



# COUNCIL INFORMATION PACKAGE

## SUMMARY

APRIL 21, 2023

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1. **C-2023-117**  
Correspondence dated February 27, 2023 from the Town of Grimsby respecting a motion regarding Changes to the Municipal Heritage Register.
2. **C-2023-118**  
Correspondence dated April 13, 2023 from the Canadian National, addressed to the Hon. Lisa Thompson, Minister of Agriculture, Food & Rural Affairs respecting municipal drain work and assessments.
3. **C-2023-119**  
Correspondence dated April 17, 2023 from the Town of Cobourg with respect to the Town of Essex and the Town of Plympton-Wyoming's resolution regarding the Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales.
4. **C-2023-120**  
Correspondence dated April 17, 2023 from the Town of Cobourg with respect to the Town of Plympton-Wyomings resolution regarding Reducing Municipal Insurance Costs.
5. **C-2023-121**  
Correspondence dated April 18, 2023 from the City of Port Colborne to The Honourable Doug Ford respecting a resolution of support of the Municipality of North Perth's resolution regarding School Bus Stop Arm Cameras.
6. **C-2023-122**  
Correspondence received April 18, 2022 from the Township of West Lincoln providing a Notice of Public Meeting for Planning Matters with respect to a Proposed Township Official Plan Amendment No. 65 to Implement Provincial Changes (Bill 109, Bill 23 and others)
7. **C-2023-123**  
Correspondence received from the Niagara Peninsula Conservation Authority respecting notice of Public Information Session respecting a review of Draft Final Plan Floodplain Mapping Reports for Beaver Creek and Big Forks Creeks.
8. **C-2023-124**  
Correspondence received from Len Aarts from the Welland River Flood Plain Association respecting a request for fees to waived for the Moore Room Rental for their annual AGM held April 12, 2023.

9. **C-2023-125**  
Correspondence dated April 11, 2023 from Urban & Environmental Management Inc. (UEM) respecting Monthly Summary Report No. 11 – Wainfleet Fire Station



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk  
160 Livingston Avenue, Grimsby, ON L3M 0J5  
**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010  
**Email:** [bdunk@grimsby.ca](mailto:bdunk@grimsby.ca)

February 27, 2023

438 University Ave  
6<sup>th</sup> Floor  
Toronto, ON  
M7A 1N3

SENT VIA E-MAIL

Attention: Hon. Neil Lumsden, Minister of Tourism, Culture and Sport

**RE: Changes to the Municipal Heritage Register**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 6, 2023 passed the following resolution:

WHEREAS the Municipal Heritage Register is an important tool for the preservation and protection of cultural heritage properties within the Town of Grimsby and throughout the province of Ontario;

WHEREAS cultural heritage properties are those which have potential cultural heritage value or interest but have yet to been formally evaluated as per the process prescribed in the Ontario Heritage Act;

WHEREAS listed properties are labelled as such as they are 'listed' in the Town of Grimsby's Municipal Heritage Register, which identifies all municipally-recognized cultural heritage resources;

WHEREAS the Municipal Heritage Register allows municipalities to regulate demolition on properties protected under section 27 of the Ontario Heritage Act, ensuring that their cultural heritage value is preserved for future generations;

WHEREAS "listing" a property on the municipal heritage register recognizes a property's cultural heritage value, and is generally less complex, time-consuming, and

economically burdensome to local municipalities than pursuing the designation of a property as outlined within the existing process, which requires extensive research and documentation;

WHEREAS the “listing” of properties on the Municipal Heritage Register provides a measure of protection, ensuring that these properties cannot be demolished without the approval of the municipality;

WHEREAS it is important to list properties of cultural heritage value or interest, including those that are not currently designated, in order to ensure their preservation for future generations;

WHEREAS the 60-day demolition provision in the Ontario Heritage Act provides a short time frame for the municipality to consider the heritage value of a property before it may be demolished;

WHEREAS the new requirements of the Ontario Heritage Act mandate the assessment of an unreasonable amount of resources for a local municipality within a 2-year timeline;

WHEREAS the new requirement of removal after the 2-year anniversary leaves resources exposed, and unprotected for up to 5 years;

WHEREAS the new requirements do not allow the municipality to further assess our nationally significant resources, more specifically resources connected to the War of 1812, our indigenous communities and culture, people of colour, LGBTQ+, and impacts our community’s commitment to ensure preservation of our inclusive history.

THEREFORE, BE IT RESOLVED that the Council of the Town of Grimsby addresses this resolution to the government of the Province of Ontario, affirming the importance of the Municipal Heritage Register and its role in preserving the cultural heritage of municipalities throughout the province;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby encourages the government of the Province of Ontario to make changes to the Ontario Heritage Act which promote the retention and expansion of the Municipal Heritage Register, including

the listing of properties of cultural heritage value or interest that are not currently designated;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby encourages the government of the Province of Ontario to change the Ontario Heritage Act to protect the 60-day demolition provision indefinitely, rather than for a maximum of 2 years in order to provide adequate time for the municipality to consider the heritage value of properties before they may be demolished;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby circulate this notice of motion to the municipalities of Ontario for endorsement and circulation to the Province.

If you require any additional information, please let me know.

Regards,

A handwritten signature in cursive script, appearing to read "Bonnie Nistico-Dunk".

Bonnie Nistico-Dunk  
Town Clerk

cc. All Ontario Municipalities



Canadian National

Canadien National

**Janet Drysdale**  
Senior Vice-President & Chief  
Stakeholder Relations Officer

Première vice-présidente et chef des  
Relations avec les intervenants

935 de La Gauchetière Street West  
Floor 16  
Montreal, Quebec H3B 2M9  
Telephone: (514) 399-4333

935, rue de La Gauchetière ouest  
16<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Téléphone: (514) 399-4333

April 13, 2023

**VIA EMAIL**

Hon. Lisa Thompson  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, ON M7A 1B3

Re: Drainage Issue in Ontario

Dear Minister Thompson,

I trust that this correspondence finds you well. I am communicating to you today as CN's recently appointed Senior Vice President & Chief Stakeholder Relations Officer, responsible for overseeing public and government affairs. I have engaged with my team and am up to date with respect to the ongoing drainage file.

I am aware that our decision not to pay for assessments made under the Ontario *Drainage Act* has led some municipalities to seek your support in asking federally regulated railways to change our approach and accept to pay. I am also aware that many have written to Minister Alghabra to express the same position. I want to take this opportunity to explain our perspective and avoid any misunderstanding respecting the reasons why we made that decision.

Adequate drainage of railway infrastructures is a safety concern and the management of water in proximity to our right of way remains a serious consideration. We have our own protocols in place to ensure that our rights of way are unobstructed and that their structure remains solid to safely operate our trains. We also understand the need for municipalities to have in place systems which ensure that lands within their jurisdiction are also adequately drained. It is against this background that we recently reviewed costs assessed to CN by municipalities. We were surprised to notice that many assessments exceeded the benefit CN derives from drainage works. In some instances, very high costs are assessed to CN even though our right of way is properly drained through our own systems of culverts and ditches located within our right of way. It is for this reason that we decided to cease payments, understanding that we remain prepared to assume our share of the costs where we benefit from the municipal infrastructure.

This position is consistent with our regulatory framework which applies to federal railways across Canada. On our network of approximately 14,000 miles, we have many Board orders or agreements made with municipalities respecting utility crossings and we remain available to discuss arrangements which are in line with that framework.

Unfortunately, we have not been able to agree with municipalities about this matter, as they all insist that we comply with the assessments. In the interest of transparency and given that this issue has been ongoing for some time, I am writing to inform you that CN will apply to the Canadian Transportation Agency respecting the apportionment of costs that ought to be determined in the case of one municipality.

We have not taken this decision lightly, but in the absence of negotiated settlements, this is the only option available to bring finality to the matter. We continue to believe that municipalities should accept to discuss with us the cost apportionment of drainage infrastructures on a basis consistent with the benefit derived. I assure you of our commitment towards amicable solutions with municipalities interested in that option.

We will continue to keep your office informed as this process progresses. We remain available to you should you have any questions or need of further information.

Sincerely,



Janet Drysdale

CC: Colin Best, AMO President  
Robin Jones, Chair of ROMA  
Hon. Omar Alhabra, Minister of Transport, Transport Canada  
Scott Butler, Executive Director Good Roads



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

Brent Larmer  
Municipal Clerk/  
Director of Legislative Services  
Telephone: (905) 372-4301 Ext. 4401  
Email: [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)  
Fax: (905) 372-7558

**SENT VIA EMAIL**

April 17, 2023

Honorable Steve Clark  
Ministry of Municipal Affairs and Housing  
[Minister.mah@ontario.ca](mailto:Minister.mah@ontario.ca)

Received April 17, 2023  
C-2023-119

The Honourable Peter Bethlenfalvy  
Minister of Finance  
[Minister.fin@ontario.ca](mailto:Minister.fin@ontario.ca)

## **Re: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales**

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At a meeting held on April 11, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #114-23:

### **Retaining the Surplus Proceeds from Tax Sales**

*Moved by Councillor Miriam Mutton*

*Seconded by Councillor Randy Barber*

WHEREAS at the Regular Council meeting on April 11, 2023, Council considered correspondence from the Town of Essex and the Town of Plympton-Wyoming regarding Municipalities Retaining Surplus Proceeds from Tax Sales;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction

**084-23**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca) or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer  
Municipal Clerk/Director of Legislative Services  
Returning Officer  
Legislative Services Department





<b>Moved By</b>	<u>Councillor Miriam Mutton</u>	<b>Resolution No.:</b>
<b>Last Name Printed</b>	MUTTON	114-23
<b>Seconded By</b>	<u>Councillor Randy Barber</u>	<b>Council Date:</b>
<b>Last Name Printed</b>	BARBER	April, 2023

WHEREAS at the Regular Council meeting on April 11, 2023, Council considered correspondence from the Town of Essex and the Town of Plympton-Wyoming regarding Municipalities Retaining Surplus Proceeds from Tax Sales;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

Brent Larmer  
Municipal Clerk/  
Director of Legislative Services  
Telephone: (905) 372-4301 Ext. 4401  
Email: [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)  
Fax: (905) 372-7558

**SENT VIA EMAIL**

April 17, 2023

To all Ontario Municipalities

Received April 17 2023  
C-2023-120

## **Re: Reducing Municipal Insurance Costs**

At a meeting held on April 11, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #116-23:

### **Reducing Municipal Insurance Costs**

*Moved by Councillor Miriam Mutton*

*Seconded by Councillor Randy Barber*

WHEREAS at the Regular Council meeting on April 11, 2023, Council considered correspondence from the Town of Plympton-Wyoming regarding the reduction of Municipal Insurance Costs;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to send a letter of support regarding the reduction of Municipal Insurance Costs to all municipalities in Ontario.

**084-23**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca) or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer  
Municipal Clerk/Director of Legislative Services  
Returning Officer  
Legislative Services Department





<b>Moved By</b>	<u>Councillor Miriam Mutton</u>	<b>Resolution No.:</b>
<b>Last Name Printed</b>	MUTTON	116-23
<b>Seconded By</b>	<u>Councillor Randy Barber</u>	<b>Council Date:</b>
<b>Last Name Printed</b>	BARBER	April 11, 2023

WHEREAS at the Regular Council meeting on April 11, 2023, Council considered correspondence from the Town of Plympton-Wyoming regarding the reduction of Municipal Insurance Costs;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to send a letter of support regarding the reduction of Municipal Insurance Costs to all municipalities in Ontario.



**PORT COLBORNE**

Development and Legislative Services

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)  
"  
T 905.835.2900 ext 106 F 905.834.5746  
E [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

April 17, 2023

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**Re: Municipality of North Perth – School Bus Stop Arm Cameras**

Please be advised that, at its meeting of March 28, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Municipality of North Perth regarding School Bus Stop Arm Cameras, be supported.

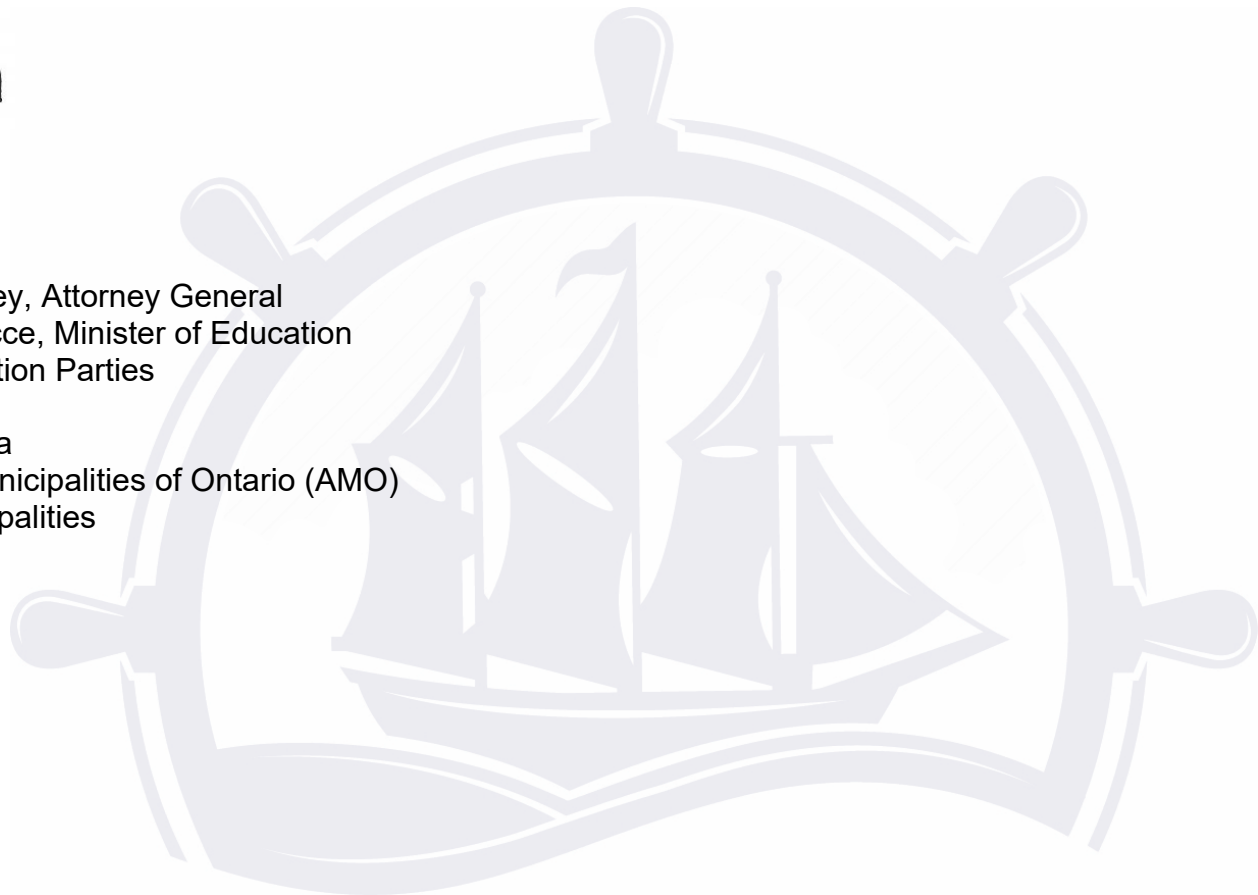
A copy of the above noted resolution is enclosed for your reference.

Sincerely,

A handwritten signature in black ink that reads "C. Madden".

Charlotte Madden  
Acting City Clerk

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Jeff Burch  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities





March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

## NOTICE OF PUBLIC MEETING FOR PLANNING MATTERS

Get involved with your input. The Township of West Lincoln Planning/Building/Environmental Committee will hold a Public Meeting in accordance with the Planning Act where the matter(s) below will be considered. The meeting will take place:

### **HYBRID PUBLIC MEETING**

**DATE:** Monday, May 8, 2023

**TIME:** 6:30PM

**LOCATION:** Hybrid Meeting (in person and virtual attendance\*)  
Town Hall - 318 Canborough Street Smithville Ontario

\*Those who wish to provide comments at a meeting virtually (Zoom), must register in advance by contacting Jessica Dyson, Deputy Clerk [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) or 905-957-3346

### **About the Planning Application:**

**File No. and Name:** 1701-001-23 (OPA) – Proposed Township Official Plan Amendment No. 65 to Implement Provincial Changes (Bill 109, Bill 23 and others)

Staff and Council propose changes to the Implementation Section of the Township of West Lincoln Official Plan to address procedural changes that need to be implemented in order to address timelines and other changes resulting from Bill 109, Bill 23, and other related bills. This amendment is written to streamline planning approvals, address the limitation on the ability to impose urban design control, changes to appeal rights, and other related policy amendments.

In addition a new Cost Sharing Policy is proposed to be added to the implementation Section of the Township Official Plan, as required for the cost recovery of the Master Community Plan process in relation to the Urban Boundary Expansion area.

A draft of Official Plan Amendment No. 65 is found on the Township website, [www.westlincoln.ca](http://www.westlincoln.ca).

### **If you have any questions about this application, please contact the following planner:**

Name Brian Treble, Director of Planning and Building

Email: [btreble@westlincoln.ca](mailto:btreble@westlincoln.ca)

### **How to have your comments heard:**

Please submit your written comments to [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) with the file number for the application by 4 PM Friday April 28<sup>th</sup>, 2023 to have them included in Staff's report for the application. If you submit comments after this date, they will not be included in Staff's report. Please ensure all comments have been submitted prior to Friday May 5<sup>th</sup>, 2023 at 4pm. Any comments received after April 28<sup>th</sup> and before May 5<sup>th</sup> may be incorporated into the staff report but alternatively may be read into the public record during the specified meeting. While residents are encouraged to make written submissions to the committee, members of the public will also be able to provide verbal comments at Committee and Council in person or virtually through Zoom, at the May 8, 2023 Public Meeting. Please contact the Township Deputy Clerk by email at [jdyson@westlincoln.ca](mailto:jdyson@westlincoln.ca) to register speak at the meeting and indicate if you will need a link to the Zoom meeting.

### **Important information about making a submission**

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of West Lincoln Planning/Building/Environmental Committee before a by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the Township of West Lincoln to the Ontario Land Tribunal. Additionally, should no oral or written submissions be made, 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 do so.

Individuals who make written submissions with respect to a Planning Act application should be aware that their submission and any personal information in their correspondence will become part of the public record and made available to the Applicant, Committee and Council.

### **For more information:**

The documents and background material for this application can be made available by contacting West Lincoln's Planning Department at:

Phone: 905-957-3346

# Beaver Creek & Big Forks Creek Floodplain Mapping



The Niagara Peninsula Conservation Authority is in the process of updating floodplain mapping for Beaver Creek in the Township of West Lincoln and Big Forks Creek in the Township of Wainfleet.

An important part of this process is engaging our community, particularly those who live in the vicinity of these creeks.

This portal will house important documents that all are welcome to review, a project timeline which outlines the process for updating the floodplains, and frequently asked questions.

**Due to COVID-19, the first information session on September 8 was offered virtually.** A second in-person information session took place June 22 to share an update on the project.

**[\\*CLICK HERE TO SEE IF YOUR PROPERTY IS IN THE DRAFT FLOODPLAIN AREA\\*](#)**

## HOW TO GET INVOLVED & PARTICIPATE:

1. Attend the 3rd and final Public Information Session on May 3 at Wellandport Community Centre (see Key Dates for more details).
2. Review the Draft Final Floodplain Mapping Reports for Beaver Creek and Big Forks Creeks (links found on the right).
3. Check if your property is in the draft floodplain area (link above).
4. Email written comment to Steve Miller, Senior Manager, Infrastructure Engineering, at [smiller@npca.ca](mailto:smiller@npca.ca)
5. Mail in your written comment to NPCA head office at 250 Thorold Rd 3rd Floor, Welland, ON L3C 3W2.

## Online Feedback:

Members of the community are welcome to watch the information session video (on the right column) and/or review the most recent presentation materials from the June 22 in-person information session to learn more about this project.

Feedback can be submitted through the Q&A tool found below.

[We encourage you to continue checking back for updates on this floodplain mapping project.](#)



**Meredith Kirkham**

---

**From:** Len Aarts <len.judy.aarts@hotmail.com>  
**Sent:** April-09-23 8:39 AM  
**To:** Meredith Kirkham  
**Cc:** William Kolasa  
**Subject:** Moore Room Waiver  
**Attachments:** 2023\_04\_09\_08\_34\_37 Moore room Invoice.pdf

Hi Meredith,

The WRFPA ( Welland River Flood Plain Association ) is requesting a waiver for the rental on the Moore Room, as done in previous years. We are also requesting the use and access to the projector. This invoice was sent to me in March 7/2023. If we need to pay for it first and then get a credit back, this will also work. Our AGM floodplain meeting is April 12/2023 ( 7pm to 9pm ) .

We thank you for your continued support, and hope to hear back from you soon.

Kind regards,  
Len Aarts  
WRFPA

Cost of Invoice for Moore Room Rental is \$88.88

## Monthly Summary Report No. 11 – Wainfleet Central Fire Station

<b>Project:</b>	Wainfleet Fire Station – 42143 Highway #3, Wainfleet ON, L0S 1V0		
<b>Owner:</b>	Township of Wainfleet		
<b>Contract:</b>	General Construction (GC) – Stipulated Price Contract (CCDC2) with Amendments		
<b>Contractor:</b>	TRP Construction General Contractors – 3050 Harvester Rd Unit 107, Burlington, ON L7N 3J1		
<b>Reporting Period:</b>	March 1 <sup>st</sup> , 2022, to March 31 <sup>st</sup> , 2022		
<b>Prepared By:</b>	Urban & Environmental Management Inc. – 4701 St. Clair Ave. Suite 301, Niagara Falls		
<b>Report Date:</b>	April 11 <sup>th</sup> , 2023	UEM Project #21-800	
<b>Circulation:</b>	Township of Wainfleet Morgan Alcock Shawn Shutten 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
<b>Contract Award</b>	<b>\$6,275,000</b>
Construction Contingency	\$311,000
Pre-Construction Township Activities	\$8,100
Owners Allowances	\$686,100
Advisory Services	\$378,700
<b>Project Budget</b>	<b>\$7,658,900</b>

## 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 18<sup>th</sup>, 2022. An updated schedule (November 25<sup>th</sup>, 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 14<sup>th</sup>, 2023.

An updated schedule submitted by the contractor on January 10<sup>th</sup>, 2023, reflects recent construction progress and sequencing changes of non-critical path items. This schedule update does not change the substantial completion date.

### 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 19<sup>th</sup>, 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 15<sup>th</sup>, 2022, and updated on February 21<sup>st</sup>, 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 <sup>th</sup> , 2022
Construction Tender Public Opening	March 22 <sup>nd</sup> , 2022
Contractor Mobilization	May 3 <sup>rd</sup> , 2022
Demolition of Barn and House	June 3 <sup>rd</sup> , 2022
Strip & Grade Building Pad	July 7 <sup>th</sup> , 2022
Footings & Foundation Walls	July 18 <sup>th</sup> , 2022
Parking Lot Prep & Granular	August 5 <sup>th</sup> , 2022
In-Floor Heating Rough-in	October 19 <sup>th</sup> , 2022
Slab on Grade	October 24 <sup>th</sup> , 2022
Structural Masonry Block	December 1 <sup>st</sup> , 2022
Roof Trusses	December 16 <sup>th</sup> , 2022
Mechanical Rough ins	January 19 <sup>th</sup> , 2022
Electrical Rough ins	January 19 <sup>th</sup> , 2022
Aluminum Windows	March 13 <sup>th</sup> , 2023
Drywall	April 14 <sup>th</sup> , 2023
Concrete Floor Polishing	April 20 <sup>th</sup> , 2023
Overhead Doors	April 20 <sup>th</sup> , 2022
Permanent Power	April 27 <sup>th</sup> , 2023
Electrical Devices & Fixtures	May 19 <sup>th</sup> , 2022
Plumbing Fixtures	May 25 <sup>th</sup> , 2022
Concrete Curbs and Sidewalks	April 26 <sup>th</sup> , 2023
Asphalt Paving	May 1 <sup>st</sup> , 2023
Millwork	May 9 <sup>th</sup> , 2023
Planting, Seed, Sod	May 12 <sup>th</sup> , 2023
Fire Alarm Verification	June 8 <sup>th</sup> , 2023
Occupancy	June 8 <sup>th</sup> , 2023
Substantial Completion	June 14 <sup>th</sup> , 2023

On April 5<sup>th</sup>, 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 25<sup>th</sup>, 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 26<sup>th</sup>, 2022)

Ministry of Transportation Ontario (MTO) Land Use Permit

- **Completed** (May 16<sup>th</sup>, 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 5<sup>th</sup>, 2020. Materials containing asbestos were found and abated in the structures to be demolished.

### 3.4. SERVICES FROM OTHER AGENCIES

Electrical Connections – Hydro One

- **In Process** – Permanent power connection to be completed by end of April 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

- **In Process** - Service installation completed. Awaiting meter install once building systems ready (April 2023)

Internet Services Provider

- **Incomplete** - Schedule TBD – by Township

## 4.0 MAJOR ACTIVITIES COMPLETED/ONGOING

### April 1<sup>st</sup> to May 31<sup>st</sup>, 2022

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

### June 1<sup>st</sup> to June 30<sup>th</sup>, 2022

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

### July 1<sup>st</sup> to July 31<sup>st</sup>, 2022

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

### August 1<sup>st</sup> to August 31<sup>st</sup>, 2022

- Electrical underground complete



- Mechanical underground complete
- Road and parking lot granular complete

**September 1<sup>st</sup> to September 30<sup>th</sup>, 2022**

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

**October 1<sup>st</sup> to October 31<sup>st</sup>, 2022**

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

**November 1<sup>st</sup> to November 30<sup>th</sup>, 2022**

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

**December 1<sup>st</sup> to December 31<sup>st</sup>, 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 1<sup>st</sup> to January 31<sup>st</sup>, 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 1<sup>st</sup> to February 28<sup>th</sup>, 2023**

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

**March 1<sup>st</sup> to March 31<sup>st</sup>, 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

## 5.0 FORECASTED CASH FLOW

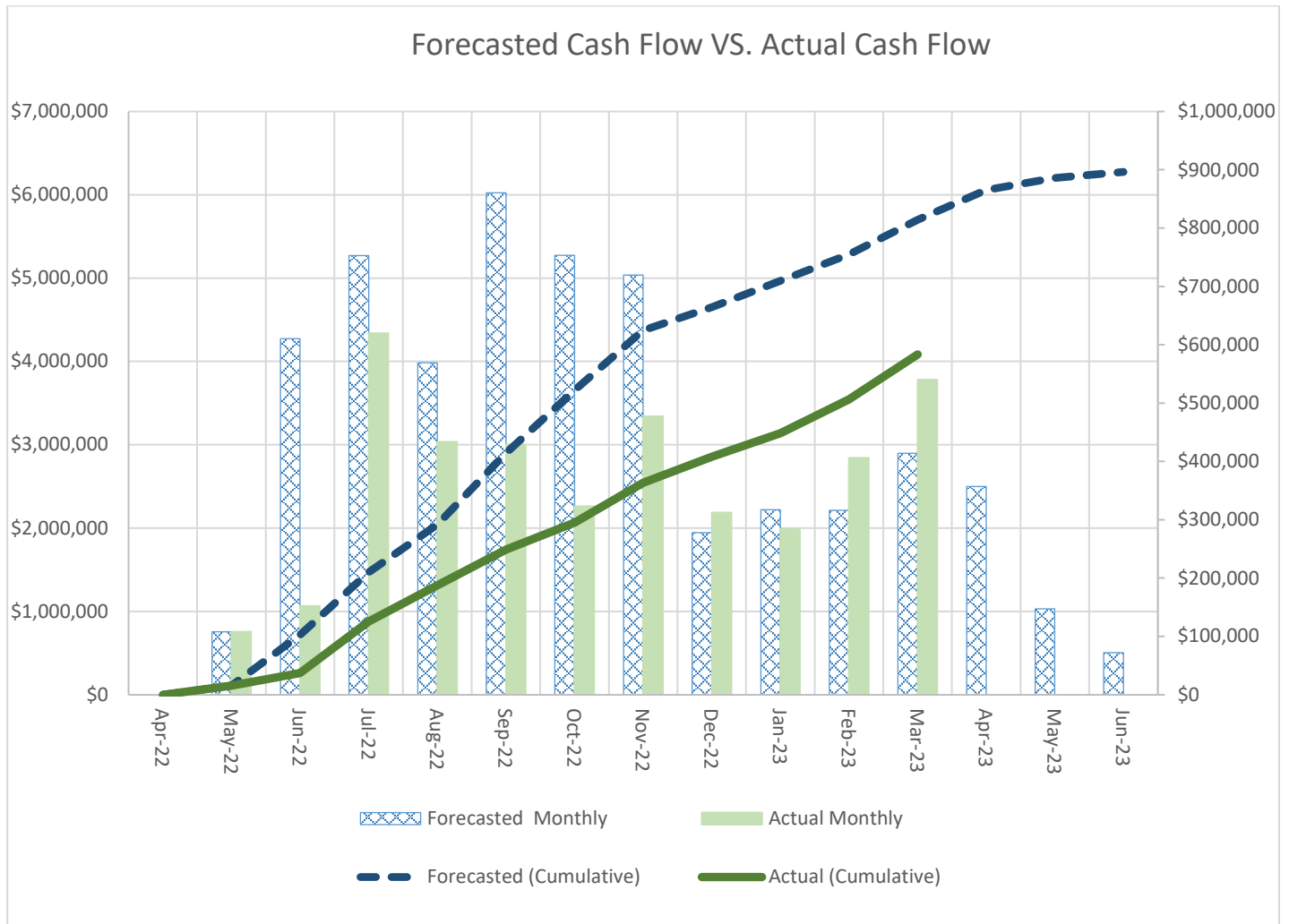
The TRP Construction contract includes the Wainfleet Central Fire Station construction (\$5,950,000) and allowances (\$325,000) for Testing and Inspection, Door Hardware, Interior Signage, Hydro & Gas Services, Security, Construction Rubble, Window Covers, Project Sign Board, and Commissioning for a 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 31<sup>st</sup>, 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 <sup>st</sup> , 2022 (Exc. HST)	Actual Monthly (Exc. HST & Inc. 10% Holdback)	Actual Cumulative (Exc. HST & Inc. 10% Holdback)
<b>2022</b>			
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
<b>2023</b>			
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		
May	\$6,203,000		
June	\$6,275,000		

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 is delayed until Spring 2023. The delays in underground mechanical rough-ins pushed the entire schedule back, impacting several high cost tasks such as the masonry, and roofing. The contractor anticipates future draws to reflect forecasted as the masonry and roofing tasks are completed. The contractor advised that the project is on schedule and changes to occupancy and substantial performance are not anticipated.

## 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	-
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	-

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	-

## 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

## 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.

**Building Automation System and Controls (PC-16):** The contractor and design team are working through the details of how the buildings HVAC and radiant in-floor systems are controlled and work together. The issued for construction drawings omitted key details on the integration and control of the systems. This potential change is estimated to be in the \$10,000 to \$20,000 range.

## 9.0 APPROVED CHANGE ORDERS (CO)

The total cost of approved Change Orders and Change Directives is a cost of \$73,803.69 which is approximately 1.2% of the awarded contract cost (\$6,275,000). Changes required because of design team issues is 2.0% 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	\$123,688.52	98.6%	2.0%
Owner Requested	\$1,774.50	1.4%	0.03%
Address Existing Conditions	\$0.00	0.0%	0.0%
Other	\$0.00	0.0%	0.0%
Credits	(\$51,659.33)	N/A	N/A
<b>Total Change Orders to Date</b>	<b>\$73,803.69</b>		

### 9.1. SOIL CONDITIONS

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

## 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)	\$9,110.09	7.4%	0.15%
Structural (S)	\$2,841.85	2.3%	0.05%
Electrical (E)	\$74,507.22	60.2%	1.19%
Mechanical (M)	\$3,843.95	3.1%	0.06%
Civil (C)	\$26,109.17	21.1%	0.42%
Other (O)	\$7,276.24	5.9%	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
	<b>Sub-Total Errors, Omissions, Design Changes Change Orders</b>					<b>\$123,688.52</b>
	<b>Percentage of Total Change Orders</b>					<b>98.6%</b>

### 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
	<b>Sub-Total Owner Requested Change Orders</b>				<b>\$1,774.50</b>
	<b>Percentage of Total Change Orders</b>				<b>1.4%</b>



**9.4. ADDRESS EXISTING CONDITIONS**

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

**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)
<b>Sub-Total Credit Change Orders</b>					<b>(\$51,659.33)</b>

## 10.0 CHANGE DIRECTIVES (CD)

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

## 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	<b>Door Hardware</b> – 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	<b>Door Hardware</b> – 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	<b>Hydro and Gas</b> – 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	<b>Construction Rubble</b> – 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	<b>Testing &amp; Inspection</b> – Retain GHD to complete all testing and inspection services listed in their proposal dated June 10 <sup>th</sup> , 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	<b>Construction Rubble</b> – 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	<b>Hydro and Gas</b> – 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	<b>Security Control</b> – 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	<b>Commissioning</b> – Retain CFMS-West as the commissioning agent for this project.	Dec. 20/22	Jan. 1/23	\$14,700.00
AD-10	<b>Surveying</b> – 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	<b>Testing &amp; Inspection</b> – Extension of Allowance disbursement 05 (approved on Jul. 27/22) for GHD to complete all testing and inspection services listed in their proposal dated June 10 <sup>th</sup> , 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	<b>Signage</b> – 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	<b>Hydro &amp; Gas</b> – Enbridge Gas charges for the new gas service.	Feb. 23/23	Mar. 2/23	\$6,153.38

AD-14	<b>Hydro &amp; Gas</b> – 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	<b>Signage</b> – 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	<b>Signage</b> – 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

## 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 11 is \$175,037.32 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	\$32,571.48	\$0.00	\$13,778.52
Door Hardware (AD-02)	\$250.00	\$0.00	\$0.00	\$250.00
Testing & Inspection (AD-05)	\$12,366.00	\$12,366.00	\$0.00	0.00
Testing & Inspection (AD-11)	\$9,634.00	\$8,207.00	\$0.00	\$1,427.00
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	\$0.00	\$0.00	\$13,237.01
Surveying (AD-10)	\$1,729.80	\$1,729.80	\$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	TBD	\$0.00	\$0.00	n/a
Building Signage (AD-12)	\$11,193.82	\$0.00	\$0.00	\$11,193.82
Signage – Date Stone (AD-15)	\$450.00	\$0.00	\$0.00	\$450.00
Signage – Illumination (AD-16)	\$2,545.57	\$0.00	\$0.00	\$2,545.57
Wayfinding Signage	TBD	\$0.00	\$0.00	n/a
Project Sign Board	TBD	\$0.00	\$0.00	n/a
Commissioning	\$14,700.00	\$2,200.00	\$1,120.00	\$12,500
<b>Total Allowance in Contract (A)</b>	<b>\$325,000.00</b>	-	-	-
<b>Total Approved CAD's (B)</b>	<b>\$175,037.32</b>	<b>\$93,875.40</b>	<b>\$1,120.00</b>	<b>\$81,161.92</b>
<b>Difference (A - B)</b>	<b>\$166,195.26</b>	-	-	-

\* 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. 11”, Draw 11 for the period ending March 31<sup>st</sup>, 2023, was issued by the Architect on April 4<sup>th</sup>, 2023, and recommended for payment by UEM on April 4<sup>th</sup>, 2023, for the Wainfleet Central Fire Station project. The amount payable excluding HST is \$486,257.13. 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	\$6,177,890.00
\$136,785.44 (CoP No. 02 for Jun. '22)	\$259,883.82	\$6,283,318.65	\$25,988.38	\$6,049,423.21
\$557,822.46 (CoP No. 03 for Jul. '22)	\$879,686.56	\$6,288,705.18	\$87,968.66	\$5,496,987.28
\$390,213.62 (CoP No. 04 for Aug. '22)	\$1,313,257.24	\$6,276,187.03	\$131,325.72	\$4,962,929.76
\$386,336.47 (CoP No. 05 for Sept. '22)	\$1,742,519.99	\$6,296,260.45	\$174,252.00	\$4,727,992.46
\$290,675.70 (CoP No. 06 for Oct. '22)	\$2,065,492.99	\$6,289,077.83	\$206,549.30	\$4,430,134.14
\$429,702.53 (CoP No. 07 for Nov. '22)	\$2,542,940.24	\$6,274,508.21	\$254,294.02	\$3,985,861.99
\$280,997.33 (CoP No. 08 for Dec. '22)	\$2,855,159.50	\$6,300,617.38	\$285,515.95	\$3,730,973.83
\$255,358.04 (CoP No. 09 for Jan. '23)	\$3,138,890.66	\$6,302,031.46	\$313,889.07	\$3,477,029.87
\$365,468.30 (CoP No. 10 for Feb. '23)	\$3,544,966.54	\$6,308,455.75	\$354,496.65	\$3,117,985.86
\$486,257.13 (CoP No. 10 for Mar. '23)	\$4,085,252.24	\$6,348,803.69	\$408,525.22	\$2,672,076.67

## 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

## 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 March, 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	\$3,823,698
A2. Construction Allowances (By Competitive Bid)	\$325,000	\$93,875
Construction Contingency	\$311,000	\$73,804
A3. Pre-Construction Township Activities	\$8,100	\$7,979
B. Owners Allowances	\$686,100	\$503,658
C. Advisory Services	\$378,700	\$278,324
<b>TOTAL PROJECT BUDGET</b>	<b>\$7,658,900</b>	<b>\$4,781,338</b>



## 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 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 well behind forecasted (see graph in Section 5.0).

- **Risk to Project: Medium - 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. Several key trades are poised to strike that could impact the Central Fire Station project.

- **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

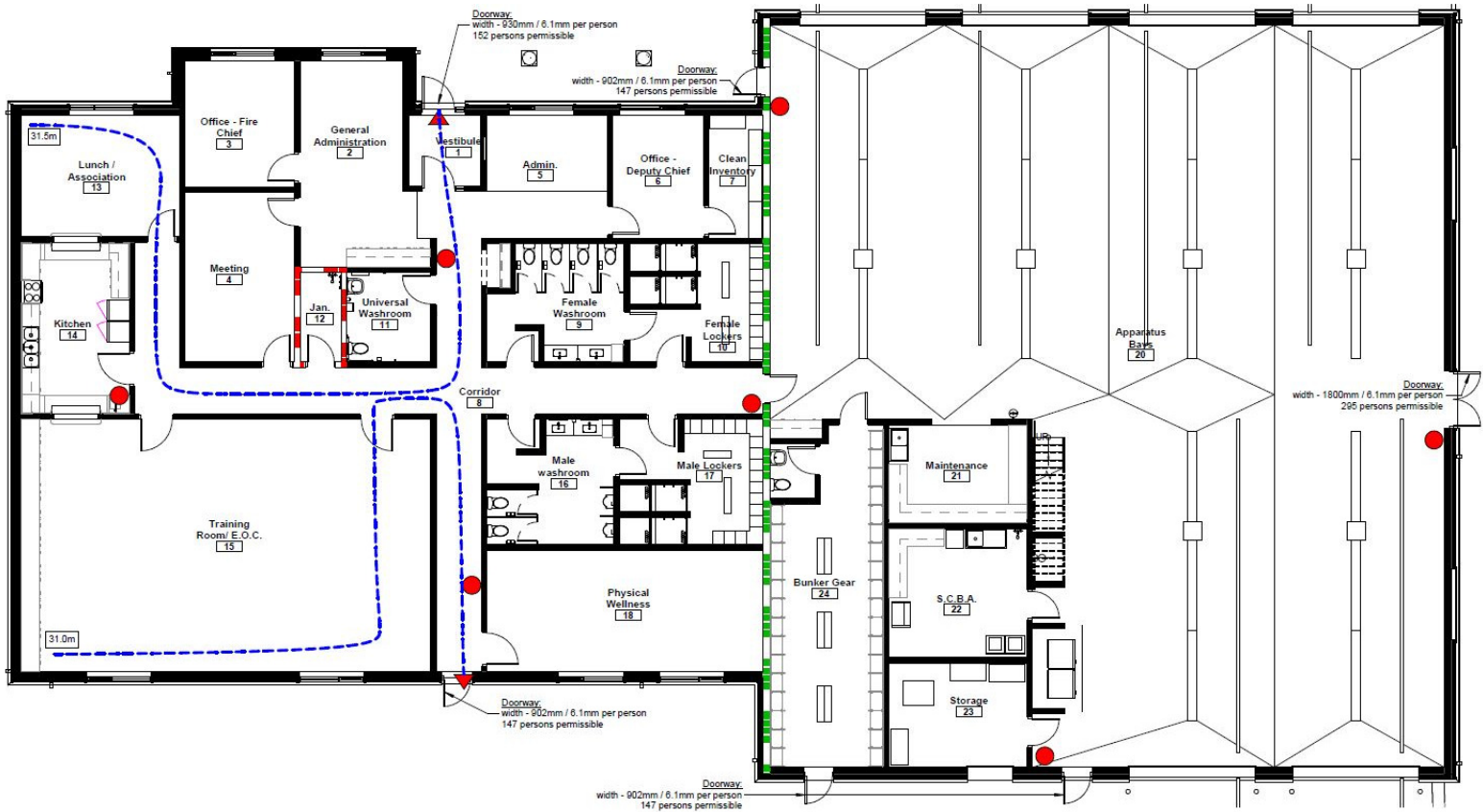
There are four significant milestones at the end of a construction project that must be addressed to permit occupancy:

- 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**
- Architectural/Civil, Electrical, Mechanical and Structural As-Built Drawings
  - **Construction in Progress**
- Operation and Maintenance Manuals
  - **Construction in Progress**

## 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



Brick Veneer Installation



Kitchen – Primer, Mechanical & Electrical Equipment Installation



Mechanical Room- Painted, Switchgear installed



Corridor Ductwork Installed



Training Room- Painted, Mechanical Equipment and Ductwork Installed



Apparatus Bay – Vapour Barrier Installed, Painting Commenced

## PROJECT FACT SHEET

<b>Wainfleet Fire Station Construction Contract:</b>	
TRP Construction	\$ 5,950,000.00
Construction Allowances	\$ 325,000.00
<b>Total Wainfleet Fire Station Contract (Ex. HST)</b>	<b>\$ 6,275,000.00</b>
<b>Wainfleet Fire Station Project Scope:</b>	
- Gross Floor Area	1,239 m <sup>2</sup> (13,342 ft <sup>2</sup> )
- Site Area	2.02 ha (4.99 ac)
<b>Wainfleet Fire Station Key Features:</b>	
Six Apparatus Bays	Dedicated Offices for Fire Chief and Deputy Fire Chief
1,200 ft <sup>2</sup> , 60-person Training Room	440 ft <sup>2</sup> 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	
<b>Schedule:</b>	
Occupancy	June 8 <sup>th</sup> , 2023
Substantial Completion	June 14 <sup>th</sup> , 2023



9. **C-2023-125**  
Correspondence dated April 11, 2023 from Urban & Environmental Management Inc. (UEM) respecting Monthly Summary Report No. 11 – Wainfleet Fire Station