

## City of Port Colborne Council Meeting Agenda

**Date:** Tuesday, June 27, 2023  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
 66 Charlotte Street, Port Colborne

### Pages

<b>1. Call to Order</b>	
<b>2. National Anthem</b>	
<b>3. Land Acknowledgment</b>	
<b>4. Proclamations</b>	
<b>5. Adoption of Agenda</b>	
<b>6. Disclosures of Interest</b>	
<b>7. Approval of Minutes</b>	
7.1 Regular Meeting of Council - June 13, 2023	1
<b>8. Staff Reports</b>	
8.1 Physician Recruitment Activities Update, 2023-92	16
8.2 2023 Trimester 1 Financial Reporting, 2023-114	40
8.3 Water and Wastewater By-Law Update, 2023-119	73
8.4 2023-2026 Strategic Plan - Final, 2023-122	113
8.5 Catharine Street – Stop-Up and Close By-law and Surplus Declaration, 2023-81	128
8.6 Billing of the Young and Hopf-Wagner Municipal Drains, 2023-102	134
<b>9. Correspondence Items</b>	

9.1	Niagara Region - Motion respecting Enhancing Canada's National Adaptation Strategy Through a Great Lakes and St. Lawrence River Basin Coastal Resiliency Study	153
9.2	Niagara Region - 2022 Reserve Water and Wastewater Treatment Capacities	158
9.3	Message from the Parliamentary Assistant to the Minister of Infrastructure - Water and Sewer Infrastructure	172
9.4	Town of Bradford West Gwillimbury - The Right-to-Repair Movement	175
<b>10.</b>	<b>Presentations</b>	
<b>11.</b>	<b>Delegations</b>	
	In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at <a href="http://www.portcolborne.ca/delegation">www.portcolborne.ca/delegation</a> , email <a href="mailto:deputyclerk@portcolborne.ca">deputyclerk@portcolborne.ca</a> or phone 905-835-2900, ext. 115.	
<b>12.</b>	<b>Mayor's Report</b>	
<b>13.</b>	<b>Regional Councillor's Report</b>	
<b>14.</b>	<b>Staff Remarks</b>	
<b>15.</b>	<b>Councillors' Remarks</b>	
<b>16.</b>	<b>Consideration of Items Requiring Separate Discussion</b>	
<b>17.</b>	<b>Motions</b>	
<b>18.</b>	<b>Notice of Motions</b>	
<b>19.</b>	<b>Minutes of Boards &amp; Committees</b>	
19.1	Downtown Port Colborne Business Improvement Area - Minutes of November 8, 2022, January 26, 2023, February 21, 2023, March 21, 2023, April 25, 2023 and Approved DPCBIA Budget for 2023	178
<b>20.</b>	<b>By-laws</b>	
20.1	By-law to Amend By-Law No. 3151/22/95 and By-Law No. 3424/6/97	191



20.2	By-law to Stop Up and Close part of Catharine Street, described in PIN 64457-0087 as being Part of Catharine Street	196
20.3	By-law to Amend the Assessment Schedule to Levy the Actual Costs Incurred in Constructing a Drainage Works Known as the Young & Hopf Wagner Municipal Drain	197
20.4	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	198

## **21. Confidential Items**

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

- 21.1 Chief Administrative Office Report 2023-121, a proposed or pending acquisition or disposition of land by the municipality or local board
- 21.2 Corporate Services Department – Human Resources Report 2023-116, personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations
- 21.3 Corporate Services Department Report 2023-123, a proposed or pending acquisition or disposition of land by the municipality or local board
- 21.4 Chief Administrative Office Report 2023-125, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

## **22. Procedural Motions**

## **23. Information items**

## **24. Adjournment**

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

**Date:** Tuesday, June 13, 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  
T. Hoyle, Councillor  
W. Steele, Mayor (presiding officer)

**Member(s) Absent:** D. Elliott, Councillor

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

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

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

### **2. National Anthem**

### **3. Land Acknowledgment**

### **4. Proclamations**

#### **4.1 June is Seniors Month 2023**

Moved by Councillor M. Aquilina  
Seconded by Councillor M. Bagu

That June 1 – 30, 2023 be proclaimed as “Seniors’ Month” in the City of Port Colborne and that all citizens be encouraged to recognize and celebrate the accomplishments of our seniors.

Carried

## **5. Adoption of Agenda**

Moved by Councillor F. Danch  
Seconded by Councillor E. Beauregard

That the agenda dated June 13, 2023 be confirmed, as circulated.

Carried

## **6. Disclosures of Interest**

### **6.1 Councillor E. Beauregard- Access to Sherkston Shores Under Easement, 2023-99**

The Councillor has an indirect pecuniary interest as he is employed by Upper Canada Consultants, of which, Sun Communities affiliate corporations are clients of.

### **6.2 Councillor R. Bodner - Access to Sherkston Shores Under Easement, 2023-99**

The Councillor has declared a direct pecuniary interest as he is a shareholder in a business located inside Sherkston Shores Resort.

## **7. Approval of Minutes**

### **7.1 Regular Meeting of Council - May 23, 2023**

That the minutes of the regular meeting of Council, held on May 23, 2023, be approved as presented.

## **8. Staff Reports**

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

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

Carried

#### **8.1 Committees' Proposed Terms of Reference, 2023-34**

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.

#### **9. Correspondence Items**

Moved by Councillor M. Aquilina

Seconded by Councillor E. Beauregard

That items 9.1 to 9.4 be received for information.

Carried

##### **9.1 Niagara Region - 2023 Property Tax Policy, Ratios and Rates**

##### **9.2 Niagara Region - Combined Sewer Overflow Control and Wet Weather Management Program - 2023 Funding Recommendations**

##### **9.3 Niagara Region - Climate Change Update**

##### **9.4 Niagara Region - Niagara Region Highlights from the 2021 Census of Population**

**10. Presentations**

**11. Delegations**

**11.1 Friends Of The Port Colborne Lighthouses - Request to Waive Dock/Storage Fees at Sugarloaf Marina for the Volunteer Pontoon Tour Vessels During Canal Days**

Scott Wolfe, founding member of Friends of the Port Colborne Lighthouses requested that dock/storage fees at Sugarloaf Marina for the Volunteer Pontoon Tour Vessels be waived.

Moved by Councillor R. Bodner  
Seconded by Councillor F. Danch

That the Sugarloaf Harbour Marina dock/storage fees for the Friends of the Port Colborne Lighthouses' volunteer pontoon tour vessels be waived for the 2023 year; and

That the Director of Corporate Services/Treasurer be directed to draft an agreement between the City and the Friends of the of the Port Colborne Lighthouses regarding dock/storage fees for 2024 onwards and bring it forward at a future Council meeting for consideration.

Carried

**12. Mayor's Report**

A copy of the Mayor's Report is attached.

**13. Regional Councillor's Report**

Regional Councillor Davies provided an update to City Council.

**14. Staff Remarks**

**14.1 Port Colborne Quarry PIT 3 Expansion (Landry)**

The Chief Planner provided an update on the Port Colborne quarry pit 3 expansion and the application process.

**14.2 Clean Community Day (Lawson)**

The Fire Chief provided a brief overview of the Clean Community Day event that was held on May 27, 2023 and expressed appreciation towards representatives from Rustic Retreat Massage Therapy for their sponsorship.

#### **14.3 Sidewalk Repair Program (Shypowskyj)**

The Director of Public Works provided a brief overview of the Sidewalk Repair Program which will begin in approximately two weeks.

#### **14.4 Internal Sanitary Manhole Program (Shypowskyj)**

The Director of Public Works advised Council that in order to prevent groundwater entering the sanitary sewers, various internal manholes will be repaired by Sewer Technologies as part of an Internal Sanitary Manhole Program which will begin on June 14, 2023 and is expected to take up to six weeks.

#### **14.5 Urban Forest Management Project (Shypowskyj)**

The Director of Public Works provided a brief overview of the public engagement session regarding the Urban Forest Management that was held on June 12, 2023 and expressed appreciation towards residents, Councillor Hoyle and Councillor Bagu for attending. He further stated that the information regarding the plan is available on the City's website.

#### **14.6 Road Safety (Shypowskyj)**

The Director of Public Works stated that in order to improve road safety conditions for residents, drivers and pedestrians, the safety zone lawn signs are available free of charge to all residents at City Hall and Public Works Operations Centre.

#### **14.7 Nickel Beach Update (Boles)**

The Director of Corporate Services/Treasurer provided an update regarding the attendance at Nickel Beach.

### **15. Councillors' Remarks**

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

Councillor Aquilina provided details regarding a Fashion Show hosted by the Sherkston Community Centre and advised that the next event will be a Movie Night to take place on June 23, 2023..

#### **15.2 Senior Citizens Advisory Committee (Aquilina)**

Councillor Aquilina advised that the recruitment for the Senior Citizens Advisory Committee has begun and encouraged residents to apply.

#### **15.3 Community Concert Series (Aquilina)**

Councillor Aquilina stated that a sponsored concert event will take place on June 17, 2023 at 5 p.m. at H.H. Knoll Lakeview Park.

**15.4 Joint Accessibility Advisory Committee (Aquilina)**

In response to Councillor Aquilina's request for an update, the Chief Administrative Officer stated that the Joint Accessibility Advisory Committee webpage navigation concerns will be addressed and an update regarding accessibility plans will be brought forward at a future Council meeting.

**15.5 Sherkston Shores Resort (Aquilina)**

In response to Councillor Aquilina's inquiry regarding the emergency vehicle access, land use regulations and expansion to the Sherkston Shores Resort, the Fire Chief and the Chief Administrative Officer provided an overview and advised that an update will be brought forward at a future Council meeting.

**15.6 Planning Applications (Bruno)**

In response to Councillor Bruno's inquiry, the Fire Chief advised that the City does not require input from Niagara Regional Police for planning applications for expansion.

**15.7 Thank You (Bagu)**

Councillor Bagu expressed appreciation towards Public Works staff for addressing a parking concern on Catharine Street.

**15.8 Neff Street (Bruno)**

Councillor Bruno expressed appreciation towards Public Works staff for extending the waterline on Neff Street.

**15.9 Residential Planning Levels of Approval (Bruno)**

In response to Councillor Bruno's request for a complete list of all residential planning levels of approval beyond ten residential units, the Chief Administrative Officer advised that an update will be provided at a future Council meeting.

**15.10 FCM Annual Conference and Trade Show (Bruno and Hoyle)**

Councillors Bruno and Hoyle advised Council that they attended the FCM Annual Conference and Trade Show in Toronto from May 25-28, and

provided a brief overview of the various workshops and programs they attended.

**15.11 Fence along Walking Trail (Danch)**

Councillor Danch requested that the Director of Public Works investigate the fencing along the walking trail that had cut wires.

**15.12 Oriole Crescent (Danch)**

Councillor Danch stated that there have been multiple complaints of waste present at the construction site on Oriole Crescent and requested that staff inspect the area.

**15.13 Port Colborne Sign at Lock 8 Park (Danch)**

Councillor Danch informed Council that a new multicoloured sign has been erected at Lock 8 Park that was funded from a grant from the Tourism Relief Fund.

**15.14 Speeding on Clarence Street (Danch)**

Councillor Danch informed that he has received complaints from residents regarding speeding on Clarence Street and requested that a speed radar sign be put in place.

**15.15 Port Colborne-Wainfleet Chamber Of Commerce (Hoyle)**

Councillor Hoyle provided details regarding the Lobster and Laugh and a Golf Tournament hosted by the Port Colborne-Wainfleet Chamber Of Commerce.

**15.16 Empire Road (Bodner)**

In response to Councillor Bodner's request for an update regarding the traffic calming measures on Empire Road, the Director of Public Works informed that possible options will be explored after a traffic study has concluded.

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

**16.1 Access to Sherkston Shores Under Easement, 2023-99**

Councillor E. Beauregard declared a conflict on this item. (The Councillor has an indirect pecuniary interest as he is employed by Upper Canada Consultants, of which, Sun Communities affiliate corporations are clients of.)



Councillor R. Bodner declared a conflict on this item. (The Councillor has declared a direct pecuniary interest as he is a shareholder in a business located inside Sherkston Shores Resort.)

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

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

Carried

**Amendment:**

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

**That Council direct the City Solicitor to pursue a court challenge to Sun Retreats' interpretation of the easement.**

Lost

- a. **Delegation from Carol Domenicucci, resident**
- b. **Delegation from Ingrid Copland, resident**
- c. **Delegation from Marsha and Mike McCreddie, residents**
- d. **Written Delegation Material from Vanessa McKay**

**16.2 2023-2026 Strategic Plan – Draft, 2023-89**

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

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

Carried

**16.3 Resolution - Port Colborne Urgent Care Centre - 2023-115**

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

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;

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.

Carried

#### **16.4 East Side Employment Lands – Phase 1 Servicing Project, 2023-109**

Moved by Councillor G. Bruno

Seconded by Councillor T. Hoyle

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.

Carried

#### **16.5 Canal Days Marine Heritage Festival, 2023-77**

Moved by Councillor R. Bodner

Seconded by Councillor M. Aquilina

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.

Carried

**16.6 H.H. Knoll Lakeview Park Trail Replacement, 2023-112**

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

That Public Works Department Report 2023-112 be received; and

That the recommended trail realignment shown in Appendix A and associated works, be approved.

Carried

**16.7 Administrative Monetary Tier Penalty – Cat By-law, 2023-111**

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

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.

Carried

**16.8 Niagara Central Dorothy Rungeling Airport Commission - Regional Road #529 (River Road) Road Condition**

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

That correspondence from Niagara Central Dorothy Rungeling Airport Commission - Regional Road # 529 (River Road) Road Condition, be supported.

Carried

**17. Motions**

**18. Notice of Motions**

Councillor Bodner provided notice of his intention to bring a motion forward at the July 18, 2023 Council meeting with respect to a request for amendments to the City's Discharge of Firearms By-law and Noise Control By-law.

**19. Minutes of Boards & Committees**

**20. By-laws**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That items 20.1 to 20.13 be enacted and passed.

Carried

**20.1 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**

**20.2 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**

**20.3 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**

**20.4 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**

**20.5 By-law to Establish a Committee known as the Mayor's Youth Advisory Committee and Terms of Reference**

**20.6 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**

**20.7 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**

- 20.8 By-law to Establish a Committee known as the Property Standards/Notice to Muzzle Appeal Committee and Terms of Reference**
- 20.9 By-law to Establish a Committee of Adjustment and Terms of Reference and Repeal By-law No. 6642/06/19**
- 20.10 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**
- 20.11 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**
- 20.12 By-law to Amend By-law No. 4949/5/07, Being a By-law to Provide for the Control of Cats**
- 20.13 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne**
- 21. Procedural Motions**
- 22. Information items**
- 23. Adjournment**

Mayor Steele adjourned the meeting at approximately 10:51 p.m.

---

William C. Steele, Mayor

---

Charlotte Madden, City Clerk



**PORT COLBORNE**

# Mayor's Report

**JUNE 13, 2023**

## **GREAT LAKES CITIES CONFERENCE IN CHICAGO**

I attended the 20th annual Great Lakes Cities Conference in Chicago last week with more than 200 elected and industry officials from around the Great Lakes. It was a non-stop week of learning, doing, seeing, and hearing from leading experts on how we, and all Great Lakes Cities can make an impact on climate change.

[Share any Chicago conference experiences]

On Friday morning I met with Cory Olishansky, the Government of Canada's Consul and Trade Commissioner, and Earl Provost, the Ontario Agent-General at the Ontario Trade and Investment Office in Chicago. We spoke about business and development and investment opportunities in Port Colborne. We'll be hearing from, and seeing, these important and influential people again soon.

## **COMMUNITY CONCERT SERIES**

I stopped at Lock 8 Park Saturday on my way home from the airport just in time to see the last half of the first concert of our summer series. The bands were the Walter James Duo, and Freedom Train.

On Saturday, June 17 the RePeatles and the Dreamboats play HH Knoll Park.

On Canada Day July 1 the music continues on West Street with a Tragically Hip tribute band Grace 2.

I was so pleased to hear from so many of you who are so happy with our concert series, which will be presented at different venues around the city until September. More proud Port Colborne moments to share with family and friends from across Niagara.

## **SHIANNE STEPHENS A GNCC FINALIST**

Our own Shianne Stephens, Creative Services Coordinator in the Communications Department, is a finalist for the Niagara Business Achievement Award, in the Young Professional category. The annual event is coordinated by the Greater Niagara Chamber of

Commerce. It's a huge deal, with dozens of Niagara business leaders nominated for awards in 10 categories. The gala dinner and award ceremony, attended by hundreds of Niagara's top businesses and people, is Thursday evening in the Holiday Inn & Suites in St. Catharines. We are so proud of Shianne, and all the nominees. Good luck, Shianne! A nice pat on the back for all the great work you do for us at the City of Port Colborne.

#### **WATERFRONT REDEVELOPMENT PUBLIC MEETING**

The plan to construct a waterfront centre was introduced in 2021 to promote redevelopment in the area and create a new hub for community cultural programming. We have an incredible area on the canal, our waterfront. It's a shame to let it sit idle when it could be a hallmark site

We invite everyone to the open house tomorrow at 6:30pm in the Golden Puck Room at the Vale Health and Wellness Centre. Come and see the concepts. Join in this collaborative exercise. The more voices we hear, the better the project outcome will be.

#### **HOSPITAL SERVICES WORKING GROUP**

As I've outlined in my report at the last three council meetings, we are fortunate to have a Health Services Working Group to address health services in Port Colborne, and offer alternatives and solutions to the current challenges. Members of the working group include primary health care workers, members of local business, industry, labour, and clergy. I am proud to introduce the chair of our working group, Donna Birrell.





**Subject: Physician Recruitment Activities Update**

**To: Council**

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

Report Number: 2023-92

Meeting Date: June 27, 2023

---

**Recommendation:**

That Chief Administrative Office Report 2023-92 be received.

---

**Purpose:**

The purpose of this report is to provide an update to Council on Physician Recruitment for the City of Port Colborne in partnership with the Niagara Region Physician Recruitment Specialist.

---

**Background:**

Since January 2021, as directed by the CAO, the City's Economic Development Officer (EDO) has been tasked with managing the Physician Recruitment file and related outreach and partnerships. The City has been working in tandem with Niagara Region's Physician Recruitment Specialist, Jill Croteau, and meeting prospective new physicians along with additional outreach and recruitment efforts.

---

**Discussion:**

The Physician Recruitment Specialist hosts regular meetings with Economic Development Officers from across the Region including the City's EDO. In addition, the City and CAO meet with Ms. Croteau as part of the City's Family Physician Incentive Agreement with the Niagara Region regarding the provision of Family Physician Recruitment services.

The City, through Ms. Croteau, is currently in discussions with a family physician to relocate to Port Colborne with a practice opening in the 2<sup>nd</sup> Quarter of 2024. A formal announcement and introduction will be made at a later date.

The Physician Recruitment Specialist will present to Council to give a fulsome update on recruitment outcomes and activities and to answer any questions that Council may have.

---

### **Internal Consultations:**

The EDO, CAO, Director of Corporate Services, and Manager of Strategic Initiatives meet to discuss the program and other family healthcare items on a regular basis.

---

### **Financial Implications:**

There are no financial implications to this report. Currently the City budgets \$10,000 annually for recruitment and outreach activities and provided funding for the Niagara South Memory Clinic Port Colborne Site and Pathstone Mental Health Port Colborne Site Walk-in Clinic at Bridges Community Health Centre.

---

### **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:**

Economically vibrant communities where citizens can live, work and play are healthy communities and physician recruitment is an important part of the economic development mix of successful communities. The City of Port Colborne continues to work with Niagara Region's Physician Recruitment Coordinator and neighbouring municipalities on joint initiatives to support this process and unique singular City initiatives to support goals and objectives.

**Appendices:**

- a. Presentation by Niagara Region Physician Recruitment Specialist

Respectfully submitted,

Bram Cotton  
Economic Development Officer  
(905) 835-2900 Ex 504  
[Bram.Cotton@portcolborne.ca](mailto:Bram.Cotton@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.

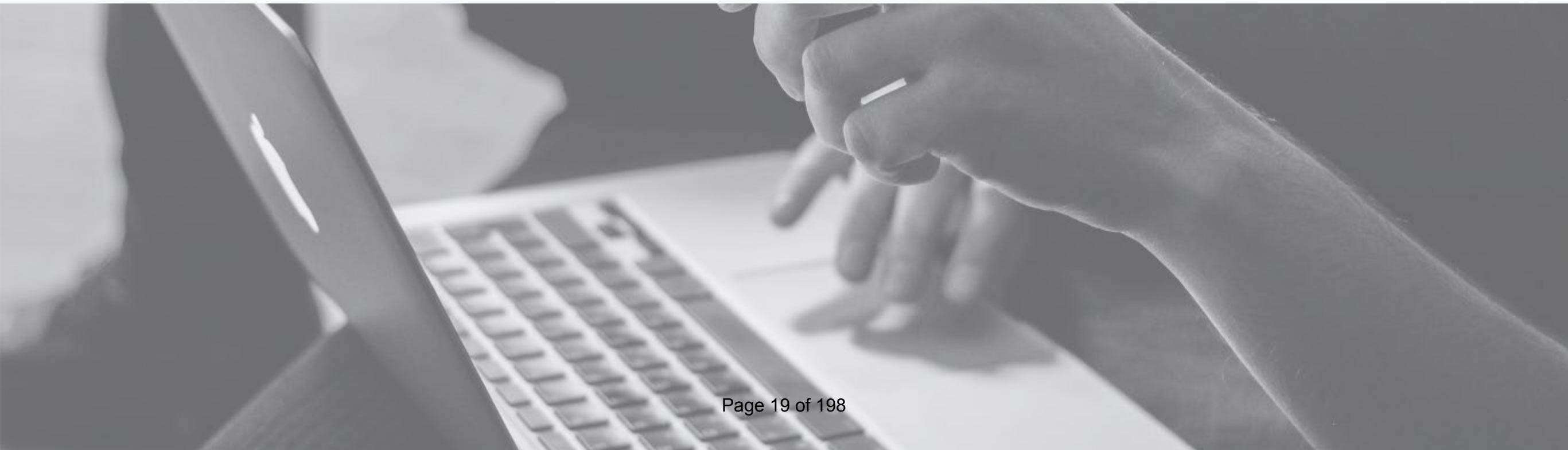


# Physician Recruitment Updates

City of Port Colborne

Presented by:  
JILL CROTEAU

Date: June 2023





# AGENDA



## Niagara Physician Recruitment Program

Brief Introduction of the program and services



## Niagara Family Physician Landscape

Let's look at some numbers



## Opportunity

How are we going to meet our goals in 2023



# AGENDA



## Niagara Physician Recruitment Program

Brief Introduction of the program and services





## RECRUITMENT STRATEGY

---



### Marketing

Attending multiple events to showcase Niagara opportunities and clinic space options



### Support Licensing & Immigration

Work with the Ministry, CPSO and Service Canada to ensure that paperwork is submitted



### Resources

Help with advertising new practices through Niagara Region. Ongoing support in the community to ensure retention.



### Site Tours & Interviews

Work with the candidate to ensure that they are matched with a practice that fits their needs



### Onboarding

Assist with referrals to the community; Public Health, medical societies, hospital, real estate, connection to city incentive



### Workforce Planning

Collaboratively identify needs in the community.



# AGENDA



## Niagara Family Physician Landscape

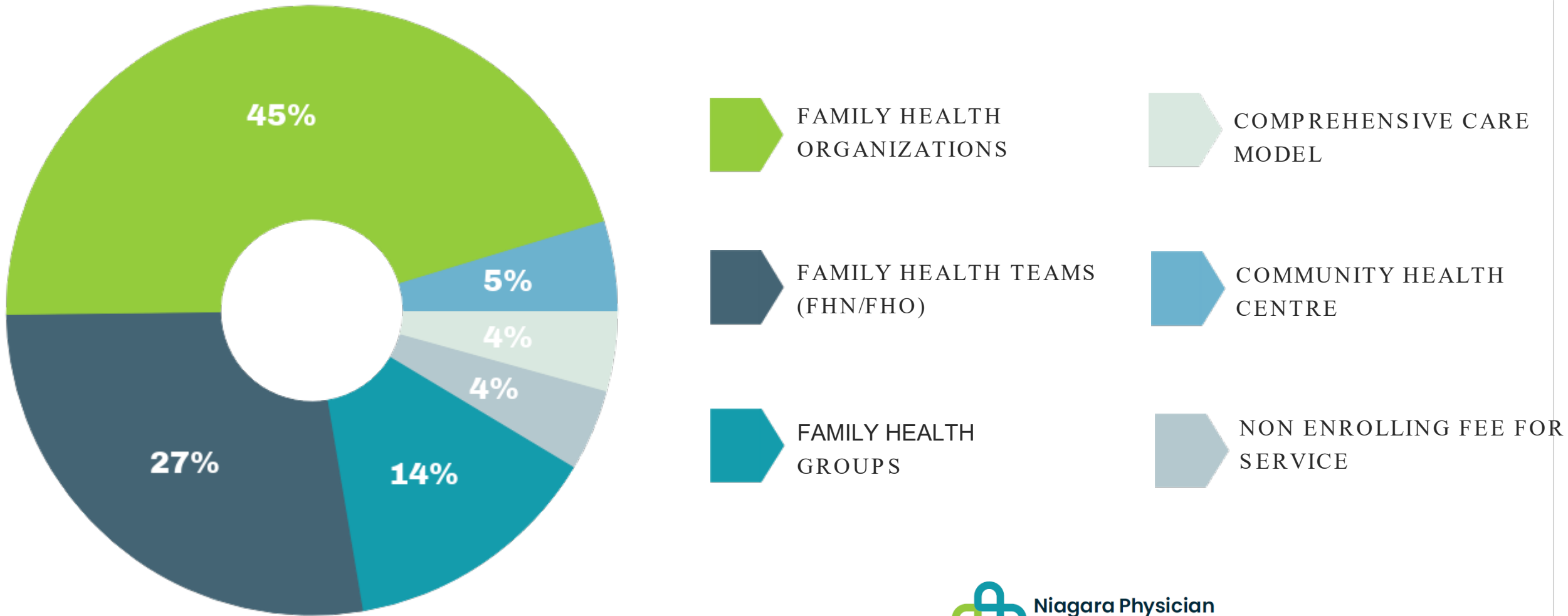
Let's look at some numbers





# NIAGARA PATIENT ENROLLMENT MODELS

APRIL 2023





# NIAGARA STATS

April 2023

Niagara has **255** family physicians with **232** who enrolling patients in a MOHLTC billing model



## Physician Capacity

Niagara physicians enroll approx 322,000 people. Our population has increased to over 477,000 in 2021. This % can only be maximum of 67% of the population.

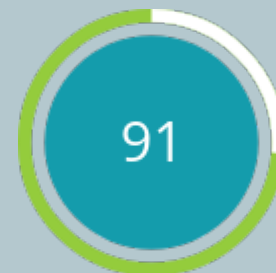


## Family Doctors over 65

16% of the 255 physicians are over 65  
Those in a PEM enroll over 52,000 patients.



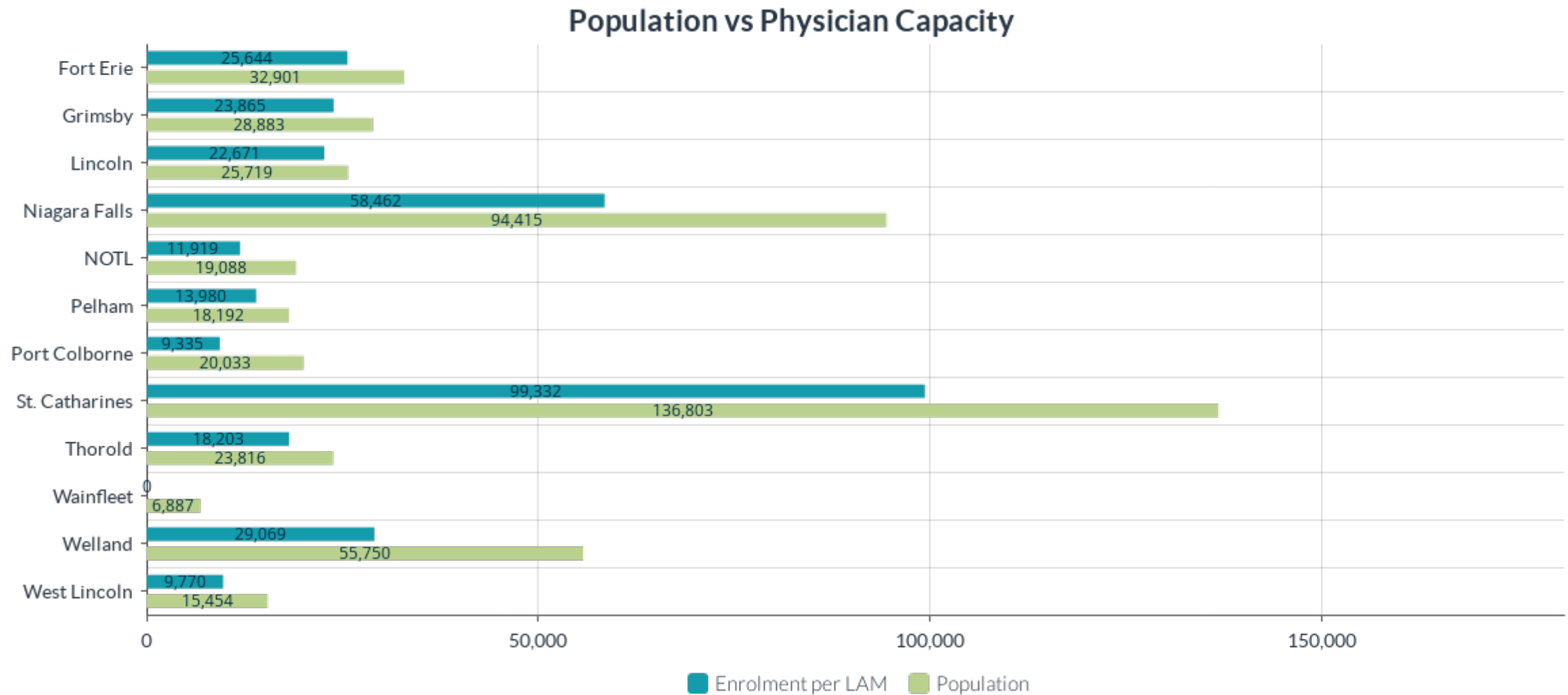
For a population of **477,000** our region should have **346** family doctors based on an average practice size of **1380** -  
**Shortage of 91 doctors.**





# Primary Care Gap in Population

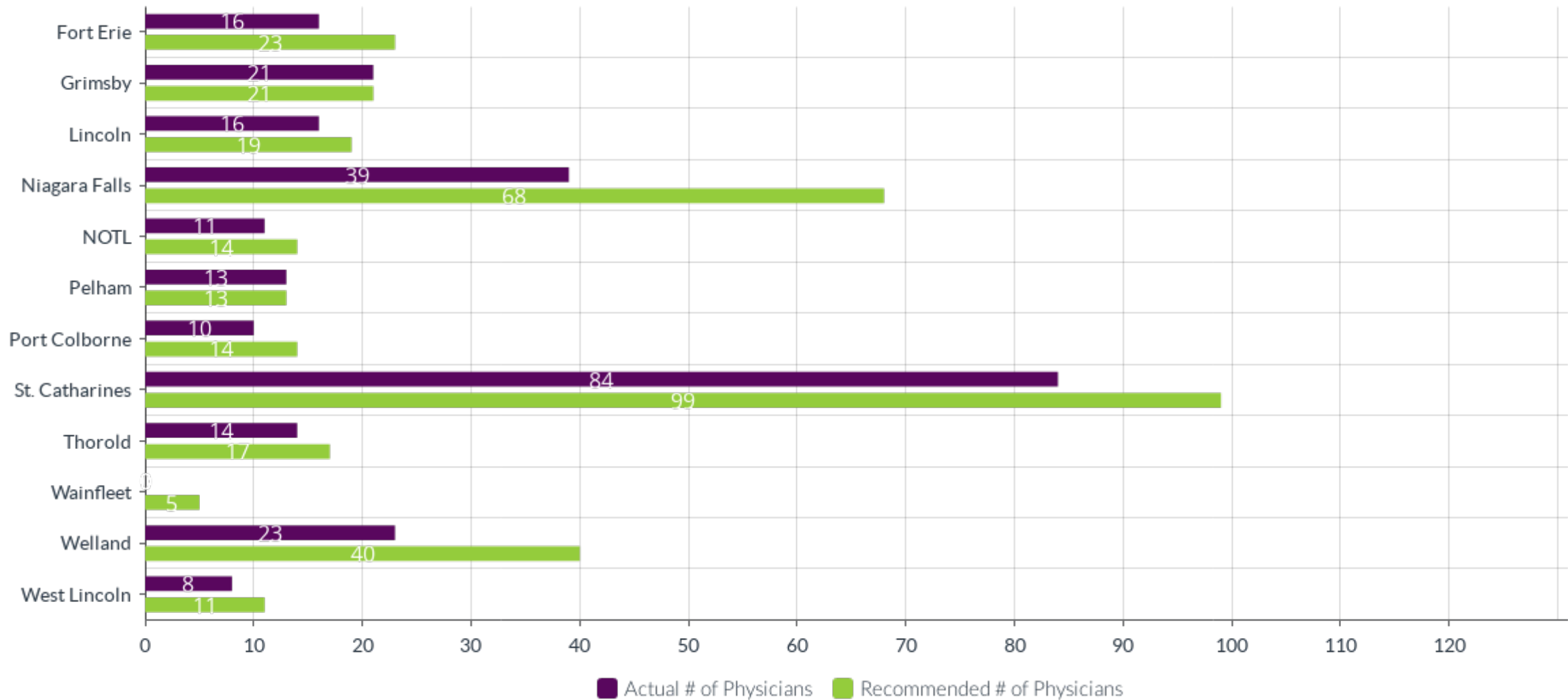
POPULATION VS PHYSICIAN ENROLLMENT NUMBERS PER MUNICIPALITY





# Physician Shortage

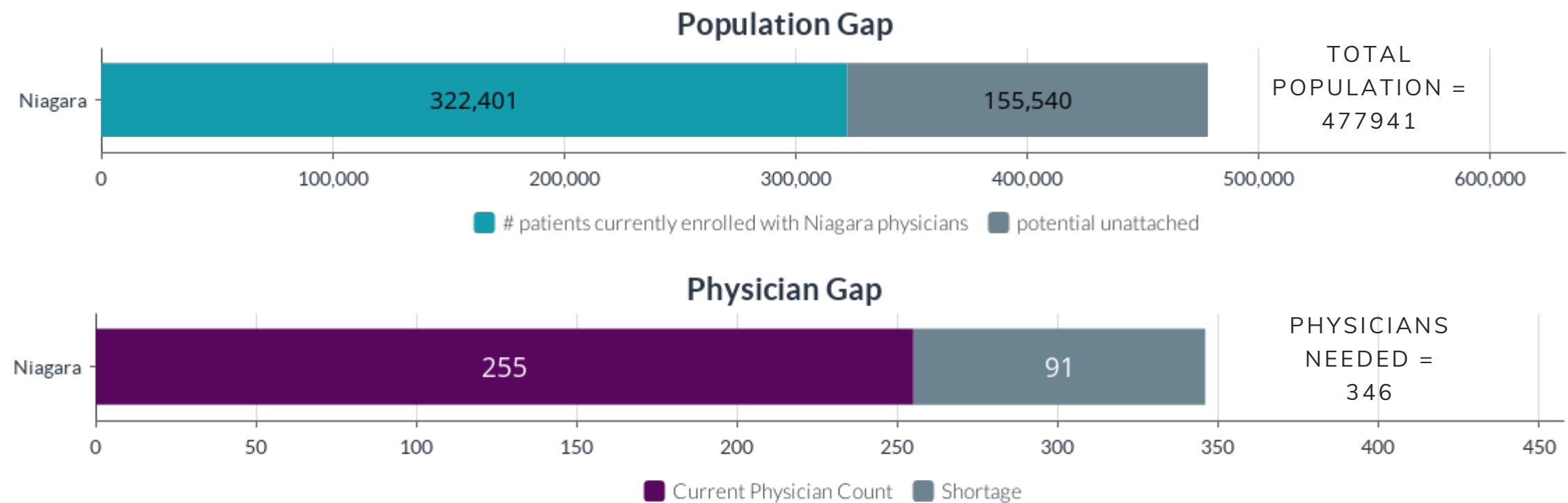
NIAGARA NUMBER OF PHYSICIANS - NUMBER OF RECOMMENDED PHYSICIANS (1:1380)





# Primary Care Shortage Validation

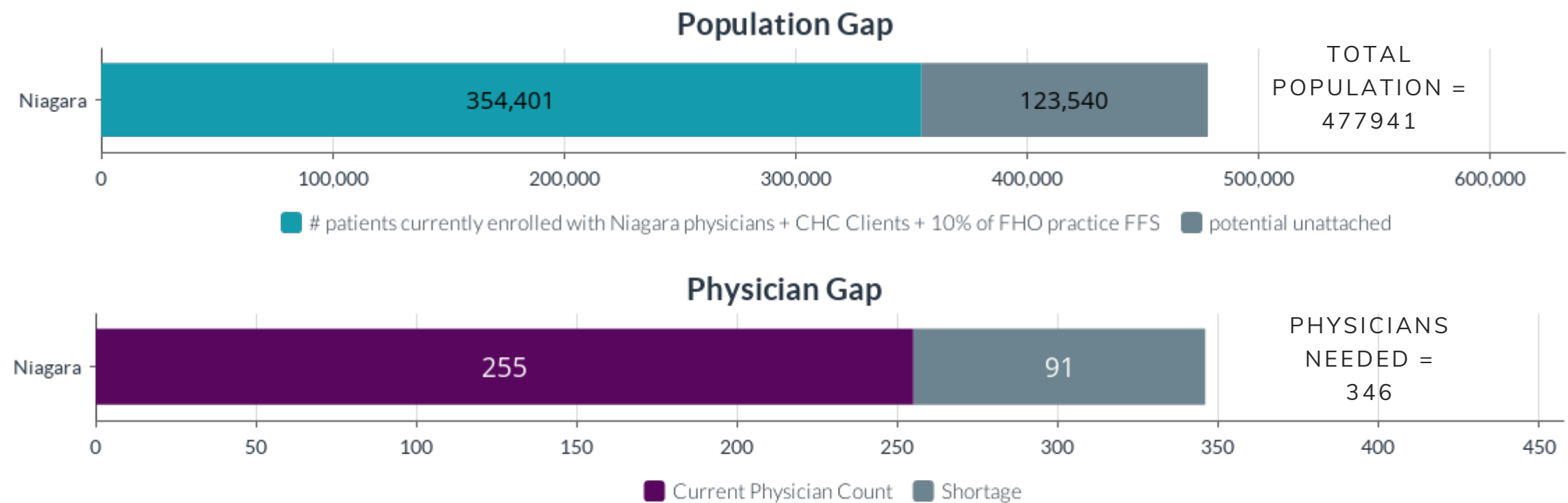
POPULATION VS PHYSICIAN ENROLLMENT NUMBERS PER MUNICIPALITY APRIL 2023





# Primary Care Shortage Validation

POPULATION VS PHYSICIAN ENROLLMENT NUMBERS PER MUNICIPALITY APRIL 2023





## CHALLENGES IN RECRUITMENT AND RETENTION

---

### Supply Challenges

- approximately 400 family medicine residents graduate each year
- HFOjobs.ca is currently advertising 1800 jobs to fill in just family medicine (this number is significantly higher as many are unposted).
- With the 400 residents graduating, some move on to hospital, some move on to additional focused training and most are starting with locums (contracts).
- We lose between 6-7% of our physician workforce each year due to retirement or relocation.
- There is a significant disconnect between our supply and demand to meet the needs of our communities.



## REGIONAL SUMMARY

---

- Our population in Niagara has grown by over 30,000 people in the last 5 years.
- 19 new physicians in 2022 and 19 left family practice in 2022
- Niagara has less than 3 doctors accepting new patients for a population of over 477,000 people.
- Over half of the physicians who left practice in 2022 closed their doors without a successor.
- $91 \text{ doctors} \times 1380 \text{ residents} = 125,580 \text{ residents}$





## PORT COLBORNE SUMMARY

---

100 % of the primary care models within the City of Port Colborne are in either a FHO or CHC model. There are no walk in clinics or FFS models.

Port Colborne has over the past 5 years had 5 physicians leave practice, with 5 physicians move into practice.

- Dr. George Rungi
- Dr. Debbie Wilkes Whitehall
- Dr. Alan Daniel
- Dr. Kelly Maracle

Dr. Joe Fraelic  
Dr. Matt Vandenberg  
Dr. Raven Mancini  
Dr. Jason Van Soelen



## PORT COLBORNE SUMMARY

---

Port Colborne with 20,000 population should have a recommended 14 providers to meet the demands of its community. There are 10 doctors in the community.

Caveats to this:

- NP's from Bridges provide coverage to residents in Port Colborne and Wainfleet
- Residents can be seeking care outside of the city ie. have a doctor in St. Catharines, Fort Erie or Welland or be visiting the UCC or Walk in Clinics in surrounding communities.



## PORT COLBORNE SUMMARY

---

The physician groups in Port Colborne continue to have interest in joining both the Lockview FHO and Niagara South FHO.

Feedback from candidates:

- Port Colborne is a desired community to work and live.
- Primary interest continues to be a FHO model in modern clinic space.
- Candidates moving from another province or country are looking for financial support. This amount is continuing to grow as competition for candidates increase.



# AGENDA



Opportunity

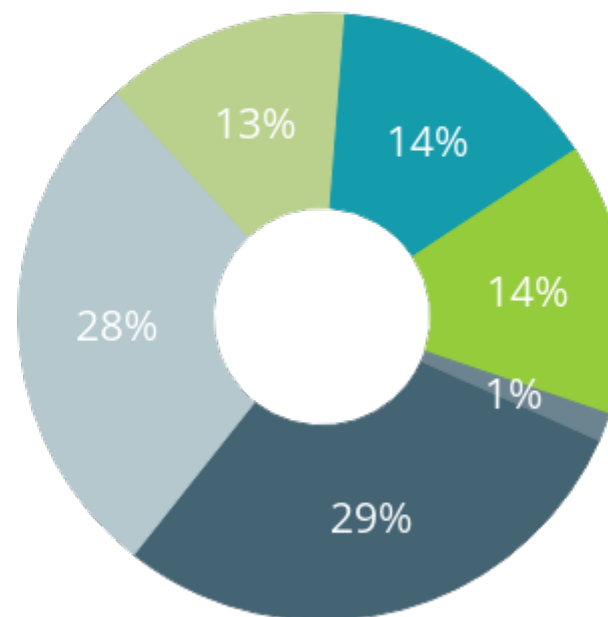


# Niagara Physician Recruitment

## Where are our physicians coming from?

5 year historical data

- McMaster - Niagara FM 29%
- Ontario 28%
- UK 13%
- CAN(outside of ON) 14%
- US 14%
- AUS 1%



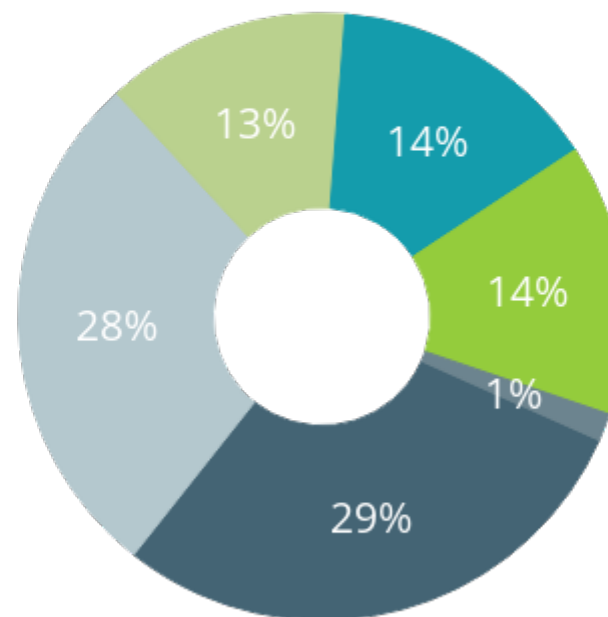


# Niagara Physician Recruitment

## Where are our physicians coming from?

5 year historical data

- McMaster - Niagara FM 29%
- Ontario 28%
- UK 13%
- CAN(outside of ON) 14%
- US 14%
- AUS 1%





## Looking into 2023

---

- ☒ Expanding outreach to the US/ UK, Ireland and across Canada as we do not have enough supply of doctors in our province - repatriate Canadians.
- ☒ Encourage municipalities to work with the NPR program and develop recruitment and retention policies and clinic capacity in their respective communities through Economic Development
- ☒ Develop a 5-10 year regional recruitment strategy for physician workforce planning to meet the growth plans of our municipalities.



# Questions or Comments

**Jill Croteau**  
Physician Recruitment Specialist  
[jillcroteau@niagaradocs.ca](mailto:jillcroteau@niagaradocs.ca)



**Subject: 2023 Trimester 1 Financial Reporting**

**To: Council**

**From: Corporate Services Department**

Report Number: 2023-114

Meeting Date: June 27, 2023

---

**Recommendation:**

That Corporate Services Department Report 2023-114 be received for information; and

That the recommended transfers to and from the City's capital close-out account outlined in Appendix B of Corporate Services Report 2023-114 be approved.

---

**Purpose:**

This report serves to provide Council with a summary of operating budget to forecast, capital and related projects, reserves, investment activity, and debt management as at the end of the first trimester of 2022.

---

**Background:**

This report serves to support the strategic plan of the City of Port Colborne (the "City").

---

**Discussion:**

In preparing the 2023 T1 (trimester one) report, certain assumptions and estimates are necessary. These estimates are based on information available to staff at the time. Actual results may vary.

This T1 report provides a forecast to December 2023 based on financial activity from January 1, 2023 to April 30, 2023, and estimated impacts looking forward. This report focuses on capital with high level updates on operations given it only covers the first 4 months of the year. The T2 report will go into greater detail with respect to operations.

At the time of writing this report, Financial Services does forecast a balanced budget or better for the 2023 fiscal year.

The summaries below represent forecasted financial figures for the year ended December 31, 2023.

As at April 30, 2023, staff continue to use the budget as forecast given the timing of this report. The “Net” forecasted represents a forecast increase to investment income and capital adjustments. As denoted, this report concentrates on capital activity. A balanced budget is identified below:

Levy	Forecast	Budget	Net
Revenue	34,272,299	34,072,299	200,000
Personnel Expense	(16,146,800)	(16,146,800)	-
Operating Expense	(13,677,871)	(13,677,871)	-
<b>Surplus before Transfers</b>	<b>4,447,628</b>	<b>4,247,628</b>	<b>200,000</b>
Transfer (to)/from Capital	(9,439,230)	(7,054,300)	(2,384,930)
Transfer (to)/from Reserves	1,209,352	(890,578)	2,099,930
Transfer (to)/from Funds	3,782,250	3,697,250	85,000
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

Levy budget spend-to-date (before transfers and allocations) is 29.1% of the 2023 budget.

**Slide 6 of Appendix A** highlights the forecasted differences to budget for the levy.

As at April 30, 2023, the Rate budget is forecasting on the same basis as the Levy budget. A balanced budget is identified below:

Rate	Forecast	Budget	Net
Revenue	13,836,100	13,661,100	175,000
Personnel Expense	(1,190,900)	(1,190,900)	-
Operating Expense	(8,459,279)	(8,459,279)	-
<b>Surplus before Transfers</b>	<b>4,185,921</b>	<b>4,010,921</b>	<b>175,000</b>
Transfer (to)/from Reserves	389,989	479,989	(90,000)
Transfer (to)/from Funds	(4,575,910)	(4,490,910)	(85,000)
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

Rate budget spend-to-date (before transfers and allocations) is 31.0% of the 2023 budget.

**Slide 7 of Appendix A** highlights the forecasted differences to budget for the levy.

This report contains a summary of Capital and Related Projects recommended for closeout and still on-going in **Appendix B**. **Slides 8 and 9 of Appendix A** highlight that, as of T1, 117 approved capital and related projects remain open. Staff completed 20 projects and closed out/transferred 8 projects. The three largest projects are Vale

Health and Wellness Centre Roof Repair, Fleet Replacement, and the Watermain Replacement and Looping project. **Slides 8 and 9 of Appendix A** further highlight that 78% of projects will be completed by year end. The remaining 22% of projects lend themselves to multi-year projects.

In **Appendix C**, Financial Services has summarized reserve activity, forecasted year-end reserve balances, identified the approved reserve targets and/or progress or steps required to establish a final target. The completion of the Infrastructure Needs Study will help establish targets for many of the reserves still requiring targets.

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

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

---

### **Internal Consultations:**

Financial Services would like to thank all City departments for their leadership and cooperation in developing this trimester one report.

---

### **Financial Implications:**

This financial report is for information purposes to help inform future decision making.

As identified in Appendix B there are capital and related projects being closed out, in addition to these closed out projects there are recommended budget adjustments – these budget adjustments are highlighted on **Slides 10 and 11 of Appendix A**.

---

### **Public Engagement:**

This report supports the City's on-going commitment to accountability and transparency.

---

### **Strategic Plan Alignment:**

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

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

## **Conclusion:**

Financial Services reminds users of this report that in preparing the 2023 Trimester 1 report, certain assumptions and estimates are necessary. These estimates are based on information available to staff at the time. Actual results may vary.

---

## **Appendices:**

- a. Appendix A – 2023 Trimester 1 Presentation
- b. Appendix B – Capital and Related Projects Summary
- c. Appendix C – Reserves Forecast
- d. Appendix D – Investments
- e. Appendix E – Debt Management

Respectfully submitted,

Bryan Boles, CPA, CA, MBA  
Director of Corporate Services / Treasurer  
(905) 835-2900 Ext. 105  
[Bryan.Boles@portcolborne.ca](mailto:Bryan.Boles@portcolborne.ca)

Adam Pigeau, CPA, CA  
Manager, Financial Services  
(905) 835-2900 Ext. 101  
[Adam.Pigeau@portcolborne.ca](mailto:Adam.Pigeau@portcolborne.ca)

## **Report Approval:**

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

# 2023 Trimester 1 Presentation

June 27, 2023



# Agenda

---

- ☐ Recommendation
- ☐ Vision/Mission/Values
- ☐ Strategic Pillars
- ☐ Levy
- ☐ Rate
- ☐ Capital and Related Projects
- ☐ Debt Management
- ☐ Looking Forward
- ☐ Thank You
- ☐ Recommendation



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



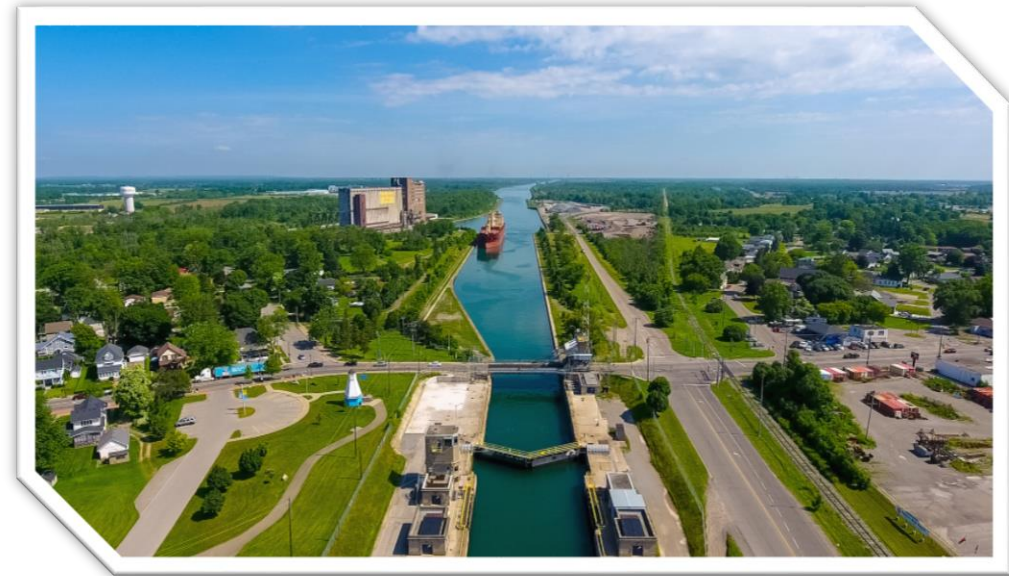
# Recommendation

---

That Corporate Services Department Report 2023-114 be received for information; and

That the recommended transfers to and from the City's capital close-out account in Appendix B of Corporate Services Report 2023-114 be approved.

Y





# Vision/Mission/Values

---



## Vision Statement:

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

***A healthy and vibrant waterfront community embracing growth for future generations***

## Mission Statement:

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

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

## Corporate Values:

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

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





# Strategic Pillars

---



## Strategic Pillars

These pillars support the City's vision and mission statements and 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**



# Levy



Levy	Forecast	Budget	Net
Revenue	34,272,299	34,072,299	200,000
Personnel Expense	(16,146,800)	(16,146,800)	-
Operating Expense	(13,677,871)	(13,677,871)	-
<b>Surplus before Transfers</b>	<b>4,447,628</b>	<b>4,247,628</b>	<b>200,000</b>
Transfer (to)/from Capital	(9,439,230)	(7,054,300)	(2,384,930)
Transfer (to)/from Reserves	1,209,352	(890,578)	2,099,930
Transfer (to)/from Funds	3,782,250	3,697,250	85,000
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Forecasted Differences:

Revenue: additional \$200,000 in investment income

## Transfers to Capital:

- Nickel Beach Parking Lot \$800,000
- Vale Roof Repair \$975,000
- HH Knoll Bridge \$89,930
- Sugarloaf Archeological Research \$435,000
- Neff Watermain Construction \$85,000

## Transfer (to)/from Reserves:

- Tangible Capital Asset Reserve \$2,299,930
- Various Reserves (\$80,000) - related to investment income
- Transfer to General Stabilization Reserve (\$120,000)

## Transfer from Funds:

- From Rate (Water) Fund \$85,000 to fund capital



# Rate



Rate	Forecast	Budget	Net
Revenue	13,836,100	13,661,100	175,000
Personnel Expense	(1,190,900)	(1,190,900)	-
Operating Expense	(8,459,279)	(8,459,279)	-
<b>Surplus before Transfers</b>	<b>4,185,921</b>	<b>4,010,921</b>	<b>175,000</b>
Transfer (to)/from Reserves	389,989	479,989	(90,000)
Transfer (to)/from Funds	(4,575,910)	(4,490,910)	(85,000)
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Forecasted Differences:

Revenue: additional \$175,000 in wastewater revenue (Bylaw related vacant land charges)

## Transfer to Reserves:

- To Wastewater Reserve \$175,000
- From Water Reserves (\$85,000)

## Transfer from Funds:

- To Levy Fund \$85,000 to fund Neff Watermain Construction



# Capital and Related Projects



## T1 Capital Project Summary

Department	Open Projects - At the end of 2022	Projects Approved in 2023 Budget	Projects Approved in- year 2023	Total Project # for 2023 T1	Projects Completed	Projects Closedout/ Transferred	Open Projects - At the end of 2023 T1	Closeout Percentage
Global	3	-		3			3	0.0%
CAO's office	4	2		6		(1)	5	16.7%
Corporate Services	9	8		17	(3)	(1)	13	23.5%
Community Safety	1	1		2	(1)		1	50.0%
Legislative Services	2	1		3			3	0.0%
Library	4	4		8	(2)	(1)	5	37.5%
Museum + Roselawn	3	7		10	(1)		9	10.0%
Self-sustained Entities	6	-	1	7			7	0.0%
Public Works	43	18	4	65	(8)	(4)	53	18.5%
Rates	15	8	1	24	(5)	(1)	18	25.0%
<b>Total</b>	<b>90</b>	<b>49</b>	<b>6</b>	<b>145</b>	<b>(20)</b>	<b>(8)</b>	<b>117</b>	<b>20.1%</b>

# Capital and Related Projects



## Estimated Project Completion Timeline

Department	2023 T2	2023 T3	Multi-Year Project	Open Projects - At the end of 2023 T1
Global			3	3
CAO's office		4	1	5
Corporate Services	3	5	5	13
Community Safety	1			1
Legislative Services			3	3
Library	1	3	1	5
Museum + Roselawn	3	6		9
Self-sustained Entities	1	4	2	7
Public Works	10	33	10	53
Rates	2	9	7	18
<b>Total</b>	<b>21</b>	<b>64</b>	<b>32</b>	<b>117</b>

73% of open projects are expected to be completed by year end.

27% of open projects are multi-year projects.



# Capital and Related Projects



## Capital Projects Funding Change Recommendation

Project Name	ID	Recommended Funding Change T1	Funding Recommendation Notes
Urban Forest Management Plan	20O-PW-L45	60,000	Request budget increase by \$60,000, funded from Under/Over Reserve. Original budget did 1/5 of City. This would complete the remaining 4/5 of City by year end.
VHWC Air Removal Unit	21C-PW-B14	22,000	Request budget increase by \$22,000, fund from Under/Over Reserve. Requested to complete project.
I.1 Neff St Outlet Retrofit	22C-SS-B64	200,000	Request budget increase by \$200,000, fund by Storm Sewer Reserve. Original budget was just for design. This would allow for construction this year.
A.12 CH AODA renovation	22C-PW-B12	(100,000)	Decrease the budget by \$100,000. Transfer \$100,000 to Under/Over Reserve. Remaining budget of \$120,000 to include AODA components to front counter.
Nickel Beach Capital Upgrades	23C-BE-R01	(500,000)	Decrease the budget by \$500,000. Transfer \$500,000 to Tangible Capital Asset (Infrastructure) Reserve.
K.2 Library Elevator Modernization	23C-LB-BK2	35,000	Request budget increase by \$35,000, funded by Library Capital Reserve
H.H. Knoll Park Trail Expansion and Enhancement	TBD	85,000	New proposed capital project. \$68,000 (80%) fund from Community Building Fund, \$17,000 (20%) fund from Under/Over Reserve.
YMCA Pool Refurbishment	TBD	55,000	New proposed capital project. \$44,000 (80%) fund from Community Building Fund, \$11,000 (20%) fund from Under/Over Reserve.
<b>Grand TOTAL</b>		<b>(143,000)</b>	



# Capital and Related Projects



Current Projects			Recommended Change			
Project Name	Project ID	Budget	Project Name	Project ID	Budget	Comments
I.3 Trailer Mount 6" Pump	22C-SS-B66	53,304	I.3/J.1 Trailer Mount 6" Pump	22C-SS-B66	99,608	Combining budget originally split due to funding source
J.1 Trailer Mount 6" Pump	22C-WW-B66	46,304				
C.4 Video Surveillance Program	22C-CS-B31	125,000	C.3 Facilities Security System	23C-IT-BC3	194,167	Same project, just budgeted over multiple years
C.3 Facilities Security System	23C-IT-BC3	69,167				
<b>Total</b>		<b>293,775</b>			<b>293,775</b>	

# Reserves



	2022 Year-End Reserve Balance	2023 Approved Budget	2023 In-Year Approved Transfers	2023 Forecasted Interest Allocation	2023 Forecasted Year-End Reserve Balance
Total Boards and Committees Reserves	549,112	(39,500)	-	2,515	512,127
Total Programs, Grants and Activities	910,030	(41,000)	-	-	869,030
Total Self Sustaining Entities	(395,059)	(153,388)	-	-	(548,447) *
Total General Government	8,799,534	362,500	(820,000)	85,340	8,427,374
Total Capital	11,384,766	1,378,402	(2,384,930)	232,745	10,610,983
Total Reserves before WIP	21,248,383	1,507,014	(3,204,930)	320,600	19,871,067
Total WIP Reserve	9,103,811	(8,389,411)	-	-	714,400
Total Reserves	30,352,194	(6,882,397)	(3,204,930)	320,600	20,563,263

\* Loan with Sugarloaf Marina







# Debt Management

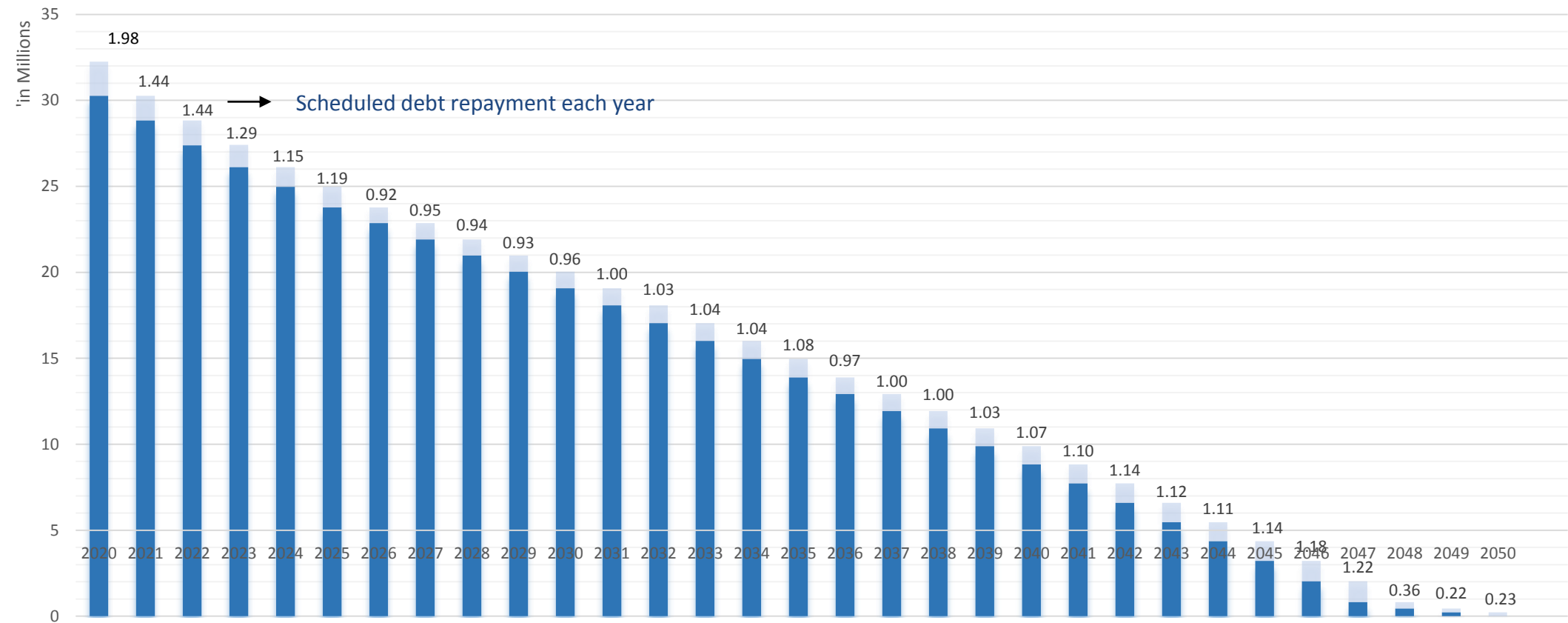
Figures are 'in millions

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

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



# Debt Outlook





# Looking Forward

---

## 2024 budget key dates:

- September 21 - Capital Budget presentation
- September 26 - Approve Capital Budget at Council meeting
- October 19 - Levy and User Fee Budget presentation
- October 24 - Approve Levy and User Fee Budget at Council meeting
- November 23 - Rate Budget presentation
- November 28 - Approve Rate Budget at Council meeting

Trimester 2 Reporting is planned for the **October 19**, 2023 with the Levy and User Fee Budget Presentation



Thank You



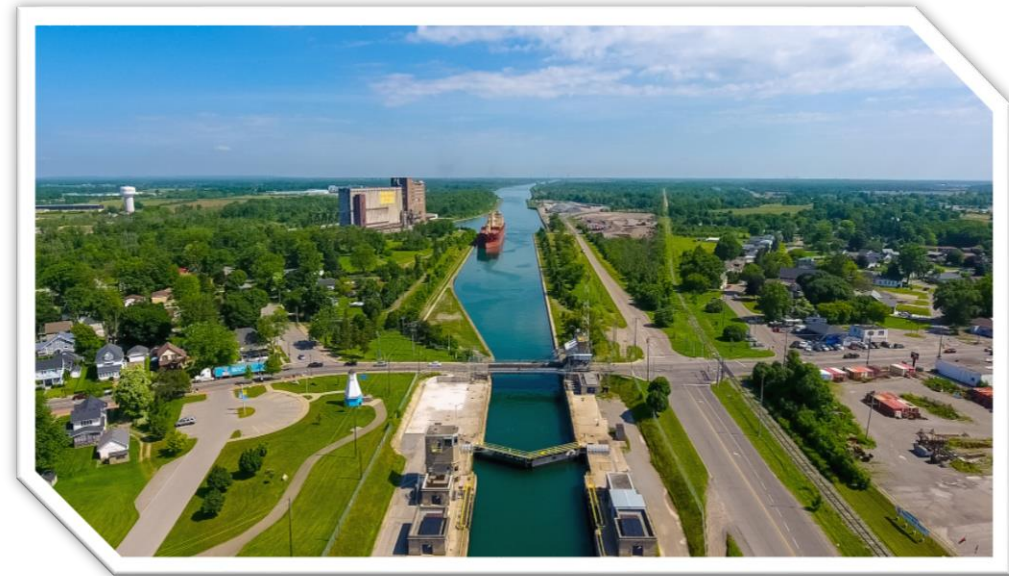
# Recommendation

---

That Corporate Services Department Report 2023-114 be received for information; and

That the recommended transfers to and from the City's capital close-out account in Appendix B of Corporate Services Report 2023-114 be approved.

Y



**Appendix B - Capital and Related Projects Summary**

Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
Active Transportation Masterplan	200-PW-L51	Corporate Leadership Team	2020	100,000	-		100,000	No	In progress with subject matter expert	2024	T3
Elm St & Elgin St Intersection	20C-PW-L16	Public Works	2020	41,284	-		41,284	Yes	Proceeded with alternative plan, funded from operating, project close out		
Urban Forest Management Plan	200-PW-L45	Public Works	2020	59,484	-	60,000	119,484	No	In progress with subject matter expert. Request budget increase by 60,000, funded from Under/Over Reserve	2023	T3
PC Operations Centre Upgrades	20C-PW-L39	Public Works	2020	149,468	(5,321)		144,147	No	In design	2023	T3
IT - Server Room Relocation	20C-CS-L55	Corporate Services	2020	39,713	(2,595)		37,118	No	Infrastructure division is working with a contractor to complete the final construction components of this project	2023	T2
Infrastructure Needs Studies	21C-PW-B22	Public Works	2021	219,942	(65,637)		154,304	No	In progress with subject matter expert	2023	T3
Tennessee Gate Inspect & Design	21C-PW-B30	Public Works	2021	14,848	-		14,848	No	Design completed, waiting for invoices	2023	T2
Erie St Wtmain Design & Inspec	21C-PW-R45	Public Works	2021	-	-		-	Yes	Design completed, overbudget closed out to construction project 22C-PW-R48		
Erie St Wtmain Replacement Project	21C-PW-R48	Public Works	2021	793,491	(227,367)		566,124	No	Substantially completed, potential litigation	2023	T2
Project Management	21O-PW-R41	Public Works	2021	141,539	(12,913)		128,626	No	In progress with subject matter expert	2023	T3
VHWC Air Removal Unit	21C-PW-B14	Public Works	2021	18,000	-	22,000	40,000	No	Contractor retained, increase budget by 22,000, fund from Under/Over Reserve	2023	T3
Fire Station HVAC Upgrades	21C-PW-B16	Public Works	2021	12,200	-		12,200	Yes	Completed in 2022		
City Hall Elevator Repairs	21C-PW-R39	Public Works	2021	80,111	(83,367)		(3,256)	Yes	Completed		
Community Impro Plans Review	21C-ED-R47	Economic Develop	2021	63,725	(10,941)		52,784	No	Project almost complete, final report to council in September 2023	2023	T3
Site Remediation	21C-PW-B29	Economic Develop	2021	128,484	-		128,484	No	Under investigation, risk assessment need to be completed. Project on going	2023	T3
B.4 Records Management	22C-LS-B17	Legislative Services	2022	110,000	-		110,000	No	Expected to ramp up in Q3 2023	2024	T3
A.13 Waterfront Centre	22C-PW-B13	Corporate Leadership Team	2022	966,270	(75,758)		890,512	No	Working closely with project architect on concept plans and with environmental consultants to ascertain contamination/remediation plans. Stakeholder and community open house scheduled for June 14th. Filing financial reports with federal government to be reimbursed for eligible project expenses. Project is ongoing	2024	T3
E.8 Lockview Park Construction	22C-PW-B43	Corporate Leadership Team	2022	337,376	-		337,376	No	In design, project on going	2024	T3
E.1 Friendship Trail Crossing	22C-PW-B36	Public Works	2022	77,741	-		77,741	No	Project completed, except signage	2023	T3
E.2 Welland St to Beach Trail	22C-PW-B37	Public Works	2022	475,978	-		475,978	No	In design	2026	T3
E.6 Promenade Improvements	22C-PW-B41	Public Works	2022	250,000	(1,979)		248,021	No	In progress, concrete work completed, railing painting outstanding	2023	T3



Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
F.5 Firelane Survey	22C-PW-B48	Public Works	2022	30,000	(17,808)		12,192	No	Project completed, waiting for invoices	2023	T2
G.2 White Road Guiderail Rplc	22C-PW-B53	Public Works	2022	100,000	-		100,000	No	Permit received, awaiting CN inspection	2023	T3
G.3 Rail Crossing Safety	22C-PW-B54	Public Works	2022	104,047	-		104,047	No	project completed, except for stop sign recommendation, budget reduce to 30k	2023	T3
G.5 Hawthorne Heights Parking	22C-PW-B56	Public Works	2022	15,000	-		15,000	No	Contractor retained	2023	T3
G.8 OSIM Culvert and Structure	22C-PW-B59	Public Works	2022	155,500	-		155,500	No	In design	2024	T2
2022-73 Lion's Field Streetscape	22C-PW-R04	Public Works	2022	290,000	-		290,000	No	Going to tender	2023	T3
I.1 Neff St Outlet Retrofit	22C-SS-B64	Storm Sewer	2022	259,071	(4,508)	200,000	454,563	No	Project estimate requires adjustment, request budget increase 200,000, fund by Storm Sewer Reserve	2023	T3
F.1 Regulatory Sign Inventory	22C-PW-B44	Public Works	2022	30,000	-		30,000	No	In progress with subject matter expert	2023	T3
F.2 Engineering Design Std	22C-PW-B45	Public Works	2022	30,000	-		30,000	No	In progress with subject matter expert	2024	T1
G.1 Street Light Repairs	22C-PW-B52	Public Works	2022	96,887	-		96,887	No	On going, two out of five repairs are underway	2023	T3
B.10 Water Rescue Program	22C-FB-B23	Community Safety	2022	30,000	(29,185)		815	Yes	Completed		
B.5 CH 2nd Floor Furniture	22C-LS-B18	CAO's Office	2022	35,000	-		35,000	No	Under review, as a result of Org change	2023	T3
Library Entrance Improvement	22C-LB-R13	Library	2022	20,000	-		20,000	No	Ordered parts, waiting for delivery	2023	T3
Library Auditorium Door	22C-LB-R14	Library	2022	5,000	500		5,500	No	Ordered parts, waiting for delivery	2023	T3
Library Generator	22C-LB-R16	Library	2022	10,000	(12,822)		(2,822)	Yes	Completed		
O.2 New Washroom & First Aid B	22C-BE-B82	Beaches	2022	116,701	(48,300)		68,401	No	The final stairs installation is scheduled in June and July	2023	T2
Q.1 HVAC Roof Top Unit Replace	22C-MA-B86	Marina	2022	24,500	-		24,500	No	Parts ordered	2023	T3
Marina Building Improvements	22C-MA-R25	Marina	2022	94,236	-		94,236	No	Internal discussion on project scope and options	2023	T3
N.1 Delta Y System Conversion	22C-MU-B78	Museum	2022	65,000	-		65,000	No	Working with CNP - CNP timeline dependant	2023	T3
N.2 PA System Supplement	22C-MU-B79	Museum	2022	15,581	(1,423)		14,158	Yes	Completed	2023	T1
N.3 Theatre Entrance Roof	22C-MU-B80	Museum	2022	26,211	-		26,211	No	Replacement quote over 80k, alternative repair scheduled within budget (anticipate 10-15 yr useful life)	2023	T2
A.3 CH Fire Panel Replacement	22C-PW-B03	Public Works	2022	13,500	-		13,500	No	Parts ordered	2023	T3
A.7 VHWC Tile Replacement	22C-PW-B07	Public Works	2022	55,369	-		55,369	No	Reviewing the project scope to determine the need	2023	T3
A.8 VHWC Parking Lot LED Retro	22C-PW-B08	Public Works	2022	33,000	(21,760)		11,240	Yes	Completed		
A.12 CH AODA renovation	22C-PW-B12	Public Works	2022	231,000	(2,242)	(100,000)	128,758	No	Rescoped the project, decrease the budget to \$100,000. Transfer \$100,000 to Under/Over Reserve.	2023	T3
F.4 Phase 2 Building Condition	22C-PW-B47	Public Works	2022	93,496	(21,724)		71,772	No	In progress with subject matter expert	2023	T3
Remote monitoring systems - Multiple City Facilities	22C-PW-R01	Public Works	2022	15,000	-		15,000	No	Parts ordered	2023	T3
2022-73 VHWC Roof Repair	22C-PW-R03	Public Works	2022	-	-		-	Duplicate			
VHWC Cooling Tower Replacement	22C-PW-R22	Public Works	2022	-	-		-	Duplicate			
West St Streetscaping	22C-PW-R23	Public Works	2022	437,150	-		437,150	No	Planning with granting agency	2024	T3
I.2 Electrical Motor SoftStart	22C-SS-B65	Storm Sewer	2022	5,600	-		5,600	No	Contractor retained	2023	T2

Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
B.3 Asphalt Hot Box	22C-PW-B16	Public Works	2022	60,000	(57,168)		2,832	Yes	Completed		
B.6 Passenger Truck	22C-PW-B19	Public Works	2022	46,000	(51,181)		(5,181)	Yes	Completed		
B.7 2022 Fleet Replacement	22C-PW-B20	Public Works	2022	-	-		-	Duplicate			
B.11 Passenger Truck - Drains	22C-PW-B24	Public Works	2022	74,500	(73,869)		631	Yes	Completed		
I.3 Trailer Mount 6" Pump	22C-SS-B66	Storm Sewer	2022	53,304	(130,758)	46,304	(31,151)	Yes	Completed, funds transfer from Project 22C-WW-B66. Overbudget amount fund from Storm Sewer and Wastewater Reserve respectively		
B.13 Passenger Truck - WT/WW	22C-WW-B26	Water	2022	46,000	(54,510)		(8,510)	Yes	Completed, overbudget amount fund from water Res		
HR Management & ITS Review	22C-CS-R21	Corporate Services	2022	22,896	-		22,896	Yes	HR Management Review has been completed		
Fire Service Digitization	22C-FB-R19	Corporate Services	2022	35,827	(53,401)		(17,574)	Yes	Solution and equipment has been implemented.		
C.3 IT Evergreening	22C-CS-B30	Corporate Services	2022	34,395	(13,662)		20,733	No	Lifecycle replacements have been completed, except for the TVs at VHWC	2023	T2
C.4 Video Surveillance Program	22C-CS-B31	Corporate Services	2022	69,167	(377)	(68,791)	-	No	Ongoing search of vendor for suitable solution. Merge this project into 23C-IT-BC8	2024	T3
C.6 Lotus Migration & B Permit	22C-CS-B33	Corporate Services	2022	50,980	(6,739)		44,241	Yes	Lotus migration review has been completed.		
C.7 Boardroom Tech Upgrade	22C-CS-B34	Corporate Services	2022	60,000	(22,374)		37,626	No	Equipment on-order. Expected completion in 2023 T2.	2023	T2
Telecommunication System	22C-CS-R18	Corporate Services	2022	91,259	(8,218)		83,042	No	Solution selected, in progress with implementer.	2023	T3
PW Permit Digitization	22C-PW-R20	Corporate Services	2022	25,440	-		25,440	No	Internal Discussion	2023	T3
Library Fibre and Voice Svcs	22C-LB-R12	Library	2022	4,966	-		4,966	Yes	Completed		
C.2 Route Patrol Software	22C-PW-B29	Public Works	2022	15,265	-		15,265	No	In progress with subject matter expert	2023	T3
F.3 Marina & PC Grain Seawall	22C-PW-B46	Public Works	2022	60,000	-		60,000	No	In progress with subject matter expert	2024	T2
H.1 Service Club Sign	22C-PW-B62	Public Works	2022	15,000	-		15,000	No	Waiting for installation	2023	T3
H.2 PC Sign Renewal	22C-PW-B63	Public Works	2022	-	-		-	Duplicate			
Wayfindings	22C-PW-R24	Public Works	2022	130,000	-		130,000	No	Planning with granting agency	2024	T3
F.7 Development Charge Review	22C-LS-B50	Legislative Services	2022	50,000	-		50,000	No	Project to start this summer and anticipate it being completed by end of 2023/ beginning of 2024	2024	T1
P.1 Cemetery Land Acquisition	22C-CE-B85	Cemetery	2022	-	-		-	Duplicate			
D.1 Industrial Park Readiness	22C-ED-B35	Economic Develop	2022	85,495	(3,348)		82,147	No	Continuing to get City's Invertose industrial property ready for market in Q4/2023. Relocating a water line and minor asphalt work and tree clearing to complete.	2023	T3
#A Stormwater Mgmt Strategy	22C-WW-R06	Wastewater	2022	200,000	(10,691)		189,309	No	In progress. Associated Engineering Retained	2023	T3
#B Investigation & Remediation	22C-WW-R07	Wastewater	2022	178,679	(4,332)		174,347	No	Consultant retained (GMBP) In progress	2023	T3



Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
#C Public Education Campaign	22C-WW-R08	Wastewater	2022	30,000	-		30,000	No	To be completed internally	2023	T3
#D Pollution Prevention	22C-WW-R09	Wastewater	2022	250,000	(21,016)		228,984	No	In progress. GMBP retained	2024	T3
#E Mtnc Hole & Mainline Sewer	22C-WW-R10	Wastewater	2022	179,760	(41,213)		138,547	No	In Progress. Contractor Retained	2023	T3
I.4 + J.2 CLI-ECA's Studies	22C-SS-B67	Storm Sewer	2022	120,000	-		120,000	No	Reviewing the project	2024	T3
I.5 Pumping Station Upgrades	22C-SS-B68	Storm Sewer	2022	35,000	(18,767)		16,233	Yes	Completed		
I.6 Storm Pond Cleaning & Mtnc	22C-SS-B69	Storm Sewer	2022	75,000	-		75,000	No	Consultant/contractor to be retained	2024	T3
J.1 Trailer Mount 6" Pump	22C-WW-B66	Wastewater	2022	46,304	-	(46,304)	(0)	Yes	Project Complete. Funds transferred to 22C-SS-B66.		
J.5 Clarke Area inflow reduction	22C-WW-B72	Wastewater	2022	640,000	-		640,000	No	Kick-off meeting held. Possibly reconfigure project	2024	T3
K.2 Watermain Replacement	22C-WW-B73	Water	2022	-	-		-	Duplicate			
Q.5 Dredging Project Planning	22C-MA-B90	Marina	2022	82,680	-		82,680	No	Initial application submitted, awaits for Ministry's permit and recommendations	2024	T2
Marina Security Upgrade	22C-MA-R26	Marina	2022	50,000	-		50,000	No	Quotes received, currently being reviewed	2023	T3
E.5 Main Street Banners	22C-PW-B40	Public Works	2022	20,000	-		20,000	No	Internal Discussion on the best use of funds	2023	T3
E.7 Lock 8 Park Improvements	22C-PW-B42	Public Works	2022	250,000	-		250,000	No	Some repairs and landscaping work are scheduled in the summer. Pending main design work from Region	2024	T2
Nickel Beach Capital Upgrades	23C-BE-R01	Beaches	2023	1,300,000	(149,385)	(500,000)	650,615	No	Under construction, phase 1 completed. Reduce budget to 800,000, excess funds 500k go back to TCA Reserve	2023	T3
G.1 Culvert Design	23C-PW-BG1	Public Works	2023	50,000	-		50,000	No	In design	2023	T3
G.2 Firelane Design	23C-PW-BG2	Public Works	2023	20,000	-		20,000	No	In design	2023	T3
G.3 Road End Gate Access	23C-PW-BG3	Public Works	2023	30,000	-		30,000	No	In progress with subject matter expert	2023	T3
G.6 Snider Rd Culvert	23C-PW-BG6	Public Works	2023	40,000	-		40,000	No	Additional culverts are being installed	2023	T2
G.7 Catharine St Rail Rehab	23C-PW-BG7	Public Works	2023	45,000	-		45,000	No	Title change, suppose to be Elm St. Held up by the GIO rail and region negotiation	2024	T3
HH Knoll Pedestrian Bridge	23C-PW-R03	Public Works	2023	89,930	(15,193)		74,737	No	Project completed, waiting for invoices	2023	T2
G.4 Annual Sidewalk	23C-RD-BG4	Public Works	2023	300,000	(23,320)		276,680	No	Contracted 100k in replacement, remaining funds under review	2023	T3
Sugarloaf Archeological Resrch	23C-PW-R05	Public Works	2023	435,000	(6,831)		428,169	No	Held up by community groups	2023	T3
F.2 Infra Need Study- Non-Core	23C-PW-BF2	Public Works	2023	300,000	-		300,000	No	In progress with subject matter expert	2024	T2
F.3 Council Composition Review	23C-LS-BF3	CAO's Office	2023	50,000	-		50,000	No	Timing under review	2024	T3
K.1 Library Annual Allocation	No Project ID	Library	2023	-	-		-	Yes	Transfer to Library Reserve		
K.2 Library Elevator Moderniza	23C-LB-BK2	Library	2023	115,000	(1,119)	35,000	148,881	No	Recommendation report received, require more funding due to custom elevator design. Request budget increase to 150,000, funded by Library Capital Reserve	2024	T1

Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
K.3 Library Flat Roof Repairs	23C-LB-BK3	Library	2023	65,000	-		65,000	No	Obtaining quotes, anticipate under budget	2023	T2
K.4 Library Backflow Upgrades	23C-LB-BK4	Library	2023	19,500	-		19,500	No	Internal discussion, need further investigation	2023	T3
L.1 Carriage House Restoration	23C-MU-BL1	Museum	2023	5,000	-		5,000	No	Work has started, expected to be completed by August 30, 2023	2023	T2
L.2 Exhibit Cases	23C-MU-BL2	Museum	2023	15,000	(11,306)		3,694	No	Main exhibit cases purchased, planning to purchase a case for Christmas Exhibit with remaining funds	2023	T3
L.3 HRC Decking+Walkway	23C-MU-BL3	Museum	2023	31,000	-		31,000	No	Obtaining quotes	2023	T3
L.4 William's Home Repair	23C-MU-BL4	Museum	2023	18,000	-		18,000	No	Work is scheduled	2023	T2
L.5 Stair and Walkway Rplc	23C-MU-BL5	Museum	2023	17,000	-		17,000	No	Obtaining quotes	2023	T3
M.1 Roselawn Interior	23C-RL-BM1	Museum	2023	20,000	-		20,000	No	Renovation of Programming Space Completed (Volunteers), Moving on to next room (on going)	2023	T3
M.2 Roselawn Flooring	23C-RL-BM2	Museum	2023	21,000	-		21,000	No	Obtaining quotes	2023	T3
A.1 City Hall Roof Replacement	23C-FA-BA1	Public Works	2023	450,000	-		450,000	No	Work scheduled, expect completion by July	2023	T2
A.2 VHWC Thermal Window Film	23C-FA-BA2	Public Works	2023	22,000	-		22,000	No	Collaborating with YMCA to secure the contractor	2023	T3
A.3 Committee Rm 3 Refurbish	23C-FA-BA3	Public Works	2023	23,000	-		23,000	No	Project rescoped to painting and minor ceiling tile replacement, reduce budget to 10k, close out the excess funds to Under/Over Reserve	2023	T3
A.4 VHWC Compressor	22C-PW-R22	Public Works	2023	450,000	-		450,000	No	Completed, waiting for invoices	2023	T2
2023-06 VHWC Roof Repair	22C-PW-R03	Public Works	2023	2,052,047	-		2,052,047	No	Contractor retained	2023	T2
B.1 Fire Engine 2 Replacement	23C-FL-BB1	Community Safety	2023	910,000	-		910,000	No	Waiting for delivery	2023	T2
B.2 Harley Rake Attachment	23C-FL-BB2	Public Works	2023	21,000	-		21,000	No	On order	2023	T3
B.3 Water/Wastewater Backhoe	23C-FL-BB3	Public Works	2023	250,000	-		250,000	No	Just delivered	2023	T2
B.4 Pre-commitment for Fleet Rplc (2023)	22C-PW-B20	Public Works	2023	1,640,747	(189,897)		1,450,850	No	Ordered, waiting for delivery	2025	T3
C.1 IT Evergreening	23C-IT-BC1	Corporate Services	2023	127,500	(356)		127,144	No	In progress, equipment on order for lifecycle replacements.	2023	T3
C.2 Meeting Room Upgrades	23C-IT-BC2	Corporate Services	2023	100,000	-		100,000	No	In progress, equipment on order for meeting room solutions.	2023	T3
C.3 Facilities Security System	23C-IT-BC3	Corporate Services	2023	125,000	-	68,791	193,791	No	Reviewing options and alignment/timing with Video Surveillance program. Transferred funds from 22C-CS-B31.	2024	T1
C.4 Citywide - Planning Module	23C-IT-BC4	Corporate Services	2023	22,000	-		22,000	No	Not started.	2023	T3
C.5 By-Law System Replacement	23C-IT-BC5	Corporate Services	2023	50,000	-		50,000	No	Some equipment on order. Solution being reviewed to coincide with enterprise technology projects and strategy.	2024	T2

Project Name	ID	Department	Year	2022 Year-End Balance /2023 Budget	Spending 2023 T1 (as of May 20, 2023)	Recommended Funding Change T1	T1 Balance	Completed (Yes/No) /Transferred	Project Progress Update Notes T1	Projected Completion (Year)	Projected Completion (Trimester)
C.6 WT/WW Digital System	23C-IT-BC6	Corporate Services	2023	50,000	-		50,000	No	Some equipment on order. Solution being reviewed to coincide with enterprise technology projects and strategy.	2024	T2
C.7 AMI Meter Reading	23C-IT-BC7	Corporate Services	2023	150,000	-		150,000	No	Expected to ramp up in Q3 2023.	2024	T3
C.8 Video Surveillance Program	23C-IT-BC8	Corporate Services	2023	75,000	-		75,000	No	Ongoing search of vendor for suitable solution.	2024	T3
E.2 PC Sign Renewal (2023)	22C-PW-B63	Public Works	2023	100,000	-		100,000	No	Going to tender	2023	T3
G.5 Annual Road (Base + Surf)	23C-RD-BG5	Public Works	2023	1,286,400	(212,944)		1,073,456	No	Working in progress	2023	T3
F.1 Official Plan + DC Study	23C-LS-BF1	Legislative Services	2023	250,000	-		250,000	No	Project commencing in the fall, anticipate it being completed by end of 2024	2024	T3
D.1 Cemetery Land Acquisition(2023)	22C-CE-B85	Cemetery	2023	300,330	-		300,330	No	Ongoing negotiation with property owners	2024	T3
H.1 Storm Outlet Backflow Ctr	23C-SS-BH1	Storm Sewer	2023	300,000	-		300,000	No	Consultant/contractor to be retained	2024	T3
H.2 Storm Inventory and Condit	23C-SS-BH2	Storm Sewer	2023	500,000	-		500,000	No	Work ongoing	2023	T3
H.3 Coastal Engineering Svcs	23C-SS-BH3	Storm Sewer	2023	50,000	-		50,000	No	Project not started	2023	T3
I.1 Sanitary Sewer Lining	23C-WW-BI1	Wastewater	2023	500,000	-		500,000	No	Under review with Consultant	2023	T3
I.2 Scholfield Pump Stn Upgrade	23C-WW-BI2	Wastewater	2023	40,000	-		40,000	Yes	Close project. Funds go back to wastewater Reserve		
I.3 Omer Sanitary Pipe Investi	23C-WW-BI3	Wastewater	2023	150,000	-		150,000	No	geo-tech started	2024	T3
J.1 Hydrant Painting	23C-WT-BJ1	Water	2023	55,000	-		55,000	No	Out for Tender	2023	T3
J.2 Watermain Rplc (2 of 5) 2003	22C-WW-B73	Water	2023	4,986,953	(20,777)		4,966,176	No	Currently at 60% design review for Davis street	2024	T3
Neff St Watermain Construction	23C-WW-R04	Water	2023	85,000	(18,033)		66,967	No	Will be completed in June	2023	T2
E.1 Playground Rplc - Victoria	23C-PA-BE1	Public Works	2023	252,000	-		252,000	No	Tender goes out in June	2023	T3
E.3 HH Knoll Event Lighting	23C-PA-BE3	Public Works	2023	140,000	(101,760)		38,240	No	Currently being installed	2023	T2
H.H. Knoll Park Trail	TBD	Public Works	2023	58,500			58,500	No	Approve by Report #2023-112		
H.H. Knoll Park Trail Expansion and Enhancement	TBD	Public Works	2023			85,000	85,000	No	New proposed capital project		
YMCA Pool Refurbishment	TBD	Public Works	2023			55,000	55,000	No	New proposed capital project		
<b>Grand TOTAL</b>				<b>28,263,325</b>	<b>(1,967,691)</b>	<b>(143,000)</b>	<b>26,152,633</b>				

# Appendix C - Reserves Forecast

	2022 Year-End Reserve Balance	2023 Approved Budget	2023 In-Year Approved Transfers	2023 Forecasted Interest Allocation	2023 Forecasted Year-End Reserve Balance	Funding Target	Progress
Grants Committee Reserve <b>(W)</b>	2,199				2,199	Varies - Dependent on Activity^	Achieved
Library Bequest Reserve	4,188				4,188	Varies - Dependent on Library Board Requirements^	Achieved
Library Employee Future Benefit Reserve	70,384			2,515	72,899	75% of Employee Future Benefit and WSIB Liability (Estimated target \$94,650 as of 2023)	Not Achieved - Long-Term Target
Library Capital	106,518	(39,500)			67,018	Varies - Dependent on Library Board Requirements	Requires Facility Condition Study - Public Works is reviewing options with the Library to complete
Library Stabilization Reserve	67,228				67,228	5% of the gross Library budget (Estimated at \$45,850)	Achieved
Community Safety Committee <b>(W)</b>	4,947				4,947	Varies - Dependent on Activity^	Achieved
Museum Bequest Reserve	229,382				229,382	Varies - Dependent on Museum Board Requirements^	Achieved
Museum Capital	312				312	Varies - Dependent on Museum Board Requirements^	Achieved
Tourism Reserve <b>(W)</b>	63,952				63,952	Varies - Dependent on Activity^	Achieved
<b>Total Boards and Committees Reserves</b>	<b>549,112</b>	<b>(39,500)</b>	<b>-</b>	<b>2,515</b>	<b>512,127</b>		
Canal Days Reserve	145,000	(40,000)			105,000	5% of the gross Canal Day budget (Estimated target at \$32,600)	Achieved
CIP Incentives Reserve <b>(W)</b>	208,231				208,231	Council Commitment	Awaiting Study approved Report 2021-21
Roselawn	556,799	(41,000)			515,799	TBD	Roselawn Plan, being developed
Municipal Election Reserve <b>(W)</b>	-	40,000			40,000	Clerk proposed budget	2026 Municipal Election Plan, being developed
<b>Total Programs, Grants and Activities</b>	<b>910,030</b>	<b>(41,000)</b>	<b>-</b>	<b>-</b>	<b>869,030</b>		
Building Department Reserve <b>(RF)</b>	226,240	(90,195)			136,045	Funded by User Fees - Surplus / (Deficit) - Zero	Achieved - User fees will need to increase in the future to maintain
Beach Reserve	198,166	(18,957)			179,209	Funded by User Fees - Surplus / (Deficit) - 5% of gross Beach budget plus pay-as-you-go balance required for capital and related projects	Achieved
Sugarloaf Marina Reserve	146,306				146,306	Funded by User Fees - Surplus / (Deficit) - 5% of gross Marina budget plus pay-as-you-go balance required for capital and related projects	Adjustments likely required as dredging project develops
Marina Internal Financing	(965,770)	(44,236)			(1,010,006)	Council approved to be repaid through Sugarloaf Marina budget	
<b>Total Self Sustaining Entities</b>	<b>(395,059)</b>	<b>(153,388)</b>	<b>-</b>	<b>-</b>	<b>(548,447)</b>		

## Appendix C - Reserves Forecast

	2022 Year-End Reserve Balance	2023 Approved Budget	2023 In-Year Approved Transfers	2023 Forecasted Interest Allocation	2023 Forecasted Year-End Reserve Balance	Funding Target	Progress
Economic Development Reserve <b>(W)</b>	174,016				174,016	Varies - Dependent on Activity^	Achieved
Eco Dev Internal Financing Reserve <b>(W)</b>	(480,813)		(940,000)		(1,420,813)	Council approved to be repaid through future industrial land sales	
Encumbrance Reserve <b>(W)</b>	72,037	(37,500)			34,537	Zero	Achieved
Future Liabilities Reserve <b>(W)</b>	2,188,396	400,000		85,340	2,673,736	75% of Employee Future Benefit and WSIB Liability (Estimated target \$4,835,850 as of 2023)	Not Achieved - Long-Term Target
General Stabilization	2,318,650		120,000		2,438,650	10% of the Levy (2023 target \$2,318,650)	Achieved
Opportunities Fund	2,000,000				2,000,000	Established at \$2,000,000 from successful NRBN initiative	Achieved
Subject Matter Experts Reserves <b>(W)</b>	208,598				208,598	0.25% of the City's consolidated budget (Estimated target of \$85,000)	Achieved
Working Capital Reserve	2,318,650				2,318,650	10% of the Levy (2023 target \$2,318,650)	Achieved
<b>Total General Government</b>	<b>8,799,534</b>	<b>362,500</b>	<b>(820,000)</b>	<b>85,340</b>	<b>8,427,374</b>		
(A) Development Charges <b>(RF)</b>	938,436			41,914	980,350	Varies - Dependent on requirements identified in multi-year forecasts	Public Works is leading infrastructure needs studies / planning, including facilities condition assessments. These will be used to establish these reserve levels when complete.
Drain Reserve	429,561	85,000			514,561		
Drain Internal Financing	(393,853)	99,630			(294,223)		
Facilities Reserve	131,386				131,386		
Fleet and Equipment Reserve	-				-		
Goderich Maintenance Agreement <b>(W)</b>	66,074				66,074		
(A) Grants - Community Building Fund (Previously Federal Gas Tax) <b>(RF)</b>	273,303	609,531		50,037	932,871		
(A) Grants - Ontario Community Infrastructure Fund <b>(RF)</b>	73,860	45,891		11,965	131,716		
General TCA Reserve	3,900,392	32,000	(2,299,930)		1,632,462		
Storm Sewer Reserve	557,323	(414,507)		12,531	155,348	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$141,000 plus capital and related projects)	
Waste Water Reserve	2,479,933	(145,046)		86,019	2,420,906	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target \$694,000 plus capital and related projects)	Public Works is leading infrastructure needs studies / planning, including facilities condition assessments. These will be used to establish these reserve levels when complete.
Water Reserve	807,614	79,564	(85,000)	30,278	832,456	10% of budget plus pay-as-you go balance required for capital and related projects (Estimated target based on budget = \$476,000 plus capital and related projects)	
<b>Total Capital (including DR)</b>	<b>9,264,029</b>	<b>392,063</b>	<b>(2,384,930)</b>	<b>232,745</b>	<b>7,503,907</b>		

**Appendix C - Reserves Forecast**

	2022 Year-End Reserve Balance	2023 Approved Budget	2023 In-Year Approved Transfers	2023 Forecasted Interest Allocation	2023 Forecasted Year-End Reserve Balance	Funding Target	Progress
Add: Deferred Revenue (Sum of A's) recognizing these are recorded on the Balance Sheet as an Asset	2,120,737	986,339			3,107,076		
<b>Total Capital</b>	<b>11,384,766</b>	<b>1,378,402</b>	<b>(2,384,930)</b>	<b>232,745</b>	<b>10,610,983</b>		
<b>Total Reserves before WIP</b>	<b>21,248,383</b>	<b>1,507,014</b>	<b>(3,204,930)</b>	<b>320,600</b>	<b>19,871,067</b>		
Capital Work-in-progress (WIP) Reserve	8,387,561	(7,732,382)			655,179		
Capital Under/Over Reserve	654,080	(617,063)			37,017		
Library Capital Work-in-progress (WIP) Reserve	39,966	(39,966)			-		
Library Capital Under/Over Reserve	22,204				22,204		
<b>Total WIP Reserve</b>	<b>9,103,811</b>	<b>(8,389,411)</b>	<b>-</b>	<b>-</b>	<b>714,400</b>		
<b>Total Reserves</b>	<b>30,352,194</b>	<b>(6,882,397)</b>	<b>(3,204,930)</b>	<b>320,600</b>	<b>20,563,263</b>		

## Appendix D - Investments

### Investment Report

Investment income as at April 30, 2023 was \$551,985.

### Investment Performance

The City continues to strengthen its investment portfolio through the purchase of numerous GICs with higher interest rates with varying dates of maturity. In the current rising interest rate environment, the City will continue to invest in redeemable and non-redeemable GIC's with varying dates of maturity with the goal of yielding the greatest return for the City while also managing cash flow. At the time of writing this report, the effective yield has increased from the 4.971% noted in this report to 5.089%.

### Investment Term Holdings

Funds	Book Value	Weight
Investments < 1 Year	18,343,826	55.6%
Investments > 1 Year	8,000,000	24.2%
Cash	6,653,153	20.2%
<b>Total Portfolio</b>	<b>32,996,978</b>	<b>100.0%</b>

### Investments

Institution	Type of Investment <sup>A</sup>	Purchased Amount	Interest Rate	Maturity Date	Cashable or Non-Cashable	Percentage of Holdings to Investments + Cash	Percentage of Holdings to Investments
BMO	Bank - GIC	500,000	5.09%	2023-05-01	Non-Cashable	1.5%	1.9%
CIBC	Bank - GIC	1,000,000	3.95%	2023-06-07	Non-Cashable	3.0%	3.8%
Meridian	Credit Union - GIC	506,200	1.24%	2023-06-25	Non-Cashable	1.5%	1.9%
BMO	Bank - GIC	2,000,000	5.69%	2023-06-28	Non-Cashable	6.1%	7.6%
CIBC	Bank - GIC*	6,587,626	4.45%	2023-07-28	Non-Cashable	20.0%	25.0%
CIBC	Bank - GIC	500,000	4.50%	2023-07-28	Non-Cashable	1.5%	1.9%
BMO	Bank - GIC	500,000	5.22%	2023-08-01	Non-Cashable	1.5%	1.9%
BMO	Bank - GIC	250,000	5.25%	2023-09-01	Non-Cashable	0.8%	0.9%
PenFinancial	Credit Union - GIC	250,000	3.25%	2023-09-06	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.30%	2023-10-02	Non-Cashable	0.8%	0.9%
PenFinancial	Credit Union - GIC	250,000	1.95%	2023-10-22	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.64%	2023-11-13	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.88%	2023-11-21	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.64%	2023-12-13	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.86%	2023-12-21	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	500,000	6.00%	2023-12-22	Non-Cashable	1.5%	1.9%
BMO	Bank - GIC	250,000	5.64%	2024-01-13	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.80%	2024-01-22	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	500,000	5.98%	2024-01-23	Non-Cashable	1.5%	1.9%
BMO	Bank - GIC	1,000,000	5.63%	2024-01-25	Non-Cashable	3.0%	3.8%
BMO	Bank - GIC	250,000	5.63%	2024-02-13	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.78%	2024-02-21	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.96%	2024-02-23	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.63%	2024-03-13	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.75%	2024-03-21	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.95%	2024-03-25	Non-Cashable	0.8%	0.9%
CIBC	Bank - GIC	500,000	3.60%	2024-04-22	Non-Cashable	1.5%	1.9%
Scotiabank	Bank - GIC	250,000	5.93%	2024-04-23	Non-Cashable	0.8%	0.9%
Investments < 1		18,343,826				55.6%	69.6%
BMO	Bank - GIC	250,000	5.62%	2024-05-13	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	500,000	5.92%	2024-05-23	Non-Cashable	1.5%	1.9%
CIBC	Bank - GIC	500,000	4.25%	2024-06-07	Non-Cashable	1.5%	1.9%
Scotiabank	Bank - GIC	250,000	5.90%	2024-06-24	Non-Cashable	0.8%	0.9%
CIBC	Bank - GIC	250,000	4.30%	2024-07-29	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.76%	2024-07-30	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	2.00%	2024-07-31	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.18%	2024-08-01	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.85%	2024-08-23	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.50%	2024-08-25	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.16%	2024-09-02	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.80%	2024-09-23	Non-Cashable	0.8%	0.9%

Scotiabank	Bank - GIC	250,000	5.71%	2024-10-01	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.65%	2024-10-14	Non-Cashable	0.8%	0.9%
Meridian	Credit Union - GIC	250,000	5.42%	2024-10-25	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.41%	2024-10-25	Non-Cashable	0.8%	0.9%
BMO	Bank - GIC	250,000	5.55%	2024-11-21	Non-Cashable	0.8%	0.9%
Meridian	Credit Union - GIC	250,000	5.43%	2024-11-25	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	250,000	5.69%	2024-12-02	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	500,000	5.66%	2025-01-17	Non-Cashable	1.5%	1.9%
PenFinancial	Credit Union - GIC	250,000	5.75%	2025-01-22	Non-Cashable	0.8%	0.9%
PenFinancial	Credit Union - GIC	250,000	5.50%	2025-01-22	Non-Cashable	0.8%	0.9%
Scotiabank	Bank - GIC	500,000	5.66%	2025-02-17	Non-Cashable	1.5%	1.9%
Scotiabank	Bank - GIC	500,000	5.64%	2025-03-31	Non-Cashable	1.5%	1.9%
Scotiabank	Bank - GIC	500,000	5.33%	2025-04-25	Non-Cashable	1.5%	1.9%
Scotiabank	Bank - GIC	250,000	2.50%	2026-01-31	Non-Cashable	0.8%	0.9%
Investments > 1 Year		8,000,000				24.2%	30.4%
Total excluding cash		26,343,826				79.8%	100.0%
CIBC cash	Chequing Account	6,646,004	4.70%/4.85%			20.2%	
Scotiabank cash	Chequing Account	7,148	4.70%			0.0%	
Total including Cash *		32,996,978				100.0%	



## Appendix E - Debt Management

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

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

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

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

At the present time there is no approved future borrowing planned for illustrative purposes. While Council approved report 2023-39 in April 2023 and 2023-109 in June 2023, any future debt requirements coming out of this project will require additional Council approval. Staff are working on updating the Asset Management Plan in accordance with Ontario Regulation 588/17 for non-core assets. The timing of this project is June 30, 2024. A forecasted funding model will accompany the updated Asset Management Plan.

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

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

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

**Subject: Water and Wastewater By-Law Update**

**To: Council**

**From: Corporate Services Department**

Report Number: 2023-119

Meeting Date: June 27, 2023

---

**Recommendation:**

That Corporate Services Department Report 2023-119 be received;

That the proposed Water and Wastewater Rates By-law updates as outlined in Appendix A as well as the corresponding Water and Wastewater Rates By-law attached as Appendix B to Corporate Services Department Report 2023-119, be approved; and

That the financial impacts of the proposed Water and Wastewater Rates By-law updates be directed to the water and wastewater capital budgets when they become effective.

---

**Purpose:**

This report is presented to address equity considerations in the water and wastewater rates by-law.

---

**Background:**

There are three proposed updates in this report:

Background to Update #1 - Properties are billed for water and wastewater based on meter size. In a residential property scenario, this can lead to situations where single-family homes pay 3x the cost of a unit in a multi-residential property. While the argument for a differential or lower charge to multi-residential properties is strong as a result of intensification arguments, it needs to balance factors such as water usage and the fact that wastewater costs of the City are 80% dependent on inflow and infiltration rather than usage.

Background to Update #2 – There are two properties that currently have the ability or had the ability to draw water from the lake/canal. These properties have had their wastewater billed on wastewater usage instead of water usage as a result of past agreements and/or practices. These agreements and/or practices were established to ensure the companies had an incentive not to push lake/canal water through the wastewater system. In past years water usage and wastewater usage has been approximately the same for these properties and as a result billing on wastewater usage was basically the same as billing wastewater on waste usage as set out in the water and wastewater rates bylaw. Recently, it has been identified that one of these properties' wastewater usage has significantly reduced. This has established an equity concern compared to how all other properties are billed for wastewater.

Background to Update #3 – The vacant land fixed charge exists in recognition of the fact the infrastructure abutting the vacant land is depreciating, the land it abuts normally experiences an increase in value and it is normally in the community's interest for such land to be developed. The current water and wastewater by-law only charges the vacant land fixed charge for wastewater, charges all property types the same charge, provides no mechanism to prorate the vacant land fixed charge, has the potential for a double charge once a property moves from undeveloped to developed, and undeveloped land is technically subject to the vacant land fixed charged.

## **Discussion:**

The attached presentation outlines recommendations to address the equity considerations identified as part of the background to this report.

### **Update #1 – Multi-residential**

This update to the water and wastewater bylaw is modelled from the City of Welland. Effective January 1, 2024, multi-residential properties will pay 50% of the fixed charge of a single-family property if they have => 3 units (Welland charges at 70% to 86%). The 50% rate is recommended based on the following:

- In 2022 a multi-residential unit is estimated to use approximately 45% (on average) or 70% (of the median) of the water of a single-family home in the City.
- Providing a +/- for fluctuations in water usage.
- Ensures a duplex property is charged no less than a single-family property
- Working from the average (50% minimum floor) vs. median provides continued incentive for intensification developments within the City.

### **Update #2 – Lake/Canal Draw**

This update to the water and wastewater by-law only impacts companies that can or have had the ability to pull water from the lake/canal.

Effective July 1, 2023, companies/properties that can or have had the ability to pull water from the lake/canal will be billed based on water usage through normal billing practices with the following caveats:

- Wastewater activity to be monitored.
- Water usage vs. wastewater usage to be reconciled annually on the December billing.
- If wastewater usage is higher than water usage the volume difference will be billed on the December bill at the prevailing wastewater rate.
- If water usage is higher than wastewater no volume differential change on the December bill will occur as none will be necessary.

### **Update #3 – Vacant Land Fixed Charges**

This update to the water and wastewater by-law only impacts vacant land.

Effective immediately, all developable vacant land directly abutting the water distribution and/or wastewater collection system to be charged the fixed service charge for water and wastewater through the property tax billing system unless the property is assessed undevelopable by the City's Planning Division. (Unless otherwise stated – water not to be charged until 2024)

Effective January 1, 2024, the fixed service charge applied to developable vacant land will be charged based on property classification as follows:

<b>Property Type</b>	<b>Water</b>	<b>Wastewater</b>
Residential	\$410.10	\$1,002.38
Commercial/Institutional	\$1,189.27	\$2,140.28
Industrial	\$4,511.03	\$8,118.29

Effective immediately, for any period of duplicate payment, which may occur due to time of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.

---

### **Internal Consultations:**

This report is a collaborative effort of Corporate Services and Public Works.

---

### **Financial Implications:**

The combined financial impact of the proposed updates is \$653,600 (Water = \$233,700; Wastewater = \$419,900).

In project terms, a 300mm wastewater pipe costs approximately \$300,000 per km to re-line. The City has 90 km of wastewater pipes.

Recognizing the most recent asset management plan identified \$84 million in assets within the water system with a rating of “very poor” and \$48.6 million in assets within the wastewater system with a rating of “very poor” it is recommended funding resulting from the proposed updates in this report be directed to the water and wastewater capital budgets.

Users of this report will note the current 2023 capital budget for water is \$700,000 and wastewater is \$695,000.

The City’s asset management plan identifies the average spend in water and wastewater to replace existing infrastructure should be \$5.5 million for water and \$4.5 million for wastewater annually.

---

### **Public Engagement:**

This report is part of the public engagement processes. This report has been written in response to questions staff have received with respect to water and wastewater billing.

---

### **Strategic Plan Alignment:**

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

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

---

### **Conclusion:**

That the recommendations in Appendix A and corresponding Water and Wastewater Rates By-law attached as Appendix B be approved.

---

### **Appendices:**

- a. Presentation: Water and Wastewater Rates By-Law Update
- b. Water and Wastewater Rates By-Law

c. Water and Wastewater Rates By-Law (Redlined)

Respectfully submitted,

Bryan Boles  
Director, Corporate Services/Treasurer  
(905) 835-2900 x.105  
[Bryan.boles@portcolborne.ca](mailto:Bryan.boles@portcolborne.ca)

**Report Approval:**

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

# Water and Wastewater By-Law Update

---

City Council Meeting: June 27, 2023



**PORT COLBORNE**

# Topics

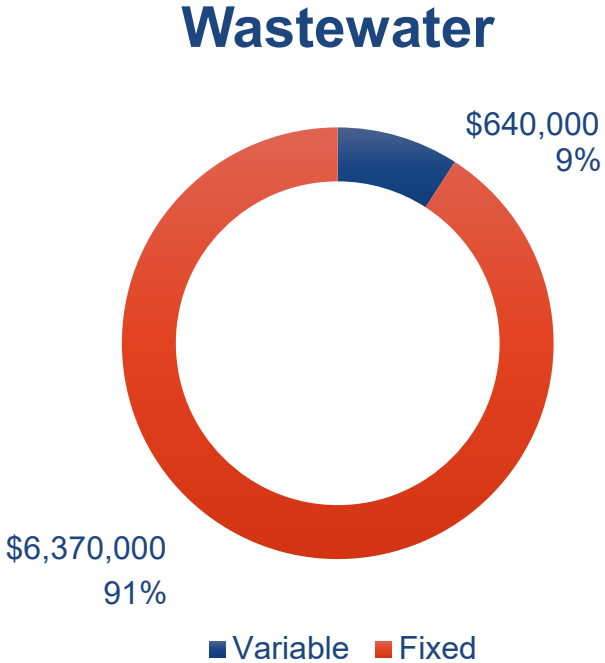
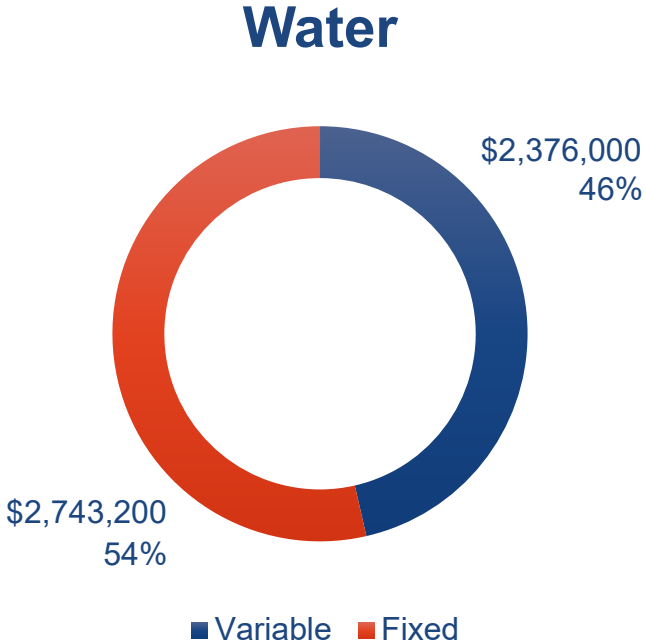
---

- Revenue analytics
- Multi-residential
- Lake/Canal draw
- Developable vacant land

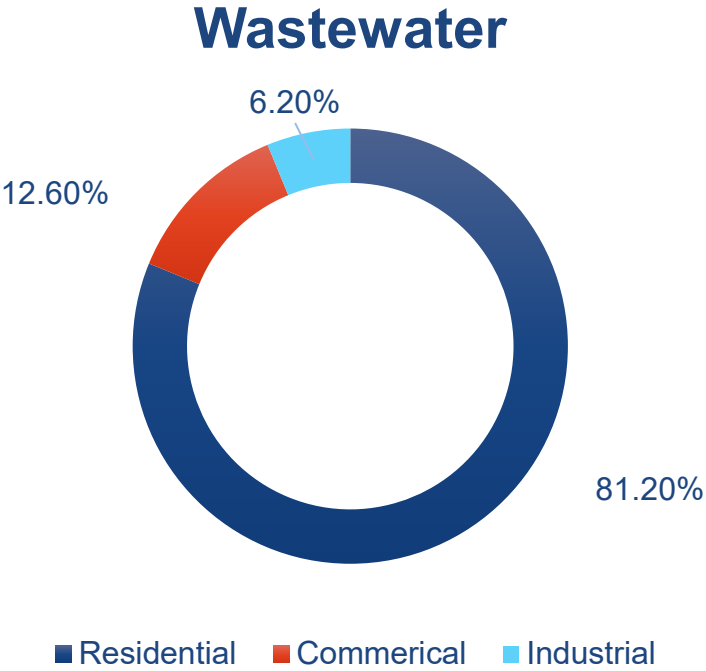
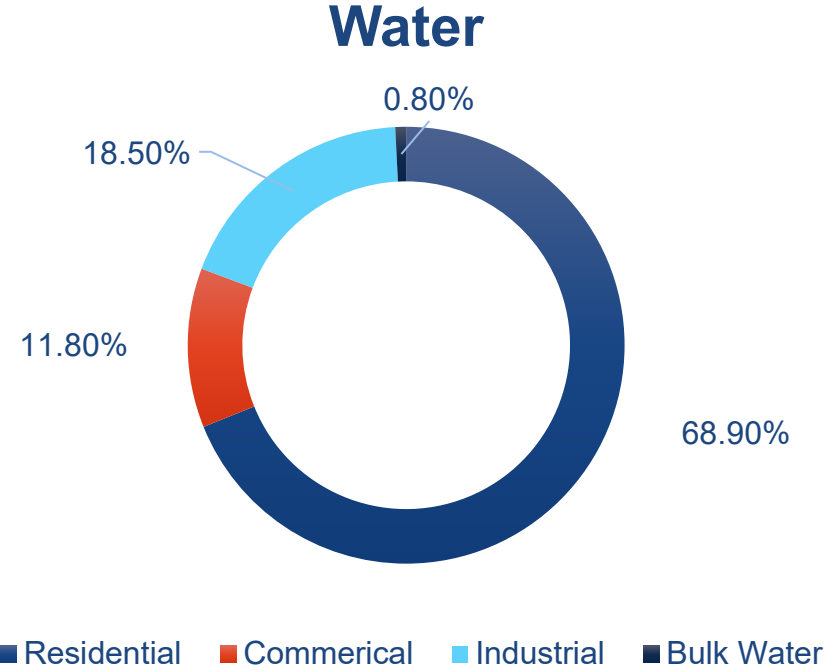
**No rate changes to a single-family home are proposed in this report**



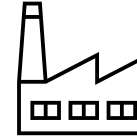
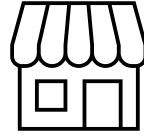
# Rate Revenue Analytics



# Rate Revenue Analytics



# Rate Revenue Analytics



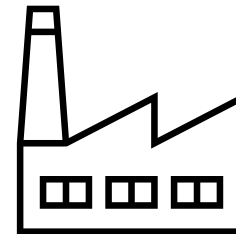
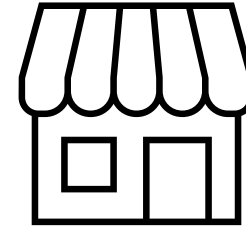
Municipality	2022 Residential 200 m3, 5/8"	2022 Commercial 10,000 m3, 2"	2022 Industrial 30,000 m3, 3"	2022 Industrial 100,000 m3, 4"	2022 Industrial 500,000 m3, 6"
Port Colborne	\$ 1,644	\$ 35,942	\$ 111,005	\$ 338,689	\$ 1,625,724
Niagara - BMA Study					
Min	\$ 1,026	\$ 29,946	\$ 85,996	\$ 275,742	\$ 1,341,567
Max	\$ 1,644	\$ 48,978	\$ 147,919	\$ 483,350	\$ 2,395,750
Average	\$ 1,251	\$ 37,548	\$ 112,308	\$ 362,399	\$ 1,783,467
Median	\$ 1,220	\$ 36,313	\$ 110,916	\$ 355,252	\$ 1,753,645
Port Colborne is ...	Above Average	Below Average	Below Average	Below Average	Below Average
Ontario - BMA Study - 132 Municipalities					
Min	\$ 625	\$ 11,857	\$ 27,057	\$ 107,204	\$ 527,352
Max	\$ 2,844	\$ 108,936	\$ 318,360	\$ 1,029,912	\$ 5,066,112
Average	\$ 1,238	\$ 40,907	\$ 118,201	\$ 384,240	\$ 1,898,088
Median	NA	NA	NA	NA	NA
Port Colborne is ...	Above Average	Below Average	Below Average	Below Average	Below Average



# Rate By-law Updates

---

- Goal is to shrink the residential gap
- Keys to shrinking the gap:
  - Upgrading infrastructure
  - Building storm sewer
- **Billing equity**
  - Water and wastewater by-law
- Three updates to consider



# Update #1 – Multi-residential

---

## Observation

- Infrastructure is important to any residential unit and is a shared cost among all residential units.
- The city's wastewater charge is approximately 80% based on inflow and infiltration, not usage.

## Billing Concern

- Water and wastewater fixed charges are based on meter size and not units/number of people served.
- A subdivision with a “meter pit” but multiple residential dwellings under the current bylaw would only pay one fixed meter rate for the “meter pit” and not per dwelling.

## Equity

- The billing model, as currently designed, has a disproportionate amount of the water and wastewater charged on a single-family home vs. multi-residential units.

# Update #1 – Multi-residential

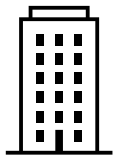
## Annualized Water Current

## Wastewater Current



$$\begin{aligned} & \$410 \text{ (FC)} + 193 \text{ m}^3 * 1.412 \text{ (V)} \\ & = \\ & \$682 \end{aligned}$$

$$\begin{aligned} & \$1,002 \text{ (FC)} \\ & = \\ & \$1,002 \end{aligned}$$



$$\begin{aligned} & (\$410 \text{ (FC)} + \$607 \text{ (V)}) / 5 \text{ units} \\ & = \\ & \$203 \end{aligned}$$

$$\begin{aligned} & (\$738 \text{ (FC)} + 811 \text{ (V)}) / 5 \text{ units} \\ & = \\ & \$310 \end{aligned}$$



# Update #1 – Multi-residential

---

## Considerations and Requirements

- Equity is important
- Multi-residential should receive some benefit for intensification leading to less infrastructure requirements

# Update #1 – Multi-residential

---

## Proposal

- Modelled from the City of Welland
- Multi-residential properties would pay 50% of the fixed charge of a single-family property if they have => 3 units (Welland charges at 70% to 86%)
  - In 2022 a multi-residential unit is estimated to use approximately 45% (on average) or 70% (of the median) of the water of a single-family home in the city.
  - A 50% minimum floor is recommended:
    - Providing a +/- for fluctuations in water usage.
    - Ensures a duplex property is charged no less than a single-family property
- Duplex properties were not included in the multi-residential proposal to provide simplicity to the billing process given their charge is the same as a single-family with the 50% minimum floor.
- Working from the average (50% minimum floor) vs. median provides continued incentive for intensification developments within the City.





# Update #1 – Multi-residential

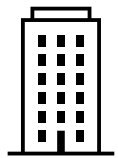
## Water Proposed



$$\begin{aligned} & \$410 \text{ (FC)} + 272 \text{ (V)} \\ & = \\ & \$682 \end{aligned}$$

## Wastewater Proposed

$$\begin{aligned} & \$1,002 \text{ (FC)} \\ & = \\ & \$1,002 \end{aligned}$$



$$\begin{aligned} & (\$1,025 \text{ (FC)} + 607 \text{ (V)}) / 5 \text{ units} \\ & = \\ & \$326 \end{aligned}$$

$$\begin{aligned} & \$2,255 \text{ (FC)} / 5 \text{ units} \\ & = \\ & \$501 \end{aligned}$$

# Update #1 – Multi-residential

---

## Impact

- 1,133 units classified as multi-residential with  $\geq 3$  units
- Estimated impact is
  - Water \$119,600
  - Wastewater \$362,900
- It is recommended this change becomes effective January 1, 2024.
- Where a tenant relationship exists, legislation around rent increases exist.

# Update #2 – Lake/Canal Draw

---

## Observation

- The City has legacy agreements and/or practices with two companies (potential for more) that have the ability to draw water from the lake/canal.

## Billing Concern

- A company with the ability to draw water could pull significant water from the lake/canal and push that through the wastewater system.
- Since the City bills wastewater on water usage, there is a disconnect in the billing driver.

# Update #2 – Lake/Canal Draw

---

## Agreements and/or Practice

- Companies have been billed based on wastewater usage either through actual metering or modelling pump activity.

## Equity

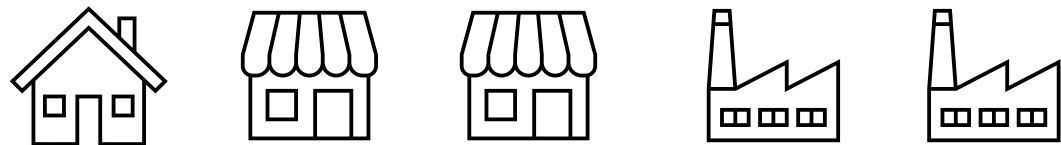
When wastewater usage falls below a company's water usage.

The equity issue occurs because:

- Everyone else is billed on water usage
- Most companies would have wastewater usage below water usage so all other companies would want the same treatment.

# Wastewater Billing Scenario– By-law

Wastewater is billed based on water usage, unless they are in a fixed group ... residential <= 19 mm (3/4")



Usage  
X  
Rate

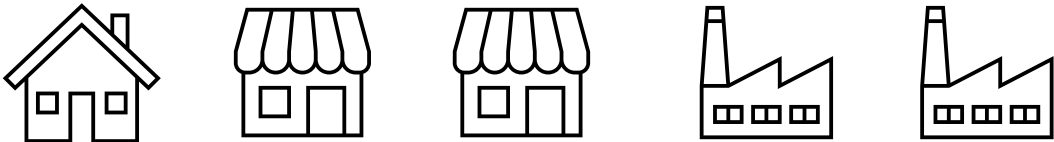
	Residential	Commercial 1	Commercial 2	Industrial 1	Industrial 2	Total
Water Usage (m3) (note: 1 m3 = 1,000 litres)		200	400	400	600	1600
Water Meter Size	19 mm (3/4")	19 mm (3/4")	25 mm (1")	50 mm (2")	75 mm (3")	
Water Meter Factor (universal calculation that recognizes volume and pressure)	NA	1	1.4	2.9	11	
Fixed	\$ 1,002	\$ 738	\$ 1,033	\$ 2,140	\$ 8,118	\$ 13,032
Variable (1.886 per m3)		\$ 377	\$ 754	\$ 754	\$ 1,132	\$ 3,018
Total	\$ 1,002	\$ 1,115	\$ 1,788	\$ 2,895	\$ 9,250	\$ 16,050
Fixed cost growth recognizes the cost of building, maintaining and replacing the larger infrastructure to accommodate the larger volume and pressure.						

# Wastewater Billing Scenarios – Exception

Wastewater billing same as “By-law” scenario, except 1 industrial property billed on wastewater vs. water

Impact is the variable rate changes to 3.772 vs. 1.886 to achieve the same budget as system costs haven’t changed.

Assumes for illustrative purposes every property wastewater was ½ of water usage



A 50% reduction

	Residential	Commercial 1	Commercial 2	Industrial 1	Industrial 2	Total
Water Usage (m3)					0	0
Wastewater Usage (m3) (note: 1 m3 = 1,000 litres)		100	200	200	300	800
Water Meter Size	19 mm (3/4")	19 mm (3/4")	25 mm (1")	50 mm (2")	75 mm (3")	
Water Meter Factor (universal calculation that recognizes volume and pressure)	NA	1	1.4	2.9	11	
Fixed	\$ 1,002	\$ 738	\$ 1,033	\$ 2,140	\$ 8,118	\$ 13,032
Variable (3.772 per m3)		\$ 377	\$ 754	\$ 754	\$ 1,132	\$ 3,018
Total	\$ 1,002	\$ 1,115	\$ 1,788	\$ 2,895	\$ 9,250	\$ 16,050
Fixed cost growth recognizes the cost of building, maintaining and replacing the larger infrastructure to accommodate the larger volume and pressure.						

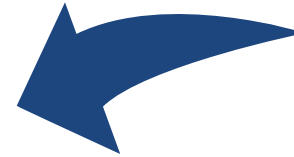
No change in total figures from original By-law, given assumption stated on wastewater usage. Problem is we would need to build infrastructure to monitor everyone's wastewater (that cost is not factored above)



# Wastewater Billing Scenarios – Exception

## In Summary

- If all companies pay for wastewater based on water usage, all companies pay equitably
- If select companies pay based on wastewater usage and it is less than water usage, the select companies pay proportionally less than all other companies
- If all companies pay for wastewater based on wastewater usage, all companies pay equitably



**Costly as it would require additional meters at each property to essentially get to the same result as billing on water that is done at other municipalities.**

# Update #2 – Lake/Canal Draw

---

## Considerations and Requirements

- Billing companies on the same method is necessary
- Addressing potential anomalies is equally important
  - Wastewater billing models in the municipal environment is predicated on wastewater usage being less than water usage due to consumption
  - Companies that can pull water from the Lake/Canal could have more wastewater usage than water usage

## Proposal

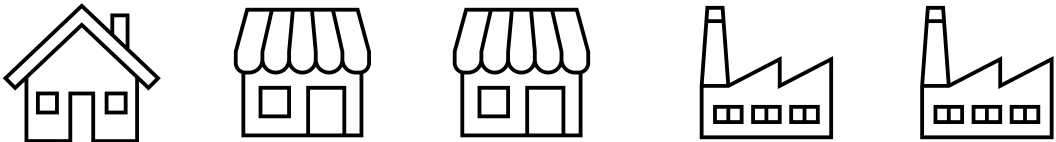
- Companies that can or have had the ability to pull water from the Lake/Canal to be billed based on water usage through normal billing practices with the following caveats:
  - Wastewater activity to be monitored
  - Water usage vs. wastewater usage to be reconciled annually on the December billing
  - If wastewater usage is higher than water usage the volume difference will be billed on the December bill at the prevailing wastewater rate
  - If water usage is higher than wastewater no volume differential change on the December bill will occur as none will be necessary



# Wastewater Billing Scenarios – Exception

Wastewater billing same as “By-law” scenario, except 1 industrial property billed on wastewater vs. water

Impact is the variable rate changes to 2.3215 vs. 1.886 to achieve the same budget as system costs haven’t changed. Given the small scenario sample this change is only to illustrate the variable rate would go up as costs would be pushed to other properties



Wastewater usage is 300 m3 vs. water usage of 600 m3. A 50% reduction

	Residential	Commercial 1	Commercial 2	Industrial 1	Industrial 2	Total
Water Usage (m3)		200	400	400	0	1000
Wastewater Usage (m3) (note: 1 m3 = 1,000 litres)					300	300
Water Meter Size	19 mm (3/4")	19 mm (3/4")	25 mm (1")	50 mm (2")	75 mm (3")	
Water Meter Factor (universal calculation that recognizes volume and pressure)	NA	1	1.4	2.9	11	
Fixed	\$ 1,002	\$ 738	\$ 1,033	\$ 2,140	\$ 8,118	\$ 13,032
Variable (2.3215 per m3)		\$ 464	\$ 929	\$ 929	\$ 696	\$ 3,018
Total	\$ 1,002	\$ 1,202	\$ 1,962	\$ 3,069	\$ 8,815	\$ 16,050
Fixed cost growth recognizes the cost of building, maintaining and replacing the larger infrastructure to accommodate the larger volume and pressure.						

# Update #2 – Lake/Canal Draw

---

## Impact

- Maintains equity while protecting the wastewater system from excessive use
- Both companies have historically paid close to what they would pay if billed by water usage although they have been billed by wastewater usage
- Recent figures at one company identify wastewater usage is now trending lower than water usage. This will result in a refund.
- This clarification in billing will ensure companies are treated the same with a safeguard for excessive usage of the wastewater system

# Update #3 – Vacant Land Fixed Charges

---

## Observation

- Vacant land fixed charges for developable land abutting water and wastewater systems exist for the following reasons:
  - Land value is enhanced
  - Assets in the ground begin depreciating once built
  - Community desire for the land to be developed

## Billing Concern

- Councillors have identified they thought both water and wastewater fixed charges are charged. Historically only wastewater has been charged.
- The wastewater fixed charge is the residential rate which does not vary dependent on property classification (residential, commercial, industrial).
- The current bylaw provides no mechanism to prorate the vacant land fixed charges.

## Equity

- Lack of variability in vacant land fixed charges by property type.
- Potential for a double charge once a property moves from undeveloped to developed.
- Undevelopable property is technically subject to the current vacant land fixed charges.

# Update #3 – Vacant Land Fixed Charges

---

## Considerations and Requirements

- Equity is important
- Water and wastewater systems should be treated the same
- If a property goes from undeveloped to developed within a year a property owner should not be billed for the vacant land fixed charged and regular water and wastewater fixed charges.

## Proposal

- Effective immediately, all developable vacant land directly abutting the water distribution and/or wastewater collection system to be charged the fixed service charge for water and wastewater through the property tax billing system unless the property is assessed undevelopable by the City's Planning department. (unless otherwise stated – water not to be charged until 2024)
- Effective January 1, 2024, the fixed service charge applied to developable vacant land to be charged based on property classification (next slide)
- Effective immediately, for any period of duplicate payment, which may occur due to timing of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.



# Update #3 – Vacant Land Fixed Charges

## Proposal

Property Type	Water	Wastewater
Residential	\$410.10	\$1,002.38
Commercial/Institutional	\$1,189.27	\$2,140.28
Industrial	\$4,511.03	\$8,118.29

## Impact

- 187 properties (167 residential, 8 commercial/institutional, 12 industrial)
- Estimated impact is
  - Water \$114,100
  - Wastewater \$57,000
- To support the transition, it is recommended this change becomes effective January 1, 2024.

# Recommendation

---

- Multi-residential
- Lake/Canal Draw
- Developable Vacant Land

**No rate changes to a single-family home are proposed in this report**

The Corporation of the City of Port Colborne

By-law No.

Being a By-law to

Amend By-Law No. 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates

and to

Amend By-Law No. 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas at its meeting of December 13, 2022, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Corporate Services Department Report No. 2022-247, Subject: 2023 Rates Setting; and

Whereas at its meeting of June 27, 2023, the Council approved the amending recommendations of the Corporate Services Department Report No. 2023-119, Subject: Water and Wastewater Bylaw Update; and

Whereas Council resolved the following be effective July 1, 2023:

- Residential users (Meter 19 mm (3/4") or smaller)
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- Any users that has or had approval to draw or remove water from the lake or canal.
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage. If metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor
- All other users
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor

Whereas Council resolved the Residential user (Meter 19 mm (3/4)" or smaller) category will cease December 31, 2023 and be replaced with the following categories on January 1, 2024:

- Residential properties with up to 2 units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- Residential properties with 3 or more units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$205.05 per year, per unit
  - Wastewater fixed service charge be set at \$501.19 per year, per unit

Whereas any rate in this by-law is subject to change through future amendments, including rate changes due to, but not limited to future budget changes. This includes the newly created categories effective January 1, 2024.

Whereas Council is desirous of amending By-Law 3151/22/95, as Amended, Being a By-Law for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates.

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

1. That By-Law 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The usage and fixed rates established by this By-Law shall be effective July 1, 2023.
3. That by-law 7046/83/22 be repealed.

Enacted and passed this 27th day of June, 2023

---

William C. Steele  
Mayor

---

Charlotte Madden  
City Clerk



Schedule “A” to By-Law No.  
And By-Law No. 3151/22/95, As Amended and By-Law No. 3424/6/97, As Amended

Water and Wastewater Rates

1. Metered Consumption Rates

All users, including Residential, Institutional / Commercial / Industrial (“ICI”) are subject to a metered consumption rate for water of \$1.4120 per cubic meter of water usage.

All users, with the exception of Residential users on a 19 mm (3/4”) meter or smaller (Effective January 1, 2024 this changes to any Residential user), are subject to a metered consumption rate for wastewater of \$1.8860 per cubic meter of water usage.

If a user has or had the ability to draw or remove water from the lake or canal and metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.

There is no minimum charge per billing period.

2. Bulk Water Sales

The metered rate for bulk water sales is \$1.4120 per cubic meter.

The service charge is based on a 75mm (3”) meter regardless of the actual meter used. The fixed service charge is \$4,511.03 per year.

3. Fixed Service Charge

All users are subject to a fixed service charge based on user type or meter size:

Meter Size	Meter Factor	Water	Wastewater
19 mm (3/4”) or smaller - Residential*	1 (Water) N/A (Wastewater)	\$410.10	\$1,002.38
Residential properties with up to 2 units*	NA	\$410.10	\$1,002.38
Residential properties with 3 or more units*	NA	\$205.05 per unit	\$501.19 per unit
19 mm (3/4”) or smaller – non-Residential	1	\$410.10	\$738.03
25 mm (1”)	1.4	\$574.13	\$1,033.24
38 mm (1 1/2”)	1.8	\$738.17	\$1,328.44
50 mm (2”)	2.9	\$1,189.27	\$2,140.28
75 mm (3”)	11.0	\$4,511.03	\$8,118.29
100 mm (4”)	14.0	\$5,741.31	\$10,332.36
150 mm (6”)	21.0	\$8,611.97	\$15,498.55
200 mm (8”)	29.0	\$11,892.72	\$21,402.75
250 mm (10”)	40.0	\$16,403.75	\$29,521.04

\* Effective January 1, 2024 the 19 mm (3/4”) or smaller – Residential categories is discontinued. The Residential properties with up to 2 units category and Residential properties with 3 or more units become effective.

All developable vacant land directly abutting the water distribution and/or wastewater collection system will be charged the fixed service charge for water and wastewater through the property tax billing system unless the property is assessed undevelopable by the City’s Planning department.

Effective January 1, 2024, the fixed service charge applied to developable vacant land will be charged based on property classification as follows:

Property Type	Water	Wastewater
Residential	\$410.10	\$1,002.38
Commercial/Institutional	\$1,189.27	\$2,140.28
Industrial	\$4,511.03	\$8,118.29

Until December 31, 2023 all properties will only be charged the wastewater fixed charged of \$1,002.38.

It is not the intent of this bylaw for a property owner to have paid the developable vacant land fixed service charge on a property for the same time period as the regular fixed service charge for the same period. For any period of duplicate payment, which may occur due to time of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.

4. Flat Rate (Residential)

During any month where an accurate meter reading cannot be recorded, a Residential user account will be charged a monthly flat rate of \$148.00 for water and \$150.00 for wastewater will be charged.

Examples of when a meter reading cannot be recorded are as follows:

- where a service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and / or providing access to read a water meter or reading device;
- refusing to remove any obstruction to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

Flat Rate (ICI)

During a period where an accurate meter reading cannot be recorded, an ICI user account will be charged a monthly flat rate for water and wastewater. The flat rate will be calculated as two (2) times the current fixed service charge per Section 3 (the fixed service charge will be dependent on meter size) above PLUS two (2) times the monthly average of the previous 12 months' available consumption at the metered consumption rates per Section 1 above.

Examples of when a meter reading cannot be recorded are the same as those outlined under "Residential" above.

5. Water for New Construction Rates

During periods of new construction where there is no water meter the following rates are charged:

- Residential properties are subject to a \$272.00 flat fee.
- ICI properties are subject to a \$544.00 flat fee.

Upon final inspection or once a water meter has been installed and is operational, rates are no longer subject to this section. Rates are to be charged based on Sections 1 to 4 above.

## 6. Administration Charges

- Issuing a water shut off tag shall be charged to the property owner at a fee of \$50.00;
- Water account inquiries will be provided at a fee of \$7.00;
- Reading of analog meters due to refusal to upgrade to RF meters will be provided at a fee of \$50.00 per scheduled reading date.
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

## 7. User Charges

There are certain user charges with respect to water and wastewater that are included in the User Fee By-Law. These include such topics as water turn on / off and installation of water services.

User fees may be billed individually, included in a user's water and wastewater bill or charged and collected through a building permit.

## 8. Late Payment Fees

Interest on water and wastewater accounts to begin accruing at one and one fourth (1 ¼) percent of the amount due and unpaid starting on the first day of default.

At the discretion of the Director, Corporate Services / Treasurer a payment can be backdated to the due date on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided by the account holder.

The Director, Corporate Services / Treasurer is approved to move any unpaid water and wastewater balances to the property tax roll of the related property.

## 9. Billing Cycle

Identified and developable vacant land subject to the fixed service charge will be billed semi-annually on the property tax bill or through the supplemental tax billing system on a prorated basis.

All water and wastewater meter users will be billed monthly.

## 10. Exemptions from Billing for Sanitary Sewer Costs

- Bulk water haulers accessing City bulk water facilities;
- Port Colborne Poultry Limited;
- Any property that does not directly abut any part of the wastewater sewer system;
- Any other property that is covered by a separate By-Law enacted by Council.

Report 2023-119  
Appendix C  
The Corporation of the City of Port Colborne

By-law No.

Being a By-law to

Amend By-Law No. 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates

and

Amend By-Law No. 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas at its meeting of December 13, 2022, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Corporate Services Department Report No. 2022-247, Subject: 2023 Rates Setting, ~~and resolved the following be effective January 1, 2023:~~

Whereas at its meeting of June 27, 2023, the Council approved the amending recommendations of the Corporate Services Department Report No. 2023-119, Subject: Water and Wastewater Bylaw Update.

Whereas Council resolved the following be effective July 1, 2023:

- Residential ~~u~~Users (Meter 19 mm (3/4") or smaller)
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- ~~All Other Users~~Any users that has or had approval to draw or remove water from the lake or canal.
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage.If metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor
- All other users
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor

Formatted: Justified, Indent: Left: 0.31", Right: 0.11", Space Before: 0.05 pt

Whereas Council resolved the Residential user (Meter 19 mm (3/4)" or smaller) category will cease December 31, 2023 and be replaced with the following categories on January 1, 2024:

- Residential properties with up to 2 units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- Residential properties with 3 or more units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$205.05 per year, per unit
  - Wastewater fixed service charge be set at \$501.19 per year, per unit

Whereas Council is desirous of amending By-Law 3151/22/95, as Amended, Being a By-Law for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates.

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

1. That By-Law 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The usage and fixed rates established by this By-Law shall be effective ~~January 4, 2023~~ July 1, 2023.
3. That by-law ~~7046/83/22~~ 6873/21/21 be repealed.

Enacted and passed this ~~13th 27th~~ day of ~~December~~ June, 2023, 2022.

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

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

Formatted: Font: 12 pt  
Formatted: Normal, No bullets or numbering

Formatted: Font: 12 pt  
Formatted: List Paragraph, Right: 0", Space Before: 0 pt, Line spacing: Exactly 14.25 pt, Bulleted + Level: 2 + Aligned at: 1.05" + Indent at: 1.31"

Formatted: Font: 12 pt  
Formatted: Normal, No bullets or numbering

Formatted: Highlight

Schedule “A” to By-Law No.  
And By-Law No. 3151/22/95, As Amended and By-Law No. 3424/6/97, As Amended

Water and Wastewater Rates

1. Metered Consumption Rates

All users, including Residential, Institutional / Commercial / Industrial (“ICI”) are subject to a metered consumption rate for water of \$1.4120 per cubic meter of water usage.

All users, with the exception of Residential users on a 19 mm (3/4”) meter or smaller (Effective January 1, 2024 this changes to any Residential user), are subject to a metered consumption rate for wastewater of \$1.8860 per cubic meter of water usage.

If a user has or had the ability to draw or remove water from the lake or canal and metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.

There is no minimum charge per billing period.

2. Bulk Water Sales

The metered rate for bulk water sales is \$1.4120 per cubic meter.

The service charge is based on a 75mm (3”) meter regardless of the actual meter used. The fixed service charge is \$4,511.03 per year.

3. Fixed Service Charge

All users are subject to a fixed service charge based on user type or meter size:-

Meter Size	Meter Factor	Water	Wastewater
19 mm (3/4”) or smaller - Residential*	1 (Water) N/A (Wastewater)	\$410.10	\$1,002.38
<u>Residential properties with up to 2 units*</u>	<u>NA</u>	<u>\$410.10</u>	<u>\$1,002.38</u>
<u>Residential properties with 3 or more units*</u>	<u>NA</u>	<u>\$205.05 per unit</u>	<u>\$501.19 per unit</u>
19 mm (3/4”) or smaller – non-Residential	1	\$410.10	\$738.03
25 mm (1”)	1.4	\$574.13	\$1,033.24
38 mm (1 1/2”)	1.8	\$738.17	\$1,328.44
50 mm (2”)	2.9	\$1,189.27	\$2,140.28
75 mm (3”)	11.0	\$4,511.03	\$8,118.29
100 mm (4”)	14.0	\$5,741.31	\$10,332.36
150 mm (6”)	21.0	\$8,611.97	\$15,498.55
200 mm (8”)	29.0	\$11,892.72	\$21,402.75
250 mm (10”)	40.0	\$16,403.75	\$29,521.04

\* Effective January 1, 2024 the 19 mm (3/4”) or smaller – Residential categories is discontinued. The Residential properties with up to 2 units category and Residential properties with 3 or more units become effective.

All developable vacant land directly abutting the water distribution and/or wastewater collection system will be charged the fixed service charge for water and wastewater of \$1,002.38 through the property tax billing system unless the property is assessed undevelopable by the City’s Planning department.

Formatted: Centered

Formatted: Centered

Formatted: Indent: Left: 0.5", First line: 0.09"

Effective January 1, 2024, the fixed service charge applied to developable vacant land will be charged based on property classification as follows:

Property Type	Water	Wastewater
Residential	\$410.10	\$1,002.38
Commercial/Institutional	\$1,189.27	\$2,140.28
Industrial	\$4,511.03	\$8,118.29

Formatted: Right

Formatted Table

Formatted: Right

Formatted: Right

Formatted: Right

Until December 31, 2023 all properties will only be charged the wastewater fixed charged of \$1,002.38.

It is not the intent of this bylaw for a property owner to have paid the developable vacant land fixed service charge on a property for the same time period as the regular fixed service charge for the same period. For any period of duplicate payment, which may occur due to time of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.

4. Flat Rate (Residential)

During any month where an accurate meter reading cannot be recorded, a Residential user account will be charged a monthly flat rate of \$148.00 for water and \$150.00 for wastewater will be charged.

Examples of when a meter reading cannot be recorded are as follows:

- where a service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and / or providing access to read a water meter or reading device;
- refusing to remove any obstruction to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;

Formatted: Line spacing: single

• readings;

- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

Flat Rate (ICI)

During a period where an accurate meter reading cannot be recorded, an ICI user account will be charged a monthly flat rate for water and wastewater. The flat rate will be calculated as two (2) times the current fixed service charge per Section 3 (the fixed service charge will be dependent on meter size) above PLUS two (2) times the monthly average of the previous 12 months' available consumption at the metered consumption rates per Section 1 above.

Examples of when a meter reading cannot be recorded are the same as those outlined under "Residential" above.

5. Water for New Construction Rates

During periods of new construction where there is no water meter the following rates are charged:

- Residential properties are subject to a \$~~226~~272.00 flat fee.
- ICI properties are subject to a \$~~379~~544.00 flat fee.

Upon final inspection or once a water meter has been installed and is operational, rates are no longer subject to this section. Rates are to be charged based on Sections 1 to 4 above.

6. Administration Charges

- Issuing a water shut off tag shall be charged to the property owner at a fee of \$50.00;
- Water account inquiries will be provided at a fee of \$7.00;
- Reading of analog meters due to refusal to upgrade to RF meters will be provided at a fee of \$50.00 per scheduled reading date.
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

7. User Charges

There are certain user charges with respect to water and wastewater that are included in the User Fee By-Law. These include such topics as water turn on / off and installation of water services.

User fees may be billed individually, included in a user's water and wastewater bill or charged and collected through a building permit.

8. Late Payment Fees

Interest on water and wastewater accounts to begin accruing at one and one fourth (1 ¼) percent of the amount due and unpaid starting on the first day of default.

At the discretion of the Director, Corporate Services / Treasurer a payment can be backdated ~~any payment~~ to the due date on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided by the account holder.



The Director, Corporate Services / Treasurer is approved to move any unpaid water and wastewater balances to the property tax roll of the related property.

9. Billing Cycle

Identified and developable ~~V~~vacant land subject to the fixed service charge ~~-will be~~ billed semi-annually on the property tax bill or through the supplemental tax billing system on a prorated basis. ~~-~~

Formatted: Indent: Left: 0.55", Line spacing: single

All water and wastewater meter users will be billed monthly.

Formatted: Right: 0.04"

10. Exemptions from Billing for Sanitary Sewer Costs

- Bulk water haulers accessing City bulk water facilities;
- Port Colborne Poultry Limited;
- Any property that does not directly abut any part of the wastewater sewer system;
- Any other property that is covered by a separate By-Law enacted by Council.



**Subject: 2023-2026 Strategic Plan - Final**

**To: Council**

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

Report Number: 2023-122

Meeting Date: June 27, 2023

---

**Recommendation:**

That Chief Administrative Officer Report 2023-122 be received; and

That the 2023-2026 Strategic Plan be approved.

---

**Purpose:**

The purpose of this report is to present the final version of the 2023-2026 Strategic Plan for Council approval.

---

**Background:**

A draft version of the 2023-2026 Strategic Plan was presented at the June 13, 2023, Council meeting as part of Report 2023-89. The 2023-2026 Strategic Plan, attached as Appendix A, has been formatted to include design elements that adhere to the City's branding guidelines.

The 2023-2026 Strategic Plan is a result of a process initiated following the municipal election in October 2022 and after the City's Corporate Leadership Team recommended that a new strategic plan be developed in-house to coincide with the new term of Council. Report 2023-08, which was approved by Council on January 24, 2023, provided the timelines and next steps for developing a new strategic plan, and it also advised that key foundational elements of the 2020-2023 Strategic Plan – such as the vision and mission statements and corporate values – should be kept intact and carried over to the new plan. This same report recommended that a new community survey be issued to gather public input.

The main components of the 2023-2026 Strategic Plan, as presented to Council in draft form, comprise the following:

<b>Vision Statement</b>	A healthy and vibrant waterfront community embracing growth for future generations
<b>Mission Statement</b>	To provide an exceptional small-town experience in a big way
<b>Corporate Values</b>	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
<b>Strategic Pillars</b>	Environment and Climate Change Sustainable and Resilient Infrastructure Welcoming, Healthy, and Livable Community Increased Housing Options Economic Prosperity

The concepts of sustainability and accessibility have provided the basis for the above-listed strategic pillars. And, over the course of 2023-2026, they will act as a lens through to view the decisions, actions, and outcomes resulting from this strategic plan.

---

## Discussion:

The City's new strategic plan will be promoted externally via a media release and social media posts, posted on the City's website, and shared with key stakeholders. Staff are completing a final report to summarize the community survey results and this will also be posted on the City's website.

During the development of the draft strategic plan, there was considerable discussion regarding the importance of measuring the performance of the new strategic plan and fine-tuning reports on the progress and completion of key initiatives as well as the overall successes of the organization. To this end, a Balanced Scorecard (BSC) performance monitoring and measurement framework has been incorporated into the 2023-2026 Strategic Plan. The four perspectives of a traditional BSC are: (Financial) Value, Customer (Satisfaction), Simple (Internal Processes), and (Learning and Growth of) People.

Together with the goals and measures in the strategic plan, these four perspectives will serve as the criteria through which performance – as executed 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.

---

**Internal Consultations:**

The development of 2023-2026 Strategic Plan has been coordinated and led by the City's Office of Strategic Projects in collaboration with Corporate Communications, Corporate Services, and the CAO. It has also been reviewed with the City's Corporate Leadership Team.

---

**Financial Implications:**

There are no financial implications associated with the recommendations in this report and the development of the 2023-2026 Strategic Plan, which was completed at no cost to the City other than staff time. Staff included measures in the strategic plan that seek to minimize the financial impact to the organization over the next three years and beyond. Any proposed project or initiative that does not have a funding source will not proceed until it is reviewed by Council either through a staff report or as part of the capital and levy budget process.

---

**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. A total of 503 surveys were completed and a final report will be posted on the City's website.

There are also several studies and plans that support the plan's new strategic pillars and were completed through an open, transparent, and engaging process. These include, but are not limited to, the Parks and Recreation Master Plan, Affordable Housing Strategy and Action Plan, Official Plan, Asset Management Plan, Economic Development Strategy and Action Plan, and Community Improvement Plans.

---

**Strategic Plan Alignment:**

Staff will work with the City's Clerk and Deputy Clerk to update the report template to include the new strategic pillars and continue the practice of ensuring alignment between reports and the strategic plan.

---

**Conclusion:**

A final version of the 2023-2026 Strategic Plan has been completed by City staff with input from Council and feedback from the community and key stakeholders. This plan builds on the successes and foundational elements of the 2020-2023 Strategic Plan, and it gives Council and staff the guidance to address challenges, capitalize on opportunities, and ensure Port Colborne and the organization move forward in the right direction.

---

**Appendices:**

- a. 2023-2026 Strategic Plan – Final
- b. Sample Reporting Matrix

Respectfully submitted,

Gary Long  
Manager of Strategic Initiatives  
905-835-2900 x502  
[gary.long@portcolborne.ca](mailto:gary.long@portcolborne.ca)

Greg Higginbotham  
Tourism & Strategic Projects Coordinator  
905-835-2900 x505  
[greg.higginbotham@portcolborne.ca](mailto:greg.higginbotham@portcolborne.ca)

**Report Approval:**

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



**PORT COLBORNE**

Report 2023-122  
Appendix A

# City of Port Colborne **STRATEGIC PLAN** **2023-2026**





## MESSAGE FROM MAYOR WILLIAM STEELE

As we embark on a 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*



## MESSAGE FROM CAO SCOTT LUEY

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 want to 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

### VISION STATEMENT:

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

*A healthy and vibrant waterfront community embracing growth for future generations*

### MISSION STATEMENT:

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

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

### CORPORATE VALUES:

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



Welcoming, Livable, Healthy Community



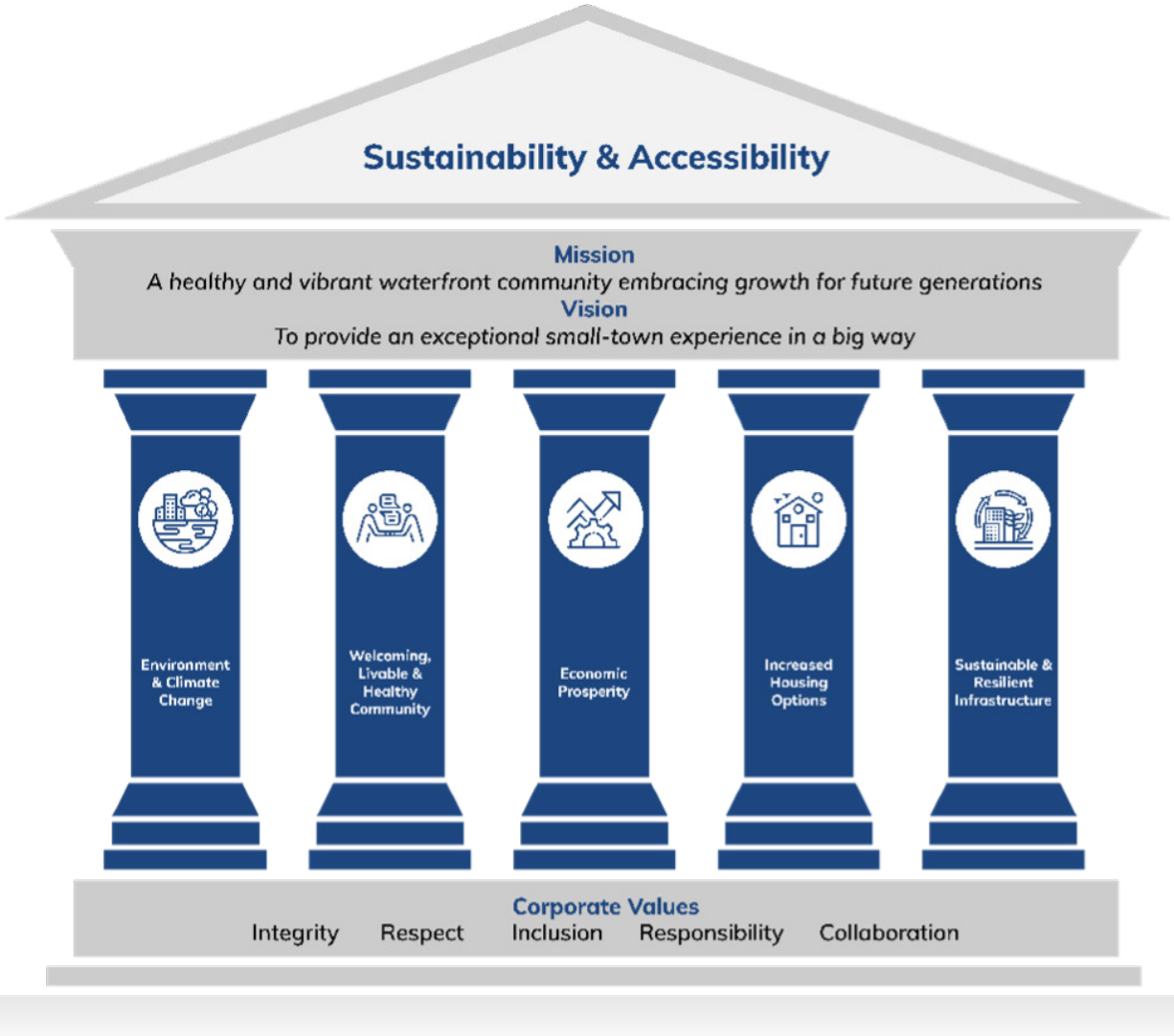
Economic Prosperity



Increased Housing Options



Sustainable and Resilient Infrastructure



## 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



## 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.







# 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.



## 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.



## 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.



## 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.







## ENVIRONMENT AND CLIMATE CHANGE

### Goal:

To adapt to the global climate emergency

### Measures:

Reach net-zero energy by 2040 through reduced greenhouse gas emissions and improved energy efficiency

### Goal:

To grow the total tree population

### Measures:

- Increase the canopy cover
- Currently 32%

### Goal:

To improve the resiliency of the storm sewer system against current and future climate-related risks and disasters

### Measures:

- 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



## WELCOMING, LIVABLE, AND HEALTHY COMMUNITY

### Goal:

To support our community health

### Measures:

- Invest in physician recruitment activities to reach 14 family physicians by 2026
- Facilitate partnerships that provide funding for health and social programs

### Goal:

To provide exceptional park and community event experiences

### Measures:

- Meet a benchmark of 13.1 km of trails per 20,000 residents
  - 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
  - Currently 3.4 parks per 2,014 residents
- Meet a benchmark of 11.3 of park acreage per 1,000 residents
  - Currently 20.59 acres per 1,000 residents
- Benchmark a positive net promotor score for community events

### Goal:

To lead collaboration to support welcoming, livable and health community through partnerships with community non-profits

### Measures:

Benchmark a positive net promotor score with non-profit partners







## ECONOMIC PROSPERITY

### Goal:

To develop policies and principles to revitalize lands, buildings, and infrastructure

### Measures:

- 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

### Goal:

To build relationships that are supportive of doing business within the city and increasing household income levels

### Measures:

- 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

### Goal:

To develop property progressively and judiciously

### Measures:

- 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



## INCREASED HOUSING OPTIONS

### Goal:

To develop policies, by-laws, and processes that provide more and diverse (form and tenure) housing options

### Measures:

- 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

### Goal:

To increase the number of affordable housing options

### Measures:

- Track annual changes in the number of housing units and type of housing options





## SUSTAINABLE AND RESILIENT INFRASTRUCTURE

### Goal:

To sustainably renew and improve infrastructure

### Measures:

- All stormwater assets to have a remaining asset life of 20% or greater by 2030
  - Currently 96%
- All wastewater assets to have a remaining asset life of 20% or greater by 2030
  - Currently 80%
- All water assets to have a remaining asset life of 20% or greater by 2040
  - Currently 64%
- All bridges and culverts to have a Bridge Condition Index (BCI) of  $\geq 41$  by 2030
  - Currently 98%
- All roads and sidewalks to have a Pavement Condition Index (PCI) of  $\geq 35$  by 2030
  - Currently 97%
- All facilities rate to have a Facility Condition Index (FCI) of  $\leq 10\%$  by 2030
  - 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
  - To be calculated at the Asset Management Plan (AMP) update in June 2024

### Goal:

To implement capital projects required for the sustainability of the water, wastewater, and storm water rate systems

### Measures:

- Reduce the wastewater to water ratio to 1 by 2040
  - Currently 2.17
- Reduce the water loss rate to 15% by 2040
  - Currently 35%

### Goal:

To fund infrastructure resulting from growth

### Measures:

- Complete a Development Charges (DCs) study and implement new DCs by January 1, 2024



## 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


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**.

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.







<div><div><div>PORT COLBORNE</div></div><div>2023-2026 STRATEGIC PLAN</div></div>																						
<div>CAO = Office of CAO EDT = Economic Development &amp; Tourism CSF = Corporate Services (Finance) CS = Customer Service HR = Human Resources IT = Information Technology REC = Recreation (Sugarloaf Marina)</div> <div>PW = Public Works CSE = Community Safety &amp; Enforcement PL = Planning &amp; Legislative L = Public Library M = Museum CH = City Hall (Mayor &amp; Council)</div> <div>PROJECT</div>		<div>Rationale</div> <div>1 = Deferred Maintenance 2 = Growth / Capacity 3 = Health and Safety 4 = Service Level Enhancement 5 = People 6 = Accessibility</div>						<div>Strategic Pillars</div> <div>ECC = Environment and Climate Change SRI = Sustainable and Resilient Infrastructure WHLC = Welcoming, Healthy, and Livable Community IHO = Increased Housing Options EP = Economic Prosperity</div>					<div>Balanced Scorecard</div> <div>People - Learning and Growth Simple - Internal Processes Customer - Satisfaction Value - Financial</div>				<div>Timelines &amp; Funding Source</div> <div>C = Capital L = Levy R = Rate G = Grant R = Reserves O = Other</div>				<div>Departments Involved</div> <div>CAO, EDT, CSF, CS, HR, IT, REC, PW, CSE, PL, L, M, CH</div>	
Item & Location		1	2	3	4	5	6	ECC	SRI	WHLC	IHO	EP	People	Simple	Customers	Value	2023	2024	2025	2026		
e.g., Urban Forestry Management Plan				✓				✓								✓	✓ C				PW	
e.g., Review of Official Plan and Zoning By-law			✓								✓			✓				✓ L			PL, CSE, EDT	
e.g., New trails for Welland Avenue, T.A. Lannan Sports Complex, Lockview Park, and Lock 8 Gateway Park				✓			✓			✓					✓			✓ C			PW, REC	



**Subject: Catharine Street – Stop-Up and Close By-law and Surplus Declaration**

**To: Council**

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

Report Number: 2023-81

Meeting Date: June 27, 2023

---

**Recommendation:**

That Chief Administrative Office Report 2023-81 be received;

That the Stop-Up and Close By-law, being a By-law to stop-up and close part of the Catharine Street Road Allowance, described in PIN 64457-0087 as being Part of Catharine Street on the west side of Catharine Street south of 14 Catharine Street abutting the eastern boundary of 12 Catharine Street and being 26.4 m in length and 8.2 m in width be approved;

That the property described in PIN 64457-0087 be declared surplus; and

That the City Clerk and Mayor be directed to sign all necessary documents.

---

**Purpose:**

This report is regarding a Stop-up and Close By-law and surplus declaration for part of Catharine Street legally described as PIN 64457-0087 and located on the west side of Catharine Street south of 14 Catharine Street abutting the eastern boundary of 12 Catharine Street and being 26.4 m in length and 8.2 m in width.

The portion of the Catharine Street Road Allowance is shown in Appendix A, attached to this report.

City staff received a request to purchase City property from the owners of 12 Catharine Street to address a long-standing encroachment issue.

---

**Background:**

The owners of 12 Catharine Street made a formal request and provided the fee to purchase City property through the City's website

(<https://www.portcolborne.ca/en/business-and-development/real-estate.aspx> ).

The City property they would like to purchase is shown in Appendix A and it is currently considered a City road. Therefore, before City property can be divested, a portion of Catharine Street would need to be closed through a Stop-Up and Close By-law. Also, as per Appendix A, a significant portion of 12 Catharine Street is encroaching on City property. Legally addressing the encroachment issue will provide clarity and certainty regarding property ownership as well as provide legal access to 12 Catharine Street

---

**Discussion:**

The subject parcel as shown in Appendix A currently generates no tax revenue for the City and serves no operational purpose. In addition, there are potential liability issues as two-thirds of a private residence encroaches on City property.

Staff feel that a better use of this property would be achieved through private ownership. The Stop-Up and Close process has been identified as the best way to start to address this encroachment and liability issue.

Proceeding with the Stop-Up and Close By-law and declaring the property as surplus are the next steps in a potential future divestment of this property which would be governed by the Surplus Land Sale Policy.

---

**Internal Consultations:**

Economic Development and Tourism Services (EDTS) reviewed the request and circulated it to other departments for comments. EDTS, Public Works, and Planning staff collaborated on the boundaries of the Stop-Up and Close area requested in Appendix A. City departments have no current plans, nor foresee any future use, for the portion of Catharine Street that is proposed to be closed and declared surplus in this report.

---

**Financial Implications:**

The City's costs to advertise the public meeting in the weekly newspaper for four consecutive weeks is \$2,500. These are required under the City's Public Notice Policy.

If this report is accepted, a survey will need to be completed. The costs of public notice and survey would be added to any future sale cost of the property.

---

### **Public Engagement:**

Notice of the Public Meeting was posted on the City's website starting on May 1st, 2023. The Public Meeting was also advertised for four consecutive weeks including April 27th, May 4th, May 11th and May 18th in the Niagara This Week and Port Colborne Leader as per the Public Notice Policy. The Public Meeting was held on June 6, 2023.

No residents appeared at the Public Meeting to speak to the matter.

---

### **Strategic Plan Alignment:**

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

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

### **Conclusion:**

The Economic Development and Tourism Services Division received a request and application fee to purchase municipal property from the owners of 12 Catharine Street. The applicants wish to rectify a long-standing encroachment issue as well as secure additional legal access to their property. The City property, as shown in Appendix A, is actually a City road. It is recommended that a Stop-up and Close By-law for a portion of Catharine Street be approved and that the property be declared surplus.

EDTS consulted with Planning and Public Works staff regarding the property request as well as the recommendation to bring forward a Stop-up and Close By-law for a portion of Catharine Street. Staff have no concerns with this request and are supportive of rectifying the encroachment and clarifying the ownership of the property.

---

### **Appendices:**

- a. Portion of Catharine Street Proposed for Stop-up and Close
- b. Stop-up and Close By-law

Respectfully submitted,

Bram Cotton  
Economic Development Officer  
(905) 835-2900 Ex 504  
[Bram.Cotton@portcolborne.ca](mailto:Bram.Cotton@portcolborne.ca)

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

Joe Colasurdo  
Manager of Infrastructure  
City of Port Colborne  
(905) 835-2900 Ex. 234  
905-321-2630  
[Joe.Colasurdo@portcolborne.ca](mailto:Joe.Colasurdo@portcolborne.ca)

Steve Shypowskyj  
Director of Public Works  
(905) 835-2900 Ex.220  
[Steve.Shypowskyj@portcolborne.ca](mailto:Steve.Shypowskyj@portcolborne.ca)

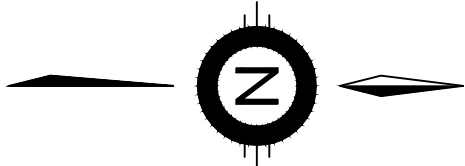
### **Report Approval:**

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.



PROPOSED BOUNDARY ADJUSTMENT FOR CATHARINE STREET

Report 2023-81  
Appendix A



NO.	REVISION	DATE	INIT.

NOTES/LEGEND
1. THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWER AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
2. PROPERTY LINES WERE PLOTTED USING REGISTERED PLANS AND BARS LOCATED IN THE FIELD. TO VERIFY THE ACCURACY OF THESE PROPERTY LINES, A LEGAL SURVEY SHOULD BE PERFORMED PRIOR TO CONSTRUCTION.

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



**PROPOSED BOUNDARY ADJUSTMENT**  
  
**Catharine Street**  
CITY OF PORT COLBORNE

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



The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Stop Up and Close part of Catharine Street, described in PIN 64457-0087 as being Part of Catharine Street on the west side of Catharine Street south of 14 Catharine Street abutting the eastern boundary of 12 Catharine Street and being 26.4 m in length and 8.2 m in width

Whereas at its meeting of June 27, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Chief Administrative Office Report No. 2023-81, Subject: Proposed Stop-Up and Close By-law for Catharine Street; and

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

Whereas it is deemed expedient and in the interest of The Corporation of the City of Port Colborne that the public highway set out and described in this by-law be stopped up and closed in accordance with Section 34(1) of the *Municipal Act, 2001* and the City's By-law No. 4339/12/03;

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

1. That upon the passing of this by-law, the portion of the road allowance described as part of the original Catharine Street road, of PIN 64457-0087 is hereby stopped and closed.
2. That the Mayor, the City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect the closing of the Catharine Street Road allowance hereinbefore described.
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 27th day of June, 2023.

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

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

**Subject: Billing of the Young and Hopf-Wagner Municipal Drains**

**To: Council**

**From: Public Works Department**

Report Number: 2023-102

Meeting Date: June 27, 2023

---

**Recommendation:**

That Public Works Department Report 2023-102 be received;

That the billing for the Young and Hopf-Wagner Municipal Drains be invoiced in accordance with the *Drainage Act*, as outlined in Appendix A of Public Works Department Report 2023-102; and

That the Young and Hopf-Wagner Drain Levy By-law be approved.

---

**Purpose:**

This report has been prepared to inform Council that construction on the Young and Hopf-Wagner Municipal Drain has been completed as well as the application to the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) grant for farm parcels. Additionally, this report seeks Council's permission to complete the billing for said works of the Young and Hopf-Wagner Municipal Drain prior to the receipt of the OMAFRA grant.

---

**Background:**

Spriet Associates Engineers & Architects was appointed on February 12, 1990 to complete a new report. There were many delays on this report including an insufficient outlet requiring the completion of the Tea Creek report along with construction.

Once the report was issued to the municipality, the required steps of the *Drainage Act* were followed. Multiple appeals were filed at both the Court of Revision and the Tribunal. After receipt of the final decision from the Tribunal, a tender was issued and CRL Campbell Construction Ltd. was the successful bidder.

Construction began on September 3, 2019. A number of obstacles were encountered through construction including significant delays from the rail authority, Canadian National Railway. A significant cost increase was recognized against the railway due to permitting, track protection requirements and required method of excavation around the rail lines.

Construction was deemed complete on October 31, 2022.

## Discussion:

The original estimate of this project as outlined in the Engineer's Report was \$790,600.

Through the tendering process it was recognized that the cost would exceed the allowable 133% cost of the project and an additional public meeting was held with the owners in the watershed to determine if the construction was still wanted.

The total cost of the completed project was \$1,173,095.92. The average increase towards the residential properties was 128% of the estimated amount. Most of the increase in costs were assessed to CN Rail for their special assessment at an increase of 218%. The reason for the increase was due to flagging and increased requests required through construction that were over and above the original estimate.

The net cost is inclusive of two components. The first is an OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs) grant for farm parcels, a total of \$112,510.33 which has yet to be received. The second are allowances provided by the Engineer for payment to the parcel owners for affected land for right of way and damages, a total of \$51,260. The amount of \$51,260 is raised as a part of the overall project and is apportioned to all the property assessed through the project.

The net cost of the project is as follows:

	Residential/Other	Tax Base	Total
City of Port Colborne	\$678,641.64	\$ 96,292.71	\$ 774,934.35
City of Niagara Falls	\$ 70,669.72	\$ 161,142.69	\$ 231,812.41
Town of Fort Erie	\$ 1,204.96	\$ 1,373.87	\$ 2,578.83
Total to be collected			\$ 1,009,325.59
OMAFRA Grant			\$112,510.33
Allowances			\$51,260.00
			\$1,173,095.92

Details of the above are included in Appendix A.



### Internal Consultations:

Consultation was held with the City's Finance Division to relay the duties required to complete the invoicing of this work.

---

### Financial Implications:

When the municipality completes work on a municipal drain, the costs are held at the City's expense until the time of billing, at which point those funds can be collected from the owners of property within the watershed.

Appendix C is included as a reminder of the ongoing concerns with CN Rail and their unwillingness to pay the portion assessed to their parcels province-wide. Within the City of Port Colborne, the assessment for those lands is \$411,354.29. CN Rail is currently holding the position that they do not have to pay any assessments through the *Drainage Act*. It is their position that they are Federally run, and the Provincial legislation of the *Drainage Act* does not apply to them.

---

### Public Engagement:

The *Drainage Act* has many points of public consultation. The following is a list of events identifying when mailings occur to inform the property owners defined within the engineer's report of the public meetings and public appeal processes set out by the *Drainage Act*.

- Notice of Public consultation prior to the completion of the report
  - Notice of Meeting to consider the report
  - Notice of Court of Revision
  - Notice of Tribunal
  - Notice of Meeting to Consider Contract Price
- 

### Strategic Plan Alignment:

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

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

**Conclusion:**

It is recommended the City proceed with the passing of the by-law as defined in Section 61(1), a Levy by-law, of the *Drainage Act R.S.O. 1990* to complete the billing of the drainage work. If these funds are not collected from ratepayers, the City would need to absorb these costs. The total assessment for the Young and Hopf-Wagner Drain is \$1,009,325.59. Approval of this report will allow staff to proceed with the billing of these works and collect the amount of \$816,592.64 from the affected property owners. The remaining balance of \$96,292.71 is the City's portion of the assessment and will be paid through the City's drainage budget.

---

**Appendices:**

- a. Assessment Schedule
- b. Young and Hopf-Wagner Drain Levy By-law
- c. Supported Resolution by Warwick Township

Respectfully submitted,

Alana Vander Veen  
Drainage Superintendent  
905-835-2900 ext. 291  
Alana.VanderVeen@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.

SCHEDULE OF FINAL NET ASSESSMENT  
YOUNG & HOPF-WAGNER DRAINS  
City of Port Colborne

Total Estimated Cost	\$	792,390.00	Total Actual Cost	\$	1,173,095.89
Special Non Pro-rateable Assessments	\$	<u>364,190.00</u>	Special Non Pro-rateable Assessments	\$	<u>623,806.32</u>
Total Estimated Pro-rateable Assessment	\$	428,200.00	Total Actual Pro-rateable Assessment	\$	<u>549,289.57</u>

\* = Non-agricultural

			TOTAL	TOTAL				NET	ESTIMATED	OPTIONAL 5 YEAR PAYMENT	
										5% / 5 YRS 0.230929174	TOTAL AMOUNT OVER 5 YRS
ROLL NUMBER (OWNER)			ESTIMATED ASSESSMENT	ACTUAL ASSESSMENT	GRANT	ALLOW.	ASSESSMENT	AMOUNT	%		
City of Port Colborne											
*	040 607800	(D. & S. Anderson)	\$ 88.00	\$ 112.89	\$	\$	112.89	88.00	1.28	\$26.07	\$130.35
	040 608100	(D. & L. Pirson)	319.00	409.21	136.40		272.81	213.00	1.28	\$63.00	\$315.00
*	040 608200	(M. & R. Nicholls)	494.00	633.70			633.70	494.00	1.28	\$146.34	\$731.70
*	040 609200	(V. Hernoza)	763.00	978.77			978.77	763.00	1.28	\$226.03	\$1,130.15
*	040 608600	(Heritage Family Holdings)	286.00	366.88			366.88	286.00	1.28	\$84.72	\$423.60
*	040 608601	(Heritage Family Holdings)	181.00	232.18			232.18	181.00	1.28	\$53.62	\$268.10
	040 609301	(A. Ruigrok)	908.00	1,164.77	388.26		776.51	605.00	1.28	\$179.32	\$896.60
	040 609400	(D. & L. Showler)	846.00	1,085.24	361.75		723.49	564.00	1.28	\$167.07	\$835.35
	040 609405	(L. & B. Durliat)	2,047.00	2,625.87	875.29		1,750.58	1,365.00	1.28	\$404.26	\$2,021.30
*	040 609500	(W. Schneider, B. Gingras)	256.00	328.39			328.39	256.00	1.28	\$75.83	\$379.15
	040 609600	(L. & P. Durliat)	409.00	524.66	174.89		349.77	273.00	1.28	\$80.77	\$403.85
	040 609606	(L. & P. Durliat)	1,315.00	1,686.87	562.29		1,124.58	877.00	1.28	\$259.70	\$1,298.50
	040 609607	(L. & P. Durliat)	3,604.00	4,623.17	1,541.06		3,082.11	2,403.00	1.28	\$711.75	\$3,558.75
*	040 609902	(W. & L. Collard)	7,843.00	10,060.90		1,990.00	8,070.90	5,853.00	1.38	\$1,863.81	\$9,319.05
	040 609900	(A. Collard)	4,004.00	5,136.28	1,712.09		3,424.19	2,669.00	1.28	\$790.75	\$3,953.75
*	040 609901	(H. & D. Noyes)	676.00	867.16			867.16	676.00	1.28	\$200.25	\$1,001.25
*	040 609904	(City of Port Colborne)	50.00	64.14			64.14	50.00	1.28	\$14.81	\$74.05
	040 610100	(E. & M. Geyer)	1,981.00	2,541.20	847.07	650.00	1,044.13	671.00	1.56	\$241.12	\$1,205.60
	040 610301	(J. Murray)	336.00	431.02	143.67		287.35	224.00	1.28	\$66.36	\$331.80
*	040 610305	(M. Dumont)	3,155.00	4,047.19			4,047.19	3,155.00	1.28	\$934.61	\$4,673.05
	040 610200	(C. & H. Aimsbury)	6,020.00	7,722.38	2,574.13	1,290.00	3,858.25	2,723.00	1.42	\$890.98	\$4,454.90
*	040 610205	(R. & L. Eckmier)	176.00	225.77			225.77	176.00	1.28	\$52.14	\$260.70
	040 610300	(M. Dumont)	1,376.00	1,765.12	588.37		1,176.75	917.00	1.28	\$271.75	\$1,358.75
*	040 610400	(R. Wiggan, M. Friedlein)	232.00	297.61			297.61	232.00	1.28	\$68.73	\$343.65
*	040 610500	(J. Rudd, R. Begley)	232.00	297.61			297.61	232.00	1.28	\$68.73	\$343.65
	040 610600	(K. & S. Fox)	3,408.00	4,371.74	1,457.25		2,914.49	2,272.00	1.28	\$673.04	\$3,365.20
	040 610700	(W. & M. Aiken)	3,520.00	4,515.41	1,505.14		3,010.27	2,347.00	1.28	\$695.16	\$3,475.80
	040 611100	(J. Walker, T. Stroomer)	174.00	223.21	74.40		148.81	116.00	1.28	\$34.36	\$171.80
	040 614205	(R. Walker)	1,089.00	1,396.96	465.65		931.31	726.00	1.28	\$215.07	\$1,075.35
	040 614201	(D. & H. Carver)	1,420.00	1,821.56	607.19		1,214.37	947.00	1.28	\$280.43	\$1,402.15
	040 611000	(J. Carver)	7,494.00	9,613.21	3,204.40	940.00	5,468.81	4,056.00	1.35	\$1,262.91	\$6,314.55
	040 611200	(G. & J. Tice)	6,894.00	8,843.54	2,947.85	1,030.00	4,865.69	3,566.00	1.36	\$1,123.63	\$5,618.15
	040 614200	(K. & S. Fox)	8,481.00	10,879.32	3,626.44	980.00	6,272.88	4,674.00	1.34	\$1,448.59	\$7,242.95
	040 614601	(C. Menard, C. Barker)	10,110.00	12,968.98	4,322.99	890.00	7,755.99	5,850.00	1.33	\$1,791.08	\$8,955.40
*	040 614300	(A. & V. Kertesz)	439.00	563.14			563.14	439.00	1.28	\$130.05	\$650.25

*	040 614400	(J. & S. Price)	547.00	701.68			<b>701.68</b>	547.00	1.28	\$162.04	\$810.20
	040 614500	(B. & H. Sonnenberg)	14,226.00	18,248.93	6,082.98	2,230.00	<b>9,935.95</b>	7,254.00	1.37	\$2,294.50	\$11,472.50
	040 614600	(S. & D. Nease)	7,194.00	9,228.37	3,076.12	1,550.00	<b>4,602.25</b>	3,246.00	1.42	\$1,062.79	\$5,313.95
*	040 615100	(J. & E. Vidal)	610.00	782.50			<b>782.50</b>	610.00	1.28	\$180.70	\$903.50
	040 615000	(R. & S. Little)	1,800.00	2,309.02	769.67		<b>1,539.35</b>	1,200.00	1.28	\$355.48	\$1,777.40
	040 614900	(M. Butler Est.)	4,101.00	5,260.71	1,753.57	260.00	<b>3,247.14</b>	2,474.00	1.31	\$749.86	\$3,749.30
*	040 614800	(R. & C. Betts)	648.00	831.25			<b>831.25</b>	648.00	1.28	\$191.96	\$959.80
	040 614700	(A. & R. Dickey)	2,476.00	3,176.18	1,058.73	280.00	<b>1,837.45</b>	1,371.00	1.34	\$424.32	\$2,121.60
*	040 615400	(D. & M. Orlowski)	2,386.00	3,060.73			<b>3,060.73</b>	2,386.00	1.28	\$706.81	\$3,534.05
*	040 615405	(Enbridge Gas Distribution)	2,145.00	2,751.58		650.00	<b>2,101.58</b>	1,495.00	1.41	\$485.32	\$2,426.60
	040 515901	(Stam Acres Limited)	2,071.00	2,656.65	885.55		<b>1,771.10</b>	1,381.00	1.28	\$409.00	\$2,045.00
*	040 515902	(D. & J. Culp)	633.00	812.00			<b>812.00</b>	633.00	1.28	\$187.51	\$937.55
*	040 515903	(R.J. Gillespie Enterprise Limited)	472.00	605.48			<b>605.48</b>	472.00	1.28	\$139.82	\$699.10
*	040 515904	(D. & M. Orlowski)	483.00	619.59			<b>619.59</b>	483.00	1.28	\$143.08	\$715.40
	040 611900	(Loeffen Farms Ltd., 1448077 Ontario Ltd.)	1,287.00	1,650.95	550.32		<b>1,100.63</b>	858.00	1.28	\$254.17	\$1,270.85
	040 612000	(D. & J. Deschamps.)	1,423.00	1,825.41	608.47		<b>1,216.94</b>	949.00	1.28	\$281.03	\$1,405.15
*	040 612002	(H. Najmudin)	537.00	688.86			<b>688.86</b>	537.00	1.28	\$159.08	\$795.40
	040 612200	(P. Aiello)	739.00	947.98	315.99		<b>631.99</b>	493.00	1.28	\$145.94	\$729.70
	040 612300	(H. & B. Bos)	3,969.00	5,091.38	1,697.13		<b>3,394.25</b>	2,646.00	1.28	\$783.83	\$3,919.15
*	040 612301	(D. & H. Matthews)	117.00	150.09			<b>150.09</b>	117.00	1.28	\$34.66	\$173.30
	040 612400	(N. & L. Bateman)	6,396.00	8,204.71	2,734.90	1,970.00	<b>3,499.81</b>	2,294.00	1.53	\$808.21	\$4,041.05
	040 612415	(L. McMahon)	3,117.00	3,998.45	1,332.82	920.00	<b>1,745.63</b>	1,158.00	1.51	\$403.12	\$2,015.60
	040 612500	(D. Borg-Rucci)	2,340.00	3,001.72	1,000.57	590.00	<b>1,411.15</b>	970.00	1.45	\$325.88	\$1,629.40
	040 612600	(G. Sovegiarto)	1,847.00	2,369.31	789.77		<b>1,579.54</b>	1,231.00	1.28	\$364.76	\$1,823.80
*	040 612700	(T. Chambers, L. Freeborn)	84.00	107.75			<b>107.75</b>	84.00	1.28	\$24.88	\$124.40
	040 612800	(Heritage Family Holdings LLD)	10,990.00	14,097.83	4,699.28	1,560.00	<b>7,838.55</b>	5,767.00	1.36	\$1,810.15	\$9,050.75
*	040 612900	(S. & S. Hall)	4,358.00	5,590.39		1,890.00	<b>3,700.39</b>	2,468.00	1.50	\$854.53	\$4,272.65
*	040 613100	(J. Post & S. Robb)	9,652.00	12,381.46		2,340.00	<b>10,041.46</b>	7,312.00	1.37	\$2,318.87	\$11,594.35
	040 613105	(J. & A. Ens)	714.00	915.91	305.30		<b>610.61</b>	476.00	1.28	\$141.01	\$705.05
	040 613200	(P. Czartowski)	225.00	288.63	96.21		<b>192.42</b>	150.00	1.28	\$44.44	\$222.20
*	040 613300	(J. Grimaldi)	4,992.00	6,403.67		1,200.00	<b>5,203.67</b>	3,792.00	1.37	\$1,201.68	\$6,008.40
*	040 613301	(F. & E. Joudrey)	541.00	693.99			<b>693.99</b>	541.00	1.28	\$160.26	\$801.30
	040 613400	(L. & P. Durliat)	9,817.00	12,593.12	4,197.71	2,170.00	<b>6,225.41</b>	4,375.00	1.42	\$1,437.63	\$7,188.15
	040 613500	(L. & C. Schneider)	5,132.00	6,583.27	2,194.42	830.00	<b>3,558.85</b>	2,591.00	1.37	\$821.84	\$4,109.20
	040 615700	(Davison Farms Ltd.)	810.00	1,039.06	346.35		<b>692.71</b>	540.00	1.28	\$159.97	\$799.85
	040 615705	(Davison Farms Ltd.)	809.00	1,037.78	345.93		<b>691.85</b>	539.00	1.28	\$159.77	\$798.85
	040 615800	(A. Pruyn)	1,549.00	1,987.04	662.35		<b>1,324.69</b>	1,033.00	1.28	\$305.91	\$1,529.55
*	040 613505	(City of Port Colborne)	26.00	33.35			<b>33.35</b>	26.00	1.28		
*	040 613510	(City of Port Colborne)	38.00	48.75			<b>48.75</b>	38.00	1.28		
	040 613600	(M. & E. Geyer)	1,049.00	1,345.64	448.55		<b>897.09</b>	699.00	1.28	\$207.16	\$1,035.80
	040 613700	(M. & M. Young)	2,671.00	3,426.33	1,142.11		<b>2,284.22</b>	1,781.00	1.28	\$527.49	\$2,637.45
	040 613705	(J. & D. Rauscher)	4,361.00	5,594.24	1,864.75		<b>3,729.49</b>	2,907.00	1.28	\$861.25	\$4,306.25
*	040 615900	(C. Wilson)	19.00	24.37			<b>24.37</b>	19.00	1.28	\$5.63	\$28.15
	040 616000	(J. & H. Swanson)	521.00	668.33	222.78		<b>445.55</b>	347.00	1.28	\$102.89	\$514.45
*	040 616300	(C. Vanderloos)	80.00	102.62			<b>102.62</b>	80.00	1.28	\$23.70	\$118.50
*	040 616400	(R. Stegner)	49.00	62.86			<b>62.86</b>	49.00	1.28	\$14.52	\$72.60
*	040 616500	(D. Little)	126.00	161.63			<b>161.63</b>	126.00	1.28	\$37.33	\$186.65
*	040 616600	(R. Vincelette)	94.00	120.58			<b>120.58</b>	94.00	1.28	\$27.85	\$139.25
*	040 616700	(S. Johnston, H. Keeso)	428.00	549.03			<b>549.03</b>	428.00	1.28	\$126.79	\$633.95
*	040 616800	(S. Johnston, H. Keeso)	348.00	446.41			<b>446.41</b>	348.00	1.28	\$103.09	\$515.45
*	040 616900	(A. & S. Miljanic)	99.00	127.00			<b>127.00</b>	99.00	1.28	\$29.33	\$146.65
*	040 617000	(K. Cooke)	73.00	93.64			<b>93.64</b>	73.00	1.28	\$21.62	\$108.10
	040 616501	(K. Pagnotta)	851.00	1,091.65	363.88		<b>727.77</b>	567.00	1.28	\$168.06	\$840.30

	040 616502	(R. & M. Bilodeau)	1,441.00	1,848.50	616.17		<b>1,232.33</b>	961.00	1.28	\$284.58	\$1,422.90
*	040 617005	(K. & A. Warner)	591.00	758.13			<b>758.13</b>	591.00	1.28	\$175.07	\$875.35
*	040 616505	(V. & F. Kersch)	333.00	427.17			<b>427.17</b>	333.00	1.28	\$98.65	\$493.25
	040 617700	(M. & T. Novotny)	1,032.00	1,323.84	441.28		<b>882.56</b>	688.00	1.28	\$203.81	\$1,019.05
*	040 617601	(M. Miedema, J. Ceply)	856.00	1,098.07			<b>1,098.07</b>	856.00	1.28	\$253.58	\$1,267.90
*	040 617602	(D. & D. Taylor)	635.00	814.57			<b>814.57</b>	635.00	1.28	\$188.11	\$940.55
	040 618103	(M. & L. Koabel)	9,486.00	12,168.52	4,056.17		<b>8,112.35</b>	6,324.00	1.28	\$1,873.38	\$9,366.90
*	040 618105	(J. Wayne)	182.00	233.47			<b>233.47</b>	182.00	1.28	\$53.92	\$269.60
*	040 618110	(A. Troczynska)	146.00	187.29			<b>187.29</b>	146.00	1.28	\$43.25	\$216.25
*	040 617800	(L. Adams)	2,763.00	3,544.34			<b>3,544.34</b>	2,763.00	1.28	\$818.49	\$4,092.45
*	040 617900	(Enbridge Gas Distiribution)	5,307.00	6,807.75			<b>6,807.75</b>	5,307.00	1.28	\$1,572.11	\$7,860.55
		Special Assessment	50,170.00	66,967.35			<b>66,967.35</b>	50,170.00	1.33	\$15,464.71	\$77,323.55
	040 617905	(J. Stam)	2,379.00	3,051.75	1,017.25		<b>2,034.50</b>	1,586.00	1.28	\$469.83	\$2,349.15
*	040 617500	(M. Chow, K. Lee)	249.00	319.41			<b>319.41</b>	249.00	1.28	\$73.76	\$368.80
*	040 619200	(A. & T. Mattiazzo)	405.00	519.53			<b>519.53</b>	405.00	1.28	\$119.97	\$599.85
*	040 619400	(A. & C. Game)	1,708.00	2,191.00			<b>2,191.00</b>	1,708.00	1.28	\$505.97	\$2,529.85
*	040 699900	(C.N.R.)	29,173.00	37,422.76		1,050.00	<b>36,372.76</b>	28,123.00	1.29	\$8,399.53	\$41,997.65
		Special Assement	171,770.00	374,981.53			<b>374,981.53</b>	171,770.00	2.18	\$86,594.17	\$432,970.85
*	040 699600	(C. P. Rail)	3,908.00	5,013.13			<b>5,013.13</b>	3,908.00	1.28	\$1,157.68	\$5,788.40
*		Regional Road 98	115.00	147.52			<b>147.52</b>	115.00	1.28	\$34.07	\$170.35
*		Koable Road	3,540.00	4,541.07			<b>4,541.07</b>	3,540.00	1.28		
*		Green Road	3,496.00	4,484.62			<b>4,484.62</b>	3,496.00	1.28		
*		Brookfield Rd	3,308.00	4,243.46			<b>4,243.46</b>	3,308.00	1.28		
		Special Assessment	7,070.00	7,070.00			<b>7,070.00</b>	7,070.00	1.00		
*		Stauth Road	1,407.00	1,804.88			<b>1,804.88</b>	1,407.00	1.28		
*		Troup Road	773.00	991.59			<b>991.59</b>	773.00	1.28		
*		Sherk Road	2,349.00	3,013.27			<b>3,013.27</b>	2,349.00	1.28		
		Special Assessment	36,070.00	27,996.55			<b>27,996.55</b>	36,070.00	0.78		
*		White Road	6,804.00	8,728.09			<b>8,728.09</b>	6,804.00	1.28		
*		Forkes Road	25,938.00	33,272.94			<b>33,272.94</b>	25,938.00	1.28		

Town of Fort Erie

*	20 3117301	(F. Iuliani)	36.00	46.18			<b>46.18</b>	36.00	1.28		
	40 5532401	(R. Guglielmi)	71.00	91.08	30.36		<b>60.72</b>	47.00	1.29		
	40 5532800	(Kenneth Chacra Enterprises Inc.)	356.00	456.67	152.22		<b>304.45</b>	237.00	1.28		
	40 5532805	(K. & A. Duerksen)	441.00	565.71	188.57		<b>377.14</b>	294.00	1.28		
	40 5532900	(C. & E. Upper)	388.00	497.72	165.91		<b>331.81</b>	259.00	1.28		
*	40 5532901	(N. & C. Horton)	66.00	84.66			<b>84.66</b>	66.00	1.28		
*		Regional Road 25	613.00	786.35			<b>786.35</b>	613.00	1.28		
*		Willow Road	420.00	538.77			<b>538.77</b>	420.00	1.28		
*		Unopened Rd Lt 30	38.00	48.75			<b>48.75</b>	38.00	1.28		

City of Niagara Falls

*	130 416700	(N.P.C.A.)	389.00	499.00			<b>499.00</b>	389.00	1.28		
	130 410100	(N. Sauer)	2.00	2.57	0.86		<b>1.71</b>	1.00	1.71		
	130 409900	(K. & C. Brown)	93.00	119.30	39.77		<b>79.53</b>	62.00	1.28		
	130 409500	(J. Kulhanek)	211.00	270.67	90.22		<b>180.45</b>	141.00	1.28		

*	130 409600	(G. Williamson)	88.00	112.89			<b>112.89</b>	88.00	1.28
	130 418100	(N.. Sauer)	11,669.00	14,968.85	4,989.62	3,450.00	<b>6,529.23</b>	4,329.00	1.51
	130 418000	(D.&A.Silverthorne,R.&T.Portugaise)	8,814.00	11,306.49	3,768.83	1,250.00	<b>6,287.66</b>	4,626.00	1.36
*	130 416700	(N.P.C.A.)	684.00	877.43			<b>877.43</b>	684.00	1.28
	130 417600	(P. Fiorentino)	434.00	556.73	185.58		<b>371.15</b>	289.00	1.28
	130 417800	(E. & S. Friskie)	324.00	415.62	138.54		<b>277.08</b>	216.00	1.28
*	130 417700	(W. Holowitz)	16.00	20.52			<b>20.52</b>	16.00	1.28
*	130 417000	(R. Ferraro, T. Millington-Ferraro)	102.00	130.84			<b>130.84</b>	102.00	1.28
*	130 417001	(B. Flores)	90.00	115.45			<b>115.45</b>	90.00	1.28
*	130 417100	(J. Graham)	16.00	20.52			<b>20.52</b>	16.00	1.28
*	130 417200	(W. Lamb)	119.00	152.65			<b>152.65</b>	119.00	1.28
*	130 417300	(M. & J. Royer)	14.00	17.96			<b>17.96</b>	14.00	1.28
	130 421200	(A. & G. & A. Tavano)	335.00	429.73	143.24		<b>286.49</b>	223.00	1.28
	130 421100	(L. Kit, D. Kit-Mete)	7,977.00	10,232.80	3,410.93	3,350.00	<b>3,471.87</b>	1,968.00	1.76
	130 421001	(A. Subramanian)	118.00	151.37	50.46		<b>100.91</b>	79.00	1.28
*	130 421000	(S. Hilton)	48.00	61.57			<b>61.57</b>	48.00	1.28
*	130 420900	(R. & T. Warner)	5.00	6.41			<b>6.41</b>	5.00	1.28
	130 420715	(N. & J. Vandenberg)	17.00	21.81	7.27		<b>14.54</b>	11.00	1.32
	130 422300	(F. & C. Muileboom)	62.00	79.53	26.51		<b>53.02</b>	41.00	1.29
*	130 416700	(N.P.C.A.)	624.00	800.46			<b>800.46</b>	624.00	1.28
	130 422500	(W. & S. Young)	1,051.00	1,348.21	449.40		<b>898.81</b>	701.00	1.28
	130 422800	(E. Landrum)	8,031.00	10,302.07	3,434.02	2,210.00	<b>4,658.05</b>	3,144.00	1.48
	130 422900	(A. & K. Duerksen)	512.00	656.79	218.93		<b>437.86</b>	341.00	1.28
	130 423210	(J. & H. Swanson)	16,958.00	21,753.51	7,251.17	3,820.00	<b>10,682.34</b>	7,485.00	1.43
	130 423400	(V. Scott)	11,321.00	14,522.44	4,840.81	3,090.00	<b>6,591.63</b>	4,457.00	1.48
*	130 423000	(J. & C. Castellanos)	559.00	717.08		600.00	<b>117.08</b>	-41.00	-2.86
*	130 423100	(S. & M. Eggleton)	40.00	51.31		530.00	<b>-478.69</b>	-490.00	0.98
*	130 423202	(J. & D. Pierrynowski)	89.00	114.17			<b>114.17</b>	89.00	1.28
*	130 423320	(S. Jasek)	386.00	495.16			<b>495.16</b>	386.00	1.28
*	140 102500	(A. Secco)	73.00	93.64			<b>93.64</b>	73.00	1.28
	140 102600	(A. & R. Armentti)	3,271.00	4,196.00	1,398.67	950.00	<b>1,847.33</b>	1,231.00	1.50
	140 102700	(P. & M. Kikkert)	5,795.00	7,433.75	2,477.92	640.00	<b>4,315.83</b>	3,223.00	1.34
	140 102900	(E. & K. Edwards)	9,723.00	12,472.54	4,157.51	2,350.00	<b>5,965.03</b>	4,132.00	1.44
	140 103200	(1532044 Ontario Inc.)	1,399.00	1,794.62	598.21		<b>1,196.41</b>	933.00	1.28
	140 103800	(B. & L. Gatto)	102.00	130.84	43.61		<b>87.23</b>	68.00	1.28
*	150 100500	(E. Michaud)	46.00	59.01			<b>59.01</b>	46.00	1.28
	150 100600	(Loeffen Farms Ltd., 1448077 Ont. Ltd.)	663.00	850.49	283.50		<b>566.99</b>	442.00	1.28
*	150 100650	(J. & E. Hersom)	146.00	187.29			<b>187.29</b>	146.00	1.28
*	150 100605	(B. & C. Newell)	149.00	191.14			<b>191.14</b>	149.00	1.28
*	150 100701	(R. & V. Dekker)	173.00	221.92			<b>221.92</b>	173.00	1.28
*	150 100700	(J. & D. Deschamps)	2,596.00	3,330.12		460.00	<b>2,870.12</b>	2,136.00	1.34
*	150 100704	(H. Najmudin)	3,114.00	3,994.60		1,170.00	<b>2,824.60</b>	1,944.00	1.45
*	150 100800	(L. McMahon)	1,301.00	1,668.91		130.00	<b>1,538.91</b>	1,171.00	1.31
	150 100900	(J. Ruicci, D. Borg-Ruicci)	407.00	522.09	174.03		<b>348.06</b>	271.00	1.28
*	150 101000	(G. Sovegarto)	1,591.00	2,040.91			<b>2,040.91</b>	1,591.00	1.28
*	150 101400	(P. Czartowski)	293.00	375.86			<b>375.86</b>	293.00	1.28
*	150 101300	(A. Vibent)	583.00	747.87			<b>747.87</b>	583.00	1.28
*	150 101200	(S. Pandur)	48.00	61.57			<b>61.57</b>	48.00	1.28
*	150 101500	(E. & F. Joudrey)	601.00	770.96			<b>770.96</b>	601.00	1.28
*	150 102000	(C. Wilson)	4.00	5.13			<b>5.13</b>	4.00	1.28
*	150 102101	(K. Warner)	206.00	264.25			<b>264.25</b>	206.00	1.28
*	140 105800	(C. P. Rail)	81.00	103.91			<b>103.91</b>	81.00	1.28
*		Regional Road 98	1,824.00	2,339.80			<b>2,339.80</b>	1,824.00	1.28

[illegible]

<b>GRANT + ALLOWANCE + NET ASSESSMENT</b>	<b>1,173,095.92</b>
---	---------------------

The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a By-law to Amend the Assessment Schedule to  
Levy the Actual Costs Incurred in Constructing a Drainage Works  
Known as the Young & Hopf Wagner Municipal Drain

Whereas Section 61 Chapter D.17 of the *Drainage Act* R.S.O. 1990 authorizes a municipality, upon the completion of the drainage works, to levy the final cost thereof to the lands and roads liable, as stated in the engineer's report; and

Whereas By-law 6677/41/19, Being a By-law to Provide for Drainage Works in the City of Port Colborne, and the City of Niagara Falls in the Regional Municipality of Niagara, known as the Young & Hopf-Wagner Municipal Drain, was enacted the 23rd day of April, 2019, and provided for the construction of the Young & Hopf-Wagner Municipal Drain based on the estimates contained in the drainage report dated July 27, 2017, as submitted by Spriet Associates London Limited; and

Whereas the Drainage Works was completed as per the Engineer's Report, as amended, and the total actual costs incurred were \$1,173,095.89 compared to an original estimated cost of \$792,390.00. Actual costs for constructing the drain were 1.54% over the Engineer's estimate.

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

1. That the Treasurer invoice the Town of Fort Erie and the City of Niagara Falls in accordance with Schedule 'A', attached hereto, being the amounts to be charged for completing the construction of the drainage works known as the Young & Hopf-Wagner Drain for the portions of work within the Town of Fort Erie and the City of Niagara Falls, with the invoice being due within 30 days of the invoice date.
2. That the Treasurer levy the remaining amount in accordance with Schedule 'A', attached hereto, against the lands and roads in the City of Port Colborne, being the amounts to be charged for completing the construction of the drainage works known as the Young & Hopf-Wagner Drain.
3. That the owners of the properties within the City of Port Colborne have the option of submitting full payment of the net cost or make yearly payments over a period of 5 years at 5% interest per annum. The full payments not received by September 1, 2023 shall be added to the final tax bill beginning in the year 2024 and ending in the year 2028.
4. That in the event of nonpayment, the City of Port Colborne's penalty and interest charges on outstanding accounts receivable, By-law 6841/91/20 shall be followed.
5. That By-law 6677/41/19 is hereby amended by replacing the assessment schedule with Schedule 'A' appended hereto.
6. This by-law shall come into force and take effect on the day of its final passing.

Enacted and passed this 27th day of June, 2023.

---

William C. Steele  
Mayor

---

Charlotte Madden  
City Clerk





**PORT COLBORNE**

**MAYOR'S OFFICE**

Report 2023-102  
Appendix C

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905-835-2900 ext 301 F 905-835-2969

Sent via email to: [jeanjacques.ruest@cn.ca](mailto:jeanjacques.ruest@cn.ca)

February 24, 2022

Mr. Jean-Jacques Ruest  
President and Chief Executive Officer  
CN Rail  
935 de la Gauchetière Street West  
Montreal, QC H3B 2M9

Dear Mr. Ruest:

The framework through Ontario's *Drainage Act* supports agricultural productivity by reducing nutrient loss and soil on farmlands. It also provides environmental and economic benefits such as reducing flooding and increasing crop productivity and enhances natural habitats.

More than 45,000 km of municipal drains service nearly 2 million hectares of cropland in Ontario. As a result, drainage of agricultural land is critical as it removes excess water collected by roadside ditches, residential lots, schools, industrial and commercial lands, and any other properties in the surrounding areas.

The Ontario's *Drainage Act* establishes the process of how public utilities, including railways, participate in drainage. Railways along with other landowners benefit from and have participated in the *Drainage Act* process for decades.

That is why we are writing to amplify our support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s dated December 23, 2021. As Minister Thompson states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal governments across Ontario are experiencing significant issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. It is our hope that CN Rail will comply with the *Drainage Act* so that municipalities and our taxpayers are not left carrying the costs of these works that should be borne by railways.

Sincerely,

William C. Steele  
Mayor

cc. Jamie McGarvey, President of the Association of Municipalities of Ontario (AMO), Mayor of the Town of Parry Sound  
Robin Jones, Rural Ontario Municipal Association (ROMA) Chair, Mayor of the Village of Westport  
Hon. Omar Alghabra, Minister of Transport  
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food Canada  
Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs  
Hon. Caroline Mulroney, Minister of Transportation  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
MPP Jeff Burch, Niagara Centre  
MP Vance Badawey, Niagara Centre



## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746

E [amber.lapointe@portcolborne.ca](mailto:amber.lapointe@portcolborne.ca)

February 24, 2022

Lisa M. Thompson  
Office of the Minister  
Ministry of Agriculture, Food and Rural Affairs  
77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, ON M7A 1B3

Dear Ms. Thompson:

**Re: City of Port Colborne – Resolution Regarding: OMAFRA, The Drainage Superintendents Association of Ontario and AMO – Call to Action – CN Rail and Drainage**

Please be advised that, at its meeting of January 25, 2022, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence from OMAFRA, the Drainage Superintendents Association of Ontario, and AMO regarding a Call to Action for CN Rail and Drainage, be supported.

A copy of the above noted correspondence is enclosed for your reference.

Sincerely,

Amber LaPointe  
City Clerk

cc: Jamie McGarvey, President of the Association of Municipalities of Ontario (AMO), Mayor of the Town of Parry Sound  
Robin Jones, Rural Ontario Municipal Association (ROMA) Chair, Mayor of the Village of Westport  
Hon. Omar Alghabra, Minister of Transport  
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food Canada  
Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs  
Hon. Caroline Mulroney, Minister of Transportation  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
MPP Jeff Burch, Niagara Centre  
MP Vance Badawey, Niagara Centre



Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAARO

December 23, 2021

Jean-Jacques Ruest  
President and CEO  
CN Rail  
[jeanjacques.ruest@cn.ca](mailto:jeanjacques.ruest@cn.ca)

Dear Mr. Ruest:

I am writing to you with regards to drainage in Ontario.

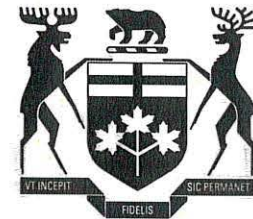
Drainage infrastructure is critical to support agriculture and food production in rural Ontario. Ontario's Drainage Act is a very important piece of legislation to meet the drainage needs of a variety of stakeholders including individual farmers, landowners, municipalities and, of course, railways. As resolving drainage issues can be complex and represent a significant financial impact for ratepayers, the Drainage Act was enacted to promote a fair and efficient process.

Historically, there has been infrequent and minimal conflict between municipalities and the railways around drainage. Railways have generally complied with their obligations under the Drainage Act. However, recently I have received a significant amount of correspondence from stakeholders and municipalities in Ontario – including by delegations at both the Rural Ontario Municipal Association and the Association of Municipalities of Ontario conferences – expressing concerns about difficulties they are having in their dealings with CN Rail on drainage issues and projects under the Drainage Act. It appears that CN Rail is now of the view that, as it is federally regulated, it is not required to comply with this provincial legislation.

Consequently, a variety of issues have emerged, including:

- non-payment by CN Rail of statutory cost assessments and/or advising municipalities that all costs are the responsibility of the municipality;
- project delays related to administrative barriers created by CN;
- insistence that the municipalities enter into crossing agreements that shift costs to the municipalities, contrary to the provisions of Ontario's Drainage Act.

.../2



Ontario

*SUPPORTED*  
**RECEIVED BY  
COUNCIL**

JAN 25 2022

CITY CLERK  
CITY OF PORT COLBORNE

To give you an indication of the severity of the issue at hand, there are at least 55 municipal drain projects currently being impacted by CN Rail's actions with more anticipated. If these works do not proceed and CN Rail uses the municipalities to carry its costs, it will take an unnecessary and unfair toll on those communities. This is a concern to our government as landowners within these drain watersheds count on a reliable, functional drainage system to support their businesses and agricultural operations thereby supporting their families, neighbours, and thriving communities.

Given that federally regulated railways are indeed subject to the Drainage Act, we expect CN Rail to pay its costs as assessed under the Drainage Act and not to hinder the progress of these projects or others in the future. To that end, I have recently written to my federal colleagues, the Honourable Omar Alghabra, Minister of Transport and the Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-food about the issue and I have asked for their support to resolve this issue.

I am sure that you would agree with me that having a multitude of projects brought forward for adjudication does not represent an effective use of CN time or money. I welcome an opportunity to meet with you to discuss this matter further as finding a resolution is critical.

I look forward to your response.

Sincerely,



Lisa M. Thompson

Minister of Agriculture, Food and Rural Affairs

- c: Mayor Jamie McGarvey, AMO President, Mayor of the Town of Bracebridge  
Mayor Robin Jones, ROMA Chair, Village of Westport  
Fiona Murray, CN, Vice-President, Public and Government Affairs  
Daniel Salvatore, CN, Manager Public Affairs Ontario  
Hon. Omar Alghabra, Minister of Transport  
Hon. Marie-Claude Bibeau, Minister of Agriculture and Agri-Food Canada  
Hon. Caroline Mulroney, Minister of Transportation  
Hon. Steve Clark, Minister of Municipal Affairs and Housing

#### COVID-19 Reminders

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public  
Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)



## DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

---

President – Lu-Ann Marentette  
Municipality of Leamington  
Phone: 519-326-5761 Ext 1309  
Email: [lmarentette@leamington.ca](mailto:lmarentette@leamington.ca)

Past President – Greg Nancekivell  
R.J. Burnside & Associates, Woodstock  
Phone: 519-340-2000  
Email: [greg.nancekivell@rjburnside.com](mailto:greg.nancekivell@rjburnside.com)

Vice-President – Elizabeth Cummings  
Town of Plympton-Wyoming  
Phone: 519-845-3939  
Email:  
[ecummings@plympton-wyoming.ca](mailto:ecummings@plympton-wyoming.ca)

Director – Ryan Moore  
City of Hamilton  
Phone: 905-546-2424 Ext 6471  
Email: [Ryan.Moore@hamilton.ca](mailto:Ryan.Moore@hamilton.ca)

Director – Frank Jonkman  
Town of Bradford, West Gwillimbury  
Phone: 905-778-4321  
Email: [fjonkman@townofbwg.com](mailto:fjonkman@townofbwg.com)

Director – Lorne Franklin  
Robinson Consultants Inc.  
Phone: 613-592-6060 Ext 123  
Email: [lfranklin@rcii.com](mailto:lfranklin@rcii.com)

Director-at-large – David Moores  
R. Dobbin Engineering, Petrolia  
Phone: 519-882-0032  
Email: [david@dobbineng.com](mailto:david@dobbineng.com)

Director – Paul MacIntyre, L.E.L. C.E.T.  
R. J. Burnside & Associates, Woodstock  
Phone: 519-340-2009  
Email: [pmacintyre@rjburnside.com](mailto:pmacintyre@rjburnside.com)

Secretary  
Wray Wilson  
P.O. Box 167  
Fordwich, ON N0G 1V0  
Email: [dsao@dsao.net](mailto:dsao@dsao.net)

January 8, 2022

**To: All Drainage Superintendents Association Members**

**From: DSAO Board of Directors**

Just in, great news!!

Dear members,

Please see attached AMO Call to Action – CN Rail and Drainage

DSAO applauds AMO and Minister Lisa M. Thompson for taking a stand and defending the Drainage Act with regards to railroads and drainage in Ontario.

Please read the article below and we encourage all municipalities to send letters as AMO suggests. They have even provided a template letter for ease of use.

This is a positive step in the ongoing railroad issue that has impacted so many of our members.

Sincerely,

Your DSAO Executive

If anyone has any comments or suggestions, please advise asap to your chapter director or to the DSAO secretary.



## Call to Action – CN Rail and Drainage

AMO has prepared a template letter (also available for download in .docx format) for municipal Councils that are experiencing issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. The template letter, which can be modified by each municipal Council, is intended to amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s letter dated December 23, 2021. As the Minister states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal Councils are encouraged to send the letter to each of the recipients copied in the letter and forward a copy to [policy@amo.on.ca](mailto:policy@amo.on.ca).

## Template Letter for Municipal Councils

Sent via email to: [jeanjacques.ruest@cn.ca](mailto:jeanjacques.ruest@cn.ca)

[Date]

Jean-Jacques Ruest  
President and Chief Executive Officer  
CN Rail  
935 de la Gauchetière Street West  
Montreal, Quebec, Canada  
H3B 2M9

Dear Mr. Ruest,

The framework through Ontario's *Drainage Act* supports agricultural productivity by reducing nutrient loss and soil on farmlands. It also provides environmental and economic benefits such as reducing flooding and increasing crop productivity and enhances natural habitats.

More than 45,000 km of municipal drains service nearly 2 million hectares of cropland in Ontario. As a result, drainage of agricultural land is critical as it removes excess water collected by roadside ditches, residential lots, schools, industrial and commercial lands, and any other properties in the surrounding areas.

The Ontario's *Drainage Act* establishes the process of how public utilities, including railways, participate in drainage. Railways along with other landowners benefit from and have participated in the *Drainage Act* process for decades.

That is why we are writing to amplify our support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s [letter](#) dated December 23, 2021. As Minister Thompson states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal governments across Ontario are experiencing significant issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. It is our hope that CN Rail will comply with the *Drainage Act* so that municipalities and our taxpayers are not left carrying the costs of these works that should be borne by railways.

Sincerely,



**[Head of Council]**

- cc. [Mayor Jamie McGarvey](#), President of the Association of Municipalities of Ontario (AMO), Mayor of the Town of Parry Sound  
[Mayor Robin Jones](#), Rural Ontario Municipal Association (ROMA) Chair, Village of Westport  
[Hon. Omar Alghabra](#), Minister of Transport  
[Hon. Marie-Claude Bibeau](#), Minister of Agriculture and Agri-Food Canada  
[Hon. Lisa Thompson](#), Minister of Agriculture, Food and Rural Affairs  
[Hon. Caroline Mulroney](#), Minister of Transportation  
[Hon. Steve Clark](#), Minister of Municipal Affairs and Housing  
**[Local MPP]**  
**[Local MP]**

June 14, 2023

**CL 8-2023, May 18, 2023**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

**Motion respecting Enhancing Canada's National Adaptation Strategy Through a Great Lakes and St. Lawrence River Basin Coastal Resiliency Study**

Regional Council, at its meeting held on May 18, 2023, passed the following motion:

**WHEREAS** climate change is a clear and present danger to communities, residents and businesses across the Great Lakes and St. Lawrence River Basin;

**WHEREAS** climate adaptation and disaster mitigation and response in Canada are shared responsibilities between municipal, provincial/territorial, federal and Indigenous governments and agencies;

**WHEREAS** the Canadian side of the Great Lakes and St. Lawrence River has more than 10,000 km of shoreline which are at increasing risk of flooding, erosion and severe storm impacts;

**WHEREAS** municipalities are frontline actors that will bear the most costs for adapting their infrastructure and communities, while having access to the least amount of resources to fund these activities;

**WHEREAS** improving coastal resilience in the basin has been identified as a key priority of the Great Lakes and St. Lawrence Cities Initiative;

**WHEREAS** the Cities Initiative completed a coastal resilience needs assessment survey in 2021 that received more than 300 responses from local governments in Canada and the U.S. which revealed that the participating communities would spend a cumulative \$2.56 billion over the next five years to respond to coastal hazards impacting their shorelines, with more than \$320 million in planned investments for Ontario and Quebec respondents, a fraction of the total amount all communities in the basin will need to spend over the coming years to protect their shoreline communities;

**WHEREAS** a follow-up survey issued in 2022 found that the majority of local governments that responded anticipate having to each spend more than \$1 million to address coastal hazards impacting their shorelines between now and 2026;

**WHEREAS** a 2019 report by the Federation of Canadian Municipalities and the Insurance Bureau of Canada found that avoiding the worst impacts of climate change at the municipal level will cost an estimated \$5.3 billion per year shared among all three orders of government;

**WHEREAS** in response to this issue being a priority for the organization and its members, a Mayors Commission on Coastal Resilience was established with Canadian and U.S. members to identify sustainable workable solutions to address coastal erosion, flooding and storm impacts;

**WHEREAS** in 2022, the Mayors Commission on Coastal Resilience issued its recommendations calling for the Government of Canada to partner with the Ontario and Quebec governments to accelerate the development of regional shoreline adaptation plans across the basin;

**WHEREAS** the Cities Initiative is a key partner in the Great Lakes-St. Lawrence Collaborative which developed the Action Plan to Protect the Great Lakes and St. Lawrence 2020-2030 that recommends for enhancing shoreline climate adaptation in the basin;

**WHEREAS** the Government of Canada released its final draft National Adaptation Strategy in fall 2022, with a commitment of a \$1.6 billion “down payment” to support the implementation of the strategy;

**WHEREAS** the Cities Initiative welcomes the investments made in the National Adaptation Strategy, namely the top up funding for the Disaster Mitigation and Adaptation Fund, the new Climate Resilient Coastal and Northern Communities Program pilot and the investments in flood mapping to ensure that all Canadians have access to free, up-to-date and authoritative flood-hazard maps;

**WHEREAS** the funding announced for the National Adaptation Strategy represents only a fraction of the total investment that will be necessary by all levels of government;

**WHEREAS** flood mapping, though a critical tool for communities and residents across the basin, represents only one measure of coastal resilience and that a more comprehensive assessment will need to be completed to assist all levels of government in prioritizing shoreline adaptation measures and investments;

**WHEREAS** the U.S. Army Corps of Engineers has been authorized to complete a Great Lakes Coastal Resiliency Study (GLCRS) and it has signed a cost-share agreement with the eight Great Lakes States for the estimated \$10.6 million study;

**WHEREAS** the GLCRS will assess Great Lakes coastal resources over a range of future conditions and develop a watershed plan to support the management of those resources and identify, select and prioritize investments that will promote coastal resilience;

**WHEREAS** without proper coordination, coastal resilience efforts in the Canadian Great Lakes and St. Lawrence River Basin will be done in an inefficient, inconsistent and piecemeal fashion;

**WHEREAS** investments announced by the Government of Canada for the National Adaptation Strategy, Great Lakes and St. Lawrence River protection and to establish the Canada Water Agency provide a sound foundation on which it can help lead a similar study for shoreline communities in Ontario and Quebec;

**WHEREAS** the Government of Canada has an opportunity to reinforce the National Adaptation Strategy by working with regional actors to identify and address climate change impacts on water levels, erosion, flooding and storm activity in the basin.

**NOW THEREFORE BE IT RESOLVED:**

1. That Regional Council **ENDORSE** the Great Lakes and St. Lawrence Cities Initiative request to the Government of Canada to:
  - a) Designate a multi-ministry team to liaise with the U.S. Army Corps of Engineers on their GLCRS to determine how Canada can support and learn from the study to improve coastal resilience in the Great Lakes and St. Lawrence River Basin;
  - b) Designate a budget and develop the scope of a similar study to the GLCRS for the Canadian Great Lakes and St. Lawrence River and engage the Governments of Ontario and Quebec to partner, co-fund and execute this work;
  - c) Examine the possibility of having the Canada Water Agency coordinate this Canadian coastal resiliency study in the basin;
  - d) Ensure that municipalities, Indigenous communities and key regional and local watershed stakeholders are also consulted in the development and delivery of this study; and

- e) Build on the investments made in the National Adaptation Strategy to rapidly accelerate federal funding for adaptation measures in Canada, including a dedicated \$1 billion per year enhancement in disaster mitigation and green infrastructure programming.
2. That Regional Council further **ENDORSE** the Great Lakes and St. Lawrence Cities Initiative requesting the governments of Ontario and Quebec to support the development of an integrated coastal resiliency study for the Great Lakes and St. Lawrence River Basin; and
3. That copies of this resolution **BE CIRCULATED** to the federal Ministers of Environment and Climate Change, Natural Resources, Emergency Preparedness, Fisheries and Oceans, Intergovernmental Affairs, Infrastructure and Communities and Transport, as well as the Canada Water Agency Transition Office; Ontario Ministers of the Environment, Conservation and Parks, Natural Resources and Forestry, Infrastructure and Municipal Affairs and Housing and Transport; Quebec Ministers of the Environment, the Fight Against Climate Change, Wildlife and Parks, Public Security, Municipal Affairs, Infrastructure and Transport.

Yours truly,



Ann-Marie Norio  
Regional Clerk

:kl

CLK-C 2023-064

Distribution List:

Hon. Steven Guilbeault, Minister of Environment and Climate Change  
Hon. Jonathan Wilkinson, Minister of Natural Resources  
Hon. Bill Blair, Minister of Emergency Preparedness  
Hon. Joyce Murray, Minister of Fisheries and Oceans  
Hon. Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities  
Hon. Omar Alghabra, Minister of Transport  
Hon. David Piccini, Minister of the Environment, Conservation and Parks  
Hon. Graydon Smith, Minister of Natural Resources and Forestry  
Hon. Kinga Surma, Minister of Infrastructure  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Caroline Mulroney, Minister of Transportation  
Hon. Benoit Charette, Minister of Environment, the Fight Against Climate Change, Wildlife and Parks



Hon. François Bonnardel, Minister of Public Security  
Hon. Andrée Laforest, Minister of Municipal Affairs  
Hon. Jonatan Julien, Minister Responsible for Infrastructure  
Hon. Geneviève Guilbault, Deputy Premier/Minister of Transport and Sustainable Mobility  
David Leech, Director, Canada Water Agency Transition Office  
Dean Allison, Member of Parliament, Niagara West  
Vance Badawey, Member of Parliament, Niagara Centre  
Tony Baldinelli, Member of Parliament, Niagara Falls  
Chris Bittle, Member of Parliament, St. Catharines  
Jeff Burch, Member of Provincial Parliament, Niagara Centre  
Wayne Gates, Member of Provincial Parliament, Niagara Falls  
Sam Oosterhoff, Member of Provincial Parliament, Niagara West  
Jennie Stevens, Member of Provincial Parliament, St. Catharines  
Local Area Municipalities

**Administration**

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

[www.niagararegion.ca](http://www.niagararegion.ca)

June 9, 2023

**CL 8-2023, May 18, 2023**  
**PEDC 5-2023, May 10, 2023**  
**PDS 13-2023 May 10, 2023**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

2022 Reserve Water and Wastewater Treatment Capacities

PDS 13-2023

Regional Council, at its meeting held on May 18, 2023, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 13-2023 **BE RECEIVED** for information and **BE CIRCULATED** to the Ministry of the Environment, Conservation and Parks and Local Area Municipalities

A copy of PDS 13-2023 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

js

CLK-C 2023-059

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

Distribution List

Ministry of the Environment, Conservation and Parks  
Local Area Municipalities

---

**Subject:** 2022 Reserve Water and Wastewater Treatment Capacities

**Report to:** Planning and Economic Development Committee

**Report date:** Wednesday, May 10, 2023

---

## **Recommendations**

1. That Report PDS 13-2023 **BE RECEIVED** for information; and
2. That Report PDS 13-2023 **BE CIRCULATED** to the Ministry of the Environment, Conservation and Parks and Local Area Municipalities

## **Key Facts**

- The purpose of this report is to inform Council of the reserve treatment capacities at Niagara's Water and Wastewater Treatment facilities. This reporting is required by the Ministry of Environment, Conservation and Parks (MECP).
- The data contained in this report assists in commenting on new development proposals and related servicing as well as planning for future treatment capacity.
- All of Niagara Water Treatment Plants (WTPs) and Wastewater Treatment Plants (WWTPs) are positioned to accept growth beyond the minimum ten year horizon.

## **Financial Considerations**

This report provides Council with historical and projected treatment capacity and flow data. There are no direct financial implications in receiving this report.

The reserve treatment capacities at the water and wastewater (W&WW) facilities are considered in commenting on new development proposals and related servicing and, as a result, could result in a financial impact related to specific future applications.

## **Analysis**

The Infrastructure Planning and Development Engineering Division annually reports on an assessment of the average daily W&WW flows based on the previous five years, as recorded at our various facilities compared to MECP rated capacities for the facilities. A key objective of this report is to highlight potential capacity constraints and allow

sufficient lead-time to plan for future capacity increases through the W&WW capital programs so that development may continue unencumbered. This assessment is completed as a desktop exercise, which compares five-year (annual) average flows to the respective MECP Environmental Compliance Approval(s), formerly known as Certificate of Approval(s) for each facility, and then incorporates ten year growth forecasts into the calculation. Ongoing phasing and staging strategy works with our local municipal partners will further refine this assessment for understanding development capacity.

This assessment does not reflect specific compliance, quality, sustainability, risk, or operational deficiencies at the treatment plants or trunk conveyance/transmission systems, which may affect the Region's ability to approve new development or permit servicing extensions.

For municipal wastewater treatment, weather is the key factor that results in peak wet weather flow, which impacts the collection and trunk sewers in both local and regional systems through "Rainfall Derived Inflow and Infiltration" (RDI&I). Wet weather flows can have substantial impact on available WWTP capacities and a direct impact on the limitations of available servicing capacity for future growth.

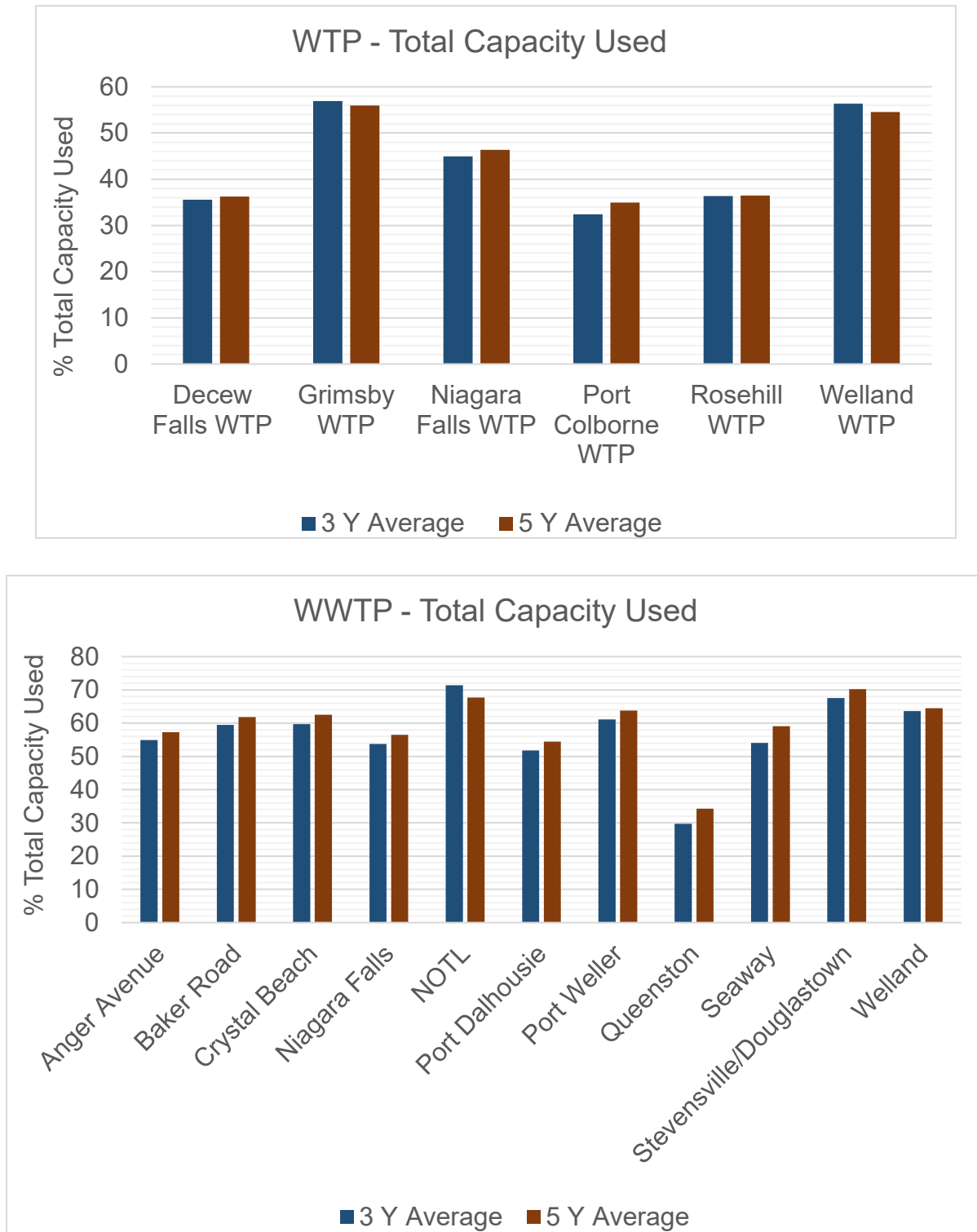
Appendix 1 and 2 provide the annual average daily flows, five year average flows from 2018 to 2022 for the water and wastewater treatment plants, respectively. Appendices 3 and 4 provide a summary of Niagara's six water treatment facilities and eleven wastewater treatment facilities presenting their respective reserve capacities.

It is worth noting that growth rates in recent years have increased, which consequently can affect the way this desktop exercise conducts the reserve capacity calculations. For the WTP's, the averaging daily flows over a five year period versus a three year period in the Reserve Capacity calculations for 2022 does not show a compelling difference or significant trend. For the WWTP's, there is a general trend of a slightly reduced annual average daily flow when comparing the three year to the five year average flow except for NOTL WWTP. This can partially be due to a number of infill and infiltration (I&I) reduction and capacity restoration projects within the recent years.

Figure 1 shows a comparison of the total capacities used for WTPs and WWTPs when daily flows are averaged over the last three and five years.



Figure 1: Total Capacity Used – Annual Flows Averaged over 3-Year and 5-Year Period



At present, all of Niagara's WTPs and WWTPs are positioned to accept growth beyond the minimum ten year period (Appendix 3 and Appendix 4).

### **Niagara Official Plan and Water/Wastewater Master Servicing Plan**

The new Niagara Official Plan was approved by the Regional Council and subsequently approved and adopted by the Province on November 4, 2022. As part of the Plan, the Region completed extensive background review, consultation, and supporting studies in 2022, which resulted in policies and mapping to managing growth and the economy while protecting the natural environment, resources and agricultural land, and providing infrastructure to support developments of the whole region. The approval of the Niagara Official Plan helps the Region prepare for the anticipated population of 694,000 people and 272,000 jobs by 2051.

The anticipated growth out to 2051 from the Niagara Official Plan process was utilized in the 2021 Master Servicing Plan Update (MSPU) to determine the required water and wastewater growth related capital projects for the future while maintaining the existing infrastructure.

The 2021 MSPU is a critical component in the Region's planning for growth and provides the framework and vision for the water and wastewater servicing needs for the lake based service areas of the Region to 2051. The 2021 MSPU evaluates the ability of the existing and planned water and wastewater infrastructure to continue to efficiently and effectively service the Region's existing users, service anticipated growth, and to evaluate and develop recommended strategies. This work considered the alignment of Regional water and wastewater infrastructure with the urban expansion and intensification areas identified through the Niagara Official Plan review. Additionally, the potential impacts of estimated growth beyond 2051 were considered due to the longer useful life of water and wastewater infrastructure assets.

### **Wet Weather Management**

The Niagara wastewater systems are a mix of separated and combined sewer systems. Each system is experiencing varying levels of impact during wet weather conditions. Climate change continues to create changing weather conditions and the wastewater systems are experiencing, in most cases, high peak flows under rainfall events. In order to accommodate the anticipated growth from Niagara 2051 and to maintain an existing servicing level for the wastewater infrastructure, system capacity upgrades (upgrades to trunk sewers, pumping stations, etc.) and the upstream management (storage, peak

shaving, diversion) together with peak flow management (I&I reduction projects) for every wastewater system were investigated. Based on this review, there are wet weather projects listed with identified areas for targeted I&I removal to offset the requirement to upgrade and expand more expensive infrastructure all the way to the WWTPs. It is crucial to achieve I&I reductions in order to offset the capacity needs from growth, to protect the environment, and mitigate potential basement flooding.

The wet weather management program currently identifies overall preliminary priority, staging of location and target amount of I&I reduction across all systems. This program provides for a proactive and targeted approach to addressing wet weather impacts.

The Region has been aiding Local Municipalities by funding the Combined Sewer Overflow (CSO) Control Program as a part of the overall Wet Weather Management Strategy to support various I&I related projects and programs on the municipal side. This program has been reducing the impacts of I&I and has been a benefit to both, the Region and the Local Municipalities. Therefore, it is important to continue working collaboratively to facilitate ongoing development throughout the region and provide the requisite servicing and capacity allocation in a responsible way to service the communities.

The available funding for the 2023 CSO Control Program has been fully utilized and subscribed with applications from the Municipal partners. A separate report on the 2023 CSO Control Program is anticipated to be presented to the Planning and Economic Development Committee as well.

Staff is working with the Development Industry including Public Works Officials, Building Officials, Developers, Consultants and Contractors to raise awareness of wet weather management issues and potential upcoming changes to address this. The Region is also represented at the Expert Stakeholder Committee (ESC) for the Guideline to Undertaking Flow Monitoring of New Construction and will work with all stakeholders to move forward with a consistent approach for the review the flow monitoring of new subdivisions.

### **South Niagara Falls Wastewater Treatment Plant**

While this report identifies there is short term capacity available at the existing Niagara Falls WWTP, it only considers the treatment capacity at the plant for the next ten years. It does not consider the constraints in the existing sanitary collection system, wet

weather flow issues, consideration for development demands and longer term growth, or the required infrastructure improvements to get the flows to the plant.

The MSPU used updated population and employment growth forecasts based on a 2051 planning horizon. Based on the Niagara 2051 planning review, the implementation and timing of the preferred solution for the new South Niagara Falls (SNF) Wastewater Treatment Plant and Servicing Solution (SNF Servicing Solution) continues to be supported and is necessary to accommodate growth.

In Niagara Falls, there is not enough capacity in the existing sewer system nor at the existing treatment plant to meet the increasing system demands resulting from growth as well as the increased wet weather flows due to aging infrastructure and climate change. The SNF Servicing Solution is essential to unlocking the development potential in the broader South Niagara area. The ability to redirect existing flows to the south, provide additional capacity in the new trunk sewer, provide flexibility for storage in the trunk sewer, and ultimately treat the wastewater flows at the new WWTP all contribute to a significant wet weather management program. In addition, the location of the new WWTP will provide flexibility for the potential for additional wet weather management through potential connections of other service areas such as Chippawa. Through the analysis undertaken as part of the Class EA process, it is estimated that the new South Niagara Wastewater Solutions strategy, will result in a reduction of over 60% of wet weather volume overflow to the environment.

It should be noted that despite the limited capacity within the south Niagara Falls system, the Region and City have committed the necessary sanitary capacity and any required improvements to accommodate the new South Niagara Hospital to Infrastructure Ontario and Niagara Health.

This new WWTP is integral to the overall growth servicing strategy that supports the anticipated residential and employment growth in the Niagara Falls, NOTL, and Thorold South service areas. This total growth is estimated to be over 90,000 people and jobs in the area out to the year 2051. The new WWTP and collection system strategy is also considering potential long term growth beyond 2051. The capital program to support the new WWTP will provide greater flexibility for development servicing in St. Catharines, Niagara Falls, Thorold, and Niagara-on-the-Lake.

The Notice of Study Completion for the SNF WWTP, Class C EA was issued on July 28, 2022 for the public review period ending on September 26, 2022.

## **Queenston Wastewater Treatment Plant**

The South Niagara Falls wastewater strategy presented opportunities for adjacent systems. Based on this, the redirection of the Queenston flows to Niagara Falls and decommissioning of the Queenston WWTP is to be explored further and confirmed through the ongoing Queenston – St. David’s Wastewater Servicing Strategy EA.

## **Alternatives Reviewed**

No alternatives reviewed.

## **Relationship to Council Strategic Priorities**

The report aligns with Council’s Priority of Responsible Growth and Infrastructure Planning by highlighting the reserve capacity available for growth at all Regional Water and Wastewater Treatment Facilities.

The report also provides MECP and local municipal partners operational summary and reserve capacity projections for Region’s Water and Wastewater Treatment facilities.

## **Other Pertinent Reports**

- PW 39-2021, September 9, 2021, South Niagara Falls Wastewater Treatment Plant – Budget and Property
- PDS 20-2022, April 6, 2022, 2021 Reserve Water and Wastewater Treatment Capacities
- PDS 17-2022, June 15, 2022, Official Plan Recommendations Report for Adoption

---

### **Prepared by:**

Ilija Stetic, B.Sc, PMP, CET  
Manager W-WW Infrastructure Planning  
Planning and Development Services

---

### **Recommended by:**

Michelle Sergi, MCIP, RPP  
Commissioner  
Planning and Development Services



---

**Submitted by:**

Ron Tripp, P.Eng.  
Chief Administrative Officer

This report was prepared in consultation with Phill Lambert, Director Infrastructure Planning and Development Engineering, John Brunet, AD Water Operations & Maintenance, Robert Daw, AD Wastewater Operations, Maintenance & Lab Services and Jason Oatley, Manager WW Quality & Compliance.

**Appendices**

Appendix 1	Annual Average Daily Flow 2018 to 2022 WTP
Appendix 2	Annual Average Daily Flow 2018 to 2022 WWTP
Appendix 3	Water Reserve Capacity Calculations for 2022
Appendix 4	Wastewater Reserve Capacity Calculations for 2022

Appendix 1: WTP Annual Average Daily Flow 2018 - 2022

---

Water Treatment Plant	Rated Capacity (m <sup>3</sup> /d)	Average Daily Flow (m <sup>3</sup> /d)					5 Year Average 2018 / 22	3 Year Average 2020 / 22
		2018	2019	2020	2021	2022		
Decew Falls WTP	227,300	56,090	53,303	53,390	50,824	52,970	53,315	52,395
Grimsby WTP	44,000	14,919	14,029	15,726	14,872	14,809	14,871	15,136
Niagara Falls WTP	145,584	44,835	43,400	40,145	40,125	42,164	42,134	40,811
Port Colborne WTP	36,000	8,864	7,282	6,870	6,387	6,953	7,271	6,737
Rosehill WTP	50,026	12,872	11,188	11,024	11,710	13,025	11,964	11,920
Welland WTP	65,000	22,538	22,579	24,670	24,675	24,162	23,725	24,502

Appendix 2: WWTP Annual Average Daily Flow 2018 - 2022

Wastewater Treatment Plant	Rated Capacity (m <sup>3</sup> /d)	Average Daily Flow (m <sup>3</sup> /d)					5 Year Average 2018 / 22	3 Year Average 2020 / 22
		2018	2019	2020	2021	2022		
Anger Avenue WWTP	24,500	14,624	15,146	13,580	13,171	13,614	14,027	13,455
Baker Road WWTP	31,280	19,975	20,910	17,952	17,081	20,739	19,331	18,591
Crystal Beach WWTP	9,100	5,874	6,276	5,688	5,256	5,352	5,689	5,432
Niagara Falls WWTP	68,300	41,489	41,360	35,242	35,197	39,696	38,597	36,712
NOTL WWTP	8,000	4,687	5,237	5,142	5,602	6,398	5,413	5,714
Port Dalhousie WWTP	61,350	35,095	36,681	34,113	31,793	29,332	33,403	31,746
Port Weller WWTP	56,180	36,881	39,211	33,751	33,176	36,130	35,830	34,352
Queenston WWTP	500	198	213	135	142	168	171	149
Seaway WWTP	19,600	12,580	13,472	11,299	10,200	10,303	11,571	10,601
Stevensville/Douglastown	2,289	1,670	1,729	1,592	1,552	1,496	1,608	1,547
Welland WWTP	54,550	34,643	37,137	33,617	34,288	36,222	35,182	34,709

### Appendix 3: WTP Reserve Capacities for 2022

Water Treatment Plant	Permit To Take Water <sup>(1)</sup>	Rated Treatment Capacity	Theoretical Ave Day Capacity	90% of Ave Day Capacity <sup>(2)</sup>	5-Year Ave Day Flow	Peaking Factor	Total Capacity Used	Reserve Treatment Capacity 90% MLD	Design Flow Rate <sup>(3)</sup>	Reserve Serviceable Population	10-Year Forecast Population	Surplus Population
	MLD								246 Lcd	Equivalents	Res & Emp	Projection
DeCew Falls	227.0	227.3	147.2	132.5	53.3	1.544	36%	79.2	246	321,951	30,223	291,728
Grimsby	44.0	44.0	26.6	23.9	14.9	1.656	56%	9.1	246	36,992	17,037	19,955
Niagara Falls	145.5	145.6	90.8	81.7	42.1	1.604	46%	39.6	246	160,976	28,700	132,276
Port Colborne	45.5	36.0	20.8	18.7	7.3	1.727	35%	11.4	246	46,341	2,032	44,309
Rosehill	78.0	50.0	32.8	29.5	12.0	1.524	36%	17.6	246	71,545	7,151	64,394
Welland	110.0	65.0	43.5	39.2	23.7	1.493	55%	15.4	246	62,602	18,388	44,214

Note 1: Original MOE approved quantity of raw water permitted (Permit To Take Water).

Note 2: Region's 2021 W&WW MSP requires planning process for expansion when plant capacity exceeds 80%, and expansion should be completed when capacity exceeds 90%.

Note 3: Region's 2021 W&WW MSP new design criteria calls for 240 Lcd residential consumption and 270 Lcd employment consumption. This is equivalent to 246 Lcd for both, using the 79% and 21% residential and employment share, respectively.

#### Appendix 4: WWTP Reserve Capacity for 2022

Wastewater Treatment Plant	MECP Rated Capacity	90% of Plant Capacity <sup>(1)</sup>	5-Year Average Daily Flow	Total Capacity Used	Reserve Treatment 90%Capacity m <sup>3</sup> /d	Design Flow Rate <sup>(2)</sup> 356 Lcd	Reserve Serviceable Population Equivalents	10-Year Forecast Population Res & Emp	Surplus Population 10-Year Projection
	m <sup>3</sup> /d								
Anger Avenue (Fort Erie)	24,500	22,050	14,027	57%	8,023	356	22,537	4,730	17,807
Baker Road (Grimsby)	31,280	28,152	19,331	62%	8,821	356	24,777	20,442	4,335
Crystal Beach (Fort Erie)	9,100	8,190	5,689	63%	2,501	356	7,025	1,081	5,944
Niagara Falls <sup>(3)</sup>	68,300	61,470	38,597	57%	22,873	356	64,251	22,309	41,942
NOTL	8,000	7,200	5,413	68%	1,787	356	5,019	1,036	3,983
Port Dalhousie (St. Catharines)	61,350	55,215	33,403	54%	21,812	356	61,270	13,784	47,486
Port Weller (St. Catharines)	56,180	50,562	35,830	64%	14,732	356	41,383	9,392	31,991
Queenston (NOTL) <sup>(4)</sup>	500	450	171	34%	279	356	783	34	749
Seaway (Port Colborne)	19,600	17,640	11,571	59%	6,069	356	17,048	2,008	15,040
Stevensville/Douglastown	2,289	2,060	1,608	70%	452	356	1,270	994	276
Welland	54,550	49,095	35,182	64%	13,913	356	39,083	18,235	20,848

Note 1: Region's 2021 W&WW MSP requires planning process for expansion when plant capacity exceeds 80%, and expansion should be completed when capacity exceeds 90%.

Note 2: Region's 2021 W&WW MSP new design criteria calls for 255 Lcd residential and 310 Led employment generation rate including 90 Lcd of extraneous flow allowance. An equivalent of 356 Lcd is applied using 80% and 20% for residential and employment growth share, respectively.

Note 3: The Niagara Falls WWTP assessment includes the sewage flows from the St. David's area of Niagara-on-the-Lake.

Note 4: The Queenston WWTP in Niagara-on-the-Lake has a unique capacity commitment of 226 m<sup>3</sup>/d for the following properties: Niagara Parks Commission (75 m<sup>3</sup>/d), Niagara Falls Bridge Commission (63 m<sup>3</sup>/d), Shalamar Campground (38 m<sup>3</sup>/d) and Ontario Power Generation (50 m<sup>3</sup>/d). Due to these commitments and limited UAB, limited residential growth is expected within the next 10 years within the tributary area.



**From:** Minister of Infrastructure <[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)>  
**Sent:** Wednesday, June 7, 2023 10:35 AM  
**To:** Mayor <[mayor@portcolborne.ca](mailto:mayor@portcolborne.ca)>  
**Subject:** A Message from the Parliamentary Assistant to the Minister of Infrastructure

His Worship Bill Steele  
Mayor  
City of Port Colborne  
[mayor@portcolborne.ca](mailto:mayor@portcolborne.ca)

Dear Mayor Steele:

On behalf of the Ministry of Infrastructure, I would like to thank you for attending the 2023 Ontario Good Roads Association (OGRA) Conference. It was a pleasure to meet with you and your delegation.

I am following up on the discussion regarding issues related to aging water and sewer infrastructure in your city.

Thank you for sharing your challenges with regard to the need for water distribution pipes and pumping station replacements. I understand that your City has already received funding through the Investing in Canada Infrastructure Program (ICIP) and Ontario Community Infrastructure Fund (OCIF) and that you are still experiencing challenges with capital costs.

I understand the pressure the City is facing and that the City has not made a funding request for this type of project before; unfortunately, the intakes under the Investing in Canada Infrastructure Program (ICIP) are now closed, and funding has been fully committed. The federal government has not made any commitments to provide additional funds. However, I encourage you to continue calling on your federal counterparts for more funding under ICIP.

I also understand that the City is interested in a funding program similar to the Clean Water and Wastewater Fund (CWWF), which provides funding for projects that contribute to the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems. As you may know, OCIF is a formula-based program that provides eligible municipalities with funding to repair and rehabilitate core infrastructure including road, bridge, water, wastewater and stormwater projects. Recipients may accumulate their annual grant funding for up to five years to address eligible larger projects to renew and rehabilitate core infrastructure.

I understand the City has already received funding from the Infrastructure Ontario (IO) Loan Program, which offers affordable, long-term fixed-rate loans to help municipalities, universities and other eligible public sector partners renew and build Ontario's public infrastructure. The City may also consider continuing to explore the program. More details can be found on the IO website: <https://www.infrastructureontario.ca/en/what-we-do/infrastructure-lending/>.

The government has one of the most ambitious capital plans in Ontario's history. Thousands of infrastructure projects are being planned or are under construction across Ontario. Ontario's Plan to Build includes the most ambitious capital plan in Ontario's history, with planned investments over the next 10 years totalling \$184.4 billion, including \$20.6 billion in 2023–24.

This plan is getting shovels in the ground to build highways, hospitals and other critical assets, laying the foundation for a strong Ontario.

Ontario recognizes that upgrading community infrastructure is vital to support a growing population and to provide dependable services people rely on, and that the need for municipal infrastructure investment is far from fully met. We encourage all municipalities to call on the federal government to request more infrastructure funding to help address the local needs of municipalities across the province.

Thank you again for meeting with the Ministry of Infrastructure. I look forward to continuing to work with you in the future.

Sincerely,

Amarjot Sandhu

Parliamentary Assistant to the Honourable Kinga Surma, Minister of Infrastructure

**Confidentiality Warning:** This e-mail contains information intended only for the use of the individual(s) named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at [www.ontario.ca/page/ministry-infrastructure](http://www.ontario.ca/page/ministry-infrastructure) and destroy all copies of this message. Thank you.

*Office of the Mayor*

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP  
Minister of Innovation, Science and Economic Development  
Via email: [ministerofisi-ministredeisi@ised-isde.gc.ca](mailto:ministerofisi-ministredeisi@ised-isde.gc.ca)

Hon. Marie-Claude Bibeau PC MP  
Minister of Agriculture  
Via email: [Marie-Claude.Bibeau@parl.gc.ca](mailto:Marie-Claude.Bibeau@parl.gc.ca)

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the “soup and salad bowl of Canada”, Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc  
Mayor

CC:           John Barlow, MP Foothills  
              Rick Perkins, MP South Shore—St. Margarets  
              Alistair MacGregor, MP Cowichan—Malahat—Langford  
              Rachel Blaney, MP North Island—Powell River  
              Scot Davidson, MP York—Simcoe  
              Federation of Canadian Municipalities  
              Association of Municipalities of Ontario  
              Ontario's Municipal Councils  
              Ontario's Conservation Authorities



At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

**Resolution: 2023-199**

**Moved: Councillor Verkaik**

**Seconded: Councillor Harper**

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.



**Downtown Port Colborne BIA- Board Meeting  
Tuesday, November 8th, 2022 - 6:30 pm  
BIA Office- Main Training Room- Port Cares Admin Building  
92 Charlotte St, Port Colborne**

**MINUTES**

**In attendance:** Jesse Boles, Taylor Mynlieff, Rosemari Poisson, Morgan MacLean, Larry Beverly, and Councillor Mark Bagu.

**Staff:** Mary-Lou Ambrose-Little.

**Regrets:** Ed Cleveland, Norbert Gieger, Councillor Donna Kalailieff, Sarah English.

**Absent:** Anna Maria Crognale.

**Welcome**

Jesse Boles, Chair welcomed everyone to the meeting.

**Call to Order**

The meeting was called to order at 7:01 PM

**Land Recognition Acknowledgement**

**Declaration of pecuniary interest-** none

**Approval of Agenda**

Motion: "To approve the agenda"

Motioned by Taylor & Rosemari. Motion Carried.

**Approval of Minutes: October 4, 2022, Meeting**

Motion: "To approve minutes of September 6<sup>th</sup> meeting"

Motioned by Taylor & Rosemari. Motion carried.

**Business Arriving from the Minutes**

None

**Update**

Jesse provided an update about our Events Meeting in November. The tree is to arrive on West Street shortly and will be lit. The tree may be a bit smaller than we expected but will light up beautifully.

Some concerns were shared about the boat painting on West Street. Hoping we can have a few small adjustments made to the painting to correct it. Overall great feedback though.

Farmers Market MOU extended for 3 years.

Sarah presented a Social Media theme, style & schedule for review.

Grant Update- See ED Report. More to come in January.

### **New Business**

AGM/BIA Board Elections/New Council Term -December 2023

Budget & Strategic Planning Discussion for 2023- Budget completed.

Meeting with Jason McKnight NRP- Downtown Safety- Future meeting TBA

**Correspondence-** None

### **Reports**

- **Chair's Report** No Report
- **Councillor's Report-** No Report- letter attached.
- **Events-** See Attached
- **Governance** No Report
- **Marketing** See Attached
- **Staff Reports** See Attached
- **Treasurer's Report** See Attached

### **New Business**

Discuss the Volunteer Appreciation activity & Gift Card Program.

### **Adjournment**

The meeting adjourned at 9:22 pm



**2022 Downtown Port Colborne BIA  
Special Meeting (following the AGM)  
Thursday, January 26, 2023 – 8:00 PM  
92 Port Cares Administration Building Board Room  
DRAFT MINUTES**

**Attendance:** Jesse Boles, Taylor Mynlieff, Ed Cleveland, Norbert Gieger, Rosemari Poisson, Morgan Adams Councillor Dave Elliott, and Anna Maria Crognale.

**Staff:** Mary-Lou Ambrose-Little.

**Regrets:** Larry Beverly, Sarah English, and Harry Hamilton.

**Guests:** Nicole Rubli, Olga Loeffen, Rick Hall, and Christina Szymanis.

**Call to order**

The meeting was called to order at 8:10 PM.

**2023 Meeting Schedule**

Tuesday seems to be the best evening for the Board Meeting. Due to the Council Meeting schedule, the third Tuesday is the recommended week.

The committee will set their dates once set. Committees include Beautification, Governance, Events Marketing, and Strategic Planning. Board members are required to be active on one committee. Community volunteers will also be invited to participate.

**2023 Election of Officer**

To take place at the first regular board meeting. Clerk Nicole Rubli recommended this as two members are absent and this would allow others to have the opportunity to be involved in the process.

**Events Update**

Morgan shared with everyone her interest in a support program that developed during the bad storm in December, that she felt may be of interest to the BIA. Thrive Spring is a place in Fort Erie where you can get information, and resources that would better prepare families for a natural disaster.

Morgan reported that The Goose Chase event, “Winter in Downtown” has 36 team registrations and some individual members as well. People are beginning to complete the task and there are some great pictures.

**Inclement Weather Policy**

Mary-Lou reported that many BIAs are developing inclement weather policies and that is recommended to be discussed at the Governance Committee. She has a sample to work from as a starting point.

**Gift Card Program Update**

Jesse reported that we may have found the solution to the gift card situation. Representatives from the City, Main BIA and ourselves will be meeting with Any Card regarding the program.

### **Tourism Items**

Rick Hall recommended that one brochure to introduce the tourist to the city would be very helpful to those providing services to the visitors and tourists. A tourism centre should be considered again. Much of the responsibility lies with the City of Port Colborne Tourism Coordinator. The city had a tourism brochure that featured the community and its events. The BIA has had a rack card produced, except during Covid, and will likely produce one this year. The farmers market did have a rack card last season which was distributed around the community. *Action:* Consult with the City (Greg Higginbotham).

### **Cruise Ships**

It was reported that Viking on their social media was not promoting Port Colborne well. The focus was all on Niagara Falls. *Action:* Greg Higginbotham has requested to attend aboard or a special meeting to update plans for the 2023 season.

### **Safety Plans**

Jesse reported that a new light is to be installed in King George Park to provide more lighting and security for people at night. More lights are planned on West Street, plus cameras and music playing on a continuous loop. Funding would be through the city.

### **Beautification**

Jesse reported that more Christmas displays are on order and will arrive in a sea can, \$31,000. He further reported that eventually, West Street will be able to connect directly connect to HH Knoll Park as budgets permit. Mary-Lou is looking for additional funding to cover some of the cost.

### **Councillor's Report**

Dave Elliott informed the committee that he has been the representative in the past and enjoys advocating downtown. He plans to take an active role. Dave indicated that new streetlights are being or have been installed by Smokin Buddha and Pizza Place on Princess Street.

### **Business Licensing Revamp**

Clerk Nicole Rubli reported that a new policy and by-law is in development.

**Adjournment** 8:45 PM

### **NEXT MEETING**

Regular Board Meeting  
Tuesday, February 21, 2023  
6:30 PM





**Downtown Port Colborne BIA- Board Meeting  
Tuesday, February 21, 2023, 6:30 pm  
BIA Office- Main Training Room- Port Cares Admin Building  
92 Charlotte St, Port Colborne**

**AGENDA**

**In attendance:** Jesse Boles, Taylor Mynlieff, Rosemari Poisson, Morgan MacLean, Larry Beverly, Norbert Gieger, Harry Hamilton, Councillor Dave Elliot, Anna Maria Crognale and Olga Loeffen.

**Staff:** Sarah English.

**Regrets:** Ed Cleveland and Mary-Lou Ambrose-Little.

**Guest:** Rick Hall and Christina Szymanis.

**Welcome**

Jesse Boles, Chair welcomed everyone to the meeting.

**Call to order**

The meeting was called to order at 6:32 pm.

**Land Recognition Acknowledgement**

**Declaration of pecuniary interest-** none

**Approval of Agenda**

Motion: "To approve the agenda"

Motioned by Larry & Morgan. Motion Carried.

**Approval of Minutes: November 2022 & January 2023 Meeting**

Corrections are required to send out the correct November minutes.

Motion: "to defer the November minutes for correction"

Motioned by Taylor & Rosemari. Motion Carried.

**Business Arising from the minutes.**

None

**Beautification Committee-** Rick Hall presented his plans as he has started a beautification committee for the whole City of Port Colborne. He is welcoming anyone to join and wants equal representation across the city. The 1<sup>st</sup> meeting will be held d March 4<sup>th</sup> at Rick's home at 101 Sugarloaf. Some focus for this project are city signage, provincial highway sign repairs, and lighting, as well as Annual Awards with different categories to encourage pride in the property. Wants to focus on a few small projects for the first year. Looking at all funding opportunities. Jesse volunteered to join.

**Economic Development Advisory Committee (EDAC)** – Looking at changes at a provincial level to help enforce property standards. Developing a city standard for commercial properties will help eliminate the bare minimum standard we see on vacant commercial buildings. The commercial building owners receive a 30% tax break, but buildings are being misused and create an eye sore for the areas around them.

### **Election of Board**

Nominations were opened.

**Chair-** Jesse Boles nominated by Rosemari.

**Vice Chair-** Norbert nominated by Larry

**Treasurer-** Taylor nominated by Jesse

**Secretary-** Morgan nominated by Taylor

Motion to affirm as elected by Larry. Motion Carried.

### **Reports**

- **Chair's Report** No Report
- **Councillor's Report-** See below.
- **Events-** See below.
- **Governance** No report.
- **Marketing** See below.
- **Staff Reports** - Executive Directors Report see below and Sarah provided a verbal report.
- **Treasurer's Report** See below.

**Councillor's Report** Dave discussed the recent cancellation of the Welcome Centre and shared it has been placed on the back burner for now. He shared that the wharf repair project is set to happen from 2024-2026. He also shared the recent focus on Buffalo Harbour and their senators' focus on attracting the Cruise ships out that way. Dave also shared the announcement that Port Colborne Urgent Care is slated to be closed in 2028. Mayor Bill Steele is planning a meeting with the Minister of Health to discuss the need for health care in South Niagara. Dave also shared that Port Colborne experienced a mild 2.9% tax increase compared to surrounding areas.

**Marketing Report-** Sarah would like to get photos and bios from the board at our next meeting. She will be including this on our social media/website to help put faces to names and create connections.

### **Events Report**

The 2023 Events Draft was shared and discussed. Dates were kept intact except for the Christmas Open House which was moved from November 24<sup>th</sup> & 25<sup>th</sup> to November 17-19<sup>th</sup>. LIFT festival has been slated

for 2024 with Main St BIA taking the lead on it. Jesse shared with regards to Canal Days that Mary-Lou obtained a grant that will provide us money for staffing which can help alleviate the work for the few.

### **Treasurer's Report**

Taylor advised the 2<sup>nd</sup> bank account has been officially closed and funds have been moved. We are operating out of 1 bank account now. Taylor has requested an active spreadsheet be used to keep track of outstanding grants, income, outgoing payments, levies etc. This will provide a more streamlined experience for our financial view. PC Forge payment should be on its way and is expected soon.

### **Event Committee**

Events Committee members - Rosemari, Larry, Morgan

Olga is going to help facilitate volunteers for BIA. Morgan shared the need for volunteers to assist as we have enough bodies to plan events but need people on the day off to help execute.

### **New Membership**

Harry Hamilton joins us from The Legion in Port Colborne. He shared they are actively trying to engage and recognize more veterans and bring some life back to the legion and Port Colborne as a whole. They have attempted some outdoor storage options to help curb vandalism and stolen items but were unable to get approval for c-can for their property due to City's bylaw. Jesse will help them in navigating a review of that ruling.

### **Adjournment**

Motioned by Rosemari & Taylor. Motion Carried.

The meeting adjourned at 8:04 PM.

**Next Meeting:** Tuesday, March 21, 2023, at 6:30 PM



**Downtown Port Colborne BIA- Board Meeting**  
**Tuesday, March 21, 2023, - 6:30 pm**  
**BIA Office - Main Training Room- Port Cares Admin Building**  
**92 Charlotte St, Port Colborne**

**MINUTES**

**Attendance:** Jesse Boles, Rosemari Poisson, Morgan MacLean, Larry Beverly, Harry Hamilton, and Norbert Gieger.

**Staff:** Sarah English and Mary-Lou Ambrose-Little.

**Regrets:** Ed Cleveland, Taylor Mynlieff, Councillor Dave Elliot, and Anna Maria Fazzari.

**City Liaison:** Olga Loeffen.

**Welcome**

Jesse Boles, Chair welcomed everyone to the meeting.

**Call to Order-** Jesse called the meeting to order however quorum was not met.

**Declaration of pecuniary interest**

**Approval of Agenda**

**Approval of Minutes**

In the absence of a quorum, adjourning the above items until April 2023 meeting.

**Tugboat Bunny-** Happening on April 8<sup>th</sup> downtown on West St via tugboat and traveling to the Vale Centre. Please see the Events Committee Minutes from the March meeting.

**Grant Updates-** Mary-Lou provided an update on the following grants and their progress.

Summer Jobs Grant- Should hear an update in the coming weeks on its status.

Red Grant- Asked for \$100,000

City Grant Program- Received \$1,200

Tourism Relief Fund- Got \$10,000 and although the storm ruined initial plans, we are still ok.

Sponsorship for Harvest Fest- CNP acting as a sponsor. Provided \$500.

Applied to Bertie Clinton Insurance Community Programs.

Federal Grants are available for Local Community Festival and Cultural Spaces – plan to apply for them.

Accessibility Grant- Mary-Lou advised that we will be applying for funding to improve the market square area and access to King George Park. (Curb-cut improvements and permanent washroom)

*StepArts Public Art Program - Magic Windows*- Install happened and it is on now. Fred Davies did a nice post on it. Also, some wonderful murals are happening around town by Megan Bennett, at Walters Neptune and The Belmont.

Downtown Safety- Discussed the idea of hosting another meeting to discuss issues happening downtown. A collaborative effort is needed. Information to have available can be published in a pamphlet to be available. Looking at all options including updating Resources and connecting with Judo Club. Focus on helping businesses by equipping them with the tools.

Canal Days should be finalized in early April. Morgan to update everyone at the April meeting.

## **Reports**

### **Chair's Report**

No Report

### **Councillor's Report**

Verbal Report

### **Events**

Written Report

### **Governance**

No Report

### **Marketing**

Minutes available in the meeting package

### **Staff Reports**

Minutes available in the meeting package

### **Treasurer's Report**

No report

## **Adjournment**

The meeting adjourned at 7:30 PM.

## **Next Meeting**

Tuesday, April 25, 2023, at 6:30 PM





**Downtown Port Colborne BIA- Board Meeting  
Tuesday April 25th 2023- 6:30pm  
BIA Office- Main Training Room- Port Cares Admin Building  
92 Charlotte St, Port Colborne**

**AGENDA**

**In attendance:** Jesse Boles, Rosemari Poisson, Ed Cleveland, Norbert Gieger, Morgan MacLean, Larry Beverly, Alex Fazzari, Mike Turner.

**Staff:** Mary-Lou Ambrose-Little, Sarah English, Amy Duffy

**Regrets:** Taylor Mynlieff, Anna Maria Fazzari, Councillor Dave Elliot

**Guests:** Bev Harvey

**Welcome**

Jesse Boles, Chair welcomed everyone to the meeting.

**Call to order**

The meeting was called to order at 6:35pm

**Land Recognition Acknowledgement**

**Declaration of pecuniary interest-** Market Bag promo discussion. Jesse shared one of the vendors is a relative and as such he will abstain from voting.

**Approval of Agenda**

Motion: "To approve the agenda"

Motioned by Larry & Rosemari. Motion Carried.

**Approval of Minutes: November 2022, February 2023 & March 2023**

Motion: "To approve minutes of November, February & March meetings"

Motioned by Larry & Ed. Motion carried.

## **Business Arising from the Minutes.**

Community Safety Update- Date set tentatively for a discussion with City & NRP. Set for May 15<sup>th</sup> at 7 pm at the BIA Office. Communication is to be sent out once the date is confirmed.

Canal Days Update from City Amy provided an update around licensing for open carrying of alcohol on West St during both the Canada Day celebration & Canal Days Events. Nothing has been finalized but they are open for feedback. The City shared they are working on the site plan and have their list of vendors. The vendor fee is approximately \$2,245+ HST for food vendors, more discussion is needed around alcohol specifics, but City confirmed West St will be closed for the Canada Day event at 4 pm (to cars) with live music beginning at 6 pm. Marketing and Advertising to begin soon with the announcement made at the beginning of June. Social Media maps and QR codes but no paper program this year. A rack card may be used as another option. The City confirmed they will get us a Honk Mobile code for our market vendors for parking that weekend.

Jesse to create a letter of support for businesses on West St who are not able to utilize their sidewalk space for their business to be able to sublet it to a Not for Profit- at no cost.

Summer Market Update- Morgan shared that Summer Market for Canal Days applications are going well, with 49 Applications so far and currently under review. Parameters for review include the validity of the business, proximity to the area, and priority given to those choosing 4 days. Will look to touch base re: Mariner's Park potential expansion for Saturday & Sunday for waitlisted Vendors who want to participate for 2 days instead of 4. Acceptance is to go out later this week with deposits due May 1.

Digital Gift Card Program- To be launched soon. Print materials were provided for review at the meeting from Olga & Sarah along with a package outlining the program and its features. PC Forge is already on board and "AnyCard" will be producing the website. Olga is our contact for all interested businesses and any questions/concerns.

Market Tote Giveaway- Quotes were presented and reviewed for totes to be used as reusable shopping bags and given away at Farmers Market, Harvest Fest & Canal Days Summer Market. Jesse will be looking at the black eco bags as well as white and Sarah will send out some proof(s) for us to see how things will look prior to selecting the colour.

Motion: To approve the order and purchase of 300 bags from Prima Wrap.  
Motioned by Morgan & Rosemary. Motion carried.

Mother's Day Promo- BIA will be handing out a flower with a tag at the Market for Mother's Day Weekend. The tag will indicate the flower is a gift from the Downtown Businesses.

Father's Day Promo- Ideas for Father's Day are welcomed. Jesse shared an idea around a golf collab with Whisky Run involving a charitable aspect.

Auditor Invoice- Jesse shared that the fees from the auditor are increasing. The auditor suggested we move to an Accounting Program like QuickBooks. Cost approximately \$840 per year. We are currently spending much more on audit fees however clarification around costs and fees will be obtained. Alex will assist Jesse in obtaining a more detailed accounting breakdown.

Motion: To purchase QuickBooks and move to that software moving forward.  
Motioned by Alex & Ed. Motion carried.

TD Banking- Looking to obtain a secured Credit Card for recurring purchases. This card would have a limit of \$1000 and would make monthly payments much easier. Jesse & Norbert to go and sign the paperwork for this.

Motioned by Morgan & Rosemari- motion carried.

Summer Students- We have secured funding for 2 Summer Students. Primary roles will be for Events & Markets. Summer Students will assist with shifts for Summer Market, Farmers' Market as well as pounding pavement with our social media presence and assisting in marketing activities.

Market Logo- Finalized logo but Sarah tweaked the design for a smaller print so fine details will show.

Cruise Ships- 4 are scheduled for overnight dates. Plans for Marketing blasts and signage welcoming patrons. Regional Limo to be providing a route tour from the museum to HH Knoll. BIA suggesting to update and including a West Street visit.

Patios- Letter of support to be sent to the City to keep patio agreements the same as in 2022. The Chair was directed to prepare a letter of support on behalf of the BIA.

Motioned by Jesse & Rosemari. Motion carried.

## **Reports**

- **Chair's Report**- No Report.
- **Councillor's Report**- No Report.
- **Events**- See meeting minutes.
- **Governance**- No Report.
- **Marketing** -See Attached.
- **Staff Reports** -See Attached.
- **Treasurer's Report** No Report.

## **New Business**

Staff Contract Renewals are to be reviewed.

## **Adjournment**

The meeting adjourned at 8:35 pm

## DOWNTOWN PORT COLBORNE BUSINESS IMPROVEMENT AREA

### Proposed Budget for 2023

<b>Revenues</b>	
Tax Levy	\$ 75,000.00
Radio Co-op Advertising	\$ 5,000.00
Event Vendor Fees	\$ 10,000.00
Harvest Fest Vendor Fees	\$ 3,000.00
Harvest Fest Sponsors	\$ 3,000.00
Grant Money	\$ 40,000.00
City Sponsorship	\$ 2,500.00
Market Revenue	\$ 20,000.00
<b>TOTAL REVENUE</b>	<b>\$ 158,500.00</b>
<b>Expenditures</b>	
<b>Advertising and Promotion</b>	
Radio Spots	\$ 13,000.00
Print Media	\$ 3,000.00
Technology	\$ 1,500.00
Social Media/Website/Digital Advertising	\$ 5,000.00
	<b>\$ 22,500.00</b>
<b>Events</b>	
Art Crawl	\$ 1,000.00
HarvestFest	\$ 5,000.00
Tug Boat Santa	\$ 1,000.00
Art & Activations	\$ 10,000.00
Taste of Port Colborne	\$ 1,000.00
	<b>\$ 18,000.00</b>
<b>Beautification</b>	
Flower Baskets	\$ 3,000.00
Christmas Beautification	\$ 15,000.00
Coal Hatches	\$ 1,000.00
Chairs/Picnic Tables/Bike Racks	\$ 15,000.00
	<b>\$ 34,000.00</b>
Wages	\$ 60,000.00
Legal & Audit	\$ 2,000.00
Office & Rent	\$ 9,000.00
Membership, Association Fees, Conference	\$ 3,500.00
Photocopier Lease	\$ 1,500
	<b>\$ 76,000.00</b>
HST Rebate	\$ -
<b>TOTAL REVENUE + HST</b>	<b>\$ 158,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 150,500.00</b>

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Amend By-Law No. 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates

and to

Amend By-Law No. 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas at its meeting of December 13, 2022, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Corporate Services Department Report No. 2022-247, Subject: 2023 Rates Setting; and

Whereas at its meeting of June 27, 2023, the Council approved the amending recommendations of the Corporate Services Department Report No. 2023-119, Subject: Water and Wastewater Bylaw Update; and

Whereas Council resolved the following be effective July 1, 2023:

- Residential users (Meter 19 mm (3/4") or smaller)
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- Any users that has or had approval to draw or remove water from the lake or canal.
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage. If metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor
- All other users
  - Water usage rate be set at \$1.4120 per cubic meter of water usage
  - Wastewater usage rate be set at \$1.886 per cubic meter of water usage
  - Water fixed service charge be set at \$410.10 per year multiplied by meter factor
  - Wastewater fixed service charge be set at \$738.03 per year multiplied by meter factor



Whereas Council resolved the Residential user (Meter 19 mm (3/4)" or smaller) category will cease December 31, 2023 and be replaced with the following categories on January 1, 2024:

- Residential properties with up to 2 units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$410.10 per year
  - Wastewater fixed service charge be set at \$1,002.38 per year
- Residential properties with 3 or more units
  - Water usage rate be set at \$1.4120 per cubic meter
  - Water fixed service charge be set at \$205.05 per year, per unit
  - Wastewater fixed service charge be set at \$501.19 per year, per unit

Whereas any rate in this by-law is subject to change through future amendments, including rate changes due to, but not limited to future budget changes. This includes the newly created categories effective January 1, 2024.

Whereas Council is desirous of amending By-Law 3151/22/95, as Amended, Being a By-Law for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates.

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

1. That By-Law 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The usage and fixed rates established by this By-Law shall be effective July 1, 2023.
3. That by-law 7046/83/22 be repealed.

Enacted and passed this 27th day of June, 2023

---

William C. Steele  
Mayor

---

Charlotte Madden  
City Clerk

Schedule “A” to By-Law No.  
And By-Law No. 3151/22/95, As Amended and By-Law No. 3424/6/97, As Amended

Water and Wastewater Rates

1. Metered Consumption Rates

All users, including Residential, Institutional / Commercial / Industrial (“ICI”) are subject to a metered consumption rate for water of \$1.4120 per cubic meter of water usage.

All users, with the exception of Residential users on a 19 mm (3/4”) meter or smaller (Effective January 1, 2024 this changes to any Residential user), are subject to a metered consumption rate for wastewater of \$1.8860 per cubic meter of water usage.

If a user has or had the ability to draw or remove water from the lake or canal and metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 1.886 per cubic meters will be added to the January water and wastewater bill.

There is no minimum charge per billing period.

2. Bulk Water Sales

The metered rate for bulk water sales is \$1.4120 per cubic meter.

The service charge is based on a 75mm (3”) meter regardless of the actual meter used. The fixed service charge is \$4,511.03 per year.

3. Fixed Service Charge

All users are subject to a fixed service charge based on user type or meter size:

Meter Size	Meter Factor	Water	Wastewater
19 mm (3/4”) or smaller - Residential*	1 (Water) N/A (Wastewater)	\$410.10	\$1,002.38
Residential properties with up to 2 units*	NA	\$410.10	\$1,002.38
Residential properties with 3 or more units*	NA	\$205.05 per unit	\$501.19 per unit
19 mm (3/4”) or smaller – non-Residential	1	\$410.10	\$738.03
25 mm (1”)	1.4	\$574.13	\$1,033.24
38 mm (1 1/2”)	1.8	\$738.17	\$1,328.44
50 mm (2”)	2.9	\$1,189.27	\$2,140.28
75 mm (3”)	11.0	\$4,511.03	\$8,118.29
100 mm (4”)	14.0	\$5,741.31	\$10,332.36
150 mm (6”)	21.0	\$8,611.97	\$15,498.55
200 mm (8”)	29.0	\$11,892.72	\$21,402.75
250 mm (10”)	40.0	\$16,403.75	\$29,521.04

\* Effective January 1, 2024 the 19 mm (3/4”) or smaller – Residential categories is discontinued. The Residential properties with up to 2 units category and Residential properties with 3 or more units become effective.

All developable vacant land directly abutting the water distribution and/or wastewater collection system will be charged the fixed service charge for water and wastewater through the property tax billing system unless the property is assessed undevelopable by the City’s Planning department.

Effective January 1, 2024, the fixed service charge applied to developable vacant land will be charged based on property classification as follows:

Property Type	Water	Wastewater
Residential	\$410.10	\$1,002.38
Commercial/Institutional	\$1,189.27	\$2,140.28
Industrial	\$4,511.03	\$8,118.29

Until December 31, 2023 all properties will only be charged the wastewater fixed charged of \$1,002.38.

It is not the intent of this bylaw for a property owner to have paid the developable vacant land fixed service charge on a property for the same time period as the regular fixed service charge for the same period. For any period of duplicate payment, which may occur due to time of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.

4. Flat Rate (Residential)

During any month where an accurate meter reading cannot be recorded, a Residential user account will be charged a monthly flat rate of \$148.00 for water and \$150.00 for wastewater will be charged.

Examples of when a meter reading cannot be recorded are as follows:

- where a service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and / or providing access to read a water meter or reading device;
- refusing to remove any obstruction to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

Flat Rate (ICI)

During a period where an accurate meter reading cannot be recorded, an ICI user account will be charged a monthly flat rate for water and wastewater. The flat rate will be calculated as two (2) times the current fixed service charge per Section 3 (the fixed service charge will be dependent on meter size) above PLUS two (2) times the monthly average of the previous 12 months' available consumption at the metered consumption rates per Section 1 above.

Examples of when a meter reading cannot be recorded are the same as those outlined under "Residential" above.

5. Water for New Construction Rates

During periods of new construction where there is no water meter the following rates are charged:

- Residential properties are subject to a \$272.00 flat fee.
- ICI properties are subject to a \$544.00 flat fee.

Upon final inspection or once a water meter has been installed and is operational, rates are no longer subject to this section. Rates are to be charged based on Sections 1 to 4 above.

## 6. Administration Charges

- Issuing a water shut off tag shall be charged to the property owner at a fee of \$50.00;
- Water account inquiries will be provided at a fee of \$7.00;
- Reading of analog meters due to refusal to upgrade to RF meters will be provided at a fee of \$50.00 per scheduled reading date.
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

## 7. User Charges

There are certain user charges with respect to water and wastewater that are included in the User Fee By-Law. These include such topics as water turn on / off and installation of water services.

User fees may be billed individually, included in a user's water and wastewater bill or charged and collected through a building permit.

## 8. Late Payment Fees

Interest on water and wastewater accounts to begin accruing at one and one fourth (1 ¼) percent of the amount due and unpaid starting on the first day of default.

At the discretion of the Director, Corporate Services / Treasurer a payment can be backdated to the due date on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided by the account holder.

The Director, Corporate Services / Treasurer is approved to move any unpaid water and wastewater balances to the property tax roll of the related property.

## 9. Billing Cycle

Identified and developable vacant land subject to the fixed service charge will be billed semi-annually on the property tax bill or through the supplemental tax billing system on a prorated basis.

All water and wastewater meter users will be billed monthly.

## 10. Exemptions from Billing for Sanitary Sewer Costs

- Bulk water haulers accessing City bulk water facilities;
- Port Colborne Poultry Limited;
- Any property that does not directly abut any part of the wastewater sewer system;
- Any other property that is covered by a separate By-Law enacted by Council.

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Stop Up and Close part of Catharine Street, described in PIN 64457-0087 as being Part of Catharine Street on the west side of Catharine Street south of 14 Catharine Street abutting the eastern boundary of 12 Catharine Street and being 26.4 m in length and 8.2 m in width

Whereas at its meeting of June 27, 2023, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Chief Administrative Office Report No. 2023-81, Subject: Proposed Stop-Up and Close By-law for Catharine Street; and

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

Whereas it is deemed expedient and in the interest of The Corporation of the City of Port Colborne that the public highway set out and described in this by-law be stopped up and closed in accordance with Section 34(1) of the *Municipal Act, 2001* and the City's By-law No. 4339/12/03;

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

1. That upon the passing of this by-law, the portion of the road allowance described as part of the original Catharine Street road, of PIN 64457-0087 is hereby stopped and closed.
2. That the Mayor, the City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect the closing of the Catharine Street Road allowance hereinbefore described.
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 27th 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 the Assessment Schedule to  
Levy the Actual Costs Incurred in Constructing a Drainage Works  
Known as the Young & Hopf Wagner Municipal Drain

Whereas Section 61 Chapter D.17 of the *Drainage Act* R.S.O. 1990 authorizes a municipality, upon the completion of the drainage works, to levy the final cost thereof to the lands and roads liable, as stated in the engineer's report; and

Whereas By-law 6677/41/19, Being a By-law to Provide for Drainage Works in the City of Port Colborne, and the City of Niagara Falls in the Regional Municipality of Niagara, known as the Young & Hopf-Wagner Municipal Drain, was enacted the 23rd day of April, 2019, and provided for the construction of the Young & Hopf-Wagner Municipal Drain based on the estimates contained in the drainage report dated July 27, 2017, as submitted by Spriet Associates London Limited; and

Whereas the Drainage Works was completed as per the Engineer's Report, as amended, and the total actual costs incurred were \$1,173,095.89 compared to an original estimated cost of \$792,390.00. Actual costs for constructing the drain were 1.54% over the Engineer's estimate.

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

1. That the Treasurer invoice the Town of Fort Erie and the City of Niagara Falls in accordance with Schedule 'A', attached hereto, being the amounts to be charged for completing the construction of the drainage works known as the Young & Hopf-Wagner Drain for the portions of work within the Town of Fort Erie and the City of Niagara Falls, with the invoice being due within 30 days of the invoice date.
2. That the Treasurer levy the remaining amount in accordance with Schedule 'A', attached hereto, against the lands and roads in the City of Port Colborne, being the amounts to be charged for completing the construction of the drainage works known as the Young & Hopf-Wagner Drain.
3. That the owners of the properties within the City of Port Colborne have the option of submitting full payment of the net cost or make yearly payments over a period of 5 years at 5% interest per annum. The full payments not received by September 1, 2023 shall be added to the final tax bill beginning in the year 2024 and ending in the year 2028.
4. That in the event of nonpayment, the City of Port Colborne's penalty and interest charges on outstanding accounts receivable, By-law 6841/91/20 shall be followed.
5. That By-law 6677/41/19 is hereby amended by replacing the assessment schedule with Schedule 'A' appended hereto.
6. This by-law shall come into force and take effect on the day of its final passing.

Enacted and passed this 27th 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 27, 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 27, 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 27<sup>th</sup> day of June, 2023.

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

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