



**PORT COLBORNE**

**City of Port Colborne  
Council Meeting Agenda**

**Date:** Tuesday, April 25, 2023  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

**Pages**

1. **Call to Order**
2. **National Anthem**
3. **Land Acknowledgment**
4. **Proclamations**
  - 4.1 Operation Smile Canada - Longest Day of SMILES, June 19, 2023 1
  - 4.2 Doctors' Day, May 1, 2023 12
5. **Adoption of Agenda**
6. **Disclosures of Interest**
7. **Approval of Minutes**
  - 7.1 Special Council Meeting (Closed Session)-April 4, 2023 14
  - 7.2 Public Meeting - April 04, 2023 16
  - 7.3 Regular Meeting of Council-April 11, 2023 26
8. **Staff Reports**
  - 8.1 Electric Vehicle Charging Station – Installation for Public Use, 2023-78 37
  - 8.2 Communities in Bloom, 2023-74 42

8.3	Disaster Mitigation and Adaptation Fund – Application to Improve the Resiliency of the City’s Storm Sewer System to Seiche Flooding, 2023-39	45
<b>9.</b>	<b>Correspondence Items</b>	
9.1	City of Stratford - Use of Long-Term Care Funding to Support Community Care Services	98
9.2	Northumberland County Support for Association of Municipalities of Ontario's (AMO) Call to Action on Housing and Homelessness	99
<b>10.</b>	<b>Presentations</b>	
10.1	City of Port Colborne Corporate Services Department Update	101
10.2	Bryan Boles, Director of Corporate Services/Treasurer - Nickel Beach Update	125
<b>11.</b>	<b>Delegations</b>	
	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 <a href="http://www.portcolborne.ca/delegation">www.portcolborne.ca/delegation</a> , email <a href="mailto:deputyclerk@portcolborne.ca">deputyclerk@portcolborne.ca</a> or phone 905-835-2900, ext. 115.	
<b>12.</b>	<b>Mayor's Report</b>	
<b>13.</b>	<b>Regional Councillor's Report</b>	
<b>14.</b>	<b>Staff Remarks</b>	
<b>15.</b>	<b>Councillors’ Remarks</b>	
<b>16.</b>	<b>Consideration of Items Requiring Separate Discussion</b>	
<b>17.</b>	<b>Motions</b>	
17.1	Memorandum from Councillor Aquilina - Motion Regarding Sherkston Shores Resort (Sun Communities) Restoration of Access to Residents of LOS 1R0	147
<b>18.</b>	<b>Notice of Motions</b>	
<b>19.</b>	<b>Minutes of Boards &amp; Committees</b>	

19.1	Port Colborne Public Library Board Minutes - March 1, 2023	151
19.2	Port Colborne Historical & Marine Museum Board of Management Minutes - March 21, 2023	156
<b>20.</b>	<b>By-laws</b>	
20.1	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	162
<b>21.</b>	<b>Confidential Items</b>	
	Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Municipal Act, 2001.	
21.1	Minutes of the closed session portion of the February 28, 2023 Council Meeting	
21.2	Minutes of the closed session portion of the March 28, 2023 Council Meeting	
21.3	Minutes of the closed session portion of the April 4, 2023 Council Meeting	
21.4	Chief Administrative Office Report 2023-76, A Proposed or Pending Acquisition or Disposition of Land By The Municipality or Local Board	
21.5	Corporate Services Department - Human Resources Verbal Report, Performance Review and Goals of the Chief Administrative Officer, personal matters about an identifiable individual, including municipal or local board employee	
<b>22.</b>	<b>Procedural Motions</b>	
<b>23.</b>	<b>Information items</b>	
<b>24.</b>	<b>Adjournment</b>	

Dear Mayor William C. Steele,

Operation Smile Canada would appreciate your support once again by proclaiming June 18<sup>th</sup>, 2023 as the Longest Day of SMILES® in your community.

The Longest Day of SMILES® encourages community ambassadors to raise awareness and funds to help a child born with a cleft condition smile and change their life with free, safe, cleft surgery and comprehensive care. From sun-up to sun-down, from coast to coast to coast, Canadians are dedicating June 18<sup>th</sup>, 2023, and the time leading up to it, to helping children SMILE.

Operation Smile Canada is a volunteer-delivered global medical charity that exists to ensure everyone has access to safe, effective surgery that they need wherever they live in the world. Surgery that will change a child's life forever... help families, communities, countries, regions and yes, the world.

By proclaiming June 18<sup>th</sup>, 2023, as the Longest Day of SMILES® in Port Colborne and challenging other communities to do the same, you can provide waiting children with comprehensive cleft care and a hopeful future with a new smile.

Our Community Engagement & Fundraising team is happy to support you and your community should you choose to participate with us.

To submit your proclamation or to request more info, please email Candy Keillor, Community Engagement Specialist [candy.keillor@operationsmile.org](mailto:candy.keillor@operationsmile.org)

To learn more about the transformational impact of Operation Smile Canada, visit: [operationsmile.ca](http://operationsmile.ca)

We look forward to collaborating with you and your team to make this the best Longest Day of SMILES® yet! Together we can make a difference one smile at a time!

Keep Smiling,



**Candy Keillor (she/her)**  
**Community Engagement Specialist**





# Proclamation Longest Day of SMILES®

June 18<sup>th</sup>, 2023

- WHEREAS:** Operation Smile Canada is a global medical charity providing free, life-changing surgeries and medical care to children born with cleft conditions around the world; and
- WHEREAS:** Every 3 minutes, a child is born with a cleft condition, and lack of access to safe, effective surgery means that easily treatable conditions like cleft lip and cleft palate can become fatal; and
- WHEREAS:** Operation Smile Canada believes every child born with a cleft condition deserves exceptional surgical care; and
- WHEREAS:** The Longest Day of SMILES® will unite Canadians from coast to coast to coast as they raise awareness and funds; and
- WHEREAS:** On June 18<sup>th</sup>, 2023, the citizens of **XXX** are encouraged to learn more about how to support this worthy cause by visiting [www.longestdayofsmiles.ca](http://www.longestdayofsmiles.ca); and
- WHEREAS:** Our community can help celebrate the Longest Day of SMILES® by posting #longestdayofsmiles on social media; and
- THEREFORE:** I, **XXX**, Mayor of **XXX** do hereby proclaim June 18<sup>th</sup>, 2023 as “**Longest Day of SMILES®**” in **XXX** and commend its thoughtful observance to all citizens of our municipality.

DATED THIS \_\_\_ DAY OF \_\_\_\_ 2023

---

(Insert Mayor’s Name), Mayor



# Proclamation du Plus long jour de SOURIRES

18 juin 2023

- ATTENDU QUE** Operation Smile Canada est une œuvre caritative médicale mondiale qui offre gratuitement des chirurgies transformatrices et des soins de santé aux enfants nés avec une fente palatine ou labiale partout dans le monde;
- ATTENDU QUE** Toutes les 3 minutes, un enfant est né avec une fente palatine ou labiale et le manque d'accès à une chirurgie sécuritaire et efficace fait en sorte qu'une condition facilement soignée, comme celle-ci, peut devenir mortelle;
- ATTENDU QUE** Operation Smile Canada croit que chaque enfant né avec une fente palatine ou labiale mérite de recevoir des soins chirurgicaux exceptionnels;
- ATTENDU QUE** Le Plus long jour de SOURIRES unira les Canadiens et Canadiennes d'un bout à l'autre du pays pour sensibiliser les gens et mobiliser des fonds;
- ATTENDU QUE** Le 18 juin 2023, les citoyens de **XXX** sont encouragés à se renseigner sur les façons d'appuyer cette œuvre valable en consultant [www.longestdayofsmiles.ca](http://www.longestdayofsmiles.ca); et
- ATTENDU QUE** Notre communauté peut aider à célébrer le Plus long jour de SOURIRES en utilisant le mot-clic #longestdayofsmiles dans les médias sociaux;
- IL EST À NOTER QUE** Je, **XX-NAME-XX**, maire de **XX-CITY-XX**, proclame le 18 juin 2023 le **Plus long jour de SOURIRES** à **XX-CITY-XX** et félicite tous les citoyens qui l'observe avec prévenance.

EN CE \_\_\_<sup>er</sup> JOUR DE \_\_\_ 2023

---

(Insérer nom), maire



April 25, 2023

Moved by Councillor  
Seconded by Councillor

WHEREAS Operation Smile Canada is a global medical charity providing free, life-changing surgeries and medical care to children born with cleft conditions around the world; and

WHEREAS every 3 minutes, a child is born with a cleft condition, and lack of access to safe, effective surgery means that easily treatable conditions like cleft lip and cleft palate can become fatal; and

WHEREAS Operation Smile Canada believes every child born with a cleft condition deserves exceptional surgical care; and

WHEREAS The Longest Day of SMILES® will unite Canadians from coast to coast to coast as they raise awareness and funds; and

WHEREAS on June 18<sup>th</sup>, 2023, the citizens of Port Colborne are encouraged to learn more about how to support this worthy cause by visiting [www.longestdayofsmiles.ca](http://www.longestdayofsmiles.ca); and

WHEREAS our community can help celebrate the Longest Day of SMILES® by posting #longestdayofsmiles on social media; and

NOW THEREFORE: I, Mayor, William C. Steele do hereby proclaim June 18<sup>th</sup>, 2023 as “Longest Day of SMILES®” in the City of Port Colborne and commend its thoughtful observance to all citizens of our municipality.

---

William C. Steele  
Mayor

# Operation Smile Canada

Join  
the **SMILE**  
Movement

---

MAKE • SOMEONE • SMILE



# About Operation Smile



We believe all children deserve to live with dignity. And for those born with a cleft lip, cleft palate or other facial differences, dignity begins with a smile.

Many of these children have never seen a doctor before.

Most simply can't access or afford the care they need.

With help from donors, medical volunteers and corporate partners, we transform lives with surgeries that can take as little as 45 minutes and cost as little as \$240.







# Longest Day of SMILES®

From sun-up to sun-down on, June 18, 2023, the Longest Day of SMILES®, Operation Smile Canada will be recognizing the medical volunteers, students, and SMILE ambassadors who make what we do possible.

Celebrating the achievements of individuals and communities from coast to coast to coast who have helped raise funds and awareness so waiting children can receive a new smile.

**Donate & Make Someone Smile @ [longestdayofsmiles.ca](https://longestdayofsmiles.ca)**

# Share on Social Media

#MyMayor supports June 18th as the  
Longest Day of SMILES®

Help us provide more smiles to children  
born with cleft lips and  
cleft palates around the world.

Make a donation today at  
[longestdayofsmiles.ca](http://longestdayofsmiles.ca)



Tag @OperationSmileCanada



Tag @OperationSmileCanada



Tag @OpSmileCAN

#longestdayofsmiles #operationsmilecanada

#jointhesmilemovement #mymayor

Join  
the **SMILE**  
Movement  
MAKE · SOMEONE · SMILE







# Meet Nazifa



# Stay in Touch



1.844.376.4530



[givesmiles@operation  
smile.org](mailto:givesmiles@operation<br/>smile.org)

Operation  Smile  
Canada



**PORT COLBORNE**

## **Memorandum**

**To: Charlotte Madden, Acting City Clerk  
Saima Tufail, Interim Deputy City Clerk**

**From: Bram Cotton Economic Development Officer, Economic  
Development and Tourism Division**

**Date: April 25, 2023**

**Re: May 1<sup>st</sup> Doctors Day Proclamation**

---

The Economic Development and Tourism Division would like City Council to proclaim May 1, 2023, as “Doctors’ Day” in the City of Port Colborne.

Ontario Medical Association celebrates Doctors’ Day, which happens every May 1st.

It’s a day for Ontarians to show their appreciation for the extraordinary doctors who have been on the front lines during the COVID-19 pandemic and to recognize the contributions they continue to make in our City.

In addition to supporting the OMA every May 1<sup>st</sup> in celebrating Doctors’ Day the City of Port Colborne demonstrates its support for the importance of Doctors through the Physician Recruitment Program and welcome program for McMaster’s Niagara Regional Campus of the Michael G. DeGroot School of Medicine.

Please see attached proclamation.



**PORT COLBORNE**

April 25, 2023

Moved by Councillor  
Seconded by Councillor

**WHEREAS** Ontario's doctors continue to care for patients as we emerge from the acute or crisis phase of the pandemic, and advocate to improve Ontario's health-care system; and

**WHEREAS** Ontarians can show their appreciation for doctors' service as we look to maintain and recover from these challenges; and

**WHEREAS** The Ontario Medical Association is organizing this province-wide expression of appreciation as a way for all Ontarians to recognize doctors for their bravery and dedication; and

**WHEREAS** This year, on the fourth Doctors' Day since the beginning of the pandemic, we want to once again recognize how Ontario's doctors are continuing to work through the waves of COVID to take care of their patients; and

**WHEREAS** Lighting landmarks and raising flags in our communities has become a way of expressing gratitude for those leading the way out of crises.

**NOW THEREFORE**, I, Mayor, William C. Steele, proclaim May 1, 2023 "**Doctors' Day**" in the City of Port Colborne and encourage all citizens to recognize and celebrate our doctors in Port Colborne.

---

William C. Steele  
Mayor



**City of Port Colborne  
Council Meeting Minutes**

**Date:** Tuesday, April 4, 2023  
**Time:** 8:54 pm  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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

**Member(s) Absent:** E. Beauregard, Councillor

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

**1. Call to Order**

Mayor Steele called the meeting to order.

**2. Adoption of Agenda**

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

That the agenda dated April 4, 2023 be confirmed, as circulated.

Carried

**3. Disclosures of Interest**

**4. By-Law**

Moved by Councillor M. Aquilina  
Seconded by Councillor T. Hoyle

That item 4.1 be enacted and passed.

Carried

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

**5. Confidential Items**

Moved by Councillor D. Elliott  
Seconded by Councillor F. Danch

That Council do now proceed into closed session in order to address item 5.1.

Carried

**5.1 Chief Administrative Office Report 2023-62, Potential Disposition or Acquisition of Land, Litigation or Potential Litigation, and Advice Subject to Solicitor Client Privilege**

**6. Adjournment**

Council moved into Closed Session at 8:54 p.m.  
Council reconvened into Open Session at 9:39 p.m.  
Mayor Steele adjourned the meeting at 9:40 p.m.

---

William C. Steele, Mayor

---

Charlotte Madden, Acting City Clerk





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

**Date:** Tuesday, April 4, 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 (presiding officer)  
E. Beauregard, Councillor  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
D. Elliott, Councillor  
T. Hoyle, Councillor

**Member(s) Absent:** W. Steele, Mayor

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

**1. Call to Order**

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

**2. Adoption of Agenda**

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

That the agenda dated April 4, 2023 be confirmed, as amended.

Carried

### **3. Disclosures of Interest**

Councillor E. Beauregard declared an indirect pecuniary interest on item 4.2, adding that he is employed by the agent of the applicant, Upper Canada Consultants.

Mayor W. Steele declared a conflict of interest on item 4.2.

### **4. Statutory Public Meetings**

#### **4.1 Public Meeting Report for Official Plan Amendment D09-02-23, Parkland Dedication, 2023-65**

##### **PURPOSE OF MEETING**

The purpose of this meeting, pursuant to section 22 of the Planning Act, is to consider an application initiated by the City of Port Colborne for all lands within the municipal boundaries.

The application for Official Plan Amendment has been proposed to ensure that the City's Official Plan complies with the recent changes to the Planning Act by removing parts of the current Parkland Dedication section of the Official Plan and replacing them with the revisions under Bill 23.

##### **METHOD OF NOTICE**

Notice of the Public Meeting was administered in accordance with Section 22 of the Planning Act, as amended, and Ontario Regulation 543/06.

The Notice of Public Meeting was circulated internally and to the required agencies, on March 15th, 2023. The Notice was also placed in the Niagara This Week newspaper on March 9th, 2023. Meeting details have been provided along with the Council Agenda on the City's website and under "Current Applications".

As of the date of this meeting, Staff have not received any comments from the public. The following comments have been received from the Region;

"Regional staff note that in accordance with NOP Policies 7.4.1.6 and 7.4.1.7 and the Memorandum of Understanding, the Local Official Plan Amendment as reviewed is exempt from Regional Council Approval as parkland dedication is a local planning matter."

##### **QUESTIONS OF CLARIFICATION TO PLANNING STAFF/APPLICANT**

Councillor Bruno asked for clarification regarding whether the proposed changes to Official Plan would cause the updated Parkland Dedication By-



law to apply retroactively to the conditions imposed on consent applications that have already been granted.

Mr. Roome responded that whether the Parkland Dedication By-law would apply retroactively would be addressed through the update to the By-law itself, but the Official Plan must be amended before the By-law may be updated, adding that he did not believe retroactive application to the conditions of previously granted consents would be appropriate as those applicants would have signed a Memorandum of Understanding stating they were aware of the current Parkland Dedication By-law.

Councillor Bruno stated his belief that retroactive application to previously granted consents would make for a smoother transition into the new policies established by the updated Parkland Dedication By-law.

Mr. Roome added that including the payment of parkland dedication as a condition of consent would prevent lots created through consent applications from remaining vacant indefinitely without the dedication of parkland to the City.

Moved By Councillor F. Danch

Seconded By Councillor G. Bruno

That Development and Legislative Services – Planning Division Report 2023-65 be received for information.

**a. Delegation from Janice Arcaro**

Asked for clarification regarding whether the update to the Parkland Dedication By-law will reduce existing parkland in the Westwood Estates development.

Mr. Roome responded that the application would not reduce any existing parkland, adding that the update to the Parkland Dedication By-law would apply across the City and would support the development and maintenance of future and existing parks.

**4.2 Public Meeting Report for Proposed Official Plan and Zoning By-law Amendment for Westwood Estates Phase 3, 2023-59**

Mayor Steele declared a conflict on this item.

Councillor E. Beauregard declared a conflict on this item, as he is employed by the agent of the applicant, Upper Canada Consultants.

## **PURPOSE OF MEETING**

The purpose of this meeting, pursuant to sections 22 and 34 of the Planning Act, is to consider Official Plan and Zoning By-law Amendment applications submitted by the applicant Craig Rohe of Upper Canada Consultants on behalf of the owner Lester Shoalts Limited for the lands known as Westwood Estates Phase 3, legally known as Part of Lot 33, Concession 1, Geographic Township of Humberstone now in the City of Port Colborne, within the Regional Municipality of Niagara.

The Official Plan Amendment proposes to amend and refine land use designations on Schedule G – Westwood Park Secondary Plan of the Port Colborne Official Plan.

The Zoning By-law Amendment proposes to change the zoning of the subject lands from Residential Development (RD) to a site-specific Third Density Residential zone (R3-XX), site-specific Fourth Density Residential zone (R4-XX), Public and Park zone (P), Environmental Protection zone (EP), and Environmental Conservation Layer zone (EC)

The applicant has also submitted a Draft Plan of Subdivision for the proposed lands to establish the road network, lots and blocks.

## **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.

Notice of Public Meeting was circulated on March 14, 2023, to internal departments and agencies. Notice was also circulated via regular mail to property owners within 120m. Meeting details have been provided along with the Council Agenda on the City's website and under "Current Applications".

As of the date of this meeting, staff has received comments from the following commenting departments/agencies:

The By-law Department had no adverse comments but noted that the Cement and Cement Plant road names between the City and Wainfleet are under review.

The Drainage Superintendent had no objection to the proposed application at this time.

The District School Board of Niagara had no objection to the proposed application at this time but they requested that sidewalks be constructed within the development to facilitate student travel to bus stops, noting that future students would attend Steele Street and Port Colborne High School.

CN Rail had no comments concerning the application.

The Fire Department had no concerns at this time, noting that a number of draft plan conditions have been provided for fire safety.

Enbridge had no objection to the proposed application; however, they reserve the right to amend or remove development conditions.

Hydro One had no comments or concerns at this time.

The Mississaugas of the Credit First Nation expressed a high level of concern at this time and have requested a meeting with Planning staff to discuss the extent of the comments and concerns. The comments and concerns will be addressed through the future recommendation report.

Formalized fulsome comments from the Niagara Region, Niagara Peninsula Conservation Authority and Engineering staff are forthcoming and will be included in the future recommendation report. At this time, a preliminary comment from the NPCA has been received stating “the NPCA is currently not in a position to provide draft conditions to support this application.”

Moved By Councillor T. Hoyle

Seconded By Councillor M. Aquilina

That Development and Legislative Services – Planning Division Report 2023-59 be received for information.

**a. Delegation from Craig Rohe-Senior Planner, Upper Canada Consultants, applicant**

Mr. Rohe, the Senior Planner at Upper Canada Consultants, presented the proposed changes to the Official Plan and Zoning By-law using the regulatory framework of the Planning Act. Mr. Rohe addressed public concerns regarding the potential for negative impact to nearby environmental features, drainage, and traffic safety, citing the studies submitted as part of their applications to demonstrate their plan for mitigating potential negative impacts.

**Questions of Clarification to Staff and Consultants**

Councillor Bruno noted that the applicant had stated the proposed reduction of the wetland buffer from 30m to 15m was not to increase the number of units in the development, then asked the applicant to clarify the purpose of their request for this reduction.

Mr. Rohe stated that they are requesting the reduction of the wetland buffer to enhance the lot geometry of the development.

Councillor Bruno noted that the extra 15m would have encroached into an area where units are proposed to be constructed.

Mr. Rohe stated that the reduction of the buffer facilitates both better geometry and more development, adding that the buffer was designed in the way determined to be most appropriate to protect the feature as per the recommendations of the studies they submitted.

Councillor Elliott noted that in a previous version of this stage of the development, the proposed area where apartments could be built pictured only apartments, but the plan being presented now also includes townhouses and condos.

Mr. Rohe explained that the plan being presented now is only a conceptual plan included as a visual aid.

Councillor Elliott asked if the proposed reduction in minimum floor area per unit in the R4 zone from 125m<sup>2</sup> per unit to 103m<sup>2</sup> per unit was being requested specifically for the future development of apartment buildings.

Mr. Rohe explained that the proposed reduction in minimum floor area per unit in the R4 zone was being requested to provide flexibility for future higher density developments, whether those developments be apartment buildings, townhouses, or condos.

Councillor Hoyle noted that the proposed buffer along the east side of the development in their original layout included a larger buffer and asked why this buffer had been reduced to 7m and whether this buffer would be sufficient to support wildlife migration.

Mr. Rohe explained that their Environmental Impact Study confirmed that wildlife migration currently takes place along the existing stormwater drain, adding that the centre of the development site is currently used as a migration path but the 7m buffer will provide a migration path for smaller animals.

Councillor Bagu asked whether Upper Canada Consultants had conducted their Environmental Impact Study, and whether the Ministry of the Environment had reviewed their findings.

Mr. Rohe responded that two local consulting firms had conducted their Environmental Impact Study, adding that the Niagara Region and Niagara Peninsula Conservation Authority must send their comments back before the Ministry of the Environment can begin reviewing the study.

Councillor Bagu asked whether section 2 of the Environmental Impact Study, concerning photometrics restrictions, will be impacted by the Ministry of the Environment's or the Niagara Peninsula Conservation Authority's orders.

Mr. Rohe stated that a photometrics plan would be prepared as part of their detailed engineering plans at a later date, adding that if any lights are found to back on to an environmental feature, a condition could be applied to ensure those lights aim down to prevent any disturbance of the feature.

Councillor Bruno noted that stormwater management plans are typically designed to work in ideal conditions without factoring in exceptionally large storms and individuals obstructing municipal drains, then asked whether there were any plans to upgrade nearby pumps or widen nearby drains to handle the increased burden, and whether development fees could aid in such upgrades to the existing development.

Councillor Bodner noted that the proposed development will not begin for years but residents are expressing concerns now regarding existing drainage issues caused by clearing lands, then suggested a berm be erected to mitigate current drainage concerns.

Mr. Rohe stated that their topographic field team may be able to be deployed to determine if there have been any changes in grading and provide recommendations to mitigate drainage issues as needed.

**b. Delegation from Janice Arcaro, resident**

Expressed concern regarding the proposed reduction of the wetland buffer as the developer had originally informed residents

the buffer area would be protected, adding that constructing homes within the buffer would exacerbate existing drainage issues in the neighbourhood which were caused by the clearing of natural features that aided in water absorption, then proposed a walking trail be constructed through the buffer instead of more dwellings to prevent future negative impacts from the development.

**c. Virtual Delegation from Jack Hellinga, resident**

Expressed concern regarding the proposed omission of properties zoned Neighbourhood Commercial, the proposed changes to wildlife migration routes, and outlined the potential damage to the water table that could result from the reduction of the wetland buffer such as the water table being drawn down, basement flooding, and water pollution due to cracked pipes.

**d. Delegation from Robert Arthur, resident of 136 Olga Drive**

Expressed concern regarding the reduction of the wetland buffer and the subsequent lower amount of available saturation, stating that when the trees near his property were cleared two to three years ago, his sump pump needed to be replaced multiple times to demonstrate that building homes too close to wetland features can impact not just abutting properties, but those further away.

**e. Delegation from Scott Symonds, resident of 662 Stanley Street**

Expressed concern regarding the proposed walkway through the wetland feature and the proposed reduction of the wetland buffer as, before purchasing his property, he was told that the wetland area south of his property could not be developed due to environmental protections, noting that the Niagara Peninsula Conservation Authority prohibited him from building in the southern corner of his lot due to the same wetland buffer now proposed to be reduced.

**f. Delegation from Penny Armstrong, resident of 16 Debbie Crescent**

Expressed concern regarding the developer previously stating the wetland buffer would not be developed whereas it is now proposed to be reduced, adding that she has begun experiencing severe drainage issues after trees were cleared for the development, which she states had happened without consulting the community and against the policies of the Official Plan.

**g. Delegation from David Lallouet, resident of 277 Lakeshore Road West**

Expressed concern for pedestrian safety regarding the decision not to construct a sidewalk on Cement Plant Road, and for the proposed stormwater management plan potentially directing more water towards his home, adding that his sump pump and those of his neighbours are being negatively impacted by poor stormwater management in the existing development.

**h. Delegation from Paul Bunting, resident of 51 Gaspare Drive**

Expressed concern regarding the existing drainage of the neighbourhood as he states the Eagle Marsh Drain runs through his property which allows him to witness how the water levels fluctuate during storms, adding that such storms cause his basement to flood despite 2 sump pumps constantly running, then requested to be informed of any updates to the study of the Eagle Marsh Drain that City staff had planned two to three years ago during the last meeting on Westwood Estates.

**i. Delegation from Paola Buri-Peyton, resident of 678 Stanley Street**

Requested that a report be prepared which compares the impact of the proposed 15m wetland buffer versus the existing 30m wetland buffer to help understand the difference between the two.

**j. Delegation from Jessica Eckert, resident of 236 Olga Drive**

Expressed concern regarding the reduction of the wetland buffer, the potential for constructing an apartment building without adequate public transit to service its residents, and the impact on pedestrian safety that the roundabout may have.

**k. Virtual Delegation from Harley Robertson, resident of 254 Lancaster Drive**

Expressed concern regarding the reduction of the wetland buffer, stating that their property has been experiencing severe drainage issues since they moved in and such drainage issues should be

remediated before new development is permitted, and requested that the 30m wildlife corridor be upheld.

**I. Delegation from Branka Zlomislic, resident of 614 Stanley Street**

Requested clarification regarding whether Sunset Park would be extended, and if so, whether another entrance would be added.

Mr. Schulz responded that there are not currently any plans to expand Sunset Park because the wetland feature abuts the park and is thereby proposed to be protected, though the wetland would not be considered part of Sunset Park.

**m. Delegation from Mark Jansen, resident of 271 Lakeshore Road West**

Expressed concern regarding the potential apartment dwellings being used as low-incomed housing, the existing drainage in the area, the speeding down Lakeshore Road which he states a roundabout will not prevent, and poor cell phone reception near the proposed apartment area.

**5. Procedural Motions**

Nil.

**6. Information Items**

Nil.

**7. Adjournment**

Deputy Mayor Bagu adjourned the meeting at approximately 8:44 p.m.

---

William C. Steele, Mayor

---

Charlotte Madden, Acting City Clerk





**City of Port Colborne**  
**Council Meeting Minutes**

**Date:** Tuesday, April 11, 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:** B. Boles, Director of Corporate Services/Treasurer  
S. Lawson, Fire Chief  
S. Luey, Chief Administrative Officer  
C. Madden, Acting City Clerk  
S. Shypowskyj, Director of Public Works  
S. Tufail, Acting Deputy Clerk (minutes)

- 1. Call to Order**  
Mayor Steele called the meeting to order at 6:30 p.m.
- 2. National Anthem**
- 3. Land Acknowledgment**
- 4. Proclamations**
- 5. Adoption of Agenda**

Moved by Councillor F. Danch  
Seconded by Councillor D. Elliott

That the agenda dated April 11, 2023 be confirmed, as circulated.

Carried

**6. Disclosures of Interest**

**7. Approval of Minutes**

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

1. That the minutes of the Committee of the Whole-Strategic Planning Session held on February 25, 2023, be approved as circulated.
2. That the minutes of the Regular Meeting of Council held on March 28, 2023, be approved as circulated.

Carried

**7.1 Committee of the Whole-Strategic Planning Session-February 25, 2023**

**7.2 Regular Meeting of Council - March 28, 2022**

**8. Staff Reports**

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

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

Carried

**8.1 Grandstone Living Inc. - Community Improvement Plan Agreement, 2023-46**

That Chief Administrative Office Report 2023-46 be received; and

That Council approve the Olde Humberstone Community Improvement Plan (CIP) Agreement between the City of Port Colborne and Grandstone Living Inc., attached as Appendix B to Chief Administrative Office Report 2023-46; and

That a by-law to enter into an agreement with Grandstone Living Inc. be brought forward.

**8.2 Transfer of Ownership of Pine Street and Highland Avenue Watermains, 2023-68**

That Public Works Department Report 2023-68 be received; and

That the Mayor and Acting City Clerk be authorized to execute the indenture to assume ownership of the Pine Street and Highland Avenue watermains with the Regional Municipality of Niagara; and

That the By-law to authorize entering into the indenture, attached as Appendix C, be brought forward.

**9. Correspondence Items**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Aquilina

That items 9.1 to 9.3 be received for information.

Carried

**9.1 Town of Plympton-Wyoming - Municipalities Retaining Surplus Proceeds from Tax Sales**

**9.2 City of Owen Sound - Reducing Municipal Insurance Costs**

**9.3 Town of Plympton-Wyoming - Declaring Intimate Partner Violence and Violence Against Women an Epidemic**

**10. Presentations**

**11. Delegations**

**12. Mayor's Report**

A copy of the Mayor's Report is attached.

**13. Regional Councillor's Report**

**14. Staff Remarks**

**14.1 Clean Community Days (Lawson)**

The Fire Chief informed Council that the Community Safety & Enforcement Department is hosting Clean Community Days on May 14 and June 11, where the community can dispose of refuse and debris from

their property. He further stated that additional information is available on the City's website.

**14.2 Vacant Building Registry (Lawson)**

The Fire Chief informed that staff are in the process of initiating a vacant building registry process which will hold the property owners liable for the upkeep of vacant lands.

**14.3 Sugarloaf Archaeological Investigation (Shypowskyj)**

The Director of Public Works informed Council that the Sugarloaf archaeological investigation has been postponed due to the consultation with the Aboriginal communities.

**14.4 Speed Cushions at H.H. Knoll Lakeview Park (Shypowskyj)**

The Director of Public Works advised Council that the installation of the speed cushions at H.H. Knoll Lakeview Park has been delayed due to poor weather conditions. He further stated that the contractor will start the process within the next month and as a result, there will be road closures.

**14.5 Earth Day (Shypowskyj)**

The Director of Public Works informed Council that in celebration of Earth Day, and in partnership with the Niagara Peninsula Conservation Authority (NPCA) and Sassafras Farms, the City of Port Colborne will be giving away various types of 400 trees to Port Colborne residents on Friday April 21, 2023, from 7 to 11:30 a.m. at King George Park.

**14.6 Nickel Beach Parking and Fence (Boles)**

The Director of Corporate Services/Treasurer stated the City has received input on ways in which pedestrians can be transported from the parking lot to Nickel Beach. He further stated that the fence on Nickel Beach will be undergoing maintenance and advised that a report regarding the parking plan will be brought forward at a future Council meeting.

**14.7 Lighting of the Communication Towers (Landry)**

The Chief Planner provided a brief overview on the process of lighting the communication towers and the requirements for maintaining the lights.

**15. Councillors' Remarks**

### **15.1 Grass Cutting (Bruno)**

In response to Councillor Bruno's request for an update on whether the City of Port Colborne can take over the grass cutting and property maintenance responsibility on Killaly Street West, the Director of Public Works informed Council that possible solutions are being explored and a report will be brought to Council.

### **15.2 Sherkston Community Centre (Aquilina)**

Councillor Aquilina provided details regarding the Easter Egg Hunt event hosted by the Sherkston Community Centre on Saturday April 8, 2023. She further stated that Yoga sessions will resume on April 14, 2023.

### **15.3 Speed Radar Signs and Delineator Posts (Bagu)**

In response to Councillor Bagu's inquiry regarding the timeline of speed radar signs and delineator posts installation throughout the City, the Director of Public Works provided an overview of areas where the installation will take place in the near future.

### **15.4 Tank Cars (Bagu)**

In response to Councillor Bagu's inquiry regarding whether the stored tank cars on railways within City limits pose any hazards to the residents, the Chief Administrative Officer provided an overview of the various types of stored tank cars and their contents. He further stated that the contents are non-hazardous and non-toxic.

### **15.5 Fishing in Port Colborne (Bruno)**

Councillor Bruno informed Council that he attended a meeting regarding expanding fishing opportunities in Port Colborne at the L.R. Wilson Centre and expressed appreciation towards Tourism staff for organizing the event.

### **15.6 Speeding Issue (Danch)**

Councillor Danch expressed gratitude towards the Fire Chief for addressing the speeding issue within the Fielden Avenue and Neff Street area in a timely manner.

### **15.7 Thank you (Hoyle)**

Councillor Hoyle expressed gratitude towards staff for addressing various issues in a timely manner.

**15.8 West Street Condominium Development (Hoyle)**

In response to Councillor Hoyle's inquiry regarding the completion date for the condominium, the Chief Administrative Officer advised that the delays are a result of supply chain issues and parking disruptions are being addressed. The Chief Administrative Officer further stated that staff will address this matter and provide a verbal update at a future Council meeting.

**15.9 Bethel Cell Tower (Bodner)**

Councillor Bodner informed Council that the Bethel cell tower that was not functioning has been repaired.

**15.10 Short-Term Rentals (Bodner)**

In response to Councillor Bodner's inquiry, the Chief Administrative Officer and the Fire Chief provided an update on the progress of short-term rental bylaws and advised that a report will be brought to Council at a future meeting.

**15.11 Road Ends-Parking Signage (Bodner)**

In response to Councillor Bodner's inquiry, the Director of Public Works provided a brief overview on the work being completed to implement the parking signage for road ends at Nickel Beach.

**15.12 Zoning By-Law Requirements (Elliott)**

In response to Councillor Elliott's request, the Chief Planner confirmed that the recommendation reports for proposed zoning by-law amendments will outline the proposed and the required set backs.

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

**16.1 Ice Allocation Procedure for Youth Groups, 2023-71**

Ken Breitenbach, Interim President of the Port Colborne Girls Hockey Association, also known as The Wave, provided a brief oral presentation.

Moved by Councillor D. Elliott  
Seconded by Councillor G. Bruno

That Corporate Services Department Report 2023-71 be received; and

That staff proceed with the proposed changes to ice allocation and ice cancellation protocols as outlined in pages 2 and 3 of Corporate Services Department Report 2023-71.

Carried

**16.2 Canal Days Marine Heritage Festival – 2022 results and 2023 updates, 2023-70**

Moved by Councillor D. Elliott  
Seconded by Councillor G. Bruno

That Corporate Services Department Report 2023-70 be received for information.

Carried

**16.3 Council and Committee Travel Expense Policy, 2023-17**

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

That Chief Administrative Office Report 2023-17 be received; and  
That By-Law 4896/121/06 and any amendments thereto be repealed.

Carried

**16.4 Sale of Surplus Property – PIN 64156-0026 – Elm Street Hydro Corridor, 2023-64**

Moved by Councillor M. Bagu  
Seconded by Councillor F. Danch

That Chief Administrative Officer Report 2023-64 be received;

That Council approve entering into an Agreement of Purchase and Sale with 13489116 Canada Inc., regarding the vacant City-owned property on Elm Street (between Elm and Catharine);

That a by-law to authorize entering into an Agreement of Purchase and Sale with 13489116 Canada Inc. regarding the sale of a City-owned lot on Elm Street legally described as LTS 29, 30 & 31, PT LTS, 41, 42 & 43, PL 861, Being PTS 4&6, on 59R9034: Port Colborne, be brought forward; and

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

7

Carried

**16.5 City Real Estate – Surplus Parcels, 2023-56**

Moved by Councillor M. Bagu  
Seconded by Councillor T. Hoyle

That Chief Administrative Office Report - Economic Development and Tourism Services Division Report 2023-56 be received for information;

That Council declare the City-owned parcels of land, outlined in Appendix A to Chief Administrative Office Report - Economic Development and Tourism Services Division Report 2023-56, as surplus; and

That Council delegate authority to the Chief Administrative Officer (CAO) to dispose of these surplus parcels and enter into purchase/sale agreements in accordance with the Sale of Surplus Land Policy.

Carried

**16.6 Drain Accounting and Billing Process, 2023-37**

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

That Corporate Services Department Report 2023-37 be received; and

That interest be charged to previously approved and future drain construction accounts effective January 1, 2023. Interest will be accrued at a rate of Bank Prime + 2% on drain construction account balances starting January 1, 2023, and all new charges until billed, not to exceed more than 120 days after the drain construction account completion certificate is issued.

That drains construction accounts be billed when the drainage engineer issues the final completion certificate and account allocations for the drain construction project, effective April 11, 2023.

**Amendment:**

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

That Corporate Services Department Report 2023-37 be received; and

That interest be charged to previously approved and future drain



construction accounts effective January 1, 2023. Interest will be accrued at a rate of Bank Prime + 2% on drain construction account balances starting January 1, 2023, and all new charges until billed, not to exceed more than 120 days after the drain construction account completion certificate is issued.

That drains construction accounts be billed when the drainage engineer issues the final completion certificate and account allocations for the drain construction project, effective April 11, 2023.

**That staff present an annual report alongside the financial statement completion/audited statements to update Council on the operational and financial components of all drain construction projects.**

**That staff recommend to Council in the annual report if interim billing should be considered on a drain by drain basis.**

Carried

**16.7 Town of Plympton-Wyoming - Bill 5 Stopping Harassment and Abuse by Local Leaders Act**

Moved by Councillor M. Aquilina

Seconded by Councillor F. Danch

That correspondence from the Town of Plympton-Wyoming regarding Bill 5 stopping harassments and abuse by Local Leaders Act be supported.

Carried

**17. Motions**

**18. Notice of Motions**

**19. Minutes of Boards & Committees**

**19.1 Port Colborne Historical & Marine Museum Minutes - February 21, 2023**

Moved by Councillor T. Hoyle

Seconded by Councillor F. Danch

That the minutes of the Port Colborne Historical & Marine Museum meeting, held on February 21, 2023, be approved as presented.

Carried

**20. By-laws**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That items 20.1 to 20.5 be enacted and passed.

Carried

**20.1 By-law to Authorize entering into an Agreement of Purchase and Sale of property with 13489116 CANADA INC. for a vacant lot on Elm Street**

**20.2 By-law to Authorize Entering into an Agreement with Grandstone Living Inc.**

**20.3 By-law to Authorize Entering into an Indenture with the Regional Municipality of Niagara to transfer ownership of the watermains on Pine Street and Highland Avenue**

**20.4 By-law to Appoint an Acting Chief Building Official and Deputy Chief Building Officials**

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

**21. Procedural Motions**

**22. Information items**

**23. Adjournment**

Mayor Steele adjourned the meeting at approximately 10:13 p.m.

---

William C. Steele, Mayor

---

Charlotte Madden, Acting City Clerk



**PORT COLBORNE**

# Mayor's Report

April 11, 2023

## EASTER IN PORT

For the first time in Port Colborne history, we celebrated Tugboat Bunny!

Just as Santa arrives in the canal at Christmas time, the Easter Bunny arrived on the deck of the Pilot Boat on a sunny Saturday morning.

Many thanks to the BIA for coordinating the Easter Bunny arrival with the J.W. Cooper crew. After a big welcome from a big crowd along the Port Promenade on West Street, it was off to the Vale Centre for an Easter Egg hunt at 11am.

It was great to see so many children at Vale filling their Easter baskets, and participating in crafts, activities and skating all afternoon. Well done to our special events team, for helping make Easter so egg-cellent.

## MEET WITH PROVINCIAL MINISTERS

The province is moving quickly on issues such as building and planning, housing, health care, climate change, and environmental initiatives. Things are changing quickly, and we want to make sure we don't miss out on anything. I am attending the Good Roads conference in Toronto April 16 to 19 with Gary Long, our Director of Strategic Projects and Steve Shypowskyj, our Director of Public Works.

The Premier will be there, as will his ministers and their staff. Gary has already arranged one-on-one meetings with Ministers of Health, Transportation, and Infrastructure. Good work, Gary. I know these are not easy to set up. Meetings like this are critical, and productive.



**PORT COLBORNE**

**Subject: Electric Vehicle Charging Station – Installation for Public Use**

**To: Council**

**From: Public Works Department**

Report Number: 2023-78

Meeting Date: April 25, 2023

---

### **Recommendation:**

That Public Works Department Report 2023-78 be received; and

That City Council authorize the Chief Administrative Officer and Director of Public Works to negotiate and execute an agreement with FLO Services Inc. consistent with the financial implications as outlined in this report, and for a period of up to ten years.

---

### **Purpose:**

The purpose of this report is to seek approval from Council to enter into an agreement for the supply, delivery, installation, operation, and maintenance of electric vehicle charging stations in public parking areas within the City.

---

### **Background:**

Starting in 2021, City staff began researching the installation of electric vehicle (EV) charging stations for public use. Initially staff were directed to apply for funding to offset the purchasing cost of a level 3 EV charging Station. Level 3 EV charging stations refer to direct current fast charging, which offers the fastest charging speeds. Level 3 EV charging stations are a particular draw for EV owners (compared to the lower current options) as the majority of level 3 EV charging stations on the market supply 50 kW of power, which adds about 80 km of range in 20 minutes.

The project was initiated to help City infrastructure support the City's commitment to reduce greenhouse gas (GHG) emissions. Installing EV charging stations not only provides a valuable service to residents and tourists but allows the City to demonstrate leadership in reducing GHG emissions. The charging stations would support the tourism

industry and the availability to travel to, from, and within the City. Installing EV charging stations near the downtown core will allow people to charge vehicles while they explore the area.

The project also recognizes that, according to Statistics Canada, seven in ten Canadians who plan to buy a new vehicle within the next five years are likely to buy an electric vehicle (either pure or hybrid), not providing charging infrastructure could deter tourism. This initiative also supports Fleet Focused Objective #2 of the City's Greenhouse Gas Emissions Reduction Plan, approved by Council in February 2020, to develop a plan for implementing electric vehicle charging facilities to address near and longer-term plans for electrification of transportation.

Initially the City's focus of the project was to purchase and install a Level 3 EV charging station at Market Square. This project was conditionally approval based on at least 40% of the capital cost being secured through external funding sources. Staff applied to several delivery agencies of the Investing in Canada Infrastructure Program but were unsuccessful in securing this funding. During the application process, staff became aware of the extent of responsibility associated with owning and operating EV charging stations. Ownership would result in an increased demand on staff due to maintenance and customer service requests that result from the use of the charging stations. Additionally, there is typically a cost to the owner for a subscription for the operating software, payment platform, and electricity usage. In September of 2022, staff began exploring alternative options for providing public EV charging station access.

Staff contacted four major electric vehicle charging station suppliers asking for proposals for the supply, delivery, installation, and operation of electric vehicle charging stations in public City parking spaces. The City specifically asked about the possibility of a model wherein the delivery organization maintains ownership and responsibility over maintenance. Of the four companies to respond only FLO Services Inc. (FLO) provides this type of service through their Infra program.

---

## **Discussion:**

After considerable research and a lengthy process, City staff recommend entering an agreement with FLO to supply and install charging stations in City owned public parking lots. Currently the available charging stations are identified as Level 2 and Level 3. Level 2 EV charging stations operate at 220 volts and can provide a typical EV with a full charge in 3 to 4 hours. Level 3 EV charging stations operate at 450-1000 volts of direct current (DC) and can provide a full charge in less than one hour.

Currently, FLO operates Canada's largest public EV charging network. In addition to providing charging stations, FLO has the following key offerings/abilities through their network:

- Each station installed is connected via cellular network, allowing EV vehicle operators to discover their locations and availability via the FLO app, and in many cases via their onboard vehicle navigation systems.
- The network connectivity also allows FLO staff to monitor station use and detect any interruption in operability requiring attention.
- FLO provides 24/7 customer assistance via telephone and their smart phone app.
- Through FLO's Infra program, FLO maintains ownership and operational responsibility, while the City merely provides the space for the charging stations.

FLO has proposed a phased approach to building an EV charging network within the City. The four parking lot locations identified in the first phase include the Sugarloaf Marina, H.H. Knoll Park, Market Square, and the Vale Health and Wellness Centre (VHWC). The main objective of FLO is to install a dual port level 3 charging station at the VHWC. The VHWC has been identified as an ideal location for this type of charging station, due to its proximity to Highway 140. Staff had focused on other locations in the past due to the substantially higher cost associated with the civil work required to install and operate a charging station at the VHWC; however, if the City enters into this agreement, FLO is committed to paying for all costs associated with the installation of a level 3 EV charging station at the VHWC.

At the remaining locations FLO has proposed to install level 2 charging stations at the following locations:

- Market Square, where FLO has proposed four charging stations.
- The Sugarloaf Marina, where FLO has proposed two charging stations.
- H.H. Knoll Park, where FLO has proposed two charging stations.

The extent of this portion of the project will depend on the City's budget to cover the civil work required at these sites. The City's 2023 Operating Budget allocated \$20,000 for EV charging stations. At the time of writing this report, the cost of this work is being assessed.

As EV adoption continues to grow, so does the need for charging infrastructure. The provision of publicly available EV charging infrastructure will offset the cost of EV ownership by increasing access for households with limited ability to install on-site charging or who have less access to on-site dedicated parking opportunities, thus making EV operation more affordable.

It will be important to continue to emphasize the establishment of equity considerations as key siting criteria when planning investments in EV charging stations in order to avoid exacerbating existing disparities in the transportation system and commit to the City's core value of responsibility to make tomorrow better.

### **Internal Consultations:**

Staff consulted with Community Safety and Enforcement to determine necessary amendments to Municipal Parking Lot By-law 3475/56/97.

Community Safety and Enforcement staff have drafted an amendment to Municipal Parking Lot By-law 3475/56/97.

Amendments to Municipal Parking Lot By-law 3475/56/97 will be finalized and brought to Council at a later date, in the event that Council accepts the recommendations of Report 2023-78 Electric Vehicle Charging Station – Installation for Public Use.

Staff consulted with Corporate Services to determine funding options.

Staff consulted with Corporate Services to determine the proper channels for proposal and procurement processes.

---

### **Financial Implications:**

FLO will pay for all costs associated with the provision, installation, operation, and maintenance of the level 3 EV charging Station at the VHWC.

The only cost to the City associated with this agreement will be for the civil work required to supply an electrical connection to the level 2 charging stations. The provision, operation, and maintenance of the level 2 EV charging stations will be covered by FLO.

FLO will pay for the cost of utilities for all charging stations.

The 2023 Operating Budget allocated \$20,000 for EV charging stations. Should additional funds be required for the civil work to bring electricity to the level 2 charging stations, staff will prioritize Market Square and come back to Council with alternative funding options.

---

### **Strategic Plan Alignment:**

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

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

## **Conclusion:**

Entering into this agreement provides an opportunity to the City to meet objectives of both the City's Strategic Plan and the corporate Greenhouse Gas Reduction Plan, without having to invest a significant amount of capital funds. This project will provide a public service, as well as demonstrate the City's commitment to an equitable green future consistent with the corporate value of Responsibility defined as "we make tomorrow better". The phased approach will provide the City with flexibility in the roll out to other locations.

---

Respectfully submitted,

Mae Lannan  
Climate Change Coordinator  
905-835-2900 x259  
Mae.Lannan@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: Communities in Bloom**

**To: Council**

**From: Office of the Chief Administrative Officer**

Report Number: 2023-74

Meeting Date: April 25, 2023

---

**Recommendation:**

That Office of the Chief Administrative Officer Report 2023-74 be received; and

That Council approve the City of Port Colborne's participation in the 2024 Ontario Provincial Edition of Communities in Bloom.

---

**Purpose:**

The purpose of this report is to recommend that the City of Port Colborne not participate in this year's Communities in Bloom because of insufficient time for effective planning and preparation. A request that Council approve the City's participation in the 2024 Ontario Provincial Edition is proposed as an alternative option.

---

**Background:**

Martin Quinn, Chair, Communities in Bloom Ontario, sent a letter to the City of Port Colborne, inviting the community to participate in the 2023 edition of their friendly competition. This letter was included as correspondence in the agenda of the March 28<sup>th</sup> Council meeting.

Communities in Bloom (CiB) is a volunteer-based, non-profit organization committed to fostering civic pride, environmental responsibility, and beautification through community participation. Communities compete against others in their province and in their respective population category with respect to six program criteria: a) community appearance, b) environmental action, c) heritage conservation, d) tree management, e) landscape, and f) plant and floral displays.

This summer, trained volunteer judges will evaluate the participating communities on the six program criteria and award a bloom rating from 1 to 5 (5 being the highest rating). These communities will be presented with their bloom rating and a certificate at an awards ceremony in the fall. Up to two communities from each province will be invited to participate in the national edition of the program, which is to be held the following year.

---

### **Discussion:**

Staff are fully supportive of registering the City as a participant in the provincial edition of Communities in Bloom (CiB). However, given the date that the invitation was presented to Council, the date of this report, and the unknown date for when the City would be judged this summer, staff believe there isn't enough preparation time to make the submission of high enough quality that would result in a high bloom rating for Port Colborne.

CiB program materials recommend forming a local committee to involve the community (e.g., residents/citizens, groups/organizations, and businesses), spread awareness, and mobilize efforts to enhance municipal, residential, commercial, and institutional green spaces. Once more, staff agree that having a longer period of time to fully plan and prepare for the competition would better position the community to excel in each of the six program areas (or criteria).

Therefore, staff recommend that the City decline to participate this year and instead register for the 2024 Ontario Provincial Edition.

---

### **Internal Consultations:**

The recommendations in this report were arrived at after consulting the Manager of Corporate Communications, Manager of Road & Parks Operations, and Manager of Strategic Initiatives.

---

### **Financial Implications:**

Presuming that the fee structure for next year remains the same, there will be a \$700 registration fee to participate in the 2024 competition. Additional costs would be incurred for the judges' accommodations, transportation, as well as to attend the provincial awards ceremony. All of these costs can be paid from the Economic Development and Tourism Services 2024 operating budget.

CiB program materials recommend allocating some financial resources to spread awareness, engage the community, honour local volunteers/participants, and prepare

for the judges' visit. Staff are confident that there will be sufficient means within the 2024 operating budgets of different departments/divisions to share in the minimal costs of achieving these four objectives.

---

### **Public Engagement:**

In anticipation of participating in the 2024 competition, a local committee will be formed that represents a diverse cross-section of community members and groups, and spreads awareness to earn broader community support and boost feelings of civic pride.

---

### **Strategic Plan Alignment:**

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

- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- 

### **Conclusion:**

This report requests Council's approval to have the City of Port Colborne compete in the 2024 Ontario Provincial Edition of Communities in Bloom (CiB). Staff look forward to this initiative as a unique opportunity to involve the community and gather their support, spread awareness about the importance of environmental action and heritage conservation, and finally as a way to enhance Port Colborne's parks and green spaces.

---

Respectfully submitted,

Greg Higginbotham  
Tourism & Strategic Projects Coordinator  
905-835-2900 x505  
[greg.higginbotham@portcolborne.ca](mailto:greg.higginbotham@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: Disaster Mitigation and Adaptation Fund – Application to Improve the Resiliency of the City’s Storm Sewer System to Seiche Flooding**

**To: Council**

**From: Public Works Department**

Report Number: 2023-39

Meeting Date: April 25, 2023

---

**Recommendation:**

That Public Works Department Report 2023-39 be received; and

That Council direct the Director of Public Works to apply to the Disaster Mitigation and Adaptation Fund (DMAF) for projects to improve the resiliency of the City’s storm sewer system to seiche flooding.

---

**Purpose:**

This report is seeking Council’s approval to apply to the DMAF for projects intended to improve the resiliency of the City’s storm sewer system to seiche flooding.

---

**Background:**

On Monday January 16th, Infrastructure Canada launched a call for applications to the DMAF.

The DMAF is a national, competitive, and merit-based contribution program intended to support infrastructure projects designed to mitigate current and future climate-related risks and disasters triggered by natural hazards, such as floods, wildland fires, droughts and seismic events.

Eligible projects include new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure, including natural infrastructure, that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.

As part of the Government of Canada Adaptation Action Plan, released alongside Canada's first National Adaptation Strategy, the DMAF received an additional \$489.1 million in funding in November 2022. This additional funding, combined with the remaining program funding, makes more than \$1 billion available for this application intake.

The maximum federal contribution available for municipalities is up to 40%, and projects can either be:

- Small-scale: projects under \$20 million with a minimum threshold of \$1 million in total eligible costs; or
- Large-scale: projects of \$20 million and above in total eligible costs.

Eligible expenditures include capital costs, planning and design. Projects must be substantially completed by December 31, 2032. Eligible projects could include bundled sub-projects, if it is demonstrated that each of the multiple mitigation/adaptation investments work systematically as a whole to reduce the same risk within the same time period.

The application deadline is July 19, 2023 at 3:00pm.

---

## **Discussion:**

Public Works staff have reviewed the funding guidelines, preliminary information from the in-progress Infrastructure Needs Study, the 2014 Storm Sewer System Infrastructure Needs Study, historical storm sewer flooding from seiche events, and reviewed claim and service request history.

In seiche and/or storm surge events, Lake Erie can rise up to 2.5 – 5 metres (8 – 16 feet), causing water to rush into the Welland Canal. That high water level travels into the City's storm sewer system through the storm sewer outlets that discharge into the Canal, causing street and property flooding, and causing inflow and infiltration into the City's wastewater collection system.

Historically, Lake Erie seiche events that cause storm sewer surcharging occur on average once or twice a year. Researchers predict climate change will increase the frequency and severity of seiche events due to more intense wind storms, and less ice coverage in the winter. Since 2019, Public Works staff have responded to at least one intense seiche event annually, most recently in December 2022. During those seiches, lake water pushed up through the storm sewer system causing flooding in the King Street, Welland Street and Janet Street areas. Homeowners in these areas have experienced frequent flooding from seiche events, are challenged with high insurance rates and some can no longer obtain flood insurance.

Staff recommend bundling a number of projects intended to improve the resiliency of the City's storm sewer system to seiche flooding. Below is a list of sub-projects to be included in the application:

- Storm sewer outlet protection – Outlets in the Welland Canal, south of the weir and the lock will be targeted for protection. These outlets are vulnerable to flooding during seiche and/or storm surge events.
- Storm sewer outlet pumping – With adequate outlet protection in place, should a storm occur during a seiche event, there will be no positive outlet for stormwater and flooding could be quite severe. In order to reduce the likelihood of damage due to a storm coinciding with seiche events, flood prone storm sewer systems could be pumped out when lake levels begin to rise and the outlets are closed. The Welland Street storm sewer outlet provides service within the bounding area of the Canal to approximately James Street, and from the Friendship Trail to Main Street East. This is the area where the feasibility of pumping will initially be considered, however, the feasibility of an additional outlet, or outlets, may also be considered.
- Storm sewer replacement – This sub-project would include replacing storm sewer systems in the following drainage areas as per the recommendations included in the 2014 Storm Sewer Infrastructure Needs Study:
  - Drainage Area 13: Between Chestnut Street and Killaly Street East, including Clarke Street, Humboldt Street and Wellington Street, and outlets from this area. Construction would also include the re-alignment and abandonment of the current Central Park Municipal Drain, which would become part of the storm sewer system. Consideration for a second outlet would be included in the scope of the project.
  - Drainage Area 6: Along Clarence Street from the Canal to Fielden Avenue, north to Princess Street and south to Charlotte Street; Charlotte Street south to Adelaide Street between the Canal and Elm Street
  - Drainage Area 7: Princess Street north to Killaly Street West, between the Canal and Steele Street

These drainage areas cover nearly 130 Ha of the City, and total approximately 6,750m of storm system that are directly impacted from seiche events. Improvements not only include replacing existing, non-designed storm sewers, but also include installing “dedicated sump pump drains”, more commonly known as a third pipe system, in areas where conventional storm sewers do not exist. The third pipe system will permit properties in those areas whose sump pumps currently discharge to the sanitary system to be redirected to the new third pipe system. While sump pump re-directs are outside of the scope of the DMAF application, once the infrastructure is in place, the City can proceed with a sump pump/roof leader disconnection program in these areas.

The estimated cost for the planning, design and construction of these projects is just under \$32 million.

As indicated in the list of sub-projects, this application includes outlet protection for a number of storm outlets into the Welland Canal. Council previously approved the 2023 Stormwater Outlet Backflow Control project to investigate and install outlet protection which includes locations covered in this application. Staff recommend that locations covered in this application be deferred until confirmation of DMAF funding. Should DMAF funding not be received, work in these locations will commence immediately upon receiving notice. The Neff Street storm sewer project will not be deferred due to the nature of the work required.

Staff recognize, based upon the preliminary information from the in-progress Infrastructure Needs Study and from the 2014 Storm Sewer System Infrastructure Needs Study, that there are many additional areas of the storm sewer system that require remediation in the City. The projects presented here were selected to be included in the DMAF application, as these areas are vulnerable to seiche flooding, and the DMAF program specifically funds projects designed to mitigate current and future climate-related risks and disasters triggered by natural hazards, which includes seiche flooding.

These projects represent a fraction of the investment required to update the storm sewer system. Once the current Infrastructure Needs Study and the Stormwater Inventory, Cleaning and Condition Assessment projects are completed, staff will come forward to Council with a capital implementation plan and budget to remediate additional deficient areas in the system.

---

### **Internal Consultations:**

Staff consulted with Corporate Services to determine funding options.

---

### **Financial Implications:**

The estimated project cost is \$32 million. This estimate is a Class D estimate. The estimated project cost will require funding of \$19.2 million or 60% from the City and \$12.8 million or 40% from DMAF.

In the event the DMAF grant is not a success, the project as proposed in this report and attached presentation will not proceed.

In the event the DMAF grant is successful, it is proposed the City fund its portion as follows:

Year	Project	In-Year	Grant	Debt
Storm	25,200,000		12,800,000	12,400,000
Roads	5,000,000	5,000,000		
Water	1,400,000	1,400,000		
Wastewater	400,000	400,000		
Total	32,000,000	6,800,000	12,800,000	12,400,000

The funding impact of the debt payments associated with the storm work is estimated at \$85 per household assuming a 30 year repayment at a 5% interest rate.

If the debt was issued in 2023 it would have the impact of increasing the City's Annual Repayment Limit (ARL) to approximately 7.2%. The City's Debt Management Policy establishes a maximum ARL at 15% which is below the Provincial maximum of 25%.

### **Strategic Plan Alignment:**

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

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

---

### **Conclusion:**

The Disaster Mitigation and Adaptation Fund provides an opportunity to invest a significant amount of capital funds into our aging and deficient storm sewer system, and receive up to 40% funding from the Federal government. The investment in our system will increase the resilience of our storm sewer system to flooding from seiche and/or storm surge events, and protect the residences and businesses in these vulnerable areas. Additionally, improving the resiliency of our storm sewer system to seiche events will also reduce inflow and infiltration into the wastewater collection system.

---



**Appendices:**

- a. Stormwater Challenges and Opportunities – Staff presentation
- b. Infrastructure Canada accepting applications to the Disaster Mitigation and Adaptation Fund

Respectfully submitted,

Darlene Suddard  
Manager of Water/Wastewater  
905-835-2900 x256  
[Darlene.Suddard@portcolborne.ca](mailto:Darlene.Suddard@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.

# STORMWATER CHALLENGES & OPPORTUNITIES

---

City Council Meeting: April 25, 2023



**PORT COLBORNE**

# What is stormwater?

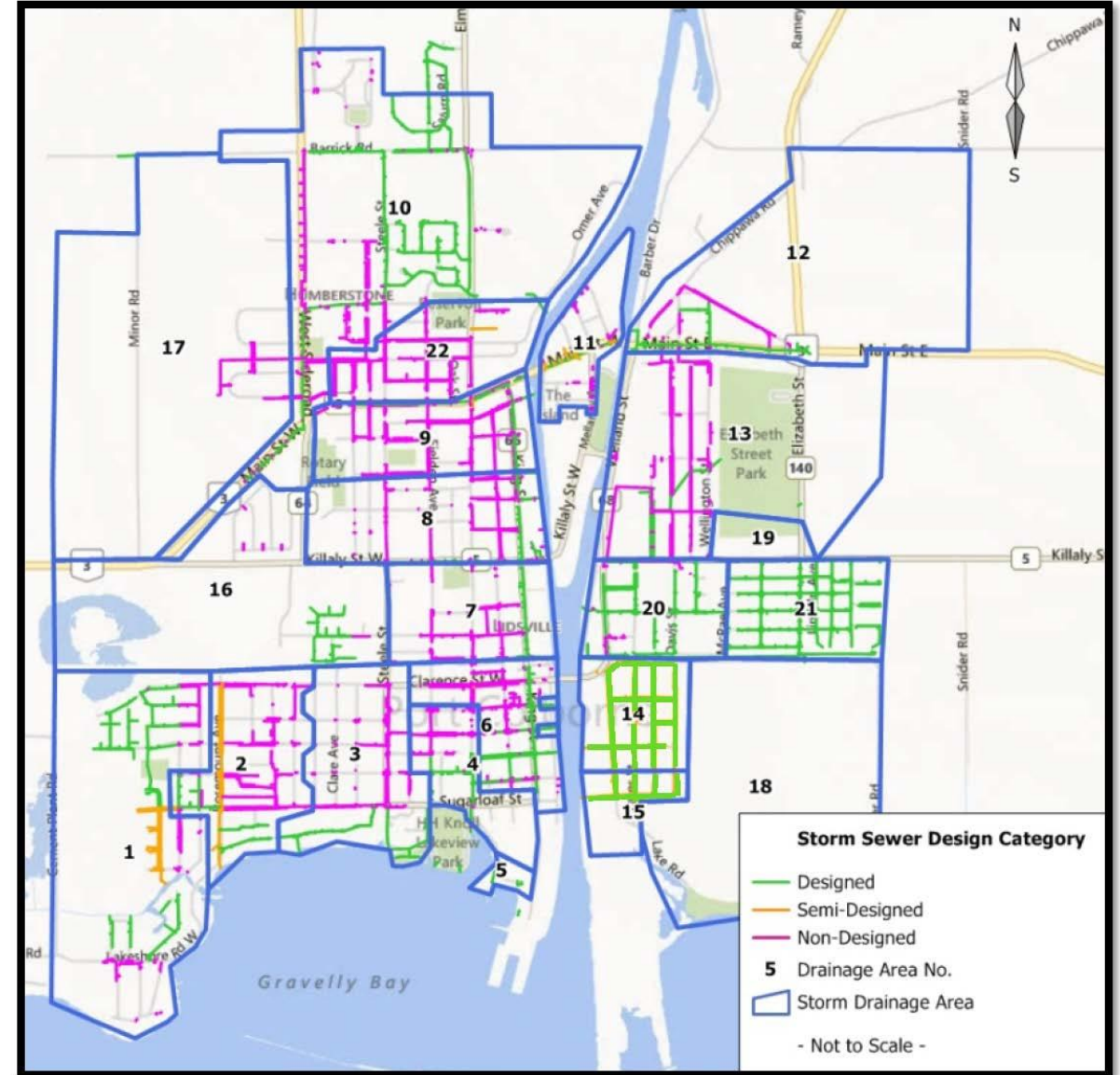




# Stormwater Challenges

## Lack of proper storm infrastructure

- Some areas have systems that are designed to manage stormwater
- Some areas have systems that have been partially/semi designed
- Some areas have no stormwater management systems
- Significant investments needed to properly manage stormwater throughout Port Colborne



# Stormwater Challenges

## Climate change and geography

- Significant storm events
- Rising lake levels
- Shoreline flooding
- Backflow into nearby pipes
- Flat topography, many fields
- Seiche events
  - Prevailing winds cause sudden flooding
  - Lake can rapidly rise 2.5-5m
  - 1-2 events per year



# Stormwater Challenges



# Stormwater Challenges

## Inflow

- When stormwater enters the sanitary sewer pipes through
  - Eavestroughs
  - Downspouts
  - Basement sump pumps
  - Foundation drains



## Infiltration

- When stormwater seeps into sanitary sewer pipes through
  - Cracks
  - Leaky pipe joints
  - Deteriorated maintenance holes





# Stormwater Challenges

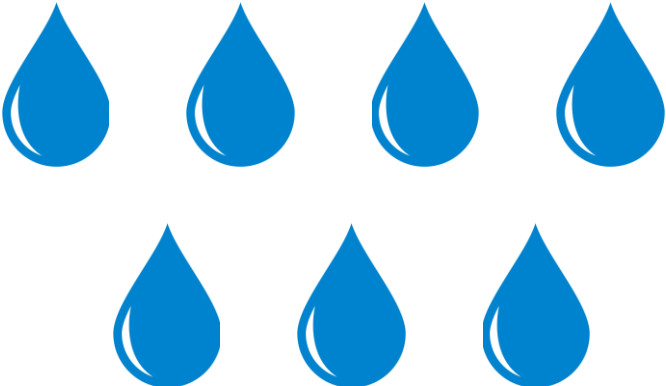
## High costs of managing stormwater

- Costs paid to Niagara Region
  - We purchase clean water
  - We send back wastewater
- Infrastructure needs
- Property damage – private and public

Clean water coming from Niagara Region:



Wastewater sent back to the Niagara Region treatment plant:

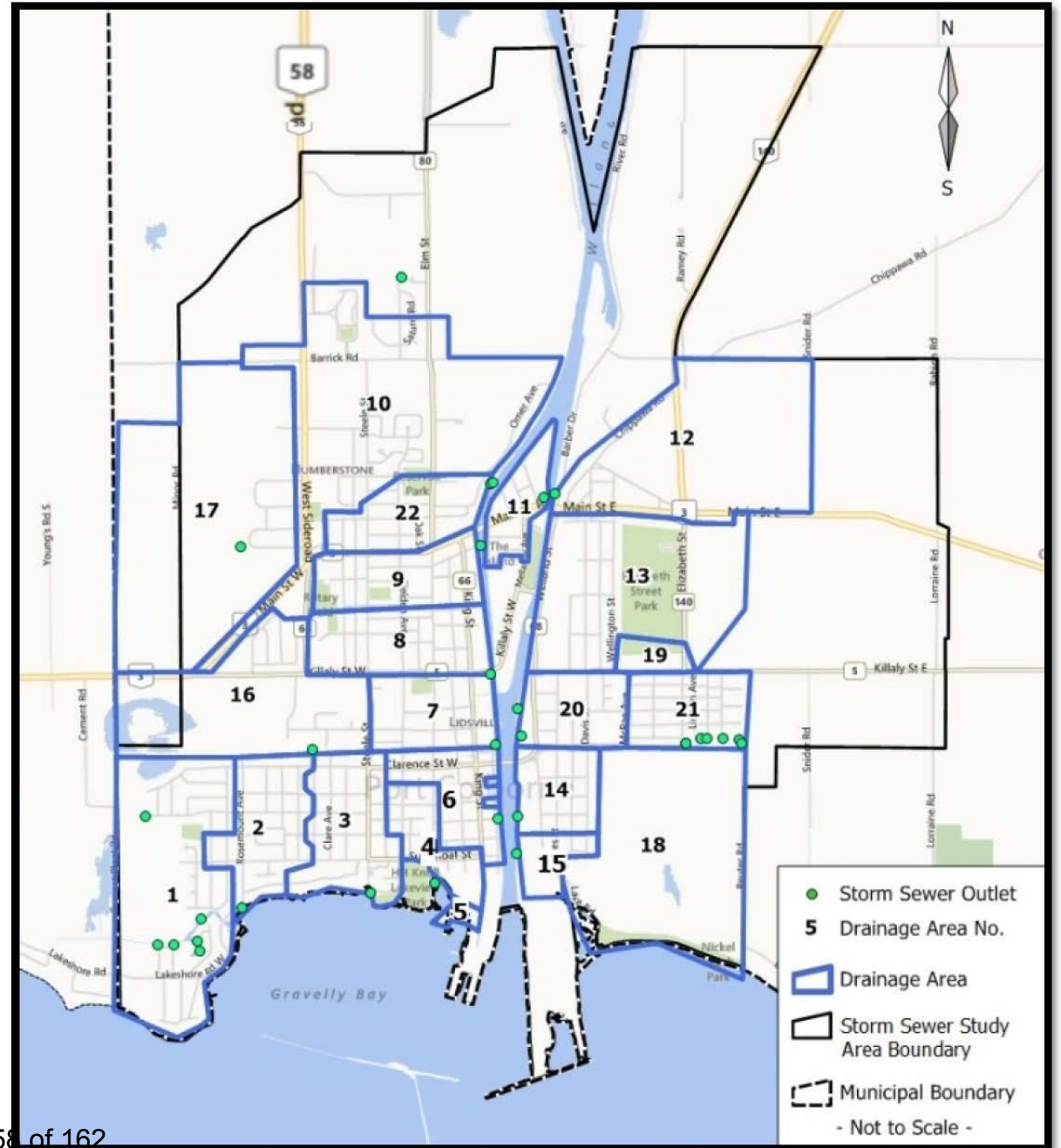




# Drainage Areas

## Planning for today and tomorrow

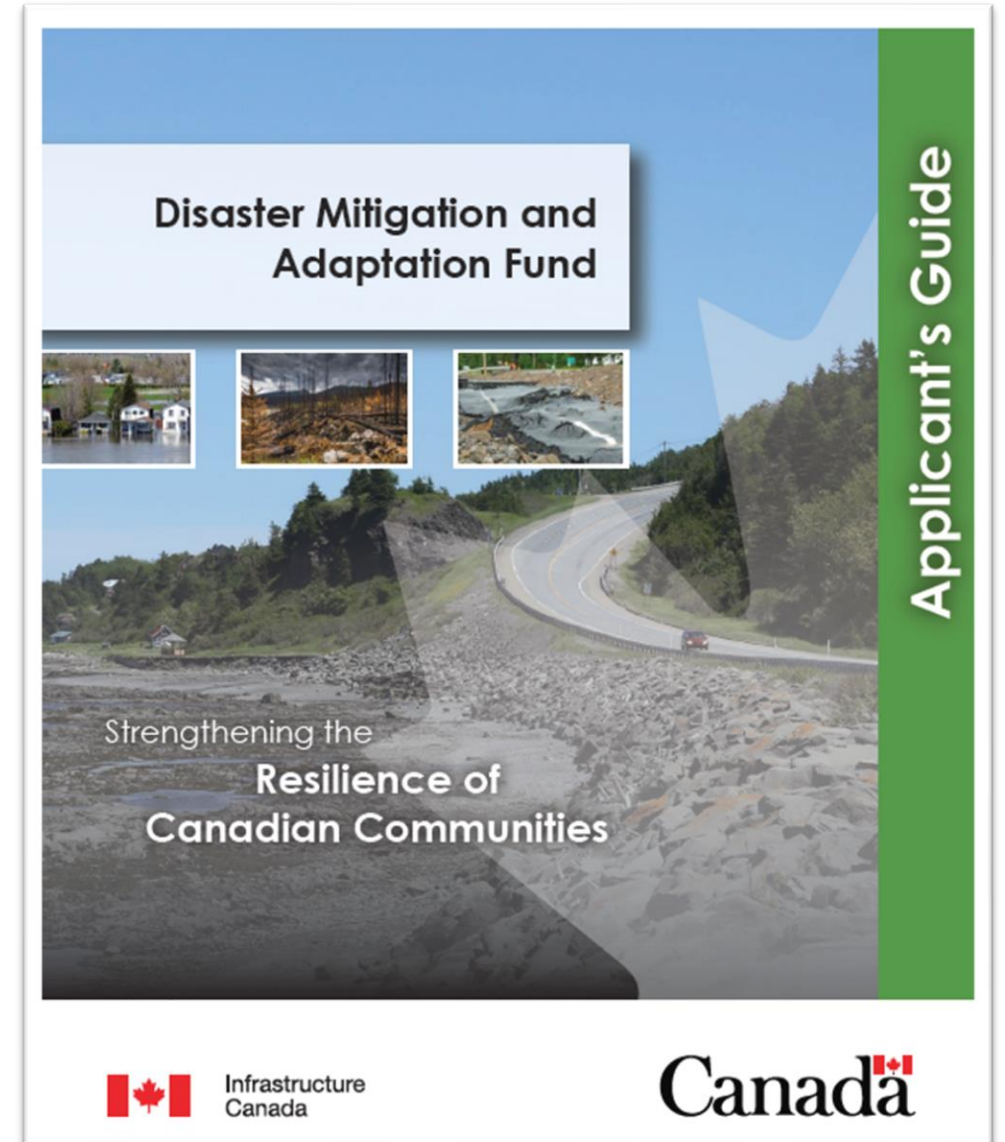
- Opportunities for improvement in all areas of Port Colborne
- 22 drainage areas identified with infrastructure needs
- Priorities based on:
  - Council direction
  - Age of the infrastructure
  - Absence of infrastructure
  - Proximity to the lake/canal



# Disaster Mitigation & Adaptation Fund

## Grant Opportunity: DMAF

- Disaster Mitigation and Adaptation Fund (DMAF)
- Maximum 40% federal contribution
- Investments in structural and natural infrastructure projects
- Meant to increase resiliency of communities impacted by natural disasters, climate change



# Disaster Mitigation & Adaptation Fund

---

## Grant criteria

- Eligible projects:
  - New construction
  - Modification/reinforcement of existing public infrastructure
- Capital costs, planning and design
- Bundled projects
- Substantial completion: December 31, 2032
- Application deadline July 19, 2023

# Other Successful Municipalities

---

## City of Kitchener

- \$49.9 million in funding
- Flood protection for over 11,500 residents
- Building and upgrading storm sewer system
- Dyke upgrade and trail replacement

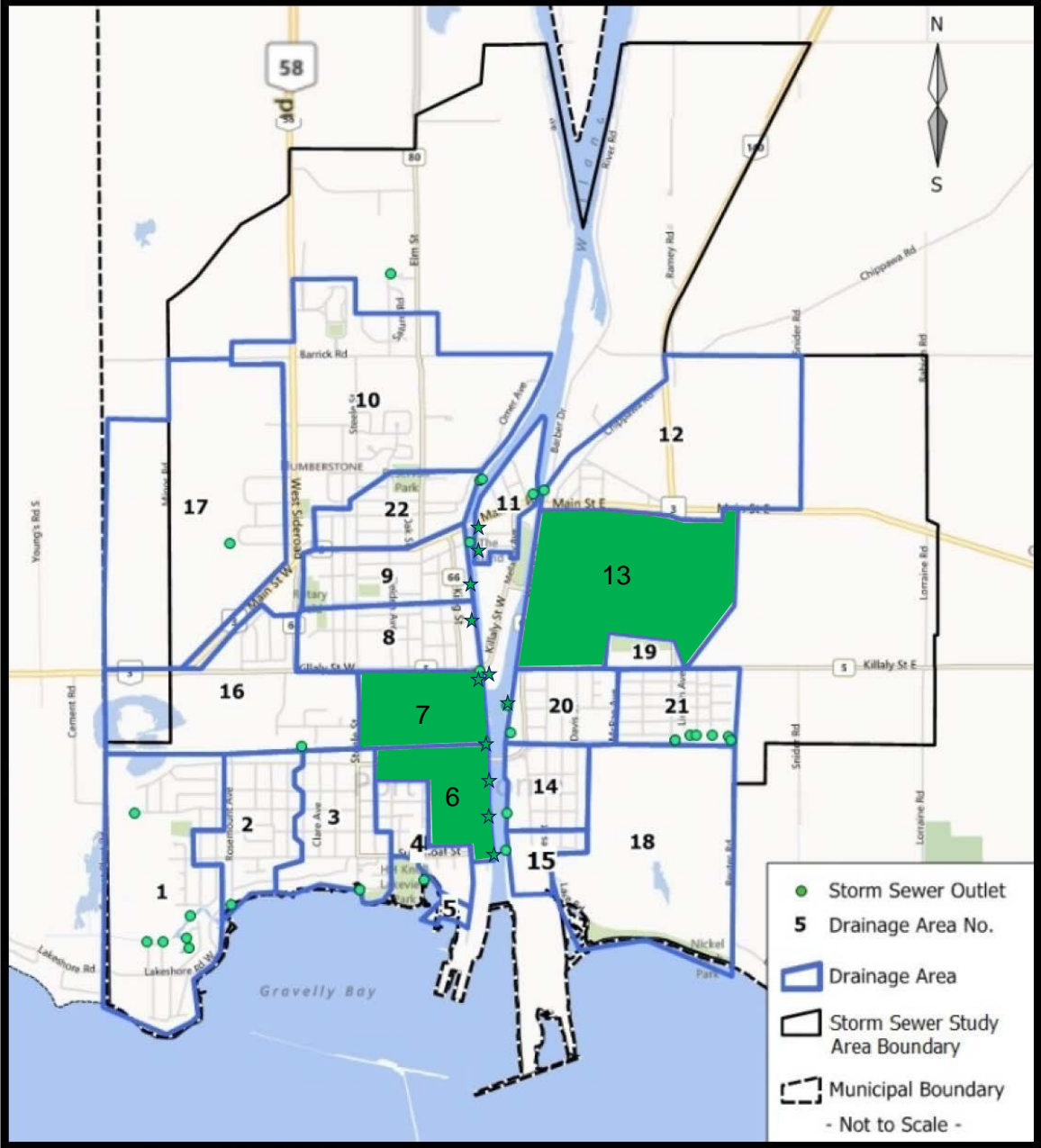
## City of Hamilton

- \$12.7 million in funding
- Flood protection
- Installation of backflow devices to prevent lake water entering storm sewer system during severe storms
- Shoreline rehabilitation

## Town of Tecumseh

- \$10.7 million - largest federal investment in Tecumseh's history
- Flood protection
- Constructing storm pumping station, storm sewer improvements

# DMAF Drainage Areas

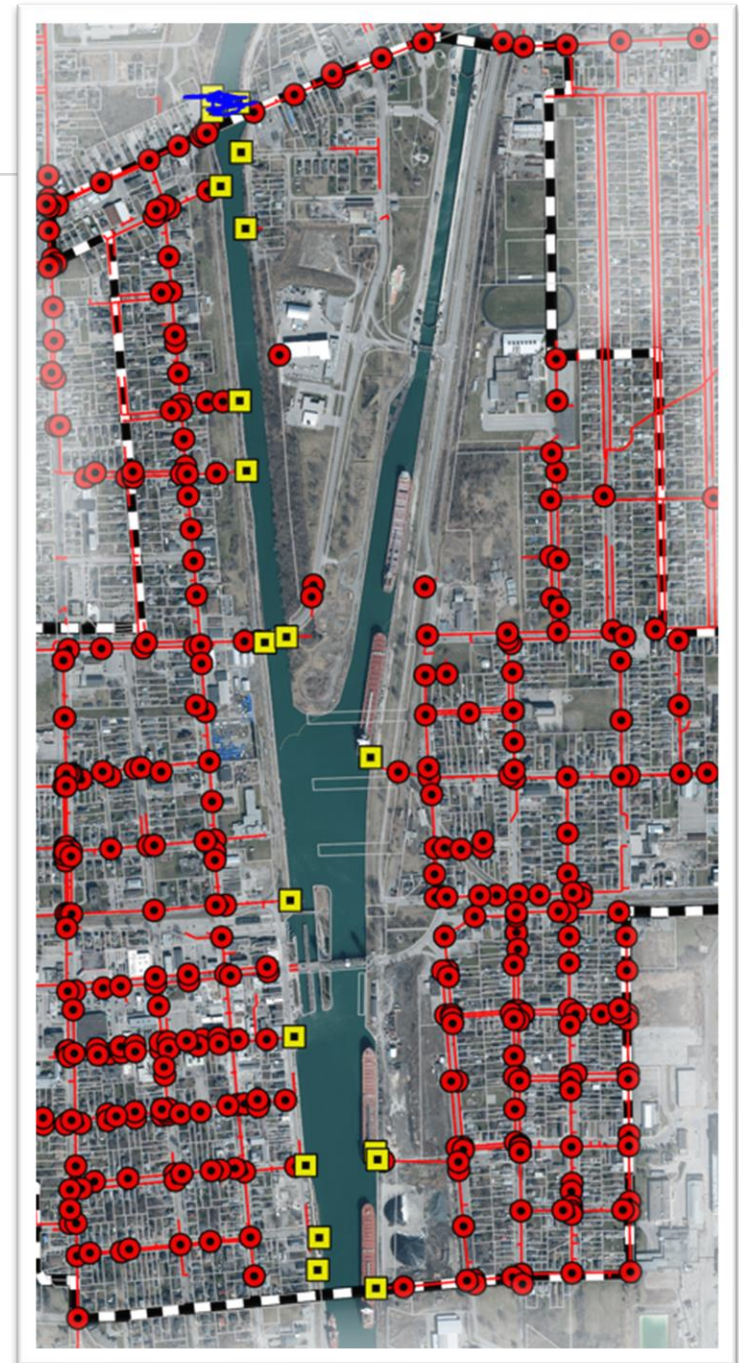




# Proposed Project #1

## Storm sewer outlet protection

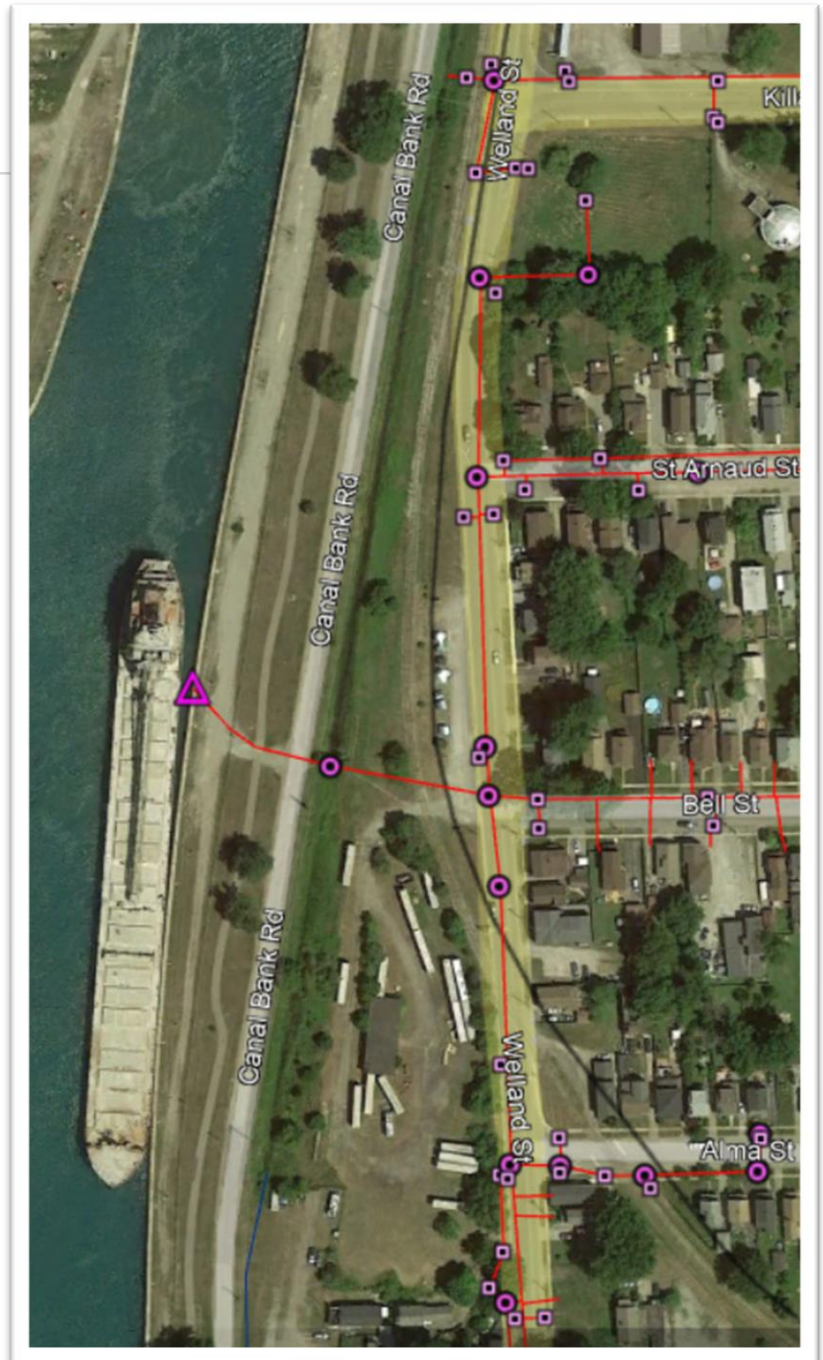
- Outlets south of the weir and lock
- Vulnerable to flooding during seiche and/or storm surge events
- Add outlet protection to prevent water from going the wrong way in the pipes



# Proposed Project #2

## Storm sewer outlet pumping

- Once Project #1 has added protection to the outlets, there won't be a good place for rainwater to go when lake levels rise
- Project #2 suggests adding pumps to ensure the rainwater can get back to the Lake once backflow isn't possible
- Welland Street storm sewer outlet is a prime candidate





# Proposed Project #3

## Storm sewer and sump pump drains

- Replace storm sewer systems in drainage areas 6, 7, and 13 (directly impacted by seiche events)
- Install dedicated sump pump drains
- Permits sump pumps to be redirected from sanitary sewer to drains
- City can proceed with a sump pump/downspout disconnection program
- City could replace all water and sanitary sewer pipes identified in the 2011 Downtown Community Improvement Plan (CIP)





# Project Timeline

Phasing reduces risk



**2024**

## Planning and Design Area 13

Environmental Assessment

Preliminary Design

Detail Design

Area 13, Storm Outlet Protection & Pumping



**2025**

## Planning and Design Cont

Finalize Detail Design and phasing plan

Procure Contractor

## Construction

Area 13, Storm Outlet Protection & Pumping



**2026**

## Construction Area 13 Cont

Construction of Outlet Protection & Pumping (cont)

## Planning and Design

Design Area 6 & 7 and implement phasing strategy



**2027**

## Construction Area 6/7

Procure Contractor  
Implement phasing strategy



**2028**

## Construction Area 6/7 Cont

Complete construction and reinstatement



# Financial Implications

---


## Project Costs & Financial Impact

- Total estimated project cost is \$32 million
- DMAF will contribute a maximum of 40%, if approved
- City's portion would be \$19.2 million
- Debenture would be required

# Financial Implications

Year	Project	In-Year	Grant	Debt Financing
Storm	25,200,000		12,800,000	12,400,000
Roads	5,000,000	5,000,000		
Water	1,400,000	1,400,000		
Wastewater	400,000	400,000		
<b>Total</b>	<b>32,000,000</b>	<b>6,800,000</b>	<b>12,800,000</b>	<b>12,400,000</b>

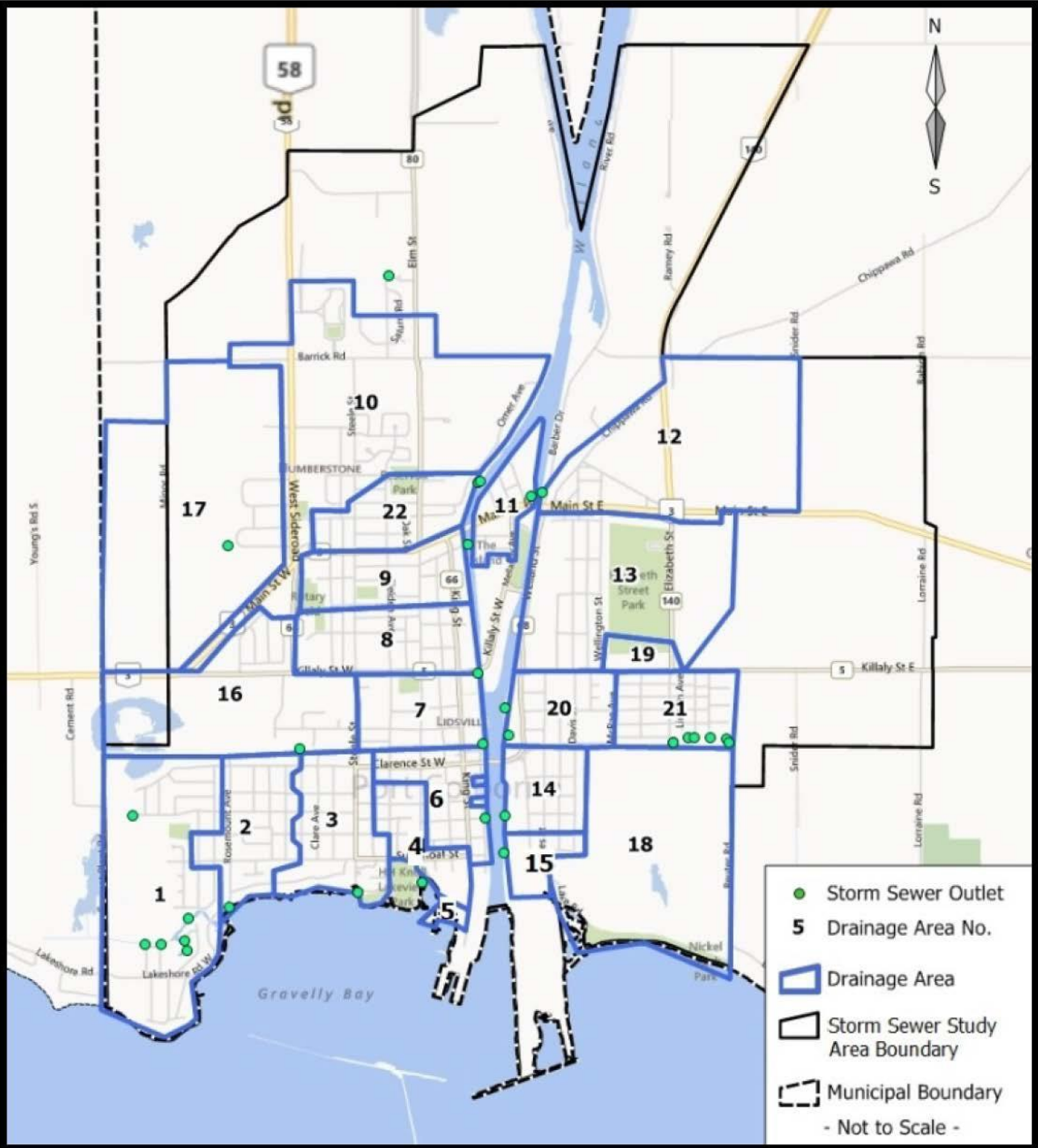
Class D estimate


 Approx.  
 \$85 per house  
 @ 5%  
 interest rate  
 30 years

# Looking Ahead

## Next Steps

- Completion of Infrastructure Needs Study
- Completion of Storm Sewer Inventory and Condition Assessment
- Present plan to Council and implement upgrades



# Looking Ahead

## Stream 1

**Focus Areas:**

- Area 6
- Area 7
- Area 13

**DMAF**

## Stream 2

**Focus Areas:**

- Area 2
- Area 3
- Area 22

**Dependent on:**

- Infrastructure Needs Study
- Pollution Prevention Control Plan

## Stream 3

**Focus Areas:**

- TBD

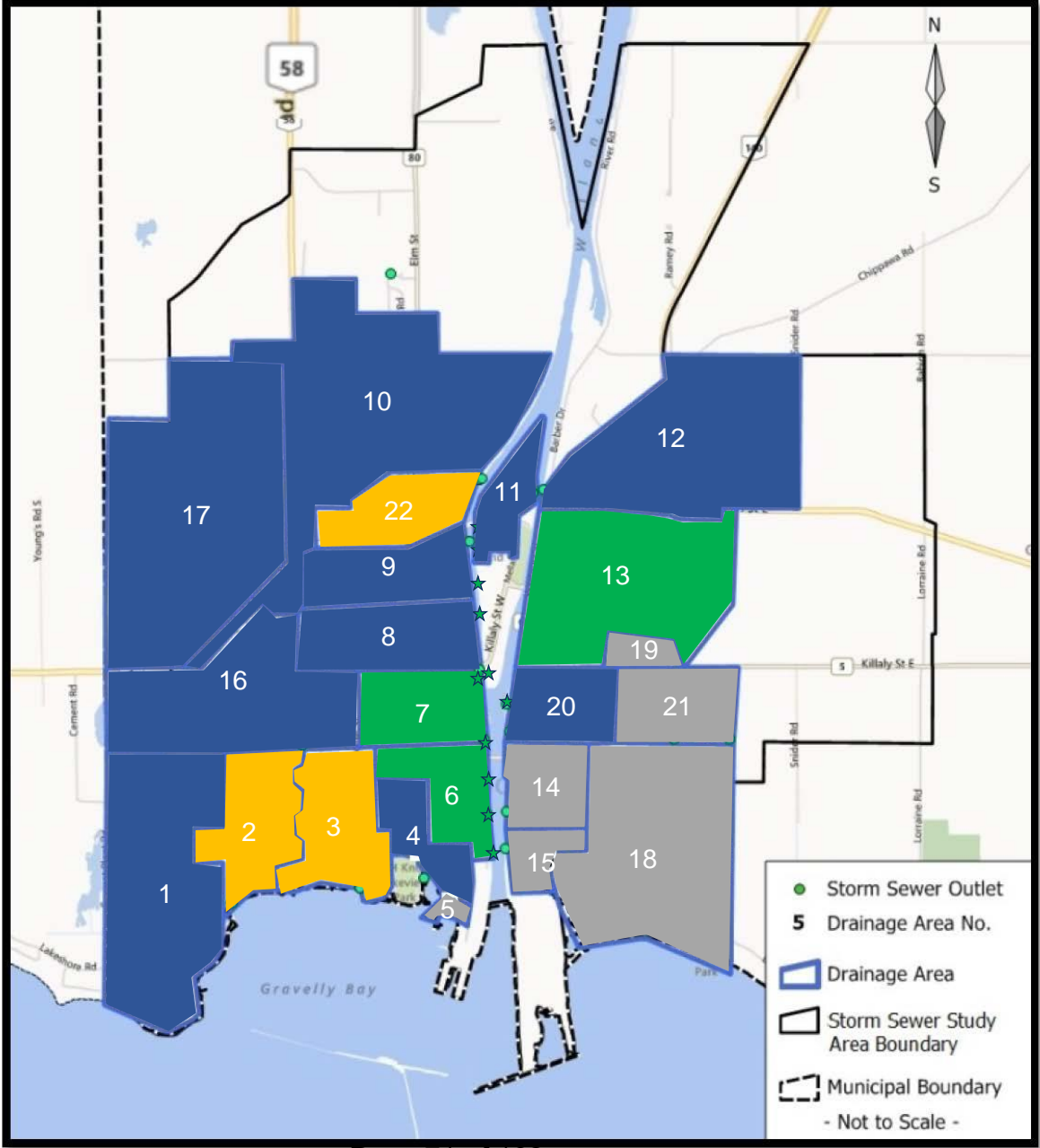
**Dependent on:**

- Infrastructure Needs Study
- Pollution Prevention Control Plan

## Stream 4

Not currently required

# Looking Ahead



# Appendix

---



# A Note on Estimated Infrastructure Costs

---

Costs presented were taken from one of three sources:

- 2014 Storm Sewer Infrastructure Needs Study (INS)
  - High level costs completed by a consultant, costs have not been adjusted for inflation
  - Costs likely to increase at conceptual design stage
- Class D estimates
  - At the conceptual design stage. Contingency within 20% to 30%
  - Most capital budget requests are Class D
- Class C estimates
  - At the preliminary design stage, and may be referred to as pre-tendering estimates. Contingency within 15% to 20%.



# Drainage Area 1



## Main issues:

- Development capacity
- Deficient storm sewers
- Inflow and infiltration

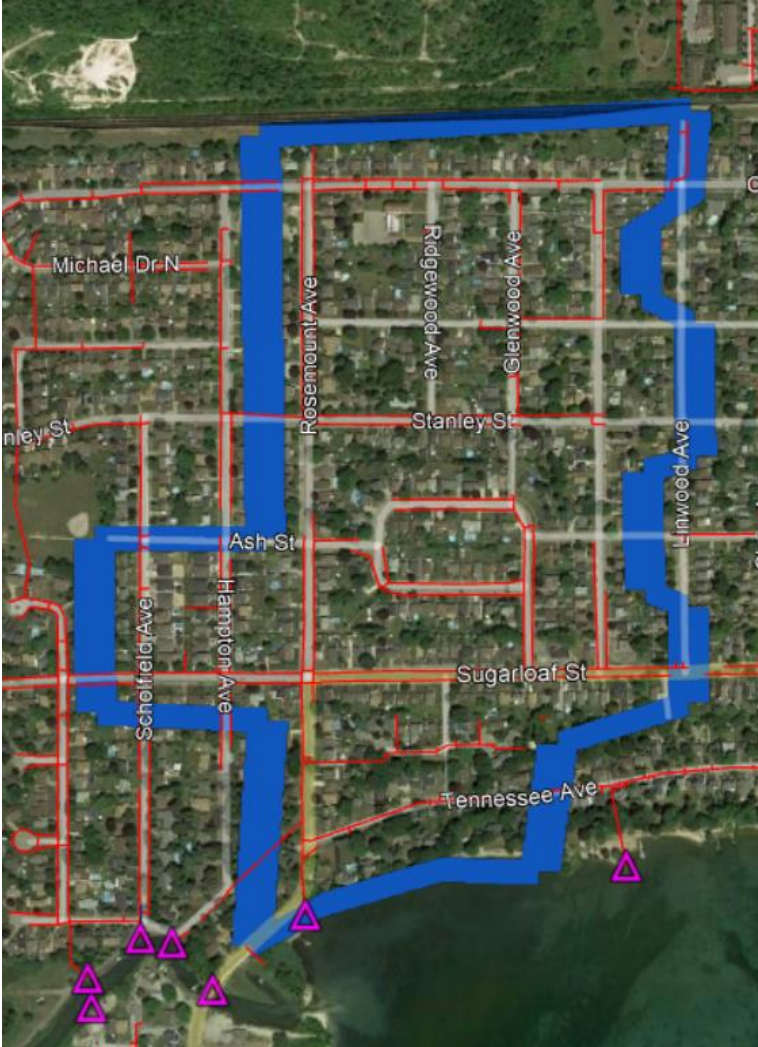
## Infrastructure needs:

- Upgrade and reconstruct storm sewers

## Estimated infrastructure cost:

- \$1.9 million (Based on 2014 Storm INS)

# Drainage Area 2



## Main issues:

- Non-designed storm sewers
- Inflow and infiltration

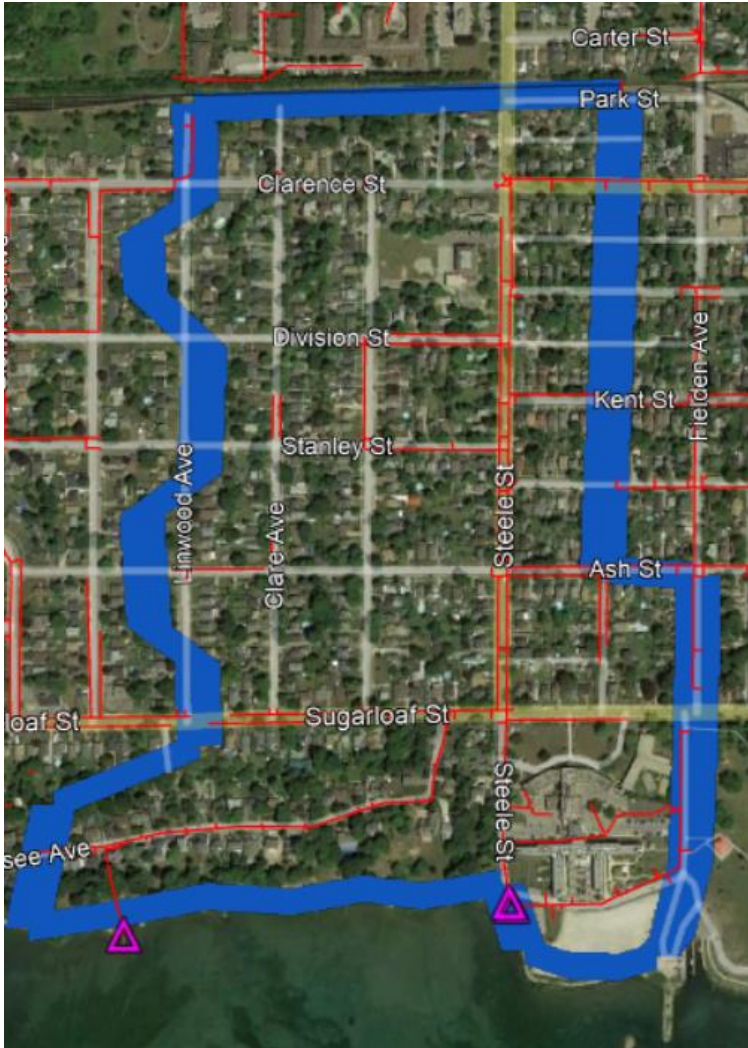
## Infrastructure needs:

- Upgrade and reconstruct storm sewers

## Estimated infrastructure cost:

- \$5 million (Based on 2014 Storm INS)

# Drainage Area 3



## Main issues:

- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

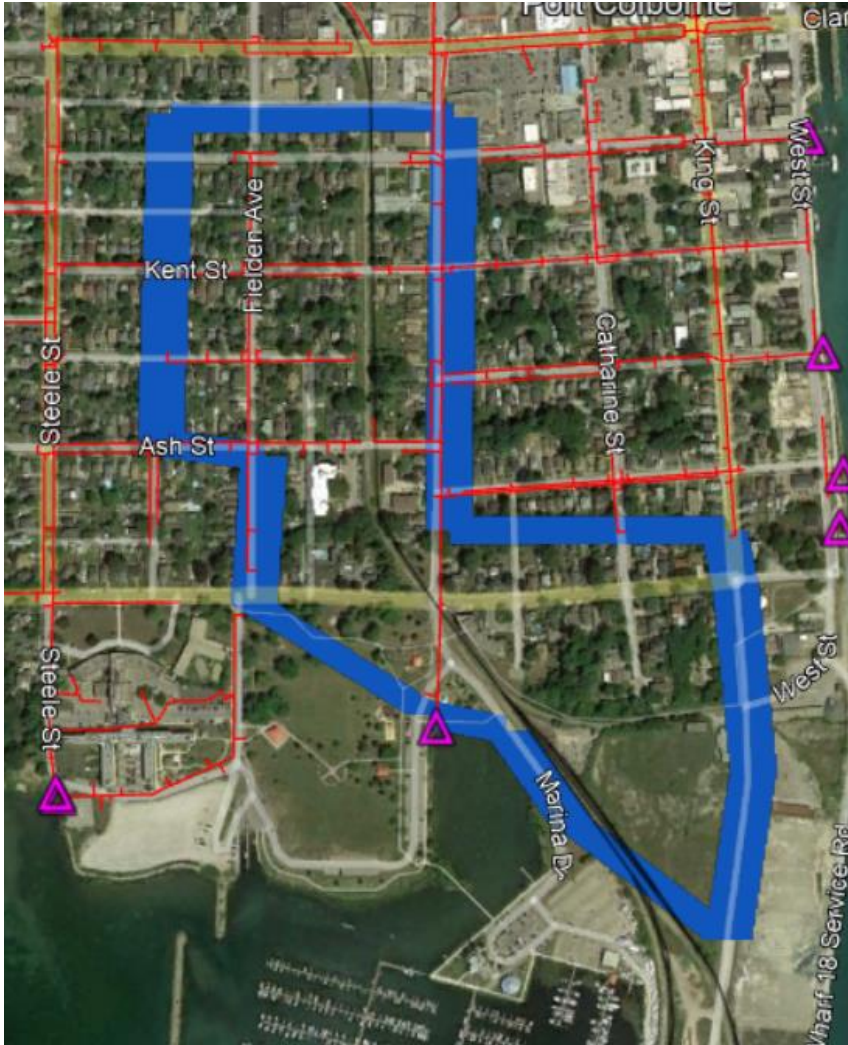
- Reconstruct storm sewers
- Install dedicated sump pump drains

## Estimated infrastructure cost:

- \$3.7 million (Based on 2014 Storm INS)



# Drainage Area 4



## Main issues:

- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

- Upgrade and reconstruct storm sewers
- Install dedicated sump pump drains

## Estimated infrastructure cost:

- \$2 million (Based on 2014 Storm INS)

# Drainage Area 5



## Main issues:

- None

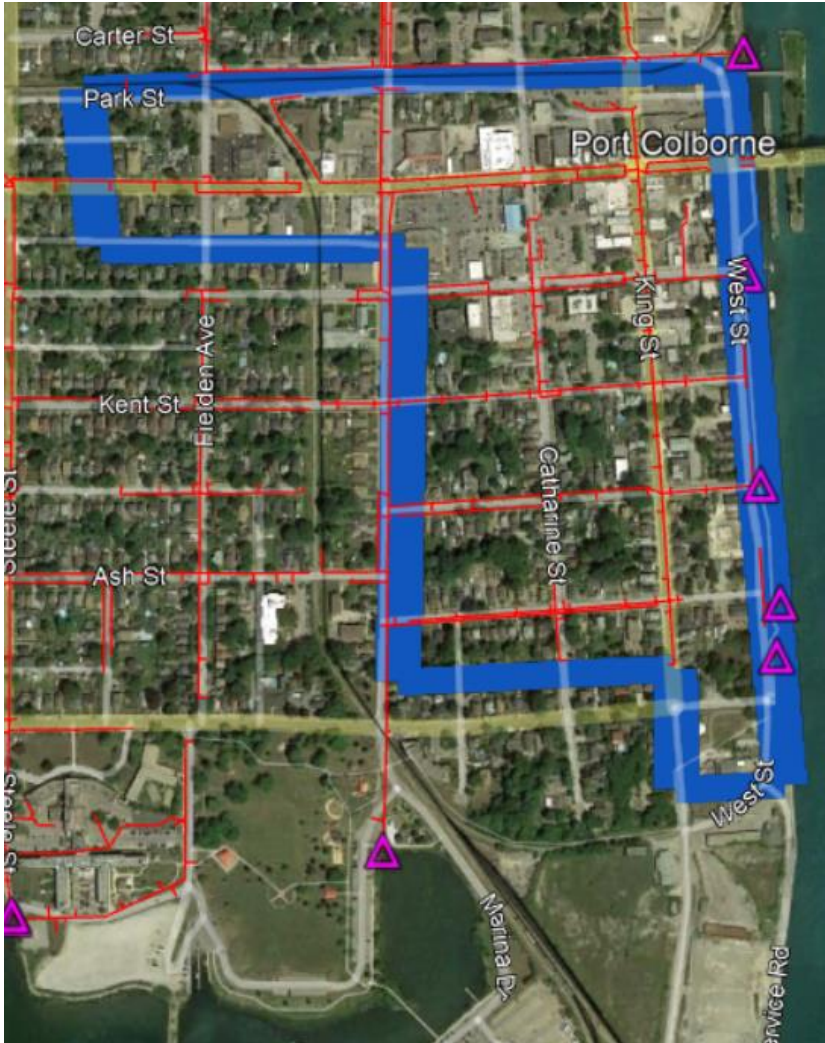
## Infrastructure needs:

- None – no storm sewer infrastructure in the area

## Estimated infrastructure cost:

- N/A

# Drainage Area 6



## Main issues:

- Seiche flooding
- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

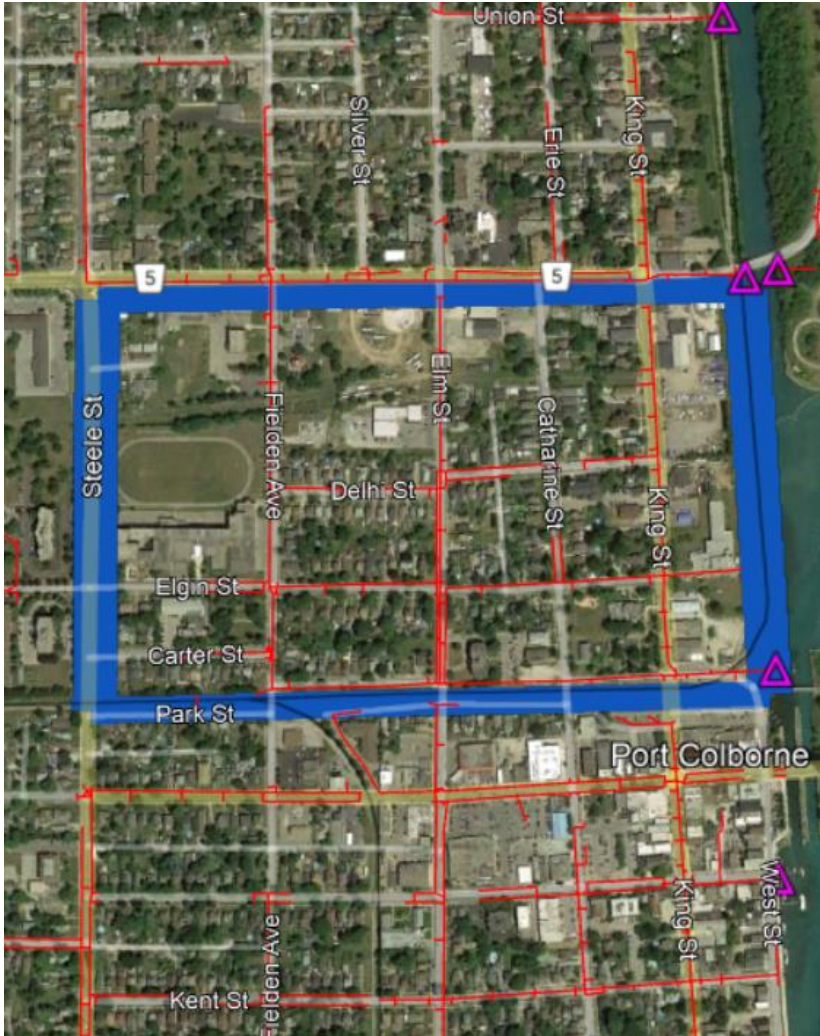
- Outlet protection/pumping
- Upgrade and reconstruct storm sewers, install sump pump drains

## Estimated infrastructure cost:

- \$4.5 million (Class D estimate)



# Drainage Area 7



## Main issues:

- Seiche flooding
- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

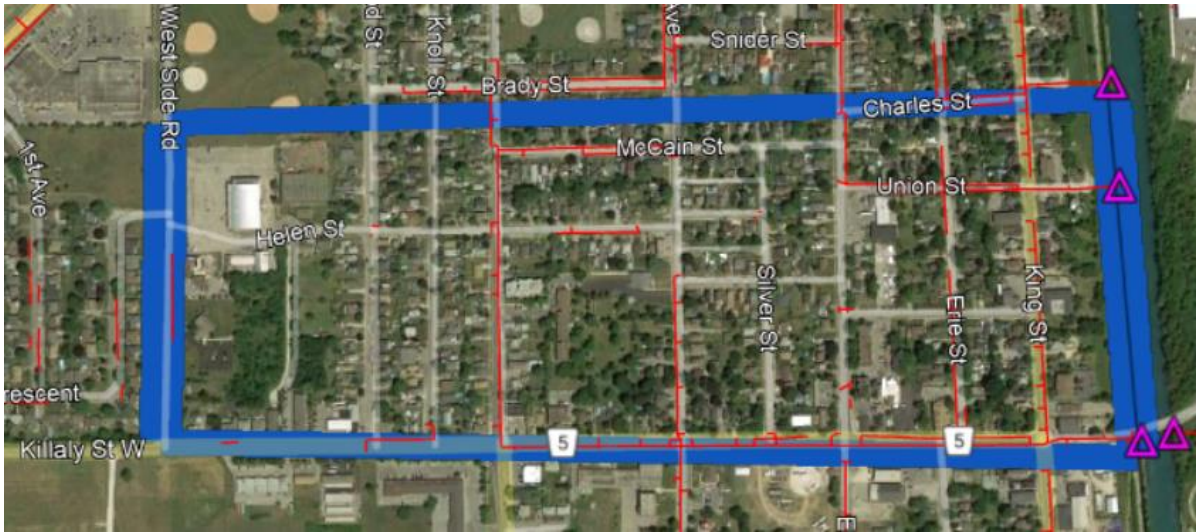
## Infrastructure needs:

- Outlet protection/pumping
- Upgrade and reconstruct storm sewers, install sump pump drains

## Estimated infrastructure cost:

- \$4.5 million (Class D estimate)

# Drainage Area 8



## Main issues:

- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

- Outlet protection/pumping
- Upgrade and reconstruct storm sewers

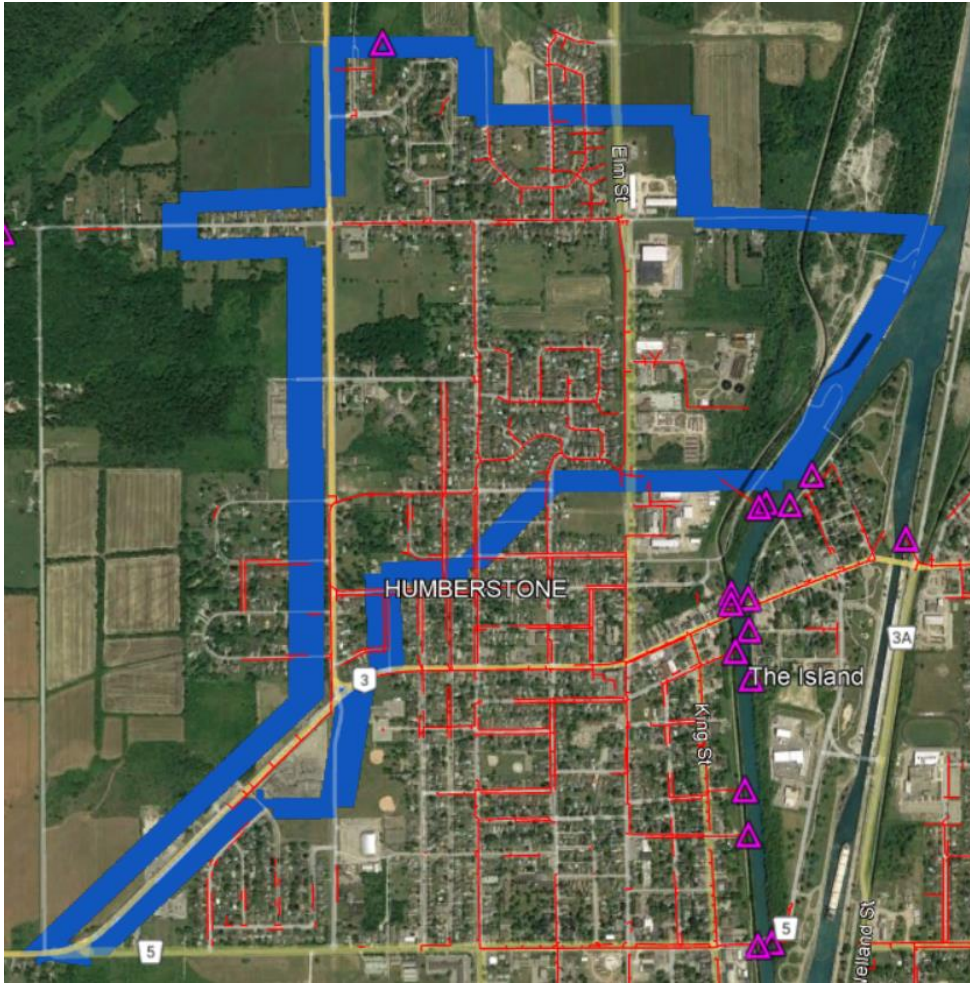
## Estimated infrastructure cost:

- \$3.2 million (Based on 2014 Storm INS)





# Drainage Area 10



## Main issues:

- Development capacity
- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

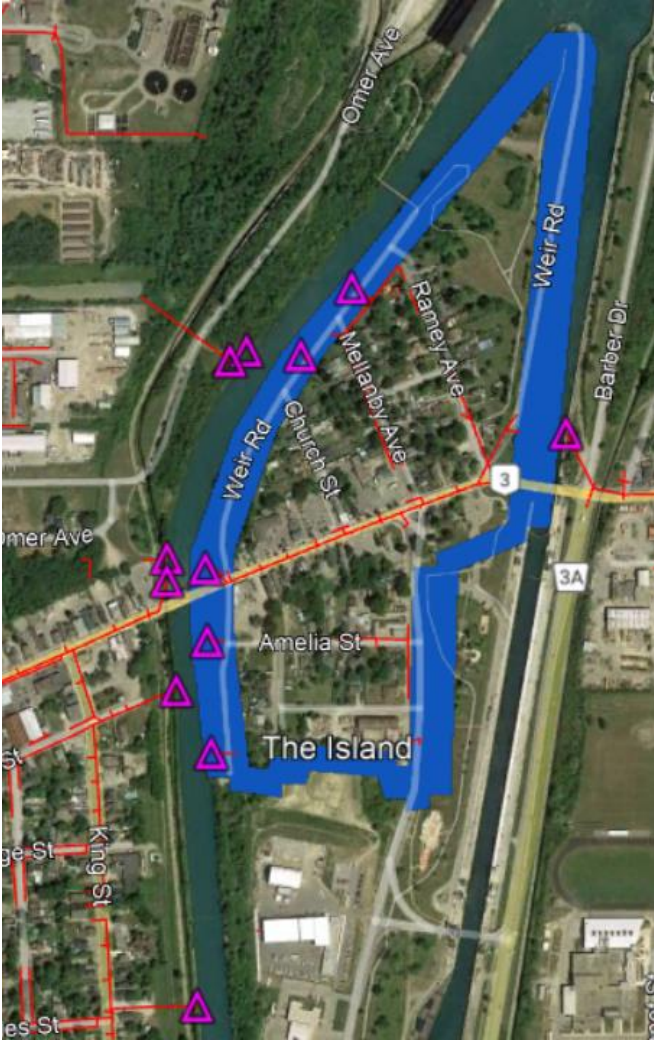
- Construct, upgrade and reconstruct storm sewers
- Install dedicated sump pump drains

## Estimated infrastructure cost:

- \$5.4 million (Based on 2014 Storm INS)



# Drainage Area 11



## Main issues:

- Non-designed storm sewers
- Infill development
- Inflow and infiltration

## Infrastructure needs:

- Outlet protection
- Construct and upgrade storm sewers

## Estimated infrastructure cost:

- \$1.6 million (Based on 2014 Storm INS)

# Drainage Area 12



## Main issues:

- Development capacity
- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

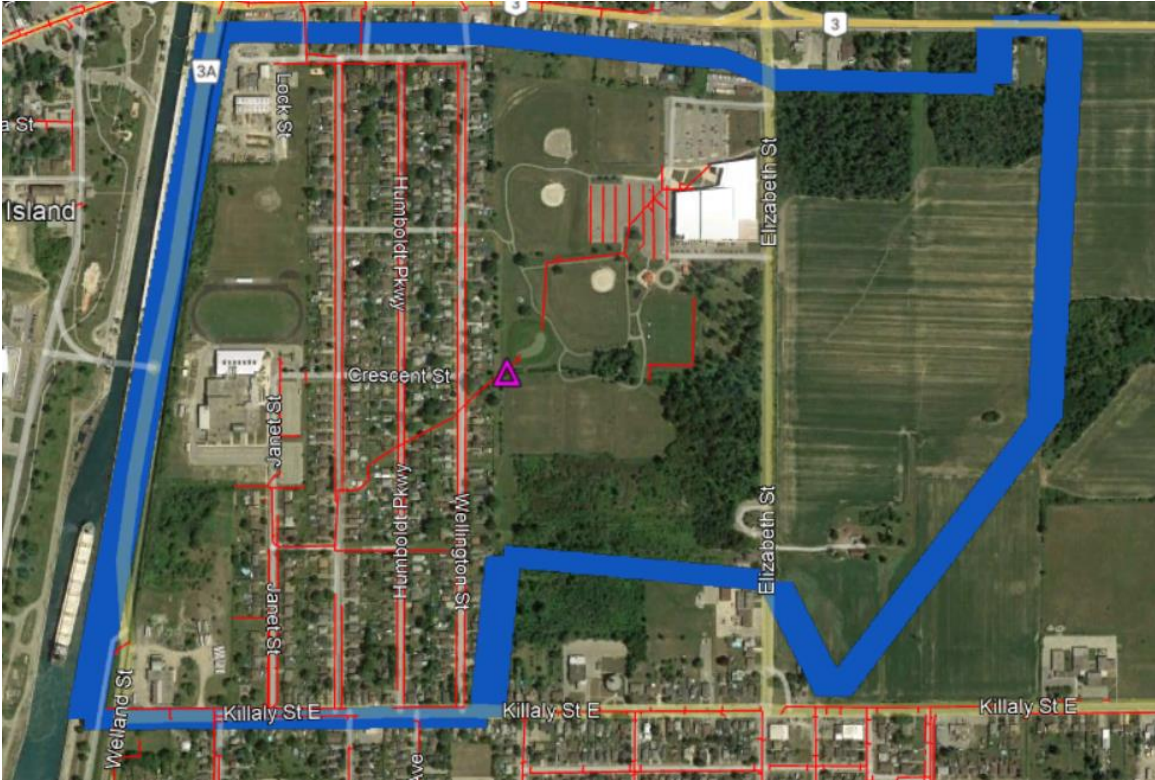
- Construct, upgrade and reconstruct storm sewers

## Estimated infrastructure cost:

- \$2.3 million (Based on 2014 Storm INS)



# Drainage Area 13



## Main issues:

- Seiche flooding
- Non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

- Outlet protection/pumping
- Construct and reconstruct storm sewers, install sump pump drains

## Estimated infrastructure cost:

- \$17.7 million (Class C estimate)

# Drainage Area 14



## Main issues:

- None

## Infrastructure needs:

- None – Nickel storm system reconstructed in 2017
- Total of 95 sump pumps redirected

## Estimated infrastructure cost:

- N/A



# Drainage Area 15



## Main issues:

- None

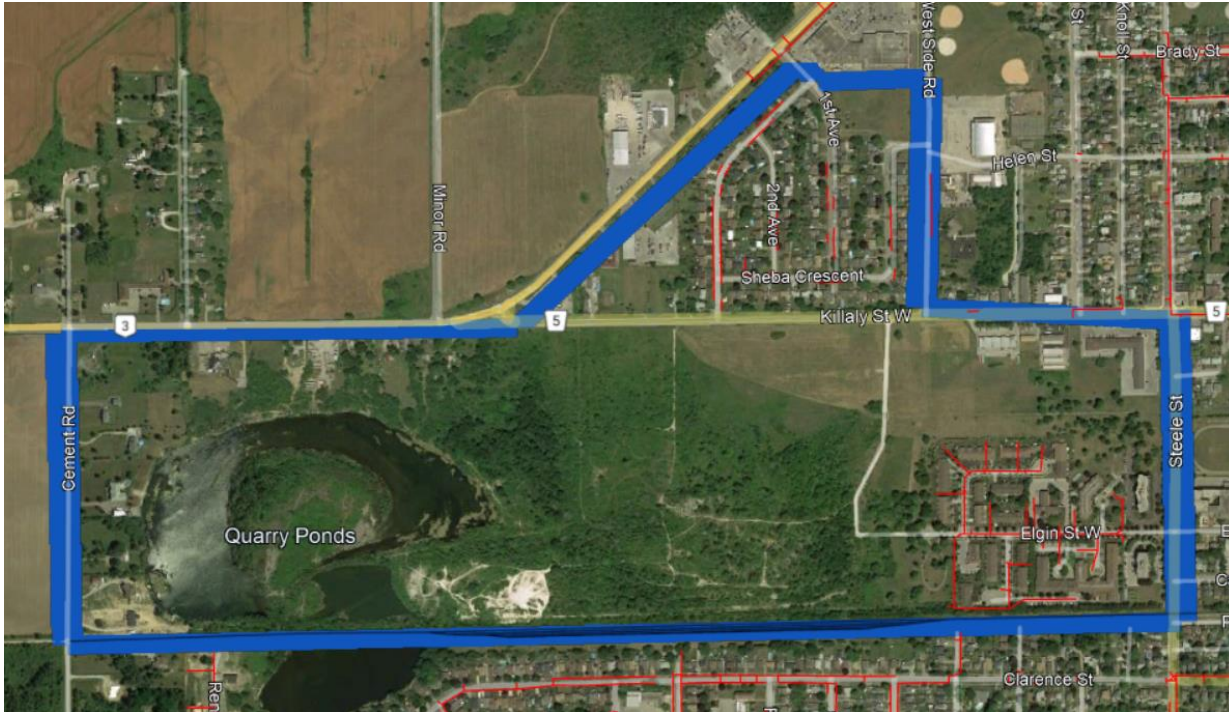
## Infrastructure needs:

- None – Nickel storm system reconstructed in 2017
- Total of 95 sump pumps redirected

## Estimated infrastructure cost:

- N/A

# Drainage Area 16



## Main issues:

- Development capacity
- Mostly ditched
- Inflow and infiltration

## Infrastructure needs:

- Not addressed in 2014 Storm Infrastructure Needs Study
- Further investigation required

## Estimated infrastructure cost:

- N/A

# Drainage Area 17



## Main issues:

- Development capacity
- Non-designed storm sewers
- Inflow and infiltration

## Infrastructure needs:

- Reconstruct storm sewers

## Estimated infrastructure cost:

- \$1.2 million (Based on 2014 Storm INS)



# Drainage Area 18



## Main issues:

- None

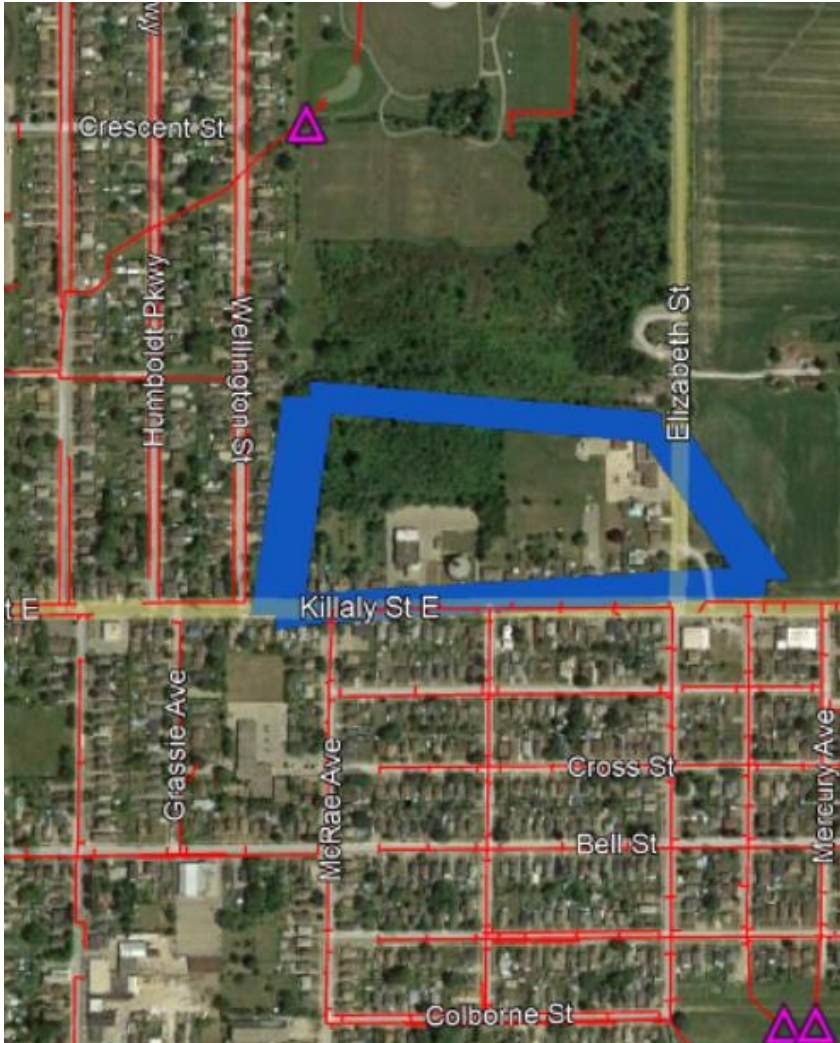
## Infrastructure needs:

- None – Nickel storm system reconstructed in 2017
- Separated Vale and City storm systems

## Estimated infrastructure cost:

- N/A

# Drainage Area 19



## Main issues:

- None

## Infrastructure needs:

- None

## Estimated infrastructure cost:

- N/A

# Drainage Area 20



## Main issues:

- Seiche flooding
- Some non-designed storm sewers
- Sump pumps connected to sanitary
- Inflow and infiltration

## Infrastructure needs:

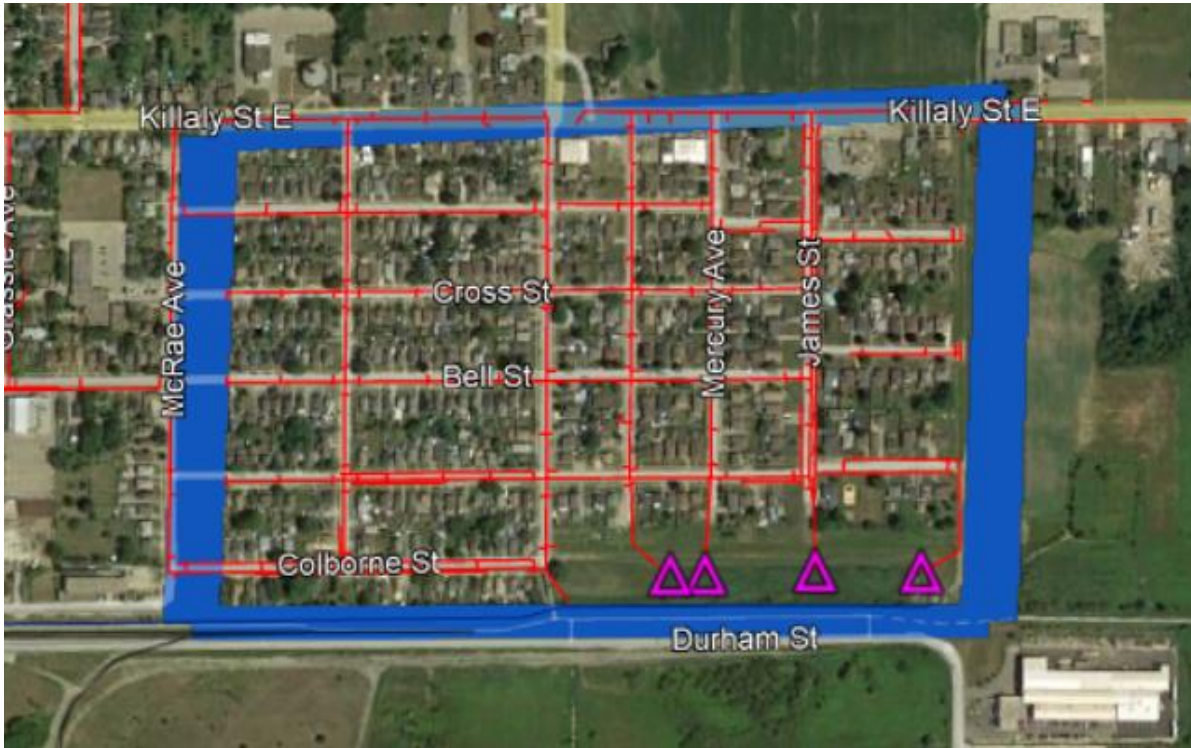
- Outlet protection/pumping (Addressed under Area 13)
- Upgrade and reconstruct storm sewers, install sump pump drains

## Estimated infrastructure cost:

- \$1 million (Based on 2014 Storm INS)



# Drainage Area 21



## Main issues:

- Development capacity

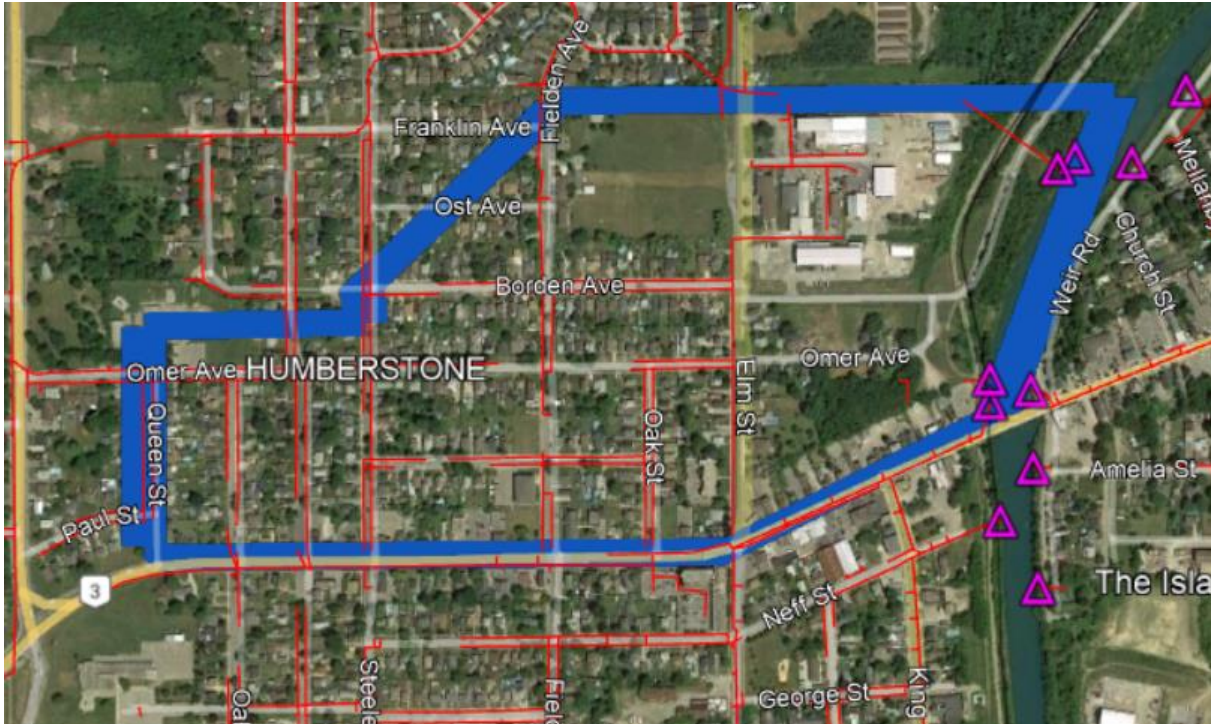
## Infrastructure needs:

- Upgrade storm sewer
- Entire storm system upgraded in 1999, disconnected all sump pumps from sanitary

## Estimated infrastructure cost:

- \$200,000 (Based on 2014 Storm INS)

# Drainage Area 22



## Main issues:

- Non-designed storm sewers
- Inflow and infiltration (54 sump pumps connected to sanitary)

## Infrastructure needs:

- Construct new storm sewers
- Innovative storm sewer study in progress

## Estimated infrastructure cost:

- \$7 million (Based on 2014 Storm INS)

[Canada.ca](#) > [Infrastructure Canada](#)

# Infrastructure Canada accepting applications to the Disaster Mitigation and Adaptation Fund

From: [Infrastructure Canada](#)

## News release

**Ottawa, Ontario, January 16, 2023** – Today, the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities, announced that Infrastructure Canada is accepting applications for new projects through the Disaster Mitigation and Adaptation Fund (DMAF).

This funding will support projects that include new construction of public infrastructure or the modification or reinforcement of existing public infrastructure that help communities withstand natural disasters and climate-related risks.

Municipalities, local governments, provinces or territories, public sector bodies, Indigenous organizations, not-for-profit, and for-profit organizations in partnership with other eligible applicants outside the private sector, can apply for funding. Projects must have a minimum of \$1 million in total eligible costs to be considered eligible.

As part of the Government of Canada Adaptation Action Plan, released alongside the National Adaptation Strategy (NAS), the DMAF received an additional \$489.1 million in funding. This additional funding, combined with the remaining program funding, makes more than \$1 billion available for projects.

Making adaptation investments now will have major economy-wide benefits later. Every dollar that is invested in adapting and preparing for climate related disasters can save up to 15 dollars in future costs

By investing in infrastructure, the Government of Canada is growing our country's economy, increasing the resiliency of our communities, and improving the lives of Canadians.

## Quotes

“Canadians in every corner of the country are experiencing the impacts of climate change – but through it all, they have shown resilience, innovation and resourcefulness. Working with communities big and small, we are investing to help protect communities, businesses, and families from future natural disasters.”

*The Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities*

## Quick facts

- Interested applicants can visit [Infrastructure Canada - Disaster Mitigation and Adaptation Fund: Applicant guide](#) to view the DMAF Applicant Guide.
- On November 24<sup>th</sup>, 2022, the Government of Canada released [Canada's National Adaptation Strategy: Building Resilient Communities and a Strong Economy](#). It commits \$1.6 billion in new federal funding to help address both

immediate and future climate risks to Canadian communities.

- Since 2018, the Government of Canada has committed almost \$3.4 billion through the DMAF. To date, over \$2.27 billion has been announced through the DMAF for 78 infrastructure projects that help communities better prepare for, and withstand, the potential impacts of natural disasters, prevent infrastructure failures, and protect Canadians.

## Associated links

- [Infrastructure Canada Program Registration Form](#)
- [Disaster Mitigation and Adaptation Fund](#)
- [Canada's National Adaptation Strategy](#)
- [Investing in Canada: Canada's Long-Term Infrastructure Plan](#)
- [Investing in Canada Plan Project Map](#)

## Contacts

For information about how to apply to the Disaster Mitigation and Adaptation Fund (DMAF) program, please contact:

### **DMAF Program Team**

[dmaf-faac@infc.gc.ca](mailto:dmaf-faac@infc.gc.ca)

For more information (media only), please contact:

### **Jean-Sébastien Comeau**

Press Secretary and Senior Communications Advisor

Office of the Honourable Dominic LeBlanc

Minister of Intergovernmental Affairs, Infrastructure and Communities

343-574-8116

[Jean-Sebastien.Comeau@iga-aig.gc.ca](mailto:Jean-Sebastien.Comeau@iga-aig.gc.ca)

### **Media Relations**

Infrastructure Canada

613-960-9251

Toll free: 1-877-250-7154

Email: [media@infc.gc.ca](mailto:media@infc.gc.ca)

Follow us on [Twitter](#), [Facebook](#), [Instagram](#) and [LinkedIn](#)

Web: [Infrastructure Canada](#)

Search for related information by keyword: [TR Transport](#) | [Infrastructure Canada](#) | [Ottawa](#) | [Infrastructure](#) | [Weather, climate and hazards](#) | [general public](#) | [government](#) | [media](#) | [news releases](#) | [Hon. Dominic LeBlanc](#)

### **Date modified:**

2023-01-16





**City of Stratford**  
**Corporate Services Department**  
Clerk's Office  
City Hall, P. O. Box 818  
Stratford, Ontario N5A 6W1  
Tel: 519-271-0250, extension 5237  
Email: [clerks@stratford.ca](mailto:clerks@stratford.ca)  
Website: [www.stratford.ca](http://www.stratford.ca)

April 17, 2023

Via email: [ltcminister@ontario.ca](mailto:ltcminister@ontario.ca)

Ministry of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

**Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services**

---

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

**THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.**

We kindly request your support and endorsement.

Sincerely,

*Chris Bantock*

Chris Bantock  
Deputy Clerk

cc: Premier Doug Ford  
Matthew Rae, MPP  
Association of Municipalities of Ontario  
All Ontario municipalities



# Northumberland County Council Resolution

**SENT VIA EMAIL**

**April 19, 2023**

All Ontario Municipalities

**Re: Northumberland County Resolution – Association of Municipalities of Ontario’s (AMO) Call to Action on Housing and Homelessness**

At a meeting held on April 12, 2023 Northumberland County Council approved the following Council Resolution # 2023-04-12-270.

**Association of Municipalities of Ontario’s (AMO) Call to Action on Housing and Homelessness**

**Moved by:** Councillor Hankivsky

**Seconded by:** Councillor Logel

“**Whereas** the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario; and

**Whereas** homelessness requires a range of housing, social service, and health solutions from government; and

**Whereas** homelessness is felt most at the level of local government and the residents that they serve; and

**Whereas** municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity, or tools to address this complex challenge; and

**Whereas** leadership and urgent action is needed from the Provincial Government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario;



**Now Therefore Be It Resolved That** the Corporation of the County of Northumberland calls on the Provincial Government to urgently:

1. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
2. Commit to ending homelessness in Ontario;
3. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal; and

**Further Be It Resolved That** County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable Michael Parsa (Minister of Children, Community and Social Services), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario (AMO), and to all Ontario Municipalities.”

**Council Resolution # 2023-04-12-270**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,



Maddison Mather  
Manager of Legislative Services / Clerk  
Northumberland County

# CORPORATE SERVICES

## Annual Department Update

---

City Council Meeting: April 25, 2023



**PORT COLBORNE**

# Our Team



**Bryan Boles**  
Director of Corporate  
Services, Treasurer



**Bryan Theal**  
Recreation



**Wesley Adair**  
Information Technology



**Mary Murray**  
Human Resources



**Adam Pigeau**  
Financial Services



**Jonathan Wright**  
Customer Service

# Corporate Services at a Glance

---

## What we do:

- Support our people
- Emphasize simplicity
- Provide value
- Ensure affordability
- Serve our community
- Consider the environment
- Oversee risk management
- Ensure accessibility
- Support community building
- Provide opportunities for community connections and recreation

## Where we focus:

- Encouraging sponsorships, partnerships and philanthropy
- Overseeing user fees
- Managing assets
- Managing data
- Planning for growth
- Being an employer of choice
- Developing workplace culture and competencies
- Fostering self-sustaining entities
  - Niagara South Coast Tourism
  - Canal Days

# RECREATION



PORT COLBORNE





# Recreation: Achievements & Successes

## Pandemic Recovery

- Return to “normal” operations
- Welcomed residents, youth groups and visitors back to our facilities at full capacity
- Return to in-person events (City run and third-party)
- Strong participation for all recreation programming and events

## Key Activities & Events

- Full season of youth hockey programs and tournaments
- Soccer, baseball, softball and YMCA camps
- YMCA extended hours of operation
- Upgrades at Sugarloaf Marina
- Grand opening of SplashTown Niagara
- Customer service upgrades at Vale Health & Wellness Centre



**+40,000**

Participants and visitors at the VHWC campus each month



**9**

Major in-person City-run festivals and events



**19**

Third-party community events supported by City staff

**500**



Pickleball passes

**1,426**



YMCA members

**1,061**

Swim passes



**908**

Swim lessons

# Recreation: Current Projects & Activities

## Vale Health & Wellness Centre

- Upgrades and efficiencies
- Roof repair
- Cooling tower replacement
- YMCA membership growth
- Upgrades to programs, classes and rental opportunities
- Continued focus on customer service
  - City customer service support available (property taxes, water bills, etc.)

## Nickel Beach

- Off-beach parking facilities
- Washroom upgrades
- Grounds improvements
- Fowler Toad habitat
- Informational signage



New washrooms to be installed at Nickel Beach

## Sugarloaf Marina

- Full-time recreation staff focusing on customer service
- Infrastructure upgrades
- Grounds beautification
- Aquatic weed harvesting



Customer Service desk now open at VHWC

# Recreation: Community Events

---

## City-Run Festivals & Events

- Top Hat Ceremony
- Easter Egg Hunt
- Canada Day
- Canal Days
- Touch-a-Truck
- Volunteer Appreciation BBQ
- Santa Clause Parade
- New Years Eve
- Home for the Holidays Residents Lighting
- SportsFest

## Third-Party Community Events

- Downtown Easter Market
- Downtown Farmers Market
- PCDC Fishing Derby 23
- Budweiser Walleye CanAm Challenge
- Moonlight Flicks
- Canadian Bass Anglers Federation Tournament
- Big Bass Tournament
- Terry Fox Run
- Tugboat Santa Business lighting
- Optimist Club Canada Day Celebration
- Lions Carnival
- Downtown Cruise Night
- Canada Summer Games
- Myeloma Canada Ride
- Fall Fest
- Harvest Fest
- Sun Rype TriKids Triathlon
- Canada Summer Games

## Summer Concert Series

- June 10, June 17, July 1, July 15, Sept 2, Sept 22

# Recreation: Future Plans & Strategies

## City-Run Events

- Canal Days continued collaboration with community partners, including BIAs and YMCA
- Plan to enhance KidsZone and Rec Zone programming
- Upgrades to the experience on West St

## Community Events

- Continued support of third-party community events in collaboration with community partners
- Port Colborne concert series with five free concerts

## Sponsorship

- Updates to PORTicipate sponsorship and advertising package
- Unique and memorable opportunities for sponsors



KidsZone at Canal Days



Easter Egg Hunt 2023

# CUSTOMER SERVICE



PORT COLBORNE





# Customer Service: Achievements & Successes

---

## Counter, Website & Phone Service Successes

- Introduced automated messages for common questions or concerns
- Continued to promote encourage residents to use Virtual City Hall
- Reduced phone wait times; reduced e-mail response wait times
- Introduced water meter repair/replacement appointment process
- Added e-commerce options for business licenses

## Process & Information Sharing Achievements

- Supported continued use of the Bridge for internal communications and sharing of information
- Added AudienceView to provide exceptional customer service experience for residents booking tickets to or attending events
- Supported divisions using CityWide tools to help improve their processes and workflows, and to generate metrics that help manage, evaluate, and show the value of their work
- Coordinating with Corporate Communications to oversee website content governance strategy

# Customer Service: Current Projects & Activities

## Customer Service

 **15,670**

Calls received by the Customer Service division

 **4,354**

Citizen inquiries resolved on first contact

 **2:48**

Average conversation time

 **89.6%**

Caller had less than 20 second wait to speak to a representative

## CityWide

**8,204** Service requests



- Most common:
- ✓ Nickel Beach
  - ✓ Tax bill
  - ✓ PORTicipate pass
  - ✓ Beach refunds
  - ✓ Water bill

**5,121** Work orders



- Most common:
- ✓ Hydrant winter inspection
  - ✓ Hydrant regular inspection
  - ✓ Hydrant flushing
  - ✓ Road repair
  - ✓ Leak detection

 **4,765**

Service requests generated by phone

 **1,535**

Service requests generated by email

## Self-Serve Options

**345** 

Virtual City Hall accounts

 **608**

Electronic billing accounts – property taxes

**29%** 

Accounts with pre-authorized property tax payments

 **638**

Electronic billing accounts – water/wastewater

**26%** 

Accounts with pre-authorized water/wastewater payments

 **252**

Online service requests submitted by residents

# Customer Service: Future Plans & Strategies

---

## Customer-Focused Initiatives

- Implement e-billing incentives through Virtual City Hall
- Continue incentives for pre-authorized payments
- Launch additional e-commerce options for applications, licenses and permits
- Implement the 2023 PORTicipate Pass program
- Convert all PDF application forms to fillable online forms, improving accessibility
- Collaborate with Corporate Communications to launch Let's Connect, Port Colborne – online citizen engagement platform

## Process-Focused Improvements

- Provide residents with option for online donations and donation receipts
- Pursue mobile application integrations for CityWide
- Grow internal knowledge base for all City staff
- Implement a quality model for Customer Service
- Review office functions to prevent unnecessary duplication in work/roles
- Continue to integrate customer service at the Vale Health & Wellness Centre and Sugarloaf Marina

# FINANCIAL SERVICES



PORT COLBORNE



# Financial Services: Achievements & Successes

## Key Projects & Initiatives

- Completed four financial statement audits and one grant funding audit
- Collaborated with Water/Wastewater to improve water meter process and address backlog of broken meters
- Developed new cost allocation methodology for allocating shared costs across the City
- Approval of 2023 budget prior end of 2022
- Implementation of new payment card program





# Financial Services: Future Plans & Strategies

## Taxes & Fees

- Updating user fees and charges
- Reviewing non-traditional industrial water and wastewater users
  - i.e. users that can pull water from canal vs those that don't (four companies)
- Reviewing vacant land charges and their application
- Undertaking a property tax assessment audit to review coding of classification of properties

## Looking Ahead

- Preparing an insurance RFP for the end of June/early July
  - Current contract finishes at the end of December 2023
- Preparing a 2024 budget with multi-year forecast



# HUMAN RESOURCES



PORT COLBORNE



# Human Resources: Achievements & Successes

---

## Initiatives & Projects

- Bi-annual workplace survey complete – action planning in progress
- CUPE Joint Job Evaluation Committee (JJEC) job review – nearly complete
- Market review of benefits packages, resulting in significant savings
- Continued monitoring of COVID-19
- Increased HR presence at Public Works
- Completed full cycle of competency based performance development process
- Added a teambuilding component to student onboarding and student feedback survey

## Culture & Morale Focus

- Creation of a Diversity, Equity and Inclusion plan and calendar of significant dates
- YMCA memberships for all full-time staff
  - 76 staff have joined
- Key initiatives and events:
  - Thanks A Munch
  - Coffee With the CAO
  - Quarterly Town Halls
  - Holiday Lunch
  - Applauz
  - LinkedIn learning

# Human Resources: Current Projects & Activities



**\$18 million**

Personnel budget



**189**

Full-time equivalents (FTE)\*



**18**

Internal moves



**36%**

Staff costs as a percentage of the total budget. Combined levy and rate.



**247**

Full headcount\*



**21**

External hires



**2**

Retirements



**6**

Workplace accidents



**1**

Accident resulting in lost time



**3**

Vehicle incidents







# INFORMATION TECHNOLOGY



PORT COLBORNE



# Information Technology: Achievements & Successes

---

## Equipment & Software Upgrades

- Completed upgrades to the City's access control (card access to facilities) and surveillance software
- Completed migration to an integrated, next-generation email filtering to increase cybersecurity approach
- Lifecycle replacement of workstations (desktops, laptops, tablets, displays, printing fleet, and associated equipment)
  - Leveraged collaborative purchasing opportunities
- Upgraded and lifecycle replacement of network infrastructure (routers, firewalls, switches, wireless access points) at various City facilities

## Geographic Information System (GIS)

- Functions migrated from Public Works to Corporate Services
  - Vision of enabling GIS services to support all City divisions
  - Implementing an enterprise GIS system to promote better data management
  - Creating self-serve GIS services, including web mapping applications
  - Collaboration with regional partners to exchange data

# Information Technology: Current Projects & Activities



**1,299**

Requests for IT assistance from staff



**1.56 million**

Emails received



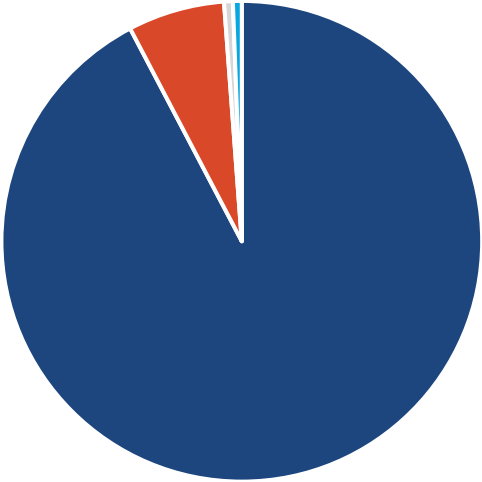
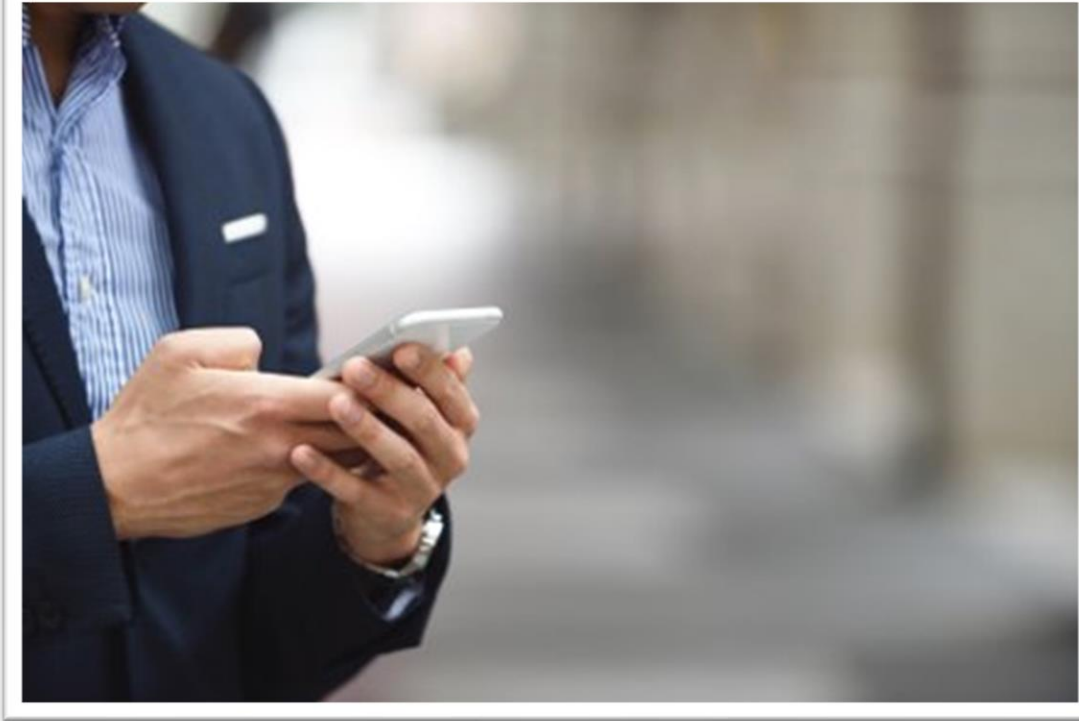
**68%**

Cloud use for business applications. Up from 52% in 2022



**56%**

Emails blocked for spam, phish and malicious reasons



**Staff cybersecurity training and simulations had excellent compliance results.**

- No action
- Viewed images
- Clicked link
- Completed form



# Information Technology: Future Plans & Strategies

---

## Data Management & Cloud Strategy

- Continuing to evolve business applications with a cloud-first strategy and integrations between systems
- Enabling and leveraging Microsoft cloud services
- Support the data management needs of the organization
  - Enterprise resource planning
  - Human capital management
  - Combining financial and non-financial information to support decision making
  - Looking at a shared service relationship opportunity for system acquisition and support with the City of Niagara Falls

## Equipment & Security

- Modernizing meeting room technology, including audio/visual improvements in Council Chambers and Committee Room 3
- Increasing capacity and security for remote access in support of the City's work from home policy
- Video surveillance program to
  - Protect municipal facilities and patrons
  - Discourage illegal or inappropriate behaviour including vandalism

# Thank you!

---





# NICKEL BEACH UPDATE

---

City Council Meeting: April 25, 2023



**PORT COLBORNE**

# Introduction

---

## Values & Stakeholders

- The City values responsibility – **we make tomorrow better**
- We focus on **sustainability** (new Strategic Plan)
- **Vale** as a key stakeholder (owner of the beach)
- There are very few beaches where cars are allowed on the sand
- Continued work with relevant **authorities**

## Laws & Regulations

- Impacts under the *Endangered Species Act* (2007) are likely and authorization is required for the proposed activity
  - Section 9 **prohibits the killing, harming and harassing of species at risk**
  - Section 10 prohibits **damage to species at risk habitat**
- If vehicles drive on the Fowler's Toad habitat during the active season, toads that are moving between the shoreline and the dune habitat could be killed, harmed or harassed

# Endangered Species Act, 2007. S.O. 2007, c.6

---

## Species At Risk

1. To identify species at risk based on the best available scientific information, including information obtained from community knowledge and aboriginal traditional knowledge.
2. To protect species that are at risk and their habitats, and to promote the recovery of species that are at risk.
3. To promote stewardship activities to assist in the protection and recovery of species that are at risk. 2007, c. 6, s. 1.

## Ministry Oversight

- The Ministry of Environment, Conservation and Parks (MECP) handles species at risk provincially.
- Examples of designated species at risk in Ontario include:
  - Barn Owl
  - Chimney Swift
  - American Eel
  - Gray Fox
  - Fowler's Toad
  - Spotted Turtle

# Fowler's Toad

---

## Fowler in Ontario, Canada & USA

- Fowler's Toad only exists along Lake Erie, within a half a kilometre of the shoreline
- It is not found anywhere else in Canada
- It requires several different habitats throughout its lifecycle
- In **Ontario**
  - 2008: Listed as **threatened**
  - 2010: Listed as **endangered**
- In **Canada**
  - 2003: Listed as **threatened**
  - 2012: Listed as **endangered**
- In **USA**
  - Currently listed as **least concerned**

## Automatic Legal Protection

- Threatened and endangered species automatically receive legal protection once listed
- The Fowler's Toad and its habitat are protected:
  - Prohibition in Section 9 – protects the **species**
  - Prohibition in Section 10 – protects the **habitat** of the species



# Nickel Beach

---

## Fowler's Toad at Nickel Beach

- The documented presence of Fowler's Toad at Nickel Beach means that the species and associated habitat are protected
- Any alteration or impact needs to be completed through a permit or agreement with MECP
- Provincial legislation applies to privately owned lands

## Fowler's Toad Recovery Strategy

- A Fowler's Toad Recovery Strategy has been produced to guide the protection of the species.
- Recovery of a species at risk is a process by which the decline of an endangered, threatened or extirpated species is stopped or reversed, and threats are removed or reduced to improve the potential for a species' persistence in the wild.



# Nickel Beach

## Sensitive Areas Map 1



## Sensitive Areas Map 2



# Communication with the Ministry



**July 25, 2017**

- Proposed beach maintenance
- *Endangered Species Act, 2007*

COVID



**Sept. 17, 2020**

- Annual municipal beach activities for 2020



**Aug. 12, 2022**

- MECP Violation Notice
  - Grading occurred on May 5/6 instead of May 1
  - Western Fence Replacement
  - Gravel
  - On-beach parking



**Sept. 9, 2022**

- City's response
  - Safeguards
  - May 1 not an "all-in" date
  - Health and safety
  - Not toad habitat

Ministry of Natural Resources

Ministry of Environment, Conservation and Parks (MECP)



**PORT COLBORNE**

# Communication with the Ministry



**Sept. 28, 2022**

- MECP looking for steps to restore habitat
  - Western fence
  - Gravel
  - On-beach parking



**Oct. 20, 2022**

- City's response
  - Western fence (health and safety)
  - Gravel (rehabilitation area)
  - Enhanced training and beach manual



**Dec. 13/15, 2022**

- City's response
  - Western fence (health and safety)
  - Gravel (will remove and rehabilitate)
  - Possible parking information gathering form
  - Dune restoration request (similar to 2022 activity)



**Dec. 15, 2022**

- City's response
  - Response to MECP acknowledging the City will work towards off-beach parking

Ministry of Environment, Conservation and Parks (MECP)

# Communication with the Ministry



**Jan. 18, 2023**

- MECP response
  - Looking for alternative to western fence
  - Approved to restore gravel area
  - On-beach authorization required



**Jan. 31, 2023**

- City formally communicates amenities location



**Feb. 28, 2023**

- City shares Council Report with MECP



**Today**

Storm took the fence away.  
It will not be replaced.

Ministry of Environment, Conservation and Parks (MECP)

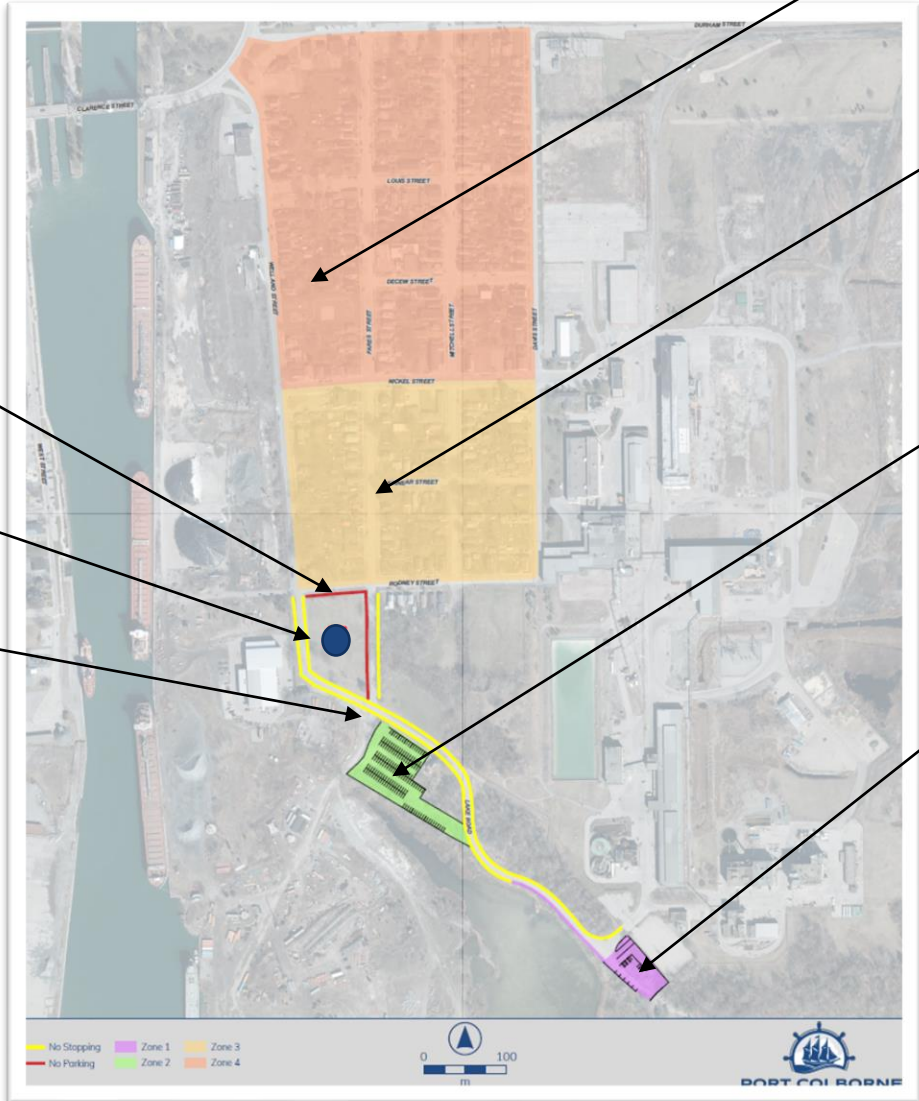


# Parking Zones

No Parking on Road

Zone 2B (in discussion with Vale)

No Stopping on Road



Zone 4

Zone 3

Zone 2A

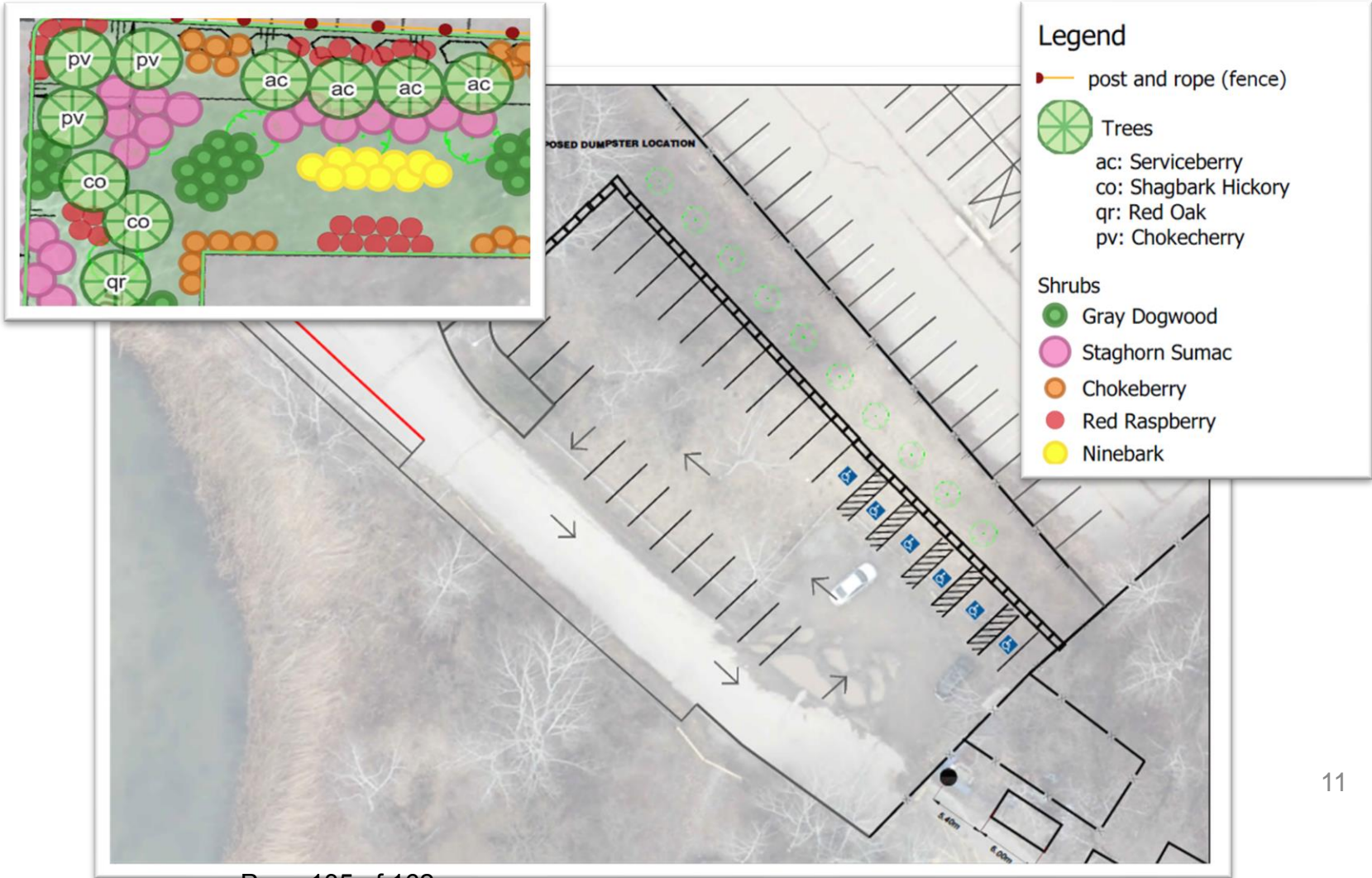
Zone 1



# Zone 1

## Layout

- Originally this area included the upper Vale parking lot. That is no longer possible.
- Plan for the entrance area include:
  - Planting with native trees and shrubs
  - Paved area (something users have asked for repeatedly over the years)



# Zone 2A

## Layout

- Goal is to have two entrance/exits
  - Second entrance/exit might come later
- Planning for tree planting around the perimeter of the property
- As identified in Report 2023-32 the City has reached out to the homeowner directly beside Zone 2A

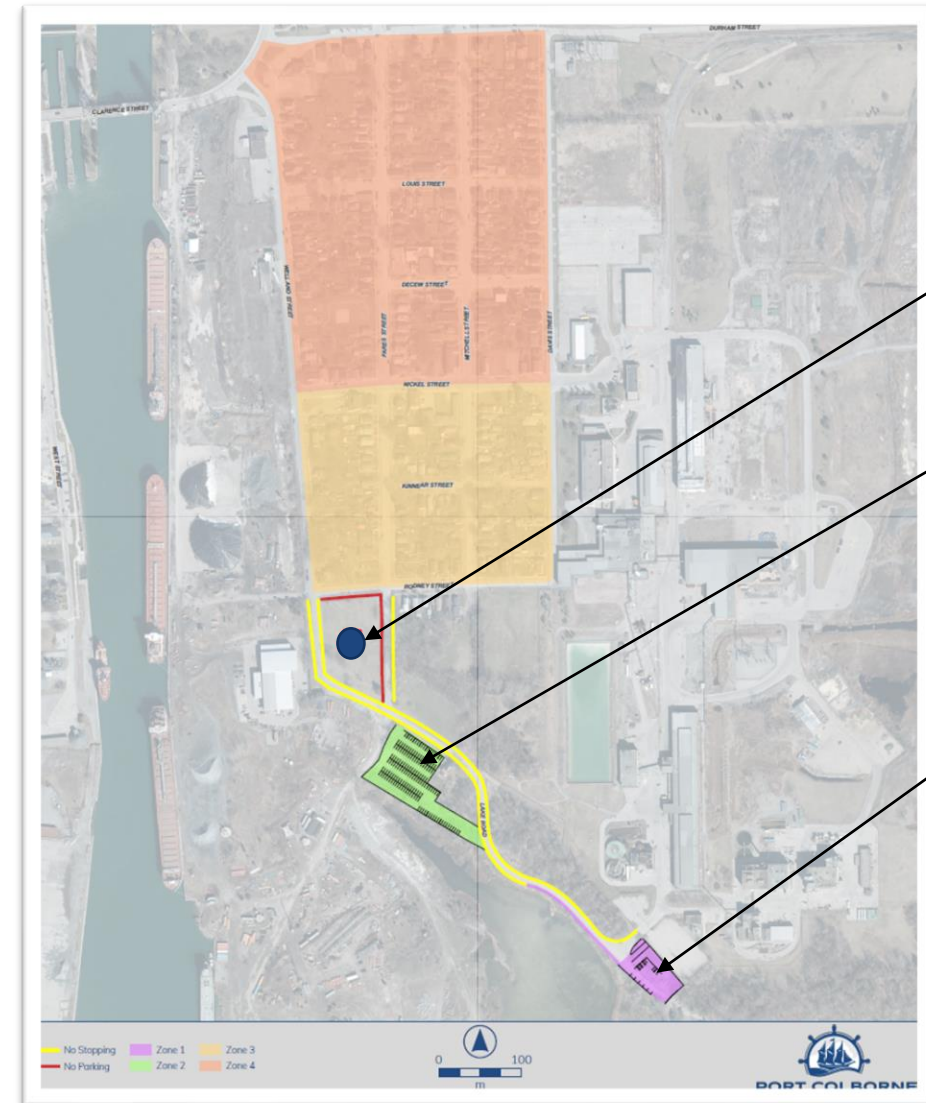


# Parking Zones 1 and 2A/B

## Zones 1 and 2A/B

### Hours of Operation

- Victoria Day weekend to end of September
  - 7 am to 9 pm
  - Closed with fines outside of these hours
- All other Times
  - To follow Park Bylaws of dawn to dusk



Zone 2B

Zone 2A

Zone 1



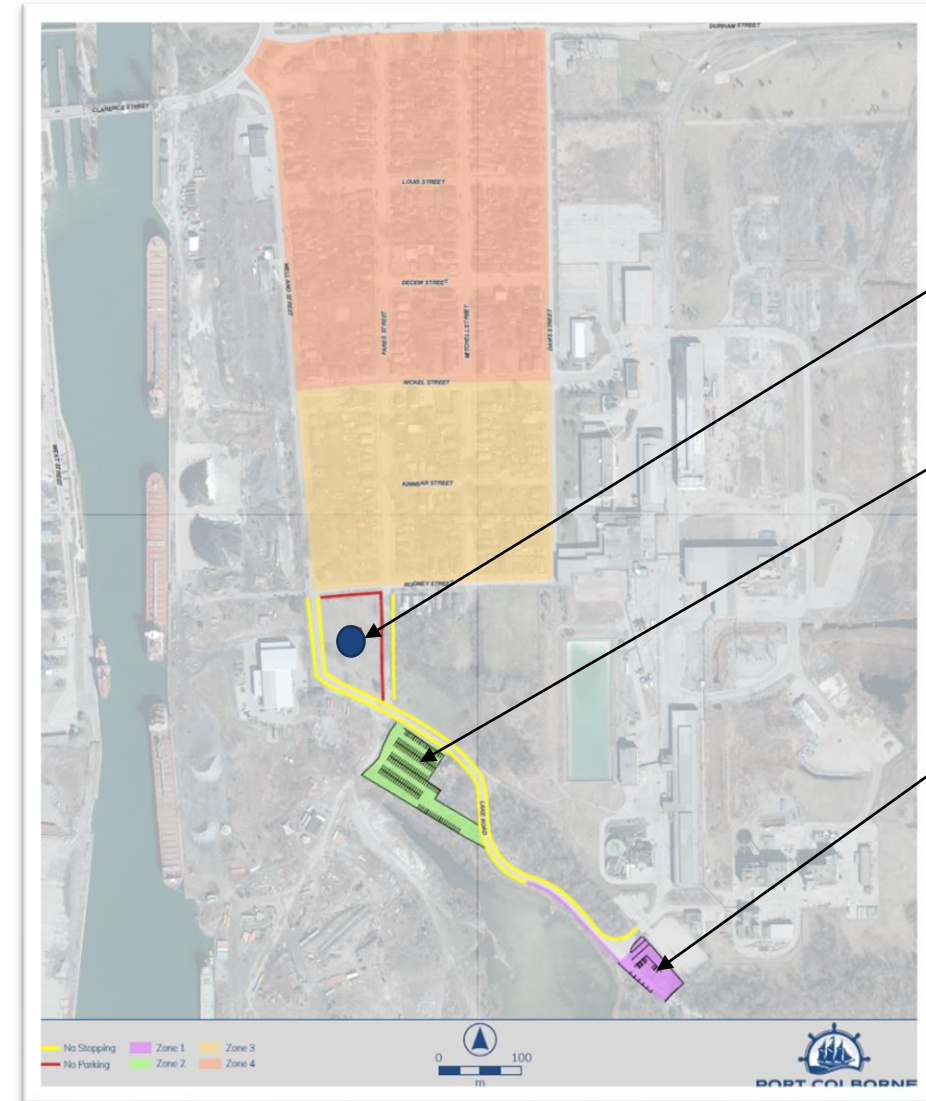
# Parking Zones 1 and 2A/B

## Zones 1 and 2A/B

### Pricing

- Victoria Day weekend to end of September
  - **Zone 1**
    - Monday to Thursday \$40 plus HST
    - Friday to Sunday and Holidays \$50 plus HST
    - Accessible spots to be charged Zone 2A/B rates
  - **Zone 2A/B**
    - Monday to Thursday \$20 plus HST
    - Friday to Sunday and Holidays \$30 plus HST
    - Free with PORTicipate Pass
- All other times recommended as free

Note: Fines to be proposed for infractions



Zone 2B

Zone 2A

Zone 1

Bylaw adjustments to come May 9

# Parking No Parking and No Stopping

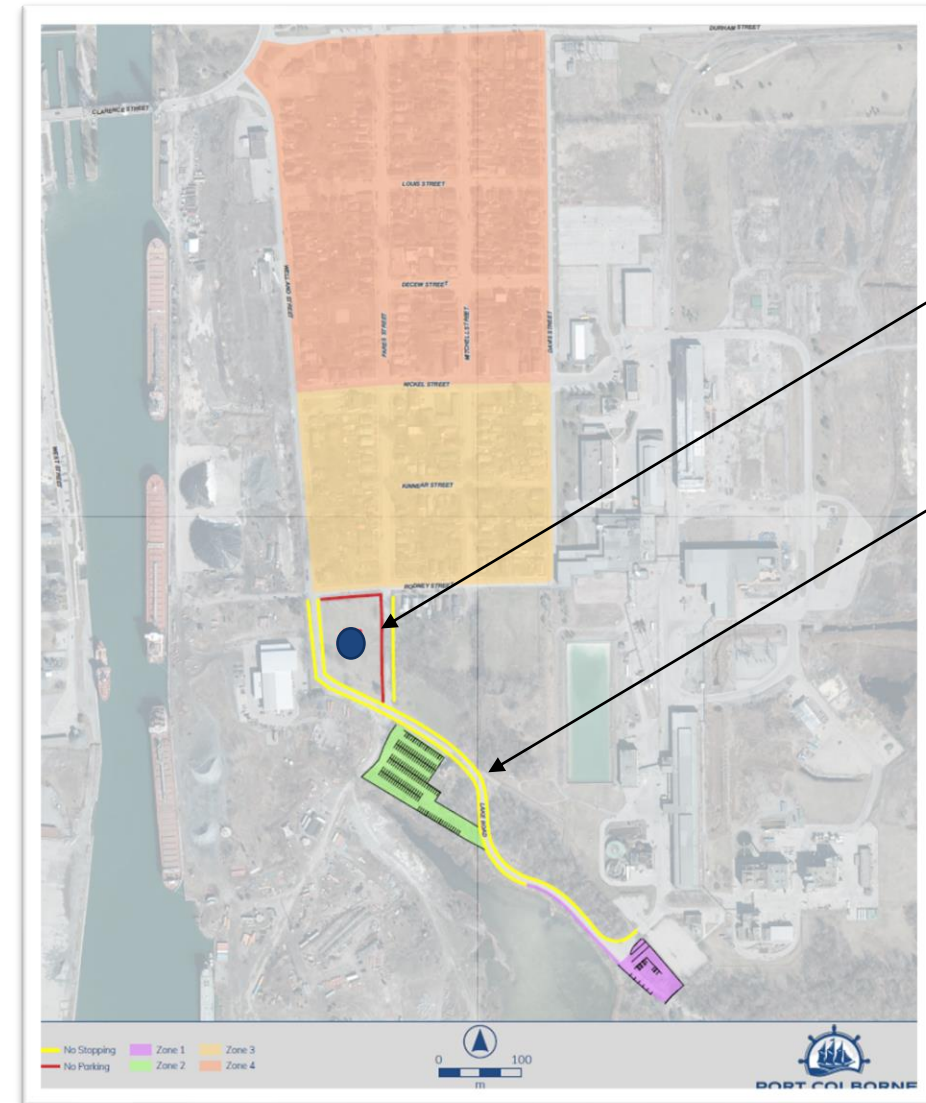
## No Parking on Road

- **Kiss and Ride**
  - Area to drop off and pick-up
  - Goal: Limit vehicle access on the road going into the beach for health and safety reasons

## No Stopping on Road

- **No stopping**
  - No parking or stopping on the road
  - Goal: Keep roads open for emergency vehicles for both Nickel Beach and Vale

Note: Fines to be proposed for infractions



No Parking on Road

No Stopping on Road



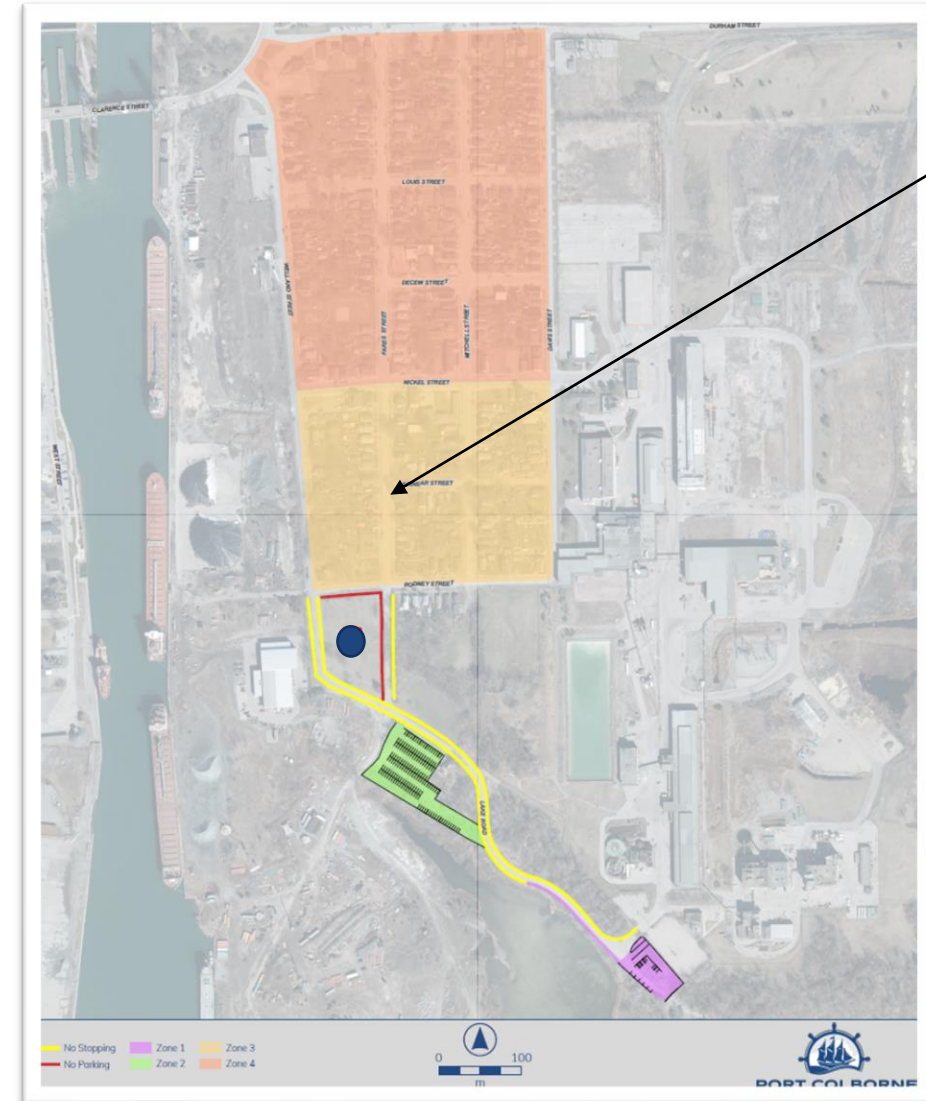
# Parking Zone 3

## Hours

- Same hours as Zone 1 and Zone 2 A/B
- Same fines as Zone 1 and Zone 2 A/B

## Pricing

- Free with PORTicipate Pass
- Zone 2 A/B parking pricing to apply Victoria Day weekend to end of September, otherwise free parking
- Residents in the area hosting events with multiple guests can receive a temporary permit through Customer Service
- Hourly option not recommended
  - The goal with establishing Zone 3 is to limit non-local traffic into the subdivision
  - Hourly parking could provide incentive for short term stays and increase traffic



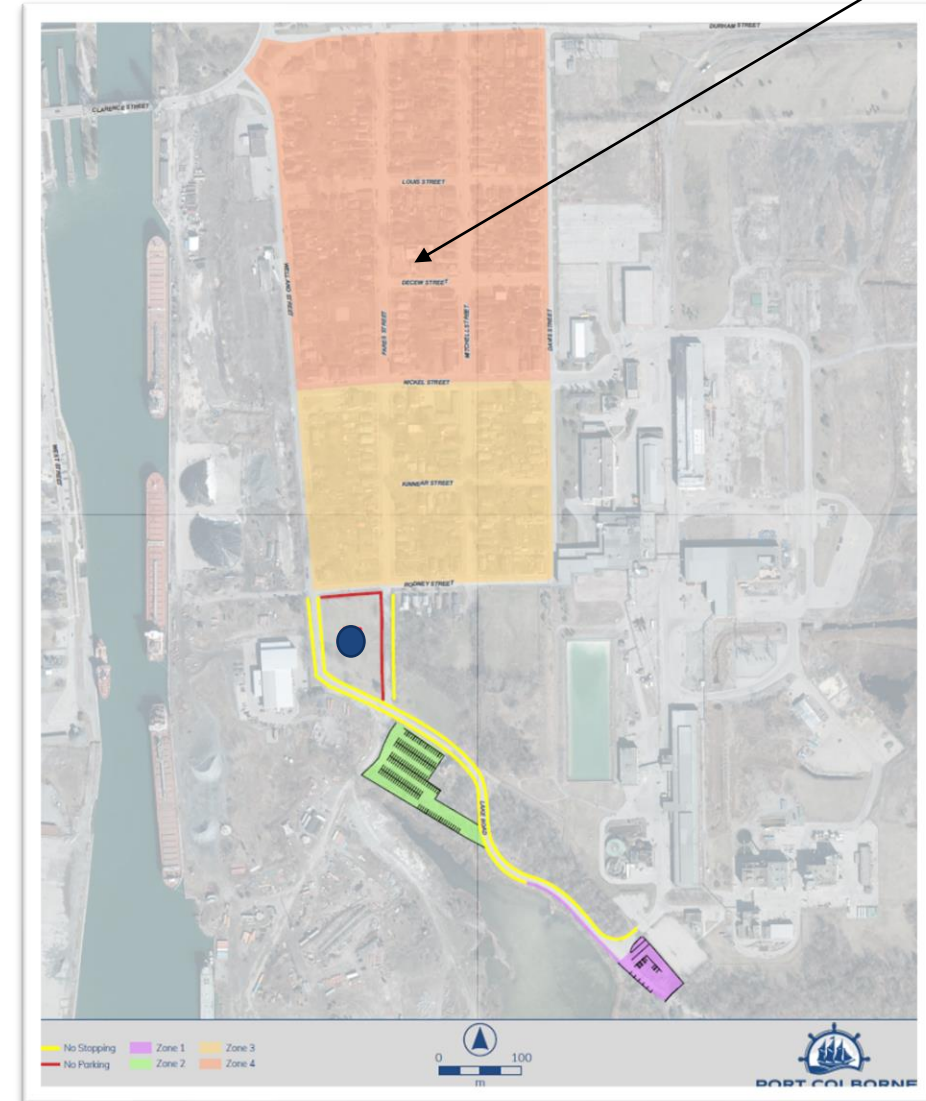
Zone 3

# Parking Zone 4

Zone 4

## Proposed approach

- Update parking bylaw to include the same rules as Zone 3
  - Signage would not be installed leaving the area unenforceable
- Should parking from Nickel Beach move into Zone 4 signage would be installed and Zone 4 would be treated the same as Zone 3
- Alternative option for residents in the area who may be hosting events with multiple guests



# Parking Lot Budget

---

## Report 2023-32

- Council Approved \$1.3 million from the infrastructure reserve
- Goal for parking revenue to repay the infrastructure reserve

## Update

- New estimate approximately \$800,000, largest factors include
  - Impact of not building upper Vale
  - Impact of not having to asphalt Zone 2A
- The City continues to review grant funding opportunities

# Beach Operations

---

## Transportation

- Unsolicited offer (test basis)
- Cost approximately \$70,000
  - 2 drivers (in six seater golf carts) when open
  - Friday to Sunday – Victoria Day weekend to end of September
  - Monday to Thursday – Last Day of school to Labour Day weekend
- Assist visitors between parking lots and the front of the beach
  - No access to go on the beach presently – staff are looking at an IGF with the MECP
- Fund through Beach Reserve established to fund +/- from beach operations

## Reducing items visitors need to carry

- A limited number of beach chairs will be available for rent at a cost of \$5 per chair
- Take a toy, leave a toy bins

## Beach Hours

- From Victoria Day weekend to the end of September the beach gate will be locked 9pm to 7am.

## Parking Spots

- Zone 1 and Zone 2 A/B will provide just over 200 spots in 2023, we limited capacity to 200 in 2022

# Beach Finances



**Nickel Beach**  
For the Twelve Months Ending December 31, 2022

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
<b>Revenue</b>				
Lease Income	\$6,080.59	\$4,500.00	\$1,580.59	35.12%
Fees	362,537.14	405,000.00	(42,462.86)	(10.48%)
<b>Total Revenue</b>	<b>368,617.73</b>	<b>409,500.00</b>	<b>(40,882.27)</b>	<b>(9.98%)</b>
<b>Expense</b>				
Salaries and Wages - Part Time	13,269.63	17,800.00	(4,530.37)	(25.45%)
Salaries and Wages - Students	93,207.14	107,800.00	(14,592.86)	(13.54%)
Employee Benefits	11,127.52	25,100.00	(13,972.48)	(55.67%)
Cleaning Supplies	842.52	3,500.00	(2,657.48)	(75.93%)
Comm and Public Relations	4,504.44	5,000.00	(495.56)	(9.91%)
Contract Services	94,036.95	98,500.00	(4,463.05)	(4.53%)
Office Supplies		1,500.00	(1,500.00)	(100.00%)
Program Supplies	569.65	1,200.00	(630.35)	(52.53%)
Protective & Uniform Clothing	726.90	1,300.00	(573.10)	(44.08%)
R&M - Grounds	3,971.12	5,500.00	(1,528.88)	(27.80%)
Staff Training & Development		2,000.00	(2,000.00)	(100.00%)
SME - Consultants	24,658.50		24,658.50	0.00%
Subscriptions and Publications		16,000.00	(16,000.00)	(100.00%)
Telephone/Internet	431.53	1,300.00	(868.47)	(66.81%)
<b>Total Expense</b>	<b>247,345.90</b>	<b>286,500.00</b>	<b>(39,154.10)</b>	<b>(13.67%)</b>
<b>Surplus/(Deficit) Before Allocation</b>	<b>121,271.83</b>	<b>123,000.00</b>	<b>(1,728.17)</b>	<b>(1.41%)</b>
Allocation:SSE	119,737.10	122,250.00	(2,512.90)	(2.06%)
<b>Surplus/(Deficit) After Allocations</b>	<b>1,534.73</b>	<b>750.00</b>	<b>784.73</b>	<b>104.63%</b>
Transfer to/ (from) Reserves	1,534.73	750.00	784.73	104.63%
<b>Total Transfers</b>	<b>1,534.73</b>	<b>750.00</b>	<b>784.73</b>	<b>104.63%</b>

- Last year the beach transferred \$1,535 to the beach reserve.
- Changes to fees
  - Make HST in addition, instead of included
  - The absence of the biologist consultant would have seen a transfer of \$68,656 (\$1,535 + \$24,659 + \$42,463)
- Models show that with approximately 250 parking spots the budgeted revenue can be achieved assuming 52% use
- Lot construction as proposed should result in 250 parking spots
- Staff have been turning away vehicles in the past
- Should a negative operating balance arise in 2023, the beach reserve currently sits at \$198,165.



# Next Steps

---

## Operational Initiatives

- Update Vale lease agreement to incorporate parking lots
- Complete parking lots
  - Goal remains the Victoria Day weekend
  - Staff will continue to update Council as the projects proceed
- Set-up amenities (washrooms)
- Install video security

## Communications & Engagement Initiatives

- Update required bylaws with Council May 9
- Deploy robust marketing strategy
- Signage strategy for parking and beach operations
- Establish stakeholder group to support the dune restoration
- Research IGF for golf carts on the beach to transport visitors
- Hired biologist to study Fowler's Toad at Nickel Beach

# Thank you!

---





**PORT COLBORNE**

## Memorandum

**To: Mayor Steele and Members of Council**  
**From: Councillor Aquilina**  
**Date: April 25, 2023**  
**Re: Sherkston Shores Resort (Sun Communities) Restoration of Access to residents of LOS 1R0**

---

My intention is to move that the Chief Administrative Officer be directed to produce a report that provides options to Council regarding the issues being encountered by residents of the Hamlet of Sherkston (LOS 1R0).

Background:

### **June 18, 2018 Public Meeting in regards to the Stopping Up and Closing of parts of Empire and Michael Roads.**

Cecil Vincent, Manager of Strategic and Corporate Initiatives stated that there were two issues in relation to Empire Road:

1. Empire Road in the past has provided an indirect benefit to the residents of LOS 1R0, which allowed the residents to have access to the Sherkston Shores beaches. The City's position is that **this access would need to be protected** if the City agreed to dispose of the land on Empire Road. Any sale of the land will be **in perpetuity** and access to those residents of LOS 1R0 to have the same access to the beaches, **under the same terms that they have enjoyed in the past to the beaches, and such properties (residents) of LOS 1R0 would be registered on title.** Any other access to amenities would be the discretion of the resort owners to residents of LOS 1R0 (nominal fee, etc.).

2. Continued access for relatives (during business hours) to the Shisler Cemetery that is within Sherkston Shores and that the City still maintains ownership of.

### **July 9, 2018 – Committee of the Whole, Stopping up and closing of parts of Empire and Michael Roads and sale to Sun Communities**

Report 2018-95 was presented to Council on the sale of Empire and Michael Roads to Sun Communities for \$525,000.

## Beach Access Easement Agreement

4. The rights of the City and the Invitees (collectively, the "Benefitting Parties") under this Easement Agreement are subject to the following terms and conditions:
  - (a) the use of the Easement is restricted to pedestrian access, ingress, egress and passage only, and the Easement may not be used for any other purpose;
  - (b) the use of the Easement is restricted to the Benefitting Parties only, and the Easement may not be used by any other persons;
  - (c) the use of the Easement is restricted to the dates and hours of operation of the business conducted by Sun on the Sherkston Lands, and the Easement may not be used at any other time;
  - (d) prior to being able to use the Easement in any calendar year, each Benefitting Party must register at the main office of the business conducted by Sun at the Sherkston Lands and must agree to be bound by all of the rules and regulations governing the business conducted by Sun at the Sherkston Lands;
  - (e) the use of the Designated Roadways by the Benefitting Parties shall be in common with Sun and its tenants, subtenants, invitees, customers, guests, licensees, agents, contractors, subcontractors, employees and other persons permitted to use the Designated Roadways by Sun from time to time;
  - (f) the Benefitting Parties shall not have access to any other lands, buildings, services or amenities at the Sherkston Lands other than the Designated Roadways, unless otherwise agreed by Sun in writing; and
  - (g) Sun shall be entitled at any time and from time to time to close or restrict access to all or any part of the Designated Roadways for the purpose of effecting any repairs, maintenance or servicing, or for the purpose of re-routing any of the roadways within the Burdened Lands, as Sun may determine to be necessary or advisable, provided in each case that a similar alternative means of pedestrian access from the Benefitting Lands to the Beach Lands and from the Beach Lands to the Benefitting Lands is provided by Sun for the duration of such closure or restricted access.

## June 28, 2022 Regular Council Meeting: Sherkston Shores Golf Cart Access

Report Number: 2022-144 by the CAO

A representative of the City's law firm, Sullivan Mahoney, provided the legal opinion and presented it to Council in Closed Session on June 13, 2022. At that meeting, Council directed staff to bring forward a public report as a means of informing the public of the legal opinion and the results of the closed meeting.

In April 2022, City Staff became aware that the management of Sherkston Shores had decided to restrict the use of golf carts by residents of the hamlet and permit those residents 'pedestrian access only' or access on foot rather than golf carts.

Park management did indicate that they were eager to accommodate Hamlet residents with mobility limitations and would make arrangements to provide this accommodation when residents contacted the park directly to coordinate their access.

Subsequent to the events described above, the Regional Councillor raised this issue during the May 10<sup>th</sup> Council Meeting and Council directed staff to obtain a legal opinion to determine if the interpretation of the easement by the park was incorrect. Based on the direction of Council at the May 10, 2022 meeting, a legal opinion was requested from Sullivan Mahoney. The legal opinion was provided to Council in a closed session on June 13, 2022.

The legal opinion stated that the owner of the easement lands is entitled to prohibit the use of golf carts (and other vehicles) on the lands and is entitled to limit the use of the lands to pedestrian access only.

Questions I am raising as a result of the background presented:

- I am trying to understand the discrepancies between what was indicated as the "intent" of the City in the public meeting in June 2018 to what the City Solicitors drew up for the sales agreement and intern, the Beach Access Easement Agreement. Is the City's intent from the public meeting clearly represented in the easement agreement?
- Why has the access for residents of the hamlet evolved from protecting the access they always had to an issue about golf cart access?
- Access to Hamlet residents did not change until April 2022 – what transpired to trigger Sherkston Shores to change what was/has been in place for LOS 1R0 residents? Especially if the easement was in place back in 2018.
- During the June 28, 2022 meeting the acting Clerk put forward that Council directed the CAO to speak to Sherkston Shore Management representative to clearly define in **writing** what is considered access from LOS1R0 residents. Potential options were provided from the



Hamlet Representatives. My understanding is that Sherkston Shores Management will not entertain any discussions with the City and Hamlet representatives.

- To date has the CAO been able to obtain anything in writing from Sherkston Shores Management?
- Has Sherkston Shores been able to provide data as to how many LOS 1R0 residents participate in obtaining a yearly season resident pass? Prior years' data would be valuable information to obtain since not all LOS 1R0 residents participate in this program. In addition, confirmation of how many members are in the resort would be valuable, in order for council to make a comparison of the impact LOS 1R0 residents are having on the resort.

Furthermore, I am requesting that the following motion be approved:

*That the Chief Administrative Officer be directed to bring forward a report at the May 9, 2023 Council meeting regarding the options for LOS 1R0 residents' access to Sherkston Shores.*

Thank you for your consideration,

Councillor Aquilina  
Ward Four

## Port Colborne Public Library Board

### MINUTES of the Third Regular Meeting of 2023

**Date:** Wednesday, March 1, 2023  
**Time:** 6:00 p.m.  
**Location:** Auditorium, Port Colborne Public Library  
310 King Street, Port Colborne

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

Staff Present: S. Luey, Chief Executive Officer  
S. Therrien, Director of Library Services (Board Secretary)  
B. Boles, Board Treasurer  
R. Tkachuk, Librarian  
M. Murray, Chief Human Resources Officer, City of Port Colborne

### **BOARD ORIENTATION**

Board orientation and training began at approximately 6:03 p.m., conducted by S. Therrien

The session ended at approximately 6:18 p.m.

#### **1. Call to Order**

M. Cooper, Chair, called the meeting to order at approximately 6:19 p.m.

#### **2. Land Acknowledgement**

**3. Declaration of Conflict of Interest**

**4. Adoption of the Agenda**

Motion 2023-014  
Moved by B. Beck  
Seconded by B. Ingram

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

Carried.

**5. Approval of Minutes**

Motion 2023-015  
Moved by B. Beck  
Seconded by A. Desmarais

That the minutes of the regular meeting dated February 1, 2023 be **APPROVED**, as amended.

Carried.

**6. Business Arising from the Minutes**

**7. Consent Items**

**7.1. Circulation Reports**

- January 2023 Circulation Report
- January 2023 Transit Report

**7.2. Financial Statements**

- 2023 Operating Budget (as of February 22, 2023)

**7.3. Staff Reports and Updates**

- 2022/2023 Capital Projects Summary

- March Break 2023

### 7.4. Media Items

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

Motion 2023-016

Moved by B. Ingram

Seconded by C. MacMillan

That consent items 7.1 to 7.4 be **RECEIVED** for information purposes.

Carried.

## 8. Discussion

### 8.1. King Street Sign

The Board discussed the completion of the King Street Sign Replacement capital project. Staff will implement a soft launch of the sign using library messaging and will monitor the versatility of the sign. Staff will provide an update to the Board.

## 9. Policy Review

- 9.1. FN-06: Diversity, Equity, and Inclusion
- 9.2. HR-01: Human Resources Policy and Management
- 9.3. HR-02: Health and Safety of Staff
- 9.4. HR-03: Prevention of Workplace Violence
- 9.5. HR-04: Employee Conduct
- 9.6. HR-05: Accessibility and Staff
- 9.7. HR-08: Health and Safety Policy Statement
- 9.8. HR-11: Electronic Monitoring
- 9.9. HR-12: Workplace Harassment and Discrimination
- 9.10. OP-15: Accessibility in the Library

Motion 2023-017

Moved by A. Desmarais

Seconded by C. MacMillan

That policies 9.1 to 9.10 be **APPROVED**, as amended.

Carried.

## 10. Confidential Items

### Motion to go into Closed Session (4 items)

Motion 2023-018

Moved by H. Cooper

Seconded by B. Ingram

That the Board do now proceed into closed session in order to address the following matters at approximately 6:58 p.m.:

- 10.1. Minutes of the closed session portion of the December 7, 2021 Board meeting.
- 10.2. Minutes of the closed session portion of the November 2, 2022 Board meeting.
- 10.3. Minutes of the closed session portion of the February 1, 2023 Board meeting.
- 10.4. Labour relations or employee negotiations – Culture Services Review, pursuant to Section 16.1(4)(d) of the *Public Libraries Act*, as amended.

Carried.

Motion 2023-021

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.



**11. Other Business**

**12. Notices of Motion**

**13. Date of the Next Meeting**

The next meeting will be held Wednesday, April 5, 2023, at 6:00 p.m. at the Port Colborne Public Library.

**14. Adjournment**

MOTION 2023-022  
Moved by E. Tanini  
Seconded by H. Cooper

That the meeting be **ADJOURNED** at approximately 7:58 p.m.

Carried.

---

Michael Cooper  
Board Chair  
April 5, 2023

Susan Therrien  
Director of Library Services  
Board Secretary  
April 5, 2023



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

The meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held March 21, 2023, at 7:00 p.m. in the L.R. Wilson Heritage Research Archives.

Present: Brian Heaslip, Bonnie Schneider, Arlene Lessard, Luke Brazeau, Terry Huffman, Margaret Tanaszi, Jeff Piniak, Gary Hoyle, Bert Murphy, Claudia Brema, Cheryl MacMillan, Councillor Eric Beaugard, Michelle Mason, Stephanie Powell Baswick, Meghan Chamberlain

Regrets: John Maloney

Minutes:

Moved by: Brian Heaslip

Seconded by: Bonnie Schneider

To: Approve the minutes of the Board of Management from February 21, 2023 as amended.

Business Arising:

Stephanie Powell Baswick reported that the requested clothing for the Board Members will be arranged through the communications department so that the clothing meets municipal standards.

Correspondence:

Meghan Chamberlain read correspondence from Karen Walker, daughter of former board member Marcia Turner. Karen her brother would like to know if it is possible to purchase a tree for the grounds and bury their mother and father's ashes beneath.

Curator Michelle Mason indicated that a Mountain Ash tree from the South East corner of the museum grounds was lost due to some foundation repairs so that is a tree we are looking to replace. Councillor Beaugard indicated that the internment of ashes is likely not permitted. Stephanie will follow up with a definitive answer on the internment of ashes



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

and can also suggest other options available for the family such as a stone purchase at the archives.

#### Council Report:

Councillor Eric Beauregard reported the city is in the process of reviewing the strategic plan and will be looking to approve it after some more discussion.

#### Curator's Report:

Michelle Mason reported that city staff from operations came to the Museum to discuss the capital projects that require assistance including painting the Williams' home, replacing the heritage resource centre boardwalk with cement, and the South entrance stair replacement. The building and property committee will work with volunteers to restore and replace wood on the carriage house this season.

Michelle Mason provided costs for different popcorn machines for the board. Fundraising Committee will look for sponsorship for the purchase.

The Niagara Peninsula Area Aboriginal Management Board held a "Breakfast of Champions" in Hamilton for partners and Stephanie Powell Baswick and Michelle Mason attended. Presentation by youth participants demonstrated the meaningful experiences that the placements provide. Our student, Teghan Porter is looking to extend his position into the summer.

An extension for the Francophone Community Grant was approved. Outreach Coordinator, Christina Szymanis, and Michelle Mason will attend Ecole St Joseph for the Francophone community pop-up exhibit presentation to students. The permanent heritage village panels are now in English and French and can be expected to be mounted before Arabella's Pie Social.

#### Auxiliary Report:

Cheryl MacMillan reported that the Auxiliary will prepare for Arabella's Pie Social on May 28<sup>th</sup>, 2023.





Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

Friends of Roselawn Liaison Report:

Arlene Lessard reported that the executive nominated new interim Co-Chairs, Barbara Butters, and Ann Kennerly. The annual general meeting will be held in June where a new chair will be nominated. The online art auction raised \$2900. Planning for the next fundraiser, the Coronation Tea on May 7<sup>th</sup> ongoing. A run-through will be held for volunteers on May 6<sup>th</sup>. The next member's newsletter will be out this April.

Finance Chair:

Bonnie Schneider reported that she met with Director of Museum and Culture Stephanie Powell Baswick to review the Lighthouse, Museum, Roselawn, and Archives budgets for the first quarter. In addition, the six grant applications for project grants and student grants were reviewed. The membership campaign has collected \$1170 in memberships and \$581 in donations.

Membership Committee:

Claudia Brema reported that there are 9 new life patrons signed up for 2023, 24 student memberships, and 7 individual and 44 family memberships. Of the 84 memberships sold, 40 of these members requested to sign up for the PORTicipate Pass to take advantage of rewards provided by the initiative from the city of Port Colborne.

Building and Property Committee:

Brain Heaslip shared that the city of Port Colborne has acquired the 1926 Bickel firetruck that is from Humberstone ON. The fire truck was in service until the 1950s. It now resides at the volunteer firefighter's hall on Bell St.

The volunteers are making progress on the Program space at Roselawn and the artifact preventative conservation continues at the Heritage Resource Centre.



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

Program Committee:

In absence of the Program Chair, Michelle Mason reported on the success of the March Break program provided by Sloane McDowell, Public Programmer. Both programs at the Museum and Roselawn had full enrollment. Spring programming, including spring school programs and tours of the grounds, are in development.

Board members were reminded if they can donate a bottle of wine and a plate of food for the Member's Reception on April 30<sup>th</sup>, 2- 4 for the exhibit preview.

Archivist Michelle Vosburgh will present to the Port Colborne Lions Club the services provided by the L.R. Wilson Heritage Research Archives. In addition, the archives recently assisted the Marina with historic images for their lobby from the collection. The Archivist reports that spring cemetery tours and urban history walking tours are being offered this year again.

Fundraising Committee:

Claudia Brema deferred to Terry Huffman to report on the music on the lawn at Roselawn. The Friends of Roselawn has agreed to provide sponsorship funds to support the series. The entertainment, tent, and event dates have been secured. Acts will be announced next meeting. A discussion was held regarding the marketing of the event which will include social media, a website, flyers, and a newspaper article.

Motion by: Gary Hoyle

Seconded by: Luke Brazeau

To: Approve the Music on the Lawn series at the Roselawn Centre.

Motion carried.

Policy Committee:

No report





Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

#### Accession Committee:

Terry Huffman was a meeting of the Accession Committee was held February 27<sup>th</sup> and the committee accepted an assortment of artifacts and archives for research material. Stephanie Powell Baswick clarified the policy and procedure regarding the purchase of artifacts for the Museum. Although the collection management policy does not specify a budget amount for the purchase of items for the collection, the Museum Auxiliary has on occasion purchased items for the collection. Staff can allocate funds to purchase items for exhibits, research, or marketing and those items would go through the same process the Accession Committee follows for all artifacts.

#### Director Report:

Stephanie Powell Baswick requested Luke Brazeau to report on Heritage Day 2023. Luke reported that he was invited to attend the Ontario Heritage Trust awards ceremony at Queen's Park with Port Colborne Ontario Heritage Trust member Rick Hall. Stephanie thanked Luke for being an ambassador of heritage in Port Colborne.

The draft strategic plan was distributed for comments, board comments and suggestions to be accepted before the next board meeting. One item that was discussed to be included is the role of the Heritage Committee to be included in the strategic plan.

A schedule of the Roselawn Exhibits was submitted to the board for the 2023 season. A list of activities for the year for the Board of Management will be emailed with the board minutes.

#### New Business:

Arlene Lessard suggested that a tour of the facilities being offered for the board members that are new can become more familiar with the grounds. Michelle Mason suggested this may be offered in May.



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

An inquiry was made regarding if an action was required for the purchase of the popcorn machine. Stephanie reported that the event budget Assistant Curator could purchase the machine if the staff had the room for it, however, the last machine was sponsored so there is an opportunity to have it purchased by a business or organization.

Motion to adjourn:

Cheryl MacMillan

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 April 25, 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 April 25, 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 25th day of April, 2023.

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

\_\_\_\_\_  
Charlotte Madden  
Acting City Clerk