

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, October 11, 2022
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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1. **Call to Order**
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3. **Land Acknowledgment**
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10. Presentations

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11. Delegations

In order to speak at a Council meeting, individuals must register no later than 12 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.

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21. Confidential Items

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

- 21.1. Minutes of the closed session portion of the September 13, 2022 Council Meeting
- 21.2. Chief Administrative Office Report 2022-226, Proposed or Pending Acquisition or Disposition of Land
- 21.3. Chief Administrative Office Report 2022-223, Proposed or Pending Acquisition or Disposition of Land
- 21.4. Chief Administrative Office Report 2022-227, Proposed or Pending Acquisition or Disposition of Land
- 21.5. Corporate Services Department – Human Resources Report 2022-230, personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations
- 21.6. Corporate Services Department Verbal Report, Performance Review and Goals of the Chief Administrative Officer, personal matters about an identifiable individual, including municipal or local board employees

22. Procedural Motions

23. Information items

24. Adjournment



Memorandum

To: Mayor and Members of Council
From: Scott Lawson, Fire Chief
Date: September 26, 2022
Re: Request for Declaration of Fire Prevention Week

Each year, one week is set aside to highlight Fire Prevention activities. The theme for this year's Fire Prevention Week is:

Fire Won't Wait – Plan Your Escape!

Today's homes burn faster than ever. You may have as little as two minutes to safely escape a home fire from the time the smoke alarm sounds.

It is important for everyone to plan and practice a home fire escape. Everyone needs to be prepared in advance, so that they know what to do when the smoke alarm sounds. Given that every home is different, every home fire escape plan will be different.

Have a plan for everyone in the home. Children, older adults and people with disabilities may need assistance to wake up and get out. Everyone in your home needs to know that once you are out you stay out. Never go back in for anything!

For the best protection in your home, use combination smoke and carbon monoxide alarms that interconnect throughout your home. This ensures you can hear the alarm no matter where in your home the alarm originates.

As this time, I would request that Council declare the week October 9 – 15, 2022, as Fire Prevention Week in the City of Port Colborne.

Scott Lawson,
Fire Chief
SL:cm

“Never Think It Can't Happen to You Plan Your Escape”



October 11, 2022

Moved by Councillor
Seconded by Councillor

WHEREAS many dedicated citizens have joined with volunteer, professional and industrial fire safety personnel as “Partners in Fire Prevention” in a relentless effort to minimize loss to life, destruction of property and damage to the environment;

AND WHEREAS fire losses in Canada remain unacceptably high in comparison with those in other industrialized nations thereby necessitating improved fire prevention measures;

AND WHEREAS it is desirable that information on fire causes and recommended preventative measures be disseminated during a specific period of the year;

AND WHEREAS the 2022 fire prevention theme for this period is:

“FIRE WON’T WAIT – PLAN YOUR ESCAPE!”

- You have as little as two minutes to safely escape a home fire from the time the smoke alarm sounds.
- It is important for everyone to plan and practice a home fire escape. Everyone needs to be prepared in advance, so that you know what to do when the smoke alarm sounds.
- Everyone in your home needs to know that once you are out you stay out. Never go back in for anything!
- Given that every home is different, every home fire escape plan will be different.

NOW THEREFORE, I, Mayor William C. Steele, do hereby proclaim the week of October 9th – 15th, 2022 as **“FIRE PREVENTION WEEK”** in the City of Port Colborne.

William C. Steele
Mayor



PORT COLBORNE

Economic Development & Tourism
Services

Memorandum

Date: October 5, 2022

To: Mayor Steele and City Council

From: Bram Cotton, Economic Development Officer

Re: Request for Declaration of Small Business Week

Each week across Canada, one week is set aside to highlight Small Business Week. The theme of Small Business Week 2022, **“Dare to do things differently: Power up your growth.”**

Small businesses (SMBs) are critical to the Canadian economy, and face the pressure of difficult workforce and economic decisions. It’s never been more important to support, build, and adapt local business infrastructures.

Since its inception in 1979, as a small event in British Columbia, Small Business Week ® has grown substantially in both size and scope. Now a nationwide celebration of entrepreneurship, Small Business Week (SBW) continues to pay tribute to the important contribution that small businesses make to the national economy. SBW activities provide established and prospective entrepreneurs with training and development opportunities, and create a forum for networking and sharing ideas.

Entrepreneurs are idea people – filled with ideas, aspirations and objectives. They see an opportunity at every turn and are continuously looking for improvement. An entrepreneur’s life is frenetic, powered by a seemingly unlimited vitality. The entrepreneur’s tenacity is surpassed only a strong passion for business.

Small businesses are vital to the success and growth of the City of Port Colborne economy. The City Economic Development and Tourism Department in conjunction with My Main

Street, Digital Main Street, the Niagara Small Business Enterprise Centre offer supports to small businesses in our community and for more information on these programs please contact Olga Loeffen.

In addition to this the City has Community Improvement Plan programs that support small business owners in our community. To learn more please contact Karen Walsh.

At this time, I would request that council declare the week of October 16 to 22, 2022 as Small Business Week in the City of Port Colborne.

Thank you for your support.

A handwritten signature in blue ink, appearing to read 'Bram Cotton', with a stylized flourish at the end.

Bram Cotton
Economic Development Officer



PORT COLBORNE

October 11, 2022

Moved by Councillor
Seconded by Councillor

WHEREAS Small Business Week is an annual national celebration;
and

WHEREAS 2022 theme is “Dare to do things differently: Power up your growth”; and

WHEREAS the economic recovery has brought new challenges for Canadian entrepreneurs; and

WHEREAS business owners are finding ways to succeed despite these challenges; and

WHEREAS They are also making their businesses more inclusive and sustainable, while driving the Canadian economy; and

WHEREAS support your local small businesses as we look to maintain and recover from these challenges;

NOW THEREFORE, I, Mayor, William C. Steele, proclaim October 16 to 22, 2022 as “**Small Business Week**” in the City of Port Colborne and encourage all citizens to recognize and celebrate our Small Businesses in Port Colborne.

William C. Steele
Mayor



The Royal Canadian Legion
Port Colborne (Ont. No. 056) Branch
67 Clarence St. Box 31 Port Colborne Ont. L3K 5V7

Tel: 905-834-9512
Fax: 905-836-8368

rcportbranch56@hotmail.com

01 September 2022

November 11th Remembrance Day is fast approaching. This is an opportunity for everyone to remember those who gave of themselves for our freedom.

At this time we are requesting Council's approval to hold our annual Poppy Campaign commencing Friday, October 28th through to November 11th. Remembrance Day services will be held at H.H. Knoll Park Cenotaph on November 11th.

Any assistance, financial or otherwise would be greatly appreciated.

Yours in Comradeship,

A handwritten signature in cursive script that reads "Carol Madden".

Carol Madden, Poppy Chairman
R.C.L. Branch 56, Port Colborne

"They served till death! Why not we?"



PORT COLBORNE

October 11, 2022

Moved by Councillor
Seconded by Councillor

That I, Mayor William C. Steele do hereby proclaim October 28th to November 11th, 2022 as “**POPPY WEEKS**” in the City of Port Colborne in honour of the men and women from Port Colborne who gave their lives during the two world wars, the Korean War and the Afghanistan War.

William C. Steele
Mayor



PORT COLBORNE

Mayor's Report

SEPTEMBER 13, 2022

BOOK OF CONDOLENCES

Like the rest of the world, we were saddened by the news of the death of Queen Elizabeth II last Thursday. A Book of Condolences is set on a table near the entrance to city hall. We invite anyone who wishes to sign it, perhaps share a memory, to come this week to do so. We will have it available during these days of mourning in Britain, and send it to the Royal Family next week.

NATIONAL POLICE SERVICES BOARD

As chair of the Police Services Board, one of my duties, and privileges, is to attend the Canadian Association of Police Governance. I attended two days last week, remotely, via technology, not in person, the meeting in Saskatoon, of police service board leaders from across the country. It's important to learn how other police services deal with issues, how they deal with civilian oversight, budgeting, policy development, labour relations --- and we share best practices, the best way to deal with issues including crisis team management, mental health and suicide prevention, community mobilization units, First Nations governance, diversity – so many issues facing police services. It was two days of intense discussion, and learning. We all face similar issues; its always good to learn from others what works, and what doesn't. We all strive to serve in the best capacity we can.

Yesterday, I attended the opening ceremonies and awards of the International Association of Women Police conference in Niagara Falls. More than 800 delegates from the four corners of the world are in the Falls for five days of intensive police training. I met the Sultan of the United Arab Emirates, police chiefs and officers from Australia, New Zealand, Ukraine, Jamaica, and the list goes on. One of the most impressive delegations was from Newfoundland. It was an honour to be among them all.

WELCOME ANGLERS

Port Colborne will welcome 50 of the country's best bass fishermen this weekend. The Canadian Bass Anglers Federation regional semi-final tournament is Sept. 14 to 18. The anglers will launch from Sugarloaf Harbour Marina for practice days on Lake Erie starting tomorrow, until Friday. The official fishing on Saturday and Sunday, from 7am until 3pm. I'll be at the Belmont on Friday to welcome them on behalf of all of you, and city council, at the dinner meeting when they go over all the rules for the event. So, when you see all the pick-ups towing powerful bass boats, you'll know the best of the best bass fishermen are in town.

TOUCH-A-TRUCK FAMILY EVENT

What little girl or boy doesn't want to sit behind the wheel of giant bulldozer or a firetruck? A reminder to all that the Touch-a-Truck event is back, by popular demand, on Tuesday, September 27. Bring the family, the children and grandchildren, the young and young at heart, to the Operations Centre on Killaly Street, from 4 to 7pm.

City of Port Colborne Council Meeting Minutes

Date: Tuesday, September 13, 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
F. Danch, Councillor
A. Desmarais, Councillor
W. Steele, Mayor (presiding officer)
H. Wells, Councillor

Member(s) Absent: D. Kalailieff, Councillor

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

1. Call to Order

Mayor Steele called the meeting to order at 6:32 p.m.

2. National Anthem

3. Land Acknowledgment

4. Proclamations

5. Adoption of Agenda

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

That the agenda dated September 13, 2022 be confirmed, as circulated.

Carried

6. Disclosures of Interest

7. Approval of Minutes

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

1. That the minutes of the Public Meeting held on August 09, 2022, be approved as circulated
2. That the minutes of the Regular Meeting of Council held on August 23, 2022, be approved as circulated.

Carried

7.1 Public Meeting - August 09, 2022

7.2 Regular Meeting of Council- August 23, 2022

8. Staff Reports

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

That items 8.1 to 8.5 be approved, and the recommendations contained therein be adopted.

Carried

8.1 Compliance Audit Committee-2022 Municipal Elections, 2022-209

That Development and Legislative Services - Clerks Division Report 2022-209 be received; and

That the Acting City Clerk be delegated authority to appoint members to the 2022 Compliance Audit Committee.

8.2 JAAC Multi-year Accessibility Plan, 2022-194

That Corporate Services Department – Human Resources Division Report 2022-194 be received; and

That Council approve the Multi-Year Accessibility Plan (MYAP) attached as Appendix A.

8.3 Downtown BIA – Harvest Festival, 2022-202

That Corporate Services Department – Recreation Division Report 2022-02 be received;

That Catharine Street from Clarence Street to Charlotte Street be closed to vehicular traffic and street parking from 7:00am to 6:00pm on Saturday, September 24, 2022.

That Charlotte Street from King Street to West Street be closed to vehicular traffic and street parking from 7:00am to 6:00pm on Saturday, September 24, 2022.

That Council approve City support of Harvest Festival and waive the \$180 fees as outlined in the report.

8.4 Grant for Non-Profits, 2022-199

That Chief Administrative Officer Report 2022-199 be received; and

That the following grants for non-profits totalling \$19,050 be approved for the second allocation of 2022 grants:

\$3,000Niagara Antique Power Association

\$5,000Port Cares Reach Out Centre

\$1,250Port Colborne Historical and Marine Museum Auxiliary

\$3,000STEP Youth Empowerment Centre

\$4,300St. James St. Brendan's Anglican Church

\$2,500YMCA

8.5 Amendment to Heritage Designation By-law 6743/107/19 & Heritage Easement Agreement for 380 King Street, 2022-191

That Development and Legislative Services Department – Planning Division Report 2022-191 be received; and;

That Council approve the By-law attached as Appendix A, being a By-law to amend the legal description of 380 King Street in By-law #6743/107/19; and;

That Council approve a By-law to enter into the amended Heritage Easement Agreement for 380 King Street as outlined in Appendix C; and

That Council approve the amendment to the legal description in the Heritage Easement Agreement for 380 King Street as outlined in Appendix D, and the Mayor and Clerk be authorized to execute the amended agreement.

9. Correspondence Items

Moved by Councillor G. Bruno

Seconded by Councillor F. Danch

That items 9.1 and 9.2 be received for information.

Carried

9.1 Niagara Region - Regional Development Charges By-law

9.2 Niagara Peninsula Conservation Authority - Draft Land Securement Strategy 2022-2032

10. Presentations

10.1 My Main Street Program Update- City of Port Colborne Municipal Presentation

Olga Loeffen, Main Street Ambassador, provided a presentation and responded to questions received from Council.

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That My Main Street Program Update, City of Port Colborne Municipal Presentation be received.

Carried

11. Delegations

12. Mayor's Report

A copy of the Mayor's report is attached.

13. Regional Councillor's Report

14. Staff Remarks

14.1 Manager of Infrastructure (Luey)

Chief Administrative Officer welcomed and introduced Joe Colasurdo as the new Manager of infrastructure.

14.2 Roof Repairs at Vale Health and Wellness Centre (Shypowskyj)

The Director of Public Works provided an update to Council in regards to the roof repairs taking place at the Vale Health and Wellness Centre.

14.3 Signage (Shypowskyj)

The Director of Public Works informed Council that staff are currently awaiting a timeline for service club signage installation from the Ontario Ministry of Transportation on Highway 58, Highway 140 and Progress Drive North and South.

14.4 Water Service and Sewer Lateral Replacement Grants and Loan Program (Shypowskyj)

The Director of Public Works informed Council that the grant and loan program to assist residents with the cost to replace their water line and/or sewer line has been launched and published on the City's website.

15. Councillors' Remarks

15.1 Main Street Revitalization (Bruno)

In response to Councillor Bruno's request to upgrade various elements of Main street, the Director of Public Works informed Council that he would investigate this matter.

15.2 Thank You to Staff - Repairs (Danch)

Councillor Danch expressed appreciation towards Public Works staff for taking care of a recent request for repairs at a resident's property.

16. Consideration of Items Requiring Separate Discussion

16.1 Affordable Housing Strategy and Action Plan – Final Report, 2022-201

Tim Welch, consultant from Tim Welch Consulting Inc, provided a presentation and responded to questions received from Council.

Moved by Councillor A. Desmarais
Seconded by Councillor R. Bodner

That Chief Administrative Office - Economic Development and Tourism
Division Report 2022-201 be received; and

That Council approve the Affordable Housing Strategy and Action Plan
report and recommendations as attached to Report 2022-201.

Carried

16.2 Library Annual Update and Strategic Plan Presentation, 2022-206

Susan Therrien, Director of Library Services, provided a presentation and
responded to questions received from Council.

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

That Port Colborne Public Library Report 2022-206 be received; and

That the Library's Annual Update and 2023-2027 Strategic Plan be
received for information purposes.

Carried

16.3 Haney Street Affordable Housing Project, 2022-168

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

That Chief Administrative Office - Economic Development and Tourism
Report 2022-168 be received; and

That Council direct staff to draft a Memorandum of Understanding (MOU)
with Niagara Regional Housing for a partnership on an affordable housing
project for Council approval at a future Council meeting.

Amendment:

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

That Chief Administrative Office - Economic Development and Tourism
Report 2022-168 be received; and

That Council direct staff to draft a Memorandum of Understanding (MOU) with Niagara Regional Housing for a partnership on an affordable housing project for Council approval at a future Council meeting.

That Council direct staff to include a three year term in the Memorandum of Understanding (MOU) with Niagara Regional Housing.

Carried

16.4 Draft Discharge of Firearms By-law 2022 Update, 2022-145

Moved by Councillor H. Wells

Seconded by Councillor M. Bagu

That Community Safety and Enforcement Department - By-Law Services Report 2022-145 be received;

That the Discharge of Firearms By-law attached to the Community Safety and Enforcement Department Report – By-Law Services 2022-145 be approved;

That By-law 4588/119/04, Being a By-law to Regulate Noise be amended, as shown in Appendix C to Community Safety and Enforcement Department– By-Law Services Report 2022-145;

That the proposed Discharge of Firearm Variance Fee be approved; and

That the updated Schedule F of the User Fees and Charges By-law be included in a future amendment to By-law 6949/95/21.

Amendment:

Moved by Councillor H. Wells

Seconded by Councillor M. Bagu

That Community Safety and Enforcement Department - By-Law Services Report 2022145 be received;

That Section 10(a) of the Discharge of Firearms By-law be amended to read: where the Firearm is a shotgun, that it have a shell shot no greater than a No. 2 Led Shot (3.18 millimetres , 0.15 inches);

That the Discharge of Firearms By-law attached to the Community Safety and Enforcement Department Report – By-Law Services 2022-145 be approved as amended;

That By-law 4588/119/04, Being a By-law to Regulate Noise be amended, as shown in Appendix C to Community Safety and Enforcement Department– By-Law Services Report 2022-145;

That the proposed Discharge of Firearm Variance Fee be approved; and

That the updated Schedule F of the User Fees and Charges By-law be included in a future amendment to By-law 6949/95/21.

Carried

16.5 Erie Street Watermain Construction – Project Update, 2022-211

Moved by Councillor G. Bruno

Seconded by Councillor H. Wells

That Public Works Department Report 2022-211 be received;

That Council approve extending the contract with Associated Engineering for contract administration and inspection services to project completion at an estimated cost of \$155,000 funded from budget 21C-PW-R48;

That Council approve fully paving Erie Street, and complete select sidewalk improvements to be funded from the 2023 and 2024 Asphalt Resurfacing Programs, and the 2023 Sidewalk Replacement program; and

That Council allocate \$25,000 from 21C-PW-R48 to be used for legal fees.

Carried

16.6 Sale of Knoll Street, 2022-200

Moved by Councillor G. Bruno

Seconded by Councillor H. Wells

That Chief Administrative Office - Economic Development and Tourism report 2022-200 be received;

That Council approve entering into an Agreement of Purchase and Sale with Stanley Homes for a vacant City-owned lot on Knoll Street;

That a By-law to authorize entering into an Agreement of Purchase and Sale with Stanley Homes regarding the sale of a City-owned lot on Knoll Street, legally described as part of Borden Avenue, Pl. 792 Humberstone E/S of Knoll Street, Port Colborne, be brought forward; and

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

Carried

16.7 Chippawa Road Pedestrian Safety Investigation Update, 2022-210

Moved by Councillor H. Wells

Seconded by Councillor A. Desmarais

That Public Works Department Report 2022-174 be received for information.

Carried

a. Written Delegation material from Melissa Bigford and Christopher Lofquist , residents

16.8 Recommendation Report for Zoning By-law Amendment at 360 Killaly Street East, File No. D14-01-22, 2022-207

Moved by Councillor M. Bagu

Seconded by Councillor E. Beauregard

That Development and Legislative Services – Planning Division Report 2022-207 be received; and

That Council require no further public notice in accordance with Section 34 (17) of the Planning Act; and

That the Zoning By-law Amendment, attached as Appendix A be approved, as revised, rezoning the property at 360 Killaly Street East from Institutional (I) to R4-69.

Carried

16.9 Active Transportation Fund – Contribution Agreement, 2022-205

Moved by Councillor M. Bagu

Seconded by Councillor F. Danch

That Chief Administrative Office – Economic Development and Tourism Division Report 2022-205 be received;

That a By-law to enter into a Contribution Agreement with the Permanent Public Transit Program – Active Transportation Fund, be brought forward;

That the Chief Administrative Officer be delegated authority to execute the Contribution Agreement; and

That Council approve an increase to the Active Transportation Master Plan capital project budget from \$50,000 to \$100,000 representing the additional \$50,000 grant received through the Contribution Agreement.

Carried

**16.10 Town of Kingsville - Bill 3, Strong Mayors, Building Homes Act, 2022
- In Opposition**

Moved by Councillor M. Bagu

Seconded by Councillor A. Desmarais

That correspondence from the Town of Kingsville regarding opposition to Bill 3, Strong Mayors, Building Homes Act, 2022 be supported.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

19.1 Environmental Advisory Committee Minutes - June 8, 2022

Moved by Councillor M. Bagu

Seconded by Councillor H. Wells

That item 19.1 be approved, as presented.

Carried

20. Recommendations Arising from Boards and Committees

**20.1 Memorandum from Environmental Advisory Committee - Multi
Municipal Wind Turbine Working Group Correspondence -Ontario's
Energy Plan and Wind Turbines**

Moved by Councillor H. Wells

Seconded by Councillor M. Bagu

That the Environmental Advisory Committee supports the views expressed by the Working Group and recommends that Council write the Minister of Environment, Conservation and Parks (MECP) requesting the Province: 1. 2. 3. 4. 5. 6. The City reaffirm its 2017 resolution that it is an "Unwilling Host" for wind turbine projects until it has been demonstrated they do not pose an adverse effect on the environment and the health and safety to the public. The City recognizes that wind powered hydro generation is a green source of energy and the Province should support research and development of wind turbines that are more efficient and have performance characteristics that mitigate any adverse effects. The Province establish a moratorium for all new applications for wind energy projects until it has been demonstrated that all adverse effects can be mitigated. Update the direction provided in terms of setbacks between wind turbines and other activities; The Province needs to take more aggressive action in enforcing the terms of approvals for existing wind turbines before authorizing the construction of any new turbines; Bar operators of projects with these compliance failures from participating in any of the contract extensions or opportunities to bid on capacity expansions that are envisioned in the recent Ministerial directive; and 7. Where ongoing MECP review of compliance and land use compatibility policy is concerned, the Province continue current Environmental Protection Act compliance requirements where wind turbine noise is concerned on both existing and new facilities; Further that Council support EAC's recommendation that the Planning Department staff liaise with Planning Departments of the Turbine Working Groups (Bruce, Huron and Grey Counties) to determine appropriate land use compatibility guidelines and setbacks used in these municipalities and where appropriate, consider their usage in Port Colborne's Official Plan and Zoning Bylaw.

Carried

21. By-laws

Moved by Councillor A. Desmarais

Seconded by Councillor F. Danch

That items 21.1, as amended and 21.2 to 21.8 be enacted and passed.

Carried

- 21.1 By-law to Regulate the Discharge of Firearms and Bows in the City of Port Colborne**
- 21.2 By-law to Amend Noise By-law 4588/119/04**
- 21.3 By-law to Authorize entering into an Agreement of Purchase and Sale of property with Stanley Homes for a vacant lot on Knoll Street**
- 21.4 By-law to amend Zoning By-law 6575/30/18 respecting the lands legally known as Part of Lot 25 on Concession 2, municipally known as 360 Killaly Street East.**
- 21.5 By-law to Authorize Entering into a Contribution Agreement for the Permanent Public Transit Program – Active Transportation Fund**
- 21.6 By-law to amend By-law 6743/107/19, designating 380 King Street, in the City of Port Colborne, Regional Municipality of Niagara to be of cultural heritage value or interest, for the purposes of correcting the legal description of the property**
- 21.7 By-law to authorize entering into an amended Heritage Easement Agreement with the owner of 380 King Street, as Designated under Part IV of the Ontario Heritage Act**
- 21.8 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne**
- 22. Confidential Items**
- 23. Procedural Motions**
- 24. Information items**
- 25. Adjournment**

Mayor Steele adjourned the meeting at approximately 8:42 p.m.

William C. Steele, Mayor

Nicole Rubli, Acting City Clerk

Subject: 2021 Consolidated Financial Statements and Annual Report

To: Council

From: Corporate Services Department

Report Number: 2022-218

Meeting Date: October 11, 2022

Recommendation:

That Corporate Services Department – Financial Services Division Report 2022-218 be received;

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

That the consolidated financial statements attached as Appendix A to Corporate Services Department Report 2022-218, be approved.

Purpose:

The purpose of this report is to seek Council's approval of the consolidated financial statements for the year ended December 31, 2021, for the Corporation of the City of Port Colborne (the City).

Background:

The *Municipal Act, 2001*, states that a municipality shall prepare financial statements each fiscal year. Management, in accordance with Canadian public sector accounting standards (PSAS) as recommended by the Public Sector Accounting Board (PSAB), prepares the consolidated financial statements for the City. PSAB serves the public interest by establishing standards and other guidance for financial reporting by all Canadian entities in the public sector and by contributing to the development of internationally accepted public sector financial reporting standards.

The Consolidated statement of financial position; the consolidated statement of operations; the consolidated statement of changes in debt; the consolidated statement of cash flows; and notes to the consolidated financial statements, comprising a summary of significant accounting policies, have been audited by the City's auditor, Grant Thornton.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines necessary, to enable the preparation of the consolidated financial statements that are free from material misstatement, whether due to fraud or error.

The Auditor's responsibility is to express an opinion on the consolidated financial statements based on their audit fieldwork. Following completion of the audit, Grant Thornton has stated, in their opinion, that "the accompanying consolidated financial statements present fairly in all material respects, the financial position of the Corporation of the City of Port Colborne as at December 31, 2021, and its results of operations, its changes in its net financial assets, and its cash flows for the year ended in accordance with Canadian public sector accounting standards".

Discussion:

Consolidated Financial Statements (Appendix A)

A draft copy of the consolidated financial statements for the year ended December 31, 2021, is attached to this report as Appendix A – 2021 Consolidated Financial Statements.

As a reminder the consolidated financial statements, including the attached segmented disclosure follow full accrual accounting whereas the 2021 Year End Surplus and Project Closeout Report, Report 2022-73 follows a modified cash model for budget and cash flow purposes. Further, there may be certain presentation differences between the two as a result of PSAB vs managerial accounting. In reconciling, staff recommend users of this report and Report 2022-73 compare the reserve balances. Users of both reports will find the reserve balances agree with the proposed adjustments below to account for a library capital lease transaction finalized after Report 2022-73 was issued and to account for pre-funded 2022 capital and related projects through WIP.

Total Reserve Balances by Type	Reserve Balances in Report 2022-73	Adjustments	Reclassification	New Reserve Balances
Boards and Committees	453,804	(1,517)		452,287
Programs, Grants and Activities	1,395,992		(56,543)	1,339,449
Self Sustaining Entities	530,538			530,538
General Government	9,082,701		56,543	9,139,244
Capital	4,746,043			4,746,043
Total Reserves before WIP	16,209,078	(1,517)	-	16,207,561
Work-in-progress (WIP)	8,231,910	(407,990)		7,823,920
Total Reserves	24,440,988	(409,507)	-	24,031,481

Readers of this report should also note that prior period adjustments related to land transactions have changed both the prior period tangible capital assets and accumulated surplus balances for 2020 – details of these adjustments are noted in Note 2 of the Consolidated Financial Statements.

Financial Services staff continue to move financial reporting practices to meet leading practices set out through the Government Finance Officers Association (GFOA). This process will take time as comparative year data is compiled. Some of the activities that have occurred in the past year include:

- The results of the Niagara South Coast Tourism Association (NSCTA) are now being consolidated as part of the City's consolidated financial statements. To facilitate this, two years of financial statements were prepared with the current years being audited. This process was new for the NSCTA and was the primary reason for the delayed issuance of the City's consolidated financial statements this year. Having audited financial statements for the NSCTA will make it easier for the organization to apply for grants going forward.
- General ledger account coding was updated to better align with the Province of Ontario requirements for the Province's Financial Information Return (FIR).
- Allocation models have been developed to gain better understandings of the true costs of operating the City's main lines of business.

Auditors Audit Strategy and Results (Appendix B)

Financial Services, in preparing the financial statements, has historically, and in the current year, utilized Grant Thornton to balance reserve transaction accounting as well as the consolidation of certain boards and committees. The summation of these entries is recorded on page 10 of Appendix B – Audit Strategy and Results. Staff highlights the largest entry relates to a reclassification entry related to City owned land.

Staff highlight Appendix B – Audit Strategy and Results also provides Council with:

- the auditors; approach to the audit and how they treated certain risks;

- comments on the auditors' independence;
- the management representation letter that staff are required to sign upon approval of the consolidated financial statements;
- a letter of internal control with management's plan to address; and
- upcoming audit and accounting developments.

The Financial Information Return (FIR) is being prepared at the time of writing this report.

The FIR is the main data collection tool used by the Ministry of Municipal Affairs to collect financial and statistical information from municipalities. The FIR is a standard document comprised of a number of schedules that are updated each year to comply with current legislation and reporting requirements. It is possible when completing the FIR that certain account groupings may change and, because financial statements and FIR need to match, the account groupings of revenue and expense on the financial statements may change. There will be no change in the net financial results of the City should and adjustment be required.

Financial Services would like to thank staff, boards, and committees across the City and associated with the City for their efforts in the completion of the Audited Financial Statements.

Internal Consultations:

Provide comments from other departments as necessary.

Financial Implications:

As stated within this report, the auditors have identified "the accompanying consolidated financial statements presents fairly in all material respects".

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
- People: Supporting and Investing in Human Capital
- Governance: Communications, Engagement, and Decision-Making

Conclusion:

That Council approve the recommendations as presented above.

Appendices:

- a. Appendix A – 2021 Consolidated Financial Statements
- b. Appendix B – Audit Strategy & Results

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.

Financial Report

City of Port Colborne

December 31, 2021

Draft - Sept 29, 2022

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City of Port Colborne

Consolidated Statement of Financial Position

As at December 31, 2021

	<u>2021</u>	<u>2020</u> (As restated) (Note 2)
Financial assets		
Cash and cash equivalents (Note 3)	\$ 18,276,830	\$ 11,178,482
Portfolio investments (Note 4)	4,520,399	6,619,798
Taxes receivable	3,827,772	4,250,412
User charges receivable	1,681,550	2,072,451
Other receivables	5,026,228	3,649,779
Asset held for sale	266,417	-
	<u>33,599,196</u>	<u>27,770,922</u>
Liabilities		
Payables and accruals	4,715,245	5,147,055
Other liabilities	2,601,898	2,108,402
Deferred revenue (Note 6)	3,002,941	2,165,256
Long term debt (Note 7)	28,855,949	30,328,252
Employee benefit obligations (Notes 8 and 17)	9,804,900	9,438,200
	<u>48,980,933</u>	<u>49,187,165</u>
Net debt	<u>(15,381,737)</u>	<u>(21,416,243)</u>
Non-financial assets		
Tangible capital assets (Note 9)	133,409,532	135,422,460
Prepaid expenses	486,445	801,979
	<u>133,895,977</u>	<u>136,224,439</u>
Accumulated surplus (Note 10)	<u>\$ 118,514,240</u>	<u>\$ 114,808,196</u>

Contingencies (Notes 21 and 22)
Commitments (Note 23)
Impacts of COVID-19 (Note 26)

Approved by

Chief Administrative Officer

Director, Corporate Services/Treasurer

See accompanying notes to the consolidated financial statements

City of Port Colborne

Consolidated Statement of Operations

For the Year Ended December 31, 2021

	Budget 2021 (Note 25)	Actual 2021	Actual 2020 (As restated) (Note 2)
Revenues			
Taxation (Note 12)	\$ 21,157,645	\$ 21,171,858	\$ 19,763,302
User charges (Note 14)	14,297,472	14,984,418	12,439,426
Government transfers (Note 15)	3,978,515	5,308,871	4,920,292
Penalties and interest	523,498	640,250	466,024
Investment income	105,000	155,772	223,743
Other (Note 16)	1,252,500	1,297,118	1,933,147
	<u>41,314,630</u>	<u>43,558,287</u>	<u>39,745,934</u>
Expenses			
General government	5,149,209	5,241,435	5,756,417
Protection to persons and property	4,815,366	5,175,456	4,713,803
Transportation services	8,156,096	7,976,185	7,569,845
Environmental services	12,138,511	11,151,156	11,096,244
Health services	193,821	114,625	123,011
Recreation and culture services	10,111,504	8,964,962	8,775,742
Planning and development	745,904	1,228,424	1,000,559
	<u>41,310,411</u>	<u>39,852,243</u>	<u>39,035,621</u>
Annual surplus	<u>4,219</u>	<u>3,706,044</u>	<u>710,313</u>
Accumulated surplus (Note 10)			
Beginning of year			
As previously stated	114,808,196	115,527,410	114,817,097
Prior period adjustment (Note 2)	-	(719,214)	(719,214)
As restated	<u>114,808,196</u>	<u>114,808,196</u>	<u>114,097,883</u>
End of year	<u>\$ 114,812,415</u>	<u>\$ 118,514,240</u>	<u>\$ 114,808,196</u>

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Consolidated Statement of Changes in Net Debt

For the Year Ended December 31, 2021

	Budget 2021 (Note 25)	Actual 2021	Actual 2020
Annual surplus	\$ 4,219	\$ 3,706,044	\$ 710,313
Amortization of tangible capital assets	5,719,639	5,719,689	5,652,879
Acquisition of tangible capital assets	(3,730,738)	(4,056,276)	(3,015,630)
Contributed tangible capital assets	-	(64,000)	-
Proceeds from disposal of tangible capital assets	-	596,216	705,494
Gain on disposal of tangible capital assets	-	(182,701)	(618,692)
	1,993,120	5,718,972	3,434,364
Usage of prepaid expenses	-	315,534	298,816
Decrease in net debt	1,993,120	6,034,506	3,733,180
Net debt			
Beginning of year	(21,416,243)	(21,416,243)	(25,149,423)
End of year	\$ (19,423,123)	\$ (15,381,737)	\$ (21,416,243)

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2021

	<u>2021</u>	<u>2020</u>
Increase (decrease) in cash and cash equivalents		
Operating activities		
Annual surplus	\$ 3,706,044	\$ 710,313
Non-cash items:		
Amortization of tangible capital assets	5,719,689	5,652,879
Contributed tangible capital assets	(64,000)	-
Gain on disposal of tangible capital assets	(182,701)	(618,692)
Decrease (increase) in taxes receivable	422,640	(736,904)
Decrease (increase) in user charges receivable	390,901	(48,195)
Increase in other receivables	(1,376,449)	(80,449)
Increase in asset held for sale	(266,417)	-
Decrease in payables and accruals	(431,810)	(1,355,767)
Increase in other liabilities	493,496	582,896
Increase in deferred revenue	837,685	166,411
Decrease in prepaid expenses	315,534	298,816
	<u>9,564,612</u>	<u>4,571,308</u>
Capital activities		
Proceeds from disposal of tangible capital assets	596,216	705,494
Acquisition of tangible capital assets	(4,056,276)	(3,015,630)
	<u>(3,460,060)</u>	<u>(2,310,136)</u>
Financing activities		
Issue of long term debt	-	5,000,000
Repayment of long term debt	(1,439,543)	(1,975,452)
Repayment of capital lease obligation	(32,760)	(81,473)
Increase in employee benefit obligation	366,700	312,900
	<u>(1,105,603)</u>	<u>3,255,975</u>
Investing activities		
Disposal of portfolio investments, net	<u>2,099,399</u>	<u>4,458,303</u>
Net increase in cash and cash equivalents	7,098,348	9,975,450
Cash and cash equivalents (Note 3)		
Beginning of year	<u>11,178,482</u>	<u>1,203,032</u>
End of year	<u>\$ 18,276,830</u>	<u>\$ 11,178,482</u>

See accompanying notes to the consolidated financial statements.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

1. Significant accounting policies

Management responsibility

The consolidated financial statements of the City of Port Colborne ("Municipality") are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The significant accounting policies used are as follows:

(a) Reporting entity

The consolidated financial statements reflect the financial assets, liabilities, non-financial assets, revenues, expenses and changes in accumulated surplus of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or controlled by the Municipality. In addition to general government tax-supported operations, they include the following:

Port Colborne Public Library Board
Port Colborne Downtown Development Board
Port Colborne Main Street Business Improvement Area
Niagara's South Coast Tourism Association

Interdepartmental and organizational transactions and balances are eliminated.

The following joint local board is proportionally consolidated:

Niagara Central Dorothy Rungeling Airport Commission (Joint Board)

Related party transactions are eliminated (Note 18).

The statements exclude trust assets that are administered for the benefit of external parties (Note 19).

(b) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting records revenues in the period they are earned and measurable and expenses in the period the goods and services are acquired and a liability is incurred.

(c) Cash and cash equivalents

Cash and temporary investments include cash on hand, balances with banks and guaranteed investment certificates that mature within one year.

(d) Portfolio investments

Portfolio investments are valued at the lower of cost and market value. Interest income is reported as revenue in the period earned.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

1. Significant accounting policies (continued)

(e) Deferred revenue

Resources restricted by agreement with an external party are recognized as revenue in the entity's financial statements in the period in which the resources are used for the purpose or purposes specified. An externally restricted inflow received before this criterion has been met is recorded as a liability until the resources are used for the purpose or purposes specified.

(f) Employee future benefits

The present value of the cost of providing employees with future benefit programs is expensed as employees earn these entitlements through service.

(g) Contaminated sites liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the Municipality:
 - is directly responsible; or
 - accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(h) Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset required to install the asset at the location and in the condition necessary for its intended use. Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition. The Municipality does not capitalize interest as part of the costs of its capital assets.

Works of art for display in municipal property are not included as capital assets. The works of art are held for exhibition, educational and historical interest. Such assets are deemed worthy of preservation because of the social rather than financial benefits they provide to the community. The cost of art is not determinable or relevant to their significance. No valuation of the collection has been conducted or disclosed in the consolidated financial statements.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

1. Significant accounting policies (continued)

(h) Tangible capital assets (continued)

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Amortization is calculated on a straight-line basis to write-off the net cost of each asset over its estimated useful life for all classes except land. Land is considered to have an infinite life without amortization. Residual values of assets are assumed to be zero with any net gain or loss arising from the disposal of assets recognized in the consolidated statement of operations as "other revenues". Half-year amortization is charged in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

<u>Classification</u>	<u>Useful Life</u>
Land improvements	10-100 years
Buildings	20-50 years
Leasehold improvements	20-50 years
Vehicles	10-20 years
Office equipment and furniture and fixtures	5-10 years
Machinery and equipment	3-30 years
Infrastructure	10-100 years

(i) Subdivision infrastructure

Subdivision streets, lighting, sidewalks, drainage and other infrastructure are required to be provided by subdivision developers. Upon completion they are turned over to the Municipality and recorded as tangible capital assets. The Municipality is not involved in the construction.

(j) Revenue recognition

i) Taxation

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. Realty taxes are billed based on the assessment rolls provided by MPAC. Taxation revenues are recorded at the time tax billings are issued.

A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

1. Significant accounting policies (continued)

(j) Revenue recognition (continued)

i) Taxation (continued)

Once a supplementary roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Assessments of the related property taxes are subject to appeal. Any supplementary billing adjustments made necessary by the determination of such changes will be recognized in the fiscal year they are determined and the effect shared with the school boards, as appropriate.

ii) User charges

User charges are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

iii) Government transfers

Government transfers received are recognized in the financial statements as revenue when the transfers are authorized and all eligibility criteria have been met except when there is a stipulation that gives rise to an obligation that meets the definition of a liability. In that case, the transfer is recorded as a liability and recognized as revenue as the stipulations are met. Government transfers to individuals and other entities are recognized as an expense when the transfers are authorized and all eligibility criteria have been met.

iv) Other

Other revenue is recorded when it is earned and collection is reasonably assured.

(k) Reserves for future expenses

Certain amounts, as approved by Municipal Council, are set aside in reserves and reserve funds for future operating and capital expenses.

(l) Local improvements

The Municipality records capital expenses funded by local improvement agreements as they are incurred. Revenues are recognized in the year they become payable.

(m) Region and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the Region of Niagara are not reflected in the accumulated surplus of these consolidated financial statements.

(n) Use of estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Two areas in which management make estimates are with regards to an allowance for uncollectible taxes receivable and obligations for employee benefits.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

2. Prior period adjustment

During the year, management discovered that four parcels of land were disposed of and had not been recorded when the City sold the properties in years prior to 2020. Management also discovered that two parcels of land vested to the City in years prior to 2020 had not been recorded as land additions by the City in those years.

As a result of the errors, the following financial statement items have been decreased as follows:

	Previously reported	Adjustments	As restated
<u>Consolidated Statement of Financial Position</u>			
<u>As at December 31, 2020</u>			
Non-financial assets			
Tangible capital assets (Note 9)	\$ 136,141,674	\$ (719,214)	\$ 135,422,460
Accumulated surplus (Note 10)	115,527,410	(719,214)	114,808,196
<u>Consolidated Statement of Operations</u>			
<u>For the Year Ended December 31, 2020</u>			
Accumulated surplus			
Beginning of year	114,817,097	(719,214)	114,097,883
End of year	115,527,410	(719,214)	114,808,196

3. Cash and cash equivalents

	<u>2021</u>	<u>2020</u>
Cash on hand	\$ 3,550	\$ 3,550
Bank balances	<u>18,273,280</u>	<u>11,174,932</u>
	<u>\$ 18,276,830</u>	<u>\$ 11,178,482</u>

4. Portfolio investments

Guaranteed investment certificates carry an effective interest rate from 0.75% to 1.24% with maturity dates ranging between June, 2022 to June, 2023. Interest is receivable on maturity. Carrying value approximates market value.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

5. Bank indebtedness

An operating line of credit of \$ 4,000,000 has been established with the CIBC, of which \$ Nil (2020 - \$ Nil) was used at December 31, 2021. An executed borrowing by-law in form and content satisfactory to CIBC is in effect to a limit of \$ 4,000,000. Interest is calculated at prime minus 0.50%. Overdrafts outstanding under the line of credit are converted to a promissory note at the CIBC's request which has not been enacted.

6. Deferred revenue

	<u>2021</u>	<u>2020</u>
Development Charges Act	\$ 167,224	\$ 79,603
Parkland	475,402	260,110
Federal gas tax	1,400,270	1,069,588
Ontario Community Infrastructure Fund	960,045	755,955
	<u>\$ 3,002,941</u>	<u>\$ 2,165,256</u>
The continuity of deferred revenue is made up of the following:		
Balance, beginning of year	<u>\$ 2,165,256</u>	<u>\$ 1,998,845</u>
Contributions from		
Development charges	298,149	126,629
Interest earned	25,063	35,225
Government transfers received		
Federal	1,138,702	555,335
Provincial	418,769	418,760
	<u>1,880,683</u>	<u>1,135,949</u>
Utilized for		
Tangible capital asset acquisitions	(1,042,998)	(954,538)
Operations	-	(15,000)
	<u>(1,042,998)</u>	<u>(969,538)</u>
Balance, end of year	<u>\$ 3,002,941</u>	<u>\$ 2,165,256</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

7. Long term debt

- (a) The balance of net long term debt reported on the consolidated statement of financial position is made up of the following:

The Municipality has assumed responsibility for the payment of principal and interest charges on certain long term debt issued by the Region of Niagara. At the end of the year, the outstanding principal amount of this debt is

Capital lease obligations

Net long term debt

<u>2021</u>	<u>2020</u>
\$ 28,830,632	\$ 30,270,175
25,317	58,077
<u>\$ 28,855,949</u>	<u>\$ 30,328,252</u>

- (b) The net long term debt is made up of the following:

<u>Debenture Type</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>2021</u>	<u>2020</u>
Serial	1.20 to 1.60%	2021	\$ -	\$ 60,782
Amortizer	2.67%	2023	502,255	826,161
Serial	1.15 to 2.80%	2025	1,166,000	1,441,000
Amortizer	3.18%	2028	441,990	502,298
Amortizer	3.37%	2033	523,996	560,747
Amortizer	3.46%	2035	1,620,573	1,709,219
Amortizer	3.22%	2037	381,421	399,395
Amortizer	3.70%	2043	1,547,972	1,594,428
Amortizer	3.43%	2047	12,648,025	12,945,616
Amortizer	3.56%	2048	5,115,906	5,230,529
Amortizer	2.29%	2050	4,882,494	5,000,000
Capital leases	Various	2021-2023	25,317	58,077
			<u>\$ 28,855,949</u>	<u>\$ 30,328,252</u>

- (c) Principal repayments in each of the next five years are due as follows:

2022	\$ 1,443,927
2023	1,289,352
2024	1,154,607
2025	1,190,995
2026	917,336

- (d) The Municipality paid \$ 962,338 (2020 - \$ 914,835) interest on long term debt during the year.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

8. Employee benefit obligations	2021	2020
Workplace Safety and Insurance Board future benefits	\$ 2,348,000	\$ 2,309,300
Vested sick leave benefits	332,200	295,200
Retirement benefits	<u>7,124,700</u>	<u>6,833,700</u>
	9,804,900	9,438,200
Less: benefits funded by future liabilities reserve	<u>(1,684,253)</u>	<u>(1,355,755)</u>
	\$ 8,120,647	\$ 8,082,445

(a) Workplace Safety and Insurance Board future benefits

The City of Port Colborne is a Workplace Safety and Insurance Board ("WSIB") Schedule 2 employer.

In 2021, an actuarial estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements. During the year \$ 154,745 (2020 - \$ 216,923) was paid by the City to the WSIB in relation to these benefits.

The accrued benefit obligation at December 31, 2021 of \$ 2,348,000 (2020 - \$ 2,309,300) was determined by an actuarial valuation using a discount rate of 2.90% (2020 - 2.90%).

The most recent actuarial valuation was prepared at December 31, 2019.

The main actuarial assumptions employed above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2021 of the present value of future liabilities were determined using a discount rate of 2.90% (2020 - 2.90%).

(ii) Future benefit indexing rate

The rates used for loss of earnings benefits and pension and survivors benefits are assumed to be 2.00% per annum. The rate for health benefits is assumed to be 4.00% per annum.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

8. Employee benefit obligations (continued)

(a) Workplace Safety and Insurance Board future benefits (continued)

	<u>2021</u>	<u>2020</u>
Accrued benefit obligation		
Beginning of year	\$ 2,309,300	\$ 2,272,200
Benefit payments	(210,700)	(206,600)
Current service cost	169,000	164,200
Interest cost	71,200	70,300
Amortization of actuarial loss	9,200	9,200
	<u>\$ 2,348,000</u>	<u>\$ 2,309,300</u>
Funded status		
Deficit	\$ 2,421,300	\$ 2,391,800
Unamortized actuarial loss	(73,300)	(82,500)
	<u>\$ 2,348,000</u>	<u>\$ 2,309,300</u>
The net benefit expense is as follows:		
Current service cost	\$ 169,000	\$ 164,200
Interest cost	71,200	70,300
Amortization of actuarial loss	9,200	9,200
	<u>\$ 249,400</u>	<u>\$ 243,700</u>

(b) Vested sick leave benefits

Under the sick leave benefit plan for employees of the Port Colborne Firefighters' Association, sick leave can accumulate and employees may become entitled to a cash payment upon leaving the Municipality's employment.

The accrued benefit obligation at December 31, 2021 of \$ 332,200 (2020 - \$ 295,200) was determined by an actuarial valuation using a discount rate of 2.90% (2020 - 2.90%).

The most recent actuarial valuation for the vested sick leave was prepared at December 31, 2019.

The main actuarial assumptions employed for the vested sick leave and retirement benefits valuations above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2021 of the present value of future liabilities were determined using a discount rate of 2.90% (2020 - 2.90%).

(ii) Salary increase rate

The rate used to increase salaries is assumed to be 3.00% (2020 - 3.00%) per annum. This rate reflects management's best estimate of future salary increases.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

8. Employee benefit obligations (continued)

(b) Vested sick leave benefits (continued)

	<u>2021</u>	<u>2020</u>
Accrued benefit obligation		
Beginning of year	\$ 295,200	\$ 306,200
Benefit payments	(8,900)	(55,700)
Current service cost	32,100	31,200
Interest cost	10,300	10,000
Amortization of actuarial loss	3,500	3,500
	<u>\$ 332,200</u>	<u>\$ 295,200</u>
Funded status		
Deficit	\$ 361,900	\$ 328,400
Unamortized actuarial loss	(29,700)	(33,200)
	<u>\$ 332,200</u>	<u>\$ 295,200</u>
The net benefit expense is as follows:		
Current service cost	\$ 32,100	\$ 31,200
Interest cost	10,300	10,000
Amortization of actuarial loss	3,500	3,500
	<u>\$ 45,900</u>	<u>\$ 44,700</u>

During the year \$ Nil (2020 - \$ Nil) was paid to employees who left the Municipality's employment.

(c) Retirement benefits

The City of Port Colborne pays certain retirement benefits on behalf of its retired employees. The City of Port Colborne recognizes these retirement costs in the period in which the employees rendered the services. The plan is substantially unfunded and requires no contributions from employees.

The accrued benefit obligation at December 31, 2021 of \$ 7,124,700 (2020 - \$ 6,833,700) was determined by an actuarial valuation using a discount rate of 2.90% (2020 - 2.90%).

The City's obligation under the retirement provision of employment agreements will be funded out of current revenue. During the year benefit payments of \$ 372,400 (2020 - \$ 358,700) were paid to retirees.

Actuarial valuations for accounting purposes are performed every three years using the projected benefit method, pro-rated on service. Under this method, the projected retirement benefits are deemed to be earned on a pro-rata basis over the employee's years of service.

The most recent actuarial valuation for the retirement benefits was prepared at December 31, 2019.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

8. Employee benefit obligations (continued)

(c) Retirement benefits (continued)

The main actuarial assumptions employed for retirement benefits valuation above are as follows (where applicable):

(i) Interest (discount) rate

The obligations as at December 31, 2021 of the present value of future liabilities were determined using a discount rate of 2.90% (2020 - 2.90%).

(ii) Medical costs

Drug costs were assumed to be 7.13% in 2021 (2020 - 7.30%) and decrease 0.175% per year until 2036 when the rate will be 4.50% and continue thereafter.

Vision costs were assumed to be 1.25% in 2021 (2020 - 1.50%) and decrease 0.25% per year until 2026 when the rate will be 0% and continue thereafter.

Other health costs were assumed to be 4.50% in 2021 (2020 - 4.50%) and continue thereafter.

(iii) Dental costs

Dental costs were assumed to be 5.06% in 2021 (2020 - 5.25%) and decrease 0.1875% per year until 2024 when the rate will be 4.50% and continue thereafter.

	<u>2021</u>	<u>2020</u>
Accrued benefit obligation		
Beginning of year	\$ 6,833,700	\$ 6,546,900
Benefit payments	(372,400)	(358,700)
Current service cost	391,900	380,900
Interest cost	213,200	206,300
Amortization of actuarial loss	<u>58,300</u>	<u>58,300</u>
	<u>\$ 7,124,700</u>	<u>\$ 6,833,700</u>
Funded status		
Deficit	\$ 7,376,800	\$ 7,144,100
Unamortized actuarial loss	<u>(252,100)</u>	<u>(310,400)</u>
	<u>\$ 7,124,700</u>	<u>\$ 6,833,700</u>

The net benefit expense is as follows:

Current service cost	\$ 391,900	\$ 380,900
Interest cost	213,200	206,300
Amortization of actuarial loss	<u>58,300</u>	<u>58,300</u>
	<u>\$ 663,400</u>	<u>\$ 645,500</u>

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

9. Tangible capital assets

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings and Leaseholds</u>	<u>Vehicles</u>	<u>Furniture and Equipment</u>	<u>Infrastructure</u>	<u>Construction in Process</u>	<u>2021</u>
Cost								
Beginning of year	\$ 4,854,479	\$ 18,942,276	\$ 60,133,074	\$ 5,136,268	\$ 9,682,591	\$ 128,132,286	\$ 1,405,364	\$ 228,287,345
Additions	266,423	539,322	492,379	557,521	647,720	1,302,951	466,605	4,272,921
Disposals	(381,473)	-	(600,581)	-	(276,418)	(329,934)	(152,645)	(1,741,051)
End of year	<u>4,739,429</u>	<u>19,481,598</u>	<u>60,024,872</u>	<u>5,693,789</u>	<u>10,054,900</u>	<u>129,105,303</u>	<u>1,719,324</u>	<u>230,819,215</u>
Accumulated amortization								
Beginning of year	-	9,439,936	17,914,876	3,062,204	5,643,009	56,804,860	-	92,864,885
Amortization	-	587,916	1,720,803	118,806	732,508	2,359,656	-	5,719,689
Amortization on disposals	-	-	(571,555)	-	(276,418)	(326,918)	-	(1,174,891)
End of year	<u>-</u>	<u>10,027,852</u>	<u>19,064,124</u>	<u>3,381,010</u>	<u>6,099,099</u>	<u>58,837,598</u>	<u>-</u>	<u>97,409,683</u>
Net book value	\$ 4,739,429	\$ 9,453,746	\$ 40,960,748	\$ 2,312,779	\$ 3,955,801	\$ 70,267,705	\$ 1,719,324	\$ 133,409,532

The value of contributed tangible capital assets during the year is \$ 64,000.

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

9. Tangible capital assets (continued)

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings and Leaseholds</u>	<u>Vehicles</u>	<u>Furniture and Equipment</u>	<u>Infrastructure</u>	<u>Construction in Process</u>	<u>2020</u> (As restated) (Note 2)
Cost								
Beginning of year								
As previously stated	\$ 5,617,498	\$ 18,625,163	\$ 59,902,611	\$ 5,045,158	\$ 9,113,110	\$ 127,071,527	\$ 1,242,665	\$ 226,617,732
Prior period adjustment	(719,214)	-	-	-	-	-	-	(719,214)
As restated	4,898,284	18,625,163	59,902,611	5,045,158	9,113,110	127,071,527	1,242,665	225,898,518
Additions	-	317,113	230,463	125,394	848,103	1,331,858	162,699	3,015,630
Disposals	(43,805)	-	-	(34,284)	(277,615)	(271,099)	-	(626,803)
End of year	<u>4,854,479</u>	<u>18,942,276</u>	<u>60,133,074</u>	<u>5,136,268</u>	<u>9,683,598</u>	<u>128,132,286</u>	<u>1,405,364</u>	<u>228,287,345</u>
Accumulated amortization								
Beginning of year	-	8,849,423	16,213,856	2,789,286	5,175,322	54,724,120	-	87,752,007
Amortization	-	590,513	1,701,020	307,202	705,064	2,349,080	-	5,652,879
Amortization on disposals	-	-	-	(34,284)	(237,377)	(268,340)	-	(540,001)
End of year	<u>-</u>	<u>9,439,936</u>	<u>17,914,876</u>	<u>3,062,204</u>	<u>5,643,009</u>	<u>56,804,860</u>	<u>-</u>	<u>92,864,885</u>
Net book value	<u>\$ 4,854,479</u>	<u>\$ 9,502,340</u>	<u>\$ 42,218,198</u>	<u>\$ 2,074,064</u>	<u>\$ 4,040,589</u>	<u>\$ 71,327,426</u>	<u>\$ 1,405,364</u>	<u>\$ 135,422,460</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

10. Accumulated surplus	2021	2020 (As restated) (Note 2)
Consists of:		
Surpluses (deficits)		
Operating	\$ (336,002)	\$ -
Port Colborne Public Library Board	-	-
Port Colborne Downtown Development Board	52,274	40,619
Port Colborne Main Street Business Improvement Area	32,205	26,095
Niagara's South Coast Tourism Association	2,336	(1,410)
Niagara Central Dorothy Rungeling		
Airport Commission (Note 18)	(16,737)	(37,948)
	<u>(265,924)</u>	<u>27,356</u>
Investment in tangible capital assets	<u>133,409,532</u>	<u>135,422,460</u>
Unfunded liabilities		
Long term debt	(28,855,949)	(30,328,252)
Employee benefit obligations	(9,804,900)	(9,438,200)
	<u>(38,660,849)</u>	<u>(39,766,452)</u>
Reserves and reserve funds (Note 11)	<u>24,031,481</u>	<u>19,124,832</u>
	<u>\$ 118,514,240</u>	<u>\$ 114,808,196</u>

11. Reserves and reserve funds	2021	2020
Reserves and reserve funds set aside for specific purposes by Council or agreement		
Boards and committees		
Community Safety Committee	\$ 4,947	\$ 3,947
Library bequest	4,188	4,188
Library future liabilities	54,129	54,129
Library capital	135,519	120,712
Library	45,415	52,602
Grant Committee	13,000	12,250
Local Architectural Conservation Advisory Committee	11,184	10,184
Mayors Youth Council Committee	4,217	3,217
Seniors Advisory Committee	5,242	4,392
Niagara's South Coast Tourism Association	63,952	35,402
Museum bequests	78,827	51,473
Museum capital	31,667	31,667
	<u>452,287</u>	<u>384,163</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

11. Reserves and reserve funds (continued)	<u>2021</u>	<u>2020</u>
Programs, grants and activities		
Canada Summer Games	45,000	30,000
Canal Days	175,000	50,000
CIP incentives	110,054	110,054
Municipal elections	118,588	90,585
Roselawn	679,299	679,299
Transit	211,508	166,078
	<u>1,339,449</u>	<u>1,126,016</u>
Self sustaining entities		
Building department	168,151	83,220
Nickel Beach	278,966	212,729
Overholt cemetery	130,000	23,397
Marina	(46,579)	(192,099)
	<u>530,538</u>	<u>127,247</u>
General government		
Encumbrance	351,906	197,285
Future liabilities	1,684,253	1,355,755
Opportunity Fund	2,000,000	2,000,000
Subject matter experts	208,598	208,598
General stabilization	2,240,562	2,240,562
Working capital	2,187,400	2,018,700
Economic development	466,525	-
	<u>9,139,244</u>	<u>8,020,900</u>
Capital and related projects		
Drains	(71,855)	343,955
Facilities	131,386	131,386
Fleet and equipment	704,237	704,237
Goderich maintenance	43,921	83,852
Infrastructure	2,436,082	2,441,383
Storm sewer	116,975	235,832
Wastewater	1,061,002	84,936
Water	324,295	900,730
	<u>4,746,043</u>	<u>4,926,311</u>
Allocated capital and related projects	<u>7,823,920</u>	<u>4,540,195</u>
Total reserves and reserve funds	<u>\$ 24,031,481</u>	<u>\$ 19,124,832</u>

The marina reserve of \$ (46,579) represents a reserve of \$ 175,853 less internal financing of \$ (367,952). The drains reserve of \$ (71,855) represents a reserve of \$ 413,988 less internal financing of \$ (488,365).

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

12. Taxation	Budget 2021	Actual 2021	Actual 2020
Real property		\$ 40,869,587	\$ 39,544,008
From other governments			
Payments in lieu of taxes		<u>469,350</u>	<u>462,507</u>
		<u>41,338,937</u>	<u>40,006,515</u>
Less: taxation collected on behalf of (Note 13):			
Region of Niagara		<u>15,388,896</u>	<u>15,010,032</u>
School boards		<u>4,778,183</u>	<u>5,233,181</u>
		<u>20,167,079</u>	<u>20,243,213</u>
Net taxes available for municipal purposes		<u>\$ 21,171,858</u>	<u>\$ 19,763,302</u>
Residential, multi-residential and farm	\$ 16,240,564	\$ 16,238,097	\$ 15,149,789
Commercial and industrial	<u>4,917,081</u>	<u>4,933,761</u>	<u>4,613,513</u>
Net taxes available for municipal purposes	<u>\$ 21,157,645</u>	<u>\$ 21,171,858</u>	<u>\$ 19,763,302</u>

13. Collections for the Region of Niagara and school boards

Total taxation and development charges received or receivable on behalf of the Region of Niagara and the school boards were as follows:

	2021	2020
Region of Niagara	\$ 15,388,896	\$ 15,010,032
School boards	<u>4,778,183</u>	<u>5,233,181</u>
	<u>\$ 20,167,079</u>	<u>\$ 20,243,213</u>

The Municipality is required to levy and collect taxes on behalf of the Region of Niagara and the school boards. The taxes levied over (under) the amounts requisitioned are recorded as accounts payable (receivable).

City of Port Colborne
Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2021

14. User charges	Budget 2021	Actual 2021	Actual 2020
Operating			
Fees and service charges	\$ 2,479,664	\$ 3,117,218	\$ 2,020,521
Direct water billings	4,701,500	4,708,631	4,842,121
Wastewater surcharges	6,726,608	6,646,686	5,245,246
Licences and permits	389,700	511,883	331,538
	<u>\$ 14,297,472</u>	<u>\$ 14,984,418</u>	<u>\$ 12,439,426</u>
15. Government transfers	Budget 2021	Actual 2021	Actual 2020
Operating			
Government of Canada	\$ -	\$ 85,907	\$ 294,233
Province of Ontario	2,920,100	3,669,484	3,784,425
Municipal	84,300	57,866	8,316
	<u>3,004,400</u>	<u>3,813,257</u>	<u>4,086,974</u>
Capital			
Government of Canada	555,355	819,999	697,779
Province of Ontario	418,760	264,834	2,999
Municipal	-	410,781	132,540
	<u>974,115</u>	<u>1,495,614</u>	<u>833,318</u>
	<u>\$ 3,978,515</u>	<u>\$ 5,308,871</u>	<u>\$ 4,920,292</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

16. Other revenues	Budget 2021	Actual 2021	Actual 2020
Operating			
Fines	\$ 11,500	\$ 65,880	\$ 9,600
Rental income	868,100	564,376	752,261
Contributions from developers	-	-	15,000
Transfer from trust funds	4,000	4,235	5,338
Donations	226,400	192,488	44,844
Other	142,500	205,718	205,043
	<u>1,252,500</u>	<u>1,032,697</u>	<u>1,032,086</u>
Capital			
Donations	-	16,298	12,128
Other	-	1,422	270,241
Contributed capital assets	-	64,000	-
Gain on disposal of tangible capital assets	-	182,701	618,692
	<u>-</u>	<u>264,421</u>	<u>901,061</u>
	<u>\$ 1,252,500</u>	<u>\$ 1,297,118</u>	<u>\$ 1,933,147</u>

17. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Municipality does not recognize any share of the pension plan deficit of \$ 70 million (2020 - \$ 7.7 billion deficit) based on the fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2021 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the consolidated statement of operations. Employer contributions to OMERS for 2021 current and past service was \$ 1,036,608 (2020 - \$ 948,393) and were matched by employee contributions in a similar amount.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

18. Niagara Central Dorothy Rungeling Airport Commission

The Niagara Central Dorothy Rungeling Airport Commission operates a two runway airport offering a year round fixed base operation. The Commission is funded by the four nearby municipalities, City of Welland, City of Port Colborne, Town of Pelham and the Township of Wainfleet. The City of Port Colborne has a non-controlling interest in the airport of 19% (2020 - 19%) based on population.

The following table provides condensed supplementary financial information for the Niagara Central Dorothy Rungeling Airport Commission:

	<u>2021</u>	<u>2020</u>
Financial assets		
Cash and cash equivalents	\$ 280,455	\$ 237,067
Receivables	6,485	31,065
	<u>286,940</u>	<u>268,132</u>
Liabilities		
Accounts payable and accrued liabilities	30,376	67,881
Loans payable	334,557	374,431
Capital lease obligation	32,627	40,081
	<u>397,560</u>	<u>482,393</u>
Net debt	<u>(110,620)</u>	<u>(214,261)</u>
Non-financial assets		
Prepaid expenses	14,783	15,040
Fuel inventory	23,912	15,659
Tangible capital assets	1,421,197	1,476,176
	<u>1,459,892</u>	<u>1,506,875</u>
Accumulated surplus	<u>\$ 1,349,272</u>	<u>\$ 1,292,614</u>
Accumulated surplus consists of:		
Operating deficit	\$ (88,089)	\$ (199,726)
Reserves	16,164	16,164
Investment in tangible capital assets	1,421,197	1,476,176
	<u>\$ 1,349,272</u>	<u>\$ 1,292,614</u>
Revenues		
Grants	\$ 154,770	\$ 154,770
Fuel, rentals and other	104,277	94,652
Interest	474	-
Expenses	<u>(204,087)</u>	<u>(276,436)</u>
Annual surplus (deficit)	<u>\$ 55,434</u>	<u>\$ (27,014)</u>

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

18. Niagara Central Dorothy Rungeling Airport Commission (continued)

The financial position information is as reported by the Niagara Central Dorothy Rungeling Airport Commission as at December 31, 2021 and the results of operations are as reported for the year ended December 31, 2021. The comparative financial position and results of operations figures are as reported by the Niagara Central Dorothy Rungeling Airport Commission at December 31, 2020.

The Municipality has recorded in the financial statements its 19% (2020 - 19%) share of the Niagara Central Dorothy Rungeling Airport Commissions' assets, liabilities, accumulated surplus, revenues, expenses, and annual surplus.

The following summarizes the Municipality's related party transactions with the Niagara Central Dorothy Rungeling Airport Commission for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

	<u>2021</u>	<u>2020</u>
Government transfers	\$ 29,406	\$ 29,406
Interest	2,463	2,743
Loan, bearing interest of 3.5% per annum repayable in annual instalments of \$ 6,012, commencing June 15, 2018	\$ 32,647	\$ 37,462
Loan, bearing interest of 4.3% per annum repayable in annual instalments of \$ 4,113, commencing August 24, 2019	<u>24,788</u>	<u>27,770</u>
	<u>\$ 57,435</u>	<u>\$ 65,232</u>

19. Trust funds

Trust funds administered by the Municipality amounting to \$ 482,465 (2020 - \$ 463,342) have not been included in the consolidated statement of financial position nor have these operations been included in the consolidated statement of operations.

20. Subdividers' deposits

The Municipality holds bank letters of credit as security to ensure the provision of subdivision services and the completion of contracts.

	<u>2021</u>	<u>2020</u>
Letters of credit, beginning of year	\$ 1,070,405	\$ 1,158,096
Net additions (deletions)	<u>466,705</u>	<u>(87,691)</u>
Letters of credit, end of year	<u>\$ 1,537,110</u>	<u>\$ 1,070,405</u>

These letters of credit are not reflected in the accounts.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

21. Contingencies

The Municipality is involved from time to time in litigation, which arises in the normal course of business. In respect of any outstanding claims, the Municipality believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

22. Liabilities for contaminated sites

The Municipality reports environmental liabilities related to the management and remediation of any contaminated sites where the Municipality is obligated or likely obligated to incur such costs. The Municipality has identified one property where environmental assessments have indicated soil contamination exceeds environmental standards. A reasonable estimate of any liability cannot be made as the Municipality has not determined how the property will be used, therefore, no liability has been recognized.

The Municipality's ongoing efforts to assess contaminated sites may result in future environmental remediation liabilities related to newly identified sites, or changes in the assessments or intended use of existing sites. Any changes to the Municipality's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

23. Commitments

Tax increment based grants

The Municipality has commitments for tax increment based grants with various expiry dates up to 2030. There are currently three signed agreements with a term spanning ten years each. At December 31, 2021, the total amount remaining to be paid from these agreements is \$ 59,035 with the total commitment for each of the next five years as follows:

2022	\$	35,065
2023		4,950
2024		3,748
2025		2,545
2026		2,545

24. Comparative figures

Certain of the comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

25. Budget

The budget bylaw adopted by Council November 5, 2020 was not prepared on a basis consistent with that used to report actual results in accordance with Canadian public sector accounting standards. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis. As a result, the budget figures presented in the Consolidated Statement of Operations and Consolidated Statement of Changes in Net Debt represent the budget adopted by Council with the following adjustments:

Budgeted annual surplus	\$ 11,515
Add:	
Acquisition of tangible capital assets	3,730,738
Repayment of long term debt	1,462,713
Transfers (to) from reserves, net	518,892
Less:	
Amortization of tangible capital assets	<u>(5,719,639)</u>
Budgeted surplus per Consolidated Statement of Operations	<u>\$ 4,219</u>

26. Impacts of COVID-19

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March, 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced volatility. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The Municipality had to limit activity during its fiscal year due to the COVID-19 pandemic, however it has not identified any related events which occurred during its fiscal year or were determined to be subsequent events that had a significant impact on the financial position and results of operations as of and for the year ended December 31, 2021.

It is not possible to reliably estimate the duration and severity of the consequences of COVID-19, as well as the impact on the financial position and results of the Municipality for future periods.

City of Port Colborne

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

27. Segmented reporting

The Municipality is a diverse municipal government that provides a wide range of services to its citizens. Segmented information has been identified for the service lines that reflect the way in which the operations are managed and resource needs are identified and budgeted. Municipal activities are reported by function in the body of the financial statements.

Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General

The general provision of municipal services includes general government, fire services, transportation services, storm sewer services, planning and development, facilities, parks and cemeteries.

Water

The water operations install and maintain water capital infrastructure to ensure the safe supply, metering and cost recovery for all treated water to serviced areas within all urban and settlement areas of the Municipality.

Wastewater

The wastewater operations install and maintain wastewater capital infrastructure and recover costs of providing this service within all urban and settlement areas of the Municipality.

Storm sewer

The storm sewer operations install and maintain storm sewer capital infrastructure and recover costs of providing this service within all urban and settlement areas of the Municipality.

Port Colborne Public Library Board

The Port Colborne Public Library Board provides library services, materials and facilities. The Municipality controls the board and consolidates the financial activities.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. The consolidated schedule of segment disclosure and the schedules of segment disclosure with budget information follow the notes.

City of Port Colborne

Consolidated Schedule of Segment Disclosure

For the Year Ended December 31, 2021

	<u>General</u>	<u>Library</u>	<u>Eliminations</u>	<u>Levy</u>	<u>Water</u>	<u>Wastewater</u>	<u>Storm sewer</u>	<u>2021</u>
Revenues								
Taxation	\$ 21,171,858	\$ -	\$ -	\$ 21,171,858	\$ -	\$ -	\$ -	\$ 21,171,858
User charges	2,778,403	2,585	-	2,780,988	4,833,140	6,694,204	693,086	14,984,418
Government transfers	4,397,733	911,138	-	5,308,871	-	-	-	5,308,871
Penalties and interest	612,601	-	-	612,601	11,205	16,444	-	640,250
Investment income	155,772	-	-	155,772	-	-	-	155,772
Other	<u>1,295,009</u>	<u>2,557</u>	<u>-</u>	<u>1,297,566</u>	<u>(448)</u>	<u>-</u>	<u>-</u>	<u>1,297,118</u>
	<u>30,411,376</u>	<u>916,280</u>	<u>-</u>	<u>31,327,656</u>	<u>4,826,897</u>	<u>6,710,648</u>	<u>693,086</u>	<u>43,558,287</u>
Expenses								
Wages and benefits	14,972,954	612,605	-	15,585,559	610,954	305,477	101,826	16,603,816
Materials	2,009,414	102,739	-	2,112,153	175,117	102,691	52,393	2,442,354
Contracted services	6,189,169	72,439	-	6,261,608	2,119,699	4,360,247	20,403	12,761,957
Rents and financial expenses	614,202	(5)	-	614,197	4,472	847	20,584	640,100
External transfers to others	400,215	-	-	400,215	-	-	-	400,215
Interest on long term debt	582,572	50	-	582,622	80,689	-	299,027	962,338
Tax write-offs	321,774	-	-	321,774	-	-	-	321,774
Amortization	4,274,389	76,935	-	4,351,324	641,098	363,024	364,243	5,719,689
Inter-functional transfers	<u>(928,059)</u>	<u>-</u>	<u>-</u>	<u>(928,059)</u>	<u>400,059</u>	<u>460,000</u>	<u>68,000</u>	<u>-</u>
	<u>28,436,630</u>	<u>864,763</u>	<u>-</u>	<u>29,301,393</u>	<u>4,032,088</u>	<u>5,592,286</u>	<u>926,476</u>	<u>39,852,243</u>
Annual surplus (deficit)	\$ 1,974,746	\$ 51,517	\$ -	\$ 2,026,263	\$ 794,809	\$ 1,118,362	\$ (233,390)	\$ 3,706,044

City of Port Colborne

Consolidated Schedule of Segment Disclosure

For the Year Ended December 31, 2020

	<u>General</u>	<u>Library</u>	<u>Eliminations</u>	<u>Levy</u>	<u>Water</u>	<u>Wastewater</u>	<u>Storm sewer</u>	<u>2020</u>
Revenues								
Taxation	\$ 19,763,302	\$ -	\$ -	\$ 19,763,302	\$ -	\$ -	\$ -	\$ 19,763,302
User charges	1,544,471	3,960	-	1,548,431	4,876,795	5,247,500	766,700	12,439,426
Government transfers	4,879,588	814,531	(773,827)	4,920,292	-	-	-	4,920,292
Penalties and interest	444,851	-	-	444,851	9,098	12,075	-	466,024
Investment income	223,375	368	-	223,743	-	-	-	223,743
Other	<u>1,934,775</u>	<u>4,582</u>	<u>-</u>	<u>1,939,357</u>	<u>(6,210)</u>	<u>-</u>	<u>-</u>	<u>1,933,147</u>
	<u>28,790,362</u>	<u>823,441</u>	<u>(773,827)</u>	<u>28,839,976</u>	<u>4,879,683</u>	<u>5,259,575</u>	<u>766,700</u>	<u>39,745,934</u>
Expenses								
Wages and benefits	14,113,442	565,221	-	14,778,663	637,762	121,566	47,076	15,485,067
Materials	4,977,677	119,342	-	5,097,019	203,006	61,520	60,152	5,421,697
Contracted services	3,390,020	48,492	-	3,438,512	2,328,060	4,908,604	160,273	10,835,449
Rents and								
financial expenses	226,165	313	-	226,478	68,671	39,357	11,702	346,208
External transfers								
to others	236,274	-	-	236,274	-	-	-	236,274
Interest on								
long term debt	630,345	-	-	630,421	85,240	-	199,174	914,835
Tax write-offs	143,212	-	-	143,212	-	-	-	143,212
Amortization	4,208,609	75,910	-	4,284,519	636,215	368,763	363,382	5,652,879
Inter-functional transfers	<u>283,495</u>	<u>-</u>	<u>(773,827)</u>	<u>(490,332)</u>	<u>269,124</u>	<u>221,208</u>	<u>-</u>	<u>-</u>
	<u>28,209,239</u>	<u>809,354</u>	<u>(773,827)</u>	<u>28,244,766</u>	<u>4,228,078</u>	<u>5,721,018</u>	<u>841,759</u>	<u>39,035,621</u>
Annual surplus (deficit)	\$ 581,123	\$ 14,087	\$ -	\$ 595,210	\$ 651,605	\$ (461,443)	\$ (75,059)	\$ 710,313

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2021

	Budget 2021	Actual 2021	Actual 2020
General			
Revenues			
Taxation	\$ 21,157,645	\$ 21,171,858	\$ 19,763,302
User charges	2,013,244	2,778,403	1,544,471
Government transfers	3,111,615	4,397,733	4,879,588
Penalties and interest	450,500	612,601	444,851
Investment income	105,000	155,772	223,375
Other	1,251,300	1,295,009	1,934,775
	<u>28,089,304</u>	<u>30,411,376</u>	<u>28,790,362</u>
Expenses			
Wages and benefits	14,484,974	14,972,954	14,113,442
Materials	5,901,791	2,009,414	4,977,677
Contracted services	3,359,622	6,189,169	3,390,020
Rents and financial expenses	696,689	614,202	226,165
External transfers to others	132,394	400,215	236,274
Interest on long term debt	559,894	582,572	630,345
Tax write-offs	-	321,774	143,212
Amortization	4,274,337	4,274,389	4,208,609
Inter-functional transfers	(607,098)	(928,059)	283,495
	<u>28,802,603</u>	<u>28,436,630</u>	<u>28,209,239</u>
Annual surplus (deficit)	<u>\$ (713,299)</u>	<u>\$ 1,974,746</u>	<u>\$ 581,123</u>

City of Port Colborne Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2021

	Budget 2021	Actual 2021	Actual 2020
Library			
Revenues			
User charges	\$ 1,400	\$ 2,585	\$ 3,960
Government transfers	866,900	911,138	814,531
Investment income	-	-	368
Other	1,200	2,557	4,582
	<u>869,500</u>	<u>916,280</u>	<u>823,441</u>
Expenses			
Wages and benefits	599,100	612,605	565,221
Materials	112,000	102,739	119,342
Contracted services	49,400	72,439	48,492
Rents and financial expenses	-	(5)	313
Interest on long term debt	-	50	76
Amortization	76,935	76,935	75,910
	<u>837,435</u>	<u>864,763</u>	<u>809,354</u>
Annual surplus	<u>\$ 32,065</u>	<u>\$ 51,517</u>	<u>\$ 14,087</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2021

	Budget 2021	Actual 2021	Actual 2020
Water			
Revenues			
User charges	\$ 4,701,500	\$ 4,816,140	\$ 4,876,795
Penalties and interest	39,998	11,205	9,098
Other	-	(448)	(6,210)
	<u>4,741,498</u>	<u>4,826,897</u>	<u>4,879,683</u>
Expenses			
Wages and benefits	561,350	610,954	637,762
Materials	253,050	175,117	203,006
Contracted services	2,417,600	2,119,699	2,328,060
Rents and financial expenses	2,900	4,472	68,671
Interest on long term debt	80,597	80,689	85,240
Amortization	641,098	641,098	636,215
Inter-functional transfers	278,550	400,059	269,124
	<u>4,235,145</u>	<u>4,032,088</u>	<u>4,228,078</u>
Annual surplus	<u>\$ 506,353</u>	<u>\$ 794,809</u>	<u>\$ 651,605</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2021

	Budget 2021	Actual 2021	Actual 2020
Wastewater			
Revenues			
User charges	\$ 6,726,608	\$ 6,694,204	\$ 5,247,500
Penalties and interest	33,000	16,444	12,075
	<u>6,759,608</u>	<u>6,710,648</u>	<u>5,259,575</u>
Expenses			
Wages and benefits	561,350	305,477	121,566
Materials	293,950	102,691	61,520
Contracted services	5,017,550	4,360,247	4,908,604
Rents and financial expenses	-	847	39,357
Amortization	363,024	363,024	368,763
Inter-functional transfers	278,551	460,000	221,208
	<u>6,514,425</u>	<u>5,592,286</u>	<u>5,721,018</u>
Annual surplus (deficit)	<u>\$ 245,183</u>	<u>\$ 1,118,362</u>	<u>\$ (461,443)</u>

City of Port Colborne

Consolidated Schedule of Segment Disclosure with Budget Information

For the Year Ended December 31, 2021

	Budget 2021	Actual 2021	Actual 2020
Storm sewer			
Revenues			
User charges	\$ 854,720	\$ 693,086	\$ 766,700
Expenses			
Wages and benefits	-	101,826	47,076
Materials	53,170	52,393	60,152
Contracted services	137,700	20,403	160,273
Rents and financial expenses	12,000	20,584	11,702
Interest on long term debt	303,690	299,027	199,174
Amortization	364,243	364,243	363,382
Inter-functional transfers	50,000	68,000	-
	<u>920,803</u>	<u>926,476</u>	<u>841,759</u>
Annual deficit	<u>\$ (66,083)</u>	<u>\$ (233,390)</u>	<u>\$ (75,059)</u>

**City of Port Colborne
Trust Funds
Statement of Financial Position**

As at December 31, 2021

	<u>Local Improvements</u>	<u>Julia Yager Trust</u>	<u>Fulton Trust</u>	<u>Sherkston Trust</u>	<u>Overholt Cemetery</u>	<u>Roselawn Centre</u>	<u>2021</u>	<u>2020</u>
Assets								
Cash and cash equivalents	\$ 23,630	\$ 7,401	\$ 1,047	\$ 5,911	\$ 7,851	\$ 53,546	\$ 99,386	\$ 91,089
Due from City of Port Colborne	-	-	-	-	6,782	-	6,782	500
Investments	-	-	-	5,846	370,451	-	376,297	371,753
Net assets	<u>\$ 23,630</u>	<u>\$ 7,401</u>	<u>\$ 1,047</u>	<u>\$ 11,757</u>	<u>\$ 385,084</u>	<u>\$ 53,546</u>	<u>\$ 482,465</u>	<u>\$ 463,342</u>

Impacts of COVID-19 (Note 3)

See accompanying notes to the financial statements

City of Port Colborne
Trust Funds
Statement of Operations and Changes in Net Assets
For the Year Ended December 31, 2021

	Local Improvements	Julia Yager Trust	Fulton Trust	Sherkston Trust	Overholt Cemetery	Roselawn Centre	2021	2020
Revenues								
Interest	\$ 136	\$ -	\$ -	\$ 45	\$ 10,465	\$ 309	\$ 12,956	\$ 7,461
Perpetual trust contributions	-	-	-	-	10,402	-	10,402	13,387
	136	-	-	45	22,868	309	23,358	20,848
Expenses								
Transfers to City of Port Colborne	-	-	-	-	4,235	-	4,235	5,338
Excess of revenue over expenses	136	-	-	45	18,633	309	19,123	15,510
Net assets								
Beginning of year	23,494	7,401	1,047	11,712	366,451	53,237	463,342	447,832
End of year	\$ 23,630	\$ 7,401	\$ 1,047	\$ 11,757	\$ 385,084	\$ 53,546	\$ 482,465	\$ 463,342

See accompanying notes to the financial statements

City of Port Colborne
Trust Funds
Statement of Cash Flows

For the Year Ended December 31, 2021

	<u>2021</u>	<u>2020</u>
Net increase (decrease) in cash and cash equivalents		
Operating activities		
Excess of revenues over expenses	\$ 19,123	\$ 15,510
(Increase) decrease in due from City of Port Colborne	(6,282)	3,349
Decrease in accrued interest	-	129
	<u>12,841</u>	<u>18,988</u>
Investing activities		
Increase in investments - net	<u>(4,544)</u>	<u>(18,246)</u>
Net increase in cash and cash equivalents	8,297	742
Cash and cash equivalents		
Beginning of year	<u>91,089</u>	<u>90,347</u>
End of year	<u>\$ 99,386</u>	<u>\$ 91,089</u>

See accompanying notes to the financial statements

City of Port Colborne

Trust Funds

Notes to the Financial Statements

For the Year Ended December 31, 2021

1. Summary of significant accounting policies

Management responsibility

The financial statements are the responsibility of and prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies used are as follows:

(a) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting records revenues in the period they are earned and measurable and expenses in the period the goods and services are acquired and a liability is incurred.

(b) Cash and cash equivalents

Cash and cash equivalents are represented by cash on hand, cash on deposit in chartered banks and investments that mature within three months.

(c) Portfolio investments

Portfolio investments are valued at the lower of cost and market value. Interest income is reported as revenue in the period earned.

(d) Financial instruments

Initial measurement

The Trust Funds financial instruments, other than those resulting from transactions with related parties, are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, the Trust Funds measure their financial assets and liabilities at cost. The financial instruments measured at cost are cash investments, interest receivable and due from revenue fund.

For financial assets measured at cost, the Trust Funds regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Trust Funds determine that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

City of Port Colborne

Trust Funds

Notes to the Financial Statements

For the Year Ended December 31, 2021

1. Summary of significant accounting policies (continued)

(d) Financial instruments (continued)

Financial instruments in related party transactions

Financial assets and financial liabilities in related party transactions are initially measured at cost, with the exception of certain instruments which are initially measured at fair value. The Trust Funds do not have any financial assets or financial liabilities in related party transactions which are initially measured at fair value.

Gains or losses arising on initial measurement differences are generally recognized in net income when the transaction is in the normal course of operations, and in equity when the transaction is not in the normal course of operations, subject to certain exceptions.

Financial assets and financial liabilities recognized in related party transactions are subsequently measured based on how the Trust Funds initially measured the instrument. Financial instruments initially measured at cost are subsequently measured at cost, less any impairment for financial assets. Financial instruments initially measured at fair value, of which the Trust Funds has none, would be subsequently measured at amortized cost or fair value based on certain conditions.

(e) Revenue recognition

(i) Perpetual care collections

Revenue is recorded when it is earned and collection is reasonably assured.

(ii) Interest

Interest income earned on investments is recorded as revenue in the period earned.

2. Portfolio investments

Portfolio investments consist of money market, bond and equity funds and a guaranteed investment certificate with an annual interest rate of 0.50% maturing December, 2022. Portfolio investments have an estimated market value of \$ 448,689 (2020 - \$ 432,277).



City of Port Colborne

For the year ended December 31, 2021

Report to the Members of Council
Audit results

October 11, 2022

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Principal
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Appendices

Appendix A – Draft Independent auditor’s report
Appendix B – Draft Management representation letter
Appendix C – Internal control letter
Appendix D – PSAS Accounting developments
Appendix E – Auditing developments

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of the City of Port Colborne (the "entity") for the year ended December 31, 2021. This communication will assist the Members of Council in understanding the results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates and other matters.

The information in this document is intended solely for the information and use of Council. It is not intended to be distributed or used by anyone other than these specified parties.

We were engaged to provide the following deliverables:

Deliverable	Timing
Report on the December 31, 2021 consolidated financial statements	Oct. 11, 2022
Communication of audit results	Oct. 11, 2022

Status of our audit

We have substantially completed our audit of the consolidated financial statements of the entity and the results of that audit are included in this report.

We will finalize our report upon resolution of the following items that were outstanding as at October 11, 2022:

- Receipt of signed management representation letter (a draft has been attached in the appendices)
- Approval of the consolidated financial statements by Council
- Procedures regarding subsequent events
- Responses for legal inquiries

We have successfully executed our audit strategy in accordance with the plan presented to the Members of Council on January 24, 2022.

Auditor's report modifications

Our responsibility is to form an opinion on the consolidated financial statements. We are also required to communicate matters that impact our standard auditor's report, including key audit matters or modifications to the reports.

Our auditor's report contained the following modifications:

- Emphasis of Matter – Restated Comparative Information

A copy of our draft auditor's report is included in Appendix A.

Independence

We confirm that there have been no changes to our status with respect to independence since we confirmed our independence to you on January 24, 2022.

Audit risks and results

We highlight our significant findings in respect of COVID-19 impacts on audit risks and responses, significant transactions, accounting practices and other areas of focus.

COVID-19 impact on audit risks and responses

Area of focus	Matter	Our response and findings
Subsequent events and COVID-19	The COVID-19 virus became widespread in January, 2020 and the magnitude of its impact increased thereafter. Management determined there were no significant impacts resulting from COVID-19 and identified no significant related subsequent events. This has been disclosed in Note 26 to the financial statements.	<ul style="list-style-type: none">Reviewed the financial statement disclosure provided by management We have no finding to note in connection with the subsequent events disclosure

Areas of focus

The following is a summary of areas of focus, and the related matters and findings we would like to communicate to the Members of Council.

Area of focus	Matter	Our response and findings
Fraud risk from revenue recognition	<p>There is a presumed risk of fraud in revenue.</p> <ul style="list-style-type: none"> The risk primarily relates to revenue recognized under water and sewer and other revenue 	<ul style="list-style-type: none"> Recalculation of the net tax revenues based on verified assessment rolls and approved tax rates Analytical assessment of revenues based on budgeted expectations Subsequent receipts testing of receivables as at December 31, 2021 (statistical sample) Assessed the adequacy of allowances for doubtful accounts by testing subsequent receipts, reviewing management estimates and examining supporting documentation <p>There were no significant findings as a result of these procedures.</p>
Fraud risk from management override / segregation of duties	<p>This is a presumed fraud risk.</p> <ul style="list-style-type: none"> The risk primarily relates to limited segregation of duties, administrative access to accounting system and the senior finance management's ability to post journal entries 	<ul style="list-style-type: none"> Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements Reviewed accounting estimates for biases Evaluated the business rationale for significant transactions that are or appear to be outside the normal course of business <p>There were no significant findings as a result of these procedures.</p>
Taxation revenue and receivables	<ul style="list-style-type: none"> The taxes receivable balances may be invalid and the allowance for uncollectible taxes understated 	<ul style="list-style-type: none"> Recalculation of the net tax revenues based on verified assessment rolls and approved tax rates Subsequent receipts testing of taxes receivable as at December 31, 2021 (statistical sample) Assessed the adequacy of the allowance for doubtful accounts by testing subsequent receipts, reviewing management estimates and examining support for the value of underlying property <p>There were no significant findings as a result of these procedures.</p>

Area of focus	Matter	Our response and findings
Purchases and payables	Payables may be understated or not recorded in the correct period.	<ul style="list-style-type: none"> Analytical assessment of expenses based on budgeted expectations Reviewed supporting documentation and management estimates with respect to the completeness and accuracy of significant year end accruals Performed a search for unrecorded liabilities <p>There were no significant findings as a result of these procedures.</p>
Provisions for employee benefits	Provision and related expense may be understated.	<ul style="list-style-type: none"> Reviewed actuarial reports, method and assumptions used Tested supporting calculations relating to the various amounts and disclosures <p>There were no significant findings as a result of these procedures.</p>
Provisions for contaminated sites liability	Provision and related expense may be understated.	<ul style="list-style-type: none"> Reviewed assumptions used by management Tested supporting calculations relating to the various amounts and disclosures <p>There were no significant findings as a result of these procedures.</p>

Sensitive accounting estimates and disclosures

Area of focus	Matter	Our response and findings
Sensitive accounting estimates and disclosures	The provision for vested sick leave of approximately \$ 332,000 and retirement benefits of approximately \$ 7,125,000.	<ul style="list-style-type: none"> Management engaged an actuary to calculate the liabilities for vested sick leave and for employees who have taken early retirement based on the current annual benefits and the number of years until the employees turn 65. Liabilities have been recognized in the financial statements for vested sick leave and employee retirement benefits. The objective is to recognize a liability in the reporting period in which employees have provided the services that give rise to the benefits. Management's estimate is based on the actuary's valuation report and is reasonable in the context of the consolidated financial statements taken as a whole. The actuary's valuation was performed in accordance with the standards of the Canadian Institute of Actuaries. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>
Sensitive accounting estimates and disclosures	The provision for the Workplace Safety and Insurance Board future benefits of approximately \$ 2,348,000.	<ul style="list-style-type: none"> The Municipality is a Workplace Safety and Insurance Board ("WSIB") Schedule II employer under the Workplace Safety & Insurance Act and follows a policy of self-insurance for all its employees. An actuarial estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements. The Municipality remits payments to the WSIB as required to fund disability payments. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>
Factors affecting disclosure values	The provision for uncollectible taxes of approximately \$ 24,000.	<ul style="list-style-type: none"> Management reviews previous year's rebates to determine the current years. Management also reviews accounts which are significantly in arrears and determines if it is likely that they will be collected either through the land owner or through tax sale. For tax revenue amounts billed but may not be collected as of December 31, 2021. For uncollected accounts, management estimates the collectability of these receivables based on their age and their knowledge of the specific properties. As part of our audit, we review the age of the receivables and search for any subsequent receipts or relevant communications to assess whether management's allowance for uncollectable receivables is reasonable. <p>Management's estimate is reasonable in the context of the consolidated financial statements taken as a whole.</p>

Area of focus	Matter	Our response and findings
Factors affecting disclosure values	Useful life estimates of tangible capital assets.	The estimated useful lives assigned to tangible capital assets are as follows:
		Land improvements10-100 years
		Buildings20-50 years
		Leasehold improvements20-50 years
		Vehicles10-20 years
		Office equipment and furniture and fixtures5-10 years
		Machinery and equipment3-30 years
		Infrastructure10-100 years

Adjustments and uncorrected misstatements

Adjustments

Misstatements identified and adjusted in the consolidated financial statements by management as a result of our audit procedures are as follows:

Description	Statement of Financial Position			Statement of Operations
	Assets	Liabilities	Accumulated Surplus	Annual Surplus
To consolidate the Main St and Downtown BIAs into the City	\$ (54,128)	\$ (73,598)	\$ -	\$ 19,470
To consolidate Niagara's South Coast Tourism Association	30,143	23,561	(1,410)	7,992
To proportionately consolidate the Niagara Central Dorothy Rungeling Airport Commission into the City	2,310	3,511	-	(1,201)
To balance the Port Colborne Trust Funds	(462)	-	-	(462)
To balance transfers recorded to reserves	-	-	(9,636)	9,636
To balance opening accumulated surplus and interest income	-	-	25,000	(25,000)
To record land gain and contributed tangible capital assets				(64,000) 64,000
To adjust library related transfers to reserves from City accounts and correct disposal of library collection and capitalize expenses	90,941 (90,941)		40,000 (40,000)	14,602 (14,602)
Total adjusted misstatements	\$ (22,137)	\$ (46,526)	\$ 13,954	\$ 10,435

Uncorrected misstatements

We have no non-trivial unadjusted misstatements to report.

Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements of disclosure matters.

Other reportable matters

Internal control

The audit is designed to express an opinion on the consolidated financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to the Members of Council those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Please refer to Appendix C for a detailed explanation of the following internal control observations noted during our audit:

Information Technology

- Segregation of duties and assignment of administrator rights

Financial Reporting

- Journal entry controls

Financial Activities

- Segregation of duties

Technical updates – highlights

Accounting

Accounting standards issued by the Accounting Standards Board that may affect the entity in future years include:

- Section PS 3400 Revenues
- Section PS 3280 Asset retirement obligations
- Section PS 3450 Financial instruments, Section PS 2601 Foreign currency translation, Section PS 1201 Financial statement presentation, and PS 3041 Portfolio investments

Further details of the changes to accounting standards are included in the Appendix D. If you have any questions about these changes we will be pleased to address your concerns.

Assurance

Auditing standards issued by the AASB that may change the nature, timing and extent of our audit procedures on the entity and our communication with the Members of Council include:

- Revisions to CAS 315 Identifying and Assessing Risks of Material Misstatement
- Proposed changes to CAS 600 Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)

Further details of the changes to accounting standards are included in the Appendix E. If you have any questions about these changes we will be pleased to address your concerns.

Appendix A – Draft Independent auditor's report

**To the Members of Council, Inhabitants and Taxpayers of the
Corporation of the City of Port Colborne**

Opinion

We have audited the consolidated financial statements of the Corporation of the City of Port Colborne ("the Municipality"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly in all material respects, the financial position of the Corporation of the City of Port Colborne as at December 31, 2021, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Restated Comparative Information

We draw attention to Note 2 to the consolidated financial statements, which explains that certain comparative information presented for the year ended December 31, 2020 has been restated. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Municipality and the organizations it controls to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Port Colborne, Canada
September____, 2022

Chartered Professional Accountants
Licensed Public Accountants

Appendix B – Draft Management representation letter

September __, 2022

Grant Thornton LLP

Chartered Professional Accountants
PO Box 336
Port Colborne, ON
L3K 5W1

Dear Sirs:

We are providing this letter in connection with your audit of the consolidated financial statements of the Corporation of the City of Port Colborne as of December 31, 2021, and for the year then ended, for the purpose of expressing an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the Corporation of the City of Port Colborne in accordance with Canadian public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the consolidated financial statements would influence the decision of a reasonable person relying on the consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of September __, 2022, the following representations made to you during your audit.

Financial statements

- 1 The consolidated financial statements referred to above present fairly, in all material respects, the financial position of the municipality as at December 31, 2021 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

Completeness of information

- 2 We have made available to you all financial records and related data and all minutes of the meetings of Council and committees of Council, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant Council and committee actions are included in the summaries.
- 3 We have provided you with unrestricted access to persons within the municipality from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the consolidated financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the municipality.
- 5 The restatements made to correct material misstatements in the prior period consolidated financial statements have been properly recorded, are approved by us, and will be recorded on the books of the entity.
- 6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the consolidated financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.
- 10 You provided a non-attest service by assisting us with drafting the consolidated financial statements and related notes. In connection with this non-attest service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the consolidated financial statements, and accept responsibility for such consolidated financial statements.

Fraud and error

- 11 We have no knowledge of fraud or suspected fraud affecting the municipality involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the consolidated financial statements.
- 12 We have no knowledge of any allegations of fraud or suspected fraud affecting the municipality's financial statements communicated by employees, former employees, analysts, regulators or others.
- 13 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

Recognition, measurement and disclosure

- 14 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the consolidated financial statements, are reasonable and appropriate in the circumstances.
- 15 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the consolidated financial statements.

- 16 All related party transactions have been appropriately measured and disclosed in the consolidated financial statements.
- 17 The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the consolidated financial statements.
- 18 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 19 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 20 With respect to environmental matters:
 - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
 - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the consolidated financial statements; and
 - c) commitments have been measured and disclosed, as appropriate, in the consolidated financial statements.
- 21 The municipality has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the municipality's assets nor has any been pledged as collateral.
- 22 We have disclosed to you, and the municipality has complied with, all aspects of contractual agreements that could have a material effect on the consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
- 23 The Harmonized Sales Tax (HST) transactions recorded by the municipality are in accordance with the federal and provincial regulations. The HST liability/receivable amounts recorded by the municipality are considered complete.
- 24 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3250 *Retirement Benefits* and Section 3255 *Post-Employment Benefits, Compensated Absences and Terminations Benefits* of the Canadian Institute of Chartered Accountants (CICA) Public Sector – Accounting.
- 25 Events subsequent to the statement of financial position date up to the date hereof have been recognized or disclosed in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.
- 26 We have provided sufficient and appropriate disclosure of the impact of COVID-19 on the municipality in Note 26 to the financial statements. The representations made therein accurately reflect the impact to the municipality and its continued operations.

Other

- 27 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the municipality's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Scott Luey
Chief Administrative Officer

Bryan Boles
Director of Corporate Services/Treasurer

Draft

Appendix C – Internal control letter

September 27, 2022

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

Dear Members of Management:

In connection with our audit of the City of Port Colborne consolidated financial statements as of December 31, 2021 and for the year then ended, the Canadian Auditing Standards require that we advise management and Council (hereinafter referred to as “those charged with governance”) of the following internal control matters identified during our audit.

Our responsibilities

Our responsibility, as prescribed by the Canadian Auditing Standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes consideration of internal control over financial reporting (hereinafter referred to as “internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of identifying deficiencies in internal control or expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we express no such opinion on internal control effectiveness.

Identified deficiencies in internal control

We identified the following internal control matters as of the date of this letter that are of sufficient importance to merit your attention.

Significant deficiencies

Our consideration of internal control would not necessarily identify all deficiencies in internal control that, individually or in combination, may be material weaknesses or significant deficiencies.

A deficiency in internal control (“control deficiency”) exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City’s annual or interim financial statements will not be prevented or detected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the City’s financial reporting (also referred to as those charged with governance).

We consider the following identified control deficiencies to be significant deficiencies.

Information Technology

Segregation of duties and assignment of administrator rights

The following weaknesses have been identified in the information technology system, specifically relating to the assignment of responsibilities and network administrator rights:

The Director of Corporate Services and the Manager, Financial Services have been assigned administrator rights in the financial reporting application. This allows them unrestricted access to all modules of the system, and results in a lack of segregation of duties as they are responsible for the City's financial reporting. Although our audit procedures did not identify any unauthorized or unusual transactions recorded in the financial application by these individuals, the potential exists for unauthorized transactions to be recorded by the administrators and go undetected.

Management response

Although the previous year's management response to this deficiency indicated that access had been removed it has been identified that previous staff had not removed access. Management agrees that the Director, Corporate Services and Manager, Financial Services should not have administrator rights. Management has decided that the Manager, Information Technology, and the IT System Business Analyst will be the administrators of the financial reporting application. Management has engaged its financial reporting application provider and is planning additional administrator rights training for the system administrators.

Financial Reporting

Journal entry controls

The Director of Corporate Services and the Manager, Financial Services have the ability to post journal entries into the financial reporting application. Duties of senior financial reporting personnel should not include the ability to make journal entries as it is important to have an appropriate level of review and authorization over journal entries. Staff members who have responsibility for authorization and approval of journal entries should not have the ability to post entries into the system.

Management response

Although the previous year's management response to this deficiency indicated that access had been removed it has been identified that previous staff had not removed access. Given the size of the City's Finance department it is not unreasonable for management to have the ability to create journal entries in the event that staff are not available. Management agrees that staff, regardless of position, should not have the ability to both create and approve their own entries. A working group consisting of the Director, Corporate Services, the Manager, Financial Services, the Supervisor, Financial Reporting, and the Manager, Information Technology Services, has been formed and has met to review both system access rights and journal entry approvals. This group is scheduled to meet on a trimester basis. It was noted during the initial meeting that neither the Director, Corporate Services, nor the Manager, Financial Services created a journal entry during the 2021 fiscal year.

Financial Activities

Segregation of duties

During the course of our planning procedures it came to our attention that segregation of duties remains an issue in the accounting cycles of your operations. When duties are not segregated in the control environment, the City is more susceptible to fraud and errors that may not be identified during our audit procedures.

When one person performs most duties in an accounting cycle, such as revenue, collusion is not required to commit fraudulent activities, since there is less likelihood that such an activity will be detected. For example, a staff member responsible for billing and accounts receivable posting should not be handling cash receipts. The potential is there for a misappropriated payment to be not posted to a receivable account and the receivable reconciliation to the general ledger to be altered so that the fraud is not exposed. If the cash receipts duty is given to another staff member, such a potential fraudulent activity could be prevented, the two employees must work together to commit the fraudulent act.

Management response

The recently implemented organizational changes in the Financial Services department that migrated all billings under the tax and water clerks has removed the identified segregations of duties issue going forward.

Management responses

The Management's written responses to the internal control matters identified herein have not been subjected to our audit procedures and accordingly, we express no opinion on them.

* * *

This communication is intended solely for the information and use of management, those charged with governance, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,

Grant Thornton LLP



James D. Brennan, CPA, CA
Principal

JDB/jf

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Appendix D – PSAS

Accounting developments

Public Sector Accounting Standards	Effective date
<p>Section PS 3400 Revenues</p> <p>New Section PS 3400 <i>Revenue</i> establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers, tax revenue or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The main features of the new Section are:</p> <ul style="list-style-type: none"> • Performance obligations are defined as enforceable promises to provide specific goods or services to a specific payer • Revenue from transactions with performance obligations will be recognized when (or as) the performance obligation is satisfied by providing the promised goods or services to the payer • Revenue from transactions with no performance obligations will be recognized when a public sector entity has the authority to claim or retain the revenue and identifies a past transaction or event that gives rise to an asset 	<p>Fiscal years beginning on or after April 1, 2023.</p> <p>Earlier adoption is permitted.</p> <p>(NOTE: The effective date was previously April 1, 2022, but in August 2020, as a result of the COVID-19 pandemic, the Public Sector Accounting Board (PSAB) has deferred the effective date by one year.)</p>
<p>Section PS 3280 Asset retirement obligations</p> <p>New Section PS 3280 <i>Asset Retirement Obligations</i> establishes standards on how to account for and report a liability for asset retirement obligations. An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.</p> <p>Asset retirement costs associated with a tangible capital asset increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner, while asset retirement costs associated with an asset no longer in productive use are expensed. Measurement of the liability for an asset retirement obligation should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date. A present value technique is often the best method to estimate the liability. Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset, or an expense, depending on the nature of the remeasurement or whether the asset remains in productive use.</p> <p>As a result of the issuance of Section PS 3280, the Public Sector Accounting Board (PSAB) approved the withdrawal of Section PS 3270 <i>Solid waste landfill closure and post-closure liability</i> as asset retirement obligations associated with landfills will be within the scope of PS 3280. PS 3280 does not address costs related to remediation of contaminated sites, which will continue to be addressed in Section PS 3260 <i>Liability for contaminated sites</i>. Some consequential amendments have been made to PS 3260 to conform with PS 3280 and further clarify the scope of each standard.</p>	<p>Fiscal years beginning on or after April 1, 2022.</p> <p>Earlier adoption is permitted.</p> <p>(NOTE: The effective date was previously April 1, 2021, but in August 2020, as a result of the COVID-19 pandemic, the PSAB has deferred the effective date by one year.)</p>
<p>Section PS 3450 Financial instruments, Section PS 2601 Foreign currency translation, Section PS 1201 Financial statement presentation, and PS 3041 Portfolio investments</p>	

Public Sector Accounting Standards	Effective date
<p>PS 3450 <i>Financial instruments</i> is a new Section that establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. Some highlights of the requirements include:</p> <ul style="list-style-type: none"> • a public sector entity should recognize a financial asset or a financial liability on its statement of financial position when it becomes a party to the contractual provisions of the instrument • financial instruments within the scope of the Section are assigned to one of two measurement categories: fair value, or cost / amortized cost • almost all derivatives are measured at fair value • fair value measurement is required for portfolio investments in equity instruments that are quoted in an active market • other financial assets and financial liabilities are generally measured at cost or amortized cost • until an item is derecognized, gains and losses arising due to fair value remeasurement are reported in the statement of remeasurement gains and losses when the public sector entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category • additional disclosures with respect to financial instruments will be required, including the nature and extent of risks arising from a public sector entity's financial instruments <p>PS 2601 <i>Foreign currency translation</i> revises and replaces Section PS 2600 <i>Foreign currency translation</i>. Some highlights of the requirements include:</p> <ul style="list-style-type: none"> • the deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued • until the period of settlement, foreign exchange gains and losses are recognized in the statement of remeasurement gains and losses rather than the statement of operations, unless an irrevocable election is made at initial measurement to recognize exchange gains and losses on a financial asset or financial liability directly in the statement of operations. <p>PS 1201 <i>Financial statement presentation</i> revises and replaces Section PS 1200 <i>Financial statement presentation</i>. The main amendment to this Section is the addition of the statement of remeasurement gains and losses.</p> <p>PS 3041 <i>Portfolio investments</i> revises and replaces Section PS 3040 <i>Portfolio investments</i>.</p> <p>The issuance of these new sections also includes consequential amendments to:</p> <ul style="list-style-type: none"> • <i>Introduction to accounting standards that apply only to government not-for-profit organizations</i> • PS 1000 <i>Financial statement concepts</i> • PS 1100 <i>Financial statement objectives</i> • PS 2125 <i>First-time adoption by government organizations</i> • PS 2500 <i>Basic principles of consolidation</i> • PS 2510 <i>Additional areas of consolidation</i> • PS 3050 <i>Loans receivable</i> • PS 3060 <i>Government partnerships</i> • PS 3070 <i>Investments in government business enterprises</i> • PS 3230 <i>Long-term debt</i> • PS 3310 <i>Loan guarantees</i> • PS 4200 <i>Financial statement presentation by not-for-profit organizations</i> 	<p>The new requirements are all required to be applied at the same time.</p> <p>For governments - Fiscal years beginning on or after April 1, 2022.</p> <p>For government organizations that applied the CPA Canada Handbook – Accounting prior to their adoption of the CPA Canada Public Sector Accounting Handbook - Fiscal years beginning on or after April 1, 2012.</p> <p>For all other government organizations - Fiscal years beginning on or after April 1, 2022.</p> <p>Earlier adoption is permitted.</p> <p>(NOTE: For public sector entities other than government organizations that applied the CPA Canada Handbook – Accounting prior to adopting the CPA Canada Public Sector Accounting Handbook, the effective date was previously April 1, 2021, but in August 2020, as a result of the COVID-19 pandemic, the PSAB has deferred the effective date by one year.)</p>

PSG-6 *Including results of organizations and partnerships applying fair value measurement* was withdrawn as a result of the issuance of these sections.

In April 2020, the PSAB issued amendments to clarify aspects of Section PS 3450's application and add new guidance to its transitional provisions.

The amendments introduce changes to the accounting treatment for bond repurchase transactions. Specifically, the amendments no longer require bond repurchase transactions to be treated as extinguishments, unless they are discharged or legally released from the obligation or the transactions meet certain criteria to be considered an exchange of debt.

The amendments also provide clarification on the application of certain areas of Section PS 3450, these include:

- Section PS 3450 does not apply unless a contractual right or a contractual obligation underlies a receivable or payable
- how a transfer of collateral pursuant to a credit risk management mechanism in a derivative contract is accounted for, and
- derecognition of a financial asset does not occur if the transferor retains substantially all the risks and benefits of ownership

Finally, the amendments have added new guidance to the transitional provisions as follows:

- controlling governments should use the carrying values of the financial assets and liabilities in the records of its government organizations when consolidating a government organization
 - any unamortized discounts, premiums, or transaction costs associated with a financial asset or financial liability in the cost/amortized cost category should be included in the item's opening carrying value, and
 - in cases where derivatives were not recognized or were not measured at fair value prior to adopting PS 3450, any difference between the previous carrying value and fair value should be recognized in the opening balance of accumulated remeasurement gains and losses
-

Appendix E – Auditing developments

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB	Effective date
<p>Revisions to CAS 315 <i>Identifying and Assessing Risks of Material Misstatement</i></p> <p>In July 2018, the IAASB issued an Exposure Draft proposing changes to ISA 315 that could drive more consistent and effective identification and assessment of the risks of material misstatement by auditors. The AASB published an Exposure Draft of the equivalent Canadian standard, which included the same proposed revisions as the ISA with no Canada-specific amendments. The revised CAS 315 has been issued and key amendments to the standard include the following:</p> <ul style="list-style-type: none">• Focusing on the applicable financial reporting framework in identifying and assessing risks of material misstatement• Updating the understanding of the system of internal control, including clarifying the work effort for understanding each of the components of internal control and "controls relevant to the audit", as well as the relationship between this understanding and the assessment of control risk• Updating aspects relating to IT, in particular to the IT environment, the applications relevant to the audit and general IT controls relevant to the audit• Introducing the new concepts of inherent risk factors, relevant assertions, significant classes of transactions, account balances and disclosures, and the spectrum of inherent risk• Separating the inherent risk and control risk assessments for assertion level risks, enhancing the requirements relating to financial statement level risks, and updating the definition of "significant risks"	<p>Periods beginning on or after December 15, 2021.</p>

Proposed changes to CAS 600 *Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)*

Many audits today are of group financial statements, also known as group audits, and these types of engagements can be very challenging. In April 2020, the IAASB issued an Exposure Draft proposing changes to ISA 600 and related ISAs with the goals of strengthening the auditor's approach to planning and performing group audits and clarifying the interaction of ISA 600 with other ISAs. The AASB has published an Exposure Draft of the equivalent Canadian standard, which includes the same proposed revisions as the ISA with no Canada-specific amendments. The Exposure Draft proposes changes that:

- Clarify the scope and applicability of the standard
- Emphasise the importance of exercising professional skepticism throughout the group audit
- Clarify and reinforce that all CASs need to be applied in a group audit situation
- Focus the group engagement team's attention on identifying and assessing the risks of material misstatement of the group financial statements and emphasise the importance of designing procedures to respond to those risks
- Reinforce the need for robust communication between the group engagement team and component auditors
- Include new guidance and considerations relating to testing common controls, addressing access restrictions, establishing materiality and documenting group audits

The comment period for the Exposure Draft has ended. An effective date for the revised standard has not yet been established.

Subject: Short-term Rental Follow-up Report

To: Council

From: Community Safety & Enforcement Department

Report Number: 2022-208 Meeting

Date: October 11, 2022

Recommendation:

That Community Safety and Enforcement Department – By-law Enforcement Division Report 2022-208 be received;

That the recommendations of Option 2 of Community Safety and Enforcement Department Report 2022-208 be approved; and

That Council direct Staff to draft a Short -Term Rental Registration By-law to be presented to Council in 2023.

Purpose:

The purpose of this report is to provide an update regarding Report 2022-44, which was discussed at the February 22, 2022, Council Meeting.

Background:

Council received the report on February 22, 2022, and requested the following action items:

- 1) Manager of By-law Services be directed to establish an education campaign for renters, owners and neighbours of short-term accommodations;
- 2) That Council supports the Manager of By-law Services enforcing City by-laws directly ticketing owners in accordance with the City's by-law Enforcement Policy;
- 3) City Clerk be directed to bring forward a recommendation for licensing short term accommodations that rent two or more units;
- 4) That a registration program be implemented for short term accommodations.

The full February report is attached as Appendix B to this report.

Discussion:

An education campaign ensued in May of 2022, rack cards were developed, branded, and mailed to areas of the City of Port Colborne that might house short-term accommodations. as part of the education campaign. The cost associated with this education campaign was approximately \$3000.

Further, additional short-term rental information, the rack card, FAQs as well as a voluntary registration program was developed and placed on the City of Port Colborne's web page. To date only a handful of owners have registered their properties.

Staff are prepared to issue Administrative Monetary Penalties for noise, parking and lot maintenance for any infractions that may occur. Thereby satisfying Council's request of items 1, 2, & 4.

A review of some municipalities within the region who have implemented or intended to implement a Short-Term Rental By-law, have found it necessary to increase staff to monitor, conduct inspections and resolve issues that arose.

By-law Enforcement services staff investigated numerous complaints over the last nine months. The current Zoning By-law has no restrictions on the location of short-term rentals. City services were unable to identify or determine if any of these properties were a short-term rental.

Accordingly, staff have provided three options for Council consideration:

Short-Term Rental Options

Option 1 – Status quo

Voluntary registration of short-term rentals. This option does not seem to be beneficial to the municipality as only a handful of property owners voluntarily registered as a short-term rental operator, which Staff feel is not representative of the actual number of short-term rentals within the municipality.

Option 2 – Mandatory registration of Short-Term Rentals Bylaw.

Staff would continue to respond to all requests and complaints and if necessary, use the existing City By-laws and fine structure to deal with parking, noise, or lot maintenance issues. If time permitted, proactive inspections could also occur. As part of the mandatory registration, additional AMPS fines could be created to deal with non-registered properties, operating with a suspended permit, and providing false information.

This option would allow staff time to review and track short-term rental properties and fine those who fail to comply. With registration currently at zero dollars this could also provide an incentive to register. Any fines incurred should offset staff time to handle

issues. Staff would once again put forth an education campaign outlining the requirements and track any necessary enforcement.

After further discussions to determine how many potential properties could become short-term rentals, it was determined that any property that rented out an approved structure such as a home, bunkie or residential use for 28 days or less could participate in becoming a short-term rental, thereby increasing the number of suspected properties. This proposed by-law would require registration of all short-term rentals in Port Colborne, this would include properties located within Sherkston Shores.

Option 3 – Full Licensing By-law for Short-term rentals with inspections and fees.

This option may be too costly and prove to be cost prohibitive, until the City obtains an actual amount of short-term rental properties. The current Zoning By-law has no restrictions on the location of short-term rentals. By-law Services inquired with other neighbouring municipalities and found that a full by-law with registration, inspections, and administrative work, resulted in additional or dedicated staff to run the program.

Staff recommend Option 2 contained within this report, the City Clerk and Licensing staff would work on a mandatory registration by-law. Staff would bring the draft By-law to Council in Q1 of 2023.

Internal Consultations:

Fire and Emergency Services would find the information provided through a mandatory registration of short-term rentals regime beneficial for the creation of a safety plan, and for proactive safety inspections and enforcement, especially with a fluctuation of residents and visitors to these locations.

By-law Services staff inquired with other neighbouring municipalities and found that a full by-law with registration, inspections, and administrative work, resulted in additional or dedicated staff to run the program.

Financial Implications:

Financial Implications are based on the option chosen.

Option 1 – no additional implications as the web page is up and functioning.

Option 2 – minimal resources to promote the program, monitor the registered list and fine if necessary, however, the AMPS fines could offset the Officer's time.

Option 3 could require additional resources and staffing to conduct all the requirements of the by-law. Costs to run the program at this time is yet to be determined as the number of short-term properties is presently unknown.

Public Engagement:

Staff created and mailed out rack cards and added additional information to the City's website and social media channels for owners and renters of short-term rentals.

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

Conclusion:

Based on the above noted information, lack of voluntary registration, funds not approved for additional staff and resources, Staff recommend Option 2, create a mandatory registration by-law which includes AMPS fines.

Appendices:

- a. Short-term rental rack card and webpage information
- b. Report 2022-44

Respectfully submitted,

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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.



PORT COLBORNE

SHORT-TERM RENTALS

Short-Term Rentals are dwelling units of various sizes that are rented for a term of less than 28 days. Platforms such as Airbnb, VRBO, Ontario Cottage Rentals (OCR) and Facebook are often used to showcase and process rentals.

Port Colborne is a “vibrant waterfront community embracing growth for future generations” and a desired place for tourism and vacationing, making our City a prime location for Short-Term Rentals.





Short-Term Rental responsibilities fall on both the owners and renters to maintain our vibrant community.

For more information about Short-Term Rentals in Port Colborne, including how to register your property, visit www.portcolborne.ca/STR or scan the QR code.






Renter Responsibilities:

Be a good neighbour and save yourself from any ticketing or fines by following the guidelines below:

-  Observe parking signage in your area and do not park illegally.
-  Be courteous of noise limits.
-  Burn responsibly – follow time, size & safety guidelines.
-  Enjoy Fireworks only on the permitted weekends of: Victoria Day, Canada Day, 4th of July.

Owner Responsibilities:

Short-Term Rental owners are responsible for complying with City by-laws and ensuring their property is maintained. Owners are liable for any violation found occurring on their property including, but not limited to:

-  Overgrowth of grass and weeds over 15cm (6 inches).
-  Build-up of garbage and debris.
-  Noise complaints such as guests causing excessive noise etc.

Owners should provide renters with information on parking restrictions to avoid enforcement measures being taken.



TOP 5 THINGS TO KNOW IF YOU OWN OR RENT A SHORT-TERM RENTAL

Noise:



Most complaints received are regarding music being played at an excessive volume. For after-hours complaints, please call the Niagara Regional Police non-emergency line.

Parking:



Take time to learn about your parking options before visiting the city. Some common violations are prohibited parking marked by signage, parking in a tow away zone, and parking over time limit. Have a parking complaint? Contact By-law Services.

Open Air Burning:



Campfires are allowed, provided safety precautions are taken. Renters are asked to burn responsibly and be considerate of neighbouring properties by managing smoke, fire size, and containment. Fires must always be supervised. Have an issue? Call Port Colborne Fire & Emergency Services.

Lot Maintenance:



Ensure the property is outfitted with proper storage (closed, rigid, watertight containers) for visitors to place their garbage. Garbage cannot accumulate longer than 10 days.

Fireworks:



Consumer fireworks are permitted on approved dates. Fireworks handlers must be 18 years of age or older, respect safety precautions, and complete the show by 11 p.m. Please be respectful of your neighbours.

Need to Report an Issue? Who to contact:

Port Colborne By-Law Services:

To register a By-law complaint, email bylawenforcement@portcolborne.ca or call 905-835-2900 x200 Monday to Friday, 8:30 a.m. to 4:30 p.m.
If after-hours, press '9' for dispatch.

Port Colborne Fire & Emergency Services:

To report a fire concern, call 9-1-1 for emergencies.
For non-emergency concerns, call 905-834-4512 during office hours.

Niagara Regional Police:

For all other after-hours concerns, including trespassing concerns, call 9-1-1 for emergencies or 905-688-4111 for non-emergencies.

45229

**PORT COLBORNE**[Home](#) / [City Hall](#) / [Short-Term Rentals](#)

Short-Term Rentals

Short-Term Rentals are dwelling units of various sizes that are rented for a term of less than 28 days. Platforms such as Airbnb, VRBO, Ontario Cottage Rentals (OCR) and Facebook are often used to showcase and process rentals, such as bed & breakfasts, cottages, hotels, and motels.

Port Colborne is a “vibrant waterfront community embracing growth for future generations” and a desired place for tourism and vacationing, making our City a prime location for Short-Term Rentals.

Short-Term Rental responsibilities fall on both the owners and renters to maintain our vibrant community.

Short-Term Rentals: Owner

Responsibilities

Short-Term Rental owners are responsible for complying with City By-laws and ensuring their property is maintained. Owners are liable for any violation found occurring on their property including, but not limited to:

- Overgrowth of grass and weeds over 15cm (6 inches).
- Build-up of garbage and debris.
- Noise complaints such as guests causing excessive noise etc.

Owners should provide renters with information on parking restrictions to avoid enforcement measures being taken.

Register your Short-Term Rental

The City of Port Colborne is asking owners of Short-Term Rentals to register their properties with the City to assist with communication outreach, ensuring a positive experience for owners, renters, and community at large.

[Register](#)

Short-Term Rentals: Renter

Responsibilities

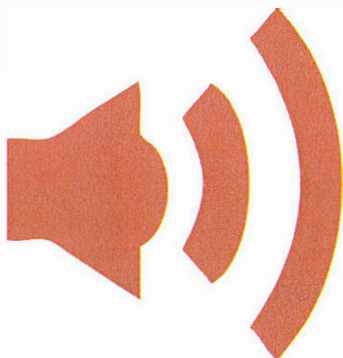
Be a good neighbour and save yourself from any ticketing or fines by following the guidelines below:

- Observe parking signage in your area and do not park illegally.
- Be courteous of noise limits.
- Burn responsibly – follow time, size & safety guidelines.
- Enjoy Fireworks only on the permitted weekends of: Victoria Day, Canada Day, 4th of July.

City By-laws

View the full list of [City By-laws](#), including [Parking](#), [Noise](#), [Fireworks](#), and [Lot Maintenance](#).

Top 5 Things to Know if you Own or Rent a Short-Term Rental



Noise

Most complaints received are regarding music being played at an excessive volume. For after-hours complaints, please call the Niagara Regional Police non-emergency line at 905-688-4111.



Parking

Take time to learn about your parking options before visiting the city. Some common violations are prohibited parking marked by signage, parking in a tow away zone, and parking over time limit. Have a parking complaint? Contact By-law Services.



Open Air Burning

Campfires are allowed, provided safety precautions are taken. Renters are asked to burn responsibly and be considerate of neighbouring properties by managing smoke, fire size, and containment. Fires must always be supervised. Have an issue? Call Port Colborne Fire & Emergency Services at 905-834-4512 or 9-1-1 in an emergency.



Lot Maintenance

Ensure the property is outfitted with proper storage (closed, rigid, watertight containers) for visitors to place their garbage. Garbage cannot accumulate longer than 10 days. To learn more about waste pick-up dates and limits for Port Colborne, visit www.niagararegion.ca/waste.



Fireworks

Consumer fireworks are permitted on approved dates. Fireworks handlers must be 18 years of age or older, respect safety precautions, and complete the show by 11 p.m. Please be respectful of your neighbours.

Need to report an issue? Who to contact:

Port Colborne By-Law Services

To register a By-law complaint:

Email: bylawenforcement@portcolborne.ca

Call: 905-835-2900 x200 Monday to Friday, 8:30 a.m. to 4:30 p.m.

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To report a fire concern, call 9-1-1 for emergencies.

For non-emergency concerns, call 905-834-4512 during office hours.

Niagara Regional Police

For all other after-hours concerns, including trespassing concerns, call 9-1-1 for emergencies or 905-688-4111 for non-emergencies.

Crime Stoppers

Call 1-800-222-8477

Niagara Region Waste Management

To report illegal dumping, call 905-356-4141, or Crime Stoppers at 1-800-222-8477, or visit www.niagararegion.ca/waste/contact/dumping

Niagara SPCA

To reach dispatch for all inquiries, or to make a report, call 905-735-1552.

Frequently Asked Questions

What is a Short-Term Rental?

Short-Term Rentals are dwelling units of various sizes that are rented for a term of less than 28 days. Platforms such as Airbnb, VRBO, Ontario Cottage Rentals (OCR) and Facebook are often used to showcase and process rentals, including but not limited to bed and breakfasts, hotels, motels, cottages, etc.

1. Do I currently need a licence to operate a Short-Term Rental?

Currently Port Colborne does not require owners to obtain a license, City Staff encourage owners of STRs to check the City's website at www.portcolborne.ca to stay up to date on any changes relating to short term rentals.

2. How many people can stay in my rental?

At this time the City does not regulate the amount of guests staying at a Short-Term Rental.

3. Why is Port Colborne requesting owners of Short-Term rentals to register?

The City of Port Colborne is asking owners of Short-Term Rentals to register their properties with the City to assist with communication outreach, ensuring a positive experience for owners, renters, and the community at large.

This was also approved by Council at their Council meeting on February 22, 2022, based on [staff report 2022-44](#).

4. Who can register a Short-Term Rental?

Property owners are the only individuals permitted to register a Short-Term Rental. Another individual or organization cannot register on your behalf.

As an Owner, what are my responsibilities when renting out my property?

Short-Term Rental owners are responsible for complying with City By-laws and ensuring property is maintained. Owners are liable for any violation found occurring on their property including, but not limited to:

- Overgrowth of grass and weeds over 15cm (6 inches)
- Build-up of garbage and debris
- Noise complaints such as guests causing excessive noise etc.

Owners should provide renters with information on parking restrictions to avoid enforcement measures being taken.

As a Renter, what are my responsibilities during my stay?

Be a good neighbour and save yourself from any ticketing or fines by following City guidelines. Some common issues include:

- Parking
- Noise
- Open Air Burning
- Fireworks
- Lot Maintenance

1. Am I allowed to have a campfire during my stay?

Yes, campfires are allowed provided safety precautions are taken. Renters are asked to please burn responsibly and be considerate by managing smoke, fire size and containment. Fires must always be supervised. For more information view the City's Open Air Burning By-law.

2. Are there restrictions for parking? Can I park on the street?

It is important to take time to learn about parking restrictions in the area you will be visiting. Common violations include prohibited parking marked by signage, parking in a tow away zone and parking over time limit. There are also restrictions for parking more than 12 hours on City streets and provisions during times of snow clearing and street sweeping.

3. Can we set off fireworks?

Consumer fireworks are permitted on approved dates which include the weekends of: Victoria Day, Canada Day and the 4th of July.

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Designed by eSolutionsGroup (<http://www.esolutionsgroup.ca>)



Subject: Short-Term Accommodations

To: Council

From: Planning and Development Department

Report Number: 2022-44

Meeting Date: February 22, 2022

Recommendation:

That Planning and Development Department Report 2022-44 be received;

That the Manager of By-law Services be directed to establish an education campaign for renters, owners, and neighbours of short-term accommodations;

That Council supports the Manager of By-law Services enforcing City by-laws by directly ticketing owners in accordance with the City's by-law Enforcement Policy; and

That the City Clerk be directed to bring forward a recommendation for licensing short-term accommodations that rent two or more units.

Purpose:

The purpose of this report is to provide a recommendation regarding regulating short-term rentals in the City of Port Colborne.

Background:

A short-term accommodation is commonly accepted as a rental of all, or part of a dwelling for less than 28 days and outside of large corporate facilities such as hotels and resorts. These rentals are viewed as bed and breakfasts, cottages, and the renting of a room within a residence. These types of accommodations have increased in popularity in the past decade with rising availability of online platforms such as Airbnb, VRBO, Ontario Cottage Rentals (OCR), and Facebook which allow individuals to easily run a small business.

Many cities have run into problems with these rentals as they are often in residential areas and the property owners are not prepared to handle problem renters in the same

way that a large hotel chain may be able to. Also, these rentals can threaten the stock of rental properties in urban areas. Every municipality has different geographic features and attractions that result in municipalities being affected very differently by short-term accommodations. Many municipalities that have seen negative effects due to the increase in these businesses, or have identified a possible financial gain, have begun to regulate these properties.

Tourism in Port Colborne is located largely along Lake Erie and mostly in the East end of the City in Ward 4. This tourism area is largely seen as a cottage area with many seasonal and vacation homes occupying the fire lanes. The renting of cottages has been a common occurrence for decades with many homeowners subsidizing the financial burden of a second home by renting their property occasionally.

Staff are unaware of the exact number of short-term accommodations in Port Colborne due to the many possible rental platforms available but estimate that there are at least 100, with an additional 100 located within the Sherkston Shores Resort. A large majority of these properties and all of the Sherkston Shores properties operate exclusively in the summer months.

Discussion:

Short-term Accommodations Complaints

Staff have been monitoring inquiries regarding short-term accommodations for several years. Staff have received minimal inquiries and/or complaints about properties.

By-law Services staff coordinated with Niagara Regional Police and Fire Services to collect complaints that may be related to short-term accommodations. The following table shows complaints occurring between June 1 and Labour Day on fire lanes.

By-law			Police			Fire		
Year	Noise Complaints	Fire lanes	Year	Noise Complaints	Fire lanes	Year	Total Calls	Burning complaints on fire lanes
2021	21	0	2021	31	0	2021	77	1
2020	24	0	2020	43	4	2020	102	1
2019	15	1	2019	34	0	2019	65	0

While the data indicates that short-term accommodations are not a noteworthy problem, staff recognize that issues do occur that are not reported. By-law staff are concerned about risks associated with short-term accommodations relating to lack of familiarity with local regulations, lack of respect for surrounding areas, and a lack of water safety awareness.

Challenges with Licensing Short-Term Accommodations

Staff have investigated regulation mechanisms for short-term accommodations and have researched licensing as an option. Many municipalities have begun to regulate these businesses through licensing, and due to the diversity of the municipalities, have seen varying rates of effectiveness.

Staff have discovered a number of challenges with the implementation of a licensing regime and are concerned that licensing will not be effective in solving the common by-law issues that neighbours currently experience.

It appears that a large majority of short-term accommodations operate as respectable cottage rentals and a licensing regime could be seen as punishment to those who follow the rules. The cost of a licence may be prohibitive to those who rent their property for a minimal amount of time to supplement cottage ownership.

It is likely that licensing will not solve the complaints that residents may have since determining what constitutes a short-term accommodation and requiring the owner to obtain a licence can be challenging. Owners rent properties on a wide array of websites, through realtors, newspapers, and word of mouth. Listing the property may not prove that the property is actually being rented. Staff are fearful that the few problem properties will not get a licence and staff will spend a majority of their time ensuring compliance with the licensing model rather than focusing on compliance with current by-laws such as noise, burning, and lot maintenance.

A majority of the short-term accommodations operate within the Sherkston Shores community. The property owner already pays licensing fees as a trailer camp and operates its own security team. Due to these circumstances, staff do not recommend including Sherkston Shores in any proposed licensing regime.

The greatest challenge found by staff is the large cost of implementing a licensing regime to solve the issue of minimal complaints. Currently there are not staff resources available to implement this function. A steep increase in the number of licenses issued would require the hiring of an additional licensing clerk. In addition to administrative staff, a by-law enforcement position would be needed in order to ensure compliance. If a licensing regime is requested by Council a budget request for two additional staff members, including a vehicle, would be required. The licensing function of the City does not currently function as a cost recovery model. Even with a large license fee, the additional staff would mean that the burden of the cost would fall largely on the taxpayer.

Recommendation for Management of Short-Term Accommodations

Through research of short-term accommodations staff have established that the recommended goal is to ensure responsible ownership and to do this without hindering those who are already operating in this manner. While staff do not believe that licensing

is the mechanism that will accomplish this goal, there are recommendations that staff do believe can be implemented to create a positive experience for everyone.

Staff recommend three measures that can be used together to achieve this goal:

- Legal action against property owners
- Implement an education campaign
- Licence multi-unit short-term accommodations

Previously By-law Services staff addressed noise complaints largely through education followed by a Part 1 fine if necessary. The recent implementation of the AMPS Non-Parking System has allowed By-law staff to address complaints through the Noise By-law AMPS fining structure. Staff are recommending that this new system be used to address any noise complaints by ticketing the owner directly. It is believed that ticketing the owner will encourage responsible control of renters in the future. Any unpaid tickets by the owner would be added to the subject property's property tax invoice.

By-law staff recommend that an education campaign be initiated to target renters, owners, and neighbours of short-term accommodations. This campaign would be an aggressive campaign to ensure all involved are aware of their responsibilities as well as their rights as neighbours. Staff would create a webpage with resources for each type of stakeholder and create a social media campaign to spread the word. Paper material would also be created and circulated to targeted areas.

There is a value in the licensing of short-term accommodations where the owner is renting out multiple units. These types of short-term accommodations are more likely to operate as a full business and benefit from a Fire Services inspection. If approved, staff will bring forward this licensing model within the updated business licensing by-law in the Spring.

Internal Consultations:

Planning staff identified the ability to regulate short-term accommodations through the Zoning By-law but noted that this practice is often used in large cities to deter short-term accommodations away from more quiet residential areas. Planning staff do not recommend this method of control in Port Colborne, as the rental properties are largely found along Lake Erie where cottages are located.

Fire Services recognized that because many short-term accommodations do not meet Fire Code requirements, they present an increased safety risk for the renter. A lack of understanding of municipal by-laws, including burning requirements, also poses an increased risk.

Fire Services acknowledges the need to inspect these properties but is aware that current resources may make this practice prohibitive. Staff would like to focus on those

short-term accommodations with multiple rentals as they have been identified as the highest risk.

Financial Implications:

Staff are confident that the recommendation provided can be achieved within the parameters of the approved budget and within current time allocations.

If a full licensing regime is requested a budget approval would be required containing two full-time staff members and a vehicle. Staff estimate this option would have a total budget impact of approximately \$175,000 per year.

Public Engagement:

A survey targeting opinions on business licensing was conducted in 2021. While responses were limited several respondents indicated that they would like to see regulation of short-term accommodations in Port Colborne. Results did not contain any responses from current rental owners.

If the recommendation is approved staff will begin an education campaign in the Spring of 2022 and target renters, owners, and neighbours of short-term accommodations with a goal of gaining compliance from owners and renters as well as empowering neighbours to call the City or the Police as needed.

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

Conclusion:

Staff recommend three measures that can be used together to achieve the goal of responsible ownership: legal action against property owners, implement an education campaign, and licence multi-unit short-term accommodations. Additional licensing is not recommended as the complaints do not appear to warrant the sharp increase in funding required to implement.

Respectfully submitted,

Amber LaPointe
Acting Director of Planning and
Development/City Clerk
905-835-2900 x106
cityclerk@portcolborne.ca

Sherry Hanson
Manager of By-law Services
905-835-2900 x210
sherryhanson@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.



Subject: City Real Estate – Hydro Corridor Update

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-225

Meeting Date: October 11, 2022

Recommendation:

That Chief Administrative Office- Economic Development and Tourism Division Report 2022-225 be received for information; and

That Council declare the properties along the hydro corridor as shown in Appendix A as surplus.

Purpose:

The purpose of this report is to update Council on the potential development opportunities along a hydro corridor and to seek Council approval to have vacant City-owned parcels declared surplus.

Background:

Staff have been actively working to identify City-owned parcels that could be declared surplus and marketed for sale as part of a multi-phased City Real Estate project.

There is a hydro corridor consisting of vacant City parcels of land that run east to west from approximately King Street to Steele Street. Council directed staff to review the development potential of these opportunities.

Discussion:

At the August 23, 2022, meeting, Council asked staff to investigate opportunities to move or bury the existing hydro lines underground to create more land to facilitate development opportunities for properties shown in Appendix A. Canadian Niagara

Power (CNP) has established specific setbacks that must be adhered to regarding the location and construction of any buildings. CNP provided staff with Ontario Building Code clearance requirements which stipulate a 2m setback for ground level or 1-storey usage, and a 5m setback for 2-storey usage or greater (see Appendix B). Staff spoke with CNP about the possibility of relocating or burying the lines. CNP stated that the hydro lines cannot be moved or buried underground given it is a primary high-power line that feeds power to many residential customers in the area.

Staff reviewed seven parcels along the hydro corridor (as shown in Appendix A) and provide the following comments:

Map 1 Catharine Street

- Approximately 45 ft frontage, meets City's minimum lot frontage of 40 ft
- However, there is a ditch/culvert running through the property which limits the development potential of the parcel
- Zoning: Second Density Residential (R2)

Map 1 King Street

- Approximately 47 ft frontage, meets City's minimum lot frontage
- Possible infill building lot
- Zoning: Second Density Residential (R2)

Map 2 Elm Street

- Approximately 47 ft frontage, meets the City's minimum lot frontage
- Possible infill building lot
- Zoning: Second Density Residential (R2)

Map 2 Catharine Street

- Approximately 45 ft frontage, meets the City's minimum lot frontage
- Possible infill building lot
- Zoning: Second Density Residential (R2)

Map 3 Fielden Avenue

- Approximately 51 ft frontage, meets the City's minimum lot frontage
- Possible infill building lot
- Another parcel with a frontage of approximately 31 ft which does not meet the City's minimum lot frontage
- Zoning: Fourth Density Residential (R4)

Map 4 Fielden Avenue

- Approximately 36 ft frontage which does not meet the City's minimum lot frontage
- Zoning: Institutional (I)

Map 5 Steele Street

- Approximately 46 ft frontage, but the rear yard begins to narrow and there is an encroachment that would limit the developable lot area
- Zoning: Institutional (I)

The parcels along the hydro corridor zoned R2 and R4 will permit various forms of residential development, depending on the lot size. For some of the parcels (i.e., those zoned I), a minor variance or zoning by-law amendment may be required if a new residential dwelling is proposed. For clarification, the permitted uses of R2, R4, and I are as follows:

Second Density Residential Zone (R2)

- a) Dwelling, Detached;
- b) Dwelling, Duplex;
- c) Dwelling, Semi-detached; and
- d) Uses, structures and buildings accessory thereto

Fourth Density Residential Zone (R4)

- a) Dwelling, Detached;
- b) Dwelling, Semi-Detached;
- c) Dwelling, Duplex;
- d) Dwelling, Triplex;
- e) Dwelling, Fourplex;
- f) Dwelling, Townhouse Block;
- g) Dwelling, Townhouse Street;
- h) Apartment Buildings;
- i) Apartment Buildings, Public;
- j) Boarding or Lodging House; and
- k) Uses, structures and buildings accessory thereto

Institutional Zone (I)

- a) Apartment Building, Public;
- b) Community Garden;
- c) Cultural Facility;
- d) Cemetery;
- e) Day Care;
- f) Dwelling, Accessory;
- g) Food Vehicle;
- h) Long Term Care Facility;
- i) Place of Assembly/Banquet Hall;
- j) Place of Worship;
- k) Public Uses;
- l) Social Service Facility; and

m) Uses, structures and buildings accessory thereto

Based on a review of the seven properties, and considering the hydro setbacks, three of the properties shown in Appendix A have potential as infill building lots, while four do not. These four City-owned parcels are not large enough to be considered as infill building lots, but they could be sold to an adjacent property owner if they are interested in acquiring additional land to extend their existing property. All parcels would require a Phase I Environmental Site Assessment (ESA) and Phase II ESA because there used to be a rail line that ran parallel with the hydro corridor. Additionally, each parcel will require an individual survey that outlines the precise property boundaries and hydro setback.

With these clearance requirements in place, Appendix A outlines mapped parcels throughout the hydro corridor. Next steps for the hydro corridor parcels would involve declaring them surplus, having surveys prepared to outline precise boundaries given setbacks, and obtaining an independent appraisal.

Staff are recommending that the parcels shown in Appendix A be declared surplus to assist staff in moving forward with these real estate opportunities.

Internal Consultations:

Staff from Economic Development & Tourism Services, Planning Services, and Public Works have reviewed these parcels and potential options.

Financial Implications:

There are no operating budget financial implications associated with this report. CHS Realty Advisors have been asked to complete an appraisal of the surplus City parcels.

Each parcel will require a Phase One ESA costing approximately \$3,000 and a Phase Two ESA with an estimated cost of \$20,000 - \$25,000. Each parcel will also require a survey that will cost between \$3,000 - \$5,000. These costs will be recovered from the sale of surplus property.

Strategic Plan Alignment:

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

- Value: Financial Management to Achieve Financial Sustainability
- Governance: Communications, Engagement, and Decision-Making

Conclusion:

This report follows Council direction given on August 23, 2022, for staff to take a strategic analysis of the hydro corridor lands running east-west from King Street to Steele Street and potential opportunities to create infill developable parcels. CNP has advised staff that the hydro lines cannot be moved or buried underground as this is a critical high voltage power line. Lands can still be sold with the appropriate clearance requirements.

Staff will continue to monitor opportunities for selling land throughout the hydro corridor and recommend that Council declare all parcels shown in Appendix A as surplus. Specific parcels of surplus City land could be created and marketed as potential infill building lots while others could be conveyed to adjoining property owners provided that the setbacks are adhered to.

Appendices:

- a. Mapped Parcels through the hydro corridor
- b. Ontario Building Code clearance requirements

Prepared by,

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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.

Legend	
2m (~6.5 ft.) setback from the hydro lines	
5m (~16.4 ft.) setback from the hydro lines	

*As per Ontario Building Code clearance requirements

MAP 1



King Street parcel: CON 1 PT TWP LOT 28W PART;59R2366 PART 1

Catharine Street parcel: CON 1 PT TWP LOT 28 RP59R;2366 PT PT 1

MAP 2



Catharine Street parcel: CON 1 PT TWP LOT 29 RP59R;2366 PT PT 2

Elm Street parcel: CON 1 PT TWP LOT 29 RP59R;2366 PT PT 2

MAP 3



Fielden Avenue parcel: CON 1 PT LOT 29 AND RP;59R12242 PT PARTS

MAP 4



Fielden Avenue parcel: HUMBERSTONE CON 1 PT LOT 29;RP 59R2366 P

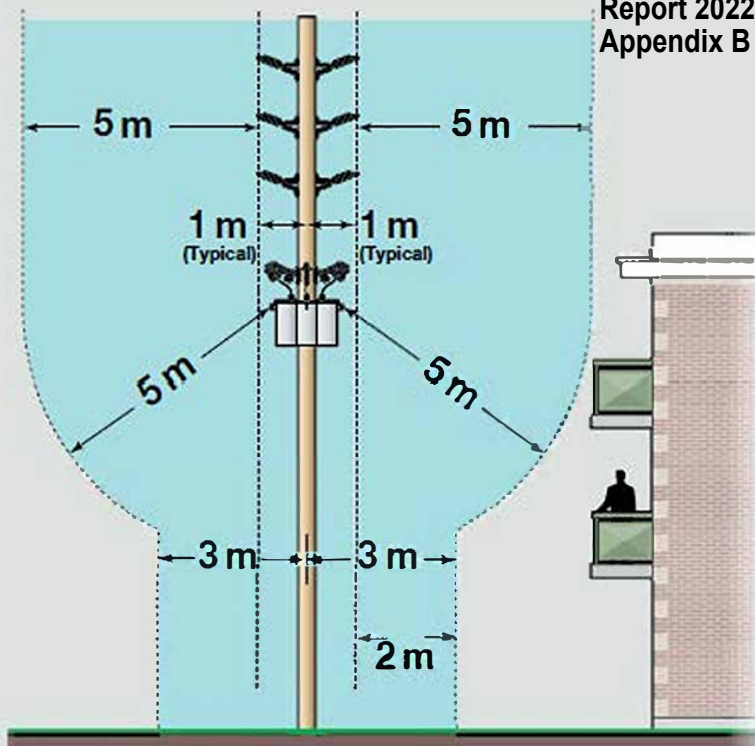
MAP 5



Steele Street parcel: HUMBERSTONE CON 1 PT LOT 29;RP 59R2366 P

Figure 1: Ontario Building Code Clearance Requirements

Report 2022-225
Appendix B



Clearance from Medium Voltage (>750V)



Subject: MOU between Port Colborne and Niagara Regional Housing

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-219

Meeting Date: October 11, 2022

Recommendation:

That Chief Administrative Office Report 2022-219 be received;

That Council approve a Memorandum of Understanding (MOU) between the City of Port Colborne and Niagara Regional Housing (NRH) for an Affordable Housing Development; and

That a by-law to enter into an MOU with NRH be brought forward, and;

That Council authorize the Mayor and Acting City Clerk to execute the MOU and by-law.

Purpose:

The purpose of this report is to provide Council with a draft overview of the MOU between the City of Port Colborne and Niagara Regional Housing regarding a proposed affordable housing project. A copy of the MOU is attached to this report.

Background:

City Council identified affordable housing as a priority in the 2020-2023 Strategic Plan and directed staff to explore supportive policies and incentives, innovative approaches, and strategic partnerships to address affordable housing shortages and wait lists in the community. At their September 13, 2022 meeting, Council approved an Affordable Housing Strategy and Action Plan completed by Tim Welch Consulting. At the same meeting, Council approved a motion to support an affordable housing partnership with Niagara Regional Housing regarding the redevelopment of a surplus City property on

Haney Street adjacent to a property owned by NRH. Council also directed staff to prepare a Memorandum of Understanding.

At their September 30, 2022, meeting, the NRH Board of Directors approved a motion supporting the project and partnership with the City of Port Colborne.

Discussion:

The Memorandum of Understanding (MOU) provides a non-binding framework for both parties and clarity on key project components, responsibilities, and timelines. The MOU also provides information and transparency for the project itself and the partnership between the City of Port Colborne and Niagara Regional Housing.

Internal Consultations:

The MOU has been reviewed by the City Solicitor, CAO, Planning Services, Economic Development and Tourism Services, and Public Works.

Financial Implications:

There are no financial implications by approving this report.

Public Engagement:

City residents and key community stakeholders have shown their interest in affordable housing issues by participating in public opinion surveys and open houses. Most recently, the Affordable Housing Strategy and Action Plan included extensive public and stakeholder engagement. More specifically:

- a Technical Advisory Committee (TAC) comprised of not-for-profit organizations, social service agencies, local developers, business stakeholder groups, and City staff met four times to review housing research and data, stakeholder feedback, and provide comments on draft recommendations;
 - 24 interviews were conducted with key opinion leaders, elected officials, housing providers, not-for-profit organizations; and developers;
 - an online public opinion survey was created and there were 147 responses;
 - an open house held on July 5th included 30 attendees;
 - a dedicated project page for the Affordable Housing Strategy and Action Plan was set up on the City's website to provide information and updates.
-

Strategic Plan Alignment:

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

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

Conclusion:

The City of Port Colborne and Niagara Regional Housing have formed a partnership to create more affordable housing units. A Memorandum of Understanding (MOU) between the City and NRH has been developed to foster mutual understanding, a collaborative approach, and help guide next steps for the affordable housing project proposed by NRH.

While the MOU is non-binding, it demonstrates the commitment and intentions of both parties in working together to create more affordable housing units in Port Colborne.

Appendices:

- a) Memorandum of Understanding between the City of Port Colborne and Niagara Regional Housing

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.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), hereinafter referred to as the Memorandum, entered into on October 12, 2022, by and between the City of Port Colborne hereinafter referred to as the "First Party," and Niagara Regional Housing hereinafter referred to as the "Second Party," and collectively known as the "Parties" for the purpose of establishing and achieving various goals and objectives relating to the transfer of the ownership of the City owned Haney Street Road Allowance, legally described as Haney St PL 765 Humberstone Lying E of King Street Except VH2791 Port Colborne, to Niagara Regional Housing for the sole intended purpose of an affordable housing development as the property's future use.

WHEREAS, the aforementioned Parties desire to enter into the herein described agreement in which they shall work together to accomplish the goals and objectives set forth;

AND WHEREAS, the Parties are desirous to enter an understanding, thus setting out all necessary working arrangements that both Parties agree shall be necessary to complete the repurposing of the Haney Street property to an affordable housing development.

OVERVIEW

Port Colborne is committed to having supportive policies and incentives, adopting innovative approaches, and pursuing strategic partnerships to create more affordable and attainable housing.

Niagara Regional Housing own and manage an inventory of properties throughout Niagara and Niagara Region maintain the wait lists for affordable housing units. They are also focused on identifying development opportunities in Niagara where new affordable housing units could be constructed.

Niagara Regional Housing is a public use corporation, providing public housing services, and they are defined as a "local board" under the Municipal Act, exercising power under any Act with respect to the affairs or purposes of one of more municipalities. Their mandate is to provide public housing services and their objective is to create affordable housing units in Port Colborne.

At their September 13th 2022 meeting, Port Colborne City Council passed a motion to partner with Niagara Regional Housing on an affordable housing project on a surplus City property on Haney Street.

At their September 29th, 2022 meeting, Niagara Regional Housing's Board of Directors approved a recommendation from their CEO to work with the City of Port Colborne

regarding the acquisition of the Haney Street parcel and to begin working on a feasibility study and concept plan for a multi-unit residential building.

MISSION

The purpose of this Memorandum of Understanding is to outline the commitments and intentions of the Parties and to enable the completion of pre-development work, feasibility studies and the formal transfer of ownership of the Haney Street property from the City of Port Colborne to Niagara Regional Housing for the sole purpose of creating a multi-unit apartment complex compliant with current affordable housing policies and practices.

PURPOSE AND SCOPE

The Parties intend for this Memorandum of Understanding to provide the cornerstone and structure for any and all possibly impending binding contracts related to the transfer of property ownership from the City of Port Colborne to Niagara Regional Housing for the stated mission.

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

It is the desire and the wish of the aforementioned Parties to this MOU Agreement that this document should not and thus shall not establish nor create any form or manner of a formal agreement or indenture, but rather an agreement between the Parties to work together in such a manner that would promote a genuine atmosphere of collaboration and alliance in the support of an effective and efficient partnership and leadership meant to maintain, safeguard and sustain sound and optimal managerial, financial and administrative commitment with regards to all matters related to the transfer of the Haney Street property from the City of Port Colborne to Niagara Regional Housing for the sole purpose of developing an affordable housing multi-unit rental development.

TIMELINE

At their September 13th 2022 meeting, Council approved staff report 2022-168 recommending that an MOU between the City and Niagara Regional Housing be drafted. Council added an amendment that a 3 year term be included in the MOU. It is further understood by the Parties that Niagara Regional Housing will demonstrate significant progress within this 3 year time frame by attending pre-consultation meetings with the City and other agencies; working on site development; preparing concepts plans and building designs; confirming financing strategy, completing required permits/ planning approvals and studies; and initiating building construction.

It is also understood that if building construction does not start within 3 years after assuming ownership, Niagara Regional Housing will be required to return the property to

the City. However, City Council may chose to extend the term of the MOU if it can be demonstrated that a viable project is under development and requires more time.

Niagara Regional Housing have expressed their interest in working with the City to acquire the property in Q4/2022 as having and showing ownership will be very helpful in discussions with the NRH Board, Niagara Region Council and staff, as well as capitalizing on funding opportunities with CMHC, and the federal and provincial governments.

LAND

Port Colborne City Council, at their meeting of August 23rd 2022 supported a staff recommendation to formally close the Haney Street Road Allowance and declare it surplus. At their September 13th 2022 meeting, Council approved a motion to convey the property to Niagara Regional Housing for them to construct an affordable housing structure.

A separate purchase agreement will need to be entered into when the land is conveyed to Niagara Regional Housing. It is understood by the parties that the land will be conveyed to Niagara Regional Housing for \$2.00

The property to be conveyed is legally described as: Haney Street PL 765 Humberstone Lying E of King Street Except VH2791 Port Colborne.

Niagara Regional Housing have also request that the Haney Street and 709 King Street be merged on title once the ownership of the Haney Street parcel is conveyed.

ZONING AND OFFICIAL PLAN

The property is currently zoned R4 and is designated Urban Residential in the City's Official Plan. The R4 zoning designation would support a low-rise apartment building. The final number of units would be determined by Niagara Regional Housing based on funding availability, site layout, and discussions with City Planning staff.

SURVEY

It has been determined by an Ontario Land Surveyor and the City Solicitor that a survey/reference plan is not required as it is the City's intention to convey the entire parcel known as Haney Street PL 765 Humberstone Lying E of King Street Except VH2791 Port Colborne to Niagara Regional Housing.

APPRAISAL

An independent appraisal has been completed at the City's expense to establish a value of the property to assist Niagara Regional Housing with their financing strategy and funding applications to federal-provincial governments and other agencies. The

appraised value of the vacant parcel is \$227,000. A copy of this appraisal has been provided to Niagara Regional Housing.

ENVIRONMENTAL

A Phase One Environmental Site Assessment has been initiated with an environmental consultant and this will be at the City's expense.

SERVICING AND SITE PLAN

Municipal water and sewer services are available for this property and are located nearby. These services will need to be brought to the property line and connected to the building once constructed. The costs of bringing the services to the property line and to the building will be at Niagara Regional Housing's expense.

This project will be subject to site plan control as per the City's Site Plan Bylaw and that the requirements to submit a complete site plan application will be discussed at a pre-consultation meeting between the City and applicable agencies. All plans and studies required for site plan approval are at the expense of NRH.

FEES AND CHARGES

Niagara Regional Housing will be responsible for all planning and building permit fees for this project. The project is exempt from Regional Development Charges as the focus of the development is creating affordable housing units.

LEVEL OF SERVICE

The City of Port Colborne will commit to working collaboratively and cooperatively with Niagara Regional Housing on this project as well as ensuring a streamlined development approvals process and responding to NRH in a timely manner.

DUE DILIGENCE

It is understood that Niagara Regional Housing have initiated their due diligence including a feasibility study and developing potential concept plans and building designs.

CITY FUNDING

It is understood that the City's funding commitment to Niagara Regional Housing's affordable housing project on Haney Street is the donation of land as well as covering the cost of the survey and appraisal.

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for a period of 36 months from the aforementioned effective date and may be extended upon written mutual agreement of both Parties and approval of Port Colborne Council and the Niagara Regional Housing Board of Directors.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended or modified at any time in writing by mutual consent of both parties.

In addition, the Memorandum of Understanding may be cancelled by either party with 90 days advance written notice, with the exception where cause for cancellation may include, but is not limited to, a material and significant breach of any of the provisions contained herein, when it may be cancelled upon delivery of written notice to the other party.

GENERAL PROVISIONS

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum of Understanding in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of this Memorandum of Understanding.

NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

GOVERNING LAW

This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario

SEVERABILITY CLAUSE

In the event that any provision of this Memorandum of Understanding shall be deemed to be severable or invalid, and if any term, condition, phrase or portion of this Memorandum shall be determined to be unlawful or otherwise unenforceable, the remainder of the Memorandum shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this Memorandum to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

ASSIGNMENT

Neither party to this Memorandum of Understanding may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

ENTIRE UNDERSTANDING

The herein contained Memorandum of Understanding constitutes the entire understanding of the Parties pertaining to all matters contemplated hereunder at this time. The Parties signing this MOU desire or intend that any implementing contract, license, or other agreement entered into between the Parties subsequent hereto shall supersede and preempt any conflicting provision of this Memorandum of Understanding whether written or oral.

MOU SUMMARIZATION

FURTHERMORE, the Parties to this MOU have mutually acknowledged and agreed to the following:

- The Parties to this MOU shall work together in a cooperative and coordinated effort, and in such a manner and fashion to bring about the achievement and fulfillment of the goals and objectives of the transfer of property and the realization of multi-unit affordable housing development.
- It is not the intent of this MOU to restrict the Parties to this Agreement from their involvement or participation with any other public or private individuals, agencies or organizations.
- The Parties to this MOU shall mutually contribute and take part in any and all phases of the planning and development of this affordable housing development, to the fullest extent possible.

- It is not the intent or purpose of this MOU to create any rights, benefits and/or trust responsibilities by or between the parties.
- The MOU shall in no way hold or obligate either Party to supply or transfer funds to maintain and/or sustain the agreement for the land transfer for its sole purpose.
- In the event that contributed funds should become necessary, any such endeavor shall be outlined in a separate and mutually agreed upon written agreement by the Parties or representatives of the Parties in accordance with current governing laws and regulations, and in no way does this MOU provide such right or authority.
- The Parties to this MOU have the right to individually or jointly terminate their participation in this Agreement provided that advanced written notice is delivered to the other party.
- Upon the signing of this MOU by both Parties, this Agreement shall be in full force and effect.

AUTHORIZATION AND EXECUTION

The signing of this Memorandum of Understanding does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

Signed:

Corporation of the City of Port Colborne

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

Signature:

Niagara Regional Housing

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

Signature:



Subject: Downtown BIA Farmers' Market Agreement Extension

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-221

Meeting Date: October 11, 2022

Recommendation:

That Chief Administrative Office - Economic Development and Tourism Division Report 2022-221 be received;

That Council approves the Downtown BIA (Business Improvement Area) managing the Farmers' Market for four years commencing with the new term of Council;

That Council approve the updated Memorandum of Understanding (MOU) Appendix A between the City and the Downtown BIA, attached as Appendix A to Report 2022-221; and

That a By-law authorizing entering into the MOU with the Downtown BIA be approved.

Purpose:

The purpose of this report is to update Council on the results of the Downtown BIA Farmers' Market management of a two-year pilot program. Additionally, staff recommend that the program be extended four years and align with the four-year term of Council.

Background:

Founded in 1813, Port Colborne Farmers Market is one of the oldest markets in Ontario. The Port Colborne market is a certified farmers' market with well over the required 51% of vendors being farmers and between 27 to 30 farmers participating throughout the market season. Some key facts about the Port Colborne Farmers Market are as follows:

- 87% of the shoppers are Port Colborne residents (2021)

- Attendance averages well over 1,000 during the peak season and 500+ on the shoulder seasons
- In 2022 the highest attendance to-date has been 1,456 (Canada Day)
- The official start of the 2022 season was Friday, April 22, 2022, operating every Friday morning from 8 a.m. to 12 p.m., until October 28, 2022. Market vendors are ready at 7 a.m.

In the years preceding 2021, the Port Colborne Farmers' Market had been managed within the City's Community and Economic Development Department by a Market Clerk. After a department restructuring left this position vacant, the Downtown BIA approached the City with a proposal to manage the Farmers' Market on a two-year pilot basis and this was approved by City Council at their March 8, 2021 Meeting and part of staff report 2021-67. Council also approved a Memorandum Understanding (MOU) agreement as part of staff report 2021-100. The agreement will be ending October 30th at the conclusion of the 2022 season.

City staff continue to be involved with the Farmers' Market and work with the Downtown BIA regarding logistics, set-up, and garbage removal. The Downtown BIA requests that this support continue over the four-years of the updated agreement.

Discussion:

In 2021 and 2022 the Port Colborne Farmers' Market has been managed by the Downtown BIA and supported by City staff. This arrangement has been advantageous to the City and the Downtown BIA and has contributed to the success of the Port Colborne Farmers' Market.

This management arrangement is similar; to the rest of the province where 82% of farmers markets are managed by BIAs, service groups, or other not-for-profit organizations. With new and emerging trends in farmers' markets, the Downtown BIA is well positioned to ensure that the Port Colborne Farmers' Market remains a leading market in the Region and province.

For the Downtown BIA to continue with this management arrangement, the City's By-law for the farmers' market needs to be updated to designate the Downtown BIA Administrator as the Market Clerk to oversee the operations. An updated by-law is attached to this report in draft form as Appendix B.

Internal Consultations:

This proposal has been discussed with the CAO, the Director of Corporate Services, the City Clerk, the Manager of Strategic Initiatives, the Economic Development Officer, and the Events and Volunteer Coordinator. The consensus is that the two-year pilot with the

Downtown BIA was a success and that a four-year extension to the agreement should be granted.

Financial Implications:

There are no financial implications.

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
 - Value: Financial Management to Achieve Financial Sustainability
-

Conclusion:

In the spring of 2021, the City of Port Colborne entered into a MOU with the Downtown BIA for a two-year pilot program to have them manage the Port Colborne Farmers' Market. This MOU has now ended. After the success of the pilot, staff are recommending that the management agreement with the Downtown BIA be extended for a four year term, aligning with the new term of City Council.

Appendices:

- a. Memorandum of Understanding (MOU) Agreement
- b. By-law

Respectfully submitted,

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Gary Long
Manager of Strategic Initiatives

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Report Approval:

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

Memorandum of Understanding
Between the
“City of Port Colborne”
And
“Port Colborne Downtown Business Improvement Area”

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to outline and clarify the responsibilities and expectations of each party with regards to the Port Colborne Farmers' Market.

Overview:

At their March 8, 2021 Council meeting, Port Colborne City Council voted in favour of the Port Colborne Downtown Business Improvement Area (BIA) operating the Farmers' Market, contingent on the completion of an MOU and amendments made to the current by-law.

The Farmers' Market has a long and valued tradition in Port Colborne. The Port Colborne Downtown BIA has been managing the Farmers' Market on an 18-month pilot project and they have requested an extension to continue to manage the Farmers' Market for a four-year term.

Term:

With the conclusion of the 18-month pilot project which will end on December 31, 2022, the City and Downtown BIA agree to an extension of this agreement from January 1, 2023 to December 31, 2026. Upon the commencement of the term the City and the Downtown BIA will re-evaluate the partnership and the potential renewal of the MOU will be considered.

The Downtown BIA will provide yearly reports to City staff and City Council. The Downtown BIA will also work collectively with City staff to address any concerns that arise from City Council.

Either Party may terminate this agreement by giving ninety (90) days' notice in writing of its intention to terminate the agreement. Upon cancellation or termination of this Agreement the Downtown BIA shall forthwith remove at their own expense their property from the land of the municipality, leaving said land in a neat and clean condition for the reasonable satisfaction of the City.

Farmers' Market By-Law

The Port Colborne Farmers' Market is operated under By-Law N0. 6500/67/17 being a by-law to establish and regulate the Port Colborne Farmers' Market and to repeal by-law 6887/35/21 and replace it with by-law ----/--/--. The “Market Manager” will be appointed by the Downtown BIA.

- Market. This subsection will be altered to accurately show the arrangement under this agreement. The Downtown BIA will assume financial management of the Farmers' Market.
- The hours of operation of the Farmers' Market will be maintained from 8:00 a.m. to 12:00 p.m. The times are subject to further change at the discretion of the Downtown BIA.

The by-law clearly states the responsibilities of the Market Manager as well as the market lands, hours of operation, operation and management, general restrictions, authorized goods, unauthorized goods, permitted vendors, entertainment, vendor permit application and approval process, vendor responsibilities, permit cancellations, appeal process, sale and sampling of VQA wine, fruit wine, and cider, indemnification, penalties and enforcement, severability and conflict, by-laws repealed, and effective date. The Market Manager must adhere to all regulations stated in the by-law.

Downtown BIA Responsibilities

Under this MOU the Downtown BIA is responsible for the following:

- Gaining approval from Niagara Region Public Health to begin operating the Farmers' Market. If applicable under COVID-19 restrictions, Public Health must approve the number of vendors and the allowable capacity of people inside the market. This information must be communicated to the City.
- On-site operations including but not limited to set-up, tear-down, traffic control, signage, and compliance with the by-law.
- Administrative responsibilities including but not limited to correspondence, vendor recruiting, processing invoices, and marketing.
- Recruiting and managing volunteers as needed for traffic control and other market responsibilities.
- Adhering to the City of Port Colborne Farmers' Market By-law and Farmers' Market Ontario Regulations.
- Vendors that have been at the Farmers' Market in the year's prior will be given preference to attend the market again. The Downtown BIA has the final decision on accepting vendors.
- The Downtown BIA will be expanding their footprint into King George Park to better accommodate spacing of vendors in the venue.
- Register and pay for annual membership and insurance costs to Farmers' Market Ontario and provide proof to the City of Port Colborne.

City of Port Colborne Responsibilities:

Under this MOU the City of Port Colborne is responsible for the following:

- Continue normally scheduled maintenance efforts including street sweeping, park maintenance, garbage and snow removal.
- The City will provide road barricades for the closure of Market Square.
- City Event staff will work with the Downtown BIA for compliance with the by-law and this MOU. Event staff will keep in contact regularly to support the Farmers' Market.

- Assist with promotion of the Farmers' Market at the request of the Downtown BIA.
- Assist with volunteer recruitment for Farmers' Market operations, crowd control, and venue capacity.

Financial Considerations

Under this new partnership, the City will incur costs from vendor hydro usage. With vendor revenue now going to the Downtown BIA, the City will recover the hydro costs through the following:

- Hydro fees have been recovered by the City through an additional vendor fee, that was paid by vendors who required access to hydro. The Downtown BIA will continue to charge vendors the hydro access fee. This revenue will be remitted to the City in order to recover the hydro costs the City will still incur.

Signed:

Corporation of the City of Port Colborne

Name:

Title:

Date:_____ Signature:

Name:

Title:

Date:_____ Signature:

The Port Colborne Downtown Business Improvement Area

Name:

Title:

Date:_____ Signature:

Name:

Title:

Date:_____ Signature:

The Corporation of the City of Port Colborne

By-Law No. _____

Being a By-law to Authorize Entering into a Memorandum of Understanding with the Port Colborne Downtown Business Improvement Area Regarding the Port Colborne Farmers' Market Operations.

Whereas at its meeting of October 11, 2022, the Council of the Corporation of the City of Port Colborne (Council) approved the recommendation of Chief Administrative Office - Economic Development and Tourism Division Report No. 2022-221. Subject: Downtown BIA Farmers' Market Agreement Extension.

Whereas Council is desirous of entering into a Memorandum of Understanding (MOU) with the Port Colborne Downtown Business Improvement Area, for the purposes of taking over the Port Colborne Farmers' Market Operations; and

Whereas the *Municipal Act*, 2001 S.O. 2001, c25, as amended confers broad authority on municipalities to enter into such agreements;

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

1. That the Corporation of the City of Port Colborne enters into a MOU with the Port Colborne Downtown Business Improvement Area, for the purpose of taking over the Port Colborne Farmers' Market Operations.
2. That the Mayor and Acting City Clerk be and they are hereby authorized and directed to sign the said Memorandum of Understanding (MOU), attached hereto as Schedule "A", together with any documents necessary to complete the conditions of the said MOU, and the Acting City Clerk is hereby authorized to affix the Corporate Seal thereto.
3. That By-law 6887/35/21 be repealed.

Enacted and passed this 11th day of October, 2022.

William C. Steele
Mayor

Nicole Rubli
Acting City Clerk

Subject: Municipal Heritage Registry – Second Round Revisions

To: Council

From: Development and Legislative Services Department

Report Number: 2022-216

Meeting Date: August 23, 2022

Recommendation:

That Development and Legislative Services Department – Planning Division Report 2022-216 be received; and

That Council approve the removal of the 45 properties listed in Appendix A of Development and Legislative Services Department Report 2022-216 from the Municipal Heritage Registry; and

That Planning and Museum Staff and the Heritage Port Colborne Committee be directed to continue to review the remaining properties on the registry and provide Council with further recommendations.

Purpose:

The purpose of this report is to provide Council with an update on the review of the Municipal Heritage Registry, as well as recommend the removal of 45 properties currently listed on the registry.

Background:

At its meeting on November 9, 2009, Port Colborne City Council adopted the City's first Municipal Heritage Registry. Essentially, any property with a dwelling/building that was at least 100 years old was added to the registry. The Heritage Port Colborne Committee of the day noted that the registry would still warrant further review, but it was necessary to adopt the registry at the time, albeit a large one, as a starting point.

Since the adoption of the registry, Planning Staff have processed over 20 separate requests to have a property removed from the list. These requests typically come

through the form of a demolition permit. Each request takes a considerable amount of staff time and requires Heritage Committee and Council meetings to process the request. It was recommended by Council in April of 2021, that Planning Staff begin reviewing the listed properties on the registry in an effort to reduce the number of requests for removal.

The Municipal Heritage Registry review began the summer of 2021. Each of the 552 properties were visited, documented, photographed, and placed into a rating system by planning staff. The rating system was primarily designed to review for architectural significance, contextual significance, and condition.

At its meeting on September 21, 2021, the Heritage Port Colborne Committee reviewed the properties with the lowest rating and recommended the removal of over 50 properties from the registry. The removal of these properties was then approved by Council through report 2021-309 on December 13, 2021. The Committee recommended that the remaining listed properties be reviewed by museum and archives staff to determine if more properties warrant removal from the registry.

Discussion:

Section 27 of the *Ontario Heritage Act* requires that municipalities keep a register of properties that are of cultural heritage value or interest. The registry contains both “listed” properties and “designated” properties under Part IV of the Act. Listing a property on the Municipal Heritage Registry is considered to be the first step in identifying a property that the municipality believes may warrant some form of heritage recognition, and to be of heritage value. Listing a property on the municipal heritage registry protects the structure from demolition and identifies it as a potential candidate for designation. Assigning Heritage Designation to a property offers a higher level of protection, by restricting alterations that would impact the heritage attributes of the property.

Section 2 of the *Provincial Policy Statement* acknowledges listed properties, stating that “*significant built heritage resources & significant cultural heritage landscapes shall be conserved.*” The PPS defines built heritage resources as “*One or more significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic, or military history and identified as being important to a community.*”

Museum & Archives staff guided the review of the remaining listed properties on the Heritage Registry with the help of planning staff. The review began with properties that were initially given a lower rating in the 0-2 range during initial evaluation of the municipal registry in 2021. Properties were reviewed for cultural heritage value or significance by utilizing the many resources at the L.R Wilson Heritage Research

Archives. Information such as the original owners, original use, as well as community significance were considered to determine the heritage value of each property.

While there are still many properties to review, the review team has compiled a list of 45 properties currently listed on the registry that pose no cultural heritage value or significance. The Heritage Port Colborne Committee has reviewed this list and recommend the removal of these 45 properties. Planning staff agree with the Committee's recommendation. The list of properties proposed to be removed can be found in Appendix A.

Staff note that a property that is removed from the list at this time could be added back in the future, should new information arise that warrants a change. The Heritage Port Colborne Committee and staff will continue work on reviewing the listed properties on the registry in the coming months in an effort to ensure that it only contains the City's most significant properties.

Internal Consultations:

The Port Colborne Heritage Committee and Museum & Archives Staff have reviewed Appendix A containing the list of properties to be removed. Museum and Archives staff will continue to assist in the review of the remaining properties listed on the Heritage Registry. The goal of the Museum review is to ensure there are no glaring issues with removing an existing property from the registry.

Financial Implications:

There are no financial implications at this time. The review to date was completed with existing staff resources and the remaining review will be conducted using current staff resources.

Public Engagement:

Public Engagement is not required for Heritage Registry refinements, however Planning staff have been notifying residents with heritage inquiries that the registry is currently undergoing a review. Further, staff note that recent changes to the *Ontario Heritage Act* require that municipalities notify property owners when their property is added to the registry. This notification is not required for a property's removal from the registry; however, Planning staff recommend that the City notify each property owner remaining on the registry once the review is complete.

Strategic Plan Alignment:

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

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

Conclusion:

Staff recommend that Council approve the recommendations set forth by the Heritage Port Colborne Committee and remove the properties as outlined in Appendix A from the Municipal Heritage Registry. Planning and Museum staff will continue working with the Heritage Committee to bring forward further recommendations pertaining to the removal of listed properties from the registry.

Appendices:

- a. Appendix A – Listed Heritage Properties to Remove
- b. Appendix B – Master Heritage Property Rating List

Prepared by,

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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.

Municipal Heritage Registry Revision – 2022

Properties to Remove

Street Number	Street Name	Year Built	Reason for Removal
14	Beech Rd	1900	No historical information found
795	Elm	1880	No historical information found
803	Elm	1870	No historical information found
173	Erie	1900	Completely remodeled – no significant historical information found
183	Erie	1880	Completely remodeled – no significant historical information found
247	Fares	1911	Completely remodeled – no significant historical information found
257	Fares	1916	No historical information found
292	Fares	1900	No historical information found
1598	Third Con	1870	Building is no longer there
247	Welland	1900	No historical information found
323	Welland	1890	Original building torn down
327	Welland	1875	No historical information found
331	Welland	1880	No historical information found
93	Durham	1900	No historical information found
129	Durham	1927	No historical information found
159	Durham	1910	No historical information found
184	Fares	1929	No historical information found
625	King	1876	Building completely remodeled – no remains of the original building
605/607	King	1928	Not historically significant – significantly altered
209	Mitchell	1880	Significantly altered
311	Mitchell	1896	Significantly altered
49	Welland	1919	No historical information found
138	King		Demolished
521	King		Demolished
5488	Sherkston		No historical information found
79	St. Arnaud		Demolished
2207	White		Demolished around 2010
2577	White		Original Demolished – rebuilt around 1940
84	West		1890s house demolished to make room for present building
46	Westside Rd		No historical information found
310	Catharine	1876	No historical information found
17	Charlotte		No historical information found
296	Main St West	1880	Demolished around 2010
740	King	1862	Demolished
358	Catharine	1905	No historical information found
62	George	1879	No historical information found
3436	Highway 3	1936	No historical information found
48	Kent	1880	No historical information found
60	Kent	1895	No historical information found

327	Killaly St. E	1850	No historical information found
104	King	1900	No historical information found
112	King	1900	No historical information found
120/124	King	1860	No historical information found
126	King	1870	No historical information found
137	King	1888	No historical information found



Municipal Heritage Registry – Master Rating List

Rating System

Ratings for all properties were based primarily on architectural, contextual significance, and condition, as limited historical information was available. Alterations which negatively impacted significant architectural features may have resulted in a lower rating. Year Built did not play a major role in the rating process. For simplification, an alphabetical system may be used in place of the numerical system used. 8-10 = A rating, 5-7 = B rating, 3-4 = C rating, 0-2 = D rating.

Heritage Properties: 8-10 Rating (Should remain on list)

Properties in great-excellent condition and/or with significant historical value and/or architectural features. Includes Designated Properties.

Red indicates properties that have been removed

Blue indicates properties that are proposed to be removed as of August 23rd, 2022

Street Number	Street Name	Brief Reason	Rating	Year Built	Designated?
21	Adelaide	Significant architectural features	8	1875	No
146	Bell	Significant architectural features	8	1900	No
13	Catharine	Significant architectural features, possible historical value based on location and surrounding properties	8	1895	No
28	Catharine	Significant architectural features, possible historical value based on location and surrounding properties	8	1918	No
29	Catharine	Significant architectural features, possible historical value based on location and surrounding properties	8	1908	No
32-34	Charlotte	Significant architectural features	8	1920	No
208/210	Clarence	Significant architectural features	8	1860	No
1152	Clark Road	Significant architectural features	8	1816	No
688	Elm	Significant architectural features	8	1862	No
435	Fares	DeWitt Carter Public School, architectural features, landmark	8	1912	No
320	Fielden	Significant architectural features, school	8	1924	No
77	Kent	Significant architectural features	8	1900	No
368	King	Significant architectural features	8	1873	No
599	King	Significant architectural features	8	1880	No
272	Lakeshore	Sugarloaf Farm	8	1887	No
91	Main St. W	Significant architectural features	8	1874	No
202	Main St. W	One of the oldest on the street	8	1860	No
220	Main St. W	Significant architectural features	8	1909	No
1580	Miller	Significant architectural features	8	1895	No
2882	Miller	Historical Significance (should be verified by museum. See spreadsheet for details)	8	1890	No

58	Neff St.	Significant architectural features	8	1910	No
111	Oakwood	Significant architectural features	8	1851	No
76	Ramey	Significant architectural features	8	1900	No
3920	Second Concession	Significant architectural features	8	1880	No
4838	Sherkston Rd	Significant architectural features	8	1869	No
5446	Skerkston Rd	Significant architectural features	8	1860	No
65	Sugarloaf	Significant architectural features	8	1875	No
49	Tennessee	Significant architectural features, historical value	8	1890	No
59	Tennessee	Significant architectural features, historical value	8	1875	No
89	Tennessee	Significant architectural features, historical value	8	1880	No
101	Tennessee	Significant architectural features, historical value	8	1880	No
113	Tennessee	Significant architectural features, historical value	8	1890	No
133	Tennessee	Significant architectural features, historical value	8	1910	No
1742	Third Concession	Significant architectural features, Bethel United Church	8	1883	No
736	Weaver	Possible historical value due to its age, architectural features	8	1831	No
56	West	Significant architectural features, contextual & historical value	8	1890	No
62	West	Significant architectural features, contextual & historical value	8	1850	No
192	West	Significant architectural features, contextual & historical value	8	1852	No
183	Borden	Significant architectural features, historical value	9	1862	
326	Catharine	Significant architectural features	9	1910	No
1739	Killaly St. East	Significant architectural features	9	1875	No
354	King	Significant architectural features	9	1917	No
632	King	Significant architectural features	9	1875	No
106	Main St. West	Significant architectural features	9	1875	No
115	Main St. West	Significant architectural features	9	1875	No
130	Main St. West	Significant architectural features	9	1862	No
207	Main St. West	Significant architectural features	9	1870	No
19	Tennessee	Significant architectural features, historical value	9	1912	No
33	Tennessee	Significant architectural features, historical value	9	1875	No
34	Tennessee	Significant architectural features, historical value	9	1890	No
158	West	Significant architectural features, contextual & historical value	9	1869	No
188/190	West	Significant architectural features, contextual & historical value	9	1869	No
196	West	Significant architectural features, historical value, Wicken's Building	9	1920	No

260	West	Significant architectural features, contextual & historical value	9	1875	No
14	Catharine	Designated, historical value, significant architectural features	10	1890	Yes
55	Charlotte	St. James Anglican Church, significant architectural features, Landmark	10	1916	No
2703	Chippawa	Designated, Historical value, architectural features	10	1915	Yes
296	Fielden	Designated, Roselawn Centre, historical value, significant architectural features	10	1866	Yes
1001	Firelane 1	Chew House/ William Brown House Significant architectural features	10	1948	Yes
269	Killaly St. West	Designated, Old Mennonite Church, historical value, significant architectural features	10	1890	Yes
44	King	Significant Architectural Features, Likely historical value	10	1860	No
123	King	St. Patrick's Catholic Church, Significant Architectural Features, landmark	10	1869	No
280	King	Historical & Marine Museum, historical value, significant architectural features	10	1869	No
322	King	Designated, Ingleside House, Significant architectural features	10	1866	Yes
380	King	Designated, Significant architectural features	10	1909	Yes
239	King	Federally Designated (NHS), Provincially designated (OHA) Significant Historical Value, One of the earliest remaining examples of a building constructed specifically for automobiles	10	1925	Yes
518	King	Designated, significant architectural features, historical value	10	1863	Yes
76	Main St. West	Designated, Humberstone town hall, significant historical value & architectural features	10	1852	Yes
145	Main St. West	Designated, Architectural features, historical value	10	1872	Yes
155	Main St. West	Designated, architectural features, historical value	10	1896	Yes
50	Neff St.	Significant architectural features, age	10	1848	No
5222	Second Concession	Significant architectural features, historical value, age	10	1837	No
1271	Sherk	Designated, significant architectural features	10	1875	Yes
210	Steel	Steel Street School, Significant Architectural features, landmark, historical value	10	1915	No
334	Sugarloaf	Designated, Tennessee Gates	10		Yes

3	Tennessee	Designated, Tennessee Gates	10		Yes
19	Tennessee	Old Casino House, Historical value, Significant architectural features	10	1912	No
212/214	West	Designated, significant architectural features, contextual & historical value	10	1929	Yes

Heritage Properties: 5-7 Rating (Could remain on list if found to be historically significant)

Properties in good condition, with relatively significant architectural features. Should be reviewed for historical value. None of these properties are designated.

Street Number	Street Name	Brief reason for rating	Rating	Year Built
621	Cedar Bay Rd	Architectural features, check for historical value, good condition	7	1875
352	Chippawa Rd	Significant historical value as described by owner – built by Abraham Ramey, should be reviewed by staff – says documents are at museum, see spreadsheet for info, farm	7	1880
1024	Chippawa Rd	Architectural features, check for historical value, farm	7	1850
1245	Chippawa Rd	Architectural features, check for historical features, rural property	7	1885
216	Clarence	Architectural features, check for historical features	7	1890
232	Clarence	Architectural features, check for historical features	7	1904
75	Colborne	One of the oldest buildings in this neighbourhood, check for historical features	7	1894
238	Fielden	Architectural features, check for historical value	7	1873
592	Fielden	Oldest on Street, architectural features	7	1880
730	Fielden	Architectural features	7	1890
3757	Forkes	Architectural features, good-great condition	7	1883
770	Hwy 3 E	Architectural features	7	1899
2665	Hwy 3 E	Architectural features, good condition	7	1888
2702	Hwy 3 E	Architectural features	7	1890
2790	Hwy 3 E	Architectural features	7	1865
65	Kent	Architectural features	7	1870
115	Kent	Architectural features	7	1907
123	Kent	Architectural features	7	1905
29/31	Killaly St. West	Architectural features	7	1900
171	Killaly St. West	Architectural features	7	1863
239	King	Architectural features	7	1925
593	King	Architectural features	7	1860
646	King	Architectural features	7	1860
27	Main St. West	Architectural features	7	1902

1359	Miller	Architectural features	7	1901
86/88	Neff St.	Architectural features	7	1860
16	Park	Architectural features, oldest on street	7	1840
26	Park	Architectural features	7	1855
30	Park	Architectural features	7	1855
44	Park	Architectural features	7	1870
72	Ramey	Architectural features	7	1854
3288	Second Concession	Architectural features	7	1870
5966	Sherkston Rd	Architectural features	7	1850
86	Silver	Architectural features	7	1890
228	Steele	Architectural features	7	1886
25	Sugarloaf	Architectural features	7	1868
105	Tennessee	Architectural features, could have historical value	7	1890
109	Tennessee	Architectural features, could have historical value	7	1890
119	Tennessee	Architectural features, could have historical value	7	1880
125	Tennessee	Architectural features, could have historical value	7	1890
2352	Third Concession	Architectural features	7	1840/1906
12	Walnut	Architectural features	7	1912
136	West	Architectural features	7	1892
140	West	Architectural features	7	1890
144	West	Architectural features	7	1911
152	West	Architectural features	7	1895
1715	White	Architectural features	7	1916
3670	Yager	Architectural features	7	1870
1623	Brookfield	Architectural features	7	1870
25	Canal Bank	Architectural features	6	1880
262	Catharine	Significant architectural features, however addition hides some significant features, see spreadsheet for details	6	1885
666	Cedar Bay Rd	Architectural features	6	1900
67	Clarence	Architectural features, alterations affecting some features	6	1923
178	Clarence	Architectural features	6	1878
2739	Highway 3	Architectural features	6	1875
5346	Highway 3	Architectural features	6	1875
114	Kent	Architectural features	6	1909
185	Killaly St West	Architectural features	6	1850
143	King	Architectural features	6	1900
150	King	Architectural features	6	1897
172	King	Architectural features	6	1901
422	King	Architectural features	6	1926
548/550	King	Architectural features	6	1950
626	King	Architectural features	6	1917
640	King	Architectural features	6	1875
5100	Lever	Architectural features, good condition	6	1880
255	Main St. W	Architectural features	6	1913
360	Main St. W	Architectural features	6	1865

2506	Miller	Architectural features	6	1893
1402	Neff Rd	Architectural features, good condition	6	1880
736	Pinecrest	Architectural features, check for historical significance	6	1899
57	Pine	Architectural features	6	1869
178	Steele	Architectural features	6	1909
83	Tennessee	Architectural features	6	1890
91	Tennessee	Architectural features	6	1880
1795	Third Concession	Architectural features, should be reviewed for historical value	6	1850
856	Weaver	Architectural features	6	1890
70	West	Architectural features	6	1890
146	West	Architectural features	6	1900
148	West	Architectural features	6	1924
176	West	Architectural features	6	1974
182	West	Architectural features	6	1900
3980	Wilhelm	Architectural features	6	1880
895	Wyldewood	Architectural features	6	1880
66	Adelaide	Architectural features	5	1875
67	Adelaide	Architectural features	5	1870
245	Bell	Architectural features	5	1880
136	Catharine	Architectural features	5	1910
153	Chippawa	Architectural features	5	1910
572	Chippawa	Architectural features	5	1850
975	Chippawa	Architectural features	5	1913
1445	Chippawa	Architectural features	5	1884
1	Clarence	Architectural features, should be checked for historical value	5	1928
264	Clarence	Architectural features	5	1877
302/304	Clarence	Architectural features	5	1906
15	David	Architectural features	5	1912
Port Colborne High School	Elgin	Possible historical & contextual significant	5	1923
69	Elgin	Architectural features	5	1910
56	Elm	Architectural features	5	1893
825	Elm	Architectural features	5	1885
532	Empire	Architectural features	5	1890
367	Fares	Architectural features	5	1904
447	Fares	Architectural features	5	1885
41	George	Architectural features	5	1900
1331	Hwy 3 E	Architectural features	5	1900
2309	Hwy 3 E	Architectural features, great condition	5	1898
2935	Hwy 3 E	Architectural features	5	1880
4109	Hwy 3 E	Architectural features	5	1880
109	Kent	Architectural features	5	1903
1193	Killaly St E	Architectural features	5	1906
86	King	Architectural features	4-5	1872
87	King	Architectural features	4-5	1865
215	King	Architectural features	5	1870
524	King	Architectural features	5	1908
530	King	Architectural features	5	1910

602	King	Architectural features	5	1911
761	King	Architectural features	5	1900
121/123	Lakeshore	Architectural features	5	1880
606	Lorraine	Architectural features	5	1880
100	Main St. West	Architectural features	5	1875
223	Main St. West	Architectural features	5	1887
36	McCain	Architectural features	5	1860
5591	Michener	Architectural features	5	1863
3104	Miller	Architectural features	5	1860
165	Neff	Architectural features	4-5	1880
22	Park	Architectural features	5	1875
34	Park	Architectural features	5	1870
566	Pleasant Beach	Architectural features	5	1875
591	Pleasant Beach	Architectural features	5	1875
5167	Second Concession	Architectural features	5	1875
5625	Second Concession	Architectural features	5	1865
5212	Sherkston	Architectural features	5	1860
20	Steele	Architectural features	5	1865
21	Sugarloaf	Architectural features	5	1868
51	Sugarloaf	Architectural features	5	1924
77	Sugarloaf	Architectural features	5	1880
90	Sugarloaf	Architectural features	5	1868
1870	Third Concession	Architectural features	5	1865
2784	Third Concession	Architectural features	5	1868
1152	Troup	Architectural features	5	1870
1170	Troup	Architectural features	5	1870
94	Victoria	Architectural features	5	1865
108	Victoria	Architectural features	5	1908
162	West	Architectural features	5	1926
256	West	Architectural features	5	1924
1866	West	Architectural features	5	1860
2464	White	Architectural features	5	1900

0-4 Rating

3-4:

Little significant architectural features, and/or in fair-good condition.

Street Number	Street	Brief reason for rating	Rating	Year Built
310	Catharine	Few significant architectural features, good condition	4	1876
358	Catharine	Few significant architectural features, good condition	4	1905
42	Charles	Few significant architectural features, good condition	4	1900
44	Charles	Few significant architectural features, good condition	4	1922
17	Charlotte	Few significant architectural features, good condition	4	1860
112	Charlotte	Few significant architectural features, good condition	4	1890

205	Chippawa	Few significant architectural features, good condition	3-4	1901
1246	Chippawa	Few significant architectural features, good condition	4	1860
57	Delhi	Few significant architectural features, good condition	4	1875
252	Division	Few significant architectural features, good condition	4	1900
63	Elgin	Few significant architectural features, good condition	4	1910
610	Elm	Few significant architectural features, good condition	4	1875
625	Elm	Few significant architectural features, good condition	4	1910
83	Erie	Few significant architectural features, good condition	4	1900
227	Fares	Few significant architectural features, good condition	4	1910
329	Fares	Few significant architectural features, good condition	4	1890
349	Fares	Few significant architectural features, good condition	4	1850
379	Fares	Few significant architectural features, good condition	4	1875
252	Fielden	Few significant architectural features, good condition	4	1882
547	Fielden	Few significant architectural features, good condition	4	1900
550	Fielden	Few significant architectural features, good condition	4	1860
4261	Forkes	Few significant architectural features, poor condition	4	1890
76/80	Fraser	Few significant architectural features, good condition	4	1879
698	Hwy 3 West (Main St. West)	Few significant architectural features, good condition	4	1880
2652	Hwy 3	Few significant architectural features, fair condition	4	1904
3493	Hwy 3	Few significant architectural features, poor-fair condition	4	1880
19-21	Kent	Few significant architectural features, good condition	4	1910
52	Kent	Few significant architectural features, good condition	4	1885
56	Kent	Few significant architectural features, good condition	4	1880
110	Kent	Few significant architectural features, good condition	4	1910
149	Killaly St. West	Few significant architectural features, good condition	4	1890
157	Killaly St. West	Few significant architectural features, good condition	4	1902

211	Killaly St. West	Few significant architectural features, good condition	4	1865
164	King	Few significant architectural features, fair - good condition	4	1867
547	King	Few significant architectural features, fair condition	4	1905
693	King	Few significant architectural features, good condition	4	1900
725	King	Few significant architectural features, good condition	4	1902
748	King	Few significant architectural features, fair-good condition	4	1885
755	King	Few significant architectural features, good condition	4	1900
4841	Lever	Few significant architectural features, addition, good condition	4	1890
5245	Lever	Few significant architectural features, addition, good condition	4	1880
53	Main St West	Few significant architectural features, good condition	4	1910
120	Main St. West	Few significant architectural features, good condition	4	1870
247	Main St. West	Few significant architectural features, good condition	4	1890
357	Main St. West	Few significant architectural features, good condition	4	1900
226	Mellanby	Few significant architectural features, good condition	4	1880
2575	Miller	Few significant architectural features, good condition	4	1880
35	Pine	Few significant architectural features, fair-good condition	4	1908
34	Ramey	Few significant architectural features, good condition	4	1904
5031	Sherkston	Few significant architectural features, poor-fair condition, house was condemned in 1972	4	1850
5420	Sherkston	Few significant architectural features, good condition	4	1850
64	Steele	Few significant architectural features, good condition	4	1900
86	Steele	Few significant architectural features, good condition	4	1918
108	Sugarloaf	Few significant architectural features, good condition	4	1890
2148	Third Concession	Few significant architectural features, good condition	4	1870
49	Victoria	Few significant architectural features, good condition	4	1865
95	Victoria	Few significant architectural features, good condition	4	1914

266	West	Few significant architectural features, good condition	4	
55	Adelaide	Few significant architectural features, fair condition	3	1880
79	Adelaide	Few significant architectural features, fair condition	3	1880
109	Adelaide	Few significant architectural features, good condition	3	1902
115	Adelaide	Few significant architectural features, fair condition	3	1890
167	Ash	Few significant architectural features, good condition	3	1890
25	Beech	Few significant architectural features, good condition	3	1910
160	Bell	Few significant architectural features, fair condition	3	1895
1	Borden	Few significant architectural features, fair condition	3	1863
133	Borden	Few significant architectural features, great condition	3	1890
35	Canal Bank	Few significant architectural features, fair condition	3	1910
37	Canal Bank	Few significant architectural features, good condition	3	1877
133	Catharine	Few significant architectural features, fair condition	3	1870
172	Catharine	Few significant architectural features, fair condition	3	1910
304	Catharine	Few significant architectural features, fair condition	3	1880
66	Charles	Few significant architectural features, fair condition	3	1895
20	Charlotte	Few significant architectural features, fair-good condition	3	1910
169	Charlotte	Few significant architectural features, good condition	3	1890
205	Chippawa	Few significant architectural features, good condition	3	1901
998	Chippawa	Few significant architectural features, fair - good condition	3	1852
2831	Chippawa	Few significant architectural features, good condition	3	1870
2950	Chippawa	Few significant architectural features, fair condition	3	1860
24	Church	Few significant architectural features, fair condition	3	1899
28	Church	Few significant architectural features, fair condition	3	1910
78	Clarence	Few significant architectural features, good condition	3	1870
170	Clarence	Few significant architectural features, good condition	3	1904

217	Clarence	Few significant architectural features, fair-good condition	3	1907
78	Elm	Few significant architectural features, good condition	3	1895
82	Elm	Few significant architectural features, good condition	3	1895
187	Erie	Few significant architectural features, good condition	3	1880
120	Fares	Few significant architectural features, good condition	3	1890
126	Fares	Few significant architectural features, fair condition	3	1890
216	Fares	Few significant architectural features, good condition	3	1917
222	Fares	Few significant architectural features, good condition	3	1913
272	Fares	Few significant architectural features, fair condition	3	1917
277	Fares	Few significant architectural features, fair condition	3	1870
283	Fares	Few significant architectural features, fair condition	3	1880
557	Fielden	Few significant architectural features, fair - good condition	3	1900
583	Fielden	Few significant architectural features, fair - good condition	3	1880
605	Fielden	Few significant architectural features, fair condition	3	1880
33	George	Few significant architectural features, good condition	3	1902
34	George	Few significant architectural features, fair condition	3	1896
1326/9	Hwy 3 E	Few significant architectural features, fair condition	3	1912
4181	Hwy 3 E	Few significant architectural features, good condition	3	1880
22	Kent	Few significant architectural features, good condition	3	1890
57	Kent	Few significant architectural features, fair condition	3	1900
66	Kent	Few significant architectural features, fair condition	3	1895
93/95	Kent	Few significant architectural features, good condition	3	1900
94/96	Kent	Few significant architectural features, good condition	3	1907
101	Kent	Few significant architectural features, good condition	3	1902
104	Kent	Few significant architectural features, good condition	3	1907
741	Killaly St East	Few significant architectural features, good condition	3	1870

62	King	Few significant architectural features, fair condition	3	1866
101	King	Few significant architectural features, good condition	3	1877
134	King	Few significant architectural features, good condition	3	1890
265	King	Few significant architectural features, good condition	3	1925
537	King	Few significant architectural features, good condition	3	1895
613	King	Few significant architectural features, good condition	3	1919
665	King	Few significant architectural features, good condition	3	1890
688	King	Few significant architectural features, fair condition	3	1890
740	King	Few significant architectural features, fair - good condition	3	1862
765	King	Few significant architectural features, fair condition	3	1900
774	King	Few significant architectural features, fair condition	3	1894 (date of completion)
783	King	Few significant architectural features, fair condition	3	1890
821	King	Few significant architectural features, good condition	3	1860
650	Lorraine	Few significant architectural features, good condition	3	1871
45	Main St. West	Few significant architectural features, good condition	3	1912
85	Main St. West	Few significant architectural features, good condition	3	1902
124	Main St. West	Few significant architectural features, fair-good condition	3	1896
189	Main St. West	Few significant architectural features, good condition	3	1877
196	Main St. West	Few significant architectural features, good condition	3	1880
229	Main St. West	Few significant architectural features, good condition	3	1890
296	Main St. West	Few significant architectural features, good condition	3	1880
354	Main St. West	Few significant architectural features, good condition	3	1905
38	McCain	Few significant architectural features, fair - good condition	3	1880
62	McCain	Few significant architectural features, good condition	3	1900
249	Mellanby	Few significant architectural features, fair condition	3	1884
146	Neff	Few significant architectural features, good condition	3	1902

149	Neff	Few significant architectural features, good condition	3	1906
164	Neff	Few significant architectural features, fair - good condition	3	1905
25	Nickel	Few significant architectural features, fair condition	3	1910
150	Omer	Few significant architectural features, fair - good condition	3	1890
34	Pine	Few significant architectural features, good condition	3	1908
42	Pine	Few significant architectural features, good condition	3	1906
484	Pleasant Beach	Few significant architectural features, good condition	3	1890
83	Rodney	Few significant architectural features, good condition	3	1914
5080	Sherkston	Few significant architectural features, fair condition, could be historically significant	3	1825
34	Steele	Few significant architectural features, good condition	3	1885
87	Sugarloaf	Few significant architectural features, good condition	3	1890
100	Sugarloaf	Few significant architectural features, good condition	3	1910
117	Sugarloaf	Few significant architectural features, good condition	3	1867
1598	Third Concession	Few significant architectural features, fair condition	2 - 3	1870
5262	Third Concession	Few significant architectural features, good condition	3	1877
26	Victoria	Few significant architectural features, fair - good condition	3	1867
50	Victoria	Few significant architectural features, good condition	3	1880
60	Victoria	Few significant architectural features, good condition	3	1910
64	Victoria	Few significant architectural features, good condition	3	1870
90	Victoria	Few significant architectural features, fair condition	3	1880
113	Victoria	Few significant architectural features, fair - good condition	3	1890
77	Welland	Few significant architectural features, good condition	3	1875
203	Welland	Few significant architectural features, poor condition	3	1875
172/174	West	Few significant architectural features, poor-fair condition	3	1910

1-2 Rating

Little to no significant architectural features and/or in poor-fair condition. Could be removed from the list unless found to be historically significant. ***properties with a zero rating in this section require further investigation at the request of the heritage committee***

Street Number	Street Name	Brief reason for rating	Rating	Year Built
27	Adelaide	No significant architectural features, fair condition	2	1895
87	Adelaide	No significant architectural features, good condition	2	1880
14	Beech	No significant architectural features, good condition	2	1900
206	Bell	No significant architectural features, fair condition	2	1924
45	Canal Bank	Little significant architectural features, poor-fair condition	2	1890
90	Catharine	Little significant architectural features, good condition	2	1880
96	Catharine	Little significant architectural features, good condition	2	1880
140	Catharine	Little significant architectural features, fair-good condition	2	1890
21	Charlotte	Little significant architectural features, good condition	2	1880
128	Davis	Little significant architectural features, fair condition	2	1909
102	Elm	No significant architectural features, fair-good condition	2	1890
114	Elm	Little significant architectural features, good condition	2	1885
262	Elm	No significant architectural features, fair condition	2	1881
795	Elm	Little significant architectural features, good condition	2	1880
803	Elm	Little significant architectural features, good condition	2	1870
173	Erie	Little significant architectural features, fair condition	2	1900
183	Erie	No significant architectural features, good condition	2	1880
247	Fares	No significant architectural features, fair condition	2	1911
257	Fares	Little significant architectural features, fair condition	2	1916
292	Fares	No significant architectural features, good condition	2	1900
62	George	No significant architectural features, good condition	2	1890
3436	Hwy 3	Little significant architectural features, good condition, less than 100 years old	2	1936
48	Kent	No significant architectural features, fair condition	2	1880

60	Kent	Little significant architectural features, good condition	2	1895
327	Killaly St. East	No significant architectural features, fair-good condition	2	1850
104	King	Little significant architectural features, fair-good condition	2	1870
112	King	Little significant architectural features, fair-good condition	2	1870
120/124	King	Little significant architectural features, good condition	2	1860
126	King	No significant architectural features, fair-good condition	2	1870
137	King	No significant architectural features, good condition	2	1888
675	King	No Significant architectural features, good-fair condition	2	1890
698	King	No Significant architectural features, fair condition	2	1885
747	King	No significant architectural features, fair condition	2	1902
771	King	No significant architectural features, fair condition	2	1870
782	King	No significant architectural features, fair condition	2	1860
786	King	No significant architectural features, fair condition	2	1890
37	Main St. West	No significant architectural features, good condition	2	1902
56	Main St. West	No significant architectural features, good condition	2	1912
142	Main St. West	No significant architectural features, good-fair condition	2	1885
237	Main St. West	No significant architectural features, good condition	2	1860
46	Main St. West	No significant architectural features, good condition	2	1880
168	Mellanby	Little significant architectural features, fair condition	2	1900
231	Mellanby	No significant architectural features, good condition	2	1905
181	Mitchell	Little significant architectural features, fair condition	2	1908
210	Mitchell	Little significant architectural features, fair condition	2	1880
234	Mitchell	No significant architectural features, fair condition	2	1880
265	Mitchell	No significant architectural features, fair condition	2	1916
274	Mitchell	No significant architectural features, fair condition	2	1890
337	Mitchell	No significant architectural features, good condition	2	1880

41	Pine	Little significant architectural features, good condition	2	1890
110	St. Arnaud	No significant architectural features, good condition	2	1880
1598	Third Concession	No significant architectural features, fair condition	2	1870
43	Union	Little significant architectural features, fair condition	2	1900
59	Victoria	No significant architectural features, fair condition	2	1880
86	Victoria	No significant architectural features, good condition	2	1880
117	Victoria	Little significant architectural features, poor-fair condition	2	1890
118	Victoria	No significant architectural features, fair-good condition	2	1885
18	Wallace	Little significant architectural features, good condition	2	1890
63	Welland	No significant architectural features, fair condition	2	1903
83	Welland	No significant architectural features, fair condition	2	1875
95	Welland	No significant architectural features, good condition	2	1895
155	Welland	Little significant architectural features, fair condition	2	1890
165	Welland	No significant architectural features, fair condition	2	1890
173	Welland	No significant architectural features, fair condition	2	1890
177	Welland	No significant architectural features, fair condition	2	1875
247	Welland	No significant architectural features, fair condition	2	1900
289	Welland	No significant architectural features, fair condition	2	1875
293	Welland	No significant architectural features, fair condition	2	1880
323	Welland	No significant architectural features, fair condition	2	1890
327	Welland	Little significant architectural features, fair condition	2	1875
331	Welland	No significant architectural features, fair condition	1	1880
50	Charlotte	Addition that negatively altered the architectural features	1	1890
54	Charlotte	Addition that negatively altered the architectural features	1	1896
2/12/14	Charlotte	Less than 100 years old, no significant architectural features	1	1953
346	Davis	Less than 100 years old, no significant architectural features	1	1926

93	Durham	No significant architectural features, poor condition	1	1900
101	Durham	Very poor condition, no architectural features	1	1895
129	Durham	Very poor condition, no architectural features, less than 100 years old	1	1927
159	Durham	Poor condition, no architectural features	1	1910
184	Fares	Less than 100 years old, little significant architectural features, fair condition	1	1929
625	King	Addition that negatively altered the architectural features	1	1876
803	King	Less than 100 years old, poor condition	1	1947
605/607	King	Less than 100 years old, no architectural features	1	1928
209	Mitchell	No significant architectural features, poor condition	1	1880
311	Mitchell	Addition that negatively altered the features of the building	1	1896
663	Pinecrest	Dwelling less than 100 years old, barns and sheds built in the late 1800's	1	1994
43	Welland	No significant features, poor condition	1	1880
49	Welland	No significant features, poor condition	1	1919
185	Welland	No significant features, poor condition	1	1885
1627	Killaly St. E	Less than 100 years old, built 1976	0	
138	King	Less than 100 years old, built 1989	0	
521	King	Less than 100 years old, built 1987	0	
620	King	Less than 100 years old, built 1977	0	
3603	Miller	New House, old barn 1840 (barn not inspected)	0	Investigate barn only
5488	Sherkston	Dwelling less than 100 years old, barn built 1836 – poor condition	0	
79	St. Arnaud	Less than 100 years old, built 1998	0	
2437	Third Concession Rd	Less than 100 years old, built 1994	0	
2207	White	No dwelling on lot, factory (port colborne poultry)	0	
2577	White	Demolished, rebuilt 1941	0	
84	West	Less than 100 years old, built 1983	0	
46	Westside Rd	Less than 100 years old, built 2005	0	
3499	Zavitz	Less than 100 years old, built 2017	0	

Properties that have been removed from the Municipal Heritage Registry

Street Number	Street Name	Reason for distinction	Rating
21	Adelaide	Moved to 60 Adelaide, keep 60 Adelaide	0
264	Barrick	Address does not exist	0
315	Barrick	Address does not exist	0

5251	Beach Rd	Vacant Lot	0
3986	Brookfield	Address does not exist	0
206	Catharine	Address does not exist	0
254	Catharine	Address does not exist	0
29-33	Charlotte	Now a park	0
56	Charlotte	Address does not exist	0
119	Charlotte	Address does not exist	0
122	Charlotte	Address does not exist	0
473	Davis	Address does not exist	0
133	Durham	Vacant Lot	0
731	Empire	Address does not exist	0
220	Empire	New Built	0
55	Fares	Vacant Lot	0
163	Fares	New build, original torn down, lot address now changed to 37 Mitchell	0
1097	Highway 3	Address does not exist	0
3278	Highway 3	Address does not exist	0
8 – 10	Kent	Address does not exist	0
398	Killaly St. E	Vacant commercial land	0
758	Killaly St. E	Vacant Lot	0
770	Killaly St. E	Address does not exist	0
1379	Killaly St. E	New build, 2021	0
1627	Killaly St. E	Less than 100 years old, built 1976	0
135	Killaly St. W	Address does not exist	0
138	King	Less than 100 years old, built 1989	0
180	King	Vacant Lot	0
521	King	Less than 100 years old, built 1987	0
561	King	Address does not exist, old bowling alley	0
620	King	Less than 100 years old, built 1977	0
664	King	Demolished	0
707	King	Address does not exist	0
720	King	Demolished	0
791	King	Address does not exist	0
773	King	Built 1986	0
708	Lorraine	Vacant Lot	0
854	Lorraine	Address does not exist	0
105	Main St. West	No building on lot – parking lot	0
114	Main St. West	Vacant Lot	0
129	Main St. West	Less than 100 years old, built 1978	0
185	Main St. West	Address does not exist	0
201	Main St. West	Address does not exist	0
256	Main St. West	Address does not exist	0
280	Main St. West	Address does not exist	
507	Michael	Address does not exist	0
5363	Michener	Address does not exist	0
1836	Miller	Vacant lot	0
3603	Miller	New House, old barn 1840 (barn not inspected)	0
9	Neff St	Address does not exist	0
27	Neff St	Vacant Lot	0

4	Park	Address does not exist	0
666	Pleasant Beach	Address does not exist	0
4250	Sherkston	Address does not exist	0
5065	Sherkston	Address does not exist	0
5306	Sherkston	New house built, original torn down	0
5488	Sherkston	Dwelling less than 100 years old, barn built 1836 – poor condition	0
79	St. Arnaud	Less than 100 years old, built 1998	0
2437	Third Concession Rd	Less than 100 years old, built 1994	0
2207	White	No dwelling on lot, factory (port colborne poultry)	0
2577	White	Demolished, rebuilt 1941	0
89	Welland	Vacant Lot	0
281	Welland	Address does not exist	0
84	West	Less than 100 years old, built 1983	0
262/264	West	Address does not exist	0
46	Westside Rd	Less than 100 years old, built 2005	0
2207	White	No building on lot	0
3247	Yager	Address does not exist	0
3499	Zavitz	Less than 100 years old, built 2017	0

All addressed that do not exist, recommended to be removed from the list. Motion passed.

All vacant lots with a zero rating, recommended to be removed from the list. Motion passed

Subject: Vale Health and Wellness Centre Cooling Tower and Heat Exchanger Gasket Replacement

To: Council

From: Public Works Department

Report Number: 2022-231

Meeting Date: October 11, 2022

Recommendation:

That Public Works Department Report 2022-231 be received;

That Council approve \$450,000 to remove and replacement the Cooling Tower and Heat Exchanger Gaskets at the Vale Health and Wellness Centre;

That the funding requirement of \$450,000 be included in the 2023 Capital and Related Project Budget and;

That Council provide the Chief Administrative Officer and Director of Public Works signing authority to award and approve payment of associated works.

Purpose:

The purpose of this report is to obtain Council's approval to expedite the removal and replacement of the cooling tower and heat exchange gaskets at the Vale Health and Wellness Centre utilizing the 2023 capital budget.

Background:

The City of Port Colborne currently has retained CIMCO, a division of Toromont Industries to assist the City with the ongoing maintenance, operation, and inspection of the Vale Health and Wellness Centre facility.

It was identified during previous inspections that the cooling tower and heat exchanger gaskets are due for replacement as identified in the 2023 capital budget request.

After recent discussions with CIMCO and current challenges associated with cooling tower and heater exchange gaskets, it was recommended that removal and replacement be completed as soon as reasonably possible due to the potential impacts to the facility and arena pads should the current cooling tower fail.

CIMCO also confirmed the current delivery time for a new cooling tower is approximately 4 to 6 months and the time required to complete the removal and installation is approximately 2 to 4 weeks. During the removal and installation of the cooling tower the ice pads and temperature within the facility will be impacted and ice rinks not available for use. In order to reduce ice rental impacts, City staff intend on scheduling the required works during the summer months where ice rental demands are typically lower.

Due to the anticipated delivery time of 4 to 6 months, City staff are requesting Council's approval to proceed with purchasing the cooling tower and heater exchange gaskets as soon as reasonably possible in order to meet the anticipated timelines for the work to be completed in the summer of 2023.

Discussion:

The cooling tower is a critical part of the building's heating, ventilation, and air conditioning system and allows for the efficient operation of the buildings refrigeration system.

The cooling tower acts as a heat removal device that removes excess heat from the building and cools heated water received from the chiller. Once heated water is cooled, it sends water back down to the chiller and continues the cycle.

Cooling towers typically have a lifecycle of approximately 15 years however due to the year-round use of ice pads at the Vale Health and Wellness Centre and higher demands that a typical building of this use would be challenged with, the existing 11 year-old cooling tower is experiencing signs of deterioration and is need of replacement.

Due to its critical function within the refrigeration cycle, and importance to maintain adequate temperatures for ice maintenance and comfort level within the facility, City staff want to ensure that the replacement of the cooling tower and heat exchange gaskets be completed as soon as reasonably possible to reduce the chances of causing disruptions to the facility.

Both Facilities and Recreation Departments are working together to ensure that the required works are completed during the summer months to reduce disruptions. The City must purchase the cooling tower as soon as possible in order to ensure delivery and installation for the summer of 2023.

CIMCO has provided cost estimates for the required works however a formal request for quotation to qualified contractors will follow upon approval of this report to ensure that the City is receiving competitive pricing to complete the required works.

Internal Consultations:

Public Works Facilities and Recreation Departments are working cohesively to ensure that scheduling of the required works at the Vale Health and Wellness Centre are coordinated and that appropriate notice to the public is provided while ice pads are out of service.

Financial Implications:

Total estimated costs for replacement of the Cooling Tower and Heat Exchange Gaskets are \$450,000.

Normally this request would proceed through the annual budget process. Recognizing the cooling tower's risk of failure and the impact it may have to users of ice pads, this report recommends Council proceed without delay.

Staff note that following a procurement process, delivery and installation will not occur until 2023. For this reason, Staff recommend this project be included in and funded from the 2023 Capital and Related Project Budget.

Public Engagement:

Staff will ensure that adequate public notice is given during the replacement period when the arena ice pads are taken out of service.

Strategic Plan Alignment:

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

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
 - Value: Financial Management to Achieve Financial Sustainability
-

Conclusion:

Upon completion of recent inspections and current challenges with the Cooling Tower unit and heat exchange gaskets, it is recommended that City staff move forward with the procurement and replacement of the Cooling Tower and Heat Exchange Gaskets as soon as reasonably possible to reduce the risk of service level impacts at the Vale Health and Wellness Centre facility for the estimated cost of \$450,000.

Respectfully submitted,

Joe Colasurdo
Manager of Infrastructure
905-835-2900 Ext. 244
Joe.Colasurdo@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.

Stephan Gohlke (B.A., M.A.)
896 Killaly St E
Port Colborne, ON
Phone: 905-329 2962



2022-09-12

City of Port Colborne
City Council

**Recommendation for improve safety in Port Colborne and reduce future cost
- Killaly St East restricted for heavy truck traffic -**

Dear City Council,

I like to make a recommendation to improve the safety of the Port Colborne residents and the reduction of future cost by restricting Killaly St East for heavy truck traffic. In the next points I like to explain my recommendation.

1. **Safety:** There are 4 schools on or close by Killaly St East. Dewitt Carter, Catholic High School, St. Therese Elementary School and French St. Joseph Elementary School with together over 600 students that walk beside or across the road on a daily bases including a large amount on school busses. Also we have mainly residential building on Killaly St East. To restrict traffic for large trucks on Killaly St East will make a strong increase in the safety of those citizen's and students. If you consult the NPP they would confirm that there is a high number of speeding on Killaly St East including heavy trucks. Imagine a 63-ton truck ends up in the schoolyard on St Therese elementary school. For the truck business this restriction will have no negative effect because Hwy3 is well maintained thru the ministry of transportation and much safer to drive.
2. **Future Expenses:** The maintenance of Hwy3 is mainly paid by the all taxpayers in Ontario. If the trucks up to 63 tons! use Killaly St East, they increase the damage of this road and the cost for it will fall mainly on the Port Colborne Tax payers. There are already visible sigs of damage on Killaly St East due to the heavy Truck traffic.
3. **Environment:** Due to the fact that mostly residential buildings are on Killaly St East the heavy truck traffic causes more health challenges due to pollution and noise. The quality of living would be increased a lot and Killaly St East would also become more attractive to live.
4. **Fairness:** The Port Colborne citizens at Elm Street are granted the privilege since years by restricting heavy truck traffic on the North end of Elm street and I think that the should be granted the citizens of Killaly St East too.

The citizen's of Killaly St East and me would greatly appreciate if the City Council would look into this request. I'm willing to be available to further questions.

Sincerely

Stephan A. Gohlke



Canadian Federation of University Women
Welland and District

To: Mayor Bill Steele and Port Colborne City Councillors

Re: **16 Days of Activism Against Gender-Based Violence**

October 4, 2022

The Canadian Federation of University Women (CFUW), Welland and District is writing to request that the City of Port Colborne join with other communities in the region, across Canada and around the world to support the United Nations ‘**UNiTE to End Violence Against Women and Girls Orange Campaign**’.

The **16 Days of Activism Against Gender-Based Violence** begins on **November 25** (the International Day for the Elimination of Violence against Women) and ends on **December 10** (International Human Rights Day). The **16 Days Campaign** invites governments, citizen organizations and individuals to mark these days with actions that increase awareness and stimulate discussion of this important issue. The Campaign uses the colour ORANGE to symbolize our hope for a brighter future.

The campaign has been very successful, with cities across Canada - and around the world - lighting up key buildings in orange. In Canada, these have included Toronto, Ottawa, Halifax, Vancouver and numerous smaller centres. In our own region, the City of Welland lights its bridge in orange while the City of Niagara Falls turns an orange spotlight on its Falls.

We request that the City of Port Colborne join in this well respected and effective regional, national and international effort by lighting the cupola of City Hall in orange for one or more days of the Campaign. The action would provide opportunity for the City to raise public awareness, affirm its stance against gender-based violence - an issue at the forefront of public consciousness - and show support for the organizations and resources that help to prevent it and assist its victims.

As part of our own efforts to mark the 16 Days of Activism, CFUW Welland and District will create a display of red dresses along the Welland Canal in Port Colborne. As with our display here in 2020, this action aims to draw attention to the many Missing and Murdered Indigenous Women and Girls in Canada and our need to “redress” this issue.

Please consider lighting the cupola of Port Colborne’s City Hall in orange as a symbol of your solidarity with both the United Nations UNiTE Campaign and regional efforts. Kindly let us know whether the City is planning any other activities for the 16 Days of Activism. We would be very happy to participate and to assist in any way possible.

We are looking forward to hearing from you soon.

Yours sincerely,

Anne Lessard

Member, Advocacy Committee, Canadian Federation of University Women,
Welland and District, and

Resident, City of Port Colborne

Ph: 905-835-5671

Cell: 416-550-1237

Email: anne.lessard@sympatico.ca

Copies: Nicole Rubli, Acting City Clerk

Saima Tufail, Interim Deputy Clerk

September 30, 2022

CL 17-2022, September 22, 2022

PWC 8-2022, September 13, 2022

PW 34-2022, September 13, 2022

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Implementation of Automated Speed Enforcement (ASE) Across Niagara Region

PW 34-2022

Regional Council, at its meeting held on September 22, 2022, passed the following recommendation of its Public Works Committee:

That Report PW 34-2022, dated September 13, 2022, respecting Implementation of Automated Speed Enforcement (ASE) Across Niagara Region, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Council **AUTHORIZE** the use of four (4) automated speed enforcement (ASE) technology units on Regional roads as described in Report PW 34-2022 for a twenty-two (22) month contract term, subject to confirmation from the Vendor that installations are technically feasible;
2. That automated speed enforcement **BE INSTALLED AND OPERATED** in Council approved Community Safety Zones (CSZ) in Niagara Region where technically feasible on a rotational basis;
3. That staff **BE DIRECTED** to create a report to review the implementation strategy, including technology assessment, safety and educational evaluation, countermeasures, impacts on the Region's Provincial Offences Courts, expenses and revenue in advance of the 2024 budget approval process; and
4. That this Report **BE CIRCULATED** to the Ministry of Transportation (MTO) – Ontario, the City of Toronto and Local Area Municipalities.

A copy of PW 34-2022 is enclosed for your reference.

Yours truly,



Ann-Marie Norio
Regional Clerk

:cv
CLK-C 2022-116

cc:

S. Alkarawri, Associate Director, Transportation Systems and Planning
C. Ryall, Director, Transportation Services
B. Zvaniga, Commissioner, Public Works
N. Coffey, Executive Assistant to the Commissioner of Public Works

Subject: Implementation of Automated Speed Enforcement (ASE) Across Niagara Region

Report to: Public Works Committee

Report date: Tuesday, September 13, 2022

Recommendations

1. That Regional Council **AUTHORIZE** the use of four (4) automated speed enforcement (ASE) technology units on Regional roads as described in Report PW 34-2022 for a twenty-two (22) month contract term, subject to confirmation from the Vendor that installations are technically feasible;
2. That automated speed enforcement **BE INSTALLED AND OPERATED** in Council-approved Community Safety Zones (CSZ) in Niagara Region where technically feasible on a rotational basis;
3. That staff **BE DIRECTED** to create a report to review the implementation strategy, including technology assessment, safety and educational evaluation, countermeasures, impacts on the Region's Provincial Offences Courts, expenses and revenue in advance of the 2024 budget approval process; and
4. That this Report **BE CIRCULATED** to the Ministry of Transportation (MTO) – Ontario, the City of Toronto and Local Area Municipalities.

Key Facts

- The purpose of this report is to seek Council authority to proceed with automated speed enforcement technology in Community Safety Zones to reduce speeding, collisions and ultimately protect vulnerable road users in alignment with Regional Council's Strategic Plan and priority of supporting community health, safety and holistic well-being.
- The 12 LAMs and NRPS support the proposed implementation of ASE throughout the Niagara region as part of the Vision Zero road safety strategy. The Councils of all LAMs have agreed to amendments to the court services Intermunicipal Agreement to allow the program to operate financially through the courts system.
- Excessive vehicle speed negatively affects our community and its safety. This continues to be a concern raised by residents and members of Council. While Niagara Regional Police Services (NRPS) has been able to provide traditional speed

enforcement both proactively and reactively, ASE technology is a proven and effective additional tool to enforce speed limits and provide safer roads for pedestrians, cyclists and motorists.

- The Chief Administrative Officer (CAO) and the Commissioner of Public Works will execute an operating agreement for a twenty-two month (22) contract term with Redflex Traffic Systems (Canada) Limited for the supply, installation and operation of ASE technology pursuant to delegated authority in a form acceptable to the Director, Legal and Court Services.
- The Commissioner of Public Works will execute an operating agreement with Her Majesty the Queen in Right of Ontario, as represented by the MTO, for the use of ASE technology by Niagara Region including the access and use of license plate registration pursuant to delegated authority in a form acceptable to the Director, Legal and Court Services.

Financial Considerations

Cost to install and operate the ASE program was part of the original business case approved by Regional Council in the 2020 Budget process and has been included in the 2022 approved budget. Given the initial ticket volumes outlined in the business case, the program is expected to break even (i.e. revenue will cover expenditures) in a full year of operations.

Staff are working to have the program operational as soon as possible. Staff will update all assumptions and continue to include the program in the 2023 budget to be presented to Council in early 2023. Staff will be budgeting for a full year of operations in 2023.

As the aggregate value of this contract over the 22 months will be less than one million dollars, Staff have the delegated authority to execute single source contracts in accordance with Procurement By-law 02-2016 as amended on February 28, 2019. The specific By-law references for this single source contract are *section 18 (a) items (i): “compatibility of a Purchase with existing equipment, product standards, facilities or service is paramount consideration”, and (iii) there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular supplier a sole source is being recommended.*

Analysis

Procurement Process – Award of Redflex Traffic Systems (Canada) Limited

Niagara Region has been an active member of the provincial ASE Steering Committee. The City of Toronto took the lead in issuing a Request for Proposals (RFP) for the Provision of Automated Speed Enforcement Services which all participating municipalities could use in Ontario.

A sole vendor was selected through City of Toronto RFP 9148-0048: Redflex Traffic Systems (Canada) Limited to provide a turn-key service from design, supply, install, operate and maintain the ASE equipment to Ontario's participating municipalities for a five-year term from July 2020 to July 2024. The City of Toronto, with the participating Municipalities, will evaluate the current contract and determine whether to renew for a second five-year term or issue a new RFP.

Niagara Region is leveraging the City of Toronto agreement and entering into the final 22 months of the contract with proposed daily rate of \$134 per camera. The total estimated vendor cost for the 22 months is \$560,000 excluding HST, including installation and preparation costs.

Site Selection Process

The Region analyzed all schools with entrances on regional roads as part of the Community Safety Zone evaluation. This was a comprehensive review in consultation with SickKids being the consultant hired for site selection by the Steering Committee. The evaluation takes into consideration factors such as operating speeds, number of collisions, number of pedestrians, engineering characteristics of the roadways, and total vehicular volume. One key metric that was observed in this evaluation was the operating speed differential from the posted speed. On average, the operational speeds of vehicles were approximately 14 km/h over the posted speed limit within the school zones.

From the collision analysis within all school zones within Niagara Region, there were an average of 5.6 collisions per location per year. Collisions were among the highest in the areas where there were over 10,000 vehicles per day travelling through the school zones.

The 2019 study and the SickKids evaluation identified the following 13 locations for CSZ implementation which were approved by Regional Council. The strategy is to implement the ASE at the following locations and evaluate in order to expand the program to future CSZs along the Regional road network:

1. Alexander Kuska KSG Catholic Elementary School, Rice Road (Regional Road 54) between Quaker Road and Woodlawn Road in Welland
2. Blessed Trinity Catholic Secondary School, Livingston Avenue (Regional Road 514) between Roberts Road and Patton Street in Grimsby
3. Crossroads Public Elementary School, Niagara Stone Road (Regional Road 55) between Concession 6 Road (roundabout) and Four Mile Creek Road in Niagara-on-the-Lake
4. DSBN Academy, Louth Street (Regional Road 72) between Rykert Street and Pelham Road in St. Catharines
5. Greendale Elementary School, Montrose Road (Regional Road 98) between Watson Street and Lundy's Lane in Niagara Falls
6. John Calvin Public School, Station Street (Regional Road 14) between Spring Creek Road and West Street in West Lincoln
7. Our Lady of Victory Catholic Elementary School, Central Avenue (Regional Road 124) between Gilmore Road and Bertie Street in Fort Erie
8. Park Elementary School, Main Street E (Regional Road 81) between Nelles Road N / Nelles Road S and Bartlett Avenue in Grimsby
9. Smithville District Christian High School, Townline Road (Regional Road 14) between Harvest Gate and Canborough Street in West Lincoln
10. St. Ann Catholic Elementary School, Main Street (Regional Road 87) between Martindale Road and Johnson Street in St. Catharines
11. St. David's Public School, York Road (Regional Road 81) from Queenston Road to Concession 3 Road in Niagara-on-the-Lake
12. Twenty Valley Public School, Victoria Avenue (Regional Road 24) from Fredrick Avenue to King Street (Regional Road 81) in Lincoln
13. West Lane Secondary School, Lundy's Lane (Regional Road 20) between Kalar Road and Montrose Road (Regional Road 81) in Niagara Falls

A map showing the 13 locations is included in Appendix 1 to this report. A detailed assessment of each site will be undertaken by the approved vendor to confirm that installing a camera at each location is physically possible. As the Region gains more

experience participating in the program, additional sites can be added as part of the upcoming Budget cycles. The most opportune time to add additional sites would be to coincide with the start of processing using the Administrative Monetary Penalty System (AMPS) regime.

Mobile Camera versus Fixed Camera Operations

Redflex offers the option of either a mobile or semi-fixed camera installation setup. The following are pictures of the mobile and semi-fixed units.



Mobile Unit (Source: Redflex)

The mobile unit, which is the preferred option by the majority of municipalities, and is recommended by staff, sits curbside and can easily be relocated to different locations on a rotational basis.



Semi-Fixed Unit (Source: Redflex)

The semi-fixed unit is an option to be deployed where ongoing safety concerns have been received. Installation requires additional civil works, which include a hard-wired power source and installation of a post which consists of the camera housing.

Regardless of the installation method employed, images taken are downloaded by Redflex staff and sent to the City of Toronto's Joint Processing Centre for processing. At

the joint processing centre, the images are reviewed, and it is determined if a ticket is to be issued. For each ticket to be issued, access to the MTO vehicle ownership database is requested, the necessary documentation is prepared, and a summons is mailed to the registered owner of the vehicle as well as the court. The MTO contract calls for \$1.06 per ticket, with a projected volume of 60,000 vehicle ownership database searches from the date of signing until end of 2023.

Impact to Court Operations

Court Services staff have been working in partnership with Transportation staff on this important safety initiative and are very supportive of the proposed program.

Currently, all automated enforcement offences in Ontario are processed through the Provincial Offences Courts in accordance with the Provincial Offences Act (POA). Transportation Services will rely on the Niagara Region Courts to process these charges accordingly. Depending on the number of tickets issued and those challenged, this program could increase the burden on existing court system resources.

Transportation staff will work closely with Court Services staff to monitor the program and any resulting resource impacts beyond those contemplated as part of the approved business case.

Proposed Change to Ticket Process in Ontario

The Province has recently introduced legislative changes that make it possible for enforcement of these offences to be undertaken through the adoption of an Administrative Monetary Penalty System (AMPS). This process will allow municipalities to handle the ticket process outside of the Provincial Offences Court system, similar to how parking offences are managed, which will reduce the impact on the court system.

Staff are exploring hiring a consultant, subject to necessary budget approval, to conduct a feasibility study regarding the adoption of an AMPS regime by the Region as permitted by the legislative changes made by the Province of Ontario; in order to process automated enforcement charges along with other offences, such as parking, in the future. Timing and resources needed to support an AMPS regime are still being determined but any requests would come forward through our normal budget process for Council approval.

A Communications and Public Awareness Plan

As part of the Vision Zero Road Safety Program, Transportation Services staff will work with the Corporate Communications team to develop a public awareness plan for the launch of ASE, which may include the following:

- Safety benefits of the program
- How the program works & the merits of utilizing the technology
- Support and commitment from community leaders
- Communications program
 - Program branding
 - Social media
 - Printed material
 - Web content

The installation of regulatory signs advising motorists of the presence of ASE within each CSZ will be implemented. In addition, 60 day advance notice prior to cameras' operation in each CSZ will be provided, coupled with a communications and public awareness campaign.

A detailed map of all CSZ locations, including the approximate location of where the camera will be located within each zone, will be publicly available.

Local Impact

Report PW 46-2019 authorized staff to initiate discussions with the LAMs to pursue an amendment to the Intermunicipal Agreement to ensure financial sustainability for the successful operation of the overall Vision Zero Road Safety Program. This operational model will benefit Niagara Region and Local Area Municipalities by ensuring a holistic operational approach; while minimizing costs and allowing for the collection of revenue to offset operating costs. Throughout 2021 and 2022, Niagara Region received unanimous support from the Councils of all 12 local municipalities to amend the Intermunicipal Agreement; in support of the Vision Zero Road Safety Program.

From the engagement with the LAMs, Regional staff understood from the LAMs that they wanted to participate in the road safety initiatives, including ASE in their jurisdictions. Niagara Region will launch and lead different road safety regimes as part

of Vision Zero Road Safety initiatives and consult with the LAMs on possible future implementation of automated enforcement equipment once the program has been operational and evaluated for performance.

Alternatives Reviewed

The alternatives to approval of the recommendation in this report follow:

1. Do not authorize the implementation of Automated Speed Enforcement. This would be inconsistent with the previous decisions of Council.
2. Council could approve a reduced or expanded site selection criteria within the provisions of the Highway Traffic Act and Regulations. This is not recommended by staff as significant analysis in consultation with SickKids was conducted to choose the locations where ASE could be of the greatest benefit.

Relationship to Council Strategic Priorities

Implementing ASE supports Council's 2019 to 2022 Strategic Plan and aligns with Transportation's TMP (Transportation Master Plan) Vision to 2041

Regional Council adopted Niagara Region Strategic Plan 2019-2022 with the vision statement of striving to achieve a prosperous, safe and inclusive community that embraces our natural spaces and promotes holistic well-being and quality of life. This project will address Niagara Region's commitment to the safe system approach by recommending extensive, proactive and targeted initiatives informed by data and aimed at eliminating serious injury and fatalities on Niagara Regional roads.

Alignment to Niagara Region Transportation Master Plan

Automated enforcement is a modern system designed to work in tandem with other road safety measures, like engineering and education initiatives, to help improve safety for people of all ages and abilities by increasing speed compliance, altering driver behaviour and increasing public awareness about the critical need to slow down. The system is applied evenly and consistently to all motorists and is not biased towards or against any sector of the population to ensure equity and prioritize vulnerable road users.

Other Pertinent Reports

- PW 64-2019, Vision Zero Road Safety Program, November 5, 2019
- PW 38-2019, Community Safety Zones, July 9, 2019
- PW 2-2020, Implementation of Automated Speed Enforcement March 10, 2020
- PW 4-2020, Vision Zero Road Safety Program: Designation of Community Safety Zones around Schools March 10, 2020

Prepared by:

Sulaf Alkarawi, P.Eng.
Associate Director, Transportation
Systems and Planning
Public Works Department

Recommended by:

Bruce Zvaniga, P. Eng
Commissioner of Public Works
Public Works Department

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Carolyn Ryall, Director Transportation Services, and reviewed by Donna Gibbs, Director Legal and Court Services and Melanie Steele, Associate Director Reporting and Analysis, Bart Menage, Director Procurement & Strategic Acquisitions and Brian McMahon, Program Financial Specialist.

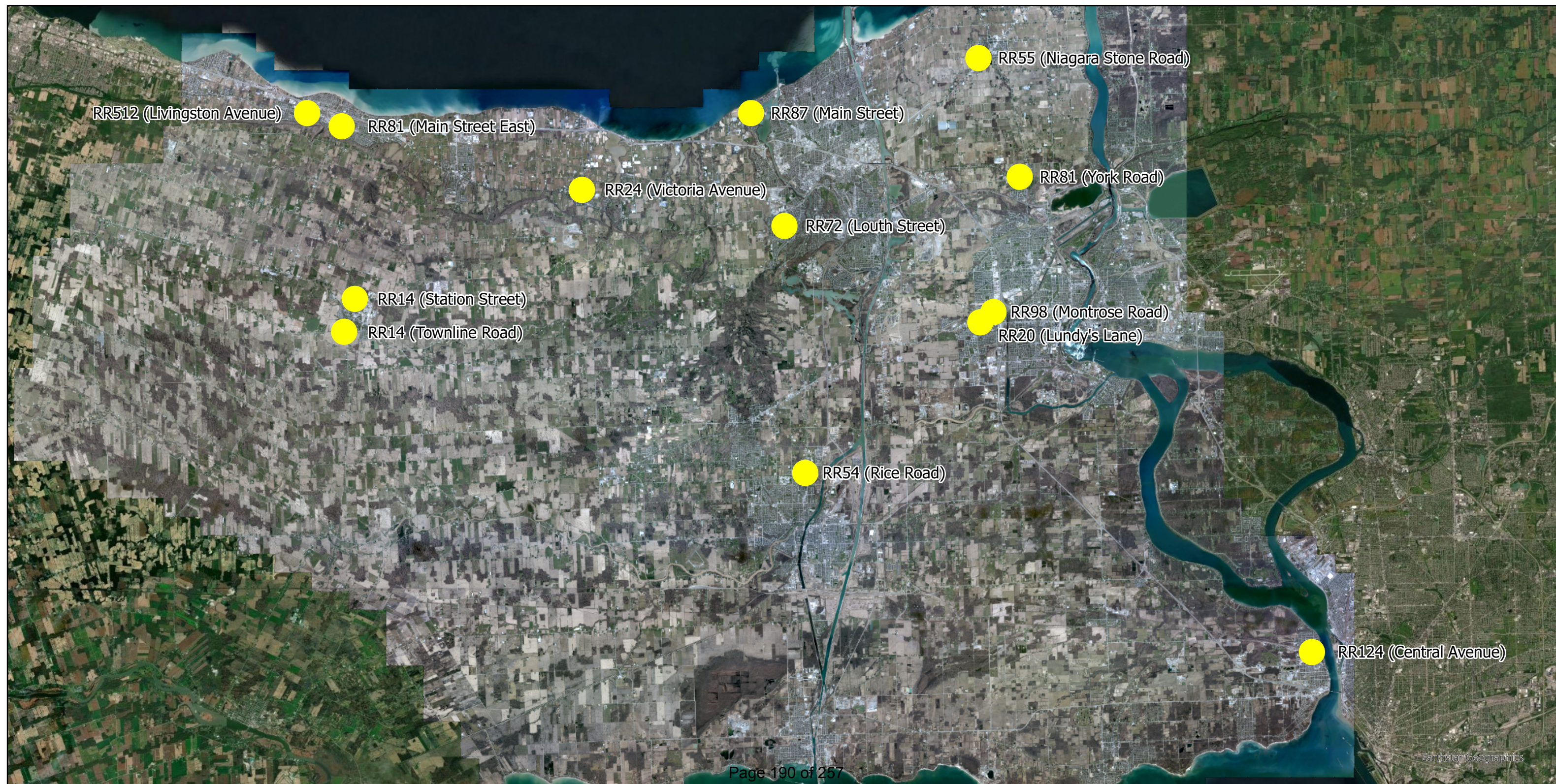
Appendices

Appendix 1 Niagara Region map with Community Safety Zone locations



August 2022

Community Safety Zone Locations



Administration

Office of the Regional Clerk

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September 26, 2022

CL 17-2022, September 22, 2022

PEDC 7-2022, September 14, 2022

PDS 16-2022, September 14, 2022

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Smarter Niagara Incentive Program (SNIP) Tax Increment Grant 2022 Update

PDS 16-2022

Regional Council, at its meeting held on September 22, 2022, passed the following recommendation of its Planning & Economic Development Committee:

That Report PDS 16-2022, dated September 14, 2022, respecting Smarter Niagara Incentive Program (SNIP) Tax Increment Grant 2022 Update, **BE RECEIVED** for information, and **BE CIRCULATED** to Local Area Municipalities.

A copy of PDS 16-2022 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

:cv

CLK-C 2022-121

cc: M. Bannerman, Program Manager, Grants and Incentives
M. Sergi, Commissioner, Planning & Development Services
N. Oakes, Executive Assistant to the Commissioner of Planning & Development Services

Subject: SNIP Tax Increment Grant 2022 Update

Report to: Planning and Economic Development Committee

Report date: Wednesday, September 14, 2022

Recommendations

1. That this Report **BE RECEIVED** for information; and
2. That Report PDS 16-2022 **BE CIRCULATED** to Local Area Municipalities.

Key Facts

- This report provides information to Council on Regional funding for tax increment grants (TIGs) under the Smarter Niagara Incentive Program (SNIP), or SNIP TIGs. Brownfield TIGs (BTIGs) are included under the SNIP TIG program. This report also provides information on Brownfield Tax Assistance Program (BTAP) grants, also included under SNIP.
- TIGs are grants based on the difference between pre-project taxes and post-project taxes on a development. Following reassessment, a portion of this tax increment is granted back to the developer, usually over a ten year period.
- BTAP grants encourage remediation of brownfield sites by freezing or cancelling property taxes on a property that is undergoing remediation and redevelopment, to assist with the cost of environmental remediation.
- A Local Area Municipality may request Regional matching funding for TIGs and BTAP grants approved under one of its Community Improvement Plan (CIP) programs provided agreements have been executed and they conform to Regional program parameters.
- Approved, pending and anticipated SNIP TIG and BTAP grant requests for Regional matching funding are outlined in this report. Anticipated requests are based on data received in July 2022 from seven of the ten local municipalities with eligible programs responding.
- As part of the Regional incentive review, the SNIP TIG program was recommended to be replaced in the new Niagara Region Incentive Policy (PDS 31-2021) with more sustainable TIG programs targeting Regional priorities. While Council approved the new Policy, it also extended the current SNIP TIG program through October 1, 2024.

- TIGs are one of the most expensive Regional incentive programs. In the ten local municipalities with programs, there is an estimated total allocation of \$44.9M for active SNIP TIGs, \$740,000 paid out in completed TIGs, and an estimated \$18.8M in pending and forecasted requests. Funding requests for projects not included in this forecasting, some with significant financial implications, are also anticipated before the expiry of the SNIP TIG program in 2024.

Financial Considerations

The SNIP TIG incentive is funded with budget established through allocation of assessment growth revenue. Annual budget requirements vary depending on the approved projects and timing of development. The 2022 budget for SNIP TIGs is \$2.2 million. This amount is anticipated to increase annually based on existing and anticipated SNIP TIG grants through at least 2027, though likely longer as new projects come forward. The Region will be providing SNIP TIG payments on currently approved projects through 2037.

There is no cap on the amount of SNIP TIG funding the Region may allocate.

Table 1: Regional SNIP TIG Funding as of August 2022

	Number of Regional TIG projects or requests	Estimated amount of Regional TIG funding allocated or requested
Actively approved for Regional TIG funding Total	75	\$44.9M
Pending applications for Regional TIG funding	10	\$8.0M
Local Municipalities' forecast for Regional TIG funding*	13	\$10.8M

*It is important to note that sizable properties in several municipalities which are expected to request SNIP TIG funding are not represented in this forecasting. The number and amount of SNIP TIG funding requests are expected to significantly exceed those forecast here before expiration of the program on October 1, 2024.

Brownfield Tax Assistance Program (BTAP) incentives are also tracked through annual TIG forecasting. Through direction in PDS 31-2021 and PDS 3-2022, Regional participation in the BTAP program has been extended through October 1, 2023.

Table 2: Estimated Regional BTAP Funding as of August 2022

	Number of Regional BTAP funding projects or requests	Amount of Regional BTAP funding allocations/requests
Total Approved for Regional BTAP funding	8	\$200,000
Pending and forecasted Regional BTAP funding requests	7	\$100,000

While several variables affect the final amount and timing of TIGs, BTIGs and BTAPs, three are particularly important to note. First, projects are frequently completed in a different time frame, in different phases, and involve different costs from original estimates. Second, forecasts of anticipated SNIP TIG and BTAP projects from local municipalities do not take into account several, often significant, projects which are expected to apply for incentives. This may be because project information is not yet available, or projects have not finalized applications for local incentives, thus future forecasts of potential Regional funding requests may appear smaller than they will eventually be. This is exacerbated by the third factor: given the expiry of the BTAP program in 2023 and the SNIP TIG program in 2024, more applications are anticipated closer to these deadline than may normally be submitted. All of these factors may affect annual SNIP TIG and BTAP budgets for the next few years.

Analysis

Background

Tax increment grants are based on the difference, or increment, between pre-project taxes and post-project taxes on a development. Following project completion and reassessment, a portion of this tax increment is granted back to the developer, usually over a ten year period. Most TIGs are approved by local municipalities through their Community Improvement Plans (CIPs). Once approved, municipalities can apply to the Region for matching funding for eligible projects.

The Region currently participates in two TIG programs: the SNIP TIG and the Gateway CIP TIG. Estimated total allocation for Gateway TIGs is \$27.9M. Gateway incentive programs are reported on separately by Economic Development.

In 2021, the Niagara Region Incentive Policy was approved by Council, which contained new more sustainable TIG programs targeting Council priority areas (Affordable Housing, Employment, Brownfield Remediation) designed to replace the SNIP TIG. At the same time these programs were approved, Council also approved an extension to the SNIP TIG through October 1, 2024. This report provides data only on the SNIP TIG.

The SNIP TIG matches funding for eligible projects approved under local municipal CIPs. Ten of 12 local municipalities currently have CIPs with some form of TIG program. These programs differ within and between local municipalities, and may be for brownfields or non-brownfields, and for any sort of development permitted by the local CIP. There is no cap on the amount of funding the Region can allocate for SNIP TIGs. SNIP TIGs are often stacked with other incentive programs.

Over 90% of SNIP TIGs are estimated to have funded residential, including some mixed use, development. Approximately 45% of SNIP TIGs are for brownfield projects. Less than one percent (0.04 %) of projects are estimated to include affordable housing. Sufficient data is not available to determine whether or what kind of employment may have been generated by the projects. While it has historically been challenging to obtain information on these projects, initiatives are underway with Local Area Municipalities to improve the range and timeliness of TIG program data-sharing to better understand what is being funded and how the projects relate to local and Regional priorities.

Current SNIP TIG Information

Ten local municipalities currently have TIG programs matched under SNIP, with nine of these municipalities having matching Regional funding for their TIGs allocated at an estimated \$44.9M. In 2022, seven of the ten local municipalities with TIG programs -- Fort Erie, Lincoln, Niagara Falls, Pelham, St. Catharines, Welland, West Lincoln -- submitted SNIP TIG Forecasting forms. Niagara-on-the-Lake and Wainfleet do not have TIG programs; Grimsby, Port Colborne and Thorold did not submit forecasting information. Based on current information, highlights of funding allocations and requests for Regional SNIP TIGs (including BTIGs) include:

- Nine municipalities have 75 TIGs which have been allocated a total of \$44.9M in Regional funding.

- Four municipalities have submitted matching Regional funding requests for 10 TIGs which are pending, estimated at a total of \$8M in Regional funding.
- Six municipalities have forecast 13 TIGs anticipated to request matching Regional funding (estimate is a minimum of \$10.8M, based on available data).
- Two municipalities have received \$740,000 in Regional funding for eight TIGs which are now paid in full.

Since the extension of the SNIP TIG program in October 2021 through August 2022, three municipalities have had eight TIGs approved for a total of \$20.7M in Regional funding (See Table 3). Six of these eight TIGs are brownfields; seven projects are primarily residential with limited mixed-use development, and one is for industrial and self-storage. No information on potential employment was provided. No affordable housing was reported to be generated by any of these projects.

Table 3: TIGs approved for Regional matching funding October 2021-August 2022

Location	Grant Type	Estimated Total Regional Funding	Other Regional Funding
Niagara Falls			
Stanley Ave (adjacent 3659)	BTIG	\$158,547	BTAP, Brownfield Regional Development Charge (RDC) grant, SNIP ESA grant
Ferry St/Allandale Ave/Stanley Ave	TIG	\$6,764,547 (Phases 2 and 3)	Phase 1 TIG (\$1,616,975), eligible for Smart Growth RDC grant
4261 Fourth Ave	BTIG	\$1,486,186	Brownfield RDC grant, SNIP ESA grant
St. Catharines			
63 Lakeport Rd	BTIG	\$3,625,660	TBD
405 Merritt St	TIG	\$43,729	Brownfield RDC grant
75 Niagara St	BTIG	\$88,341	TBD

Location	Grant Type	Estimated Total Regional Funding	Other Regional Funding
Welland			
401 Canal Bank St	BTIG	\$8,000,000	BTAP, Brownfield RDC grant
115 Lincoln Ave	BTIG	\$497,869.76	BTAP application pending

Current BTAP Information

Since the extension of the SNIP BTAP program in October 2021 through August 2022, two BTAP requests have been had an estimated total of \$111,287 in Regional funding allocated. There are currently seven BTAP applications in three local municipalities requesting matching Regional funding which are forecast or pending, but insufficient information was submitted to provide an estimated total for these projects. Council will receive regular updates of approvals for Regional matching SNIP TIG and BTAP funding and annual program reporting.

Alternatives Reviewed

This report is for information so no alternatives were reviewed.

Relationship to Council Strategic Priorities

The information in this report relates to the following Council strategic priorities:

Priority 1: Supporting Businesses and Economic Growth

- Objective 1.1: Economic Growth and Development

Priority 4: Sustainable and Engaging Government

- Objective 4.3: Fiscally Sustainable

Other Pertinent Reports

PDS 3-2022 Regional Transitional Incentive Timelines

PDS 31-2021 Niagara Region Incentives Review

PDS 30-2015

Authority to Delegate Approvals for Conforming Applications: Tax-Based Incentive Programs

Prepared by:

Marian Bannerman, PhD
Program Manager Grants and
Incentives
Planning and Development Services

Recommended by:

Michelle Sergi, MCIP, RPP
Commissioner
Planning and Development Services

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Lyndsey Ferrell, Program Financial Specialist, Financial Management and Planning, Corporate Services. This report was reviewed by Erik Acs, Manager Community Planning and Angela Stea, Director Community and Long Range Planning, Planning and Development Services.

Appendices

None

Administration

Office of the Regional Clerk

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September 26, 2022

CL 17-2022, September 22, 2022
PEDC 7-2022, September 14, 2022
PDS 25-2022, September 14, 2022

Local Area Municipalities

Niagara Peninsula Conservation Authority

SENT ELECTRONICALLY

Niagara Peninsula Conservation Authority's (NPCA) Policy Document and Procedural Manual Update

PDS 25-2022

Regional Council, at its meeting held on September 22, 2022, passed the following recommendation of its Planning & Economic Development Committee:

That Report PDS 25-2022, dated September 14, 2022, respecting Niagara Peninsula Conservation Authority's Policy Document and Procedural Manual Update, **BE RECEIVED** for information, and **BE CIRCULATED** to the Niagara Peninsula Conservation Authority (NPCA) and Local Area Municipalities.

A copy of PDS 25-2022 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

:cv

CLK-C 2022-124

cc: D. Heyworth, Manager, Long Range Planning
C. Lampman, Manager, Environmental Planning
M. Sergi, Commissioner, Planning & Development Services
N. Oakes, Executive Assistant to the Commissioner of Planning & Development Services

Subject: Niagara Peninsula Conservation Authority's Policy Document and Procedural Manual Update

Report to: Planning and Economic Development Committee

Report date: Wednesday, September 14, 2022

Recommendations

1. That this Report **BE RECEIVED** for information; and
2. That Report PDS 25-2022 **BE CIRCULATED** to the Niagara Peninsula Conservation Authority (NPCA) and Local Area Municipalities.

Key Facts

- The purpose of this report is to provide information to Committee and Council on the review that Niagara Peninsula Conservation Authority (NPCA) is conducting on their Planning and Permitting Policies and Procedural Manual.
- This report highlights a few areas of common policy interest between the NPCA and the Region.
- The report outlines the importance of consultation and alignment of NPCA and Regional policies on Environmental Impact Study Guidelines, buffers, ecological net gain, watershed planning and other natural heritage planning.
- Regional staff will be providing formal comments on the Policy themes and Buffers Discussion documents prior to the Sept. 9, 2022 deadline.

Financial Considerations

There are no financial impacts to the Region as a result of this report.

Analysis

Background

Roles and Responsibilities

The Region of Niagara and NPCA have an Environmental Planning Protocol in place that outlines the respective roles and responsibilities within Niagara's land use planning system.

Since 2018, the Region of Niagara is responsible for the environmental review of planning applications and stormwater management review from a Regional and Provincial natural heritage perspective.

The NPCA continues to be responsible for Provincial policy interests related to natural hazards, except wildfires, as outlined in Section 3.1 of the PPS. In addition, the NPCA is also responsible for planning applications, policy and technical clearance reviews related to regulated watercourses and wetlands in accordance with the Conservation Authorities Act and Ontario Regulation 155/06.

Niagara Official Plan (2022)

The Niagara Official Plan (NOP) engagement strategy began in 2018 and significant consultation took place with the public, special interest groups (including the development industry), local area municipalities and the NPC, in particular, the Natural Environmental System (NES) policies of the NOP. The policy formulation of this section follows Council direction after considering several NES mapping and policy options.

Prior to 2018, there were some concerns on policy overlap and alignment between the Region and NPCA on the NES. Anticipating these early issues, the consultation program provided the opportunity for significant consultation with the NPCA relative to creation of background discussion papers, NES mapping and policy options development. Significant consideration was given to NES overlap and alignment with the NPCA in the development of the NOP.

NPCA Policy Review 2022

The NPCA Policy Document (November 2018) provides the policies for administration of NPCA's mandate under Ontario Regulation 155/06 and its delegated roles and responsibilities within the planning and approvals process.

In March 2022, the NPCA Board of Directors (the Board) directed NPCA staff to complete an update on the NPCA's Planning and Permitting Policies by the end of the year. The NPCA is now proceeding to develop a new Policy Document and accompanying Procedural Manual.

The NPCA Policy Theme Discussion Document indicates a new Policy Document and Procedural Manual is needed as the current Policy Document:

- does not contain policy and legislative references that are in alignment with changes to provincial policy, legislation, technical guidelines, in particular Conservation Authorities Act changes;
- was developed at a time when hard copies were preferred, and there is a need to develop a document that can be accessed by staff and others in an accessible, digital format; and
- contains terminology that needs clarity to guide consistent interpretation and implementation of policies.

The new Policy Document and accompanying Procedural Manual is being developed to serve many uses and users. It will provide:

- direction to NPCA staff that will receive, review and evaluate development applications against the policies contained within the document;
- guidance and clarity to watershed municipalities who will take these policies and incorporate them further in their planning review functions and in Official Planning documents;
- guidance and direction to landowners, the development community and stakeholders who will utilize these policies in preparing Section 28 Permit Applications, Planning Act applications, or have an interest in protecting the environment.

-
- confidence among Provincial partners that matters of stated Provincial interest have been accurately interpreted and are being applied appropriately; and finally
 - assistance to other municipal, provincial and federal agencies to coordinate the administration of their own jurisdiction and policies with those of NPCA.

The NPCA staff are currently consulting the Region and our Area Municipalities on their policy update and have recently released discussion papers on Buffer Technical Analysis and Policy Themes and Directions. The NPCA posted the relevant discussion papers from August 15-19, 2022 with a commenting deadline of Sept. 9, 2022.

The NPCA Policy Theme Discussion document indicates the NPCA plans to gather input from watershed municipalities, special interest groups, governments at all levels (including Indigenous governments) and community members, and invites readers to share their thoughts with respect to key policy theme areas. The policy theme areas for discussion are: climate change; cumulative impacts; ecological net gain; intensification and increasing urban density; Ministers Zoning Orders; public education awareness and responsibilities; stormwater management, low impact development and green infrastructure; watershed and subwatershed planning; feature resource specific policy themes; agriculture; buffers; natural heritage features and areas; and implementation and customer, client services.

The NPCA is expecting to have draft policies for priority areas in September with a final Policy and Procedural Manual in Nov. 2022, which is an aggressive timeline. Based on the NPCA consultation to date, Regional staff have identified a few areas of common interest.

1. Consultation

Regional staff are pleased the NPCA is consulting with a wide array of interested parties in the development of the Planning and Permitting document as well as Procedural Manual. Regional staff note the consultation and document preparation is occurring within a short time frame. NPCA staff should ensure the development community, First Nations and local Indigenous communities be appropriately consulted. Regional Planning staff suggest NPCA staff meet with each for an appropriate discussion.

The NPCA documents being developed play an important role in both protecting regulated natural heritage features and hazards but also ensuring planning and permit approvals are aligned as much as possible for an efficient streamlined system.

2. Buffers Policy Alignment

The adopted NOP does not provide minimum buffers for natural heritage features within settlement areas. The policies require an EIS to ensure the appropriate buffer is required to properly address the protection of the features specific attributes and functions. An EIS will ultimately determine buffer widths based on: sensitivity of the feature and ecological functions; the potential impact from the adjacent land use; biophysical factors of the adjacent lands such as slope, soils, hydrology and vegetation; and other mitigating factors (e.g., fencing between adjacent land use and buffer).

In commenting on the draft NOP, the NPCA did recommend incorporating recommended buffers for natural heritage features within settlement areas. The NPCA policy options will look at minimum or maximum buffers to be adjusted by EIS. Regional alignment on buffers for features, to the greatest extent possible in the settlement areas in particular, is critical to ensure a streamlined development review process. Planning staff are supportive of including a decision support tool in the updated EIS Guidelines to provide greater transparency and consistency in the application of buffer policy.

The NPCA Buffer Discussion Paper focuses on the ecological aspects of buffers for natural heritage features with little focus on natural hazards, engineering or provincial technical guidelines. Ultimately, the NPCA Policy and Permitting manual needs to be clear the buffers established are for regulated features only. Further it is best these align with the Region's NOP.

3. Ecological Net Gain

The current NPCA Policy Document includes policy direction for reconfiguring and recreating Non-Provincially Significant Wetlands. This is currently only considered where no reasonable alternative exists to locate a proposed development, site alteration or activity outside of a Non-Provincially Significant Wetland. NPCA staff aim to achieve a net gain to the natural system functions upon policy implementation. The NPCA Interim Wetlands Procedure Document provides guidance on NPCA's expectations and requirements for satisfying the various tests of this policy.

The NPCA commented on the draft consolidated NOP and recommended the Region have a stand-alone policy/section to speak to offsetting of not just wetland features but other components of the NES.

Offsetting was the topic of a Regional discussion paper at the beginning of the NOP's NES program. The concept of offsetting was not pursued further at the direction of Regional Council. The NOP does contain policies that enable the creation of enhancement areas.

Regional Planning staff are concerned with the terms “ecological net gain” and “reconfiguration and compensation” which could create confusion with terms used in the NOP. It is understood that this type of ecological net gain policy direction may be required by the NPCA specific to the Ministers Zoning Order (MZO) process. Based on the feedback Regional planning staff received through the Official Plan consultation, planning staff recommend that any policies on this matter be confined to the review of MZO applications and that terms applied align with the NOP to reduce confusion.

4. EIS Guidelines

The NPCA adopted Interim EIS Guidelines as well as an Interim Wetlands Procedure Document in June 2022. It is Regional planning staff's understanding that both Interim documents are to be updated and formalized following the Policy and Procedure update.

The Region is also beginning the process of updating our EIS Guidelines following the approval of the new Regional Official Plan. Regional and NPCA planning staff have been discussing a format for adopting a single EIS Guideline to provide as much consistency and efficiency in the development review process to meet provincial policy and regulation requirements. The NPCA Discussion Papers and consultation process will provide value in assisting in the development of EIS guidelines.

5. Natural Heritage Beyond NPCA Regulated Areas

The NPCA operates under the Conservation Authorities Act and the Region has a MOU with the NPCA in place that outlines our respective roles and responsibilities in regards to environmental planning in Niagara Region. Recognizing this and with appropriate policies in place in the Region's NOP and NPCA Policy and Permitting and Procedural Manuals, planning staff believe environmental planning can be appropriately implemented under the current roles and responsibilities. Any policy development beyond regulated areas in Niagara would be unnecessary overlap and potentially confusing to the public and development community on roles and responsibilities. The Region has the role of implementing policy for natural heritage features under the Planning Act and it is inevitable there will be overlap with regulated features. However,

the Region has the staff expertise, capacity and resources to implement the policies of the NOP. There is no necessity for the NPCA to develop policies or procedures for non regulated areas in Niagara.

6. Watershed Planning

The Policy Theme Discussion Paper states, “The NPCA will continue to work collaboratively with municipalities in the development of watershed plans and any municipally-led watershed or subwatershed studies. NPCA has several watershed plans that require updating. The current Policy Document does not provide direction or guidance for the role of the NPCA in supporting the watershed municipalities in undertaking watershed planning or subwatershed planning to inform future growth, as directed by the Province through provincial legislation and plans.”

The Niagara Official Plan contains policies providing direction for subwatershed planning. The Growth Plan has delegated watershed planning to the Region as a responsibility. The Region is now assisting in coordinating two subwatershed plans in connection with secondary plan development. During the development of NOP watershed planning policies, NPCA staff had been generous to offer technical assistance in the subwatershed planning process. Regional Planning staff encourage continued dialogue on this topic to clarify how the subwatershed planning process is best administered. An outline from the NPCA on the level of service available and associated costs would be beneficial.

Conclusion

Regional staff will continue to participate with NPCA on their development of policies and procedures and continue to streamline processes. Staff will also be updating our existing Protocol to reflect the recent changes to the Conversation Authorities Act and the NES policies in the NOP.

Alternatives Reviewed

As this report is for information, there are no alternatives reviewed.

Relationship to Council Strategic Priorities

This report highlights a few areas of common policy interest between the NPCA and the Region supporting the following Council Strategic Priorities:

-
- **Healthy and Vibrant Community:** Protect regulated natural heritage features for, healthy neighbourhoods.
 - **Responsible Growth and Infrastructure Planning:** Assist in guiding infrastructure and growth to appropriate areas.
 - **Sustainable and Engaging Government:** Supports consultation and alignment of common policies.

Other Pertinent Reports

PDS 2-2018 Protocol for Planning Services Between the Regional Municipality of Niagara (The Region) and the Niagara Peninsula Conservation Authority (January 10, 2018)

Prepared Jointly by:

Dave Heyworth, MCIP, RPP
Manager, Long Range Planning and
Cara Lampman, MCIP, RPP
Manager, Environmental Planning

Recommended by:

Michelle Sergi, MCIP, RPP
Commissioner of Planning and Development
Planning and Development

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Diana Morreale, Director of Development Planning, Erik Acs, Manager, Community Planning and reviewed by Angela Stea, Director of Community and Long Range Planning.

Appendices

None

From: Candice Doiron <CDoiron@brighton.ca>

Sent: September 21, 2022 3:58 PM

Subject: Resolution for support regarding streamlining governing legislation for Physicians in Ontario

Please find below a resolution requesting support for streamlining governing legislation for Physicians in Ontario.

Resolution No. COU-2022-346

Moved by Councillor Ron Anderson

Seconded by Councillor Emily Rowley

Whereas attracting primary health care providers, including doctors, to Brighton and other small communities has been a difficult task;

And Whereas the Provincial Government announced a tuition program to attract nurses to underserved areas of Ontario;

Now be it resolved that the Municipality of Brighton Council requests that the Government of Ontario provide funding and change legislation to allow the College of Physicians & Surgeons of Ontario (CPSO) to implement the changes proposed in their letter to the Minister of Health on August 18, 2022. Which includes:

- Exempting IEP's from the regulatory requirement to have Canadian experience (re-do residency) where all other requirements are met; and
- Implementing Practice Ready Assessment programs similar to those already used in seven (7) other provinces.

And further that the Government of Ontario develop a similar tuition program to attract family doctors to underserved areas of Ontario;

And further that this motion is circulated to the Premier of Ontario, the Minister of Health, MPP David Piccini, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

Kind Regards,

Candice Doiron

Municipal Clerk

Municipality of Brighton

35 Alice Street PO Box 189,

Brighton, ON K0K 1H0

cdoiron@brighton.ca

Tel: 613-475-0670

Fax: 613-475-3453

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From: Candice Doiron <CDoiron@brighton.ca>

Sent: September 8, 2022 1:11 PM

Subject: Change to Healthcare Connect System - Canadian Forces Member

Please find below a resolution that was passed September 6, 2022 by Council of the Municipality of Brighton looking for support regarding changes to be made to the Healthcare Connect System for Members of the Canadian Armed Forces.

Resolution No. COU-2022-329

Moved by Councillor Mark Bateman

Seconded by Mayor Brian Ostrander

Whereas Brighton is a community with a significant military population;
And whereas military personnel are from time to time released from their duties for medical reasons;

And whereas military personnel are attached to healthcare through the Canadian Armed Forces which ceases after the date of military release;

And whereas released military personnel are unable to register with Healthcare Connect until after their release date, providing a healthcare gap;

And whereas the notice for release dates are well in advance of the actual date of release from the Canadian Armed Forces;

Now therefore be it resolved that the Municipality of Brighton endorse that the Ontario Government change the access rules to Healthcare Connect to permit the registration of military personnel into the Healthcare Connect system once those Canadian Forces Members are provided with a release date;

And further that this motion is circulated to the Premier of Ontario, the Minister of Health, MPP David Piccini, and all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.
Carried

Kind Regards,

Candice Doiron
Municipal Clerk

Municipality of Brighton
35 Alice Street
PO Box 189
Brighton, ON K0K 1H0
cdoiron@brighton.ca

Tel: 613-475-0670

Fax: 613-475-3453

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September 26, 2022

Ministry of the Solicitor General
Hon. Michael Kerzner
25 Grosvenor Street
Toronto, ON M7A 1Y6

Sent via email: Michael.kerzner@ontario.ca

Hon. Minister Kerzner:

Re: Grey Highlands Municipal Resolution 2022-571 re: Increased Speeding Fines

Please be advised that the following resolution was passed at the September 7, 2022 meeting of the Council of the Municipality of Grey Highlands.

2022-571

Dane Nielsen, Danielle Valiquette

Whereas speeding has become a growing concern on our residential streets; and

Whereas the culture of driver's is that 20 km/h over the speed limit is considered normal; and

Whereas the fines for street racing have increased significantly and we have seen a reduction in number of charges laid; and

Whereas the fines for other speed infractions have remained unchanged; now Therefore be it resolved that the municipality of Grey Highlands lobby the Ministry of the Solicitor General to increase the fines for all levels of speeding; and

That this motion be sent to AMO, ROMA, and all municipalities of Ontario to garner support.

CARRIED.

If you require anything further, please contact this office.

Sincerely,



Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc: Association of Municipalities of Ontario
Rural Ontario Municipalities
All Ontario Municipalities



September 13, 2022

Resolution No. 202/2022

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
P.O. BOX 99
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY Bonita Culhane

SECONDED BY L. Caza

Whereas across municipal councils in Ontario there have been appalling instances of misogyny and hatred; and

Whereas the powers of the Office of the Integrity Commissioner do not include the ability to recommend expulsion of councillors;

Now Therefore Be It Resolved That the Council of Township of McGarry direct staff to send a letter to the Ministry of Municipal Affairs and Housing with copies being sent to the federal government, provincial government, Association of Municipalities, requesting the Ministry:

1. Study the merits of allowing the recall of municipal councillors under carefully prescribed circumstances, including displays of hatred, misogyny and all forms of discrimination; and
2. Facilitate strengthened and ongoing orientation and training sessions for Councils, local boards, and committees"

Defeated _____
Mayor

/ Carried Matt Reimer
Mayor

Recorded Vote

Requested by _____

YES

NO

Mayor Matt Reimer
Councillor Wendy K. Weller
Councillor Louanne Caza
Councillor Bonita Culhane
Councillor Annie Toupin-Keft



City of Port Colborne Request to Appear as a Delegation

- If you wish to speak to a non-agenda delegation, please submit this form no later than noon on the Monday prior to the Council Meeting.
- If you wish to speak to an item listed on a published agenda, please submit this form no later than noon on the day of the Council Meeting.

First Name Robert	Last Name Salewytch
Organization: (if applicable) Niagara Region	
Address: 1815 Sir Isaac Brock Way	
Telephone: 905-980-6000 ext 3232	Email Address: robert.salewytch@niagararegion.ca

Date of Meeting: October 11, 2022

☐

Speaking to an Item on a Published Agenda: Provide Agenda Item number and title:

Speaking:

☐ In support of the recommendation ☐ In opposition to the recommendation ☐ Other

If other, please specify: _____

☒

Non-Agenda Delegation: Provide details on the matter to be discussed:
(ATTACH ADDITIONAL PAGE IF NEEDED)

Update on NRT OnDemand service in Port Colborne

Do you have material for distribution at the meeting? ☐ Yes ☐ No

If yes, please specify _____

Please provide a copy of your presentation/speaking notes.

All material for distribution and electronic presentations must be delivered via e-mail or delivered to the Clerk's Division by noon on the day of the meeting.

Have you previously spoken on this issue? ☐ Yes ☐ No

If an individual has previously appeared as a delegate, a further delegation from the same individual on the same topic will not be permitted, unless there is significant new information to be brought forward.

Specific New Information I wish Council to review is as follows: (attach additional page if needed).

I have read and understood the delegation information on the back of this form and acknowledge that my name, address, and information and/or correspondence presented to! Committee of the Whole Meeting or Council Meeting, will become public information.

Leah Tracey for Rob Salewytch

Signature

September 17, 2022

Date

Personal information on this form is collected under the authority of the *Municipal Act, 2001* and will be used to document the names and addresses of delegates, and information presented to Council. The disclosure of this information is governed by the *Municipal Freedom of Information and Protection of Privacy Act*. Questions related to the collection of this information may be directed to the City Clerk at 905-835-2900 or cityclerk@portcolborne.ca.

Save Form

Print Form

Clear Form

A network diagram background consisting of a series of interconnected nodes and lines, forming a complex web-like structure. The nodes are represented by small circles, and the lines are thin, connecting the nodes in a non-linear fashion. The background is dark gray, and the network diagram is composed of light gray lines and nodes.

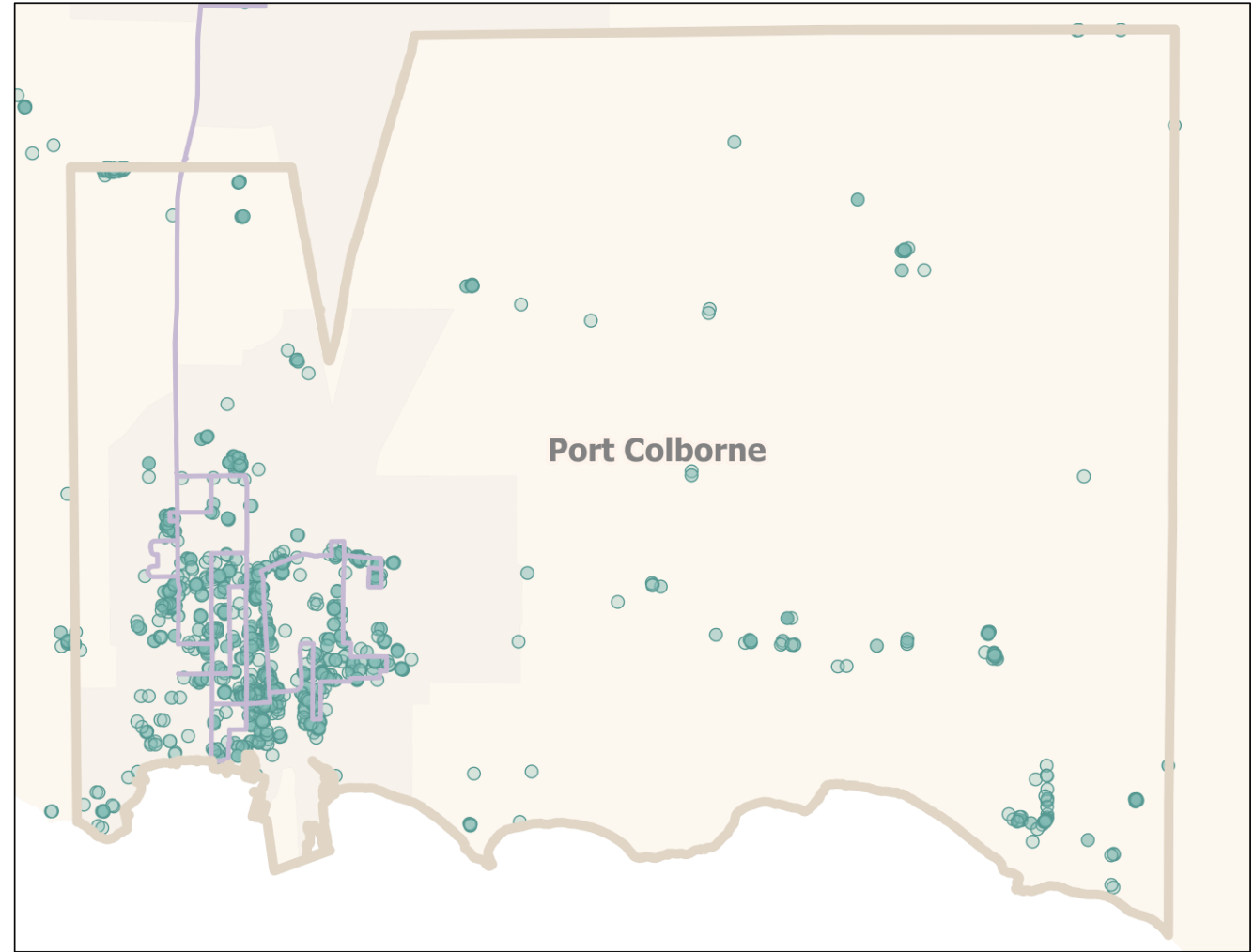
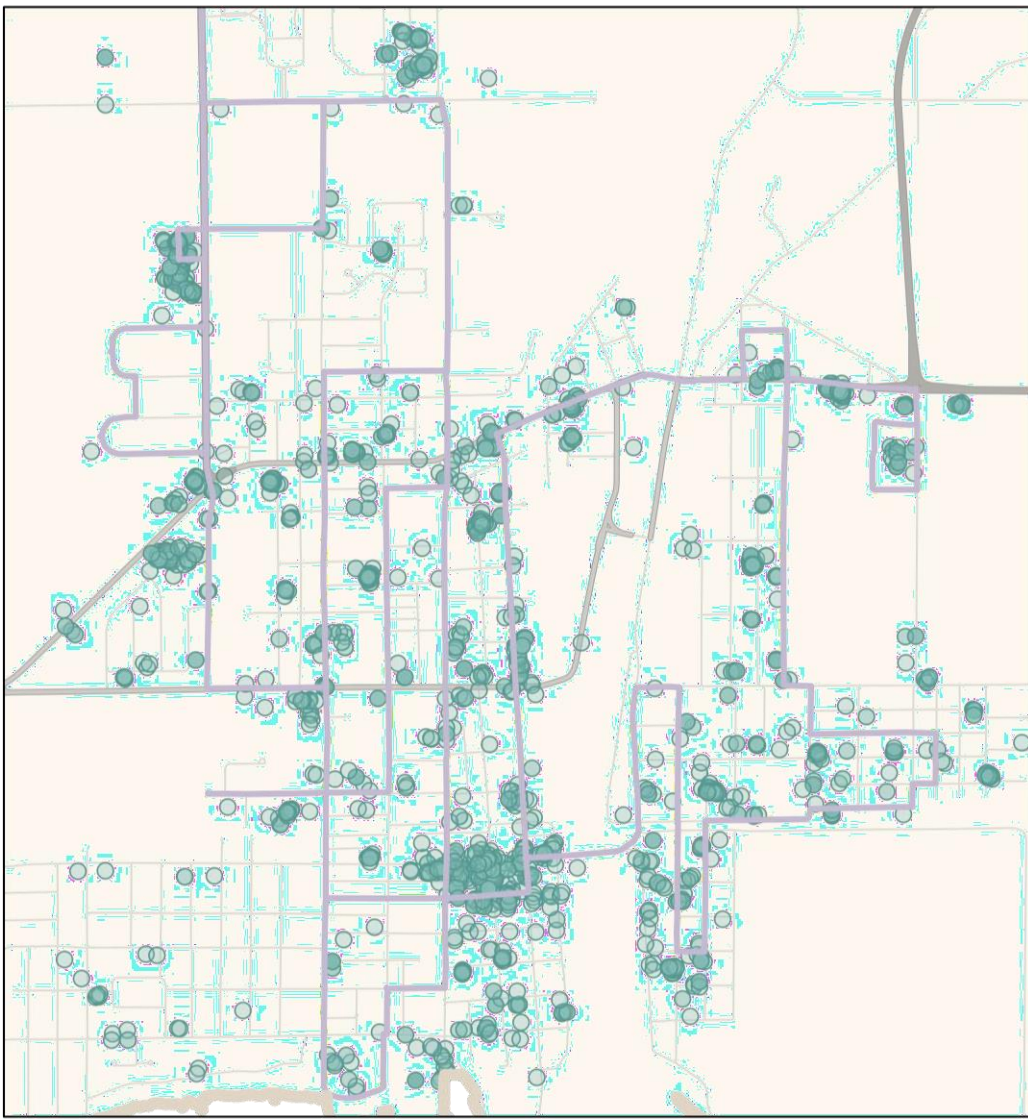
MOVING TRANSIT FORWARD

NRT OnDemand in Port Colborne
October 11, 2022

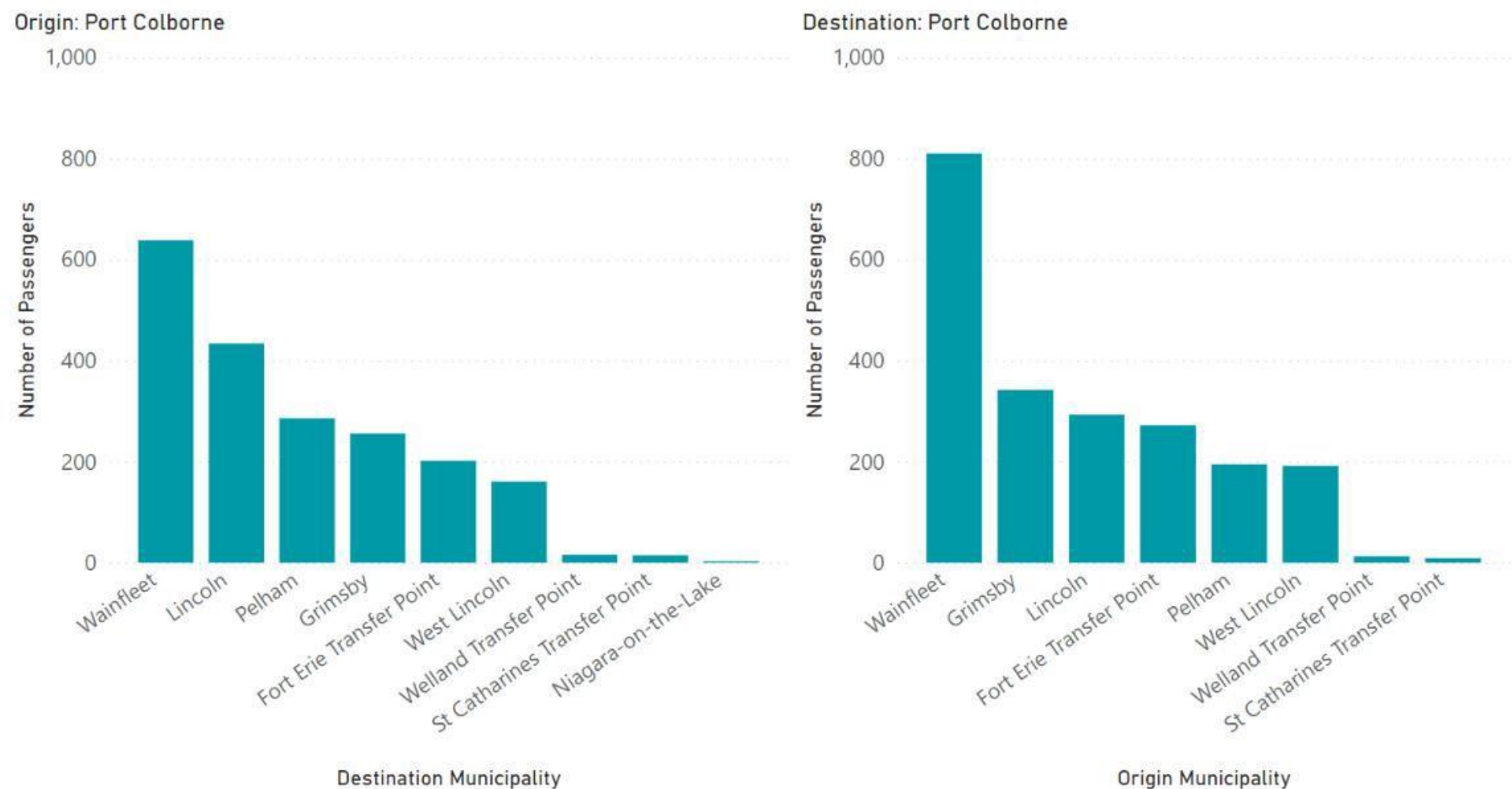
CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

A Strong Start

- PC ridership increased from 550 to 736 (35%) from May to June 2022
- ~28% of all trips get rated
 - 92.6% of those ratings are 5-star
 - 95.5% of rated WAV trips are 5-star
- 45% of all WAV trips (rated and non-rated) are 5-star
- PC has completed 14% of all system-wide WAV trips since January
- 79% of trips booked through the app (vs 90% system-wide)
- ~19% of trip requests are not accepted in PC (rider choice)
- PC – 40% Inter, 60% Intra (vs 42%, 58%)



Connecting to Our Neighbours



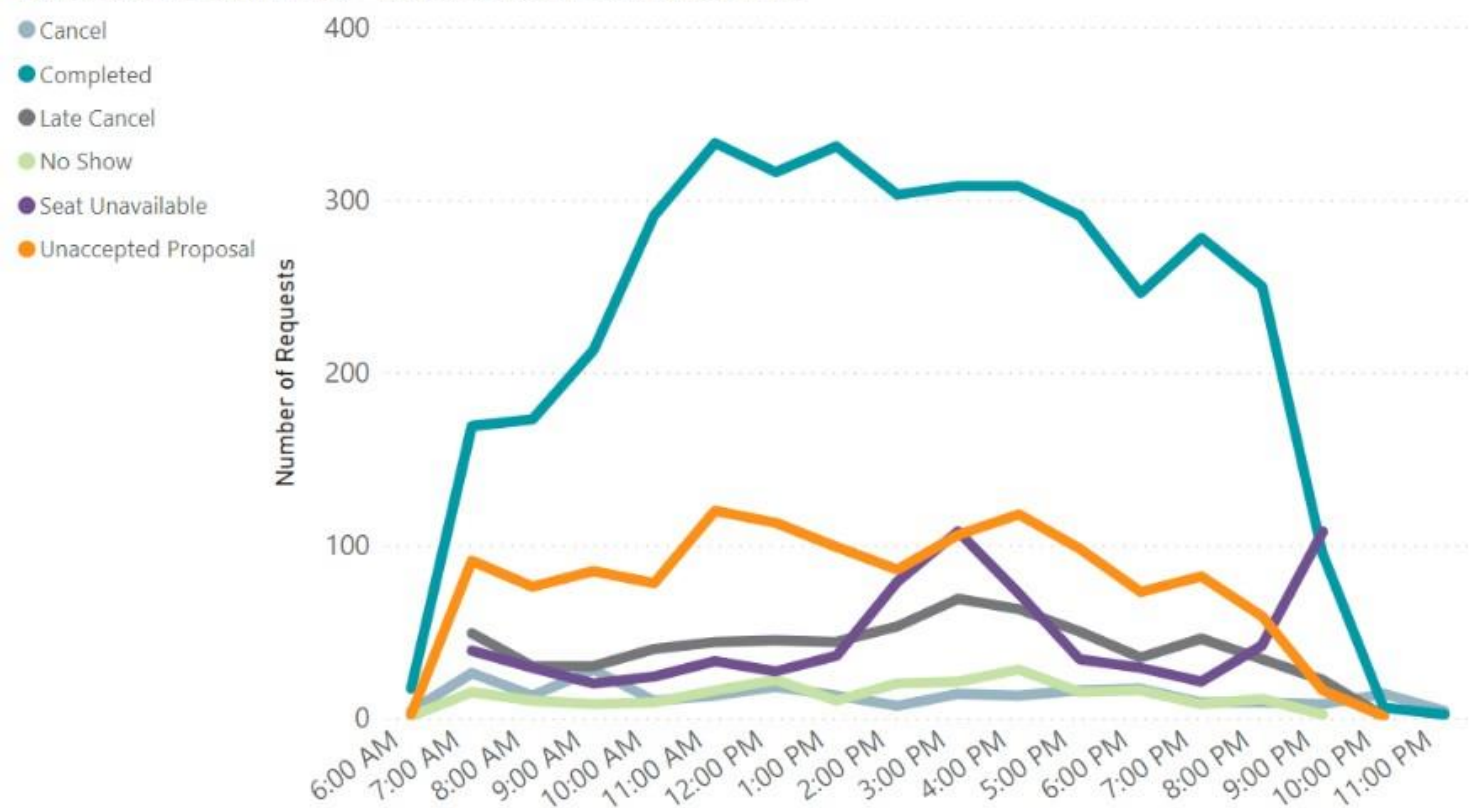
Things We've Heard (that weren't good)

- **Pre-booked trip cancelations + no ability to rebook**
- **Long wait times (40+ minutes) during peak periods (3-5pm)**
 - **Current vs. proposed**
- **Vehicle Unavailable Messages during peak periods (3-5pm)**
 - **WAV trips unavailable**
- Challenges booking trips for riders with no email or phone number
- Verbal communication challenges with Via CSRs
- Pick-ups at the wrong location
- Vans running out of fuel + Gas Card Issues (Petro Canada only)
- Ridership – changing usage; new vs old riders

Peak Period (2-5pm)

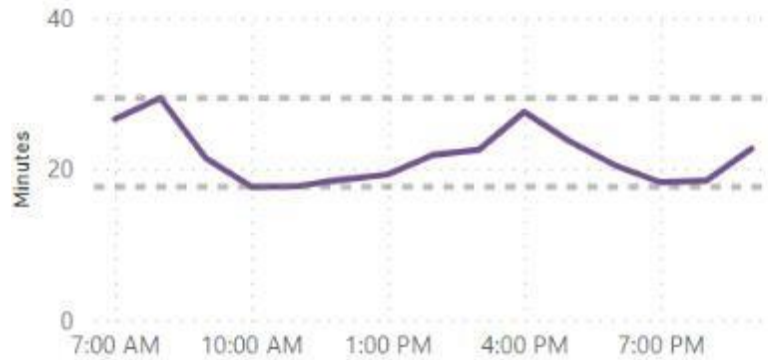
- Peak Demand
- High rate of late cancelations
- Wait times increase
- Seat unavailability incidents increase

Port Colborne Origin Trips - Request Status by Request Time

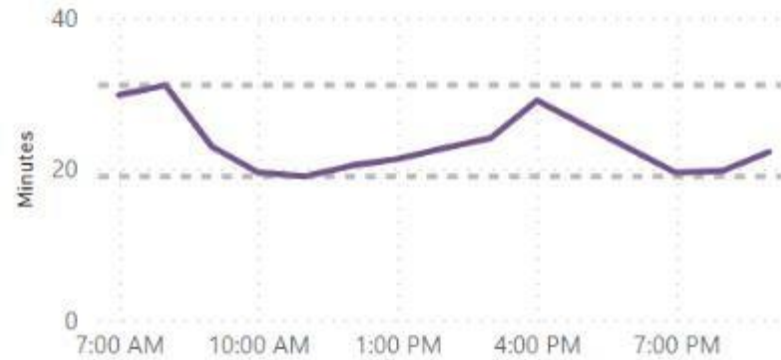


Average Wait Times

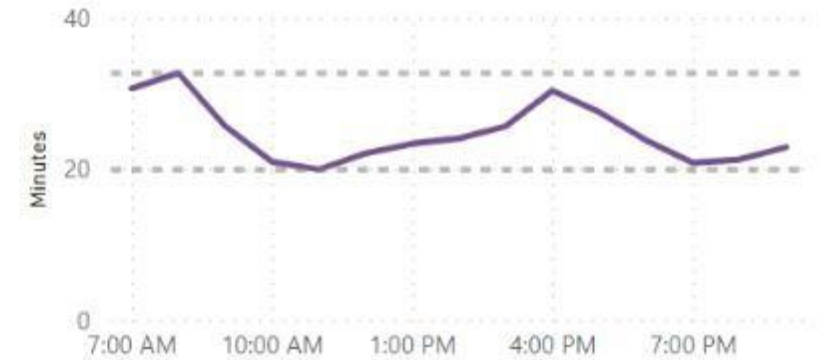
INTRA Port Colborne Intra-Municipal Trips - Average Wait Time by Time of Day



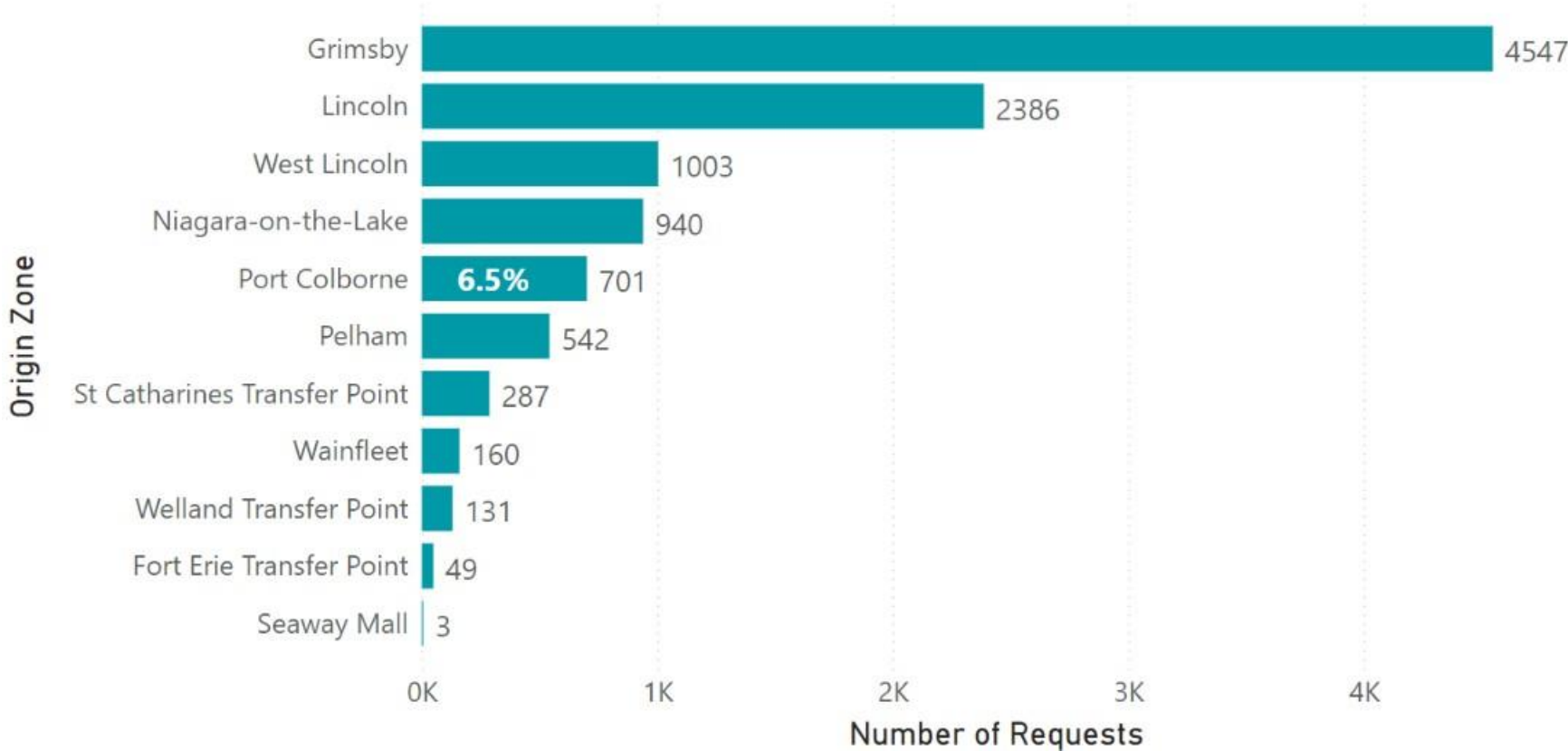
Port Colborne Origin Trips - Average Wait Time by Time of Day



All Port Colborne Trips - Average Wait Time by Time of Day



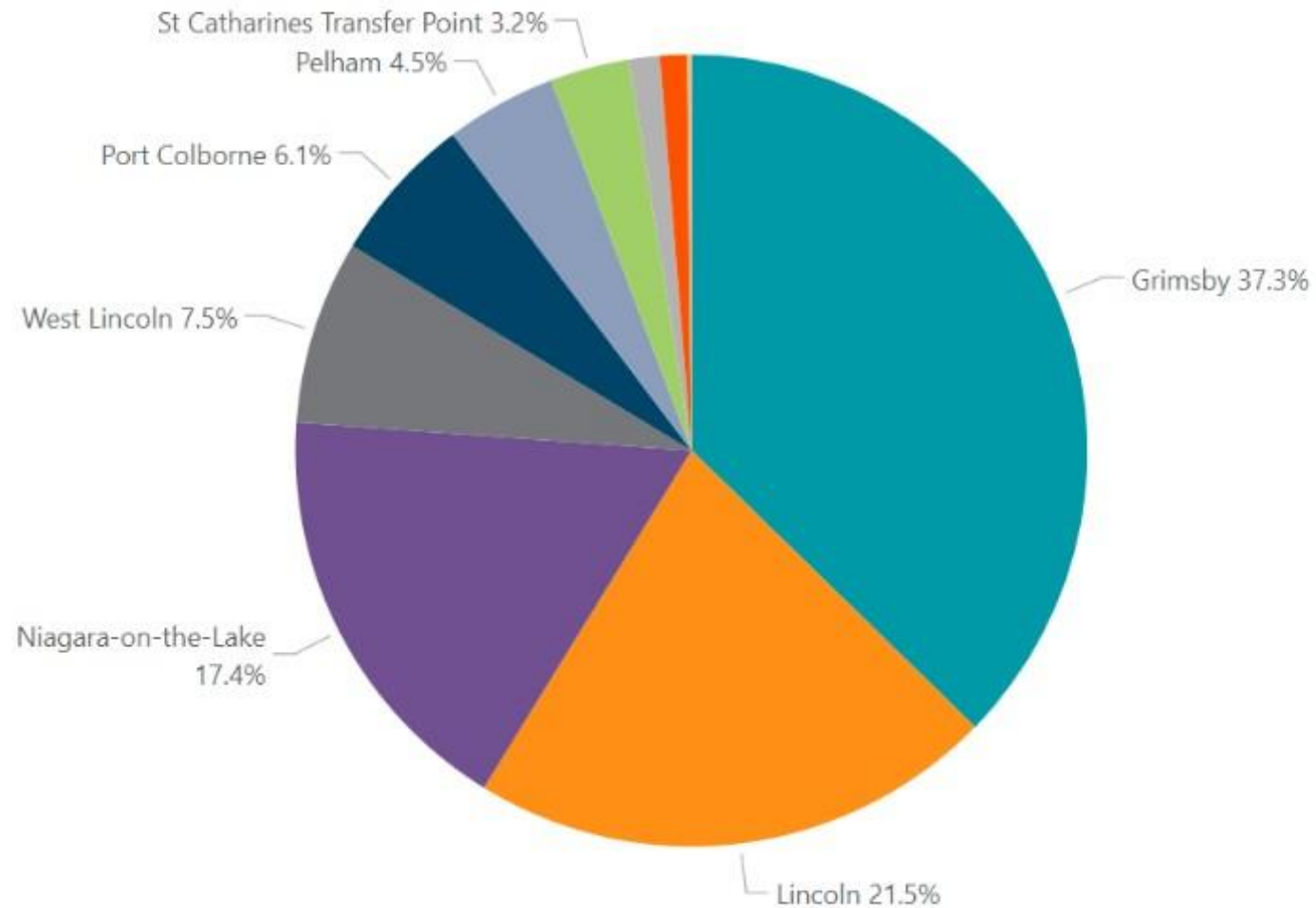
Seat Unavailable



Trip Requests by Status (Jan-Sept 2022)

Origin Zone	Cancel	Completed	Fleet Cancel	Invalid	Late Cancel	No Show	Other Error	Seat Unavailable	Unaccepted Proposal	Total
Fort Erie Transfer Point	8	101			15	24	2	49	52	251
Grimsby	1105	24185	21	4	4349	804	40	4547	8302	43357
Lincoln	776	13921	16	6	2732	518	10	2386	5095	25460
Niagara-on-the-Lake	546	11253	6		812	140	8	940	2739	16444
Pelham	243	2935	2	2	446	76	6	542	1387	5639
Port Colborne	237	3934	4		655	213	7	701	1304	7055
Seaway Mall	1	13			2	1		3	7	27
St Catharines Transfer Point	180	2094	2	2	233	54	2	287	698	3552
Wainfleet	93	818		1	127	30	3	160	280	1512
Welland Transfer Point	28	713			102	24	1	131	285	1284
West Lincoln	350	4866	1	1	965	119	5	1003	1696	9006
Total	3567	64833	52	16	10438	2003	84	10749	21845	113587

Completed Requests by Origin Municipality



Changes We've Made

- Modifications to vehicle lay-by/recovery locations (summer ridership increase)
- Regarding Pre-booked Rides being Canceled
 - Manually redistributing rides affected by a vehicle/driver outage
 - Developing an automated process for rider redistribution
 - Agent retraining on processes for rebooking and/or notifying affected riders
- Revised Messaging for Drivers Regarding Fueling
 - Petro/Sunoco – Sunoco in PC valid refueling location
- Added support from North American based agents during peak times call times
- Via conducting internal driver analysis

Areas of Improvement (Port Colborne)

- Reduce % of trips booked through agents and/or that require PC staff to assist
 - Redirect complaints and general inquiries to Regional Staff – 905-980-6000 ext. 3550 or via email transit@niagararegion.ca
 - Redirect trip bookings to Via staff - 1-833-715-2061
 - Public use iPads at City Hall and Library to allow clients to self-service
- Additional software changes to redistribute vehicles during layover or recovery time
 - Another round recently made (positive ridership impacts during the summer)

Service-wide Improvements

- WCAG 2.1 Accessibility – Late 2022
- Revised Booking Process – Late 2022
- Adding an “Arrive By” Feature – Late 2022
- Web Portal for Bookings – Late 2022
- Streamline the Pre-Booking Process – Early 2023
- Onboard Payment Technology – Early 2023
- Integration with Transit App – Early 2023
- Service Review – Early/Mid 2023

Niagara Transit Commission Timelines

- Fare Alignment & Technology Harmonization – January 2023
- Sunday and Holiday Service – September 2023/24
- Potential for Additional and/or Larger Vehicles – 2023/24
- Potential Service Mergers - 2024
 - NST with local specialized/paratransit services
 - On-Demand services across Niagara (NRT + STC + WEL + FE)
 - Specialized and on-demand into a blended service
- Potential In-house Services for On-Demand & Specialized – 2024/25
 - Customer Service
 - Vehicle Ownership - Maintenance, Cleaning, Fueling, Storage, Fleet Size
 - Unionized Drivers?

Questions?

Rob Salewytsch

Manager of Transit Services, GO Implementation Office

robert.salewytsch@niagararegion.ca

March 1, 2022
MEETING OF THE PORT COLBORNE ACTIVE TRANSPORTATION
ADVISORY COMMITTEE

Minutes of the twentieth regular meeting of the Committee Members of the Port Colborne Active Transportation Advisory Committee, held virtually on March 1, 2022, 5:00 p.m.

The following Committee Members were in attendance:

Committee Members:	Gregg Dame, Ann Kennerly, George McKibbon, Michael Scott, Wade Smith
Council:	Councillor Angie Desmarais
Staff:	Eliza Durant, Greg Higginbotham, Alex Sales, David Schultz and Karen Walsh
Regrets:	Tom Harriettha
Guest:	Chris Comfort

1. CALLED TO ORDER: 5:06 p.m.

2. APPROVAL OF THE AGENDA

Moved by: Councillor Angie Desmarais
Seconded by: George McKibbon
THAT the agenda for March 1, 2022 be accepted as presented.
CARRIED

3. CONFIRMATION OF PREVIOUS MINUTES:

Moved by: George McKibbon
Seconded by: Wade Smith
THAT the minutes from the September 28, 2021 meeting be accepted as presented.
CARRIED

4. DISCLOSURE OF INTEREST

None

5. BUSINESS ARISING FROM THE MINUTES:

None

6. STAFF REPORT

School Streets webinar – March 10
McKay School review with Public Health

7. BUSINESS

None

8. NEW BUSINESS

- a) Active Transportation Master Plan
 - a. Corporate Services – Recreation Division is currently reviewing, they would like to take some of the ask out. Hoping to have the RFP submitted this spring.
- b) Friendship Trail Standard Crossing & Signage
 - a. Report to council already – second going to council on March 22nd
 - b. Cutback of shrubbery – used the distance 150 metres if oncoming guards – maximum sites lines were possible.
 - c. Site lines are important
 - d. Great report – very simple to go through
 - e. Mr. Comfort – comments
 - f. Reach out to NRPS
- c) Waterfront Centre Update – Greg Higginbotham
 - a. Securing funding to allow the City to construct the waterfront centre.
 - b. Have other applications for funding as well.
 - c. How the centres relates to connectivity to West Street, King Street and H.H. Knoll Park.
 - d. There may be a land use compatibility issue where noise and air contaminants is concerned. The issue needs to be addresses through appropriate technical and land use planning analysis.
- d) Strategic Plan - For information

Welland Canal Trail – recommendations for future budget years. Dain City is overdeveloping and it would be nice to create a nice ride into Port Colborne

9. INFORMATION/CORRESPONDENCE

None

10. ADJOURNMENT:

Moved by: Greg Dame
Seconded by: Councillor Angie Demarais

Resolved that we do now adjourn.
CARRIED

Time of adjournment 5:59 p.m.

Next meeting date: Monday April 25, 2022 5:00 p.m.

MAY 31, 2022
MEETING OF THE PORT COLBORNE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE

Minutes of the twenty-second regular meeting of the Committee Members of the Port Colborne Economic Development Advisory Committee, in Committee Room 3rd floor of City Hall on May 31, 2022 4:00 p.m.

The follow committee members, council and staff were in attendance:

Committee Members: Marilyn Barton, Andrea Boitor, Jesse Boles - Downtown BIA representative, Geoff Butler, Chair Larry Fontaine, Kate Ostryhon-Lumsden, and Kevin Reles

Council: Mayor, Bill Steele, Councillor Gary Bruno, Councillor Harry Wells

Staff: Gary Long, Bram Cotton, Greg Higginbotham, Karen Walsh and Fallon Gervais

Regrets: Angela Doyle, Len Stolk – Chamber of Commerce representative and Main Street BIA representative

1. WELCOME CALLED TO ORDER: 4:00 p.m.

2. APPROVAL OF THE AGENDA

Motion to accept the agenda for May 31, 2022 Economic Development Advisory Committee.

Moved by: Kate Ostryhon-Lumsden

Seconded by: Marilyn Barton

THAT the agenda for Economic Development Advisory Committee May 31, 2022, be approved as presented.

CARRIED

3. INTRODUCTION

Around the Table providing name, business.

4. APPROVAL OF THE FOLLOWING MINUTES:

Approval of the March 17, 2021 minutes.

Motion to accept the minutes of March 17, 2021 Economic Development Advisory Committee meeting.

Moved by: Councillor Gary Bruno
Seconded by: Jesse Boles
THAT the minutes from March 17, 2021 Economic Development Advisory Committee be approved as presented.
CARRIED

5. DISCLOSURES OF INTEREST

None

6. INFORMATION/CORRESPONDENCE

David Semley resignation.

Moved to accept David Semley resignation
Moved by: Andrea Boitor
Seconded by: Kevin Reles
THAT the Economic Development Advisory Committee accepts David Semley resignation.
CARRIED

7. ELECTIONS

a) Nominations for Chair

Moved to elect Larry Fontaine as Chair of Economic Development Advisory Committee.
Moved by: Councillor Gary Bruno
Seconded by: Councillor Harry Wells
THAT Larry Fontaine be Chair of Economic Development Advisory Committee.
CARRIED

b) Nominations for Vice-Chair - Marilyn Barton

Moved to elect Marilyn Barton as Vice-Chair of Economic Development Advisory Committee.
Moved by: Councillor Harry Wells
Seconded by: Jessie Boles

THAT Marilyn Barton be Vice-Chair of Economic Development Advisory Committee.
CARRIED

8. CURRENT PROJECTS AND PRIORITIES – Presentation by Gary Long, Manager of Strategic Initiatives, Bram Cotton, Economic Development Officer, and Greg Higginbotham, Tourism Coordinator.

Presentation attached.

9. ECONOMIC DEVELOPMENT COMMITTEE MOVING FORWARD

- Review the survey result from committee members. - resend out the survey and have staff participate.
- EDAC members be “Community Champions” for the city to help promote good things that are happening and would be happy to talk with a business owner on an issue.
- Meetings to be held quarterly.

10. BUSINESS ARISING FROM THE MINUTES

Waterfront Centre

- Discussion took place regarding the cruise ships including potential shore excursions.
- Sign on 1 King Street to promote what is happening at that location.

10. NEW BUSINESS

NONE

11. NEXT MEETING

Next meeting by ending September 19th 4 p.m.

12. ADJOURNMENT

Chair adjourned the meeting at 5:51 p.m.

Port Colborne Public Library Board

MINUTES of the Sixth Regular Meeting of 2022

Date: Wednesday, July 20, 2022
Time: 6:15 p.m.
Location: Virtual Meeting held via Microsoft Teams

Members Present: M. Cooper, Chair
M. Bagu, Councillor
B. Beck
V. Catton
H. Cooper
J. Frenette
B. Ingram, Vice-Chair
A. Kennerly
C. MacMillan

Staff Present: S. Luey, Chief Executive Officer
B. Boles, Board Treasurer
S. Therrien, Director of Library Services (Board Secretary)
R. Tkachuk, Librarian

1. Call to Order

The Chair called the meeting to order at approximately 6:18 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Moved by B. Ingram
Seconded by C. MacMillan

That the agenda dated July 20, 2022 be adopted, as circulated.

Carried.

5. Approval of Minutes

Moved by A. Kennerly
Seconded by J. Frenette

That the minutes of the regular meeting dated June 1, 2022 be approved, as circulated.

Carried.

6. Business Arising from the Minutes

7. Consent Items

7.1. Circulation Reports

- May 2022 Circulation Report
- May 2022 LiNC Transits Report

7.2. Financial Statement

- July 13, 2022

7.3. Public Relations Report

Librarian R. Tkachuk reported on programming during June 2022.

7.4. Media Items

- Port Colborne Public Library Digital Newsletter, June/Summer 2022
- Port Colborne Public Library Digital Newsletter, July 2022
- City Hall News, July 2022

Moved by B. Ingram
Seconded by C. MacMillan

That consent items 7.1 to 7.4 be received for information purposes.

Carried.

Port Colborne Public Library Board

8. Discussion Items

8.1. 2021 Financial Statements (B. Boles)

Moved by B. Ingram

Seconded by B. Beck

That the Port Colborne Public Board approves the auditors' 2021 Financial Statements, as presented.

Carried.

Moved by A. Kennerly

Seconded by C. MacMillan

a. That the Board approves the transfer of \$7,190.00 from the Stabilization Reserve to the 2021 Operating Budget; and,

b. That the Board approves the transfer of \$14,807.00 of unallocated capital funding to the Capital Reserve.

Carried.

8.2. 2023 Draft Capital Budget (S. Therrien and B. Boles)

Moved by H. Cooper

Seconded by C. MacMillan

That the revised draft 2023 Capital Budget and Five-Year Capital Plan be approved, as presented.

Carried.

8.3. 2023 Draft Operating Budget (S. Therrien and B. Boles)

The Director reported that some operating cost estimates were not yet available. The draft 2023 Operating Budget will be presented at the August 3, 2022 meeting for the Board to review and in time to meet the City's budget submission deadlines.

Port Colborne Public Library Board

8.4. Strategic Plan (S. Therrien)

The Board reviewed the draft Strategic Plan and approved the revisions. The Strategic Plan will be formatted and ready to present to Council in September.

Moved by V. Catton

Seconded by B. Ingram

That the 2023-2027 Port Colborne Public Library Strategic Plan be approved, as presented.

Carried.

8.5. Director's Report (S. Therrien)

8.5.1. Covid-19 Update

On June 30, 2022, the City's Emergency Control Group (ECG) paused its internal recovery framework. Both the City and the Library returned to normal operations. Masking requirements are no longer in place in both indoor and outdoor workplaces. The return-to-normal means that the Library will resume normal operating hours and restart in-person programming. All other services were already in effect.

8.5.2. Incidents

The Library has experienced a rise in the number and frequency of drug-related incidents on library grounds. This includes incidents with persons injecting drugs and with the clean-up and disposal of needles and other paraphernalia. The Director has met with police for assistance and requested refresher Sharps training for library staff.

8.5.3. Elevator

The Director reported on the increased frequency of elevator repairs and associated costs over the past year. The elevator has been identified as a 2023 capital project for safety and for maintenance.

Port Colborne Public Library Board

8.5.4. Author Talk

The Library will host an author talk featuring local author Sara de Waard on Wednesday, August 10, 2022 at 6:15 p.m. This free event will be held at the L.R. Wilson Research Archives. De Waard will discuss her award-winning debut novel *White Lies*. Copies of the book will be available for sale.

8.5.5. Materials Challenges

The Board reviewed a memo issued by the Canadian Federation of Library Associations (CFLA) concerning a document being circulated to public libraries entitled *Notice of Personal Liability Facilitating in Exposure of Minors to Sexually Explicit Materials, Performers, Activities and/or Event*. The CFLA memo provides background information regarding the *Notice* and includes a recommended response for libraries that have “been served” with the *Notice*. CFLA states that the *Notice* has “...no legal value with regards to its claims of the recipient breaking the law...[and]... does not replace processes that the library already has in place...”

The Board has a Collection Development Policy (OP-04) which includes a materials challenge form, and a Statement of Intellectual Freedom Policy (FN-04). The Director forwarded the email from CFLA and the attached memo to the City Clerk for reference.

8.5.6. Staff Updates

The Board welcomes part-time Librarian Assistant Jiya Jimmy, and full-time Assistant Librarian Amanda Emery to the Port Colborne Public Library team.

8.5.7. Staff Development

All full-time library staff completed online training in incident notetaking provided by Trident Security. The training was organized by Sherry Hanson, Manager of By-Law Services and offered to the library team.

Port Colborne Public Library Board

8.5.8. Self-Generated Revenue

The Director reported that with the return of patrons and visitors to the library, there has been an increase in self-generated revenue. Print services and book sale revenues have seen the greatest increases.

8.5.9. Magazine Display Rack

The Library received a magazine rack donated by McKay Public School. It is situated at the front entrance of the library and increases ease of access to print periodicals for library patrons.

8.5.10. King Street Garden

The front garden has been redesigned and planted with a variety of perennials. The Board recognized the efforts of City Gardener Dave Sabo for his vision and hard work to create a beautiful and welcoming entrance to the library.

8.5.11. Deckhands Report

The Library was featured in the July edition of the City's monthly Deckhands Report. CEO Scott Luey reported on his continued efforts to promote library services to employees citywide in the newsletter.

8.6. Capital Projects Update (S. Therrien)

The Board reviewed the progress of the 2022 capital projects and revised timelines. Completion dates depend upon supplies and contractor availability due to COVID, but projects are on track as planned.

The Director confirmed that with the assistance of the City's Information Technology Department, the Connectivity and Phones Solutions capital project will come under budget. The next phase to upgrade connectivity will take place on September 9, 2022. The library will be closed to the public on that date, with staff scheduled for staff development.

Port Colborne Public Library Board

9. Decision Items

10. Other Business

Board Chair M. Cooper reported that he joined the City's Senior Advisory Committee and attended his first meeting on July 19, 2022. He hopes to engage the library in senior-themed opportunities, programs and services, and to attract new users.

11. Notices of Motion

12. Date of the Next Meeting

The next meeting will be held Wednesday, August 3, 2022 at 6:15 p.m. via Microsoft Teams.

13. Adjournment

Moved by C. MacMillan
Seconded by H. Cooper

That the meeting be adjourned at approximately 7:29 p.m.

Carried.

Michael Cooper
Board Chair
August 3, 2022

Susan Therrien
Director of Library Services
Board Secretary
August 3, 2022



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 July 19, 2022, at 7:00 p.m. in the L.R. Wilson Heritage Research Archives.

Present: Brian Heaslip, Arlene Lessard, Jeff Piniak, Terry Huffman, Bonnie Johnston, Bonnie Schnieder, Margaret Tanaszi, Gary Hoyle, Cheryl MacMillan, Claudia Brema, Michelle Mason, Stephanie Powell Baswick, Meghan Chamberlain

Regrets: Councillor Eric Beauregard, John Maloney

Minutes:

Margaret Tanaszi reports a spelling correction on the last page of the June 21 meeting minutes.

Moved By: Cheryl MacMillan

Seconded By: Gary Hoyle

To: Approve the minutes of the Board of Management from June 21, 2022, with amendments made.

Business Arising:

No report.

Correspondence:

Meghan Chamberlain reported five separate pieces of correspondence received since the June 21, 2022, meeting. The first was received from Bruce Norman who congratulated Curator Michelle Mason and staff on the summer museum musings newsletter.

The next correspondence came from Suzanne Kavanaugh who expressed her appreciation that Arabella's Tea Room had re-opened for the 2022 season and anticipation for the Grand Old Christmas Festival.



Following that there were two pieces of correspondence addressed to Archivist, Michelle Vosburgh. One came from the Archives Association of Ontario thanking her for her time volunteering over the 2021-2022 year and participation in the Conference Program Committee. The other piece of correspondence came from Becky Utz, who thanked Michelle for her presentation on WWI in Port Colborne to the Pelham Historical Society.

Lastly, a letter from Peter Cherwonogrodzky was presented to the Board of Management. In his correspondence Peter raises suggestions towards the Museum's official name, collaboration opportunities for Arabella's Tea Room with other Ontario based tearooms, and possible partnerships for the Museum Gift Shop with local historical groups, businesses, or artists. Stephanie Powell Baswick suggests that a letter from the Board of Management is sent to Peter updating him on a few of the projects currently in motion, Terry Huffman agrees.

Council Report:

No report.

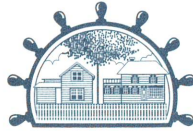
Curator's Report:

Michelle Mason reported that Amanda Emery has accepted a full-time position at the Port Colborne Public Library and provided her resignation to the Museum. The position of Registrar will be posted in August.

On June 24, Michelle Mason accompanied Mayor Steele to raise the Francophone flag in honour of St. Jean Baptiste Day.

On June 26, in celebration of St. John Baptiste Day Michelle Mason spoke to a crowd of approximately three hundred people at Club Richelieu in Welland. Michelle spoke about the Museum's partnership with La Maison de la Culture Francophone du Niagara and the upcoming francophone grant the Museum has applied for.

On June 27, Stephanie Powell Baswick joined Michelle at the unveiling of a new plaque on King St. produced by the Canadian Railroad Historical Association.



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

Lastly, Michelle reported that both the 'Lens & Palette' exhibit at the Roselawn Centre and the Urban History Walking Tours are going well. Also the Archives Speaker Series is set to return Autumn 2022 and finally the Community Museum Operating Grant (CMOG) has been applied for.

Auxiliary Report:

Bonnie Johnston reported that the Auxiliary is grateful for summer students but are still looking for more volunteers. The Auxiliary are looking forward to Canal Days

Friends of Roselawn Report:

Arlene Lessard reported that the FORC recently honoured Bill Thomas at the Roselawn Centre in a ceremony that included Mayor Bill Steele presenting Thomas with a key to the city.

Arlene also reported that the 'Through the Windowpane' exhibit has been well received and will be moving to the Roselawn Centre grounds for July 29, 2022. In addition, the Hands on Heritage: Traditional Skills Workshop Series will also be taking part on the Roselawn Centre grounds this summer.

Lastly, the summer FORC newsletter is now available, and copies can be provided for anyone interested.

Finance Committee:

No report.

Membership Committee:

Claudia Brema reported that two new Life Patrons were honoured in the summer Museum Musings newsletter.



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

Building & Property Committee:

Brian Heaslip reported that the roof of the pavilion has been re-shingled, the bay window on the William's house has been repaired, Arabella's Tea Room porch has been painted, the Hochelaga has been power washed, the Yvonne Dupre has new safety signage, the L.R. Wilson has new air conditioning cages.

Brian also reported that staff has contacted a contractor to fix the upstairs windows of Arabella's Tea Room, fences on the museum grounds have been patched and will be painted for Canal Days but a permanent replacement should be considered. Permanent repairs to the Hochelaga will be made after Canal Days.

Lastly, Brian announces to the Board that anyone interested can join their crew on Thursday afternoons.

Programme Committee:

Michelle Mason reported that Canal Days prep is going well, and Assistant Curator Tami Nail has recruited a lot of volunteers. Still needed are face painting volunteers, if any board members know any artists, please let Museum staff know.

Fundraising Committee:

Claudia Brema reported t-shirts sales are going very well at the Farmer's Market and Museum Gift Shop. A \$500.00 donation was received from Cheryl MacMillan to sponsor the Canal Days Lemonade and Snow Cones stands.

Policy Committee:

No report.



Accession Committee:

Terry Huffman reported that the committee met on June 22, 2022, and many items were accepted into the collection.

Heritage Committee:

No report.

Director's Report:

Stephanie Powell Baswick reported that the department of Museum & Culture applied to a new recovery COVID relief fund grant based on the 2019 fiscal year. Additionally, Stephanie is currently working with Human Resources and Curator Michelle Mason on the job description for Registrar so that it also includes the restoration of the Roselawn Centre. It will be proposed to council on August 9, 2022.

Also, there has been a proposal for a new gallery show at the Roselawn Centre featuring Doug Maracle and Phoenix Artists. The exhibit would feature both print and sculptures and it is possible for it to launch on the Autumn equinox.

Cheryl MacMillan motions to accept the Doug Maracle and Phoenix Artists exhibit.

Arlene Lessard seconds this motion.

Motion carried by all.

Stephanie followed her report by stating that Michelle Mason has been a great ambassador for the Museum over the last month and reported that she was also apart of the Canada Summer Games opening Ceremony.



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

New Business:

Stephanie Powell Baswick seeks the Board's approval for the proposed 2023 Capital Budget so that it can be submitted to Council.

Motion by Brian Heaslip to approve the 2023 Capital Budget

Seconded by Terry Huffman

Motion carried by all.

Bonnie Johnston motions to adjourn.



PORT COLBORNE

Senior Advisory Council
July 19, 2022 10:00 a.m.
Committee Room 3, City Hall

Present: Susan Brown, Michael Cooper, Kim Eros, Audrey Garrett, Chair
Lesley Rickard,

Council: Councillor Angie Desmarais

Staff: Karen Walsh

Regrets: Dorothy Santarella

1. Call to order 10:03 a.m.
2. Welcome new board members – Introduction around the table
3. Motion to accept the agenda for July 19, 2022.
Moved by: Sue Brown
Seconded by: Audrey Garrett
THAT the agenda for July 19, 2022 be accepted.
CARRIED
4. Motion to accept the minutes of May 17, 2022
Moved by: Councillor Angie Desmarais
Seconded by: Sue Brown
THAT the minutes of May 17, 2022 and April 19, 2022 be accepted.
CARRIED
5. Disclosure of Interest.
None
6. Correspondence
 - a. Valerie King

b. Maggie Wahl-Horne

Motion to accept Valerie King and Maggie Wahl-Horne's resignations from the committee

Moved by: Michael Cooper

Seconded by: Kim Eros

THAT the committee accepts Valerie King and Maggie Wahl-Horne's resignation.

CARRIED

7. Election of Vice-Chair

Motion to accept Sue Brown as Vice-Chair.

Moved by: Councillor Angie Desmarais

Seconded by: Kim Eros

THAT Sue Brown be Vice-Chair for the Seniors Advisory Council.

CARRIED

8. Business Arising from the minutes

a. Future Meeting Dates

Third Tuesday at 10 a.m., every month – December 2nd week social – Karen to send out invites

August 16, 10 a.m. meeting – The Pie Guys – Mike will arrange it

b. Debriefing of the Farmer's Market

Start time at 9, more items available such as power of attorney & wills. In the past had a different agency present.

c. Alzheimer's Coffee break – September

Farmer's Market present in September after presentation to Council.

Sponsor for the coffee. Ask if Alzheimer member can be in attendance to educate A company to provide coffee. Provide information to committee members prior to the market.

d. Senior of the Year Award – 2023

Regional Forms

Website and Communication to promote – work with
Communication

e. Housing

Port Cares Housing – Chestnut Park housing – break
ground in 2023 for 41-42 units

The City is currently working on an Affordable Housing
Strategy.

f. Partner with organizations to focus on seniors for diversity inclusion

Stats Canada what the stats are for Port Colborne.

Reach out to Metis Council

Sue will reach out to Dick Moore

9. New Business

a Niagara Adult Alliance and Niagara Age Friendly - looking at Senior
needs assessment, need to update ours.

Funding available, consultant.

Updated brochures

10. Information/Correspondence

none

11. Adjournment at 11:58 a.m.

Motion to adjourn the meeting.

Moved by: Sue Brown

Seconded by: Kim Eros

THAT the meeting is now adjourned.

CARRIED

Next meeting Tuesday, August 16, 2022. – social

The Corporation of the City of Port Colborne

By-Law No. _____

Being a By-law to Authorize Entering into a Memorandum of Understanding with Niagara Regional Housing for an Affordable Housing Development

Whereas at its meeting of October 11, 2022 the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Chief Administrative Office Report No. 2022-219 Subject: MOU between the City of Port Colborne and Niagara Regional Housing for an Affordable Housing Development; and

Whereas Council is desirous of entering into a Memorandum of Understanding with Niagara Regional Housing for an Affordable Housing Development;

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

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

1. That the Corporation of the City of Port Colborne enter into a Memorandum of Understanding with Niagara Regional Housing for an Affordable Housing Development.
2. That the Mayor and Acting City Clerk be and each of them is hereby authorized and directed to sign said Memorandum of Understanding, attached hereto as Schedule A together with any documents necessary to complete the conditions of said Memorandum of Understanding, and the Acting City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 11th day of October, 2022.

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 Authorize Entering into a Memorandum of Understanding with the Port Colborne Downtown Business Improvement Area Regarding the Port Colborne Farmers' Market Operations

Whereas at its meeting of October 11, 2022, the Council of the Corporation of the City of Port Colborne (Council) approved the recommendation of Chief Administrative Office - Economic Development and Tourism Division Report No. 2022-221. Subject: Downtown BIA Farmers' Market Agreement Extension.

Whereas Council is desirous of entering into a Memorandum of Understanding (MOU) with the Port Colborne Downtown Business Improvement Area, for the purposes of taking over the Port Colborne Farmers' Market Operations; and

Whereas the *Municipal Act*, 2001 S.O. 2001, c25, as amended confers broad authority on municipalities to enter into such agreements;

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

1. That the Corporation of the City of Port Colborne enters into a MOU with the Port Colborne Downtown Business Improvement Area, for the purpose of taking over the Port Colborne Farmers' Market Operations.
2. That the Mayor and Acting City Clerk be and they are hereby authorized and directed to sign the said Memorandum of Understanding (MOU), attached hereto as Schedule "A", together with any documents necessary to complete the conditions of the said MOU, and the Acting City Clerk is hereby authorized to affix the Corporate Seal thereto.
3. That By-law 6887/35/21 be repealed.

Enacted and passed this 11th day of October, 2022.

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 Provide for the Remuneration
for Councillors

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas Section 283 (1) of the Municipal Act, R.S.O. 1990, c. M.45, as amended, provided that one-third of the salary, indemnity, allowance or other remuneration paid under a by-law or resolution to the council, shall be deemed for expenses incident to the discharge of his or her duties as a member of Council;

Whereas Council at its meeting of October 25, 2021, resolved that the Director of Corporate Services be directed to include a wage in line with the 2022 average of local comparators for the position of City Councillor in the 2023 budget, to begin at the start of the new term of Council;

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

1. The Councillors of the Corporation of the City of Port Colborne shall each be paid an annual remuneration of \$22,973.00 commencing November 15, 2022.
2. That By-law 4610/141/04 being a By-Law to provide for the remuneration for Councillors be repealed.

Enacted and passed this 11th day of October 2022.

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 October 11, 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 October 11th, 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 11th day of October, 2022.

William C. Steele
Mayor

Nicole Rubli
Acting City Clerk