

City of Port Colborne Council Meeting Agenda

Date: Tuesday, June 28, 2022
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
 66 Charlotte Street, Port Colborne

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	In order to speak at a Council meeting, individuals must register no later than 12pm noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation , email deputyclerk@portcolborne.ca or phone 905-835-2900, ext. 115.	
12.	Mayor's Report	
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20. By-laws

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20.4.	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	420

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 of the June 13, 2022 Council Meeting	
21.2.	Corporate Services Department Report 2022-122, Labour Relations or Employee Negotiations	
21.3.	Corporate Services Department Report 2022-136, Personal Matters about an Identifiable Individual, including municipal or local board employees and Labour relations or employee negotiations	

22. Procedural Motions

23. Information items

24. Adjournment

RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

Whereas *Rail Safety Week* is to be held across Canada from September 19 to 25, 2022;

Whereas it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 19 to 25, 2022.



Mayor's Report

June 14, 2022 Council Meeting

Clean Community Days

I would like to thank the residents of our great city for participating in our Clean Community Days over the past month which saw 120 households clean up 8080 kgs of waste. This goes a long way to beautifying our city.

We are hoping to make this an annual event every spring. In the meantime, Humberstone Landfill is just down the road ready to accept any unwanted items for a fee.

Deadline for Grants for Non-Profits

The City of Port Colborne welcomes non-profit organizations and service clubs serving the needs of the residents of Port Colborne to apply for a discretionary grant based on the provisions included in the grant policy.

The next round of applications are due by Thursday, June 30.

To learn more about the grant, grant policy, or to download the application, visit www.portcolborne.ca/communitygrants

Niagara 2022 Canada Games

On Friday, June 17 at approximately 6:00 p.m., the Niagara 2022 Host Society, along with Canada Steamship Lines, the Niagara Region and the City of Port Colborne, will be holding a ceremony that will mark the official arrival of the Roly McLenahan Torch in the Niagara Region and see the Niagara 2022 Canada Summer Games Torch Relay begin its journey across all 12 of the region's local municipalities in the lead up to this summer's 28th edition of the Canada Games.

The disembarkment ceremony at Lock 8 Park in Port Colborne will take place mere moments after the torch-bearing vessel, the CSL St-Laurent, will have completed its historic journey along the St. Lawrence Seaway from Montreal — marking for the first time in the event's 55-year history that the Canada Games Flame has traveled by water.

Join us at Lock 8 Park to begin the celebration.

Omer Area Inflow Inspections

Do you live north of Franklin Avenue and East of Hwy 58? This area is known as the Omer Area.

Approved by Council, the City of Port Colborne has contracted GM Blue Plan to inspect property sump pumps and foundation drains and/or disconnect downspouts in the Omer Area to help prevent basement flooding.

A letter explaining this project has been sent to all affected homeowners in the Omer Area.

GM Blue Plan is currently doing the inspections this week! Please book your inspection. For more information about this project, including how to book an inspection with GM Blue Plan, visit our project webpage at www.portcolborne.ca/OmerAreaInflowInspections or contact the staff members listed on your letter.

National Indigenous History Month and the Port Colborne Public Library

June is National Indigenous History Month, and the Port Colborne Public Library has made books by Indigenous authors easier to find in both the adult and children's rooms.

Earlier this year, the Port Colborne Public Library enhanced the collection by adding nominated titles from the 2021-2022 First Nations Communities Read program and purchasing them from Goodminds.com, a First Nations family-owned business passionate about Indigenous education. Funding was received in partnership with the Port Colborne Historical and Marine Museum through a Niagara Investment in Culture grant, with support from the Niagara Region.

Tuesday, June 21 marks National Indigenous Peoples Day and in partnership with the TD Summer Reading Club, the Port Colborne Public Library will showcase the award-winning children's book *Sometimes I Feel Like a Fox* by Indigenous author Danielle Daniel in a StoryWalk.

A StoryWalk is a fun, socially-distanced activity that places a children's book, page by page, on poster boards along a path or in a park. Families have the opportunity to enjoy reading a book while strolling through their community. The Port Colborne Public Library will set up the StoryWalk outdoors on library property from June 21 until August 27. Everyone is welcome to discover and read *I Feel Like a Fox* throughout the summer when they visit.

Affordable Housing Strategy Open House

Tim Welch Consulting, the consulting firm hired to complete the City of Port Colborne's affordable housing strategy, will be joining city staff to host an open house on Tuesday, July 5, from 7 to 9 p.m. at the L.R. Wilson Heritage Research Archives, 286 King Street.

The city's new affordable housing strategy is expected to provide council and staff with an analysis of economic and demographic datasets as well as insight into the barriers or issues that have impacted and currently impact the affordable housing supply in Port Colborne.

It will also forecast the rate of Port Colborne's housing needs and make recommendations to improve affordability for groups with the greatest needs.

The consultants will lead the open house with a short presentation about housing needs in Port Colborne, followed by opportunities for attendees to browse posterboards, ask questions, and provide input on the vision, goals, and recommendations of the affordable housing strategy.

The open house will be split into two identical sessions, one beginning at 7 p.m., with doors opening at 6:30 p.m., and the other at 8 p.m. Space is limited, and online registration is required at www.portcolborne.ca/affordablehousingstrategy.

Thank you and stay safe.

**City of Port Colborne
Council Meeting Minutes**

Date: Tuesday, June 14, 2022
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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

Member(s) Absent: F. Danch, Councillor

Staff Present: S. Luey, Chief Administrative Officer
B. Boles, Director of Corporate Services/Treasurer
C. Kalimootoo, Director of Public Works
S. Lawson, Fire Chief
S. Tufail, Acting Deputy Clerk (minutes)
N. Rubli, Acting City Clerk

1. Call to Order

Mayor Steele called the meeting to order at 6:31 p.m.

2. National Anthem

3. Land Acknowledgment

4. Proclamations

4.1 Seniors' Month, June 2022

Moved by Councillor R. Bodner
Seconded by Councillor E. Beauregard

That June 1 – 30, 2022 be proclaimed as “Seniors’ Month” in the City of Port Colborne.

4.2 World Hepatitis Day, July 28, 2022

Moved by Councillor M. Bagu
Seconded by Councillor G. Bruno

That July 28, 2022 be proclaimed as World Hepatitis Day in the City of Port Colborne.

Carried

5. Adoption of Agenda

Item 8.8, Noise Variance Request 175 King Street, The Belmont Bar and Grill was added to the agenda at the request of staff.

Moved by Councillor D. Kalailieff
Seconded by Councillor H. Wells

That the agenda dated June 14, 2022 be confirmed, as amended.

Carried

6. Disclosures of Interest

7. Approval of Minutes

Moved by Councillor A. Desmarais
Seconded by Councillor H. Wells

That the minutes of the Special Public Meeting held on May 16, 2022, be approved as circulated.

That the minutes of the Public Meeting held on May 17, 2022, be approved as circulated.

That the minutes of the Regular Meeting of Council held on May 24, 2022, be approved as circulated.

Carried

7.1 Special Public Meeting-Road Ends-May 16, 2022

That the minutes of the Special Public Meeting-Road Ends, held on May 16, 2022, be approved as presented.

7.2 Public Meeting - May 17, 2022

That the minutes of the Public Meeting, held on May 17, 2022, be approved as presented.

7.3 Regular Meeting of Council - May 24, 2022

That the minutes of the Regular Meeting of Council, held on May 24, 2022, be approved as presented.

8. Staff Reports

Moved by Councillor E. Beauregard

Seconded by Councillor R. Bodner

That items 8.1 to 8.2 be approved, and the recommendations contained therein be adopted.

Carried

8.1 Canada Day Celebrations, 2022-101

That Corporate Services Department Report 2022-101 be received; and

That the waiver of fees of approximately \$800 for the Optimist Club Canada Day Celebrations at H.H. Knoll Lakeview Park Celebrations be approved as a City sponsorship of the event;

That the following roads be closed to parking and vehicular traffic on Friday, July 1, 2022, from 9:00 p.m. to 11:00 p.m.

- West Street, from the southern limit of Charlotte Street to the southern limit of the former Public Works Yard (11 King Street);
- Intersection of Kent Street at West Street;
- Intersection of Victoria Street at West Street;
- Intersection of Adelaide Street at West Street; and
- Intersection of Sugarloaf Street at West Street.

That Staff be directed to confirm that the Port Colborne Optimist Club file a certificate of insurance naming the City as an additional insured, in the amount of \$2,000,000, prior to the event.

That the Chief Administrative Officer and Director, Corporate Services/Treasurer be delegated the authority to approve and organize future Canada Day Celebration events provided the event follows a similar model as presented in this report, for greater clarity staff are delegated the authority to change and/or add additional street closures, change times and firework location, if required.

8.2 Stop up and Close Alma Street Road Allowance, 2022-118

That Chief Administrative Officer Report 2022-118 be received;

That the Stop Up and Close By-law, being a By-law to stop up and close the unimproved Alma Street Road Allowance, legally described as Plan 843 Pt Alma Street, west of Welland Street and abutting Canal Bank Road PIN 64149-01521 be approved; and

That the City owned Alma Street Road Allowance legally described as Plan 843 Pt Alma Street, west of Welland Street and abutting Canal Bank Road PIN 64149-01521 be declared surplus land.

9. Correspondence Items

Moved by Councillor E. Beauregard

Seconded by Councillor R. Bodner

That items 9.1 to 9.10 be received for information.

Carried

9.1 Niagara Region - Brownfield Tax Assistance Incentive Funding Request

9.2 Niagara Region - Waste Management System By-law and Access to Closed Landfill and Repurposed Sites By-law Updates

9.3 Town of Fort Erie - Support for Niagara Region's Motion - Voluntary Russian Sanction Request

9.4 Town of Fort Erie - Request Support/Endorsement - ArriveCAN and COVID-19 Travel Measures to Enter Canada

- 9.5 **Town of Fort Erie - Federal Government's Plans to Tax Vacant Foreign Owned Properties**
- 9.6 **Town of West Lincoln - Grimsby Regional Airport**
- 9.7 **City of Brantford - Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School**
- 9.8 **Town of the Blue Mountains - Voter's List Information to Candidates**
- 9.9 **Municipality of Muskoka - Annual Emergency Exercise Exemption**
- 9.10 **2022 Ministry of Northern Development, Mines, Natural Resources and Forestry - Rabies Control Operations Notification**
- 10. **Presentations**
- 11. **Delegations**
 - 11.1 **Written Delegation by Mike Tenszen-Regarding Marina Slip Fees**

Moved by Councillor A. Desmarais
Seconded by Councillor H. Wells

That the Director of Corporate Services/Treasurer be delegated authority to resolve the request regarding marina slip fees.

Carried
 - 11.2 **Mary Schwartz- Request to receive an exemption from Driveway Entrance By-law # 1117/64/81**

Mary Schwartz, Manager of the Heritage Family Holdings provided a written delegation for request to receive an exemption from Driveway Entrance By-law # 1117/64/81.

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

That an exemption to Driveway Entrance By-law #1117/64/81 be granted to allow for an additional driveway entrance on the property located at 4601 Forkes Road East.

Carried
- 12. **Mayor's Report**

A copy of the Mayor's report is attached.

13. Regional Councillor's Report

14. Staff Remarks

14.1 The My Main Street Local Business Accelerator program (Cotton)

The Economic Development Officer provided Council an update on the My Main Street Local Business Accelerator program. He further informed Council that there is a significant increase in tourism within the City of Port Colborne.

14.2 By-Law to Appoint Building Officials (Luey)

The Chief Administrative Officer advised Council that the appointment of six building officials is to backfill a temporary absence.

14.3 Federation of Canadian Municipalities Annual Conference (Luey)

The Chief Administrative Officer informed Council that he represented the City of Port Colborne at the Federation of Canadian Municipalities (FCM) Annual Conference in Regina, Saskatchewan.

14.4 Tax Bills (Boles)

The Director of Corporate Services / Treasurer informed Council that the tax bills were sent to residents on June 14, 2022. He further stated that residents can direct their questions to the customer service staff.

14.5 Splashtown Niagara Water Park (Boles)

The Director of Corporate Services / Treasurer informed Council that the waterpark is scheduled to open on June 18, 2022.

14.6 Surveillance Camera at the H.H. Knoll Lakeview Park (Boles)

The Director of Corporate Services / Treasurer provided an update on the implementation of the surveillance cameras across the City of Port Colborne that was approved by Council for the 2022 budget.

15. Councillors' Remarks

15.1 Elm Street Naturalization Site (Bruno)

Councillor Bruno expressed appreciation towards Regional Councillor Butters and the regional staff for their work on improving the Elm Street Naturalization Site.

15.2 Resurfacing of Snider Road (Wells)

In response to Councillor Wells' request for installation of signs to inform drivers of the steepness of the shoulder alongside Snider Road, the Director of Public Works confirmed he will address the matter.

15.3 Senior's Month (Desmarais)

Councillor Desmarais informed Council that the members of the Senior Citizen's Advisory Council will visit the Farmer's market every Friday for the month of June to educate and celebrate Senior's month.

15.4 Port Colborne Farmers' Market (Desmarais)

Councillor Desmarais informed Council that additional vendors will be present every Friday at the Port Colborne Farmers' Market and encouraged residents to visit.

15.5 Water and Wastewater Services Project (Bruno)

Councillor Bruno expressed appreciation towards staff for launching the water and wastewater services project.

15.6 FCM Annual Conference and Trade Show (Bruno)

Councillor Bruno informed Council that the president of LiteZone Glass Inc attended the FCM conference and will be visiting the City of Port Colborne to meet with staff on projects. Councillor Bruno also reported that there is an opportunity for funding from the federal government for affordable housing. Councillor Bruno further stated that different ways of electronic payments of water bills can be accepted by municipalities were presented at the conference. Councillor Bruno stated that the company bciti is interested in collaborating with the City of Port Colborne to deliver critical smart city services. Lastly, Councillor Bruno informed Council of a collaboration opportunity with a company to implement Electric Vehicle chargers.

15.7 Electric Rapid Terrain Vehicle (Bagu)

Councillor Bagu expressed appreciation towards staff for obtaining the first Electric Rapid Terrain Vehicle for the City of Port Colborne.

15.8 Public Washrooms located on West Street (Kalailieff)

In response to Councillor Kalailieff's request to open the public washrooms located on West Street, the Chief Administrative Officer advised that he is exploring possible solutions.

15.9 Passing of Cecil Vincent (Bodner)

Councillor Bodner expressed sympathy and condolences for the passing of the former Port Colborne Chief Administrative Officer Cecil Vincent.

16. Consideration of Items Requiring Separate Discussion

16.1 2021 Year End Review – Fire and Emergency Services, 2022-75

The Fire Chief provided a presentation and responded to questions from Council.

Moved by Councillor R. Bodner

Seconded by Councillor E. Beauregard

That Fire and Emergency Services Department Report 2022-75 be received for information purposes.

Carried

16.2 Tennessee Avenue Gates Design Services and Firelane Pillars Scope Change and Additional Funding, 2022-121

Moved by Councillor H. Wells

Seconded by Councillor A. Desmarais

That Public Works Department Report 2022-121 be received, and

That Council approve the increase in scope for the Tennessee Gate Design project to also include design services to address the entrance pillar widths at Firelane 1 and Lorraine Road and at Firelane 2 and Pinecrest Road, and

That Council approve additional funding of \$20,000 to include the redesign of the pillars at each location to accommodate emergency vehicles and other larger vehicles.

Carried

16.3 Borden Avenue Road Allowance – Surplus Declaration, 2022-120

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

That Chief Administrative Officer Report 2022-120 be received; and

That Council declare the closed Borden Avenue Road Allowance, legally described as Part of the road allowance between Lots 15 and 16 on Plan

10 and Lots 23 and 24 on Plan 33 between Steele Street and Knoll Street, shown as Appendix A, as surplus; and

That staff be directed to work with the adjoining landowners regarding the creation of parcels to address current encroachments and provide an opportunity to purchase the parcels at fair market value; and

That Economic Development and Tourism staff be directed to create one building lot on the west half of the Borden Avenue Road Allowance and sell the property in accordance with the Sale of Land Policy.

Carried

16.4 Appointments to Boards and Committees, 2022-89

Moved by Councillor A. Desmarais

Seconded by Councillor E. Beauregard

That Development and Legislative Services Department Report 2022-89 be received;

That the applicants listed in the Confidential Memo pertaining to Development and Legislative Report 2022-89 as circulated to Council be appointed to the respective Boards and Committees for a term ending December 31, 2026, or until such time as successors are appointed.

Carried

16.5 Energy Consumption and Greenhouse Gas Emissions Report (2020), 2022-109

Moved by Councillor H. Wells

Seconded by Councillor R. Bodner

That Public Works Department Report 2022-109 be received for information.

Carried

16.6 Noise Variance Request 175 King Street, The Belmont Bar and Grill, 2022-137

Liette Croteau, Manager on behalf of the owner Alex Bobic of The Belmont Bar and Grill, provided a verbal request for a Noise Variance and answered questions from Council.

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

That Community Safety & Enforcement Department Report 2022-137 be received; and

That Community Safety and Enforcement Services recommend the Council grant a temporary permit to exempt the Belmont Bar and Grill from Section 4(3) of By-law 4588/119/04 with the following terms and conditions:

That the temporary noise variance be approved for the period every Friday starting June 17th to Friday, September 2nd, from 8:00 p.m. to 11:59 p.m. and from every Saturday starting, June 18th to Saturday, September 3rd, from 8:00 p.m. to 11:59 pm. for a DJ with equipment and live bands being able to amplify music. In the event, that the City of Port Colborne receives significant noise complaints from the area residents, then option 1 as outlined in the report would be implemented. (Every other weekend).

The permit is applicable only to the production, reproduction, and amplification of sound in connection with these events.

Carried

Amendment:

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

That staff be directed to bring an update report on the Noise variance to the July 19, 2022 Council Meeting.

Carried

16.7 Steven Soos, True Politics - Request Support by the City of Port Colborne to Declare a State of Emergency on Mental Health, Homelessness and Addiction in the City of Port Colborne

Moved by Councillor A. Desmarais
Seconded by Councillor G. Bruno

That correspondence from Steven Soos regarding True Politics - Request Support by the City of Port Colborne to Declare a State of Emergency on Mental Health, Homelessness and Addiction in the City of Port Colborne be received: and

That correspondence, be referred to the Fire Chief, Chief Administrative Officer and the Social Determinants of Health Advisory Committee - Everyone Matters to bring an update forward at a future council meeting.

Carried

16.8 Niagara Region - Voluntary Russian Sanction Request

Moved by Councillor A. Desmarais

Seconded by Councillor E. Beauregard

That correspondence from the Niagara Region regarding Voluntary Russian Sanction, be supported and that Municipal Councillor Desmarais wishes to be voluntarily sanctioned.

Carried

16.9 Town of Fort Erie - Bidding Wars on Apartment Rentals

Moved by Councillor A. Desmarais

Seconded by Councillor E. Beauregard

That correspondence from the Town of Fort Erie regarding Bidding Wars on Apartment Rentals, be supported

Carried

16.10 Town of Aurora - Private Member's Bill C-233 "Keira's Law"

Moved by Councillor A. Desmarais

Seconded by Councillor H. Wells

That correspondence from the Town of Aurora regarding Private Member's Bill C-233 "Keira's Law, be supported

Carried

16.11 Niagara Region - Action Required - Waterpipe Smoking By-law

Moved by Councillor R. Bodner
Seconded by Councillor E. Beauregard

That the Council of Port Colborne consents to the passage of the
Waterpipe By-law of the Regional Municipality of Niagara, being a by-law
to regulate waterpipe smoking in the Region.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

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

That items 19.1 to 19.3 be approved, as presented.

Carried

**19.1 Senior Citizens Advisory Committee Minutes - March 22, 2022 and
April 19, 2022**

19.2 Port Colborne Public Library Board Minutes - April 6, 2022

19.3 Environmental Advisory Committee Minutes - April 13, 2022

20. By-laws

Moved by Councillor A. Desmarais
Seconded by Councillor D. Kalailieff

That items 20.1 to 20.3 be enacted and passed.

Carried

**20.1 By-law to appoint Gerald Moore as a Chief Building Official, Devon
Staley as Deputy Chief Building Official and Barbara Mocny, Mike
McKean, John Drahorat and Grant Schwartzentruber as Building
Inspectors**

**20.2 By-law to Stop Up and Close for Alma Street Road Allowance,
between Welland Street and Canal Bank Road**

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

- 21. Confidential Items**
- 22. Procedural Motions**
- 23. Information items**
- 24. Adjournment**

Mayor Steele adjourned the meeting at approximately 9:22 p.m.

William C. Steele, Mayor

Nicole Rubli, Acting City Clerk

Subject: Affordable Housing Strategy – Project Update

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-103

Meeting Date: June 28, 2022

Recommendation:

That Chief Administrative Officer Report 2022-103 be received for information.

Purpose:

The purpose of this report is to update Council on the status and next steps of the Affordable Housing Strategy and Action Plan project being led by Tim Welch Consulting and the City's Project Review Team (PRT). This report will accompany a Power Point presentation by the consultant at the June 28, 2022 Council meeting.

Background:

Staff report 2019-101 provided an update to Council on the creation of an affordable housing strategy. Council approved funding in the 2020 Capital Budget to retain a consultant. Staff report 2022-30 provided an update to Council on an RFP process that resulted in Tim Welch Consulting being awarded the contract to complete an Affordable Housing Strategy and Action Plan to comprehensively address how and to whom to provide a sufficient range of affordable housing options and opportunities within the City of Port Colborne.

The City does not offer community services, administer shelter services, or act as a housing provider. Rather, it is incumbent upon the City to ensure that planning tools and incentives are made available to support affordable housing and that municipal policy is consistent with regional and provincial direction.

Discussion:

The Affordable Housing Strategy and Action Plan project is being delivered in two phases:

- Phase I: a Housing Background report detailing the current and projected state of housing in Port Colborne including demographic analysis, housing supply and demand analysis, and calculations of affordability
- Phase II: the Affordable Housing Strategy & Action Plan providing recommendations to improve housing affordability in Port Colborne

This project is timely given the comprehensive review of the City's Community Improvement Plan (CIP) programs that is underway. The City's CIP consultant has been asked to provide comments and analysis about adding an affordable housing CIP to the City's current suite of incentive programs. This project also follows through on a commitment in the City's 2020-2023 Strategic Plan, specifically the action item of developing an affordable housing strategy under the "Attracting Business Investment and Tourism" strategic pillar.

It is also important to note that there have been recent provincial and federal announcements regarding housing supply and housing affordability. Having Council approved Affordable Housing Strategy will help the City with its eligibility for funding from federal and provincial programs to support partnership opportunities to create more affordable housing units.

Internal Consultations:

The PRT comprised of staff from Economic Development and Tourism Services and Planning and Development are working closely with Tim Welch Consulting.

Financial Implications:

Financial implications of an affordable housing strategy and action plan will be considered as part of Phase II.

Public Engagement:

The consultant prepared a public engagement plan to obtain input from residents and key stakeholders. City staff from Economic Development and Tourism Services and Corporate Communications worked with the consultant to post a survey on the City's website and this was promoted through various channels including City news updates, social media, and emails to key contacts. This online survey generated 147 responses.

The consultant and the Project Review Team also worked together to create Technical Advisory Committee (TAC) comprised of social service agencies, not-for-profit housing providers, developers, business stakeholders, and City staff. A total of four (4) TAC meetings are planned. In addition to the TAC meetings, the consultants interviewed twenty-three (23) stakeholders in the public, private and non-profit sectors.

An in-person public open house has been scheduled for Tuesday July 5, 2022 from 6pm to 8pm at the L.R. Wilson Archives Building. This meeting will be promoted through a news release, it will be posted on the City's website and social media channels, and an email notification will be sent to key contacts and community stakeholders.

Strategic Plan Alignment:

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

- Attracting Business Investment and Tourists to Port Colborne
 - Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

There is a shortage of affordable housing in Port Colborne and throughout the Niagara Region. Supportive policies and incentive programs are needed to encourage private and non-profit investment to build affordable housing units across the entire housing spectrum. To this end, Tim Welch Consulting, with the assistance of a cross-divisional City Project Team, is leading the development of an Affordable Housing Strategy. The consultant is planning to bring forward a report and recommendation to Council in September 2022.

Appendices:

- a. Draft Housing Background Report
- b. Housing Strategy PowerPoint Presentation

Respectfully submitted,

Gary Long
Manager of Strategic Initiatives
905-835-2900 x.502
Gary.Long@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

Affordable Housing Strategy

Phase I: Housing Background Report - DRAFT

June 3, 2022

Prepared by



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Executive Summary

The City of Port Colborne (“City”) recognizes the importance of access to affordable housing across the entire housing spectrum to community quality of life, economic development, and future prosperity. Housing prices in Port Colborne are rising significantly, benefitting some residents, but also making it challenging for other residents to find housing that is affordable, suitable, and safe, with negative outcomes for poverty, employment and income, education, and health. To address these housing challenges and improve social and economic outcomes, the City is developing an Affordable Housing Strategy.

The Affordable Housing Strategy (“Strategy”) will highlight municipal policies and planning tools the City can implement to support more affordable housing options for residents. It is important to note that, as a lower-tier municipality in Niagara Region, the City does not offer community services, administer shelter services, or act as a housing provider, all of which are Regional responsibilities. Policies and planning tools will be used to support housing programs from upper levels of government as well as encourage community and private sector efforts to further support the creation of needed affordable housing.

The Affordable Housing Strategy will be developed in two phases:

- Phase 1 – a Housing Background Report analysing housing needs and supply in Port Colborne
- Phase 2 – the Affordable Housing Strategy informed by the findings from the Housing Background Report

This document represents the draft Phase I: Housing Background Report.

A Note on Population and Household Projections

After a period of population decline, the City saw 9% population growth between 2016 and 2021 to a current population of 20,033 (Figure 4). Projections from Niagara Region estimate the population to reach 23,230 by 2051, representing a total increase of 16% or 0.4% per year on average. The Region also estimates 2,300 new housing units will be required to accommodate this increased population. An average of 77 units will need to be built per year to meet this projection. It should be noted that the Region’s projections represent minimum targets and are subject to change pending the approval of the Regional Official Plan.

The City of Port Colborne completed its own preliminary population projections that anticipate a population of 30,000 residents by 2051 if not sooner based on the current number of development applications. The City will continue to work with Regional staff to finalize the 2051 growth forecasts and allocations to the City.

Municipal Opportunities to Address Housing Supply

Lower-tier municipalities like Port Colborne do not administer housing programs directly. However, municipalities do have tools that can be used to support the creation of affordable housing. These include:

- Official Plan & Zoning By-law reform
- Community Improvement Plans (CIP)
- Community Planning Permit System (CPPS)
- Inclusionary Zoning (IZ)
- Demolition Control Areas & Rental Housing Protection By-laws
- Municipal Capital Facility Tool
- Financial incentives

The City currently makes use of several of these tools, but there are opportunities to strengthen existing policies and introduce new ones to increase housing supply.

Demographics

Key demographic findings with implications for housing include:

- Population growth of 9% between 2016 and 2021 to 20,033 residents, following consecutive census periods of population decline
- Projected population growth to between approximately 23,000 and 30,000 residents by 2051 or sooner. Additional housing will be required to accommodate this growth.
- Over half of the population is 50 years old or older pointing to a need for housing that can accommodate seniors as this population continues to age
- Couples without children and one-person households represent 65% of all households in Port Colborne. These household sizes suggest greater demand for smaller ownership houses and bachelor or one-bedroom apartments.
- Over 50% of households earn less than \$60,000 per year, and average and median household incomes are lower in Port Colborne compared to Niagara Region. Household incomes have implications for the cost of housing that will be considered affordable
- Seventy-four percent (74%) of Port Colborne households own their homes with the remaining 26% renting. There are currently 656 purpose-built rental units in Port Colborne and 2,070 rental households per the 2016 census suggesting most renter households live secondary rental units. Secondary rental units are typically a less stable form of rental housing and more likely subject to redevelopment, particularly in hot housing markets.

Housing Market Indicators

Key housing market indicators include:

- Single-detached dwellings make up the greatest share of housing stock in Port Colborne (70.6%). Single-detached dwellings are typically the most expensive as well as most land intensive type of housing. Low-rise apartment building are the second most common housing type (12.7% of stock)
- Over 50% of housing stock in Port Colborne was built over 60 years ago. Older housing stock is typically more affordable than new, but also in worse condition and more likely to be redeveloped.
- Ownership prices have increased significantly in the past five years (2017 to 2021). The average price for an ownership unit (new and resale) was \$553,446 in 2021 compared to \$304,970 in 2017, or an increase of 81%.
- Two-bedroom units make up 62% of the total number of purpose-built rental units
- Rents in Port Colborne have increased roughly in line with inflation over the past five years. This relatively low growth may be due to the inclusion of rent-controlled units in rental calculations. Current average market rents for all unit sizes (\$1,983 per month) are significantly higher than average rents calculated by CMHC (\$962 per month).
- The rental vacancy rate in Niagara Region was 1.8% in 2021, which is below the 3% vacancy rate generally considered to be desirable. Low vacancy rates can put upward pressure on rents as tenants compete for fewer units.
- Single-detached homes are still the predominant housing type being constructed, though there have been some apartments started and completed in recent years
- Most new housing stock is targeted at the ownership market

Affordability Indicators

Key affordability indicators include:

- Renter households face greater affordability challenges than ownership households. Renter households in Port Colborne are more cost burdened (49%) than ownership households (17%). Additionally, 40% of renter households are in core housing need compared to eight percent of owner households (8%)
- Single-person households are the household type in greatest need, representing 87% of renter households in need and 85% of ownership households in need
- Current ownership prices in Port Colborne are unaffordable to low-, moderate-, and even high-income ownership households (Table ES-1)
- Average rents in Port Colborne are generally affordable for moderate-income households and above, but are not affordable for renter households in the 30th income percentile or lower (Table ES-2)

Table ES-1: Comparison of Affordable Ownership Prices to Average Ownership Prices in Port Colborne and Niagara Region by Income Decile

			CREA – Port Colborne	Niagara Association of Realtors – Port Colborne	Niagara Association of Realtors – Niagara Region
Income Decile	2022 CPI Adjusted Income	Affordable Price at 30% Affordability Threshold	Average Ownership Price (All Types)	Average Ownership Price (All Types)	Average Ownership Price (All Types)
1	\$22,513	\$80,243	\$553,446	\$505,056	\$648,967
2	\$34,234	\$122,019	\$553,446	\$505,056	\$648,967
3	\$46,187	\$164,622	\$553,446	\$505,056	\$648,967
4	\$61,157	\$217,979	\$553,446	\$505,056	\$648,967
5	\$79,376	\$282,918	\$553,446	\$505,056	\$648,967
6	\$97,828	\$348,684	\$553,446	\$505,056	\$648,967
7	\$117,440	\$421,669	\$553,446	\$505,056	\$648,967
8	\$141,810	\$512,524	\$553,446	\$505,056	\$648,967
9	\$180,918	\$658,203	\$553,446	\$505,056	\$648,967

Source: CREA, Niagara Association of Realtors

Cells that are red indicate prices/rents are **not** affordable for households at the income decile. Cells that are green indicate prices/rents are affordable for households at the income deciles

Table ES-2: Comparison of Affordable Rents to Average Rents in Port Colborne and Niagara Region by Income Decile

			Port Colborne	St. Catharines - Niagara
Income Decile	2022 CPI Adjusted Income	Affordable Rent at 30% Affordability Threshold	Average Market Rent - All units	Average Market Rent - All units
1	\$22,513	\$563	\$962	\$1,132
2	\$34,234	\$856	\$962	\$1,132
3	\$46,187	\$1,155	\$962	\$1,132
4	\$61,157	\$1,529	\$962	\$1,132
5	\$79,376	\$1,984	\$962	\$1,132
6	\$97,828	\$2,446	\$962	\$1,132
7	\$117,440	\$2,936	\$962	\$1,132
8	\$141,810	\$3,545	\$962	\$1,132
9	\$180,918	\$4,523	\$962	\$1,132

Source: CMHC

Cells that are red indicate prices/rents are **not** affordable for households at the income decile. Cells that are green indicate prices/rents are affordable for households at the income deciles

Engagement & Consultation

Three methods of engagement and consultation informed the drafting of this report.

Online Community Survey

A survey was available on to the Port Colborne website from May 2 to May 13 to solicit community feedback on housing needs. The survey consisted of a total of 25 multiple choice and short answer questions. A total of 147 respondents completed the survey.

Stakeholder Interviews

Semi-structured interviews were conducted with local and regional stakeholders in the public, private, and non-profit sectors to augment and complement the quantitative data analysis with qualitative data. A total of 23 people were interviewed over 14 interviews.

Technical Advisory Committee

A Technical Advisory Committee (TAC) consisting of representatives of the public, private, and non-profit sectors provided input, guidance, and expertise on the work of the consultant team.

Recommendations for the Affordable Housing Strategy

Based on the findings of the Housing Background Report, it is recommended that the Affordable Housing Strategy address the following:

1. Establishing formal affordability thresholds and targets
2. Ensuring the Official Plan and Zoning by-law support housing diversity
3. Rental demolition and conversion policies
4. Promotion of secondary units
5. Incentives (financial and non-financial) that can encourage housing affordability
6. Building awareness about housing issues in Port Colborne
7. Cross-sector collaboration to encourage housing affordability
8. Monitoring and tracking mechanisms

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1. Introduction

The City of Port Colborne (“City”) recognizes the importance of access to affordable housing across the entire housing spectrum to community quality of life, economic development, and future prosperity. Housing prices in Port Colborne are rising significantly, benefitting some residents, but also making it challenging for other residents to find housing that is affordable, suitable, and safe, with negative outcomes for poverty, employment and income, education, and health. To address these housing challenges and improve social and economic outcomes, the City is developing an Affordable Housing Strategy.

The Affordable Housing Strategy (“Strategy”) will highlight municipal policies and planning tools the City can implement to support more affordable housing options for residents. It is important to note that, as a lower-tier municipality in Niagara Region, the City does not offer community services, administer shelter services, or act as a housing provider, all of which are Regional responsibilities. Policies and planning tools will be used to support housing programs from upper levels of government as well as encourage community and private sector efforts to further support the creation of needed affordable housing.

The Affordable Housing Strategy will be developed in two phases:

- Phase 1 – a Housing Background Report analysing housing needs and supply in Port Colborne
- Phase 2 – the Affordable Housing Strategy informed by the findings from the Housing Background Report

This document represents the draft Phase I: Housing Background Report.

1.1 Report Organization

This Housing Background Report (“Report”) presents quantitative and qualitative findings about the current state of housing in the City as well as projections for future housing needs based on anticipated population growth and changing socio-demographics. It will also serve as a guide for the creation of the Affordable Housing Strategy to ensure a sufficient array of housing options are provided in the City to meet the City’s housing needs along the housing continuum.

The remainder of the report is organized as follows:

- **Part 2** discusses various definitions of “affordable” housing
- **Part 3** presents a background on housing policy that affects housing in Port Colborne
- **Part 4** describes housing roles and responsibilities for public, private, and non-profit sectors, as well as municipal opportunities to address housing supply
- **Part 5** presents an analysis of housing needs and supply based on current conditions as well as future housing need based on population projections

- **Part 6** presents a summary of consultation and community engagement that will inform the development of the Affordable Housing Strategy
- **Part 7** discusses recommendations directions for the Affordable Housing Strategy to consider

1.2 A Note on Data

The following data sources have been used throughout this report:

- Statistics Canada Census data
- Canadian Mortgage and Housing Corporation data
- Canadian Real Estate Association (CREA) data
- Niagara Association of Realtors data

All efforts have been made to ensure the data is as up to possible, however the changing nature of house prices and rents means numbers cited in this report may differ from current market prices and rents. Additionally, the 2021 census was not available in its entirety at the time of publication. Where 2021 data was not available, data from the 2016 census was used. In some instances, 2016 data was updated to reflect estimated 2021 data.

Where CMHC data was suppressed or unavailable, St. Catharines-Niagara data was used instead as a proxy under the assumption that rents and prices in the region are likely reflective of rents and prices in Port Colborne.

1.3 About Port Colborne

The City of Port Colborne is a lower-tier municipality on Lake Erie, at the southern end of the Welland Canal, in the Niagara Region of southern Ontario, Canada. The City is one of 12 municipalities that constitute the Regional Municipality of Niagara. It shares its boundaries with the Township of Wainfleet to the west, the Town of Fort Erie to the east, and the City of Welland and City of Niagara Falls to the north. The City is geographically diverse with urban, industrial, and rural areas, with the rural area making up over three-quarters of the municipality's geographic territory. It is also an important part of the Niagara Gateway Economic Zone and supply chain between Canada and the United States.

Figure 1: Niagara Region



Source: Niagara Regional Housing

1.4 About Tim Welch Consulting Inc. (TWC)

With offices in Cambridge and Toronto, Tim Welch Consulting (TWC) is a full-service consulting firm that specializes in undertaking research and housing policy work for municipal (upper- and lower-tier) governments and facilitates the construction of affordable rental and ownership housing developments. Since 2005, TWC has helped more than thirty not-for-profit and private sector organizations build more than 1,000 units of affordable housing across Southern Ontario.

DRAFT

2 Housing As A Human Right

“Every person has a right to equal treatment with respect to the occupancy of accommodation without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance.” –

Ontario Human Rights Code, s.2(1)

The Ontario Human Rights Code recognizes housing as a human right. As such, municipalities have the responsibility to promote human rights in their housing-related legislation and policies¹. This includes ensuring Official Plans and Zoning By-laws promote and support diverse housing types and tenures and are not unintentionally discriminatory, for example, by limiting the types of housing that can be constructed in certain areas of the municipality.

A human rights lens will be applied to the development of the Affordable Housing Strategy in Phase II of this work.

3 What Does “Affordable Housing” Mean?

There are many ways of defining affordable housing. Some definitions exist in provincial and municipal policies, different definitions exist in housing programs, and, for many people, there is a very personal definition of affordability based on their own incomes.

Definitions of affordability generally fall into one of two categories: income based or market based. The income based definition defines affordability in relation to one’s income such that housing is considered affordable if it costs less than a certain percentage of annual household income (typically 30%). This definition emphasizes that affordability is relative to one’s means. For example, monthly housing costs (rent or mortgage payments) of \$1,750 would be considered affordable for a household earning \$70,000 based on spending 30% of income on housing². Monthly housing costs of \$2,500 would not be considered affordable for a household earning \$70,000 but would be considered affordable for a household earning \$100,000³. The market based definition defines affordability in relation to average or median rents and prices in a market area such that housing at or below average or median market rents/prices is considered affordable. This definition is helpful in contextualizing housing costs in a community, however it does not take into consideration what households are able to pay based on their incomes. For example, a household earning \$70,000 per year living in a city with an average monthly rent of \$2,500 would have to spend 43% of its income on housing to live in an “affordable” unit⁴. Many government definitions of

¹ “In the zone: Housing, human rights and municipal planning”, Ontario Human Rights Commission (2011)

² Maximum monthly housing costs = $(\$70,000 \times 30\%) / 12 \text{ months} = \$1,750 \text{ per month}$

³ Maximum monthly housing costs = $(\$100,000 \times 30\%) / 12 \text{ months} = \$2,500 \text{ per month}$

⁴ $(\$2,500 \text{ per month} \times 12 \text{ months}) / \$70,000 = 42\%$

affordability include both income and market based calculations, with the least expensive of the two being deemed affordable.

It is important to note that though “affordable” often has a connotation of social and/or subsidized housing, it is possible for market housing to meet definitions of affordable as well. As such, while social and/or subsidized housing is designed to be affordable, not all housing that is considered affordable is social and/or subsidized.

Below is a brief overview of various definitions.

3.1.1 Provincial Policy Statement (2020)

Section 6.0 of the Provincial Policy Statement defines “affordable” as:

- a) in the case of ownership housing, the least expensive of:
 - 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
- b) in the case of rental housing, the least expensive of:
 - 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

3.1.2 Region of Niagara Official Plan (2021, Draft)

The Region of Niagara Official Plan defines “affordable” as:

- 1. in the case of ownership housing, the least expensive of:
 - a) housing for which the purchase price results in annual accommodation costs which do not exceed 30 per cent of gross annual household income for low and moderate income households; or
 - b) housing for which the purchase price is at least 10 per cent below the average purchase price of a resale unit in the regional market area;
- 2. in the case of rental housing, the least expensive of:
 - a) a unit for which the rent does not exceed 30 per cent of gross annual household income for low and moderate income households; or
 - b) a unit for which the rent is at or below the average market rent of a unit in the regional market area. (Growth Plan, 2020)

The Official Plan also includes a definition for **attainable housing** as follows:

- Rental or ownership housing provided by the market for *moderate income households* that are generally within the fifth and sixth income decile of the *regional market area*. *Attainable housing* can include dwelling types of various sizes, densities, and built forms, and is intended to provide individuals with the opportunity to access housing more suitable to their needs.

3.1.3 Port Colborne Official Plan (2017)

1. In the case of ownership housing, the least expensive of:
 - a. Housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - b. Housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
2. In the case of rental housing, the least expensive of:
 - a. A unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - b. A unit for which the rent is at or below the average market rent of a unit in the regional market area.

3.1.4 CMHC

Although the definition of affordable housing can differ from one area to another, traditionally within the housing industry and according to the Canadian Mortgage and Housing Corporation (CMHC), housing is affordable for a given household if it costs less than 30% of gross (before-tax) household income.

3.1.5 Affordable Housing Definition per Housing Programs

Ontario Priorities Housing Initiative (OPHI)

Rents for the project that are at or below 80% of CMHC Average Market Rent (AMR) in the service manager's area at the time of occupancy where actual rents are calculated using actual rents paid by tenants and any rent supplements provided by the Service Manager.

National Co-investment Program (CMHC)

Rents must be below 80% of the Median Market Rental Rate (as described in the most recent CMHC Rental Market Survey) for the market and unit type in question.

Table 1: Summary of "Affordable" Definitions

	Provincial Policy Statement	Niagara Region Official Plan	Port Colborne Official Plan	CMHC	OPHI	National Co-investment Program
Ownership	<ul style="list-style-type: none">• annual accommodation costs do not exceed 30% of gross income for low and moderate income households• purchase price is at least 10% below the average purchase price of a resale unit	<ul style="list-style-type: none">• annual accommodation costs do not exceed 30% of gross income for low and moderate income households• purchase price is at least 10% below the average purchase price of a resale unit	<ul style="list-style-type: none">• annual accommodation costs do not exceed 30% of gross income for low and moderate income households• purchase price is at least 10% below the average purchase price of a resale unit	<ul style="list-style-type: none">• spending less than 30% of gross income on housing	<ul style="list-style-type: none">• n/a	<ul style="list-style-type: none">• n/a
Rental	<ul style="list-style-type: none">• monthly rent does not exceed 30% of gross annual household income for low and moderate income households• a unit that rents at or below the average market rent of a unit in the regional market area	<ul style="list-style-type: none">• monthly rent does not exceed 30% of gross annual household income for low and moderate income households• a unit that rents at or below the average market rent of a unit in the regional market area	<ul style="list-style-type: none">• monthly rent does not exceed 30% of gross annual household income for low and moderate income households• a unit that rents at or below the average market rent of a unit in the regional market area	<ul style="list-style-type: none">• spending less than 30% of gross income on housing	<ul style="list-style-type: none">• rents at or below 80% of CMHC Average Market Rent (AMR) in the service manager's area	<ul style="list-style-type: none">• rents less than 80% of Median Market rent for the market and unit type in question

Source: Provincial Policy Statement (2020), Draft Niagara Region Official Plan (2021), Port Colborne Official Plan, CMHC, OPHI

3.2 The Housing Continuum

The Housing Continuum (Figure 2) is both a model that describes the range of housing options based on income from homelessness to market housing as well as a tool to evaluate the state of housing in a community. Individuals may move along the continuum at different points in their lives based on life circumstances. Ideally, a community will have housing options available at all points on the continuum to meet the varying needs of its current and future residents. In instances where existing housing supply does not provide appropriate housing options, the Housing Continuum can be used to identify these gaps.

Things that may influence the ability of a municipality to provide housing along the continuum include population, demand, available funding, zoning, and neighbourhood opposition.

Figure 2: The Housing Continuum



Source: CMHC

3.3 The Wheelhouse Model

Developed by the City of Kelowna, the Wheelhouse model (Figure 3) is an alternative way of looking at housing options where housing needs are organized circularly. While the Housing Continuum suggests a linear progression towards market homeownership, the Wheelhouse recognizes that housing needs can move in any direction depending on one's life circumstances. It also recognizes that ownership may not be an end goal nor achievable for certain individuals, and the importance of a variety of housing options for a diverse and inclusive housing system.

Figure 3: The Wheelhouse Model



Source: City of Kelowna

4 Policy Review

Currently, all levels of government recognize the shortage of affordable housing and the need for legislation, policies and strategies that guide development, create housing options, and increase housing supply. This section introduces the existing policy framework associated with affording housing, including the federal National Housing Act, the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe, the Niagara Regional Official Plan, the Niagara Region 10-year Housing and Homelessness Action Plan, the Port Colborne Official Plan, and the Port Colborne Zoning Bylaw.

4.1.1 National Housing Act (NHA)

The purpose of this Act, in relation to financing for housing, is to promote housing affordability and choice, to facilitate access to, and competition and efficiency in the provision of, housing finance, to protect the availability of adequate funding for housing at low cost, and generally to contribute to the well-being of the housing sector in the national economy.

National Housing Act R.S.C., 1985, c. N-11;3.

The NHA is an Act that promotes the construction of new houses, the repair and modernization of existing houses and the improvement of housing and living conditions. Originally passed in 1953, this legislation outlines the Federal government's responsibilities associated with housing; the roles and powers have changed substantially over the years. The NHA defines the provisions for Canada Housing and Mortgage Corporation (CMHC), which is a Federal Crown Corporation that supports affordable housing programs.

4.1.2 Ontario Planning Act

The Planning Act is provincial legislation that sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them.

4.1.3 Provincial Policy Statement, 2020 (PPS)

The PPS governs legislation for land use planning in Ontario. It sets rules for managing growth, policies for public health and safety, managing natural resources and environmental protection. It gives provincial policy direction on the provision of sufficient housing to meet changing needs, including affordable housing.

Significant policy changes to the PPS were undertaken between 2014 and 2019 with the intention of encouraging an increase in the mix and supply of housing, protection of the environment and public safety, reduction of barriers and costs for development, to support rural northern and Indigenous communities, and to support economy and job creation. One of the outcomes of the most recent review was the development of the Housing Supply Action Plan to address housing challenges.

4.1.4 More Homes, More Choice: Ontario's Housing Supply Action Plan (Bill 108)

To address Ontario's housing crisis, a multi-pronged strategy is under development at the provincial level. Key strategies include the sale of unused government-owned properties to build homes, care facilities and affordable housing, and fast-tracking development projects near transit. Changes to the Planning Act is intended to streamline processes for builders. Of relevance for the affordable housing sector is Bill 108 (enacted in 2019), that makes it easier for homeowners to create residential units. Significantly, the bill includes requirements for Official Plans to permit second units in single dwellings *in addition to* accessory units in an ancillary structure.

A new strategy aimed at improving the community housing system (the Community Housing Renewal Strategy) is under development.

4.1.5 Report of the Ontario Housing Affordability Task Force (OHATF)

The recently released recommendations of the OHATF address issues of supply shortages of housing across the province, recommending that multi-unit housing be allowed in more locations "as of right". One aspect of addressing barriers recommends that new housing take precedence over preservation of neighbourhood character or urban design details, and that parking requirements be reduced. Citing that NIMBYism (not in my back yard) stands in the way of housing creation, the task force recommends fewer public consultations. While the Task Force recommendations have not become legislation, their potential impact on zoning will be considered as part of the Affordable Housing Strategy.

4.1.6 More Homes for Everyone Act (Bill 109)

The More Homes for Everyone Act (Bill 109) received Royal Assent in April 2022. The bill amends several pieces of legislation based on some of the recommendations from the OHATF including the Planning Act, the City of Toronto Act, the Development Charges Act, the New Home Construction Licensing Act, and the Ontario New Home Warranties Plan Act. Changes of note include requiring municipalities to refund application fees for zoning by-law amendments, combined zoning and Official Plan by-law amendments, and site plan approval, if application decisions are not made within the statutory approvals timelines (ranging from 60 to 120 days depending on the type of application) and the creation of the Community Infrastructure and Housing Accelerator (CIHA) tool that allows municipalities to request the Minister make a zoning order for housing developments (including affordable housing), employment and economic developments, and mixed-use developments⁵. In both cases, the intent of these changes is to incentivize supply and avoid costs associated with lengthy approvals.

4.1.7 A Place to Grow: Growth Plan for the Greater Golden Horseshoe

As in many thriving metropolitan regions, many communities in the GGH are facing issues of housing affordability, which are being driven primarily by sustained

⁵ Public consultation is still required prior to requesting a zoning order through this tool

population growth and factors such as a lack of housing supply with record low vacancy rates. This Plan helps to address this challenge by providing direction to plan for a range and mix of housing options, including additional residential units and affordable housing and, in particular, higher density housing options that can accommodate a range of household sizes in locations that can provide access to transit and other amenities. There is also a need for stakeholders to work collaboratively to find opportunities to redevelop sites using more age-friendly community design.

A Place to Grow, page 12

Ontario's Place to Grow Act, legislated in 2005, was flowed by the Growth Plan for the Greater Golden Horseshoe in 2006, and further revised in 2020. The Act was intended to stimulate urban growth and density while curbing urban sprawl. It is intended to encourage growth and development, foster economic prosperity, protect the environment. A significant outcome of this plan is that benchmarks for density in greenfield development areas (new development on vacant sites). Target densities were originally 50 residents and jobs per hectare in 2020 but shifting to 60 by 2022 and up to 80 residents and jobs by 2031. Target densities in Port Colborne are staying at 50 residents per hectare per Policy 2.1.7.35 in the Official Plan. The plan also focuses on a diverse range of housing options and choices in urban centers.

4.1.8 Niagara Region Official Plan

The existing Niagara Region Official Plan sets of policies for housing in section 11: Housing and community services. Policies encourage a variety of housing types, sets out affordable housing supply targets for each local municipality, encourages policies that support the creation of secondary suites, and discourages the demolition or conversion of rental housing.

Niagara is currently developing a new Official Plan; a draft of this plan is currently available for review. Part of the plan is to ensure that Niagara has an adequate and diverse supply of attainable housing; a primary directive is to diversify the housing stock to accommodate all ages and incomes. Key aspects of the strategy are to support density in Designated Greenfield Areas, and municipalities are encouraged to exceed minimum densities of 50 residents and jobs combined per hectare. In section 2.3, Housing policies are outlined in detail, including minimum targets for affordable housing: 20% of all new rental housing is to be affordable; and 10% of all new ownership housing is to be affordable. Planning tools are considered, such as as-of-right permissions for additional residential units, streamlined planning approvals, financial incentive programs, and inclusion of a mix of unit sizes.

4.1.9 Niagara Region 10-Year Housing and Homelessness Action Plan (HHAP)

The Housing and Homelessness Action Plan was launched in 2014 and updated in 2019 and 2020. It provides a strategy for addressing the issues of affordable housing and homelessness and coordinates strategies in increase access to affordable housing and end chronic homelessness in Niagara Region. The plan is expected to respond to changes in the community and the housing market that affect demand for homelessness services and affordable housing. A series of goals are outlined:

2. House people who do not have a home;
3. Help people to retain a home;
4. Increase housing options and opportunities for low-and medium income households, and;
5. Building capacity and improve the effectiveness and efficiency of the housing and homelessness system.

To achieve these goals, a series of action items are recommended. The HHAP incorporates recognized best practices in the areas of land use planning, affordable housing, and homelessness services.

4.1.10 Port Colborne Official Plan (OP)

Provide the opportunity for a mix of residential accommodations for households with diverse social and economic characteristics, needs and desires. In parallel with goals of creating a mix of housing opportunities are goals of environmental protection, efficient land use development patterns and compact building design.

Port Colborne Official Plan, Vision Statement, 2.1.b

The City of Port Colborne sets of policies that guide development of the city. One of the guiding principles of the OP is to create a range of housing opportunities and choices. Growth management strategies are laid out in detail that include direction for housing development, including infill and intensification in Urban Residential zones, Hamlets, and Downtown Commercial areas. In a section on housing, policies to support housing are outlined that focus on the development of an appropriate mix of housing types, densities, and tenures to meet diverse needs.

A Community Improvement strategy is also outlined in the OP that will establish programs to encourage private sector development. An “inadequate mix of housing types” has been identified as a Community Improvement Project Area, with plans to encourage residential infill and intensification, and encourage the construction of affordable housing.

The OP contains secondary plans for particular neighbourhoods that have specific goals and policies for housing, including the East Waterfront Secondary Plan and the Westwood Park Secondary Plan.

4.1.11 Port Colborne Zoning By-law (ZBL)

The purpose of the Port Colborne ZBL is to implement to policies of the OP. Where the OP is a general document, the ZBL regulates details, including built form on a lot, specific provisions for parking, and the type of land uses permissible in certain zones. Of relevance to affordable housing are restrictions based on land use, building type definitions, building setbacks, lot area per unit size requirements, minimum sizes for dwelling units, maximum sizes for accessory dwelling units, height limits, lots size restrictions, and parking requirements.

5 Housing Roles & Responsibilities

This section discusses the different sectors that contribute to affordable housing. The public, private, and non-profit sectors all have a role to play in providing affordable housing.

5.1 Federal⁶

In 1996 the Federal government delegated housing programs to provincial governments and thus has had limited involvement in housing initiatives until more recently. In 2017 the Federal government launched the National Housing Strategy, a 10 year plan to invest in affordable housing in the country and combat shortages. As of March 2022, only a third of the promised \$75 billion grant funding through the NHS had been invested. The primary implementation of the Strategy is through funding/financing agreements through the Canadian Mortgage & Housing Corporation (CMHC). CMHC is a financing resource for housing providers to build affordable housing either through grants or low-interest loans. The main buckets of funding through the NHS are the following:

- Rental Construction Financing Initiative (RCFI) supports new construction of market rentals mainly through low-interest loans. This initiative has been the most successful thus far and creating over 9,000 affordable units.
- National Housing Co-Investment Fund (NHCI), supports co-ops, non-profits and non-market housing through both grants and loans for new construction, repairs, and retrofits. This initiative has created over 3,000 new affordable units so far.
- Rapid Housing Initiative (RHI) provides capital funding for expedited new build and conversion projects for social and supportive housing initiatives, largely through loans. This was specifically designed to house vulnerable populations during the COVID-19 pandemic. This initiative has announced roughly 4,000 new units so far and is the newest funding bucket.
- Affordable Housing Innovation Fund encourages innovative financing options and business strategies to build new housing but has not yet been utilized to create new affordable units.
- Federal Lands Initiative aims to create new housing units by offering federal land to housing providers. This initiative has also been underutilized and has only create 14 new affordable units.

Federal monetary policy such as interest rates also influences housing indirectly by affecting mortgages.

⁶ Source: <https://www.policynote.ca/national-housing-strategy/>

5.2 Provincial and Regional⁷

The Provincial government delegated responsibility for existing social housing to municipalities in 2000. However, it does provide some funding for affordable housing through municipal/regional Service Managers such as Niagara Region. Service Managers distribute federal and provincial funds for social housing and oversee other affordable housing and homelessness initiatives in their respective municipalities/regions.

The Regional Municipality of Niagara has been a Service Manager for over 15 years to all of Niagara Region including Port Colborne. Niagara Region Housing (NRH) is the housing corporation that provides market and subsidized rental housing in Niagara Region. Funding from Ontario to service managers include:

- The Canada-Ontario Community Housing Initiative replaces federal funding agreements that expire every three years. This funding is used for repairs, conversions, and new projects.
- Canada-Ontario Affordable Housing Program is a partnership between NRH and Federal, Provincial, Regional, and local municipal governments to administer the funding to developers both for profit and non-profit. These programs have provided funding totaling over \$58M through a forgivable loan with the agreement that rents remain affordable for at least 20 years. In 2020, 734 units were provided through this program. Port Colborne specifically has used roughly \$3 million to provide 35 affordable units.
- The Ontario Priorities Housing Initiative provides flexible funding to address local housing issues including housing supply, new construction of affordable units, housing repair, rental assistance, tenant supports and affordable homeownership.
- The Canada-Ontario Housing Benefit (COHB) is jointly funded by the federal and provincial governments but distributed by the province but focusses on providing housing assistance to households – not construction.

Niagara Region Housing contributes to housing in the following ways, oftentimes with the help of provincial funding:

- Public Housing units are Niagara-region owned, rent-geared-to-income units. There are 2,850 units occupied by 5,000 tenants. There are also three projects, which have a mix of affordable and market rate units in Niagara Falls, St. Catharines, and Thorold. NRH owns three properties in Port Colborne: 709 King Street (five two- and three-bedroom townhouse units), Kinnear Park Place (82 one-bedroom apartments for seniors in two locations 561 Steele St and 557 Steele St)
- Housing providers such as non-profits and co-ops that have funding agreements with the Region. Housing Providers have a mix of approximately 75% Rent-Geared-to-Income and 25% market

⁷ Sources: <https://www.nrh.ca/>, <https://www.niagararegion.ca/housing-homelessness/default.aspx>, <https://www.ontario.ca/page/community-housing-renewal-strategy>

rental units. As of 2020, there were 53 non-profits and housing co-ops providing 3,564 units through this program. This includes apartments, semi-detached/detached homes, and townhouses. 109 of these units are in Port Colborne.

- The Rent Supplement Program subsidizes rents for market rate housing for tenants. The Housing Allowance Program is a benefit program tenants can access while they are on a waiting list for affordable housing. Both programs are supported through the COHB, above. In 2020, 1,668 units were provided through this program.
- Niagara Renovates Program supports low-income homeowners with repairs and/or accessibility renovations in their home. Approximately thirty residents are annually supported by this program.
- Welcome Home Niagara Homeownership Program offers down payment assistance for low to middle income residents. Approximately twenty-five residents are supported annually by this program.
- Housing First is an initiative focused on homelessness reduction through a recovery process. In 2020, 42 new households were provided housing through this program.

There is a clear need for an increased supply of affordable housing. At the end of 2021, 9,171 households were on a centralized waiting list for community housing in Niagara Region. In Port Colborne specifically, wait times range from four to twelve years depending on the number of bedrooms.

Regional governments also influence housing through Regional development fees, and Regional property taxes. Provincial policies such as the Planning Act, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, and Housing Services Act also influence housing, as does Regional policies and plans such as the Housing and Homelessness Action Plan and Affordable Housing Strategy.

5.3 Municipal

Municipal governments have arguably the greatest involvement in housing policy, though they typically do not build housing directly unless they are also the Service Manager. They determine land use through Official Plans and Zoning By-laws as well as control planning approvals and collect development fees, both of which impact the cost of housing. Municipalities also can provide financial or regulatory incentives to developers to build affordable housing.

As mentioned above there are several affordable housing units in Port Colborne provided by non-profits, private developers, and co-ops. The municipality is not responsible for them.

Affordable housing is evidently important for the City of Port Colborne and this housing strategy is a priority that came out of the Strategic Plan 2020-2023. Addressing the long wait times for affordable housing in the city (4-12 years), the City of Port Colborne has also donated Chestnut Park to Port Cares, a non-profit organization, to build affordable housing. This is a big step in a climate where high land costs contribute to limiting new construction of affordable housing.

5.4 Private Sector

The private sector can supply affordable housing, but this is typically incentivized or mandated through specific agreements on title by municipal governments. Port Colborne has 35 affordable units in privately owned buildings.

5.5 Non-Profit Sector⁸

Non-profits typically provide housing and/or supports/services for specific demographics such as low-income households, those with physical or mental health challenges, those with substance use issues, or those fleeing domestic violence. Non-profits can both develop and manage their own housing or manage units in an existing building. Non-profits often have a strong understanding of client needs but lack the capacity to undertake larger developments without outside funding.

Most affordable housing in Port Colborne is built by the non-profit/co-op sector. Across the region as of 2020, there were 53 non-profits and housing co-ops providing 3,564 units. This includes apartments, semi-detached/detached homes, and townhouses. 109 of these units are in Port Colborne. There is one co-op and one non-profit housing provider in Port Colborne. Port Colborne Co-operative is a non-profit co-op with both two- (17 units) and three-bedroom (31 units) townhouses and two-, three- and four-bedroom apartments (3 units). South Niagara Gateway is a non-profit that provides three-bedroom townhouses (12 units) and semi-detached homes (4 units) as well as one-(9 units), two-(25 units) and three-bedroom (8 units) apartments. Chestnut Park is the newest non-profit affordable housing project that is a partnership between NRH, The City of Port Colborne and Port Cares to build a 30-40 unit apartment building. The project is currently in the re-zoning phase. The anticipated waitlist for the building is 400 people.

5.6 Municipal Opportunities to Address Housing Supply

Lower-tier municipalities like Port Colborne do not administer housing programs directly. However, municipalities do have tools that can be used to support the creation of affordable housing. These include:

- Official Plan & Zoning By-law reform
- Community Improvement Plans (CIP)
- Community Planning Permit System (CPPS)
- Inclusionary Zoning (IZ)

⁸ Sources: <https://www.nrh.ca/scripts/find-a-unit.pl?municipality=Port%20Colborne>, <https://www.portcolborne.ca/en/city-hall/chestnut-park-affordable-housing-project.aspx#Chestnut-Park-Media-Releases-Public-Notices-Articles>

- Demolition Control Areas & Rental Housing Protection By-laws
- Municipal Capital Facility Tool
- Financial incentives

A high-level description of each follows below including how the tools are used in Port Colborne, if at all.

5.6.1 Official Plan & Zoning By-law Reform

Official Plans and Zoning By-laws control land use in municipalities. The Official Plan establishes the general land use policies of a municipality, for example, where residential, commercial, or industrial uses will be located. The Zoning By-law administers the Official Plan through specific land use requirements including where buildings and other structures can be located, the types of buildings that are permitted and how they may be used, and elements that may affect building design such as lot sizes and dimensions, parking requirements, maximum building heights and densities, and setbacks from the street. As such, Official Plans and Zoning By-laws affect both the type of housing permitted and where it can be located. Reforming Official Plans and Zoning By-laws to be more permissive to different types of housing can increase housing diversity in a community with potential positive effects on affordability through increased supply and traditionally less expensive housing types (for example, a townhouse vs. a single-detached house).

Currently used in Port Colborne?	No	Amendments to the Official Plan and Zoning By-law have been completed on a case-by-case basis. A comprehensive review of the OP and ZBL has not been completed.
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5.6.2 Community Improvement Plans

Municipalities are permitted to provide financial incentives in support of development or redevelopment in a specific geographic area by establishing a Community Improvement Plan (CIP). Affordable housing is included under the definition of “community improvement” and CIPs can be used to provide grants or loans for proposed affordable housing in designated CIP areas. A CIP area may be as small as a neighbourhood or as large as an entire municipality. Ontario Regulation 221/07 (under the *Planning Act*) allows affordable CIP at both the Regional and local level in Niagara. CIP may be coordinated such that proponents can benefit from participation in both.

Currently used in Port Colborne?	Yes	<p>The City currently offers CIPs for commercial, industrial, and residential revitalization⁹. CIPs with housing components include:</p> <ul style="list-style-type: none"> • Brownfield Community Improvement Plan
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⁹ <https://www.portcolborne.ca/en/business-and-development/incentives-and-grants.aspx>

		<ul style="list-style-type: none"> • Downtown Central Business District Community Improvement Plan • East Waterfront Community Improvement Plan • Olde Humberstone Community Improvement Plan <p>The East Waterfront CIP includes a program that provides \$10 per square foot as a grant (up to \$10,000 and a maximum of four units) or \$15 per square foot as a loan (up to \$15,000 per unit and a maximum of four units) for the creation of affordable housing. The Olde Humberstone CIP includes a program that provides a grant of 50% (up to \$2,000) toward the cost of creating a new affordable housing unit. Other CIP programs are aimed at increasing the supply of housing generally through planning/development application grants, property tax grants, and, in the case of brownfield sites, assistance with remediation.</p> <p>A review of City's CIPs is running concurrently with the Affordable Housing Strategy.</p>
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5.6.3 Municipal Capital Facility Tool

Municipalities can also provide financial assistance for specific developments by passing municipal capital facilities bylaws on a case-by-case basis. Assistance can include:

- Giving or lending money
- Giving, leasing, or lending property
- Guaranteeing borrowing
- Property tax exemptions or reductions

Provincial legislation requires a municipal housing facility bylaw be in place before a housing development can be deemed a municipal capital facility. The housing facility bylaw must include a definition of "affordable housing", policies regarding public eligibility for the housing units to be provided as part of the municipal capital facility, and a summary of the provisions that an agreement respecting municipal housing project facilities is required to contain.

Currently used in Port Colborne?	No	The City has not designated any Municipal Capital Facilities
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5.6.4 Financial Incentives

There are several financial incentives municipalities can offer to support the creation of more affordable housing stock by lowering capital and/or operating costs:

- Development charges grants or deferrals
- Planning application fees grants, or waivers
- Parkland dedication fees grants or waivers
- Property tax reduction or deferrals

These incentives can only be offered through CIP or as part of a municipal capital facilities bylaw.

Currently used in Port Colborne?	No	There are no additional incentives outside of CIP programs. Other incentive programs are provincial and federal.
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5.6.5 Community Planning Permit System

A Community Planning Permit System (CPPS) allows proponents to combine zoning, site plan, and minor variance in one application and approval process to streamline the approvals process and decrease the time it takes for housing to get to market. Municipalities must adopt an official plan amendment that defines the CPPS area and a community planning permit by-law before being able to issue permits under the CPPS.

Currently used in Port Colborne?	No	The City does not have a Community Planning Permit System
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5.6.6 Social Housing Development Charges

Municipalities can collect development charges for new developments specifically for the provision of constructing new social housing. These charges are typically collected by upper-tier or single-tier municipalities (City of Hamilton, Simcoe County, York Region), but can also be collected by lower-tier municipalities in a two-tier system. The City of Cambridge, a lower-tier non-Service Manager municipality, has begun collecting modest funds on a negotiated basis from larger private sector developments that do not provide affordable units as part of the developments. These funds can, in turn, be used to help fund affordable housing developments in the City.

Currently used in Port Colborne?	No	The City does not collect social housing development charges
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5.6.7 Inclusionary Zoning

Provincial legislation allows municipalities to implement inclusionary zoning (IZ) bylaws to mandate and/or incentivize the creation of affordable units in market-rate developments, typically as a percentage of the total number of units. Current legislation only permits IZ to be implemented in Protected Major Transit Station Areas (PTMSA), typically higher-order transit such as regional passenger rail, subways/streetcars, or buses.

Currently used in Port Colborne?	No	There are currently no PTMSA designated in Port Colborne and IZ cannot be implemented at this time.
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5.6.8 Demolition Control Areas & Rental Housing Protection By-laws

Municipalities can establish areas where residential properties (ownership or rental) require authorization from the municipality before they are demolished to avoid losing residential housing stock. Typically, a permit is provided only if a permit has already been issued for a new development on the demolition site. Municipalities are also allowed to pass rental housing protection bylaws that regulate the demolition of multi-unit residential rental properties or their conversion to non-rental uses. Bylaws vary by municipality, but typically require the replacement of any residential units impacted by new development. For example, a 12-storey condominium replacing a six-unit rental building would have to include six rental units in the development.

Currently used in Port Colborne?	Yes	A Demolition Permit is required to demolish any structures that exceeds 108 square feet (10 square metres). At this time there is no specific bylaw protecting rental housing from demolition.
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5.6.9 Housing Trust Funds

Housing Trust Funds (HTF) are organizations that have a dedicated and ongoing source of revenue that is distributed to organizations who create new affordable housing. This dedicated revenue is typically established through a dedicated program or policy and funding is provided primarily from the municipality through user fees, property taxes or the interest from financial investments. In practice, the primary purpose of HTFs has been to fill the “gaps” in capital funding left by other sources of funding (e.g., federal capital funding programs). As a result, HTFs are often used to address predevelopment costs, gap financing, emergency and bridge financing and reducing risk for lenders.

Currently used in Port Colborne?	No	The City does not have any Housing Trust Funds
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5.6.10 Policies for Public Lands

Providing surplus municipal land at low or no cost can increase project viability by significantly lowering capital costs for affordable housing proponents. Municipalities may choose to either sell the land outright or lease the land for a long term (typically 50 years), often at a nominal amount, for the purposes of affordable housing. As part of the terms of sale, a municipality may require the land be used for affordable housing for a set number of years. Some municipalities selling the land will register a mortgage on title that will last for 25 years or longer as a method of enforcing long-term affordability. While this approach can provide long-term affordability, it does not provide affordability in perpetuity as it is not guaranteed that the site will continue to be used for affordable housing once the agreements in the sales terms expire. Land leasing allows the municipality both to retain ownership of the land as well as procure affordable housing through the terms of the lease. A benefit of continued ownership is that the municipality can renegotiate the lease where necessary depending on municipal needs.

Currently used in Port Colborne?	No	The City has previously sold land for housing on a case-by-case basis. No formal policy exists.
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6 Emerging Trends: Housing & Tenure Classifications

Terms like, “single family home” and “multi-unit residential building” are commonly used umbrella terms intended to classify varying housing typologies. They are often seen in policy documents such as zoning by-laws, or real estate descriptions. Beyond these two broad classifications, there are numerous building forms and physical dwelling arrangements, and numerous forms of ownership, tenure, and management structures. An overview of common housing types is presented in this section, with a focus on emerging trends in affordable housing.

6.1 Dwelling Types

A single dwelling on a single parcel of land, sharing no walls with adjoining houses, is often referred to as a “Single Family” home (SF). Generally, they contain a living space, one kitchen, one or more bathrooms, a front yard and entry and a private back yard, commonly with 2-5 bedrooms. The “single family” designation implies that the bedrooms are occupied by members of a related family. It is becoming widely understood that on a single lot, many different living arrangements can be found under a single roof. The largest share of occupied private dwellings in Canada are single detached dwellings (Statistics Canada 2016). However, new ways of living and new ways of building are challenging the predominance of the SF model in Ontario. SF homes range in size from very small buildings to sprawling estates.

6.1.1 Multi-Family Single Homes

There are many variations of single buildings that house multiple families or individuals. An owner-occupied home may have a rented apartment in a basement, upper floor, or converted garage, commonly referred to as Second Units (SUs) or Accessory Dwelling Units (ADUs). Additional units may also be located on ancillary buildings on one residential lot. Single Room Occupancy (SRO) are a type of housing where rooms in a single house are rented to individual tenants, and bathroom and kitchen facilities are shared. Sometimes SROs have a small kitchenette or a private bathroom, but not both. Some familiar forms of SRO housing are Fraternity or Sorority Houses, designed for college or University students. Other types of SROs include rooming houses, boarding houses and group homes.

- Rooming Houses, also known as multi-tenant houses, can be any home, apartment or building where four or more people pay individual rent, often with shorter lease periods such as weekly or bi-weekly. The kitchen, washroom, any common areas and amenities are all shared between residents.
- Boarding Houses are similar to Rooming Houses; in a single home, different rooms are rented to individual tenants or lodgers. Typically, Boarding houses provided “room and board” with meals or services such as laundry provided to residents.
- Group Homes are similar to rooming houses, but these living environments include support services, such as medical care or supervision. In Ontario, Group Homes can provide housing for

up to 10 individuals plus staff. Examples include homes for children or youth in care, individuals recovering from substance abuse, or care homes for seniors.

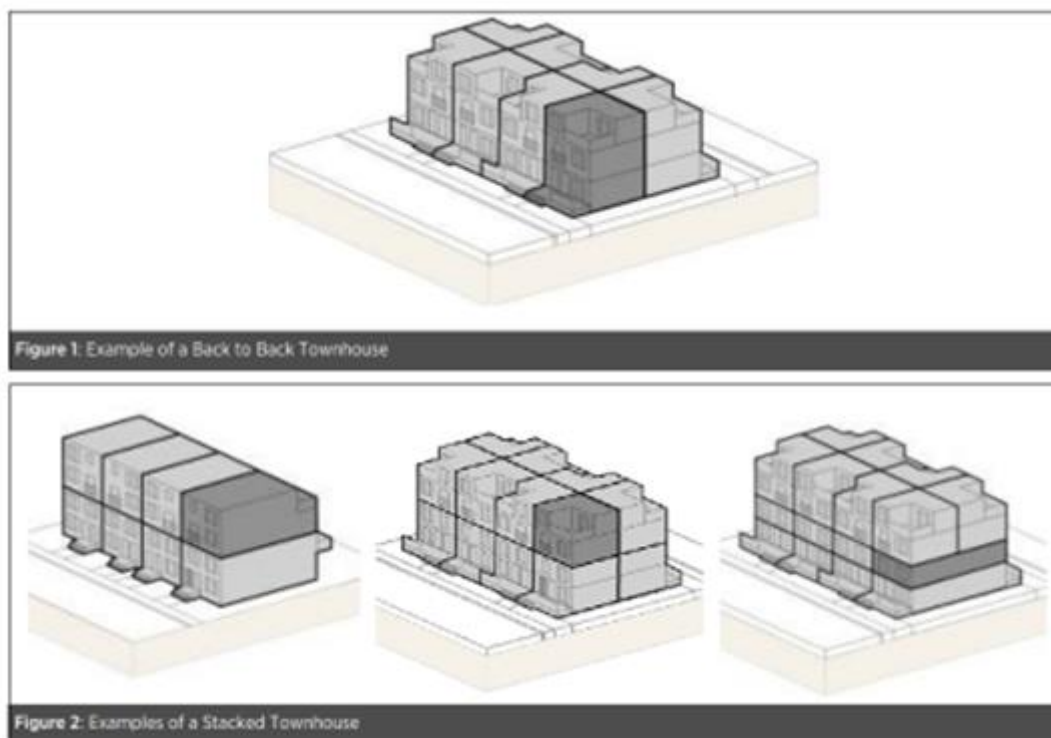
Homeless shelters provide temporary housing for individuals or families with overnight sleeping facilities. Many shelters have additional services such as meal and counselling services.

6.1.2 Semi-Detached and Townhouses.

Semi-detached homes (semis) are two separate dwellings on two separate parcels of land that are physically joined by a common wall. Semis have private front entrances, side yards and private rear yards. Townhouses are a row of dwellings (anywhere from 3 to 12 units) joined together by common walls. They are also referred to as row houses. The most well-known form of townhouse has a private front entrance, and a private back yard, usually with fencing delineating each rear yard space. “Freehold townhouses” or “Street townhouses” indicate that the building lot and the dwelling are owned individually. Condominium townhouses (sometimes called “block townhouses” indicate that the dwelling is privately owned, but the land is owned collectively rather than individually.

Emerging forms of townhouses that permit higher densities of dwelling units while maintaining street-level access are becoming increasingly popular in Ontario, including back-to-back and stacked townhouses, often 2-4 storeys in height. Stacked townhouses consist of a row of townhouses that are also divided vertically: one dwelling unit is located on the main floor or lower level, and a second unit occupies the second or third floors. The upper unit usually has outdoor space in the form of a balcony or roof garden, while the lower unit has ground level outdoor space. The main entrances to stacked townhouses may be located in the front yard, or one may enter from the front and one from the rear yard. Back-to-back townhouses share common side walls and a common rear wall, with windows and front entrance doors accessible only from one side for each unit. There are no rear yards. Townhouses can be back-to-back and stacked (see figure 1).

Figure 4: Back-to-Back and Stacked Townhouses Illustration



Source: <https://www.mississauga.ca/wp-content/uploads/2020/02/06112315/Back-to-Back-and-Stacked-Townhouses-Urban-Design-Guidelines.pdf>

Duplexes are single buildings on a single lot that contain two separate dwelling units, each with a separate entrance. Similarly, triplexes (3 units), quadruplexes (4 units) also contain multiple units on a single parcel of land, each with a separate entrance. Typically, these units are rented, although the building owner may occupy one of the units and rent out the others.

6.1.3 Large Multi-Unit Buildings

Larger buildings with multiple dwelling units are most often referred to as Apartment Buildings. Typically, these structures have grouped parking areas (either surface parking or underground parking). Apartment buildings have a single main entrance, and individual dwellings are entered from a shared corridor. There are shared spaces such as an entrance lobby, access to shared stairwells, or an elevator. While each dwelling unit does not have access to a garden space, upper units usually have an open or an enclosed balcony space. There may be other shared spaces as well, such as roof gardens, landscape spaces on the ground, or shared common rooms within the buildings. Apartment buildings in Ontario vary tremendously in physical form, from 2- storey, 4-unit apartment buildings to luxury skyscrapers with hundreds of units, (such as the 85 storey building at 1 Bloor Street West in Toronto). In Port Colborne, apartment buildings are typically 5 storeys (Such as Princess Bay, or South Niagara Gateway Family Homes). There may be one or several apartment buildings on a single land parcel. An apartment within a building can be rented or individually owned; the latter is usually described as a condominium, or condo.

Apartments may be large (3-4 bedrooms) or very small; Studio apartments contain living and sleeping areas in a single space. Micro units of under 30 square metres have a functional kitchen although the spaces are so small they often include flexible elements such as foldaway beds to improve space efficiency.

6.1.4 Mixed-Use Buildings

Many apartment buildings are designed in areas with commercial space on the lower floor(s) and residential space above. From a planning perspective, mixed use buildings gained popularity as a way to enliven core business areas of a city, where the absence of local residents can lead to neighbourhoods that lack vibrancy outside of business hours. However, mixed-use buildings are becoming more popular in traditionally residential zones; commercial components such as grocery stores or local banks can create more walkable neighbourhoods and decrease car-dependence. Live/work units are a form of mixed-use housing where individual dwellings contain a commercial or business component.

6.1.5 Co-Housing

Co-housing or co-living communities are emerging as a housing alternative that combines complete individual dwelling units with common cooking and dining facilities, and other shared amenities. There are many variations on building configurations: some co-housing communities are located in rural settings on large plots of land, with individual families occupying single, semi-detached or townhouses and a common facility located in a centrally accessed area. Others are designed as apartment buildings in urban locations, with common facilities located within the building. Not yet well-established in Ontario, these communities have become quite common in Europe over the past 30 years, particularly in Scandinavia.

Ownership and management structures vary in co-housing projects: some operate like co-operatives where residents buy a share in the co-housing development, and; if they move the share is sold back to the development at a fixed price. Other units are purchased like a condominium and can be sold on the open market to new purchasers (although new residents are usually screened to ensure social compatibility with existing residents). A differentiating element of co-housing is that the communal amenities include a large kitchen, and shared dining (usually at least 4 shared dinners per week) is considered a distinctive aspect of the housing type. Residents feel connected to each other, with social bonds created by preparing food and eating together often.

6.2 Tenure and Management Types

The term tenure refers to the arrangement that allows a person or family to live in a dwelling unit. Home ownership indicates that the dwelling is owned by the person or family who lives in it. It could be a single house on a lot, or a unit in a multiple unit building. In the latter form, condominium ownership, the individual dwelling unit is owned and paid for by the owner, but the cost of amenities, facilities and maintenance is shared by the group of owners.

6.2.1 Tenancy types

Tenancy, or “rental” housing, is an arrangement where rent is paid for the use of the dwelling to the owner for a specified period of time. The owner of the building may be an individual, a non-profit organization, a for-profit company or a co-operative. Rental housing may be in a single house on a lot, or a multi-unit building such as an apartment building. Market rent describes units where rent is initially established at current market levels, while subsidized rental units describe units where a portion of rent is supported financially (usually by government sponsorship). Tenants in subsidized units meet certain criteria for assistance. Rent Geared to Income units (RGI) are a form of subsidized housing where rent is established according to the income of the resident.

Duration of rental arrangements varies widely: short-term rental indicates that dwellings are rented by the week or month: usually these units are furnished. Long term rental indicates periods of more than 6 months.

6.2.2 Housing Co-operatives

Housing co-operatives (co-ops) are a form of membership-based housing tenure. Instead of owning housing outright, residents own a share in a corporation that owns a number of units. The share is partly based on the size of unit that they live in, and fees are collected to cover shared expenses such as maintenance. Residents usually run small co-ops, with sharing of duties, such as maintenance, landscaping, and setting rules. Large co-ops usually have a board of directors. Shares in co-operatives can usually be sold, but sales are usually overseen by a co-op board.

6.2.3 Life Lease

Life Lease is a form of tenure that is most often geared to mature adults and seniors. A builder or owner sponsors and operates the property and buildings, and most life lease communities have shared common facilities such as a community center, gym or kitchen. Residents purchase an exclusive interest in a dwelling unit from the owner (usually at market value), with the right to transfer ownership or sell the property in future (at market value). Similar to a condominium, residents share in the operating costs of shared amenities. Unlike a condominium, under a life lease agreement, there is a specified arrangement of how the unit is sold to a new resident (for instance, the sponsor may have a right to buy back the unit, or there may be regulations about how new purchasers are approved by the community). A core goal of life lease communities is social compatibility among residents.

6.2.4 Community Land Trusts (CLTs) and Land Assembly Solutions

Community Land Trusts (CLTs) are land acquired and held by either a private corporation or non-profit for the purpose of securing affordable access to land for the community. Land trusts are not limited to housing but are often used as a means to secure land for the use of affordable housing.

Land assembly solutions are a general term for municipal or community-led initiatives for acquiring, holding and managing land for affordable housing developments, for the benefit of local community.

These emerging trends particularly gained traction in 2021 under the National Housing Strategy (NHS) Demonstrations Initiative where eligible land trusts and land assembly solutions across the country could receive funding¹⁰.

¹⁰ <https://www.cmhc-schl.gc.ca/en/media-newsroom/news-releases/2021/sixteen-projects-showcase-clts-land-assembly-solutions>

7 Housing Needs & Supply Analysis

7.1 Demographic Analysis

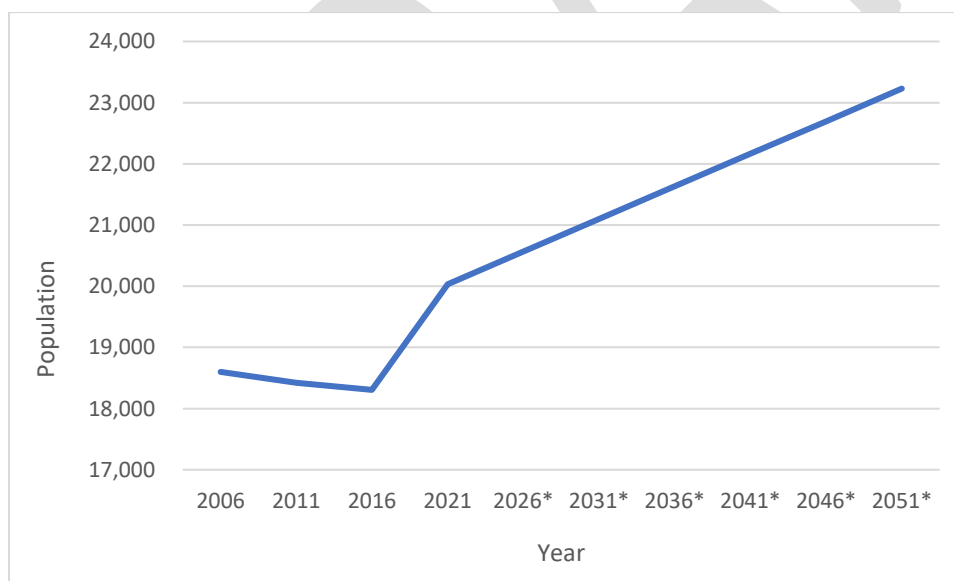
This section presents demographic factors affecting housing in Port Colborne.

7.1.1 Population

After a period of population decline, the City saw 9% population growth between 2016 and 2021 to a current population of 20,033 (Figure 4). Projections from Niagara Region estimate the population to reach 23,230 by 2051, representing a total increase of 16% or 0.4% per year on average. The Region also estimates 2,300 new housing units will be required to accommodate this increased population. An average of 77 units will need to be built per year to meet this projection. It should be noted that the Region's projections represent minimum targets and are subject to change pending the approval of the Regional Official Plan.

The City of Port Colborne completed its own preliminary population projections that anticipate a population of 30,000 residents by 2051 if not sooner based on the current number of development applications. The City will continue to work with Regional staff to finalize the 2051 growth forecasts and allocations to the City.

Figure 5: Port Colborne Population (2006 to 2051)



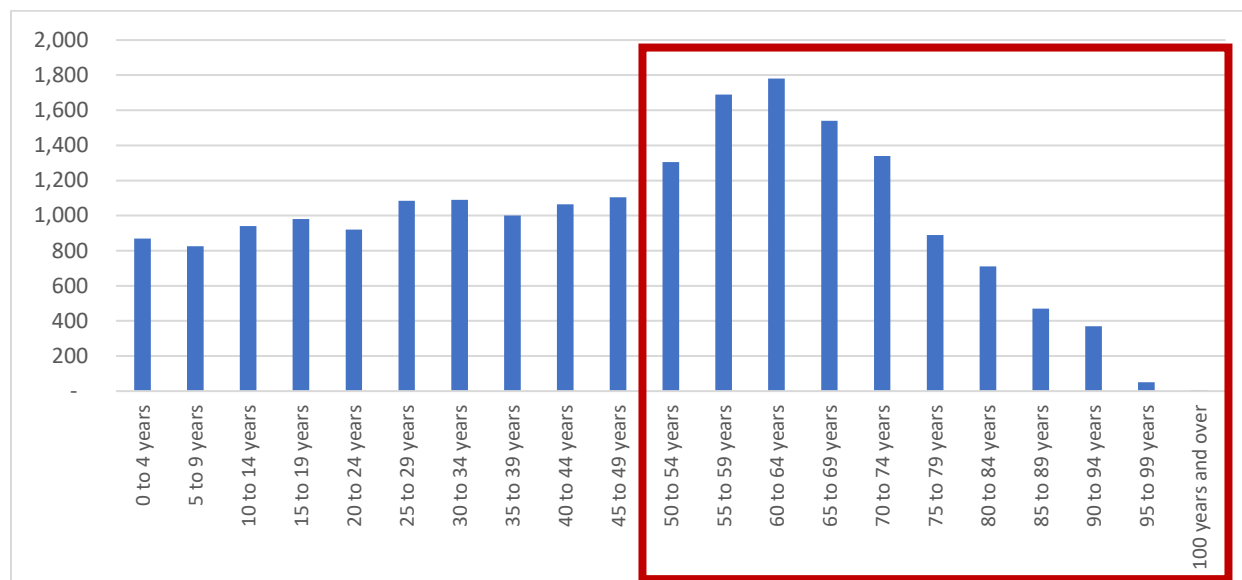
Source: Statistics Canada, Niagara Region Draft Official Plan

7.1.2 Age

Just over half of the population of Port Colborne is 50 years old (51%) or above pointing to a need for seniors housing as this population continues to age (Figure 5). Port Colborne is also seeing an increase in both younger and older residents, with notable increases in residents between the ages of 25 and 40 and

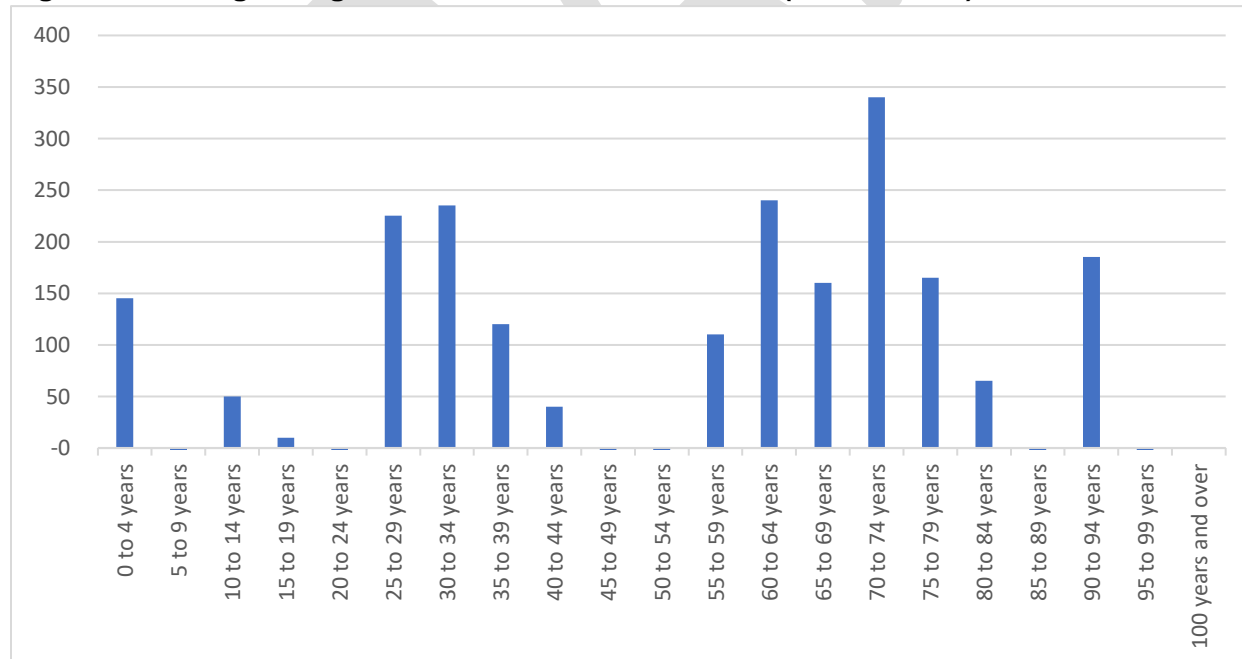
55 to 80 (Figures 6 and 7). The increase in young children and adolescents is likely due to younger families moving to the community.

Figure 6 – Age Distribution in Port Colborne (2021)



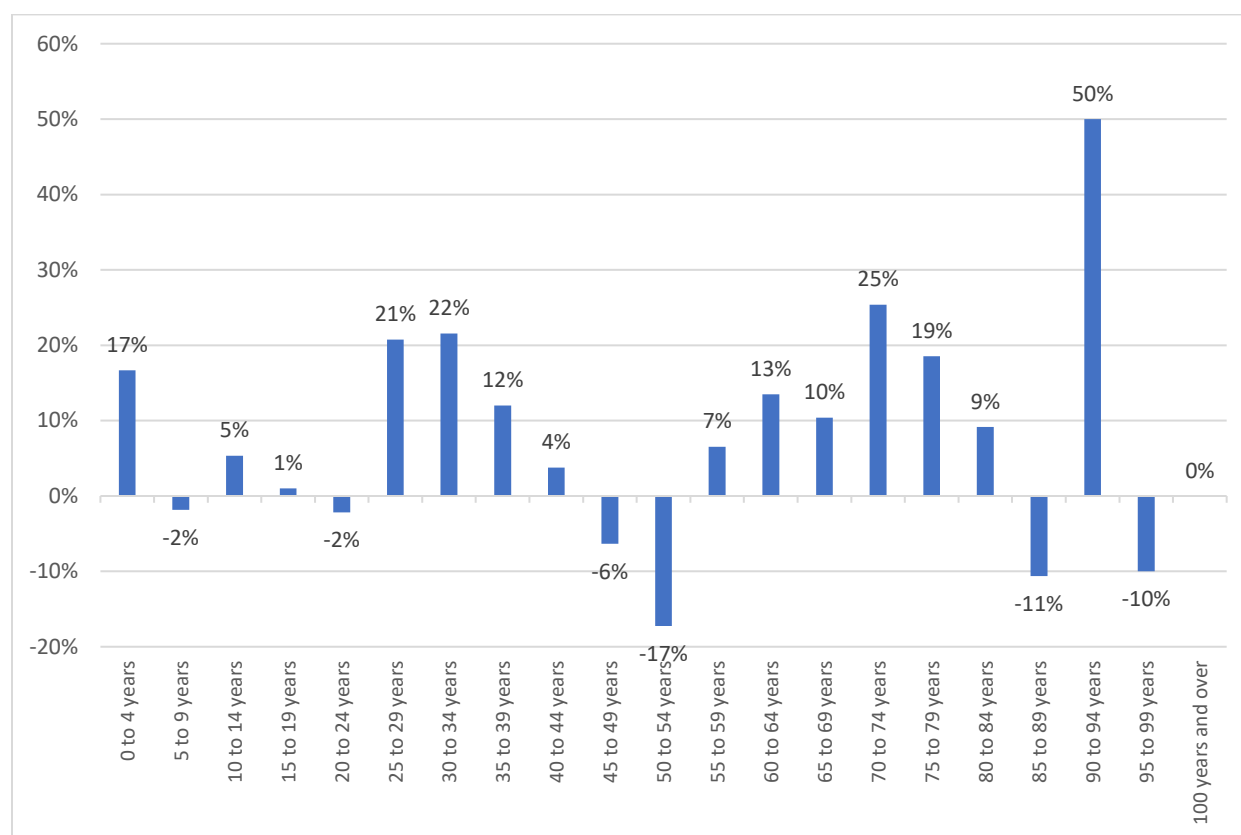
Source: Statistics Canada 2021 Census

Figure 7 – Change in Age Distribution in Port Colborne (2016 to 2021)



Source: Statistics Canada 2016 and 2021 Census

Figure 8 – Percent Change in Age Distribution in Port Colborne (2016 to 2021)

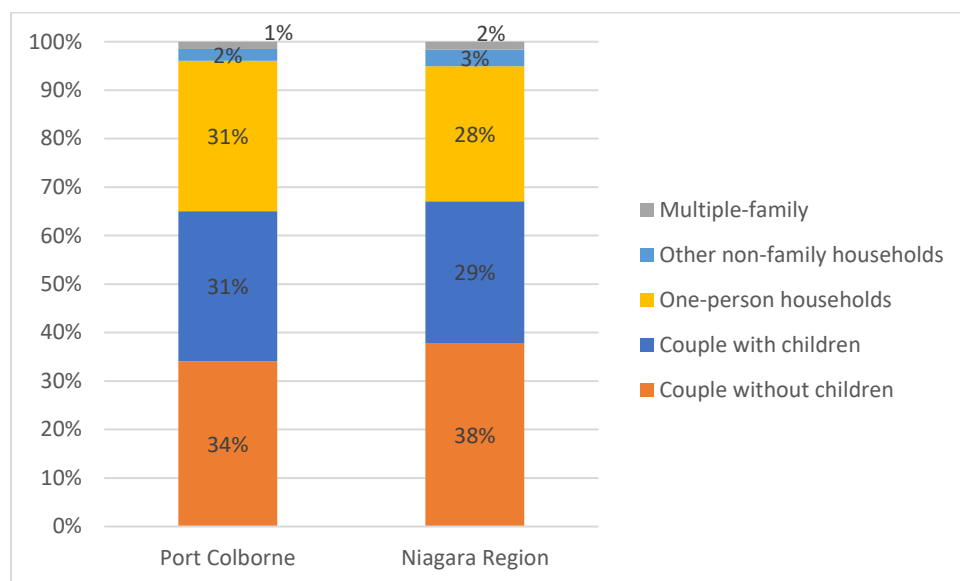


Source: Statistics Canada 2016 and 2021 Census

7.1.3 Households

Households in Port Colborne are roughly equally divided between couples without children (34%), couples with children (31%), and one-person households (31%) (Figure 8). Other non-family households and multiple family households make up the remaining 3%. The current household mix suggests a demand for smaller ownership houses and bachelor or one-bedroom apartments.

Figure 9: Distribution of Household Types in Port Colborne and Niagara Region (2016)

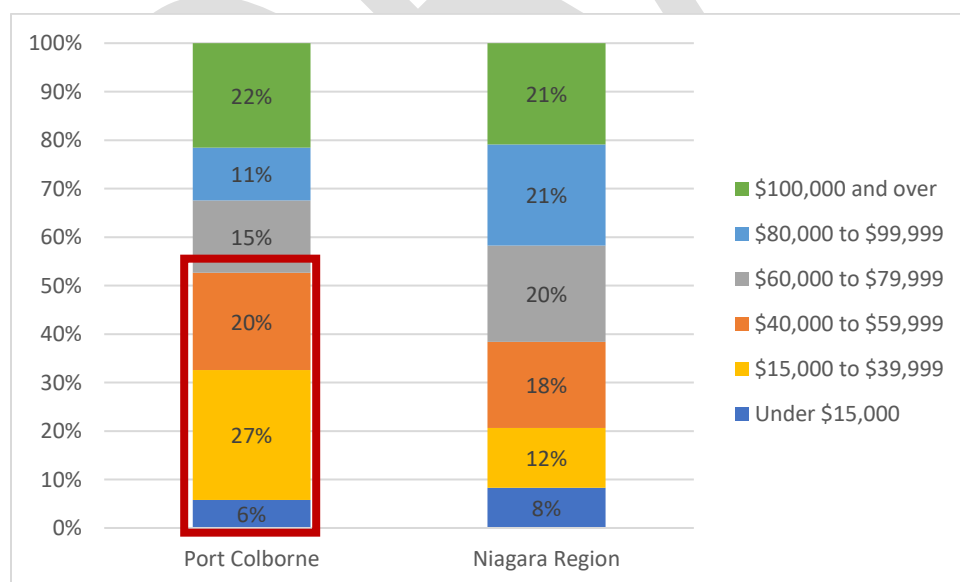


Source: Statistics Canada 2016 Census

7.1.4 Income

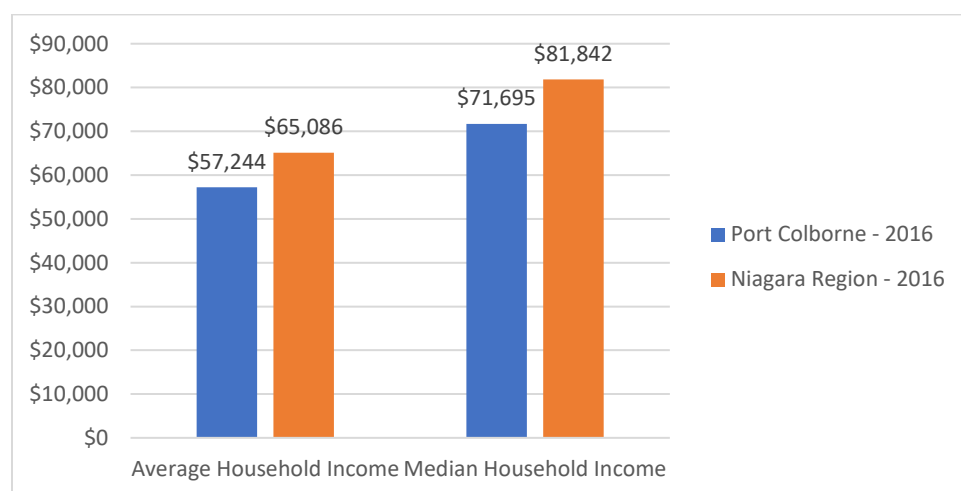
Port Colborne has a larger share of lower-income households compared to Niagara Region with over 50% of households earning less than \$60,000 per year (Figure 9). Average and median household incomes are also lower in Port Colborne compared to Niagara Region. Incomes have implications for the cost of housing that will be considered affordable.

Figure 10 – Income Distribution (2016)



Source: Statistics Canada 2016 Census

Figure 11 – Average and Median Household Incomes (2016)



Source: Statistics Canada 2016 Census

7.1.5 Housing Tenure

Seventy-four (74%) of Port Colborne households own their homes with the remaining 26% renting (Table 2). This tenure distribution is the same as the tenure distribution in the region. There are currently 656 purpose-built rental units in Port Colborne (see Table 4 in Section 5.2.4). With 2,070 rental households per the 2016 Census, the number of purpose-built rental units suggests most renter households live in secondary rental units (e.g., rented ownership households, duplex apartments, accessory apartments, rented condominiums, or apartments above storefronts).

Table 2 – Housing Tenure (2016)

	Port Colborne - # of Households	Port Colborne - % of Total Households	Niagara Region - # of Households	Niagara Region - % of Total Households
Ownership	5,950	74%	136,115	74%
Rental	2,070	26%	47,720	26%
Total	8,020	100%	183,825	100%

Source: Statistics Canada 2016 Census

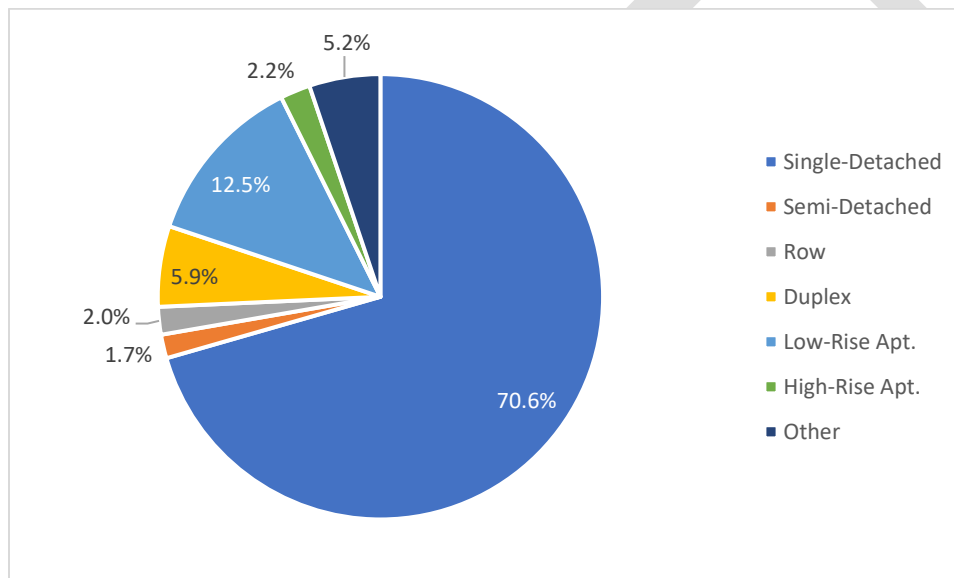
7.2 Housing Market Indicators

7.2.1 Current and Projected Housing Stock

Single-detached dwellings make up most housing stock in Port Colborne (70.6%) (Figure 11). Single-detached dwellings are typically the most expensive as well as most land intensive. Low-rise apartment buildings are the second most common housing type making up 12.7% of all housing units.

Niagara Region projects an additional 2,300 units will be required to accommodate projected population growth to 2051, or an average of approximately 77 new units per year (Table 3). The projected unit mix is similar to the current unit mix with approximately 73% of new units being single/semi-detached, 19% being row houses, and the remaining 8% being apartment units.

Figure 12: Current Housing Stock by Type (2021)



Source: Statistics Canada 2021 Census

Table 3: Port Colborne Projected New Housing Units (2021 to 2051)

Unit Type	Projected New Units to 2051	Percentage of Projected New Units to 2051
Single/semi-detached	1,690	73%
Row	430	19%
Apartment	180	8%
Total	2,300	100%

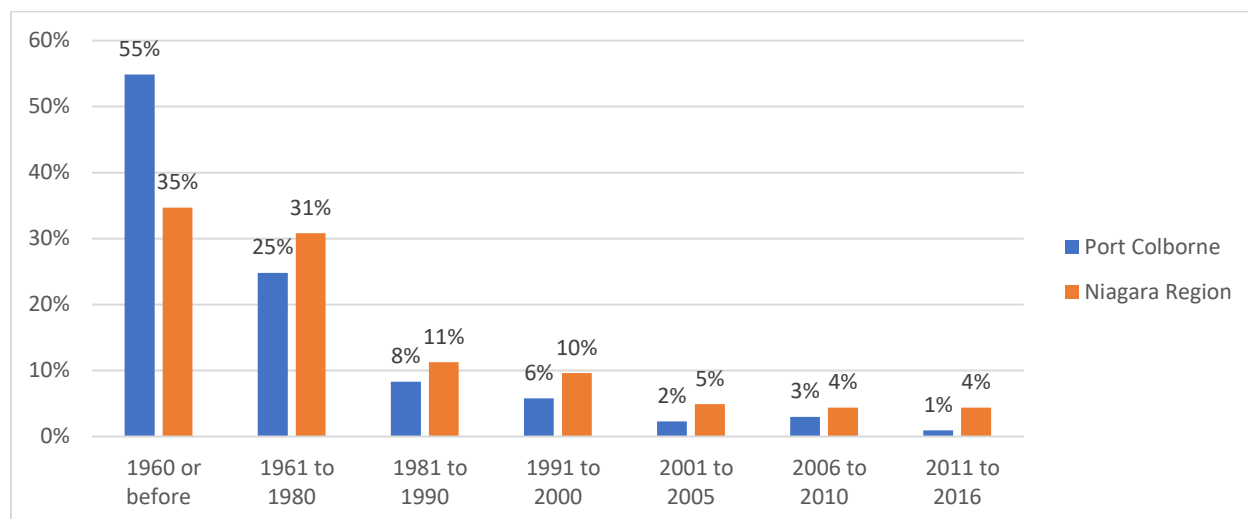
Source: Niagara Region Draft Official Plan (2021), Table 6

7.2.2 Age of Housing Stock

Housing stock in Port Colborne is aging with more than 50% of housing built over 60 years ago (Figure 12). Older housing may be more affordable than new, but it is also typically in worse condition. Older

housing is often more likely to be redeveloped at a greater price, especially as population increases and there is greater demand for housing. Given indicators that many renter households are living in secondary rental units, redevelopment of these units may result in displacement and housing challenges given the lack of purpose-built rental stock in the community.

Figure 13 – Age of Housing Stock (2016)



Source: Statistics Canada 2016 Census

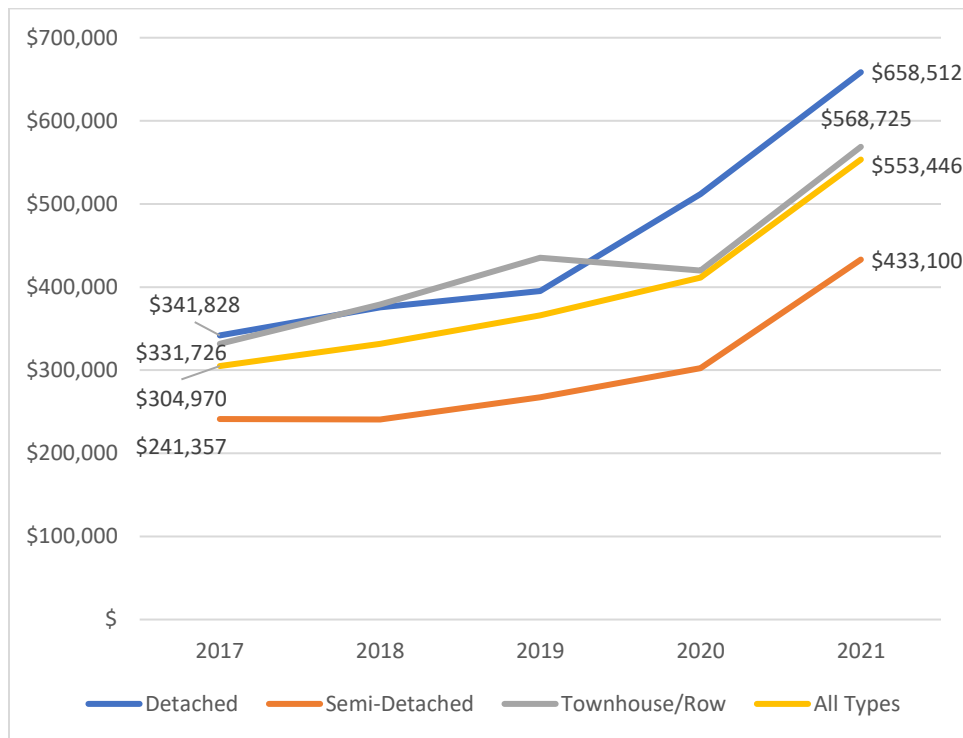
7.2.3 Ownership - Average and Median Prices

Ownership prices have increased significantly in the past five years (2017 to 2021) (Figures 13 and 14). The average price for an ownership unit (detached, semi-detached, and row houses; including new and resale houses) increased 81% from \$304,970 in 2017 to \$553,446 in 2021. Detached houses saw the biggest average increase (93%) to an average price of \$658,512 in 2021. Median prices for detached (+88%) and semi-detached houses (+93%) almost doubled over the same period.

Removing resale units, which often sell for less than new builds, the average price of a new house¹¹ increased 45% from \$433,622 in 2017 to \$629,461 in 2021.

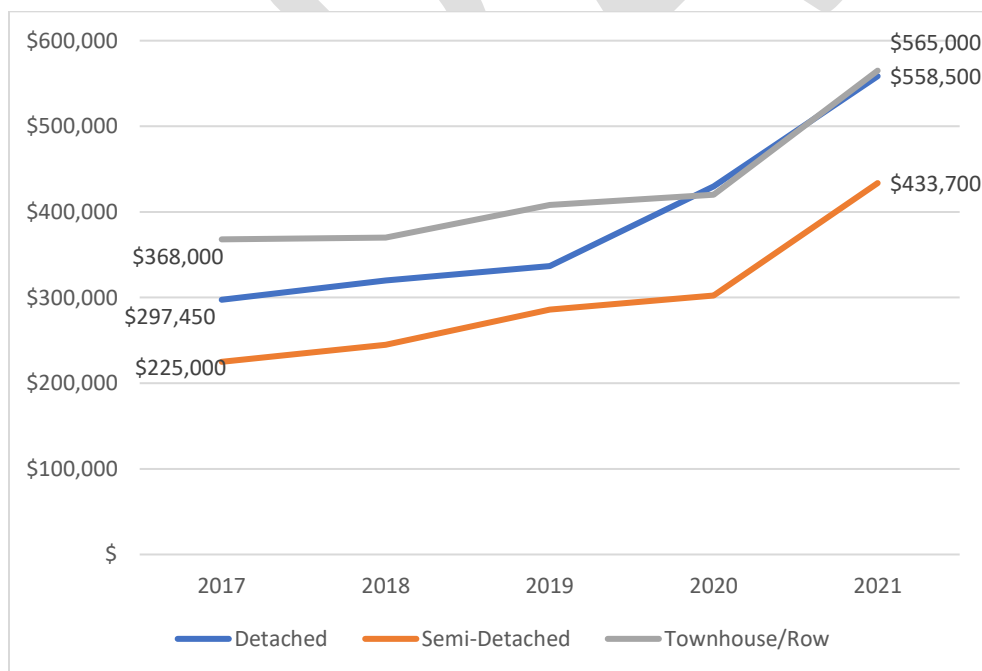
¹¹ CMHC figure includes detached and semi-detached houses only

Figure 14: Average Ownership Sale Price (2017 to 2021)



Source: CREA

Figure 15: Median Ownership Sale Price (2017 to 2021)



Source: CREA

7.2.4 Rental – Units in the Rental Universe

There are currently 656 purpose-built rental units in Port Colborne (Table 4). Of these, 62% are 2-bedroom units, 27% are one-bedroom units, 10% are 3+-bedroom units, and one percent are bachelor units. With 2,070 rental households per the 2016 Census, the number of purpose-built rental units suggests most renter households live in secondary rental units (e.g., rented ownership households, duplex apartments, accessory apartments, rented condominiums, or apartments above storefronts).

Table 4: Units in the Port Colborne Rental Universe (2021)

Unit Size	# of Units	% of Total Number of Units
Bachelor	9	1%
1 Bedroom	177	27%
2 Bedroom	404	62%
3 Bedroom +	66	10%
Total	656	100%

Source: CMHC

7.2.5 Rental - Average and Median Rents

Rents in Port Colborne have grown slowly in recent years (Figures 15 and 16). Average rents rose 9% between 2017 and 2021, or approximately 2.1% per year while median rents rose 5.6%, or approximately 1.4% per year. Average inflation over this same period was 1.82% per year. Average and median rents as of October 2021 are presented in Table 5. Though average and median rents for all unit sizes increased between 2020 and 2021, 2021 rents are less expensive than average and median rents in 2019.

Rents presented in Table 5 represent an average of rents in both old and new apartments. Occupied apartments are subject to rent controls by which rent can only increase by a certain amount each year¹². As such, average and median rents cited in CMHC data are often lower than actual market rents. Table 6 presents market rents for apartments in Port Colborne as of March 2022. These rents are significantly higher than CMHC rents. There were also only a total of seven (7) rental units listed.

¹² Rent control only applies to rental units occupied before November 15, 2018. Given the age of housing stock in Port Colborne, it is likely most rental units are subject to rent control. The legal maximum increase is set by the Provincial government and based on the Ontario Consumer Price Index. Property owners can reset the rent of a unit to whatever amount they like once the unit is vacated and returns to the market. Rent increases were frozen during 2020 and 2021 due to the COVID-19 pandemic, however, the rent freeze ended in December 2021. The maximum allowable rent increase for 2022 is 1.2%.

Table 5: CMHC Average and Median Rents in Port Colborne by Unit Size (2021)

Unit Size	Average Rent	Median Rent
1 Bedroom	\$856	\$913
2 Bedroom	\$983	\$1,027
3 Bedroom +	Data suppressed by CMHC	Data suppressed by CMHC
All Sizes	\$962	\$977

Source: CMHC

Table 6: Average Market Rents in Port Colborne by Unit Size (March 2022)

Unit Size	Number of Listings	Average Rent
Bachelor	No units listed	No units listed
1 Bedroom	1	\$1,195
2 Bedroom	1	\$2,095
3 Bedroom	5	\$2,119
Average		\$1,983

Source: rentals.ca/port-colborne, accessed March 22, 2022

7.2.6 Rental Vacancy Rate

A vacancy rate of 3% is generally considered to be an acceptable balance between supply and demand for rental housing. Vacancy rates below this can drive up rents as tenants compete for fewer units.

Reliable vacancy rate data was not available for Port Colborne. Using the St. Catharines-Niagara subregion as a proxy, the overall vacancy rate in the region was 1.8% in 2021 (Table 7) and has been below 3% since 2015. Vacancy rates also differ by unit size. Figures 19 and 20 shows declining vacancy rates for 1- and 3-bedroom units since 2018. The vacancy rate for 2-bedroom units also declined between 2020 and 2021. It is anticipated these trends are present in Port Colborne as well.

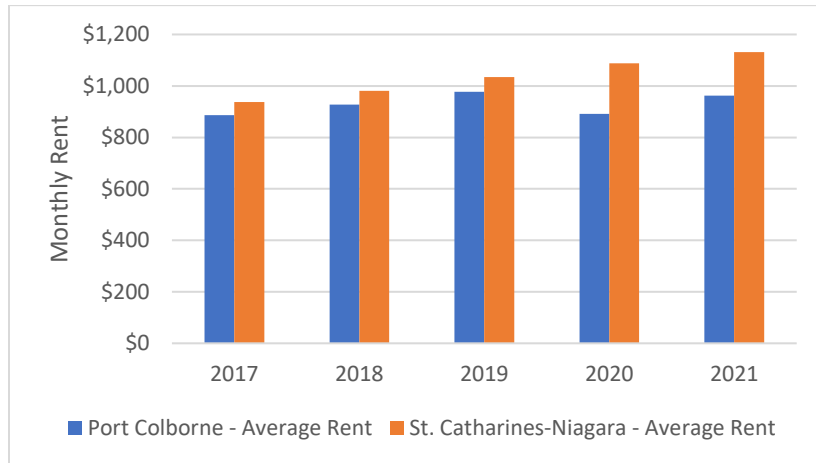
Table 7: Vacancy Rates in St. Catharines-Niagara by Unit Size (2021)¹³

Unit Size	2021 Vacancy Rate
1 bedroom	2.1%
2 bedroom	1.8%
3 bedroom +	1.1%
All unit sizes	1.8%

Source: CMHC

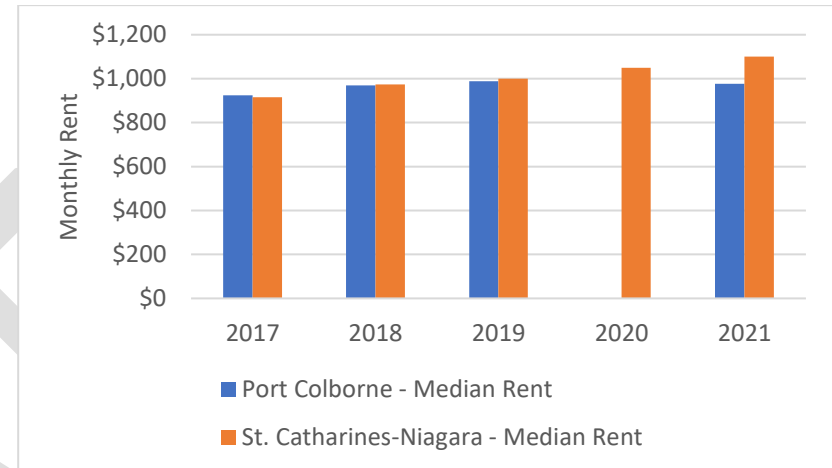
¹³ Bachelor units are not included in the analysis due to a lack of reliable data for the years 2017 to 2020

Figure 16: Comparison of Average Rent in Port Colborne and St. Catharines - All Unit Sizes (2017 to 2021)



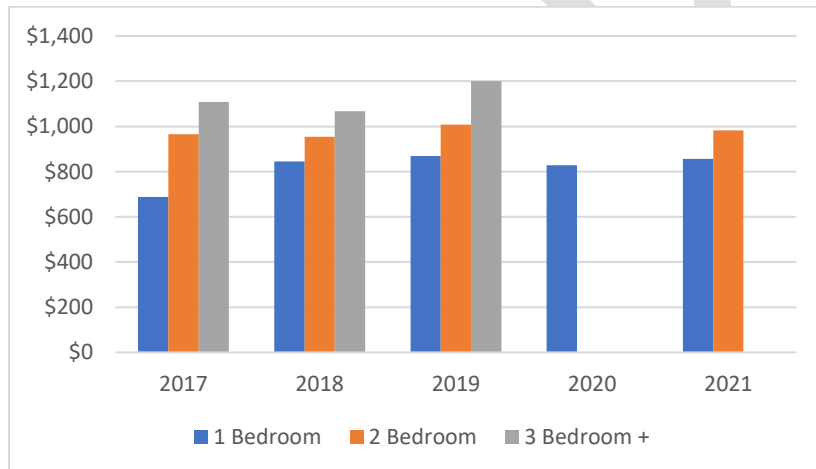
Source: CMHC

Figure 17: Comparison of Median Rent in Port Colborne and St. Catharines-Niagara - All Unit Sizes (2017 to 2021)



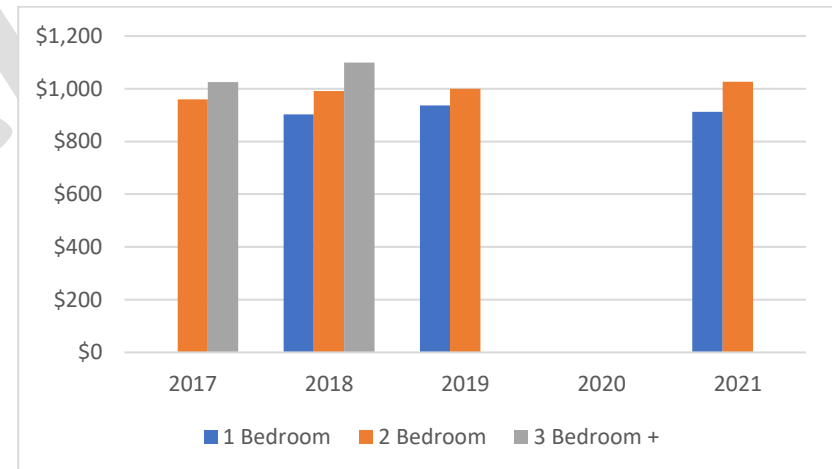
Source: CMHC

Figure 18: Average Rent by Unit Size in Port Colborne (2017 to 2021)



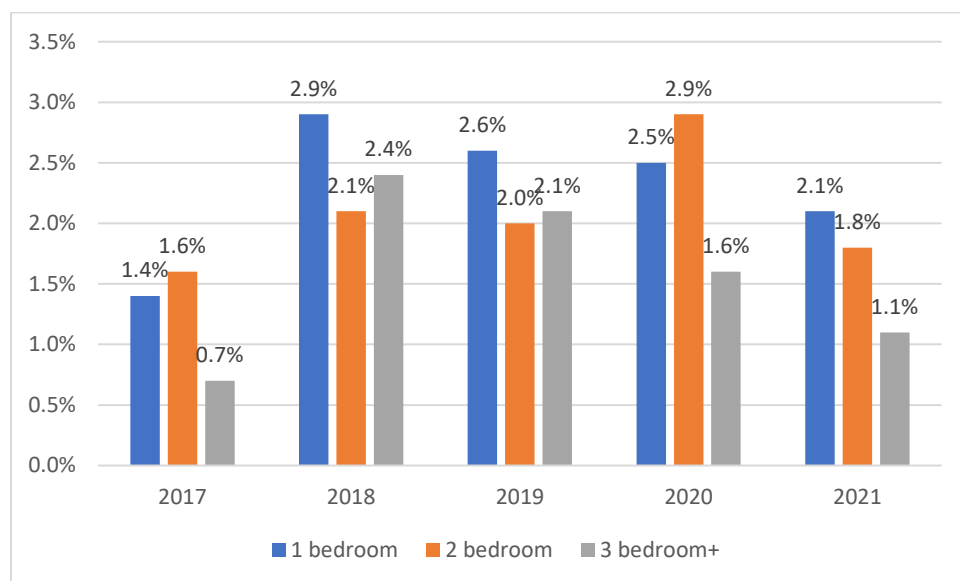
Source: CMHC

Figure 19: Median Rent by Unit Size in Port Colborne (2017 to 2021)



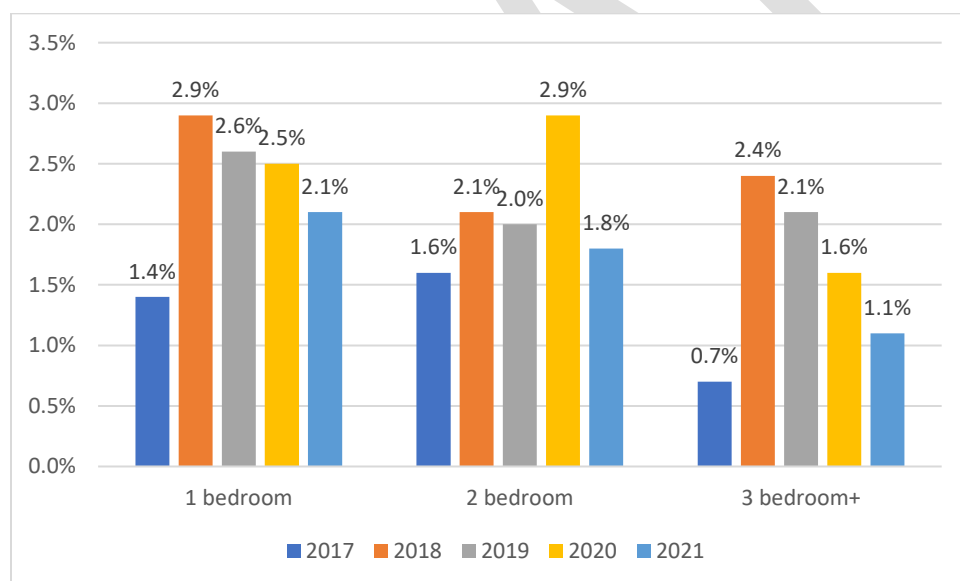
Source: CMHC

Figure 20: Vacancy Rates in St. Catharines-Niagara by Unit Size (2017 to 2021)



Source: CMHC

Figure 21: Change in Vacancy Rates in St. Catharines-Niagara by Unit Size (2017 to 2021)

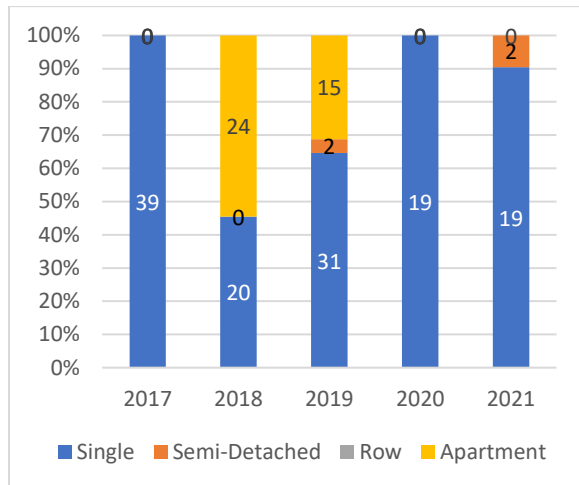


Source: CMHC

7.2.7 Housing Starts and Completions

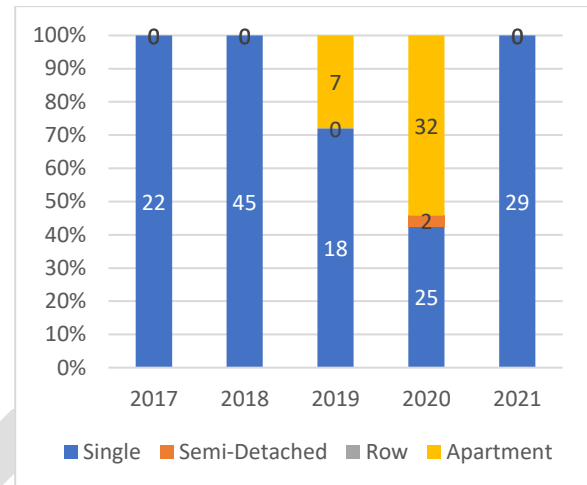
Single-detached homes are still the predominant housing type being constructed in Port Colborne, though there have been some apartment started and completed in recent years (Figures 21 and 22). Most new stock is targeted at the ownership market which may increase the difficulty for renter households to find housing in the city (Figures 23 and 24).

Figure 22: Port Colborne Starts by Housing Type



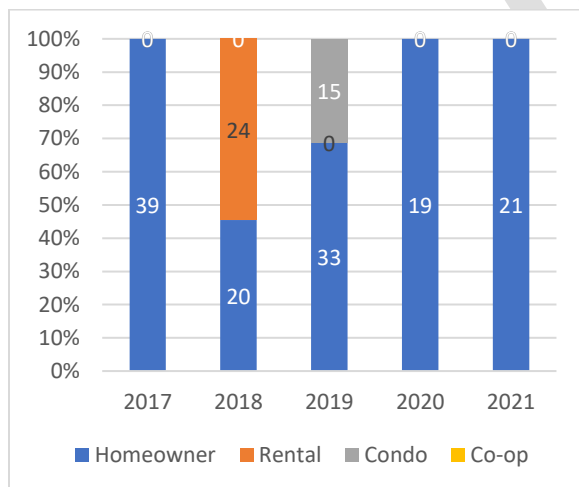
Source: CMHC

Figure 23: Port Colborne Completions by Housing Type



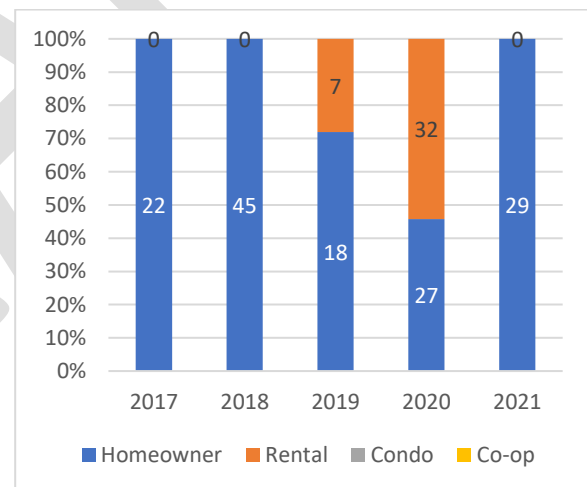
Source: CMHC

Figure 24: Port Colborne Starts by Intended Market



Source: CMHC

Figure 25: Port Colborne Completions by Intended Market



Source: CMHC

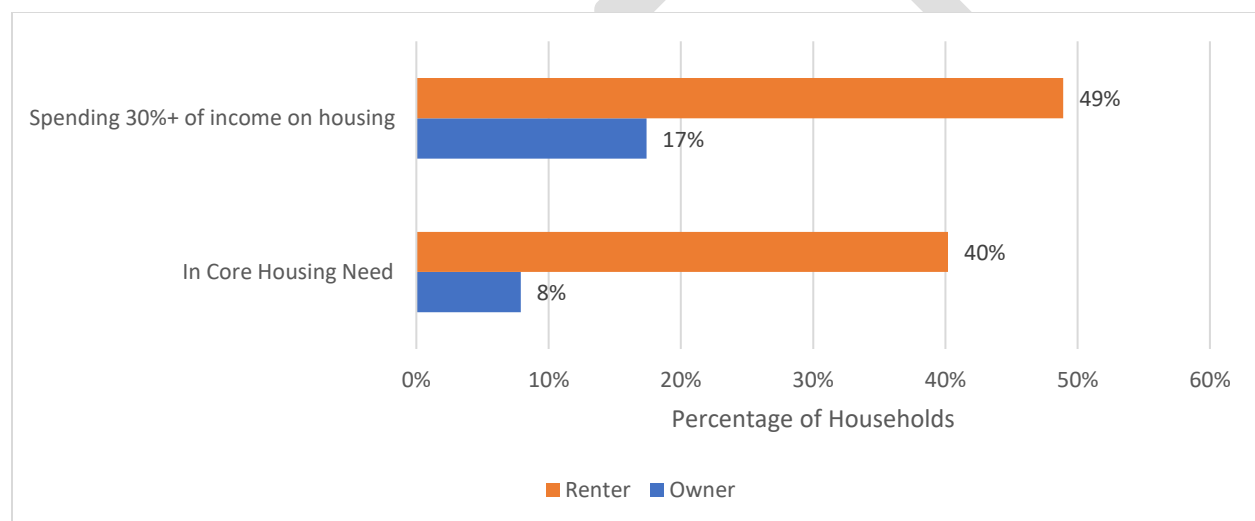
7.3 Affordability Indicators

7.3.1 Cost-Burdened and Core Housing Need

Housing is generally considered affordable when it costs 30% or less of household pre-tax income. A household paying more than 30% is considered “cost burdened”. Renter households in Port Colborne are more cost burdened (49%) than ownership households (17%) (Figure 25).

It is also important to look at households that are in **core housing need**. According to CMHC, a household is considered to be in core housing need if it needs repairs or is overcrowded AND the household would have to spend more than 30% of its before-tax income to find housing that does not require repairs and is not overcrowded. Overall, forty percent (40%) of renter households are in core housing need compared to owner households (8%).

Figure 26: Port Colborne Cost-Burdened and Core Housing Need Households (2016)



Source: CMHC

7.3.2 Household Types in Need

There are currently 789 renter households and 629 ownership households in core housing need in Port Colborne according to data compiled by Niagara Regional Housing (Table 7). It should be noted that the number of renter households in core housing need exceeds the number of purpose-built rental units in Port Colborne (656 units).

Single-person household are overwhelmingly the greatest household type in need, representing 87% of all renter households in need and 85% of ownership households in need (Table 8). Households earning less than \$19,400 per year represent the greatest number of households in core need by income decile (Table 9). Ninety-seven percent (97%) of households in core need cannot afford housing costs more than \$995 per month. Seventy-two percent (72%) of households in core need cannot afford housing costs more than \$737 per month, an amount that is lower than CMHC average market rents in Port Colborne (\$962 per month) and lower than mortgage payments required to purchase a house based on average

ownership prices. Overall, core need data points to demand for bachelor and one-bedroom units and housing with costs of \$995 per month or less.

Table 8

Household Type	Number of Renter Households in Core Housing Need	Percentage of Renter Households in Core Housing Need	Number of Ownership Households in Core Housing Need	Percentage of Ownership Households in Core Housing Need
Non-Census Singles	688	87%	537	85%
Lone Parent Households	97	12%	68	11%
Couples with Children	1	0%	5	1%
Couples without children	3	0%	19	3%
Total	789	100%	629	100%

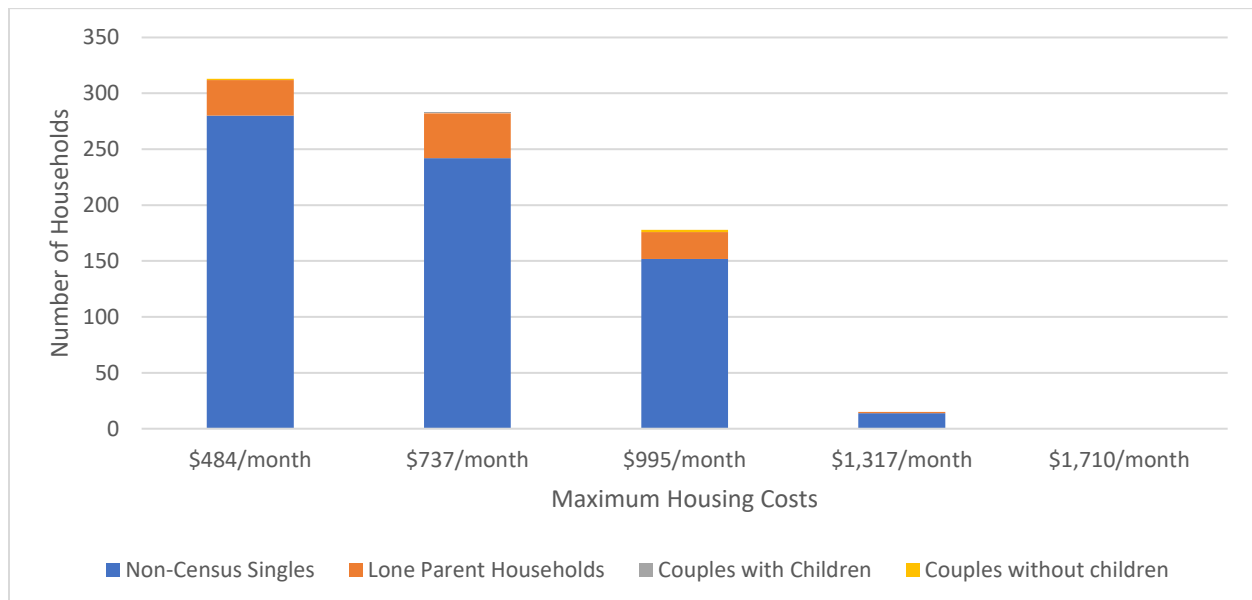
Source: Niagara Regional Housing

Table 9: Maximum Monthly Housing Costs for Port Colborne Households in Core Need (2021)

Income Decile	1	2	3	4	5
Income Range	Less than \$19,400	\$19,400 to \$29,500	\$29,500 to \$39,800	\$39,800 to \$52,700	\$52,700 to \$68,400
Maximum Affordable Housing Cost	\$484 per month	\$737 per month	\$995 per month	\$1,317 per month	\$1,710 per month
Non-Census Singles Households	482	421	291	31	0
Lone Parent Households	43	60	54	8	0
Couples with Children Households	0	4	2	0	0
Couples without Children Households	1	3	12	6	0
Total Households	526	488	359	45	0
Total as Percentage of All Households	37%	34%	25%	3%	0%

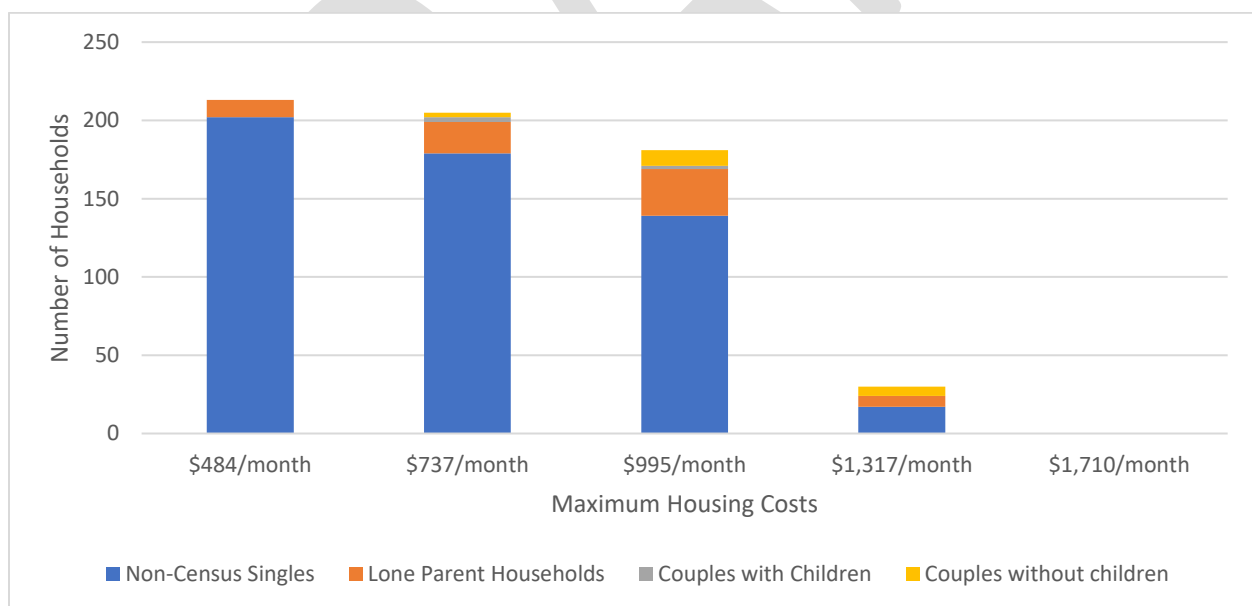
Source: Niagara Regional Housing

Figure 27: Port Colborne Renter Households in Core Need by Maximum Affordable Housing Cost (2021)



Source: Niagara Regional Housing

Figure 28: Port Colborne Owner Households in Core Need by Maximum Affordable Housing Cost (2021)



Source: Niagara Regional Housing

7.3.3 Adjusted Incomes

Table 10 below shows 2016 income deciles adjusted for 2022 based on changes in the consumer price index (CPI) from December 2016 to December 2021. Income decile data from the 2021 census was not available at the time of publication. Estimated 2022 incomes shown in Column D are used in the remainder of the report to calculate affordability. Table 11 shows average and median incomes adjusted for 2022 based on the same changes in the CPI.

Table 10: 2022 Adjusted Income Deciles

A	B	C	D = B x C
Income Decile	2016 Income	CPI Change 2016 to 2022	2022 Adjusted Income
1	\$19,400	16.05%	\$22,513
2	\$29,500	16.05%	\$34,234
3	\$39,800	16.05%	\$46,187
4	\$52,700	16.05%	\$61,157
5	\$68,400	16.05%	\$79,376
6	\$84,300	16.05%	\$97,828
7	\$101,200	16.05%	\$117,440
8	\$122,200	16.05%	\$141,810
9	\$155,900	16.05%	\$180,918

Source: CANCEA, Bank of Canada

Table 11: 2022 Adjusted Average and Median Incomes

	2016	CPI Change 2016 to 2022	2022 Adjusted Income
Average Income	\$57,244	16.05%	\$66,430
Median Income	\$71,695	16.05%	\$83,200

Source: Statistics Canada 2016 Census, Bank of Canada

7.3.4 Affordable Prices and Rents

Table 12 shows affordable rents and prices for average and median incomes adjusted for 2022 using the 30% affordability threshold. A household earning the average income could afford an ownership price of approximately \$236,800 and a monthly rent of approximately \$1,700. Households earning the median income could afford a slightly higher ownership price of approximately \$296,500 and rent of \$2,100. Affordable prices and rents at both average and median incomes are significantly below current market prices for houses in Port Colborne (see

Table 12: Affordable Prices and Rents Based on Average and Median Income

	2022 CPI Adjusted Income	Affordable Price at 30% of Income ¹⁴	Affordable Rent at 30% of Income
Average Income	\$66,430	\$236,774	\$1,661
Median Income	\$83,200	\$296,546	\$2,080

Source: Statistics Canada 2016 Census

Tables 14 and 15 compare affordable ownership prices and rents to average ownership prices and rents in Port Colborne. Cells that are red indicate prices/rents are **not** affordable for households at the income decile. Cells that are green indicate prices/rents are affordable for households at each income deciles. For ownership, affordable prices are compared to average prices reported in CREA and NAR data. NAR data for both Port Colborne-Wainfleet and Niagara region was included as CMHC considers St. Catharines-Niagara to be the local market area. Based on the 30% or less definition of affordability, ownership prices in Port Colborne are unaffordable to low-, moderate-, and even high-income ownership households.

For rental, affordable rents are compared to average rents reported by CMHC for both Port Colborne and St. Catharines-Niagara as the regional market area. Based on the standard that a maximum of 30% of pre-tax income be spent on housing, rents in Port Colborne are generally affordable for moderate-income renter households but are not affordable for renter households in the 30th percentile or lower.

Rents and ownership prices are significantly out of reach for low-income households on fixed incomes, earning minimum wage, or receiving Ontario Disability Support Program (ODSP) or Ontario Works (OW) payments.

¹⁴ Assumptions:

Table 13: Comparison of Affordable Ownership Prices to Average Ownership Prices in Port Colborne and Niagara Region by Income Decile

			CREA – Port Colborne		Niagara Association of Realtors – Port Colborne		Niagara Association of Realtors – Niagara Region	
Income Decile	2022 CPI Adjusted Income	Affordable Price at 30% Affordability Threshold ¹⁵	Average Ownership Price (All Types) ¹⁶	Average Ownership Price – 10% Below	Average Ownership Price (All Types) ¹⁷	Average Ownership Price – 10% Below	Average Ownership Price (All Types) ¹⁸	Average Ownership Price – 10% Below
1	\$22,513	\$80,243	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
2	\$34,234	\$122,019	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
3	\$46,187	\$164,622	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
4	\$61,157	\$217,979	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
5	\$79,376	\$282,918	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
6	\$97,828	\$348,684	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
7	\$117,440	\$421,669	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
8	\$141,810	\$512,524	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070
9	\$180,918	\$658,203	\$553,446	\$498,101	\$505,056	\$454,550	\$648,967	\$584,070

Source: CREA, Niagara Association of Realtors

¹⁵ Assumptions: see Footnote 1

¹⁶ CREA Port Colborne average sales price of single detached, semi-detached, and row houses (2021)

¹⁷ Niagara Association of Realtors Annual Residential Overview – Year vs Year (2021)

¹⁸ Niagara Association of Realtors Annual Residential Overview – Year vs Year (2021)

Table 14: Comparison of Affordable Rents to Average Rents in Port Colborne and Niagara Region by Income Decile

			Port Colborne					St. Catharines-Niagara				
Income Decile	2022 CPI Adjusted Income	Affordable Rent at 30% Affordability Threshold	Average Market Rent - Bachelor	Average Market Rent - 1-bedroom	Average Market Rent - 2-bedroom	Average Market Rent - 3+-bedroom	Average Market Rent - All units	Average Market Rent - Bachelor	Average Market Rent - 1-bedroom	Average Market Rent - 2-bedroom	Average Market Rent - 3+-bedroom	Average Market Rent - All units
1	\$22,513	\$563	Data not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
2	\$34,234	\$856	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
3	\$46,187	\$1,155	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
4	\$61,157	\$1,529	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
5	\$79,376	\$1,984	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
6	\$97,828	\$2,446	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
7	\$117,440	\$2,936	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
8	\$141,810	\$3,545	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132
9	\$180,918	\$4,523	Not available	\$856	\$983	Not available	\$962	\$796	\$1,011	\$1,191	\$1,266	\$1,132

Source: CMHC

7.4 Non-Market Housing

7.4.1 Non-Market Housing Supply & Wait Times

There are currently 227 non-market housing units in Port Colborne provided by Niagara Regional Housing (NRH) and other community groups (Table 16). Of these, 196 are subsidized affordable units and the remaining 31 are supportive housing units. An additional 40 units is planned for the Port Cares development at Chestnut Park. Once completed, the total number of non-market housing units will be 267.

Since 2011, the total number of households on the waitlist for Niagara Regional Housing units has increased 278% to 1,612 households (Table 17). This increase is consistent across household types with the number of seniors (+280%), singles (+235%), and family (+332%) households growing significantly. NRH data also shows the estimated wait time for a unit in NRH housing in Port Colborne varies significantly by unit size (Table 18). For example, the estimated wait time for a one-bedroom unit is 12 years. A senior looking a one-bedroom unit can expect to wait an average of eight (8) years. The shortest estimated time to receive a unit is three (3) years for a three-bedroom unit.

Taken together, the increase in households on the wait list and long wait times point to significant housing affordability challenges for Port Colborne households and a lack of affordable rental stock.

7.5 Homelessness & Shelter Services

The transient and often hidden nature of homelessness is such that is difficult for data to capture the total number of people experiencing homelessness, particularly in smaller municipalities like Port Colborne. Homelessness counts and surveys conducted by the Region in 2018 did not find any homeless individuals in Port Colborne. Proxy data such as increasing rents and prices, increasing applications and wait times for non-market housing, and increasing food bank usage suggest that the number of people experiencing homelessness or at risk of homelessness may be growing. Anecdotally, stakeholders interviewed for this report noted an increase in visible homelessness in the community, including encampments.

Most of the infrastructure supporting homelessness is funded at the regional level, including funding for outreach, homelessness prevention and diversion, emergency shelters, and supportive/transitional housing. There is currently no emergency shelter in Port Colborne. The closet emergency shelter is operated by the Hope Centre in Welland.

Table 15: Non-Market Housing Stock

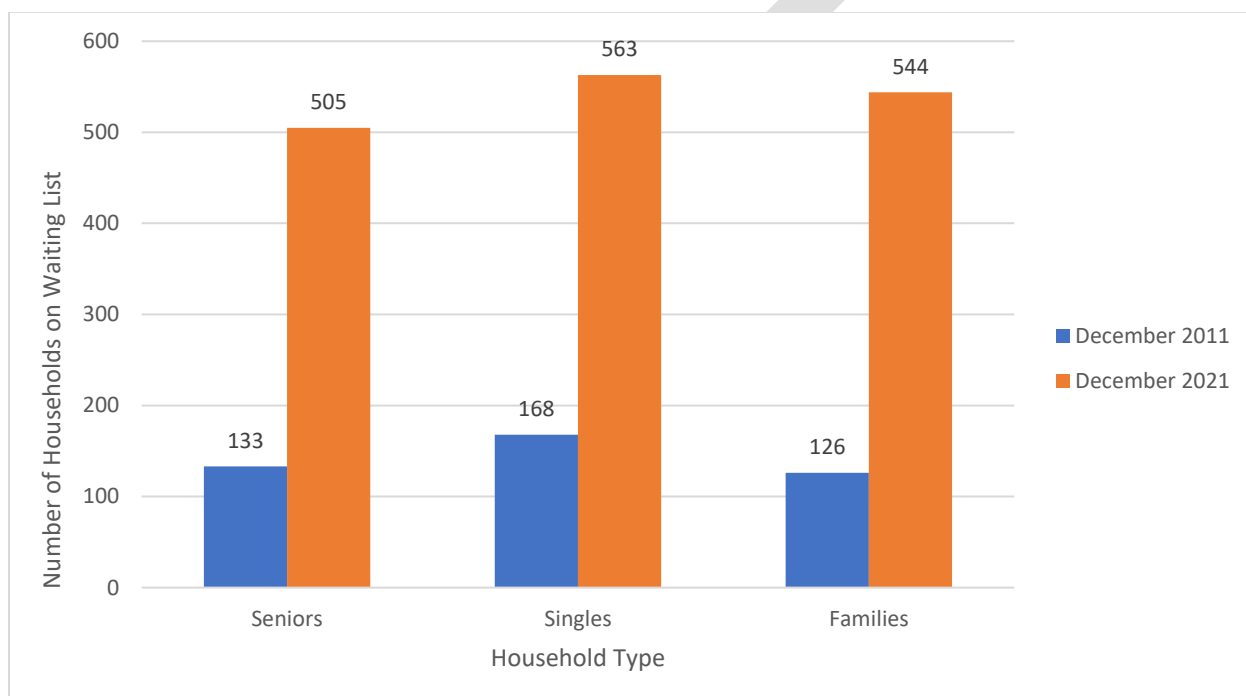
Affordable/ Supportive	Operator	Bachelor	1-bedroom	2-bedroom	3-bedroom	4-bedroom	Total
Affordable	Niagara Regional Housing		82	3	2		87
	Port Colborne Cooperative Homes Apartment			18	32	1	51
	South Niagara Gateway Family Homes		9	25	24		58
	Port Cares (in process)			40			40
Affordable Total			91	86	58	1	236
Supportive	Gateway Residential & Community Support Services	2	11	18			31
Supportive Total		2	11	18			31
Grand Total		2	102	104	58	1	267

Source: Niagara Regional Housing

Table 16: Number of Households on Niagara Regional Housing Waitlist

	December 2011	December 2021	Percentage Change
Seniors	133	505	+280%
Singles	168	563	+235%
Families	126	544	+332%
Total	427	1,612	+278%

Source: Niagara Regional Housing

Figure 29: Number of Households on Niagara Regional Housing Waitlist**Table 17: Average Wait Time for Niagara Regional Housing Units**

Unit Size	Wait Time (Years)
1-bedroom	12
1-bedroom (seniors)	8
2-bedroom	5
3-bedroom	3
4-bedroom	4

Source: <https://www.nrh.ca/applicants/Wait-Times-Chart.shtml> (accessed April 2022)

8 Analysis of Port Colborne Zoning By-law

The City will promote the development of an appropriate mix of housing types, densities and tenures to meet the diverse needs in Port Colborne, taking into account current and future demographic characteristics, income levels, special needs and lifestyle considerations. (Port Colborne Official Plan, 2.4.2 Housing)

Background research and interviews indicate that the most pressing need in Port Colborne is for more availability and diversity of choice in housing. The Official Plan (OP) suggests several ways to promote this objective:

a) New housing development should:

- i) Be located in the urban area to make use of existing infrastructure and facilities;
- ii) Be accessible to medical facilities, shopping and any future public transportation system;
- iii) Be close to or be developed with on-site parks and open space; iv) Incorporate design features for an aging population;
- v) Use housing forms suitable for an aging population such as at-grade housing or medium density apartment buildings;
- vi) Provide for a range of smaller lots and homes suitable to smaller households; and
- vii) Be close to or be developed with social and recreational facilities.

A preliminary review of the Port Colborne Zoning By-law (ZBL) indicates that restrictions based on land use, parking requirements, building type definitions, building setbacks, lot area per unit size requirements, minimum sizes for dwelling units, maximum sizes for accessory dwelling units, height limits, lot size restrictions, and parking requirements present barriers to the creation of an appropriate mix of housing types and tenures.

8.1 Permitted Residential Uses in the Zoning By-law

Table 19 shows the types of housing that can be built in zones where housing is permitted. In total, there are 14 zones in the Port Colborne zoning by-law that permit housing. Of these, the R4 zone (Fourth density residential zone) allows the greatest number of housing types to be built (ten housing types), followed by the MU zone (mixed use) (nine housing types) and the R3 zone (Third density residential zone) (seven housing types).

The zoning by-law is most supportive of low-density detached dwelling units, permitting them in 11 zones. Semi-detached houses and duplexes are the next most supported housing type, with permissions in four zones each. The least supported housing type is boarding or lodging houses, which are only permitted in R4 zones.

Table 18 – Permitted Residential Uses by Zone Code

	A	AR	DC	HC	HR	LR	MU	NC	R1	R2	R3	R4	RR	RU	Grand Total
Permitted Uses	Agricultural	Agricultural Residential	Downtown Commercial Zone	Highway Commercial	Hamlet Residential	Lakeshore Residential	Mixed Use	Neighbourhood Commercial Zone	First Density Residential Zone	Second Density Residential Zone	Third Density Residential Zone	Fourth Density Residential Zone	Rural Residential	Rural	
Apartment Building			1				1					1			3
Apartment Building, Public			1				1					1			3
Boarding or Lodging House												1			1
Dwelling, Accessory				1			1	1							3
Dwelling, Detached	1	1			1	1	1		1	1	1	1	1	1	11
Dwelling, Duplex							1			1	1	1			4
Dwelling, Fourplex							1				1	1			3
Dwelling, Semi-Detached							1			1	1	1			4
Dwelling, Townhouse Block											1	1			2
Dwelling, Townhouse Street							1				1	1			3
Dwelling, Triplex							1				1	1			3
Grand Total	1	1	2	1	1	1	9	1	1	3	7	10	1	1	40

Source: City of Port Colborne Comprehensive Zoning By-Law (By-law 6575/30/18), analysis conducted by TWC.

The “R” zoning code denotes areas that are zoned exclusively for residential uses. There are four of these zones in Port Colborne (R1 to R4). The number of housing types permitted in R zones increases with its number. R1 only permits detached dwellings, R2 expands permissions to include semi-detached dwellings and duplexes, R3 expands permissions further to triplexes, fourplexes, and townhouses, and R4 permits all dwelling types including apartments and boarding/lodging houses. Figure 34 shows that most residentially zoned land in Port Colborne is R1. While R3 and R4 zoning have more residential permissions, there is relatively little land with this zoning.

8.2 Land Use Restrictions

The traditional detached “single-family” home is the typology that predominates in Port Colborne, as it does in almost all smaller cities and suburbs in North America. This housing form typically does not meet the needs of an aging population, does not provide choice for smaller households, and it does not address the need to consider diverse tenure types or income levels.

8.3 The Need for Missing Middle Housing in Port Colborne

One approach to generating much-needed housing stock is to support the creation of Missing Middle Housing – a term coined by architect and urbanist Dan Parolek to describe house-scale buildings with multiple units that are compatible with the character of established neighbourhoods of single homes.

Figure 30: Illustration of Missing Middle Housing



Source: Opticos Design Inc.

Figure 31: Missing Middle Example



This 28-unit apartment building in London, Ontario (77 Tecumseh Avenue) is designed to fit within a neighbourhood of single-detached homes and provides a housing type suitable for an aging population.

Photo credit and architectural design: Nicholson Sheffield Architects. <https://nicholsonsheffield.ca/project/77-tecumseh-avenue/>

A review of Port Colborne’s zoning bylaw (ZBL) shows that as-of-right zoning does not currently exist for most of the walkable areas where missing middle housing would be highly desirable. Some zoning policies are supportive of diverse forms of housing creation, such as Accessory Dwelling Unit policies, as-of-right zoning for apartment buildings within the “Institutional”, Mixed-use and Downtown Commercial classifications, and reduced parking for “public” apartments. However, our interview process revealed a number of zoning barriers that have caused delays and cost escalation for local affordable housing providers. Other policies may prohibit the development of cost-effective construction, such as exclusions within R1 and R2 areas, or policies that are “one size fits all” and would be improved with differentiation when classifying housing form and size.

This section contains a review of ZBL policies, highlighting those that support missing middle housing, and those that may present barriers to future development.

8.4 R1 Zones –Housing Beyond the Single Unit.

There is no single housing typology that defines missing middle housing; rather, it is a spectrum of housing choices intended to create more housing units per area of land without altering the established character of a neighbourhood or city.

Figure 32: Missing Middle Housing in Port Colborne



These homes on Saturn Crescent in Port Colborne represent missing middle housing that fits the established character of the single unit homes in the neighbourhood. Currently this type of housing requires R3 zoning and is excluded from most areas of the city. Source: Google Streetview

Figure 33: Missing Middle Example in Upscale Area

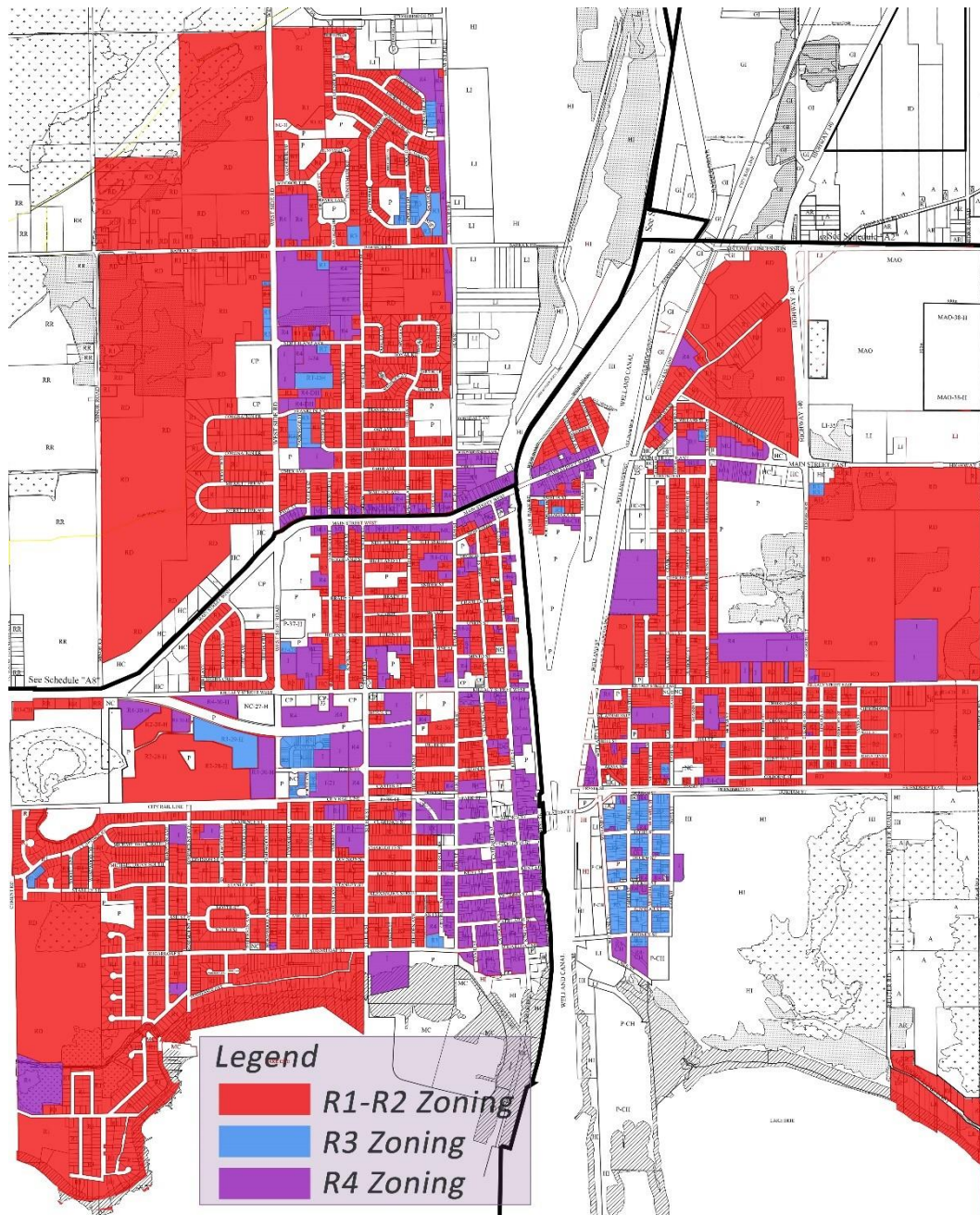


*This triplex was designed fit in with the upscale homes in this upscale area.
Photo: Dan Parolek*

There are a wide variety and range of multi-unit or clustered housing types that are compatible in scale with single homes. However, R1 and R2 zones in Port Colborne prohibit townhouses, triplexes and fourplexes. Other forms of missing middle housing such as small apartment buildings require R4, institutional, mixed use or downtown commercial zoning, and the availability of land with as-of-right zoning is limited. Emerging forms of affordable housing such as stacked townhouses, courtyard buildings and live-work units require costly and time-consuming zoning amendments to gain planning approval.

An analysis of the core areas of Port Colborne, within a walkable distance to amenities such as shopping, medical facilities, recreation centers and parks can be conducted to determine where missing middle housing types are excluded. The red areas in the maps below (for illustration purposes only) show that a large segment of the city prohibits most missing middle housing forms.

Figure 34: Exclusionary Zoning in Port Colborne



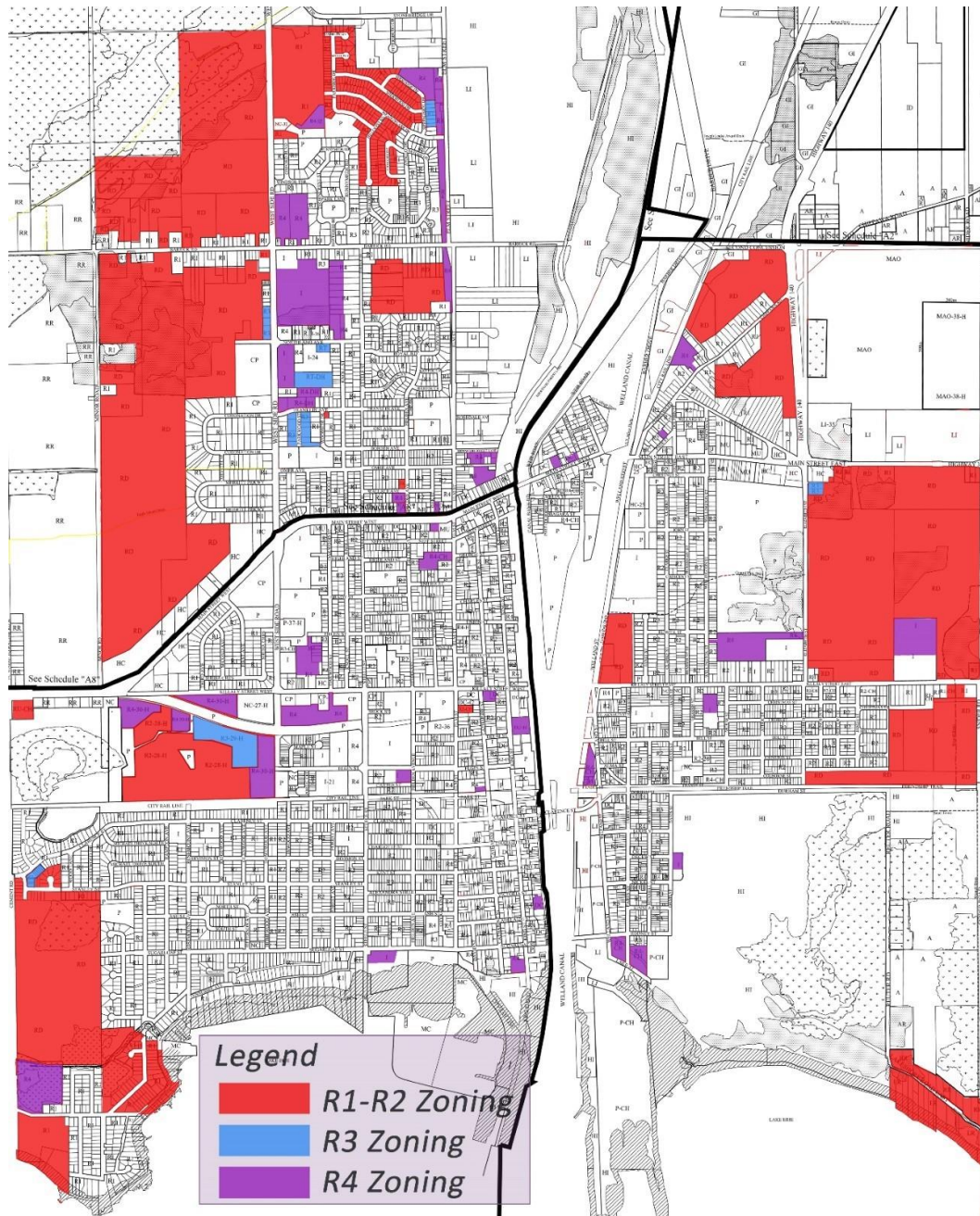
A map outlining zoning shows where it is possible to building missing middle housing. Red zones indicate exclusionary zoning policies. For illustrative purposes only.

Source: TWC

8.5 Underutilized Lands in Port Colborne

A preliminary review of land that is not already built on shows that most available development land is designated as low density residential. Currently, apartments of more than four units are permitted only in R4, institutional, Downtown Commercial or Mixed-Use zones.

Figure 35: Underutilized Lands in Port Colborne



A map outlining areas of land that appear underutilized in the core areas of Port Colborne can be a helpful tool when considering priority sites. For illustrative purposes only.

Source: TWC

8.6 Parking Requirements

The most common request for variances in zoning regulation for all types of development stem from parking requirements. In the ZBL item 3.1.1, Apartment Buildings require 1.25 parking spaces per unit, while Public Apartment Buildings (which may include not-for-profit apartments) require 1 space per 3 units. As there is no differentiation between walkable core areas, and peripheral urban areas, housing providers in the private sector are unable to build housing without parking even if their clientele is not in need of it.

Unnecessary parking is costly and puts undue strain on ecosystems. A number of larger cities such as Toronto and Vancouver have removed minimum parking space requirements entirely for new developments, permitting developers to build spaces based on market demand. While cities with public transit have more options for car-free living, some smaller communities in Ontario have eliminated parking requirements in walkable core areas, such as Penetanguishene, to give housing providers more flexibility.

Figure 36: Abundant Paving at a Port Colborne Plaza (Killaly Street and Steele Street)



Source: Google Earth

8.7 Building Type Definitions

Emerging housing forms of affordable housing such as stacked townhouses, courtyard buildings, live-work units, and small scale multiplex apartment buildings are not differentiated in a way that is different from large scale apartment buildings., and not currently permissible in R3 zones

8.8 Lot Line Setbacks

One of the most common variances in planning applications for multi-unit dwellings stem from lot line setbacks. Lot line setbacks in Port Colborne do not reflect smaller building profiles for smaller apartment buildings that may be similar in scale to townhouses; front yard setbacks of 9m for a building of 3 storeys may restrict viability of a small infill apartment.

8.9 Minimum Lot Area per Unit

In section 8.7b), the policy requires 125 sqm of lot area per unit. But given that unit sizes can vary greatly, the “per unit” designation limiting density does not consider that the same exterior building mass can contain far more small units than large units. For affordable housing providers, the greatest need in Port Colborne is for smaller units, and lot area requirements that reflect varying unit sizes may result in better utilization of land. In Chatham Kent, lot area minimums are higher for the first 5 units (836.1 m²) but only 92.8 m² for additional units.

8.10 Minimum Floor Area for a Unit

Our interview process cited minimum floor area standards as a costly barrier to development. Item 8.7j) in the ZBL specifies 50m² as a minimum for each dwelling unit, which is consistent with the City of Toronto Affordable Housing guidelines for one-bedroom apartments (525 ft², or 49 m²). However, some affordable housing providers find that studio or bachelor apartments are more suitable for the needs of their clientele, especially those build support services and/or shared amenities onsite. Aligning with CMHC guidelines, and Ontario Building Code standards, many housing providers are finding that micro-units can meet these standards with very small unit dimensions, even as low as 27 m² in dense urban environments. Comparable small cities in Ontario currently use lower minimum size standards than Port Colborne (e.g., The City of Owen Sound specifies 37 m², the City of Chatham-Kent specifies 40 m²).

8.11 Height Limits

For apartment buildings in R4 zones, the as-of-right height limit of 20m is in line with (or more generous than) other similar-sized cities in Ontario. However, for R3 zones, the height limit of 11m may be considered restrictive for, particularly as height is measured from the grade to the highest point of the roof. What this means is that for a gabled-or hip-roofed building, a full storey height would be lost in comparison to a flat-roofed building. From a pedestrian perspective, heights of buildings are generally perceived to the soffit. Depending on how the building is perceived, height limits that differentiate between sloped roofs and flat roofs may give housing providers more options for building design.

9 Affordable Housing Targets

9.1 Defining Affordable

Both the City of Port Colborne and Region of Niagara define affordable as:

1. in the case of ownership housing, the least expensive of:
 - c) housing for which the purchase price results in annual accommodation costs which do not exceed 30 per cent of gross annual household income for low and moderate income households; or
 - d) housing for which the purchase price is at least 10 per cent below the average purchase price of a resale unit in the regional market area;
2. in the case of rental housing, the least expensive of:
 - c. a) a unit for which the rent does not exceed 30 per cent of gross annual household income for low and moderate income households; or
 - d. b) a unit for which the rent is at or below the average market rent of a unit in the regional market area. (Growth Plan, 2020)

Low- and moderate-income households represent households in the 60th income percentile and below. Per Table 10, households qualify as low- or moderate-income if they earn **\$97,828 or less**¹⁹.

It is recommended the City continue to use the same definition of “affordable” as the Region for consistency between the two levels of government. Affordable prices and rents based on this definition are presented in Table 18.

Table 19 – Affordable Prices/Rents by Local & Regional Definition of Affordable

Ownership/Rental	Affordable Price/Rent – 30% of Income	Affordable Price/Rent – Average Market Price/Rent
Ownership	\$348,684 or less	\$454,500 to \$498,101 or less
Rental	\$2,446 per month or less	\$962 per month or less

Accordingly, given “affordable” is defined as the least expensive of income-based and market-based calculations, **housing is considered affordable if it costs \$348,684 or less or rents at \$962 per month or less.**

¹⁹ See Section 7.3.3

9.2 Targets

Per Section 7.2.1, approximately 2,300 additional housing units are projected to be built in the City by 2051, averaging 77 new units per year. Based on the needs assessment, it is recommended that **40% of all new units** be built to be affordable at prices/rents outlined in Section 9.1. This would result in an average of approximately **31 units per year** of housing that is considered affordable.

Given greater affordability challenges for renter households, it is important to set a sub-target for the percentage of new housing that will be affordable to rental households in core housing need. Accordingly, the City should set a sub-target to have **20% of all new units (16 units per year on average)** be affordable rental of **\$962 per month or less**. It is important to have a portion of these units at even lower rents or subsidized on a rent-geared-to-income basis to make apartments affordable to low-income households, minimum wage earners, seniors receiving a basic pension, or persons receiving social assistance. Where possible, the City should encourage bachelor and one-bedroom units given 87% of renter households in core housing need are singles (see Section 7.3.2)

Table 20 – Affordable Housing Targets

	Average Number of Units per Year	Percentage of New Units
Total New Units (Affordable & Market)	77 units	100%
Total New Affordable Units (Rental & Ownership)	31 units	40%
Affordable Rental Units	16 units	20%
Affordable Units - Rental and/or Ownership	15 units	20%

10 Engagement & Consultation

Engagement and consultation activities were undertaken to augment and complement the quantitative analysis with qualitative data from community members and local and regional housing experts. There were three primary points of engagement and consultation as part of the Housing Background Report:

- Online community survey
- Stakeholder interviews
- Technical Advisory Committee

A description and summary of findings for each is presented below.

10.1 Summary of Community Survey Results

A survey was available on the Port Colborne website from May 2 to May 13 to solicit community feedback on housing needs. The survey consisted of a total of 25 multiple choice and short answer questions. The survey was promoted by the City through a formal press release as well as its social media channels. It was also distributed to members of the Technical Advisory Committee (see section 9.4) to distribute through their networks. Three gift cards to local grocery stores were offered as incentives to complete the survey.

There were 147 responses. The list of survey questions are included in Appendix B of this report.

10.1.1 Demographics

Key demographics from survey respondents include:

- Eighty-four percent (84%) of respondents lived in the urban area of Port Colborne
- Residents aged 39 to 39 represented the single largest group (25%) followed by residents aged 20 to 29 (22%) and residents aged 40 to 49 (21%). Twenty-nine percent (29%) of respondents were over the age of 50.
- Fifty-seven percent (57%) of respondents were couples with (30%) or without (27%) children. Twenty percent (20%) of respondents lived alone.
- Fifty-nine percent (59%) of respondents were homeowners and 33% were renters. Four percent (4%) of respondents were either experiencing homelessness or did not have a fixed address
- Sixty-five percent of respondents (65%) lived in a detached house and 24% lived in rental accommodation, either apartments or condominiums
- Thirty-seven percent of respondents previously lived elsewhere in Niagara Region before moving to Port Colborne. Thirty-two percent (32%) had always lived in Port Colborne.

10.1.2 Housing Preferences

There is a preference for detached housing with 71% of respondents answering that this is the type of housing that best meets their current needs. Sixteen percent (16%) of respondents answered that

apartments best meet their current needs. However, 32% of respondents noted they have been unable to find housing in Port Colborne that meets their needs. Of these respondents, 54% are unable to find suitable detached housing and 14% are unable to find suitable apartment accommodation. Many cited high housing costs as the reason.

Sixty-three percent (63%) of respondents cited affordability as at least one of the reasons they chose their current housing. However, responses also indicated that many residents did not feel they had a choice as to their current housing situation. Nineteen percent (19%) of respondents also reported being worried about losing their housing.

“It was literally the only apartment we could find”

“It’s all there was”

“Necessity, not choice”

“No other options”

“Was literally the ONLY house available for a family when we were forced out of last rental”

Forty-nine percent (49%) of residents anticipate needing detached housing in the next thirty years, but many also anticipated requiring smaller accommodations such as apartments (12%), row or townhouses (11%), and condominiums (7%), suggesting future demand for higher-density housing options. Fourteen percent (14%) anticipate living in retirement homes or supported living.

10.1.3 Affordability

Responses indicate affordability challenges for both renter and ownership households. Seventy-three percent (73%) of renter households and 65% of ownership households reported spending more than 30% of their income on housing. Renter households appear to be slightly more cost burdened with 43% reporting spending more than 50% of income on housing compared to only 20% of ownership households.

When asked how they define “affordable”, 84% of respondents cited an income-based measurement such that affordability should be defined as a percentage of one’s income. Spending 30-40% of one’s income on housing was the most cited percentage when one was given. Other responses answered more generally that housing costs should leave money left over for other life expenses and savings. Housing that is affordable to those earning minimum wage was also cited explicitly in several responses.

Sixteen percent (16%) of respondents cited an income-based definition of affordability where affordability is an objective price or rent. Many respondents felt prices under \$500,000 and rents under \$800 per month would be considered affordable, however, these numbers were given without explicitly mentioning factors that influence rents and prices, namely size and location.

Eight-five percent (85%) of respondents felt there was a shortage of affordable housing in Port Colborne based on their definition.

10.1.4 Residents in Housing Need

More than 50% of respondents felt low-income households, those experiencing homelessness, those requiring physically accessible housing, and seniors were the groups requiring the greatest assistance to find housing in Port Colborne. A full list of groups is presented in Table 21. Relatively high percentages for most groups suggest widespread housing need in the community.

“EVERYONE NEEDS THIS!! Let’s not discriminate based on age, marital or parental status, [or] disability. There is no excuse for any of these groups to be ignored”

Table 21: Groups Requiring Most Assistance to Find Housing

Group	Number of Responses	Percentage of Respondents
Low-income	109	74%
Homeless	91	62%
Accessible/barrier-free housing	82	56%
Seniors	79	54%
Support services for mental health	72	49%
Single-parent households	66	45%
Young adults	66	45%
Single persons	46	31%
Smaller households	31	21%
Larger households	28	19%
Other	7	5%

10.1.5 Government Actions to Support Housing Affordability

Respondents were asked to select the most important actions government could undertake to support housing affordability. Requiring a percentage of affordable units in new market developments (Inclusionary Zoning; see Section 5) was the most selected action (61%) followed by providing government land for affordable housing (56%). There was less enthusiasm for providing direct financial assistance for affordable housing either through grants (39%) or a reduction of fees (38%) and using government land for market housing was the least selected response (28%).

It should be noted that Port Colborne is unable to enact inclusionary zoning based on current provincial legislation. However, the City can still encourage private developers to include affordable units as part of their developments through discussions during the planning approvals process. The City is able to provide land for affordable housing, and has done so recently with the Port Cares development at Chestnut Park. The City also currently provides grants and fee reductions for affordable housing through CIPs (see Section 5).

Other suggested actions included zoning reform to allow for greater density and housing diversity, with tiny homes, laneway homes, and higher-density apartments mentioned specifically. Some suggested

actions (rent freezes, living wages, building housing directly) are under provincial/regional jurisdiction and outside the purview of municipal government.

Table 22: Most Important Government Actions to Support Affordable Housing

Action	Number of Responses	Percentage of Respondents
Require a percentage of affordable units in new developments	90	61%
Government land for affordable housing	83	56%
Grants for affordable housing	58	39%
Reduction in fees for affordable housing	56	38%
Government land for market housing	41	28%
Other	25	17%

10.2 Summary of Stakeholder Interviews

Semi-structured interviews were conducted with local and regional stakeholders in the public, private, and non-profit sectors to augment and complement the quantitative data analysis with qualitative data. A total of 23 people were interviewed over 14 interviews (Table 19). Interview questions focused on housing challenges and opportunities in Port Colborne and are included in Appendix C of this report. A summary of interviewees is presented in Table 19.

Table 23 - Stakeholder Interviews

Sector	Stakeholder Group	Number of Interviewees
Public	Port Colborne Planning Staff	2
Public	Port Colborne Mayor & Councillors	3
Public	Niagara Regional Housing	4
Public	Niagara Region	1
Private	Niagara Association of Realtors	1
Private	Port Colborne-Wainfleet Chamber of Commerce & Downtown BIA	2
Private	Cairnwood Homes	1
Private	Grandstone Living Inc.	1
Private	Grey Isle Design	1
Non-Profit	Gateway of Niagara	2
Non-Profit	Port Cares	1
Non-Profit	The Hope Centre*	1
Other	Port Colborne Senior Citizens Advisory Committee	1
Other	Port Colborne Social Determinants of Health Committee	2
	Total	23

*Sent written responses

10.2.1 Demographics in Need

Stakeholders noted there are affordability challenges for much of the population. Specific groups in need or facing the greatest challenges include single-person households, lone-parent households, and seniors. Bachelor and 1-bedroom units are required housing stock for much of this population. There are also specific affordability challenges for rental households between the 3rd and 6th income deciles due to a lack of middle market rental housing options. Many people are staying in social housing because there are no market options available for them resulting in longer waits on the affordable housing wait list

Stakeholder also expressed concerns about the possibility of losing skilled young people if housing is not affordable. Many are choosing to move out of Port Colborne even if they still technically work there because of the ease of working remotely. It appears most of the housing focus has been on housing needs for seniors and not as much on the future needs for young people to be able to afford to live in the city.

It was also noted that visible homelessness has been increasing and it is expected that hidden homelessness is prevalent.

10.2.2 Housing Challenges & Opportunities

Challenges

1. There is a lack of housing diversity. Rental inventory is becoming very limited and there is very little purpose-built rental stock. Many property owners are selling and, whereas larger properties may have previously operated as secondary rental units, new owners are buying to live in themselves, further limiting rental supply.

2. Lack of funding from upper tier government to support housing affordability

"When it comes to other levels of government – where are they? They say much, they do nothing"

3. Few property owners in Port Colborne want to work with affordable housing

"Our clients are not the ones that the traditional landlord wants"

4. Housing subsidies is currently too low relative to the cost of housing

5. Rising construction costs are increasing housing costs

6. Bedrock underneath the city makes it challenging to build.

7. Some housing proponents have had limited support from the City

"We had to do everything on our own"

8. An influx of residents from outside of Niagara or elsewhere in Niagara is putting upward pressure on prices and rents

9. Rooming houses are not a housing option in Port Colborne although Welland has some.
10. NIMBYism exists for higher-density units and affordable housing

"When [residents] hear the term affordable housing they assume it's going to be crime-ridden".

11. The lack of viable regional transportation limits the ability of residents to move to more affordable municipalities while still working in Port Colborne.
12. Mismatch between perceived public desire for single-detached homes and community need for denser multi-unit housing

Opportunities

1. Port Colborne has lots of available public and private land for residential development
2. Strong leadership and vision for housing in the East Waterfront Secondary Plan

"The city has a great plan – the east waterfront revitalization plan. They are going to change the area and it will become more desirable".

"I can see the vision"

3. Homesharing may be an opportunity to increase rental stock and help with social isolation
4. Secondary suites present a significantly opportunity but can be prohibitively expensive for some households. A public outreach campaign may help to increase awareness of the program.

10.2.3 Housing Priorities

Interviewees were asked which of the following should be housing priorities in Port Colborne

- Creating more affordable ownership housing
- Creating more affordable rental housing
- Increasing the diversity of housing stock
- All of the above
- Other

Almost all interviewees answered, "All of the above". Many emphasized the importance of affordable rental housing given the need in the community as well as it being more straightforward to provide compared to affordable ownership housing. Stakeholders noted there is "absolutely" a demand for higher-density housing, and increasing diversity of housing stock is a priority

"A healthy community has a healthy mix [of housing]"

10.2.4 Definition of Affordability

Stakeholders agreed it was important to define what "affordable" means, noting "affordable housing" can be a confusing term because it can mean too many things. Stakeholders felt an income-based definition of affordable was appropriate, also noting the definition should be consistent with affordable definitions

from upper-levels of government to procure funding. However, some stakeholders noted that an income-based definition may still put housing out of reach for very low-income households.

10.2.5 Incentives

Stakeholders noted the following incentives would be helpful to encourage greater housing affordability in Port Colborne:

- Reduced parking requirements
- Reduced minimum floor area for single units
- Streamlined planning approvals process
- Lowering or eliminating fees for non-profit affordable housing

One interviewee felt incentives should only be provided for brown and greyfield sites, noting there is little need to provide incentives for greenfield sites. It is also important to note the City is currently reviewing incentives as part of its CIP update concurrent with the Affordable Housing Strategy.

10.2.6 Role of the Municipality

By and large, interviewees noted a positive experience working with the City on development.

"Without a doubt they are better than in other municipalities...some municipalities don't want you to develop at all"

Some suggested it can sometimes take too long to receive responses, which can be discouraging, though the responses that are provided are thorough. Others said the building department was not inviting enough and could potentially cause developers to walk away from projects. Fort Erie and Welland were cited as positive examples of “concierge, at-your-service style” city hall, which is welcoming, encouraging, not antagonistic and very cooperative. Most stated that the City has not been proactive with design guidelines, waiting until a developer approaches.

Interviewees felt the City could continue to support housing affordability by ensuring policies support intensification and allow for creative use of space that may be unconventional (i.e., non-traditional/innovative built form(s), hybrid residential/non-residential uses) though a combination of rezoning, prezoning, and upzoning land for housing. They also suggested the City take time to consistently engage the community (residents, businesses) about housing issues.

Interviewees also provided the following suggestions for changes to the by-law to assist with affordability:

- Consider increase thresholds for site plan approval from 5 units to 10 units or more.
- As-of-right zoning should include a fourplex in all areas.
- Recognize stacked townhouses as a built form

Making municipal land available for affordable housing at low or no cost and reducing or eliminating fees for affordable units was also viewed favourably. Some interviewees suggested a faster approvals process would assist with financial viability and suggested having a dedicated staff member to move housing projects forward

Beyond policy work, it was noted that the City should act as a facilitator between groups looking to build housing and provide leadership in the face of NIMBY concerns.

"They need to be more inviting – more dialogue...if you get the right people together really good things can happen"

"What people don't realize is that if you're going to rezone then you have community meetings – some of the councillors don't like to push back against their constituents"

Finally, the City should advocate to upper levels of government for a "fair share" of funding for housing.

10.2.7 Other

Other comments included:

- Housing is a human right, and this must be acknowledged as part of the Affordable Housing Strategy
- Demand for rental housing is anticipated to continue and there is anticipated demand for multigenerational housing
- There have been staffing challenges in skilled trades and service industries since the pandemic due to cost of housing
- Intensification is important for environmental reasons, and it is important to ensure housing is located near amenities and services
- The opioid crisis has devastated communities and community groups are dealing with crisis after crisis.

"Food bank data is the canary in the coalmine"
"You can't solve poverty without solving housing"

10.3 Technical Advisory Committee

A Technical Advisory Committee (TAC) consisting of representatives of the public, private, and non-profit sectors provided input, guidance, and expertise on the work of the consultant team. A full list of TAC members is presented in Table 20.

The TAC met twice during the Phase I work to provide feedback on the overall housing strategy direction and comments on the draft Housing Background Report.

Table 24 - Technical Advisory Committee Membership

Sector	Organization	Name
Public	Niagara Region Community Services	Jeff Sinclair
Public	Port Colborne Planning Staff	David Schulz
Public	Port Colborne Economic Development	Gary Long
Private	Cairwood Homes	Roberta Machado DeSouza
Private	Grandstone Living Inc.	Marc Vaillancourt
Private	Newcastle Communities	Chris Lamb
Private	Grey Isle Design	Ryan Thompson
Private	Port Colborne-Wainfleet Chamber of Commerce	Dolores Fabiano
Private	Port Colborne Downtown BIA	Jesse Poole
Non-Profit	Port Cares	Christine Clark Lafleur

11 Recommendations for the Affordable Housing Strategy

Based on the findings of the Housing Background Report, it is recommended that the Affordable Housing Strategy address the following:

1. Establishing formal affordability thresholds and targets
2. Ensuring the Official Plan and Zoning by-law support housing diversity
3. Rental demolition and conversion policies
4. Promotion of secondary units
5. Incentives (financial and non-financial) that can encourage housing affordability
6. Building awareness about housing issues in Port Colborne
7. Cross-sector collaboration to encourage housing affordability
8. Monitoring and tracking mechanisms

Appendix A: Other Tables

Table A-1: Port Colborne Average Rents by Unit Size (2017 to 2021)

Unit Size	Average Rent 2017	Average Rent 2018	Average Rent 2019	Average Rent 2020	Average Rent 2021
1 Bedroom	\$688	\$845	\$869	\$828	\$856
2 Bedroom	\$965	\$954	\$1,008	Data suppressed by CMHC	\$983
3 Bedroom	\$1,109	\$1,068	\$1,201	Data suppressed by CMHC	Data suppressed by CMHC
All Sizes	\$886	\$928	\$977	\$891	\$962

Source: CMHC

Table A-2: Port Colborne Median Rents by Unit Size (2017 to 2021)

Unit Size	Median Rent 2017	Median Rent 2018	Median Rent 2019	Median Rent 2020	Median Rent 2021
1 Bedroom	Data suppressed by CMHC	\$903	\$937	Data suppressed by CMHC	\$913
2 Bedroom	\$960	\$992	\$1,000	Data suppressed by CMHC	\$1,027
3 Bedroom	\$1,026	\$1,100	Data suppressed by CMHC	Data suppressed by CMHC	Data suppressed by CMHC
All Sizes	\$925	\$970	\$988	Data suppressed by CMHC	\$977

Source: CMHC

Table A-3: Average Ownership Prices in Port Colborne and Niagara Region (2021)

	Port Colborne-Wainfleet	Niagara Region
Niagara Association of Realtors HPI Benchmark Price	\$505,056	\$648,967
Canadian Real Estate Association	\$553,446	n/a

Appendix B: Community Survey Questions

The City of Port Colborne is currently developing an Affordable Housing Strategy to ensure there are affordable housing options for new and existing residents. This survey is an opportunity for residents to provide insight into their housing needs and preferences. Responses will be used to inform recommendations in the Strategy.

The survey consists of 25 questions and should take approximately 10 to 15 minutes to complete. Please answer each question to the best of your ability. Survey participants may choose to enter to win one (1) of four (4) \$25 grocery gift cards. To be entered, please provide your email at the end of the survey.

- 1) Which community do you live in?
 - a. Urban Port Colborne
 - b. Rural Port Colborne
 - c. Other
- 2) What is your age?
 - a. Under 20 years
 - b. 20-29 years
 - c. 30-39 years
 - d. 40-49 years
 - e. 50-64 years
 - f. 65-74 years
 - g. 75 and above
 - h. Prefer not to say
- 3) What best describes your household?
 - a. Live alone
 - b. Live with roommates (non-family)
 - c. Married or couple with child/children
 - d. Married or couple without child/children
 - e. Single parent with child/children
 - f. Multi-generational household (grandparents, parents, children)
 - g. Other (please describe):
- 4) What best describes your residency in Port Colborne?
 - a. Renter
 - b. Homeowner
 - c. No fixed address (couch surfing/other)
 - d. I do not have a home/ I am experiencing homelessness
 - e. Other (please describe)
- 5) What best describes your physical type of housing?
 - a. A detached house
 - b. A semi-detached house
 - c. A townhouse
 - d. An apartment or condo building (rented)
 - e. A condo building (owned)

- f. A mobile home
 - g. Shelter
 - h. Other (please describe): apartment above a store
- 6) Why did you choose the housing you currently live in? Select all that apply.
- a. Close to work/school
 - b. Close to family
 - c. Close to services
 - d. Close to transit
 - e. Affordability
 - f. Other (please describe)
- 7) What best describes your housing situation? Select all that apply.
- a. I feel comfortable and safe in my home
 - b. I do not feel comfortable and safe in my home
 - c. I have more than enough room
 - d. I do not have enough room
 - e. There are too many people living in my home
 - f. I live close enough to school/work/shops and services
 - g. Getting to school/work/shops and services from my home is difficult for me
 - h. I am not worried about losing my housing
 - i. I am worried about losing my housing
 - j. Additional comments:
- 8) What type of housing best suits your current needs?
- a. Detached house
 - b. Semi-detached house
 - c. Row/townhouse
 - d. Apartment
 - e. Condo
 - f. Retirement home/supported living
 - g. Other (please describe):
- 9) Have you been able to find housing in Port Colborne that meets your needs?
- a. Yes
 - b. No
 - c. Not sure
 - d. Other (please specify):
 - e. Additional comments:
- 10) If you answered 'no' to Question 9, what type of housing are you looking for?
- a. Detached house
 - b. Semi-detached house
 - c. Row/townhouse
 - d. Apartment
 - e. Condo
 - f. Other (please describe):
 - g. My housing meets my current needs
- 11) What type of housing do you anticipate needing in the next 30 years (to 2051)?

- a. Detached house
 - b. Semi-detached house
 - c. Row/townhouse
 - d. Apartment
 - e. Condo
 - f. Retirement home/supported living
 - g. Other (please describe):
- 12) How long have you lived in Port Colborne?
- a. 1- 3 years
 - b. 4-6 years
 - c. 7-9 years
 - d. 10+ years
- 13) Please select the option below that best describes your prior place of residence
- a. Elsewhere in Niagara Region
 - b. Greater Toronto Area & Hamilton Area
 - c. Elsewhere in Ontario
 - d. Elsewhere in Canada
 - e. Another country
 - f. I have always lived in Port Colborne
- 14) If employed, where do you work? If you work remotely on a part-time basis, please answer based on the physical location of your place of work. If you work remotely on a full-time basis, please select 'Full-time remote'.
- a. In Port Colborne
 - b. Elsewhere in Niagara Region (St. Catharines, Thorold, Welland, Fort Erie, Niagara Falls, other)
 - c. In the Greater Toronto Area & Hamilton Area
 - d. Full-time remote
 - e. Other (please describe):
- 15) If employed, do you work in:
- a. Manufacturing
 - b. Office administration
 - c. Professional services
 - d. Tourism/hospitality sector
 - e. Transportation sector
 - f. Other (please describe):
- 16) What is your household income before tax? This is the combined total of all sources of income for everyone living in your household.
- a. Less than \$50,000
 - b. \$50,000 to \$59,999
 - c. \$60,000 to \$79,999
 - d. \$80,000 to \$99,999
 - e. \$100,000 to \$149,999
 - f. \$150,000 to \$199,999
 - g. \$200,000 to \$249,999

- h. \$250,000 or greater
 - i. Prefer not to say
- 17) If you own your home, what is the estimated value of your home in the current real estate market?
 - a. Under \$500,000
 - b. \$500,000 to \$749,000
 - c. \$750,000 to \$999,999
 - d. \$1,000,000 to \$1,249,999
 - e. \$1,250,000 to \$1,499,999
 - f. \$1,500,000 or above
 - g. Not applicable/ I rent
- 18) If you rent your home, what is your household's monthly rent (or your rent if you live in shared accommodation)?
 - a. Under \$500
 - b. \$500 to \$999
 - c. \$1,000 to \$1,499
 - d. \$1,500 to \$1,999
 - e. \$2,000 to \$2,499
 - f. \$2,500 and above
 - g. Not applicable/ I own my home
- 19) If you are currently renting, would you prefer to own your home? If so, at what price range would you consider purchasing a home? Check all that apply:
 - a. I prefer to rent my home
 - b. Under \$500,000
 - c. \$500,000 to \$749,999
 - d. \$750,000 to \$999,999
 - e. \$1,000,000 to \$1,249,999
 - f. \$1,250,000 to \$1,499,999
 - g. \$1,500,000 and above
 - h. I would like to own but there is a barrier to me
- 20) Please describe what you personally believe to be affordable in relation to housing. How do you define "affordable"?
- 21) Based on your definition of affordability, do you believe there is a shortage of affordable housing in Port Colborne?
 - a. Yes
 - b. No
 - c. Not sure
- 22) What percent of your pre-tax income do you estimate you spend on housing costs, including utilities, property taxes, interest, maintenance, etc.?
 - a. I RENT and less than 30% of my pre-tax income goes toward housing costs
 - b. I RENT and 30-50% of my pre-tax income goes toward housing costs
 - c. I RENT and more than 50% of my pre-tax income goes toward housing costs
 - d. I OWN and less than 30% of my pre-tax income goes toward housing costs
 - e. I OWN and 30-50% of my pre-tax income goes toward housing costs

- f. I OWN and more than 50% of my pre-tax income goes toward housing costs
 - g. Not sure
- 23) Considering the needs of all residents in Port Colborne, in your opinion, which groups need the most assistance to find housing? Select all that apply.
- a. People who accessible or barrier-free housing
 - b. People who need support services for mental health or other reasons
 - c. Housing for persons who are currently homeless
 - d. Low-income households
 - e. Medium-income households
 - f. Larger households
 - g. Smaller households
 - h. Single-parent families
 - i. Single individuals
 - j. Young adults (18-29 years)
 - k. Seniors
 - l. Other (please describe):
- 24) What are the most important actions governments could take to help meet the need for affordable housing? Please rank in order of preference.
- a. Provide government (municipal or regional) land for market housing (i.e., for-profit housing built by the private sector)
 - b. Provide government (municipal or regional) land for affordable housing
 - c. Provide reductions in government fees when building new affordable housing
 - d. Provide grants for companies/organizations building new affordable housing
 - e. Require a percentage of housing in new developments to be affordable
 - f. Other (please describe):
- 25) Is there anything else you would like to add about affordable housing in Port Colborne or this survey?

Please provide your email if you would like to be entered to win the grocery store gift card:

For updates and more information about this project, visit the Affordable Housing page on www.portcolborne.ca

For additional information or questions, please email: gary.long@portcolborne.ca

Appendix C: Stakeholder Interview Questions

General Questions

1. What are other current housing issues, challenges, concerns in Port Colborne?
2. How much of an issue is housing **affordability** (e.g., households paying more than 30% of their before-tax income on housing), **adequacy** (e.g., homes needed major repairs, lacking basic services, or infested with vermin/black mould), and **suitability** (e.g., persons/households dealing with overcrowding) in Port Colborne?
3. What impacts do housing issues have on residents in terms of:
 - a. Family impacts (e.g., family instability, domestic violence, increasing stress)
 - b. Social impacts (e.g., social isolation)
 - c. Health impacts (e.g., reduced physical and/or mental health)
 - d. Educational impacts (e.g., poorer grades, inability to upgrade one's education)
 - e. Economic impacts (e.g., staff recruitment challenges, staff turnover, reduced levels of service)
4. Is homelessness (e.g., living on the street, living in a car) or near-homelessness (e.g., people living in hotels, people living on couches) a concern in Port Colborne?
5. What do you think the key housing priorities for Port Colborne should be?
 - a. Creating more affordable **ownership** housing
 - b. Creating more affordable **rental** housing
 - c. Increasing the diversity of housing stock
 - d. All of the above
 - e. Other
6. To help with these priorities, what actions should Port Colborne undertake?
7. To help with these priorities, what actions should the Region, Province or Federal government take?
8. To help with these priorities what actions should community organizations and the private sector undertake?
9. Other comments

Public Sector Questions

10. Which demographics are in most need housing?
11. Do you think the cost of purchasing a home in Port Colborne is a significant issue for the community?
12. The population of Port Colborne is projected to grow to approximately 30,000 people by the year 2051. What is the best way for Port Colborne to accommodate this growth?
13. What has recent residential development looked like in Port Colborne?

14. Is there a demand for higher-density housing in Port Colborne?

Private Sector/Developer Questions

15. Which demographics are in most need housing?

16. Do you think the cost of purchasing a home in Port Colborne is a significant issue for the community?

17. The population of Port Colborne is projected to grow to approximately 30,000 people by the year 2051. What is the best way for Port Colborne to accommodate this growth?

18. What has recent residential development looked like in Port Colborne?

19. Is there a demand for higher-density housing in Port Colborne?

20. What has your experience been like developing in Port Colborne?

Non-Profit Questions

21. What type(s) of housing can best accommodate your clientele? Is this type of housing currently available in Port Colborne?

22. What type of services do your clients require in addition to housing (if any)?

Business/Chamber of Commerce Questions

23. Does housing in Port Colborne currently meet the needs of the workforce/businesses?

24. What are the biggest housing issues facing businesses, employers, and employees in the Port Colborne?

25. How does housing affect the ability of businesses to attract/retain employees?

Port Colborne Affordable Housing Strategy

Council Presentation

Tuesday, June 28, 2022 – 6:30 PM

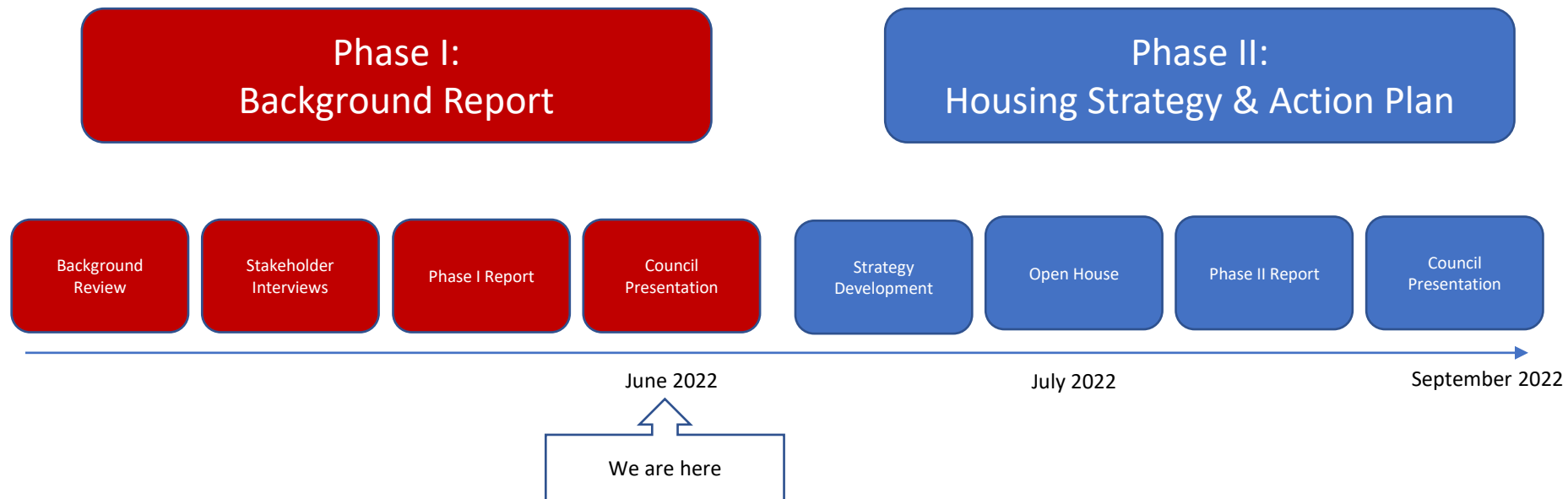
Agenda

1. Project Purpose & Overview
2. Housing Background Report
 - Key Findings
 - Planning & Zoning Analysis
 - Affordability & Housing Targets
 - Potential Items for Affordable Housing Strategy
3. Engagement & Consultation
4. Next Steps

Project Purpose & Overview

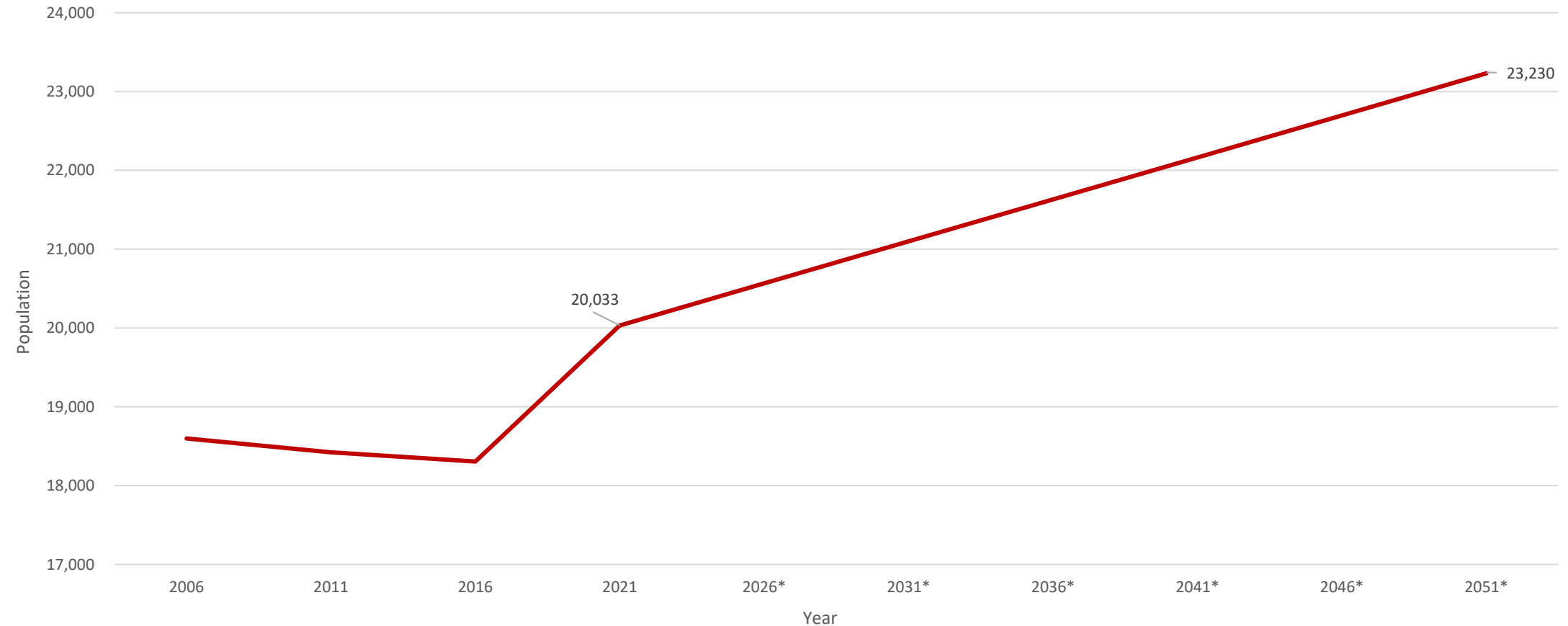
- The Affordable Housing Strategy supports the City's 2020-2023 Strategic Plan
- "...a future where every person in Port Colborne has access to housing that is not only affordable but also suitable, stable, and safe."
- Address how and to whom to provide a sufficient range of affordable housing options and opportunities in Port Colborne
- Focus on municipal role and responsibilities for housing delivery – supportive planning tools and municipal policy

Project Timeline and Deliverables



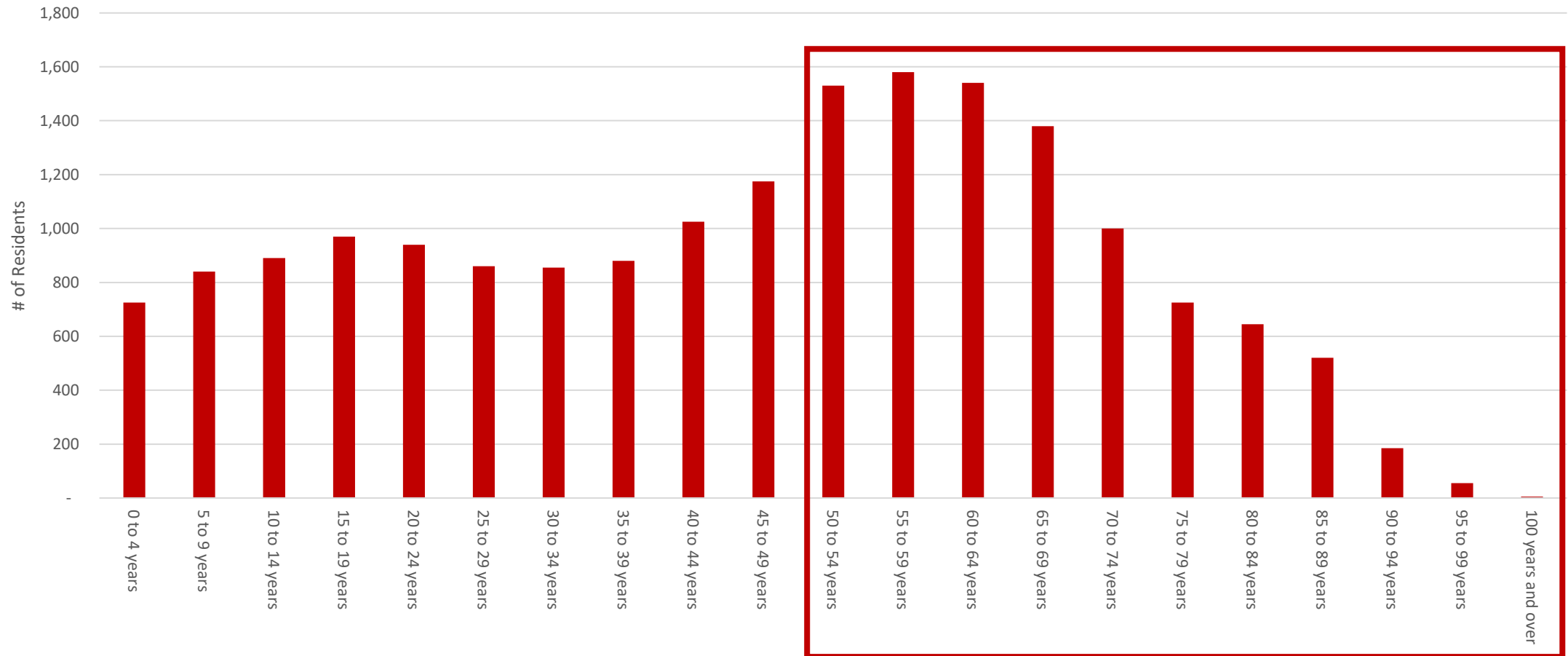
Housing Background Report

Significant recent and projected growth



*projected population

Half of the population is over 50



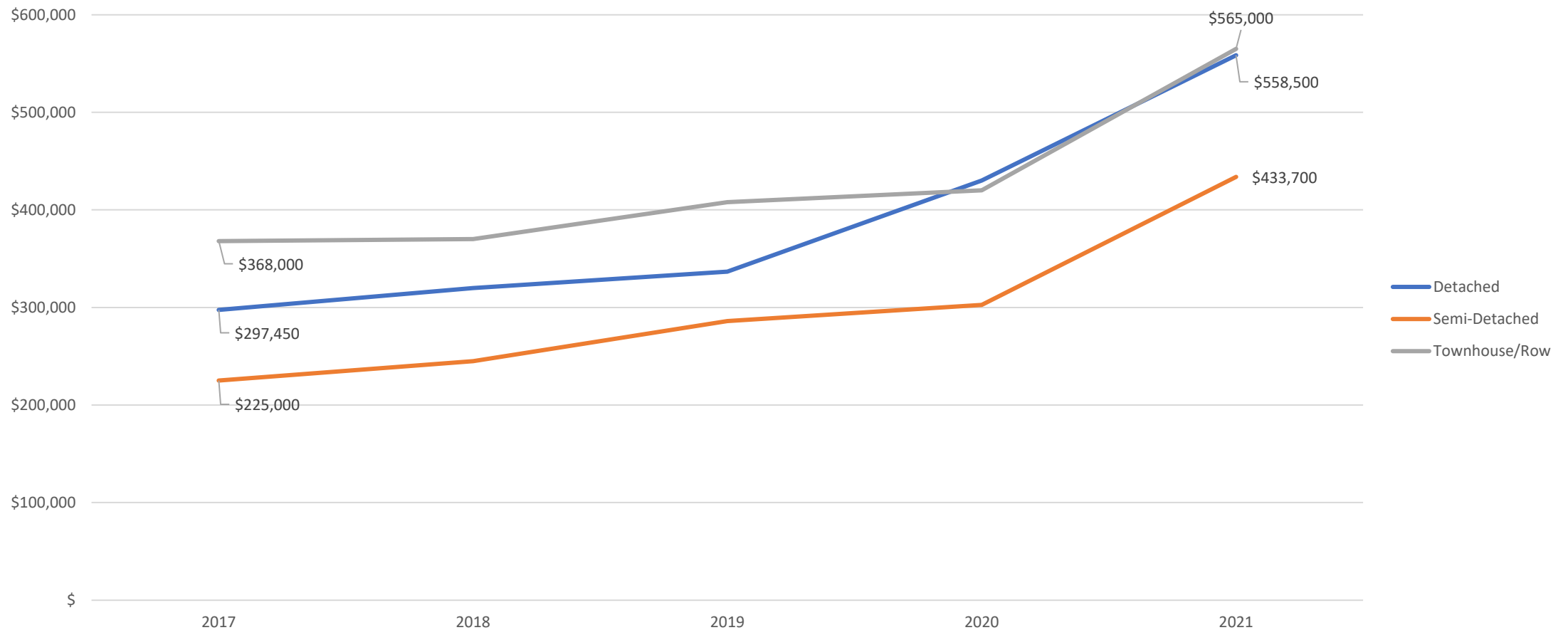
Source: Statistics Canada 2016 Census

Significant renter population

Household Type	# of Households	% of Total Households
Ownership	5,950	74%
Rental	2,070	26%
Total	8,020	100%

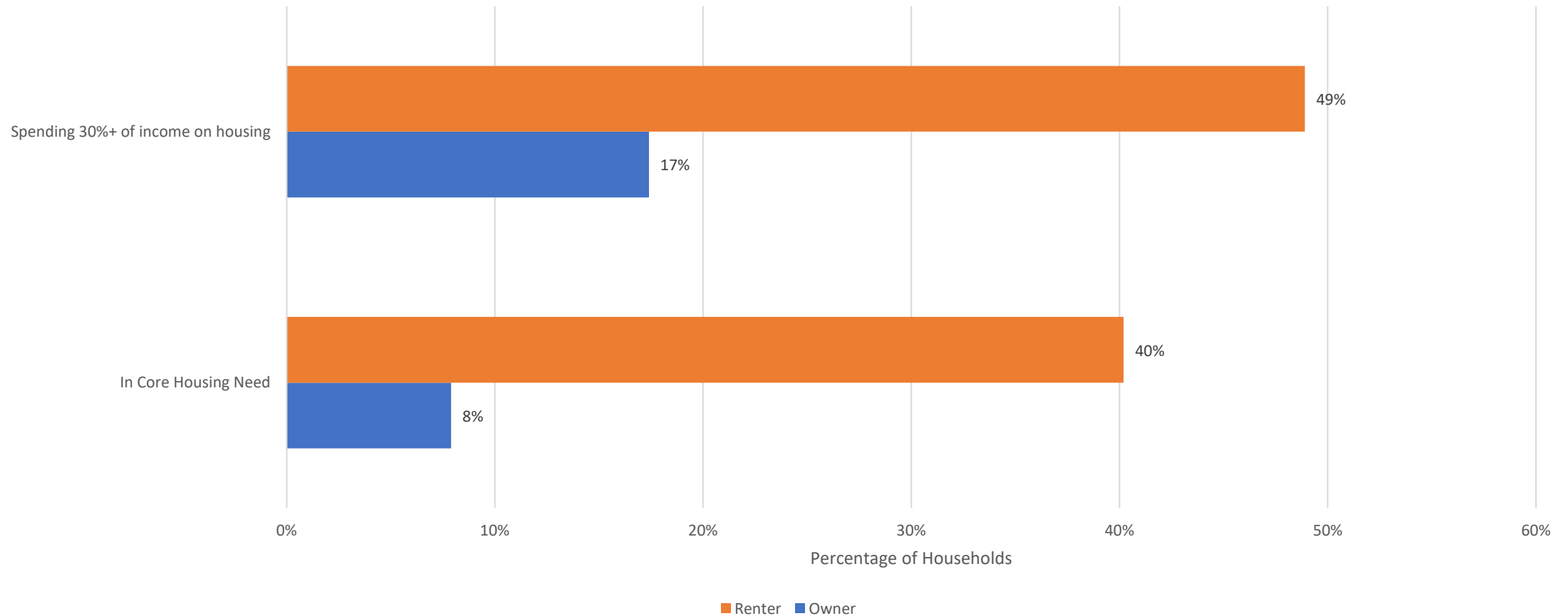
Source: Statistics Canada 2016 Census

Median ownership prices are rising



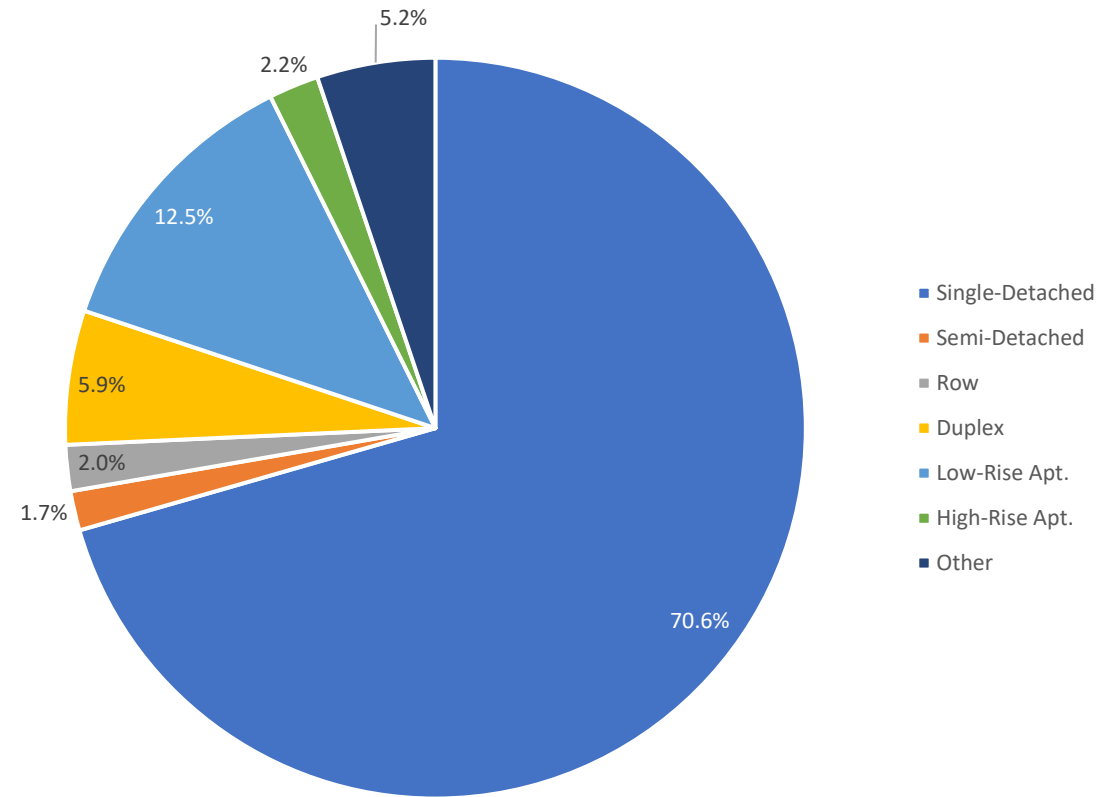
Source: CREA

Renters are more cost-burdened and in Core Housing Need



Source: Statistics Canada 2016 Census, CMHC (census-based and NHS-based housing indicators and data)

Almost 75% of housing stock is single-detached – pattern shifting slightly



Source: Statistics Canada 2021 Census

Ownership prices out of reach – for 80% of households unless selling existing home

Average rents out of reach for low income households. - currently advertised apartments not affordable to households earning less than \$50,000

Source: CREA, Niagara Association of Realtors

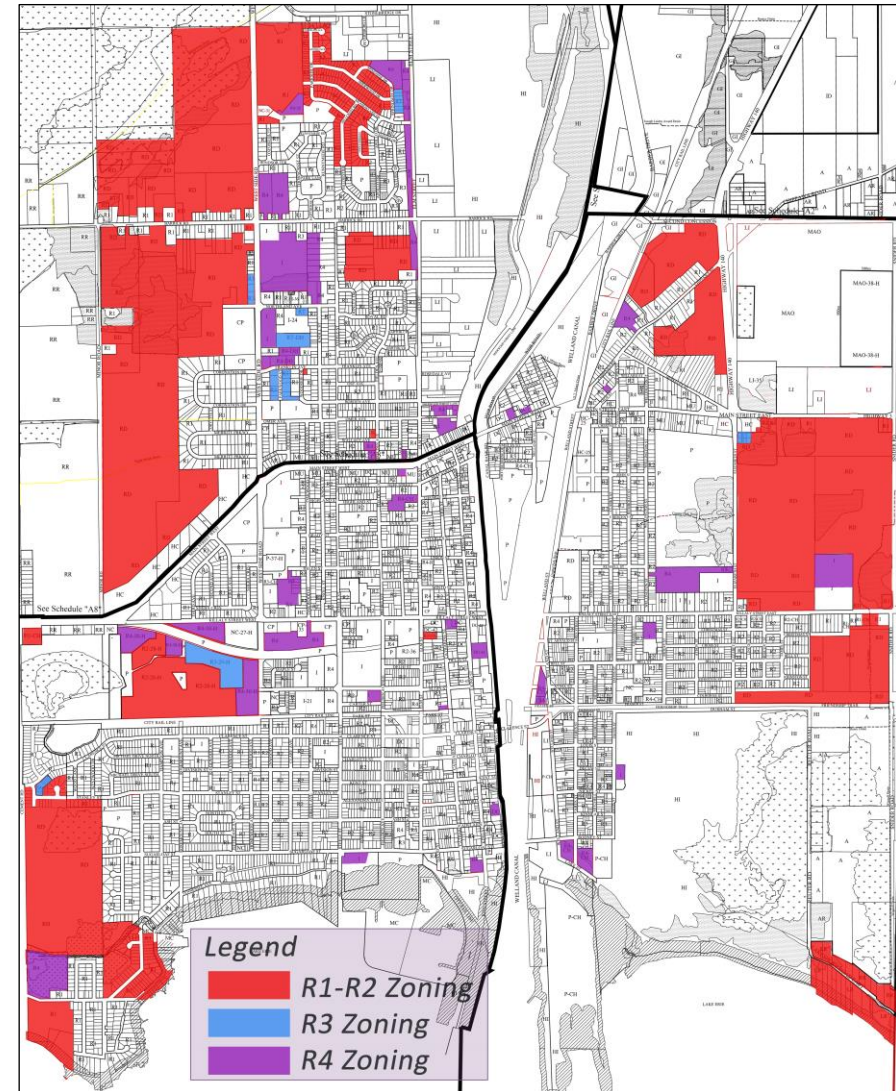
Planning & Zoning Analysis

Opportunities

- Port Colborne has abundant greenfield, greyfield, brownfield and infill land that is underutilized
- Secondary Plans, Official Plans, Community Improvement Plans and urban design studies highlight areas for development and growth
- Zoning By-law contains numerous supportive policies and as-of-right zoning permissions

Constraints

- Site contamination prevents redevelopment of key properties
- Regulatory barriers prevent affordable housing forms in many areas of the city
- Lack of developable land with as-of-right zoning for small multi-unit housing



Affordability & Housing Targets

Affordability

- Niagara Region and Port Colborne currently use the same definition of “affordable” in their Official Plans
- **Ownership**
 - Lesser of less than 30% of income for low-or moderate-income households
OR
purchase price 10% or more below average resale price
- **Rental**
 - Lesser of:
 - monthly rent less than 30% of income for low- or moderate-income households
 - OR**
a unit that rents at or below average market rent

Housing Prices/Rents & Possible Targets

Prices/Rents

	Affordable – 30% of Income	Affordable – Average Market Price/Rent
Ownership	\$348,684 or less	\$454,500 to \$498,101 or less
Rental	\$2,446 per month or less	\$962 per month or less

Targets

	Average Number of New Units per Year	Percentage of New Units
Total New Units (Affordable & Market)	77 units	100%
Total New Affordable Units (Rental & Ownership)	31 units	40%
Affordable Rental Units	16 units	20%
Affordable Units - Rental and/or Ownership	15 units	20%

Ideas for the Affordable Housing Strategy

Ideas to Explore

1. Establishing formal affordability thresholds and targets
2. Ensuring the Official Plan and Zoning by-law support housing diversity
3. Rental demolition, conversion and replacement policies
4. Promotion of secondary units
5. Incentives (financial and non-financial) that can encourage housing affordability
6. Building awareness about housing issues in Port Colborne
7. Cross-sector collaboration to encourage housing affordability
8. Monitoring and tracking mechanisms

Engagement & Consultation

Engagement & Consultation

- Technical Advisory Committee
 - Local and regional housing representatives
- Stakeholder Interviews
 - 23 interviewees; public, private, and non-profit sectors
- Community Survey
 - 147 responses!

Next Steps

Open House

- Tuesday, July 5, 2022
- L.R. Wilson Heritage Research Archives Building
- Present preliminary Affordable Housing Strategy for resident comment and feedback
- TWC and City representatives in attendance

Questions & Comments

Subject: CIP Comprehensive Review – Project Update

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-102

Meeting Date: June 28, 2022

Recommendation:

That Chief Administrative Officer Report 2022-102 be received.

Purpose:

The purpose of this report is to provide an update to Council on the status of the comprehensive review of the City's Community Improvement Plans (CIP) by RCI Consulting and a cross-divisional City Project Review Team (PRT). This report will accompany a Power Point presentation by Luc Piccioni, President of RCI Consulting, at the June 28, 2022, Council meeting.

Background:

At the March 8, 2021, meeting, Council approved staff report 2021-68 and a recommendation to retain a consultant to complete a comprehensive review of the City's Community Improvement Plans (CIPs). At the June 28, 2021, meeting, Council received staff report 2021-171 regarding the appointment of RCI Consulting. The City of Port Colborne has six CIPs, namely:

- Brownfield Community Improvement Plan
- Downtown Central Business District Community Improvement Plan
- East Waterfront Community Improvement Plan
- Industrial Community Improvement Plan
- Olde Humberstone Community Improvement Plan
- Niagara Gateway Economic Zone and Centre Community Improvement Plan

The incentive programs in these CIPs were developed by City staff and consultants several years ago based on Council direction to incentivize growth and development in

designated community improvement project areas in the City. Part IV of the *Planning Act* outlines municipal authority for the implementation of CIPs and the City's Official Plan includes enabling policy for the preparation, adoption, and implementation of CIPs.

The comprehensive CIP review is focused on the following:

- review current CIP programs, project area boundaries, and service delivery;
 - review current best practices from other jurisdictions;
 - consolidate the 6 CIPs and ensure program integration with the Region's new incentive programs policy;
 - streamline and revise the incentive programs to address emerging community improvement needs and further improve the effectiveness of the CIP;
 - identify performance targets and a monitoring program to better measure and track program effectiveness;
 - recommendations for budgeting, resourcing, and marketing the CIP programs.
-

Discussion:

Over the past several months, the consultant and the City's Project Review Team (PRT) has been working together to review and update the following:

- CIP Policy Framework;
- City's existing CIP incentive programs including evaluating their uptake and effectiveness; identifying any gaps/weaknesses; examining other practices in Ontario municipalities; and making recommendations to maintain, combine, enhance, or eliminate the current CIP incentive programs;
- boundaries of the community improvement project areas to address community improvement needs and encourage more private sector investment.

The City's PRT, comprised of staff from Corporate Services, Economic Development, and Planning, have been focused on the following guiding principles when reviewing the CIP programs and discussing potential changes with the consultant:

- ensuring Port Colborne has a competitive advantage in attracting investment;
- ensuring incentive programs will be financially sustainable;
- clarity in program communications to support customer service excellence;
- simplicity in program guidelines and processes to create positive experiences for applicants;
- incorporation of innovative ideas and practices that help facilitate investment;
- forging strong partnerships to achieve public policy objectives and community economic development goals.

The consultant is planning to present a final report and recommendation to Council in Q4/2022 for implementation in early 2023.

Internal Consultations:

A City Project Review Team (PRT) comprised of staff from Corporate Services, Economic Development, and Planning and Development is working closely with the consultant.

Financial Implications:

The financial implications vary depending on program incentives, to be discussed through the consultation process.

Public Engagement:

There is a statutory requirement to provide notice and hold a public meeting prior to consideration and adoption of the new CIP by Council. In addition to this final public meeting in Q4/2022, a stakeholder and public consultation session is scheduled for Thursday July 14th from 10am – 12 noon at the L.R. Wilson Archives Research Centre. The consultant will be presenting draft recommendations on the new CIP, including proposed revisions to the incentive programs and community improvement project areas, and requesting feedback from participants attending the session. Economic Development and Tourism Services staff will work with Corporate Communications to promote this public open house with a City news release, social media, and email invites to key stakeholders.

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
 - Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

The City's six (6) current CIPs are being reviewed by RCI Consulting and a cross-divisional PRT. The objective of the review is to update the City's CIP programs to:

- better address community improvement needs and incorporate best practices;
- streamline and reposition the CIP programs to more strategically target and leverage private sector investment;
- simplify processes for application review and approval;
- ensure that Port Colborne is investment ready while ensuring financial sustainability.

This report will accompany a public presentation by the consultant at the June 28, 2022, Council meeting. A public and stakeholder consultation session is also scheduled for July 14th. A final Public Meeting will also be held when the final report with recommendations is presented to Council in late Q4/2022.

Appendices:

- a. CIP Review PowerPoint presentation

Respectfully submitted,

Gary Long
Manager of Strategic Initiatives
905-835-2900 x.502
Gary.Long@portcolborne.ca

Bram Cotton
Economic Development Officer
905-835-2900 x.504
Bram.Cotton@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 CIPs Review

Report 2022-102
Appendix A

Council Update June 28, 2022



Outline

1. Purpose of CIP Review
2. CIP Program Uptake
3. Key Review Findings
4. Revised CIPA Boundaries
5. Revised Incentive Programs
6. Next Steps

Purpose of CIP Review

- A CIP allows a municipality to provide grants and loans for building/property renovations, improvement, development.
- A CIP is an “enabling” policy document that uses public sector investment to **leverage** private sector investment and can produce significant transformative results.
- City currently has 6 CIPS adopted between 2008 and 2013:
 1. Brownfield CIP;
 2. Downtown CBD CIP;
 3. East Waterfront CIP;
 4. Gateway CIP;
 5. Industrial CIP;
 6. Main Street CIP (Olde Humberstone).

Purpose of CIP Review

- All the CIPs are now dated.
- Policy direction, including planning, environmental, and economic goals have changed over last 10 years.
- 6 CIPs contain 11 different incentive program types – can be confusing and cumbersome to administer.
- Lessons learned from existing program implementation and results.
- Evolving CIP best practices in Ontario municipalities.
- Region revised SNIPs, with some programs ending and new programs coming online over next 2 years.

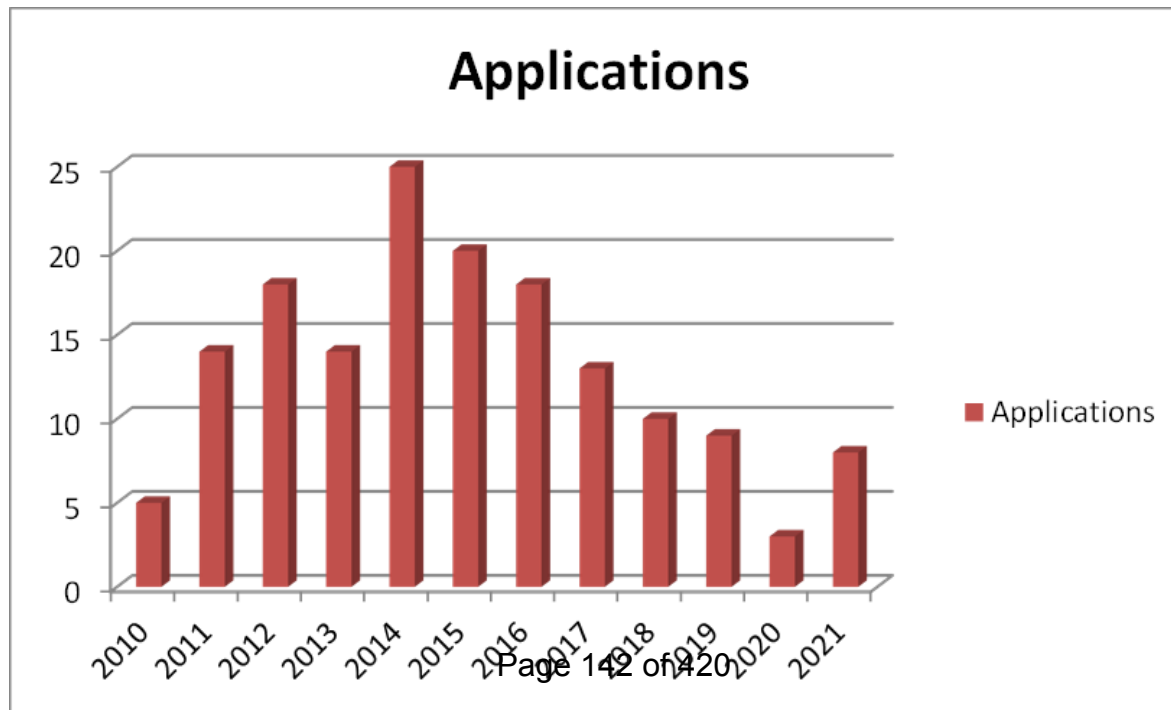
Purpose of CIP Review

- **Methodology**

- ✓ City established Project Review Team (PRT) - (Strategic Initiatives, Planning, Economic Development, Finance).
- ✓ 3 meetings to date with PRT to obtain input and feedback.
- ✓ Reviewed uptake of current CIP Programs.
- ✓ Reviewed current Policy Framework (City, Region, Province)
- ✓ Reviewed best practices, i.e., emerging programs/areas.
- ✓ Toured current CIPAs and adjacent areas.
- ✓ Identified key community improvement needs not being met.
- ✓ Developed Draft revised CIPA and Incentive Programs.
- ✓ Today - Provide project update/obtain feedback from Council.

CIP Program Uptake

- Total of 158 approved applications from 2010 to 2021.
- Total City Funding = \$522,733 (61.3%).
- Total Regional Funding = \$330,657 (38.7%).
- Total City/Region Funding = \$853,390.
- Leverage Ratio in 2014 was 1.35 and in 2016 was 1.65.



CIP Program Uptake

Program Type	Downtown/ CBD	Main Street	East Waterfront	Brownfield	Industrial	Gateway	
							TOTAL
1) Urban Design Study Grant	10	1	1				12
2) Environmental Site Assessment Grant				16			16
3) Façade Improvement Grant	62	19	12				93
4) Residential Intensification Grant	8	1	1				10
5) Residential Rehabilitation			12				12
6) Affordable Housing Grant							0
7) Tax Increment Grant	5			1	1	1	8
8) Planning/Building Fees Grant							0
9) Sidewalk Café Grant							0
10) Sign Replacement Grant		3					3
11) Parking Lot Grant		4					4
TOTAL	85	28	26	17	1	1	158

Key Findings

- Programs have been well utilized and effective, but some gaps/weaknesses have emerged, e.g. affordable housing.
- Need to streamline/reduce number of programs and focus on more substantive programs.
- 1 comprehensive CIP preferred to 6 separate CIPs.
- Policy goals suggest more emphasis on intensification, brownfields, affordable housing, and employment lands.
- Some CIPAs merit expansion based on current building/property conditions and updated policy directives.
- Incorporate recent CIP best practices on brownfields, downtown revitalization, and affordable housing.
- Convert current DC Bylaw Exemptions to Grant Programs under the CIP to improve program flexibility and coordination.
- Revised City CIP programs should dovetail as much as possible with new Regional SNIPs.

Revised CIPA Boundaries

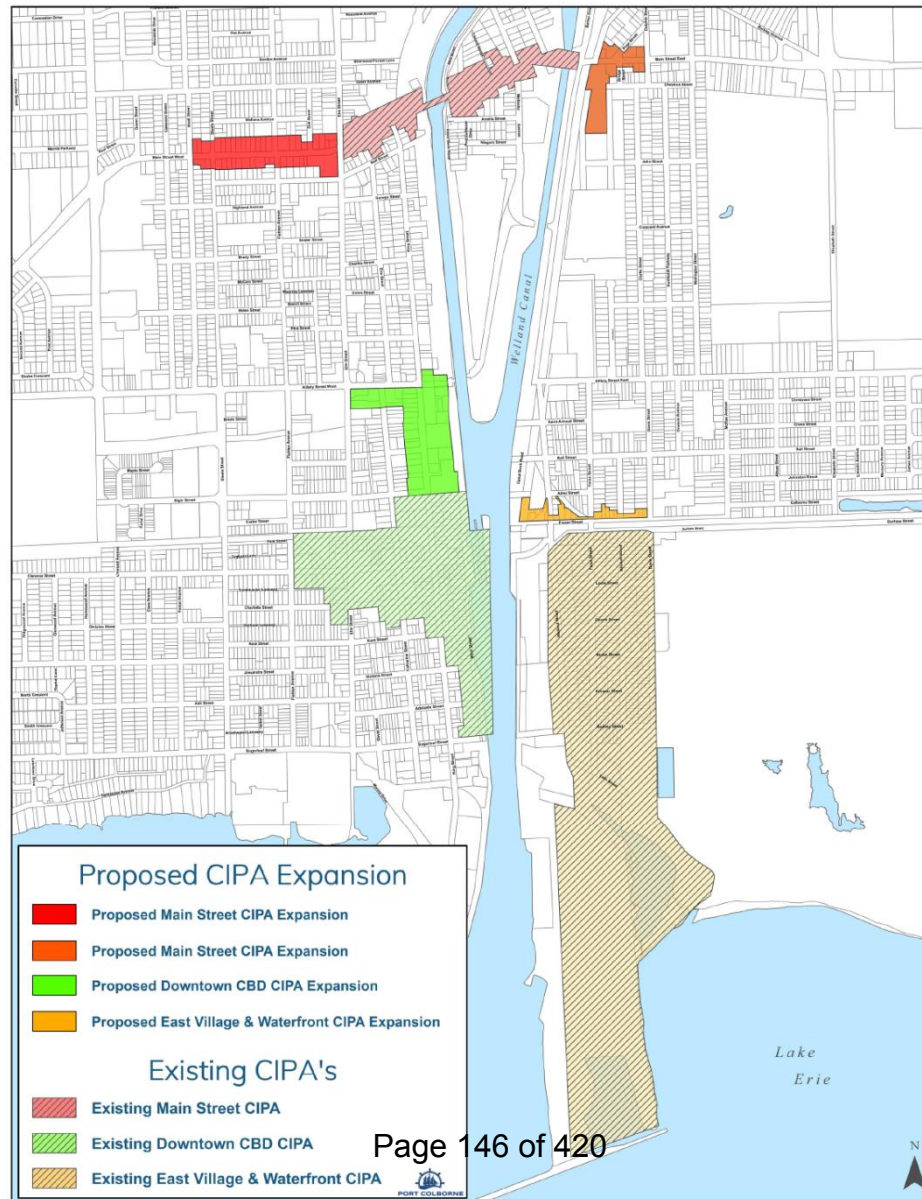
- **6 Current CIPAs**

- 3 – Downtown CBD, Main Street, and East Waterfront designated by map reference.
- 3 – Brownfield CIPA (Urban Area), Industrial CIPA (all lands designated “Industrial” in Urban Area (UA)) and Gateway CIPA (all lands designated “Employment” in UA) designated by text reference.
- Industrial CIPA can be covered off by the Gateway CIPA.

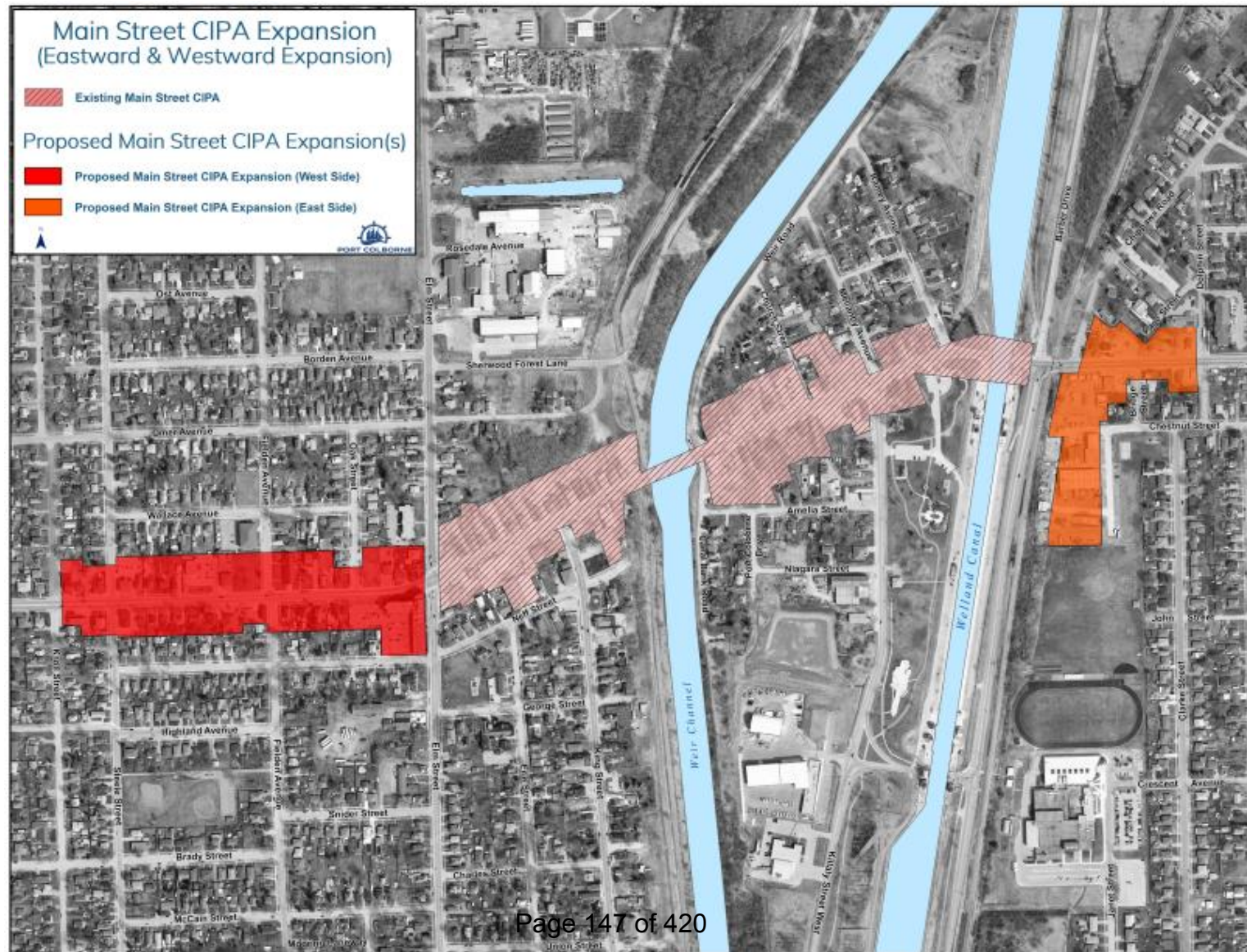
- **Methodology**

- ✓ Reviewed policy directions in OP, including vision, goals and objectives of associated CIPs.
- ✓ Conducted needs examination of each CIPA, including:
 - Initial walking/driving tour with City staff and follow up walking tour and examination of geographic areas identified by staff;
 - Photos and notes taken re: building and property condition;
 - Reviewed land uses as per OP and Zoning Bylaw.

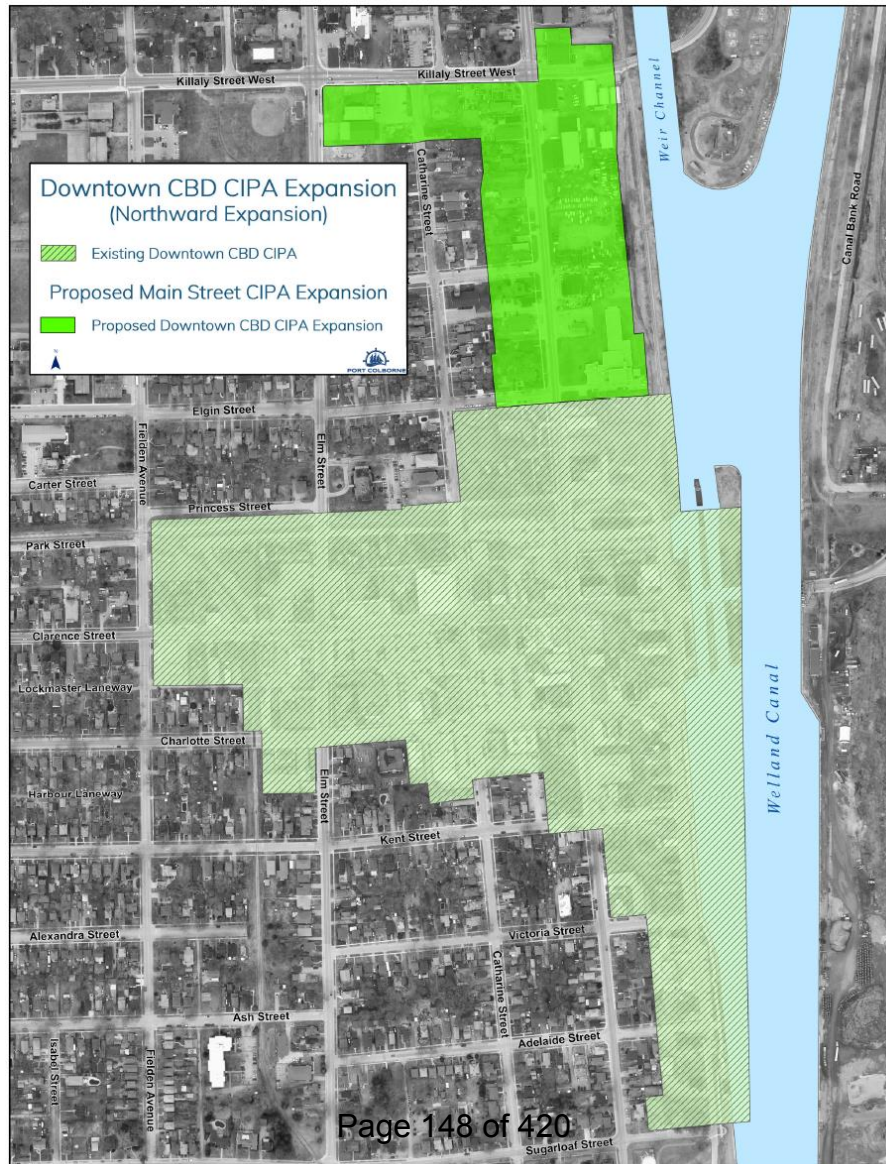
Revised CIPA Boundaries



Main Street CIPA



Downtown CBD CIPA



East Waterfront CIPA



Revised Incentive Programs

- **Current** - 6 CIPs contain 11 types of incentive programs.
- **Proposed** – 1 Comprehensive CIP with 6 substantive programs.
 1. Environmental Site Assessment Grant Program
 2. Facade Improvement Grant Program
 3. Residential Intensification Grant Program
 4. Affordable Housing Grant Program
 5. Tax Increment Grant Program
 6. DC Grant Program
- Strategic geographic targeting of incentive programs to reflect key policy goals and direction.
- Maximum grant amounts increased for some programs.
- Enhanced measures to limit potential financial exposure of the municipality.

Revised Incentive Programs

	Program	Description	Applicable CIPA	Program Change Notes
1	ESA Grant	Grant = 50% of study cost. Max. grant per study = \$20K. Max. 2 studies per project. Max. grant for 2 studies = \$30K.	Urban Area Wide (Brownfields)	Increased max. grant from \$15K to \$20K and max. for 2 studies from \$25K to \$30K to reflect increased costs.
2	Facade Improvement Grant	Grant = 50% of costs up to max. grant of \$20K. 50% grant can be increased up to \$5K for designated heritage properties. 50% grant for side and/or rear facades to max. grant of \$5K.	Downtown, Main Street and East Waterfront	Increased max. grant from \$10K to \$20K to reflect increased costs and better address wider buildings.
3	Residential Intensification Grant	Grant = \$15 per sq.ft. to max. grant of \$15K per unit up to 5 units.	Downtown, Main Street and East Waterfront	Increased max. grant from \$10 per sq.ft. to \$15 per sq.ft. to reflect increased costs. Increased from 4 to 5 units to match new Regional program.

Revised Incentive Programs

	Program	Description	Applicable CIPA	Program Change Notes
4	Affordable Housing Grant	Grant = \$15 per sq.ft. to max. grant of \$15K per unit, up to 5 units. Can be stacked with Residential Intensification Grant.	Urban Area Wide, but priority given to applications in Downtown, Main Street and East Waterfront.	New program to promote affordable housing.
5	Tax Increment Grant (TIG)	Brownfield TIG = 100% of City Tax Increment (TI) for up to 10 years.	Urban Area Wide (Brownfields).	Simplified and increased from current 60%/80%/100% level to 100%.
		Downtown, Main Street, and East Waterfront TIG = 80% for 10 years, bumps up to 100% for 10 years if affordable housing project.	Downtown, Main Street, and East Waterfront.	Added 20% bump up for affordable housing.
		Gateway TIG = between 40% and 100% for 10 years if in Strategic Location for Investment, 5 years elsewhere.	Gateway CIPA.	No change.

Revised Incentive Programs

	Program	Description	Applicable CIPA	Program Change Notes
6	DC Grant	Brownfields, DC Grant = 100%, but DC Grant is deducted (offset) from TIG.	Urban Area Wide (Brownfields).	All DC Exemptions in current DC Bylaw, except Industrial over 5,000 sq.ft., to be removed from DC Bylaw (at next DC Bylaw review) and converted into DC Grants within the CIP.
		Downtown, Main Street, and East Waterfront, DC Grant = 50%, but applicant must choose between DC Grant and TIG.	Downtown, Main Street, and East Waterfront.	Downtown decreases from 100% to 50%. Main Street and East Waterfront increases from 0% to 50%.
		Gateway DC Grant = between 70% and 100% if project achieves minimum score, as per Gateway CIP.	Gateway CIPA.	No change.
		Affordable Housing DC Grant = 100%, but applicant must choose between DC Grant and TIG.	Urban Area Wide	New program to promote affordable housing.

Next Steps and Timing

1. Incorporate input/feedback from Council.
2. Hold Stakeholder/Public Consultation Session (July 14) and incorporate input/feedback.
3. Finalize Draft CIPAs and Draft Incentive Programs (Summer).
4. Prepare Draft CIP Report including Monitoring Program and Marketing Strategy (Summer).
5. PRT to review and comment on Draft CIP
6. Finalize Draft CIP (Late Summer).
7. Circulate to MMAH/prescribed agencies for comment (Fall).
8. Statutory Public Meeting (Fall)
9. Council adopts new CIP (target by end of 2022)
10. Implementation (2023)

Subject: Linear Asset - Capital Asset Management Plan

To: Council

From: Corporate Services Department

Report Number: 2022-147

Meeting Date: June 28, 2022

Recommendation:

That Corporate Services Department Report 2022-147 be received; and

That the Linear Asset – Capital Asset Management Plan in Appendix B of Corporate Services Report 2022-147 be approved.

Purpose:

The City of Port Colborne's linear infrastructure supports a variety of municipal services that residents and business rely on every day including roads and bridges which facilitate travel, watermains which deliver clean drinking water, and wastewater and storm sewer systems which manage waste and excess rainfall.

An asset management plan (AMP) helps guide decision making with respect to infrastructure.

This AMP aligns with the guidelines set out by the Ontario Ministry of Infrastructure's (OMI) Building Together Guide for Municipal Asset Management Plans as well as Ontario Regulation 588/17 under the *Infrastructure for Jobs and Prosperity Act*.

Background:

This AMP on linear infrastructure is an interactive step towards building a full AMP for all assets. The City's initial AMP was approved by Council for the July 1, 2019, completion date as established by the OMI. The AMP attached as Appendix B has a required completion date of July 1, 2022. The next AMP iteration is due July 1, 2024, and it will include all other City assets. In preparation of the next AMP iteration, facility

condition assessments are currently underway. The final AMP iteration is due July 1, 2025, and it will need to identify levels of service the city desires to move towards.

Discussion:

The AMP is designed as a comprehensive document that facilitates a better understanding of the City infrastructure, its relationship to financial requirements, levels of service, and lifecycle strategies surrounding infrastructure.

Readers of this document are advised this will be a living document. Looking forward, decisions will need to be made with respect to levels of service, risk appetite and the related costs (willingness to financially fund).

To support that decision making process an Infrastructure Needs Study (INS) is currently underway. The expected completion date is fall of this year. That study takes a more detailed look at specific infrastructure assets to prioritize which assets should be considered for improvement, replacement, and even divesture.

The AMP identifies the current estimated replacement value of linear assets is \$847 million. Water and wastewater and storm sewer infrastructure makes up 75% of that balance.

The AMP identifies that 74% of City linear assets are rated in fair condition or higher. The City's roads, bridges and culverts, and storm sewer infrastructure all have over 80%, with roads over 90% of assets rating as fair condition or higher.

The areas with the greatest need for investment is water and wastewater infrastructure.

Internal Consultations:

The development of the AMP was a cooperative effort between Public Works and Corporate Services. While this may be a Corporate Services report, the AMP is the result of the leadership within Public Works.

Financial Implications:

The AMP financial modeling was designed to target assets in the very poor category, which currently make up 17% of assets in terms of dollars with a total dollar figure of \$146,480,151.

Council has been a leader in funding capital assets by increasing the funding factor on the levy to 1.75% in recent years. In the 2023 Capital and Related Budget, Staff are intending to recommend that factor level be increased to 2%. Staff highlight that even

with this recommendation the budget funding for the linear assets covered in this AMP would only be \$3.2 million, which compares to an average annual spending requirement calculated in this AMP of \$16.2 million. This figure of \$16.2 million includes the estimated costs of replacement, including the cost of engineers, architects, and project management, and funding to allow for improvements when appropriate.

To close this funding gap, the AMP identifies the city will need to review lifecycle strategies, levels of service, funding opportunities which Staff identify will need to include strategic growth, asset divestitures, and the development of operational efficiencies.

Public Engagement:

The AMP will be available on the City's website.

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
- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- Value: Financial Management to Achieve Financial Sustainability
- Governance: Communications, Engagement, and Decision-Making

Conclusion:

That Council receive Corporate Services Department Report 2022-147 and that the Linear Asset – Capital Asset Management Plan in Appendix B of Corporate Services Report 2022-147 be approved.

Appendices:

- a. Appendix A – Asset Management Plan Presentation
- b. Appendix B – Asset Management Plan

Respectfully submitted,

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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.

City of Port Colborne

2021 Asset Management Plan



Bryan Boles
Chris Kalimootoo
Richard Pinder

AGENDA

1. Introduction
2. Asset Management (AM)
Purpose
3. Asset Management Plan (AMP)
Development and Results

The purpose of this presentation is to provide an overview of the Port Colborne AMP

Why an Asset Management Plan?



Continue from former AMP
Provide repeatable methodology for future comparison analysis



Means to discuss/document

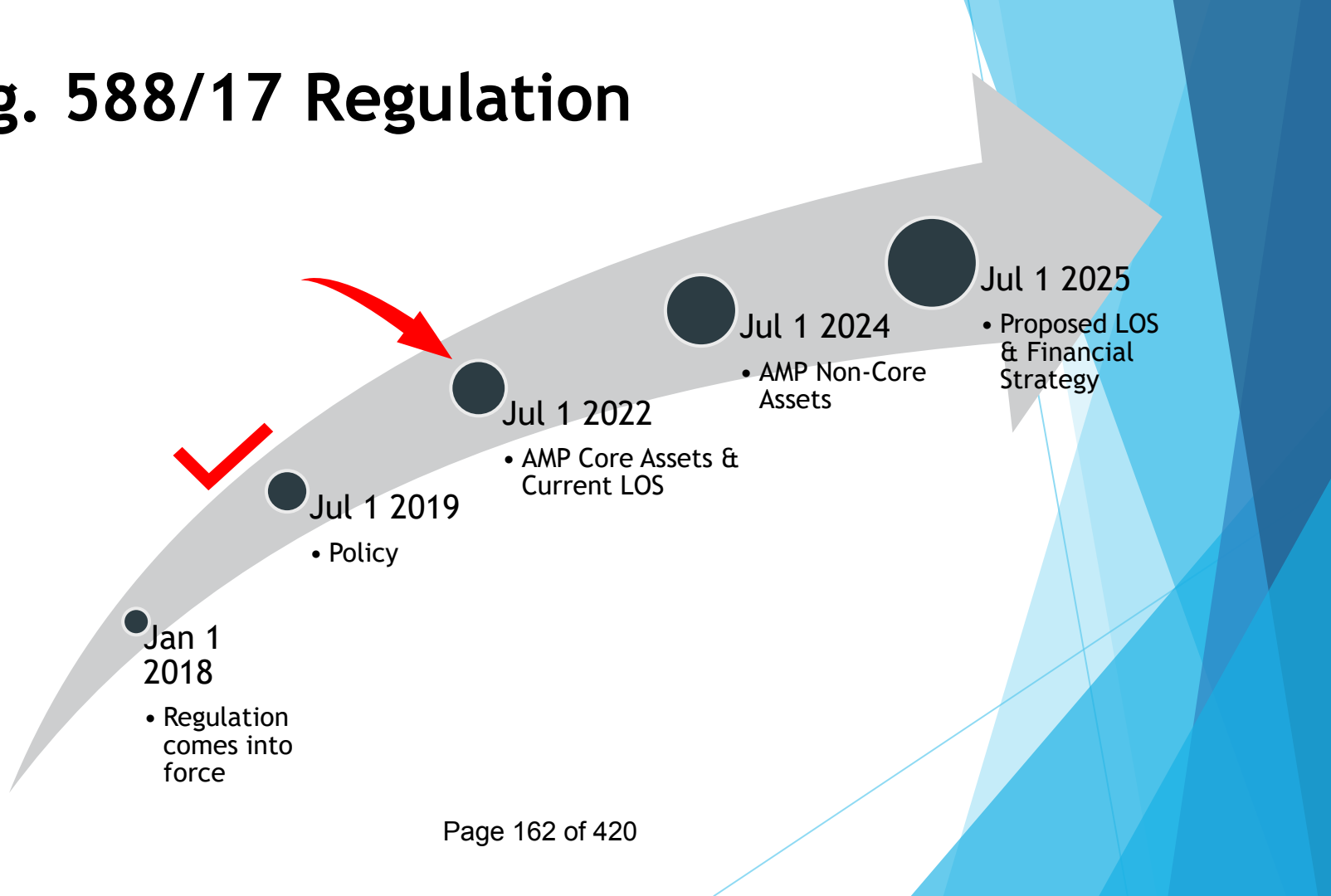
- Sustainability
- Informed asset investments
- Alignment with strategic plan



Provincial compliance
(O.Reg.588/17)

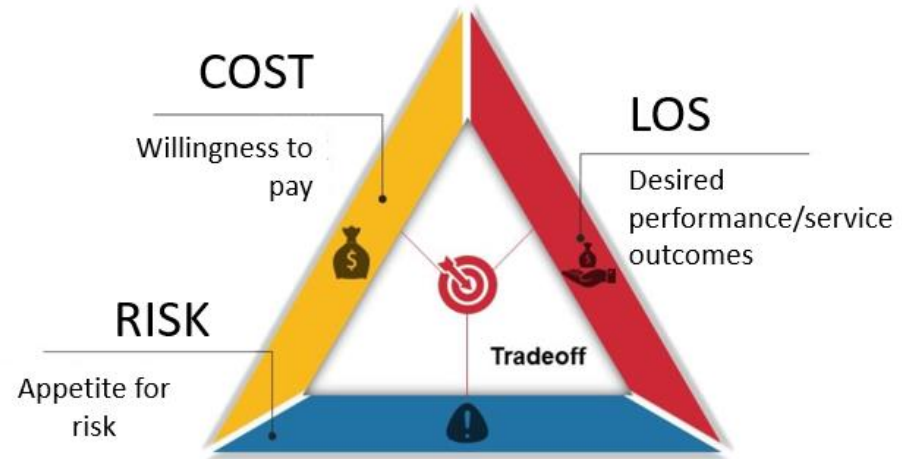
Series of deadlines
Prescribed content

O. Reg. 588/17 Regulation

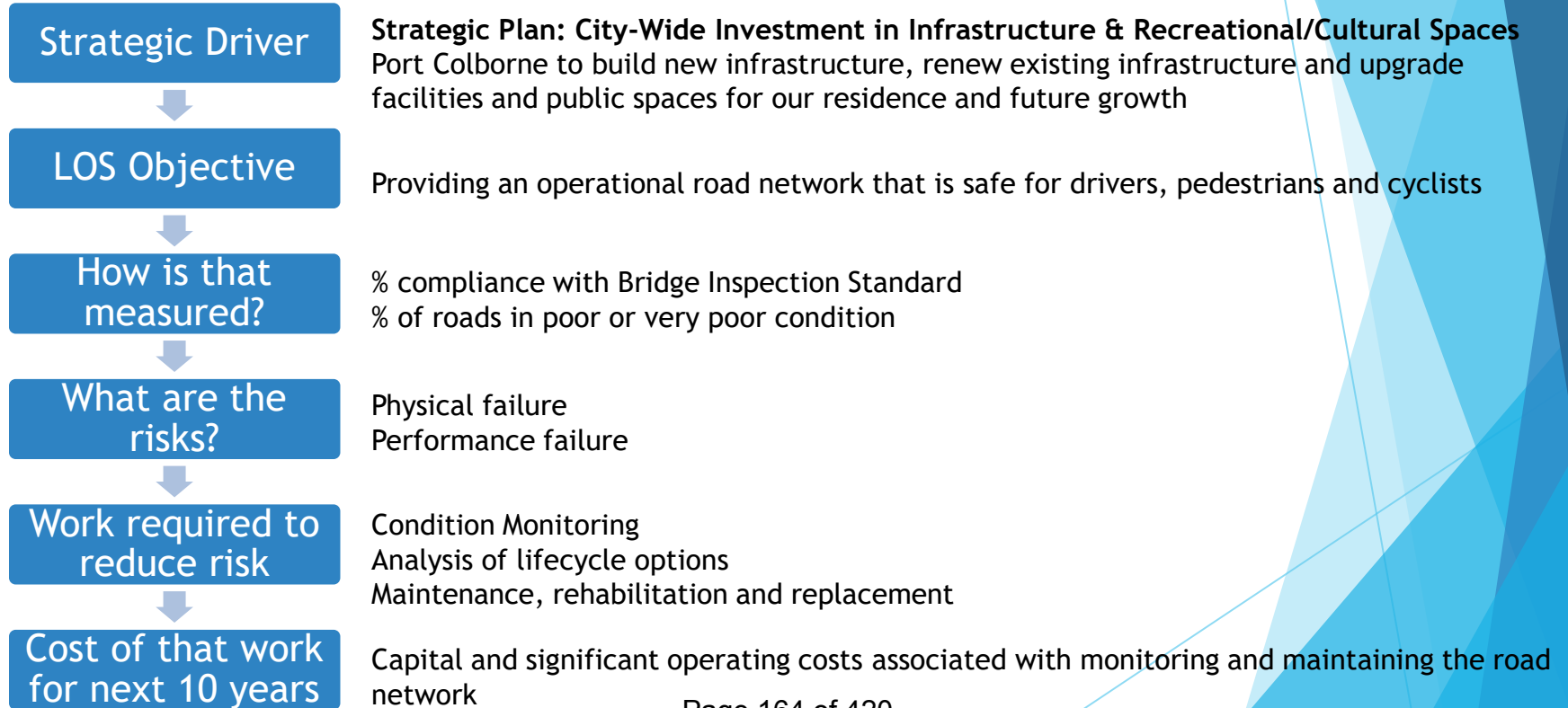


How Might the AMP be used?

- ▶ Facilitates discussions about the link between effort/expenditures and desired outcomes – what can be delivered at what cost
 - E.g. Should funding be constrained, the effect on LOS and risk can be defined and acknowledged
- ▶ Understanding Infrastructure Needs
- ▶ Relation to Actual Capital Budgets
- ▶ Level of Service statements
- ▶ Lifecycle Strategies
- ▶ Recommendations



Line of Sight





What the AMP is NOT

- AMP is not a capital plan
 - Capital plan is constrained by available budget
- AMP is not prescriptive
- AMP does not prescribe action to the capital planning or asset owner groups, but rather provides a framework for communication

Asset Types

► Core Assets (2022):

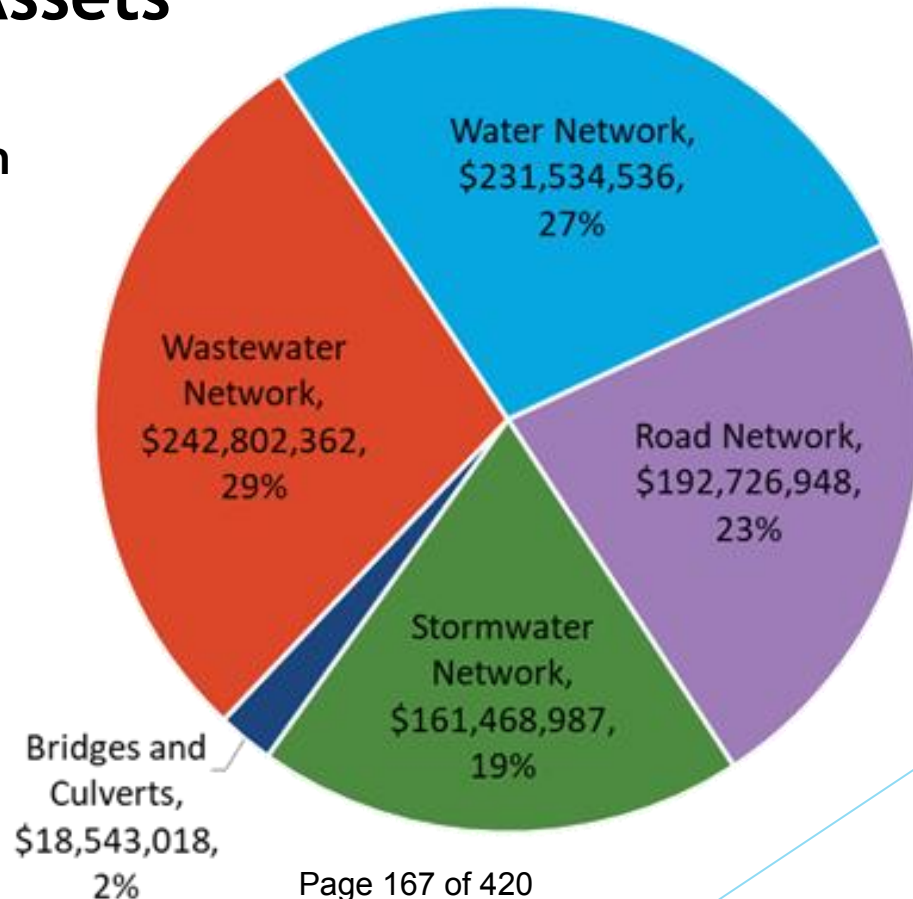
- Water Network
- Wastewater Network
- Stormwater Management Network
- Roads and Network
- Bridges and Culvert Network

► Non-Core Assets (2024):

- Facilities
- Parks
- Cemeteries
- Fleet
- Forestry
- Fire
- IT

Valuation of Assets

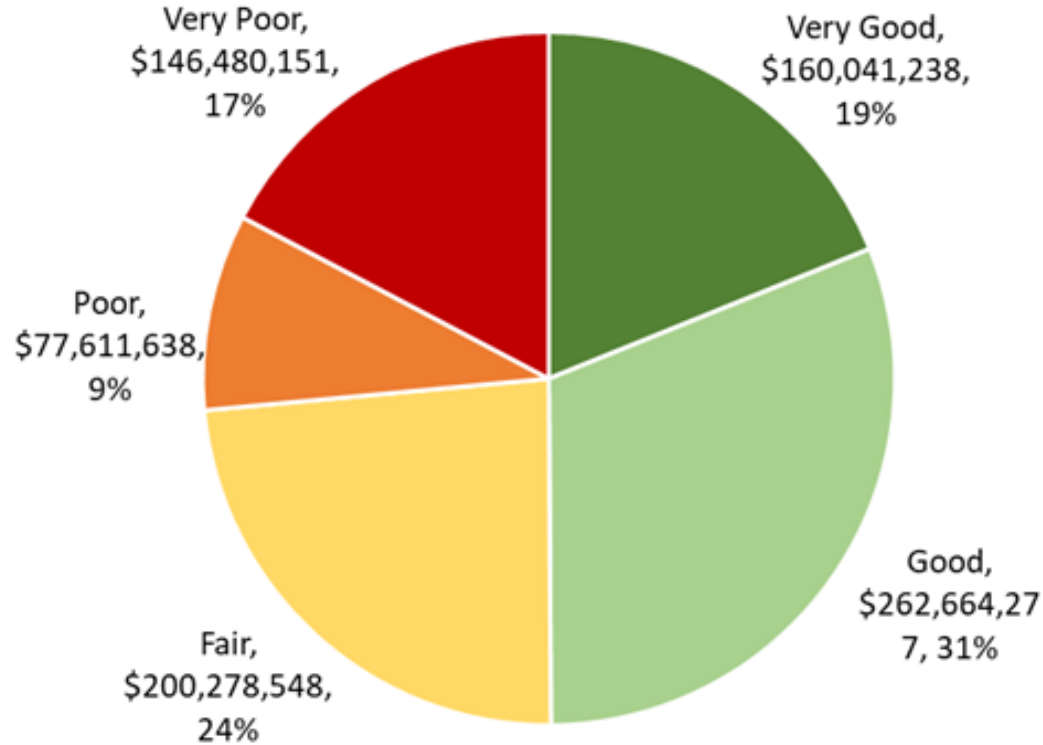
Total replacement
value of \$847 Million



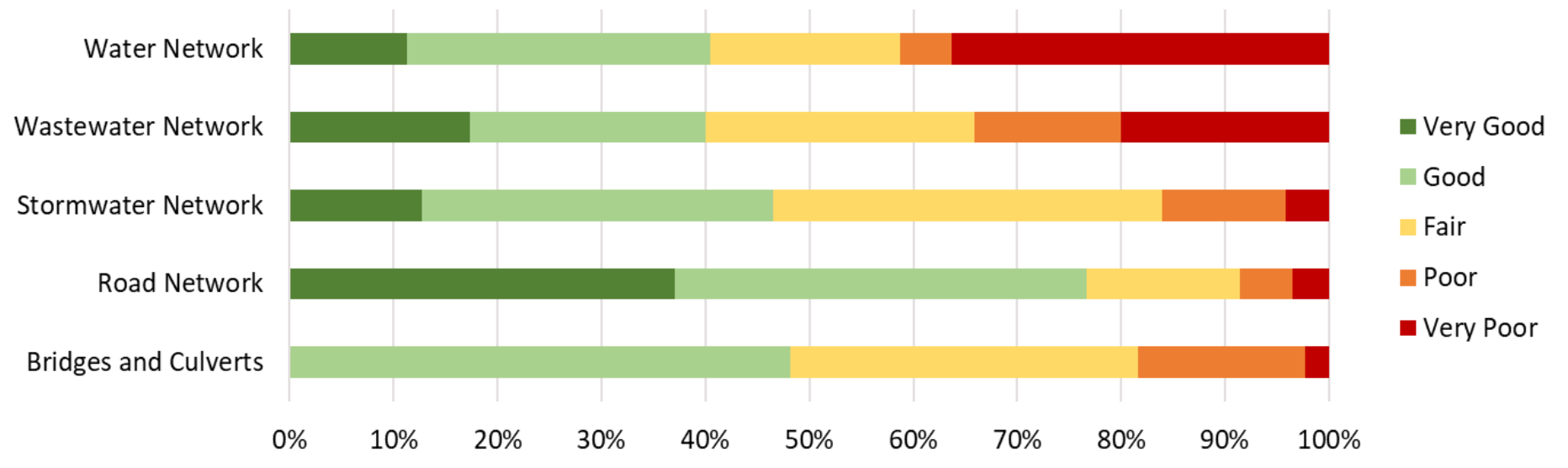
Measuring Condition / Performance

Condition State	Sanitary Sewers PACP Scores	Roads Pavement Condition Index (PCI)	Bridges/Culverts Bridge Condition Index (BCI)	Remaining Assets (incl. Water & Storm)
Very Good	0 - No Defects, 1 - Excellent	>80 PCI	>86 BCI	>80% life remaining
Good	2 - Good	67-80 PCI	70-86 BCI	60 – 80% life remaining
Fair	3 - Fair	55-67 PCI	61-70 BCI	40 – 60% life remaining
Poor	4 - Poor	35-55 PCI	41-61 BCI	20 - 40% life remaining
Very Poor	5 - Immediate Attention Required	<35 PCI	<41 BCI	<20% life remaining

Asset Condition



State of Assets



Levels of Service

- ▶ Levels of Service (LOS) describe the capacity, function and quality of the City services being provided
- ▶ Performance Measures:
 - ▶ **Customer** – communicates service outcomes from the perspective of the customer
 - ▶ **Technical** – Describes service inputs or outputs in technical terminology

Levels of Service - Water Network Example

Core Value	Level of Service Statement
Accessible & Reliable	A reliable water supply is provided with minimal service disruptions; system failures and service requests are responded to promptly; water connections are available and accessible to all properties within the public water network.
Safe & Regulatory	Water supply is safe to drink and meets all regulatory requirements.
Cost-Efficient	Infrastructure is managed cost-efficiently for the provided level of service.
Sustainable	Water resources are used efficiently, and long-term plans are in place for the sustainability of the water supply and all water infrastructure.

Customer Measures

Core Value	Community Level of Service	2021 Performance
Safe & Regulatory	Description of boil water advisories and service interruptions. ¹	There were no boil water advisories.
	Number of confirmed water quality customer complaints.	19

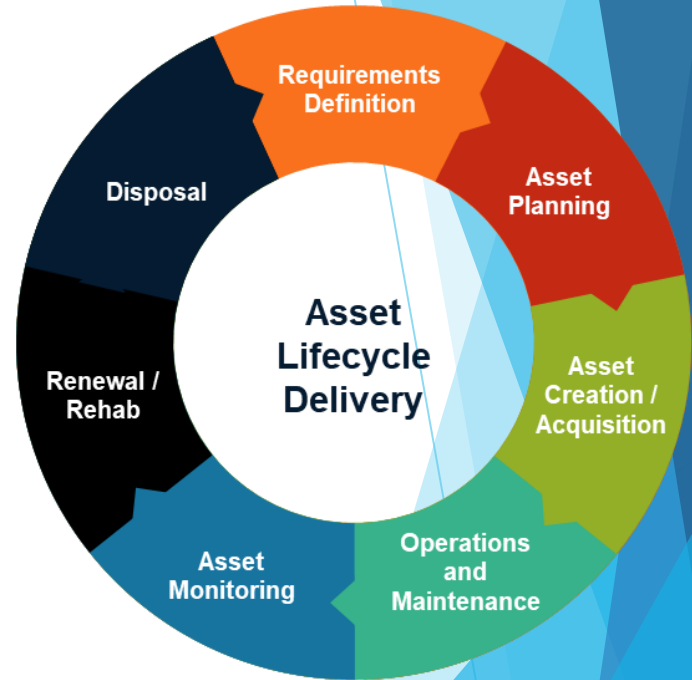
Technical Measures

Core Value	Community Level of Service	2021 Performance
Safe & Regulatory	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. ¹	0
	Percentage of water sampling meeting Safe Drinking Water Standards.	99.96%

Lifecycle Management

Captures the full lifecycle of the asset:

- ▶ **Non-infrastructure** – actions or policies that can lower costs or extend asset life
- ▶ **Maintenance** – including regularly scheduled inspection and maintenance, or more significant maintenance.
- ▶ **Renewal/rehabilitation** – significant repairs designed to extend the life of the asset.
- ▶ **Replacement** – activities for the end of its useful life
- ▶ **Expansion** - planned activities required to extend services to previously unserved areas - or expand services to meet growth demands.
- ▶ **Disposal** – the activities associated with disposing of an asset once it has reached the end of its useful life.



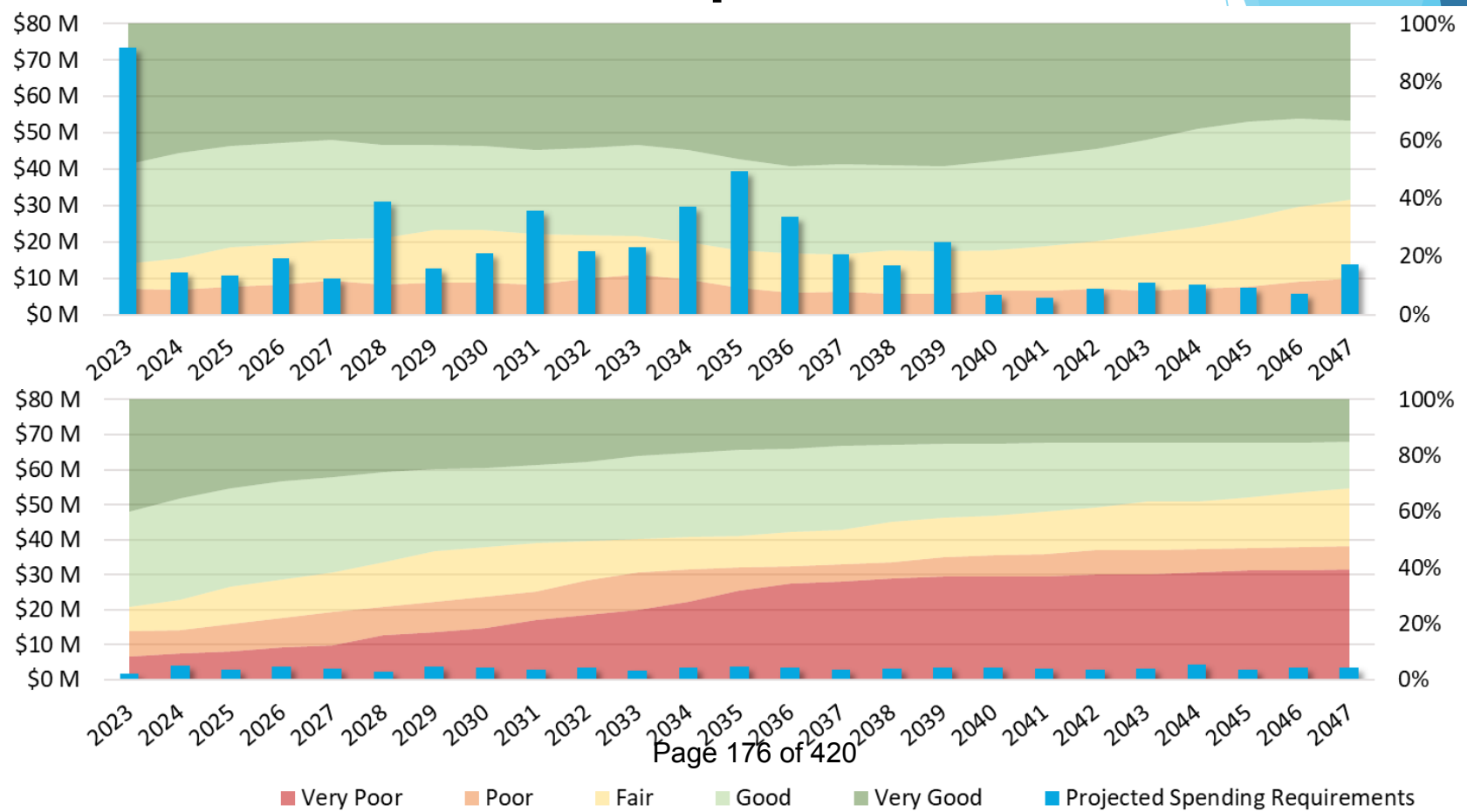
Lifecycle Management - Examples

Lifecycle Activity Type	Water	Wastewater	Stormwater	Roads	Bridges & Culverts
Maintenance	Main Flushing Valve Turning Main Break Repairs Hydrant Inspections & Fire Flow Testing Leak Detection Meter Calibrations	CCTV Inspections Main Flushing Spot Repairs / Grouting	CCTV Inspections Flushing/Cleaning Urban Ditch Cleaning Outlet cleaning Lead Inspections Storm Sewer Spot Repair	Road Inspections Road Sweeping Condition Assessments Sidewalk & Guidrail Maintenance Winter Maintenance Asphalt Patching Line painting Dust suppression	Inspections
Renewal/ Rehab	Trenchless Relining	Trenchless Relining	No Renewal Activities	Road Resurfacing	OSIM Instigated Activities
Replacement/ Construction	Replacement	Replacement	Replacement	ROW & Traffic Asset Replacements Road Reconstruction	Replacement
Non- Infrastructure	Water Loss Reports AWWA Audits Hydraulic Analysis Water Financial Plan DWQMS Audits	Pollution Prevention Control Plan (PPCP) Smoke Testing Flow Monitoring Review Design Stds	Infrastructure Needs Study (INS) Consolidated Linear Infrastructure ECAs	Traffic Studies/Counts	Condition inspections (OSIM)
Expansion/Growth	Pipe upsizing Expansion to support growth	Pipe upsizing Expansion to support growth	Pipe upsizing Expansion to support growth	Widening Expansion to support growth / new developments	Expansion to support growth / new developments
Disposal	Removal through standard construction practices or abandoned in place	Removal through standard construction practices	Removals through standard construction practices	Asphalt Reuse Contaminated Soils Disposal	Disposal of abandoned or obsolete structures during construction projects.

Financial Strategy

- ▶ Developed models to forecast annual spending based on asset lifecycle strategies and replacement costs
- ▶ Two types of scenarios:
 - ▶ **Unconstrained** – This type of scenario has no budget applied, meaning that the year an asset is triggered for some type of work, the work is completed that year
 - ▶ **Constrained** – This type of scenario applies a budget to the forecast so that if an asset is triggered for work, that work may not be completed if there is not enough funding available that year and it will be deferred until more funding is available
- ▶ Assumptions:
 - ▶ Growth has not been factored in
 - ▶ Replacements and renewal costs only
 - ▶ Assets replaced when they reach Very Poor condition

Condition Profile Comparison

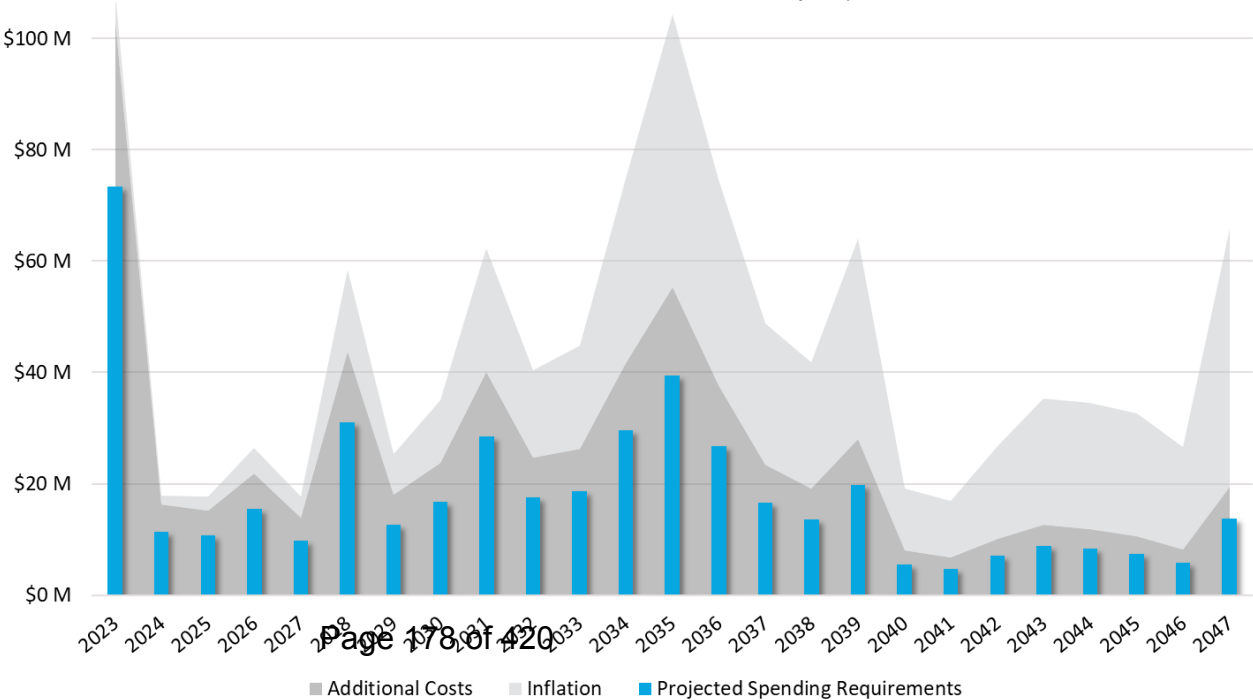


Average Annual Cost to Maintain Current LOS

Core Asset Category	Average Annual Cost (\$2022)
Road Network	\$8.5M
Stormwater Network	\$0.49M
Water Network	\$3.7M
Wastewater Network	\$3.5M
Bridges & Culverts	\$43K
Total:	\$16.2M

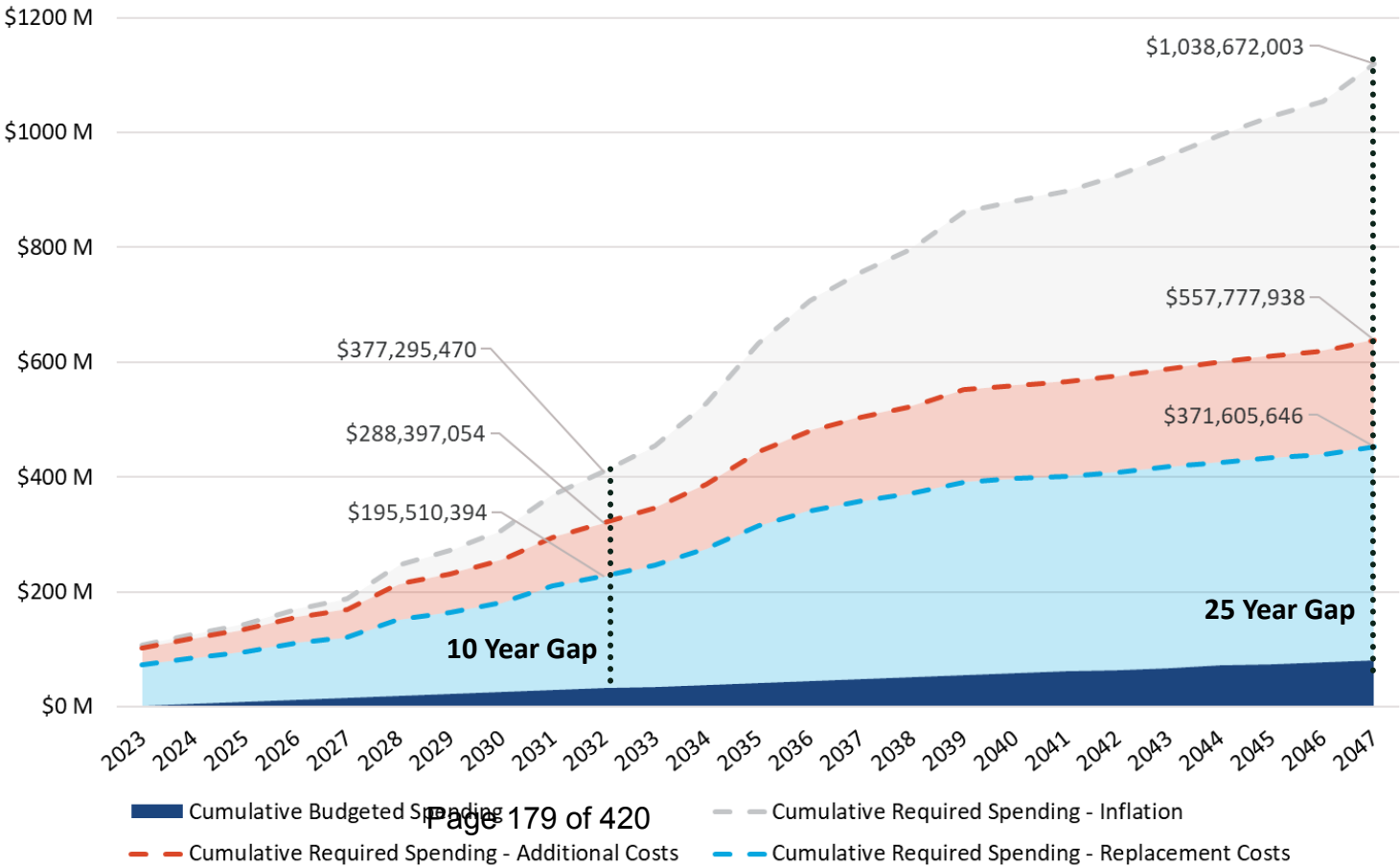
Additional Spending Requirements

Additional Costs	Included	Assumption
Implementation Costs	Design, project management, etc.	20%
Service Improvements	New technologies and materials, level of service improvements, etc.	20%
Additional Activities	Non-Infrastructure, Capital Maintenance projects, etc.	\$200,000 per year
Inflation	--	5% increase per year



The Gap (Cumulative Costs)

- Scenario
- Constrained/Budget
(Current Funding)
- Unconstrained (Base
Replacement Costs)
- Unconstrained +
Additional Costs
- Unconstrained +
Additional Costs +
Inflation



Addressing the Gap - Lower Spending

Lifecycle Strategies & Risk

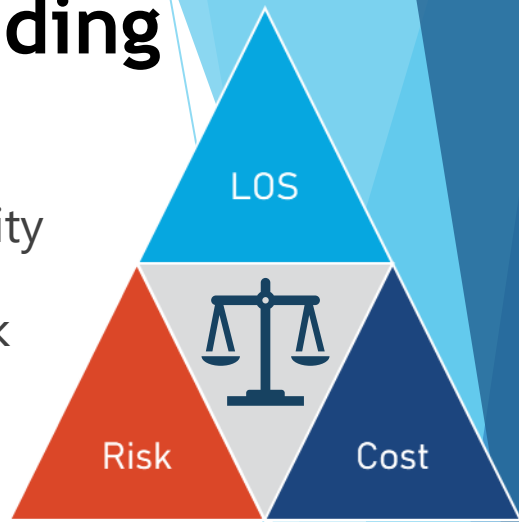
- ▶ Optimize strategies to help balance LOS and costs
- ▶ Adjust model strategies to improve forecasting reliability
- ▶ Focus on proactive activities over reactive work
- ▶ Incorporate risk into lifecycle strategies (e.g. higher risk assets replaced earlier, low risk assets run to failure)

Levels of Service

- ▶ Reduce LOS or adjust how they are measured
- ▶ Consider the minimum cost required to maintain current LOS

Other Considerations

- ▶ Increase efficiencies in operating over time
- ▶ Use developer support to pay for growth and any necessary upsizing or replacements required for new developments
- ▶ Strategic growth planning to take advantage of any areas with existing infrastructure that can support greater density



Addressing the Gap - Increase Funding

\$1200 M

Budget Scenario	Annual Increase	
	2023 - 2035	2035 - 2047
Scenario 1	20% increase / year	5% increase / year
Scenario 2	25% increase / year	5% increase / year

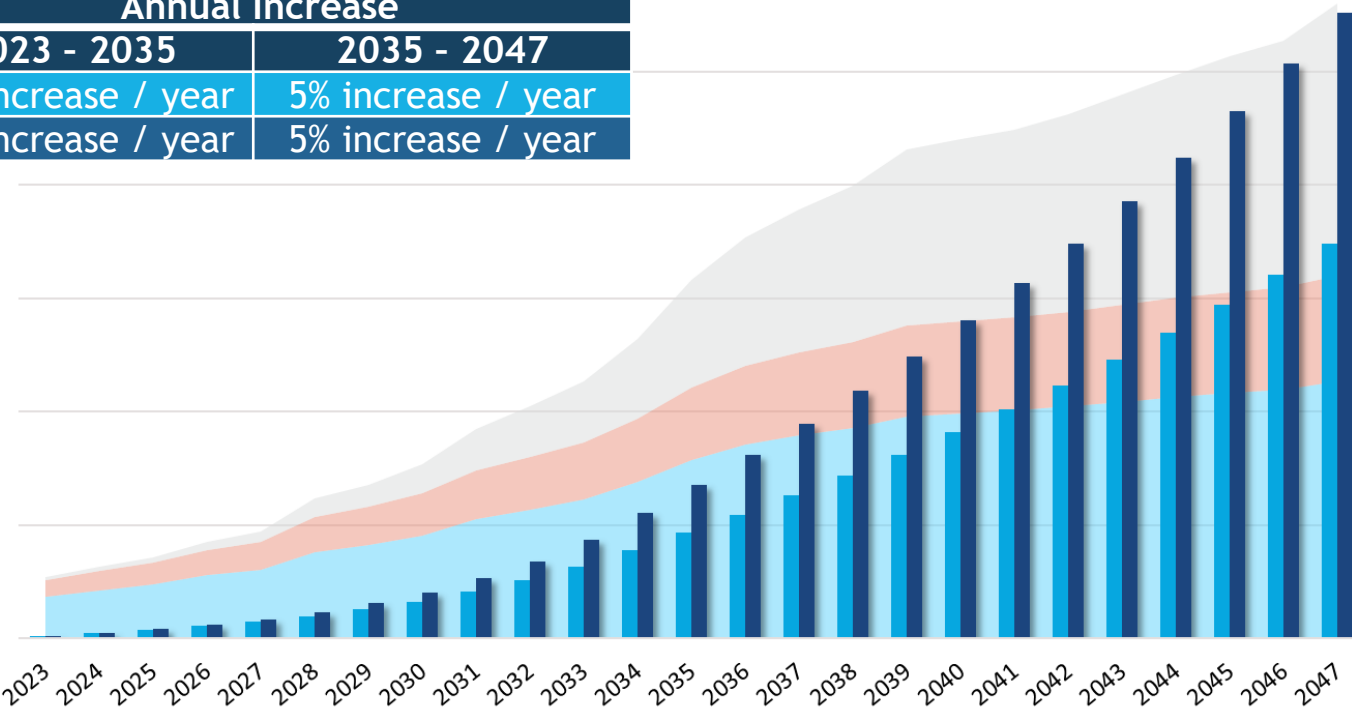
\$800 M

\$600 M

\$400 M

\$200 M

\$0 M



Funding Options:

- Tax Levies
- Rates
- Grants
- Reserves
- Debentures
- Growth
- Divestitures

Cumulative Required Spending - Replacement Costs
Cumulative Required Spending - Additional Costs
Cumulative Budget - 20.0% increase until 2035
Cumulative Budget - 25.0% increase until 2035

Recommendations

- ▶ Continue to advance corporate asset management capabilities by focusing on AM enablers:
 - ▶ Resources
 - ▶ Business Processes
 - ▶ Information Systems
 - ▶ Asset Data
- ▶ Focus on overall improvements to data confidence and lifecycle strategies to improve forecast reliability

Next Steps

- ▶ Infrastructure Needs Study
 - ▶ Currently being completed
 - ▶ Council Report late 2022
 - ▶ Collection of data to improve data confidence
 - ▶ Analysis and prioritization of needs at a more detailed level
- ▶ 5 Year Capital Program
 - ▶ Based on Infrastructure Needs Study
 - ▶ Bundling of prioritized needs into projects
- ▶ Begin preparing to complete AMP to meet 2024 and 2025 regulatory requirements
 - ▶ Non-core Assets
 - ▶ Proposed Levels of Service

Thank You for Attending

Thank You



PORT COLBORNE





PORT COLBORNE

2022 Asset Management Plan



Foreword

The City of Port Colborne is a waterfront community on the south shore of Niagara Region with a unique culture and history and increasing appeal to residents and tourists. As an area poised for growth, it is essential to manage and plan the City's infrastructure efficiently to ensure residents' good quality of life is maintained into the future. The City's core infrastructure provides the foundation for all other activities and supports a healthy community through the provision of safe drinking water, collection of wastewater, management of stormwater, and effective movement of people and goods.

To preserve the value of its infrastructure assets, the City must take a proactive and systematic approach to managing asset lifecycles, which requires balancing costs, opportunities, and risks against expectations for asset performance. This Asset Management Plan documents the current state of City assets, their desired levels of service, the lifecycle activities required to maintain them, and potential strategies for financing full asset lifecycles.

The Plan provides a framework which can help City staff and Council make infrastructure decisions while considering long-term community objectives and aspirations. It can lead to development of standard policies to ensure that City infrastructure assets are maintained and sustainable within the realities of budgetary limitations. This Plan reflects the community's needs and priorities and through its implementation, the City will be best prepared to manage opportunities and challenges as they arise in the future.



PORT COLBORNE

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Abbreviations

The tables below provide a summary of the abbreviations referenced in this document.

Acronym	Definition
AM	Asset Management
AMP	Asset Management Plan
BCI	Bridge Condition Assessment
CCTV	Closed Circuit Television Camera
ESL	Estimated Service Life
LOS	Level of Service

Acronym	Definition
OSIM	Ontario Structure Inspection Manual
NRBCPI	Non-Residential Building Construction Price Index
PACP	Pipeline Assessment and Certification Program
PCI	Pavement Condition Index

Glossary of Terms

The table below provides a summary of the definitions referenced in this document.

Term	Definition
Asset	An item, thing or entity that has potential or actual value or benefit to an organization.
Asset Management	Coordinated activity of an organization to realize value from assets.
Asset Management Plan (AMP)	Long-term plans (usually 10-20 years or more for infrastructure assets) that outline the asset activities and programs for each service area and resources applied to provide a defined level of service in the most cost-effective way.
Asset Management Policy	A high-level statement of an organization's principles and approach to asset management (IIMM, 2015).
Bridge Condition Index (BCI)	A numerical index generally utilized for the assessment of the condition & structural reliability of bridges and culverts.

Term	Definition
Connection Days	The number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue.
Estimated Service Life (ESL)	An estimate of the duration of time that an asset is forecasted to be in service.
Infrastructure	The system of fundamental facilities and structures necessary for a public works of a country, state or region to function. Examples include roads, railway, bridges, tunnels, water supply, sewers, electrical, telecommunications, signs, equipment, fleet, etc.
Level of Service (LOS)	Parameter or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Levels of service statements describe the outputs or objectives an organization or activity intends to deliver to customers.
Lifecycle Activity	An activity undertaken to sustain asset integrity and service levels over the life of an asset, such as demand management or rehabilitation.
Lifecycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
Lifecycle Management Strategy	The set of planned actions that will enable the assets to provide the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.
LOS Framework	A set of tables which outlines the Levels of Service developed for each service category.
Ontario Regulation O.Reg. 588/17	Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act 2015, as amended. Principles are set out in this regulation by the provincial government to regulate asset management planning for municipalities.
Performance Measure	Parameters / metrics that can be measured and monitored to assess the delivery of a service that is being provided.
Pipeline Assessment and Certification Program (PACP)	A standardized protocol for coding pipeline condition information from CCTV inspection footage.
Replacement Cost/Value	The cost of acquiring an asset to replace an existing asset with a new modern equivalent asset.
Reserves	A reserve is an allocation of accumulated net revenue. The Town's current strategy is to contribute fixed amounts to capital reserves which supports capital spending together with grants, development charges, debt, etc.

Executive Summary

The City of Port Colborne's infrastructure supports a variety of municipal services that residents and businesses rely on every day including roads and bridges which facilitate travel, watermains which deliver clean drinking water, and sewer and storm systems which manage waste and excess rainfall.

The City owns approximately \$847 million in core infrastructure assets and requires a comprehensive plan for managing these assets to maximize service delivery while balancing costs to the community. An asset management plan (AMP) can help guide the City in making the best decisions in the management of its infrastructure assets and is designed to:

- Meet regulatory requirements.
- Outline the current state of the City's core infrastructure assets.
- Describe the current levels of service provided by these assets.
- Identify the lifecycle activities used to manage these assets.
- Forecast the infrastructure spending required to maintain the current levels of service.
- Develop a plan for improving AM planning for future iterations of the plan.

The plan aligns with the guidelines set out by the Ontario Ministry of Infrastructure's Building Together Guide for Municipal Asset

Management Plans as well as Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act which help to standardize asset management planning across the province.

ES-1 Asset Management Plan Scope

This AMP was developed in accordance with the City's Strategic Asset Management Policy (2019) and other corporate planning documents. The AMP includes the following core services and associated assets:

- Road Network
- Storm Water Network: Mains, Forcemains, Culverts, Inlets, Manholes, Outlets
- Water Network: Mains, Chambers, Hydrants, Stations, Valves, Meters
- Wastewater Network: Forcemains, Gravity mains, Manholes, Cleanouts
- Bridges & Culverts

Of note, the next AMP in 2024 will include all non-core City assets following the same process. Each asset section of this report includes details of the state of local infrastructure, level of service, lifecycle management strategy, and data confidence, which are summarized below for all assets.

ES-1.1 State of Local Infrastructure

For each asset group, a high-level inventory of all assets was compiled, and an approximate replacement value was determined, along with the asset's age and estimated service life. Figure ES-1 illustrates an overview of the replacement value of the City's core assets, of which the wastewater and water networks comprise over half of the total core infrastructure value.

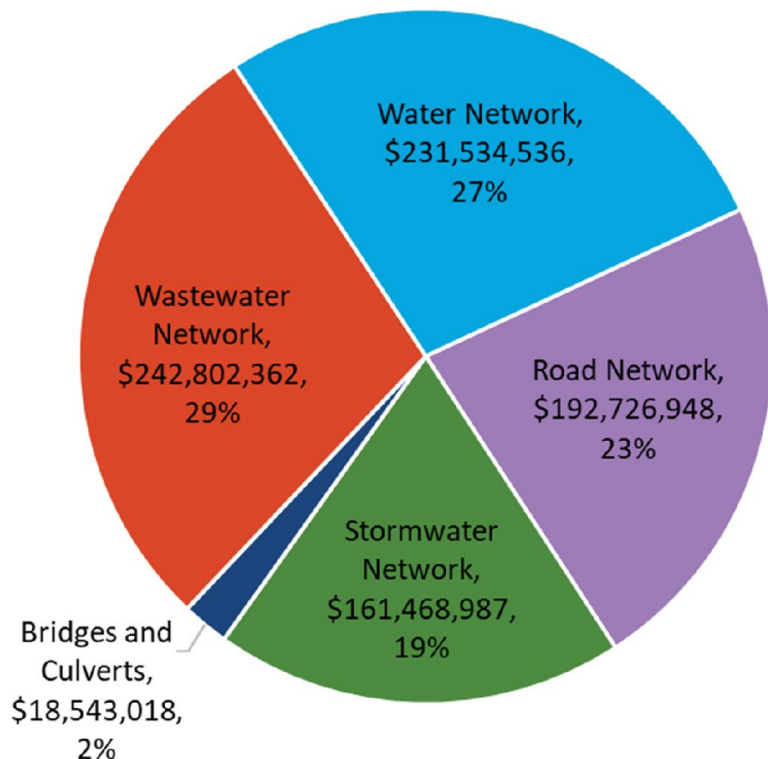


Figure ES-1: City Core Infrastructure Replacement Value

Condition ratings for each asset were assigned using the best available information, which may range from physical inspection data to estimates based on age and estimated service life. Figure ES-2 shows a summation of the relative conditions of all assets based on replacement value, showing that half the value of core assets is in Good or better condition, while the remaining value of core assets have deteriorated, and a portion is below standard and may require imminent improvements.

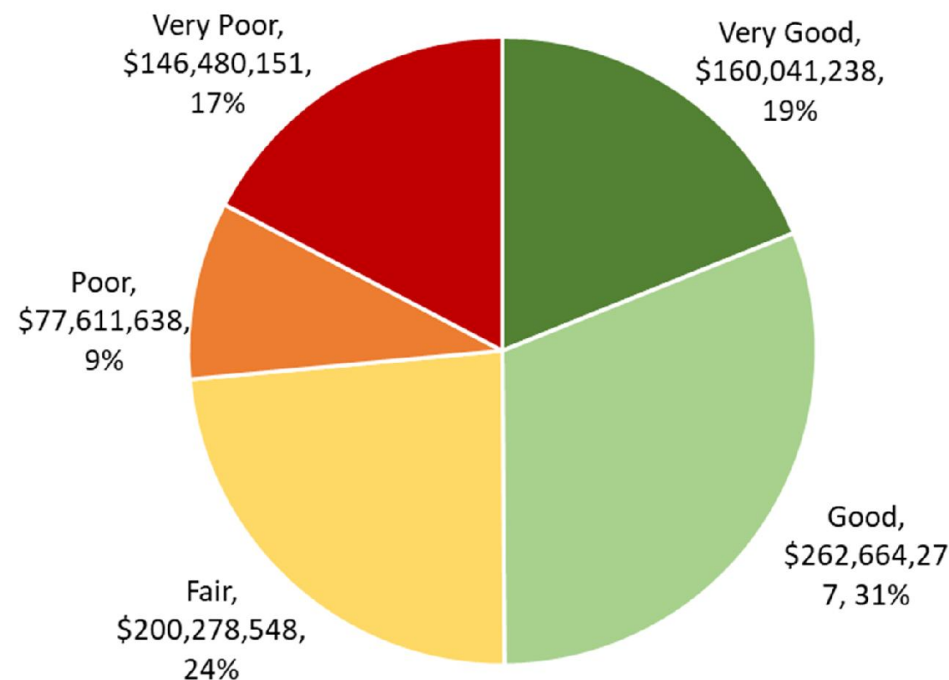


Figure ES-2: Condition by Replacement Value

This categorization is further clarified in Figure ES-3 which shows the condition rating within each asset group based on replacement value. The water network has the highest proportion of assets in Poor or worse condition while the road network has the least. As may be intuited, perhaps issues with those assets that are most visible may be more likely to be addressed than those that are underground and more challenging or costly to inspect and maintain.

Conversely, some assets may be in better shape than the condition ratings indicate as some conditions are based on estimates of age and service life which may not be accurate. Physical inspection data provides the highest confidence in results so future work plans and policies which include improvements in data collection and tracking may result in modifications to condition results.

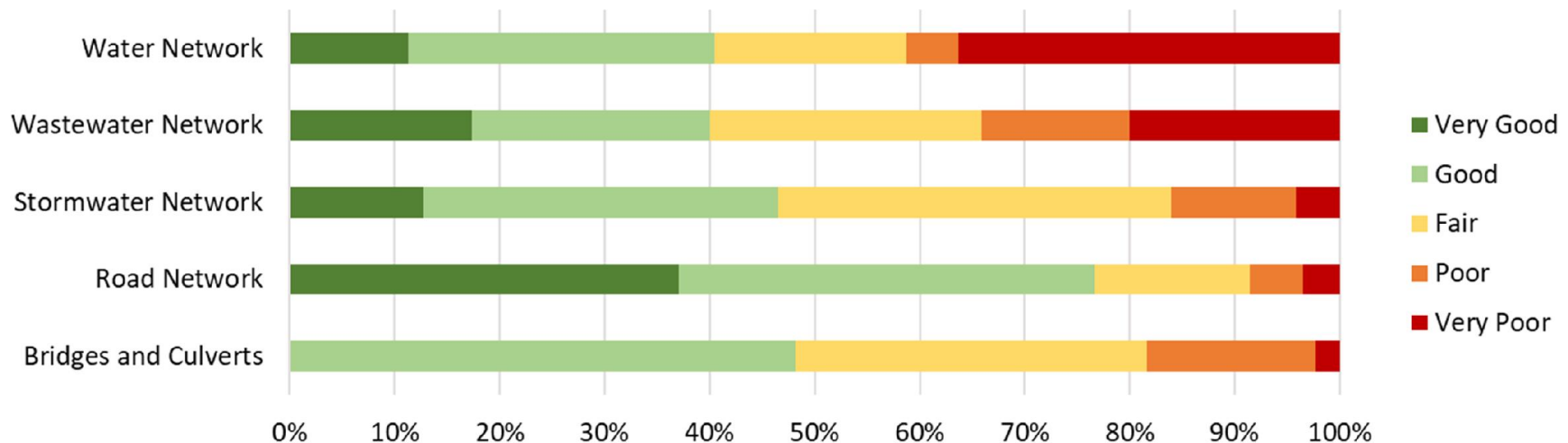


Figure ES-3: City Core Infrastructure Condition by Asset (Replacement Value)

ES-1.2 Levels of Service

Level of service metrics have been developed to describe the capacity, function and quality of the City services being provided. These parameters will reflect improvements or reductions in

services as they are updated in the future and other metrics may be added as AMP policies are more thoroughly developed.

ES-1.3 Lifecycle Management Strategy

Asset lifecycle management strategies help maintain current levels of service and include the maintenance, rehabilitation, replacement, disposal, and expansion of assets. These activities are funded through City operating and capital budgets and are detailed for each asset in the AMP. The forecasted lifecycle investment requirements based on these current activities are included in the financial strategy.

ES-2 Financial Strategy

A critical component of this AMP is the City's strategy for long term infrastructure funding requirements. The City developed forecasting models based on the AMP data and lifecycle strategies which account for the current condition of each asset and its projected deterioration based on estimated service life. When an asset reaches Very Poor condition (or 20% of estimated service life), it is triggered for replacement and the replacement value of that asset is either applied to that year or deferred to a future year if adequate funding is not available. Two main scenarios are considered as follows:

1. **Unconstrained** – The year an asset is triggered for some type of work, the work is completed that year, regardless of cost.
2. **Constrained** – A budget is applied to the forecast so that triggered work on an asset is only completed if there is

enough funding that year, otherwise it will be deferred until more funding is available.

These scenarios are based on capital costs for existing infrastructure, thus do not consider any potential growth of the systems. The constrained scenario uses the current (2022) capital funding levels for replacement and renewal work, including both capital and reserve balances and exclusive of one-off funding sources such as some grants and previously approved unspent funding.

Figure ES-4 shows the forecasted infrastructure spending needs over the next 25 years for all core assets for the Unconstrained scenario. The first year has a large jump in spending which represents the backlog of assets that, based on the condition/age and lifecycle strategies of the assets, should have been triggered for replacement before 2023.

In contrast, Figure ES-5 shows the forecasted spending results when the spending is limited by current funding levels. As these figures demonstrate, maintaining current funding levels will result in more and more assets falling into Poor and Very Poor condition. There is a gap between current funding levels and the funding levels required to meet infrastructure needs based on the data and lifecycle strategies used in the model.

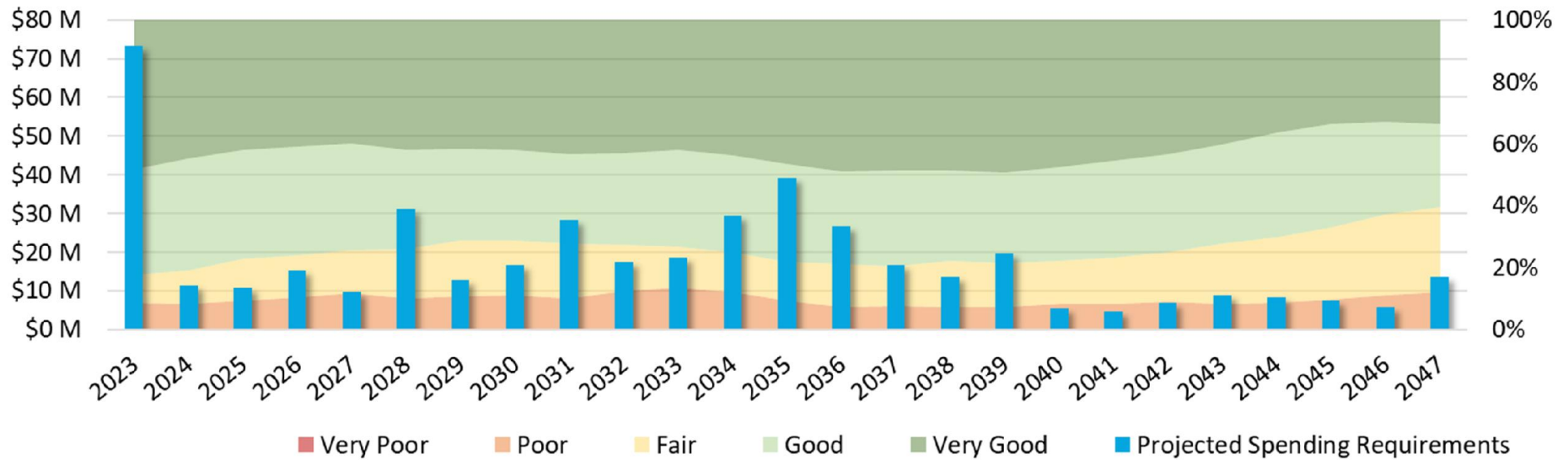


Figure ES-4: Financial Strategy – Condition Breakdown Forecast – Unconstrained Scenario

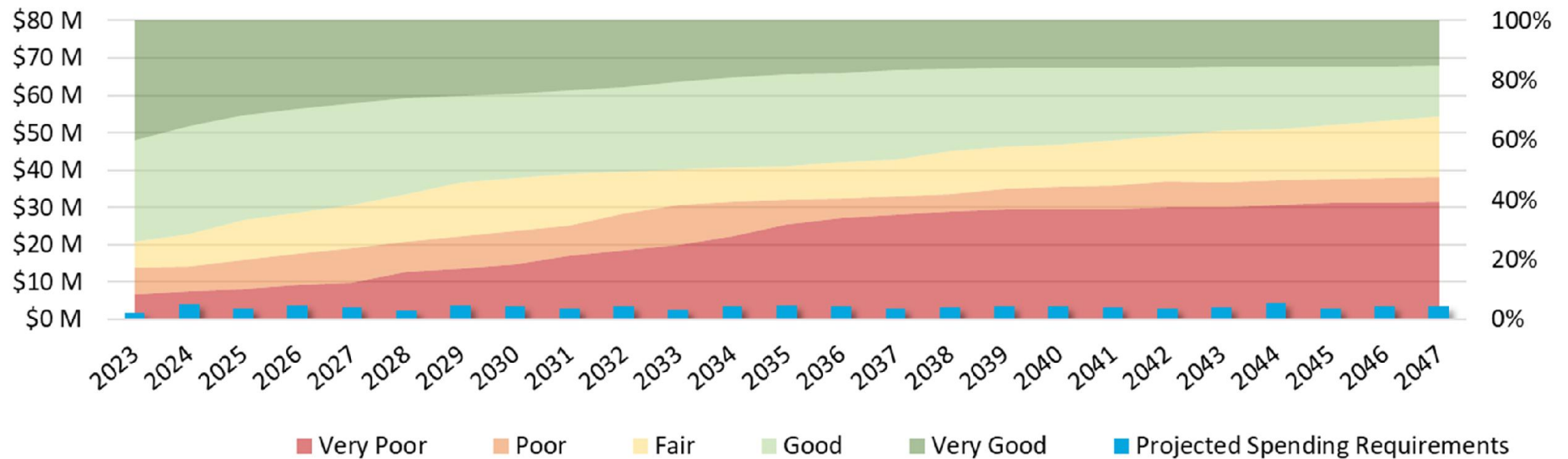


Figure ES-5: Financial Strategy – Condition Breakdown Forecast – Constrained Scenario

While these numbers help to provide a basic understanding of future spending requirements for these asset categories, these numbers are based on the replacement values of the assets, which more closely represent material costs for the assets, rather than the full project costs that would be required to replace them. Projects often end up costing more than anticipated due to implementation costs such as design and project management, as well as the introduction of new technologies and service improvements that are often included in the project, rather than just replacing like-for-like.

In addition, these forecasted spending numbers only include costs for replacement and renewal projects and do not account for other types of capital projects such as non-infrastructure activities (e.g., studies, master plans, etc.) or grouped maintenance projects that may be of large enough scope to complete under the capital budget. They also do not account for

inflation in construction, which is likely to increase significantly over the next few years. To account for these additional costs, an assumed 20% surcharge was added for design and project management, 20% for service improvements, and \$200,000 per year was assumed for additional non-infrastructure activities. An estimated 5% for inflation was also included to demonstrate potential future spending requirements.

Table ES-1 summarizes the funding gap between these scenarios. It is also illustrated in Figure ES-6 which shows the forecasted spending for each scenario as a cumulative number, meaning that the value for each year represents the total amount spent from 2023 until that year, rather than just the amount spent in that year. In this way it is possible to understand the difference in the total amount of spending over 10 and 25 years between the different scenarios.

Table ES-1: Financial Strategy – Funding Gap

Scenario	Total (Cumulative) Spending		Current Funding Gap	
	10 Years	25 Years	10 Years	25 Years
Constrained/Budget (Current Funding)	\$31,706,256	\$81,325,084	-	-
Unconstrained	\$227,216,650	\$452,930,729	\$195,510,394	\$371,605,646
Unconstrained + Additional Costs	\$320,103,310	\$639,103,021	\$288,397,054	\$557,777,938
Unconstrained + Additional Costs + Inflation	\$394,666,366	\$1,071,804,805	\$362,960,110	\$990,479,721

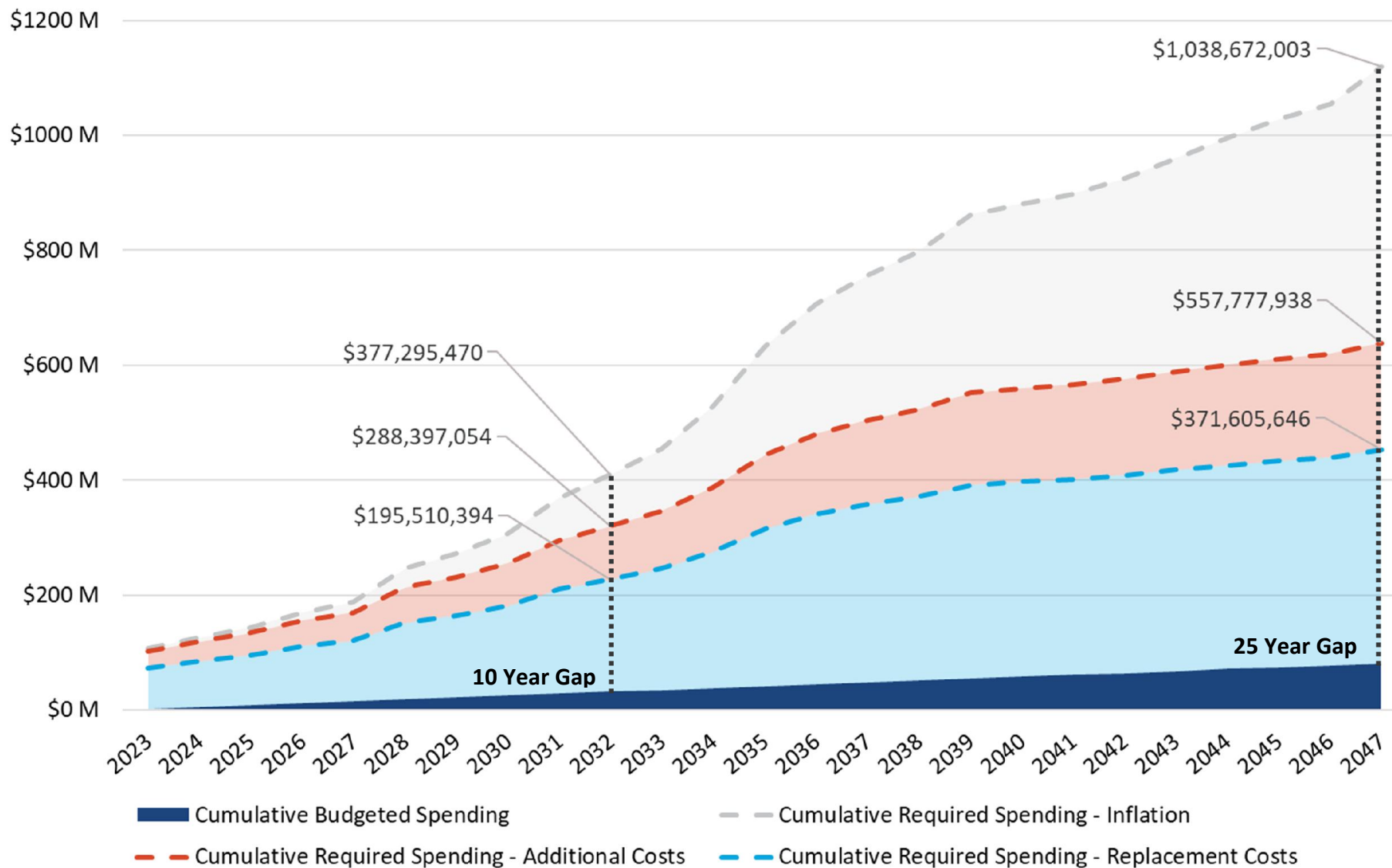


Figure ES-6: Financial Strategy – Funding Gap

ES-2.1 Addressing the Gap

To address the gap between the currently projected infrastructure needs and current funding levels, the City will need to explore options to increase funding, reduce the projected infrastructure costs or a combination of the two. This can be done by adjusting funding levels/costs, levels of service and the risks related to the selected lifecycle strategies, though there are tradeoffs that must be considered.

Some potential options for consideration are outlined here, but further details can be found within the body of the AMP:

Lifecycle Strategies

- Optimize strategies to help balance levels of service and costs (e.g. incorporate more renewal or rehabilitation activities to help extend the service life of assets and defer full replacement costs).
- Focus more on proactive activities rather than reactive work to address failures to reduce overall costs.
- Allow low-risk assets to run to failure before they are replaced.

Levels of Service

- Reduce LOS or adjust how they are measured, taking into account impacts to risk levels.
- Consider the minimum cost required to maintain current LOS.

Funding Options

- Increase funding to meet infrastructure needs. Sources may include, taxes, rates, grants, reserves, debentures, growth, divestitures, etc.

Other Considerations

- Increase efficiencies in operating over time.
- Use developer support to pay for growth and any necessary upsizing or replacements required for new developments.
- Strategic growth planning to take advantage of any areas with existing infrastructure that can support greater density.

In terms of increasing funding, Figure ES-7 shows the cumulative spending requirement scenarios in comparison to some example budget scenario. This figure demonstrates how incremental increases to the budget over a number of years can eventually meet the cumulative needs of the infrastructure based on example funding scenarios outlined in Table ES-2.

Table ES-2: Financial Strategy – Example Budget Scenarios

Budget Scenario	Annual Increase	
	2023 – 2035	2035 – 2047
Scenario 1	20% increase / year	5% increase / year
Scenario 2	25% increase / year	5% increase / year

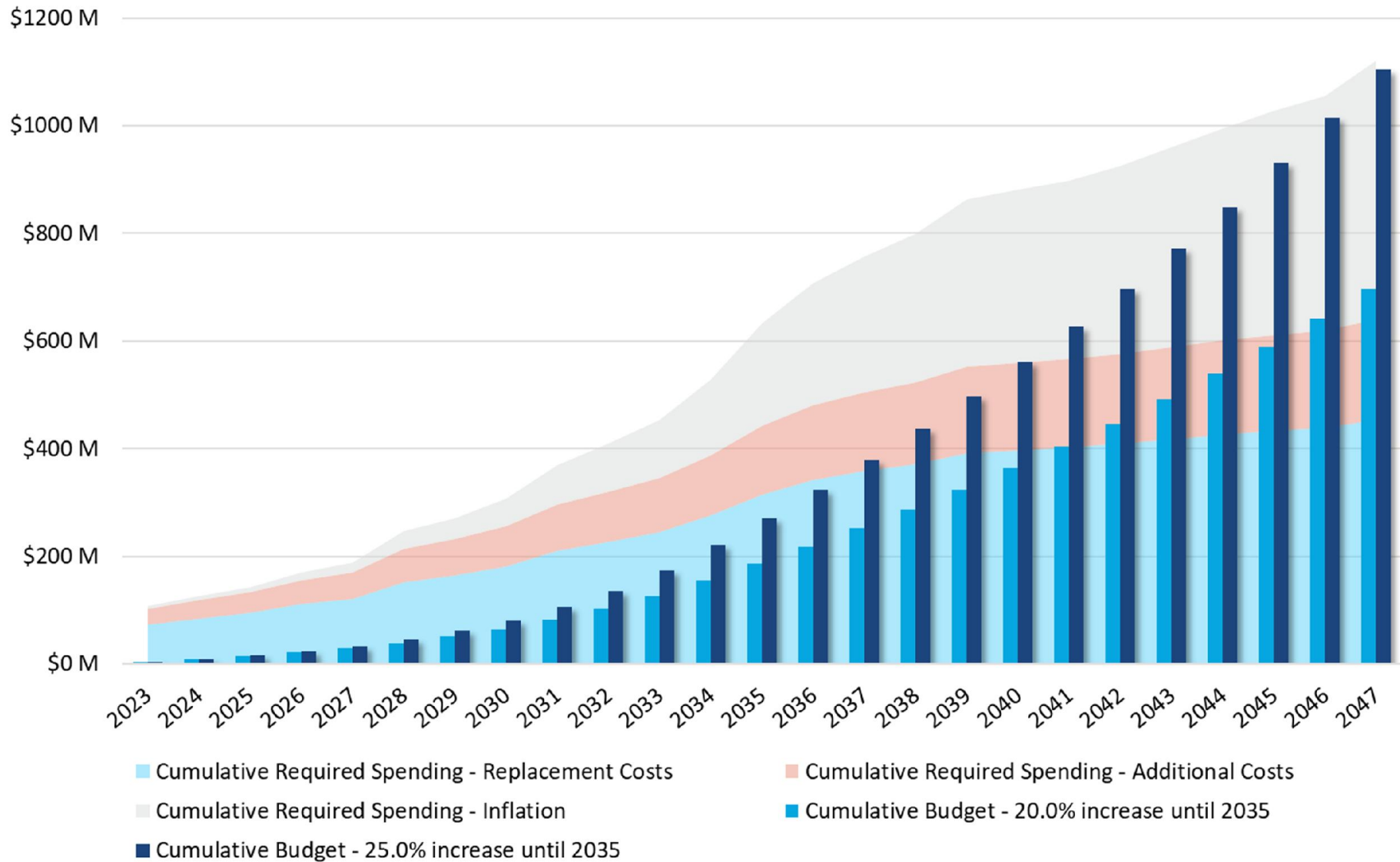


Figure ES-7: Financial Strategy – Example Budget Scenarios

As these scenarios demonstrate, major increases may be required to meet spending requirements and current City reserves are not where they need to be in order to fund this gap. This is why it is important for the City to consider ways of reducing spending requirements as discussed above. The City will consider all of these approaches and tradeoffs in order to develop plans and strategies for managing assets that aim to balance costs to residents and businesses, the level of service provided to users and any potential risks.



ES-3 Improvement Plan

Asset Management Plans are designed to be “living” documents which require continuous updates and improvements. This allows the City to understand the ever changing state and needs of the system, while utilizing new information and processes to improve decision-making around these assets. In addition, to meeting current requirements under O. Reg 588/17, the City will need to update the AMP to meet 2024 and 2025 deadlines.

Upon the completion of these updates, the City is required to review their asset management progress every year and update the AMP every 5 years; however, the City is aiming to complete the full update every 4 years to align with City Council cycles.

Beyond simply updating the AMP with the latest information, the AMP will require continuous improvements to better support decision-making. This will range from establishing more comprehensive asset hierarchies to better collect and track data and performance metrics to refining lifecycle activities and risk frameworks for each asset group.

An understanding of asset management principles and benefits amongst all staff will enable implementation of business processes that support strategic and data-driven decisions. Consistent management of data is critical and the foundation of all aspects of this work. Practices which establish clear roles and responsibilities will ensure data is improved and maintained over time.



1.0 Introduction

1 Introduction

1.1 Asset Management Plan Purpose

The City of Port Colborne's infrastructure supports a variety of municipal services that residents and businesses rely on every day. This includes infrastructure such as roads and bridges which facilitate travel, watermains which deliver clean drinking water, and sewer and storm systems which manage waste and excess rainfall.

The City owns approximately \$847 million in core infrastructure assets which support these services. Because of the importance of these services and the costs of maintaining them, the City requires a comprehensive plan for managing these assets in a way that maximizes service delivery to customers while balancing costs to the community. Asset management (AM) practices are tools and processes that municipalities can use to understand the trade-offs between levels of service, asset lifecycle costs and risk, in order to manage these assets effectively.

An asset management plan (AMP) is one of the tools that help to guide the City in making the best decisions in the management of its infrastructure assets and is designed to:

- Meet regulatory requirements.
- Outline the current state of the City's core infrastructure assets.
- Describe the current levels of service provided by these assets.

- Identify the lifecycle activities used to manage these assets.
- Forecast the infrastructure spending required to maintain the current levels of service.
- Develop a plan for improving AM planning for future iterations of the plan.

The plan aligns with the guidelines set out by the Ontario Ministry of Infrastructure's Building Together Guide for Municipal Asset Management Plans as well as Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act. These documents help to standardize asset management planning across the province, with O.Reg 588/17 regulating the development of AMPs with specific requirements phased in over a 6 year period.



1.2 The City's Vision, Mission and Strategic Pillars

The City has developed the 2020-2023 Strategic Plan to illustrate the City's priorities and the actions planned to achieve these priorities. This includes the following statements and values:

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, Respect, Inclusion, Responsibility, Collaboration

To support these statements, the City developed Strategic Pillars which outline specific actions the City will take to achieve their goals in each area. This AMP supports the Community Pillar: **City-Wide Investments in Infrastructure and Recreation/ Cultural Spaces** by helping to guide decisions around infrastructure investment planning.

1.3 The City's Asset Management Policy & Other Planning Documents

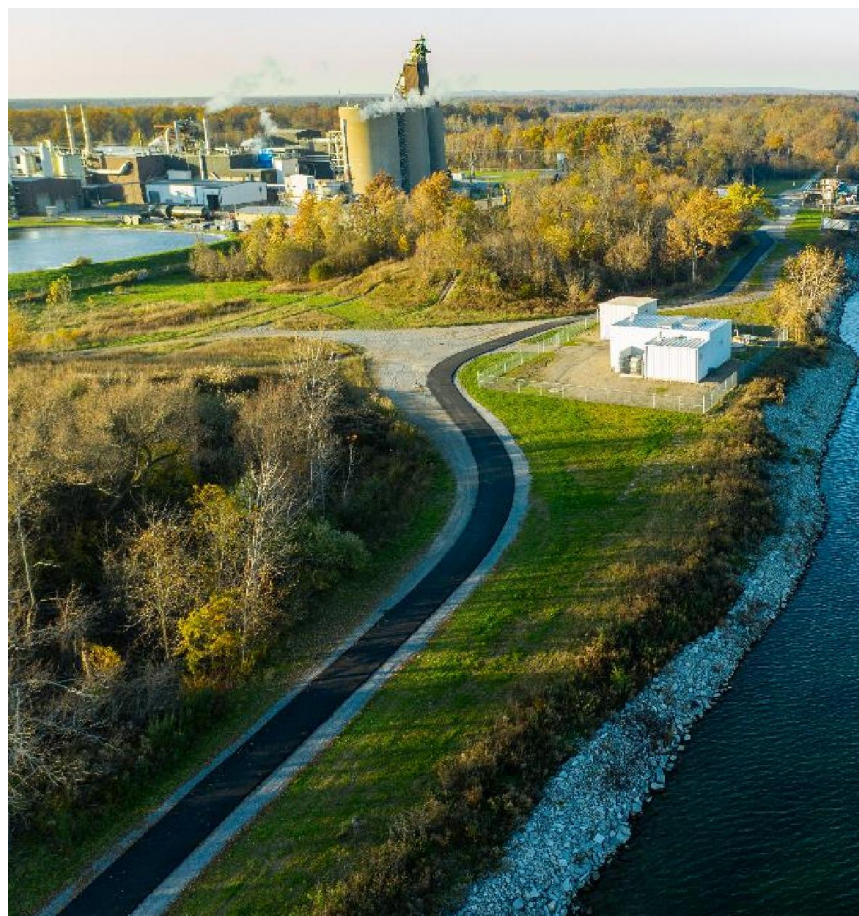
This AMP was developed in accordance with the City's **Strategic Asset Management Policy** (2019).

This policy was developed to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets, and to support the delivery of sustainable community services now and into the future.

The AMP also relates to the following corporate planning documents:

- **The Official Plan:** The AMP should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan.
- **Long Term Financial Plan:** The AMP should both utilize and conversely influence the financial forecasts within the long term financial plan.
- **Capital Budget:** The infrastructure needs identified in the AMP and decision framework form the basis on which future capital budgets are prepared.
- **Infrastructure Master Plans:** The AMP will utilize goals and projections from infrastructure master plans and in turn will influence future master plan recommendations.
- **By-Laws, standards, and policies:** The AMP will influence and utilize policies and by-laws related to infrastructure management practices and standards.

- **Regulations:** The AMP must recognize and abide by industry and senior government regulations.
- **Business Plans:** The service levels, policies, processes, and budgets defined in the AMP are incorporated into business plans as activity budgets, management strategies, and performance measures.



1.4 Developing the Asset Management Plan

1.4.1 Asset Management Stakeholders

Key stakeholders are an integral part of the asset management planning process. They will aid in facilitating logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future. Having various key stakeholders will improve accountability and transparency to the community.

A wide range of duties and responsibilities are undertaken by the following key stakeholders:

- **Council** approves the AM policy and direction of the AM program. They maintain adequate organizational capacity and prioritize effective stewardship of assets.
- The **CAO** provides oversight to the AM policy to ensure the AM program aligns with the City's strategic plan and provincial and federal regulations.
- The **Executive Lead** (Director of Corporate Services or Designate) manages the policy and any updates, provides leadership in AM concepts and practices organization-wide, coordinates department staff and AM program implementation, and monitors levels of service.
- The **Asset Management Team** develops policy and provides corporate oversight to goals and directions of the AM program to ensure it aligns with the City's strategic plan. They also develop and monitor levels of service,

provide recommendations to Council and track AM program progress and results.

- **Departmental Staff** participate in implementation task teams to carry out AM activities, and implement and maintain levels of service. Staff provide support and direction for AM practices within their department, as well as track and analyze AM program progress and results.

1.4.2 Asset Management Plan Scope

The AMP includes the following services and associated assets:



Road Network: Roads



Storm Water Network: Mains, Force mains, Culverts, Inlets, Manholes, Outlets



Water Network: Mains, Chambers, Hydrants, Stations, Valves, Meters



Wastewater Network: Force mains, Gravity mains, Manholes, Cleanouts



Bridges & Culverts: Bridges, Culverts

This varies from the previous AMP which included several non-core asset types and assets owned and operated by the Region. This will result in the overall value of the portfolio being less than

previous documents, however, it is anticipated that future AMP iterations will have an increased overall asset valuation as all non-core assets are eventually included.

1.4.3 Asset Management Plan Structure

The AMP is divided into the following sections to answer key questions about the City's assets and its asset management practices.

Introduction

What is the purpose and structure of the AMP and how does it relate to other strategic documents?

Asset Category

Multiple sections for each asset category, including:

State of the Infrastructure

What assets are included and what is their current condition and value?

Levels of Service

How does the City measure the level of service delivered for this asset category and how are they currently performing?

Lifecycle Management Strategies

What activities does the City perform on these assets to support service delivery?

Data Confidence

What data was used in the AMP and what is the level of confidence in this data?

Financial Strategy

How do forecasted infrastructure investment needs compare to current funding projections and how does this affect service delivery?

Implementation Plan

How is the City planning to improve asset management planning going forward?

The following sections explain the methodology for developing each of the asset category sections.



1.4.4 State of Local Infrastructure

The State of Local Infrastructure is outlined for each service area and includes the following:

1. A high level inventory of assets which support the service area.
 - The current AMP includes core assets only. Future iterations will be developed to include all City-owned assets.
2. The approximate replacement value of assets.
 - Some assets are continually rehabilitated rather than replaced. The estimated replacement value serves as a benchmark to highlight the significance of the infrastructure.
3. A comparison of the estimated service life (ESL) of the assets and their average age.
 - Age is not always indicative of condition, however, age is used to estimate condition when this information is unavailable.
4. Condition rating breakdown by replacement value for each asset category.

For comparison across asset categories, condition ratings were identified for each asset using the five-point rating scale shown in Table 1. The best available information for each asset category was used to assign this score, ranging from inspected condition values to age-based estimates.

Table 1: Condition Scale and Definition

Grade	Definition
1	Very Good - Fit for the future
	The infrastructure in the system or network is generally in very good condition, typically new or recently rehabilitated.
2	Good - Adequate for now
	The infrastructure in the system or network is in good condition; some elements show general signs of deterioration that require attention.
3	Fair - Requires attention
	The infrastructure in the system or network is in fair condition; it shows general signs of deterioration and requires attention.
4	Poor - At risk
	The infrastructure in the system or network is in poor condition and mostly below standard, with many elements approaching the end of their ESL.
5	Very Poor - Unfit for sustained service
	The infrastructure in the system or network is in unacceptable condition with widespread signs of advanced deterioration.
-	Not Assessed
	This category is reserved for assets where data is either missing, not updated, or cannot be considered reliable.

1.4.5 Levels of Service

Levels of Service (LOS) describe the capacity, function and quality of the City services being provided. This section of the AMP details the measures used to determine LOS in each service area. LOS measures for each service area are determined through consultation with City staff or are mandatory metrics as described in O. Reg. 588/17. The LOS tables follow the same structure for each service area and contain the following major factors:

- **Key Service Attribute:** summarizes the type of service provided to residents, businesses, and the broader community.
- **Level of Service Statement:** the key corporate performance standards, based upon core values.
- **Performance Measures:**
 - **Customer** – communicates service outcomes from the perspective of the customer.
 - **Technical** – Describes service inputs or outputs in technical terminology.
- **Current Performance:** The current performance of the metric quantified through the best available information.

1.4.6 Lifecycle Management Strategy

The lifecycle management strategies section outlines a set of planned activities that will be performed on the assets in order to help maintain the current levels of service. These activities are split into the following categories:

- **Non-Infrastructure:** Actions or policies that can lower costs or extend asset life
- **Maintenance:** Including regularly scheduled inspection and maintenance, or more significant repair and activities associated with unexpected events.
- **Rehabilitation:** Significant repairs designed to extend the life of the asset.
- **Replacement:** Activities that are expected to occur once an asset has reached the end of its useful life and renewal/ rehabilitation is no longer an option.
- **Disposal:** The activities associated with disposing of an asset once it has reached the end of its useful life or is otherwise no longer needed by the municipality.
- **Expansion:** Planned activities required to extend services to previously unserved areas or expand services to meet growth demands.

1.4.7 Data Confidence

Data confidence levels are based on the reliability of data sources and the number of assumptions required. Data which requires no assumptions to be made is collected from reliable sources such as recent condition assessments, and therefore results in a high confidence level. On the other hand, low confidence data requires many assumptions and is collected from less reliable sources such as age-based condition assessments. In some cases, data may have a lower confidence score, even if all data is available, if the data cannot be directly linked to the assets or is not in a format required for the AMP analysis.

1.5 Growth Planning

As per the projections completed by Niagara Region, Port Colborne's population was recorded to be at 19,300 in 2006 and was anticipated to reach 24,100 people by the year 2031. This results in a population increase of 5,000 people over the course of 25 years. This represents an employment increase of 2,270 over the course of 25 years from 6,800 to 9,070.

With an increase in population growth, it is anticipated that there will be a greater demand on the City's infrastructure. While this increase in population will provide an increase in revenue that can be put towards asset renewal, the increase in demand will likely result in increased infrastructure expenditures on maintenance, renewal and replacement activities due to higher deterioration rates of the existing infrastructure. In addition, the increase in demand will likely require expansion of the current systems for new development, which will result in further expenditures to build and maintain these assets.

The AMP's forecasts do not factor in population growth as it is largely focused on expenditures to address the state of good repair of existing infrastructure. Strategic documents, such as the Niagara Region Water and Wastewater Master Servicing Plan, address infrastructure needs to support growth. As new or upgraded infrastructure comes online from these capital programs, these assets will be incorporated into future iterations of the AMP.

1.6 Asset Management Plan Assumptions and Limitations

The current AMP and forecasts use the information available at the time of development and make assumptions where necessary to fill any data gaps, as detailed within each asset category section. As the City collects more data and improves data confidence, it is anticipated that future iterations of the AMP will be able to leverage this information to improve the accuracy of the analysis.

In addition, this AMP does not fully reflect the impacts of the COVID-19 pandemic. The City acknowledges that there may be economic impacts that will have to be fully assessed at a later date.



1.7 Continuous Improvements

The implementation plan developed for this AMP outlines key next steps for improving asset management planning at the City of Port Colborne. As these projects are completed, the results can be incorporated into future iterations of the AMP to improve its overall value and utility. To track this progress, the City will complete regular updates and reviews, as required by Ontario Regulation 588/17 and outlined below.

- **5 Year AM Policy Review**
 - Review the AM policy every 5 years and update as necessary
- **Annual Review of AM Practices**
 - Outline the City's progress in implementing the AMP
 - Describe any factors impeding the implementation of the AMP
 - Develop strategies to address any impediments
- **4 Year AMP Update**
 - Complete a comprehensive update of the AMP every 4 years

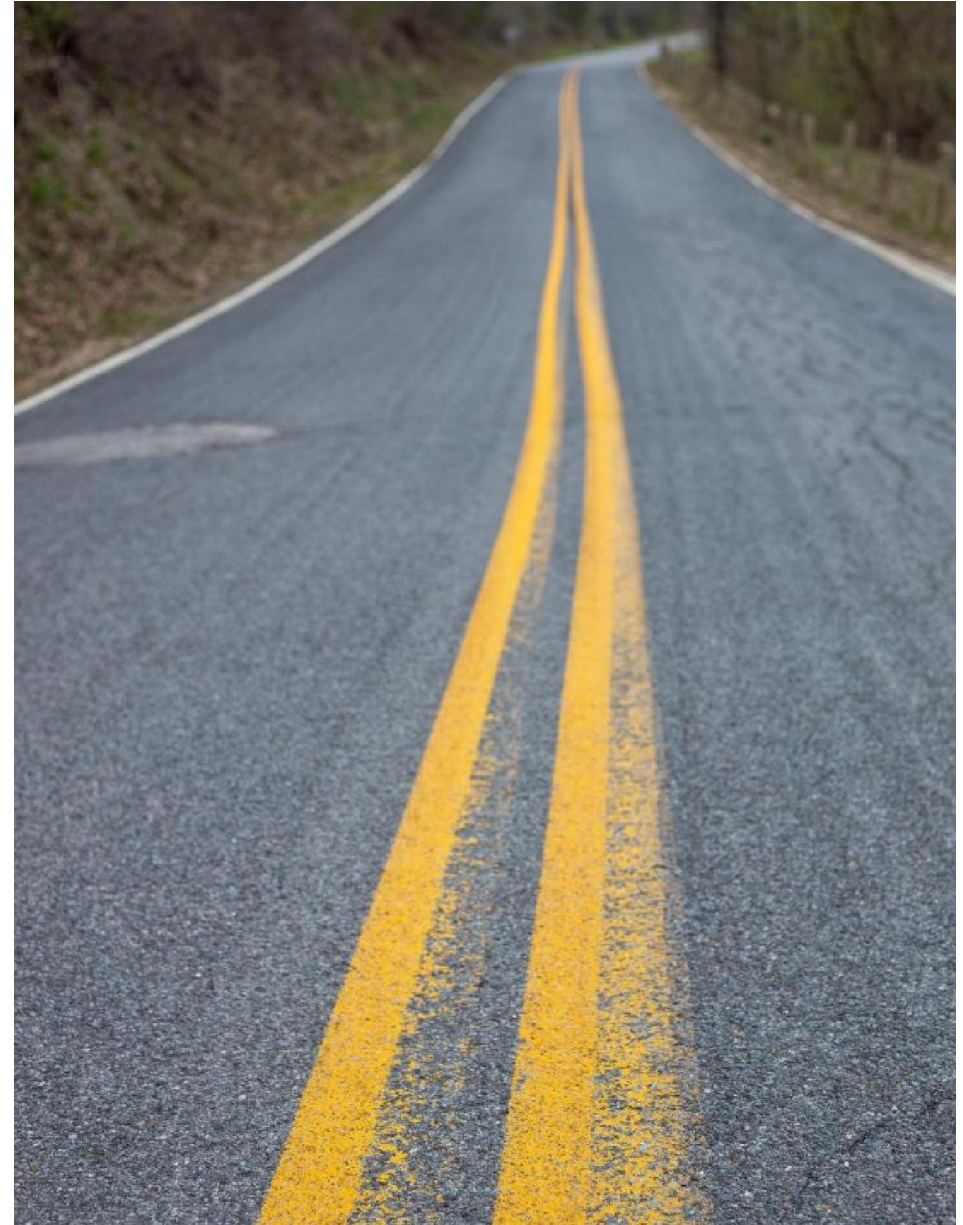


2.0 Road Network

2 Road Network

The City's road network allows for the movement of people, goods, and services to support residents' lifestyles and economic activity. The urban area of the City contains about 110 km (44%) of the City's 251 km of roads, all of which must be inspected and maintained regularly to provide safe and reliable service. The frequency of inspection and maintenance is mandated by provincial regulations depending on the type of road and average traffic volumes. Municipal roads connect to regional and provincial roads for convenient accessibility to other areas of the Region.

Related infrastructure which also require maintenance includes all features within the road right-of-way such as signage, traffic signals, streetlights, ditches, adjacent trees and grass, and sidewalks.



2.1 State of Local Infrastructure

2.1.1 Network Inventory & Valuation

The Road network includes the roads, curb and gutters, guiderails, sidewalks, as well as traffic assets such as signs, traffic signals and streetlights with a total replacement value of \$193 million. Table 2 summarizes the inventory and estimated replacement value of the road network.

Table 2: Road Network – Inventory Valuation

Asset Type	Count	Unit	Replacement Value
Roads	250,677	metres	\$178,239,394
Curb and Gutters	75,312	metres	Costs included with Road
Sidewalks	135,653	metres	Costs included with Road
Guiderails	4,504	metres	\$625,967
Signs	15	Each	\$1,298
Streetlights	2,153	Each	\$12,999,814
Traffic Signals	11	Each	\$860,475
Total Road Network Value			\$192,726,948

In addition, Figure 1 demonstrates the breakdown of replacement value between the different asset types. Roads, which include sidewalks and curb and gutters, make up the vast majority of the network's worth.

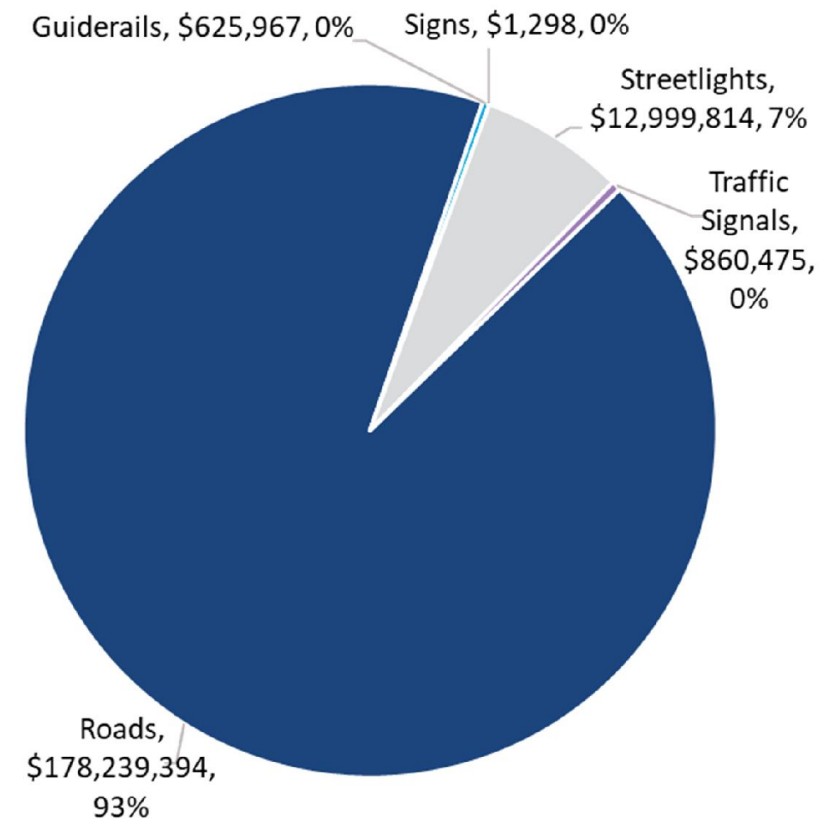


Figure 1: Road Network – Breakdown of Replacement Costs

2.1.2 Network Age & Condition

To make informed decisions on the management of road network assets, it's important to understand the condition of the network. One method for estimating the condition of assets is to look at the age of the assets in comparison to the estimated service life (ESL), or in other words, the number of years you would expect the asset to remain in service under normal circumstances.

Figure 2 compares the average age of the road network assets in comparison to the average ESL. It can be seen that all of the non-traffic assets have an average age greater than the ESL. While this could suggest that a number of these assets need to be replaced, it should be noted that they are inspected and maintained regularly and are therefore likely in better condition than their age would suggest.

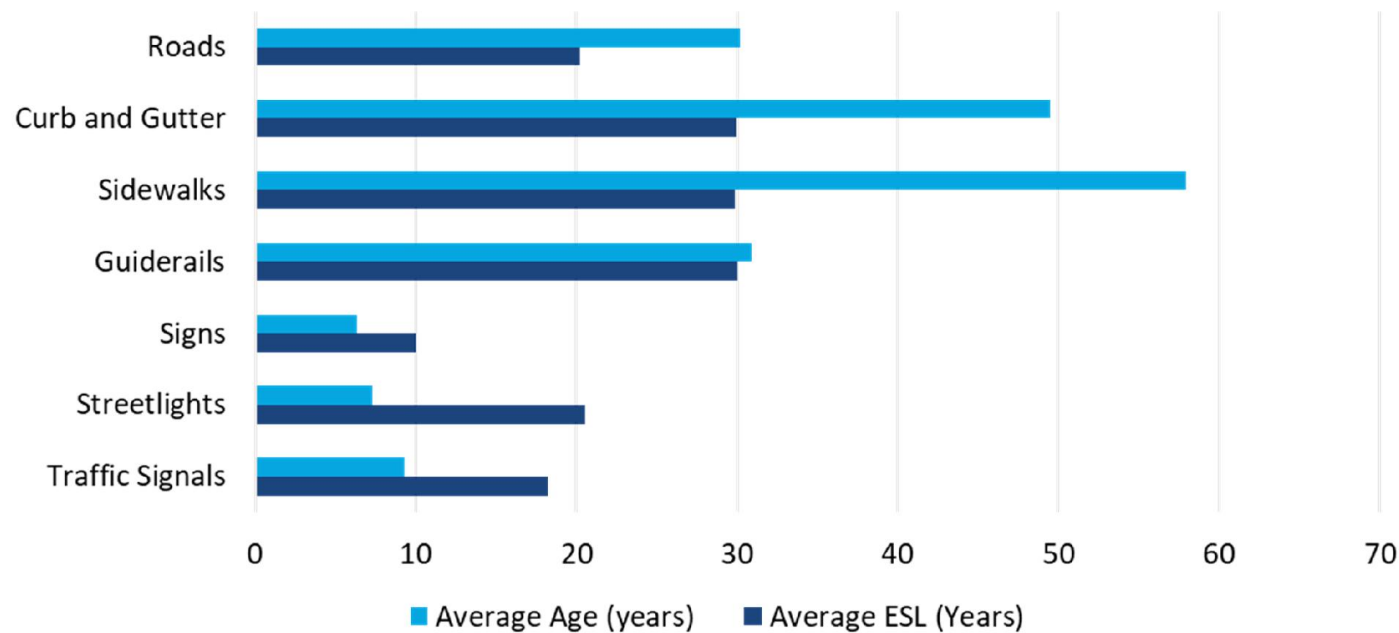


Figure 2: Road Network – Age vs. ESL

2. Road Network

State of Local Infrastructure

Levels of Service

Lifecycle Management Strategy

Data Confidence

In order to compare between every type of asset, a condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor. In some cases, this condition score was based on the age of the asset, however, assessed condition values were used where possible. For the road network, Table 3 outlines how the different condition values were grouped into each condition category.

Table 3: Road Network – Condition Categories

Condition Category	Roads: PCI	Remaining Assets: Age/ESL
Very Good	>80 PCI	>80% life remaining
Good	67-80 PCI	60 – 80% life remaining
Fair	55-67 PCI	40 – 60% life remaining
Poor	35-55 PCI	20 - 40% life remaining
Very Poor	<35 PCI	<20% life remaining

As this table shows, Road condition is based on the Pavement Condition Index (PCI), a standard measurement which measures the general condition of pavement on a scale from 0-100 based on a manual review of each road. Based on these condition scores, the road network can be broken down into the total replacement cost in each condition category, as shown in Figure 3.

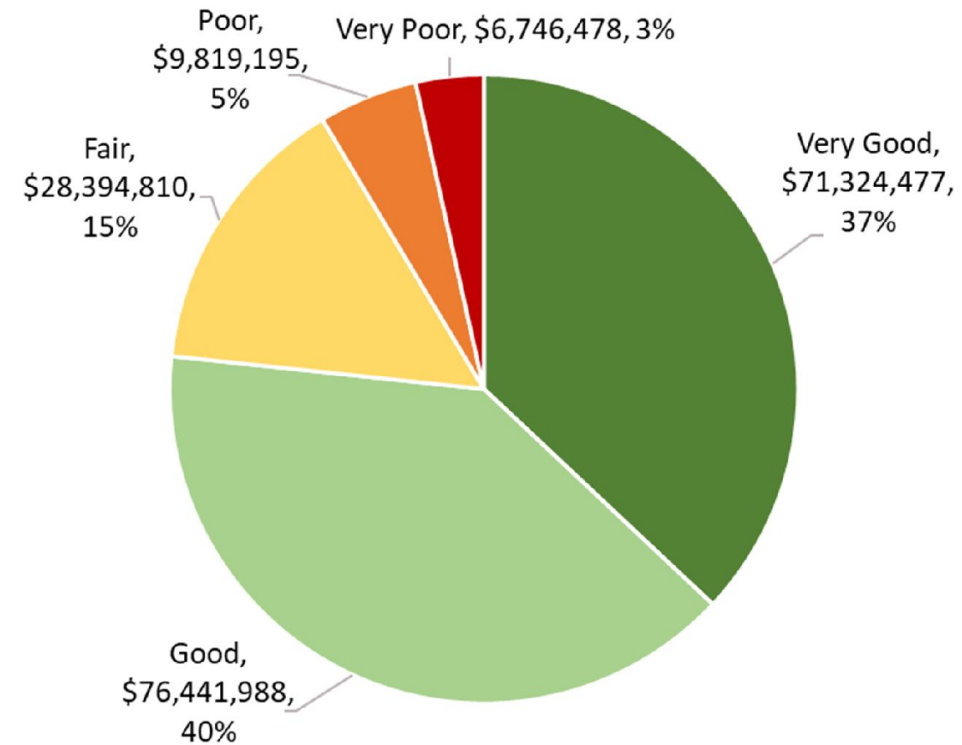


Figure 3: Road Network – Condition Breakdown

This can be further broken down to understand the condition of each road network asset type, as shown in Figure 4.

2. Road Network

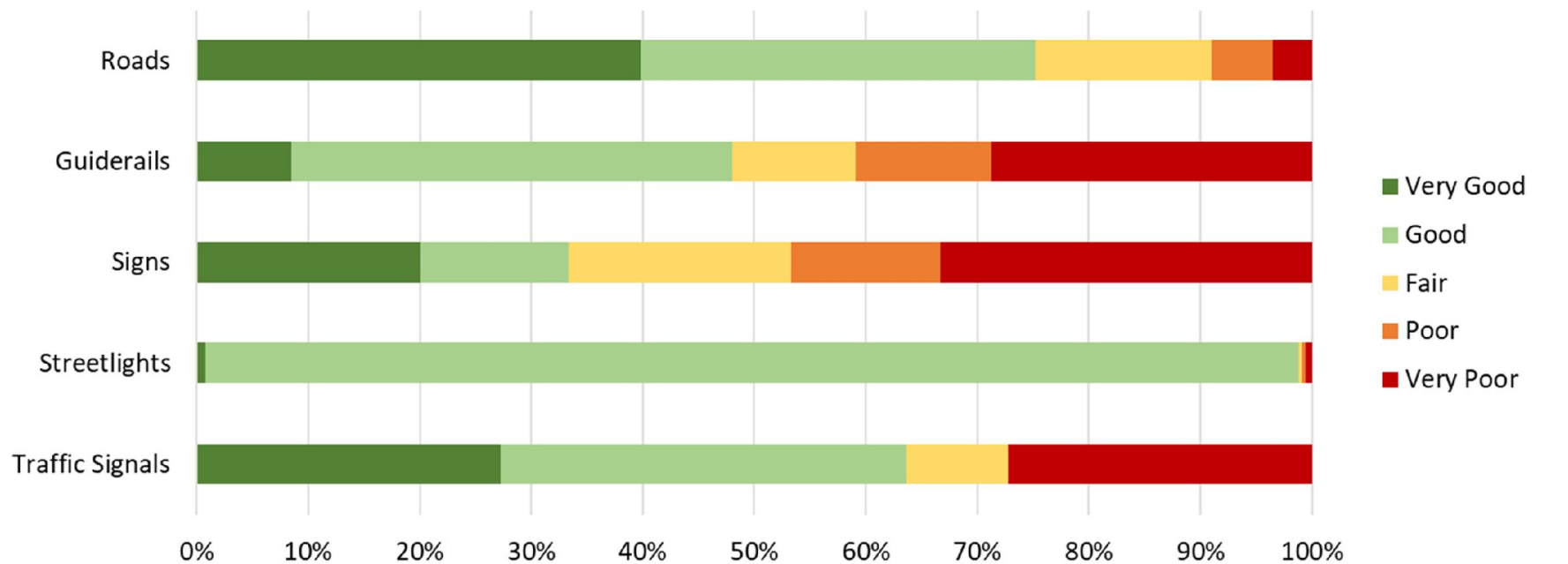


Figure 4: Road Network – Condition Breakdown by Asset Type

As these figures demonstrate, the majority of the replacement value of the road network is in Very Good or Good condition. While some asset classes, such as guiderails and signs do have a significant portion of their replacement value in Very Poor condition, it is important to note that the condition for these assets are estimated based on age and are likely in better condition than their age would imply. Not only can assets continue to function beyond their ESL, but age information is not always tracked accurately and these assets are inspected and maintained on a regular basis. The roadways, which use the most up-to-date and reliable data source for condition, show that the system is generally in good condition. In addition, the City is currently completing guiderail inspections and will be reviewing the entire inventory of City signs to determine where updated signage is necessary.

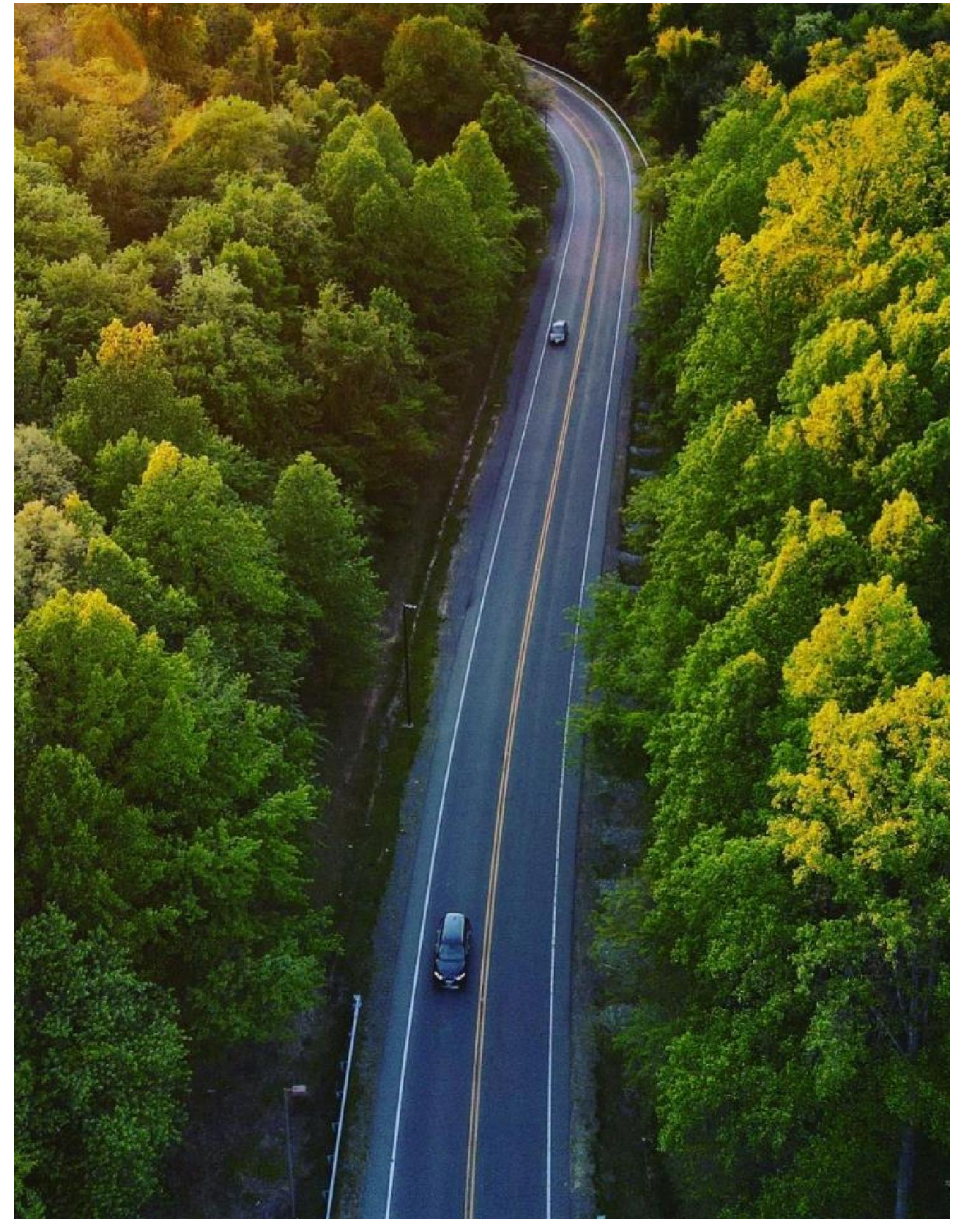
2.2 Levels of Service

The City strives to ensure the road system provides adequate Levels of Service in a safe and efficient manner to meet customer expectations. To help assess the performance of the road system, the following level of service framework was developed.

Table 4: Road Network – Level of Service Attributes

Core Value	Level of Service Statement
Accessible & Reliable	The road network is convenient and available to the whole community with minimal service disruptions; service requests are responded to promptly.
Safe & Regulatory	The road network meets all minimum maintenance standards.
Cost-Efficient	The road network is managed cost efficiently for the provided level of service.
Sustainable	There are long-term plans in place for the sustainability of the road network.

In addition to the mandatory parameters under O. Reg 588/17, various other parameters are assessed and tracked by the City to gauge the performance of the road system.



2.2.1 Customer Levels of Service

The City's Community Level of Service evaluates how well customer expectations are being met, as summarized in Table 5. These criteria are a mix of qualitative descriptions of provided service and quantitative measures. The minimum maintenance standards mentioned are established under O. Reg. 239/02 Minimum Standards for Municipal Highways.

Table 5: Road Network – Community Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	Description, which may include maps, of the road network in the municipality and its level of connectivity. ¹	The road network in the City of Port Colborne includes provincial, regional, and municipal roads. The 251km of City owned roads are classified as arterial, collector, or local, in decreasing order of size and capacity.
Safe & Regulatory	Description of minimum maintenance standards for road network (road surfaces and sidewalks) .	Follow O. Reg. 239/02 Ontario Minimum Maintenance Standards for Municipal Highways
Cost-Efficient	The operating and maintenance cost to maintain the road network per household.	\$144.84
Sustainable	Description or images that illustrate the different levels of road class pavement condition. ¹	The City follows the American Society for Testing Materials Pavement Condition Index (PCI) rating system to define pavement condition. A PCI of 100 indicates a perfect surface while zero represents a surface that has completely deteriorated.

¹Mandatory under O.Reg. 588/17

2.2.2 Technical Levels of Service

Technical Level of Service records quantifiable performance measures to show the quality of service provided by the road system as detailed in Table 6.

Table 6: Road Network – Technical Level of Service

Core Value	Technical Level of Service	2021 Performance
Accessible & Reliable	Lane-km of arterial roads (MMS classes 1 and 2) per land area in the municipality (km/km ²). ¹	0.06
	Lane-km of collector roads (MMS classes 3 and 4) per land area in the municipality (km/km ²). ¹	2.3
	Lane-km of local roads (MMS classes 5 and 6) per land area in the municipality (km/km ²). ¹	1
	Percentage of the road network in Fair or better condition.	74%
	Percentage of roads in Poor or Very Poor condition.	9%
	Length of roads in Poor or Very Poor condition.	32km
	Percentage of roads that are paved.	72%
	Length of off-road trails.	15.7km
	% of local roads with sidewalks.	60%
Safe & Regulatory	% of sidewalks inspected.	100% each year
	% of road network inspected.	100% each year
Cost-Efficient	Operating and Maintenance costs for paved roads / km (excluding winter control).	\$1,306
	Operating and Maintenance costs for paved roads / km (winter control only).	\$907
	Capital investment vs sustainable investment forecast. ²	6%
	25-year sustainable investment average annual cost. ²	\$24,951,811

2. Road Network

State of Local
Infrastructure

Levels of Service

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Data Confidence

Core Value	Technical Level of Service	2021 Performance
Sustainable	Average pavement condition index for paved roads in the municipality. ¹	76.9
	Average surface condition for unpaved roads in the municipality.*	70.8
	Percentage of LED (energy efficient) streetlights	100%
	Road Network AMP reviewed every 4 years.	AMP will be reviewed in 2024 and 2025 as part of O.Reg. 588/17 timelines to identify all assets and proposed levels of service

¹Mandatory under O.Reg. 588/17

²Sustainable investment is based on a forecast of spending needs and includes additional costs and inflation as detailed in Section 7



2.3 Lifecycle Management Strategy

Levels of service are maintained through completing a variety of lifecycle activities, as grouped by similar type and detailed in Table 7. These activities aim to extend asset life through appropriately timed interventions which will typically reduce overall lifecycle costs. The table also includes a summary of the risks associated with not following these strategies.

The City's road maintenance activities meet or exceed the provincially mandated Minimum Standards for Municipal Highways. This includes weekly routine patrols, depending on the road classification, to identify system deficiencies and night inspections as required to observe luminaries, safety devices, pavement markings and monitor sign replacement. Every five years, pavement condition is assessed to identify and prioritize road rehabilitation and renewal requirements and are coordinated with other underground infrastructure projects. Resurfacing and dust suppression treatments for rural roads and other minor improvements are conducted annually.

Table 7: Road Network – Lifecycle Activities and Associated Risks

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Maintenance	Roads: <ul style="list-style-type: none"> • Road Inspections & Maintenance as per Minimum Maintenance Standards • Road sweeping • Pavement Condition Assessment • Visual inspections by road patrol • Winter maintenance - snow plowing, salt/sand, etc. • Asphalt patching • Line painting • Crack sealing • Dust suppression • Culvert Inspections • Roadside shouldering 	<ul style="list-style-type: none"> • Improper or insufficient maintenance can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Decreased asset life • Unplanned failures • Service disruptions, congestion, reduced accessibility • Unsafe road and sidewalk conditions • Resource limitations to conduct unplanned work

2. Road Network

State of Local
Infrastructure

Levels of Service

Lifecycle Management
Strategy

Data Confidence

Lifecycle Activity Type	Asset Management Practice	Associated Risks
	Other Road Assets: <ul style="list-style-type: none"> • Catchbasin cleanouts • Sidewalk maintenance • Guiderail maintenance • Roadside ditching • Roadside lawnmowing • Road grading (stone, clay roads) • Roadside Tree work • Signage - Retroreflectivity inspection 	
Renewal/ Rehab	<ul style="list-style-type: none"> • Road resurfacing 	<ul style="list-style-type: none"> • Improper or insufficient rehabilitation can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Service disruptions and congestion • Unplanned failures if the activities do not extend the service life as much as expected
Replacement/ Construction	<ul style="list-style-type: none"> • Guiderail replacement • Sidewalk replacement • Curb Replacement • Major Road Reconstruction 	<ul style="list-style-type: none"> • Delays in replacement can lead to: <ul style="list-style-type: none"> • Cost overruns • Increased lifecycle costs • Unplanned failures • Service disruptions, congestion, reduced accessibility • Unsafe road and sidewalk conditions • Coordination with other asset classes, if applicable, might delay timeframe of construction activities
Non-Infrastructure	<ul style="list-style-type: none"> • Traffic Studies/Counts 	<ul style="list-style-type: none"> • Inadequate planning can lead to: <ul style="list-style-type: none"> • Poor information available for decision-making • Reduced ability to manage public health and safety risks • Reduced quality of service and citizen experience

2. Road Network

State of Local
Infrastructure

Levels of Service

Lifecycle Management
Strategy

Data Confidence

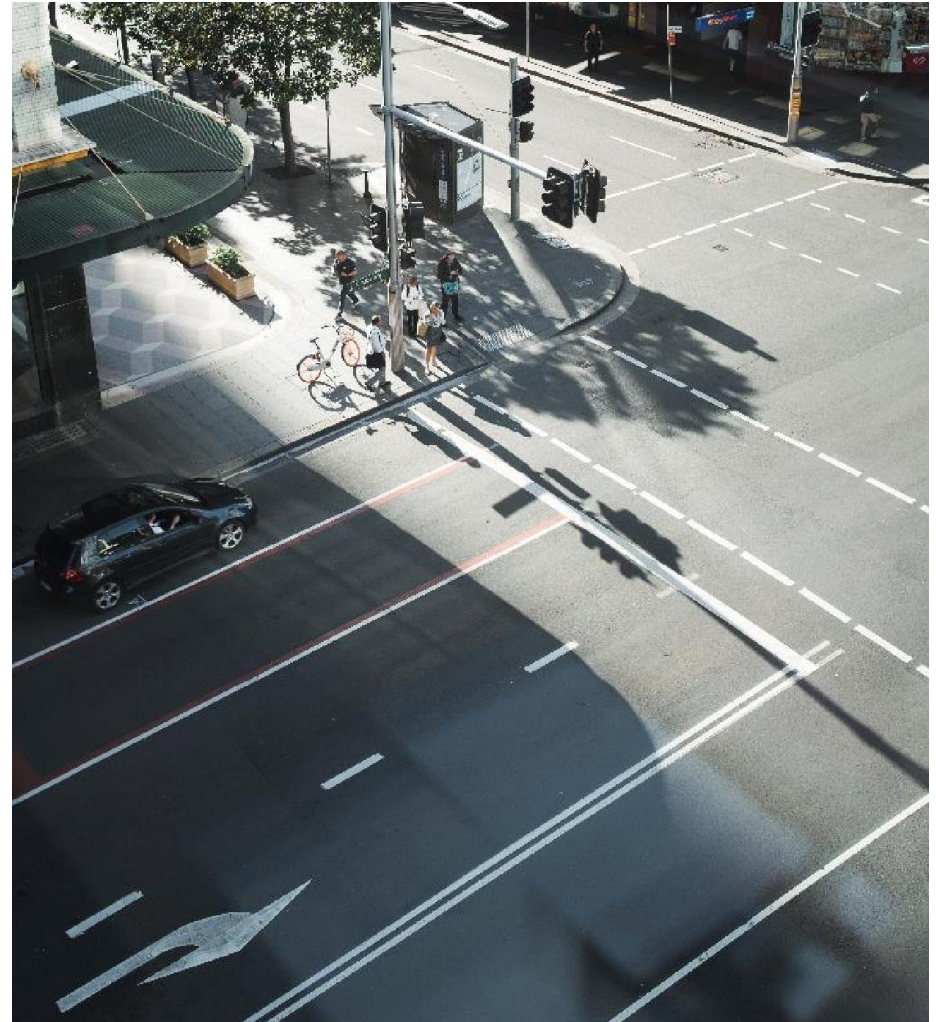
Lifecycle Activity Type	Asset Management Practice	Associated Risks
Expansion/Growth	<ul style="list-style-type: none"> • Widening • New sections of road • Addition of new sidewalks • On demand changes as per development 	<ul style="list-style-type: none"> • Lack of expansion activities can lead to: <ul style="list-style-type: none"> • Congestion on roads • Limited accessibility for pedestrians • System unable to accommodate for population and employment growth • Increased lifecycle costs • Master plans may over or underestimate expansion requirements
Disposal	<ul style="list-style-type: none"> • Asphalt reuse as backfill from milling • Reuse of asphalt in granular A and B in reconstruction • Contaminated soils disposal 	<ul style="list-style-type: none"> • Improper disposal can lead to: <ul style="list-style-type: none"> • Environmental impacts • Cost overruns
Service Improvements	<ul style="list-style-type: none"> • Convert streetlight heads to energy efficient components 	<ul style="list-style-type: none"> • Lack of improvements can lead to: <ul style="list-style-type: none"> • Decreased accessibility across the City • Reduced ability to manage public health & safety risks • Increased service expectations come with increased cost implications.

2.3.1 Prioritization of Work and Additional Lifecycle Considerations

When considering road replacements a number of factors are taken into account in order to prioritize the work.

- **Age and condition of the road:** While the age and condition of a road are generally the driving factors for major road reconstruction, there are other factors that may cause the advancement or deferral of projects. Arterial roads with high amounts of traffic, or those that provide essential routes for emergencies, for example, would be prioritized above local roads with limited traffic.
- **Coordination with other infrastructure:** Road right-of-ways typically contain a variety of underground linear infrastructure (watermains, sewers, etc.). It is much more cost-efficient and practical to replace any linear infrastructure that is relatively close to end-of-life at the same time as any significant road reconstruction to avoid later digging up a road that is in good condition. Similarly, at the time of road reconstruction it is essential to review the requirements for any above-ground infrastructure within the road corridor. This is an opportune time to evaluate the need for a sidewalk where there is none currently or if a sidewalk is no longer warranted on both sides of a road where one side will suffice.
- **Future Development:** Areas proposed for development may often warrant road replacement or replacement of assets buried under roads, particularly if a development will bring increased population density.

- **Community Beautification:** Roads of prominence, such as those that lead into the downtown core of the City, are more likely to be prioritized for improvements to contribute to the City's visual appeal to both residents and visitors.



2.4 Data Confidence

The data sources for the City's road network include:


- The City's GIS inventory & associated attributes
- The City's Citywide financial inventory & associated attributes
- 2022 Road Inspections

Where discrepancies were found between the inventories, the information from the GIS database was used. Table 8 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

Overall, there is moderate confidence in the data due to having condition scores for the road, but still having many of the condition estimates being based on age. As the City continues to collect more condition information, future AMPs will incorporate this data to help improve estimates. For example, the City is currently completing Guiderail inspections which will help to improve the accuracy of future plans and strategies.

Table 8: Road Network – Data Confidence

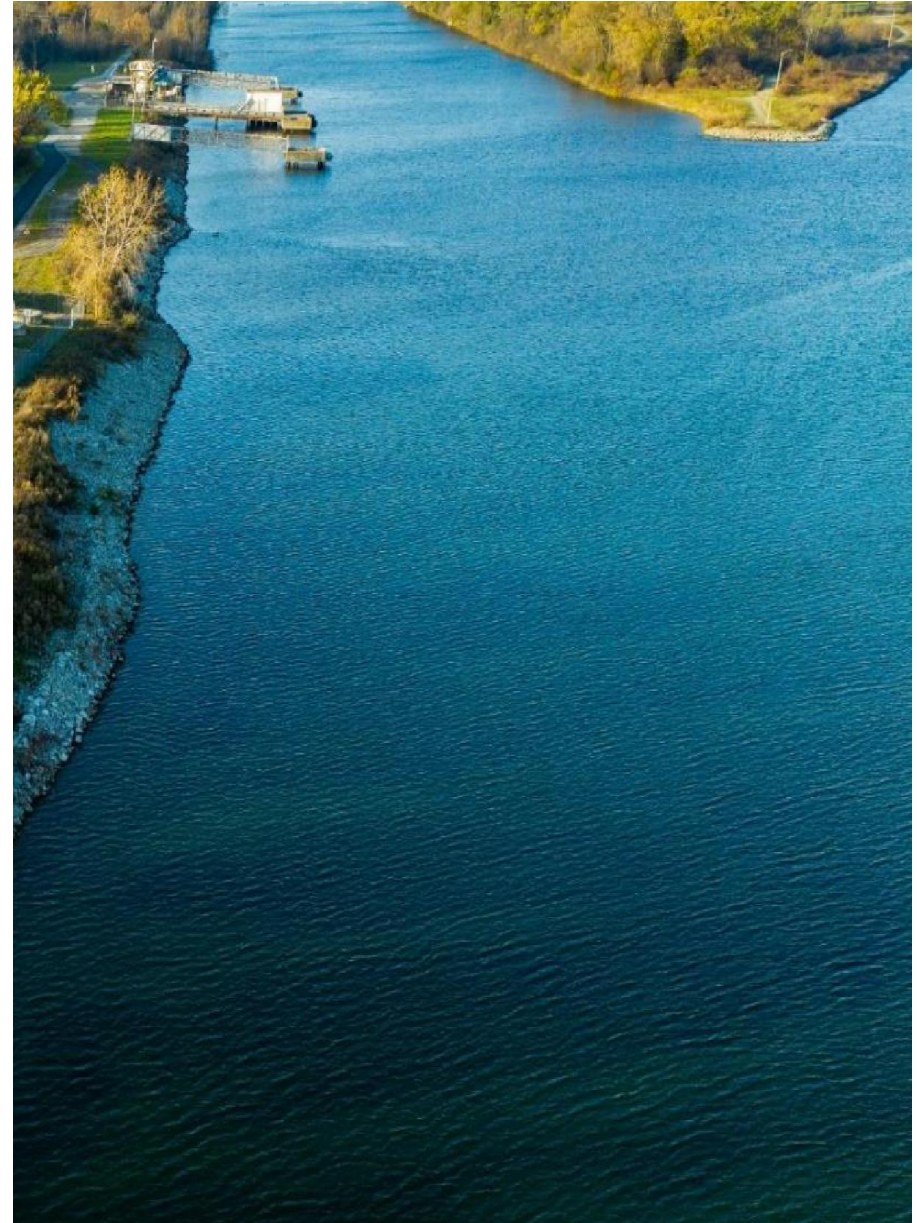
Asset Class	Data Source			Data Confidence
	Age	Condition	Replacement Value	
Roads	Citywide Financial Database	Road Inspections 2022	Engineering Staff Review	High
Curb and Gutters	GIS Inventory	Assumed replaced with Road	Engineering Staff Review	Moderate
Sidewalks	GIS Inventory	Assumed replaced with Road	Engineering Staff Review	Moderate
Guiderails	GIS Inventory	Age-based	Engineering Staff Review	Low
Signs	Citywide Financial Database	Age-based	Engineering Staff Review	Low
Streetlights	Citywide Financial Database	Age-based	Engineering Staff Review	Low
Traffic Signals	Citywide Financial Database	Age-based	Engineering Staff Review	Low



3.0 Stormwater Network

3 Storm Water Network

Rain and snowmelt result in stormwater which either infiltrates into the ground or becomes surface runoff. The City's stormwater network is in the urban area, mainly comprised of sewer pipes as well as swales and roadside ditches. The storm sewer system collects runoff via catchbasins and conveys it to the nearest water body, mostly Welland Canal or Lake Erie, to reduce the risk of property flooding. Particularly in urban areas where development and increased impervious surfaces have decreased natural drainage and infiltration, stormwater management is increasingly important as climate change causes more frequent and intense storms. Storm systems which were built decades ago generally were not designed with adequate capacity to handle the increased flows from these extreme events. Less than half of the City's urban area is currently serviced by storm sewers and some older parts of the system were installed without the more comprehensive design standards that are currently in place. The infrastructure in these areas will be upgraded over time as opportunities and funding become available.



3.1 State of Local Infrastructure

3.1.1 Network Inventory & Valuation

The Stormwater network is made up of gravity mains and forcemains, including chambers, maintenance holes, inlets, outlets and leads, as well as culverts, ditches and swales, with a total replacement value of \$161 million. Table 9 summarizes the inventory and estimated replacement value of the stormwater network.

Table 9: Stormwater Network – Inventory Valuation

Asset Type	Count	Unit	Replacement Value
Gravity Mains	103,184	metres	\$129,931,532
Forcemains	1,567	metres	\$1,474,754
Chambers	7	Each	\$261,541
Maintenance Holes	724	Each	\$2,029,517
Inlets	2,631	Each	\$6,656,430
Outlets	58	Each	\$1,484,974
Leads	19,995	metres	\$16,733,776
Culverts	5,163	metres	\$2,896,463
Swales	3,598	metres	-
Ditches	36,633	metres	-
Total Stormwater Network Value			\$161,468,987

Notes:

- Replacement costs have not been determined for ditches and swales. These assets are typically not replaced as they

can continue to function just with ongoing maintenance and clearing as necessary.

In addition, Figure 5 demonstrates the breakdown of replacement value between the different asset types. As shown, gravity mains make up the vast majority of the network's worth.

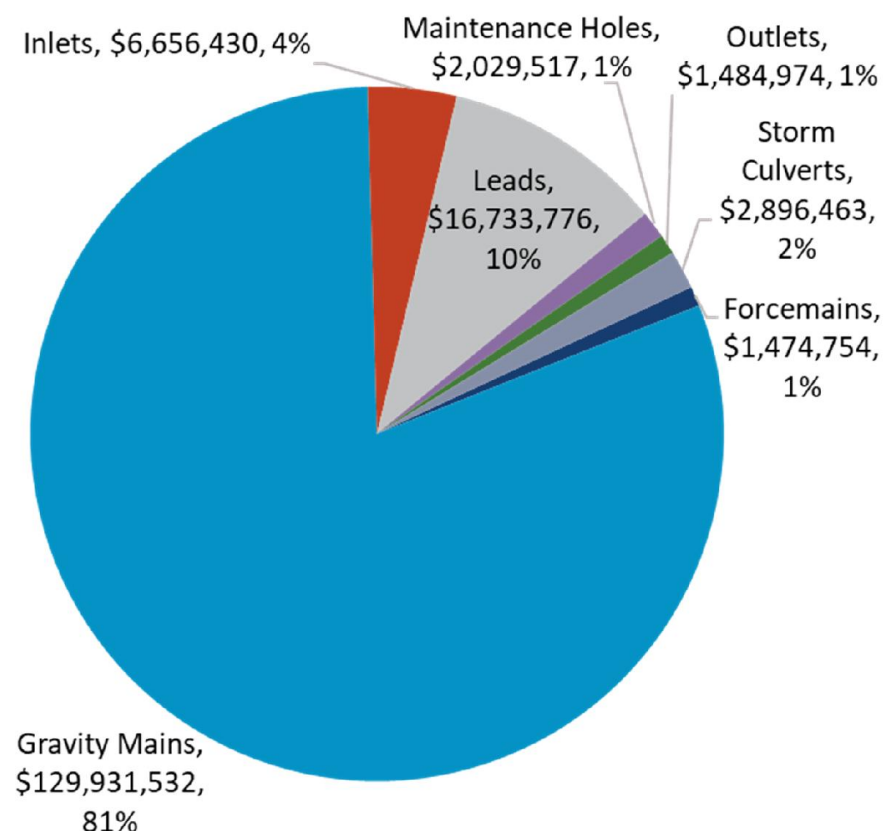


Figure 5: Stormwater Network – Breakdown of Replacement Costs

3.1.2 Network Age & Condition

To make informed decisions on the management of stormwater network assets, it's important to understand the condition of the network. One method for estimating the condition of assets is to look at the age of the assets in comparison to the estimated service life (ESL), or in other words, the number of years the asset is expected to remain in service under normal circumstances.

Figure 6 compares the average age of the stormwater network assets in comparison to the average ESL. It can be seen that all assets have an average age less than the ESL.

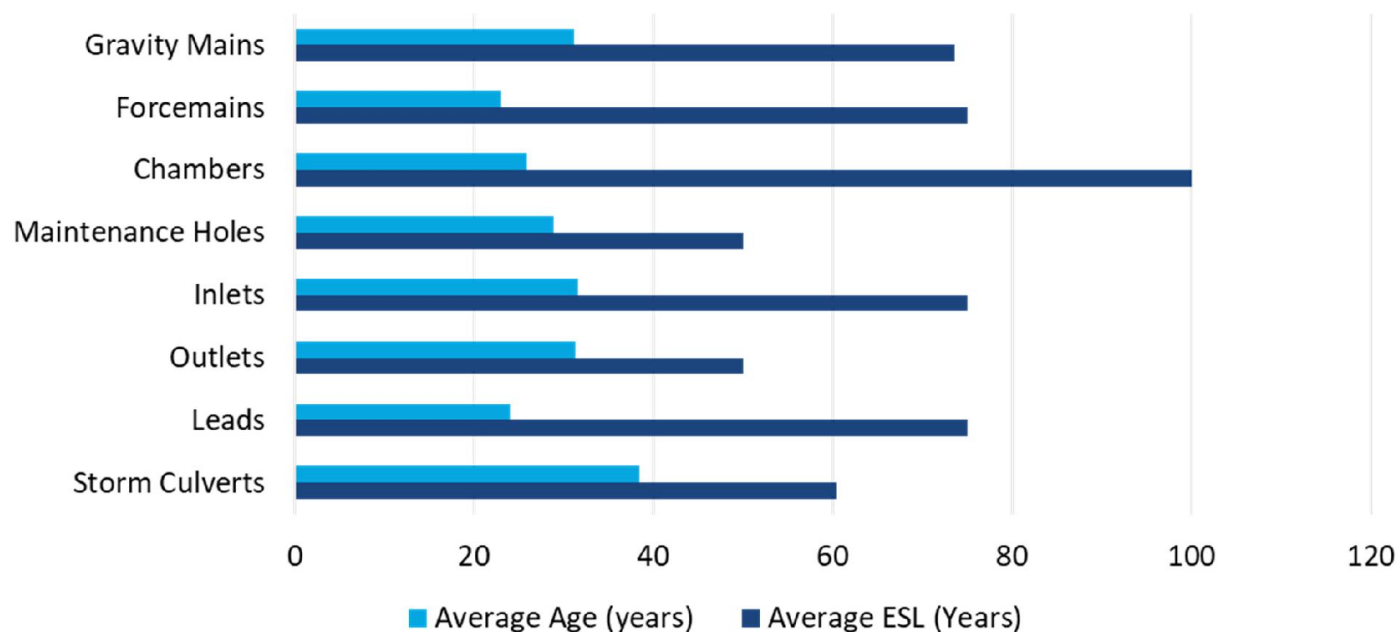
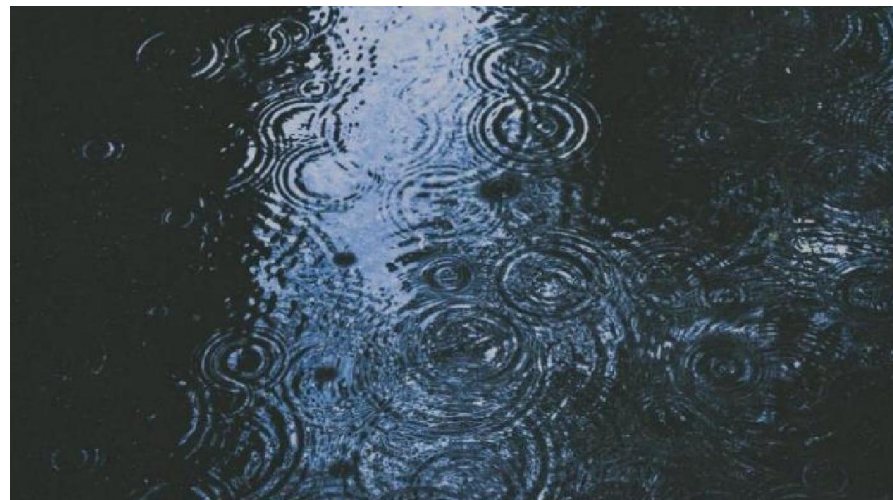


Figure 6: Stormwater Network – Age vs. ESL

3. Stormwater Network

State of Local Infrastructure

Levels of Service

Lifecycle Management Strategy

Data Confidence

In order to compare between every type of asset, a condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor. In some cases, this condition score was based on the age of the asset, however, assessed condition values were used where possible. For the stormwater network, Table 10 outlines how the different condition values were grouped into each condition category.

Table 10: Stormwater Network – Condition Categories

Condition Category	All Stormwater Assets: Age/ESL
Very Good	>80% life remaining
Good	60 – 80% life remaining
Fair	40 – 60% life remaining
Poor	20 - 40% life remaining
Very Poor	<20% life remaining

Based on these condition scores, the stormwater network can be broken down into the total replacement cost in each condition category, as shown in Figure 7.

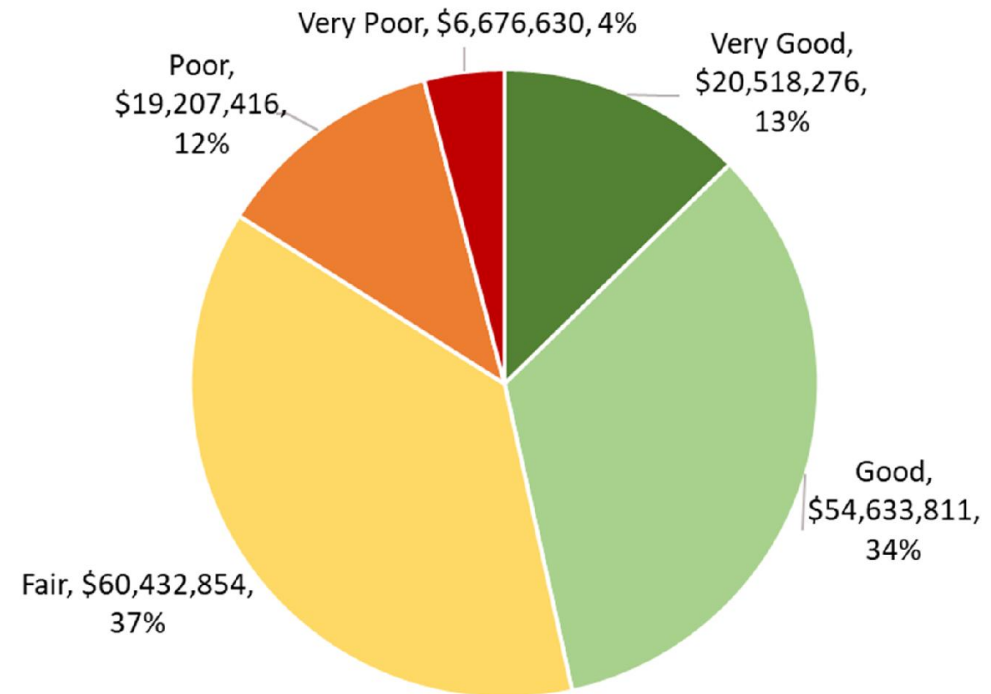


Figure 7: Stormwater Network – Condition Breakdown

This can be further broken down to understand the condition of each stormwater network asset type, as shown in Figure 8.

3. Stormwater Network

State of Local Infrastructure

Levels of Service

Lifecycle Management Strategy

Data Confidence

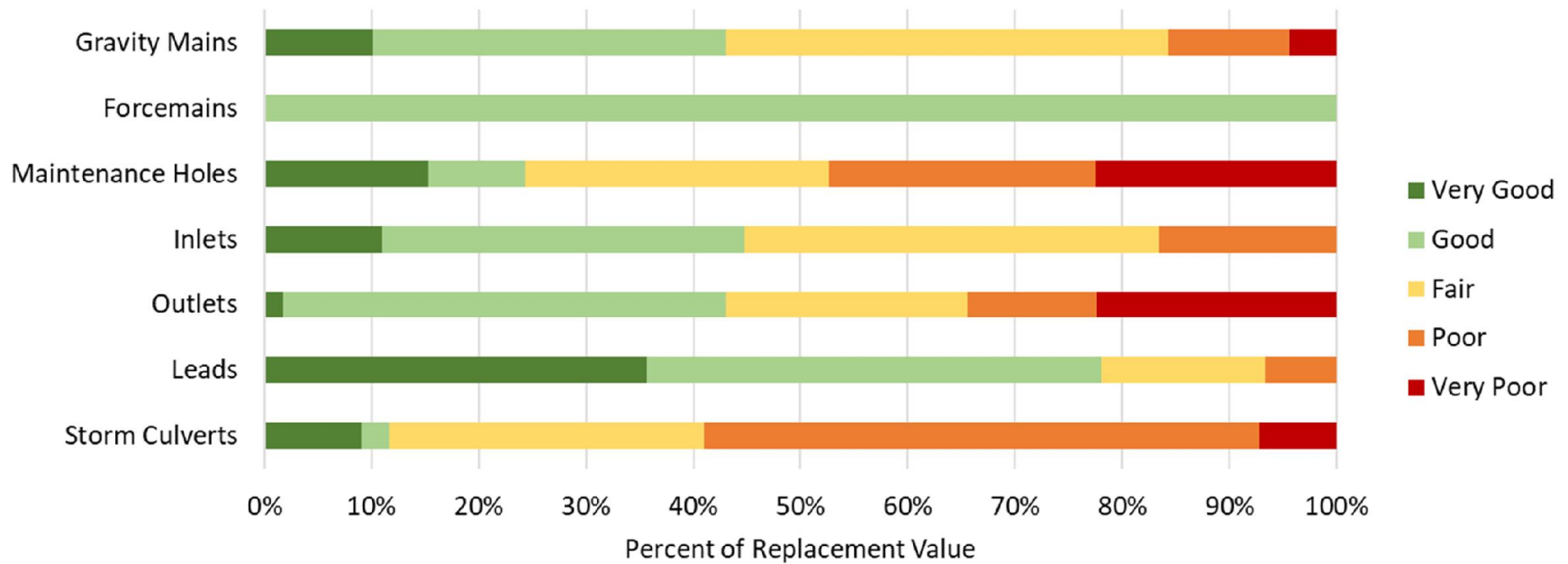


Figure 8: Stormwater Network – Condition Breakdown by Asset Type

As these figures demonstrate, the majority of the stormwater network's value is in Fair to Good condition, with culverts, maintenance holes and outlets having the greatest proportion of their value falling into Poor or Very Poor condition.

3.2 Levels of Service

The stormwater system aims to protect the community from the impacts of flooding and can be used to help manage erosion and support source water protection plans. Table 11 summarizes the level of service framework that was developed to help evaluate the performance of the stormwater network.

Table 11: Stormwater Network – Level of Service Attributes

Core Value	Level of Service Statement
Safe & Regulatory	Stormwater system protects property and people from the impacts of flooding and minimizes exposure to risk.
Accessible & Reliable	Stormwater system is reliable and provided with minimal service disruptions; service requests are responded to promptly within the municipal stormwater network.
Cost-Efficient	Stormwater system is managed cost-efficiently for the provided level of service.

To measure these values, various parameters are assessed and tracked by the City. Some of these parameters are mandatory under O. Reg 588/17 while others were established by the City to help determine the relationship between the level of service provided and the associated operating and capital costs required to achieve that level of service.



3.2.1 Customer Levels of Service

The City's Community Level of Service assesses how well customer expectations are being met, as summarized in Table 12. These criteria use a qualitative description of provided service as well as some quantifiable measures and City cost expenditures.

Table 12: Stormwater Network – Community Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater management system. ¹	In the urban area, stormwater is conveyed via 109 km of City storm sewers, as well as over 5 km of culverts and 40 km of managed ditches and swales. Throughout the entire city, overland drainage routes and natural watercourses contribute to the conveyance of surface stormwater. See Figure 9.
	Number of customer complaints of surface flooding.	11
Safe & Regulatory	Percentage of stormwater management system designed to current standards.	35%
Cost-Efficient	Annual Operating and Maintenance budget per urban property to maintain the stormwater network (includes urban ditches).	\$28.78

¹Mandatory under O.Reg. 588/17

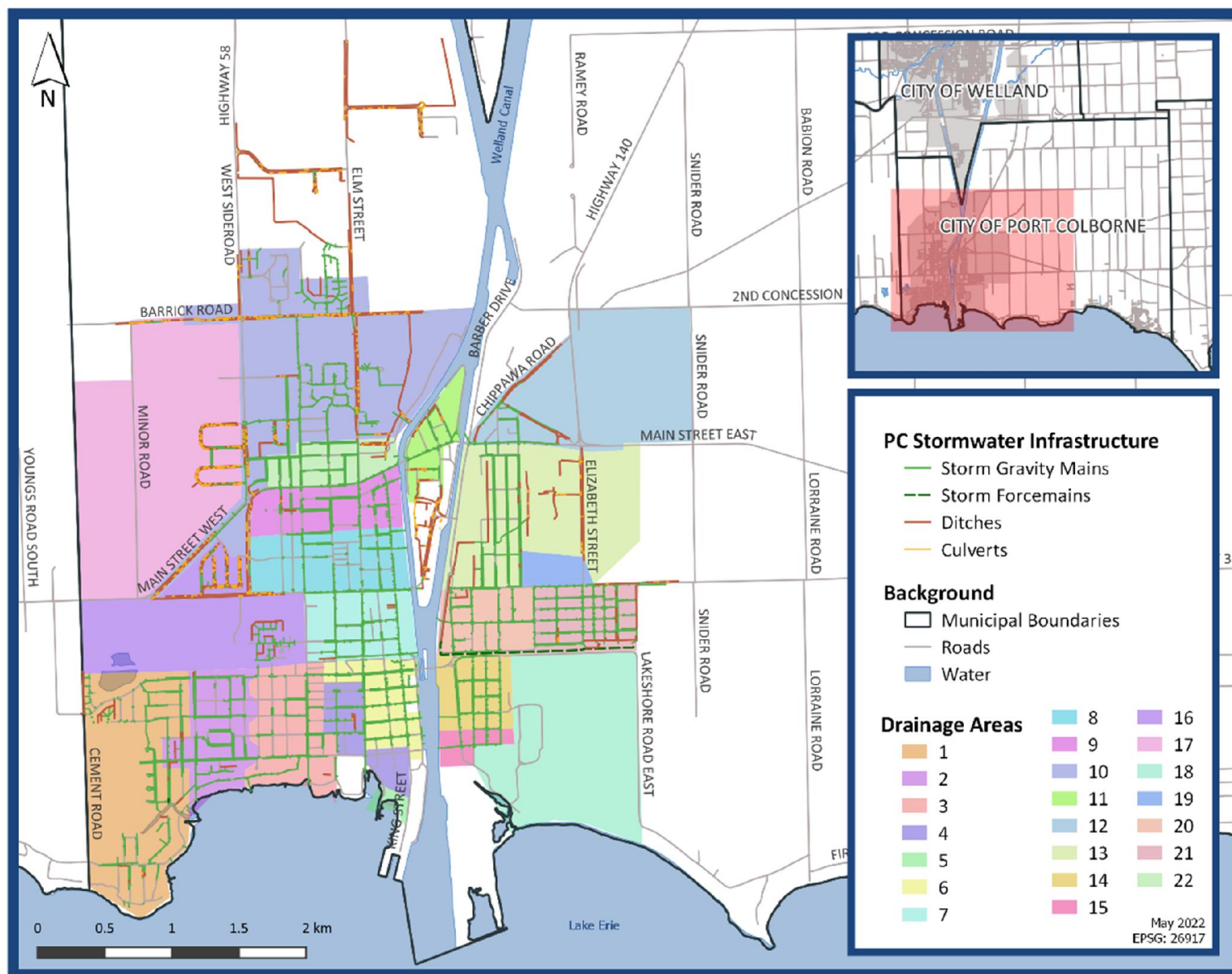


Figure 9: Stormwater Network – Port Colborne Infrastructure Map

3.2.2 Technical Levels of Service

Technical Level of Service uses quantifiable performance measures to indicate the quality of service provided by the stormwater system as detailed in Table 13.

Table 13: Stormwater Network – Technical Level of Service

Core Value	Technical Level of Service	2021 Performance
Accessible & Reliable	Percentage of stormwater assets in Fair or better condition.	84%
	Percentage of catchbasins cleaned annually.	33%
Safe & Regulatory	% of properties in municipality resilient to a 100-year storm. ¹	Currently Unknown ³
	% of the municipal stormwater management system resilient to a 5-year storm. ¹	85%
Cost-Efficient	Annual Operating and Maintenance budget per km of storm sewer and urban ditches.	\$1,274
	Capital investment vs sustainable investment forecast. ²	14%
	25-year sustainable investment average annual cost. ²	\$3,613,638

¹Mandatory under O.Reg. 588/17

²Sustainable investment is based on a forecast of spending needs and includes additional costs and inflation as detailed in Section 7

³The City does not have enough data available at this time to report on this metric with any level of certainty



3.3 Lifecycle Management Strategy

Levels of service are maintained through completing a variety of lifecycle activities, as grouped by similar type and detailed in Table 14. These activities aim to extend asset life through appropriately timed interventions which will typically reduce overall lifecycle costs. The table also includes a summary of the risks associated with not following these strategies.

Table 14: Stormwater Network – Lifecycle Activities and Associated Risks

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Maintenance	<ul style="list-style-type: none"> Storm Sewer CCTV Inspection / Zoom Camera Inspections Storm Sewer Flushing/Cleaning Catchbasin & Lead flushing Urban ditch cleaning Outlet cleaning Lead Inspections Storm Sewer Spot Repair 	<ul style="list-style-type: none"> Improper or insufficient maintenance can lead to: <ul style="list-style-type: none"> Increased lifecycle costs Decreased asset life Unplanned failures Excessive erosion or flooding Excessive overland flow during stormwater events Contaminants and water quality issues Health and safety risks Resource limitations to conduct unplanned work
Renewal/ Rehab	No Renewal Activities	<ul style="list-style-type: none"> No renewal activities can lead to: <ul style="list-style-type: none"> Increased lifecycle costs
Replacement/ Construction	<ul style="list-style-type: none"> Replacement 	<ul style="list-style-type: none"> Delays in replacement can lead to: <ul style="list-style-type: none"> Cost overruns Increased lifecycle costs Unplanned failures Excessive erosion or flooding Excessive overland flow during stormwater events Contaminants and water quality issues Health and safety risks Coordination with other asset classes, if applicable, might delay timeframe of construction activities

3. Stormwater Network

State of Local
Infrastructure

Levels of Service

Lifecycle Management
Strategy

Data Confidence

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Non-Infrastructure	<ul style="list-style-type: none"> Infrastructure Needs Study (INS) Consolidated Linear Infrastructure Environmental Compliance Approvals 	<ul style="list-style-type: none"> Inadequate planning can lead to: <ul style="list-style-type: none"> Poor information available for decision-making Reduced ability to manage public health and safety risks Reduced quality of service and citizen experience Reduced ability to understand the impacts of climate change on the infrastructure Not meeting regulatory requirements Asset deterioration is over or underestimated
Expansion/Growth	<ul style="list-style-type: none"> Pipe upsizing Expansion to support growth 	<ul style="list-style-type: none"> Lack of expansion activities can lead to: <ul style="list-style-type: none"> Increased lifecycle costs Reduced ability to adapt to increased intensity rainfall events Master plans may over or underestimate expansion requirements
Disposal	<ul style="list-style-type: none"> Removals through standard construction practices 	<ul style="list-style-type: none"> Improper disposal can lead to: <ul style="list-style-type: none"> Environmental impacts Cost overruns



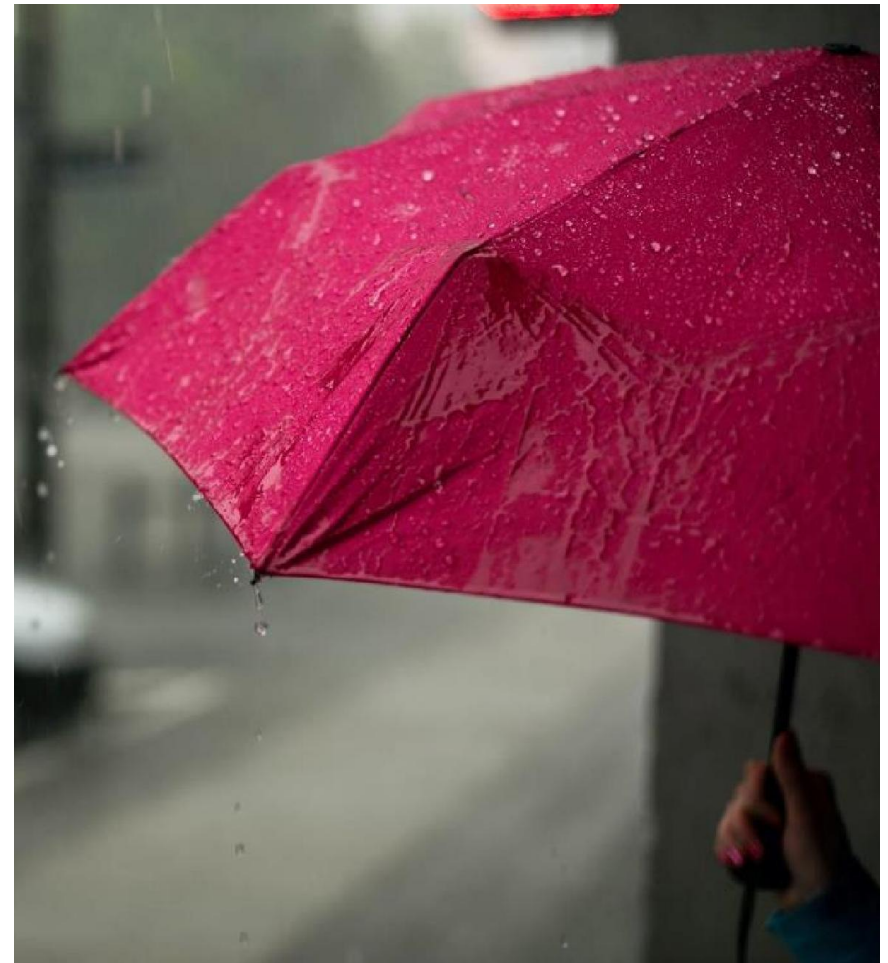
3.3.1 Prioritization of Work and Additional Lifecycle Considerations

When considering storm system replacements, a number of factors are taken into account in order to prioritize the work.

- **Age and condition of the storm main:** Older storm sewer pipes are more likely to be in poor condition or in need of upgrades as design standards have been changing to accommodate more runoff due to the increasing likelihood of intense rainstorms associated with climate change. Well-maintained systems perform better under these conditions.
- **Coordination with other infrastructure:** Many different types of linear infrastructure (e.g. watermains, sewer mains, storm mains, etc.) follow corridors, usually along road right of ways. In order to reduce costs and service interruptions/congestion, all of the assets along a corridor are typically replaced at the same time. Storm sewer construction or replacements are typically driven by the other infrastructure in the corridor such as watermains or sanitary sewers. Due to the nature of the services, provision of drinking water and sewage collection are considered a higher priority for limited funding. Unless it is outside of a road corridor, stormwater needs are usually a secondary consideration during prioritization of work.
- **Future Development:** Work may be prioritized in order to support areas proposed for development which will

require stormwater management. Existing infrastructure may require upgrades to improve capacity or condition and to align with current design standards.

See Figure 10 for the current condition of the system and anticipated development areas.



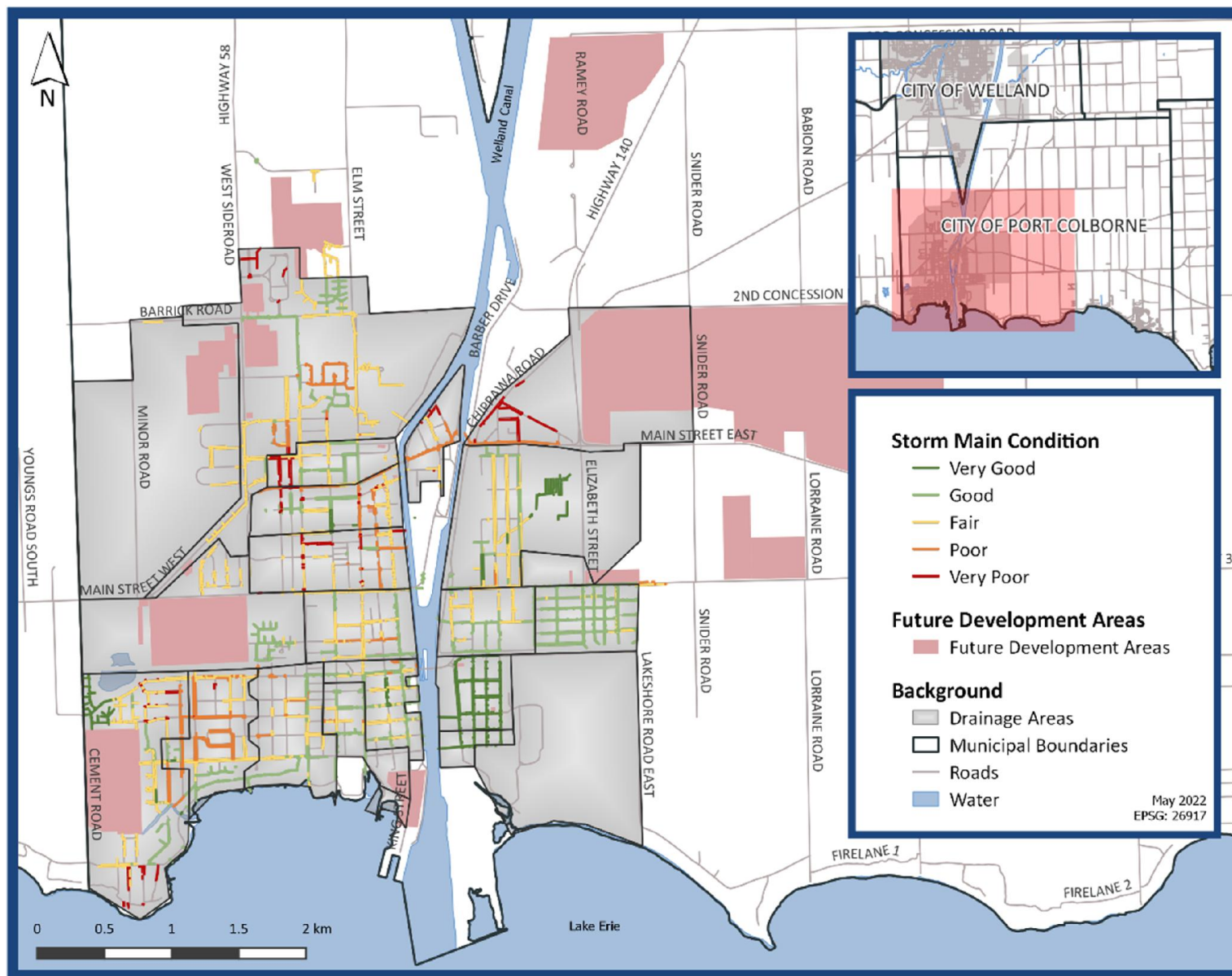


Figure 10: Stormwater Network – Storm Main Condition Map

3.4 Data Confidence

The data sources for the City's stormwater network include:

- The City's GIS inventory & associated attributes
- The City's Citywide financial inventory & associated attributes

Where discrepancies were found between the inventories, the information from the GIS database was used. Table 15 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

Overall, there is low confidence in the data due to most of the condition estimates being based on age, which in itself has a low confidence due to the number of gaps or data ranges provided which required general assumptions to be made. As the City continues to collect more condition information, future AMPs will incorporate this data to help improve estimates. For example, the City is currently compiling a list of priority areas to complete CCTV inspections of stormwater mains.

Table 15: Stormwater Network – Data Confidence

Asset Class	Data Source			Data Confidence
	Age	Condition	Replacement Value	
Gravity mains	GIS Inventory	Age-based	Engineering Staff Review	Low
Forcemains	GIS Inventory	Age-based	Engineering Staff Review	Low
Chambers	Citywide Financial Database	Age-based	Engineering Staff Review	Low
Maintenance Holes	GIS Inventory	Age-based	Engineering Staff Review	Low
Inlets	GIS Inventory	Age-based	Engineering Staff Review	Low
Outlets	Citywide Financial Database	Age-based	Engineering Staff Review	Low
Leads	GIS Inventory	Age-based	Engineering Staff Review	Low
Culverts	GIS Inventory	Age-based	Engineering Staff Review	Low
Swales	No age data	N/A	Engineering Staff Review	Low
Ditches	No age data	N/A	Engineering Staff Review	Low



4.0 Water Network

4 Water Network

Water is provided to the City under a “two-tier” system whereby the Region of Niagara is responsible for the operation and maintenance of the Port Colborne Water Treatment Plant, two storage facilities, and supply trunk watermains, and the City operates and maintains roughly 112km of distribution watermains. Water is drawn from the Welland Canal, treated to be drinkable, and sent via the trunk watermains to storage and the City’s water distribution system.

The Region and City water systems are strictly regulated by the Ontario Ministry of Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act (2002) and extensive testing and annual inspections ensure compliance to numerous standards and requirements for the protection and safety of users of the system.



4.1 State of Local Infrastructure

4.1.1 Network Inventory & Valuation

The City's water network is made up of mains, including services, valves, chambers and curb stops, as well as hydrants, meters and bulk water stations with a total replacement value of \$232 million. Table 16 summarizes the inventory and estimated replacement value of the water network.

Table 16: Water Network – Inventory Valuation

Asset Type	Count	Unit	Replacement Value
Mains	110,379	metres	\$222,685,322
Services	58,621	metres	Costs included with Mains
Valves	1,826	Each	Costs included with Mains
Chambers	36	Each	Costs included with Mains
Curb Stops	6,038	Each	Costs included with Mains
Hydrants	622	Each	\$5,513,408
Meters	5,730	Each	\$3,203,070
Stations	32	Each	\$132,736
Total Water Network Value			\$231,534,536

Notes:

- Services, valves, chambers and curb stops are typically replaced with their associated watermain.

In addition, Figure 11 demonstrates the breakdown of replacement value between the different asset types. Watermains,

including all appurtenances such as valves and chambers, make up the vast majority of the network's worth.

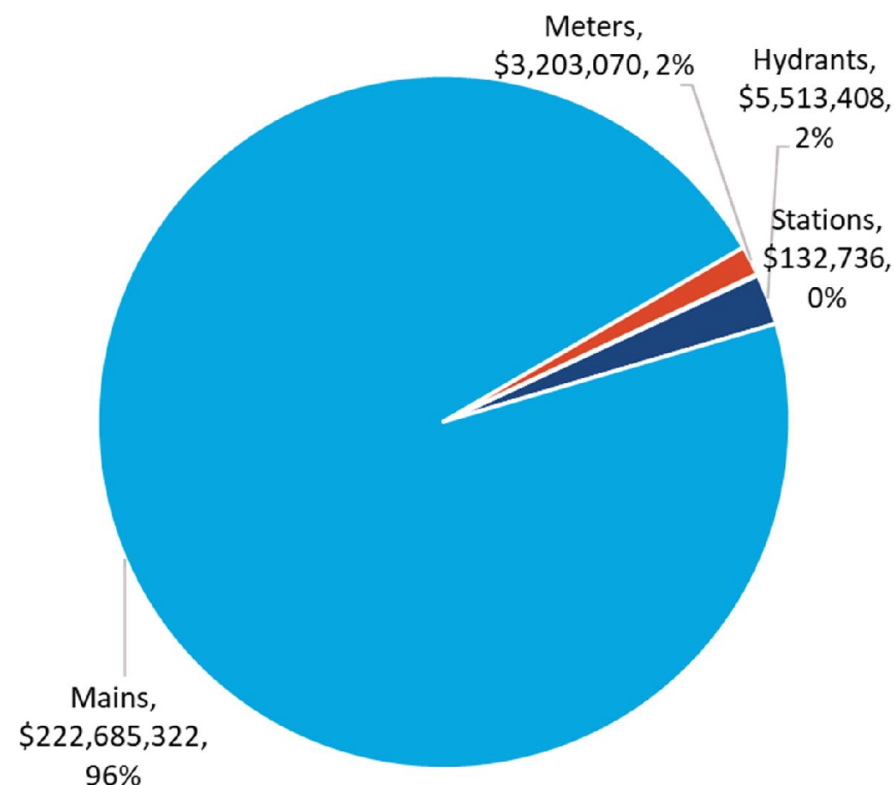


Figure 11: Water Network – Breakdown of Replacement Costs

4.1.2 Network Age & Condition

To make informed decisions on the management of water network assets, it is important to understand the condition of the network. One method for estimating the condition of assets is to look at the age of the assets in comparison to the estimated service life (ESL), or in other words, the number of years the asset is expected to remain in service under normal circumstances.

Figure 12 compares the average age of the water network assets in comparison to the average ESL. It can be seen that all assets have an average age less than the ESL, except for hydrants which have a higher average age in comparison to their ESL. While this could suggest that a number of hydrants need to be replaced, it should be noted that they are inspected regularly and are therefore likely in better condition than their age would suggest.

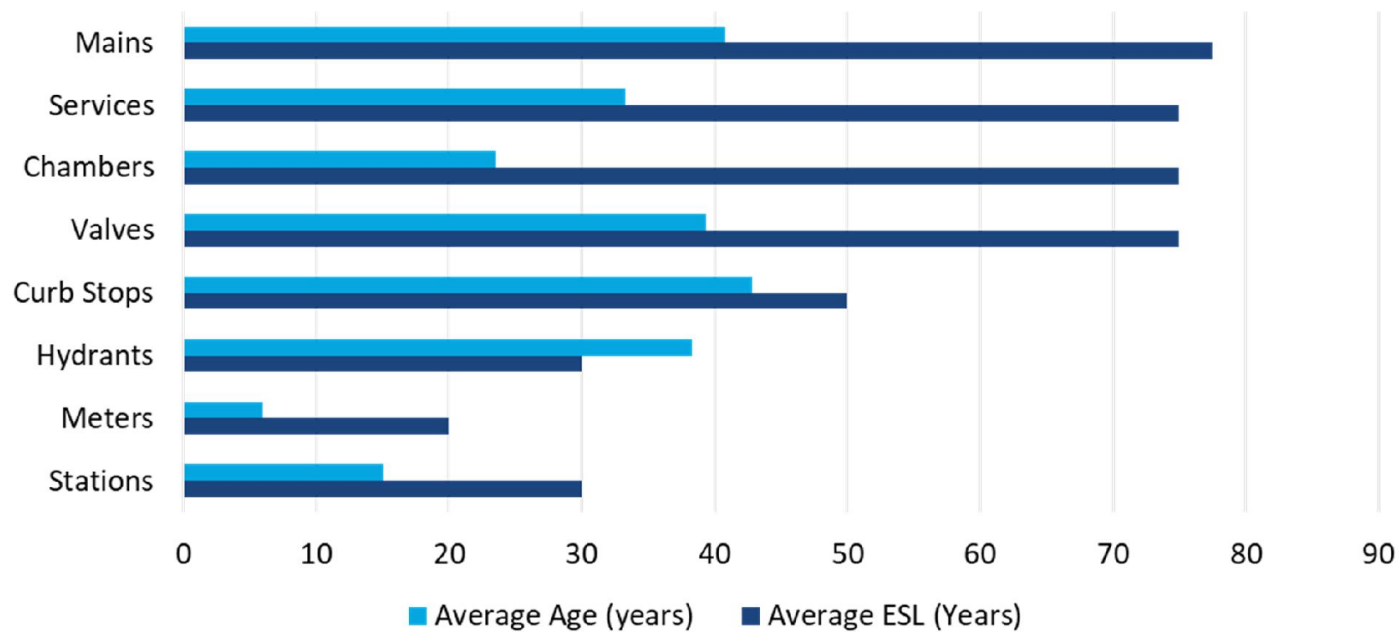


Figure 12: Water Network – Age vs. ESL

4. Water Network

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In order to compare between every type of asset, a condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor. In some cases, this condition score was based on the age of the asset, however, assessed condition values were used where possible. For the water network, Table 17 outlines how the different condition values were grouped into each condition category.

Table 17: Water Network – Condition Categories

Condition Category	Age/ESL
Very Good	>80% life remaining
Good	60 – 80% life remaining
Fair	40 – 60% life remaining
Poor	20 - 40% life remaining
Very Poor	<20% life remaining

Based on these condition scores, the water network can be broken down into the total replacement cost in each condition category, as shown in Figure 13.

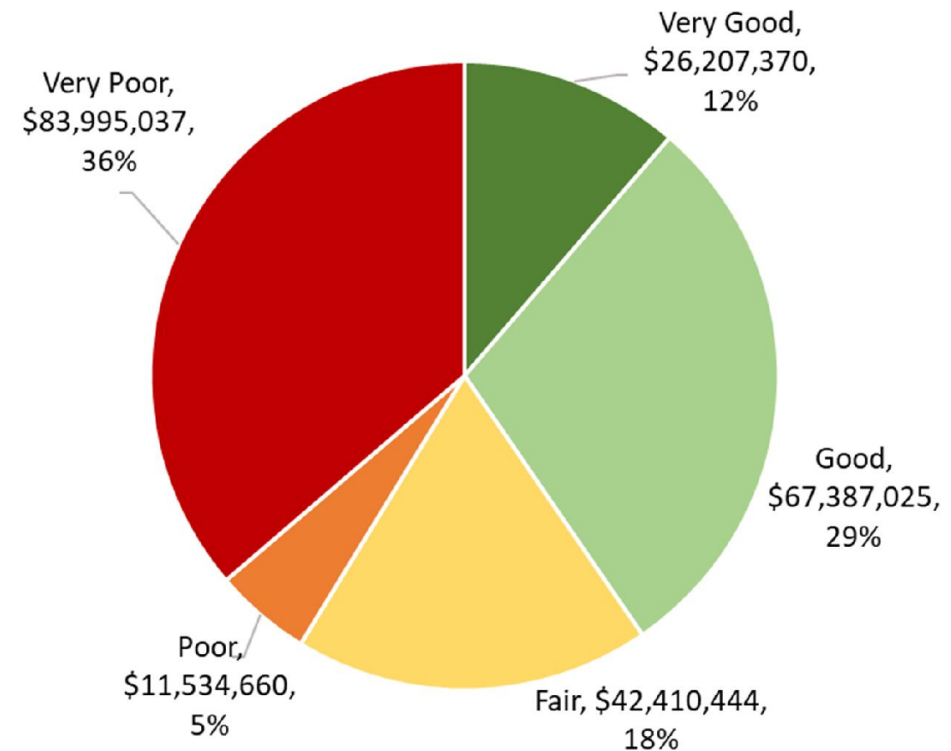


Figure 13: Water Network – Condition Breakdown

This can be further broken down to understand the condition of each water network asset type, as shown in Figure 14.

4. Water Network

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Data Confidence

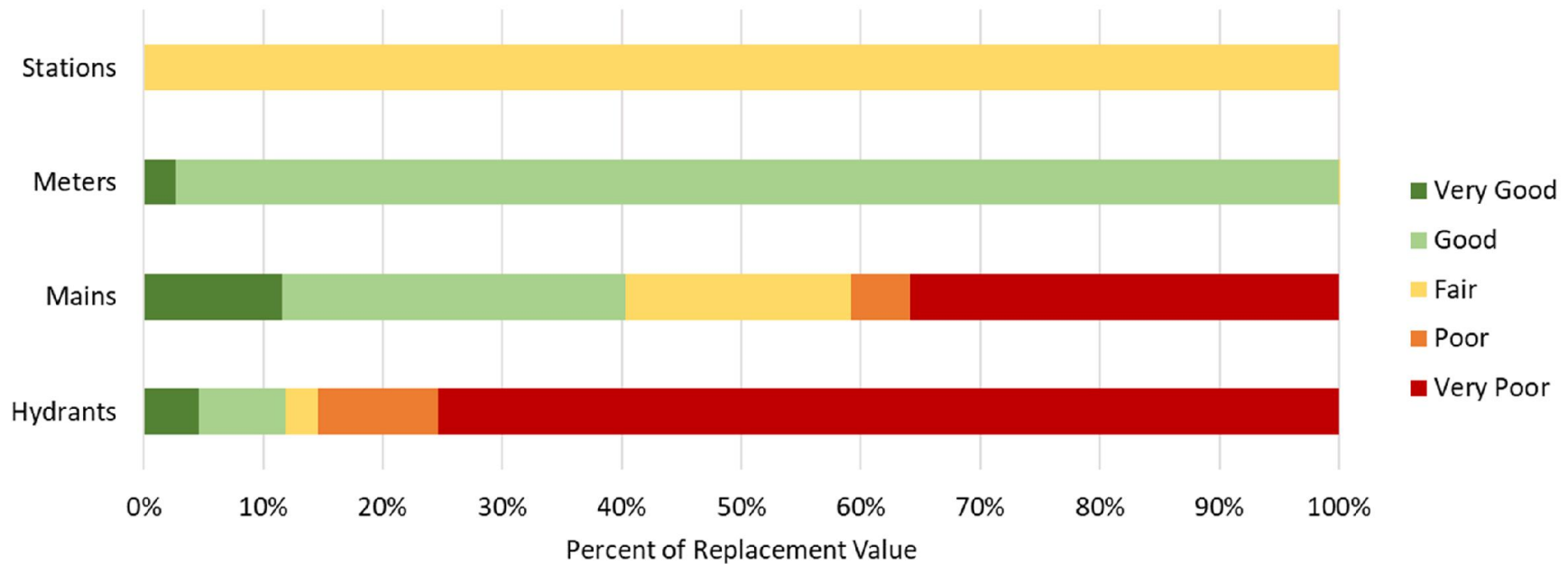


Figure 14: Water Network – Condition Breakdown by Asset Type

As these figures demonstrate, the majority of the water network (by replacement value) falls into Fair or better condition, however, there is a large percentage that fall into Very Poor. This large percentage of assets in Very Poor condition represent assets that are continuing to work beyond their ESL. For hydrants, these assets are inspected and maintained regularly so are likely in better condition than their age would suggest. Watermains are more difficult to inspect and maintain as they are buried infrastructure so this data may suggest that a number of the City's watermains are in need of replacement. In particular, the City has a number of aging cast iron watermains which should be replaced with newer, more reliable materials such as PVC pipes.

4.2 Levels of Service

The City is committed to providing a sustainable and reliable supply of safe, high-quality drinking water in accordance with regulatory requirements. To help assess the performance of the water system and its ability to meet customer expectations, the following level of service framework was developed.

Table 18: Water Network – Level of Service Attributes

Core Value	Level of Service Statement
Accessible & Reliable	A reliable water supply is provided with minimal service disruptions; system failures and service requests are responded to promptly; water connections are available and accessible to all properties within the public water network.
Safe & Regulatory	Water supply is safe to drink and meets all regulatory requirements.
Cost-Efficient	Infrastructure is managed cost-efficiently for the provided level of service.
Sustainable	Water resources are used efficiently, and long-term plans are in place for the sustainability of the water supply and all water infrastructure.

To measure these attributes, various parameters are assessed and tracked by the City. Some of these parameters are mandatory under O. Reg 588/17 while others were established by the City to help determine the relationship between the level of service

provided and the associated operating and capital costs required to achieve that level of service.



4.2.1 Customer Levels of Service

The City's Community Level of Service assesses how well customer expectations are being met, as summarized in Table 19. These criteria use a qualitative description of provided service as well as some related metrics.

Table 19: Water Network – Community Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. ¹	Drinking water is supplied to the urban area of the City via 112 km of watermain as illustrated in Figure 15. This Class 1 distribution system conveys water purchased from the Region who draws water from the Welland Canal and treats it to meet regulatory requirements.
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow. ¹	Fire flow is provided by 622 hydrants within the urban area of the City. See Figure 15.
Safe & Regulatory	Description of boil water advisories and service interruptions. ¹	There were no boil water advisories.
	Number of confirmed water quality customer complaints.	19

¹Mandatory under O.Reg. 588/17

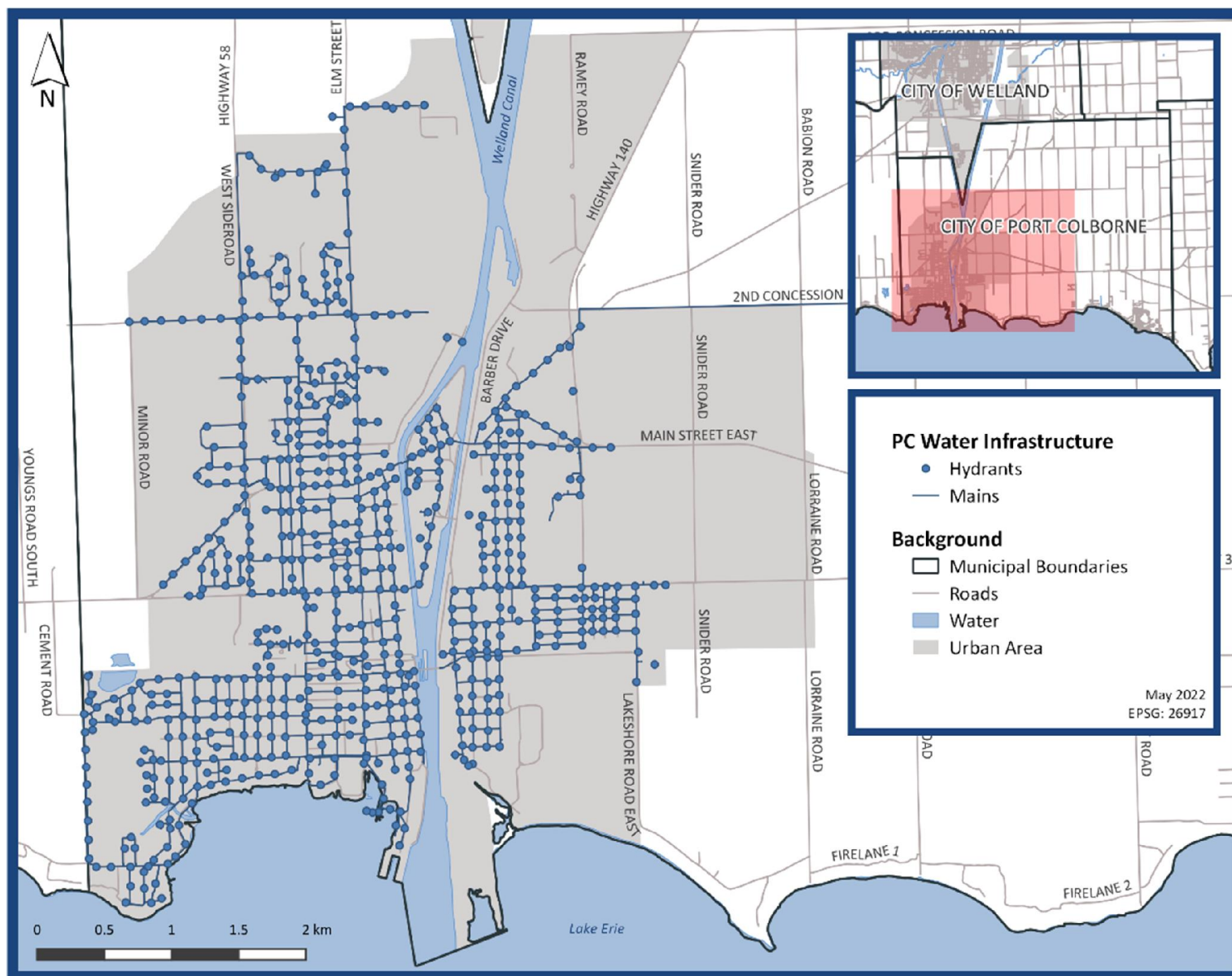


Figure 15: Water Network – Port Colborne Infrastructure Map

4.2.2 Technical Levels of Service

Technical Level of Service uses quantifiable performance measures to indicate the quality of service provided by the water system as detailed in Table 20.

Table 20: Water Network – Technical Level of Service

Core Value	Technical Level of Service	2021 Performance
Accessible & Reliable	% of properties connected to the municipal water system. ¹	65%
	% of properties where fire flow is available. ¹	65%
	# of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system. ¹	4%
	Percentage of water network assets in Fair or better condition.	54%, See Figure 12
	Total number of water main breaks.	10
	Watermain breaks per 100km.	8.9
	5-year average number of water main breaks.	19.8
	Percentage of customers where service is interrupted due to a water main break.	1%
Safe & Regulatory	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. ¹	0
	Percentage of water sampling meeting Safe Drinking Water Standards.	99.96%
Cost-Efficient	Annual Operating and Maintenance budget per km of water main.	\$26,816
	Water loss as a percentage of Water Purchased.	28%
	Capital investment vs sustainable investment forecast. ²	5%
	25-year sustainable investment average annual cost. ²	\$7,618,194

4. Water Network

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Core Value	Technical Level of Service	2021 Performance
Sustainable	Water AMP reviewed every 4 years.	AMP will be reviewed in 2024 and 2025 as part of O.Reg. 588/17 timelines to identify all assets and proposed levels of service

¹Mandatory under O.Reg. 588/17

²Sustainable investment is based on a forecast of spending needs and includes additional costs and inflation as detailed in Section 7



4.3 Lifecycle Management Strategy

Levels of service are maintained through completing a variety of lifecycle activities, as grouped by similar type and detailed in Table 21. These activities aim to extend asset life through appropriately timed interventions which will typically reduce overall lifecycle costs. The table also includes a summary of the risks associated with not following these strategies.

Preventative maintenance programs are in place to ensure reliable operation of the system and high-quality water and include watermain flushing, valve and hydrant maintenance, leak detection and regular inspection programs for facilities. Where possible, replacement projects are combined with others such as road resurfacing or sewer replacement to minimize project costs and construction impacts on residents.

Table 21: Water Network – Lifecycle Activities and Associated Risks

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Maintenance	<p>Watermains:</p> <ul style="list-style-type: none"> Flushing Valve Turning Break repairs Hydrants: Inspection Fire flow testing Painting Repairs Leak detection <p>Other Assets:</p> <ul style="list-style-type: none"> Station Inspections Valve Turning Curb Stop Repairs Large Industrial Meter Calibrations 	<ul style="list-style-type: none"> Improper or insufficient maintenance can lead to: <ul style="list-style-type: none"> Increased lifecycle costs Decreased asset life Unplanned failures/watermain breaks Service disruptions and road congestion from watermain breaks Limited fire flow access from hydrant failures Inability to isolate parts of the system due to valve failure Revenue loss due to water meter failure, leaks, and water main breaks Health and safety risks Resource limitations to conduct unplanned work

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Lifecycle Activity Type	Asset Management Practice	Associated Risks
Renewal/ Rehab	<ul style="list-style-type: none"> • Trenchless Relining 	<ul style="list-style-type: none"> • Improper or insufficient rehabilitation can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Service disruptions and congestion when watermain are under roads • Unplanned failures if the activities do not extend the service life as much as expected • Water loss to the environment
Replacement/ Construction	<ul style="list-style-type: none"> • Replacement 	<ul style="list-style-type: none"> • Delays in replacement can lead to: <ul style="list-style-type: none"> • Cost overruns • Increased lifecycle costs • Unplanned failures • Limited fire flow access from hydrant failures • Inability to isolate parts of the system due to valve failure • Revenue loss due to water meter failure, leaks, and water main breaks • Service disruptions
Non- Infrastructure	<ul style="list-style-type: none"> • Water quality complaint tracking • Water Loss Reports • AWWA Audits • Hydraulic Analysis • Water Financial Plan • Drinking Water Quality Management Standard Audits (DWQMS) 	<ul style="list-style-type: none"> • Inadequate planning can lead to: <ul style="list-style-type: none"> • Poor information available for decision-making • Reduced ability to manage public health and safety risks • Reduced quality of service and citizen experience • Not meeting regulatory requirements • Asset deterioration is over or underestimated.

4. Water Network

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Lifecycle Activity Type	Asset Management Practice	Associated Risks
Expansion/Growth	<ul style="list-style-type: none"> Upsizing Expansion to support growth Local Improvements 	<ul style="list-style-type: none"> Lack of expansion activities can lead to: <ul style="list-style-type: none"> System unable to accommodate for population and employment growth Increased lifecycle costs Limited fire flow access for new developments Loss of compensation through Development Charges Master plans may over or underestimate expansion requirements
Disposal	<ul style="list-style-type: none"> Removal through standard construction practices or abandoned in place <p>Hydrants:</p> <ul style="list-style-type: none"> Decommission and Store Parts Decommission and Scrap 	<ul style="list-style-type: none"> Improper disposal can lead to: <ul style="list-style-type: none"> Environmental impacts Cost overruns

4.3.1 Prioritization of Work and Additional Lifecycle Considerations

When considering watermain replacements, a number of factors are taken into account in order to prioritize the work.

- Age and material of the watermain:** Older watermains, particularly those made of ductile or cast iron, are more prone to leaks and breaks due to aging and corrosion. Replacing these mains can help to improve levels of service by reducing disruptions to customers and the ability to upsize where necessary to support growth. In addition, these pipes are typically replaced with PVC pipe which provides many advantages over these older materials including being less susceptible to corrosion. Figure 16 shows the breakdown of different material types in the water system and how this relates to the condition/age of the system.
- Coordination with other infrastructure:** Many different types of linear infrastructure (e.g. watermains, sewer mains, storm mains, etc.) follow corridors, usually along road right of ways. In order to reduce costs and service interruptions/congestion, all of the assets along a corridor are typically replaced at the same time. This means that some watermains will be replaced earlier or later in their lifecycle than initially forecast in order to meet the overall needs of the infrastructure within that corridor.
- Future Development:** Areas proposed for development may require upgrades due to increased demand, including fireflow.

4. Water Network

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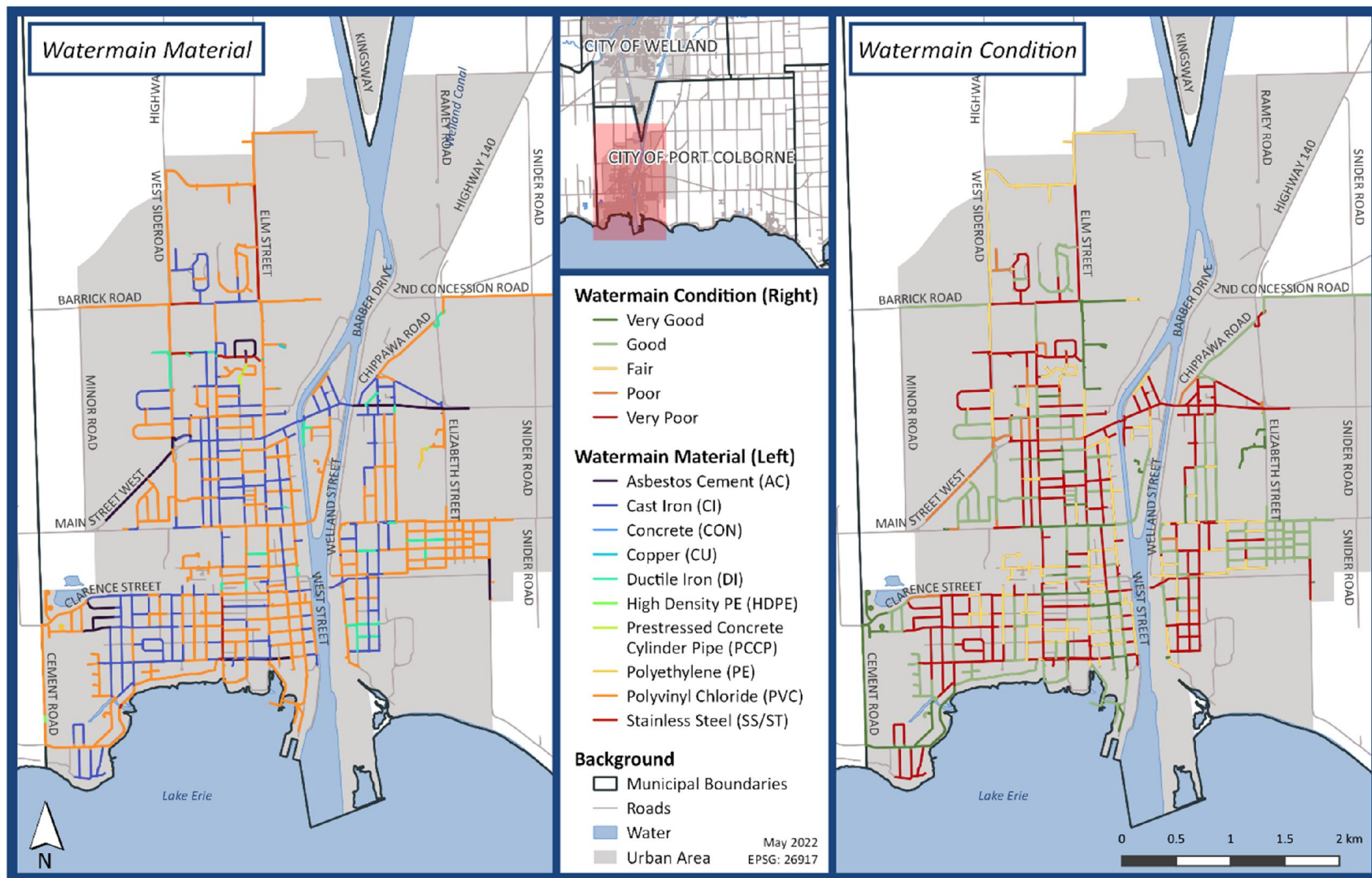


Figure 16: Water Network – Watermain Condition Map

4.4 Data Confidence

The data sources for the City's water network include:

- The City's GIS inventory & associated attributes
- The City's Citywide financial inventory & associated attributes

Where discrepancies were found between the inventories, the information from the GIS database was used. Table 22 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

Overall, there is low confidence in the data due to most of the condition estimates being based on age, which in itself has a low confidence due to the number of gaps or data ranges provided which required general assumptions to be made. As the City continues to collect more condition information, future AMPs will incorporate this data to help improve estimates.

Table 22: Water Network – Data Confidence

Asset Class	Data Source			Data Confidence
	Age	Condition	Replacement Value	
Mains	GIS Inventory	Age-based	Engineering Staff Review	Low
Services	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Low
Valves	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Low
Chambers	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Low
Curb Stops	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Low
Hydrants	GIS Inventory	Age-based	Engineering Staff Review	Low
Meters	GIS Inventory	Age-based	Engineering Staff Review	Low
Stations	Citywide Financial Database	Age-based	Engineering Staff Review	Low



5.0 Wastewater Network

5 Wastewater Network

Wastewater collection services are provided to the City under a “two-tier” system whereby the Region of Niagara is responsible for the operation and maintenance of the Seaway Wastewater Treatment Plant, 17 pump stations and related forcemains, and some trunk sanitary sewer mains, and the City operates and maintains a system of roughly 90 km of sanitary sewer mains. Wastewater is collected from properties within the City’s urban area which flow by gravity to the Region’s pump stations which direct flow to the treatment plant where flow is treated then discharged to the Welland Canal.

Similar to many other municipalities, the City’s wastewater collection system is greatly impacted by wet weather which causes extraneous flow to leak or enter into the system through defects in the infrastructure and direct or indirect connections. Less than half of the City’s urban centre is serviced by storm sewers, which normally collect runoff from precipitation. Thus, when many areas were developed, some private infrastructure such as downspouts and sump pump discharges were directed to the sanitary sewer system. Finding and repairing system defects and separating storm flow from the sanitary network are two of the priority issues for the City to improve the reliability and efficiency of the system. Less stormwater flow entering the sanitary system reduces the likelihood of basement flooding, system overflows, and the cost of treating the flow.



5.1 State of Local Infrastructure

5.1.1 Network Inventory & Valuation

The Wastewater network is made up of gravity mains and forcemains, including appurtenances such as manholes, cleanouts and laterals, with a total replacement value of \$243 million. Table 23 summarizes the inventory and estimated replacement value of the wastewater network.

Table 23: Wastewater Network – Inventory Valuation

Asset Type	Count	Unit	Replacement Value
Gravity Mains	89,525	metres	\$238,880,058
Forcemains	1,686	metres	\$3,922,304
Manholes	1,144	Each	Costs included with Mains
Cleanouts	6,074	Each	Costs included with Mains
Laterals	6,093	Each	Costs included with Mains
Total Network Value			\$242,802,362

Notes:

- Manholes, cleanouts and laterals are typically replaced with their associated sewer main.

In addition, Figure 17 demonstrates the breakdown of replacement value between the different asset types. Gravity mains, including all appurtenances such as manholes and cleanouts, make up the vast majority of the network's worth.

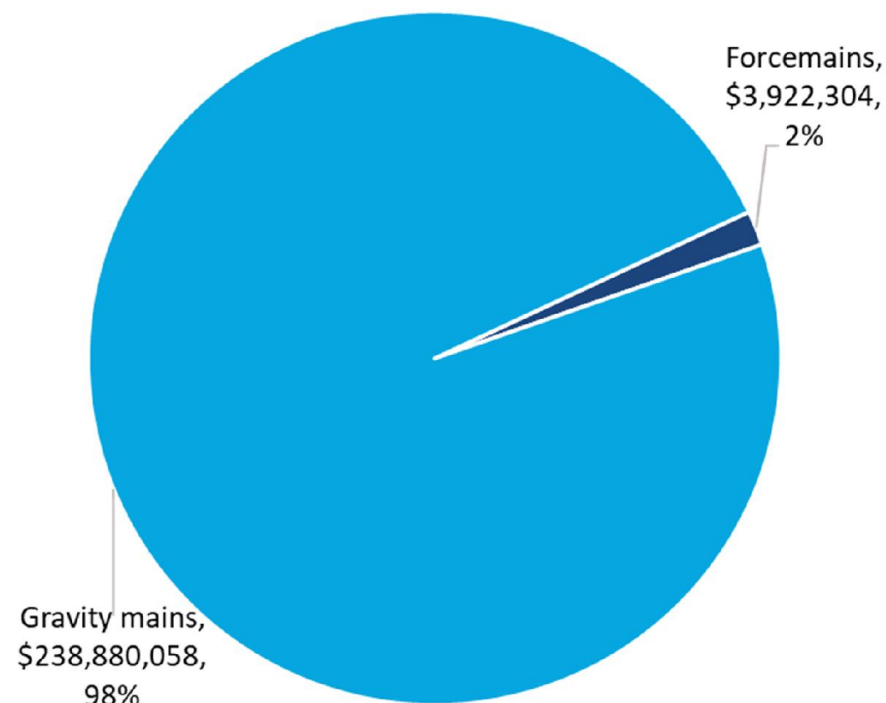


Figure 17: Wastewater Network – Breakdown of Replacement Costs

5.1.2 Network Age & Condition

To make informed decisions on the management of wastewater network assets, it's important to understand the condition of the network. One method for estimating the condition of assets is to look at the age of the assets in comparison to the estimated

service life (ESL), or in other words, the number of years the asset is expected to remain in service under normal circumstances.

Figure 18 compares the average age of the wastewater network assets in comparison to the average ESL. It can be seen that all assets have an average age less than the ESL

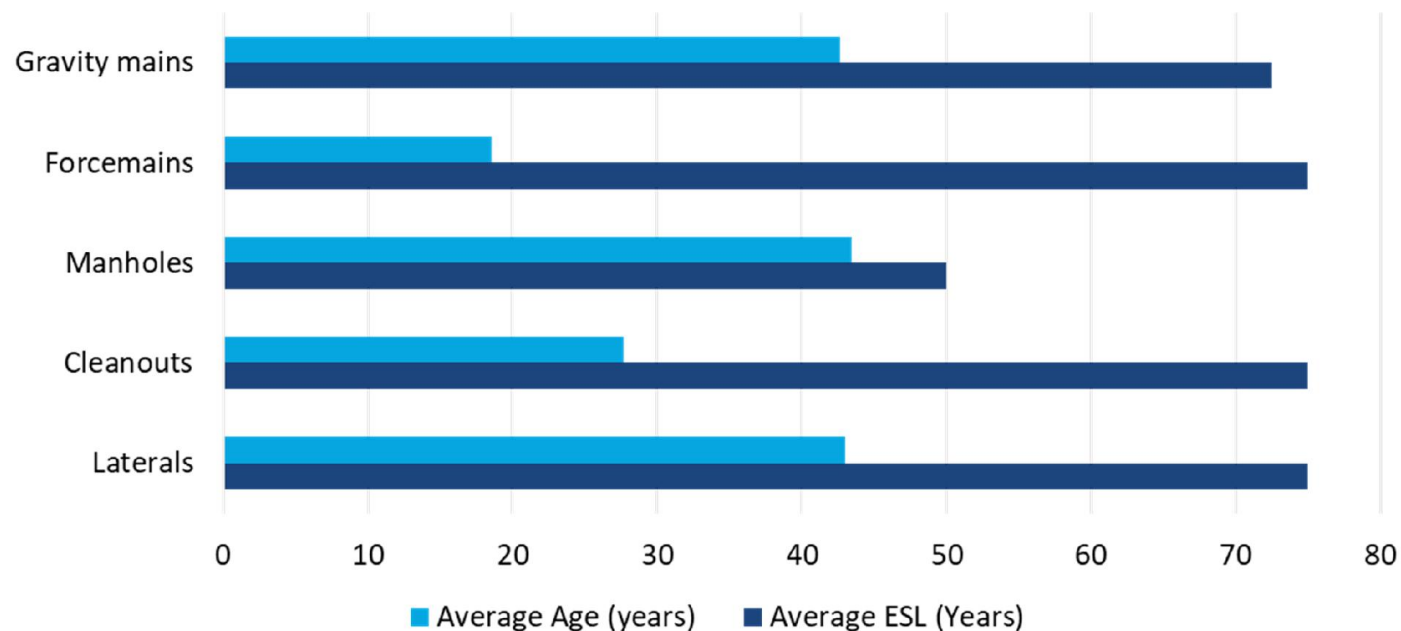


Figure 18: Wastewater Network – Age vs. ESL

In order to compare between every type of asset, a condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor. In some cases, this condition score was based on the age of the asset, however, assessed condition values were used where possible. For the wastewater network, Table 24 outlines how the different condition values were grouped into each condition category.

Table 24: Wastewater Network – Condition Categories

Condition Category	Gravity Mains: PACP Scores	Remaining Assets: Age/ESL
Very Good	0 – No Defects. 1 - Excellent	>80% life remaining
Good	2 - Good	60 – 80% life remaining
Fair	3 - Fair	40 – 60% life remaining
Poor	4 - Poor	20 - 40% life remaining
Very Poor	5 – Immediate Attention Required	<20% life remaining

As this table shows, gravity main condition is based on PACP scores, in particular the structural grade, a standard scale which measures the structural condition of a pipeline on a scale from 0-5 based on a review of CCTV inspection footage. However, PACP scores were not available for the majority of gravity mains, so any without these scores were estimated based on age.

Based on these condition scores, the wastewater network can be broken down into the total replacement cost in each condition category, as shown in Figure 19.

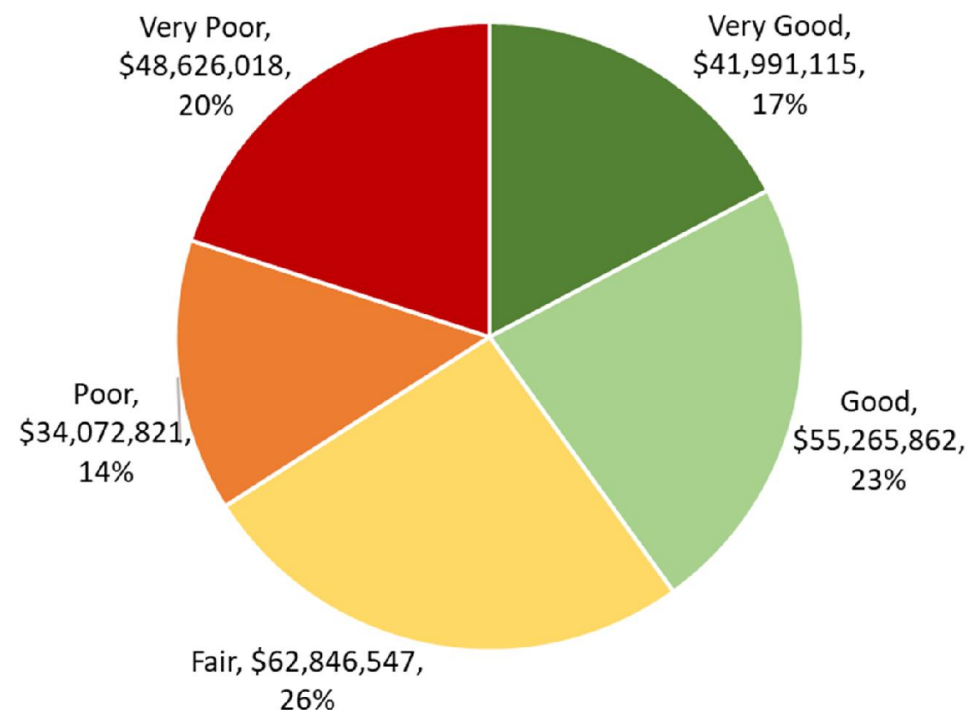


Figure 19: Wastewater Network – Condition Breakdown

This can be further broken down to understand the condition of each wastewater network asset type, as shown in Figure 20.

5. Wastewater Network

State of Local Infrastructure

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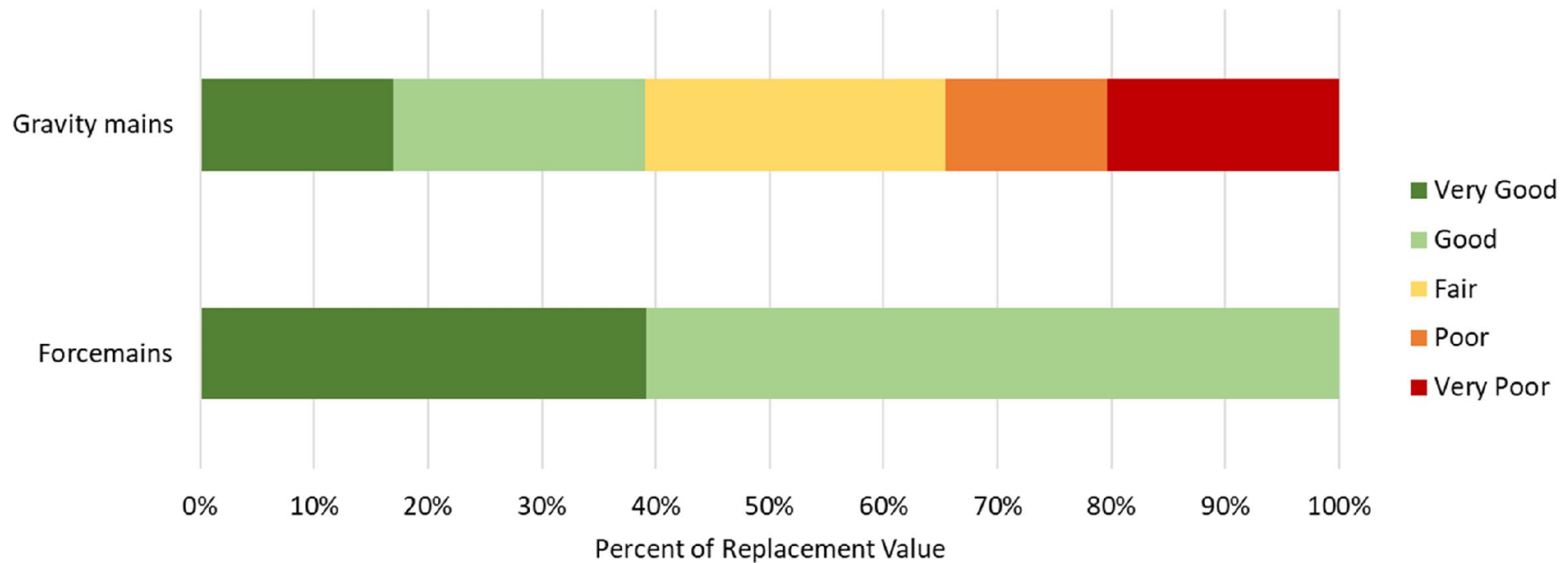


Figure 20: Wastewater Network – Condition Breakdown by Asset Type

As these figures demonstrate, the majority of the wastewater network's value is in Fair or better condition, however there is still a significant portion in Very Poor to Poor condition. While this may suggest that there are a number of gravity mains in need of immediate replacement, it is important to note that the majority of these assets used age as an estimate for condition. For mains with PACP scores, the proportion that fell into Poor and Very Poor condition were significantly less than those based on age. As the City continues to collect data and work to align their current data with their inventory, more accurate estimates of condition will be available for prioritizing work.

5.2 Levels of Service

The wastewater system aims to protect the environment through pollution prevention and control and ensure community health and safety through provision of collection and treatment services. The following level of service framework was developed to help evaluate the performance of the wastewater system.

Table 25: Wastewater Network – Level of Service Attributes

Core Value	Level of Service Statement
Accessible & Reliable	A reliable wastewater service is provided with minimal service disruptions; system failures and service requests are responded to promptly; sanitary connections are available and accessible to all properties within the public sewer network.
Safe & Regulatory	Wastewater is managed without risk of hazard to public health; there is full compliance with all regulatory requirements.
Cost-Efficient	Infrastructure is managed efficiently for the provided level of service.
Sustainable	Wastewater resources are used efficiently, and long-term plans are in place for the sustainability of wastewater treatment and infrastructure.

To measure these attributes, various parameters are assessed and tracked by the City. Some of these parameters are mandatory

under O. Reg 588/17 while others were established by the City to help determine the relationship between the level of service provided and the associated operating and capital costs required to achieve that level of service.



5.2.1 Customer Levels of Service

The City's Community Level of Service assesses how well customer expectations are being met, as summarized in Table 26. These criteria use a qualitative description of provided service as well as some quantifiable measures and City cost expenditures.

Table 26: Wastewater Network – Community Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system. ¹	The wastewater collection system is comprised of 90 km of sewer mains within the urban area which drain to the Region's pump stations for conveyance to the Seaway Wastewater Treatment Plant. The Region owns and maintains 17 pump stations within the City. See Figure 21.
Safe & Regulatory	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. ¹	Stormwater enters the sanitary system through cracks, offset joints, maintenance hole covers, and private lateral defects. Parts of the system have connected downspouts and sump pump discharges.
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events such as those listed above. ¹	Sanitary sewer design follows the Ontario Design Guidelines for Sewer Works. CCTV is used to identify sources of infiltration and inflow and guide repairs.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system. ¹	This regulatory metric is not applicable to the City as the sewage treatment plants are owned and operated by the Regional Municipality of Niagara.

¹Mandatory under O.Reg. 588/17

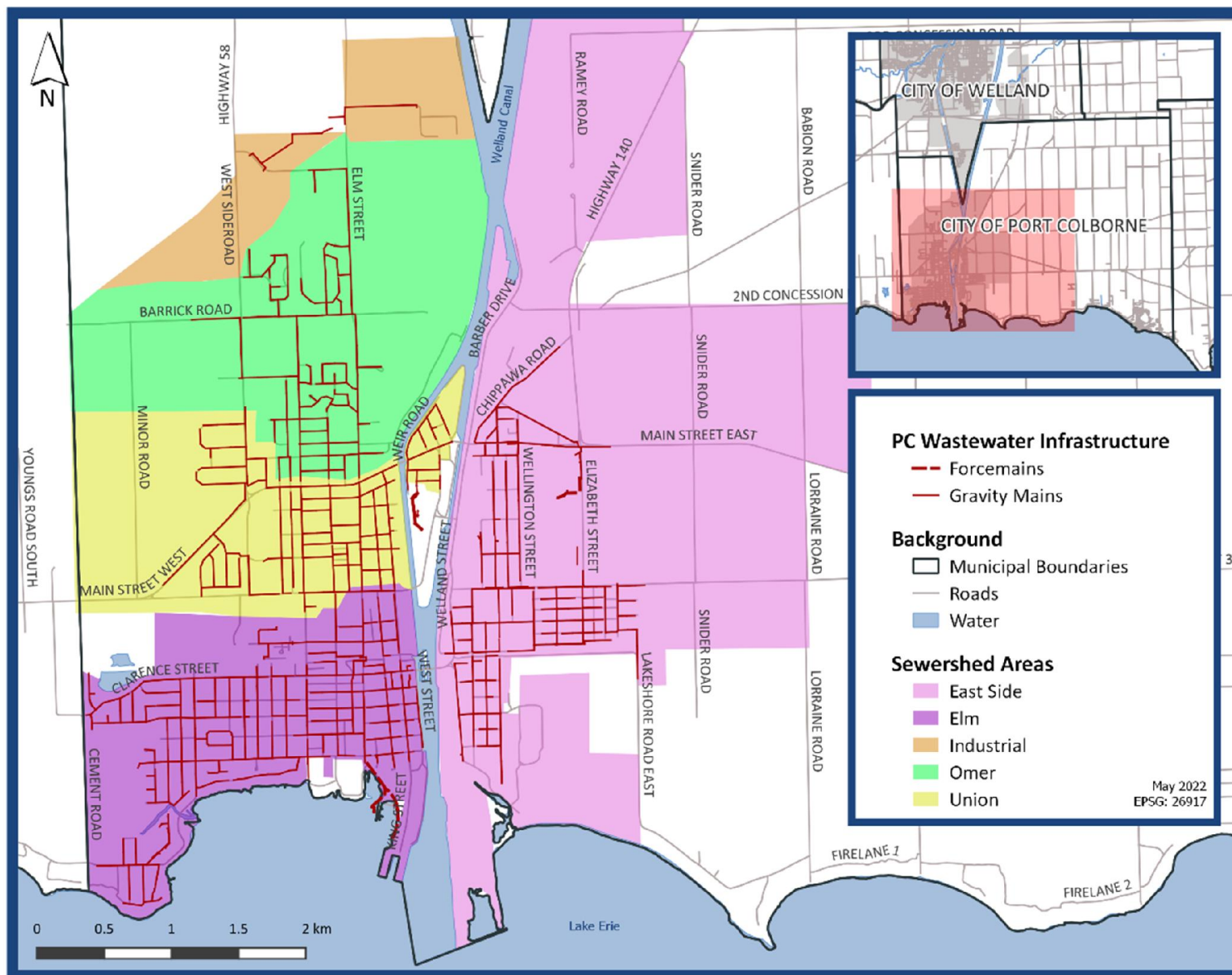


Figure 21: Wastewater Network – Port Colborne Infrastructure Map

5.2.2 Technical Levels of Service

Technical Level of Service uses quantifiable performance measures to indicate the quality of service provided by the wastewater system as detailed in Table 27.

Table 27: Wastewater Network – Technical Level of Service

Core Value	Technical Level of Service	2021 Performance
Accessible & Reliable	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes. ¹	n/a
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches. ¹	n/a
	The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system. ¹	n/a
	% of properties connected to the municipal wastewater system. ¹	61%
	% of properties in urban area connected to the municipal wastewater system.	92%
	% of wastewater systems flushed and CCTV inspected annually.	16.7%
	Percent of wastewater assets in Fair or better condition.	49%
	Percentage of inflow and infiltration in the sanitary sewer system (estimated using difference between billed wastewater volumes and wastewater received at treatment plant).	66%

5. Wastewater Network

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Core Value	Technical Level of Service	2021 Performance
Safe & Regulatory	# of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. ¹	0
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. ¹	n/a
Cost-Efficient	Annual Operating and Maintenance cost (includes treatment and collection) / km pipe length.	\$54,146
	Annual Operating and Maintenance cost per urban property to maintain the wastewater network.	\$736
	Capital investment vs sustainable investment forecast. ²	13%
	25-year sustainable investment average annual cost. ²	\$5,673,895
Sustainable	Wastewater AMP reviewed every 4 years.	AMP will be reviewed in 2024 and 2025 as part of O.Reg. 588/17 timelines to identify all assets and proposed levels of service

¹Mandatory under O.Reg. 588/17

²Sustainable investment is based on a forecast of spending needs and includes additional costs and inflation as detailed in Section 7



5.3 Lifecycle Management Strategy

Levels of service are maintained through completing a variety of lifecycle activities, as grouped by similar type and detailed in Table 28. These activities aim to extend asset life through appropriately timed interventions which will typically reduce overall lifecycle costs. The table also includes a summary of the risks associated with not following these strategies.

Various maintenance activities such as spot repairs and grouting most commonly extend asset life to reduce inflow and infiltration which in turn helps to maintain an acceptable level of service. Where possible, replacement projects are combined with others such as road resurfacing or watermain replacement to minimize project costs and construction impacts on residents.

Table 28: Wastewater Network – Lifecycle Activities and Associated Risks

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Maintenance	<p>Sewer Mains:</p> <ul style="list-style-type: none"> • CCTV Inspection and Flushing Cleaning • Spot Repairs / Grouting <p>Manholes:</p> <ul style="list-style-type: none"> • Inspection • Spot Repairs / Grouting 	<ul style="list-style-type: none"> • Improper or insufficient maintenance can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Decreased asset life • Unplanned failures • Collapsed sewers, sinkholes, third party damage, and environmental contamination from sewer main failure • Health and safety risks • Increased inflow and infiltration • Resource limitations to conduct unplanned work
Renewal/ Rehab	<ul style="list-style-type: none"> • Trenchless Relining 	<ul style="list-style-type: none"> • Improper or insufficient rehabilitation can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Unplanned failures if the activities do not extend the service life as much as expected

5. Wastewater Network

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Lifecycle Activity Type	Asset Management Practice	Associated Risks
Replacement/ Construction	<ul style="list-style-type: none"> Replacement 	<ul style="list-style-type: none"> Delays in replacement can lead to: <ul style="list-style-type: none"> Cost overruns Increased lifecycle costs Unplanned failures Collapsed sewers, sinkholes, third party damage, and environmental contamination from sewer main failure Coordination with other asset classes, if applicable, might delay or advance the timeframe of construction activities.
Non- Infrastructure	<ul style="list-style-type: none"> Pollution Prevention Control Plan (PPCP) Smoke testing Flow monitoring Update/review of design standards Inflow & infiltration 	<ul style="list-style-type: none"> Inadequate planning can lead to: <ul style="list-style-type: none"> Poor information available for decision-making Reduced ability to manage public health and safety risks Reduced quality of service and citizen experience Potential risk of sewer backup and basement flooding. Asset deterioration is over or underestimated.
Expansion/Growth	<ul style="list-style-type: none"> Pipe upsizing Expansion to support growth 	<ul style="list-style-type: none"> Lack of expansion activities can lead to: <ul style="list-style-type: none"> System unable to accommodate for population and employment growth Increased lifecycle costs Reduced capacity in system to accommodate new developments without upgrades, leading to an increased risk of sewer backups Master plans may over or underestimate expansion requirements
Disposal	<ul style="list-style-type: none"> Removal through standard construction practices 	<ul style="list-style-type: none"> Improper disposal can lead to: <ul style="list-style-type: none"> Environmental impacts Cost overruns

5.3.1 Prioritization of Work and Additional Lifecycle Considerations

When considering sanitary sewer replacements, a number of factors are taken into account in order to prioritize the work.

- **Age and condition of the sanitary main:** Older sanitary sewer pipes and manholes are more likely to be in poor structural condition which leads to increased inflow and infiltration of surface flow and groundwater to the sanitary system. This decreases the capacity available for sewage conveyance, particularly during rain storms, and greatly increases flow and treatment costs at the wastewater treatment plant. Wastewater collection areas, or sewersheds, can be used to group sanitary mains and determine areas that should be prioritized, as shown in Figure 22.
- **Coordination with other infrastructure:** Sanitary sewer construction or replacements are often driven by new development or other system improvements. As sanitary sewers usually follow road corridors along with other linear infrastructure, all of the assets may be replaced at the same time to minimize costs and service disruptions. This can lead to some infrastructure being replaced earlier or later in their lifecycle than initially estimated. All appurtenances associated with the sewer are typically also replaced such as manholes and sewer connection leads.

- **Future Development:** New sanitary sewers may be needed for areas proposed for development or if the existing system does not have the required capacity and a larger sewer is necessary.
- **Wet Weather Flows:** Some areas of the City are prioritized to target removal of extraneous wet weather flow from the sanitary sewer system. Inflow is rainwater that enters the system via connected private downspouts and sump pumps that should be connected to the storm sewer system, while infiltration is groundwater that leaks in through cracks and pipe defects. This extraneous flow uses up system capacity and is expensive to unnecessarily treat at the wastewater treatment plant.



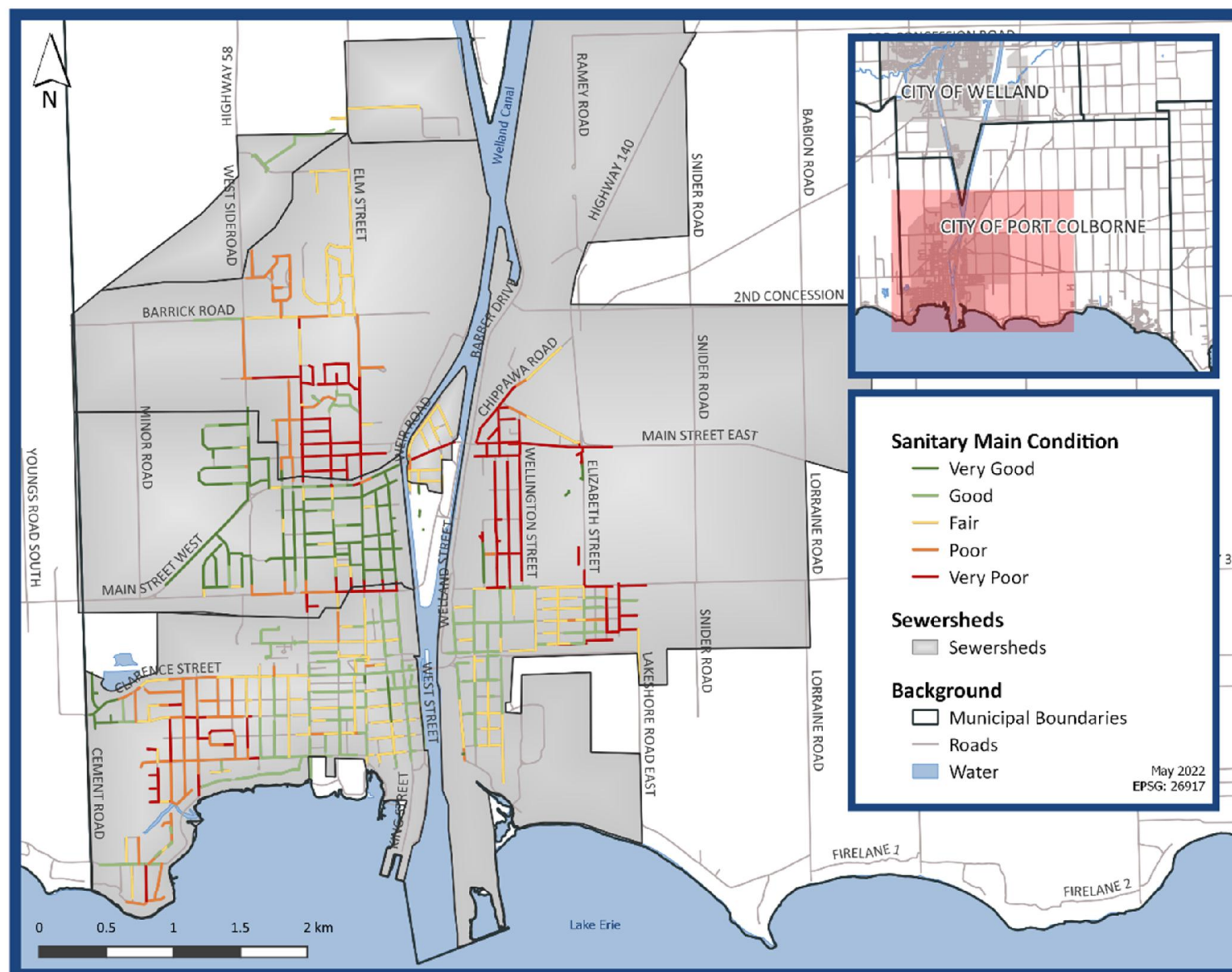


Figure 22: Wastewater Network – Sewer Main Condition Map

5.4 Data Confidence

The data sources for the City's wastewater network include:

- The City's GIS inventory & associated attributes
- The City's Citywide financial inventory & associated attributes
- CCTV Inspections

Where discrepancies were found between the inventories, the information from the GIS database was used. Table 29 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

Overall there is a moderate level of confidence in the data due to some of the condition estimates being based on PACP scores, with the remaining being based on age. While gravity mains have CCTV inspections completed on ~17% of the system annually, some of the inspections are in the process of being completed and some data requires further work to incorporate it into the rest of the asset data. As the City continues to collect more condition information, future AMPs will incorporate this data to help improve estimates.

Table 29: Wastewater Network – Data Confidence

Asset Class	Data Source			Data Confidence
	Age	Condition	Replacement Value	
Gravity Mains	GIS Inventory	CCTV Inspections, Age-based	Engineering Staff Review	Moderate
Forcemains	GIS Inventory	Age-based	Engineering Staff Review	Low
Manholes	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Moderate
Cleanouts	GIS Inventory	Assumed replaced with Main	Engineering Staff Review	Moderate
Laterals	Citywide Financial Database	Assumed replaced with Main	Engineering Staff Review	Moderate



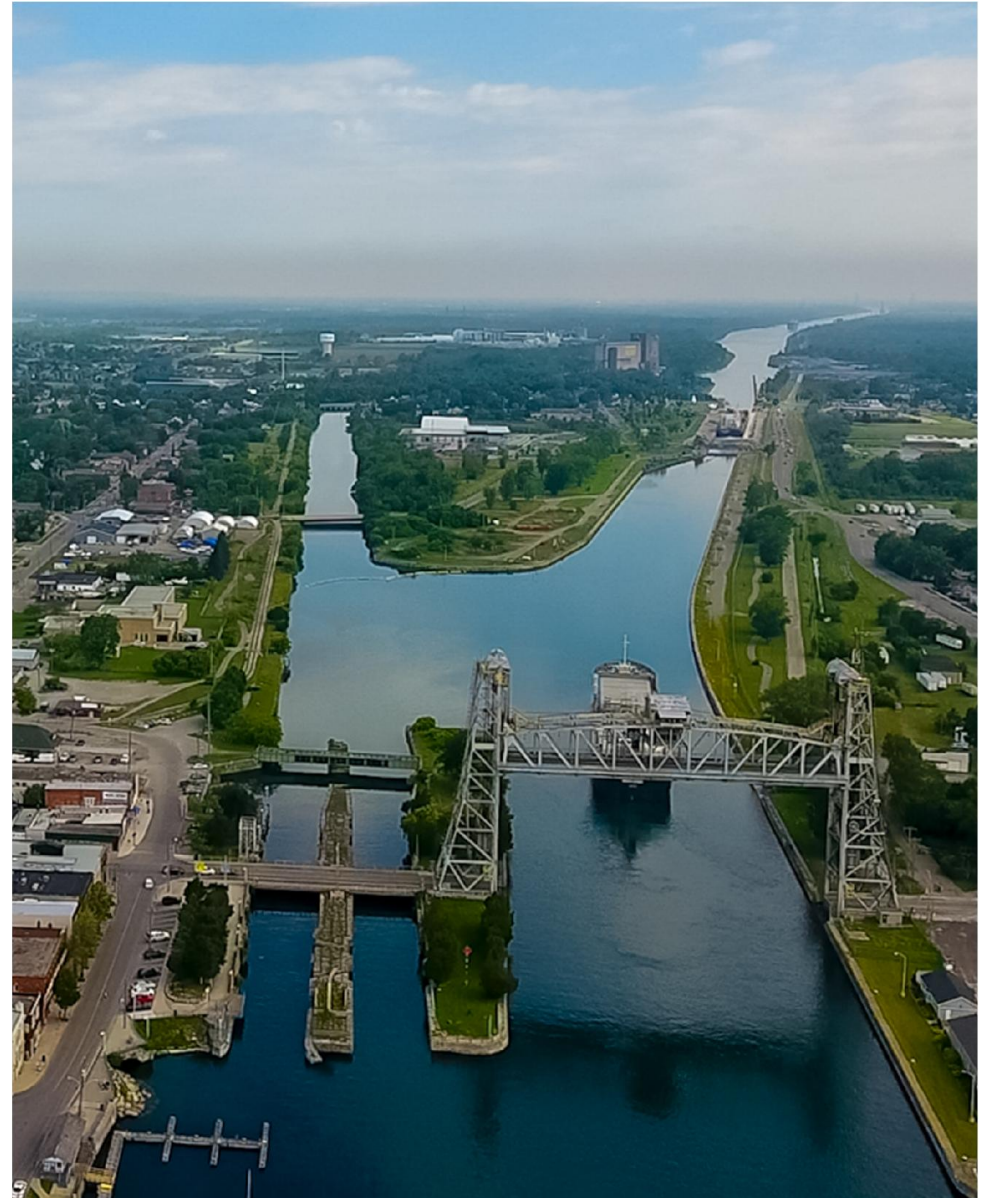
6.0 Bridges & Culverts

6 Bridges & Culverts

The City's transportation network is supported by bridges and culverts which primarily provide crossings over waterways or allow for passage of drainage. The City ensures the provision of safe and reliable structures in accordance with regulatory requirements and community expectations. Of the City's 27 structures, only two are defined as bridges, while the others are considered culvert structures. All were built prior to 1970, with the oldest culvert constructed in 1920, shortly after Port Colborne became a town.

All bridges and major structures are inspected every two years in conformance with the Ontario Structure Inspection Manual (OSIM) which provides a standardized, systematic assessment in accordance with O. Reg. 104/97. These inspections ensure the structural integrity, safety, and condition of these structures through renewal and rehabilitation recommendations.

Of note, this asset class does not include small drainage culverts (less than 1m in diameter) or driveway culverts.



6.1 State of Local Infrastructure

6.1.1 Inventory & Valuation

The City's structures include bridges and culverts over three metres in length with a total replacement value of \$18.5 million. Table 30 summarizes the inventory and estimated replacement value of the City's bridges and culverts.

Table 30: Bridges & Culverts – Inventory Valuation

Asset Type	Count	Unit	Replacement Value
Bridges	4	Each	\$4,542,207
Culverts	27	Each	\$14,000,812
Total Road Network Value			\$18,543,018

Note:

- 2 pedestrian bridges and 1 culvert have been included in the counts but are not included in the valuation or analysis as not enough asset data was available.

In addition, Figure 23 demonstrates the breakdown of replacement value between the different asset types. As shown, culverts make up about 76% of the value.

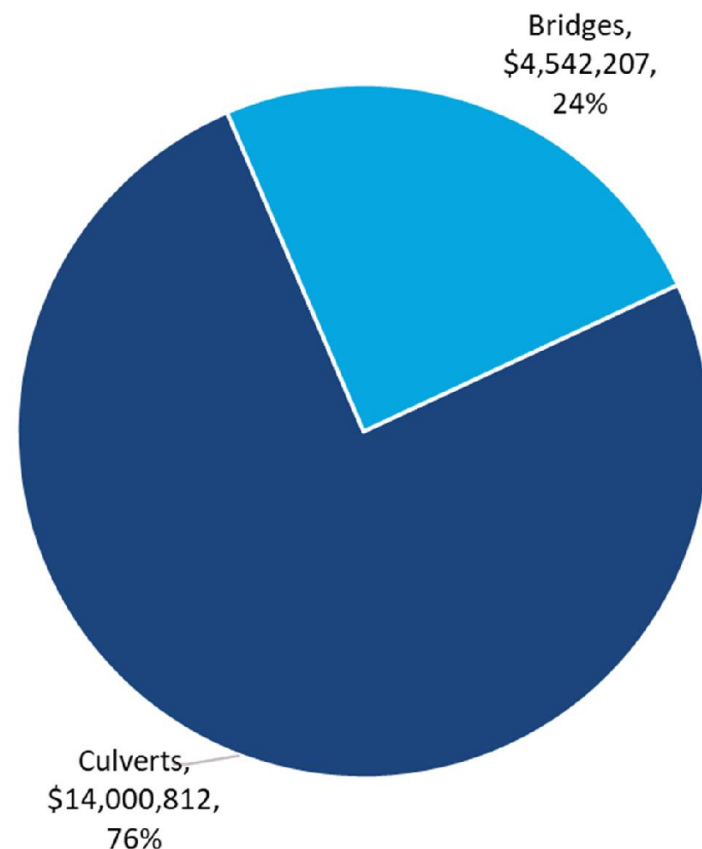


Figure 23: Bridges & Culverts – Breakdown of Replacement Costs

6.1.2 Age & Condition

To make informed decisions on the management of bridges and culverts, it is important to understand their condition. One method for estimating the condition of assets is to look at the age of the assets in comparison to the estimated service life (ESL), or in other words, the number of years the asset is expected to remain in service under normal circumstances.

Figure 24 compares the average age of the bridges and culverts in comparison to the average ESL. It can be seen that all of the assets have an average age greater than the ESL. While this could suggest that a number of these assets need to be replaced, it should be noted that they are inspected and maintained regularly and are therefore likely in better condition than their age would suggest.

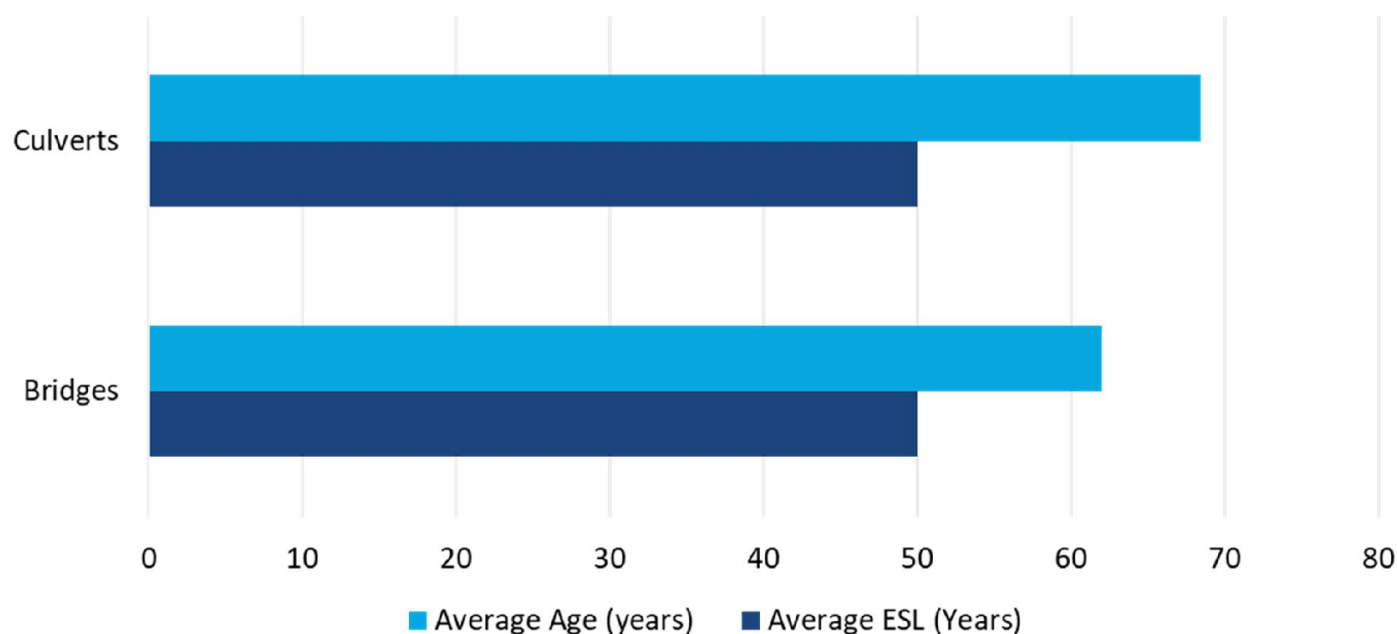


Figure 24: Bridges & Culverts – Age vs. ESL

In order to compare between every type of asset, a condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor. In some cases, this condition score was based on the age of the asset, however, assessed condition values were used where possible. For bridges and culverts, Table 31 outlines how the different condition values were grouped into each condition category.

Table 31: Bridges & Culverts – Condition Categories

Condition Category	Bridges & Culverts: Bridge Condition Index (BCI)
Very Good	>86 BCI
Good	70-86 BCI
Fair	61-70 BCI
Poor	41-61 BCI
Very Poor	<41 BCI

As this table shows, bridge and culvert condition is based on the Bridge Condition Index (BCI), a standard measurement based on the Ontario Structure Inspection Manual (OSIM) which measures the general condition of bridges and culverts on a scale from 0-100 based on a manual review of each structure. Based on these condition scores, the bridges and culverts can be broken down

into the total replacement cost in each condition category, as shown in Figure 25.

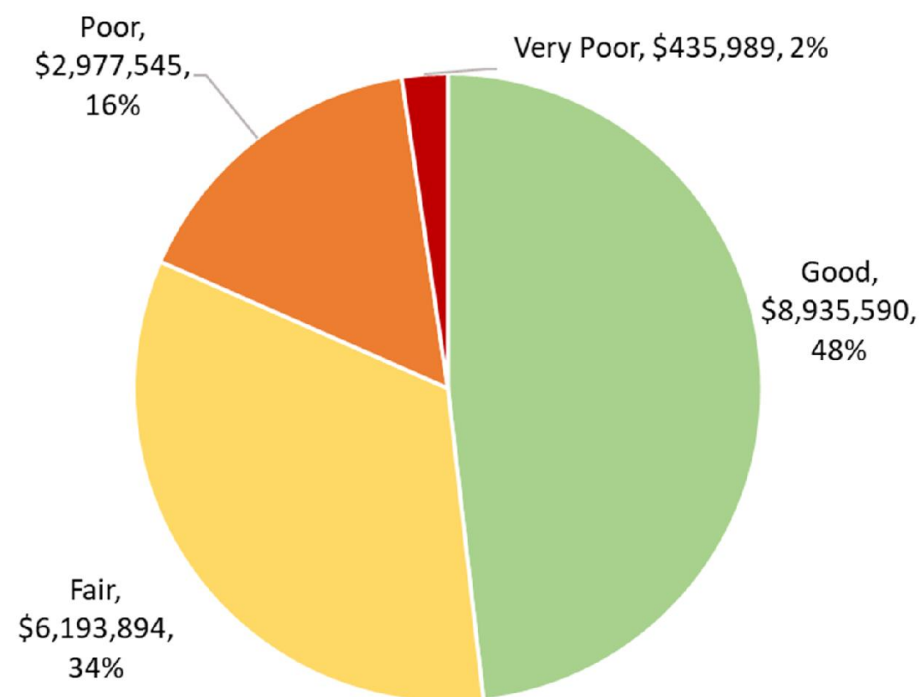


Figure 25: Bridges & Culverts – Condition Breakdown

This can be further broken down to understand the condition of each asset type, as shown in Figure 26.

6. Bridges & Culverts

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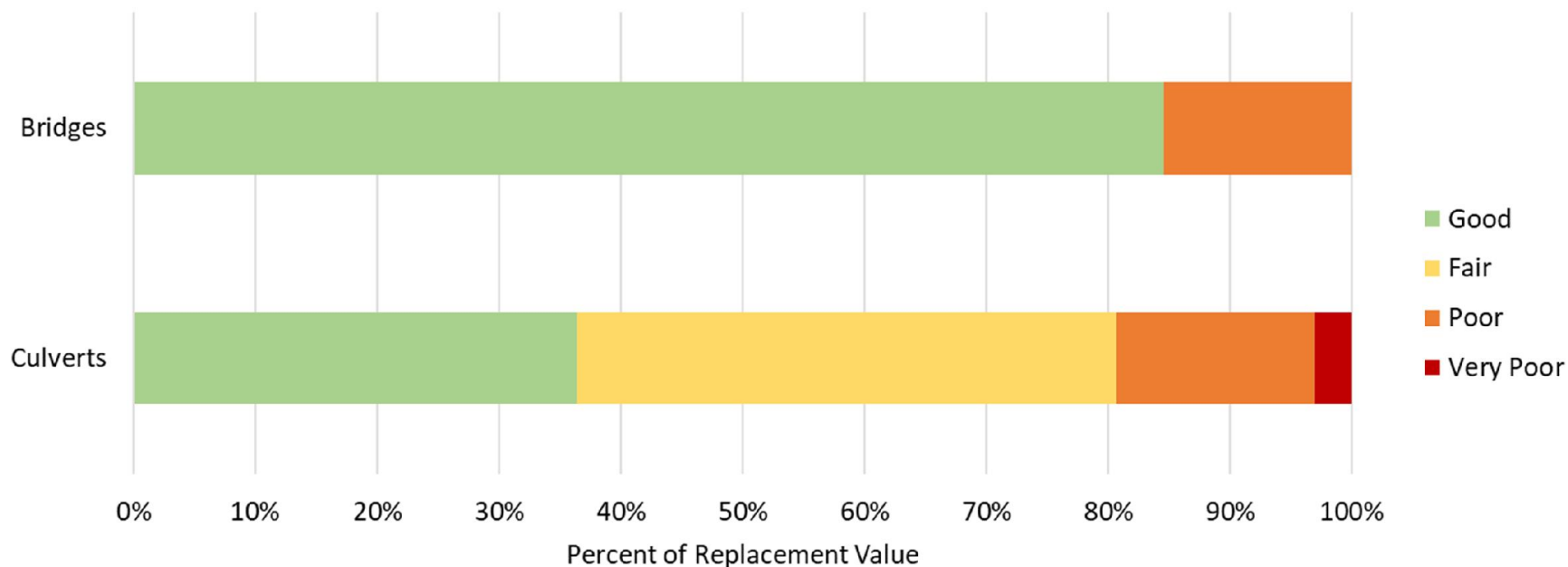


Figure 26: Bridges & Culverts – Condition Breakdown by Asset Type

As these figures demonstrate, the majority of bridges and culverts (by replacement value) are in Fair to Good condition. These values are based on draft BCIs of recent inspections which, once finalized, will also provide recommended renewals and repairs to help improve the condition of these assets.

6.2 Levels of Service

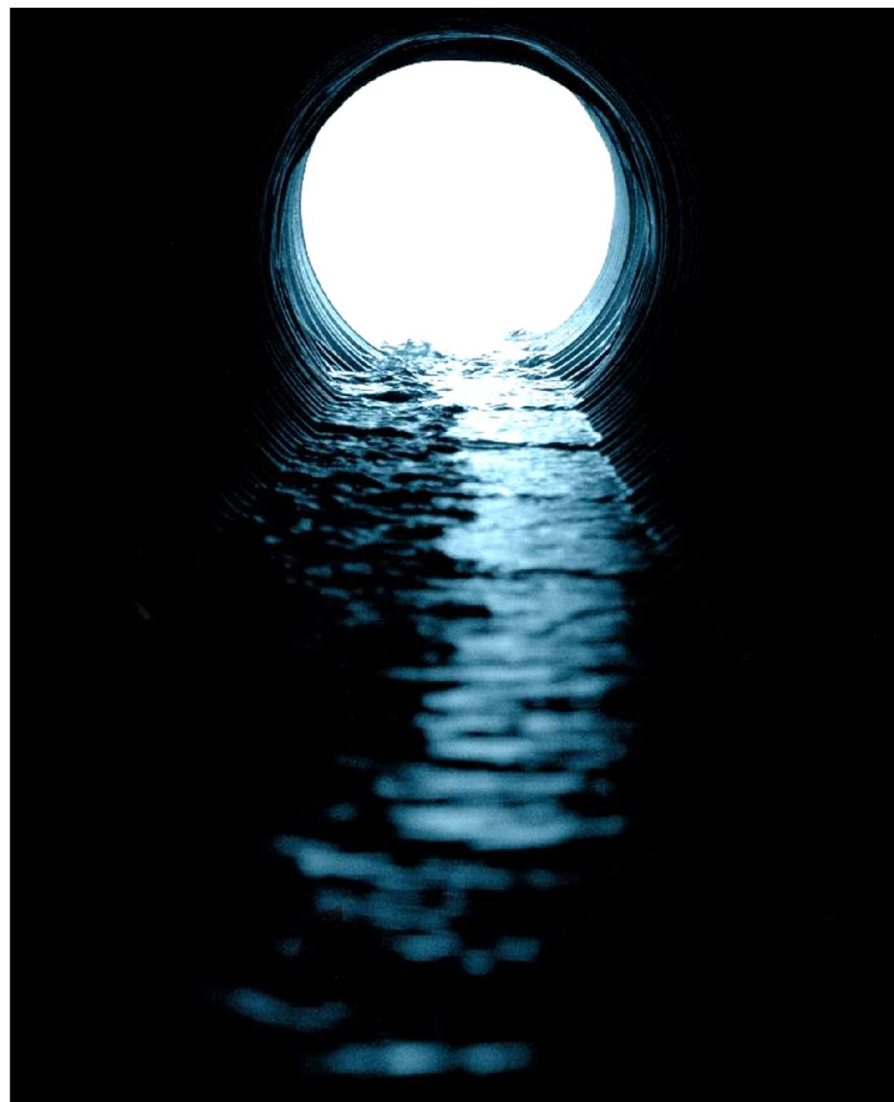
Core values and associated statements were developed to assess the performance of bridge and culvert structures as follows.

Table 32: Bridges & Culverts – Level of Service Attributes

Core Value	Level of Service Statement
Accessible & Reliable	Bridges provide reliable access to the road network for vehicles and/or pedestrians.
Safe & Regulatory	Bridges and culverts provide safe vehicular and/or pedestrian passage, and all structures are fully compliant with regulatory requirements.
Cost-Efficient	Bridges and culverts are managed cost-efficiently for the provided level of service.
Sustainable	There are long-term plans in place for the sustainability of all bridges and culverts.

The following Community and Technical parameters are used to measure these attributes. O. Reg. 588/17 has set requirements for both Community and Technical Levels of Service; the Community measures use qualitative descriptions to describe the scope and quality of the service being provided while the technical use quantifiable performance measures.

OSIM (Ontario Structure Inspection Manual) inspections provide a standardized, systematic assessment of all bridges and major structures in accordance with O. Reg. 104/97 and are conducted every two years.



6.2.1 Customer Levels of Service

The City's Community Level of Service describes how well customer expectations are being met, as summarized in Table 33.

Table 33: Bridges & Culverts – Community Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists). ¹	Bridges & Culverts on roads support all classes of vehicles including motor vehicles, heavy transport vehicles, buses, and emergency vehicles, as well as pedestrians and cyclists.
Safe & Regulatory	How often do OSIM inspections occur?	All structures inspected every two years.
Sustainable	Description or images of the condition of bridges and how this would affect use of the bridges. ¹	The City follows the standards and best practices in the Ontario Structure Inspection Manual to determine the condition of bridges and culverts. Third party consultants who are experts in the design and assessment of bridges are engaged to complete these assessments.
	Description or images of the condition of culverts and how this would affect use of the culverts. ¹	

¹Mandatory under O.Reg. 588/17

6.2.2 Technical Levels of Service

Technical Level of Service uses quantifiable performance measures to indicate the quality of service provided by the water system as detailed in Table 34.

Table 34: Bridges & Culverts – Technical Level of Service

Core Value	Community Level of Service	2021 Performance
Accessible & Reliable	% of non-pedestrian bridges in the municipality with loading or dimensional restrictions. ¹	50% (1 of 2)
	Percentage of structures in Fair or better condition.	82%
	Number of structures in Poor or Very Poor condition.	8
	Total number of bridges and culverts with a span of 3 metres or greater.	24
	Total number of bridges and culverts with a span less than 3 metres.	5
	Number of pedestrian bridges with a span of 3 metres or greater.	2
Safe & Regulatory	% of bridges and culverts inspected every two years.	100%
Cost Efficient	Capital investment vs sustainable investment forecast. ²	4.08%
	25-year sustainable investment average annual cost. ²	\$2,942,345
Sustainable	Average bridge condition index value for bridges in the municipality. ¹	65
	Average bridge condition index value for structural culverts in the municipality. ¹	66
	Bridges and Culverts AMP reviewed every 4 years.	AMP will be reviewed in 2024 and 2025 as part of O.Reg. 588/17 timelines to identify all assets and proposed levels of service

¹Mandatory under O.Reg. 588/17

²Sustainable investment is based on a forecast of spending needs and includes additional costs and inflation as detailed in Section 7

6.3 Lifecycle Management Strategy

Levels of service are maintained through completing a variety of lifecycle activities, as grouped by similar type and detailed in Table 35. These activities aim to extend asset life through appropriately timed interventions which will typically reduce overall lifecycle costs. The table also includes a summary of the risks associated with not following these strategies.

Table 35: Bridges & Culverts – Lifecycle Activities and Associated Risks

Lifecycle Activity Type	Asset Management Practice	Associated Risks
Maintenance	<ul style="list-style-type: none"> • Inspection in accordance with Minimum Maintenance Standards • Sweeping (part of Road program) 	<ul style="list-style-type: none"> • Improper or insufficient maintenance can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Decreased asset life • Unplanned failures • Service disruptions and congestion • Load restrictions, closure, or collapse • Erosion to road bases and sink holes, particularly during extreme storm events • Resource limitations to conduct unplanned work
Renewal/ Rehab	<ul style="list-style-type: none"> • Activities instigated by OSIM inspection findings 	<ul style="list-style-type: none"> • Improper or insufficient rehabilitation can lead to: <ul style="list-style-type: none"> • Increased lifecycle costs • Service disruptions and congestion • Unplanned failures if the activities do not extend the service life as much as expected

6. Bridges & Culverts

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Lifecycle Activity Type	Asset Management Practice	Associated Risks
Replacement/ Construction	<ul style="list-style-type: none"> Replacement of deteriorated structures 	<ul style="list-style-type: none"> Delays in replacement can lead to: <ul style="list-style-type: none"> Cost overruns Increased lifecycle costs Unplanned failures Service disruptions and congestion Load restrictions, closure, or collapse Erosion to road bases and sink holes, particularly during extreme storm events Coordination with other asset classes, if applicable, might delay timeframe of construction activities
Non- Infrastructure	<ul style="list-style-type: none"> Condition inspection (following OSIM – Ontario Structure Inspection Manual) 	<ul style="list-style-type: none"> Inadequate planning can lead to: <ul style="list-style-type: none"> Poor information available for decision-making Reduced ability to manage public health and safety risks Reduced quality of service and citizen experience Not meeting regulatory requirements
Expansion/Growth	<ul style="list-style-type: none"> Additions to support changes in demand as per local developments 	<ul style="list-style-type: none"> Lack of expansion activities can lead to: <ul style="list-style-type: none"> Congestion Unplanned failures from increased demand Increased lifecycle costs Master plans may overestimate or underestimate expansion requirements
Disposal	<ul style="list-style-type: none"> Decommission at end of useful life. Disposal of abandoned or obsolete structures during construction projects. 	<ul style="list-style-type: none"> Improper disposal can lead to: <ul style="list-style-type: none"> Environmental impacts Cost overruns

6.3.1 Prioritization of Work and Additional Lifecycle Considerations

When considering bridge rehabilitation or replacement, a number of factors are taken into account in order to prioritize the work.

- **Age and condition:** As mentioned previously, many of the bridge and culvert structures have exceeded their expected service life, however, the majority are in Good or Fair condition. This illustrates that timely maintenance and repairs can extend the life of assets and must be considered when prioritizing work projects. Most assets will eventually reach a point where continued repairs may not be as cost-effective as a reconstruction.
- **OSIM Inspections:** Bridge and culvert repairs are primarily driven by the OSIM inspections which occur every two years. This ensures that any required corrective action can be implemented in a timely manner



6.4 Data Confidence

The data sources for the City's bridges and culverts include:

- The City's GIS inventory & associated attributes
- The City's Citywide financial inventory & associated attributes
- Draft OSIM 2022 Inspections

Where discrepancies were found between the inventories, the information from the GIS database was used. Table 36 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

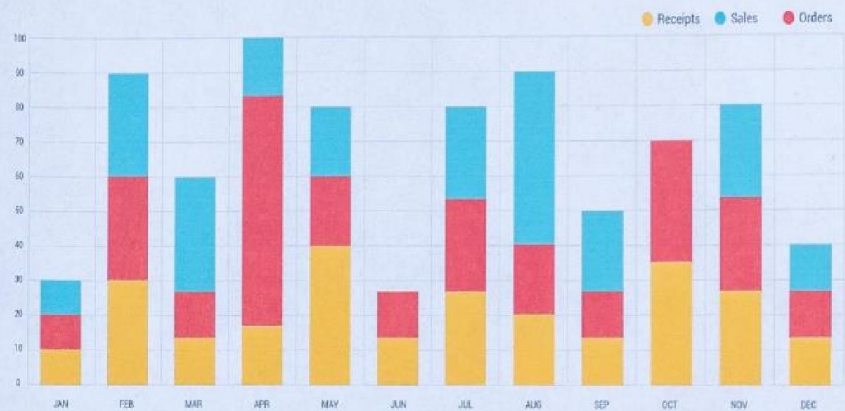
Overall there is high confidence in the data due to most of the condition estimates being based on very recent inspections. However, it should be noted that the BCI values used within this report are draft values available at the time of AMP development and may have been adjusted slightly before finalization.

Table 36: Bridges & Culverts – Data Confidence

Asset Class	Data Source			Data Confidence
	Age	Condition	Replacement Value	
Bridges	GIS Inventory	OSIM Inspections 2022 [Draft]	Citywide Financial Database	High
Culverts	GIS Inventory	OSIM Inspections 2022 [Draft]	Citywide Financial Database	High

7.0 Financial Strategy

Our company



Business items



7 Financial Strategy

This section outlines the City's strategy for understanding long term infrastructure funding requirements and the frameworks and considerations that will be used to develop a financial strategy to address these needs.



7.1 Forecasting Approach & Assumptions

In order to understand future funding requirements and the impact of different strategies on levels of service over the long term, the City developed forecasting models based on the data and lifecycle strategies as outlined within this report. These forecasts take the current condition (or condition estimate based on age) for each asset and deteriorate that condition each year based on the asset's estimated service life. When an asset reaches Very Poor condition it is triggered for replacement and the replacement value of that asset is either applied to that year or deferred to a future year when more funding is available.

There are two main types of scenarios that can be forecasted:

1. **Unconstrained** – This type of scenario has no budget applied, meaning that the year an asset is triggered for some type of work, the work is completed that year.
2. **Constrained** – This type of scenario applies a budget to the forecast so that if an asset is triggered for work, that work may not be completed if there is not enough funding available that year and it will be deferred until more funding is available.

In order to develop these forecasts, a number of assumptions have to be made. The following list outlines some of the key assumptions and important details for understanding these forecasts:

- The forecasts are based on capital costs, particularly **replacement and renewal costs only**, operating budgets and other lifecycle activities such as maintenance and non-infrastructure activities are not included.
- **Growth has not been factored into the forecasts** as the AMP is largely focused on expenditures to address the state of good repair of existing infrastructure. As discussed in Section 1.5, it is anticipated that population growth will bring an increase in revenue but also an increase in expenditures to address expansion and increasing demands on current infrastructure. Strategic documents, such as the Niagara Region Water and Wastewater Master Servicing Plan address infrastructure needs to support growth.
- Assets are typically replaced once they reach Very Poor condition which is estimated to be when the asset reaches 20% of its condition or remaining service life.
- Each asset category has a separate budget limit for constrained scenarios. If there is any budget remaining after all asset needs that can fit within that limit are applied, that dollar value is added to the following year's budget and is not used by assets from another asset category. In cases where there is an asset with a very high replacement value up for replacement, it will be deferred until enough budget has built up over time to afford to complete the work.
- Age-based condition grades were based on a non-linear degradation curve for the financial models.

The following sections outline the results of the forecasted scenarios and discuss next steps for addressing these results.

7.2 Infrastructure Needs

In order to understand infrastructure spending needs based on the City's current lifecycles strategies, an unconstrained scenario was used to forecast spending requirements. This means that no budget was applied and any spending required based on the lifecycle strategies built into the model is applied the year it is required.

Figure 27 shows the forecasted infrastructure spending needs over 25 years broken down by each core asset category. The first year has a large jump in spending which represents a backlog of assets that, based on the condition/age and lifecycle strategies of the assets, should have been triggered for replacement before 2023.



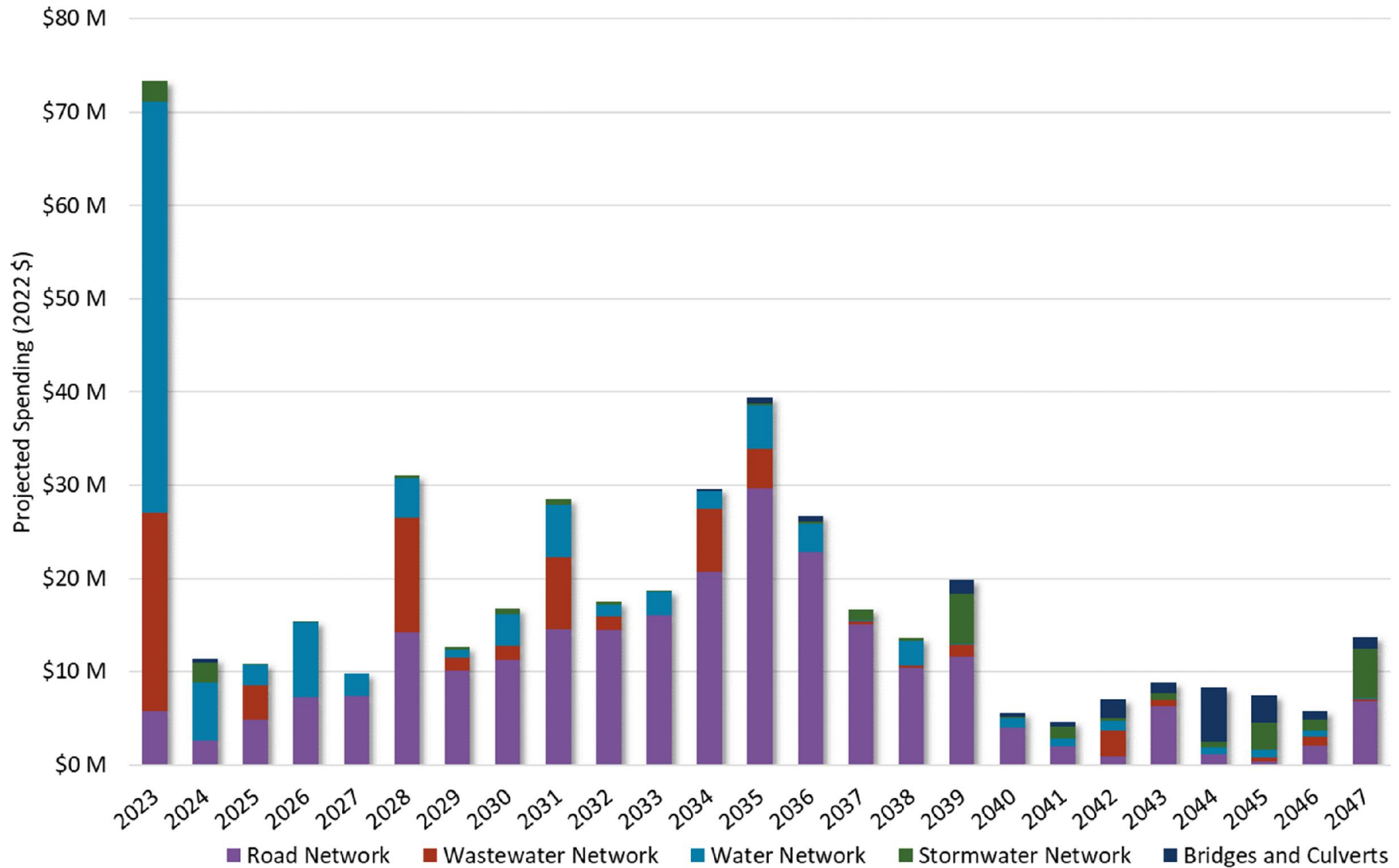


Figure 27: Financial Strategy – Forecasted Infrastructure Spending Needs (Unconstrained Scenario)

While these numbers help to provide a basic understanding of future spending requirements for these asset categories, these numbers are based on the replacement values of the assets, which more closely represent material costs for the assets, rather than the full project costs that would be required to replace them. Projects often end up costing more than anticipated due to implementation costs such as design and project management, as well as the introduction of new technologies and service improvements that are often included in the project, rather than just replacing like-for-like.

In addition, these forecasted spending numbers only include costs for replacement and renewal projects and do not account

for other types of capital projects such as non-infrastructure activities (e.g., studies, master plans, etc.) or grouped maintenance projects that may be of large enough scope to complete under the capital budget. They also do not account for inflation in construction, which is likely to increase significantly over the next few years.

In order to understand how these factors may impact future spending requirements, Table 37 outlines assumptions that have been applied to the forecasted spending requirements.

Figure 28 shows how these additional costs and the inclusion of inflation may suggest that the spending requirements are even higher than the replacement values alone would suggest.

Table 37: Financial Strategy – Additional Project Cost Assumptions

Additional Costs	Included	Assumption
Implementation Costs	Design, project management, etc.	20%
Service Improvements	New technologies and materials, level of service improvements, etc.	20%
Additional Activities	Non-Infrastructure, Capital Maintenance projects, etc.	\$200,000 per year
Inflation	--	5% increase per year

Notes:

- Additional activity costs based on the costs for other activities in the 2022 capital budget for the core asset categories.
- 5% inflation based on NRBCPI

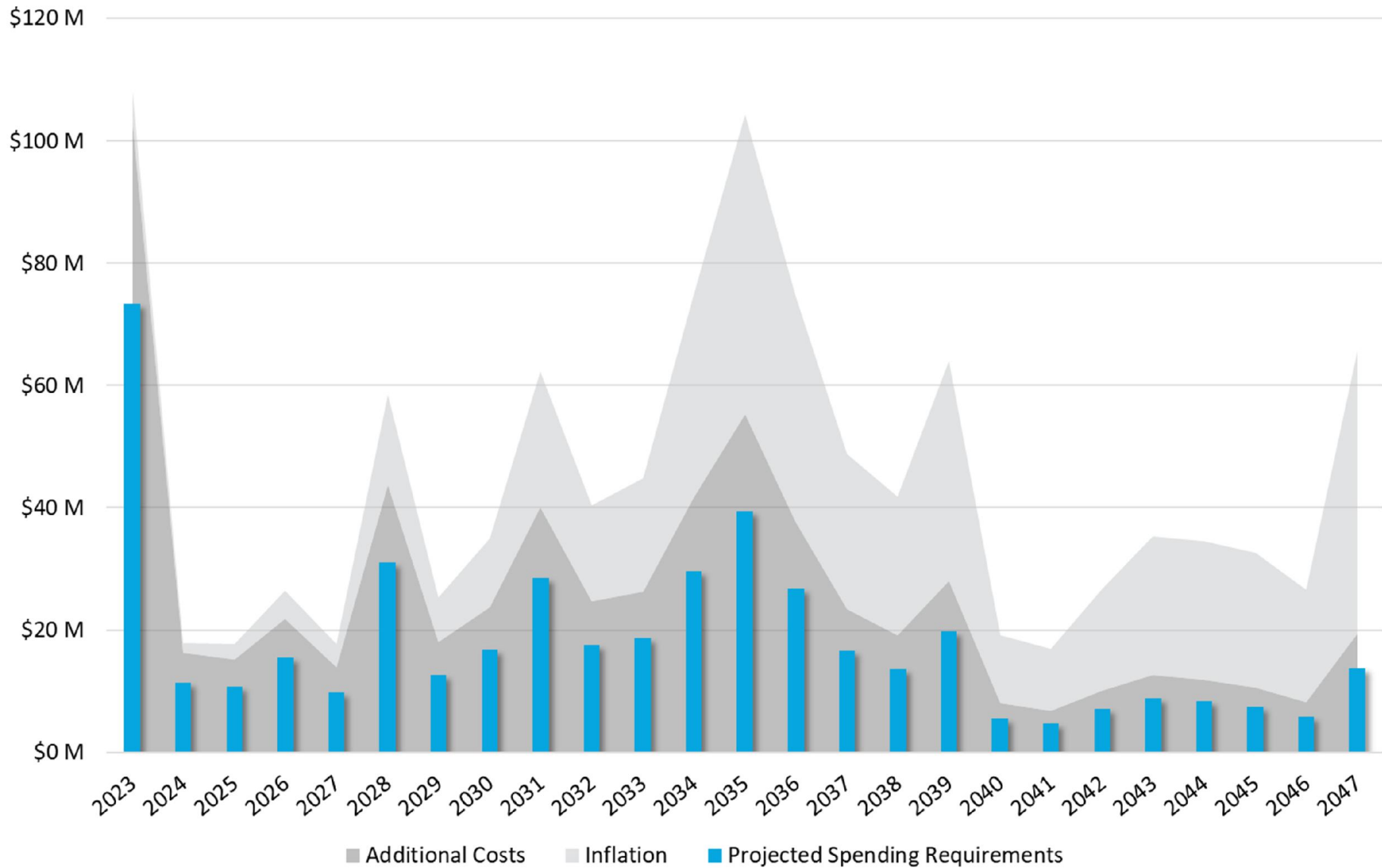


Figure 28: Financial Strategy – Forecasted Infrastructure Spending Needs with Additional Costs

7.3 Current Funding Forecast

In contrast to the infrastructure needs scenario, a constrained scenario was forecasted using the current (2022) capital funding levels for replacement and renewal work (see Table 38). This budget was applied to every year of the forecast to understand the impacts of maintaining current funding levels on the condition of the City's assets over time.

Table 38: Financial Strategy – 2022 Capital Budget

Asset Category	2022 Budget
Road Network	\$1,505,000
Bridges & Culverts	\$120,000
Stormwater Network	\$500,944
Water Network	\$400,195
Wastewater Network	\$738,088
Total:	\$3,264,227

Notes:

- Exclusive of one-off funding sources such as some grants and previously approved unspent funding.
- Includes combined capital and reserve balances.

Figure 29 shows the forecasted spending results when the spending is limited by current funding levels. As the figure demonstrates, actual spending each year varies, and in some cases may go above, the yearly budget limit where work for more expensive assets was deferred and the remaining budget left over

was added to the following year's budget so that enough could be saved up to complete the work.

The following figures show the impact of the spending forecasts on the condition breakdown of the asset inventory for the unconstrained/infrastructure needs scenario (Figure 30) and the constrained/budget scenario (Figure 31). As these figures demonstrate, maintaining current funding levels will result in more and more assets falling into Poor and Very Poor condition.



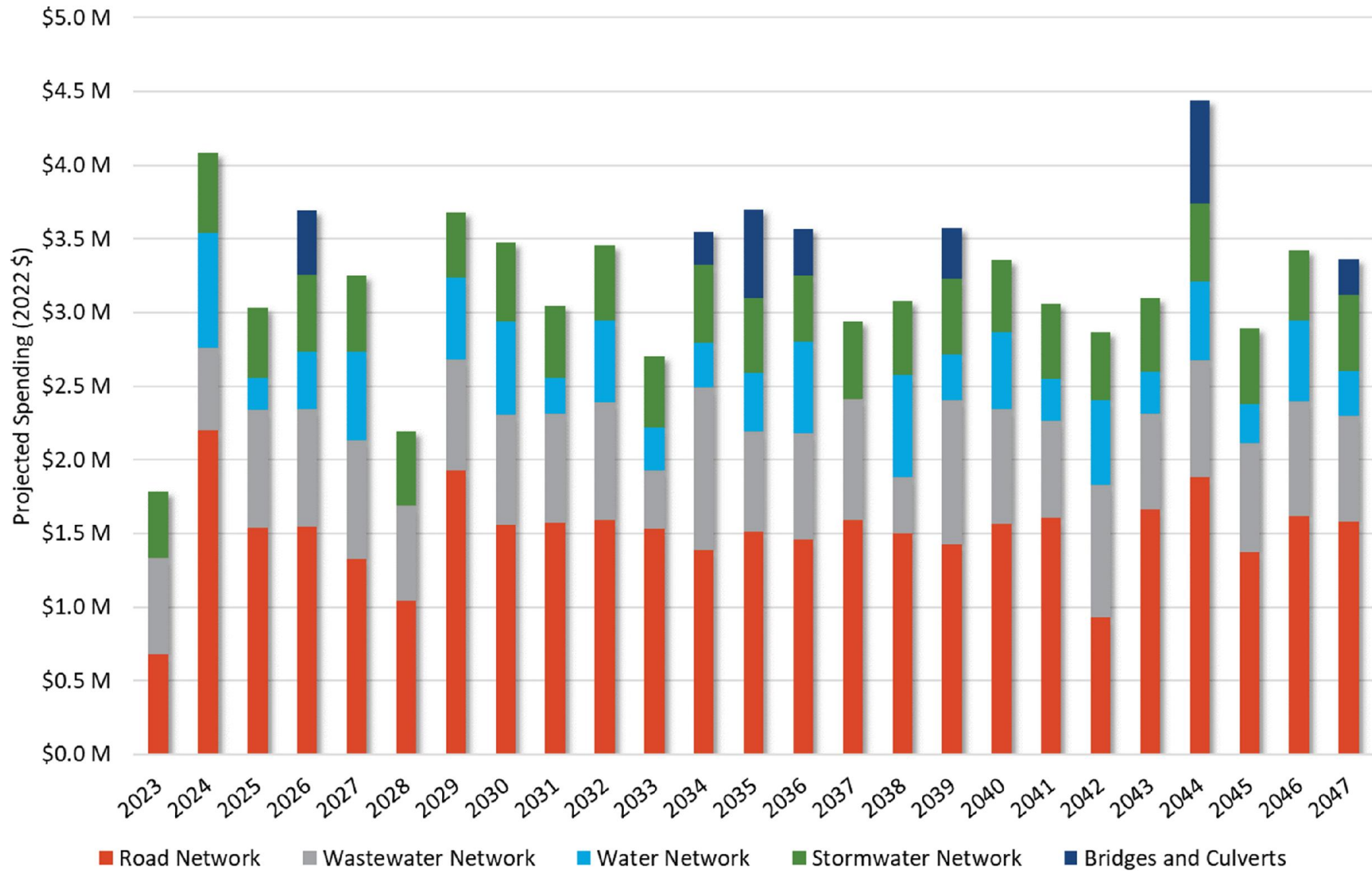


Figure 29: Financial Strategy – Forecasted Spending Maintaining Current Funding Levels (Constrained Scenario)

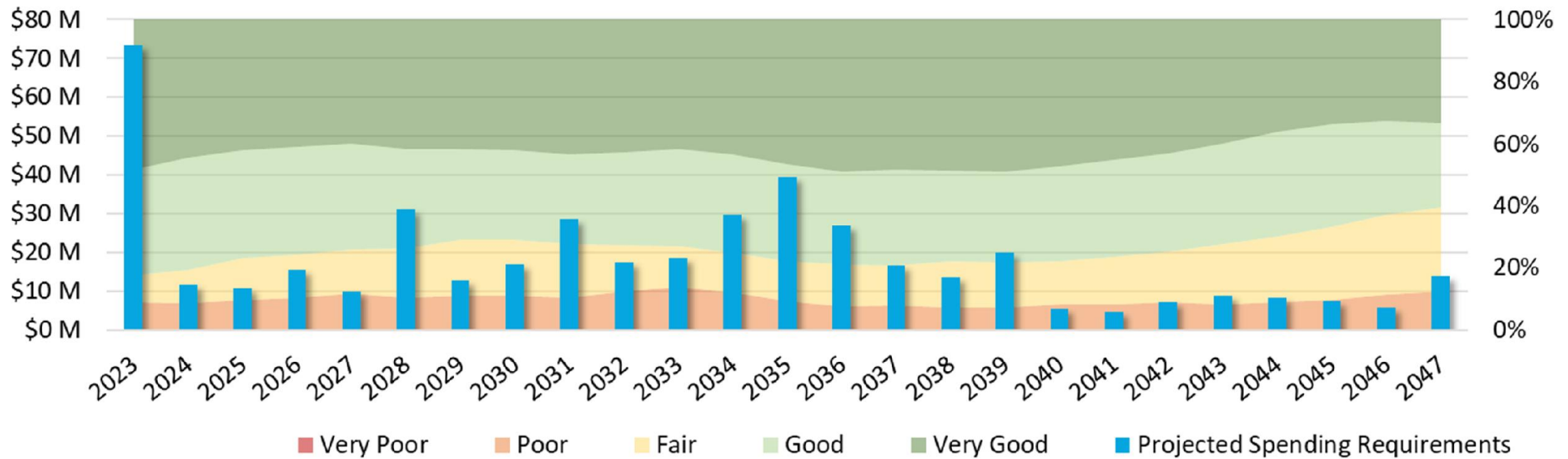


Figure 30: Financial Strategy – Condition Breakdown Forecast – Unconstrained Scenario

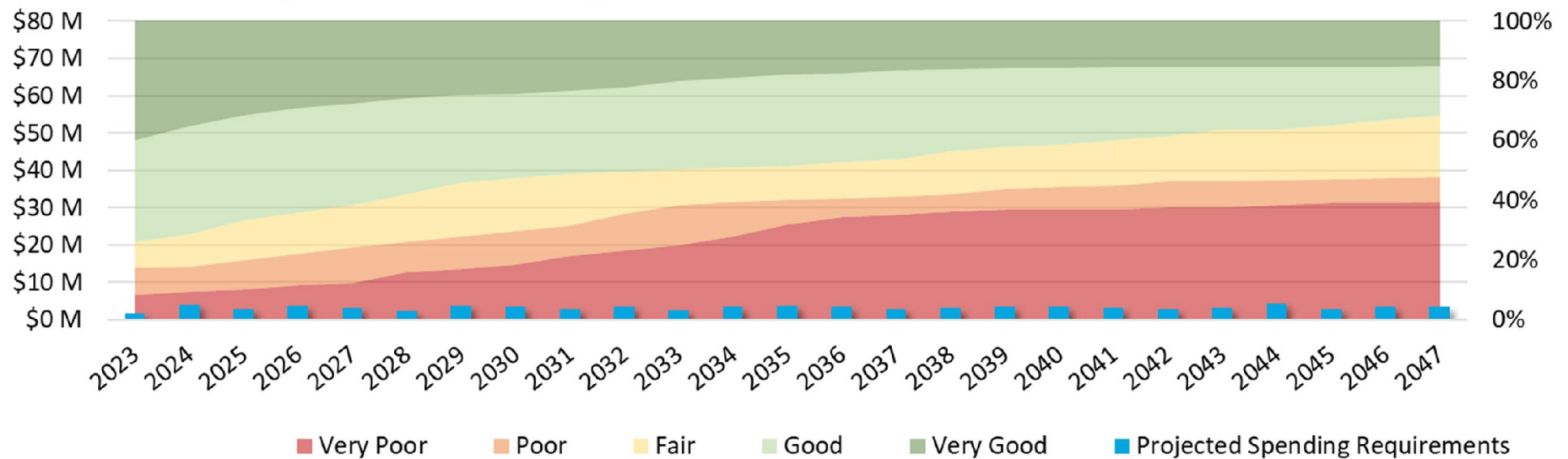


Figure 31: Financial Strategy – Condition Breakdown Forecast – Constrained Scenario

As these figures demonstrate, there is a gap between current funding levels and the funding levels required to meet infrastructure needs based on the data and lifecycle strategies used in the model. Table 39 defines the funding gap between these two scenarios, including adjustments for the additional costs discussed above, as well as inflation.

This is further demonstrated by Figure 32 which shows the forecasted spending for each scenario as a cumulative number, meaning that the value for each year represents the total amount spent from 2023 until that year, rather than just the amount spent in that year. In this way it is possible to understand the difference in the total amount of spending over 10 and 25 years between the different scenarios.



Table 39: Financial Strategy – Funding Gap

Scenario	Total (Cumulative) Spending		Current Funding Gap	
	10 Years	25 Years	10 Years	25 Years
Constrained/Budget (Current Funding)	\$31,706,256	\$81,325,084	-	-
Unconstrained (Base Replacement Costs)	\$227,216,650	\$452,930,729	\$195,510,394	\$371,605,646
Unconstrained + Additional Costs	\$320,103,310	\$639,103,021	\$288,397,054	\$557,777,938
Unconstrained + Additional Costs + Inflation	\$409,001,726	\$1,119,997,087	\$377,295,470	\$1,038,672,003

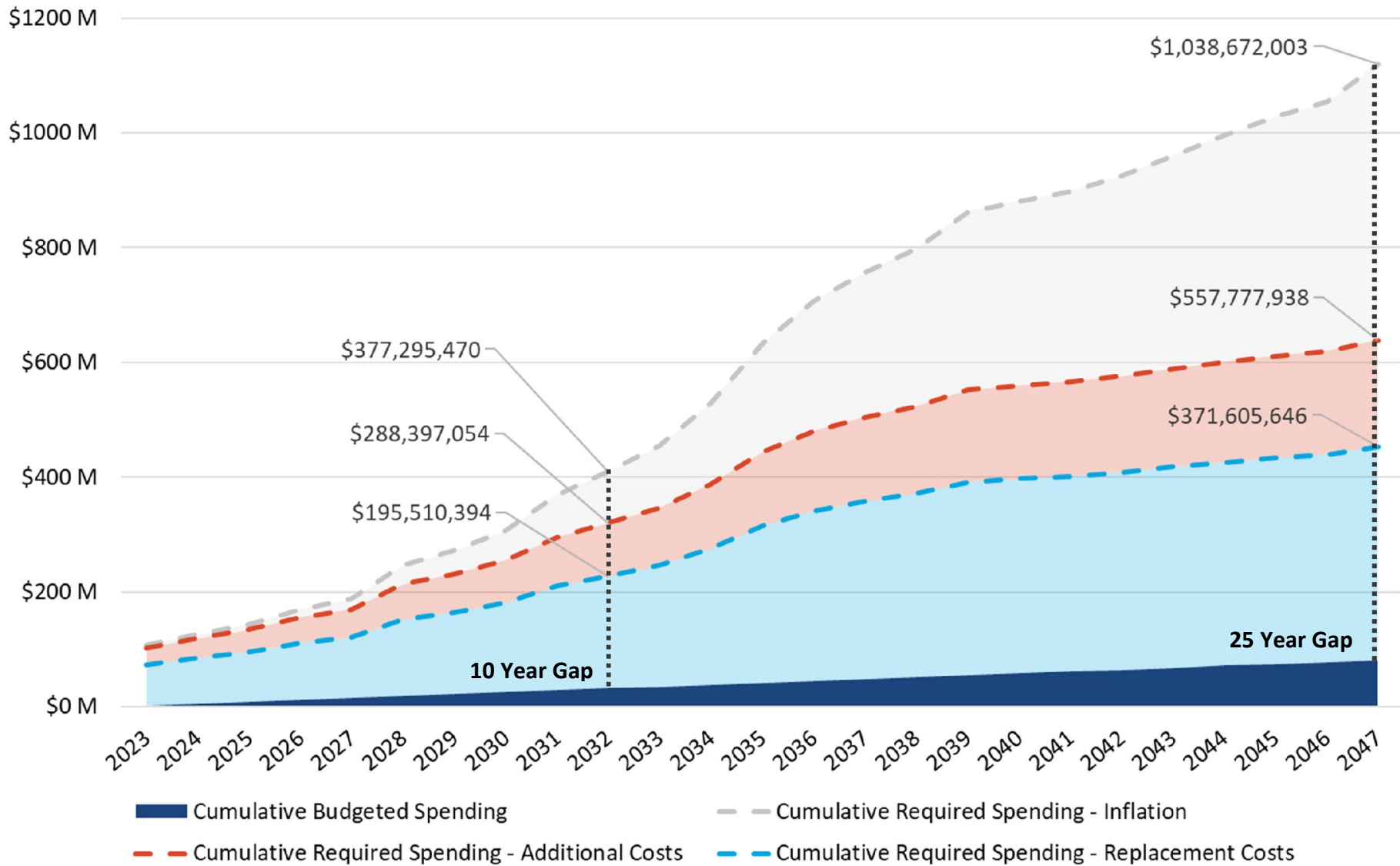


Figure 32: Financial Strategy – Funding Gap

7.4 Addressing the Gap

As the previous section demonstrates, there is a significant gap between the currently projected infrastructure needs and current funding levels. In order to address this gap, the City will need to explore options to increase funding, reduce the projected infrastructure costs or a combination of the two. This can be done by adjusting funding levels/costs, levels of service and the risks related to the selected lifecycle strategies. It is important to understand and take into consideration the linkages and tradeoffs between these options, as demonstrated through a common AM framework shown in Figure 33. The following paragraphs outline some of the options that may be considered in order to develop a strategy to address the infrastructure needs gap.



Figure 33: Financial Strategy – AM Fundamental Framework

City of Port Colborne Asset Management Plan 2022

7.4.1 Lifecycle Strategies & Risk

Lifecycle strategies are continuously being improved to better reflect how the City manages their assets and can be optimized over time to help balance levels of service and costs. For example, more renewal or rehabilitation activities may be considered to help extend the service life of assets, improving their condition and deferring full replacement costs. In addition, focusing more on proactive activities rather than just reactive work to address failures can help to reduce overall costs.

Furthermore, incorporating risk considerations into lifecycle management strategies can help to prioritize spending. For example, if an asset is low risk (i.e., failure will have little impact on the service) they may be allowed to run to failure before they are replaced, allowing the asset to potentially continue to function beyond its estimated service life. On the other hand, high risk assets may be scheduled for replacement or renewal activities earlier in their lifecycle to help reduce risk and provide a greater level of service by reducing impacts to customers.

7.4.2 Levels of Service

Reducing LOS or adjusting how LOS is measured can help to reduce forecasted spending requirements. This could include options such as divesting assets in order to have fewer assets to maintain (e.g., removing sidewalks from one side of a road when the road is replaced, replacing a paved road with a gravel road, etc.) or adjusting LOS metrics or targets (e.g. allowing low risk assets to run to failure, allowing more assets to fall below Fair

condition, etc.). In some cases, this may just mean adjusting LOS to better align with current management practices or organizational capabilities. For example, it is unrealistic to expect the City to maintain all assets in Very Good condition because of limitations in resources such as funding and workforce, or the willingness of the public to deal with increased congestion and delays due to continuous construction. However, it should be noted that any changes to LOS could impact risks to public safety, services to customers and organizational reputation and these all must be considered as a part of this decision making process.

The City may also want to consider the minimum cost required to maintain the current LOS, a cost that needs to be reported based on the requirements under O. Reg 588/17. In this case, the City considers the most easily forecasted LOS to be based on maintaining the percentage of assets that fall into Fair or greater

condition each year, limiting the number of assets falling into Poor or Very Poor. Table 40 outlines the average annual cost to maintain the current percentage of asset replacement value in Very Poor for all core assets over ten years, exclusive of additional costs to address project implementation, improvements and inflation. The LOS at the asset category level focuses on the percent of assets falling into Very Poor but manages to keep the overall LOS for all core assets falling into Poor and Very Poor consistent over the next ten years.

While these costs may maintain current levels of service, they would not be enough to address the backlog of work in any meaningful way or meet longer term funding needs and are therefore considered inadequate for addressing the City's infrastructure gap.

Table 40: Financial Strategy – Average Annual Cost to Maintain Current LOS

Core Asset Category	Average Annual Cost to Maintain LOS (\$2022)
Road Network	\$8.5M
Stormwater Network	\$0.49M
Water Network	\$3.7M
Wastewater Network	\$3.5M
Bridges & Culverts	\$43K
Total:	\$16.2M

7.4.3 Funding Options

Another option for addressing the gap is to increase funding to meet infrastructure needs. This can be done through a number of sources including:

- **Tax Levies:** Taxes such as property and land transfer taxes are collected by the City and used to fund the day to day costs of running the City including wages, materials, supplies, debt payments and funding for the capital budget.
- **Rates:** The City charges user fees for services such as water distribution and wastewater removal which are typically used to fund water, wastewater and stormwater operating and capital costs.
- **Grants:** Grants from the Federal and Provincial governments can be used to support municipal budgets. These grants can be a one-time assistance or an ongoing funding program and may or may not require the City to apply for the funding directly.
- **Reserves:** The City may contribute some revenue each year to save up and create a buffer for years with unexpected expenditures. These reserves are funded by sources such as taxes, user fees, grants, etc., taking away from available funding in years where reserve funds are not used.
- **Debentures:** The City may take a loan for building or acquiring an asset, which involves repayment annually with interest. Similar to reserves, these payments are funded by the annual revenues from taxes, user fees and grants. The

City has a self-imposed annual repayment limit of 15%, while the Province has an official limit of 25% of the municipality's source revenue.

- **Growth:** Increasing density and new developments can provide additional revenue produced from taxes and rates, particularly if new growth is focused in areas where the costs to service the development are less than the additional revenues.
- **Divestitures:** In some cases the City may choose to sell off assets, providing revenue from the proceeds and reducing future operating and maintenance costs. These types of decisions are not easy and may be less possible with linear assets but may be considered if the opportunity arises.

In order to understand the magnitude of increases necessary to meet the currently forecasted needs, Figure 34 shows the cumulative spending requirement scenarios in comparison to some example funding scenarios. This figure demonstrates how incremental increases to the budget over a number of years can eventually meet the cumulative needs of the infrastructure based on the example funding scenarios outlined in Table 41.

Table 41: Financial Strategy – Example Budget Scenarios

Budget Scenario	Annual Increase	
	2023 – 2035	2035 – 2047
Scenario 1	20% increase / year	5% increase / year
Scenario 2	25% increase / year	5% increase / year

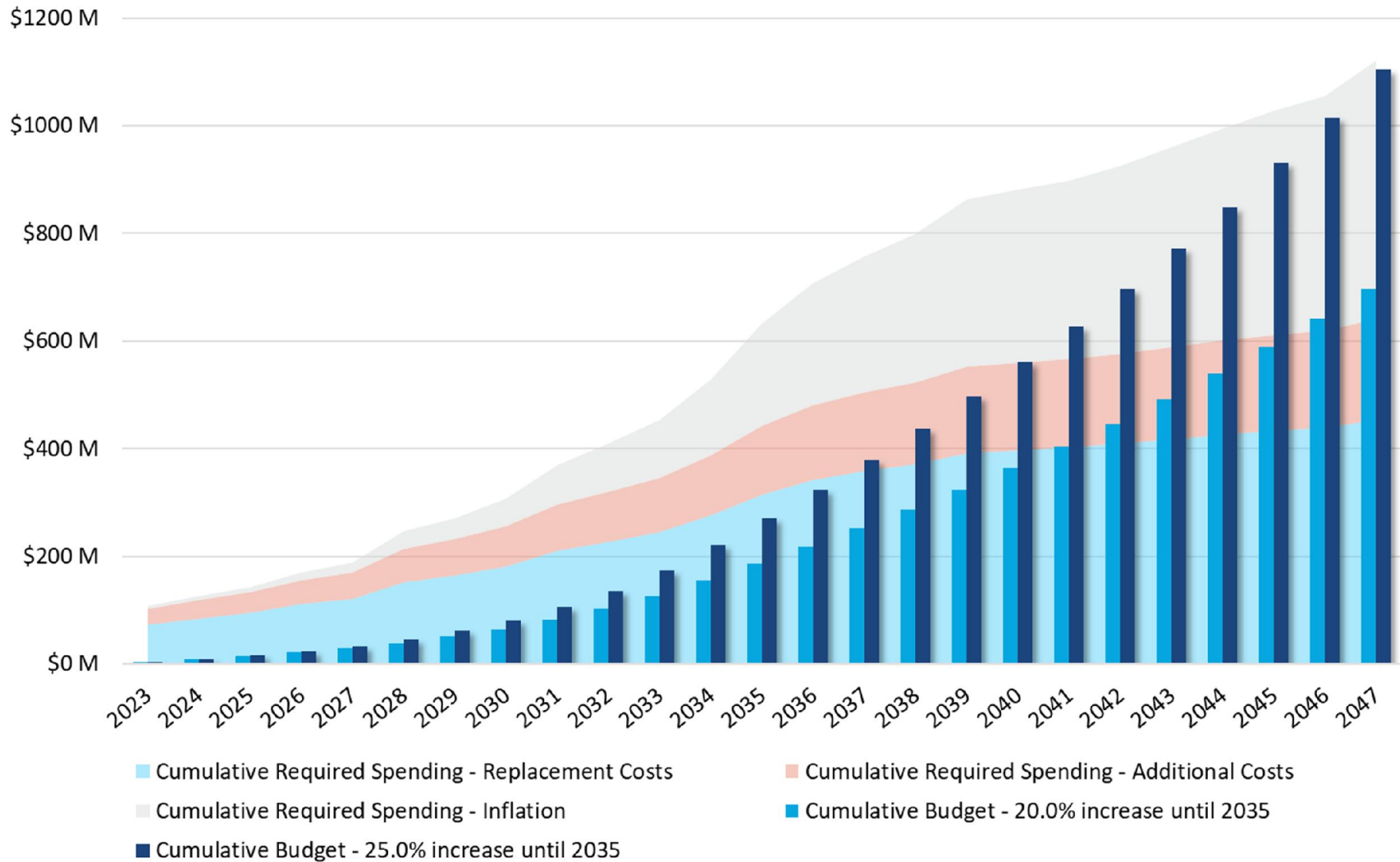


Figure 34: Financial Strategy – Example Budget Scenarios

These scenarios are based on having an accelerated budget increase of 20 to 25% per year until 2035 in order to catch up with the backlog of funding needs, then reducing the budget increases to 5% per year to keep up with inflation assumptions. While the spending requirements each year will go up and down as different amounts of assets are scheduled for work, using the cumulative numbers (total spending up to that year) helps to illustrate when the total budgeted spending will meet the total spending requirements regardless of yearly differences in infrastructure needs.

As these scenarios demonstrate, major increases may be required to meet spending requirements and current City reserves are not where they need to be in order to fund this gap. This is why it is important for the City to consider ways of reducing spending requirements as discussed above. There are also opportunities to look at ways to increase efficiencies in operating over time, using developer support to pay for growth and any necessary upsizing or replacements required for new developments, and strategic growth planning to take advantage of any areas with existing infrastructure that can support greater density.

The City will consider all of these approaches and tradeoffs in order to develop plans and strategies for managing assets that aim to balance costs to residents and businesses, the level of service provided to users and any potential risks. To support this goal, the following section outlines an improvement plan to help the City become more mature in asset management planning.





8.0 Improvement Plan

8 Improvement Plan

8.1 Improving Future Asset Management Plans

Asset Management Plans are designed to be “living” documents which require continuous updates and improvements. This allows the City to understand the ever changing state and needs of the system, while utilizing new information and processes to improve decision-making around these assets. In addition, O.Reg 588/17 outlines requirements for what should be included in the AMP and how often AMPs should be updated.

In order to meet the requirements under this regulation, the City will need to update the AMP at least once over the next few years to meet the following timelines:

July 1, 2024: The AMP will be required to document the current levels of service and the costs to sustain the current levels of service provided by all infrastructure systems in the City. The current plan includes only core assets.

July 1, 2025: The AMP will be required to document the current levels of service, the costs to sustain the current levels of service, the proposed levels of service, the costs to achieve the proposed levels of service, and the financial strategy to fund the expenditures.

Upon the completion of these updates, the City is required to review their asset management progress every year and update

the AMP every 5 years; however, the City is aiming to complete the full update every 4 years to align with City Council cycles.

Beyond simply updating the AMP to align with updated information, the AMP will require continuous improvements to better support decision-making. This will include:

- **State of the Infrastructure**
 - Improvements to asset hierarchy and inventories and refinement of the processes for managing them.
 - Continue to improve knowledge of asset replacement costs and current conditions of the assets.
- **Levels of Service**
 - Further refine current level of service statements and add advanced metrics.
 - Improve how the data is collected and tracked.
- **Lifecycle Management Strategies**
 - Refinements to forecasted lifecycle activities.
 - Define deterioration curves based on current lifecycles.
 - Risk framework for non-core assets.
- **Financial Strategy**
 - Overall improvements to data confidence and lifecycle activities will improve forecast reliability.
 - Incorporate growth into future AMPs.

8.2 Advancing Corporate Asset Management Capabilities

In addition to making ongoing improvements to the asset management plan, the City will work towards advancing their overall asset management capabilities as an organization. The following section outlines key asset management enablers and the initiatives that can be completed to improve the City's overall AM maturity.

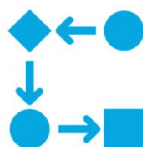
8.2.1 Asset Management Resources



The first step in building AM capabilities within an organization is to foster an understanding of AM including its purpose and benefits and develop a commitment to putting AM practices in place. To support this, it is recommended that the City dedicate a champion, personnel or team to implement the AMP, report its progress to Council and lead AM initiatives.

8.2.2 Business Processes

Another AM enabler is developing business processes that support data-driven, defensible and strategic decision-making. This not only applies to asset management processes, but data, work and lifecycle management as well. This includes reviewing current processes and explicitly defining tasks, decision points, inputs and outputs, as well as roles and responsibilities.



8.2.3 Information Systems



The City maintains two main asset inventories within their GIS and Citywide systems. While these inventories serve different purposes, finding a way to better align these inventories will help to improve consistency of data across the organization.

8.2.4 Asset Data

Maintaining organized and reliable asset data is fundamental to AM as it is the basis that drives decision-making. Some opportunities to improve confidence in the asset data include:



1. Asset hierarchy development
2. Asset data improvements
 - Review and develop consistent methods for determining data fields that may change over time (e.g. replacement value).
 - Review and update asset data to better represent engineering-based estimates as opposed to financial-based estimates used for amortization.
 - Review and update basic asset information where possible, such as installation dates to improve accuracy and precision. This may include reviewing historic documents to determine values or developing consistent

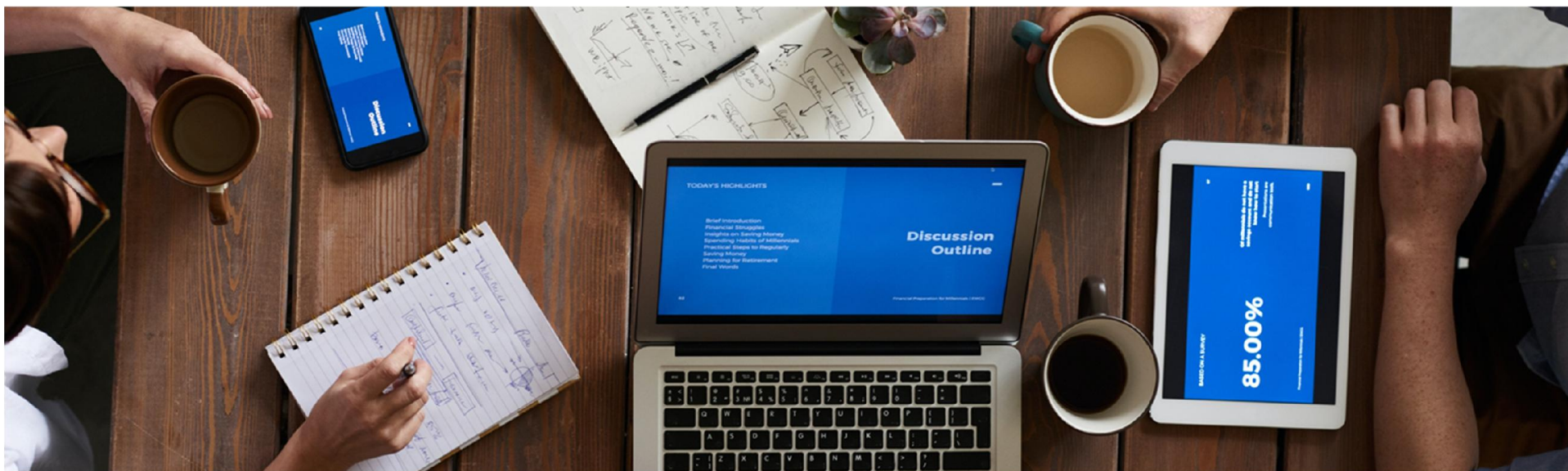
strategies for addressing gaps and understanding how these assumptions may impact decision-making.

3. Condition assessment programs

- Review condition assessment / data collection business processes, protocols, schedules, and roles and responsibilities to ensure data collected from these programs can be linked to the inventory and used to drive decision-making.

4. Public availability of data

- Currently there is no open data for City owned infrastructure. As a requirement of O.Reg 588/17, background data used for the AMP should be made available to the public.





Subject: 44th Annual Canal Days Festival Request for Road Closures, Parking Restrictions, and Patio Extensions

To: Council

From: Corporate Services Department

Report Number: 2022-139

Meeting Date: June 28, 2022

Recommendation:

That Corporate Services Department Report 2022-139 be received;

That the recommendations of Corporate Services Report 2022-139 be approved, and that Council approve all road closures and parking restrictions encompassed in this report;

That Canal Days be deemed as a municipally significant event for the purpose of applying for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO);

That Council has no objection to the proposed temporary extension of the liquor licensed areas from The Lock Wood Oven Pizza, The Port Colborne Legion, and the Canadian Corps Association;

That Staff be directed to confirm that all businesses that have patio extensions on municipal property file a certificate of insurance (COI) with no less than \$5,000,000 general and liquor liability naming the Corporation of the City of Port Colborne as additional insured, and listing the St. Lawrence Seaway Management Corporation, Her Majesty the Queen in Right of Canada, Transport Canada, as an additional insured in accordance with the City's Festivals & Events Insurance Requirements; and

That Council exempt the participants of the Canal Days Marine Heritage Festival from the Noise By-Law #4588/119/04 and not be required to apply for the variance in accordance with Section 4(3) Schedule 2(2).

Purpose:

The purpose of this report is to recommend road/parking closures for the 44th Annual Canal Days Marine Heritage Festival ("Canal Days"). The road closures will help manage vehicular traffic flow and allow for the safe passage of all pedestrian movement throughout the designated festival grounds for the duration of the Canal Days festival.

In addition, local restaurants are requesting endorsements and letters of non-objection to apply for a special occasion permit/liquor license/patio extension to the Alcohol Gaming Commission Ontario (AGCO) for Canal Days. These restaurants include the Port Colborne Legion, The Lock Wood Fired Pizza, and the Canadian Corps Association. The City of Port Colborne will also be requesting an extension to the City's license for the Patio on West and the Canal Days Concert Series at H.H. Knoll Lakeview Park.

Background:

Requests for municipal road/parking closures are generally approved by City Council. Council's past practice is to support its own community wide festivals and events by approving road/parking closures. Council has approved past liquor license and patio extension applications and letters of non-objection related to Canal Days.

Discussion:

Recreation staff are requesting Council to approve the closure of the streets listed below and parking restrictions for Canal Days. Prohibiting general vehicular traffic, restricting parking from the public, and limiting access to bicycles. This will allow the designated festival grounds to become a much safer and more conducive venue to host Canal Days. The only consideration to this road/parking closure/restriction will be the exemption of the following emergency services: Ambulance (EMS), police and fire department vehicles or any other vehicles required in the case of an emergency/service that may include public works, public utility, or authorized vehicles by permit only. Additionally, legislative requirements of the *Accessibility to Ontarians Disability Act* (AODA) apply to all festivals and events in Ontario and working service animals will be permitted on festival and event grounds during the 2022 Canal Days Marine Heritage Festival. These service animals must be clearly identified and be tethered.

Canal Days General Festival:

Staff requests that the following areas be closed/restricted to street parking and through traffic, for the setup of the Patio on West, beginning at 6:00 p.m. Thursday, July 28, 2022, and ending at 6:00 a.m. on Tuesday, August 2, 2022:

- West Street from the southern limit of Charlotte Street to the southern limit of Sugarloaf Street.

Staff requests that the following areas be closed/restricted to street parking and through traffic beginning at 4:00 a.m. Friday, July 29, 2022, and ending at 6:00 a.m. on Tuesday, August 2, 2022:

- West Street from the northern limit of Princess Street to the southern limit of Sugarloaf Street;
- Princess Street from the eastern limit of King Street to the eastern limit of West Street;
- Park Street from the eastern limit of King Street to the eastern limit of West Street;
- Charlotte Street from the eastern limit of King Street to the eastern limit of West Street;
- Kent Street from the eastern limit of King Street to the eastern limit of West Street;
- Victoria Street from the eastern limit of King Street to the eastern limit of West Street;
- Adelaide Street from the eastern limit of King Street to the eastern limit of West Street;
- Sugarloaf Street from the eastern limit of King Street to the eastern limit of West Street;
- Clarence Street from the eastern limit of King Street to the western limit of Welland Street;
- Municipal Parking Lot located west of King Street, east of Catharine Street and south of Princess Street.

In addition, the following areas be restricted to street parking beginning at 4:00 a.m. on Friday, July 29, 2022, and ending at 6:00 p.m. on Monday, August 2, 2022:

- North side of Kent Street between the western limit of Catharine Street and the eastern limit of Elm Street.
- The parking spaces on the west side of King Street from Sugarloaf Street to Charlotte Street;
- The two (2) parking spaces on both east and west sides of King Street, north of the Charlotte Street limit, be closed to parking to allow for the shuttle bus stops;
- The full length of Isabel Street;

Port Colborne Historical & Marine Museum Canal Days Events:

Staff also requests that the following areas be closed/restricted to through traffic and street parking beginning at 6:00 a.m. on Friday, July 29, 2022, and ending at 5:00 p.m. on Monday, August 1, 2022, for the purpose of hosting the Museum's Canal Days events:

- Princess Street from the western limit of King Street to the eastern limit of Catharine Street.

Canal Days Concert Series at H.H. Knoll Lakeview Park:

Staff also requests that the following areas be closed/restricted to through traffic and street parking beginning at 4:00 p.m. to 12:00 a.m. on Friday, July 29, Saturday, July 30, and Sunday, July 31, 2022, for the purpose of the Concert Series: (Appendix B)

- Steele Street from the southern limit of Steele Street at Sugarloaf Street;
- Steele Street from the eastern limit at Steele Street at Sugarloaf Street;
- Isabel Street from the southern limit of Isabel Street at Sugarloaf Street;
- Fielden Avenue from the northern limit of Fielden Avenue at Sugarloaf Street;
- Fielden Avenue from the southern limit at Sugarloaf Street;
- Lighthouse Lane from the southern limit at Sugarloaf Street;
- Elm Street from the southern limit of Elm Street at Sugarloaf;
- Elm Street from the western limit Elm Street at Sugarloaf;
- H.H. Knoll Lakeview Parking lot south of the H.H. Knoll Parkette to Fielden Avenue.

Staff also requests that the following areas be restricted to street parking beginning at 6:00 a.m. on Friday, July 29, 2022, and ending at 5:00 p.m. on Monday, August 1, 2022:

- Lockmaster Laneway, Schooner Laneway, Harbour Laneway, Breakwater Lane, Isabel Street, Lighthouse Lane, and Foghorn Laneway.

Patio Extensions

To enhance the festival on Clarence Street and West Street, local restaurants are requesting endorsements to apply for a special occasion permit to the AGCO for the Canal Days Marine Heritage Festival. These restaurants include Lock Wood Fired Pizza, The Port Colborne Legion, and The Canadian Corps Association. The City of Port Colborne will also be requesting an extension to the City's license for the Patio on West and the Concerts at H.H. Knoll Lakeview Park.

Recreation staff respectfully requests Council not object to the application letters for a Liquor License Extension. The applicants shall provide a Certificate of Insurance (COI) with no less than \$5,000,000 general liability naming the Corporation of the City of Port Colborne as additional insured, and listing the St. Lawrence Seaway Management Corporation, Her Majesty the Queen in Right of Canada, and Transport Canada, as additional insured parties in accordance with the Festivals & Events Insurance Requirements as listed in Appendix B.

In addition, the following conditions apply to Lock Wood Fired Pizza:

- a) That on July 29, July 30, and July 31, 2022, the selling and serving of alcoholic beverages to the said licensed outdoor area shall occur only between the hours of 11:00 a.m. and 11:00 p.m., and the outdoor area shall be cleared of patrons by 11:30 p.m. on July 29, July 30, July 31, 2022.
- b) That on Monday, August 1, 2022, the selling and serving of alcoholic beverages to the said outdoor area shall occur only between the hours of 11:00 a.m. and 5:00 p.m., and the outdoor area shall be cleared of patrons by 5:30 p.m. on August 1, 2022;
- e) That, notwithstanding clause a and b above, the occupancy of the said outdoor licensed area shall be open only when Clarence Street is closed in accordance with City by-law;
- f) That the applicant shall not block or occupy any street with equipment relating to the Canal Days festival & events or patio before 9:00 a.m. on Friday, July 29, 2022, and must have all equipment and supplies related to the patio extension cleared from the streets no later than 7:00 p.m. Monday, August 1, 2022;

Internal Consultations:

Fire and Emergency Services has no objections with the understanding that traffic flows will not be impeded on Clarence Street, west of King Street. The additional no parking will improve Fire Department access to the west street footprint and the concert series venue.

Public Works is requesting that West Street be closed from the south end of Charlotte Street to the south end of Sugarloaf Street to accommodate the set-up of the Patio on West.

Financial Implications:

The following road closures and parking restrictions will require staff-time to install and dismantle road barricades and no parking signage. Staff will be capturing this time to report back in a Canal Days debrief.

Public Engagement:

Recreation staff sent letters in April to the businesses directly affected by the road closures and West Street footprint. Follow-up letters will be sent out to the businesses and residents that are being affected by the road closures. The road closures will also be announced to the public on the City's website and social media platforms.

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
-

Conclusion:

In conclusion, Recreation staff recommend that Council approve the road closures and parking restrictions recommended by staff in this report to manage vehicular traffic flow and allow for the safe passage of all pedestrian movement throughout the designated festival grounds for the duration of the 44th annual Canal Days Marine Heritage Festival.

Recreation staff also recommend that Council grant endorsement and letters of non-objection to the patio extension applicants for their permits to the AGCO.

Appendices:

- a. Canal Days West Street Site Plan
- b. Canal Days Concert Series Parking Restrictions
- c. Concert Series Road Closures

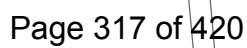
Respectfully submitted,

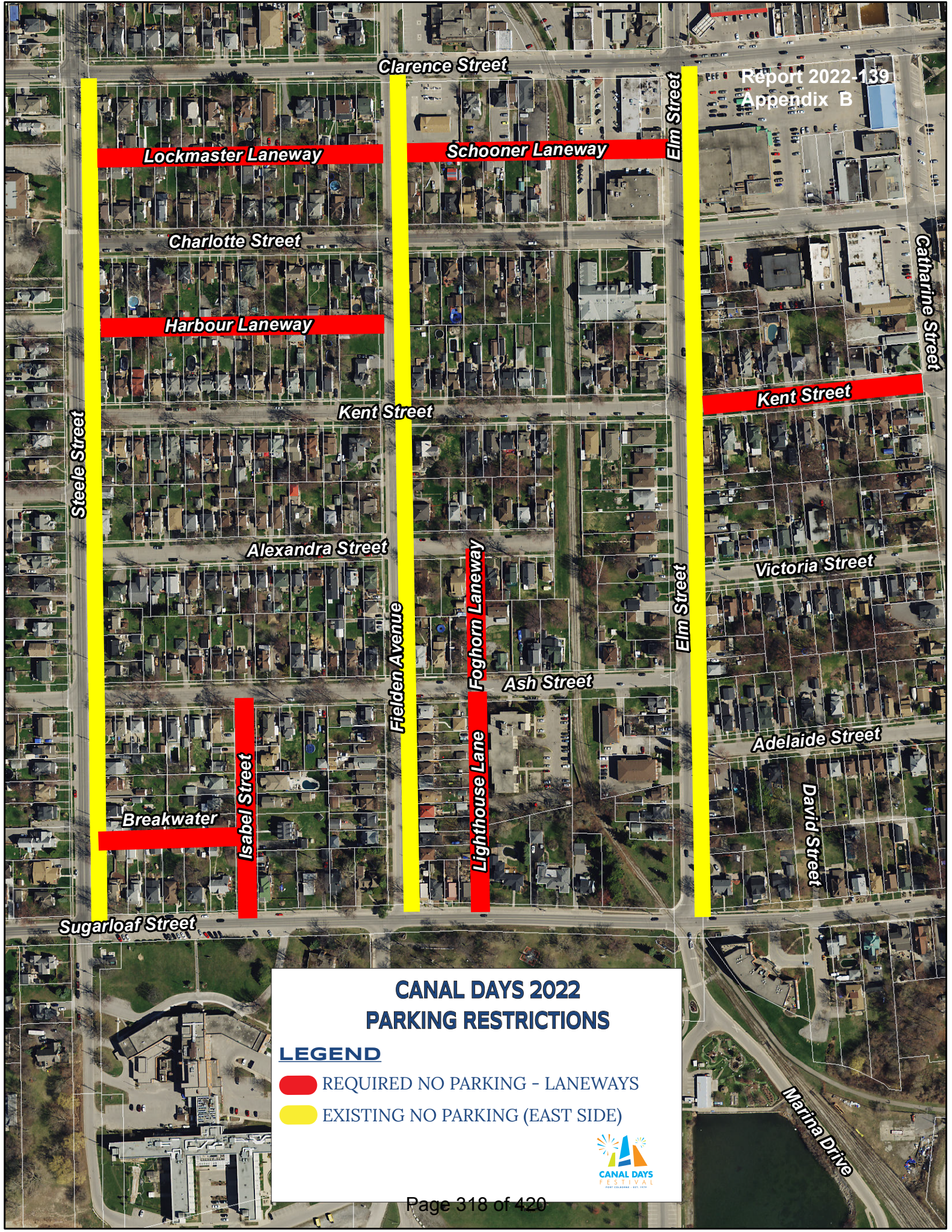
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Event Coordinator
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Bryan Theal
Manager, Recreation
905-835-2900 ext. 535
Bryan.Theal@portcolborne.ca

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.



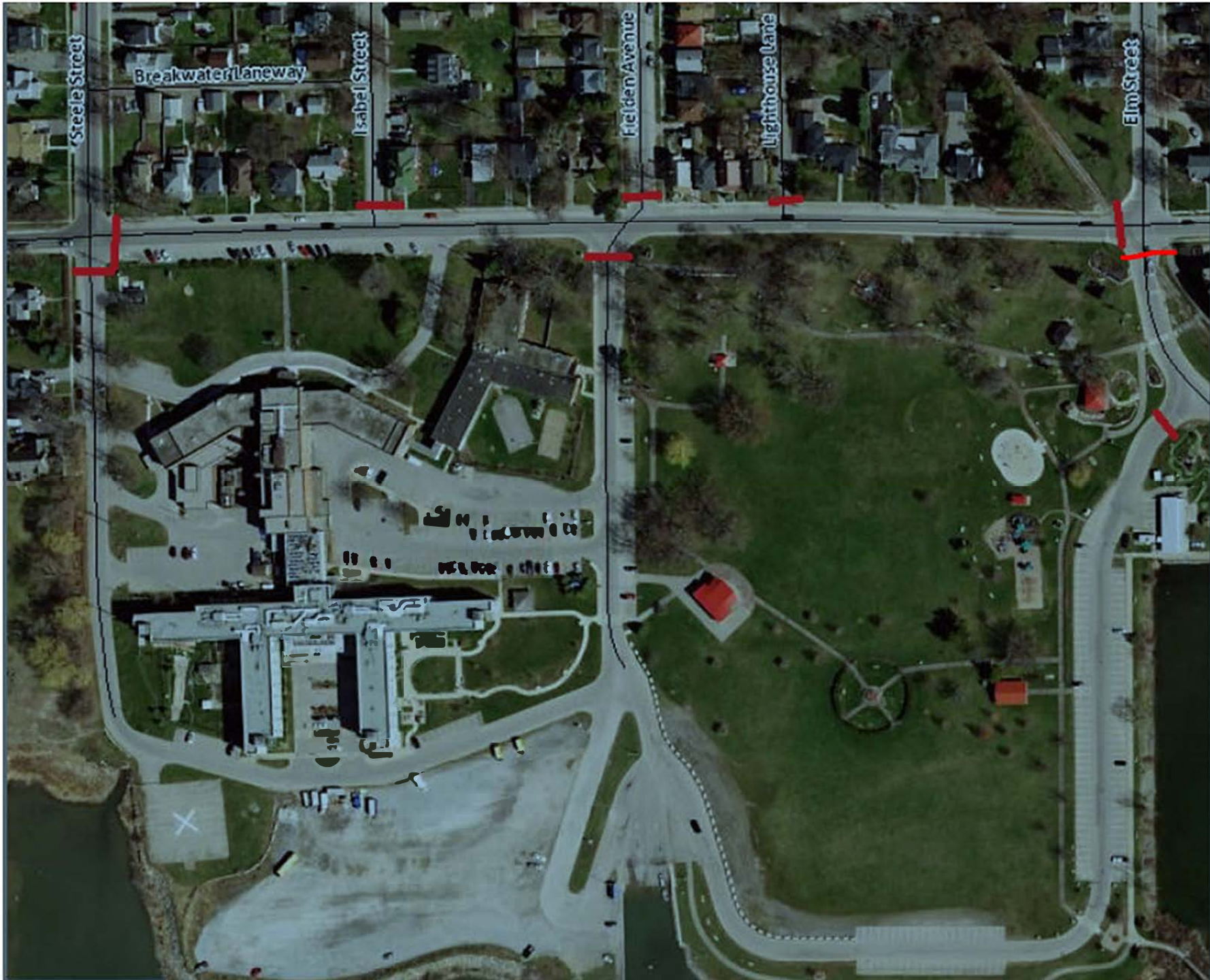


CANAL DAYS 2022 PARKING RESTRICTIONS

LEGEND

-  REQUIRED NO PARKING - LANEWAYS
-  EXISTING NO PARKING (EAST SIDE)





Subject: Canal Days Marine Heritage Festival – Paid Parking Model

To: Council

From: Corporate Services Department

Report Number: 2022-117

Meeting Date: June 14, 2022

Recommendation:

That Corporate Services Department Report 2022-17 be received; and

That the by-law in Appendix “A” of Corporate Services Report 2022-17 be approved.

Purpose:

The purpose of this report is to propose a parking model for Canal Days Marine Heritage Festival (“Canal Days”) in 2022 that includes:

- Free parking zones, subject to availability, with free transportation by bus to and from the centre of the Canal Days.
 - Free parking to accommodate those requiring accessible parking, subject to availability, at the centre of the Canal Days.
 - Zones of free parking, if vehicle is in, and registered in, an identified zone prior to 3pm:
 - If a vehicle parks and registers on the Honk Mobile App (or at the City booth –to be located on West Street) by 3:00 pm or displays their #PORTicipate Pass (available to City of Port Colborne residents for free)
 - Parking will be \$20 paid through the Honk Mobile App (or at the City booth – to be located on West Street and at H.H. Knoll Lakeview Park prior to and during concert times).
 - Zones of paid parking at the Boat Launch parking lot during the concert and 11 King Street throughout Canal Days.
 - Limited parking at the Sugarloaf Marina for seasonal and transient slip and Don Cherry’s patrons.
-

Background:

A common complaint received throughout the debrief process of multiple Canal Days has been regarding parking. The goal of this parking plan is to improve the Canal Days experience by way of improving parking opportunities and compliance with current by-laws related to parking and introducing certain paid parking opportunities to help offset by-law, roads crew, and other compliance costs related to Canal Days.

This parking model has been discussed and supported by the Canal Days Advisory Committee.

Discussion:

Staff highlight that numerous opportunities remain for free parking within the festival grounds. Vehicles within designated parking zones that register prior to 3:00 pm will have access to free parking for the day. Shuttle stops at the Vale Health & Wellness Centre and at 53 West Side Road will allow festival attendees free parking at those locations with a shuttle into the festival grounds. Additionally, free accessible parking will be offered in the City Hall parking lot. If at any time throughout the festival Port Colborne residents wish to park within designated parking zones, they will be exempt from parking fees, subject to parking availability, if they display their PORTicipate pass inside their vehicle.

Staff have identified residential streets that can be utilized as paid parking locations for Canal Days Marine Heritage Festival. The city is working with Honk Mobile to facilitate the paid parking model. Honk Mobile signs will be displayed throughout the footprint. The sign will have relevant information and a QR code.

If a festival attendee is parking within the footprint and they do not have a PORTicipate pass they will be required to scan the QR code and register their vehicle with Honk Mobile. Scanning the QR code will prompt a form on mobile devices where payment/vehicle information is entered. Before 3:00 p.m. vehicle registration is required but the parking fee will be free and after 3:00 p.m. there will be a \$20 parking fee. When a festival attendee obtains a virtual parking pass through Honk Mobile, that parking permit covers their stay in the spot they park in. If they leave and later park in another location, they will be required to register and pay to obtain another virtual parking pass.

The paid parking map can be viewed in Appendix “B” and the detailed list of streets can be viewed in the by-law attached as Appendix “A”.

Staff are also proposing to implement paid parking at 11 King Street and to increase the current parking fees at the H.H. Knoll Lakeview Park boat launch parking lot for the Canal Days Concert Series. Paid parking will be in effect from 3:00 p.m. to 11:00 p.m. from Friday, July 29, 2022, to Sunday, July 31, 2022.

The proposed parking fee for both parking lots is \$30, staff will be on-site at both locations to monitor parking and enforce access once the parking lots reach capacity. The parking fee at the H.H. Knoll Lakeview Park boat launch will be increased to \$30 at 4:00 p.m. from July 29, 2022, to July 31, 2022, once the boat launch becomes inaccessible due to the closure of H.H. Knoll Lakeview Park for the Canal Days Concert Series.

Internal Consultations:

This parking model has been supported by the Canal Days Committee and developed in consultation with departments across the city with specific assistance from Community Safety (By-law) and Legislative Services (Clerks).

Financial Implications:

As this parking model is new and, historically, all by-law, roads crew and other compliance, and related clean-up costs have been embedded in departmental budgets, with only some specific tracking for Canal Days, an estimate of the revenue and cost offset has proven complicated. When the 2022 Canal Days budget was developed during the 2022 budget development in 2021, no parking revenue was estimated. A full accounting will be provided during the 2022 debrief reporting of Canal Days as this parking revenue and individual time coding has been setup within the accounting system to be tracked.

Strategic Plan Alignment:

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

- Attracting Business Investment and Tourists to Port Colborne
 - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
 - Value: Financial Management to Achieve Financial Sustainability
-

Conclusion:

In conclusion, Staff are proposing the parking model presented with the goal of improving the experience of Canal Days.

Appendices:

- a. Special Event Parking Permit By-Law
- b. Festival Parking Map
- c. Shuttle Parking & Parking Lot Locations

Respectfully submitted,

Luke Rowe
Event & Volunteer Coordinator
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Bryan Theal
Manager, Recreation
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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.

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to establish a permitting system for the parking of vehicles on
designated highways and parking lots
in the City of Port Colborne

Whereas Section 9 of the *Municipal Act*, 2001 S.O. 2001, c.25 provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 11 of the *Municipal Act*, 2001 S.O. 2001, c.25 provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-law within the respective sphere of jurisdiction; and

Whereas subsection 102.1(1) of the *Municipal Act*, 2001 S.O. 2001, c.25 provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

Whereas at its meeting of June 28, 2022, the Council of The Corporation of the City of Port Colborne Council approved the recommendations of the Corporate Services Department, Report No 2022-117, Canal Days Marine Heritage Festival – Paid Parking Model; and

Whereas Council of The Corporation of the City of Port Colborne is desirous of implementing permit parking for special events; and

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

That this by-law shall be comprised of five parts containing various sections, namely:

Part 1	Title and Definitions
Part 2	Application of the By-law
Part 3	General Provisions
Part 4	Enforcement
Part 5	Schedules

Part 1 – Title and Definitions

Short Title

1. This by-law shall be referred to as Special Events Parking Permit By-law.

Definitions

2. For the purposes of this By-law, including in the Recitals and the Definitions,
- a) “City” means the Corporation of the City of Port Colborne, Ontario and its geographical boundaries.
 - b) “Council” means the Council of the Corporation of the City of Port Colborne.
 - c) “Director” means the Director of Community Safety and Enforcement

for the Corporation of The City of Port Colborne, or designate;

- d) “Enforcement Officer” – means a Municipal Law Enforcement Officer of The City of Port Colborne, Chief Building Official or other person appointed or employed by The City of Port Colborne for the enforcement of by-laws. and shall include members of the Niagara Regional Police Service or the Ontario Provincial Police Service.
- e) “Event Parking Permit” means a parking pass that allows for parking in the “*Event Parking Permit*” Area as established in schedule ‘B’;
- f) “Park” means the stopping or standing of a vehicle, whether occupied or not, and “Parking” or “Parked” shall bear a similar meaning as the tense allows;
- g) “Parking Lot” means a parking lot controlled by The City of Port Colborne for the purpose of parking vehicles as established in Schedule ‘B’;
- h) “PORTicipate Pass” means a free Event Parking Permit and pass provided to residents of Port Colborne;
- i) “Street” means any public highway or part of a public highway under the jurisdiction of the Corporation of The City of Port Colborne;

Part 2 – Application of the By-law

Interpretation

3. For the purposes of this by-law:

Word Usage

- a) words in singular shall be deemed to include plural and words in plural shall be deemed to include singular and this By-law shall be interpreted with all changes in gender or number as the context may require;
- b) unless otherwise defined herein, the words and phrases used in this By-law have their normal and ordinary meaning;
- c) headings are inserted for convenience and reference purposes only; they form no part of this By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law; and
- d) reference to any Act, Regulation, By-law, or Agreement is a reference to that Act, Regulation, By-law, or Agreement as it is amended or re-enacted from time to time.

Application

- 4. Where a court of competent jurisdiction declares any provisions of this By-law invalid, the provisions shall be deemed conclusively to be severed from the By-law.
- 5. The provisions of this By-law shall apply to Special Events set out in Schedule ‘A’ of this By-law.

6. The provisions of this By-law shall apply to the Streets and Parking Lots under the jurisdiction of the City listed in Schedule 'B' of this By-law.
7. The provisions of this By-law shall apply to the Administrative Penalty, which is the monetary penalty as set out in Schedule 'C' to this By-law.
8. Every person that parks in the areas listed in Schedule 'A' must obtain an Event Permit Parking Pass, which is a virtual Honk Mobile Parking Pass.
9. Every person with a PORTicipate Pass must clearly display such pass to benefit from the free services offered in this By-law.
10. This By-law shall take precedence for the dates specified herein, over By-law 3475/56/97, A By-law to provide for establishing parking lots in the City of Port Colborne, and for regulating, supervising, and governing the parking of vehicles therein and thereon, and to prohibit the parking or leaving of motor vehicles on private property owned or occupied by the Corporation of the City of Port Colborne or any Local Board thereof.

Part 3 – General Provisions

Prohibitions

11. No Person shall park in a designated on-Street event parking space without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass
12. No Person shall park in a designated event space Parking Lot without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass

Part 4 – Enforcement

13. The provisions of this By-law may be enforced by an Enforcement Officer.

Part 5 – Schedules

Schedules to this By-law

14. Schedules A through C inclusive attached hereto shall form part of this By-law.

Enacted and passed this 28 day of June, 2022.

William C. Steele
Mayor

DRAFT

Schedule ‘A”

Special Events

- 1. Canal Days - Civic Holiday weekend – Friday to Monday inclusive

DRAFT

Schedule 'B'

Locations

Streets

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Charlotte St.	N & S	Steele St.	Elm St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Kent St.	N & S	Steele St.	Fielden Ave.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Kent St.	S	Fielden Ave.	Catharine St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Victoria St.	N	Elm St.	King St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Elm St.	W	Charlotte St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Catharine St.	E & W	Kent St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Adelaide St.	N & S	Elm St.	King St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Ash St.	N & S	Steele St.	Fielden Ave.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Alexandria St.	N & S	Steele St.	End	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Fielden Ave.	E & W	Kent St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Forest St.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Claire Ave.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Linwood Ave.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31

				2022
Stanley St.	N & S	Steele St.	Linwood St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Ash St.	N & S	Steele St.	Linwood St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022

Parking Lots

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
H.H. Knoll Lakeview Park Boat Launch Parking Lot				3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
11 King Street Parking Lot				3 p.m. to 11 p.m. July 29, 2022, to July 31 2022

Schedule 'C'
Fees and Administrative Penalties

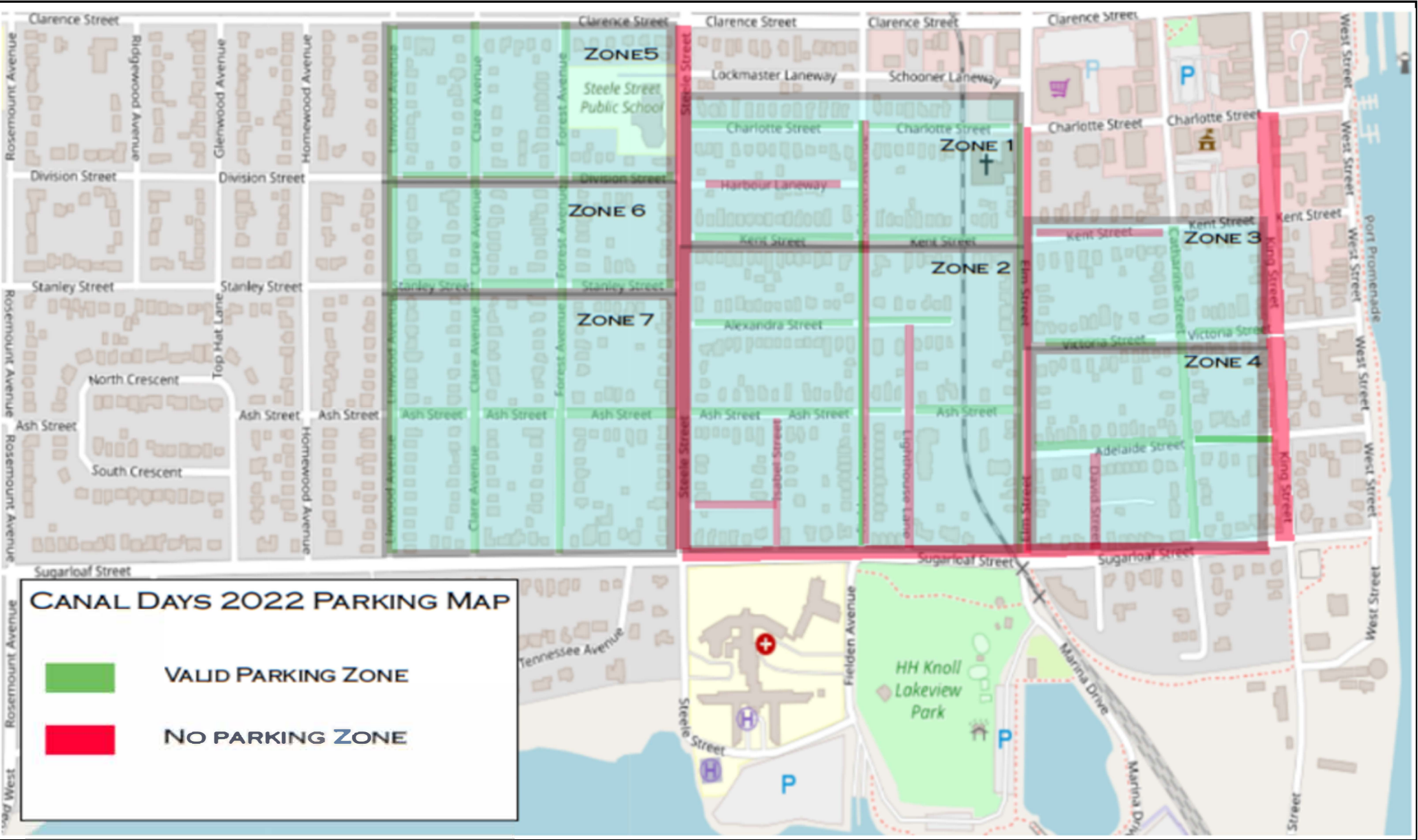
Fees

Title	Fee per day per location
On-Street Special Events Permit	\$20
Parking Lot Special Events Permit	\$30

Administrative Penalties

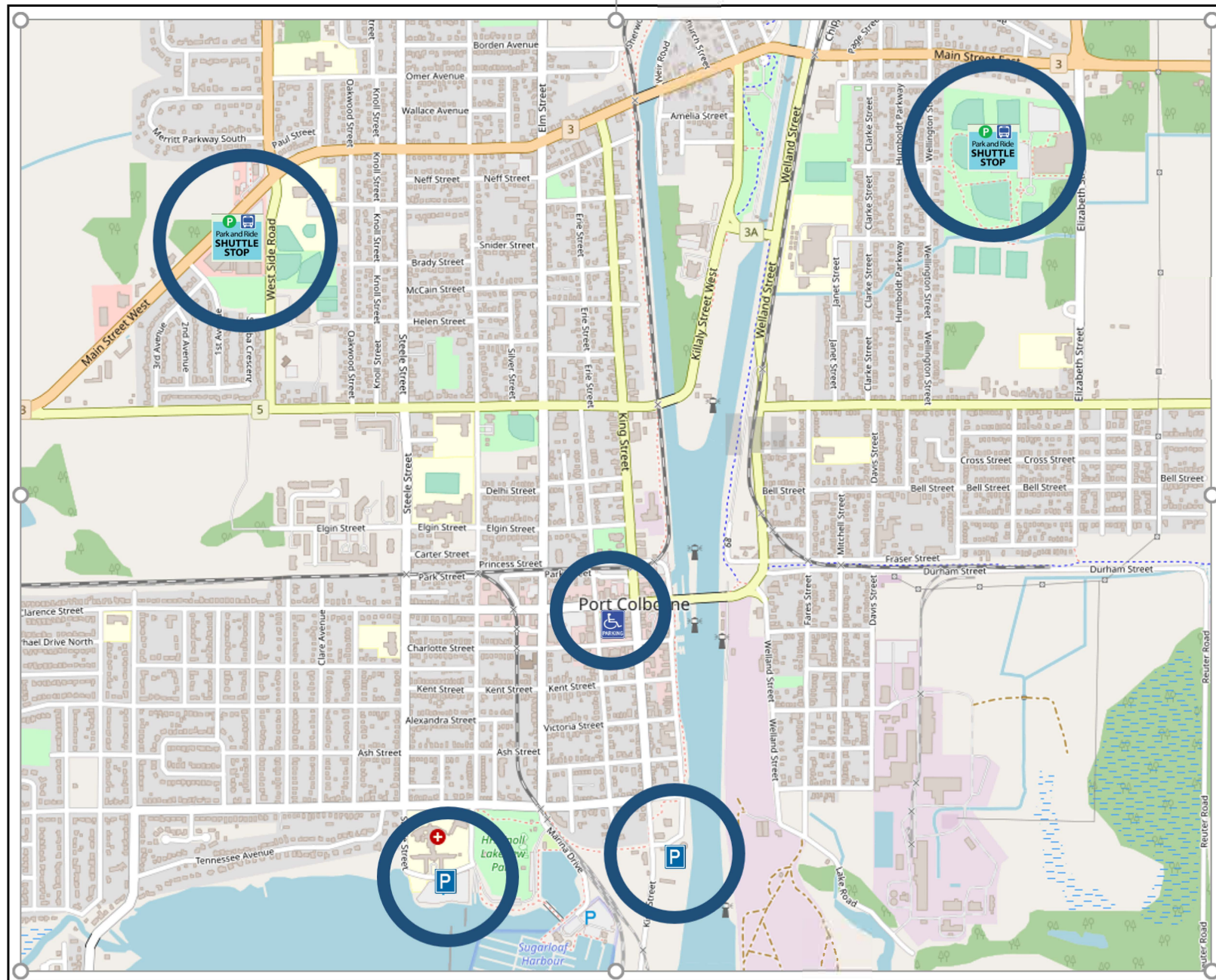
- Column 1 in the following table lists the provisions in By-law No. [redacted] that are hereby designated for the purposes of 3.1 of the Regulation.
- Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

Item	Column 1 Designated Provisions	Column 2 Short Form Wording	Column3 Administrative Penalty
1.	Section 11	Park without permit on-street	\$40
2.	Section 12	Park without permit – parking lot	\$60



Report 2022-117

Appendix C – Shuttle Parking & Parking Lot Parking Locations



Subject: City Signage Strategy

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-141

Meeting Date: June 28, 2022

Recommendation:

That Chief Administrative Officer Report 2022-141 be received;

That the Signage Strategy for year one, including park and welcome signage, be approved; and

That Marketing & Communications staff provide an annual update to Council on the Signage Strategy.

Purpose:

The purpose of this report is to provide Council with an update on the development of a Signage Strategy for the Corporation of the City of Port Colborne, based on the City's branding guidelines, established in 2020, with guidance from the City's Strategic Plan, 2020-2023.

Background:

In January 2020, Council approved a new City logo and associated branding. At that time, Council was advised that any implementation of the City's new logo/branding on City signage would be presented for their consideration before implementation.

Elements of the City's branding, which include its vision, mission, and values, were still pending the completion of the City's Strategic Plan, which was approved by Council in early 2021.

Through the 2022 capital budget process, Council approved capital budget funding for a three-year phased approach to replace signage across the City.

Discussion:

Marketing and Communications staff began working alongside other City staff and Symetric Productions, the company that designed the City's current logo/branding, to begin outlining priorities for sign design and replacement across the City.

In year one, 2022, staff determined that the focus would be on park/cemetery signage, trail signage (with a focus on the Friendship Trail, as per Report 2022-49, Friendship Trail Standard Crossing & Signage), and City welcome sign(s).

The City Signage Strategy outlines templates to be used for each type of City sign, which includes:

- Guidelines based on branding
- Sign sizes
- Font type and size, taking accessibility into account
- Material options; and
- Official language(s) uses.

Official language on City Signage

With respect to official languages(s), City staff have made the decision for all City signs to remain in English only. The City of Port Colborne is considered a bilingual community, representing a francophone population greater than ten per cent. That being said, the only legislative requirement as an identified francophone community is for the provincial and federal government to provide information in both official languages. The municipality is not required to do the same.

One of the City's five corporate values is inclusion, where everyone is welcome. That also means recognizing that residents and visitors represent a variety of cultures and speak a variety of languages. To augment City signage, the City is investigating signage within parks/facilities that include a QR code directing to the City's official webpage. The City's new webpage includes a translate feature where residents and/or visitors can learn more about the facility and/or park they are at, in whichever language they read/speak. Trail signage, for example, as approved in Report 2022-49, will feature QR codes directly on the signs.

Year One: Parks Signs

Due to the importance and prominence parks have throughout the city, it was decided that park signage would take a priority for 2022. Park signage is also currently the most inconsistent signage across the City.

Below is an example of what the new design for Parks Signs will look like, showcasing H.H. Knoll Lakeview Park:

PARK SIGNS

V3 - APPROX 10 X 5



V4 - APPROX 10 X 4.75



Some design elements to note for parks signage:

- 10 x 5 and 10 x 4.75 signs will be used for parks, like H.H. Knoll Lakeview Park that have features to highlight, including the Discover Spray Pad and Melissa's Playground.
- Other parks, like Sunset Park, will not have the featured panel on the bottom and will be approximately 10 x 3.5 in size.

- Font size was chosen based on best legibility and recommended maximum distance. On this sign, for example, 230 pt font size is lettering that is 3" high with best legibility of 30', with a recommended maximum distance of 100'.
- The suggested materials for these signs are aluminum composite. This has been used for recent signs produced and is guaranteed to last for life.
- Consistent use of park establishment date across all park signs (currently signs vary in use of est., established, and or circa).

A full inventory of all Park Signage to be replaced in 2022 are identified in Appendix A. Note: All signs will be designed, printed, and purchased in 2022. Installation, which will be executed by parks staff, may extend into spring of 2023. Installation will also occur based on priority locations.

Year One: Welcome Signs

The entrance sign at Hwy 3 and 58 is also on the replacement list for 2022.

Below is an example of the design for the sign at the corner of highways 3 & 58 with a size of 16' x 5'6":



Additional gateway signage is currently being investigated in partnership with the Economic Development & Tourism department.

A general welcome sign has also been designed, incorporating the City's mission statement, for alternate locations if funding and location options permit:

WELCOME SIGNS
V1 - APPROX 16' X 5' 6"



A secondary design to this one incorporates the City's tourism line 'Niagara's South Coast'.

Material recommendation for these signs will be incorporated into the RFQ process.

Years Two and Three

As outlined in Appendix A, additional signage has been earmarked for years two and three of the project, including:

- Additional trail signage, following completion of Friendship Trail design and installation
- City facility signage
- Directional/Historical signs
- Banners/flags on City light poles; and
- Non-regulatory street signs

An update will be provided to Council in the second quarter of 2023 with the priority and design plans for year two.

Request for Quote

Based on the City's new Procurement Policy, adopted in 2021, following council's approval, staff will be issuing a Request for Quote (RFQ) for the production of year one signage, with the possibility to renew based on years two and three.

Staff's goal is for the same company to produce all City's signage, which also corresponds with the goal of consistency.

Internal Consultations:

Marketing and Communications have consulted with staff in the following departments:

- Public Works (roads, parks, maintenance, engineering)
- Corporate Services
- Economic Development & Tourism
- Fire & Emergency Services
- Procurement
- Port Colborne Historical & Marine Museum
- Port Colborne Public Library

Since early 2022 Marketing and Communications staff have met with representatives from various departments to review sign inventory list and prioritize signage, review sign design concepts, review capital budget, and discuss the procurement process.

Fire & Emergency Services

With respect to emergency services, Communications staff spoke with the Fire Chief about sign requirements for emergency personnel/emergencies.

Approximately four years ago, separate 9-1-1 signs were installed in all City parks, which include the park address. Therefore, the address is not required to be included on park signage as park attendees have the required information should the need to call 9-1-1 arise.

Communication staff also inquired about any reflective material to be incorporated into signage for visibility, particularly park signage, and the Fire Chief did not feel this was required since dispatch has also been provided with the physical addresses for all City parks.

Financial Implications:

During the 2022 Capital Budget deliberations, Council approved \$50,000 per year, over three years (2022-2024), for the design, creation, and implementation of updated signage across the City. After a company is secured to produce city signage identified, additional capital budget requests in future years may be requested. Some financial considerations include the current cost of inflation for sign materials.

Additional signage requirements throughout the city, not identified in this report, to update branding/information will be allocated in each department's operating budget(s) and/or grant funding. These signs will still be incorporated into the City's Sign Strategy to assist with tracking all signs produced, to ensure consistency across the corporation and to have templates available for replacement and/or new signage requirements in the future.

Public Engagement:

During the development of both the City logo/branding in 2020 and Strategic Plan in 2021, members of the public were consulted. Both documents, created and drafted with community input, are guiding the development of the City's Signage Strategy.

Throughout the development of the City Signage Strategy, public engagement will occur under specific circumstances. For example, in the design of the trail signage, community members and members of the Active Transportation Committee will have the opportunity to review trail maps to be produced on the signs to ensure readability and accuracy.

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
 - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
 - Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

Replacing all City signage is an important task to ensure that the City is putting the best face forward for residents and visitors. A phased approach, focusing on consistency, brand recognition, and priority locations is recommended. A phased approach, with annual check-ins back to Council, will also ensure the City is following best practices.

Appendices: (If none delete section)

- a. City Sign Inventory – Capital Project

Respectfully submitted,

Michelle Idzenga
Corporate Communications Officer
905-835-2900 x307
michelle.idzenga@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.

Report 2022-141

Appendix A - City Sign Inventory - Capital Project

Priority	Location	Description	Address
Year 1	Centenial Park	Park	2767 Vimy Road
Year 1	Chestnut Park	Park	9 Chestnut Street
Year 1	Dewitt Carter Playground	Park	415 Fares Street
Year 1	East Village Community Park	Park	145 Welland Avenue
Year 1	H.H. Knoll Lakeview Park	Park	160 Sugarloaf Street @ Elm Street
Year 1	H.H. Knoll Lakeview Park	Park	160 Sugarloaf Street @ Elm Street
Year 1	Harry Dayboll Oakwood Park	Park	281 Omer Avenue
Year 1	Hawthorne Heights Park	Park	10 Hawthorne Blvd
Year 1	Helen Kinnear Memorial Park	Park	552 Fielden Avenue
Year 1	Humberstone Shoe Park	Park	721 Elm Street
Year 1	Jacob E. Barrick Park	Park	Hilcrest Road
Year 1	Johnston Street Playground	Park	215 Johnston Street
Year 1	King George Park	Park	64 Clarence Street
Year 1	Library Park	Park	310 King Street
Year 1	Lions Field	Park	148 Killaly Street West
Year 1	Lock 8 Gateway Park & Skatepark	Park	Mellanby Avenue
Year 1	Lockview Park	Park	5 John Street
Year 1	Maple Park	Park	360 Elgin Street
Year 1	Reservoir Park	Park	811 Fielden Avenue
Year 1	Rose Shymansky Memorial Park	Park	30 First Avenue
Year 1	Rotary Complex	Park	52 West Side Road
Year 1	Seaway Park	Park	31 Fraser Street
Year 1	Sunset Park	Park	150 Schofield Avenue
Year 1	Sunset Park By-Law Sign	Park	150 Schofield Avenue
Year 1	T.A. Lannan Soccer Complex (Hoop Design same as trail)	Park	550 Elizabeth Street
Year 1	Vimy Park	Park	670 Fielden Avenue
Year 1	West Side Tennis Courts	Park	143 Helen Street
Year 1	Westdale Park	Park	114 Merritt Parkway
Year 1	Dog Park	Park	1700 Elm Street
Year 1	Market Square	Parking Lot	56 Charlotte Street
Year 1	Nickel Beach	Park	69 Lake Road
Year 1	H.H. Knoll Boat Launch	Park	260 Sugarloaf Street
Year 1	ByLaw/Rules & Reg Signs	Park	Centennial Park & Sunset Park
Year 1/2	The Greater Niagara Circle Route	Trail	N/A
Year 1/2	Great Lakes Waterfront Trail	Trail	N/A
Year 1/2	The Great Trail	Trail	N/A
Year 1/2	East Side Trail	Trail	N/A
Year 1	The Friendship Trail	Trail	N/A
Year 1/2	Gord Harry Conservation Trail	Trail	N/A
Year 1/2	The Welland Canals Parkway Trail	Trail	N/A
Year 1/2	Mud Lake	Trail	N/A
Year 2	Roselawn Centre	Facility	296 Fielden Avenue
2022 Capital Budget	Vale Health & Wellness Centre/T.A. Lannan Sports Complex Marquee Sign	Facility	550 Elizabeth Street
Year 2	Historical & Marine Museum	Facility	280 King Street
Year 2	Port Colborne Public Library	Facility	310 King Street
Year 2	Public Works Centre	Facility	3 Killaly Street West
Year 2	Fire Station	Facility	3 Killaly Street West
Year 2	Visitor Centre	Facility	76 Main Street West
Year 2	Sherkston Community Centre	Facility	4893 Sherkston Road
Year 2	Bethel Community Centre	Facility	2703 Chippawa Road
Year 2	City Hall	Facility	66 Charlotte Street
Year 2	Sugarloaf Harbour Marina	Facility	3 Marina Drive
Year 2	Water Fill Station	Facility	Elizabeth Street
Year 1	West Side Entrance	Entrance Sign	Hwy 3 & Killaly
Year 2/3	Port Promenade	Park	West Street
Year 3	Lakeshore Photo Frame w Lighthouse	Waterfront	Lakeshore Road
Year 2	Directional/Historical Signs	Parks/Trails	Various locations in the City
Year 2	Banners/Flags	Light poles	Street Signs
Year 1	Sherk Cemetery	Cemetery	
Year 1	Doan Cemetery	Cemetery	
Year 1	Beaches Cemetery	Cemetery	
Year 1	Shisler Cemetery	Cemetery	
Year 1	Overholt Cemetery	Cemetery	
Year 2/3	West Street Signage	Other	1742 Third Concession Road
Year 2/3	Point of Interest Signs	Other	West Street along Canal
Year 2/3	Industrial Land Sign	Other	Various locations in the City
As needed	Construction/Project Signs	Other	58 and Stonebridge
2022 Capital	Static Marketing Signs	Other	N/A - Project specific
Year 3	Highway/Gateway Signs	Other	Library
Year 3	Non-regulatory street signs	Roads	Hwy 140; Hwy 3
			Across the City

Subject: Sherkston Shores Golf Cart Access

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-144

Meeting Date: June 28, 2022

Recommendation:

That Chief Administrative Officer Report 2022-144 be received.

Purpose:

At the May 10, 2022, Council meeting, Council directed staff to obtain a legal opinion on the legal validity of Sherkston Shores' decision to prevent outside golf carts from accessing the campground property.

A representative of the City's law firm, Sullivan Mahoney, provided the legal opinion and presented it to Council in Closed Session on June 14, 2022. At that meeting, Council directed staff to bring forward a public report as a means of informing the public of the legal opinion and the results of the closed meeting.

Background:

Prior to 2018, residents of the Sherkston hamlet (the hamlet) (with homes within the L0S 1R0 postal code) were entitled to enter the Sherkston Shores campground (the park) for the use of the beach and other areas of the park on an informal basis.

In 2018, the City was involved in a land sale with Sherkston Shores. As part of that transaction, the City negotiated access for those residents through an easement that was registered on title to the campground property (Appendix A) – thus formalizing the access arrangement that had previously been informal.

Many residents of the hamlet enter the campground by using golf carts to get from their homes to the park and use golf carts within the park.

Discussion:

In April 2022, City Staff became aware that the management of Sherkston Shores had decided to restrict the use of golf carts by residents of the hamlet and permit those residents 'pedestrian access only' or access on foot rather than golf carts.

This issue was raised by a number of residents in emails and phone calls to staff, Council Members, and the Regional Councillor. The hamlet residents feel that the interpretation of Sherkston Shores management is incorrect and that the easement permits golf cart access. Some hamlet residents also feel that the use of golf carts should be permitted as a trade off for living close to the park since the park has caused unsavoury conditions in the past such as noise, litter, traffic, and excessive alcohol use. In addition to these concerns, Hamlet residents have also indicated that the decision to restrict the use of golf carts is unfair to people who have mobility limitations or other disabilities that prevent them from accessing the park on foot.

After receiving these concerns from Hamlet residents, City staff approached park management several times to see if they were willing to reconsider their decision. Park management indicated that the decision was based on safety and the decision was final.

Park management did indicate that they were eager to accommodate Hamlet residents with mobility limitations and would make arrangements to provide this accommodation when residents contacted the park directly to coordinate their access.

Subsequent to the events described above, the Regional Councillor raised this issue during the May 10th Council Meeting and Council directed staff to obtain a legal opinion to determine if the interpretation of the easement by the park was incorrect. Based on the direction of Council at the May 10, 2022, meeting, a legal opinion was requested from Sullivan Mahoney. The legal opinion was provided to Council in a closed session on June 13, 2022.

The legal opinion stated that the owner of the easement lands is entitled to prohibit the use of golf carts (and other vehicles) on the lands and is entitled to limit the use of the lands to pedestrian access only.

Council gave no further direction to staff at the closed session meeting. In the absence of direction from Council, staff will take no further action.

Internal Consultations:

City staff have discussed the issue with the City Solicitor.

Financial Implications:

There are no financial implications that result from the approval of this staff report.

Public Engagement:

Residents of the Hamlet have held an informal public meeting at a resident's home that was attended by City staff and Regional Councillor Barbara Butters. Residents have also contacted the Mayor and other Council Members and attended the May 10th Council meeting.

Strategic Plan Alignment:

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

- Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

Per staff direction at the May 10, 2022, Council meeting, staff obtained a legal opinion on the restriction of golf cart access to Sherkston Shores by residents of the Sherkston Hamlet.

The legal opinion stated that the owner of the easement lands is entitled to prohibit the use of golf carts (and other vehicles) on the lands and is entitled to limit the use of the lands to pedestrian access only.

Appendices:

- a. Appendix A – Port Colborne – Beach Access Agreement

Respectfully submitted,

Scott Luey
Chief Administrative Officer
(905) 835-2900 extension 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.

LRO # 59 Transfer Easement

Received as SN573742 on 2018 11 30 at 13:19

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 1 of 13

Properties

PIN 64409 - 0063 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE;
PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
PORT COLBORNE

PIN 64169 - 0020 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE;
PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
PORT COLBORNE

PIN 64169 - 0284 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS
CLOSED BY BYLAWRO463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; PORT
COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
PORT COLBORNE

PIN 64169 - 0086 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE
PT 9, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
PORT COLBORNE

PIN 64169 - 0090 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF
LOT 5, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16102;
PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address PORT COLBORNE

PIN 64169 - 0001 LT Interest/Estate Easement ☒ Add Easement
Description SERVICENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7,
CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16103, PORT
COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address PORT COLBORNE

Consideration

Consideration \$2.00

Transferor(s)

The transferor(s) hereby transfers the easement to the transferee(s).

Name SSI PROPERTY GP INC.
Address for Service c/o Sun Communities, Inc.
27777 Franklin Road, Suite 200
Southfield, MI 48034
Attention: Tom O'Branovic

I, Jonathan Colman, Executive Vice President, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)**Capacity****Share**

Name THE CORPORATION OF THE CITY OF PORT COLBORNE Firm Name
Address for Service 66 Charlotte Street
Port Colborne, ON L3K 3C8
Attention: Chief Administrative Officer

Statements

Schedule: See Schedules

Signed By

Ngina Margaret Treffry 199 Bay Street, Suite 4000 acting for Signed 2018 11 30
Toronto Transferor(s)
M5L 1A9

Tel 416-863-2400

Fax 416-863-2653

I have the authority to sign and register the document on behalf of the Transferor(s).

David Michael Willer 40 Queen St., PO Box 1360 acting for Signed 2018 11 30
St. Catharines Transferee(s)
L2R 6Z2

Tel 905-688-6655

Fax 905-688-5814

I have the authority to sign and register the document on behalf of the Transferee(s).

Submitted By

SULLIVAN MAHONEY LLP 40 Queen St., PO Box 1360 2018 11 30
St. Catharines
L2R 6Z2

Tel 905-688-6655

Fax 905-688-5814

Fees/Taxes/Payment

Statutory Registration Fee \$64.40
Provincial Land Transfer Tax \$0.00
Total Paid \$64.40

File Number

Transferor Client File Number : 13146/5 CAH/NGI

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 64409 - 0063 SERVIENT LANDS: PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE; PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0020 SERVIENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE; PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0284 SERVIENT LANDS: PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS CLOSED BY BYLAW R0463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0086 SERVIENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE PT 9, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0090 SERVIENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF LOT 5, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16102; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0001 SERVIENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16103, PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

BY: SSI PROPERTY GP INC.

TO: THE CORPORATION OF THE CITY OF PORT COLBORNE Firm Name

1. JOHN MALONEY, MAYOR AND CARRIE MCINTOSH, DEPUTY CLERK

I am

- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- ☐ (c) A transferee named in the above-described conveyance;
- ☒ (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE CITY OF PORT COLBORNE described in paragraph(s) (c) above.
- ☐ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

LAND TRANSFER TAX STATEMENTS

(a) Monies paid or to be paid in cash	\$2.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$2.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$2.00

4.

Explanation for nominal considerations:

o) Transfer of easement or right of way for no consideration.

5. The land is subject to encumbrance

6. Other remarks and explanations, if necessary.

1. The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.

2. The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "specified region" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:

3. (b) This is not a conveyance of "designated land".

4. The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.

5. The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

A. Nature of Instrument: Transfer Easement
LRO 59 Registration No. SN573742 Date: 2018/11/30

B. Property(s):

PIN 64409 - 0063	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0020	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0284	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0086	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0090	Address PORT COLBORNE	Assessment -
		Roll No
PIN 64169 - 0001	Address PORT COLBORNE	Assessment -
		Roll No

C. Address for Service: 66 Charlotte Street
Port Colborne, ON L3K 3C8
Attention: Chief Administrative Officer

D. (i) Last Conveyance(s):

PIN 64409 - 0063	Registration No.	SN379924
PIN 64169 - 0020	Registration No.	SN379924
PIN 64169 - 0284	Registration No.	SN379924
PIN 64169 - 0086	Registration No.	SN379924
PIN 64169 - 0090	Registration No.	HU7414
PIN 64169 - 0001	Registration No.	

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☐ No ☒ Not known ☐

E. Tax Statements Prepared By: David Michael Willer
40 Queen St., PO Box 1360
St. Catharines L2R 6Z2

BEACH ACCESS EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT (the “**Easement Agreement**”) is dated as of the 30th day of November, 2018.

B E T W E E N:

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter called the “**City**”)

OF THE FIRST PART;

- and -

SSI PROPERTY GP INC.

(hereinafter called “**Sun**”)

OF THE SECOND PART.

WHEREAS:

A. Sun is the registered owner of the lands and premises legally described in *Schedule A* attached hereto (the “**Sherkston Lands**”) upon which it presently conducts the business of a beach resort, campground and recreational vehicle park, together with related amenities;

B. The Sherkston Lands include: (i) all of the lands described in PIN 64169-0284 (LT), being Part Lots 3-5 Concession 1 Humberstone & Part of the Road Allowance between Lots 4 & 5 Concession 1 Humberstone (as closed by By-law RO463811), designated as Parts 5, 6, 7 & 8, Plan 59R5042, except Part 1, 59R13714; subject to Part 8, 59R5042 as in LT44646; subject to LT67377, Port Colborne; (ii) all of the lands described in PIN 64169-0086(LT), being Parcel 3-1 Section 59-Humberstone-1; Part of Lot 5 Concession 1 Humberstone designated as Part 9, Plan 59R5042, subject to LT67377, Port Colborne; (iii) part of the lands described in PIN 64169-0090(LT), being the closed road allowance legally described as Part of the Road Allowance between Lots 4 and 5, Part of Lot 5, Concession 1 Humberstone, designated as Part 1, Plan 59R-16102, Port Colborne; (iv) all of the lands described in PIN 64169-0020 (LT), being Parcel 3-1 Section 59-Humberstone-1; Part Lot 5 Concession 1 Humberstone; Part Lot 6 Concession 1 Humberstone designed as Parts 10, 11, 12, 13, 14, 15, Plan 59R5042, subject to Part 10, 59R5042, in favour of all those entitled thereto, over, along and upon Part Lot 5 Concession 1, Humberstone as in RO374845, subject to LT67377, Port Colborne; (v) part of the lands described in PIN 64169-0001(LT), being the closed road allowance legally described as Part of

the Road Allowance between Lots 6 and 7, Concession 1 Humberstone, designated as Part 1, Plan 59R-16103, Port Colborne; and (vi) all of the lands described in PIN 64409-0063 (LT), being Parcel 7-1 Section 59-Humberstone-1; Part Lot 7 Concession 1 Humberstone; Part Lot 8 Concession 1 Humberstone, designated as Part 1, Plan 59R4991, subject to LT67377, Port Colborne (collectively, the “**Burdened Lands**”);

C. The City is the registered owner of the lands legally described as Firstly: Part of the Road Allowance Between Lots 4 and 5 Concession 1 Humberstone Lying South of Beach Road, save and except Part 5, Plan 59R-5042, save and except Part 1, Plan 59R-16102 and Secondly: Part of Lot 5 Concession 1 Humberstone as in HU7414, being Empire Road, Port Colborne, all being part of PIN 64169-0090 (LT) (collectively, the “**Benefitting Lands**”); and

D. Sun has agreed to transfer in favour of the City and its Invitees (as defined in Section 3 below) a non-exclusive easement in perpetuity for the purpose of permitting pedestrian access, ingress, egress and passage over, along and upon the Burdened Lands from the Benefitting Lands to the lands and premises described in *Schedule B* attached hereto (the “**Beach Lands**”), and from the Beach Lands to the Benefitting Lands, subject to the terms and conditions of this Easement Agreement,

NOW THEREFORE, IN CONSIDERATION of TWO DOLLARS (\$2.00) and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Sun hereby transfers in favour of the City and its Invitees (as defined Section 3 below) a non-exclusive easement in perpetuity (the “**Easement**”) for the purpose of permitting pedestrian access, ingress, egress and passage over, along and upon the Burdened Lands from the Benefitting Lands to the Beach Lands, and from the Beach Lands to the Benefitting Lands, subject to the terms and conditions of this Easement Agreement.
2. Notwithstanding that the Easement is expressed as an easement over, along and upon the entirety of the Burdened Lands, the use of the Easement shall be expressly restricted only to the paved roadways within the Burdened Lands that are designated as Empire Road, Elcan Highway and Wyldewood Beach Road and any connecting paved roadways or pathways that directly link Empire Road with Wyldewood Beach Road (the “**Designated Roadways**”).
3. For the purposes of this Easement Agreement, “**Invitees**” means individuals whose names are set out on a City of Port Colborne realty tax bill, Ontario government-issued driver’s licence or Ontario government-issued health card containing an address within the Canadian postal code “L0S 1R0”. If the Canadian postal code “L0S 1R0” is changed to or replaced by another postal code or to another postcode sequence or system, then references in this Easement Agreement to the Canadian postal code “L0S 1R0” will be automatically amended to refer to the changed or replaced postal code or to the new postcode sequence or system replacing the former Canadian postal code “L0S 1R0”.
4. The rights of the City and the Invitees (collectively, the “**Benefitting Parties**”) under this Easement Agreement are subject to the following terms and conditions:

- (a) the use of the Easement is restricted to pedestrian access, ingress, egress and passage only, and the Easement may not be used for any other purpose;
 - (b) the use of the Easement is restricted to the Benefitting Parties only, and the Easement may not be used by any other persons;
 - (c) the use of the Easement is restricted to the dates and hours of operation of the business conducted by Sun on the Sherkston Lands, and the Easement may not be used at any other time;
 - (d) prior to being able to use the Easement in any calendar year, each Benefitting Party must register at the main office of the business conducted by Sun at the Sherkston Lands and must agree to be bound by all of the rules and regulations governing the business conducted by Sun at the Sherkston Lands;
 - (e) the use of the Designated Roadways by the Benefitting Parties shall be in common with Sun and its tenants, subtenants, invitees, customers, guests, licensees, agents, contractors, subcontractors, employees and other persons permitted to use the Designated Roadways by Sun from time to time;
 - (f) the Benefitting Parties shall not have access to any other lands, buildings, services or amenities at the Sherkston Lands other than the Designated Roadways, unless otherwise agreed by Sun in writing; and
 - (g) Sun shall be entitled at any time and from time to time to close or restrict access to all or any part of the Designated Roadways for the purpose of effecting any repairs, maintenance or servicing, or for the purpose of re-routing any of the roadways within the Burdened Lands, as Sun may determine to be necessary or advisable, provided in each case that a similar alternative means of pedestrian access from the Benefitting Lands to the Beach Lands and from the Beach Lands to the Benefitting Lands is provided by Sun for the duration of such closure or restricted access.
5. Sun covenants not to mortgage or charge its interest in the Burdened Lands or any part thereof to any person or entity (a “**Mortgagee**”) unless the Mortgagee executes and delivers to the City contemporaneously with such charge or mortgage an agreement with the City, in a form satisfactory to the City acting reasonably, wherein the Mortgagee agrees to perform and be bound by the obligations of Sun under this Easement Agreement, but only for so long as the Mortgagee is in ownership, possession or control of the Burdened Lands.
6. Sun covenants not to transfer or otherwise dispose of its interest in the Burdened Lands or any part thereof to any person or entity (a “**Transferee**”) unless the Transferee executes and delivers to the City contemporaneously with such transfer an agreement with the City, in a form satisfactory to the City acting reasonably, wherein the Transferee agrees to perform and be bound by the obligations of Sun under this Easement Agreement.

7. Any notice, demand, request or other communication (the “**Communication**”) to be given in connection with this Easement Agreement shall be given in writing and shall be given by personal delivery or by mailing by registered mail with postage thereon, fully prepaid in a sealed envelope addressed to the intended recipient as follows:

a. to Sun at:

c/o Sun Communities, Inc.
27777 Franklin Road, Suite 200
Southfield, MI 48034
Attn: Tom O’Branovic

b. to the City at:

66 Charlotte Street
Port Colborne, ON L3K 3C8

Attention: Chief Administrative Officer

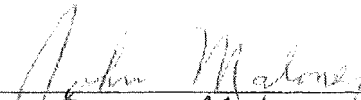
or to such other addresses or individuals as may be designated by a Communication given by one of the parties to the other party as aforesaid. Any Communication given by personal delivery shall be conclusively deemed to have been given on the day of the actual delivery thereof, and if given by registered mail, on the third business day following the deposit thereof in the mail. In the event of a strike or other disruption in the postal service, any such Communication shall not be mailed but given by personal delivery.

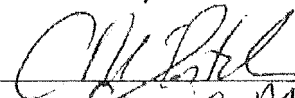
8. The provisions of this Easement Agreement shall enure to the benefit of and be binding upon the successors and assigns of each party.
9. This Easement Agreement may be executed in counterparts, each of which when executed and delivered shall be deemed to be an original, and such counterparts together shall constitute one and the same agreement.
10. Each of the parties shall from time to time hereafter and upon any reasonable request of the other party, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectually implement and carry out the true intent and meaning of this Easement Agreement.
11. This Easement Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province and shall be treated, in all respects, as an Ontario contract.

[next page signature page]

IN WITNESS WHEREOF the parties have executed this Agreement.

**THE CORPORATION OF THE CITY OF
PORT COLBORNE**

By: 
Name: John Maloney
Title: Mayor

By: 
Name: Carrie McIntosh
Title: Deputy Clerk

We have authority to bind the City.

SSI PROPERTY GP INC.

By: _____
Name:
Title:

I have authority to bind the Corporation.

IN WITNESS WHEREOF the parties have executed this Agreement.

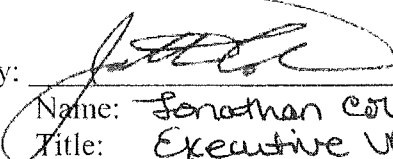
**THE CORPORATION OF THE CITY OF
PORT COLBORNE**

By: _____
Name:
Title:

By: _____
Name:
Title:

We have authority to bind the City.

SSI PROPERTY GP INC.

By:  _____
Name: Jonathan Colman
Title: Executive VP

I have authority to bind the Corporation.

SCHEDULE A
SHERKSTON LANDS

64169-0020(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE: PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; S/T PT 10, 59R5042, IN FAVOUR OF ALL THOSE ENTITLED THERETO, OVER, ALONG AND UPON PT LT 5 CON 1, HUMBERSTONE AS IN RO374845; S/T LT67377 PORT COLBORNE

64169-0084(LT)

PT LT 5 CON 1 HUMBERSTONE AS IN RO490899; S/T RO571877 PORT COLBORNE

64169-0086(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE PT 9, 59R5042 ; S/T LT67377 PORT COLBORNE

64169-0089(LT)

PT LT 5 CON 1 HUMBERSTONE AS IN RO706065; PORT COLBORNE

64169-0284(LT)

PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS CLOSED BY BYLAW RO463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; S/T PT 8, 59R5042 AS IN LT44646; S/T LT67377; PORT COLBORNE

64170-0010(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 4 CON 1 HUMBERSTONE PT 3, 59R5042 ; S/T LT67377 PORT COLBORNE

64170-0012(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 4 CON 1 HUMBERSTONE PT 4, 59R5042 ; S/T LT67377 PORT COLBORNE

64409-0063(LT)

PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE; PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; S/T LT67377 PORT COLBORNE

64474-0002(LT)

PCL BED OF LAKE ERIE-1 SEC CL9320; PT BED OF LAKE ERIE IN FRONT LOT 5 CON
1 HUMBERSTONE PT 1 59R9347 AS IN CROWN GRANT LT111610; PORT COLBORNE

Part of PIN 64169-0001(LT)

PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7 CONCESSION 1
HUMBERSTONE, BEING PART 1, PLAN 59R-16103; PORT COLBORNE

Part of PIN 64169-0090 (LT)

PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF LOT 5
CONCESSION 1 HUMBERSTONE: BEING PART 1, PLAN 59R-16102; PORT COLBORNE

SCHEDULE B

BEACH LANDS

Firstly

The shoreline of Lake Erie consisting of beachfront at the southern limit of the lands registered in the name of Sun and legally described as:

- (a) Parcel 7-1 Section 59-Humberstone-1; Part Lot 7 Concession 1 Humberstone; Part Lot 8 Concession 1 Humberstone, designated as Part 1, on Plan 59R4991; subject to LT67377; Port Colborne, being all of PIN 64409-0063 (LT);
- (b) Parcel 3-1 Section 59-Humberstone-1; Part Lot 5 Concession 1 Humberstone; Part Lot 6 Concession 1 Humberstone, designated as Parts 10, 11, 12, 13, 14, 15 on Plan 59R5042; subject to Part 10, 59R5042, in favour of all those entitled thereto, over, along and upon Part Lot 5 Concession 1, Humberstone as in RO374845, subject to LT67377 Port Colborne, being all of PIN 64169-0020 (LT);
- (c) Part Lots 3-5 Concession 1 Humberstone & Part Road allowance between Lots 4 & 5 Concession 1 Humberstone (AS CLOSED BY BYLAW RO463811), designated as Parts 5, 6, 7 & 8 on Plan 59R5042 except Part 1, 59R13714; subject to Part 8, 59R5042 as in LT44646; subject to LT67377; Port Colborne, being all of PIN 64169-0284 (LT);
- (d) Closed road allowance legally described as Part of the Road Allowance between Lots 4 and 5, Part of Lot 5, Concession 1 Humberstone, designated as Part 1, Plan 59R-16102, Port Colborne, being part of PIN 64169-0090(LT); and
- (e) Closed road allowance legally described as Part of the Road Allowance between Lots 6 and 7, Concession 1 Humberstone, designated as Part 1, Plan 59R-16103, Port Colborne, being part of PIN 64169-0001(LT).

Secondly

The shoreline of Lake Erie consisting of beachfront at the northern limit of the lands registered in the name of Sun and legally described as Parcel bed of Lake Erie-1 Section CL9320; Part Bed of Lake Erie in front Lot 5 Concession 1 Humberstone Part 1 59R9347 as in Crown Grant LT111610; Port Colborne, being all of PIN 64474-0002 (LT).



Subject: Recommendation Report for a Zoning By-law Amendment for a Vacant Lot on Neff Street

To: Council

From: Development and Legislative Services Department

Report Number: 2022-146

Meeting Date: June 28, 2022

Recommendation:

That Development and Legislative Services Department Report 2022-146 be received; and;

That Council approve the Zoning By-law Amendment attached as Appendix A, to amend the subject lands from Fourth Density Residential 'R4-61' to Downtown Commercial 'DC-68'.

Purpose:

The purpose of this report is to provide Council with an update and recommendation regarding a Zoning By-law Amendment application initiated by the owner, Grandstone Living.

The application was received on March 3, 2022, and was deemed complete on March 22, 2022, and is requesting to change the zoning from Fourth Density Residential 'R4-61' to Downtown Commercial 'DC-68'. The requested amendment is being sought to facilitate a 6-unit apartment on the subject property with a special provision requesting that the required landscape buffer not apply to the subject lands. A site plan for the proposed apartment has been attached as Appendix B.

Background:

Location:

The subject lands are located on the north side of Neff Street at the east end of the street. The legal description of the property is Part of Lot 4 in Block Letter A and Part of Lot 2 on the south side of Main Street west on Plan 762 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on the north side of Neff Street.



Figure 1: Location of subject lands highlighted in red, from Niagara Navigator 2020.

Surrounding and Existing Land Uses:

The subject property is currently vacant. The properties to the north consist of commercial uses such as shops and restaurants. The properties to the west consist of residential uses with an existing apartment and detached dwellings. The surrounding parcels to the south consist of residential uses with detached dwellings and the lands to the east contain the old Welland Canal and an existing railway.

Discussion:

Planning Documents

Planning staff reviewed this application with consideration of several planning documents including the Planning Act, R.S.O, 1990, as amended, the *Provincial Policy Statement (2020)*, *A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019)*, the *Regional Official Plan*, the *City of Port Colborne Official Plan* and the *City of Port Colborne*

Comprehensive Zoning By-law 6575/30/18. For an application to be supported by Staff, it must conform to or be consistent with the aforementioned plans.

Planning Act

Section 2 of the Planning Act outlines matters of provincial interest.

Section 3 of the Act requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.

Section 34 of the Act allows for the consideration of a zoning by-law amendment.

Provincial Policy Statement (2020)

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. The subject lands are within a “settlement area” according to the PPS. Settlement areas are to be the focus of growth and development and land use patterns shall be based on densities and a mix of land uses and should efficiently use land and resources.

Staff are satisfied that the proposed Zoning By-law Amendment is consistent with the PPS. The application proposes growth within a settlement area and proposes an apartment that will result in a more diverse range of housing on Neff Street and mix of uses in the surrounding area.

Growth Plan for the Greater Golden Horseshoe (2019)

The Growth Plan also directs development to settlement areas. The subject parcel is located within a “Delineated Built-up Area” where intensification is generally encouraged. The Growth Plan Policies support the achievement of complete communities that are designed to support healthy and active living and meet people’s needs for daily living throughout an entire lifetime. Furthermore, they support a range and mix of housing options, including additional residential units and affordable units, to serve all sizes, incomes, and ages of households.

Staff are satisfied that the proposed Zoning By-law Amendment conforms to the Growth Plan. The proposed application supports a range and mix of housing types by proposing additional diverse residential units.

Regional Official Plan

The subject property is located within the Built-up Area, according to the Regional Official Plan (ROP). Objective 4.A.1.2 states that a significant portion of Niagara’s future growth should be directed to the Built-up Area through intensification. Intensification includes all forms of development that occur within the Built-up Area and is generally

encouraged. Staff are satisfied that the proposed Zoning By-law Amendment conforms to the ROP.

City of Port Colborne Official Plan

The subject property is located within the Downtown Commercial designation according to the City's Official Plan (OP). Residential uses are permitted within the Downtown Commercial designation and Section 3.6.1 (c) of the OP states that new apartment buildings shall be developed so that they are appropriately integrated into the downtown area. Staff are of the opinion that the proposed 6-unit apartment is appropriately integrated into the downtown area as it is consistent with the placement and character of the surrounding built form, does not exceed a height of six (6) storeys and will generally maintain the established building line for the front yard setback, as required by the design guidelines of the OP.

Any new or expanding development in the Downtown Commercial area is subject to Site Plan Control, as such, the applicant will be required to submit a Site Plan Control application. The purpose of site plan control is to provide Staff with controls over development proposals with respect to exterior design including but not limited to, the character, scale, appearance, design, and sustainability features, as outlined in the Planning Act.

Staff are of the opinion that the proposed Zoning By-law Amendment conforms to the OP.

Port Colborne Zoning By-law 6575/30/18

The subject property is currently zoned Fourth Density Residential 'R4-61'. The property was rezoned in 2021 as part of Zoning By-law Amendment application D14-08-21, as the property had no zoning. This amendment was sought to permit the construction of a multi-unit residential dwelling with special provisions to address deficiencies in front and rear yard setbacks, as well as the maximum parking area width.

Since the passing of application D14-08-21, the applicant has reconfigured the layout of the proposal, which has triggered the requirement for an additional Zoning By-law Amendment. The current application proposes to change the zoning from Fourth Density Residential 'R4-61' to Downtown Commercial 'DC-68'. The special provision is being sought for the parking lot landscape buffer abutting a residential property to not apply, whereas the By-law requires a 3m buffer. The applicant is requesting the amendment as the zone requirements of the DC zone better suit the reconfigured layout of the proposed apartment building.

Planning Staff are of the opinion that the proposed application is appropriate and compatible with the surrounding area. The proposal adds to a mixture of housing types and makes efficient use of existing services. The proposal is also compatible with adjacent uses as an existing apartment building is located immediately to the west of

the subject property and more residential lots are located to the south. The reduction in parking lot landscape buffer is justified in order to provide the required amount of parking to the proposed building. Furthermore, re-zoning the subject parcel to a special provision of the DC zone more closely aligns with the objectives of the Official Plan as locating DC zones within the Downtown Commercial Official Plan designation would also permit commercial uses, should any be considered in the future.

Internal Consultations:

The Notice of Public Meeting was provided to internal departments and commenting agencies on April 28, 2022. As of the date of preparing this report, the following comments have been received.

Port Colborne Fire and Emergency Services

Port Colborne Fire and Emergency Services have no objection to the proposed application.

Drainage Superintendent

There are no concerns with the application regarding municipal drains.

NPCA

The NPCA has no objection to the proposed application and will not require any fee payments to be submitted for the review of these files.

Financial Implications:

The development will be fully serviced by water, wastewater and is within the storm water boundary.

Assessing the financial implications at this stage is reliant on a number of factors that include assessment and water usage. To provide context to the potential financial implications:

If the property is valued between \$800,000 and \$1,000,000 by the Municipal Property Assessment Corporation (MPAC), the resulting property taxes are estimated between \$7,800 and \$10,000.

Based on a review of other 6-unit apartments, the average combined water charge is \$2,085 and the wastewater and storm sewer charges are \$2,140 and \$1,270 respectively. These figures are based on a 2 inch compound sized meter.

Public Engagement:

Notice of Public Meeting was circulated by mail to property owners within 120m of the subject property, as per Section 34 (13) of the Planning Act. A public notice sign was also posted on the property by April 27, 2022, and notices were posted on the City's website under "Current Applications". A public meeting was also held on May 17, 2022. As of the date of preparing this report, no comments from the public have been received.

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
-

Conclusion:

Based on the review of the application and applicable Provincial, Regional and City planning policies, Planning staff are of the opinion that the proposal is consistent with the Provincial Policy Statement and conforms to the Growth Plan and Regional Official Plan and represents good planning. Staff recommend that the Zoning By-law Amendment attached as Appendix B be approved.

Appendices:

- a. Zoning By-law Amendment
- b. Site Plan

Prepared by,

Chris Roome, BURPI
Planner

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Chris.Roome@portcolborne.ca

Respectfully submitted,

Denise Landry, MCIP, RPP
Manager of Planning Services
908-838-2900 ext. 203
Denise.Landry@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 the lands legally known as Part of Lot 2 on Block A on Plan 762 , on the north side of Neff Street, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on Neff 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 DC-68.
3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

DC-68

Notwithstanding the provisions of the Downtown Commercial (DC) zone, the landscape buffer between the edge of any parking area abutting a residential zone shall not apply.

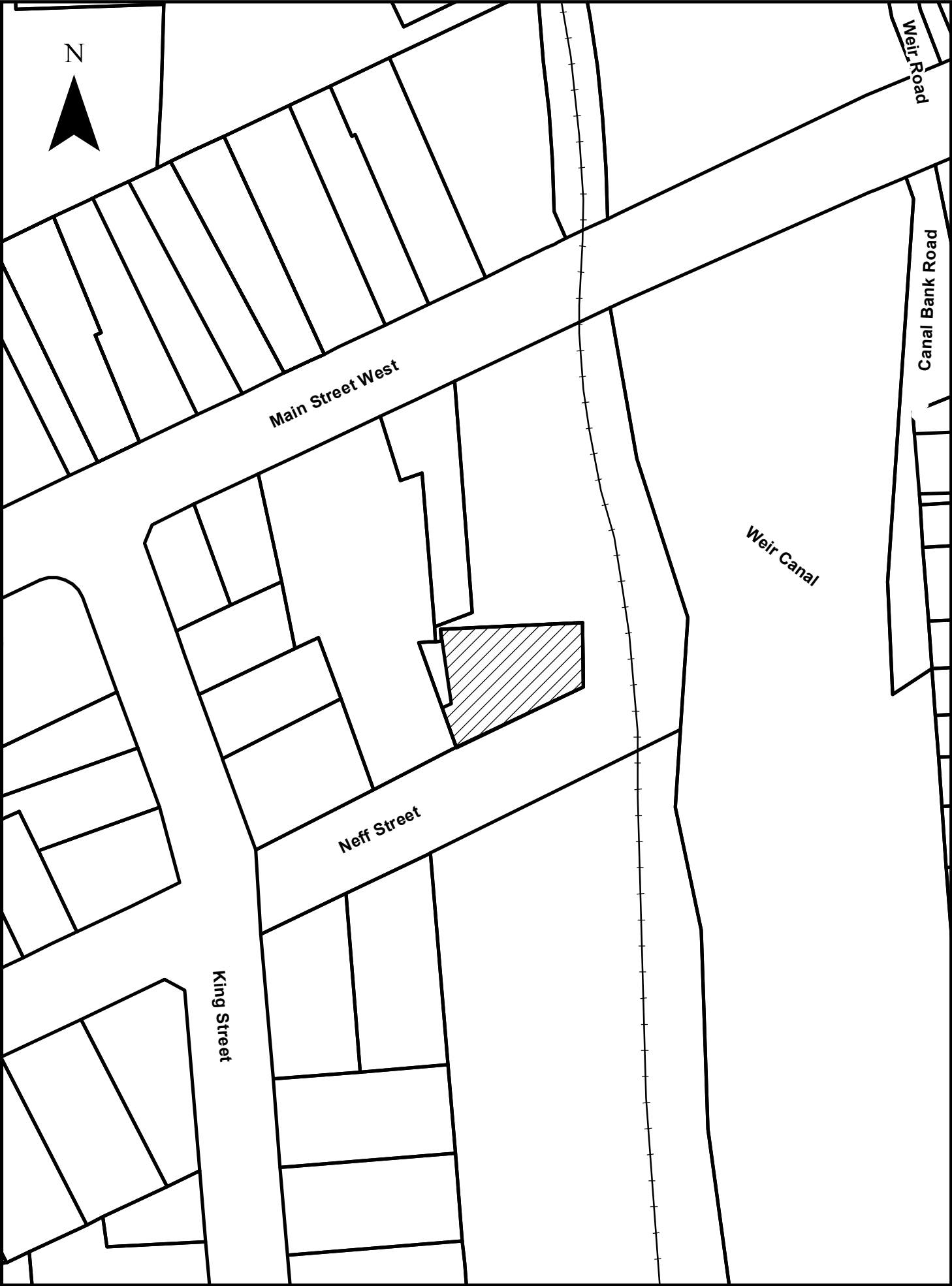
4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the Planning Act.
5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the Planning Act

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*.

Enacted and passed this day of , 2022.

William C Steele
Mayor

Nicole Rubli
Acting City Clerk

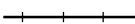


This is Schedule "A" to By-law No _____

Passed _____, 2022

Mayor

Clerk



Rail Line



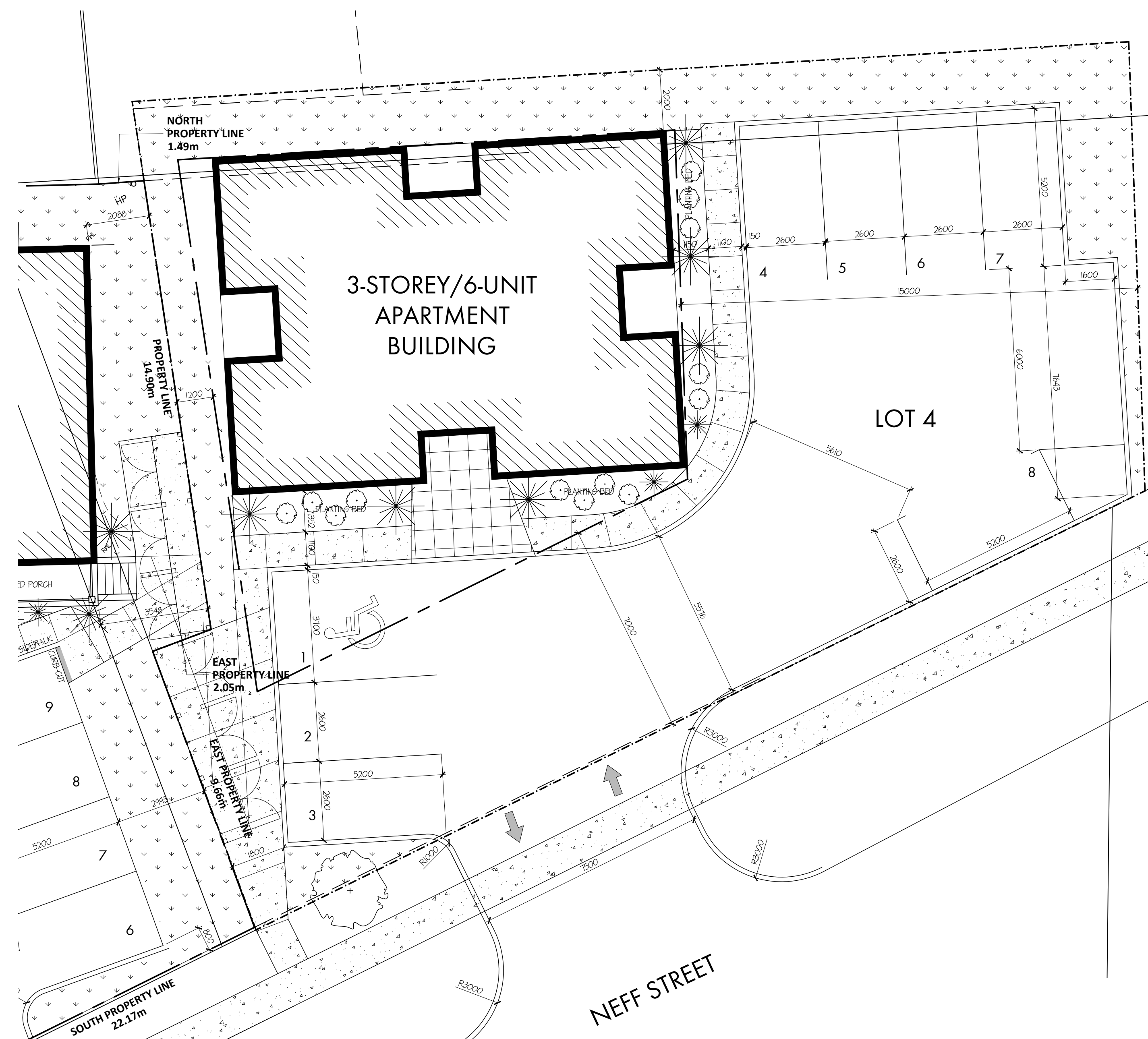
Lands Subject to By-law

April 2022

File No. D14-02-22

Drawn by: DS - City of Port Colborne
Planning Division

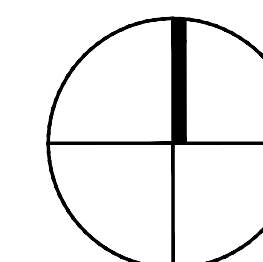
Not to scale



SITE PLAN
SCALE: 1:100



LOCATION PLAN
SCALE: N.T.S.



PROJECT:

Proposed 6-Plex Apartment Building

at
1 Neff Street,
Port Colborne, ON

SEAL:



WHITELINE |
Architects Inc.

83 ONTARIO STREET

ST. CATHARINES

ONTARIO L2R 5J5

 905-688-6087

 www.whitelinearchitects.com

DRAWING TITLE:

Site Plan

SCALE:

As Noted

DRAWN:

C. ELWEL

DATE: _____

December 2021

PROJECT #

2126

DRAWING #

A1-1

Subject: 2021 Development Charge Summary

To: Council

From: Corporate Services Department

Report Number: 2022-129

Meeting Date: June 28, 2022

Recommendation:

That Corporate Services Department Report 2022-129 be received for information.

Purpose:

This report seeks to satisfy the reporting requirements of Section 43 of the *Development Charges Act, 1997*, as amended.

Background:

Pursuant to Section 43 of the *Development Charges Act, 1997*, as amended, the treasurer of a municipality shall each year give the council a financial statement (Treasurer's Statement) relating to development charge by-laws and reserve funds.

In addition to providing the Treasurer's Statement to council, the Treasurer's Statement should also be made available to the public, and, if requested, be provided to the Minister of Municipal Affairs and Housing.

Discussion:

The attached Treasurer's Statement for the period January 1, 2019 to December 31, 2021, was prepared pursuant to Section 43 of the *Development Charges Act, 1997*, as amended.

Financial Implications:

Development charges are an important component of the City's long-term financial plan – with underlying principle of growth paying for growth.

While the Treasurer's Statement in Appendix A highlights the balances and transactional activity for the past three years, it is important to keep in mind that development charges are still fairly new for the City of Port Colborne and that the City will still be subsidizing growth until January 1, 2024 when development charges will be charged at 100%.

The following tables summarize the City's phased-in approach to development charges as per By-Law No. 6835/97/19 and By-Law No. 6835/85/20.

Property Class	Year 1	Year 2	Year 3	Year 4	Year 5
	October 7, 2019 to December 31, 2020	January 1, 2021 to December 31, 2021	January 1, 2022 to December 31, 2022	January 1, 2023 to December 31, 2023	January 1, 2024 to October 6, 2024
Residential	20%	40%	60%	80%	100%

Property Class	Year 1	Year 2	Year 1	Year 1	Year 1
	October 7, 2019 to October 6, 2020	October 7, 2020 to October 6, 2021	October 7, 2021 to October 6, 2022	October 7, 2022 to October 6, 2023	October 7, 2023 to October 6, 2024
Multi-Residential	0%	0%	0%	50%	100%
Non-Residential	0%	0%	0%	50%	100%

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:

That Corporate Services Department Report 2022-129 be received.

Appendices:

- a. Treasurer's Statement

Respectfully submitted,

Adam Pigeau, CPA, CA

Manager, Financial Services/Deputy Treasurer

905-835-2900 Ext. 101

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Bryan Boles, CPA, CA, MBA

Director, Corporate Services/Treasurer

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Report Approval:

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

City of Port Colborne
Treasurer's Statement

	Roads	Water	Wastewater	Fire	Public Works	Administration	Parks and Recreation	Library	Parkland	Total
2019										
Opening Balance	76,695	-	6,638	36,932	62,177	-	31,552	968	159,078	374,040
Add: Development Charges	432	738	319	31	-	71	661	33	166,763	169,046
Add: Interest	814	8	73	390	656	1	340	11	2,705	4,997
Less: Capital Expenditure	-	-	-	-	-	47,833	-	-	-	69,442
Ending Balance	77,941	745	7,030	37,353	15,000	72	32,552	1,011	259,104	430,809
2020										
Opening Balance	77,941	745	7,030	37,353	15,000	72	32,552	1,011	259,104	430,809
Add: Development Charges	5,714	9,756	4,213	411		939	8,738	432	96,425	126,629
Add: Interest	760	96	156	326	128	9	630	21	4,392	6,518
Less: Capital Expenditure	-	72,500	-	-	-	36,932	-	-	-	99,811
Ending Balance	11,915	10,597	11,400	1,158	128	1,020	41,920	1,464	260,110	339,712
2021										
Opening Balance	11,915	10,597	11,400	1,158	128	1,020	41,920	1,464	260,110	339,712
Add: Development Charges	16,351	27,915	12,056	1,175	-	2,688	25,003	1,236	211,725	298,149
Add: Interest	196	239	170	17	1	23	530	20	3,567	4,764
Ending Balance	28,463	38,751	23,626	2,350	129	3,731	67,453	2,720	475,402	642,625

Subject: Draft Boulevard and Snow Removal By-law

To: Council

From: Community Safety & Enforcement Department

Report Number: 2022-70

Meeting Date: June 28, 2022

Recommendation:

That Community Safety and Enforcement Department Report 2022-70 be received;

That the draft Boulevard and Snow Removal By-law attached as Appendix A to Community Safety and Enforcement Report 2022-70, be approved; and

That By-law 6902/50/21, being a By-law a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne, be amended, to remove and replace Schedule 'F' as attached as Appendix B to Community Safety and Enforcement Report 2022-70, be approved.

Purpose:

The purpose of this report is to provide Council with a draft Boulevard and Snow Removal By-law and for approval of the enforcement of this by-law to be enforced via the Administrative Monetary Penalty System (AMPS).

City staff recommend a new Snow Removal By-law (attached as Appendix A) to regulate the removal of snow from private properties and roofs within the City.

The proposed by-law will also regulate the boulevard area of the road allowance where it fronts private property and define responsibilities of the private owner and the City.

Background:

The municipality first passed a Snow Removal By-law on January 22, 1912, over the years it was amended and finally repealed and replaced on January 26, 1987. In November of 2009 a more detailed and enforceable by-law was approved. These by-laws required property owners to clear the snow and ice from the sidewalks adjoining

the highway. In 2010, the municipality received approval from the Regional Senior Justice for the short form wording and set fines, thus allowing officers to issue a Part 1 ticket for those violating the by-law.

The 1987 by-law provided the requirement to clear snow and ice within five hours after snowfall ends, or 9 a.m., whichever shall occur first. As the City of Port Colborne grew, so did the streets and plowing requirements, making it difficult for Public Works staff to clear sidewalks that were adjacent to municipally owned properties. So, the 1990 by-law was changed to allow for removal within 24 hours after snowfall ends.

Today, the regulations from Minimum Maintenance Standards (MMS) for Municipal Highways. O. Reg 366/18: under the *Municipal Act*, 2001, S.O. 2001, c. 25 section 16.3 regulates snow accumulation on sidewalks. The new proposed 2022 Boulevard and Snow Removal By-law reflect these requirements, such as to reduce the snow to depth less than or equal to 8 centimetres within 48 hours.

Further, the City of Port Colborne has not previously approved a Boulevard By-law; however, staff have dealt with some issues through municipal consents or requests for altering the boulevard, and City staff have dealt with damage or altering of a boulevard and have had to cut lengthy grass at the City's expense when necessary. These issues have been addressed in the boulevard portion of the by-law.

Discussion:

Community Safety and Enforcement staff work in conjunction with Public Works when handling snow removal, boulevards issues and grass cutting complaints.

Snow removal from sidewalks is done after primary and secondary roads, laneways, and parking lots are plowed. When a heavier snowfall does occur, more time is required to complete these tasks.

It is beneficial for the City of Port Colborne to be able to complete the tasks required within the time frames established to reduce or limit liability.

Grass cutting on inner and outer boulevards is primarily completed by the property owner to ensure a uniform look for each property. However, in the past, some property owners have refused to cut the boulevard, thus preventing uniform appearance and providing a nesting area for rodents and pests.

The proposed By-law provides numerous definitions in order to clarify the requirement of the by-law, including boulevard maintenance, landscape material, and snow clearing. "Snow clearing" is defined as the removal of snow to a depth less than or equal to 8 cm with a minimum width of 1 m. The time limit for clearing snow has been increased from 24 hours to 48 hours.

The proposed By-law has been reviewed by Risk Management and the City's Solicitor and is being presented to Council for approval.

Internal Consultations:

By-law Services confirmed with Public Works staff that they can provide the required services within the suggested time frames. Public Works staff and By-law Services staff work in conjunction to meet the Minimum Maintenance Standards to ensure that the City of Port Colborne has clean and safe areas for the general public.

Financial Implications:

There are no financial implications.

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
 - Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

The approval of the proposed Boulevard and Snow Removal By-law will benefit and allow for a safer and cleaner community.

Appendices:

- a. Draft copy of the proposed City of Port Colborne Boulevard and Snow Removal By-law
- b. Administrative Penalty (Non- Parking) By-law Schedule F Boulevard and Snow

Respectfully submitted,

Sherry Hanson
Manager of By-law Services

905-835-2900 ext. 210

Sherry.Hanson@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 provide for regulating the maintenance and protection of the boulevards and to require owners and occupiers of land to maintain boulevards and clear snow and ice from sidewalks and roofs of buildings within the City of Port Colborne

Whereas subsection 11(2)(6) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended (“the Act”) provides that a municipality may pass by-laws respecting the health, safety and well-being of persons; and

Whereas subsection 11(2)(8) of the Act provides that a municipality may pass by-laws respecting the protection of persons and property; and

Whereas subsection 11(3)(1) of the Act provides that a local municipality may pass by-laws regulating highways under its jurisdiction; and

Whereas subsection 27(1) of the Act grants a municipality the power to pass by-laws in respect of highways over which it has jurisdiction; and

Whereas subsection 122(1) of the Act provides that a local municipality may require the owners and occupants of buildings to remove snow and ice from the roofs of the buildings and may regulate when and how the removal shall be undertaken; and

Whereas s. 122(2) of the Act provides that a municipality may enter at any reasonable time upon land to remove snow and ice:

- a. from the roofs of unoccupied buildings; and,
- b. from private sidewalks between a highway and the main entrance of building;

Whereas s. 122(3) of the Act provides that a municipality may recover the costs of removal of snow and ice from the roofs of unoccupied buildings under s. 122(2)(a) incurred by the municipality from the owners of such buildings by action or by adding the costs to the tax roll and collecting them in the same manner as taxes; and

Whereas s. 445 of the Act provides that the municipality may make and order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of land on which the contravention occurred to do work to correct the contravention; and

Whereas s. 446 of the Act provides that where a municipality has authority under the Act or under a by-law to direct or require a person to do a thing or matter, the municipality may also provide that, in default of it being done by the person directed or required to do it, the thing or matter shall be done at the person’s expense; and

Whereas s. 181 of the *Highway Traffic Act* R.S.O. 1990, c.H.8, as amended states that no person shall deposit snow or ice on a roadway without written permission from the authority responsible for the road; and

Whereas Council of the City of Port Colborne deems it necessary to ensure that sidewalks and roofs within its jurisdiction are cleared and are free of snow and ice;

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

That this by-law shall be comprised of six parts containing various sections, namely:

Part 1	Definitions
Part 2	Interpretation
Part 3	Boulevard Maintenance, Obligations and Damage
Part 4	Snow and Ice Removal from Sidewalks and Roofs
Part 5	Penalties and Enforcement
Part 6	General (Short Title, Repeal of Existing By-law & Effective Date)

Part 1

1.0 Definitions:

1.1 In this by-law:

- (a) “Adjacent sidewalk” means a public sidewalk located immediately adjacent to the front yard and/or side yard of a property;
- (b) “Apron” includes that section of a driveway contained within the highway;
- (c) “Boulevard” means the area between the curb lines, the lateral lines or the shoulder of a roadway and the adjacent property line;
- (d) “City” means the Corporation of the City of Port Colborne;
- (e) “Consecutive Winter Storm Event” means any precipitation and/or accumulation of snow or ice from the beginning of the original Winter Snow Event, and any subsequent storm events occurring within a 24-hour period of the cessation of the previous storm event;
- (f) “Director” means the City’s Director of Public Works or his or her designate;
- (g) “Highway” includes a common and public highway, common and public walkway, street, road, avenue, parkway, square, place, bridge, viaduct, trestle, or any other way open to public use, and includes the area between the lateral

property lines thereof;

- (h) “Maintenance” means the action required to sustain a boulevard including but not limited to cutting, watering, removing debris or repairing damage to any driveway located within the boulevard area;
- (i) “Landscape Material” means crushed stone, sand, gravel or turf grass;
- (j) “Officer” means a person appointed for the purpose of enforcing by-laws of the Municipality, and it includes any Municipal Law Enforcement Officer appointed by the City of Port Colborne, and any employee designated by the Director, any police constable who is a member of the Niagara Regional Police Service or the Ontario Provincial Police Service;
- (k) “Owner” means the lawful owner of property, a lessee, tenant, mortgagee in possession of property, or occupant of property;
- (l) “Person” includes an individual, association, firm, corporation (with the exception of the Corporation of the City of Port Colborne), partnership, sole proprietorship, trust, organization, trustee, agent;
- (m) “Region” means the Regional Municipality of Niagara;
- (n) “Roadway” means the portion of a highway that is improved, designed, or ordinarily used for vehicular traffic, and includes a curb and shoulder;
- (o) “Sidewalk” shall mean that portion of the highway that is intended for the use of pedestrians and which surface is finished with concrete or asphalt;
- (p) “Snow Clearing” means reducing the snow on the sidewalk to a depth less than or equal to 8cm (3 in) with a minimum width of 1m (3’3”);
- (q) “Traffic Control Device” means a sign, lane, meter, marking, space, barrier or device painted or erected to guide, regulate, warn, direct, restrict, control or prohibit traffic;
- (r) “Turf grass” means a perennial strand of plant that can form turf and withstand mowing, traffic and/or wear;
- (s) “Utilities” includes infrastructures such as cables, pipelines or structures that are owned and maintained by the City, Region, a municipality, or other utility companies;
- (t) “Winter Storm Event” – refers to any precipitation and/or accumulation of snow, including blowing snow or ice;
- (u) “Written Permission” includes an encroachment permit, or a municipal

consent permit issued by the City of Port Colborne;

Part 2

2.0 Interpretation

- 2.1 The provisions of this by-law apply to the entire City.
- 2.2 Unless otherwise specified, references in this by-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections, clauses and schedules in this by-law.
- 2.3 References in this by-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.
- 2.4 This by-law shall be read with all changes in gender or number as the context requires.
- 2.5 References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.
- 2.6 The words “include”, “includes” or “including” are not to be read or interpreted as limiting the words, phrases or descriptions that precede it.
- 2.7 If a court of competent jurisdiction declares any section, or any part of any section of this by-law to be invalid or to be of no force or effect, it is the intention of the City that every other provision of this by-law be applied and enforced in accordance with its terms to the extent possible according to law.
- 2.8 This by-law and the provisions contained within are intended to be complementary to other by-laws passed by Council and in the event that any other applicable law requires a higher standard than the provisions contained in this by-law, the higher standard shall apply.

Part 3

3.0 Boulevard Maintenance, Obligations and Damage

General Maintenance

- 3.1 Every person or owner of a property shall maintain the adjacent boulevard free from objects and materials.
- 3.2 Every person or owner of a property shall ensure snow deposited and garbage and recycling set out does not restrict, or in a manner that may restrict, the sight lines of pedestrians, cyclists, drivers of motor vehicles on sidewalks, driveways, roadways, highways or any traffic control device

- 3.3 Every person or owner of a property shall ensure that any snow deposited does not obstruct fire hydrants, waterboxes or mailboxes.
- 3.4 Every person or owner of a property shall ensure all objects and materials located on private property are not located within 0.45 metres of the sidewalk, unless it is Landscape Material and is flush to the sidewalk.

Grass

- 3.5 No person shall permit Turf Grass to exceed a height of 15 centimeters, on a boulevard abutting his or her real property. Unless exempted or directed by the Director in writing.

Alteration of Boulevard

- 3.6 No person shall alter an area of the boulevard abutting his or her real property.

Exception – Waste Collection

- 3.7 The provisions of section 3.1 do not apply to anything on a boulevard that is permitted under the Regional Municipality of Niagara Waste Collection By-Law (2017-56) as amended.

Exception – Snow

- 3.8 The provisions of section 3.1 do not apply to snow that is deposited from clearing adjacent sidewalks, driveways, and aprons, subject to section 4.4(b).

Exception - Grass

- 3.9 The provisions of section 3.4 do not apply to property that is being used for agricultural purposes.

Damage to Boulevard by Person

- 3.10 No person shall damage, construct or re-construct a sidewalk, curb, apron driveway, boulevard, culvert, ditch, or signage without the written permission of the Director.
- 3.11 For the purposes of Section 3.6, a “person” shall not include the City, the Region, a utility, or a contractor hired by the City, Region, or utility.

Damage to Boulevard by City, Region, Utility

- 3.11 If any part of a boulevard, or property located on or under a boulevard is damaged by the City, the Region, a utility, or a contractor hired by the City, Region or utility, the City, Region, utility, or contractor that caused the damage shall only be responsible for restoring turf grass on a boulevard and or granular 'M' stone within a shoulder and shall not be obligated to restore any alterations to the boulevard made by an adjacent owner.
- 3.12 Where an adjacent owner has obtained written permission/permit from the Director under section 3.1, that adjacent owner shall comply with any conditions set forth in the written permission/permit of the Director.

Part 4

4.0 Snow and Ice Removal from Sidewalks and Roofs

- 4.1 Every Owner of a building, either occupied or unoccupied, or vacant land shall clear away and remove or cause to be cleared away and removed, any snow and ice from any and all sidewalks abutting or within highways in front of, alongside or at the rear of such building, or vacant land within:
- (a) 48 hours of the cessation of a winter storm event; or
 - (b) 48 hours of the cessation of a series of consecutive winter storm events.
- 4.2 Every Owner of a building, either occupied or unoccupied, or vacant land, which fronts or abuts a highway on which there is a sidewalk, shall, whenever any part of the surface of such sidewalks has become slippery due to snow and ice which have not been completely removed, immediately upon the existence of any such slippery condition, sprinkle or cause to be sprinkled upon such portion of the sidewalk, sand, salt or other approved material in a manner as to thoroughly remediate such slippery surface.
- 4.3 Every Owner of a building, either occupied or unoccupied, that contains a roof which slopes toward a highway or a sidewalk on a highway in front of, alongside of, or at the rear of such buildings so that the snow or ice may fall from such roof causing damage to pedestrians, vehicular traffic and/or to the sidewalk or highway, shall, whenever snow or ice accumulates on the roofs or eaves, remove the same immediately, in a manner showing due care and precaution for the safety of persons and vehicular traffic.
- 4.4 No owner or person shall throw, place, bring, or deposit snow or ice:
- (a) on or adjacent to a traveled portion of the highway, or in such a manner so as to interfere with the safe passage of vehicles, or pedestrians, or obstruct the visibility of vehicle operators or pedestrians;

- (b) across a traveled portion of the highway and on a boulevard on the opposite side of such highway;
- (c) in such a manner so as to obstruct drainage to any drain or sewer;
- (d) in such a manner so as to damage any sidewalk, boulevard or curb.

4.5

- (a) No owner shall damage or allow the sidewalk, boulevard or curb to be damaged by way of the methods used to clear the snow and ice.
- (b) No owner shall use or allow to be used any vehicle to plow or remove snow wider than the sidewalk being plowed.

Part 5

5.0 Penalties and Enforcement

- 5.1 Any Police Officer, Municipal Law Enforcement Officer, or employee of the City designated by the Director for the purpose of this By-law is authorized to inform any person of the provisions of this By-law and to request compliance therewith;
- 5.2 Where anything required to be done by an owner in accordance with this by-law is not done, the City may do so and recover the cost of so doing by adding the cost to the tax roll of the real property adjoining the boulevard and collecting the cost in the same manner and with the same priority as municipal taxes.
- 5.3 Every person who contravenes a provision of this by-law is upon conviction guilty of an offence and is liable to a fine recoverable under the *Provincial Offences Act*, R.S.O., 1990, c. P. 33, as amended, or any successor legislation.
- 5.4 This By-law is designated as a by-law to which the Administrative (Non-Parking) Penalty By-Law, applies
- 5.5 Any person who contravenes any of the provisions of this By-law, when given a Penalty Notice in accordance with the City's Administrative (Non-Parking) Penalty By-Law, is liable to pay the City an administrative penalty in the amount specified in the City's Administrative (Non-Parking) Penalty By-Law, as amended from time-to-time. (Schedule F)

Part 6

6.0 General

- 6.1 This by-law may be cited as the "Boulevard & Snow Removal By-Law."

Repeal of Existing By-law

6.2 That By-law 5383/137/09, Being a By-law to Provide for the Removal of Snow and Ice from Roofs and Sidewalks, is hereby repealed.

Effective Date

6.3 This by-law shall come into force on _____, 2022.

Enacted and passed this _____ of _____, _____.

William C. Steele
Mayor

Nicole Rubli
Acting City Clerk

SCHEDULE “F”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY (NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS - BOULEVARD & SNOW REMOVAL BY-LAW NO. _____

1. For the purposes of section 3.1 of this By-law, Column 1 in the following table lists the provisions in the Boulevard and Snow Removal By-law No. _____, as amended, that are hereby designated for the purposes of this By-law.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provision	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1.	Section 3.1	Owner/Person permit objects or materials on boulevard	\$250.00
2.	Section 3.2	Owner/Person permit objects or materials on boulevard that restricts sight lines	\$250.00
3.	Section 3.3	Owner/Person permit snow deposited obstruct fire hydrant, waterbox or mailbox	\$250.00
4.	Section 3.4	Object material within 0.45m to sidewalk	
5.	Section 3.5	Fail to maintain grass on boulevard	\$250.00
6.	Section 3.6	Alter boulevard	\$250.00
7.	Section 3.10	Damage/construct/re-construct a sidewalk/curb/apron driveway/boulevard/culvert/ditch/signage	\$250.00
8.	Section 4.1	Fail to clear snow or ice off a sidewalk	\$200.00
9.	Section 4.2	Fail to address slippery sidewalk	\$200.00
10.	Section 4.3	Fail to remove snow or ice from a roof	\$200.00
11.	Section 4.4 (b)	Place snow on a highway	\$200.00
12.	Section 4.4 (c)	Obstruct drainage to a catch basin	\$200.00
13.	Section 4.5 (a)	Damage a sidewalk/boulevard	\$200.00
14.	Section 4.5 (b)	Allow use of vehicle to plow wider than sidewalk being plowed	\$200.00

Subject: 2022 – 2023 General Insurance Program

To: Council

From: Corporate Services Department

Report Number: 2022-149

Meeting Date: June 28, 2022

Recommendation:

That Corporate Services Department Report 2022-149 be received; and

That Council delegate authority to Staff to negotiate the 2022-2023 general insurance program and for the CAO and Director, Corporate Services/Treasurer to execute the related documents.

Purpose:

The purpose of this report is to provide for a mechanism to enact the 2022-2023 general insurance program.

Background:

When the general insurance program was last negotiated, Staff understood Council's desire to entertain a public procurement process when the program ended on June 30, 2022. With this direction Staff hired a consultant to support the procurement process. During that lengthy process the consultant highlighted certain components of the current insurance program that lend themselves to staying with the current insurance provider for at least one more year, prior to moving forward with a public procurement process.

Discussion:

At the time of writing this report, Staff are still negotiating the 2022-2023 general insurance program with the current insurance provider. The advice of the consultant came late in the process which has complicated the timing of the renewal.

Staff anticipate being able to provide a verbal update to Council at the June 28, 2022, meeting with respect to cost and deductible changes, if any.

Staff have followed the City's procurement process and deemed this transaction as a valid non-standard purchase as it resulted due to unforeseen events and results in extreme urgency. A non-standard purchase is a purchase that does not follow a public procurement process but is of a value that otherwise should in accordance with the policy.

Through discussions with other municipalities, Staff are aware that insurance premiums continue to raise substantially. The Association of Municipality of Ontario has identified municipal insurance as a priority for discussions with the Provincial government.

Once this general insurance program has been renewed, Staff will begin preparing for the following years general insurance program to be publicly procured.

Internal Consultations:

The non-standard procurement process was followed and reviewed by the Manager, Financial Services/Deputy Treasurer, Purchasing Coordinator, and Clerk.

Financial Implications:

In 2022, staff budgeted \$642,000 for insurance premiums and as of June 30, 2022, the City will have utilized approximately \$301,000. The difference is \$341,000 and will be spent on the renewed policy.

As identified above, Staff will provide a verbal update at the June 28, 2022, Council meeting with respect to cost and deductible changes, if any.

Public Engagement:

None

Strategic Plan Alignment:

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

- Value: Financial Management to Achieve Financial Sustainability

Conclusion:

That Council delegate authority to Staff to negotiate the 2022-2023 general insurance program and for the CAO and Director, Corporate Services/Treasurer to execute the related documents.

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director, Corporate Services / Treasurer
905-835-2900 Ext. 105
bryan.boles@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.

Board of Directors Meeting Highlights – May 20, 2022

On Friday, May 20, 2022, the Board of Directors of the Niagara Peninsula Conservation Authority (NPCA) held its regular monthly meeting in a hybrid electronic format with a limited number of Board Members attending proceedings at the Ball's Falls Centre for Conservation. Highlights from the meeting included:

A Presentation on the European Water Chestnut Rapid Response Program

The Board of Directors was given an overview on the European Water Chestnut Rapid Response Program from Karen Alexander, Invasive Species Policy Coordinator with the Invasive Species Centre (ISC). The European Water Chestnut (EWC) was explained to be an invasive species with negative economic, social, and ecological impacts. It was noted that the EWC has been found in the Northeastern United States and more recently, in parts of the Welland River. Ms. Alexander detailed the mechanisms that are effective at removing EWCs from the water surface.

It was noted that the removal program would be a collaborative project between the ISC, Ontario Federation of Anglers and Hunters (OFAH) and the NPCA, with the goal of controlling the spread of EWC in the Welland River. Field staff employed by OFAH were slated to be removing EWCs from the Welland River from the end of June, 2022 to September, 2022. The project would require long-term control and monitoring by the ISC and its partners, as the intent was to invest in the control of EWC as required.

Gonder's Flats Wetland Enhancement Project Presentation

The Board of Directors was given a presentation on the work taking place for the Gonder's Flats Wetland Enhancement Project. The project scope covered the removal of invasive species, excavation of a 1.5 ha of wetland, creation of berms with excavated soils, planting of wetland and shoreline vegetation, establishment of wildlife habitat features, accessible trails, and interpretive signage. It was noted that funding for the project came from the NPCA, Niagara Parks Commission, Ducks Unlimited Canada, Land Care Niagara, and Niagara Community Foundation. The timeline for the project was laid out with most tasks stated to be complete prior to 2023.

NPCA Draft Interim Section 28 Environmental Impact Study (EIS) Guideline

The Board of Directors approved the "Niagara Peninsula Conservation Authority (NPCA) Draft Interim Environmental Impact Study Guideline for the Implementation of s. 28 of the Conservation Authorities Act and O. Reg. 155/06". The guideline provides technical guidance for the completion and review of an EIS required for an NPCA work permit until such time that new NPCA policies

and a procedural manual are completed as part of the Phase 2 Policy Review work that is currently underway.

NPCA Draft Interim Wetlands Procedure Document

The Board of Directors approved the “Niagara Peninsula Conservation Authority (NPCA) Draft Interim Wetlands Procedure Document for the Implementation of s. 28 of the Conservation Authorities Act and O. Reg. 155/06”. The procedure document provides clarity and certainty for landowners, applicants, and consultants to understand NPCA’s expectations and study requirements when proposed development or site alteration affects regulated wetlands.

Links to Agendas, Minutes and Video:

<https://npca.ca/about/board-meetings>

Jun 13, 2022

Municipal Councils of Ontario

Subject: The Retention of Professional Engineers at Ontario Municipalities

The purpose of this letter is to stress the importance that municipal engineers play in the successful operation of cities, counties, towns, and townships across Ontario.

The Municipal Engineers Association (MEA) is a non-profit association representing the municipal engineering field in Ontario. We have a membership base of over 1,000 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field.

We advocate for sustainable municipal infrastructure practices and our members provide significant input into the development of processes, standards, and specifications for use in municipal infrastructure systems such as drinking water delivery, wastewater collection and treatment, storm water management, waste management and transportation systems.

The MEA has been the proponent for the *Municipal Class Environmental Assessment* process since the mid-1980s. We are also a co-proponent of *Ontario Provincial Standards & Specifications* that many Ontario municipalities use when planning for and tendering municipal engineering projects.

There are a number of examples in various current legislation, where the use of a professional engineer is referenced. Key tasks include roles in transportation, natural resources, health and safety, consumer services, environment, tourism, agriculture, climate change, and energy. It is essential that municipalities consider the appointment of professional engineers, especially within the areas of engineering and public works, to afford municipal councils the appropriate due diligence toward public safety. Unfortunately, we are observing a concerning trend where this is no longer the case.

Professional engineers, through education and practical experience requirements, have the knowledge and foresight to not only understand the 'how' of an issue, but also understand the 'why' behind issues as well. Professional engineers are licensed to practice in Ontario through the *Professional Engineers Act* and are bound by statutory accountabilities, which includes a code of ethics. Under this code, professional engineers are required to act at all times with fidelity to public needs; professional engineers regard their duty to public welfare and safety as paramount.

Professional engineers also provide significant value to municipalities through their understanding of risk management, which assists in lowering exposure to claims against a municipality. With insurance premiums rising every year, it is prudent that municipalities appoint a professional engineer to guide these decision-making processes.

As of December 31, 2019, there were 57,134 practicing professional engineers licensed and practicing in the Province of Ontario. Of this number, only 136 professional engineers work for municipalities with a population of 50,000 or less. This represents only 0.2% of licensed and practicing Ontario Professional Engineers being employed by Ontario municipalities serving populations of less than 50,000. Many of these smaller municipalities have a Public Works/Engineering Department head and would benefit by appointing a Professional Engineer.


The vast majority of professional engineers working at Ontario municipalities are employed by larger urban centres having a population greater than 50,000.

For smaller municipalities that do not have the financial resources to employ a full-time professional engineer on their staff, the MEA recommends the appointment of a professional engineer through a licensed consulting firm so that your municipality may meet the needs only a professional engineer can provide.

We would also like to take this opportunity to promote membership in the MEA. There are Ontario municipalities that currently do not have representation in the MEA. If you have a professional engineer(s) on staff and they are not MEA members, we encourage your municipality to have them apply. The MEA offers members access to knowledge, learning and the ability to stay up to date with current industry practices. It truly is great value for a very nominal fee.

On behalf of the MEA, we thank you for taking time to review this letter. Should you have any questions, please reach out to the MEA's Executive Director, Dan Cozzi, P. Eng. at dan.cozzi@municipalengineers.on.ca.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Cozzi', with a horizontal line underneath.

**Jason Cole, P. Eng.,
MEA President 2021 - 2022**

Memorandum

To: Mayor Steele and Members of Council
From: Councillor Wells
Date: April 26, 2022
Re: Motion to request a temporary moratorium on all aggregate extraction license applications in Ontario

Mayor Steele and Members of Council,

I gave notice of this motion at the April 12, 2022, Regular Council Meeting and I am providing the following information and motion for consideration and Council approval.

Whereas the City is comprised of 12,196 hectares of land with approximately 14% or 1,778 hectares identified as Mineral Aggregate and total farmland in the Niagara Region has decreased by 2.1% or 4,660 acres since 2011 and in Port Colborne farmland area in this same period has decreased by 10.7%; and

Whereas the City acknowledges the need to protect the access to strategic mineral aggregate resources and plan for future growth, the City is equally concerned about the potential loss of Prime Agricultural Land from its inventory of good, productive agricultural lands; and

Whereas Ontario currently has over 5,000 licensed pits and quarries located throughout the province that are able to meet the expected near term needs of Ontario's construction industry and growth; and

Whereas applications continue to be submitted without a definitive justification or rationalization for the need of additional supply; and

Whereas aggregate pits and quarries can be destructive and threatening to natural environments such as wood lots, habitats of endangered species and resources such as aquifers as is the case in Port Colborne; and

Whereas pits and quarries can have negative impacts on host communities in terms of noise, air pollution, greenhouse gas emissions and truck traffic;

- 1. Now therefore be it resolved that the City of Port Colborne hereby respectfully request the Ontario government impose an immediate temporary moratorium on all new aggregate mining applications pending the formation of an independent panel and broad consultation process including First Nations, affected*

communities, independent experts and scientists to chart a new path forward for aggregate mining in Ontario which:

- Proposes criteria and processes for determining the need for new and expansion of aggregate licenses;*
- Recommends updated policies and restrictions for aggregate mining below the water table to be consistent with the Provincial Policy Statement and reflect current groundwater sciences;*
- Develops new guidelines for reprocessing in order to ensure sustainable strategic aggregate supplies;*
- Recommends a fair levy for aggregate mining that includes compensation for the full environmental and infrastructure maintenance costs to the local community of extraction and distribution of aggregate;*
- Provides greater consideration to the input by local municipalities to lessen the impacts from aggregate operations and associated truck traffic through their communities;*
- Proposes revisions to application procedures which fully honour First Nations' treaty rights;*

- 2. Be it further resolved that a copy of this resolution be sent to the Honourable Doug Ford Premier of Ontario, the leaders of all Provincial Parties, Minister of Natural Resources and Forestry, the Honourable Ted Arnott MPP, AMO, Region of Niagara, Local Regional Area Municipalities and the Niagara Peninsula Conservation Authority.*

Thank you for your consideration,

Harry Wells
Councillor Ward 4
City of Port Colborne



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

The meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held May 17, 2022, at 7:00 p.m. in the L.R. Wilson Research Archives Hall.

Present: Brian Heaslip, Terry Huffman, John Maloney, Claudia Brema, Jeff Piniak, Bonnie Johnston, Margaret Tanaszi, Arlene Lessard, Gary Hoyle, Stephanie Powell Baswick, Michelle Mason, Meghan Chamberlain

Regrets: Cheryl MacMillan, Councillor Eric Beauregard

Minutes:

Moved by: Terry Huffman

Seconded by: Margaret Tanaszi

To: Approve the minutes of the Board of Management from April 20, 2022.

Business Arising:

Stephanie Powell Baswick reported that the Touch a Truck event has been postponed until the fall.

Correspondence:

No report.

Council Report:

No report.

Curator's Report:

Michelle Mason reported that Isabella Favero has been hired on a Young Canada Works grant as a Heritage Outreach Coordinator. Also, that Darius Maddalena has been hired as a Heritage Assistant Research Interpreter.



The 'Through the Windowpane' invitations to participants have been mailed and the exhibit will debut on May 29, 2022 at Arabella's Pie Social and Historical Fair.

An application has been made to the Francophone Community Grants Program Community and Culture Stream to support the hiring of a coordinator that will connect with the Francophone Community through oral histories, a pop up exhibit and a film festival.

The Strategic Planning Session took place on May 4, 2022, and was very successful. The results of this session will be prepared and presented towards the end of the year.

The L.R. Wilson Heritage Research Archives will be closed from May 18 to May 28 for Elections Ontario.

Posters for both the annual Pie Social & Historical Fair and the Urban History Walking Tours are available for board members to disperse.

Lastly, there will be a perennial plant sale on May 29, 2022, between 12:00 to 4:00 p.m. headed by Margaret Tanaszi. Board members who may have extra plants are encouraged to donate them for the sale.

Auxiliary Report:

Bonnie Johnston reported that Auxiliary volunteers spent the morning of May 17, 2022, preparing biscuit mix for the re-opening of Arabella's Tea Room on June 1, 2022. Bonnie reports that the pricing of the tearoom has increased to \$7.00 to compensate the increase in ingredient prices.

Bonnie also reported that the annual Pie Social will be on May 29, 2022, for \$5.00 a person. There will be three reservation times available and Museum staff will be taking the reservations for the event.

Bonnie encourages fellow board members to suggest volunteering for the auxiliary to people who may be interested. Staff and summer students will be used to supplement low volunteer numbers throughout the summer.



Friends of Roselawn Report:

Arlene Lessard reported that after attending the Museum's Strategic Planning Session, the FORC reviewed their own core values and determine that they were as follows: The promotion of arts and culture within our community, and the restoration of the Roselawn Centre.

There will be a FORC general meeting on June 3, 2022, at 6:30 p.m. over Zoom.

On May 18, 2022, there will be an event celebrating International Museum Day at the Roselawn centre in which Bill Thomas will be honoured.

The Lens & Palette exhibit will launch on June 24, 2022, for FORC members and on June 25, 2022 for the public.

Lastly, on June 4, 2022, from 2:30 p.m. to 5:00 p.m. Bethel Community Centre will be hosting the Port Colborne Art Club's first art show. Tickets for the event are \$10.00 and anyone interested can contact Arlene.

Finance Committee:

Terry Huffman reported that the capital budget includes plans to re-paint the exterior of Arabella's Tearoom as well as repair the Hochelaga Lifeboat. Both capital projects are asserted a \$10,000 budget.

Membership Committee:

Claudia Brema reported that there are 313 members so far for 2022 and that the members reception was successful for membership sign ups.

Also, there will be a membership table set up for the Pie Social and Historical Fair on May 29, 2022.



Building & Property Committee Report:

Brian Heaslip reported that the committee had a walk through of the grounds recently. The committee identified that the most focus will need to be placed on repairing both the William's House and Arabella's Tea Room. A prioritized list of findings, tasks, and pricings will be prepared before next month's board meeting.

Gary Hoyle commented that in addition to the two identified facilities it should also be a priority to have the drainage on the back lot assessed as well.

Programme Committee Report:

John Maloney reported that the Member's Reception on May 1, 2022, went well and that over 75 members were in attendance.

John also reported that on May 29, 2022, the annual Pie Social and Historical Fair will take place as well as the debut of the 'Through the Windowpane' exhibit.

Lastly, John informed the board that Friday tours will be returning and running from June to August. Urban History Walking Tours are scheduled for 10:00 a.m. and Museum tours are scheduled for 2:00 p.m.

Fundraising Report:

Claudia Brema reports that Lower Lakes Towing has pledged \$5000 to cover entrance fees for Canal Days. A banner will be made to recognize and thank them for their donation.

Claudia also reports that the Fundraising Committee will also be looking for a sponsor for the Canal Days lemonade stand. If the board has any suggestions for this \$250-\$500 donations, contact Claudia Brema.

Policy Report:

No report.



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

Accession Committee Report:

No report.

Heritage Committee Report:

No report.

Director's Report:

Stephanie Powell Baswick reported that the Museum's 2021 Annual Report will be presented to Port Colborne City Council on May 24th by herself with both the Curator and Community Engagement Officer present.

Board members were provided a digital and physical copy of the 2021 Annual Report. Stephanie reviewed and reported highlights of the report to the board. Among those mentioned were the successes of collections management, fundraising, grants, donations, staff, and volunteers. Financial increases for staffing will be a prominent feature in the next 2023 budget.

Motion by Bonnie Johnston to approve of the 2021 Annual Report.

Seconded by Terry Huffman

Motion passed by all.

Lastly, there is an upcoming partnership with Maison de la Culture Francophone du Niagara. The non-for-profit will be holding a community networking event at Roselawn on June 18th for young Francophone & Indigenous peoples in Niagara.



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

New Business:

Brian Heaslip suggests that the need for a larger facility and replacement of the maintenance shack be placed in the asks for the upcoming capital budget. Brian also suggests that the Building and Property Committee create a discussion with Museum staff to assess what is needed in terms of storage, programming space, etc. Once this is assessed the committee will report the findings back to the board.

Stephanie Powell Baswick added to the conversation that Susan Therrien, Director of Library Services, has also discussed creating a joint programming space on Arabella's Cultural Block. Stephanie suggests including Susan and her staff in this project and making this a partnership.

John Maloney supports this initiative and recommends the building still attain the style of the Museum heritage village.

Motion by Terry Huffman for the board to move forward in support of Brian Heaslip's proposal and the involvement of all forementioned parties.

Seconded by Gary Hoyle

Motion passed by all.

Stephanie Powell Baswick reports that she was contacted by a Matt Lupia, who wanted to seek approval to metal detect on the Museum grounds.

John Maloney proposes that he make a formal request to the Museum Board, and it be reviewed at the June meeting.

Motion to adjourn by Bonnie Johnston.

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to establish a permitting system for the parking of vehicles on designated highways and parking lots in the City of Port Colborne

Whereas Section 9 of the *Municipal Act*, 2001 S.O. 2001, c.25 provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 11 of the *Municipal Act*, 2001 S.O. 2001, c.25 provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-law within the respective sphere of jurisdiction; and

Whereas subsection 102.1(1) of the *Municipal Act*, 2001 S.O. 2001, c.25 provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

Whereas at its meeting of June 28, 2022, the Council of The Corporation of the City of Port Colborne Council approved the recommendations of the Corporate Services Department, Report No 2022-117, Canal Days Marine Heritage Festival – Paid Parking Model; and

Whereas Council of The Corporation of the City of Port Colborne is desirous of implementing permit parking for special events; and

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

That this by-law shall be comprised of five parts containing various sections, namely:

Part 1	Title and Definitions
Part 2	Application of the By-law
Part 3	General Provisions
Part 4	Enforcement
Part 5	Schedules

Part 1 – Title and Definitions

Short Title

1. This by-law shall be referred to as Special Events Parking Permit By-law.

Definitions

2. For the purposes of this By-law, including in the Recitals and the Definitions,
- a) “City” means the Corporation of the City of Port Colborne, Ontario and its geographical boundaries.
 - b) “Council” means the Council of the Corporation of the City of Port Colborne.
 - c) “Director” means the Director of Community Safety and Enforcement for the Corporation of The City of Port Colborne, or designate;

- d) “Enforcement Officer” – means a Municipal Law Enforcement Officer of The City of Port Colborne, Chief Building Official or other person appointed or employed by The City of Port Colborne for the enforcement of by-laws. and shall include members of the Niagara Regional Polices Service or the Ontario Provincial Police Service.
- e) “Event Parking Permit” means a parking pass that allows for parking in the “*Event Parking Permit*” Area as established in schedule ‘B’;
- f) “Park” means the stopping or standing of a vehicle, whether occupied or not, and “Parking” or “Parked” shall bear a similar meaning as the tense allows;
- g) “Parking Lot” means a parking lot controlled by The City of Port Colborne for the purpose of parking vehicles as established in Schedule ‘B’;
- h) “PORTicipate Pass” means a free Event Parking Permit and pass provided to residents of Port Colborne;
- i) “Street” means any public highway or part of a public highway under the jurisdiction of the Corporation of The City of Port Colborne;

Part 2 – Application of the By-law

Interpretation

3. For the purposes of this by-law:

Word Usage

- a) words in singular shall be deemed to include plural and words in plural shall be deemed to include singular and this By-law shall be interpreted with all changes in gender or number as the context may require;
- b) unless otherwise defined herein, the words and phrases used in this By-law have their normal and ordinary meaning;
- c) headings are inserted for convenience and reference purposes only; they form no part of this By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law; and
- d) reference to any Act, Regulation, By-law, or Agreement is a reference to that Act, Regulation, By-law, or Agreement as it is amended or re-enacted from time to time.

Application

4. Where a court of competent jurisdiction declares any provisions of this By-law invalid, the provisions shall be deemed conclusively to be severed from the By-law.
5. The provisions of this By-law shall apply to Special Events set out in Schedule ‘A’ of this By-law.
6. The provisions of this By-law shall apply to the Streets and

Parking Lots under the jurisdiction of the City listed in Schedule 'B' of this By-law.

- 7. The provisions of this By-law shall apply to the Administrative Penalty, which is the monetary penalty as set out in Schedule 'C' to this By-law.
- 8. Every person that parks in the areas listed in Schedule 'A' must obtain an Event Permit Parking Pass, which is a virtual Honk Mobile Parking Pass.
- 9. Every person with a PORTicipate Pass must clearly display such pass to benefit from the free services offered in this By-law.
- 10. This By-law shall take precedence for the dates specified herein, over By-law 3475/56/97, A By-law to provide for establishing parking lots in the City of Port Colborne, and for regulating, supervising, and governing the parking of vehicles therein and thereon, and to prohibit the parking or leaving of motor vehicles on private property owned or occupied by the Corporation of the City of Port Colborne or any Local Board thereof.

Part 3 – General Provisions

Prohibitions

- 11. No Person shall park in a designated on-Street event parking space without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass
- 12. No Person shall park in a designated event space Parking Lot without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass

Part 4 – Enforcement

- 13. The provisions of this By-law may be enforced by an Enforcement Officer.

Part 5 – Schedules

Schedules to this By-law

- 14. Schedules A through C inclusive attached hereto shall form part of this By-law.

Enacted and passed this 28 day of June, 2022.

William C. Steele
Mayor

DRAFT

Schedule ‘A”

Special Events

- 1. Canal Days - Civic Holiday weekend – Friday to Monday inclusive

DRAFT

Schedule 'B'

Locations

Streets

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Charlotte St.	N & S	Steele St.	Elm St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Kent St.	N & S	Steele St.	Fielden Ave.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Kent St.	S	Fielden Ave.	Catharine St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Victoria St.	N	Elm St.	King St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Elm St.	W	Charlotte St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Catharine St.	E & W	Kent St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Adelaide St.	N & S	Elm St.	King St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Ash St.	N & S	Steele St.	Fielden Ave.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Alexandria St.	N & S	Steele St.	End	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Fielden Ave.	E & W	Kent St.	Sugarloaf St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Forest St.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Claire Ave.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Linwood Ave.	E & W	Sugarloaf St.	Clarence St.	3 p.m. to 11 p.m. July 29, 2022, to July 31

				2022
Stanley St.	N & S	Steele St.	Linwood St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
Ash St.	N & S	Steele St.	Linwood St.	3 p.m. to 11 p.m. July 29, 2022, to July 31 2022

Parking Lots

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
H.H. Knoll Lakeview Park Boat Launch Parking Lot				3 p.m. to 11 p.m. July 29, 2022, to July 31 2022
11 King Street Parking Lot				3 p.m. to 11 p.m. July 29, 2022, to July 31 2022

Schedule 'C'
Fees and Administrative Penalties

Fees

Title	Fee per day per location
On-Street Special Events Permit	\$20
Parking Lot Special Events Permit	\$30

Administrative Penalties

- Column 1 in the following table lists the provisions in By-law No. [redacted] that are hereby designated for the purposes of 3.1 of the Regulation.
- Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

Item	Column 1 Designated Provisions	Column 2 Short Form Wording	Column3 Administrative Penalty
1.	Section 11	Park without permit on-street	\$40
2.	Section 12	Park without permit – parking lot	\$60

The Corporation of the City of Port Colborne

By-law no. _____

Being a by-law to amend Zoning By-law 6575/30/18 respecting the lands legally known as Part of Lot 2 on Block A on Plan 762 , on the north side of Neff Street, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as a vacant lot on Neff 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 DC-68.
3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

DC-68

Notwithstanding the provisions of the Downtown Commercial (DC) zone, the landscape buffer between the edge of any parking area abutting a residential zone shall not apply.

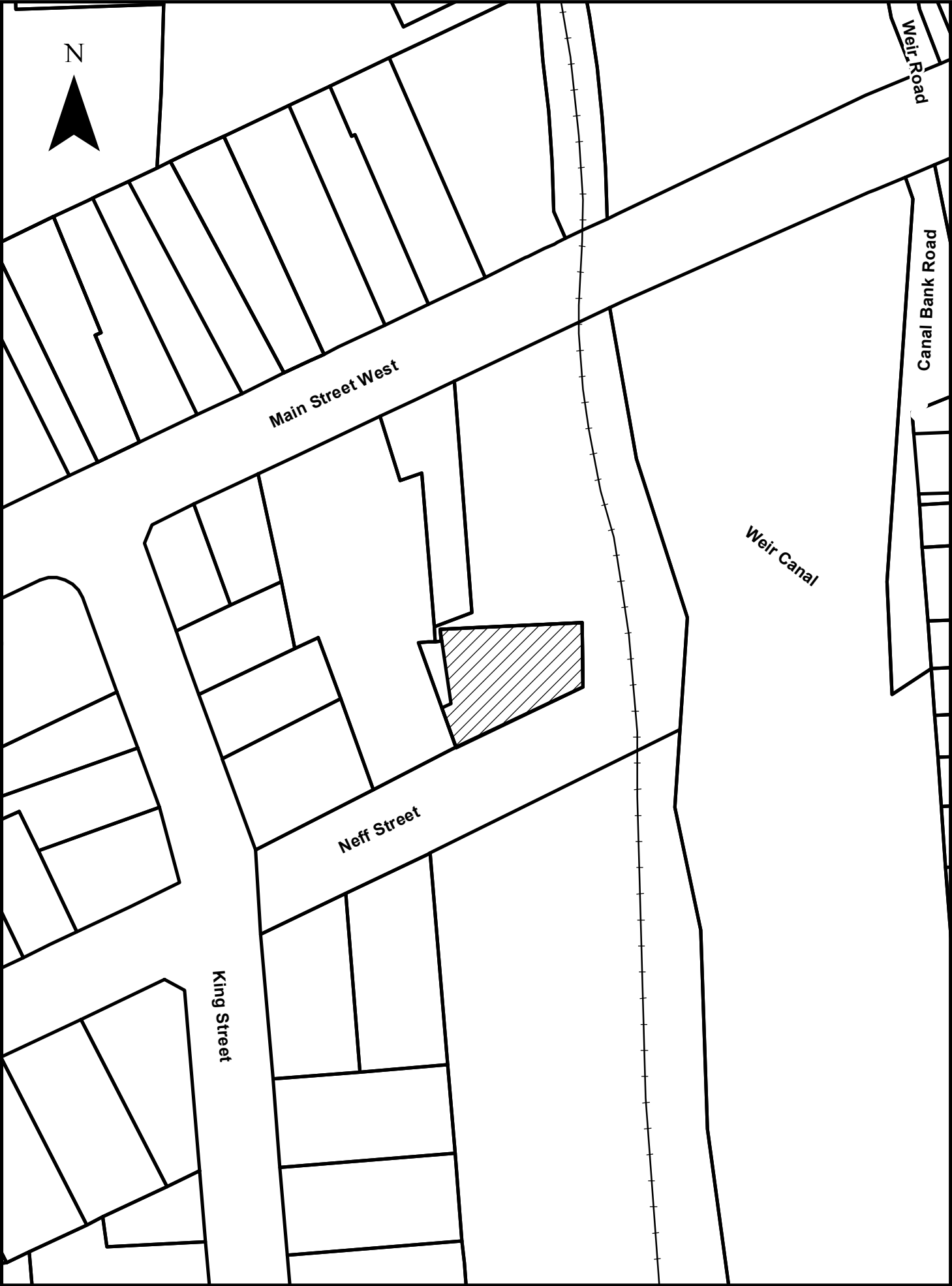
4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the Planning Act.
5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the Planning Act

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*.

Enacted and passed this day of , 2022.

William C Steele
Mayor

Nicole Rubli
Acting City Clerk



This is Schedule "A" to By-law No _____

Passed _____, 2022

Mayor

Clerk

Page 411 of 420

Rail Line

Lands Subject to By-law

April 2022

File No. D14-02-22

Drawn by: DS - City of Port Colborne
Planning Division

Not to scale

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to provide for regulating the maintenance and protection of the boulevards and to require owners and occupiers of land to maintain boulevards and clear snow and ice from sidewalks and roofs of buildings within the City of Port Colborne

Whereas subsection 11(2)(6) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended (“the Act”) provides that a municipality may pass by-laws respecting the health, safety and well-being of persons; and

Whereas subsection 11(2)(8) of the Act provides that a municipality may pass by-laws respecting the protection of persons and property; and

Whereas subsection 11(3)(1) of the Act provides that a local municipality may pass by-laws regulating highways under its jurisdiction; and

Whereas subsection 27(1) of the Act grants a municipality the power to pass by-laws in respect of highways over which it has jurisdiction; and

Whereas subsection 122(1) of the Act provides that a local municipality may require the owners and occupants of buildings to remove snow and ice from the roofs of the buildings and may regulate when and how the removal shall be undertaken; and

Whereas s. 122(2) of the Act provides that a municipality may enter at any reasonable time upon land to remove snow and ice:

- a. from the roofs of unoccupied buildings; and,
- b. from private sidewalks between a highway and the main entrance of building;

Whereas s. 122(3) of the Act provides that a municipality may recover the costs of removal of snow and ice from the roofs of unoccupied buildings under s. 122(2)(a) incurred by the municipality from the owners of such buildings by action or by adding the costs to the tax roll and collecting them in the same manner as taxes; and

Whereas s. 445 of the Act provides that the municipality may make and order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of land on which the contravention occurred to do work to correct the contravention; and

Whereas s. 446 of the Act provides that where a municipality has authority under the Act or under a by-law to direct or require a person to do a thing or matter, the municipality may also provide that, in default of it being done by the person directed or required to do it, the thing or matter shall be done at the person’s expense; and

Whereas s. 181 of the *Highway Traffic Act* R.S.O. 1990, c.H.8, as amended states that no person shall deposit snow or ice on a roadway without written permission from the authority responsible for the road; and

Whereas Council of the City of Port Colborne deems it necessary to ensure that sidewalks and roofs within its jurisdiction are cleared and are free of snow and ice;

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

That this by-law shall be comprised of six parts containing various sections, namely:

Part 1	Definitions
Part 2	Interpretation
Part 3	Boulevard Maintenance, Obligations and Damage
Part 4	Snow and Ice Removal from Sidewalks and Roofs
Part 5	Penalties and Enforcement
Part 6	General (Short Title, Repeal of Existing By-law & Effective Date)

Part 1

1.0 Definitions:

1.1 In this by-law:

- (a) “Adjacent sidewalk” means a public sidewalk located immediately adjacent to the front yard and/or side yard of a property;
- (b) “Apron” includes that section of a driveway contained within the highway;
- (c) “Boulevard” means the area between the curb lines, the lateral lines or the shoulder of a roadway and the adjacent property line;
- (d) “City” means the Corporation of the City of Port Colborne;
- (e) “Consecutive Winter Storm Event” means any precipitation and/or accumulation of snow or ice from the beginning of the original Winter Snow Event, and any subsequent storm events occurring within a 24-hour period of the cessation of the previous storm event;
- (f) “Director” means the City’s Director of Public Works or his or her designate;
- (g) “Highway” includes a common and public highway, common and public walkway, street, road, avenue, parkway, square, place, bridge, viaduct, trestle, or any other way open to public use, and includes the area between the lateral

property lines thereof;

- (h) “Maintenance” means the action required to sustain a boulevard including but not limited to cutting, watering, removing debris or repairing damage to any driveway located within the boulevard area;
- (i) “Landscape Material” means crushed stone, sand, gravel or turf grass;
- (j) “Officer” means a person appointed for the purpose of enforcing by-laws of the Municipality, and it includes any Municipal Law Enforcement Officer appointed by the City of Port Colborne, and any employee designated by the Director, any police constable who is a member of the Niagara Regional Police Service or the Ontario Provincial Police Service;
- (k) “Owner” means the lawful owner of property, a lessee, tenant, mortgagee in possession of property, or occupant of property;
- (l) “Person” includes an individual, association, firm, corporation (with the exception of the Corporation of the City of Port Colborne), partnership, sole proprietorship, trust, organization, trustee, agent;
- (m) “Region” means the Regional Municipality of Niagara;
- (n) “Roadway” means the portion of a highway that is improved, designed, or ordinarily used for vehicular traffic, and includes a curb and shoulder;
- (o) “Sidewalk” shall mean that portion of the highway that is intended for the use of pedestrians and which surface is finished with concrete or asphalt;
- (p) “Snow Clearing” means reducing the snow on the sidewalk to a depth less than or equal to 8cm (3 in) with a minimum width of 1m (3’3”);
- (q) “Traffic Control Device” means a sign, lane, meter, marking, space, barrier or device painted or erected to guide, regulate, warn, direct, restrict, control or prohibit traffic;
- (r) “Turf grass” means a perennial strand of plant that can form turf and withstand mowing, traffic and/or wear;
- (s) “Utilities” includes infrastructures such as cables, pipelines or structures that are owned and maintained by the City, Region, a municipality, or other utility companies;
- (t) “Winter Storm Event” – refers to any precipitation and/or accumulation of snow, including blowing snow or ice;
- (u) “Written Permission” includes an encroachment permit, or a municipal

consent permit issued by the City of Port Colborne;

Part 2

2.0 Interpretation

- 2.1 The provisions of this by-law apply to the entire City.
- 2.2 Unless otherwise specified, references in this by-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections, clauses and schedules in this by-law.
- 2.3 References in this by-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.
- 2.4 This by-law shall be read with all changes in gender or number as the context requires.
- 2.5 References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.
- 2.6 The words “include”, “includes” or “including” are not to be read or interpreted as limiting the words, phrases or descriptions that precede it.
- 2.7 If a court of competent jurisdiction declares any section, or any part of any section of this by-law to be invalid or to be of no force or effect, it is the intention of the City that every other provision of this by-law be applied and enforced in accordance with its terms to the extent possible according to law.
- 2.8 This by-law and the provisions contained within are intended to be complementary to other by-laws passed by Council and in the event that any other applicable law requires a higher standard than the provisions contained in this by-law, the higher standard shall apply.

Part 3

3.0 Boulevard Maintenance, Obligations and Damage

General Maintenance

- 3.1 Every person or owner of a property shall maintain the adjacent boulevard free from objects and materials.
- 3.2 Every person or owner of a property shall ensure snow deposited and garbage and recycling set out does not restrict, or in a manner that may restrict, the sight lines of pedestrians, cyclists, drivers of motor vehicles on sidewalks, driveways, roadways, highways or any traffic control device

3.3 Every person or owner of a property shall ensure that any snow deposited does not obstruct fire hydrants, waterboxes or mailboxes.

3.4 Every person or owner of a property shall ensure all objects and materials located on private property are not located within 0.45 metres of the sidewalk, unless it is Landscape Material and is flush to the sidewalk.

Grass

3.5 No person shall permit Turf Grass to exceed a height of 15 centimeters, on a boulevard abutting his or her real property. Unless exempted or directed by the Director in writing.

Alteration of Boulevard

3.6 No person shall alter an area of the boulevard abutting his or her real property.

Exception – Waste Collection

3.7 The provisions of section 3.1 do not apply to anything on a boulevard that is permitted under the Regional Municipality of Niagara Waste Collection By-Law (2017-56) as amended.

Exception – Snow

3.8 The provisions of section 3.1 do not apply to snow that is deposited from clearing adjacent sidewalks, driveways, and aprons, subject to section 4.4(b).

Exception - Grass

3.9 The provisions of section 3.4 do not apply to property that is being used for agricultural purposes.

Damage to Boulevard by Person

3.10 No person shall damage, construct or re-construct a sidewalk, curb, apron driveway, boulevard, culvert, ditch, or signage without the written permission of the Director.

3.11 For the purposes of Section 3.6, a “person” shall not include the City, the Region, a utility, or a contractor hired by the City, Region, or utility.

Damage to Boulevard by City, Region, Utility

- 3.11 If any part of a boulevard, or property located on or under a boulevard is damaged by the City, the Region, a utility, or a contractor hired by the City, Region or utility, the City, Region, utility, or contractor that caused the damage shall only be responsible for restoring turf grass on a boulevard and or granular 'M' stone within a shoulder and shall not be obligated to restore any alterations to the boulevard made by an adjacent owner.
- 3.12 Where an adjacent owner has obtained written permission/permit from the Director under section 3.1, that adjacent owner shall comply with any conditions set forth in the written permission/permit of the Director.

Part 4

4.0 Snow and Ice Removal from Sidewalks and Roofs

- 4.1 Every Owner of a building, either occupied or unoccupied, or vacant land shall clear away and remove or cause to be cleared away and removed, any snow and ice from any and all sidewalks abutting or within highways in front of, alongside or at the rear of such building, or vacant land within:
- (a) 48 hours of the cessation of a winter storm event; or
 - (b) 48 hours of the cessation of a series of consecutive winter storm events.
- 4.2 Every Owner of a building, either occupied or unoccupied, or vacant land, which fronts or abuts a highway on which there is a sidewalk, shall, whenever any part of the surface of such sidewalks has become slippery due to snow and ice which have not been completely removed, immediately upon the existence of any such slippery condition, sprinkle or cause to be sprinkled upon such portion of the sidewalk, sand, salt or other approved material in a manner as to thoroughly remediate such slippery surface.
- 4.3 Every Owner of a building, either occupied or unoccupied, that contains a roof which slopes toward a highway or a sidewalk on a highway in front of, alongside of, or at the rear of such buildings so that the snow or ice may fall from such roof causing damage to pedestrians, vehicular traffic and/or to the sidewalk or highway, shall, whenever snow or ice accumulates on the roofs or eaves, remove the same immediately, in a manner showing due care and precaution for the safety of persons and vehicular traffic.
- 4.4 No owner or person shall throw, place, bring, or deposit snow or ice:
- (a) on or adjacent to a traveled portion of the highway, or in such a manner so as to interfere with the safe passage of vehicles, or pedestrians, or obstruct the visibility of vehicle operators or pedestrians;

- (b) across a traveled portion of the highway and on a boulevard on the opposite side of such highway;
- (c) in such a manner so as to obstruct drainage to any drain or sewer;
- (d) in such a manner so as to damage any sidewalk, boulevard or curb.

4.5

- (a) No owner shall damage or allow the sidewalk, boulevard or curb to be damaged by way of the methods used to clear the snow and ice.
- (b) No owner shall use or allow to be used any vehicle to plow or remove snow wider than the sidewalk being plowed.

Part 5

5.0 Penalties and Enforcement

- 5.1 Any Police Officer, Municipal Law Enforcement Officer, or employee of the City designated by the Director for the purpose of this By-law is authorized to inform any person of the provisions of this By-law and to request compliance therewith;
- 5.2 Where anything required to be done by an owner in accordance with this by-law is not done, the City may do so and recover the cost of so doing by adding the cost to the tax roll of the real property adjoining the boulevard and collecting the cost in the same manner and with the same priority as municipal taxes.
- 5.3 Every person who contravenes a provision of this by-law is upon conviction guilty of an offence and is liable to a fine recoverable under the *Provincial Offences Act*, R.S.O., 1990, c. P. 33, as amended, or any successor legislation.
- 5.4 This By-law is designated as a by-law to which the Administrative (Non-Parking) Penalty By-Law, applies
- 5.5 Any person who contravenes any of the provisions of this By-law, when given a Penalty Notice in accordance with the City's Administrative (Non-Parking) Penalty By-Law, is liable to pay the City an administrative penalty in the amount specified in the City's Administrative (Non-Parking) Penalty By-Law, as amended from time-to-time. (Schedule F)

Part 6

6.0 General

- 6.1 This by-law may be cited as the "Boulevard & Snow Removal By-Law."

Repeal of Existing By-law

6.2 That By-law 5383/137/09, Being a By-law to Provide for the Removal of Snow and Ice from Roofs and Sidewalks, is hereby repealed.

Effective Date

6.3 This by-law shall come into force on _____, 2022.

Enacted and passed this _____ of _____, _____.

William C. Steele
Mayor

Nicole Rubli
Acting City Clerk

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to adopt, ratify and confirm
the proceedings of the Council of The
Corporation of the City of Port Colborne at
its Regular Meeting of June 28, 2022

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of June 28, 2022 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 28th day of June, 2022.

William C. Steele
Mayor

Nicole Rubli
Acting City Clerk