



COUNCIL INFORMATION PACKAGE

SUMMARY

AUGUST 25, 2023

1. **C-2023-295**
Correspondence dated August 8, 2023 from the Municipality of Shuniah respecting a resolution of support for the Chatham-Kent and South Huron resolutions regarding changes to MFIPPA.
2. **C-2023-296**
Correspondence dated August 11, 2023 from Urban & Environmental Management Inc. (UEM) respecting Monthly Summary Report No. 15 – Wainfleet Fire Station.
3. **C-2023-297**
Correspondence dated August 16, 2023 from the Wainfleet Volunteer Firefighter's Association respecting a notification of intent to hold the annual boot drive during the Labour Day Weekend .
4. **C-2023-298**
Correspondence dated August 16, 2023 from ADR Chambers respecting the Township of Wainfleet Integrity Commissioner Annual Report for the period April 17, 2022 - April 16, 2023.
5. **C-2023-299**
Correspondence dated August 18, 2023 from the Township of The Archipelago respecting a resolution of support for the Town of Fort Erie request to establish a regulatory framework for digital platforms suchas Airbnb and VRBO.
6. **C-2023-300**
Correspondence dated August 21, 2023 from the Town of Plympton-Wyoming to the Minister of Public and Business Service Delivery respecting a resolution of support for the Chatham-Kent resolution regarding changes to MFIPPA.
7. **C-2023-301**
Correspondence dated August 22, 2023 from the Ministry of Municipal Affairs and Housing respecting an announcement of the Building Faster Fund and its implications for rural communities.
8. **C-2023-302**
Correspondence dated August 18, 2023 from Northumberland County to various Provincial Ministers respecting a resolution of support for the City of Pickering correspondence regarding Use of Long Term Care Funding to Support Community Care Services.
9. **C-2023-303**
Correspondence received August 23, 2023 from the Municipal Property Assessment Corporation respecting its report on the 2022 Enumeration Event.

10. **C-2023-304**
Correspondence dated August 23, 2023 from the Office of the Regional Clerk respecting a resolution of support for Association of Municipalities of Ontario (AMO) Municipal Code of Conduct Recommendations.
11. **C-2023-305**
Correspondence dated August 23, 2023 from the City of Port Colborne to the Honourable Doug Ford, Premier of Ontario respecting a resolution of support for the Township of Selwyn correspondence regarding Short Term Rentals.
12. **C-2023-306**
Correspondence received August 24, 2023 from Niagara Region respecting a Notice of Public Meeting pertaining to a proposed Regional Official Plan Amendment related to Regional Road Allowance Widths.
13. **C-2023-307**
Correspondence received August 24, 2023 from the Township of Greater Madawaska respecting a resolution of support for the Association of Municipalities of Ontario call to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments.
14. **C-2023-308**
Correspondence received August 24, 2023 from Wainfleet Township Public Library respecting their September 2023 Newsletter.
15. **C-2023-309**
Correspondence received August 24, 2023 from the Greater Niagara Chamber of Commerce respecting a request for co-sponsorship of a monthly coffee club for Port Colborne-Wainfleet Chamber members and other local businesses.



MUNICIPALITY OF
SHUNIAH

COUNCIL RESOLUTION

Received August 14, 2023
C-2023-295

Resolution No.: 309-23

Date: Aug 8, 2023

Moved By: _____

Seconded By: _____

THAT Council receives and supports the resolutions from Chatham-Kent and South Huron regarding changes to MFIPPA;

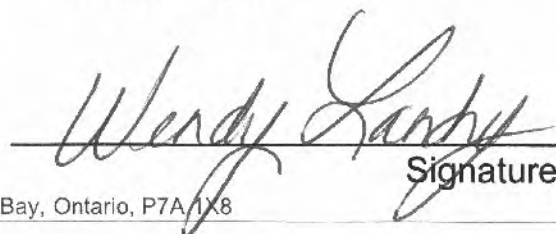
AND THAT Council directs the Clerk to forward a copy of this resolution to MP Marcus Powlowski, MP Patty Hajdu, MPP Lise Vaugeois, MPP Kevin Holland, Information and Privacy Commissioner of Ontario, Association of Municipalities of Ontario, AMCTO Legislative and Policy Advisory Committee and Ontario Municipalities.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred


Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

Monthly Summary Report No. 15 – Wainfleet Central Fire Station

Project:	Wainfleet Fire Station – 42143 Highway #3, Wainfleet ON, L0S 1V0		
Owner:	Township of Wainfleet		
Contract:	General Construction (GC) – Stipulated Price Contract (CCDC2) with Amendments		
Contractor:	TRP Construction General Contractors – 3050 Harvester Rd Unit 107, Burlington, ON L7N 3J1		
Reporting Period:	July 1 st , 2023, to July 31 st , 2023		
Prepared By:	Urban & Environmental Management Inc. – 4701 St. Clair Ave. Suite 301, Niagara Falls		
Report Date:	August 11 th , 2023	UEM Project #21-800	
Circulation:	Township of Wainfleet Morgan Alcock Shawn Shuten Richard Nan	Mallory Luey William Kolasa	Revision: Final

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1.0 PROJECT BUDGET

The project budget (excluding HST) for the Wainfleet Central Fire Station includes:

Construction (TRP Contract)	\$5,950,000
Contract Allowances	\$325,000
Contract Award	\$6,275,000
Construction Contingency	\$299,000
Pre-Construction Township Activities	\$8,100
Owners Allowances	\$686,100
Advisory Services	\$390,700
Project Budget	\$7,658,900

2.0 PROJECT SCHEDULE

2.1. MONTHLY SCHEDULE

The contract requires that an updated schedule be submitted by the contractor monthly.

TRP Construction provided a baseline project schedule on May 18th, 2022. An updated schedule (November 25th, 2022) revised the completion date of the load bearing masonry task and shortened the duration for completion of roof truss and roofing tasks. The revisions did not change the anticipated substantial completion date of June 9th, 2023.

The latest schedule received from the contractor on May 31st, 2023, has been exceeded. This schedule noted substantial completion date and occupancy dates of June 28th and June 29th, 2023. UEM has requested and continues to press the contractor for an updated close-out schedule that details the outstanding activities with appropriate durations and realistic completion dates.

Based on recent site meetings and verbal updates from the contractor UEM estimates that substantial completion could be achieved by the end of August /early September 2023. Total project completion, including addressing deficiencies, would be completed in September 2023.

2.2. SUBSTANTIAL COMPLETION AND OCCUPANCY

Substantial Completion as defined by the Ontario Architects Association, Ontario General Contractors Association, and the Construction Lien Act (as amended April 19th, 2021) state a project is substantially complete if: (1) the building must be completed for its intended use, and (2) it meets the financial requirements of the Act (uncompleted and deficient work shall be less than 3% for the contract's first \$1,000,000, 2% for the second \$1,000,000, and 1% of the remainder).

Based on the approved contract cost of \$6.3M, the amount remaining to achieve Substantial Completion would need to be less than \$93,000 (\$30,000, \$20,000, \$43,000).

Occupancy is a separate decision/process from the substantial completions process. Occupancy is granted by the host municipality (Wainfleet) and could involve full or partial occupancy before or after substantial completion is certified.

The owner must have insurances in place for both partial and full occupancy or when substantial completion is certified.

2.3. TOWNSHIP RESPONSIBILITIES

The TRP construction contract includes the building, all infrastructure, and finishes; however, excludes several operational items/tasks that the Township is responsible for completing or procuring:

- Office and Administration Furniture
- Office Equipment
- Communication Radios & Public Address Systems
- Maintenance Tools & Equipment
- SCBA Compressor & Fill Station
- PPE Extractor
- IT Servers, Racking, Active Network Equipment & Setup
- Security Cameras
- Appliances
- IT drops and IP addresses for required mechanical & electrical equipment

To assist the Township in its preparations for occupation and building operations, UEM prepared an Owners Moving & Occupancy Schedule on December 15th, 2022, and updated on February 21st, 2023.

2.4. MONITORING CONSTRUCTION PROGRESS

UEM works closely with the contractor administrator to monitor the construction progress against the project schedule on an ongoing basis, reviewing milestones, deliveries, commencing work, completed work, outstanding issues, deficiencies, and project risks.

When there is a suspected or actual variance in the project schedule, we evaluate the cause of the variance, impact on the budget and the owners needs and where necessary prepare a corrective action plan.

2.5. SUMMARY OF KEY DATES

CONSTRUCTION ACTIVITY	ESTIMATED DATE COMPLETE
Construction Tender Issued	February 10 th , 2022
Construction Tender Public Opening	March 22 nd , 2022
Contractor Mobilization	May 3 rd , 2022
Demolition of Barn and House	June 3 rd , 2022
Strip & Grade Building Pad	July 7 th , 2022
Footings & Foundation Walls	July 18 th , 2022
Parking Lot Prep & Granular	August 5 th , 2022
In-Floor Heating Rough-in	October 19 th , 2022
Slab on Grade	October 24 th , 2022
Structural Masonry Block	December 1 st , 2022
Roof Trusses	December 16 th , 2022
Mechanical Rough ins	January 19 th , 2022
Electrical Rough ins	January 19 th , 2022
Aluminum Windows	March 13 th , 2023
Drywall	April 14 th , 2023
Overhead Doors	May 12 th , 2022
Millwork	May 16 th , 2023
Plumbing Fixtures	June 14 th , 2022
Permanent Power	June 14 th , 2022
Concrete Curbs and Sidewalks	June 16 th , 2023
Electrical Devices & Fixtures	June 19 th , 2022
Asphalt Paving – Base Course	June 21 st , 2023
Fire Alarm Verification	August 3 rd , 2023
Planting, Seed, Sod	June 22nd, 2023 August 2023
Concrete Floor Polishing	June 28th, 2023 August 2023
Occupancy	June 28th, 2023 August 2023
Substantial Completion	June 29th, 2023 August 2023

On August 2nd, 2023, the contractor advised twenty-four (24) working days lost due to inclement weather and difficult working conditions in the inclement weather since the beginning of the project. The Project Manager reviews lost weather days with the contractor weekly and reports to the Township every other week. The number of lost weather days recorded from windy, wet, and hot weather is confirmed and the potential effect is considered in the contractor's updated schedule. To date there has not been a material impact on the project schedule.

Construction Site meetings are held every other Wednesday starting May 25th, 2022.

3.0 FRONT END DOCUMENTATION AND RESPONSIBILITIES

New and renovated construction projects can require several pre-approvals and documentation prior to and during construction. Following is a brief checklist of the more common project front end responsibilities required as part of the contract at the provincial and regional/municipal levels.

3.1. BUILDING PERMIT & SITE PLAN APPROVAL

Township of Wainfleet Plan Agreement

- **Completed**

Township of Wainfleet Building Permit

- **Completed** (May 26th, 2022)

Ministry of Transportation Ontario (MTO) Land Use Permit

- **Completed** (May 16th, 2022)

3.2. GENERAL REQUIREMENTS

The contractor is required to prepare a project specific “health and safety” plan for review by the Township and posted at the project site. The contractor is to provide safety training to trades and representatives that intend to access the project site.

- ✓ **Completed**

The contractor will engage the municipal building inspector and Fire Department at the beginning of the project to review building exits, fire access and other code matters.

- ✓ **Completed**

The contractor will provide prior to construction, a Gantt chart in sufficient detail to track (and update) progress and a cash flow forecast.

- ✓ **Completed** – Ongoing Updates

Fire & Life Safety plan prior to occupancy.

- **Not Required**

3.3. ENVIRONMENTAL REQUIREMENTS & APPROVALS

Ontario Regulation 102/94 – “Waste Audits and Waste Reduction Work Plans” mandates that a project consisting of the construction of one or more buildings with a total floor area of at least 2,000 square meters requires the contractor to:

- Conduct a pre-construction waste audit
- Prepare a written waste reduction plan based on the waste audit to reduce, reuse and recycle waste to be generated at the construction project
- Implement the waste reduction plan
 - **Not Required** – Project less than 2,000 square meters

Renovation or demolition of buildings constructed prior to approximately 1979 require a project specific designated substance survey prior to construction. If hazardous or designated substances are identified, then remediation must be undertaken prior to the construction/renovation.

- ✓ **Completed** – Designated Substance & Hazardous Material Evaluation report issued by Ontario Environmental & Safety Network Ltd. On March 5th, 2020. Materials containing asbestos were found and abated in the structures to be demolished.

3.4. SERVICES FROM OTHER AGENCIES

Electrical Connections – Hydro One

- **Complete** – Building energized June 2023

TSSA Certification – The contractor, subcontractor(s) and manufacture(s) are contractually obligated to complete required certification forms. Owner signature required for submission to TSSA.

- **Incomplete** - Schedule TBD

Supply natural gas to the Wainfleet Fire Station – Enbridge Gas

- **Complete** - meter installed early May 2023

Internet Services Provider

- **Complete** – Point-to-Point tower connectivity online August 3rd, 2023

4.0 MAJOR ACTIVITIES COMPLETED/ONGOING

April 1st to May 31st, 2022

- Contractor mobilized (May 2nd, 2022)
- Permits issued
- Demolition of existing structures commenced

June 1st to June 30th, 2022

- Strip and stockpile topsoil
- Removal of trees, stumps, fencing
- Excavation for footings
- Commence forming of footings

July 1st to July 31st, 2022

- Footings and foundation walls complete
- Damp proofing complete
- Slab backfill complete
- Pond infill complete
- Septic bed constructed, and tank installed

August 1st to August 31st, 2022

- Electrical underground complete
- Mechanical underground complete

- Road and parking lot granular complete

September 1st to September 30th, 2022

- Apparatus bay trench drains complete
- Roof trusses delivered
- Under slab insulation complete
- Floor slab reinforcing complete

October 1st to October 31st, 2022

- In-floor radiant heat piping complete
- Floor slab complete
- Structural steel columns completed
- Load bearing masonry commenced

November 1st to November 30th, 2022

- Load bearing masonry ongoing
- Electrical rough-ins within masonry
- Mechanical rough-ins within masonry

December 1st to December 31st, 2022

- Load bearing masonry complete
- Roof trusses and sheathing complete
- Mezzanine stair and metal decking installed
- Attic space electrical conduit installed
- Roof membrane commenced

January 1st to January 31st, 2023

- Roof fascia framing complete
- Mezzanine concrete poured
- Roof membrane complete on Administration side
- Attic fire block complete on Administration side
- Underside of truss drywall complete on Administration side
- Mechanical and electrical rough-ins on going

February 1st to February 28th, 2023

- Roof watertight
- Non-load bearing masonry commenced
- Ductwork installation commenced
- Exterior spray foam insulation compete on Administration side
- Mechanical and electrical rough-ins on going

March 1st to March 31st, 2023

- Glazing installed
- Non-load bearing masonry completed
- Mechanical equipment in mechanical room underway
- Electrical switchgear and transfer switch installed
- Painting commenced
- Exterior masonry commenced

April 1st to April 30th, 2023

- Brick veneer completed
- Floor polishing in Administration completed
- Metal roofing commenced
- Fire cisterns installed
- Gas meter/station installed
- Apparatus bay ceiling commenced

May 1st to May 31st, 2023

- Potable water cistern installed
- Metal roofing complete
- Siding commenced
- Drywall ceilings complete
- Second coat of paint complete
- Apparatus bay doors installed
- Administration millwork completed
- Mechanical equipment installation ongoing
- Electrical devices installation commenced

June 1st to June 30th, 2023

- Concrete curbs and sidewalks complete
- Base course asphalt complete
- Generator installed
- Permanent power connected
- Light fixture installation
- Plumbing fixture installation
- Soffit installation commenced
- Floor polishing apparatus bay commenced

July 1st to July 31st, 2023

- Washroom fixtures and partitions installed
- Generator installation complete
- IT room complete
- Fire alarm devices installed
- Bunker gear racks installed
- Bollards and fencing installed

5.0 FORECASTED CASH FLOW

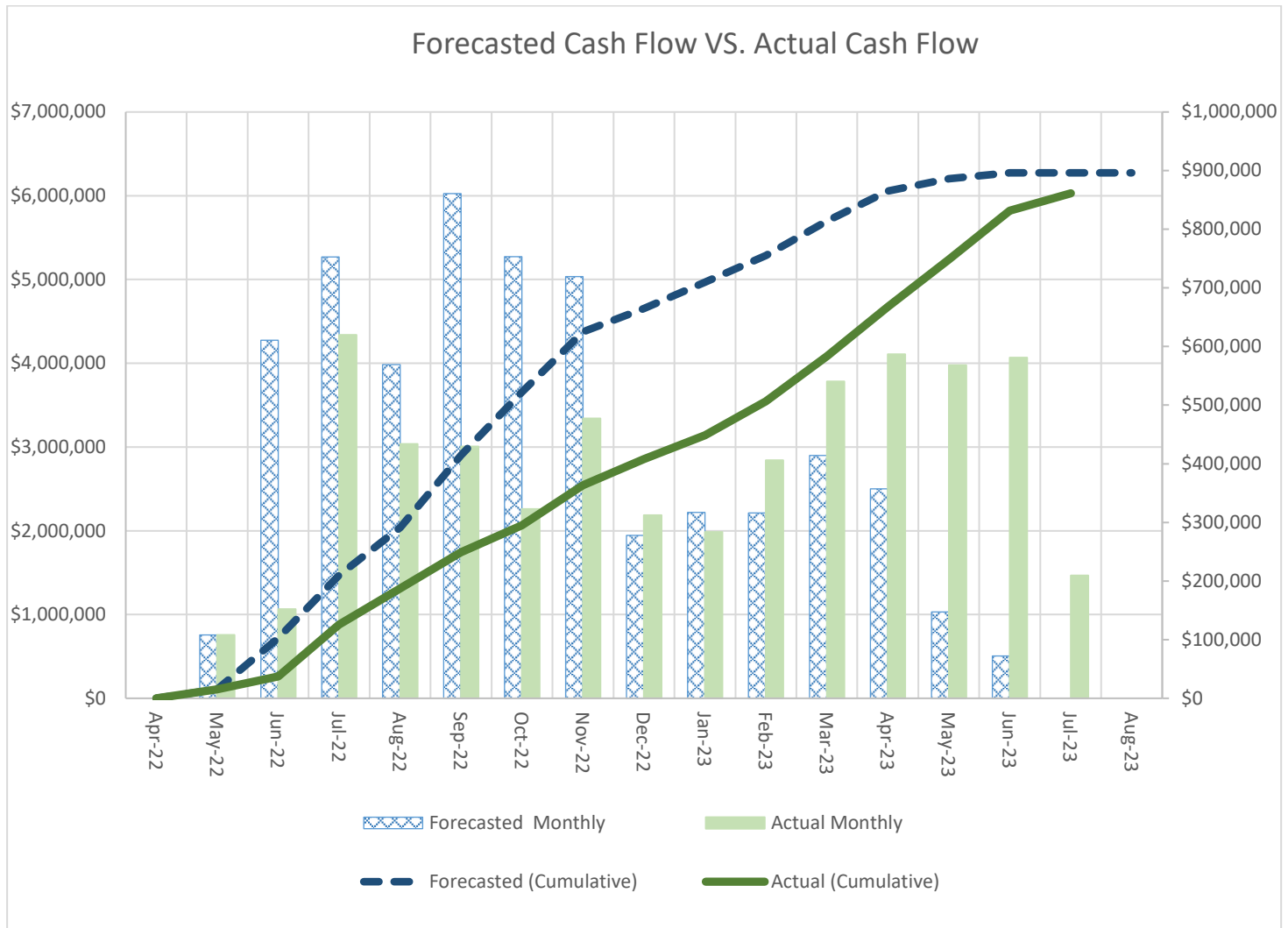
The TRP Construction contract includes the Wainfleet Central Fire Station construction (\$5,950,000) and allowances (\$325,000) for Testing and Inspection, Door Hardware, Interior Signage, Hydro & Gas Services, Security, Construction Rubble, Window Covers, Project Sign Board, and Commissioning for a total project budget of \$6,275,000. Projected cash flow (excluding HST) for monthly TRP Construction contract draws follows.

Projected and Actual Cumulative cash flow includes the total monthly amount Certified. The “actual monthly” and “actual cumulative” is before 10% of the certified amount is deducted for statutory holdback. It is also exclusive of HST. The cash flow forecast was issued by TRP Construction on May 31st, 2022. The forecasted cashflow include the contract allowances and does not include change orders.

Also included is a month by month (non-cumulative) actual and forecasted cashflow.

Construction Period Ending	Forecasted Cumulative – May 31 st , 2022 (Exc. HST)	Actual Monthly (Exc. HST & Inc. 10% Holdback)	Actual Cumulative (Exc. HST & Inc. 10% Holdback)
2022			
May	\$107,900	\$107,900	\$107,900
June	\$718,400	\$151,984	\$259,884
July	\$1,471,300	\$619,803	\$879,687
August	\$2,040,300	\$433,571	\$1,313,257
September	\$2,900,950	\$429,263	\$1,742,520
October	\$3,654,350	\$322,973	\$2,065,493
November	\$4,373,750	\$477,447	\$2,542,940
December	\$4,651,550	\$321,219	\$2,855,160
2023			
January	\$4,968,550	\$283,731	\$3,138,890
February	\$5,284,550	\$406,077	\$3,544,967
March	\$5,698,717	\$540,286	\$4,085,252
April	\$6,055,800	\$586,702	\$4,671,954
May	\$6,203,000	\$568,279	\$5,240,232
June	\$6,275,000	\$581,284	\$5,821,517
July	\$6,275,000	\$209,686	\$6,031,203
August	-		

Note: The forecasted cashflow includes the upset limit for contract allowances.



Cashflow Commentary: UEM raised concerns to the contractor in November 2022 about the lagging actual cashflow against the forecasted cashflow. This is a concern as it is an indicator that the project may be behind schedule. The contractor provided background information explaining the trailing trend. This project has several large cost items, anticipated by the contractor to be procured or completed earlier in the project. The fire cisterns and associated work is valued at approximately two hundred thousand dollars and scheduled to be complete in Summer of 2022. This work delayed until Spring 2023 was completed in April 2023. The delays in underground mechanical rough-ins pushed the entire schedule back, impacting several high cost tasks such as the masonry, and roofing, both completed in May 2023.

The above graph shows that the contractor's draws have been increasing, as anticipated, as the large cost items are completed. As of Certificate of Payment 14 issued on July 17th, 2023, \$560,000 remains outstanding on the contract. As noted in Section 2.1 - Monthly Schedule, it is possible that the contractor could achieve substantial completion in August 2023 (See Section 2.2 – Substantial Completion & Occupancy).

6.0 PROPOSED CHANGE ORDERS (PC)

Proposed Change	Date Issued	SI /RFI	Description of PCO	Status
PC 1.0	May 18/22	-	Add Hot Water line and Power to Future Washer	CO-3.0
PC 2.0	May 19/22	-	Remove Lights for SB-10	CO-6.0
PC 3.0	Jun. 8/22	-	Add ATS Bypass Switch and Power to Extractors	CO-5.0
PC 4.0	Jun. 23/22	-	Revised Light Fixture Type	CO-4.0
PC 5.0	Jul. 14/22	-	Extractor Discharge Tank, Duct Bank Relocation, SP-D Power	CO-11.0
PC 6.0	Jul. 25/22	-	Revised Sewer & Water Pipe Sizing	CO- 7.0 & 7.1
PC 7.0	Jul. 26/22	-	Roof Gable End	CO-9.0
PC 8.0	Jul. 28/22	-	Add Services Chase in Bunker Gear Room	CO-12.0
PC 9.0	Aug. 3/22	-	Remove Electronic Plumbing Fixtures	CO-15.0
PC 10.0	Sept. 7/22	-	Structural Steel Revisions	CO-18
PC 11.0	Sept. 15/22	-	Kitchen Grease Interceptor	CO 19.0
PC 12.0	Oct. 11/22	-	New Concrete Pad and Splash Pad	N/A
PC 12.1	Nov. 7/22	-	New Concrete Pad and Splash Pad & Cistern Revisions	CO-22.0
PC 13.0	Oct. 11/22	-	Electrical Pull Vault	CO-29.0
PC 14.0	Nov. 21/22	-	Truss Anchorage	CO-21.0
PC 15.0	Nov.23/22	-	Controls & High-Water Alarm	CO-31.0
PC 16.0	Jan. 3/23	-	Thermostat Wiring	CO-33.0
PC 17.0	Jan. 17/23	-	Exterior Lighting Controls	CO-23.0
PC 18.0	Jan. 24/23	-	Soft Starter for pump SP-02 and Controller	CO-30.0
PC 19.0	Feb. 3/23	-	Exterior Lighting, Signage, Network Cabling, Conduit, and Mezzanine Floor Finish	CO-32.0
PC-20.0	Feb. 21/23	-	Primary Wiring to Transformer	AD-14

PC-21.0	Mar. 2/21	-	Excess Soil/Clay	-
PC-22.0	Mar. 8/22	-	New pad for 40' Container & Concrete Pad Removal	N/A
PC-22.0R1	Mar. 22/23	-	New pad for 40' Container & Concrete Pad Removal	CO-34.0
PC-23.0	Apr. 11/23	-	New Outlets in Offices	CO-35.0
PC-24.0	Apr. 11/23	-	SCBA Washer Water Line Modifications	CO-38.8
PC-25.0	Apr. 17/23	-	CO and NOx Sensor – Option 1 & 2	Cancelled for PC-29.0
PC-26.0	Jun. 19/23	-	Apparatus Bay Ceiling Fan	CD-1.0
PC-27.0	Jun. 22/23	-	IT Room Power	CO-42.0
PC-28.0	Jun. 27/23	-	Female Washroom Outlet	CO-40.0
PC-29.0	Jun. 28/23	-	CO and NOx Sensor – Option 3	-
PC-30.0	Jul. 6/23	-	Door D8-04 Hardware Revision	CO-44.0
PC-31.0	Jul. 10/23	-	Fire Cistern Draft Pipe	CO-46.0
PC-32.0	Jul. 17/23	-	Data Cabling	CO-45.0
PC-33.0	Aug. 9/23	-	Combustion Air Intake	-

7.0 REQUEST FOR CHANGES (RFCO) – CONTRACTOR

Proposed Change	Date Issued	Description of PCO	Status
RFCO-01	May 30/22	Upsize Septic Tank from 6,800L to 18,000L	CO-2.0
RFCO-02	May 30/22	ATS Single Bypass Switch	Cancelled for PC 3.0
RFCO-03	Jun. 3/22	Credit for Hydro One Application Fees Paid by Town	CO-1.0
RFCO-04	Jun. 13/22	Proposed Alternative Ceramic Floor Tile	Cancelled
RFCO-05	Jun. 13/22	Revised Light Fixture Type	Cancelled for PC 4.0
RFCO-06	Jul. 6/22	Light Fixture Revisions	-
RFCO-07	Aug. 10/22	Delete Base Cabinet	CO-8.0
RFCO-08	Aug. 11/22	Siding Foam Closure	CO-10.0
RFCO-09	Aug. 22/22	Revise Solid Surface to Laminate	CO-13.0
RFCO-10	Aug. 24/22	Delete Roll-up Door in Kitchen	CO-14.0
RFCO-11	Nov. 9/22	Floor Drain Change	CO-20.0
RFCO-12	Jan. 20/23	Hydro cost Credit to Township	CO-24.0
RFCO-13	Jan. 26/23	Revise Door to Mechanical Room (SI-9.0)	CO-25.0
RFCO-14	Feb. 1/23	New Electrical Outlets (SI-8.0)	CO-26.0
RFCO-15	Feb. 6/23	Mezzanine Gate	CO-27.0
RFCO-16	Feb. 17/23	Additional Attic Duct Insulation	CO-28.0
RFCO-18	May 1/23	Window Passthrough Detail	CO-39.0
RFCO-19	May 12/23	IT Room Ceiling	CO-36.0
RFCO-20	May 17/23	Drywall Bulkhead – Bunkergear Room	CO-37.0
RFCO-21	Jul. 11/23	Corridor Bulkheads	CO-41.0
RFCO-22	Jul. 13/23	ERV Control Valve	-

8.0 POTENTIAL CHANGES OF SIGNIFICANCE

The proposed change order (PC), request for change order (RFCO), and change directive (CD) process often involves multiple quote submissions, requests for further detail, clarifications and negotiations before costing is finalized as a change order or the request is rejected.

CO and NO2 Sensors (PC-29): initial cost submissions from the contractor are around \$14,000. These sensors are a Ministry of Labour requirements that was missed on the issued for construction drawings and specifications.

Although there are a number our outstanding PC's awaiting costing, none are anticipated to be large in cost.

9.0 APPROVED CHANGE ORDERS (CO)

The total cost of approved Change Orders and Change Directives is a cost of \$106,388.03 which is approximately 1.7% of the awarded contract cost (\$6,275,000). Changes required because of design team issues is 2.44% of the Total Contract Cost.

To assist in reviewing the scope and nature of change orders, each are summarized as follows:

Type of Change Order	Cost of Changes to Date	Percent of Total Change Orders	Percent of Contract Cost (\$6,275,000)
Soil Conditions	\$0.00	0.0%	0.0%
Design Team: Errors, Omissions, Changes	\$153,364.20	97.0%	2.44%
Owner Requested	\$4,683.16	3.0%	0.07%
Address Existing Conditions	\$0.00	0.0%	0.0%
Credits	(\$51,659.33)	N/A	N/A
Total Change Orders to Date	\$106,388.03		

9.1. SOIL CONDITIONS

CO #	Change Orders to Original Contract	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
Sub-Total Soil Conditions Change Orders					\$0.00
Percentage of Total Change Orders					0%

9.2. DESIGN TEAM ERRORS, OMISSIONS, DESIGN CHANGE

The following lists the approved change orders described as errors, omissions, and changes to the design by the architectural/engineering team. The percentage by discipline/division is as follows:

Discipline	Cost of Error/ Omission, Design Change to Date	Percent of Error/Omission, Design Changes	Percent of Contract Cost (\$85,580,225)
Architectural (A)	\$14,615.31	9.5%	0.23%
Structural (S)	\$2,841.85	1.9%	0.05%
Electrical (E)	\$97,423.00	63.5%	1.55%
Mechanical (M)	\$5,098.63	3.3%	0.08%
Civil (C)	\$26,109.17	17.0%	0.42%
Other (O)	\$7,276.24	4.7%	0.12%

CO #	Change Orders to Original Contract	Discipline	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
CO-2.0	Upsize Septic Tank from 6,800L to 18,000L	O	RFCO-01	Jun. 9/22	Jun. 10/22	\$7,276.24
CO-3.0	Add Hot Water Line and Power to Future Washer	E	PC 1.0	Jun. 10/22	Jun. 15/22	\$2,085.59
CO-5.0	Add ATS Bypass Switch and Power to Extractors	E	PC 3.0	Jun. 29/22	Jul. 13/22	\$8,330.58
CO-9.0	Gable End Framing	S	PC 7.0	Aug. 15/22	Aug. 15/22	\$979.15
CO-10.0	Siding Foam Closure	A	RFCO-08	Aug. 15/22	Aug. 15/22	\$1,470.00
CO-12.0	Add Services Chase in Bunker Gear Room	A	PC-8.0	Aug. 16/22	Aug. 25/22	\$884.39
CO-16.0	Add Power for SP-D	E	PC-5.0	Sept. 14/22	Sept. 21/22	\$8,084.56
CO-17.0	Duct Bank Relocation	E	PC-5.0	Sept. 14/22	Sept. 21/22	\$13,995.19
CO-19.0	Grease Interceptor	M	PC-11.0	Nov. 4/22	Nov. 7/22	\$2,303.18
CO-21.0	Girder Truss Anchor	S	PC-14.0	Nov. 25/22	Dec. 7/22	\$1,862.70

CO-22.0	Fire Cistern and Storm Outlet	C	PC-12.2	Dec. 22/22	Jan. 1/22	\$26,109.17
CO-23.0	Exterior Lighting Control	E	PC-17.0	Jan. 20/23	Jan. 23/23	\$805.54
CO-25.0	Mechanical Room Door	A	RFCO-13	Jan. 26/23	Jan. 27/23	\$2,730.00
CO-26.0	Additional Electrical Outlets	E	RFCO-14	Feb. 2/23	Feb. 7/23	\$2,398.59
CO-27.0	Mezzanine Gate	A	RFCO-15	Feb. 21/23	Feb. 21/23	\$4,025.70
CO-28.0	Attic Duct Insulation	M	RFCO-16	Mar. 2/23	Mar. 7/23	\$1,540.77
CO-29.0	Ductbank Vaults	E	PC-13.0	Mar. 14/23	Mar. 14/23	\$20,612.05
CO-30.0	SP02 Soft Start and Control Panel	E	PC-18.0	Mar. 15/23	Mar. 16/23	\$18,195.12
CO-31.0	High Water Alarm & Door Control Panel	E	PC-15.0	Apr. 3/23	Apr. 4/23	\$2,020.92
CO-32.0	Exterior Wall Packs & Data Cabling	E	PC-19.0	Apr. 4/23	Apr. 4/23	\$10,083.61
CO-33.0	Thermostat Wiring	E	PC-16.0	Apr. 12/23	Apr. 13/23	\$9,240.00
CO-36.0	IT Room Ceiling	A	RFCO-19.0	May 12/23	May 29/23	\$607.40
CO-37.0	Bulkhead in Bunker Gear RM	A	RFCO-20.0	May 25/23	May 29/23	\$934.29
CO-39.0	Kitchen Pass-Throughs	A	RFCO-18.0	Jun. 22/23	Jun. 22/23	\$2,794.41
CO-40.0	Female Washroom Receptacle	A	PC-28.0	Jul. 5/23	Jul. 14/23	\$315.00
CO-41.0	Corridor Bulkheads	A	RFCO-21.0	Jul. 14/23	Jul. 16/23	\$854.12
CO-42.0	IT Room Power	E	PC-27.0	Jul. 19/23	Jul. 25/23	\$1,571.25
CO-43.0	ERV Control Valve	M	RFCO-22.0	Jul. 19/23	Jul. 25/23	\$1,254.68
	Sub-Total Errors, Omissions, Design Changes Change Orders					\$153,364.20
	Percentage of Total Change Orders					97.0%

9.3. TOWNSHIP REQUESTED CHANGE

CO #	Change Orders to Original Contract	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
CO-11.0	Extractor Tank Size	PC-5.0	Aug. 15/22	Aug. 25/22	1,774.50
CO-34.0	New pad for 40' Container & Concrete Pad Removal	PC-22.0	Apr. 25/23	Apr. 25/23	\$986.43
CO-35.0	Additional Receptacles In Administration	PC-23.0	May 12/23	May 12/23	\$1,063.23
CO-38.0	SCBA Washer Water Line	PC-24.0	Jun. 12/23	Jun. 13/23	\$859.00
Sub-Total Owner Requested Change Orders					\$4,683.16
Percentage of Total Change Orders					3.0%

9.4. ADDRESS EXISTING CONDITIONS

CO #	Change Orders to Original Contract	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
Sub-Total Existing Conditions Change Orders					\$0.00
Percentage of Total Change Orders					0%

9.5. CREDITS

CO #	Change Orders to Original Contract	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
CO-1.0	Credit for Hydro One Application Fees Paid by Town	RFCO-03	Jun. 3/22	Jun. 15/22	(\$1,043.18)
CO-4.0	Revised Light Fixture Type	PC 4.0	Jun. 24/22	Jun. 29/22	(\$2,235.50)
CO-6.0	Remove Lights for SB-10	PC 2.0	Jun. 29/22	Jul. 13/22	(\$708.55)
CO-7.0 & 7.1	Site Services Pipe Size	PC-6.0	Sept. 26/22	Sept. 28/22	(\$2,312.68)
CO-8.0	Delete Base Cabinet	RFCO-07	Aug. 10/22	Aug. 15/22	(\$546.00)
CO-13.0	Revise Solid Surface to Laminate	RFCO-09	Aug. 23/22	Aug. 25/22	(\$13,410.00)
CO-14.0	Delete Roll-up Door - Kitchen	RFCO-10.0	Aug. 24/22	Aug. 25/22	(\$2,781.00)
CO-15.0	Eyewash Alarm and Fixture Electrical	PC-9.0	Sept. 12/22	Sept. 13/22	(\$582.84)
CO-18.0	Steel Deletions	PC-10.0	Oct. 17/22	Oct. 17/22	(\$7,182.62)
CO-20.0	Floor Drain Revisions	RFCO-11	Nov. 14/22	Nov. 23/22	(\$18,735.50)
CO-24.0	Hydro Credit	RFCO-12	Jan. 20/23	Jan. 23/23	(\$2,121.46)
Sub-Total Credit Change Orders					(\$51,659.33)

10.0 CHANGE DIRECTIVES (CD)

CD #	Change Directives to Original Contract	Date CD Issued	CO Reference	Cost/(Credit)
CD-1.0	Apparatus Bay Ceiling Fan	Jun. 14/23	TBD	TBD
Total Change Directives				\$ TBD

11.0 ALLOWANCE DISPERSAL (AD)

Section 11.0 is a summary of awarded contracts, billing progress and budget status for the cash allowances.

CAA #	Description	Date CAA Issued	Date CAA Approved	Cost/(Credit)
AD-01	Door Hardware – Supply & Installation by William Knell & Company Limited. This allowance includes all specified door hardware, operators, sweeps, closures, and electronic components for the new Fire Station. The scope was competitively priced by three bidders, with William Knell & Company being the low bid.	May 11/22	May 12/22	\$46,350.00
AD-02	Door Hardware – Supply & Installation by William Knell & Company Limited. This allowance is for a new electric strike for door D11-01. This strike was omitted on the hardware schedule and is required for the operation of the specified automatic door operator.	Jun. 13/22	Jun. 14/22	\$250.00
AD-03	Hydro and Gas – Additional engineering required by Schneider Electric for modifications to the main electrical switchboard and transformer cabinet to accommodate the Hydro One supplied cabinet transformer (CT). The specified Schneider cabinet is designed to accommodate several types of CT but was not designed for the CT Hydro One has in stock.	Jun. 22/22	Jun. 29/22	\$1,571.06
AD-04	Construction Rubble – Removal and disposal of concrete foundations found buried on site (RFI-08). These foundations were not part of the demolished house or barn structures.	Jul. 4/22	Jul. 5/22	\$572.00
AD-05	Testing & Inspection – Retain GHD to complete all testing and inspection services listed in their proposal dated June 10 th , 2022. This allowance includes costs for the following: footing & subgrade inspections, compaction testing, concrete/mortar/grout testing, steel inspections, spray foam & air barrier inspection, and laboratory testing.	Jul. 20/22	Jul. 27/22	\$12,366.00
AD-06	Construction Rubble – sub-excavation of unsuitable soils and place lean mix concrete (RFI-09). An old well was found when excavating for the new foundations. The geotechnical engineer reviewed with the structural consultant and determined the extent of sub-excavation & lean mix concrete required to mitigate the problem.	Jul. 22/22	Jul. 27/22	\$8,430.60

AD-07	Hydro and Gas – The Hydro One connection fee for the new permanent service to the Fire Station.	Aug. 22/22	Aug. 22/22	\$20,074.08
AD-08	Security Control – Retain Pasword to supply and install the access control and security system for the project. This includes door access modules, card readers, wiring, keypads, sensors, controllers/control panels, installation, and programming.	Sept. 30/22	Oct. 3/22	\$25,780.00
AD-09	Commissioning – CFMS-West retained as the commissioning agent for this project.	Dec. 20/22	Jan. 1/23	\$14,700.00
AD-10	Surveying – work completed by Lanthier & Gilmore Surveying Ltd. for the construction layout prior to construction.	Dec. 21/22	Jan. 1/23	\$1,729.80
AD-11	Testing & Inspection – Extension of Allowance disbursal 05 (approved on Jul. 27/22) for GHD to compete all testing and inspection services listed in their proposal dated June 10 th , 2022. This allowance has been extended due to the increased number of visits and test required to complete the project. The total for the testing an inspection allowance is now \$22,000.	Jan. 4/23	Jan. 10/23	\$9,634.00
AD-12	Signage – Retain Harrison Solutions to supply and install the two exterior building signs for the new fire station.	Jan. 4/23	Jan. 10/23	\$11,193.82
AD-13	Hydro & Gas – Enbridge Gas charges for the new gas service.	Feb. 23/23	Mar. 2/23	\$6,153.38
AD-14	Hydro & Gas – Supply and installation of the primary electrical cables from the pole to the transformer.	Mar. 14/23	Mar. 14/23	\$13,237.01
AD-15	Signage – Supply and installation of a “2023” date stone to be installed adjacent to the front entrance.	Mar. 30/23	Mar. 30/23	\$450.00
AD-16	Signage – Supply and installation of four pot lights in the north soffit above the apparatus bay doors to illuminate the building signage.	Apr. 4/23	Apr. 4/23	\$2,545.57
AD-17	Signage – Supply and installation the interior wayfinding signage and exterior traffic signage.	Apr. 20/23	Apr. 21/23	\$4,160.60
AD-18	Window Coverings – Supply and installation of 15 roller window shades by Interiors By Better Shade.	May 25/23	Jun. 1/23	\$5,905.00

AD-19	Door Hardware – Supply of glass trim for the exterior doors. The Issued for Construction drawings and specifications omitted this item.	Jun. 1/23	Jun. 8/23	\$1,200.00
AD-20	Surveying – Concrete curb layout and GPS file.	Jun. 1/23	Jun. 8/23	\$2,500.00
AD-21	Testing & Inspection – Extension of Allowance disbursal 11 (approved on Jan. 10/23) for GHD to complete additional concrete testing and compaction testing during the site hardscaping activities. The total for the testing an inspection allowance is now \$24,930.50.	Jul. 17/21	Jul. 18/23	\$2,930.50

12.0 CASH ALLOWANCE DRAWS (CAD)

The following cash allowance summary notes awarded contracts and tracks billing progress against a total Contract Allowance of \$325,000 The project cash allowances are drawn from the Contract Allowance as stipulated in the construction contract.

The Sum of Approved Allowances awarded to date is \$191,733.42 against the Allowance Budget of \$325,000. As of Certificate of Payment 15, \$151,988.42 has been paid to the contractor. See summary table on next Page:

CAD Description	CAD Approved by Township (Exc. HST)	CAD Invoiced to Date (Exc. HST)	CAD Invoiced this Period (Exc. HST)	CAD Remaining to be Drawn (Exc. HST)
Door Hardware (AD-01)	\$46,350.00	\$46,350.00	\$13,245.41	\$0.00
Door Hardware (AD-02)	\$250.00	\$250.00	\$250.00	\$0.00
Door Hardware (AD-19)	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Testing & Inspection (AD-05)	\$12,366.00	\$12,366.00	\$0.00	\$0.00
Testing & Inspection (AD-11)	\$9,634.00	\$9,634.00	\$0.00	\$0.00
Testing & Inspection (AD-21)	\$2,930.50	\$2,930.50	\$0.00	\$0.00
Hydro & Gas (AD-03)	\$1,571.06	\$1,571.06	\$0.00	\$0.00
Hydro & Gas (AD-07)	\$20,074.08	\$20,074.08	\$0.00	\$0.00
Hydro & Gas (AD-13)	\$6,153.38	\$6,153.38	\$0.00	\$0.00
Hydro & Gas (AD-14)	\$13,237.01	\$13,237.01	\$0.00	\$0.00
Surveying (AD-10)	\$1,729.80	\$1,729.80	\$0.00	\$0.00
Surveying (AD-20)	\$2,500.00	\$2,500.00	\$0.00	\$0.00
Security Control (AD-08)	\$25,780.00	\$0.00	\$0.00	\$25,780.00
Construction Rubble (AD-04)	\$572.00	\$572.00	\$0.00	\$0.00
Construction Rubble (AD-06)	\$8,430.60	\$8,430.60	\$0.00	\$0.00
Window Coverings (AD-18)	\$5,905.00	\$0.00	\$0.00	\$5,905.00
Building Signage (AD-12)	\$11,193.82	\$11,193.82	\$0.00	\$0.00
Signage – Date Stone (AD-15)	\$450.00	\$450.00	\$0.00	\$0.00
Signage – Illumination (AD-16)	\$2,545.57	\$2,545.57	\$0.00	\$0.00
Signage – Interior & Traffic (AD-17)	\$4,160.60	\$4,160.60	\$2,080.30	\$0.00
Project Sign Board	n/a	\$0.00	\$0.00	n/a
Commissioning (AD-09)	\$14,700.00	\$6,640.00	\$1,120.00	\$8,060.00
Total Allowance in Contract (A)	\$325,000.00	-	-	-
Total Approved CAD's (B)	\$191,733.42	\$151,988.42	\$16,695.72	\$39,745.00
Difference (A - B)	\$133,266.58	-	-	-

* The total cash allowance for the above items is \$325,000. The cost for each item will be allocated as the contractor awards the individual contracts.

13.0 CERTIFICATE OF PAYMENTS SUMMARY

Certificate of Payment "CoP No. 15", Draw 15 for the period ending July 31st, 2023, was issued by the Architect on August 4th, 2023, and recommended for payment by UEM on August 8th, 2023, for the Wainfleet Central Fire Station project. The amount payable excluding HST is \$188,717.29. The schedule of Certificate of Payments received and recommended is as follows. All costs exclude HST.

Certificate of Payment (CoP) / Period Ending	Cumulative Net Amount Certified by Architect (Exc. 10% Holdback)	TRP Contract Cost (Including COs & CDs)	Balance of Statutory Holdback (10%)	Balance to Complete Contract
\$97,110.00 (CoP No. 01 for May '22)	\$107,900.00	\$6,275,000.00	\$10,790.00	\$6,167,100.00
\$136,785.44 (CoP No. 02 for Jun. '22)	\$259,883.82	\$6,283,318.65	\$25,988.38	\$6,023,434.83
\$557,822.46 (CoP No. 03 for Jul. '22)	\$879,686.56	\$6,288,705.18	\$87,968.66	\$5,409,018.62
\$390,213.62 (CoP No. 04 for Aug. '22)	\$1,313,257.24	\$6,276,187.03	\$131,325.72	\$4,963,818.96
\$386,336.47 (CoP No. 05 for Sept. '22)	\$1,742,519.99	\$6,296,260.45	\$174,252.00	\$4,553,740.46
\$290,675.70 (CoP No. 06 for Oct. '22)	\$2,065,492.99	\$6,289,077.83	\$206,549.30	\$4,223,584.84
\$429,702.53 (CoP No. 07 for Nov. '22)	\$2,542,940.24	\$6,274,508.21	\$254,294.02	\$3,731,567.97
\$280,997.33 (CoP No. 08 for Dec. '22)	\$2,855,159.50	\$6,300,617.38	\$285,515.95	\$3,445,457.88
\$255,358.04 (CoP No. 09 for Jan. '23)	\$3,138,890.66	\$6,302,031.46	\$313,889.07	\$3,163,140.80
\$365,468.30 (CoP No. 10 for Feb. '23)	\$3,544,966.54	\$6,308,455.75	\$354,496.65	\$2,763,489.21
\$486,257.13 (CoP No. 11 for Mar. '23)	\$4,085,252.24	\$6,348,803.69	\$408,525.22	\$2,263,551.45

\$528,031.39 (CoP No. 12 for Apr. '23)	\$4,671,953.79	\$6,371,134.65	\$467,195.38	\$1,699,180.86
\$511,450.81 (CoP No. 13 for May '23)	\$5,240,232.47	\$6,373,739.57	\$524,023.25	\$1,133,507.10
\$523,155.94 (CoP No. 14 for Jun. '23)	\$5,821,516.85	\$6,377,393.20	\$582,151.69	\$555,876.35
\$188,717.29 (CoP No. 15 for Jul. '23)	\$6,031,202.72	\$6,381,388.03	\$603,120.27	\$350,185.31

14.0 SUPPLEMENTAL (SITE) INSTRUCTIONS (SI)

SI	Date Issued	Description
SI-1.0	July 28, 2022	Electrical/Mechanical Conduit Chase
SI-2.0	September 15, 2022	Tile Colour Clarifications
SI-3.0	September 28, 2022	Countertop and Cabinet Colour Clarifications
SI-4.0	October 27, 2022	Revise Window Location – Deputy Chief Office
SI-5.0	November 28, 2022	Commissioning Requirements
SI-6.0	December 13, 2022	Keypad Clarifications
SI-7.0	January 11, 2023	Additional Electrical Outlet Clarifications
SI-8.0	January 20, 2023	South Exterior Lights
SI-9.0	January 26, 2023	Revise Mechanical Room Door, Revise Attic Space Firestopping
SI-9.0r1	January 26, 2023	Revise Attic Space Firestopping
SI-10.0	March 21, 2023	Paint Colours and Accent Walls
SI-11.0	March 31, 2023	Date Stone Location
SI-12.0	May 18, 2023	Metal Siding – Trims & Box-outs
SI-13.0	June 27, 2023	Administration – Floor Polishing
SI-13.1	July 14, 2023	Floor Polishing & Grinding

15.0 REQUEST FOR TOWNSHIP INFORMATION (RFTI)

RFCI	Date Issued	Description	Status

16.0 STATUS OF PROJECT BUDGET

The status of the project budget and costs (excluding HST) to July 31st, 2023, for the Wainfleet Central Fire Station are as follows.

Note: The status of construction costs to date represents the amount paid by the Township of Wainfleet to the contractor and INCLUDES Holdbacks (10%).

ACTIVITY	BUDGET	STATUS TO DATE
A1. Construction Cost (Tender Cost from TRP)	\$5,950,000	\$5,772,826
A2. Construction Allowances (By Competitive Bid)	\$325,000	\$151,988
Construction Contingency	\$311,000	\$106,388
A3. Pre-Construction Township Activities	\$8,100	\$7,979
B. Owners Allowances	\$686,100	\$674,825
C. Advisory Services	\$378,700	\$330,702
TOTAL PROJECT BUDGET	\$7,658,900	\$7,044,709

17.0 POTENTIAL CONSTRUCTION PROJECT RISKS

All construction projects carry some level of risk and uncertainty to participants. Owners mitigate risk by following a rigorous planning, evaluative, investigative and design process and transfers risk by insurances, bonding, indemnification, supplementary conditions, and contracts. However, there remains potential project risks to the owner that should be regularly assessed by a risk register and ongoing evaluation of the probability of specific risks.

The probability of a project risk is considered as “low” (unlikely), “moderate” (possible), “high” (likely) or “very high” (active). A construction risk can have one or more causes and one or more impacts. Construction project risks are interrelated and interdependent.

The assessment of potential project risks considers the probability, uncertainty, and consequences of a potential risk. The probability of the risk may change as circumstances change or arise and are specific to a particular project. Some of the most consequential potential project risks experienced during construction include:

Schedule – Schedule risks include weather delays, unknown site conditions, moisture in concrete, fire, permit delays, contractor performance (including financial issues), supply (labour and material) problems, work stoppages (strikes and mandated shutdowns) and decision-making delays.

The effect of the potential return of the pandemic in 2023 is considered in assessing schedule risk. Potential schedule impacts are mitigated by agreeing to a critical path schedule and monitoring completion of milestone activities against the approved baseline. Supply of goods and labor is an ongoing scheduling matter that is monitored regularly. The schedule and actual cash flow is lagging behind the contractors forecasted cash flow (see graph in Section 5.0). The contractor did not meet the financial test for substantial performance by the end of July. (See the cashflow commentary on page 11 of this report).

- **Risk to Project: High - Monitor**

Budget – Factors contributing to budget risk include design omissions and errors, unknown site conditions, contract disputes, schedule delays, increases in material costs, and work stoppages. Consequences could be that certain parts of the project are eliminated, changed, or not fully completed.

- **Risk to Project: Low**

Overpayment to Contractor – There is a risk of overpayment to the contractor if the process of contractor draws are not rigorously reviewed. This can be a significant project risk in terms of completed project and addressing construction deficiencies.

Payment to the contractor follows due diligence involving the architect, engineering sub-trades, the contract administrator, and the project manager. The percent of work claimed by the contractor and the verification of delivered equipment and materials is reviewed by the frequent on-site visits. Reference to the contractor's schedule and forecasted cashflow provide another monitor. Details such as the inclusions of only approved changes is another check against over payment. Holdbacks, both statutory and against unfinished or deficient work, provide assurances.

There is also risk of duplicate payment for work in the base contract and new work defined by changes to project scope. The contract administrator works closely with the design team to determine what is acceptable new scope and what the contractor is providing as part of their contractual obligations.

- **Risk to Project: Low**

Pandemic – A public health crisis would likely affect construction productivity, or the government could again mandate the construction industry, including supply of equipment, materials, and products, to stop work because of the COVID-19 virus. The consequence is a high level of uncertainty which has potential effects on the project schedule, cash flow, budget and potentially equipment, material and labour supply.

- **Risk to Project: Low**

Goods and Labour Supply – The supply of goods (equipment and materials) and labour (including availability of trades and specialized subtrades) can be affected by several factors such as a pandemic, mandated shutdowns, labour shortages, disputes and strikes, high demand for specific goods, currency exchange fluctuations and seasonal shutdown by manufacturers. The consequences are probable impacts on project schedule/completion date.

The construction industry is seeing an unprecedented number of labour strikes.

The contractor has acquired all major materials and deliveries. There are no anticipated items with extended delivery times that will impact substantial completion

- **Risk to Project: Low**

Health and Safety – Worker safety is paramount to the general contractor, subtrades and the owner. Unsafe work conditions, carelessness or a serious workplace accident can affect the project schedule. The general contractor has implemented a comprehensive work health and safety program. Consequence is that workers health and safety is affected which in turn could impact project schedule and completion.

- **Risk to Project: Low**

Environmental – Unknowns and the unexpected such as severe weather events, subsurface conditions not suitable for construction, contaminated soils, underground hazards, structures and tanks, endangered or sensitive species or the presence of archaeological or historical resources represent high levels of risk, particularly in the early stages of the project. The consequences are impacts to budget, schedule and project completion.

- **Risk to Project: Low**

Contractor Performance – The quality of construction including defective work, the completion of the project on schedule, negligence, project close-out and operational readiness, the financial stability of the general contractor, bankruptcy, the availability of trades and labour, health & safety practices and labour unrest represent high levels of risk. The consequences affect all aspects of the project.

This risk is mitigated by employing a rigorous contractor (including major subtrades) selection process that considers qualifications and experience, financial stability, and proposed project management and on-site supervision personnel.

As noted in the assessment of schedule risk, contractor performance in the last stages of the project is critical to its success. A coordinated effort of all trades and the architectural/engineering team is imperative to meet project milestones.

- **Risk to Project: Low – Monitor**

18.0 OTHER PROJECT MATTERS

No other project matters to document at this time.

19.0 CLOSE OUT DOCUMENTS

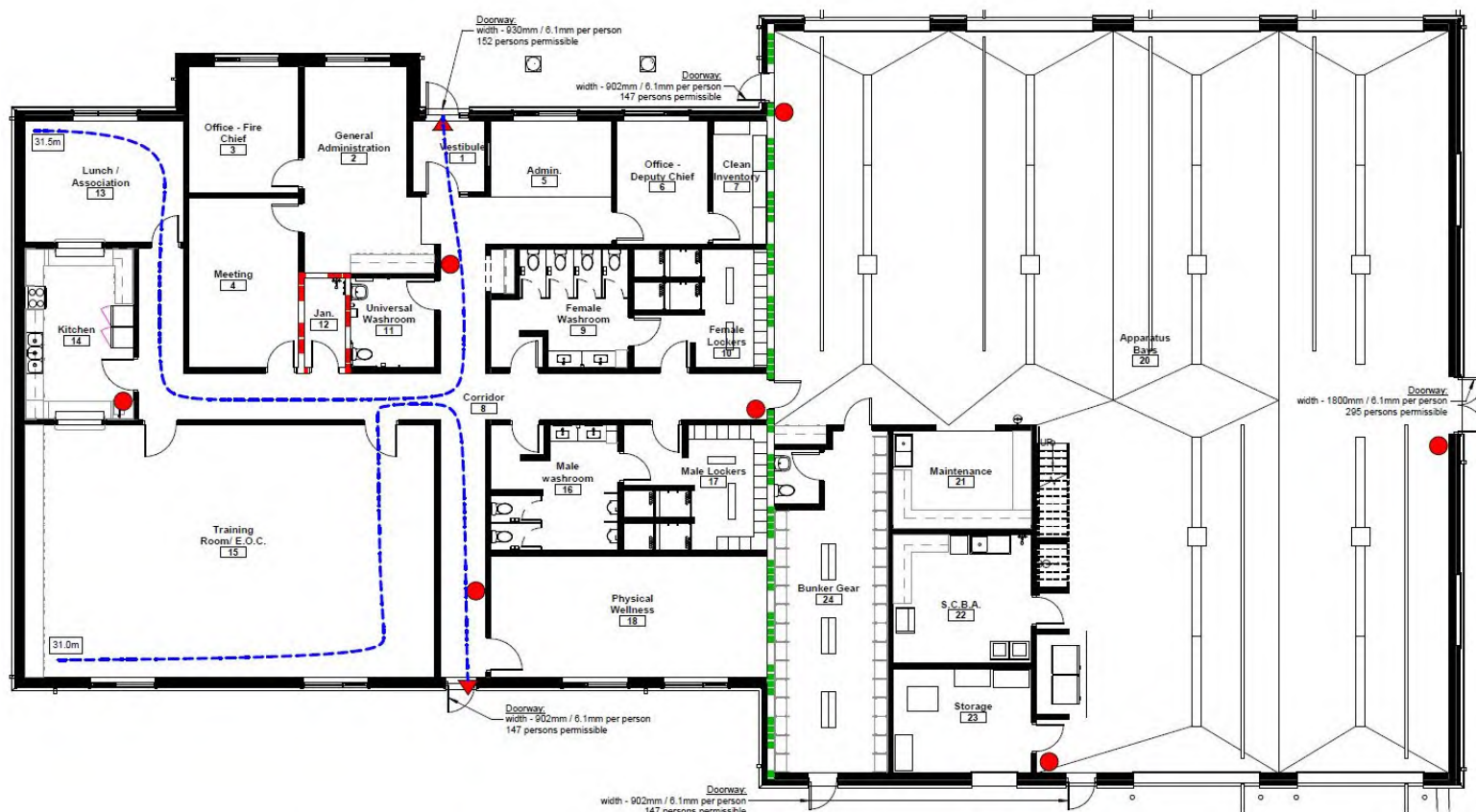
There are four significant milestones at the end of a construction project that must be addressed to permit occupancy:

- Certificate of Substantial Performance
 - **Construction in Progress**
- Occupancy Permit from Building Department (in consultation with Fire Department) including verification/compliance letters (i.e. ESA, emergency lighting, fire alarm, seismic restraint, sprinkler, electrical, mechanical), letters from sub-contractors and from the design architects/engineers. Balancing and controls can be ongoing during occupancy.
 - **Building Inspector and Fire Department undertake periodic inspections during construction**
- Architectural/Civil, Electrical, Mechanical and Structural As-Built Drawings
 - **Construction in Progress** – Architectural drafts submitted to consultant team for review
- Operation and Maintenance Manuals
 - **Construction in Progress** – outstanding

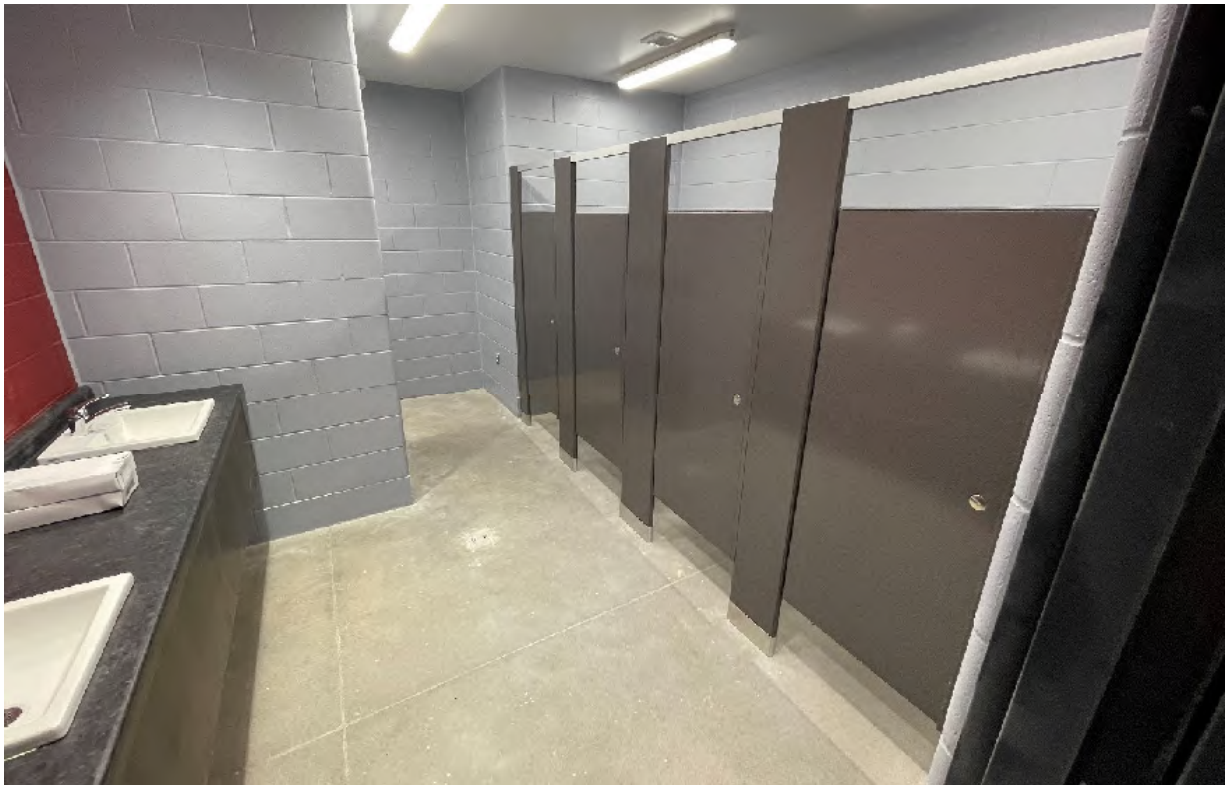
20.0 CONSULTANT & SUBCONTRACTOR LIST

Scope	Consultant / Contractor	Location
Architect	Raimondo + Associates Architects	Niagara Falls
Project Management	Urban & Environmental Management (UEM)	Niagara Falls
Mech./Elec./ Civil/ Structural Engineering	Mantecon Partners	Dundas
Commissioning Agent	CFMS- West	Grimsby
Testing & Inspection	GHD	St Catharines
General Contractor	TRP Construction General Contractors	Burlington
Demolition	Budget Environmental Disposal Inc	Hamilton
Civil/Siteworks	Backwoods Excavating Inc.	Grassie
Septic	Dynamic Fusion	Dunnville
Mechanical	Besseling Mechanical Inc	Hamilton
Electrical	Fred Giessler Electric	Niagara-on-the-Lake
Masonry	Cecchini Masonry Ltd.	Thorold
Landscape	Touchstone Site Contractors	Thorold
Finish Carpentry	Baywood Interiors Ltd.	Kitchener
Concrete Formwork	Niagara Formwork Structure Inc.	Welland
Concrete Supplier	Inter County Concrete Contracting	Dunnville
Concrete Finishing	Appolo Concrete Contracting	Hamilton
Structural Steel	Bradshaw Ironworks Ltd.	Welland
Metal Doors, Frames, Hardware	William Knell and Company Ltd.	Kitchener
Metal Siding, Soffit, Roofing	Plazo Constriction Corporation	North York
Overhead Doors	Overhead Door Company Limited	St. Catharines
Toilet & Bath Accessories	Canada Washroom Products Inc.	Burlington
Glazing	Welland Glass & Entrances Inc.	Welland
Gypsum Board/ACT	DBN Drywall & Acoustics Ltd.	St. Catharines
Flooring	Percella Flooring Inc.	Toronto
Painting	Painting-Canada Inc.	Hamilton

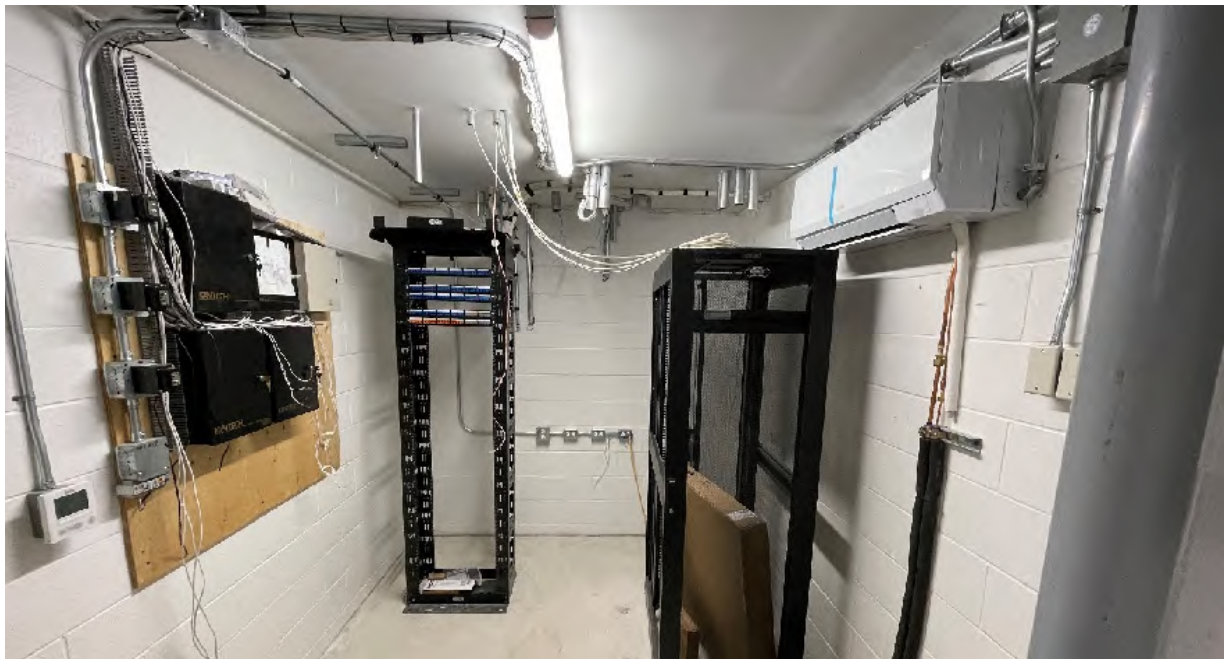
21.0 WAINFLEET CENTRAL FIRE STATION FLOOR PLAN



22.0 SITE PICTURES



Female Washroom



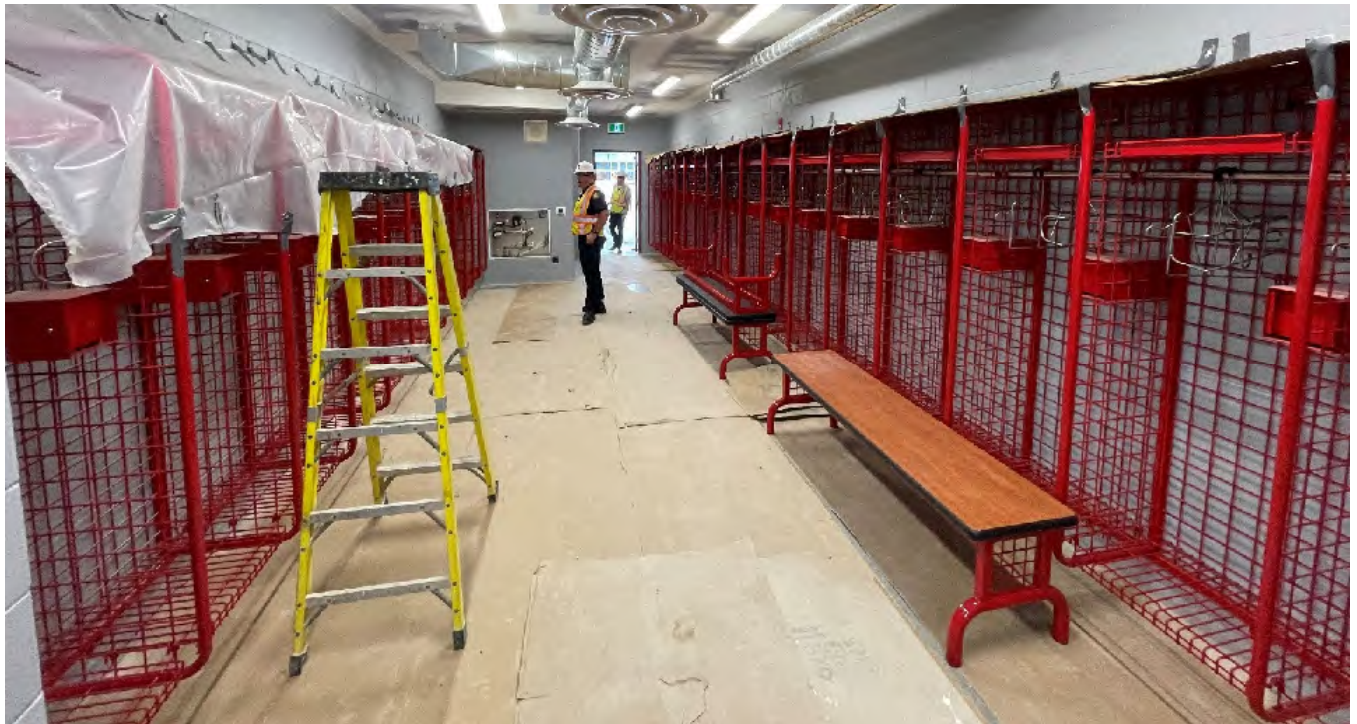
IT Room



SCBA Room



Apparatus Bay



Bunker Gear Room



Training Room



Apparatus Bay Front – Bollards Installed



Rear of Building

PROJECT FACT SHEET

Wainfleet Fire Station Construction Contract:	
TRP Construction	\$ 5,950,000.00
Construction Allowances	\$ 325,000.00
Total Wainfleet Fire Station Contract (Ex. HST)	\$ 6,275,000.00
Wainfleet Fire Station Project Scope:	
- Gross Floor Area	1,239 m ² (13,342 ft ²)
- Site Area	2.02 ha (4.99 ac)
Wainfleet Fire Station Key Features:	
Six Apparatus Bays	Dedicated Offices for Fire Chief and Deputy Fire Chief
1,200 ft ² , 60-person Training Room	440 ft ² Physical Wellness Room
Male Washroom and Change Rooms w/32 lockers	Female Washroom and Change Rooms w/20 lockers
300kW Natural Gas Generator	Metal Roof
Provisions for Future Apparatus Bays (2)	Provisions for Future EMS Station
50,000 Gallon Greywater Storage (Rainwater) c/w Pumps for Filling Fire Trucks	
Schedule:	
Occupancy	August, 2023
Substantial Completion	August, 2023

Subject: Intent for Boot Drive - Fire Fighters Association

From: Leanne Johnson

Sent: August 16, 2023 9:48 AM

To: Council <Council@wainfleet.ca>

Cc: Wainfleet Firefighter's Assoc. Wainfleet <wainfleet.firefighters@yahoo.ca>

Subject: Intent for Boot Drive - Fire Fighters Association

Good.morning,

I am writing this e-mail on behalf of the Wainfleet Volunteer Firefighter's Association to notify the mayor and members of council that the Firefighter's Association will be holding our annual boot drive during the Labour Day Weekend.

The boot drive is one of the Association's biggest fundraisers. While it involves a small amount of work, it takes a great amount of time and dedication but the rewards are worth it. For the 2022 boot drive, we were able to pull approximately five thousand dollars for four hours of work and we hope to do the same this year. The monies we raise during this event go back to the community in various ways. We support local sports teams (Wainfleet Soccer, Figure Skating, Baseball), we give food baskets to families in need, we support local organizations such as the Wainfleet Fall Fair. Another way the money is used is to purchase fire equipment that will one day assist the community, such as the thermal imaging camera that we purchased several years ago. There are many uses for the monies we raise, but I will try to keep this e-mail brief.

As an added bonus, it is our chance to engage with the community. We get to hear from some of the people and families that we have helped in various ways, and it is heartwarming to hear some of the stories of how we helped them or a loved one in a time of need.

The boot drive will commence Saturday September 2nd from 0800 to approximately 1200. The location of the boot drive will be held at the intersections of Regional Rd 24 and Regional Rd 27. This boot drive is completely voluntary, and we will not be forcing people to donate. We will be doing our best to keep traffic flowing and to not cause any delays at the intersection.

Thank you,

Leanne



ADR
CHAMBERS

Integrity Commissioner Office
for the Township of Wainfleet

EDWARD T. MCDERMOTT
Integrity Commissioner
for Township of Wainfleet
integrity@adr.ca

August 16, 2023

SENT BY EMAIL TO:

Meredith Kirkham
Deputy Township Clerk
Corporation of the Township of Wainfleet
Municipal Office
31940 Highway 3
Wainfleet, Ontario L0S 1V0
mkirkham@wainfleet.ca

**Re: Township of Wainfleet Integrity Commissioner
Annual Report- IC- 24106-0523- April 17, 2022- April 16, 2023**

Dear Ms. Kirkham:

Thank you for the opportunity to act as Integrity Commissioner (or "IC") for the Township of Wainfleet over the past year. In accordance with the terms of the Agreement between the Township and ADR Chambers and pursuant to s. 223.6 (1) of the *Municipal Act, 2001*, ("MA") we are providing our Annual Report for the fifth operating period of the Agreement covering the period April 17, 2022 – April 16, 2023.

As you know, the IC's role is to help Members of Council ("Members") ensure that they are performing their functions in accordance with the Township's Code of Conduct ("the Code"). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behavior and compliance with the Code

and the Municipal Conflict of Interest Act ("MCIA") in accordance with the provisions of the MA; MCIA and the Code. The Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints made by Council, Members, and members of the public respecting alleged breaches of the Code (and now the Municipal Conflict of Interest Act ("MCIA")) by Members.

Activities of Integrity Commissioner during Year under Review

Once again, the Township is to be congratulated on its continuing record for now four consecutive years of having no Complaints of contraventions of the Code or MCIA filed with my office. Your continuing efforts to comply with these legislated requirements has helped to contribute towards healthy and progressive relationships between Councillors and with members of the public who you have the responsibility to serve. It also helps to conserve the resources of the Township for other issues of concern to the residents of Wainfleet.

I wish to advise that during the period under review, I did respond to a Request for Advice made by a Councillor and provided my written opinion of the matter at issue. I also provided some requested advice on the procedures under the Code to Senior Staff as well as preparing my last Annual Report.

Cost

The cost to the municipality for my services during the year under review was accordingly limited to the sum of \$4,200.00 plus HST (including the preparation of an Annual Report).

You will recall that in my first year of service to the Township I had to deal with a significant Complaint against a Councillor which was upheld. This involved a cost of \$11,330.00. We subsequently held a full educational seminar with Council on May 8, 2019 with all Councillors and senior staff participating following which no further Complaints have been received over some 4 years. I would however caution Council that it would be prudent to budget a reasonable amount for this portfolio on an annual basis to deal with these unknown but ever present potential costs.

Issues to be considered going forward

- We were fortunately able to arrange for an education seminar in May of this year in order to enable all Councillors (and Senior Staff) to receive our presentation on the Code of Conduct and its application to Members of Council. We also outlined

circumstances to be careful about including situations involving the operation of the Municipal Act and the Municipal Conflict of Interest Act. Councillors had full opportunity to meet with the Integrity Commissioner and question him on these matters.

We also canvassed various issues which should be addressed in order to bring the Code up to date with new legislative requirements and evolving trends.

- The content of the Township's Code of Conduct is a living document which should be periodically reviewed to ensure it meets the needs and requirements of the law, the Township, its Councillors and its citizens. We advised Council of a number of provisions which should, in my view, be reconsidered (e.g., delegating the power to impose penalties to the IC).

It has also recently come to light that a significant number of municipalities have not properly dealt with the requirements of the Municipal Act to have a Code of Conduct and Integrity Commissioner in place for Members of "Local Boards" of the municipality. We discussed this issue at the education seminar in May, 2023 as it relates to the Township's existing Code of Conduct.

These and other issues should be addressed at the first reasonable opportunity. I would be pleased to assist in such a review if Council so requests.

Summary

It has been a pleasure to assist the Township and its Members of Council (for now five years) in contending with the issues which have arisen in connection with the administration of its Code of Conduct and the MCIA.

Yours truly,

A handwritten signature in blue ink, appearing to read 'E. McDermott', is written over a light blue rectangular background.

Edward T. McDermott
Integrity Commissioner for the Township of Wainfleet



Received August 22, 2023
C-2023-299

**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.2.

Resolution Number 23-131

Title: Request to Province to establish a regulatory framework for digital platforms such as Airbnb and VRBO - Resolution to Support

Date: Friday, August 18, 2023

Moved by: Councillor Barton

Seconded by: Councillor Cade Fraser

WHEREAS the Council of the Township of The Archipelago has received a request for support from the Town of Fort Erie with regards to Controls on Airbnb, VRBO and other global technology platforms which affect municipal rentals;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of The Archipelago hereby supports the Town of Fort Erie's resolution and requests the Government of Ontario to establish a regulatory framework requiring digital platforms such as Airbnb and VRBO to:

1. Require owners using the digital platforms to comply with municipal planning and licensing regulations; and
2. Prevent advertising of properties that are not registered with the relevant municipality; and
3. Provide a contact with the platform to ensure ongoing and effective communications for provincial and municipal officials; and

BE IT FURTHER RESOLVED that the Province of Ontario work with municipalities to address situations in which long term housing stock has been lost to corporate ownership of short-term rental properties; and

BE IT FINALLY RESOLVED a copy of the resolution be forwarded to the Premier of Ontario (Hon. Doug Ford), the Minister of Municipal Affairs and Housing (Hon. Steve Clarke), local MPPs, the Association of Municipalities of Ontario (AMO) and all municipalities in Ontario.

Carried



Received August 22, 2023
C-2023-300

DELIVERED VIA EMAIL

Kaleed.Rasheed@ontario.ca

Minister of Public and Business Service Delivery (MPBSD)

August 21, 2023

Re: Time for Change – Municipal Freedom of Information and Protection of Privacy Act

Honourable Rasheed:

Please be advised that at the Regular Council Meeting on August 9th 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the attached resolution from the Council of the Municipality of Chatham-Kent regarding a *Time for Change – Municipal Freedom of Information and Protection of Privacy Act*.

Motion 8

Moved by Councillor Mike Vasey

Seconded by Deputy Mayor Netty McEwen

That Council support item 'e' of correspondence from the Municipality of Chatham-Kent regarding a Time for Change – Municipal Freedom of Information and Protection of Privacy Act.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

cc: Marilyn Gladu, MP
Bob Bailey, MPP
Lianne Rood, MP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
All Ontario Municipalities

July 5, 2023

Via Email: Kaleed.Rasheed@ontario.ca

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-ken.ca

Sincerely,

Judy Smith

Digitally signed by
Judy Smith
Date: 2023.07.05
10:48:27 -04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP
Dave Epp MP
Trevor Jones, MPP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
Ontario municipalities

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



Received August 22, 2023
C-2023-301

234-2023-4205

August 22, 2023

Dear Head of Council,

Subject: Building Faster Fund

The housing supply crisis affects all of Ontario – from rural communities to large, urban centres. Our government is committed to building at least 1.5 million homes by 2031, with municipalities across the province as our key partners.

On August 21, 2023, Premier Ford announced the new Building Faster Fund, a new three-year-\$1.2 billion program to help municipalities meet or exceed their share of the province's 1.5 million homes goal.

As announced by Premier Ford, 10% of the overall funding will be set aside for small, rural and northern communities that have not been assigned a housing target by the province, in order to address their unique needs in supporting growth in housing supply.

Ontario will be consulting with the Association of Municipalities of Ontario and the Housing Supply Action Plan Implementation Team on program design details of the Building Faster Fund, including how the funds can best support small, rural and northern communities, and I look forward to sharing more information with you in the future. As Ontario grows, we need to build more homes. I look forward to your support in ensuring that everyone – newcomers, young families and seniors – can afford a place to call home.

Sincerely,

A blue ink signature of Steve Clark, written in a cursive style.

Steve Clark
Minister

c: Hon. Nina Tangri, Associate Minister of Housing
Ryan Amato, Chief of Staff, Minister's Office
Martha Greenberg, Deputy Minister
Joshua Paul, Assistant Deputy Minister, Market Housing Division
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
Caspar Hall, Assistant Deputy Minister, Local Government Division



Northumberland County

Council Resolution

Received August 22, 2023
C-2023-302

SENT VIA EMAIL

August 18, 2023

Hon. Paul Calandra (Minister of Long-Term Care)
Hon. Peter Bethlenfalvy (Minister of Finance)
Hon. David Piccini (Minister of Environment, Conservation and Parks & MPP for
Northumberland - Peterborough South)
Association of Municipalities of Ontario
All Ontario Municipalities

**Re: Northumberland County Resolution – 'Use of Long Term Care Funding to
Support Community Care Services'**

At a meeting held on August 16, 2023 Northumberland County Council approved the following Council Resolution # 2023-08-16-556 adopting the below recommendation from the July 31, 2023 Community Health Committee meeting.

Moved by: Councillor Lucas Cleveland
Seconded by: Councillor Robert Crate

"**That** the Community Health Committee, having considered correspondence from the City of Pickering regarding 'Use of Long Term Care Funding to Support Community Care Services', recommend that County Council support this correspondence; and

Further That the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Paul Calandra (Minister of Long-Term Care), the Honourable Peter Bethlenfalvy (Minister of Finance), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

Council Resolution # 2023-08-16-556

Carried



**The Corporation of the
County of Northumberland**

555 Courthouse Road
Cobourg, ON, K9A 5J6

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather

A handwritten signature in blue ink, appearing to read "M. Mather", on a light blue background.

Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By L. Cleveland

Seconded By R. Crake

Agenda
Item 10

Resolution Number
2023-08-16 - SSG

Council Date: August 16, 2023

"**That** Council adopt all recommendations from the five Standing Committees, as contained within the Committee Minutes (meetings held July 31, August 1, and August 2, 2023), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

Committee Name	Item #	Description	Held By
-------------------	-----------	-------------	---------

- | | | | |
|---|--|---|--|
| - | | Community Health Committee, Item 7.b, 'Correspondence, Municipality of Port Hope 'Public Health and Opioid Overdose Crisis – Renewal of a Drug Strategy' – Held by Councillor Cleveland | |
|---|--|---|--|

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote
Requested by

Councillor's Name

Deferred

Warden's Signature

Carried


Warden's Signature

Defeated

Warden's Signature

Community Health Committee Resolution

Committee Meeting Date: July 31, 2023

Agenda Item: 7.a

Resolution Number: 2023-07-31- 516

Moved by: L. Cleveland

Seconded by: M. Martin

Council Meeting Date: August 16, 2023

"**That** the Community Health Committee, having considered correspondence from the City of Pickering regarding 'Use of Long Term Care Funding to Support Community Care Services', recommend that County Council support this correspondence; and

Further That the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Paul Calandra (Minister of Long-Term Care), the Honourable Peter Bethlenfalvy (Minister of Finance), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

Sent by Email

May 29, 2023

The Honourable Doug Ford
Premier of Ontario
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Subject: Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services
Corr. 24-23
File: A-1400

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on May 23, 2023 and adopted the following resolution:

1. That Corr. 24-23 from Chris Bantock, Deputy Clerk, City of Stratford, dated April 17, 2023, regarding Resolution – Use of Long-Term Care Funding to Support Community Care Services, be received and endorsed; and,
2. That a copy of this Resolution be forwarded to The Honourable Premier Doug Ford, The Honourable Paul Calandra, Minister of Long-Term Care, Matthew Rae, Member of Provincial Parliament, Perth-Wellington, The Honourable Peter Bethlenfalvy, Member of Provincial Parliament, Pickering-Uxbridge, the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities.

A copy of the original correspondence is attached for your reference.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly,



Susan Cassel
City Clerk

SC:am

Encl.

Copy: The Honourable Paul Calandra, Minister of Long-Term Care
 The Honourable Peter Bethlenfalvy, Member of Provincial Parliament, Pickering-Uxbridge
 Matthew Rae, Member of Provincial Parliament, Perth-Wellington
 Chris Bantock, Deputy Clerk, City of Stratford
 The Association of Municipalities of Ontario (AMO)
 All Ontario Municipalities
 Chief Administrative Officer



City of Stratford
Corporate Services Department
Clerk's Office
City Hall, P. O. Box 818
Stratford, Ontario N5A 6W1
Tel: 519-271-0250, extension 5237
Email: clerks@stratford.ca
Website: www.stratford.ca

April 17, 2023

Via email: ltcminister@ontario.ca

Ministry of Long-Term Care
6th Floor, 400 University Avenue
Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.

We kindly request your support and endorsement.

Sincerely,

Chris Bantock

Chris Bantock
Deputy Clerk

cc: Premier Doug Ford
Matthew Rae, MPP
Association of Municipalities of Ontario
All Ontario municipalities

Received August 23, 2023
C-2023-303



| 2022

Post-Enumeration Report



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



In 2022, the Municipal Property Assessment Corporation (MPAC) delivered a Preliminary List of Electors (PLE) to every municipality, District Social Services Administration Board and electing school board in Ontario, which was used to create the final Voters' List.

While MPAC works to implement legislated changes that will transfer responsibility for the PLE to Elections Ontario in 2024, we remain committed to utilizing sources available to us to ensure our data is as current and accurate as possible.

With a focus on ensuring that as many eligible voters as possible were on the final Voters' List, we implemented strategies to support the 2022 enumeration process, which included leveraging technology such as our online portal voterlookup.ca, collaborating with our partners and providing awareness through a comprehensive educational campaign.

2022 Enumeration Highlights

Preliminary List of Electors (PLE)	2022	2018
Total number of eligible electors included in the PLE	10,601,433	9,407,285
Voter turnout	36.3%	38.29%
Total number of revisions processed	1,018,659	1,043,772
PLE accuracy for owners	92.61%	92.76%
PLE accuracy for non-owners	87.28%	82.83%

We are pleased to report that through our efforts and the efforts of municipalities and other stakeholders, the size of the 2022 PLE grew by almost **1.2 million** electors. Over 684,000 of these additions were gathered from Elections Ontario following the June provincial elections. The remainder of these additions came from voterlookup.ca, Elections Canada and updates to MPAC's assessment database.

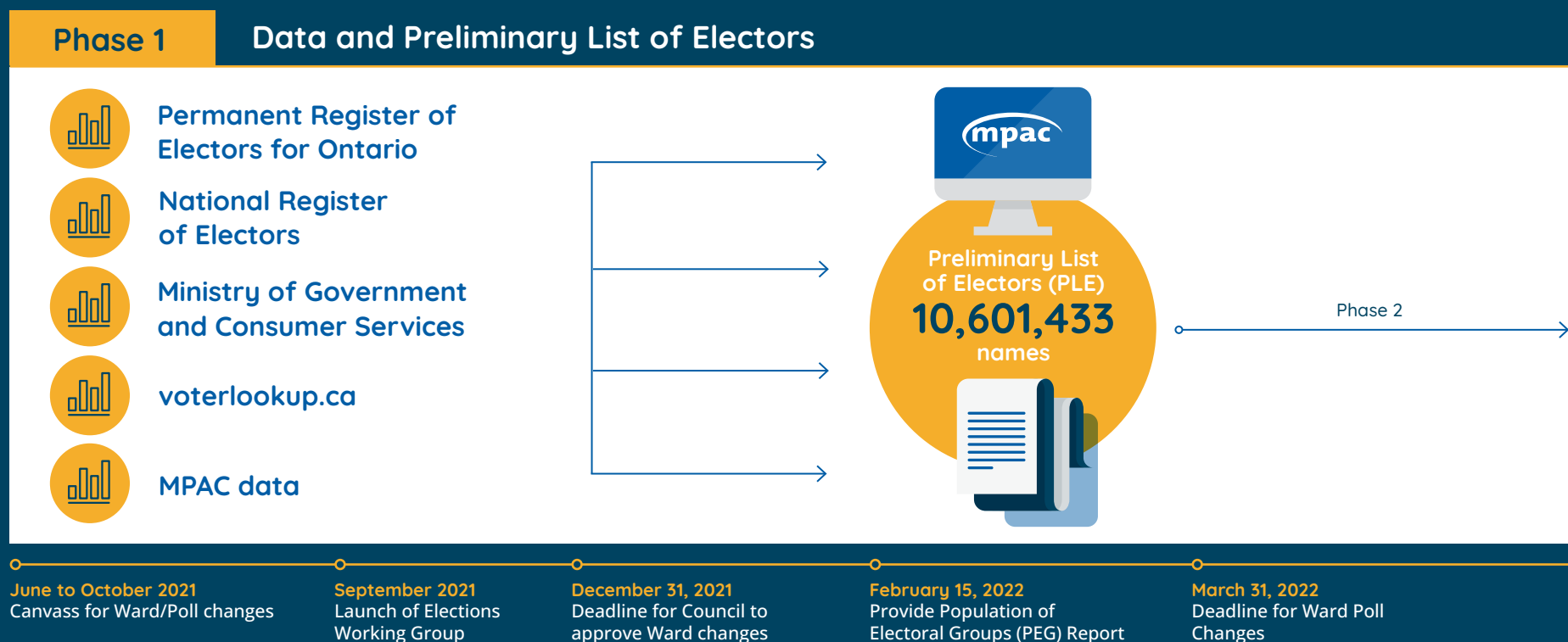
We also found that the gap between accuracy rates for owners and non-owners continued to close, with non-owner accuracy improving by almost five per cent compared to 2018. Also of note, we received over 25,000 fewer revisions following the 2022 elections than were received following the 2018 event.

This report provides a review of our 2022 enumeration campaign results as well as an overview of some of the tactics undertaken to achieve them. We also share our path forward as we transition responsibility for the PLE to Elections Ontario in 2024.

The Enumeration and Voters' List Process

Our Shared Accountability

Below is an illustration outlining the key role that each partner plays in the preparation of the Municipal Voters' List.



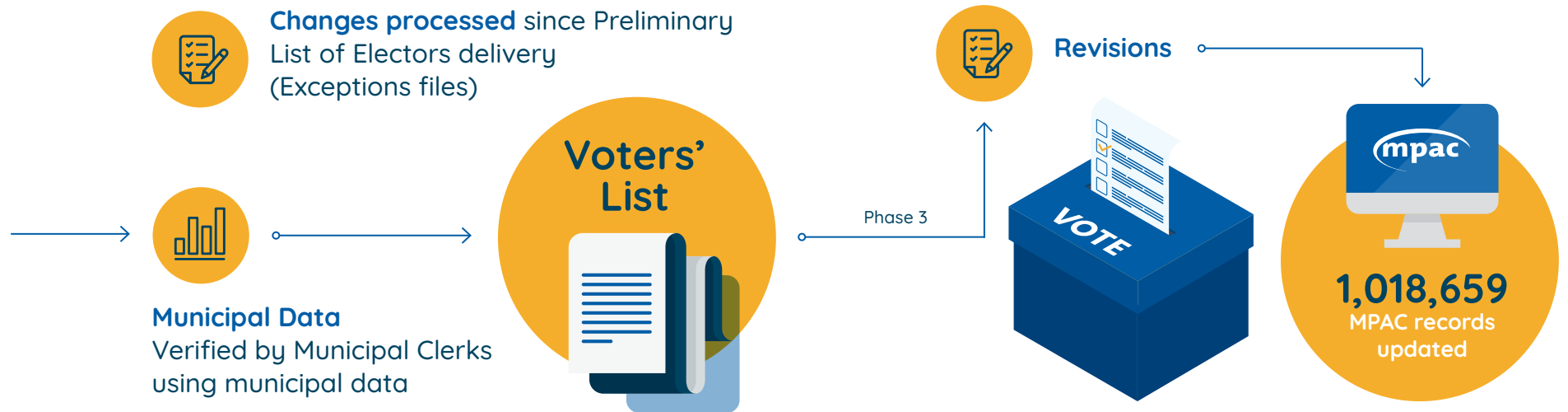


Phase 2

Voters' List

Phase 3

Post-Election



May/June 2022
Product Canvassing

August 2 or 22, 2022
Produce and deliver Electoral
Products (e.g. PLE)

September 9, 2022
Produce and deliver
Exception Files

October 24, 2022
Election Day

November 24, 2022
Voter List Revisions due

Voterlookup.ca

Taking into account key learnings from previous campaigns, we implemented a 2022 enumeration strategy that focused on three important areas: technology, partnerships and education.

Available year-round, voterlookup.ca provides electors with an easy way to confirm and update their information, add a name to an address or change their school support for electoral purposes.

To support the promotion and use of voterlookup.ca, MPAC created a comprehensive toolkit designed to help municipalities and school boards easily share information across a variety of platforms. The toolkit included key messages, newsletter, website and social media content, an educational video and buck slips. Feedback from municipalities led to the development of additional supports, including an embedded link button and a QR code.



Social Media Activity Between December 2021 and August 2022

MPAC promoted voterlookup.ca through an extensive educational and media outreach campaign. Digital ads in both English and French were launched as part of a paid social media push and our Property Inspectors shared promotional materials during field visits. Property Assessment Changes Notices included buck slips as well.



25
social posts

We shared **25 posts** across **Twitter**, **Facebook** and **LinkedIn**.



2
languages

A Facebook and Instagram paid ad campaign featured content in both **French** and **English**.



28.9
million views

Our social media campaign content was seen over **28.9 million** times.

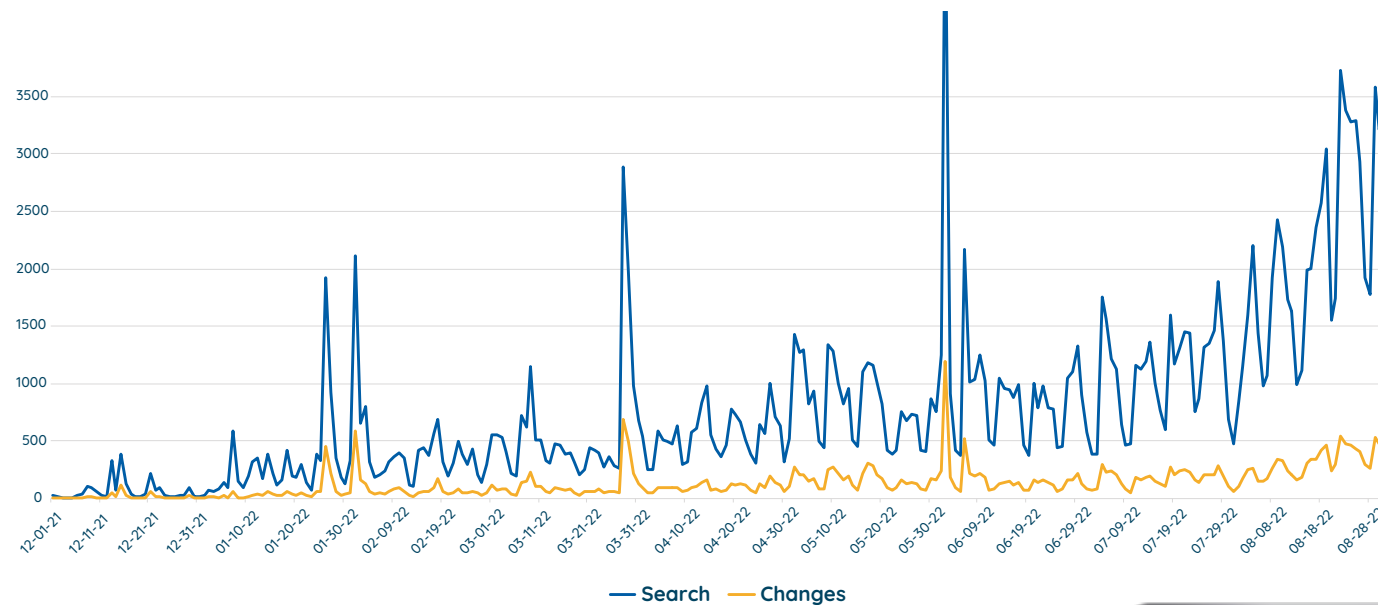
5 minutes online
can save a whole
lot of time.



To increase awareness and use of voterlookup.ca amongst new voters, tenants and boarders, we looked to renter, landlord and ratepayer organizations, as well as organizations with strong ties to post-secondary students to help share key messages.

With widespread promotional support from municipalities, our campaign efforts resulted in over **218,000** voterlookup visits. The graph below shows the overall number of portal visits in comparison to the number of revisions and additions made. It also shows a strong correlation between the activity level and our promotional efforts.

Overall Voterlookup Activity



Over 218,000

voterlookup searches

between December 2021 and August 2022





Data Impacting the PLE

MPAC makes use of all available data sources to ensure our database that produces the PLE is up-to-date and accurate. This includes:

- Regular updates from the National Register of Electors
- Updates from Elections Ontario and the Permanent Register of Electors
- Updates from the Ministry of Government Services on deceased persons
- Ongoing updates of data from MPAC's property assessment system
- Information collected through voterlookup.ca
- Application for Direction of School Support Forms
- Occupancy updates completed by MPAC's Customer Contact Centre

We also leveraged Elections Ontario data from the June 2, 2022 Provincial Election to add more than **684,000 electors** to our Names Database (and hence to the PLE). In addition, we captured more than 72,000 address corrections and updated the records of almost **14,000 individuals** with unconfirmed citizenship status to confirmed Canadian status.

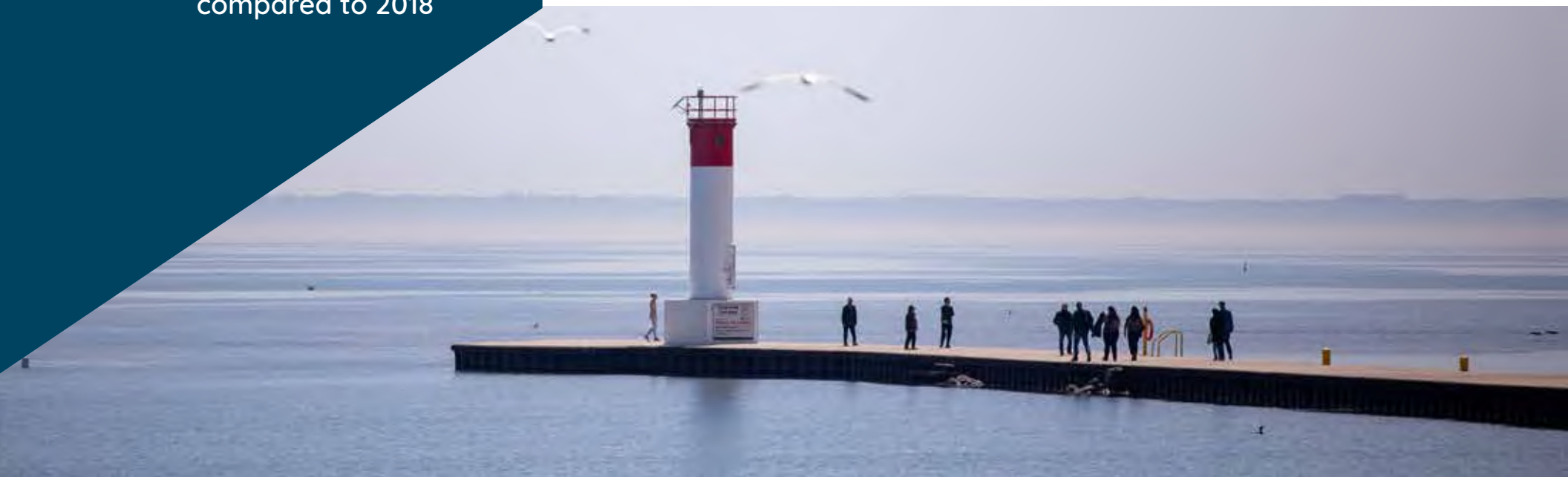
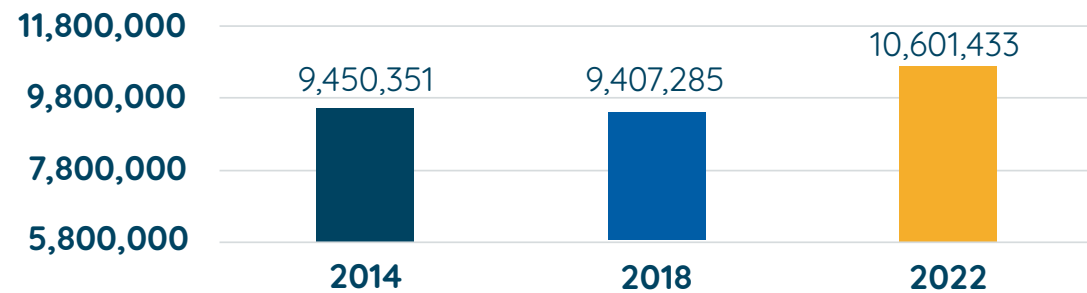
The Bottom Line

More People Data



Average growth in municipal PLE size for municipalities in 2022 compared to 2018

Province-wide PLE Count



Support to Our Municipalities

During the 2022 enumeration process, MPAC supported municipalities with the following:



Created and distributed a **voterlookup toolkit**



Designed a **handout to support Municipal Elections Staff** in understanding and explaining MPAC's role



3
Organized three municipal **webinars**



45

Arranged 45 **enumeration-focused presentations**



1,200

Addressed over 1,200 **enumeration-related enquiries** from municipalities



7,000

Managed more than **7,000 individual calls, chats or emails** through our customer call centre from Ontario residents in the six months leading up to the October elections to review or update their information



Our support continued into 2023 with the processing of post-election revisions related to moves, deletions, and changes. As a result, we processed **46,240** school support changes and added **221,000** individuals to our MPAC database of people data.

Transition to Elections Ontario

Responsibility for the PLE will transfer to Elections Ontario effective January 1, 2024. MPAC will retain responsibility for ongoing School Support Data Collection and delivery of the Population of Electoral Group reports to municipalities and school boards in 2026.

MPAC is committed to providing support to Elections Ontario during and after this transition. While voterlookup.ca will be discontinued by the end of 2023, Elections Ontario is currently making enhancements to its e-registration system in preparation for the next enumeration event.

PLE

January 1, 2024

The responsibility for the PLE will move to Elections Ontario on January 1, 2024.

School Support

January 1, 2024

The collection of school support information will remain MPAC's responsibility after January 1, 2024.

Modernization of School Support Data Collection

As part of our ongoing modernization efforts and in consultation with municipalities and school boards, we have improved our process for collecting school support information by launching an online School Support Portal. The portal enables residential property owners to update their school support designation information through AboutMyProperty™. Tenants registered with MPAC will follow a different path in the portal, similar to voterlookup.ca, to add or update their school support designation information.

A user guide in both English and French is available to assist users with step-by-step instructions on how to change or update their school support designation.

MPAC will also accept completed Application for Direction of School Support (ADSS) forms and has created a new electronic ADSS form based on feedback from school boards.



MPAC delivered a Preliminary List of Electors (PLE) to every Ontario municipality and electing school board in August 2022, ahead of schedule to support added time for municipal and school board review.

Leading up to these dates, the combined efforts of municipalities, Elections Ontario and MPAC resulted in the largest and most accurate PLEs to date. Thank you to our partners for a successful collaboration.

We would like to extend our appreciation to our Elections Working Group members for their continued support and sharing of insights and recommendations on how we could make the process valuable and engaging for the municipal sector. We are grateful for their participation, contributions and expertise.

Alana DelGreco
AMCTO

Tanya Daniels
Brantford

Danielle Manton
Cambridge

June Gallagher
Clarington

Brent Larmer
Cobourg

Martina Chait-Hartwig
Douro-Dummer

Nathalie Lentini
Elections Canada

Gabriel Romanescu
Elections Ontario

Gene Genin
Elections Ontario

Ximena Morris
Elections Ontario

Stephen O'Brien
Guelph

Sarah Hoffman
MMAH

Louise Lees
Marathon

Kimberly Kitteringham
Markham

Pamela Fettes
New Tecumseth

Andrea Coyne
Oakville

Kris Kurs
Ottawa

Milan Stevanovic
Ottawa

Jill Bellchamber-Glazier
Southwest Middlesex

Brigette Sobush
Sudbury

Krista Power
Thunder Bay

Evelyn Justiniano
Toronto

Tharshan Sundaramoorthy
Toronto

Zoe Middleton
Toronto



If you have any questions or would like more information about this report, please reach out to your local MPAC Account Manager.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



mpac.ca

August 23, 2023

CL 12-2023, August 17, 2023

CSC 8-2023, August 9, 2023

CSC-C 18-2023, August 9, 2023

DISTRIBUTION LIST

SENT ELECTRONICALLY

Referred Motion – Support for Association of Municipalities of Ontario (AMO) Municipal Code of Conduct Recommendations

CSC-C 18-2023

Regional Council, at its meeting held on August 17, 2023, passed the following recommendation of its Corporate Services Committee:

That Correspondence Item CSC-C 18-2023, dated August 9, 2023, respecting Referred Motion – Support for Association of Municipalities Ontario (AMO) Municipal Code of Conduct Recommendations, **BE RECEIVED** and the following **BE APPROVED**:

WHEREAS Bill 5, known as the “Stopping Harassment and Abuse by Local Leaders Act”, was an important piece of legislation to strengthen accountability for council members, but failed upon second reading in the Provincial legislature in May 2023;

WHEREAS Bill 5 was endorsed by over 170 municipalities in Ontario including the Niagara Region, recognizing the importance of aligning council conduct policies with workplace violence and harassment policies;

WHEREAS a safe and respectful work environment is a basic expectation for all Ontarians;

WHEREAS serving our communities in a leadership role is a privilege and a responsibility;

WHEREAS improving local public discourse will improve public confidence in local government and increase respect for our municipal institutions and the work we do;

WHEREAS democracy suffers when the public loses confidence in their representatives and institutions; and

WHEREAS the Ministry of Municipal Affairs launched consultation on strengthening municipal codes of conduct in March of 2021 without any further update.

NOW THEREFORE BE IT RESOLVED:

1. That Regional Council **SUPPORTS** the recommendations made by AMO that:
 - a) Codes of Conduct should be updated to include workplace safety and harassment policies;
 - b) Codes of Conduct should have an escalating enforcement mechanism through administrative monetary penalties that recognize local circumstances;
 - c) Integrity Commissioners should have better, standardized training to improve consistency of decisions across the province;
 - d) In the most egregious cases, such as harassment or assault, municipalities should be able to apply to a judge to remove a sitting member if recommended by an Integrity Commissioner;
 - e) A member removed under this process should be unable to sit in another election during the term of office removed and the subsequent term;
2. That Regional Council **URGES** the Ontario Government to table and pass legislation to make these changes as soon as possible;
3. That Regional Council **REINFORCES** that the time to act is past due as articulated and expressed by AMO; and

That this motion **BE CIRCULATED** to AMO and Niagara members of provincial parliament and local area municipalities.

A copy of CSC-C 18-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2023-091

Distribution List:

Association of Municipalities of Ontario (AMO)
Jeff Burch, Member of Provincial Parliament, Niagara Centre
Wayne Gates, Member of Provincial Parliament, Niagara Falls
Sam Oosterhoff, Member of Provincial Parliament, Niagara West
Jennie Stevens, Member of Provincial Parliament, St. Catharines
Local Area Municipalities



PORT COLBORNE

Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca
T 905.835.2900 ext. 106 F 905.834.5746
E saima.tufail@portcolborne.ca

Received August 24, 2023
C-2023-305

August 23, 2023

Honourable Doug Ford
Premier of Ontario
99 Wellesley St. W.,
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Honourable Doug Ford:

Re: Township of Selwyn – Short Term Rentals

Please be advised that, at its meeting of July 18, 2023, the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the Township of Selwyn – Short Term Rentals, be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

S. Tufail

Saima Tufail
Acting City Clerk

cc. Steve Clark, MMAH - minister.mah@ontario.ca
MP Michelle Ferreri - michelle.ferreri@parl.gc.ca
Local MP - dave.smithco@pc.ola.org
Ontario's Municipal Councils

June 29, 2023

Hon. Doug Ford
Premier of Ontario
Room 4620
99 Wellesley St. W.,
Toronto, Ontario M7A 1A1

Via Email: premier@ontario.ca

Please be advised that at its meeting held on the 27th day of June 2023, the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2023 – 143 – Notice of Motion – Short-Term Rentals

Councillor Brian Henry – Councillor John Boyko –

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the ‘traditional’ cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR’s can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR’s is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR’s are here to stay; and

Mailing Address
PO Box 270
Bridgenorth
Ontario K0L 1H0

Tel: 705 292 9507
Fax: 705 292 8964

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the Province;

That the Township of Selwyn request that the Province move forward as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, appropriately manage and be responsible for their listings and to compel compliance that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further

That the Province require the STR company to de-list/remove the property from the company's listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc...

That a copy of this resolution be sent to all Ontario municipalities for support as well as to Minister of Municipal Affairs and Housing Steve Clark, local M.P.P. Dave Smith and M.P. Michelle Ferreri.

Carried.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Megin Hunter

Megin Hunter
Office Assistant/Receptionist
mhunter@selwyntownship.ca

cc: steve.clark@pc.ola.org
 michelle.ferreri@parl.gc.ca
 dave.smithco@pc.ola.org
 All Ontario Municipalities

NOTICE OF PUBLIC MEETING
PROPOSED REGIONAL OFFICIAL PLAN AMENDMENT
Regional Road Allowance Widths

PURPOSE

The Regional Municipality of Niagara will hold a Public Meeting to discuss an amendment related to the schedule and policies for Regional road allowance widths in the Niagara Region Official Plan. The purpose of the Public Meeting will be for Regional Council to hear and consider public comments related to the proposed Regional Official Plan Amendment (ROPA), in accordance with the provisions of Section 17 of the *Planning Act* R.S.O. 1990, as amended.

PROPOSED CHANGE

An Amendment to the Niagara Region Official Plan is being undertaken to update the right-of-way widths identified in Schedule M (Road Allowance Widths) in order to better accommodate future growth forecasts based on the Region's transportation model, the roadway capacity outlined in the Region's Transportation Master Plan, as well as the planned projects listed in the Region's 10-year capital forecast.

Further, a new policy is proposed to be added to Chapter 5 (Connected Region) of the Niagara Official Plan, which would allow updates to Schedule M to be made without an amendment if alternate road allowance widths are approved through a completed Municipal Class Environmental Assessment.

The proposed ROPA applies to all Regional Roads within the Niagara Planning Area.

HAVE YOUR SAY

Public input on this proposed amendment is welcomed and encouraged. Any person or agency may attend and make representation at the Public Meeting and/or make written submissions.

PUBLIC MEETING

This Public Meeting is being held under the provisions of Section 17 of the *Planning Act*, R.S.O. 1990 at the following time and place:

DATE: **Wednesday, September 13, 2023**

TIME: **1:30 p.m.**

Hybrid meeting as part of the Region's Planning and Economic Development Committee Meeting. Both in-person and virtual attendance is planned.

LOCATION: **Niagara Region Headquarters**
Campbell West, Council Chambers
1815 Sir Isaac Brock Way
Thorold, ON

ORAL SUBMISSION

To provide input orally at the public meeting, either virtually or in-person, please pre-register with the Regional Clerk by sending an email to clerk@niagararegion.ca before 9 a.m. on **Friday, September 8, 2023**.

WRITTEN SUBMISSION

To provide written input to be considered at the public meeting, please either mail your comments to the Office of the Regional Clerk, Niagara Region, 1815 Sir Isaac Brock Way, Ontario, L2V 4T7, or email to clerk@niagararegion.ca by 9 a.m. on **Friday, September 8, 2023**.

Any written comments received either by mail or email and submitted to the Region, will be included in a future recommendation report prepared by staff for Council consideration, and will become part of the public record.

MORE INFORMATION

To view a live-stream of the meeting proceeding, without the ability to provide oral submissions, please visit www.niagararegion.ca/government/council.

A copy of the proposed amendment is available on the Region's website at www.niagararegion.ca/official-plan/amendments.aspx under ROPA 23-0001.

For more information about the proposed Regional Official Plan Amendment, including information on appeal rights, please contact:

Alexandria Tikky, MCIP, RPP

Senior Policy Project Manager

Niagara Region

1815 Sir Isaac Brock Way, PO Box 1042

Thorold, Ontario L2V 4T7

905-980-6000 ext. 3593

alexandria.tikky@niagararegion.ca

File Number: ROPA 23-0001

If you require any accommodations for a disability in order to participate in meetings or events, please let us know in advance so that arrangements can be made in a timely manner. Special accessibility accommodations and materials in alternate formats can be arranged by contacting **Niagara Region's Accessibility Advisory Coordinator** at 905-685-4225 ext. 3252 or accessibility@niagararegion.ca.

LEGAL NOTICE:

The Planning Act

- i. If you wish to be notified of the decision of the Council of the Regional Municipality of Niagara on the proposed official plan amendment, you must make a written request to the Clerk c/o Regional Clerk, Niagara Region, 1815 Sir Isaac Brock Way, P.O. Box 1042, Thorold, Ontario, L2V 4T7, or email clerk@niagararegion.ca. Such requests must include the name and address to which such notice should be sent.
- ii. If a person or public body would otherwise have an ability to appeal the decision of the Council of the Regional Municipality of Niagara to the Ontario Land Tribunal but the person or public body does not make oral submissions at the public meeting or make written submissions to the Regional Municipality of Niagara before the proposed Regional Official Plan Amendment is adopted, the person or public body is not entitled to appeal the decision.
- iii. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Regional Municipality of Niagara before the proposed Regional Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.
- iv. Any personal information is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13 and may be used in an appendix of a staff report, published in the meeting agenda, delegation list and/or the minutes of the public meeting and made part of the public record. The Region collects this information for the purposes of making informed decisions on the relevant issues and to notify interested parties of Council's decisions. It may also be used to serve notice of an Ontario Land Tribunal hearing. Information collected, used and disclosed is in accordance the **Municipal Freedom of Information and Protection of Privacy Act** (MFIPPA). Questions about this collection and disclosure should be directed to the Access and Privacy Office at 905-980-6000, ext. 3779 or FOI@niagararegion.ca.

Dated this 24th day of August 2023.

Council Resolution Form

Date: 17 Aug 2023

No: Resolution No.199-23

Moved By: Councillor Popkie
Seconded by Councillor Thomson

Disposition: CARRIED.

Item No: 12.08.2 Description: Request for Support - The Women of Ontario Say No

RESOLUTION:

Whereas, all Ontarians deserve and expect a safe and respectful workplace; and

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils; and

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

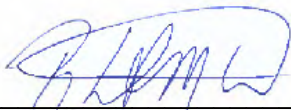
Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct; and


Now, therefore be it resolved that the Township of Greater Madawaska supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and

Also be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

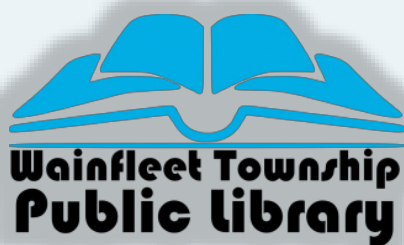
- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office



Rob Weir, Mayor



Robin Emon, Clerk



CHECK IT OUT @ YOUR LIBRARY

SEPTEMBER 2023 NEWSLETTER

Received August 24, 2023
C-2023-308

31909 Park Street, P.O. Box 118, Wainfleet, ON L0S 1V0

Phone: 905-899-1277 | Fax: 905-899-2495 | Website: www.wainfleetlibrary.ca



Hours:

Monday: 10:00 a.m. to 8:00 p.m.

Tuesday: 10:00 a.m. to 5:00 p.m.

Wednesday: 10:00 a.m. to 5:00 p.m.

Thursday: 10:00 a.m. to 8:00 p.m.

Friday: 10:00 a.m. to 5:00 p.m.

Saturday: 10:00 a.m. to 2:00 p.m.

Sunday: Closed

**The Library will be
CLOSED
for Labour Day
Monday, September 4**



Find us on:
facebook®



Children had a blast at our Summer Camps, Magic of Stories and FITastic programs.

Inside This Issue

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New and exciting things are happening at the Wainfleet Township Public Library!

One-on-One Computer Training



**First hour FREE!
\$10 per hour
thereafter**

1-hour training sessions can be tailored to a program or topic of your choice.

Contact library staff for more information!

Upcoming Wainfleet Community Events

Wainfleet Farmers' Market

Tuesdays from 3:00 - 7:00 p.m.

June 20 - September 12

Marshville Heritage Festival

September 2, 3 & 4, 2023

marshvilleheritagesociety.org



Wainfleet Fall Fair

September 21, 22 & 23, 2023

wainfleetfallfair.com

This year's theme: "Generations of Farming"

Please visit the Library's booth at the fair!

Valley of the Birdtail Author Talk (VIRTUAL)

Monday, September 25 from 6:30 - 7:30 pm - FREE

Listen to authors Andrew Stobo-Sniderman and Douglas Sanderson (Amo Binashii) discuss their award-winning book *Valley of the Birdtail: An Indian Reserve, a White Town, and the Road to Reconciliation*. Borrow the book to read in advance (also available on Libby).

Register here: <https://lppl.ca/event/valley-of-the-birdtail-author-talk-virtual/>



Visiting Library Service

Are you or someone you know unable to visit the Library due to health reasons and/or physical limitations? The Library offers a visiting Library service designed specifically for those who cannot come to the Library. For further information or to schedule deliveries to your home, please call the Library at 905-899-1277.



Wainfleet Township Public Library is part of Libraries in Niagara Cooperative (LiNC)

LiNC is a partnership of many Niagara public library systems to share resources and a catalogue system called Evergreen.

LiNC Public Libraries include: Lincoln Pelham, Fort Erie, Niagara-on-the-Lake, Thorold, Grimsby, Welland, Port Colborne, West Lincoln and Wainfleet.

If you have a Wainfleet Township Public Library Card you are automatically a LiNC cardholder. You can visit any LiNC library and borrow in person, or you can place holds and have items sent to Wainfleet for pick up. Items can be returned to any of the LiNC Libraries. Books and audiobooks can be borrowed for 3 weeks; magazines and DVDs can be borrowed for 1 week.

The Library catalogue allows you to search our Library or the entire LiNC catalogue. You can place holds, renew items, create reading lists and track your reading history.

To access the catalogue, go to www.wainfleetlibrary.ca and click on Catalogue in the upper right corner. To sign in, enter your library card number and your password is either the last 4 digits or last 7 digits of your phone number.

 Sign In

 CARD NUMBER

Library Card Number

 PASSWORD

Last 4 or 7 digits of phone #

☐ Stay signed in

Sign in

PROGRAMS

Programming Notice

To sign up for programs that require registration, please visit <https://wainfleetlibrary.ca/programs/current-programs>. In the event of high registration, preference will be given to Wainfleet residents first. If you have registered and are no longer able to attend, please contact the library so we can offer the space to someone else. We will use the registration forms to communicate registration status. If you are signing up for a waitlist it will be indicated at the top of the form. Once you've registered you will receive a message on screen that says ***"Thanks for registering! Staff will ONLY contact you if this program needs to be cancelled or there is insufficient registration numbers to proceed. See you at the program."*** This means you're in, otherwise the form will simply be closed if the program is full.

Drop-In Fall Fair Crafter Nights - Thursday, September 7 & 14 and Monday, September 11 & 18 from 6:00 - 7:30 p.m.

Join us for one or all of these drop-in sessions and finish off your already started Fall Fair crafts or create new ones using our left over art supplies. This program is for all ages (children under 5 must be accompanied by an adult.)

To check out the list of craft items you could create during one of these crafting sessions, visit Wainfleet Fall Fair's website at <http://wainfleetfallfair.com/2023-fair>.

Homeschool Craft - Friday, September 8 & 15 from 3:00 - 4:00 p.m.

Join us for one or all of these crafting programs just for our homeschool families. Registration required. Project details can be found in the registration form.



Fall Fair Booth - September 21, 22 & 23

The library will have a booth at the Wainfleet Fall Fair again this year. Stop by and visit our booth, learn more about the library, our services and upcoming fall programs. Don't forget to take a photo in our photo prop!

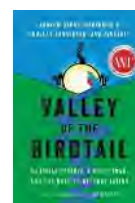


Fall Colouring Contest from September 21 - October 13

Come to the Library to pick up your copy of our fall colouring contest beginning September 21. Entries are due by 5:00 p.m. Friday, October 13.

Monday Evening Book Club - Monday, September 25 at 6:30 p.m.

This month's book is *Valley of the Birdtail* by Andrew Stobo-Sniderman and Douglas Sanderson (Amo Binashii). Each participant will be loaned a copy of the current book. Registration is required.



Afternoon BINGO - Tuesday, September 26 from 1:30 - 3:00 p.m.

Join us for an afternoon filled with FREE BINGO fun for adults of all ages. Many prizes available to be won. Please register by Monday, September 25.



Thursday Afternoon Book Club - Thursday, September 28 at 2:00 p.m.

This month's book is *The Call of the Wild* by Jack London. Each participant will be loaned a copy of the current book. Registration is required.



DIY Sunflower Wall Art - Thursday, September 28 at 6:00 p.m.

Join us and learn how to make a beautiful DIY Sunflower Wall Art! This program is for anyone ages 8+. Registration required by Monday, September 25.



Time for Tots and Craft - Thursday, October 5, 12 & 19 from 10:30 - 11:30 a.m.

Join us for stories, songs, activities and crafts for tots ages 4 months to 4 years and their caregivers. Spaces are limited, please register by Monday, September 25.



Summer Reading Club 2023

This year we had 72 children participate in our TD Summer Reading Club that included weekly in person Magic of Stories sessions. The 0-8 age group read a total of 1,778 books and the 9-12 age group read a total of 19,355 pages over the summer! The top readers of this year's program were:

In our 0-5 program - 1st Lola I., 2nd Eva M., 3rd Finnegan G.

In our 6-8 program - 1st Ashton I., 2nd Henry F., 3rd Tied Becca W. & Ethan N.

In our 9-12 program - 1st Mikayla B., 2nd Quinn B., 3rd Abby W.

Our Bookmark Contest winners were 0-5 Ellis A., 6-8 Emmett A., 9-12 Abby W.

The bookmarks will be available in October for Canadian Library Month. Every participant received a free book to add to their home library. Congratulations on a great summer of reading!



Summer Camp @ Your Library!

145 campers had a lot of fun this summer! Our summer camps include crafts, activities, outdoor time and a snack. Registration for summer camp opens mid June each year. Check back next June to see what's coming for Summer 2024. Special thanks to our camp leaders Ireland and Brianna for their work in making this program a continued success.



FITastic Drop-in Playtime

We had 262 participants in our FITastic program throughout the summer!

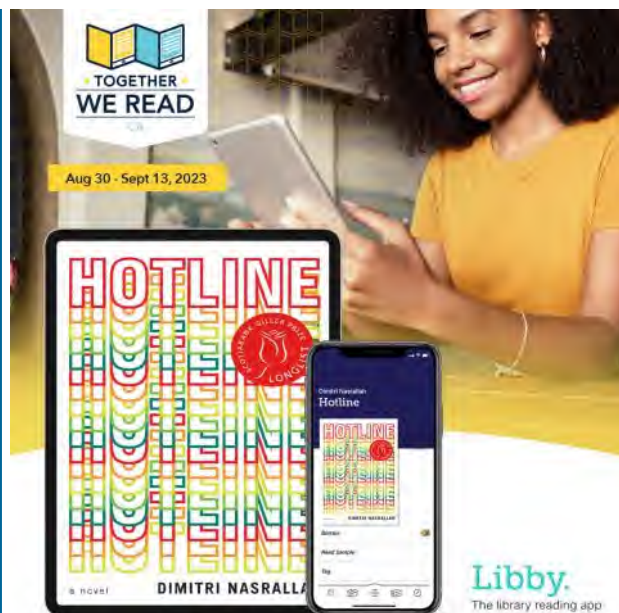
Children (and adults) came out to the Wainfleet Arena and stayed fit all summer!

Attention: Kindergarten - Grade 8 Teachers Class Visit Program



Our class visit program is a great way to introduce students to the informational and recreational resources available to them at their public library. Our goal is to provide children with a positive library experience to develop and nurture a life-long love of reading and learning. We encourage you to take advantage of these programming opportunities. The teachers and students who have come for class visits have provided us with positive feedback and continue to use the service on a monthly or bi-weekly basis.

Please contact Carrie in person at the Library or by phone 905-899-1277 ext. 281 or email at cmayr@wainfleetlibrary.ca to schedule a class visit or if you require any additional information.



COMMUNITY NOTICE



A Child's World is excited to announce the expansion of Country Kids in the new Wainfleet Elementary School. We will be offering Infant, Toddler and Preschool spaces starting September 2024. We will continue offering Kinder and Schoolage before and after school care. If you are interested in care, please register your child on the Onelist on the Niagara Region website.



NEW LIBRARY MATERIALS

Adult Fiction Books



Adult Non-Fiction Books



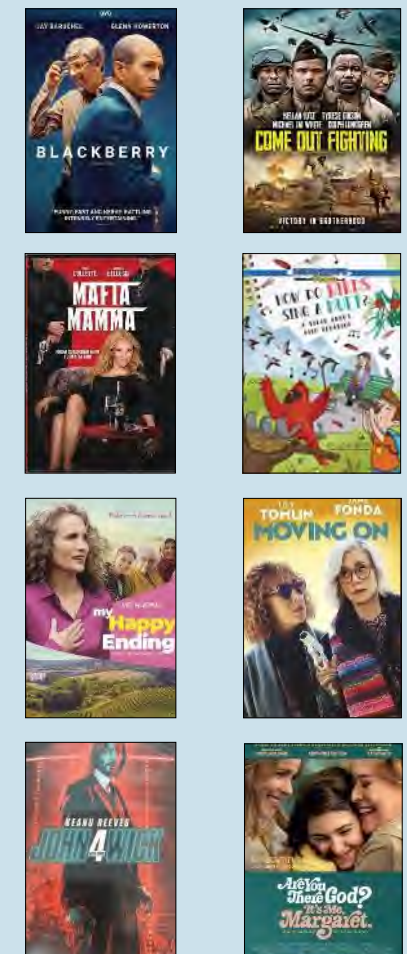
Juvenile & YP Fiction Books



Juvenile Picture Books



DVDs





MISSION STATEMENT

The Wainfleet Township Public Library Board guarantees equitable access to all with diverse opportunities for personal enrichment and lifelong learning.

LIBRARY STAFF

Lorrie Atkinson, CEO/Chief Librarian
latkinson@wainfleetlibrary.ca

Carrie Mayr, Library Programmer
cmayr@wainfleetlibrary.ca

Cheryl Davis-Catchpaw, Secretary/Library Clerk
cdavis-catchpaw@wainfleetlibrary.ca

Dianne Boru, Library Clerk
dboru@wainfleetlibrary.ca

Rosalie Kasm, Library Clerk
rkasm@wainfleetlibrary.ca

Kayla Spark, Student Page

Dariusz Zelichowski, IT Specialist
darius@wainfleet.ca



LIBRARY BOARD

Lynn J. Hunt
Chairperson

Lynn Gibson
Vice-Chairperson

Joan Anderson
Council Representative

Lois Johnson
Trustee

Chris Summerhayes
Trustee

Library Board meetings are held the second Wednesday of February, April, May, June, September, October, November and December and are open to the public.

September 2023

Sun Mon Tue Wed Thu Fri Sat

					1	2 Marshville Heritage Festival
3 Marshville Heritage Festival	4 Library Closed - Labour Day Marshville Heritage Festival	5	6	7 6 p.m. Fall Fair Crafter Night (Drop-in)	8 3 p.m. Homeschool Craft	9
10	11 6 p.m. Fall Fair Crafter Night (Drop-in)	12	13 10 a.m. Library Board Meeting	14 6 p.m. Fall Fair Crafter Night (Drop-in)	15 3 p.m. Homeschool Craft	16
17	18 6 p.m. Fall Fair Crafter Night (Drop-in)	19	20	21 Colouring Contest Begins Wainfleet Fall Fair	22 Wainfleet Fall Fair	23 Wainfleet Fall Fair
24	25 6:30 p.m. Evening Book Club 6:30 p.m. Valley of the Birdtail Author Talk	26 1:30 p.m. Afternoon BINGO	27	28 2 p.m. Afternoon Book Club 6 p.m. DIY Sunflower Wall Art	29	30

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August 24th, 2023

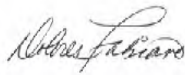
Good Afternoon Meredith. I am reaching out to you to see if the Township of Wainfleet would be interested in co-sponsoring a monthly coffee club for our Port Colborne-Wainfleet Chamber members, and other local businesses.

We are setting up monthly coffee clubs across South Niagara. We will be establishing a consistent day of the month for each community (i.e. third Wednesday), from 8:30 am to 9:30 am. The intent would be for members and community leaders to share a coffee and have some informal conversations. It would be a drop in scenario, with people coming and going throughout the hour.

Our staff would create the marketing materials and promote it to our membership, as well as being onsite for the coffee hour. As sponsors you would provide the venue and the coffee. If you would like to feature different municipal owned venues, we would be happy to move around. We would like to alternate between Port Colborne and Wainfleet, making both municipalities co-sponsors.

We believe this would be a great opportunity for us to work together and really create an experience for local business leaders, and community leaders to connect. I respectfully submit this request for Council's consideration. As always thank you for your assistance!

Kindest regards,



Dolores Fabiano
Executive Director