



NOTICE

THE MAYOR HAS CALLED

A SPECIAL MEETING OF COUNCIL

FOLLOWING THE BUDGET REVIEW COMMITTEE MEETING ON

TUESDAY, OCTOBER 26, 2021

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

TO DISCUSS THE FOLLOWING:

- A TRADE SECRET OR SCIENTIFIC, TECHNICAL, COMMERCIAL, FINANCIAL OR LABOUR RELATIONS INFORMATION, SUPPLIED IN CONFIDENCE TO THE MUNICIPALITY OR LOCAL BOARD, WHICH, IF DISCLOSED, COULD REASONABLY BE EXPECTED TO PREJUDICE SIGNIFICANTLY THE COMPETITIVE POSITION OR INTERFERE SIGNIFICANTLY WITH THE CONTRACTUAL OR OTHER NEGOTIATIONS OF A PERSON, GROUP OF PERSONS, OR ORGANIZATION;
- *Lease - WMHA at Main Arena.*

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

Due to COVID-19 all meetings will be held electronically

All Meetings can be viewed at:

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

Tara Stephens, City Clerk



SPECIAL COUNCIL MEETING

Tuesday, October 26, 2021

Due to COVID-19 all Meetings will be held electronically

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1. **COMMITTEE-OF-THE-WHOLE (IN-CAMERA) FOLLOWING THE BUDGET REVIEW COMMITTEE MEETING**
(See yellow tab)
 - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and
- Lease - WMHA at Main Arena.

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

3. **OPEN SPECIAL COUNCIL MEETING FOLLOWING THE BUDGET REVIEW COMMITTEE MEETING**
 - 3.1 **ADDITIONS/DELETIONS TO AGENDA**
 - 3.2 **CALL UPON THE CITY CLERK TO REVIEW COMMITTEE-OF-THE-WHOLE (IN-CAMERA) TO BE ADDED TO BLOCK**
 - 3.3 **DISCLOSURES OF INTEREST**
 - 3.4 **COUNCILLORS TO DETERMINE AGENDA ITEMS AND BY-LAWS TO BE REMOVED FROM BLOCK FOR DISCUSSION IN COMMITTEE-OF-THE-WHOLE (OPEN) (See pink tab)**

4. **ORAL REPORTS AND DELEGATIONS - Nil**

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

6. **BY-LAWS (SEE AGENDA INDEX)**



SPECIAL COUNCIL MEETING AGENDA – Page 2

Tuesday, October 26, 2021

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7. CONFIRMATORY BY-LAW

A By-law to adopt, ratify and confirm proceedings of the Council of the Corporation of the City of Welland at its meeting held on the 26th day of October, 2021.

Ref. No. 21-1

8. ADJOURNMENT



SPECIAL COUNCIL MEETING AGENDA

Tuesday, October 26, 2021

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Page No.

AGENDA BLOCK

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

2. COMMITTEE AND STAFF REPORTS

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

2. Staff Reports

1 - 5 **FIN-2021-29** Director of Finance, Chief Financial Officer/Treasurer,
S. Fairweather - First Floor Reconfiguration. Ref. No. 21-137

6 - 7 **FIN-2021-33** Director of Finance, Chief Financial Officer/Treasurer,
S. Fairweather - Purchase of Two (2) Narrow Tractors with
Attachments. Ref. No. 21-46 (See By-law 1)

3. NEW BUSINESS - Nil




4. BY-LAWS

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

1. A By-law to authorize purchase of two narrow tractors with attachments from Ben Berg Farm & Industrial Equipment Ltd. Ref. No. 21-46
(See Report FIN-2021-33)

2. A By-law to amend By-law 2021-126 being a By-law to enter into a lease agreement with Welland Minor Hockey Association. Ref. No. 21-19

SPECIAL COUNCIL
CORPORATE SERVICES
FINANCE DIVISION

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-137

REPORT FIN-2021-29
OCTOBER 26, 2021

SUBJECT: FIRST FLOOR RECONFIGURATION

AUTHOR: ELIZABETH PANKOFF, MBA, CPA, CGA
MANAGER OF BUDGETS & FINANCIAL REPORTING/DEPUTY
TREASURER

APPROVING DIRECTOR: STEVEN FAIRWEATHER, CPA-CA, MPA, DPA,
DIRECTOR OF FINANCE / CHIEF FINANCIAL OFFICER / TREASURER

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND approves the award to Grand & Toy (Workspace Interiors) for the installation of workstations and high-density SpaceFile file system at Civic Square (first floor); and further,

THAT Welland City Council approves the work in the amount of \$131,912.86 (including HST) to be funded by Safe Restart funding; and further,

THAT Welland City Council directs Purchasing staff to issue a purchase order for this acquisition.

ORIGIN AND BACKGROUND:

In light of the COVID-19 global pandemic, temporary Plexiglas barriers were installed between workstations to protect our staff from exposure to COVID-19. These temporary barriers have been useful; however, they do not provide a long-term solution as they are portable and are not mounted to workstations. In additions, the current floor plan violates Health and Safety standards. The new floor plan will address these issue and provide staff with a safe work environment.

To meet the Ontario Building Code and Health & Safety requirements, a 1100 mm (43") minimum width is the requirement between desks, hallway/walkways, etc., and an 815-915 mm clearing width for wheelchair accessibility.

COMMENTS AND ANALYSIS:

Section 80. Co-operative Purchases of the By-Law (pg.16) authorizes Purchasing Services Department to participate in co-operative purchasing agreements including the OECM (Ontario Education Collaboration Marketplace).

OECM is a trusted not-for-profit collaborative and their sourcing process is compliant with the Broader Public Sector (BPS) Procurement Directive and other trade agreements.

OECM authorizes qualified vendors to provide goods/services to ministries and government entities by conducting procurement in a fair, open, transparent, and competitive manner.

Purchasing leveraged OECM prequalified vendors and obtained quotes from Grand & Toy (Workspace Interiors) and Beatties to provide City staff with a safe work environment.

The proposed Civic Square first floor workspace will create 15 workstations with a high-density file system for Finance Division staff.

The specifications outlined will ensure the safety of City staff.

FINANCIAL CONSIDERATION:

The 15 workstations and high-density file system will be funded by Safe Restart funding.

	Grand & Toy	Beatties
15 workstations (dimensions to be determined)	\$ 66,253.00	\$ 59,624.05
High Density Filing System and install	\$ 21,870.84	\$ 43,220.00
Installation for 15 workstations	\$ 6,507.50	\$ 8,800.00
Other Costs (tear down and removal of existing workstations, minor furniture for staff)	\$ 35,000.00	\$ 35,000.00
Sub-Total	\$ 129,631.34	\$ 146,644.05
City's portion of HST (1.76%)	\$ 2,281.52	\$ 2,580.94
Total	\$ 131,912.86	\$ 149,224.99

OTHER DEPARTMENT IMPLICATIONS:

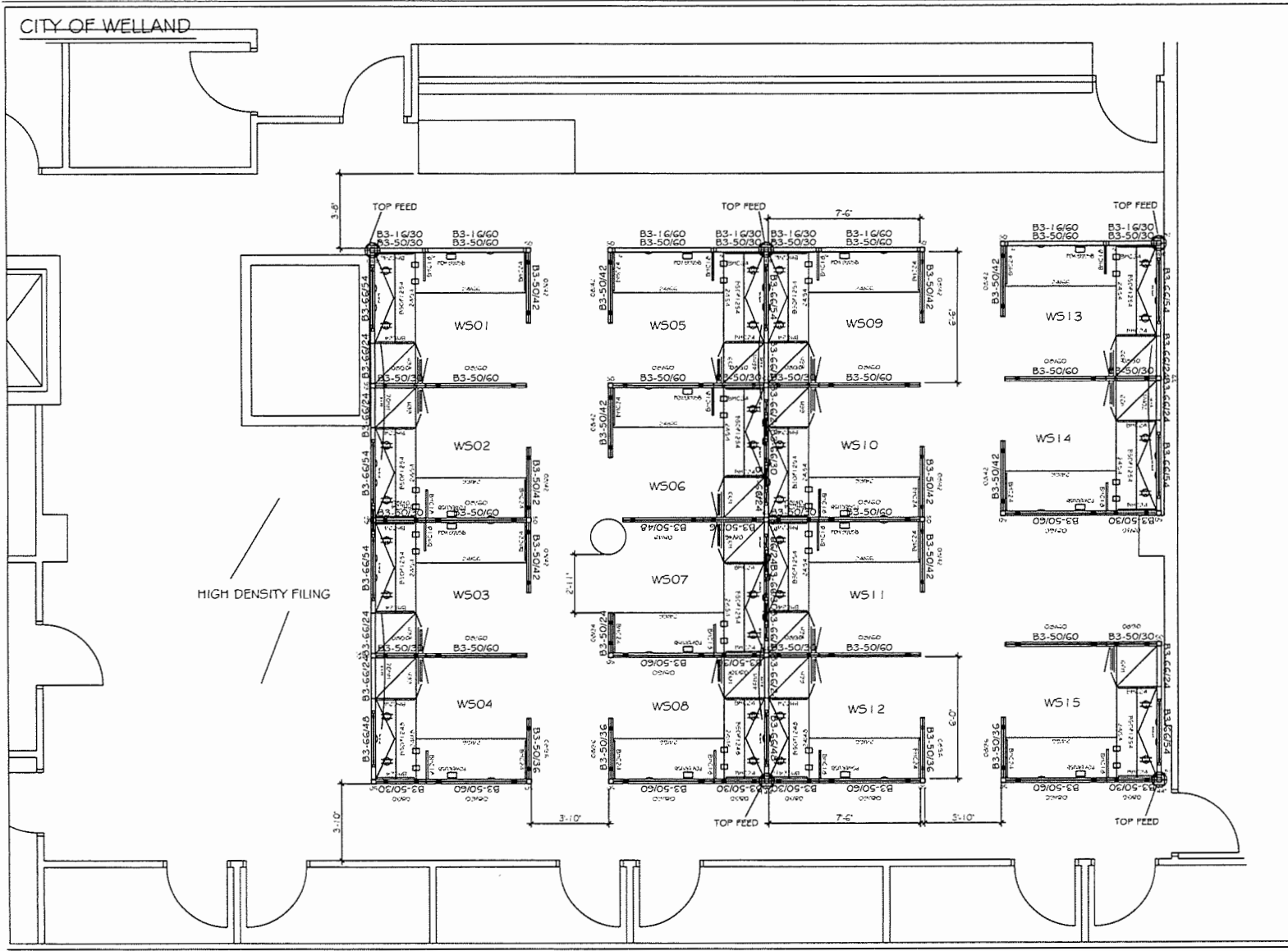
Staff hope to have installation of new workstation completed over the course of few days in December to allow for the removal of obsolete partitions and new electrical hook up.

SUMMARY AND CONCLUSION:

Staff is recommending that Council approve the award to Grand & Toy (Workspace Interiors) for the installation of 15 workstations and high-density file system at Civic Square (first floor) and that the work be funded by Safe Restart funding.

ATTACHMENTS:

Appendix I – Proposed Floor Plan



IMPORTANT

This drawing is the property of Workspace Interiors and is not to be reproduced without permission. If required, this drawing must be returned to Workspace Interiors. Drawing is not to scale and should not be used for construction purposes.

COLOURS SHOWN ARE DIGITALLY REPRODUCED AND ARE AS CLOSE TO THE ACTUAL SAMPLES AS POSSIBLE. REFER TO INDIVIDUAL SAMPLES TO VIEW A TRUE REPRESENTATION.

Client Approval:
Signature: _____
Date: _____

Rev.: _____ Date: _____ By: _____

Rev.: _____ Date: _____ By: _____

Rev.: _____ Date: _____ By: _____

Rev.: _____ Date: _____ By: _____

Rev.: _____ Date: _____ By: _____

Rev.: 001 Date: 2021/09/29 By: L.TERSIGNI



200 AVIVA PARK DRIVE,
VAUGHAN, ON. L4L 9C7

Client:
CITY OF WELLAND

Project:
MAIN FLOOR OPEN OFFICE

Address:
99 FEDERAL ROAD
WELLAND, ONTARIO

Title:
PROPOSED PLAN

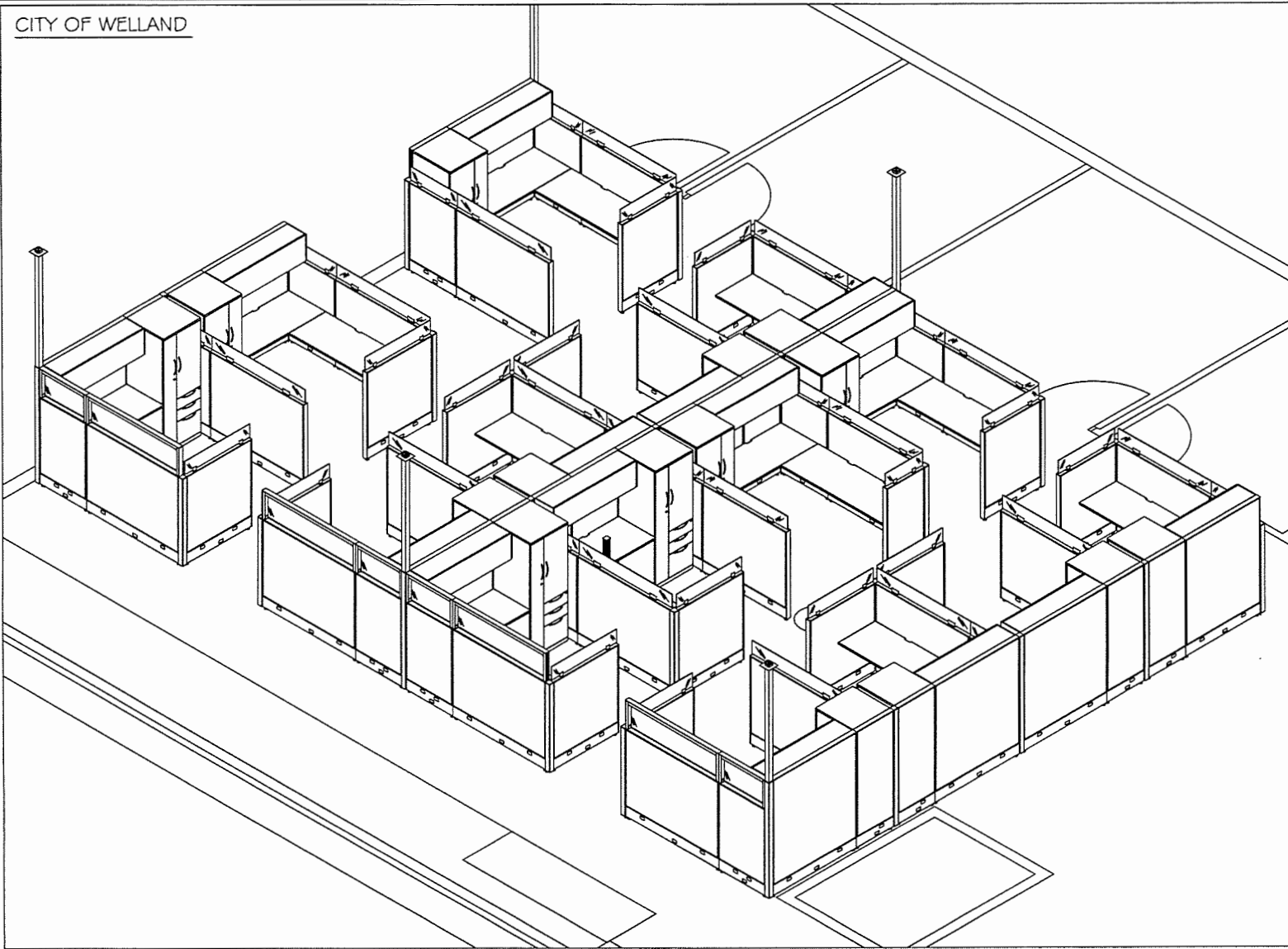
Consultant:
T.NENOIU

Drawn by:
L.TERSIGNI

Date: 2020/12/31 Folder: A9 20 12954

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CITY OF WELLAND



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Signature: _____
Date: _____

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Rev.:	Date:	By:
Rev.:	Date:	By:
Rev.:	Date:	By:



200 AVIVA PARK DRIVE,
VAUGHAN, ON. L4L 9C7

Client: CITY OF WELLAND

Project: MAIN FLOOR OPEN OFFICE

Address: 99 FEDERAL ROAD
WELLAND, ONTARIO

Title: PROPOSED ISOMETRIC

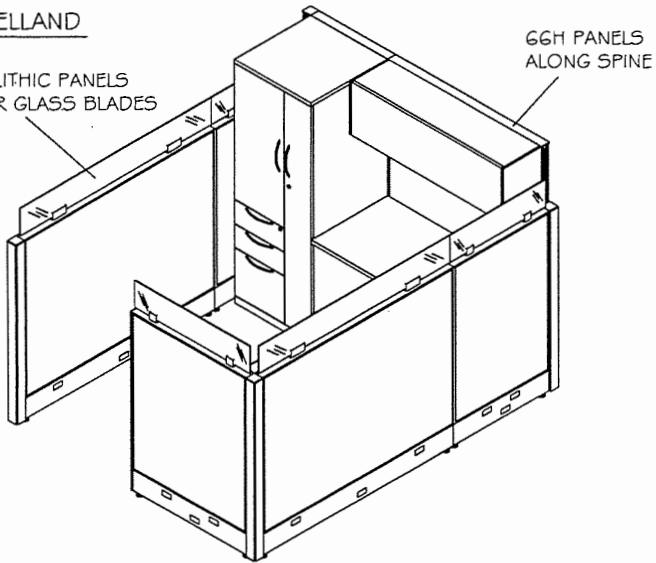
Consultant: T.NENOIU

Drawn by: L.TERSIGNI

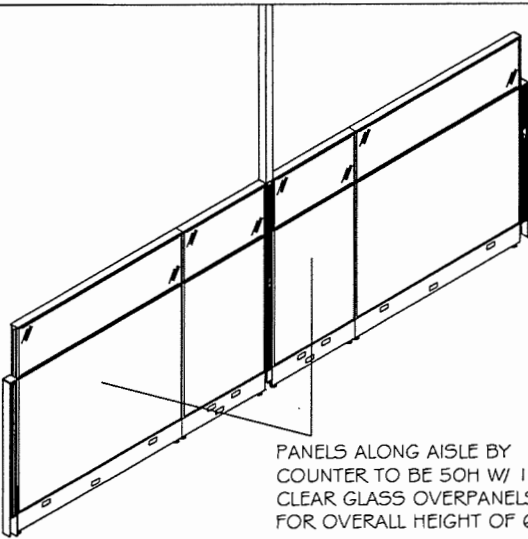
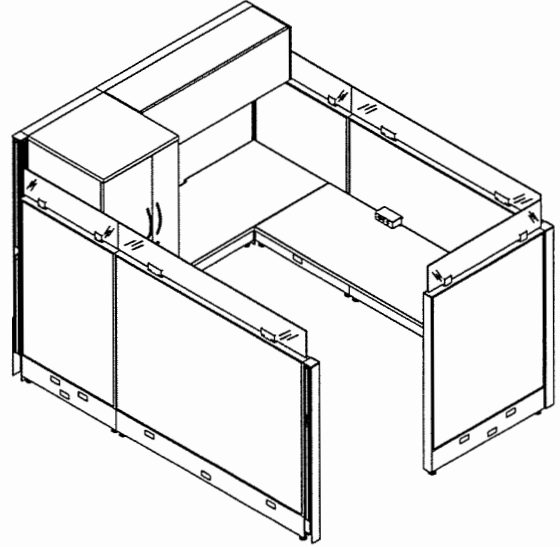
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CITY OF WELLAND

50H MONOLITHIC PANELS
W/ 8H CLEAR GLASS BLADES



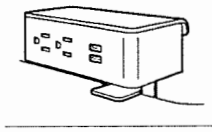
66H PANELS
ALONG SPINE



PANELS ALONG AISLE BY
COUNTER TO BE 50H W/ 16H
CLEAR GLASS OVERPANELS
FOR OVERALL HEIGHT OF 66H

- TYPICAL STATION CONSISTS OF:
 1X 24X66 SURFACE
 1X 24X54 SURFACE (STNS 4, 8 & 12 - 24X48 SURFACE)
 1X 24X24X66H LAMINATE TOWER W/ WARDROBE, CLOSED
 STORAGE & BOX/BOX/FILE PEDESTAL
 1X 54W METAL OVERHEAD UNIT W/TASKLIGHT
 1X CLAMP ON POWER MODULE W/ 2 OUTLETS & 2 USB PORTS
 2X DUPLEX OUTLETS @ RACEWAY
 66H FABRIC PANELS ALONG SPINE W/ 50H PANELS W/ 8H
 GLASS BLADES ON RETURN PANELS

CLAMP ON POWER
MODULE W/ 2 OUTLETS &
2 USB PORTS W/ 10'
CORD, WHITE
(P5305057)



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 Signature: _____
 Date: _____

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Rev.:	Date:	By:
Rev.:	Date:	By:

**WORKSPACE
Interiors**
 by GRANDSTORY
 200 AVIVA PARK DRIVE,
 VAUGHAN, ON. L4L 9C7

Client:
CITY OF WELLAND

Project:
MAIN FLOOR OPEN OFFICE

Address:
99 FEDERAL ROAD
WELLAND, ONTARIO

Title:
STATION TYPICAL

Consultant:
T.NENOLU




Drawn by:
L.TERSIGNI

Date: 2020/12/31 | Folder: A9 20 12954

Scale: | Page: 1/1

NTS

SPECIAL COUNCIL
CORPORATE SERVICES
FINANCE DIVISION

APPROVALS	
DIRECTOR	
CFO	
CAO	

21-46

REPORT FIN-2021-33
OCTOBER 26, 2021

SUBJECT: PURCHASE OF TWO (2) NARROW TRACTORS WITH ATTACHMENTS

AUTHOR: ADAM BERES, MANAGER OF FLEET, EQUIPMENT & PURCHASING

APPROVING DIRECTOR: STEVEN FAIRWEATHER, CPA-CA, MPA, DPA, DIRECTOR OF FINANCE / CHIEF FINANCIAL OFFICER / TREASURER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND approve the purchase of two (2) narrow tractors with various attachments.

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate by-laws to enter a purchase contract with Ben Berg Farm & Industrial Equipment Ltd.

ORIGIN AND BACKGROUND:

The purchase of one (1) sidewalk tractor with various attachments was approved in the 2021 Fleet Tax Supported Capital Budget report approved by Council during the 2021 Budget review process. This articulating unit is narrow enough for sidewalk clearing operations and has a small variety of attachments available for tasks other than winter control operations. Staff recommend rather than replacing like-for-like, to introduce narrow tractors that will fit on City sidewalks and have an array of attachments available for year-round productivity. Staff have discovered two tractors with snow clearing attachments can be purchased for the price of one originally budgeted sidewalk articulating type tractor.

COMMENTS AND ANALYSIS:

Utilizing narrow row-crop style tractors will fit on City sidewalks as the tractor and attachments do not exceed 48 inches. Some other local municipalities have switched from articulating sidewalk tractors to these high horsepower, relatively compact units and have received favourable responses from their operators on ease of use, increased productivity, lower maintenance costs, and added versatility. These tractors will have heated and cooled cabs, a V-plow, and sander mounted to the rear. There is an array of attachments these tractors will accept during the non-winter control season.

With the purchase of these two units, the City will not need to rent one of the sidewalk tractors as in previous seasons for added savings.

FINANCIAL CONSIDERATION:

A Request for Quotation document was advertised on the City's Bidding site and closed October 12, 2021. In total, there were seven document takers however only one submission was received. Staff reached out to two other randomly selected document takers to find out why they did not submit a bid. Both replied that their lead time for some equipment, including this type, exceeded one year so they elected not to participate in submitting a bid.

Supplier	Budgeted Amount	Bid Amount, both tractors and attachments inclusive of City tax
Ben Berg Farm & Industrial Equipment Ltd.	\$202,100	\$196,512

Funding source shall be 2021 Fleet Capital Budget 10-323-21300
Units will be ready for 2021 - 2022 winter control operations

OTHER DEPARTMENT IMPLICATIONS:

The specifications have been reviewed and approved by the shop fleet foreman and management staff at the Public Works facility.

SUMMARY AND CONCLUSION:

THAT THE COUNCIL OF THE CITY OF WELLAND approve the purchase of the two (2) new narrow tractors with attachments from Ben Berg Farm & Industrial Equipment Ltd. offering a competitively priced, value-added alternative to the originally budgeted equipment.

THAT Welland City Council direct the City Clerk to work with Purchasing staff in preparation of any necessary and appropriate by-laws to enter a purchase contract with Ben Berg Farm & Industrial Equipment Ltd for the above-described equipment.

ATTACHMENTS:

None