planning and execution of the West Lincoln Santa Claus Parade event”.

Staff reported back through Report REC-05-2023 at the September 18, 2023 Public Works and Recreation Committee meeting. Report REC-05-2023 outlined details about assisting the current Santa Claus Parade Committee and the mitigation of risks by increasing staff involvement in the event. The Report also conveyed that staff would address the need for further staff involvement through the 2024 budget process, requiring the event to be staff led instead of led by a sub-committee of Council.

The 2024 Santa Claus Parade Event has been included in the approved 2024 Township Budget and is supported by the approval of the temporary 0.5 FTE Events Planner position.

The West Lincoln community has enjoyed the annual Santa Claus Parade event for 33 years. Volunteers have given countless hours to this event, and their time and talents are both recognized and appreciated.

CURRENT SITUATION:

Staff plan to continue to use the support of volunteers to assist with the operational needs of the parade event in 2024. Staff will implement volunteer recruitment and will ensure volunteers are trained and equipped with the knowledge and tools for a safe event.

All event expenditures and revenues will be administered through the approved 2024 Budget in the Public Works and Recreation operational budget area.

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from this Report.

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the Township Interim CAO and the Clerk’s Office.

CONCLUSION:

To reflect the operational structure of the 2024 parade event, it is recommended that the Santa Claus Parade Committee be dissolved.

Prepared & Submitted by:

Approved by:



Wendy Beaty
Coordinator of Recreation Services

Donna DeFilippis
Interim CAO and Treasurer



Mike DiPaola
Director of Public Works and Recreation

DATE: June 17, 2024

REPORT NO: PW-18-2024

SUBJECT: **2024 Tractor with Attachments - Purchase Authorization and Amendment to Budget**

CONTACT: Tray Benish, CRS-S, Manager of Operations
Mike DiPaola, P.Eng., Director of Public Works and Recreation

OVERVIEW:

- As part of the Township’s Public Works Equipment Replacement 10 Year Capital Plan, Council approved the replacement of Tractor No. 40201 including its attachments as part of the 2024 Capital Budget. A Request For Proposal (RFP) was put out to market through a joint procurement opportunity.
- The RFP and joint procurement was done through LAS/Sourcwell, which the Township has used previously.
- Based on the RFP evaluation summary completed by LAS/Sourcwell, John Deere (Deere & Company) was the successful manufacturer that supplies this piece of equipment within Canada. Premier Equipment, as the local supplier of John Deere equipment, provided the bid price in the amount of \$278,395.00.
- The tractor and attachments are a like-for-like replacement.
- Council approved \$195,000.00 as part of the 2024 Capital Equipment Budget for the replacement of Tractor No. 40201.
- Staff requests Council to approve a Budget Amendment (BA2024-05) in the amount of \$84,000.00, funded through a transfer from the Equipment Reserve.
- Staff further recommend acceptance of the RFP submission by John Deere (Deere & Company) and complete the purchase through the local supplier, Premier Equipment Ltd.

RECOMMENDATION:

1. That, Recommendation Report PW-18-2024, “2024 Tractor with Attachments – Purchase Authorization and Amendment to Budget”, dated June 17th, 2024 be received; and,
2. That, Council accept the RFP submission by Deere & Company for the supply and delivery of the 2024 Tractor with Attachments, supplied by Premier Equipment Ltd., in the amount of \$278,395.00; and,
3. That, Council approve a budget amendment (BA2024-05) in the amount of \$84,000.00, funded through a transfer from the Equipment Reserve; and,

4. That, staff be authorized to proceed with the purchase from Premier Equipment Ltd.

ALIGNMENT TO STRATEGIC PLAN:

- **BUILD** – a safe, connected, caring and active community

BACKGROUND:

Council approved Project 168, with a budget of \$195,000, for the purchase of a new tractor with attachments as part of the 2024 Capital Budget to replace the existing tractor 40201, which is 12 years old and reaching the end of its useful lifecycle. This equipment is used to complete the Township's roadside mowing, brushing and vegetation control program.

CURRENT SITUATION:

Group buying is a powerful tool that assists organizations to purchase a number of products and services. By combining requests, municipalities can access high-quality, competitively-priced goods and services,

Local Authority Services (LAS) was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is incorporated as a not-for-profit organization under the laws of Canada and is mandated to work with Ontario municipalities, as well as organizations from the broader public sector, to help realize lower costs, higher revenues, and enhanced staff capacity through cooperative procurement efforts by leveraging the combined purchasing power of over 2,500 Canadian municipalities.

The LAS Municipal Buying Program offers a viable and competitive sourcing option to the Township. Their team has streamlined the procurement process by developing Request For Proposals (RFPs) and Invitation for Bids (IFBs) for national, competitive solicitations that meet or exceed the Township's purchasing policy requirements.

A competitive Request for Proposal (RFP #031121-DAC) was issued by Sourcewell on behalf of LAS and was conducted through the Sourcewell Procurement Portal. Proposals were received from 42 suppliers, and a four-member Evaluation Committee evaluated the proposals.

Based on the RFP evaluation summary completed by LAS/Sourcewell, John Deere (Deere & Company) was the successful manufacturer that supplies this piece of equipment and attachments within Canada. In the RFP, two manufacturers were evaluated higher than John Deere, but were excluded for further consideration in this project, as one manufacturer does not offer the specific type of equipment that is required by the Township, and the other is not available in Canada. Premier Equipment, as the local supplier of John Deere equipment, provided the bid price in the amount of \$278,395.00. The tractor and attachments are tax exempt, meaning there is no HST on the purchase price, because it falls within the agriculture (Zero-Rated) category.

John Deere tractors are known to be excellent machines and will be a great addition to the fleet. Since the Township is utilizing this joint government procurement opportunity, there is a significant discount provided from the Manufacturer Suggested Retail Price (MSRP)

list price totaling approximately \$63,000.00 in savings.

FINANCIAL IMPLICATIONS:

Council approved \$195,000.00 for the replacement of Tractor 40201 in the 2024 Capital Budget. Staff have itemized the following items for Council's consideration:

Tractor	\$121,825.00
Side/Rear Mowers, Boom Flail Attachments	\$156,570.00
Sub-total	\$278,395.00
Net HST Amount	\$0.00
Total	\$278,395.00

Since the total cost to purchase the tractor and attachments exceed the approved budget of \$195,000.00, staff is requesting an amendment to budget (BA2024-05) in the amount of \$84,000.00 to make up the difference. This additional budget amount will be funded through a transfer from the Equipment Reserve.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Interim CAO/Treasurer, the Acting Director of Finance and the Clerk's office.

CONCLUSION:

In summary, Staff recommend that the bid price of \$278,395.00 submitted by Premier Equipment, as the local supplier of John Deere equipment, be accepted.

Staff further requests the approval of an amendment to budget (BA2024-05) in the amount of \$84,000.00 to be funded through a transfer from the Equipment Reserve, and that staff be authorized to proceed with this purchase.

Prepared by:



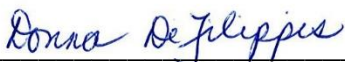
Tray Benish, CRS-S
Manager of Operations

Submitted by:



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

Approved by:



Donna DeFilippis, CPA, CA
Interim CAO and Treasurer

DATE: June 17, 2024
REPORT NO: PW-16-2024
SUBJECT: **Fifteen Mile Municipal Drain Maintenance**
CONTACT: Ray Vachon, C.E.T., Project Manager
Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- The Fifteen Mile municipal drain was established in 1967.
- In 2008, the drain was improved and some new branches were created to accommodate drainage concerns.
- In June of 2023, The Niagara Region brought up drainage concerns at the HWY 20 and Rail underpass, which drains to Branch No. 6 and Rosedene Branch of the Fifteen Mile drain.
- A Notice of Request for Drain Maintenance was requested by the Region in August 2023, under Section 74 and 79 of the Drainage Act.
- Township’s Drainage Superintendent surveyed and evaluated the branches in question and determined maintenance is required due to sediment build-up.
- A tender will be posted in the summer of 2024 to complete the work.
- Once the work is completed, property owners upstream of the work that are assessed to the drain, will be billed their portion.

RECOMMENDATION:

1. That Information Report PW-16-2024 “Fifteen Mile Municipal Drain Maintenance” dated June 17, 2024 be received for information.

ALIGNMENT TO STRATEGIC PLAN: N/A

BACKGROUND:

The original Fifteen Mile Drain was established in 1967 pursuant to an Engineer’s Report submitted by Ralph E. Crysler. The drain at this time consisted of the Main Drain, Moote Branch, Felker Branch (now Branch 7), Fifteen Branch, Branches No 1 through 4, Rosedene Branch, and South Rosedene Branch.

In 2001, the Township requested a cleanout to upgrade some culvert capacity at several of the road crossings. The Region of Niagara also indicated ongoing flooding of Highway 20 underpass at the rail line.

In 2002, a field investigation and survey was undertaken for most of the drains within the Fifteen Mile Drain, including 2 new profiles; Branch No. 5, and No. 6.

In 2005, Spriet Associates was appointed by Council under Section 8 of the Drainage Act following a petition from the Township for drain improvements. The recommendations and proposed work in Spriet's report included approximately 16,700 metres of open ditch cleanout and construction, construction of farm and road culverts and sediment basins, and 458 metres of concrete tile drain. Construction was completed in 2008 at a total cost of \$574,192.

In June 2023, a representative of the Transportation Operation's department at the Niagara Region contacted the Township regarding ongoing drainage issues at the underpass of Regional Road 20 and the Rail Line. Over the period of 3 years, that section of road had to be closed over 8 separate instances for major rain events due to road flooding. Branch No. 6 and the Rosedene branch of the Fifteen Mile Drain are responsible to drain this area. Several site visits and discussions were had between the Region and Township staff, along with the Township's Drainage Superintendent, GM Blue Plan (GMBP).

On August 4, 2023, the Niagara Region submitted a Notice of Request for Drain Maintenance under Section 74 and 79 of the Drainage Act for Branch No. 6 and part of Rosedene Branch.

Following the request, GMBP collected survey data of Branch No. 6 and the downstream portion of Rosedene Branch, did an analysis, and submitted a technical memo to the Township in October 2023 detailing the findings and recommendations. Due to buildup of sediment in the drain, they recommended cleaning out Branch No. 6 and the downstream section of Rosedene Branch up to the culvert crossing at Rosedene Road, which is approximately 2,320 linear metres.

CURRENT SITUATION:

Based on the analysis and recommendations, the Township must comply with the Drainage Act and proceed with maintenance. Therefore, in the spring of 2024, GMBP submitted an application to the NPCA to permit the maintenance work to the drain, to be completed in the summer of 2024. The approved permit is forthcoming.

Shortly, the Township will be sending out letters to property owners that are assessed to the municipal drain informing them of the upcoming maintenance work. Following this, a tender will be posted to complete the work.

Once the maintenance work is complete, the Township's Treasurer will apply for a grant through that Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for those that qualify. These grants will pay up to 1/3 the cost of maintenance to assessed properties that have a Farm Property Class Tax Rate designation, therefore lowering the costs for those property owners. Once the grants are approved, the Treasurer would

proceed to bill the costs of the drain maintenance work to all property owners that are assessed to the drain, and upstream of the work completed.

FINANCIAL IMPLICATIONS:

As per the Drainage Act R.S.O. 1990, expenditures related to the construction and maintenance of municipal drains are invoiced directly to the lands that contribute to and/or benefit from the drain. The rates are determined by the assessment schedule outlined in the Engineer's Reports for each drain. The initial costs of all maintenance activities are carried by the Township until the project is completed. Overall, the maintenance work is estimated to cost in the range of \$30,000 to \$50,000. Once complete, a grant application is sent to OMAFRA. Based on the grant monies received from OMAFRA, the net costs of the project are then invoiced to landowners assessed to the drain.

The Township contributes approximately 4% to this section of the municipal drain from its road network; therefore, some drainage costs will need to be absorbed by the Township's Traffic Operations and Roadside Maintenance Operating Budget. These costs should be minimal, estimated at approximately \$2,000.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Acting Director of Finance, Interim CAO/Treasurer, and the Clerk's Office.

CONCLUSION:

This report is to inform Committee and Council that municipal drain maintenance is forthcoming in 2024 on Branch No. 6 and Rosedene Branch of the Fifteen Mile Drain.

ATTACHMENTS:

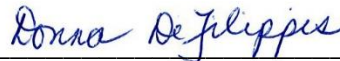
SCHEDULE A - Fifteen Mile Drain & Proposed Maintenance Work Location

Prepared and Submitted by:



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

Approved by:



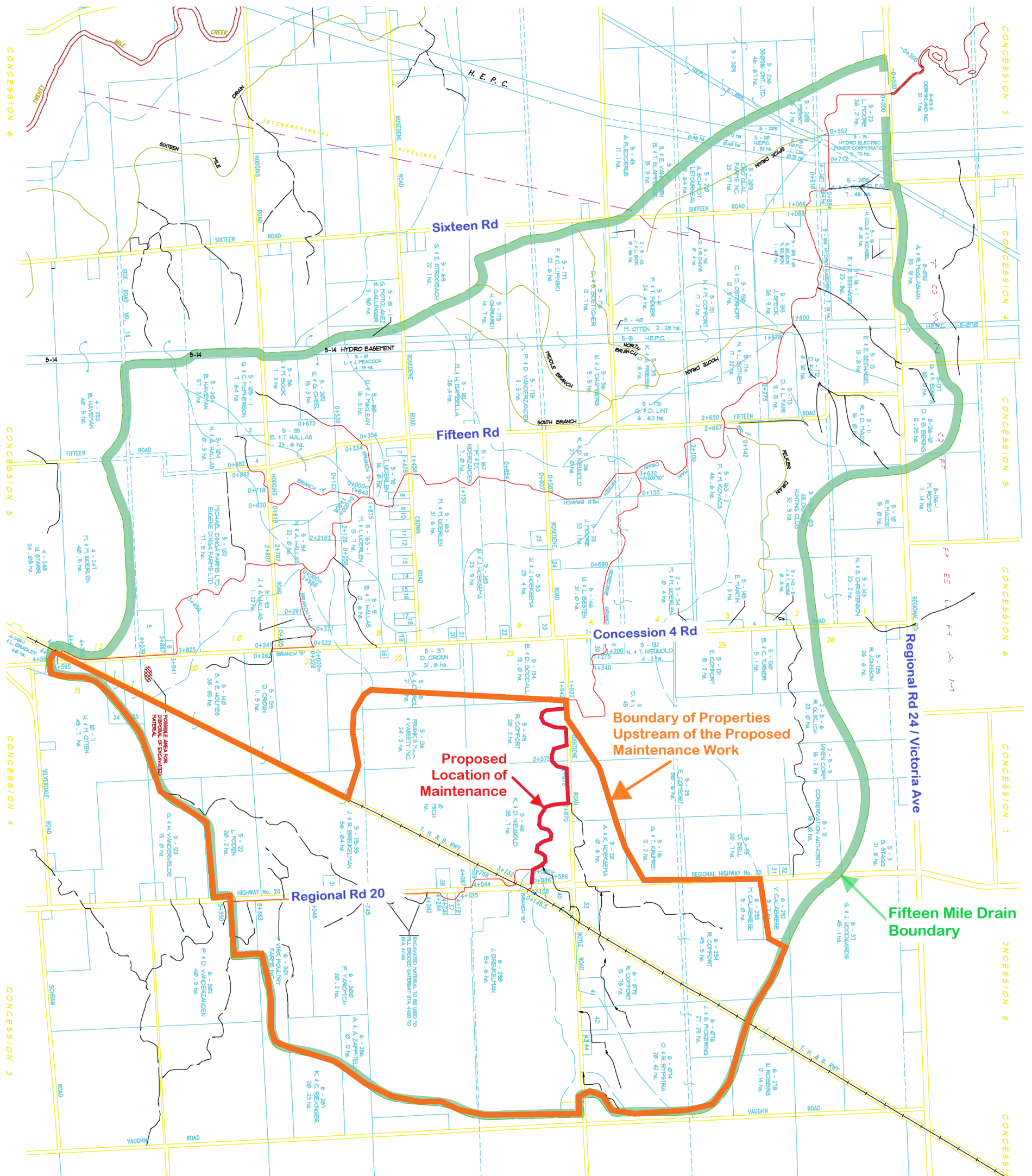
**Donna DeFilippis, CPA, CA
Interim CAO/Treasurer**



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

SCHEDULE A

Fifteen Mile Drain & Proposed Maintenance Work Location



NOTES:

1. Lighter RED lines are all branches that comprise the Fifteen Mile Drain
2. Approximately 50 (+/- 5) properties are upstream of the proposed maintenance work and will be assessed their portion of the maintenance costs, including the Township, the Region, and the Railway.