

## City of Port Colborne Council Meeting Agenda

**Date:** June 28, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
 66 Charlotte Street, Port Colborne

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. National Anthem</b>	
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7.9.	Project No. 2021-16 RFQ 11 King Buildings Demolition (2021-182)	134
7.10.	Procurement and Project Management Services (2021-181)	139
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## **8. Correspondence Items**

8.1.	Town of Fort Erie - Generation Squeezing with Respect to Affordable Housing	146
8.2.	Niagara Peninsula Conservation Authority - Conservation Authorities Act Phase 1 Regulations Guide	149
8.3.	Peter Julian, MP New Westminster-Burnaby - Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act	157
8.4.	Doug Downey, Attorney General - Modernization Initiatives and Court Recovery in POA Courts	159

## **9. Presentations**

## **10. Delegations**

Due to COVID-19 this meeting will be conducted virtually. Anyone wishing to speak to Council is asked to submit a written delegation that will be circulated to Council prior to the meeting. Written delegations will be accepted until noon the day of the meeting by emailing [deputyclerk@portcolborne.ca](mailto:deputyclerk@portcolborne.ca) or submitting a hard copy in the after-hours drop box in front of City Hall, 66 Charlotte Street, Port Colborne. Written delegations accepted after this time will be circulated with the minutes and included as public record.

## **11. Mayor's Report**

## **12. Regional Councillor's Report**

## **13. Staff Remarks**

## **14. Councillors' Remarks**

## **15. Consideration of Items Requiring Separate Discussion**

<b>16.</b>	<b>Motions</b>	
<b>17.</b>	<b>Notice of Motions</b>	
<b>18.</b>	<b>Minutes of Boards &amp; Committees</b>	
18.1.	Port Colborne Historical & Marine Museum Minutes - May 18, 2021	162
<b>19.</b>	<b>By-laws</b>	
19.1.	By-law to Authorize Entering into an Agreement with SouthPort Condos Inc. Regarding Downtown Central Business District CIP Tax Assistance and Brownfield CIP Rehabilitation Grant	166
19.2.	By-law to Authorize Entering into a Contract Agreement with Tri-Phase Group Inc. regarding Project 2021-16	180
19.3.	By-law to Authorize Entering into a Contract Agreement with CIMA Canada Inc. regarding Project 2021-18	181
19.4.	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	182
<b>20.</b>	<b>Confidential Items</b>	
	Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Municipal Act, 2001.	
20.1.	Minutes of the closed session portion of the June 21, 2021 Council Meeting	
20.2.	Chief Administrative Office Report 2021-188, Insurance Claim and Litigation Update	
20.3.	Chief Administrative Office Report 2021-189, 2020 Employee Engagement Results	
<b>21.</b>	<b>Procedural Motions</b>	
<b>22.</b>	<b>Information items</b>	
<b>23.</b>	<b>Adjournment</b>	

**From:** Usick, Karen <[Karen.Usick@niagarahealth.on.ca](mailto:Karen.Usick@niagarahealth.on.ca)>

**Sent:** June 15, 2021 2:58 PM

**To:** 'jim.bradley@niagararegion.ca' <[jim.bradley@niagararegion.ca](mailto:jim.bradley@niagararegion.ca)>;  
'wayne.redekop@niagararegion.ca' <[wayne.redekop@niagararegion.ca](mailto:wayne.redekop@niagararegion.ca)>;  
'marvin.junkin@niagararegion.ca' <[marvin.junkin@niagararegion.ca](mailto:marvin.junkin@niagararegion.ca)>;  
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'theresa.ettorre@welland.ca' <[theresa.ettorre@welland.ca](mailto:theresa.ettorre@welland.ca)>; 'jhughes@stcatharines.ca'  
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**Subject:** Request For Proclamation - World Hepatitis Day - 2021

Greetings

I am contacting you today on behalf of the Niagara Health System-Hepatitis C Care Clinic to make a request for you to proclaim July 28, 2021 World Hepatitis in your municipality. However, I would like to begin by thanking each of you for all that you are doing to support and carry our municipalities through the ongoing global pandemic. Your hard work and dedication for the residents of Niagara is so truly admirable and appreciated! These are unprecedented times and so much of our lives that we knew as normal has changed so much. The Covid-19 virus is in the forefront of all we are doing at this time; but our Team is working hard to raise awareness of World Hepatitis Day-2021, hepatitis and liver health. Unfortunately, our annual World Hepatitis Day community awareness event will not occur again this year. The Hepatitis C Care Clinic's annual community awareness was first held in 2014 and had been growing over the 6 years which we hosted the events throughout Niagara. We were last able to host our community awareness day in 2019, when we had over 600 residents of Niagara that joined us at our World Hepatitis Day event in Montebello Park. With these changing times, we are looking at other ways to bring support to the residents of Niagara that will follow the re-opening guidelines outlined by the Provincial Government. We are planning smaller events around the Niagara Region for an opportunity for individuals to be tested for hepatitis and HIV, to allow our Team to provide information to individuals about the hepatitis C, the treatment journey, the care and services of our program.



The Niagara Health System-Hepatitis C Care Clinic is a specially funded program through the Ministry of Health-Hepatitis C Secretariat and we work with individuals that may/could fall between the cracks of our health and social services network. Our Outreach Team meets with our clients where they are the most comfortable. We know how much Covid-19 has affected our lives and it has greatly impacted the lives of the most vulnerable in Niagara. Those who struggle with addiction, mental health, homelessness and a multitude of other concerns that affect their social determinants of health. Our program's multidisciplinary Team is providing modified clinic appointments based on individual needs and outreach services to provide care for the residents of Niagara to meet with them where they feel the most comfortable. The care we are providing are supportive services, individual and virtual education sessions, hepatitis and HIV testing and supporting clients to prepare them for hepatitis C treatment and support when on treatment.

We will not be able to meet with you at our World Hepatitis Day community event again this year, but we would like to share with you more about our program. Please do not hesitate to contact us if you have any questions or require additional information.

Hope you have a lovely day!

Take care and stay safe!

*Karen*

**Karen Usick – Reg. N**

Hepatitis C Care Clinic | Community Coordinator

Niagara Health System | Addiction and Mental Health Services

Email: [Karen.Usick@NiagaraHealth.on.ca](mailto:Karen.Usick@NiagaraHealth.on.ca)

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260 Sugarloaf Street, Port Colborne, ON L3K 2N7

HCCC Website Address - [www.niagarahealth.on.ca/site/hepatitis-c-care](http://www.niagarahealth.on.ca/site/hepatitis-c-care)

NHS Addiction Services - [www.niagarahealth.on.ca/services/addiction-recovery](http://www.niagarahealth.on.ca/services/addiction-recovery)



**#HepCantWait | #WorldHepatitisDay | #NoHep**

## **WORLD HEPATITIS DAY**

**July 28<sup>th</sup>, 2021**

**WHEREAS**, over 194,000 Canadians living with hepatitis C and approximately 380,710 living with hepatitis B can potentially develop cirrhosis, liver failure, liver cancer and related illnesses;

**WHEREAS**, Ontario has over 110,000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

**WHEREAS**, there are vaccines available for Hepatitis A and B; emerging Hepatitis C treatment therapies can cure over 95% of cases; and

**WHEREAS**, World Hepatitis Day provides an opportunity to reach out to millions of Canadians and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public health concern in Canada by 2030;

**THEREFORE**, I, Bill Steele, Mayor of the City of Port Colborne, do hereby proclaim **July 28<sup>th</sup>, 2021 World Hepatitis Day** in Port Colborne.

## **JOURNÉE MONDIALE CONTRE L'HÉPATITE**

**Le 28 juillet 2021**

**ATTENDU QUE**, au Canada, quelque 194 000 personnes vivant avec l'hépatite C et environ 380 710 personnes vivant avec l'hépatite B risquent de développer une cirrhose, une insuffisance hépatique, un cancer du foie et des maladies connexes;

**ATTENDU QUE** l'Ontario compte plus de 110 000 personnes vivant avec l'hépatite B ou C, deux maladies lentes et progressives; et

**ATTENDU QU'**il existe des vaccins pour protéger contre l'hépatite A et B et que de nouvelles thérapies de traitement de l'hépatite C peuvent guérir plus de 95 % des cas; et

**ATTENDU QUE** la Journée mondiale contre l'hépatite est une occasion de joindre des millions de Canadiennes et de Canadiens, d'encourager le dépistage de l'hépatite et de fournir traitements et soins aux personnes touchées tout en ouvrant la voie vers l'élimination de l'hépatite en tant que problème de santé publique au Canada d'ici 2030;

**PAR CONSÉQUENT**, je, Bill Steele, maire de la Ville de Port Colborne, proclame par la présente le **28 juillet 2021 Journée mondiale contre l'hépatite** à Port Colborne.

Bill Steele  
Mayor / Maire



**PORT COLBORNE**

June 28, 2021

Moved by Councillor  
Seconded by Councillor

**WHEREAS** over 194,000 Canadians living with hepatitis C and approximately 380,710 living with hepatitis B can potentially develop cirrhosis, liver failure, liver cancer and related illnesses; and

**WHEREAS** Ontario has over 110,000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

**WHEREAS** there are vaccines available for Hepatitis A and B; emerging Hepatitis C treatment therapies can cure over 95% of cases; and

**WHEREAS** World Hepatitis Day provides an opportunity to reach out to millions of Canadians and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public health concern in Canada by 2030;

**NOW THEREFORE**, I, Mayor William C. Steele, do hereby proclaim July 28<sup>th</sup>, 2021 as **"World Hepatitis Day"** in the City of Port Colborne.

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William C. Steele  
Mayor

## **City of Port Colborne**

### **Council Meeting Minutes**

**Date:** Monday, June 14, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

**Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
A. Desmarais, Councillor  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor

**Staff Present:** T. Cartwright, Director of Community Safety & Enforcement  
A. LaPointe, Acting Director of Planning and Development/City Clerk  
S. Luey, Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)  
B. Boles, Director of Corporate Services/Treasurer  
C. Kalimootoo, Director of Public Works  
S. Lawson, Fire Chief

#### **1. Call to Order**

Mayor Steele called the meeting to order.

#### **2. National Anthem**

#### **3. Proclamations**

##### **3.1 Seniors' Month**

Moved by Councillor M. Bagu  
Seconded by Councillor D. Kalailieff

That June 1 – 30, 2021 be proclaimed as “Seniors’ Month” in the City of Port Colborne and that all citizens be encouraged to recognize and celebrate the accomplishments of our seniors.

Carried

**4. Adoption of Agenda**

Moved by Councillor E. Beauregard  
Seconded by Councillor A. Desmarais

That the agenda dated June 14, 2021 be confirmed, as circulated.

Carried

**5. Disclosures of Interest**

**6. Approval of Minutes**

Moved by Councillor H. Wells  
Seconded by Councillor R. Bodner

- a. That the minutes of the regular meeting of Council held on May 25, 2021, be approved as circulated.
- b. That the minutes of the special meeting of Council held on June 7, 2021, be approved as circulated.

Carried

**6.1 Regular Meeting of Council - May 25, 2021**

**6.2 Special Meeting of Council - June 7, 2021**

**7. Staff Reports**

Moved by Councillor F. Danch  
Seconded by Councillor G. Bruno

That items 7.1 and 7.2 be approved, and the recommendations contained therein be adopted.

Carried

**7.1 Recommendation Report for Zoning By-law Amendment D14-02-21, 3288 Second Concession, 2021-173**

That Planning and Development Department Report 2021-173 be received; and

That the Zoning By-law Amendment attached as Appendix A of Planning and Development Report 2021-173 be approved, rezoning the property from Agricultural (A) to Agricultural Purposes Only (APO) and AR-63; and

That Planning staff be directed to circulate the Notice of Passing in accordance with the *Planning Act*.

**7.2 Transit Agreement to December 2021, 2021-167**

That Corporate Services Department Report 2021-167 be received;

That the transit agreement with the City of Welland attached as Appendix A of Corporate Services Department Report 2021-167, be approved; and

That a by-law to enter into a transit agreement with the City of Welland be brought forward.

**8. Correspondence Items**

Moved by Councillor F. Danch

Seconded by Councillor G. Bruno

That items 8.1 to 8.4 be received for information.

Carried

**8.1 Township of Wainfleet - Niagara Central Dorothy Rungeling Airport Commission**

**8.2 Various Municipalities - Declaration of National Emergency on Mental Health**

**8.3 Various Municipalities - City of Port Colborne resolution regarding Cannabis Licensing and Enforcement**

**8.4 Niagara Regional Housing - Quarterly Report January 1 to March 31, 2021**

**9. Presentations**

**10. Delegations**

#### **10.1 Jesse Boles, Downtown BIA - Rainbow Crosswalk Request**

Jesse Boles, Downtown BIA, responded to questions received from Council.

Moved by Councillor A. Desmarais

Seconded by Councillor R. Bodner

That Council Direct the Director of Public Works to work with the Downtown BIA to create a plan to recognize and show support of the LGBTQ community and other marginalized peoples with a focus of the plan to be inclusive and illustrate that the City of Port Colborne is a safe place where all are wanted, welcome and respected in our community; and

That the plan and related recommendations be brought forward in the 2022 draft budget for Council consideration, if required; and

If approved in the 2022 budget, the implementation of the recommendations occur before June 1st, 2022.

##### **Amendment:**

Moved by Councillor E. Beauregard

Seconded by Councillor R. Bodner

That Council Direct the Director of Public Works to work with the Downtown BIA to create a plan to recognize and show support of the LGBTQ community and other marginalized peoples with a focus of the plan to be inclusive and illustrate that the City of Port Colborne is a safe place where all are wanted, welcome and respected in our community; and

**That Council approve the budget funding for this project come from the Capital Contingency Reserve; and**

**That the Director of Public Works be directed to work alongside the Downtown BIA and move forward in implementing and installing one crosswalk.**

Carried

#### **10.2 Kate Brown - Downtown BIA Crosswalk Request**

#### **10.3 OUTniagara - Downtown BIA Crosswalk Request**

### **11. Mayor's Report**

A copy of the Mayor's report is attached.

**12. Regional Councillor's Report**

**13. Staff Remarks**

**13.1 Beaches Update (Boles)**

The Director of Corporate Services/Treasurer updated Council on the Centennial Park - Cedar Bay Beach and Nickel Beach activity over the past few weekends.

**13.2 2022 Budget Dates (Boles)**

The Director of Corporate Services/Treasurer informed Council that the 2022 budget dates would be brought forward to Council at the next meeting on June 28, 2021.

**14. Councillors' Remarks**

**14.1 Traffic Issues at Beaches (Wells)**

Councillor Wells reported that there have been traffic issues with speeding and golf carts at the beaches and road ends. He further indicated that the issue has been brought forward to the Niagara Regional Police to ensure safety and control of traffic.

**14.2 Cedar Bay Beach Fencing (Wells)**

In response to Councillor Wells' concern regarding some fencing located on Cedar Bay Beach, the Chief Administrative Officer confirmed that he will investigate this matter.

**14.3 Traffic on Clarence Street and Stanley Street (Bagu)**

In response to Councillor Bagu's request for an update on traffic calming measures for Clarence Street and Stanley Street, the Director of Public Works informed Council that speed limit signs have been installed, lines will be painted on these streets and staff are investigating the potential for specific lines to be painted near Sunset Park. Additionally, the Director noted that staff will be working with CAA to investigate other signs that can be installed in these areas such as "Children at Play" signs.

**14.4 Golf Carts (Desmarais)**

Councillor Desmarais informed Council that she has received reports of golf carts operating along the Friendship Trails. The Mayor reported that off-road policing and stepped-up patrols will be occurring in these areas



and encouraged the public to please report to the Niagara Regional Police if they witness this happening.

#### **14.5 Beaches - Public Comments (Desmarais)**

Councillor Desmarais reported that she has received mixed reviews from the public regarding the residency restrictions on the beaches.

#### **14.6 Water Bills (Desmarais)**

Councillor Desmarais reported that she has received many public inquiries regarding the cause of the high water bills as well as the action being taken by the City to remedy the high water prices. The Chief Administrative Officer provided an outline of how the water budget is used, noting that there is no profit and that all is put towards the cost of providing safe and clean water to each resident's home. He further noted that he will investigate ways of communicating this information to the public.

#### **14.7 Water Station on Elm Street (Bodner)**

In response to Councillor Bodner's inquiry regarding whether the water station on Elm Street is fully operational, the Director of Public Works indicated that the City has received a second sampling indicating the water is safe but there is one flexible hose piece not yet delivered. The Director further noted that the manufacturer indicated that it should be delivered in 1-2 weeks.

#### **14.8 Missing Garbage Can (Danch)**

In response to Councillor Danch's inquiry regarding a garbage can that has gone missing at the corner of Main Street West and Fielden Avenue, the Director of Public Works reported that he would ensure the garbage can would be returned to this location.

#### **14.9 Bike Rack (Danch)**

In response to Councillor Danch's inquiry regarding a bike rack at the corner of Main Street West and King Street, the Director of Public Works informed Council that he would investigate this matter.

#### **14.10 Line Painting (Bruno)**

In response to Councillor Bruno's request to have the road line paintings improved in the area of Hawthorne Heights, the Director of Public Works informed Council that he would investigate this matter.

#### **14.11 Water Billing (Bruno)**

In response to Councillor Bruno's inquiry regarding whether staff could prepare a cross-departmental Council update with respect to water/wastewater infrastructure and billing, the Chief Administrative Officer confirmed that he will arrange for this to happen.

### **15. Consideration of Items Requiring Separate Discussion**

#### **15.1 Niagara Living Wage Certification, 2021-166**

Moved by Councillor G. Bruno  
Seconded by Councillor H. Wells

That Corporate Services Department Report 2021-166 be received;

That Council endorse the commitment to become a Certified Living Wage Employer at the Leader level as of June 20, 2021; and

That Council endorse the commitment to reaching the Champion level by June 30, 2023.

Lost

#### **15.2 2020 Year End Review – Fire and Emergency Services, 2021-161**

Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

That Community Safety and Enforcement Department Report 2021-161, be received for information purposes.

Carried

#### **15.3 2020 Year End Review – By-law Enforcement Services, 2021-159**

Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

That Community Safety and Enforcement Department Report 2021-159 be received for information.

Carried

**15.4 Core Services and By-law for By-law Enforcement Policy, 2021-155**

Moved by Councillor R. Bodner

Seconded by Councillor D. Kalailieff

That Community Safety and Enforcement Department Report 2021-155 be received;

That Council adopt the Core Services as outlined in Appendix A to Community Safety & Enforcement Department Report 2021-155; and

That Council approve the draft By-law and Schedule “A” By-law Enforcement Policy attached as Appendix B to Community Safety & Enforcement Department Report 2021-155.

Carried

**15.5 2020 Consolidated Financial Statements, 2021-76**

Moved by Councillor H. Wells

Seconded by Councillor D. Kalailieff

That Corporate Services Department Report 2021-76 be received;

That the reserve transfers proposed in this report and included in the consolidated financial statements, be approved;

That the consolidated financial statements attached as Appendix A to Corporate Services Department Report 2021-76, be approved; and

That Grant Thornton be reappointed as the auditors of the City of Port Colborne for the fees as outlined in Appendix C to Corporate Services Department Report 2021-76.

Carried

**15.6 Centennial Park - Cedar Bay Beach Residency Exceptions, 2021-165**

Moved by Councillor G. Bruno

Seconded by Councillor H. Wells

That Corporate Services Department Report 2021-165 be received as information.

In Favour (7): Councillor E. Beauregard, Councillor R. Bodner, Councillor G. Bruno, Councillor F. Danch, Councillor A. Desmarais, Mayor Steele, and Councillor H. Wells

Opposed (2): Councillor M. Bagu, and Councillor D. Kalailieff

Carried (7 to 2)

**Amendment:**

Moved by Councillor R. Bodner

Seconded by Councillor H. Wells

That Corporate Services Department Report 2021-165 be received as information;

**That the Director of Corporate Services be directed to implement an amended version of Option 1 as outlined on page 2 of Corporate Services Department Report 2021-165, with the Director administering exemptions to residency restrictions with discretion;**

**That successful exemptions be treated as Niagara residents by paying a fee to access the beach (\$25 weekday/ \$35 weekend); and**

**That the Director of Corporate Services notify Council when an exemption to residency restrictions is granted.**

In Favour (4): Councillor R. Bodner, Councillor A. Desmarais, Mayor Steele, and Councillor H. Wells

Opposed (5): Councillor E. Beauregard, Councillor M. Bagu, Councillor G. Bruno, Councillor F. Danch, and Councillor D. Kalailieff

Lost (4 to 5)

**15.7 Recommendation Report for Zoning By-law Amendment D14-08-21, Vacant Lot on Neff Street, 2021-168**

Moved by Councillor H. Wells

Seconded by Councillor G. Bruno

That Planning and Development Department Report 2021-168 be received;

That the Zoning By-law Amendment attached as Appendix A to Planning and Development Report 2021-168 be approved; and

That Planning and Development staff be directed to circulate the Notice of Passing in accordance with the *Planning Act*.

Carried

**15.8 Follow-up Proposed Draft By-law Non-Parking Administrative Penalty System, 2021-170**

Moved by Councillor H. Wells

Seconded by Councillor R. Bodner

That Community Safety and Enforcement Department Report 2021-170 be received; and

That the draft Non-Parking Administrative Monetary Penalty System By-law attached as Appendix A to Community Safety and Enforcement Report 2021-170, be approved.

Carried

**15.9 Project No.: 2021-17 RFP Erie Street Watermain Replacement, 2021-158**

Moved by Councillor G. Bruno

Seconded by Councillor H. Wells

That Council award the Project for the Design of Replacing Watermain on Erie Street to Associated Engineering Ltd. (the Consultant), for the amount of \$118,210.00, plus applicable taxes;

That a provisional item of \$100,034.00 for Contract Administration and Inspection be awarded on a later date at the discretion of the Director of Public Works, and be approved for use, if necessary, to supplement City staff resources;

That staff prepare the Contract By-law, and the City Clerk and Mayor be authorized to execute the Contract Agreement; and

That the funding for the Project be financed under Account 20C-PW-L43.

Carried

#### **15.10 Nickel Beach Lease Agreement, 2021-133**

Moved by Councillor G. Bruno

Seconded by Councillor A. Desmarais

That Corporate Services Department Report 2021-133, Nickel Beach Lease Agreement be received;

That Council approve the lease agreement attached as Appendix A to Corporate Services Department Report 2021-133, between the City of Port Colborne and Vale Canada Limited for the purposes of leasing the premises at Nickel Beach; and

That a by-law to enter into a lease agreement with Vale Canada Limited be brought forward.

Carried

#### **15.11 Port Colborne Municipal Drain, 2021-148**

Moved by Councillor H. Wells

Seconded by Councillor R. Bodner

That Public Works Department Report 2021-148 be received; and

That staff be directed to advance the Port Colborne Municipal Drain Engineer's Report to a 'Meeting to Consider', under Section 41, Chapter D.17 of the *Drainage Act*.

Carried

#### **15.12 Big Bass Champion Fishing Tournament 2021, 2021-154**

Moved by Councillor H. Wells

Seconded by Councillor A. Desmarais

That Chief Administrative Office Report 2021-154 be received;

That City sponsorship of the 2021 Big Bass Champion Fishing Tournament be approved, with \$4,000 in financial support from the City, City assistance with event promotion and marketing on social media, and waiving the permit fees for the use of H.H. Knoll Park; and

That approval of the above-noted event and sponsorship is conditional on the Big Bass Champion Fishing Tournament submitting a certificate of

liability insurance in the amount of \$2,000,000 naming the City of Port Colborne as additional insured.

Carried

#### **15.13 Town of Fort Erie - Capital Gains Tax on Primary Residence**

Moved by Councillor H. Wells

Seconded by Councillor R. Bodner

That correspondence from the Town of Fort Erie regarding Capital Gains Tax on Primary Residence, be supported.

Carried

#### **15.14 Correspondence from Steven Soos - Request to Endorse Petition Declaring National Emergency on Mental Health**

Moved by Councillor A. Desmarais

Seconded by Councillor D. Kalailieff

Whereas:

Several provinces have declared emergencies on various circumstances over time, and whereas Canada is allowed to declare national emergencies under the Emergencies Act, 1985;

Approximately 1 in 5 Canadians will experience a mental health problem or illness and whereas the economic burden of mental illness in Canada is estimated at 51 billion dollars per year (including healthcare costs, lost productivity, and reductions in health-related quality of life) (CAMH), and whereas not addressing mental health issues/illness is costly in the long-term to Canada's economy;

According to a recent Morneau Shephard poll, 50% of Canadians reported that their mental health has worsened with the COVID-19 pandemic, with mental health related hospitalizations, crisis-line use, and addiction rates skyrocketing;

We, the undersigned, Citizens of Canada, call upon the House of Commons to Launch a federal study in the Standing Committee on Health (HESA) on the merits of declaring a national emergency on mental health.

11/12 of Niagara's-area municipalities already supported the request for Niagara Regional Council to declare a state of emergency on mental health, homelessness, and addiction;

Be it Resolved That the City of Port Colborne endorse Petition E-3351 calling upon the House of Commons to Launch a federal study in the Standing Committee on Health (HESA) on the merits of declaring a national emergency on mental health.

That all Niagara-area MP's/MPP's, the Prime Minister of Canada, the federal Minister of Health, and all members of the federal HESA (Standing committee on health), Premier of Ontario, and the President of AMO be copied on this motion.

Carried

**16. Motions**

**17. Notice of Motions**

**18. Minutes of Boards & Committees**

Moved by Councillor F. Danch

Seconded by Councillor G. Bruno

That item 18.1 be approved, as presented.

Carried

**18.1 Main Street BIA Minutes - November 21, 2019 and January 20, 2020**

**19. By-laws**

Moved by Councillor M. Bagu

Seconded by Councillor E. Beauregard

That items 19.1 to 19.8 be enacted and passed

Carried

**19.1 By-law to Adopt a Municipal By-law Enforcement Policy**

**19.2 By-law to Amend Zoning By-law 6575/30/18 Respecting 3288 Second Concession**



- 19.3 By-law to Amend Zoning By-law 6575/30/18 Respecting a Vacant Lot on the North Side of Neff Street**
- 19.4 By-law to Establish a System for Administrative Penalties for Non-Parking Offences within the City of Port Colborne**
- 19.5 By-law to Authorize Entering into a Contract Agreement with Associated Engineering Ltd. regarding Project 2021-17**
- 19.6 By-law to Authorize Entering into an Agreement with Vale Canada Limited Regarding the Lease of Nickel Beach**
- 19.7 By-law to Authorize Entering into a Transit Agreement with the City of Welland**
- 19.8 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne**

**20. Confidential Items**

Moved by Councillor G. Bruno

Seconded by Councillor F. Danch

That Council do now proceed into closed session in order to address items 20.1 and 20.2.

Carried

**20.1 Minutes of the closed session portion of the May 10, 2021 Council Meeting**

**20.2 Chief Administrative Office Report 2021-157, Nyon Energy Lands and the Nyon Tank Farm property**

**21. Procedural Motions**

Moved by Councillor M. Bagu

Seconded by Councillor D. Kalailieff

That the rules of procedure set out in Section 4.1 of the Procedural By-law be waived to allow the meeting to extend past 11 p.m.

Carried

**22. Information items**

**23. Adjournment**

Council moved into Closed Session at approximately 11:26 p.m.

Council reconvened into Open Session at approximately 12:49 a.m.

Mayor Steele adjourned the meeting at approximately 12:50 a.m.

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William C. Steele, Mayor

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Amber LaPointe, City Clerk



## PORT COLBORNE

### Mayor's Report

June 14, 2021 Council Meeting

### COVID-19

The Province of Ontario began its reopening plan on Friday. This means we can now dine at outdoor patios and shop in person with limitations. It was great to see so many people out on our patios on this weekend. Check out our Facebook page contest and tell us what your favourite local business is and what makes them so special.

As a part of the City's safe and gradual reopening, we have opened our beaches, marina, boat ramp, playgrounds, Discovery Spray Pad, trails and parks. Some outdoor fitness programs are also being offered.

If you have not yet received your vaccine, go to the Ontario.ca website to book an appointment or call 1-888-999-6488.

Niagara Region Public Health has announced vaccination clinics tailored for youth and their families, beginning today. These clinics are available now for booking through the provincial booking system, for those 12-17 years old and their families. They will be in Port Colborne June 16-20.

If you have questions in regards to City Hall services or would like to report a concern, you can contact a Customer Service representative Monday – Friday 8:30 a.m. to 4:30 p.m. by calling 905-835-2900 or via email [CustomerService@portcolborne.ca](mailto:CustomerService@portcolborne.ca).

Alternatively, you can visit our website [www.portcolborne.ca](http://www.portcolborne.ca) and submit a service request or inquiry by clicking on the "Request A Service" tab, located on the top right corner of our website page.

Whether you are a citizen, business owner or city councillor, we are here to assist you and provide Customer Service excellence through all service channels, internally and externally.

In-person appointments will be scheduled for essential and time sensitive services. Where possible, services will be provided through remote means.

## Residential Schools

On May 28<sup>th</sup>, Regional Chair Jim Bradley and Niagara's 12 mayors offered the following joint statement concerning residential schools:

On behalf of the people of Niagara, we have asked that flags be lowered at municipal facilities across the region in honour of the 215 children who were recently found in a mass grave at a former residential school in Kamloops. The flags will remain at half-mast for one hour for each of the lives that were taken.

Starting Monday, May 31, flags will be flown at half-mast until June 8.

The discovery of this mass grave is a stark reminder of the devastating legacy that the Canadian residential school system continues to have on Indigenous people across our country. As Canadians, we must never forget that residential schools forcefully removed Indigenous children from their families, robbed them of their culture, and exposed many of them to physical, mental and sexual abuse.

This particular residential school was operational until 1969, and in the mass unmarked grave, bodies belonging to children as young as three were discovered. Leaders in the Tk'emlúps te Secwépemc First Nations community have rightfully pointed out that the individuals found in this mass grave would have been elders in their community by now. The discovery of this grave site represents more than just a loss of life; it is also an unmeasurable loss of culture, tradition, customs and society.

As Niagara's municipal leaders, we recognize that reconciliation starts with a sincere acknowledgement of the injustices and harms experienced by Indigenous people in Canada. While this discovery is exceptionally tragic, we must also recognize it as an opportunity to learn the truth about the horrors of the residential school system, and the lasting intergenerational trauma it has had for Indigenous people across Canada.

While the flag lowering is symbolic, we are also committed to action. We continue to find ways to work more closely with local Indigenous leaders to address specific items of concern to those living in Niagara. We strive to foster productive relationships based on trust and respect.

We are also joining many communities and organizations across the country who are calling on the federal government to declare a national day of mourning to recognize the tragedies of residential schools in Canada. While nothing will erase the painful impact that residential schools had on First Nations, Inuit and Metis people, we believe we must better acknowledge, and learn from, one of the darkest chapters of our history.

For those looking for support, the Indian Residential School Crisis Line is available for former residential school students and others by calling 1-866-925-4419.

## June Celebrations

### Pride Niagara

On June 1<sup>st</sup> we raised the Pride Flag at City Hall in celebration of Pride Month, to show our dedication as a City to inclusiveness and equality of the LGBTQ+ community in Port Colborne and beyond.

After raising the Pride flag, we immediately brought it back to half-mast to continue the acknowledgement and to honour our indigenous brothers and sisters. Our community stands together, hand in hand. Not only in times of celebration but times of struggle, and grief. We stand together in support and unity.

### Senior's Month

The City of Port Colborne Senior Advisory Council also raised the Niagara Age-Friendly Flag at City Hall to celebrate June being Seniors Month.

Each June the Government of Ontario proclaims that June is Senior Month to celebrate our seniors and to recognize the contribution they continue to make in the communities across Ontario including the City of Port Colborne.

This year's theme is Stay safe, active and connected. Seniors are encouraged to focus on programs and services that enable them to remain safe, healthy, engaged and live life to the fullest during the COVID-19 pandemic and beyond.

### Parks and Recreation Month

The City is also celebrating Parks and Recreation month in June. Follow us on facebook as we profile the many parks available in our community.

If you visit H.H. Knoll Lakeview Park this summer, you will find a new selection of food trucks available in our redesigned parkette.

### Pathstone Mental Health

Pathstone Mental Health has seen an unprecedented number of individuals as a direct result of the pandemic. If you or your child are in need of mental health counselling, please call the 24 crisis and support line at Pathstone at 1-800-263-4944.

More information about how to access their services can be found at [www.pathstonementalhealth.ca](http://www.pathstonementalhealth.ca).

**City of Port Colborne**  
**Public Meeting Minutes**

**Date:** Monday, June 21, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

**Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
A. Desmarais, Councillor  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor

**Staff Present:** A. LaPointe, Acting Director of Planning and Development/City Clerk  
S. Luey, Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)  
D. Schulz, Planner

**1. Call to Order**

Mayor Steele called the meeting to order.

**2. Adoption of Agenda**

Moved By Councillor M. Bagu

Seconded By Councillor E. Beauregard

That the agenda dated June 21, 2021 be confirmed, as circulated.

Carried

**3. Disclosures of Interest**

#### **4. Statutory Public Meetings**

##### **4.1 Public Meeting Report for Proposed Zoning By-law Amendment at 650 Lorraine Road, File D14-10-21, 2021-179**

###### **Purpose of Meeting**

The purpose of this meeting, pursuant to Section 34 of the *Planning Act*, is to consider an application submitted by the agent Christopher Wilson on behalf of the owner David Roy Bankert for the lands legally known as Part of Lots 21 and 22, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 650 Lorraine Road.

The application for Zoning By-law Amendment proposes to change the zoning from Agricultural (A) to Agricultural Purposes Only (APO) and Agricultural Residential (AR). The Zoning By-law Amendment is being sought to satisfy a condition of a farm-consolidation severance under consent application B09-21-PC.

###### **Method of Notice**

Notice of the Public Meeting was administered in accordance with Section 34 of the *Planning Act*, as amended, and Section 5 of Ontario Regulation 545/06.

The Notice of Public Meeting was circulated to required agencies, and property owners within 120 metres of the property on May 26th, 2021. A Public notice sign was also posted on the property by June 1st, 2021. Meeting details have been provided along with the Council Agenda on the City's website.

As of the date of this meeting, staff has not received any written correspondence

###### **Explanation of Procedure to be Followed**

Mr. Schulz advised that the procedure to be followed this evening will be to present Department of Planning and Development Report 2021-179, hear any comments from the applicant, receive questions of clarification from Council to the applicant or Planning Staff, open the meeting to the public for comments and questions and announce the requirements under the Planning Act for written notice of passage of the proposed zoning by-law amendment.

## **Presentation of Application for Zoning By-law Amendment**

Mr. Schulz presented the following:

The application for Zoning By-law Amendment proposes to change the zoning from Agricultural to Agricultural Purposes Only and Agricultural Residential. The Agricultural Purposes Only zone permits agricultural uses, conservation uses, and uses, structures and buildings accessory thereto including greenhouses. A special provision, being APO-64, will be required to recognize the location existing storage building on Part 2 in relation to the new property line.

The Agricultural Residential zone permits a detached dwelling, and uses, structures and buildings accessory thereto.

## **Comments of Applicant**

Mr. Wilson confirmed that the amendment was being sought as a condition of consent application B09-21-PC.

## **Questions of Clarification to Applicant/Planning Staff**

Councillor Wells asked if there was a reason for the special provision, with regards to the property line not being split evenly.

Mr. Schulz confirmed that the property line was partially determined through the hydrogeological study that was submitted through the consent application, for the purpose of determining the minimum size that would be adequate for a septic system on the property.

## **Oral Presentations and/or Questions from the Public**

None.

## **Announcement Respecting Written Notice of Passage of Zoning By-law Amendment**

Mr. Schulz stated, "If you wish to be notified of the approval of the zoning by-law amendment you must make a written request to the clerk. Only those persons and public bodies that give the clerk a written request for the notice of passing of a zoning by-law amendment will be given notice."

## **Explanation of Future Meetings**

The proposed Zoning By-law Amendment and recommendation report will return to Council at a later date.



## **Adjournment**

Mayor Steele adjourned this Public Hearing at approximately 6:45 p.m.

Moved By Councillor H. Wells

Seconded By Councillor A. Desmarais

That Planning and Development Department Report 2021-179 be received for information.

Carried

- a. **Delegation from Christopher Wilson and David Bankert, applicants**

### **5. Procedural Motions**

### **6. Information Items**

### **7. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:46 p.m.

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William C. Steele, Mayor

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Amber LaPointe, City Clerk

**City of Port Colborne**  
**Council Meeting Minutes**

**Date:** Monday, June 21, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

**Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
A. Desmarais, Councillor  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor

**Staff Present:** A. LaPointe, Acting Director of Planning and Development/City Clerk  
S. Luey, Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)

**1. Call to Order**

Mayor Steele called the meeting to order at approximately 6:47 p.m.

**2. Adoption of Agenda**

Moved by Councillor R. Bodner  
Seconded by Councillor G. Bruno

That the agenda dated June 21, 2021 be confirmed, as circulated.

Carried

**3. Disclosures of Interest**

**4. By-laws**

Moved by Councillor F. Danch  
Seconded by Councillor D. Kalailieff

That item 4.1 be enacted and passed.

Carried

**4.1 By-law to Adopt, Ratify and Confirm the Proceedings of the Council  
of The Corporation of the City of Port Colborne**

**5. Confidential Items**

Moved by Councillor M. Bagu  
Seconded by Councillor E. Beauregard

That Council do now proceed into closed session in order to address items 5.1  
and 5.2.

Carried

**5.1 Minutes of the closed session portion of the June 14, 2021 Council  
Meeting**

**5.2 Chief Administrative Office Report 2021-184, Nyon Energy Lands and  
the Nyon Tank Farm property**

**6. Procedural Motions**

**7. Information items**

**8. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:48 p.m.

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William C. Steele, Mayor

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Amber LaPointe, City Clerk



**Subject: 2021 CAO Department Update**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-187

Meeting Date: June 28, 2021

---

**Recommendation:**

That Chief Administrative Office Report 2021-187 be received for information.

---

**Purpose:**

In the past, Council has requested an update from each department on an annual basis. This is the update from the CAO Department.

---

**Background:**

The City's Chief Administrative Officer (CAO) oversees the Directors of each City Department – Corporate Services, Legislative Services, Community Safety, Public Works, and Museum. The CAO also serves as the Chief Executive Officer of the Public Library. Each of these departments has already presented (or will soon) an update to Council. The CAO also oversees the Strategic Initiatives Division, the Communications Division, and Council Services. This update will focus on these components of the CAO's oversight.

---

**Discussion:**

Staff have created a PowerPoint presentation to describe the CAO department's recent activity and some planned work for the future.

---

### **Internal Consultations:**

This report, and the associated presentation, has been prepared by:

- Scott Luey, Chief Administrative Officer
  - Gary Long, Manager of Strategic Initiatives
  - Alex Pederson, Corporate Communications Officer
  - Nancy Giles, Executive Assistant to Mayor/CAO
- 

### **Financial Implications:**

There are no financial implications associated with this report.

---

### **Conclusion:**

The PowerPoint presentation presented at the June 28 Council meeting describes past activity and planned future activity in the CAO Department.

---

### **Appendices:** (If none delete section)

- a. CAO Update – PowerPoint presentation

Respectfully submitted,

Scott Luey  
Chief Administrative Officer  
905-835-2901 ext. 306  
Scott.Luey@portcolborne.ca

### **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

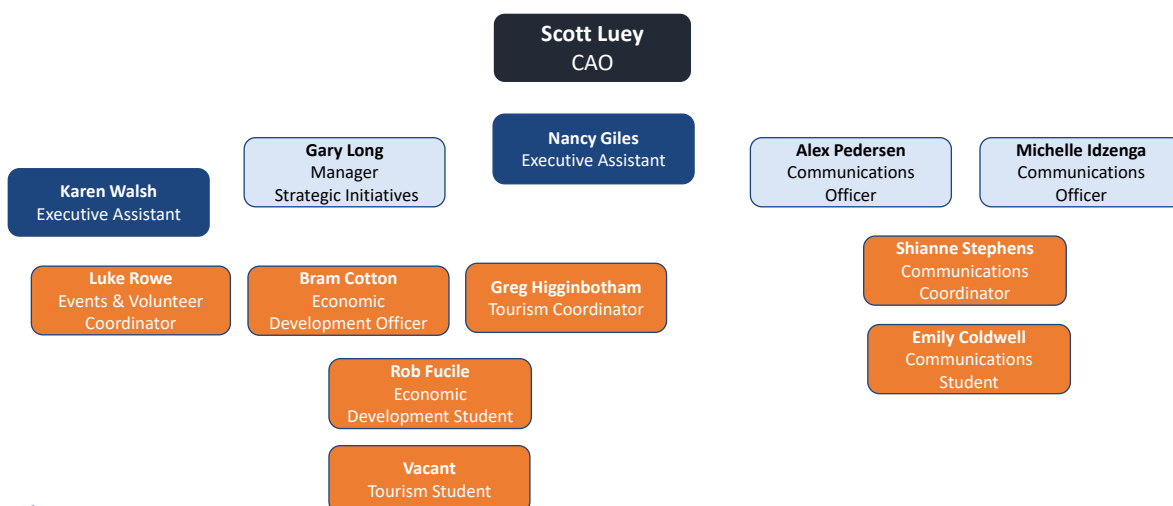
## CAO Department Update

Monday, June 28, 2021



1

## Team Structure



2

## Role of the Chief Administrative Officer

### Statutory

- s. 229 A municipality may appoint a chief administrative officer who shall be responsible for,
- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
  - (b) performing such other duties as are assigned by the municipality. 2001, c. 25, s. 229.

### Procedural/Administrative

- Job Description:

Policy

Strategy

Regulatory

Implementation



PORT COLBORNE

3

## CAO Leadership

- Employee Engagement
  - More than 150 staff + volunteers, students
- Community Engagement
  - Over 18,000 residents + businesses, visitors, community groups, facility users
- Council Engagement
  - One group made up of 9 individuals

“  
Their duties go far beyond the sterile job descriptions that present in legal terms the usual bromides of providing advice, implementing decisions, and so forth

”

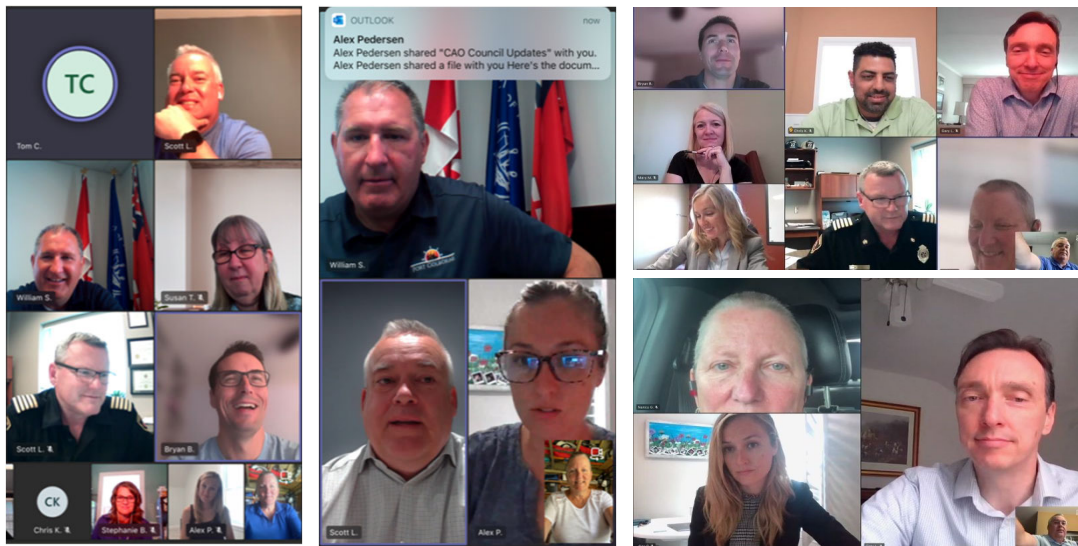
- DAVID SIEGEL



PORT COLBORNE

4

## CAO Updates – Employee Engagement



5

## CAO Updates – Employee Engagement



6



## CAO Updates – Employee Engagement

### Still to come ...

- Internal Communications Strategy
- Intranet
- Online recognition portal
- Job shadowing



7

## CAO Updates – Community Engagement

- Encourage volunteerism
- Participate on local Boards
- Maintain presence in the community
- Support local business
- Interact with stakeholder groups:
  - BIA
  - PCW Chamber
  - NIA
- Radio/TV Interviews and promotion
- Record commercials for City Events



Still to come:  
Public engagement is an important part of the new Strategic Plan

8

## CAO Updates – Council Engagement



Email updates



Staff Reports

- Open Sessions
- Closed Sessions



One-on-one meetings



Virtual Meetings



**PORT COLBORNE**

Still to come:

One-one-one meetings with Ward Councillors and City Leadership

9

Keeping it  
going  
during the  
pandemic

### Virtual Meetings

- Council
- Sub-committees of Council
- Staff meetings

### Creative initiatives to maintain internal engagement

### Community engagement through social media

- Contests
- Touchpoints
- Virtual celebrations
- Virtual open houses, PICs, meetings
- Still to come:
  - Reopening City facilities for in-person services
- Meeting in person again
- Continuing to use virtual tools where it can help

10

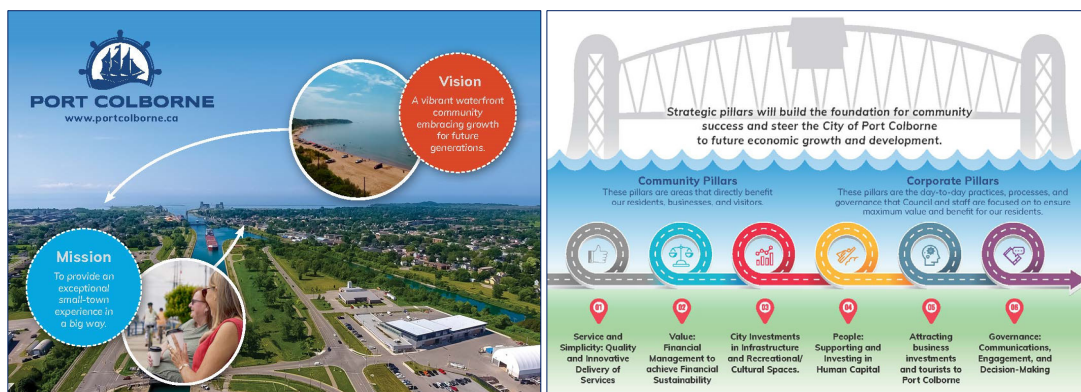
## CAO Updates

<b>Monthly</b> <b>Senior Management Team</b>	<b>Every 3 weeks</b> <b>Corporate Leadership Team</b>	<b>Weekly</b> <b>Communications review with Mayor</b>	<b>82</b> <b>Emergency Control Group meetings</b>
<b>Quarterly</b> <b>Town Hall meetings with all staff</b>	<b>On-going</b> <b>Liaise with outside partners</b>	<b>One-on-one</b> <b>Checkpoint meetings with Directors</b>	<b>\$37,975</b> <b>Grants to community organizations</b>



11

## Economic Development & Tourism



12

## Areas of Focus

- Support and advance strategic initiatives and corporate directives
- Deliver on Council priorities, attract commercial and industrial investment, ensure residential growth, and create unique experiences for visitors and tourists

Special Projects

Business  
Community

Rapid Response  
Team

Public  
Engagement

Enhanced  
Service Levels



PORT COLBORNE

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## Current Projects & Priorities

City  
Real Estate  
Project

2020-2023  
Strategic  
Plan

Niagara  
South Coast  
Tourism

Cruise Ship  
Initiative

Economic  
Development  
& Tourism  
Strategy

Sign  
Renewal  
Strategy

Lockview  
Park  
Redevelopment

Government  
Relations &  
Advocacy



PORT COLBORNE

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## Communications Department

- Established in 2018
- Objective is to provide strategic communications & marketing support to all City departments, including the Mayor's office

Media Relations

Website

Community  
EngagementInternal  
CommunicationsCOVID-19  
Communications

Social Media

Emergency  
Information  
Officer

City Hall News

Branding



PORT COLBORNE

15

## Statistics

419

Media  
mentions

49

Media  
Releases

33

Public  
Notices

595,630

Website  
Visits

1,859

Social Media  
Posts

7,070,081

Social Media  
Reach/Impressions

13,248

Social Media  
Comments

114,995

Video  
Views

PORT COLBORNE

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## Communications Successes

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- Launched new corporate branding
- New website went live in December 2020
  - Won the Platinum Award from the AVA Digital Awards
- Increased email subscribers by 30% since December 2020
- COVID-19 pandemic communication
  - Strengthened relationships with partners & stakeholders
- Streamlined communications & customer service relations
- Added an additional full time Communications Officer



**PORT COLBORNE**

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## Benefits of Videos

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## Communications 2021 – 2022 Goals

Project	Description
<b>Internal Strategy</b>	Working closely with Human Resources and Customer Service, looking to develop an internal strategy that will incorporate an intranet platform and employee recognition.
<b>Branding</b>	Continue to work closely with all departments to execute the multi-year branding strategy. Current projects include signage, business cards, and stationary. Branding also includes AODA compliance.
<b>Social Media Strategy</b>	Develop a social media strategy with the goal of engaging residents, visitors and investors. As technology advances and changes, this strategy will ensure we stay relevant and timely.
<b>Media Relations Training</b>	Develop and execute a media relations training module and workshop for senior managers and Councillors to complete.
<b>Department Structure</b>	Looking to expand the scope of the Communications Department, to provide strategic support for Government Relations & Economic Development Initiatives.



**PORT COLBORNE**

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## Thank you.



**PORT COLBORNE**

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**Subject: Trimester 1 Financial Reporting**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-77

Meeting Date: June 28, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-77 be received for information.

---

**Purpose:**

This report serves to provide Council with a summary of budget to actual, capital and related projects, reserves, debt management and investment activity during the first trimester of 2021.

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**Background:**

This report serves to support the strategic plan of the City of Port Colborne (the “City”). While all pillars are supported by strong financial management and are noted below, the pillar of strong financial management to achieve financial sustainability is highlighted as the driving pillar for this report.

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**Discussion:**

Financial Services identifies this report is new to the City and its structure is a work-in-progress.

At the time of writing this report the City’s account structure realignment project is anticipated to conclude in early July. While the project has been on-going there are certain limitations to the reporting available in this report. Specifically, the operating summary in Appendix A reflects departmental budgets excluding inter- and intra-departmental transfers, capital and related project and reserve transfers. These



transactions will be included in the Trimester Two (“T2”) reporting that will include the time period of January 1, 2021 to August 31, 2021.

When readers of this report review the appendices, they are cautioned that actual figures mainly reflect cash transactions and not accrual, encumbered or committed transactions. This means activity may be occurring for certain initiatives, but the expense or cost has not yet been billed or recorded by the City.

While the City is moving to a forecasting model in its financial reporting and efforts were being made to include that in this report, staff acknowledge the City is not there yet. A forecast to year-end will be provided with the T2 reporting to help support budget deliberations.

While a full account-by-account forecast has not been provided, Appendix A does outline account activity within departments for the first four months and at this time, staff anticipate a 2021 balanced budget or slightly better scenario.

Recognizing the COVID-19 pandemic is ongoing, Financial Services highlights the following funding received for COVID-19 and anticipated allocation:

Funding from Province of Ontario	\$630,536
Personnel costs covered by grant	\$370,536
Information Technology	\$55,000
Materials, Contracts Costs	\$105,000
Vale Health and Wellness Centre (“VHWC”), net	\$100,000
Grant remaining	\$NIL

At the time of writing this report, most of these costs are being reflected in departmental accounts. Once the account realignment project is completed those already incurred will be transferred to the COVID-19 accounting which is identifiable in Section A3 of Appendix A.

As the Province of Ontario begins to re-open, Sugarloaf Marina is experiencing strong interest. Staff remain optimistic the financial experience in 2021 will be balanced compared to the 2020 COVID-19 related loss.

Savings from Canal Days, Recreation and Other Events have not been identified as savings above in anticipation of some potential discussion on carrying forward or repurposing some of those funds as a future reinvestment in civic events and/or infrastructure to recognize these past two years.

Staff are pleased to pass along some additional news regarding recent grant submissions:

- The Ontario Trillium Foundation (OTF) has awarded the Library a \$121,200 grant to renovate workstations, purchase new workstations and improve study spaces
- The Niagara Region Combined Sewer Overflow program has partnered with the City in a \$400,000 project related to the Omer Area with \$220,000 funded from the Niagara Region and \$180,000 funded from the City's capital budget. The project will investigate innovative stormwater management solutions and investigate the remediation of outstanding inflow and infiltration ("I&I") contributors.

Staff are also in the process of applying for several additional grants as follows:

- Ontario Municipal Modernization Funding – Phase 2 in the amount of \$125,000 to continue to migrate on premises databases to the cloud and to implement an online building permit software with the Building Department
- Canada Health Community Initiative: Innovative Digital Solutions for approximately \$32,500 to support fibre optic connectivity at the Library and Museum as well as the VHWC.
- Community Museum Digital Capacity Grant in the amount of \$7,810 to support the move from in person programing to digital programming.
- Niagara Investment in Culture Grant in the amount of \$12,705 (50% funded by the Museum and 50% from private donations) to bring together residents and artists to create designs and decorations on flowerpots based on reach of the diverse heritage in Port Colborne.
- Seniors Community Grant in the amount of \$9,000 to catalog artifacts to help seniors live active, safe and connected lives.
- Investing in Canada Infrastructure COVID Resilience Fund in the amount of \$213,000 for the Dain City Multi-Use trail.

While the above identified grants are further along the application process, staff continue to review other grant opportunities including those related to accessibility and any opportunities to support water, wastewater and storm infrastructure.

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### **Internal Consultations:**

Financial Services continues to discuss budget to actual activity with all City departments.

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### **Financial Implications:**

This financial report is for information purposes to help inform future decision making.

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## **Conclusion:**

That Corporate Services Department Report 2021-77 be received, and that City staff identify a balanced budget is anticipated in 2021.

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## **Appendices:**

- a. Appendix – A – Operating Summary
- b. Appendix – B – Capital and Related Projects Summary
- c. Appendix – C – Reserves
- d. Appendix – D – Debt Management
- e. Appendix – E – Investments

Respectfully submitted,

Bryan Boles, CPA, CA, MBA  
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## **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

Appendix - A1 - Operating Summary

	2021					2021					Variance	
	Actual					Budget						
	Revenue	Personnel Expenses	Operating Expenses	Total Expenses	Net	Revenue	Personnel Expenses	Operating Expenses	Total Expenses	Net		
Levy												
Global	\$ 14,228,105	-\$ 6,653	\$ 1,804,901	\$ 1,798,248	\$ 12,429,856	\$ 27,203,515	\$ 35,638	\$ 7,195,991	\$ 7,231,629	\$ 19,971,886	-\$ 7,542,030	
PGA	\$ 332,154	\$ 76,356	\$ 199,643	\$ 275,998	\$ 56,156	\$ 434,800	\$ 519,800	\$ 1,517,300	\$ 2,037,100	-\$ 1,602,300	\$ 1,658,456	
BC	\$ 27,718	\$ 274,044	\$ 50,337	\$ 324,380	-\$ 296,663	\$ 130,100	\$ 891,000	\$ 223,200	\$ 1,114,200	-\$ 984,100	\$ 687,437	
Council	\$ -	\$ 78,489	\$ 14,109	\$ 92,598	-\$ 92,598	\$ -	\$ 235,100	\$ 80,400	\$ 315,500	-\$ 315,500	\$ 222,902	
CAO	\$ 5,000	\$ 297,323	\$ 36,089	\$ 333,412	-\$ 328,412	\$ 3,700	\$ 955,662	\$ 178,800	\$ 1,134,462	-\$ 1,130,762	\$ 802,350	
Corporate Services	\$ 61,961	\$ 857,764	\$ 152,320	\$ 1,010,084	-\$ 948,122	\$ 676,900	\$ 3,151,200	\$ 761,600	\$ 3,912,800	-\$ 3,235,900	\$ 2,287,778	
Planning	\$ 236,923	\$ 162,423	\$ 3,958	\$ 166,381	\$ 70,541	\$ 514,600	\$ 711,700	\$ 75,300	\$ 787,000	-\$ 272,400	\$ 342,941	
Fire	\$ 108,736	\$ 806,157	\$ 99,076	\$ 905,233	-\$ 796,497	\$ 52,100	\$ 3,267,200	\$ 322,800	\$ 3,590,000	-\$ 3,537,900	\$ 2,741,403	
Public Works	\$ 42,410	\$ 1,427,253	\$ 410,380	\$ 1,837,633	-\$ 1,795,223	\$ 230,500	\$ 4,907,700	\$ 1,876,900	\$ 6,784,600	-\$ 6,554,100	\$ 4,758,877	
	\$ 15,043,006	\$ 3,973,155	\$ 2,770,813	\$ 6,743,968	\$ 8,299,038	\$ 29,246,215	\$ 14,675,000	\$ 12,232,291	\$ 26,907,291	\$ 2,338,924	\$ 5,960,114	
Levy Budget: Self-Sustaining Entities												
Sugarloaf Marina	\$ 266,320	\$ 69,476	\$ 66,916	\$ 136,392	\$ 129,928	\$ 1,069,200	\$ 366,200	\$ 307,100	\$ 673,300	\$ 395,900	-\$ 265,972	
Nickel Beach	\$ -	\$ -	\$ 443	\$ 443	-\$ 443	\$ 196,200	\$ 89,700	\$ 51,700	\$ 141,400	\$ 54,800	-\$ 55,243	
Cemetary	\$ 10,423	\$ -	\$ 31,731	\$ 31,731	-\$ 21,308	\$ 46,900	\$ -	\$ 20,200	\$ 20,200	\$ 26,700	-\$ 48,008	
	\$ 276,743	\$ 69,476	\$ 99,090	\$ 168,566	\$ 108,177	\$ 1,312,300	\$ 455,900	\$ 379,000	\$ 834,900	\$ 477,400	-\$ 369,223	
Total Levy	\$ 15,319,749	\$ 4,042,631	\$ 2,869,902	\$ 6,912,534	\$ 8,407,216	\$ 30,558,515	\$ 15,130,900	\$ 12,611,291	\$ 27,742,191	\$ 2,816,324	\$ 5,590,892	
Rate												
Water	\$ 1,313,061	\$ 249,707	\$ 569,453	\$ 819,160	\$ 493,901	\$ 4,741,498	\$ 561,350	\$ 2,673,550	\$ 3,234,900	\$ 1,506,598	-\$ 1,012,697	
Wastewater	\$ 1,582,649	\$ 2,026	\$ 1,235,313	\$ 1,237,338	\$ 345,311	\$ 6,759,608	\$ 561,350	\$ 5,311,500	\$ 5,872,850	\$ 886,758	-\$ 541,447	
Storm Sewer	\$ 382,321	\$ -	\$ 3,805	\$ 3,805	\$ 378,516	\$ 854,720	\$ -	\$ 202,870	\$ 202,870	\$ 651,850	-\$ 273,334	
Total Rate	\$ 3,278,031	\$ 251,733	\$ 1,808,571	\$ 2,060,304	\$ 1,217,727	\$ 12,355,826	\$ 1,122,700	\$ 8,187,920	\$ 9,310,620	\$ 3,045,206	-\$ 1,827,479	
Total Levy & Rate	\$ 18,597,780	\$ 4,294,364	\$ 4,678,474	\$ 8,972,838	\$ 9,624,943	\$ 42,914,341	\$ 16,253,600	\$ 20,799,211	\$ 37,052,811	\$ 5,861,530	\$ 3,763,413	

Note: Total balances are before inter and intra departmental, capital and related project and reserves transfers. The account re-mapping project is expected to wrap up early July. These transactions will be included in the T2 reporting. For further clarity the City did not budget a surplus and the above actual figures only reflect payments to date on a cash basis. Accrual and/or commitment accounting has not been reflected above.

Appendix - A2 - Global

		90005		90010		90015		90020	
		Global Revenue		Capital - "Pay-as-you-go"		Capital - Borrowing Costs		Global Facilities	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Donations	-\$ 10.00	\$ -			-\$ 125,000	-\$ 125,000		
	Investment Income	-\$ 69,737.00	-\$ 105,000						
	Lease Income	-\$ 6,956	-\$ 40,200						
	Rentals	-\$ 14,239	-\$ 18,000						
	Other Revenue	-\$ 383,448	\$ -	-\$ 250	\$ -				
	Grant - Federal			-\$ 10,889	-\$ 555,355				
	Grant - Provincial	-\$ 1,866,736	-\$ 2,691,100						
	Grant - PY			-\$ 1,668,000	-\$ 1,668,000				
	Penalties and Interest	-\$ 254,421	-\$ 470,500						
	Property Taxes	-\$ 9,677,334	-\$ 20,577,600						
	Payment In lieu	-\$ 150,520	-\$ 384,000						
	Supplemental Tax	-\$ 566	-\$ 150,000						
	Revenue Total	-\$ 12,423,966	-\$ 24,436,400	-\$ 1,679,139	-\$ 2,642,115	-\$ 125,000	-\$ 125,000	\$ -	\$ -
Expense	Salaries and Wages - Full Time	-\$ 12,870	\$ 22,238						
	Employee Benefits	\$ 16,845	\$ 13,400						
	Association/Membership Fees								
	Auto - Fuel								
	Computer Software								
	Contract Services							\$ 120,487	\$ 457,600
	Cost of Borrowing Ext Interest					\$ 944,182			
	Cost of Borrowing Ext Principl					\$ 1,462,713			
	Credit Card Fees								
	Equipment - Rental							\$ 9,400	
	Financial Expenses								
	Land Leases							\$ 9,347	
	Insurance - Contract								
	Insurance Ded and Adm cost								
	Protective & Uniform Clothing								
	R&M Consumables and Parts							\$ 25,395	\$ 136,000
	Repairs and Maintenance - Auto								
	Staff Training & Development								
	SME - Consultants	\$ 4,615							
	Subject Matter Experts - Legal								

	Telephone/Internet	\$ 6,506									
	Travel										
	Utilities - Gas									\$ 52,950	\$ 170,400
	Utilities - Hydro									\$ 103,143	\$ 1,053,800
	Utilities - Water									\$ 30,813	\$ 194,400
	Tax Reassessment and Uncollect	\$ 230,153	\$ 323,996								
	Property Taxes - Rebates	\$ 15,230	\$ 37,000								
	Taxes Tax Incentive Grants		\$ 34,000								
Expense Total		\$ 302,282	\$ 46,796	\$ -	\$ -	\$ -	\$ 2,406,895	\$ 342,136	\$ 2,021,600		
Revenue Less Expenses		-\$ 12,121,684	-\$ 24,389,604	-\$ 1,679,139	-\$ 2,642,115	-\$ 125,000	\$ 2,281,895	\$ 342,136	\$ 2,021,600		

Appendix - A2 - Global

		90025		90030		Total Actual		Total Budget
		Global Fleet		Global Operations				
Account Type	Object name	Actual	Budget	Actual	Budget			
Revenue	Donations					-\$	125,010	-\$ 125,000
	Investment Income					-\$	69,737	-\$ 105,000
	Lease Income					-\$	6,956	-\$ 40,200
	Rentals					-\$	14,239	-\$ 18,000
	Other Revenue					-\$	383,698	\$ -
	Grant - Federal					-\$	10,889	-\$ 555,355
	Grant - Provincial					-\$	1,866,736	-\$ 3,109,860
	Grant - PY					-\$	1,668,000	-\$ 1,668,000
	Penalties and Interest					-\$	254,421	-\$ 470,500
	Property Taxes					-\$	9,677,334	-\$ 20,577,600
	Payment In lieu					-\$	150,520	-\$ 384,000
	Supplemental Tax					-\$	566	-\$ 150,000
Revenue Total		\$ -	\$ -	\$ -	\$ -	-\$	14,228,105	-\$ 27,203,515
Expense	Salaries and Wages - Full Time					-\$	12,870	\$ 22,238
	Employee Benefits					\$	6,217	\$ 13,400
	Association/Membership Fees			\$ 9,220	\$ 12,700	\$	8,428	\$ 12,700
	Auto - Fuel	\$ 57,030	\$ 208,500			\$	57,030	\$ 208,500
	Computer Software			\$ 117,253	\$ 274,000	\$	117,253	\$ 274,000
	Contract Services	\$ 19,216	\$ 106,000	\$ 14,107	\$ 77,500	\$	153,810	\$ 641,100
	Cost of Borrowing Ext Interest					\$	-	\$ 944,182
	Cost of Borrowing Ext Principl					\$	-	\$ 1,462,713
	Credit Card Fees			\$ 20,003	\$ 84,500	\$	20,003	\$ 84,500
	Equipment - Rental	\$ 153,136	\$ 418,200			\$	153,136	\$ 427,600
	Financial Expenses			\$ 1,439	\$ 7,000	\$	1,439	\$ 7,000
	Land Leases					\$	9,347	\$ -
	Insurance - Contract			\$ 611,515	\$ 517,500	\$	611,515	\$ 517,500
	Insurance Ded and Adm cost			\$ 25,118	\$ 150,000	\$	25,118	\$ 150,000
	Protective & Uniform Clothing			-\$ 978	\$ 32,300	-\$	978	\$ 32,300
	R&M Consumables and Parts					\$	25,395	\$ 136,000
	Repairs and Maintenance - Auto	\$ 68,298	\$ 151,800			\$	68,298	\$ 151,800
	Staff Training & Development			\$ 41,567	\$ 88,800	\$	41,567	\$ 88,800
	SME - Consultants					\$	4,615	\$ -
	Subject Matter Experts - Legal			\$ 54,719	\$ 120,000	\$	54,719	\$ 120,000

	Telephone/Internet	\$	8,418	\$	25,000	\$	6,992	\$	79,500	\$	21,916	\$	104,500
	Travel							\$	19,200	\$	-	\$	19,200
	Utilities - Gas									\$	52,950	\$	170,400
	Utilities - Hydro									\$	103,143	\$	1,053,800
	Utilities - Water									\$	30,813	\$	194,400
	Tax Reassessment and Uncollect									\$	230,153	\$	323,996
	Property Taxes - Rebates									\$	15,230	\$	37,000
	Taxes Tax Incentive Grants									\$	-	\$	34,000
Expense Total		\$	306,098	\$	909,500	\$	900,163	\$	1,455,900	\$	1,798,248	\$	7,231,629
Revenue Less Expenses		\$	306,098	\$	909,500	\$	900,163	\$	1,455,900	-\$	12,429,856	-\$	19,971,886



## Appendix - A3 - Programs, Grants and Activities

		90100 Airport		90105 Animal Control		90110 Canal Days		90115 CIP Incentives	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Advertising and Sponsorship						-\$ 52,500		
	Lease Income								
	Rentals						-\$ 45,000		
	Other Revenue	-\$ 4,804							
	Fees						-\$ 38,000		
	Grants - Other								
	Grant - Provincial								
	Sales						-\$ 25,000		
	Penalties and Interest								
Revenue Total		-\$ 4,804	\$ -	\$ -	\$ -	\$ -	-\$ 160,500	\$ -	\$ -
Expense	Salaries and Wages - Students								
	Salaries and Wages - Part Time								
	Salaries and Wages - Students								
	Overtime Pay								
	Employee Benefits								
	Association/Membership Fees								
	Cleaning Supplies								
	Comm and Public Relations						\$ 20,000		
	Contract Services	\$ 29,406	\$ 30,000	\$ 60,727	\$ 189,800		\$ 75,000		
	Cost of of Goods Sold						\$ 15,000		
	Equipment - Rental						\$ 115,000		
	Grants and Sponsorship Expense						\$ 4,500		\$ 68,000
	Office Supplies								
	Program Supplies						\$ 56,000		
	Protective & Uniform Clothing								
	R&M Grounds								
	Staff Training & Development								
	SME - Consultants								
	Telephone/Internet								
	Travel								
Expense Total		\$ 29,406	\$ 30,000	\$ 60,727	\$ 189,800	\$ -	\$ 285,500	\$ -	\$ 68,000
Revenue Less Expenses		\$ 24,602	\$ 30,000	\$ 60,727	\$ 189,800	\$ -	\$ 125,000	\$ -	\$ 68,000

Appendix - A3 - Programs, Grants and Activities

		90120		90125		90126		90130	
		Civic Celebrations		Community Grants		Residential Rebates		COVID-19	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Advertising and Sponsorship								
	Lease Income								
	Rentals							\$ -	\$ 58,900
	Other Revenue								
	Fees	\$ -	-\$ 2,400						
	Grants - Other	\$ -	-\$ 26,200						
	Grant - Provincial							-\$ 125,000	\$ -
	Sales								
	Penalties and Interest							\$ -	\$ 20,000
Revenue Total		\$ -	-\$ 28,600	\$ -	\$ -	\$ -	\$ -	-\$ 125,000	\$ 78,900
Expense	Salaries and Wages - Students							\$ -	\$ 40,000
	Salaries and Wages - Part Time								
	Salaries and Wages - Students								
	Overtime Pay								
	Employee Benefits								
	Association/Membership Fees								
	Cleaning Supplies							\$ 2,829	\$ 20,000
	Comm and Public Relations							\$ 352	\$ 20,000
	Contract Services							\$ 5,054	\$ 49,500
	Cost of of Goods Sold								
	Equipment - Rental								
	Grants and Sponsorship Expense			\$ 21,225	\$ 144,200	\$ 200			
	Office Supplies								
	Program Supplies	\$ 136	\$ 42,700						
	Protective & Uniform Clothing							\$ 4,830	\$ 45,000
	R&M Grounds	\$ -	\$ 2,500						
	Staff Training & Development								
	SME - Consultants								
	Telephone/Internet								
	Travel								
Expense Total		\$ 136	\$ 45,200	\$ 21,225	\$ 144,200	\$ 200	\$ -	\$ 13,065	\$ 174,500
Revenue Less Expenses		\$ 136	\$ 16,600	\$ 21,225	\$ 144,200	\$ 200	\$ -	-\$ 111,935	\$ 253,400

Appendix - A3 - Programs, Grants and Activities

		90135		90140		90145		90150	
		ED and Tourism Grants		Farmer's Market		Goderich Elevator		Municipal Election	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Advertising and Sponsorship								
	Lease Income					-\$ 50,000	-\$ 150,000		
	Rentals			-\$	11,600				
	Other Revenue								
	Fees								
	Grants - Other								
	Grant - Provincial								
	Sales								
	Penalties and Interest								
Revenue Total		\$ -	\$ -	\$ -	-\$ 11,600	-\$ 50,000	-\$ 150,000	\$ -	\$ -
Expense	Salaries and Wages - Students								
	Salaries and Wages - Part Time								
	Salaries and Wages - Students								
	Overtime Pay								
	Employee Benefits								
	Association/Membership Fees								
	Cleaning Supplies				\$ 700				
	Comm and Public Relations								
	Contract Services				\$ 300			\$ 1,997	
	Cost of of Goods Sold								
	Equipment - Rental								
	Grants and Sponsorship Expense		\$ 25,000						
	Office Supplies								
	Program Supplies				\$ 5,000				
	Protective & Uniform Clothing								
	R&M Grounds					\$ 28,880	\$ 85,000		
	Staff Training & Development								
	SME - Consultants								
	Telephone/Internet								
	Travel								
Expense Total		\$ -	\$ 25,000	\$ -	\$ 6,000	\$ 28,880	\$ 85,000	\$ 1,997	\$ -
Revenue Less Expenses		\$ -	\$ 25,000	\$ -	-\$ 5,600	-\$ 21,120	-\$ 65,000	\$ 1,997	\$ -

Appendix - A3 - Programs, Grants and Activities

		90155		90160		90165		90170	
		Physician Recruitment		Roselawn		Show Boat		SportsFest	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Advertising and Sponsorship							-\$	500
	Lease Income	-\$	1,000						
	Rentals								
	Other Revenue			-\$	1,468	\$	-		
	Fees							-\$	8,500
	Grants - Other			\$	-	-\$	15,000		
	Grant - Provincial								
	Sales								
	Penalties and Interest								
Revenue Total		\$ -	-\$ 1,000	-\$ 1,468	-\$ 15,000	\$ -	\$ -	\$ -	-\$ 9,000
Expense	Salaries and Wages - Students								
	Salaries and Wages - Part Time								
	Salaries and Wages - Students								
	Overtime Pay								
	Employee Benefits								
	Association/Membership Fees		\$ 200						
	Cleaning Supplies								
	Comm and Public Relations							\$	2,000
	Contract Services			\$ -	\$ 3,200				
	Cost of of Goods Sold								
	Equipment - Rental								
	Grants and Sponsorship Expense	\$ 3,000	\$ 106,800				\$ 25,000		
	Office Supplies								
	Program Supplies							\$	3,000
	Protective & Uniform Clothing								
	R&M Grounds								
	Staff Training & Development								
	SME - Consultants		\$ 40,000						
	Telephone/Internet		\$ 1,000	\$ 733	\$ 1,100				
	Travel								
Expense Total		\$ 3,000	\$ 148,000	\$ 733	\$ 4,300	\$ -	\$ 25,000	\$ -	\$ 5,000
Revenue Less Expenses		\$ 3,000	\$ 147,000	-\$ 735	-\$ 10,700	\$ -	\$ 25,000	\$ -	-\$ 4,000

Appendix - A3 - Programs, Grants and Activities

		90175 Transit		90805 Crossing Guards		90810 Events		Total Actual	Total Budget
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget		
Revenue	Advertising and Sponsorship							\$ -	-\$ 53,000
	Lease Income							-\$ 50,000	-\$ 151,000
	Rentals							\$ -	\$ 2,300
	Other Revenue							-\$ 6,272	\$ -
	Fees	-\$ 502						-\$ 502	-\$ 48,900
	Grants - Other							\$ -	-\$ 41,200
	Grant - Provincial	-\$ 150,380	-\$ 138,000					-\$ 275,380	-\$ 138,000
	Sales							\$ -	-\$ 25,000
	Penalties and Interest							\$ -	\$ 20,000
Revenue Total		-\$ 150,882	-\$ 138,000	\$ -	\$ -	\$ -	\$ -	-\$ 332,154	-\$ 434,800
Expense	Salaries and Wages - Students					\$ 19,120	\$ 64,200	\$ 19,120	\$ 104,200
	Salaries and Wages - Part Time			\$ 43,958	\$ 273,500			\$ 43,958	\$ 273,500
	Salaries and Wages - Students						\$ 44,900	\$ -	\$ 44,900
	Overtime Pay							\$ -	\$ -
	Employee Benefits			\$ 6,183	\$ 73,500	\$ 7,095	\$ 23,700	\$ 13,278	\$ 97,200
	Association/Membership Fees							\$ -	\$ 200
	Cleaning Supplies							\$ 2,829	\$ 20,700
	Comm and Public Relations							\$ 352	\$ 42,000
	Contract Services	\$ 69,152	\$ 303,700					\$ 136,930	\$ 651,500
	Cost of of Goods Sold							\$ -	\$ 15,000
	Equipment - Rental							\$ -	\$ 115,000
	Grants and Sponsorship Expense							\$ 24,425	\$ 373,500
	Office Supplies				\$ 500			\$ -	\$ 500
	Program Supplies			\$ 229	\$ 1,000			\$ 365	\$ 107,700
	Protective & Uniform Clothing			\$ 196	\$ 3,000			\$ 5,026	\$ 48,000
	R&M Grounds							\$ 28,880	\$ 87,500
	Staff Training & Development				\$ 6,800	\$ 102	\$ 3,200	\$ 102	\$ 10,000
	SME - Consultants							\$ -	\$ 40,000
	Telephone/Internet						\$ 1,600	\$ 733	\$ 3,700
	Travel				\$ 1,400		\$ 600	\$ -	\$ 2,000
Expense Total		\$ 69,152	\$ 303,700	\$ 50,566	\$ 359,700	\$ 26,317	\$ 138,200	\$ 275,998	\$ 2,037,100
Revenue Less Expenses		-\$ 81,730	\$ 165,700	\$ 50,566	\$ 359,700	\$ 26,317	\$ 138,200	-\$ 56,156	\$ 1,602,300

Appendix - A4 - Boards and Committees

		90205 Museum		90210 Heritage Archives		90215 NSCTA		90220 Committees	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Donations	-\$ 27,480	-\$ 12,000		-\$ 500				
	Fines								
	Rentals		-\$ 7,000		-\$ 4,000				
	Fees		-\$ 13,000	-\$ 20	-\$ 2,100				
	Grants - Other		-\$ 33,100		-\$ 5,000				
	Sales		-\$ 12,200		-\$ 300				
Revenue Total		-\$ 27,480	-\$ 77,300	-\$ 20	-\$ 11,900				
Expense	Salaries and Wages - Full Time	\$ 41,546	\$ 152,600	\$ 9,926	\$ -				
	Salaries and Wages - Part Time	\$ 5,867	\$ 21,800	\$ 9,173	\$ 54,700				
	Employee Benefits	\$ 20,224	\$ 53,100	\$ 6,208	\$ 9,700				
	Association/Membership Fees	\$ 35	\$ 800		\$ 200				
	Library Collection								
	Comm and Public Relations	\$ 1,516	\$ 5,500		\$ 100				
	Computer Software								
	Contract Services					\$ 30,000		\$ 5,804	\$ 14,600
	Cost of of Goods Sold		\$ 5,000						
	Equipment - Purchase	\$ 1,191	\$ 18,500		\$ 1,500				
	Hospitality Expense	\$ 90	\$ 500		\$ 300				
	Office Supplies	\$ 1,031	\$ 3,000						
	Postage & Courier	\$ 851	\$ 2,000						
	Program Supplies	\$ 111	\$ 14,500		\$ 800				
	Protective & Uniform Clothing	\$ 305	\$ 700						
	Staff Training & Development		\$ 4,100		\$ 300				
	SME - Audit and Actuary								
	Telephone/Internet	\$ 1,268	\$ 3,000						
	Travel		\$ 700		\$ 200				
Expense Total		\$ 74,035	\$ 285,800	\$ 25,308	\$ 67,800	\$ -	\$ 30,000	\$ 5,804	\$ 14,600
Revenue Less Expenses		\$ 46,555	\$ 208,500	\$ 25,288	\$ 55,900	\$ -	\$ 30,000	\$ 5,804	\$ 14,600

Appendix - A4 - Boards and Committees

		81410 Library Board		Total Actual	Total Budget
Account Type	Object name	Actual	Budget		
Revenue	Donations	-\$ 110	-\$ 400	-\$ 27,590	-\$ 12,900
	Fines		-\$ 500	\$ -	-\$ 500
	Rentals		-\$ 300	\$ -	-\$ 11,300
	Fees	-\$ 108	-\$ 1,400	-\$ 128	-\$ 16,500
	Grants - Other		-\$ 38,300	\$ -	-\$ 76,400
	Sales			\$ -	-\$ 12,500
Revenue Total		-\$ 218	-\$ 40,900	-\$ 27,718	-\$ 130,100
Expense	Salaries and Wages - Full Time	\$ 119,514	\$ 407,000	\$ 170,986	\$ 559,600
	Salaries and Wages - Part Time	\$ 12,664	\$ 42,000	\$ 27,704	\$ 118,500
	Employee Benefits	\$ 48,922	\$ 150,100	\$ 75,354	\$ 212,900
	Association/Membership Fees	\$ 100	\$ 800	\$ 135	\$ 1,800
	Library Collection	\$ 26,744	\$ 72,800	\$ 26,744	\$ 72,800
	Comm and Public Relations		\$ 1,000	\$ 1,516	\$ 6,600
	Computer Software		\$ 1,000	\$ -	\$ 1,000
	Contract Services	\$ 724	\$ 3,200	\$ 6,528	\$ 47,800
	Cost of of Goods Sold			\$ -	\$ 5,000
	Equipment - Purchase		\$ 7,300	\$ 1,191	\$ 27,300
	Hospitality Expense		\$ 1,100	\$ 90	\$ 1,900
	Office Supplies	\$ 1,062	\$ 3,500	\$ 2,093	\$ 6,500
	Postage & Courier		\$ 400	\$ 851	\$ 2,400
	Program Supplies	\$ 1,427	\$ 3,000	\$ 1,539	\$ 18,300
	Protective & Uniform Clothing		\$ 1,200	\$ 305	\$ 1,900
	Staff Training & Development	\$ 641	\$ 7,100	\$ 641	\$ 11,500
	SME - Audit and Actuary	\$ 4,579	\$ 6,500	\$ 4,579	\$ 6,500
	Telephone/Internet	\$ 2,516	\$ 7,500	\$ 3,784	\$ 10,500
	Travel	\$ 340	\$ 500	\$ 340	\$ 1,400
Expense Total		\$ 219,234	\$ 716,000	\$ 324,380	\$ 1,114,200
Revenue Less Expenses		\$ 219,016	\$ 675,100	\$ 296,663	\$ 984,100

Appendix - A5 - Council

		90300 Council		Total Actual	Total Budget
Account Type	Object name	Actual	Budget		
Expense	Salaries and Wages - Part Time	42,467	141,400	42,467	141,400
	Employee Benefits	36,022	93,700	36,022	93,700
	Contract Services	9,845	24,100	9,845	24,100
	Hospitality Expense	335	7,300	335	7,300
	Office Supplies	461	3,600	461	3,600
	Postage & Courier	749	100	749	100
	Staff Training & Development	717	31,800	717	31,800
	Telephone/Internet	2,002	7,100	2,002	7,100
	Travel	0	6,400	0	6,400
Expense Total		92,598	315,500	92,598	315,500



Appendix - A6 - Chief Administrative Officer

		90305		90310		90315		Total Actual	Total Budget
		CAO		Marketing and Communication		Economic Development			
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget		
Revenue	Grants - Other					-\$ 5,000		-\$ 5,000	
	Grant - Provincial						-\$ 3,700		-\$ 3,700
Revenue Total						-\$ 5,000	-\$ 3,700	-\$ 5,000	-\$ 3,700
Expense	Salaries and Wages - Full Time	\$ 82,665	\$ 349,000	\$ 12,478	\$ 156,200	\$ 62,446	\$ 212,662	\$ 157,588	\$ 717,862
	Salaries and Wages - Part Time	\$ 28,988		\$ 30,254				\$ 59,242	\$ -
	Salaries and Wages - Students				\$ 18,000		\$ 9,000	\$ -	\$ 27,000
	Overtime Pay			\$ 2,049				\$ 2,049	\$ -
	Employee Benefits	\$ 40,810	\$ 94,300	\$ 14,746	\$ 44,500	\$ 22,887	\$ 72,000	\$ 78,443	\$ 210,800
	Association/Membership Fees	\$ 1,654	\$ 2,900		\$ 1,400	\$ 4,527	\$ 19,500	\$ 6,181	\$ 23,800
	Comm and Public Relations			\$ 6,803	\$ 51,400			\$ 6,803	\$ 51,400
	Contract Services			\$ 1,847	\$ 10,000			\$ 1,847	\$ 10,000
	Hospitality Expense	\$ 156	\$ 300		\$ 200		\$ 400	\$ 156	\$ 900
	Office Supplies	\$ 1,323	\$ 1,200		\$ 800	\$ 553	\$ 800	\$ 1,877	\$ 2,800
	Postage & Courier		\$ 100		\$ 100		\$ 100	\$ -	\$ 300
	Staff Training & Development	\$ 562	\$ 8,700		\$ 3,900	\$ 1,074	\$ 5,700	\$ 1,635	\$ 18,300
	SME - Consultants		\$ 30,000		\$ 10,000	\$ 13,330	\$ 20,000	\$ 13,330	\$ 60,000
	Subscriptions and Publications			\$ 729	\$ 1,200			\$ 729	\$ 1,200
	Telephone/Internet	\$ 265	\$ 2,400	\$ 692	\$ 1,600	\$ 2,573	\$ 2,500	\$ 3,530	\$ 6,500
	Travel		\$ 1,700		\$ 800		\$ 1,100	\$ -	\$ 3,600
Expense Total		\$ 156,422	\$ 490,600	\$ 69,355	\$ 287,600	\$ 80,033	\$ 251,200	\$ 333,412	\$ 1,134,462
Revenue Less Expenses		\$ 156,422	\$ 490,600	\$ 69,355	\$ 287,600	\$ 75,033	\$ 247,500	\$ 328,412	\$ 1,130,762

Appendix - A7 - Corporate Services & Recreation

		90400		90405		90410		90415	
		Corporate Services - Global		Clerks		Customer Service		Financial Services	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Advertising and Sponsorship								
	Lease Income								
	Licences and Permits			-\$ 7,397	-\$ 21,500			-\$ 160	-\$ 16,000
	Rentals								
	Fees			-\$ 252	-\$ 1,200			-\$ 6,573	-\$ 12,700
	Sales								
Revenue Total				-\$ 7,650	-\$ 22,700			-\$ 6,733	-\$ 28,700
Expense	Salaries and Wages - Full Time	\$ 37,622	\$ 147,900	\$ 82,862	\$ 288,200	\$ 39,830	\$ 123,100	\$ 111,575	\$ 540,300
	Salaries and Wages - Part Time					\$ 25,786	\$ 66,400	\$ 19,973	
	Salaries and Wages - Students				\$ 9,000		\$ 9,000		\$ 9,000
	Overtime Pay						\$ 4,000	\$ 352	\$ 4,000
	Employee Benefits	\$ 16,454	\$ 36,600	\$ 36,573	\$ 91,100	\$ 17,893	\$ 54,200	\$ 47,273	\$ 174,000
	Association/Membership Fees		\$ 2,400		\$ 2,400		\$ 1,200	\$ 1,775	\$ 4,800
	Cleaning Supplies								
	Contract Services		\$ 10,000						\$ 1,000
	Cost of of Goods Sold								
	Equipment - Purchase								
	Equipment - Rental								
	Hospitality Expense	\$ 524	\$ 3,500						
	Office Supplies	\$ 8,906	\$ 26,100						
	Postage & Courier	\$ 13	\$ 700	\$ 14	\$ 400			\$ 14,802	\$ 48,000
	Program Supplies								
	Protective & Uniform Clothing								
	R&M Grounds								
	Staff Training & Development	\$ 207	\$ 3,700	-\$ 163	\$ 7,200	\$ 541	\$ 4,800	\$ 1,526	\$ 13,600
	SME - Audit and Actuary							\$ 31,011	\$ 55,000
	SME - Consultants	\$ 6,518	\$ 40,000						
	Subscriptions and Publications				\$ 500		\$ 500		\$ 500
	Telephone/Internet	\$ 261	\$ 800	\$ 460	\$ 1,600	\$ 236	\$ 800	\$ 451	\$ 4,000
	Travel		\$ 700		\$ 1,400		\$ 1,000		\$ 2,700
	Project- Materials	\$ 25,444							
	Project - Equipment	\$ 4,502							
	Project - Subcontract	\$ 28,907							
Expense Total		\$ 128,988	\$ 261,200	\$ 119,747	\$ 401,800	\$ 84,286	\$ 265,000	\$ 228,739	\$ 856,900
Revenue Less Expenses		\$ 128,988	\$ 261,200	\$ 112,097	\$ 379,100	\$ 84,286	\$ 265,000	\$ 222,006	\$ 828,200

Appendix - A7 - Corporate Services & Recreation

		90420		90425		90815		Total Actual		Total Budget
		Human Resources		Information Technology		Comm Sports and Rec (VHWC)				
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget			
Revenue	Advertising and Sponsorship					\$ -	-\$ 35,000	\$ -	-\$	35,000
	Lease Income					\$ -	-\$ 18,700	\$ -	-\$	18,700
	Licences and Permits							-\$ 7,557	-\$	37,500
	Rentals					-\$ 47,579	-\$ 497,000	-\$ 47,579	-\$	497,000
	Fees						-\$ 70,000	-\$ 6,825	-\$	83,900
	Sales						-\$ 4,800	\$ -	-\$	4,800
Revenue Total						-\$ 47,579	-\$ 625,500	-\$ 61,961	-\$	676,900
Expense	Salaries and Wages - Full Time	\$ 90,442	\$ 330,600	\$ 55,702	\$ 258,300	\$ 148,009	\$ 478,600	\$ 566,041	\$	2,167,000
	Salaries and Wages - Part Time					\$ 163	\$ 120,600	\$ 45,923	\$	187,000
	Salaries and Wages - Students		\$ 9,000		\$ 9,000			\$ -	\$	45,000
	Overtime Pay				\$ 2,000	\$ 738	\$ 28,500	\$ 1,090	\$	38,500
	Employee Benefits	\$ 39,649	\$ 99,600	\$ 21,860	\$ 80,300	\$ 65,008	\$ 177,900	\$ 244,710	\$	713,700
	Association/Membership Fees	\$ 2,676	\$ 4,800		\$ 1,200			\$ 4,451	\$	16,800
	Cleaning Supplies					\$ 1,994	\$ 21,500	\$ 1,994	\$	21,500
	Contract Services					\$ 4,040	\$ 382,100	\$ 4,040	\$	393,100
	Cost of of Goods Sold						\$ 500	\$ -	\$	500
	Equipment - Purchase					\$ 165	\$ 8,500	\$ 165	\$	8,500
	Equipment - Rental						\$ 3,400	\$ -	\$	3,400
	Hospitality Expense							\$ 524	\$	3,500
	Office Supplies					\$ 31	\$ 3,100	\$ 8,937	\$	29,200
	Postage & Courier		\$ 400			\$ 7	\$ 100	\$ 14,835	\$	49,600
	Program Supplies					\$ 32	\$ 13,600	\$ 32	\$	13,600
	Protective & Uniform Clothing					\$ 333	\$ 1,000	\$ 333	\$	1,000
	R&M Grounds					\$ 4,977	\$ 27,800	\$ 4,977	\$	27,800
	Staff Training & Development	\$ 5,293	\$ 10,800		\$ 6,500		\$ 15,000	\$ 7,404	\$	61,600
	SME - Audit and Actuary							\$ 31,011	\$	55,000
	SME - Consultants							\$ 6,518	\$	40,000
	Subscriptions and Publications	\$ 828	\$ 1,500	\$ 374	\$ 500			\$ 1,203	\$	3,500
	Telephone/Internet	\$ 662	\$ 2,400	\$ 585	\$ 2,400	\$ 4,388	\$ 8,700	\$ 7,043	\$	20,700
	Travel		\$ 2,200		\$ 1,300		\$ 3,000	\$ -	\$	12,300
	Project- Materials							\$ 25,444	\$	-
	Project - Equipment							\$ 4,502	\$	-
	Project - Subcontract							\$ 28,907	\$	-
Expense Total		\$ 139,550	\$ 461,300	\$ 78,522	\$ 361,500	\$ 229,885	\$ 1,293,900	\$ 1,010,084	\$	3,912,800
Revenue Less Expenses		\$ 139,550	\$ 461,300	\$ 78,522	\$ 361,500	\$ 182,306	\$ 668,400	\$ 948,122	\$	3,235,900

Appendix - A8 - Planning and Development

		90500		90505		90510		Total Actual		Total Budget
		Planning Global		Planning and Development		Building Inspection				
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget			
Revenue	Fines							\$	-	\$ -
	Licences and Permits					-\$ 113,614	-\$ 331,700	-\$	113,614	-\$ 331,700
	Fees			-\$ 123,308	-\$ 182,900			-\$	123,308	-\$ 182,900
Revenue Total				-\$ 123,308	-\$ 182,900	-\$ 113,614	-\$ 331,700	-\$	236,923	-\$ 514,600
Expense	Salaries and Wages - Full Time	\$ 33,260	\$ 136,900	\$ 33,793	\$ 160,100	\$ 16,145	\$ 231,300	\$	83,198	\$ 528,300
	Salaries and Wages - Part Time					\$ 25,159	\$ -	\$	25,159	\$ -
	Salaries and Wages - Students				\$ 18,000			\$	-	\$ 18,000
	Overtime Pay			\$ 1,511	\$ -	\$ 5,745	\$ 2,000	\$	7,256	\$ 2,000
	Employee Benefits	\$ 14,233	\$ 34,600	\$ 10,813	\$ 59,000	\$ 21,764	\$ 69,800	\$	46,810	\$ 163,400
	Association/Membership Fees	\$ 985	\$ 1,200		\$ 300		\$ 2,000	\$	985	\$ 3,500
	Comm and Public Relations			\$ 504	\$ 5,000		\$ 1,000	\$	504	\$ 6,000
	Contract Services						\$ 2,500	\$	-	\$ 2,500
	Hospitality Expense	\$ 156	\$ 1,200					\$	156	\$ 1,200
	Office Supplies	\$ 801	\$ 400		\$ 1,600		\$ 1,200	\$	801	\$ 3,200
	Postage & Courier			\$ 4	\$ 100		\$ 400	\$	4	\$ 500
	Protective & Uniform Clothing					\$ 43	\$ 800	\$	43	\$ 800
	Staff Training & Development		\$ 3,400		\$ 4,000		\$ 11,700	\$	-	\$ 19,100
	SME - Consultants		\$ 30,000					\$	-	\$ 30,000
	Subscriptions and Publications				\$ 300		\$ 400	\$	-	\$ 700
	Telephone/Internet	\$ 281	\$ 800	\$ 516	\$ 800	\$ 670	\$ 2,400	\$	1,466	\$ 4,000
	Travel		\$ 700		\$ 800		\$ 2,300	\$	-	\$ 3,800
Expense Total		\$ 49,715	\$ 209,200	\$ 47,140	\$ 250,000	\$ 69,526	\$ 327,800	\$	166,381	\$ 787,000
Revenue Less Expenses		\$ 49,715	\$ 209,200	-\$ 76,168	\$ 67,100	-\$ 44,089	-\$ 3,900	-\$	70,541	\$ 272,400

Appendix - A9 - Fire and Bylaw

		90600 Fire		90515 Bylaws		Total Actual		Total Budget
Account Type	Object name	Actual	Budget	Actual	Budget			
Revenue	Donations	-\$ 500	\$ -			-\$ 500	\$ -	
	Fines			-\$ 24,772	-\$ 11,000	-\$ 24,772	-\$ 11,000	
	Licences and Permits			-\$ 751	-\$ 20,500	-\$ 751	-\$ 20,500	
	Fees	-\$ 72,999	-\$ 20,600			-\$ 72,999	-\$ 20,600	
	Grant - Provincial	-\$ 9,100				-\$ 9,100	\$ -	
	Sales	-\$ 615				-\$ 615	\$ -	
Revenue Total		-\$ 83,214	-\$ 20,600	-\$ 25,522	-\$ 31,500	-\$ 108,736	-\$ 52,100	
Expense	Salaries and Wages - Full Time	\$ 367,081	\$ 1,656,800	\$ 65,289	\$ 245,400	\$ 432,370	\$ 1,902,200	
	Salaries and Wages - Part Time	\$ 3,001	\$ 438,600	\$ 15,936		\$ 18,937	\$ 438,600	
	Salaries and Wages - Students		\$ 9,000		\$ 10,300	\$ -	\$ 19,300	
	Overtime Pay	\$ 4,628	\$ 58,800	\$ 2,291	\$ 14,000	\$ 6,919	\$ 72,800	
	Honourariums		\$ 25,000			\$ -	\$ 25,000	
	Employee Benefits	\$ 319,339	\$ 725,500	\$ 28,592	\$ 83,800	\$ 347,931	\$ 809,300	
	Association/Membership Fees	\$ 687	\$ 2,000	\$ 50	\$ 1,200	\$ 737	\$ 3,200	
	Cleaning Supplies	\$ 506	\$ 3,000			\$ 506	\$ 3,000	
	Comm and Public Relations	\$ 858	\$ 15,800		\$ 500	\$ 858	\$ 16,300	
	Contract Services	\$ 40,912	\$ 90,300	\$ 18,143	\$ 15,500	\$ 59,055	\$ 105,800	
	Equipment - Purchase	\$ 6,803	\$ 26,200			\$ 6,803	\$ 26,200	
	Hospitality Expense	\$ 512	\$ 6,000			\$ 512	\$ 6,000	
	Office Supplies	\$ 2,433	\$ 6,400		\$ 1,600	\$ 2,433	\$ 8,000	
	Postage & Courier	\$ 327	\$ 600		\$ 2,000	\$ 327	\$ 2,600	
	Program Supplies	\$ 2,684	\$ 44,000			\$ 2,684	\$ 44,000	
	Protective & Uniform Clothing	\$ 4,107	\$ 24,000	\$ 6,440	\$ 1,000	\$ 10,547	\$ 25,000	
	Staff Training & Development	\$ 10,622	\$ 53,900		\$ 6,500	\$ 10,622	\$ 60,400	
	Subscriptions and Publications	\$ 51	\$ 1,500			\$ 51	\$ 1,500	
	Telephone/Internet	\$ 1,708	\$ 5,500	\$ 2,233	\$ 3,200	\$ 3,941	\$ 8,700	
	Travel		\$ 10,800		\$ 1,300	\$ -	\$ 12,100	
Expense Total		\$ 766,260	\$ 3,203,700	\$ 138,974	\$ 386,300	\$ 905,233	\$ 3,590,000	
Revenue Less Expenses		\$ 683,045	\$ 3,183,100	\$ 113,452	\$ 354,800	\$ 796,497	\$ 3,537,900	

Appendix - A10 - Public Works

		90700		90705		90710		90715	
		Public Works - Global		Project Management		Drainage		Enviromental	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Rentals								
	Other Revenue					-\$ 140,000			
	Chargebacks					-\$ 6,671			
	Fees								
	Grants - Other								
	Grant - Provincial					-\$ 49,000			
Revenue Total				\$ -	\$ -	-\$ 6,671	-\$ 189,000	\$ -	\$ -
Expense	Salaries and Wages - Full Time	\$ 45,890	\$ 212,800	\$ 183,155	\$ 592,500	\$ 39,860	\$ 145,500	\$ 32,047	\$ 154,300
	Salaries and Wages - Part Time							\$ 687	
	Salaries and Wages - Students			\$ -	\$ 26,900				
	Overtime Pay	\$ 603	\$ 184,200	\$ 16,699	\$ -	\$ 509	\$ 5,000		
	Employee Benefits	\$ 29,658	\$ 57,700	\$ 73,048	\$ 190,700	\$ 14,672	\$ 47,900	\$ 13,219	\$ 45,200
	Association/Membership Fees	\$ 1,979	\$ 3,000	\$ 1,298	\$ 3,400	\$ 210	\$ 500	\$ 1,209	\$ 2,400
	Cleaning Supplies								
	Comm and Public Relations			\$ 509	\$ 2,000				
	Contract Services							\$ 6,025	\$ 12,500
	Equipment - Purchase					\$ 229			
	Equipment - Rental								
	Hospitality Expense	\$ 99	\$ 6,000						
	Office Supplies	\$ 4,533	\$ 18,100						
	Postage & Courier		\$ 500						
	Program Supplies								
	Protective & Uniform Clothing	\$ 2,089	\$ 11,900						
	R&M Grounds								
	R&M Trails								
	R&M Consumables and Parts								
	R&M Playground								
	Repairs and Maintenance - Tree								
	Staff Training & Development		\$ 8,700	\$ 1,145	\$ 14,800		\$ 3,800	\$ 111	\$ 3,900

	SME - Consultants		\$	70,000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									</
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Appendix - A10 - Public Works

		90720 Facilities		90725 Fleet		90730 Stores		90735 Transportation	
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue	Rentals								
	Other Revenue							-\$ 150	-\$ 2,500
	Chargebacks							-\$ 493	
	Fees							-\$ 31,054	-\$ 25,000
	Grants - Other								
	Grant - Provincial								
Revenue Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-\$ 31,696	-\$ 27,500
Expense	Salaries and Wages - Full Time	\$ 75,126	\$ 277,500	\$ 43,069	\$ 237,000	\$ 34,231	\$ 113,000	\$ 280,544	\$ 1,004,800
	Salaries and Wages - Part Time	\$ 10,558						\$ 68,322	\$ 111,800
	Salaries and Wages - Students								\$ 20,500
	Overtime Pay	\$ 12,595		\$ 53		\$ 90		\$ 5,298	
	Employee Benefits	\$ 32,993	\$ 93,500	\$ 25,513	\$ 75,700	\$ 14,022	\$ 35,900	\$ 138,151	\$ 349,600
	Association/Membership Fees		\$ 300						\$ 3,400
	Cleaning Supplies								
	Comm and Public Relations								\$ 1,000
	Contract Services							\$ 79,544	\$ 817,400
	Equipment - Purchase		\$ 1,500	\$ 457	\$ 5,000				
	Equipment - Rental								
	Hospitality Expense								
	Office Supplies								
	Postage & Courier			\$ 34	\$ 100				
	Program Supplies				\$ 25,000				
	Protective & Uniform Clothing	\$ 466	\$ 1,800						
	R&M Grounds								
	R&M Trails								
	R&M Consumables and Parts					\$ 2,627		\$ 67,814	\$ 292,900
	R&M Playground								
	Repairs and Maintenance - Tree								\$ 5,600
	Staff Training & Development	\$ 3,059	\$ 6,900		\$ 5,900		\$ 2,800		\$ 27,900



	SME - Consultants								
	Subscriptions and Publications		\$ 300		\$ 800			\$ 900	
	Telephone/Internet	\$ 1,255	\$ 3,200	\$ 224	\$ 800		\$ 1,003	\$ 13,500	
	Travel		\$ 1,400		\$ 1,200	\$ 600		\$ 5,600	
	Project- Materials								
	Project - Equipment								
	Project - Subcontract								
	Project - Miscellaneous								
Expense Total		\$ 136,052	\$ 386,400	\$ 69,350	\$ 351,500	\$ 50,970	\$ 152,300	\$ 640,677	\$ 2,654,900
Revenue Less Expenses		\$ 136,052	\$ 386,400	\$ 69,350	\$ 351,500	\$ 50,970	\$ 152,300	\$ 608,980	\$ 2,627,400

Appendix - A10 - Public Works

		90820		Total Actual	Total Budget
		Parks and Trails			
Account Type	Object name	Actual	Budget		
Revenue	Rentals	-\$	6,000	\$ -	-\$ 6,000
	Other Revenue			-\$ 150	-\$ 142,500
	Chargebacks	-\$ 4,004	\$ -	-\$ 11,168	\$ -
	Fees	-\$ 38	-\$ 3,000	-\$ 31,093	-\$ 28,000
	Grants - Other		-\$ 5,000	\$ -	-\$ 5,000
	Grant - Provincial			\$ -	-\$ 49,000
Revenue Total		-\$ 4,042	-\$ 14,000	-\$ 42,410	-\$ 230,500
Expense	Salaries and Wages - Full Time	\$ 157,316	\$ 501,800	\$ 891,236	\$ 3,239,200
	Salaries and Wages - Part Time	\$ 116	\$ 108,500	\$ 79,683	\$ 220,300
	Salaries and Wages - Students		\$ 123,100	\$ -	\$ 170,500
	Overtime Pay	\$ 9,742	\$ -	\$ 45,590	\$ 189,200
	Employee Benefits	\$ 69,466	\$ 192,300	\$ 410,743	\$ 1,088,500
	Association/Membership Fees	\$ 188	\$ 7,100	\$ 4,885	\$ 20,100
	Cleaning Supplies	\$ 434	\$ 7,000	\$ 434	\$ 7,000
	Comm and Public Relations			\$ 509	\$ 3,000
	Contract Services	\$ 3,388	\$ 44,500	\$ 88,956	\$ 874,400
	Equipment - Purchase	\$ 3,387	\$ 83,800	\$ 4,073	\$ 90,300
	Equipment - Rental	\$ 6,963	\$ 47,100	\$ 6,963	\$ 47,100
	Hospitality Expense			\$ 99	\$ 6,000
	Office Supplies			\$ 4,533	\$ 18,100
	Postage & Courier			\$ 34	\$ 600
	Program Supplies		\$ 700	\$ -	\$ 25,700
	Protective & Uniform Clothing	\$ 1,575	\$ 2,000	\$ 4,130	\$ 15,700
	R&M Grounds	\$ 4,687	\$ 116,600	\$ 4,687	\$ 116,600
	R&M Trails	\$ 167	\$ 113,800	\$ 167	\$ 113,800
	R&M Consumables and Parts			\$ 70,441	\$ 292,900
	R&M Playground	\$ 337	\$ 3,000	\$ 337	\$ 3,000
	Repairs and Maintenance - Tree	\$ 463	\$ 15,600	\$ 463	\$ 21,200
	Staff Training & Development	\$ 102	\$ 15,900	\$ 4,417	\$ 90,600

	SME - Consultants			\$	-	\$	70,000
	Subscriptions and Publications			\$	909	\$	3,500
	Telephone/Internet	\$	2,234	\$	11,200	\$	39,000
	Travel	\$	197	\$	3,200	\$	18,300
	Project- Materials			\$	35,292	\$	-
	Project - Equipment			\$	34,692	\$	-
	Project - Subcontract			\$	123,498	\$	-
	Project - Miscellaneous			\$	10,888	\$	-
<b>Expense Total</b>		\$	<b>260,761</b>	\$	<b>1,397,200</b>	\$	<b>6,784,600</b>

<b>Revenue Less Expenses</b>	\$	<b>256,718</b>	\$	<b>1,383,200</b>	\$	<b>1,795,223</b>	\$	<b>6,554,100</b>
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Appendix - A11 - Self Sustained Entities

		90825		90830		90835		Total Actual		Total Budget
		Sugarloaf Marina		Nickel Beach		Cemetery				
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget			
Revenue	Advertising and Sponsorship	-\$ 500						\$ -	-\$ 500	
	Investment Income					-\$ 4,000		\$ -	-\$ 4,000	
	Lease Income	-\$ 12,729	-\$ 127,700					-\$ 12,729	-\$ 127,700	
	Rentals	-\$ 176	-\$ 500					-\$ 176	-\$ 500	
	Fees	-\$ 2,509	-\$ 5,600	-\$ 196,200				-\$ 2,509	-\$ 201,800	
	Sales	-\$ 250,906	-\$ 934,900			-\$ 10,423	-\$ 42,900	-\$ 261,329	-\$ 977,800	
Revenue Total		-\$ 266,320	-\$ 1,069,200	\$ -	-\$ 196,200	-\$ 10,423	-\$ 46,900	-\$ 276,743	-\$ 1,312,300	
Expense	Salaries and Wages - Full Time	\$ 23,206	\$ 149,000					\$ 23,206	\$ 149,000	
	Salaries and Wages - Part Time	\$ 29,366	\$ 58,800					\$ 29,366	\$ 58,800	
	Salaries and Wages - Students		\$ 92,300			\$ 80,900		\$ -	\$ 173,200	
	Employee Benefits	\$ 16,903	\$ 66,100			\$ 8,800		\$ 16,903	\$ 74,900	
	Association/Membership Fees		\$ 3,000					\$ 15	\$ 4,200	
	Cleaning Supplies	\$ 249	\$ 5,000			\$ 2,500		\$ 249	\$ 7,500	
	Comm and Public Relations		\$ 4,500	\$ 203	\$ 4,000			\$ 203	\$ 8,500	
	Contract Services	\$ 47,542	\$ 59,000			\$ 36,700		\$ 47,542	\$ 97,800	
	Cost of of Goods Sold		\$ 140,000					\$ -	\$ 140,000	
	Equipment - Purchase		\$ 5,000					\$ -	\$ 6,100	
	Equipment - Rental							\$ -	\$ 6,900	
	Office Supplies	\$ 591	\$ 4,400					\$ 591	\$ 4,400	
	Program Supplies		\$ 1,500			\$ 100		\$ -	\$ 1,600	
	Protective & Uniform Clothing	\$ 300	\$ 2,500			\$ 500		\$ 300	\$ 3,000	
	R&M Grounds	\$ 120	\$ 15,000	\$ 20	\$ 5,100			\$ 1,893	\$ 29,000	
	R&M Consumables and Parts	\$ 5,293	\$ 45,000					\$ 5,293	\$ 45,000	
	Staff Training & Development	\$ 436	\$ 5,200			\$ 2,000		\$ 436	\$ 7,200	
	Telephone/Internet	\$ 5,785	\$ 16,000	\$ 220	\$ 800			\$ 6,005	\$ 16,800	
	Travel		\$ 1,000					\$ -	\$ 1,000	
	Project - Equipment					\$ 903		\$ 903	\$ -	
	Project - Subcontract					\$ 29,060		\$ 29,060	\$ -	
	Project - Miscellaneous	\$ 6,600						\$ 6,600	\$ -	
Expense Total		\$ 136,392	\$ 673,300	\$ 443	\$ 141,400	\$ 31,731	\$ 20,200	\$ 168,566	\$ 834,900	
Revenue Less Expenses		-\$ 129,928	-\$ 395,900	\$ 443	-\$ 54,800	\$ 21,308	-\$ 26,700	-\$ 108,177	-\$ 477,400	

Appendix - A12 - Rates

		91000 Storm Sewer		92000 WasteWater		93000 Water		Total Actual	Total Budget
Account Type	Object name	Actual	Budget	Actual	Budget	Actual	Budget		
Revenue	Fees							\$ -	\$ -
	Sales					-\$ 2,410		-\$ 2,410	\$ -
	Penalties and Interest			-\$ 6,320	-\$ 33,000	-\$ 18,634	-\$ 39,998	-\$ 24,954	-\$ 72,998
	Rate Revenue - Variable			-\$ 540,380	-\$ 2,207,282	-\$ 595,294	-\$ 2,128,931	-\$ 1,135,674	-\$ 4,336,213
	Rate Revenue - Fixed	-\$ 382,321	-\$ 854,720	-\$ 1,035,949	-\$ 4,519,326	-\$ 696,723	-\$ 2,572,569	-\$ 2,114,993	-\$ 7,946,615
Revenue Total		-\$ 382,321	-\$ 854,720	-\$ 1,582,649	-\$ 6,759,608	-\$ 1,313,061	-\$ 4,741,498	-\$ 3,278,031	-\$ 12,355,826
Expense	Salaries and Wages - Full Time			\$ 1,629	\$ 417,300	\$ 174,803	\$ 417,300	\$ 176,432	\$ 834,600
	Salaries and Wages - Part Time					\$ 1,418		\$ 1,418	\$ -
	Overtime Pay			\$ 12	\$ 20,650	\$ 328	\$ 20,650	\$ 340	\$ 41,300
	Employee Benefits			\$ 385	\$ 123,400	\$ 73,157	\$ 123,400	\$ 73,542	\$ 246,800
	Association/Membership Fees			\$ 1,463	\$ 2,000	\$ 2,550	\$ 2,000	\$ 4,013	\$ 4,000
	Comm and Public Relations				\$ 10,000		\$ 10,000	\$ -	\$ 20,000
	Computer Software			\$ 1,323	\$ 5,000	\$ 5,238	\$ 7,900	\$ 6,561	\$ 12,900
	Contract Services	\$ 1,030	\$ 137,700	\$ 12,481	\$ 187,550	\$ 15,010	\$ 170,760	\$ 28,521	\$ 496,010
	Cost of of Goods Sold					\$ 4,007		\$ 4,007	\$ -
	PAP / Online Incentives				\$ 20,000		\$ 20,000	\$ -	\$ 40,000
	Seniors Discount				\$ 100,000			\$ -	\$ 100,000
	Equipment - Purchase			\$ 694	\$ 13,500	\$ 834	\$ 17,300	\$ 1,528	\$ 30,800
	Equipment - Rental		\$ 12,000				\$ 2,900	\$ -	\$ 14,900
	Office Supplies			\$ 1,472	\$ 13,750	\$ 1,762	\$ 13,750	\$ 3,234	\$ 27,500
	Postage & Courier			\$ 4,354	\$ 40,000	\$ 4,371	\$ 40,000	\$ 8,725	\$ 80,000
	Protective & Uniform Clothing			\$ 507	\$ 4,000	\$ 933	\$ 6,000	\$ 1,440	\$ 10,000
	R&M Consumables and Parts	\$ 1,435	\$ 8,500	-\$ 250	\$ 45,100	\$ 20,664	\$ 104,500	\$ 21,849	\$ 158,100
	Staff Training & Development				\$ 18,400	\$ 3,140	\$ 18,400	\$ 3,140	\$ 36,800
	SME - Consultants			\$ 9,989	\$ 25,000		\$ 34,000	\$ 9,989	\$ 59,000
	Telephone/Internet					\$ 2,994	\$ 8,800	\$ 2,994	\$ 8,800
	Travel				\$ 1,800	\$ 86	\$ 1,800	\$ 86	\$ 3,600
	Utilities - Hydro	\$ 635	\$ 5,000	\$ 1,962	\$ 20,400	\$ 308	\$ 2,600	\$ 2,905	\$ 28,000
	Utilities - Water	\$ 233	\$ 900					\$ 233	\$ 900

	Property Tax Charges		\$	10,440					\$	-	\$	10,440						
	City Owned Property SS Charges	\$	473	\$	28,330				\$	473	\$	28,330						
	Tax Reassessment and Uncollect							\$	2,140	\$	2,140	\$	-					
	Region Rate - Fixed				\$	1,201,317	\$	4,805,000	\$	147,354	\$	590,000	\$	1,348,671	\$	5,395,000		
	Region Rate - Variable								\$	356,995	\$	1,622,840	\$	356,995	\$	1,622,840		
	Project- Materials								\$	1,068	\$	1,068	\$	1,068	\$	-		
Expense Total		\$	3,805	\$	202,870	\$	1,237,338	\$	5,872,850	\$	819,160	\$	3,234,900	\$	2,060,304	\$	9,310,620	
Revenue Less Expenses			-\$	378,516	-\$	651,850	-\$	345,311	-\$	886,758	-\$	493,901	-\$	1,506,598	-\$	1,217,727	-\$	3,045,206

**Appendix - B - Capital and Related Project Summary**

This appendix summarizes capital and related projects with approved budget and spend to date:

Project ID	Project Name	Approved Budget	Materials	Equipment	Subcontract	Other	Total Spend	Under/(Over) Budget
20C-CE-L56	Overholt Cemetery Expansion	\$ 80,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,330
20C-CS-L01	Modernization Grant Projects	\$ 440,779	\$ -	\$ -	\$ 26,279	\$ -	\$ 26,279	\$ 414,499
20C-CS-L53	IT-Access Control Door Reader	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
20C-CS-L54	Genetec Security Systm Upgrade	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
20C-CS-L55	IT - Server Room Relocation	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
20C-ED-L46	Cruise Ship Berthing Facility	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
20C-ED-L47	Tourism Strategy & Cruise DST	\$ 185,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,148
20C-ED-L48	Industrial Land clearing	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
20C-MA-L57	HarbourMaster Building Repairs	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,500
20C-MU-L59	Museum - Exhibit Cases	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
20C-MU-L60	Museum - Cedar shingles	\$ 10,000	\$ -	\$ -	\$ 10,196	\$ -	\$ 10,196	-\$ 196
20C-MU-L61	Museum Archive Building HVAC	\$ 18,500	\$ -	\$ -	\$ 8,624	\$ -	\$ 8,624	\$ 9,876
20C-MU-L62	Repair Sidewalks to Archive	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
20C-MU-L63	Archive Shelving/Art Rack	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
20C-MU-L64	Museum Lifeboat/Garage Upgrade	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
20C-PL-L65	Planning - Plotter	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
20C-PW-L02	Picnic Tables In Various Parks	\$ 26,307	\$ 5,802	\$ -	\$ -	\$ -	\$ 5,802	\$ 20,505
20C-PW-L03	Flashing Amber Beacons	\$ 18,355	\$ 1,897	\$ -	\$ -	\$ -	\$ 1,897	\$ 16,458
20C-PW-L04	VHWC BOCCE Insulation	\$ 4,600	\$ -	\$ -	\$ 1,522	\$ -	\$ 1,522	\$ 3,078
20C-PW-L05	VHWC Rink 1 Insulation	\$ 16,500	\$ -	\$ 3,004	\$ 14,443	\$ -	\$ 17,446	-\$ 946
20C-PW-L06	City Hall - Window Replacement	\$ 85,000	\$ -	\$ -	\$ 4,939	\$ -	\$ 4,939	\$ 80,061
20C-PW-L07	City Hall - HVAC Units Upgrade	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
20C-PW-L08	City Hall - Roof Repairs	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
20C-PW-L09	City Hall - Flat Roof Repairs	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
20C-PW-L10	City Hall - Bus Vestibule Vent	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
20C-PW-L11	City Hall - Carpeting/painting	\$ 5,000	\$ -	\$ -	\$ 19,550	\$ -	\$ 19,550	-\$ 14,550
20C-PW-L12	City Hall -3rd Floor Furniture	\$ 54,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,420
20C-PW-L13	City Hall - Monitoring System	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

20C-PW-L14	Fire Hall - Facility Repairs	\$	67,500	\$	400	\$	-	\$	21,136	\$	-	\$	21,535	\$	45,965
20C-PW-L15	Fire Hall - Monitoring System	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
20C-PW-L16	Elm St & Elgin St Intersection	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000
20C-PW-L17	Lake End Access Gates	\$	22,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	22,500
20C-PW-L18	11 King St Facility Demolition	\$	35,000	\$	-	\$	-	\$	3,867	\$	-	\$	3,867	\$	31,133
20C-PW-L19	Bethel Furnace Replacement	\$	16,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	16,000
20C-PW-L20	Bethel Roof Replacement	\$	51,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	51,000
20C-PW-L21	Bethel Security /Accessibility	\$	3,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,500
20C-PW-L22	New solar lighting for Parks	\$	45,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	45,000
20C-PW-L23	Centennial Park LED Lighting	\$	6,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,500
20C-PW-L24	Centennial Park Pavilion Roof	\$	17,400	\$	-	\$	-	\$	-	\$	-	\$	-	\$	17,400
20C-PW-L25	HH Knoll Park Band Shell roof	\$	16,500	\$	-	\$	-	\$	13,046	\$	-	\$	13,046	\$	3,454
20C-PW-L26	Friendship Trail Repair	\$	32,938	\$	-	\$	-	\$	-	\$	-	\$	-	\$	32,938
20C-PW-L27	Soccer Complex Bridge Repair	\$	17,600	\$	8,052	\$	-	\$	1,244	\$	-	\$	9,295	\$	8,305
20C-PW-L28	Skateboard Park Parking Lot	\$	4,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,000
20C-PW-L29	HH Knoll Park Walkways Repairs	\$	55,326	\$	-	\$	-	\$	-	\$	-	\$	-	\$	55,326
20C-PW-L30	Sherkston Accessibility Issues	\$	2,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,500
20C-PW-L31	Sherkston Roof Repairs	\$	12,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	12,000
20C-PW-L32	Sherkston Chimney/HotWaterTank	\$	7,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,500
20C-PW-L33	Sherkston Septic System	\$	47,800	\$	-	\$	-	\$	-	\$	-	\$	-	\$	47,800
20C-PW-L34	Soccer Complex Sanitary Pump	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
20C-PW-L35	VHWC Main Entrance Pylon Sign	\$	70,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	70,000
20C-PW-L36	VHWC Fitness Areas Water Drips	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000
20C-PW-L37	VHWC Pool Rehab of Tiles	\$	42,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	42,000
20C-PW-L38	VHWC Monitoring system	\$	5,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000
20C-PW-L39	PC Operations Centre Upgrades	\$	193,230	\$	-	\$	-	\$	10,145	\$	-	\$	10,145	\$	183,085
20C-PW-L40	Nickel Area Storm Sewer Projec	\$	573,072	\$	-	\$	-	\$	-	\$	-	\$	-	\$	573,072
20C-PW-L41	Wastewater Capital Projects	\$	519,403	\$	-	\$	-	\$	-	\$	-	\$	-	\$	519,403
20C-PW-L42	Bulk Water Station Project	\$	170,134	\$	1,068	\$	-	\$	287	\$	-	\$	1,355	\$	168,778
20C-PW-L43	Water Capital Projects	\$	437,516	\$	-	\$	-	\$	-	\$	-	\$	-	\$	437,516
20C-PW-L44	Sunset Park Asphalt Walkway	\$	18,055	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,055
20C-PW-L67	Dawg's Project	\$	30,888	\$	2,199	\$	-	\$	5,089	\$	10,888	\$	18,176	\$	12,712
20O-ED-L49	Economic Development Strategy	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
20O-ED-L50	New Tourism Branding	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000



20O-ED-L52	Affordable Housing Strategy	\$	75,000	\$	-	\$	-	\$	-	\$	-	\$	75,000		
20O-MA-L58	Marina Business Plan Study	\$	44,786	\$	-	\$	-	\$	13,950	\$	6,600	\$	20,550	\$	24,236
20O-PL-L66	Building Inspection Technology	\$	46,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	46,500
20O-PW-L45	Urban Forest Management Plan	\$	85,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	85,000
20O-PW-L51	Active Transportation Masterpl	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000
21C-CE-B34	Cemetery - Columbarium repairs	\$	40,000	\$	-	\$	903	\$	29,060	\$	-	\$	29,963	\$	10,037
21C-CS-B01	ITS - Server Back-up	\$	52,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	52,000
21C-CS-B02	ITS - Evergreening	\$	150,000	\$	36,560	\$	5,782	\$	2,628	\$	-	\$	44,969	\$	105,031
21C-FD-B08	Edraulic Combi Tool	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000
21C-FD-B09	Fire Hose Replacement	\$	75,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000
21C-LB-B31	Library Capital	\$	45,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	45,000
21C-MA-B33	Marina - Hydro Pedestals	\$	15,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000
21C-MU-B32	Museum Capital	\$	5,000	\$	-	\$	-	\$	7,958	\$	-	\$	7,958	-\$	2,958
21C-PW-B03	Multi-Use Trail Repairs	\$	335,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	335,000
21C-PW-B04	East / West Wig Wags	\$	82,360	\$	9,688	\$	-	\$	-	\$	-	\$	9,688	\$	72,672
21C-PW-B05	Splash Pad Pump Replacement	\$	8,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,000
21C-PW-B06	VHWC - Berm Headwall	\$	20,000	\$	10,410	\$	-	\$	3,002	\$	-	\$	13,412	\$	6,588
21C-PW-B07	West St Electrical Infra.	\$	10,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,000
21C-PW-B10	Railway Crossing Improvements	\$	75,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000
21C-PW-B11	Bridges Culverts Walls Repairs	\$	105,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	105,500
21C-PW-B12	CIMCO System Gantry Crane	\$	18,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,000
21C-PW-B13	COPC Welcome Centre Upgrades	\$	14,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	14,500
21C-PW-B14	VHWC Air Removal Unit	\$	18,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,000
21C-PW-B15	Downtown CIP	\$	1,000,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000,000
21C-PW-B16	Fire Station HVAC Upgrades	\$	18,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,000
21C-PW-B17	Fire Station Security Upgrades	\$	24,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	24,000
21C-PW-B18	Fleet replacement/Purchase	\$	300,000	\$	-	\$	28,696	\$	-	\$	-	\$	28,696	\$	271,304
21C-PW-B19	Flow Monitors - Wastewater	\$	100,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100,000
21C-PW-B20	Glycol Pipe Insulation	\$	52,000	\$	-	\$	2,992	\$	45,223	\$	-	\$	48,215	\$	3,785
21C-PW-B21	Harbourmaster Roof Replacement	\$	12,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	12,500
21C-PW-B22	Infrastructure Needs Studies	\$	750,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	750,000
21C-PW-B23	PCOC Facilities Upgrades	\$	83,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	83,500
21C-PW-B24	Programmable Speed Radar Signs	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000

21C-PW-B25	Programmable Speed Zone Beacon	\$	12,000	\$	-	\$	-	\$	-	\$	-	\$	12,000
21C-PW-B26	Roads Resurfacing Program	\$	960,000	\$	-	\$	-	\$	-	\$	-	\$	960,000
21C-PW-B28	Sidewalk Construction	\$	100,000	\$	-	\$	-	\$	3,053	\$	-	\$	96,947
21C-PW-B29	Site Remediation	\$	130,000	\$	-	\$	-	\$	-	\$	-	\$	130,000
21C-PW-B30	Tennessee Ave Gate Inspection	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	30,000
21C-PW-B36	Water Capital Projects	\$	150,000	\$	-	\$	-	\$	-	\$	-	\$	150,000
21C-PW-B37	Wastewater Capital Projects	\$	250,000	\$	-	\$	-	\$	-	\$	-	\$	250,000
21C-PW-B38	Storm Sewer Capital Projects	\$	23,724	\$	-	\$	-	\$	-	\$	-	\$	23,724
21C-PW-R35	Clarence Sidewalk Construction	\$	165,000	\$	-	\$	-	\$	-	\$	-	\$	165,000
21C-PW-R39	City Hall Elevator Repairs	\$	100,000	\$	-	\$	-	\$	-	\$	-	\$	100,000
21C-PW-R40	Chippawa Road Construction	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$	35,000
21O-PW-R41	Project Management	\$	147,600	\$	-	\$	-	\$	-	\$	-	\$	147,600
21P-PW-R42	Procurement Support	\$	125,400	\$	-	\$	-	\$	-	\$	-	\$	125,400
		\$	9,937,171	\$	76,075	\$	41,377	\$	245,240	\$	17,488	\$	9,556,991
	Capit and Realtd Project Over / (Short) Reserve	\$	7,108	\$	-	\$	-	\$	-	\$	-	\$	7,108
21C-CS-B39	Capital Contingency Fund	\$	225,654	\$	-	\$	-	\$	-	\$	88,000	\$	137,654
		\$	10,169,933	\$	76,075	\$	41,377	\$	245,240	\$	105,488	\$	9,701,753

Appendix C - Reserves

This appendix summarizes reserve balances:

	Year End Balance Before Surplus / (Deficit)	2021 Budget	Council Approved Transfers	In-Year Forecast	Forecasted Year End Balance	Funding Target	Progress
Grants Committee Reserve (W)	\$ 12,250				\$ 12,250	Varies - Dependent on Activity^	Achieved
Library Bequest Reserve	\$ 4,188				\$ 4,188	Varies - Dependent on Library Board Requirements^	Achieved
Library Employee Future Benefit Reserve	\$ 54,129				\$ 54,129	75% of Employee Future Benefit and WSIB Liability (Estimated target \$126,300)	Not Achieved - Long-Term Target
Library Capital	\$ 120,712				\$ 120,712	Varies - Dependent on Library Board Requirements	Requires Facility Condition Study - Public Works is reviewing options with the Library to complete
Library Contingency Reserve	\$ 52,602				\$ 52,602	5% of the gross Library budget (Estimated at \$83,000)	Not Achieved - Mid -Term Target
Local Architectural Conservation Advisory Committee (LACAC) Reserve (W)	\$ 10,184				\$ 10,184	Varies - Dependent on Activity^	Achieved
NEW Community Safety Committee (W)	\$ 3,947				\$ 3,947	Varies - Dependent on Activity^	Achieved
Mayors Youth Council Committee (MYCC) Reserve (W)	\$ 3,217				\$ 3,217	Varies - Dependent on Activity^	Achieved
Museum Bequest Reserve	\$ 51,473				\$ 51,473	Varies - Dependent on Library Board Requirements^	Achieved
Museum Capital	\$ 31,667				\$ 31,667	Varies - Dependent on Library Board Requirements^	Achieved
Seniors Advisory Committee (SAC) Reserve (W)	\$ 4,392				\$ 4,392	Varies - Dependent on Activity^	Achieved
Niagara South Coast Tourism (W)	\$ 35,402				\$ 35,402	Varies - Dependent on Activity^	Achieved
Total Self Sustaining Entities	\$ 384,163	\$ -	\$ -	\$ -	\$ 384,163		

Canada Summer Games Reserve	\$ 30,000	\$ 15,000			\$ 45,000	Council Commitment	Achieved
Canal Days Reserve	\$ 50,000				\$ 50,000	5% of the gross Canada Days budget (Estimated target at \$44,000)	Achieved
CIP Incentives Reserve (W)	\$ 110,054				\$ 110,054	Council Commitment	Awaiting Study approved Report 2021-81*
Roselawn	\$ 679,299				\$ 679,299	TBD	Requires Roselawn Plan
Transit (W)	\$ 166,078				\$ 166,078	Bridge Funding	Achieved
Municipal Election Reserve (W)	\$ 90,585	\$ 30,000			\$ 120,585	Clerk proposed budget	Achieved
<b>Total Boards and Committees Reserves</b>	<b>\$ 1,126,016</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,171,016</b>		
Building Department Reserve (RF)	\$ 83,220	-\$ 83,220			\$ -	Funded by User Fees - Surplus / (Deficit) - Zero	Achieved - User fees will need to increase in the future to maintain
Beach Reserve	\$ 212,729	\$ 2,300			\$ 215,029	Funded by User Fees - Surplus / (Deficit) - 5% of gross Beach budget plus pay-as-you-go balance required for capital and related projects	Achieved - in conjunction with Community funding expected to come to Council this summer
Overholt Cemetery Reserve	\$ 23,397	-\$ 38,600			-\$ 15,203	Funded by User Fees - Surplus / (Deficit) - 5% of gross Overholt Cemetery budget plus pay-as-you-go balance required for capital and related projects	Business Plan being developed
Sugarloaf Marina Reserve	\$ 175,851	-\$ 13,177			\$ 162,674	Funded by User Fees - Surplus / (Deficit) - 5% of gross Marina budget plus pay-as-you-go balance required for capital and related projects	Business Plan being developed
Marina Internal Financing	-\$ 367,950	\$ 76,883			-\$ 291,067	Council approved to be repaid through Sugarloaf Marina budget over 5 years	
<b>Total Self Sustaining Entities</b>	<b>\$ 127,247</b>	<b>-\$ 55,814</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,433</b>		
Economic Development Reserve (W)	\$ -	\$ -	\$ 250,000		\$ 250,000	Varies - Dependent on Activity^	Achieved
Encumbrance Reserve (W)	\$ 197,285	\$ -	-\$ 197,285		\$ -	Zero	Achieved

Future Liabilities Reserve (W)	\$ 1,355,755	\$ 8,014	\$ 208,000		\$ 1,571,769	75% of Employee Future Benefit and WSIB Liability (Estimated target \$7,078,650)	Not Achieved - Long-Term Target
General Stabilization	\$ 2,240,562	-\$ 253,400	\$ 253,400		\$ 2,240,562	10% of the Levy (Estimated target \$2,058,000)	Achieved
Opportunities Fund	\$ 2,000,000	\$ -	\$ -		\$ 2,000,000	Established at \$2 million from successful NRBN initiative	Achieved
Subject Matter Experts Reserves (W)	\$ 208,598	\$ -	\$ -		\$ 208,598	0.25% of the City's consolidated budget (Estimated target of \$51,000)	Achieved
Working Capital Reserve	\$ 2,018,700	\$ 39,300	\$ -		\$ 2,058,000	10% of the Levy (Estimated target \$2,058,000)	Achieved
<b>Total General Government</b>	<b>\$ 8,020,900</b>	<b>-\$ 206,086</b>	<b>\$ 514,115</b>	<b>\$ -</b>	<b>\$ 8,328,929</b>		
Development Charges (RF)	\$ 339,713	\$ 2,010	\$ -		\$ 341,723	Varies - Dependent on requirements identified in multi-year forecasts	Public Works is leading infrastructure needs studies / planning, including facilities condition assessments. These will be used to establish these reserve levels when complete.
Drain Reserve	\$ 343,955	\$ 85,000	\$ -		\$ 428,955		
Facilities Reserve	\$ 131,386	\$ -	\$ -		\$ 131,386		
Fleet and Equipment Reserve	\$ 704,237	\$ -			\$ 704,237		
Goderich Maintenance Agreement (W)	\$ 83,852	\$ -	\$ -		\$ 83,852		
Grants - Federal Gas Tax (RF)	\$ 1,069,588	-\$ 1,063,258	\$ 318,349		\$ 324,679		
Grants - Ontario Community Infrastructure Fund (RF)	\$ 755,955	-\$ 751,485	\$ 213,057		\$ 217,527		
General TCA Reserve	\$ 2,441,383	-\$ 282,360	\$ -		\$ 2,159,023		
Storm Sewer Reserve	\$ 235,832	\$ 43,697	\$ -		\$ 279,529	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$85,000 plus capital and related projects)	
Waste Water Reserve	\$ 84,936	\$ 258,468	\$ -		\$ 343,404	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$676,000 plus capital and related projects)	

Water Reserve	\$ 900,730	\$ 618,148	\$ -		\$ 1,518,878	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target based on budget = \$474,000 plus capital and related projects)	
	\$ 7,091,567	-\$ 1,089,780	\$ 531,406	\$ -	\$ 6,533,193		
Less: Deferred Revenue (Sum of A's) recognizing these are recorded on the Balance Sheet	-\$ 2,165,256	\$ 1,812,733	-\$ 531,406	\$ -	-\$ 883,929		
	\$ 4,926,311	\$ 722,953	\$ -	\$ -	\$ 5,649,264		
Work-in-progress	\$ 4,540,195	\$ 5,329,738	\$ 300,000	-\$ 468,180	\$ 9,701,753	Note: "Forecast" reflects actual spend from Appendix B - Capital and Related Projects	
<b>Total Reserves</b>	<b>\$ 19,124,832</b>	<b>\$ 5,835,791</b>	<b>\$ 814,115</b>	<b>-\$ 468,180</b>	<b>\$ 25,306,558</b>		

## Appendix D - Debt Management

In accordance with policy FIN - 03 the following debt management appendix has been prepared. The figures in this appendix are in '000s.

A multi-year forecast of internal and external borrowing and lease financing and the related cost of borrowing and lease financing:

('000s in millions)	2020	2021	2022	2023	2024	2025
Projected Year End Debt	\$ 30,270	\$ 28,831	\$ 27,411	\$ 26,123	\$ 24,968	\$ 23,777
Committed Capital Leases	\$ 58	\$ 25	\$ 1	\$ -	\$ -	\$ -
	\$ 30,328	\$ 28,856	\$ 27,412	\$ 26,123	\$ 24,968	\$ 23,777
Internal Financing	\$ 368	\$ 292	\$ 216	\$ 140	\$ 64	\$ -
	\$ 30,696	\$ 29,148	\$ 27,628	\$ 26,263	\$ 25,032	\$ 23,777
Interest	\$ 915	\$ 961	\$ 920	\$ 878	\$ 840	\$ 804
Principal	\$ 1,975	\$ 1,471	\$ 1,444	\$ 1,289	\$ 1,155	\$ 1,191
External Borrowing Charges	\$ 2,890	\$ 2,432	\$ 2,364	\$ 2,167	\$ 1,995	\$ 1,995
Illustrative In-Year ARL*		6.5%	6.0%	5.3%	4.7%	4.5%
City Self Imposed Max		15.0%	15.0%	15.0%	15.0%	15.0%
Provincial Imposed Max		25.0%	25.0%	25.0%	25.0%	25.0%
* This projection utilized a 4% increase in own source revenue (2% inflation, 2% infrastructure).						

At the present time there is no future borrowing planned for illustrative purposes. Staff are working on updating the Tangible Capital Asset Management Plan in accordance with Ontario Regulation 588/17. The timing of this project is June 30, 2022 and will align with the City's infrastructure needs work. A forecasted funding model will accompany the updated Tangible Capital Asset Management Plan.

Presently the two primary risk associated with borrowing are the perceived opportunity cost associated with interest rate levels and the City itself maintain a strong fiscal framework to support on-going investments.

Financial Services advises that decision to borrow are based on matching project requirements to cash flow needs and related funding requirements. These decisions are

often made a year or more prior to borrowing is to occur. They are also subject to the borrowing windows allotted by the Niagara Region. Borrowing decisions are therefore not recommended based on trying to time interest rates and as such Financial Services advises while some may identify an opportunity cost associate with timing interest rates, Financial Services assesses no risk recognizing decisions to recommend borrowing are not interest rate dependent.

At the time of writing this report, borrowing is consistent with the Debt Management Policy except for the fact certain tangible capital assets would have been below the current borrowing threshold at the time the original debt was issued. Financial Services recommends no related action to be taken.



## Appendix E - Investment Report

### Investment Report

Investment income in the first trimester was \$69,737.

At the time of writing this report, FIN – 01 stipulates no more than 50% of the City's investments should be concentrated in any one Schedule I Bank. As previously communicated all the City's investments are in one Schedule I Bank. Financial Services advises this will be corrected by mid-year of 2021 as certain investments mature and funds are reinvested.

### Investment Performance

The City experienced a favorable budget to actual variance in Trimester 1 despite the low interest rate environment. As the City's remaining GIC's are maturing Council can expect investment income to moderate in the following trimesters.

	Trimester 1	Trimester 2	Trimester 3	Total	Annualized Return
<b>Actual</b>	\$ 69,737	\$ -	\$ -	\$ 69,737	0.88%
<b>Budget</b>	\$ 35,000	\$ 35,000	\$ 35,000	\$ 105,000	
<b>Variance</b>	\$ 34,737	-\$ 35,000	-\$ 35,000	-\$ 35,263	

### Investment Term Holdings

Funds	Book Value	Weight
Investments < 1 Year	\$ 6,483,390	27%
Cash	\$ 17,162,568	73%
<b>Total Portfolio</b>	<b>\$ 23,645,958</b>	<b>100%</b>

Financial Services highlights that the investment to cash ratio is temporarily skewed to cash as a result of declining interest rates and the interest rate floor that our bank account has provided.

### Investments

Institution	Type of Investment^	Purchased Amount	Interest Rate	Maturity Date	Percentage of Holdings
Scotiabank	Bank - GIC	\$ 108,903	2.20%	17-Jun-21	2%

Scotiabank	Bank - GIC	\$ 1,184,965	2.05%	23-Jun-21	18%
Scotiabank	Bank - GIC	\$ 5,189,522	2.05%	23-Jun-21	80%
<b>Total excluding cash</b>		<b>\$ 6,483,390</b>			<b>100%</b>
Primarily CIBC	Chequing Account	\$ 17,162,568	0.450%/ 0.600%	N/A	
<b>Total including Cash *</b>		<b>\$ 23,645,958</b>			

^The City does not own any of its own long-term or short-term debentures.

\* All figures are in Canadian dollars.

### Transactions

Transactions in the first quarter (January 1 to April 31) are as follows:

Transaction Date	Type	Type of Investment	Purchase Balance	Interest Rate
None				

**Subject: Energy Consumption and Greenhouse Gas Emissions Report (2019)**

**To: Council**

**From: Public Works Department**

Report Number: 2021-180

Meeting Date: June 28, 2021

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**Recommendation:**

That Public Works Department Report 2021-180 be received for information.

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**Purpose:**

The purpose of this report is to inform Council of the 2019 Energy Consumption and Greenhouse Gas Emissions Report in accordance with Ontario Regulation (O. Reg) 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) under the *Electricity Act, 1998*. The City is required to submit the Report to the Ministry of Energy, Northern Development and Mines (the Ministry) by July 1, 2021 for the 2019 reporting year.

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**Background:**

Under the *Electricity Act, 1998* all Ontario municipalities are required to comply with O. Reg 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans). As part of this regulation, the City of Port Colborne is required to track and report annual energy consumption and greenhouse gas (GHG) emissions from all heated and/or cooled City operated facilities. Energy reporting and conservation planning is an important tool in setting benchmarks and evaluating results over time. The regulation assists in enabling a province wide reduction in energy.

In order to fulfill the requirement of annual energy reporting, a database of annual electricity and natural gas consumption for all heated and/or cooled City operated facilities has been created. These records are organized and stored using the Energy Planning Tool (EPT), a web-based program developed and provided by Local Authority

Services (LAS). The City began using this tool to record monthly electricity and natural gas consumption, starting with 2011 data. The City submitted the first annual report in 2013, reporting on energy consumption from two years prior. The City must submit annual reports to the Ministry by July 1<sup>st</sup> of each year, reporting on data from two years prior to the current calendar year. After submission, City staff must make the reports available for public viewing in both printed form and on the City's official website.

The 2021 annual report, included in Appendix A, reports on 2019 energy consumption and GHG emissions. It was prepared and submitted to the Ministry on June 1, 2021.

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## **Discussion:**

Analyzing energy consumption data from the City's annual reports allows for the monitoring and identification of trends. Using this data, the City's largest energy consuming facilities can be identified, which then allows for a targeted approach to energy conservation. For example, City staff have conducted in-depth energy audits on the City's primary energy consuming facilities, including Port Colborne's City Hall, Fire Hall, Library, Roselawn Centre, Museum, Marina and Vale Health & Wellness Centre. These energy audits have allowed for the identification of appropriate energy conservation initiatives. Attainable energy conservation goals and objectives have been set through the collection of information from these reports, as outlined under the City's official Energy Conservation and Demand Management Plan (ECDM), endorsed by Council in June of 2019.

The 2019 Energy Consumption and Greenhouse Gas Emissions Report (Appendix A), outlines the total annual electricity and natural gas consumption from all heated and/or cooled City operated facilities during the associated year. It is important to note that the City's inventory of facilities required to be reported on has changed since the first report in 2011. The most significant changes have been the closure of the Teeder Kennedy Youth Arena, Centennial Swimming Pool, Public Works building, Parks Depot and the West Side Arena, and the opening of the Vale Health & Wellness Centre and the Engineering and Operations Centre.

Accounting for these facility changes, the City's total annual energy consumption for 2019 reached a sum of 10,735,906.71 (equivalent kilowatt-hours per year), which is less than 5% increase from the 2018 total. The total annual GHG emissions saw a 5% increase compared to 2018, totaling 1,150,563.26. Based on historical data from the Government of Canada website, 2019 experienced significantly cooler weather (with 311 cooling degree days and 3,516 heating degree days in 2019 compared to 540 cooling degree days and 3,322 heating degree days in 2018) in 2018. The year 2019 resulted in a 5% increase in natural gas consumption; however, it also accounted for a 3% increase in electricity consumption for cooling purposes. One of the main differences to note in the 2019 data is the addition of the Marine Supply store in the report. Previous reports excluded this account from Sugarloaf Marina's energy total;

however, staff decided to include this account for the 2019 report, based on recommendations from the most recent energy audit. Weather is another impact on the changes in energy consumption. Changes in GHG emissions are due to the change in energy consumption and depend on the factor in the formula the Province uses to calculate GHG emissions. Environment Canada's National Inventory determines the factor used each year, and thus affects the City's reportable GHG emissions.

Beyond sole consideration of facility consumption, an important indicator of energy use and efficiency is energy intensity – the measure of a building's consumption relative to its total operational area. Figure 1, below, depicts the energy intensity of all Port Colborne facilities during the 2018 and 2019 report periods. The Vale Health & Wellness Centre (VHWC), Engineering and Operations Centre (EOC), Roselawn Centre, Sugarloaf Marina, and the Fire Hall have the highest energy intensities. Most notably, although the VHWC is the City's most significant energy consumer, its energy intensity reveals that it is considerably more energy efficient than the City facilities it replaced (Teeder Kennedy Youth Arena, Centennial Swimming Pool, and West Side Arena). In the 2011 report, these three facilities together accounted for 56% of total energy consumption. Although the VHWC continues to account for a similar percentage of the City's total annual energy consumption, relative to its predecessors the facility is almost five times more energy efficient, largely a reflection of its LEED Gold certification and high operating standards. Similarly, the newest City facility, the Engineering and Operations Centre (EOC), has a lower energy intensity than the facilities it replaced, and in fact is larger and houses more staff than the older facilities combined.

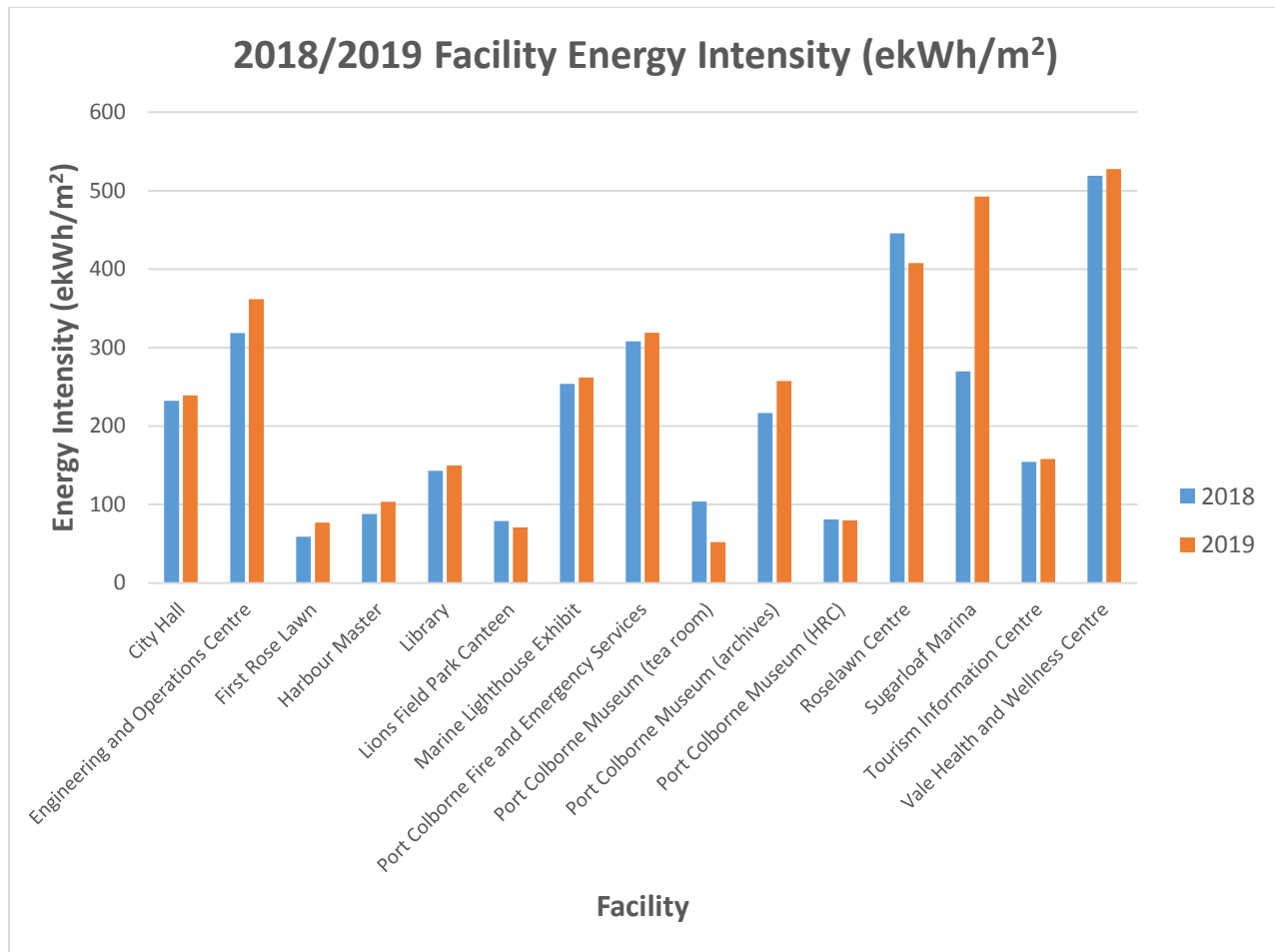


Figure 1: Comparison of yearly energy intensity of City facilities - 2018 vs 2019.

It is anticipated that future reports should show reductions in energy intensity, paralleled by an increase in efficiency, as a result of both the current and future implementation of conservation practices and energy efficiency upgrades as staff work towards the quantitative energy management goals in the 2019 ECDM Plan. Under the ECDM Plan, the City has committed to reducing energy intensity at City Facilities to make them more efficient. To meet this commitment, City staff will carry out energy conservation programs and initiatives when financially and practically possible, including:

- conducting energy auditing and undertake energy awareness campaigns;
- working with the City's Energy Solutions Advisor to seek natural gas savings at major facilities;
- completing building envelope improvements (weather-stripping, caulking, insulation, window replacement);
- completing building energy retrofits and upgrades (i.e. lighting, HVAC, computer upgrades); and
- reduce the number of computer servers where possible, and program auto shut-off so that computers are not left on overnight.

As part of the 2021 budget, Council approved the Environmental Climate Coordinator position and it is anticipated that this position will oversee the completion of these projects and continue to set targets within the ECDM Plan.

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### **Financial Implications:**

There are no financial implications.

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### **Conclusion:**

The City submitted its finalized 2019 Annual Energy Consumption and Greenhouse Gas Emissions Report to the Ministry on June 1, 2021. The report will be available to the public in printed form and uploaded to the City's official website. The submission is an important part of the City's commitment to track energy consumption and facilitates informed decision making in alignment with City's second official Energy Conservation and Demand Management Plan. Staff will continue to investigate and develop energy conservation initiatives and opportunities throughout City facilities in order to meet outlined goals and objectives as set under requirement of O. Reg 507/18.

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### **Appendices:**

- a. 2019 – GHG Emissions Report

Respectfully submitted,

Mae Lannan  
Climate Change Coordinator  
905-835-2900 ext. 259  
Mae.Lannan@portcolborne.ca

### **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

# City of Port Colborne

## Corporate Facility Energy Consumption & Emissions Report [2019]

Facility Name	Facility Type	Total Energy (ekWh)	Electricity (ekWh)	Natural Gas (ekWh)
	<b>Municipal Totals</b>	<b>10,735,906.71</b>	<b>5,150,521.00</b>	<b>5,585,385.71</b>
City Hall	Administrative	669,504.73	428,945.00	240,559.73
Engineering and Operations Centre	Administrative	1,239,209.00	305,410.00	933,799.00
First Rose Lawn	Other	69,304.55	11,702.00	57,602.55
Harbour Master	Other	7,745.00	7,745.00	0.00
Library	Cultural	321,971.23	118,258.00	203,713.23
Lions Field Park Canteen	Other	9,299.03	5,845.00	3,454.03
Marine Lighthouse Exhibit	Cultural	66,809.96	10,047.00	56,762.96
Port Colborne Fire and Emergency Services	Emergency Services	518,619.58	179,636.00	338,983.58
Port Colborne Museum	Cultural	23,281.79	7,829.00	15,452.79
Port Colborne Museum	Cultural	66,935.72	24,956.00	41,979.72
Port Colborne Museum	Cultural	15,098.68	3,897.00	11,201.68
Roselawn Centre	Other	275,355.63	79,677.00	195,678.63
Sugarloaf Marina	Other	300,430.63	57,384.00	243,046.63
Tourism Information Centre	Other	45,771.50	8,468.00	37,303.50
Vale Health and Wellness Centre	Recreation	7,106,569.68	3,900,722.00	3,205,847.68



# City of Port Colborne

## Corporate Facility Energy Consumption & Emissions Report [2019]

Facility Name	Facility Type	ekWh / m2	Cost (\$)	Emissions (GHG - tonnes)
	<b>Municipal Totals</b>	<b>3,558.39</b>	<b>183,689.78</b>	<b>1,150,563.26</b>
City Hall	Administrative	239.11	9,631.09	55,865.58
Engineering and Operations Centre	Administrative	361.92	15,795.49	175,424.81
First Rose Lawn	Other	77.01	1,729.25	10,603.79
Harbour Master	Other	103.27	706.20	236.01
Library	Cultural	149.89	13,357.13	39,843.21
Lions Field Park Canteen	Other	70.98	517.13	792.57
Marine Lighthouse Exhibit	Cultural	262.00	1,489.87	10,404.00
Port Colborne Fire and Emergency Services	Emergency Services	319.15	19,486.47	65,777.49
Port Colborne Museum	Cultural	79.73	838.40	2,987.54
Port Colborne Museum	Cultural	257.45	2,705.30	8,228.46
Port Colborne Museum	Cultural	52.06	488.84	2,111.47
Roselawn Centre	Other	407.93	9,146.25	37,238.22
Sugarloaf Marina	Other	492.51	7,670.84	44,985.41
Tourism Information Centre	Other	157.83	1,167.63	6,894.15
Vale Health and Wellness Centre	Recreation	527.55	98,959.89	689,170.55

**Subject: 2022 Budget Timeline**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-174

Meeting Date: June 28, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-174 be received; and

That the timeline proposed in Appendix A of Corporate Services Department Report 2021-174 be approved.

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**Purpose:**

This report presents the 2022 budget timetable for Council's Consideration.

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**Background:**

Historically, the City of Port Colborne (the "City") has approved the annual budget after the budget year has already started. In many cases, the budget has been approved three to four months into the budget year.

In 2020, a new timetable was approved, and the 2020 capital and related projects and levy budgets were approved prior to year-end. The rates budgets including water, wastewater and storm sewer were approved after year end.

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**Discussion:**

The proposed budget timetable has been provided in Appendix A – Proposed Budget Timeline. Similar to last year, the budget timetable has been split into three components: capital and related projects, levy and rate budgets (water, wastewater and storm sewer). Council will also identify staff are proposing a 2022 budget timeline that would see all three budgets approved before the 2021 year-end.

Last year user fees were held constant during the budget process. Staff are currently reviewing user fees and plan to propose certain changes during both the levy and rate budgets.

Recognizing budgets are estimates and the City's needs and priorities may change over time the capital and related projects budget will include, similar to the 2021 budget, an unallocated placeholder to maintain some flexibility in the capital program going forward.

At the time of writing this report, Financial Services has already communicated the preliminary dates to Directors within the City and is in the process of meeting with each to discuss the 2022 budget with the support of Human Resources. Financial Services identifies the budget looked different last year compared to prior years. Council's support and patience through that transition was appreciated. For 2022, Council can expect to see comparative figures, a multi-year budget forecast being rolled out for Corporate Services to be adopted by other departments in future years, and multi-year capital and related project funding and priority forecasts.

A multi-year project-by-project capital and related project forecast will accompany the 2023 budget after the completion of the infrastructure needs assessments (early fiscal 2022).

Going into the 2022 budget process, staff ask Council for their assistance in identifying priorities for any of the budgets, including capital and related projects. Last year, staff provided a form for Council to submit comments. Going into 2022, staff identify having Council simply tell staff either verbally or through email or any other method of communication will be sufficient.

While many in municipal government will identify with the notion that "everyday is budget day", staff request comments back no later than August 5, 2021 to the respective department and the Director of Corporate Services/Treasurer.

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## **Internal Consultations:**

All City departments have been consulted on the budget timeline.

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## **Conclusion:**

That the proposed budget timeline as outlined in this report be approved.

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## **Appendices:**

- a. Appendix A – Proposed Budget Timeline

Respectfully submitted,

Bryan Boles, CPA, CA, MBA  
Director, Corporate Services / Treasurer  
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**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

## Report 2021-174

### Appendix A - Proposed Budget Timetable

Below is a summary of the proposed budget timetable for the City of Port Colborne. The Niagara Region key dates have also been identified for information purposes. The highest degree of interconnectedness between the City and the Niagara Region is with respect to the rate budgets. This proposed timetable attempts to align those dates as much as possible with currently scheduled Council meetings.

<b>Budget Components</b>	<b>Port Colborne</b>		<b>Niagara Region</b>	
	<b><i>Budget Committee of the Whole</i></b>	<b><i>Council</i></b>	<b><i>Budget Committee of the Whole</i></b>	<b><i>Council</i></b>
Budget Timetable & Guidance		June 28, 2021	June 17, 2021	
Capital and Related Project Budget	September 16, 2021	September 27, 2021 (Approval)	October 17, 2021	December 16, 2021 (Approval)
Levy Budget and User Fees	October 28, 2021	November 8, 2021 (Approval)	December 2, 2021	December 16, 2021 (Approval)
Rate*	December 2, 2021	December 13, 2021 (Approval)	November 4, 2021	November 18, 2021 (Approval)

\* Rate includes water, wastewater and storm sewer at the City of Port Colborne and water, wastewater and waste management at the Niagara Region.

Staff propose having the budgets and related presentations available two weeks prior to the proposed meeting dates as proposed above. These dates would be as follows:

<b>Budget Components</b>	<b>Other Key Dates</b>
Capital Budget – Proposal Available	September 2, 2021
Presentation on City Finances and Budget Development	September 2, 2021
Levy Budget – Proposal Available (will include T2 Financial Figures and Forecast)	October 14, 2021
Rate – Proposal Available (will include T2 Financial Figures and Forecast)	November 18, 2021



**Subject: SouthPort Condos Inc. – CIP Agreement**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-162

Meeting Date: June 28, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-162 be received;

That Council approve the Brownfield Community Improvement Plan – Downtown Central Business District Community Improvement Plan Agreement between the City of Port Colborne and SouthPort Condos Inc., attached as Appendix A to Chief Administrative Office Report 2021-162; and

That a by-law to enter into an agreement with SouthPort Condos Inc., be brought forward.

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**Purpose:**

The purpose of this report is to provide Council with a recommendation for the application made by SouthPort Condos Inc. under the Brownfield Community Improvement Plan (BCIP) and Downtown Central Business District Community Improvement Plan (DCIP) for the redevelopment of 118 West Street. The applicant proposes to construct a nine-storey mixed use commercial and residential building.

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**Background:**

Since 2008, Council has adopted and implemented six Community Improvement Plans (CIPs) for various project areas throughout the City. SouthPort Condos Inc. is applying under the Brownfield Community Improvement Plan (BCIP) for 118 West Street and is eligible based on previous industrial use (Allied Marine). An application was submitted by SouthPort Condos Inc. for the BCIP Tax Assistance Program (TAP) and the DCIP Revitalization Grant Program (RGP).

The intent of the BCIP Tax Assistance Program is to provide a financial incentive in the form of a freeze of municipal (City and Region) property taxes for up to three years and education property taxes for up to three years during and after the remediation and redevelopment of a brownfield property to help offset the costs of environmental remediation. The intent of the DCIP Revitalization Grant Program is to provide a financial incentive in the form of an annual grant for up to 10 years after the remediation and redevelopment of a brownfield property to help offset the cost of environmental remediation, rehabilitation, adaptive re-use and redevelopment.

A condition of approving the applications for a tax increment grant and tax assistance is that the Owner is required by the City to enter an agreement. As part of the agreement, the Owner agrees to rehabilitate and develop the subject property in accordance with the City's objectives and required information in the Program Guide for the CIPs.

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## **Discussion:**

While many of the programs contained within the various Community Improvement Plans for the City can be approved by the Director of Planning and Development through delegated authority, any application for tax assistance must go through Council for their information and approval.

SouthPort Condos Inc. is proposing to develop a nine-storey mixed use building containing seventy-three residential units in addition to ground floor commercial. The applicant has submitted a Phase Two Environmental Assessment that indicates the remediation that is required in order for the property to be used as proposed. A Record of Site Condition (RSC) will be filed with Province once the remediation is successfully completed prior to any construction occurring.

If approved for both programs, the annual grant available under the RGP will commence once the tax assistance under the TAP ends. Staff are recommending approval of the TAP. Staff will be bringing forward a future report for approval of the RGP. Staff will be in contact with the Niagara Region and the Province on the requested tax freeze.

The agreement is comprehensive in terms of what is expected by the City from the Owner to meet eligibility requirements for the tax assistance and grant. Furthermore, the agreement restricts the Owner from proceeding with the work without prior approval of City and restricts the Owner to the work set out in plans approved by City.

Some key provisions are as follows:

- the actual annual grant is based on actual post-project MPAC assessed value;
- RGP - City to be satisfied in its discretion that Owner completed rehabilitation in accordance with the proposed rehabilitation plans;
- TAP – City to be satisfied with its review of all documentation submitted to support actual cost of works incurred by Owner, including third party review if required by City at cost of Owner;

- RGP and TAP payments are repayable by Owner if City determines that conditions set out in the Application or Agreement have not been met;
  - Annual RGP grant may be reduced by amount of any tax arrears on the Property;
  - Specific preconditions for annual RGP grant to be met to satisfaction of the City.
- 

### **Internal Consultations:**

This agreement has been reviewed by Corporate Services, Planning, Legal, and Economic Development.

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### **Financial Implications:**

As per the agreement attached, Schedule B indicates that the Tax Increment Grant over a 10-year period is \$2,517,206. Schedule C indicates that eligible costs for the Brownfield Tax Assistance Program (TAP) is \$2,302,080. These figures may be revised as they are estimates from 2020. There will be no net impact on the property tax levy in relation to the TAP and the Revitalization (Tax Increment) Grant Program (RGP).

The TAP provides a financial incentive in the form of a freeze of municipal (City and Region) taxes. The total amount of the tax assistance provided will not exceed the total eligible project costs. Following the 10-year period, the City will receive the full property tax value associated with the redeveloped property. The developer is responsible for the upfront costs of redevelopment and must pay for the increased taxes arising from the higher assessed value. The incremental portion of the tax increase is returned in the form of a grant.

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### **Conclusion:**

SouthPort Condos Inc. have submitted an application to the City's Brownfield Community Improvement Plan and Downtown Central Business District Community Improvement Plan to assist with the redevelopment of 118 West Street. As a condition of approval, SouthPort Condos Inc. is required to enter into an agreement with the City that outlines obligations of the Owner to satisfy the eligibility requirements of the City's CIP programs. Staff are recommending Council endorse the agreement as these CIP programs will help facilitate the remediation and redevelopment of property in the City's downtown business district.

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### **Appendices:**

- a. Brownfield CIP - Downtown CIP Agreement – City of Port Colborne and SouthPort Condos Inc.



Respectfully submitted,

Gary Long  
Manager of Strategic Initiatives  
905-835-2900 x.502  
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**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

Application No. D21-01-20

**Downtown Central Business District Community Improvement Plan Tax Assistance  
& Brownfield Community Improvement Plan Rehabilitation Grant Agreement**

**BETWEEN:**

THE CITY OF PORT COLBORNE  
(hereinafter referred to as the “City”)

and

SouthPort Condos Inc.  
(hereinafter referred to as the “Owner”)

**WHEREAS** the City has adopted a Downtown Central Business District Community Improvement Plan (DCIP) and a Brownfield Community Improvement Plan (BCIP) pursuant to Section 28 of the *Planning Act*;

**AND WHEREAS** the Owner is the registered Owner of the lands described in Section 1 and Schedule “A” to this agreement (the “subject lands”) which are located within the City of Port Colborne;

**AND WHEREAS** the Owner has made applications (the “application”) to the City for the Revitalization (Tax Increment) Grant Program (RGP) under the DCIP and the Brownfield Property Tax Assistance Program (TAP) under the BCIP;

**AND WHEREAS** the City has approved these applications and has agreed to provide a tax increment grant and tax assistance;

**AND WHEREAS** a condition of approval of these applications for a tax increment grant and tax assistance, the Owner is required by the City to enter into this Agreement (the “Agreement”);

**1. INFORMATION ON SUBJECT LANDS**

1.1 The tax increment grant and tax assistance shall apply to the subject lands as set out in Schedule “A” attached.

**2. TAX ASSISTANCE/GRANT ELIGIBILITY**

2.1 To be eligible for the tax increment grant and tax assistance, the development and remediation works on the subject lands (hereinafter referred to as "work"), shall conform to and fulfill:

- (a) the objectives and requirements of the RGP of the DCIP and TAP of the BCIP; and,
- (b) any other requirements as specified by the City

2.2 The Owner acknowledges that it has received and read a copy of the City’s DCIP RGP Guide (the “DCIP Guide”) and the City’s BCIP TAP Guide, and the Owner covenants with the City that the subject lands shall be rehabilitated and developed in accordance with the City’s objectives, policies and requirements set out in the Program Guides and the CIPs’.

**3. TAX ASSISTANCE/GRANT CALCULATION AND PAYMENT**

3.1 The annual tax assistance, in the form of a tax freeze under the TAP, will commence upon approval of this Agreement and will cease upon the earlier of:

- a) Sale or conveyance of the subject lands;
- b) Three (3) years from approval of this Agreement
- c) Commencement of grants under the RGP

- 3.2 The tax assistance will be calculated as the cumulative difference between property taxes on the subject lands at the time of approval of this Agreement and property taxes that would otherwise have been collected on the subject lands for up to three years, or parts thereof, following approval of this Agreement.
- 3.3 The tax assistance available under the Brownfield TAP shall not exceed the amount stipulated in Schedule B to this Agreement.
- 3.4 Municipal grants under the RGP will commence no more than three years following approval of this Agreement and upon cessation of tax assistance for the subject lands and will cease on the earlier of:
  - a) ten (10) years from the date the tax assistance under the TAP ends; or
  - b) other termination of this Agreement.
- 3.5 The annual grant under the RGP will be calculated as a percentage of the increase in municipal property taxes on the subject lands that result from the development, with this percentage as identified in the table below.

Year*	Grant Factor
1	80%
2	80%
3	80%
4	80%
5	80%
6	80%
7	80%
8	80%
9	80%
10	80%

- 3.6 The annual grant payments under the RGP shall be calculated according to the formulas and cost tables set out in Schedule C to this agreement.
- 3.7 The actual annual grant payments under the RGP will be based on the actual post-project assessed value (AV) as determined by the Municipal Property Assessment Corporation (MPAC) and actual City tax rates applicable for the year in which the annual grant is payable.
- 3.8 Where at any time after the original rehabilitation of the subject lands, new construction is added to the subject lands that is not part of the original program application, the available grant under the RGP will be calculated only in respect of the original revitalization contemplated and contained in the original application.
- 3.9 The tax assistance and annual grant payment under the RGP shall be calculated by the City based upon, and provided the City is satisfied in its discretion that rehabilitation of the subject lands took place in accordance with the proposed rehabilitation and revitalization works as specified in the applications, supporting documentation provided by the Owner, and this Agreement;
- 3.10 Tax assistance under the TAP and payment of the grant under the RGP is subject to the City’s review of and satisfaction with all reports and documentation submitted in support of actual costs incurred for eligible works. Any and all of these costs may be, where required by the City, subject to verification, third party review or independent audit, at the expense of the Owner.
- 3.11 The Owner shall not be entitled to tax assistance under the TAP and/or a grant payment under the RGP unless and until they have met all the conditions of this Agreement to the satisfaction of the City. Except where expressly stated in this Agreement, all conditions in this Agreement are for the benefit of the City and may only be waived by the City. No waiver is effective unless in writing.
- 3.12 The total value of the tax assistance that may be provided to the Owner under the TAP shall not exceed the actual total eligible TAP costs that have been approved by the City.

- 3.13 The tax assistance that has been provided to the Owner under the TAP, or any part thereof, will become repayable (including interest) upon notice in writing from the City that one or more of the terms and conditions set out in the application, this Agreement or the TAP have not been met.
- 3.14 The total sum value of the annual grant payments that may be provided to the Owner under the RGP shall not exceed the actual total eligible RGP costs that have been accepted by the City.
- 3.15 The grant payments that have been provided to the Owner under the RGP, or any part thereof, will become repayable upon notice in writing from the City that one or more of the conditions set out in the application, this Agreement, or the RGP have not been met.
- 3.16 Grants are not payable by the City under the RGP until such time as MPAC has reassessed the value of the property upon project completion; the additional assessment eligible for a grant has been added to the assessment roll by the MPAC; property taxes have been billed by the City; and property taxes have been paid in full for one year on the property.
- 3.17 Annual grant payments to the Owner under the RGP are subject to reduction, at the City's discretion, by the amount of any property tax arrears with respect to any part of the subject lands, provided that if, in any subsequent years the property tax arrears are collected, the applicable grant amount which would have been payable with respect to such arrears shall be paid by the City to the Owner.
- 3.18 The grant is not payable by the City under the RGP until such time as all assessment appeals relating to the value of the subject lands before the additional assessment or as to the additional assessment as a result of the revitalization of the subject lands have been filed and decided.
- 3.19 The first grant payment under the RGP as finally determined by the City shall be paid to the Owner by the City, subject to the provisions of this Agreement, following completion and occupancy of the said redevelopment of the subject lands, and after the property taxation year in which the property taxes increase as a result of the completed revitalization.
- 3.20 In the event that the accepted rehabilitation works as described in the Brownfield TAP application have not commenced within three (3) years of Council's approval of this Agreement, this Agreement shall be at an end, and no tax assistance under the Brownfield TAP or grant payments under the RGP shall be paid to the Owner. The City's decision as to when such works are commenced is final.
- 3.21 In the event that the accepted works as described in the RGP application are not completed within six (6) years of the Council approval of this Agreement, this Agreement shall be at an end, and no grant payments under the RGP shall be paid to the Owner. The City's decision as to when such works are completed is final.
- 3.22 Annual grant payments under the RGP will not be provided by the City until the Owner has satisfied the City that:
- a) The development work on the subject lands has been completed in accordance with the work as described in the RGP application;
  - b) The Owner has supplied the City with the actual amount of the eligible RGP costs incurred by the Owner;
  - c) There are no outstanding work orders and/or orders or requests to comply from any City department or other regulatory authority in respect of the subject lands, and the business of the Owner conducted on the subject lands;
  - d) The Owner and the subject lands are in full compliance with:
    - i) Any agreement(s) relating to the property in favour of the City, including any agreement relating to: subdivision, modified subdivision, service, site plan approval, encroachment, joint sewer & water use, easement or other agreement; and,
    - ii) By-laws of the City and provincial or federal legislation and regulations.

- e) There are no unpaid charges, where applicable, against the subject lands in favour of the City, including but not limited to: development charges, parkland dedication fees, special assessments and local improvement charges;
- f) The Owner has not appealed the post-project assessed value and there exists no other pending appeal which has not been settled completely in respect of the post-project assessed value; and,
- g) The Owner has paid all real property taxes assessed against any part of the subject lands owned by the Owner.

#### **4. CORPORATE STATUS**

4.1 The Owner warrants and represents to the City that:

- a) The Owner has been duly incorporated as a corporation and is in good standing under the *Business Corporations Act* and is in compliance with all laws that may affect it and will remain so throughout the term of this Agreement;
- b) The Owner has the corporate capacity to enter into this Agreement and to perform and meet any and all duties, liabilities and obligations as may be required of it under this Agreement;
- c) the Owner is a resident of Canada as of the date of this Agreement and that in the event the Owner ceases to be a resident of Canada, the Owner shall immediately notify the City, and it is agreed, the City may deduct from any or all annual grant payments, such sum(s) as may be required by Canada Customs and Revenue Agency in order to meet the City's obligations as a payer and the Owner's obligations under the *Income Tax Act (Canada)* and other applicable laws.
- d) to the best of its knowledge and belief, there are no actions, suits or proceedings pending or threatened against or adversely affecting the Owner in any court or before or by any federal, provincial, city or other governmental department, commission, board, bureau or agency, Canadian or foreign, which might materially affect the financial condition of the Owner or title to their property or assets; and,
- e) The Owner shall notify the City immediately of any material change in the conditions set out in paragraphs (a)-(d) above.

#### **5. PROVISIONS RELATING TO THE OWNER**

- 5.1 At the time the Owner signs this Agreement, the Owner will provide the City with a certified true copy of a resolution of the Board of Directors of the Owner (certified by an officer of the corporation) that authorizes the Owner to enter into this Agreement with the City.
- 5.2 The Owner shall rehabilitate and revitalize the subject lands in accordance with the plans submitted to the City to the extent such plans have been accepted by the City for purposes of the applications and this Agreement.
- 5.3 The Owner shall not commence any works that are the subject of funding under the Brownfield TAP and/or RGP prior to receiving approval from the City.
- 5.4 The Owner agrees that the rehabilitation and revitalization of the subject lands and buildings thereupon shall be made in compliance with all required building permits, and constructed in accordance with the Ontario Building Code and all applicable zoning by-law requirements, city requirements and other approvals required at law.
- 5.5 The Owner covenants to the City that building(s) and improvements that are the subject of this Agreement will not be demolished, in whole or in part, prior to the advance of all of the grant payments, save and excepting demolition required due to earthquake damage, fire damage or similar.
- 5.6 Upon completion of the works, the Owner shall provide the City with documentation satisfactory to the City as to the amount of the eligible TAP costs actually incurred by the Owner, and the City shall, in its sole discretion, designate the approved total tax assistance available under the TAP.

- 5.7 Upon completion of the work, the Owner shall provide the City with documentation satisfactory to the City as to the amount of the eligible RGP costs actually incurred by the Owner, and the City shall, in its sole discretion, designate the approved grant available under the RGP, the amount of which shall be reviewed annually with respect to actual taxes paid for up to ten years.
- 5.8 The Owner will provide to the City, upon request, a rehabilitation and revitalization status report signed by the Owner to confirm the status and completion of the approved eligible works, including, but not limited to, the rehabilitation and revitalization schedule, the existence and extent of any faults or defects, the value of the work done under any contract, the amount owing to any contractor and the amounts paid or retained by the Owners on any contract.
- 5.9 The Owner shall ensure there are no liens or other claims outstanding in respect of the subject lands, including its rehabilitation and revitalization, all accounts for work and materials which could give rise to any claim for a construction lien against the subject lands have been paid; and there is no default by the Owner with respect to any of the terms of this Agreement.
- 5.10 The Owner shall ensure that the Owner is in compliance with the *Construction Act*, including its holdback provisions and is not aware of any potential or unresolved Lien claim in respect of the redevelopment.
- 5.11 The Owner covenants to the City that the Owner shall use the subject lands in compliance with this Agreement, all city by-laws pertaining to use, and all applicable environmental laws.
- 5.12 The Owner covenants to the City that the Owner will require, as a term of every lease, that tenants of the subject lands comply with all city by-laws pertaining to use, and all applicable environmental laws.
- 5.13 The Owner agrees to comply with all outstanding work orders and/or orders or requests to comply from any and all City departments during the term of this Agreement.
- 5.14 The Owner covenants to the City that the Owner shall not commit or permit any waste to be dumped or any nuisance upon the subject lands, or permit any part of the subject lands to be used for any dangerous occupation or business or for any noxious or offensive trade.
- 5.15 The Owner's lawyer shall provide the City, prior to the City's execution of this Agreement with their Lawyer's Certificate of Title and Registration to certify to the City, in a form satisfactory to the City's Corporate Counsel that:
- a) The Owner named in this Agreement is the registered Owner of the subject property;
  - b) The Agreement has been executed on behalf of the corporate Owner by individual(s) who have authority to bind the corporate Owner; and,
  - c) A complete legal description of the subject lands is set out in Schedule "A" of this Agreement.
- 5.16 The Owner may assign the tax assistance and/or the grant approved under this Agreement to an assignee, provided the Owner is not in default of any of the terms and conditions set out in the application, this Agreement, the TAP and the RGP and provided that the written consent of the City is obtained prior to the assignment. The parties agree that this Agreement may be assigned by the Owner to a corporation incorporated pursuant to the Trust and Loan Companies Act (Canada), or a Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company for the purpose of financing the development of the subject lands, provided that any such assignment shall not relieve or release the Owner from the conditions and obligations set out herein.
- 5.17 In the event that after this Agreement is executed, the ownership of part or all of the subject lands ceases for any reason to be in the Owner's name while grant payments remain to be paid, the Owner shall be entitled to and shall continue to receive the remaining grant payments and the Owner shall fulfill any obligations and maintenance conditions under this Agreement that have not been fulfilled. The purchaser of part or all of the subject lands shall not have any present or future claim and/or entitlement to any

remaining grant payments and the Owner shall obtain a written acknowledgement from each purchaser of all or part of the subject lands that the Purchaser, for itself, its successors and assigns waives any present or future claim and/or entitlement to such grant, whether such grants are in the form of actual payments, rebate of charges otherwise payable or refunds or rebates on property taxes or other amounts paid or payable with respect to the subject lands.

- 5.18 If the Owner wishes to assign the remaining grant payments to an assignee, the City may as a condition of its consent, require that the assignee enter into an agreement with the City whereby the assignee assumes all of the Owner's obligations and maintenance conditions under this Agreement.
- 5.19 The Owner will be responsible for ensuring that it can be contacted by the City for the purpose of delivering grant cheques.
- 5.20 The Owner acknowledges that, without limiting the generality of the other provisions of this Agreement:
- a) The onus and responsibility is upon the Owner at all times to assume all costs of works on the subject lands and to apply for and obtain, at the Owner's expense, all approvals required from the City and all other agencies for the rehabilitation of the subject property, including but not limited to all Official Plan Amendments, Zoning By-law amendments, minor variances, and site plan approval;
  - b) Nothing in this Agreement limits or fetters the City in exercising its statutory jurisdiction under the *Planning Act* or under any other legislative authority or by-law, and that in the event the City decides to deny or oppose or appeal any such decision, that such action by the City is not in any manner limited by reason of the City entering into this Agreement;
  - c) The Owner releases the City from any liability in respect of the City's reviews, decisions, inspections or absence of inspections regarding the rehabilitation works that are subject of this Agreement, the Owner agrees that it is its responsibility at all times to prepare and implement its rehabilitation works as would a careful and prudent landowner;
  - d) Nothing in this Agreement is intended to impose or shall impose upon the City any duty or obligation to inspect or examine the land for compliance or non-compliance or to provide an opinion or view respecting any condition of development; and,
  - e) Nothing in this Agreement is intended to be or shall be construed to be a representation by the City regarding compliance of the land with:
    - i) Applicable environmental laws, regulations, policies, standards, permits or approvals; or,
    - ii) Other by-laws and policies of the City.
- 5.22 The Owner shall indemnify and save harmless from time to time and at all times, the City and its officials, officers, employees, and agents from and against all claims, actions, causes of action, interest, demands, costs, charges, damages, expenses and loss made by any person arising directly or indirectly from:
- a) The City entering into this Agreement; and
  - b) Any failure by the Owner to fulfil its obligations under this Agreement.

This indemnification shall, in respect of any matter arising prior to the termination of this Agreement, remain in force following termination or expiry of this Agreement.

## **6. PROVISIONS RELATING TO THE CITY**

- 6.1 The City agrees to provide a grant to the Owner with said grant to commence at the end of the tax assistance period and ceasing on the earlier of:
- a) the point in time when the total of all annual grant payments provided equals total eligible RGP costs that have been accepted by the City;

- b) Ten (10) years following the cessation of the tax assistance period.
- 6.2 On an annual basis, the City, upon being satisfied that the Owner is not in default of any of the terms and conditions set out in the application, this Agreement, and the RGP, shall pay the annual grant payment in accordance with this Agreement.
- 6.3 If the Owner cannot be reached over a protracted period (more than 2 years), the City will have the option, without notice and at its own discretion, of terminating this Agreement and all future grant payments to the Owner.
- 6.4 If in the opinion of the City, the property is not maintained in its rehabilitated condition, and the Owner has not remedied such defaults following reasonable notice, the City may, at its sole discretion, terminate tax assistance and/or all future grant payments and require repayment of the tax assistance and/or grant payments already provided by the City to the Owner.
- 6.5 The City, its employees and agents are entitled to inspect the subject lands at any time during business hours for the purpose of ascertaining their condition or state of repair or for the purpose of verifying compliance with the application, this Agreement, and the RGP.
- 6.6 The City retains the right at all times to delay or cancel tax assistance and/or grant payments, and/or require repayment of tax assistance and/or grant payments already made to the Owner, and/or terminate this Agreement if the Owner is not in compliance with this Agreement, and has not corrected such non-compliance following reasonable notice from the City. In particular, without limiting the generality of the foregoing, the tax assistance and the grant is conditional upon periodic reviews satisfactory to the City to there being no adverse change in the rehabilitation works and to there being compliance on the part of the Owner with all other requirements contained in this Agreement.
- 6.7 Communications from the City to the Owner may be addressed to the Owner at the address of the Owner listed in Section 9 of this Agreement.

## **7. DEFAULT AND REMEDIES**

- 7.1 On the occurrence of default under this Agreement the City shall be entitled to its remedies to enforce this Agreement, including, but not limited to:
  - a) Delaying or cancelling tax assistance and/or grant payments; and/or,
  - b) Requiring repayment to the City by the Owner of all tax assistance and/or grant payments already made to the Owner; and/or,
  - c) Terminating the Agreement.
- 7.2 The Owner agrees and covenants to the City that if the building(s) and improvements that are the subject of this Agreement are demolished for reasons other than severe damage due to earthquake, fire or the like, in whole or in part, prior to the expiration of the term of this Agreement, all subsequent grant payments shall cease.
- 7.3 Default shall be deemed to occur upon any default of the Owner in complying with the terms set out in this Agreement, following reasonable notice, including, but not limited to, the following:
  - a) Non-compliance with any City by-laws, provincial, and/or federal laws and regulations;
  - b) Failure to pay and keep in good standing all real property taxes with respect to any parts of the subject lands owned by the Owner;
  - c) Any representation or warranty made by the Owner is incorrect in any material respect;
  - d) Failure to perform or comply with any of the obligations contained in this Agreement entered into between the Owner and the City;
  - e) The Owner makes an assignment for the benefit of creditors, or assigns in bankruptcy or takes the advantage in respect of their own affairs of any statute for relief in bankruptcy, moratorium, settlement with creditors, or similar relief of



bankrupt or insolvent debtors, or if a receiving order is made against the Owner, or if the Owner is adjudged bankrupt or insolvent, or if a liquidator or receiver is appointed by reason of any actual or alleged insolvency, or any default of the Owner under any mortgage or other obligation, or if the subject lands or interest of the Owner in the subject lands becomes liable to be taken or sold by any creditors or under any writ of execution or other like process;

- f) This Agreement is forfeited or is terminated by any other provision contained in it.
- 7.4 The City shall provide the Owner with notice of default and provide a reasonable period for the correction of any item of default. At the option of the City, payments by the City to the Owner shall be suspended until the item of default has been corrected.

**8. ADDITIONAL PROVISIONS**

- 8.1 This Agreement shall remain in effect from the date of its execution by the City to the earlier of:
  - a) The time when the City informs the Owner in writing that due to the non-fulfilment or non-compliance with a required condition or due to default, this Agreement is terminated;
  - b) The time when the total amount of the tax assistance and grants paid out to the Owner equals the total accepted eligible costs under the TAP and RGP, respectively;
  - c) Ten (10) years after the tax assistance period.
- 8.2 Time shall be of the essence with respect to all covenants, Agreements and matters contained in this Agreement.
- 8.3 Schedule “A”, Schedule “B” and Schedule “C” attached to this Agreement form part of the Agreement.

**9 NOTICES**

- 9.1 Where this Agreement requires notices to be delivered by one party or the other, such notice shall be given in writing and delivered either personally, by e-mail, by fax or by prepaid first call mail by the party wishing to give such notice to the other party at the address noted below:

**To the Owner at:**

SouthPort Condos Inc.  
c/o Tom Rankin  
222 Martindale Road  
St. Catharines, ON L2R 7AR  
Ph: 905-684-1111  
Fax: 905-684-2260

**To the City at:**

City of Port Colborne  
c/o Amber LaPointe  
66 Charlotte Street  
Port Colborne Ontario, L3K 3C8  
Ph: 905-835-2900 ext 106  
Fax: 905-835-2939

**THIS AGREEMENT** shall be binding upon the parties and their heirs, executors, successors and assigns.

**IN WITNESS WHEREOF** the parties duly execute this Agreement:

SIGNED, SEALED AND DELIVERED	) THE CITY OF PORT COLBORNE
In the presence of	)
	)
	)
	)
	) _____
	) Mayor William C. Steele
	)
	)
	) _____
	) Amber LaPointe City Clerk
	)
	)
	) SouthPort Condos Inc.
	)
	)
	) _____
_____	) Tom Rankin:
WITNESS	) Owner
	) I/We have the authority to bind the Corporation

Note: If the Business is a registered Ontario Corporation, a Witness is not required.

**Schedule "A"**

Of an Agreement between the City of Port Colborne and the Owner named in this Agreement.

Name of Registered Property Owner SouthPort Condos Inc.

Address of Subject Lands 100, 118 and 124 West Street  
21 Adelaide Street, 14 and 18 Victoria Street

Assessment Roll Number(s)  
010 018 08100 0000  
010 018 08400 0010  
010 018 07800 0000  
010 018 03500 0000  
010 018 08500 0000

Mailing Address of Property Owner (where different from address of subject lands):

222 Martindale Road, St. Catharines, ON L2R 7AR Tel. No: 905-684-1111  
Fax No: 905-684-2260

E-mail: Tom Rankin <trankin@rankinconstruction.ca>

**Legal Description of Subject Lands**

1STLY: WELLAND CANAL RESERVE LAND BEING PART OF WEST ST, PLAN 987, 988 AND 989 AS IN AA90994; 2NDLY: LT 6 W/S WEST ST PL 987-989 PORT COLBORNE; PT LT 7 W/S WEST ST PL 987-989 PORT COLBORNE PT 2, 59R8922; S/T RO679536; PORT COLBORNE; 3RDLY: PT LT 7 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO652604; LT 8 W/S WEST ST PL 987-989 PORT COLBORNE; LT 9 W/S WEST ST PL 987-989 PORT COLBORNE; PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO652604; S/T RO679536 PORT COLBORNE; 4THLY: PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE; PT WEST ST PL 987-989 PORT COLBORNE AS IN RO685463; 5THLY: PT LT 1 N/S ADELAIDE ST PL 987-989 PORT COLBORNE PT 1, 59R6635; 6THLY: PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO746766; 7THLY PT LT 1 S/S VICTORIA ST PL 987-989 PORT COLBORNE AS IN RO548477 EXCEPT PART 1 59R16826; CITY OF PORT COLBORNE (PIN 64163-0335 LT)

**Schedule "B"**

**Downtown Central Business District CIP – Revitalization (Tax Increment) Grant**

(1)	Estimated Total Construction Cost	\$23,760,215 <sup>E</sup>
(2)	Estimated cost of approved eligible works	\$21,547,075
(3)	Pre-project assessed value (AV):	\$1,110,048
(4)	Pre-project City property taxes	\$14,116
(5)	Pre-project Region property taxes	\$ 9,472
(6)	Pre-project Education property taxes	\$ 7,485
(7)	Post-project assessed value (AV):	\$ 19,089,271
(8)	Post-project City property tax rate	.00861420
(9)	Post-project Region property tax rate	.00566267
(10)	Post-project Education property tax rate	.0016100
(11)	Post-project City property taxes	\$ 193,678
(12)	Post-project Region property taxes	\$ 144,560
(13)	Post-project Education property taxes	\$ 42,050

Tax Increment = (Post-project City property Taxes + Post-project Region property taxes) – (Pre-project City property taxes + Pre-project Region property taxes)

= \$314,651

RGP Grant = Tax Increment\*0.80

=251,721

**Schedule "B" Continued**

**TAX INCREMENT GRANT CALCULATION**

	Pre Development	Project Completion	Tax Increment	% of Tax Increment	Annual Grant
Assessment Value	\$1,110,048	\$ 19,089,271		80%	
Municipal Taxes	\$14,116	\$ 193,678	\$179,562	\$143,650.	\$143,650
Regional Taxes	\$9,472	\$ 144,560	\$135,089	\$108,071	\$108,071
Total	\$23,587	\$338,238	\$314,651	\$251,721	\$251,721
		Duration of Grant			10 years
		Total Payment of Grant			\$2,517,206

*\*Please note the Downtown Central Business District CIP Revitalization (Tax Increment) Grant Program is being used instead of the Brownfield Rehabilitation Grant Program to calculate tax incentives but the Brownfield Property Tax Assistance Program is being used to enable a three year tax freeze.*

**Schedule "C"**

**Brownfield Tax Assistance Eligible Items**

<b>Eligible Cost Item</b>	<b>Estimated Cost (\$)</b>
Any costs of Phase II ESA's, Designated Substances and Hazardous Materials Survey, Remedial Work Plans and Risk Assessments not covered by the Environmental Site Assessment Grant Program	\$72,500
Environmental Remediation including the cost of preparing an RSC	\$632,240
Placing clean fill and grading	\$233,500
Installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	\$0
Monitoring, maintaining and operating environmental and engineering controls/works as specified in the Remedial Work plan and/or Risk Assessment	\$ 0
Environmental Insurance Premiums	\$ 0
 Total Costs Eligible for Property Tax Assistance (Sum Costs 1-6 above)	 \$938,240
Any costs of Feasibility Study not covered by the Feasibility Study Grant Program	\$ 30,000
The following LEED components:	\$ 0
Base plan review by a certified LEED consultant	\$ 0
Preparing new working drawings to LEED standard	\$ 0
Submitting and administering the constructed element testing and certification used to determine the LEED designation	\$ 0
Increase in material/construction cost of LEED components over standard building code requirements to a maximum of 10% of total construction costs.	
Building demolition (excluding permit fees)	\$325,000
Building Rehabilitation and Retrofit Works (excluding permit fees)	\$ 0
Upgrading on-site infrastructure including water services, sanitary sewers and stormwater management facilities	\$668,480
Construction/upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical/gas utilities, where this is required to permit remediation, rehabilitation and/or adaptive reuse of property that is subject of the application	\$340,360
Total Eligible Costs Eligible for Brownfield Tax Assistance Program	<hr/> \$2,302,080

*\*Please note the Downtown Central Business District CIP Revitalization (Tax Increment) Grant Program is being used instead of the Brownfield Rehabilitation Grant Program to calculate tax incentives but the Brownfield Property Tax Assistance Program is being used to enable a three year tax freeze.*



**Subject: 2021 Beach Operations Update**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-183

Meeting Date: June 28, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-183, 2021 Beach Operations Update be received as information.

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**Purpose:**

The purpose of this report is to provide Council with an update on Centennial-Cedar Bay Beach and Nickel Beach activity and usage during the period of May 22 to June 16.

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**Background:**

At the March 8, 2021 Council meeting, staff committed to providing Council with updates on beach usage and activity at the second Council meeting each month through the beach season. The next report will be provided at the second Council meeting of July.

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**Discussion:**

Following the lifting of outdoor based restrictions by the Province during the latest Stay-at-Home order, Nickel Beach and Centennial-Cedar Bay Beach locations were opened on May 22 with access restricted to Port Colborne residents only.

On June 2 the Provincial Stay-at-Home order was lifted and Nickel Beach was opened to non-Port Colborne residents. Centennial-Cedar Bay Beach was opened with access restricted to Niagara Residents only.

As a commitment to opening in a safe and gradual manner, the number of daily passes available to non-Port Colborne residents at Nickel Beach was restricted to 100 of the 150 approved daily spots during the first week of operation. Daily spots have since increased to 125. Staff are targeting an increase to all 150 spots daily after July 5, 2021 and once the City enters Stage 2 of the Provincial reopening plan.

As a reminder, Cottage rentals, B&B and short-term visitors interested in attending either Centennial-Cedar Bay Beach, or Nickel Beach through the 2021 season are able to access the beaches at the Niagara resident fee provided they provide proof of rental at the beach/parking entrance.

To remain consistent with parking and access closures at Centennial-Cedar Bay Beach, entrance gates to Nickel Beach are being locked by staff daily, restricting access to the beachfront during the overnight hours. As a result, there have been no reported incidents on the beach property including vandalism, illegal burning, noise complaints, etc.

Metrics representing usage to date for both beach locations are attached as Appendix A. Staff highlight that the metrics reported in Appendix A represent individual carloads, not individuals.

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## **Conclusion:**

That Corporate Services Department Report 2021-183, and the May 22 – June 16 Beach Usage Metrics attached as Appendix A be received.

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## **Appendices:**

- a. May 22 – June 16 Beach Usage Metrics

Respectfully submitted,

Blair Holinaty  
Recreation Coordinator & Beach Supervisor  
(905) 835 2900 Ext. 538  
Blair.Holinaty@portcolborne.ca

## **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.



**May 22<sup>nd</sup> – June 16<sup>th</sup> Beach Usage Metrics**

**Note** - Numbers based on individual carloads, not individuals.

<b>Location</b>	<b>Port Colborne Residents</b>	<b>Niagara Residents</b>	<b>Non-Niagara Residents</b>
<b>Nickel Beach</b>	<b>689</b>	<b>312</b>	<b>630</b>
<b>Centennial – Cedar Bay Beach</b>	<b>Not available*</b>	<b>117</b>	

\* There were some technical issues with recording the #PORTicipate Pass usage at Centennial – Cedar Bay Beach as we started the year. Figures will begin the week of June 21, 2021.



**Subject: Joint Accessibility Advisory Committee**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-177

Meeting Date: June 28, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-177 be received;

That Council approve The City of Port Colborne joining the Joint Accessibility Advisory Committee; and

That the Manager of Human Resources be delegated to select two City appointees to sit as members of the Joint Accessibility Advisory Committee for 2021-2022.

---

**Purpose:**

The purpose of this report is to seek approval for the City to become a member of a multi-municipality accessibility committee in order to ensure the City meets all Accessibility for Ontarians with Disabilities Act (AODA) standards and achieves excellence in accessibility.

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**Background:**

Section 29 of the Accessibility for Ontarians with Disabilities Act (AODA) requires that a municipality with a population exceeding 10,000 establish an advisory committee that provides input and advises Council about the requirements and implementation of accessibility standards. Section 29 of the Act also states that two or more municipalities may establish a joint committee in order to achieve this goal.

The Joint Accessibility Advisory Committee (JAAC) was created to support municipalities in the Niagara area with similar populations that do not have a dedicated staff member to address accessibility compliance. The JAAC currently has six member

municipalities including the Town of Grimsby, Town of Lincoln, Township of West Lincoln, Town of Pelham, City of Thorold, and Town of Niagara-on-the-lake.

The Joint Committee is made up of two citizen members from each municipality, a staff member, and an accessibility expert.

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## **Discussion:**

Staff are committed to promoting accessibility standards throughout the City through avenues including access to information such as accessible documents and an accessible website, evaluation of built environment, site plan review, provincial reporting, and accessible customer service. While multiple staff work on these goals there is no dedicated staff position to ensure compliance and provide expertise.

Over the past several years, multiple employees have been given the task of ensuring compliance. These staff members have shown interest in promoting accessibility and have worked with the City's Accessibility Advisory Committee to help the City remove barriers. While the City has moved in a positive direction it is important that the necessary resources be provided to continue this positive direction.

Staff believe that in joining this multi-municipal committee the City will have access to expertise not currently available within the City. In addition, the City will have an opportunity to work with other municipalities and benefit from knowledge sharing.

While the current Accessibility Advisory Committee would be dissolved, members of the Committee would sit on the Joint Accessibility Advisory Committee providing for further knowledge sharing at the citizen level.

The Joint Accessibility Advisory Committee is comprised of members from each member municipality, a staff member, and an accessibility expert. If approved, the Committee will help the City with interpretation of legislation, accessibility audits on buildings, documents, processes, reporting, site plan reviews, training, and accessibility awards.

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## **Financial Implications:**

The financial input into the Joint Accessibility Advisory Committee is approximately \$5000 annually which will be funded from the global consulting budget in 2021 and added to the Corporate Services budget moving forward.

The partnership with this Committee is fiscally responsible as expertise will be provided to the City without the need to fund a full-time staff member.

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**Public Engagement:**

The current Accessibility Advisory Committee has been contacted and asked to submit a statement of interest in becoming a member of the Joint Committee. Each municipality may appoint two members to sit on the Committee and staff recommend that the recruitment for 2021-2022 be from the existing advisory committee membership.

If approved the JAAC have requested to present to Council at a meeting in the fall to provide an update and answer any questions.

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**Conclusion:**

Staff are confident that working with the Joint Accessibility Advisory Committee will ensure the City meets AODA compliance while helping us move forward in creating barrier-free access for everyone.

---

Respectfully submitted,

Mary Murry  
Manager of Human Resources  
905-835-2900 x309  
Mary.murray@portcolborne.ca

Amber LaPointe  
Acting Director of Planning  
and Development/City Clerk  
905-835-2900 x309  
amber.lapointe@portcolborne.ca

**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.



**Subject: Lockview Park Redevelopment Project – Update**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-163

Meeting Date: June 28, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-163 be received for information.

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**Purpose:**

The purpose of this report is to provide a brief update to Council regarding public feedback received at the June 2, 2021 virtual open house regarding Lockview Park Redevelopment.

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**Background:**

At the February 22, 2021 meeting, Council approved a staff report and a Memorandum of Understanding (MOU) between the City and Port Cares for a proposed affordable housing development at Chestnut Park. This staff report also indicated that the public would be engaged on the future design and renewal of nearby Lockview Park.

At the March 22, 2021 meeting, Council approved a staff report outlining a public engagement plan for Lockview Park. This park is a blank canvas, so there is an opportunity for residents to be involved at the ground level in helping to decide the best uses for the park and any new amenities. The City's 2020-2030 Parks and Recreation Master Plan will be used as a strategic framework to guide discussions and assist with decision-making.

On May 5, 2021, letters were mailed to residents living within 100 metres of Chestnut and Lockview Parks. A copy of this letter is attached to this report. On May 10, 2021, a news release was issued announcing the public engagement plan. From May 10 to 24, 2021, an online survey was posted and 184 responses were received. A copy of the survey questions and results is attached to this report. Moreover, a dedicated page

regarding the Lockview Park Redevelopment Plan was created on the City's website, and a project specific email address and phone extension were created for the public to provide comments and ask questions.

---

## **Discussion:**

Given public health directives to prevent the spread of COVID-19, an in-person public open house is not possible. However, there are public engagement initiatives that staff have developed to provide residents with an opportunity to participate in this process. A virtual open house was held on Wednesday, June 2, and a second virtual open house is scheduled for Wednesday, August 11, at 6:30 p.m.

The City has 219 acres of parkland, comprising 13 neighborhood parks, 8 community parks, 7 parkettes, and 4 large city parks. Port Colborne has 4.9 hectares of parkland for every 1000 people. This exceeds best practices from other municipalities that typically provide 1.0 to 1.5 hectares for every 1000 people.

There are several parks located within a close proximity of Lockview Park. Consideration should be given to incorporating innovative design elements and different amenities at Lockview Park rather than duplication of what is offered at nearby parks.

Regarding the results from the online survey, washrooms, safety, lighting, and parking were shown to be important park features. 70% of respondents indicated that they would visit Lockview Park very often if new amenities were added, while 23% said they would visit sometimes. Picnic tables, shaded structures, children's playground, splash pad, seating area, and community gardens were identified as the more popular amenities that survey respondents would like to see.

There were 16 participants at the June 2 virtual open house, including six residents, five members of Council, and five City staff. The key comments and questions were as follows:

- Having a designated park area at Lockview Park with amenities and features is important rather than focusing on nearby parks.
- Lockview Park should be viewed as a "neighbourhood park".
- Budget resources should be invested at Lockview Park and not in other parks.
- Playground equipment at Chestnut Park should be relocated to Lockview Park.
- Shelter, picnic benches, improved drainage, accessibility, washrooms, and larger mature trees should be included in the concept plan.
- What is the budget for this project?
- Could Lockview Park be used for affordable housing?
- When will work start on the redevelopment plan?

With respect to next steps, staff will review all feedback from the June 2 virtual open house, prepare preliminary concept plans for public input at the August 11 virtual open

house, develop a “what we heard” final report for Council, and make a submission to the 2022 Budget deliberations.

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### **Internal Consultations:**

City staff from Corporate Communications, Corporate Services, Economic Development and Tourism Services, and Parks/Public Works are involved in this project. The Chief Administrative Officer has also been involved on this file on an oversight basis.

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### **Financial Implications:**

There is no financial impact associated with this report. Ideas received from residents will provide the basis for a park renewal plan that will be costed, reviewed by Council and staff, and submitted to the City’s Budget Committee for the 2022 Budget deliberations. The renewal of Lockview Park and the investment in new amenities and equipment will likely be a multi-phased project.

---

### **Public Engagement:**

Council approved a public engagement plan for Lockview Park at their meeting on March 22, 2021. This is consistent with the December 14, 2020 and February 22, 2021 staff reports referencing the development of a renewal plan for Lockview Park and the request to seek public input. A virtual open house was held on Wednesday, June 2 and a second virtual open house is scheduled for Wednesday, August 11. Residents can obtain more information about this project on the City’s website, and there is a dedicated email and phone extension to leave comments and ask questions.

---

### **Conclusion:**

A virtual open house was held on June 2 that sought public input regarding the renewal of Lockview Park and in light of the proposed redevelopment of Chestnut Park for affordable housing. A public engagement plan has been implemented to receive ideas from individuals and families in the neighbourhood. A second open house is scheduled for August 11. An online survey was completed that highlights resident ideas and preferences for park amenities. The City is committed to maintaining and investing in parks and green spaces, having amenities, and creating experiences that individuals and families are looking for.

---

**Appendices:**

- a. Letter sent to residents living within close proximity of Chestnut/Lockview Park
- b. Community Survey Results

Respectfully submitted,

Gary Long  
Manager of Strategic Initiatives  
905-835-2900 x.502  
[Gary.Long@portcolborne.ca](mailto:Gary.Long@portcolborne.ca)

**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.





**PORT COLBORNE**

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

**T** 905-835-2900 ext. 502    **F** 905-835-1020

**E** [gary.long@portcolborne.ca](mailto:gary.long@portcolborne.ca)

June 24, 2021

**Re: Lockview Park Redevelopment – Public Input**

Dear Resident:

As communicated earlier this year, the City of Port Colborne is committed to providing updates to residents regarding the Chestnut Park Affordable Housing Project. At this time, Port Cares and the City are moving forward in the planning and development process, which includes a due diligence period to allow Port Cares time to complete a servicing plan, design work and secure project financing. More information is available at [www.portcolborne.ca/chestnutpark](http://www.portcolborne.ca/chestnutpark).

The City of Port Colborne would also like to inform you of a plan to share information and receive resident input regarding the redevelopment of Lockview Park. Lockview Park is currently a blank canvas with so much potential, and there is an opportunity for residents to be involved at the ground level in helping to decide the best uses for this park.

Given public health directives to prevent the spread of COVID-19, an in-person open house is not possible. However, City staff have developed other public engagement initiatives to provide residents with an opportunity to participate in this process. This includes the following:

- two virtual open houses to share information and receive resident input are scheduled for Wednesday, June 2 at 6:30 p.m. and Wednesday, August 11 at 6:30 p.m.;
- a project specific email address has been created for residents to request access to participate in the virtual open houses as well as to provide comments and ask questions. The email address is [lockviewpark@portcolborne.ca](mailto:lockviewpark@portcolborne.ca);
- a short online survey and information regarding the Lockview Park Redevelopment Plan can be accessed on a dedicated page on the City's website at [www.portcolborne.ca/lockviewpark](http://www.portcolborne.ca/lockviewpark).

Input and ideas received from residents will provide the basis for a Lockview Park renewal plan that will be costed, reviewed by Council and staff, and submitted to the City's Budget Committee for the 2022 Budget deliberations. The renewal of Lockview Park, including the investment in new amenities and features, will likely be a multi-phased project.

The Port Colborne 2020-2030 Parks and Recreation Master Plan will also be used as a strategic framework to guide discussions and assist with decision-making.

The City is committed to maintaining and investing in its parks and creating positive experiences for individuals and families. We value your input and look forward to your participation.

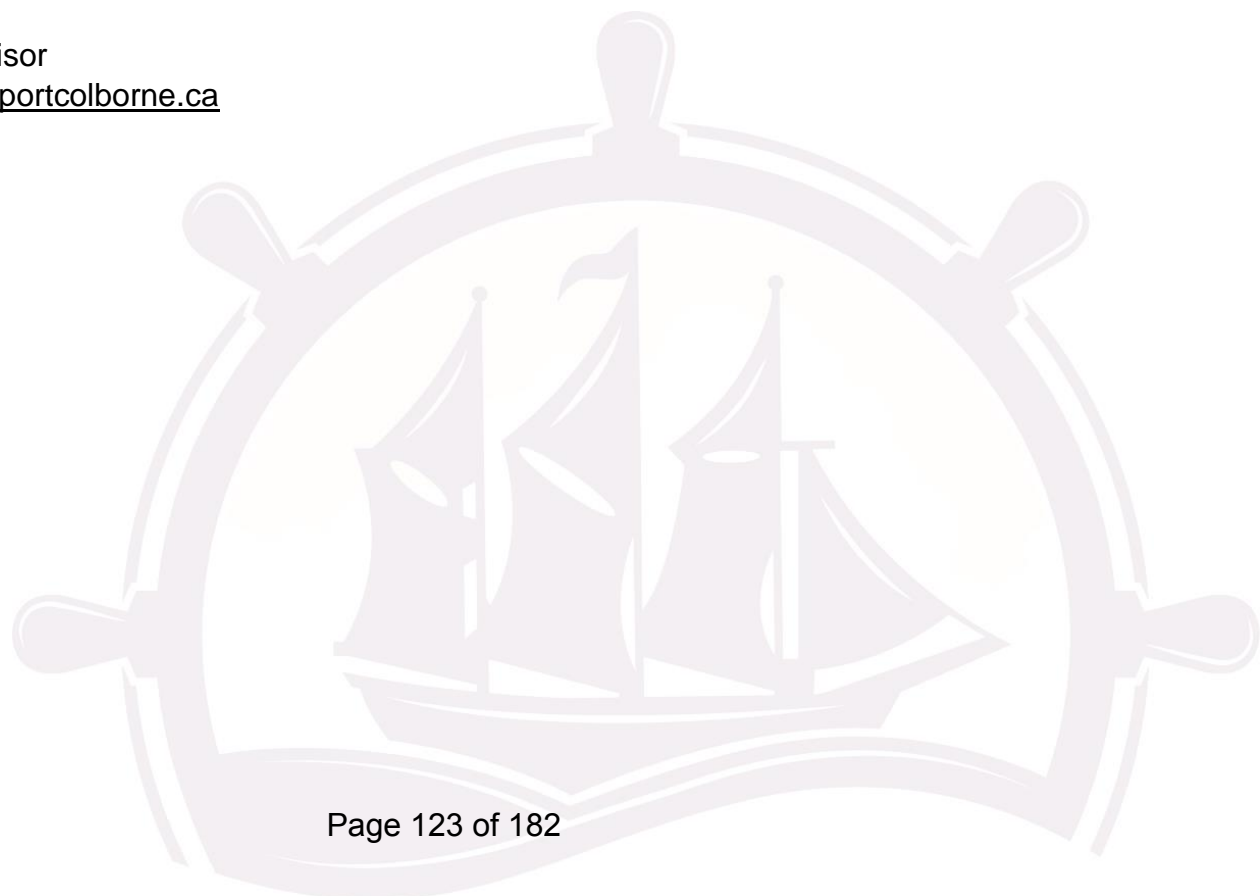
Sincerely,



**Gary Long**  
Manager of Strategic Initiatives  
[gary.long@portcolborne.ca](mailto:gary.long@portcolborne.ca)



**Mike Audit**  
Park Supervisor  
[mike.audit@portcolborne.ca](mailto:mike.audit@portcolborne.ca)



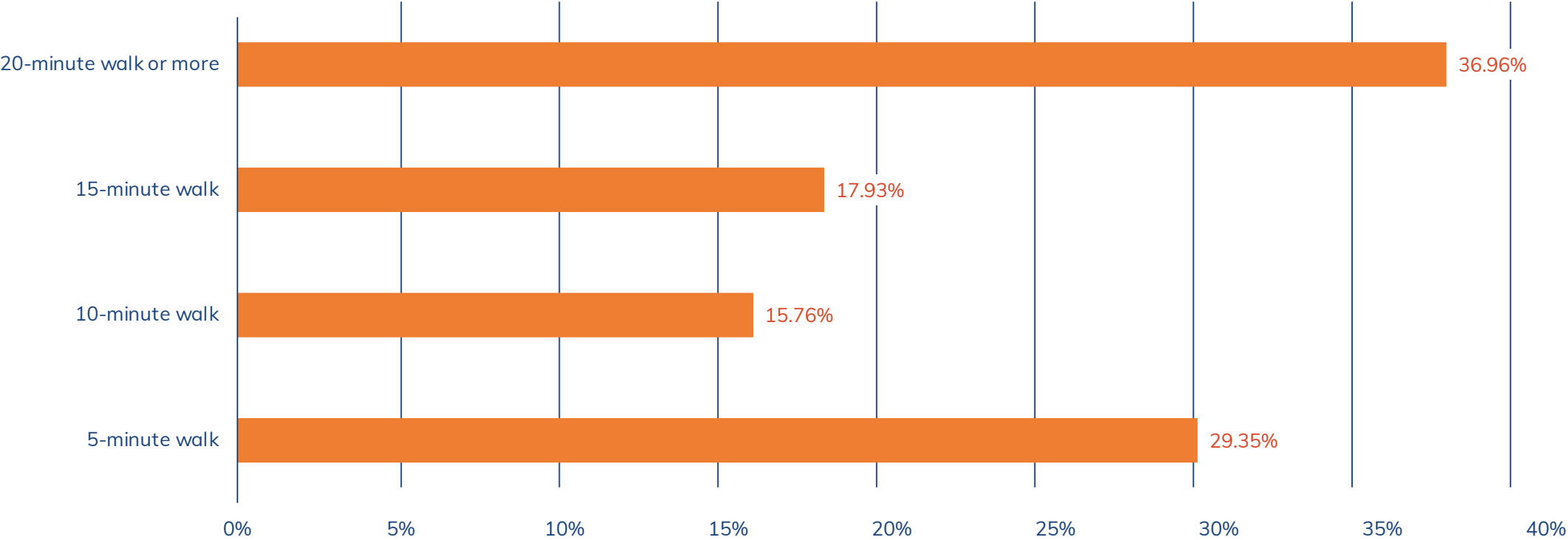
# Lockview Park Redevelopment

## Survey Results

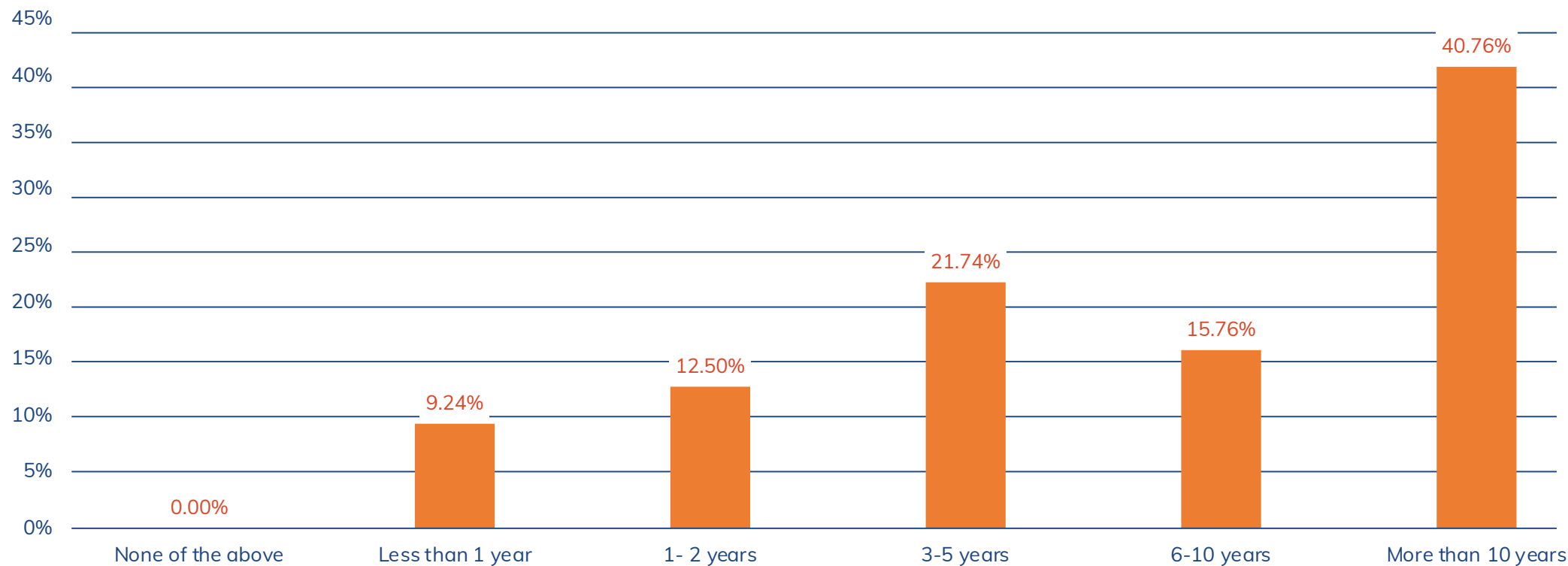
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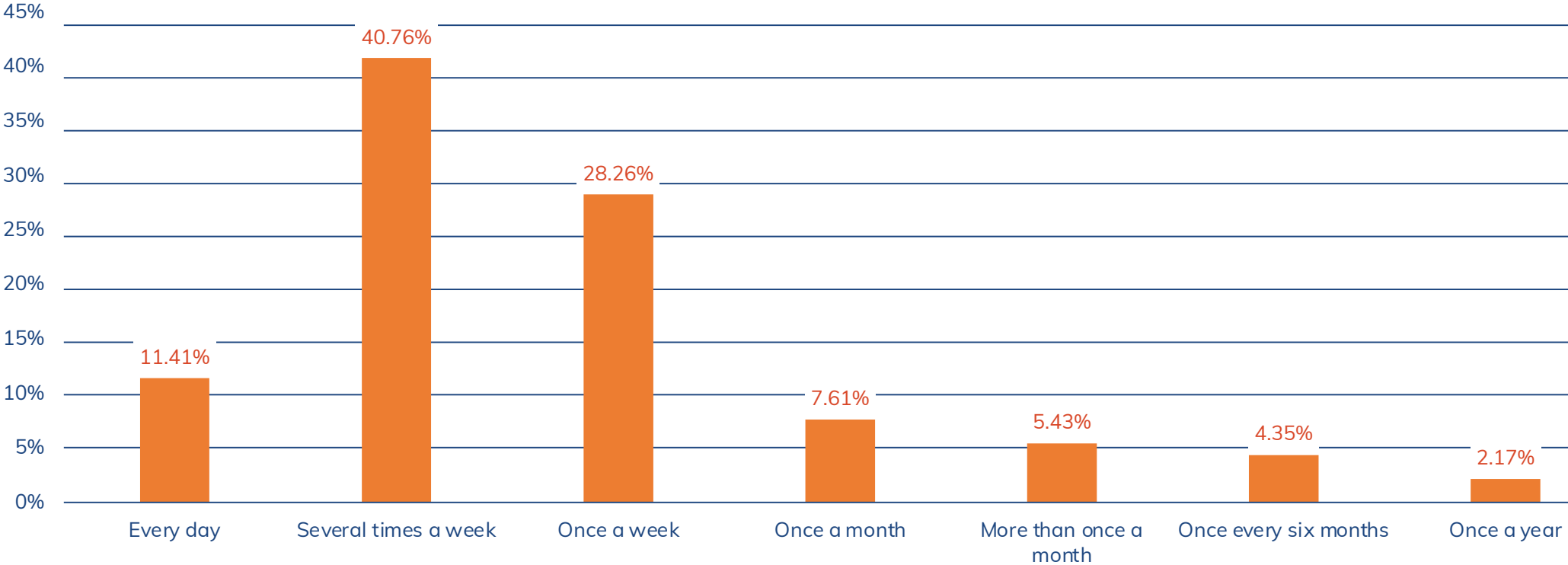
# Q1. How far away do you live from Lockview Park?



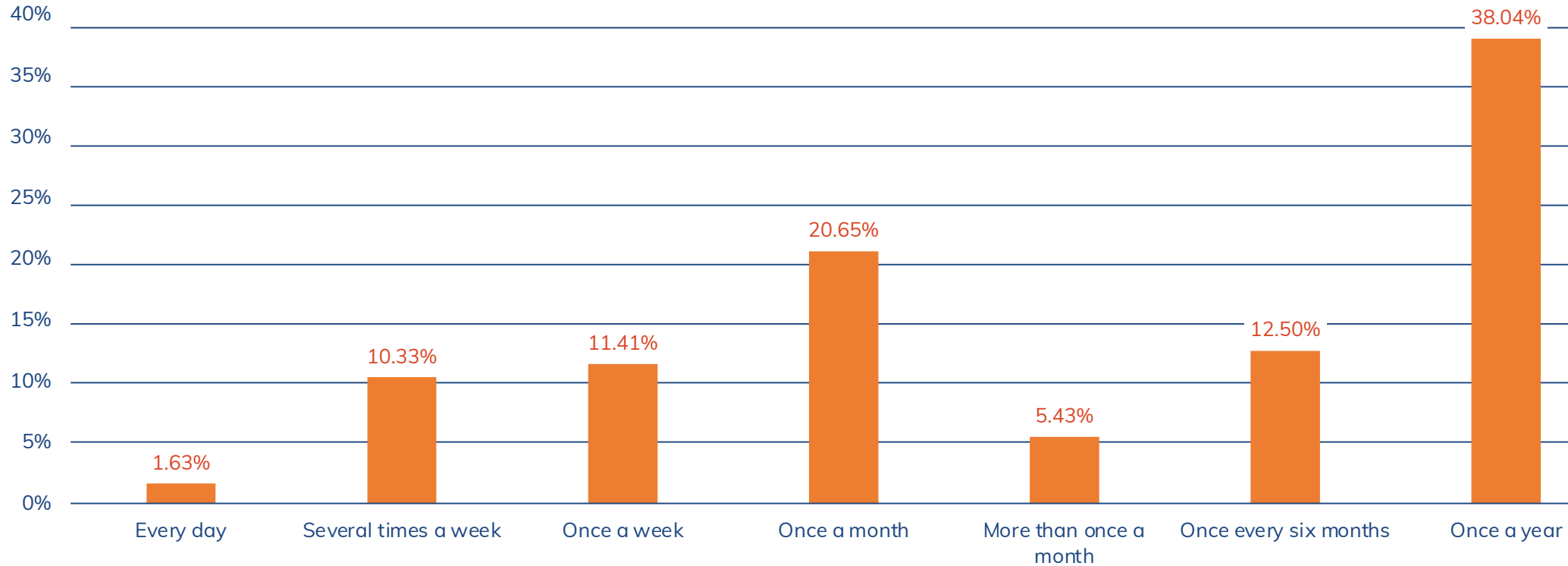
## Q2. How long have you lived in your current home?



Q3. How often do you currently visit any City park?



## Q4. How often do you currently visit Lockview Park?



## Q5. What amenities would you like the City to consider adding to Lockview Park?

Picnic tables	64.13%
Shaded structures	64.13%
Children's playground	61.96%
Splash pad	57.61%
Seating area	45.65%
Community garden	36.96%

Basketball court	34.24%
Nature reserve area	26.63%
Other	22.83%
Public art area	20.11%
Tennis court	19.57%
Soccer field	9.78%

### Other:

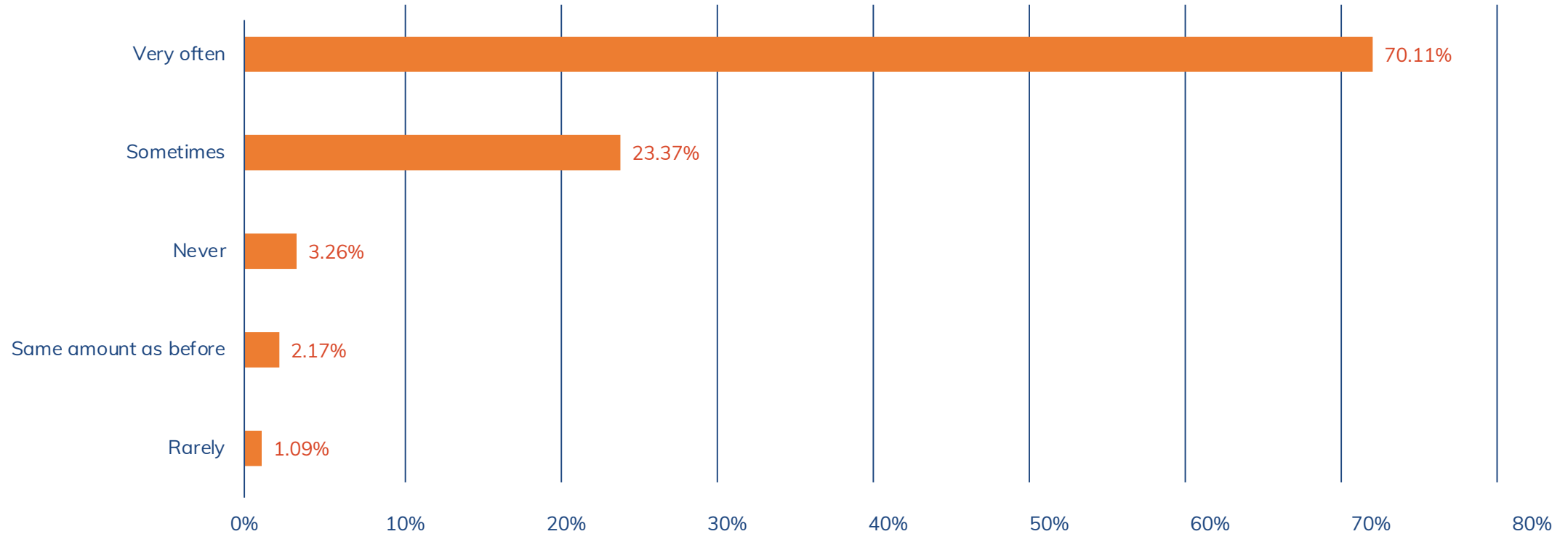
Pickleball courts	8 responses
Outdoor pool	5 responses
Dog park	4 responses

Disk golf course	3 responses
Walking/bike paths	3 responses
Ice rink	2 responses

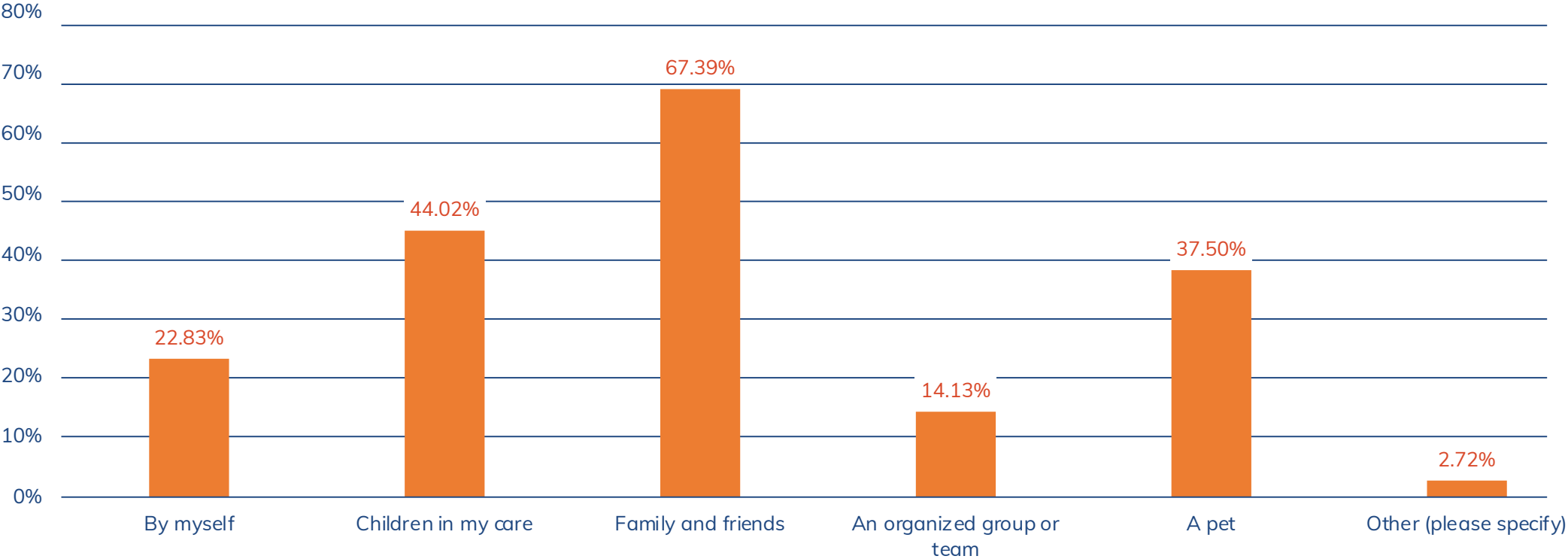




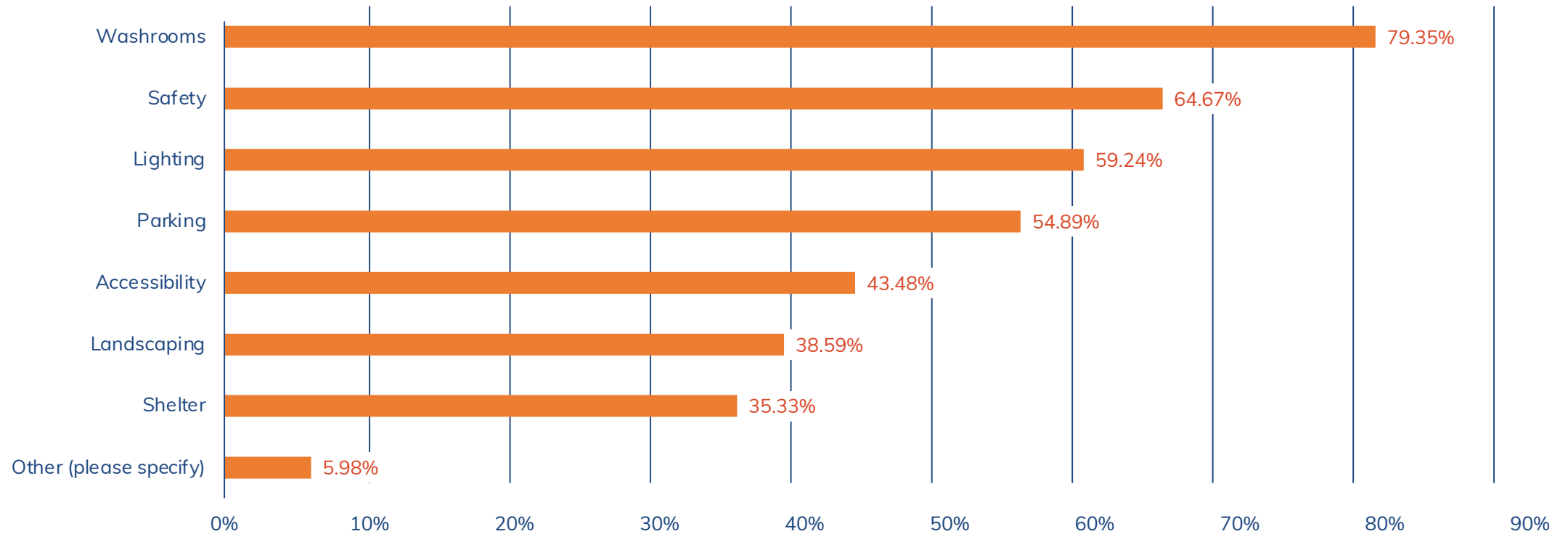
## Q6. If the City were to add these amenities, how often would you visit Lockview Park in the future?



Q7. When you visit Lockview Park in the future, who would you typically go with?



## Q8. What other park features are important to you?



# Demographics

18 to 24	9.24%
25 to 34	26.63%
35 to 44	29.35%
45 to 54	14.13%
55 to 64	12.50%
65 to 74	8.15%
75 and older	0.00%
Average number of people in household	3



**Subject: Project No. 2021-16 RFQ 11 King Buildings Demolition**

**To: Council**

**From: Public Works Department**

Report Number: 2021-182

Meeting Date: May 28, 2021

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**Recommendation:**

That Council award the Project for the Demolition of Buildings at the abandoned Public Works Yard at 11 King St., Port Colborne (the Project), to Tri-Phase Group Inc. for the base contract amount of \$72,304.00, plus applicable taxes;

That Council approve a contingency for provisional items of \$19,696.00, for estimated maximum quantities of materials, and be awarded at the discretion of the Director of Public Works for use, up to the amount that proves necessary;

That staff prepare the Contract By-law, and the City Clerk and Mayor be authorized to execute the Contract Agreement; and

That the previously approved funding for the Project be financed as follows:

\$35,000 under Account 20C-PW-L18 (11 King Demolition)

\$57,000 under Account 20C-ED-L47 (Tourism and Cruise Destination Business Case)

---

**Purpose:**

The purpose of this report is to inform Council of the results of the RFQ proceedings for the Public Works Building Demolitions (the Project); and further to obtain approval from Council to award the Project to the recommended Contractor on the basis of best value.

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**Background:**

The former Public Works Yard and Buildings, located at 11 King Street in Port Colborne, was abandoned in 2018 with the completion of the new Engineering and Operations Centre at 1 Killaly St W.

The property and buildings were utilized and managed by the City under lease from the St. Lawrence Seaway for over 50 years.

The remaining building structures, namely the Salt Dome, Stone Pumphouse, and Main Works Building, continue to be a liability to the City both operationally and financially, as well as being a safety and security issue because of the degradation of the building, to staff, and possibly residents, that frequent the southernmost stretch of the Port Promenade and West St. South.

Future potential use of this property by the City, as a developmental site, is currently being considered within the Tourism Strategy and Cruise Destination Business Case.

---

**Discussion:**

RFQ 2021-16 was released on the City website as well as Bidding on May 10, 2021 and closed for submission on May 31, 2021. Solicitation required bidders to outline and itemize fixed or static (non-variable) costs, as well as unit pricing for provisional items such as materials, for an overall quotation of demolition and grade restorations of the three remaining buildings at the site. Bidders were also permitted to estimate material needs and outline projected costs based on known information about the site, regarding foundation areas and thicknesses, etc.

The Clerk's office received 10 qualifying bids at the time of close. Submission pricing from each bidder was corrected for quantities as there was some variation of estimated or quoted amounts and re-evaluated throughout the range of potential material needed. This was to allow unilateral and unbiased comparison of submission pricing as well as discount any undervalued bids that could result in increased or disproportionate material costs in the future, should needs dictate.

The three lowest bids with regards to fixed costs were then compared at the minimum, mean, median and maximum estimated quantities for items such as granular A and granular B backfill. After this comparison, and throughout the range of potential material needed, one bidder showed a clear advantage in pricing. This was to show due diligence in evaluation and ensure best value for the City throughout the range of expected, as well as potentially increased quantities, in case there were unforeseen or additional material needs once the project was started.

---

**Internal Consultations:**

The Strategic Initiatives Division has been consulted to ensure alignment with the City's overall Strategic Plan and is working in a combined effort to promote tourism and minimize decay of the area. The Director of Corporate Services has agreed to supplement funding in a combined effort between Strategic Initiatives and Engineering, to allow this project to be completed in one, timely stage, and to help obtain cost savings and best value for the City.

The Building Division was consulted and a demolition permit for all (3) buildings at the property has been approved to the Facilities Supervisor, as agent of the City.

Roads and Parks Division staff have been consulted to outline the need for locates, disconnections or decommissioning of services and infrastructure.

The Environmental Compliance Area will be actively involved in the oversight of removal, assessment and monitoring of any hazardous substances or potential for site contaminations, throughout the project. A designated Substances Survey and Report has been obtained through the professional services of an external firm. Any abatements or concerns outlined therein have been addressed and included in the project.

---

**Financial Implications:**

Funding for the Project has been previously approved by Council as follows:

- \$35,000 was approved as a capital request in 2020 for demolition of the structurally unsound Salt Dome and Stone Pumphouse buildings.
  - \$185,147 was approved in 2020 under the Tourism Strategy and Cruise Destination Business Case project, which included remediation and development of this property.
- 

**Conclusion:**

This project will immediately reduce costs for the City with regard to the maintenance and security of these buildings as well as address potential hazards to persons and safety, both in and around the buildings.

This project is also the initial stage of site remediation and development, which is necessary in an effort to move forward in alignment with the City's Strategic Plan.

**Appendices:**

- a. Project 2021-16 Site Outline

Respectfully submitted,

Mason Thomas  
Facilities Supervisor  
(905) 835-2900 ext. 232  
Mason.Thomas@portcolborne.ca

**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.





**Subject: Procurement and Project Management Services**

**To: Council**

**From: Public Works Department**

Report Number: 2021-181

Meeting Date: June 28, 2021

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**Recommendation:**

That Council award the Procurement and Project Management Services project (the Project) to CIMA Canada Inc. (the Consultant) on an “as and when” retainer requested basis to an upset limit of \$147,600, including applicable taxes;

That staff prepare the Contract By-law, and the City Clerk and Mayor be authorized to execute the Contract Agreement; and

That the funding for the Project be financed under Account 210-PW-R41 over 1.5 years from the Capital Levy Contingency.

---

**Purpose:**

The purpose of this report is to inform Council of the results of the Request for Proposal (RFP) selection proceedings; and further to obtain approval from Council to award the Project to the recommended Consultant.

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**Background:**

The Public Works department identified Planning and Study initiatives to be completed in the next 1.5 years to respond to infrastructure needs requiring rehabilitation, replacement, or capacity upgrade.

The successful Consultant for the assigned Project will assist in developing the Terms of Reference (TOR) for the identified small to medium scale projects as well as providing additional resource and expertise in engineering solutions requiring immediate or urgent attention.

The following are typical projects listed in the RFP but not limited in scope as the City's needs and resources evolve:

- 1) Infrastructure Needs Studies
- 2) Engineering Design Standards
- 3) Facility Capital Projects
- 4) Ontario Structure Inspection Manual (OSIM)
- 5) Urban Forest Management Plan
- 6) Storm Drainage Investigations
- 7) Road Works
- 8) Developing an Engineering Services City Roster

## Discussion:

The RFP was advertised on the City website and on Biddingo.com. There were 20 registered plan takers. On June 7, 2021 at the time of RFP closing, 5 proponents had submitted. The entire proposal process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

The following sets out the Rating Criteria to determine the top three technical submissions. Only the top three advanced for reference check and financial evaluation.

	Criteria	Weighting / Points Available
1	Project Management Team	25
2	Applicable Technical Expertise and Experience	20
3	Project Understanding & Methodology (Work Plan, Innovation, Client Administration Input, Workload, etc.)	20
<b>Only Top 3 Scoring Proposals will advance to Criteria 4 and 5</b>		
4	Reference Check	10
5	Financial Proposal	25
	<b>Total Points Available:</b>	<b>100%</b>

The financial proposal considered the provided cost for each Project Role Member for a "typical project" selected and reviewed by the Committee to determine score. The top three proposals were CIMA, Mettko and UEM and they were evaluated for reference check and financial proposal.

CIMA Canada Inc. gained the highest points of 142.0 after adding scores for both the technical and financial proposal. The following are the score/points tally of the evaluation:



Note: Two other submissions were evaluated and did not meet the top three scores for technical evaluations, and therefore the Financial Costing Envelope was not opened or score provided.

---

### **Internal Consultations:**

The development of scope (and/or the Terms of Reference) for each of the projects listed will involve gathering of background information from several groups or divisions within Public Works including Engineering, Facilities, Road, Water and Wastewater Operation. Staff will identify the project needs that align with the City Vision in the next 5 to 10 years.

---

### **Financial Implications:**

Funding is available under Account 210-PW-R41 in the amount of \$147,600 over 1.5 years from the Capital Levy Contingency.

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### **Public Engagement:**

Staff will conduct public engagement and notification for projects listed in the RFP that requires resources in the design and construction phase. Typically, staff will actively solicit feedback and mitigate public concerns before project construction begins.

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### **Conclusion:**

Council approval for the project would support staff resources in developing the strategy for the next 5 to 10 years and keep up with the mandate of identifying infrastructure that requires rehabilitation, replacement, or capacity upgrade.

CIMA Canada Inc. would also provide additional resources in delivering the procurement and project management services for a variety of projects and programs that support the City's infrastructure needs.

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Respectfully submitted,

Eliza Durant, BSc., (PG) GIS, C.E.T.  
Civil Technologist  
905-835-2900 ext. 215  
Eliza.Durant@portcolborne.ca

**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

**Subject: COVID Update June 2021**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-185

Meeting Date: June 28, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-185 be received for information.

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**Purpose:**

This CAO generated report is provided as a follow up to the COVID-19 pandemic update that was provided to City Council on May 25, 2021.

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**Background:**

The City's Emergency Operations Centre (EOC) was activated in response to the COVID-19 pandemic on March 13, 2020 by bringing together the City's Emergency Control Group (ECG). The COVID-19 pandemic continues to affect the nation and the City continues to prepare, respond, and plan recovery from the impacts of the pandemic to the municipality. As described in a previous staff report, the City's response is based on four principles:

- Maintaining essential City services to the community throughout the emergency;
- Continuing to ensure the safety and security of the public and City staff;
- Ensuring the organization remains financially stable throughout COVID-19; and
- Continuing to remain consistent in the City's actions with the actions of other agencies.

In order to respond appropriately to the impacts of the pandemic and adhere to these principles, the City's response has been divided into three phases:

- First phase – initial response and precautions for users and staff
- Second phase – maintaining essential services



- Third phase – recovery and reopening

Currently, the City is in the third phase, recovery and reopening, as staff continue to execute plans that were developed for reopening the City's programs, services, and facilities.

---

## **Discussion:**

In the time since the last COVID update to Council, the Province's stay-at-home order and emergency shutdown have both expired. The Province also announced a three-step "Roadmap to Reopen" that is a departure from the previous colour-coded recovery framework. The roadmap provides a gradual opening of private and public services based on the "progress of provincewide vaccination rates and improvements of key public health and health care indicators" ([ontario.ca/page/reopening-ontario](https://ontario.ca/page/reopening-ontario)). The province is currently in Step 1 of the roadmap, as of June 11, 2021, and it is expected that movement to further steps will take place in increments of about 21 days.

Staff are monitoring the roadmap to determine the schedule that governs the reopening of municipal services. Some municipal services such as splash/spray pads, marinas, and outdoor recreation venues are permitted to open, and Port Colborne has followed suit. Other facilities such as arenas and indoor recreation facilities will be permitted to open in the future and staff is preparing for that process.

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## **Financial Implications:**

While the pandemic has had financial impacts on the City in 2020 and 2021, there are no new financial impacts since the most recent report to Council. City staff project a balanced budget for 2021.

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## **Public Engagement:**

The City continues to provide high-quality communication to the community by giving frequent updates of City initiatives and sharing information from other agencies such as the Federal government, the Provincial government, and the Region of Niagara and Niagara Region Public Health.

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## **Conclusion:**

The City's Emergency Control Group continues to meet during the pandemic to make operational decisions for the City's programs and services in order to maintain essential

operations within the community. Staff will continue to report to Council for the duration of the pandemic.

---

Respectfully submitted,

Scott Luey  
Chief Administrative Officer  
905-835-2901 ext. 306  
Scott.Luey@portcolborne.ca

### **Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.





## Community Services

### Legislative Services

June 1, 2021  
File #120203

The Right Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Honourable and Dear Sirs:

**Re: Generation Squeezing with Respect to Affordable Housing**

The Municipal Council of the Town of Fort Erie at its meeting of May 31, 2021 passed the following resolution:

**Whereas** there has been a housing affordability crisis in the making for over 25 years, and

**Whereas** the growing disparity for affordable housing has further been heightened within the past 18 months where the housing prices in larger cities have risen by 30% and most recently in smaller communities by two to three times it's market value, and

**Whereas** the current generation of Canadians under the age of 45 are being squeezed out of the housing marketplace with less opportunity of purchasing a home as their primary residence and are referred to as "gen-squeeze" or "Generation Squeeze", and

**Whereas** Stats Canada numbers indicate that the housing crisis is more severe in small, suburban areas and cities, and

**Whereas** Canada's National Housing Strategy, CMHC, Scotiabank and RBC Economists have highlighted that housing needs drastically surpass availability, and

**Whereas** many houses are currently being purchased as non-primary homes for the use of short-term rental, equity investment, foreign investment and turn key business operations, and

...2

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Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

**Whereas** 1 in 5 Canadian renters are spending more than half their income on rent creating further disparities towards a Canadian dream and right to home ownership; and

**Whereas** affordable housing has been pushed to a Municipal issue, and

**Whereas** affordable housing is a Country-Wide issue that needs to be fully addressed on both a Federal and Provincial level;

**Now therefore be it resolved,**

**That:** The Federal Government raise the Capital Gains tax rule that applies to non-primary residences, and further

**That:** The Province of Ontario change the provincial Land Transfer Tax Act to levy a greater charge for the purchases of residences not intended for primary residence use, and further

**That:** The Province of Ontario request that MPAC assess short-term rental properties for “commercial” use, as opposed to continue to assess them for residential use, and further

**That:** The Province of Ontario prohibit closed bidding on residential sales, and further

**That:** The Province prohibit sales beyond the list price, and further

**That:** Both the Federal and Provincial Governments look at funding to enable municipalities to incentivize affordable new housing construction, revitalization of neighbourhoods, and limiting turn-key real estate operations, and further

**That:** Both the Federal and Provincial Governments consider the creation of affordable housing trusts, and further

**That:** The Municipality of the Town of Fort Erie requests staff to:

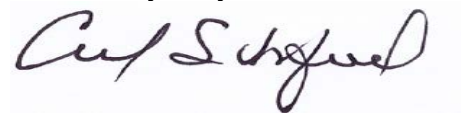
1. consider broadening the residential zones that permit more than one family;
2. review if a certain number of affordable housing units in every subdivision or apartment/condo building approved, should be applied to the affordable housing strategy;
3. review if the construction of a certain amount of smaller houses/units in new subdivisions or infill situation or new apartment/condo buildings should be considered as part of the affordable housing strategy;
4. bring a report to Council to identify the process to limit short-term rentals to specific areas of the Town and limit the overall number of licences, and further

**That:** The Municipality of the Town of Fort Erie request The Regional Municipality of Niagara and Local Area Municipalities to support this resolution, and further

**That:** A copy of this resolution be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, and all Municipalities, for their support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c.      The Regional Municipality of Niagara  
            Local Area Municipalities  
            All Members of Parliament  
            All Members of Provincial Parliament

June 18, 2021

Amber LaPointe  
City Clerk  
City of Port Colborne  
66 Charlotte Street  
Port Colborne, ON  
L3K 3C8

**SENT ELECTRONICALLY**

Dear Ms. LaPointe,

Please be advised that the Board of Directors of the Niagara Peninsula Conservation Authority (NPCA) adopted the following resolution at its meeting of June 18, 2021:

*Moved by Ed Smith  
Seconded by William Steele*

1. **THAT** the Report No. FA-41-21 (Revised) RE: Conservation Authorities Act Phase 1 Regulations Guide with appended NPCA comments **BE RECEIVED**.
2. **THAT** the transition actions, as listed in the report, **BE REFERRED** to the Governance Committee for consideration of next steps including discussions with municipal partners.
3. **AND FURTHER THAT** the report **BE CIRCULATED** to municipalities within the NPCA's jurisdiction.

Accordingly, for your reference, please find the subject Report No. FA-41-21 attached hereto. Should you have any questions or concerns in respect of this matter, feel free to contact Chandra Sharma, NPCA CAO, at (905) 788-3135 or at [csharma@npca.ca](mailto:csharma@npca.ca).

Sincerely,

*Grant Bivol*

Grant Bivol  
NPCA Clerk / Board Secretariat

att.

**Report To: Board of Directors**

**Subject: Conservation Authorities Act Phase 1 Regulations Guide -  
NPCA Comments**

**Report No: FA-41-21 (Revised)**

**Date: June 18, 2021**

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**Recommendation:**

1. **THAT** the Report No. FA-41-21 (Revised) RE: Conservation Authorities Act Phase 1 Regulations Guide with appended NPCA comments **BE RECEIVED**.
2. **THAT** the transition actions, as listed in the report, **BE REFERRED** to the Governance Committee for consideration of next steps including discussions with municipal partners.
3. **AND FURTHER THAT** the report **BE CIRCULATED** to municipalities within the NPCA's jurisdiction.

**Purpose:**

The purpose of this report is to update the Board on Niagara Peninsula Conservation Authority (NPCA) comments provided to the Province via Environmental Registry of Ontario. The report also provides a high-level overview of actions resulting from the proposed regulations.

**Background:**

The Ministry of Environment Conservation and Parks (MECP) has posted a consultation guide to the Environmental Registry on Thursday, May 13, 2021 "Ministry of the Environment, Conservation and Parks Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities". Phase 1 Regulations deal with Program and Services, Governance and Oversight as well Section 29 matters related to Conservation Authority (CA) lands. Section 28 regulations related to CA planning and permitting roles will be released in the coming months, and Phase 2 Regulations regarding the Municipal Levy will be released later in 2021.

Earlier this year, the Province established a working group of stakeholders to provide guidance in developing the proposed regulations. CA representatives on the working group have worked diligently to ensure that the regulations being developed by the Province can be efficiently implemented by the conservation authorities and stay true to the mandate of CA's to protect Ontario's watersheds.

## **Discussion:**

Staff attended information sessions scheduled by MECP and participated in discussions with Conservation Ontario. Conservation Ontario is also working with conservation authorities to prepare a direct submission to the government. NPCA staff comments are being submitted directly to the ERO with copy to municipal staff and attached as Appendix 1.

A high-level summary of required transition actions is provided below and will be integrated with the Governance Committee Work Plan. The transition period for completion of these actions has been extended to January 1, 2023. It should be noted that these actions are in addition to the governance related changes resulting from proclamation of governance provisions in February of 2021. Additionally, more actions are anticipated through Section 28 regulations and levy regulations.

- a) Create an inventory of all programs and services by December 31, 2021.
- b) Develop a Transition Plan to be submitted to the Province by the December 31, 2021.
- c) Develop a core Watershed-Based Resource Management Strategy.
- d) Develop a Strategy for all conservation authority owned or controlled lands and Land Management Plans for each property. (The NPCA is already in the process of launching this process in 2021.).
- e) Develop a Land Acquisition Strategy (LAS). (The NPCA LAS is near completion.)
- f) Enter into agreements for municipal funding of non-mandatory programs and services that require municipal levy by January 1, 2023.
- g) Oversee the formation and operation of a Public Advisory Board. (The NPCA already has a Public Advisory Committee. The Terms of Reference will need to be updated.)

## **Financial Implications:**

The proposed CA Act changes continue to create an extensive amount of workload and need for resources to ensure timely conformity of actions. Staff are currently working on a plan to address this need.

## **Related Reports and Appendices**

Appendix 1 - Letter to MECP Regarding Environmental Registry of Ontario Posting 019-2986 - Conservation Authorities Act Phase 1 Regulation Guide

## **Authored by:**

*Original Signed by:*

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David Deluce, MCIP, RPP  
Senior Manager, Planning & Regulations

**Reviewed and Submitted by:**

*Original Signed by:*

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Chandra Sharma, MCIP, RPP  
Chief Administrative Officer/Secretary-Treasurer



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June 15, 2021

Honourable Jeff Yurek  
 Minister of the Environment, Conservation and Parks  
 College Park, 5th Floor  
 777 Bay Street  
 Toronto, ON M7A 2J3

**RE: Response to Environmental Registry of Ontario Posting 019-2986 – Conservation Authorities Act Phase 1 Regulations Guide**

Dear Minister Yurek,

Thank you for the opportunity to provide input to the Ministry of the Environment, Conservation and Parks (MECP) Regulatory Proposal Consultation Guide on Phase 1 Regulations. The Niagara Peninsula Conservation Authority (NPCA) would like to thank the Ministry for involving Conservation Ontario and conservation authority (CA) representatives on the Provincial Working Group of stakeholders to provide guidance in developing the proposed regulations.

The NPCA appreciates the recognition of the critical role of CA's in addressing integrated watershed management and climate change through the provision of 'Core Watershed-based Resource Management Strategy (CWRMS)' This reconfirms the role CA's play in protecting Ontario's watersheds, provides a longer-term perspective, and offers a consistent eco-system based framework for categorizing the mandatory and non-mandatory programs and services for consultation with municipalities. The NPCA will continue to work with the Province through Conservation Ontario and the Provincial Working Group to ensure that the regulations being developed can be effectively implemented and contribute to our mandate to protect Ontario's watersheds.

The NPCA has reviewed the ERO posting and offers the following specific comments:

**PART ONE: PROGRAMS AND SERVICES DELIVERED BY CONSERVATION AUTHORITIES**

Transition Timelines: The NPCA appreciates the provision of the proposed overall transition period to January 1, 2023 by which all agreements for the use of municipal levy must be in place. The proposed deadline would bring the new proposed financial structure for CA's into practice for the authority and municipal fiscal year of 2023. It is also required that CA's must develop a transition plan by December 31<sup>st</sup> including an overall work plan and timeline to develop and enter into agreements with municipalities; an inventory of the authority's programs and services; and any other matters as prescribed in regulation.

The proposed timeframes for the transition period should enable time for the transition plans to be developed in consultation with municipalities and coordinated with the new municipal levy regulation proposed for Phase 2. The challenging timelines can only be met if the actual regulations (both Phase 1 and Phase 2) are enacted expeditiously.



Funding for Mandatory Programs: The mandatory programs that a conservation authority is to provide includes natural hazards, source water protection, managing conservation authority owned properties, and other services specific to certain conservation authorities. The government is also proposing additional services prescribed by regulation, including a core watershed resource management strategy (CWRMS) and Provincial Water Quality and Quantity Monitoring. The NPCA is encouraged to see the inclusion of these additional services, particularly the CWRMS. We will work with Conservation Ontario on a consistent approach to the CWRMS across Ontario watersheds.

Natural Hazard Programs: Given the limited resources and other critical priorities of our municipal partners, we request the province to consider their continued funding support of critical mandated programs. Additionally, supporting private landowners with restoration and stewardship services is crucial for the overall watershed health and natural hazard management. A majority of land within the Niagara watershed is under private ownership and stewardship must be supported to address future challenges such as climate change. The recent 50% cut to MNR funding for the natural hazards program makes ongoing effective implementation challenging.

Provincial Water Quality and Water Quantity Program: Both the Provincial Water Quality (PWQMN) and Water Quantity (PGMN) Monitoring Programs are examples of successful cost sharing programs between MECP and conservation authorities. These longstanding programs provide important trend data in support of effective water management. However, the existing Provincial Water Quality and Quantity Monitoring Programs coverage is incomplete and conservation authorities have expanded these networks to provide better coverage (more monitoring outside of the Provincial Networks) for their respective monitoring networks. We ask that the province consider these expanded water quality monitoring programs eligible for inclusion into the mandatory program.

Drinking Water Source Protection Program: The NPCA requests that funding support for mandatory programs and services for conservation authorities related to Source Protection Authority responsibilities under the *Clean Water Act* remain intact. It is our understanding that MECP will continue to provide funding if conservation authorities are required to exercise and perform the powers and duties of a drinking water source protection authority; and implement programs and services related to those responsibilities.

Inclusion of Passive Recreation and Nature Awareness/Education: Included in the mandatory services is the management and maintenance of conservation authority owned lands. However, this does not include the significant aspect of passive recreation, awareness and education critical to community well-being, an important service conservation authority lands offer to the residents of Niagara. Most NPCA properties have some component of passive recreation and nature education components. In many cases, trails are integrated into the property such that it would be problematic to separate the mandatory/non-mandatory components for budgeting purposes. This has the potential to create additional operational costs in tracking the separate funding streams and performing maintenance.

Asset Management and State of Good Repair: NPCA lands and their associated infrastructure (walking trails, safety features, washrooms, signage, etc.) provide important amenities for residents of our watersheds and beyond. Excluding the repair and maintenance of these assets may result in losing facilities or infrastructure due to an inability to maintain them and would be a significant loss for users as well as a health and safety risk. As such, we ask that the proposed provision of the management plan and resource inventory in the Consultation Guide also involve the preparation of an asset management plan to assess asset conditions, current and proposed

levels of service, asset management strategy, and a financing strategy to support the lifecycle management of assets.

The NPCA is pleased to share that our conservation authority is quite advanced in this area. An asset management program has already been deployed with appropriate technology. We will be working with Conservation Ontario to facilitate transfer of this approach to our sister conservation authorities.

Memorandums of Understanding: Non-mandatory programs and services will require conservation authorities to enter into a memorandum of understanding (MOU) with funding partners. At present, CA's also have MOU's and Service Level Agreements (SLA's) with lower tier municipalities on *Planning Act* matters and other fee-for-service programs offered to lower tier municipal partners. Clarity on these MOU timing/transition requirements needs to be understood to complete the required transition plans.

## **PART TWO: GOVERNANCE AND OVERSIGHT OF CONSERVATION AUTHORITIES**

Public Advisory Committee: The NPCA continues to consult and engage community stakeholders in all aspects of our work. The NPCA and several others CA's already have well-established watershed committees or public advisory committees with Board approved Terms of Reference included formally within the Administrative By-Laws of the respective authorities. In this regard, the NPCA would like to request that the Province address the resource needs related to governance and administration of public advisory committees. To be able to effectively deliver on a sound public engagement strategy through the public advisory committee, CA's need a minimum of two experienced full-time equivalents along with other technical experts and program costs. For transparent and adequate administration, CA's need to establish a secretariat for administration, record keeping, and management of projects. We request that these costs be identified as eligible under minimum levy.

## **PART THREE: OTHER REGULATORY MATTERS - Section 29 Minister's Regulation**

The NPCA supports the consolidation of the various individual CA regulations under Section 29 of the Act regarding public use of an authority's property. However, we believe that our Section 29 regulation can benefit from a comprehensive update. It is proposed that the Section 29 regulation be redesigned to better align with by-laws made under the *Municipal Act* related to the use of municipal property including parks, and the *Provincial Parks and Conservation Reserves Act*, 2006 and its associated regulations, including O. Reg. 347/07: *Provincial Parks: General Provisions*.

We appreciate the opportunity to comment on this proposal and hope these comments are helpful. Any questions regarding this matter may be directed to the NPCA's Senior Manager of Planning and Regulations, David Deluce at 905-788-3135, ext. 224 or [ddeluce@npca.ca](mailto:ddeluce@npca.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Chandra', written over a horizontal line.

Chandra Sharma, MCIP, RPP  
Chief Administrative Officer/Secretary-Treasurer  
Niagara Peninsula Conservation Authority

cc: Local Area CAO's  
Conservation Ontario



House of Commons  
Chambre des communes  
CANADA

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**Peter Julian**

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June 17<sup>th</sup>, 2021

**RE: Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster-Burnaby



House of Commons  
Chambre des communes  
CANADA

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17 juin 2021

**Nous sollicitons votre appui pour la motion [M-84 contre les crimes et incidents haineux](#) et le projet de loi d'initiative parlementaire [C-313 Loi interdisant les symboles de haine](#)**

Bonjour,

Je vous écris aujourd'hui pour vous demander d'appuyer la [motion M-84 de la Chambre des communes contre les crimes et incidents haineux](#) et mon projet de loi d'initiative parlementaire sur l'interdiction des symboles de haine, le [projet de loi C-313](#). Nous vivons une époque sans précédent. L'assassinat de George Floyd aux États-Unis et les décès de Regis Korchinski-Paquet, une Canadienne autochtone, ukrainienne et noire de 29 ans, survenus à Toronto, et de Chantel Moore, une Canadienne autochtone, abattue par la police d'Edmundston, au Nouveau-Brunswick, qui avait été appelée pour effectuer un contrôle de santé, sont le résultat d'un racisme systémique.

Depuis le début de la pandémie, on constate une augmentation alarmante du racisme et des crimes haineux anti-asiatiques au Canada et dans toute l'Amérique du Nord. [Un nouveau sondage d'opinion Angus Reid](#) révèle que près de 50 % des jeunes Canadiens d'origine asiatique ont été victimes de racisme et de sectarisme antiasiatiques au cours de la dernière année. Selon [Statistique Canada](#), dans le contexte de la pandémie de COVID-19, la peur et la désinformation au sujet du virus peuvent avoir un impact disproportionné sur le sentiment de sécurité personnelle et communautaire de certains groupes ethnoculturels.

Le récent meurtre de la famille musulmane de London, en Ontario, est un autre rappel que la haine et l'islamophobie existent au Canada ; nous devons donc adopter une position ferme contre toutes les formes de haine et de racisme à l'égard des Noirs, des Autochtones, des personnes de couleur et des communautés racialisées.

Mon projet de loi C-313 empêcherait quiconque de vendre et d'afficher des symboles qui encouragent la haine et la violence contre des groupes identifiables. Il est important d'interdire les symboles de haine comme les croix gammées ou les insignes du Klu Klux Klan pour que tous les Canadiens se sentent en sécurité.

**J'espère pouvoir compter sur votre appui pour inciter le gouvernement fédéral à mettre immédiatement un terme à toutes les formes de haine et de discrimination, aux crimes et incidents haineux, ainsi qu'à toutes les marchandises vendues au Canada qui contiennent des symboles de haine.** Veuillez envisager d'utiliser le paragraphe de soutien suivant comme réponse dès que possible :

*Au nom de \_\_\_\_\_ (Nombre de résidents dans votre ville), le maire et le conseil de \_\_\_\_\_ (nom de la ville) appuient la motion d'initiative parlementaire du député Peter Julian, la motion M-84 contre les crimes et incidents haineux et son projet de loi d'initiative parlementaire Bill-C 313 Loi interdisant les symboles de haine.*

Merci beaucoup pour votre considération. N'hésitez pas à contacter ma cheffe de cabinet, Doris Mah, au 604-353-3107 si vous avez besoin de plus amples informations.

Sincèrement,

Peter Julian, député  
New Westminster - Burnaby

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Our Reference #: M-2021-9473

June 18, 2021

Dear Heads of Council, Municipal Chief Administrative Officers and Clerks:

I am pleased to be writing you today to provide an update on modernization initiatives and court recovery in Ontario's *Provincial Offence Act* (POA) courts.

### Summonses

O. Reg. 475/21 was filed on June 16, 2021 to permit provincial offences officers to serve Part III summonses on individuals within the province by registered mail, courier, or email. It also permits service on a recipient's licensed lawyer or paralegal (if any), with advance consent.

Section 39 of the POA provides that these methods of service will also be available to any person serving a witness summons.

This change will permit new efficiencies going forward and will help minimize health risks associated with in-person contact during the pandemic. The regulation can be viewed [online](#).

### Proclamation of POA Clerk Amendments

Bill 177, the *Stronger, Fairer Ontario Act (Budget Measures), 2017*, and Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, introduced amendments to the POA aimed at modernizing and streamlining POA court processes.

Effective November 1, 2021, the following amendments will come into force:

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute. The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).

These amendments will significantly assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to more quickly address the backlog of cases.

.../2



More details about these amendments are described in the appendix.

#### Updated POA Forms

The *COVID-19 Economic Recovery Act, 2020*, also amended the POA to further enable the enhanced use of remote appearances in POA proceedings.

Effective November 1, 2021, updated POA forms, including Offence Notices, Certificates of Offence, Part I Summons, Notice of Trial and Early Resolution Meeting Notices, will come into effect to reflect the availability of remote appearance methods for POA proceedings. In addition, Offence Notices will also advise the defendant that a clerk may enter a conviction against them, and that the defendant may apply to a justice for a review of their conviction.

Updated POA forms are posted on the [Ontario Court Forms website](#).

#### POA Court Recovery

The Recovery Division and Court Services Division, acting on behalf of the Ministry of the Attorney General, continue to work closely with the Ontario Court of Justice (OCJ) on advancing virtual court appearances and the eventual resumption of in-person proceedings, when appropriate. The ministry continues to meet regularly with the OCJ, providing updates and guidance on POA recovery.

The collaborative partnership between justice partners and the ministry has been, and will continue to be, a fundamental principle of our success as we work together to build the most modern, efficient, and effective justice system attainable.

If you have any questions, or if you would like more information on these initiatives, please contact Ms. Wendy Chen, Manager of my ministry's POA Unit, by telephone at (437) 244-8733 or by email at [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca).

Thank you for your commitment to the administration of justice and supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is fluid and cursive, with the first name "Doug" and last name "Downey" clearly distinguishable.

Doug Downey  
Attorney General

Enclosure

c: Ms. Wendy Chen, Manager POA Unit, Court Services Division,  
Ministry of the Attorney General

## APPENDIX “A”

### Proclamation of POA Clerk Amendments

Currently, a defendant who is issued a ticket and fails to exercise an option on the back of the ticket (i.e., plead guilty by paying the fine, request an early resolution meeting with a prosecutor, where available, plead guilty with submissions as to penalty, or request a trial) within 15 days of being served with the ticket is deemed not to dispute the charge. A judicial official then reviews the ticket, and if it is “complete and regular on its face”, a conviction is entered and the set fine is imposed, which becomes due after 15 days. Should a defendant require more time to pay the fine, they may make an application to a justice for an extension of time to pay.

Beginning November 1, 2021, clerks of the court, rather than justices of the peace, will have new responsibilities:

#### *Extension of Time to Pay Applications*

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- To support this amendment, consequential amendments were made to provisions in both the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that authorize the treasurer or an agent to give notice to a defendant of any part of a fine that remains unpaid for the contravention of a municipal business license by-law for the purposes of collecting the unpaid fine.

#### *Deemed not to Dispute Proceedings*

- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute.
- The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).
- Should the clerk of the court enter a conviction, the amendments give the defendant 15 days after becoming aware of the conviction to make an application to a justice to strike out the conviction. A justice would be required to strike the conviction if the justice is satisfied that the charging document is defective under the regulation or otherwise not complete or regular on its face.





A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held May 18, 2021 at 7 p.m. over Microsoft Teams.

Present via Microsoft Teams: Stephanie Powell Baswick, Abbey Stansfield, Brian Heaslip, Terry Huffman, Bonnie Johnston, John Maloney, Claudia Brema, Cheryl MacMillan, Bina Patel, Councillor Eric Beauregard, Jeff Piniak, Bert Murphy, Arlene Lessard.

Regrets: Pam Koudjis

Minutes:

Moved by: Bonnie Johnston

Seconded by: Jeff Piniak

To: Approve the minutes of the Board of Management from April 20, 2021.

Motion carried.

Business Arising:

Stephanie Powell Baswick updated the museum board as to the outcome of the May 4<sup>th</sup> meeting about Roselawn falling under the Museum's portfolio. The museum board supported the staff recommendation that went before council on having Roselawn come under Museum management and to add a Museum Board seat for a Friends of Roselawn Centre liaison.

Moved by: Terry Huffman

Seconded by: Cheryl MacMillan

To: Adopt the board endorsement, made at the May 4 special board meeting, to support the staff recommendation going before Council regarding Roselawn.

Motion carried.

Arlene Lessard was chosen by the Friends of Roselawn Centre to represent the group at the Museum Board of Management meetings.

Bina Patel sent around the updated policy for Collection Development policy for Board approval.

Moved by: Bina Patel

Second by: Cheryl MacMillan

To: Approve the updated Collections Development Policy.

Motion carried.

Correspondence:

No Report



#### Council Report:

Councillor Beauregard reported that during council the Roselawn staff recommendation never got pulled for discussion and was passed.

#### Auxiliary Report:

No report

#### Friends of Roselawn Report:

Arlene Lessard reported that Friend of Roselawn had their annual general meeting took in May and Gail Todd is now Chair of the group. Arlene also reported that their recent fundraising activities included an art auction. The Friends of Roselawn's mandates are to help facilitate the offerings of art & culture events in both the community at large and at the Roselawn Centre, itself and through partnership with the City of Port Colborne, help restore and maintain the Roselawn Centre and the beautiful Victorian Mansion. Discussion was held by the Museum board about Roselawn and a request has been put forward that the Museum Board be able to tour Roselawn when restrictions allow.

#### Finance Report:

Terry Huffman reported that the Museum had received a \$7810 COVID digitization grant. The grant provided by the Community Museum Operating Grant program in response to museums across the province losing out on in person program revenue due to COVID and to make going digital accessible. Discussion was held to determine the best use of these funds and the board recommended using this money to provide sponsored virtual programming to the community for 2021 was the best use of the grant.

Moved by: Terry Huffman

Seconded by: Cheryl MacMillan

To: Use the COVID Digital grant funds to provide sponsored virtual programming to the public for 2021.

Motion carried

#### Curator Report:

Stephanie Powell Baswick reported that May 18 is International Museum Day and this year's theme is recovery and imagine.

Stephanie also reported that she reported the 2020 Museum annual Report to council and it was well received.

The Museum has hired for a new registrar, the position is a permanent part-time staff position, and the successful candidate was Amanda Emery.

New museum staff also includes Sloane McDowell, an intern from Fleming College museum certificate course. Meghan Chamberlain has re-joined museum staff as our Eco-tourism Ambassador/ receptionist for the summer. Interviews for the Niagara



Investment in Culture Outreach Coordinator for the “Digging for Roots: Diversity Garden” will be conducted. Staff will also be interviewing for a Digitization Assistant with Canada Summer Jobs grant and an Educational Programming Assistant with the Summer Experience Program grant. Stephanie spoke on the information for the staff has collected on new photocopiers for the museum and archives. The recommendation was for leasing two new photocopiers for \$175 a month.

#### Membership Committee Report:

Claudia Brema reported that for 2021 the museum has 162 families (up 30 from last month), 258 individual memberships (up 46 from last month) and 5 life patrons memberships (up 3 from last month).

#### Building and Property Committee Report:

Brian Heaslip reported that the roofs of the schoolhouse, carriage house and the blacksmith shop have all been cedar shingled.

Brian also reported that the Algoma propeller has been installed.

#### Marketing and Site Promotion Report:

No report.

#### Programme Committee Report:

Cheryl MacMillan reported that the museum is currently hosting Museum Month I Spy until May 28 on the Museum Social Media accounts. Each Saturday a general picture goes up with a list of things to find, and the next six days are explanations of what the artifacts are.

Cheryl also reported that Arabella's received a grant to have community volunteers do embroidered images from the museum collection which will be put together to create a tapestry. Pick up of the kits is on the last Sunday in May to mark when the Pie Social would have been. There are 30 kits available.

The committee also discussed making the Village tours a digital tour to make it accessible to more people.

Canal Days plan is to currently to have Sea Shanties

#### Fundraising Committee Report

Stephanie reported that they are currently looking for Corporate sponsor for Sea Shanty contest.

#### Policy Report:

Education Programmer, Abbey Stansfield, is looking to update and expand the Education Programmer Policy at include digital media, programs operation, volunteer recruitment. She has requested the committee pull it for review input as part of her





Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

Interpretive Master Plan project which she plans to have a board draft for by December of 2021.

Accession Committee Report:  
No Report

Heritage Committee:

The project of the planning department student is to liaison with museum student to update list of Heritage locations in Port Colborne to determine which properties really deserve to be on the list and present their recommendations to the committee for review later this summer.

New Business:

Brian Heaslip asked if the board felt that there needs to be an extra meeting in August. No meeting was added.

Terry Huffman to follow up with a potential donor about the accession committee moratorium.

Jeff Piniak asked what the next steps are for the interpretation of the Summer Kitchen at the Sherk Log Cabin. Currently looking for a W.E.T.T. certified technician who is willing to move and set up the stove we have or to purchase and install a reproduction stove.

Motion to Adjourn: Cheryl MacMillan

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Authorize Entering into an Agreement with SouthPort  
Condos Inc. Regarding Downtown Central Business District Community  
Improvement Plan Tax Assistance and Brownfield Community Improvement  
Plan Rehabilitation Grant

Whereas at its meeting of June 28, 2021, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Chief Administrative Office Report No.2021-162, Subject: SouthPort Condos Inc. – CIP Agreement; and

Whereas Council is desirous of entering into an agreement with SouthPort Condos Inc., for the purposes of Downtown Central Business District Community Improvement Plan Tax Assistance and Brownfield Community Improvement Plan Rehabilitation Grant; and

Whereas the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, confers broad authority on municipalities to enter into such agreements;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That The Corporation of the City of Port Colborne enters into an agreement with SouthPort Condos Inc., for the purposes of Downtown Central Business District Community Improvement Plan Tax Assistance and Brownfield Community Improvement Plan Rehabilitation Grant.
2. That the Mayor and City Clerk be and they are hereby authorized and directed to sign the said agreement, attached hereto as Schedule “A”, together with any documents necessary to complete the conditions of the said agreement, and the City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 28th day of June, 2021.

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William C. Steele  
Mayor

---

Amber LaPointe  
City Clerk

**Downtown Central Business District Community Improvement Plan Tax Assistance  
& Brownfield Community Improvement Plan Rehabilitation Grant Agreement**

**BETWEEN:**

THE CITY OF PORT COLBORNE  
(hereinafter referred to as the "City")

and

SouthPort Condos Inc.  
(hereinafter referred to as the "Owner")

**WHEREAS** the City has adopted a Downtown Central Business District Community Improvement Plan (DCIP) and a Brownfield Community Improvement Plan (BCIP) pursuant to Section 28 of the *Planning Act*;

**AND WHEREAS** the Owner is the registered Owner of the lands described in Section 1 and Schedule "A" to this agreement (the "subject lands") which are located within the City of Port Colborne;

**AND WHEREAS** the Owner has made applications (the "application") to the City for the Revitalization (Tax Increment) Grant Program (RGP) under the DCIP and the Brownfield Property Tax Assistance Program (TAP) under the BCIP;

**AND WHEREAS** the City has approved these applications and has agreed to provide a tax increment grant and tax assistance;

**AND WHEREAS** a condition of approval of these applications for a tax increment grant and tax assistance, the Owner is required by the City to enter into this Agreement (the "Agreement");

**1. INFORMATION ON SUBJECT LANDS**

- 1.1 The tax increment grant and tax assistance shall apply to the subject lands as set out in Schedule "A" attached.

**2. TAX ASSISTANCE/GRANT ELIGIBILITY**

- 2.1 To be eligible for the tax increment grant and tax assistance, the development and remediation works on the subject lands (hereinafter referred to as "work"), shall conform to and fulfill:

- (a) the objectives and requirements of the RGP of the DCIP and TAP of the BCIP; and,
- (b) any other requirements as specified by the City

- 2.2 The Owner acknowledges that it has received and read a copy of the City's DCIP RGP Guide (the "DCIP Guide") and the City's BCIP TAP Guide, and the Owner covenants with the City that the subject lands shall be rehabilitated and developed in accordance with the City's objectives, policies and requirements set out in the Program Guides and the CIPs'.

**3. TAX ASSISTANCE/GRANT CALCULATION AND PAYMENT**

- 3.1 The annual tax assistance, in the form of a tax freeze under the TAP, will commence upon approval of this Agreement and will cease upon the earlier of:

- a) Sale or conveyance of the subject lands;
- b) Three (3) years from approval of this Agreement
- c) Commencement of grants under the RGP

- 3.2 The tax assistance will be calculated as the cumulative difference between property taxes on the subject lands at the time of approval of this Agreement and property taxes that would otherwise have been collected on the subject lands for up to three years, or parts thereof, following approval of this Agreement.
- 3.3 The tax assistance available under the Brownfield TAP shall not exceed the amount stipulated in Schedule B to this Agreement.
- 3.4 Municipal grants under the RGP will commence no more than three years following approval of this Agreement and upon cessation of tax assistance for the subject lands and will cease on the earlier of:
  - a) ten (10) years from the date the tax assistance under the TAP ends; or
  - b) other termination of this Agreement.
- 3.5 The annual grant under the RGP will be calculated as a percentage of the increase in municipal property taxes on the subject lands that result from the development, with this percentage as identified in the table below.

Year*	Grant Factor
1	80%
2	80%
3	80%
4	80%
5	80%
6	80%
7	80%
8	80%
9	80%
10	80%

- 3.6 The annual grant payments under the RGP shall be calculated according to the formulas and cost tables set out in Schedule C to this agreement.
- 3.7 The actual annual grant payments under the RGP will be based on the actual post-project assessed value (AV) as determined by the Municipal Property Assessment Corporation (MPAC) and actual City tax rates applicable for the year in which the annual grant is payable.
- 3.8 Where at any time after the original rehabilitation of the subject lands, new construction is added to the subject lands that is not part of the original program application, the available grant under the RGP will be calculated only in respect of the original revitalization contemplated and contained in the original application.
- 3.9 The tax assistance and annual grant payment under the RGP shall be calculated by the City based upon, and provided the City is satisfied in its discretion that rehabilitation of the subject lands took place in accordance with the proposed rehabilitation and revitalization works as specified in the applications, supporting documentation provided by the Owner, and this Agreement;
- 3.10 Tax assistance under the TAP and payment of the grant under the RGP is subject to the City’s review of and satisfaction with all reports and documentation submitted in support of actual costs incurred for eligible works. Any and all of these costs may be, where required by the City, subject to verification, third party review or independent audit, at the expense of the Owner.
- 3.11 The Owner shall not be entitled to tax assistance under the TAP and/or a grant payment under the RGP unless and until they have met all the conditions of this Agreement to the satisfaction of the City. Except where expressly stated in this Agreement, all conditions in this Agreement are for the benefit of the City and may only be waived by the City. No waiver is effective unless in writing.
- 3.12 The total value of the tax assistance that may be provided to the Owner under the TAP shall not exceed the actual total eligible TAP costs that have been approved by the City.

- 3.13 The tax assistance that has been provided to the Owner under the TAP, or any part thereof, will become repayable (including interest) upon notice in writing from the City that one or more of the terms and conditions set out in the application, this Agreement or the TAP have not been met.
- 3.14 The total sum value of the annual grant payments that may be provided to the Owner under the RGP shall not exceed the actual total eligible RGP costs that have been accepted by the City.
- 3.15 The grant payments that have been provided to the Owner under the RGP, or any part thereof, will become repayable upon notice in writing from the City that one or more of the conditions set out in the application, this Agreement, or the RGP have not been met.
- 3.16 Grants are not payable by the City under the RGP until such time as MPAC has reassessed the value of the property upon project completion; the additional assessment eligible for a grant has been added to the assessment roll by the MPAC; property taxes have been billed by the City; and property taxes have been paid in full for one year on the property.
- 3.17 Annual grant payments to the Owner under the RGP are subject to reduction, at the City's discretion, by the amount of any property tax arrears with respect to any part of the subject lands, provided that if, in any subsequent years the property tax arrears are collected, the applicable grant amount which would have been payable with respect to such arrears shall be paid by the City to the Owner.
- 3.18 The grant is not payable by the City under the RGP until such time as all assessment appeals relating to the value of the subject lands before the additional assessment or as to the additional assessment as a result of the revitalization of the subject lands have been filed and decided.
- 3.19 The first grant payment under the RGP as finally determined by the City shall be paid to the Owner by the City, subject to the provisions of this Agreement, following completion and occupancy of the said redevelopment of the subject lands, and after the property taxation year in which the property taxes increase as a result of the completed revitalization.
- 3.20 In the event that the accepted rehabilitation works as described in the Brownfield TAP application have not commenced within three (3) years of Council's approval of this Agreement, this Agreement shall be at an end, and no tax assistance under the Brownfield TAP or grant payments under the RGP shall be paid to the Owner. The City's decision as to when such works are commenced is final.
- 3.21 In the event that the accepted works as described in the RGP application are not completed within six (6) years of the Council approval of this Agreement, this Agreement shall be at an end, and no grant payments under the RGP shall be paid to the Owner. The City's decision as to when such works are completed is final.
- 3.22 Annual grant payments under the RGP will not be provided by the City until the Owner has satisfied the City that:
- a) The development work on the subject lands has been completed in accordance with the work as described in the RGP application;
  - b) The Owner has supplied the City with the actual amount of the eligible RGP costs incurred by the Owner;
  - c) There are no outstanding work orders and/or orders or requests to comply from any City department or other regulatory authority in respect of the subject lands, and the business of the Owner conducted on the subject lands;
  - d) The Owner and the subject lands are in full compliance with:
    - i) Any agreement(s) relating to the property in favour of the City, including any agreement relating to: subdivision, modified subdivision, service, site plan approval, encroachment, joint sewer & water use, easement or other agreement; and,
    - ii) By-laws of the City and provincial or federal legislation and regulations.



- e) There are no unpaid charges, where applicable, against the subject lands in favour of the City, including but not limited to: development charges, parkland dedication fees, special assessments and local improvement charges;
- f) The Owner has not appealed the post-project assessed value and there exists no other pending appeal which has not been settled completely in respect of the post-project assessed value; and,
- g) The Owner has paid all real property taxes assessed against any part of the subject lands owned by the Owner.

#### **4. CORPORATE STATUS**

4.1 The Owner warrants and represents to the City that:

- a) The Owner has been duly incorporated as a corporation and is in good standing under the *Business Corporations Act* and is in compliance with all laws that may affect it and will remain so throughout the term of this Agreement;
- b) The Owner has the corporate capacity to enter into this Agreement and to perform and meet any and all duties, liabilities and obligations as may be required of it under this Agreement;
- c) the Owner is a resident of Canada as of the date of this Agreement and that in the event the Owner ceases to be a resident of Canada, the Owner shall immediately notify the City, and it is agreed, the City may deduct from any or all annual grant payments, such sum(s) as may be required by Canada Customs and Revenue Agency in order to meet the City's obligations as a payer and the Owner's obligations under the *Income Tax Act (Canada)* and other applicable laws.
- d) to the best of its knowledge and belief, there are no actions, suits or proceedings pending or threatened against or adversely affecting the Owner in any court or before or by any federal, provincial, city or other governmental department, commission, board, bureau or agency, Canadian or foreign, which might materially affect the financial condition of the Owner or title to their property or assets; and,
- e) The Owner shall notify the City immediately of any material change in the conditions set out in paragraphs (a)-(d) above.

#### **5. PROVISIONS RELATING TO THE OWNER**

- 5.1 At the time the Owner signs this Agreement, the Owner will provide the City with a certified true copy of a resolution of the Board of Directors of the Owner (certified by an officer of the corporation) that authorizes the Owner to enter into this Agreement with the City.
- 5.2 The Owner shall rehabilitate and revitalize the subject lands in accordance with the plans submitted to the City to the extent such plans have been accepted by the City for purposes of the applications and this Agreement.
- 5.3 The Owner shall not commence any works that are the subject of funding under the Brownfield TAP and/or RGP prior to receiving approval from the City.
- 5.4 The Owner agrees that the rehabilitation and revitalization of the subject lands and buildings thereupon shall be made in compliance with all required building permits, and constructed in accordance with the Ontario Building Code and all applicable zoning by-law requirements, city requirements and other approvals required at law.
- 5.5 The Owner covenants to the City that building(s) and improvements that are the subject of this Agreement will not be demolished, in whole or in part, prior to the advance of all of the grant payments, save and excepting demolition required due to earthquake damage, fire damage or similar.
- 5.6 Upon completion of the works, the Owner shall provide the City with documentation satisfactory to the City as to the amount of the eligible TAP costs actually incurred by the Owner, and the City shall, in its sole discretion, designate the approved total tax assistance available under the TAP.

- 5.7 Upon completion of the work, the Owner shall provide the City with documentation satisfactory to the City as to the amount of the eligible RGP costs actually incurred by the Owner, and the City shall, in its sole discretion, designate the approved grant available under the RGP, the amount of which shall be reviewed annually with respect to actual taxes paid for up to ten years.
- 5.8 The Owner will provide to the City, upon request, a rehabilitation and revitalization status report signed by the Owner to confirm the status and completion of the approved eligible works, including, but not limited to, the rehabilitation and revitalization schedule, the existence and extent of any faults or defects, the value of the work done under any contract, the amount owing to any contractor and the amounts paid or retained by the Owners on any contract.
- 5.9 The Owner shall ensure there are no liens or other claims outstanding in respect of the subject lands, including its rehabilitation and revitalization, all accounts for work and materials which could give rise to any claim for a construction lien against the subject lands have been paid; and there is no default by the Owner with respect to any of the terms of this Agreement.
- 5.10 The Owner shall ensure that the Owner is in compliance with the *Construction Act*, including its holdback provisions and is not aware of any potential or unresolved Lien claim in respect of the redevelopment.
- 5.11 The Owner covenants to the City that the Owner shall use the subject lands in compliance with this Agreement, all city by-laws pertaining to use, and all applicable environmental laws.
- 5.12 The Owner covenants to the City that the Owner will require, as a term of every lease, that tenants of the subject lands comply with all city by-laws pertaining to use, and all applicable environmental laws.
- 5.13 The Owner agrees to comply with all outstanding work orders and/or orders or requests to comply from any and all City departments during the term of this Agreement.
- 5.14 The Owner covenants to the City that the Owner shall not commit or permit any waste to be dumped or any nuisance upon the subject lands, or permit any part of the subject lands to be used for any dangerous occupation or business or for any noxious or offensive trade.
- 5.15 The Owner's lawyer shall provide the City, prior to the City's execution of this Agreement with their Lawyer's Certificate of Title and Registration to certify to the City, in a form satisfactory to the City's Corporate Counsel that:
- a) The Owner named in this Agreement is the registered Owner of the subject property;
  - b) The Agreement has been executed on behalf of the corporate Owner by individual(s) who have authority to bind the corporate Owner; and,
  - c) A complete legal description of the subject lands is set out in Schedule "A" of this Agreement.
- 5.16 The Owner may assign the tax assistance and/or the grant approved under this Agreement to an assignee, provided the Owner is not in default of any of the terms and conditions set out in the application, this Agreement, the TAP and the RGP and provided that the written consent of the City is obtained prior to the assignment. The parties agree that this Agreement may be assigned by the Owner to a corporation incorporated pursuant to the Trust and Loan Companies Act (Canada), or a Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company for the purpose of financing the development of the subject lands, provided that any such assignment shall not relieve or release the Owner from the conditions and obligations set out herein.
- 5.17 In the event that after this Agreement is executed, the ownership of part or all of the subject lands ceases for any reason to be in the Owner's name while grant payments remain to be paid, the Owner shall be entitled to and shall continue to receive the remaining grant payments and the Owner shall fulfill any obligations and maintenance conditions under this Agreement that have not been fulfilled. The purchaser of part or all of the subject lands shall not have any present or future claim and/or entitlement to any

remaining grant payments and the Owner shall obtain a written acknowledgement from each purchaser of all or part of the subject lands that the Purchaser, for itself, its successors and assigns waives any present or future claim and/or entitlement to such grant, whether such grants are in the form of actual payments, rebate of charges otherwise payable or refunds or rebates on property taxes or other amounts paid or payable with respect to the subject lands.

- 5.18 If the Owner wishes to assign the remaining grant payments to an assignee, the City may as a condition of its consent, require that the assignee enter into an agreement with the City whereby the assignee assumes all of the Owner's obligations and maintenance conditions under this Agreement.
- 5.19 The Owner will be responsible for ensuring that it can be contacted by the City for the purpose of delivering grant cheques.
- 5.20 The Owner acknowledges that, without limiting the generality of the other provisions of this Agreement:
- a) The onus and responsibility is upon the Owner at all times to assume all costs of works on the subject lands and to apply for and obtain, at the Owner's expense, all approvals required from the City and all other agencies for the rehabilitation of the subject property, including but not limited to all Official Plan Amendments, Zoning By-law amendments, minor variances, and site plan approval;
  - b) Nothing in this Agreement limits or fetters the City in exercising its statutory jurisdiction under the *Planning Act* or under any other legislative authority or by-law, and that in the event the City decides to deny or oppose or appeal any such decision, that such action by the City is not in any manner limited by reason of the City entering into this Agreement;
  - c) The Owner releases the City from any liability in respect of the City's reviews, decisions, inspections or absence of inspections regarding the rehabilitation works that are subject of this Agreement, the Owner agrees that it is its responsibility at all times to prepare and implement its rehabilitation works as would a careful and prudent landowner;
  - d) Nothing in this Agreement is intended to impose or shall impose upon the City any duty or obligation to inspect or examine the land for compliance or non-compliance or to provide an opinion or view respecting any condition of development; and,
  - e) Nothing in this Agreement is intended to be or shall be construed to be a representation by the City regarding compliance of the land with:
    - i) Applicable environmental laws, regulations, policies, standards, permits or approvals; or,
    - ii) Other by-laws and policies of the City.
- 5.22 The Owner shall indemnify and save harmless from time to time and at all times, the City and its officials, officers, employees, and agents from and against all claims, actions, causes of action, interest, demands, costs, charges, damages, expenses and loss made by any person arising directly or indirectly from:
- a) The City entering into this Agreement; and
  - b) Any failure by the Owner to fulfil its obligations under this Agreement.

This indemnification shall, in respect of any matter arising prior to the termination of this Agreement, remain in force following termination or expiry of this Agreement.

## **6. PROVISIONS RELATING TO THE CITY**

- 6.1 The City agrees to provide a grant to the Owner with said grant to commence at the end of the tax assistance period and ceasing on the earlier of:
- a) the point in time when the total of all annual grant payments provided equals total eligible RGP costs that have been accepted by the City;

- b) Ten (10) years following the cessation of the tax assistance period.
- 6.2 On an annual basis, the City, upon being satisfied that the Owner is not in default of any of the terms and conditions set out in the application, this Agreement, and the RGP, shall pay the annual grant payment in accordance with this Agreement.
- 6.3 If the Owner cannot be reached over a protracted period (more than 2 years), the City will have the option, without notice and at its own discretion, of terminating this Agreement and all future grant payments to the Owner.
- 6.4 If in the opinion of the City, the property is not maintained in its rehabilitated condition, and the Owner has not remedied such defaults following reasonable notice, the City may, at its sole discretion, terminate tax assistance and/or all future grant payments and require repayment of the tax assistance and/or grant payments already provided by the City to the Owner.
- 6.5 The City, its employees and agents are entitled to inspect the subject lands at any time during business hours for the purpose of ascertaining their condition or state of repair or for the purpose of verifying compliance with the application, this Agreement, and the RGP.
- 6.6 The City retains the right at all times to delay or cancel tax assistance and/or grant payments, and/or require repayment of tax assistance and/or grant payments already made to the Owner, and/or terminate this Agreement if the Owner is not in compliance with this Agreement, and has not corrected such non-compliance following reasonable notice from the City. In particular, without limiting the generality of the foregoing, the tax assistance and the grant is conditional upon periodic reviews satisfactory to the City to there being no adverse change in the rehabilitation works and to there being compliance on the part of the Owner with all other requirements contained in this Agreement.
- 6.7 Communications from the City to the Owner may be addressed to the Owner at the address of the Owner listed in Section 9 of this Agreement.

## **7. DEFAULT AND REMEDIES**

- 7.1 On the occurrence of default under this Agreement the City shall be entitled to its remedies to enforce this Agreement, including, but not limited to:
  - a) Delaying or cancelling tax assistance and/or grant payments; and/or,
  - b) Requiring repayment to the City by the Owner of all tax assistance and/or grant payments already made to the Owner; and/or,
  - c) Terminating the Agreement.
- 7.2 The Owner agrees and covenants to the City that if the building(s) and improvements that are the subject of this Agreement are demolished for reasons other than severe damage due to earthquake, fire or the like, in whole or in part, prior to the expiration of the term of this Agreement, all subsequent grant payments shall cease.
- 7.3 Default shall be deemed to occur upon any default of the Owner in complying with the terms set out in this Agreement, following reasonable notice, including, but not limited to, the following:
  - a) Non-compliance with any City by-laws, provincial, and/or federal laws and regulations;
  - b) Failure to pay and keep in good standing all real property taxes with respect to any parts of the subject lands owned by the Owner;
  - c) Any representation or warranty made by the Owner is incorrect in any material respect;
  - d) Failure to perform or comply with any of the obligations contained in this Agreement entered into between the Owner and the City;
  - e) The Owner makes an assignment for the benefit of creditors, or assigns in bankruptcy or takes the advantage in respect of their own affairs of any statute for relief in bankruptcy, moratorium, settlement with creditors, or similar relief of

bankrupt or insolvent debtors, or if a receiving order is made against the Owner, or if the Owner is adjudged bankrupt or insolvent, or if a liquidator or receiver is appointed by reason of any actual or alleged insolvency, or any default of the Owner under any mortgage or other obligation, or if the subject lands or interest of the Owner in the subject lands becomes liable to be taken or sold by any creditors or under any writ of execution or other like process;

- f) This Agreement is forfeited or is terminated by any other provision contained in it.
- 7.4 The City shall provide the Owner with notice of default and provide a reasonable period for the correction of any item of default. At the option of the City, payments by the City to the Owner shall be suspended until the item of default has been corrected.

**8. ADDITIONAL PROVISIONS**

- 8.1 This Agreement shall remain in effect from the date of its execution by the City to the earlier of:
- a) The time when the City informs the Owner in writing that due to the non-fulfilment or non-compliance with a required condition or due to default, this Agreement is terminated;
  - b) The time when the total amount of the tax assistance and grants paid out to the Owner equals the total accepted eligible costs under the TAP and RGP, respectively;
  - c) Ten (10) years after the tax assistance period.
- 8.2 Time shall be of the essence with respect to all covenants, Agreements and matters contained in this Agreement.
- 8.3 Schedule “A”, Schedule “B” and Schedule “C” attached to this Agreement form part of the Agreement.

**9 NOTICES**

- 9.1 Where this Agreement requires notices to be delivered by one party or the other, such notice shall be given in writing and delivered either personally, by e-mail, by fax or by prepaid first call mail by the party wishing to give such notice to the other party at the address noted below:

To the Owner at:	To the City at:
SouthPort Condos Inc. c/o Tom Rankin 222 Martindale Road St. Catharines, ON L2R 7AR Ph: 905-684-1111 Fax: 905-684-2260	City of Port Colborne c/o Amber LaPointe 66 Charlotte Street Port Colborne Ontario, L3K 3C8 Ph: 905-835-2900 ext 106 Fax: 905-835-2939

**THIS AGREEMENT** shall be binding upon the parties and their heirs, executors, successors and assigns.

**IN WITNESS WHEREOF** the parties duly execute this Agreement:

SIGNED, SEALED AND DELIVERED	) THE CITY OF PORT COLBORNE
In the presence of	)
	)
	)
	)
	) _____
	) Mayor William C. Steele
	)
	)
	) _____
	) Amber LaPointe City Clerk
	)
	)
	) SouthPort Condos Inc.
	)
	)
	) _____
_____	) Tom Rankin:
WITNESS	) Owner
	) I/We have the authority to bind the Corporation

Note: If the Business is a registered Ontario Corporation, a Witness is not required.

**Schedule "A"**

Of an Agreement between the City of Port Colborne and the Owner named in this Agreement.

Name of Registered Property Owner SouthPort Condos Inc.

Address of Subject Lands 100, 118 and 124 West Street  
21 Adelaide Street, 14 and 18 Victoria Street

Assessment Roll Number(s)  
010 018 08100 0000  
010 018 08400 0010  
010 018 07800 0000  
010 018 03500 0000  
010 018 08500 0000

Mailing Address of Property Owner (where different from address of subject lands):

222 Martindale Road, St. Catharines, ON L2R 7AR Tel. No: 905-684-1111  
Fax No: 905-684-2260

E-mail: Tom Rankin <trankin@rankinconstruction.ca>

**Legal Description of Subject Lands**

1STLY: WELLAND CANAL RESERVE LAND BEING PART OF WEST ST, PLAN 987, 988 AND 989 AS IN AA90994; 2NDLY: LT 6 W/S WEST ST PL 987-989 PORT COLBORNE; PT LT 7 W/S WEST ST PL 987-989 PORT COLBORNE PT 2, 59R8922; S/T RO679536; PORT COLBORNE; 3RDLY: PT LT 7 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO652604; LT 8 W/S WEST ST PL 987-989 PORT COLBORNE; LT 9 W/S WEST ST PL 987-989 PORT COLBORNE; PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO652604; S/T RO679536 PORT COLBORNE; 4THLY: PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE; PT WEST ST PL 987-989 PORT COLBORNE AS IN RO685463; 5THLY: PT LT 1 N/S ADELAIDE ST PL 987-989 PORT COLBORNE PT 1, 59R6635; 6THLY: PT LT 10 W/S WEST ST PL 987-989 PORT COLBORNE AS IN RO746766; 7THLY PT LT 1 S/S VICTORIA ST PL 987-989 PORT COLBORNE AS IN RO548477 EXCEPT PART 1 59R16826; CITY OF PORT COLBORNE (PIN 64163-0335 LT)

**Schedule "B"**

**Downtown Central Business District CIP – Revitalization (Tax Increment) Grant**

(1)	Estimated Total Construction Cost	\$23,760,215	E
(2)	Estimated cost of approved eligible works	\$21,547,075	
(3)	Pre-project assessed value (AV):	\$1,110,048	
(4)	Pre-project City property taxes	\$14,116	
(5)	Pre-project Region property taxes	\$ 9,472	
(6)	Pre-project Education property taxes	\$ 7,485	
(7)	Post-project assessed value (AV):	\$ 19,089,271	
(8)	Post-project City property tax rate	.00861420	
(9)	Post-project Region property tax rate	.00566267	
(10)	Post-project Education property tax rate	.0016100	
(11)	Post-project City property taxes	\$ 193,678	
(12)	Post-project Region property taxes	\$ 144,560	
(13)	Post-project Education property taxes	\$ 42,050	

Tax Increment = (Post-project City property Taxes + Post-project Region property taxes) – (Pre-project City property taxes + Pre-project Region property taxes)

= \$314,651

RGP Grant = Tax Increment\*0.80

=251,721

**Schedule "B" Continued**

**TAX INCREMENT GRANT CALCULATION**

	Pre Development	Project Completion	Tax Increment	% of Tax Increment	Annual Grant
Assessment Value	\$1,110,048	\$ 19,089,271		80%	
Municipal Taxes	\$14,116	\$ 193,678	\$179,562	\$143,650.	\$143,650
Regional Taxes	\$9,472	\$ 144,560	\$135,089	\$108,071	\$108,071
Total	\$23,587	\$338,238	\$314,651	\$251,721	\$251,721
		Duration of Grant			10 years
		Total Payment of Grant			\$2,517,206



*\*Please note the Downtown Central Business District CIP Revitalization (Tax Increment) Grant Program is being used instead of the Brownfield Rehabilitation Grant Program to calculate tax incentives but the Brownfield Property Tax Assistance Program is being used to enable a three year tax freeze.*

**Schedule "C"**

**Brownfield Tax Assistance Eligible Items**

Eligible Cost Item	Estimated Cost (\$)
Any costs of Phase II ESA’s, Designated Substances and Hazardous Materials Survey, Remedial Work Plans and Risk Assessments not covered by the Environmental Site Assessment Grant Program	\$72,500
Environmental Remediation including the cost of preparing an RSC	\$632,240
Placing clean fill and grading	\$233,500
Installing environmental and/or engineering controls/works as specified in the Remedial Work Plan and/or Risk Assessment	\$0
Monitoring, maintaining and operating environmental and engineering controls/works as specified in the Remedial Work plan and/or Risk Assessment	\$ 0
Environmental Insurance Premiums	\$ 0
 Total Costs Eligible for Property Tax Assistance (Sum Costs 1-6 above)	 \$938,240
Any costs of Feasibility Study not covered by the Feasibility Study Grant Program	\$ 30,000
The following LEED components:	\$ 0
Base plan review by a certified LEED consultant	\$ 0
Preparing new working drawings to LEED standard	\$ 0
Submitting and administering the constructed element testing and certification used to determine the LEED designation	\$ 0
Increase in material/construction cost of LEED components over standard building code requirements to a maximum of 10% of total construction costs.	
Building demolition (excluding permit fees)	\$325,000
Building Rehabilitation and Retrofit Works (excluding permit fees)	\$ 0
Upgrading on-site infrastructure including water services, sanitary sewers and stormwater management facilities	\$668,480
Construction/upgrading off-site infrastructure including roads, water services, sanitary sewers, stormwater management facilities, electrical/gas utilities, where this is required to permit remediation, rehabilitation and/or adaptive reuse of property that is subject of the application	\$340,360
Total Eligible Costs Eligible for Brownfield Tax Assistance Program	<hr/> \$2,302,080

*\*Please note the Downtown Central Business District CIP Revitalization (Tax Increment) Grant Program is being used instead of the Brownfield Rehabilitation Grant Program to calculate tax incentives but the Brownfield Property Tax Assistance Program is being used to enable a three year tax freeze.*

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Authorize Entering into a Contract Agreement with  
Tri-Phase Group Inc. regarding Project 2021-16, 11 King St. Buildings Demolition

Whereas at its meeting of June 28, 2021, the Council of The Corporation of the City of Port Colborne approved the recommendations of the Public Works Department Report No. 2021-182, Subject: Project 2021-16, 11 King St. Buildings Demolition; and

Whereas the Council of The Corporation of the City of Port Colborne is desirous of entering into a contract agreement with Tri-Phase Group Inc. regarding Tender 2021-16, 11 King St. Buildings Demolition;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That The Corporation of the City of Port Colborne enter into a contract agreement with Tri-Phase Group Inc. regarding Tender 2021-16, 11 King St. Buildings Demolition.
2. That the Mayor and the Clerk be and each of them is hereby authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 28<sup>th</sup> day of June 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Authorize Entering into a Contract Agreement with  
CIMA Canada Inc. regarding Project 2021-18, Project Management Services

Whereas at its meeting of June 28, 2021, the Council of The Corporation of the City of Port Colborne approved the recommendations of the Public Works Department, Engineering Division, Report No. 2021-181, Project 2021-18, Project Management Services; and

Whereas the Council of The Corporation of the City of Port Colborne is desirous of entering into a contract agreement with CIMA Canada Inc. regarding Tender 2021-18, Project Management Services; and

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the Corporation of the City of Port Colborne enter into a contract agreement with CIMA Canada Inc. regarding Tender 2021-18, Project Management Services.
2. That the Mayor and the Clerk be and each of them is hereby authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 28<sup>th</sup> day of June 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk

The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a by-law to adopt, ratify and confirm  
the proceedings of the Council of The  
Corporation of the City of Port Colborne at  
its Regular Meeting of June 28, 2021

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of June 28, 2021 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 28th day of June, 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk