

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, March 28, 2023
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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	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.	
12.	Mayor's Report	
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| 20.1 | By-law to Stop Up and Close the temporary Hillcrest Road turning circle | 117 |
| 20.2 | By-law to Authorize Entering into an Amending Agreement with His Majesty the King in Right of Canada, represented by the Minister responsible for the Federal Economic Development Agency for Southern Ontario, for the Canada Community Revitalization Fund | 118 |
| 20.3 | By-law to Appoint Diana Vasu and Lucas Wainwright as a Municipal Law Enforcement Officer | 125 |
| 20.4 | By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne | 126 |

21. Confidential Items

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

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|------|--|--|
| 21.1 | Minutes of the closed session portion of the March 6, 2023 Special Council Meeting | |
| 21.2 | Human Resources Verbal Report, pursuant to the Municipal Act, 2001, Subsection 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees | |
| 21.3 | Chief Administrative Office Report, 2023-60 pursuant to the Municipal Act, 2001, Subsection 239(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose | |

22. Procedural Motions

23. Information items

24. Adjournment

From: Usick, Karen <Karen.Usick@niagarahealth.on.ca>

Sent: March 17, 2023 3:50 PM

To: wayne.redekop@niagararegion.ca; marvin.junkin@niagararegion.ca;
Brian.Grant@niagararegion.ca; frank.campion@niagararegion.ca;
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Mathew.Siscoe@niagararegion.ca; Gary.Zalepa@niagararegion.ca;
Cheryl.Ganann@niagararegion.ca; jim.bradley@niagararegion.ca; Diodati, Jim
<Jim.Diodati@niagarahealth.on.ca>

Cc: dkelley@forterie.ca; SLeach@pelham.ca; adashwood@wainfleet.ca;
theresa.ettorre@welland.ca; Nancy Giles <Nancy.Giles@portcolborne.ca>;
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Jthrower@westlincoln.ca; erica.pretty@notl.com; 'BHutchinson@westlincoln.ca'
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sconidi@niagarafalls.ca; RMunroe@forterie.ca; mciuffetelli@wainfleet.ca;
brenda.larouche@welland.ca; Tessa Buonocore <Tessa.Buonocore@thorold.ca>; Nancy Giles
<Nancy.Giles@portcolborne.ca>; Jacquie Miller <JMiller@pelham.ca>; kelia@niagarafalls.ca
Subject: Proclamation Request - Canadian Viral Hepatitis Elimination Day (Can Hep Day)

Greetings everyone

I am touching base on behalf of the Niagara Health System's – Hepatitis C Care Clinic to share with you about how we will be joining our national partners to raise awareness of viral hepatitis.

In May 2016, Canada signed on to the World Health Organization (WHO)'s first ever Global Viral Hepatitis Strategy, with the goal of eliminating viral hepatitis as a public health threat by 2030. On Wednesday May 11, 2022, Action Hepatitis Canada was joined by CanHepC, CanHepB, the Canadian Liver Foundation . . . and the Canadian Association for the Study of the Liver to mark the inaugural "Canadian Viral Hepatitis Elimination Day / Can Hep Day" in Ottawa.

To support the global strategy, all provinces and communities across Canada are working together to raise awareness. On May 11, 2023, The Hepatitis C Care Clinic will be joining our national partners to raise awareness of "Can Hep Day" here in Niagara.

Our program will be hosting our inaugural Canadian Viral Hepatitis Elimination Day (Can Hep Day) to raise awareness of hepatitis and liver health. The Hepatitis C Care Clinic community awareness event will encourage individuals to learn about hepatitis, liver health, how to receive hepatitis C testing, hepatitis C treatment ... and the care and services of our program.

In addition, our community partners will be joining us at our street-based health and social services fair, which take place at St. Andrews United Church-5645 Morrison Street, Niagara Falls from 11:00 am. To 3:00 pm. Event attendees will learn about the care and

services of the Hepatitis C Care Clinic . . . and the care and services of our community partners.

Are you wondering how you can help! We are inviting you to join with our awareness campaign and national partners to proclaim Thursday May 11, 2023, as Canadian Viral Hepatitis Elimination Day throughout the 12 municipalities of Niagara. Together we are strong . . . we can join together to raise awareness and to help the residents throughout Niagara. If you have any questions, or require further information, please do not hesitate to contact me!

Hope you have a lovely afternoon and a wonderful weekend!

Take care and stay safe!

Karen

Karen Usick – Reg. N

Hepatitis C Care Clinic | Community Coordinator

Niagara Health System| Addiction Services

Karen.Usick@NiagaraHealth.on.ca

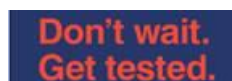
W: 905-378-4647 x32555 | C: 289-696-2523

260 Sugarloaf Street, Port Colborne, ON L3K 2N7

HCCC Website Address - www.niagarahealth.on.ca/site/hepatitis-c-care

NHS Addiction Services - www.niagarahealth.on.ca/services/addiction-recovery

niagarahealth



#HepCantWait | #WorldHepatitisDay | #NoHep



CANADIAN VIRAL HEPATITIS **ELIMINATION DAY**

JOURNÉE CANADIENNE **POUR L'ÉLIMINATION DE L'HÉPATITE VIRALE**

Canadian Viral Hepatitis Elimination Day Proclamation May 11, 2023

WHEREAS, hepatitis B and C are among Canada's most burdensome infectious diseases – measured in liver damage, cancer, lives lost, and significant costs to our public healthcare system;

WHEREAS, more than 204,000 people in Canada are living with hepatitis C, and more than 250,000 are living with hepatitis B;

WHEREAS, hepatitis C is curable, and hepatitis B is vaccine-preventable and treatable;

WHEREAS, Canada has committed to eliminating viral hepatitis as a public health threat by 2030; and

WHEREAS, Canadian Viral Hepatitis Elimination Day provides an opportunity to highlight the need for policies that support easy access to testing, treatment, and care for those affected, paving the way toward elimination;

THEREFORE, I, Bill Steele, Mayor of the City of Port Colborne, do hereby proclaim
May 11, 2023 Canadian Viral Hepatitis Elimination Day in Port Colborne.

Proclamation de la Journée canadienne pour l'élimination de l'hépatite virale 11 mai 2023

CONSIDÉRANT que les hépatites B et C comptent parmi les maladies infectieuses les plus onéreuses au Canada – mesurées en dommages au foie, en cancer, en vies perdues et en coûts importants pour notre système de santé public;

CONSIDÉRANT que plus de 204 000 personnes au Canada vivent avec l'hépatite C et plus de 250 000 avec l'hépatite B;

CONSIDÉRANT que l'hépatite C est guérissable et que l'hépatite B est évitable par la vaccination et traitable;

CONSIDÉRANT que le Canada s'est engagé à éliminer l'hépatite virale en tant que menace pour la santé publique d'ici 2030; et

CONSIDÉRANT que la Journée canadienne pour l'élimination de l'hépatite virale est une occasion de souligner la nécessité de mettre en place des politiques qui facilitent l'accès au dépistage, au traitement et aux soins pour les personnes touchées, tout en ouvrant la voie à l'élimination;

PAR CONSÉQUENT, je, Bill Steele, maire de Port Colborne, proclame par la présente le
**11 mai 2023 Journée canadienne pour
l'élimination de l'hépatite virale** à Port Colborne.

**Bill Steele
Mayor / Maire**



Moved by Councillor
Seconded by Councillor

March 28, 2023

**Canadian Viral Hepatitis Elimination Day
Proclamation
May 11, 2023**

WHEREAS, hepatitis B and C are among Canada's most burdensome infectious diseases – measured in liver damage, cancer, lives lost, and significant costs to our public healthcare system;

WHEREAS, more than 204,000 people in Canada are living with hepatitis C, and more than 250,000 are living with hepatitis B;

WHEREAS, hepatitis C is curable, and hepatitis B is vaccine-preventable and treatable;

WHEREAS, Canada has committed to eliminating viral hepatitis as a public health threat by 2030; and

WHEREAS, Canadian Viral Hepatitis Elimination Day provides an opportunity to highlight the need for policies that support easy access to testing, treatment, and care for those affected, paving the way toward elimination;

THEREFORE, I, William C. Steele, Mayor of the City of Port Colborne, do hereby proclaim
May 11, 2023 Canadian Viral Hepatitis Elimination Day in Port Colborne.

**Proclamation de la Journée canadienne pour
l'élimination de l'hépatite virale
11 mai 2023**

CONSIDÉRANT que les hépatites B et C comptent parmi les maladies infectieuses les plus onéreuses au Canada – mesurées en dommages au foie, en cancer, en vies perdues et en coûts importants pour notre système de santé public;

CONSIDÉRANT que plus de 204 000 personnes au Canada vivent avec l'hépatite C et plus de 250 000 avec l'hépatite B;

CONSIDÉRANT que l'hépatite C est guérissable et que l'hépatite B est évitable par la vaccination et traitable;

CONSIDÉRANT que le Canada s'est engagé à éliminer l'hépatite virale en tant que menace pour la santé publique d'ici 2030; et

CONSIDÉRANT que la Journée canadienne pour l'élimination de l'hépatite virale est une occasion de souligner la nécessité de mettre en place des politiques qui facilitent l'accès au dépistage, au traitement et aux soins pour les personnes touchées, tout en ouvrant la voie à l'élimination;

PAR CONSÉQUENT, je, William C. Steele, maire de Port Colborne, proclame par la présente le
11 mai 2023 Journée canadienne pour l'élimination de l'hépatite virale à Port Colborne.

**William C. Steele
Mayor / Maire**

City of Port Colborne Council Meeting Minutes

Date: Monday, March 6, 2023
Time: 5:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor (virtual)
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor (virtual)
W. Steele, Mayor (presiding officer)

Staff Present: B. Boles, Director of Corporate Services/Treasurer
B. Cotton, Economic Development Officer
C. Madden, Acting City Clerk
S. Luey, Chief Administrative Officer

1. Call to Order

Mayor Steele called the meeting to order.

2. Disclosures of Interest

3. Confidential Items

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

That Council now proceed into closed session in order to address item 3.1.

Carried

3.1 Chief Administrative Office Report, A Proposed or Pending Acquisition or Disposition of Land By The Municipality or Local Board

4. Adjournment

Council moved into Closed Session at 5:00 p.m.

Council reconvened into Open Session at 6:09 p.m.

Mayor Steele adjourned the meeting at 6:10 p.m.

William C. Steele, Mayor

Charlotte Madden, Acting City Clerk

City of Port Colborne
Meeting to Consider Minutes

Date: Tuesday, March 7, 2023
Time: 5:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Deputy Mayor
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor

Member(s) Absent: F. Danch, Councillor
W. Steele, Mayor (presiding officer)

Staff Present: C. Madden, Acting City Clerk
S. Luey, Chief Administrative Officer
S. Tufail, Acting Deputy Clerk (minutes)

1. Call to Order

Deputy Mayor Bagu called the meeting to order at 5:39 p.m.

2. Adoption of Agenda

The agenda has been amended to allow the Delegations to speak within item 4.1.

Moved By Councillor T. Hoyle

Seconded By Councillor D. Elliott

That the agenda dated March 07, 2023 be confirmed, as amended.

Carried

3. Disclosures of Interest

4. Municipal Drain

4.1 Biederman Municipal Drain Meeting to Consider, 2023-35

Moved By Councillor T. Hoyle

Seconded By Councillor G. Bruno

That Public Works Department Report 2023-35 be received; and

That the Mayor and Acting Clerk be directed to execute a by-law to provisionally adopt the Biederman Municipal Drain Engineer's Report, dated January 12, 2023, prepared by Brandon Widner, P. Eng. Of Spriet Associates Engineers & Architects, under Section 4 & 78, Chapter D. 17 of the *Drainage Act R.S.O. 1990*; and

That Councillor Bruno, Councillor Hoyle and Councillor Bagu as an alternate for the City of Port Colborne be appointed to sit on the Court of Revision; and

That the Acting Clerk be directed to request that the City of Welland and the Township of Wainfleet each appoint one representative to sit on the Court of Revision.

Carried

a. Delegation from Aldo Gelsumini, resident

Mr. Gelsumini expressed concern regarding the costs of the drain.

b. Delegation from Sandra Kendell, resident

The resident expressed concerns regarding the cost of the maintenance of the drain and inquired the assessment process.

5. By-Law

5.1 By-law to Provide for a Section 78 & Section 4 Engineer's Report for Drainage works in the City of Port Colborne Known as the Biederman Municipal Drain

Moved By Councillor G. Bruno

Seconded By Councillor M. Aquilina

That the Biederman Municipal Drain By-law be provisionally adopted this 7th day of March, 2023.

Carried

6. Adjournment

Deputy Mayor Bagu adjourned the meeting at approximately 6:18 p.m.

Mark Bagu, Deputy Mayor

Charlotte Madden, Acting City Clerk

City of Port Colborne
Public Meeting Minutes

Date: Tuesday, March 7, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Deputy Mayor
R. Bodner, Councillor
G. Bruno, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor

Member(s) Absent: E. Beauregard, Councillor
F. Danch, Councillor
W. Steele, Mayor (presiding officer)

Staff Present: C. Madden, Acting City Clerk
S. Tufail, Acting Deputy Clerk
D. Schulz, Senior Planner
D. Vasu, Secretary-Treasurer/Planning Technician (minutes)

1. Call to Order

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

2. Adoption of Agenda

Moved By Councillor T. Hoyle
Seconded By Councillor D. Elliott

That the agenda dated March 7, 2023 be confirmed, as amended.

Carried

3. Disclosures of Interest

Nil.

4. Statutory Public Meetings

4.1 Proposed Official Plan and Zoning By-law Amendment – Port Colborne Quarries Pit 3 Expansion – Files: D09-02-21 & D14-09-21, 2023-42

PURPOSE OF MEETING

The purpose of this meeting, pursuant to sections 22 and 34 of the Planning Act, is to consider an application submitted by David Sisco of IBI Group on behalf of the owner Port Colborne Quarries for the lands known as Part of Lots 17, 18, 19, Concession 2, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, and located on the north side of Main Street East/Highway 3, south of Second Concession Road, and west of Miller Road.

The application for Official Plan Amendment proposes to change the designation of the subject lands from Agricultural to Mineral Aggregate Operation. The application also proposes to add a Special Policy Area to permit the proposed expansion of the quarry.

The application for Zoning By-law Amendment proposes to change the zoning of the subject lands from Agricultural (A) to Mineral Aggregate Operation (MAO), as well as to reduce the minimum setback from a Provincial Highway from 90 metres to 30 metres.

Staff would like to note that the Niagara Region is currently reviewing a Regional Official Plan Amendment for the subject lands which proposes text and schedule changes to add the subject lands to the Site Specific Policies of the Niagara Official Plan in order to facilitate an expansion of the existing quarry. A separate Public Meeting will be held at the Niagara Region Planning and Economic Development Committee tomorrow (March 8, 2023) at 1pm.

Additionally, the applicant has also filed an application for a Category 2 (Below Water Quarry) - Class A Licence to the Ministry of Natural Resources and Forestry under the *Aggregate Resources Act*. The *Aggregate Resources Act* application process includes a separate public consultation and notification process.

METHOD OF NOTICE

Notice of the Public Meeting was administered in accordance with Sections 22 and 34 of the Planning Act, as amended, and Ontario Regulations 543/06 and 545/06.

The Notice of Public Meeting was circulated to required agencies, and previous commentors on February 7, 2023. The Notice was also placed in the Niagara This Week newspaper on February 9th, 2023. Meeting details have been provided along with the Council Agenda on the City's website and under "Current Applications".

Staff have received a number of comments from members of the public through prior circulations of the Aggregate Resource Act notification and Open House held in 2021. All public comments, including comments received through this Public Meeting process will be included and considered through staff's recommendation report.

QUESTIONS OF CLARIFICATION TO PLANNING STAFF/APPLICANT

Councillor Bodner asked if the request for decreased setbacks has any justification in the Regional Official Plan ("ROP") or the PPS, then asked if neighbouring properties' wells have been tested for depth and ability to recharge.

Mr. Sisco responded that they have a complaints response program and are able to both monitor and deepen wells upon request.

Councillor Bodner asked if there is a baseline reading that neighbours could use to know if their water supply is being depleted.

Mr. Sisco responded that PCQ drills holes and monitors the decline in the wells they have drilled.

Councillor Bodner asked if residents would be able to get their own baseline reading, then a second reading if they experience well depletion, to prove the negative impact to their water supply.

Mr. Sisco responded that PCQ sends surveys to neighbouring properties to check if they are satisfied with their water levels, but the responses are varied.

Councillor Bodner asked about the ingress and egress plan to prevent negative traffic impacts due to trucking activities.

Mr. Sisco responded that the only time trucking activities might cause negative impacts is in the morning, adding that they would have a plan to address it.

Councillor Bodner asked who would be financially responsible for the drain relocation.

Mr. Sisco responded that PCQ would bear all costs associated with the drain relocation.

Councillor Bruno asked for clarification regarding why the original Highway 3 exit proposed on Miller Road was not realized.

Mr. Sisco responded that City Roads Staff and the Region objected to the Miller Road exit.

Councillor Elliott asked Mr. Schulz how the City could make conditions and timelines enforceable.

Mr. Schulz responded that enforceable conditions are provided through Provincial approval.

Councillor Elliott asked Mr. Schulz how much municipal power would be retained if the applications are approved.

Mr. Schulz responded that once municipal approval is granted, the Province would retain all control over the development.

Councillor Elliott asked Mr. Schulz if the City would be able to enforce a condition that the Speedway lands must be remediated before construction begins.

Mr. Schulz responded that a Holding provision could give Council time to review.

Mr. Sisco stated that a report on the contaminated land was completed and included in their applications, adding that recommendations were made in that report.

Councillor Elliott asked why the Speedway has not been cleaned up yet if the reports found the lands to be contaminated.

Mr. Sisco responded that PCQ requires the approval of their applications before rehabilitating the contaminated lands could commence, adding that PCQ would agree to rehabilitate the Speedway lands.

Councillor Bodner asked if the berm was sampled.

Mr. Sisco stated the berm was sampled, along with other parts of the land, but more sampling needs to be done before a full remediation plan is completed.

Councillor Bruno asked Mr. Schulz if the municipal agencies circulated on such applications conduct the peer review process or if the Province is responsible for peer reviewing.

Mr. Schulz responded that all technical reports are peer reviewed by staff trained to review the reports or experts from the relevant authorities.

Councillor Bodner asked Mr. Schulz if the City is able to place any protections on the area impacted by the drain relocation plan.

Mr. Schulz responded that the City could consult the Region about the environmental features near the drain relocation area.

Moved By Councillor M. Aquilina
Seconded By Councillor G. Bruno

That Development and Legislative Services Department – Planning Division Report 2023-42 be received for information.

Carried

a. Delegation from David Sisco, IBI Group, applicant

Mr. Sisco, the Senior Planner at Arcadis IBI Group, presented proposed changes to the Official Plan and Zoning By-law using the regulatory framework of the Planning Act and Aggregate Resources Act. Mr. Sisco addressed public concerns regarding negative environmental impacts from the proposed development, their plan for mitigating disturbances caused by the development, and the potential positive economic impact of the development.

Questions of Clarification to Staff and Consultants

Councillor Aquilina asked about the status of Pit 2 and their timeline for rehabilitating the land.

Mr. Sisco called upon Mr. John MacLellan to explain that Pit 2 is currently licensed, with extraction expected to be complete within months, and estimated the rehabilitation of this pit would take 5-7 years.

Councillor Aquilina asked about the status of Pit 1.

Mr. MacLellan stated that Pit 1 was never licensed for extraction and was instead intended to be a pre-cast concrete plant, but the contract was not executed.

Councillor Aquilina asked about the plan for Pit 3.

Mr. MacLellan outlined their plan for commencing operations in Pit 3 and estimated it would take 40 years until this phase is complete.

Councillor Aquilina asked why they are requesting decreased setbacks.

Mr. MacLellan indicated that they are requesting the decreased setback because 30m is the standard for most of the province, but the setback requirement in Port Colborne is 90m.

Councillor Bruno asked how they arrived at Weaver Road as the proposed location of the exit off Highway 3, and whether this intersection will be controlled or if there will be merging lanes.

Mr. Sisco stated that their discussions with the Ministry of Transportation (“MTO”) and the Niagara Region (“Region”) considered an exit at Miller Road but resulted in the Weaver Road location, and that acceleration lanes headed towards Highway 140 would be constructed.

Councillor Bruno asked why Miller Road was not chosen.

Mr. Sisco explained that the MTO preferred Miller Road but objections from the Region resulted in the egress at Weaver Road.

Councillor Bruno asked Mr. Schulz when the Zoning By-law in Port Colborne set the required setback to 90m.

Mr. Schulz replied that the 90m setback requirement was included in Zoning By-law 6575/30/18 but was unsure of when it was originally implemented, stating that he would provide Council with an answer when he was able.

Councillor Elliott asked if the acceleration lane would exclusively allow right-hand turns.

Mr. Sisco responded that the acceleration lane would also allow left-hand turns.

Councillor Elliott expressed concern about traffic safety with allowing left-hand turns.

Mr. Sisco responded that they inserted 100 vehicles more than what they expected into their traffic model and the resulting traffic safety was still acceptable.

Councillor Elliott asked about their plan to relocate the drain.

Mr. Sisco responded that the drain would be relocated when extraction approaches it and committed to a 5-year timeline for the drain relocation.

Councillor Elliott asked if they currently had permission to relocate the drain.

Mr. Sisco replied that they are still in negotiations, adding that the property must first be rezoned.

Councillor Elliott noted that there appears to be a wetland near the western edge and asked how they plan to mitigate potential environmental issues.

Mr. Sisco stated that they have been working on a plan with the required agencies for the past 2 years, adding that they intend to build a buffer between the quarry and the wetland which sufficiently protects the ecosystem.

Councillor Elliott noted that the south-eastern portion of the subject land is contaminated as it is where the Humberstone Speedway ("Speedway") is, and asked about their plans for remediation before this phase begins.

Mr. Sisco stated that they do not plan to remediate the land beforehand because the extent of the contamination still needs to be tested, adding that any water runoff would be certified by the Ministry of the Environment ("MOE").

Councillor Hoyle asked if water runoff from the land where the Speedway is would end up in the drain which is proposed to be relocated.

Mr. Sisco stated that the drain which they would relocate does not pass by the Speedway lands.

b. Delegation from Robert Henderson, resident

Expressed concern regarding the economic impact of decreasing the amount of agricultural land in Port Colborne, the potential abandonment of the rehabilitation plan after extraction, the potential negative impact on the aquifer near the quarry, and the loss of municipal power over land use once Port Colborne Quarries ("PCQ") reaches the Provincial licensing phase.

c. Delegation from Sharon Ladd, resident

Expressed concern regarding the negative environmental impact on the aquifer, wildlife, and other ecosystems, the potential impact to the health of their family and animals, the potential negative economic impact on their agri-tourism businesses and local property sales, the potential property damage above what they have already experienced, the lack of response from PCQ regarding property damage, and the potential for insufficient rehabilitation efforts.

d. Delegation from Kevin Ladd, resident

Expressed concern regarding excessive exposure to trucking fumes, decreased traffic safety due to long truck line-ups at the entrance of the quarry and the left-hand turning lane, the current and future contamination of the land, and their request for decreased setbacks.

e. Delegation from Gary Gaverluk, resident

Expressed concern about the control plan created by PCQ to address site contamination due to the migration of contaminants in the time after studies are complete and before construction begins, then requested a more detailed timeline of the operation, and that PCQ bears all costs related to maintenance of the relocated drain.

f. Virtual Delegation from Gail Babion, resident

Expressed support for the applications due to the employment opportunities that the quarry provides and stated that they live across from the quarry but has not experienced any negative effects from the operation.

g. Delegation from Cindy Mitchell on behalf of Joseph Van Ruyven, resident

Expressed concern regarding the decrease in Northern Pike populations in the drain near the quarry observed by Mr. Van Ruyven, the negative environmental impact on Lake Erie, their home water supply, and the produce growing on their property, the potential property damage above what they have already experienced, the lack of acknowledgement from PCQ regarding property damage, and the negative impact on traffic from the

decreased setbacks not providing enough space for highway expansion.

h. Delegation from Harry Wells, resident

Expressed concern regarding the unrealized plans for rehabilitating past extraction lands into a recreational lake or hotel, an inaccuracy in an application submitted by PCQ to the Region which allowed them to circumvent proper environmental assessment, and the negative impact on traffic from the decreased setbacks not providing enough space for adequate road width.

i. Delegation from Jack Hellinga, resident

Expressed concern regarding the unrealized rehabilitation plan for Pit 2, the potential property damage above what has already been experienced, the lack of acknowledgement from PCQ regarding property damage, the loss of municipal power over land use once PCQ reaches the Provincial licensing phase, the inadequacies in the drain realignment plan, the negative economic impact of removing overburden to acquire aggregate, and the depletion of their well.

j. Delegation from Janet Henderson, resident

Expressed concern about the unrealized rehabilitation plan for Pit 2, stating that PCQ is in violation of their license because no rehabilitation has taken place.

k. Delegation from David Henderson, resident

Expressed concern about the negative impact on the water table from extraction efforts, the potential negative impact on the City's reputation due to the quarry versus the potential positive impact on the City's reputation with the addition of a passive lake.

l. Delegation from Melissa Bigford, resident

Noted that the Provincial Policy Statement ("PPS") outlines that agricultural areas are required to be protected from the negative effects of development and thus the PCQ applications are inconsistent with the PPS, that MTO approval has not yet been acquired for the proposed egress, that PCQ has stated trucking activities would begin at 6:00 a.m. and would thus be in violation of Noise By-law 4588/119/04, as amended, and expressed concern

regarding the rerouting of the drain and the lack of mitigation measures to protect neighbouring properties.

m. Virtual delegation from Cindy Mitchell, resident

Stated the Highway 3 egress should be moved to Miller Road where slower farming vehicles are already present, and that the City should join the other municipalities which have agreed to a moratorium on approving further aggregate licenses until more comprehensive environmental studies have been conducted, and expressed concern regarding the increased truck traffic, the lack of a license for Pit 1, the decreased economic prosperity of mining when compared to agriculture, the contamination of the Speedway grounds and lack of rehabilitation planned before extraction, and the negative environmental impacts due to water contamination and removal of the tree canopy to prepare for extraction.

n. Written delegation material from Lynne Scace, resident

5. Procedural Motions

Nil.

6. Information Items

Nil.

7. Adjournment

Deputy Mayor Bagu adjourned the meeting at approximately 9:20 p.m.

Mark Bagu, Deputy Mayor

Charlotte Madden, Acting City Clerk

**City of Port Colborne
Council Meeting Minutes**

Date: Tuesday, March 14, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Staff Present: C. Madden, Acting City Clerk
S. Lawson, Fire Chief
S. Luey, Chief Administrative Officer
S. Shypowskyj, Director of Public Works
S. Tufail, Acting Deputy Clerk (minutes)

1. Call to Order

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

2. National Anthem

3. Land Acknowledgment

4. Proclamations

4.1 March is Kidney Health Month

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

That the month of March, 2023 be proclaimed as “Kidney Health Month” in the City of Port Colborne.

Carried

5. Adoption of Agenda

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That the agenda dated March 14, 2023 be confirmed, as amended.

Carried

6. Disclosures of Interest

7. Approval of Minutes

7.1 Regular Meeting of Council-February 28, 2023

Moved by Councillor D. Elliott

Seconded by Councillor F. Danch

That the minutes of the regular meeting of Council, held on February 28, 2023, be approved as presented.

Carried

8. Staff Reports

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That items 8.1 to 8.3 be approved, and the recommendations contained therein be adopted.

Carried

8.1 2023 Drinking Water Operational Plan, 2023-44

That Public Works Department Report 2023-44 be received; and

That Council endorse the Port Colborne Water Distribution System Quality Management System Operational Plan attached as Appendix A to Public Works Department Work 2023-44.

8.2 Port Colborne Distribution System 2022 Annual Summary Report, 2023-43

That Public Works Department Report 2023-43, including the attached 2022 Annual Summary Report, be received.

8.3 H.H. Knoll Lakeview Park Pedestrian Bridge, 2023-47

That Public Works Department Report 2023-47 be received; and

That the Director of Public Works be authorized to fund the H.H. Knoll Lakeview Park Pedestrian Bridge repair from the infrastructure reserve for a design cost of \$14,930.00, and estimated construction cost of \$75,000.00.

9. Correspondence Items

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That items 9.1 to 9.5 be received for information.

Carried

9.1 Niagara Region - Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction

9.2 Niagara Region - Climate Change Projections

9.3 Town of Grimsby - Barriers for Women in Politics

9.4 Township of Moonbeam - Moratorium on Most Pupil Accommodation

9.5 Niagara Peninsula Conservation Authority - NPCA 2023 Board of Directors Meeting Schedule

10. Presentations

11. Delegations

12. Mayor's Report

A copy of the Mayor's Report is attached.

13. Regional Councillor's Report

Regional Councillor Davies provided an update to City Council.

14. Staff Remarks

14.1 Appointment of Acting Chief Building Official and Building Inspectors (Lawson)

The Fire Chief advised Council that in order to backfill a leave and to ensure continuous service for residents, an Acting Chief Building Official and Building Inspectors are being appointed.

14.2 Camp Molly (Lawson)

The Fire Chief informed Council that Port Colborne Fire & Emergency Services is part of Camp Molly Niagara that will be hosted in Niagara Falls on May 11-14, 2023. He further stated that teen girls interested in firefighting are encouraged to apply.

15. Councillors' Remarks

15.1 Main Street Mastermind and Web Session (Hoyle)

Councillor Hoyle informed Council that My Main Street is hosting monthly mastermind and webinar sessions on March 16, 21, and 23, 2023.

15.2 Residential Units (Elliott)

In response to Councillor Elliott's request for changes to the zoning by-law regarding residential units within Downtown BIA and Main Street BIA, the CAO provided an update on the Niagara Official Plan and advised that a report will be brought to Council with updates regarding the Official Plan process.

15.3 Markings and Locates on Main Street (Elliott)

In response to Councillor Elliott's inquiry regarding the markings on Main Street, the Director of Public Works informed Council that he would investigate.

15.4 Construction Traffic (Bruno)

Councillor Bruno requested that the barricades be erected once again at the Meadow Heights construction project site to direct construction vehicles.

15.5 Power Outage (Bruno)

Councillor Bruno stated that he has received complaints regarding power outage as a result of construction and requested the homeowners in the area be advised of such power interruptions.

15.6 Water Flow (Bagu)

In response to Councillor Bagu's inquiry, the Director of Public Works provided a brief overview of the investigation being completed to identify the source of the influx of water in the Homewood Avenue and Clare Avenue area.

15.7 Dolphin Street and Chippawa Road (Beauregard)

Councillor Beauregard expressed appreciation towards the Director of Public Works for addressing a concern on Dolphin Street and Chippawa Road.

15.8 Sherkston Community Centre (Aquilina)

Councillor Aquilina advised Council that a new member has joined the Sherkston Community Centre Board of Directors. She further stated that numerous activities are being scheduled and encouraged interested residents to view their social media channels for more information.

15.9 Speed and Patrol of Miller Road (Aquilina)

In response to Councillor Aquilina's request to replace a speed sign and to have an increased Niagara Regional Police presence on Miller Road to address reported issues of speeding, the Mayor confirmed that the request would be relayed to Port Colborne's Staff Sergeant.

16. Consideration of Items Requiring Separate Discussion

16.1 Investing in Canada Infrastructure Program: Green Stream – Transfer Payment Agreement, 2023-38

Moved by Councillor D. Elliott

Seconded by Councillor F. Danch

That Public Works Department Report 2023-38 be received;

That the Mayor and Acting City Clerk be authorized to execute an agreement with His Majesty the King in right of Ontario, as represented by the Minister of Infrastructure, for the Investing in Canada Infrastructure Program (ICIP): Green Stream program; and

That the By-law to authorize entering into the agreement, attached as Appendix B, be approved.

Carried

16.2 Town of Grimsby - Changes to the Municipal Heritage Properties Register

Moved by Councillor E. Beauregard

Seconded by Councillor M. Aquilina

That correspondence from the Town of Grimsby regarding Changes to the Municipal Heritage Properties Register be supported and be referred to the Chief Administrative Officer, Chief Planner and Director of Museum and Culture to investigate and bring an update forward at a future Council Meeting.

Carried

16.3 Municipality of Trent Lakes - Oath of Office

Moved by Councillor R. Bodner

Seconded by Councillor T. Hoyle

That correspondence from the Municipality of Trent Lakes regarding Oath of Office be supported.

Carried

16.4 Ministry of Natural Resources and Forestry - Proposed amendments to O. Reg. 161/17 under the Public Lands Act regarding floating accommodations and other changes

Moved by Councillor R. Bodner

Seconded by Councillor F. Danch

That correspondence from Ministry of Natural Resources and Forestry regarding proposed amendments to O. Reg. 161/17 under the Public Lands Act regarding floating accommodations and other changes be referred to the Chief Administrative Officer and Manager of Strategic Initiatives to investigate and bring a report forward with further information at a future Council Meeting.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

Moved by Councillor D. Elliott

Seconded by Councillor M. Bagu

That items 19.1 and 19.2 be approved, as presented.

Carried

19.1 Environmental Advisory Committee Minutes - January 11, 2023

19.2 Downtown Business Improvement Area - AGM Minutes - January 17, 2022

20. By-laws

Moved by Councillor G. Bruno

Seconded by Councillor M. Aquilina

That items 20.1, 20.3 and 20.4 be enacted and passed.

Carried

20.1 By-law to Authorize Entering into an Agreement with the Province of Ontario for the Investing in Canada Infrastructure Program (ICIP): Green Stream

20.3 By-law to Appoint a Building Inspector - Jacob Roy

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

20.2 By-law to Appoint an Acting Chief Building Official and Building Inspector

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That item 20.2, as amended in 20.2 a, be enacted and passed.

Carried

a. By-law to Appoint an Acting Chief Building Official, Deputy Chief Building Official, and Building Inspectors

21. Procedural Motions

22. Information items

23. Adjournment

Mayor Steele adjourned the meeting at approximately at 8:06 p.m.

William C. Steele, Mayor

Charlotte Madden, Acting City Clerk



PORT COLBORNE

Mayor's Report

MARCH 14, 2023

MARCH BREAK ACTIVITIES

March Break is underway!

You can be part of the Mosaic Art Project, you can play music, make crafts, you can picture yourself anywhere in the universe with the amazing new green screen – you can make yourself an astronaut in outer space, or the captain of a ship on the ocean.

Take your parents and get signed up for dozens of programs all this week at Port Colborne Public Library.

There are activities for children of all ages every day at the library, at The Vale Health and Wellness Centre, at Roselawn, and an outside bilingual story-walk on the grounds of the museum and library.

Please check the website, City of Colborne.ca for hundreds of amazing things to do this week.

TOP HAT CEREMONY

We hope you join us for our annual Top Hat ceremony in Lock 8 Gateway Park one week from tomorrow, on Wednesday, March 22.

It's the day we celebrate the opening of the Welland Canal. We call it the Top Hat ceremony because we present a top hat to the captain of the first downbound ship in the canal. The top hat tradition goes back to the days of William Hamilton Merritt, the man who envisioned and built the first canal almost 200 years ago.

We don't know yet which ship will be the first one through the locks – sometimes we find out only the day before. The Seaway, and all the ships' crews have a lot of work to do between now and then. We wish them all our best for a safe and successful 190th shipping season.

Our special events team works with the library and museum, and the Port Colborne Fair Trade Committee to present the event. It starts at 8am with pancake breakfast. Hope to see you all there!

SHERKSTON COMMUNITY CENTRE CHILI HOOK-OFF

There was some excellent chili in Sherkston Sunday! It was the annual Sherkston Community Centre Chili Cookoff. The place was packed. Three of us served as judges – Councillor Aquilina's husband Dan, Jack Feagan, and me.

We taste-tested a dozen different kinds of homemade chili, all made by resident chefs. The three of us chose our top three, and all the people who came to the event chose the people's top three. The Judges' Choice was chili made by Raven Wall; the People's Choice was the recipe entered by First United Church.

Funny how it turned out – the judges' first-place was the People's second place finalist, and the People's first place was the judges' second.

Jack's father Mike Feagan served as master of ceremonies. Mike happens to be an incredible woodworker and carpenter, and he carved trophies for the winners.

It was a lot of fun, and another great community event presented by the good people of Sherkston.

ST. PATRICK'S DAY IS FRIDAY AND EASTER BUNNY TWO WEEKS AWAY

Our local restaurants and bars have a busy weekend ahead as everyone becomes Irish and celebrates St. Patrick's Day. Here's to wishing everyone's Friday, March 17 be touched with lots of Irish luck.

Two weeks after we celebrate the leprechauns, we welcome the Easter Bunny.

Calling all children to the Promenade along West Street to welcome the Easter Bunny to Port Colborne. He'll sail in on the deck of the tug boat in the Welland Canal about 10am on Saturday, April 8.

Then it's hippety hoppity for everyone to the Vale Centre for an Easter Egg hunt at 11am. It will be great to see all the children at Vale, Saturday, April 8, for crafts and activities.

TRIBUTE TO TYLER CROOKS

You'll notice yellow ribbons tied to the lampposts outside city hall, and to the poles on Sugarloaf Street at the base of Cenotaph in HH Knoll Lakeview Park.

The yellow ribbons are our humble hometown tribute to Tyler Crooks who was killed in Afghanistan on March 20, 2009, when he served with the 3rd Battalion of the Royal Canadian Regiment.

March 20 is Tyler's 24th birthday. That was 14 years ago; Tyler would have been 38 today. His family and friends, and all Port Colborne, salute a Canadian hero.

We will remember you always, Tyler.

Subject: Sugarloaf Street Archeological Investigation

To: Council

From: Public Works Department

Report Number: 2023-52

Meeting Date: March 28, 2023

Recommendation:

That Public Works Department Report 2023-52 be received; and

That the Director of Public Works be directed to fund the archeological investigation to the satisfaction of the Ministry of Public and Business Services Delivery at an estimated cost of \$435,000 from the Infrastructure Reserve.

Purpose:

The purpose of this report is to inform Council of an archeological investigation within the Sugarloaf Street right of way and confirm an approved funding source.

Background:

On May 31, 2022, the City of Port Colborne was notified by the Ministry of Public and Business Services Delivery (MPBSD), formerly the Ministry of Government and Consumer Services, that a burial site had been discovered within the City's right of way on Sugarloaf Street. The MPBSD has ordered the City to undertake a burial site investigation to determine the origin of the site.

Discussion:

Since being issued the order, staff have been working closely with the MPBSD, the City's Solicitor, and archeology consultants to complete an Archeological Assessment (AA). The AA has outlined an approach for undertaking the archeological investigation

with the purpose of determining if the cemetery extends into the City of Port Colborne right of way along Sugarloaf Street.

The investigation will require the road to be closed for approximately four weeks and is scheduled to start in April 2023.

Financial Implications:

The archeological investigation will consist of archeological work, First Nations monitoring, and construction support (signage, barricades, reinstatements), and a 5% contingency totalling \$435,000. Based on the investigation's findings the possibility of additional costs to fulfill the MPBSD order is possible.

City staff will be providing traffic control devices, heavy equipment, and completing the general site mobilization/demobilization to aid the investigation and minimize construction costs.

Public Engagement:

The City has engaged First Nations communities and anticipate their participation through the report and strategy review as well as monitoring during the field investigations. The public and Emergency Services will be made aware of the road closure duration and detour routes.

Conclusion:

The City of Port Colborne has been working with the MPBSD and our archaeological experts to fulfill the Ministry order. Staff will continue to finalize details surrounding the archaeological investigation and report back to Council with the findings.

Respectfully submitted,

Steve Shypowskyj
Director of Public Works
905-835-2900 x223
steve.shypowskyj@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: Emmanuel Lutheran Cemetery Transfer

To: Council – Public Meeting

From: Public Works Department

Report Number: 2023-31

Meeting Date: March 28, 2023

Recommendation:

That Public Works Department Report 2023-31 be received;

That Council accept ownership of the Emmanuel Lutheran Cemetery located at 5194 Beach Road, Sherkston, Ontario L0S 1R0 Lot 3 & 4, Concession 1, Plan 35;

That Council authorize the Director of Public Works to complete a survey of the lands required for ownership transfer and retain resources to update the Cemetery Software database for a cost of \$15,000 to be funded from the 2023 operating budget;

That Council direct the Director of Public Works to apply the City of Port Colborne cemetery rate structure to the Emmanuel Lutheran Cemetery effective immediately; and

That Council authorize the CAO to sign the Transfer to Cemetery Care and Maintenance Trust Fund/Account Information Sheet and the Cemetery Transfer and Acceptance of the Municipality by Mutual Consent forms as required by the Bereavement Authority of Ontario (BAO).

Purpose:

In 2022 the Emmanuel Lutheran Cemetery Board (the Board) contacted City staff to discuss transferring land ownership, administration, and general maintenance of the Emmanuel Lutheran Cemetery (ELC) to the City.

Background:

The ELC is located on Beach Road and is set back approximately 135 meters from the road allowance to the north. It consists of 725 plots of which 272 are available for

purchase and 99 are sold awaiting interments. Appendix A provides a map of the general location of the cemetery, Appendix B provides a Cemetery Layout map.

The ELC Board has an appointee who provides operational oversight of the cemetery including ground maintenance, and the layout and coordination of internments. This appointee has recently retired but agreed with the ELC Board to provide operational oversight until the transfer of the ELC has been completed.

The City currently owns Beach's Burying Ground which is contained within the ELC boundary and shares a common access road. The ELC Board coordinates the maintenance of both the ELC and the Beach's Burying Ground with the City reimbursing all associated cost of the Beach's Burying Ground to the Board.

Discussion:

The City will most likely be required to take ownership of the ELC if the Board applies to the Superior Court Justice to have a judge declare the cemetery abandoned. If the court declares the cemetery abandoned, the municipality will become the owner and will take over all the previous owner's cemetery assets, rights, and obligations. If the court does not declare the cemetery to be abandoned the owner/operator will be required to pay the cost of the proceedings. In all other cases, the Bereavement Authority of Ontario (BAO) has identified that the municipality will be required to pay the cost of the proceedings.

A cemetery owner or operator can apply to the Superior Court of Justice to have a judge declare a cemetery abandoned if its owner:

- cannot be found or is unknown
- is unable to maintain the cemetery
- is not a licensed operator and there is no licensed operator for the cemetery

The ELC Board has presented the rationale for the transfer of ownership being that the owner is unable to operate and maintain the cemetery due to its board members resigning and having no suitable candidates from their small congregation to fill the vacated positions.

The ELC is an Active cemetery, meaning that plots are currently being sold and internments taking place. An Inactive cemetery would no longer sell internment rights or conduct internments. The physical act of internments dictates whether a cemetery is Active or Inactive. There are currently 99 plots sold awaiting interments so the ELC will stay Active until all internments have taken place. The City could offer internment right holders a plot that has a value equal to or more than their current plot, but typically most internment right holders prefer to be interred where they have already purchased rights as it is usually likely they want their final resting place to be close to friends or family

that may be in the cemetery. The costs associated with the 272 available plots within the ELC is discussed within the Financial Implications section of this report.

The City will assume operations of the ELC. According to records, approximately 6-10 burials are held annually. The Cemetery generally has been well maintained and staff believe it can be maintained with the City's current complement of resources. The conditions will be monitored by staff and external resources will be retained if the need arises to increase current levels of service.

As part of the City assuming the role for the ELC administration, the City's Cemetery By-law 5840-94-12 will be applied to this site. The current By-law is under review and an updated By-law will be presented to Council for consideration at a future Council meeting.

The City will be required to oversee grass cutting approximately 25 times per year, head stone repairs, landscaping which includes leveling of grounds, tree trimming, and snow removal estimated to cost the City \$10,000 annually for staff time and use of equipment and materials.

To integrate the ELC into the City's digital data base, Stone Orchard, the City would be required to complete a land survey of the existing plots to verify the layout as provided by the Board. The survey would be uploaded into Stone Orchard to identify plots sold and available. Staff would then be required to manually load the hard copy data base into the Stone Orchard software for proper records. This same survey will be used to transfer land ownership to the City. The cost for the land survey and staffing to update the cemetery software is an estimated expense of \$15,000.

Based on current site conditions, consideration for road work and fence delineation between the cemetery and crop lands that run adjacent to the property, the amount of \$15,000 will be considered as part of the 2024 Capital budget submission.

Internal Consultations:

Staff have confirmed ownership is currently with St. Luke's Evangelical Lutheran Church of Ridgeway Trustees. Maintenance staff have visited the site and have been consulted regarding annual maintenance costs. Financial Services has reviewed the ELC Board's financial statements from 2016 to 2022.

The Bereavement Authority of Ontario (BAO) is aware that the ELC Board and City of Port Colborne are currently in discussion regarding the transfer of the ELC.

The City Solicitor has provided comment and agrees with this recommendation to Council.

Financial Implications:

Current balance provided by the ELC for year end 2022 as provided to the BAO states there is \$39,588 in the ELC perpetual care account with public trustee and \$8,572 balance on hand which will be transferred to the City.

To fully fund the annual operating expenses identified below the City would need a perpetual care account of approximately \$430,000. The 2022 statement identifies a perpetual care account of only \$39,588.

Expenses:

- Increase to overall annual operating expense: \$8,572
- Cost for land survey and transfer, staffing to update software: \$15,000

Fees:

- Staff propose that upon transfer of administration to the City of Port Colborne, the City's current rate schedule and By-law 5840/94/12 would apply to the ELC. The City's current fee schedule is under review and will be brought to a future Council meeting for consideration as current rates are subsidized by the levy.

	Emanuel Lutheran Cemetery	Port Colborne
Cremation Plots (includes perpetual care)	\$1,250	\$485
Full Body Plots (includes perpetual care)	\$1,250	\$1,377

(Excludes taxes and burial fees)

Strategic Plan Alignment:

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

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- Value: Financial Management to Achieve Financial Sustainability

Conclusion:

In conclusion, it is recommended that the transfer of land and administration be accepted by the City of Port Colborne and the ELC remain Active to continue with the previously sold interments and sell new interment rights for the 272 available plots.

Appendices:

- a. General Location Map
- b. Cemetery Layout Map

Respectfully submitted,

Curtis Dray
Manager, Roads and Parks
905-835-2900 x 220
curtis.dray@portcolborne.ca

Report Approval:

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

Appendix A

General Location Map



Subject: Stop Up and Close By-law for Hillcrest Road Temporary Turning Circle

To: Council

From: Development and Legislative Services Department

Report Number: 2023-58

Meeting Date: March 28, 2023

Recommendation:

That Development and Legislative Services Department – Planning Division Report 2023-58 be received; and

That Council waive the notification requirements for the stopping up and closing of a public highway as established in Schedule “A” of By-law 4339/12/03; and

That the Stop Up and Close By-law attached as Appendix A of Development and Legislative Services Report 2023-58 for the Hillcrest Road temporary turning circle be approved.

Purpose:

The purpose of this report is to seek Council’s approval of a Stop Up and Close By-law for the Hillcrest Road temporary turning circle within the existing Meadow Heights subdivision. This report comes in response to an urgent request by the City Solicitor to close the turning circle as a public highway, to permit the transfer of the lands to the abutting properties, as required by the subdivision agreement.

Background:

The Meadow Heights Plan of Subdivision is located in the northwest of the City, bounded by the Barrick Heights Subdivision to the south, Elm Street to the east, the Loyalist Industrial Park to the north and the Rosedale Draft Plan of Subdivision and Hawthorne Heights to the west.

The Meadow Heights Plan of Subdivision, registered in 1991, allows for a mixture of single-detached lots of varying size, semi-detached and townhouse dwelling units. The plan first was approved for 413 dwelling units (267 single detached dwellings, 94 semi-detached units; and 52 townhouse units). In 1994, the plan was amended to allow for an additional eight dwelling units.

The subdivision agreement permitted development in four phases; the first phase consisting of 240 dwelling units.

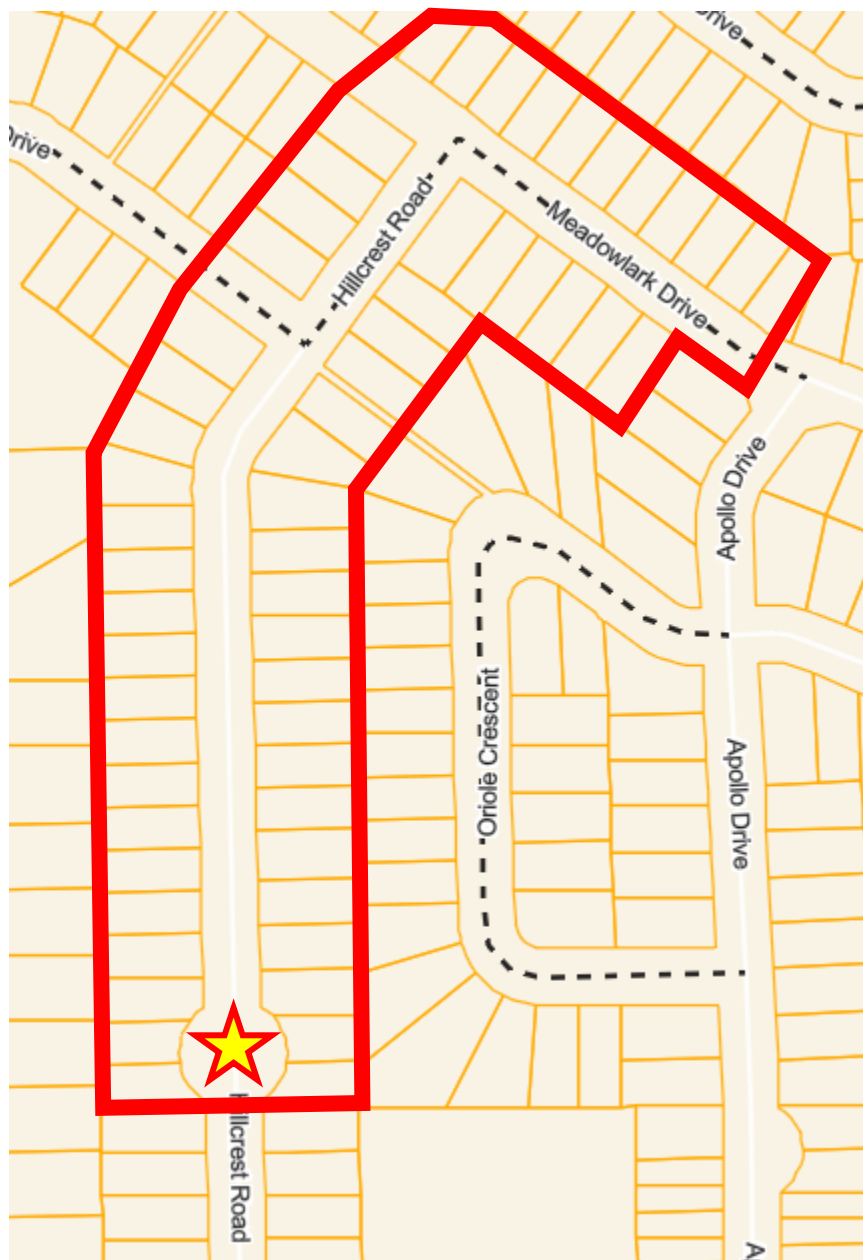
In 2000, Kingsway Investment Ltd. (1399908 Ontario Inc.) purchased the subdivision land and made amendments to the subdivision agreement to recognize new ownership/mortgagee, revision of Phase 1 and acknowledgement that development charges have been paid in full.

On November 27, 2017, Council approved an amendment to the Meadow Heights Subdivision through By-law 6536/103/17. The approval allowed for the refinement of Phase 2 to be developed in two stages. Stage 1 was for 26 lots and Stage 2 for 52 lots.

At its December 14, 2020 meeting, City Council approved an amending agreement for the 26 lots in Stage 1 mentioned above. Stage 1 is known as Oriole Crescent.

On May 24, 2022, City Council approved an amending agreement for the 52 lots located in Stage 2. Stage 2 is known as the Hillcrest Road and Meadowlark Drive extension.

A keymap has been provided below to show the general location of Stage 2 (red outline), and more specifically the temporary turning circle (yellow star) in which this report pertains.



Discussion:

As referenced above, this report comes in response to an urgent request by the City Solicitor to stop up and close the temporary turning circle on Hillcrest Road to permit the transfer of the lands to the abutting properties. Through the process of the land sale of the lots within Stage 2, it was discovered by the buyer's lawyer that the lands that encompass the Hillcrest Road temporary turning circle have yet to be transferred to the abutting properties, in accordance with the subdivision agreement. In reviewing the applicable transfer documents, it was discovered by the buyer's and the City's lawyer that the lands meant to be transferred, were dedicated by the City as a public highway

in 2011 through By-law 5730/161/11. Therefore, in order for the lands to be transferred in accordance with the subdivision agreement, the stopping up and closing of the applicable lands is required. The lands subject to the proposed stop up and close by-law are known as Parts 1-18 on Plan 59R-14458 and are highlighted in Appendix B.

In 2003, City Council passed By-law 4339/12/03 under Section 251 of the *Municipal Act* (the “Act”) to establish a procedure for notice for the closing of a public highway. The By-law requires a public meeting to be held, and notification for said meeting to be published once a week for four consecutive weeks in the newspaper. Since the by-law’s passing in 2003, Section 251 of the Act was repealed. Additionally, Section 34(1) of the Act which previously stated: “Before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law”, was repealed in 2007, removing the requirement for public notice for closing a public highway.

Staff has reviewed and discussed the above-mentioned by-law with the City Solicitor and are of the opinion that given the context of the lands subject to the turning circle, the nature of the closure, and the amendments to the Act, it would be appropriate for Council to use its authority to waive the typical procedural requirements referenced in the by-law to accommodate this urgent request. Should Council decide to follow the established notification procedure, a significant amount of time will be added to this process, causing unnecessary delays to the transfer and subsequent development of the lands, in accordance with the approved subdivision agreement.

Internal Consultations:

Planning staff have worked closely with the City Solicitor to respond to this urgent issue. The By-law attached as Appendix A has been vetted, and the solicitor opines that it is appropriate to waive the procedural notification requirements.

Financial Implications:

As referenced previously, Council has the authority to waive the procedural notification requirements established through By-law 4339/12/03, which will save a substantial amount of staff and legal time for the municipality, as well as avoid unnecessary delays to the transfer and development of the lands.

Additionally, the waiving of the notification process will save the City money in advertisement fees for the newspaper. Each advertisement is roughly \$1,500. Using that figure across the required four consecutive weeks, the City could be saving approximately \$6,000.

Public Engagement:

Given the context of the turning circle, the lands could only be transferred to the abutting properties. Public input on this land transfer is not expected, nor required in the opinion of staff and the City Solicitor, as this transfer of the temporary turning circle has already been established through the subdivision agreement.

Strategic Plan Alignment:

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

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

Conclusion:

Staff recommend that Council waive the procedural notification requirements of By-law 4339/12/03 in order to pass the stop up and close By-law attached as Appendix A for the closure of the Hillcrest Road temporary turning circle.

Appendices:

- a. Stop Up and Close By-law – Hillcrest Road Turning Circle
- b. Lands subject to Stop Up and Close By-law

Respectfully submitted,

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Senior Planner
(905) 835-2900 x202
david.schulz@portcolborne.ca

Respectfully submitted,

Denise Landry, MCIP, RPP
Chief Planner
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Report Approval:

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

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Stop Up and Close the temporary Hillcrest Road turning circle, described as Part of Lot 16, Part of Lot 17, Part of Lot 18, Part of Lot 19, Part of Lot 20, Part of Lot 21, 59M195, being Parts 1-18 on Plan 59R-14458.

Whereas at its meeting of March 28, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Development and Legislative Services – Planning Division Report 2023-58, Subject: Proposed Stop Up and Close By-law for the Hillcrest Road Temporary Turning Circle; and

Whereas Section 27(1) of the Municipal Act, 2001, provides that, except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the public highway set out and described in this by-law be stopped up and closed in accordance with Section 34(1) of the Municipal Act, 2001; and

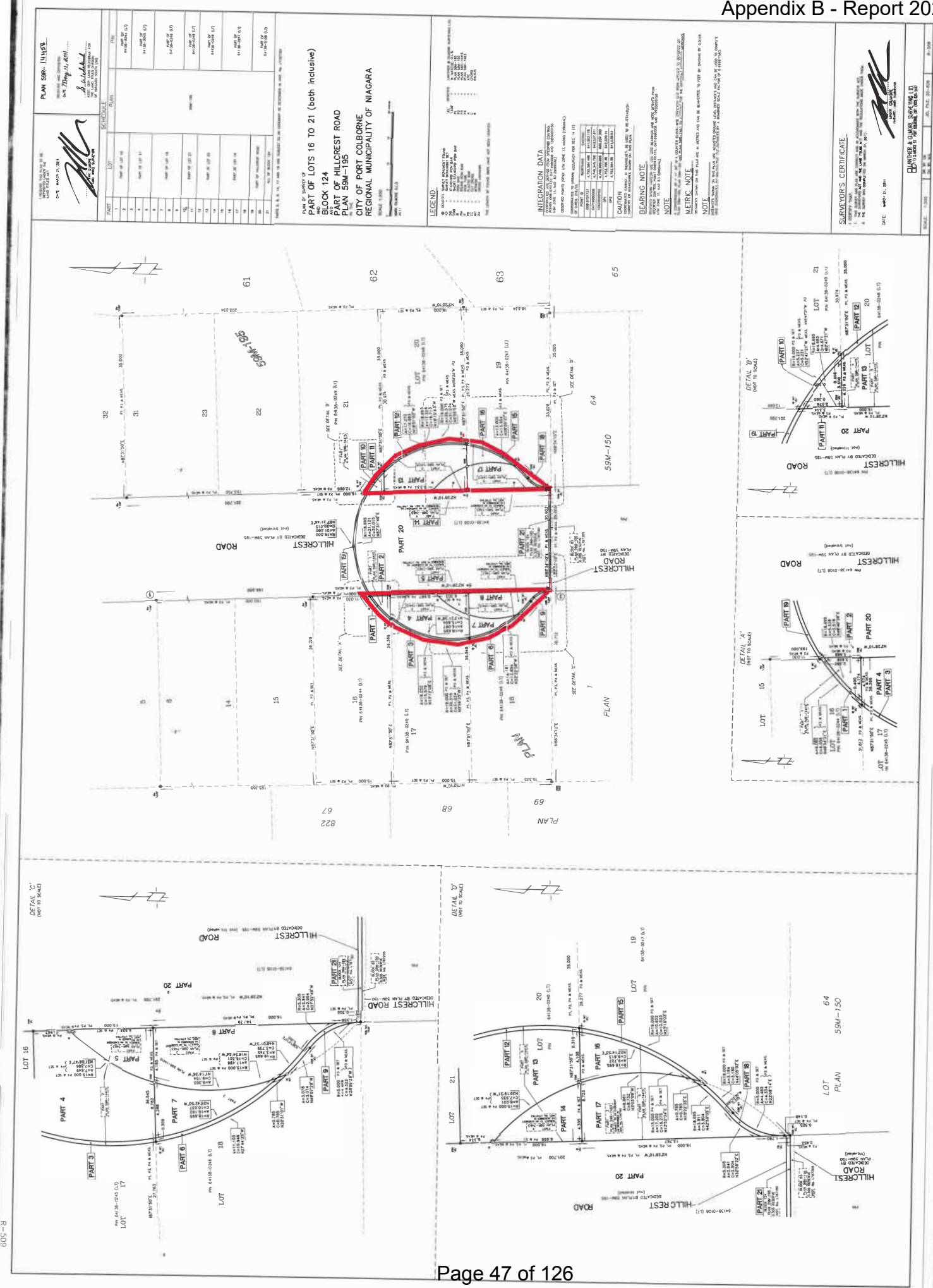
Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That upon and after the passing of this by-law all that portion of the public highway described as Part of Lot 16, Part of Lot 17, Part of Lot 18, Part of Lot 19, Part of Lot 20, Part of Lot 21, 59M195, being Parts 1-18 on Plan 59R-14458, known as the Hillcrest Road temporary turning circle is hereby stopped and closed.
2. That the Mayor, the Acting City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect the closing of the Hillcrest Road temporary turning circle hereinbefore described.
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 28th day of March, 2023

William C. Steele
Mayor

Charlotte Madden
Acting City Clerk



Subject: Canada Community Revitalization Fund – Amending Agreement

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-53

Meeting Date: March 28, 2022

Recommendation:

That Office of the Chief Administrative Officer – Economic Development & Tourism Services Division – Report 2023-53 be received; and

That the Mayor and Acting City Clerk be authorized to execute the revised amending agreement with the Federal Development Agency for Southern Ontario for the Canada Community Revitalization Fund.

Purpose:

The purpose of this report is to provide Council with the revised amending agreement for the Canada Community Revitalization Fund.

Background:

At the February 14th Council meeting, Report 2023-03 updated Council on the status of the waterfront centre project and a one-year extension for the Canada Community Revitalization Fund (CCRF) received through the Federal Development Agency for Southern Ontario (FedDev Ontario). The report also sought authorization to have the Mayor and Acting City Clerk execute any further amendments between the City of Port Colborne and FedDev Ontario to the CCRF agreement.

Discussion:

A copy of the amending agreement was mistakenly omitted from Report 2023-03. Staff apologize for this omission. The amending agreement that would have been added as an appendix item to this report was dated December 16, 2022. Staff have worked with FedDev Ontario to have this amending agreement revised. FedDev Ontario proceeded to review the removal of two of the five activities listed under the Activities section of Schedule 1 (Statement of Work): a) phase two architectural plan & design, and b) site servicing, phase two engineering consulting, and site remediation.

Staff's request to remove these two activities was made on the basis that the waterfront centre project would be rescope and six guiding principles would take precedence over building construction. Put another way, with the waterfront centre being shifted to a future date or time period, activities tied to the second phase of the architectural and engineering planning process no longer required completion in 2023-24. Site remediation was listed twice and consequently removed for this reason.

Staff did not receive the revised amending agreement until March 16, 2023. Besides the above-noted revision to the Activities section of Schedule 1, the only other revisions made by FedDev Ontario were the addition of a new clause (section 4. General - 4.7 No modification, supplement or amendment to this Amending Agreement shall be binding unless executed in writing by all of the Parties hereto) and updated Project Costs & Financing.

The federal government is still supporting the project with a \$750,000 non-repayable contribution, and the City of Port Colborne is still required to contribute \$250,000. The City of Port Colborne's share is being supported by the Vale Community Improvement Fund. The updated Project Costs & Financing section reflects a reweighed allocation of capital and non-capital costs as well as a reallocation of funds by fiscal year to account for the one-year extension.

Internal Consultations:

The Manager of Strategic Initiatives and Tourism & Strategic Project Coordinator regularly consult with and inform the CAO, Director of Corporate Services/Treasurer, and Director of Public Works about the waterfront centre project.

Financial Implications:

The one-year CCRF extension, through the revised amending agreement, allows the City and the federal government to continue this important project partnership into the 2023-24 fiscal year and share costs (e.g., architectural services, other professional fees, and the first phase of site remediation) associated with the remaining \$512,119 balance.

Public Engagement:

Concerning the rescoped waterfront project, staff intend to engage the public and solicit community feedback through in-person information sessions and virtual consultation during Q2 2023.

Strategic Plan Alignment:

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

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

Conclusion:

The purpose of this report was to provide Council with the revised amending agreement for the Canada Community Revitalization Fund. FedDev Ontario revised an earlier version of the amending agreement (dated December 16, 2022) and sent a new version on March 16, 2023. Authorization to execute the revised amending agreement will allow the City and the federal government to continue partnering on the rescoped waterfront centre project.

Appendices:

- a. City of Port Colborne CCRF Amending Agreement

Respectfully submitted,

Greg Higginbotham
Tourism & Strategic Projects Coordinator
905-835-2900 x505
greg.higginbotham@portcolborne.ca

Gary Long
Manager of Strategic Initiatives
905-835-2900 x502
gary.long@portcolborne.ca

Report Approval:

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

CANADA COMMUNITY REVITALIZATION FUND

AMENDING AGREEMENT #02

This Amending Agreement is made as of March 16, 2023

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF CANADA,**
 (“His Majesty”) hereby represented by the Minister responsible for the
 Federal Economic Development Agency for Southern Ontario
 (“Minister”)

AND: **THE CORPORATION OF THE CITY OF PORT COLBORNE**
 (“Recipient”) a **municipal government** established under the laws of
 Ontario

(collectively referred to as the “**Parties**”)

WHEREAS the Minister and the Recipient entered into a contribution agreement made as of October 15, 2021; and amending agreement #1 made as of December 31, 2021; under the *Canada Community Revitalization Fund* (“*Contribution Agreement*”), whereby the Minister agreed to make a non-repayable contribution to the Recipient in the maximum amount of \$750,000 in support of the Recipient’s Eligible Costs (as defined herein) of the Project; and

WHEREAS the Parties wish to amend the Contribution Agreement as specified in Section 3 hereof,

NOW THEREFORE in consideration of their respective obligations contained herein, the Parties agree to the following:

1. **Interpretation**

All capitalized terms used and not otherwise defined herein will have the meanings given to them in the Contribution Agreement.

2. **Execution**

This Amending Agreement must be executed by the Recipient and received by the Minister within 5 days of its signature on behalf of the Minister.

3. **Amendment**

3.1 In the Contribution Agreement, Section 2.1 – Definition, Completion Date and Definition Program Completion Date are hereby deleted and replaced with the following:

Completion Date means the Project Completion date, February 29, 2024.

Program Completion Date means March 31, 2024.

3.2 In the Contribution Agreement, Annex 1 – Statement of Work is hereby deleted and replaced by a new Annex 1 – Statement of Work attached hereto as Schedule 1

4. **General**

- 4.1 The Contribution Agreement and this Amending Agreement will henceforth be read together and will have the effect as if all the provisions of such agreements were contained in one instrument.
- 4.2 Except for the amendments expressly set forth in this Amending Agreement, the other terms and provisions of the Contribution Agreement remain unchanged.
- 4.3 This Amending Agreement is governed by the laws of the Province of Ontario and the laws of Canada applicable therein.
- 4.4 This Amending Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitutes one and the same instrument.
- 4.5 Each of the Parties shall, at the request of the other Party to this Amending Agreement, execute such documents and do such acts as may be reasonably required to carry out the terms of this Amending Agreement.
- 4.6 This Amending Agreement shall enure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.

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IN WITNESS WHEREOF the Parties hereto have executed this Amending Agreement through duly authorized representatives.

Project #: **1000288 – Amending Agreement #02**

HIS MAJESTY THE KING IN RIGHT OF CANADA,

Zoldak, Tania

Per: _____

Tania Zoldak, Acting Manager
Canada Community Revitalization Fund
Federal Economic Development Agency
for Southern Ontario

Digitally signed by Zoldak, Tania

Date: 2023.03.16 16:07:28 -04'00'

CORPORATION OF THE CITY OF PORT COLBORNE,

Per: _____

William C. Steele
Mayor

Date: _____

I have authority to bind the corporation.

Per: _____

~~Nicole Rubli~~
Acting City Clerk

Date: _____

I have authority to bind the corporation.

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SCHEDULE 1

Annex 1

CANADA COMMUNITY REVITALIZATION FUND

STATEMENT OF WORK

1000288 – THE CORPORATION OF CITY OF PORT COLBORNE

Primary Project Location: 11 King Street, Port Colborne, ON L3K 4E6
Project Start Date: April 19, 2021
Project Completion Date: February 29, 2024

Project Description/Purpose/Objective

OBJECTIVE

By February 29, 2024, the City of Port Colborne will have site preparation completed for a future multi-purpose facility at 11 King Street, Port Colborne. This project will revitalize a key section of the downtown core to provide a much-needed, year-round space for indoor community gatherings.

ACTIVITIES

Activity	Estimated Completion Date
Demolition of City public works building, phase one architecture drawings, and phase one environmental site assessment	December 2021
Phase two architectural plan & design	November 2022
Site preparation, phase two environmental site assessment, designated substance survey report, and substance abatement/site remediation	February 2024

Statement on Diversity and Inclusion

The Agency and the Recipient recognize and acknowledge their shared commitment to support a more diverse and inclusive Southern Ontario and Canadian economy. Throughout the duration of the Project, the Recipient agrees to engage with the Agency on their approach(es) to fostering diversity and inclusion within their organization. Examples could include:

- Collecting data and preparing reports on the Recipient’s workforce and participant (defined as collaborators, businesses supported, etc.) demographic composition (on a disaggregated basis) including baseline information;
- Developing and implementing a workplace diversity plan that could include efforts such as increasing senior leadership and workforce participation of underrepresented groups, providing skills development training programs for members of underrepresented groups as defined in the *Employment Equity Act*, or other initiatives;
- Identifying ways to leverage the supply chains and procurement opportunities within southern Ontario to access goods and services from businesses that are predominantly owned, operated and controlled by underrepresented groups as defined in the *Employment Equity Act* and consistent with the Government of Canada’s Indigenous procurement practices, and
- Considering registering as a participant under Canada’s 50-30 Challenge.

Expected Results of the Project

- City of Port Colborne has a prepared site to enable the construction of a future year-round space for indoor community gatherings.
- The Recipient ensures that the infrastructure asset related to the Project will be completed and remain open, available and accessible to the public.

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Key Project Impacts

Mandatory Indicators

Measurement	At Project End
Total cash leveraged	\$ 250,000
Number of community public spaces created	1
Number of community public spaces expanded	0
Number of community public spaces improved	0

Jobs (Mandatory)

Jobs	Number of full-time equivalents ¹				Total
	Created		Maintained ²		
	Permanent ³	Temporary ⁴	Permanent	Temporary	
Forecasted total jobs by Project Completion	0	0	0	0	0
<div><div>¹Full-time equivalent (FTE) is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. A FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.). The Recipient must be the employer of the FTEs reported in this table.</div><div>²Maintained refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded.</div><div>³Permanent job is a position without a fixed end date.</div><div>⁴Temporary job is defined as a temporary or contract position with a fixed end date.</div></div>					

Project Costs & Financing

COSTS	Eligible & Supported ^{1,2}		Eligible & Not Supported	Ineligible	Total	
CAPITAL COSTS						
Facility construction/renovations ⁵	\$ 460,000	46.0%	\$ 0	\$ 0	\$ 460,000	46.0%
Equipment purchases/installation	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Other Capital Costs	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
NON-CAPITAL COSTS						
Labour (employees)	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Expertise (consulting, contract) ⁶	\$ 540,000	54.0%	\$ 0	\$ 0	\$ 540,000	54.0%
Other Non-Capital Costs	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
TOTAL	\$ 1,000,000	100.0%	\$ 0	\$ 0	\$ 1,000,000	100.0%

FINANCING	Eligible & Supported		Eligible & Not Supported	Ineligible	Total	
FedDev Ontario	\$ 750,000	75.0%			\$ 750,000	75.0%
Other Federal	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Provincial	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Municipal	\$ 250,000	25.0%	\$ 0	\$ 0	\$ 250,000	25.0%
Other Private (Equity/Financing)	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Applicant	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
TOTAL	\$ 1,000,000	100.0%	\$ 0	\$ 0	\$ 1,000,000	100.0%

CONTRIBUTION ALLOCATIONS BY FISCAL YEAR ³	Eligible & Supported Project Costs	FedDev Ontario Contribution per Fiscal Year (\$, reimbursement %)	
2021-22	\$ 165,000	\$ 123,750	75%
2022-23	\$ 322,881	\$ 242,161	75%
2022-23	\$ 512,119	\$ 384,089	75%
TOTAL	\$ 1,000,000	\$ 750,000	75%

STACKING CALCULATION	Eligible Capital Costs	Eligible Non-Capital Costs
----------------------	------------------------	----------------------------

Total Eligible Costs ⁴	\$ 460,000	\$ 540,000
Total Government Contributions	\$ 460,000	\$ 540,000
Stacking %	100.0%	100.0%
Stacking Limit	100.0%	100.0%

- Notes:
1. Eligible and Supported Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
 2. The Recipient shall not redirect funding amount between cost categories without the prior written consent of the Minister.
 3. FedDev Ontario’s contribution allocations by Fiscal Year will not be reallocated without the prior written consent of the Minister. The Minister has no obligation to pay any amounts in any other Fiscal Years than those specified above. Failure to adhere to Fiscal Year allocations can result in a reduced contribution amount.
 4. Eligible Costs is the sum of Eligible and Supported Costs and Eligible and Not-Supported costs.
 5. Facility construction/renovations costs including but not limited to demolition, excavation, site preparation and servicing, environmental assessments, designated substance survey report, remediation, building foundation, concrete, framing and other building construction costs.
 6. Expertise costs including but not limited to architecture design, development concept and engineering consulting fees.

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Subject: Strategic Plan – Trimester Update

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-50

Meeting Date: March 28, 2023

Recommendation:

That Office of the Chief Administrative Officer Report 2023-50 be received for information.

Purpose:

This is a trimester progress report on the City's 2020-2023 Strategic Plan and specifically the status of the projects and initiatives outlined in Appendices A and B.

Background:

Council approved the 2020-2023 Strategic Plan at the May 25, 2021, meeting. The plan includes six strategic pillars – listed under the “Strategic Plan Alignment” section of this report – as well as the following vision and mission statements:

Vision: A vibrant waterfront community embracing growth for future generations

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

The Strategic Plan puts forward a framework to assist Council and staff in effectively responding to new issues, challenges, opportunities, and emerging trends. It helps the City's Corporate Leadership Team (CLT) provide leadership for change by shifting the focus from the day-to-day to being future-ready. Having a vision, mission, and key priorities ensures the Corporation moves consistently in a strategic direction. The Strategic Plan promotes a coordinated and consistent approach and a standard of service delivery. This plan also provides a line-of-sight for staff and organizational alignment to deliver on Council's priorities.

CLT implemented several corporate directives to ensure that the Strategic Plan is being used to guide staff in their daily responsibilities, assist with governance and Council decision-making, and help with priority-setting and resource allocation. The directives are as follows:

- Council staff reports must show how the report's issue, project, and/or request aligns with at least one of the strategic pillars;
 - Projects submitted for consideration during the Capital Budget process must show how they support the strategic pillars;
 - Corporate Communications and Human Resources are to work together to develop internal communications initiatives to promote the Strategic Plan throughout the organization so that staff are integrating the plan's main elements into their roles and daily tasks;
 - Directors/Managers and their staff are to follow Departmental/Divisional tactical plans that outline goals and projects to operationalize the City's Strategic Plan – these tactical plans were presented to CLT; and
 - Departmental/Divisional plans, as well as updated strategic plans for the Library and Museum (including Roselawn), must support and be in alignment with the vision, mission, and key priorities in the Strategic Plan.
-

Discussion:

There are 40 projects and initiatives included in the 2020-2023 Strategic Plan under each of the six strategic pillars. A trimester progress report showing the status of each of the action items is attached as Appendix B. Attached to this report is also Appendix A, which highlights two to three key projects under each pillar. These projects have been purposely picked out because they represent current priorities that will have a major impact on the community and the corporation.

The Manager of Strategic Initiatives has been directed to use more visually engaging methods for presenting trimester progress reports as well as an internal tracking system for monitoring the status of projects and initiatives.

A new 2023-2026 Strategic Plan is being developed and will be presented to Council in late April or early May 2023.

Internal Consultations:

CLT has ongoing conversations about priority projects, strategic initiatives, and promoting the integration of the Strategic Plan into the delivery of City programs and services.

Financial Implications:

There are no financial implications associated with this report. The projects and initiatives contained in the Strategic Plan have been funded by the City's 2020-2023 capital and levy budgets, as well as through approved grants.

Public Engagement:

The City's website has a dedicated page for the 2020-2023 Strategic Plan. One of the six pillars of the plan is "Governance: Communications, Engagement, and Decision-Making." Council and staff are committed to engaging residents and key community stakeholders in order to assist with decision-making and act in the public interest. To this end, "Bang the Table" – an online public engagement platform used by many other Canadian municipalities – has been acquired and will be rolled out publicly in Q2 2023 after staff training has been completed. The platform will be branded as "Let's Connect, Port Colborne."

Strategic Plan Alignment:

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

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

Conclusion:

The City of Port Colborne's 2020-2023 Strategic Plan includes vision and mission statements as well as six strategic pillars and 40 projects and initiatives.

The City's Corporate Leadership Team want to ensure the plan is a living document that continues to provide staff with a line-of-sight for understanding the connection between their day-to-day responsibilities and the plan's vision, mission, and strategic pillars. Each City Division/Department completed tactical plans that outline goals and projects to operationalize the Strategic Plan. These tactical plans will be reviewed and updated in 2023.

In addition to their commitment to accountability and transparency, CLT members remain committed to keeping Council and the community informed through trimester

updates on the Strategic Plan's progress.

Appendices:

- a. Key project updates under each strategic pillar
- b. Implementation plan showing the status of all projects

Respectfully submitted,

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gary.long@portcolborne.ca

Greg Higginbotham
Tourism and Strategic Projects Coordinator
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greg.higginbotham@portcolborne.ca

Scott Luey
Chief Administrative Officer
905-835-2900 x306
scott.luey@portcolborne.ca

Report Approval:

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



Service & Simplicity - Quality & Innovative Customer Service

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Customer Service Excellence

In Progress

- Customer service counter upgrade - Reviewing cost-effective options with the retained design firm
- Upgrading the phone system, managing the customer experience, and monitoring service levels - Retained professional services, continuing to leverage partnership with Microsoft, and proceeding with the migration to a cloud-based phone system by Q4 2023
- Enhancements and improvements to CRM software, water meters repair and replacement process, event ticketing, and online payments through the digital service channel

Completed

- Customer Relationship Management (CRM) software
- Provided incentive for PAP (pre-authorized payments)
- Introduced 24/7 online payment portal on the website, Virtual City Hall, and online service requests via the website

Smart City and Open Government

In Progress

- Smart City Strategy
- IT examining ways to expand Wi-Fi in public spaces to align with the Parks and Recreation Master Plan
- IT building foundation to translate information into open data for the public
- Public Works developing a public-facing website for snowplows and snow removal
- Digital Main Street program providing personalized assistance to help small businesses achieve digital transformation and grow their online presence

Completed

- Made investments in Wi-Fi expansion to improve broadband connectivity at the Vale Health & Wellness Centre, Sugarloaf Marina, and the Port Colborne Public Library
- Obtained provincial grants to assist with the digital modernization of internal processes and information management
- Expanded access to technology and connectivity with new public workstations at the Library



Value: Financial Management to Achieve Financial Sustainability

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Financial Management

In Progress

- Revamping Capital and Operating Budget processes to include accelerated timelines for estimates, budget development, Council review, and approvals
- Improving transparency, enhancing accountability through management oversight, and ensuring capital projects align with the Strategic Plan

Financial Sustainability

In Progress

- Rates and Fees Review for Marina, Cemetery, Planning, and Building
- Development Charges (DCs) Background Study - To be initiated in 2023 and new DCs to take effect in 2024

Completed

- New engineering fees
- Funding applications submitted to:
 - Tourism Relief Fund
 - Rural Economic Development Program
 - Digital Main Street 4.0
 - Tourism Economic Development and Recovery Fund
 - Disaster Mitigation and Adaptation Fund



City-wide Investments in Infrastructure, Recreational/Cultural Spaces

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Infrastructure Renewal

In Progress

- Infrastructure Needs Study
- Cross-divisional team meeting on a quarterly basis regarding the Parks and Recreation Master Plan and initiatives to invest in beaches, trails, and park amenities
- Working with the Region on a design and budget for upgrades to Lions Field Park
- Port Colborne Historical & Marine Museum capital project - Art storage system for heritage resource centre
- Roselawn Centre capital project - Second and third floor electrical retrofit, PA and audio system replacements, theatre roof structure, and skylight replacement

Completed

- Parkette at H.H. Knoll Lakeview Park
- Port Colborne Public Library capital projects - Renovated the public service desk area, added more public workstations, installed meeting/study areas, widened King Street entrance to improve accessibility, and updated King Street sign

Downtown Revitalization

In Progress

- Comprehensive review of CIP incentive programs, including downtown commercial and Main Street business districts - Final report in Q2/Q3 2023
- West Street renewal project - Finalizing a multi-year project scope, with business community consultation and project implementation set for 2023-24

Completed

- My Main Street program - Collaborated with the small business community to support revitalization and stimulate economic growth, and helped 10 small businesses receive a total of \$100,000 in grants



People: Supporting and Investing in Human Capital

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Performance Management

Completed

- SMART goals - Employees prepare an individual plan annually that aligns with divisional and corporate goals
- Culture of continuous improvement - Employees complete a minimum of 25 hours annually of training and professional development
- Competency-based performance development program

Employee Engagement

In Progress

- Developing an action plan based on results from the employee engagement survey

Completed

- Appaluz employee engagement and recognition platform
- Quarterly Town Hall meetings with all staff and CLT
- Employee engagement survey

HR Management and Information Systems

In Progress

- Looking at opportunities to partner with other LAMs on the joint procurement of a holistic HR system to perform functions such as recruitment, payroll, and attendance management
- Introducing a new awards program - CAO's Awards of Excellence

Completed

- Overhauled onboarding program for new staff
- Performed a comprehensive review of HR functions to support moving to a best-of-breed application



Attracting Business Investment and Tourists to Port Colborne

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Growth and Development

In Progress

- Population Growth Projections - Report in Q2 2023
- Phases 2 & 3 of City Real Estate initiative
- Two new industrial parks in planning and development stage

Completed

- Phase 1 of City Real Estate initiative
- Affordable Housing Strategy & Action Plan

Waterfront Revitalization

In Progress

- Adapting the waterfront centre project to prioritize improvements under the scope of six guiding principles
- Public Works equipment shelter at 11 King Street to be demolished and site of black oil tanks to be decommissioned during Q2 2023
- Multi-use trail improvements and road rehabilitation along Welland Street to improve linkages to Nickel Beach
- Off-beach parking project for Nickel Beach
- Exploring public-private partnerships to realize a new vision for east side marine/ industrial lands



Governance: Communications, Engagement, Decision-Making

Vision Statement

A vibrant waterfront community embracing growth of future generations

Mission Statement

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

Strategic Communications

In Progress

- Continuous improvement approach to website content maintenance, using feedback from the Customer Service division and resident inquiries to inform enhancements
- Ongoing focus on implementing established corporate brand standards across all corporate assets and materials
- Collaborating with Public Works to roll out the Council-approved Signage Strategy, including upgraded park and welcome signage across the city
- Internal communications strategy
- External communications plan
- Growing audience engagement on social media
 - More than 1,000 new followers across Instagram, Facebook, and Twitter in Q4 of 2022
 - Over 5,000 content interactions on Facebook and Instagram in Q4 of 2022, which is in the 75th percentile compared to similar accounts

Completed

- Website redevelopment
- Corporate rebranding
- Increased reach on Instagram, Facebook, and Twitter

Public Engagement

In Progress

- Online public engagement platform – Let's Connect, Port Colborne – to launch in Q2 2023

Decision-Making

Completed

- Tactical plans by each division/department, which included goals and priority projects that align with the Strategic Plan
- Council report structure updated to show how the issue or request relates to one of the six strategic pillars

CUSTOMER SERVICE
STATUS TRIMESTER
REPORT

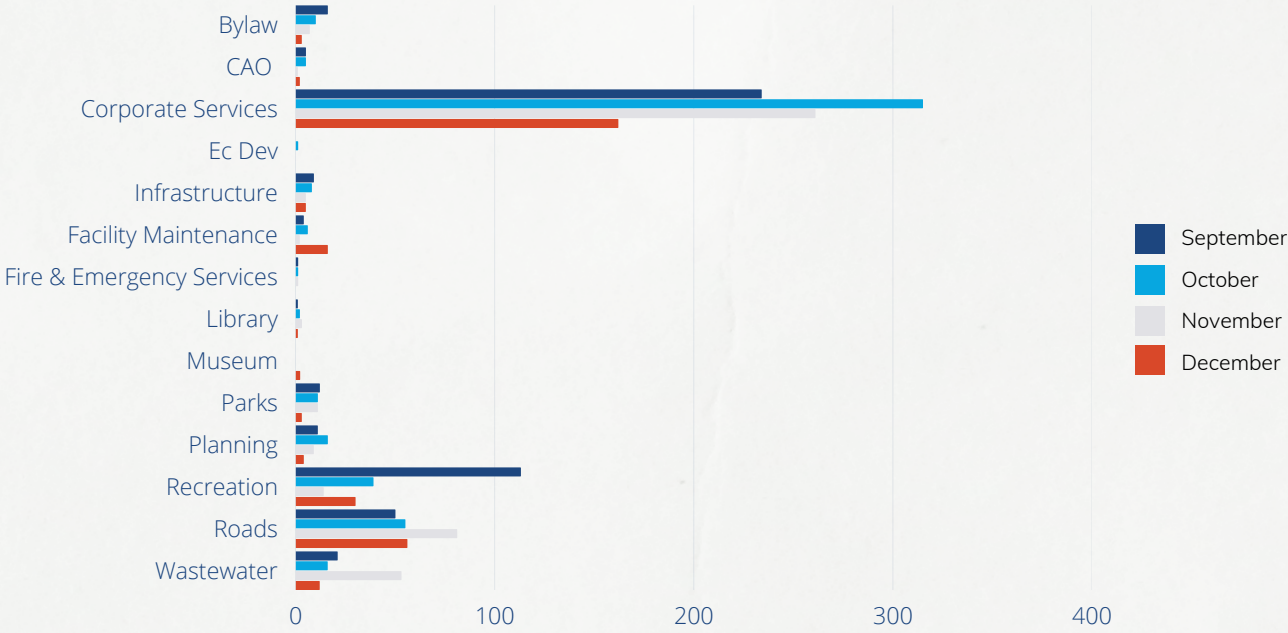
TOTAL NUMBER OF
SERVICE REQUESTS

1995

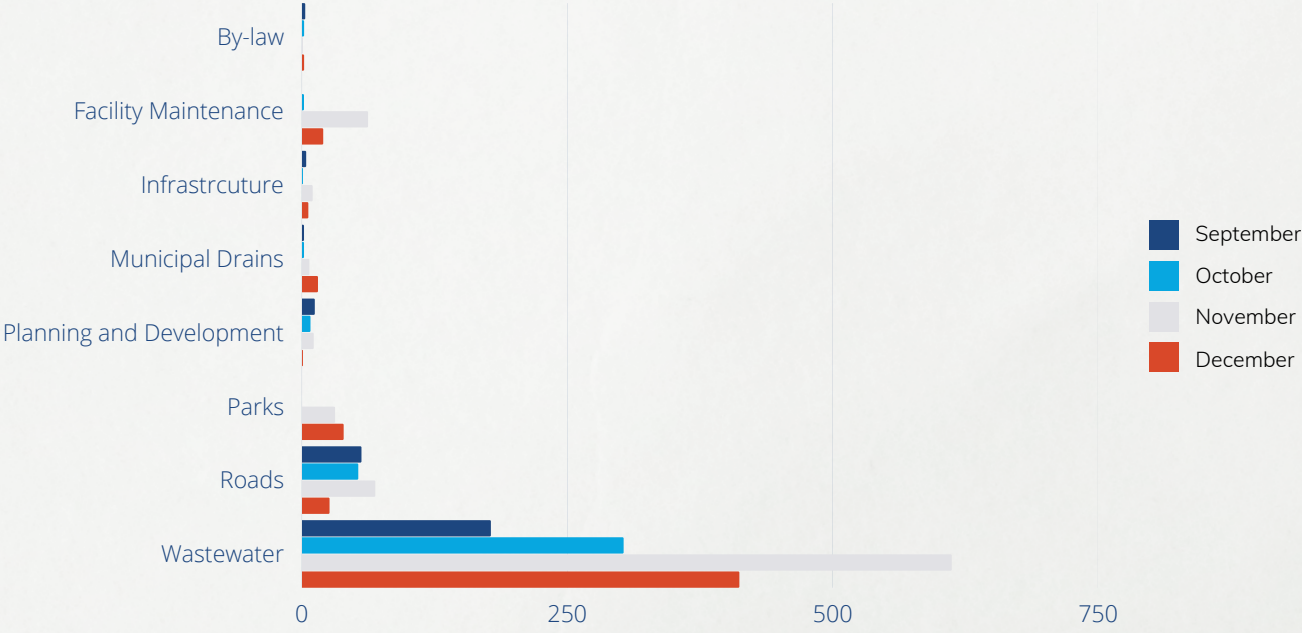
TOTAL NUMBER OF
WORKORDERS

1956

SERVICE REQUESTS BY DEPARTMENT



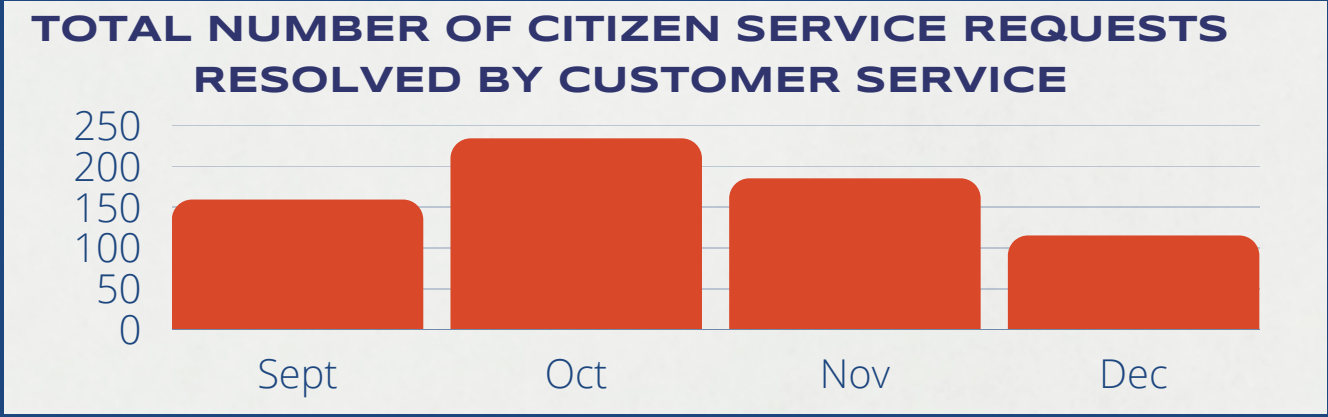
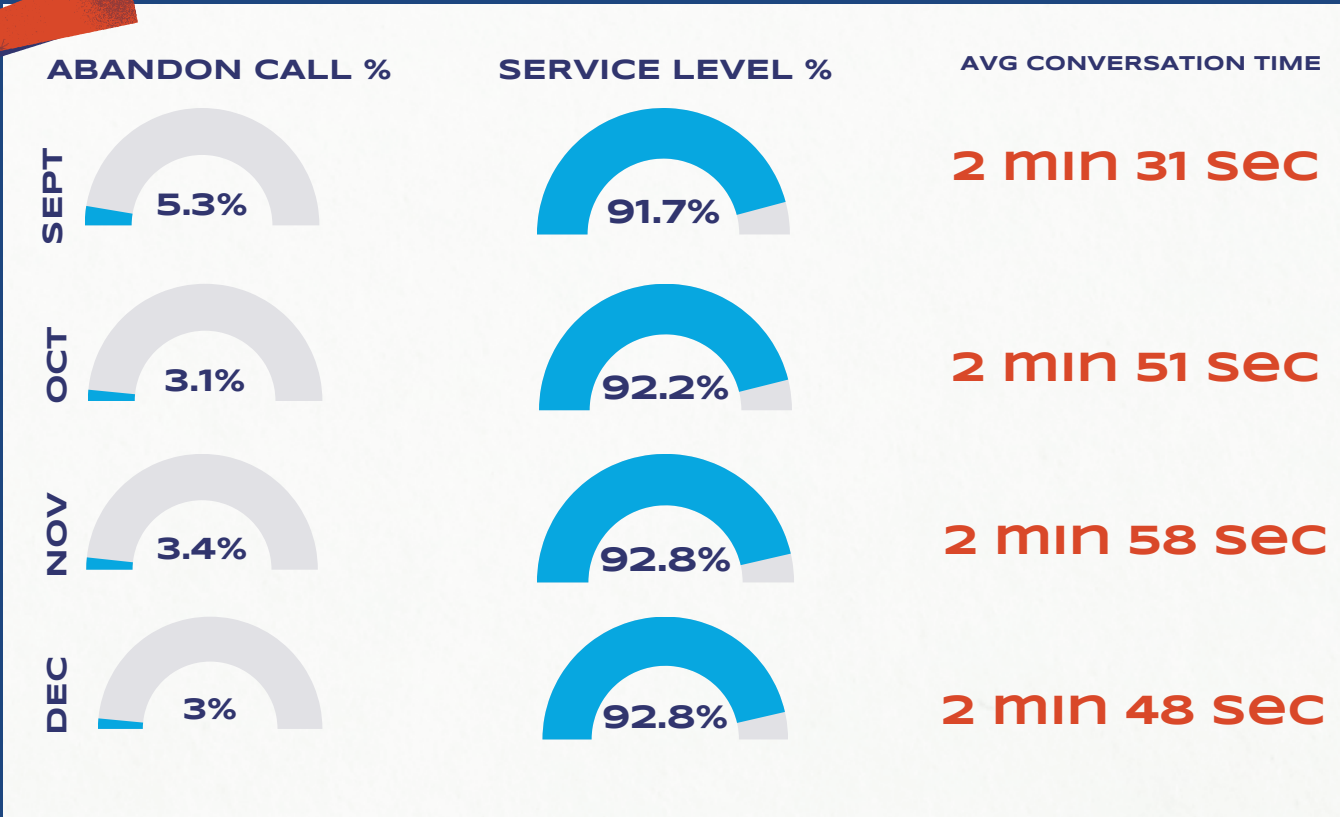
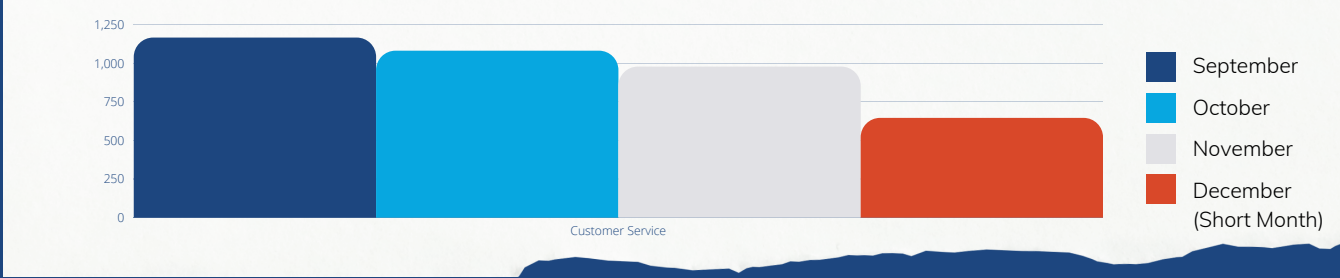
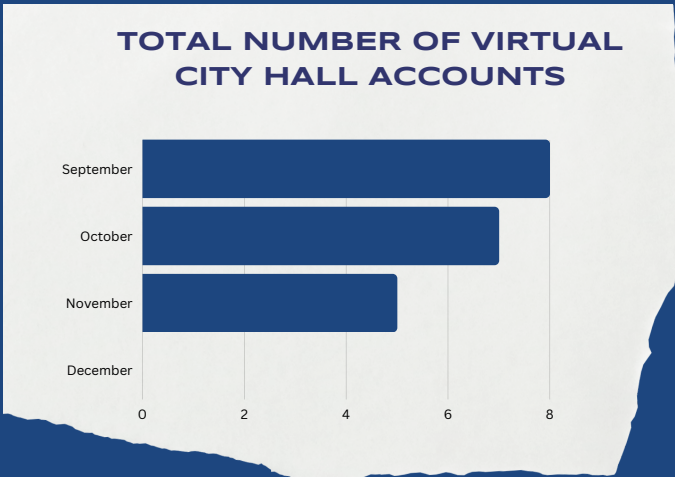
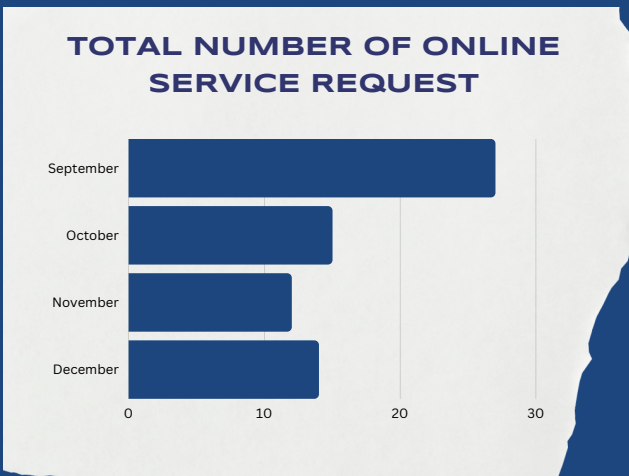
WORKORDERS BY DEPARTMENT



TOP 5 SERVICE REQUESTS TYPES

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
NICKEL BEACH INQUIRY	ELECTIONS INQUIRY	FACILITY MAINTENACE REQUEST	WINTER CONTROL INQUIRY
ELECTIONS INQUIRY	TAX BILL INQUIRY	TAX BILL INQUIRY	PROPERTY TAX DEEDS
MARRIAGE LICENSE INQUIRY	WATER BILL INQUIRY	WATER METER APPT	TAX BILL INQUIRY
ARENA / ICE RENTAL INQUIRY	TAX STATEMENT REQUEST	WINTER CONTROL INQUIRY	MARINA DOCK SLIP INQUIRY
SERVICE LINE INSURANCE INQUIRY	ARENA / ICE RENTAL INQUIRY	PRE-AUTHROIZED PAYMENT INCENTIVE	FACILITY MAINTENANCE

CUSTOMER SERVICE
STATUS TRIMESTER
REPORT





PORT COLBORNE

2020-2023 Strategic Plan - Implementation Progress Report

Goals	Actions	Funding Source	Status – Next steps/ Timelines
Our goal is to make it simple to interact with the City through clear communication, efficient and effective processes, and making the best use of appropriate technologies. We will create a seamless “one-stop shop” with exemplary customer service throughout the organization to meet the needs of our community.	<p>Complete Customer Relationship Management (CRM) software</p> <p>In-Progress Provide a streamlined, consistent service channel that is relevant, valuable, and accessible to service users</p> <ul style="list-style-type: none"> • Water meters repair and replacement process • Customer experience through AudienceView • Online payment options for users completing service applications online • Digital service channel for building permit applications and payments <p>In-Progress Customer Service counters upgrade</p> <p>Complete Incentive for pre-authorized payments (PAP); introduction of online payments 24/7 via</p>	Municipal Modernization Grant	<p><u>Lead Department/Division:</u> Corporate Services (Customer Service)</p> <p>Major CRM project elements implemented from 2020-2022, with continued improvements, enhancements, and training in 2023 (e.g., workflow, service levels, notifications, and further integration to replace legacy software)</p> <p>Improve customer experience for water meters repair and replacement, event ticketing, online payments, and through the digital service channel</p> <p>Corporate Services and Public Works are continuing to review cost-effective options with the retained design firm to upgrade the customer service counters</p> <p>Corporate Services has retained professional services,</p>

Goals	Actions	Funding Source	Status – Next steps/ Timelines
The goal of this internal and external review of service delivery is excellence.	the City website; introduction of Virtual City Hall that provides “one stop shop” to access to account information; online service requests on the City’s website In-Progress Phone system upgrade		continues to leverage their partnership with Microsoft, and will proceed with the migration to a cloud-based phone system by Q4 2023
	In-Progress Implement Service Delivery Review	Municipal Modernization Grant	<u>Lead Department/Division:</u> Corporate Leadership Team (CLT) Public Works departmental review is complete and service delivery review will be initiated in 2023
	In-Progress Partner with other Niagara municipalities on a shared services review	Niagara Region Council approved \$100,000 in April 2021 to retain a consultant to assist with this initiative	CAO and CLT are discussing shared service opportunities with LAMs, including the joint procurement of flow monitors for the sanitary system and a holistic HR system
	In-Progress Create a smart city strategy and open data initiatives Complete Improved Wi-Fi capabilities at many City facilities, including the Vale Health & Wellness Centre, Sugarloaf Marina, and	Funding not required for development of initial framework	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives and Corporate Services Staff are looking at ways to expand Wi-Fi capabilities in other public spaces and to align with the Parks and Recreation Master Plan

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	the Port Colborne Public Library		Public Works is working on the public-facing website
	In-Progress Public-facing website for snow plows and snow removal		
	Complete Be a partner in the Libraries in Niagara Cooperative (LiNC) for expanded cost savings and resource-sharing		<u>Lead Department/Division:</u> Library
	In-Progress Connectivity project with upgrades to equipment and phone system		
	In-Progress Expand access to technology, including digital green screen		
	In-Progress Creation of a Cultural Block (includes Roselawn Centre) to provide residents and visitors with a safe, accessible outdoor destination that is also a platform for programmes and events		<u>Lead Department/Division:</u> Museum/Library
Our goal is to ensure that Port Colborne is investment-ready. In addition to commercial and industrial investment, we will become a desirable tourist destination showcasing the unique historical, cultural, and natural elements of our community for visitors and residents alike.	Complete Creation of monthly meetings with Director of Museum and Culture and Lighthouse Theatre	No funding source	

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	Complete Community Engagement Officer (one-year) contract position created to assist with developing and implementing a range of marketing and communication strategies to build community awareness and relationships		
	In-Progress Implementation of multi-phased City Real Estate Project Complete Phase 1 complete - 6 parcels	No funding required	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives Phase 2 (infill lots) is ongoing Phase 3 (irregular, small city parcels) – Staff report expected for Q2 2023 Staff are reviewing other potential surplus properties
	Complete Affordable Housing Strategy and Action Plan	\$75,000 approved in 2020 Capital Budget	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives and Planning Staff are working on implementation plan for recommendations and coordinating updates to the Official Plan and Zoning By-law
	In-Progress Investigate opportunities and potential partnerships to	No funding required	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	facilitate the redevelopment of the east side industrial lands		Staff are having ongoing discussions with Region on pipe crossing of infrastructure across the canal to service future development
	In-Progress Comprehensive Review of Community Improvement Plans	\$125,000 approved	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives Staff report with recommendations to be presented Q2/Q3 2023
	In-Progress Continued implementation of Economic Development Strategy and Action Plan	Initiatives requiring funding will be brought forward for approval; many will have minimal cost as they are part of the Divisional work plan	<u>Lead Department/Division:</u> EcDev/Strategic Initiatives Refreshed strategy to be presented Q2 2023
	In-Progress Tourism Strategy and Action Plan, and implementation of Cruise Destination Business Case	Proposed initiatives to be costed and brought forward for budget consideration; some could be funded from Municipal Accommodation Tax (MAT)	<u>Lead Department/Division:</u> Tourism/Strategic Initiatives New strategy to be presented Q2/Q3 2023
	In-Progress Waterfront Centre	\$750,000 in approved funding from FedDev Staff are exploring other public and private sector funding sources	<u>Lead Department/Division:</u> Strategic Initiatives Project update provided in February 2023 Project has been rescoped and will move forward with public consultation and engagement with key stakeholders, including Downtown BIA, in Q2/Q3 2023

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	In-Progress Niagara's South Coast Tourism Association (NSCTA)	Funded from Municipal Accommodation Tax (MAT) Confirming funding contributions from municipal partners Q2 2023	<u>Lead Department/Division:</u> Tourism/Strategic Initiatives Business and marketing plan expected for Q3 2023
Our goal is to build new infrastructure, renew existing infrastructure, and upgrade facilities and public spaces for our residents and future growth.	In-Progress Infrastructure Needs Study (INS)	\$750,000 approved in 2021 Capital Budget	<u>Lead Department/Division:</u> Public Works/Engineering Contract awarded and final report expected for Q2 2023
	In-Progress Asset Management Plan (AMP)	TBD	<u>Lead Department/Division:</u> Public Works/Engineering Tied in with INS; Contract awarded and final report expected in 2023
	In-Progress Building Condition Assessments (BCA)	Funding approved	<u>Lead Department/Division:</u> Public Works/Engineering Staff are finalizing an RFP
	In-Progress Growth Management Strategy In-Progress Development Charges Background Study Complete Planning/Building Fees Review	No funding source	<u>Lead Department/Division:</u> Public Works/Engineering, Strategic Initiatives, and Planning Population Growth Projections - Independent review expected for Q2 2023 DCs Background Study is being initiated in 2023 with new DCs will take effect in 2024

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	<p>Complete Established a “Development Team” approach to work closely with investors and streamline review process and development approvals</p> <p>Complete Engineering Fees reviewed internally and approved by Council</p>		<p>Planning/building fees are being implemented in 2023</p> <p>Staff are examining the need for external review of Engineering Fees</p>
	<p>In-Progress Long Term Capital Plans - Budgets</p>	No funding required	<p><u>Lead Department/Division:</u> CLT</p> <p>INS to inform major capital plans for roads, water, and wastewater</p> <p>Environmental Conservation and Demand Management (ECDM) to inform Facilities</p> <p>Building Condition Assessments (BCA) to inform Facilities</p> <p>Parks staff are working on a five-year capital budget plan for 2024 budget deliberations based on the Parks and Recreation Master Plan</p>
	<p>In-Progress Downtown CIP project</p>	\$1 million approved (2020 Capital Budget) but deferred	<p><u>Lead Department/Division:</u> Public Works/Engineering,</p>

Goals	Actions	Funding Source	Status – Next steps/ Timelines
		<p>\$250,000 approved in 2022 Capital Budget to complete updated Secondary Plan</p> <p>Funding has been redirected to Capital Contingency Account</p>	<p>Strategic Initiatives, and Planning</p> <p>Staff are reviewing city-wide infrastructure priorities as well as coordinating infrastructure work with future projects in the downtown core, including West Street (renewal project)</p>
	<p>Complete WiFi project and Library capital projects: renovation of the public service desk area; more public workstations, installation of meeting/study areas; widening King Street entrance to improve accessibility, updating King Street Sign</p> <p>In-Progress Library capital projects: Flat roof repairs, elevator modernization, backflow/water closet upgrade, and accessible doors</p> <p>In-Progress Museum capital project: Installation of art storage system in heritage resource centre creating space more access to collection and</p>	<p>No funding source</p> <p>Museum and Library Directors are working together on securing funds for Cultural Block goals</p>	<p><u>Lead Department/Division:</u> Museum/Library</p>

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	available space for new artifacts and archives		
	<p>In-Progress Create a renewed vision for the Roselawn Centre in concert with community partners</p> <p>Complete Director of Museum and Culture given management oversight of Roselawn Centre</p> <p>In-Progress Roselawn capital projects: Second and third floor electrical retrofit, PA and audio system replacements, theatre roof structure and skylight replacement</p>	\$640,000 approved from Roselawn reserves	<p><u>Lead Department/Division:</u> Museum and Tourism/Strategic Initiatives</p> <p>Facilities staff are conducting upgrades and capital projects work</p>
	<p>In-Progress Implementation of Parks and Recreation Master Plan</p>	Staff will come forward with costed projects and initiatives to include in future budget discussions	<p><u>Lead Department/Division:</u> Recreation Implementation Group</p> <p>Cross-divisional team is meeting monthly to actively collaborate on operationalizing this plan and bringing initiatives to Council to invest in beaches, trails, and park amenities</p>
Our goal is to provide strong governance and proactive planning that manages our	<p>In-Progress Development of Financial Policies and Strategies</p>	No funding required	<p><u>Lead Department/Division:</u> Corporate Services</p>

Goals	Actions	Funding Source	Status – Next steps/ Timelines
taxpayer dollars wisely and anticipates the City's future financial needs.	In-Progress Implement a new streamlined budget process	No funding required	<u>Lead Department/Division:</u> Corporate Services
	In-Progress Rates and Fees Review Complete Fee reviews for Marina, Cemetery, Planning, and Building Complete Engineering Fees	No funding required	<u>Lead Department/Division:</u> Corporate Services Implementation of new fees in 2023
	Complete Create business plans for City assets (i.e., Nickel Beach and Sugarloaf Marina) and implementation	No funding required	<u>Lead Department/Division:</u> Corporate Services
	In-Progress Pursue federal-provincial grants, naming rights, and sponsorships, and public private partnerships Complete Supervisor of Events and Sponsorship position created	No funding required	<u>Lead Department/Division:</u> Corporate Services and EcDev/Strategic Initiatives Funding applications submitted to: <ul style="list-style-type: none"> • Rural Economic Development Program. • Disaster Mitigation and Adaption Fund
	In-Progress Undertake an Expenditure Review of City programs focusing on cost containment and maximizing value for taxpayers	No funding required	<u>Lead Department/Division:</u> Corporate Services and CLT

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	In-Progress Migration to Diamond financial software		<u>Lead Department/Division:</u> Library and Corporate Services
Our goal is to have programs and initiatives that attract and retain talent and create a culture of continuous improvement and performance excellence at the City of Port Colborne. An engaged and empowered workforce generates the kind of positive momentum that brings effective results.	Complete Develop a performance management model of employee evaluation	No funding required; included in 2022 and 2023 Operating Budget	<u>Lead Department/Division:</u> Human Resources CAO Awards of Excellence program is being created and will be rolled out in Q2 2023
	Complete Develop a recognition and rewards program for City staff		
	In-Progress Prepare succession plans	No funding required	<u>Lead Department/Division:</u> Human Resources
	Complete Employee engagement survey	No funding required; any action items will be costed and included in the budget	<u>Lead Department/Division:</u> Human Resources
	In-Progress Action plan for employee engagement		Staff is working on an action plan
	Complete Quarterly Town Hall meetings with staff		
	Complete Create an in-house professional development program for City staff, requiring them to complete 25 PD hours annually	No funding required	<u>Lead Department/Division:</u> Human Resources

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	In-Progress Create a Diversity and Inclusion Committee	No funding required	<u>Lead Department/Division:</u> Human Resources Committee terms established, and a Diversity and Inclusion Plan is under development HR Manager sits on the Coalition of Inclusive Municipalities Committee
	In-Progress Create a City Wellness Committee	No funding required	<u>Lead Department/Division:</u> Human Resources
Our goal is to promote sound decision making; fair and equitable representation; a commitment to openness and transparency; active public engagement through corporate communications and outreach; and strong partnerships with key community stakeholders.	Complete Five-year strategic plans for Library and Museum	No funding source	<u>Lead Department/Division:</u> Museum/Library and Strategic Initiatives
	In-Progress Review of Council governance documents - Code of Conduct, and Accountability and Transparency Policy Complete Procedural By-Law	Budget request for some items	<u>Lead Department/Division:</u> Clerks
	In-Progress Review the mandate of Council Committees and Terms of Reference	No funding required	<u>Lead Department/Division:</u> Clerks Changes/enhancements to application and recruitment process in Q2 2023
	In-Progress Comprehensive review of Council governance system	Budget request	<u>Lead Department/Division:</u> Clerks

Goals	Actions	Funding Source	Status – Next steps/ Timelines
	Complete Develop Council professional development and training resources	No funding required	<u>Lead Department/Division:</u> Clerks
	In-Progress Implement new agenda management software	Budget request	<u>Lead Department/Division:</u> Clerks 90% complete; closed session meetings – Q3/Q4 2023
	In-Progress Create new records retention management system	Funding approved in 2022 Capital Budget	<u>Lead Department/Division:</u> Clerks
	Complete Develop and implement a corporate wide rebranding strategy In-Progress Collaborating with Public Works to roll out the Council-approved Signage Strategy, including upgraded park and welcome signage across the city	Departmental budget requests; Capital Budget (signage)	<u>Lead Department/Division:</u> Corporate Communications Ongoing focus is on implementing established corporate brand standards across all corporate assets and materials
	Complete Create a new website and social media strategy to support enhanced communications and customer service	Funded from Municipal Modernization Grant	<u>Lead Department/Division:</u> Corporate Communications Continuous improvement approach to website content maintenance, using feedback from Customer Service division and resident inquiries to inform enhancements

Goals	Actions	Funding Source	Status – Next steps/ Timelines
			Growing audience engagement on social media
	In-Progress Develop external and internal communications strategy for increased awareness, info sharing, and public engagement	No funding required	<u>Lead Department/Division:</u> Corporate Communications Online public engagement platform, “Let’s Connect, Port Colborne”, will be rolled out in Q2 2023 after staff training is completed

Updated: March 15, 2023



Memorandum

To: Port Colborne City Council
From: Scott Lawson, Fire Chief
Date: March 17, 2023
Re: Update – Automatic Aid Agreement with Wainfleet

In November 2021, Port Colborne City Council approved a two-year trial for an automatic aid agreement between Port Colborne and the Township of Wainfleet for fire service coverage. This memorandum is to provide Council with an update on how the agreement is progressing. The agreement covered the following.

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

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

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

1. On a confirmed structure fire or motor vehicle collision, Engine No. 1 staff will automatically be dispatched and respond for the initial fire attack along with Rescue No. 1 and Tanker No. 1 to the area agreed to.
2. On a confirmed structure fire, Tanker No. 1 will automatically be dispatched to the agreed-upon area for water supply.
3. Port Colborne Fire & Emergency Services will be dispatched to all 911 calls to 20101 and 20102 Barrick Road (expediting response time).

The aid agreement was finalized and went live on February 22, 2022. A breakdown of 2022 responses is as follows:

Port Colborne responses to Wainfleet:

- 4 responses for water supply
- 4 motor vehicle accidents (MVC)
- 3 fire-related calls.

Wainfleet responded to Port Colborne:

- 20 fire-related calls.

Port Colborne staff have seen the benefits of the automatic aid agreement for our city and our neighbors to the west. It has provided the needed depth for the department. Staff will continue to monitor the agreement and adjust where needed.

If you have any questions or concerns, please contact me directly.

Scott Lawson,
Fire Chief

Subject: 2022 Statement of Council Remuneration and Expenses

To: Council

From: Corporate Services Department

Report Number: 2023-51

Meeting Date: March 28, 2023

Recommendation:

That Corporate Services Department Report 2023-51 be received for information.

Purpose:

This report seeks to satisfy the reporting requirements of Section 284 of the *Municipal Act*, 2001, as amended.

Background:

Pursuant to Section 283 of the *Municipal Act*, 2001, as amended, a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and the officers and employees of the local board.

Pursuant to Section 284 of the *Municipal Act*, 2001, as amended, the City Treasurer shall, on or before March 31, provide Council an itemized Statement of Remuneration and Expenses paid in the previous year to each member of Council and each person appointed by the municipality to serve as a member of any body, including local board; in respect of services as a member of Council or member of any body.

Discussion:

The attached Statement of Remuneration and Expenses for the 12-month period from January 1 to December 31, 2022, was prepared pursuant to Sections 283 and 284 of the *Municipal Act*, 2001, as amended.

Conclusion:

That Corporate Services Department Report 2023-51 be received.

Appendices:

- a. Statement of Remuneration and Expenses
- b. Statement of Conference Expenses

Respectfully submitted,

Deborah Salmon
Accounts Payable Clerk
(905) 835-2900 Ext. 120
deborah.salmon@portcolborne.ca

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
(905) 835-2900 Ext. 101
adam.pigeau@portcolborne.ca

Report Approval:

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

Appendix A - Statement of Remuneration and Expenses

City of Port Colborne
Statement of Remuneration and Expenses 2022

	Payroll Remuneration	Fringe Benefits	Car Allowance	Per Diem	Total	Committees of Council	Conference Expenses	Travel	Mobile Service	Total	Grand Total
Council											
Mayor Bill Steele-C,P	44,494.82	10,639.59	2,520.00		57,654.41		6,606.94	378.39	661.22	7,646.55	65,300.96
Councillor Monique Aquilina-C	2,082.72	916.27			2,998.99		-		25.21	25.21	3,024.20
Councillor Mark Bagu-C,P	12,729.84	7,493.96			20,223.80		-		86.29	86.29	20,310.09
Councillor Eric Beauregard-C,P	12,729.84	3,548.18			16,278.02	675.00	-		86.29	761.29	17,039.31
Councillor Ron Bodner-C,P	12,729.84	6,316.44			19,046.28		-		86.29	86.29	19,132.57
Councillor Gary Bruno-C,P	12,729.84	6,345.66		360.00	19,435.50	825.00	2,774.34		86.29	3,685.63	23,121.13
Councillor Frank Danch-C,P	12,729.84	7,548.02			20,277.86	120.00	-		117.53	237.53	20,515.39
Councillor Angie Desmarais-P	10,647.12	6,819.18			17,466.30	870.00	203.52		61.08	1,134.60	18,600.90
Councillor Dave Elliott-C	2,082.72	916.27			2,998.99		-		25.21	25.21	3,024.20
Councillor Timothy Hoyle-C	2,082.72	916.27			2,998.99	180.00	-		25.21	205.21	3,204.20
Councillor Donna Kalailieff-P	10,647.12	6,819.18			17,466.30	945.00	-		61.08	1,006.08	18,472.38
Councillor Harry Wells-P	10,647.12	6,819.18			17,466.30		-		61.08	61.08	17,527.38
Committee of Adjustment-non Council members											
Dan O'Hara					-	1,030.00			61.08	1,091.08	1,091.08
Totals	146,333.54	65,098.20	2,520.00	360.00	214,311.74	4,645.00	9,584.80	378.39	1,443.86	16,052.05	\$ 230,363.79

C-Current Term of Council 2022-2026
P-Previous Term of Council 2018-2022
Per Diem - for additional meetings (out of town business)
Conference Expenses - see Detail of Conference Expenses 2022

Appendix B - Statement of Conference Expenses

City of Port Colborne

Detail of Conference Expenses 2022

Council	FCM	AMO	OGRA	GLSLCI	H2O	Total Conference Expenses
Mayor Bill Steele-C,P	2,910.45		2,498.29	481.89	716.31	6,606.94
Councillor Monique Aquilina-C						-
Councillor Mark Bagu-C,P						-
Councillor Eric Beauregard-C,P						-
Councillor Ron Bodner-C,P						-
Councillor Gary Bruno-C,P	2,774.34					2,774.34
Councillor Frank Danch-C,P						-
Councillor Angie Desmarais-P		203.52				203.52
Councillor Dave Elliott-C						-
Councillor Timothy Hoyle-C						-
Councillor Donna Kalailieff-P						-
Councillor Harry Wells-P						-
TOTALS	5,684.79	203.52	2,498.29	481.89	716.31	9,584.80

FCM - Federation of Canadian Municipalities

AMO - Association of Municipalities of Ontario

OGRA - Ontario Good Roads Association

GLSLCI - Great Lakes & St Lawrence Cities Initiative

H2O - Highway H2O

C-Current Term of Council 2022-2026

P-Previous Term of Council 2018-2022



2023 Communities in Bloom Ontario Provincial Edition Invitation

January 2023

Attention Mayor and Council,

We are inviting your community to participate in the **2023 Ontario Provincial Edition** of Communities in Bloom!

In the past few years, we have seen significant changes in society's expectations for, and usage of, our outdoor environments. We encourage you to join communities across Ontario and Canada to develop **civic pride, mitigate and adapt** to the **impacts of climate change, enhance green spaces, strengthen neighborhoods**, and **increase investment opportunities and tourism**. Your community will receive **valuable feedback from the judges** and a **template for continuous improvement**.

Your community will also be invited to submit for special achievement awards and to apply for grants offered by our sponsors and partners.

Your community has the option to participate in one of the following categories (please see the [How to Participate](#) guide for more information):

- **Population Category (community is evaluated):**

Two volunteer judges visit and evaluates the community to provide a report, mention and bloom rating
The evaluation will be planned to be scheduled for two days with accommodation provided by the host community.

Registration fees are as follows, by Population size:

Population Size	Price
Up to 5,000	\$ 400.00 CAD
5,001 to 10,000	\$ 575.00 CAD
10,001 to 20,000	\$ 700.00 CAD
20,001 to 50,000	\$ 850.00 CAD
Over 50,001	\$ 1,000.00 CAD

or

- **Friends Category (community is not evaluated):**

Community is not evaluated : becomes part of the Communities in Bloom network.
The registration fee is \$250.00 CAD

Participating in the CiB program has proven, **positive benefits**! While impacting all sectors of your municipality, CiB will help to encourage and enhance community involvement, improve green infrastructure, and become more environmentally sustainable. The very high Return on Investment that has been noted by other communities make CiB **one of the best investments** you can make for your hometown!

Click below for a brief impactful video featuring information and testimonials from Mayors and significant other community partners including team members further supporting our program.



CiB Ontario is Challenging and Inviting your community to act early and REGISTER for the 2023 Provincial Edition!

The registration form can be completed directly on-line, click below

CiB ONTARIO ONLINE REGISTRATION FORM



2023 Colour of the Year

At the request of our communities, we decided to continue with a **colour theme for 2023**. This year's colour will be **PURPLE**. Purple has a variety of effects on the mind and body, including uplifting spirits, calming the mind, enhanced feelings of spirituality and encouraging imagination and creativity. From lilacs to coneflowers, from coast to coast, let's paint the country purple next year!

Again, please visit our web site at cibontario.ca for more complete details and call us if further information is needed. Let us all work together for a **Greener and Healthier** Ontario.

Martin Quinn, Chair

CiB Ontario

Phone: (519) 441-3499

email: info@cibontario.ca

website: <https://cibontario.ca/>



You are receiving this email from **Communities in Bloom**, a national non-profit organization with charity status. For comments or questions, please contact us at bloom@cib-cef.com

Communities in Bloom Ontario | 276, Martha Street, Goderich, ON N7A 4N1 Canada

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MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell **Seconded by** Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,



Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

2022 Workplace Survey Results



Why is this bi-annual employee survey important?

Strong employee engagement leads to

- Greater employee retention
- Deeper commitment to the work of the organization
- High productivity
- Happy employees

The City of Port Colborne is committed to fostering a healthy, safe, well-equipped, and productive work environment for employees, community partners, and the public in order to maximize individual potential, expand organizational capacity, and position the City of Port Colborne as an employer of choice able to provide an exceptional small-town experience in a big way.

Question Structure



Employees answer each question on a 5-point agreement scale:

Favourable Responses

Strongly Agree (5)

Agree (4)

Neutral

Neutral (3)

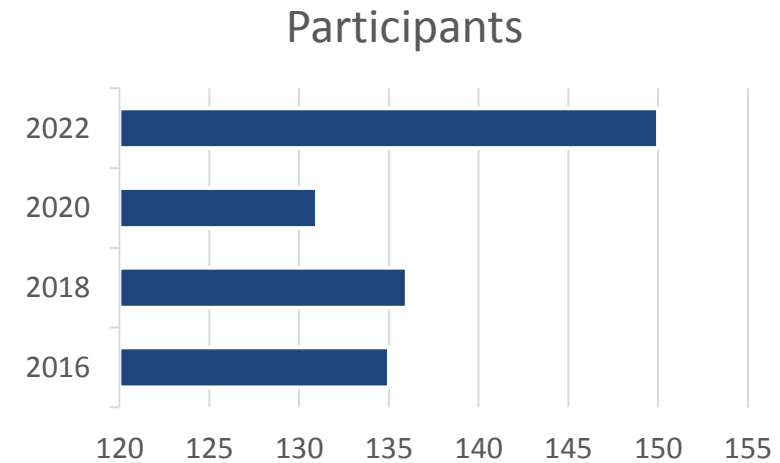
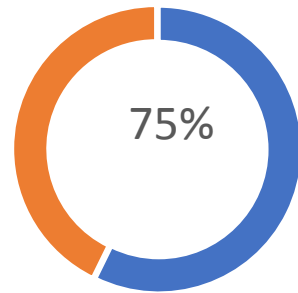
Unfavourable Responses

Disagree (2)

Strongly Disagree (1)

Highest Participation Rate

- 150 participants completed the survey for an overall participation rate of 75%



Focus Areas in the Survey



City of Port Colborne

Questions focused on

Mission and values
Pride in the City
Morale



Leadership

Questions focused on

Divisional Management
Director
Senior Management



Council

Questions focused on

Respect
Chain of command
Contact



Communication

Questions focused on

Communication across City
Communication in Department
Communication with Supervisor

Focus Areas in the Survey



Training and Development

Questions focused on

Job performance
Availability of training
Recognition



Workload and Teamwork

Questions focused on

Workload distribution
Problem Solving
Respect
Working as a team



People Practices

Questions focused on

Policies and Procedures
Pay & Benefits
HR



Personal Satisfaction, Health and Wellness

Questions focused on

Work life balance
Working relationships
Morale

Focus Areas in the Survey

A total of 90 questions pertaining to these focus areas were asked.

A score above 3 generally indicates overall satisfaction.

- Overall 73.3% of the responses to each question were between 4 and 5.
- Overall 26.3% of the responses were between 3 and 4.





Top Scores

- Positive supervisory relationships.
- Strong sense of satisfaction and a feeling of success and pride in the workplace.
- Understanding of job duties.
- Health and safety.
- Understanding how job effects others.
- Human Resources

Areas to Focus on

- Communication across Departments – clearer roles and responsibilities.
- Respect from Peer to Peer
- More team members to complete tasks
- Pay & Benefits
- Council – chain of command, lead by example, communication

**All of the above scores were above a 3.0 which is an improvement from prior surveys

Overall Satisfaction 2022

Satisfaction levels	Averages
CAO	4.56
Corporate Services	4.33
Community Safety and Enforcement	4.28
Museum and Culture	4.14
Library	4.08
Public Works	4.08
Planning and Legislative Services	4.07

No department scored less than 4.00 in overall satisfaction, which denotes that overall staff are satisfied. The greatest increase in scores were seen in CAO and Corporate Services.



Comments

- Healthy and positive culture.
- Commitment to excellence and continuous improvement.
- Much pride working for the City.
- Customer service is at the heart of staff's day to day interactions.
- Great team.
- Strong Leadership and Management.
- Very strong group of CLT members at the City that understand the direction and get things done effectively.

Comments

- Strong HR team, have just started having more presence in Public Works – keep it up please.
- Professional, authentic and caring staff.
- Part time staff are not always invited to meetings and can take time to get information.
- Communication overall has improved.
- Excellent support with training and education.
- Accomplishments have been recognized.





Comments

- Work with amazing people who are always willing to help.
- A lot of effort from leadership to break down silos and increase cross divisional collaboration.
- HR has worked hard to improve things and has done a great job.
- Inflation has increased, wish pay would increase more.
- Increase some benefit coverages.
- Working for the City is incredible – flex time, WFH, respect, trust, health and wellness are respected.
- Implement a mentoring program for those to develop into future leaders.

Planned Action Steps Based On Feedback

- Work to improve cross department communication and understanding – job shadowing program, Town Halls, new employee videos, seasoned sailor videos.
- Finish JJEC process with CUPE to ensure jobs are placed in proper pay band.
- Continue to implement programs and policies to promote a positive workplace culture – improvements to non union benefit package in 2023, CUPE in 2025.
- Continue to benchmark comparator groups to ensure appropriate staffing levels.
- Creation of metrics for each department to drive efficiency and action planning.
- Look at creation of job shadowing and mentoring programs.
- Create action plans for each Director to address areas where scores could improve.





Questions/Comments



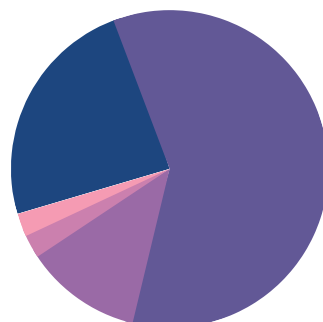
Key Highlights

Overall Satisfaction

	2022	2020
CAO	4.56	4.13
Corporate Services	4.33	4.06
Comm. Safety & Enforcement	4.28	3.96
Museum	4.14	4.27
Library	4.08	4.33
Public Works	4.08	3.91/3.96
Planning Legislative Services	4.07	3.99

Employee Profile

Demographics



■ Full Time ■ Part Time ■ Seasonal
■ Student ■ Volunteer ■ Did not answer

Personal Development

	2022	2020
I have a good understanding of my job duties	4.5	4.35
I understand how my job performance is evaluated.	4.1	3.77
I feel there are opportunities for training.	4.3	3.71
Over the past year, I have had the opportunity to develop my skills & abilities.	4.2	3.79

Commitment & Overall Satisfaction

4.5

I am proud to work for the City
(vs. 4.28 in 2020)



Satisfied with their job (vs. 4.27 in 2020)



3.6

The morale here is positive.
(vs. 3.37 in 2020)



3.9

The City's values are practiced.
(vs. 3.5 in 2020)

People Practices

4.2

I feel Port Colborne is committed to health and safety (vs. 4.02 in 2020)

4.3

If I have questions about policies I know who to ask (vs. 3.95 in 2020)

3.4

I am satisfied with our benefit program (vs. 3.43 in 2020)

3.2

I believe I am paid fairly for the work I do. (vs. 3.12 in 2020)

Employee Value

2022 2020

4.24	4.5	My Supervisor treats me with dignity and respect
3.73	4.1	I am treated with respect by SMT.
4.09	4.4	I am treated with respect by my Director.
4.05	4.3	I am treated with respect by my divisional Management team.



3.7

Workload is distributed fairly among team (vs. 3.5 in 2020)



4.4

HR is available to me (vs. 4.0 in 2020)



4.2

Environment free from harassment (vs. 3.95 in 2020)



4.2

My Supervisor enforces policies and procedures (vs. 4.02 in 2020)

Teamwork & Cooperation

4.2

We go out of our way to make new employees feel welcome.

(vs. 3.87 in 2020)



4.1 Communication

Communication practices amongst my team are effective.

(vs. 3.90 in 2020)



4.3

I feel I am a success at work (vs. 4.12 in 2020)

Held accountable for performance (vs. 3.7 in 2020)



4.3

4.5



I have positive working relationships with my co-workers. (vs. 4.22 in 2020)

Council

2022 2020

Councillors lead by example and action	3.5	2.98
I am treated with respect by members of Council	3.9	3.38
Members of Council respect the chain of command	3.3	2.56
Members of Council respect my opinions	3.8	3.24

Port Colborne Public Library Board

MINUTES of the Second Regular Meeting of 2023

Date: Wednesday, February 1, 2023
Time: 6:00 p.m.
Location: L.R. Wilson Heritage Archives
286 King Street, Port Colborne

Members Present: B. Ingram, Vice-Chair
M. Bagu, Councillor
M. Booth
H. Cooper
A. Desmarais
C. MacMillan
E. Tanini

Staff Present: S. Therrien, Director of Library Services (Board Secretary)
B. Boles, Board Treasurer
R. Tkachuk, Librarian

Regrets: B. Beck
M. Cooper, Chair
S. Luey, Chief Executive Officer

BOARD ORIENTATION

Board orientation and training began at approximately 6:02 p.m., conducted by N. Rubli, City Clerk.

The session ended at approximately 6:34 p.m.

1. Call to Order

B. Ingram, Vice-Chair, chaired the meeting in the absence of M. Cooper, and called the meeting to order at approximately 6:39 p.m.

2. Land Acknowledgement

Port Colborne Public Library Board

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

Motion 2023-005

Moved by H. Cooper

Seconded by A. Desmarais

That the agenda dated February 1, 2023 be **ADOPTED**, as circulated.

Carried.

5. Approval of Minutes

Motion 2023-006

Moved by A. Desmarais

Seconded by H. Cooper

That the minutes of the regular meeting dated January 11, 2023 be **APPROVED**, as amended.

Carried.

6. Business Arising from the Minutes

6.1. Library Hours of Operation

Motion 2023-007

Moved by M. Bagu

Seconded by H. Cooper

That the Port Colborne Public Library Board receives the Library Hours of Operation staff report for information; and,

That the Board directs the Director of Library Services to prepare a report on open hours of service.

6.2. Capital Projects Update

The Director will provide an update on the scope of the Backflow/Water Closet capital project at the March 1, 2023 Board meeting.

7. Consent Items

7.1. Financial Statements

- 2023 Operating Budget (as of January 26, 2023)
- 2022 Operating Budget (as of January 26, 2023)
- 2022 Facilities Budget (as of January 26, 2023)

7.2. Staff Reports and Updates

- 2022/2023 Capital Projects Summary
- 2023-2027 Strategic Plan Working Document
- Public Relations Report – January 2023

7.3. Media Items

- Port Colborne Public Library Digital Newsletter, February 2023
- City Hall News, February 2023

Motion 2023-008

Moved by C. MacMillan

Seconded by H. Cooper

That consent items 7.1 to 7.3 be **RECEIVED** for information purposes.

Carried.

8. Policy Review

- 8.1. BL-01: Statement of Authority and Powers of the Board
- 8.2. BL-02: Composition of the Board and Terms of Reference for Officers
- 8.3. BL-03: Meetings
- 8.4. BL-04: Amendment of By-laws
- 8.5. GOV-01: Purpose and Duties of the Board
- 8.6. GOV-03: Committees of the Board
- 8.7. GOV-04: Policy Development
- 8.8. GOV-05: Planning

Port Colborne Public Library Board

Motion 2023-009

Moved by A. Desmarais

Seconded by C. MacMillan

That consent items 7.1 to 7.3 be **RECEIVED** for information purposes.

Carried.

9. Confidential Items

9.1. Motion to go into Closed Session (1 item)

Motion 2023-010

Moved by H. Cooper

Seconded by B. Beck

That the Board do now proceed into closed session in order to address the following matter:

Board-CEO Relationship, concerning the performance review of the Chief Executive Officer, pursuant to reasons permitted under the Public Libraries Act and the Municipal Act, 2001, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal and local board employees, at about 7:28 p.m.

Carried.

Motion 2023-012

Moved by C. MacMillan

Seconded by H. Cooper

That the Board do now rise from closed session with report at approximately 7:57 p.m.

Carried.

10. Other Business

11. Notices of Motion

Port Colborne Public Library Board

12. Date of the Next Meeting

The next meeting will be held Wednesday, March 1, 2023, at 6:00 p.m. at the Port Colborne Public Library.

13. Adjournment

MOTION 2023-14

Moved by E. Tanini

Seconded by H. Cooper

That the meeting be **ADJOURNED** at approximately 8:04 p.m.

Carried.

Michael Cooper
Board Chair
February 1, 2023

Susan Therrien
Director of Library Services
Board Secretary
February 1, 2023

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Stop Up and Close the temporary Hillcrest Road turning circle, described as Part of Lot 16, Part of Lot 17, Part of Lot 18, Part of Lot 19, Part of Lot 20, Part of Lot 21, 59M195, being Parts 1-18 on Plan 59R-14458.

Whereas at its meeting of March 28, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Development and Legislative Services – Planning Division Report 2023-58, Subject: Proposed Stop Up and Close By-law for the Hillcrest Road Temporary Turning Circle; and

Whereas Section 27(1) of the Municipal Act, 2001, provides that, except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the public highway set out and described in this by-law be stopped up and closed in accordance with Section 34(1) of the Municipal Act, 2001; and

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

1. That upon and after the passing of this by-law all that portion of the public highway described as Part of Lot 16, Part of Lot 17, Part of Lot 18, Part of Lot 19, Part of Lot 20, Part of Lot 21, 59M195, being Parts 1-18 on Plan 59R-14458, known as the Hillcrest Road temporary turning circle is hereby stopped and closed.
2. That the Mayor, the Acting City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect the closing of the Hillcrest Road temporary turning circle hereinbefore described.
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 28th day of March, 2023

William C. Steele
Mayor

Charlotte Madden
Acting City Clerk

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize Entering into an Amending Agreement with His Majesty the King in Right of Canada, represented by the Minister responsible for the Federal Economic Development Agency for Southern Ontario, for the Canada Community Revitalization Fund

Whereas at its meeting of March 28, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Office of the Chief Administrative Officer Report 2023-53, Subject: Canada Community Revitalization Fund – Amending Agreement; and

Whereas Council is desirous of entering into an amending agreement with His Majesty the King in Right of Canada, represented by the Minister responsible for the Federal Economic Development Agency for Southern Ontario, for the purposes of a future multi-purpose facility at 11 King Street, Port Colborne; and

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

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

1. That The Corporation of the City of Port Colborne enters into an amending agreement with His Majesty the King in Right of Canada, represented by the Minister responsible for the Federal Economic Development Agency for Southern Ontario, for the purposes of a future multi-purpose facility at 11 King Street, Port Colborne.
2. That the Mayor and Acting City Clerk be and they are hereby authorized and directed to sign the said agreement, attached hereto as Schedule “A”, together with any documents necessary to complete the conditions of the said agreement, and the Acting City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 28th day of March, 2023.

William C. Steele
Mayor

Charlotte Madden
Acting City Clerk

CANADA COMMUNITY REVITALIZATION FUND

AMENDING AGREEMENT #02

This Amending Agreement is made as of March 16, 2023

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF CANADA,
("His Majesty") hereby represented by the Minister responsible for the
Federal Economic Development Agency for Southern Ontario
("Minister")

AND:

THE CORPORATION OF THE CITY OF PORT COLBORNE
("Recipient") a **municipal government** established under the laws of
Ontario

(collectively referred to as the "**Parties**")

WHEREAS the Minister and the Recipient entered into a contribution agreement made as of October 15, 2021; and amending agreement #1 made as of December 31, 2021; under the *Canada Community Revitalization Fund* ("*Contribution Agreement*"), whereby the Minister agreed to make a non-repayable contribution to the Recipient in the maximum amount of \$750,000 in support of the Recipient's Eligible Costs (as defined herein) of the Project; and

WHEREAS the Parties wish to amend the Contribution Agreement as specified in Section 3 hereof,

NOW THEREFORE in consideration of their respective obligations contained herein, the Parties agree to the following:

1. **Interpretation**
- All capitalized terms used and not otherwise defined herein will have the meanings given to them in the Contribution Agreement.
2. **Execution**
- This Amending Agreement must be executed by the Recipient and received by the Minister within 5 days of its signature on behalf of the Minister.
3. **Amendment**
- 3.1 In the Contribution Agreement, Section 2.1 – Definition, Completion Date and Definition Program Completion Date are hereby deleted and replaced with the following:

Completion Date means the Project Completion date, February 29, 2024.

Program Completion Date means March 31, 2024.
- 3.2 In the Contribution Agreement, Annex 1 – Statement of Work is hereby deleted and replaced by a new Annex 1 – Statement of Work attached hereto as Schedule 1

4. **General**

- 4.1 The Contribution Agreement and this Amending Agreement will henceforth be read together and will have the effect as if all the provisions of such agreements were contained in one instrument.
- 4.2 Except for the amendments expressly set forth in this Amending Agreement, the other terms and provisions of the Contribution Agreement remain unchanged.
- 4.3 This Amending Agreement is governed by the laws of the Province of Ontario and the laws of Canada applicable therein.
- 4.4 This Amending Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitutes one and the same instrument.
- 4.5 Each of the Parties shall, at the request of the other Party to this Amending Agreement, execute such documents and do such acts as may be reasonably required to carry out the terms of this Amending Agreement.
- 4.6 This Amending Agreement shall enure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.

Remainder of this page intentionally left blank

IN WITNESS WHEREOF the Parties hereto have executed this Amending Agreement through duly authorized representatives.

Project #: **1000288 – Amending Agreement #02**

HIS MAJESTY THE KING IN RIGHT OF CANADA,

Zoldak, Tania Digitally signed by Zoldak, Tania
Date: 2023.03.16 16:07:28 -04'00'

Digitally signed by Zoldak, Tania

Date: 2023.03.16 16:07:28 -04'00'

Per: _____

Tania Zoldak, Acting Manager
Canada Community Revitalization Fund
Federal Economic Development Agency
for Southern Ontario

CORPORATION OF THE CITY OF PORT COLBORNE,

Per: _____

William C. Steele
Mayor

Date: _____

I have authority to bind the corporation.

Per: _____

~~Nicole Rubli~~
Acting City Clerk

Date: _____

I have authority to bind the corporation.

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SCHEDULE 1

Annex 1

CANADA COMMUNITY REVITALIZATION FUND

STATEMENT OF WORK

1000288 – THE CORPORATION OF CITY OF PORT COLBORNE

Primary Project Location: 11 King Street, Port Colborne, ON L3K 4E6
Project Start Date: April 19, 2021
Project Completion Date: February 29, 2024

Project Description/Purpose/Objective

OBJECTIVE

By February 29, 2024, the City of Port Colborne will have site preparation completed for a future multi-purpose facility at 11 King Street, Port Colborne. This project will revitalize a key section of the downtown core to provide a much-needed, year-round space for indoor community gatherings.

ACTIVITIES

Activity	Estimated Completion Date
Demolition of City public works building, phase one architecture drawings, and phase one environmental site assessment	December 2021
Phase two architectural plan & design	November 2022
Site preparation, phase two environmental site assessment, designated substance survey report, and substance abatement/site remediation	February 2024

Statement on Diversity and Inclusion

The Agency and the Recipient recognize and acknowledge their shared commitment to support a more diverse and inclusive Southern Ontario and Canadian economy. Throughout the duration of the Project, the Recipient agrees to engage with the Agency on their approach(es) to fostering diversity and inclusion within their organization. Examples could include:

- Collecting data and preparing reports on the Recipient’s workforce and participant (defined as collaborators, businesses supported, etc.) demographic composition (on a disaggregated basis) including baseline information;
- Developing and implementing a workplace diversity plan that could include efforts such as increasing senior leadership and workforce participation of underrepresented groups, providing skills development training programs for members of underrepresented groups as defined in the *Employment Equity Act*, or other initiatives;
- Identifying ways to leverage the supply chains and procurement opportunities within southern Ontario to access goods and services from businesses that are predominantly owned, operated and controlled by underrepresented groups as defined in the *Employment Equity Act* and consistent with the Government of Canada’s Indigenous procurement practices, and
- Considering registering as a participant under Canada’s 50-30 Challenge.

Expected Results of the Project

- City of Port Colborne has a prepared site to enable the construction of a future year-round space for indoor community gatherings.
- The Recipient ensures that the infrastructure asset related to the Project will be completed and remain open, available and accessible to the public.

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Key Project Impacts

Mandatory Indicators

Measurement	At Project End
Total cash leveraged	\$ 250,000
Number of community public spaces created	1
Number of community public spaces expanded	0
Number of community public spaces improved	0

Jobs (Mandatory)

Jobs	Number of full-time equivalents ¹				Total
	Created		Maintained ²		
	Permanent ³	Temporary ⁴	Permanent	Temporary	
Forecasted total jobs by Project Completion	0	0	0	0	0
<div><div>¹Full-time equivalent (FTE) is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. A FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.). The Recipient must be the employer of the FTEs reported in this table.</div><div>²Maintained refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded.</div><div>³Permanent job is a position without a fixed end date.</div><div>⁴Temporary job is defined as a temporary or contract position with a fixed end date.</div></div>					

Project Costs & Financing

COSTS	Eligible & Supported ^{1,2}		Eligible & Not Supported	Ineligible	Total	
CAPITAL COSTS						
Facility construction/renovations ⁵	\$ 460,000	46.0%	\$ 0	\$ 0	\$ 460,000	46.0%
Equipment purchases/installation	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Other Capital Costs	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
NON-CAPITAL COSTS						
Labour (employees)	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Expertise (consulting, contract) ⁶	\$ 540,000	54.0%	\$ 0	\$ 0	\$ 540,000	54.0%
Other Non-Capital Costs	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
TOTAL	\$ 1,000,000	100.0%	\$ 0	\$ 0	\$ 1,000,000	100.0%

FINANCING	Eligible & Supported		Eligible & Not Supported	Ineligible	Total	
FedDev Ontario	\$ 750,000	75.0%			\$ 750,000	75.0%
Other Federal	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Provincial	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Municipal	\$ 250,000	25.0%	\$ 0	\$ 0	\$ 250,000	25.0%
Other Private (Equity/Financing)	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
Applicant	\$ 0	0.0%	\$ 0	\$ 0	\$ 0	0.0%
TOTAL	\$ 1,000,000	100.0%	\$ 0	\$ 0	\$ 1,000,000	100.0%

CONTRIBUTION ALLOCATIONS BY FISCAL YEAR ³	Eligible & Supported Project Costs	FedDev Ontario Contribution per Fiscal Year (\$, reimbursement %)	
2021-22	\$ 165,000	\$ 123,750	75%
2022-23	\$ 322,881	\$ 242,161	75%
2022-23	\$ 512,119	\$ 384,089	75%
TOTAL	\$ 1,000,000	\$ 750,000	75%

STACKING CALCULATION	Eligible Capital Costs	Eligible Non-Capital Costs
----------------------	------------------------	----------------------------

Total Eligible Costs ⁴	\$ 460,000	\$ 540,000
Total Government Contributions	\$ 460,000	\$ 540,000
Stacking %	100.0%	100.0%
Stacking Limit	100.0%	100.0%

- Notes:
- Eligible and Supported Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
 - The Recipient shall not redirect funding amount between cost categories without the prior written consent of the Minister.
 - FedDev Ontario’s contribution allocations by Fiscal Year will not be reallocated without the prior written consent of the Minister. The Minister has no obligation to pay any amounts in any other Fiscal Years than those specified above. Failure to adhere to Fiscal Year allocations can result in a reduced contribution amount.
 - Eligible Costs is the sum of Eligible and Supported Costs and Eligible and Not-Supported costs.
 - Facility construction/renovations costs including but not limited to demolition, excavation, site preparation and servicing, environmental assessments, designated substance survey report, remediation, building foundation, concrete, framing and other building construction costs.
 - Expertise costs including but not limited to architecture design, development concept and engineering consulting fees.

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The Corporation of the City of Port Colborne

By-law no. _____

Being a by-law to appoint Diana Vasu and Lucas Wainwright as a Municipal Law Enforcement Officer.

Whereas the *Police Services Act, R.S.O. 1990, C.P. 15* Section 15 provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

Whereas The Corporation of the City of Port Colborne is desirous of appointing Municipal Law Enforcement Officers;

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

1. Diana Vasu be and is hereby appointed Municipal Law Enforcement Officer for the City of Port Colborne;
2. Lucas Wainwright be ad is hereby appointed as a Municipal Law Enforcement Officer for The City of Port Colborne;
3. This By-law shall come into force and take effect on the date of passing.

Enacted and passed this ____th day of March 2023

William C. Steele
Mayor

Charlotte Madden
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 March 28, 2023

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 March 28, 2023 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 28th day of March, 2023.

William C. Steele
Mayor

Charlotte Madden
Acting City Clerk