

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, March 26, 2024
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation, email deputyclerk@portcolborne.ca or phone 905-228-8118.

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February 20, 2024

Dear City of Port Colborne City Council and Mayor William C. Steele,

My name is Janine O'Brien and I am the Fund and Volunteer Coordinator for Autism Ontario South Region. I am honoured to be part of a team that promotes and enhances autism acceptance and advocacy for Niagara, Norfolk, Hamilton, Haldimand, and Brant!

Did you know that World Autism Day is fast approaching? Help us Celebrate the Spectrum for World Autism Day on April 2, 2024, and throughout April! Supporting Celebrate the Spectrum for World Autism Day this year is an excellent opportunity for your municipality to show support for autistic individuals across Ontario.

Join Autism Ontario to Celebrate the Spectrum this World Autism Day by purchasing a flag for our "Fly the Flag" campaign and formally proclaiming **April 2, 2024, as World Autism Awareness Day** to show your autism support.

Purchase a flag through our website at

<https://www.autismontario.com/civicrm/contribute/transact?reset=1&id=53>.

What is Celebrate the Spectrum? Celebrate the Spectrum is our theme for World Autism Day celebrations. It is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism and how we can all make our communities better for autistic individuals. Similar to previous Autism Ontario World Autism Day campaigns, Celebrate the Spectrum unites families, schools, communities, businesses, government, and professionals in recognizing World Autism Day by celebrating people on the autism spectrum and bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario.

We are always available to help with resources and ideas on how you can get involved. If you have any questions, please contact me directly, and I will gladly assist you. Thank you for your time!

Most sincerely,

Janine O'Brien

Janine O'Brien
Fund and Volunteer Coordinator, Autism Ontario South Region
1-800-472-7789 X 239
janine.obrien@autismontario.com



(Mayor name or designate) of the city of (city name) do hereby proclaim
April 2 as World Autism Day

- WHEREAS:** World Autism Day will be recognized on April 2, 2024, in Canada thanks to Senator Jim Munson's Bill S-206, *An Act Respecting World Autism Awareness Day*; and
- WHEREAS:** Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians. Autism Spectrum Disorder is a neurodevelopmental disorder affecting 1 in every 66 Canadian children, as well as their friends, family, and community; and approximately 1 - 2% of the Canadian population is on the autism spectrum.
- WHEREAS:** ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each person as well. A child on the autism spectrum will become an adult on the autism spectrum; and
- WHEREAS:** Autism Ontario is the leading source of information and referral on autism and one of the largest collective voices representing the autism community. Since 1973, Autism Ontario has been providing support, information, and opportunities for thousands of families and individuals across the province.
- WHEREAS:** Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact. The association and its Regions share common goals of providing information and education, supporting research, and advocating for programs and services for the autism community; and
- THEREFORE:** I (Mayor Name or Designate), do hereby declare April 2 as World Autism Day.

Dated at (municipality), Ontario this 2nd day of April, 2024.

(Nom du maire ou de son représentant désigné) de la ville
de (nom de la ville), proclame, par la présente,
Le 2 avril Journée mondiale de l'autisme



- ATTENDU :** Que la Journée mondiale de l'autisme sera reconnue officiellement au Canada, le 2 avril 2024, grâce au sénateur Jim Munson qui a présenté et fait adopter le projet de loi S-206 instituant la *Loi sur la Journée mondiale de sensibilisation à l'autisme*; et
- ATTENDU :** Que le trouble du spectre de l'autisme affecte plus de 135 000 personnes en Ontario. Le trouble du spectre de l'autisme est un trouble neurodéveloppemental qui touche un enfant canadien sur 66 ainsi que leurs amis, leurs familles et la collectivité; environ 1 à 2 % de la population canadienne est aux prises avec le trouble du spectre de l'autisme.
- ATTENDU :** Que le trouble du spectre de l'autisme (TSA) se manifeste différemment chez chaque personne qu'il touche et que ses caractéristiques se modifieront tout au long de la vie de chacun. Autrement dit, un enfant autiste deviendra un adulte autiste.
- ATTENDU :** Qu'Autisme Ontario est la principale source d'information et de référence sur l'autisme et l'une des plus importantes voix collectives qui représentent la communauté autiste. Que, depuis 1973, Autisme Ontario fournit un soutien, de l'information et des possibilités à exploiter à des milliers de familles, dans l'ensemble de la province;
- ATTENDU :** Qu'Autisme Ontario ne ménage aucun effort pour sensibiliser le public à l'autisme et aux difficultés quotidiennes auxquelles sont confrontés les personnes autistes elles-mêmes, leurs familles et les professionnels qui interviennent auprès d'elles. Que l'association et ses régions partagent des buts communs d'information et d'éducation, de soutien à la recherche et de revendication de programmes et de services pour la communauté de l'autisme; et
- POUR CES MOTIFS :** Je, (maire de la ville ou son remplaçant désigné), déclare, par la présente, que le 2 avril devient Journée mondiale de l'autisme.

Fait à (nom de la municipalité), Ontario, ce 2e jour d'avril 2024.



PORT COLBORNE

March 26, 2024

Moved by Councillor
Seconded by Councillor

WHEREAS World Autism Day will be recognized on April 2, 2024 in Canada thanks to Senator Jim Munson's Bill S-206, *An Act Respecting World Autism Awareness Day*; and

WHEREAS Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians. Autism Spectrum Disorder is a neurodevelopmental disorder affecting 1 in every 66 Canadian children, as well as their friends, family, and community; and approximately 1-2% of the Canadian population is on the autism spectrum; and

WHEREAS ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each person as well. A child on the autism spectrum will become an adult on the autism spectrum; and

WHEREAS Autism Ontario is the leading source of information and referral on autism and one of the largest collective voices representing the autism community. Since 1973, Autism Ontario has been providing support, information, and opportunities for thousands of families and individuals across the province; and

WHEREAS Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact. The association and its Regions share common goals of providing information and education, supporting research, and advocating for programs and services for the autism community; and

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim April 2, 2024 as **World Autism Awareness Day** in the City of Port Colborne.

William C. Steele
Mayor

City of Port Colborne Council Meeting Minutes

Date: Tuesday, March 12, 2024
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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

Member(s) Absent: R. Bodner, Councillor
F. Danch, Councillor

Staff Present: D. Schulz, Senior Planner
D. Landry, Chief Planner
B. Boles, Director of Corporate Services/Treasurer
S. Luey, Chief Administrative Officer
S. Shypowskyj, Director of Public Works
S. Tufail, Acting City Clerk
D. Vasu, Acting Deputy Clerk (minutes)
J. Colasurdo, Manager of Infrastructure

1. Call to Order

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

2. National Anthem

3. Land Acknowledgement

Councillor Elliott recited the land acknowledgement.

4. Proclamations

5. Adoption of Agenda

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

That the agenda dated March 12, 2024, be confirmed, as amended.

Carried

6. Disclosures of Interest

7. Approval of Minutes

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

That items 7.1 and 7.2 be approved as presented.

Carried

7.1 Public Meeting - January 9, 2024

7.2 Regular Meeting of Council - February 27, 2024

8. Staff Reports

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

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

Carried

8.1 Amending Legal Descriptions of Catharine Street Lands, 2024-58

That Chief Administrative Officer Report 2024-58 be received; and

That the by-law attached as Appendix B, being a By-law to Amend By-law 7108/50/23, be approved.

8.2 Quit Claim Deed for PIN 64156-0305, 2024-59

That Chief Administrative Office Report 2024-59 be received; and

That the Manager of Strategic Initiatives be directed to register a Quit Claim Deed as PT PK LT 6 W/S CATHERINE ST PL 987-989; and

That the Mayor and Acting City Clerk be directed to execute the documents.

9. Correspondence Items

Moved by Councillor E. Beauregard

Seconded by Councillor M. Aquilina

That items 9.1 to 9.9 be received for information.

Carried

9.1 Niagara Region - Port Colborne's Niagara Gateway Economic Zone and Centre CIP Expansion Request

9.2 Niagara Region - Tree and Forest Canopy Project

9.3 Niagara Region Transit - Port Colborne NRT OnDemand Statistics

9.4 Township of Perry - Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources

9.5 Municipality of St. Charles - Potential Municipal Equipment Operator Training Course

9.6 Municipality of St. Charles - Rising Municipal Insurance Costs

9.7 County of Lambton - Upload from local municipalities the responsibility of costs associated with the continued construction, operation and maintenance of major municipally-owned highways to the Province

9.8 City of St. Charles - Provincial Consideration for Amendments to the Residential Tenancies Act

9.9 Tay Valley Township - Declaration of a Climate Change Crisis

10. Presentations

10.1 Brett Sweeney, Director of Communications and Community Engagement- FACS Niagara- Annual Mountainview LemonAID Day

Ellen Schonewille, Senior Manager of Donor Relations at FACS Niagara, provided a presentation in place of Brett Sweeney, regarding the Annual Mountainview LemonAID Day.

11. Delegations

12. Mayor's Report

A copy of the Mayor's Report is attached.

13. Regional Councillor's Report

14. Staff Remarks

14.1 Solar Eclipse Update (Luey)

The Chief Administrative Officer outlined the preparations that have been made for the solar eclipse on April 8, 2024, by Regional emergency management and the City of Port Colborne which includes the activation of the emergency operations center, emergency preparedness messaging with the Niagara Regional Police, redeployment of City staff, parking restrictions, closure of the boat launch, solar eclipse glasses giveaways, and designated viewing areas within the City for the day.

14.2 Neff Street Storm Sewer Project Update (Shypowskyj)

The Director of Public Works advised that the contract for the Neff Street Storm Sewer Project has been awarded to Rankin Construction Inc. He further stated that the construction will begin once the final permit approvals from the Province of Ontario are granted.

14.3 Sanitary Sewer Rehabilitation Project Update (Shypowskyj)

The Director of Public Works stated that the contract for the Sanitary Sewer Rehabilitation Project has been awarded to Capital Sewer Service and the work is expected to begin at the end of March.

14.4 Lions Field Improvement Project Update (Shypowskyj)

The Director of Public Works stated that the tender for the Lions Field Improvement Project closed on March 11, 2024, and that staff are in the process of selecting a company, with construction expected to begin in April and end in early July with minimal disruptions to use of the park.

14.5 Sanitary Sewer CCTV Project Update (Shypowskyj)

The Director of Public Works stated that following flushing work within Ward 1, several properties experienced water coming back up their laterals and advised residents to call the City to rectify any issues that they may experience.

14.6 Rail Crossing Review (Shypowskyj)

The Director of Public Works stated that following a review of rail crossings within the City, several recommendations have come forward based on Transport Canada guidelines, including the installation of stop signs at rail crossings, which is now underway.

14.7 Building Faster Fund Updates (Long)

The Manager of Strategic Initiatives stated that Economic Development staff are awaiting further details on the smaller rural municipalities category of the Building Faster Fund, which Economic Development staff are hoping to apply to shortly.

14.8 Official Plan Open House Update (Landry)

The Chief Planner stated that an open house will be held on March 27, 2024, from 5:30 p.m. to 7:30 p.m. in Council Chambers, for the public to provide their thoughts on the new Official Plan which is being prepared, adding that the open house will be advertised to the public and required parties.

14.9 Zoning By-Law Update (Landry)

Following a question at the previous Council meeting, the Chief Planner stated that following the enactment of a new Official Plan, a new Zoning By-law will be prepared, wherein provisions regarding parking structures setbacks could be included.

15. Councillors' Remarks

15.1 Senior Citizens Advisory Committee Updates (Aquillina)

Councillor Aquilina stated that she, the Director of Museum and Culture, and the Public Programmer provided a presentation at the Guild Hall regarding the Senior Citizens Advisory Committee structure and volunteer opportunities, then expressed concern regarding the accessible parking availability on West Street and the availability of robust transit routes in the Region. The Director of Public Works stated that Public Works staff could create an accessible parking space on West Street and report back to Council. The Chief Administrative Officer stated that staff can investigate the transit concerns and report back at the next Council meeting. Councillor Beauregard stated that he will raise the transit concerns to the Regional Transit Committee.

15.2 Healthcare Presentation Inquiry (Bagu)

In response to Councillor Bagu's inquiry, Mayor Steele stated that Niagara Health will be hosting a public information session in the Golden Puck room at the Vale Health and Wellness Centre on March 21, 2024, from 6:30 p.m. to 8:30 p.m. to address concerns regarding healthcare in Niagara.

15.3 Railroad Crossing Post Stop Signs (Bagu)

In response to Councillor Bagu's inquiry, the Director of Public Works confirmed that stop signs will only be erected at crossings with sight line and sight distance issues. The Director of Public Works further stated that he will work in conjunction with GIO Rail and ensure additional solutions are explored.

15.4 Sidewalk Repairs (Bagu)

Councillor Bagu expressed appreciation to Public Works staff and the contractors who have been conducting sidewalk repairs throughout the City.

15.5 One-Way Water Valves (Bagu)

Councillor Bagu expressed appreciation towards Public Works staff for addressing concerns regarding water coming back up laterals following flushing work within Ward 1 in a timely manner and confirmed that one-way valves are installed on all newer homes.

15.6 Service Requests (Bagu)

Councillor Bagu expressed appreciation towards City staff for their prompt response to service requests.

15.7 Zoning By-Law Inquiry (Bruno)

Councillor Bruno asked whether making minor amendments to the Zoning By-law, such as including parking structures in the definition of a building, would be sufficient to provide for setbacks to parking structures. The Chief Planner responded that she believes the current setbacks outlined in the Zoning By-law are sufficient, then stated that additional setbacks or definitions can be explored if requested by Council.

15.8 Building Permit and Sanitary Leak Inquiry (Bruno)

Councillor Bruno asked whether Public Works staff receive notification of a demolition permit to ensure services are turned off at the property line. The Director of Public Works stated that the City requires the party performing the work to decommission the service lines, noting Public Works staff do receive notification if a work order results from the permit process.

15.9 Water Usage Inquiry (Bruno)

Councillor Bruno asked about the parameters set on water meters within the City and whether notifications are received when anomalies exist in

the system. The Director of Public Works stated that equipment is being installed within the City to gather data from each property to ensure anomalies are reported and investigated.

15.10 Sidewalk Repair Inquiry (Elliott)

In response to Councillor Elliott's inquiry regarding the areas in the City flagged for sidewalk repairs, the Director of Public Works responded advised that there are a number of areas on the repair list, which are ranked by priority and section length.

15.11 Zoning By-Law Amendment Clarification (Elliott)

In response to Councillor Elliott's request for additional information regarding parking structure setbacks within the Zoning By-law, the Chief Planner provided an overview of the provisions of the by-law.

15.12 Appreciation for Victoria Park Work (Hoyle)

Councillor Hoyle expressed gratitude towards Public Works staff for their work at Victoria Park after receiving positive feedback from residents.

15.13 Speeding Concerns (Hoyle)

Councillor Hoyle stated that he has received several concerns from residents regarding speeding on various City Streets. In response, Mayor Steele requested that Councillor Hoyle provide a list of these areas so these can be forwarded to the Niagara Regional Police for further investigation.

16. Consideration of Items Requiring Separate Discussion

16.1 City of Port Colborne Traffic Calming Policy, 2024-44

Moved by Councillor M. Bagu

Seconded by Councillor E. Beauregard

That Public Works Department Report 2024-44 be received; and

That the Traffic Calming Policy attached as Appendix A of Public Works Report 2024-44 be approved.

Carried

16.2 Recommendation for Zoning By-law Amendment at 179 Mellanby Avenue and 56-56 ½ Main Street West – File No. D14-08-23, 2024-53

Moved by Councillor T. Hoyle
Seconded by Councillor G. Bruno

That Development and Legislative Services Department – Planning Division Report 2024-53 be received; and

That the Zoning By-law Amendment attached as in Appendix A of Report 2024-53 be approved; and

That Council require no further public notice in accordance with Section 34(17) of the *Planning Act*; and

That the City Clerk be directed to issue the Notice of Passing in accordance with the *Planning Act*.

Amendment:

Moved by Councillor G. Bruno
Seconded by Councillor T. Hoyle

That Development and Legislative Services Department – Planning Division Report 2024-53 be received; and

That the Zoning By-law Amendment attached as Appendix A of Report 2024-53 be **amended to require 1.25 parking spaces per dwelling unit in place of the 1 parking space per dwelling unit recommended by staff and** approved; and

That Council require no further public notice in accordance with Section 34(17) of the *Planning Act*; and

That the City Clerk be directed to issue the Notice of Passing in accordance with the *Planning Act*.

Carried

- a. **Delegation from Rachelle Larocque, Biglieri Group**
- b. **Written Delegation Material from Melissa Bigford and Christopher Lofquist, residents**

16.3 Town of Lincoln - Urgent Need for Increased Funding to Libraries and Museums in Ontario

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

That the correspondence item received from the Town of Lincoln regarding the Urgent Need for Increased Funding to Libraries and Museums in Ontario be supported.

Carried

17. Motions

17.1 Mountainview LemonAID Day for FACS Niagara - June 8, 2024

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

That June 8, 2024, be hereby proclaimed Mountainview LemonAID Day for FACS Niagara.

Carried

18. Notice of Motions

18.1 Motion to Support U.S. Army Corps of Engineers and Governors of Michigan and Illinois in Preventing Invasive Carp in Great Lakes (Mayor Steele)

Mayor Steele provided notice of his intention to bring a motion forward at the March 26, 2024, Council meeting for Council to support the U.S. Army Corps of Engineers and the Governors of Michigan and Illinois in their joint infrastructure project to prevent invasive silver and bighead carp from overtaking the Great Lakes waterways.

19. Minutes of Boards & Committees

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

That items 19.1 to 19.4 be approved as presented.

Carried

19.1 Port Colborne Historical and Marine Museum Board Meeting Agenda and Meeting Minutes - November 21, 2023

19.2 Port Colborne Museum, Heritage and Culture Board Meeting Minutes - January 16, 2024

19.3 Port Colborne Public Library Board Meeting Minutes - January 3, 2024 and February 7, 2024

19.4 Downtown Business Improvement Area Meeting Minutes - September 21, 2023, November 13, 2023, November 22, 2023 and January 24, 2024

20. By-laws

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

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

Carried

20.1 By-law to Adopt the Traffic Calming Policy

20.2 By-law to amend Zoning By-law 6575/30/18 for the lands municipally known as 179 Mellanby Avenue and 56-56 ½ Main Street West

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

That the By-law to amend Zoning By-law 6575/30/18 for the lands municipally known as 179 Mellanby Avenue and 56-56 ½ Main Street West be approved, as amended.

Carried

20.3 By-law to Amend By-law 7108/50/23

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

21. Confidential Items

Moved by Councillor T. Hoyle

Seconded by Councillor D. Elliott

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

Carried

21.1 Office of the Chief Administrative Officer Report 2024-19, a proposed or pending acquisition or disposition of land by the municipality or local board

21.2 Memorandum from Chief Administrative Officer, labour relations or employee negotiations

This item was withdrawn at the request of staff.

22. Procedural Motions

23. Information items

24. Adjournment

Council moved into Closed Session at approximately 9:09 p.m.

Council reconvened into Open Session at approximately 10:10 p.m.

Mayor Steele adjourned the meeting at approximately 10:11 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk



PORT COLBORNE

Mayor's report to city council

Tuesday, March 12, 2024

Great Lakes St. Lawrence Cities Day in Washington DC

I was in Washington DC three days last week for Great Lakes Day on Capitol Hill. I serve on the board of the Great Lakes St. Lawrence Cities Initiative, which is a coalition of 250 mayors from Canada and the United States working to protect the Great Lakes. We meet with federal, provincial, and state representatives on both sides of the border whenever there's an issue relating to governance, economics, and science.

It was a jam-packed three days of addressing Great Lakes issues. Plus, it was pretty cool to visit the White House.

I met with seven Members of Congress, three Senators, the Minister and Principal Officer of the US Embassy. I had excellent discussions with Mark Quader, the Major General for the Army Corps of Engineers, and Mary Frances Repko, Deputy Assistant to the President, and Deputy National Climate Adviser.

I had a great meeting with Administrator Adam Tindall-Schlicht, who is the head of the American version of the St. Lawrence Seaway.

I am one of more than a dozen Great Lakes mayors in this group. It's critical to all of us to safeguard and protect safe clean drinking water, share responsibility for environmental stewardship, and prepare for coastal threats to all our municipalities, because we all face them.

Our mayor's group endorsed the Great Lakes Restoration Initiative, an investment of \$500-million per year. One single US dollar of restoration investment generates \$3 in economic activity.

We had sessions on replacing lead pipes, preventing invasive species, introducing clean and renewable energy, and we discussed how each of us needs to contribute to sustain the health and prosperity of the Great Lakes.

The Brandon Road Interbasin Project, for example is a massive undertaking in Illinois. Brandon Road project is a complex ecosystem protection effort designed to prevent the upstream movement of invasive carp and other aquatic nuisance species into the Great Lakes from the Illinois waterway and Mississippi River basin. Remember zebra mussels? Invasive carp have a similar huge impact on the Great Lakes, especially on commercial and sport fishing, and recreational boating.

NOTE: \$6-billion of economic activity

Great Lakes are the third largest economy in the world. To balance the ecological and economic health of the Great Lakes, we're launching the Economic Transformation of the Great Lakes to become a leading blue-green corridor. It will be presented at our Annual General Meeting in Montreal in May.

We covered a lot of ground in three days. We know the more we work together, the more we collaborate, the more we will accomplish.

The Great Lakes and St. Lawrence Cities Initiative has already established the Green Shipping Corridor Network on the Seaway.

We must do this work, for our cities, and our Great Lakes.

On behalf of members of council, I applaud the work undertaken by political leaders on each side of the border, and by staff of governments, agencies, and business.

March Break

Members of council and I thank our many staff and volunteers for coordinating all kinds of excellent programs and activities at our library, museum, and at the Vale Health and Wellness Centre. I realize we're already two days into March Break, but I hope parents and children have checked out all the events on the city website.

Top Hat ceremony

Members of council and I hope you will join us for the 2024 season opening of the Welland Canal Friday, March 22 in Lock 8 Park.

We're starting early this year, at 7:30am, with pancake and sausage breakfast prepared by our city's Fair Trade committee. We have an impressive roster of special guests to celebrate 195 years since the first version of William Hamilton Merritt's "ditch" opened in 1829, and 65 years since the St. Lawrence Seaway was completed and open for business in 1959. Gregg Ruhl, the president of Algoma, will be among our guest speakers, to mark Algoma's 125 years in railways and shipping.

Please join me at the annual Mariner's Service in St. James and St. Brendan's Anglican Church Sunday evening at 7.

The Rev. Jody and her crew salute the sailors and crew who'll pass through our city and sail the Great Lakes. She will attend our Top Hat ceremony next week to bless the canal and all those whose work is linked to it.

Tugboat Bunny

Easter arrives a little early this year, on the weekend of March 30-31. Port Colborne's own Tugboat Bunny arrives on the bow of the JW Cooper Saturday, March 30 about 9am. We hope all the children will bring their parents and friends to the canal along West Street to welcome the jaunty fellow.

Yellow ribbons for Corporal Tyler Crooks

Fifteen years ago on March 20, Corporal Tyler Crooks was killed in action near Kandahar where he was deployed with November Company, 3rd Battalion, with the Royal Canadian Regiment serving with NATO forces in Afghanistan.

March 20, the day of his death, was also his birthday. He turned 24.

He and his brother-in-arms Master Corporal Scott Vernelli were killed that day, and five others wounded, when an improvised device detonated near their patrol 40 kilometres west of Kandahar City.

We tie yellow ribbons -- which signify fallen military -- to poles on each side of Sugarloaf Street at the Cenotaph, and on the lamp posts at city hall's front door. We've done it every year for the past 15 years.

Many of us remember the day his body arrived in Port Colborne, back in 2009. You could not fit another person along Clarence Street -- there were thousands who came out to show their respect.

Council and I hope you'll take a moment, when you see those yellow ribbons, to reflect on the loss of one of our own, and the loss of sons and daughters from towns and cities across our country and around the world.

City of Port Colborne
Special Meeting of Council Minutes

Date: Tuesday, March 19, 2024
Time: 5:00 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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

Staff Present: S. Tufail, Acting City Clerk
B. Boles, Director of Corporate Services/Treasurer
S. Lawson, Fire Chief
S. Luey, Chief Administrative Officer
S. Shypowskyj, Director of Public Works
G. Long, Manager of Strategic Initiatives
D. Vasu, Acting Deputy Clerk (minutes)

1. Call to Order

Mayor Steele called the meeting to order at 5:01 p.m.

2. Adoption of Agenda

Moved by Councillor M. Aquilina

Seconded by Councillor E. Beauregard

That the agenda dated March 19, 2024 be confirmed, as amended.

Carried

3. Disclosures of Interest

4. Staff Reports

4.1 Fire Department Administration Update, 2024-83

Moved by Councillor R. Bodner

Seconded by Councillor G. Bruno

That Chief Administrative Officer Report 2024-83 be received; and

That the Chief Administrative Officer be directed to enter into an agreement with the Township of Wainfleet enlist the services of a Fire Chief and Deputy Chief for a duration not exceeding 120 days; and

That a Joint Shared Services Committee be established with the Township of Wainfleet and that the Chief Administrative Officer and the Mayor be appointed to the committee; and

That by-law to appoint a Fire Chief and a Deputy Chief be brought forward at the regular Council meeting on March 26, 2024.

Carried

5. Notice of Motions

6. By-laws

Moved by Councillor D. Elliott

Seconded by Councillor T. Hoyle

That item 6.1 be enacted and passed.

Carried

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

7. Confidential Items

Moved by Councillor F. Danch

Seconded by Councillor R. Bodner

That Council do now proceed into closed session in order to address items 7.1 and 7.2.

- 7.1 Office of the Chief Administrative Officer Report 2024-84, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them**
- 7.2 Verbal Report by Councillor Aquilina, labour relations or employee negotiations and personal matters about an identifiable individual, including municipal or local board employees**

8. Procedural Motions

9. Information items

10. Adjournment

Council moved into Closed Session at approximately 6:26 p.m.

Council reconvened into Open Session at approximately 7:45 p.m.

Mayor Steele adjourned the meeting at approximately 7:46 p.m.

William C. Steele, Mayor

Saima Tufail, Acting City Clerk

Subject: 2023 Statement of Council Remuneration and Expenses

To: Council

From: Corporate Services Department

Report Number: 2024-55

Meeting Date: March 26, 2024

Recommendation:

That Corporate Services Department Report 2024-55 be received for information.

Purpose:

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

Background:

In accordance with Section 283 of the *Municipal Act, 2001*, a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and the officers and employees of the local board.

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

Discussion:

The attached Statement of Remuneration and Expenses for the 12-month period from January 1 to December 31, 2023, was prepared pursuant to Sections 283 and 284 of the *Municipal Act, 2001*.

Conclusion:

The report fulfills the reporting requirements outlined in Sections 283 and 284 of the *Municipal Act, 2001*. By meeting these statutory requirements, the report meets its intended purpose of providing transparency and accountability regarding remuneration and expenses. Therefore, staff recommended that the Corporate Services Department Report 2023-51 be received for informational purposes.

Appendices:

- a. Statement of Remuneration and Expenses
- b. Statement of Conference and Training & Development Expenses

Respectfully submitted,

Deborah Salmon
Accounts Payable Clerk
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Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
(905) 835-2900 Ext. 101
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Report Approval:

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

City of Port Colborne
Statement of Remuneration and Expenses 2023

	Payroll Remuneration	Fringe Benefits	Car Allowance	Per Diem	Total	Committees of Council	Conference Expenses	Travel	Mobile Service	Total	Grand Total
Council											
Mayor Bill Steele	47,655.63	11,119.63	2,520.00		61,295.26		15,809.56	1,266.09	468.41	17,544.06	78,839.32
Councillor Monique Aquilina	22,973.08	8,553.96			31,527.04	165.00			267.02	432.02	31,959.06
Councillor Mark Bagu	22,973.08	8,402.94			31,376.02				362.76	362.76	31,738.78
Councillor Eric Beauregard	22,973.08	4,557.42			27,530.50	840.00	890.40		174.62	1,905.02	29,435.52
Councillor Ron Bodner	22,973.08	6,316.44			29,289.52				302.16	302.16	29,591.68
Councillor Gary Bruno	22,973.08	6,344.78			29,317.86	900.00	2,748.89		279.35	3,928.24	33,246.10
Councillor Frank Danch	22,973.08	8,557.26			31,530.34	60.00			362.06	422.06	31,952.40
Councillor Dave Elliott	22,973.08	8,553.96			31,527.04	600.00	2,111.72		174.62	2,886.34	34,413.38
Councillor Timothy Hoyle	22,973.08	8,553.96			31,527.04	165.00	2,484.80		174.62	2,824.42	34,351.46
Committees of Council Non-Council Members											
Angela Demarais						700.00				700.00	700.00
Dan O'Hara						790.00	765.00	145.92	128.26	1,829.18	1,829.18
Totals	231,440.27	70,960.35	2,520.00	-	304,920.62	4,220.00	24,810.37	1,412.01	2,693.88	33,136.26	\$ 338,056.88

Per Diem - for additional meetings (out of town business)
Conference Expenses - see Detail of Conference Expenses 2023

City of Port Colborne
Detail of Conference and Training & Development Expenses 2023

	FCM	AMO	OGRA	GLSLCI	H2O	MCMWC	AMCTO	OACA	Total Conference Expenses
Council									
Mayor Bill Steele	3,439.16		2,985.20	7,270.65	447.95	1,666.60			15,809.56
Councillor Monique Aquilina									-
Councillor Mark Bagu									-
Councillor Eric Beauregard							890.40		890.40
Councillor Ron Bodner									-
Councillor Gary Bruno	2,748.89								2,748.89
Councillor Frank Danch									-
Councillor Dave Elliott		2,111.72							2,111.72
Councillor Timothy Hoyle	2,484.80								2,484.80
Committees of Council Non-Council Members									
Angela Desmarais									-
Dan O'Hara								765.00	765.00
TOTALS	8,672.85	2,111.72	2,985.20	7,270.65	447.95	1,666.60	890.40	765.00	24,810.37

FCM - Federation of Canadian Municipalities
AMO - Association of Municipalities of Ontario
OGRA - Ontario Good Roads Association
GLSLCI - Great Lakes & St Lawrence Cities Initiative (3 meetings were held in 2023)
H2O - Highway H2O
MCMWC - Marine Club Marine Week Conference
AMCTO - Association of Municipal Managers, Clerks and Treasurers of Ontario
OACA - Ontario Association of Committees of Adjustment & Consent Authorities



Subject: Grants for Non-Profit Organizations

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2024-65

Meeting Date: March 12, 2024

Recommendation:

That Chief Administrative Officer Report 2024-64 be received; and

That the following grants for non-profit organizations totalling \$19,000, be approved for the first allocation of 2024:

Mothers Against Drunk Driving	\$2,000
Birchway Niagara	\$3,000
Port Colborne Minor Hockey	\$8,000
Downtown Business Improvement Area	\$2,000
Port Colborne Optimist Club	\$4,000

Purpose:

The purpose of this report is to seek Council approval for the 2024 first allocation of grants to non-profit groups.

Background:

In 2015, By-law 6317/143/15 was enacted, establishing a Grant Policy Committee with the objective of overseeing the allocation of grants to non-profit organizations.

In accordance with the Grant Policy, applications are received twice a year – January 31 and June 30. Applications are reviewed by the Grant Policy Committee and recommendations are brought forward to City Council for final approval.

Discussion:

On January 31, 2024, five applications for funding were received. The Grant Allocation Committee members were provided with copies of the applications for review. A formal committee meeting was held on February 12, 2024 to allocate funds for several non-profit organizations.

The Staff Liaison to the Grant Committee recommends that grant requests totaling \$19,000 for the initial allocation of grants in 2024 be approved and distributed to the following non-profit organizations:

Non-Profit Organization	Description	Allocation Amount
Mothers Against Drunk Driving	For an educational program for students	\$2,000
Birchway Niagara	Help with costs of shelter beds for victims of gender-based violence	\$3,000
Port Colborne Minor Hockey	Help cover costs of basic skills development for players and coaches	\$8,000
Downtown Business Improvement Area	For support on visual art project improvements and signage	\$2,000
Port Colborne Optimist Club	Help with expenses for Canada Day in the Park celebration and the annual Children's Fishing Derby	\$2,000

Financial Implications:

The Council approved funds for two rounds of allocations in 2024 are \$43,200.

Public Engagement:

The availability of the grant was made public on the City's website, in the City newsletter, on the Port Colborne Facebook page, and in the Mayor's Report to Council.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community

- Economic Prosperity
-

Conclusion:

With funds available in the 2024 budget, staff are recommending that Council approve the 2024 first allocation of grants as recommended by the Grant Policy Committee.

Respectfully submitted,

Gail Todd
Executive Administrative Assistant
Staff Liaison to the Grant Committee
gail.todd@portcolborne.ca
905-228-8059

Report Approval:

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



Subject: Port Colborne Distribution System 2023 Annual Summary Report

To: Council

From: Public Works Department

Report Number: 2024-74

Meeting Date: March 26, 2024

Recommendation:

That Public Works Department Report 2024-74 be received.

Purpose:

The Ministry of the Environment, Conservation and Parks (MECP) requires that an annual summary report on the performance of the City's Drinking Water System be prepared and provided to Council in accordance with the regulatory requirements of Schedule 22 and Section 11 of Ontario Regulation (O. Reg.) 170/03 under the Safe Drinking Water Act, 2002 (SDWA). This report also provides Council with a summary of the 2023 Management Review, which is required under Element 20 of the Drinking Water Quality Management Standard (DWQMS) and provides an overview of the results of the 2023 MECP Inspection.

Background:

Ensuring the safety and quality of municipal drinking water is a legal responsibility governed by the SDWA. This legislation mandates that individuals overseeing municipal water systems, including City Council representatives, make informed decisions and act diligently regarding the drinking water system. These decisions directly impact the safety and quality of drinking water provided to the community.

Council's oversight and due diligence is demonstrated through various reports, including the Municipal Drinking Water System Annual Report, the DWQMS Management Review, and the MECP inspection result report. The outcomes of these reports are contained herein.

Municipal Drinking Water System Annual Report

In accordance with the SDWA, the Annual Drinking Water System Summary Report for 2023 (Appendix A) has been completed for the Port Colborne Drinking Water System. This report, as per the requirements outlined in Schedule 22 and Section 11 of O. Reg. 170/03, encompasses crucial information such as legal obligations of the Act and other approvals relating to the system, system descriptions, incidents of non-compliance and adverse test results, corrective actions taken, and water test results. The report must be prepared by February 28 each year and is made publicly accessible via the City's website and physical copies can be obtained from the Engineering and Operations Centre.

DWQMS Management Review

Under the Municipal Drinking Water Licensing Program overseen by the MECP, all municipal water systems must be operated by accredited Operating Authorities. Port Colborne's Operating Authority underwent a full reaccreditation audit in 2022, ensuring conformance with the DWQMS standards as documented in the City's Operational Plan. Part of the requirements of the DWQMS entails conducting an annual Management Review, evaluating the effectiveness and suitability of the Quality Management System.

2023 MECP Inspection Report

The MECP conducts annual inspections of the Port Colborne Distribution System to verify compliance with legislative requirements and municipal licensing. This inspection, which occurred in October 2023, inspected the adherence to the SDWA, the *Ontario Water Resources Act, 1990*, and the City's Municipal Drinking Water Licence. The thorough inspection process is part of the MECP's commitment to ensuring the safety and quality of municipal drinking water. The results of the inspection are provided in Appendix E.

Discussion:

2023 Annual Summary Report

The Annual Drinking Water Quality Report was prepared on February 26, 2023, and is provided in Appendix A. The Report has been posted to the City website and notification of the report's availability will be published in the next issue of the City Hall News. Highlights include:

- 839 routine chlorine samples and 2353 non-routine were taken. All sample results were within regulated limits.
- 69 routine turbidity samples and 2353 non-routine were taken. All sample results were within the aesthetic objective.
- Alkalinity, pH, Trihalomethanes, and Haloacetic Acids were also sampled and all well within the regulated standards.
- 416 regulated bacteriological samples were collected with no adverse test results.
- The Port Colborne Water Treatment Plant Annual Summary Report prepared by the Region's Water and Wastewater Services Division provides information related to quantities and flow rates of water within the system. According to the Region's Summary Report, provided in Appendix B, the WTP is operating, on average, at 19% capacity, and has sufficient capacity to meet the City's long-term growth demands. The water distribution system meets present needs but may require upgrades and extensions to satisfy growth demands as they are identified.
- The City is completing an Infrastructure Needs Study (INS) for the Port Colborne Distribution System (PCDS). The information from the INS will feed into the City's Asset Management Plan and into the City's Water Financial Plan. The recommendations within the INS, together with the outcomes from the annual Infrastructure Review, form the basis for future watermain builds and replacements. The City continues to assess conditions of the water system and identify asset replacements.
- The City also tracks maintenance related to its water infrastructure assets through the work order system, City Wide. Water infrastructure assets are maintained in good condition through effective preventative maintenance, optimized infrastructure decision-making, and strategic capital planning (replacement, repair, expansion).

2023 Management Review Summary

The City's DWQMS is documented in the Operating Authority's water system Operational Plan. The Operational Plan reflects a fully implemented DWQMS with a focus on continual improvement and is made available to the public. The Province requires each Operating Authority to conduct an annual Management Review. The purpose of the Management Review is to summarize the activities of the PCDS Operating Authority so that Top Management can ensure the continuing effectiveness of the Quality Management System.

The Management Meeting QMS Summary Report that was provided to all attendees is attached to this report as Appendix C and a copy of the minutes from this meeting are included in Appendix D. The Operational Plan also requires that the outcomes of the

annual Management Review be communicated to the system Owner. The Management Review Summary report covered the period of November 1, 2022, to October 31, 2023. The Management Review summarizes many of the same findings as the Annual Summary Report, but over a different time frame. It expands on DWQMS-related conformance items and general performance of the water system. Other than the items already mentioned above, the Management Review highlighted the following:

- The 2023 Internal Audit was completed on September 28, 2023. 6 opportunities for improvement (OFIs) were identified.
- The external audit occurred on December 11, 2023. At the time of the meeting, the audit had not been completed, but discussed the 2022 audit which identified 2 OFIs and 1 non-conformance, which was addressed.
- There were 21 main breaks reported in 2022 and 7 to date in 2023, at the time of the meeting.
- Water quality complaints totaled 7 in 2022 and 14 so far in 2023. Where the source of the complaint could be determined, activities in the distribution system, such as fire flow testing, were the most common sources.
- Staff are committed to a holistic approach for improving water loss tracking and finding and repairing leaks and other sources of non-revenue water.
- Starting in 2024, a new water balance approach will be used that's in line with American Water Works Association (AWWA) standards. Staff will be completing training on these new standard approaches.

2023 MECP Inspection Results

The 2023 MECP inspection was an unannounced inspection covering the period from December 1, 2023, to October 6, 2023. The requested documents were sent to the Ministry Inspectors and were reviewed remotely. An onsite inspection was conducted as well.

An official Inspection Report, detailing any findings and the City's Inspection Rating was issued on January 4, 2023; a copy of the inspection is provided in Appendix E. Once an inspection is completed, the Inspector generates an Inspection Rating for the drinking water system.

Overall, the inspection indicated the City's drinking water system provides a safe and reliable source of drinking water. The MECP inspection rated the PCDS a score of 100% with no non-compliance findings during this reporting year.

Internal Consultations:

There are no comments from other departments.

Financial Implications:

There are no financial implications. Capital works projects discussed in this report have been previously approved in past budgets.

Public Engagement:

There was no public notification or engagement initiatives as part of this report. The Annual Drinking Water Quality Report will be posted on the City's website and hard copies are available upon request.

Strategic Plan Alignment:

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

- Environment and Climate Change
 - Sustainable and Resilient Infrastructure
-

Conclusion:

The 2023 Annual Drinking Water Quality Report demonstrates Public Works' continued commitment of the Port Colborne Drinking Water System to provide a safe and reliable supply of municipal drinking water for its residents and businesses.

Appendices:

- a. 2023 Port Colborne Distribution System Annual Drinking Water Quality Report
- b. 2023 Port Colborne Water Treatment Plant Annual Summary Report (*Niagara Region*)
- c. Port Colborne Distribution System, Summary QMS Report for the Management Review
- d. Management Review Meeting Minutes
- e. MECP Port Colborne Distribution System Inspection Report

Respectfully submitted,

Cassandra Banting
Environmental Compliance Manager
905-228-8137
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Report Approval:

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

**PORT COLBORNE**

2023 Annual Drinking Water Report

Port Colborne Distribution System Annual Drinking Water Quality Report

January 1, 2023 to December 31, 2023

Prepared on February 26, 2024

Introduction

The City of Port Colborne is required, under *O.Reg. 170/03 Drinking Water Systems*, to prepare an annual report detailing the operation of the Port Colborne Distribution System. The regulation specifies in Section 11 what the report must contain and sets a February 28 deadline for having the report prepared. The report must be made available to the Public and can be found on the City's website and by request.

Information regarding the City of Port Colborne's drinking water system is included below. This report is prepared in accordance with O.Reg 170/03 and is available to the public on the City's website at www.portcolborne.ca.

Drinking Water System number: 260001643**Drinking Water System category:** Large Municipal Residential**Owned and operated by:** The Corporation of the City of Port Colborne

Water Supply and Distribution

The Corporation of the City of Port Colborne (City) is the Owner and Operating Authority of the Port Colborne Distribution System (PCDS), which serves approximately 16,000 residents. The PCDS is a stand-alone Class 1 distribution system, with no downstream connections. It obtains water from the Niagara Region's Port Colborne Drinking Water System water treatment plant (WTP). Treated water is purchased from the Region on a volume basis and distributed through the City-owned distribution system via Region owned trunk mains. The Region's WTP draws water from the Welland Canal, treats it, and is responsible for sampling, testing and monitoring water at and leaving the WTP.

The City does not perform any secondary disinfection as the WTP sufficiently chlorinates the water to meet the minimum requirement of >0.05 mg/L free chlorine residual. The only water treatment chemical used by the City is 12% sodium

hypochlorite which is used when making repairs or performing maintenance on the distribution system to meet disinfection requirements. The distribution system has an average pressure of 58 psi, with pressure maintained by the Barrick Road Water Tower together with the Fielden Avenue Reservoir, which are owned, operated and maintained by the Region.

The Region prepares an annual report for the Port Colborne Drinking Water System, providing information on the treatment methodology, the type of chemicals used, water quality reports and any significant maintenance, repair or upgrades to the WTP. RMON is also required to make their reports available online. Contact information is provided under the section entitled “Where to Obtain Additional Information.”

Water Quality Monitoring

The City of Port Colborne is required to supply drinking water that meets the requirements of the Safe Drinking Water Act and associated regulations. To ensure the City meets these requirements, the following individuals have been assigned as responsible persons for the distribution system:

Table 1: Port Colborne Distribution System Responsible Persons

Position	Name	Phone number
Director of Public Works	Steve Shypowskyj	905-228-8133
Manager of Operations	Curtis Dray	905-228-8148
Water/Wastewater Superintendent and Overall Responsible Operator	Tommy Peazel	905-228-8139
Environmental Compliance Manager	Cassandra Banting	905-228-8137

The City has identified the Public Works Department as the Operating Authority for the PCDS. The Water and Wastewater group operates under the Public Works Department and is specifically responsible for the daily operation of the distribution system. Certified Water Operators are assigned to conduct both the routine, weekly water quality sampling and testing and to conduct non-routine sampling (i.e., during and after watermain breaks). These activities ensure the water quality meets the Ontario Drinking Water Quality Standards (O.Reg. 169/03) at all times and under all conditions. The Water group also ensures that the operational checks, sampling and testing requirements specified in the Drinking Water Systems Regulation (O.Reg. 170/03) are conducted and recorded. If it is determined that the water quality or an operational parameter does not meet the regulated requirements or exceeds the regulated limits, Certified Operators immediately implement corrective action to ensure the continued

supply of safe drinking water. The operational checks, sampling and testing requirements, which the City must conduct, are outlined in Table 4.

The Region operates the WTP, the Fielden Avenue Reservoir and Barrick Road Water Tower, and as such, is required to conduct operational checks, sampling, and testing activities. Details regarding the Region's requirements are summarized in their Annual Report; information on how to obtain a copy of their report is provided under the section entitled "Where to Obtain Additional Information".

Water Quality Test Results

As per the sampling and testing requirements detailed in Table 4, the City conducted the following sampling in the period of January 1, 2023 to December 31, 2023:

Microbiological Analysis

In accordance with the requirements of Schedule 10, section 10-2 (1) of O.Reg.170/03, samples are collected and submitted for analysis on a weekly basis. Additionally, samples are collected and submitted for analysis after watermain breaks, during hydrant flushing activities and in response to some water quality complaints etc.

In 2023, a total of 416 samples were collected and analyzed for the presence of E.coli and Total Coliforms. Laboratory results indicated no detection of microbiological parameters in the reporting year.

To monitor the potential deterioration of the water quality, 416 samples were collected and analyzed for Heterotrophic Plate Count (HPC). Laboratory results indicated that in 2023, HPC was detected at very low levels, between 0-87 colonies/mL (*Table 5*).

Operational Parameters

The City monitors the operational parameter, free chlorine, twice weekly, and on an as-required basis in response to watermain breaks, hydrant flushing, and complaints etc. Turbidity is measured weekly, and on an as-required basis. In 2023, this resulted in the collection and analysis of 3,192 chlorine samples (839 routine and 2353 non-routine) and 2,422 turbidity samples (69 routine and 2353 non-routine). Free chlorine levels ranged between 0.20 to 1.21 mg/L (*Table 5*).

Turbidity levels ranged from 0.07 to 0.90 NTU (*Table 5*).

Lead Testing (Schedule 15.1) Results

The City is no longer required to collect lead samples from plumbing systems and is only required to collect samples from the distribution system. Under O.Reg. 170/03 distribution system samples are required to be collected twice annually, with one set collected during the winter sampling cycle (December 15 to April 15) and another set during the summer sampling cycle (June 15 to October 15). The collected samples are tested for alkalinity and pH in year one and two, with lead sampled in year three. In this reporting year, samples were collected from four (4) locations in the distribution system and analyzed for alkalinity and pH only. Alkalinity ranged from 81 to 96 mg/L, while pH values ranged from 6.54 to 7.47. All values were well within the recommended guidelines (*Table 5*).

Organic Parameters

The City is required to sample for trihalomethanes (THMs) and haloacetic acids (HAAs) on a quarterly basis.

THM results from 2023 continue to indicate that THMs are not a concern in the distribution system, as the running annual average concentration was 0.0071 mg/L, much less than the 0.10 mg/L regulated limit (*Table 5*). None of the individual samples exceeded half the standard prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

Results from the four (4) HAA samples collected in 2023 continue to indicate that HAA's are not a concern in the distribution system as the running annual average concentration was 0.0073 mg/L, much less than the 0.08 mg/L regulated limit (*Table 5*). The samples were well below half of the standard prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

Regulatory Non-Compliances

There were no reportable adverse water quality incidents in 2023. The City was required to update the Water Operations and Maintenance Manual as result of the 2022 Ministry Inspection and this was submitted in August 2023 and accepted by the Ministry.

Our Commitment to Providing Safe Drinking Water

To ensure that residents, businesses and visitors to our community continue to receive the safest drinking water, the City has incorporated the following practices into the routine operations of the Distribution System:

- Exceed the minimum regulatory sampling requirements, by sampling additional sites for both operational and microbiological parameters
- Comprehensive flushing program targeting “dead ends”, where water use is not very high, to ensure chlorine levels are at least 0.10 mg/L
- Prompt response to watermain breaks and customer complaints

In addition, the City has the following plans for 2024:

- Continuing to finalize the design for replacement watermain projects (Davis St., West St., Homewood Ave., and Berkley Ave.) and begin construction for the Davis Street watermain replacement project. Approved budget of \$5 million.
- Utilize data from the Infrastructure Needs Study and Asset Management Plan to prepare an updated Water Financial Plan, as part of the requirements for the Municipal Drinking Water License Renewal

Major expenditures for 2023 included the following:

- Completed \$175,000 on watermain designs thus far.

What's New?

The City is applying for a renewal of its Municipal Drinking Water Licence in April 2024 and will complete a Water Financial Plan in advance of the submission. The City had it's re-accreditation audit in December 2022 and received it's Certificate of Accreditation from SAI Global for the City's Drinking Water Quality Management System. The City's Operational Plan is available on the City's website at: <https://portcolborne.ca/en/living-here/drinking-water-licensing.aspx>

Where to Obtain Additional Information

Copies of this annual report are available, free of charge, at the Engineering and Operations Centre, 1 Killaly Street West. It can also be downloaded from the internet at <https://portcolborne.ca/en/living-here/drinking-water-quality-reports.aspx> Copies may also be obtained by contacting the City numbers listed below.

Additionally, all laboratory test results are available at the Engineering and Operations Centre, 1 Killaly Street West. Copies may also be obtained by contacting the City numbers listed below.

The Regional Municipality of Niagara provides an annual report for the Port Colborne Water Treatment Plant, and it can be downloaded from the Region's website:

<https://www.niagararegion.ca/living/water/water-quality-reports/default.aspx> Copies may also be obtained by contacting any of the numbers listed below:

Table 3: Contact Information for the City and Region

Organization	Department	Phone Number
City of Port Colborne	Public Works	905-835-2900
Regional Municipality of Niagara	Water and Wastewater Division	905-685-1571

Table 4: Distribution System Water Quality Sampling and Testing Requirements

Parameter	Sampling and Analysis	Distribution System Standards	Comments
Microbiological	Required to collect a minimum of 24 samples each month, however, the City collects 32 samples per month and tests for total coliforms and/or <i>E.coli</i> . Required to analyze 25% of all samples collected weekly for heterotrophic plate count, however, the City analyzes all samples	<ul style="list-style-type: none"> • <i>E.coli</i> – NONE detected • Total Coliforms – 1 detected • Heterotrophic plate count - <500 cfu/mL 	<ul style="list-style-type: none"> • 8 samples collected each week • Samples sent to an accredited laboratory for analysis • Adverse results are immediately reported by the lab to the City
Free Chlorine Residual	Required to collect a minimum of 28 samples per month, however the City collects 64 samples per month and tests for free chlorine. Collected twice weekly (at least 48 hours apart) from representative areas of the distribution system	<ul style="list-style-type: none"> • Minimum residual chlorine 0.05 mg/L • City targets 0.20 mg/L • City's acceptable low limit is 0.10 mg/L 	<ul style="list-style-type: none"> • City flushes known dead ends on a regular basis to ensure at least 0.10 mg/L is maintained at all areas of the distribution system
Turbidity	Frequency of sampling not specified, however, City collects a minimum of 1 sample weekly from the bulk water depots, and during non-routine sampling (i.e. flushing, watermain breaks)	<ul style="list-style-type: none"> • 5.0 NTU maximum aesthetic objective 	<ul style="list-style-type: none"> • Turbidity generally not an issue in the distribution system.
Trihalomethanes (THMs)	Required to collect at least one sample quarterly, however the City collects 2 samples quarterly, and submits for analysis	<ul style="list-style-type: none"> • 0.10 mg/L maximum acceptable concentration 	<ul style="list-style-type: none"> • Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of THMs

Table 4: Distribution System Water Quality Sampling and Testing Requirements (*continued*)

Parameter	Sampling and Analysis	Distribution System Standards	Comments
Haloacetic Acids (HAAs)	Sampled quarterly. Required to collect one (1) sample per quarter.	<ul style="list-style-type: none"> 0.08 mg/L maximum acceptable concentration 	<ul style="list-style-type: none"> Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of HAAs
Lead	<p>Regulatory amendments late in 2009 and the City's historical results from 2008/09 resulted in the City qualifying for exemption from having to collect samples from plumbing.</p> <p>Required to collect samples twice annually (between Dec 15 and Apr 15 and between Jun 15 and Oct 15) from four (4) locations in the distribution system and analyze the samples for pH and alkalinity for two years, and then in the third year, perform the pH and alkalinity analysis and lead analysis. Eight (8) samples total per year.</p>	<ul style="list-style-type: none"> No standard for alkalinity or pH, these parameters are monitored so that, should they change, the potential for lead levels to increase is analyzed Maximum acceptable concentration for lead is 0.010 mg/L 	<ul style="list-style-type: none"> Distribution system samples are generally collected from water sampling stations and/or fire hydrants If a lead exceedance occurs in future, the City may be required to resume standard sampling.

Table 5: Distribution System Water Quality Sampling and Testing Results – January 1 to December 31, 2023

Parameter		Requirement	Number of samples		Results		Comments	
			Routine	Non-Routine	Range	Unit		# of Adverse
Microbiological Analysis								
E. coli		ND	416*	0	0	counts 100 mL	0	Presence of E.coli indicates presence of fecal matter
Total Coliforms		ND	416*	0	0	counts/ 100 mL	0	Presence of Total Coliforms indicates possible presence of pathogenic bacteria
Heterotrophic Plate Count (HPC)		<500	416*	0	0 - 87	cfu/ 100 mL	N/A	Presence of HPC indicates water quality deterioration
Operational Parameters								
Free Chlorine		Minimum 0.05	839*	2353	0.20 – 1.21	mg/L	0	Level of disinfectant present
Turbidity		5.0	69*	2353	0.07 – 0.90	NTU	N/A	Not a reportable parameter; 5.0 NTU is aesthetic guideline
Lead Testing Results								
Alkalinity		30 - 500	4		81 to 96	mg/L	N/A	Neither are reportable parameters; guidelines are the recommended operational level. Low alkalinity and/or low pH may accelerate corrosion, which may cause lead from soldering or lead lines to be released into drinking water.
pH		6.5 – 8.5	4		6.54 - 7.47		N/A	
Lead	Plumbing	0.010 mg/L	N/A			mg/L	N/A	Corrosion of lead or lead soldered plumbing/distribution systems may cause lead to be released into drinking water
	Distribution		N/A					
Organic Parameters								
Trihalomethanes		0.10	8		(Running Annual Avg) 0.0071	mg/L	0	By-product of chlorination; forms when chlorine reacts with suspended organics.
Haloacetic Acids		0.08	4		(Running Annual Avg) 0.0073†	mg/L	0	By-product of chlorination; forms when chlorine reacts with suspended organics.

*Note – operational checks are routine samples. Only routine microbiological samples, collected in accordance with Schedule 10, section 10-2 (1) of O.Reg. 170/03, are analyzed for Heterotrophic Plate Count (HPC) to meet the required 25%. Non-routine sampling includes sampling after watermain breaks, complaints, annual hydrant flushing and dead end flushing.

†Note – samples less than the MDL are entered as “0” to calculate the Running Annual Average.

2023 Summary Report Port Colborne Water Treatment Plant



Port Colborne Water Treatment Plant`

Regional Municipality of Niagara

2023 Summary Report

(Prepared under Ontario Regulation 170/03)

January 1 to December 31, 2023

Ministry of the Environment, Conservation and Parks

Municipal Drinking Water License # 007-101

Drinking Water Works Permit # 007-201

Port Colborne Water Treatment Plant - 2023 Summary Report

This report summarizes the water flows for the Port Colborne Water Treatment Plant, drinking water system number 220002075, from January 1 to December 31, 2023.

This report satisfies the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

Inspection Rating

The Port Colborne Water Treatment Plant was granted a 100% inspection rating during the 2023 Ministry of Environment, Conservation and Parks annual drinking water system inspection.

Summary of Non-Compliance

The Port Colborne Water Treatment Plant was operated in such a way that at no time did it fail to meet or exceed the requirements of the Safe Drinking Water Act, associated regulations, the system's approval or any order that may have been issued for this reporting period.

Summary of Water Treatment Plant Flows

The flow rates captured below are moments in time, and can be affected by various circumstances, such as pump changes or valve position. It is not unusual to have higher or lower than normal flows for this reason.

Month	Total Flow Raw (ML)	Total Flow Treated (ML)	Average Day Raw (ML)	Average Day Treated (ML)	Maximum Daily Treated (ML)	Minimum Day Treated (ML)	Maximum Flow Rate Treated (ML/d)	Minimum Flow Rate Treated (ML/d)	Total Waste Sludge (ML)
Jan	233.990	221.880	7.548	7.157	9.070	5.280	12.841	3.495	2.754
Feb	227.327	220.948	8.119	7.891	9.880	6.280	12.821	3.785	2.328
Mar	265.793	245.172	8.574	7.909	9.740	5.750	15.272	4.554	3.042
Apr	272.481	242.325	9.083	8.078	9.780	5.824	28.195	4.964	2.854
May	291.399	256.015	9.400	8.259	10.670	6.200	16.985	3.928	0.000
Jun	268.330	243.140	8.944	8.105	10.580	6.167	19.087	3.785	0.000
Jul	266.175	235.014	8.586	7.581	9.791	5.750	13.774	4.144	0.000
Aug	246.805	217.686	7.961	7.022	10.070	5.412	15.497	4.636	0.000
Sep	243.840	207.550	8.128	6.918	8.760	5.270	12.523	5.015	0.000
Oct	232.110	210.290	7.487	6.784	8.331	4.790	12.810	5.128	0.000
Nov	238.720	210.080	7.957	7.003	8.390	5.616	16.021	5.426	0.000
Dec	246.840	225.880	7.963	7.286	10.120	5.640	14.144	5.467	0.000

Month	Total Flow Raw (ML)	Total Flow Treated (ML)	Average Day Raw (ML)	Average Day Treated (ML)	Maximum Daily Treated (ML)	Minimum Day Treated (ML)	Maximum Flow Rate Treated (ML/d)	Minimum Flow Rate Treated (ML/d)	Total Waste Sludge (ML)
Total	3033.810	2735.980							10.978
Min						4.790		3.495	0.000
Max					10.670		28.195		10.978

Month	Total Flow Raw (ML)	Total Flow Treated (ML)	Average Day Raw (ML)	Average Day Treated (ML)	Maximum Day Treated (ML)	Minimum Day Treated (ML)	Maximum Flow Rate Treated (ML/d)	Minimum Flow Rate Treated (ML/d)	Total Waste Sludge (ML)
Avg			8.313	7.499					0.915

Comparison of Actual to System Approved Flow

Flow rates are required by Municipal Drinking Water Licence number 007-101.

- Maximum daily flow: 36.000 ML
- Maximum flow rate: 36.000 ML/day

Month	Average Day Treated (ML)	% of Rated Capacity	Maximum Day Treated (ML)	% of Rated Capacity	Maximum Flow Rate Treated (ML/d)	% of Rated Capacity
Jan	7.157	20%	9.070	25%	12.841	35%
Feb	7.891	20%	9.880	27%	12.821	35%
Mar	7.909	21%	9.740	26%	15.272	42%
Apr	8.078	19%	9.780	22%	28.195	36%
May	8.259	20%	10.670	29%	16.985	36%
Jun	8.105	20%	10.580	29%	19.087	44%
Jul	7.581	20%	9.791	27%	13.774	48%
Aug	7.022	20%	10.070	28%	15.497	43%
Sep	6.918	18%	8.760	22%	12.523	35%
Oct	6.784	17%	8.331	22%	12.810	35%
Nov	7.003	18%	8.390	22%	16.021	42%
Dec	7.286	19%	10.120	28%	14.144	82%



PORT COLBORNE

Port Colborne Distribution System Summary QMS Report for the Management Review

Report Prepared on:
December 7, 2023

For the period of:
November 1, 2022- October 31, 2023

Executive Summary

- This management review summary covers the period from November 1, 2022 to October 31, 2023.
- Two Ministry Inspections occurred during this period. Regulatory non-compliances were noted during the 2022 inspection but were all cleared in 2023. There were no new incidents of regulatory non-compliance in 2023.
- There were no adverse samples during this reporting period.
- The 2023 Internal Audit was completed on September 28, 2023.
- The external audit will occur on December 11, 2023.
- There were 21 main breaks reported in 2022 and 7 to date in 2023.
- The City's Municipal Drinking Water Licence (MDWL) and Drinking Water Works Permit were renewed in October 2019. The MDWL is due for renewal in 2024.
- Water quality complaints totaled 7 in 2022 and 14 so far in 2023. Where the source of the complaint could be determined, activities in the distribution system, such as fire flow testing, were the most common sources.

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Port Colborne Distribution System
Summary QMS Report
for the
Management Review
Prepared on December 7, 2023

Introduction

Purpose

The purpose of this report is to summarize the activities of the Port Colborne Distribution System (PCDS) Operating Authority so that Top Management can ensure the continuing effectiveness of the Quality Management System (QMS) at scheduled Management Reviews.

Scope

This Summary Report for the Management Review covers key operational elements of the Drinking Water Quality Management Standard (DWQMS) from November 1, 2022 to October 31, 2023.

Top Management reviews the information specified in Procedure QMS-SOP20-1 Management Review.

This review will include, but is not limited to, the following:

- a. Incidents of regulatory non-compliance
- b. Incidents of adverse drinking water tests
- c. Deviations from critical control point limits and response actions
- d. Effectiveness of the risk assessment process
- e. Results of internal and third party audits, including best management practices
- f. Results of relevant emergency response testing
- g. Operational performance
- h. Raw water supply and water quality trends
- i. Follow up on action items from previous management reviews
- j. Status of management action items identified between reviews
- k. Changes in resource requirements, infrastructure, process, personnel, the Standard or regulations that could affect the QMS
- l. Consumer feedback
- m. Resources needed to maintain the QMS
- n. Results of infrastructure review
- o. Operational plan currency, content and updates
- p. Staff suggestions

Summary of Items

a. Incidents of Regulatory Non-Compliance

During the Ministry inspection in December 2022, the following incidents of regulatory non-compliances were found:

- The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA (Safe Drinking Water Act)
- The City did not take the required lead samples during the winter 2021-22 sampling session. This was a contravention of item (b) of Schedule 15.1-5 (10) of O. Reg 170/03. (This was previously reported to this Management group)

Staff addressed the non-compliance findings and followed up with the Ministry with subsequent submissions.

The Ministry inspection completed in October 2023 found no incidents of reportable regulatory non-compliances.

b. Incidents of Adverse Drinking Water Tests

No adverse incidents occurred during the period for this report.

c. Deviations from Critical Control Point Limits and Response Actions

Critical Control Limits (CCL) for the PCDS are, where applicable, higher than the regulated limits, which then trigger a response procedure. During this period, Staff responded appropriately to low free chlorine levels (<0.20 mg/L but >0.04 mg/L) by flushing the distribution system to bring the chlorine levels up. Routine dead-end flushing aided in ensuring free chlorine levels remained adequate. Minimum regulatory requirements were always being met.

d. Risk Assessment

A full risk assessment must be completed every 3 years. A full a risk assessment took place in October 2022. The new addition of cybersecurity threats was evaluated and all other risks were also re-evaluated. Meeting outcomes will be reviewed at this meeting.

e. Results of Internal and Third-Party Audits

Internal Audit

The 2023 Internal Audit was completed on September 28, 2023. The audit was completed by an auditor from Acclaims Environmental. The Operational Plan and supporting documents were reviewed for conformity to the DWQMS 2.0. The auditor identified opportunities for improvement (OFIs), which will be discussed at the Management Meeting.

OFIs:

- Review watermain break form and commissioning documentation for administrative updates and include section on chemical and consumable expiry dates.
- Consider seasonal training reviews of commissioning and construction processes
- Consider referencing Emergency Substitute Operators in Operational Plan in Section 11 or 18
- Lab consumables' expiry dates (e.g. secondary gel standards, DPD's, pH buffer solutions, chemicals) should be tracked and staff should verify non-expiry prior to use.
- Documented information should be available when measurement and recording equipment is taken out-of-service.
- Consideration should be given to logging Management Review action items in the NCAR log, tracking personnel responsible and timelines.

External Audits/Accreditation Status

The City's auditor from SAI Global completed the last external full re-accreditation audit on December 12, 2022. The external surveillance audit is scheduled for December 11, 2023.

The auditor identified 2 OFIs during the 2022 audit and 1 non-conformance. The non-conformance was addressed, and documentation was resubmitted to the auditor.

OFIs:

- Ensure sampling records are accurately recorded in the electronic database.
- Consider requiring additional/more frequent training on emergency response in addition to the emergency test completed every five years.

Non-Conformance:

- Audit findings from 2019 & 2020 were left outstanding and have not been added to the latest version of the NCAR Log.

Ministry Inspections

The Ministry of the Environment, Conservation and Parks (Ministry) performed a document review inspection of the PCDS on December 13, 2022. The inspection period covered November 1st, 2021, to November 30th, 2022. PCDS was assigned a rating of 93.64%. On October 6, 2023, the Ministry conducted an on-site unannounced focused inspection which covered the period of December 1st, 2022 – October 6th, 2023.

f. Results of Relevant Emergency Response Testing

The last Emergency Response training and debrief was for the January 24, 2022 watermain break event, which occurred in February 2022.

g. Operational Performance

Table 1 summarizes Operational statistics for the PCDS 2022 and 2023.

Table 1: PCDS Activity Report

ITEM	AMOUNT	
	2022	2023 (to date)
Distribution Samples		
Bacteriological (approx.)	350	352
Operational (free chlorine)	1956	2281
Adverse Samples	0	0
Lead Samples		
Distribution – Alkalinity and pH	4	8
Distribution – Lead (Exempt from plumbing sampling as of Dec/09)	0	0
Sample results > 10 ppb	0	0
Watermain breaks	21	7

A summary of the 2022 and 2023 (end of October) operational performance indicators (OPI) are provided in Table 2 below. Targets and OPIs are periodically reviewed to make sure they reflect all the efforts made by staff.

Table 2: PCDS Maintenance and Operational Performance Indicators (OPI)

Maintenance Activity	Target/OPI	Status 2022	Status 2023 (to end of October)
Watermain Breaks	Meet response times in SOP	21	7
Valve Exercising, Inspections	25% annually/< 5 inoperable	302 valves of 1193=25%	649 Valves of 1193= 54%
Hydrant Inspections	100% annually/< 5 inoperable	1,631 (100% more than once)	1,844 (100% more than once)
Winter Hydrant Inspection	2 inspections (Nov 1-Dec 31 and Jan 1-Apr 1)/0 frozen	Target met	Target met
Fire flow testing	100% Completed over ten (10) yrs/<2 out of service, marked within 60 days	110	229
Curb stop/curb box repairs	Repair < 2 weeks	44	43
Emergency service repairs	Meet response times in Watermain Break SOP	Target met	Target met
Inspect bulk water stations	Annual/< 2 service disruptions	Part of routine sampling as required	Part of routine sampling as required
Dead end flushing	Weekly, May-Oct, autoflush stations/0 AWQIs, <10 complaints	684	570
Backflow inspections	Annually or as required/<40% failure	14	6

Total water purchased from the Region over the past 10 years is included in Figure 1 below. Annual water sales for the past 10 years is included in Figure 2. Figure 3 compares both trends.

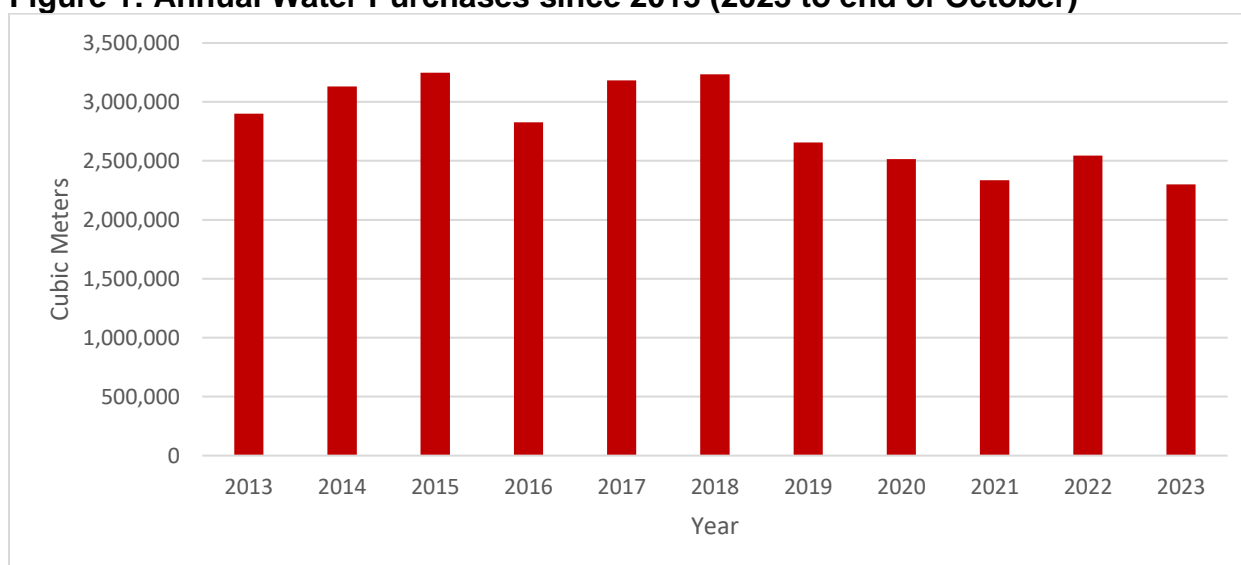
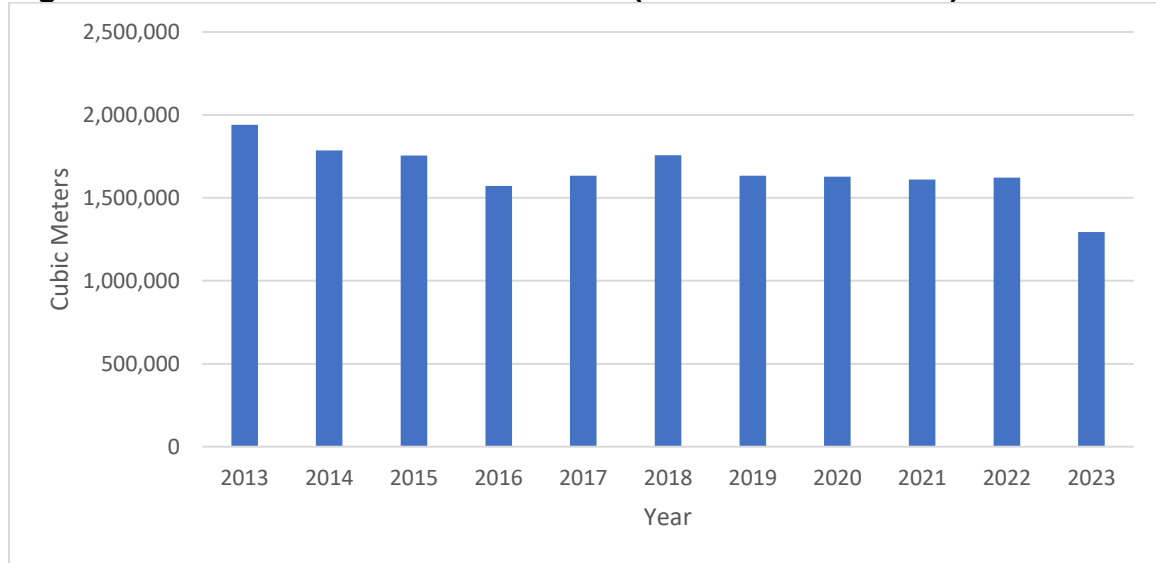
Figure 1: Annual Water Purchases since 2013 (2023 to end of October)

Figure 2: Annual Water Sales since 2013 (2023 to end October)

Since obtaining the ability to read all the water meters within the City monthly, staff have tracked actual metered volumes against monthly purchases from the Region. Figure 3 below compares the monthly metered volumes from 2019 to October 2023. There is generally a good correlation between the amount of water purchased vs. the amount of water metered.

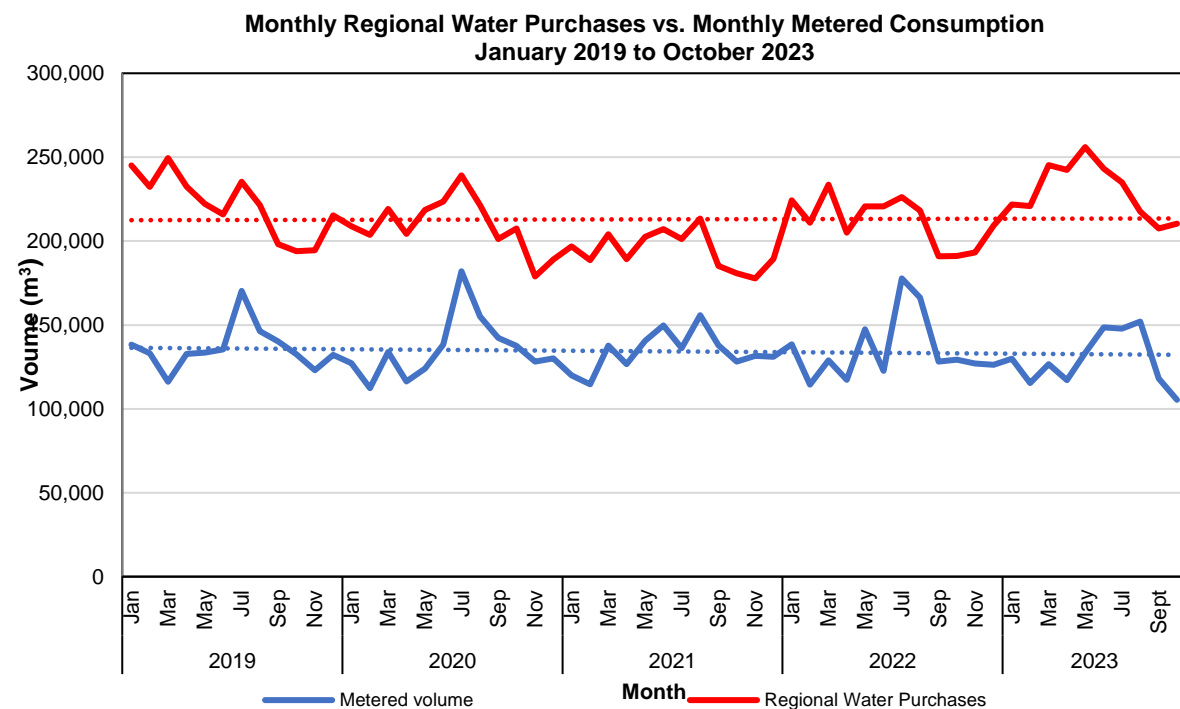
Figure 3: Monthly Purchased Volume vs. Monthly Metered Consumption

Table 3: Total water purchased from the Region and metered consumption from 2017 to 2023 (end of October).

	2017	2018	2019	2020	2021	2022	2023*
Purchased from Region	3,182,370	3,233,180	2,656,040	2,515,060	2,335,980	2,543,630	2,300,020
Metered Consumption	1,678,488	1,754,042	1,632,548	1,625,882	1,607,686	1,622,345	1,294,155

Staff have had several challenges collecting and estimating unbilled water quantities. A new water loss group will be formed to implement the latest water loss budget and audit techniques, as well as water loss detection strategies. Maintenance water for flushing and watermain break calculators will be reviewed and tracked monthly starting in 2024. Operations staff are optimizing autoflushers and flushing activities to conserve water while maintaining water quality. During summer months, flushing activities may need to increase to maintain water quality as required.

Non-revenue water usage includes: flushing and maintenance water, watermain break, service leaks, water theft, water for construction, and water not properly captured through water meters.

Operations staff are already conducting a proactive leak detection program and will also utilize new tools to better identify leaks throughout the City.

Staff are committed to a holistic approach for improving water loss tracking and finding and repairing leaks and other sources of non-revenue water.

Starting in 2024, a new water balance approach will be used that's in line with American Water Works Association (AWWA) standards. Staff will be completing training on these new standard approaches.

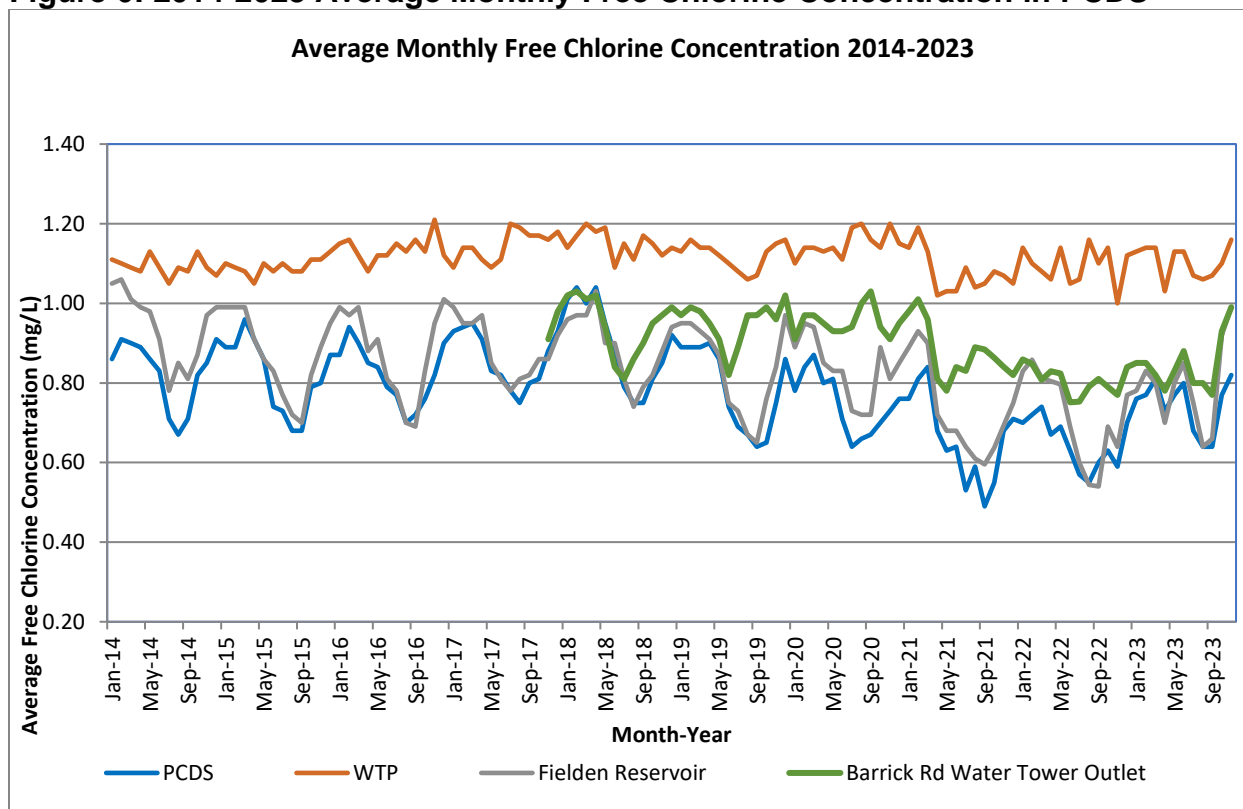
h. Raw Water Supply and Water Quality Trends

The Regional Municipality of Niagara (Region) supplies all drinking water to the PCDS, and as such, is responsible for all testing of the raw water supply (Welland Canal). Results of the testing are provided annually to the City in the Region's annual report.

Within the PCDS, the City is required to collect samples on a routine basis and evaluate them for several parameters. Microbiological samples, in addition to free chlorine samples are the best indicators of water quality trends within the PCDS.

Figure 6 shows the average monthly free chlorine measured in the PCDS and from the Region locations. Chlorine trends in the PCDS follow the concentrations in the Fielden reservoir closely. Seasonal variation is apparent. In 2021, there were some concerns about decreasing trends in chlorine from the plant. In 2022, due to quality concerns, staff approached Niagara Region and requested an increase in chlorine at the water tower. Operations staff noted that in the summer months of 2023, water quality did not appear to be impacted, indicating the Region continues to target chlorination at the tower and optimizing chemical dosing for seasonal fluctuations.

Figure 6: 2014-2023 Average Monthly Free Chlorine Concentration in PCDS



Quarterly trihalomethanes (THM) have remained relatively stable since 2013 (Table 4).

Table 4: Average Annual Trihalomethanes Concentrations – 2009-2023

Year	Average Trihalomethanes (µg/L)
2009	31.00
2010	25.25
2011	7.50
2012	16.75
2013	26.00
2014	25.50
2015	19.12
2016	26.08
2017	22.30

2018	29.04
2019	26.88
2020	31.50
2021	20.75
2022	21.00
2023	16.78

The City began sampling for Haloacetic Acids (HAAs), as required by the regulation, on a quarterly basis in 2017. HAAs have remained far below the Ministry's maximum acceptable concentration of 0.08 mg/L. In 2022, the average was 0.0077 mg/L and in 2023 the average was 0.0073 mg/L. These results indicate that HAAs are not a water quality issue in the distribution system.

i. Follow up on Action Items from Previous Management Reviews

Action Items:

- Water loss calculations and assumptions need to be firmed up
 - STATUS: spreadsheet to estimate water loss for flushing activities and main breaks has been created
- Leak detection on Region's trunk watermain – the Region does not do active leak detection on their trunk watermain, however, it has been indicated that there is an appetite to pursue program(s).
 - STATUS: Ongoing
- Asset Management Planning Regulation – O. Reg. 588/17 came into force on January 1, 2018.
 - STATUS: Ongoing. INS not yet complete.
- It was discussed that when buildings are demolished, that the Utilities group needs to be kept in the loop to ensure that the water service and sewer lateral are correctly decommissioned to ensure the service is not leaking and that the sewer lateral is not allowing infiltration into the wastewater collection system.
 - STATUS: Still in progress. Meetings with Building Staff have been underway to finalize a process. CityWide may be a tool that can help facilitate the process and data tracking.

j. Status of Management Action Items Identified Between Reviews

There were no Management Action Items identified between management reviews.

k. Changes That Could Affect the QMS or the PCDS

Staff are not expecting any major changes to impact the QMS or PCDS at this time.

I. Consumer Feedback

There were 7 water quality complaints 2022 and 14 so far in 2023. Where the source of the complaint could be determined, fire flow testing was the most common source. Other distribution activities that may result in complaints are also valve turning activities and hydrant flushing.

m. Resources Needed to Maintain the QMS

There are currently adequate resources to maintain the Quality Management System. The Climate Change Coordinator will act as the backup QMS representative and will take on more responsibilities after job shadowing.

n. Results of Infrastructure Review

The Infrastructure Review must be completed once every calendar year. The last Infrastructure review was completed in December 2022 and the next one will occur in December 2023. The Infrastructure Needs Study and Asset Management Plan will assist staff with capital planning.

o. Operational Plan Currency, Content and Updates

The Operational Plan was endorsed by the new City Council in 2023. Other than administrative changes and staffing updates, no major updates were completed.

p. Staff Suggestions

Staff suggestions, where applicable, are captured under the Corrective Action Logs with Source identified as "other."

q. New or Other Business

To be determined during the meeting.

r. Next Scheduled Review

The next Management Review will be scheduled for November 2024.



Drinking Water Quality Management System Review December 11, 2023

The following were in attendance:

Cassandra Banting, Mae Lannan, Councillor Gary Bruno, Steve Shyposwkyj, Tommy Peazel, Joe Colasurdo, Curtis Dray

Regrets: Councillor Dave Elliott

Items	Actions/Deadline
1. Overview of purpose and outcomes of annual Management Review	Called to order at 9:13 am
Cassandra provided an overview of the Management Review, indicating that the main purpose is to provide Management with appropriate and sufficient data to make decisions regarding the Quality Management System.	
2. Risk Assessment Review	
3. Management Review - Items to be discussed.	
Attendees were provided with a summary of the items required to be discussed, as specified by the DWQMS	- Steve Shyposwkyj and Tommy Peazel will investigate more into fire flow testing
<i>a) Incidents of Regulatory Non-Compliance</i>	- Steve Shyposwkyj and Cassandra Banting will work on an action plan to raise the issue of decommissioning the water tower and Fielden reservoir to the Region and acquire relevant information.
<i>b) Incidents of Adverse Drinking Water Tests</i>	
<i>c) Deviations from critical control point limits and response actions</i>	
<i>d) Risk Assessment</i> Last year's Risk Assessment was discussed. Full Risk Assessment meeting is scheduled in November, before end of year 3.	Added in cybersecurity
<i>e) Results of Internal and Third Party Audits</i>	- Tommy Peazel will change the record keeping process for

Items	Actions/Deadline
	operators to avoid expired product – each individual operator will be responsible for their own materials and equipment.
<p>f) <i>Results of relevant emergency response testing</i></p> <p>- watermain break debrief from January 2022 was our emergency response test.</p>	
<p>g) <i>Operational Performance</i></p>	<ul style="list-style-type: none"> - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will be adopting AWWA processes for calculating and identifying water loss. - Tommy Peazel will look to change the process to have an operator do nighttime assessment. - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will set KPIs in the new year to maintain the focus on water. - Cassandra Banting will research smart hydrants (AI) that can detect weak pressure points. - Tommy Peazel and Cassandra Banting will review process with Building for laterals to be upgraded along with public side. - Cassandra Banting will also look at incorporating into the water use bylaw to require new builds to replace services. - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will look into metering water for development

Items	Actions/Deadline
<i>h) Raw Water Supply and Water Quality Trends</i>	
<i>i) Follow up on action items from previous management reviews</i>	<ul style="list-style-type: none"> - Tommy Peazel and Cassandra Banting will be looking into water main water loss quantification. - Tommy Peazel and Cassandra Banting will be entering water loss into the spreadsheet more frequently. - Tommy Peazel and Cassandra Banting will review processes with building staff to properly decommission services from demolished buildings.
<i>j) Status of management action items identified between reviews</i>	
<i>k) Changes that could affect the QMS or the PCDS</i>	
<i>l) Consumer Feedback</i>	
<i>m) Resources Needed to maintain the QMS</i>	
<i>n) Results of Infrastructure Review</i>	
- Davis, Homewood and Berkely watermains are out for design.	
<i>o) Operational Plan Currency, Content and Updates</i>	
<i>p) Staff suggestions</i>	
4. Round Table	
5. Next Scheduled Review The Next Management Review will be scheduled for Fall 2024	Try to have during November of 2024



Ministry of the Environment, Conservation and Parks Drinking Water and
Environmental Compliance Division West Central Region
Hamilton District Office
119 King Street West, 9th Floor Hamilton, Ontario
L8P 4Y7
Tel.: 905 521-7650
Fax: 905 521-7806

Ministère de l'Environnement de la Protection de la nature et
des Parcs Division de la conformité en matière d'eau potable
et d'environnement Direction régionale du Centre-Ouest
Bureau de district de Hamilton
119 rue King Ouest, 9e étage Hamilton (Ontario)
L8P 4Y7
Tél.: 905 521-7650
Télééc.: 905 521-7806

October 25, 2023

Cassandra Banting
Environmental Compliance Manager
City of Port Colborne
1 Killaly St W.
Port Colborne, ON
Cassandra.Banting@portcolborne.ca

Re: MECP Inspection - Port Colborne Distribution System (DWS# 220001643)

Dear Mrs. Banting,

Please find the enclosed copy of the inspection report #1-3DJ700 for the Port Colborne Distribution System completed under the Ministry's focused inspection protocol to assess compliance with Safe Drinking Water legislation. The report is based on conditions encountered at the time of inspection, and subsequent follow-up.

If applicable, any items with found within the section entitled "Non-Compliance/Non-Conformance Items" which have sections under legislative requirements outline non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or guidelines. Please ensure that the required actions are completed within the prescribed timeframe, if applicable.

The items with "Not Applicable" legislative requirements provide information to the owner or operating authority outlining practices or standards established through existing and emerging industry standards that should be considered in order to advance current efforts. These items do not, in themselves, constitute violations. More recommendations may also be provided within the body of the report.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as an Appendix of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. Please note, the IRR will be sent separately and prior to any public release (typically within 1-2 month of the completion of the inspection).

Thank you for your time and assistance during the inspection process. If you have any questions or concerns, do not hesitate to contact me or Elizabeth Chee Sing, Water Compliance Supervisor, West Central Region at 519-400-6731 or Elizabeth.cheesing@ontario.ca.

Sincerely,

Connie Height

Provincial Officer #2068, Water Inspector
MECP Hamilton District Office
West Central Region
connie.height@ontario.ca

Cc:

Steve Shypowskyj, Director of Public Works, City of Port Colborne
Curtis Dray, Manager of Operations, City of Port Colborne
Tommy Peazel, Superintendent of Water/Wastewater, City of Port Colborne
Colin Horne, Manager, Niagara Region Public Health Unit
Leilani Lee-Yates, Niagara Peninsula Conservation Authority
Thomas Proks, Niagara Peninsula Conservation Authority
Elizabeth Chee Sing, Water Compliance Supervisor, MECP

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PORT COLBORNE DISTRIBUTION SYSTEM
1 KILLALY ST W, PORT COLBORNE, ON, L3K 6H1
INSPECTION REPORT

System Number: 260001643

Entity: CORPORATION OF THE CITY OF
PORT COLBORNE

Inspection Start Date: October 06, 2023

Inspection End Date: October 19, 2023

Inspected By: Connie Height

Badge #: 2068


(signature)

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: What was the scope of this inspection?			
Compliance Response(s)/Corrective Action(s)/Observation(s): <p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>On October 6, 2023, Provincial Officer Connie Height began an unannounced, focused inspection of the Port Colborne Distribution System (hereafter referred to as the Distribution System (DS)). The inspection included a physical visit to the system components, compliance assessment of applicable Ministry of the Environment Conservation and Parks (MECP) legislation, an inspection of the procedures used within the distribution system, and a review of records. The inspection review period covered by this report is from December 1, 2022 to October 6, 2023 (hereafter referred to as the inspection review period).</p> <p>During the inspection period, the System operated under the following documents: Municipal Drinking Water License (MDWL) # 073-101, Issue #4 dated October 11, 2019; and, Drinking Water Works Permit (DWWP) # 073-201, Issue #5 dated October 11, 2019.</p>			

Question ID	DWMR1000000	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Does this drinking water system provide primary disinfection?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

This drinking water system provides for only monitoring secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.

The Port Colborne DS is a stand-alone, Class 1 Distribution system and obtains water from the Regional Municipality of Niagara's Port Colborne Drinking Water System, DWS # 220002075. The City of Port Colborne does not perform any secondary disinfection, as the treatment plant and outstations sufficiently chlorinate the water to meet the minimum requirements of free chlorine residual.

Question ID	DWMR1020000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period. During the inspection review period, there was one (1) form 1 submitted: - The replacement of a 60.0 meter length of 100mm diameter cast iron watermain piping and the installation of a 60.0 metre length 150mm diameter PVC watermain and one proposed fire hydrant in order to adequately service the proposed development at 1 Neff Street, Port Colborne, ON. This document was assessed and the content contained all the elements prescribed in Schedule B, Condition 3.0 of the current DWWP issued to the system.			

Question ID	DWMR1114000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period. Port Colborne DS reviews the following SOPs with contractors to ensure that they are informed of their requirements and obligations:			

- Information for Contractors performing work on the Port Colborne Distribution System; and,
- Drinking Water Quality Management System - Information and Acknowledgement for Suppliers and Contractors

Question ID	DWMR1025000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit. All documents pertaining to watermain breaks and new watermain installations were reviewed and it was determined that the AWWA and MECP Watermain Disinfection Procedures were complied with for every instance.			

Question ID	DWMR1033000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The secondary disinfectant residual was measured as required for the large municipal residential distribution system. Subsection 7-2(3) of Schedule 7 of O. Reg.170/03 prescribes that at least seven (7) free chlorine residual (FCR) tests must be conducted each week within the Port Colborne distribution system. Subsection 7-2(4) includes two options available to satisfy this requirement: 1) at least one FCR test must be conducted in the distribution system each day of the week; or 2) at least four FCR tests must be conducted from different locations on one day of the week, at least 48 hours after the last sample was taken the previous week. And, three more FCR tests must be conducted at three different locations on another day during the week, at least 48 hours after the first day that week. Records show that the DWS collects grab samples for free chlorine residuals twice a week within the distribution system at least 48 hours apart. Certified operators typically collect 8 samples on Mondays and 8 samples on Thursdays. Samples are taken from hydrants and			

sampling stations across the Port Colborne Distribution System on a 6 week rotational schedule.

Additionally, records show that the Port Colborne also conducted a free chlorine residual test in conjunction with every microbiological sample collected.

Question ID	DWMR1099000	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).			

Question ID	DWMR1081000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met. Based on the reported service population of approximately 16,000, subsection 10-2 Schedule 10 of O.Reg.170/03 requires that a minimum of 24 samples be collected within the distribution system on a monthly basis, with at least one of the samples collected each week. Each sample must be tested for Escherichia coli. (E.C.) and total coliform (T.C.), and at least 25% of the required 24 samples must also be tested for general bacteria populations expressed as colony counts on a heterotrophic plate count (HPC). A review of data shows that an average of 32 distribution samples were collected each month and submitted for E.C. and T.C. testing. All of the the samples collected were tested for HPC. The sample locations are on a six (6) week rotational schedule amongst the Port Colborne DS dedicated sample stations which cover the entirety of the distribution system.			

Question ID	DWMR1096000	Question Type	Legislative
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Legislative Requirement(s):

SDWA | O. Reg. 170/03 | 6-3 | (1);

Question:

Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Question ID	DWMR1086000	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question:			
Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			
All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
Schedule 13-6.1 of O.Reg 170/03 requires that Total Haloacetic Acids are sampled quarterly for the distribution system where it is likely to have an elevated potential for the formation of Haloacetic Acids. Port Colborne DS collected and tested on a quarterly basis with an annual running average of 7.90 ug/L.			

Question ID	DWMR1087000	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question:			
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			
All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
Schedule 13-6 of O.Reg 170/03 requires that Trihalomethanes are sampled quarterly for the distribution system where it is likely to have an elevated potential for the formation of Trihalomethanes. Port Colborne DS tests two separate distribution samples on a quarterly			

frequency. The running annual average is currently 20 ug/L.

Question ID	DWMR1059000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

Question ID	DWMR1060000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.			

Question ID	DWMR1061000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7);			
Question: Are logbooks properly maintained and contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logbooks were properly maintained and contained the required information.			

Question ID	DWMR1062000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Do records or other record keeping mechanisms confirm that operational testing not performed			

by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Port Colborne DS provided the Ministry with a list of all the chlorine residual grab samples taken over the inspection review period and who took them. This list was assessed in conjunction with the list of the certified operators and it was found that all samples taken were that of a certified operator.

Question ID	DWMR1071000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Has the owner provided security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had provided security measures to protect components of the drinking water system. During the physical inspection, it was noted that all the sample stations had heavy duty padlocks that secure the station. The two (2) bulk filling stations were secured with a code entry system that only allows approved water haulers to access the station and the equipment (valves, flowmeter, etc.) is locked in a secure building.			

Question ID	DWMR1073000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The overall responsible operator (ORO) had been designated for each subsystem. The Port Colborne Distribution System is classified as a Class 1 Distribution Subsystem. The designated ORO is Tommy Peazel (Supervisor), who holds a valid Class 2 license, expiring July 31, 2025. His back-up is Nathan Lewis (Crew Leader) who also holds a valid Class 1 license, expiring September 30, 2026. The ORO is on call twenty-four (24) hours a day, seven (7) days a week unless unavailable by phone for reasons such as vacation, training, sick leave etc. and unable to respond to emergencies. When the Water/Wastewater Supervisor is not available, the Water/Wastewater Crew Leader shall be appointed as the Acting ORO by the Supervisor, Manager, or the Director of Public Works.			

Question ID	DWMR1074000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Have operators-in-charge been designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge (OIC) had been designated for all subsystems which comprise the drinking water system. The Water/Wastewater Crew Leader is designated as the primary OIC during their normal shift, and for the 24 hour period for each day they participate in the on-call rotation. The Water/Wastewater Supervisor is the acting primary OIC if the primary is not available. All fully certified operators are designated as supplemental OIC during their normal shift and will be designated as a supplemental OIC for a 24 hour period for each day they participate in the on-call rotation.			

Question ID	DWMR1075000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Do all operators possess the required certification?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators possessed the required certification. The DWS provided the Ministry with a list of active operators which was compared to the conspicuously posted physical licences on the board in the control room at the DWS. The operators licences were also verified as being valid on the OWWCO website.			

Appendix A

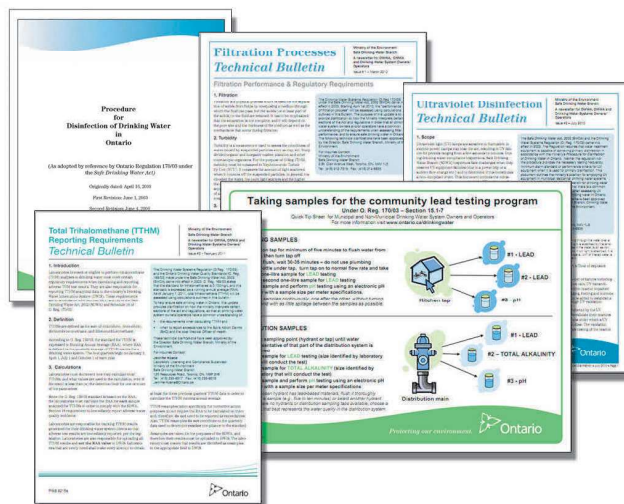
Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



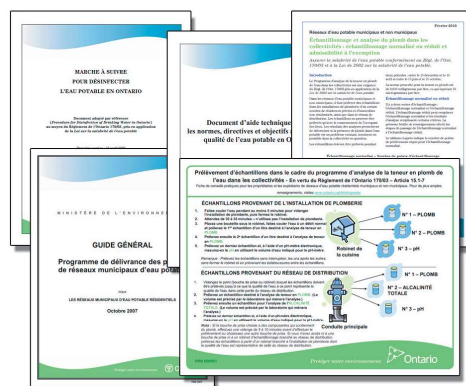
PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable

Re: Port Colborne Distribution System, DWS No. 260001643
2023-24 Inspection Report 1-204129062

Dear Cassandra Banting,

Enclosed is the Inspection Rating Report (IRR) and Risk Methodology document report for the 2023-24 inspection of the Port Colborne Distribution System.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

I would be pleased to answer any questions or provide additional clarification or you can also contact Elizabeth Chee Sing, Water Compliance Supervisor, at 519-400-6731.

Sincerely,

Connie Height

Connie Height
Water Compliance Officer
Hamilton District Office
Drinking Water and Environmental Compliance Division
Tel: 226-971-1268
E-mail: connie.height@ontario.ca

DWS Name: PORT COLBORNE DISTRIBUTION SYSTEM
DWS Number: 260001643
DWS Owner: CORPORATION OF THE CITY OF PORT COLBORNE
Municipal Location: PORT COLBORNE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-6-2023
Ministry Office: Niagara District Office

Maximum Risk Rating: 175

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Logbooks	0/18
Operations Manuals	0/28
Reporting & Corrective Actions	0/4
Treatment Processes	0/46
Water Quality Monitoring	0/51
Overall - Calculated	0/175

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: PORT COLBORNE DISTRIBUTION SYSTEM
DWS Number: 260001643
DWS Owner Name: CORPORATION OF THE CITY OF PORT COLBORNE
Municipal Location: PORT COLBORNE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Oct-6-2023
Ministry Office: Niagara District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 175

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 100.00%

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

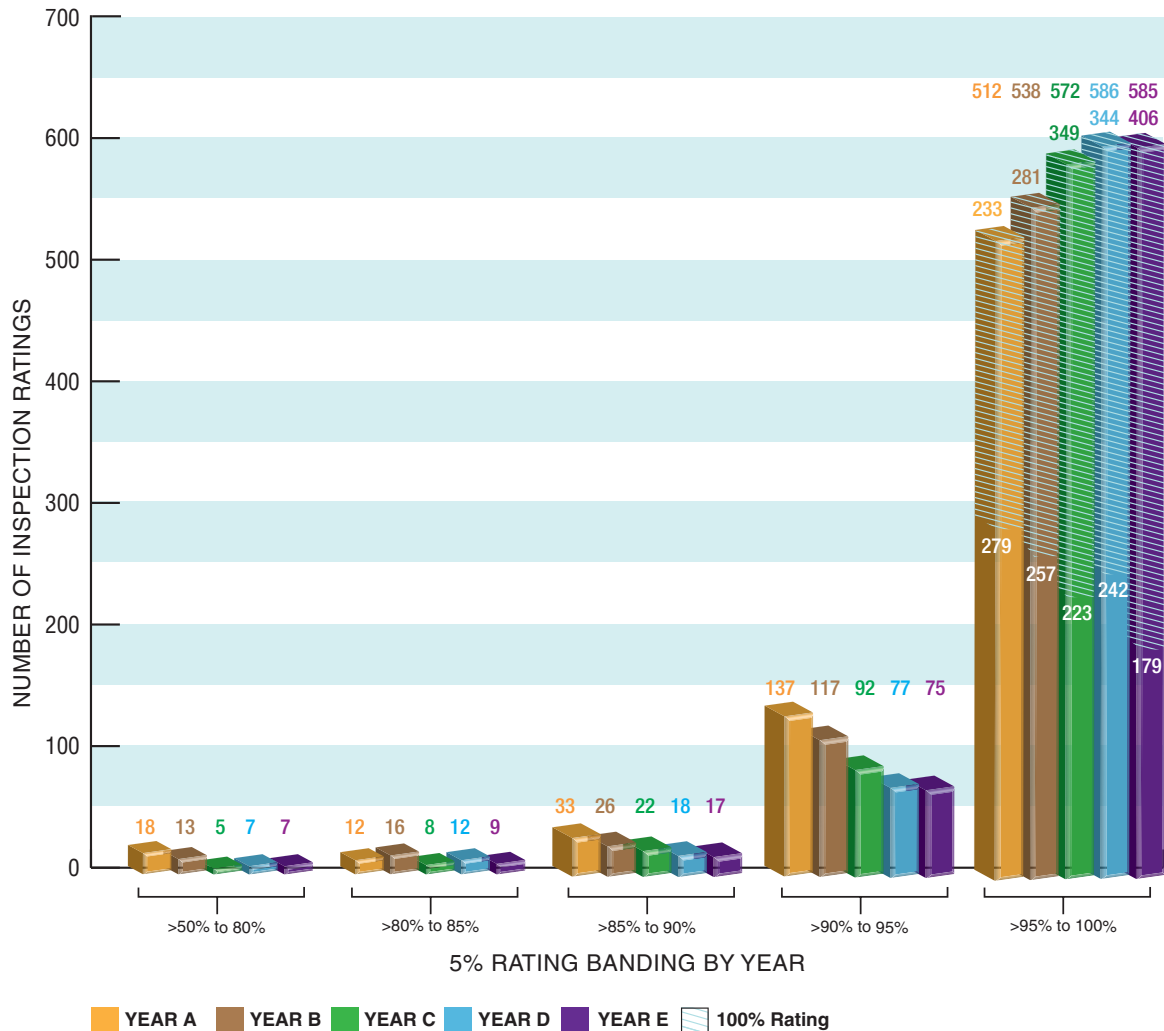
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry’s Chief Drinking Water Inspector’s Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

1. Source

2. Permit to Take Water

3. Capacity Assessment

4. Treatment Processes
5. Treatment Process Monitoring

6. Process Wastewater

7. Distribution System

8. Operations Manuals
9. Logbooks

10. Contingency and Emergency Planning

11. Consumer Relations

12. Certification and Training
13. Water Quality Monitoring

14. Reporting, Notification and Corrective Actions

15. Other Inspection Findings

For further information, please visit www.ontario.ca/drinkingwater

Subject: Wignell Municipal Drain
To: Council
From: Public Works Department

Report Number: 2024-52

Meeting Date: March 26, 2024

Recommendation:

That Public Works Department Report 2024-52 be received; and

That Council direct the Drainage Superintendent to advance the Wignell Municipal Drain Engineer's Report to a 'Meeting to Consider', in accordance with section 41, Chapter D.17 of the *Drainage Act*.

Purpose:

This report has been initiated in response to the final delivery of the Wignell Municipal Drain Engineer's Report, as prepared by Paul Marsh, P. Eng of EWA Engineering. The purpose of this report is to provide Council with an update on the delivery of the Engineer's Report and requisite actions pertaining to the Meeting to Consider.

Background:

Municipal records indicate the Wignell Municipal Drain has been in existence since about 1855. This drainage system has undergone several changes, both in name and location, since 1855 including the addition of many branches.

In 2001 Wiebe Engineering Group Inc was appointed by Council to undertake a new report. Following that appointment, Wiebe completed a full survey of the drainage system and the engineering, design, and construction inspection for the installation of a retaining wall located near the lower end of the drain. At that time, the municipality paid Wiebe for the time and expenses; however, the main report was not completed prior to the firm going bankrupt. The fees paid to Wiebe Engineering Inc. for the work completed have not yet been billed to the affected members of the watershed.

In 2011, Council rescinded the appointment of Wiebe Engineering Group Inc. while appointing Paul Smeltzer, P. Eng of AMEC, who later became AMEC/Foster Wheeler to complete the new engineer's report. Under that appointment, AMEC was also appointed to complete a new report for the abutting watershed of the Beaver Dam Drain. The scope for these municipal drains included investigations for both water quality and outlet control structures. The outline of a new Engineer's report was drafted for both the Wignell and Beaver Dam Municipal Drains but never finished. AMEC experienced a loss of staff as their appointed engineer and other staff working on this project left the firm. In May of 2017, the municipality received documentation stating AMEC could no longer fulfil the terms of their appointment and that they were exercising their rights within the terms of the signed agreement to cancel their contract with the City of Port Colborne.

On July 23, 2018, after a review of the progress and search for another engineering firm, Council rescinded the appointment of AMEC, while appointing Paul Marsh, P. Eng of EWA Engineering Inc. to finish the new engineer's report. Municipal Staff and EWA Engineering Inc. reviewed the work completed to date by both Wiebe Engineering Inc. and AMEC to identify what aspects could be utilized and define a path to completion. The City and Engineer identified the need to fully rewrite the report due to the lack of material and thoroughness in preparing the document. Prior to the completion of the Wignell Municipal Drain report, the sub-watershed reports for the Michener Municipal Drain and Port Colborne Municipal Drain reports were completed. As per the practice of EWA Engineering Inc., supporting documents for the Wignell were issued including a Baseline Report describing all the changes and areas of concern within the watershed to date and a Hydrology and Hydraulics Report. Both supporting documents have been presented to the members of the watershed.

The *Drainage Act R.S.O. 1990*, states that a report shall be completed one year after the time of appointment. Having not met that clause of the Act, due to the changes in scope as described above and with the lapse of time taken to get to a final report, the appointment of Paul Marsh of EWA Engineering Inc. was renewed at the January 25, 2022, Council meeting.

Discussion:

The Wignell Municipal Drain is located wholly within the City of Port Colborne municipal boundary. Additionally, some of the parcels within this watershed are also assessed through the Storm Sewer assessment fees. As per Council policy, those select parcels will have their assessments paid through the storm fees collected. Those fees are collected annually with municipal taxes.

The main drain is 6,922 meters (22,709.97 feet) in length, servicing an overall area of 1,555.4 hectares. The Wignell Drain watershed is comprised of the main drain and many branch drains, some of which have their own reports adopted.

While working on the background and understanding of the Wignell Drain watershed and branches, it was determined by staff and the newly appointed Engineer, EWA Engineering Inc., that the larger branches of this drain be segmented into their own reports being the Michener Drain and Port Colborne Drain.

The breakdown of the drainage system can be defined as follows:

- The Michener Municipal Drain
 - Presented in the Engineer's report dated May 7, 2020, and adopted on March 8, 2022, through By-law 6827/77/20.
- The Port Colborne Municipal Drain
 - Presented in the Engineer's report dated July 12, 2022, and adopted on February 13, 2024, through By-law 7053/89/22.
- The Wignell Municipal Drain
 - Present in the Engineer's report dated February 9, 2024.

Through the Wignell report, the municipality petitioned under Section 4 of the *Drainage Act* for three new branch drains to allow for legal drainage across private land. The three branch drains are defined below and detailed in Appendix "A".

- The Bower Drain
 - Outlets the north end of Reuter Road and east to the main drain. This channel previously existed under the *Ditches and Watercourse Act* and will now be recognized through the *Drainage Act*. This Drain will be 413 metres (1,355 feet) in length.
- Wignell Branch Drain #2
 - This branch incorporated an existing private drainage system and is located west of Lorraine Road. The existing piped system is proposed to be abandoned and the drainage channel will be relocated to the open field west of the existing house. This drain will be 285 metres (935 feet) in length.
- Wignell Branch Drain #3
 - This branch incorporated an existing private system and is located east of Lorraine Road. This drain will be 242 metres (794 feet) in length.

The purpose of this Engineer's report was to incorporate the many changes in the assessment schedules, as well as changes to the drain names and to incorporate the proposed branch drains and alterations to the existing drain.

The final version of the Engineer's Report by EWA Engineering Inc. was delivered to the City on February 27, 2024, and filed with the City Clerk on March 11, 2024.

Receipt of the Engineer's Report, under Section 41, Chapter D.17 of the *Drainage Act*, requires advancement of the report to a Meeting to Consider and initiates the obligations of the public process, including mailing of the report and Meeting to Consider date to each property owner within the watershed. Subject to Council approval, the tentative date for the Meeting to Consider will be April 23, 2024.

Financial Implications:

The fees incurred by the municipality to date, for works constructed and for the completed engineer's report, total approximately \$655,100. As per the Engineer's Report, the estimated cost of the project is approaching nearly \$1,643,000 inclusive of the Engineer's fees.

The costs associated with the work completed to date includes:

Wiebe Engineering Fees

- \$53,400 - Report
- \$32,100 - Engineering and Construction Inspection (retaining wall 2007)

Wignell Drain Erosion Control & Debenture Fees

- \$242,000 – Construction of Retaining Wall (2007)
- \$17,200 – Debenture Fees

AMEC Fees

- \$19,400 (1/2 of total Engineering Fees, as per the direction of the Court of Revision for the Michener and Port Colborne Drain Reports)

EWA Engineering Fees

- \$259,000 - Report
- \$28,800 - Report, Taxes, Administration

Construction of Access Road on Lakeshore Road East

- \$3,200 – Construction of Access Road

Should this report not proceed, the municipality will not have the opportunity to collect the funds expensed to date.

As the City of Port Colborne is the only contributing municipality within this drainage project, it will continue to bear all costs until completion of construction of this project, at which time those costs can be assessed to the respective property owners as detailed in the engineer's report.

All construction to comply with the Engineer's Report will be recorded and finances will be tracked accordingly. To finance the drainage works, the expenses of the project will be charged interest at the City's Bank Prime Rate + 2% until the Engineer signs the

certificate of final completion. At that time, the members of the watershed will be invoiced for the works completed.

Public Engagement:

Any reports or works completed through the *Drainage Act* must follow all regulations of the *Drainage Act*. To date, many meetings have been held with the members of the watershed with the most recent being on March 7, 2019. Following Council's direction to proceed with the Meeting to Consider, staff will initiate a mailing to the owners of properties in the watershed which will contain notification of the Meeting to Consider and a copy of the Engineer's Report on a flash drive. The report will also be posted on the City's website or will be available in hard copy for those that can not access the report digitally.

Strategic Plan Alignment:

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

- Sustainable and Resilient Infrastructure
-

Conclusion:

An up-to-date Engineer's Report allows for routine drain maintenance, effective roadside ditching programs ensuring road safety, enhancing community resiliency, and allows staff to provide residents with a standard level of service.

The Municipality is bound by the *Drainage Act* to comply and proceed accordingly, thus advancing the Engineer's Report to the Meeting to Consider, under Section 41 of the Act, complies with these requirements.

The advancement of this report initiates a public process, beginning with the mailing of the Engineer's Report and a notification for the upcoming 'Meeting to Consider' to each owner within the watershed.

Appendices:

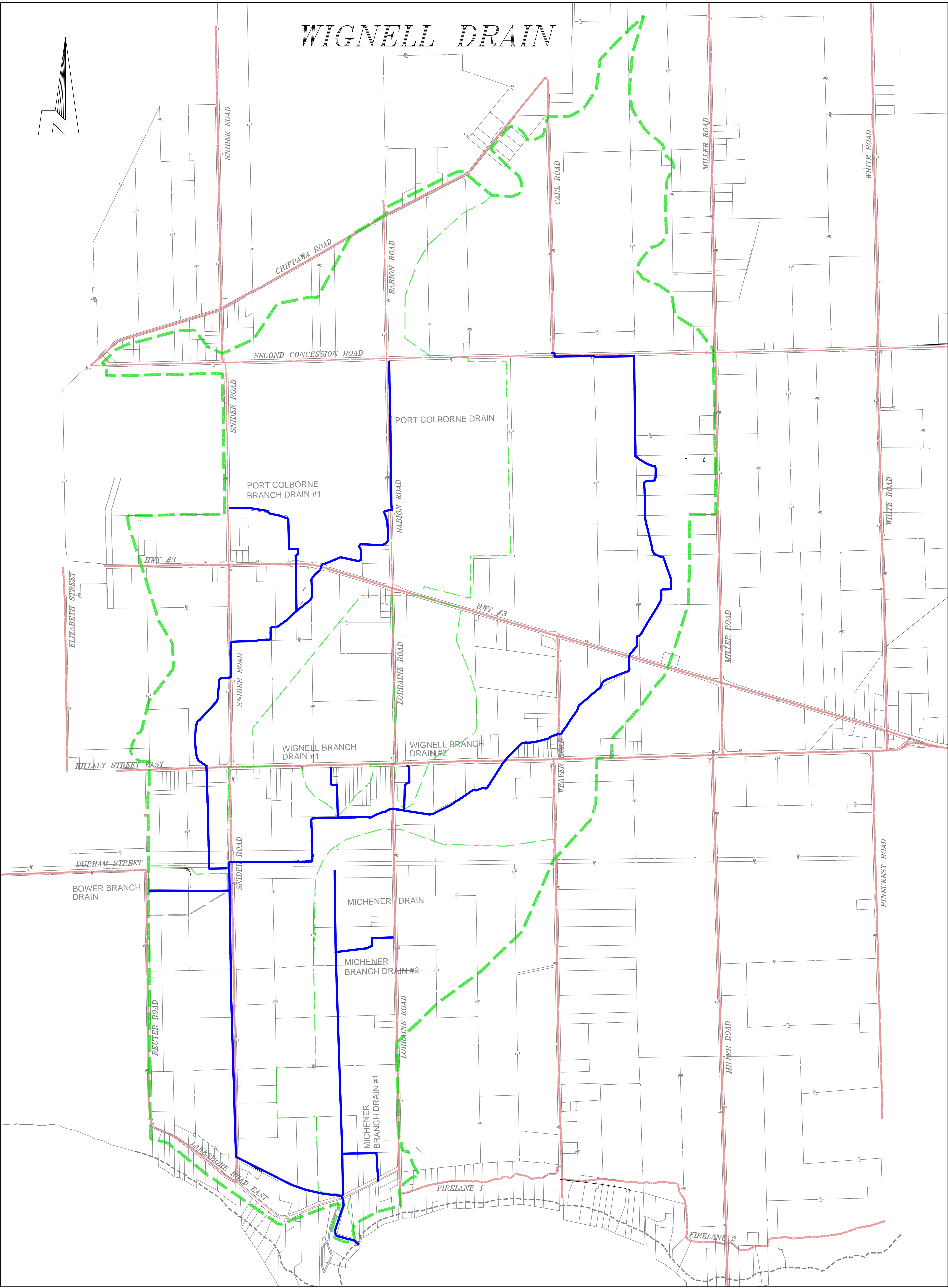
- A. Plan of the Wignell Municipal Drain

Respectfully submitted,

Alana Vander Veen
Drainage Superintendent
905-228-8127
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.



Subject: Lockview Park

To: Council

From: Public Works Department

Report Number: 2024-73

Meeting Date: March 26, 2024

Recommendation:

That Public Works Department Report 2024-73 be received; and

That Council pre-commit \$395,000 from the 2025 Capital and Related Projects Budget for the Lockview Park project; and

That Council allocate \$204,000 from the Canadian Community Building Fund for the Lockview Park project; and

That Council allocate the remaining \$1,000 from the capital budget under/over reserve for the Lockview Park project.

Purpose:

The purpose of this report is to obtain funding to complete the construction of the new Lockview Park as was presented in Chief Administrative Officer Report 2021-256, and as updated within this report.

Background:

On February 22, 2021, Council approved Report 2021-54 and enacted Bylaw 6868/16/21, being a By-law to Authorize Entering into a Memorandum of Understanding with Port Cares for an Affordable Housing Development, which authorized the proposed affordable housing development at Chestnut Park. This report also indicated that the public would be engaged on the future design and redevelopment of Lockview Park.

On March 22, 2021, Council approved Report 2021-95, which outlined a public engagement plan for Lockview Park. The redevelopment presented an opportunity to involve residents in helping decide the best uses for Lockview Park. The City's 2020-

2030 Parks and Recreation Master Plan was used as a strategic framework to guide the discussions and assist with decision-making.

Public Works staff held two virtual open houses to gather feedback regarding the Lockview Park renewal: the first was held on June 2, 2021, and the second was held on August 11, 2021.

On August 23, 2021, Report 2021-223 was presented to Council to provide an overview of the open house on August 11, 2021, and introduced an online survey to gather feedback on two conceptual designs that were completed based on the feedback provided to Staff. Members of the public were able to complete the survey from August 19, 2021, to August 31, 2021.

On October 12, 2021, Report 2021-256 was presented to Council to provide an overview of the community's preferences and comments on Lockview Park as gathered through online surveys, virtual open houses, and stakeholder engagement. The final conceptual plan that was approved is shown in Appendix "A".

Discussion:

After Council approved the conceptual plan, Public Works staff considered the current site conditions and the goal of increasing connectivity between parks and the City's overall trail system, and have altered the layout accordingly. The differences from the original conceptual design include:

1. John Street Entrance
 - a. In the original conceptual design, a more robust road network was proposed to be constructed at the John Street road end. The design now includes a trail system that connects the John Street road end to Lockview Park.
2. Playground Footprint
 - a. The footprint of the playground has been increased to include a swing set within the buildout. Public feedback has consistently favoured swing sets and the City has standardized the installation of swings when rebuilding playgrounds in neighbourhood parks.
3. Trail System
 - a. The trail system throughout the park has been altered from 1.5 meters (4.9 feet) to 3.0 meters (9.8 feet) in width, which is the standard multi-use trail width in the City. Having a consistently wider path throughout the City's trail network will provide users with a wider surface to pass each other when using the circuit track or the proposed Vale Health and Wellness Centre – Lockview Park – Lock 8 Park trail system.

- b. A sidewalk will be installed along John Street, from the Vale Health and Wellness Centre to Lockview Park, as planned in the 2024 Sidewalk Capital Projects. The new sidewalk will provide connectivity from the Vale Health and Wellness Center to Lockview Park. Funding is fully supported through the approved 2024 Capital and Related Project Budget for this work.
 - c. A trail system will be installed from Lockview Park to the intersection of Welland Street and Mellanby Avenue, which will provide further connectivity from Lockview Park to Lock 8 Park, and connect to the Main Street Business Area and trail systems leading to Dain City. The final location of the trail is currently under review, as the layout of this trail is proposed to be placed on lands owned by the Niagara Catholic District School Board. Public Works staff will continue discussions to ensure a trail system is installed along Welland Street in the safest and most effective manner.
4. Washroom Building
- a. A washroom building is present at the western road end of John Street, which has historically served the larger Lockview Park area. The building has been declared to be in poor condition following a recent assessment, which found significant foundation deterioration present. The City has standardized the installation of public washrooms within destination parks such as H.H. Knoll and Lock 8 Park, but not within neighbourhood parks like the proposed Lockview Park plan. Public Works staff recommend that the washroom building be demolished, and land used for future development because of the poor condition of the building, the short and long-term expenditures predicted at \$240,000 plus operating costs, and the anomalous washroom location.

The aspects noted above can be found in the Updated Layout Plans in Appendix “B”. To construct the amenities in the approved conceptual plan with alterations noted above, an additional \$600,000 is required. The breakdown of costs are as follows:

Project Entity	Proposed Cost
Multi-Use Court and Pathways	\$ 350,000.00
Playground	\$ 350,000.00
Pavilion & Park Amenities	\$ 100,000.00
Landscaping & Trees	\$ 100,000.00
Decommissioning & Demolition of Washroom Building	\$ 50,000.00
Total Project Cost	\$ 950,000.00
Approved Funding to Date	-\$ 350,000.00
Funding Required	\$ 600,000.00

Pending Council approval, Public Works staff are prepared to initiate construction this summer, with the project being substantially complete in December 2024. Final sod/seeding and minor grading may be required within the spring of 2025, but hard assets will be installed within 2024.

Internal Consultations:

Consultation with the City's Economic Development, Planning, Operations, and Finance Divisions have been considered in the development of the new Lockview Park plan to ensure a successful buildout of the new Lockview Park. Staff are prepared to initiate tendering of the playground and coordinating the construction of the basketball court, pathway, landscaping, and park amenities pending Council approval.

Financial Implications:

The cost estimate for the construction of Lockview Park is \$950,000. The 2022 Capital Budget approved \$350,000 to construct the Park from a donation from the Vale Community Improvement Fund.

Staff recommend the remaining budget requirement be funded by:

- Pre-committing \$395,000 from the 2025 Capital and Related Projects Budget;
 - Allocating \$204,000 from the Canada Community Building Fund (Financial Services notes after this allocation, there are no unallocated funds in the Canada Community Building Fund or Ontario Community Infrastructure Fund); and
 - Allocating \$1,000 from the capital budget under/over reserve (Financial Services notes after this allocation, the reserve is projected at \$113,000).
-

Public Engagement:

Public engagement has played an integral role in completing the final design of Lockview Park. Public engagement efforts consisted of a virtual open house held on June 2, 2021, a second virtual house on August 11, 2021, and a media release on August 19, 2021, which invited members of the public to complete an online survey. The survey was open until August 31, 2021, and received 255 responses.

Owners of properties adjacent to Lockview Park will be notified before construction commences to ensure they are aware of the construction timelines.

Strategic Plan Alignment:

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

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Sustainable and Resilient Infrastructure
-

Conclusion:

Approval of this report with funding will allow Public Works staff to move forward with the construction of Lockview Park as presented. The new Lockview Park will provide an area for residents of all ages to enjoy the outdoors and engage in physical activity. The alterations proposed to the previously approved conceptual plan will enhance connectivity to the City's trail network and ensure the standardization of the City's neighbourhood parks.

Appendices:

- a. Council Approved Conceptual Design, 2021
- b. Updated Layout Plans

Respectfully submitted,

Laura Blain
Project Manager
905-228-8125
laura.blain@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.

LOCKVIEW PARK DRAFT PLAN

CONCEPT DESIGN

LEGEND

- 1 EXISTING WASHROOM
- 2 PARK SIGN
- 3 MULTI USE COURT (BASKETBALL, TENNIS, PICKLE-BALL)
- 4 BENCH
- 5 PICNIC TABLE
- 6 SHADE STRUCTURE
- 7 WASTE AND RECYCLING
- 8 PLAYGROUND AND SWINGS (includes two slides; nets; climbers; stairs; log steps; and other play features)
- 9 SOD MOUND (Winter sledding; increased views through park; sun bathing)
- 10 PLANTING BEDS
- 11 GATHERING SPACE (Outdoor education with seating stones)
- 12 POTENTIAL FUTURE OFF SITE CONNECTION (Shown for reference only)
- 13 BIKE RACKS





2 MULTI USE COURT



FEATURES



PICKLE BALL



BASKET BALL

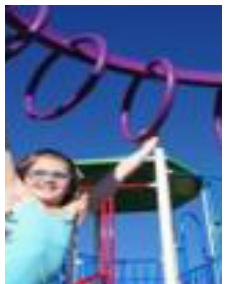


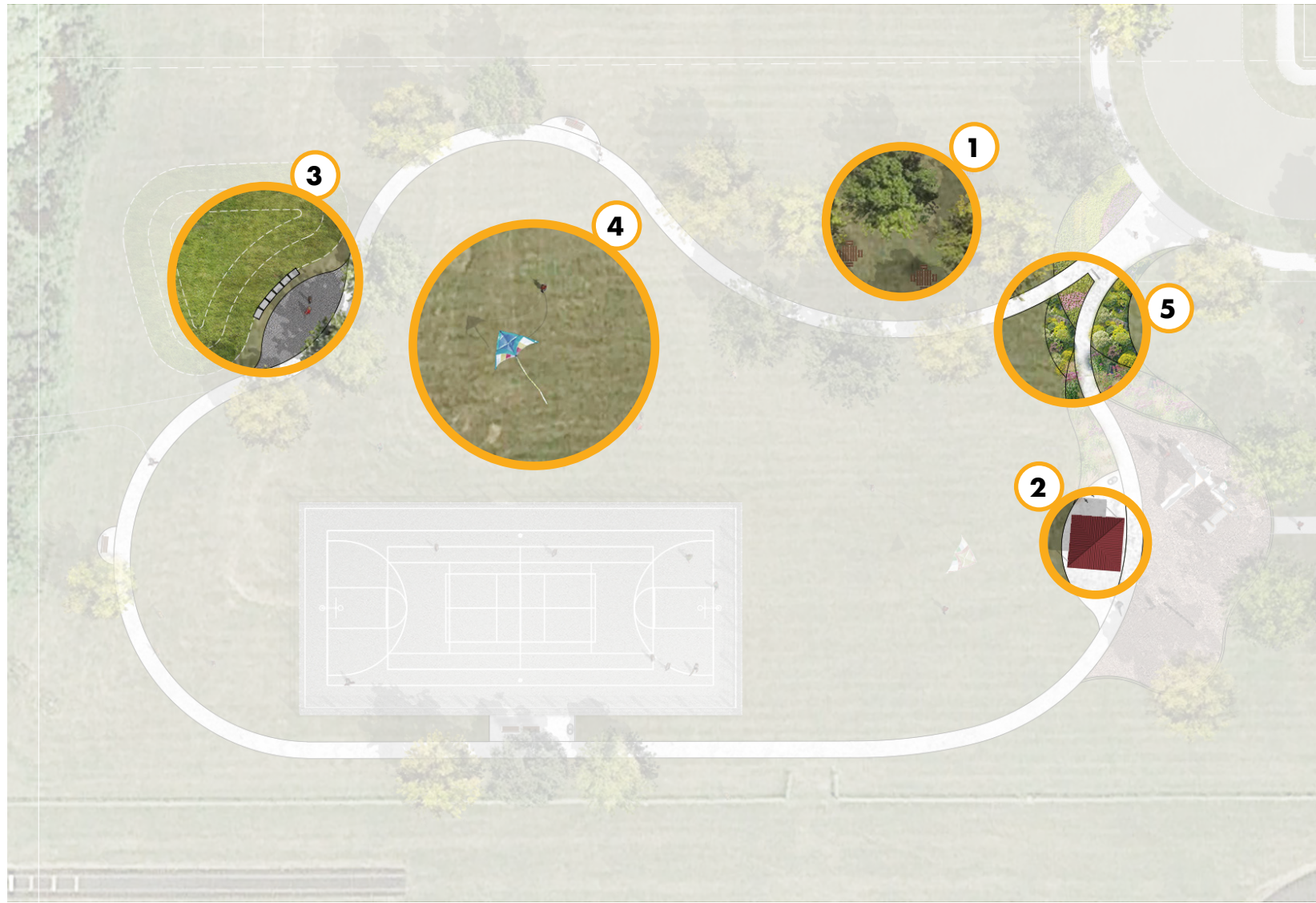
TENNIS

1 PLAYGROUND



FEATURES





1 PICNIC



2 SHELTERED PICNIC



3 STONE AMPHITHEATER

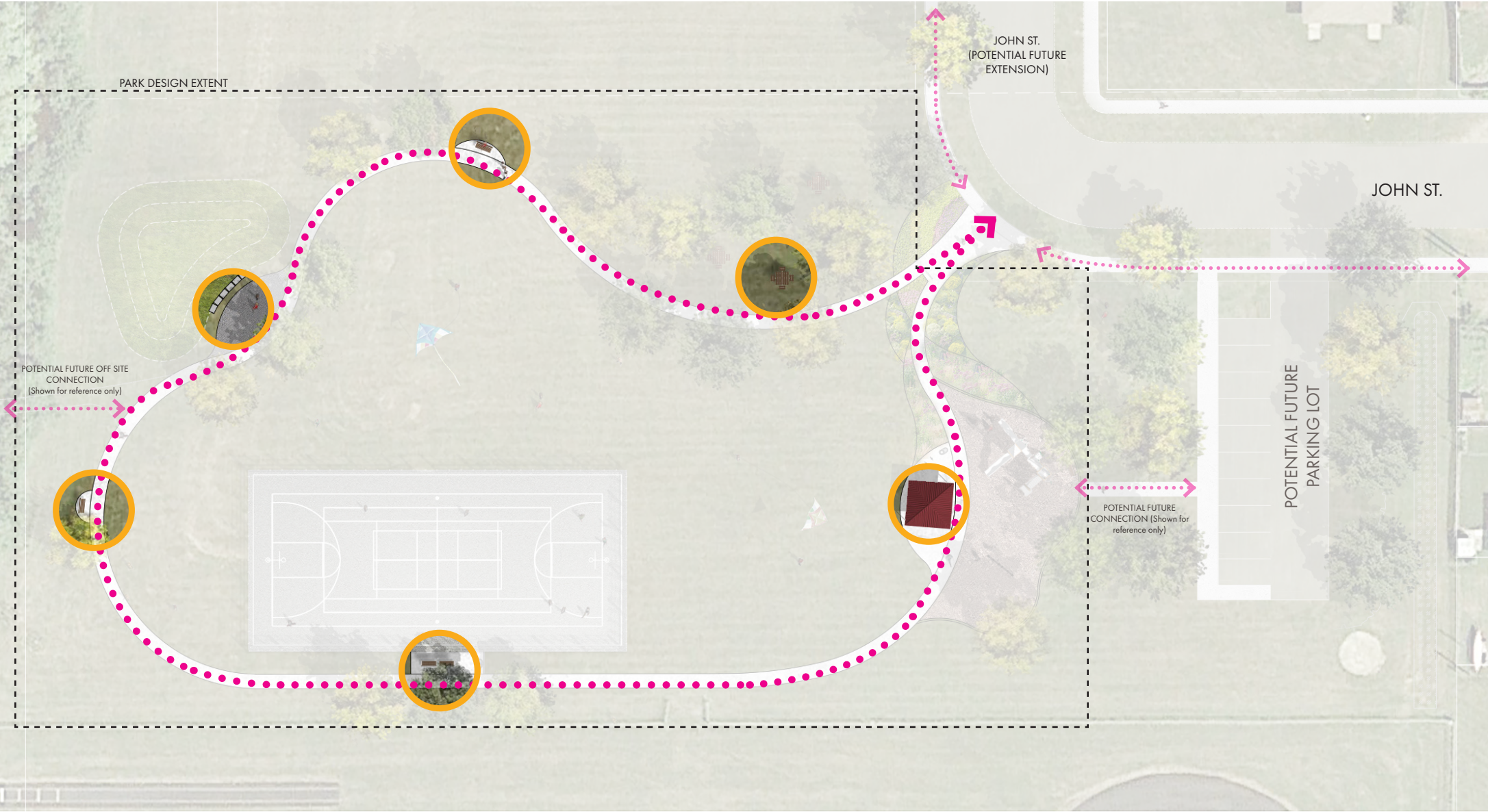


4 FLEXIBLE OPEN SPACE



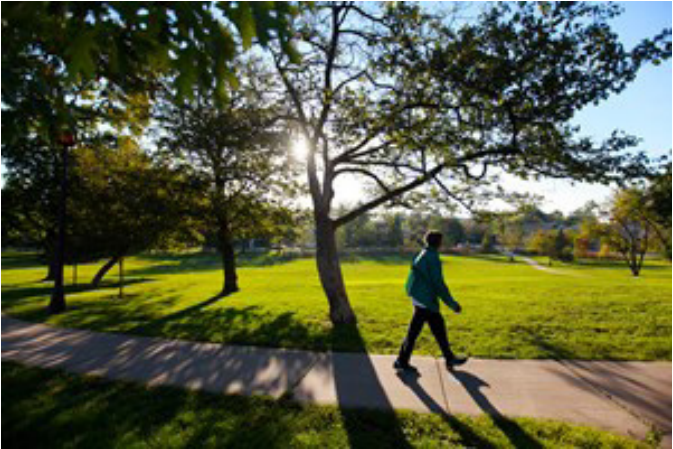
5 GARDEN BEDS





..... CIRCUIT PATH

○ REST STOPS



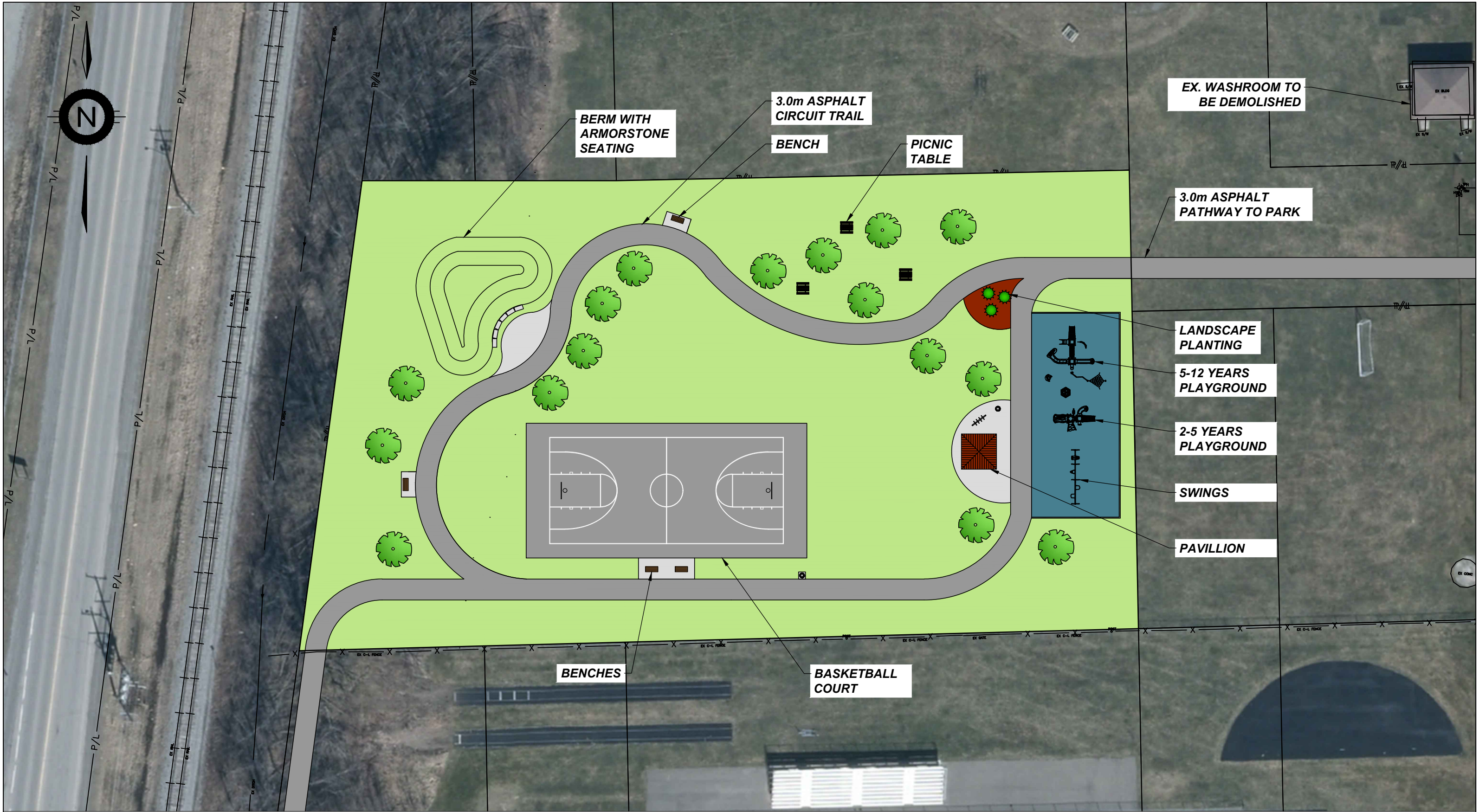
CIRCULATION AND ACCESS

Page 104 of 150

Images are representative of features and equipment. Actual structures might vary



1 **LOCKVIEW PARK - CONNECTIVITY PATHWAY CONCEPT**
SCALE: 1:1000





March 7, 2024

107-2024-247

William C. Steele
Mayor
City of Port Colborne
66 Charlotte Street
Port Colborne ON L3K 3C8
c/o: Gail.Todd@portcolborne.ca

Dear Mayor Steele:

Thank you for your letter in support of creating an Ontario Shortline Track Maintenance Tax Credit in Budget 2024.

My ministry is committed to supporting the rail sector as an important part of our province's multimodal transportation system. I understand that in December 2023, the Railway Association of Canada met with my ministry staff to discuss potential supports for shortline railways including a proposed provincial tax credit. I also understand that a subsequent meeting was held with staff from the Ministry of Finance and the Railway Association of Canada regarding support for the railways.

Existing opportunities to support the railway industry include the Rural Economic Development program, from the Ministry of Agriculture, Food and Rural Affairs and the Federal Government's Renewed Federal Gas Tax Fund, and the National Trade Corridor Fund.

I look forward to exploring opportunities to support shortline railways within the multimodal transportation system.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Prabmeet Singh Sarkaria".

Prabmeet Singh Sarkaria
Minister of Transportation

- c. The Honourable Peter Bethlenfalvy, Minister of Finance
The Honourable Caroline Mulroney, President of the Treasury Board
The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs

Minister of Transport
and Quebec Lieutenant



Ministre des Transports
et lieutenant du Québec

Ottawa, Canada
K1A 0A3

March 13, 2024

Your Worship William Steele
Mayor
Port Colborne
Office of the Mayor
66 Charlotte Street
Port Colborne ON L3K 3C8

*rec'd March 20
2024
ST*

Dear Mayor Steele:

Thank you for your correspondence of December 1, 2023, regarding Port Colborne's interest in certain St. Lawrence Seaway (Seaway) lands owned by Transport Canada.

The department engages with the St. Lawrence Management Corporation (SLSMC) on an ongoing basis to identify land holdings that may no longer be required to support the safe and efficient operation of the Seaway. As you are likely aware, a large portfolio of land holdings has been previously identified as surplus. In this context, Transport Canada is finalizing a major disposal initiative of surplus Seaway lands located in Niagara-on-the-Lake.

Moreover, due diligence activities continue for additional surplus lands in Montréal, Cornwall, and the Niagara Region. This due diligence includes carrying out surveys, appraisals, and environmental site assessment work, as well as considering requests from the SLSMC to re-classify certain properties to operational lands, which are not subject to divestiture. Transport Canada intends to keep all interested parties informed as this work advances.

I was pleased to have the opportunity to meet with you. Thank you again for reaching out.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

The Honourable Pablo Rodriguez, P.C., M.P.
Minister of Transport and Quebec Lieutenant

Friday, March 8, 2024

Rural Ontario Municipal Association
ATTN: Board of Directors

SENT VIA EMAIL: roma@roma.on.ca

Ontario Good Roads Association
ATTN: Board of Directors

SENT VIA EMAIL: info@goodroads.ca

RE: Return to Combined ROMA and OGRA Conferences

Dear ROMA & OGRA Board of Directors,

Please be advised of the following motion passed at the Monday, February 26, 2024, Goderich Town Council Meeting:

Moved By: Councillor Kelly
Seconded By: Councillor Petrie

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Petrolia call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Ben Lobb and be circulated to Municipalities of Ontario; as amended.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,



Andrea Fisher
Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org
MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
Mandi Pearson, Clerk/Operations Clerk mpearson@petrolia.ca
Ontario Municipalities

March 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of February 27, 2024
Member Motion 8.2.7 - Mayor Mrakas; Re: Request for Amenity Sharing
Memorandum of Understanding (MOU) with School Boards for Evening/Weekend
Gymnasium Use**

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

- 1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making school board facilities available to local municipalities on a priority, at a cost recovery rate; and**
- 2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and**
- 3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and**

- 4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and**
- 5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and**
- 6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and**
- 7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: York Region District School Board
York Catholic District School Board
Conseil scolaire catholique MonAvenir
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Stephen Lecce, Minister of Education
Marit Stiles, Leader of the Ontario New Democratic Party
Bonnie Crombie, Leader of the Ontario Liberal Party
All Ontario Members of Provincial Parliament (MPPs)
Association of Municipalities of Ontario (AMO)
All Ontario municipalities



8. Standing Committee Reports

Moved by Councillor Thompson

Seconded by Councillor Gaertner

That the Standing Committee Reports, items 8.1 and 8.2, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.8, 8.2.1, 8.2.4, 8.2.6, and 8.2.8, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.2 General Committee Meeting Report of February 20, 2024

8.2.7 Member Motion - Mayor Mrakas; Re: Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making

school board facilities available to local municipalities on a priority, at a cost recovery rate; and

2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and
3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and
4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and
5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and
6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and
7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.

Carried



374028 6TH LINE • AMARANTH ON • L9W 0M6

February 23, 2024

Hon. Doug Ford, Premier of Ontario
Hon. Prabmeet Sarkaria, Minister of Transportation

Sent by email to: Premier@ontario.ca; Minister.mto@ontario.ca

Re: Resolution on Highway 413

At its regular meeting of Council held on February 21, 2024, the Township of Amaranth Council passed the following resolution:

Resolution #: 3

Moved by: G Little

Seconded by: A. Stirk

Whereas the Township of Amaranth recognizes the importance for efficient and effective transportation networks in the Province and;

Whereas, the Province has committed to getting 1.5 millions home built within the next 10 years or less.

BE IT RESOLVED THAT:

The Township of Amaranth request that the Province of Ontario pause advancement on proposed highway 413 and redirect the approximate \$8 billion cost for highway 413 to support municipal infrastructure costs and housing construction initiatives and;

Further be it resolved that at least 50% of those funds be allocated for small urban and rural Ontario with populations less than 50,000. **CARRIED**

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Copy: Hon. Sylvia Jones, MPP Dufferin-Caledon sylvia.jones@pc.ola.org
Hon. Kinga Surma, MPP Etobicoke Centre kinga.surmaco@pc.ola.org
Dufferin County Municipalities



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Sent by email to: Paul.Calandra@pc.ola.org

Re: Operational Budget Funding

At its regular meeting of Council held on March 6, 2024, the Township of Amaranth Council passed the following resolution.

Resolution #: 4

Moved by: G Little

Seconded by: A. Stirk

Whereas all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

Whereas all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

Whereas the City of Toronto has recently received Provincial funding to cover a \$1.2 billion dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

Whereas the City of Toronto has the lowest tax rates in the Province, approximately 40% less than the average Dufferin rural municipal tax rate.

Be it Resolved That the Township of Amaranth call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.

CAO/Clerk

C: Premier of Ontario; AMO; Ontario Municipalities



The Corporation of the Town of Cobourg

Resolution

All Ontario Municipalities

Sent via email

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca
Town of Cobourg

March 8, 2024

RE: Correspondence from the Architectural Conservancy Ontario regarding Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers

Please be advised that the Town of Cobourg Council, at its meeting held on February 28, 2024, passed the following resolution:

WHEREAS subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and

WHEREAS since January 1, 2023, municipal staff and members of the municipal heritage committee in the Town of Cobourg have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and

WHEREAS the above-noted work involving 213 listed properties in the Town of Cobourg is extremely time-consuming and cannot be completed by December 31, 2024 with the limited municipal resources available.



The Corporation of the Town of Cobourg

Resolution

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Cobourg authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and

FURTHER THAT Council direct staff to forward this resolution to all 443 municipalities in Ontario seeking support of the ACO correspondence.

Sincerely,

A handwritten signature in black ink that reads "Kristina Lepik".

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

March 14, 2024

Re: Item for Discussion – Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework

At its meeting of March 13, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-053, regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, as follows:

“WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L McDonald', written in a cursive style.

Lori McDonald
Director of Corporate Services/Clerk

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
josh.machesney@quintewest.ca
clerk@quintewest.ca

Josh Machesney, City Clerk / Manager of Legislative Services

March 7, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – Housing Funding

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on March 6, 2024 Council passed the following resolution:

Motion No 24-167 – Notice of Motion – Housing Funding

Moved by Councillor Stedall

Seconded by Councillor Armstrong

Whereas the City of Quinte West is in need of \$28M in funding to complete the West End Trunk Sewer Main replacement in 2024, which is critical in the ongoing development of new homes in Quinte West;

And Whereas the City of Quinte West requires \$58.6M in funding to upgrade the Trenton Wastewater Treatment Plant Upgrade building to accommodate new homes to be built;

And Whereas the City cannot afford to increase Water, Sewer or Tax rates to fund all of this infrastructure;

And Whereas increased Debt to build the projects will just increase costs to Water, Sewer and Tax rates, or increased costs to developers;

And Whereas the City of Quinte West is currently experiencing a housing crisis from all citizens but specifically with regards to over 250 requiring housing, from Military members of CFB Trenton;

And Whereas City Council approved a Housing Action Plan with a projected 831 new residential units to be completed based on anticipated Housing Accelerator Fund funding over 3 years;

And Whereas the Federal government denied the City of Quinte West the Housing Accelerator Fund;

And Whereas the City of Quinte West is not currently eligible for funding under the Provincial Building Faster Fund as its population is below the threshold;

And Whereas the City of Quinte West may make application to the provincial Housing-Enabling Water Systems Fund which has only \$200M available in funding of which the province would only fund up to 73% to a maximum of \$35M for one project;

And Whereas additional funding has not been allocated from the Federal Government to enhance the Housing-Enabling Water Systems Funding;

Now Therefore Be It Resolved That the City of Quinte West calls on the Federal Government to re-evaluate their lack of funding for municipalities with a population less than 50,000 in rural Ontario and to make available funding for infrastructure programs to help build infrastructure to help build much-needed new homes;

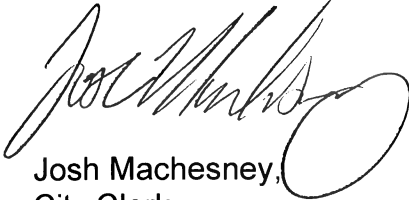
And Further That the Province of Ontario be asked to invest more than the currently allocated \$200M into their Housing Enabling Water Systems Fund;

And Further That this motion be circulated to Prime Minister Justin Trudeau, Federal Minister for Housing, Ryan Williams MP, Premier Doug Ford, the Provincial Ministers of MOI, MMAH, and Todd Smith MPP, and all municipalities, for their support. **Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST



Josh Machesney,
City Clerk

cc: Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities
Ryan Williams, MP, Bay of Quinte
Hon. Doug Ford, Premier of Ontario
Hon. Kinga Surma, Minister of Infrastructure
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Todd Smith, MPP, Bay of Quinte
All Municipalities

HOPA

P O R T S

WHO WE ARE

MANAGING WORKING WATERFRONTS ON THE CANADIAN GREAT LAKES

- Hamilton + Oshawa + Niagara
- 1,400 acres
- 10+ million MT cargo
- 700 vessel calls per year
- 180+ tenant companies
- 66 staff



WHO WE ARE

HAMILTON-OSHAWA PORT AUTHORITY IS ONE OF 17 PORT AUTHORITIES IN CANADA

HOPA's mandate is to facilitate trade and support Canadian industry, by providing industrial space, and efficient transportation connections.



CANADA PORT AUTHORITY

- **Non-share capital corporation**
- **Government-business enterprise**
- **Self-funded**
- **Reinvesting in our assets**
- **Activities determined by the Canada Marine Act and Letters Patent**



H O P A O V E R V I E W

OUR VISION:

Building an integrated port network on the Great Lakes, to boost supply chain resilience

WHO WE ARE

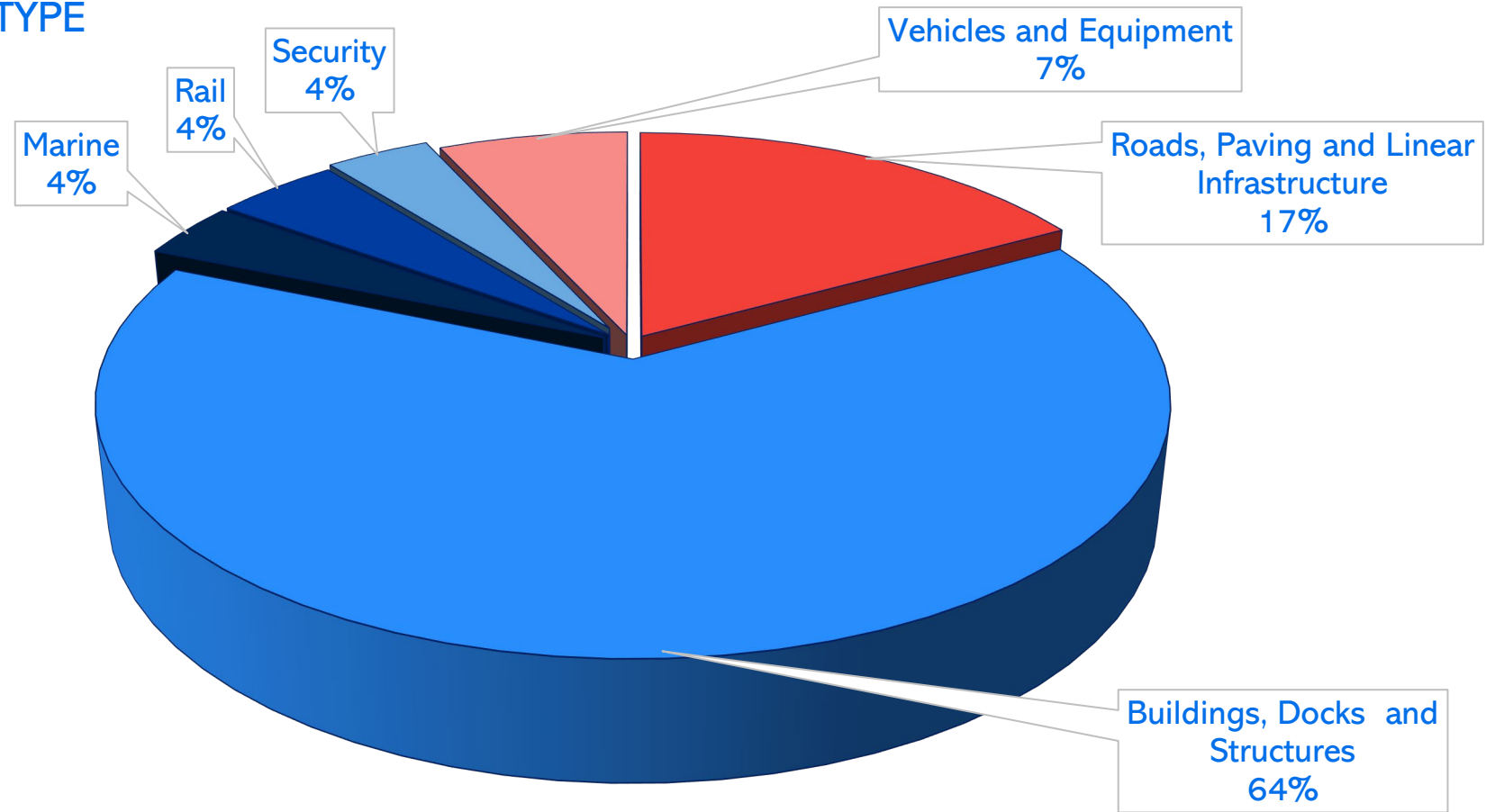
REGIONAL ECONOMIC IMPACT

- 40,000 jobs in Ontario
- \$4 billion in cargo
- Support for key industries



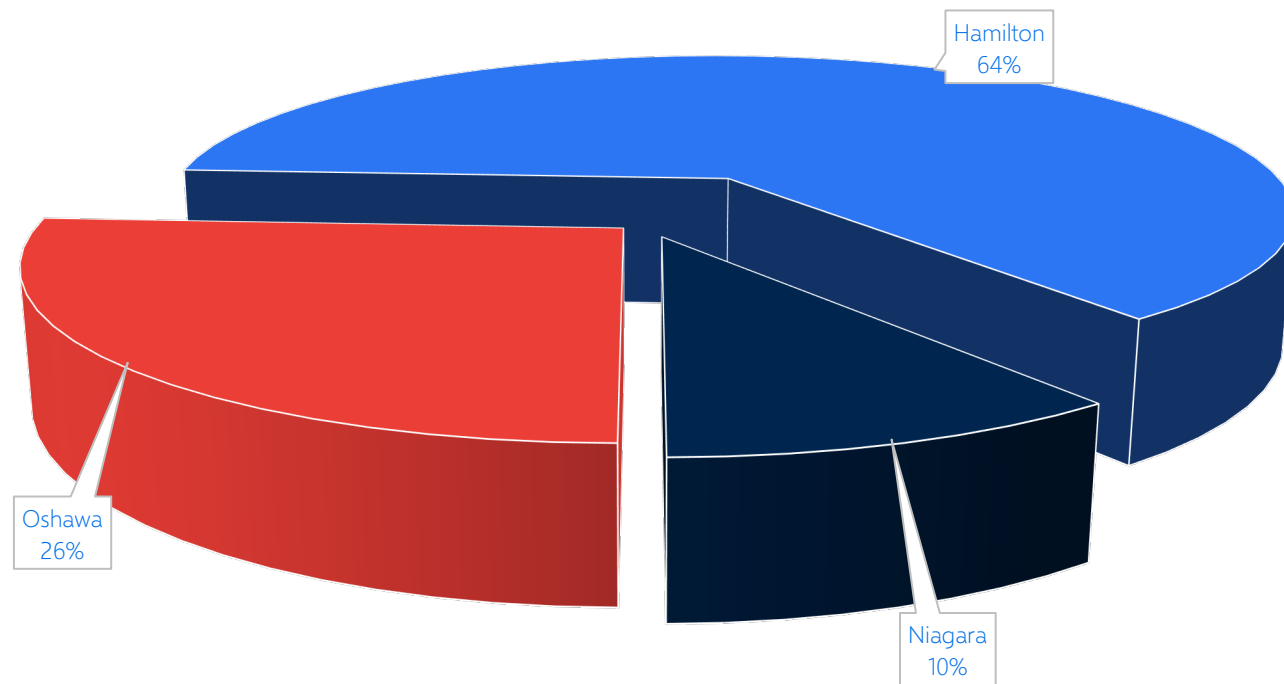
2024 CAPEX HIGHLIGHTS

CAPEX BY ASSET TYPE

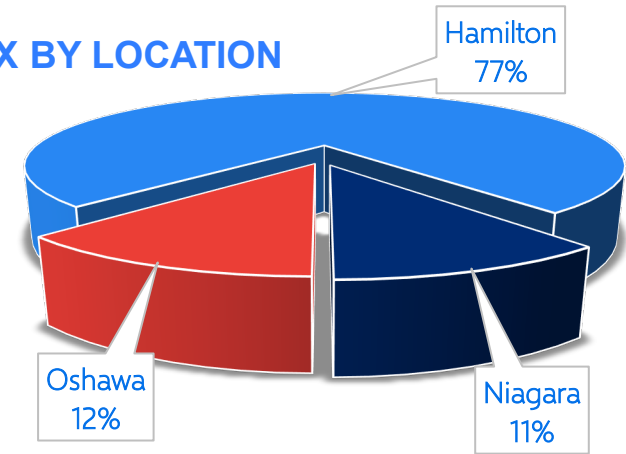


2024 CAPEX HIGHLIGHTS

2024 CAPEX BY LOCATION



2023 CAPEX BY LOCATION



INTEGRATED NETWORK

Southern Ontario is heading for a population of 10 million in the next 20 years.

HOPA takes a regional perspective on goods movement.

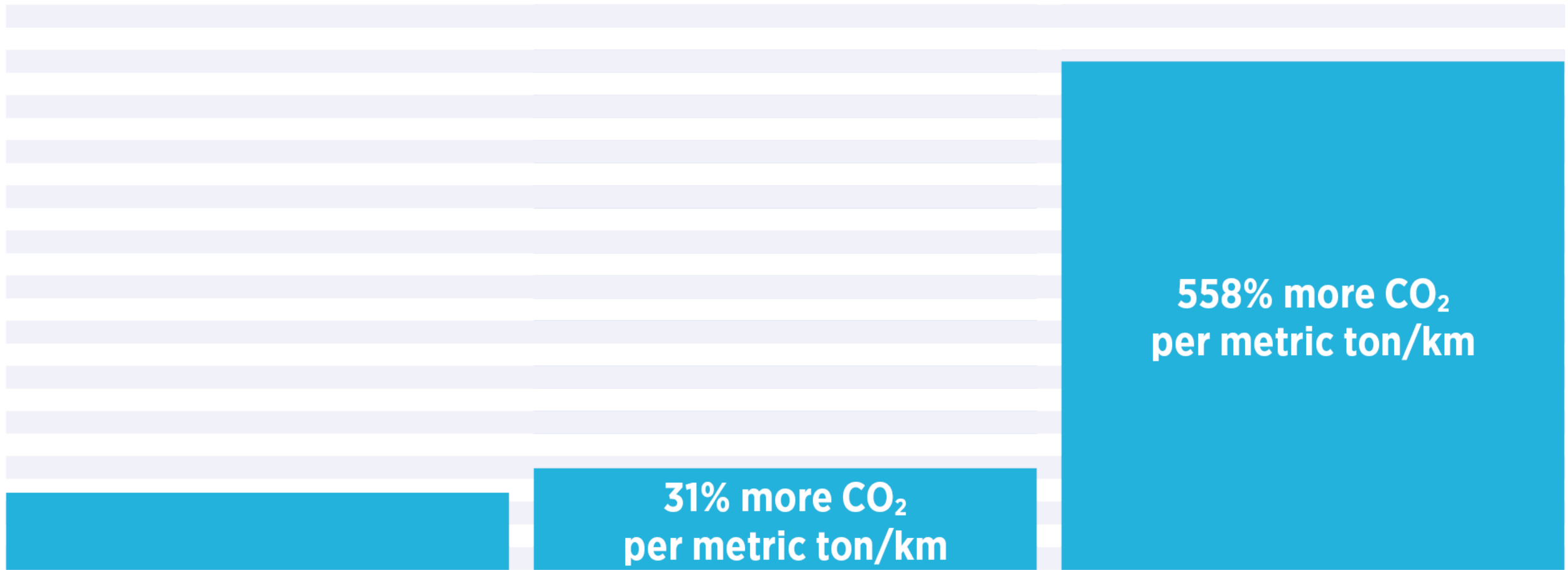




INNOVATION

Using data to optimize modal choice

- Data analysis partnership with McMaster University
- 2.5 million heavy truck trips per year GTHA-US Midwest
- Identifying key commodities as targets for new marine services



9.2



12.1



60.5

CO₂ Grams per metric ton/km



INNOVATION

Incentivizing sustainable choices

- LNG bunkering in Hamilton Port
- Environmental initiatives funding program
- EV charging, solar installations, energy efficiency upgrades



We manage 3rd party industrial properties

- Redevelop more brownfield sites in Ontario for modern industrial use
- Private or public sector owners tap into HOPA's expertise, brand and network



GROWTH IN NIAGARA: A REGIONAL PERSPECTIVE ON GOODS MOVEMENT





NIAGARA PORTS

Thorold Multimodal Hub

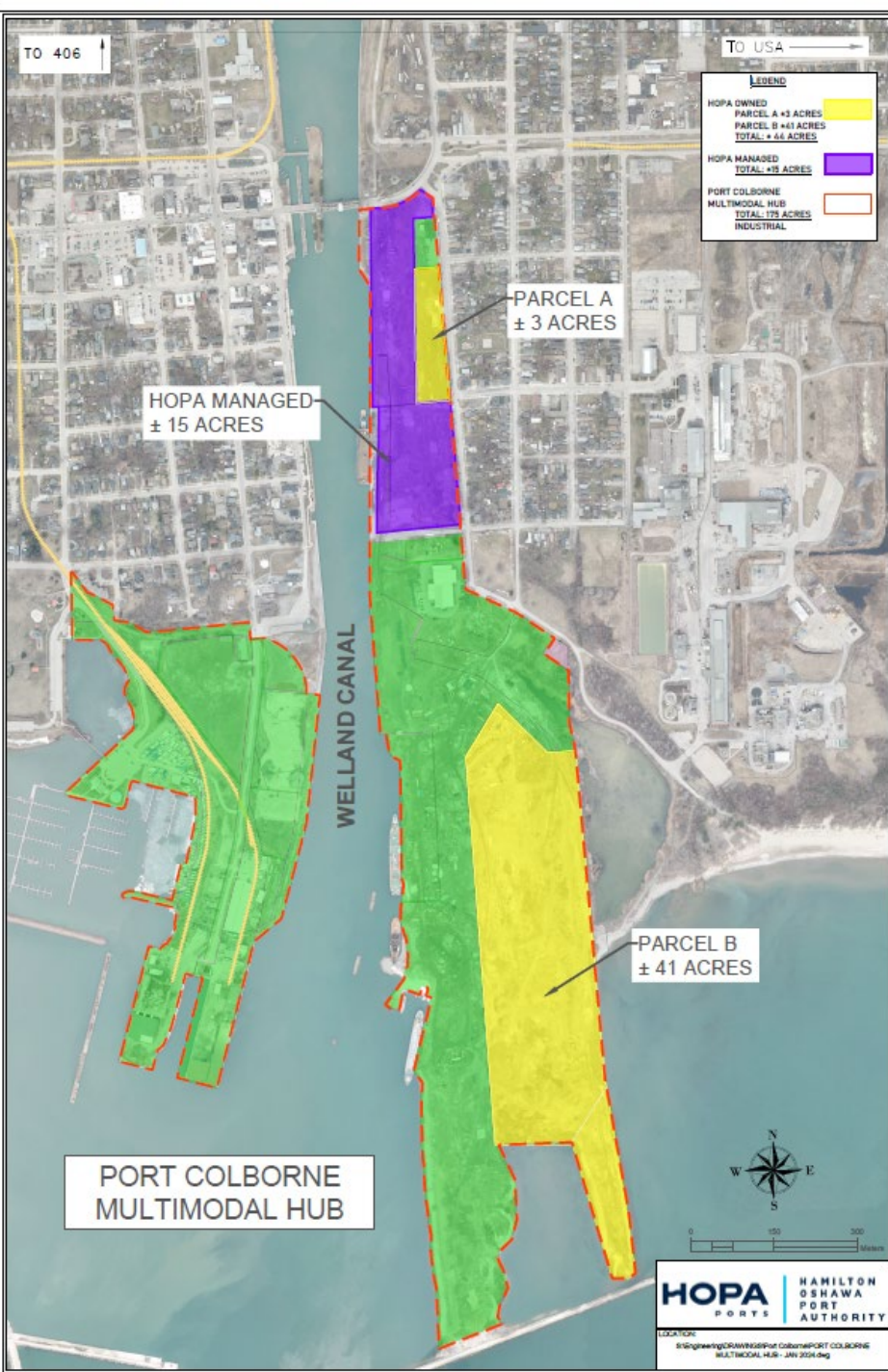
- 2023 Canadian Urban Institute Brownie Award for excellence in Brownfield redevelopment



NIAGARA PORTS

Thorold Multimodal Hub

- Partnership with BMI Canada
- 30+ tenants
- Over \$125 million invested
- Estimated 250 FTE jobs by end of 2024



NIAGARA PORTS

Port Colborne Lands

Transport Canada Surplus Lands

- Transfer announced transfer of 41 acres of surplus lands to HOPA in November, currently amending Letters Patent
- 175 Acres Marine Related Development





Port Colborne

- Great Lakes Centre
 - Niagara College
 - Brock University
 - Seafarers International Union
 - Niagara Peninsula Conservation Authority



NIAGARA PORTS

Port Colborne

- Compatible industrial uses
- Rail connection
- Improved port-city interface



COMMUNITY RELATIONS

- Hotel Dieu Shaver Celebrity Ice Cup
- Port Colborne Canal Days
- 2024 Niagara Rowing Championships

LOOKING AHEAD

HOPA in 2024:

- Supply Chain Sustainability
- Climate and Energy
- Digitization
- Creating a Sustainably Great Organization



Memorandum

To: Members of Council
From: Mayor Steele
Date: March 26, 2024
Re: Preventing Invasive Copi in Great Lakes

The invasion of Copi, known formerly as Asian carp, into the Great Lakes and St. Lawrence ecosystem poses a significant threat to our economy and our environment.

These invasive species have the potential to cause irreparable damage to ecosystems, disrupt native species populations, and devastate the multi-billion-dollar commercial and sport fishing industries which support countless livelihoods in Canada and the United States. We must advocate for the protection of our environment and the economic vitality of our region.

Thus, I am requesting that Council approve the following motion:

*That Council of the Corporation of the City of Port Colborne support the attached letter; and
That the City of Port Colborne forward this letter to the Governor of Illinois*

Thank you for your consideration,

Mayor William C. Steele



PORT COLBORNE

OFFICE OF THE MAYOR

Municipal Offices: 66 Charlotte Street
Port Colborne ON L3K 3C8 • www.portcolborne.ca
T 905-835-2900 ext. 301 F 905-835-2969

March 21, 2024

JB Pritzker
Governor of Illinois
207 State House
Springfield IL 62706

Dear Governor,

It was a pleasure to meet you and hear you speak last summer in Chicago at the Great Lakes St. Lawrence Cities Initiative conference led by our host Billy McKinney, Mayor of Zion.

I write to you on behalf of the citizens of Port Colborne, Ontario, about an important matter for our community and the broader Great Lakes-St Lawrence region. As Mayor of Port Colborne, it is my duty to advocate for the protection of our environment and the economic vitality of our region. Thus, I urge your immediate attention to constructing the Brandon Road barrier to stop invasive carp in Illinois from entering the Great Lakes-St Lawrence watershed.

The invasion of Copi, known formerly as Asian carp, into the Great Lakes and St. Lawrence ecosystem poses a significant threat to our economy and our environment. These invasive species have the potential to cause irreparable damage to ecosystems, disrupt native species populations, and devastate the multi-billion-dollar commercial and sport fishing industries which support countless livelihoods in Canada and the United States.

We must take swift and decisive action to prevent the further spread of Copi into the Great Lakes. The construction of the Brandon Road barrier represents a crucial step in this effort, and its timely completion is essential to safeguarding our shared natural resources and economic interests.

As leaders of our respective communities, we must work collaboratively to address this pressing issue. So, I am just contacting you to ask how local governments in Canada and the United States can assist Illinois and the eight states bordering the Great Lakes and the US Federal Government in expediting the construction of the Brandon Road barrier.

Whether through resource allocation, political support, or other assistance means, I stand ready to mobilize the necessary resources and support from our community to aid in this endeavour. Together, we can take proactive measures to protect our environment, preserve our fisheries, and ensure the prosperity and well-being of our citizens for generations to come.

Thank you for your attention. I look forward to hearing from you.

Yours truly,

Mayor William Steele

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Appoint a Fire Chief and Deputy Fire Chief

Whereas at its meeting of December 9, 2019, the Council of the Corporation of the City of Port Colborne enacted By-law 6745/109/19, Being a by-law to Establish and Regulate the City of Port Colborne Fire and Emergency Services (Composite); and

Whereas subsection 6(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, requires that the Council of a municipality that has established a fire department shall appoint a Fire Chief for the fire department; and

Whereas section 3 of By-law 6745/109/19 provides that Council shall appoint a Fire Chief and may appoint a Deputy Fire Chief for the fire department; and

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

1. That Morgan Alcock, Fire Chief of the Township of Wainfleet, is hereby appointed as Fire Chief for the City of Port Colborne for a period of time not exceeding 120 days.
2. That Shawn Schutten, Deputy Fire Chief of the Township of Wainfleet, is hereby appointed as Deputy Fire Chief for the City of Port Colborne for a period of time not exceeding 120 days.
3. That the Deputy Fire Chief shall report to the Fire Chief, and in absence of the Fire Chief shall have all the powers and shall perform all the duties of the Fire Chief.
4. That By-law No. 6618/73/18 appointing Scott Lawson as Deputy Fire Chief is hereby repealed.
5. That this by-law shall come into full force and effect on April 10, 2024.

Enacted and passed this _____ day of _____, 2024.

William C. Steele
Mayor

Saima Tufail
Acting City Clerk

The Corporation of the City of Port Colborne

By-Law No. _____

Being a by-law to adopt, ratify and confirm
the proceedings of the Council of The
Corporation of the City of Port Colborne at
its Regular Meeting of March 26, 2024

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of March 26, 2024, upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 26th day of March, 2024.

William C. Steele
Mayor

Saima Tufail
Acting City Clerk