



Township of Woolwich Revised Council Agenda

Tuesday, September 24, 2024

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Mayor Sandy Shantz

Pages

1. Public Resolution to Move into Closed Session - (5:30 P.M.)

That the Council of the Township of Woolwich convenes in closed session on Tuesday, September 24, 2024 at 5:30 p.m. in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter);
- b. Educating or training the members (Accessibility Training);
- c. Personal matters about an identifiable individual, including municipal or local board employees (Agricultural Enforcement Matter);
- d. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter); and
- e. A proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter).

2. Public Resolution to Reconvene in Open Session (7:00 P.M.)

That Council reconvenes in open session.

3. Land Acknowledgement

- 4. **Moment of Silence**
- 5. **Disclosures of Pecuniary Interest**
- 6. **Items to Come Forward from Closed Session**
- 7. **Adoption of Minutes**

Resolution:

That the following minutes be adopted:

- 7.1 **Council Minutes - August 27, 2024** 1
- 7.2 **Committee of the Whole Minutes - September 10, 2024** 9

- 8. **Public Meetings**

- 9. **Presentations**

- 9.1 ***Woolwich Transit Update from Region of Waterloo*** 14

*Presenters: Adam Fraser, Principal Planner of Transit Development and
Neil Malcolm, Director of Transit Services*

- 10. **Delegations**

- 11. **Unfinished Business**

- 11.1 **F14-2024: Budget Parameters – 2025** 31

Recommendation:

That the Council of the Township of Woolwich, considering Report F14-2024 respecting Budget Parameters - 2025:

1. Supports existing service levels as provided for in the 2024 Budget be reviewed and any recommended service level changes be advanced in the 2025 Budget for discussion with Council;
2. Supports the 2025 Budget be prepared with a 7.5% base change target for the annual operating and capital budget; and
3. Continues to support the concept of special levies above and beyond the base rate change, and that Council sets the amount for the increase to the Infrastructure Levy at 2.5% and 1.0% for the Climate Action Levy for the 2025 Budget.

12. Consent Items

Items listed under the Consent Agenda are considered routine, and are enacted in one motion in order to expedite the meeting. However, any Council member may request one or more items to be removed from the Consent Agenda for separate discussion and/or action.

Resolution

That the following consent items be approved and received for information:

12.1 Items for Approval

- | | | |
|--------|--|----|
| 12.1.1 | Recommendations from Committee of the Whole | 49 |
| | <u>Resolution:</u>
That the Summary of Recommendations of the Committee of the Whole dated Tuesday, September 24, 2024 be adopted. | |
| 12.1.2 | Memo: Downtown Elmira Business Improvement Area By-law Amendment | 51 |
| | <u>Recommendation:</u>

That the Council of the Township of Woolwich, considering a 2024 by-law amendment for the Downtown Elmira Business Improvement Area (BIA) By-law regarding maximum and minimum membership on the board, pass the by-law amendment attached to this memo. | |
| 12.1.3 | Memo: Summary of Traffic and Parking By-Law Amendments | 54 |
| | <u>Recommendation:</u>

That the Council of the Township of Woolwich consider a memorandum from Development Services dated September 24, 2024, regarding amendments to the Traffic and Parking By-law No. 70-2006, and enact the proposed amendments by approving the amending by-law as attached in Appendix A. | |
| 12.1.4 | R06-2024: Elmira Lions Hall Amending Agreement | 64 |
| | <u>Recommendation:</u>

That the Council of the Township of Woolwich, considering Report R06-2024 respecting Elmira Lions Hall Amending Agreement, authorize the extension and amendment of the Agreement with the St. Jacob's Lion's Club for the operation of | |

the Lions Hall until 2044

12.2 Items for Information and Public Notices

12.2.1	Notice of Hearing - October 7, 2024	72
12.2.2	Liquor License Application - Chef Duff Culinary Creations, St. Jacobs	79
12.2.3	Liquor License Application - Taylor's Bridal Boutique Inc., Elmira	81

13. Staff Reports and Memos

13.1	CS22-2024: 2025 Council Meeting Schedule	83
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Recommendation:

That the Council of the Township of Woolwich, considering Report C22-2024 respecting the 2025 Council Meeting Schedule, approve the draft 2025 Council Meeting Schedule as attached to this report.

13.2	<i>C23-2024: Administrative Monetary Penalty System</i>	89
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Recommendation:

That the Council of the Township of Woolwich, considering Report C23-2024 respecting Administrative Monetary Penalty System:

1. Approve the Administrative Monetary Penalty System By-law, as attached to this report; and
2. Direct staff to prepare the required amending by-law and policies and present to Council at the October 22, 2024, meeting.

13.3	DS32-2024: Madwest Subdivision Cost Sharing Agreement for Ottawa Street – Breslau	133
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Recommendation:

That the Council of the Township of Woolwich, in accordance with the approval of the Draft Plan for Madwest Subdivision and updated Development Charges By-law 39-2024,

1. Authorize the Director of Finance to fund the Township's portion through Development Charges credit for the cost sharing works for Ottawa Street as per schedule 'K' of the Ottawa Street

Construction Agreement attached as Appendix A; and

2. Authorize the Director of Finance to fund the watermain upsizing through Township Development Charges credit which will be reconciled at a future Development Charges By-law update.

13.4 DS33-2024: Comprehensive Transportation/ Mobility Plan, Consultant Selection 205

Recommendation:

That the Council of the Township of Woolwich, considering Report DS33-2024 respecting Comprehensive Transportation/ Mobility Plan, Consultant Selection, approves the consultant for the Comprehensive Transportation/ Mobility Plan at a total cost of \$119,252.54 after HST rebate

13.5 IS14-2024: Consultant Award for 2025 Asset Management Plan Update 214

Recommendation:

That the Council of the Township of Woolwich, considering Report IS14-2024 respecting Consultant Award for 2025 Asset Management Plan Update:

1. Award the contract for consulting services for the 2025 Asset Management Plan Update to Aspire Consulting Group Ltd. at a cost of \$151,225.54 after H.S.T. rebate;
2. Authorize additional expenditures in the amount of \$45,000.00 in 2024 to be funded from the Infrastructure Reserve (74.1%), Water Reserves (12.7%) and Wastewater Reserves (13.2%); and
3. Authorize pre-budget approval for the remaining costs to complete the 2025 Asset Management Plan Update.

13.6 R04-2024: Facilities Accessibility Audit 219

Recommendation:

That the Council of the Township of Woolwich, considering Report R04-2024 respecting Facilities Accessibility Audit:

1. Receive this report for information purposes; and,
2. Continue to support efforts to meet, and where feasible, exceed Accessibility for Ontarians with Disabilities Act and Ontario

Building Code standards to establish inclusive and accessible facilities.

14. Other Business

14.1 Mayor's Report on Regional Matters

14.2 Council Reports/ Updates

14.3 Outstanding Council Activity List as of Thursday, September 19, 2024 429

14.4 Accessible Swing Request

14.5 Agricultural Enforcement Update

15. Notice of Motion

16. By-laws

Resolution:

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 54-2024 to 60-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

16.1 A By-law to Adopt Official Plan Amendment 8 – Trinity United Church, 21 Arthur Street North and 4 Cross Street 431

16.2 A By-law to Further Amend Zoning By-law 26-2024, of the Township of Woolwich (21 Arthur Street North and 4 Cross Street, Elmira – Trinity United Church) 433

16.3 A By-law to Amend By-law 18-1980 to Establish Maximum and Minimum Number of Board Members on the Downtown Elmira Business Improvement Area (BIA) Board 434

16.4 A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich 435

16.5 A By-law to Regulate and Enforce Designated Township By-laws with the Administrative Monetary Penalty System 444

16.6 A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act 482

17. Adjournment

Resolution:

That the meeting adjourns to meet again in regular session on Tuesday, October 22, 2024.

This meeting is being live streamed to the Woolwich Township YouTube account and a recording will be published following the meeting. Live meetings will appear on the home page once the live stream has started which may be shortly after the scheduled start time. If you don't see a live video, please be patient and try reloading the page.

To submit comments or participate in the meeting or if you have any questions about the content or outcome of this meeting, please contact the Council and Committee Support Specialist at 519-669-6004 or councilmeetings@woolwich.ca

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**Township of Woolwich
Council Minutes**

**Tuesday, August 27, 2024
7:00 PM**

**Council Chambers – Hybrid with YouTube Livestream
24 Church Street West, Elmira**

Present from Council: Mayor Shantz (Chairperson)
Councillor Bryant
Councillor Cadeau
Councillor Grant
Councillor Schwindt

Absent from Council: Councillor Burgess

Present from Staff: David Brenneman, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Deanne Friess, Director of Development Services
Jared Puppe, Director of Infrastructure Services*
Ann McArthur, Director of Recreation and Community Services*
Colm Lynn, Director of Financial Services
Sherwin Meloney, Planner
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative
Stacey Bruce, Committee Support Specialist

Public Resolution to Reconvene in Open Session (7:00 P.M.)

Moved by Councillor Grant
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, August 27, 2024 at 6:00 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

1. Personal matters about an identifiable individual, including municipal or local board employees (Downtown Elmira BIA Board Appointment);
2. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter); and
3. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Building Enforcement Matter).

...Carried

Public Resolution to Reconvene in Open Session (7:00 P.M.)

Moved by Councillor Grant
Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Moment of Silence

Mayor Shantz reminded everyone that school resumes next week and asked that people exercise caution around school buses. Council observed a moment of silence.

Disclosures of Pecuniary Interest

Councillor Schwindt declared a pecuniary interest in items 16.2, A By-law to Prohibit or Regulate Site Alteration and 16.3, A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act.

Items From Closed Session

C20-2024: Downtown Elmira Business Improvement Area Board Appointment

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C20-2024 respecting Downtown Elmira Business Improvement Area Board Appointment, appoints Tamara Yates to the board until the expiration of the term of the Council that appointed them, or until successors are appointed, as long as they continue to be a qualified member of the board.

...Carried

Adoption of Minutes

Moved by Councillor Bryant
Seconded by Councillor Schwindt

That the following minutes be adopted:

- Special Council Minutes - July 2, 2024
- Special Council Minutes - July 16, 2024
- Special Council Minutes – August 9, 2024
- Committee of the Whole Minutes – August 13, 2024

...Carried

Public Meeting

None.

Presentations

None.

Delegations

2024 H.O.P.E. Multicultural Festival

Delegate Abby Cooper, Founder of Hearts Open for Everyone (HOPE) provided a presentation on the Multi-Cultural Festival that HOPE organizes, its positive impact on the community, the goals for the event, acknowledged the partners and sponsors that make the event possible, and thanked the Township of Woolwich for its support. Ms. Cooper invited Council and the Community to attend this year's event, to be held at Gibson Park in Elmira on Saturday, September 21, 2024.

Council thanked Ms. Cooper for her leadership and the work that HOPE does in the community.

C18-2024: Arts & Culture Grants – Three Sisters Cultural Centre

Following the presentation of the staff report, Delegate Jax Rula of the Three Sisters Cultural Centre described the 2024 Kissing Bridge Art Tour they have planned, the success of the 2023 event, and provided details on the new initiative, Spirit Humanity Earth: Exploring Healing Through Art. Ms. Rula emphasized that the two events would attract visitors to Woolwich, with many requiring accommodations at local hotels, as well as the positive impact to the local economy. Ms. Rula expressed appreciation for the Township's support.

Council expressed their appreciation for the work that the Three Sisters Cultural Centre has been doing in bringing events to the community.

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C18-2024 respecting Arts & Culture Grants – Three Sisters Cultural Centre:

1. Approve an Arts & Culture Grant request of \$3,000 to be funded through the Transient Accommodation Tax Reserve Fund to support the 2024 Kissing Bridge Art Tour; and
2. Approve an Arts & Culture Grant of \$750 to support the Spirit Humanity Earth: Exploring Healing Through Art event.

...Carried

C19-2024: 2025 Annual Grants Program

Following the presentation of the staff report, Delegate Courtney Waterfall of Shelter Movers Southwestern Ontario provided a presentation to Council which highlighted the mission of Shelter Movers, national and regional statistics on the instances of gender-based violence, the services Shelter Movers provides to survivors fleeing abuse, and the projected increase in demand for those services.

Council acknowledged the intimate partner violence epidemic and expressed appreciation for the work Shelter Movers does for the community.

Delegate Abby Cooper of Hearts Open for Everyone (HOPE) shared a presentation to Council which highlighted HOPE's vision, mission, and values, the impact the organization has in the community, sustainability and long-term vision for the organization, the expansion of its programs and events, HOPE volunteer engagement and community support, and the focus on accessibility and inclusivity.

In response to Council's inquiry, Ms. Cooper described the social needs and issues within the community, especially sense of belonging, and how HOPE's programming addresses those needs. Council expressed their gratitude for HOPE and its volunteers for the work they do.

Delegate Karen Gallant of Junior Achievement South Western Ontario (JA SWO) presented to Council, explaining the goals of JA SWO which include building youth skills in financial health, work readiness, and entrepreneurship. Ms. Gallant described the structure and implementation of their programs, the positive impacts as identified by recent studies, and the efforts JA SWO undertakes to get funding for the programs.

In response to Council's inquiry, Ms. Gallant confirmed which program topics are offered in Woolwich versus other locations in the Region, and that locations are reliant on enrollment. Council

acknowledged the importance of student financial literacy and discussed how JA SWO's programming aligns with the new provincial curriculum.

Delegate Steve Haase of the St. Jacobs Public School Home and School Association provided a presentation to Council which highlighted the background of the school playground's removal, that the school board provides funding for the surface but not the structure of the playground, that a used structure has been offered and the certification challenges the Association needs to address, and the fundraising the organization has done to date.

Council expressed their appreciation for the work the group has done and acknowledged the challenges they face. In response to Council's inquiry, Mr. Haase explained what avenues the group has depending on what funding sources may or may not become available.

Council discussed including all four applicants in the budget and how this would impact the budget discussion in January. Council discussed the grants program as a whole, how to engage the community to determine funding and timing needs, and potential changes to make in the future. In response to Council's inquiry, staff explained the changes and processes that had been undertaken in the past to improve and streamline the grants program, as well as the approach to reviewing the program in the future.

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C19-2024 respecting 2025 Annual Grants Program:

1. Direct staff to include the annual grant request of Shelter Movers Southwestern to the 2025 draft Operating Budget; and
2. Direct staff to include the annual grant request of Hearts Open for Everyone (HOPE) to the 2025 draft Operating Budget.

...Carried

Woolwich Environmental Advisory Committee (WEAC): Recommendation to Council to Endorse ReForest Woolwich

Delegate Rebecca Schwarz of the Woolwich Environmental Advisory Committee (WEAC) provided a presentation which highlighted the makeup, background and mission of WEAC, the tree canopy review project, their work with other organizations such as Trees for Woolwich (T4W), and the creation of the proposed ReForest Woolwich project. Ms. Schwarz provided details on ReForest Woolwich and the goals they are looking to achieve.

Council discussed the challenge of planting and maintaining trees in urban and downtown areas to meet the 30% tree canopy coverage target, education of residents on the benefits of tree planting, potential partnerships, possible obstacles to future expansion for businesses that plant trees, and the involvement of the Township.

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering the Woolwich Environmental Advisory Committee Memo: Recommendation to Council to Endorse ReForest Woolwich, direct staff to prepare a report on the structure of the ReForest Woolwich partnership and long-term costs and benefits.

...Carried

Car Seat Clinic Request

Delegate Sara Bueckert presented a proposal for car seat clinics in the Township of Woolwich, citing car seat and vehicle collision statistics, unsafe car seat use trends, and the rising cost of car seat purchases.

Unfinished Business

None.

Council moved Item 14.2.1 - TRAC Bi-Annual Update to Council to immediately follow Unfinished Business.

TRAC Bi-Annual Update to Council

Councillor Cadeau introduced Tiffany Svensson, TRAC Technical Expert of the Technical Remediation Advisory Committee (TRAC) presented a TRAC Update on the revised committee structure and Terms of Reference, provincial regulatory framework and controls, areas of investigation and remediation, status update, and the committee's next steps. Additional Municipal Aquifer Remediation and Canagagigue Creek Risk Assessment reports provided publicly on the committee's EngageWR project website were also suggested as important available TRAC resources.

Council discussed the water source, water flow rate, the water treatment process, and monitoring processes. Councillor Cadeau invited the community to attend the next TRAC meeting on September 12, 2024 in Council Chambers.

Consent Items

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the following consent items be approved and received for information.

Items for Approval***Recommendations from Committee of the Whole (August 13, 2024)***

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, August 13, 2024 be adopted.

1. Delegations***DS28-2024: Site Alteration By-law 86-2020 – Update***

That the Council of the Township of Woolwich, considering Report DS 28-2024 respecting Site Alteration By-law 86-2020 - Update:

1. Adopt the updated Site Alteration By-law as attached to this report;
2. Adopt changes to the Fees and Charges By-law attached to this report; and
3. Direct staff to create a Site Alteration Reserve Fund.

2. Consent Items

That the following consent items be received for information:

Items for Information and Public Notice

- ***RS05-2024: Region of Waterloo/Area Municipalities – Library Maintenance Agreement***

That the Council of the Township of Woolwich, considering Report RS05-2024 respecting the Region of Waterloo/Area Municipalities – Library Maintenance Agreement, receive this report for information purposes.

- ***Notice of Hearing – August 12, 2024***

3. DS26-2024: Planning Improvements

That the Council of the Township of Woolwich, considering Report DS26-2024 respecting Planning Improvements receive this report for information.

Items for Information and Public Notice

- Notice of Hearing - September 9, 2024

...Carried

Staff Reports and Memos

Quarterly Report - Second Quarter (April 1 - June 30, 2024)

Director of Financial Services Colm Lynn presented the report, highlighting the changes to the format of the report, the status of the overall budget to date, and noted a concern regarding the wastewater budget showing a deficit which is attributed to infiltration costs and high rainfall.

Council discussed the specific sources of the wastewater deficit and the wastewater budget. In response to Council's inquiry, staff identified the monitoring processes in place and the factors that can contribute to wastewater increases. Staff also noted that there is a report coming to Council regarding the water and wastewater rate study being undertaken. Council expressed concern regarding increasing rates before confirming and addressing the sources of the increase.

A member of Council expressed concern from residents about late billings. Staff acknowledged that an analysis is taking place and the delay in billing is being addressed. Council discussed the implications of an interim increase in rates. Staff recommended that the issues be identified and confirmed before consideration of rate changes and can provide additional information in the Budget Parameters Report which comes before Council in September.

DS29-2024: West Montrose Covered Bridge

Moved by Councillor Bryant
Seconded by Councillor Grant

That the Council of the Township of Woolwich, in accordance with Report DS 29-2024, respecting the West Montrose Covered Bridge, direct staff to proceed with the process to consider amendments to the Heritage Designation By-law 60-2007 respecting the West Montrose Covered Bridge as it relates to the proposed rehabilitation, which includes amending the appropriate by-law and providing a 'Notice of proposed amendment' as prescribed under the Ontario Heritage Act.

...Carried

Woolwich Environmental Advisory Committee (WEAC) Memo: Request for No Idling By-law

Council discussed whether the community would be receptive to the by-law, challenges with enforcement and staff resources, and that public education may be done instead. In response to Council's inquiry, staff confirmed that the by-law would be difficult to enforce and would require significant staff resources to create. Council directed staff to utilize the public education route to address idling on township properties.

Other BusinessMayor's Report on Regional Matters**Association of Municipalities of Ontario (AMO) Conference**

Mayor Shantz provided an overview of the sessions regarding topics such as GO service, rural transportation, mental health and crisis response, grant opportunities, infrastructure funding, water/wastewater, broadband internet access, and land development and rehabilitation issues. Council noted that the event provides valuable networking opportunities and expressed a desire to have the Member of Provincial Parliament attend a future Council meeting.

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, May 9, 2024

None.

Notice of Motion

None.

By-laws

Councillor Schwindt left the meeting.

Moved by Councillor Bryant

Seconded by Councillor Cadeau

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 51-2024 and 52-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Prohibit or Regulate Site Alteration
- A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act

...Carried

Councillor Schwindt returned to the meeting.

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 50-2024 and 53-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Lift Reserves (Red Bud Road, Richard Rank Road and Bur Oak Drive, Elmira)
- A By-law to Confirm All Actions and Proceedings of the Council (August 27, 2024)

...Carried

Adjournment

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on September 24, 2024.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

DRAFT

**TOWNSHIP OF WOOLWICH
COMMITTEE OF THE WHOLE MINUTES**

TUESDAY, SEPTEMBER 10, 2024

7:00 PM

**COUNCIL CHAMBERS – HYBRID WITH YOUTUBE LIVESTREAM
24 CHURCH STREET WEST, ELMIRA**

Present from Council: Mayor Shantz
Councillor Bryant
Councillor Burgess (Chairperson)
Councillor Cadeau
Councillor Grant
Councillor Schwindt

Present from Staff: David Brenneman, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Deanne Friess, Director of Development Services
Jared Puppe, Director of Infrastructure Services
Ann McArthur, Director of Recreation and Facility Services
Colm Lynn, Director of Finance/Treasurer
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative
**indicates remote participation*

Public Resolution to Move into Closed Session (5:05 P.M.)

Moved by Councillor Schwindt
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, September 10, 2024 at 5:05p.m. electronically in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Ontario Land Tribunal Matter)
- b. For the purpose of educating or training the members (Budget Education); and
- c. Personal matters about an identifiable individual, including municipal or local board employees and for the purpose of educating or training the members (Staffing Matters).

...Carried

Public Resolution to Reconvene in Open Session (7:15 P.M.)

Moved by Councillor Grant
Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Chair Burgess read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items to Come Forward from Closed Session

None.

Public Meetings

None.

Presentations

None.

Delegations

DS31-2024: Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira

Following the presentation of the staff report, Delegate David Playford discussed the high density of housing proposed in this application, citing concerns regarding the infrastructure and parking capacity to handle that many inhabitants, the shadow impact from a 6-storey building, and the increase in traffic. Mr. Playford expressed concern that vibration from construction would negatively impact his heritage home.

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich approves unregistered delegations to speak to Council on September 10, 2024.

...Carried

Unregistered Delegate Cheryl Fisher spoke in favour of the application, stating that the development aligns with Township and Regional policies, assists with current and future housing needs, and expressed appreciation for the Township staff's work on the application.

Unregistered Delegate Joe Metz expressed concerns regarding traffic and parking, citing instances where access to his property has been blocked by parked vehicles and difficulties navigating Arthur Street intersections due to high traffic volumes.

Unregistered Delegate Chris Moore of Trinity United Church spoke to Council regarding the groups involved with the project, that while the developer is not from the community, the members of the Church are community members and local to the development. Mr. Moore pointed out that each unit is only one-bedroom, therefore the traffic and parking impacts may be less than people assume.

Council expressed their appreciation for the participation of residents and the efforts of the Trinity Church members involved in the development. Council discussed the building height allowed in areas across the Township, the reduction of parking in this application and the options for the applicant should Council not approve the parking reduction. Council inquired if

the application is approved, what changes to the proposed development would be allowed without requiring Council's further approval, what the applicant would have to do if the building height was increased to the currently allowed eight storeys, confirmed the cash-in-lieu policy with regard to parking, and discussed potential options to mitigate the parking issues.

Architect for the project, Alex Brogantz, informed Council that the vibration in the ground during construction would not be an issue since underground work is not part of the project.

In response to Council's inquiries, staff confirmed the infrastructure-related capacities that can accommodate the project and the services that By-law Enforcement offers to address any parking or driveway blocking issues residents experience.

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS31-2024 respecting Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira:

1. Recommends approval of OPA 3/2024 in accordance with the amendment as attached in Attachment 5 of this report to the Region of Waterloo;
2. Amend the current site-specific provisions in Section 16.267 to reduce the required parking spaces from 12 to 4 parking spaces for the proposed place of worship;
3. Approve the allocation of sewage capacity within the Elmira Settlement Area equivalent to a population of approximately 94 people (53 units at 1.77ppu) provided the development proceeds within 2 years; and
4. Delegate the removal of the Holding (H) to the director of Development Services to remove once the Record of Site Condition with acknowledgement from the Ministry has been provided to the satisfaction of the Region of Waterloo.

Carried.

Consent Items

Moved by Councillor Grant
Seconded by Councillor Bryant

That the following consent items be approved:

Items for Approval:

Revised 2024 Council Meeting Schedule

That the Council of the Township of Woolwich approve the Revised 2024 Meeting Schedule.

...Carried

Items Pulled From the Information Package

None.

Staff Reports and Memos

F15-2024: Long Term Financial Framework

Council discussed the impact of adopting the Long Term Financial Framework, that it is a high-level plan, and that Council would be making more detailed decisions as the framework is built upon.

Moved by Mayor Shantz
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report F15-2024 Long Term Financial Framework:

1. Adopt the Long-Term Financial Framework (LTFF) as presented as a basis of financial management in the municipality;
2. Supports and adopts the financial pillars and principles contained in this report; and
3. Requests Staff to further develop the framework, policies and elements in the overall framework and to report back on progress with an interim report in March, 2025 and a report prior to budget parameters in September 2025.

...Carried

F13-2024: 2023 Surplus/Deficit Distribution

Council confirmed that the upcoming Water-Wastewater Study report will include surplus/deficit details. In response to Council's inquiry, staff clarified the differences in reserves and what they are used for, and Council's authority to move funds between reserves. Council expressed their concern regarding the Wastewater deficit, the potential rate and timing of wastewater fee increases, and the importance of having data before considering fee increases.

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report F13-2024 respecting 2023 Surplus/Deficit Distribution, approve the transfer of the 2023 surplus and deficit distribution as outlined in Attachment 1 as amended to transfer \$100,00 from the OMB/Legal Reserve to the Operating Contingency Reserve.

...Carried

F14-2024: Budget Parameters - 2025

Council discussed the impact of the Region's proposed rate increase and the effect of the police services budget. Council expressed concern regarding the proposed 11% increase in the Budget Parameters report. In response to Council's inquiry, staff clarified the elements contributing to the 11%, including inflation, major increases in the costs of items such as fire trucks, equipment and asphalt, the Province's increase in minimum wage, the reduction in funding from other levels of government, and infrastructure challenges.

Council discussed the financial challenges facing residents, the financial impact of the rate of growth Woolwich is experiencing, the positive financial impact of commercial and industrial growth, and Council members exchanged opinions on what the base increase amount should

be, plus the levy increases, for the draft 2025 budget. Council discussed the need for more information on what costs the Township has a legal or pre-existing commitment to and directed staff to bring that information forward to the next meeting of Council.

Moved by Councillor Grant
Seconded by Mayor Shantz

That the Council of the Township of Woolwich defer consideration of Report F14-2024 respecting Budget Parameters – 2025 until the September 24th Council meeting.

...Carried

Other Business

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, September 5, 2024

None.

Notice of Motion

None.

Public Resolution to Move into Closed Session (7:35 P.M.)

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich reconvenes in closed session on Tuesday, September 10, 2024 in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees and for the purpose of educating or training the members (Staffing Matters).

...Carried

Adjournment

Adjournment to follow the conclusion of Closed Session.

Sandy Shantz, Mayor

Jeff Smith, Clerk

Woolwich Township Transit Update

September 24, 2024



Region of Waterloo



GRAND RIVER TRANSIT

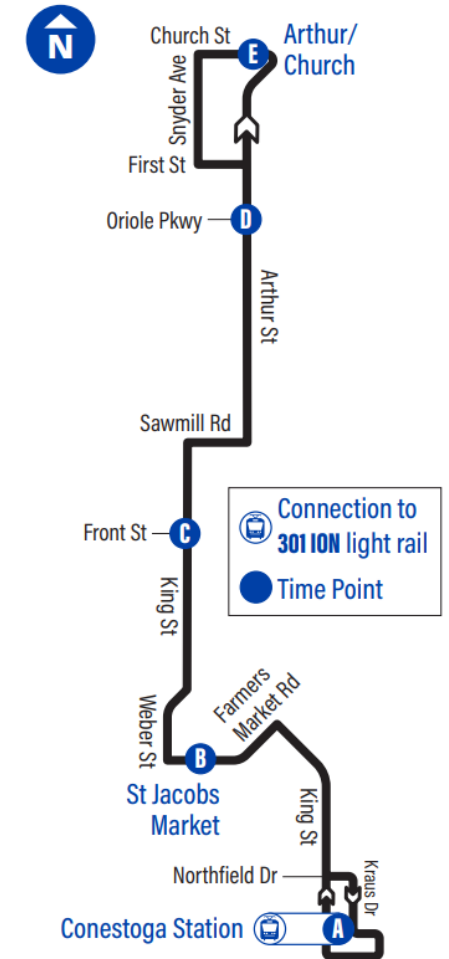
Overview

- Existing Transit Services
 - Routes 21, 79 and 78
 - Kiwanis Transit
- Township Transit Strategy
 - Goals
 - Status Update
 - Next Steps

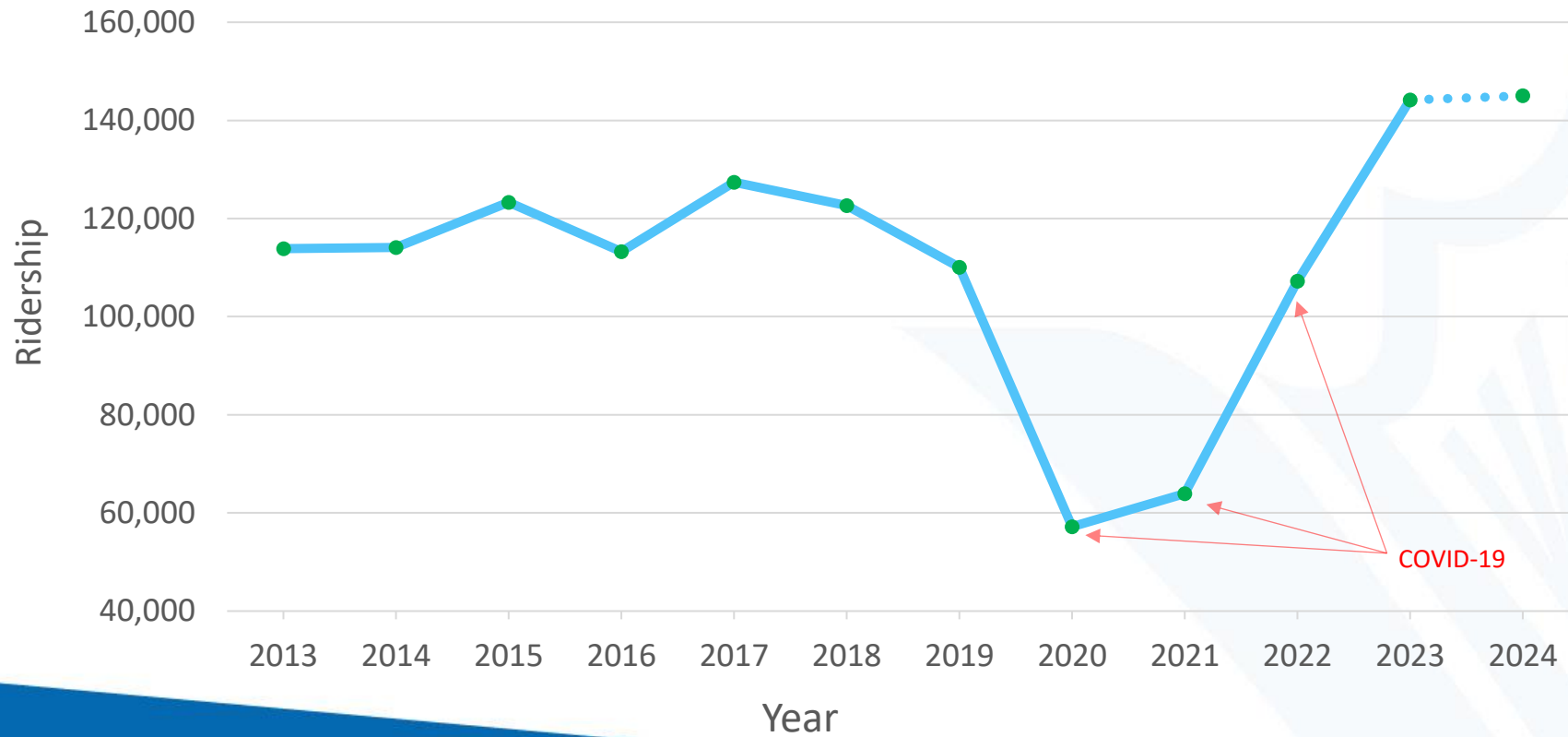
Effective: September 2, 2024

Route 21 Elmira Overview

- Operating:
 - Weekdays: 6am to 10pm
 - Weekends: 7am to 7pm
 - 30 minute frequency
- Addition of later weekday evening service and Sunday service starting fall 2024
- \$1.34 Million Annual Operation Cost (2023)



Route 21 Elmira: 10-Year Annual Ridership



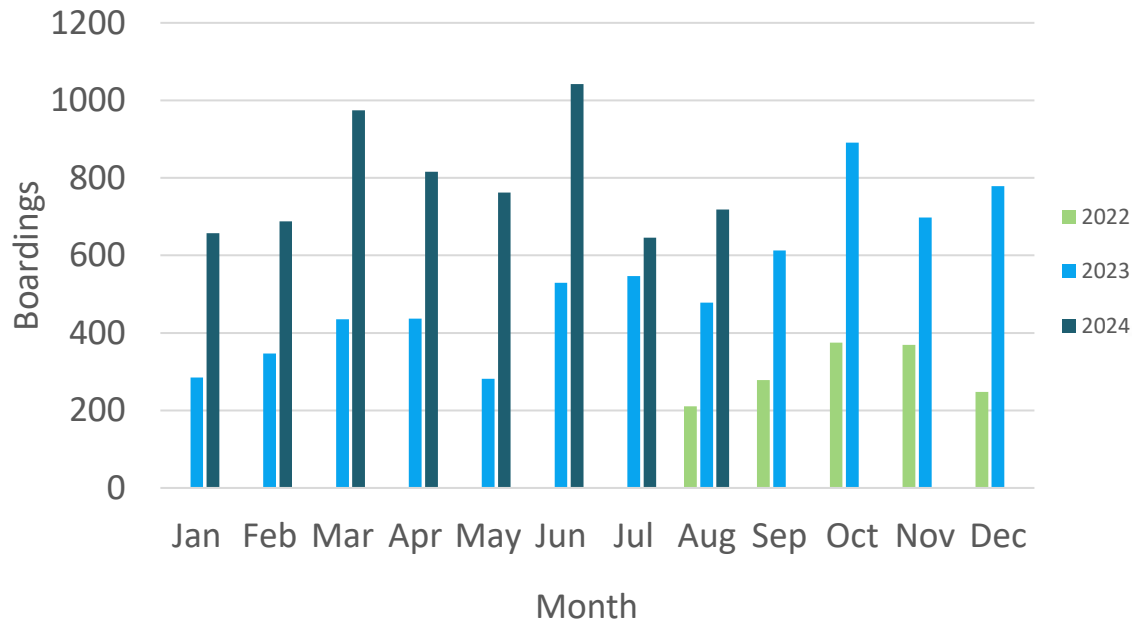
Route 79 Flex Breslau

- Pilot launched in spring 2022
- Operates Weekday 6am-10am, 2pm to 6pm and 10:45pm to 11:45pm
- Connection points added at Central Station and Kitchener Train Station in June 2024
- \$205k Annual operating cost (2023)
- 4 Boarding Per Hour (2024 YTD)

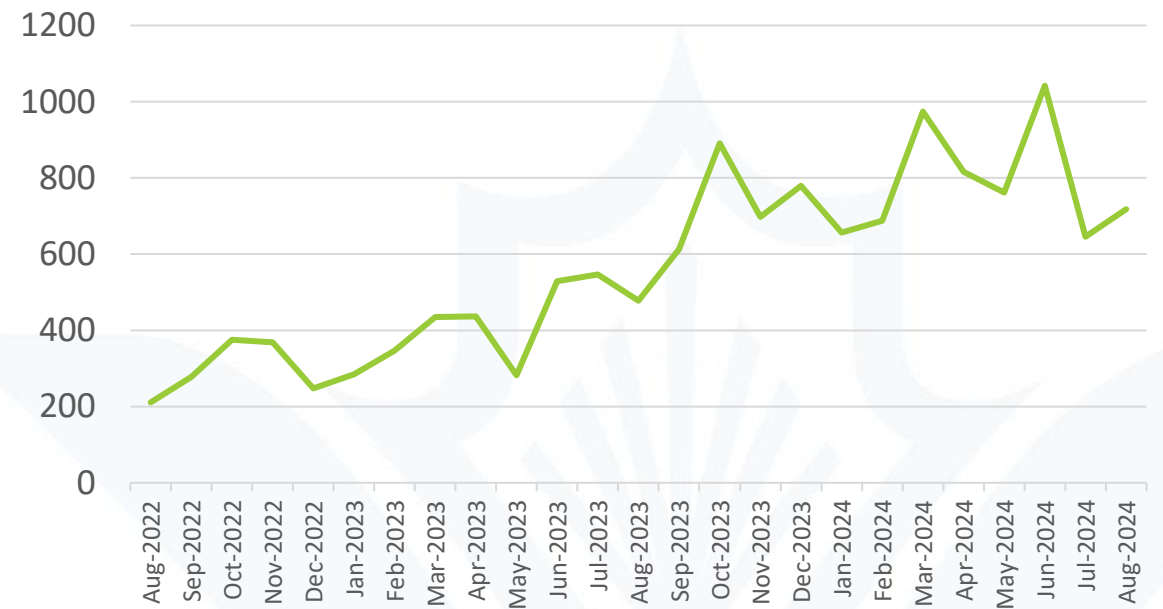


Route 79 Flex Breslau Ridership

Route 79 Monthly Boardings YoY 2022-2024



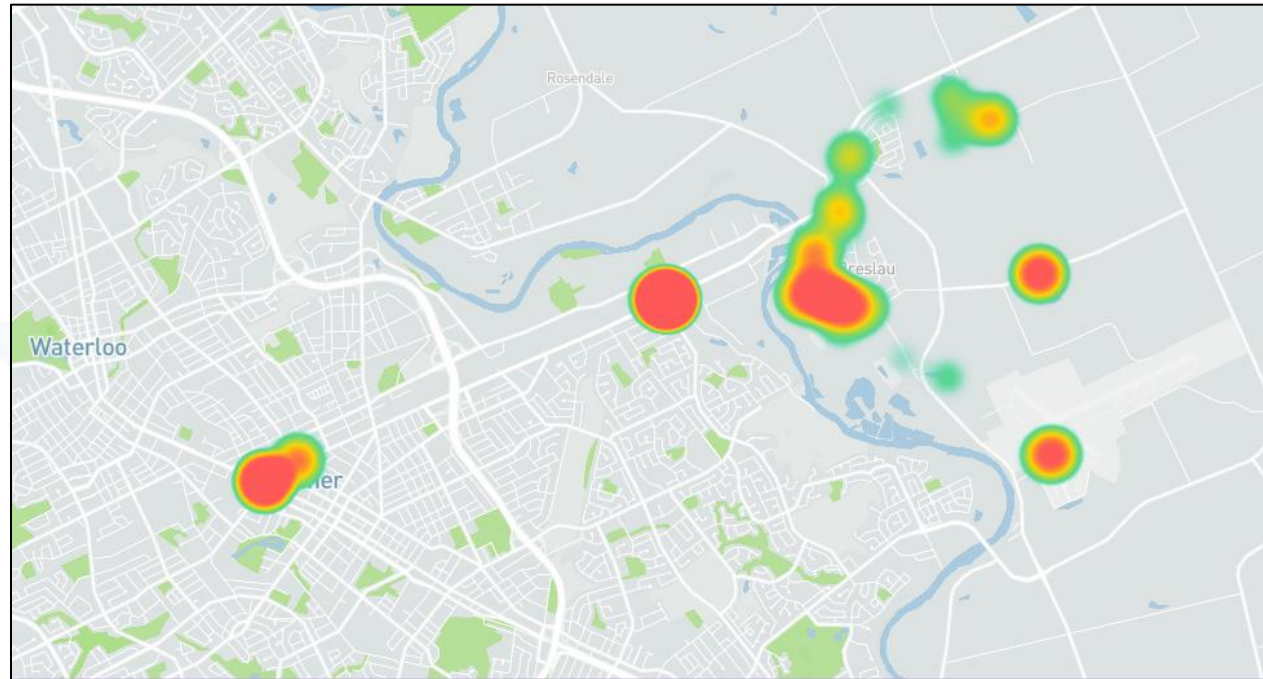
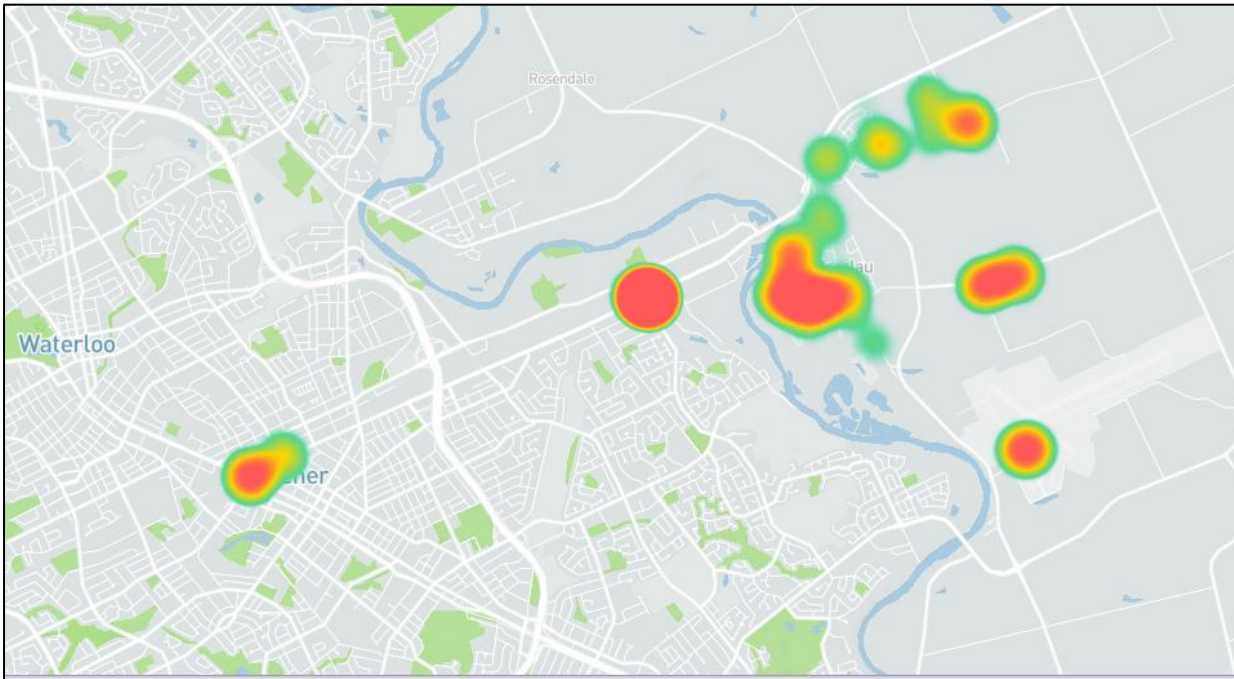
Route 79 Sequential Monthly Boardings,



Route 79 Flex Breslau Hot-Spots

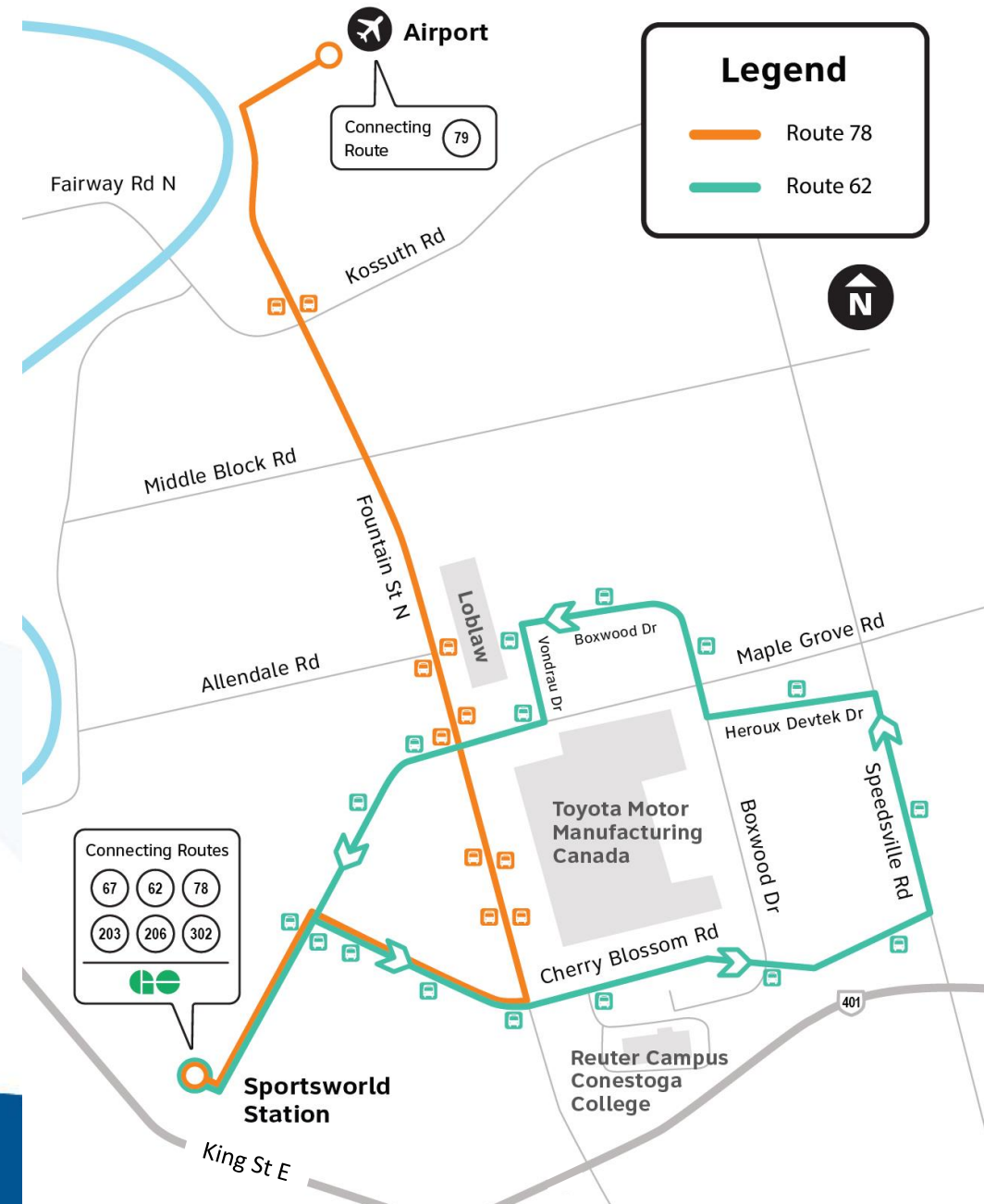
Pickups, Summer 2024

Drop offs, Summer 2024



Route 78 Fountain

- Launched in fall 2024
- Linking Sportsworld Station and Region of Waterloo International Airport via Maple Grove Rd & Fountain St N.
- Weekdays 6-10am, 2-7pm and 10:30-Midnight



Kiwanis Transit

- Elmira Community Bus (Pilot)
 - Monday to Saturday, 30 minute frequency
 - \$135k Annual Operating Cost (2023)
- Specialized Transit Service covering all of Woolwich Township for eligible mobility-impaired residents



ELMIRA COMMUNITY BUS
Timetable and Route Map

ELMIRA COMMUNITY BUS
Timetable and Route Map



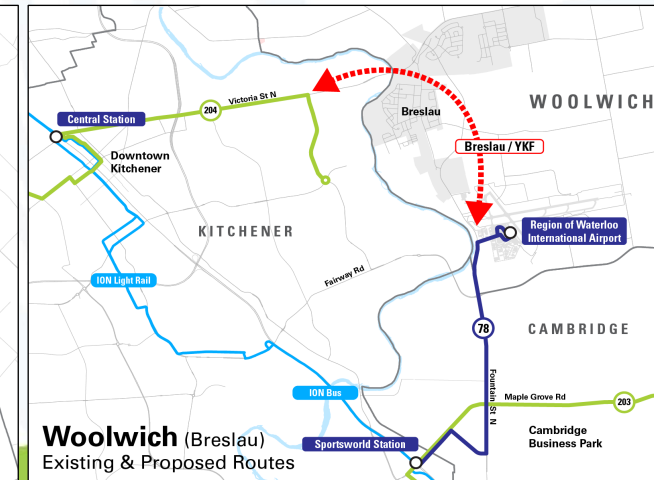
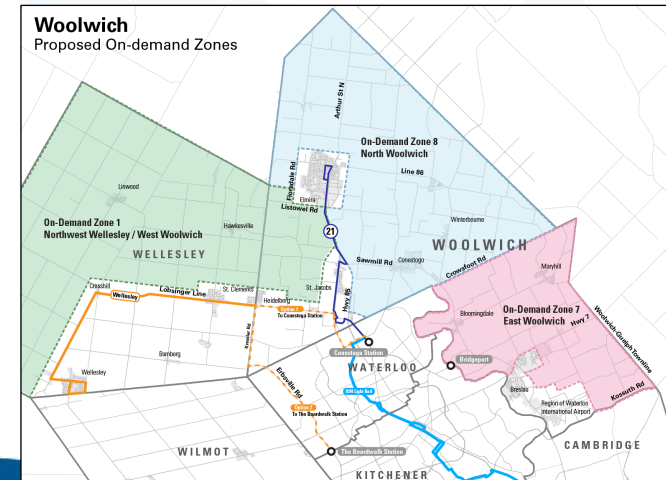
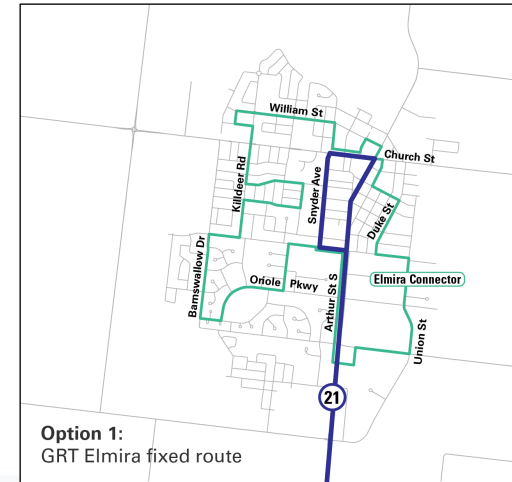
Effective: May 24, 2024

Township Transit Strategy (TTS)

- Goals:
 - Expand upon existing rural transit service to effectively & efficiently meet the needs of Waterloo Region's rural residents
 - Consult with Waterloo Region's townships to design & cost (not fund) improved transit services, considering various options to meet the unique needs of each township
- Project timeline has been coordinated with GRT's 2025-2030 Business Plan (BP) and MobilityPlus & Kiwanis Transit Business Plan (MBP)

Township Transit Strategy (TTS)

- Round 1 Engagement
 - Engagement launch on June 27 with BP and MPB Town Hall
 - Woolwich virtual information session on July 17 (recording online at grt.ca/township)
 - Pop-up sessions jointly with the BP and MBP
 - TTS public survey from July 4 to August 2
 - Partnership with Regional Public Health mobile vaccine clinics
 - Stakeholder discussions



Township Transit Strategy Next Steps

- Round 2 engagement this fall
 - In-person open houses
 - Share what we've heard from round 1 engagement
 - Share refined proposals base on community feedback and additional technical analysis
 - Proposal estimate costs
 - Survey



Thank You

For more information on the Township Transit Strategy please visit:
grt.ca/township

For questions or comments, please contact:
Adam Fraser, Principal Planner
adfraser@regionofwaterloo.ca
226-749-4325

Appendix Slides

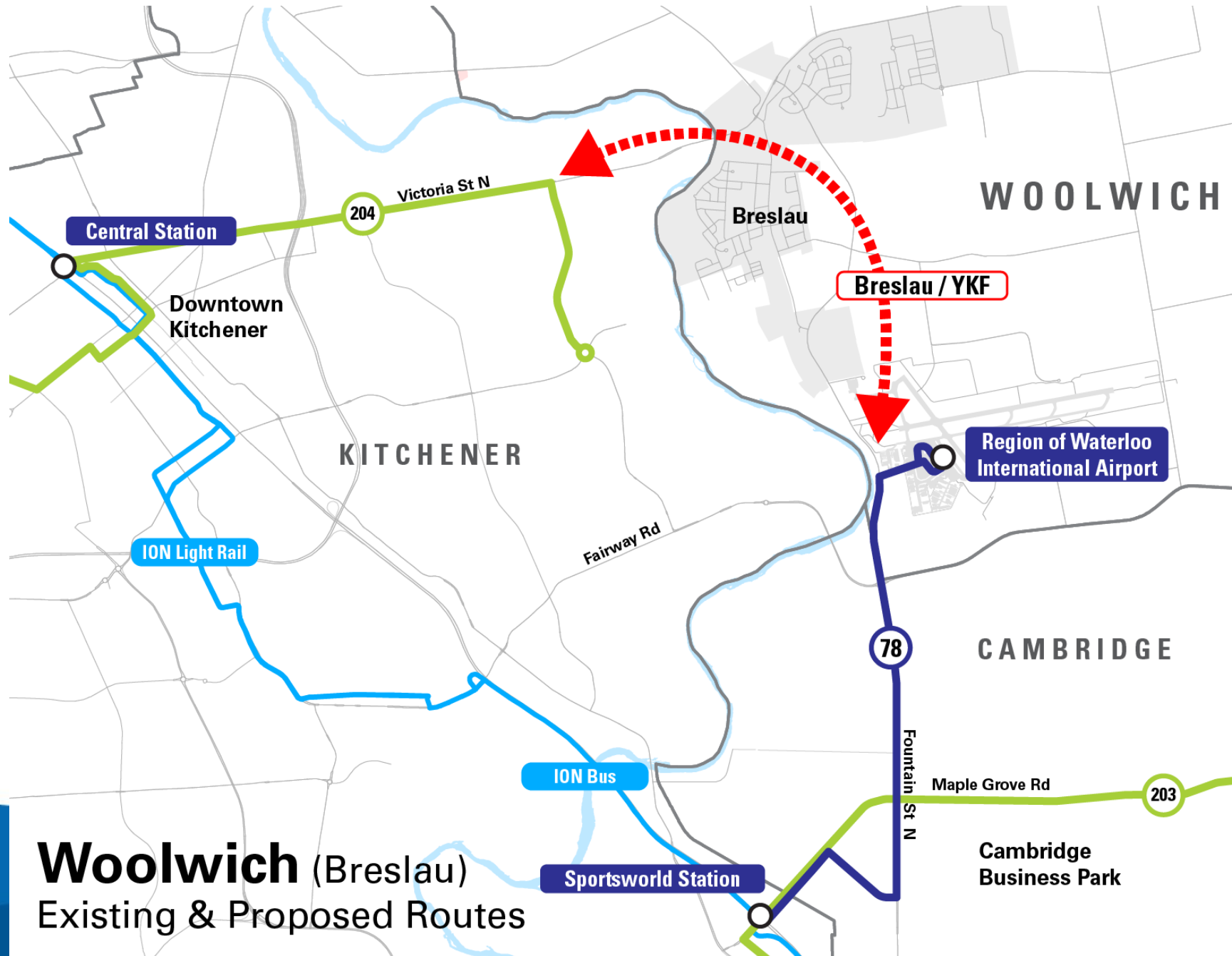




Option 1:
GRT Elmira fixed route



Option 2:
Elmira On-Demand Zone

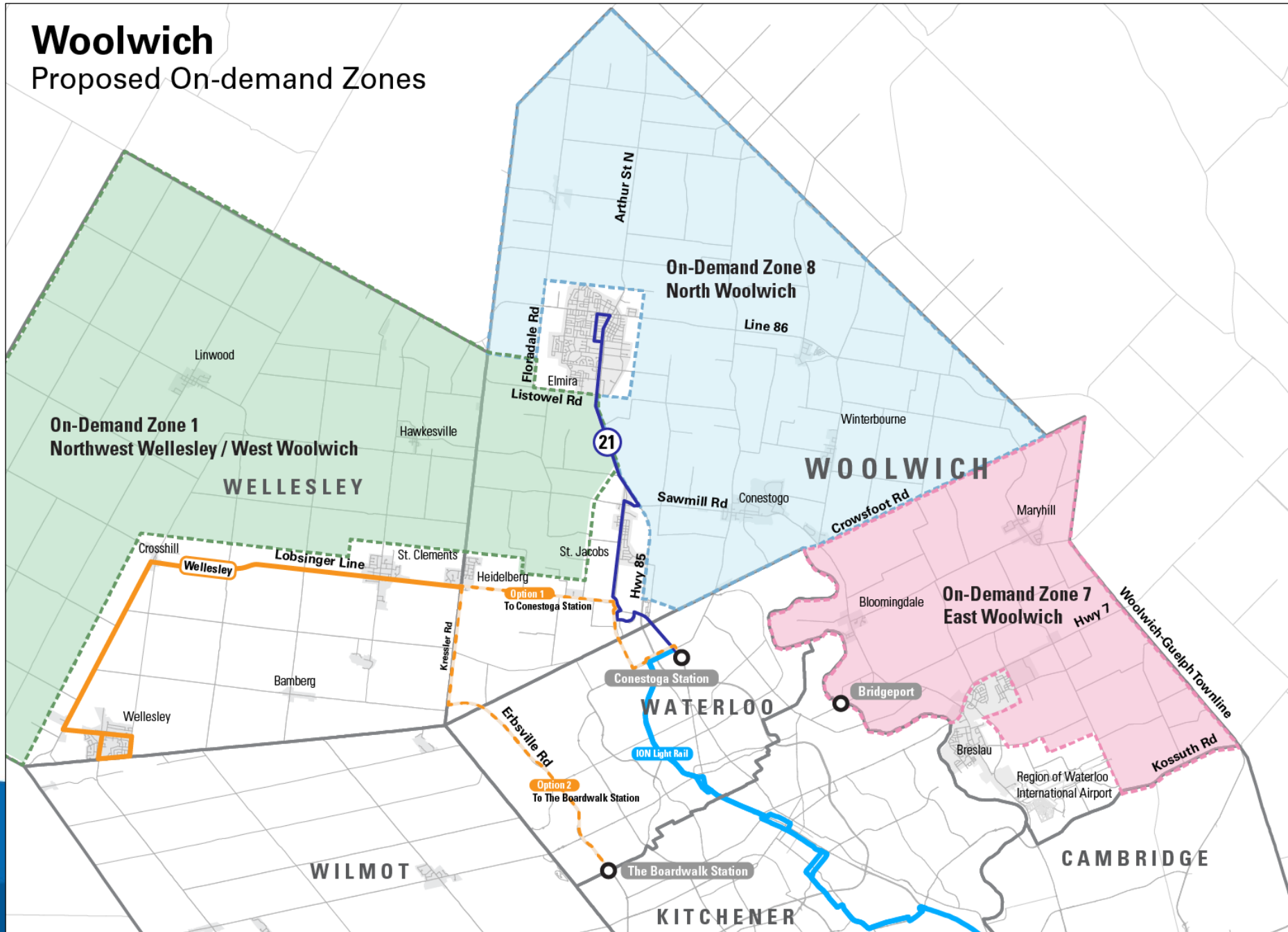


Woolwich (Breslau)

Existing & Proposed Routes

Woolwich

Proposed On-demand Zones





Financial Services Staff Report

Report Number:	F14-2024
Report Title:	Budget Parameters - 2025
Author:	Senior Management Team
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	September 10, 2024
eDocs or File ID:	File
Consent Item:	No
Final Version:	Yes
Reviewed By:	Senior Management Team
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F14-2024 respecting Budget Parameters - 2025:

1. Supports existing service levels as provided for in the 2024 Budget be reviewed and any recommended service level changes be advanced in the 2025 Budget for discussion with Council;
2. Supports the 2025 Budget be prepared with a 7.5% base change target for the annual operating and capital budget; and
3. Continues to support the concept of special levies above and beyond the base rate change, and that Council sets the amount for the increase to the Infrastructure Levy at 2.5% and 1.0% for the Climate Action Levy for the 2025 Budget.

Background:

This report provides Council a preview into the factors influencing the upcoming budget. It also provides Council the opportunity to provide direction to staff for the preparation of the 2025 budget. This budget year continues to be difficult as staff balance the need to provide effective services while making best efforts to keep the current tax rates at an acceptable level. Senior staff continues to be faced with the important task of projecting these issues and variables in the creation of the draft 2025 budget.

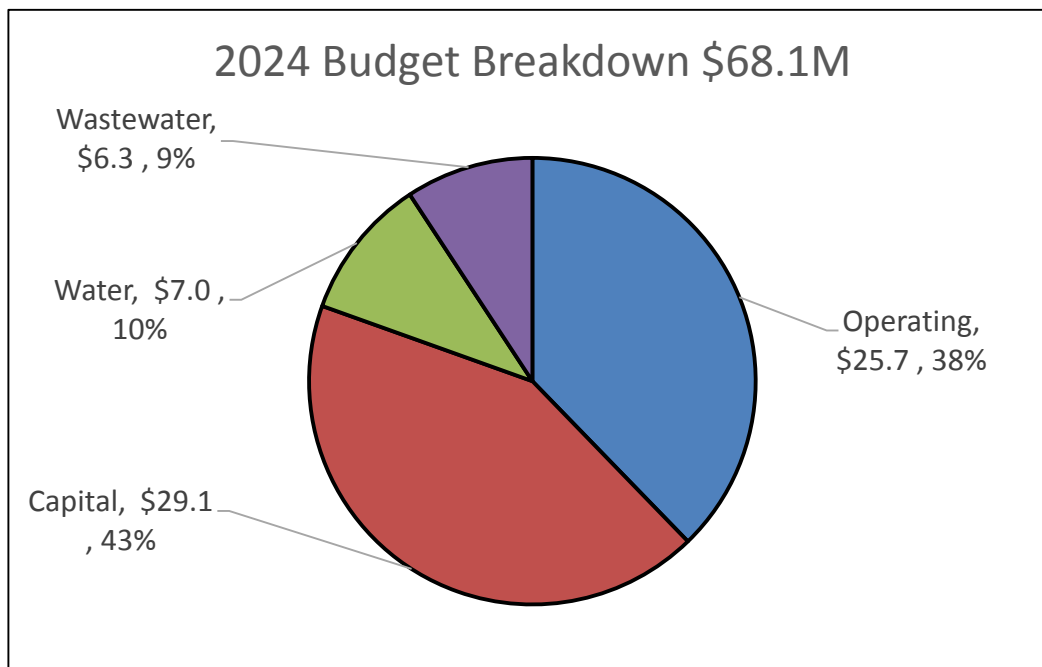
As Council is aware, the Township continues to experience significant growth. The Township is no longer a small Township with predominantly rural areas and modest settlements. Rather, with the growth in the urban settlements of Elmira and Breslau the

municipality has become a strong mix of both urban and rural. As a direct result, we have seen an impact on the budget in terms of the pressures that exist for more traditional urban services, programs and facilities. In turn, this has placed pressure on our stressed human and physical resources to keep up with the higher expectation levels. This places increasing pressure year over year on the municipality's finances.

Unfortunately, the Township like other municipalities in Ontario, must rely on an outdated assessment and tax system to fund our local services and programs. This is why it continues to be important that we support AMO and its efforts on behalf of the 444 municipalities in Ontario to advocate to the Province to develop new fiscal tools and solutions.

Comments:

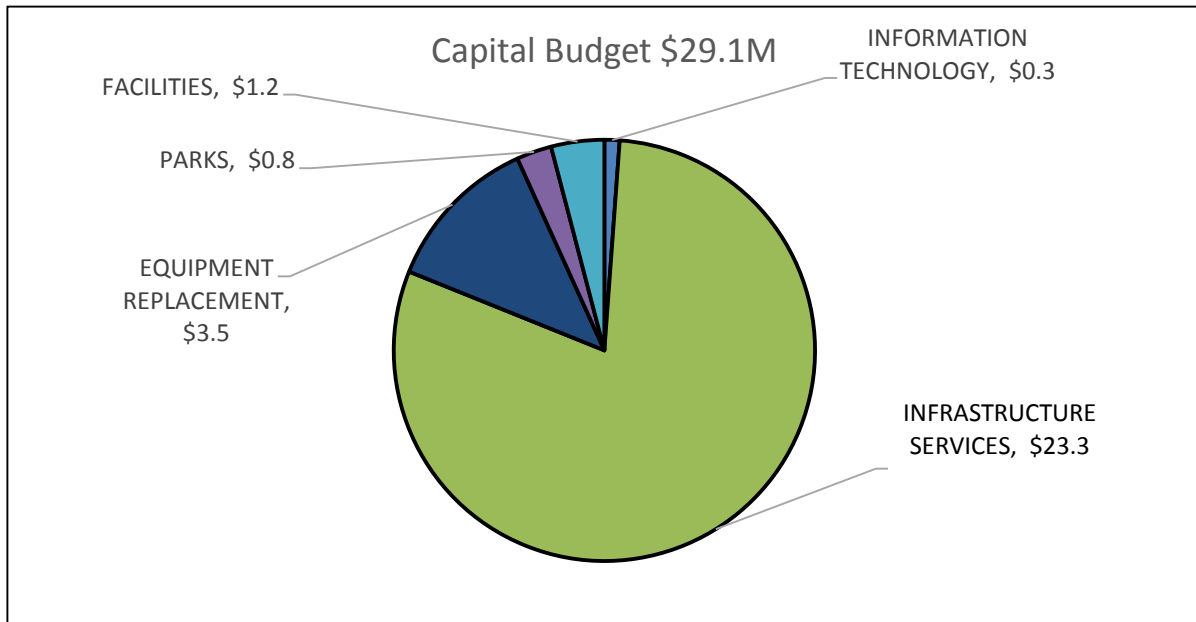
In 2024, the Township's budgeted total expenditures of approximately \$68.1 million are broken down between operating, capital and water and wastewater.



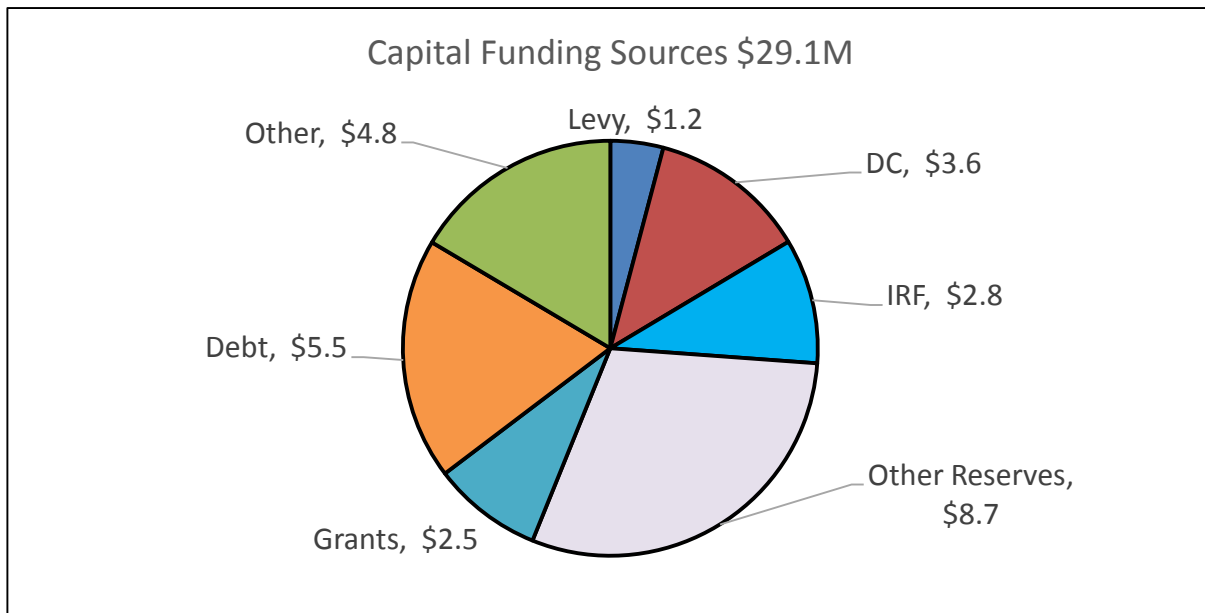
The operating budget is funded primarily from the property tax levy, but also receives some revenues directly from user fees and smaller government grants.

Capital Budget

The total capital budget is \$29.1 million with infrastructure services accounting for almost 80% of the capital budget.



Capital costs are funded from a larger variety of sources which includes senior government grants, tax levy, and reserves and reserve funds. The capital funding breakdown can be seen below:



Most of the funding comes from reserve and reserve funds including development charges. Current reserves are insufficient to fund the full capital program and as a result \$5.5 million was approved to be debt funded. This debt has not yet been issued at the time of the writing of this report.

As part of a discussion, staff appreciated Council's request for a long-term financial framework for the capital budget, staff would note that the former Acting Director of Finance commenced some financial analysis prior to the completion of his contract.

Specifically, he undertook work related to the financial sustainability of our asset management plan. The current Director of Finance will have more to say under a separate report about this work and the amount of work that will be required to develop a framework to adequately address the Township's long term financial sustainability needs.

Service Levels

As part of the budget process, Senior Management Team (SMT) reviews the Township's service levels through the lens of the Strategic Plan. As the 10-year strategic plan was recently adopted by Council we can use this to set corporate priorities and guide budget discussions. Departmental business plans can then be developed based on corporate priorities, and any adjustments will be reflected in the budget. Budgets are a critical tool to resource the delivery of business plans. For the upcoming budget year, staff are recommending that if Council wishes to change an existing service level, that any recommended changes be made in advance of Council budget deliberations.

Growth

The population in the Township of Woolwich is expected to grow to 51,204 people and 17,395 households by 2051. This growth will almost double the 2021 recorded population. The majority of the growth will be accommodated in greenfield areas, within the urban settlement areas, through the development of new subdivisions. These subdivisions will add additional demand for programs, services, equipment and long-term maintenance costs for such things as roads, trails, facilities and other infrastructure.

The Township adheres to a growth should pay for growth philosophy. Where the financial burden of new growth should not be borne by existing residents where possible. To the extent possible the Township relies on development charges to fund the infrastructure needs of growth and assessment growth to cover operating needs. However future replacement costs of development funded assets must be eventually shouldered by the tax base. Also, there is not a one-to-one relationship between increased service need and assessment. This puts pressure on the Township to maintain service levels to respond to the demands of growth and to continue to provide services and programs to new residents.

Staff are projecting new assessment growth for 2024 to be approximately 2.09% which translates into an additional \$334,000 in property tax revenue. This number will be updated and staff will report back as part of the 2025 draft budget on final projections.

The Township's recent new assessment growth statistics are outlined in the graph below:



Additional Levies

Infrastructure Levy

The Infrastructure Levy was first introduced in 2012. The Infrastructure Levy was introduced as a means to aid in addressing the Township's infrastructure deficit. It also allows us to leverage funding from senior levels of government funds available by allowing for cost sharing when new grants become available.

Just over \$1.96 million annually is being directed to the Infrastructure Reserve Fund. To help address the infrastructure deficit and to make sure we are addressing Provincial downloading, and to build upon previous years, staff are recommending that Council consider adding an additional 2.5% or \$400,000 to \$2.36 million annually.

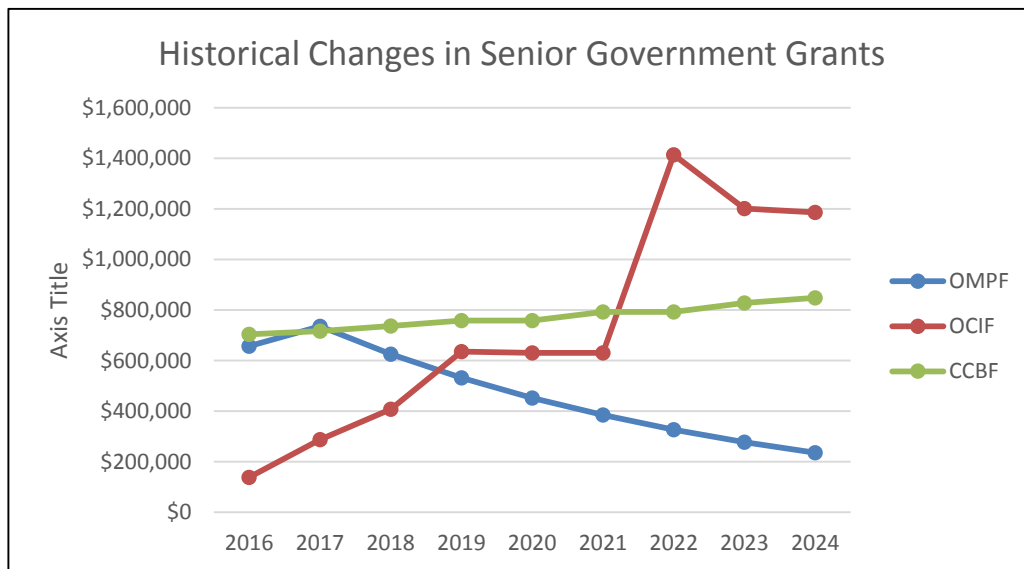
While the establishment of the infrastructure levy has certainly aided the municipality in addressing our infrastructure deficit, it is important to reflect on the fact that at the time of the completion of the roads and bridges needs studies back in 2012 it was noted that a levy of between 3-4% per year was needed. Staff do appreciate though that the thinking at the time was that it was not financially feasible for the Township to address the deficit alone. It should be noted that previous Council approval have not stayed consistent over the last number of years. We would need the help of our senior level government partners. Unfortunately, much more is still needed from the Federal and Provincial governments, as current funding programs do not provide the level of funding required to address all of the municipal infrastructure deficits.

Climate Action/Greening Levy

The Township instituted a Climate Action/Greening Levy in 2019. As of 2024, an annual allocation of \$336,000 is included in the Recreation & Community Services Budget. Council’s endorsement of “50 by 30” and “80 by 50”, whereby the Township will cut greenhouse gas emissions 50% by 2030 and 80% by 2050 will result in the need for additional funding once an implementation plan has been developed for the municipal actions required in the Transform-WR Strategy. Last year’s creation of a sustainability coordinator will assist with meeting these objectives

Staff recommend that Council consider adding an additional 1.0% to the Draft 2025 Budget. With the inclusion of an additional 1.0%, the annual transfer would increase \$160,000 to approximately \$496,000 annually. A new staff resource was added in June 2024 and this resource will be used to develop an implementation plan to utilize this climate action / greening funding.

Provincial & Federal Grants



Ontario Municipal Partnership Fund (OMPF)

The Township annually receives an unconditional operating grant from the Province called the Ontario Municipal Partnership Fund (OMPF). This grant program is designed to assist northern and rural municipalities. In 2018 the Township’s OMPF payment started decreasing by 15% increments every year. The Township’s current OMPF allocation of \$236,200 in 2024 is a cumulative \$500,000 decrease since 2017.

Ontario Community Infrastructure Fund (OCIF)

Since 2015, the Township has been receiving annual funding from the Province under the OCIF formula-based funding program. At the start of the grant program the Township received only received \$137,620 but that figure increased to \$1,413,990 in 2022. The

Township saw a 15% (\$212,098) decrease to \$1,201,892 in 2023 and a further decrease in 2024 to \$1,185,858. Over the next five years it is still expected that OCIF funding could increase, but this will be dependent on future provincial budgets. In recent years OCIF has mainly been used as a funding source for the Township's resurfacing and maintenance paving Programs. It is unknown at this time what the Township's 2024 OCIF allocation will be, however staff will report back to Council through the Draft 2024 Budget report.

Canada Community Building Fund (CCBF)

The Township has been receiving CCBF (formally known as the Federal Gas Tax), since 2006. The Township receives federal funding under this program to support the capital budget. This program is currently managed by AMO (Association of Municipalities Ontario). The CCBF program allows municipalities to carry over funds for up to five years which ensures municipalities have the flexibility to direct funding towards desired projects. The Township is receiving \$848,852 in 2024. The CCBF agreement was extended in 2024 and was presented to Council in June

Housing Accelerator Fund (HAF)

In February 2024, the Township was advised by the Canadian Mortgage and Housing Corporation that our Housing Accelerator Fund (HAF) application for funding in the amount of \$6.72 million was approved and initial advance of \$1.68 million was received. The Township is expecting three (3) additional installments which are conditional on initiatives in the application being achieved and housing targets met.

User Fees & Charges

The review of fees and charges is a part of the annual budget process and helps to determine overall revenue projections. This review ensures that the Township's fees and charges are developed using a user pay philosophy. This user pay concept will be developed in a future user fee policy presented and approved by Council. Revenue generated through user fees will help reduce the levy required by the Township. Staff will bring a report, for Council's consideration regarding changes to user fees and charges in October/November 2024.

Staffing Costs

During the 2023 budget process, staff presented report A01-2023 outlining the phased implementation plan for the 2022 pay equity and market studies. The implementation plan is being phased in over four years, with 2023 being year one of the plan and ending in 2026. For the 2025 Budget the next phase will have close to a 1% impact to the general levy.

In 2024, Ontario introduced increases to the minimum wage from \$16.55 per hour to \$17.20 per hour. This represents a 3.9 percent increase and will put additional operating pressure primarily on the Recreation and Community Services budget.

The existing collective agreement will expire in 2025, and a new bargaining process will occur in late 2024 and early 2025. It is unknown at this time what the potential financial impact will be but there will likely be increases to staffing costs.

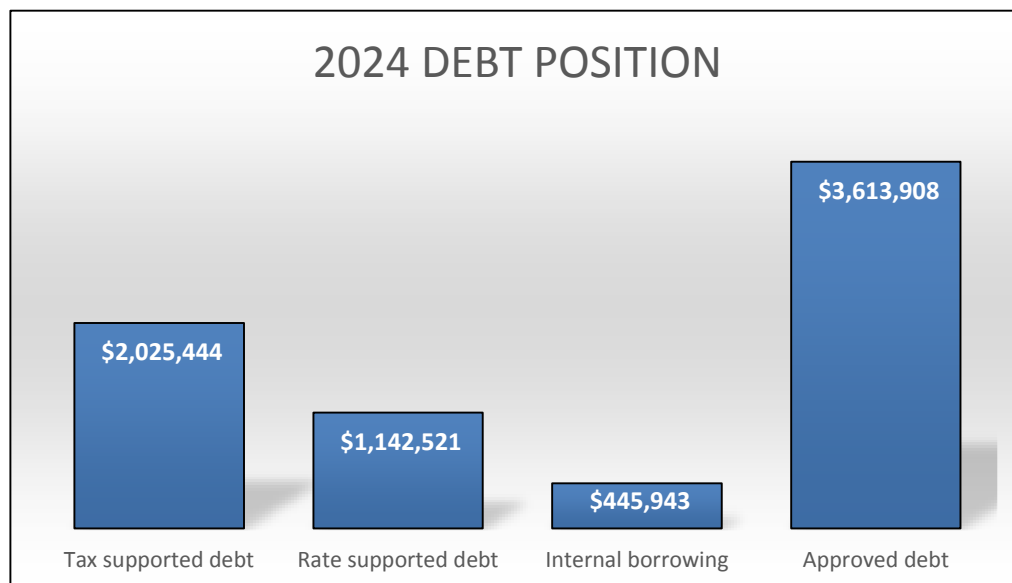
Senior staff annually reviews staffing forecasts for the coming five-year timeframe. The need for staffing is viewed through the lens based on growth pressures being faced by the Township, current and/or proposed legislative changes and potential service enhancements. It is important to note that while each department continues to have a need for additional staffing resources a lens of affordability is considered when finalizing the draft budget. As in previous budgets, any proposed staff additions will have an increase in staffing request form included in the draft 2025 budget package which outlines the purpose and justification for the staffing request.

Debt

With the need to accommodate capital renewal projects one of the budget pressures the Township faces is the need to issue debt as part of Woolwich's long-term financing strategy. Debt is an important capital financing tool which can spread out the cost of an asset more evenly along its useful life.

As of the end of 2024, the Township will have approximately \$3.6M in approved but not issued debt. The current debt burden is below both our internal and externally imposed debt limits however, due to very low capital reserve fund balances debt will likely be required in future years to support our capital infrastructure program.

There is currently no debt policy in place in the Township which would outline the appropriate uses of debt and more clearly defined policy limits. Staff are currently working on developing such a debt policy for the Township and will present more information in fall 2024 and in advance of the 2025 budget deliberations.



Projected Inflation

A major concern over the past few years has been the high inflationary environment, reaching a 40-year high peak in mid-2022. The most important thing to understand with inflation is that it is cumulative. For example, inflation reducing from 8% to 2% does not mean a decrease in prices, but rather the rate of price increase has slowed. In the above example, this would mean over a 10% overall price increase (8%+2%).

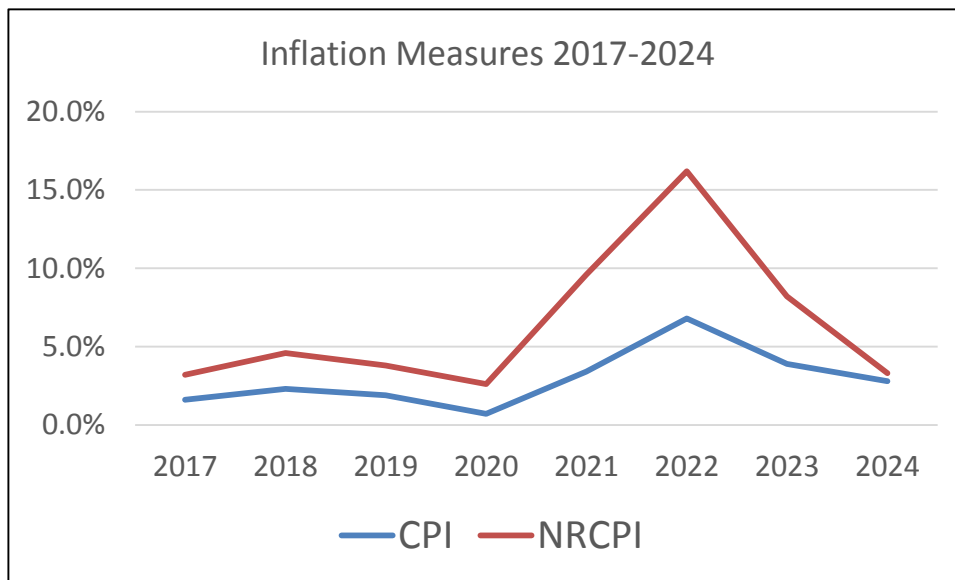
CPI (Consumer Price Index)

CPI measures the price change in a basket of goods for a typical household. The latest monetary policy report from July 2024, the Bank of Canada notes that high interest rates were working to bring inflation down. Interest rates have been cut twice by 0.25% each and the overnight target rate now stands at 4.25% (as of September 2024) down from 5.0% prior to June 2024. The bank suggests that inflation projection will be 2.5% in 2024 and will return to its 2% target by mid-2025.

NRCPI (Non-residential construction price index)

While CPI measures consumer price changes it does not accurately reflect the capital work the Township undertakes. Non-residential construction price index (NRCPI) measures the costs of construction for non residential buildings. This measure or a similar construction price index is a better measure of the projected price changes in our capital costs.

While CPI has been very high in recent years, NRCPI has trended even higher reaching an annual rate of 16.2% in 2022. In other words, simply inflating capital transfers by CPI for capital costs will not be sufficient to meet the cost challenges of the capital program. The chart below outlines this difference:



Additional Significant Budget Pressures

- Senior government funding uncertainty – related to the lack of predictable reliable grant funding from senior levels of government. Responsibility for asset maintenance and other services continue to be downloaded.
- Costs of growth to support housing. Growth does not fully pay for growth, and the burden of supporting growth and affordable housing is being increasingly borne by existing residents.
- Economic development – need for attraction and retention of business investment to reduce the reliance on residential taxpayers. This issue also impacts water and wastewater revenues and residential rates.
- Elmira Downtown Core Plan – As the Township continues to look at revitalizing the Elmira Downtown Core area, future budgets will need to include funding for the continued implementation of this Plan.
- Works related to Climate Change and Sustainability
- Recreation & Community Services is undertaking a Parks and Recreation Master Plan, with anticipated completion in the fall of 2024.
- Staff are working to implement the Administrative Monetary Penalty System (AMPS) for by-law offences with a business case provided in 2023 and implementation expected mid-year 2024.
- With the ever-changing digital environment and with the experienced and expected growth, maintaining, replacing, and expanding the Township's Information Technology (IT) infrastructure is extremely important. The IT infrastructure that staff utilizes to complete their daily work is under ever-present threat of cyber-attacks.
- Planning responsibilities - The Township is waiting for proclamation of Bill 23, for the Region of Waterloo, which will transfer planning responsibilities of the Region to the local municipalities. These additional responsibilities will result in additional work for the Township and additional staffing needs to accommodate the workload.
- Breslau Planning – The Township is working to complete the Breslau Secondary Plan which will plan for the long term phased growth in Breslau. In order to accommodate growth, there will be required infrastructure and recreational needs to service the growing population in the area. This will include purchase of land for a future recreational complex and upfront servicing costs to allow land to be developed.
- The Township is not immune to the housing crisis and while we do not see large-scale homeless encampments that large cities do, staff are dealing with rural homeless issues.

Other Budget Information

Council requested that staff prepare cumulative property tax impact information when presenting the 2025 Budget Parameters report. As such, the tables below show the

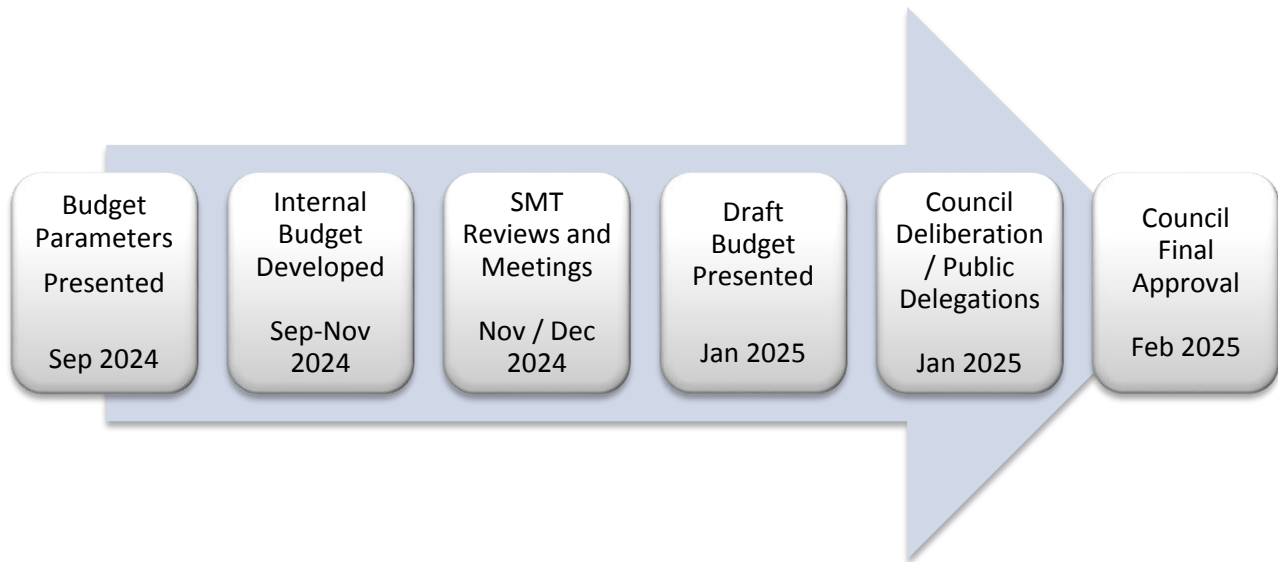
impact of a 7.5% tax rate increase on the Township's rate, impact scenarios for a Regional increase of either 6% or 10%. The estimate for the education rate will remain static as the Province has not changed this rate since 2020. It should also be noted that changes to the Region's rate varies depending on various factors such as transit, library, and police service budget changes. *For illustrative and simplistic purposes only, the Regional rate increase is assumed at a 6% and a 10% increase.*

	Scenario #1		Scenario #2	
	Proposed Increase	Projected Increase per household	Proposed Increase	Projected Increase per household
Woolwich – Base	7.5%	\$89.67	7.5%	\$89.67
- Infrastructure Levy	2.5%	\$28.99	2.5%	\$28.99
- Climate Action Levy	1.0%	\$11.60	1.0%	\$11.60
Region	6.0%	\$158.72	10.0%	\$264.54
School Board	0%	\$0.00	0%	\$0.00
		<u>\$286.28</u>		<u>\$392.10</u>

**Based on an Average residential assessment of \$418,000*

Budget Timeline

The Township of Woolwich will be pursuing a budget timeline with approval occurring in the first quarter of 2025. Earlier budget adoption is becoming a municipal best practice. SMT has outlined the following budget timeline for 2025 budget, seeking Council's final budget approval in February 2025. More details can be found in attachment 1 – Draft 2025 Budget Schedule.



Public Consultation

After considering the 2024 Budget Feedback Report C08-2024, Council directed staff to "...provide online engagement for public consultation as outlined in the report, with a paper-based alternative offered to those who need it."

Further to this direction, Clerks and Finance staff reached out to other nearby municipalities for inspiration on the types of questions to ask for online budget engagement. Staff drafted budget consultation questions based on sample questions provided by Cambridge but more succinct and to the point. Draft 2025 budget consultation questions are set out in attachment 2 for Council's consideration.

Interdepartmental Impacts:

The preliminary 2025 Budget process guidelines adopted by Council apply to all departments.

Financial Impacts:

The recommendations arising from this report will impact the development of the 2025 Budget and impact tax rate increases for 2025. Staff will also be evaluating the existing rates in place for water and wastewater incorporating recommendations from the recent

water and wastewater rate study. Any proposed adjustments will be brought forward in a separate report to Council for consideration.

Community Strategic Plan Impacts:

- Provide effective and open leadership: *We will guide with transparency and empathy, fostering a culture of trust and collaboration*

The budget process enables Council to achieve its corporate strategic plan focus of effective and open leadership by transparency in the allocation of tax and rate dollars.

Conclusion:

This report is intended to prompt discussion to generate preliminary guidelines for the development of the 2025 Budget. The recommendations contained in this report seek to address the priorities resulting from growth and development of the Township, while at the same time maintaining tax rate increases at an acceptable level.

Attachments:

1. 2025 Budget Schedule
2. Draft 2024 Budget Consultation Questions

Attachment 1 - Draft 2025 Budget Schedule

2024 Budget Packages Published Online	December 31, 2024
Budget Report presented to Council Budget Presentations Operating & Capital – IS and RCS	January 7, 2025 Full Day
Budget Presentations Operating & Capital – CAO, COR, Council, DS, Finance and Fire	January 9, 2025 Full Day
Special Council (Budget Break Week) New this year	January 14, 2025
Budget Delegations, Deliberations and Additional Requests	January 21, 2025
Council Budget Deliberations	January 23, 2024 Full Day
Water and Wastewater Budget Discussion (at Committee of the Whole)	February 4, 2025
Final Report and Voting on the Budget (at Regular Council)	February 18, 2025

Attachment 2 - Draft 2025 Budget Consultation Questions

Page 1

Help shape Woolwich Township's 2025 budget by letting us know what is important to you.

1. How would you rate the overall value of services you get for your tax dollars?
 - Very Good
 - Good
 - Fair
 - Poor
 - Very Poor
 - Not sure

2. For the following list, what are your top 3 priorities?
 - Affordable Housing
 - Art, Culture and Community Events
 - By-law and Parking Compliance
 - Economic Development & Tourism
 - Communication and Customer Service (access to staff, online services, engagement)
 - Environment and Sustainability
 - Fire Services
 - Infrastructure (roads, bridges, facilities, playgrounds, etc.)
 - Planned Development (planning, zoning and building)
 - Parks and Trails
 - Recreation programs (swimming, sports, summer camps, etc.)
 - Roads and Winter Maintenance
 - Traffic, Transportation and Parking
 - Water and Wastewater

3. For the following list, what are your bottom 3 priorities?
 - Affordable Housing
 - Art, Culture & Community Events
 - By-law and Parking Compliance
 - Economic Development & Tourism
 - Communication and Customer Service (access to staff, online services, engagement)
 - Environment and Sustainability
 - Fire Services
 - Infrastructure (roads, bridges, facilities, playgrounds, stormwater, etc.)
 - Planned Development (planning, zoning and building)

- Parks and Trails
 - Recreation programs (swimming, sports, summer camps, etc.)
 - Roads and Winter Maintenance
 - Traffic, Transportation and Parking
 - Water and Wastewater
4. The infrastructure levy was established in 2012 to increase funding for infrastructure like roads, bridges, stormwater, facilities, playgrounds, vehicles, equipment and technology upgrades. How important is it for you to continue putting money away for infrastructure?
- Very Important
 - Important
 - Neutral
 - Somewhat Important
 - Not Important
5. The Township established a climate action/greening levy in 2019 for initiatives like tree planting, electric vehicle charging, building upgrades and other sustainability initiatives included in the TransformWR strategy that will make the Township more climate friendly. How important is it for you to continue putting money away for climate and greening initiatives?
- Very Important
 - Important
 - Neutral
 - Somewhat Important
 - Not Important
6. The Township charges user fees to keep taxes low and cover the cost of providing some services to residents (swimming lessons, ice fees, room rentals, building permit fees, etc.). How do you feel about user fees and taxes:
- Fees are too high, taxes should increase to reduce user fees
 - User fees are about right
 - Taxes are too high, fees should be increased to reduce taxes
 - Not sure
7. When setting the budget, the Township tries to balance taxes and service levels. How should the Township set the annual tax increase for 2025?
- Limit the tax rate increase, even if services decline
 - Set a tax rate increase that maintains existing services
 - Increase taxes to provide more or improve services
 - Not sure

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Understanding who you are will help us understand who took part in this survey.

8. Which of the following statements describes your relationship to the Township of Woolwich? Please select all that apply.

- Resident
- Operate a business
- Live nearby and use municipal services (e.g., recreation facilities)
- None of the above

9. Which Settlement do you live in:

- Bloomingdale
- Breslau
- Conestogo
- Elmira
- Floradale
- Heidleberg
- Maryhill
- St. Jacobs
- West Montrose
- Winterbourne
- Rural or other settlement

10. The Township provides programs and services to all ages. Please indicate your age range.

- Under 18 years of age
- 19-34 years of age
- 35-49 years of age
- 50-64 years of age
- 65-79 years of age
- 80+ years of age
- Prefer not to say

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11. Do you have any other thoughts you would like Council to know as they deliberate on the budget?

Open ended

Thank you! We appreciate your input into the priorities for the Woolwich Township 2025 Budget. Information collected from the budget survey will help to understand Township services are valued and which services are important for residents.

Township of Woolwich
Summary of Recommendations to Council
From September 10, 2024 Committee of the Whole Meeting

1. Delegations

DS31-2024: Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira

That the Council of the Township of Woolwich, considering Report DS31-2024 respecting Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira:

1. Recommends approval of OPA 3/2024 in accordance with the amendment as attached in Attachment 5 of this report to the Region of Waterloo;
2. Amend the current site-specific provisions in Section 16.267 to reduce the required parking spaces from 12 to 4 parking spaces for the proposed place of worship;
3. Approve the allocation of sewage capacity within the Elmira Settlement Area equivalent to a population of approximately 94 people (53 units at 1.77ppu) provided the development proceeds within 2 years; and
4. Delegate the removal of the Holding (H) to the director of Development Services to remove once the Record of Site Condition with acknowledgement from the Ministry has been provided to the satisfaction of the Region of Waterloo.

2. Consent Items

That the following consent items be approved:

Items for Approval

- *Revised 2024 Council Meeting Schedule*

That the Council of the Township of Woolwich approve the Revised 2024 Meeting Schedule.

3. F15-2024: Long Term Financial Framework

That the Council of the Township of Woolwich, considering Report F15-2024 Long Term Financial Framework:

1. Adopt the Long-Term Financial Framework (LTFF) as presented as a basis of financial management in the municipality;
2. Supports and adopts the financial pillars and principles contained in this report; and

3. Requests Staff to further develop the framework, policies and elements in the overall framework and to report back on progress with an interim report in March, 2025 and a report prior to budget parameters in September 2025.

4. F13-2024: 2023 Surplus/Deficit Distribution

That the Council of the Township of Woolwich, considering Report F13-2024 respecting 2023 Surplus/Deficit Distribution, approve the transfer of the 2023 surplus and deficit distribution as outlined in Attachment 1 as amended to transfer \$100,00 from the OMB/Legal Reserve to the Operating Contingency Reserve.

5. F14-2024: Budget Parameters - 2025

That the Council of the Township of Woolwich defer consideration of Report F14-2024 respecting Budget Parameters – 2025 until the September 24th Council meeting.



Clerks Services Memo

To: Council
 From: Alex Smyth, Deputy Clerk
 Subject: Downtown Elmira Business Improvement Area By-law Amendment
 eDocs or File ID: DM#127863
 Meeting Date: September 24, 2024

Recommendation:

That the Council of the Township of Woolwich, considering a 2024 by-law amendment for the Downtown Elmira Business Improvement Area (BIA) By-law regarding maximum and minimum membership on the board, pass the by-law amendment attached to this memo.

Background:

In July 2024, staff became aware of multiple vacancies on the Downtown Elmira BIA Board resulting in a fall in the membership from seven members to three. The current by-law, 18-1980, as amended, allows for eight members on the board. This change in membership, along with difficulties in recruiting new members, proposed challenges in meeting quorum for board meetings and therefore, being able to further the business of the board.

Comments:

Several committees and boards of Council have a maximum and minimum number of members in their establishing by-laws or terms of reference, including the St. Jacobs BIA by-law. This is an especially useful tool when recruitment efforts are not met and/or memberships are low or fluctuating from term to term, as quorum changes based on the current membership, rather than the membership prescribed by the by-law or terms of reference.

With eight members, as indicated in the Downtown Elmira BIA by-law, quorum is five members. The Downtown Elmira BIA Board currently has 4 members appointed and one councillor appointed, totalling five members. This means that currently, each board member must attend every meeting for any decisions to be made and for the BIA's work to progress.

With the proposed by-law amendment, the Downtown Elmira BIA Board membership will be a minimum of four to a maximum of eight members. With the current membership

being five, quorum would change to three members needing to attend a meeting to continue the business of the board.

By establishing minimum and maximum number of members, there will be more flexibility for the board members and their ability to continue the great work they do in the downtown core of Elmira will not be negatively impacted.

Conclusion

Staff recommend that Council pass the attached by-law to amend the minimum and maximum number of board members for the Downtown Elmira BIA Board.

Attachments:

1. Downtown Elmira Business Improvement Area By-law Amendment

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend By-law 18-1980 to Establish Maximum and Minimum Number of Board Members on the Downtown Elmira Business Improvement Area (BIA) Board

WHEREAS section 204 of the *Municipal Act, 2001*, S.O. 2001 c.25 provides that a municipality may designate an area as an improvement area and may establish a board of management; and

WHEREAS on April 8, 1980, the Council of the Township of Woolwich ("Council") passed By-law 18-1980 being a By-law to Establish a Board of Management to provide for the improvement, beautification and maintenance of municipality owned land, buildings and structures in the local improvement area and to provide for promotion of the area as a business or shopping area; and

WHEREAS Council deems it desirable to enact the subject by-law to amend By-law 18-1980 to establish maximum and minimum number of members on the Board of Management;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

- 1. Section 2 of By-law 18-1980 is amended as follows:
 - "2. The Board of Management established under paragraph 1 is a body corporate and shall consist of one member of Council of the Township of Woolwich and a minimum of four and a maximum of eight further members as appointed by a resolution of Council, which shall be persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property."
- 2. By-law 62-2020 is repealed.
- 3. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 24th day of September, 2024.

Mayor

Clerk



Development Services Memo

To: Council
 From: Andrew Ropp / Tyler Davis
 Subject: Summary of Traffic and Parking By-Law Amendments
 eDocs or File ID: 127943 and 127944
 Meeting Date: September 24, 2024

Purpose:

That the Council of the Township of Woolwich consider a memorandum from Development Services dated September 24, 2024, regarding amendments to the Traffic and Parking By-law No. 70-2006, and enact the proposed amendments by approving the amending by-law as attached in Appendix A.

Background / Comments:

Development Services is responsible for all new development within the Township of Woolwich, this includes corridor management in new development right of ways. A review of all new development traffic and parking control plans and posted signage was initiated to ensure all new right of ways comply with the Townships Traffic and Parking By-law No. 70-2006. Through this review many areas of inadequate and inordinate traffic and parking restrictions were identified.

Development Services brings forward an amendment to the Township of Woolwich Traffic and Parking By-law No. 70-2006. This by-law contains amendments to No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich.

Attachments:

1. Appendix A – By-law XX-2024 – By-law Amendments.

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich

WHEREAS section 11 of the "*Municipal Act, 2001, S.O. 2001 c.25*" provides that lower-tier municipalities may pass by-laws respecting highways, including parking and traffic on highways; and

WHEREAS on October 10, 2006, the Council of Woolwich passed the Woolwich Township Traffic and Parking By-law No. 70-2006; and

WHEREAS Council deems it necessary and expedient to pass the subject by-law to amend No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

- Schedule 1, "No Parking" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Eva Drive	West	A point 55 m north of Blacksmith Drive	A point 79 m north of Blacksmith Drive	Anytime
Breslau	Hopewell Crossing Drive	South	A point 182 m east	A point 229 m east	Anytime
Breslau	Queensgate Crescent East Leg	East	Bend	Bend	Anytime

Breslau	Starlight Avenue	North	Trowbridge Street	Shallow Creek Road	Anytime
Breslau	Tristan Crescent East Leg	East	Bend	Bend	Anytime
Elmira	Richard Rank Road	East	Woodberry Crescent	Bur Oak Drive	Any Time
Elmira	Timber Trail Rd	West	South Parkwood Boulevard	Burlwood Dr	Any Time
Elmira	Woodberry Crescent	North & West	Weymouth Street	Listowel Road	Anytime

2. Schedule 1, "No Parking" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Andover Drive	East	Santo Court	Norwich Road	Any Time
Breslau	Dolman Street	East	Stamford Street	A point 66.2 m north of Stamford Street	Any time
Breslau	Eva Drive	West	Norwich Road	A point 55 m north of Blacksmith Drive	Anytime
Breslau	Galahad Street	Both	Loxleigh Lane	A point 91.2 m north of Loxleigh Lane	Any Time
Breslau	Gellert Drive	North & West	Lasby Lane	Hopewell Crossing Drive	Any Time
Breslau	Hopewell Crossing Drive	South	A point 182 m east of	A point 229 m east	Any time

			Ironhorse Drive	of Ironhorse Drive	
Breslau	Lasby Lane	West	A point 43.4 m south of Loxleigh Lane	A point 184 m south of Loxleigh Lane	Breslau
Breslau	Starlight Avenue	East	A point 46 m north of Andover Drive	Trowbridge Street	Any Time
Breslau	Starlight Avenue	West	A point 46 m north of Andover Drive	Trowbridge Street	8am - 5pm Monday - Friday
Elmira	Bur Oak Drive	South	Richard Rank Road	Redbud Road	Any Time
Elmira	Burlwood Drive	North	Timber Trail Road	A point 40.5 m east of Timber Trail Rd	Any Time
Elmira	Country Club Estates Drive	Both	William Street	A point 42.8 m north of William Street	Any Time
Elmira	Country Club Estates Drive	Both	William Street	A point 55.5 m south of William Street	Any Time
Elmira	Country Club Estates Drive	East	A point 33 m south of McGuire Lane	McGuire Lane	Any Time
Elmira	Issac Street	East & South	A point 49.8 m north of William Street	A point 92.0m north of William Street	Any Time
Elmira	Issac Street	North & West	Kissing Bridge Drive	William Street	Any Time

Elmira	Kissing Bridge Drive	East	William Street	A point 37.3 m south of Miranda Path	Any Time
Elmira	Kissing Bridge Drive	West	William Street	Miranda Path	Any Time
Elmira	Miranda Path	North & East	Snyder Avenue north	A point 164.7 m west of Hayden Avenue	Any Time
Elmira	Miranda Path	South & West	A point 164.7 m west of Hayden Avenue	A point 119.6 m west of Hayden Avenue	Any Time
Elmira	Redbud Road	West	South Parkwood Boulevard	Whippoorwill Drive	Any Time
Elmira	Richard Rank Road	North	Woodberry Crescent	Redbud Road	Any Time
Elmira	Richard Rank Road	South	A point 24.5 m north of Woodberry Crescent	A point 93.0 m north-west of Woodberry Crescent	Any Time
Elmira	Richard Rank Road	West	Woodberry Crescent	Bur Oak Drive	Any Time
Elmira	Snyder Avenue North	East	William Steet	A point 257.6 m north of William Street	Any Time
Elmira	Snyder Avenue North	West	A point 423 m north of Miranda Path	Miranda Path	Any Time

Elmira	South Parkwood Boulevard	North	Bitternut Place	Timber Trail Road	Any Time
Elmira	Timber Trail Rd	North & West	A point 41.4 m north of Burlwood Drive	A point 75.6 m north-west of Burlwood Drive	Any Time
Elmira	Timber Trail Rd	South & East	A point 58.5 m north of Woodberry Crescent	A point 82.7 m north-east of Woodberry Crescent	Any Time
Elmira	Timber Trail Rd	East	South Parkwood Boulevard	Burlwood Drive	Any Time
Elmira	Tupelo Crescent	North & West	A point 227.5 m north-east of Redbud Road	A point 331.5 m south-east of Redbud Road	Any Time
Elmira	Tupelo Crescent	North, East, & South	Redbud Road (South)	Redbud Road (North)	Any Time
Elmira	Tupelo Crescent	South & West	A point 93.7 m north-east of Redbud Road	A point 178.14 m north-east of Redbud Road	Any Time
Elmira	William Street	Both	Country Club Estates Drive	A point 42.5 m east of Country Club Estates Drive	Any Time
Elmira	William Street	Both	Country Club Estates Drive	A point 50.0 m west of Country Club Estates Drive	Any Time

Elmira	William Street	North	Kissing Bridge Drive	A point 82.0 m west of Kissing Bridge Drive	Any Time
Elmira	William Street	South	Issac Street	Kissing Bridge Drive	Any Time
Elmira	William Street	South	Kissing Bridge Drive	A point 43.0 m east of Kissing Bridge Drive	Any Time
Elmira	Woodberry Crescent	West	South Parkwood Boulevard	Weymouth Street	Anytime
Elmira	Woodberry Crescent	North & East	A point 57.1 m north of South Parkwood Boulevard	Timber Trail Road	Any Time
Elmira	Woodberry Crescent	South	Richard Rank Road	A point 282.5 m east of Richard Rank Road	Any Time
Elmira	Woodberry Crescent	South & West	Weymouth Street	Listowel Road	Anytime
Elmira	Woodberry Crescent	West	A point 351.5 m east of Richard Rank Road	South Parkwood Boulevard	Elmira
St. Jacobs	Conlon Drive	West	Mill Race Crescent (North)	Mill Race Crescent (South)	Any Time
St. Jacobs	Kendall Lane	South	Conlon Drive	Mill Race Crescent	Any Time
St. Jacobs	Mill Race Crescent	North	A point 50 m south of Kendall Lane	A point 94.5 m south-west of Kendall Lane	Any Time

St. Jacobs	Mill Race Crescent	North, East, & South	Water Street (North)	Water Street (South)	Any Time
St. Jacobs	Mill Race Crescent	South	A point 113.1 m north-west of Kendall Lane	A point 75.1 m north of Kendall Lane	Any Time
St. Jacobs	Water Street	North	Mill Race Crescent	A point 43.0 m west of Mill Race Crescent	Any Time
St. Jacobs	Water Street	West	Mill Race Crescent	Old Scout Place	Any Time

3. Schedule 2, "Limited Parking" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Starlight Avenue	East	A point 46 m North of Andover Drive	Trowbridge Street	8am - 5pm Monday - Friday

4. Schedule 4, "No Stopping" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Starlight Avenue	West	Trowbridge Street	A point 46 m North of Andover Drive	8am - 5pm Monday to Friday
Breslau	Starlight Avenue	East	A point 46 m North of Andover Drive	Trowbridge Street	Any Time

5. Schedule 12, "Intersection Stop Signs" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Intersection At	Facing Traffic Travelling
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Maryhill	Sunset Hills Crescent	Homestead Drive	West
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6. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this

Mayor

Clerk



Recreation & Community Services Staff Report

Report Number: R06-2024
 Report Title: Elmira Lions Hall Amending Agreement
 Author: Thomas van der Hoff, Deputy Director of Recreation and Community Services
 Meeting Type: Council Meeting
 Meeting Date: September 24, 2024
 eDocs or File ID: File
 Consent Item: Yes
 Final Version: Yes
 Reviewed By: Ann McArthur, Director of Recreation and Community Services
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report R06-2024 respecting Elmira Lions Hall Amending Agreement, authorize the extension and amendment of the Agreement with the St. Jacob's Lion's Club for the operation of the Lions Hall until 2044.

Background:

On February 19th, 2004, the Lions Club of Elmira (Lions Club) and Township of Woolwich entered into an Agreement for the joint purchase and operation of the property known, at the time, as Carriage Hall (Hall), being the lands and premises known municipally as 40 South Street West, Elmira, in the Township of Woolwich. The Agreement specified purchase details including an even share of the purchase costs, being \$175,000 each, conditional on the Township's purchase of 6.22 acres of parkland which the current Woolwich Memorial Centre is located.

The term of the Agreement was for 20 years. Operations details within the Agreement specified that the Lions Club is responsible for both operating and capital related costs to the building, and the Township is responsible for operations and maintenance of the parking lot. Additionally, the Lions Club is entitled to 80 parking spaces to the west of the building, they must make the Hall available for rent for a minimum of 100 days annually, and they are to provide a preferred rate to the Township for up to ten days annually.

The Lions Club maintains liability insurance, as well as insurance on the business and contents, whereas the Township maintains property insurance. The Lions Club are the sole occupiers of the facility and retain all revenues generated through their operations.

Comments:

Working with the Lions Club throughout 2024, an Amending Agreement (Attachment 1) spanning a 20-year period, satisfactory to the membership, was established.

The Agreement remains primarily unchanged for the new term of 2024 to 2044, with notable amendments to the insurance and indemnity clauses to reflect current requirements, the Township's right to use the Hall for a preferred rate, the purchase of 33 Park Avenue W. lands, and the extension and termination clauses.

Regarding changes to use of the Hall by the Township, the rate has increased to reflect more appropriate fees, and new for the term, the Township may also rent the Hall for multi-day bookings Monday through Friday, such as for recreation programming or day camp for a \$700.00 weekly rental charge provided there is no conflict with existing bookings.

Concerning the property of 33 Park Ave W., currently owned by Ennova Power Corporation, the Amending Agreement states that should the property be offered for purchase to the Township, purchase costs would be split by the Lions Club and Township, and the property would form part of the existing property within the Agreement.

Lastly, the Amending Agreement contains a revised Extension and Termination clause, which specifies that the Township shall retain the right to re-purchase the lands from the Lions. If the Lions Club were to purchase the entire property outright, this amendment would provide the Township a method for obtaining the lands if they were to sell, either through good faith negotiations or matching of a bona fide written offer, a pathway that does not exist in the current Agreement.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Community Strategic Plan Impacts:

- Provide effective and open leadership: *We will guide with transparency and empathy, fostering a culture of trust and collaboration.*

The Elmira Lions Hall Amending Agreement and ongoing relationship with the Lions Club is one of many successful and longstanding partnerships, demonstrating the importance of collaboration to address community needs.

Conclusion:

That Council authorize the Agreement to Extend and Amend Elmira Lions Hall Agreement.

Attachments:

1. Agreement to Extend and Amend Elmira Lions Hall Agreement

AGREEMENT TO EXTEND AND AMEND ELMIRA LIONS HALL AGREEMENT

THIS “**AMENDING AGREEMENT**” made this ____ day of _____, 2024 (the “**Amendment Date**”)

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF WOOLWICH
(hereinafter called the “**Township**”)

PARTY OF THE FIRST PART

-and-

THE LIONS CLUB OF ELMIRA and ELMIRA LIONS FUNDRAISING PROJECTS INC.
(herein after called the “**Lions**”)

PARTY OF THE SECOND AND THIRD PART

W H E R E A S:

- A. WHEREAS the parties hereto entered into an agreement dated February 19, 2004, along with amendments thereto including that dated July 28, 2006 (collectively, the “**Hall Agreement**”), for the joint purchase and operation of the property known (at that time) as “**Carriage Hall**” or “**the Hall**” being the lands and premises known municipally as 40 South Street W, Elmira, in the Township of Woolwich, all on such terms and conditions as more particularly described in the Hall Agreement;
- B. AND WHEREAS the Hall Agreement expires on December 31st, 2024, and the parties hereto wish to extend the term of the Hall Agreement, subject to the terms and amendments herein;
- C. AND WHEREAS, the parties hereto wish to amend the Hall Agreement to add, remove, or amend those terms and conditions as more particularly described herein, and including without limitation the correction of the Lions’s name from “The Elmira Lions” to both of “The Lions Club of Elmira” and “Elmira Lions Fundraising Projects Inc.” jointly and severally;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Definitions. In this Amending Agreement, except as otherwise set forth herein, capitalized terms used and not defined herein shall have the respective meanings given to them in the Hall Agreement.
2. Extension. Pursuant to Paragraph 14 of the Hall Agreement, the term is hereby extended for an additional term of twenty (20) years, commencing on January 1st, 2025, and ending on December 31st, 2044, subject to the terms and conditions of the Hall Agreement and as amended by this Amending Agreement.
3. Amendments. The Hall Agreement is amended, as of the Amendment Date, to incorporate all of the following amendments:
 - (a) Throughout the Hall Agreement, any and all use of “The Elmira Lions” shall be replaced with both of “The Lions Club of Elmira” and “Elmira Lions Fundraising Projects Inc.”, and the use of “Lions” under the Hall Agreement shall be understood to mean the corrected “The Lions Club of Elmira” and “Elmira Lions Fundraising Projects Inc.” jointly and severally.

- (b) Throughout the Hall Agreement, any and all use of "Carriage Hall" shall be replaced with "Lions Hall", such that it is referenced as either "the Hall" or "the Lions Hall" in the Hall Agreement.
- (c) Paragraph 6 is hereby amended to add the following to the end of the paragraph:

"In addition to the foregoing, the following insurance requirements shall apply:

(a) The Lions shall insure its undertaking, business and contents so as to protect, defend, indemnify and save harmless the Township in accordance with the foregoing "Indemnification" clause.

(b) The Lions shall maintain \$5 million in liability insurance, per occurrence, acceptable to the Township throughout the term of this Agreement. Such insurance shall name the Township as additional insured thereunder and shall be endorsed to include a Cross Liability Endorsement with a Severability of Interests Clause Product and completed Operations Liability, Blanket Contractual Liability and Tenant's Legal Liability coverage in an amount sufficient to cover the Hall premises on a replacement value. If alcohol is being consumed or served by the Lions, Liquor Liability is required in an amount of not less than \$5 million. Notwithstanding the foregoing, the parties hereby agree that the Township, from time to time and acting reasonably, may require the Lions to obtain such other or additional types and amounts of insurance coverage to those stated herein, and the Lions agree to obtain such other or additional insurance coverage as soon as reasonably practicable thereafter.

(c) The Lions shall forward a Certificate of Insurance evidencing this insurance with the executed agreement. This Certificate shall state that coverage will not be suspended, voided, cancelled reduced in coverage or in limits except after thirty (30) days prior to written notice by Certified Mail to the Township.

(d) It is also understood and agreed that in the event of a claim, any deductible or self-insured retention under this policy of insurance shall be the sole responsibility of the Lions and that this coverage shall be primary insurance."

- (d) Paragraph 11, which was deleted by an amendment in writing on July 28th, 2006, is hereby replaced with the following new paragraph 11:

"11. The Lions shall indemnify and save harmless the Township, its elected officials, employees, and agents, from any and all costs, claims, demands, damages, fines, suits, sanctions and judgements made, brought or recovered against the Lions, for any bodily injury, death, property damage or environmental impairment caused by or resulting from the operation, activity and/or business carried on by the Lions on and about the Hall lands under this Agreement, save and except anything resulting from operations that are the responsibility of the Township."

- (e) Paragraph 12 is hereby deleted in its entirety and replaced with the following:

"12. The Township has the right to use the Hall for Township activities, including public meetings, for a maximum of 10 times per year on any day or evening excluding Friday or Saturday evenings for a \$200.00 rental charge provided there is no conflict with existing bookings. The Township may also rent the Hall for multi-day bookings Monday through Friday at 4pm, such as for recreation programming or day camp for a \$700.00 weekly rental charge provided there is no conflict with existing bookings. The Township shall be responsible for the set up and take down of required tables and chairs, Hall clean-up, etc."

- (f) Paragraph 15 is hereby amended to add the following to the end of the paragraph:

“The parties agree that, as a condition of any transfer of the said lands through the Lions’ exercise of the option contained in this paragraph 15, the Township shall retain (and the Lions shall grant) an option to re-purchase the lands from the Lions in accordance with the following: the transfer to the Lions under this paragraph 15 shall be subject to a covenant by the Lions that the Lions shall not re-sell or otherwise re-convey the said lands (in whole or in part) unless the Lions first forward an offer to sell the said lands to the Township upon substantially the same material terms as a bona fide offer to purchase received by the Lions from an arm’s length third party, or where no such offer is available, pursuant to a good faith offer to sell presented by the Lions to the Township, any of which shall be open for acceptance by the Township for a period of Sixty (60) days following receipt of the said offer, and provided any such re-purchase shall be on terms mutually agreeable to both parties acting reasonably and in good faith. The Township’s option to re-purchase the lands shall survive and not merge upon completion of the conveyance of the lands to the Lions pursuant to this Section 15, and shall survive the expiration or termination of this Agreement.”

- (g) A new paragraph 22 is added which shall read as follows, along with a new Schedule “C” as appended hereto:

“22. The parties acknowledge and agree that where the adjacent lands municipally identified as 33 Park Avenue West (the “**33 Park Lands**”), as depicted in Schedule “C” attached hereto, become available or are otherwise offered to the Township for purchase, and where the Township and the Lions mutually agree in writing to proceed with the purchase of the 33 Park Lands at any time during the term of this agreement, then where the purchase price is greater than a nominal amount, the parties hereby covenant and agree that each party shall be responsible for Fifty Percent (50%) of all costs and expenses to acquire the 33 Park Lands, which shall specifically include, without limitation, the purchase price, all legal fees and expenses, and any and all other closing costs. For certainty, title to the 33 Park Lands shall be held by the Township and not the Lions, and following acquisition, the 33 Park Lands shall immediately form part of the Hall lands under this agreement, and shall be subject to all terms and conditions hereunder *mutatis mutandis*, unless otherwise specified. For greater certainty, and without limitation, where the 33 Park Lands are acquired pursuant to this paragraph 22, then they shall automatically form part of the “Lions Hall and surrounding lands” to which paragraphs 14-17 (inclusive) apply upon termination or expiration of this agreement. The parties agree that, where acquired and forming part of the Hall lands, then the Township shall be permitted to use the 33 Park Lands as additional parking, provided however that the rear of the Hall to and from Park Avenue shall at all times remain accessible by vehicles and pedestrians, unless and until such time as the Lions become sole owner of these lands.”

4. No Other Amendments and Affirmation of Hall Agreement Terms; Time of the Essence. Except as amended in this Amending Agreement, all other terms and conditions of the Hall Agreement remain the same and unmodified, except insofar as required to give effect to the amendments herein, and in full force and effect, and time continues to be of the essence. To the extent that there is any conflict or inconsistency between the Hall Agreement and this Amending Agreement, the provisions of this Amending Agreement shall prevail. From and after the Amendment Date, any and all references to "the Agreement" or "this Agreement" in the Hall Agreement shall mean the Hall Agreement as modified by this Amending Agreement.

5. Successor and Assigns. This Amending Agreement shall be binding upon and shall enure to the benefit of the parties hereto and their respective permitted successors and permitted assigns.

6. Counterpart. This Amending Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this

Amending Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Amending Agreement.

7. Governing Law. This Amending Agreement is governed by and construed in accordance with the laws of the Province of Ontario, and the federal laws of Canada applicable in the Province of Ontario.

8. Entire Agreement. This Amending Agreement together with the Hall Agreement constitutes the sole and entire agreement of the parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

IN WITNESS WHEREOF the parties hereto have fully executed this Agreement.

DATED at _____ this ____ day of _____, 2024

) **THE CORPORATION OF THE TOWNSHIP OF WOOLWICH**
)
)
) PER: _____
) Thomas van der Hoff, Deputy Director of RCS
)
) "We have authority to bind the Corporation."

DATED at _____ this ____ day of _____, 2024

) **ELMIRA LIONS FUNDRAISING PROJECTS INC.**
)
)
) PER: _____
) Name, Title:
)
)
) PER: _____
) Name, Title:
)
) "We have authority to bind the Corporation."

DATED at _____ this ____ day of _____, 2024

) **THE LIONS CLUB OF ELMIRA**
)
)
) PER: _____
) Name, Title:
)
)
) PER: _____
) Name, Title:
)
) "We have authority to bind Club."

SCHEDULE "C"

33 PARK AVENUE WEST

The lands outlined in red, below, are the lands municipally known as 33 Park Avenue West per paragraph 22.





THE TOWNSHIP OF
WOOLWICH

BOX 158, 24 CHURCH ST. W.
ELMIRA, ONTARIO N3B 2Z6
TEL. 519-669-1647 / 1-877-969-0094
Email – planning@woolwich.ca

**COMMITTEE OF ADJUSTMENT
NOTICE OF HEARING**

Pursuant to the Planning Act and Ontario Regulations 197/96 and 200/96
TAKE NOTICE THAT the Committee of Adjustment for the Township of Woolwich will meet on:

MONDAY, October 7, 2024 at 4:30 P.M.

for the purpose of hearing all persons interested in support of or opposition to any of the following applications as described on the attached Schedule.

Committee of Adjustment meetings are held virtually via Zoom where public attendance can be arranged with staff, if required. Below is information on how you can view or participate in the meeting as well as how to submit comments. Please contact the Committee Secretary by email to planning@woolwich.ca or by phone at 519-669-6040 if you have any questions.

HOW TO PARTICIPATE

You can view or participate in the meeting as follows:

VIEW the Committee of Adjustment meeting livestream on the Woolwich Township Youtube channel at the following link - [@woolwichtownship9588](#) – search Committee of Adjustment and the meeting date;

PARTICIPATE in the meeting by registering with the Committee Secretary on or before 12 noon on Wednesday October 2nd. To register please email planning@woolwich.ca or phone 519-669-6040. When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Secretary will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet you can contact the Committee Secretary by phone 519-669-6040 to make arrangements to attend the municipal office the day of the meeting.

If you are unsure whether or not you would like to speak at the meeting but want to listen and have the option to comment on a particular application, please register with the Committee Secretary (see above information). You will not be required to speak if you do not want to.

If you are otherwise concerned about the reliability of your internet or phone signal please ensure that you submit written comments, see instructions below. Written comments do not negate your opportunity to also speak at the meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

WHY REGISTER

By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As the meeting is virtual registering will provide a level of security that is necessary to prevent unwanted guests from disrupting the meeting. Applicants and their consultants will be automatically registered and contacted accordingly by the Committee Secretary ahead of the meeting.

SUBMITTING COMMENTS

If you would like to comment on a particular application, staff always recommend that you do so by:

- submitting a letter by mail or delivering it to the Township office at 24 Church Street West, Elmira and placing it in the drop box on the Maple Street side of the building; or
- submit an email to planning@woolwich.ca

You can also contact the Township Planner at 519-669-6033 to discuss any comments / concerns however, this is not considered a formal comment.

The Committee will consider submissions for or against the applications. All submissions must be made no later than 4:30 p.m. on Friday September 27, 2024 (Note that this date is before the meeting). Any submissions received will be included in a comment package and presented at the meeting. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of Adjustment hearing. Please note that while the Committee may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety.

This notice has been sent to commenting agencies, and to owners of property located within 60 metres (200 feet) of the subject properties. If you wish to be notified of any last minute changes to the agenda (i.e. withdrawal of an application) you must contact the Committee Secretary at 519-669-6040 or 1-877-969-0094 (Ext. 6040) or by email to planning@woolwich.ca.

FAILURE TO PARTICIPATE IN HEARING: If the applicant or authorized agent fails to participate in this public hearing, the Committee may postpone or deny the application in their absence.

NOTICE OF DECISION: Within 10 days of the meeting, a copy of each decision will be sent to owners, agents, those who submit written comments, and people who register for the meeting. If you wish to be notified of the decision of the Committee of Adjustment in respect to this application, you must submit a written request to the Committee Secretary or register ahead of the meeting. This will also entitle you to be advised of a possible Ontario Land Tribunal.

APPEAL OF MINOR VARIANCE AND CONSENT APPLICATIONS: An appeal from a decision of the Committee of Adjustment to the Ontario Land Tribunal shall be filed with the Secretary-Treasurer of the Committee of Adjustment, in person at 24 Church Street West, Elmira. The Tribunal may dismiss an appeal without holding a hearing if the appellant did not make oral or written submissions to the Committee of Adjustment before a decision was given or does not provide a reasonable explanation for having failed to make a submission to the Committee.

QUESTIONS / FURTHER INFORMATION

Please feel free to reach out to Township Staff by phone or email to assist you should you have any questions. Contact the Committee Secretary at 519-669-6040 or 1-877-969-0094 (Ext. 6040) or by email to planning@woolwich.ca

Further information about the applications may be obtained by contacting Sherwin Meloney, Planner, Development Services at 519-669-6033 or 1-877-969-0094 (Ext. 6033), or Email: smeloney@woolwich.ca



Sherwin Meloney, Planner

DATED at Elmira, this 16th day of September 2024

**COMMITTEE OF ADJUSTMENT
EXPLANATORY NOTE**

October 7, 2024

A copy of this notice is also available on the Township's website at www.woolwich.ca. If you require an alternative format of this notice, please contact the Township Office.

MINOR VARIANCE APPLICATION A 13/2024 – Ethiopian Orthodox Church of Southwest Ontario

PROPERTY: 1248 Kramp Road, GCT Part Lot 85

ZONE / USE: Agricultural (A) / church and cemetery

PROPOSAL: The applicant is requesting permission to expand a legal non-conforming institutional use (existing place of worship) for the property to permit two detached buildings, as accessory uses, for a total building footprint of approximately 130 square metres consisting of the following:

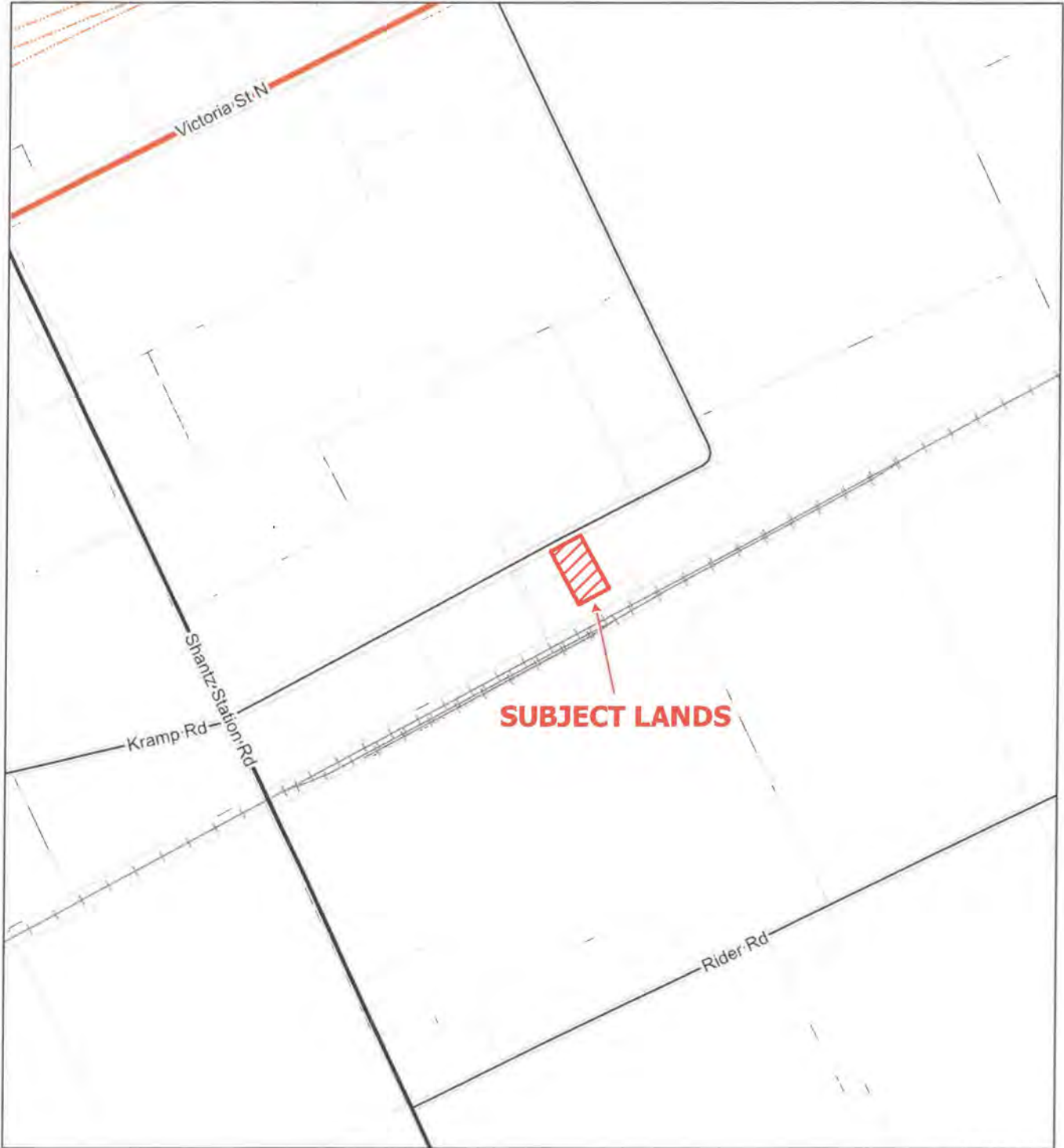
- a proposed 112 square metre one storey with basement, multi-purpose building to be used for gatherings intended for children, food bank storage and an administrative office; and
- an existing 18 square metre accessory building of which 9 square metres is proposed to be used as a baptistery.

Location Map
File Number: Minor Variance A 13/2024

Ethiopian Orthodox Church of Southwest Ontario
1248 Kramp Road



0 37.5 75 150 225 300 Meters
Scale: 1:10,000

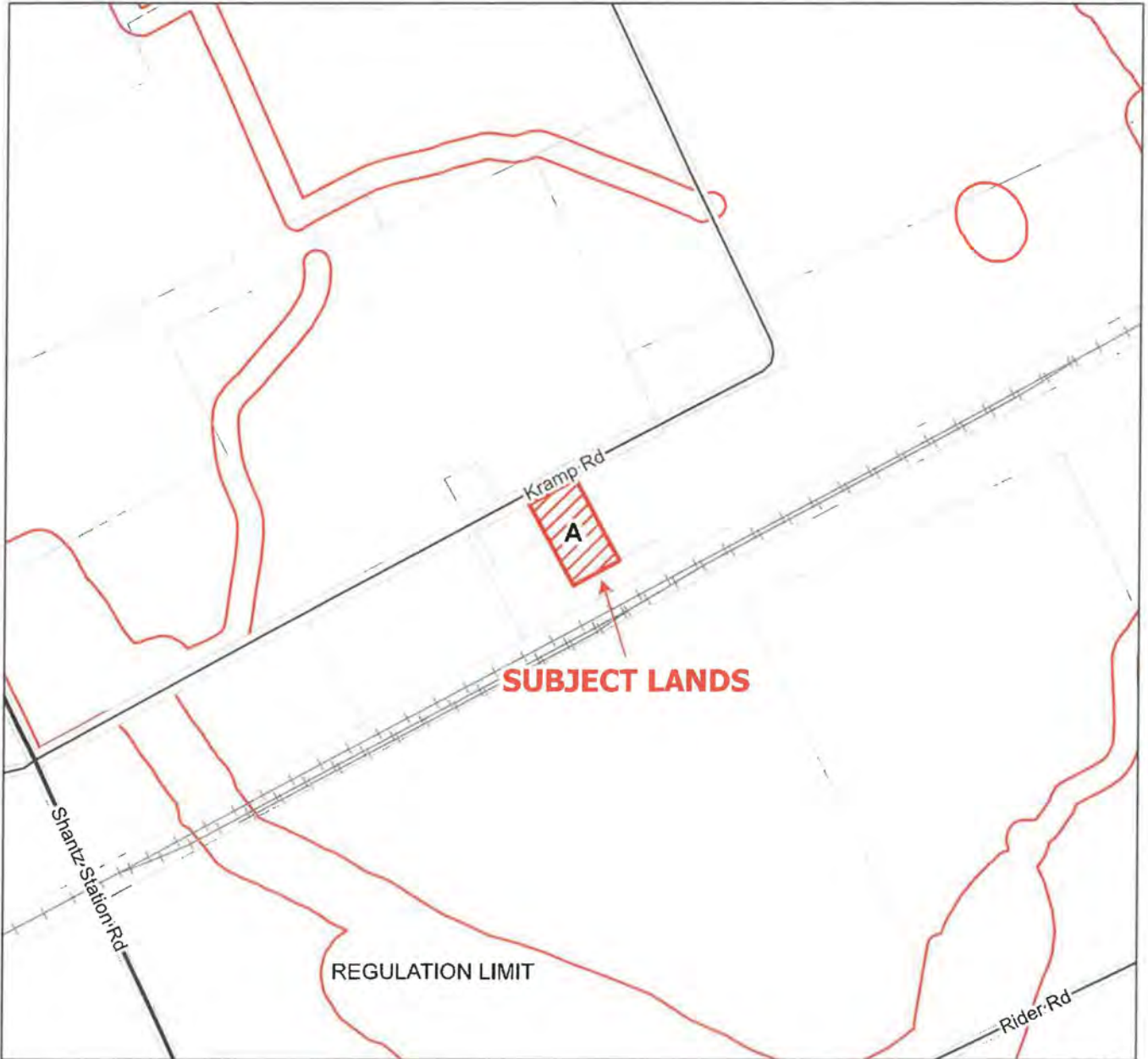
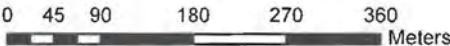


MAP 1 - Zoning
File Number: Minor Variance
A 13/2024

Ethiopian Orthodox Church of
Southwest Ontario
1248 Kramp Road

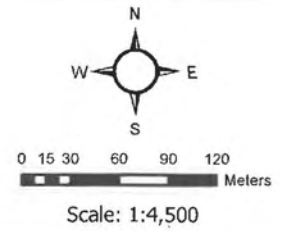


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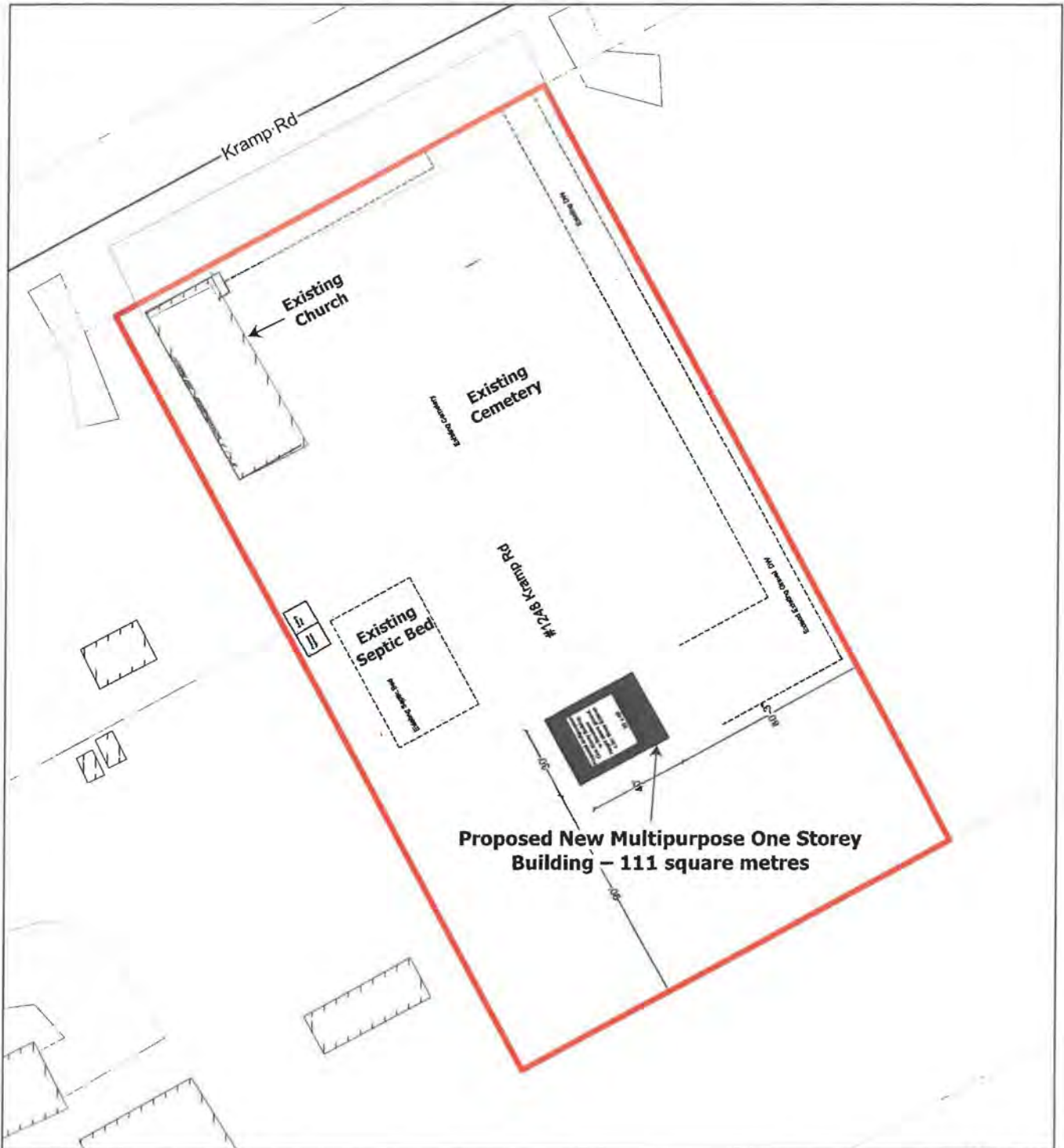
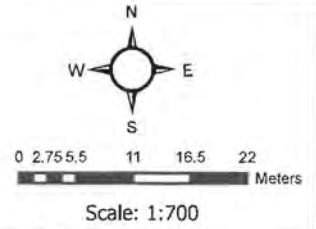
MAP 2 - Aerial Photo
File Number: Minor Variance A 13/2024

Ethiopian Orthodox Church of Southwest Ontario
1248 Kramp Road



MAP 3 - Conceptual Site Plan
File Number: Minor Variance A 13/2024

Ethiopian Orthodox Church of Southwest Ontario
1248 Kramp Road





Alcohol and Gaming Commission of Ontario
 90 Sheppard Avenue East, Suite 200
 Toronto ON M2N 0A4
 Tel.: 416-326-8700 • Fax: 416-326-8711
 Toll free in Ontario: 1-800-522-2876
 Inquiries: www.agco.ca/iagco
 Website: www.agco.ca

Municipal Information for Liquor Sales Licences (including Tied House)

The information requested below is required in support of all applications for a new Liquor Sales Licence (including Tied House) or areas being added to an existing Liquor Sales Licence.

Section 1 – Application Details

Premises Name

Chef Duff Culinary Creations

Premises Phone Number (include
 area code)

519-500-1715

Premises Address

1370 King Street North

City/Town

St. Jacobs

Province

ON

Postal Code

N0B 2N0

Contact Name

Bruce Duff

Contact's Phone Number (include
 area code and extension)

Contact's Email Address

[Redacted]

[Redacted]

Does the application for a Liquor Sales Licence (including Tied House) include indoor areas and/or outdoor areas?

Indoor Areas Outdoor Areas

Section 2 – Municipal Clerk's Official Notice of Application for a Liquor Sales Licence (including Tied House) in your Municipality.

Municipal Clerk:

Please confirm the "wet/damp/dry" status below.

Name of village, town, township or city where taxes are paid.

(If the area where the establishment is located was annexed or amalgamated, provide the name that the village, town, township or city was known as.)

Woolwich Township

Is the area where the establishment is located "wet", "damp" or "dry"? Please select one.

Wet (for spirits, beer, wine) Damp (for beer and wine only) Dry

Note: Specific concerns regarding zoning or non-compliance with by-laws must be clearly outlined in a separate submission or letter within 30 days of this notification.

Address of Municipal Office

24 Church St. W. Elmira ON

Name of Municipal Official

Jeff Smith

Title

Clerk

Date (dd/mm/yyyy)

12/09/2024

Telephone number

519-669-6010

Email Address

[REDACTED]@smith@woolwich.ca

Signature of Municipal Official





Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto ON M2N 0A4
Tel: 416-326-8700 • Fax: 416-326-8711
Toll free in Ontario: 1-800-522-2876
Inquiries: www.agco.ca/iagco
Website: www.agco.ca

Municipal Information for
Liquor Sales Licences
(including Tied House)

The information requested below is required in support of all applications for a new Liquor Sales Licence (including Tied House) or areas being added to an existing Liquor Sales Licence.

Section 1 – Application Details

Premises Name

TAYLOR'S BRIDAL BOUTIQUE INC

Premises Phone Number (include area code)

519-669-1373

Premises Address

49 ARTHUR ST S.

City/Town

ELMIRA

Province

ON

Postal Code

N3B2M6

Contact Name

Linda Taylor

Contact's Phone Number (include area code and extension)

Contact's Email Address

[Redacted]

[Redacted]

Does the application for a Liquor Sales Licence (including Tied House) include indoor areas and/or outdoor areas?

- [X] Indoor Areas [] Outdoor Areas

Section 2 – Municipal Clerk's Official Notice of Application for a Liquor Sales Licence (including Tied House) in your Municipality.

Municipal Clerk:

Please confirm the "wet/damp/dry" status below.

Name of village, town, township or city where taxes are paid.

(If the area where the establishment is located was annexed or amalgamated, provide the name that the village, town, township or city was known as.)

WOOLWICH TOWNSHIP

Is the area where the establishment is located "wet", "damp" or "dry"? Please select one.

- [X] Wet (for spirits, beer, wine) [] Damp (for beer and wine only) [] Dry

Note: Specific concerns regarding zoning or non-compliance with by-laws must be clearly outlined in a separate submission or letter within 30 days of this notification.

Address of Municipal Office

24 Church St. W.

Name of Municipal Official

Jeff Smith

Title

Director of Corporate Services/
clerk

Date (dd/mm/yyyy)

29/07/2024

Telephone number

519-669-6010

Email Address

jsmith@woolwich.ca

Signature of Municipal Official





Clerks Services Staff Report

Report Number: C22-2024
 Report Title: 2025 Council Meeting Schedule
 Author: Tanya Bettridge, Council & Committee Support Specialist
 Meeting Type: Council Meeting
 Meeting Date: September 24, 2024
 eDocs or File ID: 127705
 Consent Item: No
 Final Version: Yes
 Reviewed By: Alex Smyth, Deputy Clerk
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C22-2024 respecting the 2025 Council Meeting Schedule, approve the draft 2025 Council Meeting Schedule as attached to this report.

Background:

In November of 2023, Council approved the 2024 Council Meeting Schedule, which included adopting the “two meetings per month with break week between” format and the preference to align Woolwich meetings with the Region of Waterloo’s meeting schedule. The 2024 Council Meeting Schedule also incorporated planning application deadlines, as a result of Bill 109, (More Homes for Everyone Act), which requires no more than one week between meetings of Council.

The 2024 Budget process introduced two full-day and two evening Special Council – Budget Meetings, rather than the past format of evenings only. In April, staff brought forward a 2024 Budget Feedback Report, which included the recommendation to continue the two full days and two evenings, plus a Council meeting in the week between to allow for business continuity.

The 2025 draft Budget Schedule was presented to Council as part of the 2025 Budget Parameters report at the September 10th, 2024 Committee of the Whole meeting.

Comments:

Budget Meetings

Based on Council and staff feedback, the change to full-day budget sessions was a positive change and staff are recommending that the schedule continue to include them. The Senior Management Team reviewed the 2024 Budget schedule and the timing for departmental budget presentations, delegations, as well as timing of deliberations, and have recommended that the 2025 Budget schedule consist of two full day sessions, a break week (with Special Council meeting) followed by a week with one evening and one full day session.

This proposed schedule allows for full departmental operating and capital presentations over the first two full-day sessions, an evening for any items that staff need to bring forward, as well as delegates from the community, and a final full day session dedicated to deliberation. The proposed schedule would offer the 2025 Budget for final approval as early as the February 18th Council meeting.

Council Meetings

The meeting schedule has seen changes the past few years, including the return to Tuesday meetings, from back-to-back to break-week timing, and the introduction of scheduled Special Council – Planning meetings to accommodate the Planning Act deadlines implemented by Bill 109, (More Homes for Everyone Act). Staff are recommending the continuance of the twice monthly, with break week, format and have included any Special Council – Planning meetings that may be required. A Special Council - Planning meeting can be cancelled if there are no planning matters planned for that agenda.

Other factors considered in creating the 2025 schedule include statutory holidays and days of observance, municipal-related conferences such as the AMO Conference, March Break, and the Region of Waterloo Council and Standing Committees meeting schedule. Generally, the meeting schedule is drafted to avoid having a meeting of Council the day after a statutory holiday.

As presented in the Budget Parameters report, the 2025 draft schedule in February includes a Council meeting on February 18th which aligns with the break-week format, but has a meeting scheduled the day after a holiday. Should Council wish to avoid the post-holiday meeting, the break week can be eliminated, and the Council meeting can be moved to February 11th. If a meeting on the 11th is preferred, a Special Council – Planning meeting would need to be added for February 25th.

2025 Regional Council Schedule

In 2023, Council expressed a desire to align Woolwich's schedule with the Regional schedule as much as possible. Staff have created the attached draft schedule for

Woolwich Council with the 2025 Regional schedule as a guide. Most meetings align with the Region and none of the meetings overlap or conflict.

Special Council Meetings

Two types of Special Council meetings are utilized in the attached draft schedule. The first is a scheduled Special Council meeting. This type of Council meeting is exactly like a regularly scheduled Council meeting except that it operates without a Committee of the Whole meeting having taken place. These are used rarely and for unique circumstances. The draft schedule includes one Special Council meeting for the budget break week in January and one in July to allow for business continuity.

The second type of Special Council meeting utilized is the Special Council – Planning meeting. This category of Special Council meeting was created in response to the Bill 109, (More Homes for Everyone Act) legislation which tightened the timelines to process planning applications. Planning staff have noted that to meet the new timelines and to avoid refunding applicants by missing deadlines, there cannot be more than a one week break between meetings. Staff are proposing two Special Council - Planning meetings during July, as well as one in April, to allow for any matters subject to Planning Act timelines.

An additional type of Special Council meeting exists that cannot be pre-scheduled and reflected in the draft schedule. These types of meetings are scheduled as needed for emergencies or urgent items to ensure business efficiency and to ratify decisions made at the Committee of the Whole meeting. These are used for urgent matters that cannot wait until the next meeting of Council for a decision to be made. Appropriate notice is given to the public regarding these meetings as outlined in the Township's Procedural By-law.

Interdepartmental Impacts:

All departments have had the opportunity to review the draft schedule and have no concerns with business continuity, provided that Special Council meetings may be scheduled immediately following a Committee of the Whole meeting to ensure projects with urgent deadlines are approved in a timely manner.

Full-day budget meetings allow for the greatest availability of staff across all departments, and the continued use of Zoom provides opportunities for both staff and Council to participate virtually for any meeting of Council if needed.

Financial Impacts:

None.

Community Strategic Plan Impacts:

Transparency

The 2025 Draft Schedule and structure of Council meetings assist in the Township's commitment to maintaining open communication with residents so that decision-making processes are transparent, that residents have access to relevant information regarding municipal decisions and helps build and maintain an environment of trust and openness.

Conclusion:

Council has been provided with a proposed 2025 meeting schedule and Council may amend any of the factors considered in crafting this schedule. Staff recommends that Council approve the schedule attached to this report.

Attachments:

1. Township of Woolwich Draft 2025 Council Meeting Schedule
2. Region of Waterloo Approved 2025 Council Meeting Schedule

2025 Draft Schedule

January						
S	M	T	W	T	F	S
			①	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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9	10	11	12	13	14	15
16	①⑦	18	19	20	21	22
23	24	25	26	27	28	

March						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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13	14	15	16	17	①⑧	19
②⑩	②①	22	23	24	25	26
27	28	29	30			

May						
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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	①⑨	20	21	22	23	24
25	26	27	28	29	30	31

June						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		①	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



August						
S	M	T	W	T	F	S
					1	2
3	④	5	6	7	8	9
10	11	12	13	14	15	16
17	18●	19●	20●	21	22	23
24	25	26	27	28	29	30
31						



September						
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	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	③⑩				



October						
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12	①⑩	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
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9	10	①①	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	②⑤	②⑥	27
28	29	30	31			

 Special Council Budget (Day)
 Special Council Budget (Evening)

 Committee of the Whole
 Council

 Special Council
 Special Council - Planning

 AMO Conference

 Holiday/Observance

Jan 1: New Year's Day
 Feb. 17: Family Day
 Apr 18: Good Friday
 Apr 20: Easter Sunday

May 19: Victoria Day
 Jun 15: Father's Day
 Jul 1: Canada Day
 Aug 4: Civic Holiday
 Sep 1: Labour Day

Sep 30: National Day for Truth and Reconciliation
 Oct 13: Thanksgiving
 Nov 11: Remembrance Day
 Dec 25: Christmas Day
 Dec 26: Boxing Day



Region of Waterloo

2025 Meeting Calendar

January						
S	M	T	W	T	F	S
BW			①	2	3	4
BW 5	6	7	8	9	10	11
CW12	13	14	15	16	17	18
BW 19	20	21	22	23	24	25
C 26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
BW						1
BW 2	3	4	5	6	7	8
CW 9	10	11	12	13	14	15
BW16	17	18	19	20	21	22
C 23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
BW						1
CW 2	3	4	5	6	7	8
BW 9	10	11	12	13	14	15
C16	17	18	19	20	21	22
BW 23	24	25	26	27	28	29
BW 30	31					

April						
S	M	T	W	T	F	S
BW		1	2	3	4	5
CW 6	7	8	9	10	11	12
BW 13	14	15	16	17	18	19
C 20	21	22	23	24	25	26
BW27	28	29	30			

May						
S	M	T	W	T	F	S
BW				1	2	3
CW 4	5	6	7	8	9	10
BW11	12	13	14	15	16	17
C18	18	19	20	21	22	23
BW 25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
BW 1	2	3	4	5	6	7
CW 8	9	10	11	12	13	14
BW 15	16	17	18	19	20	21
C 22	23	24	25	26	27	28
BW29	30					

July						
S	M	T	W	T	F	S
BW		①	2	3	4	5
BW 6	7	8	9	10	11	12
BW13	14	15	16	17	18	19
BW 20	21	22	23	24	25	26
BW27	28	29	30	31		

August						
S	M	T	W	T	F	S
BW					1	2
CW 3	4	5	6	7	8	9
BW10	11	12	13	14	15	16
C 17	18	19	20	21	22	23
BW24	25	26	27	28	29	30
BW31						

September						
S	M	T	W	T	F	S
BW	①	2	3	4	5	6
CW 7	8	9	10	11	12	13
BW 14	15	16	17	18	19	20
C 21	22	23	24	25	26	27
BW 28	29	30				

October						
S	M	T	W	T	F	S
BW			1	2	3	4
CW 5	6	7	8	9	10	11
BW12	13	14	15	16	17	18
C19	20	21	22	23	24	25
BW26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
BW						1
CW 2	3	4	5	6	7	8
BW 9	10	11	12	13	14	15
C16	17	18	19	20	21	22
BW23	24	25	26	27	28	29
CW30						

December						
S	M	T	W	T	F	S
CW	1	2	3	4	5	6
BW 7	8	9	10	11	12	13
C 14	15	16	17	18	19	20
BW 21	22	23	24	25	26	27
BW 28	29	30	31			

Legend: ○ Holiday C Council Week CW Committee Week BW Blank Week
 ■ FCM Conference (May 28 -June 1) ✕ AMO Conference (Aug 10-13) ★ Roma Conference (Jan 19-22)
 ▲ Final Budget Approval: ❄ Mid Winter Break (March 9-15) ■ All Councils Meeting

● Council ● Standing Committees



Corporate Services Staff Report

Report Number: C23-2024
 Report Title: Administrative Monetary Penalty System
 Author: Shayne Turner, Consultant, Municipal Compliance Solutions
 Vanessa Albanese, Municipal Enforcement Supervisor
 Meeting Type: Council Meeting
 Meeting Date: September 24, 2024
 eDocs or File ID: 127931
 Consent Item: No
 Final Version: Yes
 Reviewed By: Jeff Smith, Director of Corporate Services/Clerk
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C23-2024 respecting Administrative Monetary Penalty System:

1. Approve the Administrative Monetary Penalty System By-law, as attached to this report; and
2. Direct staff to prepare the required amending by-law and policies and present to Council at the October 22, 2024, meeting.

Background:

On January 23, 2024, staff presented Report C03-2024, that discussed the benefits of the Township moving the enforcement of its' By-laws from the traditional Provincial Offences Act (POA) model to a municipally operated process that focuses on dispute resolution.

As a result, Council directed staff to develop an implementation plan for transitioning to the Administrative Monetary Penalty System (AMPS) process. This report outlines the steps taken to date, with a recommendation to enact the AMPS By-law. This will allow staff to proceed with the finalization of the remaining approvals required by Council and report back in October.

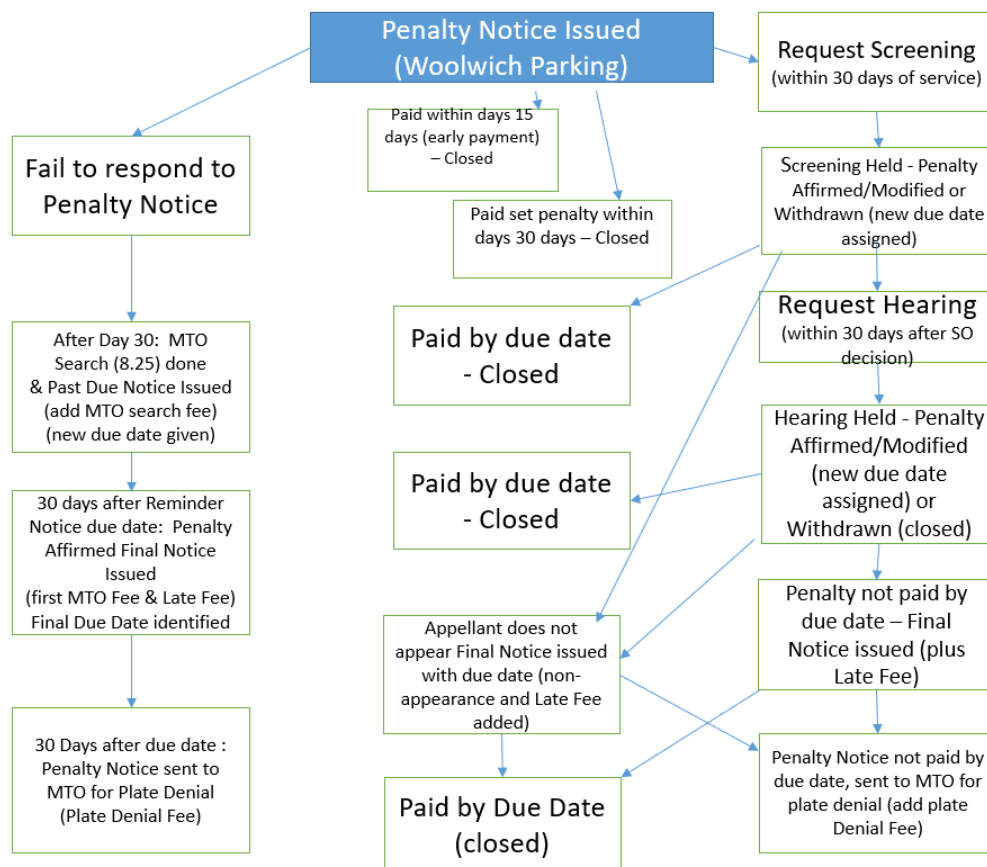
Comments:

Process

In essence, an AMPS system replaces the traditional enforcement process in adjudicating by-law enforcement tickets from the provincial court process to a municipally operated dispute resolution type process. Such a process is aimed at early resolution of ticket disputes by allowing for a more informal discussion and negotiation type of format.

A person who wishes to dispute a by-law enforcement penalty notice (formally known as a provincial offences ticket) may choose to present their argument to a municipal staff member appointed as a screening officer (SO). This SO has more discretion to resolve the matter than what is available through the provincial offences process. If the person is not satisfied with the decision of the SO, they can request a hearing which is provided by a Council appointed Hearings Officer (HO). Again, in a less formal and intimidating manner, using the discussion type approach. The decision of the HO is final.

Staff's previous report provided a detailed process map of the AMPS procedure to adjudicate penalty notices (included below).



Staff are currently in discussions with staff at the cities of Kitchener and Waterloo to investigate the feasibility of utilizing their existing hearings process in attempting to create a more streamlined transition to AMPS.

Benefits of AMPS

As indicated previously, staff believe that there are several significant benefits to implementing an AMPS program. The following is a brief explanation of these benefits:

- Enhanced Customer Service: The AMPS program provides a more accessible and less intimidating process for the public compared to the Provincial Offences Court process.
- Increased Flexibility in Resolving Disputes: Staff will have greater flexibility and discretion to resolve parking disputes early in the process. This can be done through a screening process available at the Township office during normal business hours. These additional resolution tools are designed to increase the likelihood of early resolutions and minimize additional costs and time commitments for the public.
- Less Formal Hearings: The AMPS program will offer less formal hearings governed by the Statutory Powers Procedure Act and the policies established in accordance with the Regulation.
- Control Over Hearing Schedules: The Township will have control over hearing schedules, eliminating dependency on the Court schedules at the Regional Courthouse. This change is expected to significantly reduce wait times compared to the existing Provincial Court timelines.
- Potential for Cost Recovery: The program will generate fees which may help offset the municipality's administrative and enforcement costs. If a person fails to resolve their penalty notice within the prescribed time, the municipality will incur additional costs, which will be added to the original penalty notice to offset those expenses.
- Improved Officer Safety: The AMPS program has the potential to enhance officer safety, particularly in sensitive enforcement areas such as school zones. The ability to serve penalty notices by mail or to an address at a later date helps prevent situations that could escalate at the time of the offence.
- Increased Control by Council: The AMPS process allows for the set penalty amounts (previously known as set fines), to be approved by Council rather than the Regional Senior Justice. This speeds up the process of approving new by-laws by several months when a by-law needs to be effective with penalty amounts.

Administrative Monetary Penalty System Administrative By-law

The draft Administrative Monetary Penalty System Administrative By-law attached to this report sets out which by-laws AMPS will apply to, how officers will issue penalty notices, how screenings and hearings will work, how necessary documents can be served and other administrative matters. With Council's approval, it will be enacted on September 24 to allow staff to finish remaining by-law amendments, develop necessary policies and

order new penalty notices (formerly tickets). Council's final approval to transition to the AMPS program is expected on October 22 with a November 1 implementation date.

Penalty Amounts (Fines)

The AMPS process allows for the set penalty amounts (previously known as set fines), to be approved by Council. Staff's recommended set penalty amount for the Township's various By-laws are in the draft by-law in Schedules "A" and "B". The set penalty amounts remain the same as the previously approved set fines, with an additional a 50% increase for subsequent contraventions.

Subject to Council approving the draft administrative by-law attached to this report, staff will finalize the required amendments to the Township's existing enforcement by-laws and the Council policies required by the enabling legislation in the Municipal Act for Council's consideration in the near future.

Simultaneously, staff will be continuing to move forward with the program requirements such as developing new letter and penalty notice templates and the screening and hearing process. In addition, the Township will need to enter into a new agreement with the Ministry of Transportation to provide for the process of obtaining vehicle ownership information to process penalty notices via AMPS.

Staff are hoping to implement the AMPS process prior to November 1st of this year, which aligns with the annual winter overnight parking enforcement program. As such, staff are targeting October 22, 2024, to return to Council with the final required approvals.

Interdepartmental Impacts:

By-law enforcement staff currently collaborate with other Township departments to address municipal enforcement issues. The AMPS process will offer greater flexibility and additional options to support these departments in the future.

Financial Impacts:

As discussed in the previous report, it is premature to accurately anticipate the long-term financial impact of transitioning by-law enforcement matters from the POA process to AMPS. Having said this, staff's research and inquiries with other similar municipalities which have implemented AMPS suggests that there are not likely to be any negative impacts on the budget. Based on analysis of the Township's past experience, staff estimate a small increase in operating costs which will be offset by the fees for the program outlined below. Staff will regularly monitor revenue and expenses throughout 2025 and 2026.

Fee Changes

Under the AMPS program, the Township may establish fees to be imposed on late/defaulted penalties and to assist with cost recovery for other related municipal

actions to adjudicate penalty notices. Staff's recommended fee schedule is included in the draft by-law attached to this report, as Schedule "C".

The following is a brief description of the purpose of each fee:

- MTO search fee – The Township will be required to pay a fee of \$8.25 to the Ministry of Transportation for every request for license plate ownership that is sent to them. The purpose of the request is to mail out a reminder notice when a person fails to pay the penalty notice within the prescribed time. Staff's recommended fee, which aligns with most other municipalities, is ten (\$10) dollars, which also includes a nominal administrative fee in order to recover the administrative cost of processing.
- Late Fee – This fee would be added to the face value of the penalty notice when a person fails to respond or to pay within the required time, after having been given time to do so and after having received a mailed reminder notice of the outstanding penalty amount. Staff are recommending a set late fee of twenty-five (\$25) dollars for parking violations and a percentage amount of twenty-five percent (25%), for non-parking by-law violations.
- Screening Non-Appearance Fee – This fee would be added to the face value of the penalty in situations where an individual has requested a screening in person or by phone appointment and fails to attend.
- Hearing Non-Appearance Fee – This fee would be added to the face value of the penalty in situations where an individual has requested a hearing and fails to attend.
- Plate Denial Fee – This fee will be applied in situations when a person has failed to resolve their ticket appropriately, after all options and dispute resolution mechanisms have been made available.
- Collection Fee – This fee will assist with cost recovery in situations when a defaulted penalty notice (typically non-parking violations) is forwarded to the municipality's collection agency. This fee offsets the fee charged by the collection agency when an amount is collected. Otherwise, this fee is borne by the tax base.

It is important to note that when a person fails to respond to a penalty notice within the appropriate time frame, there are administrative costs associated with the municipality having to receive license plate information, send out reminder notices, etc. These costs should not be absorbed by the tax base revenue for situations where someone has failed to respond to their obligations, after receiving a penalty notice.

Community Strategic Plan Impacts:

This new system maintains an innovative customer service focus. The new Administrative Monetary Penalty System is designed to enhance customer service by improving adaptability. This system aims to enable staff to better serve the public by offering a more flexible and responsive approach to handling administrative penalties.

Conclusion:

Staff recommend Council adopt the proposed AMPS By-law and that the Township begin the formal transition to implement the AMPS process for both parking and non-parking by-laws. Staff will continue to develop the necessary amending by-laws and policies to present at a future Council meeting.

Attachments:

1. Draft Administrative Monetary Penalty System By-law



By-law No. XX-2024 - Administrative Monetary Penalty System By-law

Consolidated Version *Revised and Verified* ____, 2024

Revision History:	Passed On:

Consolidated for Convenience Only

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

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The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to regulate and enforce designated Township By-law's with the Administrative Monetary Penalty System

Whereas sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001") and O. Reg. 333/07, as amended, authorize municipalities to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law; and

Whereas section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the "Building Code Act, 1992") authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law; and

Whereas the purpose of the system of administrative penalties established by the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

Whereas the Council of The Corporation of the Township of Woolwich considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws set out herein;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Purpose and Scope

Short Title

1. This by-law shall be known as the "Administrative Monetary Penalty System By-law".

Purpose

2. This by-law has been enacted to set out an administrative monetary penalty system to enforce Designated By-laws for the Township.

Scope

3. This by-law shall apply to:
 - a. Designated By-laws included in Schedule "A" of this by-law; and
 - b. Designated By-laws included in Schedule "B" of this by-law.

Part II. Interpretation

Headings

4. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

5. All references to applicable law are ambulatory and apply as amended from time to time.

Definitions

6. For the purposes of this by-law:

“Administrative Fee” means any fee(s) specified in Schedule “C” of this by-law;

“Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this by-law;

“CAO” means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Designated By-law” means a Township by-law, or a part or provision of a Township by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules “A” and “B”;

“Director” means the department head responsible for the Enforcement Services division of the Township, or his/her designate or successor;

“Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this by-law;

“Hearing Decision” means the decision of a Hearing Officer, as set out in section 6 of this by-law;

“Hearing Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer, as listed in Schedule “C” of this by-law;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with this by-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the Township are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this by-law, as listed in Schedule “C”;

“MTO Search Fee” means an Administrative Fee established by the Township from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this by-law, as listed in Schedule “C”;

“NSF Fee” means a fee established by the Township, as set out in the Township’s Fees and Charges By-law, in respect of any payment to the Township from a Person, for which there are insufficient funds available or the transaction is declined;

“Officer” means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

“Owner” means the Person(s) whose name(s) appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person(s) whose names appears on the plate portion;

“Penalty Notice” means a notice as described in section 8 or 9 of this by-law;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust or corporation, or an individual in his or her capacity as a trustee, executor, administrator or other authorized agent;

“Plate Denial Fee” means an Administrative Fee established by the Township from time to time, in relation to plate denial, as listed in Schedule “C”;

“Provincial Offences Act” means the Provincial Offences Act, R.S.O., 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means the Screening and Hearing Officer By-law of the Township;

“Screening Decision” means the decision of a Screening Officer, as set out in section 18 of this by-law;

“Screening Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a screening with a Screening Officer, as listed in Schedule “C” of this by-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this by-law;

“Statutory Powers Procedure Act” means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;

“Township” means the Township of Woolwich and a reference to Woolwich is a reference to the geographical area of the Township of Woolwich or to the Corporation of the Township of Woolwich as the context requires;

Part III. General Provisions

Application of this By-law

7. The Township’s By-laws, or portions of Township By-laws, listed in the attached Schedule “A” of this by-law shall be Designated By-laws for the purposes of section 102.1 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation.

8. The Township's By-laws, or portions of Township By-laws, listed in the attached Schedule "B" of this by-law shall be Designated By-laws for the purposes of section 434.1 of the Municipal Act, 2001 or section 15.4.1 of the Building Code Act, 1992, as applicable.
9. The attached Schedules "A" and "B" of this by-law set out the Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.
10. The attached Schedule "C" of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
11. The Administrative Penalties designated in Schedules "A" and "B" of this by-law, may be dealt with by a Penalty Notice.

Penalty Notice

12. If a vehicle has been left parked, standing or stopped in contravention of a Designated By-law in Schedule "A" of this by-law, the Owner of the vehicle shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "A", and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
13. If a Person is found in contravention of a Designated By-law in Schedule "B" of this by-law, the Person shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "B" and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
14. An Officer who has reason to believe that a Person has contravened a Designated By-law may issue a Penalty Notice in accordance with this By-law.
15. Where a Penalty Notice has been issued for a contravention of a designated provision set out in Schedule "A" of this by-law, the Early Penalty Amount, as set out in Schedule "A" to this by-law shall apply if it is paid within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice.
16. A Penalty Notice issued pursuant to Schedule "A" shall include the following information:
 - a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the license and/or vehicle registration number;
 - d. the description of the vehicle;
 - e. the short form wording for the contravention as indicated in Schedule "A";
 - f. the amount of the Administrative Penalty as indicated in Schedule "A";
 - g. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule "A";
 - h. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

- i. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - j. the name of the Officer issuing the Penalty Notice.
17. The Penalty Notice issued pursuant to Schedule "B" shall include the following information:
- a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the name and address of the Person alleged to have contravened a by-law;
 - d. the date of birth and/or other official identification of the Person where provided;
 - e. the short form wording for the contravention as indicated in Schedule "B";
 - f. the amount of the Administrative Penalty as indicated in Schedule "B";
 - g. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - h. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - i. the name of the Officer issuing the Penalty Notice.

Review by Screening Officer

18. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 20 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
19. A Person who is served a Penalty Notice may, in accordance with section 20 of this by-law, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Effective Date of Service.
20. A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
21. The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
22. Where an extension of time to request a review of an Administrative Penalty is not granted by the Screening Officer and no request is made to have the Administrative Penalty reviewed in accordance with section 18 of this by-law, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this by-law, or where the Person fails to request a review within any extended period of time granted by the Screening Officer:
- a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a screening and a hearing in relation to such notice;
 - b. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - c. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
24. On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a. where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
 - b. where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
25. The Person that requested a review, or an extension to the time to request a review, by the Screening Officer shall be served with a copy of the Screening Decision within fifteen (15) calendar days after the review of the request is conducted by the Screening Officer, in accordance with section 35 of this by-law.

Review by Hearing Officer

26. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 28 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
27. A Person subject to a Screening Decision may, in accordance with section 28 of this by-law, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.
28. A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
29. The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating

circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

30. Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with section 26 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
31. Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this by-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
 - a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a hearing review in relation to such notice;
 - b. the Screening Decision shall be deemed to be affirmed; and
 - c. the Screening Decision shall not be subject to review.
32. A Person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.

Service of Documents

33. Service of a Penalty Notice pursuant to section 12 of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - a. affixing it to the vehicle in a conspicuous place at the time of the contravention;
 - b. delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
 - c. mailing it by regular mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
 - d. delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
34. Service of a Penalty Notice pursuant to section 13 of this by-law in any of the following ways is deemed effective by:
 - a. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - b. mailing it by regular mail to the Person named in the Penalty Notice at his/her last known address, as soon as reasonably practicable after the contravention; or
 - c. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Person named in the Penalty Notice, as soon as reasonably practicable after the contravention.

35. Service of any document other than a Penalty Notice may be made by:
- a. delivering it personally;
 - b. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Owner or the Person to whom the documents apply;
 - c. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - d. by email, to the email address provided by the Owner or Person to whom the documents apply.
36. For purposes of this by-law, with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, 2001, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Township at the time of service, such updated address.
37. Any Penalty Notice or document sent in writing by regular mail, as set out in this by-law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.
38. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this by-law, is deemed to have been served on the date and time of such delivery.
39. Service on a Person who is not the Owner, in accordance with this by-law, including service of a Penalty Notice, Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.
40. Any document served by email, as set out in this by-law, shall be deemed to have been served on the day of transmission.

Administration

41. The Director shall administer this by-law and is delegated the power to:
- a. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - b. prescribe all forms, notices, including the Penalty Notice, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
42. The CAO is delegated the power to establish and implement any policies necessary to implement this by-law and the administrative penalty system at the Township, and may amend the same from time to time, as the CAO deems necessary.
43. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

Penalty Payment and Administrative Fees

44. A Penalty Notice that is paid prior to a review by Screening Officer shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Director.
45. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 12 or 13 of this by-law, the Administrative Penalty set out in such notice shall be due and payable to the Township thirty (30) calendar days from the Effective Date of Service of the Penalty Notice.
46. Notwithstanding section 45 of this by-law, where an Administrative Penalty, including any Administrative Fees, is (are) affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after service of the Screening Decision or the Hearing Decision.
47. Notwithstanding section 45 of this by-law, where a Person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such extension of time.
48. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 12 of this by-law, is not paid on or before the date it is due and payable, the Township may request the vehicle ownership information from the Ministry of Transportation for Ontario. When such vehicle ownership information is requested and received, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay to the Township the MTO Search Fee, as set out in Schedule "C" to this by-law.
49. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:
 - a. notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, pay to the Township a Plate Denial Fee; and/or,
 - b. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
50. Where a person provides a method of payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, be liable to pay to the Township an NSF Fee.
51. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.

52. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
53. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this by-law, the Township shall refund the amount cancelled or reduced.
54. Where the Person served with a Penalty Notice issued pursuant to section 12 of this by-law, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such Person may exercise under this by-law.
55. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
56. Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law and will not be credited until received by the Township.
57. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

Enforcement and Offences

58. Any Officer may enforce this by-law.
59. No Person shall:
 - a. make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Township in relation to a Penalty Notice; or
 - b. obstruct an Officer exercising any authority under this by-law.
60. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - a. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - b. only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
61. Any Person who contravenes section 51 or 52 of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act.
62. If a corporation has contravened section 51 or 52 of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

Part IV. Conflict and Transition

Conflict

63. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, 2001, its regulations or any other Act, the provisions of the Act or regulation shall prevail.

Terms Severable

64. The terms and provisions of this by-law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Enactment

65. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 24th day of September 2024.

Mayor

Clerk

Schedule A - Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking and Traffic Control By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	Part V 2(a)	Parked more than 0.15 metres from curb	\$25.00	\$35.00
2	Part V 2 (a)	Stopped more than 0.15 metres from curb	\$25.00	\$35.00
3	Part V 2(a)	Parked facing wrong direction	\$25.00	\$35.00
4	Part V 2(b)	Parked facing wrong direction on a one-way street	\$25.00	\$35.00
5	Part V 2(b)	Parked more than 0.15 metres from curb on one-way street	\$25.00	\$35.00
6	Part V 2(b)	Fail to park parallel to curb on one way street	\$25.00	\$35.00

7	Part V 2(d)	Parked on the abutting highway	\$25.00	\$35.00
8	Part V 2(e)	Parked in more than one space	\$25.00	\$35.00
9	Part V 3(a)(ii)	Parked on or over sidewalk	\$25.00	\$35.00
10	Part V 3(a)(ii)	Parked on boulevard	\$25.00	\$35.00
11	Part V 3(a)(iii)	Parked in intersection	\$25.00	\$35.00
12	Part V 3(a)(iv)	Parked within 3 metres of a fire hydrant	\$25.00	\$35.00
13	Part V 3(a)(v)	Parked within 15 metres of a railway crossing	\$25.00	\$35.00
14	Part V 3(a)(vi)	Parked within 9 metres of an intersecting roadway	\$25.00	\$35.00
15	Part V 3(a)(vii)	Parked within 15 metres of an intersection controlled by traffic control signal	\$25.00	\$35.00
16	Part V 3(a)(vii)	Parked within 15 metres of a roundabout	\$25.00	\$35.00
17	Part V 3(a)(viii)	Parked preventing ingress to or egress from driveway	\$25.00	\$35.00
18	Part V 3(a)(xviii)	Parked within a reserved lane	\$25.00	\$35.00
19	Part V 3(a)(xxi)	Parked heavy truck on highway	\$25.00	\$35.00
20	Part V 3(a)(xxii)	Parked trailer longer than 10 metres on highway	\$25.00	\$35.00

21	Part V 3(a)(xxiii)	Parked unlicensed vehicle on highway	\$25.00	\$35.00
22	Part V 3(a)(xxiv)	Parked vehicle on highway while leaking vehicular fluids	\$25.00	\$35.00
23	Part V 3(a)(ix)	Parked on highway obstruct entrance to or from private road	\$25.00	\$35.00
24	Part V 3 (a)(ix)	Parked on highway obstruct entrance to or from lane	\$25.00	\$35.00
25	Part V 3(a) (x)	Parked obstructing crosswalk	\$25.00	\$35.00
26	Part V 3(a)(xi)	Parked obstructing traffic	\$25.00	\$35.00
27	Part V 3 (a) (xii)	Parked so as to prevent removal of vehicle on highway	\$25.00	\$35.00
28	Part V 3(a)(xiii)	Parked longer than 24 consecutive hours	\$25.00	\$35.00
29	Part V 3(a) (xiv)	Parked on highway between 4:00 a.m. and 9:00 a.m. from Dec 1 - March 31	\$35.00	\$45.00
30	Part V 3(a)(xv)	Parked for repairing of vehicle	\$25.00	\$35.00
31	Part V 3(a)(xv)	Parked for washing of vehicle	\$25.00	\$35.00
32	Part V 3(a)(xv)	Parked for maintaining of vehicle	\$25.00	\$35.00
33	Part V 3(a) (xvi)	Parked for soliciting goods/services on highway	\$25.00	\$35.00

34	Part V 3(a)(xvi)	Parked for vending goods/services on highway	\$25.00	\$35.00
35	Part V 3(a) (xvi)	Parked for buying goods/services on highway	\$25.00	\$35.00
36	Part V 3(a) (xvi)	Parked for selling goods/services on highway	\$25.00	\$35.00
37	Part V 3(a)(xvii)	Parked within 15 metres of a designated bus stop	\$25.00	\$35.00
38	Part V 3(b)	Parked on highway during an emergency	\$25.00	\$35.00
39	Part V 3(a)(xix)	Parked bus on highway	\$25.00	\$35.00
40	Part V 3(a)(xx)	Parked school bus on highway	\$25.00	\$35.00
41	Part V 4(a)	Parked in a prohibited area	\$25.00	\$35.00
42	Part V 4(b)(xi)	Parked within 15 metres of an intersection	\$25.00	\$35.00
43	Part V 5(a)	Parked over time limit	\$25.00	\$35.00
44	Part V 7(a)	Stopped in school bus loading zone	\$40.00	\$50.00
45	Part V 7(b)	Stopped on median	\$40.00	\$50.00
46	Part V 7(b)	Stopped adjacent to median	\$40.00	\$50.00
47	Part V 7(c)	Stopped within 30 meters of a bridge	\$40.00	\$50.00

48	Part V 7(c)	Stopped within 30 metres of a tunnel	\$40.00	\$50.00
49	Part V 7(c)	Stopped within 30 metres of underpass	\$40.00	\$50.00
50	Part V 7(c)	Stopped within 30 metres of an elevated structure	\$40.00	\$50.00
51	Part V 7(d)	Stopped within a roundabout	\$40.00	\$50.00
52	Part V 8 (a)	Stopped in a no stopping zone	\$40.00	\$50.00
53	Part V 9	Stopped in loading zone	\$40.00	\$50.00
54	Part V 10	Stopped in taxicab stand	\$40.00	\$50.00
55	Part V 11	Parked in accessible space without permit	\$300.00	\$300.00
56	Part V 11	Stopped in accessible space without permit	\$300.00	\$300.00
57	Part V 12 (a)	Parked on highway during snow event	\$60.00	\$70.00
58	Part V 13 (a)	Parked on highway to interfere with clearing of snow or ice	\$40.00	\$50.00

Front Yard Parking 57-2014

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	2 (i)	Park vehicle in a front yard	\$75.00
2	2 (i)	Park vehicle in a side yard	\$75.00
3	2 (i)	Park vehicle in rear yard	\$75.00

Private and Municipal Lot Parking 71-2012

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	Section 2	Parked on private property without owners consent	\$40.00
2	Section 3(a)	Parked between 2:30 a.m. and 6:00 a.m.	\$40.00
3	Section 3(b)	Parked vehicle weighing greater than 3 tonnes	\$40.00
4	Section 3(c)	Parked in area other than parking space	\$40.00
5	Section 3(d)	Parked in more than one space	\$40.00
6	Section 3(e)	Parked/Stopped bus for loading/unloading passengers	\$40.00

7	Section 3(h)	Parked in area restricted to parking permits	\$40.00
8	Section 3(i)	Parked motor vehicle in area designated for horse-drawn vehicles	\$40.00
9	Section 3(k)	Parked in parking lot where prohibited by signage	\$40.00

Schedule B - Non-Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
4. The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person named in a Penalty Notice has received a Penalty Notice previously for the same offence and such Penalty Notice has been confirmed

Clean Yards By-law 40-2017				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Fail to keep property free and clear of waste material.	\$100.00	\$150.00
2	Section 3.1	Fail to keep property free and clear of domestic waste.	\$100.00	\$150.00
3	Section 3.1	Fail to keep property free and clear of industrial waste.	\$100.00	\$150.00
4	Section 3.2	Fail to keep land drained.	\$100.00	\$150.00
5	Section 3.2	Fail to keep land free from holes and excavations.	\$100.00	\$150.00

6	Section 3.4.3	Fail to keep grass and weeds cut no more than 20 centimetres.	\$100.00	\$150.00
7	Section 3.5	Use property or structure to store waste material.	\$100.00	\$150.00
8	Section 3.5	Use property or structure to store domestic waste.	\$100.00	\$150.00
9	Section 3.5	Use property or structure to store industrial waste.	\$100.00	\$150.00
10	Section 3.6	Throw, place or deposit waste material, domestic or industrial waste on any Township of Woolwich property.	\$100.00	\$150.00
11	Section 3.7	Use property or structure for storing vehicles for the purpose of wrecking or dismantling.	\$100.00	\$150.00
12	Section 3.8.1	Store inoperative vehicle.	\$100.00	\$150.00
13	Section 3.8.2	Store unlicensed vehicle.	\$100.00	\$150.00

Animal Control By-law 31-2018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Permit Dog to attack / bite a person / domestic animal	\$400.00	\$600.00
2	Section 8	Fail to remove Dog excrement	\$200.00	\$300.00
3	Section 9	Keep more than maximum number of dogs permitted	\$200.00	\$300.00
4	Section 10	Fail to licence Dog	\$200.00	\$300.00
5	Section 12	Provide false / misleading information on dog licence application	\$200.00	\$300.00
6	Section 13 (a)	Fail to produce evidence of modification	\$200.00	\$300.00
7	Section 13 (b)	Fail to produce evidence of breed	\$200.00	\$300.00
8	Section 13 (c)	Fail to produce evidence of rabies vaccination	\$200.00	\$300.00
9	Section 16	Unlawfully remove Dog tag	\$200.00	\$300.00
10	Section 17	Fail to replace Dog licence	\$200.00	\$300.00

11	Section 19	Allow Dog to run at large	\$200.00	\$300.00
12	Section 28	Fail to notify Officer of Dog location during investigation	\$200.00	\$300.00
13	Section 39	Operate kennel without Kennel Licence	\$400.00	\$600.00
14	Section 40 (a)	Fail to renew Kennel Licence	\$400.00	\$600.00
15	Section 40 (c)	Fail to install / maintain required fence	\$400.00	\$600.00
16	Section 42	Operate Kennel contrary to Agricultural Zoning regulations	\$400.00	\$600.00
17	Section 48	Fail to construct / maintain kennel standards	\$400.00	\$600.00
18	Section 50	Fail to maintain outdoor kennel standards	\$400.00	\$600.00
19	Section 51	Fail to maintain group housing kennel standards	\$400.00	\$600.00
20	Section 52	Fail to maintain breeding kennel standards	\$400.00	\$600.00
21	Section 54 (a)	Fail to provide acoustical study	\$400.00	\$600.00
22	Section 54 (b)	Fail to conduct follow-up acoustical study	\$400.00	\$600.00

23	Section 56	Fail to create / maintain / allow inspection of kennel records	\$400.00	\$600.00
24	Section 57 (a)	Fail to post licence in a conspicuous place	\$100.00	\$200.00
25	Section 57 (b)	Fail to permit an inspection	\$400.00	\$600.00
26	Section 58	Own / harbour / keep / sell Exotic Animal	\$400.00	\$600.00
27	Section 62	Hinder / obstruct person performing duty under By-law	\$400.00	\$600.00
28	Section 66	Failure to comply with order	\$400.00	\$600.00

Licensing By-law 08-2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 18 (a)	Operating a Business without a Licence	\$200.00	\$300.00
2	Section 18 (b) i.	Operating a Business at a location other than the location identified on the Licence	\$200.00	\$300.00

3	Section 18 (b) ii.	Operating a Business under any name other than the name(s) identified on the Licence	\$200.00	\$300.00
4	Section 18 (b) iv.	Operating a Business without complying with all conditions or restrictions placed on the Licence	\$200.00	\$300.00
5	Section 18 (c)	Transferring a Licence to another person or location other than person or location identified on the Licence	\$200.00	\$300.00
6	Section 18 (d)	Obtaining a Licence by providing mistaken, false or incorrect information	\$200.00	\$300.00
7	Section 18 (e)	Operating a Licenced Business from private property without written permission from the property owner	\$200.00	\$300.00
8	Schedule A Part I. s. 4 (a)	Operating a Food Truck within 8 metres from an intersection	\$200.00	\$300.00
9	Schedule A Part I. s. 4 (b)	Operating a Food Truck within 100 metres from another Refreshment Vehicle	\$200.00	\$300.00
10	Schedule A Part I. s. 4 (c)	Operating a Food Truck within 60 metres of the property line of an existing restaurant or food service business	\$200.00	\$300.00

11	Schedule A Part I. s. 4 (d)	Operating a Food Truck within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00
12	Schedule A Part I. s. 4 (e)	Operating a Food Truck within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
13	Schedule A Part I. s. 4 (f)	Operating a Food Truck from a boulevard, sidewalk or other municipal property without authorization of a member of Senior Management	\$200.00	\$300.00
14	Schedule A Part II. s. 11	Operating a Stationary Refreshment Vehicle in a zone other than Commercial or Industrial	\$200.00	\$300.00
15	Schedule A Part II. s. 14 (a)	Operating a Stationary Refreshment Vehicle within 8 metres of an intersection	\$200.00	\$300.00
16	Schedule A Part II. s. 14 (b)	Operating a Stationary Refreshment Vehicle within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
17	Schedule A Part II. s. 14 (c)	Operating a Stationary Refreshment Vehicle within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
18	Schedule A Part II. s. 14 (d)	Operating a Stationary Refreshment Vehicle within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

19	Schedule A Part II. s. 14 (e)	Operating a Stationary Refreshment Vehicle within 30 metres of a public park without authorization of Council	\$200.00	\$300.00
20	Schedule A Part II. s. 14 (f)	Operating a Stationary Refreshment Vehicle from a boulevard, sidewalk, park or other municipal property without authorization of Council	\$200.00	\$300.00
21	Schedule A Part II. s. 17	Operating a Stationary Refreshment Vehicle occupying more than 35 square metres	\$200.00	\$300.00
22	Schedule A Part III. s. 21	Operating a Food Cart occupying more than 10 square metres	\$200.00	\$300.00
23	Schedule A Part III. s. 23 (a)	Operating a Food Cart within 8 metres of an intersection	\$200.00	\$300.00
24	Schedule A Part III. s. 23 (b)	Operating a Food Cart within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
25	Schedule A Part III. s. 23 (c)	Operating a Food Cart within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
26	Schedule A Part III. s. 23 (d)	Operating a Food Cart within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

27	Schedule A Part III. s. 23 (e)	Operating a Food Cart within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
28	Schedule A Part III. s. 23 (f)	Operating a Food Cart from any boulevard, sidewalk, park or other municipal property without authorization from a member of Senior Management	\$200.00	\$300.00
29	Schedule A Part III. s. 24	Selling Food Stuffs for sale from a horse-drawn Food Cart	\$200.00	\$300.00
30	Schedule B s. 2	Conducting Business as a Salesperson in a Zone other than Commercial, Industrial or Institutional	\$200.00	\$300.00
31	Schedule A s. 26 (a)	Conducting a fundraising barbeque from a location without permission from the private property owner	\$200.00	\$300.00
32	Schedule A s. 26 (b)	Conducting a fundraising barbeque without approval from Public Health	\$200.00	\$300.00
33	Schedule A s. 26 (c)	Conducting a fundraising barbeque without proof of compliance with TSSA requirements	\$200.00	\$300.00
34	Schedule B s. 6 (a)	Operating as a Street Musician at a location without written permission from the private property owner	\$200.00	\$300.00

35	Schedule D s. 1	Operating a Trailer Park without a Licence	\$200.00	\$300.00
36	Schedule D s. 3	Locate a Trailer in an unlicensed Trailer Park or on lands not Zoned to permit a Trailer	\$200.00	\$300.00

Noise By-law 47-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Emit, cause to be emitted, or permit the emission of sound at a prohibited time	\$200.00	\$300.00
2	Section 8	Emit or cause to be emitted or permit the emission of Unreasonable Noise	\$200.00	\$300.00
3	Section 16	Fail to comply with an order	\$400.00	\$600.00
4	Section 20	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Recreation By-law 44-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Engage in a prohibited activity in a recreation area	\$100.00	\$150.00
2	Section 8. a	Enter/remain in a park/recreation area when closed	\$100.00	\$150.00
3	Section 8. b	Operate a motor vehicle in a park/recreation area except on a roadway or authorized parking area	\$100.00	\$150.00
4	Section 8. e	Cause/permit animal to enter any splash pad or pool intended for human use	\$100.00	\$150.00
5	Section 8. p	Solicit funds in a park/recreation area	\$100.00	\$150.00
6	Section 8. v	Alter/foul any property in a park/recreation area	\$100.00	\$150.00
7	Section 10	Use a recreation area without payment of required fee	\$200.00	\$300.00
8	Section 17	Fail to comply with an Order	\$400.00	\$600.00
9	Section 19	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Traffic and Parking By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part IV 4(a)	Deposit snow or ice on a roadway or shoulder	\$100.00	\$150.00

Boulevard Maintenance By-law 34-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part III 1	Interfere with highway or boulevard – no permit	\$200.00	\$300.00
2	Part III 2	Conduct work on a highway or boulevard – no permit	\$200.00	\$300.00
3	Part III 3	Make changes to portion of driveway located in boulevard – no permit	\$200.00	\$300.00
4	Part III 4	Cut, damage, construct or re-construct a sidewalk, curb, driveway apron or boulevard – no permit	\$200.00	\$300.00

5	Part III 5	Plant tree on boulevard – no permit	\$200.00	\$300.00
6	Part III 6	Install irrigation system on boulevard – no permit	\$200.00	\$300.00
7	Part III 7	Fail to comply with conditions of permit	\$200.00	\$300.00
8	Part III 8	Injure, damage, interfere with or encumber any tree, shrub, bush or hedge on boulevard or sidewalk	\$200.00	\$300.00
9	Part III 9	Leave unattended sports equipment on any highway, boulevard or sidewalk	\$200.00	\$300.00
10	Part III 10	Utilize sports equipment to interfere with the passage on any highway, boulevard or sidewalk	\$200.00	\$300.00
11	Part III 11	Discharge water causing excessive ponding, erosion or unsafe condition	\$200.00	\$300.00
12	Part III 12	Deposit snow on sidewalk or highway	\$200.00	\$300.00
13	Part III 13	Restrict sight lines of pedestrians, cyclists or drivers	\$200.00	\$300.00
14	Part III 14	Fail to maintain boulevard that abuts the owner's property	\$200.00	\$300.00
15	Part III 15	Allow boulevard grass and/or weeds to exceed 20cm in height	\$200.00	\$300.00

16	Part III 16	Permit protruding, sharp, dangerous items on boulevard	\$200.00	\$300.00
17	Part III 17	Impede snow removal, access to fire hydrant, post office boxes, or other installation belonging to the Township, Region, or any utility provider on boulevard or sidewalk.	\$200.00	\$300.00
18	Part III 18	Permit overflow of anything onto the highway, sidewalk or adjacent property	\$200.00	\$300.00
19	Part III 35	Fail to comply with an order	\$400.00	\$600.00

Fireworks By-law 15-2015				
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Permit the sale of firecrackers	\$200.00	\$300.00
2	Section 3.2	Set off a firecracker	\$200.00	\$300.00
3	Section 4.1	Permit the sale or offer of any prohibited firework	\$200.00	\$300.00
4	Section 4.2	Permit the sale or offer of display fireworks or consumer fireworks – no permit	\$200.00	\$300.00

5	Section 4.3	Permit the sale of any fireworks during an unauthorized time	\$200.00	\$300.00
6	Section 4.4	Sell any firework to a person under eighteen years of age	\$200.00	\$300.00
7	Section 7.1	Set off any prohibited firework	\$200.00	\$300.00
8	Section 7.2	Hold a public fireworks display – no permit	\$200.00	\$300.00
9	Section 7.3	Set off any firework on any street, highway or public park	\$200.00	\$300.00
10	Section 7.5.1	Set of any firework within 500ft or 153 meters of a woodland	\$200.00	\$300.00
11	Section 7.5.2	Set of any firework within 500ft or 153 meters of a where explosives, gasoline, or other highly flammable substances are manufactured, sold or stored.	\$200.00	\$300.00
12	Section 7.5.3	Set of any firework within 500ft or 153 meters of a hospital, nursing home, retirement him, or home for the aged	\$200.00	\$300.00
13	Section 7.5.4	Set of any firework within 500ft or 153 meters of a church, childcare facility or public, separate, secondary or other school	\$200.00	\$300.00

Open Air Burn By-law 19-2013				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to obtain burning permit	\$200.00	\$300.00
2	Section 2.5. a	Permit a fire to increase the likelihood of smoke or fire damage to property	\$200.00	\$300.00
3	Section 2.5. b	Permit a fire to increase the likelihood of odour or smoke to cause discomfort to persons	\$100.00	\$150.00
4	Section 2.5. c	Permit a fire to increase the likelihood of a spread of fire through grass or brush area beyond its intended limits	\$200.00	\$300.00
5	Section 2.5. d	Permit a fire to increase the likelihood of a decrease in visibility on any highway or road	\$200.00	\$300.00

Sidewalk Snow Removal By-law 55-2009				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to remove snow and ice within twenty-four hours from the sidewalks on the highways in front or, along side or at the rear of such building or land	\$200.00	\$300.00
2	Section 2.2	Failure to remove snow or ice within twenty-four hours from any sidewalk	\$200.00	\$300.00
3	Section 2.3	Failure to clear and remove snow and ice creating unsafe conditions	\$200.00	\$300.00
4	Section 5.1	Deposit snow from private property onto a sidewalk	\$200.00	\$300.00
5	Section 5.2	Deposit snow or ice in a manner that obstructs drainage to a catch-basin, fire hydrant or normal passage of motor vehicles	\$200.00	\$300.00
6	Section 5.3	Place or cause to be placed any snow or ice on sidewalk or highway	\$200.00	\$300.00

Schedule C - Administration Fees

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount
MTO Search Fee	\$10
Plate Denial Fee (Parking By-laws)	\$25
Collections Fee	15% of total penalty amount

Note: the fees and charges as listed in this Schedule will be subject to applicable taxes, including Harmonized Sales Tax (H.S.T.) where applicable.



Development Services Staff Report

Report Number:	DS32-2024
Report Title:	Madwest Subdivision Cost Sharing Agreement for Ottawa Street - Breslau
Author:	Bryan Bishop, Development Engineering Project Coordinator
Meeting Type:	Council Meeting
Meeting Date:	September 24, 2024
eDocs or File ID:	DM 127976 and 127977
Consent Item:	No
Final Version:	Yes
Reviewed By:	Deanne Friess, Director of Development Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, in accordance with the approval of the Draft Plan for Madwest Subdivision and updated Development Charges By-law 39-2024,

1. Authorize the Director of Finance to fund the Township's portion through Development Charges credit for the cost sharing works for Ottawa Street as per schedule 'K' of the Ottawa Street Construction Agreement attached as Appendix A; and
2. Authorize the Director of Finance to fund the watermain upsizing through Township Development Charges credit which will be reconciled at a future Development Charges By-law update.

Background/Comments:

Ottawa Street Extension – Cost Sharing Arrangement

Madwest Subdivision is a proposed residential subdivision being developed by the Madison Group and Woolwich South Holding Ltd. (the "Subdivider") between Woolwich Street South and Fountain Street North in Breslau. In December 2023 Council approved the 30T-20701, OPA 1/2020 and Zone Change Application 3/2020 for the Madwest subdivision that will provide between 1,372 – 2,429 residential units on full municipal services.

The draft plan of subdivision is subject to several Township conditions, which includes the design and construction of the internal roads, services and infrastructure within the

draft plan and certain works outside the development. One of the draft plan conditions requires the Subdivider to construct the Ottawa Street extension between Woolwich Street South and Fountain Street North prior to their Phase 1 development.

In accordance with Official Policies and the 2024 Development Charges By-law/Background Study, a portion of the cost to construct the Ottawa Street extension is to be funded by the Township's Development Charges. The Township has entered into a development agreement (i.e., "Construction Agreement") that provides for the construction of the Ottawa Street extension by the Subdivider in accordance with an approved design and costing, which includes the following cost sharing arrangement with the Township.

- The Ottawa Street works are to commence by the Subdivider in September 2024 and will have a cost sharing component between the Township and Subdivider allocated at 50% for each party. This allocation was determined within Development Charges By-law 39-2024 and Background Study;
- In attachment of the Construction Agreement, Schedule 'K' provides an estimated value of these works being \$1,235,678.66 exclusive of HST to be incurred by the Township, which represents 50% of the entire cost to construct the Ottawa Street extension;
- The Subdivider will front end the Township's share of the cost and will be reimbursed through a Development Charges credit; and
- Once the development has been registered and final costs are tabulated by the Finance and Development Services Departments, the credits will be applied to building permits being issued with the Madwest subdivision.

Staff is recommending that Township's share of the Ottawa Street extension works, in the amount of \$1,235,678.66 exclusive of HST, be funded through Development Charges credits applied to the Madwest subdivision.

Watermain Upsizing

Through the draft plan and detail design process for the development, upsizing of the watermain for the Ottawa Street extension was determined due to the significant long-term growth within the Breslau urban boundary. The required upsizing was not included in the Development Charges Background Study and therefore not reflected in the current Development Charges rate. This watermain upsizing from 300mm to 450mm can be reconciled in the next Development Charges Bylaw update. The required upsizing of the watermain is already included in the Township's share of \$1,235,678.66 exclusive of HST

Staff is recommending that Council authorize the Director of Finance to fund the watermain upsizing through Township Development Charge credits which will be front ended by the Subdivider and the additional cost be reconciled at a future Development Charges By-law update.

Interdepartmental Impacts: None

Financial Impacts:

All costs associated with the construction of stormwater management facilities (access road, outlet, landscaping) and Ottawa Street roads/services (including the sanitary, groundwater management system) within the Draft Plan, including the dedication of the required blocks and easements are the responsibility of the Subdivider. These works will be addressed in either the Construction Agreement or a subsequent Subdivider's prior to pre-servicing of Phase 1

Fifty percent (50%) of the Ottawa Street corridor costs which includes the upsizing of the watermain, as outlined in the Construction Agreement (\$1,235,678.66 exclusive of HST) is the responsibility of the Township which will be funded by Development Charges credits and will be front ended by the Subdivider until building permits are applied for.

Community Strategic Plan Impacts:

- Cultivate long-term economic prosperity: *Ottawa Street will align with the Township and Region long term transportation planning and development of our communities through the financial stability and phased in economic growth.*
- Maintain an innovative customer service focus: Advancing the Ottawa Street corridor servicing aligns with high priority projects and allocating resources to effectively meet the community needs.

Conclusion:

Staff recommends that Township Council authorize, the Director of Finance to allocate the Development Charges funding source through Development Charges credits for the cost sharing works for the Ottawa Street extension and watermain upsizing for the Madwest Subdivision.

The attached executed Construction Agreement implements the conditions of draft plan approval. The Township's solicitor has reviewed and provided comments with respect to the Construction agreements, including the completion of a title search to confirm the ownership, legal description and applicable mortgage company. Staff has incorporated their comments in this final version and executed as per the Delegated Authority.

Attachments:

1. Appendix A – Ottawa St. Construction Agreement

CONSTRUCTION AGREEMENT

This Agreement made this 9th day of September, 2024

Between:

MADWEST BRESLAU LIMITED
(hereinafter called "**Madwest**")

OF THE FIRST PART,

-and-

WOOLWICH SOUTH HOLDINGS LIMITED
(hereinafter called "**Woolwich South**")

OF THE SECOND PART,

(and with the parties of the First Part and Second Part hereinafter collectively called the "**Subdivider**")

-and-

THE CORPORATION OF THE TOWNSHIP OF WOOLWICH
(hereinafter called the "**Township**")

OF THE THIRD PART,

-and-

CANADIAN IMPERIAL BANK OF COMMERCE
(hereinafter called the "**Mortgagee**")

OF THE FOURTH PART.

WHEREAS the Subdivider represents to the Township that it owns absolute title to lands located at 110 and 118 Menno Street, 33, 37 and 38 Mader's Lane and 231 Woolwich Street South in the Township, described in Schedule "A" attached hereto (hereinafter also known as the "Lands") and comprising all of Plan of Subdivision application 30T-20701 as shown in Schedule "B" (hereinafter called the "Madwest Draft Plan" or "Draft Plan");

AND WHEREAS the Township represents to the Subdivider that it owns Menno Street, extending from the easterly property lines of properties at 59 and 60 Menno Street to Fountain Street North and situated within the Madwest Draft Plan as set out in Schedule "B" (hereinafter called the "Township Lands" or "Menno Street Portion");

AND WHEREAS the Subdivider has applied to and received the Regional Municipality of Waterloo (the "Region") approval of the Madwest Draft Plan with respect to the Lands and the Menno Street Portion;

AND WHEREAS the Township, pursuant to conditions imposed by the Region for the Madwest Draft Plan (hereinafter the "Township Draft Plan Conditions"), requires the construction and completion of a municipal road and associated appurtenances/services, which extend from Woolwich Street South (on the west) to Fountain Street North (on the east) as set out on the Madwest Draft Plan and further described on the reference plan attached as Schedule "I" to this Agreement (hereinafter referred to as the "Ottawa Street Extension" and with the lands upon which the Ottawa Street Extension referred to as the "Extension Lands"), to service the Madwest Draft Plan as well other lands in the Township, prior to the pre-servicing and registration of the 1st phase of the Draft Plan as a plan of subdivision;

AND WHEREAS pursuant to the Township Draft Plan Conditions and its Subdivision policies requires the Subdivider to enter into this Agreement to satisfy all matters, financially and otherwise, for the construction, acceptance and assumption of the Ottawa Street Extension;

AND WHEREAS when the Subdivision Agreement for the entirety of the Madwest Draft Plan has been registered, this Construction Agreement will remain on title and any conflict, ambiguity, inconsistency or discrepancy between the terms and conditions of this Construction Agreement and any agreements incorporated by reference will be resolved by giving preference to the terms and conditions of the Subdivision Agreement;

AND WHEREAS the Township Draft Plan Conditions require the Ottawa Street Extension to be completed and opened as a public road prior to and independent of the remaining internal Public Works for the Madwest Draft Plan that will be implemented through one or more separate pre-servicing agreement(s) and/or subdivision agreement(s) with the Subdivider pursuant to the Township Draft Plan Conditions;

AND WHEREAS the Subdivider's timing and conveyance of the Ottawa Street Extension to the Township, and the Township's timing, closing and conveyance of the Menno Street Portion to the Subdivider, of which a portion will form part of the Ottawa Street Extension and the remnant will be developed as part of the Madwest Draft Plan, will be administered and implemented through a separate agreement between the Subdivider and the Township, dated July 24, 2024 and registered as Instrument No. WR _____ (hereinafter referred to as the "Land Exchange Agreement");

NOW THEREFORE THIS AGREEMENT WITNESSTH THAT in consideration of the exchange of two (\$2.00) dollars by each party to the other, the covenants expressed herein, the approval of the Subdivider's Plan of Subdivision pursuant to Section 50 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "*Planning Act*"), and for other good and valuable consideration (the receipt and sufficiency of which the parties hereto expressly acknowledge), the parties hereto covenant and agree one with the other as follows:

1.0 SCHEDULES

1.1 Schedules "A" to "K" attached hereto shall form an integral part of this Agreement, which include:

- A Legal Description of the Parties' Lands
- B Draft Reference Plan describing the Ottawa Street Lands
- C Description and drawings of all easements, lands and reserves to be conveyed to the Township upon completion of the Works, or as directed by the Director of Development Services
- D Summary of Financial Payments to the Township by the Subdivider
- E List of Items for which Letters of Credit are to be Filed by the Subdivider upon Execution of this Agreement
- F Return of Letters of Credit
- G Schedule of Construction Dates
- H Estimate of Cost of Construction of the Works
- I Subdivision Draft Plan
- J Engineering and Planning Drawings
- K Cost of Construction – Township and Subdivider Portions

2.0 DEFINITIONS

- 2.1 "Acceptance" means the decision of the Director of Infrastructure Services or the Director of Development Services, where noted, to accept the Works or any portion thereof and to initiate the maintenance period for any portion of the Works, pending the completion of all requirements noted in this Agreement, and "Accepted" shall have a corresponding meaning. In addition, "Acceptance" shall mean Performance Acceptance and/or Final Acceptance as the context indicates;
- 2.2 "Assumption" means the decision of the Director of Infrastructure Services or the Director of Development Services, where noted, confirming that all Works under this Agreement have been completed, the maintenance period for the Works has expired and no other obligations under this Agreement remain outstanding other than as may be specified on the date of Assumption, and "Assumed" shall have a corresponding meaning.
- 2.3 "As Constructed Drawings" means digital and hard copies of drawings of all the Works, modified to reflect actual construction, and accepted by the Director of Development Services.
- 2.4 "Business Day" means any day, other than a Saturday, Sunday or statutory holiday, in Ontario.
- 2.5 "Credit or Credits" where used in this Agreement shall mean any off set from a Township development charge payable and shall not be confined to the meaning assigned to the word "credit" in the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended.
- 2.6 "Development Charge Payable" where used in this Agreement shall mean the applicable residential unit and/or non-residential gross floor area rate, which is comprised of a Township Wide and Area Specific servicing component, but does not include the Area Specific Breslau Sanitary Servicing component as outlined in the Township's Development Charges By-law No. 39-2024, as amended, or the applicable Township Development Charges By-law in effect at the time of payment.

- 2.7 "Draft Plan or Phasing Plan" or "Subdivision Plan" where used in this Agreement shall mean the Draft Plan for the development as approved by the Region and shown in Schedule "I" to this Agreement, unless the reference identifies a specific draft plan, such as the Midwest Draft Plan, as approved by the Region and shown in Schedule "I".
- 2.8 "Engineering and Planning Drawings" where used in this Agreement shall mean the plans and reports approved by the Township and listed in Schedule "J" of this Agreement.
- 2.9 "Final Acceptance" shall have the meaning given to that term in Section 8.2;
- 2.10 "Lot or Block Owner" where used in this Agreement shall mean the Subdivider, unless a lot or block, to which it is referenced, has been conveyed to another party, in which case that party shall be the Lot or Block Owner.
- 2.11 "Performance Acceptance" shall have the meaning given to such term in Section 8.1. For greater certainty, with respect to the road portion of the Works, this shall mean that all curbs are in place and the road has been completed to the base course of asphalt condition;
- 2.12 "Phasing or Staging Plan" where used in this Agreement shall mean the Plan showing the staging of servicing and development as identified in Schedule "I" of this Agreement.
- 2.13 "Phase" shall mean any portion of the Draft Plan intended to be registered as a plan of subdivision and "Phase 1" shall mean the first phase of the Draft Plan intended to be registered as a plan of subdivision;
- 2.14 "Plan" where used in this Agreement shall mean the Reference Plan identified in Schedule "B";
- 2.15 "Public Works or Works" where used in this Agreement shall mean the necessary grading, drainage facilities, road works, and services itemized in Schedule "H".
- 2.16 "Subdivider" where used in this Agreement shall mean and include an individual, association, partnership or incorporated company and, wherever the singular is used, it shall be construed as including the plural, and wherever the masculine is used it shall be construed as including the feminine.

3.0 **OBLIGATIONS OF THE SUBDIVIDER**

3.1 Subdivider's Expense

The Subdivider covenants with the Township to do each and every of the following things:

- 3.1.1 To provide to the Township a signed copy of the final executed tender documents for the works required to construct the Ottawa Street Extension as itemized in Schedule "H".
- 3.1.2 To install, all to the satisfaction of the Director of Development Services (or their designate), and pay the cost of the installation of the Works, as set out in Schedule "H", to be installed prior to Phase 1 of the Draft Plan and in accordance with the Phasing or Staging Plan and also according to the requirements of the Township and/or the Region and applicable agencies. The installation of such Works can only commence prior to the plan or applicable phase being registered in accordance with this Agreement (hereinafter referred to as "Pre-Servicing"). Furthermore, the Subdivider agrees to provide, operate and maintain the Works until such time as they have received Final Acceptance by the Township, pursuant to Subsection 8.2 of this Agreement, according to Plans prepared by the Subdivider and approved by the Township and/or the Region and/or the Grand River Conservation Authority (the "GRCA") and/or the applicable agency, which Plans are identified in Schedule "J" attached hereto.
- 3.1.3 To enter into an Agreement with the local hydro, telecommunications and gas utility authority, as needed, to provide for the cost of the construction and installation of all underground electrical wiring, gasmain and services within the Ottawa Street Extension.
- 3.1.4 To develop and maintain the Lands to the satisfaction of the Township, the GRCA and the Region and in accordance with the Engineering and Planning Drawings approved by the Township, the GRCA and the Region.
- 3.1.5 To be responsible for and immediately repair any damage caused to other properties by reason of the development of the Ottawa Street Extension to the satisfaction of the Director of Development Services or their designate.
- 3.1.6 Upon the execution of this Agreement, to pay to the Township the amounts and provide the Township with the securities, all as set out in Schedule "K" to this Agreement.

- 3.1.7 To have its engineer provide and certify to the Township a summary of the final construction costs of the Works.

3.2 Failure to Carry out the Terms of this Agreement

- 3.2.1 In the event the Subdivider or Lot Owner fails or neglects to carry out the terms of this Agreement, and fails to construct the services in an expeditious manner, the Township or its agents may, upon five (5) Business Days' written notice by registered mail, enter upon the Lands and proceed to supply all materials and do all necessary work in connection with the installation of the said services and to charge the cost thereof, together with the engineering fees (*i.e.*, those fees required to retain an engineering consultant to administer the contract to complete the outstanding works plus any administration cost incurred by the Township) based on the cost of such materials and work to the Subdivider who shall forthwith pay the same upon demand.
- 3.2.2 It is understood and agreed that, upon such entry by the Township on the Lands, sufficient monies as placed on deposit with the Township to ensure completion of the said services shall be forfeited by the Subdivider and shall be applied firstly by the Township towards the servicing costs for the Lands of any work undertaken by the Township, and, secondly, to all other remedies which may exist at such time. The Township may refuse to issue further building permits until such works have been completed by the Township and until payment has been made to the Township for such services as defined in this Agreement.
- 3.2.3 If at any time the work or construction of the municipal services referred to herein is not, in the opinion of the Township, being carried out in accordance with the plans and specifications or in accordance with good engineering practice, the Township may stop all or any part of the work for any length of time until such work has been placed in a satisfactory condition.
- 3.2.4 If at any time the work or construction of the municipal services referred to herein has, in the opinion of the Township, commenced without the Subdivider fulfilling all of the applicable pre-condition requirements or obtaining the required approvals, clearances or permits as outlined throughout this Agreement, the Township may stop all or any part of the work for any length of time until the outstanding pre-condition requirements, approvals, clearances and/or permits have been addressed to the satisfaction of the Township.

4.0 **FINANCE AND INSURANCE**

4.1 Payment of Fees

The Subdivider agrees:

- 4.1.1 To pay a six (6%) per cent Development Engineering and Administration Fee to the Township prior to commencement of construction of the Ottawa Street Extension, as outlined in Schedule "B", based on the construction value of the Works outlined in Schedule "H" (not including HST) for the Plan. The calculation of the Development Engineering and Administration Fee and the timing of payment is based on the following:
- a) half of the six (6%) per cent fee will be collected at the time of approval of the Engineering and Planning Drawings for Ottawa Street Extension based on an estimated cost of the construction value of the Works outlined in Schedule "H"; and
 - b) the balance owing of the six (6%) per cent fee, based on a revised cost estimate or tender cost of the construction value of the Works outlined in Schedule "H", will be collected prior to Performance Acceptance of the Ottawa Street Extension.
- 4.1.2 In addition to the six (6%) per cent Development Engineering and Administration Fee referenced in Clause 4.1.1, an additional fee will be collected for each infrastructure inspection that occurs beyond the third inspection and any additional fees as may be levied pursuant to the Township's Fees and Charges By-law.

4.2 Indemnification

- 4.2.1 Both during and after the term of this Agreement, the Subdivider shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but

not limited to, proceedings of a criminal, administrative or quasi-criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to anything required to be performed under this Agreement by the Subdivider, its agents, employees and sub-contractors as part of this Agreement, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Subdivider, its agents, employees or sub-contractors.

4.2.2 The Subdivider shall take all precautions necessary to protect the public against injury on the Lands.

4.2.3 The Subdivider shall ensure compliance with, and shall satisfy any and all requirements of, the *Occupational Health and Safety Act*, R.S.O. 1990. c. O.1, as amended (the "OHSA"). The Subdivider shall indemnify, defend, and hold harmless the Township against, but not limited to, any and all fines, penalties, damages, claims, or actions which may arise under the OHSA due to any breach for which the Subdivider is responsible. The Subdivider will be recognized as the "owner" in this Agreement.

4.3 Insurance

It is the responsibility of the Subdivider and their Insurance Broker to review all potential operations and exposures to determine if the coverage and limits noted below are sufficient to address all insurance-related exposures presented by the specifications of this Agreement, Works or supply. In addition to the Certificate that the Contractor is required to provide to the Township as outlined in Subsection 6.3 of this Agreement, the Subdivider shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the Township:

4.3.1 General Liability Insurance: The Subdivider shall maintain liability insurance on an occurrence basis acceptable to the Township throughout the term of this Agreement from the date of commencement of work until the date of Final Acceptance referenced in Subsection 8.2. Liability coverage shall be provided for completed operations hazards from the date of Final Acceptance of the work on an ongoing basis for a period of six (6) years following Final Acceptance. Coverage shall consist of a comprehensive policy of public liability and property damage insurance, with all applicable coverage extensions-/endorsements available, in an amount of not less than Five Million (\$5,000,000) Dollars per occurrence. Such insurance shall name the Township as an additional insured with a cross-liability endorsement and severability of interest's provision. The policy SIR/deductible shall not exceed One Hundred Thousand (\$100,000) Dollars per claim (unless approved by Risk Management) and, if the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit. This insurance policy must contain no exclusions for damage or loss from blasting or from any other work that may be associated with the development and construction of a subdivision.

4.3.2 Owned and Non-Owned Automobile Liability Insurance: The Subdivider shall maintain liability insurance on all Owned, Non-Owned and Leased Automobiles used in the performance of this project to a limit of Two Million (\$2,000,000) Dollars per occurrence throughout the term of this Agreement from the date of commencement of work and until one year after the date of substantial performance of work.

4.3.3 Provisions: Prior to the commencement of work, the Subdivider shall forward a Certificate of Insurance (the "C of I") evidencing this insurance with the executed Agreement and, thereafter, on or prior to the expiry of the insurance coverage. The C of I shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' (ten (10) days if cancellation is due to non-payment of premium) prior written notice by certified mail to the Township. The Subdivider shall provide a renewal C of I to the Township not later than thirty (30) days prior to the expiry date of any policy provided pursuant to this Agreement, until the Township has indicated in writing that the policy need not continue in force any longer. In the event that such renewal certificate is not received, the Township shall be entitled to either renew the policy at the expense of the Subdivider by drawing on the Letter of Credit referenced in Subsection 4.5 or to order that all work on the Lands cease until the policy is renewed.

It is also understood and agreed that, in the event of a claim, any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Subdivider and that this coverage shall preclude subrogation claims against the Township and any other person insured under the policy and be primary insurance in response to claims. Any insurance or self-insurance maintained by the Township and any other person insured

under the policy shall be considered excess of the Subdivider's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Subdivider's obligation to fully indemnify the Township under this Agreement.

Acting reasonably, the Township reserves the right to modify the insurance requirements as deemed suitable.

- 4.3.4 Third Party Claims Process: The Township's claims process for Third Party claims is to refer the claimant directly to the Subdivider and to leave the resolution of the claim with the Subdivider. This applies regardless of whether or not it is an insured loss.

Given that it has a responsibility to the taxpayers of Woolwich, the Township must ensure that claimants are dealt with in a fair and efficient manner. Claims reported to the Subdivider, either directly by a third party or through the Township, shall be promptly investigated by the Subdivider (its insurer or adjuster). The Subdivider shall make contact with the third-party claimant upon receipt of notice of a claim. The Subdivider shall initiate an investigation of the claim immediately upon notice and advise the third-party claimant in writing (preferably by a qualified third-party adjusting firm), with a copy to the Township, of its position regarding the claim upon completion of this investigation. Such investigation shall be done in a professional manner and reasonable time frame consistent with Insurance Institute of Canada practices. The Subdivider shall include in their response the reasons for their position. Should this position not resolve the claim and be accepted by the third-party claimant, the Subdivider shall immediately report the claim to its insurer. If the Subdivider fails to follow this procedure, the Township may report such claims directly to the Subdivider's insurer.

Nothing herein shall limit the right of the Township to investigate and resolve any such claims notwithstanding the response of the Subdivider and/or its insurer and to seek indemnification from the Subdivider or to exercise any other rights within this Agreement. Costs may include, but not be limited to, adjusting fees, settlement awards, reasonable legal fees, administrative costs, etc.

The Township may, without breaching this Agreement and at the expense of the Subdivider, draw on the Letter of Credit an amount that, as between the Township and the Subdivider, is equal to the balance in the Township's favour of all outstanding debts, claims or damages, whether or not related to this Agreement.

4.4 Local Improvement and Taxes

The Subdivider agrees to pay all local improvements outstanding on any part of the Lands and pay all taxes on the Lands prior to the Performance Acceptance and before the Township's Letter of Release is given.

4.5 Letter of Credit

4.5.1 Servicing

The Subdivider agrees:

To deliver an irrevocable letter of credit (the "LoC") issued by a Canadian chartered bank in a form and amount satisfactory to the Township and in the amount as provided for in Schedule "E" prior to the approval of the engineering and Works in respect of the Ottawa Street Extension to guarantee the completion of the Works and related services to be installed pursuant to this Agreement. The LoC may be reduced from time to time at the request of the Subdivider and with the approval of the Township's Director of Development Services (or their designate) in proportion to the Works already installed or constructed.

Notwithstanding the foregoing, the LoC shall not be reduced to an amount less than:

- a) In the case where any underground services for the Ottawa Street Extension are on the mandatory two-year maintenance period pursuant to Clause 4.5.3:
 - i) Fifteen (15%) per cent of the total value of completed Works that have not received Final Acceptance from the Township, pursuant to Section 8, on any developed portion of each phase (including engineering fees, contingencies, and applicable taxes) plus one hundred (100%) per cent of the value of any outstanding works or services to be completed with respect to any portion of each phase under development (including engineering fees, contingencies, and applicable taxes); or
 - ii) Two Hundred Thousand (\$200,000.00) Dollars,

whichever is greater; and

- b) In the case where underground services have survived the mandatory two-year maintenance period and have received Final Acceptance from the Township, pursuant to Section 8:
- i) Fifteen (15%) per cent of the total value of the completed above ground Works on the mandatory two-year maintenance period (including engineering fees, contingencies and applicable taxes) plus one hundred (100%) per cent of the value of any outstanding work or services to be completed with respect to the same (including engineering fees, contingencies, and applicable taxes); or
 - ii) Twenty-Five Thousand (\$25,000.00) Dollars,
- whichever is greater.
- c) In addition to the above, that the LoC shall also include fifteen (15%) per cent of any Works to be completed and front-ended by the Subdivider that the Township is financially responsible for pursuant to Schedule "H" until such time as the Works have been completed in accordance with the Engineering and Planning Drawings and to the satisfaction of the Township, and the Subdivider has provided a statutory declaration indicating that all accounts, including all amounts for materials, services, applicable taxes, professional and other fees and all other costs as set out in Schedule "H" pertaining to the Works have been paid except for statutory holdbacks, and there are no claims for liens or otherwise for work done and material supplied for or on behalf of the Subdivider.

Once the mandatory two-year maintenance period is completed for any services in the Ottawa Street Extension and all remedial works are completed to the satisfaction of the Township, the LoC shall be reduced for such services accepted by Township Council in the Plan, to an amount equal to one hundred (100%) per cent of the value of any outstanding works or services required to be installed or completed in accordance with this Agreement with respect to such services.

In the event there remains any outstanding works or services to be completed under this Agreement after the two-year mandatory maintenance period has expired, the Subdivider shall be entitled to substitute cash for the LoC as the outstanding works and/or services for the Ottawa Street Extension are completed.

Where the Works have been completed and accepted by the Township for the Ottawa Street Extension and there still remains vacant lots in the Plan, the Subdivider's Engineer may submit to the Director of Development Services (or their designate) cost estimates to complete all remaining works on the vacant lots in the Plan, and the Director of Development Services (or their designate) shall reduce the LoC or cash held in lieu accordingly.

- 4.5.2 That LoC referred to in Clause 4.5.1 above shall contain the following clause: "It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date thereof unless, at least thirty (30) days prior to the present or any future expiration date, the Township notifies the Subdivider and the Chartered Bank in writing by registered mail that the Township elects to amend the Letter of Credit".
- 4.5.3 That the Subdivider shall maintain the public works as constructed in accordance with Schedule "J" for a period of two (2) years following the issuance by the Township of a Performance Acceptance Certificate as described in Subsection 8.1 of this Agreement, and the Subdivider shall maintain the Letter of Credit provided for in Clause 4.5.1.

5.0 GENERAL CONSTRUCTION REQUIREMENTS

The Subdivider agrees:

- 5.1 That, during the development of Ottawa Street, all construction traffic shall enter the site from either Menno Street or Fountain Street North, for ingress to and egress from the Lands, and not by way of any other local roads. Access for the remainder of the development shall be from Fountain Street and the allocated emergency accesses. The Subdivider shall post signs at the appropriate roads and intersections, as determined by the Township, advising the construction traffic of the approved route and to prohibit the use of other access routes, prior to the start of any construction, grading or servicing activity on the Lands, all to the satisfaction of the Township. That the construction route for Phase 1 of the Draft Plan will be determined prior to work commencing for the respective phase.

- 5.2 That, during the development of the Plan, the Lands shall be kept reasonably free of all debris, refuse, rubble and waste material. Such material shall not be stockpiled or stored on the Lands for any longer than is reasonably necessary to effect its removal and, only then, in a safe and sightly manner and in areas approved by the Director of Development Services.
- 5.3 To store topsoil from the Lands in a location shown on the engineering drawings identified in Schedule "J", which does not unduly impact on other surrounding land uses and to the satisfaction of the Director of Development Services (or their designate). A sediment control fence shall be installed around the base of the pile and the entire topsoil pile shall be hydroseeded to prevent erosion, if required by the Township.
- 5.4 To co-ordinate the installation of the utilities for the subdivision so that the utilities and utility ducts shall be installed at the time of construction of the road base and prior to curbing and paving of the road. It is acknowledged that the Township may, at the discretion of the Director of Development Services (or their designate), request all works to stop if the coordination of these works and the installation of utilities and the construction of the road are not to the satisfaction of the Director of Development Services (or their designate).
- 5.5 That all streets abutting on the Extension Lands which are to be used for access to the Lands during the development of them and during the construction of buildings on them shall be kept in good and usable condition. If damage to the abutting streets occurs as result of development activity and not normal wear and tear from vehicular traffic, as determined by the Township, then the Subdivider is financially responsible and shall immediately repair the damage, all to the satisfaction of the Township.
- 5.6 That all trucks, vehicles or equipment making deliveries to or taking materials from the Extension Lands or working on the Lands shall be both covered and loaded in such a manner as to not scatter refuse, rubbish or debris on any road or highway whether within the Extension Lands or not. Should any refuse, rubbish or debris be so scattered, the Subdivider shall be responsible for immediately removing it and correcting any damage caused thereby. Failing immediate removal of the refuse, rubbish or debris, the Township may remove it and the Township may correct any damage caused thereby, such removal and/or correction to be at the expense of the Subdivider.
- 5.7 That no blasting shall be carried on without the prior written consent of the Township's Director of Development Services (or their designate).
- 5.8 That no building, fence, or other structure or materials shall be erected or placed closer than three (3) metres from any fire hydrant, connection, valve or standpipe unless approval, in writing, by the Fire Chief is first obtained.
- 5.9 That proper access for Fire Department equipment to all building sites shall be maintained at all times, to the satisfaction of the Fire Chief.
- 5.10 That all road closures and redirecting of traffic be approved and implemented by the Township. The Subdivider shall coordinate with the Township to ensure notification of all emergency services, schools, etc., of the said closures and redirection.
- 5.11 To maintain all work areas during the installation of the Works within the Ottawa Street Extension in a dust-free condition by treating with calcium chloride or other environmentally safe substance(s), all to the satisfaction of the Township.
- 5.12 To install sediment control measures and construction fencing to the specification/location noted on the Engineering and Planning Drawings prior to commencing the Works within the Ottawa Street Extension, and to monitor daily, maintain and repair immediately, the said sediment control measures and construction fencing that is deficient and/or in disrepair throughout the entire period of the said Works, all to the satisfaction of the Township. The Subdivider further agrees to provide the Township with a Ten Thousand (\$10,000) Dollar cash deposit as security (the "Cash Deposit") prior to the commencement of construction of the Works (which may be transferred to any phase to phase of the Draft Plan at the discretion of the Township) to ensure that the Subdivider has installed and maintained the sediment control measures and construction fencing in accordance with Engineering and Planning Drawings and in an acceptable state on regular bases throughout the development of the Ottawa Street Extension as required by the Township. If the Subdivider fails to construct and/or maintain such fencing as required by the Township, the Township will provide the Subdivider with twenty-four (24) hours' notice that it intends to access the Lands and install and/or maintain the required fencing that is deficient and/or in disrepair, and the Subdivider authorizes the Township to access the Lands to construct and/or maintain such fencing that is deficient and/or in disrepair and deduct accordingly the said fencing expense from the Cash Deposit provided by the Subdivider. If the Township is required to install and/or maintain the said fencing more than once and the Cash Deposit is reduced by half or less, then the Subdivider agrees to replenish the Cash Deposit back to Ten Thousand (\$10,000) Dollars within one (1) week, upon request of the Township. The Subdivider acknowledges that the Township may refuse future building permits within the Draft Plan if the Subdivider fails to replenish the cash deposit to Ten Thousand (\$10,000) Dollars upon request of the Township.

5.13 In addition to the general construction requirements noted in Subsections 5.1 to 5.12, the Subdivider agrees to implement all measures that may from time to time be identified by the Director of Development Services (or their designate), acting reasonably, as necessary to maintain public health and safety and, without limiting the generality of the foregoing, such measures shall include the following:

- a) To implement measures that would restrict public access to all large stockpiles (e.g., topsoil) within the Lands and to ensure that these stockpiles are kept in a state that reduces any risk to public health and safety, which is further detailed in the Engineering and Planning Drawings and in Section 11 of this Agreement; and
- b) To ensure that all significant ponding, as determined by the Director of Development Services (or their designate), acting reasonably, within the Plan that are not part of an approved stormwater management feature and/or sediment control basin and poses an undue risk to public health and safety shall be sufficiently drained in a timely manner to reduce the public health and safety risk or shall immediately be surrounded with construction fencing until such time that the Subdivider has drained such ponding. If the Subdivider fails to drain the ponding in a timely manner and/or construct the required fencing forthwith, then the Township shall use the Cash Deposit noted in Subsection 5.12 of this Agreement to install the required fencing, and such fencing shall be maintained in an acceptable state, as determined by the Township, until the ponding no longer poses an undue risk to public health and safety.

6.0 GENERAL ENGINEERING

6.1 Consulting Engineer

The Subdivider agrees:

- 6.1.1 To employ, at its expense, MTE Consultants (the "Subdivider's Engineer" or "Engineer"), to carry out all necessary engineering requirements for the Works in accordance with this Agreement and the Guideline for Engineering Services to Municipalities, dated 1998, or the latest edition as prepared from time to time by the Association of Professional Engineers of Ontario:
 - a) To coordinate any necessary reports including the preparation and submission of associated engineering reports.
 - b) To prepare and supply all required engineering drawings and specifications and estimates of costs for the Works, to the satisfaction of the Director of Development Services (or their designate).
 - c) To obtain all necessary approvals for the Works prior to the construction of the Public Services.
 - d) To submit to the Township a schedule setting out the proposed order of construction and installation of the Works along with estimated dates of completion.
 - e) To hold a pre-construction meeting with the Township and applicable agencies to discuss scheduling, and to confirm that all approvals/permits and required documentation (e.g., insurances, Letters of Credit, Clearance Certificate from the Workplace Safety and Insurance Board ("WSIB"), etc.) are in place prior to construction occurring in the applicable phase.
 - f) To provide the field layout (unless delegated to the Contractor as approved by the Township), contract administration and inspection of the construction for the Works.
 - g) To provide legible, stamped red-lined field drawings of the Works installed in the development prior to the issuance of the Performance Acceptance Certificate detailed in Subsection 8.1, and to provide final engineer stamped "as-recorded" reproducible drawings (including three (3) paper copies and an electronic version in Auto Cad, version 2010 in DWG Format, of the "as-recorded" Engineering and Planning Drawings as specified by the Township) to the Infrastructure Services Department within six (6) months of the issuance of the Performance Acceptance Certificate.
 - h) To provide utility locates on behalf of the Township for the applicable phase during the time prior to the Township receiving the final "as-recorded" Engineering and Planning Drawings noted in Schedule "J".
 - i) To provide a master utility locate plan for hydro (including streetlights), phone, cable and gas utilities no later than two (2) months after the registration of the applicable phase or two (2) months after installation of the final utilities. If the "as-recorded" drawings are not provided in accordance with the said deadline noted in Subclause 6.1.1 g) above, then the Subdivider is responsible for providing locates to the utility companies until such time that the "as-recorded drawings" are provided to and accepted by the Township.
 - j) To certify and recommend the acceptability of the works within the context of this Agreement.
 - k) To coordinate the watermain shutdown and adjacent project works to ensure safe and accurate execution of the Engineering and Planning Drawings.

6.1.2 That the Subdivider's Engineer, or their approved replacement, shall continue to be retained until Final Acceptance. Should the Subdivider wish to terminate the services of the Engineer in favour of another at any time during the term of this Agreement, the Subdivider shall do so only with the prior written approval of the Director of Development Services, which shall not be unreasonably held.

6.1.3 That the Subdivider's Engineer shall provide full-time, on-site engineering supervision / inspection at all times, during the installation of the Works within the Ottawa Street Extension or supervision as otherwise directed by the Township's Development Services Department.

6.2 Inspection

6.2.1 It is agreed that the Director of Development Services (or their designate) shall have the right to inspect the installation, construction and maintenance of the Works at all times.

6.2.2 It is agreed that the Township may appoint Consulting Engineers to exercise any or all of the powers of and perform any or all of the functions of the Township under this Agreement and, without restricting the generality of the foregoing, to inspect the installation and observe the testing of the municipal services referred to in this Agreement, and that the cost for such Consulting Engineers will be deemed included in the Engineering Fees paid to the Township in accordance with Clause 4.1.2.

6.3 Contractors

Prior to commencement of any works and services, the Subdivider shall furnish to the Township:

- a) Proof satisfactory that the contractors engaged to construct the Works have sufficient and valid liability insurance policies, which:
 - i) includes, as additional insured, the Township and the Region;
 - ii) provides insurance coverage in respect of any one accident or occurrence in the amount of at least Five Million (\$5,000,000.00) Dollars, exclusive of interest and costs;
 - iii) is effective during the period when the Contractor is occupying the Extension Lands;
 - iv) contains a clause indicating that the insurance coverage applies to both hazard from damage to new works and works already performed;
 - v) contains no exclusions for damage or loss from blasting or from any other work that may be associated with the installation of the Works within the Ottawa Street Extension; and
 - vi) contains a provision that the policy or policies will not be changed or cancelled without at least thirty (30) days' prior written notice being given to the Township.
- b) A Clearance Certificate from the WSIB showing that each contractor is in good standing.
- c) Evidence, satisfactory to the Director of Development Services, that each Contractor is qualified, experienced, has equipment to successfully complete the Works and has adequate security to guarantee performance and maintenance to the Subdivider in accordance with the provisions of this Agreement.

6.4 Grading and Drainage

6.4.1 The Subdivider shall complete the primary drainage system including all grading, ditches, swales, watercourses, ponds, drains, overland flow routes, pipes, sewers, manholes, catch basins, service connections, apparatus and equipment to service all the Lands within the Plan and adjacent thereto as required by and according to the drawings, plans, reports and specifications approved by the Director of Development Services (or their designate). The Subdivider shall maintain the primary drainage system, including clearing any blockage, until it is finally accepted by the Township as required in Clause 4.5.3, Subsection 8.1 and Subsection 8.2 of this Agreement. The Township may connect or authorize connections into the said drainage system, which connection shall be agreed to by the Subdivider's Engineer retained for this subdivision and the Director of Development Services (or their designate), but such connections shall not constitute Acceptance of the drainage system by the Township.

6.4.2 The Subdivider shall complete the primary drainage system within the Extension Lands, including such grading on the undeveloped lots and blocks that is necessary to connect into the overall drainage system of the Draft Plan, in accordance with the approved overall grading plan, prior to any building permits being issued within the Phase 1 Draft Plan.

6.5 Sewer Video Inspection Program:

- (a) The Subdivider shall undertake and pay for a sewer video inspection program for all sewers (stormwater, storm 3rd pipe and sanitary sewer) and sanitary (stormwater and 3rd pipe) laterals constructed as part of the Works. These inspections shall be undertaken by a qualified company to be accepted by the Director of Development Services prior to the work being undertaken.
- (b) The Subdivider shall provide the Township with a digital copy (preferably USB stick) and written reports of the sewer video inspection in a format as specified by the Director of Development Services.
- (c) The sewer video inspection shall be carried out as follows and at such other time or times as may be required by the Director of Development Services from time to time:
 - (i) after completion of base course asphalt;
 - (ii) prior to Performance Acceptance and/or Final Acceptance;
 - (iii) prior to Assumption (if applicable); and
 - (iv) the Subdivider's Engineer provides copies of inspection reports, testing/monitoring results and sewer videos (including sewer laterals) to the Township.
- (d) The Subdivider shall remove all silt and debris from the sewers prior to video inspection taking place and rectify any sewer lateral deficiencies that may be outlined in the written report or as required by the consultant / Township's inspection of the videos, reports and site inspections. These rectifications shall be completed prior to Acceptance and, if required, prior to Assumption (if applicable).

6.6 Watermain Valves and Connections:

The Subdivider covenants and agrees that no person, except the Director of Infrastructure Services or their designate, shall open or close any valve, hydrant or gate in any street main connected into and served by the Township and Regional systems of water supply, or alter or interfere with same in any manner.

6.7 Fire Hydrants:

- (a) The Subdivider agrees that it shall charge and maintain all fire hydrants, if any, until Acceptance.
- (b) The Subdivider agrees that it shall paint the hydrants as soon as they are installed and not later than Acceptance, using accepted types and colors of primer and top paint coat.

6.8 Soils Engineer/Qualified Person

The Subdivider agrees to employ, at its expense, a Soils Engineer or qualified person to perform regular soils analysis, testing and inspection during the installation of the Works within the Ottawa Street Extension in accordance with the applicable approval legislation, the Township's Engineering Development Infrastructure Manual (the "EDIM"), all to the satisfaction of the Township.

6.9 Peer Review

It is agreed that the Township may retain a consultant, at the expense of the Subdivider, to peer review any reports completed by the Subdivider (including, but not limited to, those in respect of traffic impacts and hydrogeology) for monitoring in accordance with the Environmental Compliance Approval, as required by the GRCA and noted in Subsection 9.7, for such facilities/services including, but not limited to, stormwater management facilities, sanitary sewers and/or a 3rd pipe system, Traffic Impact Studies, Hydrogeological during their installation and up to Final Acceptance pursuant to Subsection 8.2.

The Subdivider shall pay these peer review costs in accordance with the terms and provisions of the invoice that the Subdivider receives from the Township. The Subdivider acknowledges that the Township may refuse future building permits within any Phase of the Draft Plan and/or delay the Final Acceptance of the Ottawa Street Extension and/or services/infrastructure being monitored within the Ottawa Street Extension pursuant to Section 8 and/or recover such costs from the Letter of Credit held pursuant to Subsection 4.5 if the Subdivider fails to make the said payment in accordance with the terms and provisions of the invoices that it receives from the Township.

7.0 **PUBLIC WORKS**

The Subdivider agrees:

7.1 Street Names/Municipal Addresses

That the Director of Development Services (or their designate) shall approve the street names and municipal addresses scheme for all lots within the Draft Plan and/or Ottawa Street Extension.

7.2 Signs

The Subdivider shall:

- a) Install street signs, traffic control signs, line painting, dead-end barricades (if required) in the location shown on the Engineering and Planning Drawings in accordance with the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, prior to Final Acceptance of the Ottawa Street Extension. The street/traffic signs/barricades shall be maintained by the Subdivider until the two-year maintenance period, as outlined in Clause 4.5.3, is completed.
- b) Notify, in writing, the Region two (2) weeks prior to the opening of Regional Roads or Regional Road intersections, in the Plan as public roads, as required.
- c) Install advisory signs for all public roads that have not been issued Final Acceptance pursuant to Section 8 in the location shown on the Engineering and Planning Drawings prior to Final Acceptance of the Ottawa Street Extension.

7.3 Streetlighting

- a) If the Subdivider installs a standard streetlighting system (comprised of approved LED lighting that provides illumination levels in accordance with RP8-2018 standards, as amended) as part of the Ottawa Street Extension, then the Subdivider shall construct and install the standard streetlighting system to the specifications and satisfaction of the Township and Enova Power or, alternatively, make satisfactory provisions with Enova for the installation of the standard streetlighting system within the Ottawa Street Extension. The maintenance costs related to the standard streetlighting system shall be the responsibility of the Subdivider until such time as the Township has given Final Acceptance, pursuant to Section 9, for the Works within the road allowance of the Ottawa Street Extension.
- b) If the Subdivider installs a decorative streetlighting system (comprised of approved LED lighting that provides illumination levels in accordance with RP8-2018 standards, as amended) within the Ottawa Street Extension, then the following provisions shall apply:
 - i) The decorative streetlighting system shall be installed within the entire Ottawa Street Extension unless otherwise determined by the Township and in such locations within the road allowances that are accepted by the Township's Director of Development Services (or their designate), as shown, and detailed in the Engineering and Planning Drawings. If the Township determines that decorative lighting is not to proceed within future phases of the Draft Plan, then the Subdivider agrees to extend the decorative streetlighting into certain areas of the future phases and in such a manner as to complete the decorative lighting pattern on the applicable streets rather than having the said street contain a mixture of both decorative streetlighting and standard streetlighting.
 - ii) The Subdivider shall be financially responsible for all costs associated with the design and installation of the decorative streetlighting system within the Ottawa Street Extension.
 - iii) The decorative streetlighting system shall be designed by a qualified electrical consulting engineer to the standards and satisfaction of the Township and included in the Engineering and Planning Drawings.
 - iv) The Subdivider shall provide appropriate securities to the satisfaction of the Township for the decorative streetlighting on a phase-by-phase basis within the Ottawa Street Extension, pursuant to Subsections 4.5 and 11.1 and detailed in Schedule "H" of this Agreement.
 - v) The Subdivider shall provide an operation/maintenance manual to the Township for the decorative streetlighting system within six (6) months of the system being energized.
 - vi) The completion, maintenance, and Final Acceptance of decorative streetlighting within the Ottawa Street Extension shall form part of the surface works pursuant to Clause 4.5.3, and Subsection 8.2 of this Agreement.
 - vii) The Subdivider shall provide the Township with one (1) additional complete decorative streetlight standard (including the decorative pole, arm, and fixture) for every ten (10) decorative streetlights to be installed within the Ottawa Street Extension, and one (1) power supply pedestal including the concrete base for every three (3) pedestals to be installed within the Ottawa Street Extension. In no case shall fewer than two (2) complete decorative streetlight standards and no less than one (1) power supply pedestal, including a concrete base, be provided to the Township. The Subdivider shall deliver (including unloading and placement under the direction of the Township or its

agent) the additional decorative streetlight standards, power supply pedestals, and concrete bases to a location determined by the Township at its discretion. In lieu of providing the additional supply of the decorative streetlight standard and power supply pedestal, the Township may, at its discretion, require the Subdivider to make an equivalent cash payment prior Final Acceptance of the Ottawa Street Extension. For the purpose of calculating compliance with this requirement, any fraction shall be rounded to the next highest whole number. The foregoing shall be to the satisfaction of the Township.

- viii) Notwithstanding Subclause 7.3 b) vii) above, where directed by the Township at its sole discretion, the Subdivider shall provide a cash payment in lieu of providing the physical decorative streetlight standard(s) and power supply pedestal(s), including the concrete bases, to the satisfaction of the Township. The payment shall be based on the cash equivalent based on one hundred (100%) per cent of the cost for the complete decorative streetlight standard (including the decorative pole, arm, and fixture), power supply pedestal, and concrete base required in Subclause 7.3 b) vii) above.
 - ix) The Subdivider agrees that, where decorative streetlight bulbs are not standard high-pressure sodium 70W, 100W or 150W bulbs, the Subdivider shall provide a cash payment to the Township in lieu of providing decorative streetlight bulbs equal to one (1) bulb for every three (3) decorative streetlights to be installed, to the satisfaction of the Township. The payment shall be based on the cash equivalent based on one hundred (100%) per cent of the amount for the decorative streetlight bulb. For the purpose of calculating compliance with this requirement, any fraction shall be rounded to the next highest whole number. The foregoing shall be to the satisfaction of the Township.
- c) That, upon installation of the approved streetlighting system, *i.e.*, standard pursuant to Clause 7.3 a), or decorative pursuant to Clause 7.3. b), and up to the time the Township has given Final Acceptance of such streetlighting system as part of the surface works for the Ottawa Street Extension pursuant to Section 8.2, the Subdivider shall be responsible for and incur all costs associated with the inspection of the streetlighting system, complete the necessary inspection reports and forward such reports to the Township, which shall occur in intervals of not more than sixteen (16) months between inspections, in accordance with the Minimum Maintenance Standard set out in O. Reg. 239/02, made under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act*"). If any deficiency is identified through the inspection report, the Subdivider shall notify the Township, as well as Enova Power for a standard streetlighting system, and complete the required remedial works to address the deficiency of the streetlighting system in a timely manner at the Subdivider's cost pursuant to Section 8, all to satisfaction of the Township, and, where applicable, Enova Power.

7.4 Snow Removal

The Township will carry out snow removal on the Ottawa Street Extension after Final Acceptance and where all appropriate street/traffic signs have been installed and where all debris has been removed from the road allowance. The Subdivider shall ensure that the Ottawa Street Extension shall be kept free and clear of any encumbrances, which are related to the development of the Works and/or development of the lots/block within the Ottawa Street Extension, for snow clearing purposes, including the parking of construction vehicles and equipment during snow events/winter parking in accordance with the Township's Traffic and Parking By-law in effect. Where the streets within the Ottawa Street Extension that are not completed with base course asphalt to the satisfaction of the Township's Director of Development Services (or their designate), the Subdivider is responsible for the snow removal on that street and not the Township.

It is further agreed that, during the maintenance period noted in Section 8 for all roads which have not received Final Acceptance within the Ottawa Street Extension, the Subdivider shall be financially responsible for covering all snow removal costs that the Township has incurred and/or has been invoiced for by a contractor that it has retained. The Subdivider shall pay these maintenance costs based on the current rate set out in the Township's Fees and Charges By-law and in accordance with the terms and provisions of the invoice that the Subdivider receives from the Township. The Subdivider acknowledges that the Township may refuse future building permits within any Phase of the Draft Plan and/or delay the Final Acceptance of the roads within the Ottawa Street Extension pursuant to Section 9 if the Subdivider fails to make the said payment in accordance with the terms and provisions of the invoices that it receives from the Township.

7.5 Street Cleaning/Street Scraping

In addition to Subsections 5.5 and 5.6, the Subdivider shall ensure that all streets constructed as part of the Ottawa Street Extension which are used for travel by trucks, vehicles and equipment in connection with the development of the Draft Plan (including such trucks, vehicles and equipment to install the roads and services and/or the construction of homes in the Draft Plan) shall be kept reasonably clean of refuse, rubbish or debris by street sweeping/street scraping the said streets regularly as required by the Township until all of the homes are built within the Draft

Plan. The Subdivider further agrees to provide the Township with a Five Thousand (\$5,000) Dollar cash deposit for each phase of the Draft Plan as security to ensure that the Subdivider is street sweeping/street scraping the said streets on regular bases as required by the Township. If the Subdivider fails to clean the said streets in accordance with the timing required by the Township, the Township will provide the Subdivider twenty-four (24) hours' notice that it intends to clean the said streets within the Ottawa Street Extension and the Subdivider authorizes the Township to deduct the said street cleaning expense from the Five Thousand (\$5,000) Dollar security deposit provided by the Subdivider. If the Township is required to clean the streets more than once and the Five Thousand (\$5,000) Dollar security deposit is reduced by half, then the Subdivider agrees to "top up" the security deposit to Five Thousand (\$5,000) Dollars within one (1) week upon request of the Township. The Subdivider acknowledges that the Township may refuse future building permits within the Draft Plan if the Subdivider fails to "top-up" the security deposit to Five Thousand (\$5,000) Dollars upon request of the Township. The said cash deposit will be released to the Subdivider upon Assumption of the surface works in the last Phase of the Draft Plan pursuant to Section 8.

8.0 **PERFORMANCE ACCEPTANCE (COMPLETION), MAINTENANCE & FINAL ACCEPTANCE**

8.1 Performance Acceptance Certificate and Maintenance Period

- a) Upon request by the Subdivider confirming that the Works are completed to the extent that Performance Acceptance (as hereinafter defined) can be granted, the Township shall, expeditiously, inspect all completed Works and related services. Following inspection and upon the items noted in Subclauses i) to vi) below being satisfied, the Township shall grant to the Subdivider an Acceptance Certificate or Certificates for the Works, (and with the issuance thereof with respect to the Works subject to the Subdivider's request referred to herein as "Performance Acceptance") noted in Subsection 8.2, if:
 - i) the Subdivider's Engineer provides a notice in writing certifying that all Works have been completed in accordance with the Engineering and Planning Drawings as well as all approvals, including the completion of any remedial work required by the Township;
 - ii) the Subdivider provides payment of all Township accounts pertaining to the Ottawa Street Extension development and utilities;
 - iii) the Subdivider delivers to the Township a statutory declaration that all accounts, including all amounts for materials, services, applicable taxes, professional and other fees and all other costs as set out in Schedule "H" pertaining to such Works (save and except for final lot grading by the Lot Owner, driveway aprons/entrances, and standard iron bars for each lot, if applicable) have been paid, except for statutory holdbacks, and there are no claims for liens or otherwise for work done and material supplied for or on behalf of the Subdivider with respect to the Ottawa Street Extension; and
 - iv) the Subdivider's Engineer provides copies of inspection reports, testing/monitoring, results/draw down test and sewer videos (including sewer laterals, if any) to the Township.
- b) The Township shall grant to the Subdivider a Performance Acceptance Certificate or Certificates for the corresponding Works as follows:
 - i) underground services and granular;
 - ii) surface work, which includes curb, gutter, base coat asphalt and top-coat asphalt of the street, sidewalks, driveway aprons, street boulevard sod and trees, and streetlighting system (standard or decorative), including the decorative pole, arm, fixture and appurtenances, the power supply pedestal and concrete base;
 - iii) park, trail development, other landscaping not within the boulevard and associated demarcation measures;
 - iv) stormwater management facilities, which includes the storm outlet, maintenance access road, required watercourse works, associated demarcation measures and landscape/plantings.
- c) The Certificates for Performance Acceptance for the:
 - i) underground services and granular shall be issued for the Ottawa Street Extension;
 - ii) surface works shall be issued for the Ottawa Street Extension;
 - iii) park and trail development, as well as open space works (*i.e.*, cleanup, removal of invasive species and dead/hazard trees, etc.), including associated demarcation measures, shall be issued for the Ottawa Street Extension;
 - v) stormwater management facilities shall be issued in conjunction with the Performance Acceptance Certificate issued for the surface works of the last phase of the contributing stormwater drainage area.

Maintenance Period

- d) The two-year maintenance period prescribed in Clause 4.5.3 hereof shall commence to run from the date the Performance Acceptance Certificate with respect to the Works named therein has been issued and when the Plan, containing the respective Works, is registered.

8.2 Partial Certificate of Release and Final Acceptance

Upon request by the Subdivider, the Township shall issue a Partial Certificate of Release ("Final Acceptance") with respect to any Performance Acceptance Certificate noted in Subclause 8.1.b) when the following are satisfied:

- a) The two-year maintenance period with respect to the same has expired;
- b) The Subdivider's Consulting Engineer has provided all inspection reports and GIS data completed after installation of such Public Works including inspection reports required in the applicable sections of this Agreement to meet the Minimum Maintenance Standard pursuant to Ontario Regulation 239/02;
- c) The Subdivider's Engineer has provided a notice in writing certifying that all remedial works required by the Township during the maintenance period with respect to the Works described in the Performance Acceptance Certificate have been completed;
- d) The Township has received the statutory declaration described in Subsection 8.1; and
- e) Payment of all Township accounts respecting the phase to which the Partial Certificate of Release applies has been made.

Once the Township has issued a Partial Acceptance for the respective Works noted in Subclause 8.1 b) and the Township has given Final Acceptance to such Works that were issued a Partial Certificate of Release, then the Subdivider no longer has maintenance and financial obligations for those Works under the terms of this Agreement.

8.3 Maintenance of Boulevard Trees

Further to Subsection 8.1 with respect to the installation of boulevard trees as part of the surface works within Ottawa Street, during the two-year maintenance period for such surface works the Subdivider shall be responsible for:

- a) Any deficiencies identified with the planting of the boulevard trees that are in conflict with the Engineering and Planning Drawings;
- b) Replacement of dying, dead, damaged and/or hazard boulevard trees; and
- c) Minor and routine maintenance works which includes regular watering, mulching, re-staking and pruning the boulevard trees.

Notwithstanding Subclause 8.3 c) above, if the Township, at its discretion, retains an arborist to perform such minor and routine maintenance works of the boulevard trees during the two-year maintenance period, then the Subdivider shall be financially responsible for covering the costs that the Township has incurred and/or have been invoiced for by an arborist that it has retained during the maintenance period, noted in Section 8, for boulevard trees within Ottawa Street. The Subdivider shall make payment for these minor and routine maintenance costs based on the current rate set out in the Township's Fees and Charges By-law and in accordance with the terms and provisions of the invoice that the Subdivider receives from the Township. The Subdivider acknowledges that the Township may refuse future building permits within the Draft Plan and/or delay the Final Acceptance of the surface works within the Plan pursuant to Section 8 if the Subdivider fails to make the said payment in accordance with the terms and provisions of the invoices that it receives from the Township.

8.4 Inspection of Street Regulatory and Warning Signs

That upon installation of the approved street regulatory and warning signs noted in Section 8.2 and up to the time the Township has given Final Acceptance of such street regulatory and warning signs as part of the surface works for Ottawa Street, the Subdivider shall be responsible for and incur all cost associated with the inspection of the street regulatory and warning signs, complete the necessary inspection reports and forward such reports to the Township, which shall occur in intervals of not more than sixteen (16) months between inspections, in accordance with the Minimum Maintenance Standard in Ontario Regulation 239/02. If any deficiency is identified through the inspection, the Subdivider shall notify the Township, and complete the required remedial works to address the deficiency of the street regulatory and warning signs in a timely manner at the Subdivider's cost pursuant to Section 8, all to satisfaction of the Township.

8.5 Inspection of Sidewalks

That upon installation of the sidewalks and up to the time the Township has given Final Acceptance of such sidewalks as part of the surface works for Ottawa Street, the Subdivider shall be responsible for and incur all cost associated with the maintenance and inspection of the sidewalks, complete the necessary inspection reports and forward such reports to the Township,

which shall occur in intervals of not more than sixteen (16) months between inspections, in accordance with the Minimum Maintenance Standard in Ontario Regulation 239/02. If any deficiency is identified through the inspection, the Subdivider shall notify the Township and complete the required remedial works to address the deficiency of the sidewalks in a timely manner at the Subdivider's cost pursuant to Section 8, all to satisfaction of the Township.

8.6 Ontario Land Surveyor's Certificate

Any standard iron bars, concrete monuments or monuments of higher standard which are disturbed in the course of servicing or building shall be restored by or at the expense of the Subdivider before this Agreement is finally released. Upon final completion and installation of all Works, the Subdivider shall, at its expense, provide an Ontario Land Surveyor's Certificate indicating that all standard iron bars are in place and easily accessible with respect to the lot for which a release is being requested.

9.0 **OTHER AGENCIES AND APPROVALS**

The Subdivider agrees:

9.1 General

9.1.1 To obtain the approval of any governmental authority which is required in respect of the installation of any Works that are contemplated by this Agreement.

9.1.2 To acknowledge and agree that any Township approvals, including (without restricting the generality of the foregoing) zoning, subdivision and Plot Plan approvals, do not verify or confirm the adequacy of soil conditions, and the Subdivider accepts responsibility for soil conditions, including soil contamination, and agrees to comply with the applicable provisions of the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended (the "EPA"), and other relevant legislation, and the Subdivider agrees to indemnify and save the Township harmless from all actions or claims relating to soil conditions on the Lands.

9.2 Hydro Service

That all electrical services to the subdivision shall be underground, except for transformers, mounting pads, etc., in accordance with the standards of the Township contained in the EDIM, and those of Enova Inc., and the Subdivider shall provide to Enova Inc. any required easements in priority to any mortgages or other encumbrances.

9.3 Gas Service

To service all lots in the subdivision with gas service by underground pipes to be placed in the road allowance in accordance with the standards of the Township contained in the EDIM, and those of Enbridge Gas Company, and the Subdivider shall provide to Enbridge Gas Company any required easements in priority to any mortgages or other encumbrances.

9.4 Telecommunication Service

To provide the appropriate number of underground conduits within the road allowance in accordance with Township standards contained in the EDIM for the purpose of providing the Draft Plan with telecommunication service(s).

9.5 Canada Post

To co-ordinate with the Township and Canada Post the location of community mailbox facilities.

9.6 Ministry of Environment, Conservation and Parks ("MECP")

To obtain an Environmental Compliance Approval from the MECP and/or the applicable municipal authority for the installation of services (*i.e.*, water, sanitary and storm, including stormwater management) in accordance with the applicable provisions of the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended, and the *EPA* prior to the installation of such services or facilities.

9.7 Grand River Conservation Authority

To obtain a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit within areas regulated under O. Reg. 150/06 (Grand River Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses), made under the *Conservation Authorities Act*, R.S.O. 1990, c. C.27, as amended, prior to the commencing of the Works, including grading activities.

9.8 Other Federal or Provincial Approvals

To obtain any other applicable Federal or Provincial Approvals prior to the commencement of the associated Works and grading activities and to comply with such Federal and Provincial regulations and/or protocols of the Department of Fisheries and Oceans, Species at Risk, and the *Migratory Birds Convention Act, 1994*, S.C. 1994, c. 22, as amended, etc.

9.9 Building Permit

Any Public Works, such as retaining walls, that fall under the jurisdiction of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended, shall require a building permit issued by the Township prior to their installation or construction.

9.10 Heritage

The Subdivider shall immediately notify the Ministry of Tourism, Culture and Sport and the Registrar appointed under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, if human remains are found during construction activities.

10.0 LEGAL

The Subdivider agrees:

10.1 Conveyances

10.1.1 To transfer title to the Township of all municipal services installed according to the terms of this Agreement and as described in Clause 3.1.2 and the terms and conditions in the Land Exchange Agreement.

10.1.2 That, prior to Final Acceptance of the Ottawa Street Extension, all dedications to the Township described in Schedule "C" attached hereto shall be delivered to the Township's solicitor free and clear of any encumbrances.

10.1.3 To convey such easements as outlined in Schedule "C", free from any encumbrances, as shown on the Engineering Plans approved by the Township for the purposes set out therein and such other easements required during construction. All easement documents shall be executed by the Subdivider and Mortgagee(s), if any, and delivered to the Township's solicitor prior to Final Acceptance of the Ottawa Street Extension, and such easements shall be registered free and clear of any encumbrances.

10.2 Reserves

To terminate all dead ends and open sides of road allowances within the Ottawa Street Extension in 0.30 metre reserves, including those outlined in Schedule "F", and convey these and any other 0.30 metre reserves in the Plan in fee simple, free from encumbrances, to the Township.

10.3 Subdivider Charges the Land

To charge the Lands with the performance of this Agreement.

10.4 No Exemption of Liability

That nothing in this Agreement exempts the Subdivider or anyone claiming by or through or under it from compliance with any By-law of the Township, the Region or any statute or regulation of Ontario or of Canada or of any other law or exempts it from any liability accruing to it as the developer and constructor of the Ottawa Street Extension.

10.5 Registration of Agreement

This Agreement shall be registered by the Township as a first charge upon title of the Lands, at the cost and expense of the Subdivider.

10.6 Construction Act

10.6.1 To hold back payments to the Contractor who may construct the services of such sums as are provided in accordance with the *Construction Act*, R.S.O. 1990, c. C.30, as amended (the "*Construction Act*") and will otherwise indemnify the Township against any claims, actions or demands for construction liens or otherwise in connection with the works and all costs in connection therewith, and on the demand of the Director of Development Services (or their designate) will forthwith take such steps to immediately discharge all liens upon the services.

10.6.2 That, notwithstanding anything to the contrary contained in this Agreement, the Subdivider hereby agrees that the filing of any liens pursuant to the *Construction Act* with respect to the Lands shall entitle the Township to draw on any or all of the Letter of Credit referred

to in Subsection 4.5 of this Agreement and to utilize the said draw to make payment into Court of the holdback together with costs.

10.6.3 To reimburse the Township, acting reasonably, for all legal and administration costs associated with the removal of the lien on the Township-owned lands within the Draft Plan pursuant to the *Construction Act* within the timeline specified in an invoice(s) issued by the Township to the Subdivider for such legal and administration costs. The Subdivider further agrees that its failure to pay the Township's legal and administration costs within the timeline specified in the invoice(s) will entitle the Township to draw on any or all of the Letter of Credit referred to in Subsection 4.5 of this Agreement and to utilize the said draw to cover the Township's legal and administration costs for the removal of the lien on the Township-owned lands within the Draft Plan pursuant to the *Construction Act*.

10.7 Township as Agent of the Subdivider

That any work done by the Township for or on behalf of the Subdivider, or by reason of the Subdivider not having done the work in the first instance, shall be deemed to be done as agent for the Subdivider and shall not, for any purpose whatsoever, be deemed as an Acceptance of the Works by the Township.

10.8 Enforcement of Agreement

To not call into question, directly or indirectly in any proceedings whatsoever in law or in equity or before any administrative tribunal, the right of the Township to enter into this Agreement and to enforce each and every term, covenant and condition herein contained, and this Agreement may be pleaded as an estoppel against the Subdivider in such proceedings.

10.9 Severability

That should Section(s), Schedule(s) or any part thereof in this Agreement be challenged through the Courts and subsequently the Section(s), Schedule(s) or any part thereof be deemed to be null and void, the Subdivider agrees that the remaining conditions outlined in this Agreement shall remain in full force and effect.

10.10 Assignment of Agreement

That it is hereby agreed that this Agreement and the covenants, provisions and conditions contained herein shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns of the parties hereto. If the Subdivider does not develop the Lands or any part(s) thereof, the Subdivider and/or its successor(s) shall nevertheless be bound by the terms of this Agreement.

10.11 Consent of Party of the Third Part

The Party of the Third Part for and in consideration of the sum of two (\$2.00) dollars now paid to it (the receipt and sufficiency whereof are hereby acknowledged) does hereby consent to the Agreement herein.

11.0 **SPECIAL CONDITIONS**

The Subdivider agrees:

11.1 To grant to the Township and all appropriate authorities, free from costs and encumbrances, the lands and easements for public purposes, as described in the Land Exchange Agreement, including all additional lands reasonably required by the Director of Development Services for completion of the Works. Without limiting the generality of the foregoing:

- i. The Subdivider acknowledges that it has agreed to convey the Midwest Ottawa Street Lands to the Township; and
- ii. The Township acknowledges that it has agreed to convey Menno Street remnant lands, free and clear of all encumbrances to the satisfaction of the Subdivider's solicitor in accordance with the Land Exchange Agreement.

11.2 That the Township will permit the Subdivider to undertake the construction of the Ottawa Street Extension in accordance with Section 11.3 below notwithstanding that the Township does not have ownership of the said road allowance pursuant to the Land Exchange Agreement.

Nature of the Works

11.3 To construct the Ottawa Street Extension and its associated servicing components to a standard urban cross-section including a sidewalk on one side of the street, boulevard tree plantings on

both sides of the street, a preferred minimum road grading of 0.7% and LED street lighting, and the following:

- a) 35 metre wide ultimate cross section;
 - b) 23 metre wide interim sub-collector cross-section;
 - c) 450mm watermain;
 - d) 200mm and up to a 375mm sanitary sewer;
 - e) 300mm and up to a 965mm by 1525mm storm sewer;
 - f) Stormwater management facilities (Blocks 241 (SWMF 3) and Block 239 (SWMF 2)); and
 - g) 300mm groundwater management system,
- all in accordance with the Engineering and Planning Drawings and to the satisfaction of the Township.

Subdivider is the Proponent of the Construction Project

- 11.4 That the Subdivider shall be the proponent for the design and construction of the Ottawa Street Extension as noted in Section 11.3 and detailed in Schedule "H" (hereinafter the "Construction Project") and is, therefore, fully responsible for the administration of the Construction Project, in consultation with the Township, which includes, but is not limited to, addressing the following items to the satisfaction of the Township:
- a) Competing the design of the Works to the satisfaction of the Township and, where applicable, the GRCA, the Region and the applicable utility companies.
 - b) Making satisfactory arrangements and coordinating with the applicable utility companies for the provision of utilities to the development and the street lighting system.
 - c) The preparation, review, awarding and administration of the tender document/contract for the Construction Project as further detailed in Sections 11.5 to 11.7.
 - d) The provision of insurance coverage as set out in Sections 4.3 and 6.3.
 - e) Matters related to indemnification as set out in Section 4.2.
 - f) Township construction requirements and standards as set out in Section 5.
 - g) General consulting engineering requirements, including the submission of "as-recorded" drawings, as set out in Section 6.
 - h) Inspection and reporting as set out in Section 6.2.
 - i) General contractor requirements as set out in Section 6.3.
 - j) Contractor's bonding.
 - k) Completion, maintenance and final acceptance as set out in Section 8.
 - l) Compliance with the *Construction Act* as set out in Section 10.6.
 - m) Obtaining the required permits and approval as noted in Section 9.
 - n) Coordination and execution of the critical watermain shutdown, which will affect large businesses that use water in the vicinity of the Construction Project, as well as Region of Waterloo International Airport operations. Connection will occur on the Region and Township dual watermain and in the low water demand hours for the said businesses.

Tendering

- 11.5 To prepare a Request for Tender ("RFT") for the Works itemized in Schedule "H", utilizing the Township's standard tender document/contract (the "Tender Contract"), which may be modified accordingly for this Construction Project and shall be reviewed by the Township prior to releasing the RFT to the contractors that may submit a bid for the construction of the Works. The Subdivider further agrees to review the tender bids received for the Construction Project in consultation with the Township and shall award the tender to the lowest bidder, or sole source the tender to a specific contractor if approved by the Township.
- 11.6 That if addenda are required to the Tender Contract as a result of revisions, additions and/or deletions to the Tender Contract, then such addenda shall be reviewed and administered by the Subdivider pursuant to Township approval.
- 11.7 That any unforeseen costs which are identified as a result of addenda to the Tender Contract noted in Section 11.5 and/or as a result of issues identified during the Construction Project, and such unforeseen costs are not included or properly reflected in the estimated costs outlined in Schedule "H" and/or in the Tender Contract, then such unforeseen costs shall be appropriately cost shared between the Subdivider and the Township pursuant to Section D.

Cost Sharing of Works

- 11.8 The Township agrees to be financially responsible for a portion of the design and construction cost of the Ottawa Street Extension. The Township's portion of this cost-sharing arrangement with the Subdivider shall be based on the following percentage split:
- a) The Subdivider and the Township shall share equally (50% split) in the cost of the following Works for the Ottawa Street Extension, which is detailed in Schedule "H":
 - Design, administration and construction of the following:

- Gravel road base;
 - Base coat and surface coat asphalt;
 - Sidewalk;
 - Curbs / gutters;
 - Landscape within the right-of-way;
 - Street lighting;
 - Upsizing of the watermain from 300mm to 450 (pipe cost only); and
 - Storm sewer sizing for fifty (50%) per cent portion of the 23m sub-collector road.
- b) The Subdivider shall incur one hundred (100%) per cent of the cost of the following Works for the Ottawa Street Extension, which is detailed in Schedule "H":
- Design, administration and construction of the following:
 - Underground and Aboveground Utilities, subject to the exemption in Subsection 11.8 a) above;
 - Wetland re-establishment in accordance with the GRCA requirements;
 - Grading and drainage;
 - Stormwater management facility;
 - Dry utility relocations (telecom, gas, hydro, etc.);
 - Related Works associated with the above; and
 - Stop-up and close and future decommissioning of Menno Street;
 - All maintenances and remedial repairs associated with the items listed in the Subsection 11.8 b) Works during Final Acceptance and Final Assumption pursuant to Section 8 of this Agreement.

Subdivider Front-Ending

- 11.9 To acknowledge that the Township's share of the cost for the design, administration and construction of the Works outlined in Subsection 11.8 a) above for the Ottawa Street Extension as outlined in Schedule "E" will be funded through the Township's development charges, pursuant to the 2024 Township of Woolwich Development Charges Study update. It is further agreed that the Subdivider will front-end the financing of the said Township's share. The Township will reimburse the Subdivider by applying a Credit against the Development Charges Payable to the Township by the Subdivider, which is based on the applicable Township development charge rate in effect at the time of payment for each residential unit or non-residential gross floor area building permit that is issued by the Township within the Midwest Draft Plan, until such time as the cost that was financed and front-ended by the Subdivider has been fully reimbursed in the form of these Credits. The Township's Finance Services Department shall track the costs associated with the final construction cost for the Township's share of Works and reimburse the Subdivider based on the applicable development charge fees associated with the building permits for the Midwest Draft Plan. The reimbursement shall not include inflation or any additional fees above and beyond the costs included in Schedule "K", nor does it include credits to any Regional development charge, education development charge or building permit fees/deposits. The building permit fees shall be those that are required at the time of construction and/or in accordance with the applicable by-law associated with building permit fees at the time of building permit issuance. Should the Credits available through the development of the Subdivision not be sufficient to repay the amount owed by the Township, the remaining balance is to be reimbursed to the Subdivider in a timely manner as soon as possible after full development of the residential phases of the Midwest Draft Plan.

Performance and Timelines

- 11.10 That construction timelines, performances, penalties, and a commencement date for the Construction Project shall be consistent with the timelines in Schedule "G" and defined in the Tender Contract.
- 11.11 That the commencement of pre-servicing for the Works of Phase 1 of the Draft Plan shall only occur after the Performance Acceptance of the underground services and granular and road to base course asphalt for the Ottawa Street Extension ensuring that the road is deemed safe for public use has been issued for the Ottawa Street Extension. It is further agreed that, prior to the registration of Phase 1 of the Draft Plan, the following is required:
- a) the Ottawa Street Extension is opened as a municipal road by way of a by-law passed by Township Council; and
 - b) the removal and decommissioning of Menno Street that will develop as residential lots/blocks with the Midwest Draft Plan, which includes the decommissioning of the underground and above ground services and utilities, all to the satisfaction of the relevant utility provider.
 - c) Township fees to be updated and received, (Thought their where other items that are required before registration. Inspection, fire flow tests, SWM / Hydrogeological monitoring reports, SWMF operation manual, etc.)
 - d) the decommissioning of Menno Street services shall not occur until Ottawa Street services are completed.

Interim Drainage for Undeveloped Lands:

- 11.12 To provide a temporary drainage system to accommodate drainage from any portion of the undeveloped Lands abutting the Works to the satisfaction of the Director of Development Services (or their designate). If, in the opinion of the Director of Development Services (or their designate), drainage problems occur as a result of an insufficient temporary drainage system for the undeveloped Lands, the Subdivider shall correct them by regrading or the construction of additional catch basins, swales, retaining walls, or other structures, which may be necessary in order to correct such problems and as directed by the Director of Development Services.

Permission to Grade

- 11.13 To provide to the Township, prior to construction, written permission from affected landowners for any grading proposed by the Subdivider onto lands outside the Ottawa Street Extension.

Underground and Aboveground Works

- 11.14 To be solely responsible for the long-term maintenance of the Works until Assumption, at its own cost and expense, in accordance with standards established by the Director of Development Services and provincial legislation.

Maintenance of Menno Street

- 11.15 To be responsible for the maintenance of the underground utilities along, under and associated with Menno Street for the duration of the construction of Ottawa Street Extension. This includes ensuring the utility providers are informed of ongoing works and any impacts that may be made to their utilities.

The Subdivider shall be responsible for ensuring that the signage directing the public to not use Menno Street. This includes signage as well as physical barriers to impede the public from accessing these lands.

- 11.16 Maintenance of Services

That the existing services and utilities within the entire Menno Street road allowance shall be maintained at all times, including the watermain that supplies the lands east of Fountain Street North. At no time during the transition of servicing and road works from Menno Street West to the Ottawa Street Extension shall there be service interruption, nor shall the services be cut off to the lands to the east of Fountain Street North unless it is a temporary interruption, approved by the Township, to facilitate the transition of services utilities from Menno Street to the Ottawa Street Extension. This will be the sole responsibility of the Subdivider, including all indemnification of the Township and the Region. It shall also be recognized that representatives from the Township, Region or an applicable utility provider shall be permitted to be on-site for review purposes and for good cause.

- 11.17 Breslau Municipal Drain

The Subdivider shall provide access to the development lands for the purpose of Township works on the Breslau Municipal Drain for purposes of Township maintenance or reconstruction works for the Breslau Municipal Drain.

- 11.18 Assumption

- (a) The Subdivider shall maintain and keep in a proper state of repair and operation all the Works and utilities including any temporary works or external works until Assumption.
- (b) The Subdivider acknowledges and agrees that the Township may connect or permit the connection of Works that are not assumed to the Township's existing infrastructure, but such connections shall not constitute Acceptance or Assumption.
- (c) In the event that the Subdivider fails to keep any of the Works in a proper state of repair up to Assumption, the Township may, upon seven (7) days' written notice of such default or inaction delivered by registered mail, enter upon the Ottawa Street Lands and make such repairs as are necessary in the opinion of the Director of Development Services. The Subdivider shall pay the Township the full cost thereof plus administrative fees within five (5) Business Days of receipt of the Township's invoice.

- 11.19 Compliance with Draft Plan Conditions

The conditions that outline requirements for the construction of Ottawa Street that are included in the Draft Plan Conditions for Subdivision 30T-20701 shall be adhered to as part of this Agreement. If, in the event that there are any inconsistencies between the Draft Plan Conditions and this Agreement, the

provisions within this Agreement will supersede those of the Draft Plan Conditions. If there are provisions that are not addressed as part of this Agreement that are identified in the Draft Plan Conditions, those provisions shall be addressed as part of this Agreement to the satisfaction of the Director of Development Services.

11.20 Geodetic Monuments

To install geodetic monuments to the satisfaction of the Township, with coordinates and elevations therein, and that the Plan submitted for registration shows the locations of the monuments, their coordinates values, elevations and code numbers prescribed by the Surveyor General of Ontario.

11.21 Transit Stops

- (a) Transit stops shall be provided in accordance with Grand River Transit's ("GRT") Bus Stop Design Guidelines Standard C-4.
- (b) Proposed bus stops / shelters are to be located on Ottawa Street as follows:
 - i) Northeast side of the intersection of Ottawa Street and Woolwich Street South;
 - ii) Southeast side of the intersection of Ottawa Street and Woolwich Street South; and
 - iii) Northwest side of the intersection of Ottawa Street and Fountain Street North.
- (c) The final locations, pad, shelter and electrical requirements shall be provided by the Region and/or in cooperation with GRT. It is the responsibility of the Subdivider to coordinate with the Region and/or GRT to ensure that the requirements for the transit stops are completed to the satisfaction of the Region.
- (d) The Subdivider shall provide to the Township correspondence from the Region confirming that the applicant has fulfilled the obligations related to the transit stop clauses noted above.

11.22 Grand River Conservation Authority

- (a) Prior to commencement of the construction of the Works within the Ottawa Street Extension, an Integrated Class Environmental Assessment under the *Environmental Assessment Act*, R.S.O. 1990, c. E.18, as amended, shall be approved through submission and approval of a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit issued by the GRCA.
- (b) Prior to commencement of the construction of the Works within the Ottawa Street Extension, the Subdivider shall provide the Township with confirmation that the GRCA is satisfied that the Subdivider has completed the "prior to" requirements as provided in the Draft Plan of Subdivision 30T-20701 relating to the Ottawa Street Extension and Extension Lands.

11.23 Pre-servicing

11.23.1

Pursuant to Clause 3.1.2 in this Agreement, which requires only the installation of Works on the Extension Lands (*i.e.*, "Pre-Servicing"), the Subdivider shall satisfy the following conditions prior to the commencement of Pre-Servicing, which includes the pre-grading of the Extension Lands if the applicable pre-grading conditions for Draft Plan approval in Township Draft Plan Conditions contained in Township Council resolution, dated February 23, 2024 (*i.e.*, "Township Draft Plan Conditions"), has not been satisfied or a Site Alteration Permit has not been issued pursuant to the Township's Site Alteration By-law Number 86-2020:

- a) The submission of a formal written request to the Planning Section of the Development Services Department and its subsequent Acceptance for the commencement of Pre-Servicing of the applicable phase based on a tentative construction schedule. The submission shall also include:
 - i) A summary of how conditions b) to k) below have or will be satisfied; and
 - ii) An acknowledgment that the Pre-Servicing of the Ottawa Street Extension is being done at the Subdivider's own risk and expense, that they shall indemnify and save harmless the Township against any liability and that the Township will not be held responsible for paying any of the costs incurred by the Subdivider or other parties on its behalf in respect to the design, approval or construction, including Pre-Servicing of the Extension Lands or any costs whatsoever;
- b) Township approval of the Engineering and Planning Drawings;
- c) Submission of the most up-to-date groundwater monitoring report (*i.e.*, a groundwater monitoring report that is prepared within the same calendar year of Pre-Servicing of the applicable phase) indicating that there are no groundwater irregularities or adverse impacts on neighbouring private wells due to the Subdivider's development activities occurring within or outside Extension Lands;
- d) A clearance letter/e-mail received from the GRCA indicating:

- i) Acceptance of the Engineering and Planning Drawings for the Ottawa Street Extension;
- ii) Issuance of a Development, Interference with Wetlands and Alterations to Shorelines and Watercourse permit, if required for the Ottawa Street Extension; and
- iii) Consent that Pre-Servicing may proceed for the Ottawa Street Extension;
- e) A clearance letter/e-mail received from the Township Engineering Section of the Development Services Department indicating:
 - i) That the Engineering and Planning Drawings for the Ottawa Street Extension have been approved;
 - ii) Acceptance of the tendering costs, which is used to calculate the required securities for Pre-Servicing of the Ottawa Street Extension as detailed in Subsection 12.2;
 - iii) Acceptances of the tendering documents and construction work schedule confirming that the required primary services for the Ottawa Street Extension, as outlined in Schedule "I", will be completed as part of the construction contract and work schedule and prior to the issuance of building permits within the Plan;
 - iv) Acceptance of the most up-to-date groundwater monitoring report as noted in c) above;
 - v) Receipt of the required certificate of insurance from the Subdivider pursuant to Subsection 4.3; and
 - vi) Satisfying conditions contained in Subsection 6.3 related to the contractor that was awarded the Pre-Servicing contract;
- f) A clearance letter/e-mail from Enova for the hydro services, indicating that Pre-Servicing of the Ottawa Street Extension may proceed;
- g) A clearance letter/e-mail from Enbridge Gas Company with respect to installation and/or removal of gas services, indicating that Pre-Servicing of the Ottawa Street Extension may proceed;
- h) The submission of the Environmental Compliance Approvals from MECP and/or the applicable municipal authority for the required Works within the Ottawa Street Extension pursuant to Subsection 9.6 and any other required approval in Section 9; submission of the required Letter of Credit for Pre-Servicing of the Ottawa Street Extension in accordance with Subsection 4.5;
- i) Installation of the erosion control measures;
- j) Holding a pre-construction meeting with the Township's Development Engineering Section to address such matters as, but not limited to:
 - i) Confirming the construction schedule and timing;
 - ii) Confirming the haulage route and ensuring that the required notification signs are erected pursuant to Subsection 5.1;
 - iii) Inspecting/confirming that the erosion control measures are installed;
 - iv) Confirming that all documentation required by the Subdivider and contractor are in place; and
 - v) Any other matters as determined by the Township.

11.23.2

In addition to Subsection 4.5 and pursuant to Clause 11.16.1 above, the Subdivider shall submit a Letter of Credit to the Township in a satisfactory form outlined in Subsection 4.5 and prior to Pre-Servicing of the Ottawa Street Extension which is calculated based on the following:

- a) Fifteen (15%) per cent of the total construction cost of Works on the Lands,
 - b) Fifteen (15%) of the Works to be completed and front-ended by the Subdivider that the Township is financially responsible for as per Subsection 11.8 a); and
 - c) 100% of the cost of Works on Township-owned lands, public road allowances or that is funded by the Subdivider as required by Subsection 11.8 b),
- as outlined in Schedules "D" and "E" of this Agreement.

12.0 DISPUTE RESOLUTION

- 12.1 The Township and the Subdivider acknowledge and agree that, in the event of any disagreement between the Township, and the Subdivider as to the requirement to perform or the performance of any obligations under this Agreement, such dispute shall be remitted to negotiations between a member of the Township's and the Subdivider's respective senior management staff. If the dispute cannot be settled by such negotiations, it shall be submitted to arbitration pursuant to the *Arbitration Act, 1991*, S.O. 1991, c. 17, as amended.

13.0 MISCELLANEOUS PROVISIONS

13.1 Binding on Successors:

It is hereby agreed by and between the parties hereto that this Agreement shall enure to the benefit of and be binding on and enforceable by and against the parties, their heirs, executors, administrators, successors and permitted assigns. Except as expressed otherwise in this Agreement, upon satisfaction of the Subdivider's obligations pursuant to this Agreement, the Township shall issue confirmation of completion of, and full and final release of, the Subdivider's obligations herein.

13.2 Severability and Jurisdiction:

If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and, in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the parties that each is satisfied as to the jurisdiction of each party to enter into this Agreement. The parties agree that they shall not question the jurisdiction of any party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder, and the parties, their successors and permitted assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

13.3 Warranty and Capacity:

The Subdivider warrants to the Township as follows:

- (a) the Subdivider are corporations validly subsisting under the laws of Ontario or Canada and have full corporate power and capacity to enter into this Agreement and any documents arising from this Agreement.
- (b) all necessary corporate action has been taken by such parties to authorize the execution and delivery of this Agreement.
- (c) it/they own(s) the Lands as described in Schedule "A" indicated as owned by Subdivider.

13.4 Claims Inconsistent with this Agreement:

The Subdivider hereby acknowledges that this Agreement is entered into and executed by it for the purpose of having the Township act in reliance on the covenants by each other contained herein, and the Subdivider does hereby waive any right or claim which they now have or may hereinafter acquire which is inconsistent with the terms of this Agreement.

13.5 Governing Law:

This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated in all respects as an Ontario contract.

13.6 Further Documents:

The Township and the Subdivider agree to execute such further documents and instruments and cause the doing of such additional acts, as are within their power as the Township and the Subdivider to reasonably request be done or executed, in order to give full effect to the provisions and conditions of this Agreement and the transactions contemplated herein.

13.7 Time of the Essence:

Time shall be of the essence of this Agreement and each of its provisions.

13.8 Non-Fettering and Paramountcy of Municipal Obligations:

Nothing in this Agreement derogates from, interferes with, or fetters the exercise by the Township of all of its rights and obligations as a municipality (whether discretionary or mandatory) or imposes any obligations on the Township in its role as a municipality, and the Township shall not be prevented from or prejudiced in carrying out its statutory rights and responsibilities. Nothing in this Agreement derogates from, interferes with, or fetters the exercise by the Township's officers, employees, agents, representatives or elected and appointed officials of all of their rights, or imposes any obligations on the Township's officers, employees, agents, representatives or elected and appointed officials, other than as expressly set out in this Agreement.

13.9 Emergencies:

The parties acknowledge that, in the event of an Emergency, the Township's ability to conduct due diligence and/or other work required to complete the Works contemplated in this Agreement may be hampered or delayed. Accordingly, the parties covenant and agree that, in the event of an Emergency, all timelines and dates specified in this Agreement that occur between the commencement date of an Emergency and the end of the Emergency shall be automatically extended until the date that is five (5) Business Days following the end of the Emergency. In this section, "Emergency" means a situation in which a state of emergency has been declared over the Township of Woolwich. The commencement date of the Emergency shall be the date of the

public declaration of such emergency by the applicable authority, and the end date shall be the date that such authority has issued a public declaration that such state of emergency has ended.

13.10 Force Majeure:

The Subdivider shall not be liable or responsible to the Township, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term or condition of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the Subdivider's (the "Impacted Party") reasonable control, including, without limitation, the following force majeure events that frustrate the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) epidemic or pandemic or similar influenza or bacterial infection; and (j) other similar events beyond the reasonable control of the Impacted Party.

13.11 Amendment and Waiver:

This Agreement and all of its provisions shall not be deemed or construed to be modified, amended, rescinded, cancelled or waived in whole or in part except by written amendment of the parties to this Agreement. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute waiver of any other provisions (whether or not similar), nor shall any such waiver constitute a continuing waiver unless expressly otherwise provided in writing.

13.12 Entire Agreement:

This Agreement and any agreements, instruments and other documents herein contemplated to be entered into between, by or including the parties hereto constitute the entire agreement between the parties hereto pertaining to the construction, maintenance and dedication of the Road and associated Works provided for herein and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, with respect thereto, and there are no other warranties or representations and no other agreements between the parties hereto in connection with the construction, maintenance and dedication of the Road and associated Works provided for herein except as specifically set forth in this Agreement or the Schedules attached hereto.

13.13 Execution in Counterpart:

This Agreement may be executed electronically and in counterparts, each of which counterpart shall be deemed an original and all of which together shall constitute one and the same instrument, and, upon execution hereof by all parties, this Agreement shall constitute a binding agreement and be governed by the laws of the Province of Ontario.

[The remainder of this page intentionally blank. Signature page follows]

IN WITNESS WHEREOF the Subdivider has hereunto affixed its Corporate Seal under the hands of its duly authorized officers in that behalf and the Township has hereunto affixed its Corporate Seal under the hand of its authorized signatory.


SIGNED, SEALED AND DELIVERED

MADWEST BRESLAU LIMITED

DocuSigned by:
Per: 
6EE058275D4E498...
David Singer
Authorized Signing Officer

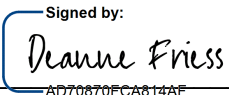
I have the authority to bind the Corporation.

WOOLWICH SOUTH HOLDINGS LIMITED

DocuSigned by:
Per: 
6EE058275D4E498...
David Singer
Authorized Signing Officer

I have the authority to bind the Corporation"

THE CORPORATION OF THE TOWNSHIP OF WOOLWICH

Signed by:
Per: 
AD70870FCA814AF...
Name: Deanne Friess
Title: Director of Development Services

CANADIAN IMPERIAL BANK OF COMMERCE

Per: _____
Name: **Matthew Garrison**
Title: **Authorized Signatory**

Per: _____
Name: **Sam Cirone**
Title: **Authorized Signatory**
We have the authority to bind the Bank

IN WITNESS WHEREOF the Subdivider has hereunto affixed its Corporate Seal under the hands of its duly authorized officers in that behalf and the Township has hereunto affixed its Corporate Seal under the hand of its authorized signatory.

SIGNED, SEALED AND DELIVERED

MADWEST BRESLAU LIMITED

Per: _____
David Singer
Authorized Signing Officer
I have the authority to bind the Corporation.

WOOLWICH SOUTH HOLDINGS LIMITED

Per: _____
David Singer
Authorized Signing Officer
I have the authority to bind the Corporation"

THE CORPORATION OF THE TOWNSHIP OF WOOLWICH

Per: _____
Name: Deanne Friess
Title: Director of Development Services

CANADIAN IMPERIAL BANK OF COMMERCE

Per: 
Name: Matthew Garrison

Title: ASO
Per: 

Name: Rocco Calarco
Title: ASO
We have the authority to bind the Bank

SCHEDULE "A"**LEGAL DESCRIPTION OF THE PARTIES' LANDS****LEGAL DESCRIPTION OF SUBDIVIDER'S LANDS**

Those Lands in the Township of Woolwich being;

LEGAL DESCRIPTION OF MADWEST LANDS

PIN: 22254-0094 (LT): PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO BEING PT 2 ON 58R2543, EXCEPT PTS 1, 13, 14, 15, 16 & 17 ON 58R11575, PTS 1 & 2 ON 58R13140 & PT 1 ON 58R13141; S/T 1543166; TOWNSHIP OF WOOLWICH; (CONVERSION OF LANDS PENDING)

PIN: 22251-0099 (LT): PART LOTS 108 AND 114, GERMAN COMPANY TRACT, WATERLOO, PARTS 1 AND 3, PLAN 58R-3651, S/T 77537; TOWNSHIP OF WOOLWICH; (CONVERSION OF LANDS PENDING)

PIN: 22251-0100 (LT): PART LOTS 108 AND 114, GERMAN COMPANY TRACT, WATERLOO, PARTS 2 AND 4, PLAN 58R-3651, S/T 775376; CITY OF WATERLOO; (CONVERSION OF LANDS PENDING)

PIN: 22251-0231 (LT): PT LT 108 GERMAN COMPANY TRACT TWP OF WATERLOO; PT LT 114 GERMAN COMPANY TRACT TWP OF WATERLOO WATERLOO), BEING PT 1 ON 58R2561, LYING WEST OF PT 2 ON 58R11542 & PT 1 ON 58R13142; WOOLWICH; (CONVERSION OF LANDS PENDING)

PIN: 22251-1450 (LT): PART LOT 109 GERMAN COMPANY TRACT TWP OF WATERLOO, PARTS 1, 2 AND 3, 58R21982; SUBJECT TO AN EASEMENT IN GROSS OVER PARTS 2 AND 3 58R21982 AS IN WR1527495; TOWNSHIP OF WOOLWICH

LEGAL DESCRIPTION OF WOOLWICH SOUTH LANDS

22254-0215 (LT): PART LOT 115, GERMAN COMPANY TRACT TOWNSHIP OF WATERLOO, PARTS 1 TO 4, PLAN 58R-21963; SUBJECT TO AN EASEMENT OVER PARTS 2 AND 3, PLAN 58R-21963 AS IN B42036; TOWNSHIP OF WOOLWICH

LEGAL DESCRIPTION OF TOWNSHIP LANDS

22251-0002 (LT) - FIRSTLY: PCL A PL 892 WOOLWICH; PT LT 104 GERMAN COMPANY TRACT TWP OF WATERLOO PT 2, 58R2802; PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO PT 2, 58R7564, PT 3, 58R4463 & AS IN 243964; SECONDLY: PT LT 104 GERMAN COMPANY TRACT TWP OF WATERLOO; PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO; PT LT 115 GERMAN COMPANY TRACT TWP OF WATERLOO BEING FORCED RD AKA TWP RD 80, MENNO ST BTN REGIONAL RD 17 & REGIONAL RD 30; WOOLWICH

22251-0233 (LT) -PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO BEING PTS 3, 4, 5, 6 & 7 ON 58R11542; WOOLWICH;

22254-0093 (LT) - PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO BEING PTS 1, 13, 14, 15, 16 & 17 ON 58R11575, PT 1 ON 58R13140 & PT 1 ON 58R13141; S/T & T/W 662324; S/T 357675; S/T B41490; WOOLWICH

LEGAL DESCRIPTION OF LANDS TO BE TRANSFERRED FROM THE REGION TO TOWNSHIP

Part of 22251-0233 (LT) -PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO BEING PTS 3, 4, 5, 6 & 7 ON 58R11542; being Part 3 on Reference Plan 58R-21819; WOOLWICH;

Part of 22254-0093 (LT) - PT LT 109 GERMAN COMPANY TRACT TWP OF WATERLOO BEING PTS 1, 13, 14, 15, 16 & 17 ON 58R11575, PT 1 ON 58R13140 & PT 1 ON 58R13141; S/T & T/W 662324; S/T 357675; S/T B41490; being Part 2 on Reference Plan 58R-21819; WOOLWICH

SCHEDULE "B"

REFERENCE PLAN 58R-22111

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVING BY 0.3048.

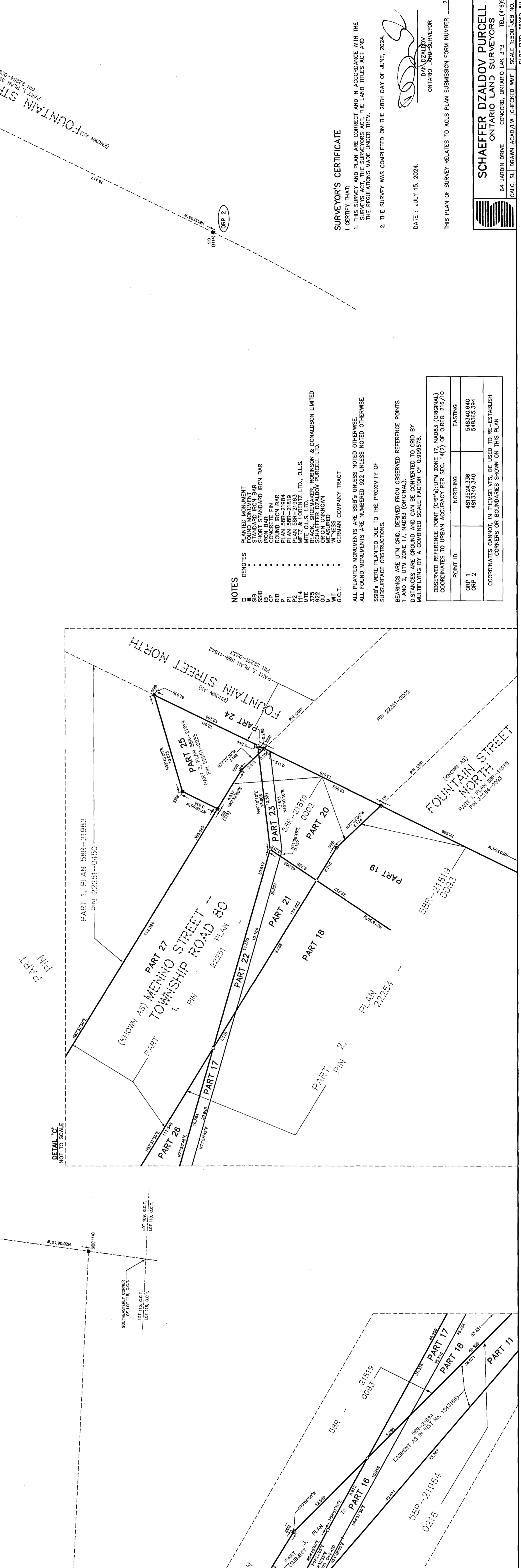
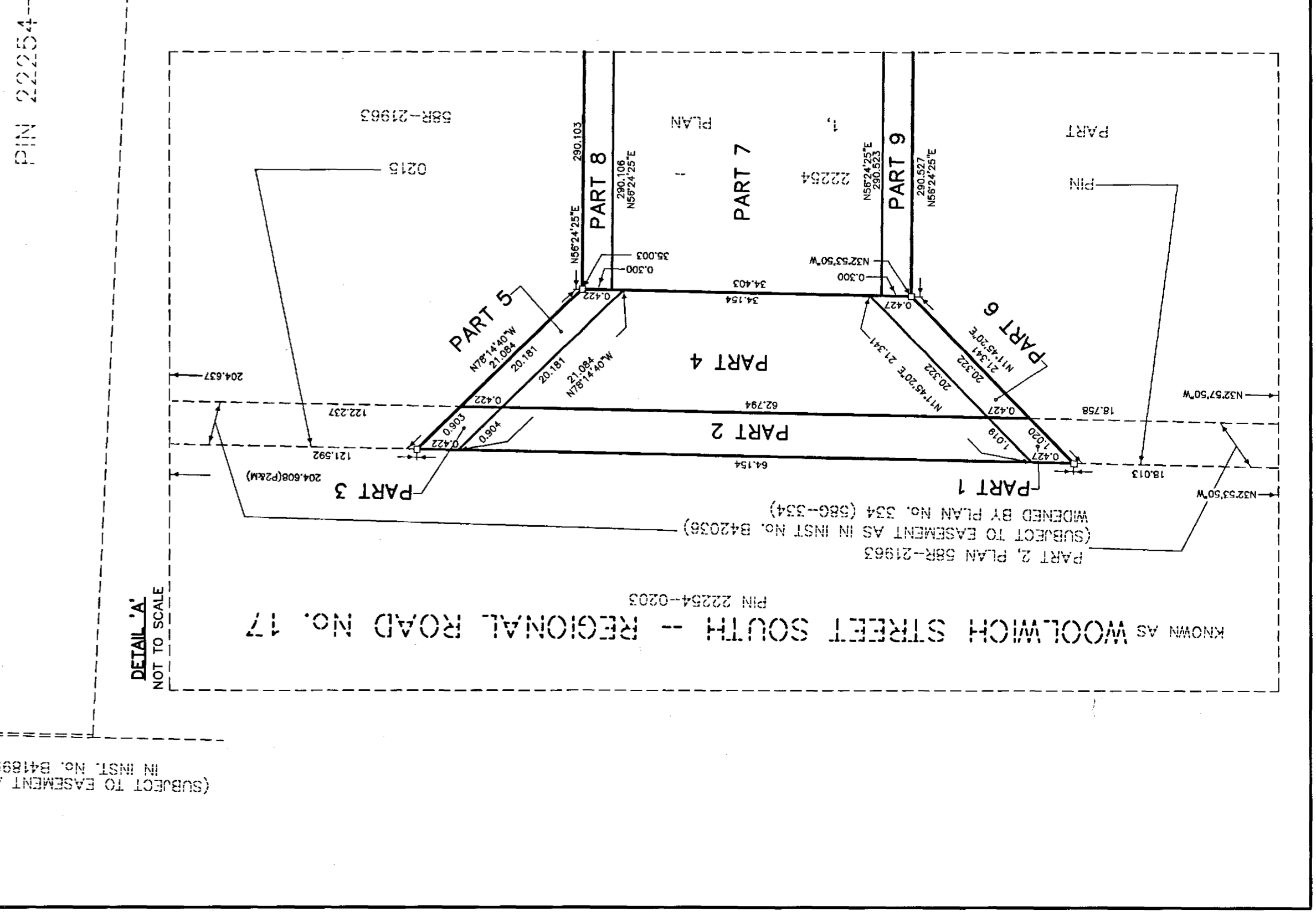
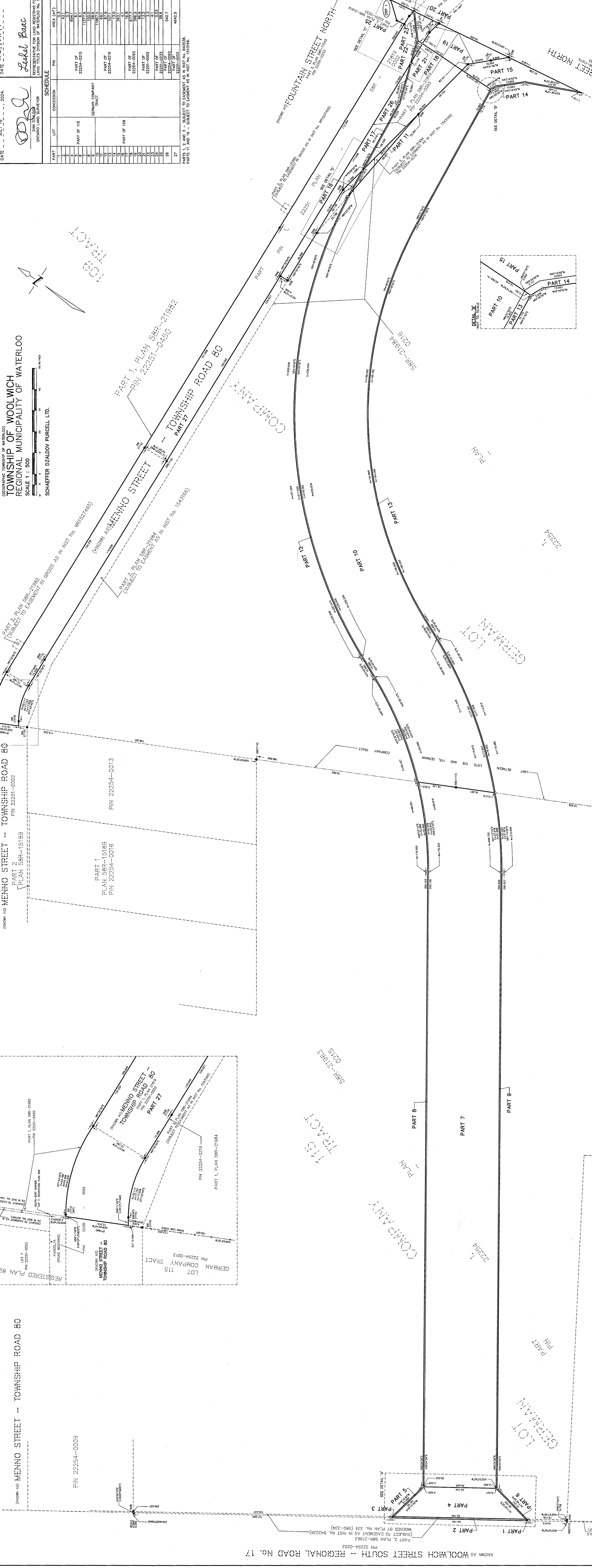
(KNOWN AS) MENNO STREET -- TOWNSHIP ROAD 80
 (KNOWN AS) TOWNSHIP ROAD 80

LOT 115
 GERMAN COMPANY TRACT
 PIN 22254-0003

PART 1
 PLAN 588-21984
 PIN 22254-0016

PART 2
 PLAN 588-21982
 PIN 22254-0002

PLAN 588-21111
 RECEIVED AND DEPOSITED UNDER THE LAND TILES ACT
 DATE: 2024/07/19
 Label Bacc
 SCHAFFER DZALDOV PURRELL LTD.



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 1. I AM A LICENSED SURVEYOR AND THIS PLAN IS IN ACCORDANCE WITH THE SURVEY ACT AND THE SURVEY REGULATIONS, THE LAND TILES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 28TH DAY OF JUNE, 2024.

DATE: JULY 15, 2024
 DAN ZALDOV
 SURVEYOR

THIS PLAN OF SURVEY RELATES TO PINS PLAN SUBMISSION FORM NUMBER: 2202568

NOTES

1. FOUND MONUMENTS: PINS, STAKES, AND IRON PIPES
 2. FOUND MONUMENTS: PINS, STAKES, AND IRON PIPES
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 26. FOUND MONUMENTS: PINS, STAKES, AND IRON PIPES
 27. FOUND MONUMENTS: PINS, STAKES, AND IRON PIPES

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 1. I AM A LICENSED SURVEYOR AND THIS PLAN IS IN ACCORDANCE WITH THE SURVEY ACT AND THE SURVEY REGULATIONS, THE LAND TILES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON THE 28TH DAY OF JUNE, 2024.

DATE: JULY 15, 2024
 DAN ZALDOV
 SURVEYOR

THIS PLAN OF SURVEY RELATES TO PINS PLAN SUBMISSION FORM NUMBER: 2202568

SCHEDULE "C"

Being a description of all easements, lands and reserves to be conveyed by the Subdivider to the Township upon completion of the Works or as directed by the Director of Development Services:

Road and Easements Lands To Be Conveyed

Part Lot 115, German Company Tract, Parts 4 and 7, Plan 58R-22111, being part of PIN: 22254-0215 (LT);

Part Lot 109, German Company Tract, Parts 10, 11 and 15, Plan 58R-22111, being part of PIN: 22254-0216 (LT); SUBJECT TO an easement in favour of Waterloo North Hydro Inc. over Part 11, Plan 58R-22111 as set out in Instrument No. 1543166;

Reserve & Easement Lands To Be Conveyed

Part Lot 115, German Company Tract, Parts 1, 2, 3, 5, 6, 8 and 9 Plan 58R-22111, being part of PIN: 22254-0215 (LT); SUBJECT TO an easement in favour of The Hydro-Electric Power Commission of Ontario over Parts 1, 2 and 3, Plan 58R-22111 as set out in Instrument No. B42036;

Part Lot 109, German Company Tract, Parts 12, 13, 14, and 16, Plan 58R-22111, being part of PIN: 22254-0216 (LT); SUBJECT TO an easement in favour of Waterloo North Hydro Inc. over Part 16, Plan 58R-22111 as set out in Instrument No. 1543166;

SCHEDULE "D"

SUMMARY OF FINANCIAL PAYMENTS TO THE TOWNSHIP
BY THE SUBDIVIDER

SCHEDULE “D”

Description of work performed	Estimate SV Law legal fees for agreement review / creation	K Smart Stormwater Management peer review	Aecom Hydrogeological peer review	Township 15% admin fee as per fees and charges bylaw	Estimate Township Water Operations fee including water consumption	Total Costs
Madwest / Township, Woolwich St. sanitary sewer cost sharing agreement	\$3,567.57 (inv. # 13935)			\$535.14		
Land Exchange Agreement	\$10,000			\$1,500		
Construction Agreement	\$15,000			\$2,250		
Quote for detail design review for Madwest subdivision		\$13,560.00 (includes HST) Ref # 20-311:003				
Quote for detail design review for Madwest subdivision			\$10,190 (includes HST). Submitted June 12, 2024			
Ottawa St. watermain connection					\$15,000	
						\$71,602.71

Note 1: Township 15% administration fee to be charged as per most current fees and charges bylaw to SVL invoices only

Note 2: Estimate for Township Operations fee includes all associated work for new critical watermain connection, existing watermain shutdown, coordination, off hours implementation, etc.

Note 3: Additional Peer review fees will be calculated for the future TIS Hydrogeological and Stormwater Management monitoring reports.

Note 4: Values above are based on general estimates. Once final 3rd party invoices are provided actual costs will be billed to Madison Group.

SCHEDULE "E"
LIST OF ITEMS FOR WHICH LETTERS OF CREDIT
ARE TO BE FILED BY THE SUBDIVIDER UPON EXECUTION OF THIS AGREEMENT

In addition to the other requirements of this Agreement, the Subdivider shall provide, upon execution of this Agreement, Letters of Credit for the due performance of all the obligations provided for in the following Sections, and for the amounts specified herein:

1.	Public Works (From Schedule "H")	\$3,327,177.93
2.	Street Tree Planting - Subsection 6.2	\$183,187.13
2.	Topsoil and Sod Boulevard - Subsection 6.2	\$369,555.06

SCHEDULE "F"

RETURN OF LETTERS OF CREDIT

The Township shall return Letters of Credit to the Subdivider under the following conditions:

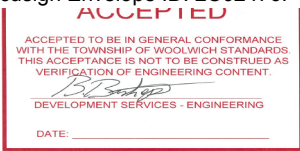
1. Public Works:

In accordance with Subsections 8.5 to 8.8

SCHEDULE "G"

SCHEDULE OF CONSTRUCTION DATES

	Start	Completion
UNDERGROUND SERVICES:	September 16, 2024	December 31, 2024
ABOVEGROUND SERVICES		
Primary Road Construction	January 1, 2025	April 30, 2025
Secondary Road Construction	within 12 to 24 months or as directed by the Director of Development Services	



**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

Cost estimate will be reviewed again just before registration to confirm if any changes need to occur.

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

GR1.0 PROJECT START UP

MTE-T-24-35 contract item values have been prorated where appropriate for the 23% portion of total subdivision construction costs that Part A (Ottawa Street works) represents within the contract.

GR1.1	Mobilization/Demobilization - Servicing and Primary Roadworks <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 4,945.00	\$ 4,945.00	15%	\$ 741.75
GR1.2	Mobilization/Demobilization - Phase A Secondary Roadworks	1	L.S.	\$ 6,000.00	\$ 6,000.00	100%	\$ 6,000.00
GR1.3	Traffic Control - Servicing and Primary Roadworks <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 2,760.00	\$ 2,760.00	15%	\$ 414.00
GR1.4	Traffic Control - Phase A Secondary Roadworks	1	L.S.	\$ 6,000.00	\$ 6,000.00	100%	\$ 6,000.00
GR1.5	Fee to carry VanRooyen Earthmoving Ltd. as a Sub-Contractor to satisfy the Ministry of Labour requirements (Provisional) <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 460.00	\$ 460.00	15%	\$ 69.00
GR1.6	Provide Site Office <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 2,300.00	\$ 2,300.00	15%	\$ 345.00
GR1.7	Contractor Layout <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 18,350.56	\$ 18,350.56	15%	\$ 2,752.58
GR1.8	Pre-construction Survey of Existing Surrounding Residences <i>*MTE-T-24-35 item prorated at 23%</i>	29	Each	\$ 16.26	\$ 471.57	15%	\$ 70.74
GR1.9	Post-construction Survey of Existing Surrounding Residences - to be completed upon request of homeowner (Provisional) <i>*MTE-T-24-35 item prorated at 23%</i>	29	Each	\$ 8.01	\$ 232.32	15%	\$ 34.85
GR1.10	Provide Vibration Monitoring <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 7,665.42	\$ 7,665.42	15%	\$ 1,149.81
GR1.11	Maintain Existing Mud Mat (currently installed as per Detail 1 on MTE DWG ES1.6) <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 1,380.00	\$ 1,380.00	15%	\$ 207.00
GR1.12	Maintain Existing Light Duty Silt Fencing (Currently installed as per Detail 4 on MTE DWG ES1.6) <i>*MTE-T-24-35 item prorated at 23%</i>	115	m	\$ 1.39	\$ 160.29	15%	\$ 24.04
GR1.13	Maintain Existing Heavy Duty Silt Fencing (Currently installed as per Detail 2 on MTE DWG ES1.6) <i>*MTE-T-24-35 item prorated at 23%</i>	2,800	m	\$ 3.02	\$ 8,455.72	15%	\$ 1,268.36
GR1.14	Decommission Existing Existing Temporary SWM Facility 2 outlet, complete with dewatering, and removal and disposal of perforated CSP riser in stone and 30.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 380.49	\$ 380.49	15%	\$ 57.07
GR1.15	Decommission Existing Existing Temporary SWM Facility 3 outlet, complete with dewatering, and removal and disposal of perforated CSP riser in stone and 68.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 578.91	\$ 578.91	15%	\$ 86.84
GR1.16	Decommission Existing Temporary sediment basin SB - 3 complete with dewatering, and removal and disposal of perforated CSP riser in stone and 30.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 380.49	\$ 380.49	15%	\$ 57.07
GR1.17	Decommission Existing Temporary sediment basin SB - 4 complete with dewatering, and removal and disposal of perforated CSP riser in stone and 24.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 349.16	\$ 349.16	15%	\$ 52.37
GR1.18	Decommission Existing Temporary sediment basin SB - 5 complete with dewatering, and removal and disposal of perforated CSP riser in stone and 81.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 646.80	\$ 646.80	15%	\$ 97.02
GR1.19	Decommission Existing Temporary sediment basin SB - 6 complete with dewatering, and removal and disposal of perforated CSP riser in stone and 65.0m 300mm outlet pipe, rip-rap erosion protection at overflow weir, and spreader berm. <i>*MTE-T-24-35 item prorated at 23%</i>	1	L.S.	\$ 563.25	\$ 563.25	15%	\$ 84.49
TOTAL PROJECT START UP					\$ 62,079.97		\$ 19,512.00

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

1.0 SANITARY SEWERS

Provide and install sanitary pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

1.1 PIPES

SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
1.1.1	Ex. STUB - MH54A	375mm	3.7m	62.8	m	\$ 182.40	\$ 11,454.72	15%	\$ 1,718.21
1.1.2	MH54A - MH53A	375mm	3.8m	19.8	m	\$ 182.40	\$ 3,611.52	15%	\$ 541.73
1.1.3	MH53A - Plug (Block 15)	200mm	3.5m	10.8	m	\$ 121.02	\$ 1,307.02	15%	\$ 196.05
1.1.4	MH53A - MH52A	375mm	3.8m	18.5	m	\$ 182.40	\$ 3,374.40	15%	\$ 506.16
1.1.5	MH52A - MH51A	375mm	4.0m	61.4	m	\$ 182.40	\$ 11,199.36	15%	\$ 1,679.90
1.1.6	MH51A - MH50A	375mm	4.4m	19.5	m	\$ 182.40	\$ 3,556.80	15%	\$ 533.52
1.1.7	MH50A - MH49A	375mm	5.0m	34.8	m	\$ 182.40	\$ 6,347.52	15%	\$ 952.13
1.1.8	MH49A - Plug (Block 237)	200mm	4.7m	11.5	m	\$ 120.53	\$ 1,386.10	15%	\$ 207.91
1.1.9	MH49A - MH48A	375mm	4.5m	62.2	m	\$ 182.40	\$ 11,345.28	15%	\$ 1,701.79
OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
1.1.10	MH48A - MH47A	375mm	4.8m	90.0	m	\$ 182.40	\$ 16,416.00	15%	\$ 2,462.40
1.1.11	MH47A - MH46A	375mm	4.8m	46.4	m	\$ 182.40	\$ 8,463.36	15%	\$ 1,269.50
1.1.12	MH46A - MH45A	375mm	4.4m	34.2	m	\$ 182.40	\$ 6,238.08	15%	\$ 935.71
1.1.13	MH45A - MH44A	375mm	4.4m	31.0	m	\$ 182.40	\$ 5,654.40	15%	\$ 848.16
1.1.14	MH44A - MH43A	375mm	4.5m	36.5	m	\$ 182.40	\$ 6,657.60	15%	\$ 998.64
1.1.15	MH43A - Plug	200mm	3.6m	22.5	m	\$ 116.83	\$ 2,628.68	15%	\$ 394.30
1.1.16	MH43A - MH42A	200mm	4.3m	67.7	m	\$ 112.96	\$ 7,647.39	15%	\$ 1,147.11
1.1.17	MH42A - Plug (Block 13)	200mm	4.2m	19.7	m	\$ 117.38	\$ 2,312.39	15%	\$ 346.86
1.1.18	MH42A - MH41A	200mm	4.2m	59.4	m	\$ 112.96	\$ 6,709.82	15%	\$ 1,006.47
1.1.19	MH41A - MH40A	200mm	4.1m	31.1	m	\$ 112.96	\$ 3,513.06	15%	\$ 526.96
1.1.20	MH40A - MH39A	200mm	4.0m	20.4	m	\$ 112.96	\$ 2,304.38	15%	\$ 345.66
1.1.21	MH39A - Plug (Block 12)	200mm	4.0m	19.7	m	\$ 117.38	\$ 2,312.39	15%	\$ 346.86
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
1.1.22	MH43A - Plug	300mm	4.3m	22.9	m	\$ 169.05	\$ 3,871.25	15%	\$ 580.69
SUBTOTAL PIPES							\$ 128,311.50		\$ 19,246.72

1.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching and casting adjusted to binder asphalt grade. Manholes are to include wrapping with Mel-Rol or an approved equivalent where joints are within 1.2m of the 2 year seasonal water table.

SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
1.2.1	MH54A	1200mm	3.7m	1	L.S.	\$ 7,177.19	\$ 7,177.19	15%	\$ 1,076.58
1.2.2	MH53A	1200mm	3.7m	1	L.S.	\$ 7,038.29	\$ 7,038.29	15%	\$ 1,055.74
1.2.3	MH52A	1200mm	3.7m	1	L.S.	\$ 7,038.29	\$ 7,038.29	15%	\$ 1,055.74
1.2.4	MH51A	1200mm	4.2m	1	L.S.	\$ 7,299.12	\$ 7,299.12	15%	\$ 1,094.87
1.2.5	MH50A	1200mm	4.6m	1	L.S.	\$ 7,559.95	\$ 7,559.95	15%	\$ 1,133.99
1.2.6	MH49A	1200mm	4.9m	1	L.S.	\$ 7,820.79	\$ 7,820.79	15%	\$ 1,173.12
OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2		\$ 7,300.00			
1.2.7	MH48A	1200mm	4.3m	1	L.S.	\$ 7,364.33	\$ 7,364.33	15%	\$ 1,104.65
1.2.8	MH47A	1200mm	5.0m	1	L.S.	\$ 7,885.99	\$ 7,885.99	15%	\$ 1,182.90
1.2.9	MH46A	1200mm	4.6m	1	L.S.	\$ 7,559.95	\$ 7,559.95	15%	\$ 1,133.99
1.2.10	MH45A	1200mm	4.3m	1	L.S.	\$ 7,429.54	\$ 7,429.54	15%	\$ 1,114.43
1.2.11	MH44A	1200mm	4.4m	1	L.S.	\$ 7,494.75	\$ 7,494.75	15%	\$ 1,124.21
1.2.12	MH43A	1200mm	4.5m	1	L.S.	\$ 7,559.95	\$ 7,559.95	15%	\$ 1,133.99

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

1.2.13	MH42A	1200mm	4.3m	1	L.S.	\$ 7,364.33	\$ 7,364.33	15%	\$ 1,104.65
1.2.14	MH41A	1200mm	4.1m	1	L.S.	\$ 7,299.12	\$ 7,299.12	15%	\$ 1,094.87
1.2.15	MH40A	1200mm	4.1m	1	L.S.	\$ 7,299.12	\$ 7,299.12	15%	\$ 1,094.87
1.2.16	MH39A	1200mm	4.0m	1	L.S.	\$ 7,233.91	\$ 7,233.91	15%	\$ 1,085.09
SUBTOTAL MANHOLES							\$ 118,424.62		\$ 17,763.69

1.3 MISCELLANEOUS

1.3.1	Remove Existing 375mm Plug and Connect New Sanitary Sewer To Existing 375mm Sewer on Sheridan Drive.	1	L.S.	\$ 1,197.12	\$ 1,197.12	15%	\$ 179.57		
1.3.2	Supply, Install, and Maintain Positive Dewatering System - Contractor shall prepare dewatering plan and submit for approval prior to construction.								
1.3.2.1	Mobilization / Demobilization	1	L.S.	\$ 28,557.40	\$ 28,557.40	15%	\$ 4,283.61		
1.3.2.2	Daily Operation and Maintenance	30	Day	\$ 595.86	\$ 17,875.80	15%	\$ 2,681.37		
1.3.2.3	Installation of Well Points and Header Pipe	400	m	\$ 201.99	\$ 80,796.00	15%	\$ 12,119.40		
1.3.2.4	Removal of Well Points and Header Pipe	400	m	\$ 75.75	\$ 30,300.00	15%	\$ 4,545.00		
1.3.2.5	Supply and Install Discharge Pipe for Dewatering System including Sediment Trap	1	L.S.	\$ 6,615.09	\$ 6,615.09	15%	\$ 992.26		
1.3.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	9	Each	\$ 500.00	\$ 4,500.00	15%	\$ 675.00		
1.3.4	Upon completion of the sanitary sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 4,320.00	\$ 4,320.00	15%	\$ 648.00		
1.3.5	Upon completion of the sanitary sewer installation, provide all labour, materials to complete an air test to the satisfaction of the Engineer.	1	L.S.	\$ 1,950.00	\$ 1,950.00	15%	\$ 292.50		
1.3.6	Upon completion of the sanitary sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Final Acceptance	1	L.S.	\$ 4,480.00	\$ 4,480.00	100%	\$ 4,480.00		
SUBTOTAL MISCELLANEOUS							\$ 180,591.41		\$ 30,896.71

TOTAL SANITARY SEWERS					\$ 427,327.53		\$ 67,907.13
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2.0 STORM SEWERS

Provide and install storm pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. Any associated dewatering costs shall be included in the unit prices.

2.1 PIPES

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
2.1.1	MH326 - DCBMH325	450mm	1.6m	20.8	m	\$ 193.77	\$ 4,030.42	15%	\$ 604.56
2.1.2	MH326 - CBMH324	1525x 965mm	2.4m	23.8	m	\$ 1,547.49	\$ 36,830.26	15%	\$ 5,524.54
2.1.3	MH326 - CBMH308	825mm	2.5m	44.3	m	\$ 484.20	\$ 21,450.06	15%	\$ 3,217.51
2.1.4	CBMH308 - CBMH307	825mm	2.9m	54.4	m	\$ 484.20	\$ 26,340.48	15%	\$ 3,951.07
2.1.5	CBMH307 - MH306	750mm	3.4m	54.3	m	\$ 420.83	\$ 22,851.07	15%	\$ 3,427.66
2.1.6	MH306 - CBMH305	375mm	2.5m	20.7	m	\$ 186.95	\$ 3,869.87	15%	\$ 580.48
2.1.7	MH281 - DCBMH280	525mm	2.3m	9.3	m	\$ 206.75	\$ 1,922.78	15%	\$ 288.42
2.1.8	DCBMH280 - DCBMH279	525mm	2.3m	8.4	m	\$ 206.75	\$ 1,736.70	15%	\$ 260.51
2.1.9	DCBMH279 - Plug (Block 14)	450mm	1.8m	12.1	m	\$ 205.01	\$ 2,480.62	15%	\$ 372.09
2.1.10	MH281 - CBMH278 c/w 1-Bend	1345x 2110mm	3.0m	31.4	m	\$ 3,098.02	\$ 97,277.83	15%	\$ 14,591.67
2.1.11	CBMH278 - MH277 c/w 45 Deg Bend	1345x 2110mm	3.1m	35.5	m	\$ 3,045.81	\$ 108,126.26	15%	\$ 16,218.94
2.1.12	MH277 - MH276	1050mm	2.2m	4.5	m	\$ 672.15	\$ 3,024.68	15%	\$ 453.70
2.1.13	MH276 - CBMH275	750mm	2.4m	7.9	m	\$ 420.83	\$ 3,324.56	15%	\$ 498.68
2.1.14	CBMH275 - Plug	750mm	2.4m	21.3	m	\$ 439.88	\$ 9,369.44	15%	\$ 1,405.42
2.1.15	MH276 - CBMH274	750mm	2.4m	19.8	m	\$ 420.83	\$ 8,332.43	15%	\$ 1,249.87

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

2.1.16	CBMH274 - CBMH273	750mm	2.5m	62.4	m	\$ 420.83	\$ 26,259.79	15%	\$ 3,938.97
2.1.17	CBMH273 - Plug (Block 13)	525mm	2.2m	9.0	m	\$ 224.66	\$ 2,021.94	15%	\$ 303.29
2.1.18	CBMH273 - CBMH272	600mm	2.5m	47.5	m	\$ 248.22	\$ 11,790.45	15%	\$ 1,768.57
2.1.19	CBMH272 - CBMH271	600mm	2.4m	52.1	m	\$ 248.22	\$ 12,932.26	15%	\$ 1,939.84
2.1.20	CBMH271 - Plug (Block12)	525mm	2.2m	8.8	m	\$ 225.07	\$ 1,980.62	15%	\$ 297.09
2.1.21	CBMH271 - CBMH270	375mm	2.1m	65.7	m	\$ 186.95	\$ 12,282.62	15%	\$ 1,842.39
SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.1.22	MH306 - CBMH304	675mm	3.5m	15.0	m	\$ 329.79	\$ 4,946.85	15%	\$ 742.03
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.1.23	MH277 - CBMH269.1 c/w 1 - Bend	2110x 1345mm	3.0m	10.6	m	\$ 3,980.54	\$ 42,193.72	15%	\$ 6,329.06
SUBTOTAL PIPES							\$ 465,375.69		\$ 69,806.35

2.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, back arches, benching, orifices and casting adjusted to binder asphalt grade. Manholes are to include wrapping with Mel-Rol or an approved equivalent where joints are within 1.2m of the 2 year seasonal water table.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
2.2.1	DCBMH325	1500mm	1.5m	1	L.S.	\$ 6,775.83	\$ 6,775.83	15%	\$ 1,016.37
2.2.2	MH329	3600mm	2.4m	1	L.S.	\$ 56,108.97	\$ 56,108.97	15%	\$ 8,416.35
2.2.3	CBMH324	3000mm	2.3m	1	L.S.	\$ 24,655.39	\$ 24,655.39	15%	\$ 3,698.31
2.2.4	CBMH308	1500mm	2.5m	1	L.S.	\$ 7,665.40	\$ 7,665.40	15%	\$ 1,149.81
2.2.5	CBMH307 c/w 200mm dia. Drop Structure	1500mm	3.0m	1	L.S.	\$ 10,346.27	\$ 10,346.27	15%	\$ 1,551.94
2.2.6	MH306 c/w 200mm dia. Drop Structure	2400mm	3.5m	1	L.S.	\$ 21,241.95	\$ 21,241.95	15%	\$ 3,186.29
2.2.7	CBMH305 c/w 200mm dia. Drop Structure	1200mm	2.2m	1	L.S.	\$ 8,566.77	\$ 8,566.77	15%	\$ 1,285.02
2.2.8	DCBMH279	1500mm	1.9m	1	L.S.	\$ 7,072.36	\$ 7,072.36	15%	\$ 1,060.85
2.2.9	DCBMH280	1500mm	2.0m	1	L.S.	\$ 7,171.20	\$ 7,171.20	15%	\$ 1,075.68
2.2.10	MH281	3600mm	3.1m	1	L.S.	\$ 64,868.14	\$ 64,868.14	15%	\$ 9,730.22
2.2.11	CBMH278 (Tee)	1200mm	1.3m	1	L.S.	\$ 8,412.28	\$ 8,412.28	15%	\$ 1,261.84
2.2.12	MH277	3600mm	3.0m	1	L.S.	\$ 58,849.30	\$ 58,849.30	15%	\$ 8,827.40
2.2.13	MH276	1800mm	2.5m	1	L.S.	\$ 10,272.75	\$ 10,272.75	15%	\$ 1,540.91
2.2.14	CBMH275	1500mm	2.3m	1	L.S.	\$ 7,467.72	\$ 7,467.72	15%	\$ 1,120.16
2.2.15	CBMH274	1500mm	2.4m	1	L.S.	\$ 7,566.56	\$ 7,566.56	15%	\$ 1,134.98
2.2.16	CBMH273	1500mm	2.6m	1	L.S.	\$ 7,764.24	\$ 7,764.24	15%	\$ 1,164.64
2.2.17	CBMH272	1200mm	2.4m	1	L.S.	\$ 5,744.11	\$ 5,744.11	15%	\$ 861.62
2.2.18	CBMH271	1500mm	2.4m	1	L.S.	\$ 7,566.56	\$ 7,566.56	15%	\$ 1,134.98
2.2.19	CBMH270	1200mm	2.1m	1	L.S.	\$ 5,548.48	\$ 5,548.48	15%	\$ 832.27
SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.2.20	CBMH304	1500mm	3.3m	1	L.S.	\$ 8,446.67	\$ 8,446.67	15%	\$ 1,267.00
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.2.21	CBMH269.1 (Tee)	1200mm	1.2m	1	L.S.	\$ 8,404.37	\$ 8,404.37	15%	\$ 1,260.66
SUBTOTAL MANHOLES							\$ 350,515.32		\$ 52,577.30

2.3 SINGLE CATCHBASINS

Complete - including lead, bends (if required), Tee or connection to manholes, 0.5m sump, castings adjusted to binder asphalt grade and leads on Class "B" bedding. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
2.3.1	SICB325.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.2	CB308.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.3	CB307.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.4	CB305.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.5	CB274.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

2.3.6	CB273.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.7	CB272.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.8	CB271.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
2.3.9	CB270.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.3.10	CB306.1	250mm	12.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.3.11	CB269.1	250mm	10.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	15%	\$ 643.92
SUBTOTAL SINGLE CATCHBASINS							\$ 47,220.69		\$ 7,083.10

2.4 MISCELLANEOUS

2.4.1	Supply and Install Hickenbottom Drain c/w connection to storm sewer (Provisional)	1	Each	\$ 900.00	\$ 900.00	15%	\$ 135.00		
2.4.2	Supply and Install Rigid Pipe Insulation as per Detail 3 on SW4.1	155	m ²	\$ 65.00	\$ 10,075.00	15%	\$ 1,511.25		
2.4.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	3	Each	\$ 500.00	\$ 1,500.00	15%	\$ 225.00		
2.4.4	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 2,650.00	\$ 2,650.00	15%	\$ 397.50		
2.4.5	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 2,740.00	\$ 2,740.00	15%	\$ 411.00		
2.4.6	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Final Acceptance	1	L.S.	\$ 4,362.58	\$ 4,362.58	100%	\$ 4,362.58		
SUBTOTAL MISCELLANEOUS							\$ 22,227.58		\$ 7,042.33

TOTAL STORM SEWERS							\$ 885,339.28		\$ 136,509.09
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3.0 GROUNDWATER MANAGEMENT SYSTEM

Provide and install GWMS pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

3.1 PIPES

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
3.1.1	G48 - G47	300mm	2.8m	37.5	m	\$ 154.75	\$ 5,803.13	15%	\$ 870.47
3.1.2	G47 - G46	300mm	3.7m	49.2	m	\$ 154.75	\$ 7,613.70	15%	\$ 1,142.06
3.1.3	G46 - G45	300mm	3.7m	29.5	m	\$ 154.75	\$ 4,565.13	15%	\$ 684.77
3.1.4	G45 - G44	300mm	3.7m	22.7	m	\$ 154.75	\$ 3,512.83	15%	\$ 526.92
3.1.5	G44 - G43	300mm	3.6m	57.3	m	\$ 154.75	\$ 8,867.18	15%	\$ 1,330.08
3.1.6	G43 - G42	300mm	3.4m	43.0	m	\$ 154.75	\$ 6,654.25	15%	\$ 998.14
3.1.7	G43 - Plug (Block 13)	300mm	3.5m	11.4	m	\$ 183.48	\$ 2,091.67	15%	\$ 313.75
3.1.8	G42 - G41	300mm	3.3m	49.7	m	\$ 154.75	\$ 7,691.08	15%	\$ 1,153.66
3.1.9	G41 - Plug (Block 12)	300mm	3.2m	11.1	m	\$ 184.26	\$ 2,045.29	15%	\$ 306.79
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
3.1.10	G45 - Plug	300mm	3.4m	19.0	m	\$ 158.53	\$ 3,012.07	15%	\$ 451.81
SUBTOTAL PIPES							\$ 51,856.30		\$ 7,778.45

3.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching (where required per special provisions), orifices and custom casting adjusted to binder asphalt grade.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
3.2.1	G48	1200mm	1.8m	1	L.S.	\$ 7,015.40	\$ 7,015.40	15%	\$ 1,052.31
3.2.2	G47	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	15%	\$ 1,022.97

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

3.2.3	G46	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	15%	\$ 1,022.97
3.2.4	G45	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	15%	\$ 1,022.97
3.2.5	G44	1200mm	3.6m	1	L.S.	\$ 6,754.57	\$ 6,754.57	15%	\$ 1,013.19
3.2.6	G43	1200mm	3.5m	1	L.S.	\$ 6,689.36	\$ 6,689.36	15%	\$ 1,003.40
3.2.7	G42	1200mm	3.3m	1	L.S.	\$ 6,624.15	\$ 6,624.15	15%	\$ 993.62
3.2.8	G41	1200mm	3.2m	1	L.S.	\$ 6,493.74	\$ 6,493.74	15%	\$ 974.06
SUBTOTAL MANHOLES							\$ 54,036.56		\$ 8,105.48

3.3 MISCELLANEOUS

3.3.1	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	5	Each	\$ 500.00	\$ 2,500.00	15%	\$ 375.00		
3.3.2	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 1,300.00	\$ 1,300.00	15%	\$ 195.00		
3.3.3	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 405.00	\$ 405.00	15%	\$ 60.75		
3.3.4	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 2,117.13	\$ 2,117.13	100%	\$ 2,117.13		
SUBTOTAL MISCELLANEOUS							\$ 6,322.13		\$ 2,747.88
TOTAL GROUNDWATER MANAGEMENT SYSTEM							\$ 112,214.99		\$ 18,631.81

4.0 WATERMAINS

Provide and install watermain as specified including all fittings, removal and installation of necessary plugs, connection to existing mains, anodes, restraints, valves, blow off, valve boxes and hydrants; excavation, supporting trenches, Blocking of fittings, laying of pipes, Class "B" bedding, and backfill to be compacted with optimum moisture content to current DGSSMS specifications, and reinstatement of surface, with a minimum 2 m cover. All work to be constructed as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. All dewatering costs to be included in the unit prices.

4.1 MAINS

		Dia.							
4.1.1	Ottawa Street	450mm	791	m	\$ 668.90	\$ 529,099.90	15%	\$ 79,364.99	
4.1.2	Ottawa Street	300mm	30	m	\$ 444.79	\$ 13,343.70	15%	\$ 2,001.56	
4.1.3	Sheridan Drive	200mm	20	m	\$ 297.70	\$ 5,954.00	15%	\$ 893.10	
4.1.4	Burkholder Street	300mm	15	m	\$ 376.43	\$ 5,646.45	15%	\$ 846.97	
SUBTOTAL MAINS							\$ 554,044.05		\$ 83,106.61

4.2 VALVES

Including valve box complete to finished binder asphalt grade and marked with 100 x 100 mm marker painted blue. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

		Dia.							
4.2.1	Sheridan Drive	200mm	1	Each	\$ 2,907.28	\$ 2,907.28	15%	\$ 436.09	
4.2.2	Burkholder Street	300mm	1	Each	\$ 5,464.08	\$ 5,464.08	15%	\$ 819.61	
SUBTOTAL VALVES							\$ 8,371.36		\$ 1,255.70

4.3 HYDRANTS

Including main Tee, 150 mm valve and box, nut extension if required, lead pipe and barrel extensions as required. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

		Tee Size							
4.3.1	Ottawa Street	450x 150mm	5	Each	\$ 6,985.39	\$ 34,926.95	15%	\$ 5,239.04	
SUBTOTAL HYDRANTS							\$ 34,926.95		\$ 5,239.04

4.4 MISCELLANEOUS

4.4.1	Connect to Existing 450mm dia. Watermain on Woolwich Street (Sta. -0+020 Ottawa Street) with cut-in tee, including all removals and restorations.	1	L.S.	\$ 31,865.30	\$ 31,865.30	100%	\$ 31,865.30
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**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

4.4.2	Connect to Existing 300mm dia. Watermain on Menno Street (Sta. 0+780 Ottawa Street) with cut-in tee, including all removals and restorations.	1	L.S.	\$ 42,179.47	\$ 42,179.47	100%	\$ 42,179.47
4.4.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	4	Each	\$ 500.00	\$ 2,000.00	15%	\$ 300.00
4.4.4	Supply and Install Drain Chamber as per DGSSMS Detail E2-09. Price shall include shop drawings.	1	Each	\$ 12,020.05	\$ 12,020.05	15%	\$ 1,803.01
4.4.5	Supply and Install Air and Vacuum Release Valve Chamber as per DGSSMS Detail E2-12. Price shall include shop drawings.	2	Each	\$ 12,734.54	\$ 25,469.08	15%	\$ 3,820.36
4.4.6	Supply and Install 150mm Water Service to Block 250 c/w (1) Valve, Temporary Blow-Off, and 2x4 Marker	1	L.S.	\$ 10,230.84	\$ 10,230.84	15%	\$ 1,534.63
4.4.7	Conduct Hydrant Flow Test	5	Each	\$ 1,200.00	\$ 6,000.00	15%	\$ 900.00
4.4.8	Provide all Labour, equipment and materials to pressure test, swab, chlorinate, de-chlorinate and two (2) bacteriological tests (24 hours apart) the watermain to satisfy the testing procedures by the Township of Woolwich including backflow preventor valves, temporary and final connections to mains. A copy of the Contractor's Watermain Commissioning Plan is to be submitted to the engineer for review and approval prior to testing.	1	L.S.	\$ 4,000.00	\$ 4,000.00	15%	\$ 600.00
4.4.9	Provide equipment, labour and material to carry out a conductivity test on the watermain and services tracer wire.	1	L.S.	\$ 1,070.00	\$ 1,070.00	15%	\$ 160.50
SUBTOTAL MISCELLANEOUS					\$ 134,834.74		\$ 83,163.27
TOTAL WATERMAINS					\$ 732,177.10		\$ 172,764.62

5.0 SERVICE CONNECTIONS

5.1 SANITARY CONNECTIONS (100 mm dia. pipe)

5.1.1	Sheridan Drive	32	Each	\$ 980.93	\$ 31,389.76	15%	\$ 4,708.46
SUBTOTAL SANITARY CONNECTIONS (100 mm dia. pipe)					\$ 31,389.76		\$ 4,708.46
TOTAL SERVICE CONNECTIONS					\$ 31,389.76		\$ 4,708.46

6.0 STORMWATER MANAGEMENT PONDS

Provide and install storm pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

6.1 PIPES

SWM FACILITY 2		Dia.	Depth	DWG SW2.1, SW2.2, SW2.3					
6.1.1	HW284 - MH283	825mm	3.1m	14.6	m	\$ 484.20	\$ 7,069.32	15%	\$ 1,060.40
6.1.2	MH283 - SPMH282	825mm	3.1m	8.9	m	\$ 484.20	\$ 4,309.38	15%	\$ 646.41
6.1.3	HW285 - SPMH282	1730x 1090mm	3.1m	13.8	m	\$ 1,916.62	\$ 26,449.36	15%	\$ 3,967.40
6.1.4	SPMH282 - MH281	2110x 1345mm	3.1m	20.9	m	\$ 2,648.28	\$ 55,349.05	15%	\$ 8,302.36
6.1.5	HW286 - MH287	450mm	3.4m	18.1	m	\$ 197.89	\$ 3,581.81	15%	\$ 537.27
6.1.6	HW288 - MH287	750mm	3.4m	9.4	m	\$ 455.53	\$ 4,281.98	15%	\$ 642.30
6.1.7	MH287 - MH287.1	375mm	3.5m	15.9	m	\$ 191.01	\$ 3,037.06	15%	\$ 455.56
6.1.8	MH287.1 - Gallery (HDPE)	600mm	3.6m	1.0	m	\$ 252.82	\$ 252.82	15%	\$ 37.92
6.1.9	MH287.2 - Gallery (HDPE)	600mm	3.6m	1.0	m	\$ 252.82	\$ 252.82	15%	\$ 37.92
6.1.10	G48 - Gallery (HDPE)	300mm	1.8m	1.0	m	\$ 200.20	\$ 200.20	15%	\$ 30.03
SWM FACILITY 3		Dia.	Depth	DWG SW3.1, SW3.2, SW3.3					
6.1.5	HW331 - SPMH327	1200x 900mm	2.5m	4.5	m	\$ 1,387.83	\$ 6,245.24	15%	\$ 936.79
6.1.6	SPMH327 - MH326	1525x 965mm	2.5m	4.8	m	\$ 1,547.49	\$ 7,427.95	15%	\$ 1,114.19
6.1.7	HW330 - MH329 c/w Bend	675mm	2.2m	7.4	m	\$ 329.79	\$ 2,440.45	15%	\$ 366.07
6.1.8	MH329 - MH328	675mm	2.0m	11.4	m	\$ 329.79	\$ 3,759.61	15%	\$ 563.94
6.1.9	MH328 - SPMH327	675mm	2.3m	26.1	m	\$ 329.79	\$ 8,607.52	15%	\$ 1,291.13

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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6.1.10	HW332 - MH333	450mm	3.2m	19.1	m	\$ 197.89	\$ 3,779.70	15%	\$ 566.95
6.1.11	HW334 - MH333	675mm	3.2m	48.2	m	\$ 335.10	\$ 16,151.82	15%	\$ 2,422.77
6.1.12	HW333.1 - MH333	375mm	3.2m	2.6	m	\$ 191.01	\$ 496.63	15%	\$ 74.49
6.1.13	HW333.1 - Gallery (HDPE)	300mm	3.1m	1.0	m	\$ 200.20	\$ 200.20	15%	\$ 30.03
6.1.14	HW333.2 - Gallery (HDPE)	300mm	2.8m	1.0	m	\$ 200.20	\$ 200.20	15%	\$ 30.03
SUBTOTAL PIPES							\$ 154,093.10		\$ 23,113.97

6.2 STRUCTURES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching, orifices and casting adjusted to finished grade.

SWM FACILITY 2		Dia.	Depth	DWG SW2.1, SW2.2, SW2.3						
6.2.1	SPMH282 as per Detail 2 on DWG SW2.2	3000x 2400mm	3.1m	1	L.S.	\$ 43,758.23	\$ 43,758.23	15%	\$ 6,563.73	
6.2.2	MH283	2400mm	3.0m	1	L.S.	\$ 17,898.19	\$ 17,898.19	15%	\$ 2,684.73	
6.2.3	HW284 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 24,085.28	\$ 24,085.28	15%	\$ 3,612.79	
6.2.4	HW285 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 28,525.26	\$ 28,525.26	15%	\$ 4,278.79	
6.2.5	HW286 as per OPSD 804.030 c/w Rodent Grate and Handrail	N/A	N/A	1	L.S.	\$ 11,339.20	\$ 11,339.20	15%	\$ 1,700.88	
6.2.6	MH287 as per Detail 5 on DWG SW2.3	2400mm	3.4m	1	L.S.	\$ 41,752.57	\$ 41,752.57	15%	\$ 6,262.89	
6.2.7	MH287.1	1200mm	3.6m	1	L.S.	\$ 6,681.75	\$ 6,681.75	15%	\$ 1,002.26	
6.2.8	MH287.2	1200mm	3.5m	1	L.S.	\$ 6,681.75	\$ 6,681.75	15%	\$ 1,002.26	
6.2.9	HW288 as per OPSD 804.040 c/w Modified Chute Blocks (250mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 22,310.33	\$ 22,310.33	15%	\$ 3,346.55	
SWM FACILITY 3		Dia.	Depth	DWG SW3.1, SW3.2, SW3.3						
6.2.5	SPMH327 as per Detail 3 on DWG SW3.2	2400x 1800mm	2.5m	1	L.S.	\$ 32,385.60	\$ 32,385.60	15%	\$ 4,857.84	
6.2.6	MH328	1500mm	2.2m	1	L.S.	\$ 7,334.18	\$ 7,334.18	15%	\$ 1,100.13	
6.2.7	MH329	1500mm	1.8m	1	L.S.	\$ 6,938.82	\$ 6,938.82	15%	\$ 1,040.82	
6.2.8	HW330 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 21,773.65	\$ 21,773.65	15%	\$ 3,266.05	
6.2.9	HW331 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 24,252.11	\$ 24,252.11	15%	\$ 3,637.82	
6.2.10	HW332 as per OPSD 804.030 c/w Rodent Grate and Handrail	N/A	N/A	1	L.S.	\$ 11,339.20	\$ 11,339.20	15%	\$ 1,700.88	
6.2.11	MH333 as per Detail 6 on DWG SW3.3	2400mm	4.1m	1	L.S.	\$ 38,197.99	\$ 38,197.99	15%	\$ 5,729.70	
6.2.12	MH333.1	1200mm	3.1m	1	L.S.	\$ 6,418.63	\$ 6,418.63	15%	\$ 962.79	
6.2.13	MH333.2	1200mm	2.8m	1	L.S.	\$ 6,155.51	\$ 6,155.51	15%	\$ 923.33	
SUBTOTAL STRUCTURES							\$ 357,828.25		\$ 53,674.24	

6.3 POND WORKS

SWM FACILITY 2		DWG SW2.1, SW2.2, SW2.3						
6.3.1	Supply and Install End of Pipe Infiltration Gallery, ADS Stormtech DC-780 Subsurface Chamber System or approved equivalent, as per Detail 4 on DWG SW2.3.	1	L.S.	\$ 287,313.80	\$ 287,313.80	15%	\$ 43,097.07	
6.3.2	Supply and Install GWMS Infiltration Gallery, ADS Stormtech SC-310 Subsurface Chamber System or approved equivalent, as per Detail 5 on DWG SW3.3.	1	L.S.	\$ 50,990.65	\$ 50,990.65	15%	\$ 7,648.60	
6.3.3	Supply and Install 300mm HDPE Culverts	18	m	\$ 170.70	\$ 3,072.60	15%	\$ 460.89	
6.3.4	Supply and Install Geomembrane Liner (Layfield RPE 25) c/w Backfill as per Detail 1C on DWG SW4.1	14,125	m ²	\$ 31.24	\$ 441,265.00	15%	\$ 66,189.75	
6.3.5	Construct 500mm thick Concrete Forebay Weir, as per Detail 6 DWG SW2.3	1	L.S.	\$ 19,577.42	\$ 19,577.42	15%	\$ 2,936.61	

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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6.3.6	Construct 500mm thick Concrete Overflow Weir, as per Detail 7 DWG SW2.3	1	L.S.	\$ 20,677.42	\$ 20,677.42	15%	\$ 3,101.61
6.3.7	Supply and Install 300mm Gabion Mat, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	240	m ²	\$ 144.33	\$ 34,639.20	15%	\$ 5,195.88
6.3.8	Supply and Install 450mm 300mm Rip Rap Pad c/w Geotextile Underlay (Terrafix 400R or Equivalent)	165	m ²	\$ 105.94	\$ 17,480.10	15%	\$ 2,622.02
6.3.9	Supply and Install 450mm Rip Rap Outlet Swale, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	190	m ²	\$ 105.94	\$ 20,128.60	15%	\$ 3,019.29
6.3.10	Supply, Place, and Compact Granular B Type II in Forebay (300mm Deep)	490	m ²	\$ 18.59	\$ 9,109.10	15%	\$ 1,366.37
6.3.11	Supply and Install Articulated Concrete Block Mat (CCG2) or Approved Equivalent	170	m ²	\$ 135.90	\$ 23,103.00	15%	\$ 3,465.45
6.3.12	Supply and Install Articulated Concrete Block Mat (CC-35) or Approved Equivalent, for the Overland Flow Route as per Detail 1 on Drawing SW2.2.	150	m ²	\$ 147.71	\$ 22,156.50	15%	\$ 3,323.48
6.3.13	Construct Articulated Concrete Block Mat Access Road as per Detail 2C DWG SW4.1 including all excavation, 450mm Granular B, 150mm Granular A, and CCG2 Cable Concrete	265	m ²	\$ 128.26	\$ 33,988.90	15%	\$ 5,098.34
6.3.14	Construct 5m Wide Asphalt Access Road, as per Detail 2B DWG SW4.1, including all excavation, 450mm Granular B, 150mm Granular A, 60mm HL4 Asphalt.	3,790	m ²	\$ 57.55	\$ 218,114.50	15%	\$ 32,717.18
6.3.15	Supply, Place and Compact 40mm HL3 Asphalt on 4m Wide Access Road (2027).	3,790	m ²	\$ 15.65	\$ 59,313.50	15%	\$ 8,897.03
6.3.16	Load, Haul, Place, and Fine grade 450mm 300mm Topsoil in Pond Landscaping Areas from Onsite Stockpile	26,800	m ²	\$ 4.23	\$ 113,364.00	15%	\$ 17,004.60
6.3.17	Supply and Place Hydroseed in Zone 1 as per Dougan & Associates DWG L1 and L3	1,300	m ²	\$ 0.91	\$ 1,183.00	15%	\$ 177.45
6.3.18	Supply and Place Hydroseed in Zone 2 as per Dougan & Associates DWG L1 and L3	8,700	m ²	\$ 0.91	\$ 7,917.00	15%	\$ 1,187.55
6.3.19	Supply and Place Hydroseed in Zone 3 as per Dougan & Associates DWG L1 and L3	16,800	m ²	\$ 1.11	\$ 18,648.00	15%	\$ 2,797.20
6.3.20	Supply and Install Lockable Galvanized Steel Swing P-Gate and Warning Sign as per Township of Woolwich Detail 503	8	Each	\$ 2,373.35	\$ 18,986.80	15%	\$ 2,848.02
6.3.21	Supply and Install Perimeter 1.5m High Black Vinyl Chain Link Fence	278	m	\$ 222.19	\$ 61,768.82	15%	\$ 9,265.32
6.3.22	Install Township supplied Benchmark Tablet on the face of Headwalls	4	Each	\$ 219.37	\$ 877.48	15%	\$ 131.62
6.3.23	Supply and Install Warning Sign as per Township of Woolwich Detail 503	2	Each	\$ 499.92	\$ 999.84	15%	\$ 149.98
6.3.24	Supply and Install SWM Facility Educational Sign as per Detail on PM1.1	2	Each	\$ 807.95	\$ 1,615.90	15%	\$ 242.39
6.3.25	Supply and Install No Winter Maintenance Sign as per Detail on PM1.1	2	Each	\$ 499.92	\$ 999.84	15%	\$ 149.98
SWM FACILITY 3		DWG SW3.1, SW3.2, SW3.3					
6.3.26	Supply and Install End of Pipe Infiltration Gallery, ADS Stormtech SC-310 Subsurface Chamber System or approved equivalent, as per Detail 5 on DWG SW3.3.	1	L.S.	\$ 60,605.11	\$ 60,605.11	15%	\$ 9,090.77
6.3.27	Supply and Install Geomembrane Liner (Layfield RPE 25) c/w Backfill as per Detail 1C on DWG SW4.1	2,870	m ²	\$ 32.08	\$ 92,069.60	15%	\$ 13,810.44
6.3.28	Construct 500mm thick Concrete Forebay Weir, as per Detail 6 DWG SW3.3	1	L.S.	\$ 32,677.42	\$ 32,677.42	15%	\$ 4,901.61
6.3.29	Construct 500mm thick Concrete Overflow Weir, as per Detail 7 DWG SW3.3	1	L.S.	\$ 17,377.42	\$ 17,377.42	15%	\$ 2,606.61
6.3.30	Supply and Install 300mm Gabion Mat, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	253	m ²	\$ 144.92	\$ 36,664.76	15%	\$ 5,499.71
6.3.31	Supply and Install 450mm Rip Rap Pad c/w Geotextile Underlay (Terrafix 400R or Equivalent)	116	m ²	\$ 105.94	\$ 12,289.04	15%	\$ 1,843.36
6.3.32	Supply and Install Articulated Concrete Block Mat (CCG2) or Approved Equivalent	150	m ²	\$ 138.74	\$ 20,811.00	15%	\$ 3,121.65
6.3.33	Supply and Install Articulated Concrete Block Mat (CC-35) or Approved Equivalent	70	m ²	\$ 172.44	\$ 12,070.80	15%	\$ 1,810.62
6.3.34	Supply, Place, and Compact Granular B Type II in Forebay (900mm Deep)	35	m ²	\$ 18.59	\$ 650.65	15%	\$ 97.60
6.3.35	Supply, Place, and Compact Granular B Type II in Wet Pond (900mm Deep)	200	m ²	\$ 18.59	\$ 3,718.00	15%	\$ 557.70
6.3.36	Construct Articulated Concrete Block Mat Access Road as per Detail 2C DWG SW4.1 including all excavation, 450mm Granular B, 150mm Granular A, and CCG2 Cable Concrete	75	m ²	\$ 154.55	\$ 11,591.25	15%	\$ 1,738.69
6.3.37	Construct 4m Wide Asphalt Access Road, as per Detail 2B DWG SW4.1, including all excavation, 450mm Granular B, 150mm Granular A, 60mm HL4 Asphalt.	180	m ²	\$ 75.52	\$ 13,593.60	15%	\$ 2,039.04
6.3.38	Supply, Place and Compact 40mm HL3 Asphalt on 4m Wide Access Road (2027).	180	m ²	\$ 27.27	\$ 4,908.60	15%	\$ 736.29

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
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6.3.39	Load, Haul, Place, and Finegrade 450mm 300mm-Topsoil in Pond Landscaping Areas from Onsite Stockpile	7,690	m ²	\$ 4.23	\$ 32,528.70	15%	\$ 4,879.31
6.3.40	Supply and Place Hydroseed in Zone 1 as per Dougan & Associates DWG L1 and L4	650	m ²	\$ 0.91	\$ 591.50	15%	\$ 88.73
6.3.41	Supply and Place Hydroseed in Zone 2 as per Dougan & Associates DWG L1 and L4	1,240	m ²	\$ 0.91	\$ 1,128.40	15%	\$ 169.26
6.3.42	Supply and Place Hydroseed in Zone 3 as per Dougan & Associates DWG L1 and L4	5,800	m ²	\$ 1.11	\$ 6,438.00	15%	\$ 965.70
6.3.43	Supply and Install Lockable Galvanized Steel Swing P-Gate and Warning Sign as per Township of Woolwich Detail 503	4	Each	\$ 2,373.35	\$ 9,493.40	15%	\$ 1,424.01
6.3.44	Supply and Install Perimeter 1.5m High Black Vinyl Chain Link Fence	395	m	\$ 185.83	\$ 73,402.85	15%	\$ 11,010.43
6.3.45	Install Township supplied Benchmark Tablet on the face of Headwalls	4	Each	\$ 219.37	\$ 877.48	15%	\$ 131.62
6.3.46	Supply and Install Warning Sign as per Township of Woolwich Detail 503	2	Each	\$ 499.92	\$ 999.84	15%	\$ 149.98
6.3.47	Supply and Install SWM Facility Educational Sign as per Detail on PM1.1	1	Each	\$ 807.95	\$ 807.95	15%	\$ 121.19
6.3.48	Supply and Install No Winter Maintenance Sign as per Detail on PM1.1	1	Each	\$ 398.93	\$ 398.93	15%	\$ 59.84
SUBTOTAL POND WORKS					\$ 1,932,985.27		\$ 289,947.79

6.4 MISCELLANEOUS

6.4.1	Supply and Install Pipe Insulation as per Detail 3 on SW4.1	346	m ²	\$ 65.00	\$ 22,490.00	15%	\$ 3,373.50
6.4.2	Supply and Install 51m Long Pre-cast Concrete Retaining Wall at HW334 as shown on Drawing LG1.1.	80	Face m ²	\$ 585.76	\$ 46,860.80	15%	\$ 7,029.12
6.4.3	Pre-cast Retaining Wall Certification and building permit for each wall, including closing of permit once the walls have been constructed and certified.	1	L.S.	\$ 3,787.26	\$ 3,787.26	15%	\$ 568.09
6.4.4	Supply and Install 1.5m High Black Vinyl Chain Link Fence on Retaining Wall	51	m	\$ 222.19	\$ 11,331.69	15%	\$ 1,699.75
6.4.5	Supply, Install, and Maintain Positive Dewatering System for Pond #3 - Contractor shall prepare dewatering plan and submit for approval prior to construction.					15%	\$ -
6.4.5.1	Mobilization / Demobilization	1	L.S.	\$ 29,018.67	\$ 29,018.67	15%	\$ 4,352.80
6.4.5.2	Daily Operation and Maintenance	30	Day	\$ 595.86	\$ 17,875.80	15%	\$ 2,681.37
6.4.5.3	Installation of Well Points and Header Pipe	350	m	\$ 201.99	\$ 70,696.50	15%	\$ 10,604.48
6.4.5.4	Removal of Well Points and Header Pipe	350	m	\$ 75.75	\$ 26,512.50	15%	\$ 3,976.88
6.4.5.5	Supply and Install Discharge Pipe for Dewatering System including Sediment Trap	1	L.S.	\$ 6,615.09	\$ 6,615.09	15%	\$ 992.26
6.4.6	Connect to Existing HW334	1	L.S.	\$ 1,271.67	\$ 1,271.67	15%	\$ 190.75
6.4.7	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 1,100.00	\$ 1,100.00	15%	\$ 165.00
6.4.8	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 1,275.00	\$ 1,275.00	15%	\$ 191.25
6.4.9	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - End of Maintenance Period	1	L.S.	\$ 1,787.69	\$ 1,787.69	15%	\$ 268.15
6.4.10	Clean Out SWM Facilities 2 & 3 Sediment. Sediment to be removed 2 times. - Estimated Value	1	L.S.	\$ 500,000.00	\$ 500,000.00	100%	\$ 500,000.00
SUBTOTAL MISCELLANEOUS					\$ 740,622.67		\$ 536,093.40

6.5 PLANTING / LANDSCAPING

SWM FACILITY 2		DWG SW2.1, SW2.2, SW2.3					
6.5.1	Deciduous Trees - 50mm Cal.	175	Each	\$ 900.00	\$ 157,500.00	15%	\$ 23,625.00
6.5.2	Coniferous Trees - 150cm Ht.	96	Each	\$ 900.00	\$ 86,400.00	15%	\$ 12,960.00
6.5.3	Deciduous Trees - 2 Gal.	766	Each	\$ 45.00	\$ 34,470.00	15%	\$ 5,170.50
6.5.4	Deciduous Shrubs - 2 Gal.	1038	Each	\$ 30.00	\$ 31,140.00	15%	\$ 4,671.00
6.5.5	Herbaceous - Plugs	1140	Each	\$ 15.00	\$ 17,100.00	15%	\$ 2,565.00
6.5.6	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 38,221.00	\$ 38,221.00	15%	\$ 5,733.15

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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Letter of credit amounts shown are calculated based on the terms noted in Section 11.23.2 of this agreement.

SWM FACILITY 3 & WETLAND COMPENSATION		DWG SW3.1, SW3.2, SW3.3					
6.5.8	Deciduous Trees - 50mm Cal.	43	Each	\$ 900.00	\$ 38,700.00	15%	\$ 5,805.00
6.5.9	Deciduous Trees - 2 Gal.	200	Each	\$ 45.00	\$ 9,000.00	15%	\$ 1,350.00
6.5.10	Coniferous Trees - 2 Gal.	26	Each	\$ 45.00	\$ 1,170.00	15%	\$ 175.50
6.5.11	Deciduous Shrubs - 2 Gal.	420	Each	\$ 30.00	\$ 12,600.00	15%	\$ 1,890.00
6.5.12	Herbaceous - Plugs	330	Each	\$ 15.00	\$ 4,950.00	15%	\$ 742.50
6.5.13	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 8,234.50	\$ 8,234.50	15%	\$ 1,235.18
SUBTOTAL PLANTING / LANDSCAPING					\$ 439,485.50		\$ 65,922.83

TOTAL STORMWATER MANAGEMENT PONDS					\$ 3,625,014.79		\$ 968,752.22
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7.0 PRIMARY ROADWORKS

7.1 FINE GRADING

Shape to correct cross-section, fine grade and compact (95% Standard Proctor) the sub-grade of the roads, R.O.W. including boulevards, and the backfilling of the curbs.

7.1.1	Ottawa Street	27,000	m ²	\$ 0.76	\$ 20,520.00	15%	\$ 3,078.00
SUBTOTAL FINE GRADING					\$ 20,520.00		\$ 3,078.00

7.2 GRANULAR "B"

Supply, place, shape and compact (100% Standard Proctor) Granular B Type 2 sub base to a final thickness as noted, extending 300 mm behind the back of curb.

		Depth						
7.2.1	Ottawa Street	600mm	13,845	Tonne	\$ 17.33	\$ 239,933.85	15%	\$ 35,990.08
SUBTOTAL GRANULAR "B"					\$ 239,933.85		\$ 35,990.08	

7.3 GRANULAR "A"

Supply, place, shape and compact (100% Standard Proctor) Granular "A" gravel base to a final thickness as noted.

		Depth						
7.3.1	Ottawa Street	210mm	4,850	Tonne	\$ 19.06	\$ 92,441.00	15%	\$ 13,866.15
SUBTOTAL GRANULAR "A"					\$ 92,441.00		\$ 13,866.15	

7.4 CURB AND GUTTER

7.4.1	Ottawa Street	1,500	m	\$ 49.84	\$ 74,760.00	15%	\$ 11,214.00
SUBTOTAL CURB AND GUTTER					\$ 74,760.00		\$ 11,214.00

7.5 BINDER ASPHALT

Supply, place and compact hot mixed, hot laid, binder coarse asphalt (HL4 HL8) to a final thickness as noted, including temporary asphalt curb at all catchbasins.

		Depth						
7.5.1	Ottawa Street - 2 Lifts	100mm	1,860	Tonne	\$ 88.87	\$ 165,298.20	15%	\$ 24,794.73
SUBTOTAL BINDER ASPHALT					\$ 165,298.20		\$ 24,794.73	

7.6 TEMPORARY LINE PAINTING AND FIRST STAGE SIGNAGE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
7.6.1	60cm White Stop Bar	10	m	\$ 16.16	\$ 161.60	15%	\$ 24.24
7.6.2	10cm Yellow Solid Line	30	m	\$ 2.32	\$ 69.60	15%	\$ 10.44
7.6.3	10cm White Solid Line	23	m	\$ 2.32	\$ 53.36	15%	\$ 8.00
7.6.4	Ra-1 c/w Street Signs on a U-Channel Post	1	Each	\$ 600.91	\$ 600.91	15%	\$ 90.14
7.6.5	Ra-1 c/w Street Signs, 1- Ra-1t and 1- Ra-1tt on a U-Channel Post	1	Each	\$ 681.71	\$ 681.71	15%	\$ 102.26
SUBTOTAL TEMPORARY LINE PAINTING AND FIRST STAGE SIGNAGE					\$ 1,567.18		\$ 235.08

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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7.7 MISCELLANEOUS

7.7.1	Supply and Install 150mm Subdrains along full road length c/w connection to CB/DCB/CBMH/DCBMH	1,500	m	\$ 32.86	\$ 49,290.00	15%	\$ 7,393.50
7.7.2	Supply and Install "Unassumed Road Use at Own Risk" Signs. (Provisional)	2	Each	\$ 398.93	\$ 797.86	15%	\$ 119.68
SUBTOTAL MISCELLANEOUS					\$ 50,087.86		\$ 7,513.18

TOTAL PRIMARY ROADWORKS					\$ 644,608.09		\$ 96,691.21
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8.0 SECONDARY ROADWORKS

8.1 STRUCTURE ADJUSTMENTS

8.1.1	Adjust MH to finished grade including base asphalt restoration.						
8.1.1.1	Ottawa Street	29	Each	\$ 25.25	\$ 732.25	100%	\$ 732.25
8.1.2	Adjust CBMH to finished grade including base asphalt restoration.						
8.1.2.1	Ottawa Street	12	Each	\$ 605.96	\$ 7,271.52	100%	\$ 7,271.52
8.1.3	Adjust DCBMH to finished grade including base asphalt restoration.						
8.1.3.1	Ottawa Street	2	Each	\$ 605.96	\$ 1,211.92	100%	\$ 1,211.92
8.1.4	Adjust CB to finished grade including base asphalt restoration.						
8.1.4.1	Ottawa Street	9	Each	\$ 605.96	\$ 5,453.64	100%	\$ 5,453.64
8.1.5	Adjust and raise existing mainline valve boxes.						
8.1.5.1	Ottawa Street	8	Each	\$ 353.48	\$ 2,827.84	100%	\$ 2,827.84
SUBTOTAL STRUCTURE ADJUSTMENTS					\$ 17,497.17		\$ 17,497.17

8.2 SURFACE ASPHALT

Supply, place and compact virgin, hot mixed, hot laid, surface coarse asphalt (HL3) to a final thickness as noted, including placement of tack coat on binder asphalt.

		Depth						
8.2.1	Ottawa Street	45mm	840	Tonne	\$ 110.08	\$ 92,467.20	100%	\$ 92,467.20
SUBTOTAL SURFACE ASPHALT					\$ 92,467.20		\$ 92,467.20	

8.3 SIGNAGE - SECOND STAGE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
8.3.1	RB-71 Shared Pathway on Steel Post	5	Each	\$ 378.73	\$ 1,893.65	100%	\$ 1,893.65
8.3.2	RB-51 No Parking on Steel Post	24	Each	\$ 323.18	\$ 7,756.32	100%	\$ 7,756.32
8.3.3	Wa-74 Bump Sign on Steel Post	5	Each	\$ 398.93	\$ 1,994.65	100%	\$ 1,994.65
SUBTOTAL SIGNAGE - SECOND STAGE					\$ 11,644.62		\$ 11,644.62

8.4 LINE PAINTING DURABLE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
8.4.1	60cm White Stop Bar - Durable	10	m	\$ 50.50	\$ 505.00	100%	\$ 505.00
8.4.2	10cm Yellow Solid Line - Durable	30	m	\$ 10.10	\$ 303.00	100%	\$ 303.00
8.4.3	10cm White Solid Line - Durable	23	m	\$ 10.10	\$ 232.30	100%	\$ 232.30
SUBTOTAL LINE PAINTING DURABLE					\$ 1,040.30		\$ 1,040.30

8.5 CONCRETE WORKS

8.5.1	Supply and Install New 600.040 Curb and Gutter, including removal and disposal off site of existing asphalt curb at CB,DCB, CBMH and DCBMH, installation of drain markers, and all asphalt and boulevard restoration.						
8.5.1.1	Ottawa Street	40	m	\$ 151.49	\$ 6,059.60	100%	\$ 6,059.60

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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8.5.2	Supply and Install 2.4m Wide Concrete MUP, 125mm thick, c/w 150mm thick Granular 'A' base.						
8.5.2.1	Ottawa Street	1,700	m ²	\$ 73.75	\$ 125,375.00	100%	\$ 125,375.00
8.5.3	Supply and Install Region of Waterloo Concrete Transit Pad.						
8.5.3.1	Ottawa Street	20	m ²	\$ 109.45	\$ 2,189.00	100%	\$ 2,189.00
8.5.4	Supply and Install Truncated Dome Detectable Warning Plates (RMW STD. DWG 224) (0.61m x 0.61m)						
8.5.4.1	Ottawa Street	6	Each	\$ 227.24	\$ 1,363.44	100%	\$ 1,363.44
SUBTOTAL CONCRETE WORKS					\$ 134,987.04		\$ 134,987.04

8.6 TOPSOIL AND SOD

Excavate, screen, load, haul, and place 450mm thick topsoil and sod in boulevards.

8.6.1	Ottawa Street	17,330	m ²	\$ 13.33	\$ 231,008.90	100%	\$ 231,008.90
8.6.2	Provide Maintenance of Sod as Required for Duration of 2 Year Warranty Period	1	L.S.	\$ 30,623.00	\$ 30,623.00	100%	\$ 30,623.00
SUBTOTAL TOPSOIL AND SOD					\$ 261,631.90		\$ 261,631.90

8.7 BOULEVARD TREES

8.7.1	Deciduous Trees - 50mm Cal.	131	Each	\$ 900.00	\$ 117,900.00	100%	\$ 117,900.00
8.7.3	Provide Maintenance of Trees as Required for Duration of 2 Year Warranty Period	1	L.S.	\$ 11,790.00	\$ 11,790.00	100%	\$ 11,790.00
SUBTOTAL BOULEVARD TREES					\$ 129,690.00		\$ 129,690.00

8.8 BUFFER PSW 2 LANDSCAPING

8.8.1	Deciduous Trees - 50mm Cal.	114	Each	\$ 900.00	\$ 102,600.00	100%	\$ 102,600.00
8.8.2	Coniferous Trees - 150cm Ht.	92	Each	\$ 900.00	\$ 82,800.00	100%	\$ 82,800.00
8.8.3	Deciduous Trees - 2 Gal.	355	Each	\$ 45.00	\$ 15,975.00	100%	\$ 15,975.00
8.8.4	Coniferous Trees - 2 Gal.	35	Each	\$ 45.00	\$ 1,575.00	100%	\$ 1,575.00
8.8.5	Deciduous Shrubs - 2 Gal.	1,500	Each	\$ 30.00	\$ 45,000.00	100%	\$ 45,000.00
8.8.6	Seeding Native - Zones 1 & 2	27,761	Each	\$ 2.00	\$ 55,522.00	100%	\$ 55,522.00
8.8.7	Seeding Nurse Crop - Zones 1 & 2	27,761	Each	\$ 0.50	\$ 13,880.50	100%	\$ 13,880.50
8.8.8	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 31,735.25	\$ 31,735.25	100%	\$ 31,735.25
SUBTOTAL BUFFER PSW 2 LANDSCAPING					\$ 349,087.75		\$ 349,087.75

8.9 MISCELLANEOUS

8.9.1	Supply and Install Asphalt Speed Control Humps, as per the Detail shown on DWG MS2.1.						
8.9.1.1	Ottawa Street	6	Each	\$ 3,605.48	\$ 21,632.88	100%	\$ 21,632.88
8.9.2	Existing Menno Street Removals and Earthworks						
8.9.3	Remove and Dispose of Existing Asphalt Off-site	2,725	m ²	\$ 4.68	\$ 12,753.00	100%	\$ 12,753.00
8.9.4	Remove and Dispose of Existing Road Signs Off-site	12	Each	\$ 153.75	\$ 1,845.00	100%	\$ 1,845.00
8.9.5	Onsite Cut/Fill - Fill to be placed in Parcel 4 and used to fill the existing sediment basins	26,208	m ³	\$ 5.95	\$ 155,937.60	100%	\$ 155,937.60
8.9.6	Remove and Dispose of Existing 300mm dia. Watermain Off-site	400	m	\$ 23.33	\$ 9,332.00	100%	\$ 9,332.00
8.9.7	Remove and Dispose of Existing 300mm dia. Air and Vacuum Release Valve Off-site	1	Each	\$ 997.24	\$ 997.24	100%	\$ 997.24
8.9.8	Remove and Dispose of Existing 300mm dia. Valve and Box Off-site	2	Each	\$ 283.28	\$ 566.56	100%	\$ 566.56
8.9.9	Remove and Dispose of Existing Hydrant Off-site	1	Each	\$ 333.28	\$ 333.28	100%	\$ 333.28
8.9.10	Remove and Dispose of Existing Gas Main Off-site	760	m	\$ 23.33	\$ 17,730.80	100%	\$ 17,730.80

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	LOC %	LETTER OF CREDIT AMOUNT
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8.9.11	Remove and Dispose of Existing Bell Off-site	392	m	\$ 23.33	\$ 9,145.36	100%	\$ 9,145.36
8.9.12	Remove and Dispose of Existing Bell Pedestal Off-site	3	Each	\$ 266.62	\$ 799.86	100%	\$ 799.86
SUBTOTAL MISCELLANEOUS					\$ 231,073.58		\$ 231,073.58
TOTAL SECONDARY ROADWORKS					\$ 1,229,119.56		\$ 1,229,119.56

9.0 HYDRO AND STREET LIGHTING

9.1	Street Lights	16	Each	\$ 10,000.00	\$ 160,000.00	15%	\$ 24,000.00
9.2	Hydro Crossings (Allowance)	1	Allow.	\$ 55,000.00	\$ 55,000.00	15%	\$ 8,250.00
TOTAL HYDRO AND STREET LIGHTING					\$ 215,000.00		\$ 32,250.00

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'H' COST ESTIMATE**

SUMMARY

PART	DESCRIPTION	TOTAL CONSTRUCTION COST	TOTAL LETTER OF CREDIT
GR1.0	PROJECT START UP	\$ 62,079.97	\$ 19,512.00
1.0	SANITARY SEWERS	\$ 427,327.53	\$ 67,907.13
2.0	STORM SEWERS	\$ 885,339.28	\$ 136,509.09
3.0	GROUNDWATER MANAGEMENT SYSTEM	\$ 112,214.99	\$ 18,631.81
4.0	WATERMAINS	\$ 732,177.10	\$ 172,764.62
5.0	SERVICE CONNECTIONS	\$ 31,389.76	\$ 4,708.46
6.0	STORMWATER MANAGEMENT PONDS	\$ 3,625,014.79	\$ 968,752.22
7.0	PRIMARY ROADWORKS	\$ 644,608.09	\$ 96,691.21
8.0	SECONDARY ROADWORKS	\$ 1,229,119.56	\$ 1,229,119.56
9.0	HYDRO AND STREET LIGHTING	\$ 215,000.00	\$ 32,250.00
	SUB-TOTAL	\$ 7,964,271.08	\$ 2,746,846.10
	CONTINGENCY ALLOWANCE	\$ 796,427.11	\$ 274,684.61
	ENGINEERING (15%)	\$ 1,194,640.66	\$ 412,026.91
	SUB-TOTAL	\$ 9,955,338.84	\$ 3,433,557.62
	HST	\$ 1,294,194.05	\$ 446,362.49
	TOTAL	\$ 11,249,532.89	\$ 3,879,920.11

DEVELOPMENT ENG. AND ADMIN FEE (6% OF CONSTRUCTION COST)	\$ 477,856.26
50% FEE COLLECTED PREVIOUSLY AT FIRST SUBMISSION	\$ 563,949.47
REMAINING FEE DUE	\$ -

SCHEDULE "I"
SUBDIVISION DRAFT PLAN

SCHEDULE “J”

MTE Consultants

EC1.1	Aug 27, 2024	Overall Existing Conditions Plan
EC2.3	Aug 27, 2024	Existing Conditions and Removals Plan No. 3
EC2.4	Aug 27, 2024	Existing Conditions and Removals Plan No. 4
ES1.1	Aug 27, 2024	Ultimate Erosion and Sediment Control Plan No. 1
ES1.2	Aug 27, 2024	Ultimate Erosion and Sediment Control Plan No. 2
ES1.3	Aug 27, 2024	Ultimate Erosion and Sediment Control Plan No. 3
ES1.6	Aug 27, 2024	Erosion and Sediment Control Details Plan
GP1.3	Aug 27, 2024	General Plan of Services No. 3
GP1.4	Aug 27, 2024	General Plan of Services No. 4
WM1.2	Aug 27, 2024	Watermain Servicing Plan No. 2
LG1.1	Aug 27, 2024	Lot Grading Plan No. 1
LG1.2	Aug 27, 2024	Lot Grading Plan No. 2
LG1.3	Aug 27, 2024	Lot Grading Plan No. 3
LG1.4	Aug 27, 2024	Lot Grading Plan No. 4
LG1.11	Aug 27, 2024	Lot Grading Details Plan
LG1.12	Aug 27, 2024	Retaining Wall Cross Sections
SW2.1	Aug 27, 2024	SWM Facility 2 Plan
SW2.2	Aug 27, 2024	SWM Facility 2 Section and Details Plan No. 1
SW2.3	Aug 27, 2024	SWM Facility 2 Details Plan No.2
SW3.1	Aug 27, 2024	SWM Facility 3 Plan & Section
SW3.2	Aug 27, 2024	SWM Facility Details Plan No. 1
SW3.3	Aug 27, 2024	SWM Facility 3 Section & Details Plan No. 2
SW4.1	Aug 27, 2024	SWM Facility General Details and Notes Plan
PP1.3	Aug 27, 2024	Burkholder Street – STA 0+700 to STA 0+930
PP5.1	Aug 27, 2024	Ottawa Street – STA -0+040 to STA 0+240
PP5.2	Aug 27, 2024	Ottawa Street – STA 0+240 to STA 0+560
PP5.3	Aug 27, 2024	Ottawa Street – STA 0+560 to STA 0+800
PP6.1	Aug 27, 2024	Sheridan Drive – STA -0+020 to STA 0+280
PP7.1	Aug 27, 2024	Block 238 Storm Outlet – STA 0+020 to STA 0+220

PP8.1	Aug 27, 2024	Wetland Outlet – STA 0+020 to STA 0+140 Storm Outlet – Block 237 – STA 0+020 to STA 0+100
PP9.1	Aug 27, 2024	Lot 209 RYCB 311.1 – STA 0+000 to STA 0+060
MS2.1	Aug 27, 2024	General Details Plan
MS3.1	Aug 27, 2024	Proposed Fence Location Plan
MS4.1	Aug 27, 2024	Wetland Headwall Arrangement
MS6.1	Aug 27, 2024	Proposed Staging Plan
PM1.1	Aug 27, 2024	Pavement Marking and Signage Plan No. 1
PM1.2	Aug 27, 2024	Pavement Marking and Signage Plan No. 2
PM1.3	Aug 27, 2024	Pavement Marking and Signage Plan No. 3
SWM Report	Aug 27, 2024	Final Stormwater Management Report

DOUGAN & ASSOCIATES

Buffer Management

L1	May 24, 2024	Buffer Plan Overview
L2	May 24, 2024	Wetland 1 Buffer Plan
L3	May 24, 2024	Wetland 2 Buffer Plan
D1	May 24, 2024	Details
D2	May 24, 2024	Details

Ottawa Street Tree Plans

L1	June 25, 2024	Ottawa Street – Street Tree Overview
L2	June 25, 2024	Ottawa Street – Street Tree Zones 1-3

SWM Landscape Plans

L1	June 13, 2024	SWM Planting Plan Overview
L2	June 13, 2024	SWM Facility 1 Planting Plan
L3	June 13, 2024	SWM Facility 2 Planting Plan
L4	June 13, 2024	SWM Facility 3 Planting Plan & Wetland Compensation Plan
D1	June 13, 2024	Plantings Details
D2	June 13, 2024	Plantings Details
D3	June 13, 2024	Plantings Details
D3	June 13, 2024	Plantings Details

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

1.0 SANITARY SEWERS

Provide and install sanitary pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

1.1 PIPES

SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
1.1.1	Ex. STUB - MH54A	375mm	3.7m	62.8	m	\$ 182.40	\$ 11,454.72	\$ -	\$ 11,454.72
1.1.2	MH54A - MH53A	375mm	3.8m	19.8	m	\$ 182.40	\$ 3,611.52	\$ -	\$ 3,611.52
1.1.3	MH53A - Plug (Block 15)	200mm	3.5m	10.8	m	\$ 121.02	\$ 1,307.02	\$ -	\$ 1,307.02
1.1.4	MH53A - MH52A	375mm	3.8m	18.5	m	\$ 182.40	\$ 3,374.40	\$ -	\$ 3,374.40
1.1.5	MH52A - MH51A	375mm	4.0m	61.4	m	\$ 182.40	\$ 11,199.36	\$ -	\$ 11,199.36
1.1.6	MH51A - MH50A	375mm	4.4m	19.5	m	\$ 182.40	\$ 3,556.80	\$ -	\$ 3,556.80
1.1.7	MH50A - MH49A	375mm	5.0m	34.8	m	\$ 182.40	\$ 6,347.52	\$ -	\$ 6,347.52
1.1.8	MH49A - Plug (Block 237)	200mm	4.7m	11.5	m	\$ 120.53	\$ 1,386.10	\$ -	\$ 1,386.10
1.1.9	MH49A - MH48A	375mm	4.5m	62.2	m	\$ 182.40	\$ 11,345.28	\$ -	\$ 11,345.28
OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
1.1.10	MH48A - MH47A	375mm	4.8m	90.0	m	\$ 182.40	\$ 16,416.00	\$ -	\$ 16,416.00
1.1.11	MH47A - MH46A	375mm	4.8m	46.4	m	\$ 182.40	\$ 8,463.36	\$ -	\$ 8,463.36
1.1.12	MH46A - MH45A	375mm	4.4m	34.2	m	\$ 182.40	\$ 6,238.08	\$ -	\$ 6,238.08
1.1.13	MH45A - MH44A	375mm	4.4m	31.0	m	\$ 182.40	\$ 5,654.40	\$ -	\$ 5,654.40
1.1.14	MH44A - MH43A	375mm	4.5m	36.5	m	\$ 182.40	\$ 6,657.60	\$ -	\$ 6,657.60
1.1.15	MH43A - Plug	200mm	3.6m	22.5	m	\$ 116.83	\$ 2,628.68	\$ -	\$ 2,628.68
1.1.16	MH43A - MH42A	200mm	4.3m	67.7	m	\$ 112.96	\$ 7,647.39	\$ -	\$ 7,647.39
1.1.17	MH42A - Plug (Block 13)	200mm	4.2m	19.7	m	\$ 117.38	\$ 2,312.39	\$ -	\$ 2,312.39
1.1.18	MH42A - MH41A	200mm	4.2m	59.4	m	\$ 112.96	\$ 6,709.82	\$ -	\$ 6,709.82
1.1.19	MH41A - MH40A	200mm	4.1m	31.1	m	\$ 112.96	\$ 3,513.06	\$ -	\$ 3,513.06
1.1.20	MH40A - MH39A	200mm	4.0m	20.4	m	\$ 112.96	\$ 2,304.38	\$ -	\$ 2,304.38
1.1.21	MH39A - Plug (Block 12)	200mm	4.0m	19.7	m	\$ 117.38	\$ 2,312.39	\$ -	\$ 2,312.39
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
1.1.22	MH43A - Plug	300mm	4.3m	22.9	m	\$ 169.05	\$ 3,871.25	\$ -	\$ 3,871.25
SUBTOTAL PIPES						\$ 128,311.50	\$ -	\$ 128,311.50	

1.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching and casting adjusted to binder asphalt grade. Manholes are to include wrapping with Mel-Rol or an approved equivalent where joints are within 1.2m of the 2 year seasonal water table.

SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
1.2.1	MH54A	1200mm	3.7m	1	L.S.	\$ 7,177.19	\$ 7,177.19	\$ -	\$ 7,177.19
1.2.2	MH53A	1200mm	3.7m	1	L.S.	\$ 7,038.29	\$ 7,038.29	\$ -	\$ 7,038.29
1.2.3	MH52A	1200mm	3.7m	1	L.S.	\$ 7,038.29	\$ 7,038.29	\$ -	\$ 7,038.29
1.2.4	MH51A	1200mm	4.2m	1	L.S.	\$ 7,299.12	\$ 7,299.12	\$ -	\$ 7,299.12
1.2.5	MH50A	1200mm	4.6m	1	L.S.	\$ 7,559.95	\$ 7,559.95	\$ -	\$ 7,559.95
1.2.6	MH49A	1200mm	4.9m	1	L.S.	\$ 7,820.79	\$ 7,820.79	\$ -	\$ 7,820.79
OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2		\$ 7,300.00			
1.2.7	MH48A	1200mm	4.3m	1	L.S.	\$ 7,364.33	\$ 7,364.33	\$ -	\$ 7,364.33
1.2.8	MH47A	1200mm	5.0m	1	L.S.	\$ 7,885.99	\$ 7,885.99	\$ -	\$ 7,885.99
1.2.9	MH46A	1200mm	4.6m	1	L.S.	\$ 7,559.95	\$ 7,559.95	\$ -	\$ 7,559.95
1.2.10	MH45A	1200mm	4.3m	1	L.S.	\$ 7,429.54	\$ 7,429.54	\$ -	\$ 7,429.54
1.2.11	MH44A	1200mm	4.4m	1	L.S.	\$ 7,494.75	\$ 7,494.75	\$ -	\$ 7,494.75
1.2.12	MH43A	1200mm	4.5m	1	L.S.	\$ 7,559.95	\$ 7,559.95	\$ -	\$ 7,559.95
1.2.13	MH42A	1200mm	4.3m	1	L.S.	\$ 7,364.33	\$ 7,364.33	\$ -	\$ 7,364.33
1.2.14	MH41A	1200mm	4.1m	1	L.S.	\$ 7,299.12	\$ 7,299.12	\$ -	\$ 7,299.12
1.2.15	MH40A	1200mm	4.1m	1	L.S.	\$ 7,299.12	\$ 7,299.12	\$ -	\$ 7,299.12

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

1.2.16	MH39A	1200mm	4.0m	1	L.S.	\$ 7,233.91	\$ 7,233.91	\$ -	\$ 7,233.91
SUBTOTAL MANHOLES							\$ 118,424.62	\$ -	\$ 118,424.62

1.3 MISCELLANEOUS

1.3.1	Remove Existing 375mm Plug and Connect New Sanitary Sewer To Existing 375mm Sewer on Sheridan Drive.	1	L.S.	\$ 1,197.12	\$ 1,197.12	\$ -	\$ 1,197.12		
1.3.2	Supply, Install, and Maintain Positive Dewatering System - Contractor shall prepare dewatering plan and submit for approval prior to construction.								
1.3.2.1	Mobilization / Demobilization	1	L.S.	\$ 28,557.40	\$ 28,557.40	\$ -	\$ 28,557.40		
1.3.2.2	Daily Operation and Maintenance	30	Day	\$ 595.86	\$ 17,875.80	\$ -	\$ 17,875.80		
1.3.2.3	Installation of Well Points and Header Pipe	400	m	\$ 201.99	\$ 80,796.00	\$ -	\$ 80,796.00		
1.3.2.4	Removal of Well Points and Header Pipe	400	m	\$ 75.75	\$ 30,300.00	\$ -	\$ 30,300.00		
1.3.2.5	Supply and Install Discharge Pipe for Dewatering System including Sediment Trap	1	L.S.	\$ 6,615.09	\$ 6,615.09	\$ -	\$ 6,615.09		
1.3.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	9	Each	\$ 500.00	\$ 4,500.00	\$ -	\$ 4,500.00		
1.3.4	Upon completion of the sanitary sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 4,320.00	\$ 4,320.00	\$ -	\$ 4,320.00		
1.3.5	Upon completion of the sanitary sewer installation, provide all labour, materials to complete an air test to the satisfaction of the Engineer.	1	L.S.	\$ 1,950.00	\$ 1,950.00	\$ -	\$ 1,950.00		
1.3.6	Upon completion of the sanitary sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Final Acceptance	1	L.S.	\$ 4,480.00	\$ 4,480.00	\$ -	\$ 4,480.00		
SUBTOTAL MISCELLANEOUS							\$ 180,591.41	\$ -	\$ 180,591.41

TOTAL SANITARY SEWERS					\$ 427,327.53	\$ -	\$ 427,327.53
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2.0 STORM SEWERS

Provide and install storm pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. Any associated dewatering costs shall be included in the unit prices.

The Township is in agreement to fund 50% of the costs for storm sewer sizing required for the 35m Ottawa Street R.O.W. only. The difference in total costs for storm sewer sizing required for the 35m Ottawa Street R.O.W. only and for the 23m Ottawa Street R.O.W. only is estimated to be \$10,583.56.

2.1 PIPES

OTTAWA STREET	Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3						
2.1.1	MH326 - DCBMH325 *As per Section 11.8 of this agreement the Township is responsible for 50% of the cost of storm sewer sizing for the 35m ROW drainage area only. Sewer is assumed to be sized as noted in the item descriptions at comparable MTE-T-24-35 contract items. The Township portion for this item is based on 450mm dia.	450mm	1.6m	20.8	m	\$ 193.77	\$ 4,030.42	\$ 2,015.21	\$ 2,015.21
2.1.2	MH326 - CBMH324	1525x 965mm	2.4m	23.8	m	\$ 1,547.49	\$ 36,830.26	\$ -	\$ 36,830.26
2.1.3	MH326 - CBMH308 *Township portion based on 600mm dia. as per note in Item 2.1.1	825mm	2.5m	44.3	m	\$ 484.20	\$ 21,450.06	\$ 5,498.07	\$ 15,951.99
2.1.4	CBMH308 - CBMH307 *Township portion based on 600mm dia. as per note in Item 2.1.1	825mm	2.9m	54.4	m	\$ 484.20	\$ 26,340.48	\$ 6,751.58	\$ 19,588.90
2.1.5	CBMH307 - MH306 *Township portion based on 525mm dia. as per note in Item 2.1.1	750mm	3.4m	54.3	m	\$ 420.83	\$ 22,851.07	\$ 5,613.26	\$ 17,237.81
2.1.6	MH306 - CBMH305 *Township portion based on 375mm dia. as per note in Item 2.1.1	375mm	2.5m	20.7	m	\$ 186.95	\$ 3,869.87	\$ 1,934.93	\$ 1,934.93

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

2.1.7	MH281 - DCBMH280 *Township portion based on 450mm dia. as per note in Item 2.1.1	525mm	2.3m	9.3	m	\$ 206.75	\$ 1,922.78	\$ 901.03	\$ 1,021.74
2.1.8	DCBMH280 - DCBMH279 *Township portion based on 300mm dia. as per note in Item 2.1.1	525mm	2.3m	8.4	m	\$ 206.75	\$ 1,736.70	\$ 655.20	\$ 1,081.50
2.1.9	DCBMH279 - Plug (Block 14)	450mm	1.8m	12.1	m	\$ 205.01	\$ 2,480.62	\$ -	\$ 2,480.62
2.1.10	MH281 - CBMH278 c/w 1 Bend *Township portion based on 600mm dia. as per note in Item 2.1.1	1345x 2110mm	3.0m	31.4	m	\$ 3,098.02	\$ 97,277.83	\$ 3,897.05	\$ 93,380.77
2.1.11	CBMH278 - MH277 c/w 45 Deg Bend *Township portion based on 600mm dia. as per note in Item 2.1.1	1345x 2110mm	3.1m	35.5	m	\$ 3,045.81	\$ 108,126.26	\$ 4,405.91	\$ 103,720.35
2.1.12	MH277 - MH276 *Township portion based on 600mm dia. as per note in Item 2.1.1	1050mm	2.2m	4.5	m	\$ 672.15	\$ 3,024.68	\$ 558.50	\$ 2,466.18
2.1.13	MH276 - CBMH275	750mm	2.4m	7.9	m	\$ 420.83	\$ 3,324.56	\$ -	\$ 3,324.56
2.1.14	CBMH275 - Plug	750mm	2.4m	21.3	m	\$ 439.88	\$ 9,369.44	\$ -	\$ 9,369.44
2.1.15	MH276 - CBMH274 *Township portion based on 525mm dia. as per note in Item 2.1.1	750mm	2.4m	19.8	m	\$ 420.83	\$ 8,332.43	\$ 2,046.83	\$ 6,285.61
2.1.16	CBMH274 - CBMH273 *Township portion based on 450mm dia. as per note in Item 2.1.1	750mm	2.5m	62.4	m	\$ 420.83	\$ 26,259.79	\$ 6,045.62	\$ 20,214.17
2.1.17	CBMH273 - Plug (Block 13)	525mm	2.2m	9.0	m	\$ 224.66	\$ 2,021.94	\$ -	\$ 2,021.94
2.1.18	CBMH273 - CBMH272 *Township portion based on 450mm dia. as per note in Item 2.1.1	600mm	2.5m	47.5	m	\$ 248.22	\$ 11,790.45	\$ 4,602.04	\$ 7,188.41
2.1.19	CBMH272 - CBMH271 *Township portion based on 450mm dia. as per note in Item 2.1.1	600mm	2.4m	52.1	m	\$ 248.22	\$ 12,932.26	\$ 5,047.71	\$ 7,884.55
2.1.20	CBMH271 - Plug (Block 12)	525mm	2.2m	8.8	m	\$ 225.07	\$ 1,980.62	\$ -	\$ 1,980.62
2.1.21	CBMH271 - CBMH270 *Township portion based on 375mm dia. as per note in Item 2.1.1	375mm	2.1m	65.7	m	\$ 186.95	\$ 12,282.62	\$ 6,141.31	\$ 6,141.31
SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.1.22	MH306 - CBMH304	675mm	3.5m	15.0	m	\$ 329.79	\$ 4,946.85	\$ -	\$ 4,946.85
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.1.23	MH277 - CBMH269.1 c/w 1 - Bend	2110x 1345mm	3.0m	10.6	m	\$ 3,980.54	\$ 42,193.72	\$ -	\$ 42,193.72
SUBTOTAL PIPES							\$ 465,375.69	\$ 56,114.25	\$ 409,261.44

2.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, back arches, benching, orifices and casting adjusted to binder asphalt grade. Manholes are to include wrapping with Mel-Rol or an approved equivalent where joints are within 1.2m of the 2 year seasonal water table.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
2.2.1	DCBMH325 *As per Section 11.8 of this agreement the Township is responsible for 50% of the cost of storm sewer sizing for the 35m ROW. Manholes are assumed to be sized as noted in the item descriptions at comparable MTE-T-24-35 contract items. The Township portion for this item is based on a 1500mm dia. structure.	1500mm	1.5m	1	L.S.	\$ 6,775.83	\$ 6,775.83	\$ 3,536.18	\$ 3,239.65
2.2.2	MH326	3600mm	2.4m	1	L.S.	\$ 56,108.97	\$ 56,108.97	\$ -	\$ 56,108.97
2.2.3	CBMH324	3000mm	2.3m	1	L.S.	\$ 24,655.39	\$ 24,655.39	\$ -	\$ 24,655.39
2.2.4	CBMH308 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	2.5m	1	L.S.	\$ 7,665.40	\$ 7,665.40	\$ 2,872.06	\$ 4,793.35

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

2.2.5	CBMH307 c/w 200mm dia. Drop Structure *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	3.0m	1	L.S.	\$ 10,346.27	\$ 10,346.27	\$ 4,283.39	\$ 6,062.89
2.2.6	MH306 c/w 200mm dia. Drop Structure *Township portion based on 1200mm dia. as per note in Item 2.2.1	2400mm	3.5m	1	L.S.	\$ 21,241.95	\$ 21,241.95	\$ 2,872.06	\$ 18,369.90
2.2.7	CBMH305 c/w 200mm dia. Drop Structure *Township portion based on 1200mm dia. as per note in Item 2.2.1	1200mm	2.2m	1	L.S.	\$ 8,566.77	\$ 8,566.77	\$ 4,283.39	\$ 4,283.39
2.2.8	DCBMH279 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	1.9m	1	L.S.	\$ 7,072.36	\$ 7,072.36	\$ 2,872.06	\$ 4,200.31
2.2.9	DCBMH280 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	2.0m	1	L.S.	\$ 7,171.20	\$ 7,171.20	\$ 2,872.06	\$ 4,299.15
2.2.10	MH281 *Township portion based on 1500mm dia. as per note in Item 2.2.1	3600mm	3.1m	1	L.S.	\$ 64,868.14	\$ 64,868.14	\$ 3,733.86	\$ 61,134.28
2.2.11	CBMH278 (Tee) *Township portion based on 1200mm dia. as per note in Item 2.2.1	1200mm	1.3m	1	L.S.	\$ 8,412.28	\$ 8,412.28	\$ 2,872.06	\$ 5,540.23
2.2.12	MH277 *Township portion based on 1500mm dia. as per note in Item 2.2.1	3600mm	3.0m	1	L.S.	\$ 58,849.30	\$ 58,849.30	\$ 3,733.86	\$ 55,115.44
2.2.13	MH276 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1800mm	2.5m	1	L.S.	\$ 10,272.75	\$ 10,272.75	\$ 2,872.06	\$ 7,400.70
2.2.14	CBMH275	1500mm	2.3m	1	L.S.	\$ 7,467.72	\$ 7,467.72	\$ -	\$ 7,467.72
2.2.15	CBMH274 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	2.4m	1	L.S.	\$ 7,566.56	\$ 7,566.56	\$ 2,872.06	\$ 4,694.51
2.2.16	CBMH273 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	2.6m	1	L.S.	\$ 7,764.24	\$ 7,764.24	\$ 2,872.06	\$ 4,892.19
2.2.17	CBMH272 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1200mm	2.4m	1	L.S.	\$ 5,744.11	\$ 5,744.11	\$ 2,872.06	\$ 2,872.06
2.2.18	CBMH271 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1500mm	2.4m	1	L.S.	\$ 7,566.56	\$ 7,566.56	\$ 2,872.06	\$ 4,694.51
2.2.19	CBMH270 *Township portion based on 1200mm dia. as per note in Item 2.2.1	1200mm	2.1m	1	L.S.	\$ 5,548.48	\$ 5,548.48	\$ 2,774.24	\$ 2,774.24
SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.2.20	CBMH304	1500mm	3.3m	1	L.S.	\$ 8,446.67	\$ 8,446.67	\$ -	\$ 8,446.67
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.2.21	CBMH269.1 (Tee)	1200mm	1.2m	1	L.S.	\$ 8,404.37	\$ 8,404.37	\$ -	\$ 8,404.37
SUBTOTAL MANHOLES						\$ 350,515.32	\$ 51,065.46	\$ 299,449.86	

2.3 SINGLE CATCHBASINS

Complete - including lead, bends (if required), Tee or connection to manholes, 0.5m sump, castings adjusted to binder asphalt grade and leads on Class "B" bedding. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
2.3.1	SICB325.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.2	CB308.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.3	CB307.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.4	CB305.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.5	CB274.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.6	CB273.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.7	CB272.1	250mm	9.0m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.8	CB271.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40
2.3.9	CB270.1	250mm	8.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ 2,146.40	\$ 2,146.40

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

SHERIDAN DRIVE		Dia.	Depth	DWG PP6.1					
2.3.10	CB306.1	250mm	12.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ -	\$ 4,292.79
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
2.3.11	CB269.1	250mm	10.5m	1	L.S.	\$ 4,292.79	\$ 4,292.79	\$ -	\$ 4,292.79
SUBTOTAL SINGLE CATCHBASINS						\$ 47,220.69	\$ 19,317.56	\$ 27,903.14	

2.4 MISCELLANEOUS

2.4.1	Supply and Install Hickenbottom Drain c/w connection to storm sewer (Provisional)	1	Each	\$ 900.00	\$ 900.00	\$ -	\$ 900.00	
2.4.2	Supply and Install Rigid Pipe Insulation as per Detail 3 on SW4.1	155	m ²	\$ 65.00	\$ 10,075.00	\$ -	\$ 10,075.00	
2.4.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	3	Each	\$ 500.00	\$ 1,500.00	\$ -	\$ 1,500.00	
2.4.4	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 2,650.00	\$ 2,650.00	\$ -	\$ 2,650.00	
2.4.5	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 2,740.00	\$ 2,740.00	\$ -	\$ 2,740.00	
2.4.6	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Final Acceptance	1	L.S.	\$ 4,362.58	\$ 4,362.58	\$ -	\$ 4,362.58	
SUBTOTAL MISCELLANEOUS						\$ 22,227.58	\$ -	\$ 22,227.58

TOTAL STORM SEWERS						\$ 885,339.28	\$ 126,497.26	\$ 758,842.02
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3.0 GROUNDWATER MANAGEMENT SYSTEM

Provide and install GWMS pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

3.1 PIPES

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
3.1.1	G48 - G47	300mm	2.8m	37.5	m	\$ 154.75	\$ 5,803.13	\$ -	\$ 5,803.13
3.1.2	G47 - G46	300mm	3.7m	49.2	m	\$ 154.75	\$ 7,613.70	\$ -	\$ 7,613.70
3.1.3	G46 - G45	300mm	3.7m	29.5	m	\$ 154.75	\$ 4,565.13	\$ -	\$ 4,565.13
3.1.4	G45 - G44	300mm	3.7m	22.7	m	\$ 154.75	\$ 3,512.83	\$ -	\$ 3,512.83
3.1.5	G44 - G43	300mm	3.6m	57.3	m	\$ 154.75	\$ 8,867.18	\$ -	\$ 8,867.18
3.1.6	G43 - G42	300mm	3.4m	43.0	m	\$ 154.75	\$ 6,654.25	\$ -	\$ 6,654.25
3.1.7	G43 - Plug (Block 13)	300mm	3.5m	11.4	m	\$ 183.48	\$ 2,091.67	\$ -	\$ 2,091.67
3.1.8	G42 - G41	300mm	3.3m	49.7	m	\$ 154.75	\$ 7,691.08	\$ -	\$ 7,691.08
3.1.9	G41 - Plug (Block 12)	300mm	3.2m	11.1	m	\$ 184.26	\$ 2,045.29	\$ -	\$ 2,045.29
BURKHOLDER STREET		Dia.	Depth	DWG PP1.1, PP1.2 & PP1.3					
3.1.10	G45 - Plug	300mm	3.4m	19.0	m	\$ 158.53	\$ 3,012.07	\$ -	\$ 3,012.07
SUBTOTAL PIPES						\$ 51,856.30	\$ -	\$ 51,856.30	

3.2 MANHOLES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching (where required per special provisions), orifices and custom casting adjusted to binder asphalt grade.

OTTAWA STREET		Dia.	Depth	DWG PP5.1, PP5.2 & PP5.3					
3.2.1	G48	1200mm	1.8m	1	L.S.	\$ 7,015.40	\$ 7,015.40	\$ -	\$ 7,015.40
3.2.2	G47	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	\$ -	\$ 6,819.78
3.2.3	G46	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	\$ -	\$ 6,819.78
3.2.4	G45	1200mm	3.7m	1	L.S.	\$ 6,819.78	\$ 6,819.78	\$ -	\$ 6,819.78
3.2.5	G44	1200mm	3.6m	1	L.S.	\$ 6,754.57	\$ 6,754.57	\$ -	\$ 6,754.57
3.2.6	G43	1200mm	3.5m	1	L.S.	\$ 6,689.36	\$ 6,689.36	\$ -	\$ 6,689.36
3.2.7	G42	1200mm	3.3m	1	L.S.	\$ 6,624.15	\$ 6,624.15	\$ -	\$ 6,624.15
3.2.8	G41	1200mm	3.2m	1	L.S.	\$ 6,493.74	\$ 6,493.74	\$ -	\$ 6,493.74
SUBTOTAL MANHOLES						\$ 54,036.56	\$ -	\$ 54,036.56	

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

3.3 MISCELLANEOUS

3.3.1	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	5	Each	\$ 500.00	\$ 2,500.00	\$ -	\$ 2,500.00
3.3.2	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 1,300.00	\$ 1,300.00	\$ -	\$ 1,300.00
3.3.3	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 405.00	\$ 405.00	\$ -	\$ 405.00
3.3.4	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 2,117.13	\$ 2,117.13	\$ -	\$ 2,117.13
SUBTOTAL MISCELLANEOUS					\$ 6,322.13	\$ -	\$ 6,322.13
TOTAL GROUNDWATER MANAGEMENT SYSTEM					\$ 112,214.99	\$ -	\$ 112,214.99

4.0 WATERMAINS

Provide and install watermain as specified including all fittings, removal and installation of necessary plugs, connection to existing mains, anodes, restraints, valves, blow off, valve boxes and hydrants; excavation, supporting trenches, Blocking of fittings, laying of pipes, Class "B" bedding, and backfill to be compacted with optimum moisture content to current DGSSMS specifications, and reinstatement of surface, with a minimum 2 m cover. All work to be constructed as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. All dewatering costs to be included in the unit prices.

4.1 MAINS

		Dia.						
4.1.1	Ottawa Street <i>*As per Section 11.8 of this agreement the Township is responsible for 50% of the upsizing cost of the watermain from 300mm to 450mm (pipe cost only). Cost for 300mm dia. watermain is calculated at \$444.79/m as per MTE-T-24-35 contract item A4.1.2.</i>	450mm	791	m	\$ 668.90	\$ 529,099.90	\$ 88,635.51	\$ 440,464.40
4.1.2	Ottawa Street	300mm	30	m	\$ 444.79	\$ 13,343.70	\$ -	\$ 13,343.70
4.1.3	Sheridan Drive	200mm	20	m	\$ 297.70	\$ 5,954.00	\$ -	\$ 5,954.00
4.1.4	Burkholder Street	300mm	15	m	\$ 376.43	\$ 5,646.45	\$ -	\$ 5,646.45
SUBTOTAL MAINS					\$ 554,044.05	\$ 88,635.51	\$ 465,408.55	

4.2 VALVES

Including valve box complete to finished binder asphalt grade and marked with 100 x 100 mm marker painted blue. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

		Dia.						
4.2.1	Sheridan Drive	200mm	1	Each	\$ 2,907.28	\$ 2,907.28	\$ -	\$ 2,907.28
4.2.2	Burkholder Street	300mm	1	Each	\$ 5,464.08	\$ 5,464.08	\$ -	\$ 5,464.08
SUBTOTAL VALVES					\$ 8,371.36	\$ -	\$ 8,371.36	

4.3 HYDRANTS

Including main Tee, 150 mm valve and box, nut extension if required, lead pipe and barrel extensions as required. All as per the current Township of Woolwich Standards and Specifications, and Region of Waterloo DGSSMS.

		Tee Size						
4.3.1	Ottawa Street	450x 150mm	5	Each	\$ 6,985.39	\$ 34,926.95	\$ -	\$ 34,926.95
SUBTOTAL HYDRANTS					\$ 34,926.95	\$ -	\$ 34,926.95	

4.4 MISCELLANEOUS

4.4.1	Connect to Existing 450mm dia. Watermain on Woolwich Street (Sta. -0+020 Ottawa Street) with cut-in tee, including all removals and restorations.	1	L.S.	\$ 31,865.30	\$ 31,865.30	\$ -	\$ 31,865.30
4.4.2	Connect to Existing 300mm dia. Watermain on Menno Street (Sta. 0+780 Ottawa Street) with cut-in tee, including all removals and restorations.	1	L.S.	\$ 42,179.47	\$ 42,179.47	\$ -	\$ 42,179.47
4.4.3	Supply and Install Concrete Cut-Off Collars as per Detail on MS2.1	4	Each	\$ 500.00	\$ 2,000.00	\$ -	\$ 2,000.00
4.4.4	Supply and Install Drain Chamber as per DGSSMS Detail E2-09. Price shall include shop drawings.	1	Each	\$ 12,020.05	\$ 12,020.05	\$ 6,010.03	\$ 6,010.03

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

4.4.5	Supply and Install 450mm dia. Isolation Valves c/w 50mm dia. By-pass	2	Each	\$ 30,000.00	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00
4.4.6	Supply and Install 150mm Water Service to Block 250 c/w (1) Valve, Temporary Blow-Off, and 2x4 Marker	1	L.S.	\$ 10,230.84	\$ 10,230.84	\$ -	\$ 10,230.84
4.4.7	Conduct Hydrant Flow Test	5	Each	\$ 1,200.00	\$ 6,000.00	\$ -	\$ 6,000.00
4.4.8	Provide all Labour, equipment and materials to pressure test, swab, chlorinate, de-chlorinate and two (2) bacteriological tests (24 hours apart) the watermain to satisfy the testing procedures by the Township of Woolwich including backflow preventor valves, temporary and final connections to mains. A copy of the Contractor's Watermain Commissioning Plan is to be submitted to the engineer for review and approval prior to testing.	1	L.S.	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
4.4.9	Provide equipment, labour and material to carry out a conductivity test on the watermain and services tracer wire.	1	L.S.	\$ 1,070.00	\$ 1,070.00	\$ -	\$ 1,070.00
SUBTOTAL MISCELLANEOUS					\$ 169,365.66	\$ 36,010.03	\$ 133,355.64

TOTAL WATERMAINS					\$ 766,708.02	\$ 124,645.53	\$ 642,062.49
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5.0 SERVICE CONNECTIONS

5.1 SANITARY CONNECTIONS (100 mm dia. pipe)

5.1.1	Sheridan Drive	32	Each	\$ 980.93	\$ 31,389.76	\$ -	\$ 31,389.76
SUBTOTAL SANITARY CONNECTIONS (100 mm dia. pipe)					\$ 31,389.76	\$ -	\$ 31,389.76

TOTAL SERVICE CONNECTIONS					\$ 31,389.76	\$ -	\$ 31,389.76
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6.0 STORMWATER MANAGEMENT PONDS

Provide and install storm pipe as specified on the contract drawings, with Class "B" bedding including excavation, trench support, laying of pipe, backfill, compaction of trenches with optimum moisture content as per current OPSS MUNI specifications, DGSSMS specifications, reinstatement of surface. Provide all material, labour and equipment to complete the work. All work to be constructed as per the current Township of Woolwich Standards and Specifications, Region of Waterloo DGSSMS, OPSS MUNI specifications, CSA and ASTM standards. **Any associated dewatering costs shall be included in the unit prices.**

6.1 PIPES

SWM FACILITY 2		Dia.	Depth	DWG SW2.1, SW2.2, SW2.3					
6.1.1	HW284 - MH283	825mm	3.1m	14.6	m	\$ 484.20	\$ 7,069.32	\$ -	\$ 7,069.32
6.1.2	MH283 - SPMH282	825mm	3.1m	8.9	m	\$ 484.20	\$ 4,309.38	\$ -	\$ 4,309.38
6.1.3	HW285 - SPMH282	1730x 1090mm	3.1m	13.8	m	\$ 1,916.62	\$ 26,449.36	\$ -	\$ 26,449.36
6.1.4	SPMH282 - MH281	2110x 1345mm	3.1m	20.9	m	\$ 2,648.28	\$ 55,349.05	\$ -	\$ 55,349.05
6.1.5	HW286 - MH287	450mm	3.4m	18.1	m	\$ 197.89	\$ 3,581.81	\$ -	\$ 3,581.81
6.1.6	HW288 - MH287	750mm	3.4m	9.4	m	\$ 455.53	\$ 4,281.98	\$ -	\$ 4,281.98
6.1.7	MH287 - MH287.1	375mm	3.5m	15.9	m	\$ 191.01	\$ 3,037.06	\$ -	\$ 3,037.06
6.1.8	MH287.1 - Gallery (HDPE)	600mm	3.6m	1.0	m	\$ 252.82	\$ 252.82	\$ -	\$ 252.82
6.1.9	MH287.2 - Gallery (HDPE)	600mm	3.6m	1.0	m	\$ 252.82	\$ 252.82	\$ -	\$ 252.82
6.1.10	G48 - Gallery (HDPE)	300mm	1.8m	1.0	m	\$ 200.20	\$ 200.20	\$ -	\$ 200.20
SWM FACILITY 3		Dia.	Depth	DWG SW3.1, SW3.2, SW3.3					
6.1.5	HW331 - SPMH327	1200x 900mm	2.5m	4.5	m	\$ 1,387.83	\$ 6,245.24	\$ -	\$ 6,245.24
6.1.6	SPMH327 - MH326	1525x 965mm	2.5m	4.8	m	\$ 1,547.49	\$ 7,427.95	\$ -	\$ 7,427.95
6.1.7	HW330 - MH329 c/w Bend	675mm	2.2m	7.4	m	\$ 329.79	\$ 2,440.45	\$ -	\$ 2,440.45
6.1.8	MH329 - MH328	675mm	2.0m	11.4	m	\$ 329.79	\$ 3,759.61	\$ -	\$ 3,759.61
6.1.9	MH328 - SPMH327	675mm	2.3m	26.1	m	\$ 329.79	\$ 8,607.52	\$ -	\$ 8,607.52
6.1.10	HW332 - MH333	450mm	3.2m	19.1	m	\$ 197.89	\$ 3,779.70	\$ -	\$ 3,779.70
6.1.11	HW334 - MH333	675mm	3.2m	48.2	m	\$ 335.10	\$ 16,151.82	\$ -	\$ 16,151.82
6.1.12	HW333.1 - MH333	375mm	3.2m	2.6	m	\$ 191.01	\$ 496.63	\$ -	\$ 496.63
6.1.13	HW333.1 - Gallery (HDPE)	300mm	3.1m	1.0	m	\$ 200.20	\$ 200.20	\$ -	\$ 200.20
6.1.14	HW333.2 - Gallery (HDPE)	300mm	2.8m	1.0	m	\$ 200.20	\$ 200.20	\$ -	\$ 200.20
SUBTOTAL PIPES					\$ 154,093.10	\$ -	\$ 154,093.10		

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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Cost shared amounts shown are calculated based on the terms noted in Section 11.8 of this agreement.

6.2 STRUCTURES

Precast concrete manholes complete, including drop shafts, safety grates, steps, benching, orifices and casting adjusted to finished grade.

SWM FACILITY 2		Dia.	Depth	DWG SW2.1, SW2.2, SW2.3				
6.2.1	SPMH282 as per Detail 2 on DWG SW2.2	3000x 2400mm	3.1m	1	L.S.	\$ 43,758.23	\$ 43,758.23	\$ - \$ 43,758.23
6.2.2	MH283	2400mm	3.0m	1	L.S.	\$ 17,898.19	\$ 17,898.19	\$ - \$ 17,898.19
6.2.3	HW284 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 24,085.28	\$ 24,085.28	\$ - \$ 24,085.28
6.2.4	HW285 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 28,525.26	\$ 28,525.26	\$ - \$ 28,525.26
6.2.5	HW286 as per OPSD 804.030 c/w Rodent Grate and Handrail	N/A	N/A	1	L.S.	\$ 11,339.20	\$ 11,339.20	\$ - \$ 11,339.20
6.2.6	MH287 as per Detail 5 on DWG SW2.3	2400mm	3.4m	1	L.S.	\$ 41,752.57	\$ 41,752.57	\$ - \$ 41,752.57
6.2.7	MH287.1	1200mm	3.6m	1	L.S.	\$ 6,681.75	\$ 6,681.75	\$ - \$ 6,681.75
6.2.8	MH287.2	1200mm	3.5m	1	L.S.	\$ 6,681.75	\$ 6,681.75	\$ - \$ 6,681.75
6.2.9	HW288 as per OPSD 804.040 c/w Modified Chute Blocks (250mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 22,310.33	\$ 22,310.33	\$ - \$ 22,310.33
SWM FACILITY 3		Dia.	Depth	DWG SW3.1, SW3.2, SW3.3				
6.2.5	SPMH327 as per Detail 3 on DWG SW3.2	2400x 1800mm	2.5m	1	L.S.	\$ 32,385.60	\$ 32,385.60	\$ - \$ 32,385.60
6.2.6	MH328	1500mm	2.2m	1	L.S.	\$ 7,334.18	\$ 7,334.18	\$ - \$ 7,334.18
6.2.7	MH329	1500mm	1.8m	1	L.S.	\$ 6,938.82	\$ 6,938.82	\$ - \$ 6,938.82
6.2.8	HW330 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 21,773.65	\$ 21,773.65	\$ - \$ 21,773.65
6.2.9	HW331 as per OPSD 804.040 c/w Modified Chute Blocks (350mm), Grate and Handrail	N/A	N/A	1	L.S.	\$ 24,252.11	\$ 24,252.11	\$ - \$ 24,252.11
6.2.10	HW332 as per OPSD 804.030 c/w Rodent Grate and Handrail	N/A	N/A	1	L.S.	\$ 11,339.20	\$ 11,339.20	\$ - \$ 11,339.20
6.2.11	MH333 as per Detail 6 on DWG SW3.3	2400mm	4.1m	1	L.S.	\$ 38,197.99	\$ 38,197.99	\$ - \$ 38,197.99
6.2.12	MH333.1	1200mm	3.1m	1	L.S.	\$ 6,418.63	\$ 6,418.63	\$ - \$ 6,418.63
6.2.13	MH333.2	1200mm	2.8m	1	L.S.	\$ 6,155.51	\$ 6,155.51	\$ - \$ 6,155.51
SUBTOTAL STRUCTURES						\$ 357,828.25	\$ -	\$ 357,828.25

6.3 POND WORKS

SWM FACILITY 2		DWG SW2.1, SW2.2, SW2.3				
6.3.1	Supply and Install End of Pipe Infiltration Gallery, ADS Stormtech DC-780 Subsurface Chamber System or approved equivalent, as per Detail 4 on DWG SW2.3.	1	L.S.	\$ 287,313.80	\$ 287,313.80	\$ - \$ 287,313.80
6.3.2	Supply and Install GWMS Infiltration Gallery, ADS Stormtech SC-310 Subsurface Chamber System or approved equivalent, as per Detail 5 on DWG SW3.3.	1	L.S.	\$ 50,990.65	\$ 50,990.65	\$ - \$ 50,990.65
6.3.3	Supply and Install 300mm HDPE Culverts	18	m	\$ 170.70	\$ 3,072.60	\$ - \$ 3,072.60
6.3.4	Supply and Install Geomembrane Liner (Layfield RPE 25) c/w Backfill as per Detail 1C on DWG SW4.1	14,125	m ²	\$ 31.24	\$ 441,265.00	\$ - \$ 441,265.00
6.3.5	Construct 500mm thick Concrete Forebay Weir, as per Detail 6 DWG SW2.3	1	L.S.	\$ 19,577.42	\$ 19,577.42	\$ - \$ 19,577.42
6.3.6	Construct 500mm thick Concrete Overflow Weir, as per Detail 7 DWG SW2.3	1	L.S.	\$ 20,677.42	\$ 20,677.42	\$ - \$ 20,677.42
6.3.7	Supply and Install 300mm Gabion Mat, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	240	m ²	\$ 144.33	\$ 34,639.20	\$ - \$ 34,639.20
6.3.8	Supply and Install 450mm Rip Rap Pad c/w Geotextile Underlay (Terrafix 400R or Equivalent)	165	m ²	\$ 105.94	\$ 17,480.10	\$ - \$ 17,480.10
6.3.9	Supply and Install 450mm Rip Rap Outlet Swale, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	190	m ²	\$ 105.94	\$ 20,128.60	\$ - \$ 20,128.60
6.3.10	Supply, Place, and Compact Granular B Type II in Forebay (300mm Deep)	490	m ²	\$ 18.59	\$ 9,109.10	\$ - \$ 9,109.10
6.3.11	Supply and Install Articulated Concrete Block Mat (CCG2) or Approved Equivalent	170	m ²	\$ 135.90	\$ 23,103.00	\$ - \$ 23,103.00

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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6.3.12	Supply and Install Articulated Concrete Block Mat (CC-35) or Approved Equivalent, for the Overland Flow Route as per Detail 1 on Drawing SW2.2.	150	m ²	\$ 147.71	\$ 22,156.50	\$ -	\$ 22,156.50
6.3.13	Construct Articulated Concrete Block Mat Access Road as per Detail 2C DWG SW4.1 including all excavation, 450mm Granular B, 150mm Granular A, and CCG2 Cable Concrete	265	m ²	\$ 128.26	\$ 33,988.90	\$ -	\$ 33,988.90
6.3.14	Construct 5m Wide Asphalt Access Road, as per Detail 2B DWG SW4.1, including all excavation, 450mm Granular B, 150mm Granular A, 60mm HL4 Asphalt.	3,790	m ²	\$ 57.55	\$ 218,114.50	\$ -	\$ 218,114.50
6.3.15	Supply, Place and Compact 40mm HL3 Asphalt on 4m Wide Access Road (2027).	3,790	m ²	\$ 15.65	\$ 59,313.50	\$ -	\$ 59,313.50
6.3.16	Load, Haul, Place, and Fine grade 450mm 300mm-Topsoil in Pond Landscaping Areas from Onsite Stockpile	26,800	m ²	\$ 4.23	\$ 113,364.00	\$ -	\$ 113,364.00
6.3.17	Supply and Place Hydroseed in Zone 1 as per Dougan & Associates DWG L1 and L3	1,300	m ²	\$ 0.91	\$ 1,183.00	\$ -	\$ 1,183.00
6.3.18	Supply and Place Hydroseed in Zone 2 as per Dougan & Associates DWG L1 and L3	8,700	m ²	\$ 0.91	\$ 7,917.00	\$ -	\$ 7,917.00
6.3.19	Supply and Place Hydroseed in Zone 3 as per Dougan & Associates DWG L1 and L3	16,800	m ²	\$ 1.11	\$ 18,648.00	\$ -	\$ 18,648.00
6.3.20	Supply and Install Lockable Galvanized Steel Swing P-Gate and Warning Sign as per Township of Woolwich Detail 503	8	Each	\$ 2,373.35	\$ 18,986.80	\$ -	\$ 18,986.80
6.3.21	Supply and Install Perimeter 1.5m High Black Vinyl Chain Link Fence	278	m	\$ 222.19	\$ 61,768.82	\$ -	\$ 61,768.82
6.3.22	Install Township supplied Benchmark Tablet on the face of Headwalls	4	Each	\$ 219.37	\$ 877.48	\$ -	\$ 877.48
6.3.23	Supply and Install Warning Sign as per Township of Woolwich Detail 503	2	Each	\$ 499.92	\$ 999.84	\$ -	\$ 999.84
6.3.24	Supply and Install SWM Facility Educational Sign as per Detail on PM1.1	2	Each	\$ 807.95	\$ 1,615.90	\$ -	\$ 1,615.90
6.3.25	Supply and Install No Winter Maintenance Sign as per Detail on PM1.1	2	Each	\$ 499.92	\$ 999.84	\$ -	\$ 999.84
SWM FACILITY 3		DWG SW3.1, SW3.2, SW3.3					
6.3.26	Supply and Install End of Pipe Infiltration Gallery, ADS Stormtech SC-310 Subsurface Chamber System or approved equivalent, as per Detail 5 on DWG SW3.3.	1	L.S.	\$ 60,605.11	\$ 60,605.11	\$ -	\$ 60,605.11
6.3.27	Supply and Install Geomembrane Liner (Layfield RPE 25) c/w Backfill as per Detail 1C on DWG SW4.1	2,870	m ²	\$ 32.08	\$ 92,069.60	\$ -	\$ 92,069.60
6.3.28	Construct 500mm thick Concrete Forebay Weir, as per Detail 6 DWG SW3.3	1	L.S.	\$ 32,677.42	\$ 32,677.42	\$ -	\$ 32,677.42
6.3.29	Construct 500mm thick Concrete Overflow Weir, as per Detail 7 DWG SW3.3	1	L.S.	\$ 17,377.42	\$ 17,377.42	\$ -	\$ 17,377.42
6.3.30	Supply and Install 300mm Gabion Mat, complete with Geotextile Underlay (Terrafix 400R or Equivalent)	253	m ²	\$ 144.92	\$ 36,664.76	\$ -	\$ 36,664.76
6.3.31	Supply and Install 450mm Rip Rap Pad c/w Geotextile Underlay (Terrafix 400R or Equivalent)	116	m ²	\$ 105.94	\$ 12,289.04	\$ -	\$ 12,289.04
6.3.32	Supply and Install Articulated Concrete Block Mat (CCG2) or Approved Equivalent	150	m ²	\$ 138.74	\$ 20,811.00	\$ -	\$ 20,811.00
6.3.33	Supply and Install Articulated Concrete Block Mat (CC-35) or Approved Equivalent	70	m ²	\$ 172.44	\$ 12,070.80	\$ -	\$ 12,070.80
6.3.34	Supply, Place, and Compact Granular B Type II in Forebay (900mm Deep)	35	m ²	\$ 18.59	\$ 650.65	\$ -	\$ 650.65
6.3.35	Supply, Place, and Compact Granular B Type II in Wet Pond (900mm Deep)	200	m ²	\$ 18.59	\$ 3,718.00	\$ -	\$ 3,718.00
6.3.36	Construct Articulated Concrete Block Mat Access Road as per Detail 2C DWG SW4.1 including all excavation, 450mm Granular B, 150mm Granular A, and CCG2 Cable Concrete	75	m ²	\$ 154.55	\$ 11,591.25	\$ -	\$ 11,591.25
6.3.37	Construct 4m Wide Asphalt Access Road, as per Detail 2B DWG SW4.1, including all excavation, 450mm Granular B, 150mm Granular A, 60mm HL4 Asphalt.	180	m ²	\$ 75.52	\$ 13,593.60	\$ -	\$ 13,593.60
6.3.38	Supply, Place and Compact 40mm HL3 Asphalt on 4m Wide Access Road (2027).	180	m ²	\$ 27.27	\$ 4,908.60	\$ -	\$ 4,908.60
6.3.39	Load, Haul, Place, and Finegrade 450mm 300mm-Topsoil in Pond Landscaping Areas from Onsite Stockpile	7,690	m ²	\$ 4.23	\$ 32,528.70	\$ -	\$ 32,528.70
6.3.40	Supply and Place Hydroseed in Zone 1 as per Dougan & Associates DWG L1 and L4	650	m ²	\$ 0.91	\$ 591.50	\$ -	\$ 591.50
6.3.41	Supply and Place Hydroseed in Zone 2 as per Dougan & Associates DWG L1 and L4	1,240	m ²	\$ 0.91	\$ 1,128.40	\$ -	\$ 1,128.40
6.3.42	Supply and Place Hydroseed in Zone 3 as per Dougan & Associates DWG L1 and L4	5,800	m ²	\$ 1.11	\$ 6,438.00	\$ -	\$ 6,438.00
6.3.43	Supply and Install Lockable Galvanized Steel Swing P-Gate and Warning Sign as per Township of Woolwich Detail 503	4	Each	\$ 2,373.35	\$ 9,493.40	\$ -	\$ 9,493.40
6.3.44	Supply and Install Perimeter 1.5m High Black Vinyl Chain Link Fence	395	m	\$ 185.83	\$ 73,402.85	\$ -	\$ 73,402.85
6.3.45	Install Township supplied Benchmark Tablet on the face of Headwalls	4	Each	\$ 219.37	\$ 877.48	\$ -	\$ 877.48
6.3.46	Supply and Install Warning Sign as per Township of Woolwich Detail 503	2	Each	\$ 499.92	\$ 999.84	\$ -	\$ 999.84
6.3.47	Supply and Install SWM Facility Educational Sign as per Detail on PM1.1	1	Each	\$ 807.95	\$ 807.95	\$ -	\$ 807.95

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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6.3.48	Supply and Install No Winter Maintenance Sign as per Detail on PM1.1	1	Each	\$ 398.93	\$ 398.93	\$ -	\$ 398.93
SUBTOTAL POND WORKS					\$ 1,932,985.27	\$ -	\$ 1,932,985.27

6.4 MISCELLANEOUS

6.4.1	Supply and Install Pipe Insulation as per Detail 3 on SW4.1	346	m ²	\$ 65.00	\$ 22,490.00	\$ -	\$ 22,490.00
6.4.2	Supply and Install 51m Long Pre-cast Concrete Retaining Wall at HW334 as shown on Drawing LG1.1.	80	Face m ²	\$ 585.76	\$ 46,860.80	\$ -	\$ 46,860.80
6.4.3	Pre-cast Retaining Wall Certification and building permit for each wall, including closing of permit once the walls have been constructed and certified.	1	L.S.	\$ 3,787.26	\$ 3,787.26	\$ -	\$ 3,787.26
6.4.4	Supply and Install 1.5m High Black Vinyl Chain Link Fence on Retaining Wall	51	m	\$ 222.19	\$ 11,331.69	\$ -	\$ 11,331.69
6.4.5	Supply, Install, and Maintain Positive Dewatering System for Pond #3 - Contractor shall prepare dewatering plan and submit for approval prior to construction.					\$ -	
6.4.5.1	Mobilization / Demobilization	1	L.S.	\$ 29,018.67	\$ 29,018.67	\$ -	\$ 29,018.67
6.4.5.2	Daily Operation and Maintenance	30	Day	\$ 595.86	\$ 17,875.80	\$ -	\$ 17,875.80
6.4.5.3	Installation of Well Points and Header Pipe	350	m	\$ 201.99	\$ 70,696.50	\$ -	\$ 70,696.50
6.4.5.4	Removal of Well Points and Header Pipe	350	m	\$ 75.75	\$ 26,512.50	\$ -	\$ 26,512.50
6.4.5.5	Supply and Install Discharge Pipe for Dewatering System including Sediment Trap	1	L.S.	\$ 6,615.09	\$ 6,615.09	\$ -	\$ 6,615.09
6.4.6	Connect to Existing HW334	1	L.S.	\$ 1,271.67	\$ 1,271.67	\$ -	\$ 1,271.67
6.4.7	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection, mandrel (pig) test and provide reports to the Engineer. - Initial Acceptance	1	L.S.	\$ 1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00
6.4.8	Upon completion of the storm sewer installation, provide all labour, materials to complete an infiltration and exfiltration test to the satisfaction of the Engineer.	1	L.S.	\$ 1,275.00	\$ 1,275.00	\$ -	\$ 1,275.00
6.4.9	Upon completion of the storm sewer installation, provide all labour, materials and equipment to flush clean and complete a CCTV inspection and provide reports to the Engineer. - End of Maintenance Period	1	L.S.	\$ 1,787.69	\$ 1,787.69	\$ -	\$ 1,787.69
6.4.10	Clean Out SWM Facilities 2 & 3 Sediment. Sediment to be removed 2 times. - Estimated Value	1	L.S.	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00
SUBTOTAL MISCELLANEOUS					\$ 740,622.67	\$ -	\$ 740,622.67

6.5 PLANTING / LANDSCAPING

SWM FACILITY 2		DWG SW2.1, SW2.2, SW2.3					
6.5.1	Deciduous Trees - 50mm Cal.	175	Each	\$ 900.00	\$ 157,500.00	\$ -	\$ 157,500.00
6.5.2	Coniferous Trees - 150cm Ht.	96	Each	\$ 900.00	\$ 86,400.00	\$ -	\$ 86,400.00
6.5.3	Deciduous Trees - 2 Gal.	766	Each	\$ 45.00	\$ 34,470.00	\$ -	\$ 34,470.00
6.5.4	Deciduous Shrubs - 2 Gal.	1038	Each	\$ 30.00	\$ 31,140.00	\$ -	\$ 31,140.00
6.5.5	Herbaceous - Plugs	1140	Each	\$ 15.00	\$ 17,100.00	\$ -	\$ 17,100.00
6.5.6	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 38,221.00	\$ 38,221.00	\$ -	\$ 38,221.00
SWM FACILITY 3 & WETLAND COMPENSATION		DWG SW3.1, SW3.2, SW3.3					
6.5.8	Deciduous Trees - 50mm Cal.	43	Each	\$ 900.00	\$ 38,700.00	\$ -	\$ 38,700.00
6.5.9	Deciduous Trees - 2 Gal.	200	Each	\$ 45.00	\$ 9,000.00	\$ -	\$ 9,000.00
6.5.10	Coniferous Trees - 2 Gal.	26	Each	\$ 45.00	\$ 1,170.00	\$ -	\$ 1,170.00
6.5.11	Deciduous Shrubs - 2 Gal.	420	Each	\$ 30.00	\$ 12,600.00	\$ -	\$ 12,600.00
6.5.12	Herbaceous - Plugs	330	Each	\$ 15.00	\$ 4,950.00	\$ -	\$ 4,950.00
6.5.13	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 8,234.50	\$ 8,234.50	\$ -	\$ 8,234.50
SUBTOTAL PLANTING / LANDSCAPING					\$ 439,485.50	\$ -	\$ 439,485.50
TOTAL STORMWATER MANAGEMENT PONDS					\$ 3,625,014.79	\$ -	\$ 3,625,014.79

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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7.0 PRIMARY ROADWORKS

7.1 FINE GRADING

Shape to correct cross-section, fine grade and compact (95% Standard Proctor) the sub-grade of the roads, R.O.W. including boulevards, and the backfilling of the curbs.

7.1.1	Ottawa Street	27,000	m ²	\$ 0.76	\$ 20,520.00	\$ 10,260.00	\$ 10,260.00
SUBTOTAL FINE GRADING					\$ 20,520.00	\$ 10,260.00	\$ 10,260.00

7.2 GRANULAR "B"

Supply, place, shape and compact (100% Standard Proctor) Granular B Type 2 sub base to a final thickness as noted, extending 300 mm behind the back of curb.

		Depth					
7.2.1	Ottawa Street	600mm	13,845	Tonne	\$ 17.33	\$ 239,933.85	\$ 119,966.93
SUBTOTAL GRANULAR "B"					\$ 239,933.85	\$ 119,966.93	\$ 119,966.93

7.3 GRANULAR "A"

Supply, place, shape and compact (100% Standard Proctor) Granular "A" gravel base to a final thickness as noted.

		Depth					
A7.3.1	Ottawa Street	210mm	4,850	Tonne	\$ 19.06	\$ 92,441.00	\$ 46,220.50
SUBTOTAL GRANULAR "A"					\$ 92,441.00	\$ 46,220.50	\$ 46,220.50

A7.4 CURB AND GUTTER

A7.4.1	Ottawa Street	1,500	m	\$ 49.84	\$ 74,760.00	\$ 37,380.00	\$ 37,380.00
SUBTOTAL CURB AND GUTTER					\$ 74,760.00	\$ 37,380.00	\$ 37,380.00

7.5 BINDER ASPHALT

Supply, place and compact hot mixed, hot laid, binder coarse asphalt (HL4 HL8) to a final thickness as noted, including temporary asphalt curb at all catchbasins.

		Depth					
7.5.1	Ottawa Street - 2 Lifts	100mm	1,860	Tonne	\$ 88.87	\$ 165,298.20	\$ 82,649.10
SUBTOTAL BINDER ASPHALT					\$ 165,298.20	\$ 82,649.10	\$ 82,649.10

7.6 TEMPORARY LINE PAINTING AND FIRST STAGE SIGNAGE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
7.6.1	60cm White Stop Bar	10	m	\$ 16.16	\$ 161.60	\$ 80.80	\$ 80.80
7.6.2	10cm Yellow Solid Line	30	m	\$ 2.32	\$ 69.60	\$ 34.80	\$ 34.80
7.6.3	10cm White Solid Line	23	m	\$ 2.32	\$ 53.36	\$ 26.68	\$ 26.68
7.6.4	Ra-1 c/w Street Signs on a U-Channel Post	1	Each	\$ 600.91	\$ 600.91	\$ 300.46	\$ 300.46
7.6.5	Ra-1 c/w Street Signs, 1- Ra-1t and 1- Ra-1tt on a U-Channel Post	1	Each	\$ 681.71	\$ 681.71	\$ 340.86	\$ 340.86
SUBTOTAL TEMPORARY LINE PAINTING AND FIRST STAGE SIGNAGE					\$ 1,567.18	\$ 783.59	\$ 783.59

7.7 MISCELLANEOUS

7.7.1	Supply and Install 150mm Subdrains along full road length c/w connection to CB/DCB/CBMH/DCBMH	1,500	m	\$ 32.86	\$ 49,290.00	\$ 24,645.00	\$ 24,645.00
7.7.2	Supply and Install "Unassumed Road Use at Own Risk" Signs. (Provisional)	1	Each	\$ 398.93	\$ 398.93	\$ 199.47	\$ 199.47
SUBTOTAL MISCELLANEOUS					\$ 49,688.93	\$ 24,844.47	\$ 24,844.47

TOTAL PRIMARY ROADWORKS					\$ 644,209.16	\$ 322,104.58	\$ 322,104.58
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8.0 SECONDARY ROADWORKS

8.1 STRUCTURE ADJUSTMENTS

8.1.1	Adjust MH to finished grade including base asphalt restoration.						
8.1.1.1	Ottawa Street	29	Each	\$ 25.25	\$ 732.25	\$ 366.13	\$ 366.13
8.1.2	Adjust CBMH to finished grade including base asphalt restoration.						
8.1.2.1	Ottawa Street	12	Each	\$ 605.96	\$ 7,271.52	\$ 3,635.76	\$ 3,635.76

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
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DC COST SHARING

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	TOWNSHIP PORTION	SUBDIVIDER PORTION
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8.1.3	Adjust DCBMH to finished grade including base asphalt restoration.						
8.1.3.1	Ottawa Street	2	Each	\$ 605.96	\$ 1,211.92	\$ 605.96	\$ 605.96
8.1.4	Adjust CB to finished grade including base asphalt restoration.						
8.1.4.1	Ottawa Street	9	Each	\$ 605.96	\$ 5,453.64	\$ 2,726.82	\$ 2,726.82
8.1.5	Adjust and raise existing mainline valve boxes.						
8.1.5.1	Ottawa Street	8	Each	\$ 353.48	\$ 2,827.84	\$ 1,413.92	\$ 1,413.92
SUBTOTAL STRUCTURE ADJUSTMENTS					\$ 17,497.17	\$ 8,748.59	\$ 8,748.59

8.2 SURFACE ASPHALT

Supply, place and compact virgin, hot mixed, hot laid, surface coarse asphalt (HL3) to a final thickness as noted.

		Depth					
8.2.1	Ottawa Street	45mm	840	Tonne	\$ 110.08	\$ 92,467.20	\$ 46,233.60
SUBTOTAL SURFACE ASPHALT					\$ 92,467.20	\$ 46,233.60	\$ 46,233.60

8.3 SIGNAGE - SECOND STAGE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
8.3.1	RB-71 Shared Pathway on Steel Post	5	Each	\$ 378.73	\$ 1,893.65	\$ 946.83	\$ 946.83
8.3.2	RB-51 No Parking on Steel Post	24	Each	\$ 323.18	\$ 7,756.32	\$ 3,878.16	\$ 3,878.16
8.3.3	Wa-74 Bump Sign on Steel Post	5	Each	\$ 398.93	\$ 1,994.65	\$ 997.33	\$ 997.33
SUBTOTAL SIGNAGE - SECOND STAGE					\$ 11,644.62	\$ 5,822.31	\$ 5,822.31

8.4 LINE PAINTING DURABLE

OTTAWA STREET		DWG PM1.1, PM1.2, PM1.3					
8.4.1	60cm White Stop Bar - Durable	10	m	\$ 50.50	\$ 505.00	\$ 252.50	\$ 252.50
8.4.2	10cm Yellow Solid Line - Durable	30	m	\$ 10.10	\$ 303.00	\$ 151.50	\$ 151.50
8.4.3	10cm White Solid Line - Durable	23	m	\$ 10.10	\$ 232.30	\$ 116.15	\$ 116.15
SUBTOTAL LINE PAINTING DURABLE					\$ 1,040.30	\$ 520.15	\$ 520.15

8.5 CONCRETE WORKS

8.5.1	Supply and Install New 600.040 Curb and Gutter, including removal and disposal off site of existing asphalt curb at CB,DCB, CBMH and DCBMH, installation of drain markers, and all asphalt and boulevard restoration.						
8.5.1.1	Ottawa Street	40	m	\$ 151.49	\$ 6,059.60	\$ 3,029.80	\$ 3,029.80
8.5.2	Supply and Install 2.4m Wide Concrete MUP, 125mm thick, c/w 150mm thick Granular 'A' base.						
8.5.2.1	Ottawa Street	1,700	m ²	\$ 73.75	\$ 125,375.00	\$ 62,687.50	\$ 62,687.50
8.5.3	Supply and Install Region of Waterloo Concrete Transit Pad.						
8.5.3.1	Ottawa Street	20	m ²	\$ 109.45	\$ 2,189.00	\$ 1,094.50	\$ 1,094.50
8.5.4	Supply and Install Truncated Dome Detectable Warning Plates (RMW STD. DWG 224) (0.61m x 0.61m)						
8.5.4.1	Ottawa Street	6	Each	\$ 227.24	\$ 1,363.44	\$ 681.72	\$ 681.72
SUBTOTAL CONCRETE WORKS					\$ 134,987.04	\$ 67,493.52	\$ 67,493.52

8.6 TOPSOIL AND SOD

Excavate, screen, load, haul, and place 450mm thick topsoil and sod in boulevards.

8.6.1	Ottawa Street	17,330	m ²	\$ 13.33	\$ 231,008.90	\$ 115,504.45	\$ 115,504.45
8.6.2	Provide Maintenance of Sod as Required for Duration of 2 Year Warranty Period	1	L.S.	\$ 30,623.00	\$ 30,623.00	\$ 15,311.50	\$ 15,311.50
SUBTOTAL TOPSOIL AND SOD					\$ 261,631.90	\$ 130,815.95	\$ 130,815.95

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

DC COST SHARING

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8.7 BOULEVARD TREES

8.7.1	Deciduous Trees - 50mm Cal.	131	Each	\$ 900.00	\$ 117,900.00	\$ 58,950.00	\$ 58,950.00
8.7.3	Provide Maintenance of Trees as Required for Duration of 2 Year Warranty Period	1	L.S.	\$ 11,790.00	\$ 11,790.00	\$ 5,895.00	\$ 5,895.00
SUBTOTAL BOULEVARD TREES					\$ 129,690.00	\$ 64,845.00	\$ 64,845.00

8.7 BUFFER PSW 2 LANDSCAPING

8.7.1	Deciduous Trees - 50mm Cal.	114	Each	\$ 900.00	\$ 102,600.00	\$ -	\$ 102,600.00
8.7.2	Coniferous Trees - 150cm Ht.	92	Each	\$ 900.00	\$ 82,800.00	\$ -	\$ 82,800.00
8.7.3	Deciduous Trees - 2 Gal.	355	Each	\$ 45.00	\$ 15,975.00	\$ -	\$ 15,975.00
8.7.4	Coniferous Trees - 2 Gal.	35	Each	\$ 45.00	\$ 1,575.00	\$ -	\$ 1,575.00
8.7.5	Deciduous Shrubs - 2 Gal.	1,500	Each	\$ 30.00	\$ 45,000.00	\$ -	\$ 45,000.00
8.7.6	Seeding Native - Zones 1 & 2	27,761	Each	\$ 2.00	\$ 55,522.00	\$ -	\$ 55,522.00
8.7.7	Seeding Nurse Crop - Zones 1 & 2	27,761	Each	\$ 0.50	\$ 13,880.50	\$ -	\$ 13,880.50
8.7.8	Maintenance for 2 Year Warranty Period	1	L.S.	\$ 31,735.25	\$ 31,735.25	\$ -	\$ 31,735.25
SUBTOTAL BUFFER PSW 2 LANDSCAPING					\$ 349,087.75	\$ -	\$ 349,087.75

8.8 MISCELLANEOUS

8.8.1	Supply and Install Asphalt Speed Control Humps, as per the Detail shown on DWG MS2.1.						
8.8.1.1	Ottawa Street	6	Each	\$ 3,605.48	\$ 21,632.88	\$ 10,816.44	\$ 10,816.44
8.8.2	Existing Menno Street Removals and Earthworks						
8.8.3	Remove and Dispose of Existing Asphalt Off-site	2,725	m ²	\$ 4.68	\$ 12,753.00	\$ -	\$ 12,753.00
8.8.4	Remove and Dispose of Existing Road Signs Off-site	12	Each	\$ 153.75	\$ 1,845.00	\$ -	\$ 1,845.00
8.8.5	Onsite Cut/Fill - Fill to be placed in Parcel 4 and used to fill the existing sediment basins	26,208	m ³	\$ 5.95	\$ 155,937.60	\$ -	\$ 155,937.60
8.8.6	Remove and Dispose of Existing 300mm dia. Watermain Off-site	400	m	\$ 23.33	\$ 9,332.00	\$ -	\$ 9,332.00
8.8.7	Remove and Dispose of Existing 300mm dia. Air and Vacuum Release Valve Off-site	1	Each	\$ 997.24	\$ 997.24	\$ -	\$ 997.24
8.8.8	Remove and Dispose of Existing 300mm dia. Valve and Box Off-site	2	Each	\$ 283.28	\$ 566.56	\$ -	\$ 566.56
8.8.9	Remove and Dispose of Existing Hydrant Off-site	1	Each	\$ 333.28	\$ 333.28	\$ -	\$ 333.28
8.8.10	Remove and Dispose of Existing Gas Main Off-site	760	m	\$ 23.33	\$ 17,730.80	\$ -	\$ 17,730.80
8.8.11	Remove and Dispose of Existing Bell Off-site	392	m	\$ 23.33	\$ 9,145.36	\$ -	\$ 9,145.36
8.8.12	Remove and Dispose of Existing Bell Pedestal Off-site	3	Each	\$ 266.62	\$ 799.86	\$ -	\$ 799.86
SUBTOTAL MISCELLANEOUS					\$ 231,073.58	\$ 10,816.44	\$ 220,257.14

TOTAL SECONDARY ROADWORKS					\$ 1,229,119.56	\$ 335,295.56	\$ 893,824.01
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9.0 HYDRO AND STREET LIGHTING

9.1	Street Lights	16	Each	\$ 10,000.00	\$ 160,000.00	\$ 80,000.00	\$ 80,000.00
TOTAL HYDRO AND STREET LIGHTING					\$ 160,000.00	\$ 80,000.00	\$ 80,000.00

**MADWEST SUBDIVISION
OTTAWA STREET, SWM FACILITIES #2 AND #3
SCHEDULE 'K' DEVELOPMENT CHARGE CALCULATION ESTIMATE**

SUMMARY

COST SHARING				
PART	DESCRIPTION	TOTAL CONSTRUCTION COST	TOWNSHIP PORTION	SUBDIVIDER PORTION
1.0	SANITARY SEWERS	\$ 427,327.53	\$ -	\$ 427,327.53
2.0	STORM SEWERS	\$ 885,339.28	\$ 126,497.26	\$ 758,842.02
3.0	GROUNDWATER MANAGEMENT SYSTEM	\$ 112,214.99	\$ -	\$ 112,214.99
4.0	WATERMAINS	\$ 766,708.02	\$ 124,645.53	\$ 642,062.49
5.0	SERVICE CONNECTIONS	\$ 31,389.76	\$ -	\$ 31,389.76
6.0	STORMWATER MANAGEMENT PONDS	\$ 3,625,014.79	\$ -	\$ 3,625,014.79
7.0	PRIMARY ROADWORKS	\$ 644,209.16	\$ 322,104.58	\$ 322,104.58
8.0	SECONDARY ROADWORKS	\$ 1,229,119.56	\$ 335,295.56	\$ 893,824.01
9.0	HYDRO AND STREET LIGHTING	\$ 160,000.00	\$ 80,000.00	\$ 80,000.00
	SUB-TOTAL	\$ 7,881,323.09	\$ 988,542.93	\$ 6,892,780.17
	CONTINGENCY ALLOWANCE	\$ 788,132.31	\$ 98,854.29	\$ 689,278.02
	ENGINEERING (15%)	\$ 1,182,198.46	\$ 148,281.44	\$ 1,033,917.02
	SUB-TOTAL	\$ 9,851,653.87	\$ 1,235,678.66	\$ 8,615,975.21
	HST	\$ 1,280,715.00	\$ 160,638.23	\$ 1,120,076.78
	TOTAL	\$ 11,132,368.87	\$ 1,396,316.88	\$ 9,736,051.98

In recognition that Madwest will claim the HST credit (ITC tax credit form). The applicant amount for a DC credit will be the subtotal provided on the Progress Payment Certificates.



Development Services Staff Report

Report Number:	DS33-2024
Report Title:	Comprehensive Transportation/ Mobility Plan, Consultant Selection
Author:	Jonathan Delli Colli, Junior Planner - Housing
Meeting Type:	Council Meeting
Meeting Date:	September 24, 2024
eDocs or File ID:	127858
Consent Item:	No
Final Version:	Yes
Reviewed By:	Deanne Friess, Director of Development Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report DS33-2024 respecting Comprehensive Transportation/ Mobility Plan, Consultant Selection, approves the consultant for the Comprehensive Transportation/ Mobility Plan at a total cost of \$119,252.54 after HST rebate.

Background:

In 2023, the Canadian Mortgage and Housing Corporation introduced a funding program for municipalities across Canada, known as the Housing Accelerator Fund (HAF). This program aims to support efforts that expand housing availability and foster the creation of affordable, diverse, and inclusive communities while prioritizing low-carbon and climate-resilient development.

In February 2024, we were informed by CMHC that our funding request was approved for a total of \$6,724,742.20, allocated over the next three years.

With multiple tasks underway, we are now looking to complete another critical project: the Comprehensive Transportation/Mobility Plan (CTMP). This plan is essential to ensure that our housing and community development initiatives are well-supported by an efficient and sustainable transportation network. By aligning our mobility strategy with the goals of the Housing Accelerator Fund, we aim to enhance accessibility, reduce carbon footprints, and build resilient, inclusive communities.

The proposed project is anticipated to be undertaken from September 2024 to May 2025.

Comments:

The project was issued for RFP on June 28, 2024 and closed on August 5, 2024. Upon closing, the following six (6) companies had submitted proposals:

1. Arcadis
2. Concept Dash
3. Egis
4. EXP
5. Paradigm
6. RJ Burnside

The proposals received were reviewed by a team consisting of the Manager of Accounting & Deputy Treasurer, Director of Development Services, Senior Planner, and Junior Planner.

Proposal Evaluation

The review team evaluated the proposals using the Township's evaluation model, which awarded points based on the following criteria and weighting:

- **Approach, Methodology, and Schedule – 25 points**

The firms provided a detailed description of the methodology and project management approaches to be used for each of the services proposed.

- **Experience and References – 25 points**

The firms provided examples of similar projects, brief description of the same and references for each project.

- **Team structure / Staff qualifications – 20 points**

The firms provided organizational charts and resumes of all project participants.

- **Proposal Cost – 30 points**

The Township uses a two-phase system for the submission of proposals, which includes one separate submission for cost information which is opened and evaluated subsequent to completing the evaluation of the technical portions.

Based on the evaluation, the firm of Egis achieved the highest overall evaluation.

Interdepartmental Impacts:

Development Services will be the lead in this project with involvement from other staff in Infrastructure Services.

Financial Impacts:

Allocated HAF Budget for CTMP

\$150,000.00

Egis	\$117,190.00
Plus H.S.T.	\$15,234.70
Sub total	\$132,424.70
Less H.S.T. rebate	(\$13,172.16)
Total	\$119,252.54

Grand Total**\$119,252.54**

Given the scope and size of this project, funding will need to be carried forward in the 2025 HAF Budget to complete the necessary works for this project.

This expenditure is required to fulfill our obligations under the Housing Accelerator Fund Agreement with CMHC, ensuring the continued receipt of funding.

Community Strategic Plan Impacts:

The Comprehensive Transportation Mobility Plan is essential for completing the HAF Initiatives and aligns with the Township's Strategic Plan by addressing the following critical needs and priorities:

- The project supports phased development and economic sustainability by enhancing transportation infrastructure, which is crucial for attracting businesses and improving community well-being.
- It promotes community engagement through public consultations, ensuring diverse input and adaptability to changing needs, which helps in effectively addressing residents' concerns.
- By involving stakeholders and communicating progress, the project reflects open and empathetic leadership, which is needed to build trust and foster collaboration.
- The project improves transportation services with innovative solutions, addressing the need for better mobility and service delivery for residents.

Conclusion:

Based on the review and evaluation process noted above, Staff recommend that Council award the contract to Egis to be retained for the Comprehensive Transportation/ Mobility Plan.

Attachments:

None

Comprehensive Transportation/ Mobility Plan

Consultant Selection Report

September 24, 2024



Recommendation

That Council approves the consultant Egis for the Comprehensive Transportation/ Mobility Plan at a total cost of \$119,252.54.

Background

Ongoing work on Housing Accelerator Fund (HAF) Initiatives

Multiple completed tasks to date, including:

- Accessory Dwelling Unit (ADU) Information Package
- Affordable Housing Framework Policy

Shifting focus to other projects including:

- Mixed Use Urban Design Guidelines
- Comprehensive Transportation/Mobility Plan (CTMP)

Proposals

Staff issued RFP at the end of June

Staff reviewed the 7 proposals received after the RFP closed in August

Egis achieved the highest evaluation

Expected duration from September 2024 to May 2025

Development Services will be the lead, with involvement from Infrastructure Services

Financial Impacts

Cost of project: \$119,252.54

Cost taken from 2024 and 2025 HAF Funding

Egis	\$117,190.00
Plus H.S.T.	\$15,234.70
Sub total	\$132,424.70
Less H.S.T. rebate	(\$13,172.16)
Total	\$119,252.54

Required project under our HAF Agreement

Questions





Infrastructure Services Staff Report

Report Number:	IS14-2024
Report Title:	Consultant Award for 2025 Asset Management Plan Update
Author:	Chelsea Raymond, Asset Management Coordinator
Meeting Type:	Council Meeting
Meeting Date:	September 24, 2024
eDocs or File ID:	F06
Consent Item:	No
Final Version:	Yes
Reviewed By:	Jared Puppe, Director of Infrastructure Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report IS14-2024 respecting Consultant Award for 2025 Asset Management Plan Update:

1. Award the contract for consulting services for the 2025 Asset Management Plan Update to Aspire Consulting Group Ltd. at a cost of \$151,225.54 after H.S.T. rebate;
2. Authorize additional expenditures in the amount of \$45,000.00 in 2024 to be funded from the Infrastructure Reserve (74.1%), Water Reserves (12.7%) and Wastewater Reserves (13.2%);
3. Authorize pre-budget approval for the remaining costs to complete the 2025 Asset Management Plan Update.

Background:

All municipalities in Ontario are required to complete an Asset Management Plan (AMP) in accordance with Ontario Regulation (O. Reg.) 588/17: Asset Management Planning for Municipal Infrastructure (as amended by O. Reg. 193/21) that sets out a phased approach to meeting the requirements. In June 2024, Council approved the most recent Asset Management Plan in compliance with phase 3 due July 1, 2024, that focused on current levels of service and the cost to maintain current levels of service. Staff are now working on completing the next phase of O. Reg. 588/17 to comply with the July 1, 2025, requirements. These requirements build on the Township's 2024 AMP to provide further details on all infrastructure assets, including developing proposed levels of service,

identifying what activities will be required to meet the proposed level of service, and a strategy to fund these activities.

Asset management aims to make informed decisions about infrastructure assets to deliver services to the community at the lowest lifecycle cost possible while managing risks. The 2025 O. Reg. 588/17 requirements place a larger focus on identifying what service levels a municipality proposes to provide along with an assessment of why proposed service levels are appropriate, achievable, affordable and any risks associated to the long-term sustainability of the municipality. This involves creating a lifecycle management and financial strategy that considers a full lifecycle costing approach, manages risks, estimates annual capital expenditures and operating costs required, and estimates annual funding projected to be available based on current and future needs. Trade offs between risk, cost and levels of service will be evaluated and explored as well.

The 2025 AMP Update will provide a means of guiding investment decisions to meet key strategic and operational goals. It will communicate how assets will be managed to achieve proposed service levels. The AMP will also set the foundation for making informed decisions and prioritizing investments by using asset data and service level objectives as evidence. Most importantly, the AMP will allow staff to more appropriately manage the Township's infrastructure as cost effectively as possible within the approved levels of service and identify budget requirements and constraints. The 2025 AMP Update will be an invaluable addition to the Township's asset management system and will support the Township's objectives for continuous improvement.

Comments:

The required AMP update that is due July 1, 2025, will apply to all municipal assets that were identified as part of the 2024 AMP and will build upon the Township's existing strategies and frameworks. The 2025 O. Reg. 588/17 requirements focus on identifying proposed levels of service for each asset category and assessing whether they are appropriate, achievable and affordable. Since municipal infrastructure assets exist to support service delivery, it is critical to understand what level of service the community values, what community members are willing to pay for and ensure that decisions are made in alignment with strategic goals and community expectations.

For this reason, and to meet the O. Reg. 588/17 July 1, 2025, requirements, staff recognize the importance of incorporating community needs and expectations by encouraging the use of public engagement surveys and public input from other master plans and studies to inform proposed levels of service. Staff and Council engagement also needs to be prioritised to encourage consultation and project understanding as the 2025 AMP is developed. These considerations will go into developing proposed levels of service and a lifecycle management and financial strategy that meet the requirements of O. Reg. 588/17. A "Request for Proposal for Consulting Services" that was issued by the Township and was closed on August 29, 2024, outlines these requirements and expectations. The following three (3) consulting firms submitted detailed proposals:

- Aspire Consulting Group Ltd.
- GEI Consultants
- VS Group

The proposals from the consulting firms were reviewed by a team consisting of the Director of Infrastructure Services, Director of Finance & Treasurer, and the Asset Management Coordinator.

The review team evaluated the proposals using the typical evaluation model developed by Township staff and approved by Council, which awarded points based on the following criteria and weighting:

- Project Understanding – 30 points
- Company Experience and References – 30 points
- Project Manager and Project Team – 30 points
- Proposal Cost – 10 points

Based on the Township of Woolwich's Council approved evaluation model, the firm of Aspire Consulting Group Ltd. achieved the highest overall evaluation. Township Staff have reviewed the references for Aspire Consulting Group Ltd. and they were found to be satisfactory.

The 2025 Asset Management Plan Update, including compliance with all regulatory requirements per O. Reg. 588/17 is to be completed over the next several months with a project completion date of approximately May 2025.

The selection of Aspire Consulting Group Ltd. will afford Township staff with the expertise that is needed to propel the organization forward regarding O. Reg. 588/17 and in continuing to develop and grow its asset management approach.

Interdepartmental Impacts:

Fulfilment and implementation of the AMP will require directing several staff and resources towards the project for its duration, including from the Finance, Corporate Services, Fire Services, Infrastructure Services and Recreation and Community Services departments.

Financial Impacts:

The 2025 Asset Management Plan Update, including compliance with all regulatory requirements per O. Reg. 588/17 is to be funded over two years starting in 2024 and ending in 2025. Aspire Consulting Group Ltd. identified provisional costs should the Township wish to have them present the AMP update to Council in 2025 which are included in the total project costs.

Aspire Consulting Group Ltd.'s Cost Proposal

2025 Asset Management Plan Update	\$148,610.00
Plus HST	\$19,319.30
Subtotal	\$167,929.30
Less HST rebate	\$16,703.76
Total Project Cost	\$151,225.54

Funding for the 2025 Asset Management Program is provided from the asset management plan update budget within the Infrastructure Services (IS) Operating Budget. The 2024 IS Operating Budget includes previously committed funding for the completion of the recent 2024 Asset Management Plan Update. Therefore, it is anticipated that roughly \$15,000 will remain within the 2024 IS Operating Budget which can be applied to the 2025 Asset Management Plan Update.

Asset Management 2024 Infrastructure Services Operating Budget	\$75,000.00
Committed Funding for the 2024 Asset Management Plan Update	\$60,000.00
Estimated Remaining 2024 Operating Budget	\$15,000.00

Total 2025 Asset Management Update Project Cost	\$151,225.54
Less Remaining funding from 2024 Operating Budget (Estimated)	\$15,000.00
Total	\$136,225.54
Less Additional Funding Required in 2024 (Estimated)	\$45,000.00
Total Funding Required in 2025 (Estimated)	\$91,225.54

The 2025 Asset Management Plan Update will be started in 2024 and continue into 2025. It is anticipated that the majority of costs (60%) are to be incurred in 2025; however, it is predicted that approximately \$60,000 (40%) will be required for this project in 2024. Therefore, with the estimated \$15,000 from the 2024 IS Operating Budget applied to the completion of the 2025 Asset Management Plan Update, an additional \$45,000 will be required in 2024 to complete the 2025 Asset Management Plan Update with the remaining costs occurring in 2025.

The proportion of total asset valuation from the 2024 Asset Management Plan was utilized to determine appropriate budgetary impacts as identified below:

Transportation and Stormwater Network (61.8%)	\$93,457.38
RCS, Corporate Services, and Fire (12.3%)	\$18,600.74
Water Network (12.7%)	\$19,205.64
Wastewater Network (13.2%)	\$19,961.77
Total Funding Required in 2024/2025	\$151,225.54

The Infrastructure Reserve will be required to fund 74.1% (\$112,058.12) with Water and Wastewater Reserves covering 12.7% (\$19,205.64) and 13.2% (\$19,961.77), respectively.

Community Strategic Plan Impacts:

The 2025 Asset Management Plan Update is supported by the Township's strategic priorities to cultivate long-term prosperity by implementing an asset management approach and completing a Council-approved Asset Management Plan to manage municipal infrastructure assets in a way that reduces risk while providing reliable services to residents. With the focus on proposed levels of service, the Asset Management Plan Update also supports the Township's strategic priorities to maintain an innovative customer service focus by integrating public engagement survey results and using an asset management approach to prioritize projects and allocate resources to effectively meet the community's needs.

Conclusion:

The 2025 AMP update will play a significant role in understanding proposed services being delivered, the costs to deliver them and the financial strategies required to fund the necessary expenditures to achieve the proposed levels of service. The AMP will incorporate financial sustainability, evaluate community needs and service delivery targets, and guide in the Township's asset decision making processes. Once completed, the asset management plan can be used as a tool to identify funding strategies that are fiscally sustainable over an asset's entire life and that are guided by proposed levels of service.

Based on the review and evaluation process noted above, staff recommends the firm of Aspire Consulting Group Ltd. be retained for this legislated and critical Asset Management Plan Update project.

Attachments:

None.



Recreation & Community Services Staff Report

Report Number:	R04-2024
Report Title:	Facilities Accessibility Audit
Author:	Thomas van der Hoff, Deputy Director of Recreation and Community Services
Meeting Type:	Council Meeting
Meeting Date:	September 24, 2024
eDocs or File ID:	File
Consent Item:	No
Final Version:	Yes
Reviewed By:	Ann McArthur, Director of Recreation and Community Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report R04-2024 respecting Facilities Accessibility Audit:

1. Receive this report for information purposes; and,
2. Continue to support efforts to meet, and where feasible, exceed Accessibility for Ontarians with Disabilities Act and Ontario Building Code standards to establish inclusive and accessible facilities.

Background:

Legislation

The Accessibility for Ontarians with Disabilities Act (AODA), passed in 2005 by the Province of Ontario, is a set of standards for accessibility related to goods, services, facilities, employment, accommodation and buildings. The intent of the Act, recognizing the history of discrimination against persons with disabilities, is:

- (a) developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and

(b) providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards.

AODA standards are outlined in the Design of Public Spaces, which describes ways to make communal spaces more accessible, most of which are outdoors, including:

- Recreational trails and beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Accessible parking (on and off street)
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals

Accessibility in Ontario is also informed by the Ontario Building Code (OBC) in addition to the Design of Public Spaces Standard (AODA). The OBC details the design of most indoors spaces.

The OBC standards became effective January 1, 2015, and the Design of Public Spaces Standard guidelines became effective January 1, 2016. In both cases, retrofits are not required to achieve compliance, however, both standards apply to Extensive Renovations or new construction.

The Ontario Building Code defines an Extensive Renovation as:

“Where existing interior walls or ceilings or floor assemblies or roof assemblies are substantially removed in an existing building and new interior walls, ceilings, floor assemblies or roof assemblies are installed in the building, structural and fire-resistance elements shall be constructed in compliance with the requirements of the other Parts.”

The Design of Public Spaces Standard applies as follows:

“Except as otherwise specified, this Part applies to public spaces that are newly constructed or redeveloped on and after the dates set out in the schedule in section 80.5 and that are covered by this Part.”

The target date for achieving compliance based on AODA standards is January 1, 2025.

2007 Facility Accessibility Audit

In 2007, the Township awarded completion of an Accessibility Audit to the Herrington Group Ltd. The report included 25 Township facilities which were assessed through the lens of the newly legislated AODA guidelines, as well as other standards including the K-W Barrier Free Design Standards and Region of Waterloo Accessibility Checklist. Accessibility items were prioritized by the consultant, with significant works required to achieve compliance across all Township facilities.

Ongoing Accessibility Efforts

Since completion of the 2007 Accessibility Audit, Recreation and Community Services has been utilizing this document, and updated legislative requirements, as a guide for making both Township facilities and outdoor spaces more accessible. The Township has not only focused on meeting standards, but exceeding requirements where there is a need. Creating more accessible spaces has been accomplished through both retrofits and new construction.

Funding has been allocated annually, typically through either capital or minor capital budgets, to accomplish accessibility retrofits of Township spaces. These projects include initiatives such as installing automatic door openers, grab bars, parking stall painting, etc., all in accordance with AODA and OBC standards.

Regarding new facility and outdoor space construction, accessibility is a primary focus of both new construction and planning. Examples include the design of outdoor spaces through development, construction of accessible amenities such as multi-use pathways and accessible playgrounds, and new facility construction.

Additionally, the Township continues to utilize the Grand River Accessibility Advisory Committee as a resource for reviewing and advising on ongoing accessibility efforts and capital projects.

Comments:

2024 Accessibility Audit

Approved through the 2024 capital budget, Staff retained the Herrington Group Ltd. to complete an updated facilities accessibility audit of all Township facilities based on updated OBC and AODA standards. A total of 29 Township facilities were reviewed, including fire stations, administration buildings, park washrooms, and more. The review did not include outdoor spaces such as parkland or park amenities.

Slightly amended from the priority ranking system used in 2007, the 2024 priorities included the following:

Priority One — High - Immediate action recommended.

- Requirements to immediately comply with the AODA's Design of Public Spaces Standard

Priority Two — Medium - Short-term action recommended (within 2-5 years)

- Risk of creating or maintaining hazards to life or public safety

Priority Three — Low - Mid-term action recommended (5-10 years)

- Compliance with the new requirements of the Ontario Building Code with Extensive Renovation
- Maintenance items to be completed by Township staff.

Priority 4 – Considerations for future planning (10+ years)

- Accessibility considerations to improve overall accessibility needs and achieve Facility Accessibility Design Standards compliance.
- Suggestions for consideration in future planning and/or capital projects

In summary, 0 Priority One items, 39 Priority Two items, 185 Priority Three items, 120 Priority Four, and 340 Compliant items were identified through the audit. Results varied from facility to facility, largely dependent on the age of the facility and design standards in place during construction.

From an accessibility legislation compliance perspective, the Township is compliant. However, reoccurring themes that would improve accessibility included relocation of washroom grab bars and accessories, and parking stall painting corrections at facilities. Next steps for the Township are to continue to allocate funds through the operating and capital budgets to improve accessibility, through both retrofits of older facilities and through new construction.

Interdepartmental Impacts:

None.

Financial Impacts:

No immediate financial impacts. Staff intend to budget for future accessibility items in 2025 and beyond, as well as apply for accessibility related grants when released.

Strategic Plan Impacts:

- Empower communities to be adaptable and engaged: *Expand tools and avenues for conversation to bolster inclusivity and community engagement.*

The Accessibility Audit will enable the Township to plan for and continue to strive towards creating more inclusive and accessible facilities and opportunities for users and residents.

- Maintain an innovative customer service focus: *We will be customer-centric in all that we do and continue to push ourselves to find new innovative ways to serve the public.*

The Accessibility Audit not only addresses compliance needs, but provides recommendations for exceeding legislative requirements, further enhancing customer service at our facilities.

Conclusion:

That Council receive this report for information purposes and support continued efforts to meet, and where feasible, exceed Accessibility for Ontarians with Disabilities Act and Ontario Building Code standards to create inclusive and accessible facilities.

Attachments:

1. Township of Woolwich Accessibility Audit Final Report



Township of Woolwich
Accessibility Audit Final Report
August 19, 2024

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Executive Summary

To further its commitment to citizens with disabilities and to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005, the Township of Woolwich has initiated the Facility Accessibility Audit Project. Upon completion, this project will allow municipal staff to systematically plan for the elimination of physical and architectural barriers for those with disabilities, and to design new buildings and facilities that will meet the needs of all members of its community. The project involved auditing 29 facilities and spaces to identify where barriers may exist in the built environment.

The project was awarded to The Herrington Group Ltd. Since 2003, The Herrington Group (THG) has conducted accessibility audits of over 1200 buildings province-wide assessing over 50 million square feet of facility space. THG has extensive experience in planning, executing, and reporting accessibility audits of a variety of facilities and spaces with a solid track record in the municipal sector.

1. The Audit – Project Context

1.1 The Impact of the Accessibility for Ontarians with Disabilities Act (AODA)

The AODA creates and enforces new standards of accessibility and addresses barriers relating to all types of disability. This project was informed by the AODA's Design of Public Spaces Standard, as well as the newly updated sections of the Ontario Building Code, Section 3.8. The Ontario Building Code changes became effective January 1, 2015. The Design of Public Spaces Standard guidelines became effective January 1, 2016. In both cases, retrofits are not required to achieve compliance. Both standards apply to Extensive Renovations or new construction only.

The Ontario Building Code defines an Extensive Renovation as:

“Where existing interior walls or ceilings or floor assemblies or roof assemblies are substantially removed in an existing building and new interior walls, ceilings, floor assemblies or roof assemblies are installed in the building, structural and fire-resistance elements shall be constructed in compliance with the requirements of the other Parts”.

The Design of Public Spaces Standard (<https://www.ontario.ca/page/how-make-public-spaces-accessible>) applies as follows:

80.2 (1) *“Except as otherwise specified, this Part applies to public spaces that are newly constructed or redeveloped on and after the dates set out in the schedule in section 80.5 and that are covered by this Part”.*

This audit affords a “snapshot” of accessibility in relation to these and utilized Design Standards. It indicates the remedial action of bringing its facilities up to current codes and standards as of 2017, should the Township choose to initiate these changes. It provides the Township a baseline understanding as to the extent of accessibility currently available within its facilities and venues and provides recommendations to improve accessibility in the future.

1.2 Audit Methodology and Scope

This report includes 29 facilities identified by Township staff. Each facility was assessed for public, and staff use according to The Herrington Group's customized assessment tool. Standards used in the assessment tool were taken from the Township of Toronto Facility Accessibility Design Standards (FADS), 2021, the Ontario Building Code 2012 – Accessibility Updates and the O. Reg. 413/12 Design of Public Spaces (GAATES Illustrated Technical Guide <http://gaates.org/resources-build-environment/>).

Audits provide a detailed “tour” of each facility, reflecting all external and internal elements, as well as on-site services and amenities. Audit staff begin at the parking lot and move to the building or public space entry and walk throughout the facility/space (e.g. entrance, access and circulation, meeting rooms, washrooms, stairwells, elevators etc.). The audit team takes specific measurements of facility areas and elements using a pre-existing audit checklist based on design standard criteria. A “cross-disability” focus is used, ensuring facilities are assessed for barriers experienced by individuals with mobility, sensory and cognitive disabilities.

1.3 Audit Limitations and Context

The audit report provides reasonable, achievable recommendations over time. For example, in many facilities, doorways ranged from 820 mm – 850 mm wide. Although the current building code requires doors in a public path to be a minimum 860 mm wide, no recommendation was made by the consultant. It is not feasible to widen every doorway within existing structures. Changes to ensure compliance with Standards should be made when there is a change in the facility use or when there is a direct need.

The consultant focused the audit recommendations on what access is reasonable to expect within the function of a municipal facility. “Higher priority items” are:

- Life Safety – visual fire alarms in washrooms and areas where individuals can become isolated; emergency response systems in washrooms
- Public entrances

- General path of travel (including public and staff path of travel)
- Washrooms
- Service counters in public service areas
- Parking

1.4 Report Format and Priority Rankings

This report provides a detailed reference tool for the Township to plan “access improving” initiatives. Results are presented in a chart form to facilitate easy review by respective departments. The chart provides all necessary information, in a succinct format, relating to why the barrier exists and how it can be removed. Recommendations are ranked according to priority levels.

The Township will plan implementation in a feasible manner to its operations. However, it is hoped that this report will be used as a guide for allocating resources according to need and to achieving feasible accessibility in the built environment. In consultation with Township staff, priority rankings are defined as follows:

Priority 1 — High - Immediate action recommended.

- Requirements to immediately comply with the AODA’s Design of Public Spaces Standard.

Priority 2 — Medium - Short-term action recommended (within 2-5 years)

- Risk of creating or maintaining hazards to life or public safety

Priority 3 — Low - Mid-term action recommended (5-10 years)

- Compliance with the new requirements of the Ontario Building Code with Extensive Renovation
- Maintenance items to be completed by Township staff.

Priority 4 — Considerations for future planning (10+ years)

- Accessibility considerations to improve overall accessibility needs and achieve FADS compliance.
- Suggestions for consideration in future planning and/or capital projects

In terms of priorities, the results confirm the following:

Priority 1	0
Priority 2	39
Priority 3	185
Priority 4	120

2. Audit Result Trends and Themes

Audit results vary across facilities and are largely impacted by the facility's age and the design standards that were in place at the time of construction. It stands to reason that older facilities have more issues than newer ones. Overall, the efforts of the Township to increase accessibility, in a cross-disability way, is obvious to the auditing team.

However, recurring trends and themes can be noted across the system:

Washrooms

- Most washrooms have L-shaped grab bars installed, but many are missing the wall mounted fold down bar required by OBC on the transfer side of the toilet. Installation of these grab bars not only meets the OBC requirements but ensures better accessibility in the washrooms.

Maintenance Issues

- Most washrooms have the required accessories, but they are installed incorrectly. Maintenance staff can easily correct these barriers.

Parking

- Parking spaces are generally in line with the Design of Public Spaces Standard but are missing required access aisles and posted signage.

2.1 Report Inclusions

The enclosed report provides the following audit information:

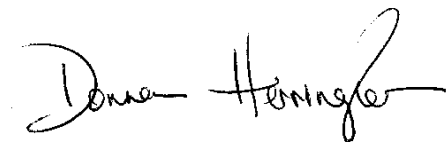
1. An indexed **Audit Report** outlining each facility's results including:
 - noted deficits/areas for improvement
 - recommended remedial action to improve accessibility
 - a priority ranking for the recommendation and

Items marked as “N/A” in the attached report are marked thus as they are compliant, not technically feasible or not part of the OBC Section 3.8.

3. Conclusion

The success of this project would not have been possible without the assistance and support of Township staff. We appreciate all efforts to expedite our work and the support we received in accomplishing the project deliverables. We sincerely hope that this project will assist the Township in its future endeavours to create a universally accessible municipality.

Respectfully submitted by:



Donna L. Herrington
Senior Planner/Owner
The Herrington Group Ltd

Facility	Square Footage	Construction Year	Usage
Administration Office	10759	2008	Public
Bloomingtondale Community Centre	2176	1980	Public
Bolender Park Washroom	500	early 2000s	Public
Breslau Community Centre	17814	2009/2013 (addition)	Public
Breslau Fire Station	9203	2018	Staff
Breslau Substation	10353	2011	Staff
Conestogo Community Centre	1482	1967	Public
Conestogo Fire Station	2788	1966	Staff
Conestogo Works Yard	11530	1967	Staff
Elmira Fire Station	5195	1970	Staff
Elmira Lawn Bowling Club	1500	1971	Public
Elmira Library	6620	1928	Public
Elmira Lions Hall	10500	2004	Public
Elmira Lions Park Washroom	1453	early 2000s	Public
Elmira Youth Soccer Office	1100	1971	Public
Floradale Fire Station	6356	2009	Public
Gibson Park Washroom	630	2022	Public
Heidelberg Community Centre	3050	2007/2017 (major renovation)	Public
Howard Ave Works Yard	3258	1970	Staff
Maryhill Community Centre	3818	2007	Public
Maryhill Fire Station	4815	2023	Staff
Snider Park Washroom	350	1947	Public
St. Jacobs Arena	approximately 29000	unspecified year	Public
St. Jacobs Fire Station	20500	1994	Staff
St. Jacobs Library	2955	1928	Public
St. Jacobs Lions Hall	11582	1947	Public
St. Jacobs Warehouse	13787	1994	Public
Union St Works Yard	4998	1970	Staff
Woolwich Memorial Centre	117455	2009	Public

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	2	2nd Floor - Council Chambers	Path of Travel	Step to dais seating for Mayor and staff.	Install portable ramp to facilitate access to dais as needed	Not Compliant	4	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps	Accessibility	
Administration Office	2	2nd Floor - Council Chambers	Door - Clear Space	Door: 760 mm wide; automatic opener installed: 1200 mm high x 150 mm wide.	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Administration Office	2	2nd Floor - Dodie Board Room	Sink	Counter: 840 mm high; long lever handles on faucet; reach to use: 300 mm deep. Soap: 1300 mm high; Paper towel: 1245 mm high. Microwave over counter on shelf: 1555 mm high.	Reinstall soap dispenser and microwave so they are no more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	21-23
Administration Office	2	2nd Floor - Dodie Board Room	Door - Clear Space	Door: 840 mm wide; lever handle	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Administration Office	2	2nd Floor - Dodie Board Room	Path of Travel	Fire extinguisher: 930 mm high. Visual alarm installed. Table: 730 mm high; knee space: 700 mm high x 480 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		24
Administration Office	2	2nd Floor - Mayor Office	Door - Clear Space	Door leading to Mayor's office: 850 mm wide; lever handle; Office door: 840 mm wide; lever handle.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		25,26

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	2	2nd Floor - Mayor Office	Path of Travel	Fire pull: 1180 mm high; Fire extinguisher: 910 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Administration Office	2	2nd Floor - Mayor Office	Storage Shelving	Table: 750 mm high; knee space: 720 mm high	N/A	FADS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		
Administration Office	1	Administrative Offices	Door - Clear Space	Door: 780 mm wide; lever handle. Card swipe: 1040 mm high. Interior offices - doors have glazing as warning surface. Doors are 830 mm wide; lever handles.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		12
Administration Office	1	Administrative Offices	Path of Travel	Interior paths: 1260 mm - 1420 mm wide. Fire extinguisher: 980 mm high. Visual fire alarms installed. Sanitizer: 1230 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		14
Administration Office	1	Administrative Offices	Storage Shelving	Desk: 750 mm high; knee space: 720 mm high. Keyboard on desk but is adjustable as needed.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		13

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1	Back Entrance	Door - Clear Space	Exterior door: 800 mm wide; interior door: 830 mm wide. Automatic opener installed: 1235 mm high x 150 mm wide. Both doors open simultaneously. Fire pull at entrance: 1170 mm high. Visual alarms installed in corridors.	N/A	OBC Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		1,2
Administration Office	0	Basement - Lunch Room	Appliance Controls and Outlets	Microwave on shelf over counter: 1470 mm high.	Reinstall microwave to counter and ensure controls are not higher than 1200 mm high when accommodating staff.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Administration Office	0	Basement - Lunch Room	Door - Clear Space	Door: 840 mm wide; lever handle. No automatic opener installed.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Administration Office	0	Basement - Lunch Room	Path of Travel	Coat rack - Rail: 1440 mm high; Shelf: 1545 mm high. Tables: 740 mm high; knee space: 720 mm high x 480 mm wide.	Install accessible coat rack.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Administration Office	0	Basement - Lunch Room	Path of Travel	Fire extinguisher: 940 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	0	Basement - Lunch Room	Sink	Counter: 840 mm high; knee space: 720 mm high. Soap: 1130 mm high; Paper towel: 1200 mm high. Long levers on faucet: 330 mm deep to use.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Administration Office	0	Basement - Unisex Washroom	Visual Alarms	Visual alarm installed outside washroom, but not inside.	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	17
Administration Office	0	Basement - Unisex Washroom	Doors	Path to washroom from corridor: 1190 mm wide. Door: 840 mm wide; no automatic opener installed. Door has wheelchair symbol on sign but no accessibility in washroom	Convert to unisex washroom - change signage to remove wheelchair symbol.	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Maintenance	18
Administration Office	0	Basement - Unisex Washroom	Grab Bars	No grab bars in stall.	See recommendation to remove wheelchair from sign.	Not Compliant	3	4.2.6 - Washroom Accessories	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	20

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	0	Basement - Unisex Washroom	Individual Washroom Stall	Stall door opens inwards, makes it impossible to enter and turn. Stall: 1210 mm wide x 1795 mm deep.	See recommendation to remove wheelchair from sign.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Maintenance	19
Administration Office	0	Basement - Unisex Washroom	Mirrors	Mirror is 1180 mm high	See recommendation to remove wheelchair from sign.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	
Administration Office	0	Basement - Unisex Washroom	Toilet	Toilet: 380 mm high. Clear space beside: 560 mm wide; in front: 1100 mm deep	See recommendation to remove wheelchair from sign.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	20
Administration Office	0	Basement - Unisex Washroom	Vanity / Counter / Sink	Sink: 770 mm high; knee space: 720 mm high x 300 mm deep. Reach to faucet: 300 mm deep.	See recommendation to remove wheelchair from sign.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	
Administration Office	1	Elevator	Audio Cues in Elevator	No voice announcement of direction or floor	Install an annunciator panel with voice announcement of direction and floor	Not Compliant	4	4.1.14 - Elevators	N/A	Accessibility	
Administration Office	1	Elevator	Audio Cues in Elevator	Audible signal installed	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Administration Office	1	Elevator	Elevator Doors	Door: 1050 mm wide	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Administration Office	1	Elevator	Emergency Car Controls in Elevator	Controls: 1100 mm high; braille and tactile lettering with symbols, on controls.	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1	Elevator	Hallway Indicators in Elevators	Call button: 985 mm - 1040 mm high	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Administration Office	1	Elevator	Inside Elevator	Railings on all non-access walls: 790 mm high	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Administration Office	1	Front Entrance	Entrance	Defibrillator: 1370 mm high; First aid kit: 1440 mm high	Reinstall defibrillator and first aid kits to so reach to no more than 1200 mm from the floor	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Administration Office	1	Front Entrance	Counters	Two counters available, one lowered. Lowered counter: 860 mm high x 460 mm deep. Knee space is 700 mm high x 460 mm deep. Surface: 240 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		16
Administration Office	1	Front Entrance	Door - Clear Space	Exterior door: 790 mm wide; interior door: 800 mm wide. Automatic opener installed. Controls: 1185 mm - 1190 mm high x 100 mm wide. Card swipe: 1180 mm high	N/A	OBC Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		15

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1	Parking	Accessible Spaces for Parking	There are 39 spaces in the main lot; one is van accessible but not marked as such. Space is 5370 mm wide x 5940 mm long. It has a symbol on pavement and has a sign that is Ministry of Transportation compliant.	Install one Type B "standard" accessible parking space of 2400 mm wide with access and MTO compliant posted sign to meet DOPSS requirements. Install a sign in existing space that indicates it is "van accessible".	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	30,31
Administration Office	1	Stair	Warning Surfaces	No tactile warning surface at stair.	Install detectable warning surface at top of stairs and at landings. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start of tread.	Not Compliant	3	4.1.11 - Stairs	N/A	Regulations Compliance	28,29
Administration Office	1	Stair	Signage	No signage to indicate floor or egress/exit	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.1.11 - Stairs	N/A	Accessibility	28,29

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1	Stair	Handrails	Railings on both sides of stair: 1020 mm high x 40 mm wide. Extensions at top and bottom of stair.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		28,29
Administration Office	1	Stair	Nosings	Contrast at nosing	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		28,29
Administration Office	1	Stair	Stairs	Riser: 180 mm high, Tread: 280 mm deep	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		28,29
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Visual Alarms	No visual alarms installed in washrooms on 1st floor. 2nd floor washrooms have visual alarms inside.	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Individual Washroom Stall	Dpull on outside of door only.	Install d-style door pulls on the inside of the door. Pull should be at least 140 mm long, between 200-300 mm from hinge side and no more than 1200 mm high.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Maintenance	
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Mirrors	Men - Mirror: 1140 mm high. Women - Mirror: 1130 mm high	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	8,11

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Toilet	Toilet: 460 mm high. No lid for back support.	Install lid for back support.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	6,10
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Vanity / Counter / Sink	Sink: 840 mm high; knee space: 805 mm high. Automatic faucet; reach to use: 330 mm deep. Soap on side wall: 1200 mm high; paper towel: 1350 mm high. Garbage is wall mounted: 990 mm high.	Reinstall paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	8,11,7
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Doors	Door: 825 mm wide; path into washroom: 1040 mm - 1185 mm wide. No automatic door opener although wheelchair on signage to indicate accessible stall.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	9,5

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 740 mm high x 730 mm long. Vertical: 1180 mm high x 760 mm long. Bar behind toilet - Horizontal: 900 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	6,10
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Coat Hooks	Hook on stall partition: 1070 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B/3.8.3.9. - Water Closet Fixtures		
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Individual Washroom Stall	Men - Stall door: 780 mm wide. Stall is 1580 mm wide x 1540 mm deep. Women -Stall door: 800 mm wide. Stall is 1610 mm wide x 1550 mm deep. Men: clear space in front: 750 mm wide; beside: 860 mm wide. Women - Clear space in front: 740 mm deep; beside: 940 mm wide.	N/A	OBC Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1,2	Washroom - 1st and 2nd Floor - Men and Women	Toilet Paper Holder	Installed in front of Lshaped bars: 760 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		6,10
Administration Office	1	Washroom - by Entrance Universal	Visual Alarms	Visual alarm on outside of washroom door	Reinstall visual alarm to inside of washroom.	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Administration Office	1	Washroom - by Entrance Universal	Toilet	Seat: 490 mm high, no back support. Clear space beside toilet: 660 mm wide; in front: 1390 mm deep.	Install lid for back support.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	4
Administration Office	1	Washroom - by Entrance Universal	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 750 mm high x 780 mm long. Vertical: 1210 mm high x 780 mm long. Bar behind toilet - Horizontal: 905 mm high x 620 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	4
Administration Office	1	Washroom - by Entrance Universal	Call Systems	Emergency call system installed. Control: 860 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Administration Office	1	Washroom - by Entrance Universal	Doors	Door: 840 mm wide; automatic opener installed - 1040 mm high x 150 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		3
Administration Office	1	Washroom - by Entrance Universal	Path of Travel	Dimensions: 2920 mm wide x 2050 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Administration Office	1	Washroom - by Entrance Universal	Toilet Paper Holder	Dispenser in front of Lshaped bar - 600 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		4
Administration Office	1	Washroom - by Entrance Universal	Vanity / Counter / Sink	Counter: 850 mm high. Knee space: 760 mm high x 340 mm deep. Automatic faucet installed; reach to use: 340 mm deep. Soap: 980 mm high. Paper towel: 1240 mm high; Hook: 1200 mm high. Garbage is wall mounted: 990 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Administration Office	1	Washroom - by Entrance Universal	Mirrors	Mirror: 1130 mm high. Large horizontal mirror installed.	N/A	N/A	Technically Infeasible	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		4



1 Woolwich Administration Office staff entrance



2 WAO - visual alarm



3 WAO Universal washroom door



4 WAO Universal Washroom toilet area



5 WAO Womens Washroom



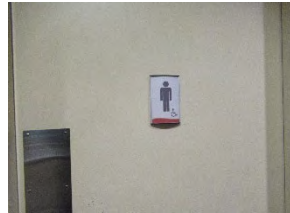
6 WAO Womens Washroom stall accessories



7 WAO Womens Washroom accessories



8 WAO - Womens washroom sink area



9 WAO - Mens washroom door



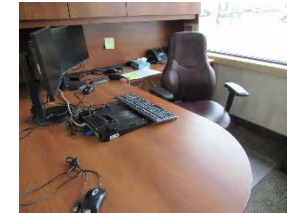
10 WAO - Mens washroom stall



11 WAO Mens washroom sink area



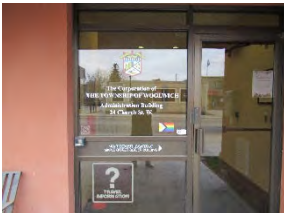
12 WAO office area window glazing



13 WAO office area desk



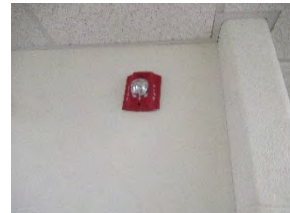
14 WAO office area - visual alarm



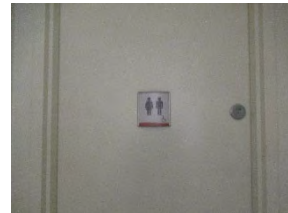
15 WAO public entrance



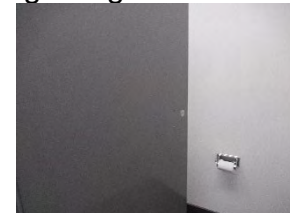
16 WAO service counter



17 WAO Basement washroom visual alarm on outside of washroom



18 WAO Basement - unisex washroom



19 WAO Basement - unisex washroom - door opens inwards



20 WAO Basement - unisex washroom - no grab bars



21 WAO - 2nd floor Board Room kitchenette



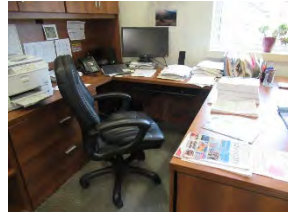
22 WAO - 2nd floor kitchenette sink area



23 WAO - 2nd floor kitchenette



24 WAO 2nd floor Board Room



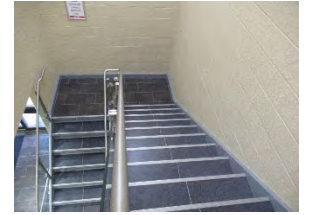
25 WAO 2nd floor - Mayor's office



26 WAO 2nd floor - Mayor's office 2



27 WAO 2nd floor - visual alarms



28 WAO stairs



29 WAO stairs 2



30 WAO Accessible parking aisle



31 WAO - Accessible parking sign

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bloomingdale Community Centre	1	Entrance	Door - Clear Space	Door: 810 mm wide; lip at door: 50 mm high; no automatic opener installed.	Bevel lip at door so that it is not more than 20 mm high. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	1
Bloomingdale Community Centre	1	Kitchen	Sink	Counter: 910 mm high. Single lever faucet installed on sink: reach to use - 460 mm deep. Soap on back wall: 1180 mm high; paper towel on back wall: 1360 mm high. Serving counter: 1030 mm high x 220 mm deep; surface: 380 mm deep.	Reinstall paper towel dispenser so that it is not more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	5
Bloomingdale Community Centre	1	Kitchen	Appliance Controls and Outlets	Microwave on shelf over counter - controls: 1540 mm high. Fire extinguisher: 1320 mm high; First aid kit: 1540 mm high. Stove has back mounted controls	Reinstall microwave, extinguisher and first aid kit to 1200 mm high. Install stove with front mounted controls.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	5
Bloomingdale Community Centre	1	Kitchen	Accessible Route for Doors	Door: 840 mm wide; lever handle	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bloomingdale Community Centre	1	Parking	Signage For Parking	Symbol on pavement, no posted signs	Install posted signs in compliance with Ministry of Transportation. Ensure widest space is marked with signage as "van accessible"	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	6
Bloomingdale Community Centre	1	Parking	Accessible Spaces for Parking	A total of 52 spaces; 3 accessible spaces installed. Spaces are 3910 mm - 4750 mm wide x 5150 mm long. Aisle installed: 2640 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking		6
Bloomingdale Community Centre	1	Washroom - Individual	Toilet	Toilet seat: 410 mm high; tank available for back support. Clear space beside toilet: 830 mm wide possible but garbage can obstructs space. Clear space in front: 1230 mm deep	Install wall mounted garbage can to open clear space beside toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	2
Bloomingdale Community Centre	1	Washroom - Individual	Doors	Door: 850 mm wide; lever handle. No automatic opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bloomingdale Community Centre	1	Washroom - Individual	Grab Bars	Angled bar installed beside toilet: 940 mm high, 740 mm long. No grab bar behind toilet. No fold down bar on transfer side.	Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	2
Bloomingdale Community Centre	1	Washroom - Individual	Vanity / Counter / Sink	Counter: 830 mm high; knee space: 635 mm high x 430 mm deep. Knob faucet handles installed; reach to use: 500 mm deep. Soap on side wall: 1300 mm high	See recommendation to install wall mounted sink with related accessories.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	3
Bloomingdale Community Centre	1	Washroom - Individual	Call Systems	No emergency call system	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	2
Bloomingdale Community Centre	1	Washroom - Individual	Mirrors	Mirror: 950 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		3
Bloomingdale Community Centre	1	Washroom - Individual	Toilet Paper Holder	Dispenser under grab bar at 750 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		2



1 Bloomingdale Community Centre



2 BLCC - Individual Washroom toilet area



3 BLCC Individual washroom sink area



4 BLCC Serving counter



5 BLCC Kitchen



6 BLCC Accessible parking

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bolendar Park Washroom	1	Parking	Accessible Spaces for Parking	Gravel parking lot, no accessible spaces.	Pave parking lot and install accessible space according to OBC/DOPSS	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Accessibility	1
Bolendar Park Washroom	1	Washroom - Men and Women	Doors	Door: 740 mm wide; lever handle. Automatic door installed - Controls: 1010 mm high x 100 mm wide. Exterior control: 965 mm high x 100 mm wide.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	
Bolendar Park Washroom	1	Washroom - Men and Women	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1200 mm high x 760 mm long; Horizontal bar: 745 mm high x 760 mm long. Bar behind toilet: 900 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	2,8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bolendar Park Washroom	1	Washroom - Men and Women	Urinals	Urinal rim: 540 mm high; no grab bars installed.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	6
Bolendar Park Washroom	1	Washroom - Men and Women	Change Table	Change table - control: 1310 mm high; surface: 800 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls		3,7
Bolendar Park Washroom	1	Washroom - Men and Women	Coat Hooks	Womens: 1210 mm high; protrudes 30 mm. Mens: 1180 mm high; protrudes: 30 mm.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Bolendar Park Washroom	1	Washroom - Men and Women	Individual Washroom Stall	Stall: Door - 900 mm wide; dpull on both inside and outside. Womens: Dimensions - 1420 mm wide x 1540 mm long. Mens: Dimensions - 1425 mm wide x 1545 mm long.	N/A	OBC Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Bolendar Park Washroom	1	Washroom - Men and Women	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into washroom - 1110 - 1120 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Bolendar Park Washroom	1	Washroom - Men and Women	Signage	Signage has braille lettering and pictogram	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		5,9
Bolendar Park Washroom	1	Washroom - Men and Women	Toilet	Toilet seat: 420 mm high; tank available for back support. Flush is on transfer side.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		2,8
Bolendar Park Washroom	1	Washroom - Men and Women	Toilet Paper Holder	Dispenser installed in front of Lshaped bar: 500 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		2,8
Bolendar Park Washroom	1	Washroom - Men and Women	Vanity / Counter / Sink	Sink: 775 mm high; knee space: 700 mm high x 260 mm deep. Single lever faucet handle; reach to use: 330 mm deep. Soap: 1150 mm high; Paper towel: 1175 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		4



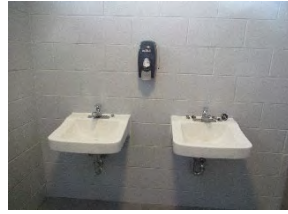
1 Bolendar Park Building



2 BP Womens Room toilet area



3 BP Womens Room accessories



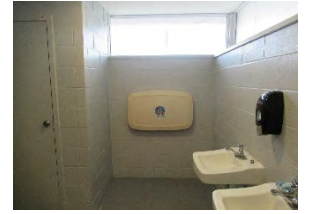
4 BP Womens Room sink area



5 BP Womens Room signage



6 BP Mens Room urinal and sink area



7 BP Mens Room accessories



8 BP Mens Room toilet area



9 BP Mens Room no signage

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Change Room - Men and Women	Accessible Dressing Rooms	No accessible changing stall or toilet stall available. Visual alarms installed in change rooms. No automatic door installed on door leading to gymnasium. Accessible shower in Men's Change Room used as storage.	Accessible family change rooms available nearby.	OBC/FADS/DOPSS Compliant	Compliant	4.3.4 - Dressing Rooms	N/A		5,6,7
Breslau Community Centre	1	Community Centre/Empire Room	Path of Travel	Service counter: 1070 mm high. Fire extinguisher: 1050 mm high; fire pull: 1170 mm high. Sanitizer: 1120 mm high	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep.	Not Compliant	3	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Regulations Compliance	
Breslau Community Centre	1	Community Centre/Empire Room	Detectable Warning Surfaces	No warning surfaces on ramp.	Install detectable warning surface at top and bottom of ramp. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start	Not Compliant	3	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps	Regulations Compliance	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Community Centre/Empire Room	Door - Clear Space	Door to Community Centre: 840 mm wide; automatic opener installed. Controls: 845 mm - 875 mm high x 100 mm wide. Door to Empire Room: double, no median. Total clear space: 1630 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Breslau Community Centre	1	Community Centre/Empire Room	Running Slope	Slope: 4.0%. Railings installed on both sides of ramp at 935 mm high.	N/A	FADS Compliant	Compliant	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps		
Breslau Community Centre	1	Entrance	Exterior Accessible Route	Exterior ramp leading to entrance; lip on left side of ramp: 40 mm high; lip on right side of ramp: 90 mm high	Bevel lip at ramp so that it is not higher than 20 mm	Not Compliant	3	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps	Maintenance	18,19

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Entrance	Door - Clear Space	Door to Entrance: Exterior door: 865 mm wide; decal installed. Interior door: 820 mm wide. Automatic opener installed: 820 mm - 920 mm high x 100 mm wide. Intercom: 1290 mm high. Corridor door to gymnasium: 800 mm wide; median in centre, propped open. Automatic opener: 850 mm high x 100 mm wide		OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1,2
Breslau Community Centre	1	Entrance	Ramps	Ramp: 1090 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		18,19
Breslau Community Centre	1	Entrance	Running Slope	Slope: Walkway leading to ramp; interlocking brick: 4.5%. Wooden ramp slope: 4.4% - 5.6%	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		18,19
Breslau Community Centre	1	Family Change Room	Call Systems	No emergency call system	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	9

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Family Change Room	Visual Alarms	No visual alarm installed	Install visual alarm in family washrooms/change rooms	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Breslau Community Centre	1	Family Change Room	Toilet Paper Holder	Dispenser: within the clear space of the Lshaped grab bar: 910 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	9
Breslau Community Centre	1	Family Change Room	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1180 mm high x 740 mm long; Horizontal bar: 725 mm high x 740 mm long. Bar behind toilet: 885 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down grab bar on transfer side of toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	9
Breslau Community Centre	1	Family Change Room	Signage	Signage does not have tactile or braille lettering	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Family Change Room	Change Table	Change table - Control: 1235 mm high; Surface: 890 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		10
Breslau Community Centre	1	Family Change Room	Doors	Door: 820 mm wide; automatic opener installed: 845 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Breslau Community Centre	1	Family Change Room	Fixtures	Hook on door: 1170 mm high; protrudes 60 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls		
Breslau Community Centre	1	Family Change Room	Mirrors	Mirror is angled; bottom edge: 1090 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Breslau Community Centre	1	Family Change Room	Path of Travel	Dimensions: 3140 mm wide x 2360 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Breslau Community Centre	1	Family Change Room	Toilet	Toilet seat: 430 mm high; tank and lid available for back support. Clear space beside toilet: 2545 mm wide; in front: 1650 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		9

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Family Change Room	Vanity / Counter / Sink	Sink: 875 mm high; knee space: 760 mm high x 400 mm deep. Long lever faucet handles installed Soap on back wall: 980 mm high; Paper towel on back wall: 1100 mm high. Dryer is automatic: 1090 mm high. Garbage is wall mounted: 880 mm high; Disposal: 1005 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		11
Breslau Community Centre	1	Parking	Accessible Spaces for Parking	A total of 137 spaces available - 3 accessible spaces installed: 3840 mm - 3940 mm wide x 5650 mm long	Install 3 Type B "standard" accessible parking space of 2400 mm wide with access and MTO compliant posted sign. Install sign at existing spaces marking them as "van accessible".	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	17

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	1	Parking	Signage For Parking	No aisles available, no posted signs to mark spaces	Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space. Post Ministry of Transportation compliant signage in all accessible spaces.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	17
Breslau Community Centre	1	Path of Travel	Wall Mounted Fixtures	Fire pulls: 1200 mm high; Fire extinguisher: 1040 mm high. Defibrillator: 1510 mm high	Reinstall defibrillator so it is not more than 1200 mm from the floor	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Life Safety	4
Breslau Community Centre	1	Path of Travel	Door - Clear Space	Door to cloak room: 820 mm wide. Railing of coat rack: 1250 mm high; shelf: 1390 mm high. Gymnasium doors: 760 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		12
Breslau Community Centre	1	Path of Travel	Visual Alarms	Visual alarms in corridors	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		3,13

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	0	Washroom - Library - Universal	Visual Alarms	No visual alarm installed	Install visual alarm in washroom	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Breslau Community Centre	0	Washroom - Library - Universal	Signage	No signage	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	
Breslau Community Centre	0	Washroom - Library - Universal	Call Systems	Call system in clear space of Lshaped grab bar: 1050 mm high	Consider reinstalling call system control between 400 mm - 600 mm from the floor	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Maintenance	
Breslau Community Centre	0	Washroom - Library - Universal	Accessible Route for Doors	Platform lift installed to facilitate access to basement level	N/A	FADS Compliant	Compliant	4.1.15 - Platform Lifts	N/A		
Breslau Community Centre	0	Washroom - Library - Universal	Change Table	Change table: control - 1250 mm high; surface: 845 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		15
Breslau Community Centre	0	Washroom - Library - Universal	Doors	Door: 840 mm wide; lever handle. Decal installed. Automatic opener installed; column switch type: 820 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	0	Washroom - Library - Universal	Fixtures	Interior locking mechanism: 1050 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Breslau Community Centre	0	Washroom - Library - Universal	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1180 mm high x 740 mm long; Horizontal bar: 740 mm high x 720 mm long. Bar behind toilet: 960 mm high x 600 mm long. Fold down bar on transfer side: 770 mm high x 600 mm long.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures		14
Breslau Community Centre	0	Washroom - Library - Universal	Mirrors	Mirror: 965 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		16
Breslau Community Centre	0	Washroom - Library - Universal	Path of Travel	Dimensions: 2385 mm wide x 2270 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Breslau Community Centre	0	Washroom - Library - Universal	Toilet	Toilet seat: 440 mm high; tank and lid available for back support. Clear space beside toilet: 1650 mm wide; in front: 1685 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		14
Breslau Community Centre	0	Washroom - Library - Universal	Toilet Paper Holder	In front of Lshaped grab bars: 700 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		14

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Community Centre	0	Washroom - Library - Universal	Vanity / Counter / Sink	Sink: 845 mm high; knee space: 760 mm high x 350 mm deep. Sink equipped with short lever handles; 460 mm deep to use. Soap: back wall: 1160 mm high. Paper towel: 1220 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		16



1 Breslau Community Centre



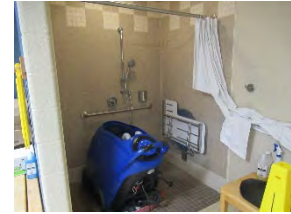
2 BCC - Entrance



3 BCC Visual alarm



4 BCC Defibrillator and fire extinguisher



5 BCC Mens changeroom shower



6 BCC - Mens changeroom shower 2



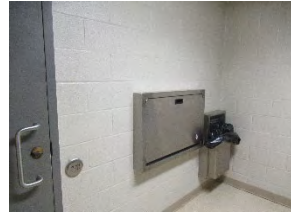
7 BCC Mens changeroom used as storage



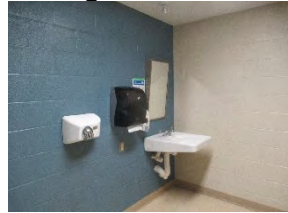
8 BCC - Family washroom signage



9 BCC Universal washroom toilet area



10 BCC Universal washroom change table



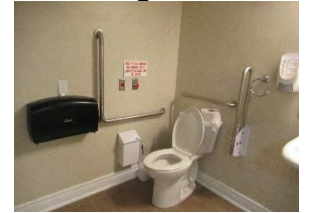
11 BCC Universal washroom sink area



12 BCC Coat Room



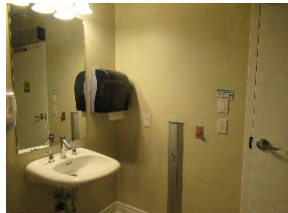
13 BCC Visual alarm installed



14 BCC Library Universal washroom toilet area



15 BCC Library Universal washroom change table



16 BCC Library Universal Washroom sink area



17 BCC Accessible Parking



18 BCC Exterior ramp



19 BCC Exterior ramp - lip

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Change Room - Men and Women	Accessible Showers	Soap from bench is 1440 mm high.	Reinstall soap dispenser so it is not more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	13, 20,21
Breslau Fire Station	1	Change Room - Men and Women	Accessible Dressing Rooms	Door: 840 mm wide; lever handle. No automatic opener installed. Path into room: 1120 mm wide. Signage has tactile, braille lettering, high contrast and pictogram. Lockers are half-sized and full-sized. Lock ranges from 620 mm - 1040 mm high.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	12,14, 20
Breslau Fire Station	1	Change Room - Men and Women	Accessible Showers	Shower opening: 1495 mm wide. Shower is 1495 mm wide x 920 mm deep. Grab bars installed: Vertical bar: 1380 mm high x 840 mm long; Horizontal bar: 855 mm high x 840 mm long. Adjustable bar has showerhead. Cord is 1670 mm long. Bench is 460 mm high x 835 mm long x 530 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		13,20, 21

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Change Room - Men and Women	Coat Hooks	Hooks: 1200 mm high, protrudes 50 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.4 - Dressing Rooms	N/A		
Breslau Fire Station	1	Change Room - Men and Women	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path to shower area: 1085 mm wide. Women's change room is smaller: 2865 mm wide x 1665 mm deep.	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Breslau Fire Station	1	Entrance	Curb Ramps	Curb ramp slope ranges from 1.2% - 2.1%. Has tactile plate as warning surface.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.10 - Curb Ramps	Div. B / 3.8.3.2.(3) - Curb Ramps		2,3
Breslau Fire Station	1	Training Room	Sink	Sink: 925 mm high. Single lever on faucet: 520 mm deep. Soap on back wall: 1060 mm high; Paper towel: 1425 mm high. Hooks: 1200 mm high; protrudes 50 mm deep. Servery counter: 925 mm high x 160 mm deep.	Reinstall paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	6-8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Training Room	Appliance Controls and Outlets	Microwave on shelf over counter: 1565 mm high. Stove has back mounted controls.	Reinstall microwave so that controls are not more than 1200 mm from the floor. Install stove with front mounted controls.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	6-8
Breslau Fire Station	1	Training Room	Door - Clear Space	Door to training room: 940 mm wide; lever handle. Door to servery: 940 mm wide; lever handle	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Breslau Fire Station	1	Training Room	Signage	Signage has tactile, braille, high contrast and pictogram.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		5
Breslau Fire Station	1	Washroom - Individual - Change Room	Vanity / Counter / Sink	Sink: 840 mm high; knee space: 740 mm high x 290 mm deep. Single lever faucet handle installed; reach to use: 350 mm deep. Soap on back wall: 1000 mm high; Paper towel on back wall: 1290 mm high	Reinstall paper towel dispenser so it is not more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	17,19
Breslau Fire Station	1	Washroom - Individual - Change Room	Doors	Door: 885 mm wide; lever handle. Dpull inside. No automatic opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	15

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Washroom - Individual - Change Room	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1230 mm high x 760 mm long; Horizontal bar: 760 mm high x 680 mm long. Bar behind toilet: 920 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down grab bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	16
Breslau Fire Station	1	Washroom - Individual - Change Room	Call Systems	No emergency call system	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	16
Breslau Fire Station	1	Washroom - Individual - Change Room	Fixtures	Hook on side wall: 1200 mm high, protrudes: 50 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B/3.8.3.9. - Water Closet Fixtures		
Breslau Fire Station	1	Washroom - Individual - Change Room	Mirrors	Mirror is 980 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		17,19
Breslau Fire Station	1	Washroom - Individual - Change Room	Signage	Signage has tactile and braille lettering, high contrast and pictograms.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Washroom - Individual - Change Room	Toilet	Toilet seat: 455 mm high, tank available for back support. Clear space beside toilet: 2000 mm wide; in front: 1370 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		16,18
Breslau Fire Station	1	Washroom - Individual - Change Room	Toilet Paper Holder	Dispenser is in front of Lshaped grab bar: 770 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		16,18
Breslau Fire Station	1	Washroom - Universal	Vanity / Counter / Sink	Sink: 870 mm high; knee space: 760 mm high x 290 mm deep. Pipes enclosed. Single lever faucet installed: 350 mm deep to use. Soap on mirror: 995 mm high. Paper towel on back wall: 1310 mm high.	Reinstall paper towel dispenser so that it is no more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	11
Breslau Fire Station	1	Washroom - Universal	Doors	Door: 940 mm wide; lever handle. No automatic opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Washroom - Universal	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1200 mm high x 740 mm long; Horizontal bar: 750 mm high x 740 mm long. Bar behind toilet: 930 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	10
Breslau Fire Station	1	Washroom - Universal	Call Systems	Emergency call system: 910 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Breslau Fire Station	1	Washroom - Universal	Fixtures	Hook: 1195 mm high, protrudes: 50 mm deep. Locking mechanism: 900 mm high x 40 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Breslau Fire Station	1	Washroom - Universal	Mirrors	Mirror is large and vertical. Bottom edge is 1005 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		11
Breslau Fire Station	1	Washroom - Universal	Path of Travel	Dimensions: 2305 mm wide x 2855 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Breslau Fire Station	1	Washroom - Universal	Signage	Signage has tactile, braille, high contrast and pictogram	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		9

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Fire Station	1	Washroom - Universal	Toilet	Toilet seat: 450 mm high, tank available for back support. Clear space beside toilet: 2265 mm wide; in front: 1600 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		10
Breslau Fire Station	1	Washroom - Universal	Toilet Paper Holder	Dispenser is in front of Lshaped bar: 750 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		10
Breslau Fire Station	1	Washroom - Universal	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		



1 Breslau Fire Station



2 BFS - tactile warning plates



3 BFS - tactile warning plates 2



4 BFS - entrance controls



5 BFS Training room signage



6 BFS Training room kitchen



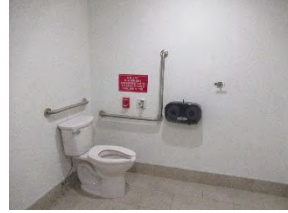
7 BFS Training room kitchen 2



8 BFS Training room



9 BFS Universal washroom signage



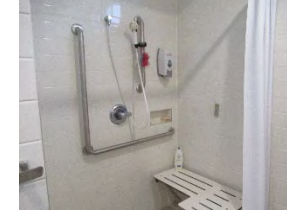
10 BFS Universal washroom toilet area



11 BFS Universal washroom sink area



12 BFS Mens Change Room signage



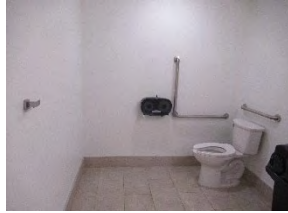
13 BFS Mens Changeroom shower area



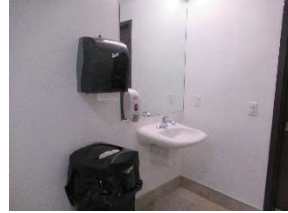
14 BFS Mens Changeroom lockers



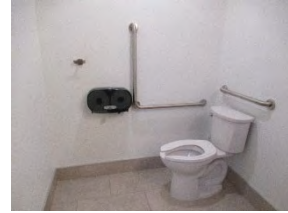
15 BFS Mens Changeroom washroom door



16 BFS Mens Changeroom washroom toilet area



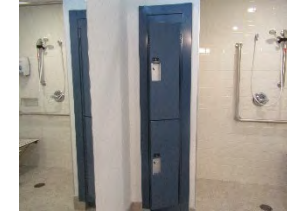
17 BFS Mens Changeroom washroom sink area



18 BFS Womens Changeroom washroom toilet area



19 BFS Womens Changeroom washroom sink area



20 BFS Womens changeroom shower and locker area



21 BFS Womens changeroom shower

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Substation	1	Entrance	Door - Clear Space	First entrance - Door: 850 mm wide, knob handle; lip at door: 70 mm high. 2nd Entrance: Door: 850 mm wide; knob handle. Step at door: 130 mm high	Install a lever door handle at both entrances. At Entrance 1 - bevel lip at door so that it is not higher than 20 mm high.	Not Compliant	4	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Accessibility	1
Breslau Substation	1	Kitchen	Sink	Sink: 930 mm high; short lever faucets installed on sink; reach to use: 560 mm deep. Soap dispenser on back wall: 1150 mm high; Paper towel dispenser on back wall: 1370 mm high. Sanitizer: 1300 mm high.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets. Reinstall paper towel and sanitizer dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	2
Breslau Substation	1	Parking	Accessible Spaces for Parking	19 total spaces available - 2 accessible spaces installed. Spaces are 3700 mm wide x 6005 mm long. Aisle installed beside spaces: 1110 mm wide x 6005 mm long.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking		7
Breslau Substation	1	Parking	Signage For Parking	Symbol on pavement, posted sign compliant with Ministry of Transportation.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking		7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Substation	1	Washroom - Individual	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	3
Breslau Substation	1	Washroom - Individual	Mirrors	Mirror is angled; 1165 mm high	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	4
Breslau Substation	1	Washroom - Individual	Toilet Paper Holder	Dispenser behind angled bar: 710 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	3
Breslau Substation	1	Washroom - Individual	Vanity / Counter / Sink	Sink: 820 mm high; knee space: 730 mm high x 350 mm deep. Single lever faucet on sink; reach to use: 365 mm deep. Soap: 1140 mm high; Paper towel: 1240 mm high	Reinstall paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	4
Breslau Substation	1	Washroom - Individual	Doors	Door: 840 mm wide; knob handle. No automatic door opener.	Install a lever door handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Building Code	3

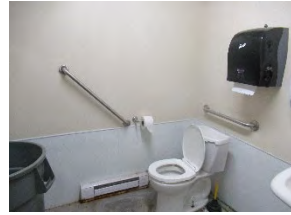
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Breslau Substation	1	Washroom - Individual	Grab Bars	Bar behind toilet: 890 mm high x 600 mm long. Angled bar beside toilet: 1030 mm high x 740 mm long.	Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3
Breslau Substation	1	Washroom - Individual	Accessible Showers	Shower is used as storage and garbage can blocks access	Retrofit to create a universal accessible shower room with all related features according to FADS/OBC	Not Compliant	4	4.2.9 - Shower Stalls	N/A	Accessibility	5,6
Breslau Substation	1	Washroom - Individual	Path of Travel	Dimensions: 2100 mm wide x 1970 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Breslau Substation	1	Washroom - Individual	Toilet	Toilet seat: 450 mm high; tank and lid available for back support. Clear space beside toilet: 1350 mm wide; in front: 1430 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3



1 Breslau Substation



2 BS - Sink area



3 BS - Individual washroom toilet area



4 BS - Individual washroom sink area



5 BS Shower area storage in shower



6 BS Shower area



7 BS Accessible Parking

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Community Centre	1	Entrance	Door - Clear Space	Door: 740 mm wide; lip at door: 60 mm high. No automatic opener.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Bevel lip so that transition is not higher than 20 mm. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Building Code	1
Conestogo Community Centre	1	Entrance	Entrance	Walkway has a slope between 4.4% - 5.0%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.3.2. - Exterior Walks/Path of Travel		1
Conestogo Community Centre	1	Kitchen	Appliance Controls and Outlets	Microwave: on counter. Controls: 1080 mm high. Stove has back mounted controls.	Install stove with front mounted controls.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	2
Conestogo Community Centre	1	Kitchen	Accessible Route for Doors	Path into kitchen: 1190 mm wide. Path between counters: 1010 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		2
Conestogo Community Centre	1	Kitchen	Sink	Sink: 910 mm high. Single lever faucet handle: reach to use - 500 mm deep. Second sink has short lever faucet handles. Reach to use: 500 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Community Centre	1	Parking	Accessible Spaces for Parking	Paved but unmarked parking lot. No accessible space installed	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	
Conestogo Community Centre	1	Path of Travel	Wall Mounted Fixtures	Hooks: 1520 mm high; Shelf over hooks: 1730 mm high. Fire extinguisher: 1180 mm high	Install two coat hooks that protrudes no more than 40 mm. Install no higher than 1200 mm. Install shelf no higher than 1400 mm from the floor.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Conestogo Community Centre	1	Path of Travel	Interior Accessible Routes Interior Paths of Travel Interior Paths	Corridor doors: 800 mm 850 mm wide. Slope of hallway to washrooms: 3.9%	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Conestogo Community Centre	1	Washrooms Individual	Doors	Washroom 1 - Door is 710 mm wide; knob handle. Washroom 2: Door is 710 mm wide; knob handle.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Install a lever door handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Community Centre	1	Washrooms Individual	Individual Washroom Stall	No accessible stall available.	See recommendation to retrofit washroom	Not Compliant	4	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Accessibility	4-6
Conestogo Community Centre	1	Washrooms Individual	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path between sink and wall is 580 mm wide. Washroom 1 - total space of room: 3450 mm wide x 2030 mm deep. Washroom 2 - total space of room: 3465 mm wide x 2025 mm deep	Retrofit to create a universal toilet room n each washroom with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	7



1 Conestogo Community Centre



2 CCC Kitchen area



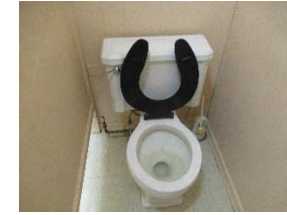
3 CCC Washroom sink area



4 CCC Washroom toilet area



5 CCC Washroom toilet area 2



6 CCC Washroom toilet area 3



7 CCC Washroom area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Fire Station	1	Stair	Handrails	Handrail on one side only: 920 mm high x 35 mm wide x 45 mm from wall	Install matching handrail on side where missing	Not Compliant	4	4.1.11 - Stairs	N/A	Accessibility	2
Conestogo Fire Station	1	Stair	Nosings	Metal nosing contrasts with tread	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		2
Conestogo Fire Station	1	Stair	Stairs	Riser: 210 mm high x 235 mm deep	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		2
Conestogo Fire Station	1	Training Room/Office area	Door - Clear Space	Opening to office area: 900 mm wide	Maintain a path of travel of at least 1100 mm wide wherever possible.	Not Compliant	4	4.3.5 - Offices, Work Areas and Meeting Rooms	N/A	Accessibility	5,6
Conestogo Fire Station	0	Washroom - Basement	Doors	Washroom door: 650 mm wide	Retrofit to create a universal toilet room with all related features according to FADS/OBC on main floor	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	3,4
Conestogo Fire Station	0	Washroom - Basement	Washrooms	Dimensions: 1590 mm deep x 2990 mm wide	See recommendation to retrofit washroom	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	3.4
Conestogo Fire Station	1	Washroom - Basement	Accessible Route for Doors	Door to basement: 800 mm wide.	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		



1 Conestogo Fire Station



2 CFS - Stairs



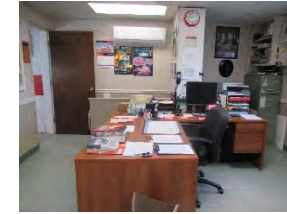
3 CFS Basement washroom toilet area



4 CFS Basement washroom sink area



5 CFS Training room



6 CFS Office area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Works Yard	1	Entrance	Door - Clear Space	Door: 630 mm wide; step: 70 mm high	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Bevel step so that lip is not more than 20 mm high.	Not Compliant	4	4.1.5 - Entrances	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	1
Conestogo Works Yard	1	Path of Travel	Accessible Lockers	Staff lockers - lock: 1020 mm high	Retrofit lockers by lowering a few shelves to not more than 1200 mm; hooks to not more than 1200 mm high and locking mechanisms to not more than 1060 mm high when accommodating staff as needed	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	4
Conestogo Works Yard	1	Washroom	Toilet Paper Holder	Dispenser is inside Lshaped grab bar clear space.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	2
Conestogo Works Yard	1	Washroom	Doors	Door: 840 mm wide. No automatic door opener.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	

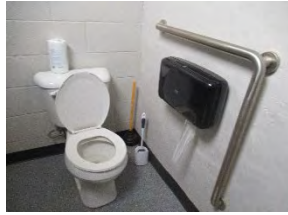
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Works Yard	1	Washroom	Grab Bars	Lshaped bar is in the inverse position. Vertical bar: 760 mm high x 720 mm long. Horizontal bar: 1085 mm high x 720 m long. No bar behind toilet.	Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side. Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	2
Conestogo Works Yard	1	Washroom	Vanity / Counter / Sink	Laundry sink installed; 825 mm high, no knee space. Short lever faucet handles installed, 610 mm deep. Soap dispensers are 1160 mm - 1480 mm high. Paper towel installed; 1400 mm high.	Install wall mounted accessible sink with related features. Reinstall paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Works Yard	1	Washroom	Individual Washroom Stall	Stall door opens inwards making it impossible to enter and turn; 830 mm wide. Dimensions: 1230 mm wide x 1460 mm deep.	Widen stall to a minimum 1500 mm x 1500 mm (1830 mm x 1830 mm preferred) . Ensure clear space beside toilet is at least 900 mm wide x 1500 mm deep. Change swing of door to outwards.	Not Compliant	4	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Accessibility	
Conestogo Works Yard	1	Washroom	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into washroom: 740 mm wide	Maintain a path of travel of at least 1100 mm wide wherever possible.	Not Compliant	4	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space	Accessibility	
Conestogo Works Yard	1	Washroom	Toilet	Toilet seat: 410 mm high; tank and lid available for back support. Clear space beside toilet: 550 mm wide; in front: 780 mm deep	See recommendation to retrofit stall.	Not Compliant	4	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	2

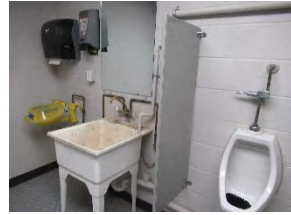
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Conestogo Works Yard	1	Washroom	Urinals	Rim: 630 mm high; no grab bars installed. Flush: 1240 mm high	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Accessibility	3



1 Conestogo Works Yard



2 CWY - Individual washroom toilet area



3 CWY - Washroom sink area



4 CWY Lockers

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Fire Station	1	Entrance	Door - Clear Space	Side door entrance, by bays: 850 mm wide; step: 115 mm high. Door to office area: 840 mm wide; lever handle.	Remove step and install ramp that has a slope of no more than 1:20 (preferred; 1:15 minimum).	Not Compliant	4	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Accessibility	
Elmira Fire Station	1	Kitchen	Sink	Counter: 930 mm high. Single lever faucet installed; reach to use: 545 mm deep. Soap on back wall: 1210 mm high; Paper towel: 1340 mm high	Reinstall paper towel dispenser so it is not more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	4,5
Elmira Fire Station	1	Kitchen	Accessible Route for Doors	Path to sink area: 700 mm - 830 mm wide.	Maintain a path of travel of at least 1100 mm wide wherever possible.	Not Compliant	4	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space	Accessibility	4,5
Elmira Fire Station	1	Office	Door - Clear Space	Door: 710 mm wide; interior path adjustable as needed	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	8
Elmira Fire Station	1	Parking	Accessible Spaces for Parking	No accessible parking	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
Elmira Fire Station	1	Washroom - in Training Room	Doors	Door: 560 mm wide	N/A - not technically feasible to increase clear space of door.	N/A	Technically Infeasible	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1-3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Fire Station	1	Washroom - in Training Room	Path of Travel	Dimensions: 1430 mm wide x 1700 mm deep	N/A - technically infeasible to widen washroom to create accessible unit.	N/A	Technically Infeasible	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		4,5
Elmira Fire Station	1	Washroom - Individual	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	6
Elmira Fire Station	1	Washroom - Individual	Mirrors	Mirror: 1120 mm high; not angled	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	6
Elmira Fire Station	1	Washroom - Individual	Toilet Paper Holder	Toilet paper dispenser on side wall: 850 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	6
Elmira Fire Station	1	Washroom - Individual	Vanity / Counter / Sink	Sink: 860 mm high. Single lever faucet handle installed; reach to use: 360 mm high. Soap dispenser on back wall: 1120 mm high; Paper towel: 1340 mm high	Reinstall paper towel dispenser so that it is not higher than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Fire Station	1	Washroom - Individual	Grab Bars	No grab bars installed	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	6
Elmira Fire Station	1	Washroom - Individual	Signage	No accessible signage installed	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	
Elmira Fire Station	1	Washroom - Individual	Doors	Door: 710 mm wide; lever door handle.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	

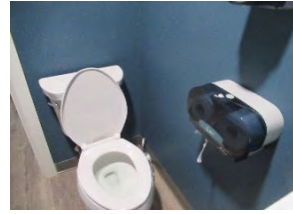
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Fire Station	1	Washroom - Individual	Path of Travel	Dimensions: 1790 mm wide x 2100 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		6
Elmira Fire Station	1	Washroom - Individual	Toilet	Toilet seat: 460 mm high; tank and lid available for back support. Clear space in front: 1040 mm deep; beside toilet: 1410 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		6



1 Elmira Fire Station training room washroom - sink area



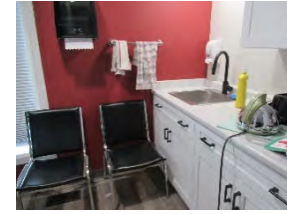
2 EFS - Training room washroom - sink area 2



3 EFS - Training room washroom - toilet area



4 EFS - Training Room



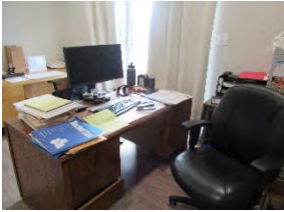
5 EFS - Training room kitchen area



6 EFS - Washroom by office - toilet and sink area



7 EFS - Washroom by office - paper towel



8 EFS - Office

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lawnbowling Club	1	Entrance	Door - Clear Space	Door: 720 mm wide; lever handle. Lip at door: 35 mm high	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Bevel lip at door so that it is not higher than 20 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	1
Elmira Lawnbowling Club	1	Entrance	Exterior Accessible Route	No ramp to access playing lawn at back door.	Install ramp that has a slope of no more than 1:20 (preferred; 1:15 minimum. Install detectable warning surface at top and bottom of ramp. Ensure surface is at least 900 mm wide and 300 mm deep. It should contrast from surrounding area.	Not Compliant	4	4.1.5 - Entrances	Div. B / 3.8.3.4. - Ramps	Accessibility	
Elmira Lawnbowling Club	1	Entrance	Landings on Ramps	Landing at door: 1730 mm wide x 1720 mm long	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		1
Elmira Lawnbowling Club	1	Entrance	Ramps	Ramp: 1090 mm wide. Railings on both sides of ramp: 1045 mm high x 45 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		1
Elmira Lawnbowling Club	1	Entrance	Running Slope	Running slope: 4.4%, - 4.9%. Concrete pad installed at bottom of ramp: Slope is 9.1%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		1

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lawnbowling Club	1	Kitchen	Accessible Route for Doors	Door to kitchen: 700 mm wide.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	4
Elmira Lawnbowling Club	1	Kitchen	Appliance Controls and Outlets	Back mounted controls on stove. Microwave on shelf over counter: 1465 mm high. Fire extinguisher: 1755 mm high.	Reinstall microwave to counter so that controls are not higher than 1200 mm from the floor. Lower fire extinguisher to 1200 mm high. Install stove with front mounted controls.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	4
Elmira Lawnbowling Club	1	Kitchen	Sink	Sink is 915 mm high; short lever faucet handles installed: 560 mm deep	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	4
Elmira Lawnbowling Club	1	Kitchen	Counters	Serving counter: 880 mm high x 170 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		5
Elmira Lawnbowling Club	1	Parking	Accessible Spaces for Parking	One space available, far from entrance: 4470 mm wide x 4760 mm long. No posted sign, lines and symbol very faded. 15 total spaces available.	Install accessible parking space with all related features according to OBC/DOPSS.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lawnbowling Club	1	Washroom - Men and Women	Mirrors	Mirror: 1265 mm high	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	6,7
Elmira Lawnbowling Club	1	Washroom - Men and Women	Vanity / Counter / Sink	Sink: 820 mm high; knee space: 720 mm high x 360 mm deep. Long levers on faucet handles; 470 mm deep. No wall mounted soap dispenser. Paper towel dispenser: 1230 mm (Womens) - 1400 mm high (Mens)	Install wall mounted soap dispenser and reinstall paper towel dispenser to 1200 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	6,7
Elmira Lawnbowling Club	1	Washroom - Men and Women	Doors	Door: 890 mm wide; knob handle. No automatic opener installed.	Install a lever door handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	
Elmira Lawnbowling Club	1	Washroom - Men and Women	Grab Bars	Lshaped bar installed beside toilet: Vertical bar: 1190 mm high x 740 mm long; Horizontal bar: 765 mm high x 740 mm long. Bar behind toilet: 925 mm high x 600 mm long. No fold down bar on transfer side	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	6,7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lawnbowling Club	1	Washroom - Men and Women	Signage	Signage does not have tactile or braille lettering	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2,3
Elmira Lawnbowling Club	1	Washroom - Men and Women	Urinals	Mens: Urinal installed. Rim is 630 mm high; no grab bars installed; flush is 1220 mm high	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 - Urinals	Building Code	6
Elmira Lawnbowling Club	1	Washroom - Men and Women	Path of Travel	Dimensions: 1710 mm wide x 3500 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		6,7
Elmira Lawnbowling Club	1	Washroom - Men and Women	Toilet	Toilet seat: 460 mm high; tank installed for back support. Flush is on transfer side.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		6,7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lawnbowling Club	1	Washroom - Men and Women	Toilet Paper Holder	Dispenser in front of Lshaped bar: 850 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		6,7





1 Elmira
Lawnbowling Club



2 ELC - Womens
washroom signage



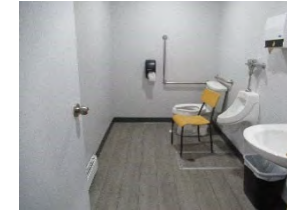
3 ELC Mens
washroom signage



4 ELC kitchen



5 ELC kitchen
serving window



6 ELC Mens room



7 ELC Womens
room



8 ELC Accessible
parking

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	1	1st Floor - Path of Travel	Book Drop	Book return: 610 mm high. Exterior book return: 1270 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		8
Elmira Library	1	1st Floor - Path of Travel	Interior Accessible Routes Interior Paths of Travel Interior Paths	Paths at stacks: 890 mm - 990 mm wide	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		10
Elmira Library	1	1st Floor - Path of Travel	Service Counter	Circulation Desk: 770 mm high. Knee space: 730 mm high x 455 mm deep x 760 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		8
Elmira Library	1	1st Floor - Path of Travel	Signage	Signage is high contrast and large print	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		9
Elmira Library	1	1st Floor - Staff Area	Door - Clear Space	Door: 735 mm wide; knob handle	Widen doors to 860 mm wide. Install a lever door handle.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Elmira Library	1	1st Floor - Staff Area	Path of Travel	Washroom for staff - Door: 640 mm wide; knob handle. Washroom is not wheelchair accessible.	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	13,14

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	1	1st Floor - Staff Area	Storage Shelving	Table: 740 mm high; knee space: 690 mm high	N/A	FADS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		
Elmira Library	2	2nd Floor - Path of Travel	Emergency Exits, Fire Evacuation and Areas of Rescue	No visual alarms installed, audible signal only.	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Elmira Library	2	2nd Floor - Path of Travel	Path of Travel	Fire alarm pulls: 1460 mm high; fire extinguishers: 1200 mm high.	Lower alarm pulls to 1200 mm.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Life Safety	2
Elmira Library	2	2nd Floor - Path of Travel	Book Drop	Book return: 800 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Elmira Library	2	2nd Floor - Path of Travel	Computer Workstation	Keyboard knee space: 670 mm high x 310 mm deep.	N/A	FADS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	2	2nd Floor - Path of Travel	Interior Accessible Routes Interior Paths of Travel Interior Paths	Paths between stacks: 1130 mm - 1360 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		3
Elmira Library	2	2nd Floor - Path of Travel	Service Counter	Circulation Desk: 760 mm high. Knee space: 720 mm high x 450 mm deep x 920 mm wide. Work tables: 740 mm high; knee space: 710 mm high x 450 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		
Elmira Library	2	2nd Floor - Path of Travel	Signage	High contrast signage throughout	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		9
Elmira Library	2	2nd Floor - Washroom - Universal	Call Systems	No emergency call system	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	5
Elmira Library	2	2nd Floor - Washroom - Universal	Mirrors	Mirror is 1030 mm high	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	2	2nd Floor - Washroom - Universal	Toilet	Seat: 400 mm high, no lid for back support.	Install lid for back support.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	5
Elmira Library	2	2nd Floor - Washroom - Universal	Toilet Paper Holder	Dispenser installed in clear space of Lshaped grab bar.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	4
Elmira Library	2	2nd Floor - Washroom - Universal	Vanity / Counter / Sink	Counter: 835 mm high; knee space: 730 mm high x 460 mm deep. Long lever faucet handles with tactile and braille lettering installed. Soap on side wall: 995 mm high; Paper towel on side wall: 1145 mm high. Sanitizer: 1480 mm high	Reinstall sanitizer so that it is not more than 1200 mm high	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	6
Elmira Library	2	2nd Floor - Washroom - Universal	Doors	Door: 820 mm wide; no automatic opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	2	2nd Floor - Washroom - Universal	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 610 mm high x 400 mm long. Vertical: 950 mm high x 560 mm long. No grab bar behind toilet. No fold down bar on transfer side.	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	4
Elmira Library	2	2nd Floor - Washroom - Universal	Signage	Signage has pictogram but no braille or tactile lettering	N/A	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	7
Elmira Library	2	2nd Floor - Washroom - Universal	Path of Travel	Dimensions: 1560 mm wide x 1440 mm deep	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	5
Elmira Library	2	2nd Floor - Washroom - Universal	Accessible Route for Doors	Path to washroom: 860 mm wide	Widen pathway to 1100 mm wide.	Not Compliant	4	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space	Building Code	
Elmira Library	2	2nd Floor - Washroom - Universal	Change Table	Change table - control: 1170 mm high; Surface: 890 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	1	Elevator	Audio Cues in Elevator	No voice announcement in elevator	Install an annunciator panel with voice announcement of direction and floor	Not Compliant	4	4.1.14 - Elevators	N/A	Accessibility	
Elmira Library	1	Elevator	Inside Elevator	Dimensions: 1250 mm wide x 1410 mm deep.	Renovate to install elevator with dimensions of 1725 x 1525 mm.	Not Compliant	4	4.1.14 - Elevators	N/A	Accessibility	
Elmira Library	1	Elevator	Elevator Doors	Door: 900 mm wide.	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Elmira Library	1	Elevator	Emergency Car Controls in Elevator	Controls: 1180 mm high	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Elmira Library	1	Elevator	Hallway Indicators in Elevators	Call button: 1060 mm high	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Elmira Library	1	Elevator	Inside Elevator	Railings installed on all non-access walls: 790 mm high	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Elmira Library	1	Entrance	Door - Clear Space	Door: 900 mm wide; automatic opener installed: 1090 mm - 1120 mm high x 150 mm wide. Interior door: 730 mm wide.	Widen interior door to 860 mm wide.	Not Compliant	3	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Building Code	1

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	1	Exterior Access	Ramps	Ramp width: 1000 mm wide. Lip at Ramp 1 (from street parking) - 30 mm high. Lip at Ramp 2 (to side of building): 20 mm high	Bevel lip at Ramp 1 to ensure it is not higher than 20 mm.	Not Compliant	3	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps	Maintenance	15,17
Elmira Library	1	Exterior Access	Detectable Warning Surfaces	No warning surface at top of either ramp.	Install detectable warning surface at top of ramp. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start of ramp.	Not Compliant	3	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps	Building Code	16
Elmira Library	1	Exterior Access	Running Slope	Slope of Ramp 1 (from street parking): 4.1%-5.9%. Slope of Ramp 2 (to side of building): 3.9%-5.8%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		16

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Library	1	Stair	Warning Surfaces	No warning at top of stairs	Install detectable warning surface at top of stairs and at landings. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start of tread.	Not Compliant	3	4.1.11 - Stairs	N/A	Building Code	11,12
Elmira Library	1	Stair	Handrails	Railings on both sides of stair: 910 mm high x 60 mm wide	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		11,12
Elmira Library	1	Stair	Nosings	Nosing protrudes 25 mm. Two contrasting strips installed to act as warning surface.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		11,12
Elmira Library	1	Stair	Stairs	Riser: 160 mm high. Treads: 310 mm deep.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		11,12



1 Elmira Library - entrance



2 EL - fire pull and extinguisher



3 EL - 2nd Floor - path at stacks



4 EL - Universal washroom grab bar and toilet paper



5 EL - Universal washroom toilet area



6 EL - Universal washroom sink area



7 EL - Universal washroom - signage



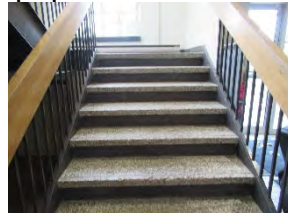
8 EL - Circulation Desk Children's area



9 EL - signage



10 EL - path of travel



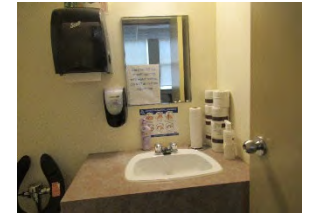
11 EL - Stairs



12 EL - Stairs 2



13 EL - staff washroom toilet area



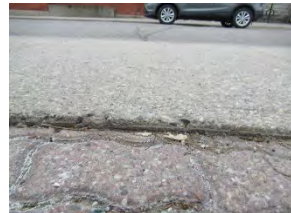
14 EL - staff washroom sink area



15 EL - first ramp - lip at entrance



16 EL - first ramp surface



17 EL - second ramp - lip at entrance

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Entrance	Door - Clear Space	Door: 880 mm wide; no automatic door opener installed.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	1
Elmira Lions Hall	1	Entrance	Door - Clear Space	Door: 880 mm wide; no automatic door opener installed.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	1
Elmira Lions Hall	1	Entrance	Exterior Accessible Route	Slope in walkway: 1.4% - 3.4%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.2 - Ground and Floor Surfaces	Div. B / 3.8.3.2. - Exterior Walks/Path of Travel		1
Elmira Lions Hall	1	Hall	Visual Alarms	No visual alarms installed	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Elmira Lions Hall	1	Hall	Coat Hooks	Coat room entrance: 1510 mm - 1190 mm wide. Railing: 1610 mm high; shelf: 1675 mm high	Install accessible coat rack that is not higher than 1200 mm high and shelf not higher than 1400 mm high	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Hall	Concession	Serving counter: 1080 mm high; surface is 360 mm deep.	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep.	Not Compliant	4	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Accessibility	
Elmira Lions Hall	1	Hall	Indoor Recreation Facilities	Door to Hall: 800 mm wide, no automatic door opener.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Elmira Lions Hall	1	Kitchen	Accessible Route for Doors	Door: 840 mm wide; knob handle.	Install a lever door handle.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Elmira Lions Hall	1	Kitchen	Sink	Sink: 920 mm high; long lever faucet handles installed; reach to use: 500 mm deep. Serving counter: 1050 mm high. Microwave on shelf over counter: 1780 mm high	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep. Reinstall microwave onto counter so that controls are not higher than 1200 mm from the floor.	Not Compliant	4	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Accessibility	5-7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Parking	Accessible Spaces for Parking	Two accessible spaces available; 59 total spaces. Each space is 3780 mm wide x 5560 mm long. Neither is marked as van accessible. No access aisles installed.	Install an additional Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign. Post sign to dedicate space as "van accessible". Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
Elmira Lions Hall	1	Parking	Signage For Parking	Spaces not reserved with posted sign	Install accessible signage that is Ministry of Transportation compliant, in each space.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
Elmira Lions Hall	1	Path of Travel	Wall Mounted Fixtures	Fire pull: 1440 mm - 1520 mm high; Fire extinguisher: 1050 mm - 1260 mm high. Defibrillator: 1610 mm high	Lower alarm pulls to 1200 mm. Lower defibrillator to 1200 mm high.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Washroom - Men and Women	Signage	No tactile or braille lettering on signage	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	8,9
Elmira Lions Hall	1	Washroom - Universal	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	
Elmira Lions Hall	1	Washroom - Universal	Mirrors	Mirror is 1070 mm high; not angled.	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	
Elmira Lions Hall	1	Washroom - Universal	Doors	Door: 840 mm wide; lever handle. No automatic door opener.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Washroom - Universal	Grab Bars	Angled bar beside toilet: 890 mm high x 740 mm long. No bar behind toilet.	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3
Elmira Lions Hall	1	Washroom - Universal	Signage	No accessible signage installed	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	
Elmira Lions Hall	1	Washroom - Universal	Change Table	Change table - control: 1410 mm high; surface: 840 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.2.3 - Barrier-Free Washrooms		3
Elmira Lions Hall	1	Washroom - Universal	Path of Travel	Dimensions: 1550 mm wide x 2190 mm deep.	N/A	OBC Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Lions Hall	1	Washroom - Universal	Toilet	Toilet seat: 450 mm high; tank available for back support. Flush is on transfer side. Clear space beside toilet: 1030 mm wide; in front: 1440 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,4
Elmira Lions Hall	1	Washroom - Universal	Toilet Paper Holder	Dispenser under angled bar: 590 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		
Elmira Lions Hall	1	Washroom - Universal	Vanity / Counter / Sink	Sink: 830 mm high; knee space: 705 mm high x 330 mm deep. Soap: on side wall - 1120 mm high; Paper towel: 1200 mm high. Long lever faucet handles on sink; reach to use: 450 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		



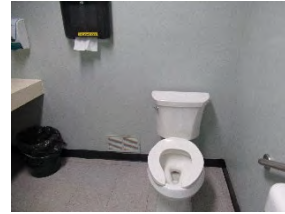
1 Elmira Lions Hall Entrance



2 ELH - Universal Washroom



3 ELH Change table



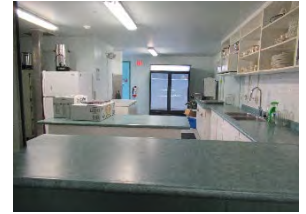
4 ELH Toilet area



5 ELH Kitchen sink area



6 ELH Kitchen



7 ELH Kitchen serving window



8 ELH Mens washroom urinal area



9 ELH Womens signage



10 ELH Mens signage

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Lions Park Washroom	1	Concession Counter	Counters	Counter: 970 mm high	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep.	Not Compliant	3	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Accessibility	
Lions Park Washroom	1	Parking	Accessible Spaces for Parking	Total spaces:136. Two accessible spaces installed. Each is car sized: 2680 mm wide x 5560 mm wide. No access aisles.	Install 3 Type A "van accessible" parking spaces. Space should be 3400 mm wide with access aisle and MTO compliant posted sign. Install an additional two Type B "standard" accessible parking space of 2400 mm wide with access and MTO compliant posted sign.Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Lions Park Washroom	1	Parking	Signage For Parking	No posted sign to indicate spaces. Symbol on pavement very faded.	Install Ministry of Transportation compliant signage where missing. Repaint parking symbols in existing accessible spaces	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	7
Lions Park Washroom	1	Washroom - Men and Women	Coat Hooks	Hook on door: 1605 mm high	Reinstall hook no higher than 1200 mm.	Not Compliant	2	4.2.1 - Toilet Stalls	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	
Lions Park Washroom	1	Washroom - Men and Women	Individual Washroom Stall	Stall door: Mens - 860 mm wide. Womens - 880 mm wide. Door swings inwards.	Change swing of door to outwards.	Not Compliant	2	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Maintenance	
Lions Park Washroom	1	Washroom - Men and Women	Mirrors	Mirror: 1150 mm high, mirror is not angled	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	2	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	5,6
Lions Park Washroom	1	Washroom - Men and Women	Toilet Paper Holder	Installed in the clear space of the Lshaped grab bar: Mens: 920 mm high; Womens: 1020 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	2	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	3,4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Lions Park Washroom	1	Washroom - Men and Women	Vanity / Counter / Sink	Sink: 890 mm high; knee space: 740 mm high x 190 mm deep. Soap: 1280 mm high. Paper towel: 1160 mm high. Long lever faucet handles on sink with tactile and braille lettering. Women's - soap on side wall: 1300 mm high. Garbage: 1020 mm high.	Reinstall soap no more than 1200 mm from the floor	Not Compliant	2	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	5,6
Lions Park Washroom	1	Washroom - Men and Women	Change Table	No change tables installed	Install change table in each washroom.	Not Compliant	2	4.2.6 - Washroom Accessories	Div. B / 3.8.2.3 - Barrier-Free Washrooms	Building Code	
Lions Park Washroom	1	Washroom - Men and Women	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 765 mm high x 720 mm long. Vertical: 1250 mm high x 720 mm long. Bar behind toilet - Horizontal: 920 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	2	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3,4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Lions Park Washroom	1	Washroom - Men and Women	Urinals	Mens - Path to urinal: 920 mm wide. Rim: 600 mm high. Grab bars installed on each side of urinal: 1060 mm high x 600 mm long	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted.	Not Compliant	2	4.2.5 - Urinals	Div. B / 3.8.3.10 - Urinals	Building Code	
Lions Park Washroom	1	Washroom - Men and Women	Doors	Front door: 880 mm wide. Automatic door installed. Control: 1000 mm high. Signage on door has braille lettering.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1,2
Lions Park Washroom	1	Washroom - Men and Women	Individual Washroom Stall	Stall: 2070 mm wide x 1580 mm deep. Clear space in front: 760 mm deep; beside toilet: 1540 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		3,4
Lions Park Washroom	1	Washroom - Men and Women	Toilet	Toilet has tank for back support. Seat is 460 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,4



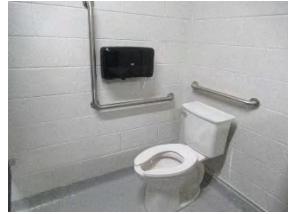
1 ELPW - Mens washroom signage - braille



2 ELPW - Women's washroom auto door



3 ELPW - Womens washroom toilet stall



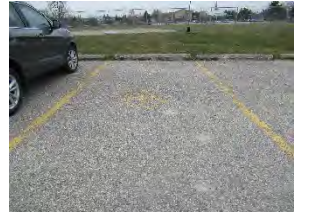
4 ELPW Mens washroom toilet stall



5 ELPW - Womens washroom sink area



6 ELPW - Mens washroom sink area



7 ELPW accessible parking

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Youth Soccer Office	1	Entrance	Detectable Warning Surfaces	No detectable warning surface at bottom of ramp	Install detectable warning surface at bottom of ramp. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start	Not Compliant	3	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps	Building Code	4
Elmira Youth Soccer Office	1	Entrance	Door - Clear Space	Door: 860 mm wide; knob handle. Lip at door from ramp: 50 mm high. No automatic door opener installed.	Install a lever door handle. Bevel lip at door. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Building Code	1
Elmira Youth Soccer Office	1	Entrance	Ramps	Ramp is 1310 mm - 1390 mm wide; no handrails installed on ramp.	Install handrails on both sides of ramp between 865-920 mm.	Not Compliant	3	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps	Building Code	4
Elmira Youth Soccer Office	1	Entrance	Running Slope	Slope of ramp: 1.6% - 2.4%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	O.Reg. 413/12 - 80.24 - Exterior Paths of Travel - Ramps		4
Elmira Youth Soccer Office	1	Parking	Accessible Spaces for Parking	No accessible parking installed. Curb ramp at one space (leading to walkway) has slope of 4.1%.	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign near curb ramp.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Youth Soccer Office	1	Washroom - Universal	Call Systems	No emergency call system.	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	3
Elmira Youth Soccer Office	1	Washroom - Universal	Doors	Door: 870 mm wide; lever handle. No automatic door opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	
Elmira Youth Soccer Office	1	Washroom - Universal	Grab Bars	Angled bar beside toilet - 670 mm high x 600 mm long. Bar behind toilet: Horizontal bar: 875 mm high x 460 mm long. No bar on transfer side of toilet.	Install new grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Youth Soccer Office	1	Washroom - Universal	Signage	Signage marks washroom as Women's only.	Convert washroom to universal unit by installing accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2
Elmira Youth Soccer Office	1	Washroom - Universal	Vanity / Counter / Sink	Sink: 850 mm high; knee space: 680 mm high x 240 mm deep. Short lever faucet handles installed; reach to use: 420 mm deep. Soap on side wall: 975 mm high; Paper towel: 1100 mm high.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	3
Elmira Youth Soccer Office	1	Washroom - Universal	Mirrors	Mirror is 1020 mm high; not angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		3
Elmira Youth Soccer Office	1	Washroom - Universal	Path of Travel	Dimensions: 1890 mm wide x 2030 mm long	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Youth Soccer Office	1	Washroom - Universal	Toilet	Toilet seat: 425 mm high; tank and lid available for back support. Clear space beside toilet: 1420 mm wide; in front: 1220 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3

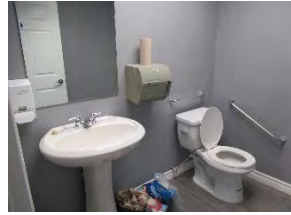




1 Elmira Youth Soccer Office Entrance



2 EYSO - Washroom door



3 EYSO - Washroom



4 EYSO - Ramp to entrance

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Floradale Fire Station	1	Entrance	Entrance	Fire extinguisher at entrance: 860 mm - 930 mm high. First Aid kit: 1600 mm high. Coat rack: Rail - 1655 mm high; shelf: 1725 mm high	Lower first aid kit to 1200 mm high. Install accessible coat rack with rail no higher than 1200 mm high.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	3
Floradale Fire Station	1	Entrance	Door - Clear Space	Exterior and interior door: 800 mm wide. Automatic opener installed. Controls: 1140 mm - 1155 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		1,2
Floradale Fire Station	1	Kitchen	Counters	Serving counter: 1100 mm high	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep.	Not Compliant	4	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Accessibility	
Floradale Fire Station	1	Kitchen	Accessible Route for Doors	Door: 820 mm wide; lever handle	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Floradale Fire Station	1	Kitchen	Appliance Controls and Outlets	Microwave on counter: 1090 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Floradale Fire Station	1	Kitchen	Sink	Sink: 900 mm high. Long lever faucet handles installed on sink. Reach to use faucet: 340 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		4
Floradale Fire Station	1	Parking	Accessible Spaces for Parking	No accessible parking available.	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	
Floradale Fire Station	1	Washroom - Men and Women	Individual Washroom Stall	No dpulls installed on stall door.	Install d-style door pulls on the inside and outside of the door. Pull should be at least 140 mm long, between 200-300 mm from hinge side and no more than 1200 mm high.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Maintenance	
Floradale Fire Station	1	Washroom - Men and Women	Toilet	Toilet seat: 460 mm high. No lid for back support.	Install lid for back support.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	
Floradale Fire Station	1	Washroom - Men and Women	Doors	Door: 820 mm wide; no automatic door openers installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	5

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Floradale Fire Station	1	Washroom - Men and Women	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 680 mm high x 720 mm long. Vertical: 1100 mm high x 720 mm long. Bar behind toilet - Horizontal: 955 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	6,10
Floradale Fire Station	1	Washroom - Men and Women	Individual Washroom Stall	Stall door: 820 mm wide. Opens inwards, making it impossible to enter and turn. In Womens stall chair obstructs needed clear space.	Change swing of door to outwards. Remove chair	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	13
Floradale Fire Station	1	Washroom - Men and Women	Urinals	Path to urinal: 860 mm wide. Rim: 610 mm high. Flush: 1165 mm high. No grab bars installed	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Floradale Fire Station	1	Washroom - Men and Women	Change Table	Change table: Control - 1150 mm high; Surface: 880 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		9
Floradale Fire Station	1	Washroom - Men and Women	Coat Hooks	Hook on partition: 1210 mm high, protrudes 30 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Floradale Fire Station	1	Washroom - Men and Women	Individual Washroom Stall	Stall: 2160 mm wide x 1550 mm deep. Clear space beside toilet: 1540 mm wide; in front: 770 mm deep. Disposal: 680 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		
Floradale Fire Station	1	Washroom - Men and Women	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into washroom: 1080 mm - 1170 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Floradale Fire Station	1	Washroom - Men and Women	Mirrors	Mirror: 1060 mm high; angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		8
Floradale Fire Station	1	Washroom - Men and Women	Toilet Paper Holder	In front of Lshaped grab bar: 590 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		13

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Floradale Fire Station	1	Washroom - Men and Women	Vanity / Counter / Sink	Counter: 830 mm high; knee space: 710 mm high x 175 mm deep. Long lever faucet handles installed: 450 mm deep. Soap: on side wall 960 mm high. Paper towel: 1000 mm high. Womens - Dispenser - Controls: 1140-1205 mm high; slot: 870 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		8,11,12



1 Floradale Fire Station - entrance



2 FFS - Bay doors



3 FFS - fire extinguisher



4 FFS - community hall kitchen



5 FFS - Mens washroom door



6 FFS - Mens washroom stall toilet area



7 FFS- Men's washroom urinal area



8 FFS - Men's washroom sink area



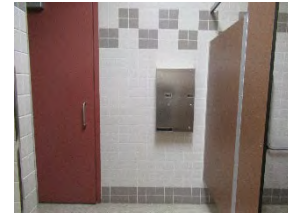
9 FFS - Men's washroom change table



10 FFS Womens washroom stall area



11 FFS - Womens washroom sink area



12 FFS - Womens washroom dispenser



13 FFS - Womens washroom stall



14 FFS - Coat rack at entrance

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Gibson Park Washroom	1	Parking	Accessible Spaces for Parking	Two accessible spaces; 17 spaces total. Space is 5360 mm wide x 5250 mm long. Neither is marked as van accessible. No access aisles installed. Space has symbol and posted sign.	Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space. Install sign to mark one space as "van accessible".	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	1
Gibson Park Washroom	1	Washroom - Universal 1	Call Systems	Emergency control: 940 mm high	N/A	Compliant		4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		4
Gibson Park Washroom	1	Washroom - Universal 1	Signage	Signage does not have tactile or braille lettering	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2
Gibson Park Washroom	1	Washroom - Universal 1	Change Table	Adult change table installed. Controls: 1200 mm high; Surface: 800 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Gibson Park Washroom	1	Washroom - Universal 1	Doors	Door: 870 mm wide; automatic opener installed. Controls: 960 mm high x 100 mm wide. Locking mechanism: 960 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		2
Gibson Park Washroom	1	Washroom - Universal 1	Fixtures	Transfer seat installed beside toilet: 445 mm high x 370 mm deep x 460 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		3
Gibson Park Washroom	1	Washroom - Universal 1	Grab Bars	Bar behind toilet: Horizontal bar: 910 mm high x 600 mm long. Two wall mounted, horizontal grab bars installed, one on each side of toilet: 785 mm high x 670 mm long.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures		3
Gibson Park Washroom	1	Washroom - Universal 1	Mirrors	Mirror is 1020 mm high; angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		3
Gibson Park Washroom	1	Washroom - Universal 1	Path of Travel	Dimensions: 4210 mm wide x 3570 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Gibson Park Washroom	1	Washroom - Universal 1	Toilet	Toilet seat: 460 mm high; tank available for back support.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Gibson Park Washroom	1	Washroom - Universal 1	Toilet Paper Holder	Dispenser installed on one of the horizontal grab bar: 730 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3
Gibson Park Washroom	1	Washroom - Universal 1	Vanity / Counter / Sink	Sink: 865 mm high; knee space: 790 mm high x 240 mm deep. Single lever faucet handle installed; reach to use: 390 mm deep. Soap on back wall: 1160 mm high. Automatic dryer installed: 1190 mm high. Garbage can is wall installed: 810 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		3
Gibson Park Washroom	1	Washroom - Universal 2	Grab Bars	Lshaped bar beside toilet - Vertical bar: 1190 mm high x 760 mm long. Horizontal bar: 770 mm high x 700 mm long. Bar behind toilet: Horizontal bar: 925 mm high x 600 mm long. No bar on transfer side of toilet.	Install wall mounted, horizontal fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Building Code	5

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Gibson Park Washroom	1	Washroom - Universal 2	Signage	No tactile or braille signage installed	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2
Gibson Park Washroom	1	Washroom - Universal 2	Vanity / Counter / Sink	Sink: 865 mm high; knee space: 790 mm high x 240 mm deep. Single lever faucet handle installed; reach to use: 390 mm deep. Soap on back wall: 1200 mm high. Automatic dryer installed: 1200 mm high. Garbage can is in the clear space beside toilet.	Install wall mounted recessed garbage can.	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	6q
Gibson Park Washroom	1	Washroom - Universal 2	Call Systems	Emergency control: 940 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		5

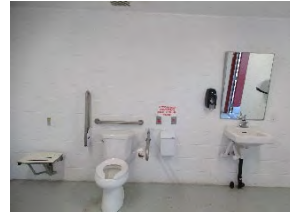
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Gibson Park Washroom	1	Washroom - Universal 2	Doors	Door: 870 mm wide; automatic opener installed. Controls: 700 mm high x 100 mm wide; vertical column type. Locking mechanism: 960 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Gibson Park Washroom	1	Washroom - Universal 2	Fixtures	Transfer seats installed (2): 445 mm high x 370 mm deep x 460 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		5
Gibson Park Washroom	1	Washroom - Universal 2	Mirrors	Mirror is 1020 mm high; angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		6
Gibson Park Washroom	1	Washroom - Universal 2	Path of Travel	Dimensions: 2660 mm wide x 2480 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Gibson Park Washroom	1	Washroom - Universal 2	Toilet	Toilet seat: 460 mm high; tank available for back support.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		5
Gibson Park Washroom	1	Washroom - Universal 2	Toilet Paper Holder	Dispenser is in front of Lshaped bar: 920 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		5



1 Gibson Park - accessible parking



2 GP Universal washroom 1 door



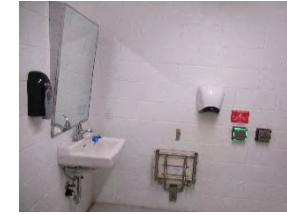
3 GP Universal washroom 1



4 GP Universal washroom 1 - controls



5 GP - Universal washroom 2 toilet area



6 GP - Universal washroom 2 - sink area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Heidelberg Comm Centre	1	Community Hall	Door - Clear Space	Open space, can be configured as needed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Heidelberg Comm Centre	1	Community Hall	Path of Travel	Fire extinguisher: 950 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Heidelberg Comm Centre	1	Entrance	Door - Clear Space	Door: 840 mm wide; automatic door installed. Controls: 900 mm - 945 mm high x 150 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1
Heidelberg Comm Centre	1	Entrance	Exterior Accessible Route	Path to building entrance is level.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.2 - Ground and Floor Surfaces	Div. B / 3.8.3.2. - Exterior Walks/Path of Travel		1
Heidelberg Comm Centre	1	Kitchen	Sink	No wall mounted soap or towel available	Install soap and towel dispensers so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Heidelberg Comm Centre	1	Kitchen	Appliance Controls and Outlets	Stove - back mounted controls.	Install stove with front mounted controls	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Heidelberg Comm Centre	1	Kitchen	Sink	Counter: 915 mm high. Short lever faucet handles on faucet; reach to use: 530 mm deep.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Heidelberg Comm Centre	1	Kitchen	Accessible Route for Doors	Door: 900 mm wide; lever handle	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Heidelberg Comm Centre	1	Parking	Accessible Spaces for Parking	No accessible parking spaces.	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
Heidelberg Comm Centre	1	Washroom - Universal	Vanity / Counter / Sink	Sink: 825 mm high; knee space: 730 mm high x 300 mm deep. Single lever faucet handle installed; reach to use: 280 mm deep. No wall mounted soap dispenser. Paper towel: 1100 mm high; dryer is automatic: 950 mm high. Garbage is wall mounted: 700 mm high.	Install wall mounted soap dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Heidelberg Comm Centre	1	Washroom - Universal	Grab Bars	Lshaped bar beside toilet - Vertical bar: 1200 mm high x 740 mm long. Horizontal bar: 760 mm high x 740 mm long. Bar behind toilet: Horizontal bar: 950 mm high x 600 mm long. No bar on transfer side of toilet.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3
Heidelberg Comm Centre	1	Washroom - Universal	Signage	No tactile or braille signage	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2
Heidelberg Comm Centre	1	Washroom - Universal	Call Systems	Emergency call system installed. Control: 600 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Heidelberg Comm Centre	1	Washroom - Universal	Change Table	Change table control: 1290 mm high; surface: 830 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls		4

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Heidelberg Comm Centre	1	Washroom - Universal	Doors	Door: 900 mm wide; lever handle. Automatic opener: 910 mm high x 100 mm wide. Locking mechanism: 905 mm high.	N/a	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		2,3
Heidelberg Comm Centre	1	Washroom - Universal	Fixtures	Hook: 1210 mm high; protrudes 40 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls		
Heidelberg Comm Centre	1	Washroom - Universal	Mirrors	Mirror is 1010 mm high; angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		5
Heidelberg Comm Centre	1	Washroom - Universal	Path of Travel	Dimensions: 3730 mm wide x 1530 mm deep.	N/A	OBC Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Heidelberg Comm Centre	1	Washroom - Universal	Toilet	Toilet seat: 415 mm high; lid installed for back support. Clear space beside toilet: 1070 mm wide; in front: 3010 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3
Heidelberg Comm Centre	1	Washroom - Universal	Toilet Paper Holder	In front of Lshaped bar: 860 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Heidelberg Comm Centre	1	Washroom Entrance	Door - Clear Space	Door from park - 900 mm wide; lever handle. Automatic opener installed: 930 mm high x 150 mm wide. Defibrillator: 1400 mm high. Fire extinguisher: 1020 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		



1 Heidelberg Community Centre entrance



2 HCC - signage on washroom



3 HCC - washroom toilet area



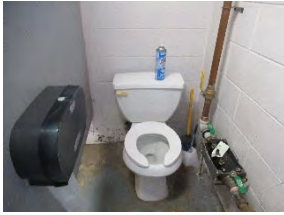
4 HCC - washroom accessories



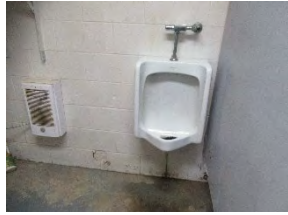
5 HCC washroom sink area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Works Yard - Howard Ave.	1	Entrance	Door - Clear Space	Door: 840 mm wide; step at door - 80 mm high. Interior door: 840 mm wide. No automatic opener.	Remove step and install ramp that has a slope of no more than 1:20 (preferred; 1:15 minimum. Install detectable warning surface at top and bottom of ramp. Ensure surface is at least 900 mm wide and 300 mm deep. It should contrast from surrounding area. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Building Code	
Elmira Works Yard - Howard Ave.	1	Parking	Accessible Spaces for Parking	No accessible parking	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking		
Elmira Works Yard - Howard Ave.	1	Path of Travel	Wall Mounted Fixtures	First aid kit: 1630 mm high. Fire extinguisher: 1120 mm - 1140 mm high. Coat rack - railing: 1730 mm high	Reinstall first aid kit so that it is no more than 1200 mm from the floor. Install accessible coat rack with railing no higher than 1200 mm high	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Elmira Works Yard - Howard Ave.	1	Washroom	Doors	Door: 840 mm wide; no automatic door	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	1-3

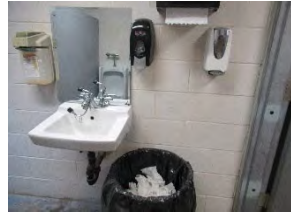
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Works Yard - Howard Ave.	1	Washroom	Individual Washroom Stall	Path to stall: 600 mm wide. No accessible stall available.	See recommendation to retrofit washroom	Not Compliant	4	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Accessibility	1-3
Elmira Works Yard - Howard Ave.	1	Washroom	Urinals	Urinal rim: 560 mm high, no grab bars installed	See recommendation to retrofit washroom	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Accessibility	2
Elmira Works Yard - Howard Ave.	1	Washroom	Vanity / Counter / Sink	No accessible lavatory	See recommendation to retrofit washroom	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	3



1 Howard Ave
Works Yard
Washroom toilet
stall



2 HWY - Urinal in
washroom



3 HWY -
Washroom sink
area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Cloak Room	Door - Clear Space	Door: 850 mm wide; lever handle	N/A		Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Maryhill Community Centre	1	Cloak Room	Wall Mounted Fixtures	Coat rack - Railing: 1690 mm high; Shelf: 1790 mm high	Install coat rack with railing no higher than 1200 mm from the floor and shelf no higher than 1400 mm high	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Maryhill Community Centre	1	Entrance	Door - Clear Space	Door: 930 mm wide; automatic opener installed. Exterior control: 1090 mm high x 110 mm wide. Interior control: 950 mm high x 110 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1
Maryhill Community Centre	1	Entrance	Exterior Accessible Route	Walkway to entrance: Slope - 2.2%-2.3%	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		1
Maryhill Community Centre	1	Hall	Path of Travel	Open space can be configured as needed. Serving counter: 1070 mm high; surface: 450 mm deep.	Install service counter with lowered section between 710-865 mm high. Ensure the section provides knee space that is 685 mm high and 480 mm deep.	Not Compliant	4	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas	Accessibility	4
Maryhill Community Centre	1	Hall	Door - Clear Space	Door: 840 mm wide; lever handle.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Kitchen	Appliance Controls and Outlets	Microwave on shelf over counter: 1680 mm high. Stove has back mounted controls.	Reinstall microwave onto counter so that controls are not more than 1200 mm from the floor. Install stove with front mounted controls.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	6,15
Maryhill Community Centre	1	Kitchen	Accessible Route for Doors	Door: 840 mm wide; d-handle installed. Path into kitchen: 1040 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		5
Maryhill Community Centre	1	Kitchen	Sink	Sink - soap and paper towel on back wall, both: 1040 mm high. Handwashing sink - soap and paper towel on the back wall: 1190 mm and 1055 mm high respectively. First aid kit on counter: 1180 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		14
Maryhill Community Centre	1	Kitchen	Sink	Sink has short lever faucet handles installed; 920 mm high, reach to use: 530 mm deep. Handwashing sink is 910 mm high, has single lever faucet handle; reach to use: 450 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		6,14

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Parking	Accessible Spaces for Parking	Total number of spaces: 42; accessible spaces: 2. Spaces are van accessible: 4450 mm wide x 5480 mm long. No access aisles available.	Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	3
Maryhill Community Centre	1	Parking	Signage For Parking	Good symbols in spaces, posted sign at each space. Compliant with the Ministry of Transportation. Neither space is marked as van accessible.	Install sign to mark one accessible space as "van accessible".	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	3
Maryhill Community Centre	1	Parking	Location of Parking Spaces	Bollards at top of parking spaces. Space in between bollards: 1250 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		2
Maryhill Community Centre	1	Washroom - Men and Women	Change Table	No change table	Install change tables in both washrooms	Not Compliant	3	4.2.6 - Washroom Accessories	N/A	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Washroom - Men and Women	Grab Bars	Angled bar beside toilet: 960 mm high x 740 mm long. Bar behind toilet: 910 mm high x 600 mm long. No fold down bar on transfer side.	Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	11,13
Maryhill Community Centre	1	Washroom - Men and Women	Signage	Signage does not have tactile or braille lettering or high colour contrast.	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Washroom - Men and Women	Urinals	Men's: Urinal rim: 550 mm high, no grab bars installed. Flush: 1300 mm high.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor. Install automatic flush on urinal.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	10
Maryhill Community Centre	1	Washroom - Men and Women	Coat Hooks	Hook on partition: 1180 mm high, protrudes 30 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B/3.8.3.9. - Water Closet Fixtures		
Maryhill Community Centre	1	Washroom - Men and Women	Doors	Opening to washroom: 1000 mm wide; path into washroom: 1040 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Maryhill Community Centre	1	Washroom - Men and Women	Individual Washroom Stall	Stall door: 800 mm wide. Stall: 1530 mm wide x 1510 mm deep	N/A	OBC Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		11,13
Maryhill Community Centre	1	Washroom - Men and Women	Mirrors	Mirror: 1035 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		9,12

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Community Centre	1	Washroom - Men and Women	Toilet	Toilet seat: 440 mm high; lid available for back support. Clear space beside toilet: 905 mm wide; in front: 790 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		11,13
Maryhill Community Centre	1	Washroom - Men and Women	Toilet Paper Holder	Dispenser is under angled bar: 620 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		9,12
Maryhill Community Centre	1	Washroom - Men and Women	Vanity / Counter / Sink	Sink: 935 mm high; knee space: 725 mm high x 340 mm deep x 760 mm wide. Single lever faucet handle installed; reach to use: 340 mm deep. Soap on side wall: 1145 mm high. Dryer is automatic: 990 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		9,12



1 Maryhill Community Centre



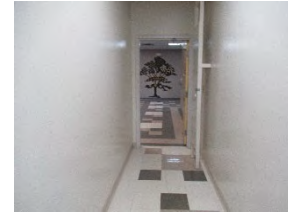
2 MCC - Bollards at parking



3 MCC Accessible parking



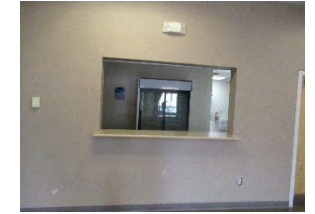
4 MCC Serving counter



5 MCC Path of travel



6 MCC Kitchen



7 MCC Kitchen serving window



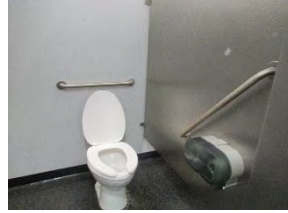
8 MCC Mens Washroom signage



9 MCC Mens Washroom sink area



10 MCC Mens washroom urinal area



11 MCC Mens washroom stall



12 MCC Womens washroom sink area



13 MCC Womens washroom stall



14 MCC Kitchen sink area



15 MCC Kitchen stove area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Fire Station	1	Change Room - Men and Women	Accessible Showers	Shower has a step: 150 mm high. No roll in shower available.	Retrofit to create a roll in shower with all related features according to FADS/OBC	Not Compliant	4	4.2.9 - Shower Stalls	N/A	Accessibility	9-11
Maryhill Fire Station	1	Change Room - Men and Women	Doors	Door 890 mm wide; no automatic door opener.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Maryhill Fire Station	1	Change Room - Men and Women	Urinals	Urinal does not have grab bars. Rim: 600 mm high	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Accessibility	8
Maryhill Fire Station	1	Change Room - Men and Women	Colour Contrast	Good colour contrast between walls, floors and fixtures. Signage has braille lettering, high contrast and pictogram.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.15 - Texture and Colour	N/A		7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Fire Station	1	Change Room - Men and Women	Individual Washroom Stall	No accessible stall but universal washroom available nearby	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Maryhill Fire Station	1	Entrance	Door - Clear Space	Door: 880 mm wide; automatic opener installed. Decal on door. Exterior controls: 980 mm high x 100 mm wide; Interior controls: 910 mm high x 100 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1
Maryhill Fire Station	1	Parking	Accessible Spaces for Parking	A total of 10 spaces, 1 accessible space available. Space is 3295 mm wide x 6000 mm long. Aisle beside space is 1320 mm wide x 6000 mm long.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking		12
Maryhill Fire Station	1	Parking	Signage For Parking	Parking space has symbol and posted sign, compliant with Ministry of Transportation requirements.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking		12
Maryhill Fire Station	1	Training Room	Appliance Controls and Outlets	Microwave on shelf over counter: 1535 mm high	Reinstall microwave to counter so that controls are not more than 1200 mm from the floor	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Fire Station	1	Training Room	Door - Clear Space	Door: 880 mm wide; lever handle	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		6
Maryhill Fire Station	1	Training Room	Sink	Sink is 915 mm high; single lever faucet installed. Reach to use: 500 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		6
Maryhill Fire Station	1	Washroom - Universal	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 765 mm high x 720 mm long. Vertical: 1190 mm high x 740 mm long. Bar behind toilet - Horizontal: 925 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3
Maryhill Fire Station	1	Washroom - Universal	Call Systems	Emergency call system installed in clear space of Lshaped bar: 950 mm high	Consider reinstalling emergency call button between 400 mm - 600 mm from the floor.	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	2
Maryhill Fire Station	1	Washroom - Universal	Path of Travel	Dimensions: 3260 mm wide x 2750 mm deep. Tables stored in washroom reduces usable space.	Remove tables.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Maintenance	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Fire Station	1	Washroom - Universal	Doors	Door: 890 mm wide; lever handle. Automatic opener installed: 910 mm high x 100 mm wide. Locking mechanism installed: 955 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		2
Maryhill Fire Station	1	Washroom - Universal	Mirrors	Mirror: 1005 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		5
Maryhill Fire Station	1	Washroom - Universal	Signage	Signage has tactile, braille and pictograms.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage		
Maryhill Fire Station	1	Washroom - Universal	Toilet	Toilet seat: 450 mm high, tank available for back support. Clear space beside toilet: 1755 mm wide; in front: 1200 mm deep. Disposal: 530 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,4
Maryhill Fire Station	1	Washroom - Universal	Toilet Paper Holder	Dispenser is in front of Lshaped bar at 530 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Maryhill Fire Station	1	Washroom - Universal	Vanity / Counter / Sink	Sink: 835 mm high, knee space: 705 mm high x 330 mm deep. Single lever faucet handle installed: 330 mm deep. Soap on back wall: 1065 mm high; Paper towel on back wall: 1220 mm high. Garbage can is wall mounted: 870 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		5



1 Maryhill Fire Station



2 MFS Universal washroom



3 MFS Universal washroom toilet area



4 MFS Universal washroom disposal placement



5 MFS Universal washroom sink area



6 MFS Kitchen sink area



7 MFS Mens Changeroom signage



8 MFS Mens Changeroom urinal



9 MFS Mens Changeroom shower



10 MFS Mens Changeroom shower head



11 MFS Mens Changeroom shower step



12 MFS Accessible parking

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Snider Park Washroom	1	Washroom - Men and Women	Vanity / Counter / Sink	Paper towel dispenser: 1500 mm high	Reinstall towel dispenser no more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	5
Snider Park Washroom	1	Washroom - Men and Women	Individual Washroom Stall	Dimensions of washroom: 1510 mm wide x 2500 mm long	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	3,4
Snider Park Washroom	1	Washroom - Men and Women	Doors	Door to washroom: 710 mm wide. No automatic door opener installed	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	1,2
Snider Park Washroom	1	Washroom - Men and Women	Grab Bars	No grab bars installed	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side.	Not Compliant	4	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3

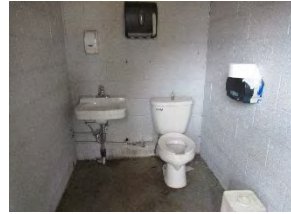
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Snider Park Washroom	1	Washroom - Men and Women	Urinals	Floor mounted urinal in Men's Room - no urinal grab bars installed	Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	4
Snider Park Washroom	1	Washroom - Men and Women	Toilet	Toilet seat: 420 mm high, tank installed for back support.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,4



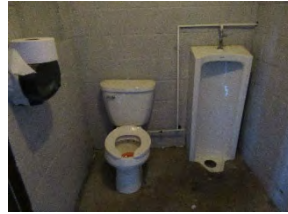
1 Snider Park Washroom entrance



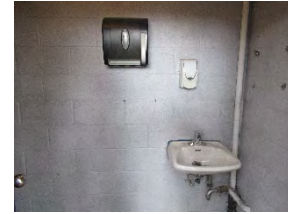
2 SPW - Washroom door



3 SPW - Womens washroom



4 SPW - Mens washroom



5 SPW - Mens washroom sink area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena		Change Room 2	Accessible Dressing Rooms	Benches along perimeter: 515 mm high	N/A	FADS Compliant	Compliant	4.3.4 - Dressing Rooms	N/A		8
St Jacobs Arena	1	Change Room 2	Accessible Showers	Shower has step: 95 mm high; shower opening: 745 mm wide. Shower is 1965 mm wide x 890 mm deep.	N/A - Accessible shower available in Change Room 6	FADS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		7
St Jacobs Arena	1	Change Room 2	Doors	Door: 900 mm wide. Toilet stall door: 700 mm wide	N/A - Accessible toilet area installed in Change Room 6	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		5,6
St Jacobs Arena	1	Change Room 6	Toilet Paper Holder	Dispenser is 770 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	20
St Jacobs Arena	1	Change Room 6	Vanity / Counter / Sink	Sink: 820 mm high; knee space: 700 mm high x 850 mm wide x 300 mm deep. Single lever faucet: 330 mm deep to reach. Soap is on side wall: 1010 mm high. Paper towel on side wall: 1380 mm high	Reinstall paper towel dispenser to no more than 1200 mm from the floor	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	21

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Change Room 6	Grab Bars	No grab bars	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install fold-down grab bar on side opposite.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	20
St Jacobs Arena	1	Change Room 6	Individual Washroom Stall	Stall door: 850 mm wide; opens inwards making it impossible to enter and use. Dimensions: 1750 mm wide x 1500 mm deep.	Change of door swing to outwards.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	20

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Change Room 6	Urinals	Urinal rim: 590 mm high; flush: 1320 mm high; no grab bars installed.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	19
St Jacobs Arena	1	Change Room 6	Coat Hooks	Benches: 445 mm high. Hooks are collapsible: 1835 mm high	Install at least two collapsible coat hook mounted not more than 1200 mm from the floor immediately adjacent to the accessible bench and projecting not more than 50 mm from the wall.	Not Compliant	4	4.3.4 - Dressing Rooms	N/A	Accessibility	17
St Jacobs Arena	1	Change Room 6	Doors	Door: 840 mm wide; lever handle. No automatic door opener although this is the accessible change room.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.3.4 - Dressing Rooms	N/A	Accessibility	16
St Jacobs Arena	1	Change Room 6	Accessible Showers	Shower opening: 1550 mm wide. Dimensions: 1550 mm wide x 1400 mm deep.	N/A	FADS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		18

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Change Room 6	Accessible Showers	Door to shower/washroom area: 900 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
St Jacobs Arena	1	Change Room 6	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into change room: 1070 mm wide.	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
St Jacobs Arena	1	Change Room 6	Mirrors	Mirror is 1010 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		21
St Jacobs Arena	1	Change Room 6	Roll in Shower with Seat	Seat: 480 mm high x 370 mm long x 460 mm wide. Horizontal grab bar: 860 mm high x 880 mm long. Controls: 920 mm high; showerhead cord: 1980 mm long. Adjustable vertical bar. Hooks are collapsible and 1700 mm high	Lower two coat hooks to 1200 mm high.	FADS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		18
St Jacobs Arena	1	Change Room 6	Toilet	Toilet seat: 450 mm high; has lid for back support. Clear space beside toilet: 1120 mm wide; in front: 670 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		20

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Entrance	Door - Clear Space	Door: 820 mm wide; Door to Arena: double, no median. Each door is 820 mm wide. Automatic opener installed: 1010 mm high x 150 mm wide. Interior controls: 990 mm high x 150 mm wide.	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		1
St Jacobs Arena	1	Parking	Accessible Spaces for Parking	39 total spaces available; 2 accessible spaces installed. Space is 3210 mm wide x 4960 mm long. Space has symbol and Ministry of Transportation compliant signage. There is no signage labelling one space as "van accessible".	Install signage marking one space as "van accessible".	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	1
St Jacobs Arena	1	Path of Travel	Visual Alarms	Visual alarms are lobby and corridors but not in washrooms or change rooms.	Install visual alarms in washrooms and change rooms.	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Path of Travel	Wall Mounted Fixtures	Fire pulls: 1270 mm - 1380 mm high. Fire extinguishers: 1310 mm - 1540 mm high. Defibrillator: 1610 mm high	Lower fire alarm pulls, fire extinguishers and defibrillator to 1200 mm.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Life Safety	
St Jacobs Arena	1	Path of Travel	Door - Clear Space	Arena door: 860 mm wide; automatic opener installed: 870 mm high x 150 mm wide. Door opens for 2 seconds only.	Adjust door opener to ensure it takes no more than 3 sec to open. It should remain open a minimum of 8 sec.	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Maintenance	
St Jacobs Arena	1	Path of Travel	Accessible Route for Fountains	Drinking fountain - Spout: 1130 mm high; control: 1050 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.1 - Drinking Fountains	Div. B / 3.8.3.16 - Drinking Fountains		9
St Jacobs Arena	1	Viewing Area	Landings on Ramps	Seating area for viewing: 1520 mm wide x 1520 mm long	N/A	FADS Compliant	Compliant	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps		14
St Jacobs Arena	1	Viewing Area	Ramps	Ramp is 1130 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps		14
St Jacobs Arena	1	Viewing Area	Running Slope	Slope: 7.4% - 7.6%	N/A	OBC Compliant	Compliant	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps		14
St Jacobs Arena	1	Washroom - Men	Mirrors	Mirror is not angled: 1290 mm high	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	12

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Men	Toilet Paper Holder	Dispenser is above angled grab bar: 1040 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	11
St Jacobs Arena	1	Washroom - Men	Doors	Door: 845 mm wide; propped open, no automatic door opener	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	10
St Jacobs Arena	1	Washroom - Men	Grab Bars	Bar behind toilet: 920 mm high x 460 mm long. Bar is rusty. Angled bar beside toilet; 890 mm high x 600 mm long	Install new grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	11

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Men	Individual Washroom Stall	Stall door: 820 mm wide; opens inwards which makes entry impossible. Dimension: 1800 mm wide x 1600 mm long. Clear space beside: 1100 mm wide; in front: 760 mm deep.	Change door swing to outwards	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	11
St Jacobs Arena	1	Washroom - Men	Change Table	No change table installed	Install change table according to OBC/FADS requirements.	Not Compliant	4	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls	Accessibility	
St Jacobs Arena	1	Washroom - Men	Signage	Signage does not have tactile or braille lettering	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	4	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Men	Urinals	No lowered urinal available. Rim: 640 mm high. Flush: 1170 mm high. No grab bars at urinal.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Accessibility	13
St Jacobs Arena	1	Washroom - Men	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into washroom: 890 mm widee	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
St Jacobs Arena	1	Washroom - Men	Toilet	Toilet seat: 430 mm high, has tank for back support.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		11

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Men	Vanity / Counter / Sink	Counter: 830 mm high; knee space: 720 mm high x 300 mm deep. Single lever faucet: 320 mm deep to reach. Soap on back wall: 1190 mm high. Paper towel on side wall: 1230 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		12
St Jacobs Arena	1	Washroom - Women	Mirrors	Mirror is 1240 mm high and is not angled	Reinstall mirror so that bottom edge is no more than 1000 mm high.	Not Compliant	3	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Maintenance	
St Jacobs Arena	1	Washroom - Women	Toilet Paper Holder	Dispenser is above the angled bar at 1010 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	3
St Jacobs Arena	1	Washroom - Women	Doors	Door: 845 mm wide; propped open, no automatic door opener	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Women	Grab Bars	Bar behind toilet: 910 mm high x 460 mm long. Angled bar beside toilet; 830 mm high x 600 mm long	Install new grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side of toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3
St Jacobs Arena	1	Washroom - Women	Signage	Signage does not have tactile or braille lettering	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	2
St Jacobs Arena	1	Washroom - Women	Change Table	No change table installed	Install change table according to OBC/FADS.	Not Compliant	4	4.2.6 - Washroom Accessories	Div. B / 3.8.1.5. - Access to controls	Accessibility	
St Jacobs Arena	1	Washroom - Women	Individual Washroom Stall	Door: 800 mm wide	N/A	OBC Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		

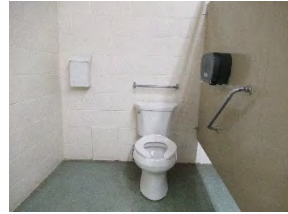
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Arena	1	Washroom - Women	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path into washroom: 1050 mm - 1210 mm wide	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
St Jacobs Arena	1	Washroom - Women	Toilet	Toilet seat: 410 mm high; tank present for back support. Flush is on transfer side. Clear space beside toilet: 865 mm wide; in front: 1050 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3
St Jacobs Arena	1	Washroom - Women	Vanity / Counter / Sink	Two sinks - Counter: 830 mm high; knee space: 720 mm high x 300 mm deep. Single lever faucet: 320 mm deep to reach. Soap on back wall: 1190 mm high. Paper towel on side wall: 1250 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		4



1 St Jacobs Arena - accessible parking and entrance



2 SJA - Womens washroom signage



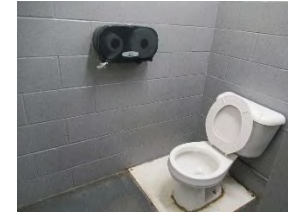
3 SJA - Womens washroom toilet stall



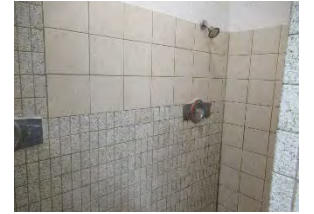
4 SJA Womens washroom - sink area



5 SJA - Change room 2 signage



6 SJA - Change room 2 - toilet stall



7 SJA - Change room 2 - shower area



8 SJA - Change room 2 benches



9 SJA Path of travel accessories



10 SJA Mens washroom signage



11 SJA Mens Washroom toilet area



12 SJA Mens washroom sink area



13 SJA Mens washroom urinal area



14 SJA Accessible viewing area



15 SJA Path of travel - visual alarms in corridors only



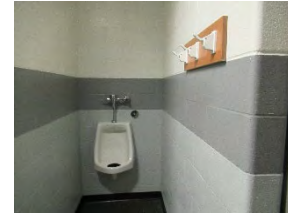
16 SJA - Change Room 6 signage



17 SJA Change room 6 - benches



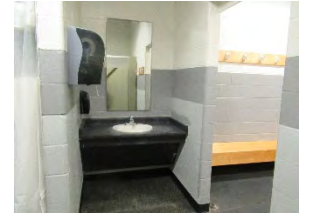
18 SJA Change room 6 - accessible shower



19 SJA Change room 6 - urinal



20 SJA - Change room 6 toilet stall



21 SJA Change room 6 sink area

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Fire Station	1	Entrance	Door - Clear Space	Slope at entrance walkway: 3.3%. Door: 830 mm wide. Lip at door: 50 mm high. Automatic opener installed: 920 mm - 950 mm high x 100 mm wide.	Bevel lip at entrance so that it is not higher than 20 mm high.	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Maintenance	1
St Jacobs Fire Station	1	Parking	Accessible Spaces for Parking	No accessible parking available.	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
St Jacobs Fire Station	1	Training Room	Door - Clear Space	Door: 840 mm wide; lever door handle. Door to washroom corridor: 840 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		2
St Jacobs Fire Station	1	Training Room	Storage Shelving	Table: 735 mm high; knee space: 720 mm high	N/A	FADS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 630 mm high x 740 mm long. Vertical: 1080 mm high x 740 mm long. Bar behind toilet - Horizontal: 875 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	4	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	3,6
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Urinals	Men's - Urinal rim: 600 mm high, no grab bars installed.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	4	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Doors	Door to locker room: 840 mm wide. No signage on door to indicate entrance to locker room.	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	10,11
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Vanity / Counter / Sink	Sink: 845 mm high; knee space: 740 mm high x 260 mm deep x 1050 mm wide. Short levers installed on sink; reach to use: 460 mm deep. Soap: 1075 mm high; Paper towel: 1340 mm high. Garbage is wall mounted: 840 mm high.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets. Reinstall paper towel dispenser to 1200 mm high.	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	4,7
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Individual Washroom Stall	Stall door: 770 mm wide	Widen stall door to 860 mm.	Not Compliant	4	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	3.6
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Accessible Showers	No seat or grab bars but meets the needs of fire fighters	N/A -	N/A	Compliant	4.2.9 - Shower Stalls	N/A		9

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Coat Hooks	Hook on partition: 1240 mm high, protrudes 30 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Doors	Door: 840 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Individual Washroom Stall	Stall: 1530 mm wide x 1480 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		3,6
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path to shower: 1120 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		5,10
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Mirrors	Mirror: 965 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		4,7

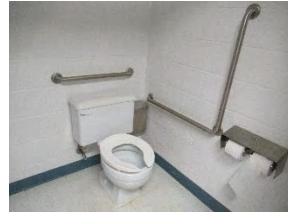
Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Toilet	Toilet seat: 420 mm high, tank installed for back support. Flush on transfer side of toilet. Clear space beside toilet: 855 mm wide; in front: 800 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,6
St Jacobs Fire Station	1	Washroom and Locker Room - Men and Women	Toilet Paper Holder	Dispenser in front of toilet: 600 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		3,6



1 St Jacobs Fire Station - Entrance



2 STJFS - Training room



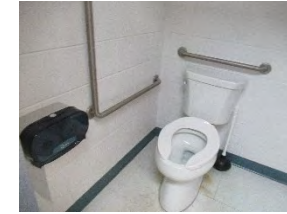
3 STJFS - Womens washroom toilet area



4 STJFS - Womens washroom sink area



5 SJFS - Womens locker room



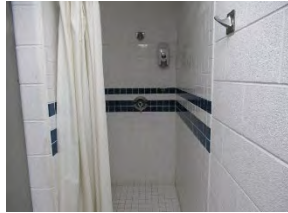
6 SJFS - Mens washroom toilet area



7 SJFS - Mens washroom sink area



8 SJFS - Mens washroom urinals



9 SJFS - Mens locker room shower area



10 SJFS - Mens locker room



11 SJFS - Door to Mens Locker room no signage

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Library	1	1st Floor - Library	Wall Mounted Fixtures	Fire extinguisher: 1800 mm high	Lower extinguisher to 1200 mm.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
St Jacobs Library	1	1st Floor - Library	Door - Clear Space	Door to library from stairs: 990 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
St Jacobs Library	1	1st Floor - Library	Interior Accessible Routes Interior Paths of Travel Interior Paths	Paths: 980 mm - 1400 mm wide; adjustable as needed.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		2
St Jacobs Library	1	1st Floor - Library	Service Counter	Circulation desk: 745 mm high; side approach only.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		4
St Jacobs Library	1	1st Floor - Stair	Stairs	Riser is 150 mm high; tread is 300 mm deep. No wheelchair access to 1st or Basement Floors.	Install LULA lift to facilitate access to 1st and basement floors.	Not Compliant	4	4.1.14 - Elevators	N/A	Accessibility	3
St Jacobs Library	1	1st Floor - Stair	Handrails	Railings installed on both sides of stair: 860 mm high x 55 mm wide	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Library	1	1st Floor - Stair	Nosings	Nosing protrudes 40 mm; contrasting strip as warning installed on nosings	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		3
St Jacobs Library	0	Basement - Library	Door - Clear Space	Door to basement library: 745 mm wide; knob handle.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Install a lever door handle.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
St Jacobs Library	0	Basement - Library	Interior Accessible Routes Interior Paths of Travel Interior Paths	Room is open and can be configured as needed	See recommendation to install LULA lift to facilitate access to basement level.	Not Compliant	4	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space	Accessibility	5,14
St Jacobs Library	0	Basement - Library	Wall Mounted Fixtures	Fire extinguisher: 1850 mm high	Lower extinguisher to 1200 mm.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
St Jacobs Library	0	Basement - Stair	Handrails	Bannister on both sides of stairs: 815 mm high x 65 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.11 - Stairs	N/A		6
St Jacobs Library	0	Basement - Stair	Nosings	Nosing protrudes 40 mm deep. Contrasting tread at nosing	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		6
St Jacobs Library	0	Basement - Stair	Stairs	Riser: 180 mm high; tread: 285 mm deep.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Library	0	Basement - Washrooms (Staff and Public)	Call Systems	No emergency call system.	Retrofit to create a universal toilet room with all related features according to FADS/OBC.	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	7-13
St Jacobs Library	0	Basement - Washrooms (Staff and Public)	Change Table	No change table in public washrooms	See recommendation to retrofit washroom	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	7-10
St Jacobs Library	0	Basement - Washrooms (Staff and Public)	Doors	Doors: 710 mm wide; knob handles. Lip at Staff washroom is 80 mm high.	See recommendation to retrofit washroom	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	7-13
St Jacobs Library	0	Basement - Washrooms (Staff and Public)	Grab Bars	No grab bars installed	See recommendation to retrofit washroom	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	7-13
St Jacobs Library	0	Basement - Washrooms (Staff and Public)	Path of Travel	Washrooms are: 1850 mm wide x 1450 mm deep	See recommendation to retrofit washroom	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	7-13
St Jacobs Library	1	Entrance	Handrails	Steps to entrance have no railing	Install handrails on both sides of steps between 865-920 mm high.	Not Compliant	4	4.1.11 - Stairs	O.Reg. 413/12 - 80.25 - Exterior Paths of Travel - Stairs	Accessibility	1

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Library	1	Entrance	Door - Clear Space	Door: 940 mm wide; step at door: 140 mm high. Only steps to entrance.	Install ramp that has a slope of no more than 1:20 (preferred; 1:15 minimum. Install detectable warning surface at top and bottom of ramp. Ensure surface is at least 900 mm wide and 300 mm deep. It should contrast from surrounding area. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances	Building Code	1
St Jacobs Library	1	Entrance	Stairs	Stair riser: 150 mm high; tread: 285 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.11 - Stairs	O.Reg. 413/12 - 80.25 - Exterior Paths of Travel - Stairs		1
St Jacobs Library	1	Parking	Accessible Spaces for Parking	No accessible on street parking	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	4	4.3.12 - Parking	O.Reg. 413/12 - 80.39 - On-Street Parking	Accessibility	



1 St Jacobs Library - entrance



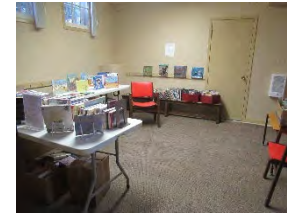
2 SJL - Main floor path of travel



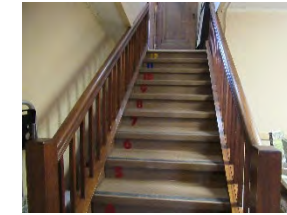
3 SJL - Stairs to main level



4 SJL - Circulation Desk



5 SJL lower area



6 SJL - stairs to lower level



7 SJL - lower level washroom door - no accessible signage



8 SJL - lower level washroom toilet and sink



9 SJL - lower level washroom accessories



10 SJL - lower level washroom change table



11 SJL Lower level - staff washroom



12 SJL Lower level staff washroom toilet area



13 SJL Lower level staff washroom sink area



14 SJL lower area 2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	2	2nd Floor - Hall	Counters	Serving counter: 810 mm high; knee space: 780 mm high x 230 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		
St Jacobs Lions Hall	2	2nd Floor - Hall	Visual Alarms	Visual alarm installed in hall.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		6
St Jacobs Lions Hall	1	2nd Floor - Kitchen	Sink	Sink has knob faucets installed. Reach to use: 520 mm deep.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	4
St Jacobs Lions Hall	2	2nd Floor - Kitchen	Appliance Controls and Outlets	Stove has back mounted controls. Microwave: 990 mm high.	Install stove with front mounted controls.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	4
St Jacobs Lions Hall	2	2nd Floor - Kitchen	Counters	Bar counter: 950 mm high x 600 mm deep.	N/A	OBC Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		5
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Visual Alarms	No visual alarm in washroom	Install visual alarm	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Grab Bars	Lshaped grab bar beside toilet: Vertical bar: 1230 mm high x 880 mm long. Horizontal bar: 780 mm high x 880 mm long. No bar behind toilet. No fold down bar on transfer side.	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	7
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Signage	No signage to indicate washroom	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	3	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Building Code	10
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Toilet Paper Holder	Toilet paper dispenser installed under the emergency control beside toilet.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	7
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Call Systems	Emergency call system control: 910 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Change Table	Change table: Control - 1180 mm high; Surface - 840 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		8
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Doors	Door: 890 mm wide. Automatic opener installed: 920 mm high x 150 mm wide. Interior control and locking mechanism: 960 mm high x 150 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		10
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Fixtures	Shelf: 1020 mm high x 175 mm deep x 280 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		9
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Mirrors	Mirror is 890 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		9
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Path of Travel	Dimensions: 2510 mm wide x 2840 mm long.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Toilet	Toilet seat: 440 mm high; tank installed for back support. Flush is on the transfer side.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		7

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	2	2nd Floor - Washroom - Universal	Vanity / Counter / Sink	Sink: 870 mm high; knee space: 790 mm high x 320 mm deep x 550 mm wide. Single lever faucet installed; reach to use: 350 mm deep. Soap on back wall: 1260 mm high. Paper towel: 1030 mm high. Dryer is automatic: 1140 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		9
St Jacobs Lions Hall	1	Entrance	Entrance	Door: 850 mm wide; automatic opener installed. Controls: 940 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	1	Parking	Accessible Spaces for Parking	Two accessible spaces available; 61 total spaces. Space 1 is car sized: 2400 mm wide x 5010 mm long. Space 2 is van sized: 4610 mm wide x 5010 mm long. No access aisles.	Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space. Install an additional Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	1,2
St Jacobs Lions Hall	1	Parking	Signage For Parking	Ministry of Transportation compliant signage installed. No signage indicated van accessible space.	Install signage indicating "van accessible" space in larger spaces.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	1,2
St Jacobs Lions Hall	2	Path of Travel	Visual Alarms	No visual alarm in hall	Install visual alarm in hall	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St Jacobs Lions Hall	2	Path of Travel	Wall Mounted Fixtures	Fire pulls: 1210 mm - 1220 mm high. Fire extinguishers: 1090 mm - 1530 mm high	Lower fire extinguishers to 1200 mm.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
St Jacobs Lions Hall	1	Stair	Nosings	Nosing protrudes 20 mm deep. No contrast at nosing	Install a colour contrasting, slip resistant strip at nosings.	Not Compliant	3	4.1.11 - Stairs	N/A	Maintenance	11
St Jacobs Lions Hall	1	Stair	Handrails	Railings on both sides of stair: 960 mm high x 35 mm wide	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		11
St Jacobs Lions Hall	1	Stair	Stairs	Riser: 170 mm high; Tread: 280 mm deep.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		11



1 STJLH-
Accessible parking
1



2 STJLH
Accessible parking
2



3 STJLH -
Entrance



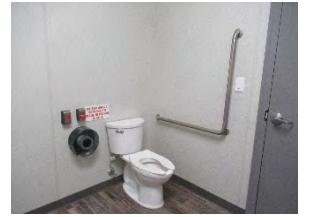
4 STJLH Kitchen
serving counter



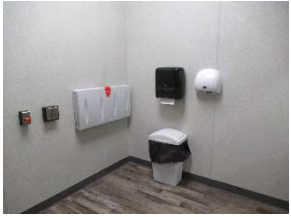
5 STJLH Bar
Serving counter



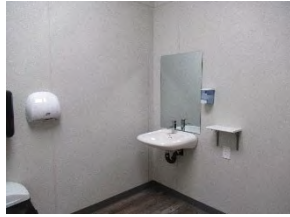
6 STJLH Visual
fire alarm



7 STJLH
Washroom toilet
area



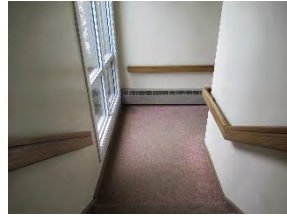
8 STJLH
Washroom
accessories



9 STJLH
Washroom sink
area



10 STJLH
Washroom door



11 STJLH Stairs

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Entrance	Door - Clear Space	Door: 780 mm wide; at top of stairs. Stairs are 190 mm high x 280 mm high. Step at door: 160 mm high.	Install exterior ramp of 1100 mm with running slope of no more than 1:15 (1:25 preferred). Install handrails on both sides between 865-920 mm high and extensions at top and bottom of 300 mm. Warning surface according to DOPSS/ISO. Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide.	Not Compliant	4	4.1.11 - Stairs	O.Reg. 413/12 - 80.25 - Exterior Paths of Travel - Stairs	Accessibility	1
St. Jacob Warehouse	1	Parking	Accessible Spaces for Parking	No accessible parking in lot	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign near warehouse entrance.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Accessibility	
St. Jacob Warehouse	1	Path of Travel	Wall Mounted Fixtures	First aid kit: 1550 mm high.	Lower first aid kit to 1200 mm.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	11
St. Jacob Warehouse	1	Washroom - Men	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Washroom - Men	Doors	Door: 700 mm wide; knob handle. No automatic door opener installed.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Install a lever handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	5
St. Jacob Warehouse	1	Washroom - Men	Grab Bars	No grab bars installed	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side of toilet.	Not Compliant	4	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	7
St. Jacob Warehouse	1	Washroom - Men	Mirrors	Mirror is 1370 mm high and is not angled.	Reinstall mirror so that bottom edge is no more than 1000 mm high and is angled.	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	10

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Washroom - Men	Path of Travel	Dimensions: 1480 mm deep x 1780 mm wide	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	
St. Jacob Warehouse	1	Washroom - Men	Signage	No accessible signage	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	4	4.2.9 - Shower Stalls	Div. B / 3.8.3.1. - Accessible Signage	Accessibility	
St. Jacob Warehouse	1	Washroom - Men	Toilet	Toilet seat: 400 mm high. Tank available for back support. No clear space to transfer on side of toilet; in front: 820 mm deep.	See recommendation to retrofit washroom	Not Compliant	4	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	6,7
St. Jacob Warehouse	1	Washroom - Men	Toilet Paper Holder	Toilet paper dispenser: 930 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	4	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	6

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Washroom - Men	Vanity / Counter / Sink	Sink: 850 mm high; knee space: 790 mm high x 230 mm deep. Single lever faucet installed: 220 mm deep. Soap: 1250 mm high; Paper towel: 1360 mm high	Reinstall soap and paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	6
St. Jacob Warehouse	1	Washroom - Men	Accessible Route for Doors	Path to washroom: 1060 mm wide	N/A	OBC Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
St. Jacob Warehouse		Washroom - Women	Signage	No accessible signage	Install accessible signage that has high contrast, symbols, braille and tactile lettering and a minimum contrast of 70% light reflectance no higher than 1525 mm according to FADS/OBC requirements	Not Compliant	4	4.4.7 - Signage	Div. B / 3.8.3.1. - Accessible Signage	Accessibility	
St. Jacob Warehouse	1	Washroom - Women	Call Systems	No emergency call system.	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Washroom - Women	Doors	Door is 700 mm wide; knob handle. No automatic door opener. Hook: 195 mm high	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Install a lever handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm. Lower hook to 1200 mm high.	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	2
St. Jacob Warehouse	1	Washroom - Women	Grab Bars	No grab bars installed.	Install grab bar behind the toilet. It should be at least 600 mm long and installed between 840-920 mm high. Install L-shaped grab bars directly beside the toilet. They should each be 760 mm long and installed no more than 750 mm high (between 630-690 mm preferred). Install wall mounted, fold-down grab bar on transfer side of toilet.	Not Compliant	4	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	3
St. Jacob Warehouse	1	Washroom - Women	Mirrors	Mirror: 1380 mm high; not angled.	Reinstall mirror so that bottom edge is no more than 1000 mm high. Ensure it is angled.	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
St. Jacob Warehouse	1	Washroom - Women	Path of Travel	Room dimensions: 2870 mm deep x 1180 mm wide.	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Accessibility	
St. Jacob Warehouse	1	Washroom - Women	Toilet	Toilet seat: 410 mm high; tank available for back support. Clear space beside toilet: 530 mm wide; in front: 2160 mm deep.	See recommendation to retrofit washroom	Not Compliant	4	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	3
St. Jacob Warehouse	1	Washroom - Women	Toilet Paper Holder	Toilet paper: 660 mm high	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	4	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Accessibility	3
St. Jacob Warehouse	1	Washroom - Women	Vanity / Counter / Sink	Sink: 805 mm high; knee space: 730 mm high. Soap dispenser: 1100 mm high; paper towel dispenser: 1320 mm high. Single lever faucet handle installed; 140 mm deep.	Reinstall paper towel dispenser so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	4	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories	Accessibility	4



1 St Jacobs Warehouse - Entrance



2 STJW - Womens washroom signage



3 STJW - Womens washroom toilet area



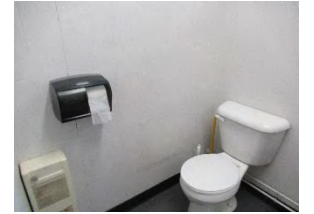
4 STJW Womens washroom sink area



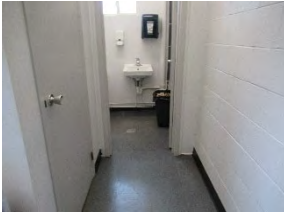
5 STJW Mens washroom signage



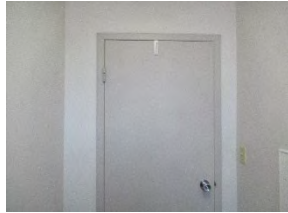
6 STJW - Mens washroom sink area



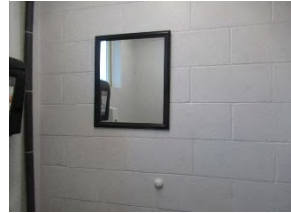
7 STJW Mens washroom toilet area



8 STJW - Path to washrooms



9 STJW - Mens washroom coat hook placement



10 STJW - Mens washroom mirror placement



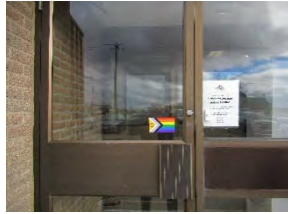
11 STJW - First Aid kit placement

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Works Yard - Union St	1	Break Room	Appliance Controls and Outlets	Microwave on shelf over counter: 1690 mm high	Reinstall microwave onto counter so that controls are not higher than 1200 mm from the floor.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	4
Elmira Works Yard - Union St	1	Break Room	Wall Mounted Fixtures	Defibrillator: 1640 mm high; fire extinguisher: 1095 mm high	Lower defibrillator to 1200 mm high	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Elmira Works Yard - Union St	1	Break Room	Sink	Counter: 920 mm high	N/A	OBC Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	N/A		4
Elmira Works Yard - Union St	1	Entrance	Door - Clear Space	Door: 850 mm wide; interior door: 840 mm wide. Step at door: 150 mm high. Instructional sign for public.	Remove step and create accessible entry by installing a ramp that has a slope of no more than 1:20 (preferred; 1:15 minimum. Install detectable warning surface at top and bottom of ramp. Ensure surface is at least 900 mm wide and 300 mm deep. It should contrast from surrounding area. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.5 - Entrances	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	1-3

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Elmira Works Yard - Union St	1	Entrance	Exterior Accessible Route	Walkway: 2.0% - 3.0%	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.3.2. - Exterior Walks/Path of Travel		3
Elmira Works Yard - Union St	1	Office	Door - Clear Space	Door: 840 mm wide; d-handle. Interior doors: 740 mm wide; knob handles.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Install a lever door handle	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	10,11
Elmira Works Yard - Union St	1	Parking	Accessible Spaces for Parking	No accessible parking available. 11 spaces total.	Install one Type A "van accessible" parking space of 3400 mm wide with access aisle and MTO compliant posted sign	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.34-37 - Accessible Parking	Regulations Compliance	
Elmira Works Yard - Union St	1	Washroom - Men and Women	Doors	Door: 700 mm wide; knob handle.	Widen doors to 950 mm. If technically infeasible, an acceptable minimum width is 860 mm. Non-public doors may be 860 mm wide. Install a lever door handle. Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	5
Elmira Works Yard - Union St	1	Washroom - Men and Women	Individual Washroom Stall	Stall - Mens: 2680 mm long x 1070 mm wide. Womens: 1650 mm wide x 1290 mm long.	Retrofit to create a universal toilet room with all related features according to FADS/OBC	Not Compliant	4	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Accessibility	6-7;8-9



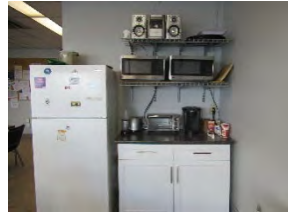
1 Union St Works Yard - instructional sign



2 UWY - entrance door



3 UWY - Entrance



4 UWY - Break room kitchenette



5 UWY - Womens washroom signage



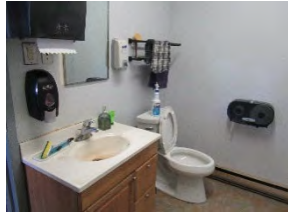
6 UWY Womens washroom toilet area



7 UWY Womens washroom sink area



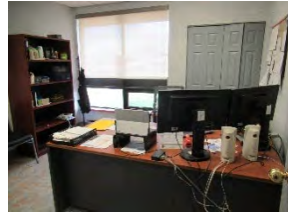
8 UWY Mens washroom signage



9 UWY Mens washroom



10 UWY - Office 1



11 UWY - Office 2

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	2nd Floor - Track	Visual Alarms	Visual alarm installed	N/A	FADS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		12
Woolwich Memorial Centre	2	2nd Floor - Track	Access Points	Wheelchair seating areas off track at arena seating - 3 in total. Dimensions of smallest area: 910 mm deep x 2655 mm wide.	N/A	FADS Compliant	Compliant	4.3.2 - Viewing Positions	N/A		16
Woolwich Memorial Centre	2	2nd Floor - Track	Door - Clear Space	Door to track: 850 mm wide; automatic opener installed: 940 mm high x 150 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	2	2nd Floor - Track - Concession	Counters	Counter: 865 mm high; knee space: 640 mm high x 300 mm deep. Surface: 520 mm deep.	N/A	FADS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		
Woolwich Memorial Centre	2	2nd Floor - Track - Concourse Café	Door - Clear Space	Door: 840 mm wide. No automatic door opener installed. Glazing installed on glass walls.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	2nd Floor - Track - Concourse Café	Counters	Serving counter: 815 mm high; knee space: 595 mm high x 110 mm deep, surface: 325 mm deep; side approach is possible.	N/A	FADS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Toilet	Toilet: 450 mm high, no back support installed. Disposal: 590 mm high.	Install lid for back support.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	13,14
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Toilet Paper Holder	Dispenser is installed in clear space of Lshaped bar.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	13,14
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 755 mm high x 760 mm long. Vertical: 1220 mm high x 760 mm long. Bar behind toilet - Horizontal: 875 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Urinals	Men's - Urinal rim: 590 mm high, no grab bars installed. Automatic flush.	Reinstall urinal so that its rim is not more than 430 mm above the floor or is floor mounted. Install grab bars on each side of the urinal no more than 380 mm from its centre. Install bars in a vertical position. Bars should be at least 300 mm long and the lowest end installed between 600-650 mm from the floor.	Not Compliant	3	4.2.5 - Urinals	Div. B / 3.8.3.10 Urinals	Building Code	15
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Change Table	Change table - control: 1200 mm high; surface: 820 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B / 3.8.2.3 - Barrier-Free Washrooms		
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Doors	Opening to washroom: 1100 mm wide. Path into washroom: 1430 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Individual Washroom Stall	Stall door: 830 mm wide. Dimensions: 1700 mm wide x 1500 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Mirrors	Large horizontal mirror: 1035 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Vanity / Counter / Sink	Sink: 855 mm high; knee space: 710 mm high x 250 mm deep. Long levers installed at faucet: reach to use: 430 mm deep. Soap: 1185 mm high. Dryer: 1200 mm high. Garbage is wall mounted: 995 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	2	2nd Floor - Track - Womens and Mens Washroom	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		
Woolwich Memorial Centre	1	Arena	Space and Reach Ranges	Defibrillator: 1480 mm high	Lower defibrillator to 1200 mm.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena	Door - Clear Space	Sliding door, automatic. Total clear space: 1530 mm wide. Door to Ice surface: automatic, opens both doors simultaneously: 1680 mm wide. Auto control: 875 mm high x 100 mm wide. Slope at door: 2%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	1	Arena	Indoor Recreation Facilities	Viewing area in arena lobby has ample room for wheelchair seating. Upper level of track area has designated seating for arena.	N/A	FADS Compliant	Compliant	4.3.2 - Viewing Positions	N/A		11
Woolwich Memorial Centre	1	Arena	Interior Accessible Routes Interior Paths of Travel Interior Paths	Ramp to arena changerooms: 4.3% - 5.0% running slope. Railing installed on both sides: 895 mm high, 40 mm wide and 50 mm from the wall. Ramp is 1650 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.9 - Ramps	Div. B / 3.8.3.4. - Ramps		
Woolwich Memorial Centre	1	Arena	Space and Reach Ranges	Fire pulls: Latch - 1030 mm high; Pull - 1160 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena	Visual Alarms	Visual alarms in corridors	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		17
Woolwich Memorial Centre	1	Arena - Change Room 4	Grab Bars	Lshaped grab bar installed: Horizontal - 775 mm high x 720 mm long; Vertical - 1200 mm high x 760 mm high. Bar behind toilet - Horizontal: 875 mm high x 600 mm long.	Install wall mounted fold down bar on transfer side of toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	
Woolwich Memorial Centre	1	Arena - Change Room 4	Individual Washroom Stall	Stall door: 760 mm wide. Stall is 1790 mm wide x 1620 mm deep.	Widen stall door to 860 mm.	Not Compliant	3	4.2.1 - Toilet Stalls	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	
Woolwich Memorial Centre	1	Arena - Change Room 4	Accessible Showers	Opening to shower: 990 mm wide, no adjustable rod installed with showerhead	Install adjustable rod with showerhead in accessible shower.	Not Compliant	3	4.2.9 - Shower Stalls	N/A	Accessibility	9
Woolwich Memorial Centre	1	Arena - Change Room 4	Doors	Door: 1030 mm wide; no automatic opener. Path into change room: 1130 mm wide.	Install an automatic door opener at accessible change room. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	
Woolwich Memorial Centre	1	Arena - Change Room 4	Accessible Dressing Rooms	Benches installed along perimeter: 450 mm high. Hooks from bench is 1160 mm high, do not contrast from wall.	Paint hooks a contrasting colour from wall.	Not Compliant	4	4.4.15 - Texture and Colour	N/A	Maintenance	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena - Change Room 4	Coat Hooks	Hook on partition: 1170 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.6 - Washroom Accessories	Div. B/3.8.3.9. - Water Closet Fixtures		
Woolwich Memorial Centre	1	Arena - Change Room 4	Toilet	Toilet seat: 410 mm high; lid installed for back support. Clear space beside toilet: 1095 mm wide; in front: 770 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		
Woolwich Memorial Centre	1	Arena - Change Room 4	Vanity / Counter / Sink	Sink is 860 mm high, has long lever faucet handles installed. Pipes are recessed. Soap on back wall: 1060 mm high; paper towel on back wall: 1200 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		10
Woolwich Memorial Centre	1	Arena - Change Room 4	Visual Alarms	Visual alarm installed in change room.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		
Woolwich Memorial Centre	1	Arena - Change Room 8	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		
Woolwich Memorial Centre		Arena - Change Room 8	Accessible Dressing Rooms	No accessible shower or toilet, but other change rooms provide these facilities.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.4 - Dressing Rooms	N/A		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena - Universal Washroom	Visual Alarms	No visual alarm installed	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Woolwich Memorial Centre	1	Arena - Universal Washroom	Toilet Paper Holder	Dispenser installed in clear space of Lshaped grab bar.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	
Woolwich Memorial Centre	1	Arena - Universal Washroom	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 745 mm high x 760 mm long. Vertical: 1190 mm high x 760 mm long. Bar behind toilet - Horizontal: 880 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena - Universal Washroom	Accessible Route for Doors	Braille lettering on signage. Automatic opener installed: 950 mm high x 115 mm wide. Locking mechanism: 1135 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Change Table	Change table: Control - 1085 mm high; Surface - 800 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Doors	Door: 920 mm wide, lever handle.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Mirrors	Mirror is 1010 mm high, angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Path of Travel	Dimensions: 2480 mm wide x 2150 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Arena - Universal Washroom	Toilet	Toilet seat: 450 mm high, lid installed for back support. Flush is on the transfer side of toilet. Disposal beside toilet: 590 mm high. Clear space beside toilet: 1910 mm wide; in front: 1460 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Arena - Universal Washroom	Vanity / Counter / Sink	Sink: 790 mm high; knee space: 690 mm high x 350 mm deep. Long lever faucet handles installed; reach to use: 460 mm deep. Soap installed on back wall: 1220 mm high. Dryer is automatic: 1180 mm high. Garbage is wall mounted: 990 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	1	Community Centre/Gymnasium	Coat Hooks	Coat rack - Rail: 1730 mm high; shelf: 1830 mm high	Install coat rack with rail no higher than 1200 mm from the floor.	Not Compliant	4	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Accessibility	
Woolwich Memorial Centre	1	Community Centre/Gymnasium	Indoor Recreation Facilities	Door: 830 mm wide; lever handle. No automatic opener installed	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	4	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Accessibility	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Community Centre/Gymnasium	Concession	Serving counter: 920 mm high; knee space: 795 mm high x 310 mm deep. Surface: 535 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		
Woolwich Memorial Centre	1	Community Centre/Gymnasium	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		23
Woolwich Memorial Centre	1	Elevator	Audio Cues in Elevator	No voice announcement provided	Install an annunciator panel with voice announcement of direction and floor	Not Compliant	4	4.1.14 - Elevators	N/A	Accessibility	
Woolwich Memorial Centre	1	Elevator	Elevator Doors	Door: 1060 mm wide	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Woolwich Memorial Centre	1	Elevator	Hallway Indicators in Elevators	Call button: 1050 mm high. LED panel on lintel to indicate floor and direction,	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Woolwich Memorial Centre	1	Elevator	Inside Elevator	Dimensions: 2040 mm wide x 1650 mm deep	N/A	FADS Compliant	Compliant	4.1.14 - Elevators	N/A		
Woolwich Memorial Centre	1	Entrance	Counters	Service counter in lobby has lowered section: 765 mm high, no knee space; a side approach is possible.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.8 - Information, Reception and Service Counters	O.Reg. 413/12 - 80.40 -43 - Obtaining Services - Counters and Queuing Areas		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Entrance	Door - Clear Space	Front Entrance - Sliding doors are installed; total clear space: 1820 mm wide. Back entrance - Interior door is 835 mm wide; exterior door is 800 mm wide. Automatic opener installed: 1030 mm - 1080 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.5 - Entrances	Div. B / 3.8.1.2.(1) - Public Entrances		1
Woolwich Memorial Centre	2	Fitness Centre	Indoor Recreation Facilities	Service desk has chairs in front and interior automatic control is blocked by table	Remove table and chairs.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	21
Woolwich Memorial Centre	2	Fitness Centre	Space and Reach Ranges	Defibrillator: 1370 mm high	Lower defibrillator to 1200 mm.	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Woolwich Memorial Centre	2	Fitness Centre	Door - Clear Space	Door: 830 mm wide. Automatic opener installed: 1140 mm high x 100 mm wide. Card swipe: 1320 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	Fitness Centre	Interior Accessible Routes Interior Paths of Travel Interior Paths	Path between machines: 1240 mm wide	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		20
Woolwich Memorial Centre	2	Fitness Centre	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		
Woolwich Memorial Centre	2	Fitness Centre - Path of Travel	Accessible Route for Fountains	Spout: 870 mm high. Control: 740 mm high. Knee space: 670 mm high x 460 mm deep. Bottle filler: 950 mm high; control: 870 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.1 - Drinking Fountains	Div. B / 3.8.3.16 Drinking Fountains		19
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Visual Alarms	No visual alarm inside washroom	Install visual alarms at minimum in corridors and washrooms. Consider installing visual alarms in areas where individuals may become isolated (eg. Locker rooms, stairwells etc.)	Not Compliant	2	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms	Life Safety	
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Doors	Door: 820 mm wide; lever handle. No automatic door opener installed.	Install an automatic door opener. Controls should be 150 mm wide and installed no higher than 1200 mm	Not Compliant	3	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways	Building Code	18
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 775 mm high x 700 mm long. Vertical: 1200 mm high x 760 mm long. Bar behind toilet - Horizontal: 875 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted, fold down bar on transfer side of toilet.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Building Code	
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Change Table	Change table - Control: 1090 mm high; Surface: 840 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		18
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Mirrors	Mirror edge is 1000 mm high, mirror is angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		18

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Path of Travel	Dimensions: 2480 mm wide x 2280 mm deep	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Toilet	Toilet seat: 440 mm high. Lid installed for back support. Disposal: 640 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		18
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Toilet Paper Holder	Installed in front of Lshaped grab bar: 800 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		19
Woolwich Memorial Centre	2	Fitness Centre - Washroom	Vanity / Counter / Sink	Sink: 880 mm high; knee space: 800 mm high x 330 mm deep. Garbage is wall mounted; 990 mm high. Soap and Paper towel on back wall: 1210 mm high. Dryer 1200 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		18
Woolwich Memorial Centre	2	Meeting Room 2	Door - Clear Space	Door: 810 mm wide, lever handle	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	2	Meeting Room 2	Path of Travel	Table: 745 mm high; knee space: 710 mm high. Sink has single lever on faucet. Reach to use is 470 mm deep. Counter is 920 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.7 - Tables, Counters and Work Surfaces	Div. B / 3.8.1.5. - Access to controls		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Parking	Accessible Spaces for Parking	204 regular spaces; 17 accessible spaces. Accessible spaces are 4280 mm - 4340 mm wide x 5360 mm long. Parallel spaces are: 5690 mm wide x 5240 mm long. No access aisles painted in accessible spaces.	Paint access aisles at least 2000 mm wide beside each space. If technically infeasible, access aisle may be reduced to 1500 mm. Access aisles may be shared by two parking spaces. Must extend the full length of the parking space.	Not Compliant	3	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking	Regulations Compliance	2-5
Woolwich Memorial Centre	1	Parking	Signage For Parking	Ministry of Transportation signage installed in accessible spaces. Symbol painted in each space.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.3.12 - Parking	O.Reg. 413/12 - 80.33 - Off-Street Parking		2-5
Woolwich Memorial Centre	1	Pool	Interior Accessible Routes Interior Paths of Travel Interior Paths	Visual alarm installed. Fire extinguisher: 1580 mm high. Fire pull: latch 1010 mm high; pull: 1170 mm high. Emergency stop: latch - 1260 mm high; control - 1070 mm high.	Lower fire extinguisher to 1200 mm.	Not Compliant	2	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Woolwich Memorial Centre	1	Pool	Pool Boundaries	Boundaries clearly defined with colour contrast at pool edge.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.5.3 - Swimming Pools, Therapeutic Pools and Public Spas	Div. B / 3.11.3.1.(14) - Public Pool - Deck - Warning Surface		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Pool	Ramps	Ramps installed to facilitate access to pool	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.5.3 - Swimming Pools, Therapeutic Pools and Public Spas	Div. B / 3.11.3.1.(18) - Div. B / 3.11.3.2 - Public Pools - Entry and Egress		
Woolwich Memorial Centre	1	Pool - Family Change Room	Call Systems	No emergency call system installed	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	
Woolwich Memorial Centre	1	Pool - Family Change Room	Toilet Paper Holder	Dispenser is installed in the Lshaped grab bar clear space.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	
Woolwich Memorial Centre	1	Pool - Family Change Room	Grab Bars	L shaped grab bars installed: Horizontal bar: 760 mm high x 720 mm long. Vertical bar: 1240 mm high x 760 mm long. No fold down wall mounted bar. Bar behind toilet: 880 mm high x 600 mm long.	Install fold down wall mounted grab bar on transfer side.	Not Compliant	3	4.2.10 - Grab Bars	Div. B / 3.8.3.8 - Water Closet Stalls	Building Code	

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Pool - Family Change Room	Accessible Dressing Rooms	Corridor to pool change rooms: Slope: 2.3% - 3.5%.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.4 - Accessible Routes, Paths and Corridors	Div. B / 3.8.1.3.(4) - Barrier-free path of travel clear space		
Woolwich Memorial Centre	1	Pool - Family Change Room	Accessible Showers	Roll in shower by pool entrance 1500 mm wide x 920 mm deep.	N/A	FADS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		7
Woolwich Memorial Centre	1	Pool - Family Change Room	Change Table	Adult change table installed: 855 mm high. Table is 1855 mm wide x 840 mm deep.	N/A	FADS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Pool - Family Change Room	Colour Contrast	Colour contrast between walls, floors and fixtures is good.	N/A	FADS Compliant	Compliant	4.4.15 - Texture and Colour	N/A		
Woolwich Memorial Centre	1	Pool - Family Change Room	Doors	Sliding front door, glazed. Signage has tactile/braille lettering: 1260 mm wide. Change room door: 920 mm wide; lever handle. Automatic opener installed: 970 mm high x 100 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	1	Pool - Family Change Room	Fixtures	Lock and automatic control: 965 mm high. Disposal: 640 mm high. Full and half-sized lockers.	N/A	FADS Compliant	Compliant	4.1.6 - Doors	N/A		8

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Pool - Family Change Room	Interior Accessible Routes Interior Paths of Travel Interior Paths	Change room/washroom dimensions: 1580 mm wide x 2510 mm deep.	N/A	OBC Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		
Woolwich Memorial Centre	1	Pool - Family Change Room	Mirrors	Mirror is 1060 mm high	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	1	Pool - Family Change Room	Roll in Shower with Seat	Seat: 470 mm high x 446 mm deep	N/A	FADS Compliant	Compliant	4.2.9 - Shower Stalls	N/A		7
Woolwich Memorial Centre	1	Pool - Family Change Room	Toilet	Seat 460 mm high. No lid for back support. Clear space beside toilet: 930 mm wide; in front: 1980 mm deep.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Pool - Family Change Room	Vanity / Counter / Sink	Sink: 880 mm high; knee space: 750 mm high x 260 mm deep. Long lever faucet handles installed on sink: 420 mm deep. Soap installed on mirror: 1090 mm high. Paper towel: 1180 mm high. Dryer: 1210 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		
Woolwich Memorial Centre	1	Pool - Family Change Room	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		6
Woolwich Memorial Centre	1	Seniors Centre	Door - Clear Space	Door: 830 mm wide; lever handle. Equipped with automatic door opener. Controls: 970 mm high x 150 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Seniors Centre - Servery	Sink	Sink: 915 mm high. Short lever faucet handles installed. Reach to use: 560 mm deep. Soap installed on back wall: 1430 mm high; paper towel on back wall: 1415 mm high. Microwave: 1130 mm high.	Install long lever faucet handles with tactile lettering (H&C) or install automatic faucets. Reinstall soap and towel dispensers so reach to use is not more than 400 mm deep. Maintain at heights no more than 1200 mm from the floor	Not Compliant	3	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls	Maintenance	
Woolwich Memorial Centre	1	Seniors Centre - Servery	Accessible Route for Doors	Door: 820 mm wide; lever handle. Path in: 1000 mm - 1295 mm wide.	N/A	OBC Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	1	Seniors Centre - Servery	Appliance Controls and Outlets	Front mounted controls on stove/oven.	N/A	FADS Compliant	Compliant	4.1.1 - Space and Reach Requirements	Div. B / 3.8.1.5. - Access to controls		
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Call Systems	No emergency call button installed.	Install emergency call button with controls between 400-600 mm high. Ensure emergency call is wired to staffed area.	Not Compliant	2	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Life Safety	24-26
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Path of Travel	Dimensions: Narrowest point: 1260 mm wide x 2400 mm deep.	Remove cabinet to increase rotation space and install wall mounted shelf.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Maintenance	25

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Toilet	Toilet: 440 mm high; lid installed for back support. Clear space beside toilet obstructed by cabinet.	See recommendation to remove cabinet.	Not Compliant	3	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms	Maintenance	25
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Toilet Paper Holder	Dispenser installed in clear space of grab bar.	Reinstall toilet paper dispenser below or in front of the L-shaped grab bar so that it is no lower than 600 mm and no further than 300 mm from the front of the toilet.	Not Compliant	3	4.2.2 - Toilets	Div. B/3.8.3.9. - Water Closet Fixtures	Maintenance	24
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Grab Bars	Lshaped bar installed beside toilet - Horizontal: 775 mm high x 700 mm long. Vertical: 1200 mm high x 760 mm long. Bar behind toilet - Horizontal: 875 mm high x 600 mm long. No fold down bar on transfer side.	Install wall mounted fold down grab bar on transfer side of toilet.	Not Compliant	3	4.2.10 - Grab Bars	Div. B/3.8.3.9. - Water Closet Fixtures	Building Code	24

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Doors	Door to washroom: 820 mm wide; lever handle. Automatic opener installed: 950 mm high x 100 mm wide. Door to exterior outside washroom: 870 mm wide; automatic opener installed. Opens both doors simultaneously: clear space - 1365 mm wide.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.1.6 - Doors	Div. B / 3.8.3.3. - Doors and Doorways		
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Mirrors	Mirror is 1030 mm high, angled.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.3 - Lavatories	Div. B / 3.8.3.11. - Lavatories		25
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Vanity / Counter / Sink	Sink: 880 mm high; knee space: 800 mm high x 330 mm deep. Garbage is wall mounted; 990 mm high. Paper towel on back wall: 1410 mm high. Dryer 1200 mm high.	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.2.7 - Universal Washrooms	Div. B / 3.8.3.12.(1) to (6) - Universal Toilet Rooms		26
Woolwich Memorial Centre	1	Seniors Centre - Washroom	Visual Alarms	Visual alarm installed	N/A	OBC/FADS/DOPSS Compliant	Compliant	4.4.4 - Visual Alarms	Div. B / 3.2.4.19.(4); Div. B / 3.2.4.22- Visual Alarms		

Facility	Floor ID	Facility Area Name	Element	Assessment Results	Corrective Action Plan	Meets Standard	Priority Level	FADS Reference	OBC/DOPSS Reference	Correction Type	Photo ID
Woolwich Memorial Centre	1	Stair	Warning Surfaces	No warning surface at top of stairs	Install detectable warning surface at top of stairs and at landings. Surface shall be constructed in accordance with ISO 23599 Tactile Walking Surface Indicators including colour contrasting, truncated domes set back 300-500 mm from start	Not Compliant	3	4.1.11 - Stairs	N/A	Building Code	
Woolwich Memorial Centre	1	Stair	Handrails	Railings installed on both sides of stair: 940 mm high x 50 mm wide x 50 mm from the wall.	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		
Woolwich Memorial Centre	1	Stair	Nosings	Nosing contrasts from surrounding tread	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		
Woolwich Memorial Centre	1	Stair	Stairs	Riser: 160 mm high; Tread: 310 mm deep	N/A	FADS Compliant	Compliant	4.1.11 - Stairs	N/A		



1 Woolwich Memorial Centre



2 WMC - Accessible parking front



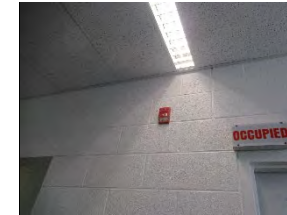
3 WMC - Accessible parking front 2



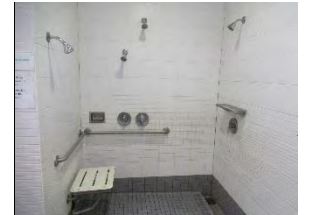
4 WMC - Accessible parking side - parallel spaces



5 WMC - Accessible parking back



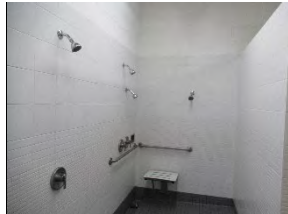
6 WMC - Family change room visual alarm installed



7 WMC Family Change Room - shower



8 WMC Family change room - locker options



9 WMC Team Room 4 - shower



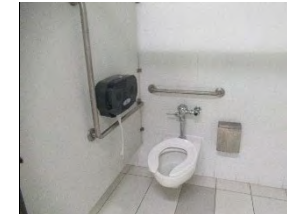
10 WMC Team room 4 - sink area



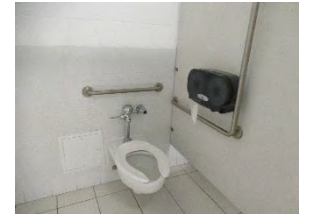
11 WMC - Rink viewing area- lobby



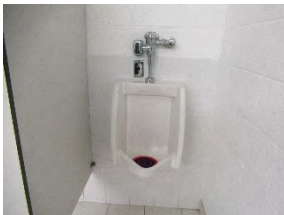
12 WMC 2nd floor Track - visual alarm installed



13 WMC- 2nd floor Track Womens washroom



14 WMC -2nd floor Track Mens washroom toilet area



15 WMC 2nd floor Track Mens washroom urinal



16 WMC 2nd Floor Arena Viewing Area



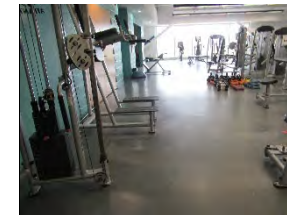
17 WMC 2nd Floor Arena visual alarm



18 WMC Fitness Centre washroom sink area



19 WMC Fitness Centre drinking fountains



20 WMC Fitness Centre path



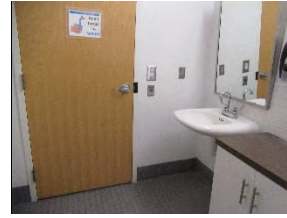
21 WMC Fitness Centre - auto door obstruction



22 WMC
Community Centre
- visual alarm



23 WMC Seniors
Centre Universal
washroom toilet
area



24 WMC Seniors
Centre Universal
washroom sink
area



25 WMC Seniors
Centre Universal
washroom
accessories

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of September 19th, 2024

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
Ed in O – October 20, 2015 R - May 29, 2017 R- August 22, 2017 R – May 29, 2018 R – April 1, 2019 R – August 26, 2019 R – September 23, 2019 R – December 9, 2019 R – October 28 th , 2021	Monitoring of Transit Issues: Elmira Community Bus, Breslau on Demand Pilot program	CAO	The project is in an ongoing monitoring state.	<p>Breslau On Demand - The pilot was launched in 2022 and will be delivered with a small or mid-sized bus and operate in residential, employment, and commercial areas in Breslau, including the Waterloo Region Airport. Route 79 Breslau remains in operation and saw increased ridership this fall. Through the 2024 budget, Regional Council approved a second vehicle to be added to this route to provide additional connections towards Sportsworld Station.</p> <p>Regional Council has decided to extend the existing Elmira Community Bus operation for an additional one-year timeframe. The current end date on the existing scope of work is August 31, 2024.</p>
O – May 16, 2017 R – July 4, 2017 R – August 22, 2017 R – September 12, 2017 R – December 9, 2019 R – March 2, 2022	Taxation of Old Order Mennonite Churches	DS	Later in 2024	Updated policies to allow severance of churches have been incorporated in the Township Official Plan to be approved by the Region. To be included in part two of the ROPP review.

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of September 19th, 2024

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
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Commitments with Unplanned/Unknown Financial Implications				
Meeting Date	Title/Project	Assigned To	Projected Date of Completion	Commitment/Updates/Notes
O - October 1, 2019 R – December 9, 2019	Resolution to Declare a Climate Emergency and Implementation of a Corporate Carbon Budget	CAO / FIN / RCS	Tied to the implementation of the TransformWR Strategy	<p>Council passed a resolution which was confirmed at the October 1, 2019, Council meeting to declare a climate emergency and implement a corporate carbon budget.</p> <p>A Region wide group is to be established to create a plan.</p> <p>Until this joint group is established, it was noted that the township has begun to address climate action strategies with respect to:</p> <ul style="list-style-type: none"> • development applications • implementation of updated Building Code regulations • update to the Zoning by to reflect electric vehicles • investigation into green options for infrastructure projects
	Future Infrastructure Maintenance Agreement with the Region of Waterloo	Infrastructure Services	Later in 2024	

The Corporation of the Township of Woolwich

By-law No. XX-2024

**A By-law to Adopt Official Plan Amendment Number 8, to the
Official Plan of the Woolwich Planning Area**

**(Trinity United Church – 21 Arthur Street North and 4 Cross
Street, Elmira)**

The Council of the Corporation of the Township of Woolwich, in accordance with the provisions of Section 21, of the Planning Act, 1990, as amended, hereby ENACT AS FOLLOWS:

- 1. THAT Amendment Number 8 to the Official Plan of the Township of Woolwich consisting of the attached text, is hereby adopted.
- 2. THAT the Clerk is hereby authorized and directed to make application to the Council of the Regional Municipality of Waterloo for approval of Amendment Number 8, to the Official Plan of the Township of Woolwich.
- 3. THAT this By-law shall come into force and take effect on the final passing thereof.

Finally passed and enacted this 24th day of September 2024.

Mayor

Clerk

Township of Woolwich Official Plan Amendment

Part A - Preamble

The purpose of this Amendment is:

1. To permit a density on the property at 21 Arthur Street North and 4 Cross Street in Elmira of 168 units per net residential hectare.

Location

This Amendment applies to 21 Arthur Street North and 4 Cross Street in Elmira, which is 0.3157 hectares in size.

Basis of the Amendment

The proposed amendment is appropriate because it facilitates the construction of a mixed-use development that is consistent with Provincial policy and conforms to Regional and Township policy regarding intensification within the Township Urban Growth Centre. The development provides additional housing choice within the Township and conforms to the Township's policies regarding an active first floor use.

Part B – The Amendment

The Amendment consists of the following components:

1. That Section 7.29.5.2. of the Township of Woolwich Official Plan, as amended, be further amended to increase the density from 127 to 168 units, and so amending to read as follows:
 - 7.29.5.2 Y: 21 Arthur St N Special Policy Area
 - a) Notwithstanding Section 7.29.5.2(c) the maximum permitted net residential density shall be 168 units per hectare.

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Further Amend Zoning By-law 26-2024, of the Township of Woolwich (21 Arthur Street North and 4 Cross Street, Elmira – Trinity United Church)

Whereas on [Date], the Council of Woolwich deems it desirable to further amend By-law 26-2024, as amended;

Now therefore the Council of the Corporation of the Township of Woolwich hereby Enacts as follows:

- 1. To amend **Section 16.267** of By-law 26-2024, as amended and as it applies to the subject lands, be amended to add a new b) and renumber accordingly to read as follows:

16.267 Notwithstanding any other provisions of this By-law, the lands illustrated on the plan forming Section 16.267 of Schedule 'A' of this By-law (the "Plan") are subject to the following specific provisions, in addition to the applicable regulations of the C-1 zone:

- a) Geothermal units are not permitted;
- b) Reduced parking for a Place of Worship use from 12 spaces to 4 spaces; and,

Holding Provision

- c) That no development of the land shown on the Plan shall be permitted until the Record of Site Condition and Ministry Acknowledgement Letter for the entirety of the lands has been provided to the satisfaction of the Region of Waterloo.

This by-law shall come into full force and effect on the date it is passed.

Finally passed and enacted this 24th of September, 2024.

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend By-law 18-1980 to Establish Maximum and Minimum Number of Board Members on the Downtown Elmira Business Improvement Area (BIA) Board

WHEREAS section 204 of the *Municipal Act, 2001*, S.O. 2001 c.25 provides that a municipality may designate an area as an improvement area and may establish a board of management; and

WHEREAS on April 8, 1980, the Council of the Township of Woolwich ("Council") passed By-law 18-1980 being a By-law to Establish a Board of Management to provide for the improvement, beautification and maintenance of municipality owned land, buildings and structures in the local improvement area and to provide for promotion of the area as a business or shopping area; and

WHEREAS Council deems it desirable to enact the subject by-law to amend By-law 18-1980 to establish maximum and minimum number of members on the Board of Management;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

- 1. Section 2 of By-law 18-1980 is amended as follows:
 - "2. The Board of Management established under paragraph 1 is a body corporate and shall consist of one member of Council of the Township of Woolwich and a minimum of four and a maximum of eight further members as appointed by a resolution of Council, which shall be persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property."
- 2. By-law 62-2020 is repealed.
- 3. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 24th day of September, 2024.

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich

WHEREAS section 11 of the "*Municipal Act, 2001, S.O. 2001 c.25*" provides that lower-tier municipalities may pass by-laws respecting highways, including parking and traffic on highways; and

WHEREAS on October 10, 2006, the Council of Woolwich passed the Woolwich Township Traffic and Parking By-law No. 70-2006; and

WHEREAS Council deems it necessary and expedient to pass the subject by-law to amend No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

- Schedule 1, "No Parking" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Eva Drive	West	A point 55 m north of Blacksmith Drive	A point 79 m north of Blacksmith Drive	Anytime
Breslau	Hopewell Crossing Drive	South	A point 182 m east	A point 229 m east	Anytime
Breslau	Queensgate Crescent East Leg	East	Bend	Bend	Anytime

Breslau	Starlight Avenue	North	Trowbridge Street	Shallow Creek Road	Anytime
Breslau	Tristan Crescent East Leg	East	Bend	Bend	Anytime
Elmira	Richard Rank Road	East	Woodberry Crescent	Bur Oak Drive	Any Time
Elmira	Timber Trail Rd	West	South Parkwood Boulevard	Burlwood Dr	Any Time
Elmira	Woodberry Crescent	North & West	Weymouth Street	Listowel Road	Anytime

2. Schedule 1, "No Parking" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Andover Drive	East	Santo Court	Norwich Road	Any Time
Breslau	Dolman Street	East	Stamford Street	A point 66.2 m north of Stamford Street	Any time
Breslau	Eva Drive	West	Norwich Road	A point 55 m north of Blacksmith Drive	Anytime
Breslau	Galahad Street	Both	Loxleigh Lane	A point 91.2 m north of Loxleigh Lane	Any Time
Breslau	Gellert Drive	North & West	Lasby Lane	Hopewell Crossing Drive	Any Time
Breslau	Hopewell Crossing Drive	South	A point 182 m east of	A point 229 m east	Any time

			Ironhorse Drive	of Ironhorse Drive	
Breslau	Lasby Lane	West	A point 43.4 m south of Loxleigh Lane	A point 184 m south of Loxleigh Lane	Breslau
Breslau	Starlight Avenue	East	A point 46 m north of Andover Drive	Trowbridge Street	Any Time
Breslau	Starlight Avenue	West	A point 46 m north of Andover Drive	Trowbridge Street	8am - 5pm Monday - Friday
Elmira	Bur Oak Drive	South	Richard Rank Road	Redbud Road	Any Time
Elmira	Burlwood Drive	North	Timber Trail Road	A point 40.5 m east of Timber Trail Rd	Any Time
Elmira	Country Club Estates Drive	Both	William Street	A point 42.8 m north of William Street	Any Time
Elmira	Country Club Estates Drive	Both	William Street	A point 55.5 m south of William Street	Any Time
Elmira	Country Club Estates Drive	East	A point 33 m south of McGuire Lane	McGuire Lane	Any Time
Elmira	Issac Street	East & South	A point 49.8 m north of William Street	A point 92.0m north of William Street	Any Time
Elmira	Issac Street	North & West	Kissing Bridge Drive	William Street	Any Time

Elmira	Kissing Bridge Drive	East	William Street	A point 37.3 m south of Miranda Path	Any Time
Elmira	Kissing Bridge Drive	West	William Street	Miranda Path	Any Time
Elmira	Miranda Path	North & East	Snyder Avenue north	A point 164.7 m west of Hayden Avenue	Any Time
Elmira	Miranda Path	South & West	A point 164.7 m west of Hayden Avenue	A point 119.6 m west of Hayden Avenue	Any Time
Elmira	Redbud Road	West	South Parkwood Boulevard	Whippoorwill Drive	Any Time
Elmira	Richard Rank Road	North	Woodberry Crescent	Redbud Road	Any Time
Elmira	Richard Rank Road	South	A point 24.5 m north of Woodberry Crescent	A point 93.0 m north-west of Woodberry Crescent	Any Time
Elmira	Richard Rank Road	West	Woodberry Crescent	Bur Oak Drive	Any Time
Elmira	Snyder Avenue North	East	William Steet	A point 257.6 m north of William Street	Any Time
Elmira	Snyder Avenue North	West	A point 423 m north of Miranda Path	Miranda Path	Any Time

Elmira	South Parkwood Boulevard	North	Bitternut Place	Timber Trail Road	Any Time
Elmira	Timber Trail Rd	North & West	A point 41.4 m north of Burlwood Drive	A point 75.6 m north-west of Burlwood Drive	Any Time
Elmira	Timber Trail Rd	South & East	A point 58.5 m north of Woodberry Crescent	A point 82.7 m north-east of Woodberry Crescent	Any Time
Elmira	Timber Trail Rd	East	South Parkwood Boulevard	Burlwood Drive	Any Time
Elmira	Tupelo Crescent	North & West	A point 227.5 m north-east of Redbud Road	A point 331.5 m south-east of Redbud Road	Any Time
Elmira	Tupelo Crescent	North, East, & South	Redbud Road (South)	Redbud Road (North)	Any Time
Elmira	Tupelo Crescent	South & West	A point 93.7 m north-east of Redbud Road	A point 178.14 m north-east of Redbud Road	Any Time
Elmira	William Street	Both	Country Club Estates Drive	A point 42.5 m east of Country Club Estates Drive	Any Time
Elmira	William Street	Both	Country Club Estates Drive	A point 50.0 m west of Country Club Estates Drive	Any Time

Elmira	William Street	North	Kissing Bridge Drive	A point 82.0 m west of Kissing Bridge Drive	Any Time
Elmira	William Street	South	Issac Street	Kissing Bridge Drive	Any Time
Elmira	William Street	South	Kissing Bridge Drive	A point 43.0 m east of Kissing Bridge Drive	Any Time
Elmira	Woodberry Crescent	West	South Parkwood Boulevard	Weymouth Street	Anytime
Elmira	Woodberry Crescent	North & East	A point 57.1 m north of South Parkwood Boulevard	Timber Trail Road	Any Time
Elmira	Woodberry Crescent	South	Richard Rank Road	A point 282.5 m east of Richard Rank Road	Any Time
Elmira	Woodberry Crescent	South & West	Weymouth Street	Listowel Road	Anytime
Elmira	Woodberry Crescent	West	A point 351.5 m east of Richard Rank Road	South Parkwood Boulevard	Elmira
St. Jacobs	Conlon Drive	West	Mill Race Crescent (North)	Mill Race Crescent (South)	Any Time
St. Jacobs	Kendall Lane	South	Conlon Drive	Mill Race Crescent	Any Time
St. Jacobs	Mill Race Crescent	North	A point 50 m south of Kendall Lane	A point 94.5 m south-west of Kendall Lane	Any Time

St. Jacobs	Mill Race Crescent	North, East, & South	Water Street (North)	Water Street (South)	Any Time
St. Jacobs	Mill Race Crescent	South	A point 113.1 m north-west of Kendall Lane	A point 75.1 m north of Kendall Lane	Any Time
St. Jacobs	Water Street	North	Mill Race Crescent	A point 43.0 m west of Mill Race Crescent	Any Time
St. Jacobs	Water Street	West	Mill Race Crescent	Old Scout Place	Any Time

3. Schedule 2, "Limited Parking" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Starlight Avenue	East	A point 46 m North of Andover Drive	Trowbridge Street	8am - 5pm Monday - Friday

4. Schedule 4, "No Stopping" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Side(s)	From	To	Times/Days
Breslau	Starlight Avenue	West	Trowbridge Street	A point 46 m North of Andover Drive	8am - 5pm Monday to Friday
Breslau	Starlight Avenue	East	A point 46 m North of Andover Drive	Trowbridge Street	Any Time

5. Schedule 12, "Intersection Stop Signs" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	Intersection At	Facing Traffic Travelling
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Maryhill	Sunset Hills Crescent	Homestead Drive	West
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6. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this

Mayor

Clerk



By-law No. XX-2024 - Administrative Monetary Penalty System By-law

Consolidated Version *Revised and Verified* ____, 2024

Revision History:	Passed On:

Consolidated for Convenience Only

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

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The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to regulate and enforce designated Township By-law's with the Administrative Monetary Penalty System

Whereas sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001") and O. Reg. 333/07, as amended, authorize municipalities to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law; and

Whereas section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the "Building Code Act, 1992") authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law; and

Whereas the purpose of the system of administrative penalties established by the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

Whereas the Council of The Corporation of the Township of Woolwich considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws set out herein;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Purpose and Scope

Short Title

1. This by-law shall be known as the "Administrative Monetary Penalty System By-law".

Purpose

2. This by-law has been enacted to set out an administrative monetary penalty system to enforce Designated By-laws for the Township.

Scope

3. This by-law shall apply to:
 - a. Designated By-laws included in Schedule "A" of this by-law; and
 - b. Designated By-laws included in Schedule "B" of this by-law.

Part II. Interpretation

Headings

4. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

5. All references to applicable law are ambulatory and apply as amended from time to time.

Definitions

6. For the purposes of this by-law:

“Administrative Fee” means any fee(s) specified in Schedule “C” of this by-law;

“Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this by-law;

“CAO” means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Designated By-law” means a Township by-law, or a part or provision of a Township by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules “A” and “B”;

“Director” means the department head responsible for the Enforcement Services division of the Township, or his/her designate or successor;

“Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this by-law;

“Hearing Decision” means the decision of a Hearing Officer, as set out in section 6 of this by-law;

“Hearing Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer, as listed in Schedule “C” of this by-law;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with this by-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the Township are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this by-law, as listed in Schedule “C”;

“MTO Search Fee” means an Administrative Fee established by the Township from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this by-law, as listed in Schedule “C”;

“NSF Fee” means a fee established by the Township, as set out in the Township’s Fees and Charges By-law, in respect of any payment to the Township from a Person, for which there are insufficient funds available or the transaction is declined;

“Officer” means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

“Owner” means the Person(s) whose name(s) appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person(s) whose names appears on the plate portion;

“Penalty Notice” means a notice as described in section 8 or 9 of this by-law;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust or corporation, or an individual in his or her capacity as a trustee, executor, administrator or other authorized agent;

“Plate Denial Fee” means an Administrative Fee established by the Township from time to time, in relation to plate denial, as listed in Schedule “C”;

“Provincial Offences Act” means the Provincial Offences Act, R.S.O., 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means the Screening and Hearing Officer By-law of the Township;

“Screening Decision” means the decision of a Screening Officer, as set out in section 18 of this by-law;

“Screening Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a screening with a Screening Officer, as listed in Schedule “C” of this by-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this by-law;

“Statutory Powers Procedure Act” means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;

“Township” means the Township of Woolwich and a reference to Woolwich is a reference to the geographical area of the Township of Woolwich or to the Corporation of the Township of Woolwich as the context requires;

Part III. General Provisions

Application of this By-law

7. The Township’s By-laws, or portions of Township By-laws, listed in the attached Schedule “A” of this by-law shall be Designated By-laws for the purposes of section 102.1 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation.

8. The Township's By-laws, or portions of Township By-laws, listed in the attached Schedule "B" of this by-law shall be Designated By-laws for the purposes of section 434.1 of the Municipal Act, 2001 or section 15.4.1 of the Building Code Act, 1992, as applicable.
9. The attached Schedules "A" and "B" of this by-law set out the Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.
10. The attached Schedule "C" of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
11. The Administrative Penalties designated in Schedules "A" and "B" of this by-law, may be dealt with by a Penalty Notice.

Penalty Notice

12. If a vehicle has been left parked, standing or stopped in contravention of a Designated By-law in Schedule "A" of this by-law, the Owner of the vehicle shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "A", and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
13. If a Person is found in contravention of a Designated By-law in Schedule "B" of this by-law, the Person shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "B" and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
14. An Officer who has reason to believe that a Person has contravened a Designated By-law may issue a Penalty Notice in accordance with this By-law.
15. Where a Penalty Notice has been issued for a contravention of a designated provision set out in Schedule "A" of this by-law, the Early Penalty Amount, as set out in Schedule "A" to this by-law shall apply if it is paid within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice.
16. A Penalty Notice issued pursuant to Schedule "A" shall include the following information:
 - a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the license and/or vehicle registration number;
 - d. the description of the vehicle;
 - e. the short form wording for the contravention as indicated in Schedule "A";
 - f. the amount of the Administrative Penalty as indicated in Schedule "A";
 - g. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule "A";
 - h. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

- i. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - j. the name of the Officer issuing the Penalty Notice.
17. The Penalty Notice issued pursuant to Schedule "B" shall include the following information:
- a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the name and address of the Person alleged to have contravened a by-law;
 - d. the date of birth and/or other official identification of the Person where provided;
 - e. the short form wording for the contravention as indicated in Schedule "B";
 - f. the amount of the Administrative Penalty as indicated in Schedule "B";
 - g. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - h. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - i. the name of the Officer issuing the Penalty Notice.

Review by Screening Officer

18. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 20 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
19. A Person who is served a Penalty Notice may, in accordance with section 20 of this by-law, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Effective Date of Service.
20. A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
21. The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
22. Where an extension of time to request a review of an Administrative Penalty is not granted by the Screening Officer and no request is made to have the Administrative Penalty reviewed in accordance with section 18 of this by-law, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this by-law, or where the Person fails to request a review within any extended period of time granted by the Screening Officer:
- a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a screening and a hearing in relation to such notice;
 - b. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - c. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
24. On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a. where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
 - b. where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
25. The Person that requested a review, or an extension to the time to request a review, by the Screening Officer shall be served with a copy of the Screening Decision within fifteen (15) calendar days after the review of the request is conducted by the Screening Officer, in accordance with section 35 of this by-law.

Review by Hearing Officer

26. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 28 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
27. A Person subject to a Screening Decision may, in accordance with section 28 of this by-law, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.
28. A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
29. The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating

circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

30. Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with section 26 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
31. Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this by-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
 - a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a hearing review in relation to such notice;
 - b. the Screening Decision shall be deemed to be affirmed; and
 - c. the Screening Decision shall not be subject to review.
32. A Person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.

Service of Documents

33. Service of a Penalty Notice pursuant to section 12 of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - a. affixing it to the vehicle in a conspicuous place at the time of the contravention;
 - b. delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
 - c. mailing it by regular mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
 - d. delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
34. Service of a Penalty Notice pursuant to section 13 of this by-law in any of the following ways is deemed effective by:
 - a. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - b. mailing it by regular mail to the Person named in the Penalty Notice at his/her last known address, as soon as reasonably practicable after the contravention; or
 - c. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Person named in the Penalty Notice, as soon as reasonably practicable after the contravention.

35. Service of any document other than a Penalty Notice may be made by:
- a. delivering it personally;
 - b. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Owner or the Person to whom the documents apply;
 - c. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - d. by email, to the email address provided by the Owner or Person to whom the documents apply.
36. For purposes of this by-law, with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, 2001, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Township at the time of service, such updated address.
37. Any Penalty Notice or document sent in writing by regular mail, as set out in this by-law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.
38. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this by-law, is deemed to have been served on the date and time of such delivery.
39. Service on a Person who is not the Owner, in accordance with this by-law, including service of a Penalty Notice, Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.
40. Any document served by email, as set out in this by-law, shall be deemed to have been served on the day of transmission.

Administration

41. The Director shall administer this by-law and is delegated the power to:
- a. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - b. prescribe all forms, notices, including the Penalty Notice, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
42. The CAO is delegated the power to establish and implement any policies necessary to implement this by-law and the administrative penalty system at the Township, and may amend the same from time to time, as the CAO deems necessary.
43. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

Penalty Payment and Administrative Fees

44. A Penalty Notice that is paid prior to a review by Screening Officer shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Director.
45. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 12 or 13 of this by-law, the Administrative Penalty set out in such notice shall be due and payable to the Township thirty (30) calendar days from the Effective Date of Service of the Penalty Notice.
46. Notwithstanding section 45 of this by-law, where an Administrative Penalty, including any Administrative Fees, is (are) affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after service of the Screening Decision or the Hearing Decision.
47. Notwithstanding section 45 of this by-law, where a Person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such extension of time.
48. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 12 of this by-law, is not paid on or before the date it is due and payable, the Township may request the vehicle ownership information from the Ministry of Transportation for Ontario. When such vehicle ownership information is requested and received, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay to the Township the MTO Search Fee, as set out in Schedule "C" to this by-law.
49. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:
 - a. notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, pay to the Township a Plate Denial Fee; and/or,
 - b. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
50. Where a person provides a method of payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, be liable to pay to the Township an NSF Fee.
51. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.

52. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
53. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this by-law, the Township shall refund the amount cancelled or reduced.
54. Where the Person served with a Penalty Notice issued pursuant to section 12 of this by-law, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such Person may exercise under this by-law.
55. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
56. Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law and will not be credited until received by the Township.
57. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

Enforcement and Offences

58. Any Officer may enforce this by-law.
59. No Person shall:
 - a. make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Township in relation to a Penalty Notice; or
 - b. obstruct an Officer exercising any authority under this by-law.
60. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - a. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - b. only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
61. Any Person who contravenes section 51 or 52 of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act.
62. If a corporation has contravened section 51 or 52 of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

Part IV. Conflict and Transition

Conflict

63. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, 2001, its regulations or any other Act, the provisions of the Act or regulation shall prevail.

Terms Severable

64. The terms and provisions of this by-law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Enactment

65. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 24th day of September 2024.

Mayor

Clerk

Schedule A - Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking and Traffic Control By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	Part V 2(a)	Parked more than 0.15 metres from curb	\$25.00	\$35.00
2	Part V 2 (a)	Stopped more than 0.15 metres from curb	\$25.00	\$35.00
3	Part V 2(a)	Parked facing wrong direction	\$25.00	\$35.00
4	Part V 2(b)	Parked facing wrong direction on a one-way street	\$25.00	\$35.00
5	Part V 2(b)	Parked more than 0.15 metres from curb on one-way street	\$25.00	\$35.00
6	Part V 2(b)	Fail to park parallel to curb on one way street	\$25.00	\$35.00

7	Part V 2(d)	Parked on the abutting highway	\$25.00	\$35.00
8	Part V 2(e)	Parked in more than one space	\$25.00	\$35.00
9	Part V 3(a)(ii)	Parked on or over sidewalk	\$25.00	\$35.00
10	Part V 3(a)(ii)	Parked on boulevard	\$25.00	\$35.00
11	Part V 3(a)(iii)	Parked in intersection	\$25.00	\$35.00
12	Part V 3(a)(iv)	Parked within 3 metres of a fire hydrant	\$25.00	\$35.00
13	Part V 3(a)(v)	Parked within 15 metres of a railway crossing	\$25.00	\$35.00
14	Part V 3(a)(vi)	Parked within 9 metres of an intersecting roadway	\$25.00	\$35.00
15	Part V 3(a)(vii)	Parked within 15 metres of an intersection controlled by traffic control signal	\$25.00	\$35.00
16	Part V 3(a)(vii)	Parked within 15 metres of a roundabout	\$25.00	\$35.00
17	Part V 3(a)(viii)	Parked preventing ingress to or egress from driveway	\$25.00	\$35.00
18	Part V 3(a)(xviii)	Parked within a reserved lane	\$25.00	\$35.00
19	Part V 3(a)(xxi)	Parked heavy truck on highway	\$25.00	\$35.00
20	Part V 3(a)(xxii)	Parked trailer longer than 10 metres on highway	\$25.00	\$35.00

21	Part V 3(a)(xxiii)	Parked unlicensed vehicle on highway	\$25.00	\$35.00
22	Part V 3(a)(xxiv)	Parked vehicle on highway while leaking vehicular fluids	\$25.00	\$35.00
23	Part V 3(a)(ix)	Parked on highway obstruct entrance to or from private road	\$25.00	\$35.00
24	Part V 3 (a)(ix)	Parked on highway obstruct entrance to or from lane	\$25.00	\$35.00
25	Part V 3(a) (x)	Parked obstructing crosswalk	\$25.00	\$35.00
26	Part V 3(a)(xi)	Parked obstructing traffic	\$25.00	\$35.00
27	Part V 3 (a) (xii)	Parked so as to prevent removal of vehicle on highway	\$25.00	\$35.00
28	Part V 3(a)(xiii)	Parked longer than 24 consecutive hours	\$25.00	\$35.00
29	Part V 3(a) (xiv)	Parked on highway between 4:00 a.m. and 9:00 a.m. from Dec 1 - March 31	\$35.00	\$45.00
30	Part V 3(a)(xv)	Parked for repairing of vehicle	\$25.00	\$35.00
31	Part V 3(a)(xv)	Parked for washing of vehicle	\$25.00	\$35.00
32	Part V 3(a)(xv)	Parked for maintaining of vehicle	\$25.00	\$35.00
33	Part V 3(a) (xvi)	Parked for soliciting goods/services on highway	\$25.00	\$35.00

34	Part V 3(a)(xvi)	Parked for vending goods/services on highway	\$25.00	\$35.00
35	Part V 3(a) (xvi)	Parked for buying goods/services on highway	\$25.00	\$35.00
36	Part V 3(a) (xvi)	Parked for selling goods/services on highway	\$25.00	\$35.00
37	Part V 3(a)(xvii)	Parked within 15 metres of a designated bus stop	\$25.00	\$35.00
38	Part V 3(b)	Parked on highway during an emergency	\$25.00	\$35.00
39	Part V 3(a)(xix)	Parked bus on highway	\$25.00	\$35.00
40	Part V 3(a)(xx)	Parked school bus on highway	\$25.00	\$35.00
41	Part V 4(a)	Parked in a prohibited area	\$25.00	\$35.00
42	Part V 4(b)(xi)	Parked within 15 metres of an intersection	\$25.00	\$35.00
43	Part V 5(a)	Parked over time limit	\$25.00	\$35.00
44	Part V 7(a)	Stopped in school bus loading zone	\$40.00	\$50.00
45	Part V 7(b)	Stopped on median	\$40.00	\$50.00
46	Part V 7(b)	Stopped adjacent to median	\$40.00	\$50.00
47	Part V 7(c)	Stopped within 30 meters of a bridge	\$40.00	\$50.00

48	Part V 7(c)	Stopped within 30 metres of a tunnel	\$40.00	\$50.00
49	Part V 7(c)	Stopped within 30 metres of underpass	\$40.00	\$50.00
50	Part V 7(c)	Stopped within 30 metres of an elevated structure	\$40.00	\$50.00
51	Part V 7(d)	Stopped within a roundabout	\$40.00	\$50.00
52	Part V 8 (a)	Stopped in a no stopping zone	\$40.00	\$50.00
53	Part V 9	Stopped in loading zone	\$40.00	\$50.00
54	Part V 10	Stopped in taxicab stand	\$40.00	\$50.00
55	Part V 11	Parked in accessible space without permit	\$300.00	\$300.00
56	Part V 11	Stopped in accessible space without permit	\$300.00	\$300.00
57	Part V 12 (a)	Parked on highway during snow event	\$60.00	\$70.00
58	Part V 13 (a)	Parked on highway to interfere with clearing of snow or ice	\$40.00	\$50.00

Front Yard Parking 57-2014

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	2 (i)	Park vehicle in a front yard	\$75.00
2	2 (i)	Park vehicle in a side yard	\$75.00
3	2 (i)	Park vehicle in rear yard	\$75.00

Private and Municipal Lot Parking 71-2012			
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	Section 2	Parked on private property without owners consent	\$40.00
2	Section 3(a)	Parked between 2:30 a.m. and 6:00 a.m.	\$40.00
3	Section 3(b)	Parked vehicle weighing greater than 3 tonnes	\$40.00
4	Section 3(c)	Parked in area other than parking space	\$40.00
5	Section 3(d)	Parked in more than one space	\$40.00
6	Section 3(e)	Parked/Stopped bus for loading/unloading passengers	\$40.00

7	Section 3(h)	Parked in area restricted to parking permits	\$40.00
8	Section 3(i)	Parked motor vehicle in area designated for horse-drawn vehicles	\$40.00
9	Section 3(k)	Parked in parking lot where prohibited by signage	\$40.00

Schedule B - Non-Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
4. The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person named in a Penalty Notice has received a Penalty Notice previously for the same offence and such Penalty Notice has been confirmed

Clean Yards By-law 40-2017				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Fail to keep property free and clear of waste material.	\$100.00	\$150.00
2	Section 3.1	Fail to keep property free and clear of domestic waste.	\$100.00	\$150.00
3	Section 3.1	Fail to keep property free and clear of industrial waste.	\$100.00	\$150.00
4	Section 3.2	Fail to keep land drained.	\$100.00	\$150.00
5	Section 3.2	Fail to keep land free from holes and excavations.	\$100.00	\$150.00

6	Section 3.4.3	Fail to keep grass and weeds cut no more than 20 centimetres.	\$100.00	\$150.00
7	Section 3.5	Use property or structure to store waste material.	\$100.00	\$150.00
8	Section 3.5	Use property or structure to store domestic waste.	\$100.00	\$150.00
9	Section 3.5	Use property or structure to store industrial waste.	\$100.00	\$150.00
10	Section 3.6	Throw, place or deposit waste material, domestic or industrial waste on any Township of Woolwich property.	\$100.00	\$150.00
11	Section 3.7	Use property or structure for storing vehicles for the purpose of wrecking or dismantling.	\$100.00	\$150.00
12	Section 3.8.1	Store inoperative vehicle.	\$100.00	\$150.00
13	Section 3.8.2	Store unlicensed vehicle.	\$100.00	\$150.00

Animal Control By-law 31-2018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Permit Dog to attack / bite a person / domestic animal	\$400.00	\$600.00
2	Section 8	Fail to remove Dog excrement	\$200.00	\$300.00
3	Section 9	Keep more than maximum number of dogs permitted	\$200.00	\$300.00
4	Section 10	Fail to licence Dog	\$200.00	\$300.00
5	Section 12	Provide false / misleading information on dog licence application	\$200.00	\$300.00
6	Section 13 (a)	Fail to produce evidence of modification	\$200.00	\$300.00
7	Section 13 (b)	Fail to produce evidence of breed	\$200.00	\$300.00
8	Section 13 (c)	Fail to produce evidence of rabies vaccination	\$200.00	\$300.00
9	Section 16	Unlawfully remove Dog tag	\$200.00	\$300.00
10	Section 17	Fail to replace Dog licence	\$200.00	\$300.00

11	Section 19	Allow Dog to run at large	\$200.00	\$300.00
12	Section 28	Fail to notify Officer of Dog location during investigation	\$200.00	\$300.00
13	Section 39	Operate kennel without Kennel Licence	\$400.00	\$600.00
14	Section 40 (a)	Fail to renew Kennel Licence	\$400.00	\$600.00
15	Section 40 (c)	Fail to install / maintain required fence	\$400.00	\$600.00
16	Section 42	Operate Kennel contrary to Agricultural Zoning regulations	\$400.00	\$600.00
17	Section 48	Fail to construct / maintain kennel standards	\$400.00	\$600.00
18	Section 50	Fail to maintain outdoor kennel standards	\$400.00	\$600.00
19	Section 51	Fail to maintain group housing kennel standards	\$400.00	\$600.00
20	Section 52	Fail to maintain breeding kennel standards	\$400.00	\$600.00
21	Section 54 (a)	Fail to provide acoustical study	\$400.00	\$600.00
22	Section 54 (b)	Fail to conduct follow-up acoustical study	\$400.00	\$600.00

23	Section 56	Fail to create / maintain / allow inspection of kennel records	\$400.00	\$600.00
24	Section 57 (a)	Fail to post licence in a conspicuous place	\$100.00	\$200.00
25	Section 57 (b)	Fail to permit an inspection	\$400.00	\$600.00
26	Section 58	Own / harbour / keep / sell Exotic Animal	\$400.00	\$600.00
27	Section 62	Hinder / obstruct person performing duty under By-law	\$400.00	\$600.00
28	Section 66	Failure to comply with order	\$400.00	\$600.00

Licensing By-law 08-2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 18 (a)	Operating a Business without a Licence	\$200.00	\$300.00
2	Section 18 (b) i.	Operating a Business at a location other than the location identified on the Licence	\$200.00	\$300.00

3	Section 18 (b) ii.	Operating a Business under any name other than the name(s) identified on the Licence	\$200.00	\$300.00
4	Section 18 (b) iv.	Operating a Business without complying with all conditions or restrictions placed on the Licence	\$200.00	\$300.00
5	Section 18 (c)	Transferring a Licence to another person or location other than person or location identified on the Licence	\$200.00	\$300.00
6	Section 18 (d)	Obtaining a Licence by providing mistaken, false or incorrect information	\$200.00	\$300.00
7	Section 18 (e)	Operating a Licenced Business from private property without written permission from the property owner	\$200.00	\$300.00
8	Schedule A Part I. s. 4 (a)	Operating a Food Truck within 8 metres from an intersection	\$200.00	\$300.00
9	Schedule A Part I. s. 4 (b)	Operating a Food Truck within 100 metres from another Refreshment Vehicle	\$200.00	\$300.00
10	Schedule A Part I. s. 4 (c)	Operating a Food Truck within 60 metres of the property line of an existing restaurant or food service business	\$200.00	\$300.00

11	Schedule A Part I. s. 4 (d)	Operating a Food Truck within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00
12	Schedule A Part I. s. 4 (e)	Operating a Food Truck within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
13	Schedule A Part I. s. 4 (f)	Operating a Food Truck from a boulevard, sidewalk or other municipal property without authorization of a member of Senior Management	\$200.00	\$300.00
14	Schedule A Part II. s. 11	Operating a Stationary Refreshment Vehicle in a zone other than Commercial or Industrial	\$200.00	\$300.00
15	Schedule A Part II. s. 14 (a)	Operating a Stationary Refreshment Vehicle within 8 metres of an intersection	\$200.00	\$300.00
16	Schedule A Part II. s. 14 (b)	Operating a Stationary Refreshment Vehicle within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
17	Schedule A Part II. s. 14 (c)	Operating a Stationary Refreshment Vehicle within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
18	Schedule A Part II. s. 14 (d)	Operating a Stationary Refreshment Vehicle within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

19	Schedule A Part II. s. 14 (e)	Operating a Stationary Refreshment Vehicle within 30 metres of a public park without authorization of Council	\$200.00	\$300.00
20	Schedule A Part II. s. 14 (f)	Operating a Stationary Refreshment Vehicle from a boulevard, sidewalk, park or other municipal property without authorization of Council	\$200.00	\$300.00
21	Schedule A Part II. s. 17	Operating a Stationary Refreshment Vehicle occupying more than 35 square metres	\$200.00	\$300.00
22	Schedule A Part III. s. 21	Operating a Food Cart occupying more than 10 square metres	\$200.00	\$300.00
23	Schedule A Part III. s. 23 (a)	Operating a Food Cart within 8 metres of an intersection	\$200.00	\$300.00
24	Schedule A Part III. s. 23 (b)	Operating a Food Cart within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
25	Schedule A Part III. s. 23 (c)	Operating a Food Cart within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
26	Schedule A Part III. s. 23 (d)	Operating a Food Cart within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

27	Schedule A Part III. s. 23 (e)	Operating a Food Cart within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
28	Schedule A Part III. s. 23 (f)	Operating a Food Cart from any boulevard, sidewalk, park or other municipal property without authorization from a member of Senior Management	\$200.00	\$300.00
29	Schedule A Part III. s. 24	Selling Food Stuffs for sale from a horse-drawn Food Cart	\$200.00	\$300.00
30	Schedule B s. 2	Conducting Business as a Salesperson in a Zone other than Commercial, Industrial or Institutional	\$200.00	\$300.00
31	Schedule A s. 26 (a)	Conducting a fundraising barbeque from a location without permission from the private property owner	\$200.00	\$300.00
32	Schedule A s. 26 (b)	Conducting a fundraising barbeque without approval from Public Health	\$200.00	\$300.00
33	Schedule A s. 26 (c)	Conducting a fundraising barbeque without proof of compliance with TSSA requirements	\$200.00	\$300.00
34	Schedule B s. 6 (a)	Operating as a Street Musician at a location without written permission from the private property owner	\$200.00	\$300.00

35	Schedule D s. 1	Operating a Trailer Park without a Licence	\$200.00	\$300.00
36	Schedule D s. 3	Locate a Trailer in an unlicensed Trailer Park or on lands not Zoned to permit a Trailer	\$200.00	\$300.00

Noise By-law 47-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Emit, cause to be emitted, or permit the emission of sound at a prohibited time	\$200.00	\$300.00
2	Section 8	Emit or cause to be emitted or permit the emission of Unreasonable Noise	\$200.00	\$300.00
3	Section 16	Fail to comply with an order	\$400.00	\$600.00
4	Section 20	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Recreation By-law 44-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Engage in a prohibited activity in a recreation area	\$100.00	\$150.00
2	Section 8. a	Enter/remain in a park/recreation area when closed	\$100.00	\$150.00
3	Section 8. b	Operate a motor vehicle in a park/recreation area except on a roadway or authorized parking area	\$100.00	\$150.00
4	Section 8. e	Cause/permit animal to enter any splash pad or pool intended for human use	\$100.00	\$150.00
5	Section 8. p	Solicit funds in a park/recreation area	\$100.00	\$150.00
6	Section 8. v	Alter/foul any property in a park/recreation area	\$100.00	\$150.00
7	Section 10	Use a recreation area without payment of required fee	\$200.00	\$300.00
8	Section 17	Fail to comply with an Order	\$400.00	\$600.00
9	Section 19	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Traffic and Parking By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part IV 4(a)	Deposit snow or ice on a roadway or shoulder	\$100.00	\$150.00

Boulevard Maintenance By-law 34-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part III 1	Interfere with highway or boulevard – no permit	\$200.00	\$300.00
2	Part III 2	Conduct work on a highway or boulevard – no permit	\$200.00	\$300.00
3	Part III 3	Make changes to portion of driveway located in boulevard – no permit	\$200.00	\$300.00
4	Part III 4	Cut, damage, construct or re-construct a sidewalk, curb, driveway apron or boulevard – no permit	\$200.00	\$300.00

5	Part III 5	Plant tree on boulevard – no permit	\$200.00	\$300.00
6	Part III 6	Install irrigation system on boulevard – no permit	\$200.00	\$300.00
7	Part III 7	Fail to comply with conditions of permit	\$200.00	\$300.00
8	Part III 8	Injure, damage, interfere with or encumber any tree, shrub, bush or hedge on boulevard or sidewalk	\$200.00	\$300.00
9	Part III 9	Leave unattended sports equipment on any highway, boulevard or sidewalk	\$200.00	\$300.00
10	Part III 10	Utilize sports equipment to interfere with the passage on any highway, boulevard or sidewalk	\$200.00	\$300.00
11	Part III 11	Discharge water causing excessive ponding, erosion or unsafe condition	\$200.00	\$300.00
12	Part III 12	Deposit snow on sidewalk or highway	\$200.00	\$300.00
13	Part III 13	Restrict sight lines of pedestrians, cyclists or drivers	\$200.00	\$300.00
14	Part III 14	Fail to maintain boulevard that abuts the owner's property	\$200.00	\$300.00
15	Part III 15	Allow boulevard grass and/or weeds to exceed 20cm in height	\$200.00	\$300.00

16	Part III 16	Permit protruding, sharp, dangerous items on boulevard	\$200.00	\$300.00
17	Part III 17	Impede snow removal, access to fire hydrant, post office boxes, or other installation belonging to the Township, Region, or any utility provider on boulevard or sidewalk.	\$200.00	\$300.00
18	Part III 18	Permit overflow of anything onto the highway, sidewalk or adjacent property	\$200.00	\$300.00
19	Part III 35	Fail to comply with an order	\$400.00	\$600.00

Fireworks By-law 15-2015

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Permit the sale of firecrackers	\$200.00	\$300.00
2	Section 3.2	Set off a firecracker	\$200.00	\$300.00
3	Section 4.1	Permit the sale or offer of any prohibited firework	\$200.00	\$300.00
4	Section 4.2	Permit the sale or offer of display fireworks or consumer fireworks – no permit	\$200.00	\$300.00

5	Section 4.3	Permit the sale of any fireworks during an unauthorized time	\$200.00	\$300.00
6	Section 4.4	Sell any firework to a person under eighteen years of age	\$200.00	\$300.00
7	Section 7.1	Set off any prohibited firework	\$200.00	\$300.00
8	Section 7.2	Hold a public fireworks display – no permit	\$200.00	\$300.00
9	Section 7.3	Set off any firework on any street, highway or public park	\$200.00	\$300.00
10	Section 7.5.1	Set of any firework within 500ft or 153 meters of a woodland	\$200.00	\$300.00
11	Section 7.5.2	Set of any firework within 500ft or 153 meters of a where explosives, gasoline, or other highly flammable substances are manufactured, sold or stored.	\$200.00	\$300.00
12	Section 7.5.3	Set of any firework within 500ft or 153 meters of a hospital, nursing home, retirement him, or home for the aged	\$200.00	\$300.00
13	Section 7.5.4	Set of any firework within 500ft or 153 meters of a church, childcare facility or public, separate, secondary or other school	\$200.00	\$300.00

Open Air Burn By-law 19-2013				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to obtain burning permit	\$200.00	\$300.00
2	Section 2.5. a	Permit a fire to increase the likelihood of smoke or fire damage to property	\$200.00	\$300.00
3	Section 2.5. b	Permit a fire to increase the likelihood of odour or smoke to cause discomfort to persons	\$100.00	\$150.00
4	Section 2.5. c	Permit a fire to increase the likelihood of a spread of fire through grass or brush area beyond its intended limits	\$200.00	\$300.00
5	Section 2.5. d	Permit a fire to increase the likelihood of a decrease in visibility on any highway or road	\$200.00	\$300.00

Sidewalk Snow Removal By-law 55-2009				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to remove snow and ice within twenty-four hours from the sidewalks on the highways in front or, along side or at the rear of such building or land	\$200.00	\$300.00
2	Section 2.2	Failure to remove snow or ice within twenty-four hours from any sidewalk	\$200.00	\$300.00
3	Section 2.3	Failure to clear and remove snow and ice creating unsafe conditions	\$200.00	\$300.00
4	Section 5.1	Deposit snow from private property onto a sidewalk	\$200.00	\$300.00
5	Section 5.2	Deposit snow or ice in a manner that obstructs drainage to a catch-basin, fire hydrant or normal passage of motor vehicles	\$200.00	\$300.00
6	Section 5.3	Place or cause to be placed any snow or ice on sidewalk or highway	\$200.00	\$300.00

Schedule C - Administration Fees

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount
MTO Search Fee	\$10
Plate Denial Fee (Parking By-laws)	\$25
Collections Fee	15% of total penalty amount

Note: the fees and charges as listed in this Schedule will be subject to applicable taxes, including Harmonized Sales Tax (H.S.T.) where applicable.

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to amend By-law 81-2023 being a By-law to establish and require payment of fees and charges authorized under The Municipal Act

WHEREAS sections 9, 10 and 391 of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes a municipality by By-law to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

WHEREAS on August 13, 2024, the Council of Woolwich deems it desirable to enact the subject by-law;

AND WHEREAS there was an error in Schedule "C" on the previous amendment passed by By-law 52-2024;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

1. To delete Schedule "C" and replace it with the Schedule "C" attached hereto.

This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 24th day of September, 2024.

Mayor Sandy Shantz

Clerk Jeff Smith

SCHEDULE "C"
By-law XX-2023

DEVELOPMENT SERVICES

DEVELOPMENT ENGINEERING

2024	
Rate Description	
Subdivision / Condominium	
Development Engineering Administrative Fee (for Plans of Subdivisions and residential Site Plans/Condominium applications 30 units or more). Based on construction value.	6% minus the Subdivision Application - Draft Plan Submission review fee
<i>NOTE: 50% of the 6% fee will be collected at time of second first detailed submission. The balance owing of the 6%, based of revised cost estimates at the time of registration, will be collected prior to registration.</i>	
Subdivision and residential Site Plans/Condominium Application - Draft Plan Submission review Fee	\$540.00 per block/unit to a max of \$50,000.00
Subdivision residential Site Plan/Condominium Application resubmission beyond the third review	\$5,770.00
In addition to the 6% Development Engineering Administrative Fee, an additional fee will be collected for each infrastructure inspection beyond the third inspection, for both the start and completion of maintenance periods.	\$1,800.00
Third and subsequent submission of As recorded package (dwgs, GIS, CCTVs, documentation)	\$4,370.00
Letter of Credit Update - i.e. reduction, increase, etc.	\$230.00
Site Plan / Condominium	
Site Plan Pre-application Review Fee	\$515.00

SCHEDULE "C"
By-law XX-2023

Site Plan Review Fee (all Site Plans and residential Site Plan/Condominium less than 50 units)	\$2,000 + 1% of construction Value (construction value fee not to be less than \$1,000)
Site Plan resubmission fee beyond the third review	\$515 for each resubmission + peer review costs
Site Plan Addendum Review Fee	\$515 + 1% of construction Value
Site Plan Addendum resubmission fee beyond the third review	\$255 for each resubmission
Site Plan third and subsequent engineering inspection - per inspection	\$390.00
<u>Consent Applications</u>	
Consent Application Review Fee	\$450.00
<u>Zoning Applications and Release of Holding Provisions Applications</u>	
Zoning Application Review Fee	\$200.00
Release of Development Engineering Holding Provisions	\$1,500.00
<u>Minor Variance Applications</u>	
Minor Variance Application Review Fee	\$150.00

SCHEDULE "C"
By-law XX-2023

<u>Infill lots/units - per lot and / or unit</u>	
Individual new or altered services review - existing or new lot per request	\$615.00
Individual new or altered lot grading, drainage review existing or new lot per request	\$490.00
Combined new or altered lot grading, drainage and services review - existing or new lot	\$1,110.00
Third and subsequent submission on individual <u>grading plan (per unit)</u>	\$155.00
Grading Deposit (per unit) Note, refund can be reduced to cover outstanding fees owed to the Township	\$3,000.00 or in accordance with the Development Agreement
Underground Servicing and As Recorded Security. Note, refund can be reduced to cover outstanding fees owed to the Township	\$5,000.00
<u>Building permit review</u>	
Additional Field Inspection <u>Per Lot</u>	\$155.00
Lot Grading Certification Inspection Fee <u>Per Lot</u>	\$105.00
Building Permit Grading Review Fee <u>Per Lot</u>	\$165.00
Building Permit Entrance Review Fee <u>Per Lot</u>	\$140.00
Lot Releases <u>Per Lot</u>	\$190.00
Grading Alteration Requests - Fee PLUS actual costs for any Legal, Survey and/or Consulting Engineering work that may be required (for lots not released by the Township)	\$865.00
<u>Peer Review</u>	
Where the Director determines that peer and/or legal review costs will be encountered, the applicant shall deposit \$25,000.00 or \$10,000.00 depending on the extent of peer review are likely to be encountered.	see description

SCHEDULE "C"
By-law XX-2023

If peer and/or legal review costs exceed the amount deposited, the applicant shall re-establish the full amount as is determined by the Director.	see description
If peer and/or legal review costs are less than the amount deposited the balance shall reimbursed.	see description
<u>Development Engineering Miscellaneous</u>	
Review of Development applications (Site Plan, Sudivision, Zoning, etc.) with Development Engineering components outside of Woolwich Municipal boundary	Site Plan - \$1,665.00 Subdivision - \$11,100.00
Review of general submissions when required (patios, pools, super mailbox locations, miscelaneous items) - per submission / property / location	\$155.00
Cost recovery / Administration fee	15%
Locating/Researching/Preparing Documents (e.g. request for information on a property for site plan or subdivisions or environmental site assessment)	\$145.00
Development Status Letter (property transactions)	\$135.00
Sanitary Sewer Capacity Model Review	\$1,450.00
Township Environmental Compliance Approval signoff for private stormwater management facilities	\$170.00
Additional Meetings (Develoment and Site Alteration enquiries, applications) per hour	\$290.00
Additional Field Inspections Per Unit	\$155.00
<u>Site Alteration</u>	
c) Application Fee for Site Alteration Without Permit	Double Permit Fee
d) Permit Renewal	\$320.00

SCHEDULE "C"
By-law XX-2023

e) Fill Quality Testing	Actual costs + 15% Admin fee
g) Refundable Security Default of permit or breach of Site Alteration By-law	\$5,000 or such greater amount to be determined by Director
h) Refundable Security Restoration or maintenance of public highways used as truck haul routes	To be determined by Director
i) Appeal Site Alteration decision by Council	\$520.00
j) Peer Review	Actual costs + 15% Admin fee
Site Alteration Permit Fees	
a) Agricultural - alteration less than 1,000m ³ in a 12 month period	

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Confirm All Actions and Proceedings of the Council

The Council of the Corporation of the Township of Woolwich enacts as follows:

All actions and proceedings of the Council taken at its meeting held on:

September 24, 2024

Except those taken by by-law and those required by law to be done by resolution, are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this by-law as it applies to such action or proceeding.

Passed this 24th day of September, 2024

Mayor

Clerk