

## City of Port Colborne Council Meeting Agenda

**Date:** November 22, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
 66 Charlotte Street, Port Colborne

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1. Call to Order	
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<b>10.</b>	<b>Presentations</b>	
<b>11.</b>	<b>Delegations</b>	
	<p>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 <a href="mailto:deputyclerk@portcolborne.ca">deputyclerk@portcolborne.ca</a> 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.</p>	
<b>12.</b>	<b>Mayor's Report</b>	
<b>13.</b>	<b>Regional Councillor's Report</b>	
<b>14.</b>	<b>Staff Remarks</b>	
<b>15.</b>	<b>Councillors' Remarks</b>	
<b>16.</b>	<b>Consideration of Items Requiring Separate Discussion</b>	
<b>17.</b>	<b>Motions</b>	
<b>18.</b>	<b>Notice of Motions</b>	
<b>19.</b>	<b>Minutes of Boards &amp; Committees</b>	

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## **20. By-laws**

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20.2.	By-law to Authorize Entering into a Contract Agreement with GM BluePlan Engineering Limited regarding Project 2021-35, Proposal for Consulting Services for an Infrastructure Needs Study and Integrated Asset Management Plan	93
20.3.	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	94

## **21. Confidential Items**

Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Municipal Act, 2001.

21.1.	Minutes of the closed session portion of the September 27, 2021 Council Meeting	
21.2.	Chief Administrative Office Report 2021-296, Nyon Energy Lands and the Nyon Tank Farm Property	
21.3.	Chief Administrative Office Report 2021-305, Proposed or Pending Acquisition or Disposition of Land, Litigation or Potential Litigation, and Solicitor-Client Privilege	
21.4.	Chief Administrative Office Report 2021-300, Proposed or Pending Acquisition or Disposition of Land	

## **22. Procedural Motions**

## **23. Information items**

## **24. Adjournment**

Mr. W. Steele, Mayor  
66 Charlotte Street  
Port Colborne ON  
L3K 3C8

November 8, 2021

Dear Sir:

I am writing on behalf of Niagara's Crime Stoppers program to advise you and members of your council that January 2022 is recognized in Canada and other parts of the world as Crime Stoppers Month.

It would be appreciated if you could officially acknowledge Crime Stoppers Month in your community with a proclamation and by flying the Crime Stoppers flag outside your municipal building during January.

We will invite the local media to photograph your presentation of the proclamation to representatives of the Crime Stoppers board at a time and location convenient for you between December 10 and December 20, 2021. Media coverage of this event will serve to remind the public that January is Crime Stoppers Month.

It is our hope to also display the proclamation at a news conference in St. Catharines to official launch of Crime Stoppers Month on January 5, 2022 and we will included a copy of the document in media kits for members of the press attending the event.

During the first week of January, we would like to have representatives of Crime Stoppers attend your flag raising ceremony and distribute photographs of the event to the media in addition to posting the images on the Crime Stoppers web site and other social media platforms.

On behalf of Carlo Zecchini, the chair of Crime Stoppers of Niagara, I have the pleasure of inviting you to attend a public reception at 2:30 p.m. on Thursday, January 13, 2022 at the Grantham Lion's Club in St. Catharines to mark Crime Stoppers Month and recognize a number of individuals who have made significant contributions to Crime Stoppers of Niagara during the past year.

I would also like to take this opportunity to thank you on behalf of the Crime Stoppers board of directors for all the assistance and support you have given to our program through the years and our mission to keep communities safe and secure.

Please contact Sara Stevens, our administrative coordinator at 905-938-5463 should you have any questions or require additional information.

Sincerely,



Peter Holman

Director

Crime Stoppers of Niagara





**PORT COLBORNE**

November 22, 2021

Moved by Councillor  
Seconded by Councillor

**WHEREAS** Crime Stoppers month promotes awareness through education campaigns, activities and events held across the Niagara Region and it also offers the community the opportunity to partner in solving crime in our area; and

**WHEREAS** Crime Stoppers encourages everyone to See Something, Hear Something, Say Something to assist law enforcement; and

**WHEREAS** Increased awareness and understanding of the Crime Stoppers program will promote the use of the 24-hour reporting services to reduce and solve crime; and

**WHEREAS** Crime Stoppers Niagara actively works with members of the community, the media and the police as a community safety service partner;

**NOW THEREFORE**, I, Mayor William C. Steele, proclaim the month of January 2022 as “**Crime Stoppers Month**” in the City of Port Colborne.

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William C. Steele  
Mayor

## **City of Port Colborne**

### **Council Meeting Minutes**

**Date:** Monday, November 8, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

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

**Member(s) Absent:** E. Beauregard, Councillor  
A. Desmarais, Councillor  
D. Kalailieff, Councillor

**Staff Present:** 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. Land Acknowledgment**

#### **4. Proclamations**

##### **4.1 International Day for the Elimination of Violence Against Women - November 25, 2021**

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

That November 25, 2021 be proclaimed as “the International Day for the Elimination of Violence Against Women” in the City of Port Colborne.

Carried

**5. Adoption of Agenda**

Moved by Councillor R. Bodner  
Seconded by Councillor F. Danch

That the agenda dated November 8, 2021 be confirmed, as circulated.

Carried

**6. Disclosures of Interest**

**7. Approval of Minutes**

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

- a. That the minutes of the Regular Meeting of Council held on October 25, 2021, be approved as circulated.
- b. That the minutes of the Committee of the Whole-Budget meeting held on October 28, 2021, be approved as circulated.

Carried

**7.1 Regular Meeting of Council - October 25, 2021**

**7.2 Committee of the Whole-Budget - October 28, 2021**

**8. Recommendations Arising from Committees**

**8.1 2022 Levy Budget, 2021-275**

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

That the Corporate Services Department, Financial Services Division, Report 2021-275 Subject 2022 Levy Budget **BE RECEIVED**;

That By-law 6733/97/19 be amended to have 100 percent of residential and non-residential development charges put in place by May 1, 2022;

That the Acting Director of Planning and Development/City Clerk be directed to facilitate a review of the Development Charges after May 1, 2022 for the year 2023; and

That the 2022 Levy Budget as outlined in Report 2021-275, **BE APPROVED**, as amended.

**Amendment:**

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

That the Corporate Services Department, Financial Services Division, Report 2021-275 Subject 2022 Levy Budget **BE RECEIVED**;

That the 2022 Levy Budget as outlined in Report 2021-275, **BE APPROVED**.

Carried

**a. Memorandum from Amber LaPointe, Acting Director of Planning and Development/City Clerk - Development Charges Process**

**8.2 2022 Proposed User Fees and Charges, 2021-277**

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

That Corporate Services Department Report 2021-277 be received;

That the 2022 Proposed User Fees and Charges schedules attached as Appendices A to U of Corporate Services Report 2021-277 be approved;

That Item 3 in the draft by-law attached as Appendix V of Corporate Services Report 2021-277 be amended by adding "This waiver shall be applied only once per event"; and

That the draft by-law attached as Appendix V of Corporate Services Report 2021-277, as amended, be brought forward to Council for consideration.

Carried

## **9. Staff Reports**

Moved by Councillor M. Bagu

Seconded by Councillor H. Wells

That items 9.1 to 9.4 be approved, and the recommendations contained therein be adopted.

Carried

### **9.1 Transfer Payment Agreement – Ministry of Municipal Affairs and Housing, 2021-290**

That Corporate Services Department Report 2021-290 be received;

That Council approve the Ontario Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing for the Municipal Modernization Program Intake 2 and the City's Information Technology modernization project, attached as Appendix A to Corporate Services Department Report 2021-290; and

That a By-law to enter into the Ontario Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing, be brought forward.

### **9.2 2022 Borrowing By-law, 2021-281**

That Corporate Services Department Report 2021-281 be received; and

That the draft by-law attached as Appendix A to Corporate Services Department Report 2021-281 be adopted to authorize temporary borrowing in 2022, as required, up to \$4,000,000 for operating cash flow to meet the City's day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year.

### **9.3 2022 Interim Tax Billing, 2021-280**

That Corporate Services Department Report 2021-280 be received; and

That the draft by-law attached as Appendix A to Corporate Services Department Report 2021-280 be adopted to authorize the 2022 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final levy rates are established.

### **9.4 Cancellation, Reduction or Refund of Realty Tax, 2021-282**

That Corporate Services Department Report 2021-282 be received; and

That the applications pursuant to Section 357/358 of the *Municipal Act*, 2001, as amended, numbered 2021-100, 2021-200, 2021-300 and 2021-400 be approved to cancel or reduce taxes in the total amount of \$11,110.97.

**10. Correspondence Items**

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

That items 10.1 to 10.3 be received for information.

Carried

**10.1 Niagara Region - Niagara Region Incentives Policy**

**10.2 Niagara Region - Regional Incentives Information and Alternatives**

**10.3 City of Vaughan - Endorsement of National Teen Driver Safety Week and Request Ministry of Transportation to Review Measures Impacting Newly Licensed Drivers**

**11. Presentations**

**11.1 Donna Herrington, The Herrington Group Ltd and Andrea Mamo, Member of the Joint Accessibility Advisory Committee (JAAC) - The JAAC Presentation to Municipal Councils 2021**

Donna Herrington, The Herrington Group Ltd, and Andrea Mamo, Member of the Joint Accessibility Advisory Committee (JAAC) provided an update on the JAAC's activity and responded to questions received from Council.

**12. Delegations**

**13. Mayor's Report**

A copy of the Mayor's report is attached.

**14. Regional Councillor's Report**

Regional Councillor Butters provided an update to City Council.

**15. Staff Remarks**

**15.1 Water/Wastewater Rates Budget Meeting (Boles)**

The Director of Corporate Services/Treasurer informed Council that the upcoming Water/Wastewater Rates Budget Meeting has been rescheduled to Monday December 6, 2021.

**16. Councillors' Remarks**

**16.1 Short-Term Rentals Update (Bodner)**

In response to Councillor Bodner's request for an update on the matter of short-term rentals, the Acting Director of Planning and Development/City Clerk informed Council that staff will be bringing forward a report with recommendations to Council early in 2022.

**16.2 Enforcement of Short-Term Rentals (Bodner)**

In response to Councillor Bodner's inquiry regarding what the current process is for enforcing noise issues that occur at short-term rentals, the Fire Chief informed Council that By-law staff currently use the Non-Parking Administrative Monetary Penalty (AMPs) system to issue tickets and also recommended that the Niagara Regional Police be notified when any noise issues occur.

**16.3 Polo Club in Niagara (Bodner)**

Councillor Bodner shared information with Council and the public about the Plain Bay Polo Centre in Wainfleet and the Greater Niagara Polo Club.

**16.4 Remembrance Day at Centennial Park (Bodner)**

Councillor Bodner informed Council and the public that there will be a Remembrance Day ceremony at Centennial Park on November 11, 2021 and encouraged residents to join.

**16.5 Parking Issues on Hillcrest Road (Danch)**

Councillor Danch reported that multiple residents on Hillcrest Road have expressed concerns regarding the amount of cars parking on the road and visibility issues. The Fire Chief informed Council that he would investigate this matter.

**17. Consideration of Items Requiring Separate Discussion**

**17.1 Road Ends Study, 2021-291**

Moved by Councillor H. Wells

Seconded by Councillor R. Bodner

That Public Works Services Department Report 2021-291 be received;



That Sierra Planning and Management be directed to conduct a Public Open House meeting by mid December to solicit public feedback on the Draft Road Ends Study Report; and

That Sierra Planning and Management be directed to report back to Council in first half of Q1, 2022 with relevant comments incorporated into the Draft Road Ends Report, for Council's consideration.

Carried

#### **17.2 235-241 Welland Street – RFP and Design Guidelines, 2021-288**

Moved by Councillor G. Bruno

Seconded by Councillor F. Danch

That Chief Administrative Office Report 2021-288 be received;

That the Request for Proposal (RFP) and Draft Guidelines for the sale and development of 235-241 Welland Street attached as Appendix A and B to Chief Administrative Office Report 2021-288 be approved; and

That the Manager of Strategic Initiatives be directed to issue an RFP for the sale and development of 235-241 Welland Street.

Carried

#### **17.3 Patio Stall Season Extension Request, 2021-292**

Moved by Councillor H. Wells

Seconded by Councillor M. Bagu

That Chief Administrative Office Report 2021-292 be received; and

That a Patio Stall extension through to December 31, 2021 be approved, pending the comprehensive review and consultation of the City's Encroachment Policy.

Carried

#### **17.4 Property Acquisition - 35 King Street, 2021-287**

Moved by Councillor H. Wells

Seconded by Councillor M. Bagu

That Chief Administrative Office Report 2021-287 be received;

That a by-law to authorize entering into an Agreement of Purchase and Sale with the Niagara Region at an agreed upon price of \$200,000 for 35 King Street be brought forward; and

That the Mayor and Clerk be authorized to sign and execute any and all documents respecting the sale of these lands.

Carried

**17.5 Sale of City Property – Nickel Street, 2021-283**

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

That Council approve entering into an Agreement of Purchase and Sale including Schedule B with Ajay Kahlon regarding a City owned property on Nickel Street, legally described as North South Plan 19, Lot 26, NP 857;

That a by-law to authorize entering into an Agreement of Purchase and Sale with Ajay Kahlon regarding the sale of a City owned property on Nickel Street, legally described as North South Plan 19, Lot 26, NP 857, be brought forward; and

That the Mayor and Clerk be authorized to sign and execute any and all documents respecting the sale of these lands.

Carried

**17.6 Disaster Mitigation and Adaptation Funding for Clarke Area Sanitary Sewer Remediation Project, 2021-278**

Moved by Councillor M. Bagu  
Seconded by Councillor R. Bodner

That Public Works Department Report 2021-278 be received; and

That the Manager of Water and Wastewater be directed to apply for Disaster Mitigation and Adaptation funding for the Clarke Area Sanitary Sewer Remediation Project.

Carried

**17.7 Town of Niagara-on-the-Lake - School Board Professional Development Day Request - Monday, October 24, 2022**

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

That correspondence received from the Town of Niagara-on-the-Lake regarding the School Board Professional Development Day Request for Monday, October 24, 2022, be supported.

Carried

**18. Motions**

**19. Notice of Motions**

**20. Minutes of Boards & Committees**

Moved by Councillor R. Bodner  
Seconded by Councillor F. Danch

That items 20.1 to 20.3 be approved, as presented.

Carried

**20.1 Port Colborne Historical & Marine Museum Board Minutes - September 21, 2021**

**20.2 Environmental Advisory Committee Minutes - August 11, 2021**

**20.3 Downtown Port Colborne BIA Minutes - January 13, February 10, March 15, April 19, May 17, June 21, July 26, August 9, and August 30, 2021**

**21. By-laws**

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

That items 21.1 to 21.8 be enacted and passed.

Carried

**21.1 By-law to Establish Ward Boundaries**

**21.2 By-law to Establish Fees and Charges for Various Services and to Repeal By-law 6741/105/19**

- 21.3 By-law to Authorize Entering into an Agreement of Purchase of Sale with Niagara Region Respecting 35 King Street**
- 21.4 By-law to Authorize Entering Into an Agreement of Purchase and Sale with Ajay Kahlon Respecting Nickel Street North South Plan 19 Lot 26 NP 857**
- 21.5 By-law to Authorize Entering into an Agreement with Her Majesty the Queen in the right of Ontario as represented by the Minister of Municipal Affairs and Housing regarding Ontario Transfer Payment Agreement**
- 21.6 By-law to Authorize the Temporary Borrowing of \$4,000,000.00 for 2022**
- 21.7 By-law to Provide for an Interim Tax Levy for the Year 2022**
- 21.8 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne**

**22. Confidential Items**

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

That item 22.1 be received for information.

Carried

**22.1 Chief Administrative Office Report 2021-289, Nyon Energy Lands and the Nyon Tank Farm Property**

**23. Procedural Motions**

**24. Information items**

**25. Adjournment**

Mayor Steele adjourned the meeting at approximately 8:45 p.m.

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William C. Steele, Mayor

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Amber LaPointe, City Clerk



**PORT COLBORNE**

## **Mayor's Report**

November 10, 2021 Council Meeting  
COVID-19

On October 22, 2021, the Ontario government, in consultation with the Chief Medical Officer of Health, released A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term.

This plan, which can be viewed at [www.ontario.ca](http://www.ontario.ca), outlines increased capacity limits and the province's approach to lifting the remaining public health and workplace safety measures by March 2022.

Ensuring you get vaccinated is important. Visit [Ontario.ca](http://Ontario.ca) for vaccination locations.

A reminder that you must show proof of vaccination to enter certain businesses and recreation facilities. Please ensure you carry this with you. If you need assistance in getting a printed copy of your vaccination record, stop by the Public Library and they can assist you.

At this time, it will still be important for you to wear a mask and maintain social distancing.

Staff are continuing to offer customer service support for residents, businesses, and visitors by phone, email, website, and social media channels.

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.

### Paint a Plow

A few weeks ago we assigned our local elementary schools with a SnowPORTant mission: to paint our snow plows and artistically display their school pride.

Five schools, DeWitt Carter, St. Patrick, St. Therese, St. Joseph, and Oakwood accepted the mission and today I had the chance to see all of them and choose a plow as our winner to be on display in our upcoming reverse Santa Claus Parade on Saturday Dec. 4 at 6:30 p.m. in H.H. Knoll Lakeview Park; in addition to being on display in our community all winter long, brightening up our roadways.

The winning school is DeWitt Carter with their Snow Breathing Dragon. I loved this one because they are the DeWitt Carter Dragons and they really incorporated their school mascot and the project to come up with a great plow! I can't wait to see the plow in action this winter. I also had the chance to surprise them today with their snow plow to share the news and it was great to see their excitement.

The runner-up was St. Patrick Catholic Elementary School. I loved this one because on the back of the plow, they actually wrote inspirational messages to our snow plow drivers that included "Keep Plowin' Through" and "you are imPORTant".

All of the schools did an amazing job and I hope you keep your eyes open for them during our first snow event.

We also want to thank Port Paint and Paper for providing the supplies to our schools. It is always great when we can partner with our community on projects like this.

### Grand Opening

Last week I had the opportunity to welcome another new business to Port Colborne. Steele & Clover Public House is fashioned after an Irish pub and restaurant and is located in the Portal Village Mall, at the corner of Steele and Killaly, an area that has been lacking a restaurant.

If you get an opportunity, go check them out.

### 100<sup>th</sup> anniversary of the Poppy

2021 marks the 100th anniversary of the remembrance Poppy in Canada. A commemorative poppy was created and this is the poppy we are wearing this evening.

In July of 1921 the Great War Veterans Association adopted the Poppy as the flower of Remembrance. To honour this milestone and to commemorate those who protected our freedom, the Port Colborne Historical & Marine Museum will have a Poppy installation on the museum grounds until November 11th.

The museum worked in partnership with the Niagara Falls Museum's Poppy project to bring 2,021 hand knit poppies to Port Colborne for this unique display. We are grateful to our neighbouring Museum and the volunteers who contributed to this project.

### Remembrance Day

On November 11<sup>th</sup> at 10:45 a.m. the Port Colborne Royal Canadian Legion will be hosting their Remembrance Day ceremony at the cenotaph at H.H. Knoll Lakeview Park.

For those unable to attend, the City has partnered with the Legion and WeeStreem to provide a live stream of the ceremony beginning at 10:30 a.m. on the City's YouTube channel.

I would like to ask everyone to pause now for a moment of silence in remembrance.

(moment of silence)

Thank you.

Take care and be safe.



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

**Date:** Monday, November 15, 2021  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

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

**Member(s) Absent:** E. Beauregard, Councillor  
F. Danch, Councillor  
D. Kalailieff, Councillor

**Staff Present:** A. LaPointe, Acting Director of Planning and Development/City Clerk  
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 A. Desmarais  
Seconded By Councillor R. Bodner

That the agenda dated November 15, 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 on Stanley Street (Lot 71, Plan 59M-428), File D14-14-21, 2021-294

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

The purpose of this meeting, pursuant to 34 of the *Planning Act*, is to consider an application initiated by the City of Port Colborne for the lands legally known as Lot 71 on Plan 59M-428, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on the north side of Stanley Street.

###### **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 of the property from First Density Residential (R1) to Second Density Residential (R2) to reflect the zoning previously approved under By-law 5667/98/11. The Zoning By-law Amendment is being sought to permit the construction of a semi-detached dwelling on the property.

The property is located on the north side of Stanley Street in Phase 2 of the Westwood Estates Plan of Subdivision. The surrounding land uses are primarily made up of low to medium density properties, some of which have yet to be built out.

The subject property is currently zoned **First Density Residential (R1)**. The R1 zone permits a detached dwelling; and uses, structures and buildings accessory thereto.

It should be noted that the property was zoned Third Density Residential (R3) in the City's former Zoning By-law. The R3 zone permitted single, semi and duplex dwellings.

The proposed zoning of Second Density Residential (R2) will essentially mirror the zoning that was previously approved by City Council.

###### **Delegation from Craig Rohe, Senior Planner, Upper Canada Consultants, Consultant**

Mr. Rohe provided a brief summary of the proposal and context.

**Delegation material from Sarah Ivins, Planner, Township of Wainfleet**

“The Township has no comments or concerns regarding the proposed amendment. The Township is also satisfied that appropriate notice has been provided to Township landowners in accordance with Section 34 of the Planning Act.”

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

Nil.

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

Nil.

**Announcement Respecting Written Notice of Passage of Zoning Bylaw 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 the adoption and 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.

Moved By Councillor H. Wells

Seconded By Councillor M. Bagu

That Planning and Development Department Report 2021-294 be received for information.

Carried

- a. **Delegation from Craig Rohe, Senior Planner, Upper Canada Consultants, Consultant**
- b. **Delegation from Todd Shoalts, Shoalts Developments Inc., Developer**
- c. **Delegation from Jeff Collins and Dan Cook, Bridge & Quarry, property owners**

**d. Delegation material from Sarah Ivins, Planner, Township of Wainfleet**

**5. Procedural Motions**

**6. Information Items**

**7. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:45 p.m.

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William C. Steele, Mayor

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Amber LaPointe, City Clerk

**Subject: Recommendation Report for Zoning By-law Amendment on Stanley Street (Lot 71), File D14-14-21**

**To: Council**

**From: Planning and Development Department**

Report Number: 2021-306

Meeting Date: November 22, 2021

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### **Recommendation:**

That Planning and Development Department Report 2021-306 be received;

That the Zoning By-law Amendment attached as Appendix A to Planning and Development Department Report 2021-306 be approved, rezoning the property from First Density Residential (R1) to Second Density Residential (R2); and

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

---

### **Purpose:**

The purpose of this report is to provide Council with a recommendation regarding a Zoning By-law Amendment application initiated by the City of Port Colborne for the property legally known as Lot 71 on Plan 59M-428, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on the north side of Stanley Street. The subject property is currently owned by Bridge & Quarry Limited.

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### **Background:**

The application for Zoning By-law Amendment proposes to change the zoning of the property from First Density Residential (R1) to Second Density Residential (R2) to reflect the zoning previously approved under By-law 5667/98/11. The Zoning By-law Amendment is being sought to permit the construction of a semi-detached dwelling on the property.

A Public Meeting for this application was held on November 15, 2021, where Planning staff presented the application to City Council and interested members of the public.

---

### **Internal Consultations:**

Notice of Public Meeting was circulated on October 26, 2021 to internal departments and agencies and the following comments have been received as of the date this report was prepared:

#### **Port Colborne Fire Department**

“Port Colborne Fire has no objection to the application.”

#### **Drainage Superintendent**

“No concerns regarding this matter.”

#### **Township of Wainfleet**

“The Township has no comments or concerns regarding the proposed amendment. The Township is also satisfied that appropriate notice has been provided to Township landowners in accordance with Section 34 of the Planning Act...”

---

### **Public Engagement:**

Notice of Public Meeting was circulated via regular mail on October 26, 2021 and also provided on the City’s website under “Current Applications”. No written correspondence has been received as of the date this report was prepared.

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### **Discussion:**

#### **City of Port Colborne Official Plan**

According to Schedule A: City Wide Land Use, the City of Port Colborne’s Official Plan designates the subject property as a Secondary Plan Area. The Secondary Plan area refers to the Westwood Park Secondary Plan found on Schedule G of the Official Plan. According to Schedule G, the property is designated as Low-Density Residential. The Low-Density Residential land use supports detached, semi-detached, and duplex dwellings.

The Official Plan designation is not proposed to be changed as a result of this application.

## City of Port Colborne Zoning By-law 6575/30/18

The subject property is currently zoned First Density Residential (R1). The R1 zone permits one detached dwelling on one lot, uses, buildings and structures accessory to the foregoing permitted use.

The Zoning By-law Amendment proposes to change the zoning of the property from First Density Residential (R1) to Second Density Residential (R2). The R2 zone permits detached, semi-detached and duplex dwellings and uses, structures and buildings accessory thereto.

Staff note that through the passing of Zoning By-law Amendment 6575/30/18, the zoning previously approved under By-law 5667/98/11 was not carried through. Staff believe this was an oversight on the updated zoning schedules. Current Planning staff are not aware of any reason why this may have been changed. Densities for new subdivisions are carefully analyzed to ensure development proposals meet Provincial, Regional, and City density targets. While it is unlikely that the change from a semi-detached to a single-detached use would have impacted the density calculation for the subdivision, it should be noted that this downgrade in density *could* have impacted this development negatively. Staff suggest that the zoning be reverted back to the density that was approved at the time of the registration of the subdivision.

The Zoning By-law Amendment has been included in Appendix A to this report.

### Adjacent Zoning and Land Use

<b>Northwest</b> Vacant residential land Zoned: R3	<b>North</b> Vacant residential land Zoned: R3	<b>Northeast</b> Residential property Zoned: R1
<b>West</b> Vacant residential land Zoned: R3	<b>Subject property</b>	<b>East</b> Single-detached residential Zoned: R1
<b>Southwest</b> Single-detached residential Zoned: R1	<b>South</b> Single-detached residential Zoned: R1	<b>Southeast</b> Single-detached residential Zoned: R1

A site sketch of the proposed semi-detached dwelling has been provided in Appendix B.

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### Financial Implications:

There are no financial implications.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
  - People: Supporting and Investing in Human Capital
  - Governance: Communications, Engagement, and Decision-Making
- 

**Conclusion:**

Based on the review of the application, Planning staff recommend approval of the Zoning By-law Amendment. The application conforms with the Provincial Policy Statement, Regional Official Plan, City Official Plan and the proposed use(s) will comply with Zoning By-law 6575/30/18.

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**Appendices:**

- a. Zoning By-law Amendment
- b. Sketch of subject property and proposal

Respectfully submitted,

David Schulz, BURPI  
Planner  
(905) 835-2901 ext. 202  
David.Schulz@portcolborne.ca

**Report Approval:**

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

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 respecting lands legally described as Lot 71 on Plan 59M-428, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on the north side of Stanley Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law;

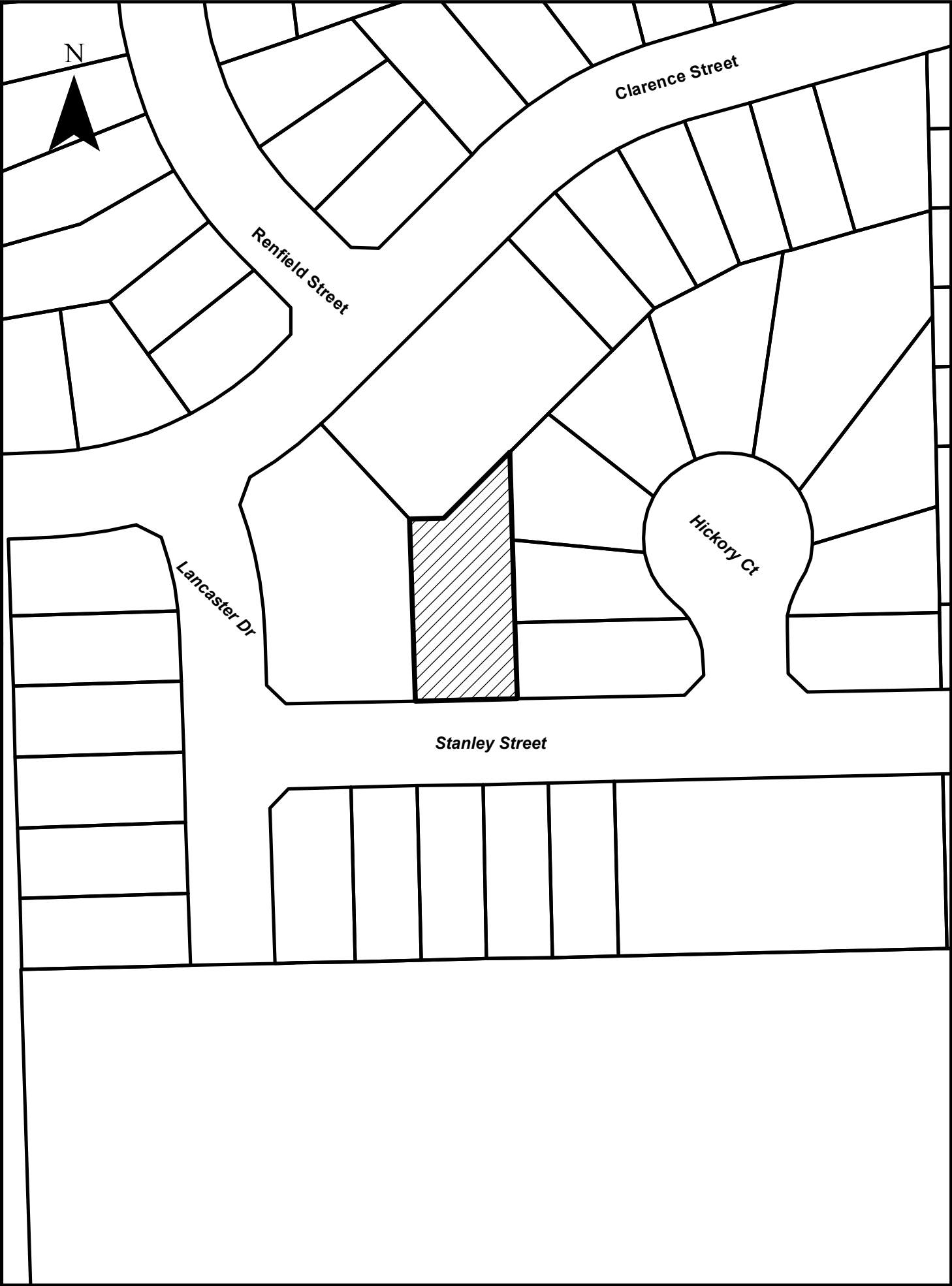
Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
2. That the Zoning Map referenced as Schedule “A7” forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A to Second Density Residential (R2).
3. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
4. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this      day of                      , 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk



This is Schedule "A" to By-law No \_\_\_\_\_

Passed \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



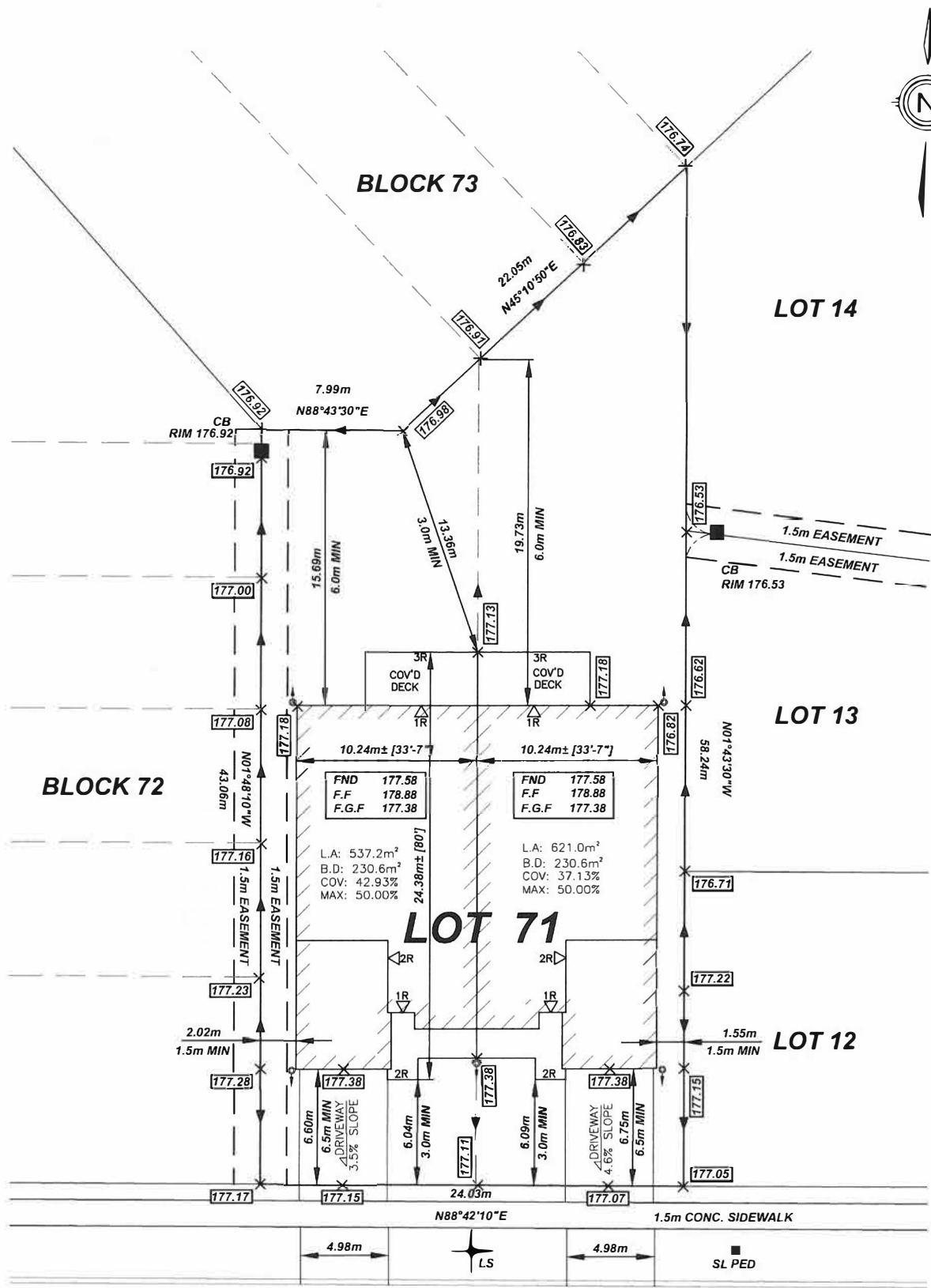
- Lands to be rezoned  
from First Density  
Residential (R1) to  
Second Density  
Residential (R2)

File No. D14-14-21

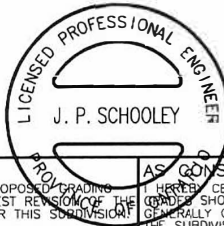
Drawn by: DS - City of Port Colborne  
Planning Division

Not to scale

October 2021



STANLEY STREET



ZONING CATEGORY: R1-347

TOTAL LOT AREA	1158.2m <sup>2</sup>
BUILDING AREA	461.2m <sup>2</sup>
LOT COVERAGE	39.82%
MAX COVERAGE	50.00%

**NOTE:**  
BUILDER TO VERIFY TOP OF FOUNDATION WITH COUNTY PRIOR TO FRAMING

BUILDER AND SURVEYOR TO VERIFY LOCATION OF ALL SERVICES AND UTILITIES PRIOR TO CONSTRUCTION.

SURVEYOR IS RESPONSIBLE FOR VERIFYING BUILDING SIZE & LOCATION PRIOR TO LAYOUT OF BUILDING FOUNDATION

**CITY OF PORT COLBORNE**  
**SITE & LOT GRADING PLAN**  
LOT 71  
REGISTERED PLAN 59M-428  
**WESTWOOD ESTATES PH2**  
SCALE: 1 : 250m

**BENCHMARK:**

BRIDGE &  
BUILDER: QUARRY PHONE: EMAIL:

<b>PROPOSED GRADING</b> I HEREBY CERTIFY THAT THE PROPOSED GRADING SHOWN CONFORMS TO THE LATEST REVISION OF THE SUBDIVISION DRAINAGE PLAN FOR THIS SUBDIVISION. NAME: JASON SCHOOLEY, P.ENG. FIRM: UPPER CANADA CONSULTANTS SIGNATURE: [Signature] DATE: JUNE 14, 2021 ACCEPTED BY COUNTY:	<b>AS CONSTRUCTED GRADING</b> I HEREBY CERTIFY THAT I HAVE TAKEN THE FINISHED GRADE SHOWN, AND THAT THE GRADING OF THIS LOT GENERALLY CONFORMS TO THE LATEST REVISION OF THE SUBDIVISION DRAINAGE PLAN FOR THIS SUBDIVISION. NAME: _____ FIRM: _____ SIGNATURE: _____ DATE: _____ ACCEPTED BY TOWN: _____ DATE: _____
<b>LEGEND</b> (205.15) DENOTES PROPOSED APRON ELEVATION (205.15) PROPOSED GROUND ELEVATION (205.15) EXISTING GROUND ELEVATION (205.15) FINISHED ELEVATION F.F. DRAINAGE DIRECTION F.C.F. FINISHED FLOOR ELEVATION FND. FINISHED GARAGE FLOOR ELEV. B.FLR. TOP OF FOUNDATION ELEVATION BASEMENT FLOOR	<b>UPPER CANADA CONSULTANTS</b> ENGINEERS / PLANNERS 3-30 Hanover Drive St. Catharines, ON L2R 1A3 Phone: (905) 888-9400 Fax: (905) 888-3274



**Subject: Proposed Adjustment to the Urban Storm Sewer Boundary**  
**To: Council**  
**From: Corporate Services Department**

Report Number: 2021-302

Meeting Date: November 22, 2021

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### **Recommendation:**

That Corporate Services Department Report 2021-302 be received;

That the Urban Storm Sewer boundary be adjusted as set out in Appendix A to Corporate Services Department Report 2021-302 and that this adjustment be retroactive to the 2019 Urban Storm Sewer Boundary implementation year; and

That refunds be issued to the properties previously billed but now outside the adjusted Urban Storm Sewer Boundary.

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### **Purpose:**

Council identified that certain areas of the City may need to be reconsidered for inclusion in the Urban Storm Sewer Boundary. This report responds to that concern.

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### **Background:**

The Urban Storm Sewer Boundary was first established in 2019 after multiple years of analysis and review. The purpose of the Storm Sewer Boundary is to fund maintenance and repair, replacement and improvements and new storm sewers within the boundary.

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### **Discussion:**

The original Urban Storm Sewer Boundary was created by the consultant AE and was basically the Urban Boundary with a section of drainage area 17 extensions that was outside of the Urban Boundary. This was because of the use of the Eagle Marsh drain in the drainage area 17 extension.

The review of the storm sewer boundary that has occurred since the approval of the 2021 Urban Storm Sewer budget has resulted in the proposed and adjusted Urban Storm Sewer Boundary attached as Appendix A.

In adjusting the Urban Storm Sewer Boundary staff identify properties maintained within the boundary are either:

- using the designed and piped storm sewer infrastructure, either immediately or anticipated in the future (asset management plan coming in the spring/summer of 2022 will begin to expand on anticipated storm sewer improvements and enhancements); or
- utilizing a roadside ditch to/or engineered piping system to collect storm water, either immediately or from surface drainage.

As approved during the 2021 Urban Storm Sewer Budget process. Any property within the Urban Storm Sewer Boundary that is also on a municipal drain will only be charged the Urban Storm Sewer Boundary fee.

In addition to adjusting the Urban Storm Sewer Boundary this report recommends making this adjustment retroactive to 2019 when the Urban Storm Sewer Boundary charges were first implemented. In making the adjustment, retroactive refunds are recommended for properties now outside the adjusted Urban Storm Sewer Boundary.

### **Internal Consultations:**

This adjustment is proposed jointly by Corporate Services and Public Works.

### **Financial Implications:**

The financial impact of the proposed refunds are as follows:

	<b># of Properties</b>	<b>Value</b>
<b>2021</b>	460	\$56,883.87
<b>2020</b>	459	\$51,607.50
<b>2019</b>	458	\$49,050.00
		\$157,541.37

This refund will be funded from the storm sewer reserve which is estimated, after the proposed refunds identified above are processed, to have a remaining unencumbered balance of \$75,700 at year end (December 31, 2021).

**Public Engagement:**

Input was received from residents through Councillor inquiry and discussion.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
  - Attracting Business Investment and Tourists to Port Colborne
  - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
  - Value: Financial Management to Achieve Financial Sustainability
  - Governance: Communications, Engagement, and Decision-Making
- 

**Conclusion:**

Staff recommend the proposed and adjusted storm boundary as identified in Appendix A, with refunds to properties previously billed but now outside the storm sewer boundary

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**Appendices:**

- a. Proposed Storm Sewer Boundary
- b. Original Storm Sewer Boundary

Respectfully submitted,

Bryan Boles  
Director, Corporate Services  
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[Bryan.boles@portcolborne.ca](mailto:Bryan.boles@portcolborne.ca)

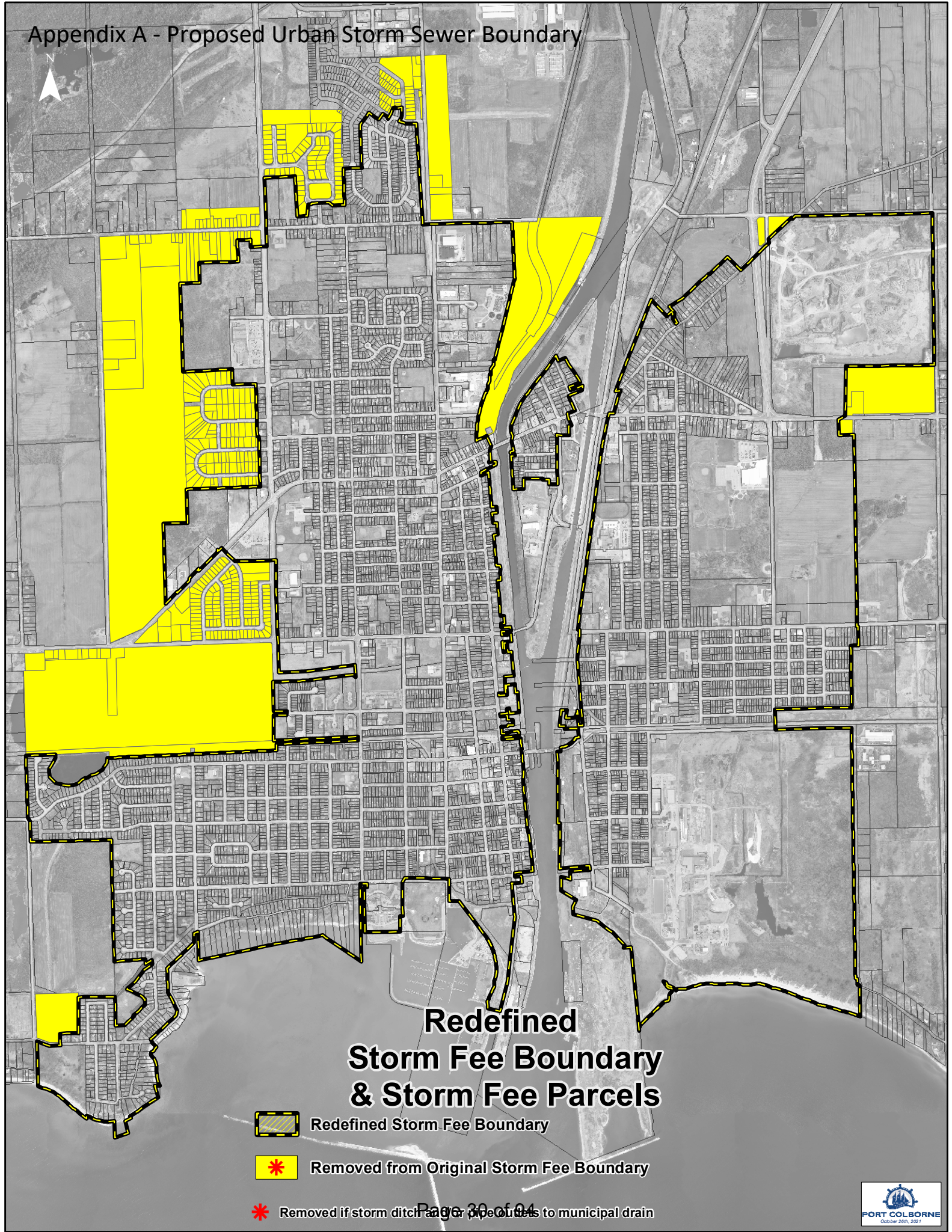
Chris Kalimootoo  
Director, Public Works Services  
(905) 835-2900 Ext. 223  
[Chris.Kalimootoo@portcolborne.ca](mailto:Chris.Kalimootoo@portcolborne.ca)

**Report Approval:**

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



# Appendix A - Proposed Urban Storm Sewer Boundary



## Redefined Storm Fee Boundary & Storm Fee Parcels



Redefined Storm Fee Boundary

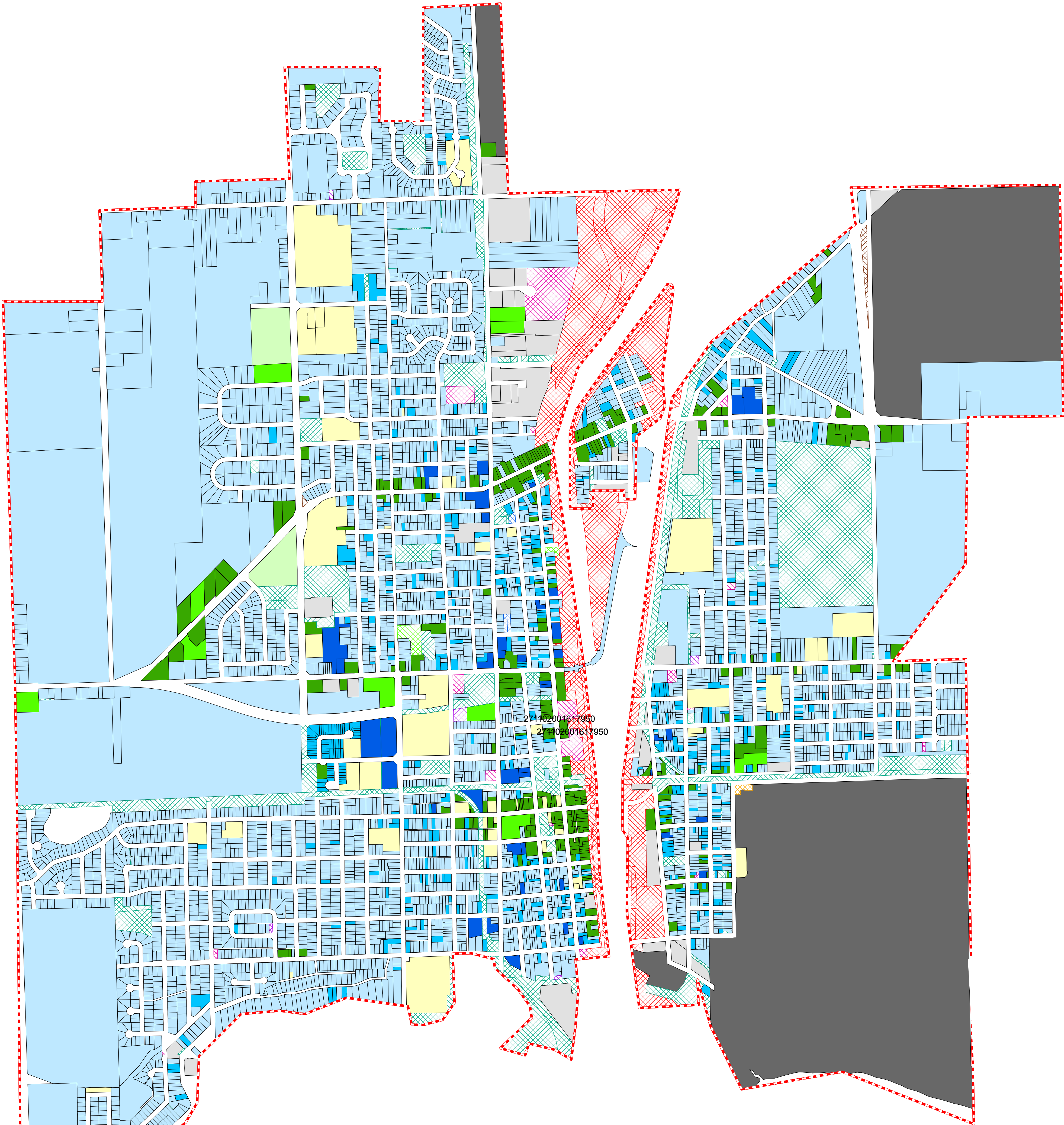


Removed from Original Storm Fee Boundary


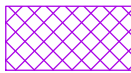

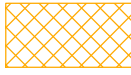




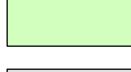






Removed if storm ditch and/or pipe connects to municipal drain





Storm Parcel Tax Classification  
(By Property Code)

	Single Family Properties		City Owned
	Multi-Residential 2 to 5 Units		CNPI Owned
	Multi-Residential 6 to 9 Units		Hydro One Owned
	Institutional		Niagara Peninsula Housing
	Small Commercial		Niagara Region
	Medium Commercial		Niagara Regional Housing
	Large Commercial		Transport Canada Owned
	Light Industrial		MTO Owned
	Heavy Industrial		





**Subject: Strategic Plan – Quarterly Report**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-293

Meeting Date: November 22, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-293 be received for information.

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**Purpose:**

The purpose of this report is to provide an update on the implementation and progress of the City's new 2020-2023 Strategic Plan.

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**Background:**

Council approved the 2020-2023 Strategic Plan at their May 25, 2021 meeting. The plan was developed based on input from residents, key stakeholders, Council, and City staff during roundtable discussions and a community survey.

The plan includes three community pillars and three corporate pillars. They are as follows:

Community Pillars

1. Service and Simplicity - Quality and Innovative Delivery of Customer Services
2. Attracting Business Investment and Tourists to Port Colborne
3. City-Wide Investments in Infrastructure and Recreational/Cultural Spaces

Corporate Pillars

1. Value: Financial Management to Achieve Financial Sustainability
2. People: Supporting and Investing in Human Capital
3. Governance: Communications, Engagement, and Decision-Making

The plan's vision and mission statements and corporate values are as follows:

**Vision Statement:**

A vibrant waterfront community embracing growth for future generations

**Mission Statement:**

To provide an exceptional small-town experience in a big way

**Corporate Values:**

Integrity – we interact with others ethically and honourably

Respect – we treat each other with empathy and understanding

Inclusion – we welcome everyone

Responsibility – we make tomorrow better

Collaboration – we are better together

As the City continues to experience unprecedented change with Council and staff managing through a global pandemic, and as the City prepares for expected growth and development, it's more important than ever to have a vision, a plan, and priorities. The City's 2020-2023 Strategic Plan provides a framework to assist Council and staff to effectively respond to new issues, challenges, opportunities, and emerging trends. It also helps the City's Corporate Leadership Team (CLT) provide leadership for change by shifting focus from day-to-day to being future ready. Having a vision, mission, and key priorities ensures the City, and the Corporation, move forward in a consistent strategic direction. The strategic plan also promotes a coordinated and consistent approach and standard of service delivery. This plan also provides a line of sight for staff and organizational alignment to deliver on Council priorities.

---

**Discussion:**

The rollout and implementation of the strategic plan is underway. Shortly after the plan was approved by Council, the CAO, Manager of Strategic Initiatives, and Manager of Human Resources embarked on a virtual "road show" for meetings with all City departments individually to present an overview of the strategic plan and the results of the employment engagement survey.

CLT has implemented several corporate directives to ensure that the strategic plan is being used to guide staff on a day-to-day basis and assist with governance

responsibilities to Council, help with priority setting, resource allocation, and decision-making. The directives are as follows:

- the template for Council staff reports has been updated to include the six strategic pillars and all reports need to indicate how the report issue, project, and/or request aligns with one of the strategic pillars;
- projects submitted to the 2022 Capital Budget process had to show how they support the strategic pillars;
- Corporate Communications are developing an internal communications strategy to promote the plan throughout the organization so that staff are integrating key elements of the plan into their roles and how they carry out day-to-day responsibilities;
- Directors/Managers have been asked to prepare Departmental/Divisional tactical plans that provide more details on operationalizing the strategic plan. These will be presented to CLT in early December;
- Any Departmental/Divisional plans, including updated strategic plans for the Library, Museum, and Roselawn must support and be in alignment with the mission, vision, and corporate values in the City's Strategic Plan.

Many of the projects and initiatives under each of the strategic pillars are underway, ongoing, or are under development for implementation in 2022. A quarterly report showing the status of the action items is attached as Appendix A.

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### **Internal Consultations:**

Virtual meetings were held in the spring with all staff to discuss the strategic plan. CLT is having ongoing conversations about integrating the strategic plan into how the City delivers programs and services.

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### **Financial Implications:**

There are no financial implications associated with this report. The projects and initiatives contained in the plan have already been funded from the City's Capital Budget or require little or no funding as they are projects being completed by City staff.

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### **Public Engagement:**

The City's website includes a separate submenu with strategic plan information. One of the six pillars of the plan is "Governance: Communications, Engagement, and Decision-Making." Council and staff are committed to engaging residents and key community stakeholders to get their input to assist with decision-making and act in the public

interest. H.H. Knoll Lakeview Parkette Design, Lockview Park Redevelopment, and a Community Priorities Survey conducted for the strategic plan are three public engagement projects completed in 2021.

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### **Strategic Plan Alignment:**

The initiative contained within this report supports the following pillars of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
  - Attracting Business Investment and Tourists to Port Colborne
  - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
  - Value: Financial Management to Achieve Financial Sustainability
  - People: Supporting and Investing in Human Capital
  - Governance: Communications, Engagement, and Decision-Making
- 

### **Conclusion:**

The City of Port Colborne's 2020-2023 Strategic Plan, approved by Council on May 25, 2021, includes mission and vision statements to guide the future of the City and the Corporation as well as six strategic pillars and several action items. Since May, the City's Corporate Leadership Team have been working with staff to promote the plan and ensure it becomes a living document and provides a line of sight for staff to see how their day-to-day responsibilities connect to the mission, values, and strategic pillars in the plan. CLT are committed to accountability and transparency and keeping Council and the community informed through quarterly updates on the strategic plan's progress.

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### **Appendices:**

- a. Implementation Plan – Quarterly Report (Q4/2021)

Respectfully submitted,

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Manager of Strategic Initiatives  
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Scott Luey  
Chief Administrative Officer  
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[scott.luey@portcolborne.ca](mailto:scott.luey@portcolborne.ca)

### **Report Approval:**

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

## Implementation Plan

Goals	Actions	Funding Source	Status – Next steps/ timelines
Our goal is to make interacting with our city simple through clear communication, efficient and effective processes, and making the best use of appropriate technologies. We will create a seamless “one stop shop” with exemplary customer service throughout the organization to meet the needs of our community.	Complete Customer Relationship Management (CRM) project	Municipal Modernization Grant	Corporate Services/Customer Service  Major project elements implemented 2020 and 2021, continued enhancements and training in 2022  Changes to customer service counters planned for 2022
	Implement Service Delivery Review	Municipal Modernization Grant	Corporate Leadership Team  KPMG report referenced in provincial funding applications in March and October 2021
	Partner with Niagara municipalities on a Shared Services Review	Niagara Region Council approved \$100,000 in April 2021 to retain a consultant to assist with this initiative	CAO  Ongoing/2022
	Create a smart city strategy and open data initiatives	Funding not required for development of initial framework	Strategic Initiatives  2022 project  City committing resources for WiFi expansion to improve broadband connectivity in



Goals	Actions	Funding Source	Status – Next steps/ timelines
			public spaces, and IT is building the foundation to translate information into open data for public consumption
Our goal is to ensure that Port Colborne is investment-ready. In addition to commercial and industrial investment, we will become a desirable tourist destination showcasing the unique historical, cultural, and natural elements of our community for visitors and residents alike.	Implementation of City Real Estate Project	no funding required	Ec Dev/Strategic Initiatives  6 parcels sold, 2 acquisitions, 1 development RFP in 2021  Additional City owned land will be marketed in 2022 (details TBC)
	Create Affordable Housing Strategy and Action Plan	\$60,000 approved, 2020 Capital Budget	Strategic Initiatives/Planning  Draft RFP to retain a consultant developed, under review, will be issued in Q1/2022
	Investigate opportunities and potential partnerships to facilitate the redevelopment of the east side industrial lands	funding not required	Strategic Initiatives  2021 and 2022  Urban design guidelines drafted for 235-241 Welland Street
	Comprehensive Review of Community Improvement Plans	\$125,000 approved	Strategic Initiatives/Ec Dev.  Project underway September 2021, to be completed Q4/2022
	Continued implementation of Economic Development Strategy and Action Plan	Initiatives requiring funding will be brought forward for approval	Ec Dev  Ongoing

Goals	Actions	Funding Source	Status – Next steps/ timelines
	Tourism Strategy and Action Plan	Proposed initiatives to be costed, will be brought forward for budget consideration in 2022	Tourism
	Implementation of Cruise Destination Strategy and Action Plan	<p>\$185,000 approved - 2021 Capital Budget</p> <p>\$750K funding from FedDev approved – August 2021</p> <p>Funding applications submitted to Rural Economic Development program, South Western Ontario Development Fund, and Tourism Relief Fund in Q4/2021</p> <p>Staff exploring other public and private sector funding sources</p>	<p>Tourism/Strategic Initiatives</p> <p>Weekly project management meetings with key City staff and CIMA+ (consulting engineers) started in September 2021</p> <p>Focus is on (1) demolition, site clean up, and a landscape plan to be ready for 2022 cruise ship season; and (2) development of RFP for architecture/engineering firm to develop site servicing plan and architectural drawings</p> <p>Communications and engagement with key stakeholders – Q4/2021</p> <p>Completion date: spring 2024</p>
	Repurposing and renewal of Niagara South Coast Tourism Association (NSCTA)	\$30,000 approved to support ongoing initiatives	<p>Tourism</p> <p>Recently relaunched its <a href="#">website</a> with a new design and content. They have also reactivated their social media channels and are running the</p>

Goals	Actions	Funding Source	Status – Next steps/ timelines
			<a href="#">Stamps from the South Coast</a> program.  Ongoing
Our goal is to build new infrastructure, renew existing infrastructure, and upgrade facilities and public spaces for our residents and future growth.	Infrastructure Needs Study (INS)	\$750,000 approved in 2021 Capital Budget	Engineering  Proposals being reviewed and evaluated, will bring to Council in December 2021 or January 2022 to award contract
	Asset Management Plan (AMP)	TBC	Finance/Engineering  Infrastructure Needs Study with inform the AMP  Ongoing
	Facility Condition Assessments	no funding source	Engineering/Facilities  2021/2022
	Growth Management Strategy	no funding source	Engineering/Strategic Initiatives/Planning  Development Charges fee schedule accelerated – Q4/2021  Development Charges Background Study to be completed in 2022 with new DCs to take effect in 2023

Goals	Actions	Funding Source	Status – Next steps/ timelines
			Planning/Building Fees to be reviewed in 2022  Development Team established to work closely with investors and streamline review process
	Long Term Capital Plans - Budgets	No funding required	Corporate Leadership Team  Ongoing
	Downtown CIP Project – Planning/Visioning Phase	\$1 million approved but deferred, 2020 Capital Budget  \$250,000 approved in 2022 Capital Budget to complete updated Secondary Plan	Engineering/Strategic Initiatives/Planning  2022
	Renew/integrate cultural-related strategic plans (Museum, Library)	no funding source	5 year strategic plans for Library and Museum end in Q4/2022, process will be initiated in 2022 to develop/coordinate new plans
	Investigate creation of a Cultural Block to provide residents and visitors with a safe, accessible outdoor destination that is also a platform for programmes and events	No funding source	Museum/Library  Museum and Library Directors are working together on securing funds for Cultural Block goals  Cultural Block Wifi project approved for 2022  Director of Museum and Culture has management/oversight of

Goals	Actions	Funding Source	Status – Next steps/ timelines
			Roselawn, will be included in Cultural Block vision and initiatives
	Create a renewed vision for the Roselawn Centre in concert with community partners	\$556,000 unencumbered in Roselawn reserves	Museum/Tourism/Strategic Initiatives  Roselawn strategic planning process underway – Q4/2021
	Implementation of Parks and Recreation Master Plan	Staff will come forward with costed projects and initiatives to include in future budget discussions	Recreation Implementation Group meeting monthly  This is a cross divisional team who are actively working and collaborating to operationalize this plan and bring initiatives to Council to invest in our beaches, trails, and park amenities  Ongoing
Our goal is to provide strong governance and proactive planning that manages our taxpayer dollars wisely and anticipates the City's future financial needs.	Development of Financial Policies and Strategies	no funding required	Corporate Services  Ongoing
	Implement a new streamlined budget process	no funding required	Corporate Services  Ongoing
	Rates and Fees Review	No funding required	Corporate Services  Various fee reviews underway including Cemetery, Planning and Building

Goals	Actions	Funding Source	Status – Next steps/ timelines
			Implementation - 2022
	Create Business plans for City assets (i.e., Nickel Beach, Marina)	funding approved in 2020 Operational Budget to retain consultants	Corporate Services 2021/2022
	Pursue federal-provincial grants, naming rights, and sponsorships, and public private partnerships	No funding required	Strategic Initiatives/EC Dev/Corporate Services Ongoing
	Undertake an Expenditure Review of City programs focusing on cost containment and maximizing value for taxpayers	no funding required	Corporate Services Ongoing with CLT
Our goal is to have programs and initiatives that attract and retain talent and create a culture of continuous improvement and performance excellence at the City of Port Colborne. An engaged and empowered workforce generates the kind of positive momentum that brings effective results.	Develop a performance management model of employee evaluation	no funding required	Human Resources  Draft has been prepared, being reviewed by CLT, focused on roll out/implementation in Q1/2022
	Develop a recognition and rewards program for City staff	Budget being developed, to be included in 2022 Operations Budget	Human Resources  New online program to be rolled out in January 2022.
	Prepare succession plans	No funding required	Human Resources 2022
	Complete employee engagement survey and action plan	No funding required, any action items will be costed and included in 2022 Budget	Human Resources  The next survey will take place in the fall of 2022.
	Create an in-house professional development program for City staff	no funding required	Human Resources 2022/2023

<b>Goals</b>	<b>Actions</b>	<b>Funding Source</b>	<b>Status – Next steps/ timelines</b>
	Create a Diversity and Inclusion Committee	no funding required	Human Resources  Committee established, on hold due to COVID  Diversity and Inclusion Plan under development  HR Manager sits on Coalition of Inclusive Municipalities Committee
	Create a City Wellness Committee	no funding required	Human Resources  2022
Our goal is to promote sound-decision-making; fair and equitable representation; a commitment to openness and transparency; active public engagement through corporate communications and outreach; and strong partnerships with key community stakeholders.	Review of Council governance documents including Procedure By-law, Code of Conduct and Accountability and Transparency Policy	Budget request for some items	Clerks  Q1/2022 – Procedural By-Law  Q1/2023 – Code of Conduct, A&T Policy
	Review the mandate of Council Committees & Terms of Reference	no funding required	Clerks  Changes/enhancements to application and recruitment process introduced in 2021  Review of Committees and T.O.R. - 2022
	Comprehensive review of Council governance system	Budget request	Clerks  2021/2022

Goals	Actions	Funding Source	Status – Next steps/ timelines
	Develop Council professional development and training resources	no funding required	Clerks 2022
	Implement new agenda management software	Budget request	Clerks 80% complete Closed session and Committee of Adjustment meetings – 2022
	Create new records retention management system	Funding approved in 2022 Capital Budget	Clerks 2022 and 2023
	Develop and implement a corporate wide rebranding strategy	Departmental budget requests	Corporate Communications Implemented in 2021, continuing to implement externally and internally, will continue in 2022
	Create a new website and social media strategy to support enhanced communications and customer service	Funded from Municipal Modernization Grant	Corporate Communications New website completed - 2020 Social Media - 2021
	Develop external and internal communications strategy for increased awareness, info sharing, and public engagement	No funding required	Corporate Communications 2022

Updated: November 5, 2021





**Subject: Automatic Aid Agreement between Port Colborne and Wainfleet**

**To: Council**

**From: Community Safety & Enforcement Department**

Report Number: 2021-286

Meeting Date: November 22, 2021

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### **Recommendation:**

That Community Safety & Enforcement report 2021-286 be received;

That the Fire Chief be directed to enter into a two-year Automatic Aid Agreement with the Township of Wainfleet to provide and receive services as laid out in this report;

That the Fire Chief be directed to bring forward a report to Council after the term of the agreement has passed with recommendations on ending, extending, or making permanent a similar agreement; and

That a By-law to enter into an Automatic Aid Agreement with the Township of Wainfleet be brought forward.

---

### **Purpose:**

The Fire Chiefs of Wainfleet and Port Colborne are discussing operational ways to provide superior protection to the residents of their municipalities while remaining fiscally responsible. An Automatic Aid Agreement has been identified as a means in which both municipalities could improve fire protection services in each municipality. The Automatic Aid Agreement would be designed to provide and/or receive assistance from the closest available resource, irrespective of municipal boundaries, on a day-to-day basis.

---

### **Background:**

#### **Port Colborne**

Port Colborne Fire & Emergency Services protects against loss of life, property, and the environment from the effects of fire, illness, accidents, and all other hazards. Port Colborne Fire & Emergency Services service area is a mix of urban and rural land with a total area of approximately 122 km<sup>2</sup> and a population of 18,306. The lakeside community does see a significant influx of transient residents and visitors during the summer months in rental cottages and campgrounds, including Sherkston Shores Beach Resort and Campground which hosts 3,200 trailer sites.

Port Colborne Fire & Emergency Services is comprised of 15 full-time staff and approximately 36 volunteer fire fighters operating from one strategically located fire station. All staff, including volunteers are certified under the National Fire Protection Association (NFPA) to Fire Fighter II and Hazardous Materials Operations.

The department operates out of one fire hall located at 3 Killaly Street West. Apparatus operated by the department include two engines, one heavy rescue, one ladder truck, and one 3,000-gallon pumper/tanker. Engine No. 1 is staffed around the clock with full-time staff and complemented by volunteers for motor vehicle collisions, alarm systems, technical rescue, and structure fires.

As with any department that utilizes the volunteer system, Port Colborne Fire & Emergency Services has been struggling to attract volunteers over the past several years. To maintain the current operating system, staff believe this is an opportune time for a trial of an Automatic Aid Agreement with a neighbouring municipality's department to bolster the Department's ability to respond.

## **Wainfleet**

Wainfleet Fire & Emergency Services protects against loss of life, property, and the environment from the effects of fire, illness, accidents, and all other hazards. Wainfleet Fire & Emergency Services service area is a mix of rural hamlets and agricultural lands with a total area of approximately 218 km<sup>2</sup> and a population of about 6,400. Similar to Port Colborne, the lakeside community does see a significant influx of transient residents and visitors during the summer months.

Wainfleet Fire & Emergency Services is comprised of two full-time administrative staff and approximately 50 volunteer fire fighters operating out of 4 facilities. All staff, including volunteers are certified under the National Fire Protection Association (NFPA) to Fire Fighter II and Hazardous Materials Operations. Apparatus operated by the Department includes four engines, one light rescue, two mobile water supply apparatus (tankers), one utility terrain vehicle and one rapid response vehicle (Car 2).

Both municipalities are part of the "Region of Niagara Mutual Aid Plan 2019-2023". The plan helps co-ordinate efforts to minimize loss of human life, property, and damage to the environment through efficient utilization of fire department resources. If an incident is overwhelming the resources of a department, additional resources are available upon

request. Automatic Aid Agreements are simply one step higher; additional resources are dispatched without the Department in need requesting it.

---

## **Discussion:**

The obvious advantage of implementing an Automatic Aid Agreement is the person experiencing the emergency receives assistance from the closest available provider by supplying seamless service through the elimination of artificial service boundaries. Each municipality has areas of concern identified in their respective risk assessments. The following proposal would add capacity and improved service for both municipalities.

Wainfleet Fire & Emergency Services will agree to automatically respond to Port Colborne:

1. On a confirmed structure fire, an Engine staffed with at least four fire fighters will automatically be dispatched to respond to Port Colborne. Port Colborne's command staff will direct the Wainfleet Engine to either respond to the fire hall in Port Colborne for standby or, proceed to the fire incident for manpower.
2. Any confirmed structure fire in the rural area of Port Colborne, a tanker will also respond for water supply.

Port Colborne Fire & Emergency Services will agree to automatically respond to Wainfleet:

1. On a confirmed structure fire or motor vehicle collision, Engine No. 1 staff will automatically be dispatched and respond for initial fire attack along with Rescue No. 1 and Tanker No. 1 to the area laid out in Appendix A.

Once Wainfleet apparatus and staff are on location and Wainfleet command confirm Port Colborne resources are no longer required, Port Colborne Fire & Emergency Services will be released as deemed appropriate.

2. On a confirmed structure fire, Tanker No. 1 will automatically be dispatched for water supply to the area laid out in Appendix B.
3. Port Colborne Fire & Emergency Services will be dispatched to all 911 calls to 20101 and 20102 Barrick Road (expediting response time).

Both fire departments have completed call data analysis for the subject areas. Both Departments estimate a service exchange of 7 to 10 calls a year would fall under this Automatic Aid Agreement.

---

**Financial Implications:**

There are no financial implications.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
- Value: Financial Management to Achieve Financial Sustainability
- People: Supporting and Investing in Human Capital

---

**Conclusion:**

It is recommended by both Fire Chiefs that their respective municipalities sign a two-year trial Automatic Aid Agreement. No exchange of funds for service rendered would happen under the trial. Upon completion of the trial, data will once again be analyzed, and an update of operational efficiencies delivered to both municipal Chief Administrative Officers. Within that report will be the recommendation to end the trial, extend the trial, or sign a permanent agreement.

---

**Appendices:**

- a. Area Port Colborne Fire & Emergency Services will respond with Engine No. 1, Rescue No. 1 and Tanker No. 1.
- b. Area Port Colborne Fire & Emergency Services will respond with Tanker No. 1

Respectfully submitted,

Scott Lawson  
Fire Chief  
905-834-4512 ext 402  
scott.lawson@portcolborne.ca

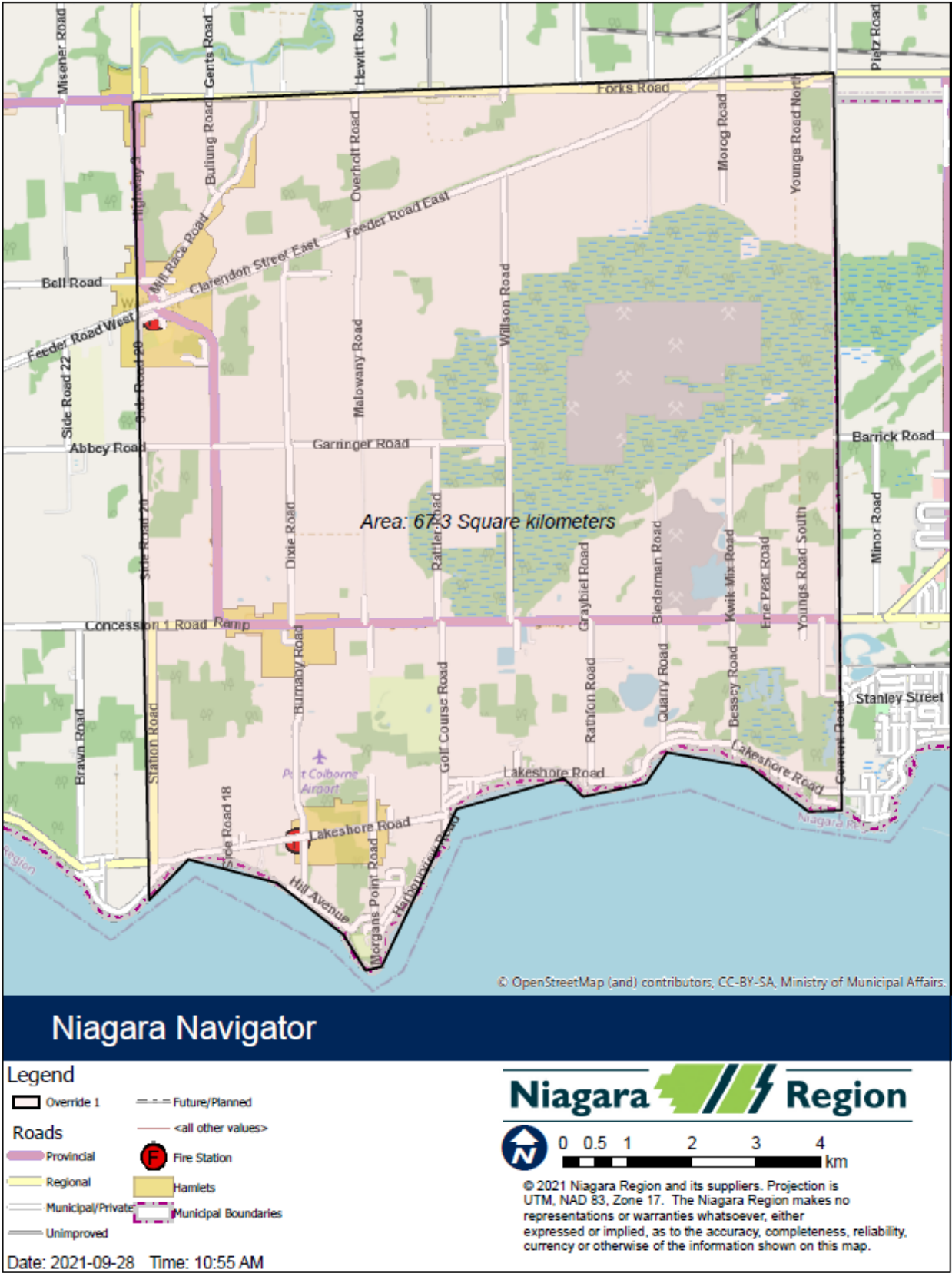
**Report Approval:**

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

Port Colborne Engine No. 1, Rescue No. 1 and Tanker No. 1  
Response Area into Wainfleet (structure fire/motor vehicle collision)



Port Colborne Tanker No. 1 Response Area into Wainfleet





**Subject: Application for Tourism Relief Fund**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-298

Meeting Date: November 22, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-298 be received; and

That Council approve submitting an application to FedDev Ontario for the Tourism Relief Fund.

---

**Purpose:**

The purpose of this report is to seek Council approval to submit an application to FedDev Ontario for the Tourism Relief Fund.

---

**Background:**

On July 12, 2021, the Federal government announced the launch of the Tourism Relief Fund (TRF). The fund provides \$500-million over two years to tourism businesses and organizations for adapting operations to meet public health requirements while investing in products and services to facilitate future growth. Eligible projects must fall under one of two themes:

1. Product development/development and enhancement of tourism experiences, and
2. Destination development.

Emphasis is placed on projects with investments that will help reposition Canada as a destination of choice following the economic disruption caused by the COVID-19 pandemic.

Applications are being accepted and funded on a continuous intake basis over two years or until such a time as the allocated funding is fully distributed.

## **Discussion:**

The City of Port Colborne is eligible to apply for the TRF as a municipality that forms part of a tourism cluster. A tourism cluster includes, but is not limited to, a community or region that is dependent on tourism for economic activity or is transitioning towards a more tourism-focused local economy. Of the two eligible project themes, City staff want to prepare an application under the destination development theme. Staff are taking direction from the Cruise Destination Business Case completed by Lakeshore Excursions as well as the City's Economic Development Strategic Plan: 2018-2028.

Staff believe the City's development as a cruise destination is an investment that would position Port Colborne to take advantage of post-pandemic opportunities available through cruise tourism. With over 50 stops by cruise ships set to take place next year, this significant increase in activity means there are many things that staff must coordinate to prepare for the influx. Eligible costs under the TRF include categories like capital and non-capital costs, labour, expertise and materials. The City's application is expected to cover most, if not all, of these categories with costs related to its medium to long-term plans to welcome and host cruise ship passengers, develop excursion itineraries and packages, and service cruise ships for water and power. These costs were not previously submitted under applications to the RED (Rural Economic Development) or CCRF (Canada Community Revitalization Fund) programs. By virtue of where the cruise ship activity will occur, which is adjacent to the southern tip of West Street and the eventual waterfront centre, the costs included in the TRF application are separate but still interconnected to the projects proposed in both the RED and CCRF applications.

---

## **Internal Consultations:**

Staff from the Economic Development & Tourism Services Division have consulted internally with staff from Public Works on project scope and costs.

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## **Financial Implications:**

There are no financial implications associated with submitting an application. Contributions from the TRF to not-for-profit organizations like the City of Port Colborne are non-repayable and do not need to be matched. If the City were to be successful with its application, the project contribution amount would not exceed \$500,000.

---



**Public Engagement:**

Staff from the Economic Development & Tourism Services Division are planning public engagement activities with the local business community as part of the City's cruise ship initiative. Pending the application's outcome, funds received from the TRF will be cited at future public meetings.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillars of the strategic plan:

- Attracting Business Investment and Tourists to Port Colborne
  - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- 

**Conclusion:**

The purpose of this report is to seek Council approval to submit an application to FedDev Ontario for the Tourism Relief Fund (TRF). The TRF is a \$500-million fund that can provide Port Colborne with an investment which would facilitate future growth in cruise tourism. The development of Port Colborne as a cruise destination has been underway for quite some time now and financial assistance from funding programs like the TRF would help alleviate costs associated with delivering products and services to the cruise ships and their passengers.

Respectfully submitted,

Greg Higginbotham

Tourism Coordinator

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Gary Long

Manager of Strategic Initiatives

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**Report Approval:**

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



**Subject: Project No. 2021-35 Infrastructure Needs Study**

**To: Council**

**From: Public Works Department**

Report Number: 2021-299

Meeting Date: November 22, 2021

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**Recommendation:**

That Council award the Consulting Services for the Infrastructure Needs Study (INS) and Integrated Asset Management Plan (AMP) to GM BluePlan Engineering Limited for the amount of \$493,682.00, plus applicable taxes;

That the Director of Public Works be given the authority to approve any additional costs for ground assessment investigations, and/or relevant additional works, up to the limit of the approved budget; and

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

---

**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 goal of this project is to complete an Infrastructure Needs Study (INS) and develop an Integrated Asset Management Plan (AMP) in compliance with O. Reg 588/17 for the core infrastructure owned and operated by the City of Port Colborne. The INS and AMP development will cover the following core assets: Road, Stormwater, Water and Wastewater Infrastructure.

The INS will include lifecycle and growth demand analysis for the core assets. This will identify current and potential future deficiencies and their corresponding solutions, as

well as the infrastructure needs to address future short and long term demands according to the City's growth forecasts. In-Situ condition assessments for roads, linear wastewater, bridges and culverts, as well as guiderails will be conducted to collect relevant condition information. The findings from the INS will support the development of the City's Asset Management Plan and Ontario Structure Inspections Manual (OSIM) requirements.

The Consultant proposal is to address the following six Tasks and provide key deliverables at each phase:

Task	Deliverables
#1. Infrastructure Needs Assessment	On the ground Condition Assessment Data and Results Updated Dataset for CityWide Integration Draft Infrastructure Needs Assessment Report
#2. State of the Local Infrastructure	State of the Infrastructure Report
#3. Asset Level of Service Development	Asset Provided Level of Service Framework
#4. Lifecycle Management Strategies	Lifecycle Management Framework/Strategy Risk Management Framework/Strategy
#5. Financial and Implementation Plan	Developed Financial Databases and Tools Financial Plan and Implementation Plan
#6. Final Infrastructure Needs Assessment Report and Asset Management Plan	Final Infrastructure Needs Assessment Report Final Asset Management Plan Final Project Presentation Final Project Database and Analytical Tools

It is expected that the project will be completed in June 2022. Any projects identified with "immediate" need will be brought forth for the 2023 budget deliberations.

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## Discussion:

The Request for Proposal (RFP) was advertised on the City website and on Biddingo.com. There were 18 registered Plan Takers. On October 26<sup>th</sup>, at the time of RFP closing, one Proponent had submitted. The entire proposal process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

The proposal submission required:

- A Technical Proposal to demonstrate qualifications and experience in the field of understanding linear systems,
- Letters of reference (at least 3) of similar work experience,

- Proposed Methodology, detailed work plan, project schedule, consultant team description, identification of sub-consultants, disclosure of perceived conflict of interest and time task matrix.
- Financial Proposal

The proposal was scored by three members of the Evaluation Committee. The criteria for selecting and rating the successful proponent are scored from 1-10 and multiplied by the weighted points:

Criteria	Weighting/ Points Available
1. Project Understanding	15
2. Work plan, Methodology	25
3. Time Task Matrix	10
4. Proponent & Project Experience/Qualifications	20
5. Reference Check	5
6. Value Add	5
6. Financial Package	20
<b>Total Points Available:</b>	<b>100%</b>

GM Blueplan received an acceptable number of points (90.6) after adding scores for both the technical and financial proposal

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### Internal Consultations:

The Public Works Department, in partnership with CIMA+, to assist with developing the RFP, reviewed existing asset documents and their associated conditions to further understand the implications and requirements. This included a review of core assets and existing condition assessments to identify those that required updating.

Staff identified that the Ontario Structure Inspection Manual (OSIM) is required for renewal in 2022. Thus, the consensus from Staff was to include the OSIM scope as part of the RFP including the field inspection, review, and recommendations.

Public Works also cooperated with the Economic Development Division to obtain potential future development to ensure that the assets required to service those developments were identified, analyzed and recommended in the INS.

The completion of this project will assist with identifying asset needs, future budget planning and requests, and other considerations from an infrastructure requirement perspective.

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**Financial Implications:**

Funding for the project was approved in the 2021 Capital and Related Project Budget in the amount of \$750,000. The Financial submission from GM BluePlan Engineering Limited is within the available budget allocation under 21C-PW-B22.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
  - Value: Financial Management to Achieve Financial Sustainability
- 

**Conclusion:**

Council approval for the consulting services for an Infrastructure Needs Study (INS) and Integrated Asset Management Plan (AMP) will provide a framework for the City to guide infrastructure investment decision making, within the realistic limits of utility and tax-based revenue stream and level of service goals for the next 25 years.

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Respectfully submitted,

Eliza Durant, BSc., (PG) GIS, C.E.T.  
Civil Technologist  
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**Report Approval:**

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



**Subject: Joint Accessibility Advisory Committee Renewal**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-304

Meeting Date: November 22, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-304 be received;

That Council approve the Proposal to Coordinate AODA Compliance for 2022-2024, attached as Appendix A to Corporate Services Department Report 2021-304; and

That the Manager of Human Resources be directed to renew the City's membership in the Joint Accessibility Advisory Committee as needed until otherwise directed by Council.

---

**Purpose:**

The purpose of this report is to recommend that the City continue as a member of the Joint Accessibility Advisory Committee.

---

**Background:**

On June 28, 2021, Council approved the City of Port Colborne joining the Joint Accessibility Advisory Committee and delegated the Manager of Human Resources to select two City appointees to sit as members on the Committee for 2021-2022.

The Manager of Human Resources contacted all members of the City of Port Colborne Accessibility Advisory Committee and asked them to submit an expression of interest outlining their qualifications for the Joint Accessibility Advisory Committee. The Manager of Human Resources selected Laura Slade and Andrea Mamo as the City of Port Colborne representatives on the Joint Committee.

---

**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 that isn't otherwise available within the City workforce. In addition, the City will have an opportunity to work with other municipalities and benefit from knowledge sharing. The Proposal to Coordinate AODA Compliance for 2022-2024 is attached to this report as Appendix A.

The Joint Accessibility Advisory Committee is comprised of members from each member municipality, a staff member, and an accessibility expert. 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 \$10,000 annually. This amount is funded through an allocation model charged across all departments on the benefit expense line of the budget.

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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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
- Value: Financial Management to Achieve Financial Sustainability
- People: Supporting and Investing in Human Capital
- Governance: Communications, Engagement, and Decision-Making

### **Conclusion:**

Staff are confident that continuing to work with the Joint Accessibility Advisory Committee will ensure the City meets AODA compliance and will help the City move forward in creating barrier free access for everyone.

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### **Appendices:**

- a. Proposal to Coordinate AODA Compliance for 2022-2024

Respectfully submitted,

Mary Murray, MIR, CHRL  
Manager of Human Resources  
905-835-2900 ext. 309  
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### **Report Approval:**

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





## **Proposal to Coordinate AODA Compliance for 2022 - 2024**

**Submitted to:**  
The Town of Lincoln  
The Township of West Lincoln  
The Town of Pelham  
The City of Thorold  
The Town of Niagara-on-the-Lake  
The Town of Grimsby and  
The City of Port Colborne

**Submitted to:**  
Ms. Mary Murray  
JAAC Administrative Contact and Manager of  
Human Resources  
City of Port Colborne

**Submitted by:**  
Donna L. Herrington  
President and Senior Planner  
The Herrington Group Ltd  
53 Greenmeadow Court  
St. Catharines, ON L2N 6Y7  
[donna@theherringtongroup.ca](mailto:donna@theherringtongroup.ca)

**August 9, 2021**

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## Introduction

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne (JAAC) seeks a consultant to provide consultation and assistance in developing compliance strategies and tools to ensure continued compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and resulting regulations.

In 2019, The Herrington Group (THG) was contracted for a two-year term (2019- 2021) by the JAAC to assist with compliance activities relating to the Accessibility with Ontarians with Disabilities Act, 2005. THG assisted the JAAC partners in complying with the AODA by:

- Drafting a 5-Year Accessibility Plan and Annual Progress Reports
- Developed and implemented Refresher AODA Training Module
- Supporting the JAAC in developing and implementing the We Are Accessible Campaign
- Supporting JAAC municipalities during provincial compliance audits
- Providing daily support to municipal staff and the Joint Accessibility Advisory Committee members.

The Herrington Group Ltd (THG) has extensive experience in accessibility consulting and compliance strategy development under the AODA having provided similar services to a variety of clients. This proposal will outline our understanding of the required deliverables as well as the suitability of our firm to provide consulting services to the JAAC.

## 2.0 Corporate Background and Experience

The Herrington Group is comprised of individuals who have extensive experience in disability issues, training, Universal Design, Barrier-Free Access, Human Resources, Human Rights legislation, planning and policy development, research, and architecture/construction. Most of our team also consists of individuals who also live with a variety of disabilities. This “lived experience” informs our work and strengthens our products and services.

### **Donna L. Herrington, B.A., Accessibility Consultant and Project Manager**

Donna Herrington, the senior planner and owner of The Herrington Group has extensive personal and professional experience in disability issues. Donna possesses over

twenty-five years' experience in accessibility planning, policy and program development, training development and organizational change processes. Donna is well-versed in compliance obligations under the AODA and consequently has extensive experience in the area of accessibility planning.

Since starting THG in 2003, Donna has conducted accessibility audits of over 1200+ facilities and has created training programs to comply with the AODA's Customer Service Standard O. Reg. 429/07 that have trained over 25,000 people across the province.

Clients include: Mohawk College, Ottawa Community Housing Corporation, Niagara College, Algonquin College, Humber College, Conseil Scolaire Catholique du Nouvel Ontario The City of Mississauga, GlaxoSmithKline, the Ontario Pension Board, the Cadillac Fairview Corporation, The Niagara Parks Commission, the Town of Oakville, the Regional Municipality of Peel, the City of Port Colborne, the Township of Wainfleet, the Halton District School Board and the Upper Grand District School Board, the Sudbury Catholic District School Board, the Catholic District School Board of Eastern Ontario, the City of St. Catharines, the City of Ottawa, Brock University, the City of Waterloo, the City of Kitchener and the Niagara Health System.

Donna has been an instructor for Niagara College's Multidisciplinary Geriatric and Mental Health Program teaching courses in Ontario's Mental Health System. She has served as an Expert Proposal Evaluator for Human Resources Development Canada's Social Development Partnerships Program – Disability Component. She has volunteered her time with the Niagara Prosperity Initiative and previously served as a member of the Niagara Grant Review Team of the Ontario Trillium Foundation.

## **2.1 Related Experience**

- **Mohawk College, Niagara College, Algonquin College; Humber College**—conducted accessibility audits of all facilities within these corporations
- **Niagara Parks Commission** - acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of all NPC attractions.
- **GlaxoSmithKline** – acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of the corporate facilities.

- **Ontario Pension Board** - acts as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan.
- **Cadillac Fairview Corporation** – acted as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan. O. Reg. 429/07. Authored the Cadillac Fairview's Accessible Customer Service Policy and conducted a peer review of the organization's accessible customer service training. Policy and training enacted across entire Ontario operations which includes 28 facilities.
- **The Regional Municipality of Peel** – acted as an Accessibility Consultant in the Region's compliance effort under O. Reg. 429/07. Conducted organization-wide training and policy gaps analysis. Assisted in the authoring of the Region's Accessible Customer Service Policy. Designed training modules.
- **The City of Ottawa** – developed and piloted an accessibility training module for front line staff that can be customized for different types of City services and incorporated into existing learning/training opportunities. Developed and authored a facilitator's handbook to guide trainers in delivering the accessibility training module
- **The City of Mississauga, the Catholic District School Board of Eastern Ontario and Sudbury Catholic District School Board** – conducted accessibility audits of all facilities within these corporations (including offices, community centres, public pools, arenas, parking facilities, parks, lecture halls, theatres, recreational areas and outdoor spaces etc.).

### 3.0 Deliverables Provided by The Herrington Group from 2015-2017

From 2019 - 2021, The Herrington Group provided the following deliverables to the JAAC:

1. Provided support to JAAC members. The JAAC has the following priorities and objectives:
  - Establish an effective working relationship with JAAC staff and Councils to ensure appropriate compliance with AODA Accessibility Standards.

- Assist JAAC staff and Councils by providing compliance planning tools and resources with the aim to make compliance easier for staff and more effective for people with disabilities receiving programs and services.
  - Educate JAAC staff and Councils about barriers facing people with disabilities in our community.
2. Managed the Accessibility Advisory Committee; facilitated 13 meetings and maintained minutes and managed related action items.
  3. Drafted Refresher AODA Training and with the JAAC, submitted updated training module to ensure ongoing compliance with the AODA.
  4. Assisted JAAC municipalities respond to AODA compliance questions from Province. Prepared, collated and submitted all compliance related documents. Provided legislative interpretation advice to municipal contacts, provided response advice and direction.
  5. Conducted Site Plan reviews for Town of Pelham, Town of Lincoln, Town of Grimsby and Town of Niagara-on-the-Lake.
  6. Developed and submitted Support Letters for JAAC member accessibility related funding applications.
  7. Consulted on Human Rights issues relating to disability as requested.
  8. Responded to telephone and email access related enquires from JAAC partners and their staff. Attended several meetings with Town staff.

#### **4.0 2022-2024 Project Deliverables and Responsibilities**

To ensure effective compliance with AODA the consultant proposes the following services for the contract term:

##### **1. Management of the Joint Accessibility Advisory Committee:**

- Solicitation and screening of new committee members (as required)
- Orientation for new and existing committee members
- Preparation and distribution meeting packages (agendas, minutes, materials for review)

- Secure meeting locations ensuring a minimum of 6 regularly scheduled meetings in the planning year or coordination of Zoom meetings as required
- Arrange committee member transportation and other accommodations as required/applicable
- Attend JAAC meetings in the role of Secretary.
- Develop and submit annual work plans to the Admin Group.

## **2. AODA Interpretation and Compliance Support:**

- The Consultant will provide AODA and Accessibility Standard analysis and interpretation and will orient JAAC members and JAAC Admin staff to compliance requirements (addressing general information needs as well as answering specific enquiries).
- The Consultant will review any new Accessibility Standards created under the AODA and any related legislation which impacts compliance such as the Human Rights Code and the Accessible Canada Act. The consultant will provide consultation and advice in a variety of formats (written and verbal) as required. This includes advising on existing and new Accessibility Standard implications, policy and procedural needs, training needs and equipment and capital needs to comply with regulations.
- The Consultant will audit sample internal and external documents, processes and information systems to identify barriers to people with disabilities as well as identify Accessibility Standard compliance gaps with the assistance of the JAAC.
- The Consultant will assist in policy writing, procedure development and training plan and content development to comply with AODA requirements and emerging municipal needs.
- The Consultant will recommend strategies and implementation measures that are identified as best practices as a result of THG's previous experience with the identified compliance need as well as best practices from a legislative perspective.
- The Consultant will recommend best practices as they relate to providing the greatest extent of accessibility for individuals living with a wide variety of disabilities (i.e. maintaining a "cross-disability focus" addressing the needs of individuals with physical, sensory, environmental and mental health disabilities).

**3. Re-audit municipal facilities to address physical barriers ahead of 2025 legislated deadline**

- The consultant, with the JAAC, will re-audit any municipal facility and prepare reports to identify physical barriers as they relate to AODA, the new OBC and FADS in anticipation of the legislated deadline of 2025.

**4. Provide Accessibility Training to New Council, Committee Members and Staff:**

- Consultant and JAAC members will provide accessibility training to all new Council, Committee Members and municipal staff as requested

**5. Coordinate and Host meeting of Niagara-based Accessibility Advisory Committees**

- Host a meeting of all other Niagara-based accessibility advisory committees to share best practices, problem-solve joint issues and barriers and increase regional coordination of efforts
- Propose regional “working group”/subcommittee to increase regional coordination of efforts and increase communication between committees

**6. Development of the Multi-Year Accessibility Plan Progress Report:**

- The Consultant will create Multi-Year Accessibility Plan Progress Reports.
- The Consultant will circulate the reporting tool and coordinate the drafting of the Annual Progress Report with input from JAAC partner contacts and submit the Report to Council for approval and adoption.
- Upon completion of the Progress Report, the Consultant will coordinate and assist in developing a Communication Plan for the Report.

**7. Site Plan Reviews - provide compliance interpretation and support for Niagara FADS, the AODA Built Environment Standard and updated Ontario Building Code:**

- The Consultant will conduct site plans and/or review as requested by JAAC partner municipalities to determine compliance with Built Environment Design



Standards including Niagara FADS, AODA Design of Public Spaces and new Ontario Building Code as applicable.

**8. Liaison support for JAAC staff:**

- The Consultant will respond to email and telephone questions, attend meetings at JAAC and other appropriate locations as requested.

**9. Further develop the We Are Accessible Award**

- Work with the JAAC to furthering its recognition award program for municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per year.

**10. Liaise with public and private sector organizations and interest groups.**

In conjunction with the JAAC members:

- providing information about the AODA and its regulations
- maintaining a social media presence
- speaking to organizations about accessibility
- educating organizations on how to welcome people with disabilities into their business or workplace

Service Inclusions and Additional Considerations:

- a) Assignment activities will be conducted at The Herrington Group Ltd's offices. Email and telephone consultation will be widely used to reduce the amount of required travel in providing services. However, services will also be provided on site within JAAC municipalities as required.
- b) The consultant will be responsible for planning, meeting facilitation, production of draft materials, dissemination of materials for review, and collecting and consolidating feedback. The consultant will be responsible for the development of the Multi-Year Accessibility Plan Progress Report and any other compliance related policies.
- c) All staff of The Herrington Group Ltd is subject to its Health and Safety Policy and Confidentiality Agreement.

- d) The Herrington Group Ltd holds general liability and errors and omissions insurance in the amount of \$5,000,000. THG also holds an account, in good standing, with WSIB. Certification to confirm both accounts will be provided upon contract commencement.

## 5.0 Budget

<b><u>Expense</u></b>	<b><u>Annual Amount</u></b>	<b><u>2-Year Total Contract Amount</u></b>
Printing and Materials	\$1,490	\$2,980
Transportation	\$3,700	\$7,400
JAAC Meeting Accommodations	\$550	\$1,100
Consultant's Fee (plus HST):	\$64,260	\$128,520
<ul style="list-style-type: none"> <li>• JAAC Management</li> <li>• AODA Compliance Planning</li> <li>• Facility Re-audits</li> <li>• Advice: New Accessibility Standards, new legislation</li> <li>• Multi-Year Accessibility Plan and Annual Progress Report Development</li> <li>• Community Outreach</li> <li>• Site Plan Review Services</li> <li>• Compliance Support</li> <li>• Staff Liaison Services</li> <li>• Administrative Support</li> </ul>		
<b>TOTAL</b>	<b>\$70,000</b>	<b>\$140,000</b>

## **5.1 Narrative Explanation of Proposed Budget**

The JAAC pays for actual expense costs. All original receipts are submitted with invoices.

### **Printing and Materials- \$1,490/annum**

This figure reflects printing for the We Are Accessible Campaign promotional materials (brochures and award certificates) and for other initiatives (such as the meeting with other AAC's in Niagara).

### **Transportation - \$3,700/annum**

These funds will ensure consumer participation from all partnering municipalities. By providing transportation for JAAC members with disabilities, barriers to participation are eliminated and equality in the JAAC planning process is ensured. JAAC members are utilizing transportation most often as they participate in direct service activities such as staff training and consultations.

Eligible transportation costs include mileage reimbursement, taxi and bus costs and the chartering of accessible taxi cabs for wheelchair users. Costs are estimated at \$617/month x 6 months (the JAAC meets every other month).

### **JAAC Meeting Accommodations - \$550/annum**

Costs here include light meeting refreshments for monthly JAAC meetings when meeting in person. Cost also covers the annual holiday meal for committee members. Costs are estimated as such: Refreshments - \$25/meeting x 6 meetings (\$150) and \$400 for the annual holiday meal.

### **Consultant's Fee - \$64,260/annum**

Consultant fee includes:

- **JAAC Committee Management and Administration** – annual work plan, monthly meetings, minute taking, follow up support.
- **AODA Compliance Support**– provide interpretation and compliance support relating to existing or new Accessibility Standards including accessibility audits of internal operations, processes, documents, internal and external communications. Meeting with Senior Staff to obtain needed information.

Propose compliance measures, provide status updates and create required documents.

- **Multi-Year Accessibility Plan Progress Report Development** – including designing progress reporting process, collecting and synthesizing data, adding new data should new AODA Standards be regulated, managing JAAC consultation process, drafting Final Progress Report and submission of same to Councils.
- **Facility Re-audits** – re-audit municipal facilities
- **Community Outreach Activities** – prepare for JAAC members AODA related materials to be used in their community outreach activities.
- **Meeting of Niagara-based AAC's and potential development of Regional Sub-group** - hosting a meeting of all AAC's in Niagara and spearheading cross-committee partnerships and communications.
- **Site Plan Review Services** – as requested
- **Staff Liaison Services** – respond to email and telephone enquiries. Attend JAAC partner consultation meetings
- **Administrative Support** – calculated at \$15/hour x 10 hours/month x 6 months.

Fee will be billed monthly, and Harmonized Sales Tax will be added.

**Subject: COVID Update – November 2021**

**To: Council**

**From: Chief Administrative Office**

Report Number: 2021-295

Meeting Date: November 22, 2021

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**Recommendation:**

That Chief Administrative Office Report 2021-295 be received.

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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 October 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.

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## **Discussion:**

In October, the Province released *A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term*. This plan detailed the Province's gradual approach to lifting the remaining public health and workplace safety measures by March 2022. The City is in full compliance with the Province's regulations as they pertain to the workplace and to gatherings and public facilities such as the Vale Health & Wellness Centre.

The most recent step of the Province's plan was the planned removal of capacity limits in some high-risk settings on November 15<sup>th</sup>. On November 10<sup>th</sup>, the Province announced that this step was being delayed at least 28 days due to public health trends such as the COVID reproduction number and the percent positivity.

## **Reconnecting with Residents**

Since the outset of the COVID pandemic, some City facilities have been closed to walk-in visits. While many facilities have been open with precautions in place such as Sugarloaf Harbour Marina, parks and beaches, the Vale Health & Wellness Centre, and the Port Colborne Public Library, other administration buildings such as City Hall, the Port Colborne Operations Centre, and the Fire Station have been serving stakeholders on an appointment-only basis. While some staff worked remotely during the pandemic to help prevent the spread of COVID in the workplace, all of these facilities have been open and staffed.

At this time, the ECG is planning the safe and gradual return to in-person, walk-in visits to administration buildings and revisiting COVID precautions that are in place in the workplace. City management has designed a colour-coded chart that outlines COVID precautions and restrictions that will keep staff and visitors safe during the return to normal practices. Workplace-wide conditions are outlined in the attached appendix, City of Port Colborne Re-opening Stages; there are also additional workplace specific conditions that have been outlined for individual City facilities.

Staff would advise Council that this colour-coded tool is for corporate use only and is not intended to be used in the broader community and is not based on Provincial or Regional Public Health requirements. Rather, this tool is designed to help administer the workplace in a safe manner that will prevent the spread of COVID in the workplace.

The ECG will establish the colour code in effect for the workplace at the regularly scheduled EOC meetings and revisit the decision from week-to-week.

## **Council Meetings**

While administration buildings will soon be opening to walk-in visits, City Council meetings will remain virtual at this time. Provincial regulations consider Council meetings to be in a separate category from other City facilities as they take place in a public meeting facility. Council meetings would require enforcement of a mask mandate, screening, and verification of vaccination. While the increased screening can be conducted with the help of extra staffing, the mask mandate would limit the effectiveness of the meeting for Councillors, staff, and delegations. Staff recognize that holding a lengthy meeting while wearing a mask may be uncomfortable and it hinders accessibility for those watching the meeting who rely on reading lips. Since virtual meetings are working effectively, and this change would not be an improvement due to safety precautions, staff will not be moving forward with in person public meetings at this time. Staff are committed to continuing to watch Provincial guidelines and examine best practices and hope to resume in-person public meetings in the first half of 2022.

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## **Internal Consultations:**

The City's Emergency Control Group continues to meet on a regular basis during the pandemic. From time to time, staff from other departments are present at these meetings to discuss reopening of City programs and amenities including recreation facilities and programming, cultural services, and access to City buildings.

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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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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
  - Value: Financial Management to Achieve Financial Sustainability
  - People: Supporting and Investing in Human Capital
  - Governance: Communications, Engagement, and Decision-Making
- 

**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.

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**Appendices:**

- a. City of Port Colborne Re-opening Stages

Respectfully submitted,

Scott Luey  
Chief Administrative Officer  
905-835-2900 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 review and approval by the Chief Administrative Officer.



### **City of Port Colborne Re-Opening Stages**

<b>Corporate-wide Measures</b>				
	<b>Red</b>	<b>Orange</b>	<b>Yellow</b>	<b>Green</b>
<b>Meetings (Internal and External Stakeholders)</b>	Virtually only or outdoors where ample physical distancing is possible	Virtually preferred of in-person by appointment only; outside if possible	Meetings in person permitted with physical distancing and capacity limits.	Meetings permitted with any public health requirements continuing to be adhered to.
<b>Working from Home</b>	All staff to work from home unless their job does not permit this	Staff should continue to work from home if able. Minimal staff working onsite as required with Supervisor awareness to ensure the least number of staff onsite possible (50%).	Staff can work a mix of in-person and from home as required with Supervisor awareness to ensure no more than 75% of staff onsite at a time.	All staff can work onsite 100% of the time. The Work From Home Policy allows for eligible staff to work from home on a part time basis.
<b>Training - Onsite</b>	No in-person training unless required by legislation or certification requirements. Physical distancing must be adhered to. Virtually permitted.	Onsite training permitted with capacity limits, masking and physically distancing requirements for mandatory training or training related to certification or legislation.	Onsite training permitted with capacity limits, masking and physically distancing requirements for discretionary training.	Permitted as usual with any public health requirements continuing to be adhered to.
<b>Training - Offsite</b>	No off-site training unless required by legislation or certification requirements. Virtually permitted.	Off-site training permitted where travel is required within driving distance with confirmation of public health requirement adherence.	Off-site training permitted where travel is required with confirmation of public health requirement adherence.	Permitted as usual with any public health requirements continuing to be adhered to.
<b>Staff Lunches</b>	Not permitted in common spaces even while individually wrapped/served.	Permitted with staff ensuring physical distancing and individually portioned/wrapped meals.	Permitted with additional measures in place to reduce COVID risk (designated server, physically distanced seating, etc.)	Permitted as usual with any public health requirements continuing to be adhered to.
<b>Services – In-Person/Alternatives</b>	Services delivered virtually, by phone or email. In-person services <b><u>only</u></b> permitted where alternatives are not otherwise available and by appointment only.	Services delivered virtually, by phone or email where possible. In-person services permitted where alternatives are not otherwise available by appointment.	Services in-person permitted preferably by appointment with controls in place to monitor access to facilities.	Services resume as usual with any necessary controls required due to public health measures in place.



**Subject: 2022 Council Meeting Schedule**

**To: Council**

**From: Corporate Services Department**

Report Number: 2021-301

Meeting Date: November 22, 2021

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**Recommendation:**

That Corporate Services Department Report 2021-301 be received; and

That the 2022 Council meeting schedule set out in Appendix A of Corporate Services Report 2021-301 be approved.

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**Purpose:**

The purpose of the report is to approve the 2022 Council meeting schedule.

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**Background:**

Section 4.3 of the City of Port Colborne's Procedural By-law 6250/76/15 establishes Council meetings on the second and forth Monday of each month and permits changes with a majority vote of Council.

In order to administer effective virtual meetings and allow virtual delegations as needed, public meetings (such as those required under the Planning Act) were held separately and scheduled every other month in 2021 on a trial basis.

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**Discussion:**

Appendix A of this report contains the proposed 2022 Council meeting schedule which deviates from the Procedural By-law as it includes Council meetings on the second and fourth Tuesdays of each month. The schedule also includes a Public Meeting scheduled every other month to accommodate Statutory Public Meetings.

Staff have received multiple requests from council members to investigate moving Monday meetings to Tuesdays. Staff have moved the schedule for the 2022 year so that Council and Public Meetings take place on Tuesdays. This change will mean that Council has more time to review the Council agenda and discuss items with staff and constituents. The change will mean holidays that fall on Mondays will no longer impact the meetings. The Council agenda will continue to be published on the Thursday prior to the meeting.

Statutory Public Meetings were successfully held every other month in 2021 as they allowed for virtual delegations to be accommodated. Staff are recommending that this type of meeting continue separate from Council meetings in 2022 even when in person meetings resume. Council meetings can be lengthy, especially when including Closed Sessions, and holding these meetings on a separate day would allow for better meeting management while providing the time needed for public meetings.

In addition, the second Council meeting in September, October, and December are proposed to be cancelled. Council regularly does not hold the second Council meeting in December due to the proximity to the Holidays. It is also common in an election year for council to decrease the number of Council meetings close to Election Day. In 2022 the municipal election will be held on October 24. The second meeting in November, which is November 22, will be held as the inaugural meeting of the new term of Council. Section 4.2 of the Procedural By-law currently mandates the inaugural meeting as the first Monday in December, but staff have moved up the date following changes to the Municipal Act which deems the new term of Council begins on November 15, 2022.

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### **Financial Implications:**

There are no financial implications to changing dates of the meetings.

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### **Public Engagement:**

Once approved by Council, the calendar, included as Appendix A, will be added to the City website and all meeting dates will be added to the Council Meeting Calendar that can be found on the City website.

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### **Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar of the strategic plan:

- Governance: Communications, Engagement, and Decision-Making

### **Conclusion:**

As the schedule included as Appendix A differs from the current rules set out in the Procedural By-law, staff are requesting that Council approve the proposed 2022 Council meeting schedule.

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### **Appendices:**

- a. Proposed 2022 Council Meeting Schedule

Respectfully submitted,

Amber LaPointe  
Acting Director of Planning and Development/City Clerk  
905-835-2900 x 106  
cityclerk@portcolborne.ca

### **Report Approval:**

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

January						
S	M	T	W	T	F	S
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## Legend

	Holiday		Council Meeting
	Agenda Package		Committee of Adjustment
	Statutory Public Meeting		Election Day

## Council Chambers

66 Charlotte Street, Port Colborne, ON L3K 3C8 | 905-835-2900

cityclerk@portcolborne.ca | www.portcolborne.ca

 WATCH LIVE - @cityofportcolborne

 Airs Thursdays after Council Meeting at 9 a.m.



City of Port Colborne  
66 Charlotte Street  
Port Colborne, Ont.  
L3K 3C8

Dear Mayor Steele & Scott Lucy, CAO

I am writing to you today, as the Chair of the JAAC (Joint Accessibility Advisory Committee) as well as a citizen of the town of Grimsby and as a person living with a disability. The JAAC represents seven municipalities in the Niagara Region, which includes Grimsby, Thorold, West Lincoln, Lincoln, Niagara on the Lake, Pelham, and Port Colborne.

It has come to our attention, that after extensive consultation with Niagara's municipalities and residents, the Linking Niagara Transit Committee (LNTC) has endorsed the proposed consolidated transit model. On November 25, 2021, Regional Council will vote on this consolidated model. If approved, then each of Niagara's 12 local area municipalities will vote on the model.

Before any voting takes place, I would like to bring your attention to an accessibility issue that is occurring now in the already operating NRT On Demand transit system being managed by the Niagara Region. When the Region began running the NRT On Demand transit system, they didn't, in any way, consult with the JAAC even though the transit was being operated in our own municipalities and directly impacting those of us with disabilities. We didn't know anything about the transit, until some of our local papers contacted members of the JAAC, including myself, to ask us what our thoughts were on the accessibility of the new transit system. Needless to say, we couldn't comment on something we weren't aware of. I spoke to someone at the Regions' transit office and invited Mr. Robert Salewytch, Program Manager, Transit Services GO Implementation Office to speak at our upcoming JAAC meeting, to discuss the transits accessibility features.

On December 10, 2020, a presentation was given to the JAAC committee by Mr. Salewytch but he didn't know if the App to order a bus was fully accessible. As it turns out, the App is not fully accessible, which means that people with low vision or people who are totally blind do not have access to order a bus through the App. I contacted the representative, explained that the App isn't fully accessible. The representative said they would investigate the issue & resolve it ASAP. To this day, the issue still has not

been resolved. I am reluctant to believe that merging the transit systems will improve the accessibility issue that I've pointed out. Most of the separate transit systems across Niagara are fully accessible & meet the current AODA (Accessibility for Ontarians with Disabilities Act, 2005).

The JAAC, would like to make it resoundingly clear that it is very important that a member of the JAAC be immediately placed on the transit committee so that, not only are the AODA standards adhered to, but also those of the IASR Integrated Accessibility Standards Regulation incorporating goods & services such as, information & communication, employment, transportation, design of public spaces as well as customer service.

Having the input of the JAAC will ensure that the plans for the merging of systems meets the accessibility standards before any money is spent, preventing the need to later work backwards to fix issues related to the need to comply with Ontario provincial legislation.

Sincerely,

*Stephen Barker*

Stephen Barker  
Chair, JAAC

SB/dh

CC. JAAC Committee  
Town Clerks





## Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4  
Phone: 519-969-7770 Fax: 519-969-4029 [www.lasalle.ca](http://www.lasalle.ca)

---

**November 15, 2021**

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

Dear Prime Minister Trudeau,

### **Re: COVID-19 Testing Requirement at Land Border**

---

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

**698/21**

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.





Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo  
Director of Council Services/Clerk  
Town of LaSalle  
[jastrologo@lasalle.ca](mailto:jastrologo@lasalle.ca)

cc. The Honourable Doug Ford  
Chris Lewis, MP, Essex  
Taras Natyshak, MPP, Essex  
Gary McNamara, Warden, County of Essex  
All Members of Parliament  
All Members of Provincial Parliament  
All Ontario Municipalities



## Port Colborne Public Library Board

### MINUTES of the Third Special Meeting of 2021

**Date:** Tuesday, October 5, 2021  
**Time:** 6:15 p.m.  
**Location:** Virtual Meeting held via Microsoft Teams

**Members Present:** M. Bagu, Councillor  
B. Beck  
V. Catton  
J. Frenette  
A. Kennerly  
C. MacMillan

**Regrets:** M. Cooper, Chair  
B. Ingram, Vice-Chair  
H. Cooper  
S. Luey, Chief Executive Officer  
B. Boles, Board Treasurer

**Staff Present:** S. Therrien, Director of Library Services (Board Secretary)

#### 1. Call to Order

In the absence of the Chair and Vice-Chair, trustee C. MacMillan chaired the meeting and called the meeting to order at approximately 6:21 p.m.

#### 2. Declaration of Conflict of Interest

#### 3. Adoption of the Agenda

Moved by J. Frenette  
Seconded by V. Catton

That the agenda dated October 5, 2021 be adopted, as circulated.

Carried

## Port Colborne Public Library Board

### **4. Approval of Minutes**

Moved by V. Catton  
Seconded by B. Beck

That the minutes of the regular meeting, dated September 7, 2021 be approved, as circulated.

Carried

### **5. Business Arising from the Minutes**

### **6. Discussion Item**

#### **6.1. The Library's Response to the Truth and Reconciliation Calls to Action (S. Therrien)**

The Board discussed the library's response to the Truth and Reconciliation Commission of Canada's 94 Calls to Action for advancing reconciliation. The library's plan to move forward will include three steps:

- a. Local actions including: establishing relationships with the local Indigenous community; staff and Board education and workplace training; being a reliable and trusted information/communications source; collection development; services and programming; decolonizing access and classification schemes; public spaces; strategic planning; and the Land Acknowledgement Statement.
- b. Actions in collaboration with other Canadian public libraries and as part of the broader community of library associations.
- c. Actions following specific recommendations outlined in the Canadian Federation of Library Associations' (CFLA) Truth and Reconciliation Report.

The Board also discussed its current Land Acknowledgment Statement, passed in 2019, and the opportunity to revise it in the future.

## Port Colborne Public Library Board

Moved by J. Frenette

Seconded by V. Catton

- a. That the Port Colborne Public Library Board use its Land Acknowledgement Statement at every Board meeting.
- b. That the Board revise the Land Acknowledgement Statement as needed during the course of its term.

Carried

Moved by C. MacMillan

Seconded by A. Kennerly

- a. That the Port Colborne Public Library Board adopts recommendations in the Canadian Federation of Libraries (CFLA) Truth and Reconciliation Report and Recommendations to be used as a framework.
- b. That the Calls to Action be included in the library's strategic plan moving forward.

Carried

## 7. Decision Items

### 7.1. Policy Review

#### 7.1.1. HR-09: Staff Vaccinations Policy

Moved by C. MacMillan

Seconded by A. Kennerly

That the Board approves policy 7.1.1, as presented.

Carried

## 8. Board Members' Items

## Port Colborne Public Library Board

### 9. Notices of Motion

### 10. Date of the Next Meeting

Tuesday, November 2, 2021 at 6:15 p.m. via Microsoft Teams

### 11. Adjournment

Moved by J. Frenette

Seconded by A. Kennerly

That the meeting be adjourned at approximately 7:20 p.m.

Carried.

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Michael Cooper  
Board Chair  
November 2, 2021

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Susan Therrien  
Director of Library Services  
Board Secretary  
November 2, 2021

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 respecting lands legally described as Lot 71 on Plan 59M-428, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on the north side of Stanley Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law;

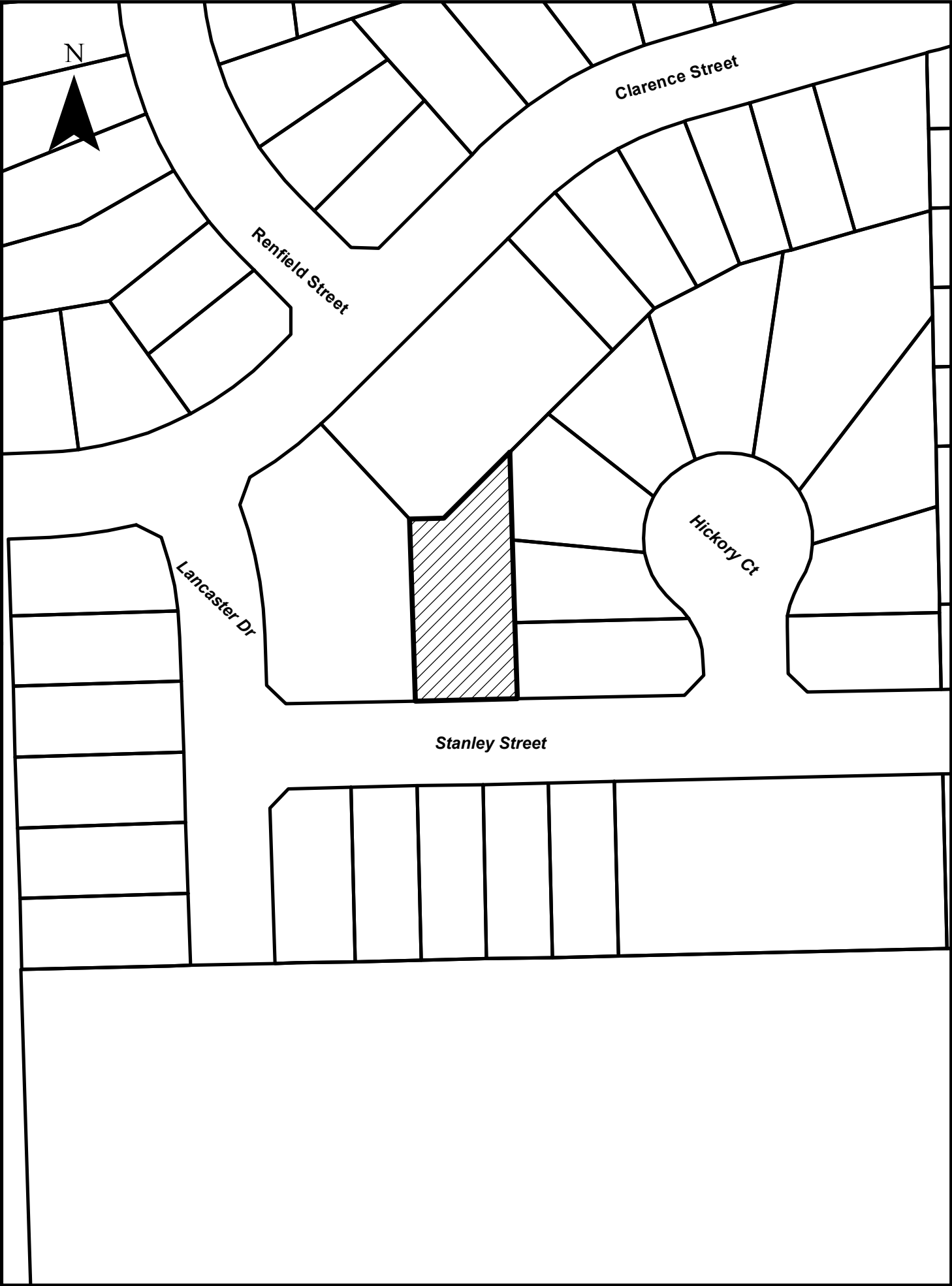
Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule "A" attached to and forming part of this by-law.
2. That the Zoning Map referenced as Schedule "A7" forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A to Second Density Residential (R2).
3. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
4. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this 22<sup>nd</sup> day of November, 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk

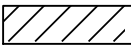


This is Schedule "A" to By-law No \_\_\_\_\_

Passed \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



- Lands to be rezoned  
from First Density  
Residential (R1) to  
Second Density  
Residential (R2)

File No. D14-14-21

Drawn by: DS - City of Port Colborne  
Planning Division

Not to scale

October 2021

The Corporation of the City of Port Colborne

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

Being a By-law to Authorize Entering into a Contract Agreement with GM BluePlan Engineering Limited regarding Project 2021-35, Proposal for Consulting Services for an Infrastructure Needs Study and Integrated Asset Management Plan

Whereas at its meeting of November 22, 2021, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Public Works Department Report No. 2021-299, Project No. 2021-35, Infrastructure Needs Study; and

Whereas Council is desirous of entering into a contract agreement with GM BluePlan Engineering Limited regarding Project 2021-35, Proposal for Consulting Services for an Infrastructure Needs Study and Integrated Asset Management Plan;

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 GM BluePlan Engineering Limited regarding Proposal 2021-35, Proposal for Consulting Services for an Infrastructure Needs Study and Integrated Asset Management Plan.
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 22<sup>nd</sup> day of November 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 November 22, 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 November 22, 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 22nd day of November, 2021.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk