

**City of Port Colborne
Council Meeting Addendum**

Date: Monday, January 11, 2021
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

7. Staff Reports

7.2. Delegated Authority for Conditional Building Permit for SouthPort Condo Inc. (Report 2021-20)

*a. Memo from Steve Shypowskyj, Manager of Projects & Design -
Temporary Closure of West Street from Adelaide Street to
Victoria Street for SouthPort Condo Inc. Development 1

*7.6. Memo from Steve Shypowskyj, Manager of Projects & Design - CSO
Control Funding Application 4

9. Presentations

*9.1. Jonathan Hack, Director at Sierra Planning and Management - Road
Ends Study 5

*9.2. Bill Myers, Supervisor of Customer Service and Strategic Projects -
Modernization Project Update 9

16. Motions

16.1. Memo from Councillor Ron Bodner - Reconsideration of Michener
Municipal Drain Meeting to Consider

*a. Memo from Alana Vander Veen, Drainage Superintendent -
Reconsideration of Michener Municipal Drain Meeting to
Consider 15

Memorandum

To: Mayor Steele and Members of Council

From: Steve Shypowskyj, Manager of Projects & Design

Date: January 11, 2021

Re: Temporary Closure of West Street from Adelaide Street to Victoria Street for SouthPort Condo Inc. Development

This memorandum is in reference to Report 2021-20: Delegated Authority for Conditional Building Permit for SouthPort Condo Inc. The developer has requested the City allow a full closure of West Street between Adelaide Street and Victoria Street for the duration of the construction works which is expected to be approximately two (2) years. The closure would include the paved portion of the roadway, the West Street parking area on the east side of the roadway, and the sidewalk on the west side of the road along the frontage of the development.

This section of West Street is one-way in the northbound direction for vehicles. Since the developer owns all properties along the West Street frontage of this block, no businesses or residences will be located within this closure. The proposed detour route will be one block to the west at King Street, and pedestrians have the option of using the Port Promenade walkway to bypass the construction zone on West Street.

The developer has provided reasoning for this request as summarized below:

- The tower crane that the contractor is utilizing has a radius that will swing over a portion of West Street. Although live loads will be kept off the roadway, they will still be suspended up to 100 feet in the air which could cause a safety hazard for the public if they are right next to the construction site.
- The sidewalk and portion of the roadway will be required to be closed during the construction of the foundation due to their close proximity and depth of the foundation's excavation. This is to prevent excess loading in the immediate area and prevent potential undermining of the sidewalk and roadway.
- Closing the roadway will allow the area to be utilized by the developer to stage construction vehicles and deliveries frequenting the site to minimize traffic issues and queuing on the street.

For these reasons, the Engineering Division supports the request to temporarily close West Street from Adelaide Street to Victoria Street. It will be stipulated that no

construction materials are to be stored on the City's sidewalk or roadway and the closed section may only be used by the developer for parking vehicles or unloading deliveries. The pre-construction and post-construction condition of the sidewalk and roadway will be documented and any damage resulting from the development works will be remedied by the developer or by City forces at the developer's cost.

The developer is agreeable to temporarily open the road at the City's request for events or other operational purposes upon seven (7) days' notice. The extents of the closure can be seen in Attachment "A".

I am requesting that the motion in Chief Administrative Office Report 2021-20, Subject: Delegated Authority for Conditional Building Permit for SouthPort Condo Inc. be amended as follows:

That Council delegates authority to the Chief Building Official to issue a conditional permit agreement for the SouthPort Condo Inc. property; and

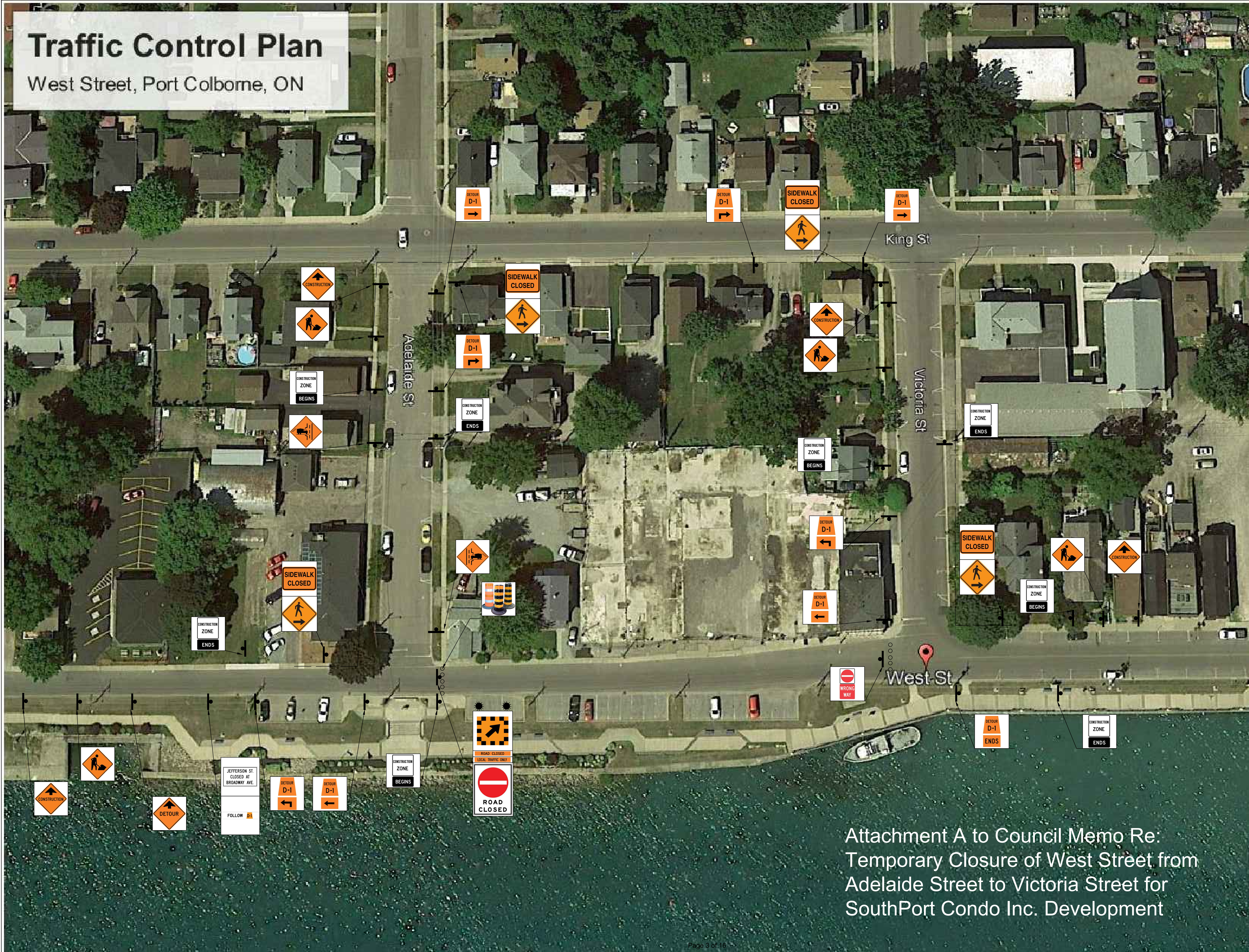
That Council direct the Director of Engineering and Operations to close West Street from Adelaide Street to Victoria Street until December 2023 or project completion.

Thank you for your consideration,

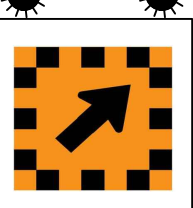
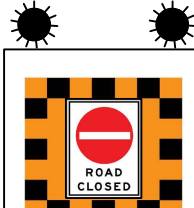




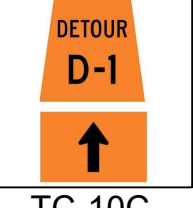
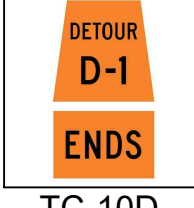

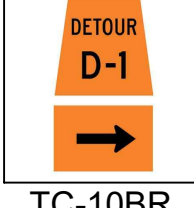

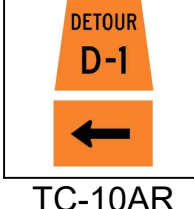



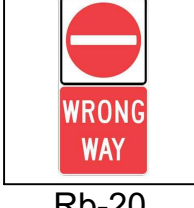


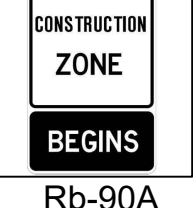
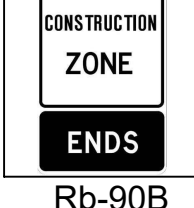


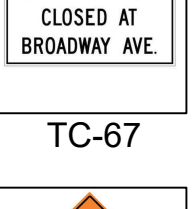
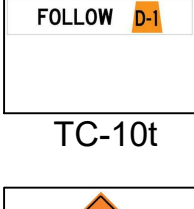


Steve Shypowskyj,
Manager of Projects & Design
City of Port Colborne

Traffic Control Plan

West Street, Port Colborne, ON



SIGN LEGEND

- | | |
|---|--|
| 
ROAD CLOSED
LOCAL TRAFFIC ONLY
TC-7
TC-71A
TC-71B | 
ROAD CLOSED
TC-92
TC-71A |
| 
TC-54 | 
TC-2B |
| 
TC-1 | 
TC-5 |
| 
TC-10C | 
TC-10D |
| 
TC-10AR | 
TC-10BR |
| 
TC-10AL | 
TC-10AR |
| 
Rb-10 | 
Rb-11 |
| 
Rb-12 | 
Rb-20 |
| 
TC-4 | 
PEDESTRIAN PATHWAY |
| 
Rb-90A | 
Rb-90B |
| 
TC-40 | 
TC-40t |
| 
TC-67 | 
TC-10t |
| 
TC-31L | 
TC-31R |

- NOTES:
- 1) PEDESTRIAN TRAFFIC TO BE MAINTAINED. FOLLOW CONSTRUCTION SIGNS AND ROUTE SHOWN.
 - 2) TC-54's TO BE SHIFTED INTO LANE DURING DELIVERIES. LANE WILL MAINTAIN MIN. 3.0m WIDTH AT ALL TIMES.
 - 3) TC-40t AT WEST/VICTORIA & WEST/ADELAIDE SHALL READ "SIDEWALK CLOSED - PLEASE DETOUR TO KING STREET".
 - 4) TC-40t AT KING/VICTORIA SHALL READ "SIDEWALK CLOSED - PLEASE USE OTHERSIDE".
 - 5) TC-67 AT WEST STREET SHALL READ "WEST STREET CLOSED AT ADELAIDE STREET".



RANKIN CONSTRUCTION INC.
CONTRACTORS & ENGINEERS
223 Martindale Road
P.O. Box 1116
St. Catharines, Ontario
L2R 7A3
Telephone: (905) 684-1111
Fax: (905) 684-2260

605 James Street North
3rd Floor
Hamilton, Ontario
L8K 1K1
Telephone: (905) 525-5153
Fax: (905) 525-9110

PORT COLBORNE CONDOMINIUM CONSTRUCTION
TRAFFIC CONTROL PLAN
DESIGNED BY: **R. ZWIERSCHE**
CHECKED BY: **R. ZWIERSCHE**
DATE: **Dec. 18, 2020**
DRAWING NO.: **DD1**

SCALE: **20:1**
DATE: **Dec. 18, 2020**

Attachment A to Council Memo Re:
Temporary Closure of West Street from
Adelaide Street to Victoria Street for
SouthPort Condo Inc. Development

Memorandum

To: Mayor Steele and Members of Council
From: Steve Shypowskyj, Manager of Projects & Design
Date: January 11, 2021
Re: CSO Control Funding Application

The Region of Niagara's Combined Sewer Overflow (CSO) Control Policy and cost sharing program is intended to facilitate shared funding with local area municipalities to help mitigate the impacts of wet weather events. The program reflects the need for a coordinated effort between the Region and local area municipalities to address the issue of wet weather overflows to the environment.

Staff is seeking Council's approval to apply for the cost sharing program in order to expand on the investment of projects approved within the 2021 Capital Budget. More specifically this program would be utilized to extend the scope of the already approved Infrastructure Needs Studies and Flow Monitoring projects.

The City's application will target inflow source control on private side laterals as well as investigative work throughout the wastewater system in order to isolate and repair problematic areas. Through this program the Region of Niagara provides funding from 30-60% of overall project costs. The remaining project costs will be funded by the municipality through previously approved capital budgets. Staff will be targeting higher Regionally funded projects (50-60% project funding) to maximize the scope of each project.

I am requesting that Council support the submission of the CSO Control Funding Application by passing the following resolution:

That Council of the City of Port Colborne support the staff application to the Region of Niagara for Combined Sewer Overflow Control Funding.

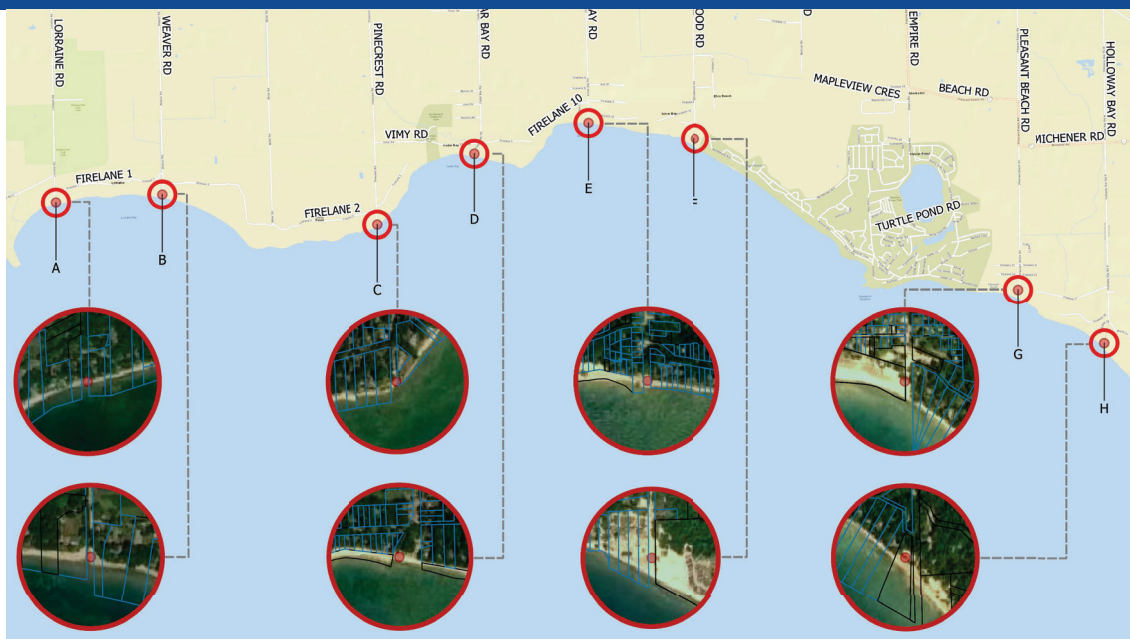
Thank you for your consideration,

Steve Shypowskyj,
Manager of Projects & Design
City of Port Colborne

Review of Road Allowance as Informal Beach Access

January 11, 2021

Road Allowances





From the Work Plan

✓ Public and Property Stakeholder Consultation Preparation and Execution

There are a number of different perspectives that are relevant to creating a workable range of solutions:

- Public at large and beach goers;
- Adjacent property owners;
- Potential commercial partners;
- Cottage owners; and
- Council and management of the City.

We would propose to address each of these groups as follows:

From the Work Plan

Public at Large and Beach Goers:

- The City has recently produced a recreation and parks master plan that has involved consultation with the public on open space and amenity matters.
- Create initial range of solutions and then solicit feedback from the public through an online process.
- This can be a formal process whereby an online presentation is provided that enables the public to offer commentary.


Sierra Planning and Management
advice • strategy • implementation

From the Work Plan

Adjacent Property Owners

Consultation with property owners is central to any successful strategy:

1. Identify impacted property owners within a reasonable zone of the allowances (taking into account the impact of parking problems some distance from the beaches);
2. Create a specific online survey for property owners to explain concerns but most importantly see and evaluate a range of potential options for solutions.
3. Reinforced with an RSVP based Zoom meeting to discuss the findings of the property owner survey engagement.


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From the Work Plan

Potential Commercial and other Ownership Partners

- We willinterview owners and further develop options. This is potentially important as a means to create the necessary infrastructure and amenities.

Cottage Owners

- Another important group across the municipality, some of which are US based. We would work with the City to ensure that these owners are included in a survey of affected adjacent owners within the impact zone.


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Reporting of Options, Evaluation and Recommendations – From the Work Plan

The consultation outlined above is based on the situation assessment but also the creation of a range of potential solutions - policy, site specific, enforcement, partnerships etc as indicated above - that are then the basis for meaningful and productive discussion with property owners to obtain their full perspective and preferences. So too, the Council and management engagement will move us forward in terms of those options which are best bets and should form the basis of operational and capital budgeting plans for the City.

The reporting phase will then absorb all of the preceding work and consultation into a concise report that covers all of the elements that relate to both near term and longer-term planning for the road allowances. Once complete in draft, the report will be shared with staff for initial review and revision as necessary.

The reporting can be then provided to Council and the public at a public meeting and ultimately the prioritized actions communicated in terms of operational and capital planning by the City – including the development of partnerships, by-laws and other commitments to effective management of the road allowances and the impacts of these informal public spaces on surrounding property interests, as well as the overall safety and enjoyment of the City by its residents and visitors.


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Customer Relationship Management

Project Update



1

CRM Project Update Agenda

- Year in Review
- Website
- CityWide
- Next Steps



2

Year in Review

- CityWide – Maintenance Manager – 3,795 SRs, 702 WOs
- Live Answering Phones – 14,115 total calls
- Corporate Rebrand
- Website
- City Hall Redesign Concept
- IT infrastructure (Cradlepoint, hardware, VPN Vale)
- Office 365 Migration
- Customer Service Policy/ Training
- Customer Satisfaction Survey
- Service Delivery Review



3

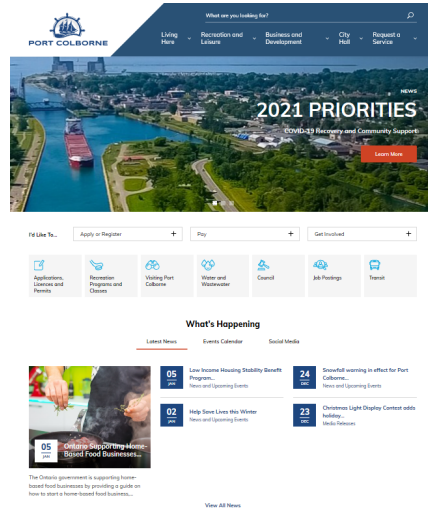
Website

- Soft launch on December 15
- Train staff/ Requirements gathering
- Governance Structure



4

Website Homepage



5

Request a Service

Request a Service

Welcome to the Citizen Request Portal! A simple, streamlined approach to accessing your City services. To request a City service online please complete the request form below. If you are having any difficulties completing the form, you may contact our customer service team by email or phone.

Contact Information

Name*

Email*

Mailing Address*

Phone Number (Daytime)*

Extension (Daytime)

Mobile*

Email*

Contact Preference
 City Hall ☐ City Office ☐ City Center ☐

Issue/Request Information

Issue/Request Type*

Issue/Request Address*

Issue/Request Details*

Attach Image

Submit Issue/Request

Personal information on this form is collected under the authority of the National Access to Information and Protection of Privacy Act and will be used for the purposes of administering public services. Questions about this collection should be directed to the Customer Service department.

6

Council Calendar

What are you looking for?

Living Here Recreation and Leisure Business and Development City Hall Request a Service

Council Calendar

Subscribe Print View

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2	3	4	5	6

Search Criteria

Start Date: 12/07/2020 End Date: 12/07/2021

Meeting Type: Please Select ...

Keyword(s):

Search Clear Save Search Clear Saved Search

Search Results
3 Results Found

Monday, December 7, 2020 to Tuesday, December 7, 2021

Meeting Date	Meeting	Agenda	Minutes	Video
January 11, 2021 6:30 p.m. - 11:00 p.m.	Council Meeting	Agenda HTML Agenda PDF 1 Agenda PDF 2		

Previous 1 Next

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7

PORTicipate

PORT COLBORNE

Let's #PORTicipate

Today's Activities

By Activity

By Day of the Week

By Location

Maps to Facilities

Holiday Schedules

Feedback

Visit portcolborne.ca

#PORTicipate

Today's Activities

2020-12-07

COVID-19 Effective Saturday, December 26 at 12:01 a.m., Ontario moved to a provincewide shutdown to stop the

Find an Event

Visit portcolborne.ca

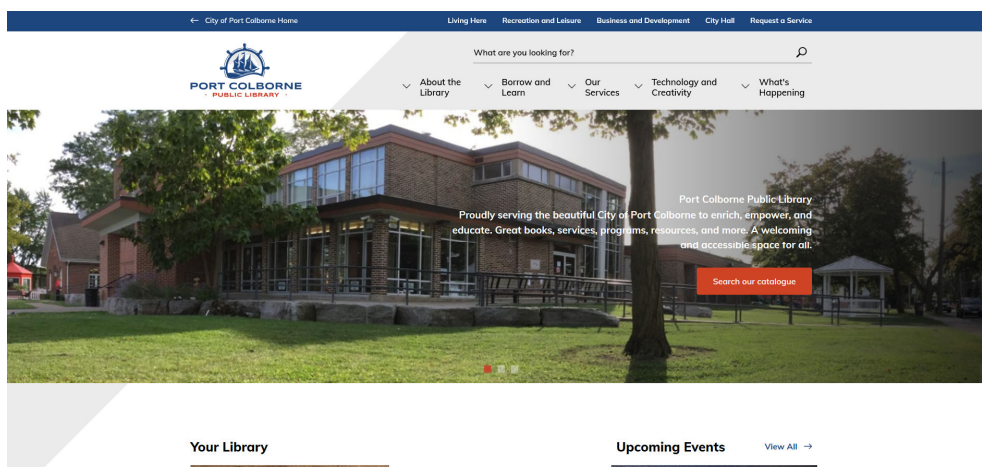
8

Landing Pages



9

Landing Pages (continued)



10

CityWide

- Refine processes/ requirements gathering
- Staff Training
- Mobile application
- Preventative Maintenance Schedule
- Vendors
- Route Patrol/ Inspection processes
- Online Portal



PORT COLBORNE

11

CRM Project – Next Steps

- Re-evaluate budget
- Sustainment of 2020 initiatives
- Close out 2020 project/ conduct requirements gathering
- Project Planning 2021 and beyond
- Customer Service Policy and Staff Training
- Virtual City Hall, Online Payments



PORT COLBORNE

12

Memorandum

To: Mayor Steele and Members of Council

From: Alana Vander Veen, Drainage Superintendent

Date: January 11, 2021

**Re: Reconsideration of Engineering and Operations Department,
Engineering Division, Report No. 2020-146, Subject: Michener
Municipal Drain Meeting to Consider**

The panellists of the Court of Revision (CoR) for the Michener Municipal Drain are seeking the further opinion/support of Council to review the engineering fees associated with the Michener Drain project. From the onset of the project there were fees associated for three engineering firms. The first firm, Wiebe Engineering, declared bankruptcy and was unable to complete the project. The second firm, AMEC Engineering, declared they were unable to complete the project due to loss of adequate staff. The third firm, EWA Engineering Inc., was the firm who completed and filed the report on June 11, 2020.

This information was acknowledged during the first sitting of the CoR that was held on December 9, 2020 along with the realization of associated fees for said firms.

When the project originally began, the Michener Drain was deemed apart of the Wignell Drain Report; however, the most recent firm suggested that each drain be completed under its own report and staff had accepted this change with the knowledge that it would expedite the work.

Council is being asked to accept the Engineer's Report as is, or to review the associated fees to have either all, or a portion of the previous engineers' fees reallocated to the assessment of the roads to proceed forward with this project.

The following is a breakdown of the fees for all engineering works associated with the Michener Drain. The first chart is the breakdown of area for each watershed to determine the associated costs.

Area by Ratio of the drains, (Total Wignell Watershed = 1120 Ha)

Michener Drain	135Ha	12.02%
Port Colborne Drain	345Ha	30.78%
Wignell Drain	641Ha	57.20%

Engineer		Total Cost of Wignell/Port Colborne and Michener Drains	Michener Drain
Wiebe Engineering	Survey	\$8,342.93	\$1,002.81
	Report Preparation	\$83,533.94	\$10,040.66
AMEC Engineering	Survey, Design, Plans, Engineers Report	\$67,147.23	\$8,071.00
EWA Engineering Inc.	Design Services		\$45,480.00
	Change Orders		\$13,948.00
	Portion of Expenses		\$1,514.04
Subtotal of Wiebe and Amec		\$159,024.10	\$19,114.50
Subtotal of EWA Engineering			\$60,942.04
Total			\$80, 056.51

The panel of the of the CoR made a request to EWA Engineering Inc. for an estimate of the previous engineers' work that was used in the assistance of completing the final report; however, Mr. Paul Marsh, P. Eng was not comfortable with providing a percentage. All materials from the previous engineers were reviewed prior to completion of this report so all the work completed to date has had some merit in one way or another on the projects. The most beneficial portion completed prior to the involvement of EWA Engineering was certainly the survey work completed by Weibe Engineering to the tune of \$8,342.93 or proportionally to the Michener Drain is \$1,002.81. From what we can see, no portions of the report preparation (\$83,533.94 total, \$10,040.66 proportionally) from Weibe Engineering were used; however, this is difficult to say indefinitely as Weibe's work was then picked up by Amec and it became difficult to see one engineers work from another. The work completed by Amec was a total of \$67,147.23 or proportionally to the Michener Drain is \$8,071.00. Unfortunately, this fee is not broken down as nicely as the cost for Weibe. Again, there is plenty of work that was reusable but to put fair assessment of dollar or percentage to this is very difficult.

Thank you for your consideration,

Alana Vander Veen
Drainage Superintendent
City of Port Colborne