



COUNCIL MEETING AGENDA

*Tuesday, February 18, 2020
7:00 P.M.*

COUNCIL CHAMBERS – CIVIC SQUARE

**1. COMMITTEE-OF-THE-WHOLE (IN-CAMERA) (6:05 p.m.)
(See yellow tab)**

- Receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - *Welland Rose Festival Inc.*
- Personal matters about an identifiable individual, including municipal or local board employees:
 - *Citizens appointments to:
Waterway Advisory Committee
Committee of Adjustments and Committee of Revision.*
- Proposed or pending acquisition or disposition of land by the municipality or local board:
 - *Update on land sales.*

2. ARISE FROM COMMITTEE-OF-THE-WHOLE (IN-CAMERA) (6:55 p.m.)

3. OPEN COUNCIL MEETING (7:00 p.m.)

3.1 NATIONAL ANTHEM

3.2 OPENING REMARKS

3.3 ADDITIONS/DELETIONS TO AGENDA

3.4 ADOPTION OF MINUTES

Regular Council Meeting of February 4, 2020 and Special Council Meeting of February 11, 2020 (*Previously Distributed*).

3.5 CALL UPON THE CITY CLERK TO REVIEW COMMITTEE-OF-THE-WHOLE ITEMS (IN-CAMERA) TO BE ADDED TO BLOCK

3.6 DISCLOSURES OF INTEREST

3.7 COUNCILLORS TO DETERMINE AGENDA ITEMS AND BY-LAWS TO BE REMOVED FROM BLOCK FOR DISCUSSION IN COMMITTEE-OF-THE-WHOLE (OPEN) (See pink tab)



COUNCIL MEETING AGENDA – Page 2

*Tuesday, February 18, 2020
7:00 P.M.*

COUNCIL CHAMBERS – CIVIC SQUARE

4. ORAL REPORTS AND DELEGATIONS

4.1 PRESENTATION(S)

20-52 John Mascarin, Lawyer, Aird Berlis re: Council and Staff Relations Policy.
(See Report CLK-2020-05 pages 31 to 36)

4.2 DELEGATION(S) (maximum 5/10/5 policy) - Nil

4.3 AGENCIES, BOARDS, COMMISSIONS AND COMMITTEES REPORT(S) - Nil

4.4 LEGISLATED PUBLIC HEARINGS PURSUANT TO THE *PLANNING ACT*

20-53 A complete application has been submitted by UPPER CANADA CONSULTANTS on behalf of JOSEPH VINCE for Draft Plan of Subdivision for the creation of eight (8) new residential lots and one block to be dedicated to the City of Welland. The property is designated LOW DENSITY RESIDENTIAL and CORE NATURAL HERITAGE in the City of Welland Official Plan and Zoned Residential Low Density 2 (RL2) and Environmental Protection Area in the City of Welland Zoning By-law 2017-117.

(See Report P&B-2020-09 pages 65 to 69)

5. COMMITTEE-OF-THE-WHOLE (OPEN) (to discuss items removed from Agenda Block)

6. BY-LAWS (SEE AGENDA INDEX)

7. NOTICES OF MOTION

7.1 Councillor matters discussed with staff for reporting purposes

7.2 Notices of Motion (previously submitted for discussion)

(Councillor Chiocchio)

10-76 THAT THE COUNCIL OF THE CITY OF WELLAND enhances the Community Improvement Plans for the Downtown and Health and Wellness Cluster to include the following streets: Young, Griffith, State, Alberta and Park Streets; and further

THAT Welland City Council directs staff to review and report back the official plan amendment for designating these areas in the CIP boundaries.



COUNCIL MEETING AGENDA – Page 3

**Tuesday, February 18, 2020
7:00 P.M.**

COUNCIL CHAMBERS – CIVIC SQUARE

(Councillor Chiocchio)

20-22 THAT THE COUNCIL OF THE CITY OF WELLAND directs staff investigate and report to Council the dedication of 10 city parking spots behind City Hall paid parking to the Peters Group owner of 3 Cross Street at a yearly charge.

(Councillor Green)

19-70 THAT THE COUNCIL OF THE CITY OF WELLAND directs staff to include in the upcoming Official Plan update a review of the transition of commercial property use to residential property use in the City.

(Councillor Green)

19-126 WHEREAS governments in Niagara have recognized the needs of Niagara's homeless population; and
WHEREAS current shelters in Niagara are operating at full capacity; and further
WHEREAS Welland has not local in town shelter beds. Residents of Welland and South Niagara must leave the local area to transit to Niagara Falls or St. Catharines for shelter services.
NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF WELLAND requests that the Niagara Region to investigate a possible local Welland solution whether it be year round or a seasonal out of the cold program that could serve the residents of Welland and South Niagara; and further
THAT a copy of this resolution be provided to the other south Niagara municipalities and to Niagara Regional Council.

7.3 Call for Notices of Motion (for introduction at the next scheduled Council meeting)

8. CORPORATION REPORTS

8.1 Mayor's Report

8.2 Chief Administrative Officer's Report

9. CONFIRMATORY BY-LAW

A By-law to adopt, ratify and confirm proceedings of the Council of the Corporation of the City of Welland at its meeting held on the 18th day of February, 2020. Ref. No. 20-1

10. ADJOURNMENT



COUNCIL MEETING AGENDA INDEX

**Tuesday, February 18, 2020
7:00 P.M.
COUNCIL CHAMBERS – CIVIC SQUARE**

Page No.

AGENDA BLOCK

1. BUSINESS ARISING FROM MINUTES, PREVIOUS MEETINGS AND OTHER ITEMS REFERRED FROM COUNCIL FOR DISCUSSION:

Referred from the February 4, 2020 Council Meeting.

P&B-2020-08 Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Application for Official Plan Amendment (OPA 22), Zoning by-law Amendment (File No. 2019-02) and Draft Plan of Vacant Land Condominium (File No. 26CD-14-19003) - Upper Canada Consultants (Mountainview Developments Inc.) - for lands on the west side of South Pelham Road, south of Sumbler Road, at the end of Foxtail Avenue and Sparrow Drive and north of the Sobeys Plaza, municipally known as 633 South Pelham Road. Ref. No. 19-105

(Please refer to the February 4, 2020 Council Agenda pages 1 – 190).

2. COMMITTEE AND STAFF REPORTS

1. Business Arising from Committee-of-the-Whole (closed)

1 2. General Committee Report to Council - February 11, 2020.

2 - 14 ENG-2020-06 Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Regional Niagara 2020 Waste Collection Contract - Proposed Changes & Welland Enhanced Collection Services. Ref. No. 16-109

RECOMMENDATION:

- 1. THAT** Welland City Council confirms its request to Regional Niagara for Enhanced Waste Disposal services for Containerized Garbage Collection at Multi-Residential (MR) Properties (11 in total) at an annual cost of \$7,429.29 (inclusive of net HST); and
- 2. THAT** Welland City Council confirms its request to Regional Niagara for Optional Enhanced Service - Every- Other -Week Bulky Goods Collection at MR with seven (7) or more units & Mixed-Use (MU) properties with one (1) or more units and which receive the Region's base service at an annual cost of \$95,825.55 (inclusive of net HST); and
- 3. THAT** Welland City Council accepts the Optional Enhanced Service for In-Ground Collection at Public Spaces/Parks to collect garbage, Blue/Grey Box/Cart, and



COUNCIL MEETING AGENDA INDEX – Page 2

Tuesday, February 18, 2020

7:00 P.M.

COUNCIL CHAMBERS – CIVIC SQUARE

Page No.

Green Bin/Cart materials (for example MOLOK, Earth Bins) from in-ground containers at a cost of \$76.32/stop for crane collection and \$55.97/stop for front-end collection (both prices inclusive of net HST); and further

4. THAT the City Clerk advise Regional Niagara accordingly.

15 - 25

ENG-2020-09 Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - City of Welland Corporate Climate Adaptation Plan update.
Ref. No. 19-76

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information, Report ENG-2020-09: City of Welland Corporate Climate Adaptation Plan update.

3. **Budget Review Committee Report to Council - Nil**

4. **Staff Reports**

26 - 27

CAO-2020-02 Chief Administrative Officer, G. Long - Upgrade Fuel Dispensing System at Niagara Central Dorothy Rungeling Airport.
Ref. No. 13-50

28 - 30

CLK-2020-04 Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Welland Rose Festival Inc. Terms of Reference.
Ref. No. 20-27

31 - 36

Remove From Block

CLK-2020-05 Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Council and Staff Relations Policy. Ref. No. 20-52

37 - 49

HR-2020-01 Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Workplace Discrimination, Harassment and Workplace Violence Policy. Ref. No. 19-85

50 - 57

HR-2020-02 Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Hiring Policy. Ref. No. 19-85

58 - 64

HR-2020-03 Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Anti-Nepotism Policy. Ref. No. 19-85

65 - 69

Remove From Block

P&B-2020-09 Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Application for Draft Plan of Subdivision (File No. 26T-14-19004) by Upper Canada Consultants for lands on the south side of Webber Road, west side of Colbeck Drive and east of the Welland River, with no municipal address. Ref. No. 20-53

70 - 71

P&B-2020-10 Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Committee of Adjustment Membership Composition. Ref. No. 19-50 (See By-law 1)



COUNCIL MEETING AGENDA INDEX – Page 3

Tuesday, February 18, 2020

7:00 P.M.

COUNCIL CHAMBERS – CIVIC SQUARE

Page No.

- | | | |
|----------|-------------------------------|--|
| 72 - 74 | <u>P&B-2020-11</u> | Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - City of Welland Heritage Advisory Committee Staff Support. Ref. No. 05-50 |
| 75 - 76 | <u>P&B-2020-12</u> | Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Initiation of the Consultation Process on Tree Preservation. Ref. No. 17-19 |
| 77 - 80 | <u>P&B-2020-13</u> | Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Proposed Compensation Policy for Address Changes Initiated by the City and required by Infill Development. Ref. No. 20-54 (See By-law 2) |
| 81 - 85 | <u>ENG-2020-10</u> | Gen. Mgr., Economic Development, Recreation and Culture, D. Degazio and Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Boathouse Rental Facility - Contract Award. Ref. No. 99-99 (See By-law 3) |
| 86 - 97 | <u>ENG-2020-11</u> | Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - 2019 Annual Summary Report - Safe Drinking Water Act 2002 Ontario Regulation 170/03. Ref. No. 20-55 |
| 98 - 100 | <u>EDO-2020-04</u> | Gen. Mgr., Economic Development, Recreation and Culture, D. Degazio - Agreement of Purchase and Sale for Vacant City Owned lands immediately north of 472 River Road. Ref. No. 13-86 (See By-law 4) |

3. NEW BUSINESS

1. Signed petition by residents re: Zoning at 155 Gadsby Avenue. Ref. No. 19-94
(Please refer to the February 4, 2020 Council Agenda pages 255-268).

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the petition from residents received by the Clerk's office on January 14, 2020 regarding 155 Gadsby Avenue and refers the matter to staff.

2. Bill Matson, City Clerk, City of Niagara Falls re: Homelessness. Ref. No. 20-39
(Please refer to the February 4, 2020 Council Agenda pages 269-270).

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the City of Niagara Falls dated January 14, 2020 regarding homelessness.



COUNCIL MEETING AGENDA INDEX – Page 4

Tuesday, February 18, 2020

7:00 P.M.

COUNCIL CHAMBERS – CIVIC SQUARE

Page No.

3. Ann-Marie Norio, Regional Clerk, Region of Niagara re: Report CSD 1-2020: Approval of Interim Levy Dates and Amounts. Ref. No. 20-4
(Please refer to the February 4, 2020 Council Agenda pages 271-275).

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the Region of Niagara dated January 24, 2020 regarding Report CSD 1-2020: Approval of Interim Levy Dates and Amounts.

4. Ann-Marie Norio, Regional Clerk, Region of Niagara re: Report PDS 1-2020: New Niagara Official Plan - Public Consultation Summary. Ref. No. 19-70
(Please refer to the February 4, 2020 Council Agenda pages 276-295).

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the Region of Niagara dated January 24, 2020 regarding Report PDS 1-2020: New Niagara Official Plan - Public Consultation Summary.

4. BY-LAWS

MAY BE VIEWED IN THE CLERK'S DIVISION PRIOR TO THE MEETING IF DESIRED.

1. A By-law to amend By-law 2011-3, being a By-law to constitute and appoint a Committee of Adjustment to delegate the authority of Council to give consent to the committee and to set policies, procedures and conditions for its operation.
Ref. No. 19-50
(See Report P&B-2020-10)
2. A By-law to establish and adopt a policy on compensation for address changes initiated by the city and required by infill development. Ref. No. 20-54
(See Report P&B-2020-13)
3. A By-law to authorize entering into contract with Stolk Construction Limited to construct a Boathouse Rental Facility from Sea Containers. Ref. No. 99-99
(See Report ENG-2020-10)
4. A By-law to authorize acceptance of an offer from R & Y Tool and Die Co. for sale of vacant land north of 472 River Road (Part Lot 23, Concession 3). Ref. No. 18-36
(See Report EDO-2020-04)

GENERAL COMMITTEE REPORT TO COUNCIL

On Tuesday, February 11, 2020, the General Committee met with the following members in attendance: Chair, C. Richard, F. Campion, J. Chiochio, T. DiMarco (until 9:24 p.m.), B. Fokkens, M.A. Grimaldi, J. Larouche, D. McLeod (until 9:17 p.m.), A. Moote, G. Speck, L. Spinosa, and L. Van Vliet.

The General Committee recommends Council approval on the following matters:

PRESENTATIONS**19-76**

THAT GENERAL COMMITTEE receives for information the presentation by Marvin Ingebrigtsen, Infrastructure, Planning and Development Supervisor, and Alex Marino, Climate Change Coordinator regarding Climate Change Adaptation.

DELEGATIONS**08-48**

THAT GENERAL COMMITTEE receives for information the presentation by Luise Tarczy, Resident, and Steven Milani, Resident regarding The Occupancy Standards By-Law; and further

THAT GENERAL COMMITTEE refers this matter to staff for a report regarding an Occupancy Standards By-law.

20-28

THAT GENERAL COMMITTEE receives for information the presentation by Barb Van Der Heyden, Executive Director, Big Brothers Big Sisters of South Niagara, regarding a new vision, mission and logo, awareness of Bowl for Kids Sake Campaign and extending the Annual Mayor's Challenge.

99-99

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the presentation by Derek Stonier, Splashtown Niagara regarding a proposal for an inflatable water park on the Welland Recreational Canal; and further


THAT Welland City Council directs staff to prepare a RFP to request bid submissions regarding an inflatable water park.

Respectfully submitted by



TARA STEPHENS
City Clerk

COUNCIL
INFRASTRUCTURE AND DEVELOPMENT SERVICES
ENGINEERING DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT ENG-2020-06 UPDATED
FEBRUARY 4, 2020

SUBJECT: REGIONAL NIAGARA 2020 WASTE COLLECTION CONTRACT – PROPOSED CHANGES & WELLAND ENHANCED COLLECTION SERVICES

16-109

**AUTHOUR: TRAVERS FITZPATRICK, GENERAL MANAGER
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATIONS:

1. THAT Welland City Council confirms its request to Regional Niagara for Enhanced Waste Disposal services for Containerized Garbage Collection at Multi-Residential (MR) Properties (11 in total) at an annual cost of \$7,429.29 (inclusive of net HST);
2. THAT Welland Council confirms its request to Regional Niagara for Optional Enhanced Service – Every- Other -Week Bulky Goods Collection at MR with seven (7) or more units & Mixed-Use (MU) properties with one (1) or more units which receive the Region's base service and enhanced garbage collection at an annual cost of \$95,825.55 (inclusive of net HST);
3. THAT Welland Council Accepts the Optional Enhanced Service for In-Ground Collection at Public Spaces/Parks to collect garbage, Blue/Grey Box/Cart, and Green Bin/Cart materials (for example MOLOK, Earth Bins) from in-ground containers at a cost of \$76.32/stop for crane collection and \$55.97/stop for front-end collection (both prices inclusive of net HST); and
4. That the City Clerk advise Regional Niagara accordingly.

ORIGIN AND BACKGROUND:

On 22 January, 2019 General Committee received and approved Report ENG-2019-02 which dealt with proposed changes to waste collection services for the City of Welland under a new proposed waste collection contract with Regional Niagara. (A copy of that report is attached hereto.) Council approved the recommendation from General Committee on 5 February, 2019.

The upshot of the report was to request the continuation of existing levels of service for waste collection services for the residents of Welland.

In addition, Council requested enhanced waste collection services for the collection of large/bulk items from multiple residential (7 units plus) and mixed use properties (ICI) with

a residential component. The report identified some 233 buildings or properties falling into this category. (See page 5 of attached Report ENG-2019 – 02).

COMMENTS AND ANALYSIS:

By letter dated December 10, 2019 Regional Niagara has requested that the City of Welland confirm its request for enhanced and optional enhanced waste collection services under the Region's new waste collection contract. (A copy of that letter is attached hereto.)

An optional enhanced service not included in the original menu of services offered includes the Optional Enhanced Service for In-Ground Collection at Public Spaces/Parks to collect garbage, Blue/Grey Box/Cart, and Green Bin/Cart materials (for example MOLOK, Earth Bins) from in-ground containers.

The City has at least two (2) such containers located on Merritt Island. It is the opinion of the writer that the City should avail itself of this service as it is calculated that the cost of such service offered by the Region is less than the cost of having City equipment City forces undertake such collection services.

There were questions at the Council meeting of 4 February, 2020 concerning recommendation #2 having to do with bulky goods collection at multi residential buildings (7 units plus) and mixed use buildings (ICI with a residential component.) Council's attention is again drawn to page 5 of attached ENG REPORT 2019-02 which illustrates that there were/are some 233 properties which will be affected by recommendation #2. The cost of this service for these buildings is \$95,825.55 (inclusive of net HST.) It should be noted that the costs of the waste collection services to the residents and businesses of the City are based upon assessed value and tax rates.

The attached Schedule 1 shows the 2019 tax rates for various classes of properties in the City. Council will note that the rates for Multi Residential and Commercial Occupied are significantly higher than the Residential rate. These are the classes that will pay proportionally more for the enhanced waste collection service noted in Recommendation #2.

In addition, with the increase in service level there may be a resulting reduction of bulky goods left uncollected on City streets.

Finally, while staff have recommended taking advantage of optional in ground MOLOK container pick up (Recommendation # 3) Regional staff have indicated that the location of the containers on Merritt Island may preclude the service. However, there is a significant cost savings to the City if the service can be provided by the Region's waste collection contractor. Consequently, Recommendation # 3 is still advanced. It will be a situational matter to be resolved on the ground at a future date.

FINANCIAL CONSIDERATIONS:

The annual costs for the Region's Waste Collection service is charged back to local area municipalities based upon the municipality's percentage of the total Regional household count. For Welland the 2019 waste management levy totalled \$3,963,974

OTHER DEPARTMENT IMPLICATIONS:

None

SUMMARY AND CONCLUSION:

This Report confirms Council's decision of 22 January, 2019 concerning Waste Collection and the enhanced collections services as reported to Council in January, 2019. An additional enhanced service not previously offered is being requested relative to the collection of the City's MOLOK garbage containers on Merritt Island.

The Region's new waste collection contract commences on 19 October, 2020.

ATTACHMENTS:

Appendix 1 - ENG-2019-02 Region of Niagara 2020 Waste Collection Contract – Proposed Changes & Welland Enhanced Collection Services.

Appendix 2 – Letter from Regional Niagara dated 10 December, 2019. Confirmation of Welland's Enhanced and Optional Enhanced Services for Niagara Region's New Waste Management Collection Contract

Schedule 1 – 2019 Tax Rates

GENERAL COMMITTEE
INFRASTRUCTURE AND DEVELOPMENT SERVICES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT ENG-2019-02
JANUARY 22, 2019

**SUBJECT: REGION OF NIAGARA 2020 WASTE COLLECTION
CONTRACT - PROPOSED CHANGES AND WELLAND
ENHANCED COLLECTION SERVICES**

**AUTHOR: ERIK NICKEL, P. ENG.,
GENERAL MANAGER, INFRASTRUCTURE AND
DEVELOPMENT SERVICES / CITY ENGINEER**

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND approve REPORT ENG-2019-02 regarding Region of Niagara 2020 Waste Collection Contract – Proposed Changes and Welland Enhanced Collection Services; and further,

THAT Welland City Council approve of recommendations 1 through 8 as follows:

1. That every-other-week garbage collection be implemented for all residential properties and for those Industrial, Commercial and Institutional properties and Mixed Use properties located outside Designated Business Areas as a base service. Current garbage container limits would double for all properties, on an every-other-week basis. The recycling and organic bin collection for all properties shall remain weekly collection. Those Industrial, Commercial and Institutional properties and Mixed Use properties located inside the Designated Business Areas would continue to receive weekly garbage, recycling and organics collection as a base service.
2. That switching to clear bags be approved.
3. That the establishment of a four (4) item limit per residential unit, per collection, for large item collection at Low Density Residential properties be approved as a base service.
4. That the appliance and scrap metal pick-up be discontinued at Low Density Residential properties.
5. That the number of garbage bags/containers for Industrial Commercial and Institutional properties and Mixed Use properties inside Designate Business Areas be reduced from seven (7) to four (4) per week, as a base service.

6. That the number of garbage bags/containers for Mixed Use properties outside Designate Business Areas be reduced from six (6) to four (4) per week, or eight (8) containers per week under every-other-week garbage collection, as a base service.
7. That the City's enhanced service and extra payment for front-end garbage collection at multi-residential properties (currently a total of 12 containers) continue.
8. That pricing of a new enhanced service for large item collection (parallel to the service approved for Low Density Residential properties) to those households in Multi Residential buildings with seven (7) or more residential units and Mixed Use properties with one (1) or more residential unit, that receive the Region's base curbside or enhanced front-end garbage collection service, be included in the upcoming Regional tender.

and further,

THAT Welland City Council direct the Clerk to inform the Region of the City's position on the proposed waste collection service changes.

ORIGIN AND BACKGROUND:

The Region of Niagara oversees all aspects of Waste Management for the Local Area Municipalities (LAM).

This includes, but is not limited to, curbside collection of waste, recycling and organics collection as well as the disposal of these materials (Landfill sites, household hazard waste, recycling facility and organic processing locations).

The annual cost for the Region's Waste Management is charged back to the LAM's based on the municipality's percentage of the total Regional households. For Welland, the 2018 waste management levy totalled \$3,898,322.

The Region is preparing for a new collection contract that will be awarded in 2020 and will start in 2021. Prior to the approval of the new contract and its proposed changes, the Region is consulting with Niagara residents, businesses, the local municipalities and other stakeholders.

Responses by the local municipalities to the Region are required by February 20, 2019 in order to achieve their proposed tender award scheduled for 2020.

COMMENTS AND ANALYSIS:

The proposed options being considered by Niagara Region for the 2021 contract are categorized into base collection options and enhanced collections options.

Terminology used throughout to describe the different property sectors are as follows:

LDR – Low Density Residential property (i.e.: 1 to 6 residential units)

MR – Multi Residential property (greater than 6 residential units)

IC&I – Industrial, Commercial and Institutional property

MU – Mixed Use property (i.e. IC&I with a residential component)

Inside DBAs – Property is located within the Designated Business Areas (includes most of the Downtown BIA and North Welland BIA - see appendix I and II for maps)

Outside DBAs – Property is located outside of the Designate Business Areas

Base Collection Options

1. Every-other-week (EOW) garbage collection for all properties located outside DBAs. Properties located inside DBA's will continue with weekly service.

Weekly collection of recycling and organics to continue for all properties both inside and outside of DBA's. Garbage container limit would double for those with EOW collection.

Many Ontario municipalities (i.e.: Barrie, Durham, Halton, Markham, Ottawa, Toronto, Vaughn, Peel and Waterloo) already provide EOW garbage collection.

The benefits of EOW garbage collection include:

- Increased participation/capture rates in diversion programs (i.e.: recycling and organics) to extend lifespan of Niagara Region's landfill site. Diversion rates increased between 6% and 16% in those municipalities that implemented EOW garbage collection.
- Potential cost avoidance. Based on the Region of Waterloo's implementation of EOW garbage collection in 2017, their annual contract savings were approximately \$1.5 million.

2. Mandatory use of clear bags for garbage with optional opaque privacy bag (i.e. grocery bag) within the clear bag for all sectors.

The intent of this change is to improve source separation (and waste diversion rates) and increase enforcement/awareness of what is placed inside the garbage bag by allowing the collection person to identify recycling, organics and unacceptable materials in the bag and then not picking up that bag.

However, recent concerns about plastic bags is seen by the Region as beneficial to make a positive step to take plastic bags out of our waste stream.

3. Establishment of a four (4) item limit per residential unit, per collection, for large item collection at LDR properties.

Currently, there is no limit on the number of large items that can be set out per residential unit, per collection. The proposed four-item limit will meet the set-out

needs, as most residents set out an average of less than two (2) items per collection.

4. Discontinuation of appliances and scrap metal collection at LDR properties.

These items can be recycled, at no cost, at Niagara Region's Drop-off Depots, or at scrap metal dealers. Only 6% of Niagara's LDR properties are currently using the curbside collection of appliances and scrap metal. Many of these items are scavenged before the Region's collection contractor is able to collect them.

5. Change weekly garbage container limits for IC&I and MU properties located inside DBAs from seven (7) containers to four (4) containers per property.

This would standardize the base collection limits across similar sectors as well as increase participation in the Region's diversion programs. The average number of garbage containers placed out per week at IC&I and MU properties inside DBAs across the region is two (2).

The Region's historic audits for the North Welland BIA (See Appendix I, page 2) indicates the average number of garbage bags/containers set out is 1.4 (ICI) and 3.9 per pick-up day.

The same audit for the Downtown BIA (See Appendix II, Page 2) indicates the average number of garbage bags/containers set out is 2.1 (ICI) and 2.7 (MU) per pick-up day.

6. Change weekly garbage container limits for MU properties located outside DBAs from six (6) to four (4) containers under weekly collection, or to eight (8) containers under EOW garbage collection.

This would standardize the base collection limits across similar sectors, as well as increase participation in the Region's diversion programs. The average number of garbage containers placed out per week at MU properties outside DBAs across the region is two (2)

Enhanced Collection Options

7. Continuation of collection of the twelve (12) multi-residential (MR) recycling cart and garbage disposal dumpsters located at eight (8) condominium complexes at a cost to the municipality of \$16,214.89 (2018).
8. Provision of a new enhanced service for large item collection to those households in MR buildings and MU properties that receive the Region's base curbside or enhanced front-end garbage collection service.

These properties must be participating in the Region's diversion programs (i.e.: recycling and organics), in order to qualify to receive this service.

This service would be provided in a manner that is parallel to the approved service for the LDR sector.

Applies to the following properties:

Property Type	No. of Buildings/Properties
Curbside MU with one or more residential units	175
Curbside MR with 7+ residential units	50
Front-End MU with one or more residential units	0
Front-End MR with 7+ residential units	8
Total	233

9. Any other additional enhanced collection options such as additional garbage container limits, increased garbage or recycling collection frequency, street litter, front-end garbage, etc.

Other additional enhanced collection options requested by Welland City Council will come at an increased cost to the Municipality over-and-above the base service collection cost.

Upon request, Regional Staff are willing to include other options in the upcoming tender, in order to obtain pricing. These items will come back to Welland Council for approval.

The explanation and reason for the proposed changes are fully explained in Attachment III to this Report (FAQ for Proposed Collection Service Options for Welland's Designated Business Areas).

Based on discussion with the Region, changes three (3), five (5), six (6), are based on audits of actual numbers of large items/appliances or bags/containers actually put out and should have little to no impact to users, but will provide a reduction in the quantities to be tendered in the 2021 contract.

FINANCIAL CONSIDERATION:

Overall, if accepted by Regional Council, the proposed base service changes will help reduce Waste Management costs in the new collection tender to the LAMs and our taxpayers. Other municipalities that implemented EOW garbage collection realized annual contract savings between \$200,000 and \$12 million, depending on the size of their contract and other contract changes that were implemented. For example, Region of Waterloo's annual contract savings by switching over to EOW garbage collection was \$1.5 million.

The 2018 Enhanced Collection Services to the City were \$16,214.89. Additional costs would be incurred for the new enhanced service for bulky goods collection to those households in MR buildings with seven (7) or more residential units and MU properties with one (1) or more residential unit, that receive the Region's curbside base garbage collection or that receive the Region's enhanced front-end garbage collection service.

We should assume that the 2021 Waste Collection contract will see an overall increased cost due to inflation and wages; however, the proposed base service recommendations listed below will help reduce this increase.

OTHER DEPARTMENT IMPLICATIONS:

There are no other department implications caused as a result of this report.

SUMMARY AND CONCLUSION:

It is recommended that the following Regional proposed collection changes to the 2021 collection contract be approved by Welland City Council:

1. That every-other-week (EOW) garbage collection be implemented for all residential properties and for those IC&I and MU properties located outside DBAs as a base service. Current garbage container limits would double for all properties, on an EOW basis. The recycling and organic bin collection for all properties shall remain weekly collection. Those IC&I and MU properties located inside the DBAs would continue to receive weekly garbage, recycling and organics collection as a base service.
2. That switching to clear bags be approved.
3. That the establishment of a four (4) item limit per residential unit, per collection, for large item collection at LDR properties be approved as a base service.
4. That the appliance and scrap metal pick-up be discontinued at LDR properties.
5. That the number of garbage bags/containers for IC&I and MU properties inside DBAs be reduced from seven (7) to four (4) per week, as a base service.
6. That the number of garbage bags/containers for MU properties outside DBAs be reduced from six (6) to four (4) per week, or eight (8) containers per week under EOW garbage collection, as a base service.
7. That the City's enhanced service and extra payment for front-end garbage collection at multi-residential properties (currently a total of 12 containers) continue.
8. That pricing of a new enhanced service for large item collection (parallel to the service approved for LDR properties) to those households in MR buildings with seven (7) or more residential units and MU properties with one (1) or more residential unit, that receive the Region's base curbside or enhanced front-end garbage collection service, be included in the upcoming Regional tender.

Tuesday, December 10, 2019

VIA EMAIL

Tara Stephens
 City Clerk
 City of Welland
 60 East Main Street
 Welland, ON L3B 3X4

Dear Ms. Stephens:

Confirmation of Welland's Enhanced and Optional Enhanced Services for Niagara Region's New Waste Management Collection Contract

I am writing to request the City of Welland's confirmation of Enhanced and Optional Enhanced Services to be included at the start of Niagara Region's new Waste Management Collection Contract (the new contract), which commences on October 19, 2020.

In follow-up to the resolution made at the City of Welland's February 5, 2019 Council meeting (Report ENG 2019-02 – Region of Niagara 2020 Waste Collection Contract), Niagara Region has obtained pricing for the City's requested Enhanced and Optional Enhanced Services for the new contract.

There were a number of factors, which contributed to an overall increase in the costs from the previous contract, including: labour, insurance, fuel, and vehicle/technology costs. Municipalities across the Province have experienced price increases ranging from 20% to 114%. Additionally, the current collection provider was approximately \$4 million less annually than the next lowest bidder in 2009.

1) Requested Enhanced Services Provided to the City of Welland:

Provided below is a summary of Niagara Region's new contract costs to provide the City of Welland with its requested Enhanced Services. Pricing submitted by the contractor is subject to a diesel fuel price adjustment at the contract commencement date, to offset fluctuations from the time of the RFP submission. Annually thereafter, starting one (1) year after the contract commencement date, per annum prices are subject to a Consumer Price Index (CPI) adjustment and diesel fuel price adjustment.

Requested Enhanced Services	Total Number of Bins	Submitted Annual Price (excluding HST)
Containerized Garbage Collection at Multi-Residential (MR) Properties • Collection varies from one (1) to two (2) days-per-week, depending on location.	11	\$7,300.80

2) Optional Enhanced Service - Every-Other-Week Bulky Goods Collection at MR with Seven (7) or more units and Mixed-Use (MU) Properties with One (1) or more units:

Niagara Region's new contract cost to provide the City of Welland with Every-Other-Week (EOW) call-in curbside collection of designated bulky goods from MR buildings with seven (7) or more units and MU properties with one (1) or more residential unit, which receive the

Region's Base curbside collection of garbage OR containerized garbage collection service, would be **\$94,168.19 per year, excluding HST.**

3) Optional Enhanced Service - In-Ground Collection at MR, Industrial, Commercial & Institutional (IC&I) and MU Properties:

Niagara Region's new contract cost to provide the City of Welland with collection of garbage, Blue and Grey Box/Cart materials, and Green Bin/Cart materials from in-ground containers (e.g. MOLOK, Earth Bins) at MR, IC&I, MU, Public Space Litter and Public Space Recycling bin properties would be **\$75.00 per stop (based on crane collection) or \$55.00 per stop (based on front-end collection), excluding HST.**

Appendix 1 provides a comparison of the 2019 annual pricing vs. the first year pricing of the new contract, including Net HST but excluding diesel fuel price adjustment, which will be made at the commencement date, for the requested Enhanced and Optional Enhanced Services. Annually thereafter, starting one (1) year after the contract commencement date, per annum prices are subject to a Consumer Price Index (CPI) adjustment and diesel fuel price adjustment.

Confirmation of Enhanced and Optional Enhanced Services for New Contract:

Please confirm the list of Enhanced and Optional Enhanced Services the City of Welland would like included at the start of Niagara Region's new contract.

For your information, if any Enhanced and Optional Enhanced Services are selected for implementation in future years, the pricing will hold for the term of the contract, subject to annual Consumer Price Index (CPI) escalations.

Please provide your response to **Brad Whitelaw**, Program Manager, Waste Policy & Planning, at **905-980-6000 ext. 3316** or brad.whitelaw@niagararegion.ca by no later than **Friday, January 31, 2020**, or earlier if possible. If this date cannot be accommodated, please advise the alternative date the City will confirm these services.

If you have any questions, please call me at (905) 980-6000 ext. 3204.

Sincerely,



Catherine Habermebl,
Director, Waste Management Services

c. Travers Fitzpatrick, Acting General Manager / City Engineer Infrastructure and Development Services

Appendix 1 – Summary of Pricing for Enhanced and Optional Enhanced Services

Requested Enhanced Service	Total Number of Bins	2019 Annual Price (incl. Net HST)	Submitted Annual Price ⁽¹⁾ (incl. Net HST)
Containerized Garbage Collection at Multi-Residential (MR) Properties • Collection varies from one (1) to two (2) days-per-week, depending on location.	11	\$6,455.82	\$7,429.29

Optional Enhanced Service	2019 Annual Price (incl. Net HST)	Submitted Annual Price ⁽¹⁾ (incl. Net HST)
Bulky Goods Collection at MR and MU Properties • EOW call-in curbside collection of designated bulky goods from MR buildings with seven (7) or more units and MU properties with one (1) or more residential unit, which receive the Region's Base curbside collection of garbage OR containerized garbage collection service	n/a	\$95,825.55
In-Ground Collection at MR, IC&I and MU Properties • Collect garbage, Blue and Grey Box/Cart, and Green Bin/Cart materials from in-ground containers (for example, MOLOK, Earth Bins) at MR, IC&I and MU properties, public space litter and recycling bins.	n/a	\$76.32 per stop (crane coll'n) \$55.97 per stop (front-end coll'n)

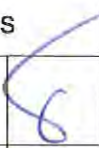


Note:

- 1) Pricing submitted by the contractor is subject to a diesel fuel price adjustment at the contract commencement date, to offset fluctuations from the time of the RFP submission. Annually thereafter, starting one (1) year after the contract commencement date, per annum prices are subject to a Consumer Price Index (CPI) adjustment and diesel fuel price adjustment.

**Schedule 1
2019 Tax Rates**

<u>CLASS</u>	EDUCATION	REGION	REGION-WASTE	REGIONAL-TOTAL	CITY	TOTAL TAX RATE	
Residential/New Multi-Res	0.00161000	0.00566267	0.00075219	0.00641486	0.00796933	0.01599419	RT, NT
Residential - Education	0.00161000	-	-	-	-	0.00161000	RD
Multi-Residential	0.00161000	0.01115546	0.00148181	0.01263727	0.01569959	0.02994686	MT
Com. Occupied	0.01030000	0.00982417	0.00130497	0.01112914	0.01382600	0.03525514	CT, XT, DT, GT, ST, YT

15
GENERAL COMMITTEE
INFRASTRUCTURE AND DEVELOPMENT SERVICES
ENGINEERING DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT ENG-2020-09
FEBRUARY 11, 2020

19-76

**SUBJECT: CITY OF WELLAND CORPORATE CLIMATE
ADAPTATION PLAN UPDATE**

**AUTHOUR: ALEX MARINO, MCC
CLIMATE CHANGE COORDINATOR**

**APPROVING G.M.: TRAVERS FITZPATRICK, GENERAL MANAGER,
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATION: That Council received for information **Report ENG 2020 – 09 CITY OF WELLAND CORPORATE ADAPATION PLAN UPDATE.**

ORIGIN AND BACKGROUND:

The purpose of this report is to provide Council with an update on the development of the Climate Adaptation Plan (CAP) for the City of Welland, including the scientific background, local context, methodology, and proposed timeline. The initiative started in May 2019, when a council motion was passed to begin development on a CAP to prepare Welland for anticipated climatic impacts. Welland, along with seven other Niagara municipalities, have joined the Niagara Adapts partnership designed to build climate adaptation solutions.

The development of the Climate Adaptation Plan for the City of Welland is driven and supported by the 2012 City of Welland Stormwater & Wastewater Infrastructure Assessment as well as the 2017 City of Welland Official Plan, which states, “the city shall develop and implement plans to adapt to potential impacts in collaboration with the Niagara Region and other stakeholders”.

The development of a Climate Adaptation Plan for the City of Welland is also driven and supported by the 2017 Growth Plan for the Greater Golden Horseshoe, of which a guiding principle is to “integrate climate change considerations into planning and managing growth such as planning for more resilient communities and infrastructure – that are adaptive to the impacts of a changing climate”.¹

CLIMATE CHANGE AND EXTREME WEATHER:

In 2019, Environment and Climate Change Canada published Canada’s Changing Climate Report, which summarizes the evidence that the Earth has warmed substantially over the past 100 years and the main cause of this warming is human influence. Evidence includes increases in near-surface and lower atmosphere air temperature, sea surface temperature; widespread warming consistent with the observed increase in atmospheric

water vapour with declines in snow and ice coverⁱⁱ. While both human activities and natural variations have contributed to the observed warming in Canada, the human factor is most dominant. Changes in atmospheric greenhouse gases (predominantly carbon dioxide) and aerosols, and changes to the land surface are influences by humans leading to shifting climate conditions. The gradual shifts in average conditions (temperature, precipitation, and sea level) will be accompanied by changes in frequency and intensity of extreme weather events. For example, extreme rainfall events will become more frequent and more intense, leading to increased flooding risks.ⁱⁱⁱ

CLIMATE AND EXTREME WEATHER TRENDS AND PROJECTIONS FOR CANADA

The impacts of changing climate are already evident across the country. Environment and Climate Change Canada highlights Canada's changing climate, anticipated impacts, and projections for the future.

Key findings include:

- Canada's climate has warmed and will continue to warm further in the future, driven by human influence. Future warming for Canada is, on average, about double the global magnitude level. Northern Canada has warmed and will continue to warm at even more than double the global rate.
- Precipitation has increased in many parts of Canada, with a shift towards more rainfall and less snowfall. Projections have shown to increase rainfall frequency in the winter throughout all of Canada in the next 50 years. However, under a high emission scenario, Southern Canada is projected to experience less precipitation in the summer months.
- Temperature extremes have changed in Canada, consistent with the increase in mean temperature. Extreme warm temperatures have become hotter, while extreme cold temperatures have become less cold.
- Increased frequency and severity of extreme weather events (heat waves, floods, coastal storm surges and droughts), more smog days and disease outbreaks, loss of northern ice and sea level rise.^v

Extreme weather events and their impacts also point to the vulnerability of Canadian communities and infrastructure to climate change. The costs of property damage and disruptions are projected to increase with the flow of goods and services being impacted by changing conditions.^v

These impacts will continue to affect municipalities of all sizes with positive and negative implications on infrastructure (transportation, water supply, sewage), social and economic systems (human health, recreation), and lastly natural environments (biodiversity loss, habitat degradation, and increase of invasive species).^{vi}

LOCAL CLIMATE AND EXTREME WEATHER TRENDS AND PROJECTIONS

To scale down climatic and extreme weather trends, a 2012 report ^{vii} published by the Niagara Region outlined several changes in Niagara's climate that have already been exhibited, including:

- An increase in annual temperature by about 1.3°C in the last 40 years
- A trends towards more days with temperature over 30°C
- Increased number of heatwaves with three or more consecutive days of temperatures over 30°C
- Longer growing season, with May and September significantly warmer
- An increase in frost free days, trends suggesting an increase of 10 more per year compared to 1970
- A small increase in annual precipitation, with most of the increase in the winter as rainfall
- An increase in heavy rainfall events
- Increased numbers of freeze thaw-cycles

Climate scientists project the following conditions for the Niagara Region:

- An increase in average annual temperatures of 3-4°C by 2050
- Increase in freeze-free days by 30 days in 2050, and up to 50 days in 2080
- A 20% decrease in summer rainfall by 2050
- A continued increase in freeze-thaw cycles for the next few decades
- Growth in the conditions that give rise to the development of thunderstorms with likely increase in heavy rain, hail, strong winds and tornados.

Anticipated areas of impact in Welland are summarized in Table 1:

Table 1: Anticipated Impacts of Climate Change in Welland^{viii}

Affected Group	Impacts on Respective Group
Residents	<ul style="list-style-type: none"> • Basement flooding • More frequent storms • Strong winds damaging windows and roofs • Increased freeze-thaw cycles damaging roads, driveways and basement concrete • Higher temperatures that increase heat -related illnesses and deaths among vulnerable populations (children, elderly, homeless) • Increased smog resulting in worsening of respiratory illness (asthma) • Higher temperatures increase population of insects carrying diseases (West Nile, Lyme disease) • Frequent flooding causes runoff resulting in more waterborne diseases
Businesses & Tourism	<ul style="list-style-type: none"> • Premature replacement of infrastructure due to more intense weathering • Power outages, floods, or other weather related incidents may cause business downtime

Buildings & Infrastructure	<ul style="list-style-type: none"> • Increased emergency management costs • Weather related injury or illness may cause lower productivity of workers • Increases in insurance rates and health care costs • Increased freeze-thaw cycles can cause road damage • Higher temperatures and increased rainfall speed up chemical reactions causing corrosive damage to building materials • Pavement softening from hot weather • Damages to infrastructure induce more frequent road and bridge maintenance • Basement floods caused by prolonged rainfall events
Water & Wildlife	<ul style="list-style-type: none"> • Increase in waterborne diseases • Higher temperatures increase disease-carrying insect populations • Water temperature changes are a threat to fish populations • Increased algal blooms can cause a decrease in water quality • Lower water levels impact crucial wetlands

Recent events in Welland, such as the 2018 residential flooding of Dain City, also point to the need to adapt and build resiliency to changing and extreme weather patterns. Dain City experienced about \$80,000 in damages resulting from spring rainfall events that caused extreme flooding to about 20 residential homes.^x This event led to the development of the Sewage Water Alleviation Program (SWAP), which aims to provide funding for the installation of devices which provide basement flooding protection.

COMMENTS AND ANALYSIS:

CLIMATE ADAPTATION PLAN

Climate change adaptation refers to actions that reduce the negative impacts of climate change, while taking advantage of potential new opportunities that involve adjusting policies and actions because of observed and expected changes to climate. Adaptation can be both reactive (in response to climate impacts) and anticipatory (before impacts are observed). Local governments play an important role in managing the risks of climate change. Given the local nature of impacts, municipalities are often the front line to manage risks, protect community safety, and promote economic sustainability. Through processes such as land use planning, community energy planning, and mechanisms like zoning or permit regulations, municipalities are effectively able to identify and implement adaptation strategies. ^x

The purpose of a Climate Adaptation Plan is to prepare the City of Welland to adapt to anticipated climatic change and extreme weather, thereby minimizing the severity of the resulting impacts. This will be achieved through:

- A vision for the City of Welland's Corporate Climate Adaptation Plan;
- Identification of potential impacts related to climate change and extreme weather in Welland, and the risk they pose to the City's infrastructure, assets, operations, and services;
- Prioritized adaptation actions to reduce risk and vulnerability associated with climate change and extreme weather impacts; and

- A detailed implementation plan, including: estimated costs, funding sources, responsibilities, timelines, and a framework to monitor and evaluate progress.

SCOPE

A corporate climate adaptation plan increases the adaptive capacity and resiliency of City-owned infrastructure (road networks, bridges and culverts, buildings, water network, wastewater network, land improvements, vehicles, and machinery and equipment), City-run programs, and to integrate extreme weather adaptation into day-to-day operations.

Due to time constraints, a community climate adaptation plan, addressing broader community-wide initiatives outside of the City's responsibility, will not be developed within this project. Nevertheless, through conducting baseline vulnerability and adaptive capacity assessments and engaging with corporate and community stakeholders, this project may identify the need to initiate a community and/or a mitigation plan. Additionally, implementation of the Corporate Climate Adaptation Plan is not within scope of this project; however, the plan will outline the implementation process including: prioritized actions, key performance indicators, and an implementation schedule.

The creation of the Corporate Climate Adaptation Plan and the activities of Niagara Adapts will occur in parallel with other initiatives within Welland including: the City's Asset Management Plan Update which focuses on building resiliency and community adaptation specifically through waste and storm water management and municipal standards update.

PROCESS/METHODOLOGY

The framework guiding the development process will be developed by Niagara Adapts and finalized after workshops. The framework is expected as follows:

- Phase 1: Develop a Climate Adaptation Plan
- Phase 2: Operational or Institutional Changes
- Phase 3: Preparatory work leading to the implementation of climate adaptation initiatives

Following the completion and endorsement of the Corporate Climate Adaptation Plan (Phase 1) the project will enter Phases 2 and 3.

PROJECT STAKEHOLDERS AND ORGANIZATION

The role of the Climate Change Coordinator is to facilitate the development process. The plan will be primarily informed by the subject matter experts comprising the Adaptation Steering Committee. Input on the plan will be gathered from CLT, Council, the Stakeholder Advisory Group, and the Welland Community on an ongoing basis.

Project Team

The Project Team consists of:

- Alex Marino, Climate Change Coordinator, City of Welland
- Marvin Ingebrigtsen, Supervisor, Infrastructure and Development Services, City of Welland
- Dr. Jessica Blythe, Assistant Professor, Environmental Sustainability Research Centre, Brock University

- Dr. Ryan Plummer, Director, Environmental Sustainability Research Centre, Brock University

Niagara Adapts

Niagara Adapts is a novel partnership between Brock University and municipalities in the Niagara Region. The partnership is designed to enhance effectiveness and realize efficiencies by leveraging resources and expertise to enable collaborative climate change adaptation assessments, planning and implementation, while at the same time acknowledging and supporting the uniqueness of each participating municipality.

Project Deliverables will include:

1. Adaptation Planning Workshops
2. Baseline assessment of vulnerability adaptive capacity for each municipality
3. Online learning network

Adaptation Steering Committee

To ensure the plan reflects staff expertise and corporate priorities, and can ultimately be integrated into departmental functions, most of the findings for each milestone will be derived from or refined through workshops with an Adaptation Steering Committee. The Steering Committee will be multi-departmental, comprised of mid-level management City staff that have diverse expertise and experience with the City's communities, infrastructure, assets, and services. Ownership for each department's adaptation plan will live with the department.

The steering committee will include representatives from:

- Planning and Development – Grant Munday
- Engineering – Marvin Ingebrigtsen
- Community Services, Facilities – Gage Stephens
- Parks – Peter Boyce
- Public Works – Ray Chamberlain
- Fire and Emergency Services – Adam Eckhart
- Economic Development – Nick Aiello
- Communications – Bernice Booth
- Finance – Anka Vuksan Scott
- Fleet Services – Adam Beres
- Transit – Dave Stuart

Stakeholder Advisory Group

To ensure the plan reflects local context and community priorities, a Stakeholder Advisory Group will be created by the Project Team and comprised of individuals and organizations with a variety of expertise and experience with Welland's communities, businesses, and services. Expected input would be 1 on 1 meetings and facilitated workshops to evaluate and consult on the adaptation planning process and draft plan. The members of the group have yet to be determined.

ANTICIPATED TOUCHPOINTS

Community

Ongoing citizen engagement will be an important part of the Corporate Climate Adaptation Planning process, through both the Stakeholder Advisory Group and Community Engagement. Anticipated touchpoints with community stakeholders, residents, and businesses may include: online surveys, information booths, and engagement workshops.

Corporate Leadership Team

Consultation with CLT will occur on a quarterly basis to provide updates, seek feedback, and ensure input is obtained from all management levels.

Community Services and Infrastructure Community

The Committee will be updated on the progress on the Climate Adaptation Plan and related activities, through presentations twice a year and update reports as needed. A draft Climate Adaptation Plan will be presented to the committee for review and feedback before it is finalized

TIMELINE

A tentative timeline is presented below (Figure 1). The schedule for all other activities is tentative and will be updated after subsequent Niagara Adapts workshop and Adaptation Steering Committee meetings. A detailed list of anticipated tasks and milestones can be found in Appendix A.

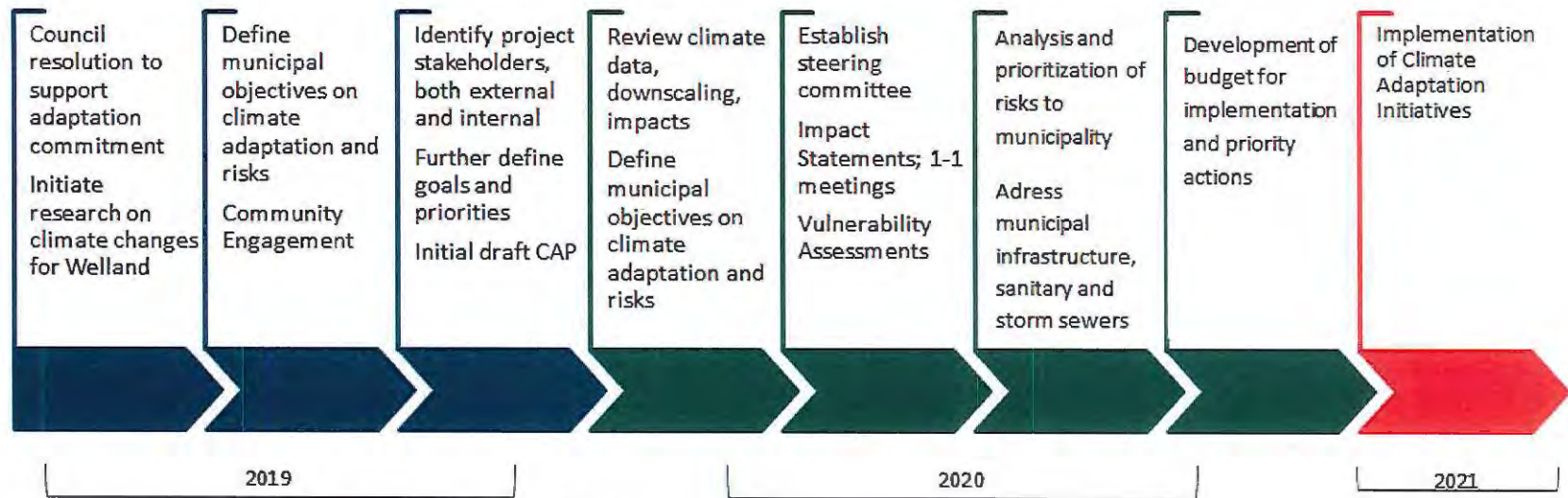


Figure 1: Tentative Corporate Climate Adaptation Plan Timeline

FINANCIAL CONSIDERATION:

The funding formula for this project is supported by the 2020 Capital Budget for Climate Change Adaptation Planning, which is \$60,000.

OTHER DEPARTMENT IMPLICATIONS:

No additional staff is required at this time. The Adaptation Steering Committee will be multi-departmental, comprised of City staff that have diverse expertise and experience with the City's communities, infrastructure, assets, and services.

SUMMARY AND CONCLUSION:

To allow for the City of Welland to adapt to anticipated climatic change and extreme weather, thereby minimizing the severity of the resulting impacts.

ATTACHMENTS:

Appendix A – Corporate Climate Adaptation Plan Timeline
Appendix B – Works Cited

APPENDIX A: TENTATIVE CORPORATE CLIMATE ADAPTATION PLAN TIMELINE

Phase 1: Develop a Climate Adaptation Plan
Phase 2: Operational or Institutional Changes
Phase 3: Preparatory work leading to implementation of climate adaption initiatives

Milestone 1 – Year 1 – October 2019 – December 2019	
1	Develop Project Team
2	Project Team Meetings
3	Develop Adaptation Steering Committee, coordinate monthly meetings
4	Steering Committee Interviews
5	Identify Internal Stakeholders
6	Initial look at local climate impacts, existing adaptation actions
7	Review policy issues/constraints regarding CCA in Welland
8	Review available climate data, projections, downscaling, impacts
9	Develop draft CAP
10	Define goals, priorities, implementation practices
11	Seek additional funding
12	Analysis and prioritization of risks to municipality
13	Research and develop list of current climate change impacts and affected services
14	Conduct a review of climate change related events in Welland
15	Prepare and deliver education information for residents, town staff and council relating to CC issues and basic mitigating measures to consider
Milestone 2 – Year 2 – January 2020 – June 2020	
1	Refine impacts to consider service areas for each
2	Consultation with Internal Stakeholders
3	Vulnerability and Impact Statements with Internal Team
4	Address municipal infrastructure including sanitary sewers, storm sewers
5	Establish adaptation vision and goals
6	Council meeting preparation and presentation
7	Develop a list of key adaptation project areas
8	Develop Council Resolution and Policies to support CCAP goals
9	Assemble cross-functional climate adaptation steering committee to oversee planning and deployment
10	Risk Assessment
Milestone 3 - Year 2 – July 2020 – December 2020	
1	Welland Steering Committee Meetings, Workshop to develop adaptation strategies
2	Refine vision, goals, objective of CAP
3	Present updated CAP to council for approval of plan and proposed initiatives
4	Consultation with external stakeholders
5	Refine drivers, constraints, limitations
6	Examine budgeting and finances
7	Establish implementation schedule
8	Create and launch action plan

9	Finalize Climate Adaptation Plan
10	Development of budget for implementation of priority actions

APPENDIX B: WORKS CITED

ⁱ Government of Ontario. (2017). Growth Plan for the Greater Golden Horseshoe. Retrieved from https://files.ontario.ca/appendix_-_growth_plan_2017_-_oc-10242017.pdf

ⁱⁱ Bush. E, and Lemmen D.S (2019). Canada's Changing Climate Report. Government of Canada. Ottawa, ON.

ⁱⁱⁱ Richardson, G. R. (2010). Adapting to Climate Change: An Introduction for Canadian Municipalities. Natural Resources Canada. Ottawa, ON.

^{iv} Richardson, G. R. (2010). Adapting to Climate Change: An Introduction for Canadian Municipalities. Natural Resources Canada. Ottawa, ON.

^v Bush. E, and Lemmen D.S (2019). Canada's Changing Climate Report. Government of Canada. Ottawa, ON.

^{vi} Bush. E, and Lemmen D.S (2019). Canada's Changing Climate Report. Government of Canada. Ottawa, ON.

^{vii} Penney, J. (2012). Adapting to Climate Change: Challenges for Niagara. Climate Change Impacts and Adaptation Research and Policy. Retrieved from:

<https://www.niagararegion.ca/government/planning/pdf/climatechangerport.pdf>


^{viii} Penney, J. (2012). Adapting to Climate Change: Challenges for Niagara. Climate Change Impacts and Adaptation Research and Policy. Retrieved from:

<https://www.niagararegion.ca/government/planning/pdf/climatechangerport.pdf>

^{ix} Dain City Residential Flooding. 2018. <https://www.stcatharinesstandard.ca/news-story/8579038-welland-working-on-dain-city-flooding-problem/>

^x Bush. E, and Lemmen D.S (2019). Canada's Changing Climate Report. Government of Canada. Ottawa, ON.

COUNCIL
OFFICE OF THE CAO

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

13-50

REPORT CAO-2020-02
FEBRUARY 18, 2020

SUBJECT: UPGRADE FUEL DISPENSING SYSTEM AT NIAGARA CENTRAL DOROTHY RUNGELING AIRPORT

AUTHOR: GARY LONG, CAO

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND approves that an application be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Rural Economic Development program, Strategic Economic Infrastructure stream, to help with the cost of upgrading the fuel dispensing system at the Niagara Central Dorothy Rungeling Airport (NCDRA); and further

THAT Welland Council approves that the City's portion of this cost be paid for by the NCDRA Commission.

ORIGIN AND BACKGROUND:

The Niagara Central Dorothy Rungeling Airport (NCDRA) Commission has been examining ways to reduce operating expenses and increase revenues. There is an opportunity, through a small investment, to upgrade the airport fuel dispensing system to a self-serve model so that users can pay at the pump with a credit/debit card. Currently, fuel can only be sold if there is a NCDRA staff person present. The cost to upgrade the system is approximately \$40,000.

COMMENTS AND ANALYSIS:

The Town of Pelham's CAO has recommended that the four municipalities who own the airport (Pelham, Port Colborne, Wainfleet, and Welland) submit an application to OMAFRA's Rural Economic Development, Strategic Economic Infrastructure stream, as there is an application intake until February 24th, 2020. Pelham's CAO has offered to complete and submit the application on behalf of the municipalities and the NCDRA Commission.

OTHER DEPARTMENT IMPLICATIONS:

N/A.

FINANCIAL CONSIDERATION:

The cost of installing a new self-serve card lock fuel dispensing system is estimated to be \$40,000. If the application to OMAFRA is approved, the RED program will provide a grant of 30%, or approximately \$12,000 of the total project cost, leaving a balance of \$28,000. This amount will be funded by the NCDRA Commission split on a proportionate basis which is consistent with the current funding model.




SUMMARY AND CONCLUSION:

The NCDRA Commission has identified an opportunity that will lower costs and may generate additional revenue by investing in a new self-serve card lock fuel dispensing system at the airport. An application will be submitted to OMAFRA's RED program, Strategic Economic Infrastructure stream, seeking 30 percent of the total project cost.

ATTACHMENT:

N/A.

COUNCIL
CORPORATE SERVICES – CLERKS DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT CLK-2020-04
FEBRUARY 18, 2020

20-27

SUBJECT: WELLAND ROSE FESTIVAL INC. TERMS OF REFERENCE

AUTHOR: TARA STEPHENS, CITY CLERK

APPROVING G.M.: STEVE ZORBAS, GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL OFFICER/TREASURER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report CLK-2020-04, Welland Rose Festival Inc. Terms of Reference.

ORIGIN AND BACKGROUND:

On October 8, 2019, representatives of the Welland Rose Festival Inc., made a presentation to General Committee. Following the presentation, General Committee requested the terms of reference for the Welland Rose Festival Inc., be referred back to staff for a report.

COMMENTS AND ANALYSIS:

The City Clerk has reviewed the Terms of Reference that was provided to General Committee on October 8, 2019. This document was prepared in 2008, by the previous Welland Rose Festival Advisory Committee. (See Appendix I).

Prior to 2014, the City of Welland had established a Welland Rose Festival Advisory Committee. The advisory committee has not been in existence since 2013.

Following the request from General Committee on October 8, 2019, staff have reviewed the details regarding the Welland Rose Festival Inc., and eligibly for establishing an advisory committee.

On April 27, 1989, the Welland Rose Festival Inc., was issued a letters patent, which constituted them as a corporation. As a corporation, the Welland Rose Festival Inc., is their own governing body who is responsible for their own by-law(s) and constitution. The City of Welland does not have jurisdiction over the operations of the Welland Rose Festival Inc.

The role of municipal advisory committees is to provide recommendations, advice, and information to the municipal council on specialized matters of the advisory committee.

Currently, there is a councillor representative on the Welland Rose Festival Inc., which has been our practice for many years. A councillor representative was requested by the Welland Rose Festival Inc.

As per City of Welland Procedural By-law 2017-6, the definition of "committee" is:

"any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards".

This definition is similar to the "advisory committee" definition in the *Municipal Act, 2001*:

"any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards".

The Welland Rose Festival Inc., is not eligible to be an advisory committee of council, as they are their own corporation with their own constitution they follow. The City of Welland does not have jurisdiction over their operations.

FINANCIAL CONSIDERATION:

None.

OTHER DEPARTMENT IMPLICATIONS:

None.

SUMMARY AND CONCLUSION:

As previously mentioned, the Welland Rose Festival Inc., is not eligible to be an advisory committee of council, as they are their own corporation with their own constitution they follow. The City of Welland does not have jurisdiction over their operations.

ATTACHMENT:

Appendix I – 2008 Welland Rose Festival Advisory Committee – Terms of Reference

APPENDIX I**Welland Rose Festival Advisory Committee
Terms of Reference**

The Council of the City of Welland recognizes the existence and continuance of the community-created Rose Festival Volunteer Board (operating as Rose Festival Inc.). To enhance leadership and sustainability of the Volunteer Board, Council has created a Rose Festival Advisory Committee. The Volunteer Board, through its Executive Election process, will recommend for Council's approval 4 of the 5 positions for the Advisory Committee (excluding Council Representative).

The four (4) voting members of the Rose Festival Advisory Committee will serve over both the Advisory Committee and the Volunteer Board in the following capacities: President, 1st Vice President, Secretary, and Treasurer. The Council Representative (also appointed by Council) will serve on the Advisory Committee and the Rose Festival Inc. Board of Directors in accordance with the By-law No. 1 of the Rose Festival Inc.




The Advisory Committee to Council is charged with the following responsibilities:

1. To be an advisory committee reporting to Council to facilitate the organization and operation of the annual Rose Festival.
2. To be part of the Executive Committee of the Rose Festival Volunteer Board of Directors as per By-law No. 1 of Rose Festival Inc.
3. To plan and oversee operation of annual Rose Festival Events.
4. To report to Council and seek approval of Council for all Rose Festival events, including business plans and financial approvals.
5. To recruit volunteers to assist in the planning, operation, and administration of Rose Festival events.
6. To ensure all competitive events are sanctioned and adequately insured through third-party insurance policies where possible. All events will indicate for Council's approval whether third-party insurance exists. Those that do not have third-party insurance will require approval of Council in order to be conducted.
7. To provide audited financial statements annually to the City in a timely manner to expedite Council's determination of financial requirements for the holding of Rose Festival events.
8. To advise and recommend to Council on general matters related to Rose Festival or other community events which may impact on the Rose Festival.
9. To investigate and recommend to Council, Rose Festival legacy opportunities.

Benefits:

1. Provides Council with reporting and financial controls and better community accountability.
2. Provides the Rose Festival with operational efficiencies
 - a. Insurance premium savings
 - b. Better access to and appreciation for in-kind services
3. Enables the Volunteer Board to continue operating and holds it accountable to the Advisory Board.
4. Holds the Advisory Board accountable to Council.
5. Enables citizens and businesses to donate to eligible Rose Festival events and receive charitable receipts from the City.

COUNCIL
CORPORATE SERVICES – CLERKS DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT CLK-2020-05
FEBRUARY 18, 2020

20-52

SUBJECT: COUNCIL AND STAFF RELATIONS POLICY

AUTHOR: TARA STEPHENS, CITY CLERK

APPROVING G.M.: STEVE ZORBAS, GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL OFFICER/TREASURER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND adopts the "Council and Staff Relations Policy" as attached to report CLK-2020-05.

ORIGIN AND BACKGROUND:

In accordance with Section 270 of the *Municipal Act, 2001*, as amended by *Bill 68 Modernizing Ontario's Municipal Legislation Act, 2017*, municipalities are required to adopt a policy with respect to council and staff relations.

COMMENTS AND ANALYSIS:

The purpose of the policy is to set out a general standard to ensure that council and staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all members and staff are expected to adhere to and comply with.

FINANCIAL CONSIDERATION:

There is no financial impact associated with the adoption of this policy.

OTHER DEPARTMENT IMPLICATIONS:

The Clerk's Division will be required to include this policy in the Corporate Policy Manual and have it accessible on our City of Welland website.

SUMMARY AND CONCLUSION:

Staff recommends council adopts the attached policy as it establishes a policy to govern the relationship between members of council and staff.

ATTACHMENT:

Appendix I – Council and Staff Relations Policy

APPENDIX I
CITY OF WELLAND

POLICY

Policy Title: Council and Staff Relations Policy	
Date of Approval: February 18, 2020	Policy Number: HUM-001-0035
Lead Role: City Clerk	Support Role: Deputy Clerk
Cross Reference:	Next Review Date: TBD
Council File Number: 20-52	Revision Date:

Policy Statement:

1.0 Application and Purpose

- 1.1 This Council and Staff Relations Policy applies to all Members of the Council of the City of Welland, including the Mayor, and all members of Staff of the City of Welland.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the City in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

2.0 Statement of Principles

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the City by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
 - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the City;

- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other's respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

3.0 Definitions

3.1 The following terms shall have the following meanings in this Policy:

- (a) "CAO" means the Chief Administrative Officer of the City;
- (b) "City" means The Corporation of the City of Welland;
- (c) "Clerk" means the Clerk of the City;
- (d) "Council" means the council for the City;
- (e) "Mayor" means the head of Council;
- (f) "Member" means a Member of Council;
- (g) "Policy" means this Council and Staff Relations Policy; and
- (h) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the City's business and interests.

4.0 General Obligations

4.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;

- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the City and always for the collective public interest of the City; and
- (e) act in a manner that enhances public confidence in local government.

5.0 Roles and Responsibilities of Members

5.1 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the City and that it comprises a collective decision-making body and that individual Members only have a single vote;
- (b) they are representatives of the entire City;
- (c) Staff serve the whole of Council rather than any individual Member or Members;
- (d) they govern, provide political direction and make decisions as Council;
- (e) they will respect the administrative and managerial chain of command by:
 - (i) presenting to Council for approval, any item for direction to Staff;
 - (ii) directing any questions or concerns in relation to the administration or management of the City to the CAO for their consideration,
 - (iii) giving direction to Staff only as Council and through the CAO,
 - (iv) refraining from becoming involved in the management of Staff;
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (i) they shall notify Staff, whenever possible, if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;

- (j) they shall request advice from the Clerk about the appropriate wording of motions, amendments, and formal directions of Staff that will be placed before Council to consider and discuss;
- (k) they shall request information regarding meeting agendas or minutes from the Clerk;
- (l) as individual Members, they have no greater access to records or information held by the City than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute (other than records or information provided to them expressly in confidence by virtue of their status as Members);
- (m) they shall recognize Staff are not expected to provide information or take action in matters outside of regular administrative business hours, except in extenuating circumstances;
- (n) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- (o) they shall at all times comply with the City's Code of Conduct for Members of Council; and
- (p) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.




6.0 Roles and Responsibilities of Staff

6.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the City and is ultimately responsible to the electorate for the good governance of the City;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) they shall serve the whole of Council rather than any individual Member;
- (e) all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;

- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- (g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (i) they shall diligently and impartially implement Council's decisions;
- (j) they shall notify management or the CAO, as appropriate, of any issues that may impact the City and of ongoing activities in each department;
- (k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or action of Council;
- (l) they shall refrain from publicly criticizing any Member in relation to their intelligence, integrity, competence or otherwise; and
- (m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

COUNCIL
HUMAN RESOURCES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT HR-2020-01
February 18, 2020

19-85

SUBJECT: **WORKPLACE DISCRIMINATION, HARASSMENT AND WORKPLACE VIOLENCE POLICY**

AUTHOR **ANDREA DAISLEY, MANAGER OF HUMAN RESOURCES**

APPROVING G.M.: **STEVE ZORBAS, GENERAL MANAGER, CORPORATE SERVICES/CHIEF FINANCIAL OFFICER/TREASURER**

RECOMMENDATION:

1. THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report HR-2020-01; Workplace Discrimination, Harassment and Workplace Violence Policy;
2. THAT Welland City Council approves the Workplace Discrimination, Harassment and Workplace Violence Policy.

ORIGIN AND BACKGROUND:

In 2018, the previous Human Resources Committee for the 2014-2018 term of council, reviewed the Workplace Discrimination, Harassment and Workplace Violence Policy, but the matter was not presented to Welland City Council for consideration.

COMMENTS AND ANALYSIS:

The Workplace Discrimination, Harassment and Workplace Violence Policy has been reviewed and approved by the Human Resources Committee at its meeting of January 16, 2020.

FINANCIAL CONSIDERATION:

There is no financial impact associated with the adoption of this policy.

OTHER DEPARTMENT IMPLICATIONS:

All staff will be provided with a copy of the policy, and the policy will be added to the City of Welland website.

SUMMARY AND CONCLUSION:

This policy will be reviewed on an annual basis to ensure compliance with legislated requirements.

ATTACHMENTS

Appendix I – Workplace Discrimination, Harassment and Workplace Violence Policy

CITY OF WELLAND**POLICY ON WORKPLACE DISCRIMINATION, HARASSMENT
AND WORKPLACE VIOLENCE****POLICY STATEMENT:**

In compliance with the Human Rights Code (Ontario) and the Occupational Health and Safety Act, The Corporation of the City of Welland (herein referred to as the City of Welland or "the City"), has an obligation and responsibility to provide a work environment that is free of discrimination, workplace harassment, workplace sexual harassment and workplace violence as defined under the Human Rights Code (also referred to as "the Code" in this document) and the Occupational Health and Safety Act (also referred to as "the OHSa" in this document).

Discrimination, harassment, sexual harassment, and workplace violence are considered to be unacceptable and a form of employment misconduct. The City of Welland will make every reasonable effort to ensure that no one is subject to it. The City takes very seriously its responsibility to foster and maintain a positive working environment with mutual respect for all and wishes to make it clear that it will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of any individual or create an intimidating, hostile or offensive workplace. Therefore, individuals who violate this Policy are subject to disciplinary and/or corrective action up to and including termination of employment.

This policy will be developed and maintained in consultation with the Joint Health and Safety Committee or a Health and Safety Representative.

INTENT:

The intent of this policy is to ensure that the City of Welland maintains its adherence to the spirit and provisions of the Human Rights Code and the Occupational Health and Safety Act, to encourage appropriate behaviour in the workplace and provide a mechanism for persons to bring forward concerns and issues related to harassment, sexual harassment, workplace violence and discrimination, should they arise in the workplace.

SCOPE OF THIS POLICY:

This policy applies to all employees of the Corporation of the City of Welland, volunteers, members of Council and anyone involved with the business of the City, to provide assurance that they can undertake their duties in the workplace, free from discrimination, workplace violence, harassment and sexual harassment, as defined under the Human Rights Code and the OHSA.

THE WORKPLACE:

The workplace is not only confined to the various offices and work locations of the City. It also includes washrooms, lunchrooms, outside work sites, on-road vehicles and any other location where the business of the City is being conducted.

Harassment and discrimination which occur outside the workplace (eg: office-related social functions, luncheon meetings, work-related travel) but are an extension of work or duties performed and which can have repercussions in the work environment, are also covered by this policy.

RESPONSIBILITIES UNDER THIS POLICY:**The City is responsible for:**

Ensuring that corporate policy, practices and conduct comply with the provisions of the Human Rights Code and the OHSA.

- Making sure that all those protected by the policy are fully aware of the policy, their rights and protections under this policy, the Code and the OHSA.
- Creating an environment that encourages prospective complainants to report all incidents of discrimination and harassment.
- Ensuring that all discrimination and harassment complaints can be and are resolved quickly, fairly and in a sensitive manner.
- Conducting an investigation that is appropriate in the circumstances.

Management personnel have the responsibility to:

- Protect all employees from discrimination and harassment and prohibit such activity from occurring in the workplace.
- Immediately initiate action upon receipt of, or even prior to, any actual complaint, where discrimination or harassment is known to have taken place.
- Take corrective or disciplinary action where a violation of this policy has been found to have occurred.

Employees/Council Members/Volunteers/Others:

All City employees and those persons involved with or undertaking City business have the responsibility of maintaining a positive and business-like workplace and ensuring that the work environment is free from discrimination and harassment. Every employee is discouraged from and directed to not engage in any activity that may be perceived as constituting discrimination or harassment.

DEFINITIONS:**Discrimination:**

The Human Rights Code ("the Code") states that it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination.

Section 5(1) of the Code states:

"Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy, gender identity), sexual orientation, age, and record of offences, marital status, family status or handicap."

The City of Welland is obligated to insure that no discrimination or unequal treatment, based on the prohibited grounds or types of discrimination as outlined above, occurs in the workplace.

Discrimination can be intolerant behaviours towards individuals or groups. The behaviour can be direct (e.g. denying jobs based on colour, race, sex or disability) or systemic (e.g. utilizing job testing that is culturally-biased, height or weight restrictions for particular positions). Discrimination may come from an individual or through systems and attitudes held by an organization. Actions do not have to be intentionally committed to be considered discriminatory or a possible Code violation.

Harassment:

Harassment is one form of discrimination and it is illegal under the Human Rights Code.

Section 5(2) of the Code states:

"Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability."

Section 10(1) of the Code defines harassment as meaning:

"...engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."

Harassment can also be defined as any objectionable, unwanted or un-welcome attention to a person based on any of the discriminatory grounds.

Harassment can include, but is not limited to, the following:

- Verbal - comments, jokes, propositions and the like.
- Physical - touching, leering, patting, pinching, cornering, actions up to and including assault of a criminal nature.
- Visual - suggestive gestures, displays of racial/hate or pornographic materials, E-mails and other computer generated materials that are intended to intimidate or embarrass.

Workplace Harassment under the Occupational Health and Safety Act is defined as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or

Some examples of **workplace harassment** are:

- verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading rumours, regardless of whether they are malicious
- excluding or ignoring someone, such as persistent exclusion of a particular person from workplace-related social gatherings
- workplace supervision done in a demeaning or abusive manner
- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls, emails, texts or social media communications
- a supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- making false allegations about someone in memos or other work-related documents

- menacing behaviours including staring, glaring, inappropriate gestures or unwelcome physical closeness
- taunting and intimidation

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Respect in the workplace is everyone's responsibility. Any acts that demean, harm or exclude are counter to our culture and should be addressed promptly in accordance with the procedures set out below.

Poisoned Work Environment:

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that is offensive, racist or discriminatory in nature.

What Isn't Harassment?

The *Occupational Health and Safety Act* states:

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting medical documents in support of an absence from work
- enforcement of workplace rules and policies

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Sexual Harassment under the Code and the OHSA:

Sections 7(2) and 7(3) of the Code, state that sexual harassment is a very specific form of illegal discrimination and that employees have the right to be free from harassment in the workplace because of sex.

The Code clearly defines the following activities and behaviours as sexual harassment:

- a) Sexual Solicitations, Advances and Unwanted Attention - made by a person in a position to confer, grant or deny a benefit or advancement, of a persistent or abusive nature, where the person knows or ought reasonably to know that such attention is unwanted or unwelcome.
- b) Implied or Expressed Promise of Reward - for complying with a sexual request or favour.
- c) Threat Of or Actual Reprisal for Refusal - implied or actual reprisal or denial of opportunity for refusal to comply with a sexually oriented request.
- d) Poison or Hostile Work Environment - remarks, behaviour and activities of a sexual nature, not necessarily directed to any one person, which may be perceived to create a negative, intimidating, uncomfortable or offensive workplace or environment. May include a one-time incident as opposed to a "course of" or ongoing harassment, but is of such a severity or weight it taints or poisons the environment.

Examples can include: jokes, pin-ups, T-shirts with inappropriate comments, circulation of offensive materials, E-mails etc. or a one-time comment from a person in authority to the effect "we will never hire woman here for that type of work."

The *Occupational Health and Safety Act* defines workplace sexual harassment as:

- (i) *Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or*
- (ii) *Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

Both men and women can be victims of sexual or gender-based harassment, and someone of the same or opposite sex can harass someone else. Some examples of sexual or gender-based harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent inappropriate staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing
- gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious; and
- sexual assault

Workplace Violence is defined under the *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

All of the above activities are considered inappropriate. Therefore, a violation of this policy, the Code and the OHSA will not be condoned by the City.

Further, it is also a violation of the Policy for anyone to knowingly make a false complaint of harassment or violence, such as when a complaint is found to be frivolous, vexatious or made in bad faith with fraudulent or malicious intent, or to provide false information about a complaint.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work (such as intimate partners, family, friends)

MAKING A COMPLAINT OF DISCRIMINATION OR HARASSMENT:

Employees or persons involved in City business are encouraged to bring forward any incidents of discrimination, workplace violence, harassment or sexual harassment that they may encounter in the workplace and should do so in a timely fashion.

Complaints of discrimination, workplace violence, harassment or sexual harassment may be reported to any of the following people:

- General Manager, Human Resources and Legislative Services
- Employee Relations Manager
- Chief Administrative Officer
- Department Head

A union employee may consider seeking the assistance of his/her union. Any union employee who wishes to report a complaint of discrimination, workplace violence, harassment or sexual harassment or who has been accused of a possible violation, is entitled to union representation.

All complaints will be dealt with in a most serious manner and as promptly and discreetly as possible, with due regard for the rights of all parties.

A person always retains the right to file a complaint with the Ontario Human Rights Commission, should they choose to do so.

CONFIDENTIALITY:

Confidentiality during the complaint process will be maintained at all times as practicable and appropriate under the circumstances for each case and except where disclosure of names is necessary for purposes of investigating the complaint or taking discipline in relation to the complaint.

COMPLAINT RESOLUTION:

Complaints may be dealt with in a number of ways (early dispute resolution, informal, mediation, formal investigation) and as expeditiously as possible. However, if evidence of discrimination, workplace violence, harassment or sexual harassment is found

(considered a form of employee misconduct), corrective or disciplinary measures will be taken as appropriate.

Discipline could involve reprimands or suspensions and depending on the severity of the situation, may result in more serious actions being taken, including discharge or termination for cause. Steps will also be taken to prevent any further reoccurrence of the discrimination or harassment and provide additional support or assistance to those affected.

If the complaint is not supported or substantiated, no documentation of the complaint will be placed with the file of the person alleged to have done the discriminating or harassing.

INVESTIGATION:

If the City chooses to proceed to a formal investigation, the City has discretion to use either an internal or external investigator to conduct an investigation, depending on the nature of the incident.

The investigation may include:

- conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the incident or complaint, including dates and locations
- reviewing any related documentation
- making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. The goal is to complete any investigation and communicate the results to the complainant and respondent within a reasonable time frame after becoming aware of an incident or a complaint is received, where possible. The timeframe within which an investigation can be completed varies depending on the circumstances of each investigation.

LIABILITY UNDER THE HUMAN RIGHTS CODE:

Whether committed by a co-worker or a supervisor, acts of harassment and discrimination are not only considered a form of employee misconduct, but are also illegal under the Code. Persons engaging in discriminatory actions or harassment of others may be personally liable under the Code. In addition, those in a position of authority who know about such behaviour or ought to know and by omission or failure to take appropriate action, tolerate it, are also guilty of misconduct and could be named and liable in a complaint filed with the Ontario Human Rights Commission.

NO REPRISAL UNDER THE CODE AND OHSA:

Section 8 of the Human Rights Code states:

Every person has a right to claim and enforce his or her rights under this Act, to institute and participate in proceedings under this Act and to refuse to infringe the rights of another person under this Act, without reprisal or threat of reprisal for so doing.

Section 50 (1) of the OHSA states:

“No employer or person acting on behalf of an employer shall,

- (a) dismiss or threaten to dismiss a worker;
- (b) discipline or suspend or threaten to discipline or suspend a worker;
- (c) impose any penalty upon a worker; or
- (d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations....”

All levels of Management will insure that no reprisals or retaliation stem from the filing of complaints with respect to the person making the complaint, the accused or any witness. Any form of retaliation or reprisal is considered a serious violation of this policy. Such actions will be subject to disciplinary action.

Persons who make legitimate or "good faith" complaints will not have their employment affected in any way as a result of their complaint.




It is also recognized that false, fabricated or malicious accusations of harassment or discrimination can have serious affects on innocent people. Such accusations or false reporting will not be tolerated and will be regarded as a violation of this policy.

REVIEW

The City will review this policy when necessary. At a minimum, the policy will be reviewed annually, and revised accordingly.

Issue Date:	March, 2016
Revision Date:	February, 2020

COUNCIL
HUMAN RESOURCES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT HR-2020-02
February 18, 2020

19-85

SUBJECT: HIRING POLICY

AUTHOR ANDREA DAISLEY, MANAGER OF HUMAN RESOURCES

APPROVING G.M.: STEVE ZORBAS, GENERAL MANAGER, CORPORATE SERVICES/CHIEF FINANCIAL OFFICER/TREASURER

RECOMMENDATION:

1. THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report HR-2020-02; Hiring Policy;
2. THAT Welland City Council approves the Hiring Policy.

ORIGIN AND BACKGROUND:

At the June 18, 2019 Council meeting, Welland City Council approved a motion to refer the development of a hiring policy to the Human Resources Committee. Following the approved motion of Council, staff and the Human Resources Committee conducted a review of the current Hiring Policy and updated the policy accordingly.

COMMENTS AND ANALYSIS:

The Hiring Policy has been reviewed and approved by the Human Resources Committee at its meeting of January 16, 2020.

FINANCIAL CONSIDERATION:

There is no financial impact associated with the adoption of this policy.

OTHER DEPARTMENT IMPLICATIONS:

All staff will be provided with a copy of the policy, and the policy will be added to the City of Welland website.

SUMMARY AND CONCLUSION:

This policy will be reviewed on an annual basis.

ATTACHMENTS

Appendix I – Hiring Policy

CITY OF WELLAND**POLICY ON HIRING****POLICY STATEMENT**

The City of Welland ("the City") is committed to transparent and merit based selection in all of its hiring decisions. All applicants are given an equal opportunity for employment in compliance with the provisions in the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act (AODA)* and any other applicable legislation.

The purpose of this policy is to set a consistent and equitable standard for the recruitment and selection of employees at the City. This will help to create a diverse and qualified talent pool to support the City's current and future business needs. Effective recruitment, selection and promotion practices optimize the efficiency of human resources, and maximize the number of promotion and career development opportunities for existing employees.

INTENT

The recruitment and selection of all positions within the City shall be coordinated through the Human Resources department, which shall provide professional counsel and assistance to the hiring department which, unless otherwise specified and subject to the approval of the CAO, is solely responsible for the final hiring decision.

SCOPE OF THIS POLICY

Candidates are selected and employment decisions are made in accordance with the City's procedures, collective agreements, anti-nepotism policy as well as any other applicable City policies.

No elected officials, appointed officers or employees shall attempt to misuse their authority to influence or make a decision on the hiring, transfer, promotion, demotion or any other employment related decision of an applicant or current employee.

The City shall ensure internal equity and comply with all requirements of the the *Ontario Pay Equity Act*.

PRINCIPLES

Merit – All selections, appointments and promotions shall be based on considerations of merit, and ability to perform effectively in a position. Hiring decisions will be free of nepotism in accordance with the City’s Anti-Nepotism Policy.

Objectivity – Selection criteria shall be developed in an objective and non-discriminatory manner and must be based on bonafide job-related requirements.

Consistency – Selection systems and procedures will ensure that candidates are treated in a fair and consistent manner.

Equal Opportunity – All City recruitment practices and procedures must comply with the *Ontario Human Rights Code*. All internal candidates and external candidates receive equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

Accessibility – All City recruitment practices and procedures must comply with the AODA requirements for developing, implementing and enforcing accessibility standards for Internal Candidates and External Candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities to apply for City of Welland positions; and if qualified, to participate in the interview process.

RESPONSIBILITIES UNDER THIS POLICY

Human Resources

- Develop employment policies, procedures, guidelines and tolls which promote a fair and equitable process, and support the hiring manager or designate in making the best hiring decision possible.
- Ensure the principles in this Policy are abided by during the hiring process and that the hiring manager, or designate, is aware of and follows any associate procedures.
- Provide support to hiring manager, or designate, in determining workforce planning requirements and specific recruitment strategies to attract quality candidates.
- Ensure that all recruitment activities and staffing decisions comply with statutory requirements, collective agreements, and corporate policies and procedures.
- Participate in the recruitment process for all positions.

- Perform candidate screening based on pre-determined objective criteria.
- Work with the hiring manager, or designate, to ensure there is an up-to-date job description that outlines duties and qualifications.
- Post the position as per filling a vacancy procedures.
- Advise and support the hiring manager, or designate, so they are able to conduct a fair and equitable selection process, as per the principles of this policy, and in accordance with the relevant collective agreements, policies, procedures and legislation.
- Ensure the selected hire does not have any Conflict of Interest as per the Anti-Nepotism policy.
- Extend an offer of employment to the successful candidate.
- Maintain documentation associated with all phases of selection process.
- Safeguard the privacy and confidentiality of candidate information.

Hiring Managers

- Review the job description, in consultation with Human Resources, to ensure it is still accurate in terms of duties and requisite qualifications.
- Review applications, in conjunction with Human Resources that meet the identified qualifications.
- Be aware of the employment related statutory requirements, collective agreements and corporate policies and procedures. Seek clarification from Human Resources, as required.
- Participate in the interview process, with Human Resources.
- Make the hiring decision, in consultation with Human Resources.
- Safeguard the privacy and confidentiality of candidate information.

Candidate:

- Carefully read the positions posted requirements.
- Complete an application as per the specified application process, meeting the closing date, and accurately and fully disclose all related information to allow for an objective determination of knowledge, skills and experience.

- Disclose any potential Conflict of Interests at the beginning of the selection process, in accordance with the Anti-Nepotism policy.
- Satisfy all employment conditions and provide proof of the qualifications, as identified on the posting.
- Consult with Human Resources to disclose and request accommodation, as required, if you have a disability.
- Safeguard and keep confidential any City related information disclosed during the recruitment process.

PROCEDURES

Employment Hiring Authority

The CAO shall have the authority to advise Council on performance and to recommend to Council the appointment, promotion, demotion, suspension, or dismissal of General Managers.

The CAO, in consultation with the appropriate General Manager and Human Resources, shall have the final authority to employ, promote, demote, suspend or dismiss an employee of the City below the rank of General Manager, and not covered by a collective agreement, and in accordance with all applicable employment legislation.

The CAO shall have the authority to, in consultation with the appropriate General Manager and Human Resources, appoint, employ, demote, suspend, and dismiss all other employees of the Corporation within approved staff complement levels, in accordance with the requirements of any/all affected collective agreements and all applicable employment legislation.

New Full Time Positions and Vacancies

All new Full Time positions must be approved by Council via the Budget Review Committee.

Vacancies, or perspective vacancies, for all non-union positions shall be approved by Council prior to filling the vacancy. All full time non-union vacancies shall be posted internally and externally concurrently.

Selection of Employee

The General Manager is responsible for all employees in their Department relative to appointments, evaluations, suspensions, promotions or dismissals.

Former City Employees

Former employees of the City of Welland who have left voluntarily, or through no fault of their own, and who make application for re-employment are to be given fair and equal consideration in any/all hiring processes.

Hiring of General Managers

Short listed applicants will be subject to employment investigations into their educational and work background and professional references. Only fully qualified applicants will be considered for employment.

The appointment of a General Manager, reporting directly to the CAO, is subject to the approval of Council and the selection procedure is as follows:

1. The Human Resources Department verbally advises the selected candidate of the Selection Committee's recommendation to Council.
2. The Council, in closed session, decides on the Selection Committee's recommendation.
3. A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.
4. A By-law is passed to either establish the position or appoint the successful candidate to the position, or both.

Hiring of All Other Staff

The appointment process for all other senior staff and all other employees is subject to the approval of the General Manager and the CAO, through an Employment Requisition Form. The Selection Committee shall include Human Resources staff and others as deemed appropriate, by Human Resources, for the vacancy being filled.

Items to be reviewed during the screening and short listing process include:

1. Written application and resume.
2. Preliminary interview using the most recent job description, job posting and discussion of all facets of the position.
3. Verification of professional references.
4. Testing procedures where necessary.
5. Pre-employment health examination to determine physical fitness for employment, where necessary.

COMPLIANCE

Any attempt to improperly influence a recruitment or selection decision will be reviewed by management and, if verified, result in appropriate disciplinary action.

Failure to comply with this policy and its associated procedures may result in appropriate disciplinary measures, up to and including termination of employment.




Candidates who do not comply with responsibilities listed above may be disqualified from the selection process.

REVIEW

The City will review this policy as necessary.

Issue Date:	February, 2020
Revision Date:	N/A

COUNCIL
HUMAN RESOURCES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT HR-2020-03
February 18, 2020

19-85

SUBJECT: ANTI-NEPOTISM POLICY

AUTHOR ANDREA DAISLEY, MANAGER OF HUMAN RESOURCES

APPROVING G.M.: STEVE ZORBAS, GENERAL MANAGER, CORPORATE SERVICES/CHIEF FINANCIAL OFFICER/TREASURER

RECOMMENDATION:

1. THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report HR-2020-03; Anti-Nepotism Policy;
2. THAT Welland City Council approves the Anti-Nepotism Policy.

ORIGIN AND BACKGROUND:

At the June 18, 2019 Council meeting, Welland City Council approved a motion to refer the development of an anti-nepotism policy to the Human Resources Committee. Following the approved motion of Council, staff and the Human Resources Committee created an Anti-Nepotism Policy.

COMMENTS AND ANALYSIS:

The Anti-Nepotism Policy has been reviewed and approved by the Human Resources Committee at its meeting of January 16, 2020.

FINANCIAL CONSIDERATION:

There is no financial impact associated with the adoption of this policy.

OTHER DEPARTMENT IMPLICATIONS:

All staff will be provided with a copy of the policy, and the policy will be added to the City of Welland website.

SUMMARY AND CONCLUSION:

This policy will be reviewed on an annual.

ATTACHMENTS

Appendix I – Anti-Nepotism Policy

CITY OF WELLAND**POLICY ON ANTI-NEPOTISM****POLICY STATEMENT**

The City of Welland ("the City") makes all hiring and employment related decisions based on transparency, equitable opportunity, and an overall emphasis on merit. This schedule aims to eliminate the influence of nepotism in City hiring and employment related decisions to maintain confidence in the integrity of the City's hiring and employment practices.

The purpose of this policy is to ensure that employment related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on family member or significant social relationships. At the same time, it is recognized that existing family member and significant social relationships with City employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment at the City.

INTENT

The City is committed to eliminating nepotism in any employment related decisions to preserve employee moral; to provide the highest quality service possible to citizens and businesses the City services; to ensure equitable opportunities; and to preserve real and perceived integrity in the recruitment process.

SCOPE OF THIS POLICY

This schedule is in accordance with the Ontario *Human Rights Code*. S. 24 (1) (d) of the *Code* states that the right under section 5 to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee.

The hiring process is intended to promote equitable opportunity, and candidates are selected and employment decisions made in accordance with the City's hiring policy and procedures, collective agreements, as well as any other applicable City policies or legislation.

No employee shall attempt to use a family or significant social relationship for his or her personal benefit or gain. This includes an employee misusing their authority to influence or make an employment related decision. Employment related decisions where a benefit may be gained or authority may be misused include but are not limited to the following:

- the approval/denial of compensation increases;
- hire, transfer, promotion, demotion decisions;
- performance rating, discipline or termination;
- the assignment and approval of overtime;
- the assignment or direction of work assignments;
- approval of leaves of absences;
- the negotiation of salary level.

No employee shall attempt to improperly influence a recruitment or selection decision to benefit a family member or someone with whom they have a significant social relationship.

All job applicants will be requested to disclose the names of any spouse, child or parent who is a current employee or elected official of the City. Job applicants will be asked whether they are aware of any family or significant social relationships currently working as a City employee or elected official by disclosing a "yes" or "no" response. With the exception of a spouse, child, or parent relationship, applicants will not be requested to provide the names of any other family member or significant social relationships, in accordance with the Ontario *Human Rights Code*.

A spouse, child or parent of a current City employee or City elected official shall not be considered for employment, or changes in employment, if placement would create a direct or indirect reporting relationship with the above mentioned family members.

No employee shall be in a direct or indirect reporting relationship; or be placed in a position of influence over an employed family member or significant social relationship.

Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees. If there is a direct reporting or indirect reporting relationship the City will attempt to find a suitable job to transfer one of the affected employees. If the City is unable to transfer the employee or the employee is unable to find alternative employment, then a decision will be made, in consultation with Human Resources, as to appropriate next steps.

Family members of City employees and City elected officials will be considered for employment or advancement provided they

- have made application in accordance with established procedure;
- have been considered in accordance with established procedure;
- possess the necessary qualifications; and
- are considered to be the most suitable candidate.

RESPONSIBILITIES UNDER THIS POLICY

Employee

Immediately notify supervisor in writing of any conflict of interest. This includes the existence or formation of a direct or indirect reporting relationship with a family member or person for whom there is a significant social relationship.

Inform General Manager or Human Resources directly, if the employee has knowledge of a reporting relationship where an undisclosed conflict of interest exists.

Supervisor

Do not knowingly place employees in positions where their duties could create a conflict of interest with a family member or significant social relationship.

Where conflict of interests exist, notify the department's General Manager, who, in consultation with Human Resources, shall determine whether the employee has breached or may potentially become in breach of this Policy.

General Manager

If a real or apparent conflict exists, and it is duly reported, such that the employee is or may be or may become in breach of this schedule and the Code of Conduct, instruct the employee, in writing, to withdraw from participation in any dealings or decision making processes relative to the issue at hand. If the employee has knowingly or willfully breached the Policy, determine the appropriate disciplinary measure in consultation with Human Resources.

Where a direct or indirect reporting relationship exists between family members or a significant social relationship, in consultation with Human Resources and the manager or supervisor, make reasonable efforts to transfer one of the employees to a different division or department.

Human Resources

Provide consultation, as requested, from employees on this Policy and specific situations involving a conflict of interest.

DEFINITIONS

Conflict of Interest

A conflict of Interest, as defined in Schedule A of the Code of Conduct for Employees policy, is a situation in which an employee has personal or private interests that may compete with the public interests of the City of Welland. Such competing interests can make it difficult to fulfill his or her duties impartially. A Conflict of Interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the City of Welland generally. A conflict exists even if no unethical or improper act results from it. A Conflict of Interest can either be an apparent conflict or a real conflict.

Apparent Conflict

Exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a Conflict of Interest exists.

Real Conflict

Exists where a personal interest exists and that interest:

1. is known to the employee; and
2. has a connection to the employee's duties that is sufficient to influence the exercise of those duties.

Direct Reporting Relationship

Involves a reporting relationship where an individual has the authority to: direct and control the activities and work assignments of another employee; review or approve performance reviews; approve wage and salary adjustments; administer disciplinary action; and recommend or approve the hiring or firing of an employee.

Family Member

Includes the following family relationships:

- spouse (includes married and common-law of the same or opposite sex)
- mother, father, or legal guardian (foster or step)
- son, daughter (foster or step)
- sister, brother, step-sister, step-brother
- aunt, uncle, niece and nephew
- mother-in-law, father-in-law, sister-in-law, brother-in-law,
- son-in-law or daughter-in-law
- grandchild, grandparent, step-grandparent, step-grandchild
- child, mother or father in a relationship where the role of parent has been assumed

Indirect Reporting Relationship

Exists between the employee and the second-removed manager.

Nepotism

Favoritism granted to a family member or individual of significant social relationship, usually in the form of hiring practices or other employment decisions without regard or with lesser regard to the individual's merit, qualifications or performance.

Significant Social Relationship

An emotional association, personal relationship or strong friendship that is not defined by blood or legal bonds e.g. godchild




COMPLIANCE

Every employee is expected to be aware of and act in compliance with the Code of Conduct for Employees Policy and the related Schedules. Any employee under investigation may be suspended with or without pay or be re-assigned to other duties pending completion of the investigation, depending on the particulars of the case and the best interests of the City. Where there is a serious wrongdoing, as defined in the Whistleblower By-law, that By-law applies. Violations of this Schedule may result in appropriate disciplinary measures, up to and including dismissal.

REVIEW

The City will review this policy when necessary.

Issue Date:	February, 2020
Revision Date:	N/A

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

COUNCIL**INFRASTRUCTURE AND DEVELOPMENT SERVICES**

20-53

**REPORT P&B-2020-09
FEBRUARY 18, 2020**

**SUBJECT: APPLICATION FOR DRAFT PLAN OF SUBDIVISION
(FILE NO. 26T-14-19004) BY UPPER CANADA
CONSULTANTS FOR LANDS ON THE SOUTH SIDE OF
WEBBER ROAD, WEST SIDE OF COLBECK DRIVE AND
EAST OF THE WELLAND RIVER, WITH NO MUNICIPAL
ADDRESS**

**AUTHOR: RACHELLE LAROCQUE, BES, M.Sc., MCIP, RPP
PLANNING SUPERVISOR**

**APPROVING SUPERVISOR: GRANT MUNDAY, B.A.A., MCIP, RPP
MANAGER OF DEVELOPMENT APPROVALS**

**APPROVING G.M.: TRAVERS FITZPATRICK
GENERAL MANAGER,
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information purposes Report P&B-2020-09 regarding application for Draft Plan of Subdivision for lands on the south side of Webber Road, east side of Colbeck Drive and west of the Welland River, with no municipal address.

ORIGIN AND BACKGROUND:

Application for Draft Plan of Subdivision was submitted on December 17, 2019 and was deemed complete on December 20, 2019.

The purpose of the Draft Plan of Subdivision is to create eight (8) lots for residential purposes, and one block that will be dedicated to the City for preservation of potential archaeological resources. No amendments to the Official Plan or Zoning By-law are required as the lots meet the minimum requirements set out in both documents.

The application was circulated to City Departments, as well as outside agencies and members of the public in accordance with the requirements of the Planning Act. A Public Information Meeting was held on January 30, 2020. Approximately 10 members of the public attended the meeting, as well as the agent for the applicant. The following comments and concerns were raised:

- Concerns with the floodplain;

- Questions regarding the buffer areas shown on the draft plan and their purpose;
- Questions regarding drainage;
- Questions regarding when the property was designated to Low Density Residential;
- Concerns regarding traffic and parking along Colbeck Drive and Falcon Drive; and,
- Concerns regarding the natural environment.

At the time of writing this report, one (1) letter from the public have been received regarding the application. In addition to the comments, questions, and concerns raised at the Public Information Meeting, the additional comments were made:

- Requests to review the Environmental Impact Study and any archaeological studies that were conducted for the site.

The Statutory Public Meeting under the Planning Act is being held on February 18, 2020. The Public Meeting provides an opportunity for the Applicant to make a presentation regarding the Applications and proposal, for interested parties to make comment and/or raise concerns, and for Council Members to inquire about the Applications.

This report is intended to provide Council with background information on the Applications. Staff will bring a Recommendation Report for Council's consideration at a future meeting.

FINANCIAL CONSIDERATION:

Any costs associated with the development of the property will be the responsibility of the developer.

OTHER DEPARTMENT IMPLICATIONS:

Other City Departments have been circulated the Applications for review and comment. Any comments, requirements, and/or recommendations received will be incorporated into the final Recommendation Report.

SUMMARY AND CONCLUSION:

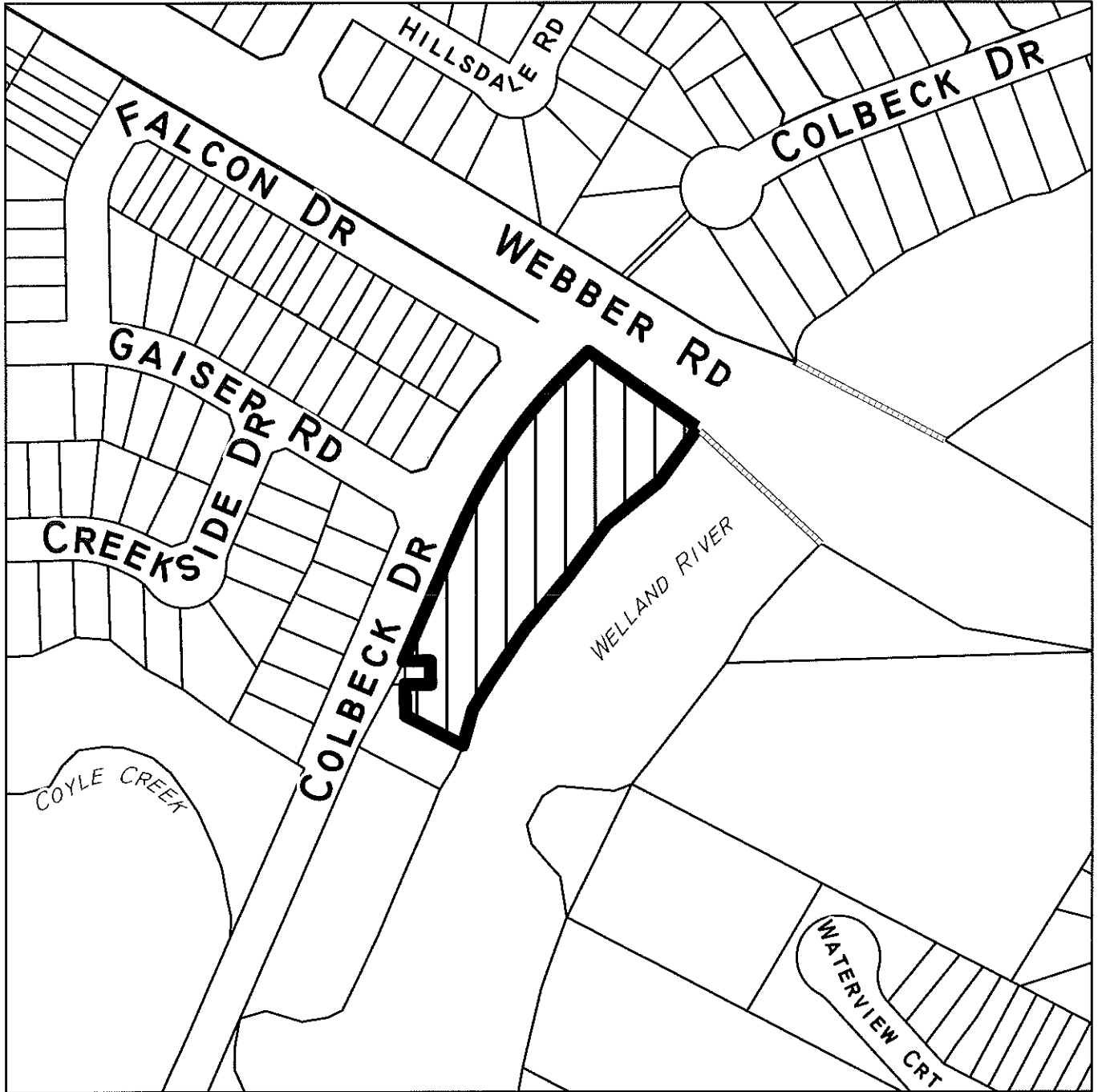
The Planning Act requires a Statutory Public Meeting to be held to provide opportunity for public input and discussion regarding the Applications. This Report is intended to provide background information for the Public Meeting.

Therefore, it is recommended that Council receives Report P&B-2020-09 for information purposes.

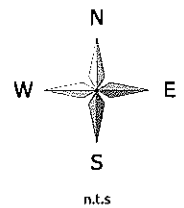
ATTACHMENTS:

- Appendix I - Key Map
- Appendix II - Aerial Photo of Subject Lands
- Appendix III - Draft Plan of Subdivision

26T-14-19004



KEY MAP



SUBJECT LANDS

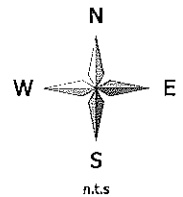


*Infrastructure and
Development Services*
Planning Division



AERIAL PHOTO OF THE SUBJECT LANDS

26T-14-19004

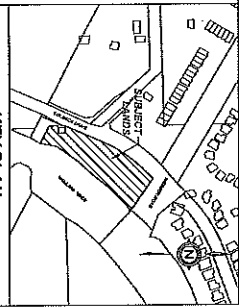
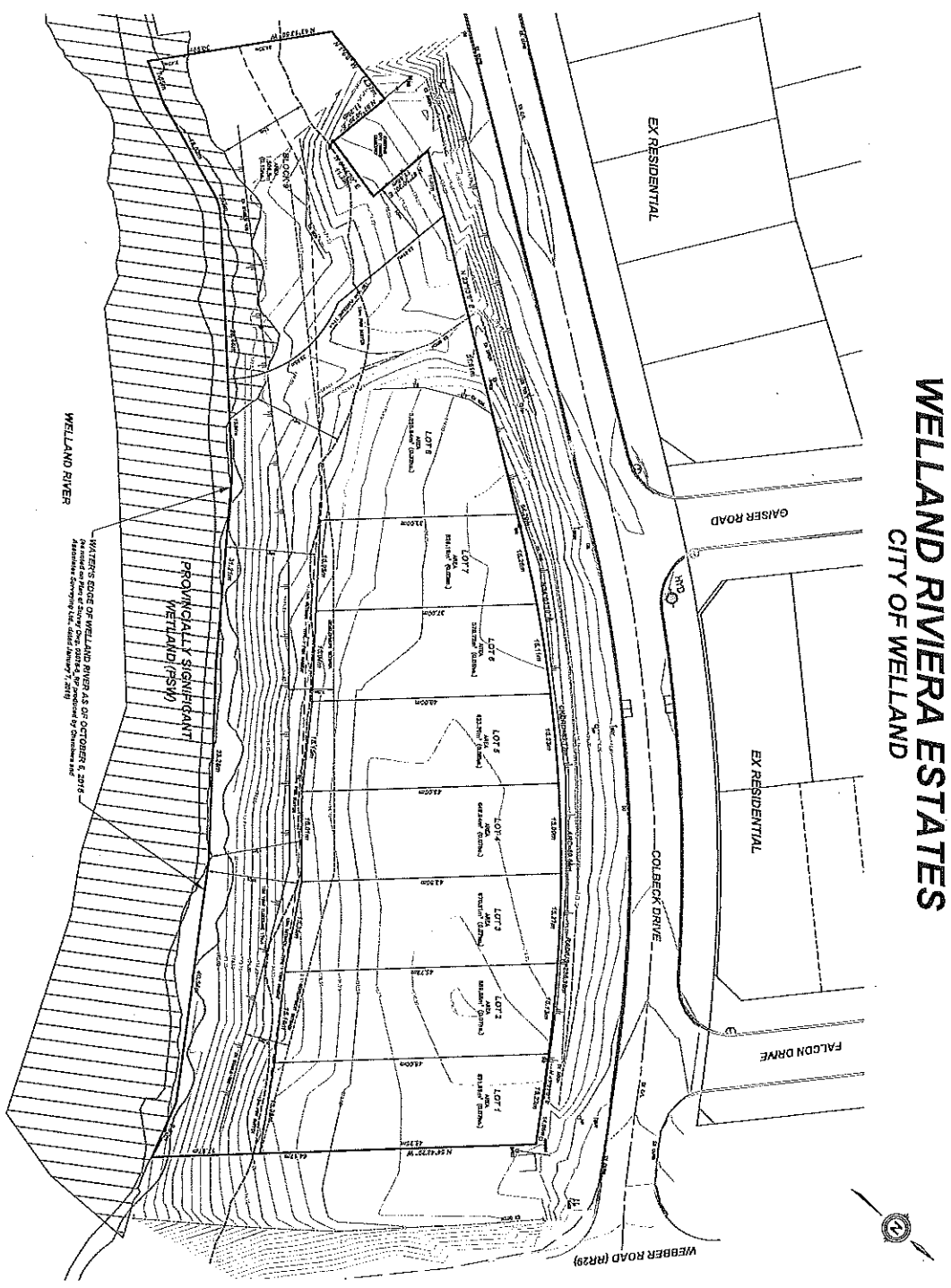


SUBJECT LANDS



*Infrastructure and
Development Services*
Planning Division

WELLAND RIVERA ESTATES CITY OF WELLAND



DRAFT PLAN OF SUBDIVISION

LEGAL DESCRIPTION

Part of Lot 28 of the
Geographical Township of Thorold
County of Lincoln
Province of Ontario

OWNER'S CERTIFICATE

I, the undersigned, owner, lender,
agent, or other person, declare that
I am the owner of the land shown
on this plan and that I am the
owner of the land shown on this
plan.

OWNER'S CERTIFICATE

I, the undersigned, owner, lender,
agent, or other person, declare that
I am the owner of the land shown
on this plan and that I am the
owner of the land shown on this
plan.

OWNER'S CERTIFICATE

I, the undersigned, owner, lender,
agent, or other person, declare that
I am the owner of the land shown
on this plan and that I am the
owner of the land shown on this
plan.

REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT

LAND USE SCHEDULE

LAND USE	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5	LOT 6	LOT 7	LOT 8	LOT 9
RESIDENTIAL	0	0	0	0	0	0	0	0	0
COMMERCIAL	0	0	0	0	0	0	0	0	0
INDUSTRIAL	0	0	0	0	0	0	0	0	0
AGRICULTURAL	0	0	0	0	0	0	0	0	0
PROVINCALLY SIGNIFICANT WETLAND (PSW)	1	1	1	1	1	1	1	1	1



DATE: 2018 OCTOBER 11, 2018
DRAWN BY: 1530
SCALE: N.T.S.
PROJECT NO.: 1931-OP
SHEET NO.: 0

COUNCIL
PLANNING AND DEVELOPMENT SERVICES

APPROVALS	
GENERAL MANAGER	
TREASURER	
CITY MANAGER	

REPORT P&B-2020-10
FEBRUARY 18, 2020

19-50

**SUBJECT: COMMITTEE OF ADJUSTMENT MEMBERSHIP
COMPOSITION**

**AUTHOUR: ROSE DI FELICE, M. Pl., M.Sc., MCIP, R.P.P.
MANAGER OF POLICY PLANNING**

**APPROVING G.M.: TRAVERS FITZPATRICK,
GENERAL MANAGER, INFRASTRUCTURE AND
DEVELOPMENT SERVICES**

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND approves the amendment to the Committee of Adjustment's composition, increasing its membership to five (5) from three (3) in accordance with Report P&B-2020-10;
2. THAT Welland City Council directs Staff to prepare the necessary By-law(s); and
3. That the Clerk advertise for the additional members in accordance with City policy.

ORIGIN AND BACKGROUND:

In 1999, the City of Welland passed By-law Number 1999-215 being a By-law to constitute, appoint, delegate authority to and set procedures for the Committee of Adjustment. Schedule "A" of that By-law was amended through By-law 2003-183 with respect to the persons appointed to the Committee of Adjustment.

The Committee of Adjustment currently consists of three (3) members one (1) of whom has recently resigned. At this time, Staff wishes to initiate minor modifications to the Committee's member composition in order to improve the overall function of the Committee of Adjustment.

COMMENTS AND ANALYSIS:

The Committee of Adjustment consists of three (3) members appointed by Council and a quorum of two (2) members is required for conducting a public hearing. In instances where the quorum of only two (2) members presides at a hearing, there exists a risk of a tie vote wherein a tie vote is deemed a denial of the Application. With only two (2) Committee members, the Applicant is essentially placed in a disadvantaged position due to the potential tie vote and resulting denial of their Application. The applicant does have the opportunity to ask that the application be rescheduled to a future meeting but is faced with additional costs and delay. Rescheduling fees are currently set at \$754.00.

Staff, as well as the Committee of Adjustment, has long recognized the shortcomings associated with a small Committee in this regard. In order to ensure a fair hearing Staff recommends a five (5) member Committee be established. A five (5) Committee would all but eliminate the likelihood of not realizing quorum as a result of members being unable to attend due to illness, vacation or other emergency. Staff believes that implementing a five (5) member Committee will improve the municipality's public service role in this regard.

FINANCIAL CONSIDERATION:

Costs associated with this Report include remuneration for the additional members' attendance at the Committee of Adjustment hearings. Remuneration for each Committee member is currently \$75.00 per hearing plus mileage for site visits.

OTHER DEPARTMENT IMPLICATIONS:

There are no implications to other Departments as a result of the contents of this Report.

SUMMARY AND CONCLUSION:

The proposed recommendation to increase the membership composition of the Committee of Adjustment will improve service to the public for consideration of Applications by the Committee of Adjustment. Staff recommends that Council approve the amendment to the Committee of Adjustment's member composition as outlined in this Report.

ATTACHMENTS:

None

COUNCIL
INFRASTRUCTURE AND DEVELOPMENT SERVICES

APPROVALS	
GENERAL MANAGER	✓
CFO	R
CAO	JL

05-50

REPORT P&B-2020-11
FEBRUARY 18, 2020

**SUBJECT: CITY OF WELLAND HERITAGE ADVISORY COMMITTEE
STAFF SUPPORT**

**AUTHOUR: ROSE DI FELICE, M. Pl., M.Sc., MCIP, R.P.P.
MANAGER OF POLICY PLANNING**

**APPROVING G.M.: TRAVERS FITZPATRICK,
GENERAL MANAGER,
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND appoints a member of Infrastructure and Development Services Staff as staff liaison to the City of Welland Heritage Advisory Committee.

ORIGIN AND BACKGROUND:

In a letter dated July 3, 2019 (attached as Appendix I) Mr. John Mastroianni, Chair of the City of Welland Heritage Advisory Committee, on behalf of the Committee, requested that a member of Planning Staff be appointed to the Committee as a staff liaison.

COMMENTS AND ANALYSIS:

The intent of the appointment of the staff liaison to the Committee is for the staff person to attend Committee meetings and to provide guidance and timely responses to enquiries regarding City By-laws and Procedures that may affect designated properties or properties of potential cultural heritage value.

Having canvassing departmental staff who may have interest in such an appointment it is staff's recommendation that a staff liaison be appointed to the City of Welland Heritage Advisory Committee to support the Committee in fulfilling its responsibilities.

FINANCIAL CONSIDERATION:

Financial implications associated with this Report include payment of overtime hours or the provision of overtime hours in lieu of pay for attendance at Committee meetings.

OTHER DEPARTMENT IMPLICATIONS:

There are no implications to other Departments as a result of the contents of this Report.

SUMMARY AND CONCLUSION:

Staff recommends that Council assign a member of Planning Staff to act as staff liaison to the City of Welland Heritage Committee to assist the Committee in fulfilling its responsibilities.

ATTACHMENTS:

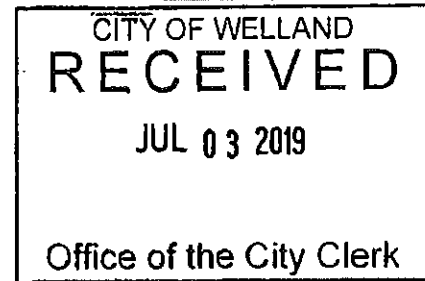
Appendix I – Letter from the City of Welland Heritage Committee



City of Welland Heritage Advisory Committee
Le Comité Consultatif du Patrimoine de la Ville de
Welland
60 East Main Street
Welland, Ontario
www.wellandheritage.ca
info@wellandheritage.ca

Tara Stephens, City Clerk
Legislative Services, Office of the City Clerk
Corporation of the City of Welland
60 East Main Street, Welland, Ontario L3B 3X4

July 3, 2019



Dear Ms. Stephens:

The City of Welland Heritage Advisory Committee is pleased to have Councillor Bonnie Fokkens as a member of this Committee.

We would like to request that in addition to Councillor Fokkens, a member of the City's Planning Department be appointed as staff liaison to the Committee to attend monthly Committee meetings.

It has come to our attention that the municipalities of St. Catharines, Niagara Falls, Niagara-on-the-Lake, Fort Erie, Grimsby and Port Colborne within the Niagara Region all have a policy whereby a member of the municipality's planning staff - all Heritage Planners or Planners - act as staff liaison and attend their Heritage Advisory Committee meetings. In some municipalities this staff member also sets the agenda for and calls the meetings.

We feel, as these other municipalities evidently do, that it would be very advantageous to have a member of the Planning staff attend meetings as liaison, as it would allow for expert guidance and timely answers to Committee members' questions regarding City Bylaws and regulations that may affect Heritage Designated properties or properties of potential cultural heritage value.

We are looking forward with anticipation to hearing who our new staff liaison will be.

Best regards,

John Mastroianni, Chair
City of Welland Heritage Advisory Committee
c.c. Mayor Frank Campion
Welland City Council

05-50

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

COUNCIL
INFRASTRUCTURE AND DEVELOPMENT SERVICES

REPORT P&B-2020-12
FEBRUARY 18, 2020

17-19

SUBJECT: INITIATION OF THE CONSULTATION PROCESS ON TREE PRESERVATION

**AUTHOUR: ROSE DI FELICE, M.PI., M.Sc., MCIP, R.P.P.
MANAGER OF POLICY PLANNING**

**APPROVING G.M.: TRAVERS FITZPATRICK,
GENERAL MANAGER,
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND receives for information Report P&B-2020-12 regarding the initiation of the consultation process on tree preservation; and
2. THAT Welland City Council authorizes Staff to proceed with the initiation of the consultation process on tree preservation as proposed.

ORIGIN AND BACKGROUND:

On September 17, 2019 Council has directed Staff to consult with the public, agencies and other stakeholders prior to reporting back to Council regarding tree preservation.

COMMENTS AND ANALYSIS:

In response to Council's direction to consult with the public, agencies and other stakeholders Staff has prepared a proposed consultation work plan. The intention of which is to initiate a community engagement exercise to solicit opinion on establishing tree preservation by implementing Public and/or Private Tree By-laws. Staff will also review Tree Preservation By-laws from other communities both within and outside Regional Niagara.

The purpose of this Report is twofold; one is to inform Council on the status of this project and two, to obtain authorization for Staff to proceed with the consultation work plan as proposed.

The proposed consultation process work plan is as follows:

- Online Survey available for completion during a two month period (mid-March to mid-May)

- Open House to take place mid-May
- Stakeholder Interviews (to mid-June)
- Report to Council on what was heard regarding tree preservation.(September)

FINANCIAL CONSIDERATION:

There are no financial implications as a result of the contents of this Report.

OTHER DEPARTMENT IMPLICATIONS:

Communications Staff will be involved in the preparation of the on-line survey which is to be posted for a two month period.

SUMMARY AND CONCLUSION:

Further to Council's request to consult with the public, agencies and other stakeholders regarding tree preservation, Staff is prepared to initiate this project and respectfully request Council's endorsement of the consultation work plan as proposed.

ATTACHMENTS:

None

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

20-54

COUNCIL
INFRASTRUCTURE AND DEVELOPMENT SERVICES

REPORT P&B-2020-13
FEBRUARY 18, 2020

SUBJECT: PROPOSED COMPENSATION POLICY FOR ADDRESS CHANGES INITIATED BY THE CITY AND REQUIRED BY INFILL DEVELOPMENT

**AUTHOUR: ROSE DI FELICE, M. Pl., M.Sc., MCIP, R.P.P.
MANAGER OF POLICY PLANNING**

**APPROVING G.M.: TRAVERS FITZPATRICK,
GENERAL MANAGER,
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND receives for information Report P&B-2020-13 Proposed Compensation Policy for Address Changes Initiated by the City and Required by Infill Development; and
2. THAT Welland City Council directs Staff prepare the compensation Policy and amend By-law 10289, a By-law to Authorize the Numbering of Buildings Along Highways to reflect the contents of Report P&B-2020-13.

ORIGIN AND BACKGROUND:

The City regulates various aspects of addressing including procedures and methodology through By-law 10289, being a By-law to Authorize the Numbering of Buildings Along Highways in the City. Staff uses best practices in the assignment and, wherever possible, in the reassignment of addresses. This includes implementation of Bell 9-1-1 PERS (Public Emergency Reporting Service) best practices for addressing. PERS best practices help to ensure consistency of addressing for 9-1-1 emergency responders and includes the following best practices with respect to address numbering:

- Numbers are a maximum six characters in length and cannot use a leading zero or alpha character. Alpha characters should be discouraged in any new addressing scheme.
- Numbering should be consistent throughout the municipality and ideally the 9-1-1 service area.

With respect to best practices and municipal addressing, Staff attempts to reduce the necessity to change existing addresses. However in some cases, such as addressing infill lots/properties problems with numbering results as the denser infill development was not contemplated when addresses were initially assigned. Therefore, as a result of a lack of a range of numbers that will accommodate addresses for infill development there is a requirement to change addresses on surrounding properties.

Staff is cognizant of, and understand, that property owners have concerns with respect to their address change. The requirement for address changes resulting from the development and/or redevelopment of infill lots/properties has resulted in the preparation of a proposed Policy to deal with compensation for impacted residents/property owners. Staff is suggesting that in light of the inconvenience, Council may wish to consider providing compensation. At this time, there is no City Policy or By-law in this regard.

COMMENTS AND ANALYSIS:

The requirement for intensification and more efficient use of existing services, has given rise to more dense developments; where once a single detached dwelling would be constructed now a townhouse complex may be proposed. In addition, the City's Zoning By-law permits a variety of residential uses in all residential zone categories as of right in order to forward the Provincial directives of intensification and increasing densities. It is situations like these that have advanced the preparation of this Report.

Requiring City initiated address changes is often disruptive for residents and businesses. Changing addressees would require submitting updates for such things as drivers' licenses, insurance policies, credit cards, utilities, investments, pensions, doctor and dentist offices etc. for some of which costs will be incurred. In addition, in situations where a home occupation/business is operated marketing materials such as business cards, letterhead etc. will need to be updated, increasing out-of-pocket expenses due to the address change.

Although research has found that only a very few municipalities offer compensation, given the number of recent required changes resulting from intensification on adjacent and/or surrounding infill lots, the requirements for address changes have become more frequent.

Staff suggest that a Policy be prepared to set out the framework for compensating residents whom are impacted by City initiated address changes. Staff suggest that compensation in the form of an arrangement for Canada Post to deliver mail addressed to current addressees for a year free of charge be implemented to assist in covering costs of address changes (initiated by the City).

As well, Staff suggest that where the City requires an owner/owners to change their address when triggered by development/redevelopment, the City will provide \$200 in compensation for costs incurred and inconvenience resulting from the address change. This cost will in turn be added to the fees charged for the said development/redevelopment.

It should be noted that the \$200 upper limit in compensation is based on the current amount charged by the City (covering administrative costs associated with the service) for address changes requested on the part of an owner. Also, Staff suggest that the proposed Policy also address situations where, as a result of, the requirement of a Planning Approval, said approval be conditioned to require the owner seeking the approval

to cover the costs (free of charge mail forwarding for one year) and the \$200 financial compensation for address changes required as a result of their development proposal.

FINANCIAL CONSIDERATION:

Should the Policy come into effect, the City may see an increase in costs which will be entirely dependent upon the required number of address changes initiated by the City resulting from development on infill lots/properties. Current costs for mail forwarding for one year is \$85.00. The Fees and Charges By-law will need to be amended to reflect compensation as outlined in this Report.

OTHER DEPARTMENT IMPLICATIONS:

There are no other Department implications related to this Report.

SUMMARY AND CONCLUSION:

The City is responsible for assigning municipal addresses consistently to permit easy identification of buildings by the public, public utilities and emergency services.

There is a concern that in situations of infill address changes are being required more frequently resulting in inconvenience in updating addressees for owners of adjacent and/or surrounding properties. As a result, Staff is recommending that a Policy be prepared to address compensation and conditions of development where address changes are initiated and required by the City as outlined in this Report.

ATTACHMENTS:

Appendix I - Draft Policy

APPENDIX I**CITY OF WELLAND
DRAFT POLICY**

Policy Title: Policy on Compensation for Address Changes Initiated by the City and Required by Infill Development

Policy Number: SER-012-000X

Date of Approval:
Effective Date:

Lead Role:

Support Role:

Cross Reference: By-law 10289




Next Review Date:

Council File Number: 2020-XX

Policy Statement:

1. Wherever possible, the municipal addresses for an infill development project will be accommodated without incurring inconvenience or costs to adjacent property owners or the renumbering of buildings.
2. The municipal addresses for an infill project or the renumbering of a street will be on the basis of whole numbers. The municipal address numbers of a building will not include a letter (i.e., 1A, 1B) or a partial number (i.e., 1.5).
3. Wherever possible, where an infill project is at the beginning or end of a street, a lower or higher municipal address number will be assigned the property so that the existing buildings on the street are not renumbered.
4. Property owners whose address will change as a result of a City initiated road name or municipal address numbering change will be granted a free one year Change of Address with Canada Post and/or compensation to an upper limit of \$200.
5. Where an infill project subject to a planning approvals results in the municipal address renumbering of adjacent properties, the cost of the renumbering of the adjacent properties will be the responsibility of the developer of the infill project.
6. The developer will be advised that a municipal address renumbering charge is applicable to the proposal as a condition of the development approval and be payable at the issuance of a building permit.
7. The charge to the developer will be in the form of an arrangement for Canada Post to deliver mail addressed to the current addresses (mail forwarding) for one year free of charge per household to a maximum of ten (10) households.

COUNCILINFRASTRUCTURE AND DEVELOPMENT SERVICESENGINEERING DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

99-99

REPORT ENG-2020-10
FEBRUARY 18, 2020

SUBJECT: BOATHOUSE RENTAL FACILITY - CONTRACT AWARD

AUTHOUR: GAGE STEPHENS
FACILITIES MAINTENANCE MANAGER

APPROVING G.M.(S): DAN DEGAZIO, GENERAL MANAGER
ECONOMIC DEVELOPMENT, RECREATION AND CULTURE

TRAVERS FITZPATRICK, GENERAL MANAGER
INFRASTRUCTURE AND DEVELOPMENT SERVICES

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND accepts the proposal from Stolk Construction, of Port Colborne, Ontario, in the amount of \$805,247 (inclusive of net HST at 1.76%) as detailed in Report ENG-2020-10 for the Design, Supply and Installation of a Boat Rental Facility constructed from sea containers at Lincoln Street Park; and
2. THAT Council authorizes the Mayor and City Clerk to execute the necessary by-laws and agreements to enter into a contract with Stolk Construction.

ORIGIN AND BACKGROUND:

In September 2018, Council directed staff to prepare a Request for Proposal (RFP) for Phase 2 of the Canal Redevelopment Strategy. Council direction for Phase 2 included a new boathouse, food truck area, parking improvements, and a pickle ball court.

In October 2018, staff issued the first RFP18-13 for the design/build of a new community boathouse to be located at the Lincoln St Docks. The RFP stated the facility was to function as an inter-regional tourist destination, and replace the

existing boat rental facility north of Thorold Road. The new facility was to be constructed in conjunction with a picnic area, parking improvements, and other amenities that would enhance this location along with attracting new visitors to the area. This RFP focused solely on the construction of the new Boathouse in order to meet timelines of an operational facility in the summer of 2019.

The document was posted for three (3) weeks and two (2) submission were received on closing day, Tuesday October 30, 2018.

Staff reviewed the submissions and although both met the criteria, it was felt that other alternatives should be explored in order to evaluate options, and recommend an effective solution that would both meet the City's technical requirements, be cost effective, and attractive to visitors.

During the evaluation of RFP submissions for the design/build of the new community boathouse, staff were presented with a unique and contemporary alternative to conventional building techniques using shipping containers, and began exploring this option.

This shipping container option was evaluated for feasibility and was determined to allow for storage of rental boats, along with office and retail space needed to operate the Summer Boat Rental Program. Shipping containers have a very low upfront cost, and are structurally strong, which gives them the advantage of a low cost per square foot. Being made out of steel, they are easily adaptable to a variety of shapes, and current architectural practices have developed some unique and cutting edge buildings that are attracting both national and international attention.

The analysis of a shipping container building also includes the ability of the facility to grow in the future if popularity of the attraction is realized, and growth of the rental program is required. Due to the modularity of the shipping containers, and the ease of connecting additional units, future expansion would be more cost effective than retrofitting a conventional building with an addition. The initial structure will be built to suit the immediate needs of the rental program, without the additional cost of integrating future needs into the design/build plans of a conventional building.

On February 19, 2019 Council approved report ENG-2019-05 regarding the Canal Redevelopment Strategy Phase II – Welland Community Boathouse Update, and directed staff to proceed with completion of architectural plans and specifications, and subsequently issue a tender for construction of a shipping container facility to serve as a canoe/kayak rental facility at the Lincoln Docks location at the earliest opportunity.

While construction methodology for buildings made from sea containers is becoming increasingly popular; however, full service architecture firms dedicated to sea container construction do not exist locally.

The services of Raimondo + Associates Architects Inc. (RAII) of Niagara Falls were retained for the preparation of a concept plan and cost estimates for the site. Staff requested a proposal to continue with services for next steps of container design.

RAII provided a proposed for professional services in order to carry this project through to tender issuance. These services include detailed design of architectural, civil, structural, mechanical and electrical elements, building permit drawings and application, tender specifications, and coordination of suppliers.

Report ENG-2019-12 was presented to Council for award of architectural services March 19, 2019, and was approved.

Staff worked through the design with RAII starting in April of 2019 through January 2020.

Before issuing tender for the facility build a Class A cost estimate was requested by senior management and executed by Marshall Murray & Associates. This cost estimate returned at \$1,800,000.00 for the storage structure and offices, washroom and parking lot expansion, substantially over budget. A meeting was held with senior management and it was decided to discontinue works with RAII and to reissue RFP for a new facility with reduced scope of work that would meet our timelines and budget requirements.

Staff re-issued a RFP19-17 on November 26, 2019 for the building redesign with substantially decreased scope of work. The project had an extremely tight timeline to completion as we would have to redesign and build the building before May 20, 2020. As a result, only one submission was provided for the RFP, this would not satisfy the purchasing policy so the proposal was not considered for the project.

Staff brought in a consultant from the Design Build Institute to provide insight and direction into the appropriate tender components that would attract more proponents. Reduced office square footage, reduced mechanical electrical scope and a new layout were recommended. An increased timeline was also recommended as the May 20, 2020 deadline to completion would not allow any contractor enough time to manufacture the building. The timeline was increased to Canada Day, July 1, 2020. Staff reworked the RFP and RFP19-20 was then reposted to Biddingo December 24, 2019 for proposals to be accepted.

COMMENTS AND ANALYSIS:

As noted on December 24, 2019 a Request for Proposal (RFP) was issued for Proposals from qualified firms to design a new rental facility at the Lincoln St. Docks Park.

A site meeting was held on January 10, 2020, and was attended by multiple contractors. RFP submissions for the project closed on January 30, 2020, and three (3) firms submitted proposals.

The proposals were scored based on experience, quality of past work, schedule and price. Before financial submissions were opened, each member of the staff Project Implementation Team completed independent technical evaluations of all

proposals. The following table lists the contractors in order of rank after scoring was complete.

PROPOSAL RANKING	NAME	ADDRESS
1st	Stolk Construction	11 Petersburg Circle, Port Colborne, ON L3K 5V4
2nd	T.R. Hinan	1501 Pelham Street Fonthill, ON L0S 1E0
3rd	Mettko	200 Yorkland Blvd, North York, ON M2J 5C1

Evaluations were thoroughly considered and rated for quality of proposal, firm history in similar projects, along with the technical and financial scoring in accordance with the methodology outlined in the RFP. The winning submission was found to be that of Stolk Construction. Stolk Construction provided a detailed proposal outlining an innovative concept design that would drastically reduce the requirement to excavate the site while still meeting all of the requirements of the proposal for storage of equipment, office space, change rooms, future expandability and seasonal washroom facility. All while remaining significantly under budget and meeting the required July 1st installation timeline.

Staff recommend awarding Stolk Construction with the Boathouse Rental Building project.

FINANCIAL CONSIDERATION:

The approved 2020 Capital Budget includes allocation under Canal Ways, for the Boat House Facility build, G/L - 10-710-17095 for \$600,000.00. Remaining funding is from Federal Economic Development Agency for Southern Ontario Canadian Experience Fund Grant of \$500,000.

The proposed contract price is expected to be within the overall project budget as outlined below.

Description	Price
Boat House Rental Facility (10-710-17095) 2020 Capital Budget	\$600,000.00
Federal Economic Development Agency Grant	\$500,000.00
Design Concept 2 Base Bid	\$610,200.00
Optional Washroom Facility	\$181,120.00
City's Share of HST (1.76%)	\$13,927.23
TOTAL	\$805,247.00

OTHER DEPARTMENT IMPLICATIONS:

Contract administration for tendering, agreement, and contract payments have been and will be kept compliance with City policy.

SUMMARY AND CONCLUSION:

Staff recommends awarding the contract to Stolk Construction, to perform the work for the design and build of the Boat House Rental Facility at the Rotary Park Dock location.

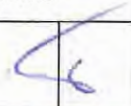
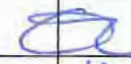

ATTACHMENTS:

None

86
COUNCIL

INFRASTRUCTURE AND DEVELOPMENT SERVICES

ENGINEERING DIVISION

APPROVALS	
GENERAL MANGER	
CFO	
CAO	

20-55

**REPORT ENG-2020-11
FEBRUARY 18, 2020**

**SUBJECT: 2019 ANNUAL SUMMARY REPORT – SAFE DRINKING
WATER ACT 2002 ONTARIO REGULATION 170/03**

**AUTHOR: SANDRA VANDER VEER
WATER QUALITY & COMPLIANCE SUPERVISOR**

**APPROVING
SUPERVISOR: VINCE BEAUDOIN, C.E.T., C.R.S., O.R.O.,
MANAGER OF PUBLIC WORKS**

**APPROVING G.M.: TRAVERS FITZPATRICK, GENERAL MANAGER
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information REPORT ENG-2020-11 the 2019 Annual Drinking Water Summary Report as required per The Safe Drinking Water Act 2002, Ontario Regulation 170/03.

ORIGIN AND BACKGROUND:

As a result of the tragedy that occurred in Walkerton in 2000, the Ontario Government passed the Safe Drinking Water Act 2002 (SDWA). Under section 11 of the Act, the owner of the municipal drinking water system must prepare an Annual Summary Report that lists the requirements of the Act, regulatory requirements, and any orders where the system was not operated in accordance of the regulations. This Annual Reports meets the statutory requirements associated with section 11 of O. Reg. 170/03 and is required to be available to the public and on the City's Website for review.

The Corporation of The City of Welland is the Owner and Operating Authority of the Welland Distribution System (WDS), which services a population of just over 53,000. The Welland Distribution System is a Class 2 Water Distribution Only Drinking Water System (DWS) with connections to The Town of Pelham and an area of Thorold South. The Highlands Distribution System, which is connected to Welland's System at Daimler Parkway, is a privately operated Registered Non Municipal Year Round Residential Drinking Water System (NMYRR) and receives all of its water from the Welland Distribution System.

Welland Distribution System (WDS) receives all of its water from The Region of Niagara. The Water Treatment Plant (WTP) located on Merritt Island in the City of Welland draws its surface water from the Welland Recreational Canal and uses sodium hypochlorite with ultraviolet light enhancement for primary disinfection. The City of Welland purchases the water from the Region on a volume basis, and then it is distributed throughout the City via Region owned trunk water mains. The Region of Niagara is responsible for sampling testing and monitoring the water at and leaving the WTP.

The City of Welland does not add any secondary disinfection as the WTP sufficiently chlorinates the water to meet the minimum requirement of >0.05mg/L Free Available Chlorine (FAC) throughout the distribution system. It should be noted here that in order to maintain chlorine residuals at the outer extremities of the distribution system it is necessary to continually flush the water mains at the dead ends of Kingsway and Sumbler Road, as well as a low flow bypass flushing line at Nidels water Haulage Station. The City has installed a timed autoflush station on Lyons Creek Road just east of Matthews Road. City staff continues to work with Regional staff on studies and methods of improving chlorine residuals in the distribution system. In the last week of October 2019, the Region of Niagara installed the mixing system in the Bemis elevated tank purchased in 2018 in the hopes of improving chlorine residuals in the distribution system. The affect in the short term is unknown however; summer of 2020 will give better indication as the water temperature increases and chlorine typically drop during this period.

Requirements of the Drinking Water System Regulation

Owners and operators of municipal drinking water systems must:

- Sample and test drinking water using certified operators in a frequency designed to reflect the type and users of the system.
- Use an accredited laboratory for drinking water testing services.
- Report adverse test results that exceed any of the standards in Schedules 1, 2, 3 (other than fluoride) in the Ontario Drinking Water Quality Standards Regulation (O.Reg.169/03) verbally and in writing to both the local Medical Officer of Health (MOH) and the Ministry of the Environment and Conservation and Parks (MECP).
- All Municipal Drinking Water Systems must have a Drinking Water Quality Management System (DWQMS) established and audited annually by an accredited third party auditing body. The Welland Distribution System is currently operating under the MECP issued Municipal Drinking Water License (MDWL)) 076-101 Issue Number 6 and Drinking Water Works Permit (DWWP) 076-201 Issue Number 3. All alterations and operating of the DWS must be conducted in accordance with and through amendments to these documents.
- Concerns over elevated lead levels in drinking water prompted amendments to O.Reg. 170/03 on July 26, 2007. Residential drinking water systems owners or their operating authorities were required to undertake a sampling

program from “plumbing” locations consisting of private residences, non-residential as well as from the municipal distribution system itself.

The initial sampling undertaken by City Staff and the subsequent lab results forced the City to work along with the Region to develop and undertake a corrosion control plan to try to reduce the lead levels in drinking water in private plumbing. The Corrosion Control plan developed and approved was for physical removal of lead services for lead reduction.

As part of the Corrosion Control Plan, the Operating Authority monitored 10 locations post lead removal for lead levels in the drinking water. These samples were taken at 2 weeks, 6, 12, and 18-month intervals.

The Operating Authority must also prepare an annual summary report for municipal residential system for municipal councilors, members of municipal service boards, or the board of directors of municipal business corporations as appropriate. The summary report will list the requirements of the Act, regulations drinking water systems approvals and any order that the system failed to meet. For any such failures, the report must also describe the measures that were taken to correct the failure. The report must also include the information for enabling the owner of the system to meet existing and future planned uses of the system.

COMMENTS AND ANALYSIS:

The City of Welland (owner and operating authority) continues to operate the Welland Distribution System in accordance with the requirements of the Safe Drinking Water Act and Regulation 170/03.

City Water Quality Staff conduct weekly bacteriological sampling throughout the distribution system at 12 pre-established route locations as well as post maintenance work performed on the system as per the City’s Standard Operating Procedures. 1545 bacteriological samples were collected by trained staff throughout the City’s distribution system and analyzed by a designated Ministry accredited laboratory. Of the 1545 samples collected, one sample met the Ministry Regulations (Adverse). A sample collected on May 15, 2019 had a Total Coliform count of 1. Resampling and testing indicated the samples were within Provincial Regulations and suggested the initial adverse was probably due to a contaminated sample location and not indicative of the water itself. 5615 field checks were taken throughout the distribution system in 2019 with only three of those samples not meeting Provincial requirements (Adverse). The first low chlorine residual (0.01mg/L) was detected on September 10, 2019 during routine sampling and occurred at a sample station on Kingsway which located on a dead end. The second low chlorine residual (0.01mg/L) was detected on November 8, 2019 during routine sampling and occurred on Foss Road. Conversation with home owner revealed they had purchased the home that had been vacant for a time which can contribute to low chlorine residual readings. The third low chlorine residual (0.02mg/L) detected on November 21, 2019 during a watermain break,

which occurred on Albert Street. In all three events, immediate flushing of the section of watermain restored the secondary disinfection requirement to above 0.2 mg/L. As well in all incidents, bacteriological samples were taken immediately after the detection of the low chlorine and lab results indicated the samples were within the Provincial Standards and no further action was required.

City staff collect lead samples as required by the Ministry of Environment Conservation and Parks (MECP) under the City's Municipal Drinking Water License. Two rounds of lead testing was conducted annually from 15 residential, 2 non-residential as well as 3 distribution points.

As well under the approved corrosion control plan developed by the Region of Niagara and City of Welland, City staff collected lead samples annually at 10 locations where the lead service was replaced on the city portion. Samples were collected at 2 weeks, 6 months, 12 months and 18 months after the service was replaced. The intent of the post replacement sampling program is to ensure the removal of the lead service reduces the lead in the drinking water at the location. Some studies have shown that in some cases, removal of the lead service on only one portion of the service has increased the corrosion due to dissimilar materials and thus actually increased the levels of lead in the drinking water in the plumbing. To date the monitoring program carried out does not suggest any increase in lead due to partial lead service replacements.

The 2019 Lead monitoring programs resulted in one plumbing exceedance where the sample detected lead above the Provincial requirement. This was a result of a public request for testing and results showed exceedance was due to lead on the resident's portion and not the City owned portion. Homeowner was advised December 12, 2019.

In late 2019 The City applied for and was granted regulatory relief from the lead testing program. Previously the requirement was to monitor 10 locations post lead removal for lead levels in the drinking water. The samples were taken at 2 weeks, 6, 12, and 18-month intervals. In accordance with statutory requirements associated with section 15.1 of O. Reg. 170/03 the updated requirement is 20 sampling points in plumbing that serve private residences. These samples must be taken twice per year. Period 1 = June 15th ~ October 15th and period 2 = December 15th ~ April 15th of each year.

As an indication of the scale of the volumes of water supplied by the Welland Drinking Water Distribution System, the tables attached in Appendix 1 provide a summary of the flows for the reporting period of January 1, 2019 to December 31, 2019, as provided by the Regional Municipality of Niagara. This summary illustrates the quantities and flow rates of water provided to the City of Welland from the Welland Water Treatment Plant on Merritt Island as well as a comparison of actual flows to that of flow rates set out in the Systems Approval. The City has read only access to the SCADA system whereby City staff would be able to have access to real time flows and volumes at both the Treatment Plant and water tower. By having real time access, the hope is that City staff will be

able to trend flows and volumes and may be able to quickly detect large leaks that might not necessarily be noticed normally (ie: under canal or river or remote areas).

City staff monitors water loss on a continual basis for quantifying water leakage in the City's distribution system. The attached appendix shows the water loss trends over the last few years. Watermain breaks and improper registering water meters can have the largest impacts on water loss/unaccounted for water. In the 2018 annual report, it was reported that the water loss was 25.3%.

The Welland Distribution System in 2019 continued to be operated in accordance with the regulations set out in the Safe Drinking Water Act and the MECP License and Permit as issued. The MECP annual drinking water inspection was conducted on September 4, 2019. The inspection while finding that the system was operated within the regulations and in a safe manner, did result in 2 non-compliances for the Welland Drinking Water System. The first was regarding Form 1 documents being signed after the project was complete. The corrective action is Water Quality, Engineering and Development departments working together to develop a commonly shared electronic folder where relevant documents can be stored and seen by all parties as required. The second was regarding the missed deadline of submitting lead sampling data within 30 days. A calendar reminder has been implemented to ensure timing is kept in mind and complied with. Both non-compliances were administrative issues and did not compromise the safety of the drinking water. The overall Inspection rating as a result of the 2 non-compliances was 98.39% and reflects that the City of Welland continues to deliver high quality, safe drinking water to its consumers.

FINANCIAL CONSIDERATION:

This report is for information only as required under the Safe Drinking Water Act and there is no financial considerations

OTHER DEPARTMENT IMPLICATIONS:

None

SUMMARY AND CONCLUSION:

It is recommended that The City of Welland Council receives for information REPORT ENG-2020-11 - the 2019 Annual Drinking Water Summary Report as required per The Safe Drinking Water Act 2002, Ontario Regulation 170/03.

The commercial and residential consumers in Welland should feel confident when they turn on their water taps knowing that they are receiving some of the highest quality of water. The Welland Distribution System continues to operate in a manner that efficiently delivers safe drinking water to its consumers.

Although the drinking water system meets all the Provincial requirements for delivering safe drinking water, it is not done without its challenges. The age of

some of the infrastructure and layout of the system makes it difficult to maintain chlorine residuals to all areas of the system. Continuous or timed auto flushing in older long straight dead end legs of the distribution system are required to maintain regulated chlorine residuals for secondary disinfection. Water Quality staff continually monitor the chlorine residuals in known trouble areas in order to maintain secondary disinfection while minimizing "wasted" water being flushed from the system. Engineering continues to work with The Region and Water Quality Staff to look into alternatives to the dead end flushing requirements. In 2019 the Beamis Tower received a new missing system in an attempt to improve the overall chlorine residuals, The City will provide relevant feedback as it becomes available.

Based on the aforementioned and as required by Ontario Regulation 170/03 for Large Municipal Residential Water Systems, the 2019 Summary Report is prepared to provide information to Members of Council and the Public and it is recommended that The Council of The City of Welland Receives for information Report ENG-2020-11 .

ATTACHMENTS:

Appendix I - Ontario Drinking Water Systems Regulation O. Reg. 170/03



Drinking-Water System Number:	260003149
Drinking-Water System Name:	Welland Distribution System
Drinking-Water System Owner:	Corporation of the City of Welland
Drinking-Water System Category:	Large Municipal
Period being reported:	January 1, 2019 to December 31, 2019

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Civic Square 60 East Main Street, Welland, Ontario</p> <p>Municipal Service Centre 99 Federal Road, Welland, Ontario</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <input type="text"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Number of Interested Authorities you report to: <input type="text"/></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Thorold (South End of Thorold) Distribution System	260049582
Highlands Residents Association	260093522

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes No

Indicate how you notified system users that your annual report is available, and is free of charge.

Public access/notice via the web



- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method _____

Describe your Drinking-Water System

The City of Welland purchases its water from the Regional Municipality of Niagara. Water supplied to the water distribution system in the City of Welland, is treated at the Welland Water Treatment Plant, located at 4 Cross Street. The source of water for this plant is 'surface water' from Lake Erie, via the Welland Canal and the Welland Recreational Waterway (Old Welland canal). The Welland Water Treatment Plant is a conventional water treatment plant which incorporates zebra mussel control, traveling screens, coagulation, flocculation, sedimentation, filtration, and disinfection in its process with the ability to go to direct filtration when raw water conditions permit. The Welland Water treatment plant provides water to the City of Welland, Town of Pelham, and part of the City of Thorold as well as The Highlands Residents Association Private Development off of Daimler Parkway. Treated water from the Welland Water Treatment Plant is distributed to Welland residents through approximately 265kilometers of City, and 30.5 kilometers of Regional water main, which range in size from 50mm (2 inch) to 750mm (30inch).

List all water treatment chemicals used over this reporting period

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Approximately 1.8 Million dollars was spent on watermain replacement and 200,000.00 on repairs



Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
May 15, 2019	Bacteriological	1	TC	Flush and resample 2 consecutive days	May 15, 2019
September 10, 2019	Low chlorine	0.01	Mg/L	Take immediate bacteriological sample upstream and flush to restore secondary disinfection	September 10, 2019
November 8, 2019	Low chlorine	0.01	Mg/L		November 8, 2019
November 21, 2019	Low chlorine	0.02	Mg/L		November 21, 2019
				Take immediate bacteriological sample upstream and flush to restore secondary disinfection	

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution	1545	0-0	0-1	1545	0-86

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	5584	0-63	NTU
Chlorine	5615	0.01-1.49	Mg/L
Fluoride (If the DWS provides fluoridation)	N/A		

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.



Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				
Cadmium				
Chromium				
*Lead				
Mercury				
Selenium				
Sodium				
Uranium				
Fluoride				
Nitrite				
Nitrate				

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing				
Distribution				

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor				
Aldicarb				
Aldrin + Dieldrin				
Atrazine + N-dealkylated metabolites				
Azinphos-methyl				
Bendiocarb				



Benzene				
Benzo(a)pyrene				
Bromoxynil				
Carbaryl				
Carbofuran				
Carbon Tetrachloride				
Chlordane (Total)				
Chlorpyrifos				
Cyanazine				
Diazinon				
Dicamba				
1,2-Dichlorobenzene				
1,4-Dichlorobenzene				
Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2-4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
THM (NOTE: show latest annual average)	Avg.	0.0446	mg/l	
Temephos				

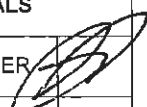




Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample

COUNCIL
ECONOMIC DEVELOPMENT OFFICE

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

13-86

REPORT EDO-2020-04
February 18, 2020

**SUBJECT: AGREEMENT OF PURCHASE AND SALE FOR VACANT CITY OWNED
LANDS IMMEDIATELY NORTH OF 472 RIVER ROAD**

AUTHOR: LINA DECHELLIS, ECONOMIC DEVELOPMENT OFFICER

**APPROVING G.M.: DAN DEGAZIO, GENERAL MANAGER, ECONOMIC DEVELOPMENT,
RECREATION AND CULTURE**

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND accepts the offer to purchase 0.3 acres of lands immediately north of 472 River Road.

THAT Welland City Council directs staff to prepare all the necessary documentation and by-laws relative to the transfer; and further

THAT the Mayor and City Clerk be authorized to execute all the necessary documents relative to the transfer; and further

THAT Welland City Council directs staff to deposit the revenues from the sale of these lands into the Economic Development Reserve Fund.

COMMENTS AND ANALYSIS:

At its meeting of September 10, 2019 Council declared surplus to the City's needs lands located immediately north of 472 River Road.

The City has received an offer from R & Y Tool and Die Co. Limited to purchase these lands.

OTHER DEPARTMENT IMPLICATIONS:

Clerks and Legal Divisions are involved to complete the sale of the property.

FINANCIAL CONSIDERATION:

R & Y Tool and Die Co. Limited has made an offer to purchase these lands which is scheduled to close on March 27, 2020.

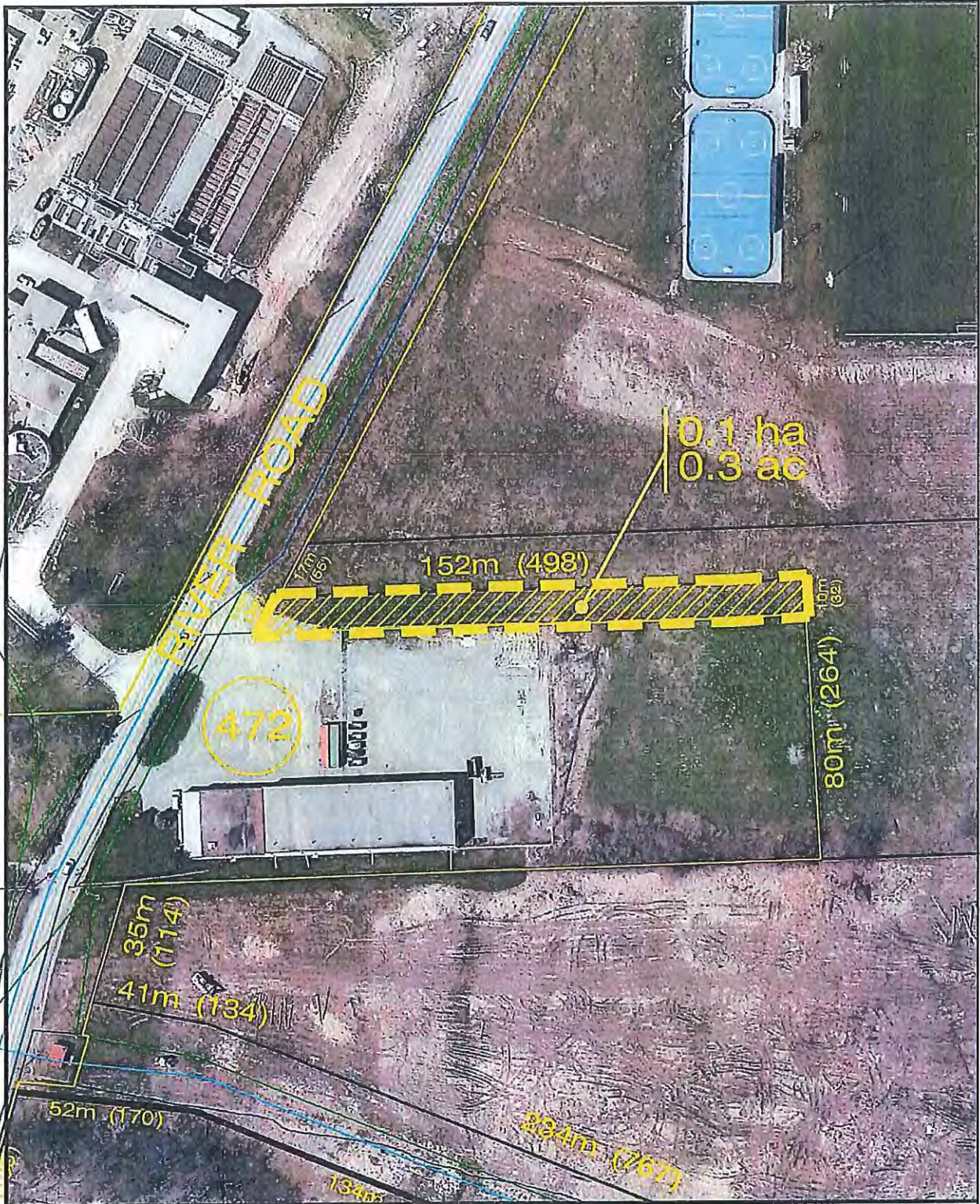
SUMMARY AND CONCLUSION:

At their January 21, 2020 Committee of the Whole meeting Council directed staff to proceed with the Offer to Purchase from R & Y Tool and Die Co. Limited for these city owned lands.

ATTACHMENT:

Appendix 1 – Key Map

Appendix 1



Infrastructure and
Development Services
Planning Division

 Subject Property

