

City of Port Colborne
Public Meeting Minutes

Date: Tuesday, June 14, 2022
Time: 5:00 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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

Staff Present: S. Luey, Chief Administrative Officer
S. Lawson, Fire Chief
D. Landry, Manager of Planning Services
S. Tufail, Acting Deputy Clerk
N. Rubli, Acting City Clerk
C. Roome, Planner

1. Call to Order

Mayor Steele called the meeting to order at approximately 5:01 p.m.

2. Adoption of Agenda

3. Disclosures of Interest

4. Statutory Public Meetings

4.1 Building Application Fees Review, 2022-100

Purpose Of Meeting

The purpose of the meeting is to review the process for establishing building permit user fees and present the proposed new building permit fees.

Presentation

Jim Bruzzese from BMA Management, the consultant retained by the City to undertake the building fee review provided a presentation detailing the process undertaken to complete the review.

The recommendations of the review are:

- That the 2022 fees be approved based on the calculated full cost of service
- an annual inflationary increase be applied to all building permit fees to help ensure that fees keep pace with changes in the cost of service
- a full analysis of building services cost and the fees charged be conducted every five years at a minimum.

Questions of Clarification to Planning Staff/Applicant

Councillor Bruno asked about market growth and what the process would be in correlation to fees. Is the five-year recommendation an absolute?

Mr. Bruzzese explained how process maps are undertaken which is the calculation of number of hours for each activity for a building permit. If activity levels increase due to increase of housing development, it could warrant an extra staff as an example. Annual inflationary increases mentioned are to cover salary and wage increases. A review at least every five years is recommended but can occur more often.

Councillor Bruno inquired if having surpluses are the only method to build a reserve.

Mr. Bruzzese responded no, you can build a reserve into the cost and transfer to the reserve. With the predicted growth spurts there may be some surpluses that could be transferred to the reserve.

Councillor Bruno asked for clarification on the recovery plan if the City is not to grow as anticipated.

Mr. Bruzzese explained the five-year review timeframe is a minimum recommendation and can occur at any point. Council has the ability to review the fee calculation should there be concerns.

Councillor Danch asked if Regional fees would increase.

Ms. Landry explained the proposed fee is at the local level for building permits. Only development charges are applied at both the local and Regional levels.

Councillor Bagu asked about Bill 109 and if it would affect the building permit fees.

Ms. Landry explained that Bill 109 does not apply to building permit fees.

Councillor Bodner asked if a consulting company is required to undertake a review of building permit fees or if internal staff could do the review.

The CAO stated that the goal is to have it completed in-house by creating a template first.

Moved By Councillor F. Danch

Seconded By Councillor D. Kalailieff

That Development and Legislative Services Department Report 2022-100 be received for information.

Carried

4.2 Public Meeting Report for Proposed Zoning By-law Amendment at 1498 Wilhelm Road, 2022-127

Purpose Of Meeting

The purpose of this meeting, pursuant to section 34 of the Planning Act, is to consider an application initiated by Christopher Wilson for the lands known as Lot 5 on Concession 2, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 1498 Wilhelm Road.

The application for the Zoning By-law Amendment proposes to change the zoning from Agricultural (A) to Agricultural Purposes Only (APO) and Agricultural Residential (AR). A special provision of the by-law is being sought to permit a reduced lot frontage of the parcel to be zoned AR.

Method Of Notice

Notice of the Public Meeting was administered in accordance with Section 34 of the Planning Act, as amended, and Ontario Regulation 545/06. The Notice of Public Meeting was circulated to required agencies, and

property owners within 120 meters of the lands on May 25th, 2022. Public meeting signs were also posted on the property no later than May 25th, 2022. Meeting details have been provided along with the Council Agenda on the City's website and under "Current Applications".

Presentation Of Application For Zoning By-Law Amendment

Mr. Roome, City Planner presented the following:

The application for Zoning By-law Amendment proposes to change the zoning from Agricultural (A) to Agricultural Purposes Only (APO) and Agricultural Residential (AR). A special provision of the by-law is being sought to permit a reduced lot frontage of the parcel to be zoned AR. The Zoning By-law Amendment is being requested as a part of a farm consolidation and an anticipated condition of severance application B09-22-PC.

Questions Of Clarification To Staff/Applicant

There were no questions of Staff or the Applicant.

Moved By Councillor H. Wells

Seconded By Councillor R. Bodner

That Planning and Development Report 2022-127 be received for information.

Carried

5. Procedural Motions

6. Information Items

7. Adjournment

Mayor Steele adjourned the meeting at approximately 5:46 p.m.

William C. Steele, Mayor

Nicole Rubli, Acting City Clerk