

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, June 13, 2023
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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From: Minister Seniors and Accessibility (MSAA) <MinisterSeniorsAccessibility@ontario.ca>
Sent: Wednesday, May 24, 2023 10:31 AM
To: Minister Seniors and Accessibility (MSAA) <MinisterSeniorsAccessibility@ontario.ca>
Subject: June is Seniors Month 2023 | Juin est le Mois des aînés 2023

You don't often get email from ministerseniorsaccessibility@ontario.ca. [Learn why this is important](#)

Hello,

June is Seniors Month in Ontario. It is an opportunity to acknowledge and recognize the amazing seniors across this province and the positive impact they have made in our lives.

The theme for Seniors Month this year is **Working for Seniors**, which recognizes the importance of seniors keeping active, well and safe in their communities.

We all have seniors in our lives, whether they be friends, family or colleagues.

I, therefore, encourage you to proclaim June as Seniors Month in your municipality and to use the poster, sharables, factsheet and tip sheet attached to this letter celebrate our outstanding older adults.

I also encourage you to continue to be a champion of Seniors Month and to find ways to recognize seniors in your community through events or social gatherings and promote your events on your websites or through your social media channels.

Please consider following the ministry's official social media channels and tagging us in your Seniors Month communications, including photos and videos, using the hashtag **#SeniorsMonth2023**, to join in on the conversation!

- Twitter: [@SeniorsON](#), [@AinesON](#)
- Facebook: [Seniors Ontario](#), [AinesOntario](#)
- LinkedIn: [@Seniors and Accessibility](#)

For more information on supports for seniors, please visit [our webpage](#).

You can also find information on a wide range of topics for seniors and caregivers in our updated [Guide to Programs and Services for Seniors in Ontario](#). It contains information about health care, finances, housing, security and more.

Thank you for your support in celebrating Ontario's seniors.

Sincerely,
Hon. Raymond Cho
Minister for Seniors and Accessibility

Juin est le Mois des aînés en Ontario. C'est l'occasion de souligner et de reconnaître les merveilleuses personnes âgées de notre province et l'influence positive qu'elles ont eue sur nos vies.

Nous avons toutes et tous des aînés dans notre entourage, que ce soit des amis, des membres de la famille ou des collègues de travail.

Je vous encourage donc à promouvoir le Mois des aînés dans votre collectivité et à utiliser les affiches, les documents à distribuer, les feuillets d'information et les fiches-conseils ci-joints pour célébrer nos remarquables aînés.

Je vous encourage également à continuer d'être un porte-étendard du Mois des aînés et à trouver des occasions de souligner les aînés de votre collectivité au cours d'activités et de rencontres sociales et d'afficher vos activités sur vos pages Web et plateformes des réseaux sociaux.

Je vous invite à suivre les pages du ministère sur les réseaux sociaux et à nous identifier dans vos communications sur le Mois des aînés, incluant des photos et des vidéos, en utilisant le mot-clic **#MoisdesAînés2023**, pour contribuer à la conversation!

- Twitter : [@SeniorsON, @AinesON](#)
- Facebook : [Seniors Ontario, AinesOntario](#)
- LinkedIn : [@Services aux aînés et Accessibilité](#)

Pour obtenir de plus amples renseignements sur les soutiens offerts aux personnes âgées, veuillez consulter notre [page Web](#).

Vous trouverez également des renseignements sur une foule de sujets touchant les aînés et leurs proches aidants dans notre [Guide des programmes et services pour les aînés en Ontario](#) récemment mis à jour. Il fournit de l'information entre autres sur la santé, les finances, le logement et la sécurité.

Merci de votre soutien et de votre participation à la mise en valeur des aînés de l'Ontario.

Cordialement,
Le ministre des Services aux aînés et de l'Accessibilité,
Raymond Cho

Avis de confidentialité : Ce courriel contient des renseignements destinés exclusivement à son destinataire. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous en informer sur le site Web du ministère à l'adresse [Ministère des Services aux aînés et de l'Accessibilité](#) et de détruire tout exemplaire de ce message. Merci.

June is Seniors Month

Working for Seniors

Information for Seniors in Ontario

The [Ministry for Seniors and Accessibility](#) works with community organizations to offer supports and services to help seniors stay active, well, safe and socially connected through a range of programs and services. This year, the theme for Seniors Month is Working for Seniors.

Age-friendly communities

Age-Friendly Communities are inclusive, accessible environments with programs and services that help seniors stay connected. These communities can include:

- outdoor spaces and buildings that are accessible for seniors
- accessible communication and information about services and programs
- improved transportation services and housing for seniors
- more social and civic participation opportunities.

Learn more at ontario.ca/agefriendly.

Seniors Active Living Centre programs

Seniors Active Living Centre programs help local seniors stay active, become more involved in their community, and meet new friends in person or online. These programs include:

- unique social activities
- learning and educational opportunities
- recreational programming
- the Seniors Centre Without Walls virtual program
- online video sessions.

There are almost 300 programs across the province that serve 115,000 seniors annually.

To find a Seniors Active Living Centre program, please:

- visit the [Seniors Active Living Centre locator map](#)
- contact your municipality
- call 2-1-1.

June is Seniors Month

Working for Seniors

Seniors Community Grants

This program funds local not-for-profit community groups and organizations to deliver projects, supports and resources for seniors that provide opportunities for greater social inclusion, volunteerism and community engagement.

Find information about the [program online](#) or send an email to seniorscommunitygrant@ontario.ca.

Health811

Health811 is a free, secure and confidential service Ontarians can call or access online 24 hours a day, 7 days a week to receive health advice from qualified health professionals, such as a registered nurse, locate local health services and find trusted health information.

This service is available in both English and French, with translation support offered in other languages.

- Call: 811
- Toll-free TTY: 1-866-797-0007
- Chat live online
- Visit ontario.ca/Health811

Seniors Safety Line

Seniors Safety Line is a 24/7, confidential and free resource. It provides counselling, information, safety planning and referrals in 240 languages for seniors in Ontario who are experiencing, or are at risk of, any type of abuse or neglect.

Call Toll-free: 1-866-299-1011.

More information

Learn more about:

- Seniors Month at ontario.ca/SeniorsMonth.
- ministry programs and services at ontario.ca/msaa.
- resources for seniors with the updated [Guide to Programs and Services for Seniors in Ontario](#).
- for other programs and services available in your area visit: 211ontario.ca.
- Seniors' INFOline
Call: 416-326-7076
Toll-free: 1-888-910-1999
TTY: 1-800-387-5559

Follow us on social  [@SeniorsON](#)  [@SeniorsOntario](#)  [@Seniors and Accessibility](#)

June is Seniors Month

Working for Seniors

Tips on how you can support Seniors Month 2023

Thank the seniors in your life for all their hard work and show them just how much they are appreciated:

- Send a "Thank You" message, either in person, over the phone, by mail or email, or on social media.
- Nominate a senior in June for an [Ontario Senior Achievement Award](#).
- Post a message on the Ministry for Seniors and Accessibility's [Facebook page](#).

Tell us what you are doing during Seniors Month

- Join our Seniors Month conversation on Twitter and Facebook by using **#SeniorsMonth2023**.
- Post photos of your Seniors Month celebrations and tag us on **Twitter: @SeniorsON**, and on **Facebook: @SeniorsOntario**
- Seniors volunteering and helping in their neighbourhood? Tell us about it! Tag us on **Twitter: @SeniorsON**, and on **Facebook: @SeniorsOntario**

Promote Seniors Month to your friends and family

- Share health and fitness tips for seniors.
- Post info about seniors' events taking place during Seniors Month (via link to community centres/municipalities)
- Feature topics of interest to seniors (retirement, financial scams and fraud, elder abuse, housing, driving, recreation, and learning) in your posts.
- Provide Seniors Month resources to celebrate the month: poster, factsheet, or ideas to celebrate Seniors Month.



June is Seniors Month

Working for Seniors



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Juin est le Mois des aînés

Au service des aînés

Information pour les aînés en Ontario

Le [ministère des Services aux aînés et de l'Accessibilité travail](#) de concert avec les organismes communautaires pour offrir du soutien et des services aux personnes âgées afin qu'elles demeurent actives, bien dans leur peau, en sécurité et en contact avec leur entourage grâce à un vaste éventail de programmes et services. Le thème cette année est Au service des aînés.

Collectivités-amies des aînés

On parle ici de collectivités inclusives qui créent des environnements accessibles et qui offrent des programmes et services aux aînés afin qu'ils restent en contact avec leur entourage. Ces collectivités peuvent offrir :

- des espaces extérieurs et des immeubles accessibles pour les aînés;
- des moyens de communication et de l'information accessibles à propos des services et programmes;

- de meilleurs services de transport et des logements pour les aînés;
- un plus grand nombre d'occasions pour participer à des activités sociales et civiques.

Plus d'information à ontario.ca/villesamiesdesaines.

Programmes des centres de vie active pour personnes âgées

Les programmes des centres de vie active pour personnes âgées contribuent à garder les aînés actifs et engagés dans leur collectivité, et à leur permettre de faire de nouvelles connaissances en ligne ou en face à face. Ces programmes comprennent :

- des activités sociales uniques;
- des occasions d'apprentissage;
- des activités récréatives;
- le programme virtuel Mon centre à distance;
- des séances vidéo en ligne.

Juin est le Mois des aînés

Au service des aînés

Il existe près de 300 programmes d'un bout à l'autre de la province qui servent 115 000 aînés chaque année.

Pour trouver un centre de vie active pour personnes âgées :

- consultez la [carte de localisation d'un centre de vie active pour personnes âgées](#);
- communiquez avec votre municipalité;
- composez le 2-1-1.

Programme de subventions aux projets communautaires pour l'inclusion des aînés

Ce programme finance des groupes et organismes communautaires locaux sans but lucratif qui offrent aux personnes âgées des projets, mesures de soutien et ressources pour accroître les occasions d'inclusion sociale, de bénévolat et de participation à la vie communautaire.

Renseignez-vous sur le [programme en ligne](#) ou envoyez un courriel à seniorscommunitygrant@ontario.ca.

Santé811

Santé811 est un service gratuit, sécuritaire et confidentiel dont les Ontariennes et Ontariens peuvent se prévaloir par téléphone ou en ligne, jour et nuit, sept jours sur sept pour recevoir des conseils sur la santé offerts par des professionnels qualifiés, comme une infirmière autorisée, pour savoir où trouver les services de santé locaux ou de l'information fiable en matière de santé.

Ce service est offert en français et en anglais et procure aussi une aide à la traduction dans d'autres langues.

- Composez le : 811
- Numéro sans frais ATS : 1-866-797-0007
- Session de clavardage en direct
- Consultez ontario.ca/Sante811

Ligne d'assistance aux personnes âgées

La ligne d'assistance aux personnes âgées est une ressource confidentielle offerte gratuitement, jour et nuit, sept jours sur sept. Elle offre des services de

Juin est le Mois des aînés

Au service des aînés

counseling, de planification de la sécurité et d'aiguillage ainsi que de l'information dans 240 langues aux personnes âgées qui sont victimes de mauvais traitement ou de négligence ou qui sont susceptibles de l'être. Appelez sans frais au : 1-866-299-1011.

Pour plus d'information

Pour en savoir plus sur :

- le Mois des aînés
ontario.ca/MoisDesPersonnesAgees.
- les programmes et services du ministère ontario.ca/msaa.
- les ressources offertes aux aînés grâce au [Guide des programmes et services pour les aînés en Ontario mis à jour](#).
- les autres programmes et services offerts dans votre région, consultez le 211ontario.ca.
- la Ligne Info – personnes âgées composez le 416 326-7076 sans frais : 1 888 910-1999
ATS : 1 800 387-5559

Suivez-vous sur les réseaux sociaux



[@AinesON](https://twitter.com/AinesON)



[@AinesOntario](https://facebook.com/AinesOntario)



[@Services aux aînés et Accessibilité](https://linkedin.com/company/Services-aux-aînés-et-Accessibilité)

Juin est le Mois des aînés

Au service des aînés

Trucs pour faire la promotion du Mois des aînés 2023

Remerciez les aînés dans votre vie pour leur travail acharné et témoignez-leur votre appréciation :

- en leur envoyant un message de remerciement en personne, au téléphone, par la poste, par courriel ou encore par l'entremise des réseaux sociaux;
- en proposant la candidature d'une personne âgée durant le mois de juin dans le cadre du [Prix d'excellence de l'Ontario pour les personnes âgées](#);
- en publiant un message sur la [page Facebook](#) du ministère des Services aux aînés et de l'Accessibilité.

Dites-nous ce que vous organiserez durant le Mois des aînés

- Joignez-vous à notre conversation sur le Mois des aînés sur Twitter et Facebook en utilisant le mot-clic **#MoisdesAînés2023**.
- Publiez des photos de vos célébrations du Mois des aînés et identifiez-nous sur **Twitter** : [@AinesON](#), et sur **Facebook** : [@AinesOntario](#)
- Vous connaissez des aînés qui donnent de leur temps dans leur quartier? Dites-nous ce qu'ils font! Identifiez-nous sur **Twitter** : [@AinesON](#), et sur **Facebook**: [@AinesOntario](#)

Parlez du Mois des aînés à vos amis et à votre famille

- Partagez des conseils sur la santé et la forme physique à l'intention des aînés.
- Publiez des renseignements sur les activités pour les aînés qui auront lieu dans le cadre du Mois des aînés (par l'entremise d'un lien vers les centres communautaires/municipalités).
- Publiez des articles d'intérêt pour les aînés (retraite, escroqueries et fraudes financières, mauvais traitements envers les aînés, logement, conduite automobile, activités récréatives et activités d'apprentissage) dans vos messages/publications.
- Fournissez des ressources pour célébrer le Mois des aînés : affiche, feuillet d'information ou encore des idées pour célébrer ce mois spécial.



Juin est le Mois des aînés

Au service des aînés



Juin est le Mois des aînés

Au service des aînés



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Au service des aînés

ontario.ca/MoisDesPersonnesAgees



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June 13, 2023

Moved by Councillor
Seconded by Councillor

WHEREAS Seniors' Month is an annual Province-wide celebration;
and

WHEREAS seniors have contributed and continue to contribute
immensely to the life and vibrancy of this community; and

WHEREAS seniors continue to serve as leaders, mentors, volunteers and
important and active members of this community; and

WHEREAS their contributions past and present warrant appreciation and
recognition and their stories deserve to be told; and

WHEREAS the health and well-being of seniors is in the interest of all and
further adds to the health and well-being of the community; and

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim the
month of June 1st to 30th, 2023 as "**Seniors' Month**" in the City of Port
Colborne and encourage all residents to recognize and celebrate the
accomplishments of our seniors.

William C. Steele
Mayor

City of Port Colborne
Council Meeting Minutes

Date: Tuesday, May 23, 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, City Clerk
S. Lawson, Acting Chief Administrative Officer and Fire Chief
S. Shypowskyj, Director of Public Works
S. Tufail, Deputy Clerk (minutes)

1. Call to Order

Mayor Steele called the meeting to order.

2. National Anthem

3. Land Acknowledgment

4. Proclamations

5. Adoption of Agenda

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That the agenda dated May 23, 2023 be confirmed, as circulated.

Carried

6. Disclosures of Interest

6.1 Councillor E. Beauregard - Chief Administrative Office Report 2023-24, Proposed or Pending Acquisition or Disposition of Land

7. Approval of Minutes

7.1 Regular Meeting of Council - May 09, 2023

Moved by Councillor F. Danch

Seconded by Councillor D. Elliott

That the minutes of the regular meeting of Council, held on May 9, 2023, be approved as presented.

Carried

8. Staff Reports

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

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

Carried

8.1 Lifting of Part Lot Control on 263-273 Lancaster Drive - File No. D25-01-23, 2023-98

That Development and Legislative Services Department – Planning Division Report 2023-98 be received; and

That the By-law attached as Appendix A to Planning Division Report 2023-98 be approved, exempting 263-273 Lancaster Drive on Plan 59R-17626 from the Part Lot Control provisions of the *Planning Act*.

8.2 Canada Day Celebrations, 2023-101

That Corporate Services Department Report 2023-101 be received;

That the City sponsorship and waiver of fees for the Optimist Club Canada Day Celebrations at H.H. Knoll Lakeview Park Celebrations be approved;

That the following roads be closed to parking and vehicular traffic on Saturday, July 1, 2023, from 11:00 a.m. to 11:00 p.m.

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

That the Port Colborne Optimist Club 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.

9. Correspondence Items

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

That items 9.1 to 9.5 be received for information.

Carried

- 9.1 Ministry of Natural Resources and Forestry - Rabies Control Operations Notification**
- 9.2 Township of Armour - Water Aerodromes regarding Regulations for the Building of Massive Docks and Boathouses without Municipal Consultation**
- 9.3 Prince Edward County - Proposed New Changes to the Provincial Planning Statement (PPS)**
- 9.4 Town of Plympton-Wyoming - Removing Addresses on Municipal Election Forms**
- 9.5 Municipality of Tweed - Bell Canada and Hydro One Pole Infrastructure**

10. Presentations

- 10.1 City of Port Colborne Community Safety and Enforcement Department Annual Update**

Scott Lawson, Fire Chief, provided an annual department update presentation for the Community Safety and Enforcement Department and responded to questions received from Council.

11. Delegations

11.1 D'Arcy Kewley - Request to Repeal By-Law 6788/38/20-To Regulate Open Air Burning and Recreational Fires in the City of Port Colborne

D'Arcy Kewley, resident of Port Colborne, provided a presentation with respect to Open Air Burning. Ms. Kewley requested that By-Law No. 6788/38/20 Being a By-law to Regulate Open Air Burning and Recreational Fires in the City of Port Colborne be repealed.

As a result of this delegation no action was taken by Council.

12. Mayor's Report

A copy of the Mayor's report is attached.

13. Regional Councillor's Report

14. Staff Remarks

14.1 Sugarloaf Archaeological Excavation (Shypowskyj)

The Director of Public Works stated that the required archaeological work on Sugarloaf Street has been postponed to the Fall of 2023 as a result of consultation with the Aboriginal communities. He further advised that at that time, an update will be provided to Council and the neighbouring properties.

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

The Director of Public Works advised Council that the contractor is actively working on the gutter system and roof repairs at the Vale Health and Wellness Centre and delays are not expected at this time.

14.3 Vale Health and Wellness Centre - Cooling Tower (Shypowskyj)

The Director of Public Works advised Council that the installation of the cooling tower has been completed at the Vale Health and Wellness Centre and the ice rink will be available the first week of June, 2023.

14.4 City Hall - Roof Replacement Project (Shypowskyj)

The Director of Public Works advised Council that the contract for the roof replacement project at City Hall is currently being finalized. He further

stated that the expected start date for the project is early June 2023, and all services will remain open.

14.5 Pedestrian Bridge Construction - H.H. Knoll Lakeview Park (Shypowskyj)

The Director of Public Works advised Council that the construction of the pedestrian bridge at H.H. Knoll Lakeview Park has begun and the project is on track to meet the completion deadline of early June 2023.

14.6 Lighting Project - H.H. Knoll Lakeview Park (Shypowskyj)

The Director of Public Works advised Council that the installation of lights around the perimeter of H.H. Knoll Lakeview Park is soon to be completed.

14.7 Annual Ditching Program (Shypowskyj)

The Director of Public Works stated that the annual ditching program has started and a full list of ditching that needs to be completed is available on the City's website.

14.8 Hydrant Flow Testing and Rural Roadside Mowing Program (Shypowskyj)

The Director of Public Works advised Council that the hydrant flow testing has started and the rural roadside mowing program will begin early June 2023.

14.9 Nickel Beach (Shypowskyj)

The Director of Public Works, on behalf of the Director of Corporate Services, provided a brief overview of passes and beach chairs that were sold in various zones at Nickel Beach during the opening weekend. He further stated that positive feedback was received from residents regarding the beautification and the new washrooms at the beach.

14.10 Vale Health and Wellness Centre - Food Concession (Shypowskyj)

The Director of Public Works, on behalf of the Director of Corporate Services, advised that staff are working with the City Solicitor to finalize a contract with a new vendor and an update will be brought forward to Council in June 2023.

14.11 Community Clean-Up and Safety Day (Lawson)

The Fire Chief stated that the Community Safety and Enforcement Department hosted a community clean up and safety day and expressed appreciation towards community partners for a successful event.

14.12 Camp Molly (Lawson)

The Fire Chief provided a brief overview of Camp Molly which took place in Niagara Falls on May 11-14, 2023. He further expressed appreciation towards seven residents for participating.

15. Councillors' Remarks

15.1 Sherkston Community Centre - Fashion Show (Aquilina)

Councillor Aquilina stated that Sherkston Community Centre is hosting a fashion show on June 4th from 1-4 p.m.

15.2 Parks and Roads Staff (Bagu)

Councillor Bagu expressed gratitude towards Parks and Roads staff for addressing various concerns.

15.3 Sugarloaf Harbour Marina - Accessibility Apparatus (Bagu)

Councillor Bagu requested that during 2024 budget deliberations, all possible options be explored for an accessibility apparatus at the Sugarloaf Harbour Marina.

15.4 Sugarloaf Harbour Marina - Fish Cleaning Stations (Bagu)

Councillor Bagu informed Council that he has requested for a fish cleaning station at the launch ramp at Sugarloaf Harbour Marina and expressed appreciation towards the Director of Corporates Services/Treasurer for addressing the matter.

15.5 2nd Avenue and Highway 3 - Grass Cutting (Bruno)

In response to Councillor Bruno's request for grass cutting of an area located near 2nd Avenue and Highway 3, the Director of Public Works advised Council that he would investigate this matter.

15.6 Surveillance Camera - Nickel Beach (Bruno)

In response to Councillor Bruno's request for the surveillance camera at Nickel Beach to be monitored by the guards at Vale Health and Wellness Centre, the Acting Chief Administrative Officer advised that he would investigate this matter.

15.7 Thank You (Danch)

Councillor Danch expressed appreciation towards Public Works staff for addressing various concerns.

15.8 Railway Tracks on Main Street (Danch)

In response to Councillor Danch's request for an update on the construction project of the railway tracks on Main Street, the Director of Public Works provided a brief overview of the project. Additionally, Mayor Steele informed that the City is collaborating with GIO Rail and St. Lawrence Seaway Management Corporation to address infrastructure improvements.

15.9 Port Colborne Public Library Sign (Danch)

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

15.10 Property Maintenance on King Street (Danch)

Councillor Danch stated that a property located on King Street required maintenance and requested that By-law services staff investigate.

15.11 Street Sign for Canalbank Road (Danch)

In response to Councillor Danch's request, the Director of Public Works indicated that he would look into replacing a one-way sign on Canalbank Road.

15.12 Dust and Snider Docks Services Limited (Hoyle)

Councillor Hoyle advised that he has received various complaints from residents regarding dust on their properties and requested that staff communicate with Snider Dock Services Limited to address the issue.

16. Consideration of Items Requiring Separate Discussion

16.1 Agreement for Funding from Vale Canada, 2023-79

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

That Community Safety & Enforcement Department Report 2023-79 be received; and

That the Chief Administrative Officer be directed to execute the gift agreement between Vale Canada Limited and the City of Port Colborne.

Carried

16.2 Lock 8 Pavilion – Condition Assessment, 2023-96

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That Public Works Department Report 2023-96 be received;

That the Manager of Road and Park Operations be directed to demolish and remove the Lock 8 Pavilion for safety reasons; and

That the total estimated cost of \$15,000 excluding applicable taxes for the demolition project be approved.

Amendment:

Moved by Councillor G. Bruno

Seconded by Councillor F. Danch

That Public Works Department Report 2023-96 be received;

That the Manager of Road and Park Operations be directed to not demolish and remove the Lock 8 Pavilion; and

That the Manager of Road and Park Operations be directed to safely secure the Pavilion until a Master Plan for Lock 8 Gateway Park is finalized and approved.

Carried

16.3 City of Cambridge - Highway Traffic Act Amendment regarding Automated Speed Enforcement Systems (ASE)

Moved by Councillor M. Bagu

Seconded by Councillor T. Hoyle

That correspondence from City of Cambridge regarding Highway Traffic Act Amendment -Automated Speed Enforcement Systems (ASE), be supported.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

Moved by Councillor M. Bagu

Seconded by Councillor M. Aquilina

That items 19.1 and 19.2 be approved, as presented.

Carried

19.1 Environmental Advisory Committee Minutes - March 8, 2023

19.2 Port Colborne Public Library Board Meeting Minutes - April 5, 2023

20. By-laws

Moved by Councillor E. Beauregard

Seconded by Councillor D. Elliott

That items 20.1 to 20.5 be enacted and passed.

Carried

20.1 By-law to Exempt the lands known as Block 72 on Plan 59M-428, more specifically described as Parts 1-12 on Plan 59R-17626, municipally known as 263-273 Lancaster Drive from the Part Lot Control provisions of the Planning Act

20.2 By-law to Appoint Municipal Law Enforcement Officers

20.3 By-law to Appoint a City Clerk

20.4 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 R. Bodner

Seconded by Councillor T. Hoyle

That Council reconvene into closed session in order to address items 21.1 to 21.5.

Carried

21.1 Minutes of the closed session portion of the April 25, 2023 Council Meeting

21.2 Minutes of the closed session portion of the May 02, 2023 Council Meeting

21.3 Minutes of the closed session portion of the May 09, 2023 Council Meeting

21.4 Chief Administrative Office Report 2023-24, Proposed or Pending Acquisition or Disposition of Land

Councillor E. Beauregard declared a conflict on this item.

21.5 Chief Administrative Office Report 2023-97, a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality

22. Procedural Motions

23. Information items

24. Adjournment

Council reconvened into Closed Session at approximately 8:28 p.m.

Council reconvened into Open Session at approximately 9:46 p.m.

Mayor Steele adjourned the meeting at approximately 9:47 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk

Subject: Access to Sherkston Shores Under Easement

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-99

Meeting Date: June 13, 2023

Recommendation:

That Chief Administrative Office Report 2023-99 be received for information.

Purpose:

This report has been prepared in response to a motion brought forward by Councillor Aquilina at the April 25, 2023, Council meeting regarding residents of the L0S 1R0 Sherkston hamlet gaining access to the Sun Retreats Sherkston Shores resort through the existing easement.

Background:

Prior to 2018, residents living in the hamlet of Sherkston (property owners/tenants within the L0S 1R0 postal code) were permitted to enter the campground currently known as Sun Retreats Sherkston Shores to access the beaches along Lake Erie. While there were no formal agreements in place prior to 2018, this longstanding arrangement allowed local residents to pass through the resort and access the beaches alongside owners and vacationers at Sherkston Shores.

In 2018, the City entered into a formal agreement with the owners of the Sun Retreats Sherkston Shores property to “Stop Up and Close” parts of Empire Road and Michael Road, transfer ownership of the roads to Sherkston Shores, and include an access easement to allow residents in the Sherkston hamlet to continue having access to the beaches. The easement is registered on title to the property.

The easement agreement (attached as Appendix A) noted a number of terms and conditions, including defining the use of the easement as pedestrian access, restricting the hours and dates of access, and clarifying that the agreement was for using the

easement only and not for using any of the other lands, building, services, or amenities at the resort.

This agreement was signed in 2018 and, until recently, the organization(s) managing the Sherkston Shores property have permitted local residents to enter the campground via motorized golf carts or on foot.

In 2022, Sherkston Shores management indicated they had reviewed the original easement agreement and, as a way to limit the volume of traffic within the park and address safety concerns for its residents, it would begin enforcing the “pedestrian access only” restriction laid out in the original easement agreement.

As a result, City staff obtained a legal opinion on the validity of the decision to allow only pedestrian access. The solicitor’s opinion was that Sun Retreats Sherkston Shores’ management was within their legal rights to restrict access under the easement to pedestrian use only.

Recently, a number of residents have appealed to individual Council Members (both former and current), staff, and the former Regional Council Member for support in resolving the matter of resort access. Staff have facilitated meetings with Sun Retreats Sherkston Shores to find a resolution, however the company has indicated it is firm in its decision to enforce the pedestrian only aspect of the easement agreement.

Management at Sun Retreats Sherkston Shores have recently informed the City that they are currently prepared to allow residents of the L0S 1R0 postal code to park in their staff parking area and walk into the resort to access the beach. They have also offered to transport any individuals with mobility issues from the staff parking area to the beach using their security vehicles.

Discussion:

Councillor Aquilina’s motion from the April 25, 2023, Council meeting included a number of questions in the following six areas:

1. Initial intent vs. signed easement agreement
2. Historic access vs. golf cart access
3. Changes in Sun Retreats practices under the easement
4. City/Sun Retreats communications
5. Estimated number of users
6. Access to Shisler Cemetery

Initial intent vs. signed easement agreement

While it is difficult to establish intent, staff have communicated with the solicitor who advised on the original easement agreement in 2018. The solicitor has noted he has no recollection of the issue of allowing golf cart access in discussions with staff and can find no record of it in any emails he had received on the matter from City staff.

Prior to entering into the agreement to “Stop Up and Close” parts of Empire Road and Michael Road and transfer ownership of the roads to Sherkston Shores, the City held a Public Meeting on June 11, 2018. The minutes of the Public Meeting indicate staff advised Council that the land sale agreement “would include a requirement that residents within the L0S 1R0 postal code would have access in perpetuity to the beach.”

Some members of the community noted they believed the agreement would provide them with full access to the resort, just as any owner in the resort would have, in return for living nearby and experiencing nuisances such as increased noise, litter, traffic, speeding, etc. Some residents have shared with staff that they believe the intent of the easement agreement was to maintain access of all kinds, including that by motorized golf cart.

A recording of the [June 11 Public Meeting](#) shows former City staff explaining the potential agreement and noting it would maintain beach access for residents under the same terms they have enjoyed in the past. The staff member goes on to explain further, by sharing his interpretation of those same terms, stating residents will be able to “walk from the outside of Sherkston down to the beach”.

Current staff believe that the original intent to maintain beach access for residents in the Sherkston hamlet was captured accurately in the original easement agreement as negotiated.

Historic access vs. golf cart access

Sun Retreats Sherkston Shores was permitting residents to access the beach prior to 2018. In 2018, the City negotiated for permanent access to the beach under the easement agreement. This access was written into the agreement to be “pedestrian access only”.

It is possible that at the time this easement was negotiated, staff was not aware that the beach was being accessed using motorized vehicles. In any event, the final wording of the easement refers to pedestrian access, however golf cart access was allowed to persist until 2022.

Changes in Sun Retreats practices under the easement

Many residents have pointed out to City Council and staff that the issue before Council is not a 'golf cart' issue but rather it is an 'access' issue. Sun Retreats management has advised City staff that they have not restricted access to individuals under the easement and that the only change since 2018 has been the restriction of external golf carts.

In 2022, Sun Retreats Sherkston Shores informed the City that they would no longer permit access under the easement via golf cart.

The City is not privy to the rationale for this decision.

However, Sherkston Shores management cited exponential growth in attendance at the resort which has resulted in safety concerns and long lines to access the resort. In turn these issues have adversely affected people's enjoyment of the facilities and put a considerable strain on their infrastructure.

City/Sun Retreats communications

Given the community's attention and interest in this matter, staff has continued to seek a meeting with Sun Retreats Sherkston Shores to find a compromise. The company has indicated it is firm in its decision to enforce the pedestrian only aspect of the easement agreement and has declined to participate in a meeting.

In late May 2023, Sun Retreats Sherkston Shores sent the City a letter (attached as Appendix B) noting that it was prepared to permit the following:

1. Residents of LOS 1R0 may park in Sherkston Shores' staff parking area and walk into the resort to access the Beach; and
2. If a resident of LOS 1R0 has a mobility issue, the resident may park in the aforementioned lot and call Park Security, who will transport them from their vehicle to the Beach and back to their vehicle.

The letter also notes that the company will review this arrangement each year and may choose to adjust it and will provide notice to the City if it chooses to do so.

Estimated number of users

In April 2023, City staff approached management at Sherkston Shores to request data related to the number of users accessing the resort under the easement.

They were unable to provide a number due to the fact that the park had not opened for the season yet.

Staff have extracted data from the parcel fabric of the city. There are approximately 605 properties in the LOS 1R0 service delivery area for Canada Post. Many of those

properties are vacant residential lots, agricultural, or other non-residential uses. Staff estimate there are approximately 400 properties with residents who would be entitled to access under the easement agreement.

This does not imply that all property owners would seek access to the beach through the easement agreement. Staff have no knowledge of the actual number of current or past users and Sherkston Shores management has not provided that information in 2023.

Access to Shisler Cemetery

Residents in the Sherkston hamlet have brought up additional issues related to access at Sun Retreats Sherkston Shores, including continued access to the Shisler Cemetery for relatives of those buried at the cemetery (during regular business hours), access for residents who are disabled and couldn't realistically get to the beach without some type of motorized transportation, and concerns about the need to evacuate during an emergency without a golf cart.

Sun Retreats Sherkston Shores has promised continued access to the cemetery and has also offered to transport any residents with accessibility needs to the beach using its security vehicles.

Easement agreement – “in common” clause

There has also been discussion over other aspects of the easement agreement as it relates to use of designated roadways “in common” with tenants, subtenants, invitees, customers, guests, and others who are permitted to use the roadway.

Some of the residents from the Sherkston hamlet believe the “in common” phrasing means that their access rights under the easement agreement are the same as the other groups noted in the easement agreement (i.e., tenants, subtenants, guests, etc.). Therefore, they believe they should also be permitted to drive golf carts on the roadways within the resort.

Staff sought legal advice to help shed light on this aspect of the easement agreement. The solicitor's opinion was that the reference to “in common” meant that the rights to use the roadways are not exclusive, and that the roadways are to be shared with others at the same time. The solicitor further noted that the rights of the hamlet residents are not identical to the rights of the other groups, and that it's not possible to even know what the full scope of the rights of those other groups are.

Options

The City's solicitor has provided a legal opinion on Sun Retreats' interpretation of the easement, specifically as it pertains to pedestrian use only. This legal opinion was

presented to Council in closed session in the past and paraphrased in a report that was presented in open session.

Based on this legal advice, staff recommend maintaining the status quo. No action is required on Council's part to pursue this option.

Alternatively, Council could direct the City Solicitor to pursue a court challenge to Sun Retreats' interpretation of the easement. A successful challenge to the easement interpretation would establish whether or not Sherkston hamlet residents could access the beach by additional means than pedestrian access. Based on the legal opinion provided by the City Solicitor, staff believe a legal challenge of this type would not be successful. In order to pursue this course of action, Council will have to amend the recommendation in this report to provide the City Solicitor with direction to that effect. For the purpose of this report, staff would label this course of action as Option #2.

Another alternative would be for a private citizen or group of citizens to undertake a legal challenge of the easement on their own to provide access by means other than pedestrian access only. This would be done at arm's length from the City and the City would not be a party to this legal action. There is no action required by Council in order for this to take place.

Internal Consultations:

The Chief Administrative Officer has consulted with the Fire Chief and external legal counsel in order to gather information to assist in the preparation of this report.

Financial Implications:

There are no financial implications from receiving this report. If Council chooses to proceed with legal action against Sun Retreats Sherkston Shores, the City will incur legal fees and staff time will be attributed to the issue.

Public Engagement:

Some residents of the Sherkston hamlet have grouped together to pursue this issue with City Councillors and staff. There are three residents that have emerged as the leaders of this group. Councillor Aquilina and staff have communicated with these group leaders a number of times over the last few months and in the course of preparing this report.

Strategic Plan Alignment:

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

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

Conclusion:

Given the signed easement agreement providing beach access for residents of the Sherkston hamlet clearly states that access is of a “pedestrian only” nature, and Sun Retreats Sherkston Shores has compromised to allow local residents to drive into the park and use the staff parking facilities before walking to the beach, staff recommend taking no further action in this matter.

Appendices:

- a. Appendix A – Port Colborne Beach Access Easement
- b. Appendix B – Letter from Sun Retreats to Mayor Steele

Respectfully submitted,

Scott Luey
Chief Administrative Officer
(905) 835-2900 ext. 306
Scott.Luey@portcolborne.ca

Report Approval:

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

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 1 of 13

Properties

PIN 64409 - 0063 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE;
 PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
 PORT COLBORNE

PIN 64169 - 0020 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE;
 PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
 PORT COLBORNE

PIN 64169 - 0284 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS
 CLOSED BY BYLAWRO463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; PORT
 COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
 PORT COLBORNE

PIN 64169 - 0086 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE
 PT 9, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address 490 EMPIRE ROAD
 PORT COLBORNE

PIN 64169 - 0090 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF
 LOT 5, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16102;
 PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address PORT COLBORNE

PIN 64169 - 0001 LT Interest/Estate Easement ☒ Add Easement
 Description SERVICENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7,
 CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16103, PORT
 COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD
 ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH
 OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART
 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS
 IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

Address PORT COLBORNE

Consideration

Consideration \$2.00

Transferor(s)

The transferor(s) hereby transfers the easement to the transferee(s).

Name SSI PROPERTY GP INC.
Address for Service c/o Sun Communities, Inc.
27777 Franklin Road, Suite 200
Southfield, MI 48034
Attention: Tom O'Branovic

I, Jonathan Colman, Executive Vice President, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)**Capacity****Share**

Name THE CORPORATION OF THE CITY OF PORT COLBORNE Firm Name
Address for Service 66 Charlotte Street
Port Colborne, ON L3K 3C8
Attention: Chief Administrative Officer

Statements

Schedule: See Schedules

Signed By

Ngina Margaret Treffry 199 Bay Street, Suite 4000 acting for Signed 2018 11 30
Toronto Transferor(s)
M5L 1A9

Tel 416-863-2400

Fax 416-863-2653

I have the authority to sign and register the document on behalf of the Transferor(s).

David Michael Willer 40 Queen St., PO Box 1360 acting for Signed 2018 11 30
St. Catharines Transferee(s)
L2R 6Z2

Tel 905-688-6655

Fax 905-688-5814

I have the authority to sign and register the document on behalf of the Transferee(s).

Submitted By

SULLIVAN MAHONEY LLP 40 Queen St., PO Box 1360 2018 11 30
St. Catharines
L2R 6Z2

Tel 905-688-6655

Fax 905-688-5814

Fees/Taxes/Payment

Statutory Registration Fee \$64.40
Provincial Land Transfer Tax \$0.00
Total Paid \$64.40

File Number

Transferor Client File Number : 13146/5 CAH/NGI

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 64409 - 0063 SERVIENT LANDS: PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE; PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0020 SERVIENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE; PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0284 SERVIENT LANDS: PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS CLOSED BY BYLAW R0463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0086 SERVIENT LANDS: PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE PT 9, 59R5042; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0090 SERVIENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF LOT 5, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16102; PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

64169 - 0001 SERVIENT LANDS: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7, CONCESSION 1 HUMBERSTONE, DESIGNATED AS PART 1, PLAN 59R-16103, PORT COLBORNE

DOMINANT LANDS: PART OF PIN 64169-0090, FIRSTLY: PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5 CONCESSION 1 HUMBERSTONE LYING SOUTH OF BEACH ROAD, SAVE AND EXCEPT PART 5, PLAN 59R-5042, SAVE AND EXCEPT PART 1, PLAN 59R-16102 AND SECONDLY: PART OF LOT 5 CONCESSION 1 HUMBERSTONE AS IN HU7414, BEING EMPIRE ROAD, PORT COLBORNE

BY: SSI PROPERTY GP INC.

TO: THE CORPORATION OF THE CITY OF PORT COLBORNE Firm Name

1. JOHN MALONEY, MAYOR AND CARRIE MCINTOSH, DEPUTY CLERK

I am

- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- ☐ (c) A transferee named in the above-described conveyance;
- ☒ (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE CITY OF PORT COLBORNE described in paragraph(s) (c) above.
- ☐ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

LAND TRANSFER TAX STATEMENTS

(a) Monies paid or to be paid in cash	\$2.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$2.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$2.00

4.

Explanation for nominal considerations:

o) Transfer of easement or right of way for no consideration.

5. The land is subject to encumbrance

6. Other remarks and explanations, if necessary.

1. The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.

2. The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "specified region" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:

3. (b) This is not a conveyance of "designated land".

4. The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.

5. The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

A. Nature of Instrument: Transfer Easement
LRO 59 Registration No. SN573742 Date: 2018/11/30

B. Property(s):

PIN 64409 - 0063	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0020	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0284	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0086	Address 490 EMPIRE ROAD	Assessment -
	PORT COLBORNE	Roll No
PIN 64169 - 0090	Address PORT COLBORNE	Assessment -
		Roll No
PIN 64169 - 0001	Address PORT COLBORNE	Assessment -
		Roll No

C. Address for Service: 66 Charlotte Street
Port Colborne, ON L3K 3C8
Attention: Chief Administrative Officer

D. (i) Last Conveyance(s):

PIN 64409 - 0063	Registration No. SN379924
PIN 64169 - 0020	Registration No. SN379924
PIN 64169 - 0284	Registration No. SN379924
PIN 64169 - 0086	Registration No. SN379924
PIN 64169 - 0090	Registration No. HU7414
PIN 64169 - 0001	Registration No.

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☐ No ☒ Not known ☐

E. Tax Statements Prepared By: David Michael Willer
40 Queen St., PO Box 1360
St. Catharines L2R 6Z2

BEACH ACCESS EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT (the “**Easement Agreement**”) is dated as of the 30th day of November, 2018.

B E T W E E N:

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter called the “**City**”)

OF THE FIRST PART;

- and -

SSI PROPERTY GP INC.

(hereinafter called “**Sun**”)

OF THE SECOND PART.

WHEREAS:

A. Sun is the registered owner of the lands and premises legally described in *Schedule A* attached hereto (the “**Sherkston Lands**”) upon which it presently conducts the business of a beach resort, campground and recreational vehicle park, together with related amenities;

B. The Sherkston Lands include: (i) all of the lands described in PIN 64169-0284 (LT), being Part Lots 3-5 Concession 1 Humberstone & Part of the Road Allowance between Lots 4 & 5 Concession 1 Humberstone (as closed by By-law RO463811), designated as Parts 5, 6, 7 & 8, Plan 59R5042, except Part 1, 59R13714; subject to Part 8, 59R5042 as in LT44646; subject to LT67377, Port Colborne; (ii) all of the lands described in PIN 64169-0086(LT), being Parcel 3-1 Section 59-Humberstone-1; Part of Lot 5 Concession 1 Humberstone designated as Part 9, Plan 59R5042, subject to LT67377, Port Colborne; (iii) part of the lands described in PIN 64169-0090(LT), being the closed road allowance legally described as Part of the Road Allowance between Lots 4 and 5, Part of Lot 5, Concession 1 Humberstone, designated as Part 1, Plan 59R-16102, Port Colborne; (iv) all of the lands described in PIN 64169-0020 (LT), being Parcel 3-1 Section 59-Humberstone-1; Part Lot 5 Concession 1 Humberstone; Part Lot 6 Concession 1 Humberstone designed as Parts 10, 11, 12, 13, 14, 15, Plan 59R5042, subject to Part 10, 59R5042, in favour of all those entitled thereto, over, along and upon Part Lot 5 Concession 1, Humberstone as in RO374845, subject to LT67377, Port Colborne; (v) part of the lands described in PIN 64169-0001(LT), being the closed road allowance legally described as Part of

the Road Allowance between Lots 6 and 7, Concession 1 Humberstone, designated as Part 1, Plan 59R-16103, Port Colborne; and (vi) all of the lands described in PIN 64409-0063 (LT), being Parcel 7-1 Section 59-Humberstone-1; Part Lot 7 Concession 1 Humberstone; Part Lot 8 Concession 1 Humberstone, designated as Part 1, Plan 59R4991, subject to LT67377, Port Colborne (collectively, the “**Burdened Lands**”);

C. The City is the registered owner of the lands legally described as Firstly: Part of the Road Allowance Between Lots 4 and 5 Concession 1 Humberstone Lying South of Beach Road, save and except Part 5, Plan 59R-5042, save and except Part 1, Plan 59R-16102 and Secondly: Part of Lot 5 Concession 1 Humberstone as in HU7414, being Empire Road, Port Colborne, all being part of PIN 64169-0090 (LT) (collectively, the “**Benefitting Lands**”); and

D. Sun has agreed to transfer in favour of the City and its Invitees (as defined in Section 3 below) a non-exclusive easement in perpetuity for the purpose of permitting pedestrian access, ingress, egress and passage over, along and upon the Burdened Lands from the Benefitting Lands to the lands and premises described in **Schedule B** attached hereto (the “**Beach Lands**”), and from the Beach Lands to the Benefitting Lands, subject to the terms and conditions of this Easement Agreement,

NOW THEREFORE, IN CONSIDERATION of TWO DOLLARS (\$2.00) and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Sun hereby transfers in favour of the City and its Invitees (as defined Section 3 below) a non-exclusive easement in perpetuity (the “**Easement**”) for the purpose of permitting pedestrian access, ingress, egress and passage over, along and upon the Burdened Lands from the Benefitting Lands to the Beach Lands, and from the Beach Lands to the Benefitting Lands, subject to the terms and conditions of this Easement Agreement.
2. Notwithstanding that the Easement is expressed as an easement over, along and upon the entirety of the Burdened Lands, the use of the Easement shall be expressly restricted only to the paved roadways within the Burdened Lands that are designated as Empire Road, Elcan Highway and Wyldewood Beach Road and any connecting paved roadways or pathways that directly link Empire Road with Wyldewood Beach Road (the “**Designated Roadways**”).
3. For the purposes of this Easement Agreement, “**Invitees**” means individuals whose names are set out on a City of Port Colborne realty tax bill, Ontario government-issued driver’s licence or Ontario government-issued health card containing an address within the Canadian postal code “L0S 1R0”. If the Canadian postal code “L0S 1R0” is changed to or replaced by another postal code or to another postcode sequence or system, then references in this Easement Agreement to the Canadian postal code “L0S 1R0” will be automatically amended to refer to the changed or replaced postal code or to the new postcode sequence or system replacing the former Canadian postal code “L0S 1R0”.
4. The rights of the City and the Invitees (collectively, the “**Benefitting Parties**”) under this Easement Agreement are subject to the following terms and conditions:

- (a) the use of the Easement is restricted to pedestrian access, ingress, egress and passage only, and the Easement may not be used for any other purpose;
 - (b) the use of the Easement is restricted to the Benefitting Parties only, and the Easement may not be used by any other persons;
 - (c) the use of the Easement is restricted to the dates and hours of operation of the business conducted by Sun on the Sherkston Lands, and the Easement may not be used at any other time;
 - (d) prior to being able to use the Easement in any calendar year, each Benefitting Party must register at the main office of the business conducted by Sun at the Sherkston Lands and must agree to be bound by all of the rules and regulations governing the business conducted by Sun at the Sherkston Lands;
 - (e) the use of the Designated Roadways by the Benefitting Parties shall be in common with Sun and its tenants, subtenants, invitees, customers, guests, licensees, agents, contractors, subcontractors, employees and other persons permitted to use the Designated Roadways by Sun from time to time;
 - (f) the Benefitting Parties shall not have access to any other lands, buildings, services or amenities at the Sherkston Lands other than the Designated Roadways, unless otherwise agreed by Sun in writing; and
 - (g) Sun shall be entitled at any time and from time to time to close or restrict access to all or any part of the Designated Roadways for the purpose of effecting any repairs, maintenance or servicing, or for the purpose of re-routing any of the roadways within the Burdened Lands, as Sun may determine to be necessary or advisable, provided in each case that a similar alternative means of pedestrian access from the Benefitting Lands to the Beach Lands and from the Beach Lands to the Benefitting Lands is provided by Sun for the duration of such closure or restricted access.
5. Sun covenants not to mortgage or charge its interest in the Burdened Lands or any part thereof to any person or entity (a “**Mortgagee**”) unless the Mortgagee executes and delivers to the City contemporaneously with such charge or mortgage an agreement with the City, in a form satisfactory to the City acting reasonably, wherein the Mortgagee agrees to perform and be bound by the obligations of Sun under this Easement Agreement, but only for so long as the Mortgagee is in ownership, possession or control of the Burdened Lands.
6. Sun covenants not to transfer or otherwise dispose of its interest in the Burdened Lands or any part thereof to any person or entity (a “**Transferee**”) unless the Transferee executes and delivers to the City contemporaneously with such transfer an agreement with the City, in a form satisfactory to the City acting reasonably, wherein the Transferee agrees to perform and be bound by the obligations of Sun under this Easement Agreement.

7. Any notice, demand, request or other communication (the “**Communication**”) to be given in connection with this Easement Agreement shall be given in writing and shall be given by personal delivery or by mailing by registered mail with postage thereon, fully prepaid in a sealed envelope addressed to the intended recipient as follows:

a. to Sun at:

c/o Sun Communities, Inc.
27777 Franklin Road, Suite 200
Southfield, MI 48034
Attn: Tom O’Branovic

b. to the City at:

66 Charlotte Street
Port Colborne, ON L3K 3C8

Attention: Chief Administrative Officer

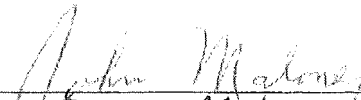
or to such other addresses or individuals as may be designated by a Communication given by one of the parties to the other party as aforesaid. Any Communication given by personal delivery shall be conclusively deemed to have been given on the day of the actual delivery thereof, and if given by registered mail, on the third business day following the deposit thereof in the mail. In the event of a strike or other disruption in the postal service, any such Communication shall not be mailed but given by personal delivery.

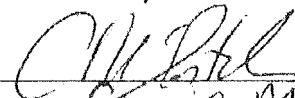
8. The provisions of this Easement Agreement shall enure to the benefit of and be binding upon the successors and assigns of each party.
9. This Easement Agreement may be executed in counterparts, each of which when executed and delivered shall be deemed to be an original, and such counterparts together shall constitute one and the same agreement.
10. Each of the parties shall from time to time hereafter and upon any reasonable request of the other party, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectually implement and carry out the true intent and meaning of this Easement Agreement.
11. This Easement Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province and shall be treated, in all respects, as an Ontario contract.

[next page signature page]

IN WITNESS WHEREOF the parties have executed this Agreement.

**THE CORPORATION OF THE CITY OF
PORT COLBORNE**

By: 
Name: John Maloney
Title: Mayor

By: 
Name: Carrie McIntosh
Title: Deputy Clerk

We have authority to bind the City.

SSI PROPERTY GP INC.

By: _____
Name:
Title:

I have authority to bind the Corporation.

IN WITNESS WHEREOF the parties have executed this Agreement.

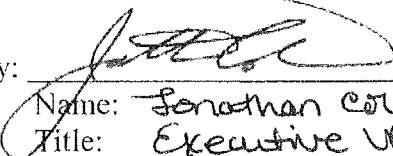
**THE CORPORATION OF THE CITY OF
PORT COLBORNE**

By: _____
Name:
Title:

By: _____
Name:
Title:

We have authority to bind the City.

SSI PROPERTY GP INC.

By:  _____
Name: Jonathan Colman
Title: Executive VP

I have authority to bind the Corporation.

SCHEDULE A
SHERKSTON LANDS

64169-0020(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE: PT LT 6 CON 1 HUMBERSTONE PT 10, 11, 12, 13, 14, 15, 59R5042; S/T PT 10, 59R5042, IN FAVOUR OF ALL THOSE ENTITLED THERETO, OVER, ALONG AND UPON PT LT 5 CON 1, HUMBERSTONE AS IN RO374845; S/T LT67377 PORT COLBORNE

64169-0084(LT)

PT LT 5 CON 1 HUMBERSTONE AS IN RO490899; S/T RO571877 PORT COLBORNE

64169-0086(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 5 CON 1 HUMBERSTONE PT 9, 59R5042 ; S/T LT67377 PORT COLBORNE

64169-0089(LT)

PT LT 5 CON 1 HUMBERSTONE AS IN RO706065; PORT COLBORNE

64169-0284(LT)

PT LTS 3-5 CON 1 HUMB & PT RDAL BTN LTS 4 & 5 CON 1 HUMB (AS CLOSED BY BYLAW RO463811), PTS 5, 6, 7 & 8, 59R5042 EXCEPT PT 1, 59R13714; S/T PT 8, 59R5042 AS IN LT44646; S/T LT67377; PORT COLBORNE

64170-0010(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 4 CON 1 HUMBERSTONE PT 3, 59R5042 ; S/T LT67377 PORT COLBORNE

64170-0012(LT)

PCL 3-1 SEC 59-HUMBERSTONE-1; PT LT 4 CON 1 HUMBERSTONE PT 4, 59R5042 ; S/T LT67377 PORT COLBORNE

64409-0063(LT)

PCL 7-1 SEC 59-HUMBERSTONE-1; PT LT 7 CON 1 HUMBERSTONE; PT LT 8 CON 1 HUMBERSTONE PT 1, 59R4991; S/T LT67377 PORT COLBORNE

64474-0002(LT)

PCL BED OF LAKE ERIE-1 SEC CL9320; PT BED OF LAKE ERIE IN FRONT LOT 5 CON
1 HUMBERSTONE PT 1 59R9347 AS IN CROWN GRANT LT111610; PORT COLBORNE

Part of PIN 64169-0001(LT)

PART OF THE ROAD ALLOWANCE BETWEEN LOTS 6 AND 7 CONCESSION 1
HUMBERSTONE, BEING PART 1, PLAN 59R-16103; PORT COLBORNE

Part of PIN 64169-0090 (LT)

PART OF THE ROAD ALLOWANCE BETWEEN LOTS 4 AND 5, PART OF LOT 5
CONCESSION 1 HUMBERSTONE: BEING PART 1, PLAN 59R-16102; PORT COLBORNE

SCHEDULE B

BEACH LANDS

Firstly

The shoreline of Lake Erie consisting of beachfront at the southern limit of the lands registered in the name of Sun and legally described as:

- (a) Parcel 7-1 Section 59-Humberstone-1; Part Lot 7 Concession 1 Humberstone; Part Lot 8 Concession 1 Humberstone, designated as Part 1, on Plan 59R4991; subject to LT67377; Port Colborne, being all of PIN 64409-0063 (LT);
- (b) Parcel 3-1 Section 59-Humberstone-1; Part Lot 5 Concession 1 Humberstone; Part Lot 6 Concession 1 Humberstone, designated as Parts 10, 11, 12, 13, 14, 15 on Plan 59R5042; subject to Part 10, 59R5042, in favour of all those entitled thereto, over, along and upon Part Lot 5 Concession 1, Humberstone as in RO374845, subject to LT67377 Port Colborne, being all of PIN 64169-0020 (LT);
- (c) Part Lots 3-5 Concession 1 Humberstone & Part Road allowance between Lots 4 & 5 Concession 1 Humberstone (AS CLOSED BY BYLAW RO463811), designated as Parts 5, 6, 7 & 8 on Plan 59R5042 except Part 1, 59R13714; subject to Part 8, 59R5042 as in LT44646; subject to LT67377; Port Colborne, being all of PIN 64169-0284 (LT);
- (d) Closed road allowance legally described as Part of the Road Allowance between Lots 4 and 5, Part of Lot 5, Concession 1 Humberstone, designated as Part 1, Plan 59R-16102, Port Colborne, being part of PIN 64169-0090(LT); and
- (e) Closed road allowance legally described as Part of the Road Allowance between Lots 6 and 7, Concession 1 Humberstone, designated as Part 1, Plan 59R-16103, Port Colborne, being part of PIN 64169-0001(LT).

Secondly

The shoreline of Lake Erie consisting of beachfront at the northern limit of the lands registered in the name of Sun and legally described as Parcel bed of Lake Erie-1 Section CL9320; Part Bed of Lake Erie in front Lot 5 Concession 1 Humberstone Part 1 59R9347 as in Crown Grant LT111610; Port Colborne, being all of PIN 64474-0002 (LT).



Lerners LLP
85 Dufferin Avenue
P.O. Box 2335
London, Ontario N6A 4G4
Telephone: 519.672.4510
Fax: 519.672.2044
www.lerners.ca
Lianne J. Armstrong
Direct Line: 519.640.6320
Direct Fax: 519.932.3320
larmstrong@lerners.ca

May 25, 2023

VIA E-MAIL: bill.steele@niagararegion.ca

City Hall
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8

Attention: Bill Steele, Mayor

Dear Mr. Steele:

Re: Sun Retreats – Sherkston Shores

We act for SSI Property GP Inc. ("SSI"). I am writing with respect to your recent request for confirmation of the concessions that our client is prepared to make in regard to the Beach Access Easement Agreement dated November 30, 2018 ("Easement Agreement") for the 2023 season.

Our client is prepared to permit the following:

1. Residents of LOS 1RO may park in Sherkston Shores' staff parking and walk into the resort to access the Beach; and
2. If a resident of LOS 1RO has a mobility issue, the resident may park in the aforementioned lot and call Park Security, who will transport them from their vehicle to the Beach and back to their vehicle.

Please note that these concessions will be reviewed by SSI on an annual basis. They are also being made on a without prejudice basis such that in subsequent years, SSI may choose, in its absolute discretion, to rely strictly on the provisions of the Easement Agreement. If SSI chooses to stop making the aforementioned concessions, it will provide notice to the City of Port Colborne.



Yours truly,

A handwritten signature in black ink, appearing to be "LJ Armstrong".

Lianne J. Armstrong
Partner
LJA/jbd

Subject: 2023-2026 Strategic Plan – Draft

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-89

Meeting Date: June 13, 2023

Recommendation:

That Chief Administrative Office Report 2023-89 be received for information.

Purpose:

The purpose of this report is to present a draft of the 2023-2026 Strategic Plan for Council review.

Background:

Approved in May 2021, Council and staff have been guided by the 2020-2023 Strategic Plan. The plan's vision and mission statements, key themes, and strategic pillars were developed in accordance with roundtable discussions with Council and staff, as well as a community survey completed by 621 respondents.

Following the municipal election in October 2022, the City's Corporate Leadership Team (CLT) advised that a new strategic plan be developed to coincide with the new term of Council. Report 2023-08 – approved by Council on January 24, 2023 – recommended that key foundational elements of the 2020-2023 Strategic Plan be kept and transitioned to the new plan, including the vision and mission statements, and corporate values. This same report recommended that a new community survey be issued to gather public input, the process of developing a strategic plan be completed internally versus hiring a consultant, and it also included next steps and timelines.

Discussion:

A community survey was designed internally in January 2023, shared with CLT for comment, and included in the appendix of Report 2023-08. The survey was made available online over four weeks (late January through late February) and widely promoted by City staff. During this time, hard copies were provided to residents at several apartment buildings and living communities (e.g., Portal Village) in addition to being provided upon request at City Hall, the Library, and the Vale Health & Wellness Centre. A total of 503 surveys were completed. A final report of the survey results is being prepared and will be posted on the City's website.

In conjunction with the community survey, a facilitated workshop with Council and senior staff was held on February 25, 2023. Several key outcomes came about from this discussion:

- There are aspects of the existing strategic plan that have resonated with Council and staff. Its vision and mission statements and corporate values should be carried forward and used to give shape to the new plan.
- The pillars, including the implementation and management of projects and initiatives under each, should be viewed through a lens of sustainability (environmental, social, and economic) and accessibility.
- The new plan's progress should be monitored and measured using key performance indicators (KPIs).

The process of developing the 2023-2026 Strategic Plan yielded these five pillars:

- Environment and Climate Change
- Welcoming, Healthy, and Livable Community
- Economic Prosperity **pillar from the 2020-2023 Strategic Plan*
- Increased Housing Options
- Sustainable and Resilient Infrastructure **pillar from the 2020-2023 Strategic Plan*

Staff are proposing that the pillars from the existing plan which have not been identified above (i.e., Service and Simplicity: Quality and Innovative Delivery of Services; Value: Financial Management to Achieve Financial Sustainability; People: Supporting and Investing in Human Capital; and Governance: Communications, Engagement, and Decision-Making) be utilized as part of a Balanced Scorecard (BSC) performance monitoring and measurement framework. The four perspectives of a traditional BSC are:

- Financial (Value)
- Customer (Satisfaction)
- (Simple) Internal Processes
- Learning and Growth (of People)

These four perspectives will serve as the criteria through which the performance of the 2023-2026 Strategic Plan – as delivered by staff in their day-to-day responsibilities and according to their departmental/divisional action/work plans with priority projects and initiatives – will be monitored and measured.

Staff would like Council feedback on the draft plan attached to this report, and any recommended changes will be incorporated into the final version of the plan, which is to be presented at the June 27th Council meeting. Once approved, the plan will be implemented internally and rolled out publicly with the assistance and expertise of the City's Corporate Communications team.

Internal Consultations:

The development of the draft 2023-2026 Strategic Plan has been a collaborative effort among senior staff, and it has been reviewed by the City's Corporate Leadership Team.

Financial Implications:

There are no financial implications associated with this recommendation. The draft 2023-2026 Strategic Plan has been completed at no cost to the City other than staff time. The majority of the projects, initiatives, and studies listed in the plan have already been funded either through approved capital and operating budgets, grants from the federal and provincial governments, or existing staff complement and work plans. Those that currently do not have a funding source will be included in 2024 budget deliberations.

Public Engagement:

A community survey was designed, issued, and promoted in late January to obtain public input on issues, challenges, areas of concern, and levels of satisfaction with City programs and services. The current strategic plan is a public document and is posted on the City's website. The new plan, once approved, will also be posted on the website.

Public engagement is a method of business practiced throughout the organization as part of a commitment to good governance and open and transparent decision-making. City staff are looking forward to introducing a new online public engagement platform this year that will encourage public participation and feedback regarding City projects and initiatives.

Strategic Plan Alignment:

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

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

Conclusion:

Staff have prepared a draft 2023-2026 Strategic Plan for Council review. The feedback received from Council will be incorporated in its final version, which will then be formatted and designed to align with the City's branding guidelines.

While this is a four-year plan that aligns with the Council term, it is also understood by Council and staff that decisions and actions are focused on improving today, making tomorrow better, and positioning the City for success in the future.

Appendices:

- a. 2023-2026 Strategic Plan – Draft
- b. Staff Presentation - 2023-2026 Draft Strategic Plan

Respectfully submitted,

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

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

Report Approval:

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



PORT COLBORNE

CITY OF PORT COLBORNE
STRATEGIC PLAN 2023-2026

As we embark on this new Council term, it gives me great pleasure to present the City of Port Colborne's 2023-2026 Strategic Plan. We have brought together a variety of voices, listened to ideas, and arrived at a plan that will take us into the future as a thriving, sustainable community. I look forward to working together with City staff and our community partners to take the next steps toward reaching our goals.

— **Mayor William C. Steele**



Building on the strengths of the 2020-2023 Strategic Plan, I am pleased to usher in the next stage of our planning for Port Colborne's future. This plan lays out where we want to go and how we believe we can get there. In a world that continues to change so rapidly, it will keep us focused on our priorities and moving forward in the right direction.

I would like to thank the City's committed staff for their continuing commitment to excellence and to providing innovative solutions for the betterment of our community, its residents, businesses, and stakeholders. Working together with Council, staff are ready to make our vision a reality.



The City of Port Colborne's leadership team joins me in ensuring that strong administration and open communication remain key factors in everything we do. I encourage you to follow along as we share our progress and celebrate the many people who work hard to make a positive impact.

— **Scott Luey, CAO**

Introduction

Welcome to the City of Port Colborne's 2023-2026 Strategic Plan. This plan is a guiding document to assist Council and staff in priority setting, resource allocation, and decision-making for the new Council term. As such, it provides a line of sight for staff to understand the connection between their day-to-day responsibilities and the vision and mission of the organization. Furthermore, this plan not only helps create organizational alignment on delivering Council's priorities, but it also gives the community insight into the actions planned to meet these priorities.

This plan remains a living document, as strategic planning is an ongoing process that requires flexibility and responsiveness within a municipal landscape affected by global events. It will serve as our map, charting the path forward while at the same time leaving us room to adapt to sudden and unexpected change.

Community Engagement

To assist in finalizing this strategic plan, a survey was conducted that spanned four weeks and totaled 503 responses (449 online and 54 print). Communication about the survey utilized both social and traditional media platforms, through which an adequate cross-section of the community was notified about the opportunity to identify issues and concerns important to them. A full report of the survey results can be found on the City's [website](#). Analysis of the data revealed patterns and relationships that align with the goals in this strategic plan.

2023-2026 Strategic Plan

We are a small city and we want to retain this character and feel. Yet, we are also on the cusp of growth – residential, commercial, industrial, and economic – that brings exciting new opportunities. To balance welcoming change and preserving quality of life, we must have strategies to help us build the future we want for our city. Some things will stay the same. We will continue to preserve our waterfront and support the need to integrate industry with the key economic sectors that inject vibrancy into our neighbourhoods and business districts. Our commitment to delivering

excellent customer service in everything we do will continue to permeate throughout the organization. We will continue to value our partnerships with the stakeholders and dedicated volunteers from non-profit organizations who do so much to improve the community. We will look to the future in a positive, proactive way, while also honouring the qualities that have made Port Colborne so unique. Moreover, we recognize our shared responsibility to protect and improve the health of our natural environment, the foundation of our economic prosperity, and the strength of our social fabric. The decisions we make will embrace the principles of conservation, efficiency, and innovation, and they will be leveraged to ensure accessible spaces and services are provided for all.

Vision, Mission, and Corporate Values

This vision statement expresses the organization's desires for the future.

A healthy and vibrant waterfront community embracing growth for future generations

This mission statement clearly and concisely expresses the immediate goals of the organization.

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

These values encompass beliefs and behaviours supported by all members of the organization so that everyone can work toward common goals in a positive and cohesive way.

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

Our strategic pillars are based on key themes that emerged from roundtable discussions with Council and staff as well as the results from the community engagement process. These pillars were developed to support our vision and mission statements, and they are canopied by the concepts of sustainability and accessibility. Connecting the three core areas of sustainability – environmental, social and economic – to the importance of accessibility (for all) gives the structure an overarching element and a lens through which to view our decisions, actions, and outcomes.

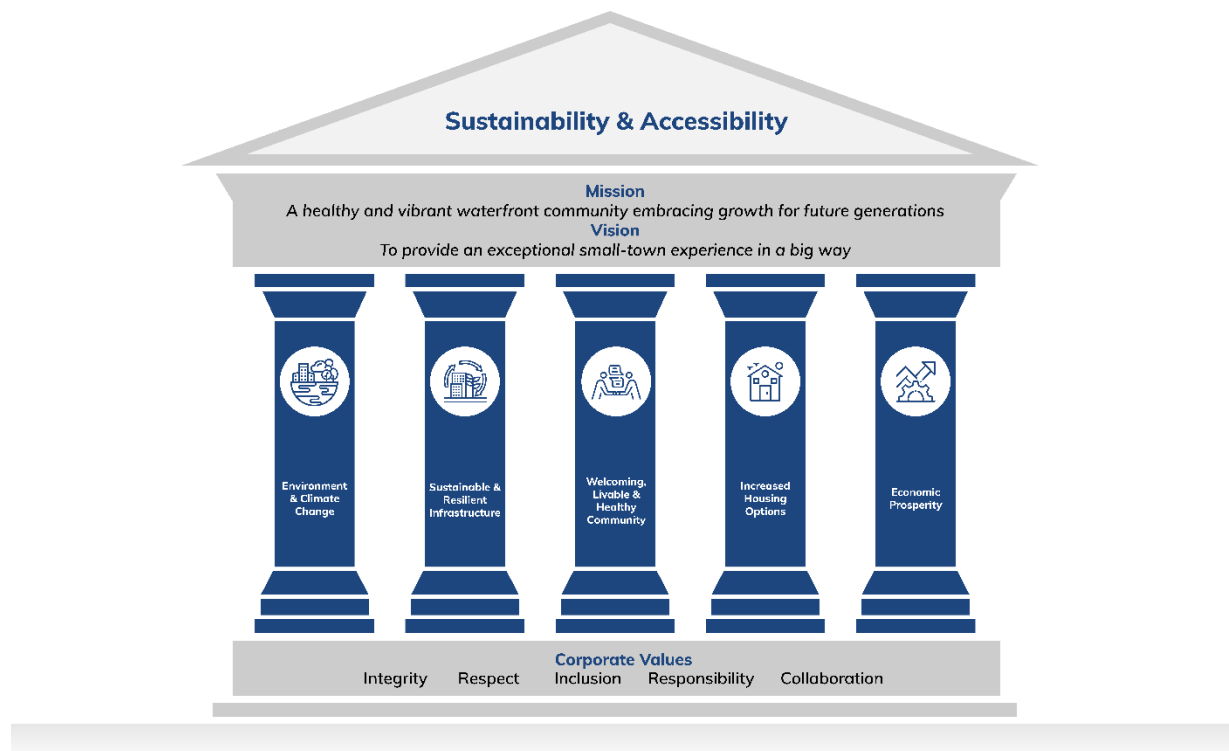
Environment and Climate Change

Sustainable and Resilient Infrastructure

Welcoming, Livable, and Healthy Community

Increased Housing Options

Economic Prosperity



Environment and Climate Change

Our goal is to protect and improve our natural environment through conservation, efficiency, and innovation. Environmental sustainability is key to our future as a healthy and vibrant community. We will make positive environmental choices in all we do.

Sustainable and Resilient Infrastructure

Our goal is to build new infrastructure, renew existing infrastructure, and upgrade facilities and public spaces for our current residents and to plan for future growth. We will leverage the storm sewer and wastewater improvements made in recent years to continue supporting more affordable residential wastewater charges.

Welcoming, Livable, and Healthy Community

Our goal is to foster a sense of belonging and enhance our community's quality of life by supporting social, cultural, recreational, health, and wellness opportunities for all Port Colborne residents. A successful community is one in which its people are thriving, and this encompasses more than just economic prosperity. Clean air and water, accessible spaces, and the celebration of our diversity are just some of the things that will enrich our physical, mental, and emotional well-being.

Increased Housing Options

Our goal is to support the development of affordable housing. Housing affordability is a public policy and socio-economic issue facing Port Colborne, Niagara, and municipal governments across the country. Provincial calls for more housing density and an end to exclusionary municipal rules that block or delay new housing require us to ensure our decision-making approach on land-use planning, growth, and development is coordinated, creative, and centred on the current and future needs of our community.

Economic Prosperity

Our goal is to ensure that Port Colborne is investment-ready. With 130 million people located within a day's drive, we are ideally positioned to easily connect with customers and suppliers. Situated on the north shores

of Lake Erie and at the southern terminus of the Welland Canal, our competitive advantage is our location.

Unique to us is our multi-modal transportation offerings. We own the city's rail assets, we are on the Province's main highway grid with only a short connection to the 400-series highways, and we partner with the Seaway (St. Lawrence Seaway Management Corporation) and others to provide access to the waterway (also known as Highway H2O).

Our economic development, planning, and building departments coordinate together on helping develop residential, commercial, and industrial lands that any developer would find affordable compared to many other locations.

Goals and Measures

A guiding document such as this must challenge the organization to make directional improvements – even though the upward progression will always have its leaps, plateaus, and dips – in pursuit of its vision. Goals and measures have been set to manage the strategy inherent in each of the five pillars. All of these goals are non-financial in nature but do carry financial implications that can be impacted by everchanging external factors – economic forces, natural or environmental events, political and legal change, social trends, and technological developments. As a result, costs and fluctuations in cost will be taken into consideration during the City's budget process.

Strategic Pillar: Environment and Climate Change	
Goal	Measures
To adapt to the global climate emergency	<ul style="list-style-type: none"> Reach net-zero carbon by 2040 through reduced greenhouse gas emissions and improved energy efficiency
To grow the total tree population	<ul style="list-style-type: none"> Increase the canopy cover <ul style="list-style-type: none"> Currently 35%
To improve the resiliency of the storm sewer system against current and future climate-related risks and disasters	<ul style="list-style-type: none"> Replace the storm sewer system in areas impacted by seiche flooding events Minimize vulnerabilities to residences and businesses by reducing inflow and infiltration to the wastewater system
Strategic Pillar: Sustainable and Resilient Infrastructure	
Goal	Measures

To sustainably renew and improve infrastructure	<ul style="list-style-type: none"> • All stormwater assets to have a remaining asset life of 20% or greater by 2030 <ul style="list-style-type: none"> ○ Currently 96% • All wastewater assets to have a remaining asset life of 20% or greater by 2030 <ul style="list-style-type: none"> ○ Currently 80% • All water assets to have a remaining asset life of 20% or greater by 2040 <ul style="list-style-type: none"> ○ Currently 64% • All bridges and culverts to have a Bridge Condition Index (BCI) of ≥ 41 by 2030 <ul style="list-style-type: none"> ○ Currently 98% • All roads and sidewalks to have a Pavement Condition Index (PCI) of ≥ 35 by 2030 <ul style="list-style-type: none"> ○ Currently 97% • All facilities rate to have a Facility Condition Index (FCI) of $\leq 10\%$ by 2030 <ul style="list-style-type: none"> ○ To be calculated at the Asset Management Plan (AMP) update in June 2024 • All parks to have a “to be replaced within the near-term” rating by 2030 <ul style="list-style-type: none"> ○ To be calculated at the Asset Management Plan (AMP) update in June 2024
To implement capital projects required for the sustainability of the water, wastewater, and storm water rate systems	<ul style="list-style-type: none"> • Reduce the wastewater to water ratio to 1 by 2040 <ul style="list-style-type: none"> ○ Currently 2.17 • Reduce the water loss rate to 15% by 2040 <ul style="list-style-type: none"> ○ Currently 35%
To fund infrastructure resulting from growth	<ul style="list-style-type: none"> • Complete a Development Charges (DCs) study and implement new DCs by January 1, 2024
Strategic Pillar: Welcoming, Livable, and Healthy Community	
Goal	Measures
To support our community health	<ul style="list-style-type: none"> • Invest in physician recruitment activities to reach 14 family physicians by 2026 • Facilitate partnerships that provide funding for health and social programs
To provide exceptional park and community event experiences	<ul style="list-style-type: none"> • Meet a benchmark of 13.1 km of trails per 20,000 residents

	<ul style="list-style-type: none"> ○ Currently 19.75 km per 20,033 residents • Focus on new trails on Welland Avenue and from the T.A. Lannan Sports Complex to Lockview Park and Lock 8 Gateway Park • Meet a benchmark of one park per 2,014 residents <ul style="list-style-type: none"> ○ Currently 3.4 parks per 2,014 residents • Meet a benchmark of 11.3 of park acreage per 1,000 residents <ul style="list-style-type: none"> ○ Currently 20.59 acres per 1,000 residents • Benchmark a positive net promotor score for community events
To lead collaboration to support welcoming, livable and health community through partnerships with community non-profits	<ul style="list-style-type: none"> • Benchmark a positive net promotor score with non-profit partners
Strategic Pillar: Increased Housing Options	
Goal	Measures
To develop policies, by-laws, and processes that provide more and diverse (form and tenure) housing options	<ul style="list-style-type: none"> • Update the Official Plan and Zoning By-law • Streamline the development approvals process and implement a minimum affordable housing target requirement • Incentivize affordable housing development through new or improved CIPs
To increase the number of affordable housing options	<ul style="list-style-type: none"> • Track annual changes in the number of housing units and type of housing options
Strategic Pillar: Economic Prosperity	
Goal	Measures
To develop policies and principles to revitalize lands, buildings, and infrastructure	<ul style="list-style-type: none"> • Establish growth management principles to intensify density and an appropriate mix of housing in the urban core • Incentivize private sector investment in commercial façade improvements, residential redevelopment, brownfield remediation, and industrial redevelopment through new or improved CIPs

To build relationships that are supportive of doing business within the city and increasing household income levels	<ul style="list-style-type: none"> • Benchmark a positive net promotor score with existing and new members of the business community • Bring household income closer to the Niagara average and median
To develop property progressively and judiciously	<ul style="list-style-type: none"> • Develop new industrial park on Invertose Road and Progress Drive • Partner on the redevelopment of wharves 18.1, 18.2, and 18.3 • Develop redundant lands in the H.H. Knoll Lakeview Park area • Develop the lands between Lakeshore Catholic High School and Chestnut Street

Implementation and Reporting

A strategic plan is only as strong as its implementation, and it is crucial to provide regular updates. A pledge to reporting on this plan's action items reflects the City of Port Colborne's ongoing commitment to accountability and transparency. With this in mind, updates on the progress of the 2023-2026 Strategic Plan will be made available through the City's [website](#) and reports to Council on a trimester basis.

The balanced scorecard (BSC) – a system for managing long-term strategy that is driven by the vision of the organization and applied by setting goals and measures – will be the framework used to gauge our success.

Achieving a balanced focus between the following four perspectives will enable the City to respond in an environment influenced by rapid change, social responsibility, innovation, and the recruitment and retention of high-quality employees.

PEOPLE	SIMPLE	CUSTOMERS	VALUE
<p>When we, the City of Port Colborne, take care of our people by promoting a healthy, positive, and collaborative organizational culture, we can make our processes simple and, in turn, benefit our customers who, ultimately, want us to pursue innovative projects of value.</p>			

These four perspectives will be used at the operational level and integrated into every departmental/divisional work or tactical plan. This consistency in

our reporting approach will allow project-specific information and departmental/divisional objectives to be consolidated in a way that will show a comprehensive overview of the City's performance from 2023 through 2026.

DRAFT OF 2023-2026 STRATEGIC PLAN

Gary Long
Manager of Strategic Initiatives

Greg Higginbotham
Tourism & Strategic Projects

June 13, 2023



Background

January 24 th , 2023	Staff report regarding process and next steps for 2023-2026 Strategic Plan
January 25 th , 2023	Community survey opened
January 30 th , 2023	Media release and social media posts to promote survey
February 20 th , 2023	Community survey closed
February 25 th , 2023	Facilitated discussion with Council and senior staff
March 2023	Review and analysis of survey results
April-May 2023	Strategic plan development and CLT review

Community Survey

- Survey was available online and in print for four weeks
- 503 responses (449 online and 54 print)
- Media release and social media posts to promote the survey
- Report of survey results will be available on City's website
- Analysis revealed community preferences and priorities that align with the goals of new plan

Strategic Plan – Foundational Elements

Vision Statement

A healthy and vibrant waterfront community embracing growth for future generations

Mission Statement

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

Strategic Plan – Foundational Elements

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 Plan – Foundational Elements

Sustainability & Accessibility



Strategic Plan – Foundational Elements

Strategic Pillars

Environment and Climate Change

Sustainable and Resilient Infrastructure

Welcoming, Livable, and Healthy Community

Increased Housing Options

Economic Prosperity

Strategic Plan – Foundational Elements

Measures/Key Performance Indicators (KPIs)

- Designed to challenge the organization
- Intended to minimize financial impact
- 33 measures that align with each of the five strategic pillars
- Organizational performance will be monitored and evaluated based on ability to achieve measures/KPIs

Strategic Plan – Foundational Elements

Implementation & Reporting

- Commitment to accountability and transparency
- Updates on the progress of the 2023-2026 Strategic Plan will be posted on City's website and reports to Council will be made on a trimester basis
- Balanced Scorecard

Strategic Plan – Foundational Elements

Balanced Scorecard (BSC)

- A framework to use to gauge our success
- A system for managing long-term strategy that is driven by the vision of the organization and applied by setting goals and measures
- Achieving a balanced focus between the BSC's four perspectives will enable the City to respond in an environment influenced by rapid change, social responsibility, innovation, and the recruitment and retention of high-quality employees

Strategic Plan – Foundational Elements

Balanced Scorecard (BSC)

PEOPLE	SIMPLE	CUSTOMERS	VALUE
<p>When we, the City of Port Colborne, take care of our people by promoting a healthy, positive, and collaborative organizational culture, we can make our processes simple and, in turn, benefit our customers who, ultimately, want us to pursue innovative projects of value.</p>			

Strategic Plan – Foundational Elements

Balanced Scorecard (BSC)

- To be used at the operational level and integrated into every departmental/divisional work or tactical plan
- Consistency in our reporting and consolidating departmental/divisional objectives will allow us to provide a comprehensive overview of the City's performance from 2023 through 2026

Next Steps & Timelines

June 13th, 2023

Present draft plan to Council

June 14th, 2023

Incorporate any changes, formatting, and graphic design

June 27th, 2023

Final approval of plan by Council

June 28th, 2023

External communications roll-out

July-August 2023

Internal roll-out and development of departmental/divisional work or tactical plans

Memorandum

To: City Council
From: Chief Administrator Officer
Date: June 13, 2023
Re: Resolution – Port Colborne Urgent Care Centre

On May 31, 2023, Niagara Health announced it would be reducing hours at the Port Colborne and Fort Erie Urgent Care Centres due to a physician shortage. Beginning July 5, 2023, both centres will be reduced from a 24-hour per day service down to 12 hours per day, from 10 a.m. to 10 p.m.

Following the announcement, Mayor Steele issued a statement on behalf of Port Colborne City Council expressing concern for the decision. His statement recognized the challenges Niagara Health and other health systems across Canada are facing, but noted that the changes put Port Colborne residents at a disadvantage to other residents in the Niagara region.

Mayor Steele has been in regular contact with Mayor Redekop in Fort Erie to discuss the difficulties residents of the two communities face when trying to access reliable health services. Thousands of residents in both Port Colborne and Fort Erie do not have a family doctor and therefore rely on the Urgent Care Centres as their first point of healthcare contact.

On June 5, 2023, the Town of Fort Erie held a Special Council Meeting to discuss a motion regarding the partial closure at their Urgent Care Centre. During the meeting, Fort Erie Council passed a motion that calls on Niagara Health to reverse its decision to reduce hours at their Urgent Care Centre and to work with the Town to secure the necessary resources to continue to operate the Urgent Care Centre on a full -time basis. The Town of Fort Erie's resolution is included in the June 13, 2023 Council package as a Correspondence Item.

In a unified approach with the Town of Fort Erie, Mayor Steele has requested Port Colborne City Council consider a similar motion. Staff have created a resolution for Port Colborne's use based on the approved Fort Erie resolution. It is attached for Council's consideration.

Staff recommend that the attached resolution be moved and seconded by Council members and adopted, and distributed as described in the resolution.



PORT COLBORNE

Development and Legislative Services

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E cityclerk@portcolborne.ca

June 14, 2023

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

The Honourable Sylvia Jones
Minister of Health
5th Floor, 777 Bay Street
Toronto, ON M7A 1Z8
Sylvia.Jones@pc.ola.org

Honourable and Dear Sir:

Honourable and Dear Madam:

Re: Maintenance of Port Colborne Urgent Care Centre Hours of Operation

Please be advised that, at its meeting of June 13, 2023, the Council of The Corporation of the City of Port Colborne resolved as follows:

Whereas the City of Port Colborne has experienced continuously reduced hospital services since the Provincial Government implemented the Hospital Restructuring Plan in 1998; and

Whereas on May 31, 2023, Niagara Health announced that they are reducing the hours of operation for the Port Colborne and Fort Erie Urgent Care Centres by half as of July 5, 2023;

Now, therefore, be it resolved:

That the Council of the City of Port Colborne calls on Niagara Health to reverse its decision to reduce hours at the Port Colborne Urgent Care Centre effective July 5, 2023, and ensure a continuation of full-service hours, 24 hours per day, 7 days per week;

That the Council of the City of Port Colborne requests that Niagara Health work with the City of Port Colborne to secure the necessary human resources and funding required to permit Niagara Health to continue operation of the Port Colborne Urgent Care Centre on a full-time basis;

That the Council of the City of Port Colborne calls on the provincial government to work with Port Colborne and Niagara Health to facilitate the creation of a provincially funded health team for Port Colborne, either stand-alone or in conjunction with the Town of Fort Erie, to meet the immediate and long-term primary, urgent and associated health care needs of our residents;

.../2

That the Council of the City of Port Colborne calls on the provincial and federal governments to immediately take all steps necessary to alleviate the chronic staffing shortages experienced in our hospitals and health care systems, including implementing streamlined processes to permit individuals qualified to practice as doctors, nurses and other health professionals in other countries to practice their profession in Canada;

That Council directs the Chief Administrative Officer to collaborate with the Town of Fort Erie's Chief Administrative Officer to develop options for Council to consider, for creation of a business plan, that would include identifying resources and funding required, to meet the immediate and long-term health care needs of residents of Port Colborne; and

That the City Clerk be directed to deliver a copy of this resolution to Ontario Premier, Doug Ford; Ontario Minister of Health, Sylvia Jones; President and CEO of Niagara Health, Lynn Guerriero; the Board of Directors of Niagara Health; Prime Minister of Canada, Justin Trudeau; Minister of Health for Canada, Jean-Yves Duclos; Mayor of Fort Erie, Wayne Redekop; Region of Niagara Chair, Jim Bradley; Niagara Regional Councillors; all Niagara Members of Ontario Provincial Parliament; all Niagara Members of Federal Parliament; Executive Director of the Niagara Chapter of Native Women, Wendy Sturgeon; Niagara Health Coalition; and all municipalities in Niagara for their consideration and support.

Sincerely,



Charlotte Madden
City Clerk

cc.

Lynn Guerriero, President and CEO, Niagara Health: Lynn.Guerriero@niagarahealth.on.ca
The Board of Directors of Niagara Health: Danielle.Dube@niagarahealth.on.ca
The Right Honourable Justin Trudeau, Prime Minister of Canada: Justin.Trudeau@parl.gc.ca
The Honourable Jean-Yves Duclos, Federal Minister of Health: jean-yves.duclos@parl.gc.ca
Wayne Redekop, Mayor, Town of Fort Erie: wredekop@forterie.ca
Jim Bradley, Chair, Region of Niagara: jim.bradley@niagararegion.ca
Niagara Regional Councillors: Clerk@niagararegion.ca
Jeff Burch, MPP, Niagara Centre: jburch-qp@ndp.on.ca
Sam Oosterhoff, MPP, Niagara West: sam.oosterhoff@pc.ola.org
Jennifer Stevens, MPP, St. Catharines: JStevens-co@ndp.on.ca
Wayne Gates, MPP, Niagara Falls: wgates-co@ndp.on.ca
Vance Badawey, MP, Niagara Centre: vance.badawey@parl.gc.ca
Dean Allison, MP, Niagara West: dean.allison@parl.gc.ca
Chris Bittle, MP, St. Catharines: chris.bittle@parl.gc.ca
Tony Baldinelli, MP, Niagara Falls: Tony.Baldinelli@parl.gc.ca
Wendy Sturgeon, Executive Director of the Niagara Chapter of Native Women: edncnw@gmail.com
Niagara Health Coalition: niagarahealthcoalition@yahoo.ca
Local Area Municipalities

June 14, 2023

Maintenance of Port Colborne Urgent Care Centre Hours of Operation

Page 2 of 2



FOR IMMEDIATE RELEASE

May 31, 2023

Statement from Port Colborne Mayor Bill Steele

PORT COLBORNE, ON – Earlier today, Niagara Health announced it would be reducing hours at the Port Colborne and Fort Erie Urgent Care Centres due to a physician shortage. Both centres will be reduced from a 24-hour per day service down to 12 hours per day, from 10 a.m. to 10 p.m. beginning July 5, 2023.

While I understand the challenges Niagara Health and other health systems across Canada are facing, I am disappointed and deeply concerned that these changes put Port Colborne residents at a disadvantage to other residents in the Niagara region. I've been in regular contact with Mayor Redekop in Fort Erie to discuss the difficulties residents in our communities face when trying to access reliable health services.

Port Colborne has approximately 10,000 residents without a family doctor. Their first point of healthcare contact is with an Urgent Care Centre or Emergency Department. Until we can provide residents with access to family doctors or local solutions to meet their health service needs, they will continue to need local Urgent Care Centres, or they will continue to overload our Emergency Departments elsewhere in Niagara.

I recognize that Niagara Health is aiming to deliver the safest and most effective healthcare for residents across all of Niagara. Making changes to their healthcare delivery model is inevitable as healthcare continues to experience a transformation and health human resource challenges continue to mount. That said, I feel it is essential for Niagara Health and the Province of Ontario to continue prioritizing access for quality healthcare for residents across the entire Niagara region – not just those residents close to the St. Catharines and Niagara Falls general hospitals.

While Port Colborne and Fort Erie Urgent Care Centres do not receive a high number of patients during the evening hours, I still believe access to this service is important. Last year, Port Colborne's Urgent Care Centre received an average of four patients per night.

It's important for residents in our communities to continue to have access to quality healthcare close to home. Along with our Port Colborne Health Services Working Group and City Council, we are working hard to bring more community-based healthcare resources and new family physicians to Port Colborne to ensure our residents have access to the care they need.

Port Colborne does have a number of mobile health services, such as a mobile dental clinic and mobile mammograms. Council and I will continue pursuing and attracting more of these community-based services for the benefit of our residents.

The Provincial government and Niagara Health need to step up and meet the needs of residents, not remove more and more necessary services. It is time for them to take meaningful action to address the worsening crisis. The City of Port Colborne and City Council are committed to fighting for healthcare services that our residents need and deserve.

I am adamant that Niagara Health keep this service interruption to a minimum and restore 24-hour coverage at both the Port Colborne and Fort Erie Urgent Care Centres as soon as possible.

- 30 -

MEDIA CONTACT

Jasmine Peazel-Graham
Manager of Corporate Communications
City of Port Colborne
905– 835– 2900 x 307
jasmine.peazel-graham@portcolborne.ca

Subject: East Side Employment Lands – Phase 1 Servicing Project

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-109

Meeting Date: June 13, 2023

Recommendation:

That Chief Administrative Office report 2023-109 be received;

That the Director of Public Works be directed to initiate design work, engineering, and construction, in partnership with Niagara Region, for phase one servicing for the City's East Side Employment Lands;

That the Director of Public Works be directed to retain a qualified engineering consultant to review, revise, and update the detailed design and drawings for the proposed infrastructure for the East Side Employment Lands;

That the Manager of Strategic Initiatives be directed to submit an application to the Ministry of Economic Development, Job Creation and Trade's Southwestern Ontario Development Fund to request funding for servicing work for the City's East Side Employment Lands; and

That Council commit to funding the City's share of the project from the 2024 and 2025 Capital Budgets.

Purpose:

The purpose of this report to request a Council motion directing staff to commence work regarding the servicing of the East Side Employment Lands (ESEL) and pass a resolution in support of the City's application to the Southwestern Ontario Development Fund (SWODF).

Background:

The City's East Side Employment Lands (ESEL), shown in Appendix A, are located at the north end of Port Colborne, east of the Welland Canal, north of Concession Two, south of Concession Three, and west of Highway 140. These lands are un-serviced, zoned industrial, and are primarily owned by the City of Port Colborne and Transport Canada (see Appendix B). Some lands are owned by the private sector.

In 2014, AECOM Engineering were retained to develop a master plan for servicing the City's East Side Employment Lands and completing improvements to Ramey Road (renamed Progress Drive) and the 3rd Concession. The rationale for undertaking this master plan was to help the City better respond to development inquiries for industrial land; help the City meet its economic growth objectives; and coordinate with Niagara Region on their project to extend services under the canal to the 2nd Concession.

The Southwestern Ontario Development Fund is a provincial funding program administered through the Ministry of Economic Development, Job Creation and Trade (MEDJCT), designed to provide businesses, municipalities, and not-for-profit organizations with support for economic development projects.

The City of Port Colborne intends to apply to the community economic development stream of this funding program. To be eligible, projects need to:

- 1) be led by municipalities, economic development organizations, or sector organizations;
- 2) focus on economic and business development and job creation in the community or region by investing in infrastructure or implementing strategies to advance regional economic development priorities;
- 3) lead to measurable outcomes including private sector investment, growth and job creation;
- 4) invest more than \$100,000;
- 5) have private sector support; and,
- 6) be used for activities that are new to the organization.

The servicing project, outlined in this staff report, aligns with the objectives of SWODF and prepares the ESEL for private sector investment.

Discussion:

Over the past three years, there has been a significant increase in the number of inquiries from site selectors, investors, and developers interested in serviced industrial land. This strong demand is consistent throughout Niagara and the province with industrial development being one of the best performing asset classes in real estate investment as supply is not meeting demand. Recently, City staff are having to turn

away interested parties and their investment because the City doesn't have serviced industrial land.

Niagara Region has a project within their existing capital works plan to bring municipal services and utilities from the west side of the City from Barrick Road, under the canal, to the east side to service the East Side Employment Lands and future industrial development. In recent discussions with senior leadership and Public Works officials at Niagara Region, the canal crossing servicing project will be completed in 2026.

Given the demand for serviced industrial land, and the opportunities presented by the East Side Employment Lands, City staff are recommending that phase one of the servicing on the east side be designed, engineered, and constructed over the next 12-18 months (see Appendix C). In fact, phase one will service forty (40) acres of industrial land that will facilitate private sector investment and the construction of a processing facility that will create 80-100 jobs and economic activity. There are several components of the ESEL servicing project, they are as follows:

- 1) complete a new Environmental Assessment;
- 2) create a permanent watermain to service the ESEL;
- 3) install the necessary servicing infrastructure so that it is in place when the permanent water and wastewater services are extended to the east side;
- 4) complete detailed design and drawings for Ministry of Transportation review for a new road off of Highway 140 that would provide access to future industrial lands at Progress Drive.
- 5) initiate detailed design and drawings for phase 2, specifically Ramey Road/Progress Drive connection and construction; survey work; servicing plan for Progress Drive industrial lands; modifications to Highway 140 with new access road, and coordination with key stakeholders.

Primary responsibility for water and wastewater systems and infrastructure rests with Niagara Region. To this end, they have agreed to partner with the City on aspects of this servicing project as they recognize the strategic location of these lands and the importance of having services to attract industrial investment. However, it should be noted that the City is responsible for extending services north to the East Side Employment Lands once the new Regional watermain and sanitary services are located on the east side.

City staff recommend that an application be submitted to SWODF to request that the province partner with the City and Region on this economic development project and provide a financial contribution as this project aligns with the program objectives to attract private sector investment and create economic activity and jobs. This project has already been screened for eligibility by MEDJCT officials and was determined to be eligible for the second step of the SWODF application process, which entails completing a full application. The SWODF application is due June 15th.

Staff will come back to Council in Q4/2023 with more project information, cost estimates, and a funding strategy for phase two of the East Side Employment Lands and Niagara Region's canal crossing servicing project.

Internal Consultations:

Discussions regarding the servicing and redevelopment of the City's East Side Employment Lands have involved Corporate Services, Economic Development, Planning, Public Works, and the Office of the Mayor and CAO.

Financial Implications:

City staff retained an external engineering firm to provide a high-level cost estimate, including a 20% contingency, for the components of this project. Based on discussions with Public Works staff, the cost breakdown is as follows:

Phase 1 - Project Scope:

• Environmental Assessment and Detailed Design	\$ 600,000
• Construction - Install water/wastewater services	\$ 3,500,000
• Construction of Regional watermain on 2 nd Concession	<u>\$ 2,400,000</u>

Total Project Cost	\$ 6,500,000
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Funding Sources:

• Niagara Region	\$ 2,400,000
• City of Port Colborne	\$ 2,250,000
• Private sector partner	\$ 350,000
• Southwestern Ontario Development Fund	<u>\$ 1,500,000</u>

Total	\$ 6,500,000
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This City is seeking the maximum contribution from SWODF which equals \$1.5 million. Staff are recommending that the City's portion of this project be funded from the 2024 and 2025 Capital Budgets. Some of the project costs will be shared with Niagara Region and a private sector partner.

At the time of writing this report, no funding sources are under agreement and are subject to change.

Borrowing costs on \$2,250,000 are approximately \$150,000 per year, if financed at 5% over 30 years. Once the project is complete (water and wastewater connected) and the one private sector partner is fully operational, a partial offset to this amount would occur. This noted, the combined water and wastewater budgets would still likely need to increase approximately 1.0% to accommodate.

Should the City be required to fund the full \$6,500,000, borrowing costs would be approximately \$423,000 per year, if financed at 5% over 30 years. Once the project is complete (water and wastewater connected) and the one private sector partner is fully operational, a partial offset to this amount would occur. Note, the wastewater while started in this phase would not be completed until Phase 2. This noted, the combined water and wastewater budgets would still likely need to increase approximately 3.0% to accommodate.

As Phase 2 is built out, additional revenue may become available should additional lands be developed as anticipated. In this case, costs may be recovered from land sales, future water and wastewater sales and the future development as companies locating within the East Side Employment Lands will be expected to enter a development agreement that will address the provision of services and infrastructure, and how costs are to be shared.

At the time of writing this report, future revenue cannot be estimated but it is anticipated that future revenue sources will not offset the cost of the project.

The City will however realize future benefits/return on investment through increased tax assessment, direct and indirect economic activity, and new jobs.

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

Conclusion:

The City of Port Colborne, along with Niagara Region, has a shortage of serviced industrial land and this deficiency is hampering investment attraction efforts. Niagara Region's capital project to bring municipal services and utilities under the canal in 2026 will support the City's efforts to service the East Side Employment Lands and it is important be ready. To this end, City staff are recommending that a phase one servicing project for the east side be initiated involving the installation of permanent water and sewer infrastructure to facilitate private sector investment and construction on forty (40) acres of industrial land and so that the infrastructure is in place and ready for when services are available on the east side. City staff are also recommending that the detailed design and drawings be completed for Ministry of Transportation review regarding a new road created off Highway 140 that would provide truck access to service future industrial lands on Progress Drive. Finally, staff are recommending that background work, studies, and assessments be initiated for phase two to continue with the momentum of phase one.

Public Works staff and a consulting engineer have estimated the total project cost to be \$6.5 million with a portion of the project being funded by Niagara Region and a private sector partner. City staff are recommending that an application be submitted to SWODF requesting \$1.5 million, which represents the maximum contribution the province will provide. This project will also allow the City to capitalize more quickly on the opportunities of the East Side Employment Lands as initial servicing infrastructure will already be in place once permanent services are available in 2026.

Appendices:

- a: Property Map – East Side Employment Lands (ESEL)
- b: Property Map – Port Colborne Industrial Lands and Multi-Modal Options
- c: Concept Plan – Phase 1 Servicing and New Road for ESEL

Respectfully submitted,

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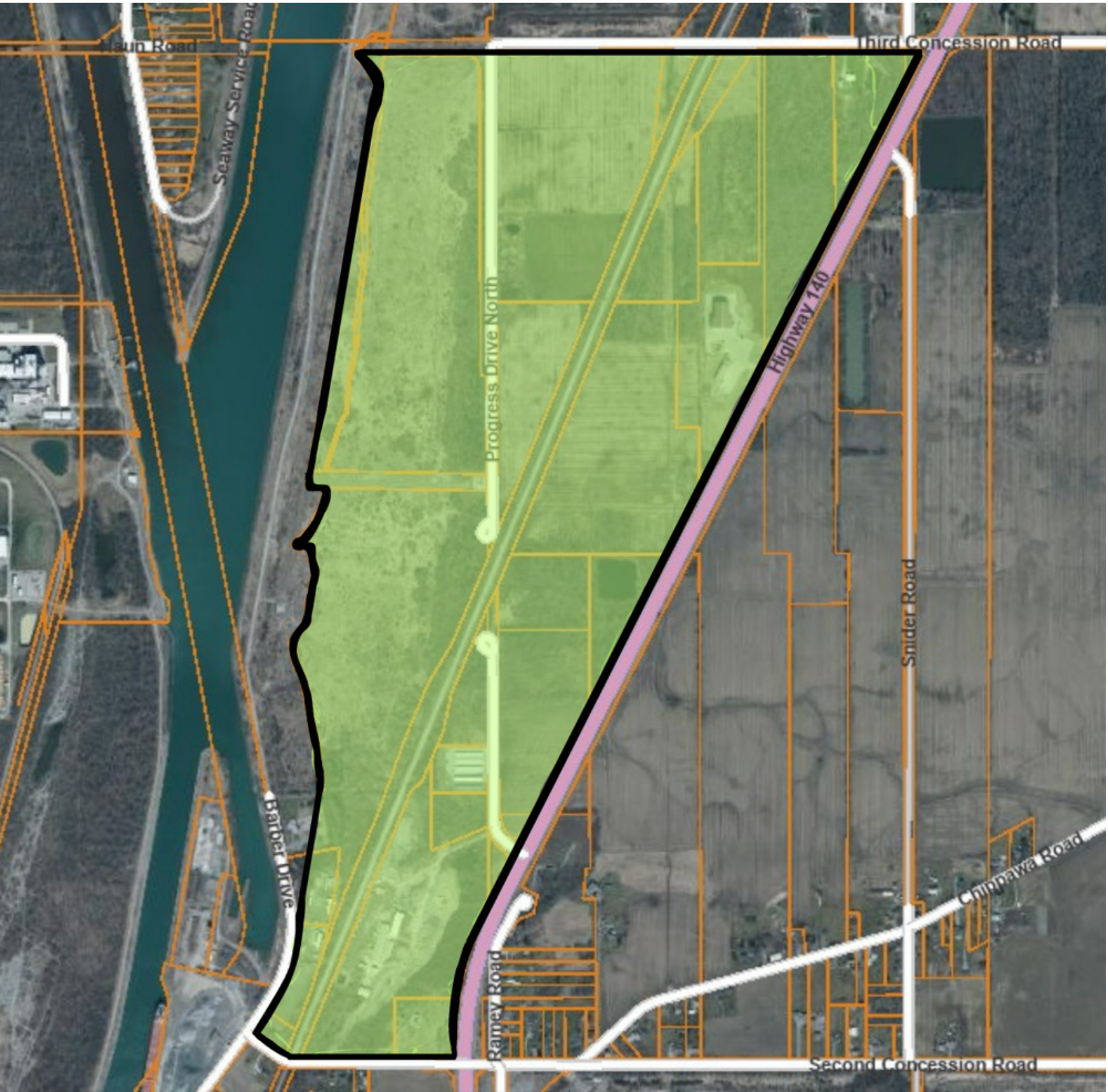
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Report Approval:

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.



Report 2023-109
Appendix A



**THE CITY OF PORT COLBORNE
EAST SIDE EMPLOYMENT LANDS**

DATE	2023-06-02
SCALE	1:500
REF. No.	
DWG No.	D-01

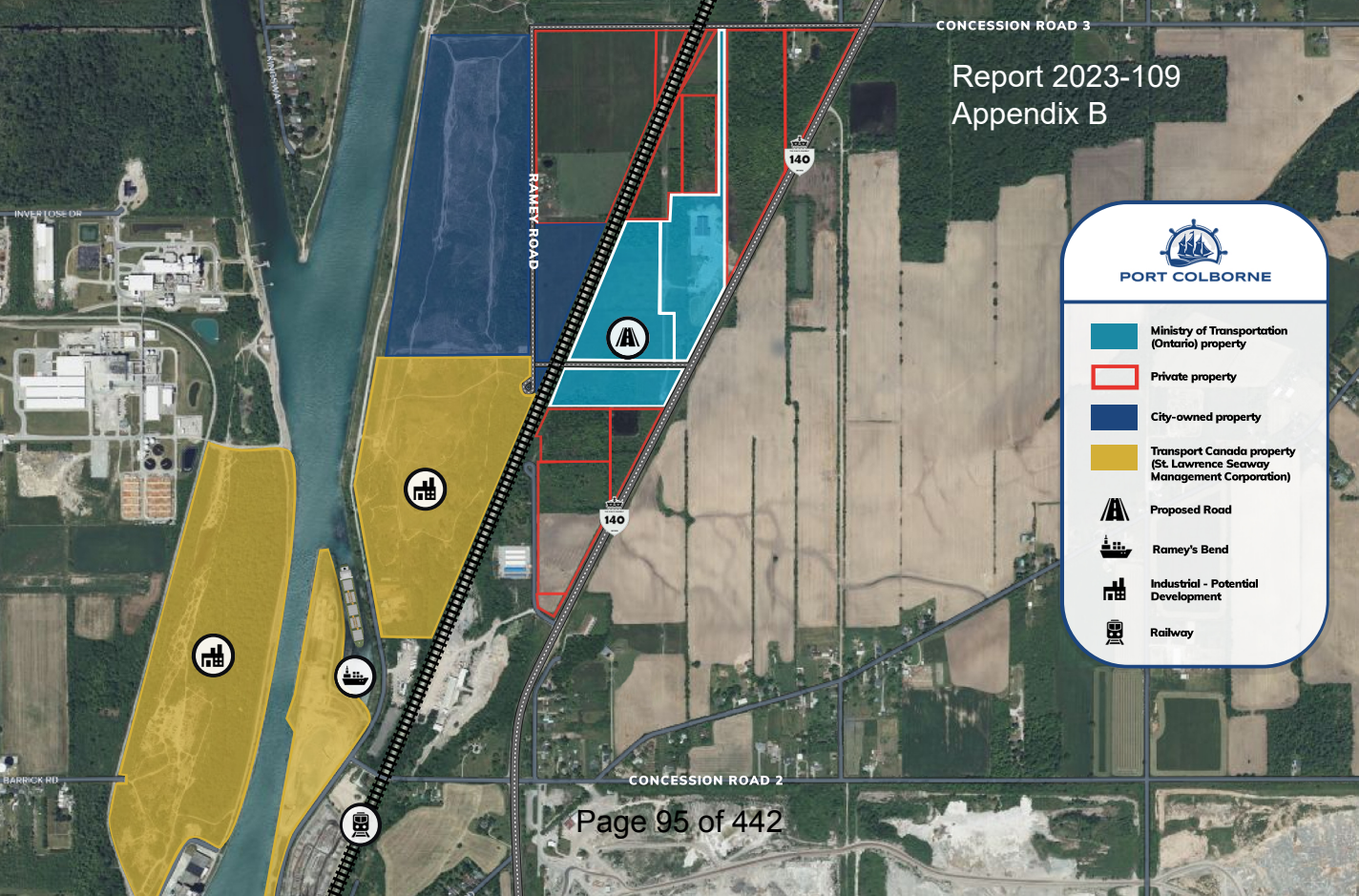
Report 2023-109

Appendix B

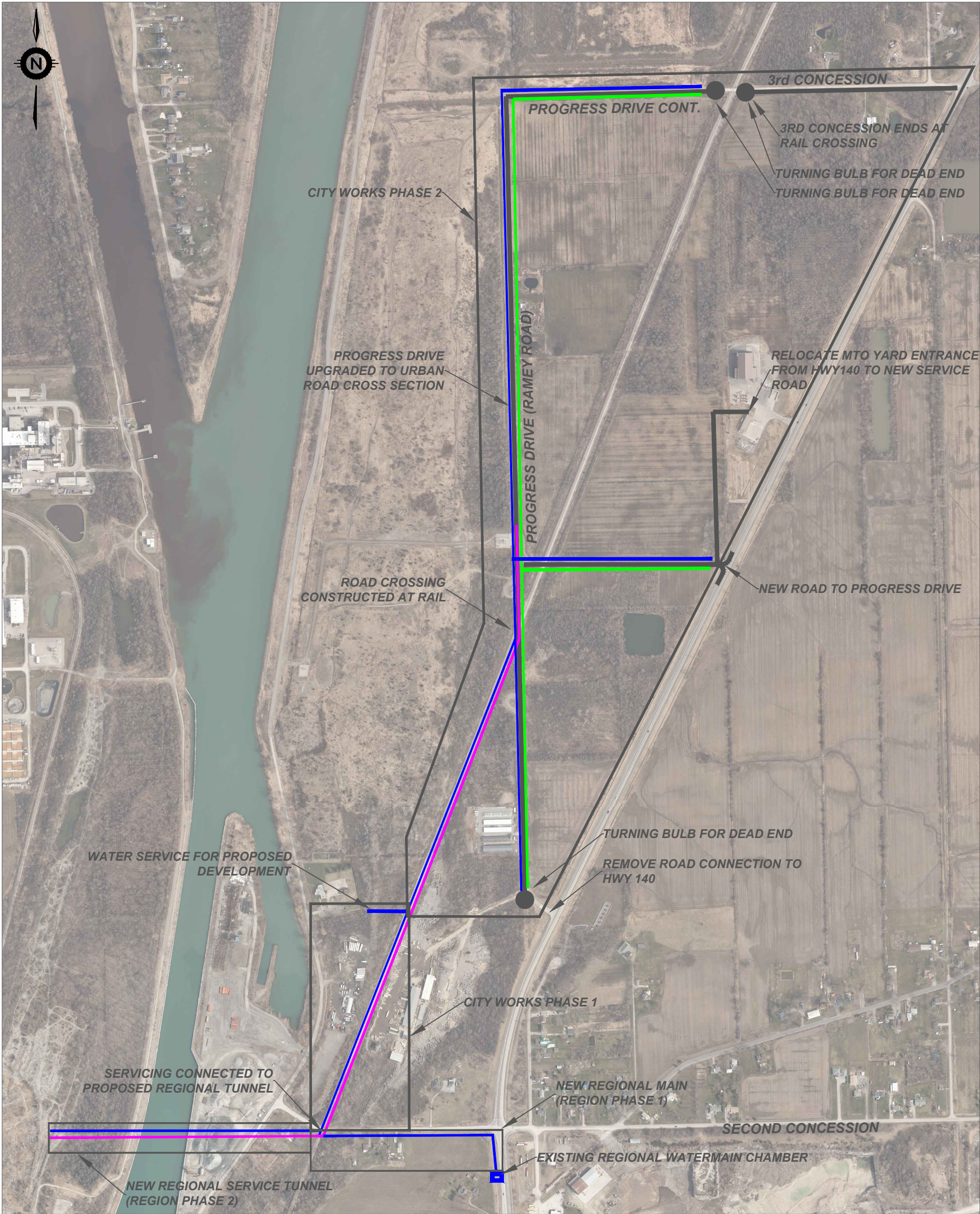


PORT COLBORNE

-  Ministry of Transportation (Ontario) property
-  Private property
-  City-owned property
-  Transport Canada property (St. Lawrence Seaway Management Corporation)
-  Proposed Road
-  Ramey's Bend
-  Industrial - Potential Development
-  Railway



CONCESSION ROAD 2



- WATERMAIN ALIGNMENT
- SANITARY FORCEMAIN ALIGNMENT
- SANITARY SEWER ALIGNMENT



**THE CITY OF PORT COLBORNE
EAST EMPLOYMENT LANDS SERVICING**

PLAN VIEW - SKETCH
Page 96 of 442

DATE	2023-05-25
SCALE	NTS
REF. No.	RN ###
DWG No.	RR_-

Subject: Committees' Proposed Terms of Reference

To: Council

From: Development and Legislative Services Department

Report Number: 2023-34

Meeting Date: June 13, 2023

Recommendation:

That Development and Legislative Services Department Report 2023-34 be received;

That the Terms of Reference, attached in Appendices A to I to the Development and Legislative Services Department Report 2023-34, for the Active Transportation Advisory Committee, Economic Development Advisory Committee, Environmental Advisory Committee, Grant Allocation Advisory Committee, Mayor's Youth Advisory Committee, Senior Citizens Advisory Committee, Social Determinants of Health Advisory Committee, Property Standards/Notice to Muzzle Appeal Committee, and Committee of Adjustment, be approved;

That By-law Nos. 6422/102/16, 6299/125/15, 6069/35/14, 6471/38/17, 6317/143/15, 5328/83/09, 6530/97/17 and 6642/06/19, be hereby repealed; and

That the following member of the public be appointed to the respective committee:

Property Standards/Notice to Muzzle Committee

That Angie Desmarais be appointed to the Property Standards/Notice to Muzzle Appeal Committee for a term ending November 14, 2026.

Purpose:

The purpose of this report is to provide Council, for their consideration, revised Terms of Reference for the City of Port Colborne's Committees. The revised Terms of Reference for various Committees were prepared following the approval of Development and Legislative Services Department Report 2022-264 – Committees and Boards Restructuring. Clerk's Division staff are also seeking to obtain approval from Council regarding a citizen appointment to the newly established Property Standards/Notice to Muzzle Appeal Committee. The recommendations contained in this report will ensure

the structure and Terms of Reference for the City's Committees are following best practices and will ensure Port Colborne's committee structure is responsive, accountable, and transparent.

Background:

The City's Committees and Boards provide advice, guidance, and support to Council as they consider matters such as environmental, heritage, and other local matters. On December 13, 2022, Council approved the recommendations brought forward in Development and Legislative Services Department Report 2022-264 – Committees and Boards Restructuring. One of the recommendations was as follows:

"That Staff be directed to report back to a future meeting with updated Terms of Reference for all Advisory Committees to support the approved new committee structure."

There are different types of Boards and Committees, including:

Local Board: a board that is generally established by legislation and members are appointed by Council. A local board has the authority to address their responsibilities as determined under the relevant legislation. An example of a local board would be the Library Board.

Statutory Committee: these committees are permitted or required by legislation and perform functions as specified in the relevant legislation. Examples include Committee of Adjustment and the Property Standards Committee.

Advisory Committee: a committee that provides advice and recommendations to Council as requested on areas within their committee mandate with no authority for decision making or independent actions. Examples include but are not limited to the Economic Development Advisory Committee and Senior Citizens Advisory Committee.

Ad-Hoc Committee: these committees are created to perform a specific task and are dissolved when the task is complete. Much like an advisory committee, the committee has no authority for decision making or independent actions.

These committees can be ongoing or have life cycles based on the needs of the community. While committees are an excellent way to receive input from the public and accomplish City goals, it is important to evaluate their role and make changes as necessary. The last review of the City's committee structure was conducted in 2022.

In December 2022, Clerk's Division staff recommended that all advisory committee terms of reference be reviewed, standardized, and updated to ensure Port Colborne's new committee structure is responsive, accountable, and transparent.

Discussion:

Terms of Reference

Clerk's Division staff have drafted revised Terms of Reference for the following committees:

- Active Transportation Advisory Committee
- Economic Development Advisory Committee
- Environmental Advisory Committee
- Grant Allocation Advisory Committee (Formerly known as the Grant Policy Committee)
- Mayor's Youth Advisory Committee
- Senior Citizens Advisory Committee
- Social Determinants of Health Advisory Committee
- Property Standards/Notice to Muzzle Appeal Committee
- Committee of Adjustment

Updating the Committees' Terms of Reference has provided the opportunity to address emerging issues and needs through the new committee structure. The review of the Committees' existing Terms of Reference identified that there was a need to fill existing gaps, clarify language and mandates, incorporate best practices, and ensure legislative compliance. The revised Terms of Reference have additionally clarified the roles of Council, Chairs/Vice-Chairs, Staff Liaisons, and Committee Members. The various other updates made to the revised Terms of Reference were based on feedback received from the Committees, Staff Liaisons, and Council priorities. Lastly, all Committees' Terms of Reference were amended to follow a specific template to promote standardization and consistency.

A brief summary of the notable revisions made to each Committee's Terms of Reference are as follows:

- **Active Transportation Advisory Committee** – the membership composition was amended to reduce the number of citizen members to five (5) in order to align with best practices. Additionally, the membership composition was revised to reflect Council members as non-voting members in accordance with section 9 of the City's Procedural By-law.
- **Economic Development Advisory Committee** – the mandate was revised to include tourism projects and various other aspects of the previously existing Tourism & Marketing Advisory Committee in order to ensure this Committee addressed all types of economic development in the City of Port Colborne. The membership composition was amended to remove a representative from the City's Tourism & Marketing Advisory Committee, which no longer exists. Additionally, the membership composition was revised to reflect Council

members as non-voting members in accordance with section 9 of the City's Procedural By-law.

- **Environmental Advisory Committee** – the membership composition was amended to reduce the number of citizen members to seven (7). The recommended change to the number of citizen members will be done through attrition. Currently, there are two vacancies on the Committee. As such, it is recommended these positions not be filled to align with the proposed composition.
- **Grant Allocation Advisory Committee** – the Committee's name change is proposed in order to be in better alignment with the mandate.
- **Mayor's Youth Advisory Committee** – the Terms of Reference for this Committee was prepared in collaboration with the Mayor and the Executive Assistant to the Mayor and CAO. The Committee will be composed of eight (8) voting youth members ranging from 13-25 years of age, including representatives from each of the two (2) local high schools and those studying at Brock University/Niagara College.
- **Senior Citizens Advisory Committee** – the membership composition was amended to reduce the number of citizen members to seven (7). In recent years, it has been challenging to recruit and maintain ten (10) citizen members on this Committee. The Clerk's Division deems seven (7) is an adequate and fair number to fulfil the mandate of the Committee. The citizen members' age requirement was reduced to 18 years of age, with preference to be given to applicants who are at least 50 years of age. The Clerk's Division believes that those who have relevant academic or work experience and are under the age of 50 should be given the opportunity to apply to sit on the Committee. Additionally, reducing the age requirement should assist in soliciting more applicants during recruitment.
- **Social Determinants of Health Advisory Committee** – the membership composition was amended to increase the number of voting members to eight (8). The Committee felt that representatives from the Niagara Region Public Health and Community Living Port Colborne – Wainfleet would benefit the Committee and should be added to the membership composition. The Chair of the Committee reached out to each respective organization and confirmed that they would like to join the Committee. Additionally, the membership composition was revised to reflect Council members and staff as non-voting members in accordance with section 9 of the City's Procedural By-law.
- **Property Standards/Notice to Muzzle Appeal Committee** – the Terms of Reference for this Committee captures the quasi-judicial nature of the two previously separate Committees, now combined into one. The same members will sit for both types of appeals. Remuneration will remain as prescribed in the respective By-law for each type of appeal hearing.
- **Committee of Adjustment** – the membership composition was amended to reflect the Council motion passed on December 13, 2022. The Committee shall

consist of five (5) voting members made up of three (3) members of Council and two (2) members of the public.

The revised Terms of Reference for the Port Colborne Historical and Marine Museum Board will not be brought forward for Council's consideration until this Fall (prior to the annual Committee recruitment). The current Terms of Reference for the Museum Board were put in place in 1974. Museum and Culture staff and Clerk's Division staff thought it would be prudent to ensure these Terms are brought entirely up to date. As such, extra time is required in order to evaluate the Board's existing mandate and determine what needs to be amended in order to align with current best practices.

A set of revised Terms of Reference has not been prepared for the Joint Agency Review Team Public Liaison Committee. Since this Committee is ad-hoc, the Clerk's Division has determined revising the Terms of Reference to not be necessary.

Citizen Member Appointment

The proposed Property Standards/Notice to Muzzle Appeal Committee is composed of four (4) Council members and one (1) member from the public at large. Recruitment was conducted at the end of 2022 to fill the citizen member vacancy on the Property Standards Committee and no applications were received. The Clerk's Division has since received notice from a member of the public wishing to join the newly combined Committee. It is being recommended to Council that the citizen be appointed to the newly established Property Standards/Notice to Muzzle Appeal Committee. The member shall serve a term that ends with the term of the Council that appoints them.

Internal Consultations:

Clerk's Division staff collaborated with the Staff Liaison for each Committee when preparing the revised Terms of Reference. The revised Terms of Reference were presented to all committees for feedback and input. The Mayor and the Executive Assistant to the Mayor and CAO were consulted when preparing the Terms of Reference for the Mayor's Youth Advisory Committee.

Financial Implications:

There are no financial implications associated with this report.

Public Engagement:

Clerk's Division staff collaborated with the members of each Committee when preparing the revised Terms of Reference. Their input and feedback were essential to ensuring

the proposed Terms of Reference are accurate and precise. Should Council approve of these revised Terms of Reference, Clerk's Division staff will begin recruitment for the Committees that currently have existing vacancies as soon as possible. Clerk's Division staff will reach out to relevant organizations and groups within the Community to solicit as many applications to the Committees as possible.

Strategic Plan Alignment:

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

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

Conclusion:

Clerk's Division staff have prepared revised Terms of Reference for the City of Port Colborne's Committees to provide to Council for their consideration. Clerk's Division staff are also seeking to obtain approval from Council regarding a citizen appointment to the newly established Property Standards/Notice to Muzzle Appeal Committee. The recommendations contained in this report will ensure the structure and Terms of Reference for the City's Committees are following best practices.

Appendices:

- a. Revised Terms of Reference – Active Transportation Advisory Committee
- b. Revised Terms of Reference – Economic Development Advisory Committee
- c. Revised Terms of Reference – Environmental Advisory Committee
- d. Revised Terms of Reference – Grant Allocation Advisory Committee
- e. Proposed Terms of Reference – Mayor's Youth Advisory Committee
- f. Revised Terms of Reference – Senior Citizens Advisory Committee
- g. Revised Terms of Reference – Social Determinants of Health Advisory Committee
- h. Proposed Terms of Reference – Property Standards/Notice to Muzzle Appeal Committee
- i. Revised Terms of Reference – Committee of Adjustment

Respectfully submitted,

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Report Approval:

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



**Port Colborne
Active Transportation Advisory Committee
Terms of Reference**

Committee: Active Transportation Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Manager of Road and Park Operations

1. Purpose

The Active Transportation Advisory Committee (ATAC) is an Advisory Committee of Council established to provide local perspective, guidance, and expert strategic advisement in the delivery of active transportation services in the City of Port Colborne and to serve in a non-governance capacity with a focus on provision of advice and recommendations for consideration. Active Transportation is defined as any mode of self-propelled transportation (e.g. walking, cycling, in-line skating, wheeling) that relies on the use of human energy to get from one place to another. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes, and multi-use, inter-connecting trails. Active transportation provides for positive economic, environmental and health impact which benefit individuals and the community.

2. Mandate

The mandate of the ATAC is to provide advice Council on matters relating to the promotion and development of an active transportation network within the City of Port Colborne, including, but not limited to:

- 2.1 Identifying, supporting and recommending trends that impact trail, street and cycling development in the City, that provide for safe, convenient, efficient and accessible use by all users – including pedestrians of all ages and abilities, people with disabilities, and cyclists.
- 2.2 Investigating and recommending to Council opportunities to work with municipal partners and stakeholders in promoting active transportation as a routine component of commuting to work and school, tourism and recreation to achieve environmental, social, economic and health benefits of active transportation.



- 2.3 Advising and recommending to Council on strategic plan priorities relating to active transportation direction, and policies including, but not limited to the Recreation Master Plan.
- 2.4 Assisting in the celebration of successes with respect to active transportation initiatives, including active transportation facility infrastructure enhancements, and supporting programs on an ongoing basis (i.e., encouragement, education, and enforcement).
- 2.5 Providing feedback on Region-wide trail network on the active transportation component of pertinent policies as they are developed, implemented and updated.
- 2.6 Investigating and recommending to Council funding opportunities that may be available for undertaking active transportation initiatives.

3. Membership Composition

The Active Transportation Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Five voting members shall be appointed from the public at large by resolution of Council. One citizen member should be under the age of 25, if possible.
- 3.2 One non-voting member of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the ATAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.



- 4.1. Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2. Technical Expertise – A high level of technical expertise is required within the Committee. Consideration shall be given to applicants with demonstrated expertise through work/academic qualifications, are avid active transportation users, and/or have experience in transportation-related disciplines.
- 4.3. Community Representatives – Consideration shall be given to the individual's interest in active transportation and/or road safety. The relevance of their interests to the mandate of ATAC will be an important consideration.

Where possible, one member should be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in a transportation-related field of study, as noted above.

- 4.4 Availability - It is imperative that an applicant be able to attend as many ATAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council for members.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.



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10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.



PORT COLBORNE

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of ATAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):



PORT COLBORNE

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The liaison will provide administrative, procedural, and technical support to the Committee. The liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.



PORT COLBORNE

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

**Port Colborne
Economical Development Advisory Committee
Terms of Reference**

Committee: Economic Development Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Economic Development Officer

1. Purpose

The Economic Development Advisory Committee (EDAC) is an Advisory Committee of Council established to offer advice and recommendations to Council to support and to provide local perspective, guidance, and expert strategic advisement in the delivery of economic development services in the City of Port Colborne.

2. Mandate

The mandate of EDAC is to provide advice to Council on matters relating to the delivery of various economic development services in the City including, but not limited to:

- 2.1 Review and/or participate in the development of policies, programs and initiatives for the purpose of encouraging job creation, sustaining employment and business development in Port Colborne.
- 2.2 Remain informed and act as a strategic planning advisor on tourism projects, business and industrial developments in the community, as well as proposed future local and regional projects which could affect the community's economic growth.
- 2.3 Investigate and recommend to Council funding opportunities that may be available for tourism and economic development initiatives.
- 2.4 Identify market sectors supported by the City with sector experts as they change, shift and expand.
- 2.5 Provide guidance on business retention, attraction and expansion opportunities, programs or strategies.



PORT COLBORNE

- 2.6 Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.
- 2.7 Identify barriers and opportunities in the community to guide strategic direction.

3. Membership Composition

The Economic Development Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Nine voting members including:
 - one representative from the Port Colborne-Wainfleet Chamber of Commerce Board of Directors;
 - one representative from the Main Street Business Improvement Area (BIA);
 - one representative from the Downtown Port Colborne BIA; and
 - six members from the Port Colborne business community.
- 3.2 Two non-voting members of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of the Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 If any organization listed in subsection 3.1 is unable to supply a representative to serve on EDAC, that position shall be held in abeyance until a suitable appointment is made.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the EDAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and business representatives.



PORT COLBORNE

- 4.1 The member from the Port Colborne-Wainfleet Chamber of Commerce must be a resident of Port Colborne or affiliated with the Port Colborne business community.
- 4.2 The process to select the Business Improvement Area representatives shall be open to the general membership of the BIAs. The BIAs shall be responsible for soliciting interest from the general membership and making a recommendation to Council regarding appointment.
- 4.3 Consideration shall be given to the individual's level of participation and knowledge of economic development issues. The relevance of their interests to the mandate of EDAC will be an important consideration.
- 4.4 Applicants with academic qualifications and/or work experience in a business-related discipline will be an important consideration.
- 4.5 It is imperative that an applicant be able to attend as many EDAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself



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from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with the Staff Liaison on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.



PORT COLBORNE

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a



meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of EDAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.



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Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.



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21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*



**Port Colborne
Environmental Advisory Committee
Terms of Reference**

Committee: Environmental Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Climate Change Coordinator

1. Purpose

The City of Port Colborne Environmental Advisory Committee (EAC) is an Advisory Committee of Council established to offer advice and recommendations to Council to support and to promote the integration of environmental, energy conservation, climate change and shoreline protection.

2. Mandate

The mandate of the EAC is to provide advice to Council on a range of environmental and sustainability issues including, but not limited to:

- 2.1 Assist with the creation, improvement and enhancement of waste reduction, reuse and recycling programs, water and energy conservation measures and climate change mitigation measures;
- 2.2 Identify emerging environmental and issues and technologies particularly those associated with climate warming adaptation and mitigation;
- 2.3 Investigate and recommend to Council opportunities to work with municipal partners on environmental projects and collaborations to improve the City's conservation practices or in addressing environmental concerns;
- 2.4 Identify and recommend to Council implementation of community outreach activities which support the growth of environmental awareness and appreciation;



- 2.5 Identify new or changing environmental legislation, conservation, environmental sustainability, and the environment in relation to overall quality of life;
- 2.6 Investigate and recommend to Council funding opportunities that may be available for undertaking environmental upgrades;
- 2.7 Assist with and provide advice with respect to City properties and assets best suited for multi-faceted environmental conservation practices.

3. Membership Composition

The Environmental Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Seven voting members shall be appointed from the public at large by resolution of Council. One citizen member should be under the age of 25, if possible.
- 3.2 Two non-voting members of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of the Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 One non-voting representative of the Niagara Peninsula Conservation Authority (NPCA), who shall be designated by the NPCA to serve as a resource person to the Committee.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the EAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.



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- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmentally related disciplines will be an important consideration.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of EAC will be an important consideration.

Where possible, one member should be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in an environmentally related field of study, as noted above.

- 4.4 Availability – It is imperative that an applicant be able to attend as many EAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council for Citizen Members.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.



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10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between EAC members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of environmental programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if they are unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.



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12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The EAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Board shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present and no motions will be passed or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M. 50.



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Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The liaison will provide administrative, procedural, and technical support to the Committee. The liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.



19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the EAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

**Port Colborne
Grant Allocation Advisory Committee
Terms of Reference**

Committee: Grant Allocation Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to Mayor and CAO

1. Purpose

The Grant Allocation Advisory Committee (GAAC) is an Advisory Committee of Council established to recommend to Council the distribution of grants to non-profit organizations requesting grant funds, from the City, in accordance with the Grant Policy and approved budget.

2. Mandate

The mandate of the GAAC is to provide recommendations and advice to Council on grant funding including, but not limited to:

- 2.1 The distribution of grants to non-profit organizations, in accordance with the City's Grant Policy (the Policy), as amended from time-to-time.
- 2.2 Provide recommendations to Council on annual grant budget.
- 2.3 Research and provide recommendations to Council on any required updates to the Grant Policy.

3. Membership Composition

The GAAC shall consist of the following voting and non-voting members:

- 3.1 Two voting members shall be appointed from the public at large by resolution of Council.
- 3.2 The Mayor shall be appointed as a voting member by resolution of Council.



3.3 Two voting members of Council shall be appointed by resolution of Council.

3.4 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the GAAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

4.1 Residency - Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.

4.2 Technical Expertise - A high level of technical expertise is required within the Committee. Consideration shall be given to applicants with academic qualifications and/or work experience with non-profit organizations or community groups.

4.3 Availability - It is imperative that an applicant be able to attend as many GAAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.

5.2 The membership on the Committee shall consist of appointments by Resolution of Council for members.



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6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.



- 9.8 Prepare report on recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of Committee is being fulfilled.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.



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12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings, in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of GAAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for a GAAC meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):



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- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will coordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by GAAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne Staff. Council may, at its discretion, change



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the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

21.1 Procedural By-Law

21.2 *Municipal Act*

21.3 Code of Conduct

21.4 Appointment to Boards/Committees Policy

21.5 *Conflict of Interest Act*

21.6 Robert's Rules of Order

21.7 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

21.8 Grant Policy



**Port Colborne
Mayor's Youth Advisory Committee
Terms of Reference**

Committee: Mayor's Youth Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to the Mayor and CAO

1. Purpose

The Mayor's Youth Advisory Committee ("MYAC") is an Advisory Committee of Council established to provide a voice for the youth of Port Colborne, as well as to offer advice and recommendations to Council with respect to various recreational and social issues concerning the City's youth population.

2. Mandate

The MYAC will provide a forum for the exchange of information on youth needs, options, and initiatives across Port Colborne. MYAC will also coordinate events for the youth of Port Colborne throughout the school year as well as volunteering in the community and encouraging other youth to do the same. In order to provide a communication link between the youth of Port Colborne and City Council and to encourage facilities and programs that will enhance the quality of life, health, and well-being for youth in our community, the MYAC will:

- 2.1 Identify and keep Council informed of important matters and issues affecting youth in Port Colborne.
- 2.2 Act as a positive advocate for youth.
- 2.3 Seek input from youth on important matters affecting youth via surveys, forums and workshops and to address these issues through presentations to City Council, events or initiatives.
- 2.4 Support events created by City Council that relate to the mandate.
- 2.5 Provide leadership experience for youth.



2.6 Help enhance the image of youth in the City of Port Colborne.

3. Membership Composition

The MYAC shall consist of the following voting and non-voting members:

- 3.1 A maximum of eight (8) voting youth members shall be appointed from the public at large by resolution of Council, including:
 - 3.1.1 Representatives from each of the two (2) local high schools, and those studying at Brock University/Niagara College.
- 3.2 One non-voting member of Council will be appointed to the MYAC to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the MYAC, the following criteria will be considered. The aim is to achieve diverse committee representatives.

- 4.1 Residency – Applicants must either live, be a tenant or owner of land, or the spouse/partner of such owner or tenant or go to school in the City of Port Colborne.
- 4.2 Age Requirement – Applicants must be between 13 and 25 years of age for the entirety of their proposed term.
- 4.3 Availability – It is imperative that an applicant be able to attend as many MYAC meetings as possible.



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5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

Four (4) members will follow a two-year term and four (4) members will follow the term of the Council that appointed them. Each member of the MYAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the MYAC shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the MYAC entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the MYAC, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of MYAC in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to MYAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.



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- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Oversee the overall success of the MYAC by motivating members to complete tasks they are capable of completing, and to track individual member's contributions to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other MYAC members.
- 9.7 Network and play an active role in initiatives within the City of Port Colborne, especially as they pertain to youth.
- 9.8 Make deputations/delegations, presentations, etc. before Council.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Ensure that the mandate of MYAC is being fulfilled.
- 11.2 Assist at all special events the MYAC participates in during the course of the term.
- 11.3 Conduct research to help inform of any youth programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid, information regarding agenda items.
- 11.5 Advise on any controversial or significant issues.
- 11.6 Notify the Staff Liaison if unable to attend MYAC meetings to ensure that quorum will be available for all meetings.



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- 11.7 Review projects as requested by Council and City staff related to various matters, including but not limited to climate change, parks and recreation, and active transportation.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The MYAC shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the MYAC or at the call of the Chair. The MYAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.
- 12.6 The location of the meetings will be set by the MYAC at a City facility.

13. Minutes

The minutes of all MYAC meetings shall be recorded and distributed to MYAC Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the MYAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the MYAC may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the MYAC shall serve without remuneration.



18. Staff Liaison

City staff will provide support for the reviews and activities of the MYAC. The Staff Liaison will provide administrative, procedural, and technical support to the MYAC. The Staff Liaison will co-ordinate all requests for advice from the MYAC, through meeting agendas. MYAC responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the MYAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the MYAC shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the MYAC may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*



**Port Colborne
Senior Citizens Advisory Committee
Terms of Reference**

Committee: Senior Citizens Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Supervisor of Events and Sponsorship

1. Purpose

The Senior Citizens Advisory Committee (the “Committee”) is an Advisory Committee of Council established to offer advice and recommendations to Council with respect to issues which have or will have an impact on Port Colborne's seniors, as well as ways in which Port Colborne can become a more age-friendly community for persons of all ages and ability levels.

2. Mandate

The City of Port Colborne Senior Citizens Advisory Committee shall:

- 2.1 Investigate and recommend to Council opportunities to work with municipal partners and stakeholders in promoting, enriching and enhancing the lives of seniors within the City.
- 2.2 Identify barriers affecting seniors and recommend solutions for these barriers, form partnerships with the community and act as a public forum for issues affecting seniors.
- 2.3 Provide recommendations to Council regarding services and structures that support and enable seniors to live in security, enjoy good health and continue to participate fully in society.
- 2.4 Form partnerships in the community to educate, inform and improve quality of life for seniors.
- 2.5 Advise and recommend to Council on strategic plan priorities relating to seniors' services and policies.



- 2.6 Investigate and recommend to Council funding opportunities that may be available for undertaking initiatives to enhance seniors' quality of life.

3. Membership Composition

The Senior Citizen Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Seven voting members shall be appointed from the public at large by resolution of Council.
- 3.2 One non-voting member of Council will be appointed to the Advisory Committee to act as a liaison. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a Committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the Committee, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – Consideration shall be given to applicants with academic qualifications and/or work experience with demonstrated interest and participation in seniors' matters.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of seniors' services within the community. The relevance of their interests to the mandate of the Committee will be an important factor. Preference will be given to residents who are fifty years of age or older.



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- 4.4 Availability – It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.



- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule, taking into account the business needs and the schedule of Council.
- 12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



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If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.



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18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

Committee: Port Colborne Social Determinants of Health Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to the Mayor and CAO

1. Purpose

The City of Port Colborne Social Determinants of Health Advisory Committee (PCSDHAC) is an Advisory Committee of Council established to offer advice and recommendations to Council with respect to community policies, plans and services relating to the health and quality of life for the citizens of Port Colborne.

2. Mandate

The PCSDHAC shall provide advice to Council on matters relating to the health and quality of life for the citizens of Port Colborne, including, but not limited to:

- 2.1 the development of healthy community policies that are associated with the collection, use and disclosure of health information data, available from the Ontario Health West, Ministry of Health, Ministry of Long-Term Care and the Region of Niagara;
- 2.2 current by-laws and policies in place that affect the overall health and quality of life of the citizens of Port Colborne;
- 2.3 reports and written agreements from other agencies in order to complement, enhance or promote other activities that improve the health and quality of life for the citizens of Port Colborne; and
- 2.4 priorities for Council to consider.

3. Membership Composition

The PCSDHAC shall consist of the following voting and non-voting members:



- 3.1 Eight (8) voting members including:
- One community representative with lived experience or a representative from a business or organization which supports individuals with lived experience;
 - one representative from Port Cares;
 - one representative from Community Living Port Colborne-Wainfleet;
 - one representative from Bridges Community Health Centre;
 - one representative from the Niagara Regional Police Service;
 - one representative from Public Health, Niagara Region;
 - one representative from Niagara Community Legal Clinic; and
 - one representative from Community Services, Niagara Region.
- 3.2 One non-voting member of Council will be appointed to the PCSDHAC. The Mayor is an ex-officio non-voting member of the PCSDHAC.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the PCSDHAC. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 If any organization listed in subsection 3.1 is unable to supply a representative to serve on the PCSDHAC, that position shall be held in abeyance until a suitable appointment is made.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the PCSDHAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

- 4.1 The organizations listed in subsection 3.1 shall be responsible for soliciting interest for representation on the PCSDHAC.
- 4.2 Community Representative – Consideration shall be given to the individual's level of participation and knowledge of healthy community policies and services in the City of Port Colborne. The relevance of their interests to the mandate of the PCSDHAC will be an important consideration.



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- 4.3 It is imperative that an applicant be able to attend as many PCSDHAC meetings as possible and undertake work outside of the regular quarterly meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The community representative for the Committee shall be appointed by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of PCSDHAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of PCSDHAC shall cease to be a member of PCSDHAC upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered in its minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with the Staff Liaison on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.



11.5 Fairly represent the field of expertise, interest and involvement of the Committee.

11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.

12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings, in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The PCSDHAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.



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14. Quorum

A quorum of PCSDHAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.



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17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the PCSDHAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*



**Port Colborne
Property Standards/Notice to Muzzle
Appeal Committee
Terms of Reference**

Committee: Port Colborne Property Standards/Notice to Muzzle Appeal Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: City Clerk and Manager of By-law Services

1. Purpose

The City of Port Colborne Property Standards/Notice to Muzzle Appeal Committee (PSMC) is a quasi-judicial body that hears appeals based on orders laid under the Property Standards By-law and the Dog Control By-law.

2. Mandate

- 2.1 Mandate of the Property Standards Committee – The City of Port Colborne Property Standards Committee shall hear appeals by property owners or their agents who have received an order laid under the City's Property Standards By-law, which establishes the minimum levels of maintenance of properties and buildings in the municipality. The Committee has the authority to confirm, modify or rescind an Order to demolish/repair or to extend the time for complying with an Order under the by-law.
- 2.2 Mandate of the Notice to Muzzle Appeal Committee – The City of Port Colborne Notice to Muzzle Appeal Committee shall hear appeals by dog owners who have received a Vicious Dog Declaration/Notice to Muzzle issued under the City's Dog Control By-law. The Committee has the authority to confirm the declaration/order, remove the declaration/order, or dispose of the appeal via a Consent Order.

3. Membership Composition

- 3.1 The PSMC shall consist of the following voting members:



- Four members of the City of Port Colborne's Council shall be appointed by resolution of Council.
- One member shall be appointed from the public at large by resolution of Council.

3.2 The City of Port Colborne PSMC shall consist of the following non-voting members:

- At least one non-voting member of staff who shall act as a resource person, recording secretary, and shall provide administrative support to the Committee.
- The Mayor is an ex-officio non-voting member of the Committee.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of citizen members to the Committee, with the aim of achieving diverse representatives, the following criteria will be considered:

- 4.1 Residency - Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – Preference may be given to eligible candidates that have the following skills:
 - Knowledge and prior experience in administrative law.
 - Ability to carry out a fair and impartial hearing.
 - Ability to communicate effectively with the public.
 - Ability to write a clear and concise decision.
 - Excellent written and oral communication skills.
 - Knowledge and/or experience in the areas of property maintenance and/or animal care.
- 4.3 Community Representatives - Consideration shall be given to the individual's level of participation and knowledge of legal tribunal governance, land use and real estate experience. The relevance of their interests to the mandate of the Committee will be an important consideration.



- 4.4 Availability - It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

Unless otherwise provided for, the term of the Committee shall be the term of the Council. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered in its minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



9.2 Provide guidance and leadership to the Committee as required.

9.3 Ensure that each hearing abides by all rules of procedure and conduct, and that decorum is maintained.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair assumes all functions of the Chair, as required.

11. Role of Committee Members

The role of Committee Members is to:

11.1 Review appeals in advance of hearings.

11.2 Attend all hearings, consider the appeals presented, and make decisions in public regarding the appeals.

11.3 Contribute time, knowledge, skill, and expertise to the fulfillment of the PSMC's mandate.

11.4 Provide notification to the Staff Liaison if unable to attend PSMC hearings to ensure that quorum will be available.

12. Hearings

12.1 All PSMC hearings shall be open, and no person shall be excluded therefrom, except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.

12.2 PSMC hearings are attended by PSMC members, City staff, appellants and/or their agent, and any member of the public who wishes to observe or participate in the proceedings.

12.3 PSMC hearings shall not conflict with the Council approved schedule.

12.4 PSMC hearings shall take place at a City facility.



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12.5 All matters pertaining to a closed hearing must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

12.6 The Chair shall cause notice of the hearings, including the agenda for the hearings in accordance with the City's Procedural By-law.

13. Minutes

The minutes of all PSMC hearings shall be recorded and distributed to PSMC members.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

The Chair will call the hearing to order as soon as a quorum is present. Quorum is achieved when a majority of voting members are present. Vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a hearing is not present within fifteen (15) minutes of the designated time of commencing the hearing, the Recording Secretary shall record the names of the Members present and the hearing shall stand adjourned until the date of the next scheduled hearing.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a hearing of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the hearing;
- not take part in the discussion of, or vote on any question with respect to the matter;



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- not attempt in any way before, during and/or after the hearing to influence the vote on the matter.

Where a hearing is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the hearing for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that hearing and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Appeal hearings will be conducted in accordance with the rules established by the respective by-law (Property Standards By-law or the Dog Control By-law), the *Statutory Powers Procedure Act*, and the *Building Code Act*, as appropriate.

17. Remuneration

The remuneration of the Members of the MSMC shall be in accordance with the payment amounts set out in the Property Standards By-law and the Dog Control By-law, and any amendments made thereto.

18. Staff Liaison

The City Clerk or designate shall appoint a Staff Liaison to the PSMC. The Staff Liaison will provide administrative, procedural, and technical support to the PSMC.

19. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report.



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20. Resources

- 20.1 City's Property Standards By-law
- 20.2 City's Dog Control By-law
- 20.3 *Statutory Powers Procedure Act*
- 20.4 Procedural By-Law
- 20.5 *Municipal Act*
- 20.6 Code of Conduct
- 20.7 Appointment to Boards/Committees Policy
- 20.8 *Conflict of Interest Act*
- 20.9 Robert's Rules of Order
- 20.10 *Building Code Act 1992, S.O. 1992*
- 20.11 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

**Port Colborne
Committee of Adjustment
Terms of Reference**

Committee: Committee of Adjustment

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Planning Technician/Secretary Treasurer

1. Purpose

The Committee of Adjustment (COA) is a quasi-judicial body and a statutory tribunal, with authority delegated to it by the Council of the City of Port Colborne under the provisions of the *Planning Act*, R.S.O. 1990, c. P.13 (*Planning Act*). The COA holds public hearings to make decisions on minor variance applications, pursuant to section 45 of the *Planning Act*, and consent applications, pursuant to section 53 of the *Planning Act*. The COA operates independently from Council and its decisions may be appealed by the Ontario Land Tribunal (OLT). The COA provides a forum for the consideration of applications for consent to sever land, and minor variances from the City's Zoning By-law which are not of sufficient magnitude to require changes through the formal rezoning process.

2. Committee Authority

The Council of The Corporation of the City of Port Colborne assigns the Committee of Adjustment the authority to:

- 2.1 Grant minor variances pursuant to Subsection 45 (1) of *The Planning Act*;
- 2.2 Grant applications pursuant to Subsections 45 (2) and 45 (3) of *The Planning Act*,
- 2.3 Grant consents pursuant to Section 53 of *The Planning Act*, which includes the giving of approval to the foreclosures or exercise of a power of sale in a mortgage or charge, pursuant to Subsection 50 (18) of *The Planning Act*, and the issuing of certificates of validation pursuant to Section 57 of the *Planning Act*.



3. Mandate

The COA must satisfy legal requirements concerning notice, public hearings, calling of witnesses, notices of decisions, and recording of proceedings. The COA considers and may authorize minor variances from the zoning by-law, review and permit extensions and enlargements to legal non-conforming uses and can grant consent for severances (land division). These decisions are made as follows:

- 3.1 In the case of severances (consent to sever), variances, and permissions, the Committee's decisions must be consistent with the Provincial Policy Statement, conform to Provincial Plans, and comply with the Region's and the City's Official Plans;
- 3.2 In the case of minor variances and permissions under Section 45(1) and (2), the COA must consider the applications per the requirements laid out in the *Planning Act*;
- 3.3 In the case of consents, the COA must have regard to the matters under section 51(24) of the *Planning Act*;
- 3.4 The COA must be aware of Council decisions when making its decisions and enact the City's Official Plan policies; and
- 3.5 Comply with the *Statutory Powers Procedure Act*.

4. Membership Composition

4.1 The COA shall consist of five voting members made up of the following:

- 4.1.1 Three (3) members of the Council of The Corporation of the City of Port Colborne. The Member(s) of Council must be appointed to the COA annually by by-law.
- 4.1.2 Two (2) members from the public at large. The Members of the public shall serve a term that ends at the same time as the term of the Council that appoints them.



- 4.2 The COA shall have one non-voting member of staff who acts as a resource person, recording secretary, and provides administrative support to the Committee.
- 4.3 Additional members of staff may be called on for specific subject matter expertise as a resource to the COA.

5. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of citizen members to the COA, with the aim of achieving diverse COA representatives, the following criteria will be considered:

- 5.1 Residency – Members must be a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 5.2 Technical Expertise – Preference will be given to applicants with an understanding of planning frameworks and instruments, which include municipal policies and by-laws (the City's Official Plan, Zoning By-law, and other by-laws for controlling development), policies enacted by the Region of Niagara, and policies and legislation enacted by the Province of Ontario (the Planning Act, the Provincial Policy Statement, Provincial plans, and other applicable legislation).
- 5.3 Availability – It is imperative that an applicant be able to attend as many COA hearings as possible.

6. Recruitment of Members of the Public

- 6.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 6.2 The membership on the Committee shall consist of appointments by Resolution of Council.



PORT COLBORNE

7. Term Expiration

In accordance with Section 44(4) of the *Planning Act*, the COA term shall be the same term as Council. Each COA member shall hold membership until a successor is appointed. In the case of a vacancy for any cause other than expiration of the term, the member appointed to fill the vacancy shall hold office for the remainder of the regular term.

8. Resignation:

A voting member of the COA shall cease to be a member of the COA upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled hearings of the Committee without being authorized to do so by a resolution of the COA entered in its minutes.

9. Appointment of Chair and Vice-Chair

At the first hearing of a new COA term, the members shall appoint a Chair and Vice-Chair.

10. Role of the Chair

The role of the COA Chair is to:

- 10.1 Preside at all COA hearings in accordance with the City's Procedural By-law and keep discussion on topic;
- 10.2 Provide guidance and leadership to the COA, as required;
- 10.3 Liaise with other COA members; and
- 10.4 Ensure that decorum is maintained at each COA hearing.

11. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.



PORT COLBORNE

12. Role of Committee Members

All COA Members shall:

- 12.1 Review applications in advance of hearings;
- 12.2 Attend COA hearings to consider all applicant, agency, and public comments, then make decisions in public regarding applications and sign said decisions;
- 12.3 Contribute time, knowledge, skill, and expertise to fulfill the COA mandate;
- 12.4 Be cognizant of any conflict of interest, or perceived conflict, in terms of issues that may serve to benefit them personally;
- 12.5 Protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the COA, ensuring that personal information is used solely to process applications.

13. Hearings

- 13.1 All COA hearings shall be open, and no person shall be excluded therefrom, except in the case of improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 13.2 COA hearings are attended by COA members, Planning Staff, the Secretary-Treasurer, applicants and/or their representatives, and any member of the public who wishes to observe or participate in the proceedings.
- 13.3 The COA shall meet on a set day and time as may be determined by the COA. Additional hearings may be held through a special hearing request to the Secretary-Treasurer and dependent on availability of COA members. The COA will establish a hearing schedule, taking into account the business needs and the schedule of Council.
- 13.4 The location of the COA hearings will be set at a City facility.
- 13.5 All matters pertaining to a closed hearing must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.



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14. Minutes

The minutes of all COA hearings shall be recorded and distributed to COA Members. The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended, and such minutes will be posted on the City's website.

15. Quorum

The Chair will call the hearing to order as soon as a quorum is present. In accordance with Section 44(5) of the *Planning Act*, quorum is achieved when three members are present. If quorum for a hearing is not present within fifteen (15) minutes of the designated time of commencing the hearing, the Secretary-Treasurer shall record the names of the Members present and the hearing shall stand adjourned until the date of the next Regular Hearing or Special Hearing.

16. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a hearing of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the hearing;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the hearing to influence the vote on the matter.

Where a hearing is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the hearing for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that hearing and update the Pecuniary Interest Registry. The Registry will be available for public inspection.



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17. Procedures

Procedures for the proceedings of hearings shall be governed by the *Planning Act*, the City's Procedural By-law, and Robert's Rules of Order.

18. Remuneration

The remuneration of the Members of the Committee of Adjustment for the City of Port Colborne shall be in accordance with the payment amounts set out in By-law No. 5719/150/11 Being a By-law to Establish Remuneration of Committee of Adjustment Members, and any amendments thereto.

19. Staff Liaisons

The Secretary-Treasurer of the Committee of Adjustment shall be the Staff Liaison. The Secretary-Treasurer/Staff Liaison shall keep record of: COA minutes, all COA applications and the decisions thereon, and all other official business of the COA. The Secretary-Treasurer/Staff Liaison will provide administrative, procedural, and technical support to the COA. Departmental Representatives / Planners will act as subject matter experts and provide information to assist the COA in reaching decisions.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Any changes proposed to these Terms of Reference by the COA shall be recommended to Council via the City Clerk through a report.

21. Resources

- 21.1 City of Port Colborne Procedural By-Law
- 21.2 *Municipal Act, 2001, S.O. 2001, c. 25*
- 21.3 *Planning Act, R.S.O. 1990*
- 21.4 City of Port Colborne Code of Conduct
- 21.5 City of Port Colborne Appointment to Boards/Committees Policy
- 21.6 *Municipal Conflict of Interest Act, R.S.O. 1990, c.M. 50*
- 21.7 Robert's Rules of Order
- 21.8 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- 21.9 *Statutory Powers Procedure Act*

Subject: Canal Days Marine Heritage Festival

To: Council

From: Corporate Services Department

Report Number: 2023-77

Meeting Date: June 13, 2023

Recommendation:

That Corporate Services Department Report 2023-77 be received; and

That the draft By-law to amend By-law No. 7006/44/22, Being a By-law to establish a permitting system for the parking of vehicles on designated highways and parking lots in the City of Port Colborne, attached in Appendix D of Corporate Services Department Report 2023-77 be approved.

Purpose:

The purpose of this report is to request Council to approve the Canal Days Marine Heritage Festival ("Canal Days"), parking model. The model includes:

- Free parking zones, subject to availability, with free transportation by bus to and from the main locations of the event.
 - Free parking to accommodate those requiring accessible parking, subject to availability, at the centre of the event.
 - Paid parking zones on some residential streets around the event. While designated paid zones, they will be free for residents if they display their PORTicipate pass on their windshield.
 - Advanced paid parking lot at the boat launch beside H.H. Knoll Lakeview Park.
 - Limiting parking at Sugarloaf Marina for seasonal and transient slip permit holders and Whiskey & Walleye patrons.
-

Background:

In 2022, staff presented a similar parking model to Council for Canal Days Marine Heritage Festival. This model was approved and implemented with success. A key recommendation was to communicate the parking model earlier in 2023. Based on feedback from Councillors, staff, and residents the parking model has been updated.

The goal of the parking model remains to improve the Canal Days experience by way of improving parking opportunities and compliance with current by-laws related to parking and introducing certain paid parking opportunities to help offset costs related to Canal Days. This parking model has been discussed and supported by the Canal Days Working Group and the Port Colborne Downtown BIA.

Discussion:**Free Parking Zones**

As in previous years the Vale Health & Wellness Centre and the West Side Plaza (45 West Side Road), will be “Park and Ride” locations. Festival attendees can park for free at these locations and shuttles will be scheduled roughly every 20 minutes to bring attendees to the main locations of the festival.

Free Accessible Parking

The City Hall parking lot will be designated as an accessible parking lot and can only be utilized by staff and those who require access to accessible parking. Accessible parking stalls already exist in the Market Square parking lot and staff will designate the nine parking stalls on the east side of the parking lot as additional accessible parking.

Accessible parking stalls will also be added at H.H. Knoll Lakeview Park for the Canal Days Concert Series. On Fielden Avenue, between Sugarloaf Street and the Bandshell there is a section of 26 parking stalls. During the Canal Days Concert Series this will be designated as accessible parking and anyone who requires accessible parking will be let through the road closure at Sugarloaf Street and Fielden Avenue.

Paid Parking Zones on Residential Streets

In 2022, utilizing Honk Mobile, staff introduced paid parking on residential streets. The first year of this project was successful and captured almost \$16,000 in revenue for the City. Staff have reviewed the project and provided feedback that will improve customer service and logistics of implementing the project.

In 2022, it was free to park in the paid parking zones before 3:00 p.m., after that time there was a \$20 parking fee. Staff are recommending in 2023, this be removed, and the parking fee be in place all day, Friday through Sunday of Canal Days. Staff are also

recommending that the footprint of the paid parking zone be increased to capture more residential streets, in the vicinity of the festival. Parking will continue to be free for residents when they display their PORTicipate pass in their windshield. The process is designed to work as follows:

- Honk Mobile signage will be installed throughout the paid parking zones.
- Parking is free for Port Colborne residents, when they display their PORTicipate Pass.
- If a festival attendee parking in a designated paid parking area does not have a PORTicipate pass, they will be required to scan the QR code on the signage and pay/register their vehicle with Honk Mobile. An app is not required.
- When a festival attendee obtains their parking permit through Honk Mobile, their vehicle is registered, and By-law staff can confirm that on the ticketing software. This parking permit covers their parking for the entire day in the zone they park in. An attendee can leave and come back to the same zone during the day but there is no guarantee there will be a parking spot upon the attendee's return. If the attendee leaves and parks later that day in a different zone, they will be required to pay for parking again. The zone number will be shown on each parking sign.
- The parking fee is \$20 plus HST.

The streets included in the Honk Mobile parking plan can be viewed in Appendix A and Appendix B. The streets that are not marked as "Honk Mobile Paid Parking" and "No Parking" in Appendix A are left open for free parking, due to their proximity to businesses.

Paid Parking Zones in Parking Lots

Staff are proposing to designate the boat launch parking lot at H.H. Knoll Lakeview Park as an advance paid parking lot. To park in this lot, attendees must pre-register for parking passes. These locations are deemed as "prime parking locations" due to the proximity to the Canal Days Concert Series. The proposed fee is \$30 plus HST.

In 2022, 11 King Street was utilized as paid parking lot. Staff have reconsidered this location and will offer it as parking to festival vendors, staff, and volunteers for free.

Sugarloaf Marina Parking Lot

Sugarloaf Marina staff will coordinate with a security guard to monitor the entrance to the Sugarloaf Marina and ensure that those entering and using the parking lot are either a Sugarloaf Marina customer or a patron of Whisky & Walleye.

Internal Consultations:

This parking model has been supported by the Canal Days Working Group and developed in consultation with departments across the City.

Staff in Corporate Communications are developing a robust communications strategy to ensure residents and visitors clearly understand parking options and on-street parking requirements for parking during Canal Days. The communications plan will include information posted to the City's website, social media posts across the City and Canal Days channels, maps showing parking locations and rates, media outreach, printed materials, updated signage, door hangers for impacted areas and more.

Financial Implications:

As previously stated in this report, almost \$16,000 was generated in revenue from parking during the 2022 Canal Days festival. With the proposed changes in this report, staff anticipate additional revenue will be generated to help increase Canal Days revenue. The parking budget for 2023 is \$30,000.

Public Engagement:

Feedback was received from Councillors, staff, and residents. The feedback was taken into consideration when developing the updated parking model.

Strategic Plan Alignment:

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

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

Conclusion:

In conclusion, the paid parking model was successful during the 2022 Canal Days Festival. Staff have incorporated feedback received from many sources and are proposing an updated paid parking model, as outlined in this report, for Canal Days in 2023 and future years.

Appendices:

- a. Honk Mobile Parking Map – West Side of Bridge
- b. Honk Mobile Parking Map – East Side of Bridge
- c. Shuttle Parking and Parking Lot Locations
- d. Draft Special Event Parking Amending By-Law

Respectfully submitted,

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

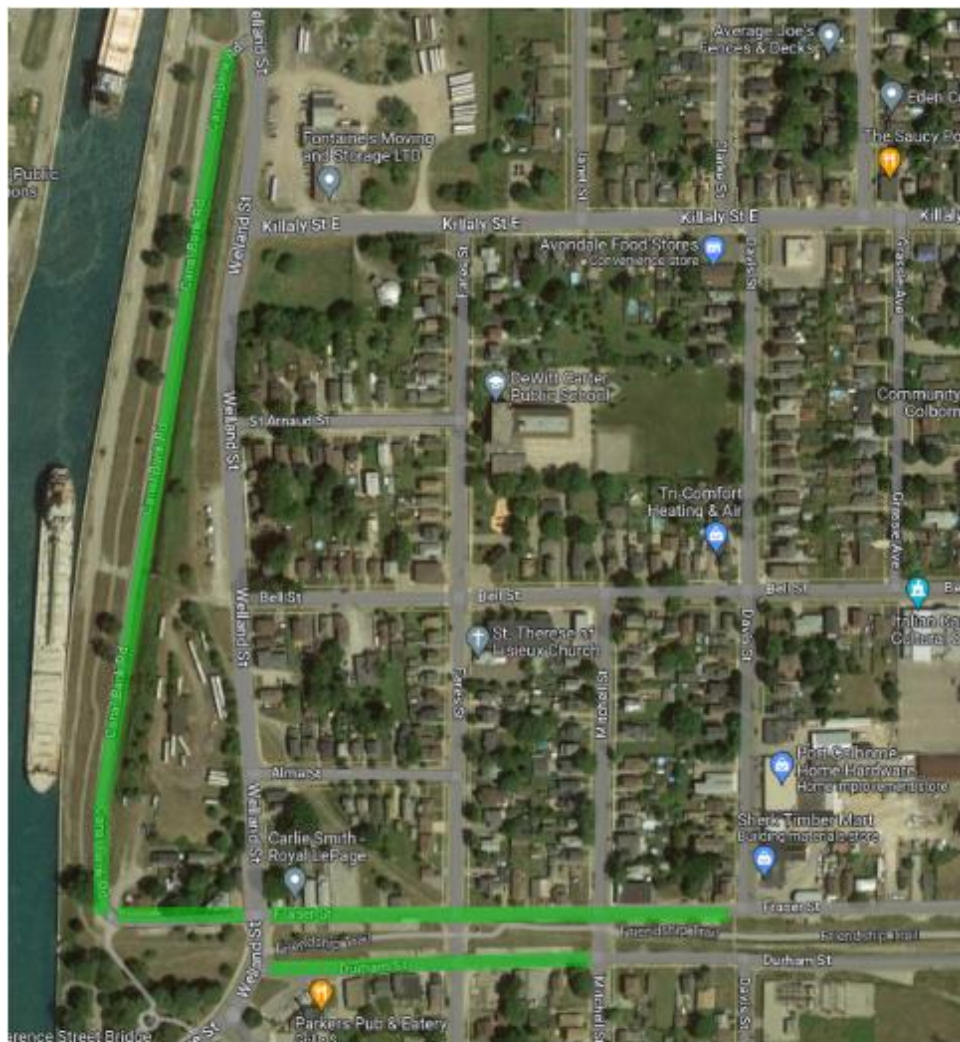
Report Approval:

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.

Report 2023-77 – Appendix A – Honk Mobile Parking Map



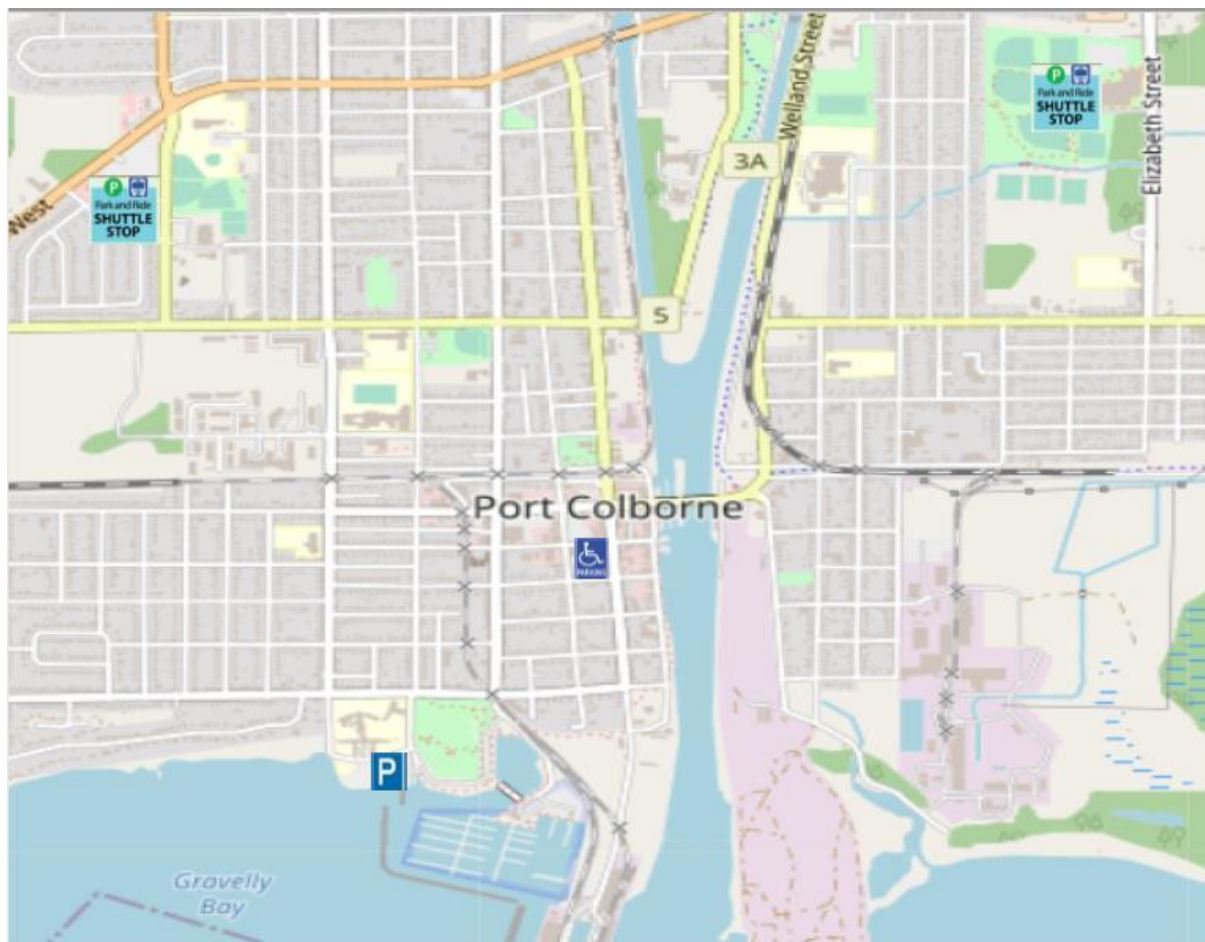
Report 2023-77 – Appendix B – Honk Mobile Parking Map – East Side of Bridge



2023 Canal Days Parking Map - East Side of Bridge

 Honk Mobile Paid Parking

Report 2023-77 – Appendix C – Shuttle Parking and Parking Lot Locations



2023 Canal Days
Shuttle Parking & Parking Lot Locations

The Corporation of the City of Port Colborne

By-law No. _____

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

Whereas at its meeting of June 13, 2023, the Council of The Corporation of the City of Port Colborne approved the recommendations of Corporate Services Department, Report No 2023-77, Canal Days Marine Heritage Festival - Paid Parking Model; and

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

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

1. That Schedule ‘B’ to By-law 7006/44/22 - ‘Locations’, be amended by adding the following thereto under ‘Parking Lots’:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
St. Lawrence Seaway Property, otherwise known as Canal Rd.	E & W	Entire Road	Entire Road	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

2. That Schedule ‘B’ to By-law 7006/44/22 - ‘Locations’, be amended by replacing Column 4-Times/Days under ‘Streets’ and ‘Parking Lots’ with the following:

12:00 a.m. to 11:59 p.m.
August 4, 2023, to August 6 2023

3. That Schedule ‘B’ to By-law 7006/44/22 – ‘Locations’, be amended by adding the following thereto under ‘Streets’:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Clarence St.	N & S	Fielden Ave.	Linwood Ave.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Steele St	W	Division St.	Sugarloaf St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Sugarloaf St.	N & S	Steele St.	Linwood Ave.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

Sugarloaf St.	N	King St.	David St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
King St.	E	Kent St.	Victoria St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Fraser St.	S	Canal Bank Rd.	Davis St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Durham St.	N	Welland St.	Mitchell St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

4. That Schedule ‘C’ to By-law 7006/44/22 - ‘Fees and Administrative Penalties’, be amended by replacing the chart under ‘Fees’ with the following:

Fees

Title	Fee per day per location
On-Street Special Events Permit	\$20 + HST
Parking Lot Special Events Permit	\$30 + HST
Zone 1 Seasonal Parking Permit	\$350
Zone 1 Daily Parking Permits	\$40 Monday to Thursday; \$50 Friday to Sunday and Holidays
Zones 2A & 2B Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 3 & 4 Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Seasonal Parking Permits	\$150

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

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk



Subject: H.H. Knoll Lakeview Park Trail Replacement

To: Council

From: Public Works Department

Report Number: 2023-112

Meeting Date: June 13, 2023

Recommendation:

That Public Works Department Report 2023-112 be received; and

That the recommended trail realignment shown in Appendix A and associated works, be approved.

Purpose:

Staff recommend a realignment to H.H. Knoll Lakeview Park's (the park) internal trail system, removal of the central gazebo, and relocation of select trees and benches within the central area of the park to provide a greater open space area, increase accessibility, and provide an overall better user experience.

Background:

The Public Works Department manages an annual asphalt program that consists of road patching, road resurfacing, and asphalt trail installation and maintenance. Staff have been systematically replacing the stamped asphalt trail system throughout the park due to its condition and rough rideability. Recent trail replacements include the north-south trail from the splash pad to the pedestrian bridge, the west-east trail on top of the hill, and a new speed cushion to increase pedestrian safety while accessing the food vendor parkette.

Discussion:

The central west-east trail leading from the band shell to the north-south trail (parallel with the east parking lot) has been identified for replacement. While reviewing the upcoming asphalt program, staff have identified an opportunity to increase the user experience and provide greater accessibility in the playground and splash pad area. Appendix A illustrates the proposed reconfiguration of the central trail network which provides a trail on the west side of the playground and splash pad, along with a direct trail to the band shell. This increases accessibility around the play structures while increasing the usable area in the southern section of the park for sports and events. The trail relocation also includes spading and relocating select trees in the middle of the park to the outside park perimeter to ensure open space is maximized in the southern area of the park. The gazebo was installed in the late 1990's to early 2000's and is not being considered for replacement. Memorial trees and benches in the area of the gazebo will be relocated to a new location within the park after consulting with the advocates of the dedicatees.

Future works will include greater connectivity on the west side of the park prioritizing connections from the boat launch to the band shell, and from the Sugarloaf Street and Fielden Avenue intersection to the western parking area. These additional legs of the trail network, and replacement of the remainder of stamped asphalt, will complete the overall vision of a connected trail system in the park.

Internal Consultations:

The Recreation Division and Events team have been consulted and are thrilled to create a greater open space area for sports and events in the City's premier lakefront park.

Financial Implications:

The central west-east trail has been identified for replacement and is already budgeted through the Public Work's Operating Budget. Staff recommend that the difference of \$28,500 (\$58,500 less \$30,000) in cost to construct the enhanced design as proposed in Appendix A be funded from the Capital Over/Short and Contingency accounts. At the time of writing this report the account balance is \$148,000. These accounts are a result of closing out other previous capital projects under budget. The next update on capital projects will come to Council at the June 27, 2023 meeting, where staff will highlight additional projects being closed out under budget.

The difference in costs from replacing the existing trail to constructing the design proposed is outlined in the table below:

Item	Replace Existing	Enhanced Design
Trail	\$30,000	\$45,000
Tree Relocation	\$0	\$8,500
Gazebo Removal	\$0	\$5,000
Total	\$30,000	\$58,500

Note, the \$15,000 difference in trail costs is attributed to the removal and restoration of the existing trail area and the need to excavate and place a granular base in the new location.

Public Engagement:

Staff recommend the improvements in Appendix A to enhance the everyday user experience and the many events held at the park for the City's residents and tourists.

Strategic Plan Alignment:

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

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

Conclusion:

Staff are determined to increase the user experience throughout the City's parks. This recommendation provides a better trail riding experience, greater accessibility to areas of congregation like the benches on the west side of the playground and splash pad, and a greater open space area for sports and events.

Appendices:

- a. H.H. Knoll Lakeview Park Trail Map

Respectfully submitted,

Steve Shypowskyj
Director of Public Works
905-835-2900 x223
Steve.shypowskyj@portcolborne.ca

Report Approval:

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



Legend

REPORT 2023-112-APPENDIX A

Date: 2023-06-02 Time: 10:36 AM

0 0.02 0.04 0.09 0.14 0.18 km



H.H. Knoll Park



NAVIGATOR





Subject: Administrative Monetary Tier Penalty – Cat By-law

To: Council

From: Community Safety & Enforcement Department

Report Number: 2023-111

Meeting Date: June 13, 2022

Recommendation:

That Community Safety and Enforcement Department Report 2023-111 be received;

That By-law 4949/5/07, Being a By-law to Provide for the Control of Cats in the City of Port Colborne be amended to allow for penalties under the Administrative Monetary System; and

That By-law 6902/50/21, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences Within the City of Port Colborne be amended to include fines for Control of Cat By-law 4949/5/07.

Purpose:

This report is being presented to Council for review and approval of the Control of Cat By-law tiered administrative monetary penalty system (AMPS) and this report also recommends the addition of AMPs to the Control of Cat By-law 4949/5/07.

Background:

Presently the only enforcement tool for the Control of Cat By-law is seizure of the cat or laying a Part III Information and attending court.

Discussion:

Niagara SPCA and Humane Society has requested enforcement tools that will assist them in enforcing cats being permitted or allowed to be at large or defecate on public or private property other than the owner's property. By-law Services Division reviewed the

existing by-law and proposed an amendment to the Penalties section of the by-law to allow for Administrative Monetary Penalty enforcement.

This tool will be beneficial in controlling cats that are permitted to be at large or defecate on public or private property other than the owner's property.

Financial Implications:

Penalties are progressive as outlined in the appended Administrative Penalties by-law attached. Uncollected penalties will be added to property tax accounts in accordance with the Administrative Monetary Tier by-law.

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
-

Conclusion:

Staff believe that the tiered penalty system will curb offenders and the fees collected will be applied directly to the tax roll of the property, resulting in a higher recovery rate and garnering compliance from property owners in a timely manner.

Appendices:

- a. Amendment to Schedule B of Bylaw 6902/50/21

Respectfully submitted,

Sherry Hanson
Manager of By-law Services
905-835-2900 ext. 210
Sherry.Hanson@portcolborne.ca

Report Approval:

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

The Corporation of the City of Port Colborne
By-law No. _____

Being a By-law to Amend By-law No. 6902/50/21, Being a By-law
to Establish a System for Administrative Penalties for Non-
Parking Offences within The City of Port Colborne

Whereas the City of Port Colborne has adopted By-law No. 6902/50/21
Being a By-law to Establish a System for Administrative Penalties for Non-
Parking Offences within the City of Port Colborne; and

Whereas at its meeting of June 13, 2023, the Council of The Corporation of
the City of Port Colborne approved the recommendations of the
Community Safety and Enforcement Department, By-law Services Report
2023-111 Subject: Administrative Monetary Tier Penalty – Cat By-law; and

Whereas The City of Port Colborne considers it desirable to add the
Control of Cats to the Administrative Monetary Penalty, tier penalty system;
and

Whereas the City of Port Colborne considers it desirable and necessary to
amend By-law No. 6902/50/21 Being a By-law to Establish a System for
Administrative Penalties for Non-Parking Offences within the City of Port
Colborne;

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

1. That Schedule "B" is hereby amended to include administrative
penalties for the Control of Cats By-law No. 4949/5/07, as
amended.
2. That Schedule "B" is hereby amended to include tier penalty system.

Enacted and passed this 13th day of June 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

**CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
CONTROL OF CATS BY-LAW NO. 4949/5/07**

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.
- 1.3 Column 3 in the following table sets out the Administrative penalty amounts that are payable for contraventions of the designated provisions listed in column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1	Section 3	Allow/Permit Cat to be at large	\$300.00	\$600.00	\$1200.00
2	Section 4 (1)(a)	Allow/Permit cat to defecate on private property	\$300.00	\$600.00	\$1200.00

3	Section 4 (1)(a)	Allow/Permit cat to defecate in any public place	\$300.00	\$600.00	\$1200.00
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Niagara Central Dorothy Rungeling Airport Commission
435 River Road, Fenwick, Ontario, Canada, L0S1C0
T 905-714-1000 [email: info@niagaracentralairport.ca](mailto:info@niagaracentralairport.ca)

June 5, 2023

City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario, L3K 3C8
Attn: Charlotte Madden, City Clerk

Dear Charlotte

Re: Regional Road #529 (River Road) – Road Condition

Please be advised that, at its meeting of May 31st, 2023 the Niagara Central Airport Commission resolved the following:

Whereas, the Niagara Central Dorothy Rungeling Airport is located at Regional Rd. 529 (435 River Road), Fenwick Ontario;

And Whereas, the section of Regional Rd. #529 (River Road) between O'Reilly's Bridge (Regional Road #627) and the end of the airport frontage, just past the airport entrance driveway has been in a serious state of disrepair for many years;

And Whereas, Regional Rd. #529 (River Road) maintenance and repair is the responsibility of the Niagara Region;

THEREFORE BE IT RESOLVED THAT, the Airport Commission request the Niagara Region make the necessary resurfacing to improve road conditions on Regional Rd. 529 (River Road) from O'Reilly's Bridge along the entire airport frontage on River road;

AND THAT a copy of this resolution be forwarded to the Niagara Region, Town of Pelham; City of Port Colborne; Township of Wainfleet and the City of Welland

Should you require any additional information, please do not hesitate to contact me.

Sincerely,

N. Rubli

Nicole Rubli, Clerk
Niagara Central Airport Commission

Cc: City of Welland, Township of Wainfleet, Town of Pelham, Niagara Region

May 19, 2023

CL 7-2023, April 20, 2023

CSC 4-2023, April 5, 2023

CSD 22-2023, April 5, 2023

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

2023 Property Tax Policy, Ratios and Rates

CSD 22-2023

Regional Council, at its meeting held on April 20, 2023, passed the following recommendation of its Corporate Services Committee:

That Report CSD 22-2023, dated April 5, 2023, respecting 2023 Property Tax Policy, Ratios and Rates, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Council **APPROVE** the following tax ratios and sub-class reductions for the 2023 taxation year:

Property Classification	Tax Ratio	Sub-Class Reduction
Residential	1.000000	
New Multi-Residential	1.000000	
Multi-Residential	1.970000	
Commercial	1.734900	
Commercial – Excess Land	1.734900	7.50%
Commercial – Vacant Land	1.734900	7.50%
Industrial	2.630000	
Industrial – Excess Land	2.630000	7.50%
Industrial – Vacant Land	2.630000	7.50%
Pipeline	1.702100	
Farmland	0.250000	
Managed Forest	0.250000	
Farmland Awaiting Development 1	1.000000	25.00%
Farmland Awaiting Development 2	Class Ratio	
Landfill Sites	2.940261	

2. That the necessary by-laws **BE PREPARED** and **PRESENTED** to Council for consideration and **BE CIRCULATED** to the Councils of the Area Municipalities for information; and
3. That Report CSD 22-2023 **BE CIRCULATED** to the Councils of the Area Municipalities for information.

Subsequently, Regional Council, at it's meeting held on May 18, 2023, passed By-law 2023-37, being a By-law to amend By-law 2023-31, resulting in updates to Schedules A and B of By-law 2023-31.

Report CSD 22-2023, By-law No. 2023-31 (as amended) and By-law No. 2023-32 are enclosed for your reference.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2023-045

cc:

S. Doma, Senior Tax and Revenue Analyst
T. Harrison, Commissioner/Treasurer, Corporate Services
H. Furtado, Director, Financial Management & Planning/Deputy Treasurer
K. Beach, Executive Assistant to the Commissioner/Treasurer, Corporate Services

Subject: 2023 Property Tax Policy, Ratios and Rates

Report to: Corporate Services Committee

Report date: Wednesday, April 5, 2023

Recommendations

1. That Regional Council **APPROVE** the following tax ratios and sub-class reductions for the 2023 taxation year:

Property Classification	Tax Ratio	Sub-Class Reduction
Residential	1.000000	
New Multi-Residential	1.000000	
Multi-Residential	1.970000	
Commercial	1.734900	
Commercial – Excess Land	1.734900	7.50%
Commercial – Vacant Land	1.734900	7.50%
Industrial	2.630000	
Industrial – Excess Land	2.630000	7.50%
Industrial – Vacant Land	2.630000	7.50%
Pipeline	1.702100	
Farmland	0.250000	
Managed Forest	0.250000	
Farmland Awaiting Development 1	1.000000	25.00%
Farmland Awaiting Development 2	Class Ratio	
Landfill Sites	2.940261	

2. That the necessary by-laws **BE PREPARED** and **PRESENTED** to Council for consideration and **BE CIRCULATED** to the Councils of the Area Municipalities for information; and
3. That Report CSD 22-2023 **BE CIRCULATED** to the Councils of the Area Municipalities for information.

Key Facts

- The purpose of this report is to set the tax policy for 2023, which includes tax ratios, rates and other policy considerations. Tax policy accounts for property assessment

changes and affects the distribution of actual taxes paid by property owners or classes.

- The recommended tax policy for 2023, supported by Regional staff and Area Treasurers, is to maintain the status quo tax ratio adopted for the 2023 taxation year.
- This is the last year of the Council approved phase-out schedule of the commercial/industrial vacant/excess land subclass discounts from 15.00% to 7.50%.
- In order for the Area Municipalities to complete final tax billings in June, Regional by-laws need to be established no later than April.
- The analysis in Appendix 1 to Report CSD 22-2023, is based on the actual General Levy for 2022 being \$422 million. The 2023 Budget presentation excluded transit costs in the adjusted 2022 Levy of \$406 million for a consistent comparison therefore the \$7.4 million assessment growth dollars are 1.74% on approved 2022 Levy rather than 1.85% on the adjusted Levy.
- Area Municipal budgets range from decreases of 3.05% to increases of 8.46% for those that have approved budgets at this time.
- The proposed tax policy and approved Regional tax levy will result in an increase of approximately \$123 for the typical residential property with a current value assessment (CVA) of \$278,764 in 2022, for an annual Regional property tax of \$1,743.

Financial Considerations

There are no direct costs to the Region as a result of setting 2023 tax policy. There are however, taxpayer impacts as a result of tax shifts between property classes due to assessment growth and tax ratio/discount decisions. Detailed analysis of these impacts are included in the Tax Policy Study, attached as Appendix 1 to Report CSD 22-2023.

Some of the analysis will differ in format from that presented with the 2023 budget as the 2023 budget, for transparency and consistency, reflected comparisons to similar base services as the 2022 budget which required the exclusion of transit costs which have been transferred to the NTC Special Levy budget.

Readjusted 2022 Tax rates

For illustration purposes only, the 2022 tax rate calculations have been readjusted from \$422 million to \$406 million, to account for the removal of transit services. These rates

do not reflect the true 2022 notional tax rates however have been provided to reconcile the information provided in the 2023 budget to this Tax Policy report (See Table 1). Tax policy has been prepared on the unadjusted 2022 general levy as this represents the actual levy dollars collected by the Region for the 2022 year.

Table 1 – Comparison of Budget By-law to Tax Policy (in millions)

	2022 General Levy (A)	Assessment Growth \$	2023 Levy Impacts (B)	2023 Approved Levy	2023 Levy Increase (B/A)
Per 2023 Budget Presentation (excludes Transit)	\$406.1	\$7.4 or 1.85%	\$30.9	\$444.4	7.58%
Per Tax Policy (see Table 2)	\$422.3	\$7.4 or 1.74%	\$14.7	\$444.4	3.51%
Difference	(\$16.2)	\$ -	\$16.2	\$ -	4.07%

Table 1 above, provides a summary comparing the information per the 2023 Budget including the removal of \$16.2 million for Transit services to the information provided in this Tax Policy report. Assessment Growth (AG) used in the Budget By-law of 1.85% is on the revised 2022 Base Budget (excluding Transit) whereas the AG per Tax Policy of 1.74% is based on the actual unadjusted 2022 General Levy. This has resulted in the difference in tax impact of 3.51% versus 7.58% as noted above.

Analysis

The Municipal Act provides the Region with the responsibility to establish tax policy to raise levy requirements. Reassessment impacts, assessment growth and Provincial legislation can create tax shifts in burden across all property classes (see Table 2). These factors are outside the control of Niagara Regional Council and the budget process. The only opportunity to affect these is through a thorough analysis of options available for ratios and resulting impacts.

Regional staff engaged the Area Treasurers in the review of the tax study as completed by the Region's external tax consultant as well as discussed potential scenarios for 2023. Based on the feedback provided, both Regional staff and Area Treasurers are recommending to maintain the status quo tax ratio for the 2023 taxation year including

the commercial/industrial vacant/excess land subclass discount phase-out from 15.00% to 7.50%, as recommended and approved by Council in 2019 (Report CSD 3-2019). This report included recommendations on amendments to the commercial/industrial vacant unit rebate, which went from 30% to 0% between 2018 and 2021, as well as vacant/excess land subclass property tax rate reduction programs which went from 30% in 2018 to 0% by 2024. See Appendix 4 to Report CSD 22-2023 for additional details. The 2023 impact results in a benefit to the residential taxes class of 0.11%, or \$0.3 million.

The following are the key factors that support the recommendation; these are expanded on further in this report:

- The most recent update from MPAC identifies that reassessment increases could be greater for residential properties than non-residential which will shift taxes onto the residential properties.
- The BMA study demonstrates that all residential taxation categories are above the BMA study average and data provided by the Region's Affordable Housing Strategy Steering Committee indicates that many of the households in core housing need currently reside in single detached homes (included in the residential tax class).
- The Region and local area municipalities offer many incentive programs including tax increment and development charge related grants that reduce the actual tax burden experienced by some property classes in Niagara including industrial.

Analysis of Current State

1. Assessment Growth

The overall assessment growth that occurred in 2022 for the Region was \$7.4 million in tax dollars from new taxpayers equivalent to 1.74% of the \$422 million General Levy for 2022. The overall assessment growth is net of reduction in assessment due to property assessment appeals.

Table 2 summarizes the overall assessment growth that occurred in 2022 (column 3) as well as the impacts affecting each of the tax classes based on maintaining the status quo tax ratios and the adjustment to the vacant/excess land subclass discounts from 15.00% to 7.50% as per the Council approved phase-out schedule (column 4). Note this phase-out schedule was approved by the Province and has been written into Provincial

legislation. Any subsequent changes to the phase-out schedule would require Council to lobby the Province to amend the Ontario regulations 325/01. This will result in minor municipal shifts. These impacts have been summarized in Appendix 1, Table 6 and range from -0.08% (Wainfleet) to 0.09% (Niagara Falls). A negative number represents a decrease in the relative total municipal burden while a positive number represents an increase.

The residential increase noted previously of 3.41% (which is below the 2023 Regional levy impact of 3.51%) is net of the shift due to the subclass discount reduction (See Appendix 1, Table 5).

Table 2 – 2023 Tax Levy Impacts by Property Class (Status Quo Policy)

Property Class	2022 Approved Levy	Assessment Growth (AG) Impacts	Inter-class Shift*	2023 Levy Impacts (net of AG)	2023 Approved Levy (before AG)	Avg. tax % Increase
Residential	\$309,408,552	\$6,233,521	\$(332,612)	\$10,877,162	\$326,186,623	3.41%
New Multi-Res	\$1,175,386	423,470	(1,685)	\$55,130	\$1,652,301	4.55%
Multi-Residential	\$16,364,700	(261,635)	(16,956)	\$555,252	\$16,641,361	3.29%
Farm	\$3,664,646	27,338	(3,890)	\$133,894	\$3,821,988	3.55%
Managed Forest	\$25,068	(155)	(26)	\$860	\$25,747	3.33%
Commercial	\$74,469,603	771,921	203,979	\$2,598,607	\$78,044,110	3.76%
Industrial	\$14,523,388	129,748	153,965	\$491,467	\$15,298,568	4.44%
Pipelines	\$2,613,127	17,516	(2,773)	\$90,708	\$2,718,578	3.37%
Landfill	\$55,944	-	(59)	\$1,929	\$57,814	3.34%
Total	\$422,300,414	\$7,341,724	(57)	\$14,805,009	\$444,447,090	3.51%
% Increase		1.74%	0.00%	3.51%	5.24%	

* Represents a tax shift away from residential of 0.11% as a result of the decrease in vacant/excess land subclass discount from 15.00% to 7.50% as per Council approved phase-out schedule.

2. Re-Assessment Phase-In and Tax Shift

Reassessments of all properties is mandated by the Province every four years, however, as a result of COVID-19, the 2020 re-assessment has been delayed and the Province has not provided any guidance as to when the next assessment cycle will take place. Therefore, the destination values for the 2023 tax year will remain the same resulting in no tax shift impacts caused by assessment phase-in changes.

Table 3 shows the relative tax share of each tax class from 2022 to 2023. The 2023 amounts are based on the recommended tax policy. The table represents a starting point for any further ratio analysis.

Table 3 – Multi-Year Tax Distribution by Tax Class

Realty Tax Class (Taxable)	2022 Year End (As Revised)	% Share	2023 Levy (As Revised)	% Share
Residential	\$315,642,073	73.47%	\$326,186,623	73.39%
New Multi-Residential	1,598,856	0.37%	1,652,301	0.37%
Multi-Residential	16,103,065	3.75%	16,641,361	3.74%
Farm	3,691,984	0.86%	3,821,988	0.86%
Managed Forest	24,913	0.01%	25,747	0.01%
Commercial	75,241,524	17.51%	78,044,110	17.56%
Industrial	14,653,136	3.41%	15,298,568	3.44%
Pipelines	2,630,643	0.61%	2,718,578	0.61%
Landfill	55,944	0.01%	57,814	0.01%
Total	\$429,642,138	100%	\$444,447,090	100%

3. Education Rates (no change)

The education tax rates are established by the Province to meet their revenue targets for the year. Typically, the education tax rates decrease from one year to the next as the Provincial policy is to maintain revenue neutrality. In prior years, this Provincial policy has created savings in Niagara which generally assist in offsetting municipal increases. For 2023 however, the Province has maintained the education tax rates from 2022 for all classes. The Province has identified this as a priority as a result of the COVID-19 pandemic and has left the education tax rates unchanged since 2020. What this means is that with no changes in property assessment due to reassessment properties will typically pay the same dollars in education taxes as in the prior year.

4. Waste Management Rates

Waste management tax rates are also set based on the Regional tax ratios. The waste management requisition by municipality was approved through Report CSD 2-2023; however the by-law setting for the waste management rates for the 2023 requisitions are brought forward with the 2023 general tax levy by-law as the rates are based on each municipality's assessment and are dependent on the tax ratios (with the exception of Niagara-on-the-Lake). The household impacts reported with the budget were net of assessment growth and based on status quo policy so remain unchanged.

5. Transit Rates

Similar to Waste Management, Transit tax rates are also set based on the Regional tax ratios. The Transit requisition by municipality was approved through Report CSD 10-2023; however, the by-law setting for transit rates for the 2023 requisitions are also brought forward with the 2023 general tax levy by-law as the rates are based on each municipality's assessment and are dependent on the tax ratio. The household impacts reported with the budget were net of assessment growth and based on status quo policy so remain unchanged.

Tax Policy Considerations

The Region considers council priorities, the current environment, as well as utilizing several BMA tax related performance metrics as seen in Appendix 3 of Report CSD 22-2023 to assess policy options.

- Residential taxpayer - The residential class is responsible for 73.39% of the overall tax levy. Under the recommended tax policy, the tax shift away from the residential class will mitigate the overall levy increase on the class from 3.51% to 3.41% (see Table 2). In previous years, the Region has considered utilizing the tax shifts away from the residential class to implement other policy objectives such as reductions to multi-residential and commercial tax classes through reduced tax ratios (see Appendix 2). As identified in the most recent BMA study, Niagara's average household income was slightly below the BMA average (2022 – Niagara \$104,320 versus BMA average \$110,000), while Niagara's average residential property taxes (including water and wastewater) payable as a percentage of household income is above the BMA study average (2022 - Niagara 5.33% versus BMA average 4.90%). This gap between Niagara's average residential property taxes payable and the BMA average has increased from last year (2021 - Niagara 5.20% versus BMA

average 4.90%). The benefit of reducing the subclass discount for commercial/industrial vacant/excess lands from 15.00% to 7.50% will assist with narrowing the gap between Niagara and the BMA average.

- Multi-Residential Tax Class - the multi-residential tax category consists of two property tax classes. The multi-residential class is responsible for 3.74% of the overall tax levy while the new-multi-residential category (which includes multi-residential structures constructed after 2003) is responsible for 0.37%. It is important to note that new construction of purpose built rental would be in the new multi-residential class, which is taxed at the same rate as residential.

Appendix 3 to Report CSD 22-2023, provides BMA metrics related to two multi-residential structure types (Walk-up and Mid/High-Rise). The walk-up style structure was identified as above the survey average by \$253 and the high-rise structure types are below the average by \$36 for 2022.

- Industrial Tax Class - The relative tax burden averages for standard industrial for the Region is higher than the BMA survey average as provided in Appendix 3 (Niagara is taxing \$1.89/square foot, while the BMA average is \$1.59/square foot). However, this is partially offset by the many incentive programs currently offered by the Region including tax increment and development charge related grants, specifically under the Employment and Brownfield pillars, that reduce the actual tax burden experienced by some industrial properties in Niagara.
- Commercial Tax Class - This property class has the second largest share (after residential) of Regional taxes at 17.56%. Appendix 3 illustrates that Niagara taxation of office buildings is lower than the BMA average (\$2.95 tax/square foot vs. \$3.11 tax/square foot), while Niagara's taxation of motels (\$1,157 tax/unit vs. \$1,223 tax/unit) and shopping centres (\$4.17 tax/square foot vs. \$3.78 tax/square foot) are moderately below/above the BMA average, respectively. Niagara taxation of hotels (\$1,935 tax/unit) is higher than the BMA average (\$1,636 tax/unit). The Region has seen an increase in new appeals related to COVID-19 in the Commercial Tax Class which once settled may increase the overall burden experienced by properties in other classes. This property class is also eligible for Employment and Brownfield related tax increment grant programs.

2022 Property Tax Impacts

Table 4 – Regional Tax Increases for Status Quo Policy

Taxation Class	2022 Avg. CVA	2022 Adjusted Taxes	2023 Avg. CVA	2023 Regional Taxes*	\$ Increase
Residential	\$278,764	\$1,620	\$278,764	\$1,743	\$123
Multi-Residential	\$2,543,766	\$29,120	\$2,543,766	\$31,256	\$2,136
Commercial - Occupied	\$814,152	\$8,208	\$814,152	\$8,810	\$602
Industrial - Occupied	\$786,286	\$12,017	\$786,286	\$12,898	\$881
Farmland	\$400,452	\$582	\$400,452	\$624	\$42

*Based on draft rates utilizing the recommended 2023 tax policy.

Alternatives

Regional staff considered alternatives to the recommendations proposed in this report. After engaging with the Area Treasurers and reviewing the tax study and historical Regional tax ratios, it was determined to maintain the status quo tax ratio for the 2023 taxation year.

Relationship to Council Strategic Priorities

This tax policy report is aligned to Sustainable and Engaging Government.

Other Pertinent Reports

- Bill 2023-18 – 2023 Operating Budget and Tax Levy
- CSD 3-2019 – Vacancy Program Revisions to Ministry of Finance
- CSD 2-2023 - Waste Management Services Operating Budget and Requisition
- CSD 10-2023 – NTC 2023 Operating Budget Additional Information

Prepared by:

Shawn Doma
Senior Tax and Revenue Analyst
Corporate Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner/Treasurer
Corporate Services

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Blair Hutchings, Manager, Revenue Planning and Strategy, Margaret Murphy, Associate Director, Budget Planning & Strategy, and reviewed by Helen Furtado, Director, Financial Management & Planning.

Appendices

Appendix 1	2023 Tax Policy Study
Appendix 2	History of Regional Tax Ratios
Appendix 3	Performance Measures
Appendix 4	History of Rebate/Subclass Reductions

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 2023-31

A BY-LAW TO SET AND LEVY THE RATE OF
TAXATION FOR REGIONAL GENERAL AND SPECIAL
PURPOSES FOR THE YEAR 2023

WHEREAS the Regional Council of The Regional Municipality of Niagara (hereinafter referred to as “The Regional Corporation”) has prepared and adopted a budget including estimates of all sums it required during the year 2023 for the purposes of the Regional Corporation pursuant to Section 289 (1) of the Municipal Act 2001, S.O. 2001, c. 25, as amended (hereinafter referred to as the “Municipal Act”);

WHEREAS Regional Council by By-law No. 2023-02 adopted the 2023 Waste Management Budget; and by By-law No. 2023-16 adopted the Transit Budget; and by By-law No. 2023-18 adopted the 2023 Operating Budget and Tax Levy;

WHEREAS for the purposes of raising the general levy for the Regional Corporation, the Regional Corporation shall pass a by-law directing each Lower-Tier Municipality to levy a separate tax rate, as specified in the by-law, on the assessment in each property class in the Lower-Tier Municipality rate table for the purposes of The Regional Corporation, pursuant to Section 311 (2) of the Municipal Act;

WHEREAS the tax ratios and the tax rate reductions for prescribed property classes for the 2023 taxation year have been set out in By-law No. 2023-31 of The Regional Corporation dated the 20th of April 2023;

WHEREAS The Regional Corporation is responsible for providing Waste Management services pursuant to By-laws 8280-96, 8281-96, 8282-96 and 8283-96;

WHEREAS Regional Council is desirous of imposing a special levy for Waste Management purposes and the sums required by taxation in the year 2023 for the said purposes are to be levied by separate rates by the applicable Area Municipalities as directed by Regional by-law pursuant to Subsection 311 (4) of the Municipal Act;

WHEREAS Regional Council is desirous of imposing a special levy for Transit purposes and the sums required by taxation in the year 2023 for the said purposes are

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

to be levied by separate rates by the applicable Area Municipalities as directed by Regional by-law pursuant to Subsection 311 (4) of the Municipal Act;

Whereas By-law No. 2023-01 assessed a special charge for Transit purposes representing 50% of the Area Municipalities 2022 general levy for Transit;

WHEREAS Regional Council established tax rates for property classes, and other decisions consistent with setting and levying rates of taxation for regional purposes for 2023.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows:

1. That for the year 2023 in The Regional Municipality of Niagara the lower-tier municipalities shall levy upon the property tax classes set out in Schedule "A" the property tax rates applicable thereto.
2. That payment of all amounts directed to be levied pursuant to the provisions of this by-law and due to The Regional Corporation shall be due and payable in the amounts and at the times shown on Schedule "B" attached to this by-law.
3. That for the year 2023 in The Regional Municipality of Niagara, the Town of Niagara-on-the-Lake be required to pay \$1,953,442 to the Regional Corporation as the charges for Waste Management purposes set out in Schedule "C". The remaining area municipalities shall levy upon the property tax classes and applicable subclasses the tax rates for Waste Management purposes set out in Schedule "C" attached to this by-law.
4. That payment of all amounts directed to be levied pursuant to the provisions of this bylaw respecting Transit and due to The Regional Corporation shall be due and payable in the amounts and at the times shown on Schedule "D" attached to this by-law.
5. That for the year 2023 in The Regional Municipality of Niagara, the area municipalities shall levy upon the property tax classes and applicable subclasses the tax rates for Transit purposes set out in Schedule "E" attached to this by-law.
6. That if a lower-tier municipality fails to make any payment or portion thereof as provided in this by-law, the lower-tier municipality shall pay to the Regional Corporation interest due on the amount in default at the rate of fifteen (15) per cent per annum from the due date of the payment until the payment is made.

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

7. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA



James Bradley, Regional Chair



Ann-Marie Norio, Regional Clerk

Passed: April 28, 2023

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule A

2023 Tax Ratios, Sub-Class Reductions, and Rates

Property Classification	Tax Ratio	Sub-Class Reduction	Tax Rate by Class
Residential	1.000000		0.00623692
New Multi-Residential	1.000000		0.00623692
Multi-Residential	1.970000		0.01228673
Commercial	1.734900		0.01082043
Commercial - Excess	1.734900	7.5%	0.01000890
Commercial - Vacant	1.734900	7.5%	0.01000890
Landfill	2.940261		0.01833817
Industrial	2.630000		0.01640310
Industrial - Excess	2.630000	7.5%	0.01517287
Industrial - Vacant	2.630000	7.5%	0.01517287
Pipelines	1.702100		0.01061586
Farmland	0.250000		0.00155923
FAD 1	1.000000	25.0%	0.00467769
FAD 2	Class Ratio		Class Ratio
Managed Forests	0.250000		0.00155923

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CL 8-2023 Minute Item 18.1

Schedule B – 2023 GENERAL TAX LEVY

2023 Upper-Tier General Levy and Dates by Local Municipality (Taxable Levy Only)

Municipality	Interim Payment Due March 8, 2023	Interim Payment Due May 10, 2023	Final Payment Due August 9, 2023	Final Payment Due October 11, 2023	2023 Approved General Levy	Regional Dept.	Niagara Regional Police	Niagara Regional Housing	Niagara Peninsula Conserv Authority	Court Services
Fort Erie	6,621,553	6,621,553	7,298,171	7,298,171	27,839,448	16,011,412	11,140,723	248,019	444,764	(5,470)
Grimsby	8,068,372	8,068,372	8,823,096	8,823,096	33,782,936	19,429,714	13,519,173	300,969	539,718	(6,638)
Lincoln	6,468,734	6,468,734	7,354,448	7,354,448	27,646,364	15,900,363	11,063,455	246,299	441,680	(5,432)
Niagara Falls	22,229,296	22,229,296	24,280,244	24,280,244	93,019,079	53,498,431	37,224,149	828,698	1,486,077	(18,276)
Niagara-on-the-Lake	9,126,887	9,126,887	9,991,766	9,991,766	38,237,305	21,991,573	15,301,712	340,652	610,881	(7,513)
Pelham	4,510,329	4,510,329	4,976,594	4,976,594	18,973,845	10,912,503	7,592,907	169,036	303,127	(3,728)
Port Colborne	3,366,263	3,366,263	3,668,936	3,668,936	14,070,397	8,092,363	5,630,657	125,352	224,789	(2,765)
St. Catharines	26,961,492	26,961,492	29,456,928	29,456,928	112,836,839	64,896,298	45,154,772	1,005,252	1,802,687	(22,170)
Thorold	4,524,348	4,524,348	5,472,520	5,472,520	19,993,737	11,499,077	8,001,045	178,122	319,421	(3,928)
Wainfleet	1,580,980	1,580,980	1,744,219	1,744,219	6,650,398	3,824,870	2,661,340	59,248	106,247	(1,307)
Welland	8,756,222	8,756,222	9,838,567	9,838,567	37,189,578	21,388,989	14,882,435	331,318	594,142	(7,307)
West Lincoln	3,360,631	3,360,631	3,742,995	3,742,995	14,207,250	8,171,072	5,685,423	126,571	226,976	(2,791)
Regional Total Taxable Only	105,575,105	105,575,105	116,648,483	116,648,483	444,447,090	255,616,665	177,857,789	3,959,536	7,100,509	(87,324)

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

2023 Upper-Tier Special Levy (Waste Management) and Dates by Local Municipality (Taxable Levy Only)

Municipality	Interim Payment Due March 8, 2023	Interim Payment Due May 10, 2023	Final Payment Due August 9, 2023	Final Payment Due October 11, 2023	2023 Approved Special Levy
Fort Erie	813,772	813,772	899,312	899,312	3,426,168
Grimsby	596,407	596,407	664,444	664,444	2,521,701
Lincoln	500,038	500,038	569,570	569,570	2,139,217
Niagara Falls	2,090,626	2,090,626	2,373,590	2,373,590	8,928,431
Niagara-on-the-Lake	461,341	461,341	514,773	514,773	1,952,227
Pelham	376,077	376,077	413,080	413,080	1,578,314
Port Colborne	534,869	534,869	578,009	578,009	2,225,755
St. Catharines	3,220,093	3,220,093	3,502,446	3,502,446	13,445,078
Thorold	471,916	471,916	560,226	560,226	2,064,283
Wainfleet	163,802	163,802	176,976	176,976	681,556
Welland	1,200,638	1,200,638	1,320,885	1,320,885	5,043,047
West Lincoln	273,683	273,683	307,306	307,306	1,161,977
Regional Total Taxable Only	10,703,261	10,703,261	11,880,616	11,880,616	45,167,754

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Fort Erie Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	3,733,901,870	0.00076757	2,866,031
New Multi-Residential	0	0.00076757	-
Multi-Residential	42,365,000	0.00151211	64,061
Commercial	248,951,864	0.00133166	331,519
Commercial - Excess	5,785,188	0.00123178	7,126
Commercial - Vacant	18,262,700	0.00123178	22,496
Landfill	0	0.00225686	-
Industrial	43,990,954	0.00201871	88,805
Industrial - Excess	1,003,541	0.00186731	1,874
Industrial - Vacant	5,853,400	0.00186731	10,930
Pipelines	17,104,000	0.00130648	22,346
Farmland	56,233,300	0.00019189	10,791
FAD 1	0	0.00057568	-
Managed Forests	982,700	0.00019189	189
Taxable Total	4,174,434,517		\$3,426,168

Grimsby Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	4,549,499,070	0.00046555	2,118,019
New Multi-Residential	0	0.00046555	-
Multi-Residential	27,616,000	0.00091713	25,327
Commercial	334,732,463	0.00080768	270,357
Commercial - Excess	9,973,525	0.00074711	7,451
Commercial - Vacant	15,654,500	0.00074711	11,696
Landfill	0	0.00136884	-
Industrial	51,384,200	0.00122440	62,915
Industrial - Excess	3,726,200	0.00113257	4,220
Industrial - Vacant	4,140,600	0.00113257	4,690
Pipelines	8,281,000	0.00079241	6,562
Farmland	89,050,695	0.00011639	10,365
FAD 1	0	0.00034916	-
Managed Forests	849,300	0.00011639	99

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Grimsby Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	5,094,907,553		\$2,521,701

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	3,535,780,219	0.00048260	1,706,368
New Multi-Residential	0	0.00048260	-
Multi-Residential	21,426,200	0.00095072	20,370
Commercial	219,839,781	0.00083726	184,063
Commercial - Excess	8,019,300	0.00077447	6,211
Commercial - Vacant	4,928,500	0.00077447	3,817
Landfill	0	0.00141897	-
Industrial	99,498,458	0.00126924	126,287
Industrial - Excess	3,187,900	0.00117405	3,743
Industrial - Vacant	6,453,000	0.00117405	7,576
Pipelines	21,675,000	0.00082143	17,804
Farmland	520,807,373	0.00012065	62,835
FAD 1	0	0.00036195	-
Managed Forests	1,188,500	0.00012065	143
Taxable Total	4,442,804,231		\$2,139,217

Niagara Falls Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	9,300,310,789	0.00059865	5,567,631
New Multi-Residential	50,630,500	0.00059865	30,310
Multi-Residential	326,799,289	0.00117934	385,407
Commercial	2,401,362,990	0.00103860	2,494,056
Commercial - Excess	36,385,098	0.00096070	34,955
Commercial - Vacant	137,025,900	0.00096070	131,641
Landfill	3,152,500	0.00176019	5,549
Industrial	107,079,192	0.00157445	168,591
Industrial - Excess	5,248,457	0.00145637	7,644
Industrial - Vacant	29,528,600	0.00145637	43,005
Pipelines	46,246,000	0.00101896	47,123
Farmland	82,041,400	0.00014966	12,278
FAD 1	0	0.00044899	-
Managed Forests	1,607,300	0.00014966	241

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Niagara Falls Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	12,527,418,015		\$8,928,431

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Niagara-on-the-Lake Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	N/A	N/A	N/A
New Multi-Residential	N/A	N/A	N/A
Multi-Residential	N/A	N/A	N/A
Commercial	N/A	N/A	N/A
Commercial - Excess	N/A	N/A	N/A
Commercial - Vacant	N/A	N/A	N/A
Landfill	N/A	N/A	N/A
Industrial	N/A	N/A	N/A
Industrial - Excess	N/A	N/A	N/A
Industrial - Vacant	N/A	N/A	N/A
Pipelines	N/A	N/A	N/A
Farmland	N/A	N/A	N/A
FAD 1	N/A	N/A	N/A
Managed Forests	N/A	N/A	N/A
Taxable Total			\$1,952,227

Pelham Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	2,722,860,343	0.00051881	1,412,647
New Multi-Residential	544,000	0.00051881	282
Multi-Residential	18,604,000	0.00102206	19,014
Commercial	105,659,646	0.00090008	95,102
Commercial - Excess	674,511	0.00083258	562
Commercial - Vacant	8,227,000	0.00083258	6,850
Landfill	0	0.00152544	-
Industrial	4,436,700	0.00136447	6,054
Industrial - Excess	45,100	0.00126214	57
Industrial - Vacant	101,000	0.00126214	127
Pipelines	17,877,000	0.00088307	15,787
Farmland	164,728,000	0.00012970	21,365
FAD 1	0	0.00038911	-
Managed Forests	3,597,900	0.00012970	467

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Pelham Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	3,047,355,200		\$1,578,314

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Port Colborne Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	1,678,627,031	0.00098660	1,656,133
New Multi-Residential	913,000	0.00098660	901
Multi-Residential	39,890,000	0.00194360	77,530
Commercial	138,428,236	0.00171165	236,941
Commercial - Excess	501,900	0.00158328	795
Commercial - Vacant	2,349,900	0.00158328	3,721
Landfill	0	0.00290086	-
Industrial	74,945,738	0.00259476	194,466
Industrial - Excess	2,735,766	0.00240015	6,566
Industrial - Vacant	6,291,400	0.00240015	15,100
Pipelines	10,846,000	0.00167929	18,214
Farmland	57,324,774	0.00024665	14,139
FAD 1	1,407,700	0.00073995	1,042
Managed Forests	838,900	0.00024665	207
Taxable Total	2,015,100,345		\$2,225,755

St. Catharines Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	12,537,454,954	0.00074316	9,317,335
New Multi-Residential	111,376,920	0.00074316	82,771
Multi-Residential	671,350,768	0.00146403	982,878
Commercial	2,014,700,274	0.00128931	2,597,573
Commercial - Excess	11,592,829	0.00119261	13,826
Commercial - Vacant	24,261,700	0.00119261	28,935
Landfill	0	0.00218508	-
Industrial	160,165,398	0.00195451	313,045
Industrial - Excess	4,609,059	0.00180792	8,333
Industrial - Vacant	17,629,100	0.00180792	31,872
Pipelines	31,291,000	0.00126493	39,581
Farmland	155,708,800	0.00018579	28,929
FAD 1	0	0.00055737	-
Managed Forests	0	0.00018579	-

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

St. Catharines Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	15,740,140,802		\$13,445,078

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Thorold Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	2,479,354,460	0.00064394	1,596,556
New Multi-Residential	73,019,800	0.00064394	47,020
Multi-Residential	43,783,800	0.00126856	55,542
Commercial	176,570,004	0.00111717	197,259
Commercial - Excess	3,007,013	0.00103338	3,107
Commercial - Vacant	7,056,200	0.00103338	7,292
Landfill	0	0.00189335	-
Industrial	50,736,758	0.00169356	85,926
Industrial - Excess	3,394,734	0.00156655	5,318
Industrial - Vacant	18,114,900	0.00156655	28,378
Pipelines	26,768,000	0.00109605	29,339
Farmland	52,552,340	0.00016099	8,460
FAD 1	0	0.00048296	-
Managed Forests	531,400	0.00016099	86
Taxable Total	2,934,889,409		\$2,064,283

Wainfleet Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	955,662,725	0.00063918	610,841
New Multi-Residential	0	0.00063918	-
Multi-Residential	457,000	0.00125918	575
Commercial	19,289,805	0.00110891	21,391
Commercial - Excess	1,064,600	0.00102574	1,092
Commercial - Vacant	541,500	0.00102574	555
Landfill	0	0.00187936	-
Industrial	4,401,200	0.00168104	7,399
Industrial - Excess	85,300	0.00155497	133
Industrial - Vacant	132,000	0.00155497	205
Pipelines	5,988,000	0.00108795	6,515
Farmland	203,812,715	0.00015980	32,569
FAD 1	0	0.00047939	-
Managed Forests	1,758,989	0.00015980	281

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Wainfleet Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	1,193,193,834		\$681,556

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule C – 2023 WASTE MANAGEMENT TAX RATES & LEVY

Welland Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	4,547,937,705	0.00084575	3,846,418
New Multi-Residential	25,382,500	0.00084575	21,467
Multi-Residential	138,259,700	0.00166613	230,359
Commercial	382,602,600	0.00146729	561,389
Commercial - Excess	8,702,628	0.00135724	11,812
Commercial - Vacant	19,739,500	0.00135724	26,791
Landfill	0	0.00248673	-
Industrial	126,571,843	0.00222432	281,536
Industrial - Excess	3,647,200	0.00205750	7,504
Industrial - Vacant	9,526,300	0.00205750	19,600
Pipelines	21,774,000	0.00143955	31,345
Farmland	21,649,400	0.00021144	4,578
FAD 1	0	0.00063431	-
Managed Forests	1,172,700	0.00021144	248
Taxable Total	5,306,966,076		\$5,043,047

West Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	1,850,967,253	0.00051010	944,178
New Multi-Residential	0	0.00051010	-
Multi-Residential	7,043,000	0.00100490	7,078
Commercial	79,449,872	0.00088497	70,311
Commercial - Excess	732,500	0.00081860	600
Commercial - Vacant	2,967,300	0.00081860	2,429
Landfill	0	0.00149983	-
Industrial	36,408,700	0.00134156	48,844
Industrial - Excess	305,200	0.00124095	379
Industrial - Vacant	1,227,000	0.00124095	1,523
Pipelines	29,148,000	0.00086824	25,307
Farmland	478,278,784	0.00012753	60,995
FAD 1	0	0.00038258	-
Managed Forests	2,581,600	0.00012753	329

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

West Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Taxable Total	2,489,109,209		\$1,161,973

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule D – 2023 TRANSIT TAX RATES & LEVY

2023 Upper-Tier Special Charge and Special Levy (Transit) and Dates by Local Municipality (Taxable Levy Only)

Municipality	Special Charge Due March 8, 2023 (per Bylaw 01-2023)	Special Charge Due May 10, 2023 (per Bylaw 01-2023)	Final Payment Due August 9, 2023	Final Payment Due October 11, 2023	2023 Approved Special Levy
Fort Erie	313,294	313,294	1,124,650	1,124,650	2,875,888
Grimsby	62,500	62,500	777,400	777,400	1,679,800
Lincoln	33,835	33,835	679,896	679,896	1,427,461
Niagara Falls	2,032,002	2,032,002	5,248,992	5,248,992	14,561,989
Niagara-on-the-Lake	245,725	245,725	1,046,769	1,046,769	2,584,988
Pelham	45,500	45,500	513,760	513,760	1,118,519
Port Colborne	41,425	41,425	427,594	427,594	938,038
St. Catharines	3,511,000	3,511,000	7,374,451	7,374,451	21,770,900
Thorold	178,598	178,598	709,112	709,112	1,775,418
Wainfleet	-	-	124,698	124,698	249,396
Welland	869,892	869,892	2,654,548	2,654,548	7,048,878
West Lincoln	-	-	265,060	265,060	530,120
Regional Total Taxable Only	7,333,770	7,333,770	20,946,927	20,946,927	56,561,395

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Fort Erie Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	3,733,901,870	0.00064429	2,405,716
New Multi-Residential	0	0.00064429	-
Multi-Residential	42,365,000	0.00126925	53,772
Commercial	248,951,864	0.00111778	278,273
Commercial - Excess	5,785,188	0.00103395	5,982
Commercial - Vacant	18,262,700	0.00103395	18,883
Landfill	0	0.00189438	-
Industrial	43,990,954	0.00169448	74,542
Industrial - Excess	1,003,541	0.00156740	1,573
Industrial - Vacant	5,853,400	0.00156740	9,175
Pipelines	17,104,000	0.00109665	18,757
Farmland	56,233,300	0.00016107	9,057
FAD 1	0	0.00048322	-
Managed Forests	982,700	0.00016107	158
Taxable Total	4,174,434,517		\$2,875,888

Grimsby Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,549,499,070	0.00031012	1,410,891
New Multi-Residential	0	0.00031012	-
Multi-Residential	27,616,000	0.00061094	16,872
Commercial	334,732,463	0.00053803	180,096
Commercial - Excess	9,973,525	0.00049768	4,964
Commercial - Vacant	15,654,500	0.00049768	7,791
Landfill	0	0.00091183	-
Industrial	51,384,200	0.00081562	41,910
Industrial - Excess	3,726,200	0.00075444	2,811
Industrial - Vacant	4,140,600	0.00075444	3,124
Pipelines	8,281,000	0.00052786	4,371
Farmland	89,050,695	0.00007753	6,904
FAD 1	0	0.00023259	-
Managed Forests	849,300	0.00007753	66

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Grimsby Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	5,094,907,553		\$1,679,800

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	3,535,780,219	0.00032203	1,138,627
New Multi-Residential	0	0.00032203	-
Multi-Residential	21,426,200	0.00063440	13,593
Commercial	219,839,781	0.00055869	122,822
Commercial - Excess	8,019,300	0.00051679	4,144
Commercial - Vacant	4,928,500	0.00051679	2,547
Landfill	0	0.00094685	-
Industrial	99,498,458	0.00084694	84,269
Industrial - Excess	3,187,900	0.00078342	2,497
Industrial - Vacant	6,453,000	0.00078342	5,055
Pipelines	21,675,000	0.00054813	11,881
Farmland	520,807,373	0.00008051	41,930
FAD 1	0	0.00024152	-
Managed Forests	1,188,500	0.00008051	96
Taxable Total	4,442,804,231		\$1,427,461

Niagara Falls Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	9,300,310,789	0.00097638	9,080,637
New Multi-Residential	50,630,500	0.00097638	49,435
Multi-Residential	326,799,289	0.00192347	628,589
Commercial	2,401,362,990	0.00169392	4,067,717
Commercial - Excess	36,385,098	0.00156688	57,011
Commercial - Vacant	137,025,900	0.00156688	214,703
Landfill	3,152,500	0.00287081	9,050
Industrial	107,079,192	0.00256788	274,967
Industrial - Excess	5,248,457	0.00237529	12,467
Industrial - Vacant	29,528,600	0.00237529	70,139
Pipelines	46,246,000	0.00166190	76,856
Farmland	82,041,400	0.00024410	20,026
FAD 1	0	0.00073229	-
Managed Forests	1,607,300	0.00024410	392

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Niagara Falls Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	12,527,418,015		\$14,561,989

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Niagara-on-the-Lake Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,403,999,285	0.00042164	1,856,902
New Multi-Residential	3,041,000	0.00042164	1,282
Multi-Residential	16,745,500	0.00083063	13,909
Commercial	757,217,332	0.00073150	553,904
Commercial - Excess	15,833,678	0.00067664	10,714
Commercial - Vacant	17,756,000	0.00067664	12,014
Landfill	0	0.00123973	-
Industrial	42,423,400	0.00110891	47,044
Industrial - Excess	192,700	0.00102574	198
Industrial - Vacant	15,270,500	0.00102574	15,664
Pipelines	19,074,000	0.00071767	13,689
Farmland	564,649,916	0.00010541	59,520
FAD 1	0	0.00031623	-
Managed Forests	1,402,100	0.00010541	148
Taxable Total	5,857,605,411		\$2,584,988

Pelham Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	2,722,860,343	0.00036767	1,001,114
New Multi-Residential	544,000	0.00036767	200
Multi-Residential	18,604,000	0.00072431	13,475
Commercial	105,659,646	0.00063787	67,397
Commercial - Excess	674,511	0.00059003	398
Commercial - Vacant	8,227,000	0.00059003	4,854
Landfill	0	0.00108105	-
Industrial	4,436,700	0.00096697	4,290
Industrial - Excess	45,100	0.00089445	40
Industrial - Vacant	101,000	0.00089445	90
Pipelines	17,877,000	0.00062581	11,188
Farmland	164,728,000	0.00009192	15,142
FAD 1	0	0.00027575	-
Managed Forests	3,597,900	0.00009192	331

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Pelham Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	3,047,355,200		\$1,118,519

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Port Colborne Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	1,678,627,031	0.00041580	697,973
New Multi-Residential	913,000	0.00041580	380
Multi-Residential	39,890,000	0.00081913	32,675
Commercial	138,428,236	0.00072137	99,858
Commercial - Excess	501,900	0.00066727	335
Commercial - Vacant	2,349,900	0.00066727	1,568
Landfill	0	0.00122256	-
Industrial	74,945,738	0.00109355	81,957
Industrial - Excess	2,735,766	0.00101154	2,767
Industrial - Vacant	6,291,400	0.00101154	6,364
Pipelines	10,846,000	0.00070773	7,676
Farmland	57,324,774	0.00010395	5,959
FAD 1	1,407,700	0.00031185	439
Managed Forests	838,900	0.00010395	87
Taxable Total	2,015,100,345		\$938,038

St. Catharines Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	12,537,454,954	0.00120336	15,087,072
New Multi-Residential	111,376,920	0.00120336	134,027
Multi-Residential	671,350,768	0.00237062	1,591,518
Commercial	2,014,700,274	0.00208771	4,206,110
Commercial - Excess	11,592,829	0.00193113	22,387
Commercial - Vacant	24,261,700	0.00193113	46,852
Landfill	0	0.00353819	-
Industrial	160,165,398	0.00316484	506,898
Industrial - Excess	4,609,059	0.00292747	13,493
Industrial - Vacant	17,629,100	0.00292747	51,609
Pipelines	31,291,000	0.00204824	64,091
Farmland	155,708,800	0.00030084	46,843
FAD 1	0	0.00090252	-
Managed Forests	0	0.00030084	-

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

St. Catharines Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	15,740,140,802		\$21,770,900

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Thorold Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	2,479,354,460	0.00055383	1,373,141
New Multi-Residential	73,019,800	0.00055383	40,441
Multi-Residential	43,783,800	0.00109105	47,770
Commercial	176,570,004	0.00096084	169,656
Commercial - Excess	3,007,013	0.00088878	2,673
Commercial - Vacant	7,056,200	0.00088878	6,271
Landfill	0	0.00162840	-
Industrial	50,736,758	0.00145657	73,902
Industrial - Excess	3,394,734	0.00134733	4,574
Industrial - Vacant	18,114,900	0.00134733	24,407
Pipelines	26,768,000	0.00094267	25,233
Farmland	52,552,340	0.00013846	7,276
FAD 1	0	0.00041537	-
Managed Forests	531,400	0.00013846	74
Taxable Total	2,934,889,409		\$1,775,418

Wainfleet Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	955,662,725	0.00023389	223,520
New Multi-Residential	0	0.00023389	-
Multi-Residential	457,000	0.00046076	211
Commercial	19,289,805	0.00040578	7,827
Commercial - Excess	1,064,600	0.00037534	400
Commercial - Vacant	541,500	0.00037534	203
Landfill	0	0.00068770	-
Industrial	4,401,200	0.00061513	2,707
Industrial - Excess	85,300	0.00056900	49
Industrial - Vacant	132,000	0.00056900	75
Pipelines	5,988,000	0.00039810	2,384
Farmland	203,812,715	0.00005847	11,917
FAD 1	0	0.00017542	-
Managed Forests	1,758,989	0.00005847	103

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Wainfleet Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	1,193,193,834		\$249,396

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

Schedule E – 2023 TRANSIT TAX RATES & LEVY

Welland Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,547,937,705	0.00118214	5,376,299
New Multi-Residential	25,382,500	0.00118214	30,006
Multi-Residential	138,259,700	0.00232882	321,982
Commercial	382,602,600	0.00205089	784,676
Commercial - Excess	8,702,628	0.00189708	16,510
Commercial - Vacant	19,739,500	0.00189708	37,447
Landfill	0	0.00347580	-
Industrial	126,571,843	0.00310903	393,516
Industrial - Excess	3,647,200	0.00287585	10,489
Industrial - Vacant	9,526,300	0.00287585	27,396
Pipelines	21,774,000	0.00201212	43,812
Farmland	21,649,400	0.00029554	6,398
FAD 1	0	0.00088661	-
Managed Forests	1,172,700	0.00029554	347
Taxable Total	5,306,966,076		\$7,048,878

West Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	1,850,967,253	0.00023272	430,757
New Multi-Residential	0	0.00023272	-
Multi-Residential	7,043,000	0.00045846	3,229
Commercial	79,449,872	0.00040375	32,078
Commercial - Excess	732,500	0.00037346	274
Commercial - Vacant	2,967,300	0.00037346	1,108
Landfill	0	0.00068426	-
Industrial	36,408,700	0.00061205	22,284
Industrial - Excess	305,200	0.00056615	173
Industrial - Vacant	1,227,000	0.00056615	695
Pipelines	29,148,000	0.00039611	11,546
Farmland	478,278,784	0.00005818	27,826
FAD 1	0	0.00017454	-
Managed Forests	2,581,600	0.00005818	150

Bill 2023-31	Authorization Reference: CSC 4-2023 Minute Item 5.1
As amended by By-law No. 2020-37	CSC 5-2023 Minute Item 6

West Lincoln Property Classification	2023 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Taxable Total	2,489,109,209		\$530,120

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 2023-32

A BY-LAW TO SET TAX RATIOS AND TAX RATE
REDUCTIONS FOR PRESCRIBED PROPERTY
SUBCLASSES FOR REGIONAL PURPOSES AND AREA
MUNICIPAL PURPOSES FOR THE YEAR 2023

WHEREAS pursuant to Section 308 (5) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (referred hereinafter as “the *Municipal Act, 2001*”), The Regional Municipality of Niagara (referred hereinafter as “The Regional Corporation”) may establish the tax ratios for The Regional Corporation and the Area Municipalities;

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

WHEREAS the property classes have been prescribed by the Ministry of Finance pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c. A.31, as amended;

WHEREAS pursuant to Section 313 (1) of the *Municipal Act, 2001*, The Regional Municipality of Niagara may establish tax reductions for prescribed property subclasses for The Regional Corporation and the Area Municipalities; and,

WHEREAS the property subclasses for which tax rate reductions are to be established are in accordance with Section 8 of the *Assessment Act*.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows for the 2023 taxation year:

1. That the tax ratio for property in:
 - a. The residential property class is 1.000000;
 - b. The new multi-residential property class is 1.000000;
 - c. The multi-residential class is 1.970000;
 - d. The commercial property class is 1.734900;
 - e. The industrial property class is 2.630000;
 - f. The pipelines property class is 1.702100;
 - g. The farm property class is 0.250000;

- h. The managed forest property class is 0.250000;
 - i. The landfill property class is 2.940261.
- 2. That the municipal purpose tax reduction for:
 - a. The vacant land and excess land subclasses in the commercial property class is 7.5%;
 - b. The vacant land and excess land subclasses in the industrial property class is 7.5%;
 - c. The first class of farmland awaiting development in the residential, multi-residential, commercial or industrial property classes is 25%;
 - d. The second class of farmland awaiting development in the residential, multi-residential, commercial or industrial property classes is 0%.
- 3. That for the purposes of this by-law:
 - a. The industrial property class includes all properties classified as industrial and large industrial as per Ontario Regulation 282/98;
 - b. The first class of farmland awaiting development and the second class of farmland awaiting development consists of land as defined in accordance with Ontario Regulation 282/98.
- 4. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA


James Bradley, Regional Chair


Ann-Marie Norio, Regional Clerk

Passed: April 20, 2023

May 30, 2023

CL 8-2023, May 18, 2023

PEDC 5-2023, May 10, 2023

PDS 12-2023, May 10, 2023

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Combined Sewer Overflow (CSO) Control and Wet Weather Management (WWM)
Program – 2023 Funding Recommendations

PDS 12-2023

Regional Council, at its meeting held on May 18, 2023, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 12-2023, dated May 10, 2023, respecting Combined Sewer Overflow (CSO) Control and Wet Weather Management (WWM) Program – 2023 Funding Recommendations, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That staff **PREPARE** and **EXECUTE** the respective partnership funding agreements with the Local Area Municipalities for qualifying projects to reflect the terms and conditions set out in Appendix 2 and Appendix 3 of Report PDS 12-2023; and
2. That Local Area Municipalities **BE ADVISED** of the results of Regional funding support, as outlined in Appendix 1 of PDS 12-2023.

A copy of PDS 12-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio
Regional Clerk

js

CLK-C 2023-062

Combined Sewer Overflow (CSO) Control and Wet Weather Management (WWM)
Program – 2023 Funding Recommendations

May 30, 2023

Page 2

cc: I. Stetic, Manager, Water-Wastewater Infrastructure Planning
M. Sergi, Commissioner, Growth, Strategy and Economic Development
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

Subject: Combined Sewer Overflow (CSO) Control and Wet Weather Management (WWM) Program – 2023 Funding Recommendations

Report to: Planning and Economic Development Committee

Report date: Wednesday, May 10, 2023

Recommendations

1. That staff **PREPARE** and **EXECUTE** the respective partnership funding agreements with the Local Area Municipalities for qualifying projects to reflect the terms and conditions set out in Appendix 2 and Appendix 3 of Report PDS 12-2023; and
2. That Local Area Municipalities **BE ADVISED** of the results of Regional funding support, as outlined in Appendix 1 of PDS 12-2023.

Key Facts

- The purpose of this report is to provide background information for the 2023 LAM projects under the Combined Sewer Overflow (CSO) Control / Wet Weather Management (WWM) Program;
- The CSO Control Cost Share Program has been in place since 2007 and is intended to facilitate shared funding with the Local Area Municipalities (LAM) to help mitigate the impacts of wet weather events on the Region-wide sanitary system and the environment. As a result, the Region benefits from this program by gaining capacity at regionally owned trunks, sewage pump stations and wastewater treatment plants, which in return, could be used for growth without oversizing Regional infrastructure;
- Representatives of the CSO/WWM Working Group developed administrative procedures and criteria to support and evaluate project submissions by LAM in accordance with the guiding principles;
- The Region supports this approach and has included funding annually in its budget. For 2023, an amount of \$4,000,000 was budgeted in the Region's Wastewater Operating Budget;
- Twenty-nine (29) eligible projects were submitted by LAMs for 2023; however, the total requested funding is more than the approved program budget of \$4,000,000 by \$1,043,250 for 2023, demonstrating the high demand to address wet weather issues in sanitary collection systems.

Financial Considerations

A gross budget of \$4,000,000 has been approved as part of the 2023 Wastewater Operating Budget for the CSO Control Cost Share program. Funding for this program is partially provided through Development Charges (50%).

The 29 eligible projects considered for funding under the 2023 CSO Control Program totaled \$5,043,250. As the total requested amount is more than the approved program budget of \$4,000,000 by \$1,043,250 for 2023, six project applications will have to be declined for funding and one application will receive partial funding. Appendix 1 presents 22 municipal projects recommended for funding in full, one municipal project recommended for partial funding, and six unfunded projects.

Prior to awarding the 2023 amounts, the Region currently has \$11.4 million in outstanding commitments to 11 municipalities for approved but unspent CSO projects as per 2022 Year-End shown in Appendix 4.

Analysis

The CSO Control Cost Share program is intended to facilitate shared funding with LAM to help mitigate the impacts of wet weather events on the Region-wide sanitary system and the environment. These CSO projects help reduce potential basement flooding, overflows to the environment, and provide capacity for growth within existing infrastructure by removing excessive water entering the sanitary system. The Region benefits from this program by gaining capacity at regionally owned trunks, sewage pump stations and wastewater treatment plants, which in return, could be used for growth without oversizing Regional infrastructure. The CSO Control Working Group is made up of at least one LAM representative with urban servicing and is lead by Regional staff. The evaluation matrix is reviewed by the CSO Working Group for enhancements annually. Appendix 2 shows the distribution for the CSO Control Program funding options for project types.

Twenty-nine (29) applications were received from 11 LAMs. Three applications from Fort Erie, two from Grimsby, two from Lincoln, five from Niagara Falls, two from NOTL, two from Pelham, three from Port Colborne, one from St. Catharines, two from Thorold, six from Welland, and one from West Lincoln.

Regional staff reviewed and evaluated all 29 eligible projects and incorporated 21 of them into the final recommendation list presented in Appendix 1. Projects were awarded based on the program evaluation matrix following the CSO Control and Wet Weather Management Policy as approved by Council.

The requested funding for all eligible projects totaled \$5,043,250. The total requested funding is \$1,043,250 more than the 2023 approved budget of \$4,000,000.

Similar to other jurisdictions across Ontario, wet weather flows continue to negatively impact sanitary infrastructure resulting in potential basement flooding, overflows to the environment, and reduced capacity for future growth. The removal of wet weather flow and inflow and infiltration reduction is important work that needs on-going focus and support over the long term to be successful.

Alternatives Reviewed

No alternatives were reviewed as the approved budget was fully utilized.

Relationship to Council Strategic Priorities

This report supports the Responsible Growth and Infrastructure Planning priority in establishing objectives of Environmental Sustainability & Stewardship and Maintenance of Existing Infrastructure.

Other Pertinent Reports

- PW4.S06.0, September 2, 2014 – Combined Sewer Overflow (CSO) Control & Wet Weather Management Policy

Prepared by:

Ilija Stetic, B.Sc., PMP, CET
Manager W-WW Infrastructure Planning
Planning and Economic Development

Recommended by:

Michelle Sergi, MCIP, RPP
Commissioner
Planning and Economic Development

Submitted by:

Ron Tripp, P.Eng.

Chief Administrative Officer

This report was prepared in consultation with Phill Lambert, P. Eng., Director, Infrastructure Planning and Engineering, Joseph Tonellato, P. Eng., Director of Water and Wastewater, Susan White, Program Financial Specialist, and reviewed by Renee Muzzell, Manager Program Financial Support.

Appendices

Appendix 1	Recommended 2023 CSO Control Program Funding Requests
Appendix 2	Funding Options
Appendix 3	CSO Control / WWM Policy Funding Conditions
Appendix 4	Summary of CSO Project Remaining Budget Encumbrance by Municipality by 2022 Year-End

Appendix 1: Recommended 2023 CSO Control Program Funding Requests

Eligible Recommended Projects with Funding

Municipality	Project Description	Category	%	Project Cost	Regional Share	Recommended Regional Funding
Fort Erie	2023 Sanitary Sewer CCTV Inspection	2	50%	\$ 205,000	\$ 102,500	\$ 102,500
Fort Erie	Flow Monitoring Program, Pre/Post (FLOMON)	2	60%	\$ 60,000	\$ 36,000	\$ 36,000
Fort Erie	Bowen Road Watermain Replacement (BOWW19)	5	30%	\$ 301,000	\$ 90,300	\$ 90,300
Grimsby	Sewer I&I Reduction Study - Drainage Area 5 & 7	2	50%	\$ 25,000	\$ 12,500	\$ 12,500
Grimsby	Wastewater I&I Reduction - Drainage Area 5&7	5	30%	\$ 500,000	\$ 150,000	\$ 150,000
Lincoln	William Street Neighbourhood Sanitary Sewer Replacement	5	30%	\$ 210,000	\$ 63,000	\$ 63,000
Lincoln	Targeted I/I Investigation - Beamsville Ontario St Catchment	2	50%	\$ 150,000	\$ 75,000	\$ 75,000
Niagara Falls	Dorchester Rd. SS - Lundy's Lane to Royal Manor Dr. Construction	1	40%	\$ 2,000,000	\$ 800,000	\$ 800,000
Niagara Falls	Hodgson Subdivision Sewer Separation Strategy Phase 1 Design	1	40%	\$ 160,000	\$ 64,000	\$ 64,000
Niagara Falls	Armoury Street Sewer Separation	1	40%	\$ 649,576	\$ 259,830	\$ 259,830
Niagara Falls	Ferry Street Reconstruction	1	40%	\$ 600,000	\$ 240,000	\$ 240,000
NOTL	CSO Flow Monitoring (Post Repair) - (Phase 5- Mississauga Beach)	2	60%	\$ 50,000	\$ 30,000	\$ 30,000
NOTL	CSO Flow Monitoring (Post Repair) - Dorchester North	2	60%	\$ 50,000	\$ 30,000	\$ 30,000
Pelham	Church Street Sanitary Sewer Planned Replacements	5	30%	\$ 4,000,000	\$ 1,200,000	\$ 662,992
Port Colborne	Omer Sanitary Pipe Capacity Investigation	2	50%	\$ 150,000	\$ 75,000	\$ 75,000
Port Colborne	Clarke Area Inflow and Infiltration Program - Part 2	3	50%/60%	\$ 250,000	\$ 145,000	\$ 145,000
St. Catharines	Spring Garden Creek Trunk Sewer Lining	1	30%	\$ 1,484,954	\$ 445,486	\$ 445,486
Welland	Fitch Street Area I/I Reduction Project	2	50%	\$ 75,000	\$ 37,500	\$ 37,500
Welland	2023 Flow Monitoring Project	2	50%	\$ 292,440	\$ 146,220	\$ 146,220

Municipality	Project Description	Category	%	Project Cost	Regional Share	Recommended Regional Funding
Welland	2023 Private Side Disconnection Project	3	50%/60%	\$ 75,000	\$ 41,250	\$ 41,250
Welland	Ontario Road Trunk Sanitary Sewer	5	30%	\$ 100,000	\$ 30,000	\$ 30,000
Welland	West Main Area Phase 1	5	30%	\$ 1,444,739	\$ 433,422	\$ 433,422
West Lincoln	Post Sewer Rehabilitation Flow Monitoring	2	60%	\$ 50,000	\$ 30,000	\$ 30,000
Total Available Funding						\$ 4,000,000
Eligible Unfunded Projects						
Municipality	Project Description	Category	%	Project Cost	Regional Share	
Niagara Falls	2023 Sanitary Sewer Rehabilitation Project	5	30%	\$ 2,000,000	\$ 600,000	
Pelham	Sanitary Capital Repair Program	5	30%	\$ 140,000	\$ 42,000	
Port Colborne	Cured in Place Pipe Sanitary Sewer Lining	5	30%	\$ 500,000	\$ 150,000	
Thorold	Private Sanitary Sewer	3	60%	\$ 150,000	\$ 90,000	
Thorold	Sanitary Sewer Spot Repair Project (Trenchless)	5	30%	\$ 65,000	\$ 19,500	
Welland	Sanitary Sewer Spot Repair	5	30%	\$ 472,500	\$ 141,750	
Total Eligible Projects				\$ 16,210,209	\$ 1,043,250	

Note 1: Funding % share is dependent on specific project component and related work. Appendix 3 has project cost share split details

Note 2: Pelham received partial funding up to the limit of the 2023 budget amount.

CSO Control Program Funding Options

Project Category	Project Types	Funding %	Region %	Municipality %
1.	Sewer Separation	40%		
Work Examples	Disconnection of road drainage		40	60
	Disconnection of private		60	40
	Disconnection of road, previous disconnection of private or opposite		50	50
2.	Studies	15%		
Work Examples	PPCP as per the PPCP guide		50	50
	I&I and extraneous flow investigation including cctv/smoke dye testing ¹		50	50
	Mandatory flow monitoring - pre and post		60	40
	Investigative work on municipal/private side		50	50
	Public education/water conservation and efficiency measures		50	50
	Sewer use by-law development/update and municipal policies		50	50
3.	Source Control - Private Side	20%		
Disconnection of roof leaders to be done by homeowners/municipalities as a prerequisite for other works on the private side.				
Work Examples	Disconnection of roof leaders		60	40
	Disconnection of weeping tiles from sanitary including applicable works		60	40
	Disconnection of private sump pumps		60	40
	Backflow preventer installation on sanitary		40	60
4.	Conveyance and Flow Control/Storage	15%		
Work Examples	Real time control for detention		60	40
	In-line flow controllers design and construction (e.g. weirs)		60	40
	Off-line conveyance and pumping design and construction		60	40
	In-line/ off-line storage		40	60
5.	Repair/ Rehabilitation/ Replacement of Sewers	10%		
Estimated ≥50% flow reduction during WW events				
Work Examples	Repair of sanitary/ manholes - gel sealing, spot repairs		30	70
	Spot repair lining		30	70
	Full length liner		30	70

Note 1: CCTV inspection - only site/project specific. Regular city wide inspections should be part of municipal O&M.

CSO Control Program Terms and Funding Conditions

The terms and conditions under which funding will be offered to the successful applications, include the following:	
1	<i>Amount of Funding, Studies</i> - The Region shall contribute 50% of total study costs for the PPCP and I&I studies, and 60% for the Pre and Post Flow monitoring projects provided the Region participates on a committee overseeing the study and the study covers the entire area tributary to the Wastewater Treatment Plant(s) and includes both local and Regional infrastructure.
2	<i>Amount of Funding, Design & Construction projects</i> – The Region shall contribute defined percentage of the cost based on the Funding Options matrix, provided that; the facility or measure is supported by a recommendation from a current CSO study, life cycle cost comparisons of alternative solutions were undertaken and the Region agrees with the cost comparisons, the Region agrees with the ‘best overall solution’, and the Region participates on a committee overseeing the design.
3	<i>Third Party Funding</i> – The Region’s funding shall be net of any third party funding approved for the project. If third party funding is obtained after Regional funding approval, the amount of Regional funding will be adjusted to be net of any third party funding. Payment of the funding to the Area Municipality shall be based on actual expenditures incurred up to the maximum amount approved by Regional Council based on the budget submitted with the application.
4	<i>Project Lead Studies</i> – Lead by either the Area Municipality or the Region based on a mutual agreement prior to initiation of study.
5	<i>Project Lead Design & Construction</i> – A project located in the Area Municipal wastewater system shall be managed by the Area Municipality while a project in the Regional wastewater system shall be managed by the Region. On a case-by-case basis the Region may consider managing a project in the local system, if requested by the Area Municipality.
6	<i>Ownership and Operation of Assets</i> – The ownership and operation of all new and existing assets shall remain the responsibility of the current owner. The Area Municipality, on a case by case basis, may request the Region to operate and maintain an existing or new CSO control facility on behalf of the Area Municipality on a direct charge back basis.
7	<i>Follow up Flow Monitoring</i> – On a case-by-case basis, the Region may include a condition or approval of funding that requires follow up flow monitoring to assess project’s effectiveness.
8	<i>Expiry of Funding</i> – Funding of a project by the Region may expire if the local Area Municipality does not invoice the Region within three (3) years of the date of funding approval by Regional Council. Also, if an Area Municipality decides not to proceed with a project, the Region may revoke funding. The Region may also withdraw funding for future phases if a project does not proceed on a continuous basis toward completion.
9	<i>Indemnity</i> – The Region, or its directors, officers, employees, agents or consultants will not be held liable as a result of providing funding for any project.
10	<i>Regional Recognition</i> – The Area Municipality is to ensure that the Region is to be acknowledged in all advertising and publicity related to the project for which funding was provided.

11	<i>Project Deliverables</i> – The Region shall receive copies of all project deliverables, including, but not limited to, reports, flow monitoring data, hydraulic modelling files, GIS layers/data, and technical memorandums.
12	<i>Funding Agreement</i> - A letter formalizing the funding in accordance with the Region's CSO Funding Policy will be issued to the Area Municipality for signature and used as the agreement to the terms and conditions of the funding.

Appendix 4: Summary of CSO Project Remaining Budget Encumbrance by Municipality by 2022 Year-End

Municipality	Year							
	Pre-2017	2017	2018	2019	2020	2021	2022	Total
Fort Erie			266,589	311,232	100,495	680,857	681,500	2,040,673
Grimsby	528,293				217,401	43,393	125,000	914,087
Lincoln		2,100	190,259	316,130		542,370		1,050,859
Niagara Falls		163,314	1,663	251,422	890,651	774,716	722,530	2,804,296
Niagara-on-the-Lake			85,292	30,000	51,594	79,356	100,000	346,242
Pelham	5,173		50,000					55,173
Port Colborne						366,948	205,000	571,948
St. Catharines	63,374	124,431	8,000	201,512	222,012	307,000	144,100	1,070,430
Thorold			299,465					299,465
Welland			408,824	262,689	296,400	722,185	508,070	2,198,168
West Lincoln					28,026	60,000		88,026
Total	596,841	289,845	1,310,092	1,372,986	1,806,579	3,576,824	2,486,200	11,439,367

May 30, 2023

CL 8-2023, May 18, 2023

PEDC 5-2023, May 10, 2023

PDS 17-2023, May 10, 2023

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Climate Change Update

PDS 17-2023

Regional Council, at its meeting held on May 18, 2023, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 17-2023, dated May 10, 2023, respecting Climate Change Update, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the recommended corporate greenhouse gas (GHG) emissions reduction target of net zero by 2050 **BE APPROVED** in principle; and
2. That a copy of report PDS 17-2023 **BE CIRCULATED** to the Local Area Municipalities (LAMs).

A copy of PDS 17-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

js

CLK-C 2023-058

cc: B. Perna, Climate Change Specialist
M. Sergi, Commissioner, Growth, Strategy and Economic Development
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

Subject: Climate Change Update

Report to: Planning and Economic Development Committee

Report date: Wednesday, May 10, 2023

Recommendations

1. That the recommended corporate greenhouse gas (GHG) emissions reduction target of an 80% emissions reduction below 2018 levels by 2050 **BE APPROVED**; and
2. That a copy of report PDS17-2023 **BE CIRCULATED** to the Local Area Municipalities (LAMs).

Key Facts

- Climate change is a global threat to infrastructure, human health, and biodiversity. Without significant GHG emissions reduction, 1.5°C warming will increase climate hazards and risks to ecosystems and humans. Setting GHG emissions reduction targets is crucial to mitigate effects and prevent risks.
- This report updates on the Region's Climate Change Emergency Declaration of 2021, outlines staff progress on climate change action, and recommends a corporate GHG emissions reduction target.
- Niagara Region joined the Partners for Climate Protection program in 2009, a five-step framework to reduce emissions and combat climate change.
- Milestone 1: Completed a corporate emissions inventory (Appendix 3). As well, thoroughly evaluated climate initiatives, and successfully held a climate change summit.
- Milestone 2: Recommends a corporate GHG emissions reduction target of 80% below 2018 levels by 2050. This would contribute to climate change mitigation and align Niagara Region with other municipalities working towards Canada's Net-Zero carbon emissions goal.
- Next steps include developing a Corporate Climate Change Action Plan to achieve the target.

Financial Considerations

In 2021, Council approved a two-year program and funding initiative (CA0-21-2021) to advance the commitments outlined in the resolution. This funding was directed towards the creation of a Climate Change Specialist position and the allocation of consulting funds to develop a comprehensive Corporate Climate Change Action Plan. The initiative also encompasses the organization of an annual Climate Change Summit and other relevant programs, which are scheduled to be carried out in 2023.

In 2023, Council approved a budget reduction of \$50,000 to the Climate Change portfolio. Despite this, some planned initiatives for the year, such as the Corporate Climate Change Action Plan and the annual Climate Change Summit, are still being pursued with the remaining funds. However, the reduction will influence other intended initiatives, including the development of the Community Energy Plan/Municipal Energy Plan. As part of preparations for the 2024 budget, staff will assess the resources needed to carry out various climate change projects and initiatives. Based on this evaluation, specific areas will be identified where additional funding is necessary. Notably, there are currently no earmarked funds for the Climate Change portfolio, including the Climate Change Specialist role for 2024.

Funding and Partnerships

Regional staff will work to secure financial support from a diverse array of sources to fund climate change projects and initiatives, including the Green Municipal Fund (GMF) and various governmental entities. In addition, the Region is investigating alternative funding avenues, including provincial government partial funding for Community/Municipal Energy Planning, and partnerships with utilities, institutions, and private enterprises.

Analysis

2021-2022 Climate Change Action Progress

Climate change is a local, national, and global issue affecting individuals and systems around the world, such as infrastructure, human health, and biodiversity. If global GHG emissions are not significantly reduced by 2030, projections indicate that we would globally reach 1.5°C warming in the near-term, which would cause increases in multiple climate hazards and present multiple risks to ecosystems and humans.

Progress has been made within the 2021-2022 year to address climate change. This can be attributed to the efforts made by Regional Council and staff to move the needle implementing key actions and reducing greenhouse gas emissions. Notable initiatives include (a full-detailed list of initiatives can be found in Appendix 1):

1. Regional Council Climate Emergency Declaration
2. Climate Projections for Niagara Region Report
3. Niagara Official Plan Climate Change Policies
4. Corporate Climate Change Working Group (CCWG)
5. Long-term Region Climate Change Action Summary (a full summary is found in Appendix 2):
 - Examples: the Welland Waste Water Treatment Plant Boiler Upgrade and the 3450 Merritville Hwy, Thorold. EMS, LEED Certified
6. 2022 Niagara Climate Change Summit
7. Niagara Climate Change Action Network (NCCAN)
8. Niagara Climate Change Municipal Community of Practice (NCCMCP)

As we look to 2023 and beyond, it is evident that significantly more work needs to be done at Niagara Region to combat climate change. Municipalities are already experiencing the impacts of climate change and are uniquely positioned to take action.

Accelerating Climate Change Action at the Region

Partners for Climate Change Protection Program (PCP)

Niagara Region has been a member of the PCP program since 2009. The program consists of a five-step milestone framework that guides municipalities as they take action against climate change by reducing emissions.

The five milestones are:

1. Creating a baseline emissions inventory
2. Setting emissions reduction targets
3. Developing a local climate action plan/strategy
4. Implementing a local climate action plan/strategy
5. Monitoring and reporting results

Milestone 1: Corporate GHG Emissions Inventory (complete)

In October 2022, staff began the process of completing a GHG emissions inventory for corporate operations and services. This included emissions generated by buildings, outdoor lighting and traffic signals, water and wastewater, waste and fleet. Members of the Climate Change Working Group (CCWG), representing various departments across the Region gathered and provided data to contribute to the development of the Niagara Region corporate GHG Emissions Inventory (Appendix 3). 2018 was selected as the baseline year for the emissions inventory, as it is the most recent year with a complete dataset. The corporate GHG Emissions Inventory helps track and anticipate emissions, energy use and spending, and measure progress over time. Having a forecast also allows to project future emissions based on assumptions about population, economic growth, fuel mix, and technological change.

The GHG Emissions Inventory summarized that in terms of energy dollars, Niagara Region spent \$18,350,788 on energy in 2018. As shown in Figures 1, 2, and 3, energy used for power and heating in Niagara Region's building portfolio were the highest contributors to emissions and energy consumption, accounting for 56% of emissions, 47% of energy use, and 41% of energy costs. The second largest contributor was the water and wastewater sector, accounting for 28% of emissions, 45% of energy use, and 47% of energy costs. The municipal fleet contributed 16% to total emissions, 7% of energy use and 9% of energy costs. Outdoor lighting and traffic signals accounted for less than 1% of emissions, 1% of energy use, and 3% of energy costs.

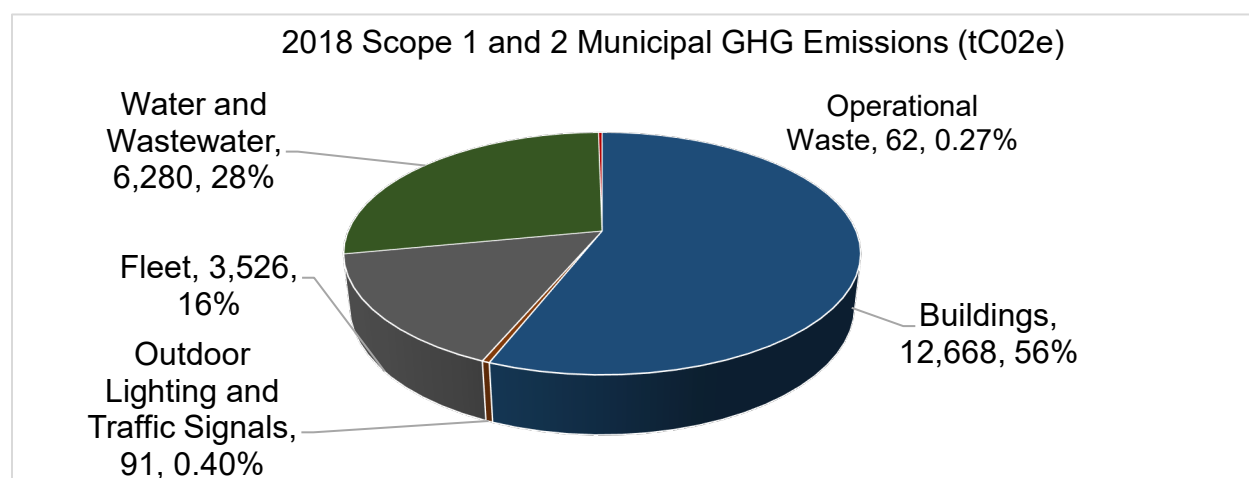


Figure 1: Scope 1 and 2 municipal GHG emissions by sector in 2018

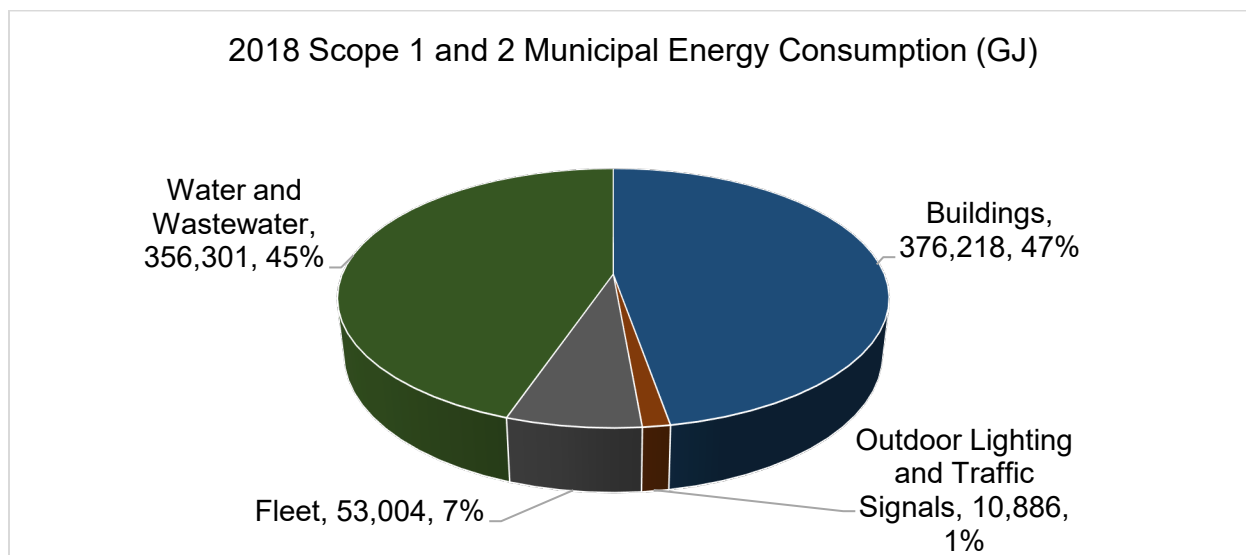


Figure 2: Scope 1 and 2 municipal energy consumption by sector in 2018

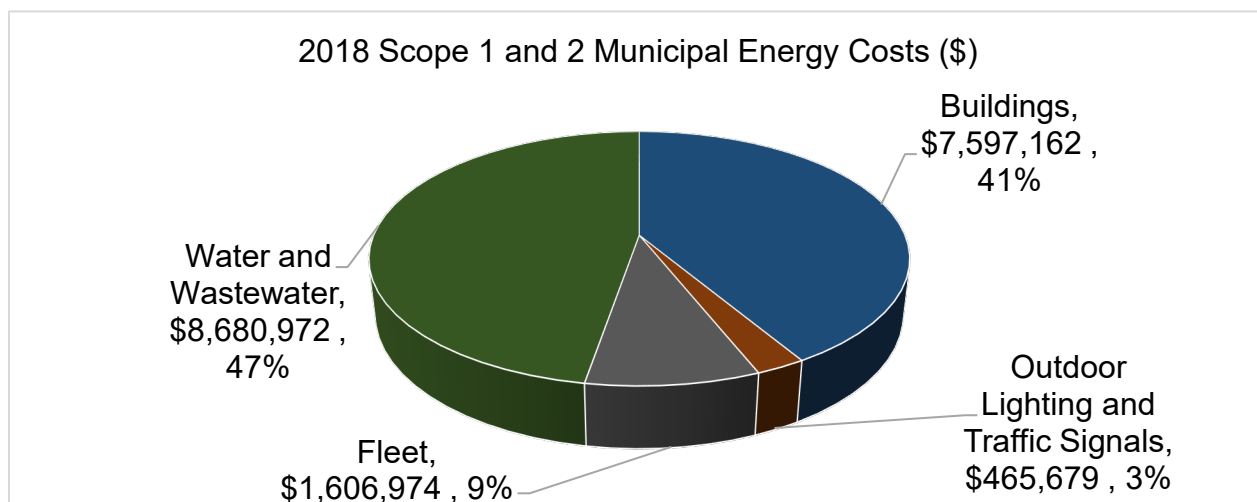


Figure 3: Scope 1 and 2 municipal energy costs by sector in 2018

Milestone 2: Corporate GHG Reduction Targets

Having garnered an understanding of our corporate emissions via the corporate Emissions Inventory, the subsequent step within the PCP framework is to establish corporate emissions reduction goals. Corporate GHG emissions reduction targets set the foundation and direction for our emissions reduction efforts. Setting targets is essential to developing a Corporate Climate Change Action Plan, as the strategy will

determine how to meet the established targets, identify priority areas, propose recommended actions, and secure funding.

To better align with the Intergovernmental Panel on Climate Change (IPCC) science, and the Niagara Climate Change Summit Call to Action, staff recommends that Niagara Region set the recommended corporate emissions reduction target of:

- 80% corporate GHG emissions reduction below 2018 levels by 2050.

Despite being an ambitious target, achievement is within our reach. Appendix 4 illustrates the GHG reduction targets set by other Ontario municipalities, some of which match or even surpass our proposed target. Furthermore, the proposed target is open to future review and updates. It serves as an excellent starting point and will be monitored and evaluated over time to ensure its efficacy.

For the Region, achieving a corporate target of 80% GHG emissions reduction will require a comprehensive and integrated approach to reducing emissions across all sectors, including buildings, fleet, water and wastewater and waste. For an 80% GHG reduction in buildings by 2050, the Region could take practical steps such as retrofitting existing Regional buildings with energy-efficient technologies and materials, promoting the use of low-carbon energy sources, and incorporating sustainable design principles in new construction projects. For example, all new Regional buildings should be built with Net-Zero standards (Regional case study can be found in Appendix 5). To reduce emissions from water and wastewater systems, the Region could invest in renewable energy sources to power treatment facilities, implement water conservation measures, and explore innovative wastewater treatment technologies that minimize emissions. (Regional case study can be found in Appendix 5).

In terms of fleet, the Region could investigate the feasibility to transition the corporate fleet to electric vehicles, implement fuel-efficient driving practices, and explore alternative transportation options, such as public transportation or active transportation for staff. In terms of waste, the Region should investigate alternative waste technologies, and continue to work with staff and residents to educate on the importance of reducing waste.

To achieve an 80% reduction in Corporate GHG emissions by 2050, a collective effort is required from all Regional departments to transition towards sustainable practices and technologies. As previously mentioned, Regional staff will strive to obtain financial support from various sources to finance climate change projects and initiatives. By

leading this transition, the Region can serve as a leader, set an example for other municipalities to emulate, and contribute towards a more sustainable and resilient future for all.

Next Steps

Following the adoption of the recommended corporate GHG emissions reduction targets, a Corporate Climate Change Action Plan will be developed (which will align with the new Energy Conservation and Demand Management Plan [CDMP] 2024-2028), as well as other initiatives, to accelerate climate change work across the region. A full list of initiatives and timelines can be found below with additional details in Appendix 6.

2023-2024 Climate Change Regional Initiatives:

- Niagara Climate Change Municipal Community of Practice (NCCMCP)
- Corporate Climate Change Action Plan
- Niagara Climate Change Action Network (NCCAN)- Community/Municipal Energy Plan Funding
- Host an Annual Climate Change Summit
- Energy Conservation and Demand Management Plan (CDMP) Update

In order for Niagara Region to effectively address and mitigate the impacts of climate change, it is imperative that the recommended corporate targets are fully integrated into the decision-making processes and operations. This requires a comprehensive approach, whereby a climate lens is applied to all relevant aspects of the Niagara Region's services and functions within all departments. By embedding the principles of sustainability and resiliency into the core of the Region's operations, we will be better positioned to effectively address the challenges of a changing climate and create a more resilient and sustainable future for our staff, residents, and community.

Alternatives Reviewed

The Cost of Inaction

Significant changes in our climate have already been seen globally and locally and are expected to become more severe in the future, affecting our natural and built environments. Lack of mitigation and adaptation will have significant negative impacts on municipal government budgets, which support public infrastructure, health care, and other vital services. These costs are expected to increase as the climate continues to

warm, and municipalities must work to gain a better understanding of climate impacts and prioritize adaptive measures to limit costs. Options 1 and 2 serve as alternatives to the prescribed corporate target of an 80% GHG emissions reduction by 2050.

Option 1: No set target

Failure to set such a target would lead to a continuation of current emissions levels, exacerbating the impacts of climate change.

Option 2: A more ambitious target (Net-Zero)

In contrast, Regional Council could consider a more ambitious corporate target for Net-Zero by 2050 to align with the IPCC science.

Return on Investment – Energy Cost Savings

Upfront costs associated with climate adaptation and mitigation methods provide long-term savings.¹ Implementing energy-efficient technologies and practices can reduce energy consumption, lower energy bills, and avoid potential energy cost increases caused by rising energy prices. Transitioning to renewable energy sources can also protect Niagara Region from the volatility of fossil fuel prices. Failure to implement corporate GHG emissions reduction targets can have implications for Niagara Region regarding carbon pricing and taxes in the long term. Therefore, it is crucial for Niagara Region to set GHG emissions reduction targets to ensure they are financially stable and environmentally sustainable in the long term.

Relationship to Council Strategic Priorities

This report and the recommended GHG emissions reduction targets contribute to and support all of Council's 2019-2022 Strategic Priorities, which include:

- Supporting Businesses and Economic Growth: climate change and increasing GHG emissions will exert economic impact across the globe. Damages caused by climate change will take a toll on the growth of business and the health of the economy in

¹ Financial Accountability Office of Ontario, 2021. Costing Climate Change Impacts to Public Infrastructure: Building and Facilities

Niagara region. Setting GHG emissions reduction targets will support the economy by planning for a healthier future.

- **Healthy and Vibrant Community:** climate change has an immense impact on public health. Setting and committing to GHG emissions reduction targets will ensure current and future Niagara residents are protected against the dangers of climate change.
- **Responsible Growth and Infrastructure Planning:** Niagara Region is committed to protecting our natural environment. To demonstrating this commitment, ambitious targets for reducing GHG emissions must be set. By investing in sustainable infrastructure, transit, and waste management, the Region will aim to reduce emissions and foster responsible growth.
- **Sustainable and Engaging Government:** setting GHG emissions reduction targets will demonstrate Niagara Region's commitment to being open, accountable, and responsive to the needs of residents.

Other Pertinent Reports

PLN	Climate Projections for Niagara Region, February 15, 2023.
CAO 10-2022	2022 Niagara Climate Change Summit Overview and Next Steps, August 25, 2022.
CAO 21-2021	Climate Change Action Program Update, December 9, 2021.
CAO 6-2021	Climate Change Work Program Update, January 13, 2021

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Recommended by:

Michelle Sergi
Commissioner
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Submitted by:

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This report was prepared in consultation with the Construction, Energy and Facilities Management Division, Frank Gazzola Water Wastewater Energy Management Project Manager, the Corporate Climate Change Working Group members, and reviewed by Suzanne Madder, Manager Corporate Performance & Strategy.

Appendices

Appendix 1	2021-2022 Climate Change Action Progress
Appendix 2	Long-term Region Climate Change Action Summary
Appendix 3	2018 Corporate Greenhouse Gas Emissions Inventory- Summary
Appendix 4	GHG Emissions Reduction Targets- Ontario Municipalities
Appendix 5	Case Study- 80% Greenhouse Gas Reduction by 2050
Appendix 6	2023-2024 Climate Change Regional Initiatives

Appendix 1
2021-2022 Climate Change Action Progress

Initiative	Description
1. Climate Emergency Declaration	In September 2021, Niagara Region Council declared a climate change emergency through a motion brought forward by the Chair. The motion directed staff to conduct a fulsome review of all Regional climate change initiatives, host a climate change summit, among other initiatives. Regional Council's direction to take more action on climate change was partially informed by a 2020 report issued by the Federation of Canadian Municipalities and the Insurance Bureau of Canada that estimated climate change will cost municipalities across the country \$5.3 billion annually. That same report found that local government in Canada is responsible for, or could influence, 50 per cent of all greenhouse gas emissions. These studies, and others, show that local communities are directly impacted by climate change, and have a responsibility to act.
2. Climate Projections for Niagara Region Report	Using a baseline period of 1971-2000, climate projections were generated for various climate parameters (e.g., temperature, precipitation, and growing season) over the short-term (2021-2050) and long-term (2051-2080) under both high emissions (RCP 8.5) and stabilized emissions (RCP 4.5) scenarios. The climate projections report informed the Niagara Official Plan and will also inform future climate change adaptation initiatives and sub watershed planning.
3. Niagara Official Plan Climate Change Policies	On June 23, 2022, Regional Council approved By-law 2022-47 adopting the Niagara Official Plan (NOP). A dedicated climate change section within the NOP highlights additional commitments and actions on climate change, such as preparing a Community/Municipal Energy Plan, implementing a Regional Greening Initiative and developing a Climate Change Adaptation Plan, informed by regional climate projections, and more. On November 4, 2022, the

Initiative	Description
	Minister of Municipal Affairs and Housing approved the Niagara Official Plan.
4. Corporate Climate Change Working Group (CCWG)	Region staff established an internal Climate Change Working Group (CCWG) in 2022 to drive the implementation of climate change projects, programs, policies, and initiatives across multiple departments. Comprised of representatives from various departments, the CCWG works to advance the Region's climate change action goals, and will align its efforts with the strategic direction and priority actions outlined in the forthcoming Niagara Region Climate Change Action Plan. With a collective focus on addressing the challenges of climate change, the CCWG is poised to make significant progress towards a more sustainable future for the Region.
5. Climate Change Action Summary	The Climate Change Action Summary (Appendix 2) was completed in collaboration with all Regional departments. The Summary provides an overview and inventory of all climate related projects, programs, and initiatives the Region has undertaken in the last five (5) years. The objective of the summary is to showcase the meaningful climate action that Regional staff are undertaking, as well as any projects that are planned for the future, in one central location. The summary outlines the division, department, and lead who were responsible for each initiative along with the current status of the work, related energy and/or cost savings, applicable links, and a description of each initiative.
6. 2022 Niagara Climate Change Summit	The 2021 Climate Emergency motion directed Regional staff to organize a climate change summit. The Summit hosted by Niagara Region, in partnership with Brock University and the NPCA took place at Brock University on June 28, 2022, and brought together hundreds of people from municipalities, institutions, and businesses. Concluding the summit, attendees were invited to sign a call to action as a demonstration of their commitment to form partnerships, share critical data, and accelerate climate action.

Initiative	Description
7. Niagara Climate Change Action Network (NCCAN)	The Niagara Climate Change Action Network (NCCAN) was also formed in 2022, which acts as a roadmap to integrate the efforts of the Region, local utilities, business, industry, institutions, and interested parties working towards world-class climate change action, energy performance, and sustainable development while realizing positive economic, environmental, social, and cultural outcomes.
8. Niagara Climate Change Municipal Community of Practice (NCCMCP)	In 2022, the Niagara Climate Change Municipal Community of Practice (NCCMCP) was formed to create a collaborative group involving the Region, the LAMs, and the Niagara Peninsula Conservation Authority (NPCA) to focus on work concerning climate resilience and adaptation, land development, energy management, biodiversity, and more. One of the main objectives of the NCCMCP, is to bring alignment to climate change work across Niagara region.

Appendix 2

Table 2: Long-term Region Climate Change Action Summary

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Community Services - Housing Services/Homelessness Services	2019-2023	<p>Housing and Homelessness Action Plan (HHAP) Action Items for 2019-2023</p> <p>3.8j) (item 3.6d in the original plan) Align with actions specific to housing support under Niagara Sustainability Plan infrastructure goals (e.g. setting energy reduction targets consistent with those under the Niagara Sustainability Plan for affordable housing and establishing action plans to achieve them).</p> <p>3.8k) Utilize capital retrofit programs that reduce greenhouse gas emission and create more energy efficient community housing, to reduce operating costs for buildings and improve housing provider sustainability.</p>		

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Community Services - Housing Services/Niagara Regional Housing	2018	Enbridge Savings by Design Affordable Housing New Construction: 207 Roach Avenue, Welland 12-unit townhouse development	Building Energy Performance: 17% above OBC SB-10 base model.	The Savings by Design Affordable Housing Program (SBD AH) encourages builders and developers of new affordable housing to integrate energy efficiency measures, features, and practices into their building designs, as a means to maintain housing affordability. The program provides financial incentives and technical supports to assist affordable housing builders to design and construct buildings that are more energy efficient than required by the Ontario Building Code.
Community Services - Housing Services/Niagara Regional Housing	2019	Building Automation - Heating Management System: 5130 Portgace Rd, Niagara Falls 14 Centre St., St. Catharines 15 Gale Cres., St. Catharines 30 Robinson St., Grimsby 4520 Huron St., Niagara Falls 211 King St., Welland 3874 Portgace Rd., Niagara Falls	Reduction in electrical and/or gas heating consumption for multi-unit apartment buildings with estimated savings at 30%-40% - third party verification in process.	Heat Management Systems installed on apartment buildings with electric heat and hydronic heat at addresses indicated. Funding received through SHAIP program. Install of this system in 17 other NRH-owned apartment buildings is ongoing. When complete, 1734 total units will have heat optimization.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Community Services - Housing Services/Niagara Regional Housing	2020	Enbridge Savings by Design Affordable Housing New Construction: 6388 Hawkins Avenue, Niagara Falls - 55 unit, 3-storey apartment 7180 Heximar Avenue, Niagara Falls - 18-unit 3-storey apartment	6388 Hawkins: 21% annual energy savings above OBC SB-10 baseline; 29.9% annual natural gas savings; 29,178 kg CO2e GHG reduction 7180 Heximer: 18.2% annual energy savings above OBC SB-10 baseline; 23.3% annual natural gas savings; 9,273 kg CO2e GHG reduction	Hawkins / Heximer project is being used by Enbridge SBD as a success case study as part of a Royal Architectural Institute of Canada 2022 presentation. The Savings by Design Affordable Housing Program (SBD AH) encourages builders and developers of new affordable housing to integrate energy efficiency measures, features, and practices into their building designs, as a means to maintain housing affordability. The program provides financial incentives and technical supports to assist affordable housing builders to design and construct buildings that are more energy efficient than required by the Ontario Building Code.
Community Services - Housing Services/Niagara Regional Housing	2023- 2028	Affordable Housing New Development Master Specifications		Develop a master specification to be used on future NRH/Housing Services Affordable Housing new development projects. Emphasis on energy

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				efficiency, carbon and GHG reduction, and sustainability through appropriate materials selection and construction methods. Master spec as living document, to be updated periodically based on new technologies, best practices, lesson learned, funding requirements, and Regional policies.
Corporate Services	2022	Creation of the Niagara Region Energy Working Group		The Niagara Region Energy Working Group (NREWG) is a sub-group of the Climate Change Working Group (CCWG) and will develop strategies to implement the goals set by the CCWG and the Conservation & Demand Management Plan as adopted by Corporate Leadership and Council. The Niagara Region Energy Working Group's mandate is to ensure the effective and timely implementation of solutions and improvements to energy usage and emissions in Region buildings.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Corporate Services - Asset Management Office	2022	2021 Corporate Asset Management Plan	Risk identification	The 2021 Corporate Asset Management Plan (2021 CAMP) provides details of maintaining and managing the \$9.8 billion in assets that support the Region's services. The plan considers climate change and presents examples of how it interacts with the delivery of service and management of assets.
Corporate Services - Asset Management Office	2023	Asset Management System improvements for Risk and Lifecycle Asset Strategy	Reduce risk and cost of service disruption, asset failure, and consequential damage.	Best practice models the financial requirements of the level of service relative to the organizations risk exposure. To do so requires a comparative risk assessment including to climate change across the services and the associated portfolio of assets. Lifecycle asset strategy involves the analysis and selection of management options to preserve, restore or enhance asset performance considering risk, cost and timing.
Corporate Services - CE & FM	2017	3450 Merritville Hwy, Thorold. EMS, LEED Certified	42% energy reduction, 42% cost reduction and 8,397 kg CO2	This is related to the construction of 3450 Merritville Hwy. The savings are

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
			equivalent reduction (equivalent to 2 homes per year).	from constructing the building with the requirements of LEED certification.
Corporate Services - CE & FM	2017	445 East Main St., Welland. Provincial Ontario Court Facility, LEED Certified	30% energy reduction, 30% cost reduction and 25,654 kg CO2 equivalent reduction (equivalent to 6 homes per year).	This is related to the construction of 445 East Main St. The savings are from constructing the building with the requirements of LEED certification.
Corporate Services - CE & FM	2018	Energy Electricity Projects	256,506 kWh electricity reduction, which resulted in a cost avoidance of \$38,476 in annual operating costs and 5,130 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 11.2% towards the CDM electricity reduction goal for buildings.	Projects consisted of LED retrofits for both 745 Doans Ridge Road (Phase 1) and Rapelje Lodge.
Corporate Services - CE & FM	2019	Update to Energy Conservation and Demand Management Plan		In 2019, the Region updated the CDM plan with the goal to reduce electricity consumption by 8% and Natural gas consumption by 4.4%. If the Plan is implemented in its entirety, emissions will be reduced by

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				496,212 kg CO2 equivalent and the energy cost avoidance will be \$1M per year by 2023.
Corporate Services - CE & FM	2019	Energy Electricity Projects	209,076 kWh electricity reduction, which resulted in a cost avoidance of \$31,361 in annual operating costs and 4,182 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 9.1% towards the CDM electricity reduction goal for buildings.	Projects included LED retrofits at Campbell West and 2 Cushman Road.
Corporate Services - CE & FM	2021	Energy Electricity Projects	594,086 kWh electricity reduction, which resulted in a cost avoidance of \$89,113 in annual operating costs and 11,882 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 26% towards the CDM electricity reduction goal for buildings.	Projects included lighting retrofits/upgrades at 3547 Thorold Townline Road, environmental centre and police fleet. Also includes small business lighting projects at 32 locations.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Corporate Services - CE & FM	2021	NRPS 1D new building/LEED Silver Certified	30,391 kWh electricity reduction and a 35,872 m3 (381,319 ekWh) of natural gas reduction , which resulted in a cost avoidance of \$13,168 in annual operating costs and 6,953 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 1.3% towards the CDM electricity reduction goal and 1.5% towards the CDM natural gas reduction goal for buildings.	This is related to the construction of NRPS 1D. The saving are from constructing the building with the requirements of LEED Silver certification.
Corporate Services - CE & FM	2021	HVAC/VFD Energy Project at 250 Thorold Rd., Welland SAE0	36,193 kWh electricity reduction and a14,487 m3 (153,997 ekWh) of natural gas reduction, which resulted in a cost avoidance of \$8,906 in annual operating costs and 27960 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 1.6% towards the CDM electricity reduction goal and 6.4% towards the CDM natural gas reduction goal for buildings.	This is related to the HVAC upgrades which consist of boiler and controls upgrades.

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Corporate Services - CE & FM	2022	Energy Electricity Projects	88,401 kWh electricity reduction, which resulted in a cost avoidance of \$13,260 in annual operating costs and 1,461 kg of CO2 equivalent Greenhouse Gas emissions avoided. This reduction contributed 3.9% towards the CDM electricity reduction goal for buildings.	Projects included lighting retrofits such as 745 Doan's Ridge Road pole lights retrofit (Phase 3) and salt dome lights (Phase 4), Thorold Patrol yard exterior lighting and Public works service center outdoor lighting and storage dome lighting, Smithville yard roof insulation upgrade HQ wall packs, and Enviro Centre lighting.
Corporate Services - Energy Management	TBD	LEED Silver Certification for Regional Facilities		Climate Change Policy 3.5.2.2 in the adopted Niagara Official Plan states, "New Regional corporate facilities will achieve minimum Silver Level certification in the Leadership in Energy and Environmental Design (LEED) green building rating system." "Corporate facilities" is defined to exclude water/wastewater infrastructure buildings.
Corporate Services - Energy Management	TBD	Solar Panel electricity production	1,956,223 kWh of electricity produced, which equals 39,124 kg CO2 equivalent GHG avoided (or 12 cars off the road)	Niagara Region has 27 MicroFIT <10kW solar systems that produce electricity directly onto the grid, installed on Regional and NRH

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				buildings. They have been producing since 2015 (1/2) and 2016 (1/2).
Corporate Services - Energy Management	TBD	EV Charging Infrastructure - Regional Facilities		Climate Change Policy 3.5.2.3 in the adopted Niagara Official Plan states, "Public charging infrastructure should be provided at Regional and Local municipal facilities, where feasible, to promote uptake of zero emissions vehicles."
Corporate Services/Administration	TBD	Apply for Provincial Municipal Energy Plan funding		Climate Change Policy 3.5.1.1 in the adopted Niagara Official Plan states, "The Region will maintain its community-wide greenhouse gas inventory to monitor progress in emissions reduction planning." This work may be undertaken as part of a municipal energy plan.
Corporate Services/Administration	TBD	Community Climate and Energy Plan		Climate Change Policy 3.5.1.2 in the adopted Niagara Official Plan states, "The Region will establish new community-wide greenhouse gas reduction targets to work toward the

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				long-term goal of net-zero emissions." This work may be undertaken as part of a municipal energy plan.
Corporate Services/Administration	TBD	Create a community Energy Task Force to guide development and implementation of the plan		Climate Change Policy 3.5.1.3 in the adopted Niagara Official Plan states, "The Region will develop a municipal energy plan in consultation with the Local Area Municipalities, utility companies and organized interest groups to reduce energy consumption and greenhouse gas emissions, complement land use and infrastructure master planning, and support economic development opportunities in the region."
Corporate Strategy & Innovation - Corporate Administration	2022	Climate Change Specialist Hired		

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Corporate Strategy & Innovation - Corporate Administration	2022	Niagara Inaugural Climate Change Summit		In September 2021, Niagara Region declared a climate emergency to accelerate action on climate change in the community. The inaugural Climate Change Summit was hosted by Niagara Region in partnership with Brock University and the Niagara Peninsula Conservation Authority. Summit objectives were to bring diverse community leaders together to develop a common understanding of climate change and its impact on the Niagara community, provide a snapshot of climate change action taking place in Niagara region and other communities, and give the opportunity for community leaders to commit to accelerating climate change initiatives in Niagara region.

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Corporate Strategy & Innovation - Corporate Administration	2022	Niagara Climate Change Action Network (NCCAN)		<p>Following the Niagara Inaugural Climate Change Summit, the Niagara Climate Change Action Network (NCCAN) has been formed. The NCCAN will focus on accelerating climate change action in the Niagara region. As well, to support the development and implementation of a Niagara Community Energy and Niagara Region Climate Action Plan. The NCCAN will ensure a progressive approach to addressing the effects of climate change by working in collaboration with Network members.</p> <p>The NCCAN will act as a roadmap to integrate the efforts of the Region, local utilities, business, industry, institutions and community stakeholders working towards world-class climate change action, energy performance, and sustainable development, while realizing positive economic, environmental, social, and cultural outcomes.</p>

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Corporate Strategy & Innovation - Corporate Administration	2022	Corporate Climate Change Working Group (CCWG)		The Climate Change Working Group (CCWG) is a multi-departmental group with the purpose of accelerating climate change projects, programs, policies and initiatives at the Region. As well, to guide and support the development of a Corporate Climate Action Inventory and Plan. Collectively, the group will work towards meeting the goals, strategic direction and priority actions as outlined in the Niagara Region Climate Change Action Plan, once developed.
Corporate Strategy & Innovation - Corporate Administration	2022	Summary of Corporate Climate Change Action		Inventory climate actions implemented to date at the Region.
Corporate Strategy & Innovation - Corporate Administration	2022	Niagara Climate Change Municipal Community of Practice (NCCMCP) that includes all 12 Local Area Municipalities (LAMs)		The purpose of the Niagara Climate Change Municipal Community of Practice (NCCMCP) is to create a collaborative group involving the Region and the Local Area Municipalities (LAMs) to focus on work concerning climate resilience and adaptation, land development, energy management and local generation,

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				biodiversity, and green infrastructure. The NCCMCP will ensure a progressive approach to addressing the effects of climate change and working in collaboration with members of administration, Council and stakeholder groups. Overall, the NCCMCP will strive to bring alignment regarding climate change work in Niagara.
Corporate Strategy & Innovation - Corporate Administration	2022	Corporate climate action leadership brand to support engagement and education		
Corporate Strategy & Innovation - Corporate Administration	2022	Hire Climate Change Co-op Student		The student will build understanding of the importance of climate change in Niagara, while contributing to high priority policies, programs, and actions to advance climate change adaptation and mitigation. This position will assist with advancing Regional climate change initiatives through collaborating with the internal Climate Change Working Group (CCWG); assist with developing the Regional Climate Change website and corporate

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				branding; assist with maintaining a Climate Action Summary and the Green House Gases (GHG) Inventory; develop the Climate Change Newsletter; and contribute to the planning of the 2023 Niagara Climate Change Summit. Other areas of responsibilities will include assisting with climate research, collecting qualitative and quantitative data from various sources, assisting with analyzing data, note taking and writing reporting.
Corporate Strategy & Innovation - Corporate Administration	2023	Take Climate Action Summary and Greenhouse Gas (GHG) Inventory Report to Council	Recommended targets: 50% GHG reduction by 2030 Net zero by 2050	This report will provide Council with all Regional climate related projects, programs and initiatives that have taken place in the last 5 years. As well, the GHG inventory, will aid in Council's understanding of the baseline measure for Corporate GHG emissions and will help make decisions moving forward.
Corporate Strategy & Innovation - Corporate Administration	2023	Review corporate policies related to climate change action and greenhouse gas mitigation		

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Corporate Strategy & Innovation - Corporate Administration	2023	Refresh the partners for Climate Change Protection (PCP) program participation and plans		
Corporate Strategy & Innovation - Corporate Administration	2023-2026	Update PCP Milestones #1-3. Update GHG emission inventory, corporate GHG emission target and Corporate Action Plan		
Corporate Strategy & Innovation - Corporate Administration	2023-2027	Integrate existing actions from Region Master Plans, strategies, corporate planned actions and Energy Conservation Demand Management Plan into updated Plan		
Economic Development - Corporate Administration	2022	10-Year Economic Development Strategy going forward to Council		The strategic direction of the Economic Development Strategy were established by combining input from the research conducted through the background review, the economic and industrial base analysis and the community and business engagement. The strategy builds on the strengths of the region, addresses weakness and identifies potential opportunities. The objective is to achieve a confident and

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				positive business environment that is necessary to grow a strong and sustainable economy.
Keen on Green	2022	Office Supply Recycling program		
Keen on Green	2022	Battery Waste Diversion Program		.
Growth Strategy and Economic Development	2021	Niagara Region declared a Climate Change Emergency		On September 15, 2021, the Planning and Economic Development Committee moved a motion to declare a Climate Change Emergency in Niagara. The minutes and approved recommendations were passed at the September 23, 2021 Regional Council meeting.

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Growth Strategy and Economic Development - Community and Long Range Planning	2019	Climate Change Discussion Paper for Niagara Official Plan	Inform climate change adaptation initiatives.	In November 2019, a Climate Change Discussion Paper was released to inform the development of the new Niagara Official Plan. The paper explores climate change risks and opportunities within various components of land use planning, such as growth management, infrastructure, transportation, energy, the natural environment, and agriculture.
Growth Strategy and Economic Development - Community and Long Range Planning	2020	Brock District Gateways	Promoting active transportation.	Installation of gateways, seating and planting along new multi-use path along Sir Isaac Brock Way/St. David's Road.
Growth Strategy and Economic Development - Community and Long Range Planning	2020	Glendale District Plan, NOTL, & St. Catharines	Promotion of compact, mixed-use, complete communities, complete streets, sustainable public realm.	The Glendale District Plan was endorsed by Regional Council in September 2020 through Report PDS 27-2020, and key policy direction was incorporated into the Niagara Official Plan adopted by Council in June 2022. The District Plan sets out a proactive land use strategy for the future growth, design and development of the Glendale area. This includes direction

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				relating to sustainable development and climate change (walkability, transit hub, compact built form, green buildings, and diverging diamond-active transportation support) to improve resiliency in the Glendale area. A secondary plan process has been initiated to implement the direction of the District Plan.
Growth Strategy and Economic Development - Community and Long Range Planning	2020	Ecological Land Classification Mapping Project	Data source to form basis of several features in the Region's natural heritage system, identified in the Niagara Official Plan.	This project was undertaken in collaboration with the NPCA and with funding from the Greenbelt Foundation through the Resilient Greenbelt funding stream. ELC is a provincially-accepted approach for mapping natural features. In addition, this project included a field verification exercise which involved participation from Local and Regional planning staff and staff from the NPCA. The ELC mapping exercise was undertaken primarily to support the environment work program for the new Niagara Official Plan. However, the data will also have supplementary uses

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				by the Region's environmental planning team and the NPCA.
Growth Strategy and Economic Development - Community and Long Range Planning	2021	Brock District Placemaking Manual, Thorold, & St. Catharines	Promotes LID techniques, active transportation.	Implementation of the Brock District Vision identifies specific projects that address climate change through streetscaping, stormwater management, and active transportation.
Growth Strategy and Economic Development - Community and Long Range Planning	2021	Regional Greening Initiative	Carbon sequestration to reduce emissions.	The adopted Niagara Official Plan commits the Region to develop and implement a Regional Greening Initiative to restore and enhance vegetative cover to sequester carbon and mitigate climate change. Staff have initiated discussions with the Niagara Peninsula Conservation Authority (NPCA) and established a working group to develop a recommended

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				<p>approach for Council endorsement.</p> <p>A pilot project was implemented in May 2021 where 7,400 native trees were planted at the Region's Decew Falls Water Treatment Plant. This project was undertaken in support of Land Care Niagara's 'Data Gap Analysis of Fragmented Parcels in the Niagara Region' project funded by the Ontario Trillium Foundation. In addition, the Region supported the development of the NPCA's submission to the federal 2 Billion Trees program. The submission was successful in receiving federal dollars to support the planting of 2 million trees over a 10-year period in Niagara.</p>
Growth Strategy and Economic Development - Community and Long Range Planning	2022	Glendale Ecopark, St. Catharines	Ecological restoration of Transport Canada lands, promote active transportation.	Partnership with St Lawrence Seaway. UD team is assisting community planning staff to design an ECO park.

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Growth Strategy and Economic Development - Community and Long Range Planning	2022	Climate Projections for Niagara Region	Inform climate change adaptation initiatives.	The Region retained the Ontario Climate Consortium, a subset of the Toronto and Region Conservation Authority, to generate climate projections for Niagara. Using a baseline period of 1971-2000, climate projections were generated for various climate parameters (e.g., temperature, precipitation, and growing season) over the short-term (2021-2050) and long-term (2051-2080) under both high emissions (RCP 8.5) and stabilized emissions (RCP 4.5) scenarios. The climate projections informed the Niagara Official Plan and will also inform future climate change adaptation initiatives and subwatershed planning.
Growth Strategy and Economic Development - Community and Long Range Planning	2022	Niagara Watershed Plan	Planning for natural resources to address climate change.	The Niagara Watershed Plan was prepared to support the protection, enhancement and restoration of natural resources within Niagara's watersheds, with an emphasis on water resources. Watershed planning informs land use planning, including decisions relating to

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				growth and infrastructure, and planning for climate change.
Growth Strategy and Economic Development - Community and Long Range Planning	2022	Niagara Official Plan (Council Adoption)	Intensification targets, strategic growth areas, protected major transit areas, transit supportive densities, complete streets, environmental protection.	On June 23, 2022 Regional Council approved By-law 2022-47 adopting the Niagara Official Plan. The new plan has been sent to the Province of Ontario's Ministry of Municipal Affairs and Housing for approval. The Niagara Official Plan is a long-term land use planning document that shapes and defines our community for future generations through policies that set out what we protect, where and how the region will grow, and policy tools for success. It includes land use planning policy direction relating to climate change, such as efficient use of land and infrastructure, opportunities for transit and active transportation, promoting green infrastructure and low impact development, ensuring strong environmental protections, and direction for local secondary planning and subwatershed studies.

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Growth Strategy and Economic Development - Community and Long Range Planning	2022	Natural Environment System- Niagara Official Plan (Council Adoption)	Identification of a natural heritage system and water resource system for protection.	Extensive background review and consultation resulted in policies and mapping that provide stronger protections for Niagara's natural environment system. The Niagara Official Plan, adopted by Regional Council on June 23, 2022, identifies a natural heritage system and water resource system for protection, and sets out policies to maintain, restore and enhance the biodiversity and connectivity of natural features, which exceed provincial requirements.
Growth Strategy and Economic Development - Community and Long Range Planning	TBD	Tree Canopy Inventory (baseline)		The Region intends to undertake a baseline assessment of tree canopy coverage at a regional scale. This metric can be used to set targets and better understand the natural environment in Niagara.

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Growth Strategy and Economic Development - Development Planning	2022	Smart Growth Regional Development Charges Reduction Program	promotes energy and water conservation, compact, mixed-use, complete communities, active transportation	The Smart Growth Regional Development Charges Reduction Program, which is administered by Development Planning with input from Urban Design and Landscape Architecture, includes several criteria to promote/encourage design and construction materials that conserve energy and resources/reduce GHG emissions as well as strategies that reduce water consumption. It expires October 1, 2024; transition provisions are contained in PDS 3-2022.
Growth Strategy and Economic Development - Environmental Planning	2020	Woodland Conservation Bylaw Update	Protecting Region's Canopy Cover.	Section 135 (2) of the Municipal Act enables Regional Council to prohibit or regulate the destruction or injuring of trees in woodlands as defined in the Forestry Act larger than one hectare in size. The Bylaw was 12 years old and as such the review considered legislative changes, alignment between the Bylaw and the Regional Official Plan, best management practices and operational needs.

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Growth Strategy and Economic Development - Environmental Planning	2022	Environmental Impact Study (EIS) Guidelines Update		The Region's Environmental Impact Study (EIS) Guidelines were last updated in 2018, but a more comprehensive update is now required to address updated natural heritage policies included in the Region's new Official Plan. The updated EIS Guidelines are also anticipated to address the implementation of the climate change policies identified in the new Official Plan.
Growth Strategy and Economic Development - Environmental Planning	TBD	Restoration Plan Guidelines		The Region intends to prepare a Restoration Plan Guideline to give guidance on developing and implementing restoration on sites with active development applications. The focus of the Guideline is on the enhancement and restoration of natural heritage features, including native biodiversity and ecosystem functions. No guideline specific to the Niagara exists currently.

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Growth Strategy and Economic Development - Infrastructure Planning and Development Engineering	2020	Stormwater Management Guidelines	Infrastructure design for climate resiliency, LID practices, advocates for a range of potential future rainfall trends, depending on numerous factors, "stress test" on storm infrastructure is recommended.	The SWM Guidelines outline the desired attributes of stormwater infrastructure, as related to the Niagara Region overall governing policies and vision as outlined in the Niagara Official Plan. The SWM Guidelines enhance environmental principles in community and neighborhood planning, provide tools and resources to support infrastructure design on climate change resiliency, and requires an enhanced level of water quality treatment and a minimum of 5 mm stormwater retention to maintain the hydrology cycle through implementation of LID practices.
Growth Strategy and Economic Development - Infrastructure Planning and Development Engineering	2021	2021 Water and Waste Water Master Servicing Plan Update	MSPU evaluates the ability of existing and planned water and wastewater infrastructure to continue to efficiently and effectively service the Region's existing service users, service anticipated growth out to 2051, and evaluate and develop recommended strategies.	Climate change is considered a priority area within the Master Servicing Plan Update, the Region commits to be aware and consider the potential impacts of climate change on the planning and sizing of infrastructure. The update includes a Wet Weather Management Strategy for wastewater servicing as Niagara has a mix of separated and combined sewer

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				systems, which can be impacted by wet weather conditions and climate change.
Growth Strategy and Economic Development - Infrastructure Planning and Development Engineering	2021	Wet Weather Management/Combined Sewer Overflow (CSO) Funding Program	To reduce the volume and frequency of stormwater from entering the wastewater collection system. Excessive inflow and infiltration results in overflows to the environment, potential basement flooding, and reduced capacity.	This includes an annual cost sharing program with the local municipalities for projects to reduce CSOs and remove excessive inflow and infiltration. This CSO Funding Program has been ongoing since 2007.
Growth Strategy and Economic Development - TBD	TBD	Green Development Standards Options		Climate Change Policy 3.5.1.5 in the adopted Niagara Official Plan states, "The Region, in collaboration with the Local Area Municipalities, building and development industry, utility companies and organized interest groups will explore opportunities to elevate standards of green building development across the region."

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Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2018	Design assistance - Prudhommes Secondary Plan, Lincoln	Promotion of compact, mixed-use, complete communities, complete streets, sustainable public realm.	Design leadership to ensure sustainable streetscapes, Green Building and sustainable design direction.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2019	International Plaza, Niagara Region Headquarters	Removal of turf areas, use of native plants, LID techniques.	Implementation of the Green Brock District with bio-swales designed to absorb a 100 year storm. Creation of a pollinator garden, use of native plants and large scale trees.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2020	Niagara Biennial Design Awards	N/A	Bi annual awards program. Celebrates excellence in the design of the built environment. Judging criteria includes sustainable design of buildings, landscapes, public spaces, etc.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Region's Model Urban Design Guidelines	Promotion of compact, mixed-use, complete communities, complete streets, sustainable public realm.	Updates to the Region's 2005 design guidelines. Chapter on sustainability will be expanded and provide greater direction on designing for climate change, resiliency, etc.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Region's Terms of References for the Preparation of Micro-Climate Studies	Access to sunlight for green energy and plant growth. Wind mitigation for active transportation and plant growth.	Terms or References prepared for "Pedestrian Level Wind Comfort" and "Sun-Shadow Impact" studies for development and capital projects.

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Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	First Nations Peace Monument Landscape (2370 DeCew House Rd, Thorold)	Increase in native plants, reduced lawn areas.	Partnership with "Friends of Laura Secord, Niagara Parks Commission and Brock University. Installation of sustainable, native landscape surrounding the monument.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Lincoln's Ontario Street Urban Design Vision & Streetscape Master Plan	Promoting compact, mixed-use community and complete streets approach	Partnership with the Town of Lincoln that created a built form and streetscape vision for this intensification corridor.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Multifunctional Landscapes Research project (Vineland Research Institute)	Sustainable landscapes in urban environments.	Partnership with Vineland Research Institute and Town of Lincoln to create pilot projects to monitor sustainable landscape initiatives. Focus is on growing the urban tree canopy.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Public Realm Improvement Program (PRIP)	De-paving of urban areas, increase in native plants and urban tree canopy	Annual matching funding grant project for public realm projects along Regional roads. Began in 2016 and runs annually. Over 40 projects funded to date. Criteria for funding includes enhanced walkability, cycling use of recycled products, sustainable or innovative practices. Some examples include: Main Street, Grimsby (Street

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				trees in downtown), King Street, Lincoln (Streetscape), Prince Charles Dr, Welland (Multi-use path) Farmer's market (Welland), Smithville, West Lincoln (urban plaza), Smithville (roundabout), Bridge St Niagara Falls (roundabout), various tree planting projects: Rice Rd, Martindale Rd, Fourth Ave.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Gateway CIP Tax Increment Grant and Regional Development Charges Grant	promotes energy and water conservation, sustainable development, active transportation	The Gateway CIP program currently employs Smart Growth criteria to promote/encourage design and construction materials that conserve energy and resources/reduce GHG emissions as well as strategies that reduce water consumption. However, as these criteria are aimed primarily at residential/mixed use development, revisions to the criteria targeting manufacturing and industrial development are expected.

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Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Development Planning Team and Local Area Municipalities	Sustainable streetscapes, LID techniques, increase urban tree canopy	UD team provides urban design and landscape architectural comments for all development applications along Regional Roads. They also provide assistance for high value applications at the request of the LAMs.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Capital Buildings + Regional Facilities	Sustainable landscapes, LID techniques, increase urban tree canopy	UD team has assisted in conceptual design of several projects. Examples: Niagara Region Headquarters (Master Plan), Linhaven LTC, St. Catharines (re-development), Hawkins LTC, Welland (re-development), Gilmore Lodge LTC, Ft Erie, Grimsby Water treatment Plant (sustainable landscape and SWM design)
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to GO Transit Facilities	Sustainable streetscapes, LID techniques, increase urban tree canopy	UD team has assisted in conceptual design of several projects. Examples: Niagara Falls, St. Catharines, Beamsville/Lincoln, Grimsby
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Capital road projects (EAs + Detailed design)	Sustainable streetscapes, LID techniques, increase urban tree canopy	UD team has assisted in conceptual design of several projects. Examples are too few to mention (over 25 EAs)

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Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Public Health initiatives	Promotion of a safe, vibrant public realm to support active transportation	UD team collaborates with various public health initiatives to apply an urban design and landscape architectural lens. Examples: Walking school bus routes, Health Impact Assessments (HIA), Healthy Eating and Physical Activity Project (HEPA)
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Local Area Municipalities for Public Realm Projects	Design of sustainable public spaces and streetscapes to promote active transportation	UD team has assisted several LAMs on the design of public spaces. There is an emphasis on de-paving, use of native plants and increasing the urban tree canopy. Examples: Lincoln: Rotary Park, Charles Daley Park, Angelina Prokich Park, Prudhommes Park, Jordan Hollow Park, Grimsby: Casablanca parks, Port Colborne: Lions Club Sports Field, Lock 8 Park.
Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to School Boards (Surplus Properties)	Design of compact built form supported by public realm	UD team has assisted school boards with conceptual designs of surplus school sites. Examples: St Martin School, West Lincoln, Secondary School, Grimsby

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Growth Strategy and Economic Development - Urban Design and Landscape Architecture	2022	Design assistance to Niagara Peninsula Conservation Authority (NPCA)	coordination of best practices in sustainable design	UD staff has collaborate on research and workshops to determine best practices in sustainable landscape design, LID techniques (e.g. SWM practices) and the use of native plants.
Public Health - CDIP & EH	2018	Climate Change Health Promoter hired		
Public Health - CDIP & EH	2020	Climate change portfolio work is resumed in Public Health. Kaitlyn Irving starts her MPH placement Jan 2020		MPH placement came to an end prematurely due to COVID-19 pandemic. Kaitlyn returned back to her role as a PHI but continued to work on climate change projects. Her work is stored in the N: Drive.
Public Health - Chronic Disease and Injury Prevention	2018	Community Gardens		The CASTLE program has supported the build of community gardens in social housing neighbourhoods since 2018.
Public Health - Chronic Disease and Injury Prevention	2020	Students on the Move		This research considers the transportation of Niagara's 30,000 post-secondary students and the impact of transportation, or lack of transportation on wellbeing.

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Public Health - Chronic Disease and Injury Prevention	2023	Observational Study on Beaches (Smoking and Vaping)		Observational study to examine non-compliance as it relates to smoking and vaping on beaches. Additional information was gathered including the presence of butt litter. Findings will help inform enforcement efforts and future discussions with LAMs and team.
Public Health - EH	2022	Creation of climate change webpage on Niagara Region webpage		
Public Health - EH, CDIP, Medical	2022	Commencing the Climate Change Vulnerability and Adaptation Assessment as per the MOHLTC		Working document is house in the N: Drive.
Public Health - Emergency Management	2017	Emergency and Hazard Tracking Spreadsheet		Regional Emergency Management tracks hazard and emergency occurrences. This includes climate-related hazards.
Public Health - Emergency Management	2017	Emergency Preparedness Website		EM website has safety information for hazards that can impact Niagara. This includes hazards that may be altered in terms of frequency and magnitude by climate change.

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Public Health - Emergency Management	2018	Niagara Region Hazard Identification and Risk Assessment (HIRA)		The HIRA assesses risk through an examination of the frequency and the potential consequences that could arise should a hazard impact Niagara Region at a magnitude that is severe enough to result in a potential emergency. It also includes the variable of 'changing risk' which accounts for changes in vulnerability and frequency due to factors such as population demographic shifts and climate change.
Public Health - Emergency Management	2019	Facility Closure Plan		The Facility Closure Plan outlines the actions that are taken should a severe weather hazard warrant the potential closure of Regional facilities.
Public Health - Emergency Management	2019	Hazard Monitoring		Regional Emergency Management continuously monitors for hazards that could result in an emergency, including hazards related to climate change. This is reflected in the EM Standby procedure and other emergency plans.

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Public Health - Emergency Management	2019	Emergency Management Stakeholder Meetings		Meetings were originally to collaborate with the LAMs and key stakeholders (e.g., Brock University) during the COVID-19 pandemic. This group now meets monthly to discuss emergency management issues and hazards occurrences that are often related to climate change.
Public Health - Emergency Management	2022	Hazard Monitoring		Regional Emergency Management continuously monitors for hazards that could result in an emergency, including hazards related to climate change. This is reflected in the EM Standby procedure and other emergency plans.
Public Health - Emergency Management	2022	Emergency Management Stakeholder Meetings		This event will be an opportunity for emergency management partners including the local area municipal CEMCs to provide input on the Region's COVID-19 response from an emergency management perspective. Although the catalyst will be the pandemic, climate change will be one of the factors that participants will be asked to consider when they share

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				what they would like to see regarding the way forward for emergency management in Niagara.
Public Health - Emergency Management	2022	Niagara Region Emergency Response Plan		The Regional Emergency Response Plan provides the framework for the Region to respond and recover from emergencies. This includes hazards that may have altered frequencies and magnitudes due to climate change.
Public Health - Emergency Management	2022	Emergency and Hazard Tracking Spreadsheet		
Public Health - Emergency Management	2022	COVID-19 Hotwash - The Way Forward for Emergency Management in Niagara		
Public Health - Emergency Management	2022	Community Emergency Response Team (CERT) - Initial Intake		The development and initial intake of a group of trained volunteers who can assist the communities in emergency responses including those related to climate change.

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Public Health - Emergency Management	2023	Update of Emergency Management Public Education Tools		
Public Health - Emergency Management	2023-2025	Additional Community Emergency Response Team (CERT) Intake		
Public Health - Environmental Health	2022	Healthy Environments Working Group (HEWG)		<p>The Environmental Health Division recently established a HEWG in April 2022. The committee consists of the healthy environments program manager and team leader, appointed climate change champion, health promotor, two PHIs, medical resident intern, and program assistant. The HEWG is a forum enabling staff to bring ideas and suggestions forward for the facilitation and improvement of the healthy environments portfolio. Their objectives include: Identifying, recommending, and implementing initiatives to help promote the Healthy Environments portfolio within the Division.</p> <p>- Implementation of a Climate Change</p>

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				and Human Health webpage on the regional website. - Working collaboratively to develop the Climate Change Vulnerability and Adaptation Assessment. Making this document accessible to the public on our designated webpage. - Working collaboratively with the corporate Climate Change Advisor and existing Regional climate change committees with similar goals where they exist.
Public Works	2017	Transportation Master Plan (TMP)		The TMP is a long-term strategy to guide the planning, development, renewal, and maintenance of a multi-modal transportation system in a manner that is consistent with projected needs, and aligned with the region's growth and vision for a sustainable Niagara.
Public Works	2019	Go Train Implementation		Niagara is working collaboratively with local area municipal partners, Metrolinx (MX), CN Rail, VIA Rail and the St. Lawrence Seaway Management Corp

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				(SLSMC) to lead, manage and coordinate the implementation of weekday GO train service.
Public Works	2021	Niagara Region Council approved region-wide transit		In November 2021, Niagara Region Council voted to approve the Moving Transit Forward proposal. The proposal brings together independently operating local transit systems in Fort Erie, St. Catharines, Welland, and Niagara Falls, as well as Niagara Region Transit and NRT OnDemand to offer consistent operating hours and fares, new digital payment technology, and better connections for riders across Niagara.
Public Works	2021	Combined sewer overflow tank upgrades at Chippewa Low-Lift were completed in partnership with the City of Niagara Falls. This reduced the overflow events to zero. This was part of the CSO Funding program for Niagara Falls		

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works	TBD	Explore Opportunities to Transition to Zero-Emissions Vehicle Fleet		Climate Change Policy 3.5.2.4 in the adopted Niagara Official Plan states, "The Region will explore opportunities to transition to a zero-emissions vehicle fleet."
Public Works - Road Corridor Team	2018	Regional Street Tree Master List	Addition of trees to the urban canopy.	Every development application along a Regional road is required to provide street trees, where space permits. If trees are removed, two must be replaced. If there is no space then CIL of street trees is required.
Public Works - Transit	2023	Zero Emission Busses (ZEBs)		Both hydrogen and battery electric pilots/studies have been undertaken. Green fleet review - infrastructure required to implement. Orders will be placed for next generation fleet in 2024.
Public Works - Transit	2023	Network Review		Concrete plan for implementation of zero emission buses (ZEBs) to transit network. Review will determine which routed, areas, coverage can be optimized to best deploy ZEBs.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - Transportation Planning	2021	Niagara Region Complete Streets Design Manual	Complete streets application to road design making streets safe for all ages and abilities.	UD team assisted in design comments for the public realm (streetscapes, street furnishings, street trees, and plant material).
Public Works - W/WW	2018	Niagara Falls Water Treatment Plant LED Lighting conversion Phase 1	15892 Kwhr savings.	
Public Works - W/WW	2018	Niagara Falls Water Treatment Plant LED Lighting conversion Phase 2	7221 Kwhr savings.	
Public Works - W/WW	2018	Dain City Pumping Station LED lighting conversion	8301 Kwhr savings.	The program provides financial incentives and technical supports to assist affordable housing builders to design and construct buildings that are more energy efficient than required by the Ontario Building Code.
Public Works - W/WW	2021	Welland Waste Water Treatment Plant Boiler Upgrade	Improve efficiency of boiler operations by upgrading to condensing type boilers for both natural gas and digester gas fuels. Estimated reduction of CO2 emissions of 387 tonnes annually.	

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - W/WW	2021	Port Weller Wastewater Treatment Plant Boiler Upgrade	Improve efficiency of boiler operations by upgrading to condensing type boilers for both natural gas and digester gas fuels. Estimated annual reduction of CO2 emissions of 387 tonnes.	
Public Works - W/WW	2021	Port Weller Wastewater Treatment Plant Exterior Lighting Upgrade	Conversion of exterior lighting to LED with auto sensing Hi/Low. Reduction of 24,430 kwhr.	
Public Works - W/WW	2022	Niagara Falls Wastewater Treatment Plant Boiler Upgrade	Estimated reductions of 350 tonnes of CO2 emissions due to improved efficiency of boiler operations by upgrading to condensing type boilers for both natural gas and digester gas fuels.	
Public Works - W/WW	2022	Niagara Falls Water Treatment Plant Boiler Upgrade	Estimate a 67.8 tonne reduction in CO2 emissions due to increased boiler efficiency for building heating boilers.	
Public Works - W/WW	2023	Replacement for Port Dalhousie Wastewater Treatment Plant	Estimated GHG reduction of 380 tonnes CO2.	
Public Works - W/WW	TBD	Renewable Natural Gas Feasibility		

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - W/WW Engineering	2022	Institute for Sustainable Infrastructure		ISI has developed resources to help communities and organizations navigate the complexities of sustainability, resiliency, and equity in infrastructure, ISI embraces strong partnerships and purposeful models of cooperation and collaboration. No single organization has the capacity to act alone to bring about global change, which is why we value consensus building and meaningful relationships.
Public Works - Waste Management	2017	Keen on Green - Deskside Waste Diversion Program	Per the results of an end of year waste composition audit at Regional headquarters in 2017, the implementation of the deskside waste diversion program at Regional HQ reduced the amount of recyclable and compostable material disposed in the garbage by 26%, compared to the 2016 waste audit data.	Keen on Green is a multi-departmental committee with the goal to identify and implement initiatives to minimize waste and increase diversion at Regional facilities. In addition, the committee is dedicated to promoting current practices that demonstrate the Region's commitment to waste reduction. While the focus of the committee will be waste reduction, it will keep within its consideration the larger impact that waste reduction has on energy efficiency and overall sustainability.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - Waste Management	2020	Every-Other-Week Garbage Collection	<p>In the first year of every-other-week (EOW) garbage collection, tonnages of organics material collected curbside increase 23% compared to the same time period in 2019 and 2020. The amount of curbside collected garbage decrease by 18% in the year following implementation of EOW garbage collection, compared to the same period in 2019 and 2020. Curbside tonnages of recycling also increased 9.7%.</p> <p>A life cycle assessment completed by Sound Resource Management Group analyzed the environmental benefits associated with the increased diversion following the move to EOW garbage. For the one year period following the change, the assessment found a decrease of 18,400 tonnes of carbon dioxide equivalent.</p>	After successful implementation of the Region organics diversion program in 2003 and full roll-out to all Local Area Municipalities by 2011, the Region approved every-other-week garbage collection in October 2020. Shifting to every-other-week garbage collection encourages residents to put their organic and food waste in the Green Bin for weekly collection.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - Waste Management	2022	Humberstone Landfill Gas Collection and Control System		The system is comprised of a series of gravel-filled trenches excavated into the waste with a perforated collection pipe in the gravel. The perforated pipes are connected to an underground solid pipe around the perimeter of the landfill that lead to a gas flare building. Blowers induce negative pressure (suction) which draws the gas from the waste into the gravel and perforated pipe, through the solid pipe and into the landfill gas flare. The methane in the landfill gas is combusted by an enclosed flare.
Public Works - Waste Management	2022	Multi-Residential Electrical and Electronic Equipment (EEE) Recycling Program	As of 2015, this program has diverted 67,486 lbs of electronics from landfill.	Currently have 37 multi-residential properties (high-rise apartments/condos with seven or more units) utilizing this program (including some NRH properties). Electronics are collected in carts by the contractor, EPRA, at regular intervals and recycled. Looking to continue to expand this program to other multi-residential properties across the Region.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - Waste Management	2022	Special Events Recycling and Organics Program	In 2019, Niagara Region serviced 176 Special Events with recycling and organics (no service in 2020 or 2021 due to COVID). In 2019, 22 tonnes of recycling was diverted from landfill and 33 tonnes of organics was diverted from landfill.	Service is offered to community-based events free of charge (as long as the Region's guidelines are followed). Events can request recycling and organic carts to increase diversion and decrease the amount of recyclable and organic material going into the waste stream at their event, which have both environmental and financial benefits to the event itself. Niagara Region works with Niagara Recycling to service larger cart requests and 40-yard roll of containers, and the organics service is contracted out to Davidson Environmental.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
Public Works - Waste Management	2022	Multi-Residential Textile Recycling program	As of 2018, this program has diverted over 53 tonnes of textiles from landfill.	Currently have 22 multi-residential properties (high-rise apartments/condos with seven or more units) utilizing this program (including some Region LTC homes and NRH properties). Textiles are collected by one of the Region's two Registered charities, Goodwill Niagara or Cornerstone to Recovery, at regular intervals. Material is then re-sold, or recycled. Looking to continue to expand this program to other multi-residential properties across the Region.
Public Works – Waste Management	2022	Multi-Residential Organics program	Currently have 164 multi-residential properties participating in the Region's organics cart program.	Multi-residential properties are defined as high-rise apartments or condo buildings with seven or more units. This type of property has historically met many challenges when it comes to waste diversion. It is often easier for residents to put all materials down the garbage chutes in these buildings. Niagara Region has slowly expanded this program to multi-residential properties across the Region to increase organics diversion and reduce

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				the amount of waste in the garbage stream. When the property purchases organic carts, the Region provides each unit with a free kitchen catcher (for in-unit collection of organics) and information on the Region's organics program along with a sorting guide. Organic carts are collected weekly. Looking to continue to expand this program to other multi-residential properties across the Region.
Public Works – Waste Management	2022	Multi-Residential Battery Recycling program	As of 2017, this program has diverted 2,311 kgs of batteries from landfill.	Currently have 71 multi-residential properties (high-rise apartments/condos with seven or more units) utilizing this program (including several NRH properties). Properties are provided with a 2 gal battery pail - once the pail is full, the building contacts the Waste Diversion Coordinate (Emily Hughes) and arranges to have the pail switched out. Waste Management staff take the full pail of batteries to the Thorold HHW Depot and deposit in a drum, which is collected at regular

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				intervals by the Region's contractor, Raw Materials Company (RMC). Looking to continue to expand this program to other multi-residential properties across the Region.
Public Works - Waste Management	2023	Glenridge and Mountain Road Leachate Collection Systems		<p>The Glenridge and Mountain Road sites currently have operational leachate collection systems (LCS), but upcoming projects will improve the leachate collection efficiency and ensure pump stations never exceed their approved capacity.</p> <p>Design improvements consist of:</p> <ul style="list-style-type: none">- Modifying landfill grading to improve drainage- Revamping stormwater management ponds to separate leachate and surface

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				<p>water</p> <ul style="list-style-type: none">- Installation of a small pumping station (Glenridge)- Addition of storage tanks adjacent to our pumping station to provide on-Site buffering capacity <p>In new infrastructure designs, we are taking climate change into account and the more frequent/severe storms that come with it, in order to maintain capacity and efficiency during increasingly large storm events. Designs always have ecological responsibility and environmental consciousness at top of mind.</p>
Public Works - Waste Management	2023	Pollinator Program		<p>Will be working with the Canadian Wildlife Federation to establish pollinator gardens at the Region's landfills. The gardens will be a combination of native wildflowers and grasses to provide habitat for butterflies, bees, and other insects losing habitat due to climate change. Strengthening pollinator presence at</p>

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				our sites will combat climate change by giving these species more opportunity to thrive in the face of critical habitat loss due to temperature changes.
Public Works - Waste Management	2023	Waste Management Strategic Plan		The Waste Management Strategic Plan will help guide the direction of waste management for the next 25 years. Mitigating the effects of waste on the environment/climate is intended to be an integral part of waste diversion goals. The plan will consider landfill GHG emissions, capital construction practices, collection vehicle emissions, etc. Development of the overall strategy will be broken up into a series of research and consultation activities that will take place during 2023.
TBD	TBD	Greenhouse Gas Inventory (Community Sectors)		Climate Change Policy 3.5.1.1 in the adopted Niagara Official Plan states, "The Region will maintain its community-wide greenhouse has

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
				inventory to monitor progress in emissions reduction planning." This work may be undertaken as part of a municipal energy plan.
TBD	TBD	New Greenhouse Gas Reduction Targets (Community Sectors)		Climate Change Policy 3.5.1.2 in the adopted Niagara Official Plan states, "The Region will establish new community-wide greenhouse gas reduction targets to work toward the long-term goal of net-zero emissions."
TBD	TBD	Municipal Energy Plan		Climate Change Policy 3.5.1.3 in the adopted Niagara Official Plan states, "The Region will develop a municipal energy plan in consultation with the Local Area Municipalities, utility companies and organized interest groups to reduce energy consumption and greenhouse gas emissions, complement land use and infrastructure master planning, and support economic development opportunities in the region."

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
	2017	Hosts Summit where there is a Climate Change section		
	2017	Niagara Region Asset Management Plan (AMP) approved by Council in March		The Asset Management Plan addresses management of the Region's approximately \$7.4B worth of assets, including water/wastewater, transportation, waste management, police services and Regional facilities including housing managed by Niagara Regional Housing (NRH), long term care homes, and the Region's administrative offices. In the AMP, climate change is recognized as an external factor that will affect level of service, and performance of assets.
	2019	Niagara Region completed a Strategic Asset Management Policy and was approved by Council in May		The SAMP commits the Region to consider actions that may be required to address municipal infrastructure vulnerabilities caused by climate change.

Division - Department	Year	Item	Energy Reduction, Cost Savings, Avoidance	Notes
	TBD	Vulnerability Assessment and Climate Change Adaptation Plan		Climate Change Policy 3.5.1.9 in the adopted Niagara Official Plan states, "The Region will assess anticipated climate change risks and vulnerabilities across systems, and develop and implement a Climate Change Adaptation Strategy, informed by Regional climate projections, to prepare for the impacts of climate change."

Milestone# 1

Niagara Region 2018 Corporate Baseline GHG Emissions Inventory Report Summary

March 2023

Prepared by ICLEI Canada



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Introduction

This document is a summary of the Niagara Region (the Region) 2018 Corporate Baseline Greenhouse Gas (GHG) Emissions Inventory. The GHG Emissions Inventory (Hereon referred to as the Inventory) encompasses data on municipal energy use and GHG emissions, in addition to a business-as-usual emissions forecast for Niagara Region's corporate operations.

Partners for Climate Protection

The Region's Inventory was developed in compliance with the Partners for Climate Protection (PCP) program requirements. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI Canada – Local Governments for Sustainability. This program helps local government reduce municipal emissions by guiding municipalities through a five-step Milestone Framework (Figure 1).

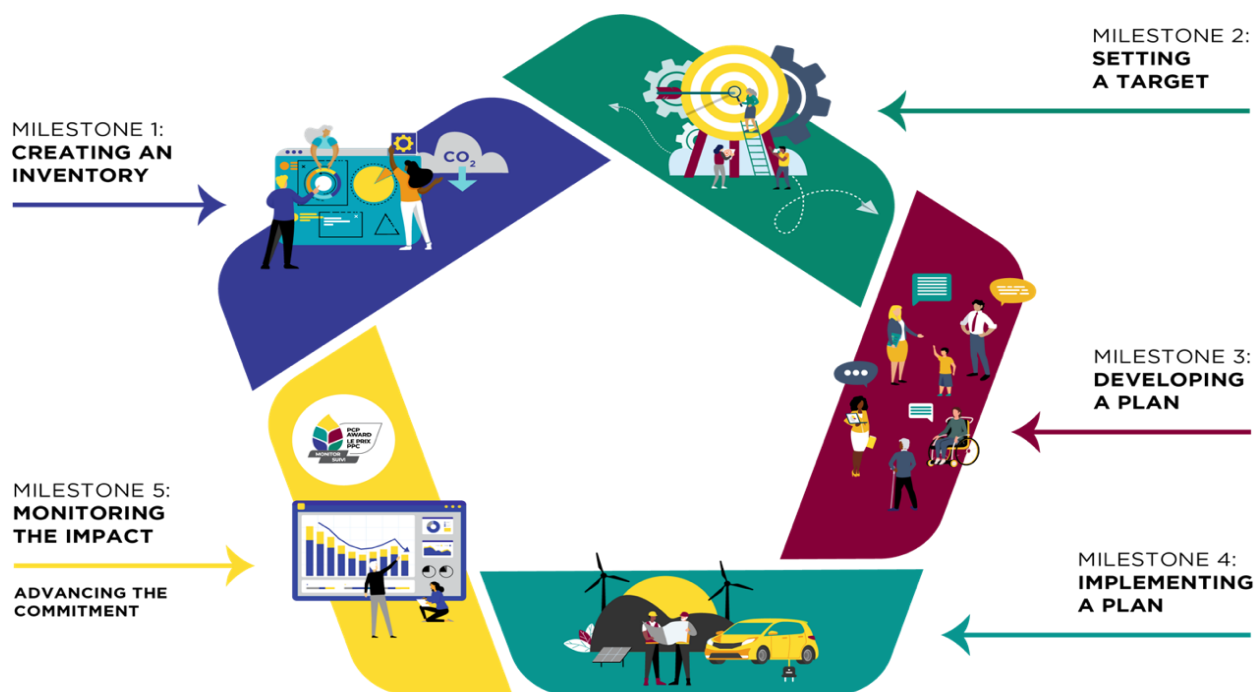


Figure 1: The PCP Five-Milestone Framework

The PCP program offers two streams: Corporate and community. A corporate inventory encompasses all energy use and GHG emissions stemming from municipal operations, including buildings, fleet, outdoor lighting and traffic signals, water and wastewater, and solid waste.

Baseline Energy and Emissions Profile

To develop the baseline energy and emissions profile, this report followed the PCP Protocol¹, which applies industry best practices for quantifying emissions at the local level (Greenhouse Gas Protocol² and IPCC Guidelines for Greenhouse Gas Inventories³) to the context of municipal operations. The baseline energy profile and GHG emissions inventory tracks three principal GHGs that arise from municipal operations: carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Emissions fall into one of three scopes:

Scope 1 GHG emissions: Direct emissions from sources owned or operated by the corporation.

Scope 2 GHG emissions: Indirect emissions from sources owned or operated by the corporation.

Scope 3 GHG emissions: Emissions from sources neither owned nor operated by the corporation but are related to the corporation activities.

This Inventory's boundary has been determined using an approach known as operational control, which requires local governments to report 100 per cent of GHG emissions from operations over which it has control (scope 1 and scope 2 emissions). Indirect (scope 3) emissions included in this Inventory are sources of emissions associated with Niagara Region's operations but are not under full operational control and decision-making authority (i.e., police vehicle fleets, the contracted community waste collection vehicle fleet and landfill emissions). Energy and GHG emissions totals will include only scope 1 and 2 emissions. Scope 3 emissions will be reported separately. Energy consumed outside the municipal boundary (and the associated emissions generated) as a result of activities taking place within Niagara region are excluded.

The following information will be presented in this report:

- Total energy consumed by Niagara Region in 2018, by sector and by source.
- Total energy dollars spent by Niagara Region, by sector and by source.
- Total emissions generated by Niagara Region, by sector, source, and scope.
- A business-as-usual GHG emissions forecast for 2032, 2041 and 2051.

¹ ICLEI Canada. (2014). PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol.

² Greenhouse Gas Protocol. (2015). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard.

³ IPCC. (2006). Guidelines for National Greenhouse Gas Inventories.

Corporate 2018 Energy and Emissions Profile

In 2018, Niagara Region scope 1 and 2 sources used 796,410 GJ of energy, which resulted in \$18,350,788 of energy costs and 22,626 tCO₂e GHG emissions. Scope 1 and 2 energy consumption, costs, and GHG emissions are disaggregated by sector in Table 1. Table 2 displays the equivalent data for scope 3 emissions.

Table 1: Total scope 1 and 2 municipal energy use, energy costs and GHG emissions in 2018

Sector	Energy Consumption (GJ)	Energy Costs (\$)	GHG Emissions (tCO ₂ e)
Buildings	376,218	\$7,597,162	12,668
Fleet	53,004	\$1,606,974	3,526
Outdoor Lighting and Traffic Signals	10,886	\$465,679	91
Water & Wastewater	356,301	\$8,680,972	6,280
Operational Waste ⁴	N/A	N/A	62
Totals*	796,410	\$18,350,788	22,626

*Values may not sum to total due to rounding

Table 2: Total scope 3 municipal energy use, energy costs, and GHG emissions in 2018

Sector	Energy Consumption (GJ)	Energy Costs (\$)	GHG Emissions (tCO ₂ e)
Niagara Region Police Vehicle Fleet	31,991	\$1,015,872**	2,074
Contracted Waste Collection Vehicles	86,931	\$2,500,845	5,910
Landfilled Waste	N/A	N/A	37,492
Totals*	118,922	3,516,717	45,477

*Values may not sum to total due to rounding

**Estimated based on total per L fuel cost of the vehicle fleet

Table 3 shows scope 1 and 2 municipal energy consumption, costs, and GHG emissions by fuel type. According to this data, while Electricity is the largest source of fuel-derived energy consumption (46%), Natural Gas is responsible for producing the

⁴ Operational waste refers to waste collected from waste bins at municipally owned facilities.

largest quantity of GHG emissions amongst fuel types. In fact, Natural Gas accounts for 70% of fuel-derived GHG emissions.

Table 3: Total scope 1 and 2 municipal energy consumption and costs by fuel type in 2018

Fuel type	Energy Consumption (GJ)	tC02e	Energy Costs (\$)
Electricity	370,355	3,083	\$13,992,339
Natural Gas	309,787	15,775	\$2,751,475
Gasoline	24,854	1,604	\$797,177
Diesel	28,149	1,936	\$809,797
Biogas	63,264	19	N/A
Totals*	796,410	22,403 ⁵	18,350,788

*Values may not sum to total due to rounding

Municipal Buildings and Facilities

As displayed in Table 1, municipally owned and operated buildings and facilities are the Region's top energy consumer and greatest producer of GHG emissions, accounting for 47% of municipal energy consumption and 56% of municipal scope 1 and 2 GHG emissions. Moreover, Buildings account for 41% of energy costs, second only to Water and Wastewater. There are 10 asset categories included in the Region's building portfolio; Energy consumption and total GHG emissions from each category are presented in Table 4.

Table 4: Total municipal building energy consumption, costs and GHG emissions by asset in 2018

Asset Category	Electricity Consumption (kWh)	Electricity GHG Emissions (tC02e)	Natural Gas Consumption (m3)	Natural Gas GHG Emissions (tC02e)	Total Energy Consumption (GJ)	Total GHG Emissions (tC02e)
Niagara HQ	2,869,344	86	168,148	319	16,602	405
Child Care Services	272,681	8	49,802	95	2,839	103
Long-term Care Facilities	11,104,930	333	1,721,107	3,269	104,175	3,602
Health Care	350,299	11	54,842	104	3,307	115
Niagara EMS	400,946	12	124,073	236	6,446	248

⁵ Excludes emissions from operational waste and flaring.

Niagara Region 2018 Corporate GHG Inventory Summary

Asset Category	Electricity Consumption (kWh)	Electricity GHG Emissions (tCO2e)	Natural Gas Consumption (m3)	Natural Gas GHG Emissions (tCO2e)	Total Energy Consumption (GJ)	Total GHG Emissions (tCO2e)
Niagara Regional Housing	16,314,940	489	2,882,768	5,475	166,261	5,965
Niagara Regional Police	5,860,042	176	507,651	964	40,032	1,140
Transportation Patrol Yards	1,051,934	32	161,889	307	9,825	339
Employment Offices and Court Services	944,137	28	125,480	238	8,079	267
Waste Management Facilities	3,035,775	91	207,056	393	18,652	484
Totals*	42,205,026	1,266	6,002,816	11,401	376,218	12,668

*Values may not sum to total due to rounding

Corporate Vehicle Fleet & Equipment

Niagara Region owns and operates a fleet of 317 vehicles consisting of gasoline and diesel cars, vans, pickups, heavy duty trucks, and snowplows, EMS vehicles, as well as off-road equipment such as loaders, graders, backhoes tractors, and riding mowers. Corporate fleet accounts for 7% of scope 1 and 2 energy consumption, 9% of municipal energy costs, and 16% of scope 1 and 2 GHG emissions. Table 5 displays fleet energy use, costs and GHG emissions by fuel type, and Table 6 presents this data disaggregated by vehicle type.

Table 5: Municipal fleet fuel use, energy costs, and GHG emissions in 2018

Fuel Type	Energy Consumption (L)	Energy Consumption (GJ)	Energy Costs (\$)	GHG Emissions (tC02e)
Gasoline	728,720	25,257	\$797,177	1,604
Diesel	730,015	28,237	\$809,797	1,922
Totals*	1,458,735	53,494	1,606,974	3,526

*Values may not sum to total due to rounding

Table 6: Municipal vehicle fleet fuel use and GHG emissions by vehicle type

Vehicle Type	Diesel Fuel Use (L)	Gasoline Fuel Use (L)	Total Fuel Use (GJ)	Diesel GHG Emissions (tC02e)	Gasoline GHG Emissions (tC02e)	Total GHG Emissions (tC02e)
Light Duty (Cars/Vans/Pickups)	3,276	448,272	15,416	9	987	996
Medium Duty (Ford F450/550)	29,439	77,517	3,779	78	171	248
Heavy Duty (Large trucks/snowplows)	307,030	0	11,839	805	0	805
OHEV (Loaders/Graders/Backhoes)	30,781	0	1,187	81	0	81
OMED (Tractors)	41,895	0	1,615	111	0	111
Misc. (Riding Mowers)	2,844	24	110	7	0	7
EMS	314,750	202,907	19,057	831	447	1,278
Totals*	730,015	728,720	53,004	1,922	1,604	3,526

*Values may not sum to total due to rounding

Outdoor Lighting and Traffic Signals

Niagara Region owns, operates and maintains 282 traffic signals, 115 warning beacons and over 1,550 roadway lights. Outdoor lighting consumed 10,886 GJ of energy in 2018 accounting for 1% of energy consumption, at a cost of \$465,679 or 3% of energy costs (Table 1). Electricity usage for outdoor lighting generated 91 tC02e, contributing less than 1% to scope 1 and 2 GHG emissions.

Water & Wastewater

The Region operates 10 wastewater treatment plants, 6 water treatment plants, 132 remote wastewater facilities and 84 remote water facilities, as well as non-treatment process related buildings including the central maintenance building and environmental services centre. Water and wastewater collection and distribution facilities are not

Niagara Region 2018 Corporate GHG Inventory Summary

included here as they fall under member municipality jurisdiction and are not under operational control of Niagara Region.

Water and wastewater accounts for 45% of municipal energy consumption, 28% of scope 1 and 2 GHG emissions, and 47% of energy costs. Table 7 provides an overview of energy use, costs, and GHG emissions in the water and wastewater treatment process. This table does not include non-treatment process related energy use, costs and emissions. Information regarding non-treatment processes is displayed in Table 8.

Furthermore, anaerobic digesters at the wastewater treatment plants produced an additional 19tCO₂e, and fugitive emissions from flaring accounts for 161 tCO₂e.

Table 7: Water and wastewater treatment process total energy use, emissions and energy costs in 2018

	Electricity Use (kWh)	Natural Gas (kWh)	Total Energy Use	GHG Emissions (tCO ₂ e)	Energy Costs (\$)
Water	19,379,719	669,389	94,735	1,853	2,708,759
Wastewater	37,552,971	1,518,708	191,839	4,011	5,855,754
Totals*	56,932,690	2,188,097	286,574	5,864	8,564,513

*Values may not sum to total due to rounding

Table 8: Non-treatment process related energy use, costs and emissions

Building Name	Electricity Use (kWh)	Electricity Cost (\$)	Electricity Emissions (tCO ₂ e)	Natural Gas Use (m ³)	Natural Gas Cost (\$)	Natural Gas Emissions (tCO ₂ e)
Central Maintenance Building	252,721	\$ 28,244	8	48,165	\$ 12,993	91
Environmental Services Building	357,834	\$ 57,996	11	66,209	\$ 17,227	126
Totals*	610,555	\$ 86,239	18	114,374	\$ 30,220	217

*Values may not sum to total due to rounding

Solid Waste

Due to the operational control of the landfills by Niagara Region, corporate waste emissions are divided into total emissions from active municipally owned and operated landfills, and emissions from operational waste which is waste collected from corporate waste bins at municipally owned facilities. Operational waste is a subset of total landfill emissions and therefore is not added to total landfill emissions. Operational waste

includes emissions from green bin collection delivered to composting facilities. Operational waste contributed less than 1% to total landfill emissions.

Niagara Region is also responsible for 12 inactive landfill sites. Inactive landfill sites can continue to produce GHG emissions for years after their closure. For the purposes of GHG baseline inventories, the methane commitment model is used to calculate landfill GHG emissions from the decomposition of biomass into methane (CH₄). As waste decomposes a portion of emissions are released every year. The methane commitment model calculates the amount of GHG emissions from landfills by using the annual waste disposal amount, regardless of when the emissions actually occurred. In other words, future emissions from waste disposed in a certain year are attributed to that specific inventory year, even though the decomposition of waste and the resulting emissions can take place over many years. Using this method, closed landfills are not included in the Inventory. Total emissions from Niagara Region's two landfills account for 55% of scope 1, 2 and 3 emissions. The Humberstone landfill uses a partial landfill gas collection which significantly reduces emissions.

Table 9: Landfill waste, open burning, and operational waste GHG emissions in 2018

Asset Category	Tonnes of Waste	GHG Emissions (tCO ₂ e)
Humberstone Landfill	54,420	14,693
Niagara Road 12 Landfill	16,888	22,799
Operational Waste* (not added to total)	62	62
Totals**	71,308	37,492

*Includes 19 tonnes of compost collected from municipal facilities

**Values may not sum due to rounding

Business-as-Usual Energy Use GHG Emissions Forecast

The purpose of the Business-as-Usual (BAU) scenario is to understand future energy consumption, energy costs and emissions for the Niagara Region, assuming no action is taken to reduce energy or emissions. Energy consumption, costs and GHG emissions were modelled from 2018 to 2032, 2041, and 2051, in line with population forecasts in the Watson & Associates Economist Ltd. Niagara Region Development Charges Background Study. The BAU forecast is not an absolute picture of future energy use and GHG emissions but instead serves as a tool to guide decision making on energy and emissions mitigation strategies.

Figure 2 shows that energy use is projected to steadily increase throughout the Region between 2018 and 2051. The greatest expected increase is observed in Outdoor Lighting and Traffic Signals, increasing by approximately 46% from 2018 to 2051.

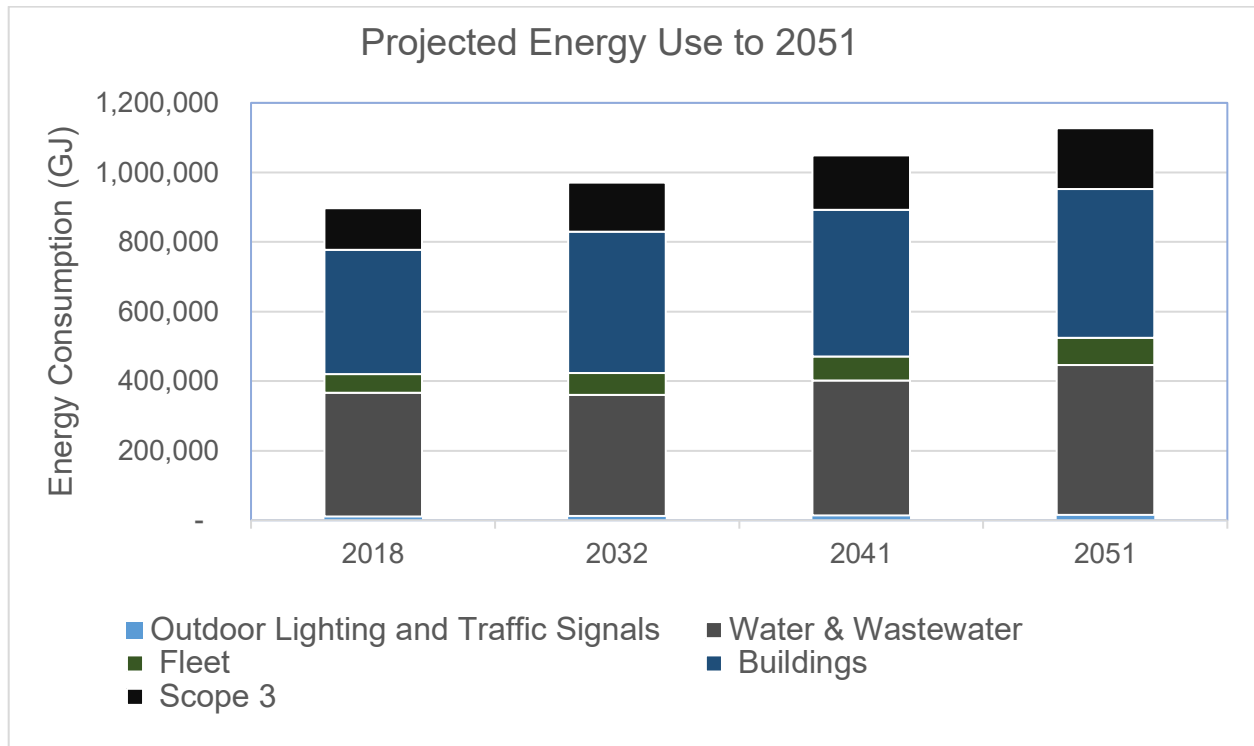


Figure 2: Projected municipal energy use under a business-as-usual scenario by sector to 2051

Figure 3 displays projected GHG emissions from 2018 to 2051. Significant increases are observed in Outdoor Lighting and Traffic Signals (357%), and Water and Wastewater (132%). Total emissions are expected to increase 54% by 2051.

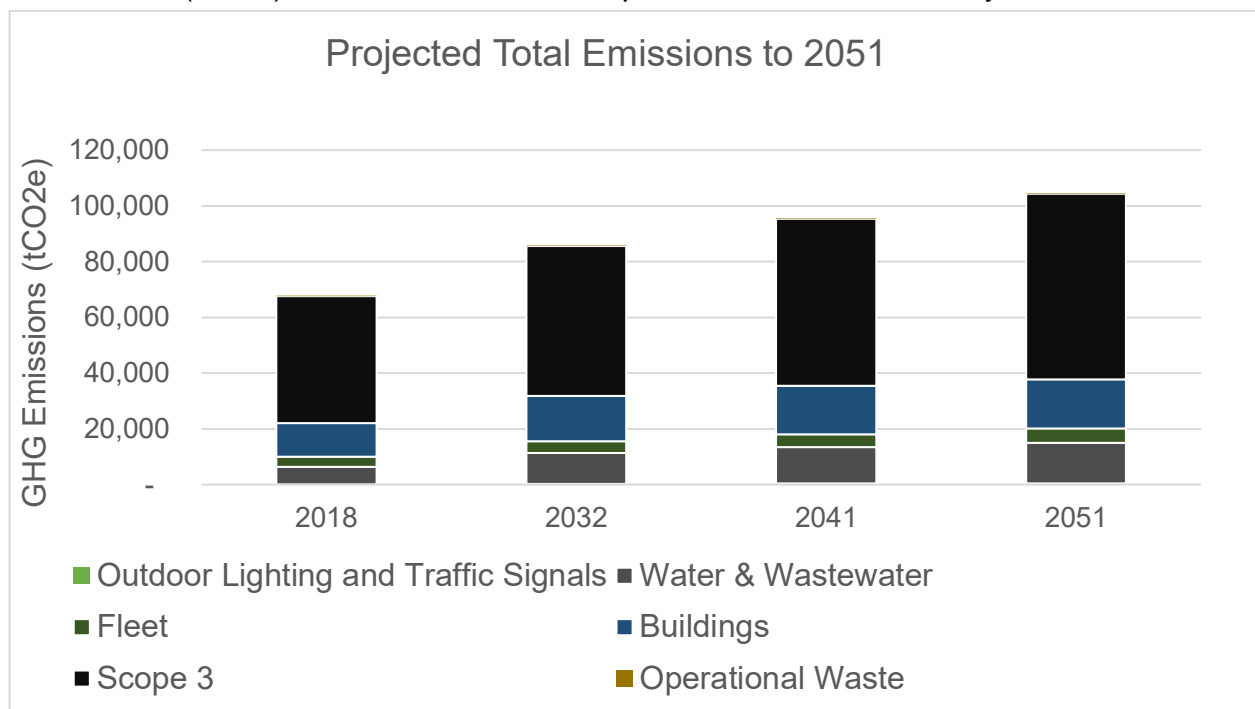


Figure 3: Projected municipal GHG emissions under a business-as-usual scenario by sector to 2051

Business-as-Usual Cost Projections

Canada Energy Regulator projects future energy prices under two scenarios: a “high cost” future where energy prices increase considerably, and a “low cost” future where energy prices increase by a smaller amount or decrease, depending on the fuel type and sector. Under the low-cost scenario energy costs rise by 37% by 2051, and under the high-cost scenario, energy costs increase by 86% by 2051 (Figure 4).

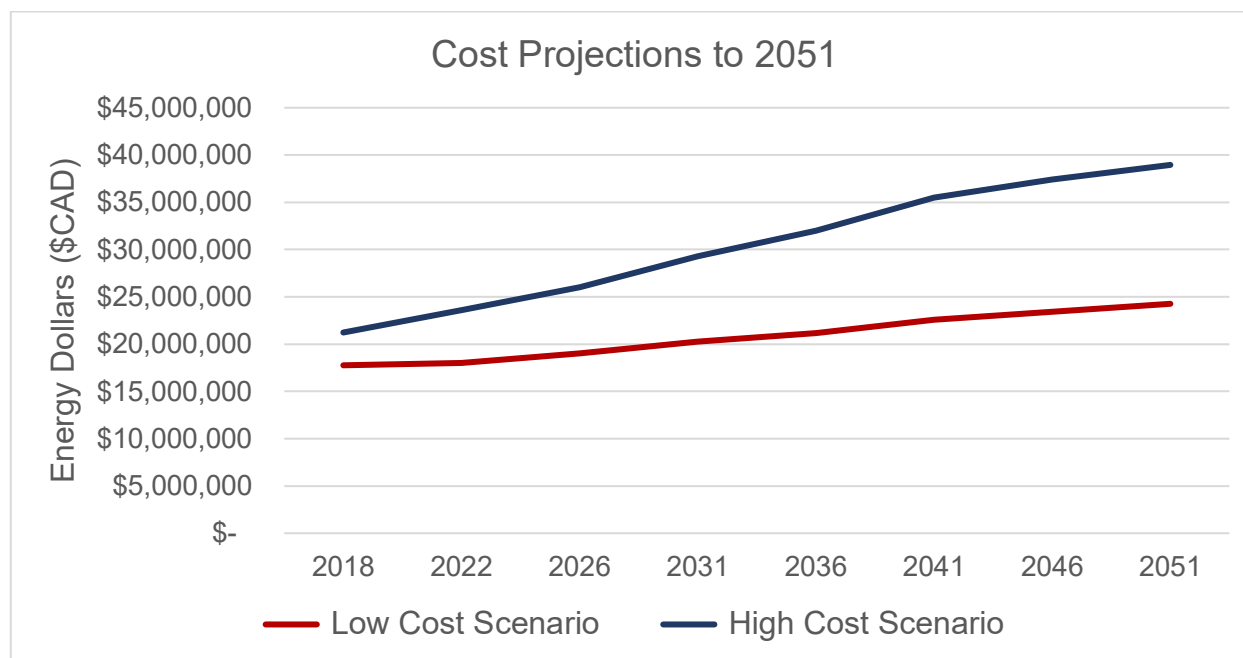


Figure 4: Projection of energy expenditures under a business-as-usual scenario, under a low and high-cost scenario for the Niagara Region

Monitoring and Reporting

The Corporate Inventory serves as an indispensable tool for Niagara Region to track energy use and GHG emissions. Using the business-as-usual emissions forecast Regional staff can anticipate future emissions trends, which will inform the development of effective strategies to mitigate GHG emissions. Continual monitoring and updates to this Inventory is necessary to ensure that the Region remains on track to meet emissions targets and make meaningful contributions to the fight against climate change.

The Inventory also serves as a powerful communication tool for Niagara Region. By publicly reporting on GHG emissions and the progress made towards corporate emission targets, the Region can engage and inform the public and other stakeholders regarding sustainability efforts. This transparency and accountability not only increase public awareness of the challenges posed by climate change but also foster public trust in municipal leadership.

Appendix 4

Table 3: GHG Emissions Reduction Targets- Ontario Municipalities

Municipality	GHG Emissions Target	Baseline Year
City of Brantford	Net-zero by 2050	2018
City of Burlington	Net-zero by 2040	2018
Region of York	Net-zero by 2050	2014
Region of Durham	Net-zero by 2045	2019
City of Hamilton	Net-zero by 2050	2016
City of London	Net-zero by 2050	1990
City of St. Catharines	Net-zero by 2050	2018
Region of Waterloo	80% reduction by 2050	2010
Town of Lincoln	80% reduction by 2050	2011

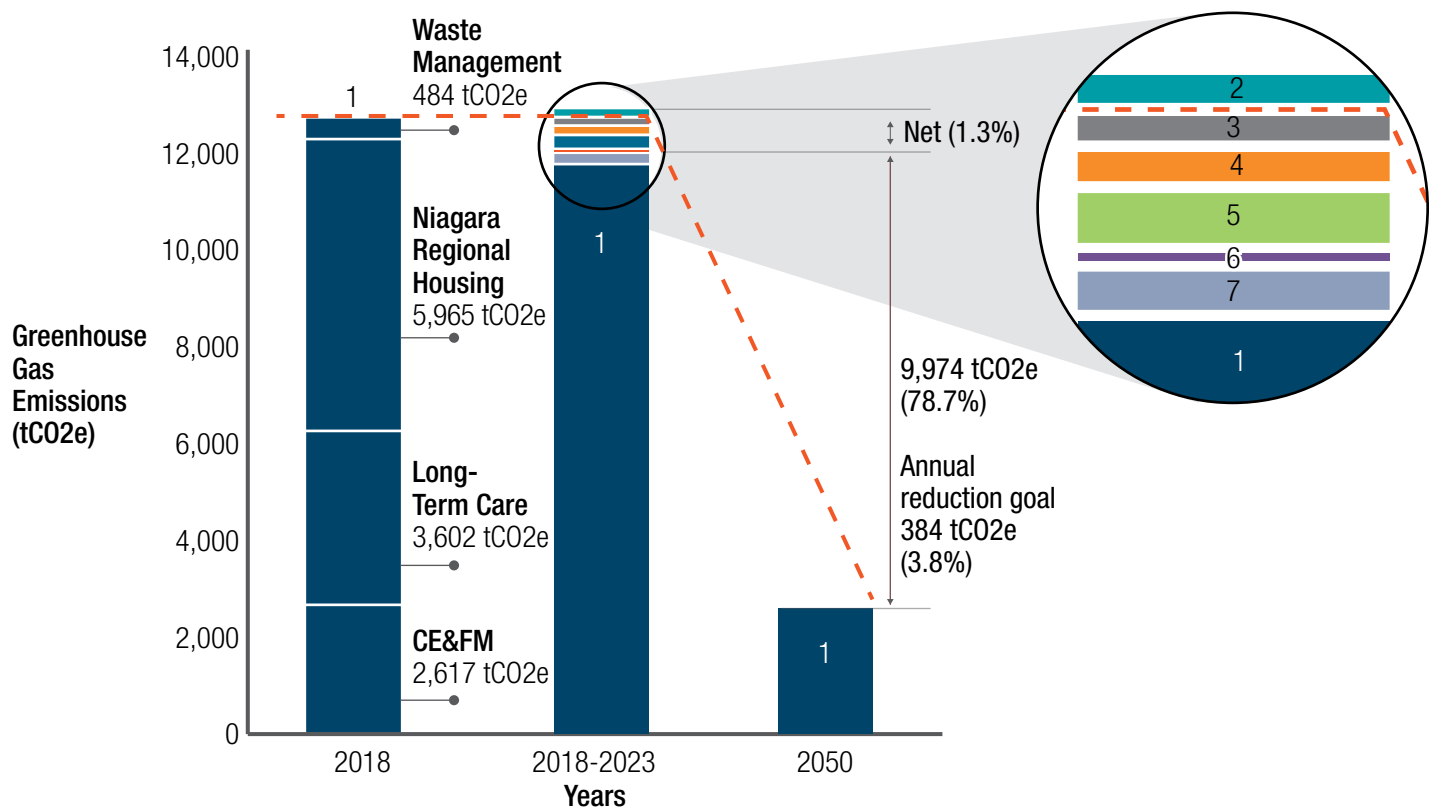
Case Study:

80 Per Cent Greenhouse Gas Reduction by 2050

The following information discusses strategies to achieve an 80 per cent reduction in greenhouse gas emissions by 2050 from the Niagara Region's Building and Water and Wastewater portfolios.

According to the Greenhouse Gas Emissions Inventory, in 2018 the Building portfolio was the largest emitter at 56 per cent, followed by Water and Wastewater at 28 per cent.

Figure 1: Niagara Region Building Portfolio- Greenhouse Gas Emissions



- 1 Building Portfolio:** Construction, Energy and Facilities Management (CE&FM), Long-Term Care, Niagara Regional Housing, Waste Management

Projects/ Initiatives

- 2** Niagara Regional Housing new buildings.....169 tCO2e
- 3** Decommission 68 Church St Niagara Regional Police Services 1D.....160 tCO2e

- 4** CE&FM, Long Term Care, Niagara Regional Housing Capital Projects.....160 tCO2e
- 5** Proposed project – Headquarters Geothermal.....309 tCO2e
- 6** Proposed project – Headquarters Window Replacement.....47 tCO2e
- 7** Change in building occupancy during COVID-19.....229 tCO2e

--- Niagara Region's Greenhouse Gas emissions

Building Portfolio

The graph (Figure 1) on page 2 illustrates the reductions realized since 2018 in the Buildings portfolio as well as possible strategies.

The first bar in Figure 1 displays the Niagara Region's building portfolio, comprising various building types with a total Greenhouse Gas emissions of 12,688 metric tonnes of CO₂ equivalent (tCO₂e) in 2018. The middle bar presents changes to emissions, including capital projects and proposed initiatives, while the right-hand bar represents the 80 per cent reduction target. Meeting this ambitious goal entails reducing about 384 tCO₂e annually, over 26 years (2024-2050). A multi-pronged approach is necessary to achieve this target, such as growth strategies, rightsizing the building portfolio, deep retrofits and strategic building utilization.

Growth Projects- Niagara Regional Housing New Buildings

Since 2018, Niagara Regional Housing has added three energy-efficient buildings with a combined net increase of 107,000 square feet. However, the addition of these buildings have increased Greenhouse Gas emissions by 169 tCO₂e annually (item 2), despite their improved building envelope (insulation and windows) and high-efficiency hot water and HVAC systems. If the buildings had been designed according to the minimum energy efficiency requirements specified in the Ontario Building Code, an additional 50 tCO₂e would have been added.

To maintain service levels as the region's population grows, new buildings will be necessary, and the adoption of energy-efficient design and building practices should continue to promote sustainable and resilient built environments. Although the Niagara Region currently prioritizes LEED Silver for new construction, achieving the proposed 80 per cent Greenhouse Gas reduction target by 2050 may require a commitment to Net-Zero Greenhouse Gas for all new construction. Without this commitment, new building additions would nullify emission reductions to the existing portfolio (as depicted in Figure 1, items 1 and 2). Moving to Net-Zero has numerous benefits including reducing the carbon footprint of the built environment, lowering energy consumption and costs and enhancing the resilience of new buildings to changing climatic conditions.

Rightsizing - Decommission 68 Church Street

To achieve the 80 per cent Greenhouse Gas reduction target by 2050, the Niagara Region must consider both Net-Zero construction standards and rightsizing the existing building portfolio, as well as applying these standards to future growth projects. Rightsizing the new Niagara Regional Police Services 1 District in St. Catharines (relocated from 68 Church Street to 198 Welland Avenue) and building to LEED Silver standards resulted in a net reduction of 1.6 per cent in Greenhouse Gas emissions (160 tCO₂e annually), item 3. Although not statistically significant, the reduction is comparable to the savings generated from all of the energy-related capital projects completed over the past four years. Staff recommends a review of the Niagara Region's building portfolio in order to reduce it where possible as well as exploring opportunities to partner with local area municipalities for shared services.

Deep Retrofits to Existing Building Stock

Item 4 shows a 1.6 per cent reduction in Greenhouse Gas emissions from capital projects in the last four years. Most of the projects focused on end-of-life renewal and energy reduction initiatives linked to Provincial grants/incentives. To date, projects have been focused on reducing the use of electricity and meeting the goals of the Niagara Region's Conservation and Demand Management Plan as per Ontario Regulation 507/18 under the Ontario Electricity Act. Deep retrofits, which involve upgrading multiple building systems, offer a more comprehensive approach, and the proposed items 5 and 6 within Figure 1 could potentially reduce Greenhouse Gas emissions by 356 tCO₂e, nearly achieving the annual reduction goal of 384 tCO₂e (3.8 per cent). To reach the 80 per cent Greenhouse Gas reduction target, a long-term deep retrofit plan with achievable annual targets is required, taking into account the Niagara Region's Asset Management Plan, building performance, and new technology integration



Building Utilization – Impact of the Pandemic

Figure 1 item 7 presents an unexpected outcome during the pandemic. Due to the remote work policy, the Niagara Region achieved a reduction of 229 tCO2e in the first year of the pandemic despite not closing any facilities and increasing the HVAC requirements in all Long-Term Care facilities. In 2022, with staff returning to the office, Greenhouse Gas emissions returned to pre-COVID-19 levels. This pattern highlights the importance of building utilization and suggests a possible path forward. To decrease the Niagara Region's building portfolio, hybrid workplace policies and alternative service delivery strategies should be considered as part of the Climate Change Action Plan.

Water and Wastewater Portfolio

To meet the Niagara Region's 80 per cent emission reduction target by 2050, the Water and Wastewater division is reviewing potential opportunities to reduce energy consumption, improve efficiency and use renewable sources. It is critical that all measures comply with regulations and maintain water quality, system reliability and meet the increasing demand for treated water.

Achieving emissions reductions within the Water and Wastewater division will consider Table 1.

Overall, meeting the goal of an 80 per cent reduction of emissions in Water and Wastewater operations will require a combination of strategies and continuous efforts to reduce emissions and increase energy efficiency.

Table 1- Emission Reduction Example Opportunities

Category	Theme	Action Items
1- Carbon Footprint Inventory	Identify the sources of greenhouse gas emissions associated with water and wastewater operations.	Identify areas where emissions can be reduced and where renewable energy sources can be implemented.
2- Increase Energy Efficiency	Implementing energy efficiency measures is an essential step toward reducing emissions.	Measures include optimizing aeration blower systems, pumping systems, improving treatment processes and reducing water loss through leaks.
3-Renewable Energy	Renewable energy sources such as solar, wind, and geothermal energy can be used to power water and wastewater treatment plants.	Maximizing the use of digester gas as a fuel source or upgrading the quality of the digester gas to produce renewable natural gas can yield significant emissions benefits.
4-Design & Construction	Design and construction of new facilities to incorporate green/LEED standards.	Use life cycle assessment to evaluate the impacts of the facility design and construction and identify areas where further improvements can be made.



Maximizing Emissions Reduction

Niagara Region operates six water treatment plants, 84 water pumping stations, 10 wastewater treatment plants, 132 wastewater pumping stations and one facility for processing bio-solids. In aggregate, these facilities comprise 28 per cent of the total greenhouse gas emissions for Niagara Region.

A further breakdown of these emissions reveals that Water represents 32 per cent of the emissions and Wastewater operations is 68 per cent. Electricity consumed is 29 per cent of the total emissions and 71 per cent comes from natural gas consumption.

The utilization of these values is pivotal in crafting a comprehensive strategy to optimize emissions reduction by pinpointing key opportunities to achieve an 80 per cent reduction emissions goal. Therefore, in terms of priority of effectiveness for achieving emissions reductions, they rank as seen in Table 3.

Figure 2- Emissions from Water and Wastewater Operation Sources

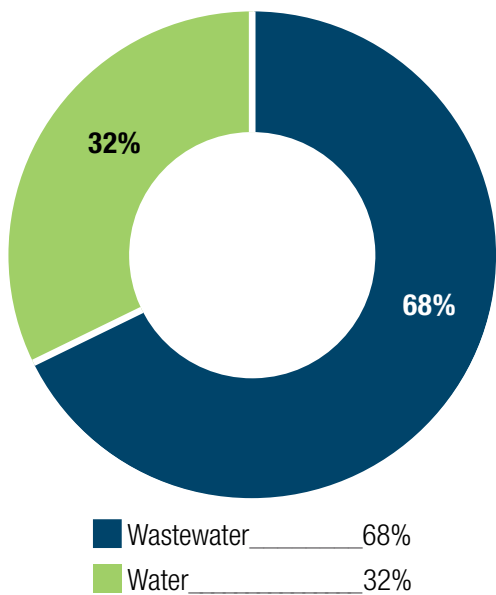


Figure 3- Emissions from Water and Wastewater Fuel Sources

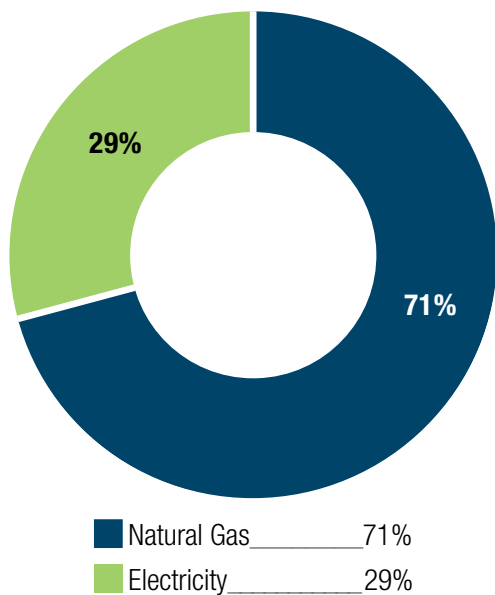


Table 2- Energy Consumption and Emissions- Water and Wastewater Pumping Stations and Treatment Plants

	Pumping Stations				Treatment Plants			
	Electricity Kilowatt-hour (kWh)	Emissions Tonnes (tCO2e)	Natural Gas Cubic Metre (m3)	Emissions Tonnes (tCO2e)	Electricity Kilowatt-hour (kWh)	Emissions Tonnes (tCO2e)	Natural Gas Cubic Metre (m3)	Emissions Tonnes (tCO2e)
Wastewater	10,013,534	300	116,821	222	27,539,437	826	1,401,887	2,663
Water	2,909,067	87	16,645	32	16,470,651	494	652,744	1,240

Table 3- Water and Wastewater Emissions Reduction Priorities

Priority	Facility	Type of Gas	Emissions Tonnes (tCO2e)
1	Wastewater Treatment Plant	Natural Gas	2,663
2	Water Treatment Plants	Natural Gas	1,240
3	Wastewater Treatment Plants	Electricity	826
4	Water Treatment Plants	Electricity	494
5	Wastewater Pumping Stations	Electricity	300
6	Wastewater Pumping Stations	Natural Gas	222
7	Water Pumping Stations	Electricity	87
8	Water Pumping Stations	Natural Gas	32

Note: These figures are based on energy consumption for the 2018 base year and exclude non-treatment process related users of energy.

Historically, Water and Wastewater operations has implemented various measures to reduce energy use and their associated emissions and are currently evaluating other measures that will work towards these reduction targets. Example measures are included in Table 4.



Table 4- Water and Wastewater Energy Reduction Measures

Measure	Description
High-Efficiency motors	Motors for all pump and fan systems must be a minimum of 94 per cent efficiency. This is standard for all applications.
Variable Frequency Drives controls	All high-lift and low-lift pumping systems utilize a Variable Frequency Drives to regulate pumping speed to reduce electricity consumption. As per engineering design standards.
High-Efficiency Aeration Blower systems	Technology advances have improved the efficiency of the single largest source of energy consumption in wastewater treatment. Each application is carefully evaluated for efficiency.
LED Lighting	The majority of Water and Wastewater facilities have been converted to LED lighting and in going forward, all new construction projects utilize LED lighting systems. As per engineering design standards.
Digester Gas Use	Use of dual fueled boiler systems at wastewater treatment plants for space heat and process heat. Avoidance of 3,167 tCO ₂ e but replacing consumption of natural gas with digester biogas.
Condensing Boilers	Increase fuel efficiency consumption for process heating and space heating boilers. Four recent boiler upgrades will yield roughly 387 tCO ₂ e reduction.
Renewable Natural Gas	Surplus digester gas can be upgraded to pipeline quality. This initiative is currently being investigated. Potential for revenue generation or to reduce an estimated 4,800 tCO ₂ e of emissions.

In Summary

Achieving an 80 per cent reduction in Greenhouse Gas emissions by 2050 in the Buildings and Water & Wastewater portfolios requires a cohesive and integrated approach. This entails recognizing existing successes and building off them through an integrated and comprehensive plan, including the development of energy-efficient buildings, deep retrofits and including the Water and Wastewater Greenhouse Gas reduction opportunities. Ongoing measures demonstrate the feasibility of the recommended target and highlight the need for continued Niagara Region wide support. Collaborative emissions reduction efforts in both portfolios are necessary for Niagara Region to achieve its ambitious goal.



Case Study:

80 per cent Greenhouse Gas Reduction by 2050

May 2023 | niagararegion.ca

Appendix 6

Table 4: 2023-2024 Climate Change Regional Initiatives

Action	Description	Timeframe
Niagara Climate Change Municipal Community of Practice (NCCMCP)	The LAMs will be encouraged through the NCCMCP to adopt the recommended corporate GHG emission reduction targets.	Q1 2023 and on-going
Corporate Climate Change Action Plan	<p>The Region will initiate a Corporate Climate Change Action Plan (once targets are approved). The strategy will determine how to meet the established targets, identify priority areas, propose recommended actions, and secure funding</p> <ul style="list-style-type: none"> Plan will align with the CDMP, fleet and infrastructure planning, and waste reduction initiatives and programs in Regional buildings etc. 	Q2 2023
Niagara Climate Change Action Network (NCCAN)-Community/Municipal Energy Plan Funding	The Region will initiate the process to develop a Community/Municipal Energy Plan, with support from the Province through its Municipal Energy Plan Program Funding (https://www.ontario.ca/page/municipal-energy-plan-program#section-3). Collaboration with the NCCAN is essential. The Plan will be community-wide and be broken down by municipality.	Q2 2023
Host an Annual Climate Change Summit	The Region and partners (Brock University, Niagara Peninsula Conservation Authority, and Niagara College) will host the annual Climate Change Summit.	Q3 2023
Energy Conservation and Demand Management Plan (CDMP) Update	Ontario Regulation 507/18 under the Electricity Act requires public agencies, including Municipalities, to report on their energy consumption and GHG emissions annually, to develop and implement a CDMP, and to update the Plan every five years.	2024

Administration

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May 30, 2023

CL 8-2023, May 18, 2023

PEDC 5-2023, May 10, 2023

PDS 14-2023, May 10, 2023

DISTRIBUTION LIST

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Niagara Region Highlights from the 2021 Census of Population

PDS 14-2023

Regional Council, at its meeting held on May 18, 2023, passed the following recommendation of its Planning and Economic Development Committee:

That this Report **BE RECEIVED** for information and **BE CIRCULATED** to Local Area Municipalities, Niagara Peninsula Conservation Authority, Niagara Home Builders Association, Niagara Industrial Association, Local Chambers of Commerce and School Boards.

A copy of PDS 14-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

js

CLK-C 2023-060

cc: C. Macdonald, Development Planner, Development Approvals Division
M. Sergi, Commissioner, Growth, Strategy and Economic Development
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and
Economic Development

Distribution List

Local Area Municipalities
Niagara Peninsula Conservation Authority
Niagara Home Builders Association
Niagara Industrial Association
Local Chambers of Commerce
School Boards

Subject: Niagara Region Highlights from the 2021 Census of Population

Report to: Planning and Economic Development Committee

Report date: Wednesday, May 10, 2023

Recommendations

1. That this Report **BE RECEIVED** for information; and
2. That this Report **BE CIRCULATED** to Local Area Municipalities, Niagara Peninsula Conservation Authority, Niagara Home Builders Association, Niagara Industrial Association, local Chambers of Commerce and School Boards.

Key Facts

- The 2021 Census of Population (2021 Census) was undertaken by Statistics Canada in May of 2021 and results were released incrementally throughout 2022.
- PDS 9-2022 provided an overview of population and dwelling counts collected through the 2021 Census.
- This report, PDS 14-2023 provides highlights on the following Census indicators for the Niagara Region:
 - Age, Sex at Birth and Gender;
 - Families, Households and Martial Status;
 - Income and Education; and
 - Indigenous Peoples, Immigration and Place of Birth.
- Data related to Labour from the 2021 Census is excluded from this report, as report ED 5-2023 provides an update on current labour trends in Niagara Region, summarizing how labour in Niagara has rebounded since the COVID-19 pandemic and highlights employment growth since the Census was conducted.

Financial Considerations

There are no financial implications associated with this report. Census data is used throughout the organization to inform various business units on social, economic and demographic trends throughout the region and area municipalities.

Analysis

2021 Census of Population

The Census of Population is conducted by Statistics Canada every five years. The survey is sent out in May of the Census year to households across Canada for completion. The last survey was conducted in May 2021. Statistics Canada released the results from the 2021 Census throughout 2022 with the final release on November 30, 2022.

This report highlights key statistics for Niagara Region and Area Municipalities. Results from the Census are summarized by Census theme as follows:

- Age, Sex at Birth and Gender;
- Families, Households and Martial Status;
- Income and Education; and
- Indigenous Peoples, Immigration and Place of Birth.

Age, Sex at Birth and Gender

Niagara Region had a median age of 46 years old in 2021, slightly older than the 2016 median age of 45.7. The pace of aging in Niagara has slowed since 2011, dropping from 5% every five years to less than 0.5% per year between 2016 and 2021.

Niagara remains one of the oldest Census Divisions in the Greater Golden Horseshoe, ranking 12th out of 16, in median age.

The median age across Niagara municipalities fluctuates by 20 years from 57.2 in Niagara-on-the-Lake and 37.2 in Thorold. Four municipalities in Niagara have a median age over 50, including Pelham (50.4), Port Colborne (50.4), Fort Erie (51.6) and Niagara-on-the-Lake (57.2).

The change in median age over the last five years is also unique by municipality, with Niagara-on-the-Lake having aged the most (+2.2 years) and Thorold decreasing the most (-3.9 years).

Appendix 1 provides an overview of key census results regarding Age, Sex at Birth and Gender.

Families, Households and Martial Status

Despite the increased cost to purchase a household in Niagara, there was a decline in proportion of adults, aged 20 to 34, and living with at least one parent in 2021. 41.3% of adults were living with at least one parent in 2021 compared to 42.0% in 2016.

Regarding housing mix, Niagara Region maintains a significantly higher share of single- and semi-detached units (72%) compared to both Ontario (59%) and Canada (58%). Between 2016 and 2021, 59% of newly occupied units were single or semi-detached, followed by 20% townhouse and 21% apartment.

Appendix 2 provides an overview of key census results regarding Families, Households and Martial Status.

Income and Education

Niagara had the second lowest Median Household Income (\$79,000) and the lowest five-year increase (\$13,900) compared to the other upper or single-tier municipalities in the Greater Golden Horseshoe.

Median Household Income varies by municipality in the Region. Pelham, West Lincoln, Grimsby and Lincoln all had a median household income over \$100,000. Port Colborne, Welland, St. Catharines, Niagara Falls and Fort Erie all had a median household income under \$80,000. However, those same five municipalities (and Thorold) had the greatest increase in income compared to the last census in 2016.

Regarding education, 25% of people aged 25 to 64 in Niagara had a bachelor's degree or higher, compared to 37% in Ontario and 33% in Canada. Niagara has a greater proportion of adult population with a college certificate or diploma (38%) compared to Canada (34%) and Ontario (31%).

Appendix 3 provides an overview of key census results regarding Income and Education.

Indigenous Peoples, Immigration and Place of Birth

In 2021, 13,960 persons identified as Indigenous people in Niagara Region, representing 3% of the Region's population. In 2016, 12,250 persons identified as Indigenous peoples, representing an increase of 1,710 people. The 14% increase in

Indigenous population is greater than both increases in Canada (8%) and Ontario (8.6%).

In regards to immigration by year, Niagara has a larger share (40%) of pre-1980 immigrants compared to both Ontario (21%) and Canada (18%).

Appendix 4 provides an overview of key census results regarding Indigenous Peoples, Immigration and Place of Birth.

Labour Statistics from the 2021 Census of Population

Statistics related to Labour from the 2021 Census are excluded from this report. As the 2021 Census was collected in May 2021, it identified a significant decline in employment compared to 2016. This decline was related to the COVID-19 pandemic. The staff report prepared by Niagara Region Economic Development (ED 5-2023) provides an update on current labour trends in Niagara Region, summarizing how labour in Niagara has rebounded since the pandemic and highlights employment growth since the Census was conducted.

Conclusion

Niagara has experienced significant shifts in demographic, economic and societal trends over the past five years. These trends are highlighted by the results from the 2021 Census, a key primary resource of statistical information and used across all Regional departments.

Alternatives Reviewed

This report is for information purposes only and provides Planning and Economic Development Committee with a high level overview of the 2021 Census. No alternatives were considered.

Relationship to Council Strategic Priorities

The information in this report relates to the following Council Strategic Priorities:

- Priority 3: Responsible Growth and Infrastructure Planning

The Census is the authoritative source for population data that is used by departments across the Region. This information is critical for monitoring the Official Plan and insuring to the Region plans growth and infrastructure responsibly.

- Priority 4: Sustainable and Engaging Government

This report provides information from the 2021 Census so Council is engaged and aware of trends in Niagara.

Other Pertinent Reports

ED 5-2023 Niagara Economic Update

PDS 9-2022 2021 Census Release: Population and Dwelling Counts

Prepared by:

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Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Julianna Vanderlinde, Employment Inventory Coordinator and reviewed by Angela Stea, Director of Community and Long Range Planning.

Appendices

Appendix 1: Age, Sex at Birth and Gender

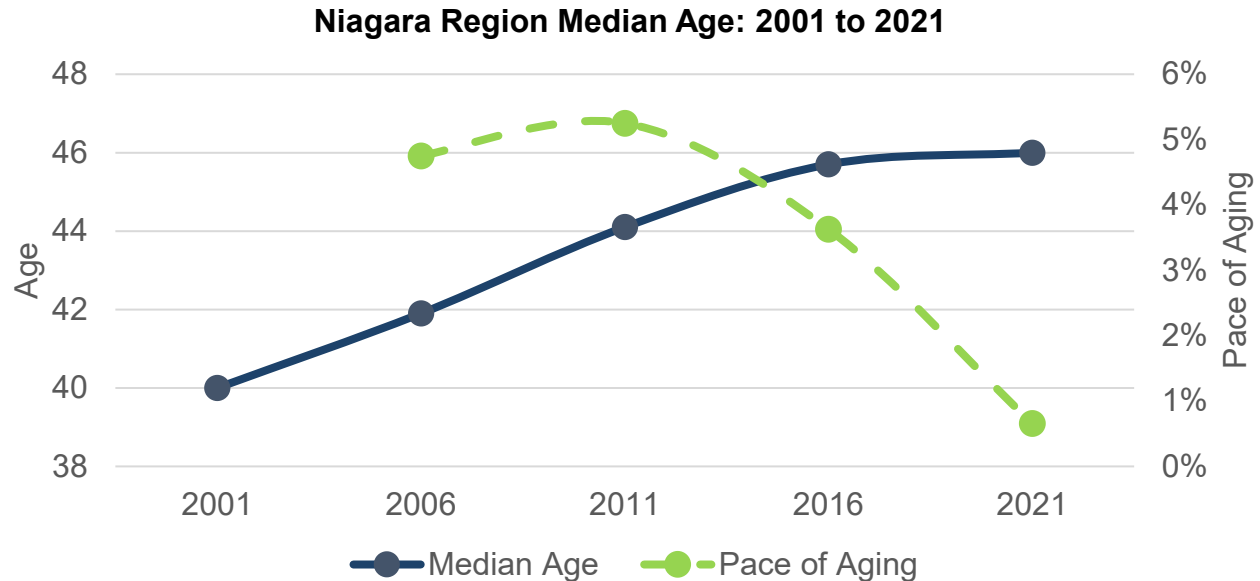
Appendix 2: Families, Households and Martial Status

Appendix 3: Income and Education

Appendix 4: Indigenous Peoples, Immigration and Place of Birth

Appendix 1: Age, Sex at Birth and Gender

The pace of aging in Niagara has slowed since 2011, dropping from around 5% every 5 years between 2001 and 2011 to less than 0.5% between 2016 and 2021.



Census Division	Median Age (2021)	Median Age (2016)	5-Year Change
Waterloo	38	38.5	-0.5
Peel	38.4	38.1	0.3
Toronto	39.6	39.3	0.3
Durham	40	40.2	-0.2
Wellington	40	40.3	-0.3
Dufferin	40.4	40.7	-0.3
Halton	40.8	40.5	0.3
Hamilton	40.8	41.5	-0.7
Brant	41.6	41.7	-0.1
York	42	41.1	0.9
Simcoe	43.2	43.1	0.1
Niagara	46	45.7	0.3
Haldimand-Norfolk	46.4	46.5	-0.1
Peterborough	46.8	46.9	-0.1
Kawartha Lakes	51.6	51.2	0.4
Northumberland	52.4	51.4	1.0

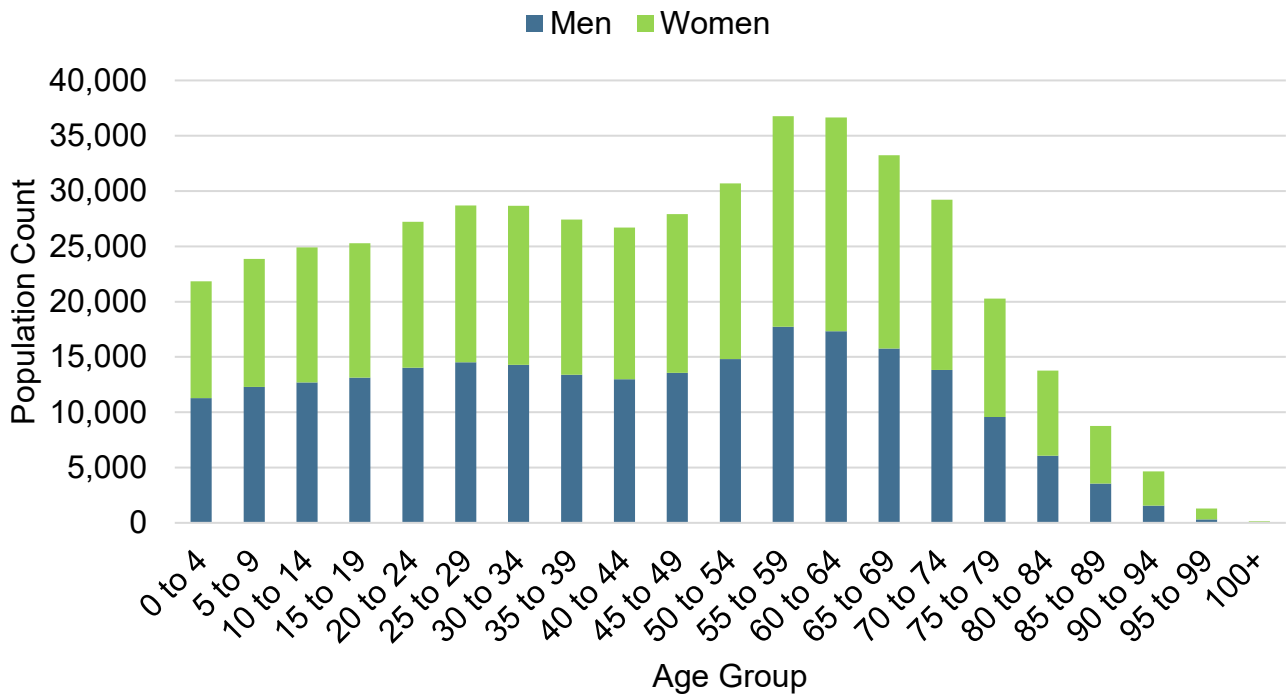
12th

Niagara had the 12th highest median age among GGH municipalities in 2021.

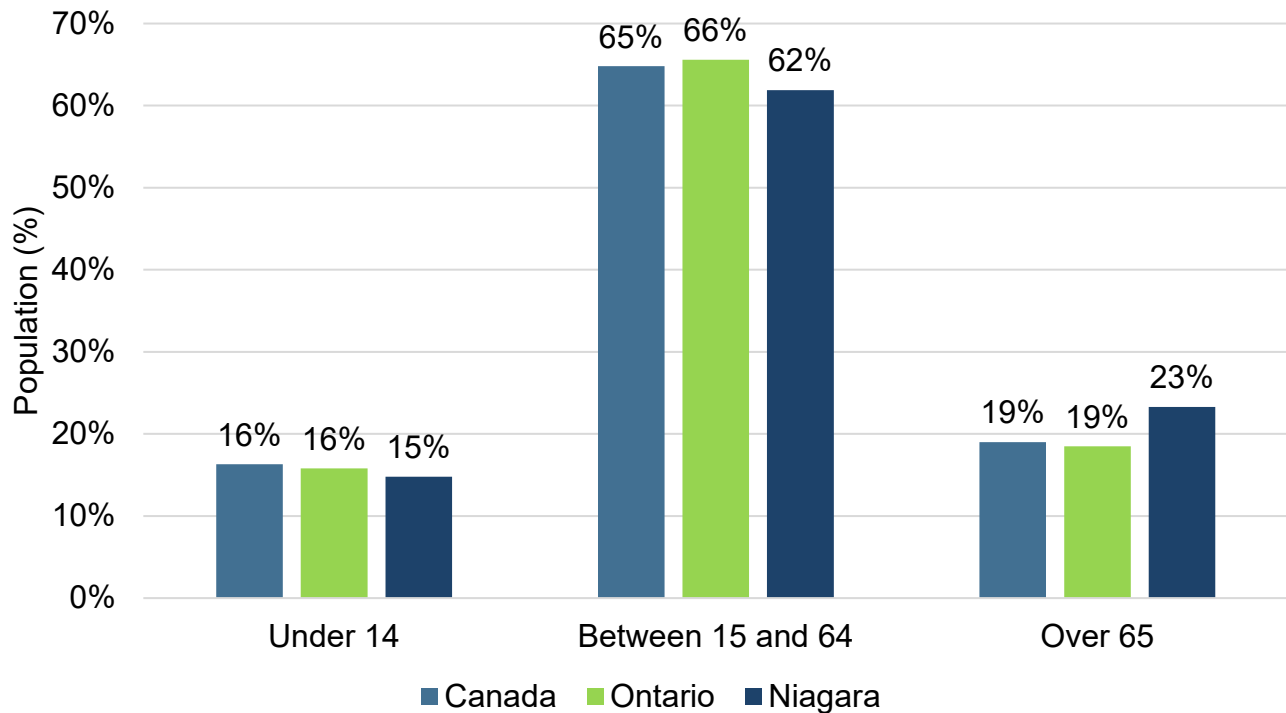
14.8%

Of Niagara's population are children aged 0 to 14

Population by Five-year Age Groups and Gender



Percentage of Population By Age

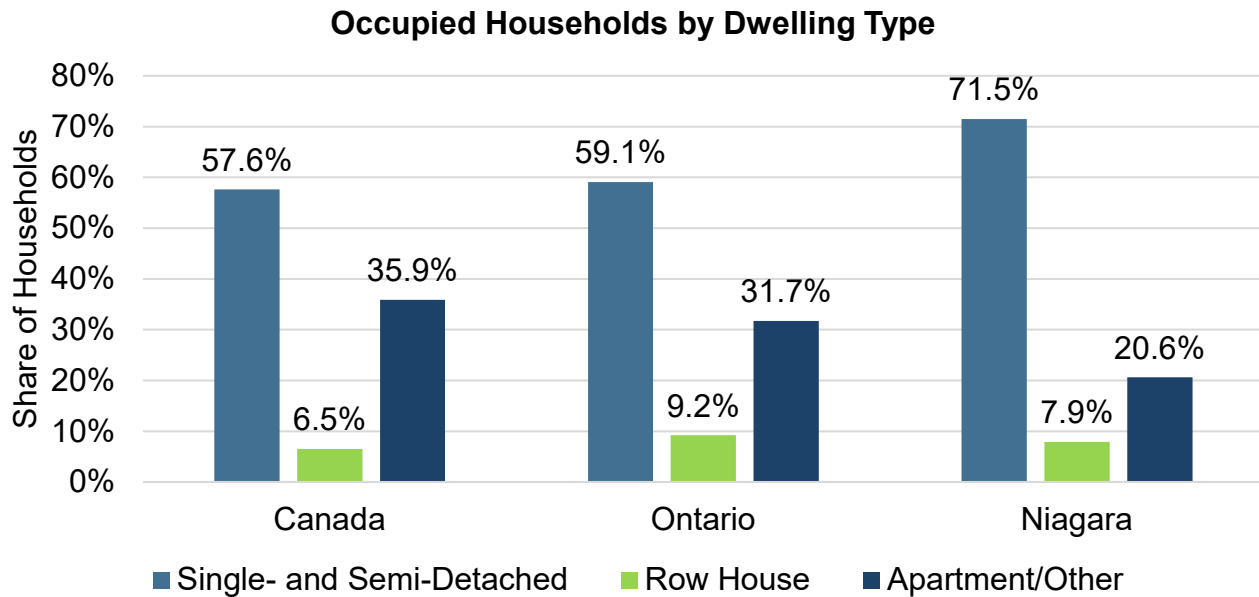


Niagara's 65 plus population is 20% higher than the Provincial average and 23% higher than Ontario.

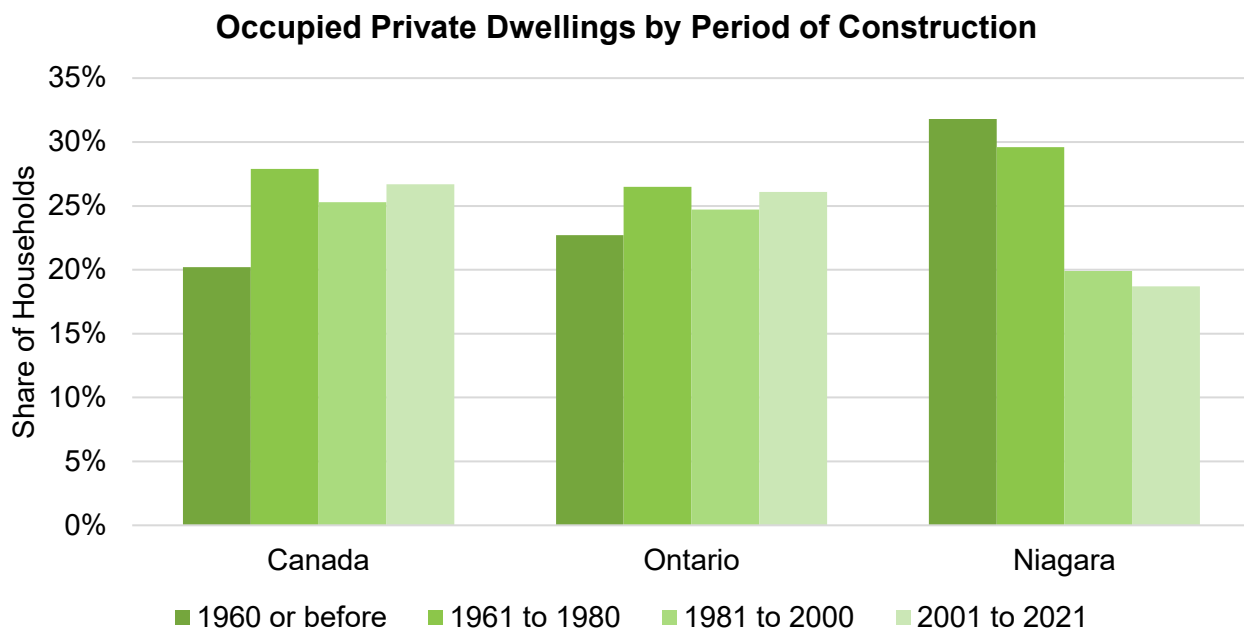


Appendix 2: Families, Households and Martial Status

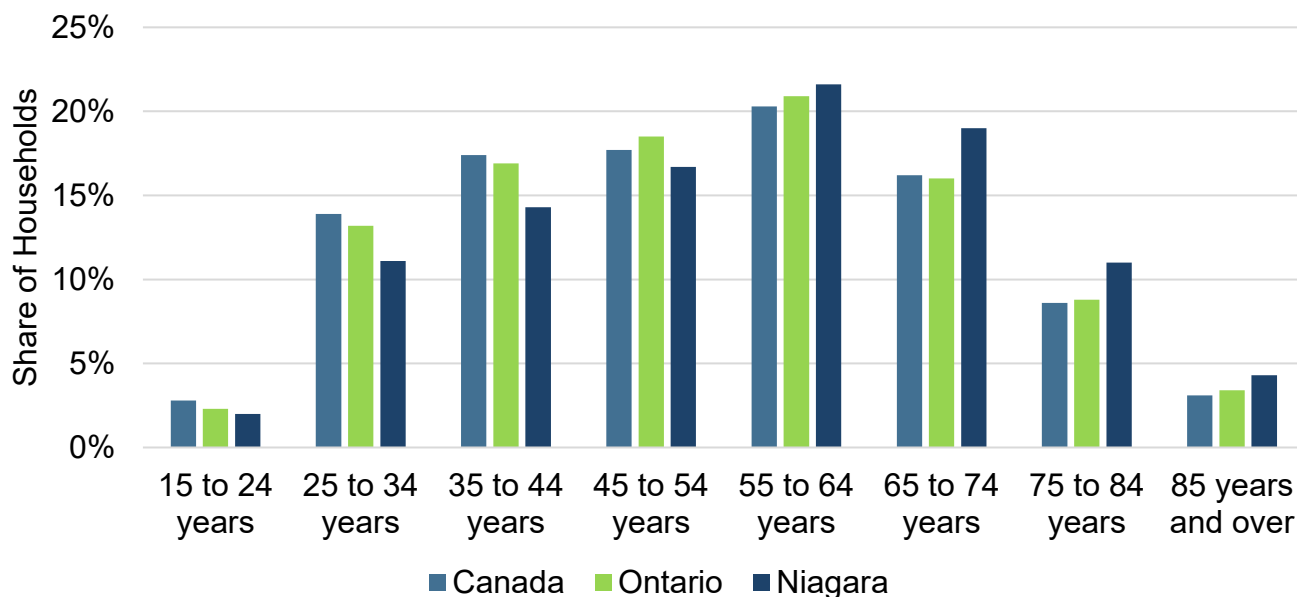
71.5% of dwellings in Niagara are single and semi-detached, higher than both the Provincial (59.1%) and National (57.6%) counts.



32% of dwellings in Niagara were constructed prior to 1960, again higher than both Provincial (23%) and National (20%) shares. Over 50% of homes in Canada and Ontario were build since 1981, whereas less than 40% of dwellings in Niagara were constructed in that time.



Private Households by Age of Primary Household Maintainers



In comparison to Canada and Ontario, Niagara has a disproportionate share of households maintained by residents over the age of 55.

Share of Households by Age of Primary Maintainer

Municipality	Under 65	Over 65
Fort Erie	61%	38%
Grimsby	68%	32%
Lincoln	67%	33%
Niagara Falls	67%	33%
Niagara-on-the-Lake	49%	51%
Pelham	60%	40%
Port Colborne	63%	37%
St. Catharines	66%	34%
Thorold	75%	25%
Wainfleet	66%	33%
Welland	67%	33%
West Lincoln	71%	29%

41%

The proportion of young adults aged 20 to 34 that were living with at least one parent in 2021.

68% of census families were married couples, 14% were common-law and 18% were one-parent families.

68%

73%

of households in Niagara were owned in 2021. 27% were rented in 2021.

Appendix 3: Income and Education

\$79,000

In 2020, the median total income of households in Niagara Region was \$79,000, an increase of 21.3% from \$65,100 in 2015.

Median Total Income of Households in 2020 by Local Area Municipality

Municipality	Median household total income 2020 (\$)	Median household total income 2015 (\$)	Change (%)
Fort Erie	76,000	60,800	25
Grimsby	104,000	93,100	12
Lincoln	102,000	86,800	17
Niagara Falls	74,500	60,700	23
Niagara-on-the-Lake	98,000	85,500	15
Pelham	110,000	95,000	16
Port Colborne	70,000	57,200	22
St. Catharines	72,500	59,300	22
Thorold	82,000	64,700	27
Wainfleet	96,000	80,200	20
Welland	71,500	57,000	25
West Lincoln	106,000	91,300	16
Niagara Region	79,000	65,100	21

Median Total Income of Households in 2020 by Upper or Single-Tier Municipality in the Greater Golden Horseshoe

Census Division	Median household income 2020 (\$)	Median household income 2015 (\$)	5 Year Change (\$)
Highest Median Household Income in 2020			
Halton	121,000	103,000	18,000
York	112,000	96,000	16,000
Dufferin	108,000	89,600	18,400
Lowest Median Household Income in 2020			
Kawartha Lakes	82,000	67,200	14,800
Niagara	79,000	65,100	13,900
Peterborough	78,500	64,400	14,100

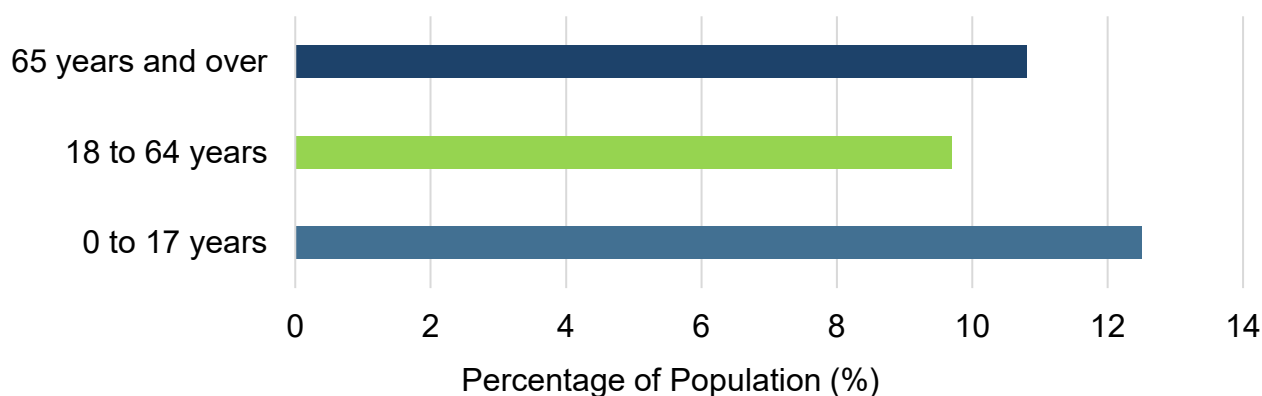
71%

In 2020, the percentage of persons 15 years and older in Niagara with income from any COVID-19 government income support and benefits was 70.8%.

10%

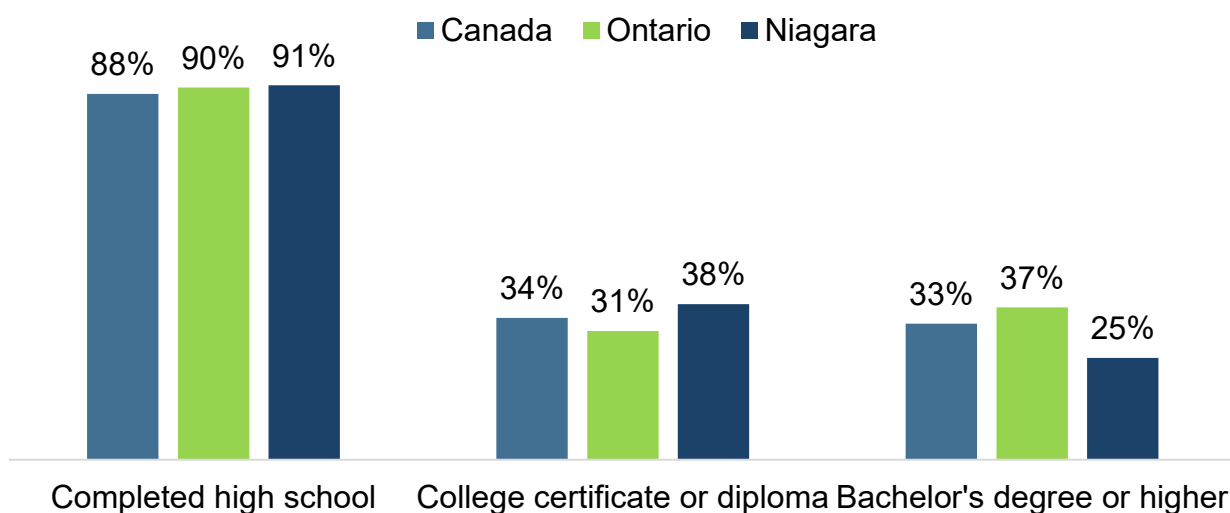
10.4% of individuals living in a household fall below the low income after-tax measure (LIM-AT). LIM-AT measures the population that earn less than half of the National median after-tax income. 14.5% of individuals in Niagara met the LIM-AT measure in 2016.

Prevalence of Low Income Based on the Low-Income Measure, After Tax (LIM-AT) by Age Group



24.6% of people aged 25 to 64 in Niagara had a bachelor's degree or higher, compared to 36.8% in Ontario and 32.9% in Canada.

Proportion of Adults (25 to 64) By Education Level



Appendix 4: Indigenous Peoples, Immigration and Place of Birth

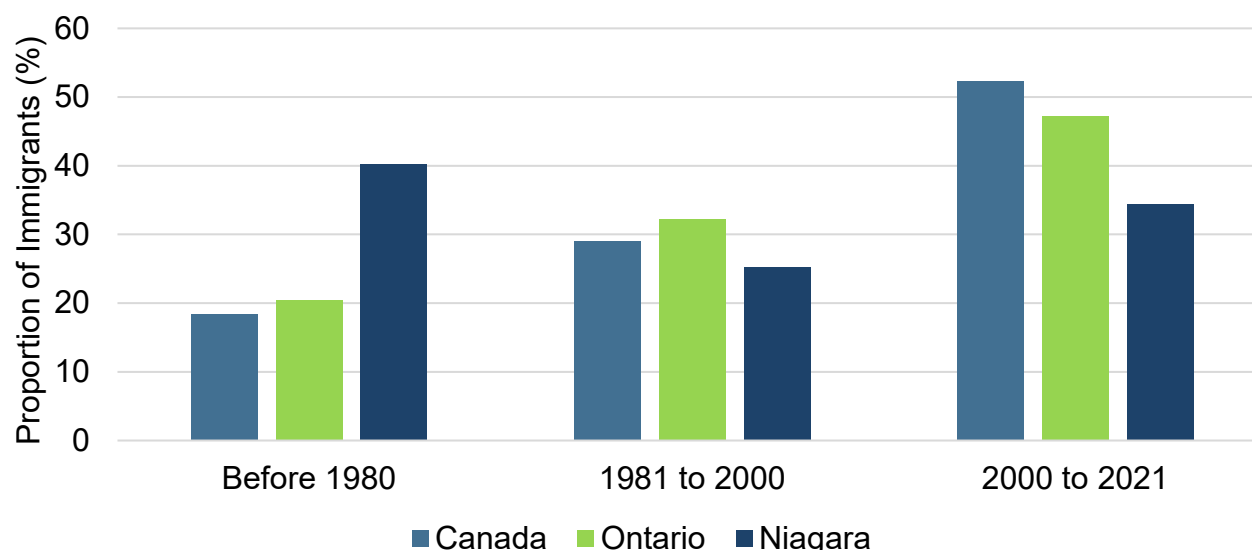
3%

In 2021, there were 13,960 Indigenous people in Niagara Region, making up 3% of the Region's population. In comparison, there were 12,250 Indigenous people in Niagara in 2016, representing an increase of 1,710 people and 14%, a significantly higher increase than both Canada (8%) and Ontario (8.6%).

Geography	Indigenous Identity (2016)	Indigenous Identity (2021)	% Change
Canada	1,673,785	1,807,250	8.0
Ontario	374,395	406,585	8.6
Niagara	12,250	13,960	14.0

Niagara Region has a significantly higher proportion of immigrants that arrived prior to 1980 compared to both National and Provincial averages. 40% of Niagara's immigrants settled in Niagara prior to 1980 followed 25% between 1981 and 2000, and 34% between 2000 and 2021.

Immigration by Period of Time



Top 5 places of birth of immigrants in the Niagara Region	
Country	Population
United Kingdom	12,460
Italy	6,955
United States of America	5,850
Philippines	4,495
India	4,275

To: City Clerk <cityclerk@portcolborne.ca>

Subject: Council Meeting Presentation

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

Attention City Clerk

Please accept this request to address City Council on June 13 or as soon as convenient for a request by Friends Of The Port Colborne Lighthouses for Sugarloaf Harbour Marina to waive dock/storage fees for the volunteer pontoon tour vessels.

Regards

Scott Wolfe

LIGHTHOUSE TOURS

CANAL DAYS

Marine Heritage Festival

August Civic Long Weekend

By DONATIONS only to the
Lighthouse Restoration Fund

Minimum \$15 per adult
 \$5 per child ages 6-18
 Free – children under 5

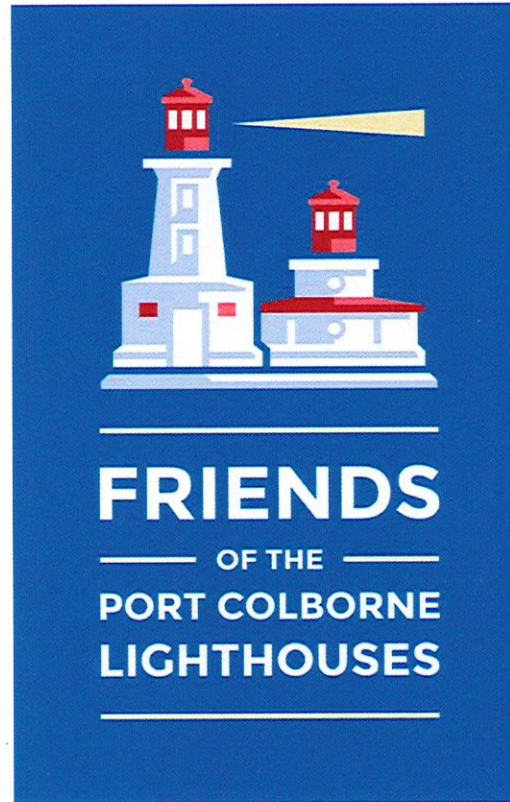
By supporting a great cause, you will
enjoy a guided tour and free boat
ride out to visit the main lighthouse
and outer range light (as permitted)
near the entrance to the Welland
Canal.

Sign up for tours at the Marina Pavilion.

Departures: 10 am to 4 pm

(Weather Permitting)

Sugarloaf Harbour Marina
3 Marina Road, Port Colborne, ON
905-835-6644



Thank you for your support!

For more information and
to contact us:

Facebook:

Friends of the Port Colborne Lighthouses
FOPCL

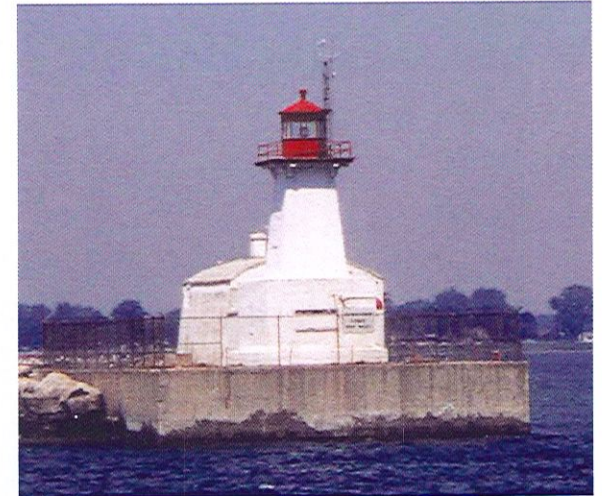
Website:

www.friendsoftheportcolbornelighthouses.weebly.com

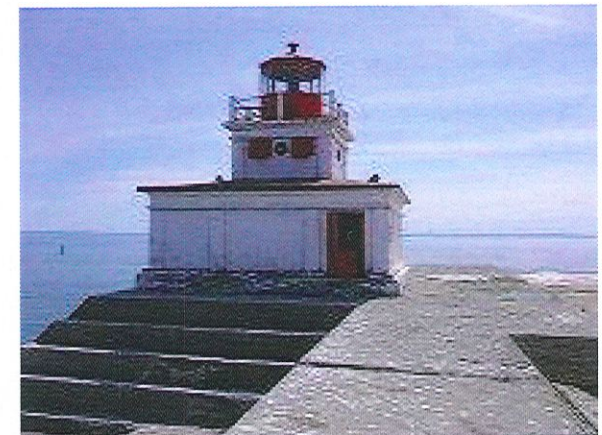
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PORT COLBORNE LIGHTHOUSES

The end of one journey...



Is the beginning of another.



Lake Erie, ON Canada

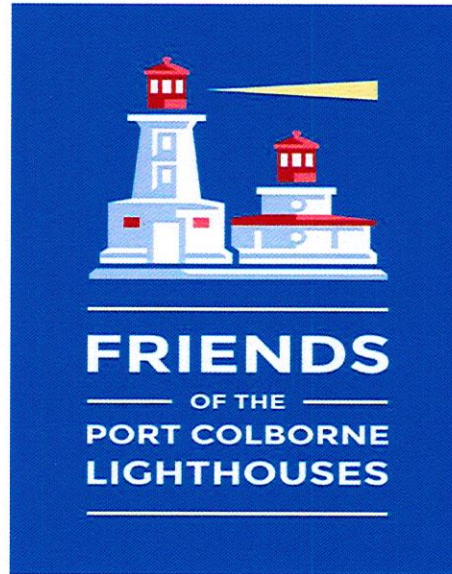
Significant Dates

- Main or Inner Lighthouse built in 1903
- Foghorn or Outer Lighthouse built in 1928
- Lightkeepers house built in 1943
- Submarine cable installed to supply electricity in 1954
- Telephone cable installed in 1959
- Automation of both lighthouses in 1979
- Last keeper left the light in 1986
- Lightkeepers house demolished in 1990
- Radio tower removed in 1997
- Lens was replaced with a DB25 one in 1998

Lighthouse Keepers

- The Fortier Family
- Jason Sherk (TBD-1946)
- Al Kendrick (1947-1979)
- Jack Bonisteel (1979-1986)
- FoPCL (2012- present)

About Our Group



We are a non-profit volunteer group of dedicated people from diversified backgrounds who share a vested interest in preserving our marine heritage. The federal government listed over 1000 lighthouses as surplus, including these Port Colborne iconic structures. Spearheaded by the late local author/historian Erno Rossi, we have been meeting monthly since 2012 as part of a sustainable business plan to acquire stewardship of these properties. Since 2013 we have been added to the Canal Days Marine Heritage Festival and offer tours to the public. We celebrate National Lighthouse Day in August. New members are always welcomed and donations are gratefully accepted.

Quick Facts

- The main lighthouse is a 12.8 metre square white tower made of reinforced concrete. It was visible for 12 miles and sits on the east end of the west breakwall. The octagonal lantern room used a kerosene vapor lamp. The engine room, also called the watchroom, was attached to the base of the tower.
- The outer lighthouse is an 11 metre square white stacked concrete structure. A tunnel that runs along the south branch extension allowed the keeper to get safely out to it in stormy or icy conditions.
- Besides attending to the lights, foghorn and the radio beacon, the keeper also painted all the navigation buoys and kept an eye on a third light on the east breakwall.

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Active Transportation Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 6422/102/16

Whereas at its meeting of November 28, 2016, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No.6422/102/16, Being a By-law to Establish an Active Transportation Advisory Committee and to Repeal By-law No. 4482/13/04, and All Amendments Thereto; and

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Active Transportation Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Active Transportation Advisory Committee".
2. That the Terms of Reference for the Active Transportation Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 6422/102/16, Being a By-law to Establish an Active Transportation Advisory Committee, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Active Transportation Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Manager of Road and Park Operations

1. Purpose

The Active Transportation Advisory Committee (ATAC) is an Advisory Committee of Council established to provide local perspective, guidance, and expert strategic advisement in the delivery of active transportation services in the City of Port Colborne and to serve in a non-governance capacity with a focus on provision of advice and recommendations for consideration. Active Transportation is defined as any mode of self-propelled transportation (e.g. walking, cycling, in-line skating, wheeling) that relies on the use of human energy to get from one place to another. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes, and multi-use, inter-connecting trails. Active transportation provides for positive economic, environmental and health impact which benefit individuals and the community.

2. Mandate

The mandate of the ATAC is to provide advice Council on matters relating to the promotion and development of an active transportation network within the City of Port Colborne, including, but not limited to:

- 2.1 Identifying, supporting and recommending trends that impact trail, street and cycling development in the City, that provide for safe, convenient, efficient and accessible use by all users – including pedestrians of all ages and abilities, people with disabilities, and cyclists.
- 2.2 Investigating and recommending to Council opportunities to work with municipal partners and stakeholders in promoting active transportation as a routine component of commuting to work and school, tourism and recreation to achieve environmental, social, economic and health benefits of active transportation.



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- 2.3 Advising and recommending to Council on strategic plan priorities relating to active transportation direction, and policies including, but not limited to the Recreation Master Plan.
- 2.4 Assisting in the celebration of successes with respect to active transportation initiatives, including active transportation facility infrastructure enhancements, and supporting programs on an ongoing basis (i.e., encouragement, education, and enforcement).
- 2.5 Providing feedback on Region-wide trail network on the active transportation component of pertinent policies as they are developed, implemented and updated.
- 2.6 Investigating and recommending to Council funding opportunities that may be available for undertaking active transportation initiatives.

3. Membership Composition

The Active Transportation Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Five voting members shall be appointed from the public at large by resolution of Council. One citizen member should be under the age of 25, if possible.
- 3.2 One non-voting member of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the ATAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.



- 4.1. Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2. Technical Expertise – A high level of technical expertise is required within the Committee. Consideration shall be given to applicants with demonstrated expertise through work/academic qualifications, are avid active transportation users, and/or have experience in transportation-related disciplines.
- 4.3. Community Representatives – Consideration shall be given to the individual's interest in active transportation and/or road safety. The relevance of their interests to the mandate of ATAC will be an important consideration.

Where possible, one member should be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in a transportation-related field of study, as noted above.

- 4.4 Availability - It is imperative that an applicant be able to attend as many ATAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council for members.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.



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10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.



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12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of ATAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):



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- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The liaison will provide administrative, procedural, and technical support to the Committee. The liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.



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20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Economic Development Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 6299/125/15, and all Amendments Thereto

Whereas at its meeting of November 09, 2015, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No. 6299/125/15, Being a By-law to Establish an Economic Development Advisory Committee; and

Whereas By-law No. 6299/125/15 has been amended from time to time; and

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Economic Development Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Economic Development Advisory Committee".
2. That the Terms of Reference for the Economic Development Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 6299/125/15, Being a By-law to Establish an Economic Development Advisory Committee, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Economic Development Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Economic Development Officer

1. Purpose

The Economic Development Advisory Committee (EDAC) is an Advisory Committee of Council established to offer advice and recommendations to Council to support and to provide local perspective, guidance, and expert strategic advisement in the delivery of economic development services in the City of Port Colborne.

2. Mandate

The mandate of EDAC is to provide advice to Council on matters relating to the delivery of various economic development services in the City including, but not limited to:

- 2.1 Review and/or participate in the development of policies, programs and initiatives for the purpose of encouraging job creation, sustaining employment and business development in Port Colborne.
- 2.2 Remain informed and act as a strategic planning advisor on tourism projects, business and industrial developments in the community, as well as proposed future local and regional projects which could affect the community's economic growth.
- 2.3 Investigate and recommend to Council funding opportunities that may be available for tourism and economic development initiatives.
- 2.4 Identify market sectors supported by the City with sector experts as they change, shift and expand.
- 2.5 Provide guidance on business retention, attraction and expansion opportunities, programs or strategies.



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- 2.6 Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.
- 2.7 Identify barriers and opportunities in the community to guide strategic direction.

3. Membership Composition

The Economic Development Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Nine voting members including:
 - one representative from the Port Colborne-Wainfleet Chamber of Commerce Board of Directors;
 - one representative from the Main Street Business Improvement Area (BIA);
 - one representative from the Downtown Port Colborne BIA; and
 - six members from the Port Colborne business community.
- 3.2 Two non-voting members of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of the Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 If any organization listed in subsection 3.1 is unable to supply a representative to serve on EDAC, that position shall be held in abeyance until a suitable appointment is made.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the EDAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and business representatives.



PORT COLBORNE

- 4.1 The member from the Port Colborne-Wainfleet Chamber of Commerce must be a resident of Port Colborne or affiliated with the Port Colborne business community.
- 4.2 The process to select the Business Improvement Area representatives shall be open to the general membership of the BIAs. The BIAs shall be responsible for soliciting interest from the general membership and making a recommendation to Council regarding appointment.
- 4.3 Consideration shall be given to the individual's level of participation and knowledge of economic development issues. The relevance of their interests to the mandate of EDAC will be an important consideration.
- 4.4 Applicants with academic qualifications and/or work experience in a business-related discipline will be an important consideration.
- 4.5 It is imperative that an applicant be able to attend as many EDAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself



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from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with the Staff Liaison on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.



PORT COLBORNE

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a



meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of EDAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.



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Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.



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21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Environmental Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 6069/35/14 and 6471/38/17, and all Amendments Thereto

Whereas at its meeting of June 25, 2007, the Council of The Corporation of the City of Port Colborne resolved to adopt a Terms of Reference for the Environmental Advisory Committee (the Committee);

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Environmental Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Environmental Advisory Committee".
2. That the Terms of Reference for the Environmental Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 6069/35/14, Being a By-law to Amend the Terms of Reference for the Environmental Advisory Committee and By-law No. 6471/38/17, Being a By-law to Further Amend the Terms of Reference for the Environmental Advisory Committee, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Environmental Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Climate Change Coordinator

1. Purpose

The City of Port Colborne Environmental Advisory Committee (EAC) is an Advisory Committee of Council established to offer advice and recommendations to Council to support and to promote the integration of environmental, energy conservation, climate change and shoreline protection.

2. Mandate

The mandate of the EAC is to provide advice to Council on a range of environmental and sustainability issues including, but not limited to:

- 2.1 Assist with the creation, improvement and enhancement of waste reduction, reuse and recycling programs, water and energy conservation measures and climate change mitigation measures;
- 2.2 Identify emerging environmental and issues and technologies particularly those associated with climate warming adaptation and mitigation;
- 2.3 Investigate and recommend to Council opportunities to work with municipal partners on environmental projects and collaborations to improve the City's conservation practices or in addressing environmental concerns;
- 2.4 Identify and recommend to Council implementation of community outreach activities which support the growth of environmental awareness and appreciation;



- 2.5 Identify new or changing environmental legislation, conservation, environmental sustainability, and the environment in relation to overall quality of life;
- 2.6 Investigate and recommend to Council funding opportunities that may be available for undertaking environmental upgrades;
- 2.7 Assist with and provide advice with respect to City properties and assets best suited for multi-faceted environmental conservation practices.

3. Membership Composition

The Environmental Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Seven voting members shall be appointed from the public at large by resolution of Council. One citizen member should be under the age of 25, if possible.
- 3.2 Two non-voting members of Council will be appointed to the Advisory Committee to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of the Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 One non-voting representative of the Niagara Peninsula Conservation Authority (NPCA), who shall be designated by the NPCA to serve as a resource person to the Committee.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the EAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.



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- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmentally related disciplines will be an important consideration.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of EAC will be an important consideration.

Where possible, one member should be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in an environmentally related field of study, as noted above.

- 4.4 Availability – It is imperative that an applicant be able to attend as many EAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council for Citizen Members.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.



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10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between EAC members and staff.

11.2 Ensure that the mandate of the Committee is being fulfilled.

11.3 Conduct research to help inform of environmental programs, outreach campaigns, by-laws, etc.

11.4 Provide the Chair with solid information regarding agenda items.

11.5 Fairly represent the field of expertise, interest and involvement of the Committee.

11.6 Notify the Staff Liaison if they are unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.

12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.



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12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The EAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Board shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present and no motions will be passed or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.



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Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The liaison will provide administrative, procedural, and technical support to the Committee. The liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.



19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the EAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Grant Allocation Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 6317/143/15, and all Amendments Thereto

Whereas at its meeting of December 14, 2015, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No.6317/143/15, Being a By-law to Establish a Grant Policy Committee; and

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Grant Allocation Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Grant Allocation Advisory Committee".
2. That the Terms of Reference for the Grant Allocation Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 6317/143/15, Being a By-law to Establish a Grant Policy Committee, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Grant Allocation Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to Mayor and CAO

1. Purpose

The Grant Allocation Advisory Committee (GAAC) is an Advisory Committee of Council established to recommend to Council the distribution of grants to non-profit organizations requesting grant funds, from the City, in accordance with the Grant Policy and approved budget.

2. Mandate

The mandate of the GAAC is to provide recommendations and advice to Council on grant funding including, but not limited to:

- 2.1 The distribution of grants to non-profit organizations, in accordance with the City's Grant Policy (the Policy), as amended from time-to-time.
- 2.2 Provide recommendations to Council on annual grant budget.
- 2.3 Research and provide recommendations to Council on any required updates to the Grant Policy.

3. Membership Composition

The GAAC shall consist of the following voting and non-voting members:

- 3.1 Two voting members shall be appointed from the public at large by resolution of Council.
- 3.2 The Mayor shall be appointed as a voting member by resolution of Council.



3.3 Two voting members of Council shall be appointed by resolution of Council.

3.4 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the GAAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

4.1 Residency - Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.

4.2 Technical Expertise - A high level of technical expertise is required within the Committee. Consideration shall be given to applicants with academic qualifications and/or work experience with non-profit organizations or community groups.

4.3 Availability - It is imperative that an applicant be able to attend as many GAAC meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.

5.2 The membership on the Committee shall consist of appointments by Resolution of Council for members.



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6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.



- 9.8 Prepare report on recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of Committee is being fulfilled.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.



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12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings, in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of GAAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for a GAAC meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):



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- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will coordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by GAAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne Staff. Council may, at its discretion, change



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the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- 21.8 Grant Policy

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Mayor's Youth Advisory Committee and Terms of Reference

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Mayor's Youth Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Mayor's Youth Advisory Committee".
2. That the Terms of Reference for the Mayor's Youth Advisory Committee, attached hereto as Schedule "A", be approved.
3. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Mayor's Youth Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to the Mayor and CAO

1. Purpose

The Mayor's Youth Advisory Committee ("MYAC") is an Advisory Committee of Council established to provide a voice for the youth of Port Colborne, as well as to offer advice and recommendations to Council with respect to various recreational and social issues concerning the City's youth population.

2. Mandate

The MYAC will provide a forum for the exchange of information on youth needs, options, and initiatives across Port Colborne. MYAC will also coordinate events for the youth of Port Colborne throughout the school year as well as volunteering in the community and encouraging other youth to do the same. In order to provide a communication link between the youth of Port Colborne and City Council and to encourage facilities and programs that will enhance the quality of life, health, and well-being for youth in our community, the MYAC will:

- 2.1 Identify and keep Council informed of important matters and issues affecting youth in Port Colborne.
- 2.2 Act as a positive advocate for youth.
- 2.3 Seek input from youth on important matters affecting youth via surveys, forums and workshops and to address these issues through presentations to City Council, events or initiatives.
- 2.4 Support events created by City Council that relate to the mandate.
- 2.5 Provide leadership experience for youth.



2.6 Help enhance the image of youth in the City of Port Colborne.

3. Membership Composition

The MYAC shall consist of the following voting and non-voting members:

- 3.1 A maximum of eight (8) voting youth members shall be appointed from the public at large by resolution of Council, including:
 - 3.1.1 Representatives from each of the two (2) local high schools, and those studying at Brock University/Niagara College.
- 3.2 One non-voting member of Council will be appointed to the MYAC to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the MYAC, the following criteria will be considered. The aim is to achieve diverse committee representatives.

- 4.1 Residency – Applicants must either live, be a tenant or owner of land, or the spouse/partner of such owner or tenant or go to school in the City of Port Colborne.
- 4.2 Age Requirement – Applicants must be between 13 and 25 years of age for the entirety of their proposed term.
- 4.3 Availability – It is imperative that an applicant be able to attend as many MYAC meetings as possible.



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5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

Four (4) members will follow a two-year term and four (4) members will follow the term of the Council that appointed them. Each member of the MYAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the MYAC shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the MYAC entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the MYAC, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of MYAC in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to MYAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.



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- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Oversee the overall success of the MYAC by motivating members to complete tasks they are capable of completing, and to track individual member's contributions to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other MYAC members.
- 9.7 Network and play an active role in initiatives within the City of Port Colborne, especially as they pertain to youth.
- 9.8 Make deputations/delegations, presentations, etc. before Council.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Ensure that the mandate of MYAC is being fulfilled.
- 11.2 Assist at all special events the MYAC participates in during the course of the term.
- 11.3 Conduct research to help inform of any youth programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid, information regarding agenda items.
- 11.5 Advise on any controversial or significant issues.
- 11.6 Notify the Staff Liaison if unable to attend MYAC meetings to ensure that quorum will be available for all meetings.



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- 11.7 Review projects as requested by Council and City staff related to various matters, including but not limited to climate change, parks and recreation, and active transportation.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The MYAC shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the MYAC or at the call of the Chair. The MYAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.
- 12.6 The location of the meetings will be set by the MYAC at a City facility.

13. Minutes

The minutes of all MYAC meetings shall be recorded and distributed to MYAC Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the MYAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the MYAC may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the MYAC shall serve without remuneration.



18. Staff Liaison

City staff will provide support for the reviews and activities of the MYAC. The Staff Liaison will provide administrative, procedural, and technical support to the MYAC. The Staff Liaison will co-ordinate all requests for advice from the MYAC, through meeting agendas. MYAC responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the MYAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the MYAC shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the MYAC may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Senior Citizens Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 5328/83/09, and all Amendments Thereto

Whereas at its meeting of June 8, 2009, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No. 5328/83/09, Being a By-law to establish a committee known as the Port Colborne Seniors Advisory Council and to provide for the appointment of members thereto; and

Whereas By-law No. 5328/83/09 has been amended from time to time; and

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Senior Citizens Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Senior Citizens Advisory Committee".
2. That the Terms of Reference for the Senior Citizens Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 5328/83/09, Being a By-law to establish a committee known as the Port Colborne Seniors Advisory Council and to provide for the appointment of members thereto, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Senior Citizens Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Supervisor of Events and Sponsorship

1. Purpose

The Senior Citizens Advisory Committee (the “Committee”) is an Advisory Committee of Council established to offer advice and recommendations to Council with respect to issues which have or will have an impact on Port Colborne's seniors, as well as ways in which Port Colborne can become a more age-friendly community for persons of all ages and ability levels.

2. Mandate

The City of Port Colborne Senior Citizens Advisory Committee shall:

- 2.1 Investigate and recommend to Council opportunities to work with municipal partners and stakeholders in promoting, enriching and enhancing the lives of seniors within the City.
- 2.2 Identify barriers affecting seniors and recommend solutions for these barriers, form partnerships with the community and act as a public forum for issues affecting seniors.
- 2.3 Provide recommendations to Council regarding services and structures that support and enable seniors to live in security, enjoy good health and continue to participate fully in society.
- 2.4 Form partnerships in the community to educate, inform and improve quality of life for seniors.
- 2.5 Advise and recommend to Council on strategic plan priorities relating to seniors' services and policies.



- 2.6 Investigate and recommend to Council funding opportunities that may be available for undertaking initiatives to enhance seniors' quality of life.

3. Membership Composition

The Senior Citizen Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Seven voting members shall be appointed from the public at large by resolution of Council.
- 3.2 One non-voting member of Council will be appointed to the Advisory Committee to act as a liaison. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a Committee resource.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the Committee, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – Consideration shall be given to applicants with academic qualifications and/or work experience with demonstrated interest and participation in seniors' matters.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of seniors' services within the community. The relevance of their interests to the mandate of the Committee will be an important factor. Preference will be given to residents who are fifty years of age or older.



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- 4.4 Availability – It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement of the Committee.



- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a meeting schedule, taking into account the business needs and the schedule of Council.
- 12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



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If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Committee shall serve without remuneration.



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18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee Known as the Social Determinants of Health Advisory Committee, to Establish a Terms of Reference and to Repeal By-law No. 6530/97/17 and all Amendments Thereto

Whereas at its meeting of November 14, 2017, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law No. 6530/97/17, Being a By-law to amend By-law 6295/121/15, Being a By-law to establish a committee known as the Port Colborne Social Determinants of Health Advisory Committee-Everyone Matters; and

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Social Determinants of Health Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Social Determinants of Health Advisory Committee".
2. That the Terms of Reference for the Social Determinants of Health Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No. 6530/97/17, Being a By-law to Being a By-law to Establish a Committee Known as the Port Colborne Social Determinants of Health Advisory Committee-Everyone Matters, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Port Colborne Social Determinants of Health Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Executive Assistant to the Mayor and CAO

1. Purpose

The City of Port Colborne Social Determinants of Health Advisory Committee (PCSDHAC) is an Advisory Committee of Council established to offer advice and recommendations to Council with respect to community policies, plans and services relating to the health and quality of life for the citizens of Port Colborne.

2. Mandate

The PCSDHAC shall provide advice to Council on matters relating to the health and quality of life for the citizens of Port Colborne, including, but not limited to:

- 2.1 the development of healthy community policies that are associated with the collection, use and disclosure of health information data, available from the Ontario Health West, Ministry of Health, Ministry of Long-Term Care and the Region of Niagara;
- 2.2 current by-laws and policies in place that affect the overall health and quality of life of the citizens of Port Colborne;
- 2.3 reports and written agreements from other agencies in order to complement, enhance or promote other activities that improve the health and quality of life for the citizens of Port Colborne; and
- 2.4 priorities for Council to consider.

3. Membership Composition

The PCSDHAC shall consist of the following voting and non-voting members:



- 3.1 Eight (8) voting members including:
- One community representative with lived experience or a representative from a business or organization which supports individuals with lived experience;
 - one representative from Port Cares;
 - one representative from Community Living Port Colborne-Wainfleet;
 - one representative from Bridges Community Health Centre;
 - one representative from the Niagara Regional Police Service;
 - one representative from Public Health, Niagara Region;
 - one representative from Niagara Community Legal Clinic; and
 - one representative from Community Services, Niagara Region.
- 3.2 One non-voting member of Council will be appointed to the PCSDHAC. The Mayor is an ex-officio non-voting member of the PCSDHAC.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the PCSDHAC. Additional members of staff may be called on for specific subject matter expertise as a committee resource.
- 3.4 If any organization listed in subsection 3.1 is unable to supply a representative to serve on the PCSDHAC, that position shall be held in abeyance until a suitable appointment is made.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the PCSDHAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

- 4.1 The organizations listed in subsection 3.1 shall be responsible for soliciting interest for representation on the PCSDHAC.
- 4.2 Community Representative – Consideration shall be given to the individual's level of participation and knowledge of healthy community policies and services in the City of Port Colborne. The relevance of their interests to the mandate of the PCSDHAC will be an important consideration.



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- 4.3 It is imperative that an applicant be able to attend as many PCSDHAC meetings as possible and undertake work outside of the regular quarterly meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The community representative for the Committee shall be appointed by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of PCSDHAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of PCSDHAC shall cease to be a member of PCSDHAC upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered in its minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with the Staff Liaison on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
- 11.2 Ensure that the mandate of the Committee is being fulfilled.
- 11.3 Conduct research to help inform of programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid information regarding agenda items.



11.5 Fairly represent the field of expertise, interest and involvement of the Committee.

11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.

12. Meetings

12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.

12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

12.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings, in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The PCSDHAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Committee at a City facility.

13. Minutes

The minutes of all Committee meetings shall be recorded and distributed to Committee members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.



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14. Quorum

A quorum of PCSDHAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law, and Robert's Rules of Order.



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17. Remuneration

All members of the Committee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Committee. The Staff Liaison will provide administrative, procedural, and technical support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the PCSDHAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Property Standards/Notice to Muzzle Appeal Committee and Terms of Reference

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report No. 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas Council is desirous of establishing a Terms of Reference for the Property Standards/Notice to Muzzle Appeal Committee;

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

1. That there is hereby established a Committee to be known as the "Property Standards/Notice to Muzzle Appeal Committee".
2. That the Terms of Reference for the Property Standards/Notice to Muzzle Appeal Committee, attached hereto as Schedule "A", be approved.
3. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk



**Port Colborne
Property Standards/Notice to Muzzle
Appeal Committee
Terms of Reference**

Committee: Port Colborne Property Standards/Notice to Muzzle Appeal Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: City Clerk and Manager of By-law Services

1. Purpose

The City of Port Colborne Property Standards/Notice to Muzzle Appeal Committee (PSMC) is a quasi-judicial body that hears appeals based on orders laid under the Property Standards By-law and the Dog Control By-law.

2. Mandate

- 2.1 Mandate of the Property Standards Committee – The City of Port Colborne Property Standards Committee shall hear appeals by property owners or their agents who have received an order laid under the City's Property Standards By-law, which establishes the minimum levels of maintenance of properties and buildings in the municipality. The Committee has the authority to confirm, modify or rescind an Order to demolish/repair or to extend the time for complying with an Order under the by-law.
- 2.2 Mandate of the Notice to Muzzle Appeal Committee – The City of Port Colborne Notice to Muzzle Appeal Committee shall hear appeals by dog owners who have received a Vicious Dog Declaration/Notice to Muzzle issued under the City's Dog Control By-law. The Committee has the authority to confirm the declaration/order, remove the declaration/order, or dispose of the appeal via a Consent Order.

3. Membership Composition

- 3.1 The PSMC shall consist of the following voting members:



- Four members of the City of Port Colborne's Council shall be appointed by resolution of Council.
- One member shall be appointed from the public at large by resolution of Council.

3.2 The City of Port Colborne PSMC shall consist of the following non-voting members:

- At least one non-voting member of staff who shall act as a resource person, recording secretary, and shall provide administrative support to the Committee.
- The Mayor is an ex-officio non-voting member of the Committee.

4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of citizen members to the Committee, with the aim of achieving diverse representatives, the following criteria will be considered:

- 4.1 Residency - Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Technical Expertise – Preference may be given to eligible candidates that have the following skills:
 - Knowledge and prior experience in administrative law.
 - Ability to carry out a fair and impartial hearing.
 - Ability to communicate effectively with the public.
 - Ability to write a clear and concise decision.
 - Excellent written and oral communication skills.
 - Knowledge and/or experience in the areas of property maintenance and/or animal care.
- 4.3 Community Representatives - Consideration shall be given to the individual's level of participation and knowledge of legal tribunal governance, land use and real estate experience. The relevance of their interests to the mandate of the Committee will be an important consideration.



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- 4.4 Availability - It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

Unless otherwise provided for, the term of the Committee shall be the term of the Council. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered in its minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide guidance and leadership to the Committee as required.



- 9.3 Ensure that each hearing abides by all rules of procedure and conduct, and that decorum is maintained.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair assumes all functions of the Chair, as required.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Review appeals in advance of hearings.
- 11.2 Attend all hearings, consider the appeals presented, and make decisions in public regarding the appeals.
- 11.3 Contribute time, knowledge, skill, and expertise to the fulfillment of the PSMC's mandate.
- 11.4 Provide notification to the Staff Liaison if unable to attend PSMC hearings to ensure that quorum will be available.

12. Hearings

- 12.1 All PSMC hearings shall be open, and no person shall be excluded therefrom, except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 PSMC hearings are attended by PSMC members, City staff, appellants and/or their agent, and any member of the public who wishes to observe or participate in the proceedings.
- 12.3 PSMC hearings shall not conflict with the Council approved schedule.
- 12.4 PSMC hearings shall take place at a City facility.
- 12.5 All matters pertaining to a closed hearing must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.



12.6 The Chair shall cause notice of the hearings, including the agenda for the hearings in accordance with the City's Procedural By-law.

13. Minutes

The minutes of all PSMC hearings shall be recorded and distributed to PSMC members.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

The Chair will call the hearing to order as soon as a quorum is present. Quorum is achieved when a majority of voting members are present. Vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a hearing is not present within fifteen (15) minutes of the designated time of commencing the hearing, the Recording Secretary shall record the names of the Members present and the hearing shall stand adjourned until the date of the next scheduled hearing.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a hearing of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the hearing;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the hearing to influence the vote on the matter.



PORT COLBORNE

Where a hearing is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the hearing for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that hearing and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Appeal hearings will be conducted in accordance with the rules established by the respective by-law (Property Standards By-law or the Dog Control By-law), the *Statutory Powers Procedure Act*, and the *Building Code Act*, as appropriate.

17. Remuneration

The remuneration of the Members of the MSMC shall be in accordance with the payment amounts set out in the Property Standards By-law and the Dog Control By-law, and any amendments made thereto.

18. Staff Liaison

The City Clerk or designate shall appoint a Staff Liaison to the PSMC. The Staff Liaison will provide administrative, procedural, and technical support to the PSMC.

19. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report.

20. Resources

- 20.1 City's Property Standards By-law
- 20.2 City's Dog Control By-law
- 20.3 *Statutory Powers Procedure Act*
- 20.4 Procedural By-Law
- 20.5 *Municipal Act*
- 20.6 Code of Conduct



PORT COLBORNE

20.7 Appointment to Boards/Committees Policy

20.8 *Conflict of Interest Act*

20.9 Robert's Rules of Order

20.10 *Building Code Act 1992, S.O. 1992*

20.11 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City Of Port Colborne

By-Law No.

Being a By-law to Establish a Committee of Adjustment and Terms of Reference
and repeal By-law No. 6642/06/19

Whereas pursuant to Chapter P.13 of The *Planning Act, RSO 1990*,
Section 44, if a municipality has passed a by-law under Section 34 or a
predecessor of such section, the Council of the municipality may by by-law
constitute and appoint a Committee of Adjustment for the municipality composed
of such persons, not fewer than three, as the Council considers advisable;

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

1. That the Committee known as the “Committee of Adjustment” be hereby
established.
2. That the Terms of Reference for the “Committee of Adjustment”, attached
hereto as Schedule “A” be and they are hereby authorized and approved as
adopted.
3. That this By-law shall come into force and take effect on the date of
passing.
4. That By-law 6642/06/19, Being a by-law to establish a committee of
adjustment and repeal by-laws 3580/6/98, 3844/130/99 and 4479/10/04, is
hereby repealed.

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Committee of Adjustment

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Planning Technician/Secretary Treasurer

1. Purpose

The Committee of Adjustment (COA) is a quasi-judicial body and a statutory tribunal, with authority delegated to it by the Council of the City of Port Colborne under the provisions of the *Planning Act*, R.S.O. 1990, c. P.13 (*Planning Act*). The COA holds public hearings to make decisions on minor variance applications, pursuant to section 45 of the *Planning Act*, and consent applications, pursuant to section 53 of the *Planning Act*. The COA operates independently from Council and its decisions may be appealed by the Ontario Land Tribunal (OLT). The COA provides a forum for the consideration of applications for consent to sever land, and minor variances from the City's Zoning By-law which are not of sufficient magnitude to require changes through the formal rezoning process.

2. Committee Authority

The Council of The Corporation of the City of Port Colborne assigns the Committee of Adjustment the authority to:

- 2.1 Grant minor variances pursuant to Subsection 45 (1) of *The Planning Act*;
- 2.2 Grant applications pursuant to Subsections 45 (2) and 45 (3) of *The Planning Act*,
- 2.3 Grant consents pursuant to Section 53 of *The Planning Act*, which includes the giving of approval to the foreclosures or exercise of a power of sale in a mortgage or charge, pursuant to Subsection 50 (18) of *The Planning Act*, and the issuing of certificates of validation pursuant to Section 57 of the *Planning Act*.



3. Mandate

The COA must satisfy legal requirements concerning notice, public hearings, calling of witnesses, notices of decisions, and recording of proceedings. The COA considers and may authorize minor variances from the zoning by-law, review and permit extensions and enlargements to legal non-conforming uses and can grant consent for severances (land division). These decisions are made as follows:

- 3.1 In the case of severances (consent to sever), variances, and permissions, the Committee's decisions must be consistent with the Provincial Policy Statement, conform to Provincial Plans, and comply with the Region's and the City's Official Plans;
- 3.2 In the case of minor variances and permissions under Section 45(1) and (2), the COA must consider the applications per the requirements laid out in the *Planning Act*;
- 3.3 In the case of consents, the COA must have regard to the matters under section 51(24) of the *Planning Act*;
- 3.4 The COA must be aware of Council decisions when making its decisions and enact the City's Official Plan policies; and
- 3.5 Comply with the *Statutory Powers Procedure Act*.

4. Membership Composition

4.1 The COA shall consist of five voting members made up of the following:

- 4.1.1 Three (3) members of the Council of The Corporation of the City of Port Colborne. The Member(s) of Council must be appointed to the COA annually by by-law.
- 4.1.2 Two (2) members from the public at large. The Members of the public shall serve a term that ends at the same time as the term of the Council that appoints them.



- 4.2 The COA shall have one non-voting member of staff who acts as a resource person, recording secretary, and provides administrative support to the Committee.
- 4.3 Additional members of staff may be called on for specific subject matter expertise as a resource to the COA.

5. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of citizen members to the COA, with the aim of achieving diverse COA representatives, the following criteria will be considered:

- 5.1 Residency – Members must be a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 5.2 Technical Expertise – Preference will be given to applicants with an understanding of planning frameworks and instruments, which include municipal policies and by-laws (the City's Official Plan, Zoning By-law, and other by-laws for controlling development), policies enacted by the Region of Niagara, and policies and legislation enacted by the Province of Ontario (the Planning Act, the Provincial Policy Statement, Provincial plans, and other applicable legislation).
- 5.3 Availability – It is imperative that an applicant be able to attend as many COA hearings as possible.

6. Recruitment of Members of the Public

- 6.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 6.2 The membership on the Committee shall consist of appointments by Resolution of Council.

7. Term Expiration

In accordance with Section 44(4) of the *Planning Act*, the COA term shall be the same term as Council. Each COA member shall hold membership until a successor is



appointed. In the case of a vacancy for any cause other than expiration of the term, the member appointed to fill the vacancy shall hold office for the remainder of the regular term.

8. Resignation:

A voting member of the COA shall cease to be a member of the COA upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled hearings of the Committee without being authorized to do so by a resolution of the COA entered in its minutes.

9. Appointment of Chair and Vice-Chair

At the first hearing of a new COA term, the members shall appoint a Chair and Vice-Chair.

10. Role of the Chair

The role of the COA Chair is to:

- 10.1 Preside at all COA hearings in accordance with the City's Procedural By-law and keep discussion on topic;
- 10.2 Provide guidance and leadership to the COA, as required;
- 10.3 Liaise with other COA members; and
- 10.4 Ensure that decorum is maintained at each COA hearing.

11. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

12. Role of Committee Members

All COA Members shall:



- 12.1 Review applications in advance of hearings;
- 12.2 Attend COA hearings to consider all applicant, agency, and public comments, then make decisions in public regarding applications and sign said decisions;
- 12.3 Contribute time, knowledge, skill, and expertise to fulfill the COA mandate;
- 12.4 Be cognizant of any conflict of interest, or perceived conflict, in terms of issues that may serve to benefit them personally;
- 12.5 Protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the COA, ensuring that personal information is used solely to process applications.

13. Hearings

- 13.1 All COA hearings shall be open, and no person shall be excluded therefrom, except in the case of improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 13.2 COA hearings are attended by COA members, Planning Staff, the Secretary-Treasurer, applicants and/or their representatives, and any member of the public who wishes to observe or participate in the proceedings.
- 13.3 The COA shall meet on a set day and time as may be determined by the COA. Additional hearings may be held through a special hearing request to the Secretary-Treasurer and dependent on availability of COA members. The COA will establish a hearing schedule, taking into account the business needs and the schedule of Council.
- 13.4 The location of the COA hearings will be set at a City facility.
- 13.5 All matters pertaining to a closed hearing must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

14. Minutes

The minutes of all COA hearings shall be recorded and distributed to COA Members.



The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended, and such minutes will be posted on the City's website.

15. Quorum

The Chair will call the hearing to order as soon as a quorum is present. In accordance with Section 44(5) of the *Planning Act*, quorum is achieved when three members are present. If quorum for a hearing is not present within fifteen (15) minutes of the designated time of commencing the hearing, the Secretary-Treasurer shall record the names of the Members present and the hearing shall stand adjourned until the date of the next Regular Hearing or Special Hearing.

16. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a hearing of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the hearing;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the hearing to influence the vote on the matter.

Where a hearing is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the hearing for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that hearing and update the Pecuniary Interest Registry. The Registry will be available for public inspection



17. Procedures

Procedures for the proceedings of hearings shall be governed by the *Planning Act*, the City's Procedural By-law, and Robert's Rules of Order.

18. Remuneration

The remuneration of the Members of the Committee of Adjustment for the City of Port Colborne shall be in accordance with the payment amounts set out in By-law No. 5719/150/11 Being a By-law to Establish Remuneration of Committee of Adjustment Members, and any amendments thereto.

19. Staff Liaisons

The Secretary-Treasurer of the Committee of Adjustment shall be the Staff Liaison. The Secretary-Treasurer/Staff Liaison shall keep record of: COA minutes, all COA applications and the decisions thereon, and all other official business of the COA. The Secretary-Treasurer/Staff Liaison will provide administrative, procedural, and technical support to the COA. Departmental Representatives / Planners will act as subject matter experts and provide information to assist the COA in reaching decisions.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Any changes proposed to these Terms of Reference by the COA shall be recommended to Council via the City Clerk through a report.

21. Resources

- 21.1 City of Port Colborne Procedural By-Law
- 21.2 *Municipal Act, 2001, S.O. 2001, c. 25*
- 21.3 *Planning Act, R.S.O. 1990*
- 21.4 City of Port Colborne Code of Conduct
- 21.5 City of Port Colborne Appointment to Boards/Committees Policy
- 21.6 *Municipal Conflict of Interest Act, R.S.O. 1990, c.M. 50*
- 21.7 Robert's Rules of Order
- 21.8 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- 21.9 *Statutory Powers Procedure Act*

The Corporation of the City of Port Colborne

By-law No. _____

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

Whereas at its meeting of June 13, 2023, the Council of The Corporation of the City of Port Colborne approved the recommendations of Corporate Services Department, Report No 2023-77, Canal Days Marine Heritage Festival - Paid Parking Model; and

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

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

1. That Schedule ‘B’ to By-law 7006/44/22 - ‘Locations’, be amended by adding the following thereto under ‘Parking Lots’:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
St. Lawrence Seaway Property, otherwise known as Canal Rd.	E & W	Entire Road	Entire Road	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

2. That Schedule ‘B’ to By-law 7006/44/22 - ‘Locations’, be amended by replacing Column 4-Times/Days under ‘Streets’ and ‘Parking Lots’ with the following:

12:00 a.m. to 11:59 p.m.
August 4, 2023, to August 6 2023

3. That Schedule ‘B’ to By-law 7006/44/22 – ‘Locations’, be amended by adding the following thereto under ‘Streets’:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
Clarence St.	N & S	Fielden Ave.	Linwood Ave.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Steele St	W	Division St.	Sugarloaf St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Sugarloaf St.	N & S	Steele St.	Linwood Ave.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Sugarloaf St.	N	King St.	David St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

King St.	E	Kent St.	Victoria St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Fraser St.	S	Canal Bank Rd.	Davis St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023
Durham St.	N	Welland St.	Mitchell St.	12:00 a.m. to 11:59 p.m. August 4, 2023, to August 6 2023

4. That Schedule ‘C’ to By-law 7006/44/22 - ‘Fees and Administrative Penalties’, be amended by replacing the chart under ‘Fees’ with the following:

Fees

Title	Fee per day per location
On-Street Special Events Permit	\$20 + HST
Parking Lot Special Events Permit	\$30 + HST
Zone 1 Seasonal Parking Permit	\$350
Zone 1 Daily Parking Permits	\$40 Monday to Thursday; \$50 Friday to Sunday and Holidays
Zones 2A & 2B Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 3 & 4 Daily Parking Permits	\$20 Monday to Thursday; \$30 Friday to Sunday and Holidays
Zones 2A, 2B & 3 Seasonal Parking Permits	\$150

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

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Amend By-law No. 6902/50/21, Being a By-law
to Establish a System for Administrative Penalties for Non-
Parking Offences within The City of Port Colborne

Whereas the City of Port Colborne has adopted By-law No. 6902/50/21
Being a By-law to Establish a System for Administrative Penalties for Non-
Parking Offences within the City of Port Colborne; and

Whereas at its meeting of June 13, 2023, the Council of The Corporation of
the City of Port Colborne approved the recommendations of the
Community Safety and Enforcement Department, By-law Services Report
2023-111 Subject: Administrative Monetary Tier Penalty – Cat By-law; and

Whereas The City of Port Colborne considers it desirable to add the
Control of Cats to the Administrative Monetary Penalty, tier penalty system;
and

Whereas the City of Port Colborne considers it desirable and necessary to
amend By-law No. 6902/50/21 Being a By-law to Establish a System for
Administrative Penalties for Non-Parking Offences within the City of Port
Colborne;

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

1. That Schedule "B" is hereby amended to include administrative
penalties for the Control of Cats By-law No. 4949/5/07, as
amended.
2. That Schedule "B" is hereby amended to include tier penalty system.

Enacted and passed this 13th day of June 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

**CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
CONTROL OF CATS BY-LAW NO. 4949/5/07**

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.
- 1.3 Column 3 in the following table sets out the Administrative penalty amounts that are payable for contraventions of the designated provisions listed in column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1	Section 3	Allow/Permit Cat to be at large	\$300.00	\$600.00	\$1200.00
2	Section 4 (1)(a)	Allow/Permit cat to defecate on private property	\$300.00	\$600.00	\$1200.00

3	Section 4 (1)(a)	Allow/Permit cat to defecate in any public place	\$300.00	\$600.00	\$1200.00
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The Corporation of the City of Port Colborne

By-law No.

Being a By-law to Amend By-law No. 4949/5/07, Being a By-law to provide for the Control of Cats

Whereas the City of Port Colborne has adopted By-law No. 6902/50/21 Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within the City of Port Colborne;

Whereas section 434.1(1) of the *Municipal Act* provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act;

Whereas the City of Port Colborne considers it desirable and necessary to amend By-law No. 4949/5/07, Being a By-law to provide for the Control of Cats in the City of Port Colborne, to allow for enforcement through the administrative penalty system;

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

1. That By-law No. 4949/5/07, Being a By-law to provide for the Control of Cats, be amended by adding the following sections:

“11 (3) This By-law is designated as a by-law to which the Administrative (Non-Parking) Penalty By-Law, applies.

11 (4) Any person who contravenes any of the provisions of this By-law and each Owner, when given a Penalty Notice in accordance with the City’s Administrative (Non-Parking) Penalty By-Law, is liable to pay the City an administrative penalty in the amount specified in the City’s Administrative (Non-Parking) Penalty By-Law, as amended from time-to-time.”

Enacted and passed this 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of June 13, 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 June 13, 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 City 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 13th day of June, 2023.

William C. Steele
Mayor

Charlotte Madden
City Clerk