



THE REGIONAL MUNICIPALITY OF NIAGARA
PUBLIC WORKS COMMITTEE
AGENDA

PWC 5-2021

Tuesday, May 11, 2021

9:30 a.m.

Meeting will be held by electronic participation only

This electronic meeting can be viewed on Niagara Region's Website at:

<https://www.niagararegion.ca/government/council/>

Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber at Regional Headquarters will not be open to the public to attend Committee meetings until further notice. To view live stream meeting proceedings, visit:
[niagararegion.ca/government/council](https://www.niagararegion.ca/government/council/)

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7. OTHER BUSINESS

8. NEXT MEETING

The next meeting will be held on Tuesday, June 15, 2021 at 9:30 a.m.

9. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: Public Works Policy Manual Update

Report to: Public Works Committee

Report date: Tuesday, May 11, 2021

Recommendations

1. That the policies listed in Appendix 1 to Report PW 16-2021 **BE REPEALED** and **REMOVED** from the Public Works Policy Manual; and
2. That the revised policies contained in Appendix 2 to Report PW 16-2021 **BE APPROVED** and **ADDED** to the Corporate Policy Manual.

Key Facts

- The purpose of this report is to seek approval of changes to departmental policies contained within the Public Works Policy Manual.
- The Public Works Department is undertaking a review of its Policy Manual with the goal of eliminating the departmental manual and transferring required policies to the Corporate Policy Manual.
- As noted in C-A-001-001 Corporate Policy Framework – Administrative Processes and Review, changes to corporate policies require the approval of Regional Council.
- Obsolete policies are listed in Appendix 1 to this report; it is proposed that these policies be repealed and removed from the Policy Manual.
- Two (2) policies have been revised and are presented for approval; they are included in Appendix 2.
- Additional policies are slated for review and revision and will be submitted to Committee/Council under cover of future reports.

Financial Considerations

There are no financial considerations associated with this report.

Analysis

The Public Works Department has initiated a review of the Public Works Policy Manual. The goals of the review are as follows:

- Eliminate any policies that are no longer required;

- Revise/update remaining policies as required to ensure that they reflect current practice;
- Reformat policies using the corporate-approved template;
- Move policies to the Corporate Policy Manual and apply document control measures.

Divisional Representatives have reviewed their respective division's policies and assigned a disposition of "keep and maintain", "keep and revise", or "delete/obsolete". In addition, nine (9) policies were identified for transfer to another department or division.

Policies proposed for deletion are listed in Appendix 1 of this report.

To-date, two (2) policies have been reviewed and revised. They are submitted for approval in Appendix 2 of this report as follows:

- **Appendix 2A:** "Lettering on Steel Water Storage Tanks and Standpipes";
- **Appendix 2B:** "Tours of Public Works Facilities"

Alternatives Reviewed

Not applicable.

Relationship to Council Strategic Priorities

The recommendations in this report align with Council's Strategic Priority #4, "Sustainable and Engaging Government", and more specifically with Objective 4.1: "High Quality, Efficient and Coordinated Core Services". The Public Works Policy Manual update is a continual improvement exercise. The revised policies provide accurate overviews of departmental programs and operations, allowing the department to communicate more effectively with internal and external customers.

Other Pertinent Reports

Not applicable.

Prepared by:

Rachel Whyte, P.Eng.
W-WW Quality Management Specialist
Public Works Department

Recommended by:

Bruce Zvaniga, P.Eng.
Commissioner of Public Works (Interim)
Public Works Department

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was reviewed by Doran Anzolin, Corporate Policy Advisor and Donna Gibbs, Director, Legal and Court Services.

Appendices

Appendix 1	Public Works Policies Proposed for Repeal
Appendix 2A	Policy: Lettering on Steel Water Storage Tanks and Standpipes
Appendix 2B	Policy: Tours of Public Works Facilities

PW 16-2021 Appendix 1: Public Works Policies Proposed for Repeal

Policy No.	Section	Name of Policy	Enacted	Approved By	Last Revision Date	Status	Recommended Action	Comments
PW2.R01.0	Administration	Records Management - Retention, Microfilm, Destruction	10-Jun-97	PWC	n/a	Obsolete	Repeal	Refer to C-IMT-008 Records and Information Management
PW2.T01.1	Administration	Training and Development - Requests to attend workshops, seminars and conferences	28-May-96	PWC	n/a	Obsolete	Repeal	Superseded by C-HR-024-002 Approval to Attend External Learning Events
PW2.T01.2	Administration	Tuition Reimbursement	28-May-96	PWC	n/a	Obsolete	Repeal	Superseded by C-HR-024-001 Tuition Reimbursement
PW3.C04.0	Engineering	CONSTRUCTION CONTRACT HOLDBACKS	06-Nov-84	PWC	16-Jul-98	Obsolete	Repeal	Covered under the Construction Lien Act and the maintenance holdback is covered under the relevant contract documents
PW3.C06.0	Engineering	CONSULTING ENGINEERS & ARCHITECTS RETENTION POLICY	20-Jul-95	PWC	20-Apr-00	Obsolete	Repeal	Covered under By-law 02-2016 Procurement Policies and Procedures
PW3.P01.3	Engineering	EXECUTION OF PROPERTY AGREEMENTS UNDER \$5,000 BY THE DIRECTOR OF PUBLIC WORKS	05-Nov-85	PWC	02-Apr-98	Obsolete	Repeal	Superseded by Document Execution By-law 09-2016
PW4.C01.0	Environmental	CONFINED SPACE ENTRY	02-Feb-86	PWC	16-Mar-00	Delete	Repeal	Refer to C-HS-002 Confined Space Entry Policy. Division-level SOPs also required.
PW4.H01.1	Environmental	HAULED SEWAGE FOR DISPOSAL AT REGIONAL POLLUTION CONTROL FACILITIES, ACCEPTANCE OF	08-Jun-93	PWC	n/a	Delete	Repeal	Superseded by PW4.H01.1a
PW4.H01.2	Environmental	HAULED SEWAGE, RESPONSIBILITY FOR PAYMENT OF FEES FOR RECEIPT OF SEWAGE AT REGIONAL POLLUTION CONTROL FACILITIES	08-Jun-93	PWC	19-Aug-93	Delete	Repeal	Superseded by PW4.H01.1a
PW4.K01.0	Environmental	KEY MANAGEMENT POLICY, POLLUTION CONTROL	11-Jan-94	PWC	n/a	Delete	Repeal	Captured in Divisional SOPs.
PW4.S03.0	Environmental	SEWER SURCHARGE	10-Apr-90	PWC	07-Mar-96	Delete	Repeal	Covered Under Sewer Use By-Law 27-2014.
PW4.W02.0	Environmental	WATER CONSERVATION MEASURES - AREA MUNICIPALITIES	17-Jun-75	PWC	19-Aug-93	Delete	Repeal	Will be incorporated into W-WW ERP
PW1.P04.0	Manual Related	PROCEDURE FOR DISTRIBUTION AND MAINTENANCE OF POLICY MANUAL	24-Oct-95	PWC	n/a	Obsolete		Policies are maintained on the Vine

PW 16-2021

Appendix 2A

Policy: Lettering on Steel Water Storage Tanks and Standpipes

Public Works

Lettering on Steel Water Storage Tanks

Page 1 of 3

Policy Owner: Public Works Department, Water-Wastewater Division

Approval Body: Council

Approval Date:

Effective Date:

Review by Date:

1. Policy

That Niagara Region permit the painting of local municipal names, as well as the Region's own logo, on Regional steel water storage tanks, subject to the requirements of:

- i. Applicable American National Standards Institute (ANSI)/American Water Works Association (AWWA) standards and/or Canadian Standards Association (CSA) standards, as amended;
- ii. Niagara Region Identity Standards Guide (May 2013, as amended);
- iii. The "Lettering on Steel Water Storage Tanks and Standpipes" procedure (C-PW-XXX-001).

No other lettering or advertisements will be permitted on a steel water storage tank in order to standardize the appearance and branding of infrastructure.

2. Purpose

The ANSI/AWWA standard D102 for the *Coating of Steel Water Storage Tanks* was updated in 2017. There have been technological advances in exterior coatings for steel water storage tanks. In 2013 the Niagara Region updated the Identity, Standards, Style and Protocol Guide for use of the Niagara Region logo.

The purpose of the policy is to ensure the correct application of the Niagara Region logo and brand on Regional steel water storage tanks.

3. Scope

This policy applies to all steel water storage tanks that reside within the boundaries of the Niagara Region's distribution system.

3.1. Roles and Responsibilities

3.1.1. Corporate Communications

- i. Provide direction and guidance regarding the use of the Niagara Region logo.

3.1.2. Water-Wastewater Project Managers

- i. Review and approve artwork for steel tank painting as part of capital project works, ensuring that artwork meets the requirements as outlined in Niagara Region Identity Standards Guide (May 2013, as amended).

4. References and Related Documents.

4.1. Legislation, By-Laws and/or Directives

- i. American National Standards Institute (ANSI)
- ii. American Water Works Association (AWWA) standards
- iii. Canadian Standards Association (CSA) requirements

4.2. Procedures

- i. Lettering on Steel Water Storage Tanks and Standpipes (C-PW-XXX-001)
- ii. Niagara Region Identity Standards Guide (May 2013, as amended)

5. Related Policies

C-A-013 – Logo Identity

6. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date

Public Works

Lettering on Steel Water Storage Tanks

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Revision History

Revision No.	Date	Summary of Change(s)	Changed by
XX	XX	Policy incorporated into new policy template and assigned new policy number to reflect new Public Works policy naming convention. Policy formerly identified as PW3.W01.0.	

References

Report	Committee Date	Council Date
DEA-283-32	June 10, 1986	June 19, 1986
PWA 169-98	June 23, 1998	July 16, 1998
PWA 03-2010	February 2, 2010	February 11, 2010

PW 16-2021

Appendix 2B

Policy: Tours of Public Works Facilities

<i>Public Works</i>	<i>Tours of Public Works Facilities</i>
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Policy Owner: Commissioner, Public Works

Approval Body: Council

Approval Date:

Effective Date:

Review by Date:

1. Policy

Niagara Region's policies with respect to tours of Public Works facilities are:

- i. To encourage public interest in Public Works facilities and operations.
- ii. To provide the public or other interested groups with procedures for walking tours of Public Works facilities, including but not limited to water treatment plants, wastewater treatment plants, the Garner Road Biosolids facility, and the Recycling Centre.
- iii. To provide bus tours of the Region's compost facility on an annual basis, in conjunction with Waste Reduction Week.
- iv. To restrict tours of water and wastewater treatment plants to participants aged 12 and older.
- v. To not permit public tours at water or wastewater facilities that are undergoing construction.
- vi. To restrict tours of the Recycling Centre to participants aged 10 and older.

2. Purpose

The general public, and particularly educational groups, show a keen interest in Public Works infrastructure. Public Works staff commonly receive requests for tours of water treatment facilities, wastewater treatment facilities, the Garner Road Biosolids facility, and the Recycling Centre; additionally, bus tours of the compost facility are offered annually in conjunction with Waste Reduction Week. Niagara Region will strive to honour tour requests in accordance with this policy and relevant supporting procedures, provided that such tours do not compromise or interfere with operations, safety, or security at the subject facility.

3. Scope

This policy applies in respect of tours conducted at Public Works facilities, including but not limited to water treatment plants, wastewater treatment plants, the Recycling Centre, and the compost facility.

Public Works

Tours of Public Works Facilities

Page 2 of 3

3.1. Roles and Responsibilities

3.1.1. Public Works Staff

- i. Organize, schedule, arrange, and conduct tours in accordance with the requirements of this policy, the *Tours of Public Works Facilities* procedure (), and any applicable divisional procedures.

3.1.2. Tour Participants

- i. Abide by all instructions, procedures, and safety protocols when visiting Regional work sites.

4. References and Related Documents.

4.1. Legislation, By-Laws and/or Directives

4.2. Procedures

- i. Tours of Public Works Facilities (C-PW-XXX-001)
- ii. Waste Management Recycling Tour Scheduling (divisional procedure)
- iii. Touring Water and Wastewater Facilities (divisional procedure)

5. Related Policies

6. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date

Revision History

Revision No.			
XX	XX	Policy incorporated onto new Corporate policy template and assigned new name and number to reflect current Public Works policy naming convention. Policy formerly identified as PW4.T01. Procedural content	

Public Works

Tours of Public Works Facilities

Page 3 of 3

Revision No.	Date	Summary of Change(s)	Changed by
		<p>from former policy PW4.T01 has been incorporated onto the Corporate's Procedure Template.</p> <p>Added details of Waste Management tour programs.</p> <p>Increased age threshold for W-WW tours from grade 5 (age 10-11) to grade 7 (age 12 and up)</p> <p>Added stipulation that public tours are not permitted at sites under construction</p>	

Subject: Approval of Public Works Single Source Purchase Order Requests and Purchase Change Order Requests Exceeding \$100,000

Report to: Public Works Committee

Report date: Tuesday, May 11, 2021

Recommendations

1. That the Single Source Purchase Order Requests identified in Appendix 1 of Report PW 25-2021 **BE APPROVED**.

Key Facts

- At the Special Council meeting on July 30, 2020, Regional Council instructed staff that, “If any single source [Public Works] procurement [over \$5000] is deemed essential there must be approval first received by the Public Works Committee.”
- On August 18, 2020, the CAO provided Confidential Memorandum CONF-C 6-2020 providing key information in response to the July 30, 2020 staff direction. The memo identified that pursuant to a formal competitive procurement process, a change to the resulting contract (via the Change PO process) is required for any additional goods and/or services, which were not part of that formal process (consider Single Source additions). This includes most (if not all) instances where the “work” is underway when a Change PO request initiates.
- At the Council meeting on September 17, 2020, Regional Council approved an increase in the limit to \$100,000 above which approval must first be received by the Public Works Committee.

Financial Considerations

The included Single Source requests have approved funding in place from either Capital or Operating budgets in the respective divisions in Public Works.

Analysis

Niagara Region’s Procurement By-law 02-2016 as amended February 28, 2019 provides controls and methods that ensure, among other things, that the procurement processes undertaken to procure Goods and/or Services achieves, “best value for the Corporation”.

Pursuant to the formal procurement process, which culminates in contract award, there are occasions, when new information identified after award, requires further consideration of how these unforeseen additional requirements will impact the final project deliverable.

When this happens, staff consider the following alternative approaches to addressing the scope change:

1. Is the original project objective still achievable or should it be abandoned?
2. Can the project proceed as originally planned and this new information be deferred to a later time without reducing the integrity of the design, construction, etc.?
3. Is the current work at a point where it can be terminated, and a new competitive procurement for the additional scope items be initiated without excessive costs or negative impacts to the community from the delays?
4. Does the addition of this new work to the current assignment still achieve best value if Staff can validate that it represents fair value?

Staff note, that where a construction project is underway, the Ontario Occupational Health and Safety Act dictates that, "When an owner undertakes a project by contracting with more than one employer (contractor), the owner is undertaking the project and is the constructor." As a result, if Niagara Region were to initiate additional work on a project site at the same time by two contractors, Niagara Region would assume significant additional liability risk for the safety of all workers on the site. Ideally, the work of first contractor must be completed prior second contractor commencing.

Alternatives Reviewed

Staff have considered the following alternatives for each of the change order requests appended as Appendix 1:

- Closing out the current work. Abandoning the previous approach and re-considering strategy;
- Proceeding as originally planned and addressing the new information/change in scope at a later time through a competitive process; and,
- Terminating the current contract where possible and conducting a competitive procurement process to complete the work with the additional scope items added.

Staff conclude that none of the aforementioned options achieves the desired best value outcome without significant risk to the Region in terms of cost, delay and unavailability of critical infrastructure. Staff have assessed the financial impact of these additionally scoped items, deemed them fair and reasonable hence, the recommendation contained herein is presented for approval as it offers the best value for the Corporation given in the specific circumstances.

Relationship to Council Strategic Priorities

- Responsible Growth and Infrastructure Planning

Other Pertinent Reports

- CONF-C 6-2020, July 30, 2020 Closed Session - Update from Special Council Meeting
- PW 42-2020, September 8, 2020 - Approval of Various Single Source Public Works New Purchase Orders and Purchase Order Change Request
- PW 45-2020, October 13, 2020 - Approval of Public Works Single Source Purchase Requests Over \$100,000
- PW 47-2020, November 10, 2020 Approval of Public Works Single Source Purchase Requests Over \$100,000
- PW 3-2021, January 12, 2021 Approval of Public Works Single Source Purchase Requests Over \$100,000
- PW 7-2021, February 16, 2021 Approval of Public Works Single Source Purchase Requests Over \$100,000
- PW 13-2021, March 9, 2021 Approval of Public Works Single Source Purchase Requests Over \$100,000
- PW 17-2021, April 13, 2021 Approval of Public Works Single Source Purchase Requests Over \$100,000

Prepared and Recommended by:

Bruce Zvaniga, P.Eng.
Commissioner of Public Works (Interim)
Public Works Department

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Dan Ane, Manager Program Financial Support and Bart Menage, Director Procurement and Strategic Acquisitions

Appendices

Appendix 1 Single Source Purchase Order Requests

Appendix 1: Purchase Order Change Requests to Existing Contracts

1. Project Name: 2017-RFP-19 – RR20 West St, West Lincoln – Phase 4

Consultant: Associated Engineering (ONT)

Purchase Order Number: 0000033408

Increase the contract award amount to the lowest compliant bidder (\$432,139.02 exclusive of HST) with an additional (\$53,510.00 exclusive of HST)

The increase is to complete the following additional tasks which were not previously included in the design assignment;

- Revision of Issued for Tender Package to include the limit extension from the previous completed Phase 3.
- Township of West Lincoln requested the inclusion of municipal servicing works (watermain, storm)
- Additional Illumination analysis

Rationale for Increase

A continuation of the current design assignment, to maintain quality and control to ensure the designs being completed meet the required Regional, Provincial and Municipal standards. Originally Phase 4 was to be included as part of the Phase 2 & 3 construction; however due to internal and Municipal budget constraints, Phase 4 became its own stand-alone project within the original project limits.

During construction of Phase 2 & 3, project scope was increased to incorporate additional sidewalk works requested by the Township of West Lincoln, which subsequently requires an adjustment to the finalized Phase 4 design.

During the RFP process the Consultant was required to undertake specific tasks; infrastructure works were not flagged by the Township of West Lincoln for inclusion at the time of proposal preparation, and have recently been requested for inclusion in the project scope for design and construction.

The accumulated total, including the current change (\$53,510) to the original Purchase Order is \$205,437.06 as summarized below:

- | | |
|---|------------|
| i. Vertical and horizontal design changes to coordinate Township works .. | \$5,100.00 |
| ii. Alignment change to eliminate property acquisitions for the Township (Phases 2 & 3) | |
| | \$9,050.00 |
| iii. Additional storm sewer design and investigation | \$3,301.96 |
| iv. Incorporate Region landscaping into tender set (Phases 2 & 3) | \$1,100.00 |

v. Additional survey works for property at SGR6 (Phases 2 &3).....	\$1,932.00
vi. Re-tendering after initial cancellation (Phases 2 &3)	\$2,711.00
vii. Inspection fees (Phases 2 &3) (competitively procured)	\$128,732.10
viii. Current change request	\$53,510.00

Alternatives Reviewed

- (i) Do Nothing:
 - Without including the Township's infrastructure works, ageing infrastructure would be left under the newly constructed roadway, which could result in infrastructure failure and excavation of the project sites to fix. This is not being recommended.
- (ii) Increase the PO:
 - Allows for the continuation of the current assignment which will maintain quality control over the design completed / to be completed and facilitated during construction in a timely manner.

Recommendation by Transportation Services

Increase PO for an additional \$53,510.00 (excluding HST) to add the additional design assignments to the project.

2. Project Name: 2019-RFP-55 Thorold Stone Road Extension – Stage Two

Consultant: WSP Canada Inc.

Purchase Order Number: 0000088530

Increase the contract award amount to the lowest compliant bidder (\$480,648.00 exclusive of HST) with an additional \$127,763.50 (exclusive of HST)

The increase is to complete the following additional tasks which were not previously included in the design assignment;

- Review additional options for a stormwater outlet to service the proposed roundabout at Stanley Ave./Bridge St., and the proposed Thorold Stone Road Extension between the current cul-de-sac and the roundabout. This requires an hydrology assessment and analysis of five (5) potential options and preparation of a summary report; preparation of schematic plans for each option as well as cost sharing analysis for each; presentation of options and recommendations to various stakeholders including City of Niagara Falls; additional meetings with Region and City staff to reach consensus.

- Upgrades to the landscaping of the Victoria and Bridge roundabout, including illumination, irrigation, upgraded vegetation were requested by the City of Niagara Falls.
- City of Niagara Falls requested the inclusion of municipal servicing works (watermain, sanitary sewer and disconnection of catch basins from the existing combined sewers).
- Additional project management requirements for the coordination of these tasks into the tender package as it is nearing 90% complete.

Rationale for Increase

A continuation of the current design assignment in order to maintain quality and control to ensure the designs being completed meet the required Regional, Provincial and Municipal standards.

During the RFP process the Consultant was required to undertake specific tasks for the storm sewer outlet. However, at preliminary design a number of other alternatives were requested by stakeholders which require a scope change. Landscaping upgrades and infrastructure works were new requests by the City of Niagara Falls for inclusion during design and construction.

The accumulated change, including the current change (iii, iv, v), to the original Purchase Order is \$279,481.50 as summarized below:

i. Designated Substance Survey of 4799 Bridge Street	\$6,350.00
ii. Geotechnical and Excess Soil Management Plan	\$145,568.00
iii. Storm Sewer Outlet Options	\$46,604.50
iv. Municipal Landscape, Irrigation and Infrastructure Additions.....	\$80,959.00

Alternatives Reviewed

- (i) Do Nothing:
- Examination of additional storm outlet options, which includes a potential outlet into the hydro canal, will assist with identifying effective preferred locations in order to properly drain the roadway and neighbouring lands.
 - A vision for this area has been identified by both the City and Region, so the request is to include for the landscaping upgrades to enhance the gateway feature at the roundabout. Not including for this would be a loss to the gateway vision.
 - Without including the City's infrastructure works, ageing infrastructure under the newly constructed roundabout will be left, which could result in infrastructure failure and excavation of the project site in the near future.

- (ii) Increase the PO
 - Allows the continuation of the current assignment which will maintain quality control over the design completed and facilitated during construction.

Recommendation by Transportation Services

Increase PO for an additional \$127,564.50 (excluding HST) to add the additional design assignments to the project.

3. 2015-RFP-14 Regional Road 87 (Lakeshore Road) From Townline Road to Four Mile Creek in Niagara on the Lake – Consulting Services for Design of Road and Drainage Improvements

Request: Updates to tender documents and Phase 2 Contract Administration and Inspection Services.

Consultant: Kerry T. Howe (KTH)

Purchase Order Number: CNV0000139

Increase original contract amount of \$271,721.78 (excl. HST) by \$145,798.00 for a new total of \$616,466.71. *With the launch to the Peoplesoft System, the actual PO amount in the system is \$417,519.78 = \$344,744.93 (accumulated changes) + \$72,774.85 (converted PO in Peoplesoft)

Rationale for Increase

The request is for an extension to an existing contract.

Kerry T. Howe (KTH) was retained through a competitive bidding process under Request for Proposal 2015-RFP-14. The additional fees are required to provide:

- Updates to Contract Documents for Procurement in order to secure a Contractor for 2021 Phase 2 Construction
- Contract Administration and Inspection Services of 2021 Phase 2 Construction

The additional fees requested by Kerry T Howe to undertake the above is \$145,925. A credit in the amount of \$127 will be applied so the change PO request is \$145,798 (\$145,925 - \$127).

The accumulated change, including the current change (vi), to the original Purchase Order is \$344,744.93 as summarized below:

i) Financials not captured during PeopleSoft Conversion	\$18,712.33
ii) Ellis Engineering Culvert Extension	\$29,432.00
iii) Ellis Engineering culvert extension	\$23,680.00
iv) Contract Administration and Inspection for Phase 1 Construction (tendered)	\$127,122.60
v) PO Amendments: Changes Documented but PO value not adjusted	\$0
vi) Contract Administration and Inspection for Phase 2 Construction (current)	\$145,798.00

Alternatives Reviewed

- (i) Do nothing:
 - Impacts tendering of document.
 - Construction requires Contract Administration and Inspection Services. Rates to be applied were tendered under Phase I.
- (ii) New procurement:
 - Increased risk exposure to the Region as a result of the lack of project specific knowledge and decisions.
 - Increase in timeline (three to four months due to project delay).
 - Not considered a viable alternative since compatibility with existing service is a paramount consideration.
- (iii) Extend current assignment to cover the additional services:
 - Compatibility with existing service from a consistency and technical perspective with the current professional services.
 - Mitigates the risk/cost exposure resulting from conflicting information if a new consultant were to be procured.

Recommendation by Transportation Services

Approval of additional fees to support finalization of contract documents in order to procure the construction for 2021 season and for Contract Administration and Inspection Services.

Subject: Greater Niagara Circle Route – Welland Canal Parkway Trail Extension

Report to: Public Works Committee

Report date: Tuesday, May 11, 2021

Recommendations

1. That a one-time amendment to the previously adopted 2021 Operating Budget in the amount of \$200,000 for a grant to the City of St. Catharines for the extension of the Welland Canal Parkway Trail north of Lakeshore Road, to be funded from the Greater Niagara Circle Route (GNCR) Reserve, subject to the completion of any required agreements including with the City of St. Catharines in a form satisfactory to the Director of Legal & Court Services, **BE CONSIDERED** at the Regional Council meeting of June 24, 2021 with the appropriate public notice in accordance with the Region's Public Notice Policy (corporate policy number C-RC-005).
2. That a one-time amendment to the previously adopted 2021 Operating Budget in the amount of \$50,000 for Greater Niagara Circle Route (GNCR) wayfinding initiatives, to be funded from the GNCR Reserve, **BE CONSIDERED** at the Regional Council meeting of June 24, 2021 with the appropriate public notice in accordance with the Region's Public Notice Policy (corporate policy number C-RC-005).

Key Facts

- The purpose of this report is to address two (2) notices of motion made by the Greater Niagara Circle Route Sub-Committee to extend the Welland Canal Parkway Trail north of Lakeshore Road; and, to undertake a wayfinding initiative to propose a consistent strategy for trail signage.
- The grant amount of \$200,000 to the City of St. Catharines for the extension of the Welland Canal Parkway Trail north of Lakeshore Road, is for construction-related costs associated with a stone path extension and two (2) terminal lookouts over the canal.
- The \$50,000 for the wayfinding initiative is to procure a consultant assignment, facilitated by Niagara Region's transportation department, which will review the current entire trail wayfinding and destination routing and propose a consistent navigation strategy.

- These proposed initiatives were not included in the Council approved Niagara Region 2021 capital or operating budgets.
- Any in-year use of reserves not included in the Council approved budget must comply with the Reserve and Reserve Funds Policy (Corporate Policy C-F-013) as well as the Budget Control By-law, and are considered a budget amendment which requires 10 days' notice prior to council approval as per Public Notice Policy (corporate policy C-RC-005). There is no impact on the tax levy as a result of utilizing reserves to fund these initiatives.
- Staff will be seeking direction from this committee at a future meeting on criteria for the use of the unrestricted balance of GNCR Reserve for specified purposes while following the Regional budget process each year.

Financial Considerations

The GNCR Reserve current balance is \$1,382,681. It was funded from prior year surpluses and a \$10,760 donation restricted for use on the GNCR.

Staff is recommending a one-time amendment to the previously adopted 2021 Niagara Region Operating Budget in the amount of \$250,000. This consists of a grant of \$200,000 to the City of St. Catharines for the extension of the Welland Canal Parkway trail north of Lakeshore Road and \$50,000 for a consulting assignment to review the current wayfinding and destination routing throughout the entire trail. The initiatives are proposed to be funded from the GNCR Reserve. It is recommended that the restricted portion of \$10,760 (related to donations for the GNCR) in addition to a portion of the unrestricted portion be used to fund these requests. Any unspent amounts for the above noted initiatives will be returned to the GNCR reserve.

Any in-year use of reserves not included in the Council approved budget must comply with the Reserve and Reserve Funds Policy and the Budget Control By-Law. An in year use of unbudgeted reserves is considered a budget amendment which requires 10 days' notice prior to Regional Council approval as per Public Notice Policy (corporate policy C-RC-005). With endorsement of the recommendations included in this report by the Transportation Steering Committee and subsequently Public Works Committee, a report will be brought forth to Regional Council on June 24, 2021 seeking approval of the budget amendment in accordance with policy. There is no impact on the tax levy as a result of the utilization of reserves to fund these initiatives.

Analysis

- The extension of the Welland Canal Parkway Trail north of Lakeshore Road is directed towards creating a safe and convenient trail extension within the City of St. Catharines to be used by Niagara Region residents and tourists.
- This project will address current operational and geometric deficiencies; while offering active transportation connectivity to the northern part of this trail along the Welland Canal.
- This project will be led by the City of St. Catharines in collaboration with the Transportation Services Division at the Niagara Region.
- There continues to be an increase in all forms of active transportation. This trail extension adds to the appeal of Niagara Region and the Circle Route being a cycling destination.
- Staff will prepare the necessary agreements as required, including with the City of St. Catharines, in a form satisfactory to the Director of Legal & Court Services. The grant will be provided to the City of St. Catharines upon confirmation of the extension costs. If the cost of construction is less than \$200,000, the excess budget will be returned to the GNCR Reserve.
- Staff will procure a consultant assignment that will review the current wayfinding and destination routing throughout the entire trail. A consistent navigation strategy will be proposed using signage and architectural landmarks. The proposed strategy will be reviewed with the Greater Niagara Circle Route Sub-Committee.
- Following completion of the wayfinding consulting assignment, any recommendations for enhancements and/or improvements to the trail will be discussed with Transportation Steering Committee (TSC). Any cost implications associated with these recommendations will be considered as part of future budget processes.
- Property ownership, maintenance and operations fall under the jurisdiction of respective local area municipalities; not that of the Region. As part of the GNCR workplan, roles and responsibilities of the Region and local area municipalities will be identified and brought forward to TSC for consideration and approval.
- Staff will be seeking direction from TSC in Q3 2021 on parameters for future utilization of the GNCR Reserve for active transportation projects in alignment with the annual budget process.

Alternatives Reviewed

The decision to fund a grant to the City of St. Catharines and wayfinding consulting utilizing the GNCR Reserve could be deferred and considered during the 2022 Regional Budget Process in alignment with normal practice.

Relationship to Council Strategic Priorities

Alignment to Niagara Regional Council Strategic Priority

Vision:

Niagara Region is a mosaic of diverse communities. We strive to achieve a prosperous, safe and inclusive community that embraces our natural spaces and promotes holistic wellbeing and quality of life.

Mission:

Niagara Region will serve its residents, businesses and tourists through collaborative leadership, responsible policy and the provision of effective and efficient community-focused services, while maintaining environmental and economic sustainability.

Corporate Strategic Priorities:

Priority 2: Healthy and Vibrant Community - Foster a high quality of life through safe, healthy, and inclusive neighbourhoods through the delivery of quality, affordable and accessible human services.

Priority 3: Responsible Growth and Infrastructure Planning - Sustainable investments in Transportation, transit and infrastructure, while aligning infrastructure planning with preservation of the natural environment.

Other Pertinent Reports

- ICP 19-2013 March 6, 2013 Greater Niagara Circle Route – Asset Management and Management Issues
- Confidential PDS 4-2017 February 22, 2017
- CL-C 34-2018 June 14, 2018 Motion to Release Funds to Support Extension of the Welland Canal Parkway Trail

- TSC-C 5-2021, April 27, 2021 Greater Niagara Circle Route – Welland Canal Parkway Trail Extension

Prepared by:

Carolyn Ryall
Director, Transportation Services
Public Works Department

Recommended by:

Bruce Zvaniga, P.Eng.
Commissioner of Public Works
Public Works Department

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Dan Ane, Manager Program Financial Support and reviewed by Donna Gibbs, Director Legal and Court Services.

Appendices

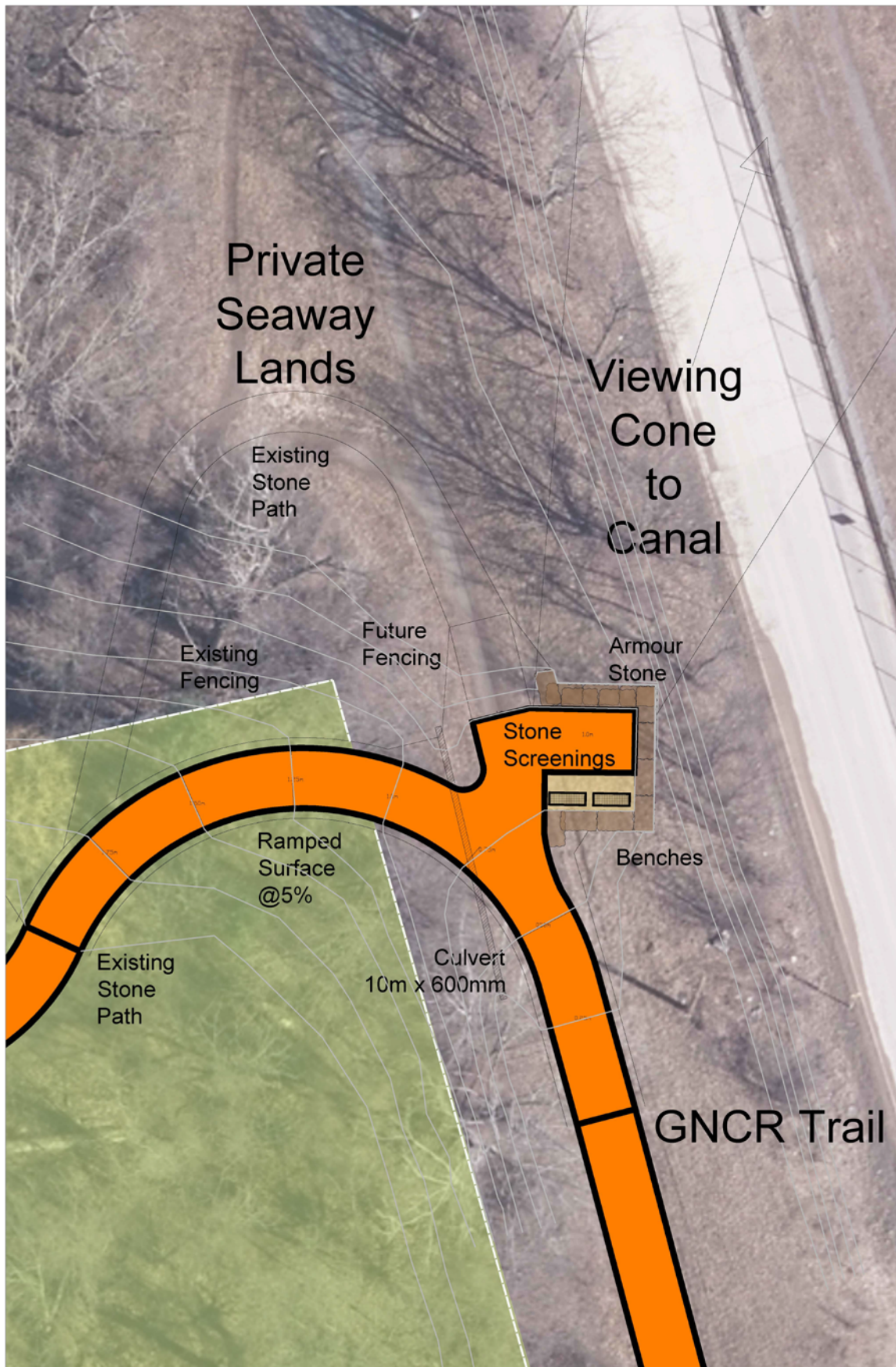
Appendix 1: GNCR – Lakeshore Extension – Malcolmson Park to Sunset Beach Link

Appendix 2: GNCR – Lakeshore Extension – Seating Area with Views to Canal



**GNCR Lakeshore Extension-
Malcolmson Park to Sunset Beach**





***GNCR Lakeshore Extension-
Seating Area with views to canal - Typical***



MEMORANDUM

PWC-C 21-2021

Subject: Recommendations for Consideration from the Waste Management Planning Steering Committee meeting held April 19, 2021

Date: May 11, 2021

To: Public Works Committee

From: Ann-Marie Norio, Regional Clerk

At its meeting held on April 19, 2021, the Waste Management Planning Steering Committee passed the following motion for consideration by the Public Works Committee:

Minute Item No. 5.1

WMPSC-C 12-2021

Updated Waste Management Planning Steering Committee's Terms of Reference

That Report WMPSC-C 12-2021, dated April 19, 2021, respecting Updated Waste Management Planning Steering Committee's Terms of Reference, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the updated Waste Management Planning Steering Committee (WMPSC) Terms of Reference, attached as Appendix B to Report WMPSC-C 12-2021, **BE APPROVED**.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk

Subject: Updated Waste Management Planning Steering Committee's Terms of Reference

Report to: Waste Management Planning Steering Committee

Report date: Monday, April 19, 2021

Recommendations

1. That the updated Waste Management Planning Steering Committee (WMPSC) Terms of Reference, attached as Appendix B to Report WMPSC-C 12-2021, **BE APPROVED.**

Key Facts

- As part of WMPSC-C 14-2021 - Appointment of Citizen Members to the Waste Management Planning Steering Committee, WMPSC approved an update to the WMPSC Terms of Reference (ToR) be completed by Niagara Region's Clerk's Department, in consultation with Waste Management staff.
- The purpose of this report is to obtain WMPSC's approval on the updated WMPSC Terms of Reference.

Financial Considerations

There are no financial implications associated with the approval of this report.

Analysis

Existing WMPSC Terms of Reference

The original WMPSC Terms of Reference was approved in February 2002. Since this date, there have been a few minor amendments made to those terms, which included:

1. WMPSC to provide input and recommendations on a wider range of long-term waste management and planning initiatives (PWA 157-2005, September 13, 2005)
2. Regional Councillor representation on the WMPSC was increased from five (5) members to seven (7) members (CL 16-2014 (Minute Item 16.15) Regional Council, December 18, 2014)
3. Regional Councillor representation on the WMPSC was further increased from seven (7) members to eight (8) members (CL 20-2018 (Minute Item 17.14), Regional Council, December 13, 2018)

4. Regional Councillor representation on the WMPSC was further increased from eight (8) members to nine (9) members (CL-C 25-2019 (Minute Item 11.2.5), Regional Council, March 28, 2019)

Appendix A includes the existing WMPSC Terms of Reference, including the above amendments.

Updated WMPSC Terms of Reference

The updated WMPSC Terms of Reference will reflect any required changes made to Niagara Region's Procedural By-law.

As part of WMPSC-C 14-2021 - Appointment of Citizen Members to the Waste Management Planning Steering Committee, the following recommendations were approved by WMPSC, at their February 22, 2021 meeting, in relation to amending the existing WMPSC Terms of Reference:

1. That the Waste Management Advisory Committee (WMAC) **BE DISCONTINUED**, effective immediately;
2. For the remainder of this term of Regional Council, the past WMAC Chair and delegate **CONTINUE** as members of the WMPSC;
3. For future terms of Regional Council, a formal application process for selecting two (2) citizen members to sit on the WMPSC, **BE USED**;
4. That the existing WMPSC's Terms of Reference **BE AMENDED** to include the following composition:
 - Maximum of 12 individuals, including: the Regional Chair, up to nine (9) Regional Councillors and two (2) citizen members.
5. That a complete update to the existing WMPSC's Terms of Reference **BE COMPLETED** by Niagara Region's Clerk's Department, in consultation with Waste Management staff.

As a result, updates to the existing WMPSC Terms of Reference are required to remove any references to the WMAC, and replace it with two (2) citizen members.

Appendix B provides the updated WMPSC Terms of Reference.

Alternatives Reviewed

A review of the Terms of Reference clauses for Niagara Region's comparator municipalities, which have a parallel Waste Management Advisory/Steering Committee that includes both Council and public members, was completed, in order to determine whether any additional amendments were required. Appendix C includes the results of this municipal comparison's Terms of Reference clauses. Niagara Region's WMPSC Terms of Reference generally align with the content of those from the comparator municipalities.

Relationship to Council Strategic Priorities

Niagara Region's recommendation to update the WMPSC Terms of Reference supports Council's strategic priority of Sustainable and Engaging Government by promoting an organizational culture that values continuous improvement, collaboration, and innovation.

Other Pertinent Reports

- WMPSC-C 14-2021 – Appointment of Citizen Members to the Waste Management Planning Steering Committee, February 22, 2021
- WMPSC-C 35-2019 – Status of the Waste Management Advisory Committee
- PWA 157-2005 – Proposed Amendment to the Waste Management Planning Steering Committee Terms of Reference, September 13, 2005

Prepared by:

Brad Whitelaw, BA, CIM, CPM, P.Mgr.
Program Manager, Waste Policy &
Planning
Waste Management Services

Recommended by:

Bruce Zvaniga, P. Eng.
Commissioner of Public Works (Interim)
Public Works

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Ann-Marie Norio, Regional Clerk, and reviewed by Dan Ane, Manager, Program Financial Support, Corporate Services, and Lydia Torbicki, Manager, Waste Policy & Planning, Waste Management Services Division.

Appendices

- Appendix A Waste Management Planning Steering Committee's Existing Terms of Reference
- Appendix B Waste Management Planning Steering Committee's Updated Terms of Reference
- Appendix C Review of Terms of Reference Clauses/Content for Comparator Municipalities, which have a Parallel Waste Management Advisory/Steering Committee that includes both Council and Public Members

Appendix A - Waste Management Planning Steering Committee's Existing Terms of Reference

1. Purpose

The purpose of the Waste Management Planning Steering Committee (Steering Committee) will be to provide direction to the completion of the waste management planning process. This process will result in the selection and implementation of a long-term waste disposal strategy.

2. Responsibilities

The primary roles and responsibilities of the Waste Management Planning Steering Committee are to:

- a) Make recommendations to Regional Council on the selection, siting, development and implementation of alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;
- b) Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.

3. Reporting

- a) Figure 1 identifies the relationship and reporting structure of the Waste Management Planning Steering Committee and other committees that have a role in providing input into the implementation of the Region's Long-term Waste Management System. The Waste Management Advisory Committee (WMAC), being an advisory committee that acts as the conduit for public input to the planning process, will report to the Waste Management Planning Steering Committee.
- b) The recommendation(s) of the long-term Waste Management Planning Study would be reported through the Steering Committee to Public Works and Utilities Committee and then to Council for approval.

4. Applicability of Procedural By-law

- a) As an advisory committee of Council, the Waste Management Steering Committee shall be governed by the sections of the Region's Procedural By-law relating to advisory committees.

5. Composition

- a) The Waste Management Steering Committee shall be a sub-committee of the Public Works and Utilities Committee.
- b) The Waste Management Steering Committee will be comprised of a maximum of 12 individuals, including: the Regional Chair, nine Regional Councillors and two representatives from the Waste Management Advisory Committee. The representatives of the WMAC will not have a vote on legal or financial matters.
- c) Additional Officers and/or employees of the Niagara Region's Waste Management Services Division shall serve on the Committee in a resource capacity.

6. Meetings

- a) The Waste Management Planning Steering Committee shall meet generally, on a Monthly basis prior to the second Public Works Committee meeting of each month, or at the call of the Chair.
- b) Meetings generally will be open to the public and will only be closed to the public when dealing with matters as set out under the Region's Procedural By-law relating to advisory committees.
- c) Opportunities will be provided for formal public input through reports from the WMAC and general public input via the inclusion of public deputations as an item on the agenda for each meeting. Those members of the public who wish to make a deputation would be required to contact the Region at least 24 hours in advance to do so.

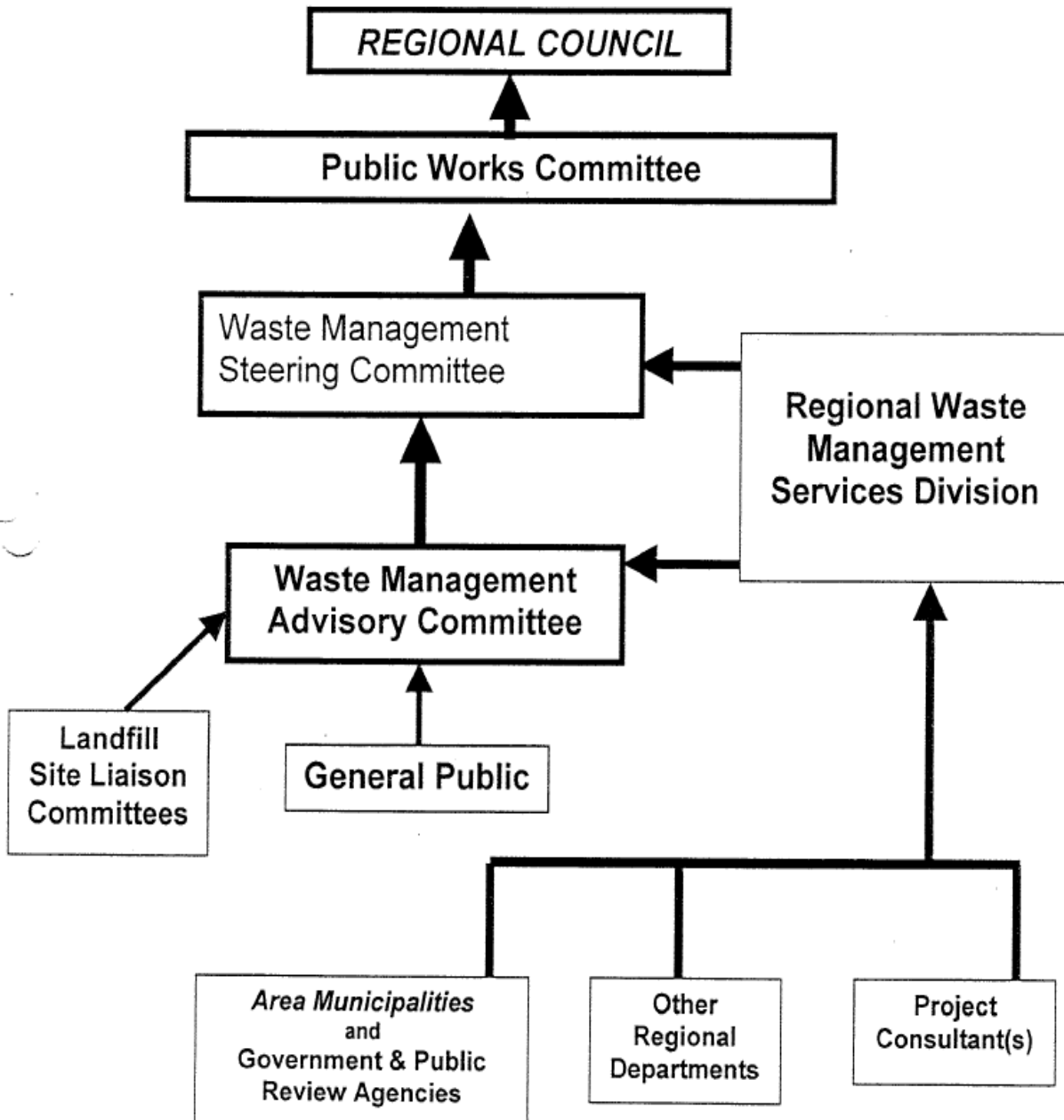
7. Meeting Agenda and Minutes

- a) Meeting agendas will be prepared and distributed to Committee members, the media and other interested participants, at least five (5) working days prior to the Waste Management Planning Steering Committee meetings.
- b) The staff of the Clerk's office will be responsible for the preparation of the agenda and minutes.

- c) Any member of the general public can request to be included on a mailing list for distribution of notices for Waste Management Planning Steering Committee meetings.
- d) The minutes and recommendations of all meetings of the Waste Management Planning Steering Committee shall be provided to the Public Works Committee at least five (5) working days prior to the meeting. Oral reports by the Chair on significant matters not yet minuted may be provided to the Public Works Committee at its next meeting. The Steering Committee minutes will be circulated for information to the Waste Management Advisory Committee and the active Landfill Site Liaison Committees.

Figure 1

**Organizational Structure for the Long-term
Waste Management Planning Study**



WASTE MANAGEMENT PLANNING STEERING COMMITTEE (WMPSC) TERMS OF REFERENCE

Appendix to Report WMPSC-C 12-2021

Recommended for Approval by the Public Works Committee on <date>

Ratified by Regional Council on <date>

Consolidated Version as of <date>

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1. PREAMBLE

The Waste Management Planning Steering Committee was established as a sub-committee of the Public Works Committee in 2002.

2. GOALS/PURPOSE

The goals/purpose of the Committee are to:

- Provide direction to Waste Management staff on recommendations related to the Waste Management Long Term Strategic Plan and other waste management strategic initiatives;
- Make recommendations to Public Works Committee on the selection, siting, development and implementation of alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;
- Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.

3. REPORTING STRUCTURE

The WMPSC will report to Regional Council through the Public Works Committee. There shall be no compensation payable to the members of the Committee.

4. MEMBERSHIP

4.1 Composition

Membership for the WMPSC shall not exceed a maximum of 12 members.

Membership for the WMPSC shall include:

- Regional Chair
- Up to nine (9) Regional Councillors
- Up to two (2) citizen members

Citizen members recommended for appointment to the Committee will need to possess relevant waste management experience to be considered.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

4.2 Term

- The term of membership shall be four years, concurrent with Regional Council's elected term of office, and the membership shall be approved by Council in accordance with membership requirements in the Terms of Reference.

4.3 Privacy

- The meetings of the WMPSC are public. Members should be aware that their names will be in the public realm and a list of membership may be posted on the Region's website and provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

5. ROLES & RESPONSIBILITIES

5.1 Chair & Vice Chair

- A Chair and Vice Chair will be elected from Committee members, on an annual basis, at the first meeting of the new year to preside over meetings and Committee business. The Chair and Vice Chair of the Committee shall be a Regional Councillor.
- It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee, the Public Works Committee, and Regional Council.
- It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

5.2 Committee Members

All WMPSC members, including the Chair and Vice Chair, have the responsibility to help achieve the WMPSC's Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;

- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

The two citizen members will be required to sign a confidentiality agreement.

6. RESOURCES

The Waste Management Division is the designated lead department providing resource support for the WMPSC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

7. MEETINGS

A meeting schedule following a bi-monthly cycle shall be set for the WMPSC. The schedule will be circulated to the members for approval each year. Should a time sensitive matter arise, the WMPSC may meet at the call of the Chair.

The WMPSC meetings will be held at Regional Headquarters, or by electronic participation, at a time as determined by the members. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

If necessary, a schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

8. ABSENTEEISM

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

9. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval through the Public Works Committee and shall take effect only upon the approval of Council.

Appendix C - Review of Terms of Reference Clauses/Content for Comparator Municipalities, which have a Parallel Waste Management Advisory/Steering Committee that includes both Council and Public Members

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
1.0 Purpose	<ul style="list-style-type: none"> Provide direction to the completion of the waste management planning process. This process will result in the selection and implementation of a long-term waste disposal strategy. 	<ul style="list-style-type: none"> Provide advice through Regional Staff to Regional Council with respect to the minimization of waste going to the landfill site through such activities as reduction, reuse and recycling (3Rs) of solid waste generated in Halton, as required by Condition 1 of the Conditions of Approval (under the Environmental Assessment Act); 	<ul style="list-style-type: none"> Assist City of Hamilton with the implementation of the 2020 Solid Waste Management Master Plan and to discuss / make recommendations on other solid waste management initiatives. 	<ul style="list-style-type: none"> Advise Ottawa City Council on policy, programs and service delivery in the area of environmental stewardship.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
		<ul style="list-style-type: none"> • Provide advice with respect to off-site impacts due to operations at the Halton Waste Management Site and the monitoring of waste haulage practices in the Region, as required by Conditions 5 and 6 of the Conditions of Approval (under the Environmental Assessment Act). 		
2.0 Responsibilities	<p>The primary roles and responsibilities of the WMPSC are to:</p> <p>a) Make recommendations to Regional Council on the selection, siting, development and implementation of</p>	<ul style="list-style-type: none"> • Provide advice on activities and programs that should be implemented to promote the reduction, reuse and recycling of solid waste, together with plans and 	<ul style="list-style-type: none"> • Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste 	<ul style="list-style-type: none"> • Provides advice to Council on issues pertaining to: • Policy, programs and service delivery

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
	<p>alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;</p> <p>b) Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.</p>	<p>programs for the disposal of waste remaining after such 3Rs initiatives;</p> <ul style="list-style-type: none"> • Examine issues and new ideas which may affect the abilities of the Region and Local Municipalities to reach their 3Rs objectives and to advise Staff on such matters; • Monitor the success of 3R programs, once established, in reaching the reduction, recycling and reuse of solid waste goals approved by Regional Council; • Advise and assist Staff with ideas for the avoidance and/or 	<p>Management Master Plan,</p> <ul style="list-style-type: none"> • Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives 	<p>in the area of environmental services, forests, greenspaces, parks, cycling and pedestrian issues.</p> <ul style="list-style-type: none"> • Available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities. • Responsible for ensuring that its business aligns with, and

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
		<p>minimization of off-site impacts from Halton's Waste Management Site;</p> <ul style="list-style-type: none"> • Monitor waste haulage practices with a view to improving general traffic safety; • Support Staff in the creation of an update on activities at the end of term and submit them through Staff to Regional Council. 		<p>serves to complement, City Council's strategic priorities.</p>
3.0 Reporting	a) Figure 1 identifies the relationship and reporting structure of the WMPSC and other committees that have a role in providing input into the implementation of the Region's Long-	<ul style="list-style-type: none"> • Reports to Regional Council through Staff in the Public Works Department. 	<ul style="list-style-type: none"> • Advises Council through Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate. 	<ul style="list-style-type: none"> • Reports through Standing Committee on Environmental Protection, Water and Waste

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
	<p>term Waste Management System. The Waste Management Advisory Committee (WMAC), being an advisory committee that acts as the conduit for public input to the planning process, will report to the WMPSC.</p> <p>b) Recommendation(s) of the long-term Waste Management Planning Study would be reported through the Steering Committee to Public Works and Utilities Committee and then to Council for approval.</p>			<p>Management to City Council;</p> <ul style="list-style-type: none"> • May also report to another Standing Committee, where appropriate, depending on issue.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
4.0 Applicability of Procedural By-law	a) As an advisory committee of Council, the WMPSC shall be governed by the sections of the Region's Procedural By-law relating to advisory committees.	<ul style="list-style-type: none"> • The Committee shall, at all times, follow the procedures and practices set out in the Regional Procedural By-Law. 	<ul style="list-style-type: none"> • Members are responsible for complying with the Procedural By-law and the Advisory Committee Handbook 	<ul style="list-style-type: none"> • Nothing included in ToR.
5.0 Composition	a) Sub-committee of the Public Works and Utilities Committee. b) WMPSC comprised of a maximum of 12 individuals, including: Regional Chair, nine (9) Regional Councillors and two (2) citizen members. The two (2) citizen members will not have a vote on legal or financial matters, and	<ul style="list-style-type: none"> • The Committee includes: <ul style="list-style-type: none"> ◦ 4 Councillors, one from each Local Municipality, either Regional or Local ◦ 8 citizens-at-large (preferably, at least 4 of whom live near the Halton Waste Management Site) 	<ul style="list-style-type: none"> • Comprised of up to five (5) members, as follows: <ul style="list-style-type: none"> ◦ Up to three members of City Council; and ◦ Two citizen members. 	<ul style="list-style-type: none"> • Maximum membership between 9 and 11. • As much as practicable, membership should reflect City's diverse population. • Shall also include one (1) Member of

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
	<p>will not be present during closed sessions, or receive confidential information.</p> <p>c) Additional Officers and/or employees of the Niagara Region's Waste Management Services Division shall serve on the WMPSC in a resource capacity.</p>	<ul style="list-style-type: none"> ○ 1 member from the Halton Agricultural Advisory Committee ○ 1 member from Conservation Halton ○ 1 member of Regional staff who performs the Environmental Inspector duties (advisory, non-voting) 		<p>Council in a liaison capacity.</p>
6.0 Meetings	<p>a) Monthly basis prior to the second Public Works Committee meeting of each month, or at the call of the Chair.</p> <p>b) Meetings generally open to public and only closed when dealing</p>	<ul style="list-style-type: none"> • Minimum of two (2) times per year and at any other time, at the call of the Committee Chair 	<ul style="list-style-type: none"> • Bi-monthly, or at the call of the Chair. 	<ul style="list-style-type: none"> • Nothing included in ToR.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
	<p>with matters under Region's Procedural By-law relating to advisory committees.</p> <p>c) Opportunities will be provided for formal public input through reports from the WMAC and general public input via inclusion of public deputations as item on agenda for each meeting. Public required to contact Region 24 hours in advance to do so.</p>			
7.0 Meeting Agenda and Minutes	a) Meeting agendas will be prepared and distributed to WMPSC members, media and other interested participants at least 5	• Clerk's staff will prepare minutes and agendas and provide general administrative coordination for meetings.	• Nothing included in ToR.	• Nothing included in ToR.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
	<p>working days prior to WMPSC meetings.</p> <p>b) Clerk's staff will prepare agenda and minutes</p> <p>c) Any member of general public can request to be included on mailing list for WMPSC meetings.</p> <p>d) Minutes and recommendations of WMPSC provided to Public Works Committee (PWC) 5 working days prior to meeting. Oral reports by Chair on significant matters not yet minuted may be provided to PWC, at next meeting.</p>	<ul style="list-style-type: none"> • Clerk's staff will co-ordinate and retain Committee records including agendas, minutes, any subcommittee reports (if applicable and as required), annual reports and aims and objectives. 		
Absenteeism (new section)	<p>a) Nothing included in existing ToR.</p>	<ul style="list-style-type: none"> • Vacancies on the Committee for positions that are not Agency 	<ul style="list-style-type: none"> • If member is absent for three (3) meetings in a 	<ul style="list-style-type: none"> • Nothing included in ToR.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
		<p>Appointments or Members of Regional Council shall be advertised to the public at the beginning of the Committee term and mid-term as needed.</p> <ul style="list-style-type: none"> • If a Committee Member is unable to complete the term, a new Committee Member may be appointed by Regional Council. • All Committee Members that are to be appointed by Regional Council shall be selected by the Interview Committee in accordance with the Regional Procedural By-Law. 	<p>calendar year, without approval from WMAC, the member may be subject to replacement.</p>	

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
Selection of Committee Chair and Vice-Chair (new section)	<ul style="list-style-type: none"> • Nothing included in existing ToR. 	<ul style="list-style-type: none"> • Elected by Committee for the full term, following the procedures set out in the Regional Procedural By-law. • If Chair resigns at any point during term, a new Chair will be elected by the Committee. • Vice-Chair shall only assume the authority and perform all the duties of Chair until such election takes place. 	<ul style="list-style-type: none"> • Nothing included in ToR. 	<ul style="list-style-type: none"> • Nothing included in ToR.
Term of Office (new section)	<ul style="list-style-type: none"> • Nothing included in existing ToR. 	<ul style="list-style-type: none"> • Coincides with the term of Regional Council, unless otherwise provided by resolution of Regional Council, or until successors are appointed. 	<ul style="list-style-type: none"> • Coincides with term of Council or until such time as successors are appointed by Council. 	<ul style="list-style-type: none"> • Nothing included in ToR.

Niagara Region WMPSC Existing Terms of Reference Clause (if applicable)	Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording)	Halton Solid Waste Management Advisory Committee	Hamilton Waste Management Advisory Committee	Ottawa Environmental Stewardship Advisory Committee
		<ul style="list-style-type: none"> • At the end of a term, members must reapply to be considered for a subsequent term. • May serve for no more than two consecutive terms. 		

**THE REGIONAL MUNICIPALITY OF NIAGARA
WASTE MANAGEMENT PLANNING STEERING COMMITTEE
MINUTES**

**WMPSC 2-2021
Monday, April 19, 2021
Meeting held by Video Conference**

Committee Members Present: Councillors Butters, Diodati, Edgar, Fertich, Gibson, Rigby, Ugulini (Committee Chair), Witteveen (Committee Vice-Chair); J. Bacher, H. Washuta

Absent/Regrets: Bellows, Bradley (Regional Chair)

Staff Members Present: K. Ashbridge, Supervisor, Waste Management Services, C. Habermebl, Director, Waste Management Services, P. Kryger, Project Manager, Waste Management Services, L. McGovern, Program Manager, Waste Management Services, S. McPetrie, Waste Management Services Advisor, A. Mosca, Waste Management Engagement and Education Coordinator, A.-M. Norio, Regional Clerk, E. Prpic, Waste Disposal Operations & Engineering, L. Torbicki, Manager, Waste & Policy Planning, M. Trennum, Deputy Regional Clerk, B. Whitelaw, Program Manager, Policy & Planning, B. Zvaniga, Interim Commissioner, Public Works

1. CALL TO ORDER

Committee Chair Ugulini called the meeting to order at 9:01 a.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. PRESENTATIONS

3.1 Overview of the Waste Management Long Term Strategic Plan

Catherine Habermebl, Director, Waste Management Services, provided information respecting Overview of the Waste Management Long Term Strategic Plan. Topics of the presentation included:

- Long Term Strategic Plan Development
- Key Deliverables:
 - Assessment of Current System - 'Where We Are'
 - Development of Direction and System Options - 'Where We Want to Go'
 - Preferred System - 'How We Are Going to Get There'
- Stakeholder Consultation
- Project Milestones

3.2 Overview of Waste Management Capital Projects

Peter Kryger, Project Manager, Waste Management Services, provided information respecting Overview of Waste Management Capital Projects. Topics of the presentation included:

- Supervisory Control and Data Acquisition (SCADA) Design and Implementation
- Humberstone Infrastructure Upgrades
- Drop Off Depot Upgrades
- Glenridge Passive Gas Venting System (PGVS)
- Glenridge Leachate Collection System (LCS) Improvements
- Mountain Road LCS Improvements
- Quarry Road Landfill Leachate Treatment Upgrades
- Capital Budget - 2022

4. DELEGATIONS

There were no delegations.

5. ITEMS FOR CONSIDERATION

5.1 WMPSC-C 12-2021

Updated Waste Management Planning Steering Committee's Terms of Reference

Moved by Councillor Diodati
Seconded by Councillor Edgar

That Report WMPSC-C 12-2021, dated April 19, 2021, respecting Updated Waste Management Planning Steering Committee's Terms of Reference, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the updated Waste Management Planning Steering Committee (WMPSC) Terms of Reference, attached as Appendix B to Report WMPSC-C 12-2021, **BE APPROVED**.

Carried

6. CONSENT ITEMS FOR INFORMATION

Moved by Councillor Gibson
Seconded by Councillor Rigby

That the following items **BE RECEIVED** for information:

WMPSC-C 15-2021
Recycled Glass Sand Used for Stormwater Management

WMPSC-C 17-2021
2019 Waste Management Benchmarking Report

WMPSC-C 18-2021
2021 Illegal Dumping Campaign

WMPSC-C 20-2021
Update on Contractor Performance Following the Commencement of the
Curbside Collection, Haulage of Garbage, Recycling and Organics Contracts

WMPSC-C 19-2021
Councillor Information Request

WMPSC 1-2021
Waste Management Planning Steering Committee Minutes – February 22, 2021

Carried

7. OTHER BUSINESS

7.1 Waste Management Collection Contract

Councillor Witteveen requested information respecting waste management collection progress since the change from weekly to bi-weekly waste collection. Catherine Habermehl, Director, Waste Management Services, advised that a memorandum would be provided at the Public Works Committee meeting being held on May 11, 2021.

8. NEXT MEETING

The next meeting will be held on Monday, June 28, 2021 at 9:00 a.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 9:42 a.m.

Councillor Ugulini
Committee Chair

Matthew Trennum
Deputy Regional Clerk

Ann-Marie Norio
Regional Clerk

MEMORANDUM

PWC-C 20-2021

Subject: COVID-19 Response and Business Continuity in Public Works

Date: May 11, 2021

To: Public Works Committee

From: Bruce Zvaniga, P.Eng., Commissioner of Public Works (Interim)

As reported previously, Public Works has remained focused on keeping the critical public infrastructure operational while responding to the COVID19 pandemic. Departmental staff continue to ensure that the community has: safe drinking water, reliable wastewater systems, recycling and waste collection/disposal, regional specialized and regular transit and a well-maintained regional road system. Public Works staff recognize and are dedicated to the essential role they play ensuring that healthcare, social services, emergency responders and the community-at-large can depend upon the reliable availability of these core municipal services.

Public Works leadership is actively participating in the Municipal Emergency Control Group. Working with all other departments, the Business Continuity Plan and staff redeployment strategy is monitored and adjusted to respond to changing conditions.

The Department Leadership team continues to actively participate in virtual meetings with their counterparts in the Local Area Municipalities, and provincial committees to share our successes and learn how others have overcome challenges.

The following provides a brief highlight from each of the four (4) divisions on their respective status, service changes, actions taken and future outlook.

Water & Wastewater Services

Current Status of Operations

The focus continues to be providing high quality safe and reliable water and wastewater services to the residents of Niagara while continuing to implement the necessary safety

and social distancing protocols in accordance with Niagara Region Public Health directives and Ontario Regulations.

Both the Drinking Water and Wastewater Quality Management Systems (QMS) remain active. Capital infrastructure projects are deemed essential and continue to be delivered.

Capital Projects in design, construction and environmental assessment phases continue to move forward. All meetings are held virtually whenever possible.

All W-WW staff, contractors and consultants continue to be reminded of their obligations to comply with the Niagara Region mask by-law and other pandemic mitigation policies and procedures.

Service/Operational Change

The following mitigation measures have been adopted at all W-WW locations as of April 8, 2021 “Stay-at-home” order:

- All non-essential staff must work from home wherever possible and limit any on-site work to essential tasks only; designation of essential staff is as determined by the manager based on business needs identified in the Business Continuity Plan.
- Closure of all plant meeting rooms to non-essential in-person meetings. All essential in-person meetings must adhere to posted occupancy limits.
- Essential outdoor site tours must be limited to a maximum of five (5) people. All participants are to wear a face covering where physical distancing cannot be maintained.
- Cancellation of all non-essential indoor site visits.
- All in-person mandatory Health and Safety training has been cancelled; all other training compatible with remote learning tools continues to be offered via virtual learning.
- Deferral of non-essential drone flights and Matterport (360 View) scanning.
- Deferral of all non-essential contracted services.
- Limiting operations/maintenance staff from working/moving between multiple W-WW facilities to an as needed basis at the discretion of the operations and/or maintenance managers.
- Provision of manager’s vehicles for staff as per business need and at the discretion of the operations and/or maintenance managers.

- Using Regional courier to send items between facilities instead of in-person drop off as much as possible
- Re-adoption of no-contact drop-off/pick up for courier, deliveries, uniforms and lab supplies if not currently being practised

Operational Outlook

- The focus continues to be on the maintenance of all key components, the sustainable supply of key chemicals and materials and most importantly on the well-being of the staff managing these essential systems.

Transportation Services

Current Status of Operations

Essential bridge, culvert and roadway works, forestry, traffic control, pavement markings and signage are critical services that continue to be provided.

Design, construction management and environmental assessments continue from engineering staff and consultants.

Staff continue to monitor all material shipments, supplies and construction contracts experiencing delays to understand larger impacts to ongoing construction project schedules.

Service/Operational Changes

Transportation continues to operate with the following measures which were implemented January 14, 2021:

- Transportation staff have been redeployed to assist with pandemic needs as required.
- Staff able to perform work duties from home must do so and limit any on-site work to essential tasks only.
- Essential work as outlined by the Province and identified by Management in the Transportation Business Continuity Plan will continue in accordance with the State of Emergency Declaration.

- Essential construction projects and contracted services are under review based on information coming from the Province and staff, contractors, constructors, etc., will be notified as required.
- All non-essential in-person meetings are cancelled until further notice.
- Closure of all Transportation facilities and yards to visitors. Visitors requiring stock items from our stores at Thorold Service Center must now call Fleet Services Department, Materials Technician Leadhand at **905-227-2220, press 2** in order to place and arrange for curbside pick-up only.
- Essential construction project on-site meetings (per bullet 3) must be limited to a maximum of five (5) participants wearing face masks until further notice.
- In-person training has commenced meeting all safety guidelines
- Staggered shifts and locations are under review and will be implemented as deemed necessary.

Staff continue to follow existing measures diligently and already in practice:

- Pre-screening is mandatory before entry into a Regional work location.
- Stay home if you have any of the symptoms and contact manager.
- Sanitation of workstations, regional property and vehicles per procedures put in place.
- Maintain physical distancing and mask wearing, especially in break rooms, vehicles and shared spaces

Operational Outlook

- Essential and critical project interpretation based on Provincial announcements will affect the delivery of projects and levels of service to residents of Niagara region. This continues to be under review. The Business Continuity Plan with Redeployment Strategy of staff for the Division will be administered accordingly.
- Contracts are continuing to be monitored by staff with regards to any shortages (supplies and trades) and updates will be highlighted.

Waste Management Services

Current Status of Operations

- Waste Management services and programs continue to be offered in accordance with Niagara Region Public Health directives and Ontario Regulations. The following

modifications remain in place: Staff who are able to perform work duties from home have been asked not to attend their work location. On-site work has been limited to essential tasks only.

- Essential work as outlined by the Province and identified in the Waste Management Business Continuity Plan will continue.
- Essential site tours outdoors must be limited to a maximum of five (5) with all participants wearing face coverings where physical distancing cannot be maintained.
- Cancellation of all non-essential indoor site visits.
- Continuation of operational modifications at public drop-off depots to ensure appropriate social distancing.
- Enhanced cleaning at all Waste Management Facilities
- Recycling bin distribution centres are closed for in-person sales. Residents are encouraged to visit Niagara Region's website to purchase bins on-line and make arrangements for curbside pick up.
- Compost Give-away event has been postponed until the week of May 17, 2021.

Strategic initiatives are continuing such as the MRF Opportunity Review, administration of new collection contracts and services levels, Strategy Plan, construction projects, and operational tenders.

Operational Outlook

- Continue to provide waste management services as an essential service.
- Review contingency plans with contractors to ensure plans are updated and current.
- RFP will be issued for the division's Long-term Strategic Plan Q2.
- Preparation for the start of the new Humberstone contract.
- Contracts are continuing to be monitored regarding shortages (supplies and trades) and staff continue to adjust to ensure no service disruptions.

Niagara Region Transit/Specialized Transit & GO Implementation

Current Status of Operations

There have been no additional changes to Niagara Region's transit services as a result of the Provincial Government's recent restrictions. Since November 23, 2020, every transit service in Niagara has reduced its onboard passenger capacity to 50% of the vehicle's seated capacity rating. For Niagara Region, this includes NRT, NST and NRT

OnDemand. After additional consultation with the IMT Working Group, these capacity changes will remain in place for an indefinite period of time, however further reductions are not recommended at this time.

Effective March 15, 2021, Niagara's transit services began providing free transit to/from vaccination appointments. This includes all three of Niagara Region's transit services NRT, NST and NRT OnDemand. Riders are required to show proof of their appointment prior to boarding in order to be eligible for the free trips. Transit related questions are being managed by each individual service provider, while vaccination related questions are referred to Public Health.

Niagara Region Transit (NRT) is operating at a reduced level of service when compared to a typical January through April schedule. This is due to Brock University being 95% online, and Niagara College having significant enrollment reductions combined with many online programs and lower Niagara-based student residency:

- 7:00 a.m. - 11:00 p.m. operating hours effective Sept 7 (back up from 7:00 a.m. - 9:00 p.m. from May 4 to Sept 6)
- Hourly service (60 minutes) on most routes except 40, 45, 60 and 65 as those are typically well utilized student routes.
- The only Express routes currently running are the 60A, 65A but only during typical morning and afternoon peak periods to help prevent potential crowding.

Niagara Specialized Transit (NST) continues operating at the normal level of service, except for trips whose origins or destinations are to/from a location with reported cases of COVID-19 are not being provided. Reducing hours of operation is not a necessity in this case as Niagara Region only pays for trips delivered, rather than an hourly rate. Overall, NST trip requests are significantly reduced, however NST continues to deliver all requested trips within the capacity available. Ridership has continued to show small signs of recovery but still sits at approximately 50% of typical usage.

NRT OnDemand service operates in Grimsby, Lincoln, Pelham, Wainfleet and West Lincoln from Monday to Saturday, 7 a.m. - 10 p.m. and in Niagara-on-the-Lake from 7 a.m. - 7 p.m. Staff are monitoring the ridership levels in relation to the Provincial restrictions.

Mandatory mask usage is required as per the Region's Face Covering By-law.

Service/Operational Changes

Despite the reduction of vehicle capacity, there is no need to return to rear door boarding as each vehicle has a partition separating the operator/driver from the passengers.

The "Rear door boarding" policy enacted on March 23 to temporarily limit driver contact and respect physical distancing has been lifted on July 2. Because Niagara's transit providers have installed plexi-glass bio-barriers across the entire fleet of vehicles to protect bus operators, even if COVID-19 numbers increase, there will not be a need to return to rear door boarding and thus fare collection will be maintained as well.

A lower than typical service level began on January 4, however staff attempted to maintain an adequate amount of service as the student demand from Niagara College was unclear. The schedule will remain the same over the summer as those major trip generators are likely to remain largely, if not entirely, closed.

Significant Initiatives or Actions undertaken

- The Niagara Transit Governance Study report was completed in October 2020 with the recommended full commission governance model being supported-in-principle by LNTC. Feedback and input on the governance and financial models was sought and received from each local area municipality through Q1 2021.
- All NRT, and NST fleet vehicles continue to be professionally cleaned/disinfected/sanitized well beyond regular protocols, and Aegis antimicrobial spray was applied to all interior surfaces. This work was completed by the local transit service providers as they manage and operate the NRT fleet as part of their own.
- Due to the low volume of trips, BTS has made every effort to deliver trips with only a single occupant in each vehicle, although this has not been formalized as a public policy.
- NRT OnDemand does not permit the use of the front passenger seat in order to maintain distance between the drivers and passengers.
- Free transit to/from vaccinations.

Operational Outlook

1 month

- Staff will continue to monitor the COVID-19 numbers and categorization for Niagara. Service adjustments may be required as the situation worsens, however the current belief held by the IMT Working Group is to continue offering existing service for essential workers.
- NRT staff continue to review ridership data closely in order to determine appropriate levels of service.
- Staff continues to work with Brock University and the Brock University Student Union to maintain the U-Pass Program for the 2020-2021 academic year. Niagara College terminated the U-Pass agreement in response to COVID-19 and thus students will continue purchasing monthly passes.

3 months

- Staff has set the schedules for May through August 2021 at the same consistent service level as is currently available.
- Possible further service adjustments based on ridership and in reaction to any provincial changes. Staff will continue to work with the IMTWG in reviewing the available data to ensure that adequate service is being provided while being mindful of the financial challenges faced by each municipality.

6 months

- The IMTWG will begin working towards the implementation of a new fare payment technology through the funding provided by the Investing in Canada Infrastructure Program (ICIP). Due to the complexity of the program, an implementation date in 2021 is being targeted, however orders for the hardware are just beginning to be made. Staff will continue to provide updates once a timeline has been established and at the major milestones.
- Anticipated initiation of the triple-majority approval process for the consolidation of transit in Niagara, following the development of revised financial and governance models that reflect the input received from local area municipalities.

As both the Province and Region move through the recovery process, staff at each of Niagara's transit providers will continue to collaborate in monitoring service levels, processes, and policies to ensure the safety of the residents and employees remain a priority and that decisions are made and communicated jointly wherever possible.

Respectfully submitted and signed by,

Bruce Zvaniga, P.Eng.
Commissioner of Public Works (Interim)

Other Pertinent Reports

CAO 10-2020, April 23, 2020 COVID-19 Response and Departmental Updates

PWC-C 13-2020, May 12, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 20-2020, June 16, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 24-2020, July 14, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 27-2020, August 4, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 33-2020, September 8, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 37-2020, October 13, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 41-2020, November 10, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 47-2020, December 8, 2020 COVID-19 Response and Business Continuity in Public Works

PWC-C 1-2021, January 12, 2021 COVID-19 Response and Business Continuity in Public Works

PWC-C 3-2021, February 16, 2021 COVID-19 Response and Business Continuity in Public Works

PWC-C 7-2021, March 9, 2021 COVID-19 Response and Business Continuity in Public Works

PWC-C 17-2021, April 13, 2021 COVID-19 Response and Business Continuity in Public Works

MEMORANDUM

PWC-C 19-2021

Subject: Every Other Week (EOW) Garbage Collection Diversion Impact Analysis

Date: Tuesday, May 11, 2021

To: Public Works Committee

From: Alison Powell, Business Support Analyst

The purpose of this memorandum is to provide Public Works Committee with an update on the waste diversion impact resulting from the change to every-other-week (EOW) garbage collection.

Background

On October 17, 2019, Council approved EOW garbage collection for implementation. Reducing the frequency of garbage collection encourages residents to divert waste through the use of the Blue/Grey Box and Green Bin, both of which are still collected weekly. As seen in comparator municipalities, when residents utilize all diversion programs, there is a reduction in the amount of garbage placed at the curb for collection.

EOW garbage collection pertains to all residential properties, including Multi-Residential (MR) properties, and for those Industrial, Commercial & Institutional (IC&I) and Mixed-Use (MU) properties located outside Designated Business Areas (DBAs) that are using Niagara Region's curbside collection service.

On October 19, 2020, EOW garbage collection commenced with the start of the new waste collection contracts. Green for Life (GFL) Environmental Inc. services Collection Area One (1); and Miller Waste Systems Inc. services Collection Area Two (2).

- Collection Area One (1) – the Town of Grimsby, the Town of Lincoln, the Town of Pelham, the City of Thorold, the Township of Wainfleet, and the Township of West Lincoln. Contracts are continuing to be monitored by staff with regards to any shortages (supplies and trades) and updates will be highlighted.

-
- Collection Area Two (2) – the Town of Fort Erie, the City of Niagara Falls, the Town of Niagara-on-the-Lake, the City of Port Colborne, the City of St. Catharines, and the City of Welland.

Tonnage Analysis

To determine the impact EOW garbage collection has had on the amount of waste collected from the curb, a preliminary review of tonnage data from October 19, 2020 through the end of March 2021 was done, identified as 'After EOW' in this memorandum. This data has been compared with data from the same timeframe in 2019 and 2020 (October 21, 2019, through the end of March 2020), identified as 'Before EOW' in this memorandum. Further review of one (1) year's worth of data will be completed in late 2021.

It is important to note that the data presented in this memorandum pertains to all curbside collected waste from residential properties, MR properties (not including those with front-end garbage collection as an enhanced service), IC&I, and MU properties throughout Niagara region, including those IC&I and MU with weekly collection inside DBAs. However, the majority of the waste is generated by the residential sector through the EOW curbside collection service.

IC&I and MU properties inside the DBA receive enhanced service collection, paid for by local area municipalities, in which garbage is collected at minimum one (1) day per week, sometimes more depending on the DBA. In addition to increased frequency of garbage collection, certain DBAs also have increased bag limits allowed at the curb for collection. Waste collected inside DBAs is not collected separately from waste outside the DBA; therefore, this tonnage data is not tracked separately and is included in the tonnages reported in this memorandum.

The combined amount of curbside collected garbage, organics and recycling after EOW garbage collection began, has increased from 58,260 tonnes to 59,068 tonnes. This is a 1.4 per cent increase in total garbage collected in less than six (6) months.

Additionally since EOW garbage collection began, the amount of curbside collected organics and recycling has increased from 47 per cent to 56 per cent, resulting in significantly reduced demand on the landfill sites.

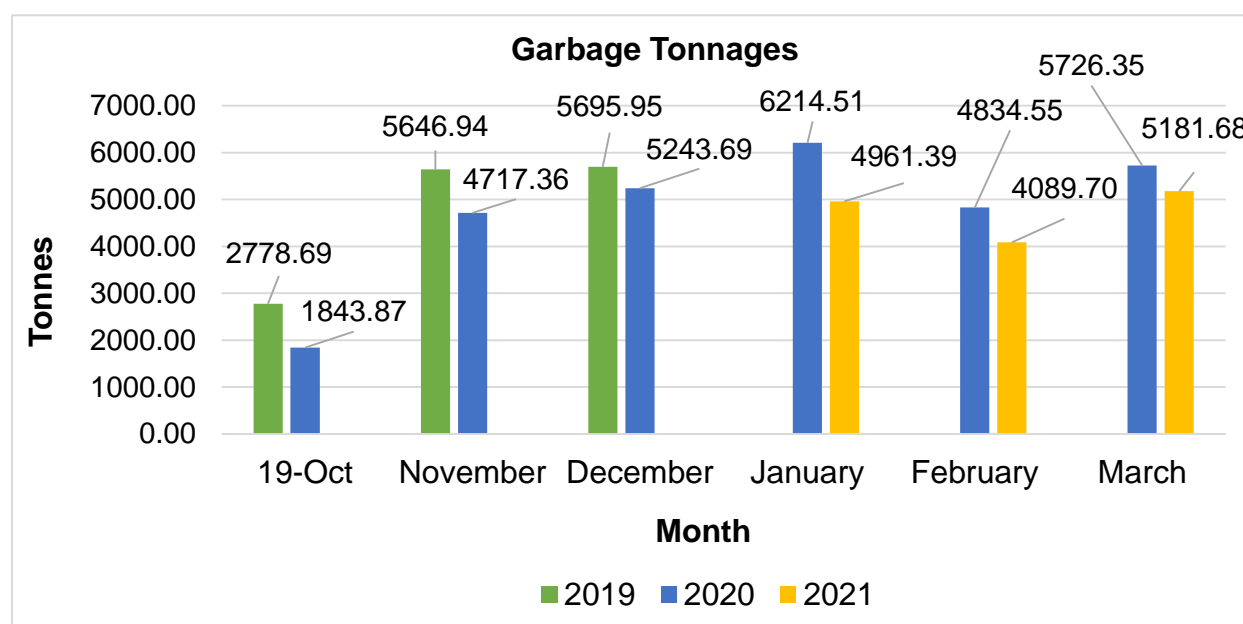
Garbage

Curbside collected garbage tonnages have decreased since the start of EOW garbage collection. From October 19, 2020 through to the end of March 2021, the amount of curbside collected garbage has decreased by 15.7 per cent compared to the same time frame in 2019 and 2020. Table 1 and Figure 1 provide a monthly breakdown of garbage tonnages.

Table 1 Garbage Tonnages

Month	Before EOW (Tonnes)	After EOW (Tonnes)	Difference
October (last two weeks)	2,778.69	1,843.87	-33.6%
November	5,646.94	4,717.36	-16.5%
December	5,695.95	5,243.69	-7.9%
January	6,214.51	4,961.39	-20.2%
February	4,834.55	4,089.70	-15.4%
March	5,726.35	5,181.68	-9.5%
Total	30,896.99	26,037.69	-15.7%

Figure 1 Garbage Tonnages



This decrease can be attributed to residents diverting their waste through organics and recycling, as these diversion programs have seen considerable increases in tonnages collected at the curb in just six (6) months.

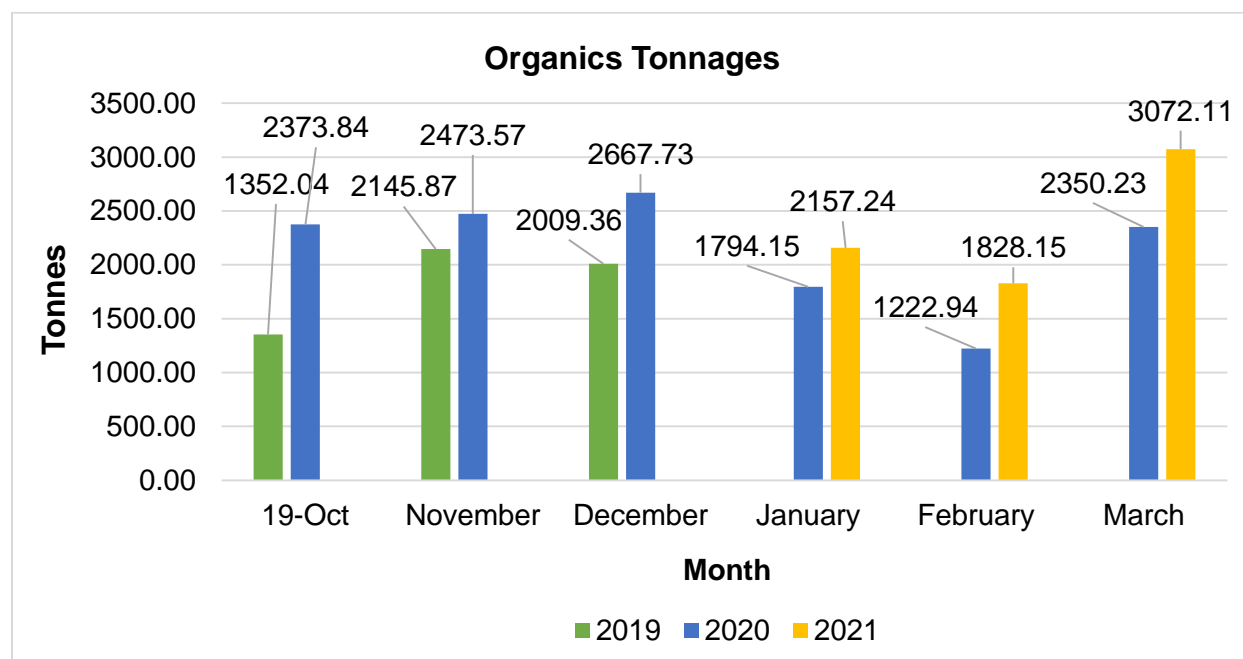
Organics

Tonnages for curbside collected organics have increased 34 per cent since the start of EOW garbage collection compared to the same time frame in 2019 and 2020. See Table 2 and Figure 2 for a monthly comparison.

Table 2 Organics Tonnages

Month	Before EOW (Tonnes)	After EOW (Tonnes)	Difference
October (last two weeks)	1,352.04	2,373.84	75.6%
November	2,145.87	2,473.57	15.3%
December	2,009.36	2,667.73	32.8%
January	1,794.15	2,157.24	20.2%
February	1,222.94	1,828.15	49.5%
March	2,350.23	3,072.11	30.7%
Total	10,874.59	14,580.77	34.0%

Figure 2 Organics Tonnages



Organics collection includes food waste collected in the Green Bin and co-collected leaf and yard waste, with the exception of dedicated leaf and yard waste collection in the spring and fall in urban areas. In 2020, separate leaf and yard waste took place from November 2 to 27. In 2019, it was October 28 to November 22. The 2019 data for October contains one week of non co-collected leaf and yard waste, whereas the October 2020 data only includes co-collected leaf and yard waste. This explains why the larger increase was observed in October 2020 when compared with October 2019. Excluding data from October 2019 and 2020, the increase in curbside collected organics was 28.2 per cent. The increase in organics can be attributed to increased participation in the Green Bin program, and co-collected leaf and yard waste. As per PW 20-2021, the COVID 19 pandemic did affect the amount of organics generated.

In preparation for EOW garbage collection and the expected increase in Green Bin tonnages, staff began to deliver additional supply of Green Bins to distribution centres throughout the region, providing residents the opportunity to purchase additional containers. In 2020, staff delivered 12,077 Green Bins to distribution centres, a near 60 per cent increase over the 7,569 Green Bins delivered in 2019.

Reduction of organics being landfilled will result in the following benefits:

- The extended site life for open Region landfills will result in increased revenue generating capacity from the reduction of divertable materials being landfilled by residents and other service users participating in the curbside recycling and organics programs.
- Deferred capital costs for new disposal infrastructure. As a point of reference, the Humberstone Landfill site vertical expansion will have a total cost of approximately \$11.2 million.
- Cost avoidance/cost reduction in the landfill contract with Walker Environmental due to an increase in the diversion of waste from disposal. This may be offset by increased tonnages of food and organic waste collected at the curb from improved participation and capture rates, which would result in increased processing contract costs, unless the tonnages are reduced through food waste avoidance and other reduction initiatives.
- Long term cost reduction with care and control of landfill sites, due to reduction of organics being landfilled, resulting in improved leachate quality. Based on Niagara Region's Landfill Liability Model, the contaminating life and monitoring would be reduced by approximately five (5) years and thus produce an estimated annual savings for the two (2) Regional landfill sites of \$1.3 million.

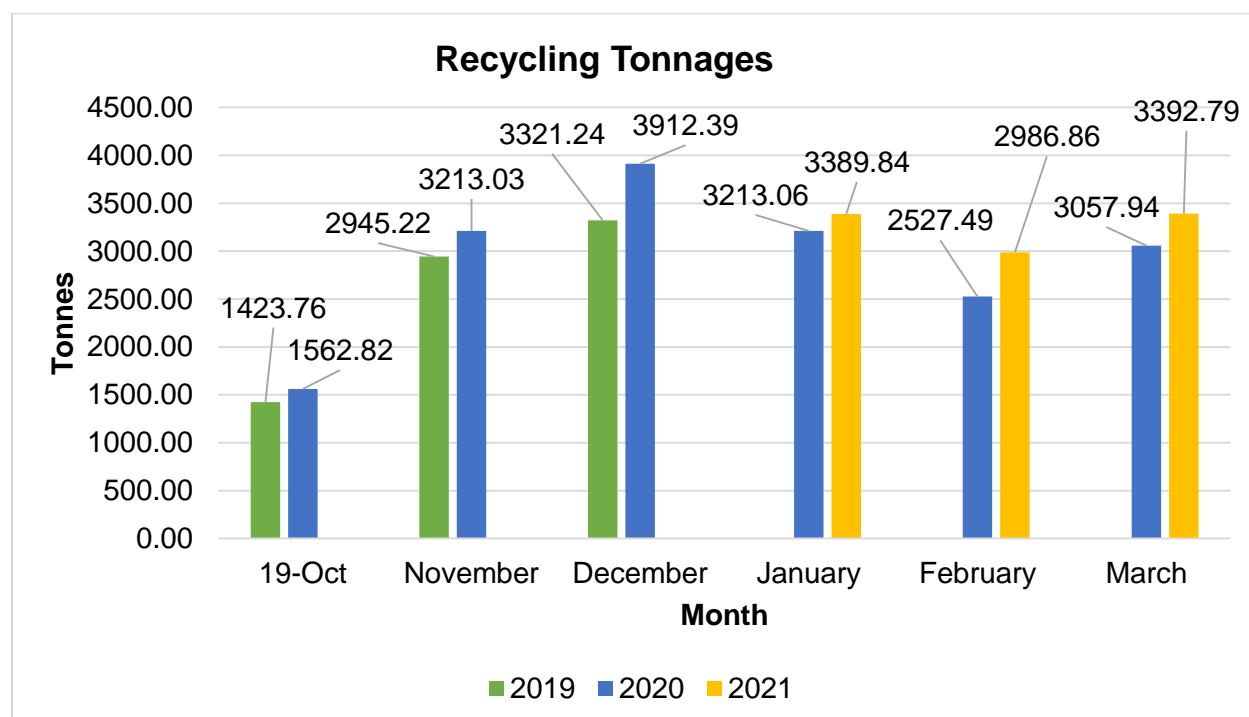
Recycling

Curbside recycling tonnages have increased 11.9 per cent since the start of EOW garbage collection compared to the same time frame in 2019 and 2020. Table 3 and Figure 3 provide a monthly comparison. The tonnages include all recycling collected in Blue/Grey Boxes, Blue/Grey Carts, bundled cardboard and front-end cardboard collection from downtown St. Catharines.

Table 3 Recycling Tonnages

Month	Before EOW (Tonnes)	After EOW (Tonnes)	Difference
October (last two weeks)	1,423.76	1,562.82	9.8%
November	2,945.22	3,213.03	9.1%
December	3,321.24	3,912.39	17.8%
January	3,213.06	3,389.84	5.5%
February	2,527.49	2,986.86	18.2%
March	3,057.94	3,392.79	11%
Total	16,488.71	18,547.73	11.9%

Figure 3 Recycling Tonnages



Similar to the Green Bins, additional Blue and Grey Boxes were delivered to distribution facilities for resident purchase. In 2020, staff delivered 25,464 Blue/Grey Boxes to distribution centres, a 20.5 per cent increase over the 21,131 Blue/Grey Boxes delivered in 2019.

Capture Rates

An expected benefit of EOW garbage collection is an increase in participation and capture rates in the Region's diversion programs. Prior to EOW garbage collection, nearly 50 per cent of one (1) garbage bag/can from the low-density residential sector was organics, and nearly 14 per cent was recyclables.

Seasonal waste audits are currently in progress to determine the material stream composition of a garbage bag after the implementation of EOW garbage collection. Audit results are expected in late 2021.

Illegal Dumping

Based on comments received from municipal comparators who have implemented EOW waste collection, Niagara Region expected that EOW garbage collection would influence illegal dumping for a short term; however, would level off back to normal levels in the long term.

In 2020, there was a total of 678 incidents of illegal dumping investigated by Niagara Region. This is a small increase over the 677 incidents that were investigated in 2019. There has been no evidence of an increase in roadside dumping in Q1 2021. Staff are now proactively monitoring public space litter bins, primarily in St. Catharines and Niagara Falls for illegal dumping. This data will be further reported on later this year.

To address concerns of potential increases in illegal dumping, Region staff are planning an illegal dumping campaign for 2021 as per WMPSC-C 18-2021.

In conclusion, Niagara Region's policy change from weekly garbage collection to EOW has demonstrated a high level of effectiveness for the first six (6) months. Residents and businesses have embraced the weekly diversion programs, which is evident from the aforementioned tonnage data, and should be applauded for their efforts.

Next Steps

Later in 2021, staff will provide an update on the diversion impact of the change to EOW garbage collection as more data is collected, as well as update capture rates based on audit results.

Incidents of illegal dumping will continue to be tracked and monitored throughout 2021 to determine what impact, if any, EOW garbage collection has had on illegal dumping.

Respectfully submitted and signed by

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