



PORT COLBORNE

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, May 9, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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	In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation , email deputyclerk@portcolborne.ca or phone 905-835-2900, ext. 115.	
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Mountainview
LemonAID Day
for FACS Niagara

Hello!

I'm Sheryl Matthews

I serve on the Board of the Foundation and I'm excited to share some information about our LemonAID initiative to support young people in Port Colborne and across Niagara.



Kids Helping Kids

- Mountainview LemonAID Day is a community driven event, encouraging kids to help kids by raising funds to send children to summer camp.
- On Saturday, June 10, teams of kids will set up lemonade stands across Niagara to ask for donations.





*There are so many children in
our community who deserve
an opportunity to be with
friends, connect with nature,
and make lasting childhood
memories.*

Anna Bozza
FACS Niagara CEO

More than

\$85,000

Raised in 2022 to send local children to summer camp



In 2022



In 2021-22

FACS Niagara served:

- An average of **398** children in care each month
- More than **700** families that receive ongoing services to help them be at their best.



FACS' goal is to give **children** we serve a summer camp experience!

One Hundred Stands Across Niagara

Each team will receive everything needed to run a LemonAID stand!

- LemonAID Stand & Banner
- 4 T-shirts & hats
- Lemonade Concentrate
- Pitchers
- 100 cups and stickers
- & more!



100%



of proceeds go towards sending local children and youth to summer camp.

More Info

facsniagarafoundation.org

905.937.7731



A close-up photograph of a honeybee in flight, positioned in the upper right quadrant of the frame. The bee is facing right, with its wings slightly blurred, suggesting movement. The background is a soft, out-of-focus field of bright yellow flowers. In the top right corner, there is a white sun icon with a black outline and a central circle. The entire scene is framed by a white dotted border.

Help Make
Summer a Little
Sweeter for Everyone!

FACS
NIAGARA

Family and Children's Services
Les Services à la famille
et à l'enfance de Niagara

SUPPORTING | STRENGTHENING | PROTECTING • SOUTENIR | RENFORCER | PROTÉGER



MOUNTAINVIEW
BUILDING GROUP

Thank You!

questions?

From: Carly Eckhardt <Carly.Eckhardt@facsnigara.on.ca>
Sent: March 23, 2023 2:35 PM
To: Saima Tufail <Saima.Tufail@portcolborne.ca>
Subject: Council Meeting

Hello,

FACS Niagara Foundation would like to send a representative to make a presentation at the May 9, 2023 city council meeting.

We would like to make a five-minute presentation about our 2nd Annual Mountainview LemonAID Day which raises money to send vulnerable children in our community to summer camp. We are requesting Council's assistance in sharing information about the event with their community. We would also like to request that Council proclaim Saturday, June 10 Mountainview LemonAID Day for FACS Niagara.

Please let me know if we can be added to the agenda to make this presentation and thanks so much!

Sincerely,



Carly Eckhardt
Community Engagement Coordinator
Family and Children's Services Niagara
E: Carly.Eckhardt@facsnigara.on.ca
T: 905-937-7731 x 3225
F: 905-646-7085

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Thank you.



PROCLAMATION

The Corporation of the City of Port Colborne

Proclaims **Saturday, June 10, 2023**

“MOUNTAINVIEW LEMONAID DAY FOR FACS NIAGARA, 2023”

- WHEREAS** *Family and Children’s Services (FACS) Niagara* has been dedicated to protecting and supporting children and improving the lives of vulnerable children, youth, and families across the Niagara Peninsula since 1898; AND
- WHEREAS** *Mountainview Building Group* and other generous sponsors are supporting *FACS Niagara Foundation* in these efforts by encouraging children and families to give back to their community by registering online and setting up a lemonade stands across the **City of Port Colborne** and the Niagara Peninsula on Saturday, June 10th; AND
- WHEREAS** *Mountainview Building Group* and other great community sponsors have generously provided 100 LemonAID Day Kits, so every family and child have the resources needed to successfully participate, and so that ALL the funds raised by children go directly to sending vulnerable children supported by FACS Niagara to summer camps; AND
- WHEREAS** by instilling the values of community, generosity and goodwill in the next generation, *Mountainview Building Group* and other generous sponsors are helping build a brighter future for Niagara; AND
- WHEREAS** **The City of Port Colborne** commends the hundreds of young children for their philanthropy and hard work, generosity, goodwill, and for making our community a much better place to live.
- THEREFORE, BE IT RESOLVED** THAT the Council of the **City of Port Colborne** hereby encourages children of the **City of Port Colborne** to participate in the annual *Mountainview LemonAID Day*; AND Encourages all citizens of the **City of Port Colborne** to support these children in their efforts by generously donating in person or online to the *Mountainview LemonAID Day* stands, AND help send 450 children from Niagara Peninsula to experience summer camp in 2023; AND **THAT the Council of the City of Port Colborne hereby proclaims Saturday, June 10th as *Mountainview LemonAID Day for FACS Niagara* in the City of Port Colborne**

Dated this 9th day of May, 2023

Mayor Bill Steele
City of Port Colborne





PORT COLBORNE



May 9, 2023

Moved by Councillor
Seconded by Councillor

WHEREAS *Family and Children's Services (FACS) Niagara* has been dedicated to protecting and supporting children and improving the lives of vulnerable children, youth, and families across the Niagara Peninsula since 1898; and

WHEREAS *Mountainview Building Group* and other generous sponsors are supporting *FACS Niagara Foundation* in these efforts by encouraging children and families to give back to their community by registering online and setting up lemonade stands across the **City of Port Colborne** and the Niagara Peninsula on Saturday, June 10th; and

WHEREAS *Mountainview Building Group* and other great community sponsors have generously provided 100 LemonAID Day Kits, so every family and child have the resources needed to successfully participate, and so that ALL the funds raised by children go directly to sending vulnerable children supported by FACS Niagara to summer camps; and

WHEREAS by instilling the values of community, generosity and goodwill in the next generation, *Mountainview Building Group* and other generous sponsors are helping build a brighter future for Niagara; and

WHEREAS The City of Port Colborne commends the hundreds of young children for their philanthropy and hard work, generosity, goodwill, and for making our community a much better place to live; and

NOW THEREFORE I Mayor, William C. Steele do hereby proclaim Saturday, June 10th as "**Mountainview LemonAID Day**" for FACS Niagara in the City of Port Colborne; and

THAT The Council of the City of Port Colborne hereby encourages children of the City of Port Colborne to participate in the annual Mountainview LemonAID Day;

AND FURTHER I encourage all citizens of the City of Port Colborne to support these children in their efforts by generously donating in person or online to the Mountainview LemonAID Day stands and help send 450 children from the Niagara Peninsula to experience summer camp in 2023.

William C. Steele
Mayor



PORT COLBORNE

May 9, 2023

Moved by Councillor
Seconded by Councillor

WHEREAS the 700+ museums, art galleries, and heritage sites across Ontario are key assets to education, employment, economic development, tourism, culture, and equity; and

WHEREAS museums support the ability of Ontario municipalities to attract skilled workers in all sectors, including a workforce of museum professionals and volunteers; and

WHEREAS this month provides an opportunity to recognize the vital role museums play in helping to achieve recovery and rebuilding across Ontario. Museums are local tourism assets, which welcome visitors in every community across the province; and

WHEREAS these museums are community hubs, providing access to the benefits of culture, heritage, and local vitality. As trusted public institutions, museums are valuable resources for education and learning; and

WHEREAS May 18th, 2023 is International Museum Day to highlight museums as key contributors to the wellbeing and to the sustainable development of our communities, making them vibrant and vital places to live, work, visit and invest.

NOW THEREFORE, I, Mayor, William C. Steele, do hereby proclaim May 2023 as “**May is Museum Month**” in Port Colborne and encourage all residents and tourists to visit our local museums in May.

William C. Steele
Mayor



City of Port Colborne
Public 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: 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 at 6:31 p.m.

2. Adoption of Agenda

Moved By Councillor R. Bodner
Seconded By Councillor T. Hoyle

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

Carried

3. Disclosures of Interest

There were no disclosures of interest at this time.

4. Statutory Public Meetings

4.1 Public Meeting Report for Proposed Zoning By-law Amendment D14-01-23, 2023-71

PURPOSE OF MEETING

The purpose of this meeting, pursuant to section 34 of the Planning Act, is to consider a Zoning By-law Amendment application submitted by the applicant Susan Smyth of The Quartek Group on behalf of the Talia Dosa, Tisiana Recine, Salvatore (Bruno) Carrera for the lands known as Concession 2 Part of Lot 25, on the south side of Chippawa Road, formerly in the Township of Humberstone, now in the City of Port Colborne, within the Regional Municipality of Niagara.

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).

METHOD OF NOTICE

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

Notice of Public Meeting was circulated on March 22, 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 Drainage Superintendent had objection to the proposed application at this time.

Canadian Niagara Power had no objection to the proposed application but mentioned that hydro poles are located along Highway 140 and Chippawa Road.

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

Formalized fulsome comments from the Niagara Region, and Engineering staff are forthcoming and will be included in the future recommendation report.

QUESTIONS OF CLARIFICATION TO PLANNING STAFF/APPLICANT

Councillor Bagu asked whether the main access from Chippawa Road would be the only access to the property.

The applicant confirmed that the Chippawa Road access would be the sole access to the property, adding that they had explored adding an emergency access via Berkley Avenue, but they determined that the secondary access was not necessary due to the sprinklers and fire hydrants located on the property.

Councillor Bruno asked whether the condominium corporation would be responsible for maintaining the private roads and servicing in the proposed development.

The applicant confirmed that the condominium corporation would be responsible for long-term maintenance of the private roads and servicing of the development.

Councillor Beauregard noted that bedrock is presently close to the top layer of soil, which often poses challenges with respect to grading and servicing, then asked if there are any preliminary designs which address these challenges.

The applicant stated that their conceptual designs can be found in the Functional Servicing Report which were submitted as part of their application, then confirms that their geotechnical study found that sump pumps and weeping tiles were sufficient to address concerns regarding the depth of the bedrock.

Councillor Hoyle asked whether the applicant has considered adding any additional green space.

The applicant confirmed that there will be green space with seating available, depicted in the proposed site plan as the white spaces between dwellings. Though these will not likely include parkettes, options such as a walking trail near the stormwater management pond will be explored during the site plan phase.

Councillor Elliott asked what the current required lot frontage is for the proposed lots, and whether there is a request to reduce this lot frontage requirement.

The applicant confirmed the lot frontage requirements and that there is no request to reduce the lot frontages.

Councillor Bruno asked whether the queueing of traffic towards Highway 140 and the potential blockage of the exit was considered.

The applicant stated that their transportation and traffic consultant will need to be consulted to confirm whether queueing traffic and blocking of the exit were considered.

Councillor Beauregard noted residents' concerns regarding Pit 1 of the quarry, asking whether the Ministry had been circulated on the potential development.

Mr. Roome stated that no formal comments have been received from the Ministry at this time, however those comments will be included in the recommendation report.

Councillor Beauregard asked whether a landscape berm or a more aesthetically pleasing buffer could be used to help with noise impact, instead of the proposed fence.

The applicant confirms that acoustic fencing and additional landscaping could be considered to provide a more aesthetically pleasing way to reduce noise impact, noting that the 14m separation from Highway 140 required by the Ministry of Transportation would need to be accounted for in these discussions.

Moved By Councillor E. Beauregard
Seconded By Councillor T. Hoyle

That Development and Legislative Services Department Report 2023-71 be received for information.

Carried

a. Delegation from Harry Wells, resident

Expressed concern regarding the land use compatibility and proximity of the quarry and the proposed development, the use of a fence as a buffer between the quarry and proposed development, and the lack of rehabilitation at Pit 1 within the quarry, then noted his belief that the proposed development conflicts with the Strategic Plan, and that Pit 1 of the quarry should be rehabilitated before approving the development.

b. Delegation from Melissa Bigford, resident

Expressed concern regarding the reduced setback from Highway 140, and the road allowance width, traffic, speeding, car accidents, proposed left-hand turning lanes, ingress/egress of emergency vehicles, and pedestrian safety near/on Chippawa Road, noting that more recent traffic reports indicate that local traffic has increased from the time of the traffic study that was submitted as part of the application and that the submitted traffic study did not account for the increase in traffic from summer tourism. Further concerns were expressed regarding not installing monitoring wells if basements are proposed to be constructed, adding that the development would be at risk of hitting bedrock and thus require blasting, which would cause noise and vibration for neighbouring properties—and, should fill be required, the fill may not be clean and may lead to grading issues. Concern was also expressed regarding whether existing water and wastewater networks would be able to handle the proposed development, and whether the stormwater management pond would sufficiently service the development.

c. Delegation from Donna Norman, resident

Expressed concern regarding traffic and pedestrian safety due to speeding on Chippawa Road and the lack of parkland in the proposed development, adding that most green space in the proposed development would be private yards, which she believes would not qualify the development as a sufficient area to raise a family in.

d. Delegation from Roseann Shields, resident

Expressed concern regarding the traffic report being based on a simulation without measuring actual traffic on Chippawa Road, dangerous driving along Chippawa Road, the increased traffic, the queuing of traffic at the stop sign on Chippawa Road, the proximity of bedrock to the surface as indicated in the geotechnical report, the construction process potentially causing poorer drainage and property damage, and the impact of blasting bedrock on neighbouring residents.

e. Delegation from Chris McLain, resident

Expressed concern regarding the lack of monitoring wells installed, the lack of rock pouring done, potential flooding and water issues in

the area, a raised water table leading to flooding and drainage issues for surrounding properties, the stormwater management plan, and the increased traffic which may result from the proposed development.

- f. **Written Delegation material from Thijs Dekker, resident**
- g. **Written Delegation material from a resident**
- h. **Written Delegation material from Chris MacLean**

5. Procedural Motions

Nil.

6. Information Items

Nil.

7. Adjournment

Mayor Steele adjourned the meeting at approximately 7:42 p.m.

William C. Steele, Mayor

Charlotte Madden, Acting City Clerk



**City of Port Colborne
Council Meeting Minutes**

Date: Tuesday, April 25, 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
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Member(s) Absent: R. Bodner, Councillor

Staff Present: C. Madden, Acting City Clerk
B. Boles, Acting Chief Administrative Officer and Director of Corporate Services/Treasurer
S. Lawson, Fire Chief
S. Tufail, Acting Deputy Clerk (minutes)
J. Colasurdo, Acting Director of Public Works

1. Call to Order

Mayor Steele called the meeting to order at 6:30 p.m.

2. National Anthem

3. Land Acknowledgment

4. Proclamations

4.1 Operation Smile Canada - Longest Day of SMILES, June 19, 2023

Gino Spada, Operation Smile Canada Ambassador, provided a presentation to Council with information regarding the Longest Day of Smiles.

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

That June 19, 2023 be proclaimed as "Operation Smile Canada - Longest Day of Smiles" in the City of Port Colborne.

Carried

4.2 Doctors' Day, May 1, 2023

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

That May 01, 2023 be proclaimed as "Doctor's Day" in the City of Port Colborne.

Carried

5. Adoption of Agenda

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

That the agenda dated April 25, 2023 be confirmed, as circulated.

Carried

6. Disclosures of Interest

6.1 Councillor E. Beauregard - Memorandum from Councillor Aquilina - Motion Regarding Sherkston Shores Resort (Sun Communities) Restoration of Access to Residents of LOS 1R0

The Councillor declared an indirect pecuniary interest as the owners of Sherkston Shores Resort are clients of his employer.

7. Approval of Minutes

Moved by Councillor D. Elliott
Seconded by Councillor E. Beauregard

- a. That the minutes of the Special Council Meeting (Closed Session) held on April 04, 2023, be approved as circulated.
- b. That the minutes of the Public Meeting held on April 04, 2023, be approved as circulated.
- c. That the minutes of the Regular Meeting of Council held on April 11, 2023, be approved as circulated.

Carried

7.1 Special Council Meeting (Closed Session)-April 4, 2023

7.2 Public Meeting - April 04, 2023

7.3 Regular Meeting of Council-April 11, 2023

8. Staff Reports

9. Correspondence Items

Moved by Councillor M. Aquilina

Seconded by Councillor T. Hoyle

That items 9.1 and 9.2 be received for information.

Carried

9.1 City of Stratford - Use of Long-Term Care Funding to Support Community Care Services

9.2 Northumberland County Support for Association of Municipalities of Ontario's (AMO) Call to Action on Housing and Homelessness

10. Presentations

10.1 City of Port Colborne Corporate Services Department Update

The City of Port Colborne's Corporate Services Department staff provided a presentation and responded to questions received from Council.

10.2 Bryan Boles, Director of Corporate Services/Treasurer - Nickel Beach Update

Bryan Boles, Director of Corporate Services/Treasurer, provided a presentation regarding a Nickel Beach Update and responded to questions received from Council.

11. Delegations

12. Mayor's Report

A copy of the Mayor's Report is attached.

13. Regional Councillor's Report

Regional Councillor Davies provided an update to City Council.

14. Staff Remarks

14.1 Annual Earth Day Tree Giveaway (Colasurdo)

The Acting 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, 400 trees were given out to Port Colborne residents on Friday, April 21, 2023. He further expressed gratitude towards staff for their contributions towards a successful event.

14.2 Vale Health and Wellness Centre-Rehabilitation Project (Colasurdo)

The Acting Director of Public Works informed Council that the Vale Health and Wellness Centre Rehabilitation Project will begin on Monday May 1, 2023 and as a result the YMCA workout room will be closed from May 1-5 for all operating hours while the contractor completes repairs.

14.3 Vale Health and Wellness Centre Cooling Towers (Colasurdo)

The Acting Director of Public Works informed Council that the cooling towers for the Vale Health and Wellness Centre will be arriving in the near future and are scheduled to be installed by mid May.

14.4 H.H. Knoll Lakeview Park-Pedestrian Bridge (Colasurdo)

The Acting Director of Public Works informed Council that the repair design work for the pedestrian bridge at H.H. Knoll Lakeview Park has been completed and staff are currently awaiting quotations from qualified contractors to complete the work prior to May 24, 2023.

14.5 H.H. Knoll Lakeview Park-Concrete Speed Cushion (Colasurdo)

The Acting Director of Public Works informed Council that the entrance to H.H. Knoll Lakeview Park from Elm Street is closed due to the installation of a concrete speed cushion.

14.6 Fishing in Port Colborne-Open House (Higginbotham)

The Tourism Coordinator advised Council that the open house held on April 05, 2023 at the L.R. Wilson Heritage Research Archives Centre regarding the expansion of fishing opportunities in Port Colborne was well-attended and the feedback received will be incorporated in future workplans.

14.7 2023 Cruise Season (Higginbotham)

The Tourism Coordinator advised Council that the first cruise ship, Octantis-Viking Expeditions, will be arriving on April 29, 2023. He further stated that more details regarding the cruise ship initiative are available on the City's website.

14.8 Lockview Park (Long)

The Manager of Strategic Initiatives informed Council that the ownership issues are being addressed prior to the redevelopment of Lockview Park. He further stated any future redevelopment will include community engagement and a status report will be brought forward at a future Council meeting.

15. Councillors' Remarks

15.1 Port Colborne Public Library Sign (Danch)

In response to Councillor Danch's request for the Public Library sign to be repaired, the Acting Director of Public Works confirmed that he would investigate.

15.2 Fence off of King Street (Danch)

In response to Councillor Danch's concern regarding a broken fence along the Friendship trail between King Street and H.H. Knoll Lakeview Park, the Acting Director of Public Works confirmed he would investigate this issue.

15.3 Lock 8 Gateway Park-Pavilion (Danch)

In response to Councillor Danch's request for an update, the Acting Director of Public Works advised that the building condition assessment revealed that the pavilion at the Lock 8 Gateway Park was unsafe and as a result, was fenced off. He further advised that possible solutions are being explored in regards to the repairs.

15.4 Algoport Skate Park (Danch)

In response to Councillor Danch's request for maintenance to be conducted at the Algoport Skate Park, the Acting Director of Public Works confirmed that he would investigate.

15.5 Thank you (Bruno)

Councillor Bruno expressed appreciation towards Public Works staff for completing ditching and storm-sewer work at Merritt Parkway and Coronation Drive.

15.6 Meadow Heights Subdivision Construction (Bruno)

In response to Councillor Bruno's request for a clean up of the hillside entrance within the Meadow Heights subdivision construction site, the Acting Director of Public Works confirmed that he would investigate.

15.7 Noise Complaint (Bruno)

Councillor Bruno advised that there have been complaints of loud music within construction areas. The Fire Chief confirmed that he would investigate.

15.8 Neff Street (Bruno)

In response to Councillor Bruno's inquiry, the Manager of Water/Wastewater confirmed that there were no reports of leaks or breaks during the replacement and installation of the waterline along Neff Street.

15.9 Speed Radar Signs on Elm Street and Victoria Street (Bagu)

Councillor Bagu expressed appreciation towards Public Works staff for installing speed radar signs on Elm Street and Victoria Street.

15.10 Grass Cutting (Bagu)

Councillor Bagu expressed appreciation towards staff for cutting grass within public parks.

15.11 Speed Cushions on Marina Drive (Bagu)

In response to Councillor Bagu's requests for installation of speed cushions on Marina Drive, the Acting Director of Public Works confirmed that he would investigate.

15.12 Association of Municipalities of Ontario-Asset Management Event (Aquilina)

Councillor Aquilina informed Council that she attended an asset management event on April 24, 2023 that was hosted by the Association of Municipalities of Ontario (AMO). Councillor Aquilina further stated that she received an informative document which will be shared with Council to encourage conversation regarding asset management.

15.13 Bethel Community Centre-Happy Hearts Daycare & Forest School (Aquilina)

Councillor Aquilina provided details regarding the Bob Ross painting and dog training courses offered by Happy Hearts Daycare & Forest School at the Bethel Community Centre.

15.14 Sherkston Community Centre (Aquilina)

Councillor Aquilina provided details regarding the Yard and Bake Sale event hosted by the Sherkston Community Centre on Saturday, April 29, 2023.

15.15 Garbage Receptacles (Aquilina)

In response to Councillor Aquilina's inquiry regarding the garbage receptacles at Vimy Road and Cedar Bay Road, the Acting Director of Public Works confirmed that he would investigate and provide an explanation to the residents within the area.

16. Consideration of Items Requiring Separate Discussion

16.1 Electric Vehicle Charging Station – Installation for Public Use, 2023-78

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

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.

Carried

16.2 Communities in Bloom, 2023-74

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

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.

Carried

16.3 Disaster Mitigation and Adaptation Fund – Application to Improve the Resiliency of the City's Storm Sewer System to Seiche Flooding, 2023-39

The Acting Director of Public Works, the Manager of Water/Wastewater and the Director of Corporate Services/Treasurer provided a presentation and responded to questions received from Council.

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

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.

Carried

17. Motions

17.1 Memorandum from Councillor Aquilina - Motion Regarding Sherkston Shores Resort (Sun Communities) Restoration of Access to Residents of LOS 1R0

Councillor E. Beauregard declared a conflict on this item. (The Councillor declared an indirect pecuniary interest as the owners of Sherkston Shores Resort are clients of his employer.)

Moved by Councillor M. Aquilina
Seconded by Councillor D. Elliott

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.

Carried

18. Notice of Motions

19. Minutes of Boards & Committees

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

That items 19.1 and 19.2 be approved, as presented.

Carried

19.1 Port Colborne Public Library Board Minutes - March 1, 2023

19.2 Port Colborne Historical & Marine Museum Board of Management Minutes - March 21, 2023

20. By-laws

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

That item 20.1 be enacted and passed.

Carried

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

21. Confidential Items

Moved by Councillor T. Hoyle
Seconded by Councillor F. Danch

That Council do now proceed into closed session in order to address items 21.1 to 21.5.

Carried

- 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**

22. Procedural Motions

Moved by Councillor T. Hoyle
Seconded by Councillor F. Danch

That the rules of procedure set out in Section 20.1 of the Procedural By-law be waived to allow the meeting to extend past 11 p.m.

Carried

23. Information items

24. Adjournment

Council moved into Closed Session at approximately 11:03 p.m.

Council reconvened into Open Session at approximately 11:39 p.m.

Mayor Steele adjourned the meeting at approximately 11:40 p.m.

William C. Steele, Mayor

Charlotte Madden, Acting City Clerk



PORT COLBORNE

Mayor's Report

APRIL 25, 2023

BRANCH COLLECTION TIME

Bundle up those branches. Starting Monday, and every week in May, the Region will take your branches away during the annual Spring Clean-up. Please tie them, with string or twine, in bundles no longer than five feet, and no wider than a foot and a half. And no heavier than 50 pounds per bundle. Branches cannot be any bigger than two-and-a-half inches in diameter. Stumps, large branches, and tree trucks are not collected. You can take those to the landfill, any time of year, at no charge.

SMILE COOKIE PROCEEDS TO MEALS ON WHEELS

Like many local volunteers, the Fire Chief and I will be on duty at Tim Horton's next week to decorate Smile Cookies, the annual fundraiser for local charities. This year, all proceeds from the Smile Cookie program will go to Meals on Wheels Port Colborne Wainfleet. Jessica and her Meals on Wheels team are really excited about the event and have recruited volunteers for three shifts a day May 1 to 7. It is a huge event, and so important. Thanks to Tim Hortons for the generosity and community spirit.

VOLUNTEER APPRECIATION

Speaking of community spirit, tomorrow evening is our annual Volunteer Appreciation banquet in the Italian Hall. Council and staff look forward to this event every year, when we salute the volunteers who help at all city events and serve on city committees and boards. We cannot emphasize enough the importance and impact of volunteers, without whom so many things would just not happen. Our roster of volunteers grows each year, which shows how much we love Port Colborne, and how much pride we take in contributing to the greater good of our city.

WELCOME SUMMER STUDENTS

A new roster of summer students starts Monday, May 1. Almost every department in the city will see young eager faces, ready for the challenges of the months ahead. They'll be working to save toward their education, and to gain valuable experience in a variety of fields to prepare them for their lives ahead. Welcome aboard, all of you. Good to have you on the team.

**City of Port Colborne
Council Meeting Minutes**

Date: Tuesday, May 2, 2023
Time: 6:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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

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

Staff Present: A. LaPointe, Director of Development & Legislative Services/City Clerk
B. Boles, Director of Corporate Services/Treasurer
S. Luey, Chief Administrative Officer
J. Peazel-Graham, Manager of Communications
S. Shypowskyj, Director of Public Works
G. Long, Manager of Strategic Initiatives
S. Therrien, Director of Library Services
S. Powell Baswick, Director of Museum and Culture

1. Call to Order

Deputy Mayor Bagu called the meeting to order 6:18 p.m.

2. Adoption of Agenda

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

That the agenda dated May 2, 2023 be confirmed, as circulated.

Carried

3. Confidential Items

Moved by Councillor R. Bodner
Seconded by Councillor T. Hoyle

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

Carried

3.1 Council Orientation, Education and Training Session

4. Adjournment

Council moved into Closed Session at 6:19 p.m.
Council reconvened into Open Session at 8:39 p.m.
Deputy Mayor Bagu adjourned the meeting at 8:40 p.m.

Mark Bagu, Deputy Mayor

Amber LaPointe, City Clerk



Subject: 2022 Year End Surplus and Project Close Out

To: Council

From: Corporate Services Department

Report Number: 2023-73

Meeting Date: April 25, 2023

Recommendation:

That Corporate Services Department Report 2023-73 be received; and

That the year-end levy surplus be transferred to the City's Infrastructure Reserve; and

That the capital and related project and reserve balances of Appendices E, F, and G of Corporate Services Department Report 2023-73 be approved.

Purpose:

This report highlights the funding budget to actual results, provides recommendations pertaining to surplus, capital and related project closeouts and reserve activity for 2022.

Background:

This report provides the year-end unaudited actuals for the year ended December 31, 2022. At the time of writing this report, the City's auditors are conducting the annual audit. It is anticipated that the Audited Financial Statements will be available by the second Council meeting in June.

Financial Services identifies this report contains certain forward-looking information. In preparing this report, certain assumptions and estimates were necessary. These estimates are based on information available to management at the time of preparing this report. Council and other users are cautioned that actual results may vary.

Financial Services reminds Council and users of this report that it is based on fund accounting that follows the cashflow of the budget. For greater clarity, this report is not prepared in accordance with full Canadian public sector accounting standards in the same manner as the audited financial statements that follow accrual accounting. For

example, this report reflects capital purchases as cash outlays instead of capitalizing them on the balance sheet and amortizing them over their useful life. As a reminder, fund accounting is utilized by all municipalities as a mechanism to develop budgets and track cashflow. While accrual accounting can provide for a longer-term picture of an organization by capitalizing assets and recording long-term liabilities such as employee future benefits, fund accounting helps the municipality ensure funding is available in the immediate term to cover current obligations.

A presentation of the City's financial results has been prepared and will be presented at Council. The presentation is attached as Appendix A.

While high-level comments to the year-end financial results have been provided in the report, Financial Services encourages Council members to reach out to staff for further discussion.

Discussion:

For the fiscal year ended December 31, 2022, the City experienced a Levy surplus of \$212,570 as identified below:

Levy	Actual	Budget	Net
Revenue	37,783,399	31,102,429	6,680,970
Personnel Expense	(16,285,733)	(16,160,150)	(125,583)
Operating Expense	(14,493,279)	(13,565,968)	(927,311)
Surplus before Transfers	7,004,387	1,376,311	5,628,076
Transfer (to)/from Capital	(10,550,683)	(3,932,143)	(6,618,540)
Transfer (to)/from Reserves	342,854	450	342,404
Transfer (to)/from Funds	3,416,012	2,555,382	860,630
Surplus/(Deficit)	212,570	-	212,570
Recommended Transfers	(212,570)		(212,570)
Surplus/(Deficit)	-	-	-

The summarized chart above identifies that the City realized revenue amounts significantly greater than budgeted.

The primary revenue driver was the successful application and award of numerous grants, many of them capital in nature, that arose after the 2022 budget approval, investment income, as well as a contractual settlement related to a previous land sale. In this respect, the increase in revenue was the primary driver of the corresponding increase in funds transferred to capital funds and reserves. Staff highlight these revenue and transfers to capital and reserve funds should not be considered structural in the budget process. **Slide 7 of Appendix A** highlights in greater detail salient budget to actual differences related to revenue.

Personnel expenses ended the year 0.8% over budget and operating expenses were 6.8% over budget. The variance in operating expenses were primarily driven by legal costs related to the contractual settlement of previous land sale, additional consulting costs to support the Planning and Building departments as well as Nickel Beach, property tax reassessments, as well as costs associated with the municipal election, physician recruitment, and community improvement plan programs. These additional expenses were offset by savings in utilities related to the Vale Health and Wellness Centre as well as savings in staff training and development. **Slide 8 of Appendix A** highlights in greater detail salient budget to actual differences related to operating expenses.

The variance in reserve transfers of \$342,404 is made up of both in-year Council approved transfers from reserves as well as transfers to reserve in accordance with the City's Reserve and Reserve Fund Policy. **Slide 9 of Appendix A** highlights salient budget to actual differences related to reserves.

The Transfer from Funds amount relates to transfers from the rate budgets of water, wastewater, and storm sewer. This relates to changes in overhead charges between the Levy and Rate budgets noted in the trimester 2 report and budgeted on a go forward basis in the 2023 budget.

Summary comments related to self-sustaining entities can be found on **Slide 10 of Appendix A**.

For greater detail at an account level Staff encourage Council members and readers to review **Appendix B and C**.

For the fiscal year ended December 31, 2022, the City experienced combined Rate surpluses of \$348,303. This surplus can be seen as the change in reserve transfers as identified below:

Rate	Actual	Budget	Net
Revenue	13,128,065	13,101,067	26,998
Personnel Expense	(1,082,704)	(1,248,700)	165,996
Operating Expense	(7,013,186)	(8,062,655)	1,049,469
Surplus before Transfers	5,032,175	3,789,712	1,242,463
Transfer (to)/from Reserves	(1,552,633)	(1,204,330)	(348,303)
Transfer (to)/from Funds	(3,479,542)	(2,585,382)	(894,160)
Surplus/(Deficit)	-	-	-

The summary chart above identifies that operating expenses were less than budgeted. Operating expenses were less than budget primarily because of improved water loss and inflow and infiltration which, at the time of writing this report, is most likely the result of lower lake levels. These occurrences resulted in Niagara Region wastewater charges being \$711,812 less than budget. At the time of writing this report staff identify water

levels have risen and this savings may reverse in 2023. **Slide 11 and 12 of the Appendix A** highlights in greater detail salient budget to actual differences related to the rate budgets.

For greater detail at an account level Staff encourage Council and readers to review **Appendix D**.

Included in the Levy figures above are the following salient COVID-19 financial pressures with a three-year view:

Positive Financial Impact	2020	2021	2022	Total
Vale Health and Wellness Centre reduced Utility Costs	198,000	378,600	-	576,600
COVID-19 Funding	622,700	666,600	9,100	1,298,400
Programs, Grants and Activities	476,100	203,000	79,700	758,800
Total - Positive Financial Impacts	1,296,800	1,248,200	88,800	2,633,800
Additional Costs				
Personnel Expenses*	694,200	397,200	74,700	1,166,100
Information Technology	103,300	24,700	47,600	175,600
Material, Contract Costs	151,400	107,300	268,800	527,500
Vale Health and Wellness Centre Lost Revenue, Net YMCA costs	290,000	298,600	-	588,600
Total - Additional Costs	1,238,900	827,800	391,100	2,457,800
Net Levy Impact Before SSE Impact	57,900	420,400	(302,300)	176,000
Less: Sugarloaf Marina Impact (funded through Marina reserve)	232,800			232,800
Net Impact	(174,900)	420,400	(302,300)	(56,800)
Less: Sugarloaf Marina Impact 2020 Reimbursement		125,000		125,000
Remaining Grant Funding Available/(Net Impact of COVID-19)		295,400		(181,800)

The “Net Impact” line represents the net cost of COVID-19 represented by grants and savings less costs to date. At the end of 2022 the grant funding received has been fully spent. Going forward the City will no longer be tracking costs associated with COVID-19.

This report contains a summary of Capital and Related Projects recommended for closeout and still on-going in **Appendices E and F. Slide 13 and 14 of Appendix A** highlight that, as of 2022, 90 approved capital and related projects remain open. Staff completed 67 projects and closed out/transferred 32 projects and in doing so made \$2,519,142 available for 2023 budgeted capital projects. The dollar figure associated with the 90 remaining projects is \$18,132,215. The three largest projects are Vale Health and Wellness Centre Roof Repair, Fleet Replacement, and the Watermain Replacement and Looping project. An update on 2023 activity will be provided with the first trimester reporting that will be prepared for the period ending April 30, 2023. Financial Services is planning to present this update at the June 13 Council meeting.

In **Appendix G**, Financial Services has summarized reserve activity and identified the approved reserve targets and/or progress or steps required to establish a final target.

The completion of the Infrastructure Needs Study will help establish targets for many of the reserves still requiring targets.

Council and users of this report will also find **Appendix H – Investments** and **Appendix I – Debt Management** that highlight the City’s investment returns and debt management along with related compliance with approved policies.

Financial Services identifies there is no new debt approved or forecasted at this time. As forecasted in **Appendix I** the City’s borrowing capacity as defined by the annual repayment limit (ARL) is forecasted to expand over time and is forecasted at 5.9% in 2023 on an in-year basis, it remains well below the City’s self-imposed limit of 15% and the Province of Ontario maximum of 25%.

Internal Consultations:

Financial Services would like to thank all departments for their assistance and cooperation.

Financial Implications:

This report recommends allocating the year-end levy surplus to the City’s Infrastructure Reserve.

The capital and related project and reserve balances are presented in **Appendices E, F, and G** following City policies and practices, including that of the Reserve Policy. One area requiring additional disclosure is that of the encumbrance reserve which is a reserve utilized when there is no other reserve but funds have been budgeted in one year and/or are needed or required to be carried forward to the following year. The encumbrance reserve is made up of the following:

Encumbrance Reserve	Opening Balance	In-Year Transfers	Ending Balance
Cannabis Grant	34,548		34,548
Cannabis Strategy	30,000		30,000
HH Knoll Washroom	21,878	(21,878)	-
Physician Recruitment	110,900	(108,848)	2,052
Purchasing staff payroll	92,600	(92,600)	-
Smoke Alarm Program	5,437		5,437
Total	295,363	(223,326)	72,037

The majority of the balance relates to Cannabis Grant and Cannabis Strategy. The funding for Cannabis Grant came from unspent grant funds in 2019. The funding for the Cannabis Strategy was approved by Council previously in 2020

Public Engagement:

The City's Budget and Financial Reporting can be found at:

<https://www.portcolborne.ca/en/city-hall/budget-and-financial-reporting.aspx>

Strategic Plan Alignment:

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

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

Conclusion:

That the recommendations contained in this report be approved.

Appendices:

- a. Appendix A – 2022 Year End Financial Presentation
- b. Appendix B – 2022 Year End Levy Summary
- c. Appendix C – 2022 Year End Levy Department and Division Summaries
- d. Appendix D – 2022 Year End Rate Summary and Department Detail
- e. Appendix E – Capital and Related Projects Summary
- f. Appendix F – Capital and Related Project Holding Accounts
- g. Appendix G – Reserves
- h. Appendix H – Investments
- i. Appendix I – Debt Management

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director of Corporate Services / Treasurer
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Manager, Financial Services
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Report Approval:

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

2022 Year End Financial Presentation

May 9, 2023



Agenda

- Recommendation
- Vision/Mission/Values
- Strategic Pillars
- COVID-19
- Levy
- Self-Sustaining Entities
- Rate
- Capital and Related Projects
- Debt Management
- Thank You
- Recommendation



In preparing this presentation, certain assumptions and estimates are necessary. They are based on information available to staff at the time. Actual results will vary although as regulated through the Municipal Act, a balanced budget is required.

Recommendation

That Corporate Service Department, Financial Services Division, Report No. 2023-71 Subject: 2022 Year End Surplus and Deficit Report, **BE RECEIVED**; and

That the year end levy surplus be transferred to the City's Infrastructure reserve; and

That the capital and related project and reserve balances of Appendices E, F and G of Corporate Service Department Report 2023-71 **BE APPROVED**.



Vision/Mission/Values



Vision Statement:

A vision statement expresses an organization's desires for the future. This is our vision statement:

A vibrant waterfront community embracing growth for future generations

Mission Statement:

A mission statement expresses the immediate goals of an organization, clearly and concisely. This is our mission statement:

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

Corporate Values:

Corporate Values are guiding principles and beliefs supported by everyone in an organization so that they can work toward common goals in a cohesive and positive way. These are our corporate values:

Integrity – we interact with others ethically and honourably **Respect** – we treat each other with empathy and understanding **Inclusion** – we welcome everyone **Responsibility** – we make tomorrow better **Collaboration** – we are better together

Strategic Pillars

Community Pillars

These pillars are areas that directly benefit our residents, businesses, and visitors.

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

Corporate Pillars

These pillars are the day-to-day practices, processes, and governance that Council and staff are focused on to ensure maximum value and benefit for our residents.

1. **Value: Financial Management to Achieve Financial Sustainability**
2. **People: Supporting and Investing in Human Capital**
3. **Governance: Communications, Engagement, and Decision-Making**



COVID-19



Positive Financial Impact	2020	2021	2022	Total
Vale Health and Wellness Centre reduced Utility Costs	198,000	378,600	-	576,600
COVID-19 Funding	622,700	666,600	9,100	1,298,400
Programs, Grants and Activities	476,100	203,000	79,700	758,800
Total - Positive Financial Impacts	1,296,800	1,248,200	88,800	2,633,800
Additional Costs				
Personnel Expenses*	694,200	397,200	74,700	1,166,100
Information Technology	103,300	24,700	47,600	175,600
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Net Impact	(174,900)	420,400	(302,300)	56,800
Less: Sugarloaf Marina Impact 2020 Reimbursement		125,000		125,000
Remaining Grant Funding Available		295,400		(181,800)

Levy



Levy	Actual	Budget	Net
Revenue	37,783,399	31,102,429	6,680,970
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Operating Expense	(14,493,279)	(13,565,968)	(927,311)
Surplus before Transfers	7,004,387	1,376,311	5,628,076
Transfer (to)/from Capital	(10,550,683)	(3,932,143)	(6,618,540)
Transfer (to)/from Reserves	342,854	450	342,404
Transfer (to)/from Funds	3,416,012	2,555,382	860,630
Surplus/(Deficit)	212,570	-	212,570
Recommended Transfers	(212,570)		(212,570)
Surplus/(Deficit)	-	-	-

Salient revenue comments:

Grants

- ✓ Ontario Community Infrastructure Fund (OCIF) - \$482,048*
- ✓ Strategic Priorities Infrastructure Fund (SPIF) - \$827,712*
- ✓ Municipal Modernization Program Intake 3 - \$267,630*
- ✓ Reconnect Ontario 2022 \$115,218

Other

- ✓ Contractual settlement related to previous land sale - \$2,156,412
- ✓ Investment Income - \$468,041
- ✓ Vale Community Improvement Fund Donation - \$250,000
- ✓ Museum Donation \$150,000
- ✓ Penalties and Interest - \$94,573
- ✓ Supplemental Taxes - \$141,595
- ✓ Canal Days - \$232,887

Self Sustaining Entities

- ✓ Sugarloaf Marina - (\$171,599)
- ✓ Nickel Beach – (\$40,882)
- ✓ Building Department - \$93,850

* Part of the transfer (to)/from capital difference, remaining comes from reserves, see following slides.

Levy



Levy	Actual	Budget	Net
Revenue	37,783,399	31,102,429	6,680,970
Personnel Expense	(16,285,733)	(16,160,150)	(125,583)
Operating Expense	(14,493,279)	(13,565,968)	(927,311)
Surplus before Transfers	7,004,387	1,376,311	5,628,076
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Transfer (to)/from Reserves	342,854	450	342,404
Transfer (to)/from Funds	3,416,012	2,555,382	860,630
Surplus/(Deficit)	212,570	-	212,570
Recommended Transfers	(212,570)		(212,570)
Surplus/(Deficit)	-	-	-

Salient operating expense comments:

- ✓Legal - \$155,772 [Contractual settlement of previous land sale]
- ✓External Consultants - \$132,217 [Planning, Building, Beach]
- ✓Reassessments/Uncollectible Accounts - \$113,273
- ✓Grants and Sponsorship - \$126,230 [Physician, CIP, etc.]
- ✓Municipal Election - \$160,505
- ✓Canal Days - \$324,255
- ✓City Owned Properties Drainage Charges - \$53,723

- ✓Utilities - (\$394,623) [VHWC]
- ✓Staff Training and Development - (\$124,631)

Levy



Levy	Actual	Budget	Net
Revenue	37,783,399	31,102,429	6,680,970
Personnel Expense	(16,285,733)	(16,160,150)	(125,583)
Operating Expense	(14,493,279)	(13,565,968)	(927,311)
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Transfer (to)/from Reserves	342,854	450	342,404
Transfer (to)/from Funds	3,416,012	2,555,382	860,630
Surplus/(Deficit)	212,570	-	212,570
Recommended Transfers	(212,570)		(212,570)
Surplus/(Deficit)	-	-	-

Salient reserve comments:

- ✓ CAT Front Loader Purchase (\$240,000) [2022-86]
- ✓ Road Grader Purchase (\$274,752) [2022-157]
- ✓ WW Inflow and Infiltration Projects (\$561,900) [2022-88]

Reserve policy and practices

- ✓ Museum Bequest Donation \$150,555
- ✓ Eco Dev Reserve funded land sales related activities (\$292,508)
- ✓ Eco Dev Internal Financing for Industrial Land Purchase and Clearing (\$480,813)
- ✓ Future liabilities \$504,143
- ✓ Contractual settlement increased TCA Reserve \$2,000,000
- ✓ Storm Sewer Reserve increase \$440,348
- ✓ Water Reserve increase \$483,319
- ✓ Wastewater Reserve increase \$1,418,931
- ✓ Under/Over Reserve increase \$427,893

Self-Sustaining Entities



Net Individual Self-Sustaining Budget

SSE Department	Suplus/(Deficit)			Transfer to/(from) Reserve
	Actual	Budget	Variance (\$)	
Cemetery	-	-	-	-
Marina	(66,214)	-	(66,214)	(32,514)
Beach Operations	785	-	785	1,534
Building	11,590	-	11,590	11,590
Surplus/(Deficit) Subtotal	(53,840)	-	(53,840)	- 19,390

Reserve Balance and Forecast

Department	2022 Year End Balance	2023 Budget	2023 Forecast Balance
Cemetery	-	-	-
Marina	146,306	-	146,306
Marina - Internal Financing	(965,770)	100,000	(865,770)
Beach Operations	198,165	(18,957)	179,208
Building	226,240	(90,195)	136,045
Surplus/(Deficit) Subtotal	(395,059)	(9,152)	(404,211)

Salient comments:

- ✓ Cemetery operations continue to be subsidized by the Levy. Staff are finalizing a review of fees and future maintenance costs for Council's review at a future Council meeting.
- ✓ Sugarloaf Marina deficit the result of lower sales and higher than expected contract services expenses.
- ✓ Beach Operations surplus the result of managing costs in response to lower than expected sales.
- ✓ Building department surplus is not considered structural as it resulted from two larger projects.

Note: The reserve funding to cover the Marina deficit of \$66,214 is only \$32,514 because \$33,700 was budgeted to be transferred to the reserve.

Rate



Rate	Actual	Budget	Net
Revenue	13,128,065	13,101,067	26,998
Personnel Expense	(1,082,704)	(1,248,700)	165,996
Operating Expense	(7,013,186)	(8,062,655)	1,049,469
Surplus before Transfers	5,032,175	3,789,712	1,242,463
Transfer (to)/from Reserves	(1,552,633)	(1,204,330)	(348,303)
Transfer (to)/from Funds	(3,479,542)	(2,585,382)	(894,160)
Surplus/(Deficit)	-	-	-

Salient expense comments:

- ✓ Niagara Region waste water charges - (\$711,812)
- ✓ Niagara Region water charges - \$131,674
- ✓ Contracted services - (\$219,944)
- ✓ Repair and maintenance (\$64,018)
- ✓ External Consultants (\$54,537)

Salient transfer to/(from) reserves

- ✓ Waste Water - \$763,093 surplus
- ✓ Water - \$462,537 surplus
- ✓ Storm Sewer - \$327,002 surplus

Note: The transfer (to)/from funds increased as a result of the overhead charge changed between levy and rate noted in the trimester 2 report and budgeted on a go forward basis in the 2023 budget.



Rate

Net Individual Rate Budget

Department	Actual	Budget	Variance (\$)	Transfer to/(from) Reserve
Wastewater	349,902	-	349,902	763,093
Water	62,342	-	62,342	462,537
Storm Sewer	(63,941)	-	(63,941)	327,003
Surplus/(Deficit) Subtotal	348,303	-	348,303	1,552,633

Reserve Balance and Forecast

Department	2022 Year End Balance	2023 Budget	2023 Forecast Balance
Wastewater	2,479,933	(145,046)	2,334,887
Water	807,614	79,564	887,178
Storm Sewer	557,323	(414,507)	142,816
Surplus/(Deficit) Subtotal	3,844,870	(479,989)	3,364,881

Salient comments:

- ✓ Wastewater surplus was driven by a reduction in Niagara Region wastewater charges. The primary driver is anticipated to be lower lake levels and adverse weather events.
- ✓ Water surplus was driven by an all-round reduction in expenses offset by higher than budgeted Niagara Region water charges.
- ✓ Storm Sewer surplus is the result of lower than budgeted contract services and City-owned property tax expenditures offset by lower revenue resulting from the removal of properties from the Storm Sewer boundary as a result of changes to the Storm Sewer boundary towards the end of 2021.

Note: The difference between the variance column and the transfer to/(from) reserve column is the balance already budgeted to be transferred.

Capital and Related Projects



Department	Open Projects Prior to 2022	Projects Approved in 2022	Total Funding Available for 2022	Projects Spending	Projects Completed Surplus/(Deficit)	Projects Closedout/ Transferred	Remaining funds at the YE 2022
Global	850,000	1,495,500	2,345,500	(191,853)	-	750,000	1,403,647
CAO's office	393,475	240,792	634,267	(831,685)	(475,122)	-	277,704
Corporate Services	147,223	797,895	945,118	(475,339)	7,381	20,000	442,398
Community Safety	-	79,000	79,000	(44,686)	4,314	-	30,000
Legislative Services	56,500	445,000	501,500	(10,583)	(583)	296,500	195,000
Library	88,325	98,000	186,325	(124,155)	22,204	-	39,966
Museum + Roselawn	37,367	142,500	179,867	(84,430)	(11,355)	-	106,792
Self-sustained Entities	4,037	1,825,876	1,829,913	(1,146,374)	105,092	-	578,447
Public Works	4,226,150	9,068,366	13,294,516	(4,632,508)	330,257	379,159	7,952,592
Rates	-	8,539,200	8,539,200	(342,236)	1,295	1,090,000	7,105,669
Total	5,803,077	22,732,129	28,535,206	(7,883,849)	(16,517)	2,535,659	18,132,215

Capital and Related Projects



Department	Open Projects - Prior to 2022	Projects Approved in 2022	Total Open Projects for 2022	Projects Completed	Projects Closedout/ Transferred	Open Projects - At the end of 2022
Global	2	2	4	-	(1)	3
CAO's office	8	3	11	(8)	-	3
Corporate Services	4	10	14	(4)	(1)	9
Community Safety	-	3	3	(2)	-	1
Legislative Services	2	4	6	(1)	(2)	3
Library	2	8	10	(6)	-	4
Museum + Roselawn	3	5	8	(5)	-	3
Self-sustained Entities	2	15	17	(11)	-	6
Public Works	45	53	98	(29)	(26)	43
Rates	-	18	18	(1)	(2)	15
Total	68	121	189	(67)	(32)	90

Reserves



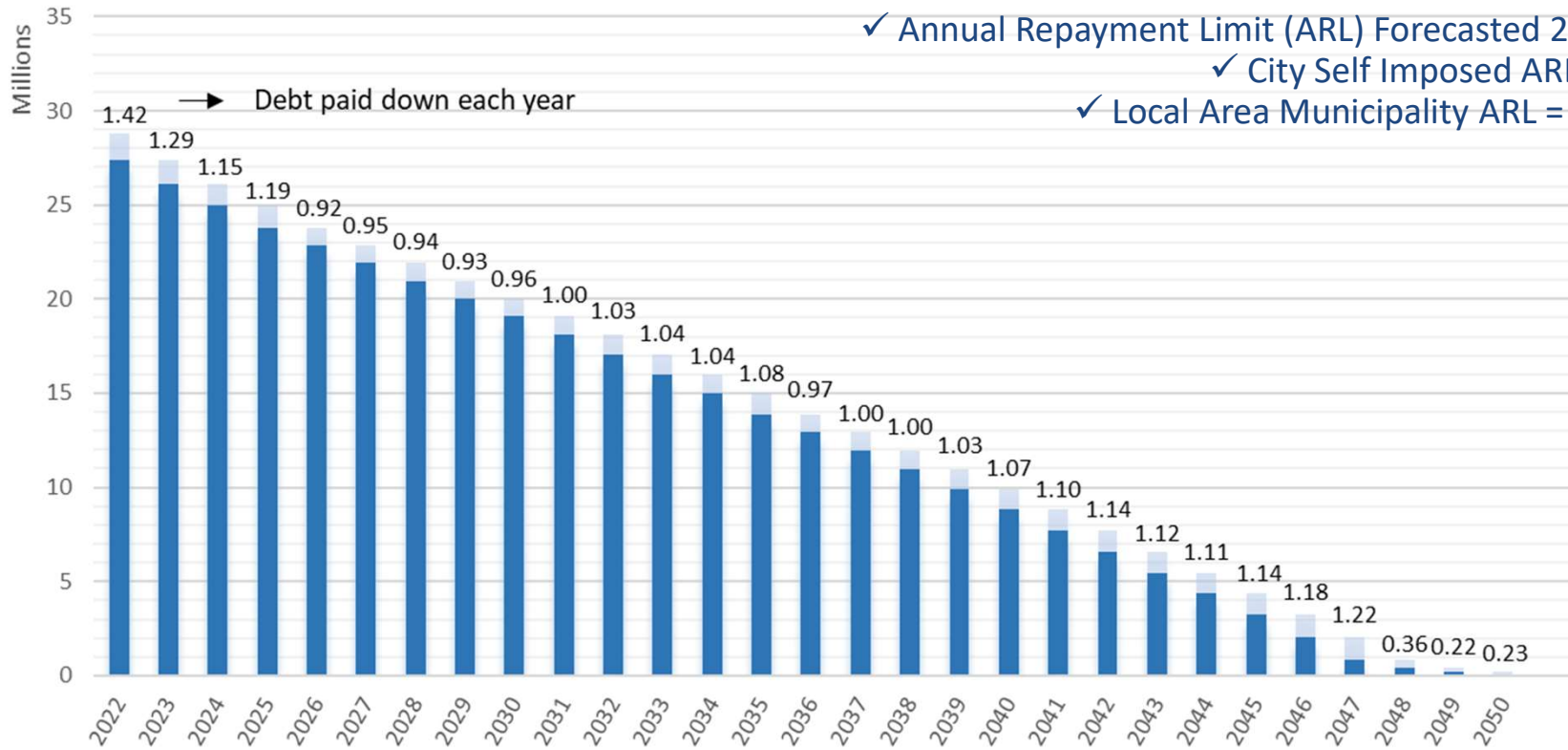
	2021 Year End Balance	2022 Approved Budget	2022 In-Year Approved Transfers	Interest Allocation	Reserve Balance Before Surplus Allocation	Year End Surplus Transfers to Approve	2022 Year-End Reserve Balance
Total Boards and Committees Reserves	452,287	(49,000)	145,825	-	549,112	-	549,112
Total Programs, Grants and Activities	1,395,991	(443,688)	(42,273)	-	910,030	-	910,030
Total Self Sustaining Entities	530,537	(1,031,310)	128,934	(23,220)	(395,059)	-	(395,059)
Total General Government	9,079,469	14,270	(356,868)	62,664	8,799,534	-	8,799,534
Total Capital	6,359,124	294,386	4,318,571	208,370	11,180,450	204,316	11,384,766
Total Reserves before WIP	17,817,408	(1,215,342)	4,194,188	247,814	21,044,068	204,316	21,248,383
Work-in-progress (WIP)	7,814,960	(7,814,960)	9,041,641		9,041,642		9,041,642
Library Work-in-progress (WIP)	8,959	(8,959)	62,170		62,170		62,170
Total Reserves	25,641,328	(9,039,261)	13,297,999	247,814	30,147,879	204,316	30,352,195

Debt Management



('000s in millions)	2022	2023	2024	2025	2026	2027
External Debt	27,411	26,123	24,968	23,777	22,859	21,912
Internal Financing	1,841	1,641	1,441	1,241	1,041	841
Total Borrowing (External & Internal)	29,252	27,764	26,409	25,018	23,900	22,753
Interest	920	878	841	805	767	736
Principal	1,419	1,288	1,155	1,191	948	948
External Borrowing Charges	2,339	2,166	1,996	1,996	1,715	1,684
Illustrative In-Year ARL*	5.9%	5.2%	4.6%	4.5%	3.7%	3.5%
City Self Imposed Max	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Provincial Imposed Max	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%

Debt Outlook



- ✓ Annual Repayment Limit (ARL) Forecasted 2023 <≈ 5.9%
- ✓ City Self Imposed ARL Max = 15%
- ✓ Local Area Municipality ARL = 6.7% (2021)



Thank You



Recommendation

That Corporate Service Department, Financial Services Division, Report No. 2023-71 Subject: 2022 Year End Surplus and Deficit Report, **BE RECEIVED**; and

That the year end levy surplus be transferred to the City's Infrastructure reserve; and

That the capital and related project and reserve balances of Appendices E, F and G of Corporate Service Department Report 2023-71 **BE APPROVED**.



City of Port Colborne

Operating Fund

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	141,609.36	148,500.00	(6,890.64)	(4.64%)
Donations	400,182.68	39,400.00	360,782.68	915.69%
Fines	13,886.00	45,200.00	(31,314.00)	(69.28%)
Investment Income	617,040.60	149,000.00	468,040.60	314.12%
Lease Income	280,751.61	248,900.00	31,851.61	12.80%
Licences and Permits	588,094.08	470,900.00	117,194.08	24.89%
Rentals	388,183.87	537,300.00	(149,116.13)	(27.75%)
Other Revenue	2,569,947.20	182,200.00	2,387,747.20	1310.51%
Fees	915,381.10	850,050.00	65,331.10	7.69%
Provincial Offences Act	(5,080.83)	23,020.00	(28,100.83)	(122.07%)
Grants - Other	463,993.11	215,340.00	248,653.11	115.47%
Grant - Federal	1,419,182.60	584,577.00	834,605.60	142.77%
Grant - Provincial	5,399,969.71	3,060,853.00	2,339,116.71	76.42%
Sales	1,517,665.15	1,668,700.00	(151,034.85)	(9.05%)
Penalties and Interest	565,073.38	470,500.00	94,573.38	20.10%
Property Taxes	21,897,527.34	21,873,989.00	23,538.34	0.11%
Payment In lieu	318,397.69	384,000.00	(65,602.31)	(17.08%)
Supplemental Tax	291,594.67	150,000.00	141,594.67	94.40%
Total Revenue	37,783,399.32	31,102,429.00	6,680,970.32	21.48%
Expense				
Salaries and Wages - Full Time	10,256,365.49	9,733,734.00	522,631.49	5.37%
Salaries and Wages - Part Time	1,326,471.56	974,859.00	351,612.56	36.07%
Salaries and Wages - Students	493,952.25	563,945.00	(69,992.75)	(12.41%)
Overtime Pay	322,987.88	317,300.00	5,687.88	1.79%
Honourariums	362,836.78	430,711.00	(67,874.22)	(15.76%)
Employee Benefits	3,523,119.42	4,139,601.00	(616,481.58)	(14.89%)
Association/Membership Fees	55,742.96	84,000.00	(28,257.04)	(33.64%)
Auto - Fuel	309,145.83	229,350.00	79,795.83	34.79%
Cleaning Supplies	24,999.69	52,000.00	(27,000.31)	(51.92%)
Library Collection	62,103.23	74,700.00	(12,596.77)	(16.86%)
Comm and Public Relations	211,741.63	164,000.00	47,741.63	29.11%
Computer Software	461,945.99	356,000.00	105,945.99	29.76%
Contract Services	2,386,923.00	3,096,600.00	(709,677.00)	(22.92%)
Cost of Borrowing Ext Interest	902,403.75	920,000.00	(17,596.25)	(1.91%)
Cost of Borrowing Ext Principl	1,419,178.01	1,444,000.00	(24,821.99)	(1.72%)
Cost of of Goods Sold	408,746.27	325,160.00	83,586.27	25.71%
Credit Card Fees	140,310.49	105,000.00	35,310.49	33.63%
PAP / Online Incentives	4,590.00		4,590.00	0.00%
Equipment - Purchase	272,877.60	152,400.00	120,477.60	79.05%
Equipment - Rental	359,507.27	425,400.00	(65,892.73)	(15.49%)
Financial Expenses	14,428.06	9,000.00	5,428.06	60.31%
Land Leases	48,703.58	40,000.00	8,703.58	21.76%
Grants and Sponsorship Expense	510,930.49	384,700.00	126,230.49	32.81%
Hospitality Expense	31,421.36	29,050.00	2,371.36	8.16%
Insurance - Contract	713,190.87	648,344.00	64,846.87	10.00%
Insurance Ded and Adm cost	107,341.43	150,000.00	(42,658.57)	(28.44%)
Office Supplies	78,846.80	87,600.00	(8,753.20)	(9.99%)
Postage & Courier	56,698.76	56,840.00	(141.24)	(0.25%)
Program Supplies	623,950.05	427,140.00	196,810.05	46.08%
Protective & Uniform Clothing	113,528.17	126,600.00	(13,071.83)	(10.33%)
R&M - Grounds	282,775.35	255,900.00	26,875.35	10.50%

Appedix B - 2022 Year End Levy Summary

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
R&M - Trails	87,166.53	113,800.00	(26,633.47)	(23.40%)
R&M - Consumables and Parts	554,320.65	544,700.00	9,620.65	1.77%
R&M - External Contractor	1,094,972.99		1,094,972.99	0.00%
R&M - Auto	199,919.36	170,000.00	29,919.36	17.60%
R&M - Playground	13,986.96	20,000.00	(6,013.04)	(30.07%)
R&M - Tree	16,627.53	21,200.00	(4,572.47)	(21.57%)
Staff Training & Development	297,169.30	421,800.00	(124,630.70)	(29.55%)
SME - Audit and Actuary	71,234.89	91,500.00	(20,265.11)	(22.15%)
SME - Consultants	326,216.60	194,000.00	132,216.60	68.15%
Subject Matter Experts - Legal	355,772.67	200,000.00	155,772.67	77.89%
Subscriptions and Publications	12,706.83	27,700.00	(14,993.17)	(54.13%)
Telephone/Internet	240,232.16	213,370.00	26,862.16	12.59%
Travel	30,653.14	58,420.00	(27,766.86)	(47.53%)
Utilities - Gas	190,300.75	195,800.00	(5,499.25)	(2.81%)
Utilities - Hydro	808,147.69	1,177,400.00	(369,252.31)	(31.36%)
Utilities - Water	194,648.73	214,520.00	(19,871.27)	(9.26%)
City Owned Property Drainage Charges	53,722.59		53,722.59	0.00%
Reassessment/Uncollectable	300,247.33	186,974.00	113,273.33	60.58%
Property Taxes - Rebates	17,748.77	37,000.00	(19,251.23)	(52.03%)
Tax Incentive Grants	25,453.00	34,000.00	(8,547.00)	(25.14%)
Total Expense	30,779,012.49	29,726,118.00	1,052,894.49	3.54%
Surplus/(Deficit) Before Allocation	7,004,386.83	1,376,311.00	5,628,075.83	408.92%
Surplus/(Deficit) After Allocations	7,004,386.83	1,376,311.00	5,628,075.83	408.92%
Transfer to/ (from) Capital	10,550,683.11	3,932,143.00	6,618,540.11	168.32%
Transfer to/ (from) Reserves	(130,284.27)	(450.00)	(129,834.27)	28852.06%
Transfer Between Funds	(3,416,012.01)	(2,555,382.00)	(860,630.01)	33.68%
Total Transfers	7,004,386.83	1,376,311.00	5,628,075.83	408.92%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
 General Government**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Donations	176,584.13		176,584.13	0.00%
Investment Income	604,671.87	145,000.00	459,671.87	317.02%
Lease Income	51,726.00	40,200.00	11,526.00	28.67%
Rentals	20,610.92	18,000.00	2,610.92	14.51%
Other Revenue	2,237,116.39		2,237,116.39	0.00%
Fees	307.77		307.77	0.00%
Provincial Offences Act	(5,080.83)	23,020.00	(28,100.83)	(122.07%)
Grants - Other	150,255.10	132,540.00	17,715.10	13.37%
Grant - Federal	1,382,657.60	580,577.00	802,080.60	138.15%
Grant - Provincial	4,663,550.00	2,987,760.00	1,675,790.00	56.09%
Penalties and Interest	565,073.38	470,500.00	94,573.38	20.10%
Property Taxes	21,897,527.34	21,873,989.00	23,538.34	0.11%
Payment In lieu	318,397.69	384,000.00	(65,602.31)	(17.08%)
Supplemental Tax	291,594.67	150,000.00	141,594.67	94.40%
Total Revenue	32,354,992.03	26,805,586.00	5,549,406.03	20.70%
Expense				
Salaries and Wages - Full Time	395,915.90	(243,200.00)	639,115.90	(262.79%)
Employee Benefits	(432,596.45)	(83,400.00)	(349,196.45)	418.70%
Association/Membership Fees	12,606.54	22,700.00	(10,093.46)	(44.46%)
Auto - Fuel	309,145.83	229,350.00	79,795.83	34.79%
Computer Software	409,346.17	340,000.00	69,346.17	20.40%
Contract Services	526,170.23	688,400.00	(162,229.77)	(23.57%)
Cost of Borrowing Ext Interest	902,403.75	920,000.00	(17,596.25)	(1.91%)
Cost of Borrowing Ext Principl	1,419,178.01	1,444,000.00	(24,821.99)	(1.72%)
Credit Card Fees	140,310.49	105,000.00	35,310.49	33.63%
PAP / Online Incentives	4,590.00		4,590.00	0.00%
Equipment - Purchase	37,162.45		37,162.45	0.00%
Equipment - Rental	220,631.20	309,400.00	(88,768.80)	(28.69%)
Financial Expenses	10,298.30	7,000.00	3,298.30	47.12%
Land Leases	48,703.58	40,000.00	8,703.58	21.76%
Insurance - Contract	713,190.87	642,091.00	71,099.87	11.07%
Insurance Ded and Adm cost	107,341.43	150,000.00	(42,658.57)	(28.44%)
Protective & Uniform Clothing	26,822.46	32,300.00	(5,477.54)	(16.96%)
R&M - Consumables and Parts	197,066.48	162,300.00	34,766.48	21.42%
R&M - External Contractor	333,009.59		333,009.59	0.00%
R&M - Auto	199,919.36	170,000.00	29,919.36	17.60%
Staff Training & Development	113,910.41	104,200.00	9,710.41	9.32%
SME - Consultants	42,113.02		42,113.02	0.00%
Subject Matter Experts - Legal	355,772.67	200,000.00	155,772.67	77.89%
Telephone/Internet	142,807.34	106,000.00	36,807.34	34.72%
Utilities - Gas	190,300.75	195,800.00	(5,499.25)	(2.81%)
Utilities - Hydro	807,724.93	1,177,400.00	(369,675.07)	(31.40%)
Utilities - Water	194,648.73	214,520.00	(19,871.27)	(9.26%)
Reassessment/Uncollectable	300,247.33	186,974.00	113,273.33	60.58%
Property Taxes - Rebates	17,748.77	37,000.00	(19,251.23)	(52.03%)
Tax Incentive Grants	25,453.00	34,000.00	(8,547.00)	(25.14%)
Total Expense	7,771,943.14	7,191,835.00	580,108.14	8.07%
Surplus/(Deficit) Before Allocation	24,583,048.89	19,613,751.00	4,969,297.89	25.34%

Appedix C - 2022 Year End Levy Department and Division Summaries

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Allocation:Between Departments	(2,679,732.35)	(2,781,152.43)	101,420.08	(3.65%)
Allocation:SSE	(396,203.96)	(506,888.51)	110,684.55	(21.84%)
Surplus/(Deficit) After Allocations	27,658,985.20	22,901,791.94	4,757,193.26	20.77%
Transfer to/ (from) Capital	10,550,683.11	3,932,143.00	6,618,540.11	168.32%
Transfer to/ (from) Reserves	272,354.38	167,600.00	104,754.38	62.50%
Transfer Between Funds	(2,948,831.52)	(1,918,261.06)	(1,030,570.46)	53.72%
Total Transfers	7,874,205.97	2,181,481.94	5,692,724.03	260.96%
Surplus / (Deficit)	19,784,779.23	20,720,310.00	(935,530.77)	(4.52%)

**City of Port Colborne
Global Revenue**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Investment Income	604,671.87	145,000.00	459,671.87	317.02%
Lease Income	51,726.00	40,200.00	11,526.00	28.67%
Rentals	20,610.92	18,000.00	2,610.92	14.51%
Other Revenue	2,189,805.45		2,189,805.45	0.00%
Provincial Offences Act	(5,080.83)	23,020.00	(28,100.83)	(122.07%)
Grant - Federal	27,080.00		27,080.00	0.00%
Grant - Provincial	2,569,900.00	2,569,000.00	900.00	0.04%
Penalties and Interest	565,073.38	470,500.00	94,573.38	20.10%
Property Taxes	21,897,527.34	21,873,989.00	23,538.34	0.11%
Payment In lieu	318,397.69	384,000.00	(65,602.31)	(17.08%)
Supplemental Tax	291,594.67	150,000.00	141,594.67	94.40%
Total Revenue	28,531,306.49	25,673,709.00	2,857,597.49	11.13%
Expense				
Salaries and Wages - Full Time	395,915.90	(243,200.00)	639,115.90	(262.79%)
Employee Benefits	(432,596.45)	(83,400.00)	(349,196.45)	418.70%
PAP / Online Incentives	4,590.00		4,590.00	0.00%
Reassessment/Uncollectable	300,247.33	186,974.00	113,273.33	60.58%
Property Taxes - Rebates	17,748.77	37,000.00	(19,251.23)	(52.03%)
Tax Incentive Grants	25,453.00	34,000.00	(8,547.00)	(25.14%)
Total Expense	311,358.55	(68,626.00)	379,984.55	(553.70%)
Surplus/(Deficit) Before Allocation	28,219,947.94	25,742,335.00	2,477,612.94	9.62%
Allocation:SSE	(17,400.00)	(147,800.00)	130,400.00	(88.23%)
Surplus/(Deficit) After Allocations	28,237,347.94	25,890,135.00	2,347,212.94	9.07%
Transfer to/ (from) Reserves	3,099,944.73	167,600.00	2,932,344.73	1749.61%
Total Transfers	3,099,944.73	167,600.00	2,932,344.73	1749.61%
Surplus / (Deficit)	25,137,403.21	25,722,535.00	(585,131.79)	(2.27%)

City of Port Colborne
Capital - Non-Debt Funding
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Donations	176,584.13		176,584.13	0.00%
Grants - Other	150,255.10	132,540.00	17,715.10	13.37%
Grant - Federal	1,355,577.60	580,577.00	775,000.60	133.49%
Grant - Provincial	2,093,650.00	418,760.00	1,674,890.00	399.96%
Total Revenue	3,776,066.83	1,131,877.00	2,644,189.83	233.61%
Expense				
<hr/>				
<hr/>				
Surplus/(Deficit) Before Allocation	3,776,066.83	1,131,877.00	2,644,189.83	233.61%
<hr/>				
Surplus/(Deficit) After Allocations	3,776,066.83	1,131,877.00	2,644,189.83	233.61%
Transfer to/ (from) Capital	10,550,683.11	3,932,143.00	6,618,540.11	168.32%
Transfer to/ (from) Reserves	(2,965,208.36)		(2,965,208.36)	0.00%
Transfer Between Funds	(1,779,738.92)	(770,597.00)	(1,009,141.92)	130.96%
Total Transfers	5,805,735.83	3,161,546.00	2,644,189.83	83.64%
Surplus / (Deficit)	(2,029,669.00)	(2,029,669.00)		0.00%

**City of Port Colborne
Capital - Borrowing Costs**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Cost of Borrowing Ext Interest	902,403.75	920,000.00	(17,596.25)	(1.91%)
Cost of Borrowing Ext Principl	1,419,178.01	1,444,000.00	(24,821.99)	(1.72%)
Total Expense	2,321,581.76	2,364,000.00	(42,418.24)	(1.79%)
Surplus/(Deficit) Before Allocation	(2,321,581.76)	(2,364,000.00)	42,418.24	(1.79%)
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Surplus/(Deficit) After Allocations	(2,321,581.76)	(2,364,000.00)	42,418.24	(1.79%)
Transfer Between Funds	(895,785.00)	(895,785.00)		0.00%
Total Transfers	(895,785.00)	(895,785.00)		0.00%
Surplus / (Deficit)	(1,425,796.76)	(1,468,215.00)	42,418.24	(2.89%)

City of Port Colborne

Global Facilities

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Contract Services	355,332.51	502,400.00	(147,067.49)	(29.27%)
Equipment - Purchase	30,085.50		30,085.50	0.00%
Equipment - Rental	3,609.49	9,400.00	(5,790.51)	(61.60%)
Land Leases	48,703.58	40,000.00	8,703.58	21.76%
R&M - Consumables and Parts	195,622.16	162,300.00	33,322.16	20.53%
R&M - External Contractor	254,940.11		254,940.11	0.00%
Utilities - Gas	190,300.75	195,800.00	(5,499.25)	(2.81%)
Utilities - Hydro	807,724.93	1,177,400.00	(369,675.07)	(31.40%)
Utilities - Water	194,648.73	214,520.00	(19,871.27)	(9.26%)
Total Expense	2,080,967.76	2,301,820.00	(220,852.24)	(9.59%)
Surplus/(Deficit) Before Allocation	(2,080,967.76)	(2,301,820.00)	220,852.24	(9.59%)
Allocation:Between Departments	(1,749,392.30)	(1,982,672.03)	233,279.73	(11.77%)
Allocation:SSE	(158,744.89)	(157,138.51)	(1,606.38)	1.02%
Surplus/(Deficit) After Allocations	(172,830.57)	(162,009.46)	(10,821.11)	6.68%
Transfer to/ (from) Reserves	(21,878.40)		(21,878.40)	0.00%
Transfer Between Funds	(150,952.17)	(162,009.46)	11,057.29	(6.83%)
Total Transfers	(172,830.57)	(162,009.46)	(10,821.11)	6.68%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Global Fleet**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	40,588.00		40,588.00	0.00%
Fees	307.77		307.77	0.00%
Total Revenue	40,895.77		40,895.77	0.00%
Expense				
Auto - Fuel	309,145.83	229,350.00	79,795.83	34.79%
Contract Services	26,968.82	106,000.00	(79,031.18)	(74.56%)
Equipment - Rental	217,021.71	300,000.00	(82,978.29)	(27.66%)
R&M - External Contractor	78,069.48		78,069.48	0.00%
R&M - Auto	199,919.36	170,000.00	29,919.36	17.60%
Telephone/Internet	24,297.07	21,000.00	3,297.07	15.70%
Total Expense	855,422.27	826,350.00	29,072.27	3.52%
Surplus/(Deficit) Before Allocation	(814,526.50)	(826,350.00)	11,823.50	(1.43%)
Allocation:Between Departments	(892,784.44)	(775,380.40)	(117,404.04)	15.14%
Surplus/(Deficit) After Allocations	78,257.94	(50,969.60)	129,227.54	(253.54%)
Transfer to/ (from) Reserves	159,496.41		159,496.41	0.00%
Transfer Between Funds	(81,238.47)	(50,969.60)	(30,268.87)	59.39%
Total Transfers	78,257.94	(50,969.60)	129,227.54	(253.54%)
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Global Operations**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	6,722.94		6,722.94	0.00%
Total Revenue	6,722.94		6,722.94	0.00%
Expense				
Association/Membership Fees	12,606.54	22,700.00	(10,093.46)	(44.46%)
Computer Software	409,346.17	340,000.00	69,346.17	20.40%
Contract Services	143,868.90	80,000.00	63,868.90	79.84%
Credit Card Fees	140,310.49	105,000.00	35,310.49	33.63%
Equipment - Purchase	7,076.95		7,076.95	0.00%
Financial Expenses	10,298.30	7,000.00	3,298.30	47.12%
Insurance - Contract	713,190.87	642,091.00	71,099.87	11.07%
Insurance Ded and Adm cost	107,341.43	150,000.00	(42,658.57)	(28.44%)
Protective & Uniform Clothing	26,822.46	32,300.00	(5,477.54)	(16.96%)
R&M - Consumables and Parts	1,444.32		1,444.32	0.00%
Staff Training & Development	113,910.41	104,200.00	9,710.41	9.32%
SME - Consultants	42,113.02		42,113.02	0.00%
Subject Matter Experts - Legal	355,772.67	200,000.00	155,772.67	77.89%
Telephone/Internet	118,510.27	85,000.00	33,510.27	39.42%
Total Expense	2,202,612.80	1,768,291.00	434,321.80	24.56%
Surplus/(Deficit) Before Allocation	(2,195,889.86)	(1,768,291.00)	(427,598.86)	24.18%
Allocation:Between Departments	(37,555.61)	(23,100.00)	(14,455.61)	62.58%
Allocation:SSE	(220,059.07)	(201,950.00)	(18,109.07)	8.97%
Surplus/(Deficit) After Allocations	(1,938,275.18)	(1,543,241.00)	(395,034.18)	25.60%
Transfer Between Funds	(41,116.96)	(38,900.00)	(2,216.96)	5.70%
Total Transfers	(41,116.96)	(38,900.00)	(2,216.96)	5.70%
Surplus / (Deficit)	(1,897,158.22)	(1,504,341.00)	(392,817.22)	26.11%

City of Port Colborne
Programs, Grants & Actitivites
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	118,946.97	110,500.00	8,446.97	7.64%
Donations	27,051.15		27,051.15	0.00%
Lease Income	160,000.00	160,500.00	(500.00)	(0.31%)
Rentals	250.00		250.00	0.00%
Other Revenue	92,413.24	50,500.00	41,913.24	83.00%
Fees	82,904.58	125,500.00	(42,595.42)	(33.94%)
Grants - Other	268,927.35	16,500.00	252,427.35	1529.86%
Grant - Provincial	445,718.20		445,718.20	0.00%
Sales	281,478.54	252,000.00	29,478.54	11.70%
Total Revenue	1,477,690.03	715,500.00	762,190.03	106.53%
Expense				
Salaries and Wages - Part Time	236,118.33	275,668.00	(39,549.67)	(14.35%)
Honourariums	13,375.00		13,375.00	0.00%
Employee Benefits	24,937.81	76,256.00	(51,318.19)	(67.30%)
Cleaning Supplies	355.04	8,000.00	(7,644.96)	(95.56%)
Comm and Public Relations	86,825.53	62,000.00	24,825.53	40.04%
Computer Software	47,613.37	4,000.00	43,613.37	1090.33%
Contract Services	784,355.33	733,100.00	51,255.33	6.99%
Cost of of Goods Sold	171,163.33	120,160.00	51,003.33	42.45%
Equipment - Purchase	69,571.87		69,571.87	0.00%
Equipment - Rental	97,818.86	54,000.00	43,818.86	81.15%
Financial Expenses	3,579.84	2,000.00	1,579.84	78.99%
Grants and Sponsorship Expense	508,895.29	383,700.00	125,195.29	32.63%
Hospitality Expense	567.39		567.39	0.00%
Office Supplies	2,446.10	7,500.00	(5,053.90)	(67.39%)
Postage & Courier	7,842.76		7,842.76	0.00%
Program Supplies	539,927.60	331,540.00	208,387.60	62.85%
Protective & Uniform Clothing	8,952.28	23,000.00	(14,047.72)	(61.08%)
R&M - Grounds	101,503.71	87,500.00	14,003.71	16.00%
R&M - Consumables and Parts	357.72		357.72	0.00%
Staff Training & Development	692.93	6,900.00	(6,207.07)	(89.96%)
SME - Consultants		4,000.00	(4,000.00)	(100.00%)
Telephone/Internet	324.44		324.44	0.00%
Travel	118.09	1,400.00	(1,281.91)	(91.57%)
Utilities - Hydro	422.76		422.76	0.00%
Total Expense	2,707,765.38	2,180,724.00	527,041.38	24.17%
Surplus/(Deficit) Before Allocation	(1,230,075.35)	(1,465,224.00)	235,148.65	(16.05%)
Allocation:Between Departments	448,058.66	186,729.80	261,328.86	139.95%
Surplus/(Deficit) After Allocations	(1,678,134.01)	(1,651,953.80)	(26,180.21)	1.58%
Transfer to/ (from) Reserves	(460,956.99)	(219,600.00)	(241,356.99)	109.91%
Total Transfers	(460,956.99)	(219,600.00)	(241,356.99)	109.91%
Surplus / (Deficit)	(1,217,177.02)	(1,432,353.80)	215,176.78	(15.02%)

**City of Port Colborne
Crossing Guards**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Part Time	195,987.33	275,668.00	(79,680.67)	(28.90%)
Employee Benefits	21,014.37	76,256.00	(55,241.63)	(72.44%)
Office Supplies	60.03	500.00	(439.97)	(87.99%)
Program Supplies	356.90	1,000.00	(643.10)	(64.31%)
Protective & Uniform Clothing	1,918.91	3,000.00	(1,081.09)	(36.04%)
R&M - Consumables and Parts	357.72		357.72	0.00%
Staff Training & Development	692.93	6,900.00	(6,207.07)	(89.96%)
Travel		1,400.00	(1,400.00)	(100.00%)
Total Expense	220,388.19	364,724.00	(144,335.81)	(39.57%)
Surplus/(Deficit) Before Allocation	(220,388.19)	(364,724.00)	144,335.81	(39.57%)
Allocation:Between Departments	88,530.00	10,002.56	78,527.44	785.07%
Surplus/(Deficit) After Allocations	(308,918.19)	(374,726.56)	65,808.37	(17.56%)
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Surplus / (Deficit)	(308,918.19)	(374,726.56)	65,808.37	(17.56%)

City of Port Colborne

Airport

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Contract Services	29,406.00	30,000.00	(594.00)	(1.98%)
Total Expense	29,406.00	30,000.00	(594.00)	(1.98%)
Surplus/(Deficit) Before Allocation	(29,406.00)	(30,000.00)	594.00	(1.98%)
Surplus/(Deficit) After Allocations	(29,406.00)	(30,000.00)	594.00	(1.98%)
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Surplus / (Deficit)	(29,406.00)	(30,000.00)	594.00	(1.98%)

**City of Port Colborne
Animal Control**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Contract Services	188,179.83	189,800.00	(1,620.17)	(0.85%)
Total Expense	188,179.83	189,800.00	(1,620.17)	(0.85%)
Surplus/(Deficit) Before Allocation	(188,179.83)	(189,800.00)	1,620.17	(0.85%)
Allocation:Between Departments	4,374.02	3,900.00	474.02	12.15%
Surplus/(Deficit) After Allocations	(192,553.85)	(193,700.00)	1,146.15	(0.59%)
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Surplus / (Deficit)	(192,553.85)	(193,700.00)	1,146.15	(0.59%)

**City of Port Colborne
Canal Days**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	86,946.97	110,000.00	(23,053.03)	(20.96%)
Donations	27,051.15		27,051.15	0.00%
Other Revenue	38,508.24	50,000.00	(11,491.76)	(22.98%)
Fees	82,975.00	115,000.00	(32,025.00)	(27.85%)
Grants - Other	242,927.35		242,927.35	0.00%
Sales	281,478.54	252,000.00	29,478.54	11.70%
Total Revenue	759,887.25	527,000.00	232,887.25	44.19%
Expense				
Comm and Public Relations	72,700.77	40,000.00	32,700.77	81.75%
Contract Services	172,923.43	140,000.00	32,923.43	23.52%
Cost of of Goods Sold	171,163.33	120,160.00	51,003.33	42.45%
Equipment - Purchase	34,841.07		34,841.07	0.00%
Equipment - Rental	54,540.33	54,000.00	540.33	1.00%
Financial Expenses	3,579.84	2,000.00	1,579.84	78.99%
Grants and Sponsorship Expense	8,525.57	10,000.00	(1,474.43)	(14.74%)
Office Supplies		7,000.00	(7,000.00)	(100.00%)
Program Supplies	433,900.77	278,840.00	155,060.77	55.61%
R&M - Grounds	23,656.73		23,656.73	0.00%
Utilities - Hydro	422.76		422.76	0.00%
Total Expense	976,254.60	652,000.00	324,254.60	49.73%
Surplus/(Deficit) Before Allocation	(216,367.35)	(125,000.00)	(91,367.35)	73.09%
Allocation:Between Departments	65,821.26	92,622.24	(26,800.98)	(28.94%)
Surplus/(Deficit) After Allocations	(282,188.61)	(217,622.24)	(64,566.37)	29.67%
Transfer to/ (from) Reserves	(30,000.00)		(30,000.00)	0.00%
Total Transfers	(30,000.00)		(30,000.00)	0.00%
Surplus / (Deficit)	(252,188.61)	(217,622.24)	(34,566.37)	15.88%

**City of Port Colborne
CIP Incentives**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	44,155.00		44,155.00	0.00%
Total Revenue	44,155.00		44,155.00	0.00%
Expense				
Comm and Public Relations	707.23	10,000.00	(9,292.77)	(92.93%)
Grants and Sponsorship Expense	126,813.06	115,000.00	11,813.06	10.27%
Total Expense	127,520.29	125,000.00	2,520.29	2.02%
Surplus/(Deficit) Before Allocation	(83,365.29)	(125,000.00)	41,634.71	(33.31%)
Surplus/(Deficit) After Allocations	(83,365.29)	(125,000.00)	41,634.71	(33.31%)
Transfer to/ (from) Reserves	41,634.71		41,634.71	0.00%
Total Transfers	41,634.71		41,634.71	0.00%
Surplus / (Deficit)	(125,000.00)	(125,000.00)		0.00%

**City of Port Colborne
Civic Celebrations**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Fees		2,000.00	(2,000.00)	(100.00%)
Grants - Other	16,000.00	16,500.00	(500.00)	(3.03%)
Total Revenue	16,000.00	18,500.00	(2,500.00)	(13.51%)
Expense				
Contract Services	2,035.20		2,035.20	0.00%
Program Supplies	49,657.87	42,700.00	6,957.87	16.29%
R&M - Grounds	15,000.00	2,500.00	12,500.00	500.00%
Total Expense	66,693.07	45,200.00	21,493.07	47.55%
Surplus/(Deficit) Before Allocation	(50,693.07)	(26,700.00)	(23,993.07)	89.86%
Allocation:Between Departments	52,097.02	50,564.00	1,533.02	3.03%
Surplus/(Deficit) After Allocations	(102,790.09)	(77,264.00)	(25,526.09)	33.04%
Surplus / (Deficit)	(102,790.09)	(77,264.00)	(25,526.09)	33.04%

**City of Port Colborne
Community Grants**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Grants and Sponsorship Expense	134,651.00	124,200.00	10,451.00	8.41%
Total Expense	134,651.00	124,200.00	10,451.00	8.41%
Surplus/(Deficit) Before Allocation	(134,651.00)	(124,200.00)	(10,451.00)	8.41%
Allocation:Between Departments	25,592.10	15,400.00	10,192.10	66.18%
Surplus/(Deficit) After Allocations	(160,243.10)	(139,600.00)	(20,643.10)	14.79%
Transfer to/ (from) Reserves	(10,801.00)		(10,801.00)	0.00%
Total Transfers	(10,801.00)		(10,801.00)	0.00%
Surplus / (Deficit)	(149,442.10)	(139,600.00)	(9,842.10)	7.05%

**City of Port Colborne
Residential Rebates**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Grants and Sponsorship Expense	600.00	1,000.00	(400.00)	(40.00%)
Total Expense	600.00	1,000.00	(400.00)	(40.00%)
Surplus/(Deficit) Before Allocation	(600.00)	(1,000.00)	400.00	(40.00%)
Surplus/(Deficit) After Allocations	(600.00)	(1,000.00)	400.00	(40.00%)
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Surplus / (Deficit)	(600.00)	(1,000.00)	400.00	(40.00%)

City of Port Colborne

COVID-19

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	9,200.00		9,200.00	0.00%
Grant - Provincial	295,338.20		295,338.20	0.00%
Total Revenue	304,538.20		304,538.20	0.00%
Expense				
Cleaning Supplies	355.04	8,000.00	(7,644.96)	(95.56%)
Comm and Public Relations	7,783.82	10,000.00	(2,216.18)	(22.16%)
Computer Software	47,613.37	4,000.00	43,613.37	1090.33%
Contract Services	50,050.04	50,000.00	50.04	0.10%
Protective & Uniform Clothing	7,033.37	20,000.00	(12,966.63)	(64.83%)
Total Expense	112,835.64	92,000.00	20,835.64	22.65%
Surplus/(Deficit) Before Allocation	191,702.56	(92,000.00)	283,702.56	(308.37%)
Allocation:Between Departments	198,620.00		198,620.00	0.00%
Surplus/(Deficit) After Allocations	(6,917.44)	(92,000.00)	85,082.56	(92.48%)
Transfer to/ (from) Reserves		(92,000.00)	92,000.00	(100.00%)
Total Transfers		(92,000.00)	92,000.00	(100.00%)
Surplus / (Deficit)	(6,917.44)		(6,917.44)	0.00%

**City of Port Colborne
ED and Tourism Grants**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Grants - Other	10,000.00		10,000.00	0.00%
Total Revenue	10,000.00		10,000.00	0.00%
Expense				
Grants and Sponsorship Expense	17,017.60	25,000.00	(7,982.40)	(31.93%)
Total Expense	17,017.60	25,000.00	(7,982.40)	(31.93%)
Surplus/(Deficit) Before Allocation	(7,017.60)	(25,000.00)	17,982.40	(71.93%)
Allocation:Between Departments	3,907.28	3,792.00	115.28	3.04%
Surplus/(Deficit) After Allocations	(10,924.88)	(28,792.00)	17,867.12	(62.06%)
Surplus / (Deficit)	(10,924.88)	(28,792.00)	17,867.12	(62.06%)

**City of Port Colborne
Outdoor Vendors**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Lease Income	10,000.00	10,500.00	(500.00)	(4.76%)
Rentals	250.00		250.00	0.00%
Other Revenue	550.00	500.00	50.00	10.00%
Total Revenue	10,800.00	11,000.00	(200.00)	(1.82%)
Expense				
Program Supplies		2,000.00	(2,000.00)	(100.00%)
Total Expense		2,000.00	(2,000.00)	(100.00%)
Surplus/(Deficit) Before Allocation	10,800.00	9,000.00	1,800.00	20.00%
Allocation:Between Departments	2,604.85	4,128.00	(1,523.15)	(36.90%)
Surplus/(Deficit) After Allocations	8,195.15	4,872.00	3,323.15	68.21%
Surplus / (Deficit)	8,195.15	4,872.00	3,323.15	68.21%

**City of Port Colborne
Goderich Elevator**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Lease Income	150,000.00	150,000.00		0.00%
Total Revenue	150,000.00	150,000.00		0.00%
Expense				
R&M - Grounds	62,846.98	85,000.00	(22,153.02)	(26.06%)
Total Expense	62,846.98	85,000.00	(22,153.02)	(26.06%)
Surplus/(Deficit) Before Allocation	87,153.02	65,000.00	22,153.02	34.08%
Surplus/(Deficit) After Allocations	87,153.02	65,000.00	22,153.02	34.08%
Transfer to/ (from) Reserves	22,153.02		22,153.02	0.00%
Total Transfers	22,153.02		22,153.02	0.00%
Surplus / (Deficit)	65,000.00	65,000.00		0.00%

**City of Port Colborne
Municipal Election**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Part Time	40,131.00		40,131.00	0.00%
Honourariums	13,375.00		13,375.00	0.00%
Employee Benefits	3,923.44		3,923.44	0.00%
Comm and Public Relations	5,633.71		5,633.71	0.00%
Contract Services	8,194.06		8,194.06	0.00%
Equipment - Purchase	34,730.80		34,730.80	0.00%
Equipment - Rental	43,278.53		43,278.53	0.00%
Hospitality Expense	567.39		567.39	0.00%
Office Supplies	2,386.07		2,386.07	0.00%
Postage & Courier	7,842.76		7,842.76	0.00%
Telephone/Internet	324.44		324.44	0.00%
Travel	118.09		118.09	0.00%
Total Expense	160,505.29		160,505.29	0.00%
Surplus/(Deficit) Before Allocation	(160,505.29)		(160,505.29)	0.00%
Surplus/(Deficit) After Allocations	(160,505.29)		(160,505.29)	0.00%
Transfer to/ (from) Reserves	(118,587.94)	30,000.00	(148,587.94)	(495.29%)
Total Transfers	(118,587.94)	30,000.00	(148,587.94)	(495.29%)
Surplus / (Deficit)	(41,917.35)	(30,000.00)	(11,917.35)	39.72%

**City of Port Colborne
Physician Recruitment**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Grants and Sponsorship Expense	195,848.06	83,000.00	112,848.06	135.96%
SME - Consultants		4,000.00	(4,000.00)	(100.00%)
Total Expense	195,848.06	87,000.00	108,848.06	125.11%
Surplus/(Deficit) Before Allocation	(195,848.06)	(87,000.00)	(108,848.06)	125.11%
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Surplus/(Deficit) After Allocations	(195,848.06)	(87,000.00)	(108,848.06)	125.11%
Transfer to/ (from) Reserves	(108,848.06)		(108,848.06)	0.00%
Total Transfers	(108,848.06)		(108,848.06)	0.00%
Surplus / (Deficit)	(87,000.00)	(87,000.00)		0.00%

**City of Port Colborne
Showboat - Lighthouse**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Grants and Sponsorship Expense	25,440.00	25,500.00	(60.00)	(0.24%)
Total Expense	25,440.00	25,500.00	(60.00)	(0.24%)
Surplus/(Deficit) Before Allocation	(25,440.00)	(25,500.00)	60.00	(0.24%)
Surplus/(Deficit) After Allocations	(25,440.00)	(25,500.00)	60.00	(0.24%)
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Surplus / (Deficit)	(25,440.00)	(25,500.00)	60.00	(0.24%)

**City of Port Colborne
SportsFest**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship Fees	32,000.00	500.00 8,500.00	31,500.00 (8,500.00)	6300.00% (100.00%)
Total Revenue	32,000.00	9,000.00	23,000.00	255.56%
Expense				
Comm and Public Relations Program Supplies	56,012.06	2,000.00 7,000.00	(2,000.00) 49,012.06	(100.00%) 700.17%
Total Expense	56,012.06	9,000.00	47,012.06	522.36%
Surplus/(Deficit) Before Allocation	(24,012.06)		(24,012.06)	0.00%
Allocation:Between Departments	6,512.13	6,321.00	191.13	3.02%
Surplus/(Deficit) After Allocations	(30,524.19)	(6,321.00)	(24,203.19)	382.90%
Transfer to/ (from) Reserves	(45,000.00)		(45,000.00)	0.00%
Total Transfers	(45,000.00)		(45,000.00)	0.00%
Surplus / (Deficit)	14,475.81	(6,321.00)	20,796.81	(329.01%)

City of Port Colborne

Transit

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Fees	(70.42)		(70.42)	0.00%
Grant - Provincial	150,380.00		150,380.00	0.00%
Total Revenue	150,309.58		150,309.58	0.00%
Expense				
Contract Services	333,566.77	323,300.00	10,266.77	3.18%
Total Expense	333,566.77	323,300.00	10,266.77	3.18%
Surplus/(Deficit) Before Allocation	(183,257.19)	(323,300.00)	140,042.81	(43.32%)
Surplus/(Deficit) After Allocations	(183,257.19)	(323,300.00)	140,042.81	(43.32%)
Transfer to/ (from) Reserves	(211,507.72)	(157,600.00)	(53,907.72)	34.21%
Total Transfers	(211,507.72)	(157,600.00)	(53,907.72)	34.21%
Surplus / (Deficit)	28,250.53	(165,700.00)	193,950.53	(117.05%)

**City of Port Colborne
Boards and Committees**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship		2,500.00	(2,500.00)	(100.00%)
Donations	194,999.54	38,800.00	156,199.54	402.58%
Fines		200.00	(200.00)	(100.00%)
Rentals	7,735.64	6,300.00	1,435.64	22.79%
Other Revenue	7,181.88	7,900.00	(718.12)	(9.09%)
Fees	6,405.44	7,000.00	(594.56)	(8.49%)
Grants - Other	42,710.66	61,300.00	(18,589.34)	(30.33%)
Grant - Federal	36,525.00	4,000.00	32,525.00	813.13%
Grant - Provincial	149,047.52	24,093.00	124,954.52	518.63%
Sales	14,160.92	6,300.00	7,860.92	124.78%
Total Revenue	458,766.60	158,393.00	300,373.60	189.64%
Expense				
Salaries and Wages - Full Time	686,928.07	677,500.00	9,428.07	1.39%
Salaries and Wages - Part Time	222,791.96	181,200.00	41,591.96	22.95%
Salaries and Wages - Students	17,529.36	12,200.00	5,329.36	43.68%
Overtime Pay	1,767.91		1,767.91	0.00%
Honourariums	640.00	700.00	(60.00)	(8.57%)
Employee Benefits	261,289.60	276,900.00	(15,610.40)	(5.64%)
Association/Membership Fees	1,734.48	2,500.00	(765.52)	(30.62%)
Cleaning Supplies	1,648.26	3,500.00	(1,851.74)	(52.91%)
Library Collection	62,103.23	74,700.00	(12,596.77)	(16.86%)
Comm and Public Relations	4,664.71	7,800.00	(3,135.29)	(40.20%)
Computer Software	640.96	1,000.00	(359.04)	(35.90%)
Contract Services	22,732.91	15,300.00	7,432.91	48.58%
Cost of of Goods Sold	4,759.71	5,000.00	(240.29)	(4.81%)
Equipment - Purchase	9,208.42	13,300.00	(4,091.58)	(30.76%)
Equipment - Rental		3,000.00	(3,000.00)	(100.00%)
Financial Expenses	31.64		31.64	0.00%
Grants and Sponsorship Expense		1,000.00	(1,000.00)	(100.00%)
Hospitality Expense	1,771.86	2,250.00	(478.14)	(21.25%)
Insurance - Contract		6,253.00	(6,253.00)	(100.00%)
Office Supplies	8,395.33	8,600.00	(204.67)	(2.38%)
Postage & Courier	2,228.49	2,940.00	(711.51)	(24.20%)
Program Supplies	19,514.48	23,200.00	(3,685.52)	(15.89%)
Protective & Uniform Clothing	64.24	2,300.00	(2,235.76)	(97.21%)
R&M - Grounds	2,107.85	1,000.00	1,107.85	110.79%
R&M - Consumables and Parts	5,867.69	15,000.00	(9,132.31)	(60.88%)
Staff Training & Development	6,427.46	12,200.00	(5,772.54)	(47.32%)
SME - Audit and Actuary	2,455.76	6,500.00	(4,044.24)	(62.22%)
Subscriptions and Publications	408.06	1,000.00	(591.94)	(59.19%)
Telephone/Internet	15,779.78	17,325.00	(1,545.22)	(8.92%)
Travel	888.50	1,700.00	(811.50)	(47.74%)
Total Expense	1,364,380.72	1,375,868.00	(11,487.28)	(0.83%)
Surplus/(Deficit) Before Allocation	(905,614.12)	(1,217,475.00)	311,860.88	(25.62%)
Allocation:Between Departments	210,795.15	155,344.06	55,451.09	35.70%
Surplus/(Deficit) After Allocations	(1,116,409.27)	(1,372,819.06)	256,409.79	(18.68%)

Appedix C - 2022 Year End Levy Department and Division Summaries

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Transfer to/ (from) Reserves	139,030.76		139,030.76	0.00%
Transfer Between Funds	407,443.88	260,400.00	147,043.88	56.47%
Total Transfers	546,474.64	260,400.00	286,074.64	109.86%
Surplus / (Deficit)	(1,662,883.91)	(1,633,219.06)	(29,664.85)	1.82%

City of Port Colborne

Library

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Donations	5,753.03	4,600.00	1,153.03	25.07%
Fines		200.00	(200.00)	(100.00%)
Rentals	239.12	300.00	(60.88)	(20.29%)
Other Revenue	190.73		190.73	0.00%
Fees	4,001.96	2,900.00	1,101.96	38.00%
Grants - Other	292.00	38,300.00	(38,008.00)	(99.24%)
Grant - Provincial	38,328.00		38,328.00	0.00%
Sales	1,021.11		1,021.11	0.00%
Total Revenue	49,825.95	46,300.00	3,525.95	7.62%
Expense				
Salaries and Wages - Full Time	416,315.14	423,100.00	(6,784.86)	(1.60%)
Salaries and Wages - Part Time	66,992.78	66,600.00	392.78	0.59%
Overtime Pay	774.49		774.49	0.00%
Employee Benefits	155,062.50	165,700.00	(10,637.50)	(6.42%)
Association/Membership Fees	900.00	1,500.00	(600.00)	(40.00%)
Library Collection	60,561.25	72,700.00	(12,138.75)	(16.70%)
Comm and Public Relations	292.51	1,000.00	(707.49)	(70.75%)
Computer Software	640.96	1,000.00	(359.04)	(35.90%)
Contract Services	4,673.19	3,200.00	1,473.19	46.04%
Equipment - Purchase	5,627.24	7,300.00	(1,672.76)	(22.91%)
Financial Expenses	31.64		31.64	0.00%
Hospitality Expense	814.31	1,100.00	(285.69)	(25.97%)
Office Supplies	3,600.61	3,500.00	100.61	2.87%
Postage & Courier	456.37	400.00	56.37	14.09%
Program Supplies	3,693.78	3,000.00	693.78	23.13%
Protective & Uniform Clothing		1,200.00	(1,200.00)	(100.00%)
Staff Training & Development	4,191.62	7,100.00	(2,908.38)	(40.96%)
SME - Audit and Actuary	2,455.76	6,500.00	(4,044.24)	(62.22%)
Telephone/Internet	11,119.47	12,500.00	(1,380.53)	(11.04%)
Travel	6.00	500.00	(494.00)	(98.80%)
Total Expense	738,209.62	777,900.00	(39,690.38)	(5.10%)
Surplus/(Deficit) Before Allocation	(688,383.67)	(731,600.00)	43,216.33	(5.91%)
Surplus/(Deficit) After Allocations	(688,383.67)	(731,600.00)	43,216.33	(5.91%)
Transfer to/ (from) Reserves	9,068.68		9,068.68	0.00%
Transfer Between Funds	(697,452.35)	(731,600.00)	34,147.65	(4.67%)
Total Transfers	(688,383.67)	(731,600.00)	43,216.33	(5.91%)
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Library**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Grant - Provincial	79,365.92		79,365.92	0.00%
Total Revenue	79,365.92		79,365.92	0.00%
Expense				
<hr/>				
Surplus/(Deficit) Before Allocation	79,365.92		79,365.92	0.00%
Surplus/(Deficit) After Allocations	79,365.92		79,365.92	0.00%
Transfer Between Funds	996,365.92	917,000.00	79,365.92	8.65%
Total Transfers	996,365.92	917,000.00	79,365.92	8.65%
Surplus / (Deficit)	(917,000.00)	(917,000.00)		0.00%

City of Port Colborne

Roselawn

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Donations	7,245.25	8,000.00	(754.75)	(9.43%)
Rentals	2,375.70	2,000.00	375.70	18.79%
Grants - Other	10,000.00	10,000.00		0.00%
Sales	548.68		548.68	0.00%
Total Revenue	20,169.63	20,000.00	169.63	0.85%
Expense				
Honourariums	190.00	200.00	(10.00)	(5.00%)
Cleaning Supplies	1,388.78	2,000.00	(611.22)	(30.56%)
Comm and Public Relations	1,269.46	700.00	569.46	81.35%
Contract Services	5,411.66	5,000.00	411.66	8.23%
Equipment - Purchase	2,062.59	3,000.00	(937.41)	(31.25%)
Grants and Sponsorship Expense		500.00	(500.00)	(100.00%)
Hospitality Expense	287.24	500.00	(212.76)	(42.55%)
Insurance - Contract		4,663.00	(4,663.00)	(100.00%)
Office Supplies	927.81	600.00	327.81	54.64%
Postage & Courier	63.89	140.00	(76.11)	(54.36%)
Program Supplies	2,845.00	5,500.00	(2,655.00)	(48.27%)
Staff Training & Development	31.03		31.03	0.00%
Subscriptions and Publications		200.00	(200.00)	(100.00%)
Telephone/Internet	1,362.50	1,825.00	(462.50)	(25.34%)
Travel	118.69	200.00	(81.31)	(40.66%)
Total Expense	15,958.65	25,028.00	(9,069.35)	(36.24%)
Surplus/(Deficit) Before Allocation	4,210.98	(5,028.00)	9,238.98	(183.75%)
Allocations: Within Departments	219,600.00	219,600.00		0.00%
Allocation: Between Departments	139,552.59	93,099.99	46,452.60	49.90%
Surplus/(Deficit) After Allocations	(354,941.61)	(317,727.99)	(37,213.62)	11.71%
Surplus / (Deficit)	(354,941.61)	(317,727.99)	(37,213.62)	11.71%

**City of Port Colborne
Museum**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship		2,000.00	(2,000.00)	(100.00%)
Donations	180,628.54	25,000.00	155,628.54	622.51%
Other Revenue	6,460.18	7,300.00	(839.82)	(11.50%)
Fees	1,998.46	2,000.00	(1.54)	(0.08%)
Grants - Other	15,740.60	8,000.00	7,740.60	96.76%
Grant - Federal	36,525.00	4,000.00	32,525.00	813.13%
Grant - Provincial	31,353.60	24,093.00	7,260.60	30.14%
Sales	12,368.62	6,000.00	6,368.62	106.14%
Total Revenue	285,075.00	78,393.00	206,682.00	263.65%
Expense				
Salaries and Wages - Full Time	233,785.61	254,400.00	(20,614.39)	(8.10%)
Salaries and Wages - Part Time	153,264.25	72,000.00	81,264.25	112.87%
Salaries and Wages - Students	17,529.36	12,200.00	5,329.36	43.68%
Overtime Pay	993.42		993.42	0.00%
Honourariums	450.00	500.00	(50.00)	(10.00%)
Employee Benefits	91,650.34	97,800.00	(6,149.66)	(6.29%)
Association/Membership Fees	739.48	800.00	(60.52)	(7.57%)
Cleaning Supplies	259.48	1,500.00	(1,240.52)	(82.70%)
Library Collection	1,541.98	2,000.00	(458.02)	(22.90%)
Comm and Public Relations	3,012.90	6,000.00	(2,987.10)	(49.79%)
Contract Services	2,648.06		2,648.06	0.00%
Cost of of Goods Sold	4,759.71	5,000.00	(240.29)	(4.81%)
Equipment - Purchase	1,207.72	2,000.00	(792.28)	(39.61%)
Equipment - Rental		1,500.00	(1,500.00)	(100.00%)
Grants and Sponsorship Expense		500.00	(500.00)	(100.00%)
Hospitality Expense	470.31	500.00	(29.69)	(5.94%)
Insurance - Contract		1,480.00	(1,480.00)	(100.00%)
Office Supplies	3,016.38	3,500.00	(483.62)	(13.82%)
Postage & Courier	1,708.23	2,300.00	(591.77)	(25.73%)
Program Supplies	12,496.10	14,500.00	(2,003.90)	(13.82%)
Protective & Uniform Clothing	64.24	700.00	(635.76)	(90.82%)
R&M - Grounds	2,107.85	1,000.00	1,107.85	110.79%
R&M - Consumables and Parts	5,867.69	10,000.00	(4,132.31)	(41.32%)
Staff Training & Development	2,104.81	4,100.00	(1,995.19)	(48.66%)
Subscriptions and Publications	355.14	500.00	(144.86)	(28.97%)
Telephone/Internet	3,297.81	3,000.00	297.81	9.93%
Travel	763.81	800.00	(36.19)	(4.52%)
Total Expense	544,094.68	498,580.00	45,514.68	9.13%
Surplus/(Deficit) Before Allocation	(259,019.68)	(420,187.00)	161,167.32	(38.36%)
Allocations: Within Departments	(240,600.00)	(240,600.00)		0.00%
Allocation: Between Departments	37,151.33	51,644.07	(14,492.74)	(28.06%)
Surplus/(Deficit) After Allocations	(55,571.01)	(231,231.07)	175,660.06	(75.97%)
Transfer to/ (from) Reserves	150,605.00		150,605.00	0.00%
Total Transfers	150,605.00		150,605.00	0.00%

Appedix C - 2022 Year End Levy Department and Division Summaries

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Surplus / (Deficit)	(206,176.01)	(231,231.07)	25,055.06	(10.84%)

**City of Port Colborne
Heritage Archives**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship		500.00	(500.00)	(100.00%)
Donations	1,372.72	1,200.00	172.72	14.39%
Rentals	5,120.82	4,000.00	1,120.82	28.02%
Other Revenue	530.97	600.00	(69.03)	(11.51%)
Fees	405.02	2,100.00	(1,694.98)	(80.71%)
Grants - Other	6,678.06	5,000.00	1,678.06	33.56%
Sales	222.51	300.00	(77.49)	(25.83%)
Total Revenue	14,330.10	13,700.00	630.10	4.60%
Expense				
Salaries and Wages - Full Time	36,827.32		36,827.32	0.00%
Salaries and Wages - Part Time	2,534.93	42,600.00	(40,065.07)	(94.05%)
Employee Benefits	14,576.76	13,400.00	1,176.76	8.78%
Association/Membership Fees	95.00	200.00	(105.00)	(52.50%)
Comm and Public Relations	89.84	100.00	(10.16)	(10.16%)
Equipment - Purchase	310.87	1,000.00	(689.13)	(68.91%)
Equipment - Rental		1,500.00	(1,500.00)	(100.00%)
Hospitality Expense	200.00	150.00	50.00	33.33%
Insurance - Contract		110.00	(110.00)	(100.00%)
Office Supplies	850.53	1,000.00	(149.47)	(14.95%)
Postage & Courier		100.00	(100.00)	(100.00%)
Program Supplies	479.60	200.00	279.60	139.80%
Protective & Uniform Clothing		400.00	(400.00)	(100.00%)
R&M - Consumables and Parts		5,000.00	(5,000.00)	(100.00%)
Staff Training & Development	100.00	1,000.00	(900.00)	(90.00%)
Subscriptions and Publications	52.92	300.00	(247.08)	(82.36%)
Travel		200.00	(200.00)	(100.00%)
Total Expense	56,117.77	67,260.00	(11,142.23)	(16.57%)
Surplus/(Deficit) Before Allocation	(41,787.67)	(53,560.00)	11,772.33	(21.98%)
Allocations: Within Departments	21,000.00	21,000.00		0.00%
Allocation:Between Departments	34,091.23	10,600.00	23,491.23	221.62%
Surplus/(Deficit) After Allocations	(96,878.90)	(85,160.00)	(11,718.90)	13.76%
Surplus / (Deficit)	(96,878.90)	(85,160.00)	(11,718.90)	13.76%

**City of Port Colborne
NSCTA**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Grants - Other	10,000.00		10,000.00	0.00%
Total Revenue	10,000.00		10,000.00	0.00%
Expense				
<hr/>				
Surplus/(Deficit) Before Allocation	10,000.00		10,000.00	0.00%
Surplus/(Deficit) After Allocations	10,000.00		10,000.00	0.00%
Transfer Between Funds	108,530.31	75,000.00	33,530.31	44.71%
Total Transfers	108,530.31	75,000.00	33,530.31	44.71%
Surplus / (Deficit)	(98,530.31)	(75,000.00)	(23,530.31)	31.37%

**City of Port Colborne
Committees**

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Contract Services	10,000.00	7,100.00	2,900.00	40.85%
Total Expense	10,000.00	7,100.00	2,900.00	40.85%
Surplus/(Deficit) Before Allocation	(10,000.00)	(7,100.00)	(2,900.00)	40.85%
Surplus/(Deficit) After Allocations	(10,000.00)	(7,100.00)	(2,900.00)	40.85%
Transfer to/ (from) Reserves	(20,642.92)		(20,642.92)	0.00%
Total Transfers	(20,642.92)		(20,642.92)	0.00%
Surplus / (Deficit)	10,642.92	(7,100.00)	17,742.92	(249.90%)

**City of Port Colborne
Council**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Salaries and Wages - Part Time	152,780.80	141,000.00	11,780.80	8.36%
Employee Benefits	78,111.02	82,100.00	(3,988.98)	(4.86%)
Contract Services	21,624.00	24,100.00	(2,476.00)	(10.27%)
Hospitality Expense	7,304.44	7,300.00	4.44	0.06%
Office Supplies	6,209.03	3,600.00	2,609.03	72.47%
Postage & Courier		1,000.00	(1,000.00)	(100.00%)
Staff Training & Development	9,784.43	32,100.00	(22,315.57)	(69.52%)
Telephone/Internet	1,852.04	3,000.00	(1,147.96)	(38.27%)
Travel	641.49	6,420.00	(5,778.51)	(90.01%)
Total Expense	278,307.25	300,620.00	(22,312.75)	(7.42%)
Surplus/(Deficit) Before Allocation	(278,307.25)	(300,620.00)	22,312.75	(7.42%)
Allocation:Between Departments	53,208.12	62,377.00	(9,168.88)	(14.70%)
Surplus/(Deficit) After Allocations	(331,515.37)	(362,997.00)	31,481.63	(8.67%)
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Surplus / (Deficit)	(331,515.37)	(362,997.00)	31,481.63	(8.67%)

**City of Port Colborne
Chief Administrator's Office**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	21,266.56		21,266.56	0.00%
Fees	2,105.00		2,105.00	0.00%
Grants - Other		5,000.00	(5,000.00)	(100.00%)
Grant - Provincial	81,000.00		81,000.00	0.00%
Total Revenue	104,371.56	5,000.00	99,371.56	1987.43%
Expense				
Salaries and Wages - Full Time	753,996.67	748,500.00	5,496.67	0.73%
Salaries and Wages - Part Time	60,243.69		60,243.69	0.00%
Salaries and Wages - Students	74,107.72	36,200.00	37,907.72	104.72%
Overtime Pay	9,197.09		9,197.09	0.00%
Employee Benefits	247,806.98	235,800.00	12,006.98	5.09%
Association/Membership Fees	14,126.59	14,300.00	(173.41)	(1.21%)
Comm and Public Relations	99,615.19	61,400.00	38,215.19	62.24%
Computer Software	1,805.53		1,805.53	0.00%
Contract Services	1,407.97		1,407.97	0.00%
Grants and Sponsorship Expense	2,035.20		2,035.20	0.00%
Hospitality Expense	6,098.49	1,700.00	4,398.49	258.73%
Office Supplies	1,936.50	6,700.00	(4,763.50)	(71.10%)
Postage & Courier	22.91	300.00	(277.09)	(92.36%)
Program Supplies	1,909.18		1,909.18	0.00%
Staff Training & Development	9,404.55	19,600.00	(10,195.45)	(52.02%)
SME - Consultants	64,219.35	60,000.00	4,219.35	7.03%
Subscriptions and Publications	6,397.22	1,500.00	4,897.22	326.48%
Telephone/Internet	6,565.49	5,034.00	1,531.49	30.42%
Travel	5,556.75	3,900.00	1,656.75	42.48%
Total Expense	1,366,453.07	1,194,934.00	171,519.07	14.35%
Surplus/(Deficit) Before Allocation	(1,262,081.51)	(1,189,934.00)	(72,147.51)	6.06%
Allocation:Between Departments	16,516.76	32,728.42	(16,211.66)	(49.53%)
Allocation:SSE	(3,400.00)	(17,700.00)	14,300.00	(80.79%)
Surplus/(Deficit) After Allocations	(1,275,198.27)	(1,204,962.42)	(70,235.85)	5.83%
Transfer Between Funds	(45,000.00)	(45,000.00)		0.00%
Total Transfers	(45,000.00)	(45,000.00)		0.00%
Surplus / (Deficit)	(1,230,198.27)	(1,159,962.42)	(70,235.85)	6.06%

**City of Port Colborne
CAO**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	284,593.98	283,900.00	693.98	0.24%
Salaries and Wages - Part Time	5,801.61		5,801.61	0.00%
Overtime Pay	2,588.24		2,588.24	0.00%
Employee Benefits	76,936.28	76,800.00	136.28	0.18%
Association/Membership Fees	2,723.53	2,900.00	(176.47)	(6.09%)
Hospitality Expense	2,313.95	500.00	1,813.95	362.79%
Office Supplies	678.75	1,500.00	(821.25)	(54.75%)
Postage & Courier	18.33		18.33	0.00%
Staff Training & Development	2,348.44	7,100.00	(4,751.56)	(66.92%)
SME - Consultants	9,094.45	30,000.00	(20,905.55)	(69.69%)
Telephone/Internet	1,307.13	620.00	687.13	110.83%
Travel	3,915.86	1,400.00	2,515.86	179.70%
Total Expense	392,320.55	404,720.00	(12,399.45)	(3.06%)
Surplus/(Deficit) Before Allocation	(392,320.55)	(404,720.00)	12,399.45	(3.06%)
Allocation:Between Departments	8,033.38	20,789.21	(12,755.83)	(61.36%)
Surplus/(Deficit) After Allocations	(400,353.93)	(425,509.21)	25,155.28	(5.91%)
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Surplus / (Deficit)	(400,353.93)	(425,509.21)	25,155.28	(5.91%)

City of Port Colborne
Marketing and Communication
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	142,364.26	139,400.00	2,964.26	2.13%
Salaries and Wages - Students	20,260.91	18,100.00	2,160.91	11.94%
Overtime Pay	3,173.68		3,173.68	0.00%
Employee Benefits	44,377.63	49,400.00	(5,022.37)	(10.17%)
Association/Membership Fees	375.10	1,400.00	(1,024.90)	(73.21%)
Comm and Public Relations	56,112.73	51,400.00	4,712.73	9.17%
Hospitality Expense	297.97	200.00	97.97	48.99%
Office Supplies	126.34	200.00	(73.66)	(36.83%)
Postage & Courier		100.00	(100.00)	(100.00%)
Staff Training & Development		3,900.00	(3,900.00)	(100.00%)
Subscriptions and Publications	6,381.52	1,500.00	4,881.52	325.43%
Telephone/Internet	2,120.63	1,832.00	288.63	15.75%
Travel	192.87	800.00	(607.13)	(75.89%)
Total Expense	275,783.64	268,232.00	7,551.64	2.82%
Surplus/(Deficit) Before Allocation	(275,783.64)	(268,232.00)	(7,551.64)	2.82%
Allocation:Between Departments	(400.00)		(400.00)	0.00%
Surplus/(Deficit) After Allocations	(275,383.64)	(268,232.00)	(7,151.64)	2.67%
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Surplus / (Deficit)	(275,383.64)	(268,232.00)	(7,151.64)	2.67%

**City of Port Colborne
Economic Development**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	21,266.56		21,266.56	0.00%
Fees	2,105.00		2,105.00	0.00%
Grants - Other		5,000.00	(5,000.00)	(100.00%)
Grant - Provincial	81,000.00		81,000.00	0.00%
Total Revenue	104,371.56	5,000.00	99,371.56	1987.43%
Expense				
Salaries and Wages - Full Time	327,038.43	325,200.00	1,838.43	0.57%
Salaries and Wages - Part Time	54,442.08		54,442.08	0.00%
Salaries and Wages - Students	53,846.81	18,100.00	35,746.81	197.50%
Overtime Pay	3,435.17		3,435.17	0.00%
Employee Benefits	126,493.07	109,600.00	16,893.07	15.41%
Association/Membership Fees	11,027.96	10,000.00	1,027.96	10.28%
Comm and Public Relations	43,502.46	10,000.00	33,502.46	335.02%
Computer Software	1,805.53		1,805.53	0.00%
Contract Services	1,407.97		1,407.97	0.00%
Grants and Sponsorship Expense	2,035.20		2,035.20	0.00%
Hospitality Expense	3,486.57	1,000.00	2,486.57	248.66%
Office Supplies	1,131.41	5,000.00	(3,868.59)	(77.37%)
Postage & Courier	4.58	200.00	(195.42)	(97.71%)
Program Supplies	1,909.18		1,909.18	0.00%
Staff Training & Development	7,056.11	8,600.00	(1,543.89)	(17.95%)
SME - Consultants	55,124.90	30,000.00	25,124.90	83.75%
Subscriptions and Publications	15.70		15.70	0.00%
Telephone/Internet	3,137.73	2,582.00	555.73	21.52%
Travel	1,448.02	1,700.00	(251.98)	(14.82%)
Total Expense	698,348.88	521,982.00	176,366.88	33.79%
Surplus/(Deficit) Before Allocation	(593,977.32)	(516,982.00)	(76,995.32)	14.89%
Allocation:Between Departments	8,883.38	11,939.21	(3,055.83)	(25.59%)
Allocation:SSE	(3,400.00)	(17,700.00)	14,300.00	(80.79%)
Surplus/(Deficit) After Allocations	(599,460.70)	(511,221.21)	(88,239.49)	17.26%
Transfer Between Funds	(45,000.00)	(45,000.00)		0.00%
Total Transfers	(45,000.00)	(45,000.00)		0.00%
Surplus / (Deficit)	(554,460.70)	(466,221.21)	(88,239.49)	18.93%

**City of Port Colborne
Corporate Services**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	21,212.39	35,000.00	(13,787.61)	(39.39%)
Lease Income	11,440.59	18,700.00	(7,259.41)	(38.82%)
Licences and Permits	26,370.00	20,000.00	6,370.00	31.85%
Rentals	356,634.06	504,000.00	(147,365.94)	(29.24%)
Other Revenue	431.64		431.64	0.00%
Fees	46,142.96	65,000.00	(18,857.04)	(29.01%)
Total Revenue	462,231.64	642,700.00	(180,468.36)	(28.08%)
Expense				
Salaries and Wages - Full Time	2,255,365.91	2,158,400.00	96,965.91	4.49%
Salaries and Wages - Part Time	152,850.46	102,600.00	50,250.46	48.98%
Salaries and Wages - Students	44,376.41	110,000.00	(65,623.59)	(59.66%)
Overtime Pay	72,837.04	43,500.00	29,337.04	67.44%
Employee Benefits	778,069.60	797,700.00	(19,630.40)	(2.46%)
Association/Membership Fees	10,962.87	14,400.00	(3,437.13)	(23.87%)
Cleaning Supplies	8,080.35	22,000.00	(13,919.65)	(63.27%)
Contract Services	369,656.91	395,000.00	(25,343.09)	(6.42%)
Equipment - Purchase	7,005.70	8,500.00	(1,494.30)	(17.58%)
Equipment - Rental	2,912.76	5,000.00	(2,087.24)	(41.74%)
Hospitality Expense	3,625.93	3,500.00	125.93	3.60%
Office Supplies	32,415.43	26,700.00	5,715.43	21.41%
Postage & Courier	39,888.18	48,700.00	(8,811.82)	(18.09%)
Program Supplies	5,961.08	4,000.00	1,961.08	49.03%
Protective & Uniform Clothing	2,261.10	1,400.00	861.10	61.51%
R&M - Grounds	9,847.66	24,000.00	(14,152.34)	(58.97%)
R&M - Consumables and Parts	980.44		980.44	0.00%
Staff Training & Development	44,098.98	59,200.00	(15,101.02)	(25.51%)
SME - Audit and Actuary	68,779.13	85,000.00	(16,220.87)	(19.08%)
SME - Consultants	20,744.18	30,000.00	(9,255.82)	(30.85%)
Subscriptions and Publications	2,853.14	3,500.00	(646.86)	(18.48%)
Telephone/Internet	8,491.63	8,911.00	(419.37)	(4.71%)
Travel	17,928.28	11,600.00	6,328.28	54.55%
Total Expense	3,959,993.17	3,963,611.00	(3,617.83)	(0.09%)
Surplus/(Deficit) Before Allocation	(3,497,761.53)	(3,320,911.00)	(176,850.53)	5.33%
Allocation:Between Departments	902,186.15	1,328,164.90	(425,978.75)	(32.07%)
Allocation:SSE	(224,492.79)	(241,500.00)	17,007.21	(7.04%)
Surplus/(Deficit) After Allocations	(4,175,454.89)	(4,407,575.90)	232,121.01	(5.27%)
Transfer to/ (from) Reserves	(92,600.00)	(74,600.00)	(18,000.00)	24.13%
Transfer Between Funds	(465,959.52)	(526,543.83)	60,584.31	(11.51%)
Total Transfers	(558,559.52)	(601,143.83)	42,584.31	(7.08%)
Surplus / (Deficit)	(3,616,895.37)	(3,806,432.07)	189,536.70	(4.98%)

City of Port Colborne

Events

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	97,511.89	63,700.00	33,811.89	53.08%
Salaries and Wages - Students	14,625.90	45,300.00	(30,674.10)	(67.71%)
Overtime Pay	2,435.18		2,435.18	0.00%
Employee Benefits	33,013.27	34,600.00	(1,586.73)	(4.59%)
Staff Training & Development	1,869.93	2,700.00	(830.07)	(30.74%)
Subscriptions and Publications	1,267.89		1,267.89	0.00%
Telephone/Internet	96.33	611.00	(514.67)	(84.23%)
Travel	422.15	500.00	(77.85)	(15.57%)
Total Expense	151,242.54	147,411.00	3,831.54	2.60%
Surplus/(Deficit) Before Allocation	(151,242.54)	(147,411.00)	(3,831.54)	2.60%
Allocations: Within Departments	(21,000.00)	(21,000.00)		0.00%
Allocation: Between Departments	(130,242.54)	(126,411.00)	(3,831.54)	3.03%
Surplus/(Deficit) After Allocations	-	-	-	-
Surplus / (Deficit)	-	-	-	-

City of Port Colborne
Comm Sports and Rec (VHWC)
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	21,212.39	35,000.00	(13,787.61)	(39.39%)
Lease Income	11,440.59	18,700.00	(7,259.41)	(38.82%)
Rentals	356,634.06	504,000.00	(147,365.94)	(29.24%)
Other Revenue	431.64		431.64	0.00%
Fees	20,565.96	35,000.00	(14,434.04)	(41.24%)
Total Revenue	410,284.64	592,700.00	(182,415.36)	(30.78%)
Expense				
Salaries and Wages - Full Time	539,519.49	516,900.00	22,619.49	4.38%
Salaries and Wages - Part Time	51,654.82	34,200.00	17,454.82	51.04%
Overtime Pay	40,755.50		40,755.50	0.00%
Employee Benefits	201,873.38	202,500.00	(626.62)	(0.31%)
Association/Membership Fees	2,547.42		2,547.42	0.00%
Cleaning Supplies	8,080.35	22,000.00	(13,919.65)	(63.27%)
Contract Services	367,350.97	385,000.00	(17,649.03)	(4.58%)
Equipment - Purchase	7,005.70	8,500.00	(1,494.30)	(17.58%)
Equipment - Rental	2,912.76	5,000.00	(2,087.24)	(41.74%)
Office Supplies	903.09	600.00	303.09	50.52%
Program Supplies	5,961.08	4,000.00	1,961.08	49.03%
Protective & Uniform Clothing	2,261.10	1,400.00	861.10	61.51%
R&M - Grounds	9,847.66	24,000.00	(14,152.34)	(58.97%)
R&M - Consumables and Parts	980.44		980.44	0.00%
Staff Training & Development	9,193.15	13,800.00	(4,606.85)	(33.38%)
Telephone/Internet	1,858.56	1,200.00	658.56	54.88%
Travel	9,274.79	2,800.00	6,474.79	231.24%
Total Expense	1,261,980.26	1,221,900.00	40,080.26	3.28%
Surplus/(Deficit) Before Allocation	(851,695.62)	(629,200.00)	(222,495.62)	35.36%
Allocations: Within Departments	111,011.73	129,700.00	(18,688.27)	(14.41%)
Allocation: Between Departments	990,695.17	1,371,419.09	(380,723.92)	(27.76%)
Allocation: SSE	(92,200.00)	(27,700.00)	(64,500.00)	232.85%
Surplus/(Deficit) After Allocations	(1,861,202.52)	(2,102,619.09)	241,416.57	(11.48%)
Surplus / (Deficit)	(1,861,202.52)	(2,102,619.09)	241,416.57	(11.48%)

City of Port Colborne
Corporate Services - Global
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	171,183.06	160,500.00	10,683.06	6.66%
Overtime Pay		43,500.00	(43,500.00)	(100.00%)
Employee Benefits	43,105.84	41,900.00	1,205.84	2.88%
Association/Membership Fees	1,279.33	2,400.00	(1,120.67)	(46.69%)
Contract Services	2,305.94	10,000.00	(7,694.06)	(76.94%)
Hospitality Expense	3,625.93	3,500.00	125.93	3.60%
Office Supplies	31,512.34	26,100.00	5,412.34	20.74%
Postage & Courier	245.09	700.00	(454.91)	(64.99%)
Staff Training & Development	846.00	4,000.00	(3,154.00)	(78.85%)
SME - Consultants	17,564.18	30,000.00	(12,435.82)	(41.45%)
Telephone/Internet	1,543.81	600.00	943.81	157.30%
Travel	438.49	800.00	(361.51)	(45.19%)
Total Expense	273,650.01	324,000.00	(50,349.99)	(15.54%)
Surplus/(Deficit) Before Allocation	(273,650.01)	(324,000.00)	50,349.99	(15.54%)
Allocations: Within Departments	(181,882.22)	(215,500.00)	33,617.78	(15.60%)
Allocation:Between Departments	(1,800.00)		(1,800.00)	0.00%
Allocation:SSE	(89,967.79)	(108,500.00)	18,532.21	(17.08%)
Surplus/(Deficit) After Allocations	-	-	-	-
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Customer Service**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	283,463.72	273,200.00	10,263.72	3.76%
Salaries and Wages - Students	8,493.77	43,100.00	(34,606.23)	(80.29%)
Overtime Pay	4,920.64		4,920.64	0.00%
Employee Benefits	104,574.26	119,400.00	(14,825.74)	(12.42%)
Association/Membership Fees		1,200.00	(1,200.00)	(100.00%)
Staff Training & Development	936.19	7,900.00	(6,963.81)	(88.15%)
Subscriptions and Publications		500.00	(500.00)	(100.00%)
Telephone/Internet	660.52	600.00	60.52	10.09%
Travel		1,600.00	(1,600.00)	(100.00%)
Total Expense	403,049.10	447,500.00	(44,450.90)	(9.93%)
Surplus/(Deficit) Before Allocation	(403,049.10)	(447,500.00)	44,450.90	(9.93%)
Allocations: Within Departments	(12,082.58)	(7,330.00)	(4,752.58)	64.84%
Allocation:Between Departments	4,733.38	20,789.21	(16,055.83)	(77.23%)
Allocation:SSE	(42,325.00)	(105,300.00)	62,975.00	(59.81%)
Surplus/(Deficit) After Allocations	(353,374.90)	(355,659.21)	2,284.31	(0.64%)
Transfer Between Funds	(68,430.69)	(77,328.08)	8,897.39	(11.51%)
Total Transfers	(68,430.69)	(77,328.08)	8,897.39	(11.51%)
Surplus / (Deficit)	(284,944.21)	(278,331.13)	(6,613.08)	2.38%

**City of Port Colborne
Financial Services**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Licences and Permits	26,370.00	20,000.00	6,370.00	31.85%
Fees	25,577.00	30,000.00	(4,423.00)	(14.74%)
Total Revenue	51,947.00	50,000.00	1,947.00	3.89%
Expense				
Salaries and Wages - Full Time	532,719.05	549,200.00	(16,480.95)	(3.00%)
Salaries and Wages - Part Time	77,151.05	68,400.00	8,751.05	12.79%
Overtime Pay	15,851.56		15,851.56	0.00%
Employee Benefits	195,167.31	203,500.00	(8,332.69)	(4.09%)
Association/Membership Fees	2,981.17	3,600.00	(618.83)	(17.19%)
Postage & Courier	39,643.09	48,000.00	(8,356.91)	(17.41%)
Staff Training & Development	14,140.50	15,400.00	(1,259.50)	(8.18%)
SME - Audit and Actuary	68,779.13	85,000.00	(16,220.87)	(19.08%)
Subscriptions and Publications		1,000.00	(1,000.00)	(100.00%)
Telephone/Internet	954.57	2,400.00	(1,445.43)	(60.23%)
Travel	1,250.64	3,100.00	(1,849.36)	(59.66%)
Total Expense	948,638.07	979,600.00	(30,961.93)	(3.16%)
Surplus/(Deficit) Before Allocation	(896,691.07)	(929,600.00)	32,908.93	(3.54%)
Allocations: Within Departments	53,141.87	57,630.00	(4,488.13)	(7.79%)
Allocation: Between Departments	17,733.38	20,789.18	(3,055.80)	(14.70%)
Surplus/(Deficit) After Allocations	(967,566.32)	(1,008,019.18)	40,452.86	(4.01%)
Transfer to/ (from) Reserves	(92,600.00)	(74,600.00)	(18,000.00)	24.13%
Transfer Between Funds	(202,415.72)	(228,733.93)	26,318.21	(11.51%)
Total Transfers	(295,015.72)	(303,333.93)	8,318.21	(2.74%)
Surplus / (Deficit)	(672,550.60)	(704,685.25)	32,134.65	(4.56%)

**City of Port Colborne
Human Resources**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Salaries and Wages - Full Time	340,686.24	346,700.00	(6,013.76)	(1.73%)
Salaries and Wages - Part Time	24,044.59		24,044.59	0.00%
Salaries and Wages - Students	8,803.20	12,600.00	(3,796.80)	(30.13%)
Overtime Pay	3,810.83		3,810.83	0.00%
Employee Benefits	106,270.50	112,600.00	(6,329.50)	(5.62%)
Association/Membership Fees	3,520.98	4,800.00	(1,279.02)	(26.65%)
Staff Training & Development	15,308.02	9,000.00	6,308.02	70.09%
SME - Consultants	3,180.00		3,180.00	0.00%
Subscriptions and Publications	1,585.25	1,500.00	85.25	5.68%
Telephone/Internet	1,187.03	1,600.00	(412.97)	(25.81%)
Travel	4,270.99	1,800.00	2,470.99	137.28%
Total Expense	512,667.63	490,600.00	22,067.63	4.50%
Surplus/(Deficit) Before Allocation	(512,667.63)	(490,600.00)	(22,067.63)	4.50%
Allocations: Within Departments	28,041.36	29,800.00	(1,758.64)	(5.90%)
Allocation:Between Departments	5,633.38	20,789.21	(15,155.83)	(72.90%)
Surplus/(Deficit) After Allocations	(546,342.37)	(541,189.21)	(5,153.16)	0.95%
Transfer Between Funds	(100,378.44)	(113,429.69)	13,051.25	(11.51%)
Total Transfers	(100,378.44)	(113,429.69)	13,051.25	(11.51%)
Surplus / (Deficit)	(445,963.93)	(427,759.52)	(18,204.41)	4.26%

**City of Port Colborne
Information Technology**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
<hr/>				
Expense				
Salaries and Wages - Full Time	290,282.46	248,200.00	42,082.46	16.96%
Salaries and Wages - Students	12,453.54	9,000.00	3,453.54	38.37%
Overtime Pay	5,063.33		5,063.33	0.00%
Employee Benefits	94,065.04	83,200.00	10,865.04	13.06%
Association/Membership Fees	633.97	2,400.00	(1,766.03)	(73.58%)
Staff Training & Development	1,805.19	6,400.00	(4,594.81)	(71.79%)
Subscriptions and Publications		500.00	(500.00)	(100.00%)
Telephone/Internet	2,190.81	1,900.00	290.81	15.31%
Travel	2,271.22	1,000.00	1,271.22	127.12%
Total Expense	408,765.56	352,600.00	56,165.56	15.93%
Surplus/(Deficit) Before Allocation	(408,765.56)	(352,600.00)	(56,165.56)	15.93%
Allocations: Within Departments	22,769.84	26,700.00	(3,930.16)	(14.72%)
Allocation: Between Departments	15,433.38	20,789.21	(5,355.83)	(25.76%)
Surplus/(Deficit) After Allocations	(446,968.78)	(400,089.21)	(46,879.57)	11.72%
Transfer Between Funds	(94,734.67)	(107,052.13)	12,317.46	(11.51%)
Total Transfers	(94,734.67)	(107,052.13)	12,317.46	(11.51%)
Surplus / (Deficit)	(352,234.11)	(293,037.08)	(59,197.03)	20.20%

**City of Port Colborne
Legislative Services**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Licences and Permits	32,966.58	30,000.00	2,966.58	9.89%
Fees	222,050.91	190,950.00	31,100.91	16.29%
Total Revenue	255,017.49	220,950.00	34,067.49	15.42%
Expense				
Salaries and Wages - Full Time	635,971.39	681,900.00	(45,928.61)	(6.74%)
Salaries and Wages - Part Time	77,999.42		77,999.42	0.00%
Salaries and Wages - Students	9,931.07	18,900.00	(8,968.93)	(47.45%)
Overtime Pay	11,560.65	7,000.00	4,560.65	65.15%
Honourariums	4,315.00		4,315.00	0.00%
Employee Benefits	221,117.01	255,100.00	(33,982.99)	(13.32%)
Association/Membership Fees	3,673.62	3,200.00	473.62	14.80%
Comm and Public Relations	2,195.47	3,000.00	(804.53)	(26.82%)
Contract Services	7,097.69	7,500.00	(402.31)	(5.36%)
Equipment - Purchase	137.37		137.37	0.00%
Hospitality Expense	932.32	1,400.00	(467.68)	(33.41%)
Office Supplies	5,036.09	4,000.00	1,036.09	25.90%
Postage & Courier	29.80	300.00	(270.20)	(90.07%)
Staff Training & Development	9,156.56	17,500.00	(8,343.44)	(47.68%)
SME - Consultants	78,465.63	30,000.00	48,465.63	161.55%
Subscriptions and Publications	695.00	800.00	(105.00)	(13.13%)
Telephone/Internet	2,723.59	2,900.00	(176.41)	(6.08%)
Travel	1,439.08	3,400.00	(1,960.92)	(57.67%)
Total Expense	1,072,476.76	1,036,900.00	35,576.76	3.43%
Surplus/(Deficit) Before Allocation	(817,459.27)	(815,950.00)	(1,509.27)	0.18%
Allocation:Between Departments	29,566.76	41,578.42	(12,011.66)	(28.89%)
Allocation:SSE	(30,057.82)	(60,600.00)	30,542.18	(50.40%)
Surplus/(Deficit) After Allocations	(816,968.21)	(796,928.42)	(20,039.79)	2.51%
Surplus / (Deficit)	(816,968.21)	(796,928.42)	(20,039.79)	2.51%

City of Port Colborne

Clerks

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Licences and Permits	32,966.58	30,000.00	2,966.58	9.89%
Fees	2,730.64	550.00	2,180.64	396.48%
Total Revenue	35,697.22	30,550.00	5,147.22	16.85%
Expense				
Salaries and Wages - Full Time	263,130.28	242,700.00	20,430.28	8.42%
Salaries and Wages - Part Time	72,743.94		72,743.94	0.00%
Overtime Pay	4,837.08		4,837.08	0.00%
Employee Benefits	111,119.02	91,100.00	20,019.02	21.97%
Association/Membership Fees	630.91	1,200.00	(569.09)	(47.42%)
Postage & Courier	13.74	100.00	(86.26)	(86.26%)
Staff Training & Development	1,940.41	6,100.00	(4,159.59)	(68.19%)
Subscriptions and Publications	695.00	500.00	195.00	39.00%
Telephone/Internet	1,645.50	1,200.00	445.50	37.13%
Travel	176.15	1,200.00	(1,023.85)	(85.32%)
Total Expense	456,932.03	344,100.00	112,832.03	32.79%
Surplus/(Deficit) Before Allocation	(421,234.81)	(313,550.00)	(107,684.81)	34.34%
Allocations: Within Departments	26,759.62	61,800.00	(35,040.38)	(56.70%)
Allocation: Between Departments	13,033.38	20,789.21	(7,755.83)	(37.31%)
Surplus/(Deficit) After Allocations	(461,027.81)	(396,139.21)	(64,888.60)	16.38%
Surplus / (Deficit)	(461,027.81)	(396,139.21)	(64,888.60)	16.38%

**City of Port Colborne
Planning Global**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Fees		7,500.00	(7,500.00)	(100.00%)
Total Revenue		7,500.00	(7,500.00)	(100.00%)
Expense				
Salaries and Wages - Full Time	59,028.04	129,600.00	(70,571.96)	(54.45%)
Employee Benefits	17,434.83	36,400.00	(18,965.17)	(52.10%)
Association/Membership Fees	457.92	1,200.00	(742.08)	(61.84%)
Comm and Public Relations		1,000.00	(1,000.00)	(100.00%)
Contract Services		7,500.00	(7,500.00)	(100.00%)
Hospitality Expense	821.20	1,400.00	(578.80)	(41.34%)
Office Supplies	4,549.69	4,000.00	549.69	13.74%
Postage & Courier		100.00	(100.00)	(100.00%)
Staff Training & Development		3,200.00	(3,200.00)	(100.00%)
SME - Consultants	5,231.89	30,000.00	(24,768.11)	(82.56%)
Telephone/Internet	204.75	600.00	(395.25)	(65.88%)
Travel		600.00	(600.00)	(100.00%)
Total Expense	87,728.32	215,600.00	(127,871.68)	(59.31%)
Surplus/(Deficit) Before Allocation	(87,728.32)	(208,100.00)	120,371.68	(57.84%)
Allocations: Within Departments	(57,670.50)	(147,500.00)	89,829.50	(60.90%)
Allocation:SSE	(30,057.82)	(60,600.00)	30,542.18	(50.40%)
Surplus/(Deficit) After Allocations	-	-	-	-
Surplus / (Deficit)	-	-	-	-

City of Port Colborne
Planning and Development
For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Fees	219,320.27	182,900.00	36,420.27	19.91%
Total Revenue	219,320.27	182,900.00	36,420.27	19.91%
Expense				
Salaries and Wages - Full Time	313,813.07	309,600.00	4,213.07	1.36%
Salaries and Wages - Part Time	5,255.48		5,255.48	0.00%
Salaries and Wages - Students	9,931.07	18,900.00	(8,968.93)	(47.45%)
Overtime Pay	6,723.57	7,000.00	(276.43)	(3.95%)
Honourariums	4,315.00		4,315.00	0.00%
Employee Benefits	92,563.16	127,600.00	(35,036.84)	(27.46%)
Association/Membership Fees	2,584.79	800.00	1,784.79	223.10%
Comm and Public Relations	2,195.47	2,000.00	195.47	9.77%
Contract Services	7,097.69		7,097.69	0.00%
Equipment - Purchase	137.37		137.37	0.00%
Hospitality Expense	111.12		111.12	0.00%
Office Supplies	486.40		486.40	0.00%
Postage & Courier	16.06	100.00	(83.94)	(83.94%)
Staff Training & Development	7,216.15	8,200.00	(983.85)	(12.00%)
SME - Consultants	73,233.74		73,233.74	0.00%
Subscriptions and Publications		300.00	(300.00)	(100.00%)
Telephone/Internet	873.34	1,100.00	(226.66)	(20.61%)
Travel	1,262.93	1,600.00	(337.07)	(21.07%)
Total Expense	527,816.41	477,200.00	50,616.41	10.61%
Surplus/(Deficit) Before Allocation	(308,496.14)	(294,300.00)	(14,196.14)	4.82%
Allocations: Within Departments	30,910.88	85,700.00	(54,789.12)	(63.93%)
Allocation: Between Departments	16,533.38	20,789.21	(4,255.83)	(20.47%)
Surplus/(Deficit) After Allocations	(355,940.40)	(400,789.21)	44,848.81	(11.19%)
Surplus / (Deficit)	(355,940.40)	(400,789.21)	44,848.81	(11.19%)

**City of Port Colborne
Community Safety**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Donations	2,695.00	600.00	2,095.00	349.17%
Fines	13,886.00	45,000.00	(31,114.00)	(69.14%)
Licences and Permits	15,507.37	1,500.00	14,007.37	933.82%
Other Revenue	74.00		74.00	0.00%
Fees	146,580.42	20,600.00	125,980.42	611.56%
Sales	4,274.15		4,274.15	0.00%
Total Revenue	183,016.94	67,700.00	115,316.94	170.34%
Expense				
Salaries and Wages - Full Time	2,128,540.94	2,010,200.00	118,340.94	5.89%
Salaries and Wages - Part Time	57,523.70	14,189.00	43,334.70	305.41%
Salaries and Wages - Students		36,300.00	(36,300.00)	(100.00%)
Overtime Pay	27,500.91	68,800.00	(41,299.09)	(60.03%)
Honourariums	344,506.78	430,011.00	(85,504.22)	(19.88%)
Employee Benefits	1,120,780.90	1,109,000.00	11,780.90	1.06%
Association/Membership Fees	1,764.26	3,200.00	(1,435.74)	(44.87%)
Cleaning Supplies	2,432.95	3,000.00	(567.05)	(18.90%)
Comm and Public Relations	7,134.68	16,300.00	(9,165.32)	(56.23%)
Contract Services	160,405.55	107,000.00	53,405.55	49.91%
Equipment - Purchase	42,076.69	26,200.00	15,876.69	60.60%
Hospitality Expense	5,691.25	6,000.00	(308.75)	(5.15%)
Office Supplies	8,112.91	8,400.00	(287.09)	(3.42%)
Postage & Courier	6,313.21	2,600.00	3,713.21	142.82%
Program Supplies	37,004.16	40,000.00	(2,995.84)	(7.49%)
Protective & Uniform Clothing	42,212.07	40,500.00	1,712.07	4.23%
R&M - Consumables and Parts	156.35		156.35	0.00%
Staff Training & Development	45,296.00	63,900.00	(18,604.00)	(29.11%)
Subscriptions and Publications	817.09	1,500.00	(682.91)	(45.53%)
Telephone/Internet	10,450.07	13,000.00	(2,549.93)	(19.61%)
Travel	1,975.12	12,700.00	(10,724.88)	(84.45%)
Total Expense	4,050,695.59	4,012,800.00	37,895.59	0.94%
Surplus/(Deficit) Before Allocation	(3,867,678.65)	(3,945,100.00)	77,421.35	(1.96%)
Allocation:Between Departments	253,874.56	284,795.47	(30,920.91)	(10.86%)
Allocation:SSE	(30,542.18)		(30,542.18)	0.00%
Surplus/(Deficit) After Allocations	(4,091,011.03)	(4,229,895.47)	138,884.44	(3.28%)
Surplus / (Deficit)	(4,091,011.03)	(4,229,895.47)	138,884.44	(3.28%)

City of Port Colborne

Bylaws

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Fines	13,886.00	45,000.00	(31,114.00)	(69.14%)
Licences and Permits	15,507.37	1,500.00	14,007.37	933.82%
Other Revenue	74.00		74.00	0.00%
Fees	82,862.97		82,862.97	0.00%
Total Revenue	112,330.34	46,500.00	65,830.34	141.57%
Expense				
Salaries and Wages - Full Time	253,694.70	262,700.00	(9,005.30)	(3.43%)
Salaries and Wages - Part Time	48,132.17		48,132.17	0.00%
Salaries and Wages - Students		27,200.00	(27,200.00)	(100.00%)
Overtime Pay	11,494.78		11,494.78	0.00%
Employee Benefits	94,063.74	96,100.00	(2,036.26)	(2.12%)
Association/Membership Fees	473.00	1,200.00	(727.00)	(60.58%)
Comm and Public Relations	1,748.19	500.00	1,248.19	249.64%
Contract Services	76,128.55	15,500.00	60,628.55	391.15%
Hospitality Expense	428.32		428.32	0.00%
Office Supplies	1,125.48	2,000.00	(874.52)	(43.73%)
Postage & Courier	4,510.52	2,000.00	2,510.52	125.53%
Protective & Uniform Clothing	5,766.36	8,500.00	(2,733.64)	(32.16%)
R&M - Consumables and Parts	156.35		156.35	0.00%
Staff Training & Development	5,302.15	7,200.00	(1,897.85)	(26.36%)
Telephone/Internet	6,345.25	7,500.00	(1,154.75)	(15.40%)
Travel	1,558.38	1,400.00	158.38	11.31%
Total Expense	510,927.94	431,800.00	79,127.94	18.33%
Surplus/(Deficit) Before Allocation	(398,597.60)	(385,300.00)	(13,297.60)	3.45%
Allocations: Within Departments	103,200.00	103,200.00		0.00%
Allocation: Between Departments	2,372.18	5,039.02	(2,666.84)	(52.92%)
Surplus/(Deficit) After Allocations	(504,169.78)	(493,539.02)	(10,630.76)	2.15%
Surplus / (Deficit)	(504,169.78)	(493,539.02)	(10,630.76)	2.15%

City of Port Colborne

Fire

For the Twelve Months Ending December

	YTD Dec	2022	VARIANCE	VAR %
	ACTUAL	BUDGET		
Revenue				
Donations	2,695.00	600.00	2,095.00	349.17%
Fees	63,717.45	20,600.00	43,117.45	209.31%
Sales	4,274.15		4,274.15	0.00%
Total Revenue	70,686.60	21,200.00	49,486.60	233.43%
Expense				
Salaries and Wages - Full Time	1,874,846.24	1,747,500.00	127,346.24	7.29%
Salaries and Wages - Part Time	9,391.53	14,189.00	(4,797.47)	(33.81%)
Salaries and Wages - Students		9,100.00	(9,100.00)	(100.00%)
Overtime Pay	16,006.13	68,800.00	(52,793.87)	(76.74%)
Honourariums	344,506.78	430,011.00	(85,504.22)	(19.88%)
Employee Benefits	1,026,717.16	1,012,900.00	13,817.16	1.36%
Association/Membership Fees	1,291.26	2,000.00	(708.74)	(35.44%)
Cleaning Supplies	2,432.95	3,000.00	(567.05)	(18.90%)
Comm and Public Relations	5,386.49	15,800.00	(10,413.51)	(65.91%)
Contract Services	84,277.00	91,500.00	(7,223.00)	(7.89%)
Equipment - Purchase	42,076.69	26,200.00	15,876.69	60.60%
Hospitality Expense	5,262.93	6,000.00	(737.07)	(12.28%)
Office Supplies	6,987.43	6,400.00	587.43	9.18%
Postage & Courier	1,802.69	600.00	1,202.69	200.45%
Program Supplies	37,004.16	40,000.00	(2,995.84)	(7.49%)
Protective & Uniform Clothing	36,445.71	32,000.00	4,445.71	13.89%
Staff Training & Development	39,993.85	56,700.00	(16,706.15)	(29.46%)
Subscriptions and Publications	817.09	1,500.00	(682.91)	(45.53%)
Telephone/Internet	4,104.82	5,500.00	(1,395.18)	(25.37%)
Travel	416.74	11,300.00	(10,883.26)	(96.31%)
Total Expense	3,539,767.65	3,581,000.00	(41,232.35)	(1.15%)
Surplus/(Deficit) Before Allocation	(3,469,081.05)	(3,559,800.00)	90,718.95	(2.55%)
Allocations: Within Departments	(103,200.00)	(103,200.00)		0.00%
Allocation: Between Departments	251,502.38	279,756.45	(28,254.07)	(10.10%)
Allocation: SSE	(30,542.18)		(30,542.18)	0.00%
Surplus/(Deficit) After Allocations	(3,586,841.25)	(3,736,356.45)	149,515.20	(4.00%)
Surplus / (Deficit)	(3,586,841.25)	(3,736,356.45)	149,515.20	(4.00%)

City of Port Colborne

Public Works

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	1,450.00		1,450.00	0.00%
Donations	(1,147.14)		(1,147.14)	0.00%
Other Revenue	210,283.88	122,800.00	87,483.88	71.24%
Fees	40,210.75	30,000.00	10,210.75	34.04%
Grants - Other	2,100.00		2,100.00	0.00%
Grant - Provincial	60,653.99	49,000.00	11,653.99	23.78%
Total Revenue	313,551.48	201,800.00	111,751.48	55.38%
Expense				
Salaries and Wages - Full Time	3,082,012.99	3,349,234.00	(267,221.01)	(7.98%)
Salaries and Wages - Part Time	307,212.41	220,702.00	86,510.41	39.20%
Salaries and Wages - Students	142,434.77	145,545.00	(3,110.23)	(2.14%)
Overtime Pay	189,721.44	190,000.00	(278.56)	(0.15%)
Employee Benefits	1,100,302.78	1,226,945.00	(126,642.22)	(10.32%)
Association/Membership Fees	9,750.33	17,500.00	(7,749.67)	(44.28%)
Cleaning Supplies	5,650.64	7,000.00	(1,349.36)	(19.28%)
Comm and Public Relations	4,099.61	3,000.00	1,099.61	36.65%
Computer Software		1,000.00	(1,000.00)	(100.00%)
Contract Services	213,038.09	923,100.00	(710,061.91)	(76.92%)
Equipment - Purchase	105,130.75	101,300.00	3,830.75	3.78%
Equipment - Rental	31,476.45	47,100.00	(15,623.55)	(33.17%)
Hospitality Expense	5,086.53	6,900.00	(1,813.47)	(26.28%)
Office Supplies	11,205.66	15,600.00	(4,394.34)	(28.17%)
Postage & Courier	362.40	800.00	(437.60)	(54.70%)
Program Supplies	17,335.38	25,700.00	(8,364.62)	(32.55%)
Protective & Uniform Clothing	25,698.85	19,300.00	6,398.85	33.15%
R&M - Grounds	133,830.02	114,000.00	19,830.02	17.39%
R&M - Trails	87,166.53	113,800.00	(26,633.47)	(23.40%)
R&M - Consumables and Parts	306,692.55	295,900.00	10,792.55	3.65%
R&M - External Contractor	761,963.40		761,963.40	0.00%
R&M - Playground	13,986.96	20,000.00	(6,013.04)	(30.07%)
R&M - Tree	16,627.53	21,200.00	(4,572.47)	(21.57%)
Staff Training & Development	51,423.22	93,000.00	(41,576.78)	(44.71%)
SME - Consultants	63,735.26	70,000.00	(6,264.74)	(8.95%)
Subscriptions and Publications	1,536.32	3,200.00	(1,663.68)	(51.99%)
Telephone/Internet	22,602.10	24,100.00	(1,497.90)	(6.22%)
Travel	440.34	15,100.00	(14,659.66)	(97.08%)
City Owned Property Drainage Charges	53,722.59		53,722.59	0.00%
Total Expense	6,764,245.90	7,071,026.00	(306,780.10)	(4.34%)
Surplus/(Deficit) Before Allocation	(6,450,694.42)	(6,869,226.00)	418,531.58	(6.09%)
Allocation:Between Departments	765,526.19	689,434.36	76,091.83	11.04%
Allocation:SSE	(65,703.12)	(19,161.49)	(46,541.63)	242.89%
Surplus/(Deficit) After Allocations	(7,150,517.49)	(7,539,498.87)	388,981.38	(5.16%)
Transfer to/ (from) Reserves	31,277.41	85,000.00	(53,722.59)	(63.20%)
Transfer Between Funds	(363,664.85)	(325,977.11)	(37,687.74)	11.56%
Total Transfers	(332,387.44)	(240,977.11)	(91,410.33)	37.93%

Appedix C - 2022 Year End Levy Department and Division Summaries

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Surplus / (Deficit)	(6,818,130.05)	(7,298,521.76)	480,391.71	(6.58%)

**City of Port Colborne
Public Works - Global**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship	1,450.00		1,450.00	0.00%
Other Revenue	6,201.75		6,201.75	0.00%
Total Revenue	7,651.75		7,651.75	0.00%
Expense				
Salaries and Wages - Full Time	233,371.90	217,000.00	16,371.90	7.54%
Overtime Pay	751.28	190,000.00	(189,248.72)	(99.60%)
Employee Benefits	67,345.37	65,300.00	2,045.37	3.13%
Association/Membership Fees	5,348.57	4,000.00	1,348.57	33.71%
Hospitality Expense	4,960.53	6,900.00	(1,939.47)	(28.11%)
Office Supplies	11,205.66	15,600.00	(4,394.34)	(28.17%)
Postage & Courier	23.63	300.00	(276.37)	(92.12%)
Program Supplies	7,297.20		7,297.20	0.00%
Protective & Uniform Clothing	13,597.01	11,900.00	1,697.01	14.26%
Staff Training & Development	7,169.38	5,400.00	1,769.38	32.77%
SME - Consultants	56,845.68	70,000.00	(13,154.32)	(18.79%)
Subscriptions and Publications		600.00	(600.00)	(100.00%)
Telephone/Internet	6,360.78	6,000.00	360.78	6.01%
Travel	82.44	1,100.00	(1,017.56)	(92.51%)
Total Expense	414,359.43	594,100.00	(179,740.57)	(30.25%)
Surplus/(Deficit) Before Allocation	(406,707.68)	(594,100.00)	187,392.32	(31.54%)
Allocations: Within Departments	(319,692.43)	(594,100.00)	274,407.57	(46.19%)
Allocation: Between Departments	(700.00)		(700.00)	0.00%
Surplus/(Deficit) After Allocations	(86,315.25)		(86,315.25)	0.00%
Transfer Between Funds	(86,315.25)		(86,315.25)	0.00%
Total Transfers	(86,315.25)		(86,315.25)	0.00%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Parks and Trails**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Donations	(1,147.14)		(1,147.14)	0.00%
Fees	25,035.09	5,000.00	20,035.09	400.70%
Grants - Other	2,100.00		2,100.00	0.00%
Grant - Provincial	10,242.32		10,242.32	0.00%
Total Revenue	36,230.27	5,000.00	31,230.27	624.61%
Expense				
Salaries and Wages - Full Time	578,166.43	519,264.00	58,902.43	11.34%
Salaries and Wages - Part Time	147,092.42	220,702.00	(73,609.58)	(33.35%)
Salaries and Wages - Students	80,582.51	86,215.00	(5,632.49)	(6.53%)
Overtime Pay	56,681.51		56,681.51	0.00%
Employee Benefits	234,957.04	220,651.00	14,306.04	6.48%
Association/Membership Fees	725.97	3,500.00	(2,774.03)	(79.26%)
Cleaning Supplies	5,650.64	7,000.00	(1,349.36)	(19.28%)
Contract Services	301.21	47,500.00	(47,198.79)	(99.37%)
Equipment - Purchase	68,802.81	83,800.00	(14,997.19)	(17.90%)
Equipment - Rental	31,476.45	47,100.00	(15,623.55)	(33.17%)
Hospitality Expense	126.00		126.00	0.00%
Postage & Courier	205.64		205.64	0.00%
Program Supplies		700.00	(700.00)	(100.00%)
Protective & Uniform Clothing	11,737.99	5,600.00	6,137.99	109.61%
R&M - Grounds	133,830.02	114,000.00	19,830.02	17.39%
R&M - Trails	87,166.53	113,800.00	(26,633.47)	(23.40%)
R&M - External Contractor	88,901.23		88,901.23	0.00%
R&M - Playground	13,986.96	20,000.00	(6,013.04)	(30.07%)
R&M - Tree	9,824.47	15,600.00	(5,775.53)	(37.02%)
Staff Training & Development	2,603.11	20,700.00	(18,096.89)	(87.42%)
Telephone/Internet	3,843.46	4,200.00	(356.54)	(8.49%)
Travel	33.09	4,100.00	(4,066.91)	(99.19%)
Total Expense	1,556,695.49	1,534,432.00	22,263.49	1.45%
Surplus/(Deficit) Before Allocation	(1,520,465.22)	(1,529,432.00)	8,966.78	(0.59%)
Allocations: Within Departments	213,443.10	297,012.16	(83,569.06)	(28.14%)
Allocation:Between Departments	272,880.97	334,826.03	(61,945.06)	(18.50%)
Allocation:SSE	(17,874.43)		(17,874.43)	0.00%
Surplus/(Deficit) After Allocations	(1,988,914.86)	(2,161,270.19)	172,355.33	(7.97%)
Surplus / (Deficit)	(1,988,914.86)	(2,161,270.19)	172,355.33	(7.97%)

**City of Port Colborne
Project Management**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	462,934.60	612,200.00	(149,265.40)	(24.38%)
Salaries and Wages - Part Time	63.53		63.53	0.00%
Salaries and Wages - Students	29,121.57	28,300.00	821.57	2.90%
Overtime Pay	14,278.57		14,278.57	0.00%
Employee Benefits	154,660.24	210,200.00	(55,539.76)	(26.42%)
Association/Membership Fees	1,613.44	3,400.00	(1,786.56)	(52.55%)
Comm and Public Relations		2,000.00	(2,000.00)	(100.00%)
R&M - Consumables and Parts	297.72		297.72	0.00%
Staff Training & Development	11,190.15	16,000.00	(4,809.85)	(30.06%)
SME - Consultants	6,889.58		6,889.58	0.00%
Subscriptions and Publications	648.72	900.00	(251.28)	(27.92%)
Telephone/Internet	3,706.96	3,300.00	406.96	12.33%
Travel	40.11	3,200.00	(3,159.89)	(98.75%)
Total Expense	685,445.19	879,500.00	(194,054.81)	(22.06%)
Surplus/(Deficit) Before Allocation	(685,445.19)	(879,500.00)	194,054.81	(22.06%)
Allocations: Within Departments	49,546.98	99,911.01	(50,364.03)	(50.41%)
Allocation: Between Departments	89,630.09	105,576.35	(15,946.26)	(15.10%)
Surplus/(Deficit) After Allocations	(824,622.26)	(1,084,987.36)	260,365.10	(24.00%)
Transfer Between Funds	(116,433.05)	(131,571.74)	15,138.69	(11.51%)
Total Transfers	(116,433.05)	(131,571.74)	15,138.69	(11.51%)
Surplus / (Deficit)	(708,189.21)	(953,415.62)	245,226.41	(25.72%)

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City of Port Colborne

Drainage

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	204,082.13	120,300.00	83,782.13	69.64%
Grant - Provincial	50,411.67	49,000.00	1,411.67	2.88%
Total Revenue	254,493.80	169,300.00	85,193.80	50.32%
Expense				
Salaries and Wages - Full Time	204,810.61	204,100.00	710.61	0.35%
Overtime Pay	2,385.77		2,385.77	0.00%
Employee Benefits	63,701.78	76,100.00	(12,398.22)	(16.29%)
Association/Membership Fees	370.00	500.00	(130.00)	(26.00%)
Equipment - Purchase	3,794.04	1,000.00	2,794.04	279.40%
Staff Training & Development	2,970.95	5,100.00	(2,129.05)	(41.75%)
Telephone/Internet	1,269.06	2,900.00	(1,630.94)	(56.24%)
Travel	21.60	1,000.00	(978.40)	(97.84%)
City Owned Property Drainage Charges	53,722.59		53,722.59	0.00%
Total Expense	333,046.40	290,700.00	42,346.40	14.57%
Surplus/(Deficit) Before Allocation	(78,552.60)	(121,400.00)	42,847.40	(35.29%)
Allocations: Within Departments	27,951.20	21,413.18	6,538.02	30.53%
Allocation: Between Departments	111,544.20	38,034.48	73,509.72	193.27%
Surplus/(Deficit) After Allocations	(218,048.00)	(180,847.66)	(37,200.34)	20.57%
Transfer to/ (from) Reserves	31,277.41	85,000.00	(53,722.59)	(63.20%)
Transfer Between Funds	11,579.70		11,579.70	0.00%
Total Transfers	42,857.11	85,000.00	(42,142.89)	(49.58%)
Surplus / (Deficit)	(260,905.11)	(265,847.66)	4,942.55	(1.86%)

**City of Port Colborne
Enviromental**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	157,828.90	156,736.00	1,092.90	0.70%
Salaries and Wages - Students	9,802.52	9,430.00	372.52	3.95%
Overtime Pay	17.42		17.42	0.00%
Employee Benefits	50,230.78	52,247.00	(2,016.22)	(3.86%)
Association/Membership Fees	953.61	2,400.00	(1,446.39)	(60.27%)
Contract Services	7,882.76	12,500.00	(4,617.24)	(36.94%)
Staff Training & Development	3,511.25	4,200.00	(688.75)	(16.40%)
Telephone/Internet	718.44	600.00	118.44	19.74%
Travel	51.68	800.00	(748.32)	(93.54%)
Total Expense	230,997.36	238,913.00	(7,915.64)	(3.31%)
Surplus/(Deficit) Before Allocation	(230,997.36)	(238,913.00)	7,915.64	(3.31%)
Allocations: Within Departments	11,630.87	22,619.00	(10,988.13)	(48.58%)
Allocation:Between Departments	1,576.53	1,512.74	63.79	4.22%
Surplus/(Deficit) After Allocations	(244,204.76)	(263,044.74)	18,839.98	(7.16%)
Transfer Between Funds	(80,763.85)	(91,264.85)	10,501.00	(11.51%)
Total Transfers	(80,763.85)	(91,264.85)	10,501.00	(11.51%)
Surplus / (Deficit)	(163,440.91)	(171,779.89)	8,338.98	(4.85%)

**City of Port Colborne
Facilities**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	252,455.72	274,800.00	(22,344.28)	(8.13%)
Overtime Pay	29,414.74		29,414.74	0.00%
Employee Benefits	83,948.74	101,900.00	(17,951.26)	(17.62%)
Association/Membership Fees	362.23	300.00	62.23	20.74%
Equipment - Purchase	692.29	1,500.00	(807.71)	(53.85%)
Protective & Uniform Clothing	363.85	1,800.00	(1,436.15)	(79.79%)
Staff Training & Development	1,663.58	6,900.00	(5,236.42)	(75.89%)
Telephone/Internet	2,584.91	3,000.00	(415.09)	(13.84%)
Travel		1,400.00	(1,400.00)	(100.00%)
Total Expense	371,486.06	391,600.00	(20,113.94)	(5.14%)
Surplus/(Deficit) Before Allocation	(371,486.06)	(391,600.00)	20,113.94	(5.14%)
Allocations: Within Departments	(43,099.13)	(29,383.07)	(13,716.06)	46.68%
Allocation:Between Departments	(280,163.64)	(311,914.37)	31,750.73	(10.18%)
Allocation:SSE	(20,093.87)	(19,161.49)	(932.38)	4.87%
Surplus/(Deficit) After Allocations	(28,129.42)	(31,141.07)	3,011.65	(9.67%)
Transfer Between Funds	(28,129.42)	(31,141.07)	3,011.65	(9.67%)
Total Transfers	(28,129.42)	(31,141.07)	3,011.65	(9.67%)

City of Port Colborne

Fleet

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	175,747.78	204,589.00	(28,841.22)	(14.10%)
Salaries and Wages - Part Time	24,475.52		24,475.52	0.00%
Overtime Pay	22,145.13		22,145.13	0.00%
Employee Benefits	63,318.49	76,940.00	(13,621.51)	(17.70%)
Equipment - Purchase	26,824.04	10,000.00	16,824.04	168.24%
Postage & Courier	133.13	500.00	(366.87)	(73.37%)
Program Supplies	10,038.18	25,000.00	(14,961.82)	(59.85%)
Staff Training & Development	2,117.32	5,100.00	(2,982.68)	(58.48%)
Subscriptions and Publications	887.60	800.00	87.60	10.95%
Telephone/Internet	1,130.19	800.00	330.19	41.27%
Travel	120.42	1,000.00	(879.58)	(87.96%)
Total Expense	326,937.80	324,729.00	2,208.80	0.68%
Surplus/(Deficit) Before Allocation	(326,937.80)	(324,729.00)	(2,208.80)	0.68%
Allocations: Within Departments	(239,133.39)	(261,901.22)	22,767.83	(8.69%)
Allocation: Between Departments	(11,898.62)	(8,266.81)	(3,631.81)	43.93%
Allocation: SSE	(27,734.82)		(27,734.82)	0.00%
Surplus/(Deficit) After Allocations	(48,170.97)	(54,560.97)	6,390.00	(11.71%)
Transfer Between Funds	(48,170.97)	(54,560.97)	6,390.00	(11.71%)
Total Transfers	(48,170.97)	(54,560.97)	6,390.00	(11.71%)

City of Port Colborne

Stores

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
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Expense				
Salaries and Wages - Full Time	96,023.78	115,245.00	(19,221.22)	(16.68%)
Salaries and Wages - Part Time	12,223.16		12,223.16	0.00%
Overtime Pay	558.93		558.93	0.00%
Employee Benefits	35,397.13	43,207.00	(7,809.87)	(18.08%)
R&M - Consumables and Parts	14,197.36	3,000.00	11,197.36	373.25%
Staff Training & Development	696.39	2,900.00	(2,203.61)	(75.99%)
Travel		600.00	(600.00)	(100.00%)
Total Expense	159,096.75	164,952.00	(5,855.25)	(3.55%)
Surplus/(Deficit) Before Allocation	(159,096.75)	(164,952.00)	5,855.25	(3.55%)
Allocations: Within Departments	8,010.63	15,617.01	(7,606.38)	(48.71%)
Allocation: Between Departments	(4,100.00)		(4,100.00)	0.00%
Surplus/(Deficit) After Allocations	(163,007.38)	(180,569.01)	17,561.63	(9.73%)
Transfer Between Funds	(15,432.01)	(17,438.48)	2,006.47	(11.51%)
Total Transfers	(15,432.01)	(17,438.48)	2,006.47	(11.51%)
Surplus / (Deficit)	(147,575.37)	(163,130.53)	15,555.16	(9.54%)

**City of Port Colborne
Transportation**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue		2,500.00	(2,500.00)	(100.00%)
Fees	15,175.66	25,000.00	(9,824.34)	(39.30%)
Total Revenue	15,175.66	27,500.00	(12,324.34)	(44.82%)
Expense				
Salaries and Wages - Full Time	920,673.27	1,045,300.00	(124,626.73)	(11.92%)
Salaries and Wages - Part Time	123,357.78		123,357.78	0.00%
Salaries and Wages - Students	22,928.17	21,600.00	1,328.17	6.15%
Overtime Pay	63,488.09		63,488.09	0.00%
Employee Benefits	346,743.21	380,400.00	(33,656.79)	(8.85%)
Association/Membership Fees	376.51	3,400.00	(3,023.49)	(88.93%)
Comm and Public Relations	4,099.61	1,000.00	3,099.61	309.96%
Computer Software		1,000.00	(1,000.00)	(100.00%)
Contract Services	204,854.12	863,100.00	(658,245.88)	(76.27%)
Equipment - Purchase	5,017.57	5,000.00	17.57	0.35%
R&M - Consumables and Parts	292,197.47	292,900.00	(702.53)	(0.24%)
R&M - External Contractor	673,062.17		673,062.17	0.00%
R&M - Tree	6,803.06	5,600.00	1,203.06	21.48%
Staff Training & Development	19,501.09	26,700.00	(7,198.91)	(26.96%)
Subscriptions and Publications		900.00	(900.00)	(100.00%)
Telephone/Internet	2,988.30	3,300.00	(311.70)	(9.45%)
Travel	91.00	1,900.00	(1,809.00)	(95.21%)
Total Expense	2,686,181.42	2,652,100.00	34,081.42	1.29%
Surplus/(Deficit) Before Allocation	(2,671,005.76)	(2,624,600.00)	(46,405.76)	1.77%
Allocations: Within Departments	291,342.17	428,811.93	(137,469.76)	(32.06%)
Allocation:Between Departments	586,756.66	529,665.94	57,090.72	10.78%
Surplus/(Deficit) After Allocations	(3,549,104.59)	(3,583,077.87)	33,973.28	(0.95%)
Surplus / (Deficit)	(3,549,104.59)	(3,583,077.87)	33,973.28	(0.95%)

**City of Port Colborne
Self Sustaining Entities**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship		500.00	(500.00)	(100.00%)
Investment Income	12,368.73	4,000.00	8,368.73	209.22%
Lease Income	57,585.02	29,500.00	28,085.02	95.20%
Licences and Permits	513,250.13	419,400.00	93,850.13	22.38%
Rentals	2,953.25	9,000.00	(6,046.75)	(67.19%)
Other Revenue	1,179.61	1,000.00	179.61	17.96%
Fees	368,673.27	411,000.00	(42,326.73)	(10.30%)
Sales	1,217,751.54	1,410,400.00	(192,648.46)	(13.66%)
Total Revenue	2,173,761.55	2,284,800.00	(111,038.45)	(4.86%)
Expense				
Salaries and Wages - Full Time	317,633.62	351,200.00	(33,566.38)	(9.56%)
Salaries and Wages - Part Time	58,950.79	39,500.00	19,450.79	49.24%
Salaries and Wages - Students	205,572.92	204,800.00	772.92	0.38%
Overtime Pay	10,402.84	8,000.00	2,402.84	30.04%
Employee Benefits	123,300.17	163,200.00	(39,899.83)	(24.45%)
Association/Membership Fees	1,124.27	6,200.00	(5,075.73)	(81.87%)
Cleaning Supplies	6,832.45	8,500.00	(1,667.55)	(19.62%)
Comm and Public Relations	7,206.44	10,500.00	(3,293.56)	(31.37%)
Computer Software	2,539.96	10,000.00	(7,460.04)	(74.60%)
Contract Services	280,434.32	203,100.00	77,334.32	38.08%
Cost of of Goods Sold	232,823.23	200,000.00	32,823.23	16.41%
Equipment - Purchase	2,584.35	3,100.00	(515.65)	(16.63%)
Equipment - Rental	6,668.00	6,900.00	(232.00)	(3.36%)
Financial Expenses	518.28		518.28	0.00%
Hospitality Expense	343.15		343.15	0.00%
Office Supplies	3,089.75	6,500.00	(3,410.25)	(52.47%)
Postage & Courier	11.01	200.00	(188.99)	(94.50%)
Program Supplies	2,298.17	2,700.00	(401.83)	(14.88%)
Protective & Uniform Clothing	7,517.17	7,800.00	(282.83)	(3.63%)
R&M - Grounds	35,486.11	29,400.00	6,086.11	20.70%
R&M - Consumables and Parts	43,199.42	71,500.00	(28,300.58)	(39.58%)
Staff Training & Development	6,974.76	13,200.00	(6,225.24)	(47.16%)
SME - Consultants	56,939.16		56,939.16	0.00%
Subscriptions and Publications		16,200.00	(16,200.00)	(100.00%)
Telephone/Internet	28,635.68	33,100.00	(4,464.32)	(13.49%)
Travel	1,665.49	2,200.00	(534.51)	(24.30%)
Total Expense	1,442,751.51	1,397,800.00	44,951.51	3.22%
Surplus/(Deficit) Before Allocation	731,010.04	887,000.00	(155,989.96)	(17.59%)
Allocation:SSE	750,399.87	845,850.00	(95,450.13)	(11.28%)
Surplus/(Deficit) After Allocations	(19,389.83)	41,150.00	(60,539.83)	(147.12%)
Transfer to/ (from) Reserves	(19,389.83)	41,150.00	(60,539.83)	(147.12%)
Total Transfers	(19,389.83)	41,150.00	(60,539.83)	(147.12%)
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Building Inspection**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Licences and Permits	513,250.13	419,400.00	93,850.13	22.38%
Total Revenue	513,250.13	419,400.00	93,850.13	22.38%
Expense				
Salaries and Wages - Full Time	226,930.51	230,800.00	(3,869.49)	(1.68%)
Overtime Pay	309.82	8,000.00	(7,690.18)	(96.13%)
Employee Benefits	65,340.59	80,200.00	(14,859.41)	(18.53%)
Association/Membership Fees	(296.83)	2,000.00	(2,296.83)	(114.84%)
Comm and Public Relations		1,000.00	(1,000.00)	(100.00%)
Contract Services	33,975.40	2,500.00	31,475.40	1259.02%
Equipment - Purchase	53.14		53.14	0.00%
Hospitality Expense	343.15		343.15	0.00%
Office Supplies	1,760.24		1,760.24	0.00%
Postage & Courier	11.01	100.00	(88.99)	(88.99%)
Protective & Uniform Clothing	3,698.45	4,000.00	(301.55)	(7.54%)
Staff Training & Development	4,335.47	6,000.00	(1,664.53)	(27.74%)
SME - Consultants	32,280.66		32,280.66	0.00%
Subscriptions and Publications		200.00	(200.00)	(100.00%)
Telephone/Internet	1,151.00	1,800.00	(649.00)	(36.06%)
Travel	805.95	1,200.00	(394.05)	(32.84%)
Total Expense	370,698.56	337,800.00	32,898.56	9.74%
Surplus/(Deficit) Before Allocation	142,551.57	81,600.00	60,951.57	74.70%
Allocation:SSE	130,962.03	81,600.00	49,362.03	60.49%
Surplus/(Deficit) After Allocations	11,589.54		11,589.54	0.00%
Transfer to/ (from) Reserves	11,589.54		11,589.54	0.00%
Total Transfers	11,589.54		11,589.54	0.00%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Sugarloaf Marina**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Advertising and Sponsorship		500.00	(500.00)	(100.00%)
Lease Income	51,504.43	25,000.00	26,504.43	106.02%
Rentals	2,953.25	9,000.00	(6,046.75)	(67.19%)
Other Revenue	1,179.61	1,000.00	179.61	17.96%
Fees	6,136.13	6,000.00	136.13	2.27%
Sales	1,175,627.89	1,367,500.00	(191,872.11)	(14.03%)
Total Revenue	1,237,401.31	1,409,000.00	(171,598.69)	(12.18%)
Expense				
Salaries and Wages - Full Time	90,703.11	120,400.00	(29,696.89)	(24.67%)
Salaries and Wages - Part Time	45,681.16	21,700.00	23,981.16	110.51%
Salaries and Wages - Students	112,365.78	97,000.00	15,365.78	15.84%
Overtime Pay	10,093.02		10,093.02	0.00%
Employee Benefits	46,832.06	57,900.00	(11,067.94)	(19.12%)
Association/Membership Fees	1,406.10	3,000.00	(1,593.90)	(53.13%)
Cleaning Supplies	5,989.93	5,000.00	989.93	19.80%
Comm and Public Relations	2,702.00	4,500.00	(1,798.00)	(39.96%)
Computer Software	2,539.96	10,000.00	(7,460.04)	(74.60%)
Contract Services	144,085.08	100,000.00	44,085.08	44.09%
Cost of of Goods Sold	232,823.23	200,000.00	32,823.23	16.41%
Equipment - Purchase	2,208.18	2,000.00	208.18	10.41%
Financial Expenses	518.28		518.28	0.00%
Office Supplies	1,329.51	5,000.00	(3,670.49)	(73.41%)
Postage & Courier		100.00	(100.00)	(100.00%)
Program Supplies	1,728.52	1,500.00	228.52	15.23%
Protective & Uniform Clothing	3,091.82	2,500.00	591.82	23.67%
R&M - Grounds	22,997.13	15,000.00	7,997.13	53.31%
R&M - Consumables and Parts	43,199.42	71,500.00	(28,300.58)	(39.58%)
Staff Training & Development	2,639.29	5,200.00	(2,560.71)	(49.24%)
Telephone/Internet	27,053.15	30,000.00	(2,946.85)	(9.82%)
Travel	859.54	1,000.00	(140.46)	(14.05%)
Total Expense	800,846.27	753,300.00	47,546.27	6.31%
Surplus/(Deficit) Before Allocation	436,555.04	655,700.00	(219,144.96)	(33.42%)
Allocation:SSE	469,069.14	622,000.00	(152,930.86)	(24.59%)
Surplus/(Deficit) After Allocations	(32,514.10)	33,700.00	(66,214.10)	(196.48%)
Transfer to/ (from) Reserves	(32,514.10)	33,700.00	(66,214.10)	(196.48%)
Total Transfers	(32,514.10)	33,700.00	(66,214.10)	(196.48%)
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Nickel Beach**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
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%)
Total Revenue	368,617.73	409,500.00	(40,882.27)	(9.98%)
Expense				
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%)
Total Expense	247,345.90	286,500.00	(39,154.10)	(13.67%)
Surplus/(Deficit) Before Allocation	121,271.83	123,000.00	(1,728.17)	(1.41%)
Allocation:SSE	119,737.10	122,250.00	(2,512.90)	(2.06%)
Surplus/(Deficit) After Allocations	1,534.73	750.00	784.73	104.63%
Transfer to/ (from) Reserves	1,534.73	750.00	784.73	104.63%
Total Transfers	1,534.73	750.00	784.73	104.63%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Cemetery**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Investment Income	12,368.73	4,000.00	8,368.73	209.22%
Sales	42,123.65	42,900.00	(776.35)	(1.81%)
Total Revenue	54,492.38	46,900.00	7,592.38	16.19%
Expense				
Association/Membership Fees	15.00	1,200.00	(1,185.00)	(98.75%)
Contract Services	8,336.89	2,100.00	6,236.89	296.99%
Equipment - Purchase	323.03	1,100.00	(776.97)	(70.63%)
Equipment - Rental	6,668.00	6,900.00	(232.00)	(3.36%)
R&M - Grounds	8,517.86	8,900.00	(382.14)	(4.29%)
Total Expense	23,860.78	20,200.00	3,660.78	18.12%
Surplus/(Deficit) Before Allocation	30,631.60	26,700.00	3,931.60	14.73%
Allocation:SSE	30,631.60	20,000.00	10,631.60	53.16%
Surplus/(Deficit) After Allocations		6,700.00	(6,700.00)	(100.00%)
Transfer to/ (from) Reserves		6,700.00	(6,700.00)	(100.00%)
Total Transfers		6,700.00	(6,700.00)	(100.00%)
Surplus / (Deficit)	-	-	-	-

City of Port Colborne
Water/WasteWater/Storm

For the Twelve Months Ending December

	YTD			
	Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	45,306.03	85,000.00	(39,693.97)	(46.70%)
Fees	1,323.76		1,323.76	0.00%
Grants - Other	51,152.43		51,152.43	0.00%
Sales	7,688.35		7,688.35	0.00%
Penalties and Interest	48,345.22	26,000.00	22,345.22	85.94%
Rate Revenue - Variable	2,774,850.44	2,743,067.00	31,783.44	1.16%
Rate Revenue - Fixed	10,199,398.48	10,247,000.00	(47,601.52)	(0.46%)
Total Revenue	13,128,064.71	13,101,067.00	26,997.71	0.21%
Expense				
Salaries and Wages - Full Time	791,559.48	868,800.00	(77,240.52)	(8.89%)
Salaries and Wages - Part Time		30,300.00	(30,300.00)	(100.00%)
Salaries and Wages - Students	10,563.48	15,300.00	(4,736.52)	(30.96%)
Overtime Pay	19,644.37	41,300.00	(21,655.63)	(52.43%)
Employee Benefits	260,937.12	293,000.00	(32,062.88)	(10.94%)
Association/Membership Fees	3,884.71	6,000.00	(2,115.29)	(35.25%)
Comm and Public Relations	805.60	20,000.00	(19,194.40)	(95.97%)
Computer Software	17,524.61	18,400.00	(875.39)	(4.76%)
Contract Services	276,415.08	496,010.00	(219,594.92)	(44.27%)
Cost of of Goods Sold	7,156.61		7,156.61	0.00%
PAP / Online Incentives	12,875.00	40,000.00	(27,125.00)	(67.81%)
GIS Credit	30,093.32	35,000.00	(4,906.68)	(14.02%)
Equipment - Purchase	19,970.14	30,800.00	(10,829.86)	(35.16%)
Equipment - Rental	18,080.46	18,000.00	80.46	0.45%
Grants and Sponsorship Expense	7,000.00	50,000.00	(43,000.00)	(86.00%)
Hospitality Expense	1,265.38		1,265.38	0.00%
Office Supplies	7,112.38	27,500.00	(20,387.62)	(74.14%)
Postage & Courier	61,791.06	52,000.00	9,791.06	18.83%
Protective & Uniform Clothing	9,422.50	10,000.00	(577.50)	(5.78%)
R&M - Consumables and Parts	94,081.75	158,100.00	(64,018.25)	(40.49%)
Staff Training & Development	29,514.20	25,600.00	3,914.20	15.29%
SME - Consultants	4,463.40	59,000.00	(54,536.60)	(92.43%)
Telephone/Internet	5,550.49	8,800.00	(3,249.51)	(36.93%)
Travel	1,064.57	3,200.00	(2,135.43)	(66.73%)
Utilities - Hydro	23,449.15	30,600.00	(7,150.85)	(23.37%)
Utilities - Water	1,120.51	900.00	220.51	24.50%
City Owned Property Tax Charges	(6,762.35)	11,000.00	(17,762.35)	(161.48%)
City Owned Property Drainage Charges	2,104.14		2,104.14	0.00%
Reassessment/Uncollectable	3,594.84		3,594.84	0.00%
Region Rate - Fixed	4,767,547.10	5,479,356.00	(711,808.90)	(12.99%)
Region Rate - Variable	1,614,059.88	1,482,389.00	131,670.88	8.88%
Total Expense	8,095,888.98	9,311,355.00	(1,215,466.02)	(13.05%)
Surplus/(Deficit) Before Allocation	5,032,175.73	3,789,712.00	1,242,463.73	32.79%
Surplus/(Deficit) After Allocations	5,032,175.73	3,789,712.00	1,242,463.73	32.79%
Transfer to/ (from) Reserves	1,552,633.41	1,204,330.00	348,303.41	28.92%
Transfer Between Funds	3,479,542.32	2,585,382.00	894,160.32	34.59%

Appendix D - 2022 Year End Rate Summary and Department Detail

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Total Transfers	5,032,175.73	3,789,712.00	1,242,463.73	32.79%
Surplus / (Deficit)	-	-	-	-

City of Port Colborne

Storm Sewer

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Fees	120.00		120.00	0.00%
Rate Revenue - Fixed	1,305,979.75	1,407,000.00	(101,020.25)	(7.18%)
Total Revenue	1,306,099.75	1,407,000.00	(100,900.25)	(7.17%)
Expense				
Salaries and Wages - Full Time	79,155.95	86,900.00	(7,744.05)	(8.91%)
Salaries and Wages - Part Time		3,000.00	(3,000.00)	(100.00%)
Salaries and Wages - Students	1,056.35	1,500.00	(443.65)	(29.58%)
Overtime Pay	1,964.44	4,100.00	(2,135.56)	(52.09%)
Employee Benefits	26,310.46	29,300.00	(2,989.54)	(10.20%)
Contract Services	47,763.92	137,700.00	(89,936.08)	(65.31%)
Equipment - Purchase	2,875.74		2,875.74	0.00%
Equipment - Rental	11,880.36	18,000.00	(6,119.64)	(34.00%)
R&M - Consumables and Parts	2,892.47	8,500.00	(5,607.53)	(65.97%)
Utilities - Hydro	6,574.57	6,000.00	574.57	9.58%
Utilities - Water	1,120.51	900.00	220.51	24.50%
City Owned Property Tax Charges	(6,762.35)	11,000.00	(17,762.35)	(161.48%)
City Owned Property Drainage Charges	2,104.14		2,104.14	0.00%
Total Expense	176,936.56	306,900.00	(129,963.44)	(42.35%)
Surplus/(Deficit) Before Allocation	1,129,163.19	1,100,100.00	29,063.19	2.64%
Surplus/(Deficit) After Allocations	1,129,163.19	1,100,100.00	29,063.19	2.64%
Transfer to/ (from) Reserves	327,002.96	390,944.00	(63,941.04)	(16.36%)
Transfer Between Funds	802,160.23	709,156.00	93,004.23	13.11%
Total Transfers	1,129,163.19	1,100,100.00	29,063.19	2.64%
Surplus / (Deficit)	-	-	-	-

**City of Port Colborne
Wastewater Services**

For the Twelve Months Ending December

	YTD Dec	2022		
	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Fees	746.19		746.19	0.00%
Grants - Other	51,152.43		51,152.43	0.00%
Penalties and Interest	30,210.41	14,000.00	16,210.41	115.79%
Rate Revenue - Variable	632,371.28	623,067.00	9,304.28	1.49%
Rate Revenue - Fixed	6,345,888.17	6,300,000.00	45,888.17	0.73%
Total Revenue	7,060,368.48	6,937,067.00	123,301.48	1.78%
Expense				
Salaries and Wages - Full Time	237,467.84	260,600.00	(23,132.16)	(8.88%)
Salaries and Wages - Part Time		9,100.00	(9,100.00)	(100.00%)
Salaries and Wages - Students	3,169.04	4,600.00	(1,430.96)	(31.11%)
Overtime Pay	5,893.31	12,400.00	(6,506.69)	(52.47%)
Employee Benefits	78,208.89	87,900.00	(9,691.11)	(11.03%)
Association/Membership Fees	2,208.52	3,000.00	(791.48)	(26.38%)
Comm and Public Relations	113.63	10,000.00	(9,886.37)	(98.86%)
Computer Software	3,968.64	5,000.00	(1,031.36)	(20.63%)
Contract Services	70,276.03	187,550.00	(117,273.97)	(62.53%)
PAP / Online Incentives	6,437.50	20,000.00	(13,562.50)	(67.81%)
GIS Credit	30,093.32	35,000.00	(4,906.68)	(14.02%)
Equipment - Purchase	3,357.06	13,500.00	(10,142.94)	(75.13%)
Equipment - Rental	3,469.51		3,469.51	0.00%
Grants and Sponsorship Expense	2,000.00	25,000.00	(23,000.00)	(92.00%)
Office Supplies	3,546.31	13,750.00	(10,203.69)	(74.21%)
Postage & Courier	30,856.06	26,000.00	4,856.06	18.68%
Protective & Uniform Clothing	4,636.85	4,000.00	636.85	15.92%
R&M - Consumables and Parts	2,773.51	45,100.00	(42,326.49)	(93.85%)
Staff Training & Development	6,283.54	7,200.00	(916.46)	(12.73%)
SME - Consultants		25,000.00	(25,000.00)	(100.00%)
Travel		1,400.00	(1,400.00)	(100.00%)
Utilities - Hydro	13,585.16	22,000.00	(8,414.84)	(38.25%)
Region Rate - Fixed	4,209,067.10	4,920,879.00	(711,811.90)	(14.47%)
Total Expense	4,717,411.82	5,738,979.00	(1,021,567.18)	(17.80%)
Surplus/(Deficit) Before Allocation	2,342,956.66	1,198,088.00	1,144,868.66	95.56%
Surplus/(Deficit) After Allocations	2,342,956.66	1,198,088.00	1,144,868.66	95.56%
Transfer to/ (from) Reserves	763,093.33	413,191.00	349,902.33	84.68%
Transfer Between Funds	1,579,863.33	784,897.00	794,966.33	101.28%
Total Transfers	2,342,956.66	1,198,088.00	1,144,868.66	95.56%
Surplus / (Deficit)	-	-	-	-

City of Port Colborne Water Services

For the Twelve Months Ending December

	YTD Dec ACTUAL	2022 BUDGET	VARIANCE	VAR %
Revenue				
Other Revenue	45,306.03	85,000.00	(39,693.97)	(46.70%)
Fees	457.57		457.57	0.00%
Sales	7,688.35		7,688.35	0.00%
Penalties and Interest	18,134.81	12,000.00	6,134.81	51.12%
Rate Revenue - Variable	2,142,479.16	2,120,000.00	22,479.16	1.06%
Rate Revenue - Fixed	2,547,530.56	2,540,000.00	7,530.56	0.30%
Total Revenue	4,761,596.48	4,757,000.00	4,596.48	0.10%
Expense				
Salaries and Wages - Full Time	474,935.69	521,300.00	(46,364.31)	(8.89%)
Salaries and Wages - Part Time		18,200.00	(18,200.00)	(100.00%)
Salaries and Wages - Students	6,338.09	9,200.00	(2,861.91)	(31.11%)
Overtime Pay	11,786.62	24,800.00	(13,013.38)	(52.47%)
Employee Benefits	156,417.77	175,800.00	(19,382.23)	(11.03%)
Association/Membership Fees	1,676.19	3,000.00	(1,323.81)	(44.13%)
Comm and Public Relations	691.97	10,000.00	(9,308.03)	(93.08%)
Computer Software	13,555.97	13,400.00	155.97	1.16%
Contract Services	158,375.13	170,760.00	(12,384.87)	(7.25%)
Cost of of Goods Sold	7,156.61		7,156.61	0.00%
PAP / Online Incentives	6,437.50	20,000.00	(13,562.50)	(67.81%)
Equipment - Purchase	13,737.34	17,300.00	(3,562.66)	(20.59%)
Equipment - Rental	2,730.59		2,730.59	0.00%
Grants and Sponsorship Expense	5,000.00	25,000.00	(20,000.00)	(80.00%)
Hospitality Expense	1,265.38		1,265.38	0.00%
Office Supplies	3,566.07	13,750.00	(10,183.93)	(74.06%)
Postage & Courier	30,935.00	26,000.00	4,935.00	18.98%
Protective & Uniform Clothing	4,785.65	6,000.00	(1,214.35)	(20.24%)
R&M - Consumables and Parts	88,415.77	104,500.00	(16,084.23)	(15.39%)
Staff Training & Development	23,230.66	18,400.00	4,830.66	26.25%
SME - Consultants	4,463.40	34,000.00	(29,536.60)	(86.87%)
Telephone/Internet	5,550.49	8,800.00	(3,249.51)	(36.93%)
Travel	1,064.57	1,800.00	(735.43)	(40.86%)
Utilities - Hydro	3,289.42	2,600.00	689.42	26.52%
Reassessment/Uncollectable	3,594.84		3,594.84	0.00%
Region Rate - Fixed	558,480.00	558,477.00	3.00	0.00%
Region Rate - Variable	1,614,059.88	1,482,389.00	131,670.88	8.88%
Total Expense	3,201,540.60	3,265,476.00	(63,935.40)	(1.96%)
Surplus/(Deficit) Before Allocation	1,560,055.88	1,491,524.00	68,531.88	4.59%
Surplus/(Deficit) After Allocations	1,560,055.88	1,491,524.00	68,531.88	4.59%
Transfer to/ (from) Reserves	462,537.12	400,195.00	62,342.12	15.58%
Transfer Between Funds	1,097,518.76	1,091,329.00	6,189.76	0.57%
Total Transfers	1,560,055.88	1,491,524.00	68,531.88	4.59%
Surplus / (Deficit)	-	-	-	-

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Appendix E - Capital and Related Projects Summary

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Available Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
Global											
Active Transportation Masterplan	200-PW-L51	2020	100,000		-	100,000	No		100,000	Carried Forward. This budget is increase by an approved federal grant for 50k.	2023
Downtown CIP	21C-PW-B15	2021	750,000		-	750,000	Yes	750,000		Closedout to original funding source. New project will be proposed with INS study.	
E.8 Lockview Park Construction	22C-PW-B43	2022	350,000		12,624	337,376	No		337,376	Project on-going. Working on the development plan. Expropriation issues/process should be finalized mid-2023, and park construction in 2024.	2024
A.13 Waterfront Centre	22C-PW-B13	2022	1,145,500	202,423	(23,193)	966,270	No		966,270	Project scope is being revised, focused on site work, environmental assessments, working with architects on a revised concept that supports waterfront revitalization and new open spaces and connectivity.	2025
Subtotal for Corporate Leadership Team			2,345,500	202,423	(10,570)	2,153,647		750,000	1,403,647		
Economic Development											
Cruise Ship Berthing Facility	20C-ED-L46	2020	-		-	-	Yes	-		Completed. Funds transfer to Project 20C-ED-L47.	
Tourism Strategy & Cruise DST	20C-ED-L47	2020	47,104		47,278	(175)	Yes	(175)		Completed	
Industrial Land clearing	20C-ED-L48	2020	25,178		42,060	(16,881)	Yes	(16,881)		Completed	
New Tourism Branding	200-ED-L50	2020	10,000		7,123	2,877	Yes	2,877		Completed	
Affordable Housing Strategy	200-ED-L52	2020	75,000		50,717	24,283	Yes	24,283		Completed. 2023 will focus on implementing some of the recommendations, may propose new projects.	
Community Impro Plans Review	21C-ED-R47	2021	111,193		47,468	63,725	No		63,725	Project on-going, completion expected in T3 2023.	2023
Purchase Industrial Park Land	21C-ED-R51	2021	(5,000)		271,930	(276,930)	Yes	(276,930)		Completed. The land purchase was closed in early May. The costs will be funded by the Eco Development Reserve.	
Site Remediation	21C-PW-B29	2021	130,000		1,516	128,484	No		128,484	Project on-going. Staff will be able to bring forward a report to Council in T2/2023 with an update.	2023
D.1 Industrial Park Readiness	22C-ED-B35	2022	195,000		109,505	85,495	No		85,495	Project on-going, work being done at the site. Project will be carried over to 2023.	2023
F.6 Departmental Reviews	22C-CS-B49	2022	45,792		51,664	(5,872)	Yes	(5,872)		Completed	
King St Property Purchase from Reg	22C-ED-R25	2022	-		202,423	(202,423)	Yes	(202,423)		Completed. The land purchase was closed in 2021. The costs will be funded by the Eco Development Reserve.	
Subtotal for Economic Development			634,267	-	831,685	(197,418)		(475,122)	277,704		
Corporate Services											
Modernization Grant Projects	20C-CS-L01	2020	11,941		3,324	8,617	Yes	8,617		Completed. Unspent funds allocated to 4 approved City Hall Renovation projects in 2022 Capital Budget.	
IT-Access Control Door Reader	20C-CS-L53	2020	2,000		2,631	(631)	Yes	(631)		Completed	
IT - Server Room Relocation	20C-CS-L55	2020	98,000		58,287	39,713	No		39,713	Electrical pre-work near completion, structured cabling and equipment movement to be complete by 2023.	2023
ITS - Server Back-up	21C-CS-B01	2021	35,283		35,888	(604)	Yes	(604)		Completed	

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Avaiable Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
C.3 IT Evergreening	22C-CS-B30	2022	190,000		155,605	34,395	No		34,395	Project ongoing. Project completion by end of T2 2023.	2023
C.4 Video Surveillance Program	22C-CS-B31	2022	75,000		5,833	69,167	No		69,167	Still investigating solution / options.	2023
C.5 Wifi for Public Spaces	22C-CS-B32	2022	17,965		17,965	-	Yes	-		Completed, remaining funds reallocated.	
C.6 Lotus Migration & B Permit	22C-CS-B33	2022	150,000	30,833	68,187	50,980	No		50,980	Project will be completing under budget by the end of T2 2023.	2023
C.7 Boardroom Tech Upgrade	22C-CS-B34	2022	60,000		-	60,000	No		60,000	Project ongoing. Project completion by the end of T3 2023.	2023
Telecommunication System	22C-CS-R18	2022	91,585		326	91,259	No		91,259	Project ongoing. Project completion by the end of T3 2023.	2023
HR Management & ITS Review	22C-CS-R21	2022	76,320		40,704	35,616	No		35,616	Project ongoing. Project completion by the end of T3 2023.	2023
C.1 GIS Online Data & Mapping	22C-PW-B28	2022	20,000		-	20,000	Yes	20,000		Project closed out. Covered by modernization grant.	
PW Permit Digitization	22C-PW-R20	2022	25,440		-	25,440	No		25,440	Project ongoing. Project completion by the end of T3 2023.	2023
Fire Service Digitization	22C-FB-R19	2022	91,585		55,758	35,827	No		35,827	Project ongoing. Project completion by the end of T3 2023.	2023
Subtotal for Corporate Services			945,118	30,833	444,506	469,779		27,381	442,398		
Community Safety											
B.10 Water Rescue Program	22C-FB-B23	2022	30,000		-	30,000	No		30,000	Order made and a few items are on back order. Delivery expecting in 2023.	2023
B.14 Bunker Gear Replacement	22C-FB-B27	2022	24,000		23,407	593	Yes	593		Completed	
B.9 Fit Testing Equipment	22C-FB-B22	2022	25,000		21,279	3,721	Yes	3,721		Completed	
Subtotal for Community Safety			79,000	-	44,686	34,314		4,314	30,000		
Legislative Services											
Planning - Plotter	20C-PL-L65	2020	10,000		10,583	(583)	Yes	(583)		Completed	
Building Inspection Technology	20O-PL-L66	2020	46,500		-	46,500	Yes	46,500		Closedout due to alternative funding received and alternative project approved. Available funds will be transferred to Building Reserve.	
B.4 Records Management	22C-LS-B17	2022	110,000		-	110,000	No		110,000	Project temporarily on hold.	2023
B.5 CH 2nd Floor Furniture	22C-LS-B18	2022	35,000		-	35,000	No		35,000	Project temporarily on hold.	2023
F.7 Development Charge Review	22C-LS-B50	2022	50,000		-	50,000	No		50,000	Project on-going, Internal discussions are being had to define project and develop strategy.	2023
F.8 Downtown CIP Secondary Plan	22C-PW-B51	2022	250,000		-	250,000	Yes	250,000		Closedout. Pending Official Plan. Funds will be transferred back to Federal Gas Tax.	
Subtotal for Legislative Services			501,500	-	10,583	490,917		295,917	195,000		
Library											
OTF Resilient Communities Grant	21C-LB-G43	2021	79,366		84,395	(5,029)	Yes	(5,029)		Completed	
Building Condition Assessment	21C-LB-R44	2021	8,959		-	8,959	Yes	8,959		Completed	
L.1 Window Seal Remediation	22C-LB-B74	2022	24,000		6,594	17,406	Yes	17,406		Completed	2022

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Avaiable Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
L.2 Library Annual Allocation	22C-LB-B75	2022	-		-	-	Yes	-		Completed. Annual Allocation Fund. Funds transferred to 4 separate projects, which were approved by Library Board in July.	
Library Fibre and Voice Svcs	22C-LB-R12	2022	25,000		20,034	4,966	No		4,966	Fibre installed in October 2022. City IT estimates installation of computer equipment and phones to be completed in February 2023.	2023
Library Entrance Improvement	22C-LB-R13	2022	20,000		-	20,000	No		20,000	The library submitted an application for funding from the Enabling Accessibility Fund on November 2, 2022. The Board approved waiting for confirmation of funding and moved the project into 2023. The project cannot start until March 1, 2023.	2023
Library Auditorium Door	22C-LB-R14	2022	5,000		-	5,000	No		5,000	The library submitted an application for funding from the Enabling Accessibility Fund on November 2, 2022. The Board approved waiting for confirmation of funding and moved the project into 2023. The project cannot start until March 1, 2023.	2023
Library Sign Replacement	22C-LB-R15	2022	10,000		10,176	(176)	Yes	(176)		Completed	2023
Library Generator	22C-LB-R16	2022	10,000		-	10,000	No		10,000	At year-end, the generator was installed including electrical and gas. Waiting for inspection and fencing to be completed.	2023
Library Collection Display	22C-LB-R17	2022	4,000		2,956	1,044	Yes	1,044		Completed	
Subtotal for Library			186,325	-	124,155	62,170		22,204	39,966		
Museum											
Museum - Exhibit Cases	20C-MU-L59	2020	5,000		6,767	(1,767)	Yes	(1,767)		Completed	
Museum Archive Building HVAC	20C-MU-L61	2020	7,367		4,605	2,762	Yes	2,762		Completed	
Archive Shelving/Art Rack	20C-MU-L63	2020	25,000		31,402	(6,402)	Yes	(6,402)		Completed	
M.1 Paint Exterior Arabella's	22C-MU-B76	2022	10,000		16,282	(6,282)	Yes	(6,282)		Completed	
M.2 Hochelaga Repair	22C-MU-B77	2022	10,000		9,667	333	Yes	333		Restoration work, in the planning stage, work will be done before the end of year.	2022
N.1 Delta Y System Conversion	22C-MU-B78	2022	65,000		-	65,000	No		65,000	Project carried to 2023. Replace nob and tube wiring in 2023and CNP will bring in new lines.	2023
N.2 PA System Supplement	22C-MU-B79	2022	21,500		5,919	15,581	No		15,581	Equipment purchased, installaton starting late Fall, to be completed by 2023.	2023
N.3 Theatre Entrance Roof	22C-MU-B80	2022	36,000		9,789	26,211	No		26,211	Quote came back to high (\$90, 000) and it did not get done, remaining funds carried to 2023.	2023
Subtotal for Museum			179,867	-	84,430	95,437		(11,355)	106,792		
Self-sustained Entities											
O.1 Centennial Park Septic	22C-BE-B81	2022	14,500		12,275	2,225	Yes	2,225		Completed	
O.2 New Washroom & First Aid B	22C-BE-B82	2022	570,000		453,299	116,701	No		116,701	Units constructed and complete. Accessible ramp being fabricated to complete project.	2023
O.3 Perimeter Fence Install	22C-BE-B83	2022	60,000	3,405	61,375	(4,780)	Yes	(4,780)		Completed	
O.4 New Parkette Pad	22C-BE-B84	2022	40,000		5,280	34,720	Yes	34,720		Completed, concrete pad install is no longer feasible at the beach.	Completed

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Available Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
Q.1 HVAC Roof Top Unit Replace	22C-MA-B86	2022	24,500		-	24,500	No		24,500	Under investigation, expecting 2023.	2023
Q.2 Lagoon Shoreline Repair	22C-MA-B87	2022	35,000	35,000	1,920	(1,920)	Yes	(1,920)		Completed	
Q.3 Fuel Dock Repair	22C-MA-B88	2022	110,000		169,934	(59,934)	Yes	(59,934)		Completed	
Q.4 Telehandler & Attachments	22C-MA-B89	2022	320,000		332,724	(12,724)	Yes	(12,724)		Completed, invoice is being processed and paid, purchase were over budget.	
Q.5 Dredging Project Planning	22C-MA-B90	2022	100,000		17,320	82,680	No		82,680	Marina bathometric survey complete. Working on permit with plan to perform some dredge at start of season. Project cost will increase. Estimate received to dredge whole Marina are in the several million range depending on where material is delivered. This initial budget is just a placeholder.	2023
Q.6 Security Fence & Lighting	22C-MA-B91	2022	100,000		29,166	70,834	Yes	70,834		Rail crossing complete. Plan developed. Will defer project for the time being as plan costs for soil, water, electrical are higher then project benefit presently. Will continue to work on alternatives and look to reintroduce project in future years.	
Q.7 Hydro Pedestals Rplc	22C-MA-B92	2022	15,000		4,249	10,751	Yes	10,751		Completed	
Q.8 SHM NRBN WIFI	22C-MA-B93	2022	82,310		19,659	62,651	Yes	62,651		Completed	
Marina Building Improvements	22C-MA-R25	2022	94,236		-	94,236	No		94,236	Project approved at end of 2022, will be worked on in 2023.	2023
Marina Security Upgrade	22C-MA-R26	2022	50,000			50,000	No		50,000	Project approved at end of 2022, will be worked on in 2023.	2023
Overholt Cemetery Expansion	20C-CE-L56	2020	-		-	-	Yes	-		Completed. Funds transfer to project 22C-CE-B85.	
Cemetery - Columbarium repairs	21C-CE-B34	2021	4,037		768	3,269	Yes	3,269		Completed	
P.1 Cemetery Land Acquisition	22C-CE-B85	2022	210,330		-	210,330	No		210,330	Project on-going, conversation with the land owners have been had, but moving slowly. Project is effectively on hold as staff are reviewing options to further utilize closed or inherited cemeteries instead of purchasing more land. Update expected in T2 2023.	2023
Subtotal for SSE			1,829,913	38,405	1,107,969	683,539		105,093	578,447		
Public Works											
HarbourMaster Building Repairs	20C-MA-L57	2020	24,500		5,820	18,680	Yes	18,680		Completed	
City Hall - HVAC Units Upgrade	20C-PW-L07	2020	20,000		-	20,000	Yes	20,000		Closedout to Over/short Reserve, a replacement and funding plan for City Hall Roof will be followed.	
City Hall - Fall Arrest	20C-PW-L08	2020	12,000		-	12,000	Yes	12,000		Closedout to Over/short Reserve, a replacement and funding plan for City Hall Roof will be followed.	
City Hall - Flat Roof Repairs	20C-PW-L09	2020	10,000		-	10,000	Yes	10,000		Closedout to Over/short Reserve, a replacement and funding plan for City Hall Roof will be followed.	
City Hall - Monitoring System	20C-PW-L13	2020	-		-	-	Yes	-		Closedout, funds transfer to Project 22C-PW-R01.	
Fire Hall - Monitoring System	20C-PW-L15	2020	-		-	-	Yes	-		Closedout, funds transfer to Project 22C-PW-R01.	
Elm St & Elgin St Intersection	20C-PW-L16	2020	50,000		8,716	41,284	No		41,284	Final design expected to be completed by the end of 2022. Construction in 2023.	2023

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Avaiable Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
Lake End Access Gates	20C-PW-L17	2020	22,500		-	22,500	Yes	22,500		Closedout to over/short Reserve, will propose new project after reviewing the Lake End Study.	
Bethel Furnace Replacement	20C-PW-L19	2020	16,000		-	16,000	Yes	16,000		Closedout to over/short Reserve, following new project proposal for Bethel and Sherkston community centre.	
Bethel Roof Replacement	20C-PW-L20	2020	1,000		-	1,000	Yes	1,000		Closedout	
New solar lighting for Parks	20C-PW-L22	2020	45,000		7,189	37,811	Yes	37,811		Completed	
Friendship Trail Repair	20C-PW-L26	2020	26,602		-	26,602	Yes	26,602		Completed	
Skateboard Park Parking Lot	20C-PW-L28	2020	4,000		-	4,000	Yes	4,000		Closedout to Over/short Reserve, Re-evaluation the disgn for Lock 8 Park parking lot, will follow up with new project proposal.	
HH Knoll Park Walkways Repairs	20C-PW-L29	2020	36,977		-	36,977	Yes	36,977		Completed	
Sherkston Roof Repairs	20C-PW-L31	2020	12,000		-	12,000	Yes	12,000		Closedout to over/short Reserve, following new project proposal for Bethel and Sherkston community centre.	
Sherkston Chimney/HotWaterTank	20C-PW-L32	2020	7,500		-	7,500	Yes	7,500		Closedout to over/short Reserve, following new project proposal for Bethel and Sherkston community centre.	
Soccer Complex Sanitary Pump	20C-PW-L34	2020	5,000		-	5,000	Yes	5,000		Completed	
VHWC Main Entrance Pylon Sign	20C-PW-L35	2020	67,400		80,860	(13,460)	Yes	(13,460)		Completed	
VHWC Fitness Areas Water Drips	20C-PW-L36	2020	10,000		7,571	2,429	Yes	2,429		Completed	
VHWC Pool Rehab of Tiles	20C-PW-L37	2020	-		-	-	Yes	-		Closedout, Funds transfer to project 22C-PW-B07.	
VHWC Monitoring system	20C-PW-L38	2020	-		-	-	Yes	-		Closedout, Funds transfer to Project 22C-PW-R01.	
PC Operations Centre Upgrades	20C-PW-L39	2020	182,113		32,645	149,468	No		149,468	Ongoing; Sub projects started, multiple upgrade projects has confirmed, project carried forward to 2023.	2023
Urban Forest Management Plan	20O-PW-L45	2020	85,000		25,516	59,484	No		59,484	Project in progress. Work to be completed in T2 2023.	2023
Parkette at Lakeview Park	21C-ED-R49	2021	150,000		76,290	73,710	Yes	73,710		Project completed, significantly under budget.	
East / West Wig Wags	21C-PW-B04	2021	17,706		17,706	-	Yes	-		Closedout, Funds transfer to Project E.1 22C-PW-B36 Friendship Trail Crossing.	
West St Electrical Infra.	21C-PW-B07	2021	10,000		-	10,000	Yes	10,000		Closedout to over/short Reserve, re-evaluate the project and may combine with other West St improvement projects.	
Railway Crossing Improvements	21C-PW-B10	2021	-		-	-	Yes	-		Closedout, Funds transfer to Project g.3 Rao; Cprssing Safety #22C-PW-B54, completing by T1 2023.	
Bridges Culverts Walls Repairs	21C-PW-B11	2021	-		-	-	Yes	-		Closedout, Funds transfer to Project G.8 OSIM Culvert and Structure #22C-PW-B59.	
CIMCO System Gantry Crane	21C-PW-B12	2021	18,000		-	18,000	Yes	18,000		Closedout due to cancellation.	
COPC Welcome Centre Upgrades	21C-PW-B13	2021	14,500		3,887	10,613	Yes	10,613		Completed	
VHWC Air Removal Unit	21C-PW-B14	2021	18,000		-	18,000	No		18,000	Quote Obtained, project carried forward to 2023.	2023
Fire Station HVAC Upgrades	21C-PW-B16	2021	18,000		5,800	12,200	No		12,200	Project in progress (for BAS), will be completed in 2023.	2023
Fire Station Security Upgrades	21C-PW-B17	2021	23,275		-	23,275	Yes	23,275		Completed	

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Avaiable Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
Fleet replacement/Purchase	21C-PW-B18	2021	-		-	-	Yes	-		Closedout, Funds allocated to approved Fleet Replacement Project #22C-PW-B20.	
Flow Monitors - Wastewater	21C-PW-B19	2021	100,000		91,448	8,552	Yes	8,552		Completed	
Infrastructure Needs Studies	21C-PW-B22	2021	727,362		507,421	219,942	No		219,942	Waiting on Development Review to be completed before we can progress to completing the remainder of the INS.	2023
Programmable Speed Zone Beacon	21C-PW-B25	2021	12,000		12,882	(882)	Yes	(882)		Completed	
Roads Resurfacing Program	21C-PW-B26	2021	129,840		135,457	(5,617)	Yes	(5,617)		Completed	
Tennessee Gate Inspec & Design	21C-PW-B30	2021	30,000		15,152	14,848	No		14,848	Design in progress. Construction on hold until budget approved.	2023
City Hall Elevator Repairs	21C-PW-R39	2021	100,000		19,889	80,111	No		80,111	Work will be done in Jan 2023.	2023
Chippawa Road Construction	21C-PW-R40	2021	50,000		47,827	2,173	Yes	2,173		Completed	
Erie St Wtmain Design & Inspec	21C-PW-R45	2021	-		257,698	(257,698)	No		(257,698)	90% complete. Project has not reached substantial performance due to defieicincies. Due to weather the deficiencies will not be resolved until spring 2023.	2023
Erie St Wtmain Replacement Projec	21C-PW-R48	2021	2,024,092		972,903	1,051,188	No		1,051,188	90% complete. Project has not reached substantial performance due to defieicincies. Due to weather the deficiencies will not be resolved until spring 2023.	2023
Facility Condition Index	21C-PW-R52	2021	-		-	-	Yes	-		Closedout, funds transfer to Project 22C-PW-B47.	
Project Management	21O-PW-R41	2021	145,783		4,243	141,539	No		141,539	On going consulting service for the project management.	2023
A.1 Bethel Upper Roof Replacmt	22C-PW-B01	2022	75,659		-	75,659	Yes	75,659		Closedout to over/short Reserve, following new project proposal for Bethel and Sherkston community centre.	
A.2 CH Roof & Drain Repairs	22C-PW-B02	2022	42,000		-	42,000	Yes	42,000		Closedout to Over/short Reserve, a replacement and funding plan for City Hall Roof will be followed.	
A.3 CH Fire Panel Replacement	22C-PW-B03	2022	13,500		-	13,500	No		13,500	Project in progress, carried forward to 2023.	2023
A.4 CH Gallery Seating	22C-PW-B04	2022	34,000		29,876	4,124	Yes	4,124		Completed	
A.5 MU Lower Flat Roof	22C-PW-B05	2022	16,500		6,920	9,580	Yes	9,580		Completed	
A.6 VHWC Central Gutter&Panel	22C-PW-B06	2022	-		-	-	Yes	-		Closedout, combine with VHWC roof project, funds transferred.	
A.7 VHWC Tile Replacement	22C-PW-B07	2022	69,000		13,631	55,369	No		55,369	Project in progress, full completion expected in 2023.	2023
A.8 VHWC Parking Lot LED Retro	22C-PW-B08	2022	33,000		-	33,000	No		33,000	Expected completion in T1 2023.	2023
A.9 VHWC Cooling Tower Pan	22C-PW-B09	2022	17,000		-	17,000	Yes	17,000		Project closed out to over/short Reserve.	
A.10 VHWC Sea Container	22C-PW-B10	2022	11,500		-	11,500	Yes	11,500		Closeout	
A.11 VHWC Exit Turn Lane	22C-PW-B11	2022	18,500		15,668	2,832	Yes	2,832		Completed	
A.12 CH AODA renovation	22C-PW-B12	2022	231,000		-	231,000	No		231,000	Meetings with consultant ongoing for redesign; completion date is pending City committee approval.	2023
B.1 Mobile Column Lifts&Welder	22C-PW-B14	2022	34,500	4,462	30,741	(703)	Yes	(703)		Completed	
B.2 Electric Pallet Jack	22C-PW-B15	2022	5,000		3,460	1,540	Yes	1,540		Completed	
B.3 Asphalt Hot Box	22C-PW-B16	2022	60,000		-	60,000	No		60,000	Ordered, awaiting for delivery, expecting arrives mid-February.	2023
B.6 Passenger Truck	22C-PW-B19	2022	46,000		-	46,000	No		46,000	Funds carried to 2023, expecting to arrive in 2023.	2023
B.7 2022 Fleet Replacement	22C-PW-B20	2022	1,844,500		203,753	1,640,747	No		1,640,747	Project in progress, 2023-2025 (based on manufacturer delivery times).	2025

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Avaiable Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
B.8 DCFC Station Installation	22C-PW-B21	2022	100,000		-	100,000	Yes	100,000		Project closed out to over/short Reserve.	
B.11 Passenger Truck - Drains	22C-PW-B24	2022	74,500		-	74,500	No		74,500	Funds carried to 2023. Expecting trucks to be delivered in Feb 2023.	2023
C.2 Route Patrol Software	22C-PW-B29	2022	15,265		-	15,265	No		15,265	Project carried to 2023, IT reviewing ability to complete in house or through external GIS partner.	2023
E.1 Friendship Trail Crossing	22C-PW-B36	2022	79,966		2,225	77,741	No		77,741	Remaining trail signage and wayfinding signs. Pending sign design confirmation. Combine with Project 21C-PW-B04 Friendship Trail East West Wigwags.	2023
E.2 Welland St to Beach Trail	22C-PW-B37	2022	487,920		11,942	475,978	No		475,978	In progress, project scope being reviewed by funding partner - ICIP.	2026
E.3 Pavilion Pad Replacement	22C-PW-B38	2022	40,000		40,049	(49)	Yes	(49)		Completed	
E.4 In Ground Waste Bins	22C-PW-B39	2022	25,000		21,660	3,340	Yes	3,340		Completed	
E.5 Main Street Banners	22C-PW-B40	2022	20,000		-	20,000	No		20,000	Pending communications design, will be purchased in T1 2023.	2023
E.6 Promenade Improvements	22C-PW-B41	2022	250,000		-	250,000	No		250,000	Drawings to be reviewed. Tender scheduled for T1.	2023
E.7 Lock 8 Park Improvements	22C-PW-B42	2022	250,000		-	250,000	No		250,000	Pending P&R MP implementation Plan, Region's PRIP, and Region's Conceptual Deisgn. Certain aspects will be completed in 2023.	2024
F.1 Regulatory Sign Inventory	22C-PW-B44	2022	30,000		-	30,000	No		30,000	Project in progress. Proposal received from contractor.	2023
F.2 Engineering Design Std	22C-PW-B45	2022	30,000		-	30,000	No		30,000	RFP to be released in 2023.	2023
F.3 Marina & PC Grain Seawall	22C-PW-B46	2022	60,000		-	60,000	No		60,000	Potential to partner with adjoining property so may delay work.	2024
F.4 Phase 2 Building Condition	22C-PW-B47	2022	124,000		30,504	93,496	No		93,496	Project in progress, expecting complete in 2023.	2023
F.5 Firelane Survey	22C-PW-B48	2022	30,000		-	30,000	No		30,000	Project in progress, Survey underway.	2023
G.1 Street Light Repairs	22C-PW-B52	2022	110,000		13,113	96,887	No		96,887	Quote/Tender process to be decided, project expected in 2023.	2023
G.2 White Road Guiderail Rplc	22C-PW-B53	2022	100,000		-	100,000	No		100,000	Project in progress, construction will be completed in 2023.	2023
G.3 Rail Crossing Safety	22C-PW-B54	2022	104,047		-	104,047	No		104,047	Project in progress, expecting complete in T3 2023.	2023
G.4 Laneway and Apron Asphalt	22C-PW-B55	2022	20,000		13,774	6,226	Yes	6,226		Completed	
G.5 Hawthorne Heights Parking	22C-PW-B56	2022	15,000		-	15,000	No		15,000	Project carried to 2023, Pending P&R MP Implementation.	2024
G.6 Annual Resurfacing Program	22C-PW-B57	2022	1,072,000		1,027,772	44,228	Yes	44,228		Completed	
G.7 Annual Sidewalk Program	22C-PW-B58	2022	150,000		150,000	-	Yes	-		Completed	
G.8 OSIM Culvert and Structure	22C-PW-B59	2022	155,500		-	155,500	No		155,500	Project in progress, expecting complete in T3 2023.	2023
G.9 Fence and Access Gate	22C-PW-B60	2022	8,000		6,309	1,691	Yes	1,691		Completed	
G.10 Drain - Road Culvert Rplc	22C-PW-B61	2022	70,000	41,289	26,862	1,849	Yes	1,849		Completed	
H.1 Service Club Sign	22C-PW-B62	2022	15,000		-	15,000	No		15,000	Project in progress. Pending MTO approvals, to be completed in 2023.	2023
H.2 PC Sign Renewal	22C-PW-B63	2022	50,000		-	50,000	No		50,000	Pending sign design. Project deferred to 2023.	2023
Remote monitoring systems - Multi	22C-PW-R01	2022	15,000		-	15,000	No		15,000	Project defer to 2023.	2023
2022-73 VHWC Roof Repair	22C-PW-R03	2022	1,125,000		47,953	1,077,047	No		1,077,047	Project deferred to 2023.	2023
2022-73 Lion's Field Streetscape	22C-PW-R04	2022	290,000		-	290,000	No		290,000	Project deferred to 2023.	2023

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Availble Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
2022-73 Energy audits & monitorin	22C-PW-R05	2022	68,607		39,839	28,768	Yes	28,768		Completed	
2022-86 CAT Front Loader Purchas	22C-PW-R06	2022	240,000		239,136	864	Yes	864		Completed	
VHWC Cooling Tower Replacement	22C-PW-R22	2022	450,000		-	450,000	No		450,000	Project in progress, will be completed in 2023.	2023
West St Streetscapping	22C-PW-R23	2022	437,150		-	437,150	No		437,150	Pending CLT project review, signage for West Street.	2023
Wayfindings	22C-PW-R24	2022	130,000		-	130,000	No		130,000	Pending CLT project review.	2023
2022-157 Purchase Road Grader	22C-PW-R18	2022	274,752		274,650	102	Yes	102		Completed	
Subtotal for Public Works			13,294,516	45,751	4,586,757	8,662,008		709,416	7,952,592		

Rates

I.1 Neff St Outlet Retrofit	22C-SS-B64	2022	300,000	11,285	29,644	259,071	No		259,071	Project in Progress. Cost will be higher and will require an update to Council for approval.	2023
I.2 Electrical Motor SoftStart	22C-SS-B65	2022	5,600		-	5,600	No		5,600	In progress, completing in 2023.	2023
I.3 Trailer Mount 6" Pump	22C-SS-B66	2022	74,000		20,696	53,304	No		53,304	Ordered and pending delivery. Delivery anticipated by end of February 2023.	2023
I.4 + J.2 CLI-ECA's Studies	22C-SS-B67	2022	120,000		-	120,000	No		120,000	Project carried to 2023. ECA submitted to Province, pending approval.	2024
I.5 Pumping Station Upgrades	22C-SS-B68	2022	35,000		-	35,000	No		35,000	Awaiting pump rebuilds, remainder of work has been completed. Project will be completed by 2023.	2023
I.6 Storm Pond Cleaning & Mtnc	22C-SS-B69	2022	75,000		-	75,000	No		75,000	Project pending.	2023
B.12 Cube Van - WT/WW	22C-WW-B25	2022	90,000		-	90,000	Yes	90,000		Project close Out; will utilize existing trailer.	
B.13 Passenger Truck - WT/WW	22C-WW-B26	2022	46,000		-	46,000	No		46,000	Funds carried to 2023. Expecting trucks to be delivered in Feb 2023.	2023
J.1 Trailer Mount 6" Pump	22C-WW-B66	2022	67,000		20,696	46,304	No		46,304	Ordered and pending delivery. Delivery anticipated by end of February 2023.	2023
J.3 + K.1 Excavator Bucket	22C-WW-B70	2022	8,600	7,305	-	1,295	Yes	1,295		Completed	
J.4 Clarke Area WW Remediation	22C-WW-B71	2022	1,000,000		-	1,000,000	Yes	1,000,000		Close out project, move available funds 600k from capital reserve to WW reserve.	
J.5 Clarke Area inflow reduction	22C-WW-B72	2022	640,000		-	640,000	No		640,000	Project will be completed in 2023. RFP issued Jan 17, 2023.	2024
K.2 Watermain Replacement	22C-WW-B73	2022	5,000,000		13,047	4,986,953	No		4,986,953	Tender is out for design, first construction is expecting to start in the spring of 2023, expecting full project completion in 2026.	2026
#A Stormwater Mgmt Strategy	22C-WW-R06	2022	200,000		-	200,000	No		200,000	Contract awarded in Dec 2022, kick off meeting Jan 24, 2023.	2023
#B Investigation & Remediation	22C-WW-R07	2022	298,000		119,321	178,679	No		178,679	Field investigation portion 80% complete - 3 properties with no response - provided to bylaw to issue fines. Smoke testing to be completed late spring 2023.	2023
#C Public Education Campaign	22C-WW-R08	2022	30,000		-	30,000	No		30,000	On hold due to Communications Vacancy.	2023
#D Pollution Prevention	22C-WW-R09	2022	250,000		-	250,000	No		250,000	Kick off meeting Dec 15, 2022, flow monitoring to commence in T1.	2025

Project Name	Project ID	Year	2022 Adjusted Budget	Pre-Spending 2021	Spending 2022	Unspent Before Close-out	Closeout (Yes/No)	Closed out - YE 2022	Available Funding Carried Forward at Year-End 2022	Notes	Completing Timeline
#E Mtrnc Hole & Mainline Sewer	22C-WW-R10	2022	300,000		120,240	179,760	No		179,760	Winning bidder was under budget, all tendered work was completed prior to Christmas 2022. To ensure we receive full regional funding, contractor is returning in the spring to seal MHs in the funding areas.	2023
Subtotal for Rates			8,539,200	18,590	323,645	8,196,965		1,091,295	7,105,669		
Capital Project Total			189	28,535,207	336,002	7,547,847	20,651,358	2,519,143	18,132,215		

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Appendix F - Holding Funds Accounts

Project Name	Project ID	Available Holding Funds at YE 2021	Allocated to approved projects	Additional Funding	Remaining Funds at Year-End 2022
Holding Funds					
Storm Sewer Remaining Debenture Fund	20C-PW-L40	858,217	(315,000)	-	543,217
Capital Contingency Fund	21C-CS-B39	438,953	(347,000)	-	91,953
Holding Funds Total		1,297,170	(662,000)	-	635,170

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Appendix G - Reserves

	2021 Year End Balance	2022 Approved Budget	2022 In-Year Approved Transfers	Interest Allocation	Reserve Balance Before Surplus Allocation	Year End Surplus Transfers to Approve	2022 Year-End Reserve Balance	Funding Target	Progress
Grants Committee Reserve (W)	13,000		(10,801)		2,199		2,199	Varies - Dependent on Activity^	Achieved
Library Bequest Reserve	4,188				4,188		4,188	Varies - Dependent on Library Board Requirements^	Achieved
Library Employee Future Benefit Reserve	54,129		16,255		70,384		70,384	75% of Employee Future Benefit and WSIB Liability (Estimated target \$120,375 as of 2021)	Not Achieved - Long-Term Target
Library Capital	135,518	(29,000)			106,518		106,518	Varies - Dependent on Library Board Requirements	Requires Facility Condition Study - Public Works is reviewing options with the Library to complete
Library Stabilization Reserve	45,415		21,814		67,228		67,228	5% of the gross Library budget (Estimated at \$45,850)	Achieved
Local Architectural Conservation Advisory Committee (LACAC) Reserve (W)	11,184		(11,184)		-		-	Closed as they represent meeting budgets which are budgeted annually in the operating budget so there is no need for the reserve.	N/A
Community Safety Committee (W)	4,947				4,947		4,947	Varies - Dependent on Activity^	Achieved
Mayors Youth Council Committee (MYCC) Reserve (W)	4,217		(4,217)		-		-	Closed as they represent meeting budgets which are budgeted annually in the operating budget so there is no need for the reserve.	N/A
Museum Bequest Reserve	78,827		150,555		229,382		229,382	Varies - Dependent on Museum Board Requirements^	Achieved
Museum Capital	31,667	(20,000)	(11,355)		312		312	Varies - Dependent on Museum Board Requirements^	Achieved
Seniors Advisory Committee (SAC) Reserve (W)	5,242		(5,242)		-		-	Closed as they represent meeting budgets which are budgeted annually in the operating budget so there is no need for the reserve.	N/A
Tourism Reserve (W)	63,952				63,952		63,952	Varies - Dependent on Activity^	Achieved
Total Boards and Committees Reserves	452,287	(49,000)	145,825	-	549,112	-	549,112		

Appendix G - Reserves

	2021 Year End Balance	2022 Approved Budget	2022 In-Year Approved Transfers	Interest Allocation	Reserve Balance Before Surplus Allocation	Year End Surplus Transfers to Approve	2022 Year-End Reserve Balance	Funding Target	Progress
Canada Summer Games Reserve	45,000	(45,000)			-		-	Council Commitment	Achieved
Canal Days Reserve	175,000		(30,000)		145,000		145,000	5% of the gross Canal Day budget (Estimated target at \$32,600)	Achieved
CIP Incentives Reserve (W)	166,597		41,635		208,231		208,231	Council Commitment	Awaiting Study approved Report 2021-81
Roselawn	679,299	(122,500)			556,799		556,799	TBD	Roselawn Plan, being developed
Transit (W)	211,508	(157,600)	(53,908)		-		-	Closed out as transit was uploaded to the Niagara Region	N/A
Municipal Election Reserve (W)	118,588	(118,588)			-		-	Clerk proposed budget	2026 Municipal Election Plan, being developed
Total Programs, Grants and Activities	1,395,991	(443,688)	(42,273)	-	910,030	-	910,030		
Building Department Reserve (RF)	168,151		58,090		226,240		226,240	Funded by User Fees - Surplus / (Deficit) - Zero	Achieved - User fees will need to increase in the future to maintain
Beach Reserve	278,966	(114,500)	33,700		198,166		198,166	Funded by User Fees - Surplus / (Deficit) - 5% of gross Beach budget plus pay-as-you-go balance required for capital and related projects	Achieved
Overholt Cemetery Reserve	130,000	(130,000)			-		-	Transferred to capital to fund the purchase of land.	N/A
Sugarloaf Marina Reserve	244,489	(74,500)	(23,683)		146,306		146,306	Funded by User Fees - Surplus / (Deficit) - 5% of gross Marina budget plus pay-as-you-go balance required for capital and related projects	Adjustments likely required as dredging project develops
Marina Internal Financing	(291,068)	(712,310)	60,827	(23,220)	(965,770)		(965,770)	Council approved to be repaid through Sugarloaf Marina budget	
Total Self Sustaining Entities	530,537	(1,031,310)	128,934	(23,220)	(395,059)	-	(395,059)		
Economic Development Reserve (W)	466,525		(292,508)		174,016		174,016	Varies - Dependent on Activity^	Achieved
Eco Dev Internal Financing Reserve (W)	-	(195,000)	(276,930)	(8,883)	(480,813)		(480,813)	Council approved to be repaid through future industrial land sales	
Encumbrance Reserve (W)	295,363	(223,326)			72,037		72,037	Zero	Achieved
Future Liabilities Reserve (W)	1,684,253	432,596		71,547	2,188,396		2,188,396	75% of Employee Future Benefit and WSIB Liability (Estimated target \$7,233,300 as of 2021)	Not Achieved - Long-Term Target
General Stabilization	2,237,330		81,320		2,318,650		2,318,650	10% of the Levy (Estimated target \$2,318,650)	Achieved

Appendix G - Reserves

	2021 Year End Balance	2022 Approved Budget	2022 In-Year Approved Transfers	Interest Allocation	Reserve Balance Before Surplus Allocation	Year End Surplus Transfers to Approve	2022 Year-End Reserve Balance	Funding Target	Progress
Opportunities Fund	2,000,000				2,000,000		2,000,000	Established at \$2,000,000 from successful NRBN initiative	Achieved
Subject Matter Experts Reserves (W)	208,598				208,598		208,598	0.25% of the City's consolidated budget (Estimated target of \$85,000)	Achieved
Working Capital Reserve	2,187,400		131,250		2,318,650		2,318,650	10% of the Levy (Estimated target \$2,318,650)	Achieved
Total General Government	9,079,469	14,270	(356,868)	62,664	8,799,534	-	8,799,534		
(A) Development Charges (RF)	642,625		266,601	29,210	938,436		938,436	Varies - Dependent on requirements identified in multi-year forecasts	Public Works is leading infrastructure needs studies / planning, including facilities condition assessments. These will be used to establish these reserve levels when complete.
Drain Reserve	413,988	(74,500)	90,074		429,561		429,561		
Drain Internal Financing	(485,843)		100,700	(8,710)	(393,853)		(393,853)		
Facilities Reserve	131,386				131,386		131,386		
Fleet and Equipment Reserve	704,237	(704,237)			-		-		
Goderich Maintenance Agreement (W)	43,921		22,153		66,074		66,074		
(A) Grants - Community Building Fund (Previsouly Federal Gas Tax) (RF)	303,869	(91,869)		61,303	273,303		273,303		
(A) Grants - Ontario Community Infrastructure Fund (RF)	(139,954)	185,916		27,898	73,860		73,860		
General TCA Reserve	2,436,082	(225,254)	1,485,248		3,696,076	204,316	3,900,392		
Storm Sewer Reserve	116,975	390,944	36,935	12,469	557,323		557,323	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$141,000 plus capital and related projects)	
Waste Water Reserve	1,061,002	413,191	940,321	65,418	2,479,933		2,479,933	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$694,000 plus capital and related projects)	Public Works is leading infrastructure needs studies / planning, including facilities condition assessments. These will be used to establish these reserve levels when complete.
Water Reserve	324,295	400,195	62,342	20,781	807,614		807,614	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target based on budget = \$476,000 plus capital and related projects)	

Appendix G - Reserves

	2021 Year End Balance	2022 Approved Budget	2022 In-Year Approved Transfers	Interest Allocation	Reserve Balance Before Surplus Allocation	Year End Surplus Transfers to Approve	2022 Year-End Reserve Balance	Funding Target	Progress
Total Capital (including DR)	5,552,583	294,386	3,004,374	208,370	9,059,713	204,316	9,264,029		
Add: Deferred Revenue (Sum of A's) recognizing these are recorded on the Balance Sheet as an Asset	806,540		1,314,197		2,120,737		2,120,737		
Total Capital	6,359,124	294,386	4,318,571	208,370	11,180,450	204,316	11,384,766		
Total Reserves before WIP	17,817,408	(1,215,342)	4,194,188	247,814	21,044,068	204,316	21,248,383		
Work-in-progress (WIP)	7,814,960	(7,814,960)	9,041,641		9,041,642		9,041,642		
Library Work-in-progress (WIP)	8,959	(8,959)	62,170		62,170		62,170		
Total Reserves	25,641,328	(9,039,261)	13,297,999	247,814	30,147,879	204,316	30,352,195		

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Appendix H - Investments

Investment Report

Investment income as at December 31, 2022 was \$617,040 which was \$468,040 more than budget of \$149,000.

Investment Performance

The favorable budget to actual variance is primarily the result of the City approach to rising interest rates, inherently the City laddered into higher interest rates through multiple purchases over time. In the current interest rate environment, the City will continue to invest in redeemable and non-redeemable GIC's with varying dates of maturity with the goal of yielding the greatest return for the City while also managing cash flow.

Investment Term Holdings

Funds	Book Value	Weight
Investments < 1 Year	18,099,767	68.5%
Investments > 1 Year	7,500,000	28.4%
Cash	815,137	3.1%
Total Portfolio	26,414,904	100.0%

Investments

Institution	Type of Investment^	Purchased Amount	Interest Rate	Maturity Date	Percentage of Holdings to Investments + Cash	Percentage of Holdings to Investments
Meridian	Credit Union - GIC	250,000	4.00%	2023-01-17	0.9%	1.0%
PenFinancial	Credit Union - GIC	250,000	1.75%	2023-01-22	0.9%	1.0%
Meridian	Credit Union - GIC	500,000	4.13%	2023-02-17	1.9%	2.0%
Meridian	Credit Union - GIC	500,000	4.15%	2023-03-17	1.9%	2.0%
Scotiabank	Bank - GIC	500,000	2.66%	2023-03-29	1.9%	2.0%
CIBC	Bank - GIC	2,000,000	3.25%	2023-04-24	7.6%	7.8%
BMO	Bank - GIC	500,000	5.09%	2023-05-01	1.9%	2.0%
Scotiabank	Bank - GIC	2,005,941	2.05%	2023-06-06	7.6%	7.8%
CIBC	Bank - GIC	1,000,000	3.95%	2023-06-07	3.8%	3.9%
Meridian	Credit Union - GIC	506,200	1.24%	2023-06-25	1.9%	2.0%
CIBC	Bank - GIC*	6,587,626	4.45%	2023-07-28	24.9%	25.7%
CIBC	Bank - GIC	500,000	4.50%	2023-07-28	1.9%	2.0%
BMO	Bank - GIC	500,000	5.22%	2023-08-01	1.9%	2.0%
BMO	Bank - GIC	250,000	5.25%	2023-09-01	0.9%	1.0%
PenFinancial	Credit Union - GIC	250,000	3.25%	2023-09-06	0.9%	1.0%
BMO	Bank - GIC	250,000	5.30%	2023-10-02	0.9%	1.0%
PenFinancial	Credit Union - GIC	250,000	1.95%	2023-10-22	0.9%	1.0%
BMO	Bank - GIC	250,000	5.64%	2023-11-13	0.9%	1.0%
BMO	Bank - GIC	250,000	5.88%	2023-11-21	0.9%	1.0%
BMO	Bank - GIC	250,000	5.64%	2023-12-13	0.9%	1.0%
BMO	Bank - GIC	250,000	5.86%	2023-12-21	0.9%	1.0%
Scotiabank	Bank - GIC	500,000	6.00%	2023-12-22	1.9%	2.0%
Investments < 1		18,099,767			68.5%	70.7%
BMO	Bank - GIC	250,000	5.64%	2024-01-13	0.9%	1.0%
BMO	Bank - GIC	250,000	5.80%	2024-01-22	0.9%	1.0%
Scotiabank	Bank - GIC	500,000	5.98%	2024-01-23	1.9%	2.0%
BMO	Bank - GIC	250,000	5.63%	2024-02-13	0.9%	1.0%
BMO	Bank - GIC	250,000	5.78%	2024-02-21	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	5.96%	2024-02-23	0.9%	1.0%

BMO	Bank - GIC	250,000	5.63%	2024-03-13	0.9%	1.0%
BMO	Bank - GIC	250,000	5.75%	2024-03-21	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	5.95%	2024-03-25	0.9%	1.0%
CIBC	Bank - GIC	500,000	3.60%	2024-04-22	1.9%	2.0%
Scotiabank	Bank - GIC	250,000	5.93%	2024-04-23	0.9%	1.0%
BMO	Bank - GIC	250,000	5.62%	2024-05-13	0.9%	1.0%
Scotiabank	Bank - GIC	500,000	5.92%	2024-05-23	1.9%	2.0%
CIBC	Bank - GIC	500,000	4.25%	2024-06-07	1.9%	2.0%
Scotiabank	Bank - GIC	250,000	5.90%	2024-06-24	0.9%	1.0%
CIBC	Bank - GIC	250,000	4.30%	2024-07-29	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	2.00%	2024-07-31	0.9%	1.0%
BMO	Bank - GIC	250,000	5.18%	2024-08-01	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	5.85%	2024-08-23	0.9%	1.0%
BMO	Bank - GIC	250,000	5.16%	2024-09-02	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	5.80%	2024-09-23	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	5.65%	2024-10-14	0.9%	1.0%
Meridian	Credit Union - GIC	250,000	5.42%	2024-10-25	0.9%	1.0%
BMO	Bank - GIC	250,000	5.55%	2024-11-21	0.9%	1.0%
Meridian	Credit Union - GIC	250,000	5.43%	2024-11-25	0.9%	1.0%
Scotiabank	Bank - GIC	250,000	2.50%	2026-01-31	0.9%	1.0%
Investments > 1 Year		7,500,000			28.4%	29.3%
Total excluding cash		25,599,767			96.9%	100.0%
CIBC cash	Chequing Account	801,784	3.95%/ 4.01%		3.0%	
Scotiabank cash	Chequing Account	13,353	3.95%		0.1%	
Total including Cash *		26,414,904			100.0%	

**Report 2023-73
Appendix I - Debt Management**

In accordance with policy FIN - 03 the following debt management appendix has been prepared. The figures in this appendix are in '000s.

A multi-year forecast of internal and external borrowing and lease financing and the related cost of borrowing and lease financing:

('000s in millions)	2022	2023	2024	2025	2026	2027
External Debt	27,411	26,123	24,968	23,777	22,859	21,912
Internal Financing	1,841	1,641	1,441	1,241	1,041	841
Total Borrowing (External & Internal)	29,252	27,764	26,409	25,018	23,900	22,753
Interest	920	878	841	805	767	736
Principal	1,419	1,288	1,155	1,191	948	948
External Borrowing Charges	2,339	2,166	1,996	1,996	1,715	1,684
Illustrative In-Year ARL*	5.9%	5.2%	4.6%	4.5%	3.7%	3.5%
City Self Imposed Max	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Provincial Imposed Max	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%

* This projection utilized a 4% increase in own source revenue (2% inflation, 2% infrastructure).

At the present time there is no approved future borrowing planned for illustrative purposes. While Council approved report 2023-39 in April 2023, any future debt requirements coming out of this project will require additional Council approval. Staff are working on updating the Asset Management Plan in accordance with Ontario Regulation 588/17 for non-core assets. The timing of this project is June 30, 2024. A forecasted funding model will accompany the updated Asset Management Plan.

Presently the two primary risk associated with borrowing are the perceived opportunity cost associated with interest rate levels and the City itself maintain a strong fiscal framework to support on-going investments.

Financial Services advises that decision to borrow are based on matching project requirements to cash flow needs and related funding requirements. These decisions are often made a year or more prior to borrowing is to occur. They are also subject to the borrowing windows allotted by the Niagara Region. Borrowing decisions are therefore not recommended based on trying to time interest rates and as such Financial Services advises while some may identify an opportunity cost associate with timing interest rates, Financial Services assesses no risk recognizing decisions to recommend borrowing are not interest rate dependent.

At the time of writing this report, borrowing is consistent with the Debt Management Policy except for the fact certain tangible capital assets would have been below the current borrowing threshold at the time the original debt was issued. Financial Services recommends no related action to be taken.

Subject: User Fee Principles

To: Council

From: Corporate Services Department

Report Number: 2023-91

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-91 be received; and

That the user fee principles as set out in this report and associated Appendix be approved.

Purpose:

The purpose of this report is to establish foundational principles and costing models to support the development of user fees and charges within the City.

Background:

The City charges user fees in accordance with various legislations that includes but is not limited to the *Municipal Act*, *Building Code Act*, *Cemeteries Act*, and the *Planning Act*.

The last update to the User Fee by-law occurred December 7, 2022, through Report 2022-244.

Discussion:

The presentation attached as Appendix A builds on learnings from the City of Calgary, where extensive work has been done establishing principles and costing models related to user fees and charges.

These principles have been streamlined to include the following:

- Principle 1 – Benefits Principle
 - Those who receive benefits from a particular municipally provided good or service should pay for that good or service according to the level or value of the benefit received.
- Principle 2 – Cost Recovery Principle
 - The full cost of providing a good or service, including:
 - Operating expenses
 - Administrative costs
 - Capital expenses (including depreciation)
 - Implicit costs of foregone opportunities or activities that are not being undertaken (i.e., by charging one fee another fee is forgone)
 - Environmental costs (i.e., cost of carbon)
 - Social costs (i.e., charging extra for “sugary drinks” and reinvesting in other health programs)
- Principle 3 – Management of Public Asset Principle
 - The full cost of providing a good or service, including:
 - Public assets have a value and the City has a responsibility to recognize this value and protect these assets.
- Principle 4 – Allocation of Resources Principle
 - In an environment with limited resources available and increasing public demand for goods and services, user fees have value as a mechanism for allocating scarce resources.

Once determining the need for a user fee or charge by applying the foundational principles, the following cost models are proposed to be applied to each user fee and charge dependent on the needs and/or goals of each user fee and charge:

- Full cost recovery
- Subsidized, full cost recovery to improve:
 - Improve demand (usage)
 - Reduce access barriers (affordability)
 - To promote or encourage identified initiatives or outcomes included in the strategic plan
- Differentiated, full cost recovery and/or subsidized user fees and charges:
 - Balance supply and demand (capacity)

- Recognize local property tax or rate subsidization ultimately pay for any subsidization (resident vs. non-resident fees)
-

Internal Consultations:

The principles outlined in this report and attached presentation were discussed with the City by Supervisors and above in February 2023 as the City started the budget process for 2024.

Financial Implications:

There are no immediate financial implications.

Staff will be reviewing user fees and charges to ensure alignment with the proposed user fee and charges principles and review the various cost models for each user fee and charge.

It is staffs' intent to bring Council updates to the Cemetery and Vale Health and Wellness Centre (VHWC) fees in June 2023. These updates will follow the above principles and costing models. Subsequently staff will look to review all other fees for the 2024 budget approval process.

Public Engagement:

The principles included in this report and attached presentation are guided by comments heard from Councillors during the 2023 budget process based on feedback they have received from the public.

Strategic Plan Alignment:

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

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

Conclusion:

Establishing the principles as set out in this report, along with the proposed costing models, will support the development of user fees and charges within the City.

Appendices:

- a. User Fee Principles Presentation

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director, Corporate Services/ Treasurer
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bryan.boles@portcolborne.ca

Report Approval:

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

User Fee Principles

City Council Meeting: May 9, 2023



Topics to Discuss

- Legislation
- Principles
- Models (Financial / Social)
- Next Steps

Legislation

- Subsection 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended allows municipalities to adopt By-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control
- *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges
- *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges
- *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges

Proposed User Fee Principles

- Principle 1 – Benefits Principle
- Principle 2 – Cost Recovery Principle
- Principle 3 – Management of Public Assets Principle
- Principle 4 – Allocation of Resources Principle

The why

Learnings from Calgary

Principle 1

- **Principle 1 – Benefits Principle**

- Those who receive benefits from a particular municipally provided good or service should pay for that good or service according to the level or value of the benefit received.

Principle 2

- **Principle 2 - Cost Recovery Principle**

- The full cost of providing a good or service, including
 - Operating expenses
 - Administrative costs
 - Capital expenses (including depreciation)
 - Implicit costs of foregone opportunities or activities that are not being undertaken (ie. by charging one fee another fee is forgone)
 - Environmental costs (ie. cost of carbon)
 - Social costs (ie. charging extra for “sugary drinks” and reinvesting in other health programs)
- Should be the starting point when calculating the appropriate user fee.

Principle 3

- **Principle 3 – Management of Public Assets Principle**
 - Public assets have a value and the City has a responsibility to recognize this value and protect these assets.

Principle 4

- **Principle 4 – Allocation of Resources Principle**

- In an environment with limited resources available and increasing public demand for goods and services, user fees have value as a mechanism for allocating scarce resources.

Proposed User Fees and Charges

- **Model 1** – Full cost recovery, includes people costs, direct costs, capital, future liabilities, environmental costs, and overhead
- **Model 2** – Subsidized, full cost recovery user fees and charges
- **Model 3** – Differentiated, full cost recovery and/or subsidized user fees and charges

Model 1

- Full cost recovery, includes people costs, direct costs, future liabilities, capital, environmental costs, administrative, implicit and social costs.

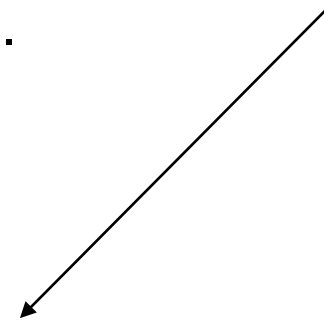
(\$50 per ton of Co2)



Will fund Co2 reduction initiatives



(overhead \approx 15 percent
all other costs)



Asset replacement

i.e. Vale Health and Wellness Centre
i.e. Beaches
i.e. Sugarloaf Marina

Model 2

- Subsidized, full cost recovery user fees and charges
 - Improve demand (usage)
 - Reduce access barriers (affordability)
 - To promote or encourage identified initiatives or outcomes included in the strategic plan

Model 3

- Differentiated, full cost recovery and/or subsidized user fees and charges
 - Balance supply and demand (capacity)
 - Recognize local property tax or rate subsidization ultimately pay for any subsidization (resident vs. non-resident fees)

Next Steps

- **User fees and charges to be reviewed in stages:**
 - Self sustaining entities, including building are full cost recovery
 - Planning was done in 2022 on full cost recovery
 - Cemetery and Vale Health and Wellness Centre (VHWC) fees to be reviewed next (June 2023)
 - All other fees to be reviewed for the 2024 budget

Note: environmental charges will be an evolving addition (June 2023 may not include)

Thank you!



Subject: Nickel Beach Parking By-law Amendments

To: Council

From: Corporate Services Department

Report Number: 2023-86

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-86 be received;

That Council approve the amendments to the Permitting System for Parking of Vehicles on Designated Highways and Parking Lots in the City of Port Colborne By-law 7006/44/22, identified as Appendix A of Corporate Services Report 2023-86;

That Council approve the new Parking Fees identified in Appendix B of Corporate Services Report 2023-86; and

That the updated Schedule G of the User Fees and Charges By-law be included in a future amendment to the Fees and Charges for Various Services By-law 7047/84/22.

Purpose:

The purpose of this report is to amend current by-laws to facilitate changes in parking when residents of the City of Port Colborne and visitors come to Nickel Beach.

Background:

This report follows the 2023 Nickel Beach Parking and Related Operations report to Council on February 28, 2023, referred to as report 2023-32 and the Nickel Beach Update presented to Council on April 25, 2023.

Discussion:

This report has been prepared to put forward amendments to the Permitting System for Parking of Vehicles on Designated Highways and Parking Lots in the City of Port Colborne By-law 7006/44/22 and to amend Parking Fees at Nickel Beach through the Fees and Charges for Various Services By-law 7047/84/22 when it is next amended.

The amendments proposed to these bylaws follow the Nickel Beach Update presentation to Council on April 25, 2023.

Readers of this report will note Staff originally referred to parking locations as “Lots” in the February 28, 2023, report but change that wording in the April 25, 2023 presentation and going forward have recommended they be referred to as “Zones”.

Key highlights to Nickel Beach Parking operations include:

- Beach and parking hours will be 7 a.m. to 9 p.m. from May 19th to September 30th.
- The Nickel Beach gate will only be open to the public during these hours.
- There is no charge to walk onto the beach. The beach is free to walk on during the hours identified.
- Residents of the City of Port Colborne that put their PORTicipate pass in a visible location on their dashboard can parking in Zones 2 or 3 for free.
- If a resident displays an Ontario-issued Accessible Parking Permit, they will be able to park in Zone 1 accessible parking spots provided there are spots available.
- Parking fees are as outlined in the appendices and follow the direction of the April 25, 2023, presentation to Council.

At the February 28, 2023, meeting, there was direction to provide a limited number of annual passes. As communicated the upper parking lot at Vale will not be available to the City. This has required a change to the proposed plan. The attached appendices recommend the following:

- Platinum Pass – 7 days a week, guaranteed spot in Zone 2 (\$350)
- Gold Pass – Monday to Thursday, no guaranteed spot in Zone 2 (\$150)

On April 29, 2023, Staff along with Councillor Hoyle went door to door in Zone 3 to hand out PORTicipate passes and explain the program.

At the time of writing this report, parking zones 1 & 2 are still under construction. Zone 1 is expected to be complete by the Victoria Day long weekend. Zone 2 is expected to be available for parking with on-going improvements through June. Staff identifies signage is in progress and will continue to be installed through the summer. Temporary signage may be used when required.

Internal Consultations:

The proposed amendments to by-laws attached as Schedule A were developed through collaboration between the City's Corporate Communications, Community Safety & Enforcement, Corporate Services, and Public Works Staff.

Financial Implications:

The cost to implement signage for Nickel beach and related parking enforcement is included in the beach parking lot budget.

Public Engagement:

On April 29th, a Staff volunteer group completed a door-to-door initiative that engaged residents on the changes to parking in their local area. Residents that were home were provided with registration for PORTicipate passes if not already signed up, and a door knocker information pamphlet was left for those who were not home. City Staff will be following-up with those residents that were not home to help in obtaining a PORTicipate pass if needed.

Staff are developing a marketing and communication plan to promote Nickel Beach. This will begin to be deployed once the parking lots are further along.

Strategic Plan Alignment:

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

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
 - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
 - Governance: Communications, Engagement, and Decision-Making
-

Conclusion:

Approving this report will allow for the regulation and enforcement of parking within the new Nickel Beach parking zones.

Appendices:

- a. Nickel Beach Parking By-Law Amendments

- b. Update to Schedule G – Beaches, of the User Fees and Charges By-law

Respectfully submitted,

Blair Holinaty
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Report Approval:

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

The Corporation of the City of Port Colborne

Being a By-law to amend By-law No. 7006/44/22 a by-law to establish a permitting system for the parking of vehicles on designated highways and parking lots in the City of Port Colborne, By-law No.89-2000 a by-law regulating traffic and parking on city roads and By-law No. 4310/146/02 a by-law prescribing on and off-street parking for persons with disabilities within the City of Port Colborne

Whereas at its meeting of May 9, 2023, the Council of The Corporation of the City of Port Colborne Council approved the recommendations of the Corporate Services Department, Report No 2023-86, Nickel Beach Parking By-Law Amendments; and

Whereas Council of The Corporation of the City of Port Colborne is desirous of implementing permit parking for Nickel beach; and

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

1. That By-law 7006/44/22 Schedule 'A' Special Events – On-street parking permit by-law, be amended by adding thereto the following:

Nickel Beach - From Victoria Day weekend to Labour Day annually – Monday to Sunday inclusive.

2. That By-law 7006/44/22 Schedule 'B' locations - On-street parking permit parking By-law be amended by adding thereto the following:

Parking Lot Zone 1:

Nickel Beach Parking Lot "A" – 69 Lake Road

Parking Lot Zone 2:

Nickel Beach Parking Lot "B" – South side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Nickel Beach Parking Lot "C" – North side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Nickel Beach Parking Lot "D" - North side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Street Parking Zone 3

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Welland St.	East	Durham St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Welland St.	West	Durham St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Fraser St.	East & West	Nickel St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Mitchell St.	East & West	Nickel St.	Rodney St.	7 a.m. to 9 p.m. daily from May to

				September
Davis St.	West	Nickel St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Nickel St.	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Kinnear St.	North & South	Fraser St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Rodney St.	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September

Street Parking Zone 4

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
Durham St.	South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Fraser St.	East & West	Decew St.	Durham St.	7 a.m. to 9 p.m. daily from May to September
Mitchell St.	East & West	Decew St.	Durham St.	7 a.m. to 9 p.m. daily from May to September
Louis St	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Decew St.	North & South	Fraser St.	Davis St.	7 a.m. to 9 p.m. daily from May to September

3. That By-law 7006/44/22 Schedule 'C' – Fees and administrative penalties on-street parking permit parking By-law be amended by adding thereto the following:

Fees

Title	Fee per day per location
Zone 1 Seasonal Parking Permit	\$350
Zone 1 Daily Parking Permits	\$40 Monday to Thursday; \$50 Friday to Sunday and Holidays
Zone 1 Daily Parking Permits - Accessible Parking Spots	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Seasonal Parking Permits	\$150

4. That By-law 89-2000 Schedule 'A' - Stopping prohibitions parking and traffic By-law be amended by adding thereto the following:

Schedule "A"

Stopping Prohibitions

By-law No. _____

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
Welland St.	East	Rodney St.	Lake Rd.	anytime
Lake Rd.	North & South	Welland Rd.	191 metres east therefrom	anytime
Fares St.	East & West	Lake Rd.	Rodney St.	anytime

5. That By-law 89-2000 Schedule 'C2' - Parking prohibitions tow away zone parking and traffic by-law be amended by adding thereto the following:

Schedule "C2"
Parking Prohibitions Tow Away Zone

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
Fares St.	West	Lake Rd.	Rodney St.	anytime
Rodney St.	South	Welland St.	Fares St.	anytime

6. That By-law No. 4310/146/02 Schedule "2" –Designated parking spaces prescribing on and off-street parking for persons with disabilities within the City of Port Colborne By-law be amended by adding thereto the following:

Site Location	Number of Stalls
Nickel Beach – 69 Lake Rd.	6

That this by-law shall come into force and take effect on the passing, and subject to the display of official signs.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Schedule G - Beaches

Nickel Beach		
Pass/Permit Type	Classification	2023 Proposed Fee
<i>Zone 1 - Advanced Purchase Parking</i>	Monday-Thursday	\$40.00
	Friday - Sunday & Holidays	\$50.00
<i>Zone 2A, 2B, & 3 - Honkmobile general access</i>	Monday-Thursday	\$20.00
	Friday - Sunday & Holidays	\$30.00
<i>Seasonal Passes</i>	Platinum (Zone 1) Monday - Sunday	\$350.00
	Gold (Zones 2-3) Monday - Thursday only	\$150.00
<i>Beach Chairs</i>	Daily Fee Per Chair	\$5.00
<i>PORTicipate Pass</i>	Port Colborne Residents Only	FREE



PORT COLBORNE

**Subject: Niagara Central Dorothy Rungeling Airport Commission –
Facilitation of Hangar Purchase**

To: Council

From: Corporate Services Department

Report Number: 2023-90

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-90 be received; and

That Council delegate authority to the Chief Administrative Officer and the Director, Corporate Services/Treasurer to enter into an agreement to purchase a hangar identified by the Commission and sell the hangar to the Niagara Central Dorothy Rungeling Airport Commission provided written confirmation from Grant Thornton of their verbal tax advice as outlined in the report is received;

That a by-law and an agreement to purchase a hangar identified by the Commission and sell the hangar to the Niagara Central Dorothy Rungeling Airport Commission be brought a future Council meeting.

Purpose:

The purpose of this report is to bring forward a request of the Niagara Central Dorothy Rungeling Airport Commission (“Commission”) to facilitate the purchase of hangar identified by the Commission.

Background:

The commission operates a two-runway airport offering a year-round fixed-base operation that is funded by four nearby municipalities; City of Welland, City of Port Colborne, Town of Pelham, and the Township of Wainfleet. These four municipalities each have a non-controlling interest in the Airport.

Discussion:

The Commission has noted they have an opportunity to purchase an existing hangar at the airport as part of its plan to create 10 new/existing plane rental hangar spaces as part of its financial sustainability plan beginning in 2023. The first component is the conversion of an existing hangar into a multiplex rental hangar for pilots seeking space.

To facilitate the purchase of this hangar, the Commission has asked the City for assistance. The Commission proposes a transaction as follows to help minimize the overall cost of acquiring the hangar:

Step 1: The Commission and City enter into a legal agreement where the Commission purchases the hangar from the City once the City purchases the hangar from the current owner. The purchase price will reimburse the City for all net costs incurred.

Step 2: The hangar owner donates \$25,000 in cash to the City. The City to provide a cash receipt.

Step 3: The City purchases the hangar from the hangar owner for \$125,000.

Step 4: The agreement for the Commission to purchase the hangar from the City is completed and the City is reimbursed \$100,000 (\$125,000 - \$25,000) plus any legal and/or transactional expenses.

The Commission has noted it believes this transaction method is the most cost-effective method for the airport to acquire the hangar. The Commission has further asked, if the City is willing to move forward and facilitate the transaction, that the transaction be completed before June 5, 2023, or as soon as possible thereafter.

Internal Consultations:

The City's Strategic Planning and Economic Development division will oversee the transition should Council approve.

Financial Implications:

The City is capable of facilitating the transfer of the hangar to the Commission as long as the City is reimbursed for all costs. Staff have been assured by the Commission that there will be no cost to the City.

The City has provided no financial advice to the current owner of hangar.

At the time of writing this report the City has received verbal advice from Grant Thornton that, provided the purchase and donation are separate transactions, a tax receipt can

be issued. It is recommended no transaction be completed until such advice is provided in writing.

The Commission has expressed their understanding that this will help secure the hangar in the most cost-effective method.

Public Engagement:

Public engagement is not required as part of this process.

Strategic Plan Alignment:

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

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

Conclusion:

Staff recommend that this report be approved in order to facilitate the Commission's acquisition of the hangar.

Appendices:

- a. Letter of Request from the Commission

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director, Corporate Services/ Treasurer
(905) 835-2900 Ext. 105
bryan.boles@portcolborne.ca

Report Approval:

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



Mr. Bryan Boles
Director Corporate Services
City of Port Colborne
66 Charlotte St.
Port Colborne , Ontario
L3K 3C8

RE: Airport hangar - Purchase request -NCDRAC to City of Port Colborne

Dear Mr.Boles

The Niagara Central Airport Commission (NCAC) has the opportunity to purchase an existing Hangar at the Niagara Central Dorothy Rungerling Airport (NCDRA) as part of its plan to create 10 new/existing plane rental hangar spaces as part of its financial sustainability plan beginning in 2023. The first component being the conversion of an existing hangar into a multiplex rental hangar for pilots looking for space.

The seller is interested in being able to provide some relief to the sale price to us by way of gifting a portion of the sale price by way of a charitable tax receipt.

We would like to conduct this purchase as follows with your assistance:

The seller wishes to sell his personal hanger through the City which will provide a more favourable transaction price then a direct purchase by the Airport Commission. Should the City purchase the hanger the Airport Commission would subsequently and immediately purchase the hanger from the City.

The Commission would provide a formal appraisal ,reimburse all transaction costs and ensure by way of agreement to make the city whole. In order to make the hangar available we would require to complete the transaction as of June 5,2023 or as soon as possible there after.

If you have any questions please feel free to contact me at your earliest convenience .

Again, the Commission wishes to express its appreciation for the assistance of the City of Port Colborne in its mission to become a self sustaining entity .

Sincerely

A handwritten signature in black ink, appearing to read "John MacLellan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John MacLellan
Chair , NCDRAC



Subject: 2023 Property Tax and Storm Sewer By-Law

To: Council

From: Corporate Services Department

Report Number: 2023-87

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-87 be received;

That the 2023 property tax rates outlined in Appendix A of Corporate Services Report 2023-87 be approved;

That the 2023 Property Tax Rate By-Law attached as Appendix B of Corporate Services Report 2023-87 be approved;

That Churches and Places of Worship property type category and rate as outlined in Appendix B of Corporate Services Report 2023-87 be approved.

Purpose:

The purpose of this report is to establish the 2023 property tax rates and corresponding by-law.

Background:

The City of Port Colborne (the “City”) levies property taxes annually through a four-installment model. Property taxes are based on approved budgetary requirements that are identified in the budget process as the annual levy. The 2023 budget was approved on December 13, 2022, by way of report 2022-245.

The City operates in a multi-tier municipal system with the City being the “lower-tier” and the Niagara Region being the “upper-tier”. In this model, the Niagara Region establishes tax policy, including tax ratios and any discount factors. The City bills property owners for the City and Niagara Region levies and the property tax rates set by the Province of

Ontario for Education purposes. The total assessment for each property class, tax ratios, discount factors, rates and amounts being levied are included in Appendix A.

Local property tax rates are established through by-law in accordance with Section 312 of the *Municipal Act, 2001* as amended.

Amounts raised by way of a special levy for the Downtown Development Board (BIA) and the Main Street Gateway (BIA) are done so in accordance with Section 208 (1) of the *Municipal Act, 2001*, as amended.

Discussion:

The combined residential property tax rate, including the City, Niagara Region, and Education are summarized as follows:

	2023	2022	\$	%	Proportion	Impact
City	0.01027777	0.00980471	0.00047306	4.82%	53.49%	2.58%
Niagara Region	0.00623692	0.00603552	0.00020140			
Niagara Region: Waste Management	0.00098660	0.00095899	0.00002761			
Niagara Region: Transit	0.00041580	0.00000000	0.00041580			
Total Niagara Region	0.00763932	0.00699451	0.00064481	9.22%	38.16%	3.52%
Education	0.00153000	0.00153000	0.00000000	0.00%	8.35%	0.00%
Total	0.01944709	0.01832922	0.00111787	6.10%	100%	6.10%

The City's year over year increase on a blended property tax basis is 2.58% (4.82% x 53.49% which is the City's portion of the combined tax rate). This compares to 2.94% (1.44% estimated on operations and 1.50% estimated on capital) during the budget process.

Going forward the proportion of residential property tax paid to the City, Niagara Region, and Education changes as follows:

- City 52.85% (vs. 53.49% in 2022)
- Niagara Region 39.28% (vs 38.16% in 2022)
- Education 7.87% (vs 8.35% in 2022)

The impact on the blended property tax rates on the average (avg.) residential, commercial, and industrial property in the City is as follows:

	CVA	2023	2022	\$	%
Avg. Residential	\$213,407	\$4,150	\$3,912	\$238	6.08%
Avg. Commercial	\$329,403	\$10,239	\$9,600	\$639	6.66%
Avg. Industrial	\$786,373	\$37,056	\$34,744	\$2,312	6.65%

The residential property average above represents the average of all residential properties in the City, including waterfront properties.

The property sample for the commercial and industrial class does not include larger industrial, shopping centre, office buildings, parking lots, or subclass properties. Rates for all property classes are included in Appendix A.

The average commercial and industrial property tax change highlighted above are slightly higher than the residential change. Factors that can impact a difference include changes in current value assessment (“CVA”) of commercial and industrial properties, tax shifts, and tax policy approved at the Niagara Region or Province. This compares to the prior year when the increase to commercial and industrial properties was 9.5% higher than that of residential properties. There was no change in the education rate on residential, commercial, and industrial properties this year.

The storm sewer rates were approved by way of report 2022-247 approved by Council on December 13, 2022, these rates are included in the 2023 Property Tax Rates Bylaw as Schedule B to the By-law.

The by-law reflects a review performed by staff of properties in each grouping. Staff has reclassified certain properties within the groupings to better align with property tax coding. This review resulted in an additional class being created specifically for Churches and Places of Worship. The net impact on the 2023 budgeted of all reclassifications is \$50,000. Recognizing the changes made in 2022 to the Storm Sewer fee structure these changes will be made retroactive to 2022. Any difference between budget and actual at year end will be funded to/from the Storm Sewer Reserve.

Also, incorporated in the 2023 Property Tax Rates Bylaw are the rates associated with the contributions to the Downtown Business Improvement Area and the Main Street Gateway Business Improvement Area.

The final tax due dates for all classes are recommended as July 17 and September 28, 2023. The recommended July date will allow staff to manage workloads between the third instalment and Canal Days. The September date is recommended to move from the 30th which became the Truth and Reconciliation Day in 2021.

Financial Implications:

The proposed tax rates form the basis to fund the City's approved 2023 budget.

Strategic Plan Alignment:

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

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

Conclusion:

Staff recommend that the proposed 2023 property tax rates in Appendix A and that the 2023 Property Tax Rates By-Law be approved.

Appendices:

- a. 2023 Property Tax Rates
- b. By-Law to Set and Levy the Rates of Taxation for City Purposes for the Year 2023

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director, Corporate Services/ Treasurer
(905) 835-2900 Ext. 105
bryan.boles@portcolborne.ca

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

Report Approval:

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

**City of Port Colborne
General 2023 Tax Rates**

Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential	RT	1,678,627,031	1.000000	1.000
Multi-Residential	MT	39,890,000	1.970000	1.000
New Multi-Residential	NT	913,000	1.000000	1.000
Commercial	CT	126,161,509	1.734900	1.000
Excess Land	CU	501,900	1.734900	0.925
Vacant Land	CX	2,349,900	1.734900	0.925
Commercial Other	GT	317,500	1.734900	1.000
Commercial Other	ST	11,949,227	1.734900	1.000
Industrial	IT	34,600,400	2.630000	1.000
Excess Land	IU	469,600	2.630000	0.925
Vacant Land	IX	6,291,400	2.630000	0.925
Large Industrial	LT	40,345,338	2.630000	1.000
Excess Land	LU	2,266,166	2.630000	0.925
Pipelines	PT	10,846,000	1.702100	1.000
Farmlands	FT	57,324,774	0.250000	1.000
FAD I	R1	1,407,700	1.000000	0.750
Managed Forests	TT	838,900	0.250000	1.000
		<u>2,015,100,345</u>		

Payments-In-Lieu				
Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential - Full	RF	1,108,000	1.000000	1.00
Residential - Gen	RG	312,400	1.000000	1.00
Commercial - Full	CF	10,878,100	1.734900	1.00
Commercial - Gen	CG	500,000	1.734900	1.00
Industrial - Hydro	IH	110,000	2.630000	1.00
		<u>12,908,500</u>		

Appendix A - 2023 Property Tax Rates

City of Port Colborne
General 2023 Tax Rates (Continued)

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Multi-Residential	MT	0.02024721	0.01228673	0.00194360	0.00081913	0.00153000	0.03682667
New Multi-Residential	NT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Commercial	CT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Excess Land	CU	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Vacant Land	CX	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Commercial Other	GT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Commercial Other	ST	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Industrial	IT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	IU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Vacant Land	IX	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Large Industrial	LT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	LU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Pipelines	PT	0.01749379	0.01061586	0.00167929	0.00070773	0.00880000	0.03929667
Farmlands	FT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177
FAD I	R1	0.00770833	0.00467769	0.00073995	0.00031185	0.00114750	0.01458532
Managed Forests	TT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	0.01027777	0.00623727	0.00098660	0.00041580	0.00153000	0.01944744
Residential - Gen	RG	0.01027777	0.00623727	0.00098660	0.00041580	-	0.01791744
Commercial - Full	CF	0.01783090	0.01082104	0.00171165	0.00072137	0.00980000	0.04088496
Commercial - Gen	CG	0.01783090	0.01082104	0.00171165	0.00072137	-	0.03108496
Industrial - Hydro	IH	0.02703054	0.01640402	0.00259476	0.00109355	0.01250000	0.05962287

Appendix A - 2023 Property Tax Rates

**City of Port Colborne
General 2023 Tax Rates (Continued)**

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	17,252,538	10,469,463	1,656,133	697,973	2,568,299	32,644,406
Multi-Residential	MT	807,661	490,118	77,530	32,675	61,032	1,469,016
New Multi-Residential	NT	9,384	5,694	901	380	1,397	17,755
Commercial	CT	2,249,573	1,365,122	215,944	91,009	1,110,221	5,031,870
Excess Land	CU	8,278	5,024	795	335	4,417	18,848
Vacant Land	CX	38,758	23,522	3,721	1,568	20,679	88,248
Commercial Other	GT	5,661	3,435	543	229	2,794	12,663
Commercial Other	ST	213,065	129,296	20,453	8,620	105,153	476,587
Industrial	IT	935,267	567,554	89,780	37,837	304,484	1,934,922
Excess Land	IU	11,742	7,125	1,127	475	4,132	24,601
Vacant Land	IX	157,305	95,459	15,100	6,364	55,364	329,593
Large Industrial	LT	1,090,556	661,789	104,686	44,120	355,039	2,256,190
Excess Land	LU	56,661	34,384	5,439	2,292	19,942	118,719
Pipelines	PT	189,738	115,140	18,214	7,676	95,445	426,212
Farmlands	FT	147,293	89,383	14,139	5,959	21,927	278,700
FAD I	R1	10,851	6,585	1,042	439	1,615	20,532
Managed Forests	TT	2,156	1,308	207	87	321	4,079
		23,186,488	14,070,399	2,225,754	938,038	4,732,262	45,152,941

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	11,388	6,911	1,093	461	1,695	21,548
Residential - Gen	RG	3,211	1,949	308	130	-	5,597
Commercial - Full	CF	193,966	117,712	18,619	7,847	106,605	444,751
Commercial - Gen	CG	8,915	5,411	856	361	-	15,542
Industrial - Hydro	IH	2,973	1,804	285	120	1,375	6,559
		220,454	133,787	21,162	8,919	109,676	493,997

The Corporation of the City of Port Colborne

By-Law No.

Being a By-Law to Set and Levy the Rates of Taxation
for City Purposes for the Year 2023

Whereas at its meeting of December 13, 2022 the Council of The Corporation of the City of Port Colborne (“Council”) approved the recommendations of Corporate Services Department Report No. 2022-245, Subject: 2023 Levy Budget; and

Whereas at its meeting of December 13, 2022, Council approved the recommendations of Corporate Services Department Report No. 2022-247, Subject: 2023 Rate Setting; and

Whereas the City of Port Colborne (the “City”) shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City pursuant to Section 290(1) of the *Municipal Act*, 2001, S.O. 2001, C. 25 as amended, (hereinafter referred to as the “*Municipal Act*”); and

Whereas the City shall in each year levy a separate tax rate on the assessment in each property class pursuant to Section 312 of the *Municipal Act*, as amended; and

Whereas the Regional Municipality of Niagara (the “Niagara Region”) through by-law sets the tax ratios and the tax rate reductions for prescribed property classes for the 2023 taxation year; and

Whereas the Niagara Region through by-law sets the tax rates for the Niagara Region, including Niagara Region Waste Management and the Province of Ontario sets the tax rates for Education purposes; and

Whereas the City shall annually raise the amount required for the purposes of a Board of Management (Business Improvement Areas) pursuant to subsection 208(1) of the *Municipal Act*, 2001, as amended.

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

1. That the rates of taxation be based on the levy amount of \$23,186,500.
2. That in accordance with Section 312 and Subsection 208(1) of the *Municipal Act*, the City shall levy upon the property tax classes the property tax rates set out in Schedule “A” attached hereto.
3. That the City shall levy upon the assessment of such property classes set out in Schedule “A” attached hereto, the rate of taxation pursuant to current value assessment as returned on the assessment roll from the Municipal Property Assessment Corporation.
4. That the levy provided for in Schedule “A” attached hereto shall be reduced by the amount of the interim levy for 2023 that was requisitioned in accordance with By-Law No. 7049/86/22.
5. That payments-in-lieu of taxes due to the City, the actual amount due to the City shall be based upon the assessment roll and the tax rates for the year 2023.
6. That railway rights-of-way taxes due to the City in accordance with the regulations as established by the Minister of Finance, pursuant to the *Municipal Act*, the actual amount due to the City shall be based on the

assessment roll and the tax rates for the year 2023.

7. The City will levy on behalf of the Port Colborne Downtown Business Improvement Area an amount of \$75,000. The Commercial occupied rate will be 0.00212622 and the Industrial occupied rate will be 0.00196676.
8. The City will levy on behalf of the Port Colborne Gateway Business Improvement Area an amount of \$10,000. The Commercial occupied rate will be 0.00103703, with no property having an assessment of more than \$5,000 being billed less than \$125.00 or more than \$250.00.
9. That the City shall charge the Storm Sewer fees by property class set out in Schedule "B" attached hereto.
10. That in accordance with Section 343 of the *Municipal Act*, the demand date shall be June 26, 2023, effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
11. That in accordance with Section 343 of the *Municipal Act*, the Treasurer shall send a bill to the taxpayer's residence or place of business, or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer, in writing, to send the bill to another address.
12. That in accordance with Section 342 and 346 of the *Municipal Act*:
 - a. The payment of taxes, including local improvement assessments and other rates as taxes, to be made to the office of the Treasurer in one amount or by installments on the dates of July 17, 2023 and September 28, 2023, on which the taxes or installments are due, and provide for the immediate payment of any installments if earlier installments are not paid on time. The due dates for installments, as mentioned, are effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
 - b. The payment of taxes to the Municipality may also be paid by any person to any financial institution within the City of Port Colborne.
 - c. The payment of taxes be made according to the established preauthorized payment plan on either a due date or monthly plan in the year for which the taxes are imposed to allow taxpayers to spread the payment of taxes more evenly over the year and that monthly payments be made on the 1st of the month from January to December, inclusive.
13. That in accordance with Section 347 of the *Municipal Act*, the Treasurer may accept part payment on account and allocate such payments in accordance with this Section.
14. That in accordance with By-Law No. 6841/91/20, a penalty and interest charge for late or non-payment of taxes shall be imposed.
15. That in accordance with Section 355 of the *Municipal Act*, where the sum of such taxes would be less than \$5.00, the amount of actual taxes payable shall be zero.

16. Where the sum of taxes would be \$150.00 or less, the amount shall be due and payable in one installment on the same date as the first installment.
17. All monies raised, levied or collected under authority of this by-law shall be paid into the hands of the City.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Appendix A - 2023 Property Tax Rates

**City of Port Colborne
General 2023 Tax Rates**

Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential	RT	1,678,627,031	1.000000	1.000
Multi-Residential	MT	39,890,000	1.970000	1.000
New Multi-Residential	NT	913,000	1.000000	1.000
Commercial	CT	126,161,509	1.734900	1.000
Excess Land	CU	501,900	1.734900	0.925
Vacant Land	CX	2,349,900	1.734900	0.925
Commercial Other	GT	317,500	1.734900	1.000
Commercial Other	ST	11,949,227	1.734900	1.000
Industrial	IT	34,600,400	2.630000	1.000
Excess Land	IU	469,600	2.630000	0.925
Vacant Land	IX	6,291,400	2.630000	0.925
Large Industrial	LT	40,345,338	2.630000	1.000
Excess Land	LU	2,266,166	2.630000	0.925
Pipelines	PT	10,846,000	1.702100	1.000
Farmlands	FT	57,324,774	0.250000	1.000
FAD I	R1	1,407,700	1.000000	0.750
Managed Forests	TT	838,900	0.250000	1.000
		<u>2,015,100,345</u>		

Payments-In-Lieu				
Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential - Full	RF	1,108,000	1.000000	1.00
Residential - Gen	RG	312,400	1.000000	1.00
Commercial - Full	CF	10,878,100	1.734900	1.00
Commercial - Gen	CG	500,000	1.734900	1.00
Industrial - Hydro	IH	110,000	2.630000	1.00
		<u>12,908,500</u>		

Appendix A - 2023 Property Tax Rates

City of Port Colborne
General 2023 Tax Rates (Continued)

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Multi-Residential	MT	0.02024721	0.01228673	0.00194360	0.00081913	0.00153000	0.03682667
New Multi-Residential	NT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Commercial	CT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Excess Land	CU	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Vacant Land	CX	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Commercial Other	GT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Commercial Other	ST	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Industrial	IT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	IU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Vacant Land	IX	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Large Industrial	LT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	LU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Pipelines	PT	0.01749379	0.01061586	0.00167929	0.00070773	0.00880000	0.03929667
Farmlands	FT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177
FAD I	R1	0.00770833	0.00467769	0.00073995	0.00031185	0.00114750	0.01458532
Managed Forests	TT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	0.01027777	0.00623727	0.00098660	0.00041580	0.00153000	0.01944744
Residential - Gen	RG	0.01027777	0.00623727	0.00098660	0.00041580	-	0.01791744
Commercial - Full	CF	0.01783090	0.01082104	0.00171165	0.00072137	0.00980000	0.04088496
Commercial - Gen	CG	0.01783090	0.01082104	0.00171165	0.00072137	-	0.03108496
Industrial - Hydro	IH	0.02703054	0.01640402	0.00259476	0.00109355	0.01250000	0.05962287

Appendix A - 2023 Property Tax Rates

**City of Port Colborne
General 2023 Tax Rates (Continued)**

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	17,252,538	10,469,463	1,656,133	697,973	2,568,299	32,644,406
Multi-Residential	MT	807,661	490,118	77,530	32,675	61,032	1,469,016
New Multi-Residential	NT	9,384	5,694	901	380	1,397	17,755
Commercial	CT	2,249,573	1,365,122	215,944	91,009	1,110,221	5,031,870
Excess Land	CU	8,278	5,024	795	335	4,417	18,848
Vacant Land	CX	38,758	23,522	3,721	1,568	20,679	88,248
Commercial Other	GT	5,661	3,435	543	229	2,794	12,663
Commercial Other	ST	213,065	129,296	20,453	8,620	105,153	476,587
Industrial	IT	935,267	567,554	89,780	37,837	304,484	1,934,922
Excess Land	IU	11,742	7,125	1,127	475	4,132	24,601
Vacant Land	IX	157,305	95,459	15,100	6,364	55,364	329,593
Large Industrial	LT	1,090,556	661,789	104,686	44,120	355,039	2,256,190
Excess Land	LU	56,661	34,384	5,439	2,292	19,942	118,719
Pipelines	PT	189,738	115,140	18,214	7,676	95,445	426,212
Farmlands	FT	147,293	89,383	14,139	5,959	21,927	278,700
FAD I	R1	10,851	6,585	1,042	439	1,615	20,532
Managed Forests	TT	2,156	1,308	207	87	321	4,079
		23,186,488	14,070,399	2,225,754	938,038	4,732,262	45,152,941

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	11,388	6,911	1,093	461	1,695	21,548
Residential - Gen	RG	3,211	1,949	308	130	-	5,597
Commercial - Full	CF	193,966	117,712	18,619	7,847	106,605	444,751
Commercial - Gen	CG	8,915	5,411	856	361	-	15,542
Industrial - Hydro	IH	2,973	1,804	285	120	1,375	6,559
		220,454	133,787	21,162	8,919	109,676	493,997

Schedule B - 2023 Storm Sewer Rates

By-Law Code	Property Type	Flat Fee (\$) Per Year 2023
SS01	Single Family Properties	139.76
SS02	Multi-Residential 2 to 5 Units	698.78
SS03	Multi-Residential 6 to 9 Units	1,397.55
SS04	Churches and Places of Worship	698.78
SS05	Institutional/Multi-Residential > 10 Units	2,795.10
SS05A	112 Charlotte St Condo 23 Units	125.78
SS05B	112 Sugarloaf St Condo 22 Units	125.78
SS05C	72 Main St E Condo 31 Units	125.78
SS06	Small Commercial	698.78
SS07	Medium Commercial	1,397.55
SS08	Large Commercial	2,795.10
SS09	Light Industrial	1,397.55
SS10	Heavy Industrial	5,590.20
SS12	CNPI Owned	2,795.10
SS13	Hydro One Owned	2,795.10
SS15	Niagara Region	2,795.10



Subject: Pop-up Patio and Encroachment Fees 2023

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-85

Meeting Date: May 9, 2023

Recommendation:

That Chief Administrative Officer Report 2023-85 be received; and

That Economic Development and Tourism Services staff be authorized to extend the waiving of sidewalk encroachment agreement fees and pop-up patio fees for 2023, and to bring back a recommendation on a fee schedule for 2024 in September 2023.

Purpose:

The purpose of this report is to follow-up on past reports from 2021 and 2022 and Council approvals that waived pop-up patio fees for new applications and renewals.

Background:

As part of Report 2019-49, Council directed staff to develop pop-up patio guidelines to address temporary encroachments on City Property. These guidelines were to be applied consistently and provide a standard for applications requesting to use City-owned property such as parking stalls and sidewalks.

The encroachment policy has been in use since 2019 and the guidelines since 2020. The policy and guidelines were reviewed and updated in 2022 and reported on to Council on March 8, 2022, Report 2022-22.

The worldwide COVID-19 pandemic, which began in March of 2020, led to significant shutdowns in society including in-person, indoor dining and restrictions of patrons. This caused hardship for many businesses such as restaurants, bars, and food establishments and the recovery post-pandemic continues.

To support the business community during this challenging period, the City waived patio fees for new and existing patios. Business owners indicated that the ability to have outdoor patios during the COVID-19 restrictions, was an “economic lifeline” and now see it as an important part of their business activities due to the popularity of outdoor dining.

Discussion:

Permitting temporary extensions of commercial patios in Port Colborne has been vital to the increased operation and overall survival of businesses across the City. The patio program has been a welcome addition to programming and attractions across Port Colborne while supporting local businesses through expanded service areas during the patio season, which runs from April 1st to November 31st each year.

Municipalities throughout the Niagara Region have been reviewing patio fees for 2023. Some municipalities are reinstating fees and other municipalities are waiving fees in 2023.

Staff recommend that the applicable fees be waived for 2023. Staff will review best practices and fee structures from other municipalities and bring forward a recommendation for 2024 fees in September 2023.

Financial Implications:

The previous City fee for patio renewals was \$50 and new patios was \$325. Within the downtown commercial district fees for new patios have been previously reduced to \$179. Staff recommend that fees for new patios and renewal fees for 2023 be waived to show the City’s continued support for small businesses, restaurants, bars, and food establishments that continue to operate in a challenging economic environment.

The waiving of patio fees and approval of patios on West Street do not exempt businesses with patios from any Canal Day initiatives. Establishments will be required to remove patios for Canal Days. However, the City is working with the Downtown BIA for enhanced opportunities for these businesses around Canal Days for beverage sales that would allow the patios to remain through a separate agreement.

Public Engagement:

The Economic Development and Tourism Services Division consulted with the Downtown BIA Executive Director and other local business owners on West Street and Clarence Street.

Strategic Plan Alignment:

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

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
 - Attracting Business Investment and Tourists to Port Colborne
-

Conclusion:

The pop-up patio and temporary encroachment programs promote vibrant pedestrian-oriented streets within the downtown and across our City. Support for local small businesses creates a revitalized downtown, and contributes to the growth of a dining, arts, cultural, and shopping atmosphere while enhancing the utilization of public spaces.

The waiving of these fees for 2023 aligns Port Colborne with other municipalities within Niagara and provides time for further consultation and study leading into 2024.

Appendices:

- a. Letter / Resolution from the Downtown BIA

Respectfully submitted,

Bram Cotton
Economic Development Officer
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Bram.Cotton@portcolborne.ca

Gary Long
Manager of Strategic Initiatives
(905) 835-2900 Ex. 502
Gary.Long@portcolborne.ca

Report Approval:

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



Subject: Video Surveillance Memorandum of Understanding

To: Council

From: Corporate Services Department

Report Number: 2023-67

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-67 be received;

That Council approve a memorandum of understanding between the City of Port Colborne and the Niagara Regional Police Service regarding video surveillance feed sharing; and

That the Mayor and City Clerk be authorized to execute the Memorandum of Understanding and By-law.

Purpose:

The purpose of this report is to seek Council's approval for a memorandum of understanding with the Niagara Regional Police Service for the purposes of video surveillance feed sharing to promote community safety.

Background:

Niagara Regional Police Service (NRPS) operates a Real-Time Operations Centre (RTOC) that provides key intelligence to optimize public safety and police response. NRPS is desirous of connecting additional video surveillance feeds to the RTOC to further optimize public safety throughout Port Colborne.

In 2020, City staff and representatives from NRPS collaborated on a proof of concept to determine the feasibility of enabling access for NRPS to view the City's live video surveillance feeds. It was determined that connecting the systems was possible, however both systems required significant software upgrades to ensure security and reliability of the connection. These upgrades were fully completed in late 2022. Since

the upgrades have been completed, NRPS has collaborated with two other agencies to successfully connect the RTOC with their respective live video surveillance feeds.

In March 2023, the City's senior management team reviewed and approved an update to the City's video surveillance policies to ensure that the policy direction aligned to the most recent video surveillance guidelines set out by the Information and Privacy Commissioner of Ontario.

Discussion:

Through consultation with legal counsel, City staff have prepared a memorandum of understanding to outline the relationship between the City and NRPS as it pertains to the sharing of live video surveillance feeds. There is no cost to either party for the purposes of this memorandum of understanding, and the term is set until amendment or termination.

Internal Consultations:

This memorandum of understanding has been discussed by the City's senior management team. City staff have also been working with the leadership at NRPS throughout the drafting of this agreement.

Financial Implications:

There are no financial implications.

Public Engagement:

Not applicable.

Strategic Plan Alignment:

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

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

Conclusion:

NRPS collaborated with City staff in 2020 to determine the feasibility of accessing live video surveillance feeds for use in their Real-Time Operations Centre to provide key intelligence to optimize public safety and police response. The feasibility was confirmed to be possible following a series of software upgrades by both parties.

A memorandum of understanding between the City and NRPS has been developed regarding the sharing of live video surveillance feeds. Staff recommend that Council approve the memorandum of understanding.

Appendices:

- a. Memorandum of Understanding
- b. By-law

Respectfully submitted,

Wesley Adair
Manager of Information Technology
905-835-2900 x.119
Wesley.Adair@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.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made as of the 9th day of May, 2023.

BETWEEN:

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter referred to as “**Port Colborne**”)

- and -

NIAGARA REGIONAL POLICE SERVICES,

(hereinafter referred to as “**Niagara Regional Police**”)

Each a “**Participant**”, and collectively referred to as the “**Participants**”

WHEREAS, Port Colborne is a municipality within the Niagara Region;

AND WHEREAS, the Niagara Regional Police provide police services to the Niagara Region;

AND WHEREAS, the Niagara Regional Police have requested access to live video footage from surveillance or security systems in Port Colborne owned or operated buildings and open spaces (“**Live Surveillance Feeds**”) to support police services in the Niagara Region;

AND WHEREAS, Port Colborne and the Niagara Regional Police wish to set out their mutual understanding and agreement with respect to the establishment of a proposed relationship respecting access to Live Surveillance Feeds;

NOW THEREFORE, the Participants hereto agree as follows:

ARTICLE 1 NON-BINDING NATURE OF MEMORANDUM

1.1 This Memorandum represents the current intention of Port Colborne and the Niagara Regional Police. There will be no legally binding obligations on either Port Colborne or the Niagara Regional Police to give effect to this Memorandum unless the Participants enter into binding and enforceable legal documentation that is mutually satisfactory to them.

**ARTICLE 2
PURPOSE OF THE AGREEMENT**

2.1 The purpose of this agreement is to establish policies and procedures regarding access for the Niagara Regional Police to Live Surveillance Feeds provided by Port Colborne.

**ARTICLE 3
FINANCIAL ARRANGEMENTS**

3.1 This Memorandum will not impose any financial responsibilities on its Participants, except that each Participant will be responsible for the funding costs it incurs in its own interest, related to the support of the Memorandum.

**ARTICLE 4
ACCESS TO LIVE SURVEILLANCE FEEDS**

4.1 Niagara Regional Police understands and acknowledges that Port Colborne shall determine in its sole discretion which Live Surveillance Feeds to make available for the purposes of this Memorandum.

4.2 Niagara Regional Police understands and acknowledges that the Live Surveillance Feeds provided by Port Colborne are provided without the capability to make recordings.

4.3 Any requests from Niagara Regional Police for recordings of footage related to the Live Surveillance Feeds shall be processed by Port Colborne in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and any other applicable laws or Port Colborne policies.

**ARTICLE 5
QUALITY OF LIVE SURVEILLANCE FEEDS**

5.1 Port Colborne makes no representations or warranties as to the quality or fitness of the Live Surveillance Feeds.

5.2 Port Colborne is not responsible for any disruptions to the Live Surveillance Feeds due to service outages or other interference. Port Colborne shall at its sole discretion provide notice to Niagara Regional Police of any planned outages that may cause disruptions to the Live Surveillance Feeds.

**ARTICLE 6
USE OF LIVE SURVEILLANCE FEEDS BY NIAGARA POLICE SERVICES**

6.1 Niagara Regional Police will comply with any applicable laws in its use of the Live Surveillance Feeds.

6.2 Port Colborne is not responsible for any Niagara Regional Police use of the Live Surveillance Feeds.

6.3 Niagara Regional Police will not use the Live Surveillance Feeds on behalf of Port Colborne except with written instructions from Port Colborne.

ARTICLE 7 DISPUTE RESOLUTION

7.1 Where a dispute arises as to the interpretation of this Memorandum or of matters relating to its termination, or performance hereunder, the persons occupying the positions of the signatories of this Memorandum will use their best efforts resolve the dispute.

ARTICLE 8 NOTICE OF CHANGE

8.1 The Participants to this Memorandum will inform the other of any changes to their programs or policies within thirty (30) days which may affect this Memorandum.

ARTICLE 9 AMENDMENT

9.1 No amendment to this Memorandum shall be effective unless it is made in writing and signed by the people in the positions of the signatories of this Memorandum.

ARTICLE 10 TERM OF MEMORANDUM

10.1 The term of this Memorandum shall be effective the date of execution until change or termination as outlined in this Memorandum.

ARTICLE 11 TERMINATION

11.1 This Memorandum may be terminated for any reason by either Participant upon thirty (30) days' notice, with notice made in writing to the other Participant.

IN WITNESS THEREOF this Memorandum has been executed on the day and year first above written.

**CORPORATION OF THE CITY OF
PORT COLBORNE**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

**NIAGARA REGIONAL POLICE
SERVICES**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

The Corporation of the City of Port Colborne

By-Law No. _____

Being a By-law to Authorize Entering into a Memorandum of Understanding with
Niagara Regional Police Services

Whereas at its meeting of May 9, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department Report No. 2023-67, Subject: Video Surveillance Memorandum of Understanding; and

Whereas Council is desirous of entering into a Memorandum of Understanding with Niagara Regional Police Services;

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

1. That The Corporation of the City of Port Colborne enter into a Memorandum of Understanding with Niagara Regional Police Services.
2. That the Mayor and the Clerk be and each of them is hereby authorized and directed to sign said Memorandum of Understanding, attached hereto as Schedule "A", together with any documents necessary to complete the conditions of said Memorandum of Understanding, and the Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk



Subject: Surplus Declaration - Part of PIN 64457-0087

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-84

Meeting Date: May 9, 2023

Recommendation:

That Chief Administrative Officer Report 2023-84 be received;

That Council declare a portion of PIN 64457-0087 legally described as Catharine St PL 987, 988, 989 South of Sugarloaf Street, also known as Catharine Street, Port Colborne, as surplus;

That Council delegate authority to the Chief Administrative Officer to dispose of this surplus parcel and to enter into an agreement of purchase/sale; and

That the by-law and agreement of purchase/sale be brought forward at a future Council meeting.

Purpose:

The purpose of this report is to provide information on the City-owned parcel of land described in PIN 64457-0087 as shown on Appendix A and to seek approval to declare a portion of the property as surplus and move forward with a disposition and sale.

Background:

In the fall of 2020, the Economic Development and Tourism Services Division created a City Real Estate Initiative to focus on identifying property that may possibly be declared surplus and marketed for residential, commercial, or industrial development. The goals of this initiative are to attract investment and new residents to the City of Port Colborne, have vacant properties redeveloped and revitalized, facilitate public-private partnerships to create more affordable housing units, expand the municipal tax base to maintain core

programs and services, and to maximize the value of City properties while achieving social, economic, and environmental benefits.

This report is regarding a portion of PIN 64457-0087 that is vacant land owned by the City as highlighted in Appendix B and identified as Part 1.

The owner of #8, #10, and #12 Catharine Street submitted a Request to Purchase Municipal Property through the online City portal and provided the \$300 deposit.

Discussion:

The portion of PIN 64457-0087 to be declared surplus is shown in Appendix B and highlighted as Part 1 matches the property line of #8, #10, and #12 Catharine Street. Currently the access to the driveways of #8 and #10 Catharine Street is through and over City-owned land. The owner of the property is looking to secure legal access to the driveways and ownership of City property to provide clarity and certainty on title.

Currently, snowplowing and leveling maintenance is completed by the City.

Internal Consultations:

The Economic Development and Tourism Services Division consulted with various departments on City Real Estate, including Planning and Development, Public Works, Corporate Services, and the Office of the Chief Administrative Officer (CAO).

Financial Implications:

There are no financial implications to this report and declaring the portion of PIN 64457-0087 as surplus.

It is expected that the purchasers of surplus City-owned parcels will cover all costs related to the transactions, including survey and legal fees. The estimated value of the City property being conveyed is based on a square footage range provided by a certified land appraiser. Net proceeds would be transferred into the Economic Development Land Reserve.

Strategic Plan Alignment:

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

- Service and Simplicity - Quality and Innovative Delivery of Customer Services

- Value: Financial Management to Achieve Financial Sustainability
-

Conclusion:

After consulting the City's Sale of Surplus Land Policy, staff have determined that part of 64457-0087 does not have marketable value but could be sold to an adjoining property owner based on an appraised value range plus survey and legal costs.

Staff are seeking Council approval to have a portion of the property legally described in PIN 64457-0087 declared surplus and to delegate authority to the CAO and Economic Development and Tourism Services Division to move forward with the disposition and sale in accordance with the Sale of Surplus Land Policy and report back to Council.

Appendices:

- a. Appendix A - 64457-0087
- b. Appendix B – Portion of Property Part 1

Respectfully submitted,

Bram Cotton
Economic Development Officer
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Bram.Cotton@portcolborne.ca


Gary Long
Manager of Strategic Initiatives
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Gary.Long@portcolborne.ca

Report Approval:

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



Legend

 Parcel Fabric

50.8 0 25.40 50.8 Meters

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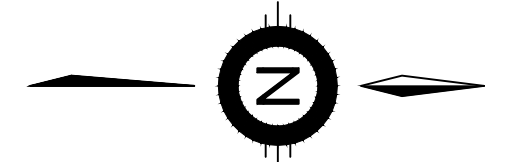
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This map is not to be used for navigation.



Notes

PROPOSED SURPLUS LANDS— PART 1

Report 2023-84
Appendix B



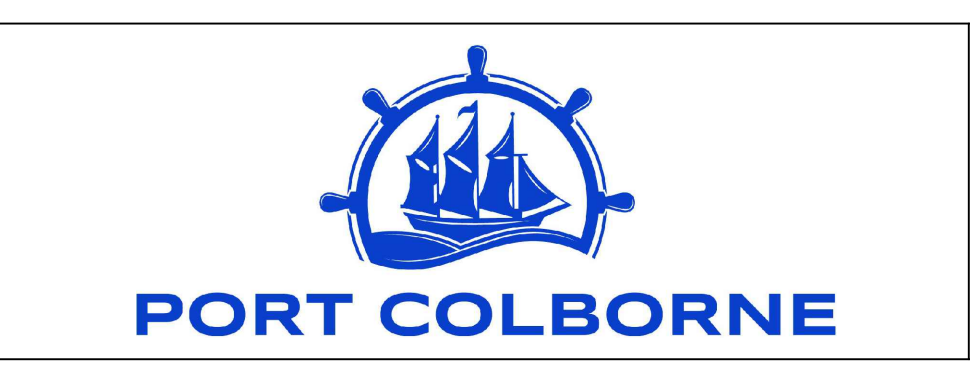
NO.	REVISION	DATE	INIT.

NOTES/LEGEND

1 THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWER AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

2 PROPERTY LINES WERE PLOTTED USING REGISTERED PLANS AND BARS LOCATED IN THE FIELD. TO VERIFY THE ACCURACY OF THESE PROPERTY LINES, A LEGAL SURVEY SHOULD BE PERFORMED PRIOR TO CONSTRUCTION.

DRAFTING	TJF
DESIGN	n/a
CHECKED BY	n/a
APPROVED BY	n/a



PROPOSED SURPLUS LANDS

Catharine Street
CITY OF PORT COLBORNE

CONSULTANT FILE No.	
DATE	2023-04-26
SCALE	Hor : 1:200 m Ver :
REF. No.	
DWG No.	1
REV.	0



Subject: Awarding RFP 2023-02 – Commercial Food Vending at H.H. Knoll Lakeview Park

To: Council

From: Corporate Services Department

Report Number: 2023-88

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-88 be received; and

That Council approve entering into a lease agreement with PL8 of Fries food vendor for the purposes of food vending operations at H.H. Knoll Lakeview Park; and

That the Mayor and City Clerk be authorized to execute the lease agreement and By-law, attached as Appendix A.

Purpose:

The purpose of this report is to seek Council approval to enter into a lease agreement with PL8 of Fries for Commercial Food Vending at H.H. Knoll Lakeview Park.

Background:

At the June 8, 2020, Council meeting, Council authorized the Director of Community and Economic Development to proceed with the removal of the Icebox facility at H.H. Knoll Lakeview Park. Staff used funds allocated towards the project to demolish and remove the former Icebox Food Concession building, install electrical, water, and wastewater service for food trucks to operate and create a functional landscaped site with aesthetically pleasing features with minimal maintenance elements for the 2021 operating season and the redevelopment to be completed in 2022. The site renovation project was completed in 2022.

Recreation staff issued a Request for Proposals (RFP) for the commercial food vending operations at H.H. Knoll Park, which closed on April 11, 2023. Staff received one

submission, from PL8 of Fries food truck. It was the intention of staff to have two food trucks operating out of the H.H. Knoll Parkette in 2023 however, only one proposal was received.

Discussion:

PL8 of Fries food truck is proposing to operate out of the H.H. Knoll Parkette on a permanent basis for the duration of the operating season, as defined in the lease agreement, which is from the Victoria Day weekend to Labour Day weekend.

PL8 of Fries offers a menu that includes french fries, poutine, onion rings, various subs, hot dogs, hamburgers, chicken fingers, fish and chips, tacos, and various other items. PL8 of Fries operators possess over 30 years experience in the food service industry. This experience includes festival and events, operating restaurants in Welland, and operating out of a semi-permanent food truck in Welland for three years. PL8 of Fries worked with the City in 2022 as a food vendor at the Canal Days Concert Series.

Internal Consultations:

Recreation staff will work with the facilities staff to ensure that the PL8 of Fries has access to utilities before the opening date.

Financial Implications:

In 2022, the City charged the food vendors at the H.H. Knoll Parkette a flat seasonal rate of \$5,000. Staff recommend the seasonal rate be reduced to \$4,000. The change in price is suggested based on feedback received from the food vendors in 2022 and discussions regarding food truck vendors with other municipalities.

Strategic Plan Alignment:

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

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

Conclusion:

In conclusion, staff recommend that Council approve entering into a lease agreement with PL8 of Fries food vendor.

Appendices:

- a. H.H. Knoll Parkette Lease Agreement By-Law PL8 of Fries

Respectfully submitted,

Luke Rowe
Event & Volunteer Coordinator
905-835-2900 ext. 566
Luke.Rowe@portcolborne.ca

Report Approval:

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

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize Entering into a Lease Agreement with P18 of Fries Regarding Food Vending Operations at H.H. Knoll Lakeview Park.

Whereas Council is desirous of entering into a Lease Agreement with PL8 of Fries for the purpose of food vending operations at H.H. Knoll Lakeview Park.

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

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

1. That the Corporation of the City of Port Colborne enters into a lease agreement with P18 of Fries, for the purposes of food vending operations at H.H. Knoll Lakeview Park.
2. That the Mayor and City Clerk be, and they are hereby authorized and directed to sign the said agreement, attached hereto as Schedule "A", together with any documents necessary to complete the conditions of the said agreement, and the City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Schedule "A"

H.H. Knoll Lakeview Park Commercial Food Vending Lease Agreement

THIS CONTRACT made this _____ day of _____.

BETWEEN:

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter called the "City")

AND

PL8 OF Fries

(hereinafter called the "Licensee")

1. PURPOSE

- 1.1 In consideration of the sum of the fees outlined in Section 3, the City hereby grants the Licensee the right to manage a food vending operation within a specified area at H.H. Knoll Lakeview Park (5 Marina Drive) as outlined on the plan attached as Schedule "A".
- 1.2 The food vending station will be set up for operation throughout the City's operational season (as hereinafter defined) at H.H. Knoll Lakeview Park. At the completion of the operating season the Licensee will be immediately required to remove their food station in its entirety from H.H. Knoll Lakeview Park.
- 1.3 The rights and privileges granted by this contract are for the management, operation, and maintenance of food vending operation for the general public to enjoy.
- 1.4 Nothing in this contract shall be construed as granting the Licensee any rights to conduct special events or have exclusivity within the park and any area other than that specified on the attached map unless otherwise approved by the City.

2. TERM

- 2.1 The term of the agreement is to be for one operating season, with an option in favor of the City to extend the agreement on the same terms and conditions for an additional term of up to three years.
- 2.2 The Licensee will operate within periods that coincide with the City's seasonal operations, generally from May 20th to September 30th (weather permitting) ("the Operational Season"). Approximate daily hours, weather pending, are 11:00 a.m. to 9:00 p.m. The operating season is subject to change at the City's discretion based on provincial health guidelines and the physical state of the food vending area.
- 2.3 At the end of the operational season each year, the Licensee agrees peaceably to surrender the lands licensed in Schedule "A", including any alterations or additions made thereto, and the Licensee shall be responsible for the costs of removing the Licensee's equipment, inventory, improvements and other materials from the licensed lands. The licensee shall leave the Leased Premises in a vacant, broom-swept condition.

3. FEES

- 3.1. The Licensee will pay the following base fee structure (the "Seasonal Base Fee"):

Year	Seasonal Fee
2023	\$4,000 + HST

If the City executes the option to renew the lease agreement for additional years, the city can adjust the seasonal fee and the fee structure on an annual basis.

3.2. For the right to manage a commercial food vending operation at H.H. Knoll Lakeview Park, fees as outlined in 3.1 are as follows:

- The Licensee will pay a \$2,500 non-refundable deposit no later than May 21, 2023, applied to the \$4000 seasonal fee. The balance of the seasonal fee will be paid by the Licensee no later than July 15th, 2023.

3.3 The Licensee will ensure that they are in compliance with all regulations and requirements in relation to a food vending operation, obtain and pay for any permits, and other related costs that may be required from outside organizations, such as, but not limited to, Niagara Regional Public Health. The city does not make any representations as to the ability of the Licensee to operate a food vending station.

4 DEFAULT

4.1 If the fees above, or any part thereof, shall be in arrears or unpaid by the Licensee at any time or times, then, such non-payment of fees, defaults, breach or non-observance is not corrected within fifteen days from the date of written notice from the City to the Licensee, the City may terminate this contract by giving to the Licensee written notice. The notice will be delivered to the Licensee or any officer of the Licensee or mailed to the last known address of the place of business or office of the Licensee, with such notice served by mail to be deemed to have been given on the fifth (5th) business day following that on which the letter containing the notice was posted, and any notice which is given electronically or by facsimile, to be effective on the date delivered. Once the Licensee receives notice, this contract shall be ended, and in that event, it shall be lawful for the City, its employees or agents, to have all items removed at the expense of the Licensee without any compensation being payable to the Licensee and all outstanding obligations and fees owing under this Agreement to be performed or paid.

4.2 No acceptance of fees subsequent to any breach or default, other than non-payment of fees, nor any condoning, excusing or overlooking by the City on previous occasions of breaches or defaults similar to that for with re-entry is made shall be taken to operate as a waiver of this condition nor in any way to defeat or affect the rights of the City hereunder.

4.3 Any other breach of this Agreement, if not cured within 5 business days, shall entitle the City to cancel this Agreement in accordance with section 4.1, with all fees, expenses and other obligations currently due and owing under this Agreement at that date to be paid immediately.

5. MAINTENANCE

5.1 The Licensee shall be responsible to keep the area identified in Schedule "A" clean and clear of garbage and debris. All waste accumulation will be disposed of in the appropriate waste bins provided by the city. The Licensee will be required to dispose of any large waste items themselves in the dumpsters at Sugarloaf Marina.

5.2 In order to ensure that the facilities are being maintained to the satisfaction of the City, the Licensee and the City will undertake joint inspections of the facilities at regular intervals as may be agreed upon between the parties, and the Licensee undertakes to rectify forthwith any maintenance deficiencies identified during such inspections.

5.3 The Licensee will be responsible for supplying and keeping all equipment aesthetically pleasing and in good repair, including damage caused by vandalism.

6. OPERATION

6.1 The Licensee shall pay all operating expenses incurred in managing the food vending operation.

6.2 The Licensee agrees to manage and operate in a manner consistent with good business and safety practices satisfactory to the City in the City's sole discretion.

6.3 The facilities shall be managed by the Licensee in such a manner to provide a safe, enjoyable food and beverage service to the public in the City's sole discretion.

6.4 The Licensee will ensure that all staff used for the food vending operation are trained and certified under all safe food handling requirements as set out from time to time by the Niagara Region or other authority.

6.5 It is the Licensee's responsibility to cooperate with the Niagara Region Public Health Department, or comparable agency, for any required testing/inspections, as they deem necessary.

6.6 The Licensee is responsible for the safe and environmentally friendly installation and operation of the food vending station. The Licensee will ensure that any safety certification, and/or legislative requirements are satisfied for the operation of food vending services. Copies of any said certifications are to be provided to the city prior to each annual operating season.

6.7 The Licensee will provide any type of physical barrier between vehicle traffic areas and the food vending area.

6.8 Approved signage areas will be determined on site. The Licensee shall not erect any signs within the park without obtaining approval from the Manager of Recreation.

6.9 The City acknowledges and accepts that the Licensee is not obligated to stay open if they choose not to, due to weather, staffing, or any other reason to be determined.

6.10 The Licensee will be provided access to the hydro panel outlined on Schedule "A" in order to operate the food vending operation. The Licensee will incur all costs associated with alternative hydro access other than that which is outlined in Schedule "A".

7. FINANCES

7.1 The Licensee will ensure all payments are made on-time and in full.

8. INDEMNIFICATION AND INSURANCE

8.1 The Licensee agrees to defend, indemnify and save harmless the City from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status

with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Licensee shall indemnify and save harmless the City and its employees, trustees and officers, independent contractors, subcontractors, agents, volunteers, successors, and assigns (collectively the "City of Port Colborne"), of any and all losses, costs, claims, obligations, expenses, demands, actions, causes of action, deficiency, liability, or damages which may be brought against the City of Port Colborne or which it may suffer or incur, directly or indirectly, as a result of, in respect of or arising out of any act or any negligence by the Licensee or its employees, volunteers or agents, any non-performance or non-fulfilment of any terms of this Agreement, or any loss of use, revenue or profit by any person, organization or entity, including but not limited to, incidental, indirect, special and consequential damages. Liabilities include but are not limited to, any and all liability for damages to property and injury to persons (including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind. Any expenses including but not limited to, legal fees on a solicitor-client basis, which indemnified persons, entities or organizations, may suffer or incur howsoever caused arising out of or in connection with, in any way related to, or as a result of:

- Anything done or omitted to be done by the Licensee or the Licensee's employees, volunteers, agents or personnel with respect to their obligations under the Contract, including any breach by the Licensee of its obligations under this Contract or any breach by the Licensee's representations, warranties and covenants set forth in the respondent proposal; and
- Any alleged infringement or infringement of any patent, copyright, trade mark, trade secret, or other intellectual or industrial property right or contractual right or obligation of any third party by reason of the purchase, use or possession of any of the services or deliverables under this Contract.

8.2 The Licensee shall provide the City of Port Colborne with a certified copy of Third-Party Liability in a form satisfactory to the City.

- Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00). The Liability insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building, or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.
- Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than five million dollars (\$5,000,000.00) Bodily Injury or Property Damage with a deductible not greater than five thousand dollars (\$5,000.00).
- A "Cross Liability" clause or endorsement. An endorsement certifying that the Corporation of the City of Port Colborne is included as an additional insured.
- An endorsement to the effect that the policy or policies will not be altered, cancelled, or allowed to lapse thirty (30) days prior written notice to the City.

8.3.0 The Licensee shall maintain insurance against liability imposed by any Workers' Compensation Act or comparable legislation respecting the injury to or death of all permanent and part time employees engaged by the Licensee in the food vending operation.

9. SERVICE RESERVATION

9.1 The City has the right to maintain and operate services installed on the lands owned or operated by the City known as H.H. Knoll Lakeview Park, including the lands designated in Schedule "A" as the Approved Food Vendor Area, and the right to grant leases or licenses, privilege or permission to install, lay,

maintain and use services on, under, over or across the said lands, including but not limited to any utility or telecommunications lines. The Licensee shall not do anything or cause or permit anything to be done which will in any way interfere with the rights and privileges or permissions thereby granted.

10. ACCESS

- 10.1 While acting in the scope of their duties, the City, its servants or agents shall, at all times and for all work purposes, have free access to any and every part of the area identified on Schedule "A".
- 10.2 During the term of this Agreement, the general public shall have at all times free and unrestricted access to the lands known as H.H. Knoll Lakeview Park, including the lands designated in Schedule "A" as the Approved Food Vendor Area.

11. SECURITY

- 11.1 If required, the Licensee will coordinate security services for any items kept on the property. The City is not responsible for any loss or damage to the Licensee's property at any time.

12. CONSTRUCTION OF BUILDINGS OR STRUCTURES

- 12.1 With the exception of the food vending station outlined in Appendix A, the Licensee shall not construct or erect any permanent buildings or other structures on the said facilities without the prior written consent of the City, and all such buildings or structures shall be constructed and thereafter maintained by and at the cost and expense of the Licensee to the satisfaction of the City.

13. COMPLIANCE WITH LAW

- 13.1 The Licensee shall in all respects abide by and comply with all rules, regulations and by-laws of the municipality and other governing bodies in any manner affecting the said facilities.
- 13.2 The Licensee shall ensure that all products and services provided in respect to this contract are in accordance with and under the authorization of all applicable authorities municipal, provincial, and federal legislation, including, but not limited to; the Occupational Health & Safety Act of Ontario, Workplace Safety & Insurance Act, Environmental Protection Act, and the Ministry of Natural Resources Explosives Regulatory Division requirement.

14. ASSIGNMENT

- 14.1 The Licensee shall not make any assignment of this contract nor any transfer of its rights or privileges under this contract without obtaining the prior consent in writing of the City to such assignment or transfer, which consent may be arbitrarily withheld in view of the special purpose nature of this contract.

15. INABILITY TO OPERATE

- 15.1 Notwithstanding anything to the contrary in this Agreement, if the City or Licensee is delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of being unable to obtain materials, goods, equipment, services or labour; pandemic, including any issues resulting from the current COVID-19 pandemic; or by reason of any Statute, law or Order or Direction of any Administrator, Board, Governmental Department or Office or other authority required thereby, or by reason of any other cause beyond its control, whether of the foregoing character or not, the City or Licensee, as the case may be, shall be relieved from the fulfilment of such obligation while such condition is in effect, and the City or Licensee respectively shall not be entitled to compensation for any inconvenience, nuisance, damage or discomfort thereby occasioned.



Subject: Downtown Cruise Nights - 2023

To: Council

From: Corporate Services Department

Report Number: 2023-80

Meeting Date: May 9, 2023

Recommendation:

That Corporate Services Department Report 2023-80 be received; and

That the following road closures be approved on Thursday evenings from 5 p.m. to 9 p.m. from May 18, 2023, to August 31, 2023, as shown in Appendix A:

- Clarence Street, from the eastern limit of Catharine Street to the western limit of King Street.
- Clarence street, from the eastern limit of King Street to the western limit of West Street;
- Catharine Street from the southern limit of Clarence Street to the Northern limit of Charlotte Street;
- The Northern parking spaces in Market Square on the southern border of King George Park.

That the Port Colborne Downtown Cruiser's Association (PCDCA) be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event;

That the fees be waived for the use of King George Park and access to hydro for the staging of the Cruise Night events; and

That the fee for a Noise By-law Exemption application be waived.

Purpose:

The purpose of this report is to present a request from the Port Colborne Downtown Cruiser's Association (PCDCA) for temporary road closures to host the 2023 Downtown Cruise Nights. The Port Colborne Downtown Business Improvement Area Board of Management (Downtown BIA) is supportive of this event and will have a supportive role

in the operations. Cruise Nights is proposed to take place on recurring Thursday evenings from 5 p.m. to 9 p.m. beginning on May 18, 2023, and continuing until August 31, 2023.

Background:

The PCDC was established to display hot rods, classic cars, and trucks in Downtown Port Colborne. The PCDC has successfully hosted the Cruise Night event in Downtown Port Colborne since 2014. This weekly, summer-time event is vibrant and has successfully attracted visitors and benefits the City's tourism and economic sectors.

Cruise Nights draws participants and visitors from throughout the Niagara Region and beyond, including the United States. The event generally showcases more than 150 classic vehicles. Participants register with PCDC to take part in the event each week.

The City's festivals and events insurance policy requires event organizers to carry a minimum of \$2 million in general liability insurance (or \$5 million for an event involving alcohol). The organizer is required to file a Certificate of Insurance, naming the City as an additional insured, to the City prior to the event. Further, event organizers are required to submit an application for a Noise By-law exemption to the By-law Enforcement Division, if they are intending to provide amplified music during the event.

Discussion:

Recreation staff are in support of this request, and recommend temporary road closures, as follows:

- Clarence street, from the eastern limit of Catharine Street to the western limit of King Street;
- Clarence street, from the eastern limit of King Street to the western limit of West Street;
- Catharine Street from the southern limit of Clarence Street to the Northern limit of Charlotte Street;
- The Northern parking spaces in Market Square on the southern limit of King George Park.

The proposed road closure map is attached as Appendix "A".

The PCDC is also requesting the use of King George Park for staging the events. They are requesting to waive the fees for the park permit and use of hydro. In total, 16 Downtown Cruise Nights will occur, resulting in roughly \$900 in park fees being waived.

Emergency vehicles, including ambulance, police, and fire, as well as public works and public utility vehicles, will be exempt from the closures. Further, members and qualified

volunteers of the PCDCA, and registered participants, will also be exempt from the closures. Traffic accommodations through the event area will be made as follows:

- Traffic travelling westbound on Clarence Street from the Clarence Street Bridge will be able to turn left or right on West Street (road closure barricades will be installed on Clarence Street, at the western limit of West Street)
- North and south bound traffic at the intersection of King Street and Clarence Street will be permitted (subject to traffic signal controls at this intersection), with no left or right turns permitted onto Clarence Street (road closure barricades will be installed at the eastern and western limits of King Street and Clarence Street intersection)

PCDCA volunteers will install City approved signage at each intersection of the closure, stating “Cruisers Night Clarence Street Temporarily Closed – 5 to 9 p.m.”. Signage will also be installed at Market Square. As in the past, PCDCA volunteers will ensure barricades are promptly removed and returned to pick-up areas at the end of the event each Thursday.

The above plan provides an adequate staging area for event organizers, while also ensuring pedestrian safety and accommodating traffic flow.

Internal Consultations:

The By-law Enforcement Division will process the Noise Variance request in a timely manner. The Downtown Cruiser’s Association has not requested By-law Services for this event; therefore, this Division has no objections to the proposed event.

The Public Works department will ensure road barricades are dropped off in designated locations prior to the start of each event.

Financial Implications:

The waiver of King George Park permits fees, result in roughly \$900 being waived.

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
-

Conclusion:

In conclusion, the PCDCAs are requesting temporary road closures to host their Cruise Nights on recurring Thursdays from May 18, 2023, to August 31, 2023.

Appendices:

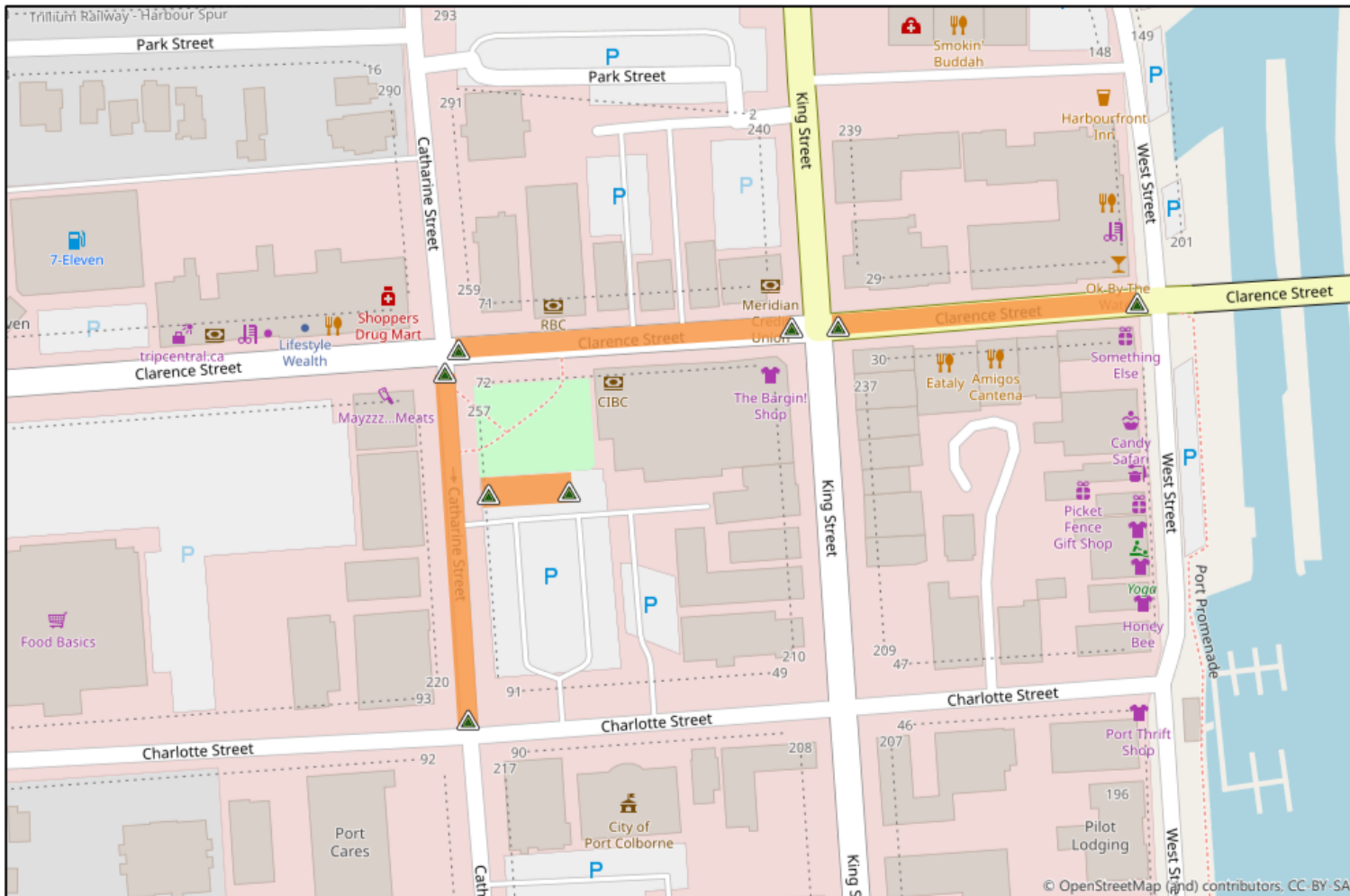
- a. Downtown Cruisers Site Map

Respectfully submitted,

Luke Rowe
Event & Volunteer Coordinator
905-835-2900 ext. 566
Luke.rowe@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.



Legend

- Override 1 Lines
- Override 2
- Immunization Sites
- Override 1

Date: 2022-04-14 Time: 8:41 PM km

Appendix A Report 2023-80

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Corporate Services Department
Clerk's Office
CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 5237
Fax: 519-273-5041
www.stratford.ca

November 28, 2022

Right Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

Dear Prime Minister:

Re: Resolution – Funding and Support for VIA Rail Services

At their November 14, 2022, Regular Council meeting, Stratford City Council adopted a resolution petitioning the federal government to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA Rail service.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Clerk

Encl.
/ja

cc: Premier Doug Ford
MPP Matthew Rae
MP John Nater
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Ontario municipalities



THE CORPORATION OF THE CITY OF STRATFORD
Resolution: Funding and Support for VIA Rail Service

WHEREAS The Corporation of the City of Stratford supports the National Transportation Policy and Section 5 of the *Canada Transportation Act*, S.C. 1996, c. 10 (as amended), which states in part:

"a competitive, economic and efficient national transportation system that meets the highest practicable safety and security standards and contributes to a sustainable environment, makes best use of all modes of transportation at the lowest cost is essential to serve the needs of its users, advance the well-being of Canadians, enable competitiveness and economic growth in both urban and rural areas throughout Canada. Those objectives are achieved when:

(a) competition and market forces among modes of transportation, are prime agents in providing viable and effective transportation services;

(b) regulation and strategic public intervention are used to achieve economic, safety, security, environmental or social outcomes

(c) rates and conditions do not constitute an undue obstacle to the movement of traffic within Canada or to the export of goods from Canada;

(d) the transportation system is accessible without undue obstacle to the mobility of persons, including persons with disabilities; and

(e) governments and the private sector work together for an integrated transportation system."

WHEREAS the Government of Canada has stated: "*we are serious about climate change*" and "*smart investments in transit help connection communities We will continue to work with communities and invest in the infrastructure they need today and into the future*";

WHEREAS Abacus data has indicated that Canadians are focused on building transit to reduce congestion and connect communities;

WHEREAS the Canadian Transport Commission main finding at public hearings in 1977 was that there should be no further reductions to passenger rail services;

WHEREAS the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

WHEREAS there is a need for balanced transportation with more using transit and less using automobiles;

WHEREAS the changing demographic relating to house prices, housing affordability will require further expansions of transit;

WHEREAS there is a need to visit tourist sites located along rail lines;

WHEREAS the annual cost of congestion to the Greater Toronto Hamilton Area economy alone is between \$7.5 and \$11 billion;

WHEREAS there are 10 million more vehicles on the road today than there were in 2000; and

WHEREAS the City of Stratford requests the support of this resolution from all communities served by VIA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of The City of Stratford recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

Adopted by City Council of The Corporation of the City of Stratford on November 14, 2022

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: City Clerk, 519-271-0250 extension 5329, clerks@stratford.ca

Bail Reform Resolution

WHEREAS the cost of Policing and Emergency Services in Northern Communities is harming a community's ability to support local Social and Health issues

WHEREAS a small percentage of those affected by an Addiction in the communities of Northern Ontario are committing crimes

WHEREAS many of those committing crimes are not housed in the correctional system, therefore, remain in our communities, often those that do require treatment for their Addiction issue receive none.

WHEREAS some committing crimes become violent, but are released back into the community, due to the negative impacts Federal Bill C75

WHEREAS the Federation of Northern Ontario Municipalities (FONOM) believes that more must be done by the Federal Government on Bail Reform

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities (FONOM) requests the Federal Government make these Legislative changes

1. Create a Designation of a chronic persistent offender.
2. Allow community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister, Federal Justice Minister, Premier of Ontario, The Attorney General, the Solicitor General, Minister of Infrastructure, Minister of Municipal Affairs, Northeastern MPs and MPPs, Leaders of the Opposition, the Association of Municipalities of Ontario, and the Federation of Northern Ontario Municipalities.

Museum and Culture Annual Department Update

City Council Meeting: May 09, 2023



PORT COLBORNE

Our Team



Department Staff,
listed left to right

Archivist, Michelle Vosburgh

Registrar, Katelynn Best

Community Engagement Officer, Meghan Chamberlain

Director, Stephanie Powell Baswick

Public Programmer, Sloane McDowell

Assistant Curator, Tami Nail

Curator, Michelle Mason

Custodian, Frank Habjan

Receptionist, Susan Nicolson



Members' Reception

More than A Museum...

Facilities:

- Heritage Research Archives
- Volunteer Edwardian Tea Room
- Heritage Village
- Roselawn Centre
- Lighthouse Theatre (partner)
- Marine Park
- Heritage Resource Centre
- Williams' Home/ Main Gallery
- Heritage Gardens and Pavilion



Where we focus:

- Community engagement, volunteer management
- Preserving heritage and offering research services
- Annual events, workshops, speaker's series
- On-site and off-site tours and exhibitions
- Access to arts, culture and heritage
- Exhibits & programming for tourist & residents
- Partnerships: Library, Heritage Committee, Museums of Niagara Association, Friends of Roselawn Centre, Museum Auxiliary, Donors, Business and Sponsors.

Annual Report 2022



PORT COLBORNE



Division Name: Current Projects & Activities

2023

- May is Museum Month!
- Expanded exhibits and services (65 listed on our calendar) throughout the city of Port Colborne
- Accessibility improvements
- Job positons review for department
- Terms of Reference of Board and Heritage Committee review

Grant Supported Initiatives

- Heritage Resource Centre shelving project for art storage
- Museums Assistance Program for Digitization of Collection and storage of Textiles
- Partnering with Niagara Peninsula Area Aboriginal Management Board to offer Indigenous youth work experience
- Francophone Community Grant to expand services



The Museum welcomes a class from St John Basco.



Frank and Katelynn pose with new art shelving

Museum & Culture: Future Plans & Strategies

Planning Resources:

- Roselawn Visioning Session
- Strategic Plan for Department of Museum and Culture 2023- 2028
- Facilities Review and Accessibility Study
- Increased Staff Hours (Public Programmer and Registrar from part time to full time in 2023, and fulltime Community Engagement Officer.)
- Arts and Culture Master Plan



Thank you!



PRESERVE

More Than a Museum

PORT COLBORNE HISTORICAL AND MARINE MUSEUM

2022 ANNUAL REPORT





The many doors of the Museum and Roselawn

Cover photo: Sloane McDowell, Public Programmer welcoming patrons and volunteers at the Pie Social and History Fair

“

WE ENVISION A MUSEUM
THAT SERVES OUR
COMMUNITY AND
PRESERVES THE HISTORY
AND MARINE HERITAGE
OF PORT COLBORNE
AND HUMBERSTONE.

Port Colborne Historical and Marine Museum



Visitors looking at A Village by the Canal exhibit during Canal Days

LETTER FROM THE CHAIRMAN

Plans for the newly-formed Department of Museum and Culture were ambiguous for 2022 as we embarked on a new strategic plan for the department, and solidified roles and responsibilities, as well as community partnerships. It is my pleasure to report that this season exceeded expectations.

Not only did Canal Days Marine Heritage Festival and the Grand Old Christmas Festival have record attendance in 2022, but there was an overall feeling of excitement as the community was once again able to build new memories with family and friends. Another initiative that had a tremendously positive response was the “Through the Windowpane” exhibit that featured volunteers in the community and artifacts they chose to share. This outdoor exhibit moved from the Museum grounds to the Roselawn Centre lawn to allow for a greater reach to tourists who travelled to see the plays at Lighthouse Theatre.

Arabella’s Tea Room and Roselawn Centre reopened their doors to business this season. Volunteers and summer students worked together to serve Edwardian Tea, and guide guests through the galleries to see *Lens and Palette* and *Stitches in Time* art exhibits. The visitors, who were quick to share their thanks for the welcoming atmosphere, were also generous with their donations.

As my tenure as chair of the Board of Management draws to an end, I would like to extend my appreciation to all involved in making this season possible. Our guests, staff, sponsors, and many volunteers have all played a part in that success. This past 12 months have marked a positive and enthusiastic return to our traditional role in the community. We have all experienced gratitude, positive feedback, and so many positive interactions in many ways. Well done everyone.

Plans and preparations are well underway for another banner year. Our newest initiative that has received outstanding feedback is the Francophone community engagement program. This initiative, funded by the Province of Ontario, will provide the Archives with a lasting record of oral histories of our Francophone citizens and share Port Colborne’s Francophone heritage. 2023 will see new displays, new programs, and deeper connections within the community.



Brian Heaslip

Chair of the Board of Management
Port Colborne Historical and Marine Museum

2022 BY THE NUMBERS

9789

TOTAL VISITORS

343

HARD-WORKING
VOLUNTEERS

642

MUSEUM
MEMBERS

13

MUSEUM SERVICES PROVIDED

943

COMMUNITY MEMBERS
SERVED BY EDUCATIONAL
PROGRAMS

21506

ARTIFACTS IN
PERMANENT
COLLECTION

5

ONLINE
EXHIBITS

13

STRUCTURES

HERITAGE VILLAGE & MARINE PARK

17

TYPES OF
RESEARCH
DOCUMENTS
*AT THE HERITAGE
RESEARCH
ARCHIVES*

14152

LIGHTHOUSE THEATRE
SEATS BOOKED

5

EXHIBITS
PRESENTED

24

NEWS MEDIA
MENTIONS

21

MARKETING TOOLS
PRODUCED

12

DEDICATED STAFF

4 FULL TIME

4 PART TIME

1 CONTRACT FULL TIME

3 SUMMER STUDENT STAFF

511

**FRIENDS OF ROSELAWN
INSTAGRAM
FOLLOWERS**

1292

**MUSEUM
INSTAGRAM
FOLLOWERS**

6128

PARTICIPANTS IN SPECIAL EVENTS

788

TWITTER FOLLOWERS

456

**ARTIFACTS
DONATED
BY**

25

**GENEROUS
DONORS**

1623

**ARTIFACTS
ON DISPLAY**

17

**MUSEUM
PUBLICATIONS
FOR
RESEARCH
AND
SALE**

2

**EXHIBITS
IN MAIN MUSEUM GALLERY**

6

**TELEVISION &
ONLINE VIDEO
APPEARANCES**

10

PHOTO SHOOTS

4779

**FACEBOOK
FOLLOWERS**

2022 FINANCIALS

MUSEUM-RAISED REVENUE

ADMISSIONS

Museum	1250
Roselawn	548

MEMBERSHIPS

Memberships (Bell Marine)	1000
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MUSEUM & ARCHIVES TOURS

Tours <i>School (\$155), Bus (\$100), Museum Village (\$25), Cemetery (\$375), Urban History Walking Tour (\$280)</i>	935
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WORKSHOPS

Hands on Heritage Workshops: Museum & Roselawn	550
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RENTALS

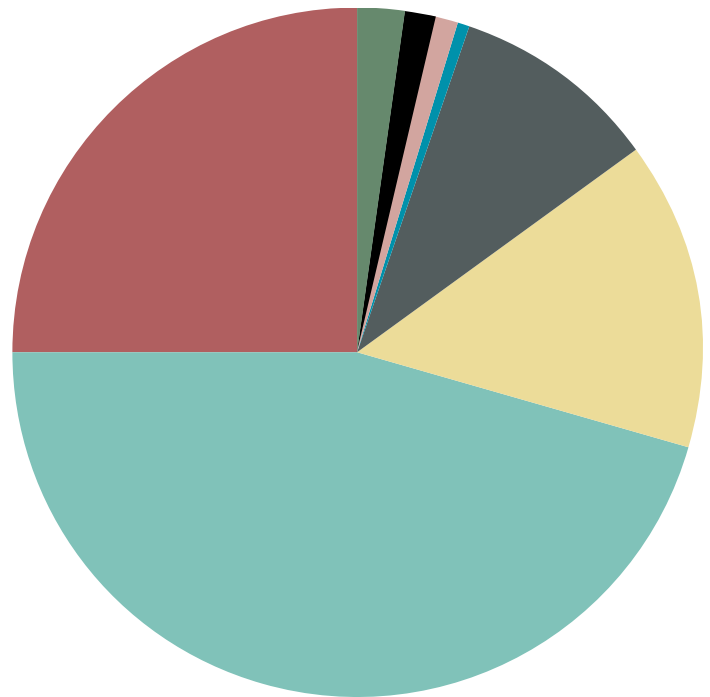
Archives	5120
Roselawn	2375

SALES

Museum Gift Shop	10177
Archive Sales <i>Publications, research, program</i>	1253

DONATIONS

Museum	15831
Archives	730
Roselawn	1905
Auxiliary	17000



FUNDRAISING & SPECIAL EVENTS

Museum <i>Pie Social, Canal Days, Christmas Festival</i>	14216
Roselawn <i>Ghost Tours, Arts in Rural Community, Christmas Dinner</i>	5340

GRANTS

Community Museum Operating Grant	24093
Young Canada Works	5034
Canadian Heritage Recovery Grant	36525
Senior Community Grant	1440
Museum Assistant Program	28127
Francophone Community Grant	19200

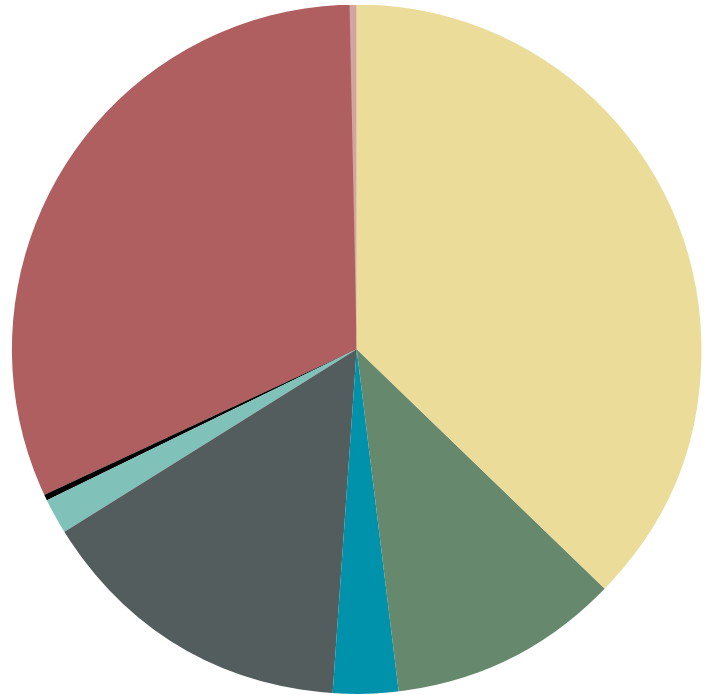
TOTAL Grant Revenue 114419

2022 FAMILY

MUSEUM VISITORS

Daily Museum	7270
Tea Room	2095
Heritage Research Archives	594
Daily Roselawn	2930
School Tours *Museum School Tours (102), Roselawn School Tours (215)	317
Bus Groups	60
Education and Outreach*	6128
Weddings/Photography Bookings	60
TOTAL Visitors	21269

* Pie Social (300), Canal Days (4455),
Christmas Festival (1373)



MUSEUM MEMBERS

Year 2022 Members	330
Life Members	312
Corporate Sustaining	19
Archives Advocates	41
TOTAL Members	702

VOLUNTEERS

Board Member Volunteers	13
Grounds and Gardens Volunteers	7
Research and Collections Volunteers	15
Special Events Volunteers	265
Arabella's Tea Room Volunteers	32
Friends of Roselawn Board	6
Roselawn Conservation Volunteers	14
Roselawn Events Volunteers	23
TOTAL Volunteers	375



Volunteers Manon & Frank Krahn selling teacups,
fundraising for Arabella's Tea Room.

STAFF

FULL TIME:

Director of Museum and Culture: Stephanie Powell Baswick

Curator: Michelle Mason

Assistant Curator: Tami Nail

Archivist: Michelle Vosburgh

PART TIME:

Archives Assistant/Community Engagement Officer: Meghan Chamberlain

Custodian/Maintenance: Frank Habjan

Public Programmer: Sloane McDowell

Receptionist/Gift Shop Coordinator: Susan Nicholson

Registrar: Katelynn Best



Museum staff showing their carved pumpkins after a team building activity.

BOARD MEMBERS

2022 CITIZEN APPOINTEES:

Bonnie Johnston (1981)

Cheryl McMillan (2001)

Brian Heaslip, Chair (2009)

Terry Huffman, Vice-Chair (2009)

Margaret Tanaszi (2015)

Claudia Brema (2018)

Bert Murphy (2018)

Jeff Piniak (2019)

John Maloney (2020)

Arlene Lessard (2021)

Gary Hoyle (2021)

ASSOCIATE MEMBER:

Eric Beauregard (2020)

PROJECT STAFF:

Heritage Outreach Officer: Isabella Favero
(*Young Canada Works in Heritage Institutions*)

Heritage Interpreter Research Assistant: Darius Maddalena

Arabella's Tea Room Assistant: Malakai Turner

CO-OP STUDENTS:

Collection Assistant: Rylee Clow
(*Port Colborne High School*)

Museum Assistant at the Roselawn Centre: Miles Myers
(*Port Colborne High School*)

Facilities Maintenance Assistant at the Roselawn Centre: Rylee Myers
(*Lakeshore Catholic High School*)



Summer Students Isabella Favero and Darius Maddalena modeling the Canal Days T-shirts



Frank Habjan, our museum custodian

2022 HIGHLIGHTS

EXHIBITS

ON-SITE EXHIBITS:

Through the Windowpane:

This installation is a collaboration between volunteers and Outreach Coordinator Susan Nicholson, who together created an exhibit featuring an object of meaning from the home of each participant. In this project the volunteers were able to engage and share the stories of their chosen artifacts.

A Village by the Canal:

Take a look back to 150 years ago when Port Colborne was incorporated as a village. This exhibit explores the remarkable history of daily life in the village, and the skills and trades which were characteristic of Port Colborne's inhabitants in the era of 1870-1917.

Judging:

Helen Kinnear was called to the bar 100 years ago, beginning a legal career during which she accomplished a number of firsts for women, including becoming the first federally-appointed female judge in Canada. Raised in Port Colborne, it was here she first practised law. This exhibit takes a journey through her remarkable legal career and accomplishments.

Keep Me Warm at Night:

Century-old coverlets, quilts, and rugs warm the gallery in this winter display. Come and explore Port Colborne's rich heritage of local weaving and skills and traditions of textile arts.

ON-SITE EXHIBITS:

The Welland Canal:

Using an interactive touchscreen display and dozens of archives and photographs, this permanent exhibit looks at the people who built the canal, the economic impact of the canal, and its role in shaping the community.

Nigh Agora Museum:

Originally housed in a barn on Pinecrest Road, the Nigh Agora Museum now has a new home in the museum's Carriage House. Started by the late Mildred Nigh, who discovered a collection of handcrafted tools, utensils, and baskets—some almost 200 years old—when she and her husband bought their farm from Olive Knisley in 1972, the collection was generously donated to the museum in 2020.

Graf Family Weavers:

The Graf family produced a wide variety of woven textiles for everyday use, though they are best remembered for their production of jacquard coverlets. The Graf exhibit in the museum's Timber Cabin explores the history of their weaving business, and showcases one of the original Graf looms in a recreated workshop.

MARINE EXHIBIT LIGHTHOUSE

Misener Family Shipping:

Over a century ago Captain Scott Misener began investing in ships, the start of decades of involvement in the shipping business. This exhibit sails into Misener Shipping, with items from the museum's collection on display in the Marine Lighthouse.

TRAVELLING EXHIBITS FROM MUSEUM:

CITY HALL EXHIBITS

100 Years of Lionism:

The exhibit celebrates and highlights the impact of the Lions Club on the community in Port Colborne over the past 100 years.

Remembrance exhibit in Council Chambers to honour Port Colborne's veterans.

ROSELAWN

Through the Windowpane:

This installation is a collaboration between volunteers and Outreach Coordinator Susan Nicholson, who together created an exhibit featuring an object of meaning from the home of each participant. In this project the volunteers were able to engage and share the stories of their chosen artifacts.



“Having the option to book a private tour for us with the grandchildren was a perfect way to visit the museum and we will definitely be back again. We spent the whole afternoon here...”

TONI HAYES

Visitors looking at **Keep Me Warm at Night** exhibit during the Grand Old Christmas Festival

TRAVELLING EXHIBITS TO MUSEUM:

Holomodor:

Mobile classroom and exhibit which tours the country to raise awareness and educate visitors on the famine-genocide that killed millions of people in Ukraine between 1932-1933.

ROSELAWN EXHIBITS:

Lens and Palette:

This exhibit features the work of local artists Chris de Laat and Josh Vail. The works depicted are from places, ordinary everyday day scenes from across Port Colborne and the Niagara region made extraordinary in Chris' photography, interpreted in oil paint by Josh.

Stitches in Time:

A collection of community quilts from the museum's collection that recognize anniversaries, friendships, and events that celebrate our Port Colborne heritage.

ON-LINE EXHIBITS:

Through the Ages: Port Colborne's Lighthouses:

The Welland Canal has gone through four major construction periods. Each of these construction phases created a new version of the canal, designed to accommodate larger and more technically-advanced ships. Each version of the canal also required new breakwalls, piers, and lighthouses to protect the expanded harbours.

Early Images of Port Colborne: Stereoscopic Views from the 1870s:

There are 11 unusual stereoscopic views mounted on cards in the archival collection of the Port Colborne Historical and Marine Museum. By virtue of their age, the local scenes they depict, and their uniqueness, these photos represent a significant visual resource for local and marine history.

Graf Family Weavers:

This new online exhibit on Our Ontario website highlights the Graf family's woven textiles from the museum's collection. Included in this collection is the Graf jacquard coverlets, wool blankets, rag carpets, and several photographs of the Graf family. The detailed account of this collection is accessible to researchers and anyone looking to explore the interesting history of settlers' textiles produced locally.

Port Colborne and the Welland Canal:

The city of Port Colborne's website now features an exhibit on the Welland Canal where you can learn about the transformation of the canals through the years, focussing on the Welland Canal in Port Colborne: the construction, the commerce and industry it influenced, the people, and pleasures of living close to the canal.



“Thank you for your hard work and keeping Roselawn Centre the jewel in Port Colborne’s crown.”

JUDITH BORONIEC

Artist Josh Vail and his friend at Lens and Palette exhibit at Roselawn.

PROGRAMS & EVENTS

ONTARIO HERITAGE WEEK 2022 | FEBRUARY 21-27, 2022

During the Ontario Heritage Week the Roselawn Centre virtually shared history of Roselawn's architectural features and a project entitled "A Enlightening Experience" displaying lamps in the windows of the historic home. The L.R. Wilson Archives launched the online exhibit *Stereoscopic Series: Early Images of Port Colborne*.

FAMILY DAY 2022

Humberstone scavenger hunt on Goose Chase where you followed clues to solve the hunt was launched to celebrate Family Day.

INTERNATIONAL WOMEN'S DAY

In honour of International Women's Day the museum virtually showcased the brilliant efforts and impact of women in our local history.

TOP HAT PRESENTATION | MARCH 24, 2022

The 2022 Top Hat ceremony at Lock 8 Gateway Park celebrated the opening of the Welland Canal welcoming the CSL Tadoussac as the first downbound vessel of the shipping season. Assistant Curator Tami Nail presented the top hat to Cpt. Wilson Walter.

ARCHIVES AWARENESS WEEK | APRIL 2-8, 2022

In honour of Archives Awareness Week, the L.R. Wilson Archives' Archivist presented a virtual behind the scene and activities from a week in the Archives.

MAY IS MUSEUM MONTH | MAY 2022

Museum Month is an annual program created by the Ontario Museum Association and celebrated by Ontario's 700+ museums, galleries, and heritage facilities. The Port Colborne Museum celebrated Museum Month by launching the second part of History Chasers, members received a monthly letter from the perspective of Jennie Johnson as she details her life in 1911 Port Colborne.

INTERNATIONAL MUSEUM DAY | MAY 18, 2022

A tribute to William J. Thomas at the Roselawn Centre. William J. Thomas was honoured for donating his manuscripts to the Port Colborne Museum, his work to save Roselawn, and conducting 180 Canadian Author Series.

38TH ANNUAL PIE SOCIAL AND HISTORY FAIR | MAY 29, 2022

Visitors enjoyed delicious pie and beverages at Arabella's Tea Room, and experienced traditional skills, like blacksmithing, spinning, and printing in the heritage village, along with a chance to play heritage games. The plant sale offered perennials for home gardens.

CANAL DAYS | JULY 30-31, 2022

44th Annual Canal Days at the museum, we welcomed all our demonstrators, vendors, volunteers, and visitors back. The museum is where you can discover and celebrate marine heritage through displays, photographs, and fun-for-all-ages activities.

SPARC CENTRAL & SOUTH NIAGARA COMMUNITY CONSULTATION AUGUST 15, 2022

Bringing artists, presenters and community animators together at Roselawn. A day of networking, creative solutions, brainstorming and discussing the arts in rural Niagara.

EXPLORE HALLOWEEN AT THE ROSELAWN | OCTOBER 31, 2022

Roselawn Centre extended their hours on October 31. The grounds were decorated with carved pumpkins and a fall-themed installation was provided for photos.

REMEMBRANCE DAY | NOVEMBER 7-12, 2022

In honour of the remembrance poppy in Canada, 2022 poppies were displayed on the fence around the museum. The museum worked in partnership with the Niagara Falls Museum's Poppy Project to bring the hand knit poppies to Port Colborne.

GRAND OLD CHRISTMAS FESTIVAL | DECEMBER 4, 2022

44th Annual Grand Old Christmas Festival offered all the favourites to bring holiday cheer; roasted chestnuts, Christmas pudding, photos with Santa, caroling, horse-drawn carriage rides.



Crowd watching McKay School Choir at the Grand Old Christmas Festival



A Steele St. School tour group learns about the Village of Port Colborne



Hands on Heritage, Dry Felting Workshop

TOURS

CEMETERY TOURS

Overholt Cemetery Part 1 *May 7, 14, 28, 2022 morning*
 Overholt Cemetery part 2 *May 7, 14, 28, 2022 afternoon*
 Oakwood Cemetery *October 8, 2022*
 Oakwood Cemetery Tour to Honour Military Service,
October 15, 2022

URBAN HISTORY WALKING TOURS

Offered Friday mornings on a rotating schedule
 West Street *June, July, and August 2022*
 Humberstone Village *June, July, and August, 2022*
 Humberstone Club & Tennessee Avenue *June, July, and August, 2022*

SCHOOL TOURS

Oakwood Public School *June 3, 2022*
 Dewitt Carter School *June 13, 2022*
 Steele St. School *October 14, 2022*

MUSEUM & GROUNDS TOURS

June 10, 2022, June 28, 2022, August 26, 2022

HANDS ON HERITAGE WORKSHOPS

Hand Weaving at the Museum *July 16, 2022*

Shadow Boxes at Roselawn *July 23, 2022*

Nature Collection and Textile Dyeing at the Museum
August 6, 2022

Blacksmithing at the Museum *August 20, 2022*

Dry Felting at Roselawn *August 27, 2022*

OUTREACH

Wainfleet Historical Society *Jan 24, 2022*

The Graf Family of Humberstone, Professional Handweavers

Pelham Historical Society *Mar 26, 2022*

Resilient Community: Disease, Epidemics, Pandemics in Port Colborne's Past

Port Colborne Historical Society *May 16, 2022*

Resilient Community: Disease, Epidemics, Pandemics in Port Colborne's Past

Archives Association of Ontario Annual Conference Facilitator and Moderator *May 26-27, 2022*

Brock Speakers Series *Sept 12, 2022*

Race and Myth in Local History: Preparing a Walking Tour of the Humberstone Club

Lundy's Lane Historical Society *Nov 6, 2022*

Port Colborne and the Welland Canals

Dundas Valley Historical Society *Nov 10, 2022*

Port Colborne and the Welland Canals

Pelham Historical Society *Nov 26, 2022*

HMCS Port Colborne and HMCS Humberstone: Local Namesakes

SPEAKERS' SERIES

The Graf Family of Humberstone, Professional Handweavers *Sept 29, 2022*

Graves in the Dunes: A History of Gravelly Bay Burial Grounds *Oct 13, 2022*

HMCS Port Colborne and HMCS Humberstone: Local Namesakes in the Royal Canadian Navy *Nov 3, 2022*

Editorial Cartooning in Niagara with Guest Speaker Arden Phair *Nov 24, 2022*

“Thank you for the excellent presentation on WWII in Port Colborne. It was very informative and so relative to us being citizens of the Welland Canal areas and Port Colborne (Bethel). You always make our history so interesting and memorable that we can easily share what we have learned.”

Beck Utz

SERVICES & FACILITIES

MUSEUM SERVICES PROVIDED:

- Free admission to museum, exhibits, heritage village and marine park
- Guided group tours
- Public programming/speaking engagements
- Research room
- Museum gift shop
- Covered pavilion
- Picnic tables, benches, gardens and pathways
- 7 washrooms (4 accessible)
- Free parking

RESEARCH ASSISTANCE IS PROVIDED FOR:

- Heritage consultants
- Environmental and industrial researchers
- Genealogical researchers, students and general researchers
- City staff
- Archaeologists
- Journalists and reporters
- Authors



November winter scene.

RESEARCH FACILITIES PROVIDED:

Fully accessible Heritage Research Archives providing documentary history of Port Colborne, Humberstone and the Welland Canal:

- Historic maps
- Historic photographs
- Indexed deeds and property records
- Directories (business and telephone)
- Microfilm
- Census records
- Cemetery records
- Welland Canal files and marine documents
- Ship files
- Family history files
- Local history books
- Microfilmed historic business ledgers
- Assessment and collector rolls
- Land registry records
- Historic newspapers
- Florence Neff Young collection

ROSELAWN SERVICES PROVIDED:

- Rentals
- Art and Heritage Workshops
- Volunteer and Staff Training
- Networking
- Live Theatre and Music
- Reference Library
- Kitchen Facilities and Meeting Rooms

PROJECTS & PUBLICATIONS

BUILDING & PROPERTY PROJECTS:

Museum

- Exterior painting of Arabella's Tea Room
- Renovation and conservation of the Hochelaga lifeboat
- Restoration and painting of the picket fence
- Creation of additional office
- Security lights installed on garage and Arabella's Tea Room

Roselawn:

- Replace lighting in Kitchen
- Paint offices
- Restore wood floors
- Replace ramp with stairs on Southwest Corner

PUBLICATIONS PRODUCED:

- 3 museum newsletters: *Spring, Summer & Fall*
- Posters: Pie Social and History Fair, Lens & Palette Exhibit, Hands on Heritage Workshops, Cemetery Tours, Walking Tours, Museum & Grounds Tours, Canal Days, Stiches in Time Exhibit, Grand Old Christmas Festival.
- Invitations: Members Preview Reception, Tea Room Volunteer Appreciation Tea, Christmas
- Volunteer Appreciation.
- Museum site maps

MUSEUM PUBLICATIONS FOR RESEARCH & SALE

- Golden Age of Humberstone Village
- A-Z Documentary History of Humberstone Village
- Port Colborne: Tales from the Age of Sail
- Coming Home—The 1901 Neff Steam Buggy
- Humberstone Township—The First Fifty Years
- Memoirs of Pat MacDonald
- Scruples of Conscience—The War of 1812 in the Sugarloaf Settlement
- David Sherk and Descendants
- Caspar Sherk and Descendants
- Sherk-Troup House
- Kendricks: Port Colborne Lighthouse Keepers
- The Locktender's House
- Port People—Builders and Shapers of our Culture and Community
- Port Colborne and The Fenian Invasion of Canada June 1866
- Along the Lakeshore—Builders and Shapers of our Community in Port Colborne and Wainfleet



Summer Student Darius Maddalena painting picket fence

JOIN US IN 2023!

2023 EVENTS

January 17	Annual General Meeting
February 20-26	Heritage Week
February 22	Heritage Week District School Board of Niagara Indigenous Drum Making (Roselawn)
May 1	Museum open daily for the season 12 pm - 5 pm
May 7	Coronation Tea (Roselawn)
May 28	37th Annual Arabelle's Pie Social & History Fair 12 pm - 5 pm
June 1	Arabella's Tea Room open daily 2 pm - 4 pm until Sept. 30
August 5-6	44th Annual Canal Days Marine Heritage Festival 11 pm - 5 pm
November	Archives Speakers' Series
November 18	Christmas Makers' Market (Roselawn)
December	Arabella's Tea Room Christmas Pudding & Sauce 2 pm - 4 pm
December 3	Grand Old Christmas Festival

EXHIBITS 2023: MUSEUM

MUSEUM EXHIBITS:

OLD SCHOOL: PORT HIGH'S 100TH ANNIVERSARY

The Blue Bears are celebrating 100 Years! Experience high school through the decades and see how the school developed, changed, and expanded with the growth of Port Colborne.

BRITISH HOME CHILDREN: LOCAL STORIES

The Industrial Revolution saw the migration of over 100,000 children from Britain to rural Canadian communities under contract. Their history, however, is rarely known. This exhibit will shed light on the stories and lives of the local Home Children.

CHRISTMAS BY MAIL

Reminisce in the excitement of choosing gifts from the much anticipated annual Christmas Wish Books and Catalogues. Also, experience the joys, from years gone past, of receiving Christmas greetings, gifts, and letters in the mail.

ROSELAWN EXHIBITS:

A ROYAL AFFAIR

Stroll through the double parlour and explore royal scrapbooks, portraits and china that adorned the homes and offices of Port Colborne. This exhibit will open this spring honour the coronation of King Charles Charles III.

DISCOVERY OF THE TITANIC

This summer dive to the depths of the sea and rediscover the Titanic in this exhibition. You will see numerous photographs of the Titanic, taken when the wreck was first discovered, on loan from the Royal Ontario Museum.

COUNTDOWN TO CHRISTMAS

Engage in the spirit of the season as the Carter mansion illuminates day by day for the countdown to Christmas.



Visit with Santa, Grand Old Christmas Festival



Stephanie Powell Baswick enjoying tea at Arabella's Tea Room.

TOURS

The museum and archives offer a number of different tours, including various Urban History Walking Tours in the city of Port Colborne, Cemetery Tours, a step-on bus tour, and tours of the museum's own heritage village. These tours offer residents and visitors an entertaining and informative glimpse into our community's past, sharing the stories of the people and places which give Port Colborne such a rich cultural heritage.

Please call for rates and schedules, or follow us on Facebook.

L.R. WILSON HERITAGE RESEARCH ARCHIVES

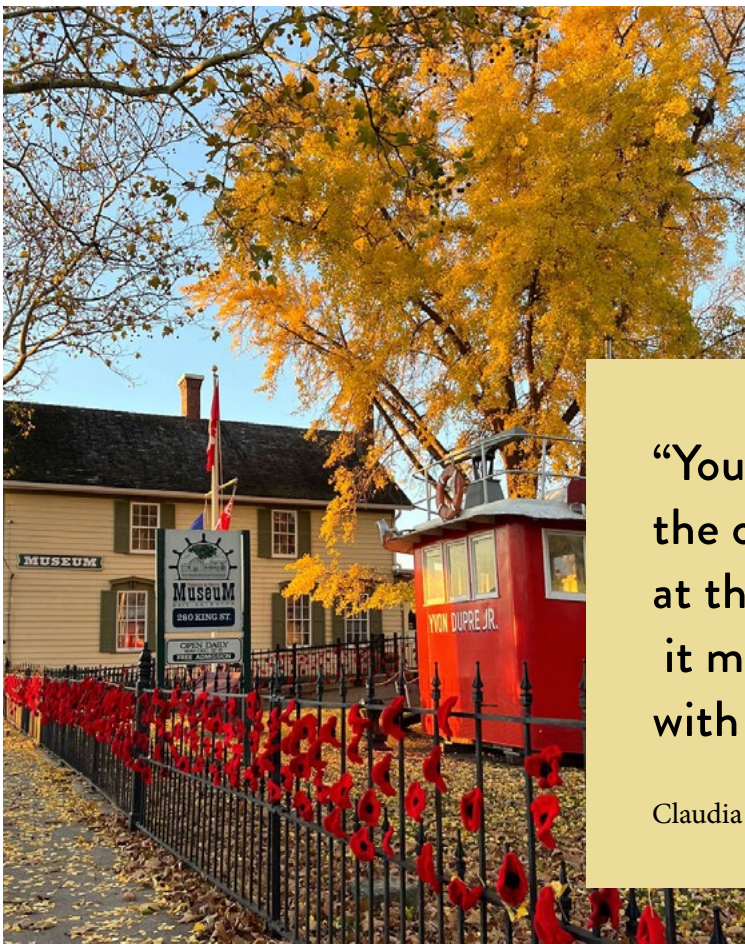
The archives is open by appointment from January to April, and from May to December, open daily Monday to Friday from 1 p.m. to 5 p.m. for heritage research specializing in genealogy, heritage home research, local history and marine heritage.

The McDonald Conference Hall at the L.R. Wilson Heritage Research Archives is available for rent, and large enough to accommodate groups with diverse purposes. Hall rental includes 8 tables, 52 stacking chairs and access to a kitchenette which includes a small fridge, microwave, coffee maker and kettle.

Rental Fees:

8 Hour rental: \$120.00 plus HST

Note: Payment of rental fee required when booking the Conference Hall.



“You all are to be commended on the outstanding display of poppies at the museum... it was stunning! it made me proud to be associated with the museum.”

Claudia



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

PORT COLBORNE HISTORICAL & MARINE MUSEUM

280 King Street, Port Colborne, ON L3K 5X8
905-834-7604 | museum@portcolborne.ca

 [PortColborneHistoricalMarineMuseum](#)

 [ArabellasTeaRoom](#)

 [@WilsonArchives](#)

 [PortMuseum](#)

 [@portcolbornemuseum](#)

 [Port Cololborne Historical & Marine Museum](#)

 [Museums Ontario: Port Colborne Historical & Marine Museum](#)



A couple having fun trying on heritage costumes during Canal Days

Port Colborne Public Library Annual Update

City Council Meeting: May 9, 2023



Our Team



Library Board

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



Scott Luey
Library C.E.O.



Susan Therrien
Director of Library Services



Bryan Boles
Library Board Treasurer

Librarian

1 Full-Time

Assistant Librarian

5 Full-Time

Librarian Assistant

4 Part-Time

Library: Services at a Glance

What we do:

- Provide an accessible, safe, and inclusive community hub
- Engage our citizens
- Champion intellectual freedom
- Support cognitive and literacy development
- Support social inclusion
- Contribute to the well-being of our citizens
- Support families, seniors, and low-income households
- Welcome newcomers
- Provide equitable, reliable access to internet and print services
- Provide entertainment and enjoyment resources/activities
- Contribute to economic development
- Build partnerships/support local business
- Work with local agencies to help vulnerable populations
- Align strategic goals with our City
- Make our community feel Port Colborne proud by what we do!



Library: Services at a Glance

Where we focus:

- Maintaining a safe, warm, welcoming, and attractive space for a positive user experience
- Library facility maintenance/sustainability
- Information, art, technology, history, and community life
- Free access to books, internet, and digital resources for a diverse community
- Free or low-cost programming and activities to support our user communities including children, families, seniors and vulnerable persons
- Resource-sharing/collections (LiNC)
- Cost-savings and efficiencies
- Outreach
- Accessibility, diversity, equity & inclusion
- Expanding makerspaces and digital technology
- Accessible meeting spaces for individual and collaborative work
- Partnerships with local service agencies to connect with the community
- Adapting to the priorities of the community and the City we serve
- Knowledgeable and tech savvy frontline staff
- Advocacy, marketing, and fundraising
- Excellent customer service
- Being ambassadors for the City and promoting City services and events



Library: Achievements & Successes

Return to Normal Services

- Recovery phases achieved in alignment with the City
- Re-opened doors in March 2022 with renovations completed
- \$121,200 Trillium Resilient Communities Fund
 - New service desk
 - Accessible meeting spaces
 - Accessible workstations
 - Improved lighting and networking



User-Focused

- Added cashless payment option
- Updated connectivity and Wi-Fi
- High demand for print services
- Library of Things expanded
- Tech help, income tax clinics
- Indigenous collection updated
- Partnerships expanded: PC Works, Niagara Regional Public Nurses, PC Lions, PC Optimists, PFLAG Niagara, Birchway Niagara, Service Canada, Chartered Public Accountants, YWCA, Contact North



+17,180

Total circulation increased compared to 2021



+\$6,210

Self-generated revenue increased compared to 2021



+20,007

Patron visits increased compared to 2021



+2,929

Print jobs increased compared to 2021



14,852

Total items shipped/received through reciprocal borrowing

Library: Achievements & Successes

Circulation



89,459

Total circulation
of library materials



34,822

Books circulated



10,191

DVDs circulated



881

Video games circulated



Electronic Resources



12,076

eBooks downloaded



6,520

Database accesses



891

Hoopla videos accessed



18,174

Catalogue visits



16,947

Website visits

Library Usage



33,448

Patron visits



661

New users



4,761

Computer users



3,417

Phone calls



5,226

Print jobs

Library: Achievements and Successes

Serving our community:

- Visiting Library to Northland Pointe
- Ontario Parks Passes
- Niagara Peninsula Conservation Authority Passes
- Income Tax Clinics
- Painting with Kyla – Art for adults
- Wi-Fi and print services
- Vaccination certificates printed
- Teen Book Reviews (students earn community service hours)
- StoryWalks

Shared services and collaboration:

- Partnership with PC Works
- Partnership with Niagara Regional Public Nurses (Niagara Parents)
- Online book club: One e-read Canada
- Online book club: Big Library Read
- Online book club: Together We Read
- Supporting our schools – on-site class visits, Pop-Up and virtual class visits
- Cultural Block partnership and collaboration with the Museum and Archives – programming and shared spaces
- Libraries in Niagara Cooperative (LiNC) resource-sharing and shared ILS



Library: Events

Events and Celebrations:

- Black History Month
- Freedom to Read Week
- Family Day activities
- Top Hat Ceremony
- March Break activities
- TD Summer Reading Club
- National Indigenous History Month
- National Indigenous Peoples Day
- Seniors Month
- Pride Month
- Touch-a-Truck
- PC Optimists Book Giveaway
- International Women's Day

Events and Celebrations:

- Free Comic Book Day (Dress like a superhero)
- Emancipation Day
- Local Author Talk with Sara De Waard
- Canadian Public Library Month
- Ontario Public Library Week
- Art in the Atrium – welcomed first art show in our gallery since pandemic
 - Port Colborne Art Club
 - South Coast Niagara Artists
- “Let’s Talk About... Teen Mental Health” with local author Sara de Waard, Niagara Region Public Health Nurses, Pathstone



Library: Current Projects & Activities

Empower. Enrich. Educate.

- Increase programming
- “Let’s Talk About…” series
- Shared services with LiNC
- Expand Library of Things
- Marketing and promotion
- Fundraising
- Expand partnerships/Support local business
- Truth and Reconciliation Calls to Action for public libraries
- Improve accessibility – doors
- Complete phone/fibre upgrade
- Roof repair
- Elevator modernization
- Washroom backflow/watercloset upgrade
- Improve/innovate the user experience
 - Print server upgrade
 - Diamond financial system
- Lendable technology
- Support staff safety & success



Green Screen Studio



School class visits

Library: Future Plans and Strategies

Focused and Responsive

- Increase our volunteer base
- Market, market, market! – communications strategies/data analysis/strategic partnerships
- Fundraising and advocacy
- Cultural Block Partnership - enhance the experience (outdoor art)
- New strategies to support and promote local business – technology, people, skill-building

Creative and Mobile

- Enhanced services
 - Newcomers, seniors, teens, vulnerable persons
- Diversity audit of the collection
- Building maintenance/sustainability
- NovelBranch at Vale
- Outreach to underserved areas – focus on East Side
- Accreditation
- People-focused – investing in our staff to best serve our community and support Council's mission and vision



Partnerships and sponsorships – PC Lions Club



Diverse and inclusive resources



Our Patrons...

“I truly feel that my library – **our** library – now beautifully renovated - is an old friend who welcomes me through the personal smiles and assistance of the ever helpful staff, especially through the pandemic.”

“I love it because it is inclusive, accessible, family/child friendly, trendy, fun, unique! My children and I love everything about our library!!

“It is the personnel that make this library exceptional. They are all friendly, helpful and do their utmost to answer any question. A pleasure always.”

“Port Colborne's Public Library is a haven of resources both material and electronic that cheerfully and professionally serves the community and beyond.”



...Have the Final Word

“There is always something new for everyone to read, learn, try, play or see, plus the folks who work there are just lovely people.”

“Knowledgeable, helpful, pleasant staff. Best deal in town.”

“All the activities they do involve the community.”

“My library is a place where what I read is never questioned nor criticized and I can enjoy losing myself in unlimited vicariously pleasurable moments.”

“I have witnessed librarians treat [difficult] patrons with patience and kindness and it’s a beautiful thought. You listen well.”



Thank you!



The Corporation of the City of Port Colborne

Being a By-law to amend By-law No. 7006/44/22 a by-law to establish a permitting system for the parking of vehicles on designated highways and parking lots in the City of Port Colborne, By-law No.89-2000 a by-law regulating traffic and parking on city roads and By-law No. 4310/146/02 a by-law prescribing on and off-street parking for persons with disabilities within the City of Port Colborne

Whereas at its meeting of May 9, 2023, the Council of The Corporation of the City of Port Colborne Council approved the recommendations of the Corporate Services Department, Report No 2023-86, Nickel Beach Parking By-Law Amendments; and

Whereas Council of The Corporation of the City of Port Colborne is desirous of implementing permit parking for Nickel beach; and

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

1. That By-law 7006/44/22 Schedule ‘A’ Special Events – On-street parking permit By-law, be amended by adding thereto the following:

Nickel Beach - From Victoria Day weekend to Labour Day annually – Monday to Sunday inclusive.

2. That By-law 7006/44/22 Schedule ‘B’ locations - On-street parking permit parking By-law be amended by adding thereto the following:

Parking Lot Zone 1:

Nickel Beach Parking Lot “A” – 69 Lake Road

Parking Lot Zone 2:

Nickel Beach Parking Lot “B” – South side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Nickel Beach Parking Lot “C” – North side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Nickel Beach Parking Lot “D” - North side of Lake Rd. (Roll # 271102000718000 Lake Rd. Humberstone Concession 1 PT Lots 24; to 26 PT WA)

Street Parking Zone 3

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Welland St.	East	Durham St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Welland St.	West	Durham St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Fraser St.	East & West	Nickel St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Mitchell St.	East & West	Nickel St.	Rodney St.	7 a.m. to 9 p.m. daily from May to September
Davis St.	West	Nickel St.	Rodney St.	7 a.m. to 9

				p.m. daily from May to September
Nickel St.	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Kinnear St.	North & South	Fraser St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Rodney St.	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September

Street Parking Zone 4

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
Durham St.	South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Fraser St.	East & West	Decew St.	Durham St.	7 a.m. to 9 p.m. daily from May to September
Mitchell St.	East & West	Decew St.	Durham St.	7 a.m. to 9 p.m. daily from May to September
Louis St	North & South	Welland St.	Davis St.	7 a.m. to 9 p.m. daily from May to September
Decew St.	North & South	Fraser St.	Davis St.	7 a.m. to 9 p.m. daily from May to September

3. That By-law 7006/44/22 Schedule 'C' – Fees and administrative penalties on-street parking permit parking By-law be amended by adding thereto the following:

Fees

Title	Fee per day per location
Zone 1 Seasonal Parking Permit	\$350
Zone 1 Daily Parking Permits	\$40 Monday to Thursday; \$50 Friday to Sunday and Holidays
Zone 1 Daily Parking Permits - Accessible Parking Spots	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Seasonal Parking Permits	\$150

4. That By-law 89-2000 Schedule 'A' - Stopping prohibitions parking and traffic By-law be amended by adding thereto the following:

Schedule "A"

Stopping Prohibitions

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
-----------------	-----------------	-----------------	-----------------

By-law No. _____

Highway	Side	From	To	Times/Days
Welland St.	East	Rodney St.	Lake Rd.	anytime
Lake Rd.	North & South	Welland Rd.	191 metres east therefrom	anytime
Fares St.	East & West	Lake Rd.	Rodney St.	anytime

5. That By-law 89-2000 Schedule 'C2' - Parking prohibitions tow away zone parking and traffic by-law be amended by adding thereto the following:

Schedule "C2"
Parking Prohibitions Tow Away Zone

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Fares St.	West	Lake Rd.	Rodney St.	anytime
Rodney St.	South	Welland St.	Fares St.	anytime

6. That By-law No. 4310/146/02 Schedule "2" –Designated parking spaces prescribing on and off-street parking for persons with disabilities within the City of Port Colborne By-law be amended by adding thereto the following:

Site Location	Number of Stalls
Nickel Beach – 69 Lake Rd.	6

That this by-law shall come into force and take effect on the passing, and subject to the display of official signs.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-Law No.

Being a By-Law to Set and Levy the Rates of Taxation
for City Purposes for the Year 2023

Whereas at its meeting of December 13, 2022 the Council of The Corporation of the City of Port Colborne (“Council”) approved the recommendations of Corporate Services Department Report No. 2022-245, Subject: 2023 Levy Budget; and

Whereas at its meeting of December 13, 2022, Council approved the recommendations of Corporate Services Department Report No. 2022-247, Subject: 2023 Rate Setting; and

Whereas the City of Port Colborne (the “City”) shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City pursuant to Section 290(1) of the *Municipal Act*, 2001, S.O. 2001, C. 25 as amended, (hereinafter referred to as the “*Municipal Act*”); and

Whereas the City shall in each year levy a separate tax rate on the assessment in each property class pursuant to Section 312 of the *Municipal Act*, as amended; and

Whereas the Regional Municipality of Niagara (the “Niagara Region”) through by-law sets the tax ratios and the tax rate reductions for prescribed property classes for the 2023 taxation year; and

Whereas the Niagara Region through by-law sets the tax rates for the Niagara Region, including Niagara Region Waste Management and the Province of Ontario sets the tax rates for Education purposes; and

Whereas the City shall annually raise the amount required for the purposes of a Board of Management (Business Improvement Areas) pursuant to subsection 208(1) of the *Municipal Act*, 2001, as amended.

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

1. That the rates of taxation be based on the levy amount of \$23,186,500.
2. That in accordance with Section 312 and Subsection 208(1) of the *Municipal Act*, 2001 the City shall levy upon the property tax classes the property tax rates set out in Schedule “A” attached hereto.
3. That the City shall levy upon the assessment of such property classes set out in Schedule “A” attached hereto, the rate of taxation pursuant to current value assessment as returned on the assessment roll from the Municipal Property Assessment Corporation.
4. That the levy provided for in Schedule “A” attached hereto shall be reduced by the amount of the interim levy for 2023 that was requisitioned in accordance with By-Law No. 7049/86/22.
5. That payments-in-lieu of taxes due to the City, the actual amount due to the City shall be based upon the assessment roll and the tax rates for the year 2023.
6. That railway rights-of-way taxes due to the City in accordance with the regulations as established by the Minister of Finance, pursuant to the *Municipal Act*, the actual amount due to the City shall be based on the

assessment roll and the tax rates for the year 2023.

7. The City will levy on behalf of the Port Colborne Downtown Business Improvement Area an amount of \$75,000. The Commercial occupied rate will be 0.00212622 and the Industrial occupied rate will be 0.00196676.
8. The City will levy on behalf of the Port Colborne Gateway Business Improvement Area an amount of \$10,000. The Commercial occupied rate will be 0.00103703, with no property having an assessment of more than \$5,000 being billed less than \$125.00 or more than \$250.00.
9. That the City shall charge the Storm Sewer fees by property class set out in Schedule "B" attached hereto.
10. That in accordance with Section 343 of the *Municipal Act*, the demand date shall be June 26, 2023, effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
11. That in accordance with Section 343 of the *Municipal Act*, the Treasurer shall send a bill to the taxpayer's residence or place of business, or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer, in writing, to send the bill to another address.
12. That in accordance with Section 342 and 346 of the *Municipal Act*:
 - a. The payment of taxes, including local improvement assessments and other rates as taxes, to be made to the office of the Treasurer in one amount or by installments on the dates of July 17, 2023 and September 28, 2023, on which the taxes or installments are due, and provide for the immediate payment of any installments if earlier installments are not paid on time. The due dates for installments, as mentioned, are effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
 - b. The payment of taxes to the Municipality may also be paid by any person to any financial institution within the City of Port Colborne.
 - c. The payment of taxes be made according to the established preauthorized payment plan on either a due date or monthly plan in the year for which the taxes are imposed to allow taxpayers to spread the payment of taxes more evenly over the year and that monthly payments be made on the 1st of the month from January to December, inclusive.
13. That in accordance with Section 347 of the *Municipal Act*, the Treasurer may accept part payment on account and allocate such payments in accordance with this Section.
14. That in accordance with By-Law No. 6841/91/20, a penalty and interest charge for late or non-payment of taxes shall be imposed.
15. That in accordance with Section 355 of the *Municipal Act*, where the sum of such taxes would be less than \$5.00, the amount of actual taxes payable shall be zero.

16. Where the sum of taxes would be \$150.00 or less, the amount shall be due and payable in one installment on the same date as the first installment.
17. All monies raised, levied or collected under authority of this by-law shall be paid into the hands of the City.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Appendix A - 2023 Property Tax Rates

**City of Port Colborne
General 2023 Tax Rates**

Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential	RT	1,678,627,031	1.000000	1.000
Multi-Residential	MT	39,890,000	1.970000	1.000
New Multi-Residential	NT	913,000	1.000000	1.000
Commercial	CT	126,161,509	1.734900	1.000
Excess Land	CU	501,900	1.734900	0.925
Vacant Land	CX	2,349,900	1.734900	0.925
Commercial Other	GT	317,500	1.734900	1.000
Commercial Other	ST	11,949,227	1.734900	1.000
Industrial	IT	34,600,400	2.630000	1.000
Excess Land	IU	469,600	2.630000	0.925
Vacant Land	IX	6,291,400	2.630000	0.925
Large Industrial	LT	40,345,338	2.630000	1.000
Excess Land	LU	2,266,166	2.630000	0.925
Pipelines	PT	10,846,000	1.702100	1.000
Farmlands	FT	57,324,774	0.250000	1.000
FAD I	R1	1,407,700	1.000000	0.750
Managed Forests	TT	838,900	0.250000	1.000
		<u>2,015,100,345</u>		

Payments-In-Lieu

Property Class	RTC Code	2023 Current Value Assessment	Tax Ratio	Discount Factor
Residential - Full	RF	1,108,000	1.000000	1.00
Residential - Gen	RG	312,400	1.000000	1.00
Commercial - Full	CF	10,878,100	1.734900	1.00
Commercial - Gen	CG	500,000	1.734900	1.00
Industrial - Hydro	IH	110,000	2.630000	1.00
		<u>12,908,500</u>		

Appendix A - 2023 Property Tax Rates

City of Port Colborne
General 2023 Tax Rates (Continued)

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Multi-Residential	MT	0.02024721	0.01228673	0.00194360	0.00081913	0.00153000	0.03682667
New Multi-Residential	NT	0.01027777	0.00623692	0.00098660	0.00041580	0.00153000	0.01944709
Commercial	CT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Excess Land	CU	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Vacant Land	CX	0.01649359	0.01000980	0.00158328	0.00066727	0.00880000	0.03755394
Commercial Other	GT	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Commercial Other	ST	0.01783090	0.01082043	0.00171165	0.00072137	0.00880000	0.03988435
Industrial	IT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	IU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Vacant Land	IX	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Large Industrial	LT	0.02703054	0.01640310	0.00259476	0.00109355	0.00880000	0.05592195
Excess Land	LU	0.02500324	0.01517287	0.00240015	0.00101154	0.00880000	0.05238780
Pipelines	PT	0.01749379	0.01061586	0.00167929	0.00070773	0.00880000	0.03929667
Farmlands	FT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177
FAD I	R1	0.00770833	0.00467769	0.00073995	0.00031185	0.00114750	0.01458532
Managed Forests	TT	0.00256944	0.00155923	0.00024665	0.00010395	0.00038250	0.00486177

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	0.01027777	0.00623727	0.00098660	0.00041580	0.00153000	0.01944744
Residential - Gen	RG	0.01027777	0.00623727	0.00098660	0.00041580	-	0.01791744
Commercial - Full	CF	0.01783090	0.01082104	0.00171165	0.00072137	0.00980000	0.04088496
Commercial - Gen	CG	0.01783090	0.01082104	0.00171165	0.00072137	-	0.03108496
Industrial - Hydro	IH	0.02703054	0.01640402	0.00259476	0.00109355	0.01250000	0.05962287

Appendix A - 2023 Property Tax Rates

City of Port Colborne
General 2023 Tax Rates (Continued)

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential	RT	17,252,538	10,469,463	1,656,133	697,973	2,568,299	32,644,406
Multi-Residential	MT	807,661	490,118	77,530	32,675	61,032	1,469,016
New Multi-Residential	NT	9,384	5,694	901	380	1,397	17,755
Commercial	CT	2,249,573	1,365,122	215,944	91,009	1,110,221	5,031,870
Excess Land	CU	8,278	5,024	795	335	4,417	18,848
Vacant Land	CX	38,758	23,522	3,721	1,568	20,679	88,248
Commercial Other	GT	5,661	3,435	543	229	2,794	12,663
Commercial Other	ST	213,065	129,296	20,453	8,620	105,153	476,587
Industrial	IT	935,267	567,554	89,780	37,837	304,484	1,934,922
Excess Land	IU	11,742	7,125	1,127	475	4,132	24,601
Vacant Land	IX	157,305	95,459	15,100	6,364	55,364	329,593
Large Industrial	LT	1,090,556	661,789	104,686	44,120	355,039	2,256,190
Excess Land	LU	56,661	34,384	5,439	2,292	19,942	118,719
Pipelines	PT	189,738	115,140	18,214	7,676	95,445	426,212
Farmlands	FT	147,293	89,383	14,139	5,959	21,927	278,700
FAD I	R1	10,851	6,585	1,042	439	1,615	20,532
Managed Forests	TT	2,156	1,308	207	87	321	4,079
		23,186,488	14,070,399	2,225,754	938,038	4,732,262	45,152,941

Payments-In-Lieu

Property Class	RTC Code	Tax Rates					Total
		City	Region	Region: Waste Mgmt	Region: Transit	Education	
Residential - Full	RF	11,388	6,911	1,093	461	1,695	21,548
Residential - Gen	RG	3,211	1,949	308	130	-	5,597
Commercial - Full	CF	193,966	117,712	18,619	7,847	106,605	444,751
Commercial - Gen	CG	8,915	5,411	856	361	-	15,542
Industrial - Hydro	IH	2,973	1,804	285	120	1,375	6,559
		220,454	133,787	21,162	8,919	109,676	493,997

Schedule B - 2023 Storm Sewer Rates

By-Law Code	Property Type	Flat Fee (\$) Per Year 2023
SS01	Single Family Properties	139.76
SS02	Multi-Residential 2 to 5 Units	698.78
SS03	Multi-Residential 6 to 9 Units	1,397.55
SS04	Churches and Places of Worship	698.78
SS05	Institutional/Multi-Residential > 10 Units	2,795.10
SS05A	112 Charlotte St Condo 23 Units	125.78
SS05B	112 Sugarloaf St Condo 22 Units	125.78
SS05C	72 Main St E Condo 31 Units	125.78
SS06	Small Commercial	698.78
SS07	Medium Commercial	1,397.55
SS08	Large Commercial	2,795.10
SS09	Light Industrial	1,397.55
SS10	Heavy Industrial	5,590.20
SS12	CNPI Owned	2,795.10
SS13	Hydro One Owned	2,795.10
SS15	Niagara Region	2,795.10

The Corporation of the City of Port Colborne

By-Law No. _____

Being a By-law to Authorize Entering into a Memorandum of Understanding with
Niagara Regional Police Services

Whereas at its meeting of May 9, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department Report No. 2023-67, Subject: Video Surveillance Memorandum of Understanding; and

Whereas Council is desirous of entering into a Memorandum of Understanding with Niagara Regional Police Services;

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

1. That The Corporation of the City of Port Colborne enter into a Memorandum of Understanding with Niagara Regional Police Services.
2. That the Mayor and the Clerk be and each of them is hereby authorized and directed to sign said Memorandum of Understanding, attached hereto as Schedule "A", together with any documents necessary to complete the conditions of said Memorandum of Understanding, and the Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made as of the 9th day of May, 2023.

BETWEEN:

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter referred to as “**Port Colborne**”)

- and -

NIAGARA REGIONAL POLICE SERVICES,

(hereinafter referred to as “**Niagara Regional Police**”)

Each a “**Participant**”, and collectively referred to as the “**Participants**”

WHEREAS, Port Colborne is a municipality within the Niagara Region;

AND WHEREAS, the Niagara Regional Police provide police services to the Niagara Region;

AND WHEREAS, the Niagara Regional Police have requested access to live video footage from surveillance or security systems in Port Colborne owned or operated buildings and open spaces (“**Live Surveillance Feeds**”) to support police services in the Niagara Region;

AND WHEREAS, Port Colborne and the Niagara Regional Police wish to set out their mutual understanding and agreement with respect to the establishment of a proposed relationship respecting access to Live Surveillance Feeds;

NOW THEREFORE, the Participants hereto agree as follows:

ARTICLE 1 NON-BINDING NATURE OF MEMORANDUM

1.1 This Memorandum represents the current intention of Port Colborne and the Niagara Regional Police. There will be no legally binding obligations on either Port Colborne or the Niagara Regional Police to give effect to this Memorandum unless the Participants enter into binding and enforceable legal documentation that is mutually satisfactory to them.

**ARTICLE 2
PURPOSE OF THE AGREEMENT**

2.1 The purpose of this agreement is to establish policies and procedures regarding access for the Niagara Regional Police to Live Surveillance Feeds provided by Port Colborne.

**ARTICLE 3
FINANCIAL ARRANGEMENTS**

3.1 This Memorandum will not impose any financial responsibilities on its Participants, except that each Participant will be responsible for the funding costs it incurs in its own interest, related to the support of the Memorandum.

**ARTICLE 4
ACCESS TO LIVE SURVEILLANCE FEEDS**

4.1 Niagara Regional Police understands and acknowledges that Port Colborne shall determine in its sole discretion which Live Surveillance Feeds to make available for the purposes of this Memorandum.

4.2 Niagara Regional Police understands and acknowledges that the Live Surveillance Feeds provided by Port Colborne are provided without the capability to make recordings.

4.3 Any requests from Niagara Regional Police for recordings of footage related to the Live Surveillance Feeds shall be processed by Port Colborne in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and any other applicable laws or Port Colborne policies.

**ARTICLE 5
QUALITY OF LIVE SURVEILLANCE FEEDS**

5.1 Port Colborne makes no representations or warranties as to the quality or fitness of the Live Surveillance Feeds.

5.2 Port Colborne is not responsible for any disruptions to the Live Surveillance Feeds due to service outages or other interference. Port Colborne shall at its sole discretion provide notice to Niagara Regional Police of any planned outages that may cause disruptions to the Live Surveillance Feeds.

**ARTICLE 6
USE OF LIVE SURVEILLANCE FEEDS BY NIAGARA POLICE SERVICES**

6.1 Niagara Regional Police will comply with any applicable laws in its use of the Live Surveillance Feeds.

6.2 Port Colborne is not responsible for any Niagara Regional Police use of the Live Surveillance Feeds.

6.3 Niagara Regional Police will not use the Live Surveillance Feeds on behalf of Port Colborne except with written instructions from Port Colborne.

ARTICLE 7 DISPUTE RESOLUTION

7.1 Where a dispute arises as to the interpretation of this Memorandum or of matters relating to its termination, or performance hereunder, the persons occupying the positions of the signatories of this Memorandum will use their best efforts resolve the dispute.

ARTICLE 8 NOTICE OF CHANGE

8.1 The Participants to this Memorandum will inform the other of any changes to their programs or policies within thirty (30) days which may affect this Memorandum.

ARTICLE 9 AMENDMENT

9.1 No amendment to this Memorandum shall be effective unless it is made in writing and signed by the people in the positions of the signatories of this Memorandum.

ARTICLE 10 TERM OF MEMORANDUM

10.1 The term of this Memorandum shall be effective the date of execution until change or termination as outlined in this Memorandum.

ARTICLE 11 TERMINATION

11.1 This Memorandum may be terminated for any reason by either Participant upon thirty (30) days' notice, with notice made in writing to the other Participant.

IN WITNESS THEREOF this Memorandum has been executed on the day and year first above written.

**CORPORATION OF THE CITY OF
PORT COLBORNE**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

**NIAGARA REGIONAL POLICE
SERVICES**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize Entering into a Lease Agreement with P18 of Fries Regarding Food Vending Operations at H.H. Knoll Lakeview Park.

Whereas Council is desirous of entering into a Lease Agreement with PL8 of Fries for the purpose of food vending operations at H.H. Knoll Lakeview Park.

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

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

1. That the Corporation of the City of Port Colborne enters into a lease agreement with P18 of Fries, for the purposes of food vending operations at H.H. Knoll Lakeview Park.
2. That the Mayor and City Clerk be, and they are hereby authorized and directed to sign the said agreement, attached hereto as Schedule "A", together with any documents necessary to complete the conditions of the said agreement, and the City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 9th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Schedule "A"

H.H. Knoll Lakeview Park Commercial Food Vending Lease Agreement

THIS CONTRACT made this _____ day of _____.

BETWEEN:

THE CORPORATION OF THE CITY OF PORT COLBORNE
(hereinafter called the "City")

AND

PL8 OF Fries

(hereinafter called the "Licensee")

1. PURPOSE

- 1.1 In consideration of the sum of the fees outlined in Section 3, the City hereby grants the Licensee the right to manage a food vending operation within a specified area at H.H. Knoll Lakeview Park (5 Marina Drive) as outlined on the plan attached as Schedule "A".
- 1.2 The food vending station will be set up for operation throughout the City's operational season (as hereinafter defined) at H.H. Knoll Lakeview Park. At the completion of the operating season the Licensee will be immediately required to remove their food station in its entirety from H.H. Knoll Lakeview Park.
- 1.3 The rights and privileges granted by this contract are for the management, operation, and maintenance of food vending operation for the general public to enjoy.
- 1.4 Nothing in this contract shall be construed as granting the Licensee any rights to conduct special events or have exclusivity within the park and any area other than that specified on the attached map unless otherwise approved by the City.

2. TERM

- 2.1 The term of the agreement is to be for one operating season, with an option in favor of the City to extend the agreement on the same terms and conditions for an additional term of up to three years.
- 2.2 The Licensee will operate within periods that coincide with the City's seasonal operations, generally from May 20th to September 30th (weather permitting) ("the Operational Season"). Approximate daily hours, weather pending, are 11:00 a.m. to 9:00 p.m. The operating season is subject to change at the City's discretion based on provincial health guidelines and the physical state of the food vending area.
- 2.3 At the end of the operational season each year, the Licensee agrees peaceably to surrender the lands licensed in Schedule "A", including any alterations or additions made thereto, and the Licensee shall be responsible for the costs of removing the Licensee's equipment, inventory, improvements and other materials from the licensed lands. The licensee shall leave the Leased Premises in a vacant, broom-swept condition.

3. FEES

- 3.1. The Licensee will pay the following base fee structure (the "Seasonal Base Fee"):

Year	Seasonal Fee
2023	\$4,000 + HST

If the City executes the option to renew the lease agreement for additional years, the city can adjust the seasonal fee and the fee structure on an annual basis.

3.2. For the right to manage a commercial food vending operation at H.H. Knoll Lakeview Park, fees as outlined in 3.1 are as follows:

- The Licensee will pay a \$2,500 non-refundable deposit no later than May 21, 2023, applied to the \$4000 seasonal fee. The balance of the seasonal fee will be paid by the Licensee no later than July 15th, 2023.

3.3 The Licensee will ensure that they are in compliance with all regulations and requirements in relation to a food vending operation, obtain and pay for any permits, and other related costs that may be required from outside organizations, such as, but not limited to, Niagara Regional Public Health. The city does not make any representations as to the ability of the Licensee to operate a food vending station.

4 DEFAULT

4.1 If the fees above, or any part thereof, shall be in arrears or unpaid by the Licensee at any time or times, then, such non-payment of fees, defaults, breach or non-observance is not corrected within fifteen days from the date of written notice from the City to the Licensee, the City may terminate this contract by giving to the Licensee written notice. The notice will be delivered to the Licensee or any officer of the Licensee or mailed to the last known address of the place of business or office of the Licensee, with such notice served by mail to be deemed to have been given on the fifth (5th) business day following that on which the letter containing the notice was posted, and any notice which is given electronically or by facsimile, to be effective on the date delivered. Once the Licensee receives notice, this contract shall be ended, and in that event, it shall be lawful for the City, its employees or agents, to have all items removed at the expense of the Licensee without any compensation being payable to the Licensee and all outstanding obligations and fees owing under this Agreement to be performed or paid.

4.2 No acceptance of fees subsequent to any breach or default, other than non-payment of fees, nor any condoning, excusing or overlooking by the City on previous occasions of breaches or defaults similar to that for with re-entry is made shall be taken to operate as a waiver of this condition nor in any way to defeat or affect the rights of the City hereunder.

4.3 Any other breach of this Agreement, if not cured within 5 business days, shall entitle the City to cancel this Agreement in accordance with section 4.1, with all fees, expenses and other obligations currently due and owing under this Agreement at that date to be paid immediately.

5. MAINTENANCE

5.1 The Licensee shall be responsible to keep the area identified in Schedule "A" clean and clear of garbage and debris. All waste accumulation will be disposed of in the appropriate waste bins provided by the city. The Licensee will be required to dispose of any large waste items themselves in the dumpsters at Sugarloaf Marina.

5.2 In order to ensure that the facilities are being maintained to the satisfaction of the City, the Licensee and the City will undertake joint inspections of the facilities at regular intervals as may be agreed upon between the parties, and the Licensee undertakes to rectify forthwith any maintenance deficiencies identified during such inspections.

5.3 The Licensee will be responsible for supplying and keeping all equipment aesthetically pleasing and in good repair, including damage caused by vandalism.

6. OPERATION

6.1 The Licensee shall pay all operating expenses incurred in managing the food vending operation.

6.2 The Licensee agrees to manage and operate in a manner consistent with good business and safety practices satisfactory to the City in the City's sole discretion.

6.3 The facilities shall be managed by the Licensee in such a manner to provide a safe, enjoyable food and beverage service to the public in the City's sole discretion.

6.4 The Licensee will ensure that all staff used for the food vending operation are trained and certified under all safe food handling requirements as set out from time to time by the Niagara Region or other authority.

6.5 It is the Licensee's responsibility to cooperate with the Niagara Region Public Health Department, or comparable agency, for any required testing/inspections, as they deem necessary.

6.6 The Licensee is responsible for the safe and environmentally friendly installation and operation of the food vending station. The Licensee will ensure that any safety certification, and/or legislative requirements are satisfied for the operation of food vending services. Copies of any said certifications are to be provided to the city prior to each annual operating season.

6.7 The Licensee will provide any type of physical barrier between vehicle traffic areas and the food vending area.

6.8 Approved signage areas will be determined on site. The Licensee shall not erect any signs within the park without obtaining approval from the Manager of Recreation.

6.9 The City acknowledges and accepts that the Licensee is not obligated to stay open if they choose not to, due to weather, staffing, or any other reason to be determined.

6.10 The Licensee will be provided access to the hydro panel outlined on Schedule "A" in order to operate the food vending operation. The Licensee will incur all costs associated with alternative hydro access other than that which is outlined in Schedule "A".

7. FINANCES

7.1 The Licensee will ensure all payments are made on-time and in full.

8. INDEMNIFICATION AND INSURANCE

8.1 The Licensee agrees to defend, indemnify and save harmless the City from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status

with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Licensee shall indemnify and save harmless the City and its employees, trustees and officers, independent contractors, subcontractors, agents, volunteers, successors, and assigns (collectively the "City of Port Colborne"), of any and all losses, costs, claims, obligations, expenses, demands, actions, causes of action, deficiency, liability, or damages which may be brought against the City of Port Colborne or which it may suffer or incur, directly or indirectly, as a result of, in respect of or arising out of any act or any negligence by the Licensee or its employees, volunteers or agents, any non-performance or non-fulfilment of any terms of this Agreement, or any loss of use, revenue or profit by any person, organization or entity, including but not limited to, incidental, indirect, special and consequential damages. Liabilities include but are not limited to, any and all liability for damages to property and injury to persons (including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind. Any expenses including but not limited to, legal fees on a solicitor-client basis, which indemnified persons, entities or organizations, may suffer or incur howsoever caused arising out of or in connection with, in any way related to, or as a result of:

- Anything done or omitted to be done by the Licensee or the Licensee's employees, volunteers, agents or personnel with respect to their obligations under the Contract, including any breach by the Licensee of its obligations under this Contract or any breach by the Licensee's representations, warranties and covenants set forth in the respondent proposal; and
- Any alleged infringement or infringement of any patent, copyright, trade mark, trade secret, or other intellectual or industrial property right or contractual right or obligation of any third party by reason of the purchase, use or possession of any of the services or deliverables under this Contract.

8.2 The Licensee shall provide the City of Port Colborne with a certified copy of Third-Party Liability in a form satisfactory to the City.

- Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00). The Liability insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building, or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.
- Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than five million dollars (\$5,000,000.00) Bodily Injury or Property Damage with a deductible not greater than five thousand dollars (\$5,000.00).
- A "Cross Liability" clause or endorsement. An endorsement certifying that the Corporation of the City of Port Colborne is included as an additional insured.
- An endorsement to the effect that the policy or policies will not be altered, cancelled, or allowed to lapse thirty (30) days prior written notice to the City.

8.3.0 The Licensee shall maintain insurance against liability imposed by any Workers' Compensation Act or comparable legislation respecting the injury to or death of all permanent and part time employees engaged by the Licensee in the food vending operation.

9. SERVICE RESERVATION

9.1 The City has the right to maintain and operate services installed on the lands owned or operated by the City known as H.H. Knoll Lakeview Park, including the lands designated in Schedule "A" as the Approved Food Vendor Area, and the right to grant leases or licenses, privilege or permission to install, lay,

maintain and use services on, under, over or across the said lands, including but not limited to any utility or telecommunications lines. The Licensee shall not do anything or cause or permit anything to be done which will in any way interfere with the rights and privileges or permissions thereby granted.

10. ACCESS

- 10.1 While acting in the scope of their duties, the City, its servants or agents shall, at all times and for all work purposes, have free access to any and every part of the area identified on Schedule "A".
- 10.2 During the term of this Agreement, the general public shall have at all times free and unrestricted access to the lands known as H.H. Knoll Lakeview Park, including the lands designated in Schedule "A" as the Approved Food Vendor Area.

11. SECURITY

- 11.1 If required, the Licensee will coordinate security services for any items kept on the property. The City is not responsible for any loss or damage to the Licensee's property at any time.

12. CONSTRUCTION OF BUILDINGS OR STRUCTURES

- 12.1 With the exception of the food vending station outlined in Appendix A, the Licensee shall not construct or erect any permanent buildings or other structures on the said facilities without the prior written consent of the City, and all such buildings or structures shall be constructed and thereafter maintained by and at the cost and expense of the Licensee to the satisfaction of the City.

13. COMPLIANCE WITH LAW

- 13.1 The Licensee shall in all respects abide by and comply with all rules, regulations and by-laws of the municipality and other governing bodies in any manner affecting the said facilities.
- 13.2 The Licensee shall ensure that all products and services provided in respect to this contract are in accordance with and under the authorization of all applicable authorities municipal, provincial, and federal legislation, including, but not limited to; the Occupational Health & Safety Act of Ontario, Workplace Safety & Insurance Act, Environmental Protection Act, and the Ministry of Natural Resources Explosives Regulatory Division requirement.

14. ASSIGNMENT

- 14.1 The Licensee shall not make any assignment of this contract nor any transfer of its rights or privileges under this contract without obtaining the prior consent in writing of the City to such assignment or transfer, which consent may be arbitrarily withheld in view of the special purpose nature of this contract.

15. INABILITY TO OPERATE

- 15.1 Notwithstanding anything to the contrary in this Agreement, if the City or Licensee is delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of being unable to obtain materials, goods, equipment, services or labour; pandemic, including any issues resulting from the current COVID-19 pandemic; or by reason of any Statute, law or Order or Direction of any Administrator, Board, Governmental Department or Office or other authority required thereby, or by reason of any other cause beyond its control, whether of the foregoing character or not, the City or Licensee, as the case may be, shall be relieved from the fulfilment of such obligation while such condition is in effect, and the City or Licensee respectively shall not be entitled to compensation for any inconvenience, nuisance, damage or discomfort thereby occasioned.

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 May 09, 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 May 09, 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 09th day of May, 2023.

William C. Steele
Mayor

Amber LaPointe
City Clerk