



COUNCIL INFORMATION PACKAGE

SUMMARY

JULY 22, 2022

1. **C-2022-152**
Correspondence dated July 18, 2022 from ADR Chambers, Integrity Commissioner Office respecting Annual Report- IC- 18287-0622- April 17, 2021- April 16, 2022.

2. **C-2022-153**
Correspondence dated July 12, 2022 from TRP Construction respecting Monthly Summary Report No. 02 – Wainfleet Central Fire Station



ADR
C H A M B E R S

Integrity Commissioner Office
for the Township of Wainfleet

Received July 19, 2022
C-2022-152

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

July 18, 2022

SENT BY EMAIL TO:

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

**Re: Township of Wainfleet Integrity Commissioner
Annual Report- IC- 18287-0622- April 17, 2021- April 16, 2022**

Dear Ms. Ciuffetelli:

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 fourth operating period of the Agreement covering the period April 17, 2021 – April 16, 2022.

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 three 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 which was completed in a quick and cost-effective manner.

Cost

The cost to the municipality for my services during the year under review was accordingly limited to the sum of \$787.50 plus HST (including the preparation of an Annual Report and Responding to a Request for Advice).

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. The results of that effort appear to have borne fruit but no-one can predict when another significant matter (and expenditure) may arise. I would therefore 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

As a result of our experience during the past four years, it is respectfully suggested that Council consider the following issues on a going forward basis:

- The provisions of Bill 68 came into force on March 1, 2019 and contain some significant amendments to the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act* which affect the role and powers of the Integrity Commissioner and the obligation of Members under the Township's Code. I have already conducted a comprehensive education seminar on the Code in 2019 for all Members of Council and senior staff, but would once again suggest that an *in camera* education seminar with the IC might be scheduled in the future in order to (once again) familiarize all Councillors with the effect of these new amendments as well as emphasizing our experience with evolving issues such as the importance of not disclosing confidential information in accordance with the requirements of the Code. In my view, you should look at doing this when the next elected Council is in place - December, 2022 or early 2023.
- It also might also be of some value if Councillors could have at least some personal interaction with the Integrity Commissioner (in the form of an education seminar) so that Requests for Advice and subsequent complaints are not dealt with in a vacuum.
- The content of the Township's Code of Conduct is also 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. There are 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.

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.

- On March 5, 2021, The Ontario Government launched a Consultation process to "Strengthen Municipal Codes of Conduct" with the objective of eliminating "workplace harassment or discrimination of any kind". The Consultation process was led by Ms. Jill Dunlop the Associate Minister of Children's and Women's Issues.

It is likely that the results of this consultation process will lead to further statutory obligations being placed on municipalities and their Councils and that the duties and powers of an Integrity Commissioner will be expanded to deal with matters arising out of these new measures.

Council should be aware of this impending development and make appropriate plans to deal with any new obligations once they are announced as it is anticipated these measures will affect the scope of the Code; the role of the IC; and inevitably, the cost of administering this program.

Summary

It has been a pleasure to assist the Township and its Members of Council (for now four 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', written in a cursive style.

Edward T. McDermott
Integrity Commissioner for the Township of Wainfleet

Monthly Summary Report No. 02 – 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:	June 1 st , 2022, to June 30 th , 2022		
Report Date:	July 12, 2022	UEM Project #21-800	
Circulation:	Township of Wainfleet Morgan Alcock Shawn Shutten	Mallory Luey William Kolasa	Revision: Final

Contents

1.0	Project Budget.....	3
2.0	Project Schedule	3
2.1.	Monthly Schedule	3
2.2.	Substantial Completion and Occupancy	3
2.3.	Township Responsibilities.....	4
2.4.	Monitoring Construction Progress.....	4
2.5.	Summary of Key Dates	5
3.0	Front End Documentation and Responsibilities.....	6
3.1.	Building Permit & Site Plan Approval.....	6
3.2.	General Requirements	6
3.3.	Environmental Requirements & Approvals	6
3.4.	Services from Other Agencies	7
4.0	Major Activities Completed/Ongoing	7
5.0	Forecasted Cash Flow	8
6.0	Proposed Change Orders (PC).....	9
7.0	Request For Changes (RFCO) – Contractor	10
8.0	Potential Changes of Significance	10
9.0	Approved Change Orders (CO).....	11
9.1.	Soil Conditions	11

9.2.	Design Team Errors, Omissions, Design Change.....	12
9.3.	Township Requested Change.....	12
9.4.	Address Existing Conditions.....	13
9.5.	Credits.....	13
10.0	Change Directives (CD).....	13
11.0	Cash Allowance Authorization (CAA).....	14
12.0	Cash Allowance Draws (CAD).....	15
13.0	Certificate of Payments Summary.....	16
14.0	Supplemental (Site) Instructions (SI).....	16
15.0	Request for Township Information (RFTI).....	16
16.0	Status of Project Budget.....	17
17.0	Potential Project Risks.....	18
18.0	Other Project Matters.....	20
19.0	Close Out Documents.....	20
20.0	Consultant & Subcontractor List.....	21
21.0	Wainfleet Central Fire Station Floor Plan.....	22
22.0	Site Pictures.....	23
	Project Fact Sheet.....	25

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	\$315,000
Pre-Construction Township Activities	\$8,100
Owners Allowances	\$686,100
Advisory Services	\$686,100
Project Budget	\$7,658,900

2.0 PROJECT SCHEDULE

The CCDC-2 contract, including amendments to the CDC-2 between the Township of Wainfleet and TRP Construction General Contractors Construction (the Contractor), included that specific works were to be completed on a “date certain basis”. In executing the contract.

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. And provided an updated schedule on June 28th, 2022, which provided the following updates:

- Revised Earthworks tasks due to an operator’s union strike and delays delivering equipment to site
- Revised all subsequent tasks to reflect the delayed earthworks by two to three weeks.

The anticipated substantial completion date has been revised to May 25th, 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 such as:

- 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

The Township must prepare a Fire & Life Safety Plan for the new Central Fire Station to satisfy the conditions of the occupancy permit

To assist the Township in its preparations for occupation and building operations, UEM will prepare two schedules:

- Owner Responsibilities for Building Operations, and
- Occupancy Schedule.

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, and project risks.

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 12 th , 2022
Permanent Power	August 30 th , 2022
In-Floor Heating Rough-in	September 14 th , 2022
Masonry Block	October 20 th , 2022
Roof Trusses	October 10 th , 2022
Aluminum Windows	October 25 th , 2022
Overhead Doors	October 27 th , 2022
Mechanical Rough ins	December 12 th , 2022
Electrical Rough ins	December 15 th , 2022
Drywall	March 2 nd , 2023
Concrete Floor Polishing	March 27 th , 2023
Electrical Devices & Fixtures	April 6 th , 2022
Plumbing Fixtures	April 25 th , 2022
Fire Alarm Verification	May 18 th , 2023
Occupancy	May 19 th , 2023
Substantial Completion	May 25 th , 2023

On June 22nd, 2022, the contractor advised zero (0) 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 been no 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)

MTO 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

The Township is responsible to prepare the Facilities’ Fire & Life Safety plan prior to occupancy.

- **Outstanding**

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. Asbestos contain materials were found and abated in the structures to be demolished.

3.4. SERVICES FROM OTHER AGENCIES

Electrical Connections – Hydro One

- **In Process** – Application forms for temporary service submitted to Hydro One on June 6th, 2022

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

- **Incomplete** - Schedule TBD

Internet Services Provider

- **Incomplete** - Schedule TBD

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

5.0 FORECASTED CASH FLOW

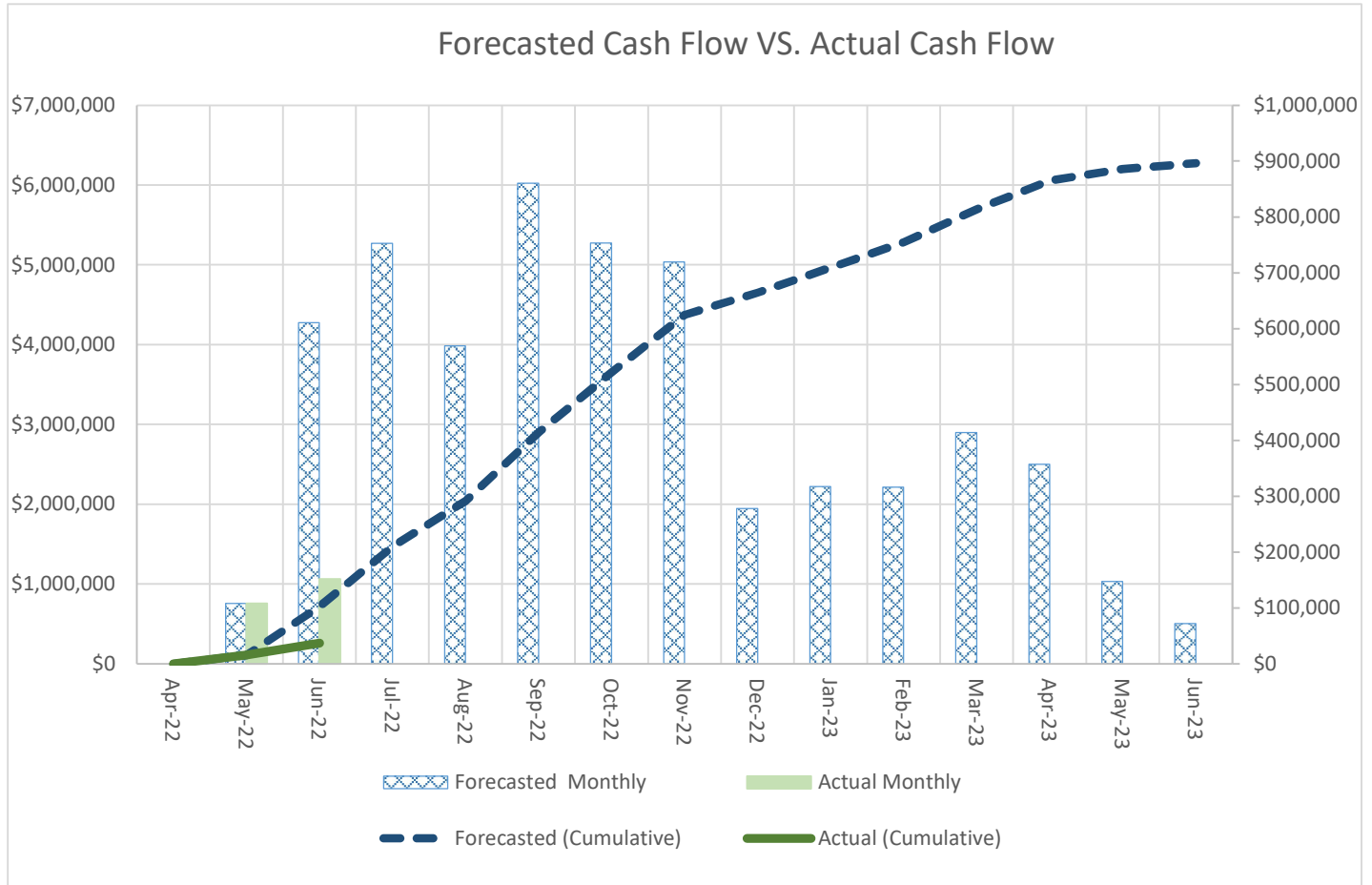
The TRP Construction contract includes the Wainfleet Central Fire Station construction (\$5,950,000) and allowances (\$325,000) for Testing and Inspection, Door Hardware, Interior Signage, Hydro & Gas Services, Security, Construction Rubble, Window Covers Project sign Board, and Commissioning for a total 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		
August	\$2,040,300		
September	\$2,900,950		
October	\$3,654,350		
November	\$4,373,750		
December	\$4,651,550		
2023			
January	\$4,968,550		
February	\$5,284,550		
March	\$5,698,717		
April	\$6,055,800		
May	\$6,203,000		
June	\$6,275,000		

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



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

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-04	Jun. 13/22	Revised Light Fixture Type	Cancelled for PC 4.0

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.

There are no project changes with significant cost implications that are currently in the analysis and costing processes.

9.0 APPROVED CHANGE ORDERS (CO)

The total cost of approved Change Orders and Change Directives is \$8,318.65 which is approximately 0.1% of the awarded contract cost (\$6,275,000). Changes required because of design team issues is 0.1% 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	\$9,361.83	100.0%	0.1%
Owner Requested	\$0.00	0.0%	0.0%
Address Existing Conditions	\$0.00	0.0%	0.0%
Other	\$0.00	0.0%	0.0%
Credits	(\$1,043.18)	N/A	N/A
Total Change Orders to Date	\$8,318.65		

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)	\$0.00	0.0%	0.00%
Structural (S)	\$0.00	0.0%	0.00%
Electrical (E)	\$2,085.59	22.3%	0.00%
Mechanical (M)	\$0.00	0.0%	0.00%
Civil (C)	\$0.00	0.0%	0.00%
Other (O)	\$7,276.24	77.7%	0.01%

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
Sub-Total Errors, Omissions, Design Changes Change Orders						\$9,361.83
Percentage of Total Change Orders						0%

9.3. TOWNSHIP REQUESTED CHANGE

CO #	Change Orders to Original Contract	PC Reference	Date CO Issued	Date Approved	Cost/(Credit)
Sub-Total Owner Requested Change Orders					\$0.00
Percentage of Total Change Orders					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)
Sub-Total Credit Change Orders					(\$1,043.18)

10.0 CHANGE DIRECTIVES (CD)

CD #	Change Directives to Original Contract	Date CD Issued	CO Reference	Cost/(Credit)
Total Change Directives				\$0.00

11.0 ALLOWANCE DISPERSAL (AD)

Section 12.0 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

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 on Certificate of Payment 2 is \$48,743.06 against the Allowance Budget of \$325,000.

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	\$0.00	\$0.00	\$46,350.00
Door Hardware (AD-02)	\$250.00	\$0.00	\$0.00	\$250.00
Testing & Inspection	TBD	\$0.00	\$0.00	n/a
Hydro & Gas (AD-03)	\$1,571.06	\$0.00	\$0.00	\$1,571.06
Surveying	TBD	\$0.00	\$0.00	n/a
Security Control	TBD	\$0.00	\$0.00	n/a
Construction Rubble (AD-04)	\$572.00	\$0.00	\$0.00	\$572.00
Window Coverings	TBD	\$0.00	\$0.00	n/a
Wayfinding Signage	TBD	\$0.00	\$0.00	n/a
Project Sign Board	TBD	\$0.00	\$0.00	n/a
Commissioning	TBD	\$0.00	\$0.00	n/a
Total Allowance in Contract (A)	\$325,000.00	-	-	-
Total Approved CAD's (B)	\$48,743.06	\$0.00	\$0.00	\$48,743.06
Difference (A - B)	\$276,256.94	-	-	-

* 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. 02”, Draw 2 for the period ending June 30th, 2022, was issued by the Architect on June 28th, 2022, and recommended for payment by UEM on June 29th, 2022, for the Wainfleet Central Fire Station project. The amount payable excluding HST is \$136,785.44. The schedule of Certificate of Payments received and recommended is as follows. All figures 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	\$6,177,890.00
\$136,785.44 (CoP No. 02 for Jun. '22)	\$259,883.82	\$6,283,318.65	\$25,988.38	\$6,049,423.21

14.0 SUPPLEMENTAL (SITE) INSTRUCTIONS (SI)

SI	Date Issued	Description

15.0 REQUEST FOR TOWNSHIP INFORMATION (RFTI)

RFTI	Date Issued	Description	Status

16.0 STATUS OF PROJECT BUDGET

The status of the project budget and costs (excluding HST) to May 31st, 2022, 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	\$251,565
A2. Construction Allowances (By Competitive Bid)	\$325,000	\$0
Construction Contingency	\$315,000	\$8,319
A3. Pre-Construction Township Activities	\$8,100	\$7,979
B. Owners Allowances	\$686,100	\$477,380
C. Advisory Services	\$374,700	\$115,072
TOTAL PROJECT BUDGET	\$7,658,900	\$860,315

17.0 POTENTIAL 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 2022/2023 is considered in rating the 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.

- **Risk to Project: Low**

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. Several key trades are poised to strike that could impact the Central Fire Station project (masons, general labourers, glazers).

- **Risk to Project: Moderate**

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

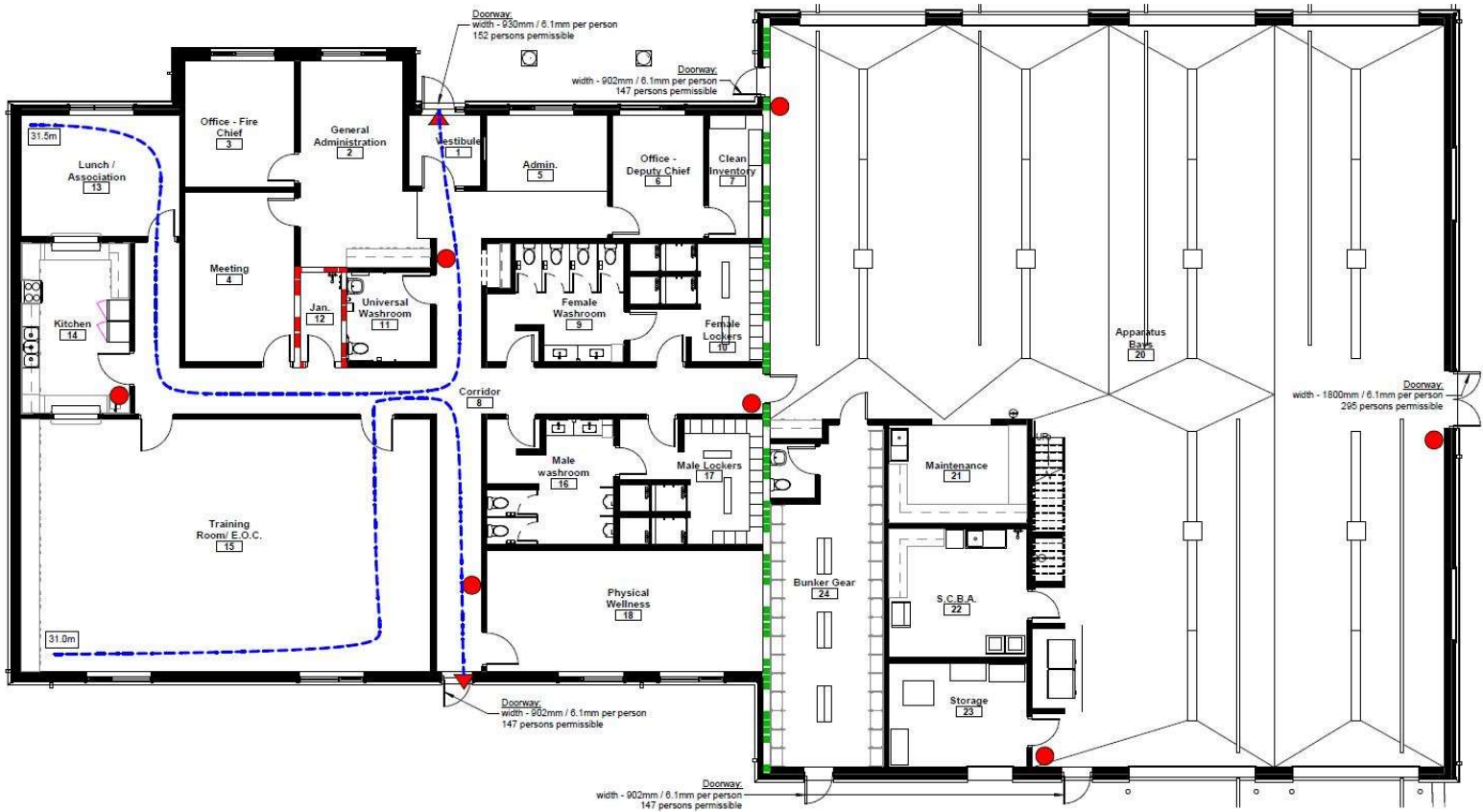
There are four significant milestones at the end of a construction project that must be addressed to permit occupancy:

- 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**
 - **Submission of Fire & Life Safety Plan** (Owners responsibility)
- Architectural/Civil, Electrical, Mechanical and Structural As-Built Drawings
 - **Construction in Progress**
- Operation and Maintenance Manuals
 - **Construction in Progress** – Draft O&M submissions with architects for review

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	TBD	-
Testing & Inspection	TBD	-
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	C.R. Sanders Inc.	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



Stripping Topsoil



New Site Entrance Constructed



Excavation for Footings



Forming and Reinforcing of Footings

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	May 19 th , 2023
Substantial Completion	May 25 th , 2023