

NOTICE

**THE MAYOR HAS CALLED
A SPECIAL MEETING OF COUNCIL
AT 5:00 P.M.**

TUESDAY, MARCH 9, 2021

IN COMMITTEE-OF-THE-WHOLE (IN-CAMERA)

TO DISCUSS THE FOLLOWING:

- **PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD;**
- *Penalty Box at the Arena.*

**FOLLOWED BY SPECIAL COUNCIL IN OPEN SESSION
TO CONSIDER ANY CORRESPONDENCE, REPORTS, AND BY-LAWS**

**Tara Stephens,
City Clerk**



SPECIAL COUNCIL MEETING

Tuesday, March 9, 2021

Due to COVID-19 and the closure of the Civic Square

All Electronic Meetings can be viewed at:

City of Welland website: <https://www.welland.ca/Council/LiveStream.asp>

1. **COMMITTEE-OF-THE-WHOLE (IN-CAMERA) (5:00 p.m.)**
(See yellow tab)
 - Proposed or pending acquisition or disposition of land by the municipality or local board;
 - *Penalty Box at the Arena.*

2. **ARISE FROM COMMITTEE-OF-THE-WHOLE (IN-CAMERA)**

3. **OPEN SPECIAL COUNCIL MEETING FOLLOWING COMMITTEE-OF-THE-WHOLE (IN-CAMERA)**
 - 3.1 **ADDITIONS/DELETIONS TO AGENDA**

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

 - 3.3 **DISCLOSURES OF INTEREST**

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

4. **ORAL REPORTS AND DELEGATIONS**
 - 4.1 **PRESENTATION(S)**

21-19 Richard Dalton, Manager of Recreation and Culture and Peter Boyce, Interim Manager of Parks, Facilities & Canal Lands re: Healthy Communities Initiative.
(See Report R&C-2021-05 pages 25 to 31)

 - 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 - Nil**



SPECIAL COUNCIL MEETING AGENDA – Page 2

Tuesday, March 9, 2021

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

6. BY-LAWS (SEE AGENDA INDEX)

7. 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 9th day of March, 2021. Ref. No. 21-1

8. ADJOURNMENT



SPECIAL COUNCIL MEETING AGENDA

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AGENDA BLOCK

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

2. COMMITTEE AND STAFF REPORTS

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

2. General Committee Report to Council - Nil

3. Budget Review Committee Report to Council - Nil

4. Staff Reports

- | | | |
|-------------------------------------|--------------------------------|---|
| 1 - 3 | <u>CAO-2021-01</u> | Interim CAO/Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Memorial Park Pool Consulting Services RFP. Ref. No. 21-19 (See By-law 1) |
| 4 - 7 | <u>F&ES-2021-03</u> | Fire Chief & Community Emergency Management Coordinator, A. Eckhart - Closure of the Ontario Fire College. Ref. No. 21-15 |
| 8 - 9 | <u>R&C-2021-03</u> | Interim CAO/Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Adventures in Citizenship MOU - Rotary Club. Ref. No. 21-63 |
| 10 - 24 | <u>R&C-2021-04</u> | Interim CAO/Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Senior Citizens Advisory Committee Strategic Plan. Ref. No. 06-84 |
| 25 - 31
Remove From Block | <u>R&C-2021-05</u> | Interim CAO/Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Healthy Communities Grant. Ref. No. 21-19 |
| 32 - 41 | <u>P&B-2021-14</u> | Interim Director, Development and Building Services, G. Munday - Virtual City Hall - Cityview Software. Ref. No. 21-62 |



SPECIAL COUNCIL MEETING AGENDA INDEX – Page 2

Tuesday, March 9, 2021

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- 42 - 47** **ENG-2021-06** Interim Director of Engineering and Public Works, SM. Millar - 2021
2021 Asphalt Patching Program - Tender Award Amendment.
Ref. No. 21- 41 (See By-law 2)
- 48 - 49** **HR-2021-03** Human Resources Manager, A. Daisley - Executive Search Services
for Recruitment of Chief Administrative Officer. Ref. No. 20-24
(See By-law 3)
- 50 - 54** **CLK-2021-08** City Clerk, T. Stephens - Filling Ward 3 Vacancy. Ref. No. 02-160

3. NEW BUSINESS

- 55 - 56** 1. Amber LaPointe, City Clerk, City of Port Colborne re: Resolution - Ontario Fire
College Closure. Ref. No. 21-15

RECOMMENDATION:

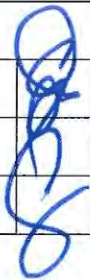
THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the City of Port Colborne dated February 24, 2021 regarding Resolution - Ontario Fire College Closure.

4. BY-LAWS

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

1. A By-law to authorize retention of Architects Tillmann Ruth Robinson Inc. to provide design consulting services for Memorial Park Pool upgrades. Ref. No. 21-19
(See Report CAO-2021-01)
2. A By-law to authorize entering into contract with Circle P. Paving Inc. for the 2021 Asphalt Patching Program; and to repeal By-law 2021-29. Ref. No. 21-41
(See Report ENG-2021-06)
3. A By-law to authorize retention of Organization Consulting Limited for recruitment of Chief Administrative Officer. Ref. No. 20-24
(See Report HR-2021-03)
4. A By-law to Repeal By-law 2020-144 being a By-law to authorize expropriation of land by the Corporation of the City of Welland. Ref. No. 20-82
(See Report CLK-2021-07 from March 2, 2021 Council Meeting)

SPECIAL COUNCIL
OFFICE OF THE CAO

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

21-19

REPORT CAO-2021-01
MARCH 9, 2021

SUBJECT: MEMORIAL PARK POOL CONSULTING SERVICES RFP

AUTHORS: PETER BOYCE, MANAGER, PARKS DIVISION

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,
INTERIM CAO / GENERAL MANAGER, CORPORATE SERVICES,
CHIEF FINANCIAL OFFICER / TREASURER**

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND approves the award to **Architects Tillmann Ruth Robinson Inc.** for the consulting services to design and implement the replacement of Memorial Park Pool, including main pool, wading pool, and washroom / change room building; and further

THAT Welland City Council directs the City Clerk to prepare all the necessary and appropriate by-laws to enter into an agreement with **Architects Tillmann Ruth Robinson Inc.**

ORIGIN AND BACKGROUND:

Memorial Park pool was built in the late 1950's and after 60 years of operation continues to be the busiest outdoor public pool in Welland, attracting 14,700 visits during the 2019 summer pool season. Due to its age and heavy use each summer, the deterioration of the facility has become evident in recent years. An assessment of the condition of the pool building and washroom / change room building was completed in 2016, which identified a number of deficiencies such as the ventilation system, cold water service, pool deck, and lack of compliance to current Accessibility standards. In February of 2021, Council approved issuance of the RFP for design services for replacing Memorial Park In Ground Pool and change rooms.

COMMENTS AND ANALYSIS:

The RFP document was issued competitively on Bidding and on March 1, 2021, the City of Welland received five (5) compliant proposal submissions.

The evaluation team included staff from Recreation & Culture and Parks, Planning and Maintenance, and Facilities. From a technical and financial analysis, Architects Tillmann Ruth Robinson Inc. was the highest scoring proponent and was competitively priced.

The high scoring proponent has provided municipal experience in Southern Ontario and strives to create projects that will last over time. They demonstrate successful strategies for the design and planning of a 'new' Memorial Park Pool, including the development and management of the construction phase. Architects Tillmann Ruth Robinson Inc. has a track record for staying on

budget for both indoor and outdoor swimming pools. Currently, Architects Tillmann Ruth Robinson Inc. is working on a similar pool replacement for the City of Burlington (Mountainside Pool).

The high scoring proponent will work with the City of Welland to create and design the pool with the minimum specifications:

- 50m rectangular pool with 4-6 lanes for instruction, lessons, lap swimming, and leisure activity, a diving board in deep end and teaching benches included in shallow end; total capacity for facility of at least 400 bathers
- All necessary equipment for lifeguarding program including highchairs
- Minimum 40ft length children's wading pool with zero depth beach entry, bubblers, and water umbrella
- All necessary equipment for recreational and swim programming, including lane lines
- Sunshade structure in pool area
- Fully accessible male, female, and family change room and shower facility to service pool
- Fully accessible external male and female washrooms, to service adjacent splash pad and park area
- New facility and amenities to be fully compliant with relevant segments of the Accessibility for Ontarians with Disabilities Act (AODA) and applicable regulations within the Ontario Health Protection & Promotion Act and Ontario Building Code
- Optional pricing of slide feature
- Salvaging the filtration system of the existing facility for reuse

Project Timeline

City of Welland staff shall work with the recommended proponent to navigate milestones and complete the project on time:

Milestone	Estimated Dates
Completion of all deliverables and detailed design	Spring/Summer 2021
Issue of project tender	Week of August 30, 2021
Construction start	September 27, 2021
Project completion	July 1, 2022

FINANCIAL CONSIDERATIONS:

Architects Tillmann Ruth Robinson Inc. received the highest technical score and submitted the lowest fees for the Design Consulting services at Memorial Park Pool, including main pool, wading pool, and washroom / change room building.

\$282,892.80 (Inclusive of City portion of tax)

The funding source will be from Capital Surplus Reserve.

OTHER DEPARTMENT IMPLICATIONS:

Staff will liaise with other departments impacted by the new Memorial Pool for a successful project; Recreation & Culture Division, Planning Division, Facilities, and Infrastructure and Development Services.

Project team will work with the Purchasing Division to coordinate Tender specifications for the construction phase.

SUMMARY AND CONCLUSION


THAT THE COUNCIL OF THE CITY OF WELLAND approves the award to **Architects Tillmann Ruth Robinson Inc.** for the consulting services to design and implement the replacement of Memorial Park Pool, including main pool, wading pool, and washroom / change room building.

THAT Welland City Council directs the City Clerk to prepare all the necessary and appropriate by-laws to enter into an agreement with **Architects Tillmann Ruth Robinson Inc.**

ATTACHMENTS:

None.

COUNCIL
FIRE AND EMERGENCY SERVICES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT F&ES-2021-03
DATE: MARCH 9, 2021

21-15

SUBJECT: CLOSURE OF THE ONTARIO FIRE COLLEGE

AUTHOR: ADAM ECKHART MPS, BPSA, ECFO, FIRE CHIEF

APPROVING G.M.: ADAM ECKHART MPS, BPSA, ECFO, FIRE CHIEF

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives this report for information;

THAT Welland City Council receive for information the communication from the City of Port Colborne, dated February 24, 2021, titled: Resolution – Ontario Fire College Closure; and further

THAT Welland City Council directs the Fire Chief to engage area fire departments to explore mutually beneficial opportunities that advance firefighter training and skills.

ORIGIN AND BACKGROUND:

The Ontario Fire College (OFC) has offered courses at its campus in Gravenhurst since 1958. As an accredited college, the OFC has faced many challenges in providing cost-effective content to nearly 32,000 firefighters across the province. In 2013, the OFC moved from their own Ontario Fire Services Standards to the National Fire Protection Association standards (NFPA). It began a grandfathering process for all firefighters in Ontario to transition. This change was focused on qualifying firefighters across Ontario to an internationally recognized standard by implementing a sustainable accreditation process.

The office of the Ontario Fire Marshal and Emergency Management is the Authority Having Jurisdiction, and it is responsible for evaluating, testing, quality and content of firefighter training for all of Ontario. They provide and maintain the curriculum in over 20 NFPA Standards.

The OFC has also recently adopted another significant change, allowing their content to be delivered by local fire department staff within their home department. Welland has moved in this direction; with the OFC's support, Welland Fire and Emergency Services (WFES) has been able to provide many certification courses in-house and collaboratively with the Regional Training Center in Fort Erie. Local training means that Welland Firefighters receive international accreditation while remaining in the area. This has resulted in higher attendance and more WFES members becoming certified.

WFES is currently underway with the design and construction of a new training facility. This investment will benefit the community of Welland regardless of the OFC's operations. The training center will provide a venue for WFES to hone their skills, meet Occupational Health and Safety Requirements, and onboard our new staff more efficiently. This investment in Welland Firefighter training will allow WFES to provide more opportunities to its members and help to ensure the highest level of service is delivered across our community.

Provincial legislation was drafted to establish mandatory certification of all firefighters in Ontario. Its purpose was to promote the health and safety of firefighters and ensure the efficient delivery of services. When it was determined that the OFC could not assist all fire departments in meeting these needs, the legislation was withdrawn. Welland firefighters strongly embraced firefighter certification before it was defeated at the provincial level. It is anticipated that the province will revisit mandatory firefighter certification in the future. WFES will continue towards fully certificating all of its people without a legislated requirement.

COMMENTS AND ANALYSIS:

The OFC is transitioning to a model that supports local training, a result of modernizing their delivery platform to get more training to more firefighters by supporting fire departments in different ways. Organizational change is difficult. But WFES will embrace the new opportunities from the OFC and continue to provide excellent training opportunities within our community.

Welland City Council has made a timely decision to invest in a local firefighter Training Center. When it becomes available, WFES will be well-positioned to provide more firefighter training in Welland and continue to improve service delivery through skills and performance training.

FINANCIAL CONSIDERATION:

None.

OTHER DEPARTMENT IMPLICATIONS:

None.

SUMMARY AND CONCLUSION:

Welland City Council will receive this report and attachment for information purposes.

The Fire Chief will discuss future training opportunities of mutual benefit to neighbouring fire departments.

ATTACHMENTS:

Appendix A: Letter to Premier Ford, from the City of Port Colborne, RE: Ontario Fire College Closure.

APPENDIX A**PORT COLBORNE**

Corporate Services Department
Clerk's Division

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 - www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E amber.lapointe@portcolborne.ca

February 24, 2021

Sent via E-mail: premier@ontario.ca

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

Re: Resolution – Ontario Fire College Closure

Please be advised that, at its meeting of February 22, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the City of Port Colborne requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Your favourable consideration of this request is respectfully requested.


Sincerely,



Amber LaPointe
City Clerk

ec: Honourable Sylvia Jones, Ontario Solicitor General
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Jon Pegg, Ontario Fire Marshal
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

SPECIAL COUNCIL
OFFICE OF THE CAO
RECREATION & CULTURE DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT R&C-2021-03
MARCH 9, 2021

21-63

SUBJECT: ADVENTURES IN CITIZENSHIP MOU – ROTARY CLUB

AUTHORS: RICHARD DALTON, MANAGER, RECREATION & CULTURE

APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA, INTERIM CAO /
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL
OFFICER / TREASURER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND authorize staff enter into a Memorandum of Understanding with the Rotary Club of Welland to jointly fund one member of the Mayor's Youth Advisory Committee to attend the Rotary Adventures in Citizenship Program on an annual basis

ORIGIN AND BACKGROUND:

The Rotary Adventures in Citizenship program was started by the Rotary Club of Ottawa in 1951 to provide a forum for Canadian youth to enhance their understanding and appreciation of Canadian citizenship. The program consists of tours, lectures, discussions and social events over a four day period, all designed to broaden and strengthen the concept of citizenship for the participants. The program boasts an impressive alumni of Canadian leaders.

COMMENTS AND ANALYSIS:

The Rotary Club of Welland and City of Welland entered an MOU in 2017 to jointly fund the participation of one member of Welland's Mayors Youth Advisory Committee (MYAC) to attend the Adventures in Citizenship program annually, this MOU expired in 2020. The selected member of MYAC is usually the President of MYAC or another senior member of the committee; MYAC members may only attend the program once.

Staff are recommending the City enter a new MOU with Rotary that will mirror the terms of the previous agreement, specifically:

- Welland Rotary is responsible for registering one MYAC representative to participate in the program each year, and is responsible for their cost of return travel from Welland to Ottawa
- The City of Welland is responsible for the registration fee for the program

In 2021 the Adventures in Citizenship program will be held virtually for the first time; fees for participation have not yet been established.

FINANCIAL CONSIDERATIONS:

The City of Welland will be required to fund a registration fee of approx. \$600 +HST annually, to be funded through the Youth Programs budget within the Recreation & Culture Division

OTHER DEPARTMENT IMPLICATIONS:

None

CONCLUSION

The Rotary Adventures in Citizenship Program is a renowned opportunity to enhance the development of Canadian youth and support development of Canada's future leaders. An MOU between the City of Welland and Rotary Club of Welland will provide an opportunity for one local youth to participate in this program annually, and will be a positive investment in the development of our local youth leaders.

ATTACHMENTS:

None

SPECIAL COUNCIL
OFFICE OF THE CAO
RECREATION & CULTURE

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

06-84

REPORT R&C-2021-04
MARCH 9, 2021

SUBJECT: SENIOR CITIZENS ADVISORY COMMITTEE STRATEGIC PLAN

AUTHORS: RICHARD DALTON, MANAGER, RECREATION & CULTURE

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA, INTERIM CAO /
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL
OFFICER / TREASURER**

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND accept for information report R&C-2021-04

AND FURTHER, Council authorize the Welland Senior Citizens Advisory Committee to pursue the priorities as outlined in the "SCAC Strategic Plan"

AND FURTHER, Council authorize the "SCAC Strategic Plan" to be shared on the Committee and Boards page of the City of Welland website under the section Senior Citizens Advisory Committee

ORIGIN AND BACKGROUND:

The Welland Senior Citizen's Advisory Committee (SCAC) is a Committee of Council with a mandate to service in an advisory capacity to City Council and staff on matters that impact the quality of life of senior citizens in the City of Welland. The Council-approved Terms of Reference for SCAC are included as Appendix I.

COMMENTS AND ANALYSIS:

The objectives of SCAC as described in the Terms of Reference cover a wide variety of areas that impact the wellbeing of seniors in our community, including functioning as a forum to for issues pertaining to Welland's seniors, identify barriers to services for seniors, and form partnerships with key stakeholders to help educate, inform and improve quality of life for seniors.

The strategic plan, attached as Appendix II is a roadmap towards achieving the objectives of the SCAC. The plan was approved by the Committee at the Jan 18, 2021 meeting. The strategic plan is based on the Niagara age friendly network (NAFN) and its 5 major goals which are operationalized those goals in plan. The approach is to operate from a framework that is in alignment with the NAFN goals and visions which implemented by all members of the Age-Friendly Niagara community under World Health Organization Global Network.

FINANCIAL CONSIDERATIONS:

There is no financial obligation associated with Council's acceptance of recommendations

OTHER DEPARTMENT IMPLICATIONS:

None

CONCLUSION

The Senior Citizens Advisory Committee has created a Strategic Plan and is seeking Council approval to publish the plan on the City Boards and Agencies website, and use this document as a guiding resource to set objectives and priorities of the Committee for the remainder of its term, in alignment with the Committee's Council-approved Terms of Reference.

ATTACHMENTS:

Appendix I Terms of Reference
Appendix II Strategic Plan

CITY of WELLAND
Senior Citizen Advisory Committee ("SCAC")
Terms of Reference

1. Purpose

- 1.1 To serve in an advisory capacity to City Council and staff on matters that impact the quality of life of senior citizens in the City of Welland.

2. Objectives

- 2.1 To act as a liaison for all seniors in the City, and advise City Council and staff on ways to enrich and enhance the health and quality of life of seniors in the community.

- 2.2 To solicit input and act as a public forum for issues that affect seniors in the community.

- 2.3 To provide advice based on input received to improve the programs, policies and services provided to seniors.

- 2.4 To identify barriers to access by seniors to City programs and services.

- 2.5 To form partnerships in the community to educate, inform and improve quality of life for seniors.

- 2.6 To create and Age-friendly Welland and ensure that the community engages in action-oriented strategies that are based upon the World Health Organization (WHO) principles as identified in the Age-friendly Framework and Toolkit. The principles will include:

- Respect and support of all citizens
- Access and inclusion for all citizens
- Community engagement in decision making
- Livability
- Accountability
- Promoting independence and wellness for seniors

The Advisory Committee will identify and support the activities of the Age-friendly sub-committee and work with decision makers to achieve an Age-friendly community.

- 2.7 To prepare and submit an annual report and recommendations to Council for consideration.

3. Membership

- 3.1 The Advisory Committee shall consist of eleven (11) voting members:
- Welland resident/ratepayer – eight (8) positions minimum
 - Non-resident/non-ratepayer – two (2) positions maximum (Where interested non-resident/non-ratepayer applications are received for vacancies on the SCAC and those applicants are active in the Welland community as a whole and the Welland Community Wellness Complex, a maximum of two non-resident/non-ratepayer applicants will be considered in the absence of resident/ratepayer applications.)
 - One (1) City Councillor
- 3.2 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on need and availability of resources. Sub-committees comprised of members-at-large may be initiated to achieve the objectives of the Advisory Committee. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:
- I. A staff liaison from the Integrated Services Department.
 - II. Staff support from various City departments as required.
 - III. Representatives from various community organizations and agencies as required.
- 3.3 Committee members shall be appointed by City Council.
- 3.4 The Committee shall elect a Chair and Vice-Chair.
- 3.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member.
- 3.6 Members will be appointed for a period to coincide with the term of the appointing City Council.

4. Reporting

- 4.1 The Committee will report to Council through the Integrated Services Committee.

5. Meetings

- 5.1 A quorum shall consist of a simple majority of the members holding office at the time of the meeting.
- 5.2 The Chair will establish a regular Committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded and submitted for approval at a following meeting.

- 5.3 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

6. Member Responsibilities

- 6.1 Committee members shall become familiar with the Parks, Recreation and Culture Master Plan, City Policies and Procedures and other relevant documents.
- 6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire community.
- 6.3 Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.
- 6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.

**Seniors Citizens' Advisory Committee, Welland (SCAC)
Strategic Planning
FINAL**

Background Information:

Aging Population

- Between 2011 and 2031, seniors 65 and older will account for 60 % of population growth in Niagara, while those in the 0-25 age category will account for 7%. Stats Canada: one in five Canadians should be aged 65 and older in 2024.
- Welland's population is 52,293, **21.28% are over 65**, Niagara on the Lake and Pelham are higher.

World Health Organization (WHO) 8 domains of livability

- 1: Outdoor Spaces and Buildings
- 2: Transportation
- 3: Housing
- 4: Social Participation
- 5: Respect and Social Inclusion
- 6: Civic Participation and Employment
- 7: Communication and Information
- 8: Community and Health Services

Age Friendly Community Vision

A caring community that optimizes opportunities for overall wellbeing to enhance quality of life as people age.

Niagara Age Friendly Niagara Network (AFNN) Forum Discussion for Collective Focus

- Address issues of common concern across Niagara through joint advocacy (e.g. transportation, housing, social isolation)
- Strengthen the intergenerational aspect of the AFNN by engaging youth in our planning and action
- Implement mechanisms, such as an online portal, to support timely information-sharing between municipal committee
- Look for new ideas and best practices by connecting with municipalities in Niagara and beyond

- Engage directly with developers, planners and affordable housing experts
- Engage with Niagara Regional Housing, long-term care homes, and transitional housing providers
- Bring forth recommendations informed by best practice and evidence conversations to the respective local municipal councils

Senior Citizen's Advisory Committee (SCAC) Strategic Plan

Lead By: Rose Dzugan SCAC Vice Chair

Committee Members: Carol Sernasie Chair, Rose Dzugan Vice Chair, Doug Rapelje, Denise Bourque, Jeanine Hughes, Linda Oakes, Joan Churchman, (Richard Dalton)

In alignment with Niagara Aging Strategy and Action Plan (NASAP)

And

2015 SCAC Terms of Reference

THINK GLOBALLY, ACT LOCALLY

Niagara Aging Strategy and Action Plan Goals (NASAP)	Strategy	Action Step	Responsible	Time line	Priorit y 1 - 3
Goal #1 Elevate the profile, level of leadership and engagement of older adults in the community	Partner with other seniors	- Initiate communication with local seniors groups to - Propose partnerships for planning and conducting seniors events	Carol S Rose D Doug R	Ongoing	1
	Age Friendly Niagara Network (AFNN) and action plan	- Collaborate and support the AFNN sustainability plan within the SCAC strategic plan - Confirm 2 SCAC members on AF Leadership Council	Rose D Doug R	Ongoing	1
	WHO Age Friendly (AF) criteria (Ontario recognition of Outstanding AF Community)	- Sustain AF WHO designation for Welland Assume leadership role in completing and updating WHO criteria	Denise B Carol S AF Leadership	Ongoing	1

	<ul style="list-style-type: none"> - Consider opportunity to pursue a Niagara-wide WHO designation - Maintain relationship with Ontario Age Friendly Niagara Network - Provide info to Ontario Age Friendly initiative through SCAC members -Integrate SCAC with WHO Age Friendly (AF) criteria 	<p>Council and SCAC</p> <p>Doug R Rose D</p>		
"Let's Chat Benches" Niagara wide initiative	<ul style="list-style-type: none"> - Complete design prototype: done: considering French version and possibly braille - Obtain Council approval 	Doug R	Short term Oct 31 2020	1
Niagara-wide AF flag	<ul style="list-style-type: none"> -Collaborate with AF Leadership =Develop generic flag to be used across Niagara Generic Niagara Crest -Fly flag during seniors month June and World Seniors/United Nations day Oct 1 -Raise the profile of Seniors Month Across 12 municipalities 	Doug R SCAC	Ongoing Short term May 1 2020 Oct 1	1
Age friendly business requirements	<ul style="list-style-type: none"> -Participate in Ruby Awards, including recommendations for the Age-Friendly Community Business Award. -Collaborate with Welland Chamber of Commerce. 	Rose D	Ongoing Fall 2020	1
Community engagement in SCAC initiatives	<ul style="list-style-type: none"> -Invite community as ad hoc members to appropriate SCAC initiatives 	SCAC	Ongoing	1

		<ul style="list-style-type: none"> -Plan general discussions with seniors following seniors day lunch. -Determine feasibility attend WCenter once/month to be available for discussion with Seniors - investigate attending at locations frequented by Senior and identify locations -investigate Inviting youth to participate in SCAC initiatives 			
	SCAC membership add youth	<ul style="list-style-type: none"> - Investigate youth representation to support Intergeneration aspects of AF community -Investigate feasibility of SCAC member attending youth committee -involve youth in planning an carrying out activities 	SCAC	Ongoing	2
	Age-Friendly Niagara Network Mailing List :Niagara Connects	<ul style="list-style-type: none"> -Join the Age-Friendly Niagara Network Mailing List : Niagara Connects -Provide content about age-friendly initiatives, events, or resources in Niagara -Promote SCAC Age Friendly initiatives with Niagara Network 	SCAC email info@agefriendlyniagara.com Doug R	Immediate	2
	Age-Friendly Floral Display	-Draft letter to City requesting date for display	Doug R. Carol S.	March 2020	2
	Age friendly wall at WCenter for all ages	-Collaborate with Wellness Center to determine feasibility for display	Doug R. Carol S	Planned 2020	3
Goal #2	Education for seniors, caregivers, all age	-Partner with and develop ongoing relationship with Brock University's	SCAC	Ongoing	2

<p>Facilitate an active and positive lifestyle for older people</p>	<p>ranges: determine sources</p>	<p>Growing with Brock and Lifespan Research -Lifelong Learning Speaker Series -Age Works series</p> <p>-Suggest lecture series with emphasis on mental health, senior isolation, dementia and cognitive impairment, health and nutrition, brain health, etc. -Host speakers: partner with Brock -Participate in research studies if appropriate -Investigate partnerships with other appropriate organizations regarding speakers' series ie. Niagara College, Brock, Carp, Lifelong Learning, Alzheimers Society -Consider hosting regional AF Leadership Council Forum</p>			
	<p>Age friendly active lifestyle education</p>	<p>-Collaborate with other age friendly groups to host a Seniors' Information and Active Living Fair</p>	<p>SCAC</p>	<p>ongoing</p>	<p>2</p>
<p>Goal #3 Optimize the health and wellness of older people And Goal #4 Improve access and utilization of services and supports</p>	<p>Hospice South Niagara</p>	<p>-Continue advocating and lobbying for Hospice in South Niagara in partnership with Hospice, City of Welland -Actively participate in new <u>South Niagara's</u> proposed development. Ongoing support activities currently under way. Provincial funding essential</p>	<p>Doug R Carol Nagy Carol S</p>	<p>Ongoing</p>	<p>1</p>


		<ul style="list-style-type: none"> -Integrate knowledge of existing local Hospice services: Visiting programs, McMaster office Prince Charles Grimsby McNally House 6 beds. St Caths 10 beds Hospice Niagara Stabblar Center (16 beds for Niagara) -Draft letter to City in support of locating Hospice in Welland 			
	Age Friendly requirements for recreational purposes	-Participate in planning for new Rotary Park with reference to age friendly features	Richard Dalton Arthur R.	Ongoing	3
	Transport Inter-municipal transportation, go train integration and growth	<ul style="list-style-type: none"> -Consider results of one day free transport for seniors study in Niagara Falls All municipalities waiting on Niagara Falls report. - Meet with City Transit Manager: Doug has done. City agreed to AF Signs on buses and bus stops: Doug has examples of signs 	Doug	Ongoing 2020	3
	Affordable housing	<ul style="list-style-type: none"> -Consider dependence on Regional planning -Continue advocating for affordable housing in Welland 	Generic AF Leadership and SCAC	Ongoing	1
	Social isolation	<ul style="list-style-type: none"> -Plan for SCAC availability in discussing issues with seniors -Investigate other methods of addressing social isolation/inclusivity -Integrate current findings and strategies into SCAC planning 	SCAC	Ongoing	1

	Age Friendly signage and way finding	-Promote AF sign/font size within City -Letter to City	Carol S	2020	3
Goal #5 Improve and maintain a supportive infrastructure SCAC view	SCAC Budget	-Utilize budget template -Plan for future budgetary needs -provide budgetary requirements to City -Invite manager to discuss budget needs prior to next budget timelines -Investigate possibility of treasurer role to manage SCAC budget	Rose D Carol S	2020	3
	Senior's Month	-Develop sub-committee: Partner with City -Aim for June 2 Wellness Center	Working group	Date: June 2 2020 75% complete	1
	National Seniors Day October	-Raise Flag in City Center with City officials	SCAC City of Welland	Oct 2020	1
	Year round age friendly events	-As identified in Strat Plan	SCAC	2020	1
	Alzheimer's Coffee Break	-Collaborate with Recreation Manager to host, plan and provide signage at WC "fundraiser event"	Denise B.	Third week Sept	1
	New SCAC brochure	-Create new SCAC brochure - Identify budget funds to develop brochure -Compose working group to develop content	Rose Jeanine Doug	Immediate Jan 2020	1
	Quarterly Newsletter	- Continue hard copy print and identified distribution areas -review quantity and distribution sites -Meet with recreation manager	Carol S With Ann Osborne	Ongoing	1

		and make recommendation to city to address issues related to electronic delivery			
	Research grants and donations	-Identify appropriate Research Grants: funding source, grant criteria, application deadline, writing grant, requirement for tax receipts, and submission through City	Jeanine Rose	Spring 02	3
	SCAC Terms of Reference	-Review Terms of Reference annually	SCAC	Within 2020	3
	SCAC name	-Suggest name change to Welland Age-Friendly Advisory Committee -recommend and take to Council	Carol S	2020	3
	Orientation package	-Maintain updates to orientation package and provide package to new members -Identify mentor for new members	Rose D	Ongoing	3
	SCAC accomplishment summary	-Maintain ongoing list of SCAC accomplishments and project summary. Build on 2016, 2017, 2018 list	Denise B	Ongoing	3
	SCAC calendar of events	-Create SCAC calendar of events: For web site and Welland City web site - integrate other source events as appropriate	SCAC	Ongoing	3
	SCAC profile	-Raise community awareness and seniors education through the following strategies -Partner with Niagara College Or other source to create AF Welland video, use at presentations and make available on web site	Working group	2020	2

		<ul style="list-style-type: none"> - Check availability of grant \$ -Promote SCAC's work in the Wellness Guide. -- -Consider using social media, Facebook, Twitter Newsletter Newspaper articles. Social media article Collaborate with Recreation Manager, Marketing Director News release Niagara this week and local 			
	SCAC knowledge base	<ul style="list-style-type: none"> -request funding and attend International Federation on Aging : Global Conference on Ageing November 2020, Niagara Falls -interact with other local seniors committees and groups -Invite guest speakers to SCAC meetings at discretion of Chair 	Carol S Rose D	Nov 2020	Immediate
	Annual Report to City	Prepare and submit an annual report and recommendations to Council for consideration according to -2.7 Terms of Reference			
	SCAC member acknowledgement	-Thank committee members on retirement from SCAC and long term commitment/ membership with Achievement pin and Certificate	Carol S	Ongoing	2

SPECIAL COUNCIL
OFFICE OF THE CAO
RECREATION & CULTURE

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

21-19

REPORT R&C-2021-05
MARCH 9, 2021

SUBJECT: HEALTHY COMMUNITIES GRANT

AUTHORS: RICHARD DALTON, MANAGER, RECREATION & CULTURE
and
PETER BOYCE, MANAGER, PARKS DIVISION

APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA, INTERIM CAO /
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL
OFFICER / TREASURER

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND accepts for information report R&C-2021-05, Healthy Communities Grant; and further

THAT Welland City Council authorizes staff to submit a Healthy Communities Grant application on behalf of the City of Welland for funding to complete enhancements at Maple Park, including replacement of the public washroom facility, landscaping, and inclusion of "Let's Chat" benches; and further

THAT Welland City Council authorizes staff to allocate surplus funds remaining from the construction of Maple Park Splash Pad to add enhanced landscaping, service upgrades, and installation of hard surface pathways to the proposed new Washroom and storage facility and Chat Bench area.

ORIGIN AND BACKGROUND:

Healthy Communities Grant is a Federal funding initiative which will allocate funding to projects which align with at least one of three core community development themes: "safe and vibrant spaces", "improving mobility", and "enhanced digital solutions". Projects to be funded under the Grant Criteria must provide (a) constructive solutions and opportunities in response to the adverse impacts of COVID-19 on the community, (b) be in the public interest & accessible to all residents, and (c) have a grass roots community focus. A maximum of \$250,000 is available through this funding opportunity. Staff are also recommending

COMMENTS AND ANALYSIS:

The application to the Healthy Communities Grant is proposed to focus on Maple Park enhancements and include the following components:

- Replacement of existing washrooms with new, accessible washrooms, approx. 12 x 20, including required upgrades to water/sewer infrastructure and hard surface access path
- Replacement of existing storage space utilized by Welland Minor Baseball with a 12 x 20 modular storage space
- Addition of public benches, garbage cans, trees, and landscaping to enhance surrounding space

The existing amenities at Maple Park are over 60 years old and require significant ongoing maintenance to remain in operation. A photos presentation of the current washroom building as well as site map of new Splash Pad is included as Appendix I.

The new washroom facility and enhancement of surrounding space will greatly improve the experience for users of the recently constructed Maple Park splash pad, set to open in 2021. By attracting residents to a spacious, properly resourced park, it encourages healthy outdoor activity and engagement in an area that is naturally conducive to social distancing. The upgrading of the washroom facility to be fully accessible will remove a barrier to participation for persons with disabilities in our community.

The proposed project includes several additional components that are significant:

- Preserved storage space used at the current facility by Welland Minor Baseball
- Inclusion of "Let's Chat" branding on benches as part of Senior Citizens Advisory Committee initiative

The proposed project and Grant application has secured support from the following organizations:

- City of Welland Accessibility Advisory Committee
- City of Welland Senior Citizens Advisory Committee
- Welland Minor Baseball

FINANCIAL CONSIDERATIONS:

The total project budget will be \$300,000, of which \$250,000 would be funded through the Healthy Communities Grant. The remaining funding of \$50,000 would be committed from the Maple Park Splash Pad Project –10-410-20141.

OTHER DEPARTMENT IMPLICATIONS:

None

CONCLUSION

Staff recommend that Council approve a submission to the Healthy Communities Grant for funding to replace the existing washroom facility, storage space, and landscaping enhancements at Maple Park.

ATTACHMENTS:

Appendix I – Maple Park PPT



Bridging the past, present and future

1

Maple Park Enhancement

- Existing washroom facility is 60+ years old, not accessible, with no hard surface access
- Additional storage space in former canteen area of existing building
- Proposal to install new single washrooms and separate storage space
- Footprint to equal existing facility
- Hard surface sidewalk from Splash Pad to washrooms, and washrooms to Clare Ave. sidewalk
- "Let's Chat" Benches to be installed along new sidewalk

www.welland.ca

Bridging the past, present and future

2

Current Facility...

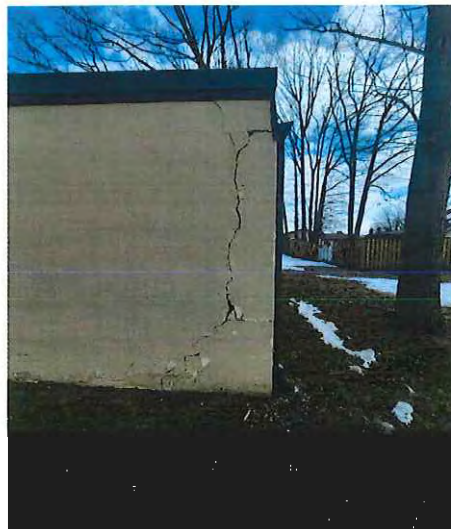


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Bridging the past, present and future

3

Current Facility Ctd.



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4

Current Facility Ctd.



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5

Current Facility Ctd.



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6

Current Facility Ctd.



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Bridging the past, present and future

7

Current Facility Ctd.



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Bridging the past, present and future

8


Example of Proposed New Building



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Bridging the past, present and future

COUNCIL
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BUILDING DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

21-62

REPORT P&B-2021-14
MARCH 9, 2021

SUBJECT: VIRTUAL CITY HALL- CITYVIEW SOFTWARE

**AUTHOR: JACK TOSTA, CBCO, CPSO
CHIEF BUILDING OFFICIAL**

**APPROVING G.M.: GRANT MUNDAY, B.A.A., MCIP, RPP
INTERIM DIRECTOR, DEVELOPMENT AND BUILDING
SERVICES**

RECOMMENDATIONS:

That Council approve the purchase of Cityview software comprised of Cityview Portal for Building, Planning and Bylaw Enforcement, and Cityview Electronic Plans Review Including Cityview Planning, Business Licensing and Cashiering modules; and,

That Council approve the purchase of the Cityview Software to be funded from the Intake #2 Municipal Modernization Fund, Capital Surplus Reserve Fund and the Building Provision Reserve Fund.

ORIGIN AND BACKGROUND:

On April 19, 2020, the Ontario Government issued an emergency order in response to the Covid-19 pandemic. The order issued under the authority of Emergency Management and Civil Protection Act, mandated closure of all non-essential businesses in Ontario to curb the spread of the virus.

These restrictions forced many businesses including government agencies to improvise alternative ways of conducting their businesses and providing services to the public.

The City of Welland in its commitment to providing services to its residents and businesses, sought ways to ensure that services such as development approvals, building permits, bylaw enforcement complaints, licensing, and tax payments continued to be provided. Staff looked at modern technological trends to overcome the challenges of physical distancing brought forth by the pandemic.

Many services which are provided by the City consist of submission of documentations in support of sought approvals and transaction payments for services. All submissions and payments must currently be done in person by attending City Hall.

Since all of City facilities have been closed to the public, the physical distancing protocols have posed further challenges for staff trying to process transactions and provide timely service delivery.

With the objective of overcoming these restrictions, Building, Planning and Engineering staff were asked to explore alternative methods of receiving, processing and approving applications without requiring customers to attend City Hall.

Under the direction from senior management, the Virtual City Hall steering committee was formed with the mandate to review various software solutions that would meet the current and future needs of City departments involved in development approval process. This review also created opportunities to expand the scope of the software to include the Planning, Engineering and Licensing departments.

The committee, comprised of members of Infrastructure and Development services and Corporate Services departments, reviewed the current business practices and assessed departmental needs to achieve the functionality of delivering services virtually. This collaboration has resulted in a recommendation to sole source the purchase of Cityview Software to implement this objective.

Section 75 of the City's Procurement By-law provides the following direction on Purchase by Negotiation:

"The Division General Manager or Purchasing Services Division may under any of the following conditions negotiate with one or more bidders and in such cases where the requirement for inviting tenders or quotations is waived:

b. where there is only one source of supply (sole source) for the goods or services or where only one source of supply would be acceptable and cost effective;

c. where there is existence of exclusive rights held by a supplier or the need for compatibility with goods and services previously acquired;

e. the required goods and services are to be supplied by a vendor or supplier having special knowledge, skills, expertise or experience;

Where a negotiated purchase is required, the Division General Manager or Designate shall approve purchases of \$25,000 or less, the City Manager or Designate shall approve purchases of more than \$25,000 up to ≤\$75,000 and City Council shall approve purchases of >\$75,000."

Therefore, since the proposal is in compliance with the above noted section of the bylaw, staff are recommending purchase through negotiation.

COMMENTS AND ANALYSIS:

In 2018, Welland's Building Division implemented Cityview Software to process building permit applications, issue permits, and conduct mobile inspections. The use of the software has enhanced customer service by streamlining permit approval and issuance process, realized efficiencies through paperless mobile inspections, and resulted cost savings by digitizing records management.

In 2021, Bylaw Enforcement Division also implemented the Cityview Code and Bylaw Enforcement module to track cases from citizen request to resolution. Bylaw staff have real-time access to case information in the office and in the field improving efficiency.

As part of its mandate, the Steering Committee assessed which additional technologies would be needed by other departments to offer their services through a Virtual City Hall concept. The committee reviewed all additional concepts available through the Cityview platform to meet City's requirements.

After conducting the technical evaluation, the committee agreed that the Cityview platform provided the most functionality to meet the corporation's long-term needs and provide technological competitiveness within the industry.

The committee examined ways to expand the current business practices for Building, Planning, Development Engineering and Bylaw Enforcement, to provide for electronic submission of development applications, bylaw complaints and payments, issuance of permits, licenses, and conducting virtual inspections.

The Steering Committee considered multiple electronic software service providers, including implementation and capital costs, as well as compatibility and contract administration. Since two of the City's departments have already invested and implemented Cityview software, the committee determined that the appropriate approach would be to explore all additional software solutions which are available through that provider.

Cityview currently offers software solutions for community development including Planning, Property Information, Licensing, Service Requests and Cemetery Management. The out of the box solutions can facilitate paperless processes through electronic plans review, application submission, and approval issuance.

This technology would enhance the current customer service experience by providing 24/7 access for residents to apply for building permits, book inspections, check permit status, register complaints, apply for Planning applications and obtain business licenses.

By expanding the current Cityview platform the following components would also be available:

- Property and GIS linkages,
- Electronic Plans Examination,
- Virtual inspections
- Integration with most software (including Diamond Financial system, records management, assessment database and word processing)
- Website Portal (for online application, plans submission, inspections request and status updates etc.)
- Business Licensing and Road Occupancy Permits
- Existing database importing (no loss in Planning and Engineering Data)
- Capability to expand to other department functions (including Marriage and Death Registration, Cemetery Management)

As such, it was determined that the Cityview programs would best meet the needs of the corporation.

FINANCIAL CONSIDERATION:

Cityview has provided the following cost estimate to implement the software proposing a three-phase implementation plan which if approved would commence in the spring of 2021 with a completion in 2022.

Total Investment Summary for the City of Welland

Cost Summary	
Software and Licenses	\$117,286
Implementation Services	\$271,619
Training	\$40,692
City's 1.76% HST Non Recoverable	\$7,561
Total Project	\$437,158
Annual Software Maintenance Costs	\$31,968
City's 1.76% HST Non Recoverable	\$563
Total Yearly Maintenance Costs	\$32,531

Phase one of the proposal includes Cityview Portal for Building Permits, Electronic Plans Review and Cityview Cashiering which will provide for electronic submission and review of permit applications, payment of fees, and issuance of permits.

Phase two of the project provides the Planning module along with Portal for Planning and Engineering, also allowing for electronic application review and approval.

Lastly, phase three consists of Cityview Business licensing for Bylaw Enforcement, Portal and Mobile for Licensing and Road Occupancy permits.

The cost of the project is also divided into three phases with payment being due upon completion and acceptance of the deliverables, as included in the scope of the project.

The project timeline was established based on the provider's availability and staff capacity to undergo the training and implementation, while maintaining the current service levels.

Funding for the project will be derived from the Intake #2 Municipal Modernization Fund, which provides funding of the lesser of 60% of the cost of the project or \$250,000.00 and for which staff have submitted the application.

Should the Municipal Modernization grant not be successful, the Capital Reserve Fund and the Building Provisions Reserve Fund will be used to fund the cost of the capital project.

The annual software maintenance costs of \$31,968 plus tax will be funded through the capital project budget in 2021. For budget years 2022 onwards, the annual software maintenance costs will be included in the Information Services Operating Budget.

Implementation of Virtual City Hall Cityview software will provide cost savings for City operations as well as the customer base. Cost savings can be realized through services such as digital permit application submission through the Cityview Portal and electronic plans review process which will provide for cost savings in the form of reduced printing costs, and staff time by allowing staff to review and circulate applications to both internal and external approval agencies and track comments in real time.

This cost savings will also be extended to the customers by reducing costs associated with printing, travel time and fuel costs when applications are being submitted by out of town developers.

The opportunities for cost savings are also possible through virtual and mobile inspection processes as evident in recent implementation of the software by Building and Bylaw Enforcement Divisions.

This enhancement has reduced the daily inspection time by an average one hour per inspector per day, which compared to the annual volume of building inspections (5686) has translated to savings well in excess of the annual software maintenance costs.

Other expected savings can be attributed to a reduction on front counter inspections and permit status calls where numbers are typically reduced by 50%.

OTHER DEPARTMENT IMPLICATIONS:

Currently, the Planning and Engineering Divisions are not using any formal software solutions. Under this proposal, Development Engineering staff would be

included in the Cityview Building module to review and inspect lot grading designs for the new housing developments and utilize Cityview Planning module in the review and inspection of site plan applications.

The Bylaw Enforcement Division processes business licenses and road occupancy permits while the Clerks department issues marriage licenses and burial permits all of which are currently processed manually or through inhouse data base system.

The Finance department is using Diamond financial software which has enabled staff to offer the virtual payment options allowing Welland constituents to pay their taxes and water bills electronically without the necessity to attend City hall. Cityview has the capability of integrating with Diamond software for financial transactions like processing fee payment received for building permits.

Implementation of the project will be carried out by an interdepartmental steering committee comprised of members of participating departments acting as subject matter experts and spearheaded by the Interim Director of Planning and Building.

SUMMARY AND CONCLUSION:

Awarding of the contract through sole source purchase for Cityview software comprised of Cityview Portal for Building, Planning and Bylaw Enforcement and Cityview Electronic Plans Review Including Cityview Planning, Business Licensing and Cashiering, will allow the partnering departments to improve efficiencies, records management, and enhance customer service experience.

With Cityview, the City would be investing in a software solution that has a considerable amount of experience working with Ontario municipalities and customers. In addition, they provide expandable solutions that evolve with the City's needs while maintaining a consistent and enhanced customer service experience.

ATTACHMENTS:

Appendix I - Intake #2 Municipal Modernization Fund application



APPLICATION
Municipal Modernization Program Intake 2 –
Implementation Project Stream

Saved: 03/01/2021 10:30

Expand Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Estimated Cost	E - Implementation Project Description
M - Declaration and Signing		

Instructions

Before filling out the application read the entire PROGRAM/APPLICATION GUIDELINES. It may be useful to print a copy of the Program/ Application guidelines to refer to while completing the application. There may be some questions on this application that you are NOT required to complete, these will be noted clearly in the Program/Application guidelines. Some programs require you to contact a ministry advisor prior to submitting your application.

Information about eligible organizations and expenses are detailed in the Program/Application guidelines.

Some fields in your application will already have the information you supplied during enrolment or from previous applications.

Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Provide reasons and supporting data where applicable to support your application. Demonstrate how your project addresses the grant program priorities.

Prepare necessary support materials. Ensure you have all of the necessary support materials electronically (either scanned, pdf or attachment). The required attachments are listed below.

Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The Ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

A - Organization Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information

Organization Name: The City of Welland	Organization Legal Name: Corporation of the City of Welland
Website URL: www.welland.ca	CRA Business Number 125434498

B - Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address

Unit Number:	Street Address 1: 60 East Main Street/Rue
Street Address 2:	City/Town: Welland

Province:
ON

Postal Code:
L3B3X4

Country:
Canada

Mailing Address

Unit Number:

Street Address 1
60 East Main Street/Rue

Street Address 2

City/ Town
Welland

Province
ON

Postal Code
L3B3X4

Country
Canada

C - Application Contact Information

Please provide contacts for this application, including whether or not they have signing authority. Contacts with the Applicant role will receive email notifications regarding case submission, reports due, and payments. Contacts with the Payee role will receive notifications regarding payments.

Contacts with signing authority will be prompted to digitally sign this form in Section Z.

		Add	Remove
Salutation: *	First Name: *	Last Name: *	
Mr.	Grant	Munday	
Primary: <input checked="" type="checkbox"/>	Role: *	Email Address: *	
	Applicant	grant.munday@welland.ca	
Title:	Department:	Phone Number (Work): *	
Interim Director	Development & Building	(905) 735-1700 x2240	
Phone Number (Mobile):	Fax Number:	Signing Authority	
(905) 658-8962	(905) 735-8772	<input type="checkbox"/>	

D - Estimated Cost

Please provide a dollar range estimate (**excluding HST**) for the project you are proposing. If you have already obtained a quote, put that value in both the low- and high- end estimate fields below.

MINIMUM Estimated Cost: *

\$469,689.00

MAXIMUM Estimated Cost: *

\$469,689.00

Comments: *

What is the anticipated length of the implementation project? *

12 months

What is the anticipated start-date of the implementation project? *

May 1, 2021

What is the anticipated end-date of the implementation project? *

May 1, 2022

E - Implementation Project Description

Have you attached supporting documentation that demonstrates evidence of savings your municipality will realize through the project? (this could be a third-party study undertaken through intake 1 of the Municipal Modernization Program, a third-party study undertaken outside of the program or another evidence-based review with a goal of finding efficiencies). **Note:** this **IS** a program eligibility requirement. *

Yes

I confirm that the municipality has fully spent or allocated its one-time March 2019 municipal modernization funding. *

Yes

Have you included a resolution of council demonstrating support for the implementation project? (If yes, please attach a copy to this expression of interest form). **Note:** this **IS NOT** a program eligibility requirement. *

No

Is this a joint project with other municipalities? **Note:** this is not a program eligibility requirement. (If you select "yes", please list the other participating municipalities below) *

No

Names of other participating municipalities (if applicable):

N/A

Provide a brief description of your proposed implementation project. *

The City is proposing to expand its adoption of CityView which is a comprehensive out-of-the-box software for community development and municipal land management. From land use planning to permitting, code enforcement and licensing, CityView facilitates a paperless process that shortens permit and planning application turnaround, eliminates redundant work, and increases productivity. This expansion will include the following: Cityview Portal for Building, Planning and Bylaw Enforcement to allow for online submission and payment of Applications; Electronic Plans Review; Planning Application module for efficiently processing, tracking and making decisions of all planning applications; Other modules including Business Licensing and Cashiering.

Which of the following categories does the proposed project fall under?

Digital Modernization

Service Integration

Streamlining development approvals

Shared services/alternative delivery models

Other

If Other, please specify

Enhanced Customer Service

What has your municipality done to validate the findings of the study you have attached as background or plan for their implementation? Select the best response below and provide a brief description *

Staff have evaluated

A staff report has gone to council

Have already started implementing some of the recommendations (specify which)

Brief Description

Staff recently completed a Development Application Approvals Process Fees Review Study 2020 which included calculating the amount of staff and effort involved in processing various type of Building, Engineering and Planning Applications. An interdepartmental staff working group was established to address a number of issues related to the COVID-19 pandemic. One issue that was identified was to find solutions to manage the significant increase in population growth and development in the City, the ability to continue to deliver a high level of service, and also increase digital modernization. One solution the group explored is need and benefit for a new more comprehensive database system with an enhanced customer focus and work flow management components. The City also has implemented City View for Building Permits and By-law Enforcement and this experience has shown to achieve cost-savings and efficiencies with increased growth development in the City.

Summarize the expected cost-savings and efficiencies resulting from this proposed project.

Estimated annual savings: *

Explain (include page reference to supporting document if applicable): *

The further adoption of City View by the City will result in savings in the following areas. 1) Reduced staff time spent processing the various planning, engineering and business license applications (from initial payment through to final approval). This will also help control the need for additional staff in the face of growth and development pressures. 2) Savings for both the City and Customer with respect to printing costs. 3) Decreased need for file storage space and off site storage as paper files become digital files.

Provide a summary of expected impacts of your proposed third-party review project will have that are:

- a) internal facing,
- b) community facing *

N/A

Provide a summary of how you spent the one-time unconditional municipal modernization funding that was given to your municipality in March 2019. *

Moderization of payroll processing for Public and Engineering \$75,0000

M - Declaration and Signing

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

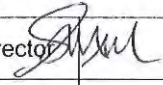
Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

COUNCIL
INFRASTRUCTURE AND DEVELOPMENT SERVICES
ENGINEERING DIVISION

APPROVALS	
Interim Director	
CFO	
CAO	

21-41

REPORT ENG-2021-06
MARCH 9, 2021

**SUBJECT: 2021 ASPHALT PATCHING PROGRAM – TENDER
AWARD AMENDMENT**

**AUTHOR: ERIK METSA, C.E.T.
PROJECT MANAGER**

**APPROVING GM: SHERRI-MARIE MILLAR, P.ENG.
INTERIM DIRECTOR OF ENGINEERING AND PUBLIC
WORKS, INFRASTRUCTURE AND DEVELOPMENT
SERVICES**

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND rescind By-law 2021-29 awarding the 2021 Asphalt Patching Program to Springside Paving LTD..
2. THAT THE COUNCIL OF THE CITY OF WELLAND approves and accepts the tender of Circle P Paving Inc. as detailed in Report ENG-2021-06 for the 2021 Asphalt Patching Program at the tendered price of \$94,950.00 (excluding taxes);
3. THAT Council directs staff to prepare the necessary by-law and documents to execute the project; and
4. THAT Council authorizes the Mayor and Clerk to execute all necessary documents to execute the project.

COMMENTS AND ANALYSIS:

On March 2nd, 2021, Council approved the recommendations of ENG-2021-04 awarding the 2021 Asphalt Patching Program to Springside Paving LTD..

Following Council approval, staff identified an error made by this Contractor in their bid submission. They failed to carry forward a \$3,500.00 cost, that once accounted for, resulted in the total project value no longer being the low bid.

The actual low bidder on this project is Circle P Paving Inc.. Aside from a modest increase to the total bid amount (as reported in ENG-2021-04) there are no lasting negative impacts to the municipality due to this error. Both affected Contractors have been notified.

The revised summary of all the tenders received, excluding taxes, is as shown in the following table:

CONTRACTOR NAME & ADDRESS	TENDER PRICE
Springside Paving Ltd. 54 Guided Court, Etobicoke, ON M9V 4K6	\$96,300.00
Circle P Paving Inc. 1994 Stevensville Road, Stevensville, ON L0S 1S0	\$94,950.00
Rankin Construction Inc. 222 Martindale Road St. Catharines, ON L2R 7A3	\$139,750.00

Circle P Paving Inc. of Stevensville, Ontario, the low tenderer, is an established company serving the Niagara Region. They have successfully completed similar work for the City in recent years. Staff at this time considers the firm's performance to be satisfactory in accordance to our specifications and standards, and therefore, recommends that the firm be awarded the contract.

Work is expected to begin shortly after the asphalt plants open for the 2021 construction season, which is typically in April or May, weather permitting.

FINANCIAL CONSIDERATION:

Projects costs and funding is summarized as follows:

Project Costs	Amount
Asphalt Patching Low Bid	\$94,950.00
Subtotal:	\$94,950.00
City's Portion of HST (1.76%):	\$1,633.28
Total Anticipated Project Cost:	\$96,621.12
Approved Capital Funding (10-320-21154):	\$100,000.00

The total project tender costs including HST is \$96,621.12. During construction, the actual value of work will be closely monitored. Staff will review the possibility to add asphalt patch repairs as is practical to maximize the approved funding.

SUMMARY AND CONCLUSION:

Due to a bid submission mistake, Springside Paving Ltd. is not the low bidder on the 2021 Asphalt Patching Program as previously reported in ENG-2021-04 and as authorized by By-law 2021-29.

To that end, Staff recommend rescinding By-law 2021-29 and awarding the 2021 Asphalt Patching Program contract to the actual low bidder Circle P Paving Inc..

ATTACHMENTS:

- i. ENG-2021-04
- ii. By-Law 2021-29

COUNCIL

INFRASTRUCTURE AND DEVELOPMENT SERVICES

ENGINEERING DIVISION

APPROVALS	
Interim Director	
CFO	
CAO	

REPORT ENG-2021-04

MARCH 2, 2021

SUBJECT: 2021 ASPHALT PATCHING PROGRAM – TENDER AWARD

**AUTHOR: ERIK METSA, C.E.T.
PROJECT MANAGER**

**APPROVING GM: SHERRI-MARIE MILLAR, P.ENG.
INTERIM DIRECTOR OF ENGINEERING AND PUBLIC WORKS, INFRASTRUCTURE AND DEVELOPMENT SERVICES**

RECOMMENDATIONS:

1. THAT THE COUNCIL OF THE CITY OF WELLAND approves and accepts the tender of Springside Paving Limited as detailed in Report ENG-2021-04 for the 2021 Asphalt Patching Program at the tendered price of \$92,800.00 (excluding taxes);
2. THAT Council directs staff to prepare the necessary by-law and documents to execute the project; and
3. THAT Council authorizes the Mayor and Clerk to execute all necessary documents to execute the project.

ORIGIN AND BACKGROUND:

The asphalt patching tender is released annually to help maintain the City's road network. The purpose of this tender is to repair localized asphalt pavement deficiencies to improve the overall rating of the roadway.

The asphalt patching project is part of the City's larger pavement maintenance program that includes crack sealing, asphalt overlay, surface treatment and regular maintenance work completed by City crews. Regular maintenance of roadways will reduce capital expenditures by extending asset life.

COMMENTS AND ANALYSIS:

The work list for this tender will be generated by Engineering and Public Works staff. Locations are selected based on field observations during routine inspections and calls received from residents. Work will be completed up to the budgeted amount.

The tender for the works was released on February 1, 2021 and was publicly advertised and listed with the Niagara Construction Association, and as well, posted with a major Canadian tendering (Bidding) website for two (2) weeks.

There were three (3) plan takers and three (3) tenders were received on closing day, Tuesday, February 16, 2021. Submissions have been reviewed for accuracy and found to be compliant with City of Welland tender requirements and the provisions of the current Purchasing Policy.

The summary of all the tenders received, excluding taxes, is as shown in the following table:

CONTRACTOR NAME AND ADDRESS	TENDER PRICE
Springside Paving Ltd. 54 Guided Court, Etobicoke, ON M9V 4K6	\$92,800.00
Circle P Paving Inc. 1994 Stevensville Road, Stevensville, ON L0S 1S0	\$94,950.00
Rankin Construction Inc. 222 Martindale Road St. Catharines, ON L2R 7A3	\$139,750.00

Springside Paving Limited of Etobicoke, Ontario, the low tenderer, is an established company serving the Southern Ontario, and has been successful with similar work for neighboring municipalities in recent years. Staff received positive feedback from references that were called and recommend that the firm be awarded the contract

Work is expected to begin shortly after the asphalt plants open for the 2021 construction season, which is typically in April or May, weather permitting.

FINANCIAL CONSIDERATION:

Projects costs and funding is summarized as follows:

Project Costs	Amount
Asphalt Patching Low Bid	\$92,800.00
Subtotal:	\$92,800.00
City's Portion of HST (1.76%):	\$1,633.28
Total Anticipated Project Cost:	\$94,433.28
Approved Capital Funding (10-320-21154):	\$100,000.00

The total project tender costs including HST is \$94,433.28. During construction, the actual value of work will be closely monitored. Staff will review the possibility to add asphalt patch repairs as is practical to maximize the approved funding.

LINK TO ASSET MANAGEMENT PLAN:

The 2016 Addendum to the City of Welland Comprehensive Asset Management Plan (AMP) identifies that “infrastructure expenditure needs are in excess of the available revenue. The analysis indicates that the funding gap is approximately \$20 million per year”.

To mitigate this funding shortfall, this report also suggests a number of mitigation strategies including the following:

1. Apply rehabilitation techniques to extend the lifespan of assets

Patching localized asphalt deficiencies will improve the overall rating of the roadway and reduce capital investment by extending asset life.

OTHER DEPARTMENT IMPLICATIONS:

Contract administration for tendering agreement, and contract payments have been and will be kept in compliance with the agreed practices of the Finance, Clerks, and Legal Services Department.

SUMMARY AND CONCLUSION:

Regular maintenance of City roads through the repair of localized asphalt pavement deficiencies improves the overall rating of the roadway and extends the asset life.

Staff recommend awarding a contract to Springside Paving Limited for the 2021 Asphalt Patching Program.

ATTACHMENTS:

None.

THE CORPORATION OF THE CITY OF WELLAND

BY-LAW NUMBER 2021-29

A BY-LAW TO AUTHORIZE ENTERING INTO CONTRACT WITH SPRINGSIDE PAVING LTD. FOR THE 2021 ASPHALT PATCHING PROGRAM

WHEREAS Council accepts the tender from Springside Paving Ltd. for the 2021 Asphalt Patching Program in the amount of \$92,800.00 plus applicable taxes.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF WELLAND ENACTS AS FOLLOWS:

1. That the contract between the Corporation and Springside Paving Ltd., attached hereto as Schedule "A" and forming a part of this by-law, to undertake the 2021 Asphalt Patching Program within the City of Welland, for the tendered amount of \$92,800.00 plus applicable taxes, shall be and the same is hereby authorized and approved, and the Mayor and Clerk shall sign in their respective capacities and the Clerk shall cause the corporate seal of the municipality to be affixed thereto, subject to approval of the formal contract by the Interim Director of Engineering and Public Works, Infrastructure and Development Services and the City Solicitor.
2. That expenditures for the said works shall be funded from the approved 2021 capital budget allocation of \$100,000.00 for asphalt patching (Account Number 10-320-21154).

READ A FIRST, SECOND AND THIRD TIME AND PASSED BY COUNCIL THIS 2ND DAY OF MARCH, 2021.




MAYOR



CITY CLERK

SPECIAL COUNCIL
CORPORATE SERVICES
HUMAN RESOURCES

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

20-24

REPORT HR-2021-03
MARCH 9, 2021

SUBJECT: EXECUTIVE SEARCH SERVICES FOR RECRUITMENT OF CHIEF ADMINISTRATIVE OFFICER

AUTHOR: ANDREA DAISLEY, MANAGER OF HUMAN RESOURCES

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,
 INTERIM CAO / GENERAL MANAGER, CORPORATE SERVICES,
 CHIEF FINANCIAL OFFICER / TREASURER**

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND approves the award to Organizational Consulting Limited (OCL), as the Recruitment Firm to conduct the CAO Recruitment being the lowest priced Proponent that received highest scoring by the evaluation team, and further;

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate by-laws to enter into an agreement with OCL Ltd. and further;

THAT Welland City Council selects a CAO Hiring Sub-Committee comprised of the Mayor and four Councilors to assist with the CAO recruitment process.

ORIGIN AND BACKGROUND:

RFP20-10, Executive Search Services for Recruitment of Chief Administrative Officer was released to the City's Bidding site November 17, 2020 with a closing date of December 10, 2020. Some (not all) of the criteria within the RFP document were:

- The vendor will be expected to work closely with members of Human Resources, City Council, and approved stakeholders with a day-to-day contact established and agreed upon
- Working with selection committee and any other agreed upon stakeholders to develop a candidate profile; leveraging the job description inclusive of the knowledge, skills and abilities required for the role and any other information regarding ideal candidates for the role
- Posting the position through appropriate channels including but not limited to industry specific platforms in all mediums. The focus of the search should be within Canada

- Review all applicant resumes and follow up to clarify applicant experience for short listing purposes
- Coordinate and lead selection process on short listed candidates
- Prepare and provide background material for City Council as required
- Notification to all applicants not selected

COMMENTS AND ANALYSIS:

The RFP opportunity attracted proposal submissions from 13 interested Executive Search firms. The technical evaluation was completed by retired General Manager of Infrastructure and Development and the Manager of Human Resources and was coordinated by the Manager of Fleet, Equipment and Purchasing. From the technical and financial analysis, OCL was the high scoring, lowest priced Proponent. References were contacted to verify OCL's capability to meet scope, timelines, and budget. The outcome of the reference process was favourable in recommending OCL to perform this work.

FINANCIAL CONSIDERATION:

The fees to conduct the work from OCL is a total of \$22,285 inclusive of City portion of HST. This will be expensed to the Corporate Contingency account.

OTHER DEPARTMENT IMPLICATIONS:

Human Resources will provide Council with relevant updates as they become available from the recommended Proponent.

SUMMARY AND CONCLUSION:

THAT THE COUNCIL OF THE CITY OF WELLAND supports the commencement of recruitment for the new Chief Administrative Officer by approving the above recommendation, selecting OCL to conduct the work as the lowest priced Proponent that received highest scoring by the evaluation team and further;


THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate by-laws to enter into an agreement with OCL Ltd. and further;

THAT Welland City Council selects a CAO Hiring Sub-Committee comprised of the Mayor and four Councilors to assist with the CAO recruitment process.

ATTACHMENTS

N/A

SPECIAL COUNCIL
CORPORATE SERVICES
CLERKS DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

02-160

REPORT CLK-2021-08
MARCH 9, 2021

SUBJECT: FILLING WARD 3 VACANCY

AUTHORS: TARA STEPHENS, CITY CLERK

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,
 INTERIM CAO / GENERAL MANAGER, CORPORATE
 SERVICES, CHIEF FINANCIAL OFFICER / TREASURER**

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND requests the Ward 3 vacancy be filled by an appointment of a resident from the community, which was declared vacant on March 2, 2021, by the Welland City Council.

OR

THAT THE COUNCIL OF THE CITY OF WELLAND requests a passing of a by-law requiring a by-election to be held by the Clerk of the City of Welland to fill the Ward 3 vacancy, which was declared vacant on March 2, 2021 by Welland City Council.

ORIGIN AND BACKGROUND:

On March 2, 2021, Welland City Council declared the Ward 3 seat vacant, which was previously held by Lucas Spinosa.

Section 259 (1) of The *Municipal Act, 2001*, (The Act) addresses the issue of vacant seats. The section specifically states that the office of a member of council of a municipality becomes vacant if the member:

Vacant seat – Section 259 (1)

The office of a member of council of a municipality becomes vacant if the member,

(a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;

(b) fails to make the declaration of office before the deadline in section 232;

(c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;

(d) resigns from his or her office and the resignation is effective under section 260;

(e) is appointed or elected to fill any vacancy in any other office on the same council;

(f) has his or her office declared vacant in any judicial proceeding;

(g) forfeits his or her office under this or any other Act; or

(h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

COMMENTS AND ANALYSIS:

When a vacancy on Council occurs, Council is faced with the decision on how to fill the vacant seat for the remainder of the term. The Act provides the following two options:

Section 263 (1)

If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

(a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or

(b) require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).

Historical Experience in Welland

The City of Welland has experienced council vacancies previously.

In 2017 there were two (2) vacancies on Welland City Council in Ward 5. Each of those vacancies were filled by appointment of a person who consented to accept the office.

In 2012 there was a vacancy on Regional Council due to a resignation of Cindy Forster, who was the successful candidate for the Welland Riding in the Provincial Election. Welland City Council requested the Niagara Regional Council pass a by-law requiring a by-election to be held by the Clerk of the City of Welland. Niagara Regional Council approved the by-law and the Clerk conducted the by-election in 2012.

In 2010 there was a vacancy on Welland City Council in Ward 6. Due to the timing of the resignation, the seat remained vacant for the balance of the term of council as the vacancy occurred within 90 days of Voting Day for the 2010 Municipal Election.

As noted above, Council has two options available under The Act to fill the vacancy, with varying alternatives for appointment options. Each option is analyzed for council consideration.

OPTION 1 – Appointment of a resident.

The Act does not set out any specific requirements to the appointment of an individual to fill a council vacancy, other than those relating to qualifications. In order to be considered for appointment, individuals must meet the following qualifications as outlined in the *Municipal Elections Act*:

- Reside in or be owner/tenant of land in the municipality, or spouse.
- Canadian Citizen.
- At least 18 years of age.
- Not be prohibited from voting under section 17 (3) of *Municipal Elections Act* or otherwise by law.

A breakdown of the process is as follows:

1. Following the conclusion of the March 9, 2021 Special Council Meeting, Welland City Councillors will have two (2) weeks to submit one (1) nomination per member, to the City Clerk. **The deadline to submit would be Wednesday, March 24, 2021 at 4:00 p.m.**
 - The nomination should include, name and contact information for the individual being nominated.

2. As of Thursday, March 4, 2021, the City Clerks Office has received correspondence from four (4) individuals who would like to be considered for the Ward 3 vacancy.

If there are additional residents who would like to be considered for filling the Ward 3 vacancy, they can send an email to clerk@welland.ca identifying their interest. The deadline to submit for consideration is **Wednesday, March 17, 2021 at 4:00 p.m.** Following the 4:00 p.m. deadline, a list of the individuals will be provided to all members of council for consideration.

3. Between March 25th and March 31st the City Clerk will contact the individuals nominated to confirm they are an eligible candidate based on requirements of the *Municipal Elections Act* and confirm they accept the nomination to fill the Ward 3 vacancy.
4. During the week of April 12, 2021, the City Clerk will provide a list of candidates to all members of council.
5. At the April 20, 2021 Council meeting, Welland City Council will consider the appointment of one of the individuals nominated to fill the Ward 3 vacancy.

Option 1 is the least expensive option for council to consider for filling the Ward 3 vacancy.

In order to meet the 60 day requirement, as outlined in The Act, Welland City Council is required to appoint an individual by May 1, 2021.

OPTION 2 – By-Election

Should Welland City Council decide to fill the vacancy through a by-election the by-law is required to be passed by May 1, 2021.

If council approves a motion to hold a by-election at the March 9, 2021 meeting, a by-law will be prepared for the next scheduled special council or regular council meeting of council.

Following the approval of a by-law, the nomination day will be established. Nomination day is to be a day not less than 30 days and not more than 60 days after the council of the Clerk's municipality passes a by-law indicating a by-election is required.

Voting day will be held 45 days after nomination day.

If Welland City Council approves a by-election be held, legislation requires that it shall be conducted in the same way as a regular election. The same preparations, election staff training, facilities, advertising, equipment, etc., as the 2018 Municipal Election would be required.

A breakdown of the approximate costs are as follows:

Election Workers	\$3,000
Election Coordinator	\$15,000
Polling Location – Rental Cost	\$0
Ballots to be printed	\$1,500
Election Equipment (machines)	\$10,000
Miscellaneous Equipment	\$3,000
Advertising	\$5,000
TOTAL	\$37,500

FINANCIAL CONSIDERATION:

Financial Consideration will be required if Welland City Council chooses to hold a by-election to fill the Ward 3 vacancy.

OTHER DEPARTMENT IMPLICATIONS:

N/A

SUMMARY AND CONCLUSION:

This report has been prepared to provide Welland City Council with two (2) options for choosing a method to fill the Ward 3 vacancy. Following the direction of Welland City Council, Clerks staff will carry out the requirements for filling the Ward 3 vacancy, as outlined within this report.

ATTACHMENTS:

N/A



PORT COLBORNE

Corporate Services Department
Clerk's Division

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 · www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E amber.lapointe@portcolborne.ca

February 24, 2021

Sent via E-mail: premier@ontario.ca

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

Re: Resolution – Ontario Fire College Closure

Please be advised that, at its meeting of February 22, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

...2

21-15

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

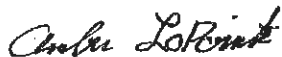
WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the City of Port Colborne requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Your favourable consideration of this request is respectfully requested.

Sincerely,



Amber LaPointe
City Clerk

ec: Honourable Sylvia Jones, Ontario Solicitor General
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Jon Pegg, Ontario Fire Marshal
Association of Municipalities of Ontario (AMO)
Ontario Municipalities