

**City of Port Colborne  
Council Meeting Agenda**

**Date:** Tuesday, April 9, 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 <a href="http://www.portcolborne.ca/delegation">www.portcolborne.ca/delegation</a> , email <a href="mailto:deputyclerk@portcolborne.ca">deputyclerk@portcolborne.ca</a> or phone 905-228-8118.	
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**From:** Usick, Karen <[Karen.Usick@niagarahealth.on.ca](mailto:Karen.Usick@niagarahealth.on.ca)>

**Sent:** Friday, March 22, 2024 4:25 PM

**Subject:** Proclamation Request - Canadian Viral Hepatitis Elimination Day

I am contacting you today on behalf of the Niagara Health System's – Hepatitis C Care Clinic.

In May of 2016, Canada's Health Minister – Jane Philpott signed on to the World Health Organizations (WHO)'s first ever-Global Viral Hepatitis Strategy, with the goal to eliminate viral hepatitis as a public health threat by 2030.

To support Canada's Global strategy, all provinces and communities across Canada are working together to raise awareness. I am delighted to announce that we once again will be hosting a Canadian Viral Hepatitis Elimination Day awareness event.

We will join our national partners on Thursday May 9, 2024 to recognize this very important awareness day! Our program will be collaborating with the Niagara Health System's – Niagara Falls Site at 5546 Portage Road, Niagara Falls. Our Community event will run from 11:00 am to 3:00 pm.

The Hepatitis C Care Clinic event will encourage individuals to learn about hepatitis, liver health, how to receive testing, hepatitis C treatment .... and the care and services of our program. Our community event will also allow us to highlight the services of our Mental Health and Addiction program's care .... and the care and services of the many community partners that will be joining us at our street-based Health and Social Services Fair. We invite you to join us at our awareness day event! Please feel free to contact me for further details of the event!

Are you wondering how you can help! We are inviting you to join with our awareness campaign and national partners to proclaim Thursday May 9, 2024, as Canadian Viral Hepatitis Elimination Day throughout the 12 municipalities of Niagara. Together we are strong . . . we can join together to raise awareness and to help individuals throughout Niagara.

We are a specially funded program through the Ministry of Health's – Hepatitis C Secretariat to bring care and services to the community... to individuals who may not know where to seek the help they need!

If you have any questions, or require further information, please do not hesitate to contact me!

Hope you have a lovely afternoon and a wonderful weekend!

Take care and stay safe!

***Karen***

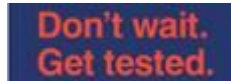
**Karen Usick – Reg. N**  
**Hepatitis C Care Clinic | Community Coordinator**  
**Niagara Health System| Addiction Services**  
**[Karen.Usick@NiagaraHealth.on.ca](mailto:Karen.Usick@NiagaraHealth.on.ca)**

W: 905-378-4647 x32555 | C: 289-696-2523

260 Sugarloaf Street, Port Colborne, ON L3K 2N7

HCCC Website Address - [www.niagarahealth.on.ca/site/hepatitis-c-care](http://www.niagarahealth.on.ca/site/hepatitis-c-care)  
NHS Addiction Services - [www.niagarahealth.on.ca/services/addiction-recovery](http://www.niagarahealth.on.ca/services/addiction-recovery)

niagarahealth



**#HepCantWait | #WorldHepatitisDay | #NoHep**



# **CANADIAN** VIRAL HEPATITIS **ELIMINATION DAY**

## **JOURNÉE CANADIENNE** **POUR L'ÉLIMINATION DE L'HÉPATITE VIRALE**

### **Canadian Viral Hepatitis Elimination Day Proclamation May 9, 2024**

**WHEREAS**, hepatitis B and C are among Canada's most burdensome infectious diseases – measured in liver damage, cancer, lives lost, and significant costs to our public healthcare system;

**WHEREAS**, more than 204,000 people in Canada are living with hepatitis C, and more than 250,000 are living with hepatitis B;

**WHEREAS**, hepatitis C is curable, and hepatitis B is vaccine-preventable and treatable;

**WHEREAS**, Canada has committed to eliminating viral hepatitis as a public health threat by 2030; and

**WHEREAS**, Canadian Viral Hepatitis Elimination Day provides an opportunity to highlight the need for policies that support easy access to testing, treatment, and care for those affected, paving the way toward elimination;

**THEREFORE**, I, Bill Steele, Mayor of the City of Port Colborne, do hereby proclaim  
**May 9, 2024 Canadian Viral Hepatitis Elimination Day** in Port Colborne.

### **Proclamation de la Journée canadienne pour l'élimination de l'hépatite virale 9 mai 2024**

**CONSIDÉRANT** que les hépatites B et C comptent parmi les maladies infectieuses les plus onéreuses au Canada – mesurées en dommages au foie, en cancer, en vies perdues et en coûts importants pour notre système de santé public;

**CONSIDÉRANT** que plus de 204 000 personnes au Canada vivent avec l'hépatite C et plus de 250 000 avec l'hépatite B;

**CONSIDÉRANT** que l'hépatite C est guérissable et que l'hépatite B est évitable par la vaccination et traitable;

**CONSIDÉRANT** que le Canada s'est engagé à éliminer l'hépatite virale en tant que menace pour la santé publique d'ici 2030; et

**CONSIDÉRANT** que la Journée canadienne pour l'élimination de l'hépatite virale est une occasion de souligner la nécessité de mettre en place des politiques qui facilitent l'accès au dépistage, au traitement et aux soins pour les personnes touchées, tout en ouvrant la voie à l'élimination;

**PAR CONSÉQUENT**, je, Bill Steele, maire de Port Colborne, proclame par la présente le  
**9 mai 2024 Journée canadienne pour  
l'élimination de l'hépatite virale** à Port Colborne.

**Bill Steele  
Mayor / Maire**



Moved by Councillor  
Seconded by Councillor

April 9, 2024

**Canadian Viral Hepatitis Elimination Day  
Proclamation  
May 9, 2024**

**WHEREAS**, hepatitis B and C are among Canada's most burdensome infectious diseases – measured in liver damage, cancer, lives lost, and significant costs to our public healthcare system;

**WHEREAS**, more than 204,000 people in Canada are living with hepatitis C, and more than 250,000 are living with hepatitis B;

**WHEREAS**, hepatitis C is curable, and hepatitis B is vaccine-preventable and treatable;

**WHEREAS**, Canada has committed to eliminating viral hepatitis as a public health threat by 2030; and

**WHEREAS**, Canadian Viral Hepatitis Elimination Day provides an opportunity to highlight the need for policies that support easy access to testing, treatment, and care for those affected, paving the way toward elimination;

**THEREFORE**, I, William C. Steele, Mayor of the City of Port Colborne, do hereby proclaim  
**May 9, 2024 Canadian Viral Hepatitis Elimination Day** in Port Colborne.

**Proclamation de la Journée canadienne pour  
l'élimination de l'hépatite virale  
9 mai 2024**

**CONSIDÉRANT** que les hépatites B et C comptent parmi les maladies infectieuses les plus onéreuses au Canada – mesurées en dommages au foie, en cancer, en vies perdues et en coûts importants pour notre système de santé public;

**CONSIDÉRANT** que plus de 204 000 personnes au Canada vivent avec l'hépatite C et plus de 250 000 avec l'hépatite B;

**CONSIDÉRANT** que l'hépatite C est guérissable et que l'hépatite B est évitable par la vaccination et traitable;

**CONSIDÉRANT** que le Canada s'est engagé à éliminer l'hépatite virale en tant que menace pour la santé publique d'ici 2030; et

**CONSIDÉRANT** que la Journée canadienne pour l'élimination de l'hépatite virale est une occasion de souligner la nécessité de mettre en place des politiques qui facilitent l'accès au dépistage, au traitement et aux soins pour les personnes touchées, tout en ouvrant la voie à l'élimination;

**PAR CONSÉQUENT**, je, William C. Steele, maire de Port Colborne, proclame par la présente le  
**9 mai 2024 Journée canadienne pour l'élimination de l'hépatite virale** à Port Colborne.

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**William C. Steele  
Mayor / Maire**

## **City of Port Colborne**

### **Council Meeting Minutes**

**Date:** Tuesday, March 26, 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  
R. Bodner, Councillor  
G. Bruno, Councillor  
T. Hoyle, Councillor  
W. Steele, Mayor (presiding officer)

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

**Staff Present:** S. Tufail, Acting City Clerk  
B. Boles, Director of Corporate Services/Treasurer  
G. Long, Manager of Strategic Initiatives/Acting Chief  
Administrative Officer  
S. Shypowskyj, Director of Public Works  
D. Vasu, Acting Deputy Clerk (minutes)  
J. Colasurdo, Manager of Infrastructure  
G. Higginbotham, Tourism Coordinator

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

Mayor Steele called the meeting to order at approximately 6:37 p.m.

#### **2. National Anthem**

#### **3. Land Acknowledgement**

Councillor Bruno recited the land acknowledgement.

#### **4. Proclamations**

**4.1 Proclamation Request and an Invitation to Participate in Autism Ontario's "Fly the Flag" campaign on April 2nd, 2024, in Celebration of World Autism Awareness Day**

Moved by Councillor R. Bodner

Seconded by Councillor T. Hoyle

That April 2, 2024, do hereby be proclaimed World Autism Day.

Carried

**5. Adoption of Agenda**

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

That the agenda dated March 26, 2024, be confirmed, as circulated.

Carried

**6. Disclosures of Interest**

**7. Approval of Minutes**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Aquilina

That items 7.1 and 7.2 be approved as presented.

Carried

**7.1 Regular Meeting of Council - March 12, 2024**

**7.2 Special Meeting of Council - March 19, 2024**

**8. Staff Reports**

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That items 8.1 to 8.4 be approved, and the recommendations contained therein be adopted.

Carried

**8.1 2023 Statement of Council Remuneration and Expenses, 2024-55**



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

**8.2 Grants for Non-Profit Organizations, 2024-65**

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

**8.3 Port Colborne Distribution System 2023 Annual Summary Report, 2024-74**

That Public Works Department Report 2024-74 be received, including the attached 2023 Annual Summary Report.

**8.4 Wignell Municipal Drain, 2024-52**

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*.

**9. Correspondence Items**

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That items 9.1 to 9.7 be received for information.

Carried

**9.1 The Honourable Prabmeet Singh Sakaria, Minister of Transportation - Thank you Letter to Mayor Steele in support of creating an Ontario Shortline Track Maintenance Tax Credit in Budget 2024**

**9.2 Town of Goderich - Return to Combined ROMA and OGRA Conferences**

- 9.3 **Town of Aurora - Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use**
- 9.4 **Township of Amaranth - Resolution on Highway 413**
- 9.5 **Township of Amaranth - Operational Budget Funding**
- 9.6 **Town of Cobourg - 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**
- 9.7 **City of Qunite West - Notice of Motion - Housing Funding**
- 10. **Presentations**
  - 10.1 **Nancy Salvage, Executive Director- Port Colborne Fair Trade Committee**

Three representatives of the Port Colborne Fair Trade Committee provided a presentation.
  - 10.2 **Ian Hamilton, President & CEO - Hamilton - Oshawa Port Authority**

Ian Hamilton, President and CEO of the Hamilton - Oshawa Port Authority, provided a presentation.
- 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 **Clerk's Division Staffing Change and New Grant Applications (Long)**

The Acting Chief Administrative Officer introduced the new Acting City Clerk, Carol Schofield, then thanked Saima Tufail for her time at the City. The Acting Chief Administrative Officer then stated that Economic Development staff are applying for grants under three Provincial programs.
  - 14.2 **Tourism Update (Higginbotham)**

The Tourism Coordinator provided a brief update regarding the City's tourism strategy.

#### **14.3 Public Works Updates (Shypowskyj)**

The Director of Public Works provided an update regarding several operational programs which have begun or are about to begin, including the annual ditching program, the sidewalk repair program, the street sweeping program, the asphalt repair program, and the line painting program, then stated that the leak detection program found and repaired a leak in Ward One.

#### **14.4 Eclipse Glasses and Vale Technology Updates (Boles)**

The Director of Corporate Services/Treasurer stated that the free eclipse glasses have almost ran out and that residents should collect a pair while supplies last, then noted that the television monitors at the Vale Health and Wellness Centre are now operating, thanking the Communications Department for their help.

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

#### **15.1 Sidewalks on West Street (Aquilina)**

Councillor Aquilina asked the Director of Public Works about the sidewalks on West Street, on behalf of the Senior Citizens Advisory Committee. The Manager of Infrastructure answered that the sidewalks will be fixed during the project to bury hydro lines on West Street.

#### **15.2 Tax Clinics (Aquilina)**

Councillor Aquilina forwarded the message from MP Vance Badawey's office that there will be income tax clinics in Port Colborne, noting that those interested should check the Senior Citizens Advisory Committee's Facebook Page or the City's website for details.

#### **15.3 Community Updates and Congratulations (Aquilina)**

Councillor Aquilina advised that the Sherkston Community Centre is hosting an Easter Egg Hunt on Saturday, March 31, 2024, beginning at 10:00 a.m., then congratulated the Mayor on becoming a grandfather and S. Tufail on her new position at the Region of Peel.

#### **15.4 Acting City Clerk Appreciation (Bruno)-\***

Councillor Bruno thanked S. Tufail for her time at the City, then stated that she will be missed.

### **15.5 West Side Road Construction Signs (Bruno)**

Councillor Bruno asked the Director of Public Works about why the construction signs from the paving of West Side Road are still up, noting that he believes the signs should be removed. The Director of Public Works responded that the signs will be cleaned up soon.

### **15.6 Acting City Clerk Appreciation (Hoyle)**

Councillor Hoyle thanked S. Tufail for her time at the City, then wished her well in her future endeavours.

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

### **16.1 Lockview Park, 2024-73**

Moved by Councillor T. Hoyle

Seconded by Councillor E. Beauregard

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.

Carried

### **16.2 The Honourable Pablo Rodriguez, Minister of Transport regarding the City of Port Colborne's Interest in St. Lawrence Seaway lands Owned by Transport Canada**

Moved by Councillor G. Bruno

Seconded by Councillor M. Bagu

That the correspondence item from the Honourable Pablo Rodriguez, Minister of Transport regarding the City of Port Colborne's interest in St. Lawrence Seaway lands owned by Transport Canada, be received.

Carried

**16.3 Town of Bracebridge - Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework**

Moved by Councillor G. Bruno

Seconded by Councillor E. Beauregard

That the correspondence item from the Town of Bracebridge regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, be supported; and

That the correspondence item be forwarded to the Niagara West MPP, Sam Oosterhoff; the St. Catharines MPP, Jennifer Stevens; the Niagara Falls MPP, Wayne Gates; and the Niagara Centre MPP, Jeff Burch.

Carried

**17. Motions**

**17.1 Memorandum from Mayor Steele - U.S. Army Corps of Engineers and Governors of Michigan and Illinois in Preventing Invasive Copi in Great Lakes**

Moved by Councillor R. Bodner

Seconded by Councillor T. Hoyle

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.

Carried

**18. Notice of Motions**

**19. Minutes of Boards & Committees**

**20. By-laws**

Moved by Councillor M. Aquilina

Seconded by Councillor M. Bagu

That items 20.1 and 20.2 be enacted and passed, as presented.

Carried

**20.1 By-law to Appoint a Fire Chief and Deputy Fire Chief**

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

**21. Procedural Motions**

**22. Information items**

**23. Adjournment**

Mayor Steele adjourned the meeting at approximately 8:14 p.m.

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William C. Steele, Mayor

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Saima Tufail, Acting City Clerk



## **PORT COLBORNE**

### **Mayor's report to city council**

**Tuesday, March 26, 2024**

#### **Top Hat ceremony**

I could not be more proud of our staff, who pulled together as a team, to make our Top Hat event so successful last Friday morning.

The crew from the parks department was out there in the dark, before 6am, to set up chairs, tables, flags, lights and to start the bonfire. We sure needed that fire, as it was one cold morning. Quite a difference from the week before when we had sunny 15-degree weather. We had below zero temperatures on the second day of Spring, and the cold tested us all standing on frozen grass and pavement to celebrate the first downbound ship of 2024.

So, the first downbound ship, the Algoma Conveyor, actually went downbound the night before, and was upbound when we honoured Captain Ed Kemp and his crew. Bit of a glitch, but we worked with it.

The Fair Trade committee was there brewing coffee by 6:30 and setting tables for pancakes, sausage and real Niagara maple syrup.

Our comms team set up our podium and audio-video for all the lights, camera, action of the event. Our Town Crier Tom Pekar did an excellent job rousing the crowd with history and Huzzahs.

Our museum was there to explain the significance of the 100-year-old Top Hat, kept safely in the museum vault. We presented Capt. Kemp with a brand new top hat to keep. It fit him perfectly. Captain Kemp signed the museum log book, as first captains of the season have done since our Top Hat event started more than 50 years ago.

Our library was there with souvenir buttons, attached to cards outlining the history of the event, and the canal. My office is still getting requests for those.

Many thanks to ADM, Go Buddha, Villages Port Colborne, and Amherst Crane for your support and contributions to our breakfast.

We welcomed representatives from all levels of government and the Seaway to speak to the importance of the canal for the past 195 years, and the 65th anniversary of the St. Lawrence Seaway.

Gregg Ruhl was here, president and CEO of Algoma Central Corporation. Gregg gave a great speech about the 125th anniversary of Algoma, and the Algoma Bear, and its possible DNA connection to the Blue Bear of Port High.

We had guests from Washington DC, from the American counterpart of the St. Lawrence Seaway. It was an honour to welcome, for the first time to Port Colborne: Rebecca Yackley, the director of Trade and Economic Development and International Trade Specialist Jazmine Jurkiewicz.

We had a group of Ship Junkies, who came from as far as Cambridge, Kitchener, and Burlington. And we had dozens of Port Colborne people and business partners who braved the cold to join us for breakfast and the celebrate the day. The blizzard didn't start until the event was over, just as the crews came to tear down.

I'll say this, as we have two Top Hat ceremonies in Niagara, one in St. Catharines at Lock 3 and ours in Lock 8 Gateway Park. We include all the formalities, all the traditions, all the pomp and circumstance befitting an historical occasion. But what we have, at our celebration, is fun. Our event is really a lot of fun.

There are also Top Hat ceremonies in Montreal, up in Thunder Bay, and ship watchers celebrate the first ship under the 1000 Islands Bridge.

As I said, I am so proud of our staff, and all the attendees, for making it such a great event. Another one for the books, team. Thank you all for your efforts to make the day so great.



## **Tugboat Bunny**

It's Easter weekend! Already!

We wish everyone a healthy, blessed weekend with family and friends.

Port Colborne's own Tugboat Bunny arrives on the bow of the JW Cooper about 9 Saturday morning. We hope all the children will bring their parents and friends to the canal along West Street to welcome the friendly fellow with the big ears.

From the Promenade on West Street, take your children and their Easter baskets to the Vale Health and Wellness Centre on Elizabeth Street for face painting and crafts and an Easter egg hunt, starting at 10am. There is free skating all afternoon, sponsored by Rankin Construction, and free swimming sponsored by the YMCA.

Happy Easter, everyone.

## **Meeting with Health Minister**

Yesterday morning I drove to Toronto with our CAO Scott Luey and Dr. Matthew Vandenburg to meet with Ontario Health Minister Sylvia Jones.

We wanted to make sure she was aware of the work we're doing to improve primary care in Port Colborne when the changes come in 2028. We wanted the Minister and her senior staff to support us as we work towards solutions to our health care challenges. We impressed upon her the collaborative efforts we're making, and that we need her and her team to help our team maintain and enhance access to primary care in Port Colborne.

## **Countdown to the eclipse**

Councillors, if you'll all don the special protective eyewear left at your desks for my next announcement.

It's less than two weeks away from the celestial event of a lifetime. You may have heard there is a total eclipse of the sun starting at 2pm Monday, April 8.

Totality occurs at 3:18pm. We expect a few people to show up in Port Colborne – (maybe a few thousand!) – as we’re on the direct path of the total eclipse, and we won’t have any pesky mist from the Falls to impede our view. Ha Ha.

We have a full day of events planned – please refer to the city website [portcolborne.ca](http://portcolborne.ca) for all the times and venues.

There will be some road closures, some detours, and parking restrictions at HH Knoll Park and along Sugarloaf Street as we anticipate an increased volume of traffic. The boat ramp will be closed that day – signs are already posted down at the marina. Emergency response teams from across the region, including ours, have been planning for this day for the past year.

It will be all-hands-on-deck for all city staff. City hall will be open, but we will have limited services that day, as staff may be deployed away from their regular posts.

Our customer service staff at reception have been inundated with requests for the special eclipse glasses – if you don’t have yours, please get them soon. Our glasses are for Port Colborne residents, but we’re getting requests from people from neighbouring towns and cities. All you have to do is show your PORTicipate pass or your library card, and you’ll get glasses. Until they run out. I think we’re down to the last few hundred pairs.

Our museum blacksmith, Dr. Brian Pihack, also happens to be an astronomer. He is a former president of the Royal Astronomical Society of Canada. Dr. Pihack will speak about the eclipse at a special lecture in the LR Wilson Archives April 3. You must register, as space is limited.

## **I’m a grandfather**

As my last item this evening, I will share some personal, happy news.

Deb and I are grandparents. My son and daughter-in-law are first-time parents of Oliver William Scott Steele, born yesterday at 1:28pm, weighing in at seven pounds 10 ounces. Mom and baby are doing great. Named for his Great Aunt Olive, he looks just like his great grandfather Chuck.

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

**Date:** Tuesday, January 23, 2024  
**Time:** 5:00 pm  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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

**External:** S. Premi, City Solicitor - Senior partner at Sullivan Mahoney LLP

**Staff Present:** S. Luey, Chief Administrative Officer  
S. Tufail, Acting City Clerk

**1. Call to Order**

Mayor Steele called the meeting to order at 5:05 p.m.

**2. Adoption of Agenda**

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

That the agenda dated January 23, 2024, be confirmed as circulated.

Carried

**3. Disclosures of Interest**

**3.1 Councillor R. Bodner - Confidential Items**

Councillor R. Bodner declared an indirect pecuniary interest on item 5.2, as the applicant supplies grocery and related products for the Councillor's business.

**3.2 Councillor E. Beauregard - Confidential Items**

Councillor E. Beauregard declared an indirect pecuniary interest on item 5.3, as he is employed by the agent for this development application.

**4. By-law**

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

Moved by Councillor T. Hoyle

Seconded by Councillor D. Elliott

That the by-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Special Closed Meeting of January 23, 2024, be enacted, as passed.

Carried

**5. Confidential Items**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That Council proceed into closed session in order to address items 5.1 to 5.5.

Carried

**5.1 Minutes of the closed session portions of the September 26, October 10, October 24, November 22, and December 5, 2023 Council Meetings**

**5.2 Confidential memorandum from Sara J. Premi, City Solicitor, advice that is subject to solicitor-client privilege, including communications necessary for that purpose**

**5.3 Confidential memorandum from Sara J. Premi, City Solicitor, advice that is subject to solicitor-client privilege, including communications necessary for that purpose**

**5.4 Confidential Office of the Chief Administrative Officer report 2024-03, a trade secret or scientific, technical, commercial, financial or labour**

**relations information, supplied in confidence to the municipality or local board**

**5.5 Confidential Office of the Chief Administrative Officer report 2024-21, a proposed or pending acquisition or disposition of land by the municipality or local board**

**6. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:50 p.m.

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William C. Steele, Mayor

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Saima Tufail, Acting City Clerk

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

**Date:** Tuesday, January 23, 2024  
**Time:** 5:00 pm  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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

**External:** S. Premi, City Solicitor - Senior partner at Sullivan Mahoney LLP

**Staff Present:** S. Luey, Chief Administrative Officer  
S. Tufail, Acting City Clerk

**1. Call to Order**

Mayor Steele called the meeting to order at 5:05 p.m.

**2. Adoption of Agenda**

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

That the agenda dated January 23, 2024, be confirmed as circulated.

Carried

**3. Disclosures of Interest**

**3.1 Councillor R. Bodner - Confidential Items**

Councillor R. Bodner declared an indirect pecuniary interest on item 5.2, as the applicant supplies grocery and related products for the Councillor's business.

**3.2 Councillor E. Beauregard - Confidential Items**

Councillor E. Beauregard declared an indirect pecuniary interest on item 5.3, as he is employed by the agent for this development application.

**4. By-law**

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

Moved by Councillor T. Hoyle

Seconded by Councillor D. Elliott

That the by-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Special Closed Meeting of January 23, 2024, be enacted, as passed.

Carried

**5. Confidential Items**

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That Council proceed into closed session in order to address items 5.1 to 5.5.

Carried

**5.1 Minutes of the closed session portions of the September 26, October 10, October 24, November 22, and December 5, 2023 Council Meetings**

**5.2 Confidential memorandum from Sara J. Premi, City Solicitor, advice that is subject to solicitor-client privilege, including communications necessary for that purpose**

**5.3 Confidential memorandum from Sara J. Premi, City Solicitor, advice that is subject to solicitor-client privilege, including communications necessary for that purpose**

**5.4 Confidential Office of the Chief Administrative Officer report 2024-03, a trade secret or scientific, technical, commercial, financial or labour**

**relations information, supplied in confidence to the municipality or local board**

**5.5 Confidential Office of the Chief Administrative Officer report 2024-21, a proposed or pending acquisition or disposition of land by the municipality or local board**

**6. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:50 p.m.

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William C. Steele, Mayor

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Saima Tufail, Acting City Clerk



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

**Date:** Saturday, January 27, 2024  
**Time:** 9:00 am  
**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:** J. Colasurdo, Manager of Infrastructure  
G. Higginbotham, Tourism Coordinator  
G. Long, Manager of Strategic Initiatives  
B. Cotton, Economic Development Officer  
C. Banting, Compliance, Programs and Performance Manager  
B. Boles, Director of Corporate Services/Treasurer  
S. Luey, Chief Administrative Officer  
S. Shypowskyj, Director of Public Works  
S. Tufail, Acting City Clerk

**1. Call to Order**

Mayor Steele called the meeting to order at 9:01 a.m.

**2. Adoption of Agenda**

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

That the agenda dated January 27, 2024, be confirmed, as circulated.

Carried

**3. Disclosures of Interest**

**4. By-law**

**4.1 By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Special Closed Meeting of January 27, 2024**

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That items 4.1 be enacted and passed.

Carried

**5. Confidential Items**

Moved by Councillor D. Elliott

Seconded by Councillor F. Danch

That Council do now proceed into closed session in order to address items 5.1 to 5.3.

Carried

**5.1 Public Works Department Report 2034-36, education and training sessions including information relating to the role of elected officials, relationship with staff and organizational overview**

**5.2 Chief Administrative Officer report 2024-17, a proposed or pending acquisition or disposition of land by the municipality or local board**

**5.3 Chief Administrative Officer Report 2024-18, a proposed or pending acquisition or disposition of land by the municipality or local board**

**6. Adjournment**

Mayor Steele adjourned the meeting at approximately 1:06 p.m.

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William C. Steele, Mayor

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Saima Tufail, Acting City Clerk

**Subject: Options Report for Short-Term Rental Accommodations**

**To: Council**

**From: Development and Legislative Services Department**

Report Number: 2024-25

Meeting Date: April 9, 2024

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**Recommendation:**

That Development and Legislative Services Department – Planning Division Report 2024-25 be received for information; and

That Council approve the regulation of short-term rental accommodations via the Combined Licencing and Official Plan/Zoning By-law Amendment outlined in Option 3; and

That the Acting City Clerk be directed to schedule a Statutory Public Meeting to review the proposed Official Plan Amendment and Zoning By-law Amendment.

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**Purpose:**

The purpose of this report is to briefly outline the background related to short-term rental (STR) accommodations and provide a recommendation on potential land use planning and licencing options.

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**Background:**

The concept of STRs have been present in most municipalities for a long period, particularly for cottage owners renting or loaning seasonal residences to friends, family, and acquaintances for leisure purposes. Only recently have residents began using internet-based sharing platforms, such as Airbnb and VRBO, to rent whole dwellings or dwelling units to users. The increased accessibility to STRs has resulted in an increased demand for rental properties and has led to more complaints (e.g., noise, parking issues, zoning compliance, litter, property standards, fire violations) from surrounding residents.

Currently, there are no specific policies related to STRs within the City of Port Colborne Official Plan and no provisions in the City's Zoning By-law. Council, at their meeting of October 11, 2022, directed staff to prepare a STR Registration By-law and associated report to be presented to Council at a future date.

As part of the preparation of the STR policies proposed in this report, Planning staff worked with Communications staff to create and publish an online survey to gather feedback on STRs from residents. The survey was open from November 9, 2023, to January 1, 2024, and received 55 responses. The results of the online survey are included in Appendix A of this report. A summary of the online survey results is provided in the Public Engagement portion of this report.

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## **Discussion:**

Across Ontario, many municipalities have determined that STRs are a residential use. While STRs were previously only used on an occasional and/or infrequent basis, many are now rented frequently and are a full part of the sharing economy.

In many instances, buildings have been built or developed for full-time use as STRs with no long-term residential component. These STRs are not occupied on a permanent basis or temporary basis by the owner and, as a result, have changed the nature and character of STRs in Port Colborne and the rest of Ontario.

## **Official Plan**

The City of Port Colborne Official Plan sets out the land use policy directions for long-term growth and development in the municipality. Official Plans provide the policy framework for how land may be used and the establishment of Zoning By-laws to set local regulations and standards. All land use planning decisions in Port Colborne must conform to the Official Plan. Currently, the City's Official Plan does not contain policies or definitions for STR accommodations.

As part of the STR review, Planning staff recommend that the City consider the inclusion of policies in the Official Plan which enable and guide the establishment of a zoning framework and licencing regime. Planning staff further recommend that these enabling policies identify the geographic areas where STRs would be permitted, and include direction on what parameters are necessary in the Zoning By-law or Licencing By-law to support the regulation of STRs.

Any changes to the Official Plan regarding STRs would require an Official Plan Amendment (OPA).

## **Zoning By-law**

While the Official Plan sets out general policies for land use, the City's Zoning By-law puts the plan into effect and provides for its day-to-day administration. The City's Zoning By-law establishes various forms of dwelling units as permitted uses within Residential Zones but does not establish STRs as a permitted use.

Any regulation of STRs through the City's Zoning By-law will require the Zoning By-law to be amended by a municipally initiated Zoning By-law Amendment (ZBA). The ZBA would:

- establish a definition of an STR;
- add an STR as a permitted use in specific zones;
- create zone standards which could include items such as minimum parking requirements, minimum lot sizes, minimum amenity areas, or minimum building setback requirements;
- restrict STRs from being permitted in an accessory building or structure; and
- recognize that an STR must be a secondary use to a residential use.

The requirement for the STR to be a secondary use is to ensure that dwelling units are not being purchased and exclusively rented out, as this has the potential to change the planned function of residential communities by eroding the residential character of the area. Planning staff note that there could be existing STRs already located in Port Colborne that may not meet all the proposed Zoning By-law provisions. Any STR in operation prior to the passing of a future Zoning By-law Amendment would be considered legal non-conforming, with respect to the zoning provisions.

## **Licencing By-law**

The introduction of STRs in a residential area can have land use planning impacts related to the character of the area, noise, garbage, and frequency of use. While many of these matters fall under the purview of land use planning, they are often more appropriately regulated through By-laws enacted under the *Municipal Act*. To address compatibility concerns associated with STRs, a Licencing By-law should be enacted under the *Municipal Act* as per the previous direction provided by Council.

In consultation with Clerk's and By-law Enforcement staff, Planning staff recommend that the Licencing By-law include provisions that manage STRs by including items such as:

- limitations on the length of stay (minimum or maximum periods);
- limitations on number of rental days per year;
- licencing fees;
- proof of ownership;
- declaration from owner that property is primarily used for residential purposes (not required for Sherkston Shores);
- cap on the number of licences issued;
- maximum number of total guests;

- maximum number of guests per bedroom;
- requirement for a floor plan drawing and site plan;
- requirements for septic, building, fire, wood stove, and HVAC inspections;
- requirement for rental information to be displayed and code of conduct to be displayed;
- requirement for insurance;
- requirement for a guest registry;
- requirement for emergency service contact information to be displayed; and,
- requirement for Municipal Accommodation Tax (MAT)

Planning staff recognize that the above considerations may vary between different geographic areas of the City.

MHBC Planning has been retained to help prepare the proposed Licencing By-law. Should Council approve of proceeding with Option 3, the Licencing By-law will be brought to Council for approval after the OPA and ZBA.

### **Sherkston Shores Resort**

An additional item identified by survey respondents was the relationship between STRs and the Sherkston Shores Resort located at 490 Empire Road. Sherkston Shores is a seasonal campground available to users that includes recreational vehicle sites, tent camping sites, and vacation rental units. Respondents indicated their concerns with the current usage rates, the associated impacts, and that Sherkston Shores Resort should be considered an STR.

Sherkston Shores is unique as it is a permitted commercial use in the City's Zoning By-law and is not a residential area experiencing the introduction of a prohibited commercial use, as is the case with STRs.

While the issue of commercial use and zoning in the Sherkston Shores Resort is appropriately considered in the current City Zoning By-law, the rental of dwellings (park model trailers) as an STR, which are owned on an individual basis, should be captured by a future STR Licencing By-law to provide the City with the opportunity to regulate these STRs in a manner that is consistent with the rest of the City.

Planning staff recognize that a different licencing category may be needed for STRs in the Sherkston Shores Resort, as the Resort will be responsible for some of the administration of good neighbour considerations that are otherwise captured by the City's other By-laws outside of the Sherkston Shores Resort.

### **Approach in Surrounding Municipalities**

The following table summarizes some of the key elements of the Short-Term Licencing By-laws in Fort Erie and Wainfleet:

Licence Provision	Fort Erie	Wainfleet
Occupancy Maximum	1 bdrm – 4 people 2 bdrm – 6 people 3 bdrm – 8 people  Max bedrooms – 3 Max Occupancy – 8 people	1 bdrm – 2 people 2 bdrm – 4 people 3 bdrm – 6 people  Max bedrooms - 3
Annual fire and building inspection	Yes	No – but at discretion
Guest visiting time	Prior to 11pm	N/A
Guest registry required	Yes	Yes
Demerit point system for enforcement	Yes	Yes
Maximum number of STRs	250	N/A
Fees	1 & 2 bdrm \$750 3 bdrm \$1,250	\$1,000
Stay Period	N/A	1 stay per 7-day period

### Options:

Council has a range of options for regulating and managing STRs, which are as follows:

#### Option 1: Status Quo (or “Do Nothing”)

Under the status quo, STRs would continue in all zones without further regulation. No Licencing By-law would be enacted, and the City would continue to manage and respond to complaints under its existing By-laws. While this Option would eliminate the financial costs of establishing and enforcing a licencing program, it would not respond to the concerns of residents or address the impacts of STRs on neighbourhoods.

#### *Pros:*

- Does not require financial expenditure for establishing and enforcing a prohibition and/or licencing program through By-law Services and the Clerk’s Division.

#### *Cons:*

- Would not address the negative impacts associated with STRs, such as noise.
- Does not respond to feedback from residents.
- Would not address servicing issues (e.g., sewage service capacity) for STRs.

#### Option 2: Regulation through Licencing By-law

Option 2 would involve Clerk’s Division staff preparing an STR Licencing By-law under the *Municipal Act*. A Licencing By-law would capture all STRs and address a range of matters typical for a licencing program including the intensity of use (e.g., number of STRs



on a property), fee categories, application requirements (i.e., insurance), penalties, fines, and suspension/revocation of licences. Option 2 would not include amendments to the City's Official Plan and Zoning By-law.

*Pros:*

- Would generate additional revenue to manage STRs.
- Would create a streamlined enforcement regime through ticketing, suspension and/or revocation of licences.
- Would ensure that capacity matters (e.g., sewer services) are addressed through the application process.
- Would permit the creation and posting of a listing of licenced STRs in the City.

*Cons:*

- Would require additional staff resources to administer the program.
- Would not regulate which zones or Official Plan designations STRs would be permitted within.

Option 3: Combined Official Plan Amendment, Zoning By-law Amendment and Licencing By-law

This option would involve updating the City's Official Plan and Zoning By-law to regulate STRs as a permitted use in certain Designations and Zones, thereby allowing for the creation of regulations and standards for STRs, which could include minimum lot sizes and minimum parking requirements.

A Licencing By-law would also be prepared in accordance with Option 2.

*Pros:*

- Would create the strongest enforcement regime by linking the Licencing By-law to land use planning regulations.
- Could limit the number of STRs and restrict them to certain locations.
- Would generate additional revenue to manage STRs through the licencing program.
- Would create a streamlined enforcement regime through ticketing, suspension, and/or revocation of licences.
- Would ensure that capacity matters (e.g., sewer services) are addressed through the application process.
- Would permit the creation and posting of a listing of licenced STRs in the City.

*Cons:*

- Would require additional staff resources to administer the program.

**Recommended Option**

Based on staff's review and analysis and the pros and cons of each approach, Planning staff recommend that "Option 3: Combined Official Plan Amendment, Zoning By-law Amendment and Licencing By-law" be approved, as Option 3 would provide the best mechanisms for regulating and managing STRs.

The proposed OPA policies will achieve the following:

- Recognize that the rental of dwelling units has previously occurred;
- Recognize that dedicated STR accommodations are a more recent phenomenon that needs to be effectively managed to protect the planned function of residential areas;
- Include policies requiring the City to enact an amending Zoning By-law and new Licencing By-law to regulate STR accommodations; and
- Require regulations to:
  - Define STR accommodations;
  - Establish regulations to ensure the planned function of residential areas is maintained;
  - Establish regulations to ensure the character of residential areas is maintained; and
  - Establish regulations to minimize the negative impacts of STR accommodations.

The proposed OPA is included in **Appendix B**.

The proposed ZBA contains provisions that:

- Includes a definition of STR accommodations:
  - The definition includes the duration the dwelling is used as a STR accommodation;
  - The definition separates dwellings that are rented for longer periods from those that are rented for 28 days or less. A rental of 28 consecutive days or less is considered STR accommodation; and
  - Various types of commercial accommodations are not considered STR accommodations.
- Permit STR accommodations in zones that permit residential dwellings;

- Establish a minimum parking requirement of 1 parking space per bedroom for STR accommodation; and
- Restrict STR accommodations from being located in an accessory building.

The proposed ZBA is included in **Appendix C**.

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### **Internal Consultations:**

This STR project has been undertaken with the assistance of MHBC Planning. Input on the proposed options have been discussed throughout the process with City staff including the Planning, Clerks, Finance, Tourism, By-law, and Fire Departments.

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### **Financial Implications:**

Depending on the Options indicated in this report, there will be varying levels of financial implications with respect to STRs. Additional staff resources will be required to implement a licencing/enforcement regime, though the fees collected through a future licencing regime can help cover the costs of the additional resources required for enforcement.

Implementing a licencing regime will enable the City to expand the Municipal Accommodation Tax (MAT) to apply to STRs. The MAT has been introduced in municipalities across the Niagara Region and province as a mechanism to help fund tourism, tourism promotion, and other related activities.

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### **Public Engagement:**

Planning and Communications staff launched an online survey that consisted of a series of focused questions to gather feedback on STRs from residents. The survey was open from November 9, 2023, to January 1, 2024, and received 55 responses. The results of the online survey are included as **Appendix A** and the following is a summary of the input received:

- A majority (67%) of respondents indicated that STRs should be regulated by the City.
- Only 5% of respondents currently own a STR, but 25% of respondents indicated that they would consider owning a STR.
- 47% of respondents indicated that there were issues and challenges caused by STRs in their neighbourhood such as increased noise, traffic, and too many guests at the STR.

- Some respondents expressed support for STRs and the benefits they provide to the community including benefits to local businesses, increased tourism, and additional income for property owners.
- 

### **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:**

Based on a review and analysis of the available options, Planning staff recommend that Option 3: Combined Official Plan Amendment, Zoning By-law Amendment and Licencing By-law be implemented. Option 3 addresses the need for appropriate policies, regulations, and licencing to mitigate and manage the impacts of STRs and respond to concerns from residents. Should Council approve Option 3, Planning staff will proceed with the City-initiated OPA and ZBA to implement the proposed changes, with the the Licencing By-law expected to follow early this summer.

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### **Appendices:**

- a. Survey Results
- b. Draft Official Plan Amendment
- c. Draft Zoning By-law Amendment

This report was prepared in consultation with Jamie Robinson, Lee Bull, and Graham Richards of MHBC Planning.

Reviewed by,

David Schulz, BURPI, MCIP, RPP  
Senior Planner  
905-228-8117  
david.schulz@portcolborne.ca

Respectfully submitted,

Denise Landry, MCIP, RPP  
Chief Planner  
905-228-8119  
denise.landry@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.

# Short-Term Rental Survey

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## SURVEY RESPONSE REPORT

09 November 2023 - 01 January 2024

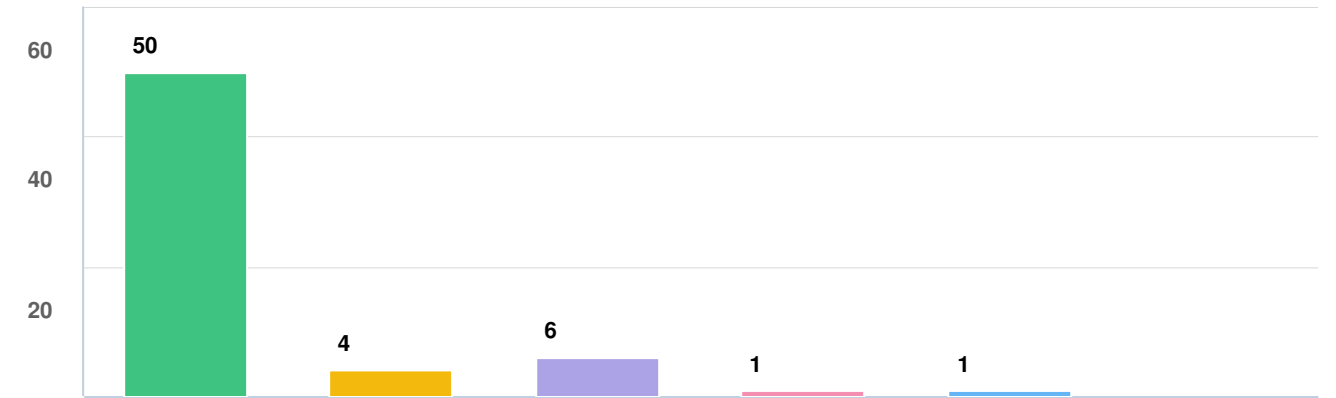
### PROJECT NAME:

Short-Term Rentals in Port Colborne



# SURVEY QUESTIONS

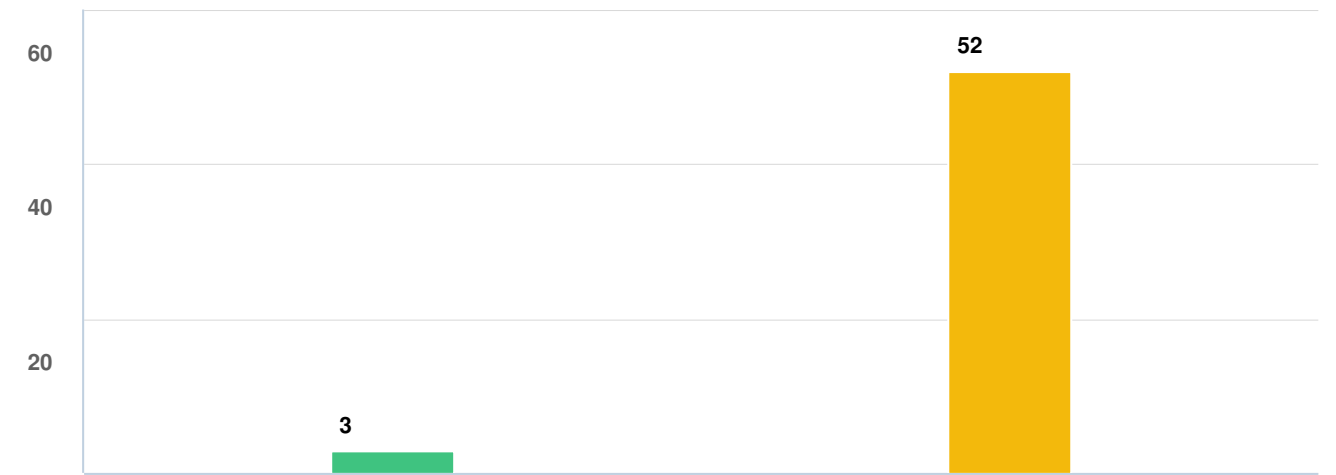
Q1 Which of the following best describes you? (select all that apply)



- Question options**
- ☒ I own a property in Port Colborne
  - ☐ I am a renter of a unit or property in Port Colborne for more than 28 days at a time
  - ☐ I run a business in Port Colborne
  - ☐ I'm not from Port Colborne
  - ☐ Other (please specify)
  - ☐ I sometimes visit Port Colborne as a seasonal visitor or renter for less than 28 days at a time

Optional question (55 response(s), 0 skipped)  
Question type: Checkbox Question

Q3 Do you own a short-term rental in Port Colborne? (rented out for less than 28 days at a time)

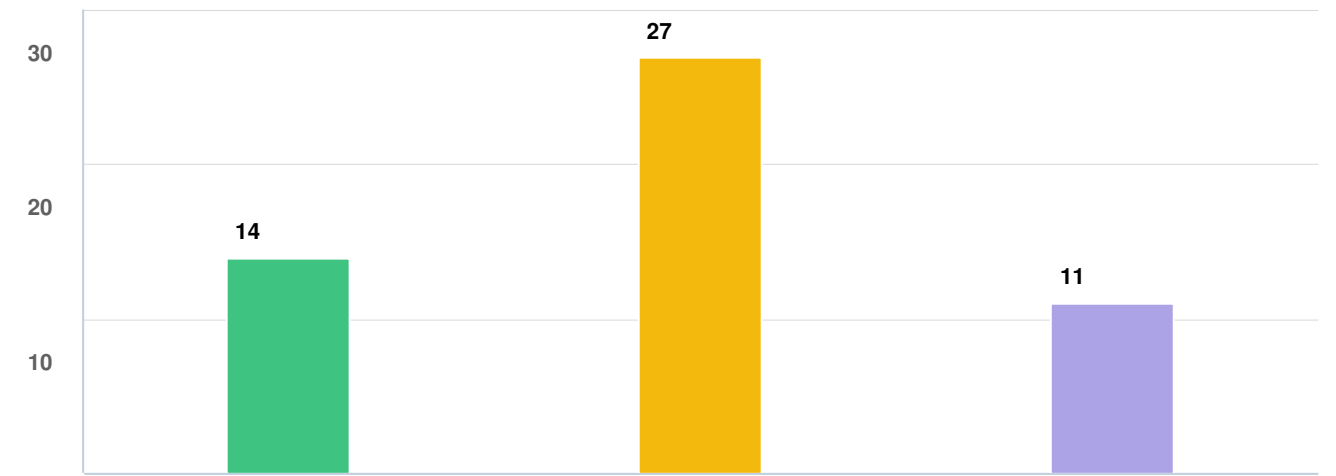


- Question options**
- ☒ Yes
  - ☐ No

Optional question (55 response(s), 0 skipped)  
Question type: Checkbox Question



Q4 If no, would you ever consider owning a short-term rental in Port Colborne?

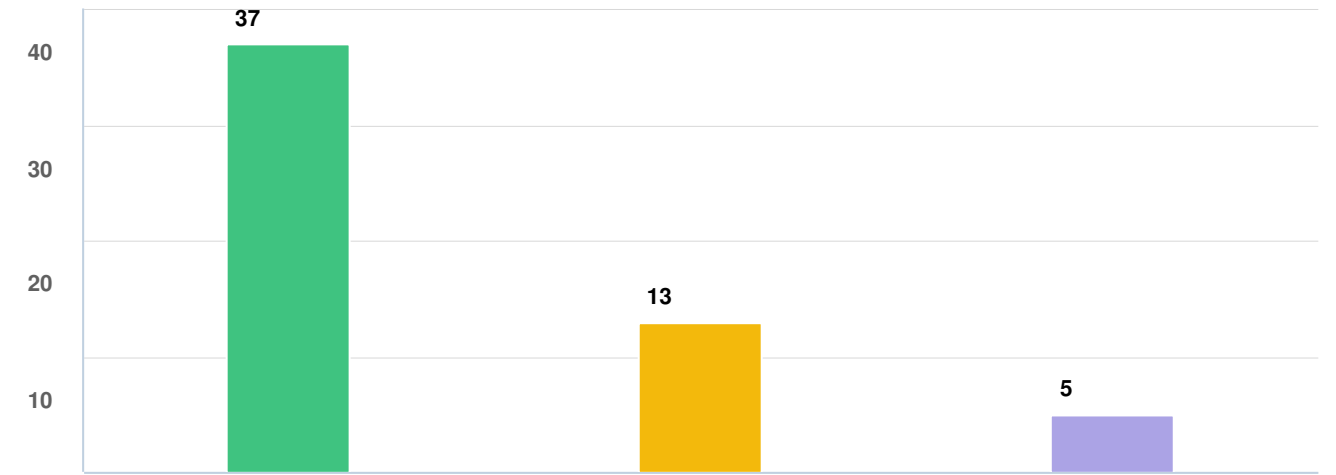


Question options

Yes No Not sure

Optional question (52 response(s), 3 skipped)  
Question type: Checkbox Question

Q5 Do you think short-term rentals in Port Colborne should be regulated by the City?

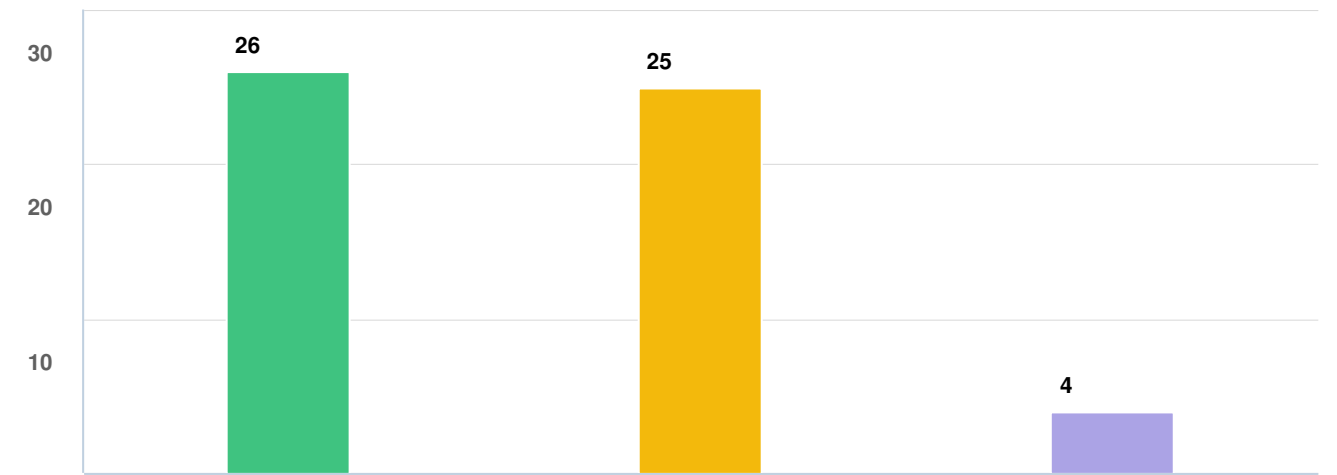


Question options

Yes No Not sure

Optional question (55 response(s), 0 skipped)  
Question type: Checkbox Question

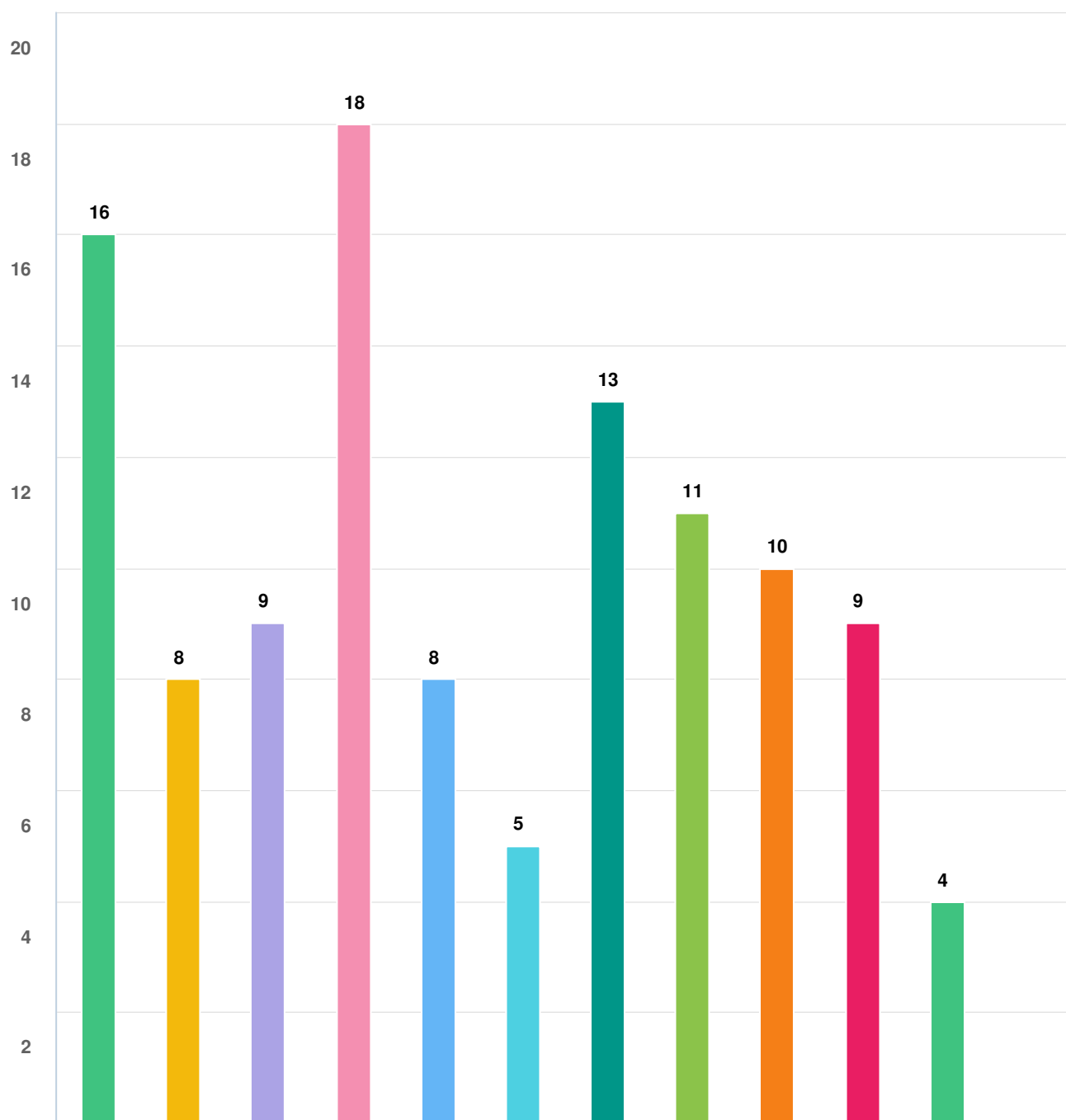
**Q6** Are you aware of any short-term rental(s) in your neighbourhood that cause challenges for you or your neighbours?



**Question options**  
Yes No Not Sure

Optional question (55 response(s), 0 skipped)  
Question type: Checkbox Question

**Q7** If yes, what type of challenges have the short-term rental(s) in your neighbourhood caused for you or your neighbours? (sel...



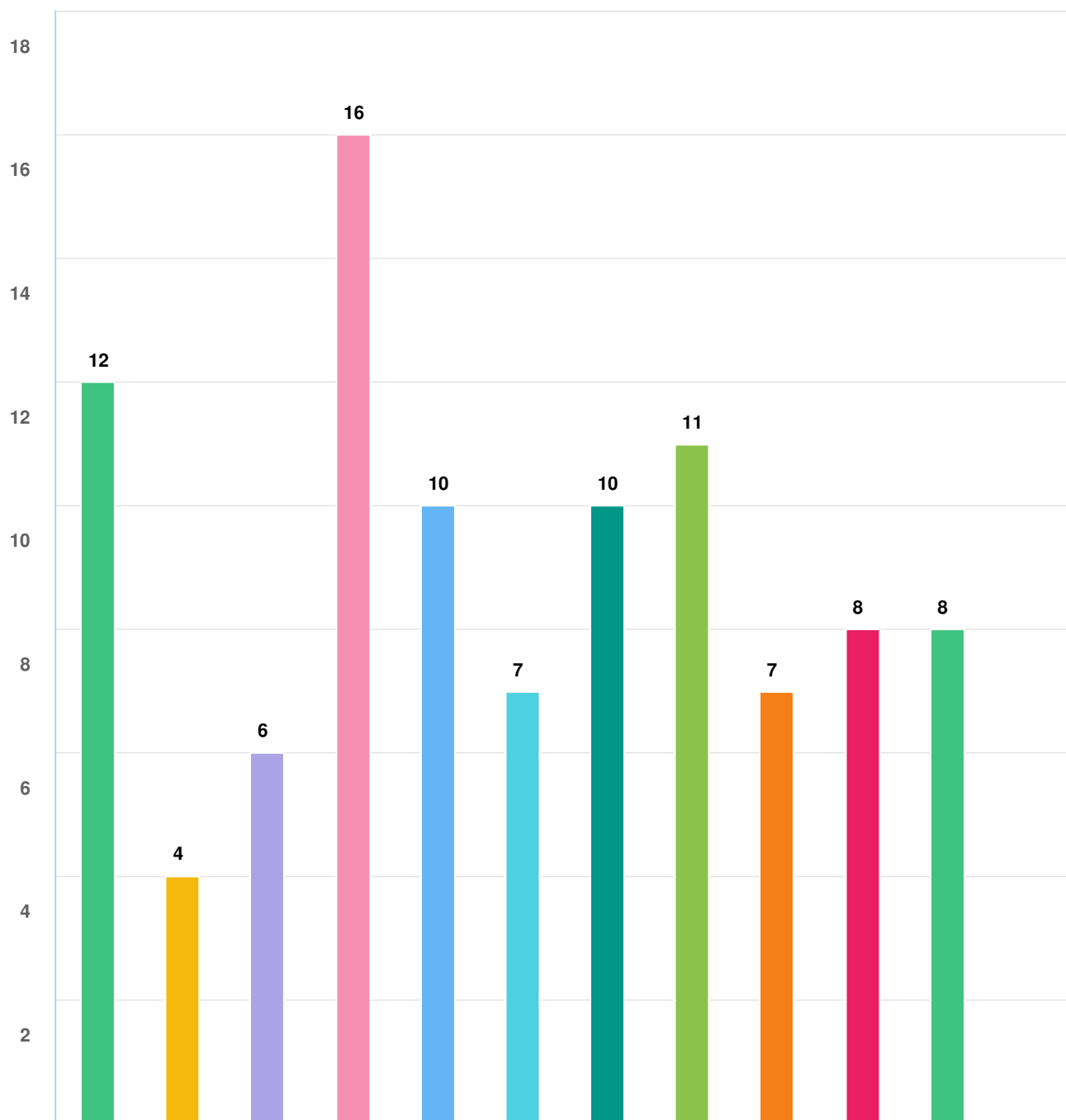
**Question options**

- Too many guests at the property
 ● Turn over of guests is too high
 ● Too many short-term rentals in one area of town
- Issues with noise
 ● Problems with garbage and recycling
 ● Issues with property maintenance (grass, snow, etc.)
- Increase in traffic around the area
 ● Issues with parking
 ● Loss of community feel
 ● Concerns with safety/security
- Other (please specify)
 ● No concerns

Optional question (26 response(s), 29 skipped)

Question type: Checkbox Question

**Q8** If no, what type of challenges do you believe short-term rental(s) could pose for you or your neighbours? (select all that...)



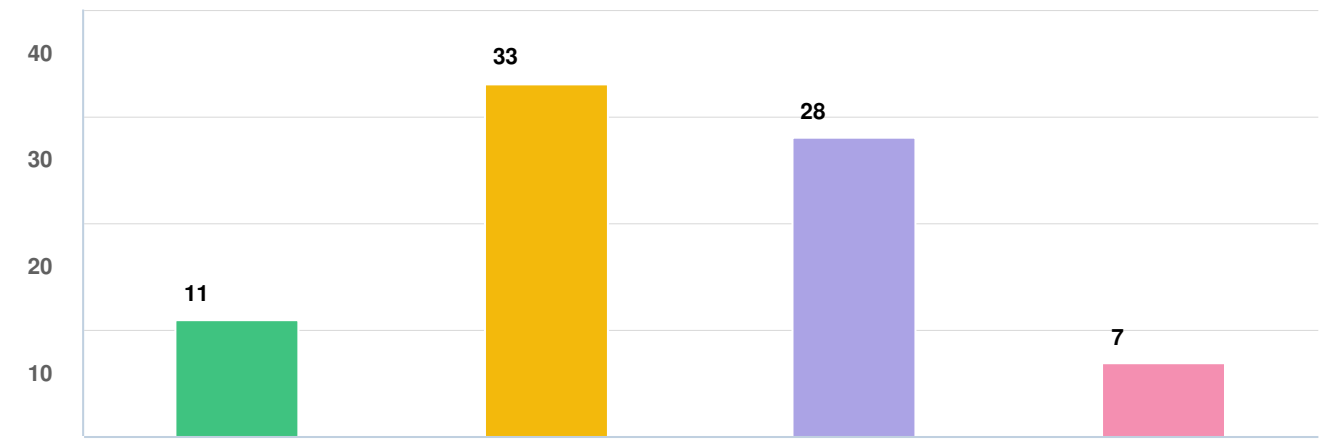
**Question options**

- Too many guests at the property
 ● Turn over of guests is too high
 ● Too many short-term rentals in one area of town
- Issues with noise
 ● Problems with garbage and recycling
 ● Issues with property maintenance (grass, snow, etc.)
- Increase in traffic around the area
 ● Issues with parking
 ● Loss of community feel
 ● Concerns with safety/security
- No concerns
 ● Other (please specify)

Optional question (24 response(s), 31 skipped)

Question type: Checkbox Question

**Q9** Do you think any of the following are potential benefits about short-term rentals? (select all that apply)



- Question options**
- Positive impact to property values
  - Additional income for property owners
  - More accommodation options for visitors
  - Other (please specify)

Optional question (41 response(s), 14 skipped)  
Question type: Checkbox Question

**Q10 | Is there anything else you want to share about short-term rentals?**

Anonymous

12/01/2023 07:08 AM

We have one in our neighborhood and 2 years ago there was a huge part with about 100 guests loud music all weekend and police and by law were called numerous times! We do not want them in our neighborhood!

Anonymous

12/01/2023 08:22 AM

Limited police resources are strained when dealing with noise complaints and other issues that arise from these rental properties.

Anonymous

12/01/2023 06:03 PM

They should be taxed similar to a hotel or motel because they are providing short term accommodations. Ex: not month to month leasing. They should be required to have annual inspections by the fire department. Required signage on property to indicate that it is a short term rental. The property should be rezoned from residential to commercial. Thus allowing the community to have more input on short-term rentals within their areas.

Anonymous

12/03/2023 10:54 AM

Short-term rentals (AirBNB, etc) should be regulated much like Bed and Breakfasts, Hotels, and Motels. They should be contributing to the city in-which they are located in by helping fund affordable housing (Housing for low and impoverished people). Short term rentals should need to purchase a yearly license, pay for inspections from the fire department on a bi-annual basis, pay more in property taxes, have signage indicating short-term rental with contact information for the property owner. Further, the city should force either a rezoning initiative for homes that want to convert to short-term rentals, or have notice placed much like we do with public hearings. This would allow for the community in-which these operate in the chance to have their say. In my opinion, the above would be helpful in making housing more affordable within the city, while also providing extra income to services within the city. Instead of a AirBNB superhost coming in, and having most of the money leave the city, save for property taxes, water/sewage services etc. AirBnB and other apps like it are being used to by-pass rules and regulations, much like Uber verse Taxi Cabs. Sources:  
<https://spacing.ca/toronto/2023/03/08/op-ed-the-emergence-of-the-airbnb-rental-shadow-market-is-harming-tenants/>  
<https://toronto.citynews.ca/2023/11/14/millennial-money-these-airbnb-horror-stories-can-teach-you-what-to-watch-for/>  
<https://www.theinvisibletourist.com/why-you-shouldnt-use-airbnb-issues-you-didnt-know/> <https://financialpost.com/real-estate/property-post/how-the-airbnb-ban-led-to-lower-rental-prices-in-canadas-major->

cities <https://www.theglobeandmail.com/canada/article-how-small-canadian-towns-are-grappling-with-airbnbs-explosive-growth/>  
<https://www.theglobeandmail.com/canada/article-quebec-cracks-down-on-airbnb-after-deadly-fire-as-some-continue-to/>

Anonymous

12/07/2023 10:55 AM

Only allow those that have property owners residing on the same property when occupied.

Anonymous

12/09/2023 08:28 AM

People should have the ability to make extra income from rentals. The city should steer clear or regulating this. I feel those who complain are primarily an older generation who do not have to worry about the longevity of our community and what it means to attract new, younger income to our area.

Anonymous

12/09/2023 08:29 AM

I believe short erm rentals are more likely to decrease, rather than increase, the value of nearby properties.

Anonymous

12/09/2023 08:37 AM

There are so many rentals in Sherkston. They do not pay property taxes in Port or pay taxes to the gov't. This needs to be controlled more so that it's fair to all. Short term rentals is a good thing if you follow the rules.

Anonymous

12/09/2023 08:40 AM

I believe the city should regulate short term rentals so when there are issues they can easily be reported and handled and also to ensure there aren't too many in one area

Anonymous

12/09/2023 09:12 AM

Regulate the heck out of them... And do NOT ignore the world's biggest short teem rental that is Sherkston Shores. The biggest bad actor you have helped create.

Anonymous

12/09/2023 10:24 AM

I think that they should be allowed, property owners should not be responsible for the govt mis-management, lack of housing, inflation, and high interest rates. I own multiple properties, 2 in Ontario and 2 internationally and my hard work should not be undermined. To be clear the properties in Ontario are a primary residence and a long term tenancy, I do not currently have any short term rentals in Canada.

Anonymous

12/09/2023 11:09 AM

My understanding is that when now listing a home for sale, you must declare if a short term rental is nearby, which if correct implies they

are a negative to property value

Anonymous

12/09/2023 11:15 AM

The exposure of our children to loud parties, increased speeding in neighbourhood.

Anonymous

12/09/2023 02:47 PM

To me , it would make sense for the City to regulate short term rentals . Specifically due to news reports concerning some bad experiences with short term rentals .

Anonymous

12/09/2023 05:52 PM

Every unit needs to have occupancy limits for safety that are determined by the fire department. Fire department can charge the owner for the service (it would be additional revenue for the city and ensures the safety of short term renters and also neighbours)

Anonymous

12/09/2023 08:45 PM

I've already noticed the increase in traffic. Mostly young people speeding in our area at all times of day and night. It's dangerous for people going for walks with children and dogs.

Anonymous

12/10/2023 07:40 AM

Short term rentals while the owner is onsite (i.e. rental of a bunkie or an apartment unit within the home) should not be included for consideration of regulations alongside absentee landlord rentals. They are completely different.

Anonymous

12/10/2023 10:51 AM

Any issues with noise, garbage, occupancy or problem occupants should be able to be handled by local by-law and police if needed. If regulations are required to be enforced, we would be completely on board. We do not want to see the short term rental market take over affordable housing for Port Colborne residents. Regulations like requiring registration seems to be very reasonable. Since our mobile short term rental exists as a self contained unit on our own property in the country, we don't believe that it will have any negative impact on neighbours, parking or the housing market. We will be diligent at enforcing occupancy, parking on our own driveway with designated spots, noise and other potential issues. As my husband works for Niagara Regional Police, we have no desire of creating a problem for anyone. We are hopeful that our guests (our unit is not open yet) will purchase local goods, produce and take part in local activities adding a positive impact.

Anonymous

12/11/2023 08:55 AM

The concept is great for supporting both local businesses and local home/cottage owners. I feel that these rentals should continue and



yes, I have one right next door. The new Airbnb no-party policy has made a tremendous difference in dealing with problem guests and sound violations. My last two calls to Airbnb have stopped the parties and dispersed the people within twenty minutes of the call. This should be advertised more so that neighbors have an option to deal with unruly guests. In general, most renters are very courteous and kind but the owners should also take the initiative to be more aware of the number of people renting and the effect on the neighborhood. I am not sure that this should be a regulation done by the city as it would crush the incentives to support tourism in the area.

Anonymous

12/11/2023 08:10 PM

Sherkston Shores is very close to where I own and live full time in the area. The park should have rules in regards to renting. The impact spills over to the residences. They are a drain on our EMS system.

Anonymous

12/13/2023 02:14 PM

Port Colborne needs short term rentals if they want to encourage tourism.

Anonymous

12/14/2023 06:20 AM

When you buy your home, you choose it for the house itself but also for the location- the people who live in the area, the traffic, closeness to amenities etc. When you have people renting out their property, many times you loose some of these qualities! When you pay a lot of money for your home and then your neighbour rents theirs out and there are late night parties with loud music, it is not fair. I believe that if this is to happen, there should be very strict rules with licensing that are monitored and if there are complaints, then the license is taken away.

Anonymous

12/22/2023 01:06 PM

Approach with caution

Anonymous

12/27/2023 02:10 PM

The City of Port Colborne should have no say regarding short term rentals.

**Optional question** (24 response(s), 31 skipped)

**Question type:** Essay Question

**Official Plan Amendment No. \_\_\_\_**

**City of Port Colborne**

**Amendment No. \_\_ to the  
Official Plan of the  
City of Port Colborne**

The attached explanatory text constituting Amendment Number \_\_ to the Official Plan for the City of Port Colborne, was prepared and adopted by the Council of the Corporation of the City of Colborne, by By-law Number 2024-XX in accordance with the provisions of Sections 17, 21 and 22 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended.

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WILLIAM C. STEELE, MAYOR

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CAROL SCHOFIELD, ACTING CITY CLERK

The Corporation of the City of Port Colborne

**By-Law No. 2024-XX**

**A By-law to Adopt  
An Amendment to the Official Plan of the  
City of Port Colborne OPA No. \_\_**

**Whereas** The Corporation of the City of Port Colborne is empowered to Amend its Official Plan as required;

**And Whereas** Sections 17, 21, and 22 of the *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended, provide Council such authority to amend its Official Plan;

**And Whereas** the policies of the Official Plan of the City of Port Colborne are approved and in force and effect at this time;

**And Whereas** Council has considered the appropriateness of amending the Official Plan in regard to all lands within the City of Port Colborne in the Regional Municipality of Niagara;

**And Whereas** the Council of the Corporation of the City of Port Colborne deems it necessary and desirable to adopt an amendment to the Official Plan of the City of Port Colborne;

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

1. Amendment No. \_\_ to the City of Port Colborne Official Plan attached to and forming part of this By-law, is hereby adopted;
2. That the attached explanatory text which constitutes Amendment No. \_\_ to the Official Plan, is hereby adopted.
3. This By-law shall come into force and take effect as of the date of final passing thereof.

**By-law read a first, second and third time, and passed this \_\_ day of \_\_\_\_\_, 2024.**

**The Corporation of the City of Port Colborne**

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**WILLIAM C. STEELE, MAYOR**

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**CAROL SCHOFIELD, ACTING CITY CLERK**

### **Certification**

Certified that the above is a true copy of By-law No. 2024-XX as enacted and passed by the Council of the Corporation of the City of Port Colborne on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Carol Schofield, Acting City Clerk

## **THE CONSTITUTIONAL STATEMENT**

The following Amendment to the Official Plan for the City of Port Colborne consists of two parts:

### **PART 1 – THE PREAMBLE**

Consists of the purpose, location and basis for the Amendment and does not constitute part of the actual Amendment.

### **PART 2 – THE AMENDMENT**

Consisting of the following text constitutes Amendment No. \_\_ to the Official Plan of the City of Port Colborne.

## Official Plan Amendment No. \_\_

### Introduction

#### **Part 1 - The Preamble**

- 1.1 Purpose
- 1.2 Location

#### **Part 2 - The Amendment**

- 2.1 Preamble
- 2.2 Details of the Amendment
- 2.3 Implementation
- 2.4 Interpretation



## **Part 1 – The Preamble**

### **1.1 Purpose**

The purpose of the proposed amendment to the City of Port Colborne Official Plan is to amend the text of the Official Plan to create a new policy regulating Short-Term Rental Accommodations.

### **1.2 Location**

The amendment applies to all lands within the City of Port Colborne within the Regional Municipality of Niagara.

## **Part 2 – The Amendment**

### **2.1 Preamble**

All of this part of the document entitled “Part 2 – The Amendment” consisting of the attached text that constitutes Amendment No. \_\_\_ to the Official Plan of the City of Port Colborne.

### **2.2 Details of the Amendment**

The Official Plan of the City of Port Colborne is amended as follows:

Section 3.16 Supplementary Land Use Policies is amended by adding Section 3.16.\_ Short-Term Rental Accommodations as follows:

#### **3.16.\_ Short-Term Rental Accommodations**

3.16.\_.1 The City recognizes that dwellings have been rented for years for various timeframes.

3.16.\_.2 The recent phenomenon of dwellings being used as dedicated short-term accommodation has precipitated the need for management and regulation of short-term rental accommodations to protect the planned function of residential areas.

3.16.\_.3 The City shall enact both Zoning By-law regulations and a Licencing By-law to regulate short-term rental accommodations which together shall:

- a) Establish a definition of short-term rental accommodations;
- b) Permit short-term rental accommodations within zones that permit a dwelling;
- c) Establish regulations to ensure the planned function of residential areas is maintained;
- d) Establish regulations to ensure the character of residential areas and residential uses are maintained; and
- e) Establish regulations to minimize the potential negative impacts of short-term rental accommodations.

### **2.3 Implementation**

The policies of the Official Plan of the City of Port Colborne regarding the implementation of that Plan shall also apply to this Amendment. In all other respects, the City of Port Colborne Official Plan shall apply.

## **2.4 Interpretation**

The Official Plan of the City of Port Colborne as amended from time to time, shall apply in regard to this Amendment.



## THE CORPORATION OF THE CITY OF PORT COLBORNE

### BY-LAW NO. 2024-XX

Being a By-law under the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, to amend By-law No. 6575/30/18, the Zoning By-Law of the City of Port Colborne.

**WHEREAS** the Council of the City of Port Colborne deems it advisable to amend By-law No. 6575/30/18 with respect to the lands described in this By-Law; and

**WHEREAS** Council has conducted a public meeting as required by Section 34(12) of the *Planning Act*, R.S.O. 1990, as amended, and has determined that no further notice is required; and

**WHEREAS** the matters herein are in conformity with the policies and designations contained in the Official Plans of the Regional Municipality of Niagara and the City of Port Colborne as are currently in force and effect; and

**NOW THEREFORE** the Council of the Corporation of the City of Port Colborne hereby enacts as follows:

1. **THAT** Section 38 Definitions be amended by adding the following definition in alphabetical order:

#### **SHORT-TERM RENTAL ACCOMMODATION**

Means the secondary use of a residential dwelling that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or fewer with no on-site management throughout all or part of the year. Short-term rental accommodation uses shall not mean a hotel, bed and breakfast, boarding or lodging house, or similar commercial accommodation use.

For the purposes of this definition, a secondary use shall mean secondary in terms of time the dwelling is used as a short-term rental accommodation.

2. **THAT** Section 2 General Provisions be amended by adding the following new section after Section 2.26:

#### **2.27 SHORT-TERM RENTAL ACCOMMODATION**

**2.27.1** A Short-Term Rental Accommodation shall only be permitted in the following zones:

- a) First Density Residential;
- b) Second Density Residential;
- c) Third Density Residential;
- d) Fourth Density Residential;
- e) Residential Townhouse;
- f) Rural Residential;
- g) Lakeshore Residential;
- h) Hamlet Residential;
- i) Residential Development;
- j) Hamlet Development;
- k) Rural;
- l) Agricultural Residential; and
- m) Vacation Residential.

**2.27.2** The minimum parking requirement for a Short-Term Rental Accommodation shall be 1 parking space per bedroom.

**2.27.3** A Short-Term Rental Accommodation shall not be permitted in an accessory building or structure.

3. **THAT** this By-Law shall become effective on the date it is passed by the Council of the Corporation of the City of Port Colborne, subject to the applicable provisions of the *Planning Act*, R.S.O. 1990, as amended.
4. **THAT** the Clerk is hereby authorized and directed to proceed with the giving of Notice under Section 34(18) of the *Planning Act*, R.S.O. 1990, as amended.

**Read a first, second, and third time and finally passed this XX day of XXX, 2024.**

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**William C. Steele, Mayor**

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**Carol Schofield, Acting City Clerk**

**Subject: Recommendation Report for Zoning By-law and Official Plan Amendments D09-05-23 and D14-10-23 – 174 Mitchell Street**

**To: Council**

**From: Development and Legislative Services Department**

Report Number: 2024-91

Meeting Date: April 9, 2024

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**Recommendation:**

That Planning and Legislative Services Department Report 2024-91 be received; and

That the By-law to adopt amendment no. 15 to the Official Plan for the City of Port Colborne, attached as Appendix A, be approved; and

That the by-law to amend Zoning By-law 6575/30/18 for the lands legally known as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street and the lands known as Lot 26 on Plan 19, on the northeast corner of Nickel and Mitchell Street formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, be approved; and

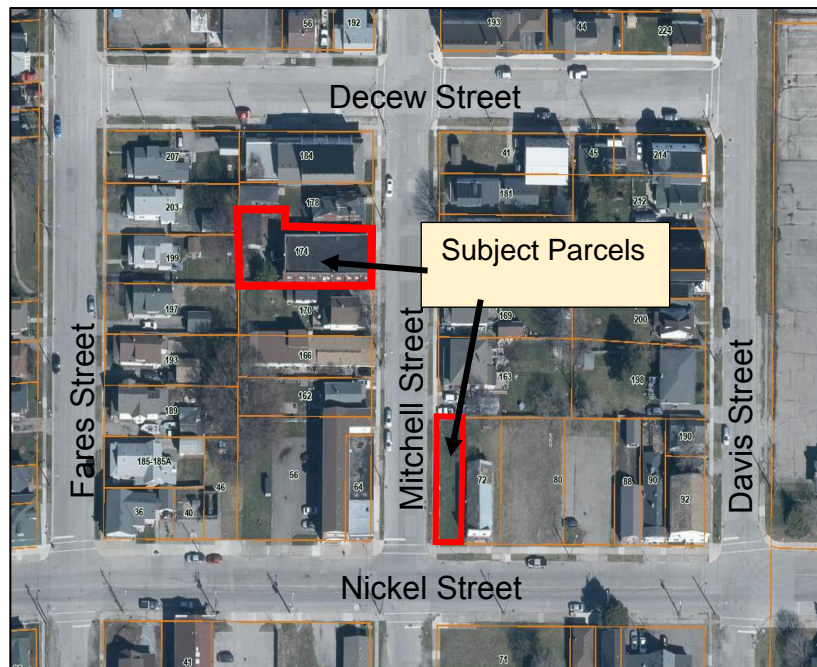
That the Acting City Clerk be directed to issue the Notices of Adoption and Passing in accordance with the *Planning Act*.

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**Purpose:**

The purpose of this report is to provide Council with a recommendation regarding applications for Zoning By-law and Official Plan Amendments submitted by LandPro Planning Solutions, on behalf of the owner 2866403 Ontario Inc. for the lands known as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street and the lands known as Lot 26 on Plan 19, on the northeast corner of Nickel and Mitchell Street formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara. The applications propose to rezone and redesignate the lands to facilitate the renovation of an existing building into a 12-unit apartment, with parking located at the corner of Nickel Street and Mitchell Street.

The subject parcels are outlined in red in the following image:



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## Background:

The applications for Zoning By-law and Official Plan Amendments were submitted on December 20, 2023, and deemed complete on January 11, 2024. The applicant is requesting an amendment to the Official Plan to redesignate the 174 Mitchell Street property from Medium Density Urban Neighbourhood to a Medium Density Urban Neighbourhood special policy area designation to permit a maximum density of 192 units per net hectare.

The application for Zoning By-law Amendment proposes to change the zoning of 174 Mitchell Street from Third Density Residential with Conversion Holding provision (R3-CH) to a site-specific Fourth Density Residential zone (R4-80). The site-specific amendment seeks the following:

- A reduced minimum lot frontage from 18 metres to 14.158 metres;
- A reduced minimum lot area per unit from 125 square metres to 52.22 square metres;
- A reduced minimum front yard setback from 9 metres to 0 metres;
- A reduced minimum interior side yard setback from 3 metres to 0 metres;
- A reduced minimum landscaped area from 25% to 0%;
- A reduced minimum floor area per unit from 50 square metres to 24 square metres;
- An increased lot coverage of 43.5% where 40% is permitted;

- A reduced driveway width of 3.6m where 7.5m is required; and
- A landscape buffer of 0m where 3m is required.

The above provisions are proposed to permit the conversion of the existing building to a 12-unit apartment building.

The proposed site-specific policies seek to expand on Policy 3.2.1 c) i) and ii) to permit a maximum density of 192 units per hectare and to reflect an apartment building as a permitted use to allow the conversion of the existing building to a 12-unit apartment building.

Additionally, the lands known as Lot 26 on Plan 19 are proposed to be rezoned from Fourth Density Residential to a site-specific Fourth Density Residential (R4-81) zone to permit additional parking spaces for the proposed apartment building conversion referenced above. The site-specific zoning proposes a 0-metre landscape buffer.

## **Discussion:**

Planning staff reviewed these applications with consideration of several legislated planning documents including the *Planning Act, R.S.O., 1990*, as amended, the Provincial Policy Statement (2020), A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020), the Niagara Official Plan, the City of Port Colborne Official Plan, and the City of Port Colborne Comprehensive Zoning By-law 6575/30/18. For any application to be supported by Staff, it must conform to or be consistent with the aforementioned plans and legislation.

### **Planning Act**

Section 2 of the *Planning Act* outlines matters of provincial interest.

Section 3 of the Act requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.

Section 16 of the Act allows for the consideration of an Official Plan Amendment.

Section 34 of the Act allows for the consideration of a Zoning By-law Amendment.

Planning staff have reviewed the applications in light of the provincial interests identified in Section 2 of the Planning Act, as well as the aforementioned planning documents, which are examined in greater detail below.

### **Provincial Policy Statement (2020)**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS directs growth to



Settlement Areas and encourages development and land use patterns to be based on densities and a mix of land uses to efficiently use land and resources. The application proposes to develop in a settlement area in which municipal services are currently available. The apartment will contribute to a range and mix of housing types in the City, as well as the immediate neighbourhood. The Zoning By-law Amendment proposes site-specific amendments that would provide for a compact and efficient development and have been requested to acknowledge existing deficiencies with the site.

Planning staff are of the opinion that the applications are consistent with the policies of the PPS.

### **Growth Plan for the Greater Golden Horseshoe (2020)**

Like the PPS, the Growth Plan also directs and encourages development in settlement areas. The subject lands are located in the “Delineated Built-up Area” where intensification is generally encouraged. The Growth Plan policies support the achievement of complete communities that are designed to support healthy and active living and meeting people’s needs for daily living throughout their lifetime. The Growth Plan encourages communities to provide a diverse range and mix of housing options, including additional residential units and affordable housing, to accommodate people at all stages of life, and to accommodate the needs of all household sizes and incomes.

Staff are satisfied that the proposed Official Plan and Zoning By-law Amendment applications conform to the Growth Plan. The proposed application supports the priorities of the Growth Plan through intensification and providing a mix of housing types within the City and neighbourhood.

### **Niagara Official Plan (2022)**

The subject property is located within the Delineated Built-Up Area according to the Niagara Official Plan (NOP). The main objectives of this section are as follows:

- Manage growth within urban areas;
- Accommodate growth through strategic intensification and higher densities;
- Promote transit-supportive development to increase transit usage, decrease greenhouse gas emissions, and support the overall health of the community;

These objectives are supported by specific policies within Section 2 of the NOP. The proposed development will provide a higher density housing option and will provide intensification within the City’s Built-Up Area. The proposal helps the City achieve its 30% intensification target. Overall, based on the policies of the NOP, the proposed development is generally encouraged. Staff are satisfied that the proposed Official Plan and Zoning By-law Amendment applications conform to the NOP. Additionally, the Niagara Region has provided comments on the proposed application and have confirmed that in their opinion, the application conforms to the NOP.

## City of Port Colborne Official Plan

The subject lands are located within the East Waterfront Secondary Plan Area. According to Schedule F: East Waterfront Secondary Plan, the City of Port Colborne's Official Plan (OP) designates the subject property as **Medium Density Urban Neighbourhood**.

The OP provides for Growth Management Strategies that are identified in Section 2.2 and state the following:

### **2.2 Growth Management Strategy**

*The City of Port Colborne is committed to supporting the conservation of valuable economic, environmental and cultural resources, recognizing that growth should be directed to the appropriate areas through strategic planning. Throughout this Plan there are additional policies which support and implement the Growth Management Strategy for the City of Port Colborne and the Niagara Region.*

*The City of Port Colborne's Growth Management Strategy shall:*

- b) Direct growth in a strategic manner*
- c) Direct urban growth to lands that fall within the designated Urban Area Boundary, which is serviced by municipal water and sanitary services.*
- f) Support compact and transit-supportive development within the built boundary and on designated greenfield lands.*

Sections a, d, e, and g are not relevant to this application.

The above policies are achieved in this application as the proposal is serviced by municipal sewer and water services. Currently, on-demand transit is available within the City and the proposal offers a unique alternative to supply the site with parking. Growth is being strategically directed to the East Waterfront Secondary Plan Area where the long-term vision of the East Waterfront includes neighbourhood renewal and infill development, as set out in Section 5.2.1 of the OP.

### **5.2 East Waterfront Secondary Plan**

As the lands are located within the East Waterfront Secondary Plan Area, the applications will also be assessed against section 5.2 of the OP. Within the Secondary Plan, the lands are designated as Medium Density Urban Neighbourhood which provides for a density ranging from 35 to 70 units per net hectare. The proposed Official Plan Amendment is requesting a density of 192 units per net hectare. While the request appears to be over double the permitted density of the designation, Staff notes that the

request is to accommodate the renovation of an existing building and no additions or new development is being proposed. Staff is satisfied that the proposed density is suitable for the site as the application proposes to make efficient use of an existing underused site, and the intent of the Zoning By-law will also be met, as discussed below. As such, Staff is satisfied that the application meets the intent of the Official Plan.

## City of Port Colborne Zoning By-law 6575/30/18

The City of Port Colborne Zoning By-law currently zones the property as Third Density Residential with a conversion holding provision (R3-CH).

The Zoning By-law Amendment proposes to change the zoning from R3-CH to a site-specific Fourth Density Residential (R4-80) zone. The following site-specific amendments to the R4 zone are proposed.

Table 1: Site-specific Fourth Density Residential Zone (174 Mitchell Street)			
Apartment Building Provisions			
Regulation Type	Existing R4 Zone Regulations	Proposed R4-XX Zone Regulations	Recommended R4-XX Regulations
Minimum Lot Frontage	18 metres	14.158 metres	14.1 metres
Minimum Lot Area Per Unit	125 square metres	52.22 metres	52.2 metres
Minimum Front Yard Setback	9 metres	0 metres	0 metres
Interior Side Yard Setback	3 metres	0 metres	0 metres
Minimum Landscaped Area	25%	0%	0%
Minimum Floor Area Per Unit	50 square metres	24 square metres	24 square metres
Lot Coverage	40%	43.5%	43.5%
Driveway Width	7.5 metres	3.6 metres	3.6 metres
Landscape Buffer	3 metres	0 metres	0 metres

\*Recommended numbers are rounded to one decimal place from the proposed.

Additionally, the Zoning By-law Amendment proposes to change the zoning of the vacant lot on the north-east corner of Mitchell and Nickel Street from R4 to a site

specific R4 (R4-81) zone. The following site-specific amendments to the R4 zone are proposed.

Table 2: Site-specific Fourth Density Residential Zone (Vacant Lot, north-east corner of Nickel Street and Mitchell Street)			
Apartment Building Provisions			
Regulation Type	Existing R4 Zone Regulations	Proposed R4-XX Zone Regulations	Recommended R4-XX Regulations
Landscape Buffer	3 metres	0 metres	0 metres

Staff have reviewed the proposed amendments to the Zoning By-law and find that they are appropriate for the development of the site. The majority of the special provisions are being requested to address existing deficiencies with the zoning requirements. The existing deficiencies include the lot frontage, lot area, lot coverage, front yard setback, side yard setback, landscaped area and driveway width. Staff notes that the applications do not propose any additions to the existing building resulting in no enlargements to the existing footprint or further non-conformity with the by-law. Staff recognizes the aforementioned deficiencies as ‘existing’ and as such, have no concerns.

The requested decrease in minimum unit size is deemed to be acceptable as not every proposed unit will be 24 m<sup>2</sup>. As per the attached unit sizes and layout (Appendix D), four units will exceed the requirement of 50 m<sup>2</sup>, while the remaining eight units will range in size from 24.82 m to 34.86 m<sup>2</sup>. Staff do not object to the proposed unit sizes as they are proposed to be bachelor-style units, which are generally smaller in nature. Furthermore, the proposal will contribute to a range and mix of unit types which is consistent with the PPS and the Growth Plan.

The proposed landscape buffer for 174 Michell and the vacant lot at the corner of Nickel Street and Mitchell Street has been requested to accommodate parking for 174 Mitchell Street. Staff has no concerns with the proposed landscape buffer as fencing or other materials may be used to negate the negative side effects of vehicles headlights. These alternatives can be implemented during the site plan process.

**Planning Justification Report**

The property owner retained the agent to prepare a Planning Justification Report (PJR) to help facilitate the application. The report, prepared by LandPro Planning Solutions, analyzes the policies outlined in the relevant Provincial, Regional, and City plans referenced above. The report concludes that the proposed development is consistent with the objectives of the Provincial Policy Statement (PPS 2020), Places to Grow, for the Greater Golden Horseshoe (Growth Plan 2019), Niagara Official Plan (NOP), and

the City of Port Colborne Official Plan. The development is contributing to residential intensification and making use of existing infrastructure. Given the findings of the report, the author concludes that the Official Plan and Zoning By-law Amendments represent good planning. The full PJR is attached as Appendix E.

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## **Internal Consultations:**

### Niagara Region (Full Comments Attached as Appendix F)

Regional Growth Strategy and Economic Development staff do not object to the proposed Official Plan Amendment in principle. Staff note that the future Site Plan application will need to address the requirement for an archaeological assessment on Lot 26 Plan 19 Nickel Street. Provided this requirement is addressed at the site plan stage, staff are satisfied that Provincial and Regional policies are met.

### Staff Response

Staff have worked with Regional Staff since the submission of their comments and have established that an Archaeological Assessment will no longer be required as it has been discovered that the vacant lot on the corner of Mitchell and Nickel has been previously disturbed.

### Enbridge

Enbridge Gas does not object to the proposed applications however, they reserve the right to amend or remove development conditions.

### Drainage Superintendent

There are no comments with regards to municipal drains.

---

## **Financial Implications:**

The increase in units will raise the assessment base in the City and provide for new water and wastewater users over time.

---

## **Public Engagement:**

A public meeting was held on February 6, 2023, and notice of the meeting was administered on January 16, 2024, as per Section 5 of O. Reg 545/06 and Section 3 of O. Reg 543/06. One member of the public provided a delegation during the public meeting. Their comments have been summarized below.

### **John McNall – 170 Mitchell Street**

- Has concerns with regards to a privacy fence and would like one to remain a part of the proposal.
- Has concerns with the state of the current brick façade and states that bricks are falling off the building.
- Stated that only one parking spot could be located in front of the building and would not be fair if it were dedicated to a 'time-specific' parking stall.

### Staff Response

The applicant has ensured that a privacy fence would be installed and maintained between the subject lands, which can be enforced by Staff during the Site Plan process. The façade of the building will be restored during the renovation; however, property standards provisions still apply and could be addressed through the City's By-law Enforcement Services.

---

### **Strategic Plan Alignment:**

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

- Economic Prosperity
- Increased Housing Options

---

### **Conclusion:**

Based on the review of the application and applicable Provincial, Regional, and City planning policies, Planning staff is of the opinion that the proposal is consistent with the Provincial Policy Statement and conforms with the Growth Plan, Niagara Official Plan, and City Official Plan, and represents good planning. Staff recommends that the Official Plan Amendment and Zoning By-law Amendments attached as Appendix A, B and C, respectively, be approved.

---

### **Appendices:**

- Official Plan Amendment
- Zoning By-law Amendment – 174 Mitchell Street
- Zoning By-law Amendment – VL Mitchell and Nickel Street
- Unit Sizes and Layout

- e. Planning Justification Report
- f. Regional Comments
- g. Site Plan

Prepared by,

Chris Roome, MCIP, RPP  
Planner  
905-228-8120  
Chris.Roome@portcolborne.ca

Respectfully submitted,

Denise Landry, MCIP, RPP  
Chief Planner  
905-228-8119  
Denise.Landry@portcolborne.ca

### **Report Approval:**

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

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to adopt amendment no. 15 to the  
Official Plan for the City of Port Colborne

Whereas it is deemed expedient to further amend the Official Plan, heretofore adopted by Council for the City of Port Colborne Planning Area;

Therefore the Council of The Corporation of the City of Port Colborne under Section 17(22) of the Planning Act, hereby enacts as follows:

- 1. That Official Plan Amendment no. 15 to the Official Plan for the City of Port Colborne Planning Area, consisting of the attached map and explanatory text is hereby adopted.
- 2. That this By-law shall come into force and take effect on the day of passing thereof.

Enacted and passed this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk



**AMENDMENT NO. 15**  
**TO THE**  
**OFFICIAL PLAN**  
**FOR THE**  
**PORT COLBORNE PLANNING AREA**

**PREPARED BY:**  
**CITY OF PORT COLBORNE DEPARTMENT OF**  
**DEVELOPMENT AND LEGISLATIVE SERVICES**

**March 20, 2024**

**AMENDMENT NO. 15  
TO THE OFFICIAL PLAN  
FOR THE  
CITY OF PORT COLBORNE**

This Amendment to the Official Plan for the City of Port Colborne, which has been adopted by the Council of the Corporation of the City of Port Colborne, is hereby approved in accordance with Sections 17 and 21 of the Planning Act R.S.O. 1990, c. P.13, as Amendment No. 15 to the Official Plan for the City of Port Colborne.

Date: \_\_\_\_\_

**AMENDMENT NO. 15 TO THE OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**INDEX**

The Statement of Components

Part A – The Preamble

Purpose

Location

Basis

Part B – The Amendment

Introductory Statement

Details of the Amendment

Implementation & Interpretation

Part C – The Appendices

1. Department of Planning and Development Report

## **STATEMENT OF COMPONENTS**

### **PART A**

The Preamble does not constitute part of this Amendment.

### **PART B**

The Amendment, consisting of the following text and Schedule “A”, constitutes Amendment No. 15 to the Official Plan for the Port Colborne Planning Area.

Also attached is **PART C** – The Appendices, which do not constitute part of this Amendment. These appendices contain the background data, planning considerations and public involvement associated with this Amendment.

### **PART A - THE PREAMBLE**

#### **Purpose**

The purpose of this amendment is to amend land use designations on Schedule F - East Waterfront Secondary Plan - in order to facilitate the development of the subject lands, shown on the attached Schedule, as a 12- unit apartment.

#### **Location**

The lands affected by this amendment are legally described as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street. A detailed map of the subject lands is attached as Schedule “A” to this Official Plan Amendment No. 15.

#### **Basis**

Currently, the subject lands are designated “Medium Density Residential”. An application has been made to initiate amendments to the City of Port Colborne’s Official Plan and Zoning By-law as they relate to these lands to facilitate the development of a 12-unit apartment.

The proposed development provides an opportunity for residential intensification at a location that is serviced by existing services and infrastructure. The subject lands are surrounded by residential uses along within the East Waterfront Secondary Plan Area and is a highly suitable location for the proposed intensification.

It is intended to concurrently approve an Amendment to the City’s Zoning By-law 6575/30/18, rezoning of the lands from the existing "Third Density Residential" and "Fourth Density Residential" zone to "R4-80" and "R4-81".

The proposal is consistent/conforms with:

- The Provincial Policy Statement (2020) by promoting growth within a settlement area;
- A Place To Grow (2020) by contributing to the minimum intensification targets and utilizing existing municipal services;
- Niagara Official Plan through the promotion of growth in urban areas; and
- Port Colborne Official Plan by introducing residential uses at an appropriate location, while meeting the City’s intensification target and promoting growth within the Built-Up Area.

### **PART B - THE AMENDMENT**

#### **Introductory Statement**

All of this part of the document entitled Part B – The Amendment, consisting of the following text and map designated Schedule “A”, constitutes Amendment No. 15 to the Official Plan for the City of Port Colborne.

Details of the Amendment

The Official Plan for the Port Colborne Planning Area is hereby amended as follows:

- 1. Notwithstanding Section 5.2.2 (a) of the Official Plan for the City of Port Colborne, a maximum density of 192 units per net hectare is permitted.

The following changes are made to Schedule F – City Wide Land Use of the Official Plan for the Port Colborne Planning Area:

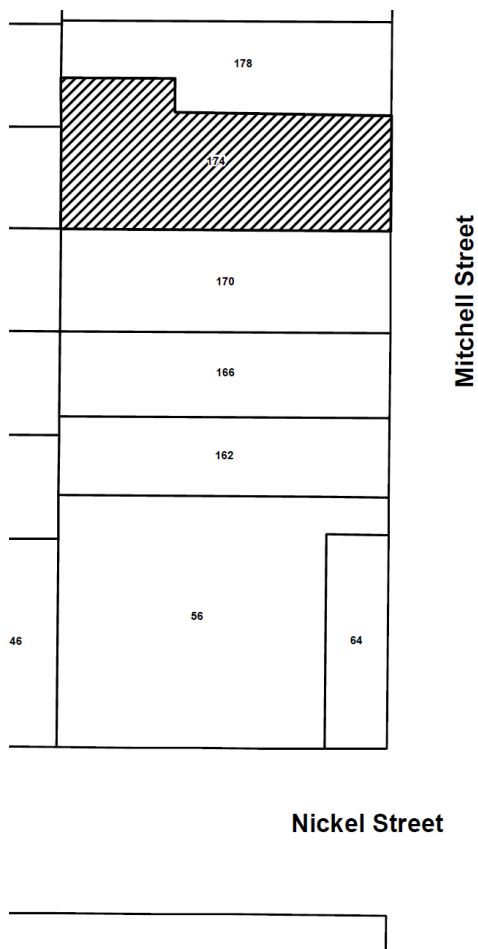
- 1. That the area shown as “Medium Density Residential” and entitled “Schedule F to Official Plan Amendment No. 14”, shall be subject to Special Policy Area provisions and shall be identified on Schedule F - City Wide Land Use Map of the Official Plan for the Port Colborne Planning Area.

Implementation and Interpretation

The implementation and interpretation of this amendment shall be in accordance with the respective policies of the Port Colborne Official Plan and an amendment to the City Zoning By-law to rezone the subject lands.

PART C – THE APPENDICES

The following appendices do not constitute part of Amendment No. 14 but are included as information to support the Amendment.



Schedule “A”

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 for the lands legally known as as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act, R.S.O. 1990*, The Corporation of the City of Port Colborne enacts as follows:

- 1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
- 2. That the Zoning Map referenced as Schedule “A6” forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A6 from R3-CH to R4-80, a special provision of the Fourth Density Residential.
- 3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

R4-80

Notwithstanding the provisions of section 8.7 of the Zoning By-law 6575/30/18, following regulations shall apply:

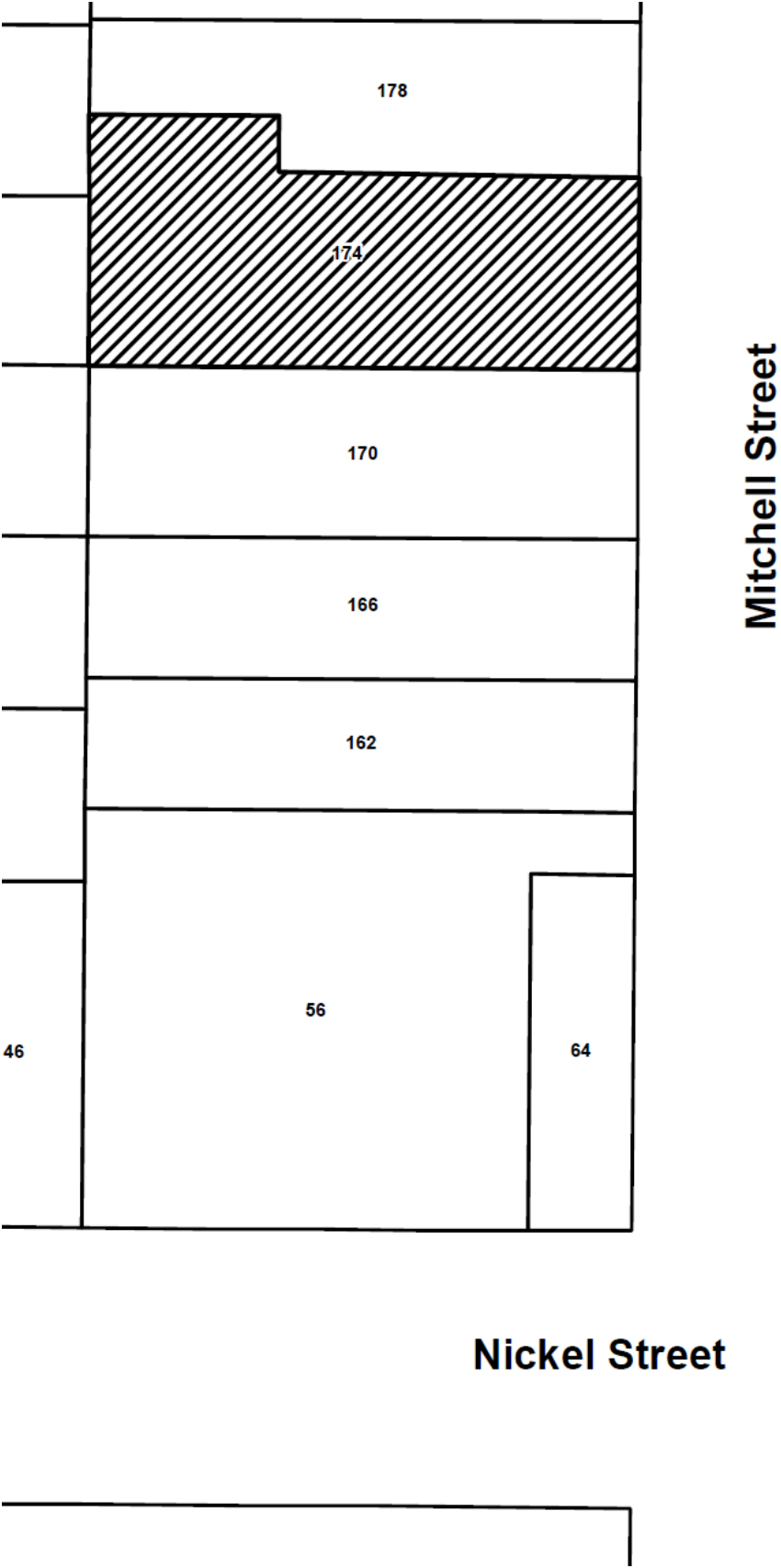
Minimum Lot Frontage	14.1 meters
Minimum Lot Area Per Unit	52.2 square meters
Minimum Front Yard Setback	0 meters
Minimum Interior Sideyard Setback	0 meters
Maximum Lot Coverage	43.5%
Minimum Landscaped Area	0 meters
Minimum Floor Area Per Unit	24 square meters
Minimum Driveway Width	3.6 meters
Landscape buffer	0 meters

- 4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
- 5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this      day of                      , 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk



Schedule “A”



The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 for the lands  
legally known as Lot 26 on Plan 19, on the northeast corner of Nickel and  
Mitchell Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of  
Port Colborne restricting the use of land and the location and use of buildings  
and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne  
desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning  
Act, R.S.O. 1990*, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule “A” attached  
to and forming part of this by-law.
2. That the Zoning Map referenced as Schedule “A6” forming part of By-law  
6575/30/18 is hereby amended by changing those lands described on  
Schedule A6 from R4 to R4-81, a special provision of the Fourth Density  
Residential.
3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is  
hereby further amended by adding the following:

R4-81

Notwithstanding the provisions of section 8.7 of the Zoning By-  
law 6575/30/18, following regulations shall apply:

Landscape buffer	0 meters
------------------	----------

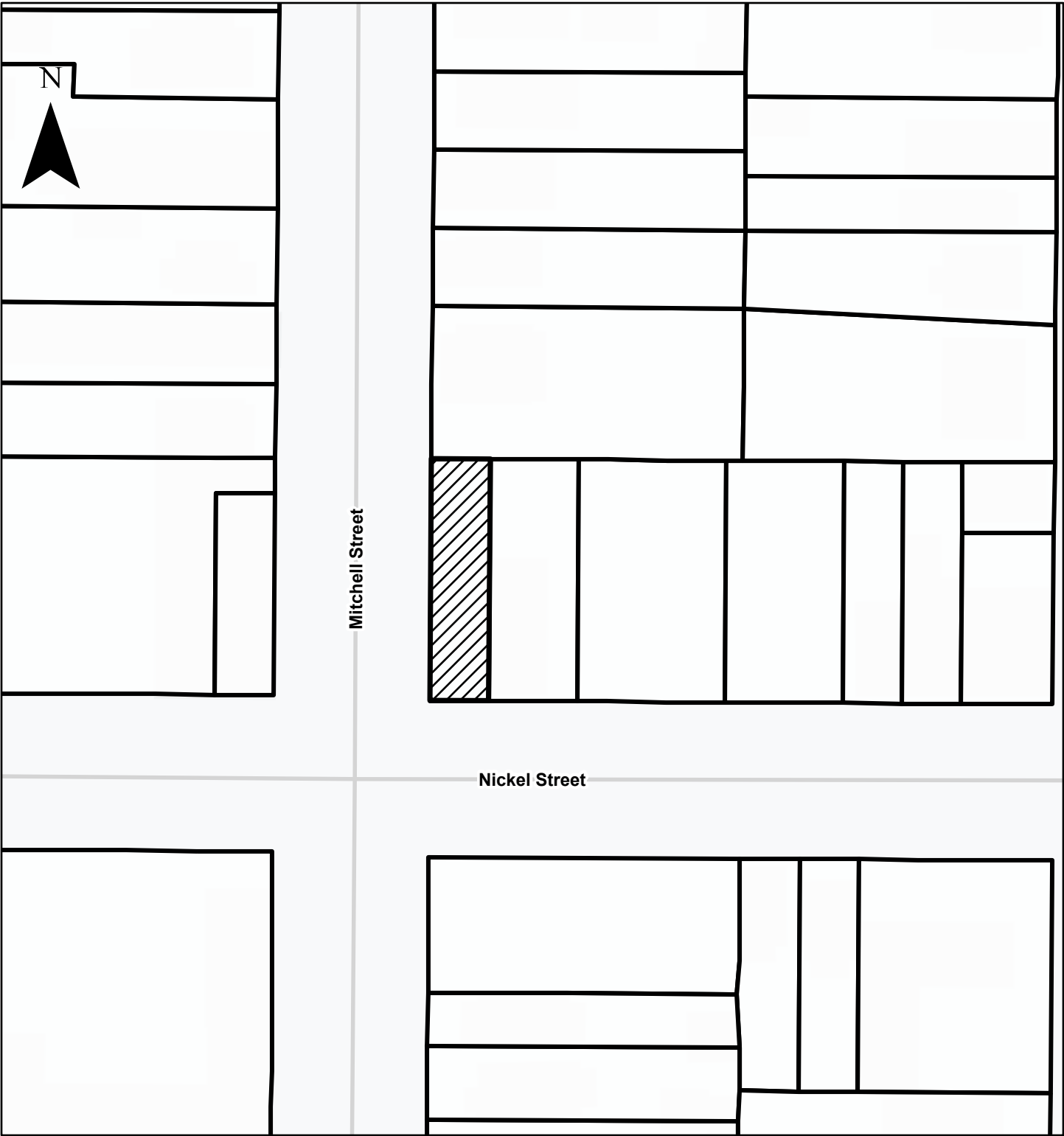
4. That this by-law shall come into force and take effect on the day that it is passed by  
Council, subject to the provisions of the *Planning Act*.
5. The City Clerk is hereby authorized and directed to proceed with the giving  
notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this       day of       , 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk

Schedule A




This is Schedule "A" to By-law No \_\_\_\_\_

Passed \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk      Page 80 of 342

 - Lands to be rezoned to R4-81

March 2024

File No. D14-10-23

Drawn by: CR - City of Port Colborne

Not to scale



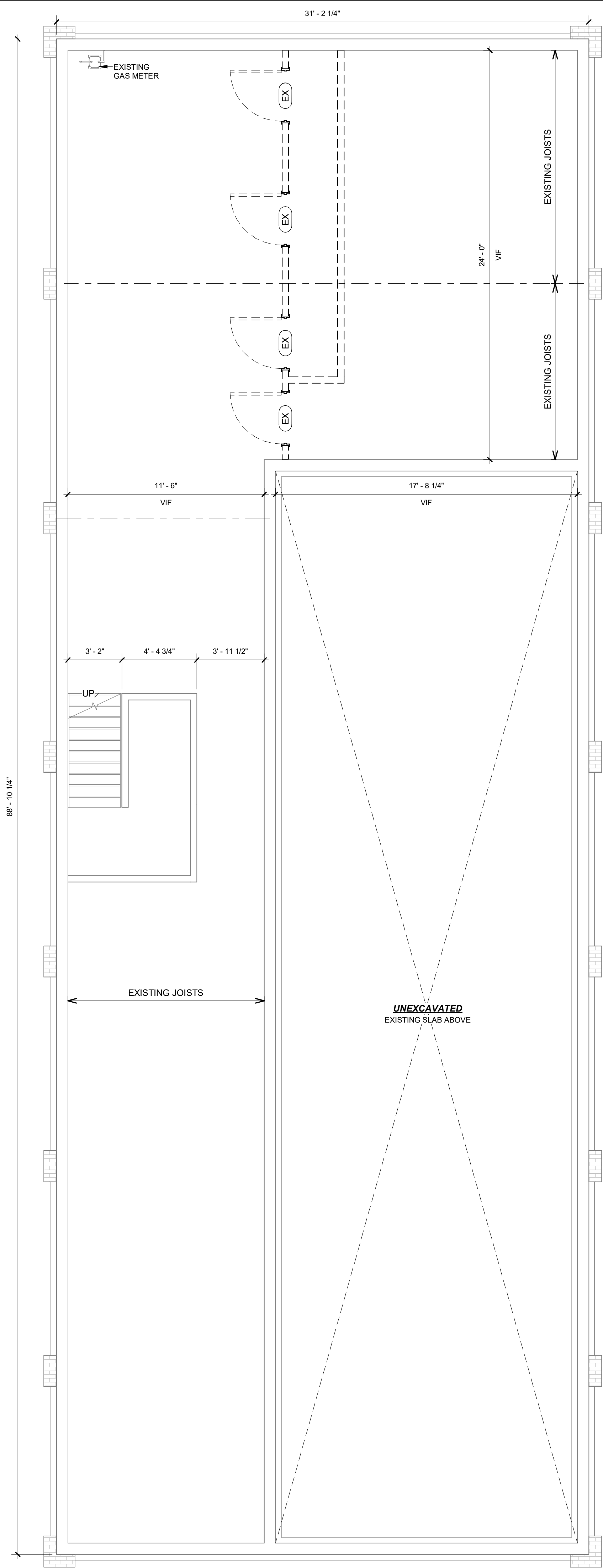
## Appendix D

<b><u>GENERAL</u></b>	<b><u>MINIMUM BRICK LINTEL SIZES</u></b>
<p>THE CLIENT AGREES THAT ANY AND ALL CLAIMS, WHETHER IN CONTRACT OR TORT, WHICH THE CLIENT HAS OR HEREAFTER MAY HAVE AGAINST THE ARCHITECT IN ANY WAY ARISING OUT OF OR RELATED TO THE ARCHITECT'S DUTIES AND RESPONSIBILITIES PURSUANT TO THIS CONTRACT, SHALL BE LIMITED TO COVERAGE AND AMOUNT OF PROFESSIONAL LIABILITY INSURANCE CARRIED AND AVAILABLE TO THE ARCHITECT FOR THE PAYMENT OF SUCH CLAIMS AT THE TIME THE CLAIM IS MADE.</p> <p>THE ARCHITECT SHALL BE ENTITLED TO RELY UPON PRODUCT INFORMATION PUBLISHED BY MANUFACTURERS AND SHALL NOT BE HELD LIABLE FOR RELYING ON INFORMATION OR REPRESENTATION WHICH IT REASONABLY BELIEVES TO BE ACCURATE.</p> <p>THE ARCHITECT SHALL NOT:</p> <ol style="list-style-type: none"> <li>1. BE REQUIRED TO MAKE EXHAUSTIVE OR CONTINUOUS ON-SITE REVIEWS;</li> <li>2. BE RESPONSIBLE FOR ACTS OR OMISSION OF THE CONTRACTOR, SUBCONTRACTORS, SUPPLIERS OR ANY OTHER PERSONS PERFORMING ANY OF THE WORK, OR FOR FAILURE OF ANY OF THEM TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS;</li> <li>3. HAVE CONTROL, CHARGE, OR SUPERVISION OR RESPONSIBILITY FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SCHEDULE, SEQUENCES OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS REQUIRED IN CONNECTION WITH THE WORK.</li> </ol>	<p>3 1/2" x 3 1/2" x 1/4" FOR SPANS UP TO 8'-1" FOR BRICK AND 7'-9" FOR STONE</p> <p>4 7/8" x 3 1/2" x 5/16" FOR SPANS UP TO 10'-10" FOR BRICK AND 10'-1" FOR STONE</p> <p><b><u>HEADER SCHEDULE:</u></b></p> <p>SPANS UP TO 3'-0" USE (2)-2x6 CW 1 JACK STUD EACH SIDE          SPANS UP TO 4'-0" USE (2)-2x8 CW 2 JACK STUD EACH SIDE          SPANS UP TO 6'-0" USE (2)-2x10 CW 2 JACK STUD EACH SIDE          SPANS UP TO 8'-0" USE (2)-2x12 CW 3 JACK STUD EACH SIDE          SPANS UP TO 10'-0" USE 3-1/2" x 11-7/8" LVL CW 3 JACK STUD EACH SIDE</p>
	<p><b><u>THE STRUCTURAL COMPONENTS HAVE BEEN DESIGNED FOR THE FOLLOWING LIVE LOADS:</u></b></p> <p><b><u>FLOOR LIVE LOADS:</u></b></p> <p>ROOMS OTHER THAN SLEEPING ROOMS: 40 PSF          SLEEPING ROOMS: 40 PSF          STAIRS: 40 PSF          DECKS: 50 PSF</p> <p>ATTN:</p>

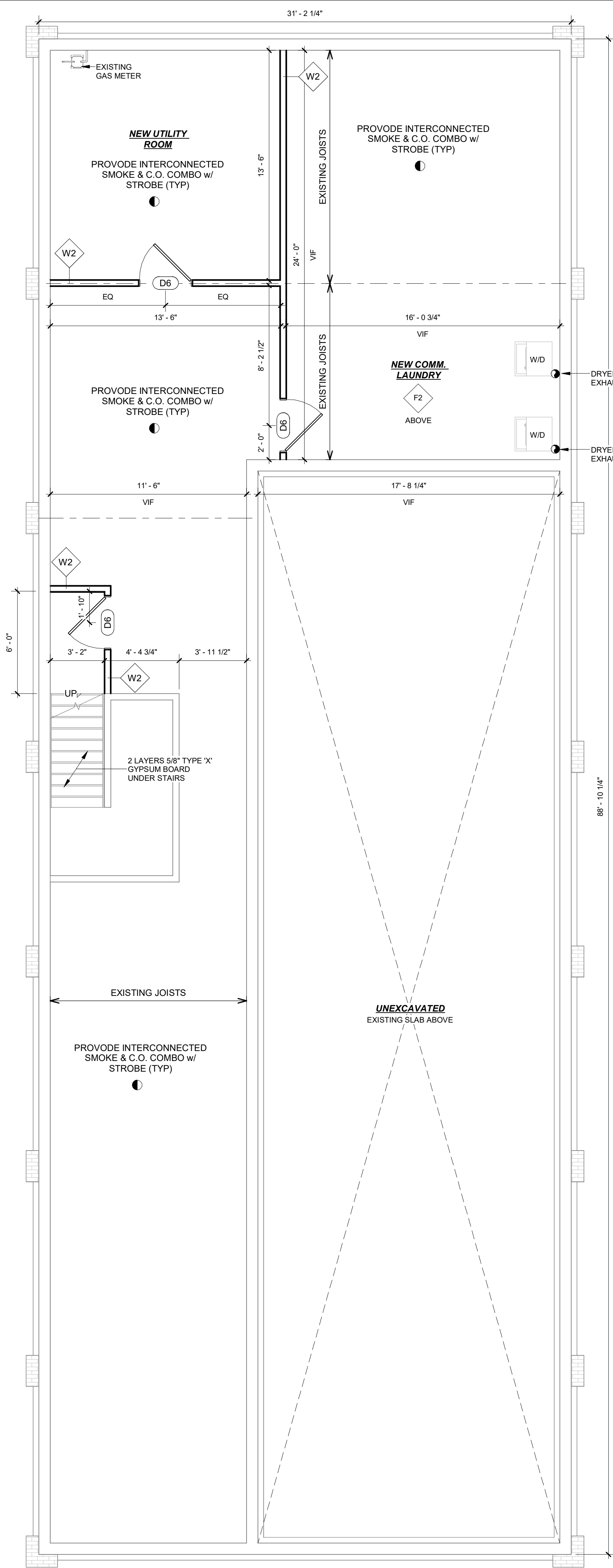
① MAIN FLOOR AREA PLAN  
1/16" = 1'-0"

A100

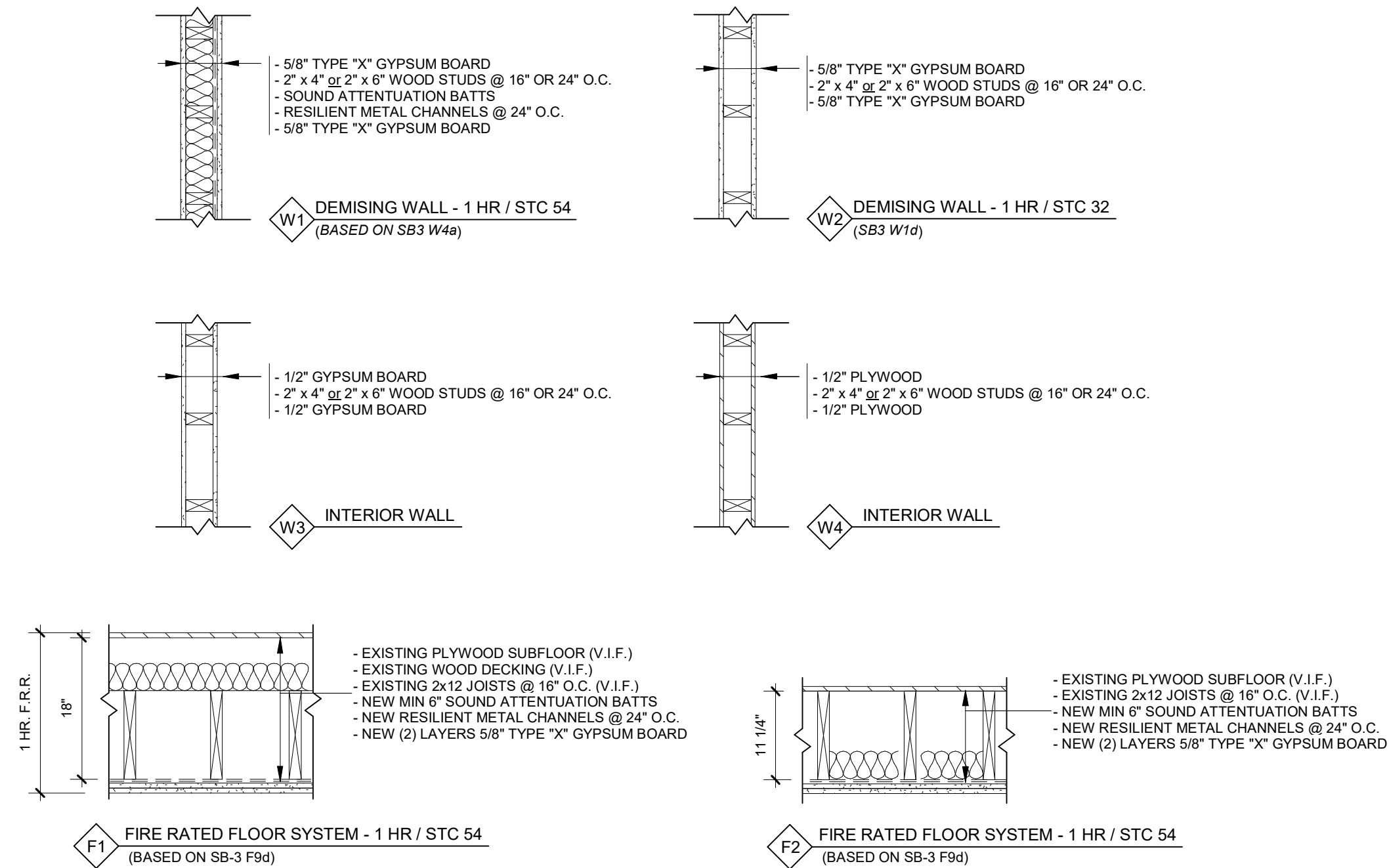




1 DEMO FOUNDATION PLAN  
1/4" = 1'-0"



2 PROPOSED FOUNDATION PLAN  
1/4" = 1'-0"



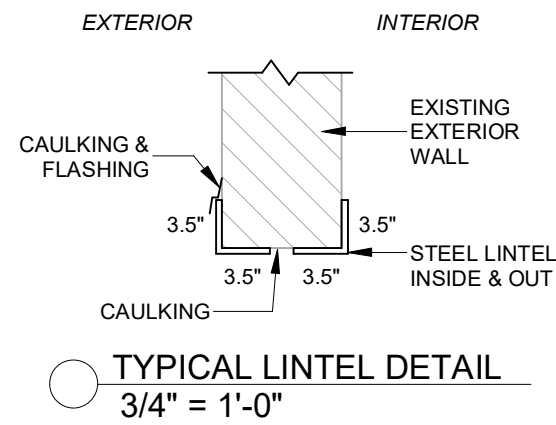
DOOR SCHEDULE					
Mark	Count	Description	Width	Height	Comments
D1	7	INSULATED SINGLE FLUSH WITH GLASS	36"	6' - 8"	G/W WEATHER STRIPPING
D2	2	INSULATED SINGLE FLUSH WITH GLASS	38"	6' - 8"	G/W WEATHER STRIPPING
D3	11	SINGLE FLUSH	30"	6' - 8"	
D4	5	SINGLE FLUSH	26"	6' - 8"	
D5	5	HOLLOW METAL DOOR & FRAME C/W CLOSER & LATCH	38"	6' - 8"	45 MIN RATED
D6	9	HOLLOW METAL DOOR & FRAME C/W CLOSER & LATCH	36"	6' - 8"	45 MIN RATED
D7	17	DOUBLE FLUSH CLOSET DOORS	48"	6' - 8"	
D8	4	DOUBLE FLUSH CLOSET DOORS	60"	6' - 8"	
Grand total: 60					
ALL FIRE RATED DOORS (EXIT/SUITE/UTILITY) SHALL HAVE CLOSERS, LATCH & LABELS					

NOTES:

- ALL DIMENSIONS TO BE VERIFIED IN FIELD
- INTERCONNECTED SMOKE ALARM SYSTEM REQUIRED
- EXTERIOR WALLS, CEILING & ROOF ARE EXISTING & INSULATED
- DAYLIGHT EXCEEDS 5% IN LIVING AREAS AND 2.5% IN BEDROOMS AS REQUIRED PER PART 11 OF THE OBC.
- PROVIDE DOUBLE 3 1/2" x 3 1/2" x 1/4" ANGLE WITH 6" BEARING EACH SIDE AT NEW DOOR OPENINGS IN MASONRY

LEGEND:

- INTERCONNECTED SMOKE & C.O. COMBO w/ STROBE
- EXHAUST FAN TO OUTSIDE
- EXIT & EMERGENCY LIGHT COMBO



JASON PIZZICARELLA DESIGN - ARCHITECTS INC.  
209 RIDGE ROAD N  
RIDGEWAY, ONTARIO, L0S 1N0  
T. 905-894-8300  
e-mail jp@jpdesign.ca

CERTIFICATE OF PRACTICE : # 4053



JASON MATTHEW PIZZICARELLA  
LICENSE  
5872



APARTMENT  
COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

FOUNDATION PLAN

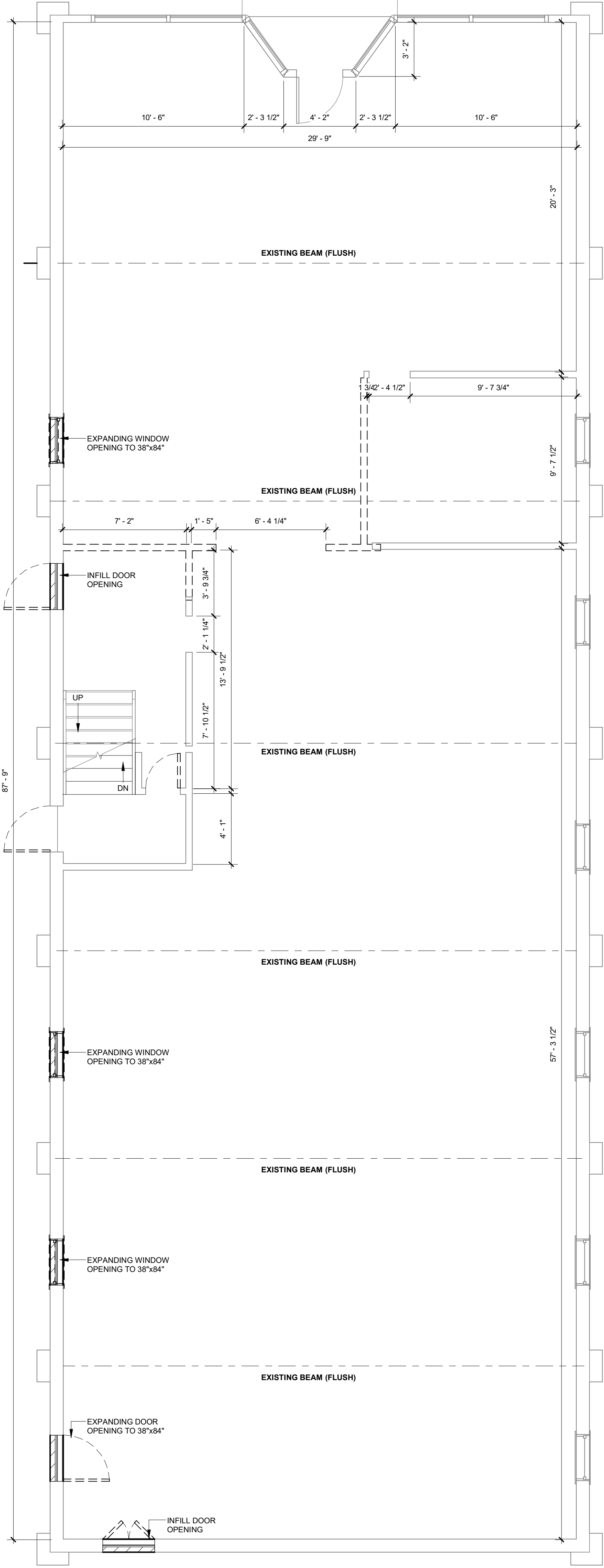
21/11/23

DRAWN BY: J.P. JOB #: 22059

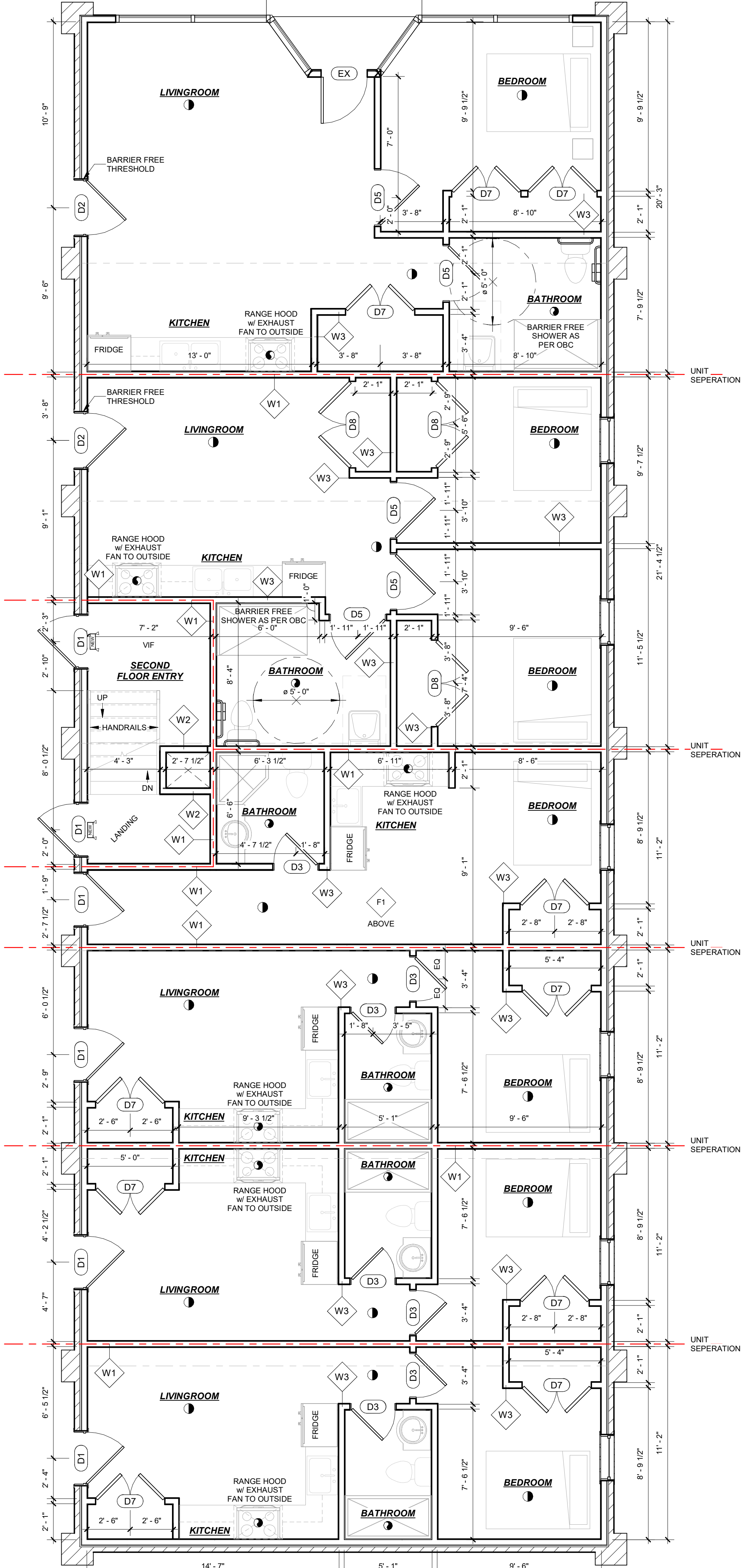
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SHEET NO: A101

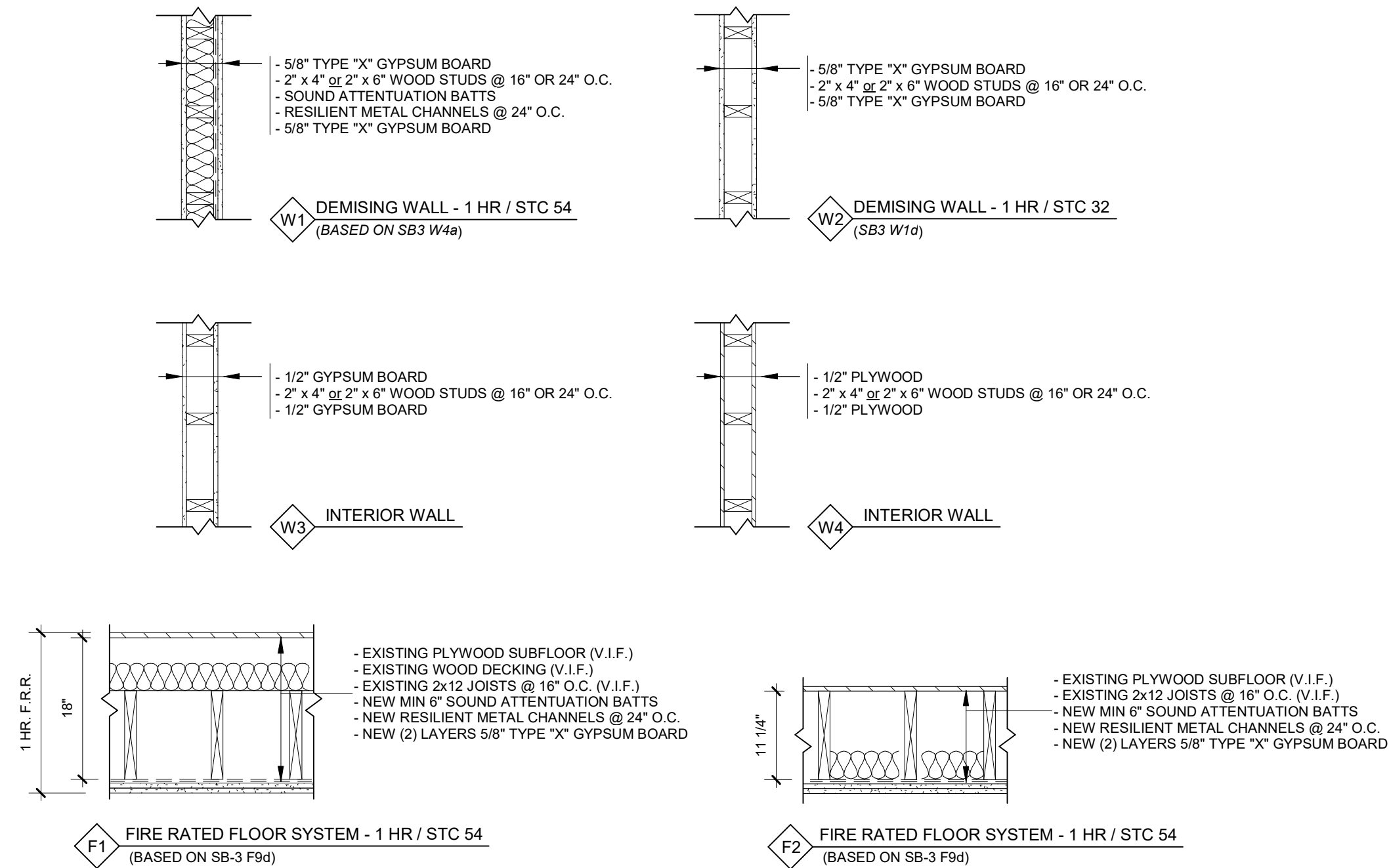




1 DEMO MAIN FLOOR  
1/4" = 1'-0"



2 PROPOSED MAIN FLOOR  
1/4" = 1'-0"



DOOR SCHEDULE					
Mark	Count	Description	Width	Height	Comments
D1	7	INSULATED SINGLE FLUSH WITH GLASS	36"	6'-8"	C/W WEATHER STRIPPING
D2	2	INSULATED SINGLE FLUSH WITH GLASS	38"	6'-8"	C/W WEATHER STRIPPING
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D4	5	SINGLE FLUSH	26"	6'-8"	
D5	5	HOLLOW METAL DOOR & FRAME C/W CLOSER & LATCH	38"	6'-8"	45 MIN RATED
D6	9	HOLLOW METAL DOOR & FRAME C/W CLOSER & LATCH	36"	6'-8"	45 MIN RATED
D7	17	DOUBLE FLUSH CLOSET DOORS	48"	6'-8"	
D8	4	DOUBLE FLUSH CLOSET DOORS	60"	6'-8"	
Grand total: 60					

ALL FIRE RATED DOORS (EXIT/SUITE/UTILITY) SHALL HAVE CLOSERS, LATCH & LABELS

#### NOTES:

- ALL DIMENSIONS TO BE VERIFIED IN FIELD
- INTERCONNECTED SMOKE ALARM SYSTEM REQUIRED
- EXTERIOR WALLS, CEILING & ROOF ARE EXISTING & INSULATED
- DAYLIGHT EXCEEDS 5% IN LIVING AREAS AND 2.5% IN BEDROOMS AS REQUIRED PER PART 11 OF THE OBC.
- PROVIDE DOUBLE 3 1/2" x 3 1/2" x 1/4" ANGLE WITH 6" BEARING EACH SIDE AT NEW DOOR OPENINGS IN MASONRY

#### BARRIER-FREE WASHROOMS

THE INTERNATIONAL SYMBOL OF ACCESSIBILITY SHALL BE INSTALLED WHERE NECESSARY TO INDICATE THE LOCATION OF THAT ENTRANCE, AND THE LOCATION OF RAMPS LOCATED IN THE REQUIRED BARRIER-FREE PATH OF TRAVEL SERVING THAT ENTRANCE.

BARRIER-FREE WASHROOMS SHALL BE INSTALLED PER CSAB651-12

TOILET PARTITION DOOR SHALL BE CAPABLE OF BEING LATCHED FROM THE INSIDE WITH A MECHANISM THAT IS OPERABLE BY ONE HAND AND BE EQUIPPED WITH A SPRING-TYPE OR GRAVITY HINGE SO THAT THE DOOR CLOSURES AUTOMATICALLY. PROVIDE A DOOR PULL ON THE OUTSIDE, NEAR THE LATCH OF THE DOOR.

PROVIDE A HOOK MOUNTED NOT MORE THAN 1200mm (47") ABOVE THE FLOOR ON A SIDE WALL AND PROJECTING NOT MORE THAN 50mm (2") FROM THE WALL.

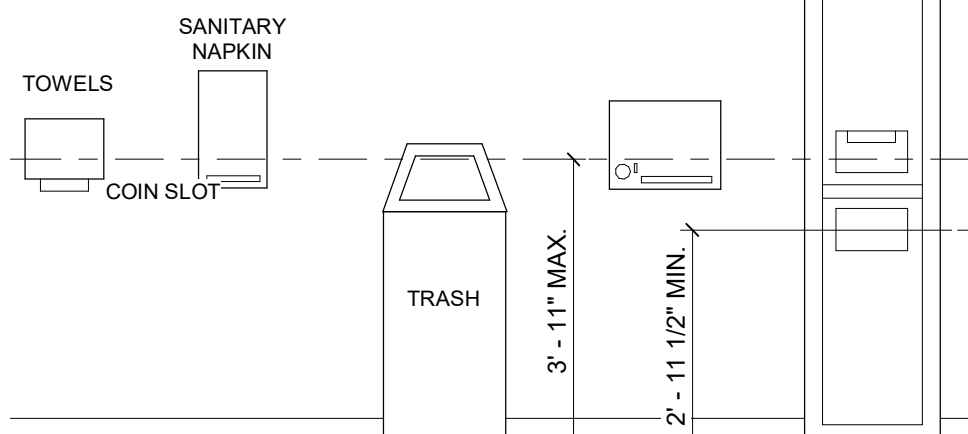
GRAB BARS SHALL RESIST A MINIMUM LOAD OF 1.3 kN APPLIED VERTICALLY OR HORIZONTALLY.

FAUCETS SHALL OPERATE AUTOMATICALLY OR HAVE LEVER TYPE HANDLES THAT DO NOT CLOSE UNDER SPRING ACTION.

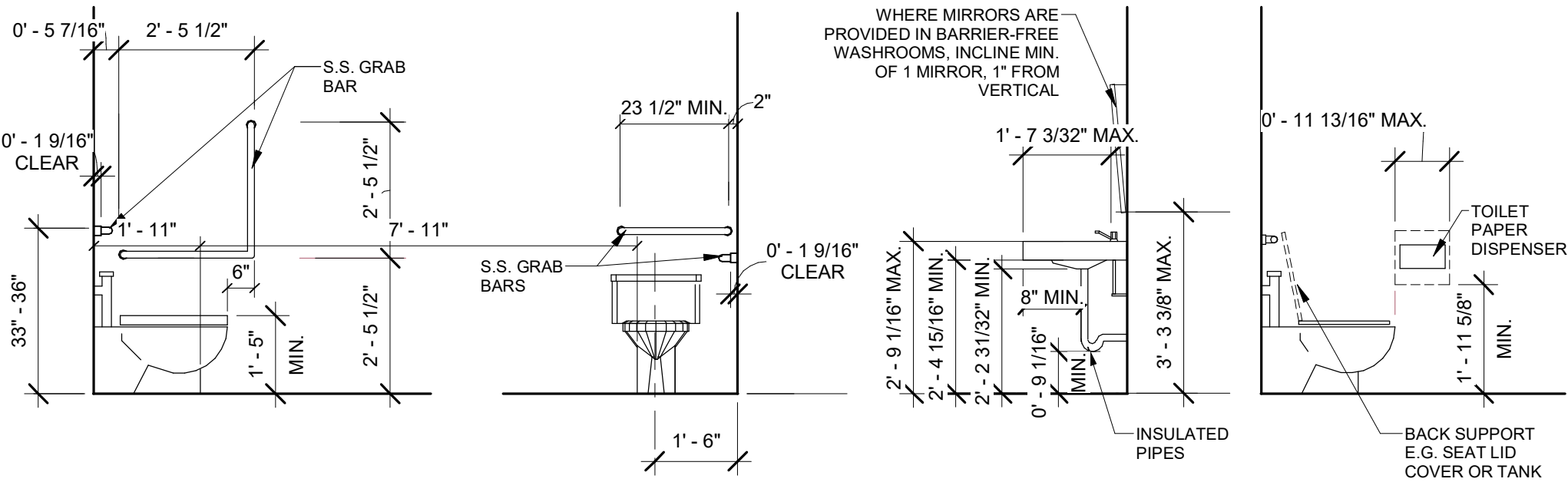
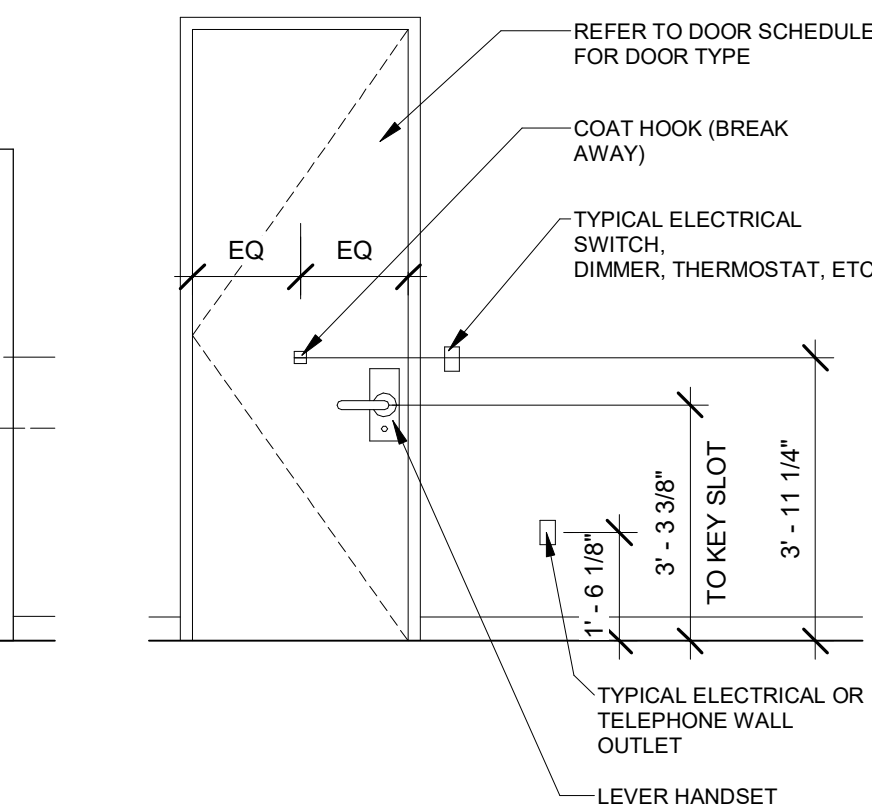
THE BOTTOM OF VISION PANELS IN DOORS WITHIN A BARRIER-FREE PATH OF TRAVEL MUST NOT BE HIGHER THAN 38" FROM THE TOP OF THE FINISHED ADJACENT FLOOR SURFACE.

FLUSH HANDLES SHALL BE AWAY FROM WALL OR USE HANDS FREE FLUSH DEVICES.

DO NOT USE TILTED MIRRORS IN BATHROOMS

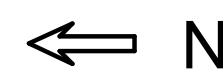


WASHROOM ACCESSORIES MUST BE LOCATED WITHIN 35-1/2" TO 47-1/4" OF THE FLOOR LEVEL.



JASON PIZZICARELLA DESIGN - ARCHITECTS INC.  
209 RIDGE ROAD N  
RIDGEWAY, ONTARIO, L0S 1N0  
T. 905-894-8300  
e-mail jp@jpdesign.ca

CERTIFICATE OF PRACTICE : # 4053



APARTMENT  
COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

FIRST FLOOR PLAN

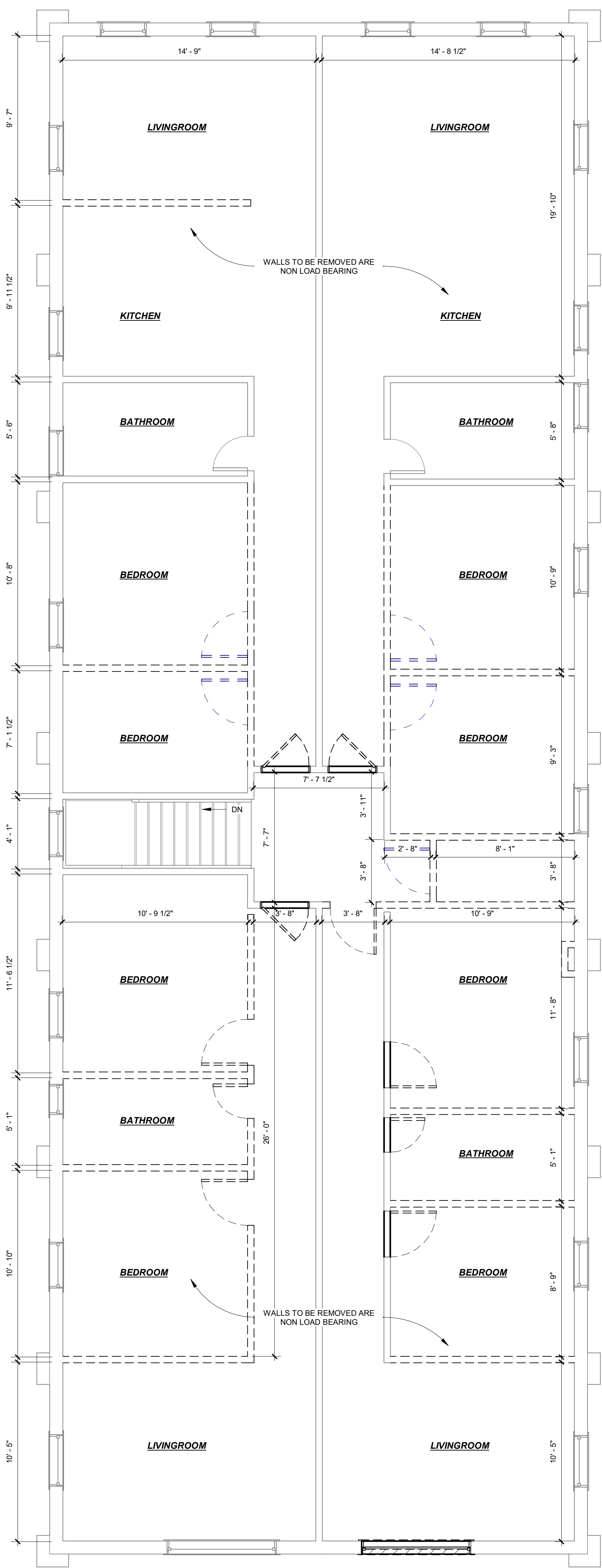
21/11/23

DRAWN BY: JOB #: 22059

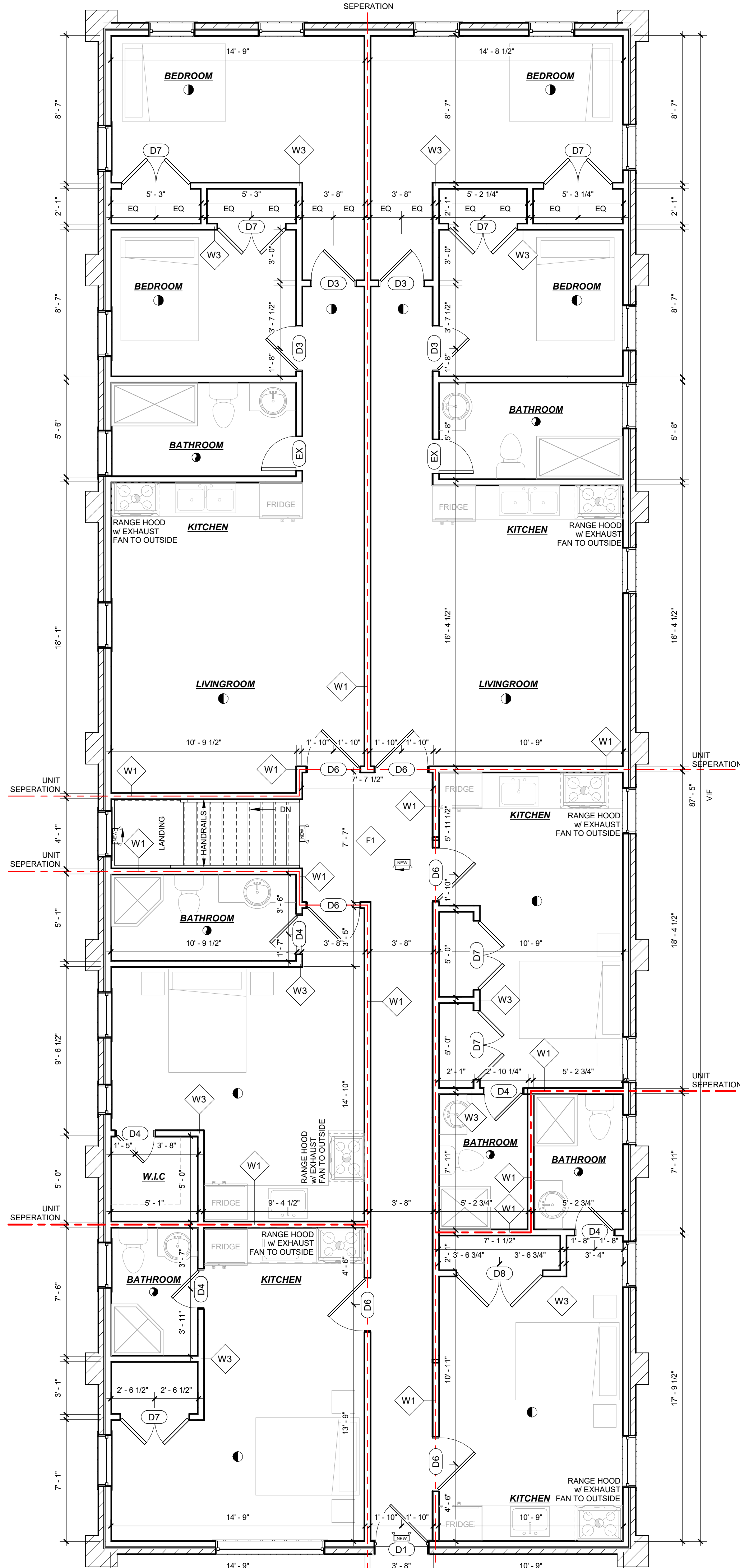
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SHEET NO: A102

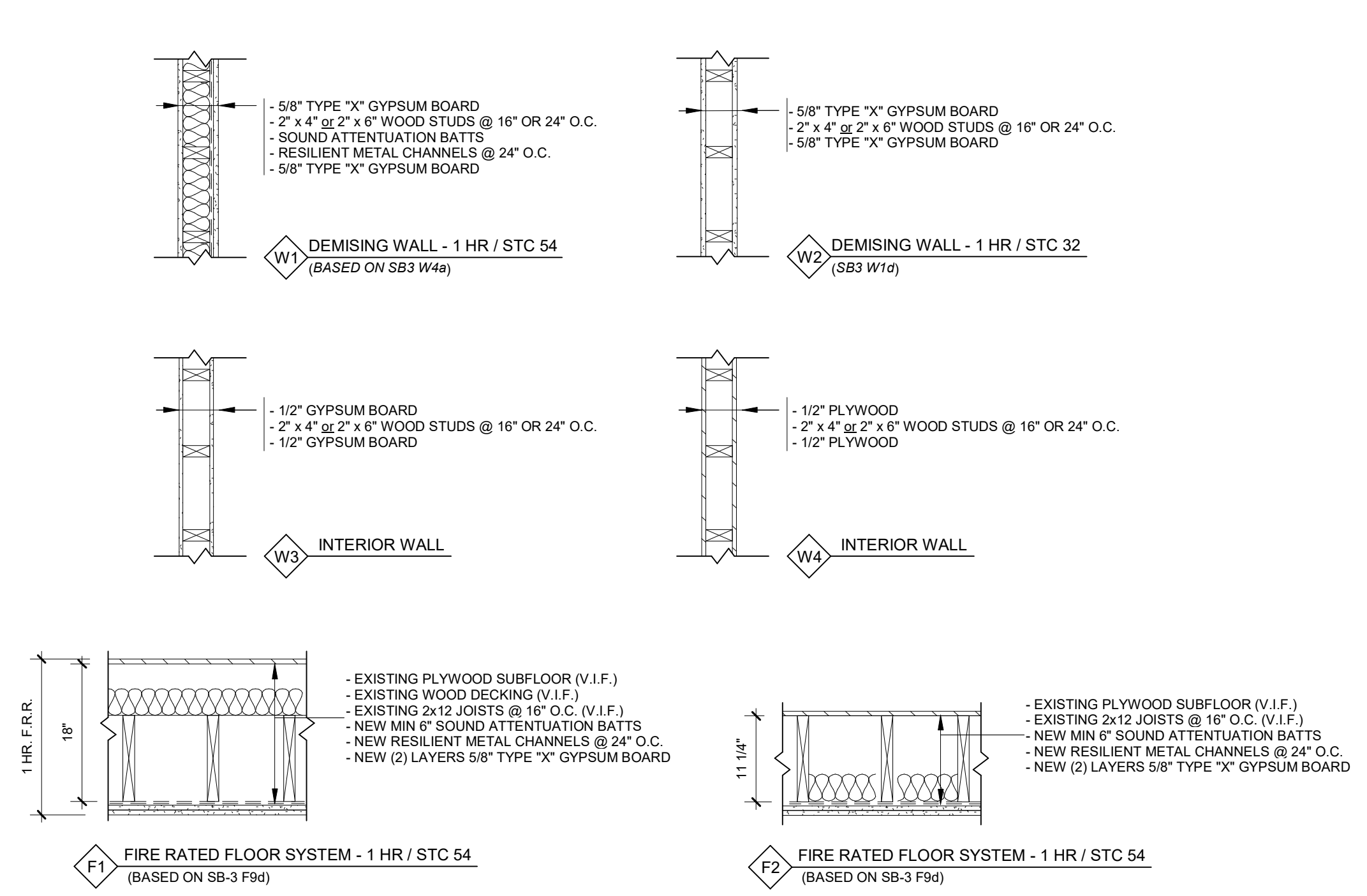




1 DEMO SECOND FLOOR  
1/4" = 1'-0"



2 PROPOSED SECOND FLOOR  
1/4" = 1'-0"

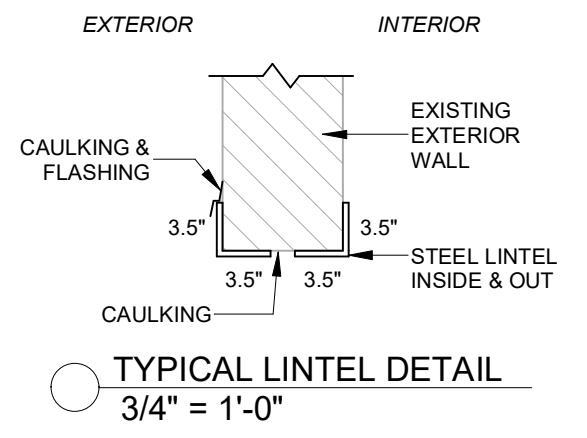


DOOR SCHEDULE					
Mark	Count	Description	Width	Height	Comments
D1	7	INSULATED SINGLE FLUSH WITH GLASS	36"	6' - 8"	C/W WEATHER STRIPPING
D2	2	INSULATED SINGLE FLUSH WITH GLASS	38"	6' - 8"	C/W WEATHER STRIPPING
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ALL FIRE RATED DOORS (EXIT/SUITE/UTILITY) SHALL HAVE CLOSERS, LATCH & LABELS

- NOTES:**
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  - INTERCONNECTED SMOKE ALARM SYSTEM REQUIRED
  - EXTERIOR WALLS, CEILING & ROOF ARE EXISTING & INSULATED
  - DAYLIGHT EXCEEDS 5% IN LIVING AREAS AND 2.5% IN BEDROOMS AS REQUIRED PER PART 11 OF THE OBC.
  - PROVIDE DOUBLE 3 1/2" x 3 1/2" x 1/4" ANGLE WITH 6" BEARING EACH SIDE AT NEW DOOR OPENINGS IN MASONRY

- LEGEND:**
- INTERCONNECTED SMOKE & C.O. COMBO w/ STROBE
  - EXHAUST FAN TO OUTSIDE
  - EXIT & EMERGENCY LIGHT COMBO



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CERTIFICATE OF PRACTICE : # 4053

JASON MATTHEW PIZZICCOLA  
L.M.A.S.T.  
5872

← N

APARTMENT COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

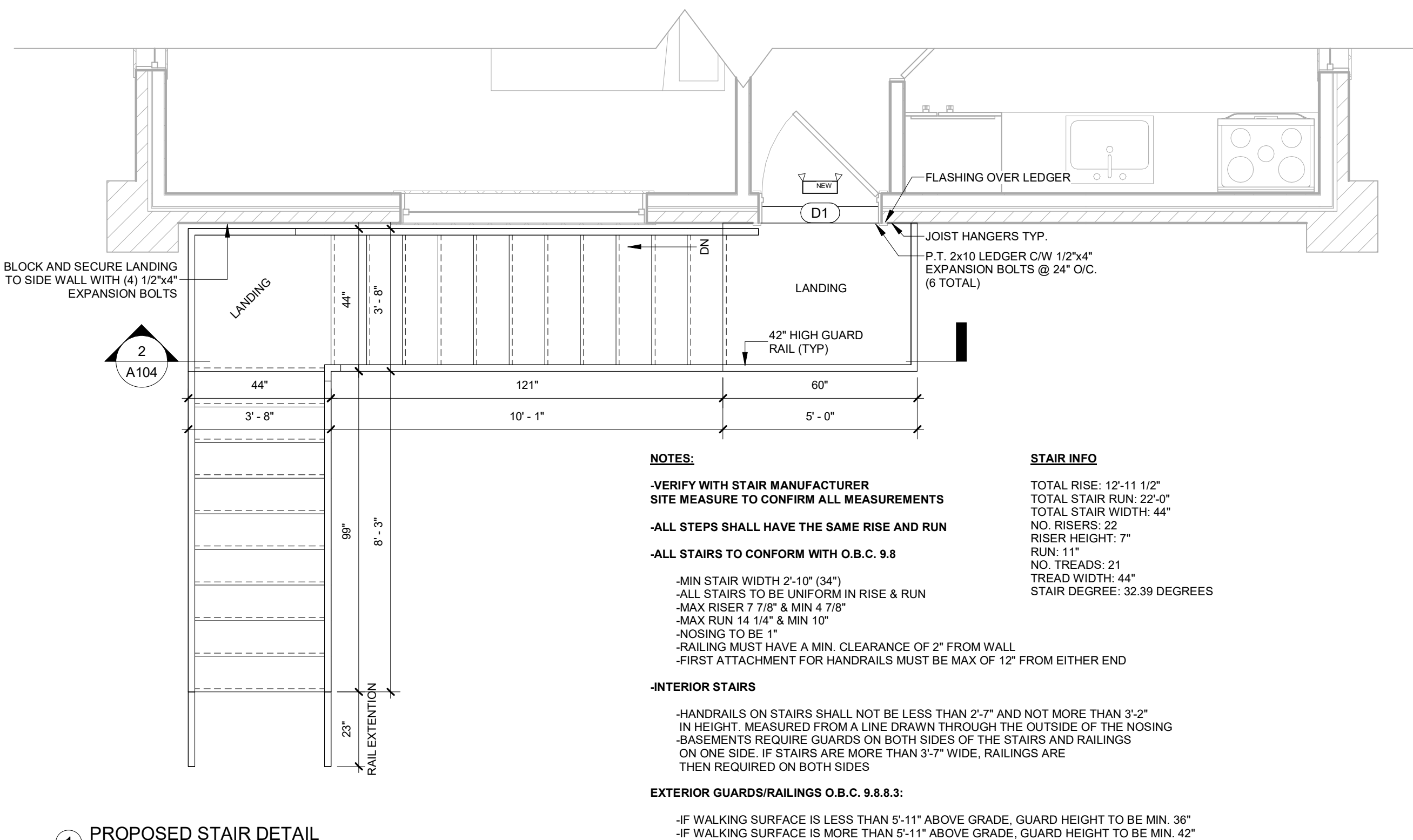
SECOND FLOOR PLAN

21/11/23

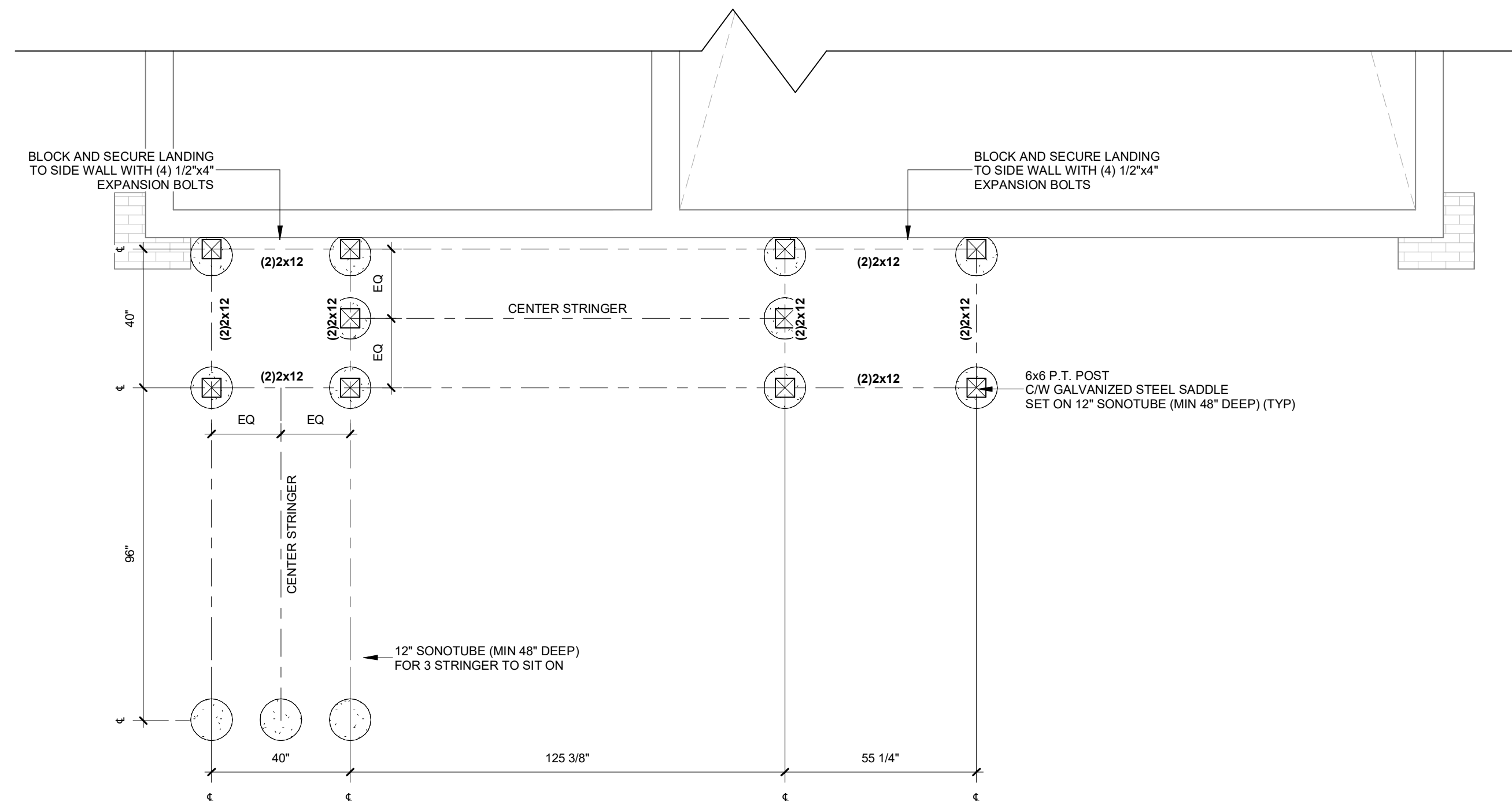
DRAWN BY: JOB #: 22059

SCALE: As indicated

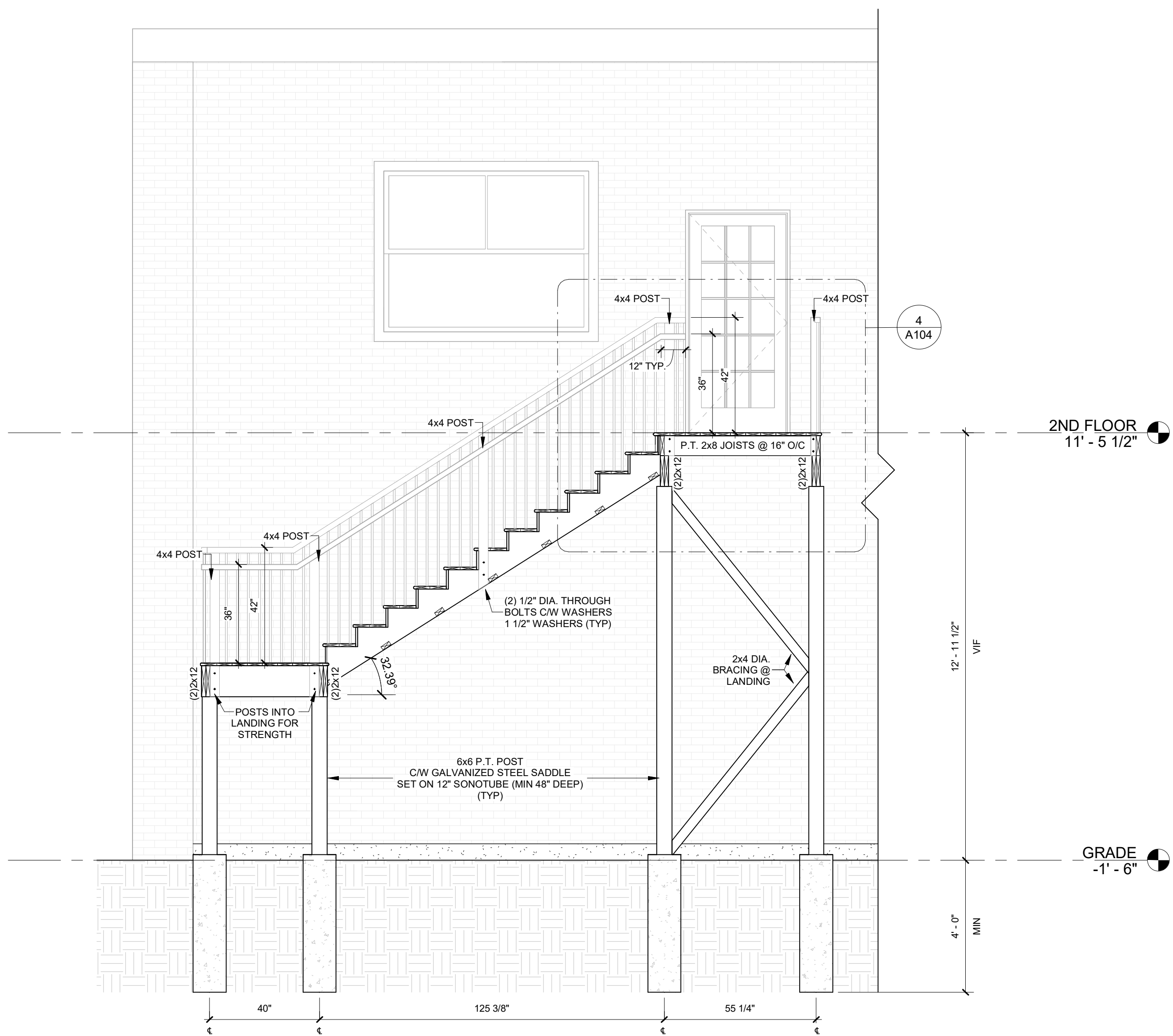
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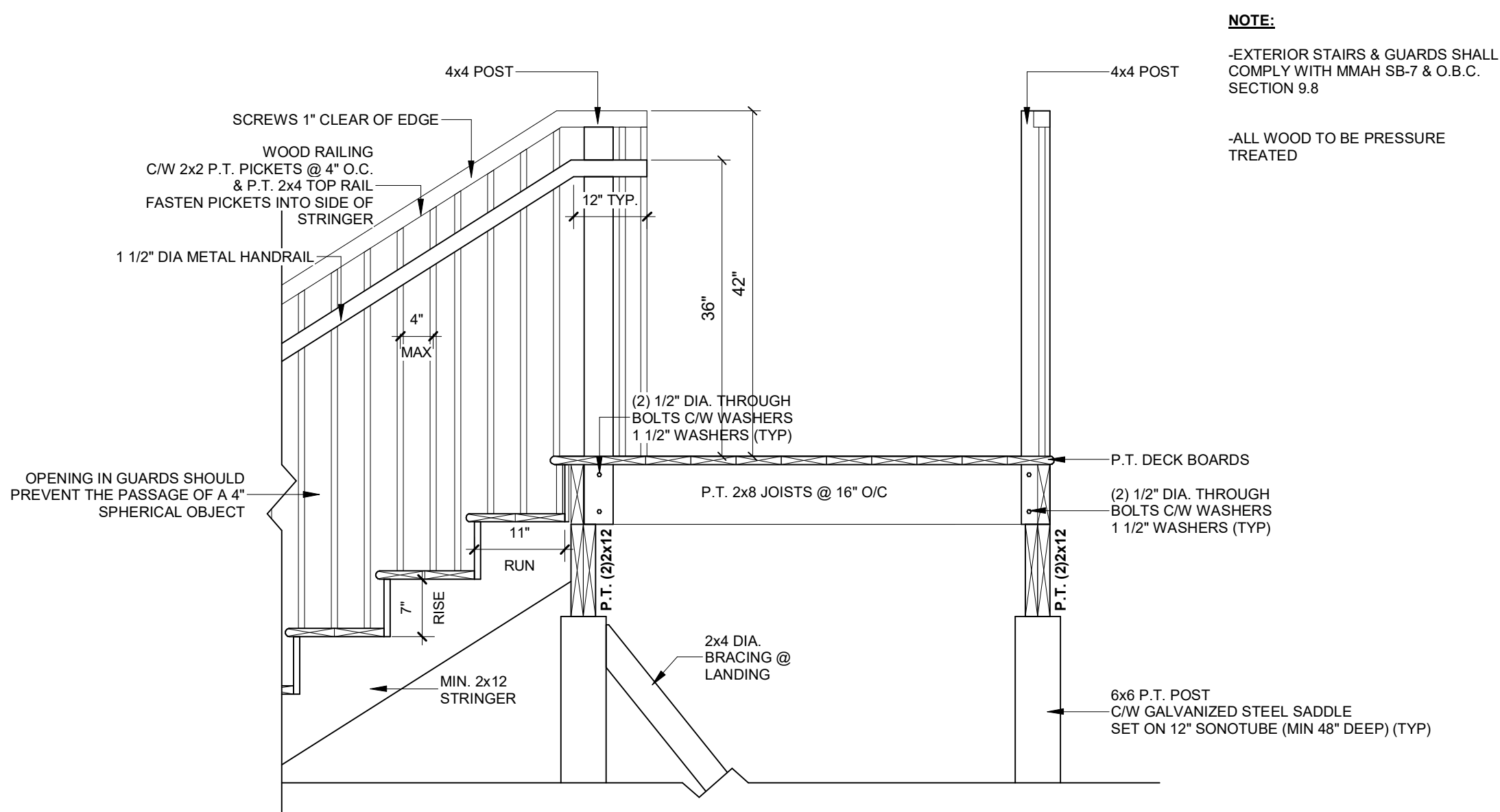
1 PROPOSED STAIR DETAIL  
3/8" = 1'-0"



3 PROPOSED STAIR FOUNDATION PLAN  
3/8" = 1'-0"



2 STAIR SECTION  
3/8" = 1'-0"

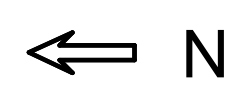


4 STAIR LANDING DETAIL  
3/4" = 1'-0"



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CERTIFICATE OF PRACTICE : # 4053



APARTMENT  
COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

STAIR DETAILS

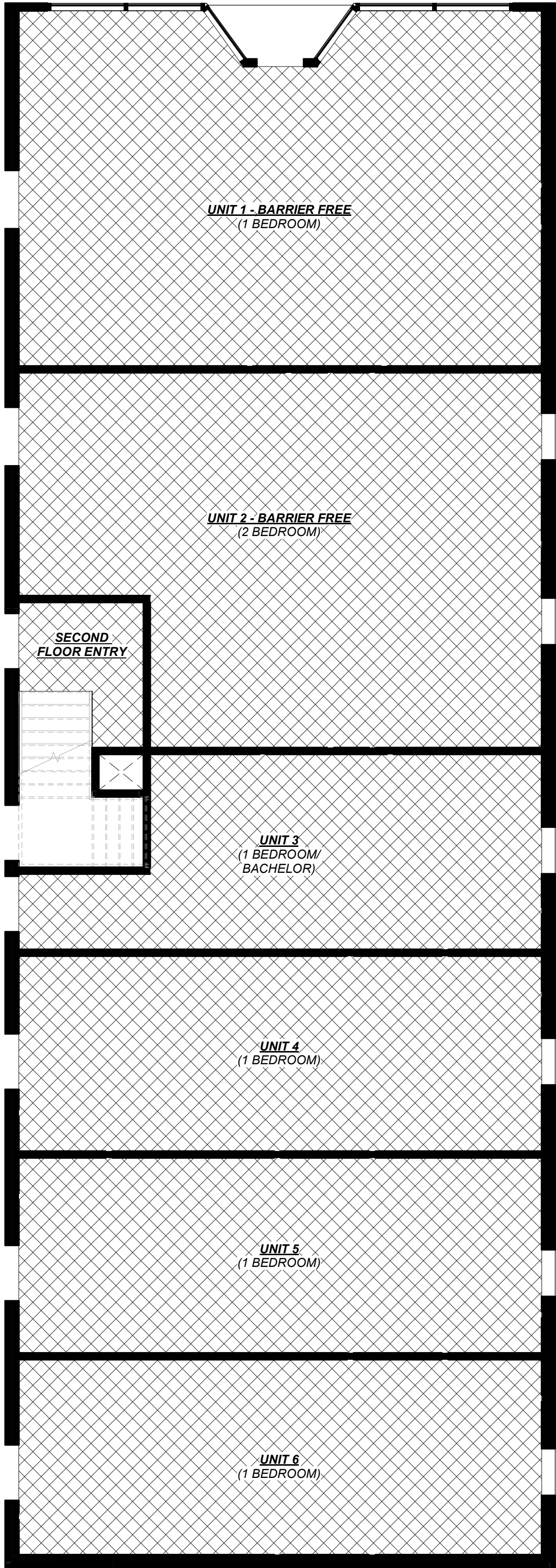
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SCALE: As indicated

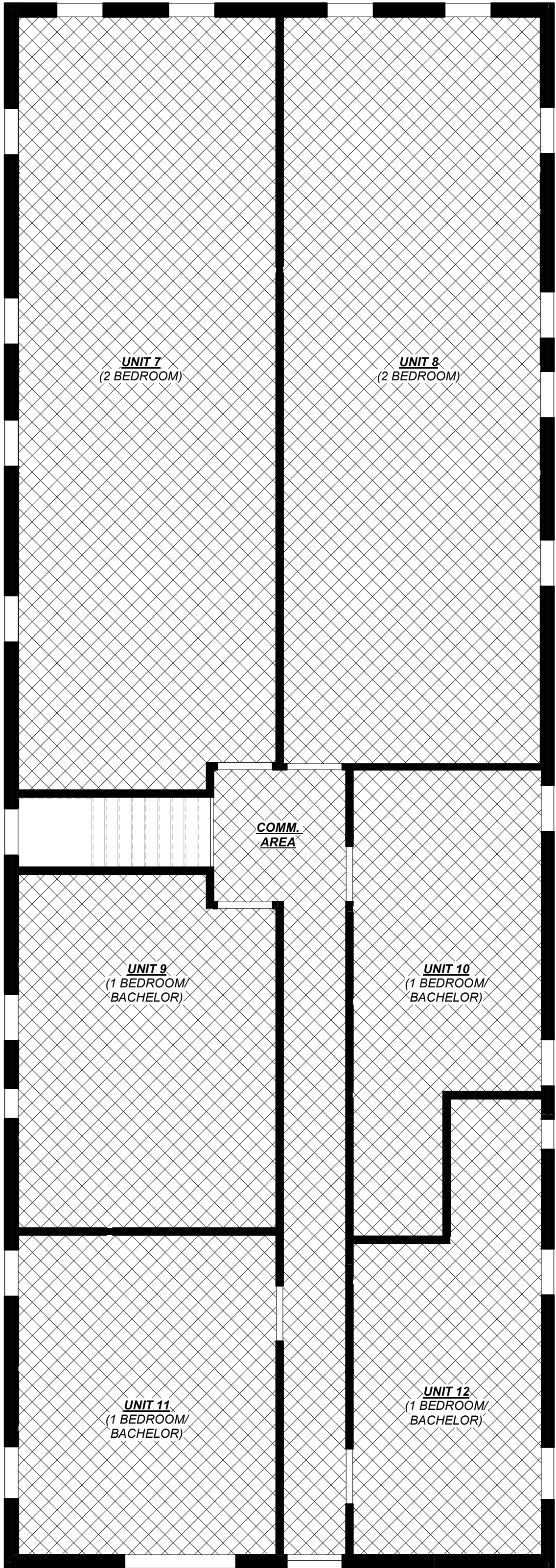
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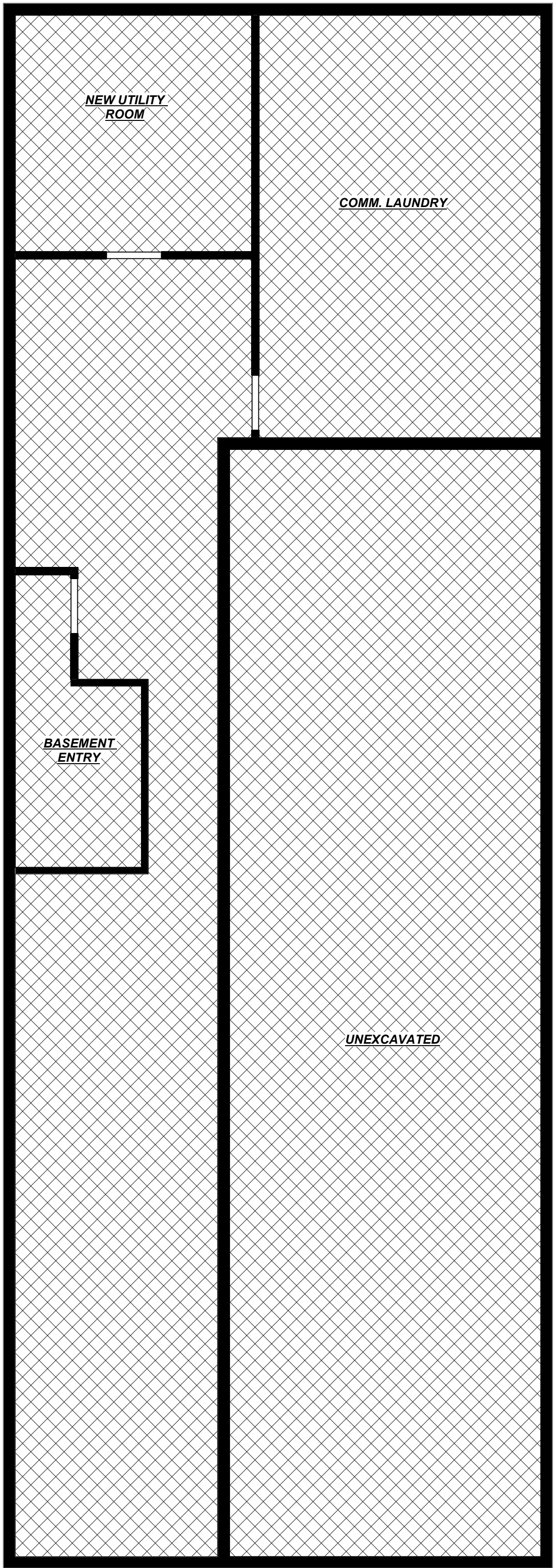
1 MAIN FLOOR AREA PLAN  
3/16" = 1'-0"

(4) SINGLE BEDROOM  
(5) BACHELOR  
(3) 2 BEDROOM  
**TOTAL: 12 UNITS**  
15% OF UNITS TO BE BARRIER FREE  
15% x 12 = 1.8 UNITS (2 UNITS)

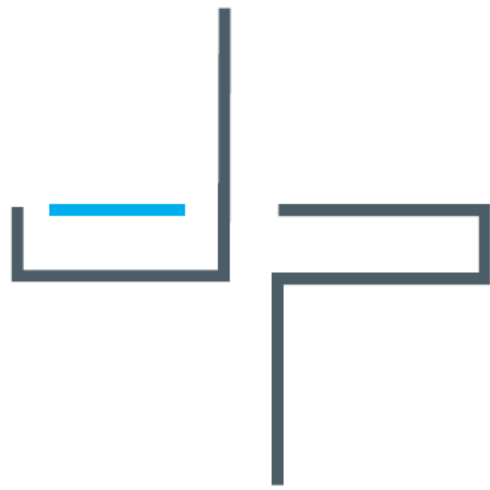


2 SECOND FLOOR AREA PLAN  
3/16" = 1'-0"

(4) SINGLE BEDROOM  
(5) BACHELOR  
(3) 2 BEDROOM  
**TOTAL: 12 UNITS**  
15% OF UNITS TO BE BARRIER FREE  
15% x 12 = 1.8 UNITS (2 UNITS)



3 BASEMENT AREA PLAN  
3/16" = 1'-0"



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CERTIFICATE OF PRACTICE : # 4053



APARTMENT  
COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

UNIT TYPES

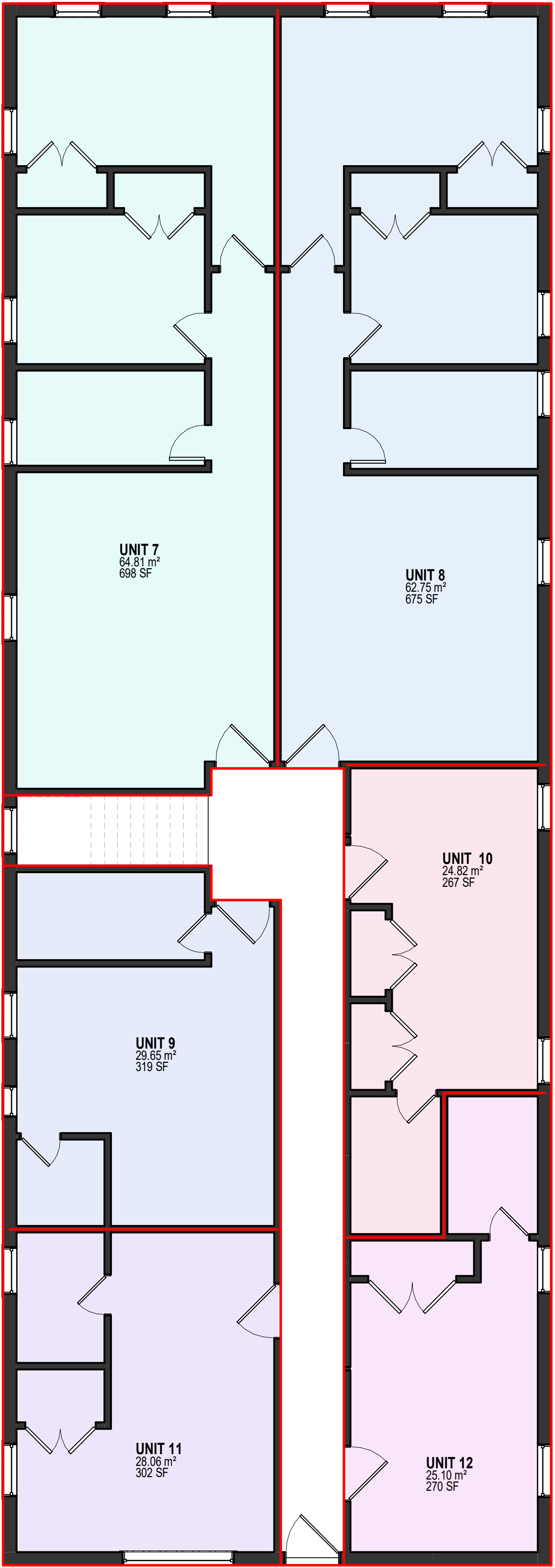
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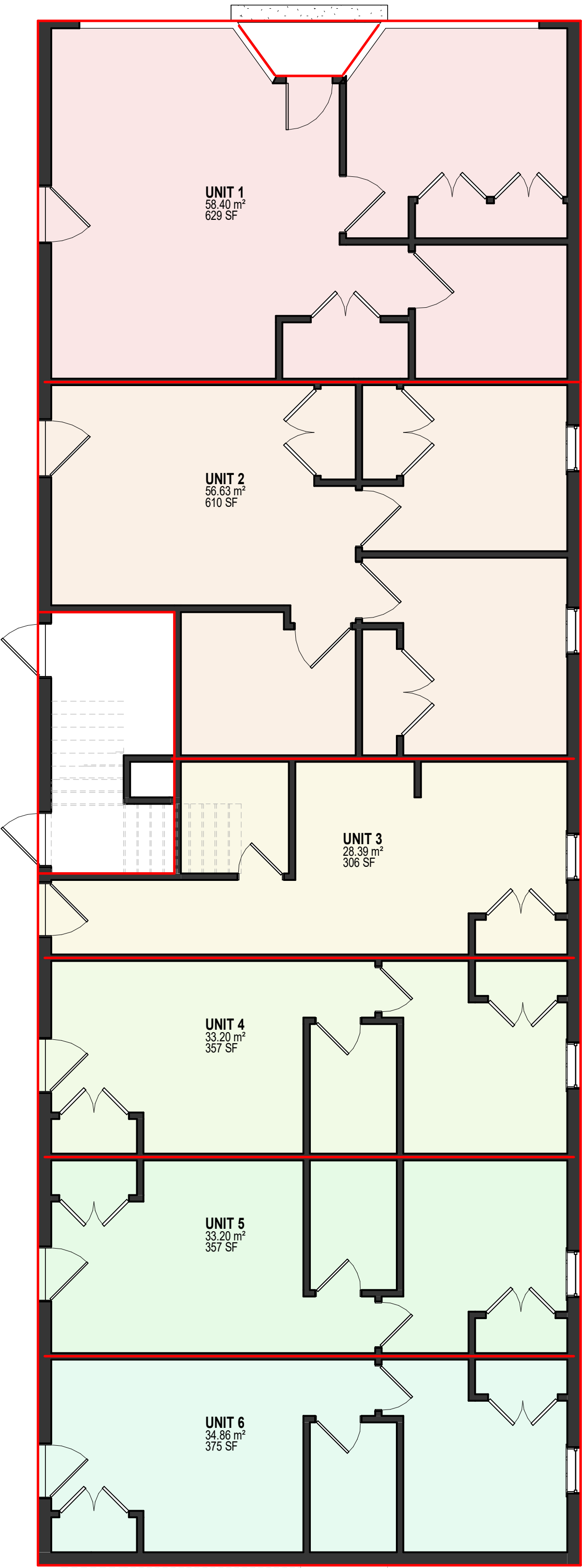
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SHEET NO: A105

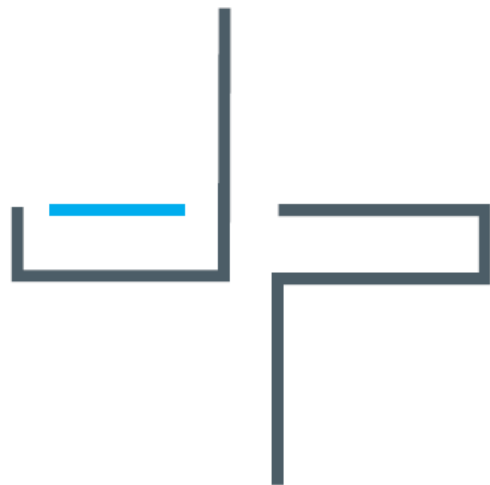




② 2ND FLOOR  
3/16" = 1'-0"



① MAIN FLOOR  
3/16" = 1'-0"



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CERTIFICATE OF PRACTICE : # 4053

## APARTMENT COMPLEX

174 MITCHELL

No.	Description	Date

PERMIT

SHEET TITLE:

UNIT AREA PLANS

21/11/23

DRAWN BY: JP JOB #: 22059

SCALE: 3/16" = 1'-0"

SHEET NO: A106



## **Planning Justification Report**

### Local Official Plan Amendment, Zoning By-law Amendment & Site Plan Control



Address: 174 Mitchell St. Port Colborne

Date: December 2023

Prepared for 2866403 Ontario Inc.

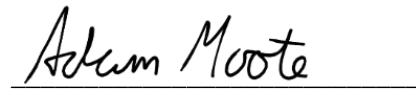
## DISCLAIMER

This report was prepared by the team at LandPro Planning Solutions Inc. It is based on the information provided to us by the applicant. The planning policy research and opinions are based on our own research and independent analysis of the applicable policy.

Adam Moote, RPP      Project Manager, Quality Control, Research

This report was written by professionals and supervised by Registered Professional Planners, who are full members of the Ontario Professional Planners Institute as defined by the *Ontario Professional Planners Act*, 1994. The contents of this report represent the author's independent professional opinions and comply with the OPPI Code of Professional Practice and the opinions presented herein will be defended as required.

LandPro Planning Solutions Inc.



Adam Moote BA, M.Plan, RPP, MCIP  
Senior Planner

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## 1 INTRODUCTION

LandPro Planning Solutions Inc. (LandPro) has been retained by **2866403 ON Inc.** c/o Ajay Kahlon ("The Owner") to assist with planning approvals for the property located at 174 Mitchell St., Port Colborne in Niagara Region. The property is legally described as PLAN 849 PT LOT 15 PT LOT 16.

In addition to the proposed residential property, there is another property located at the corner of Mitchell St. and Nickel St. that is proposed to serve as the parking for the residential property and is legally described as PLAN 19 LOT 26 NP857

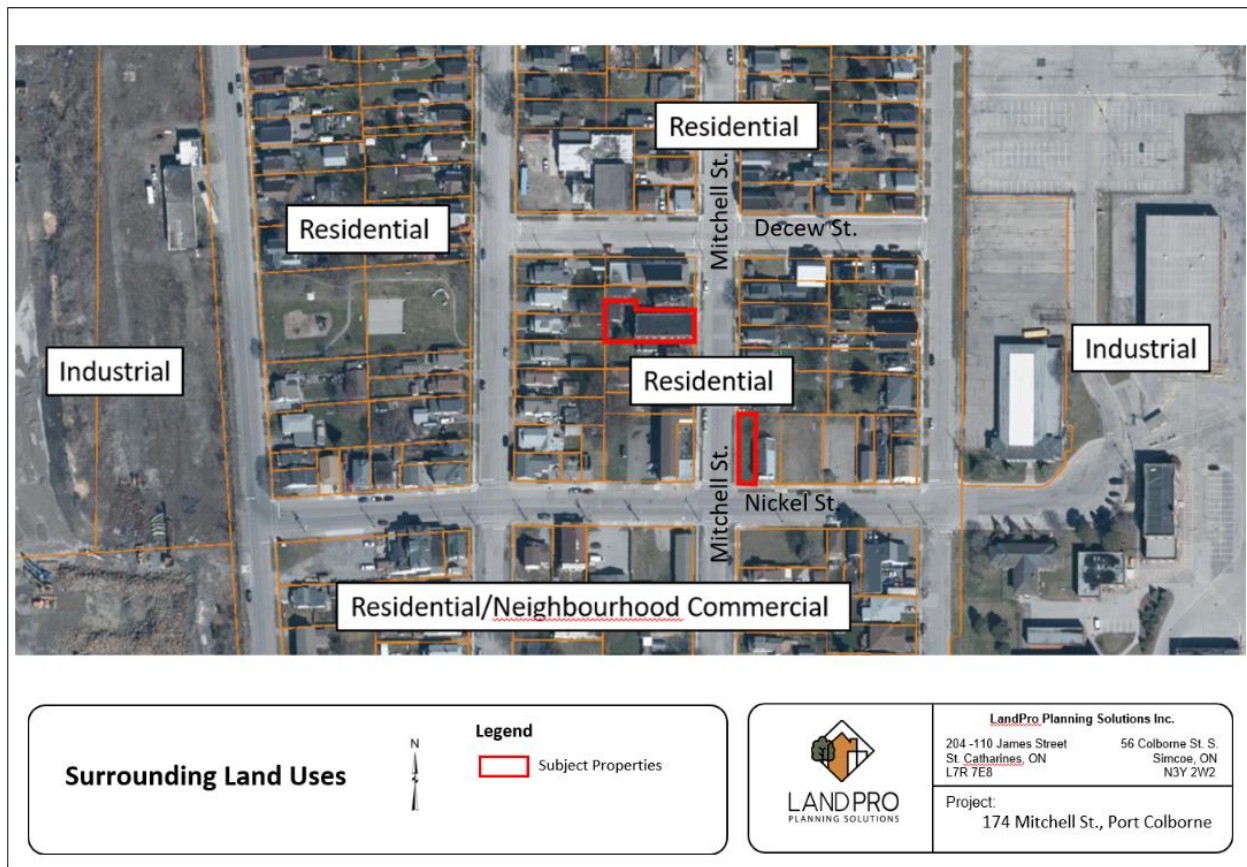
The accompanying applications propose to increase the density of the property and rezone the properties with site specific provisions to facilitate the renovations of the building on the property and to permit parking.

This report serves to provide an overview of the planning merits for the Official Plan Amendment, Zoning By-Law Amendment and Site Plan Applications to demonstrate good planning.

## 2 SITE CONTEXT

The subject residential property is located on the west side of Mitchell St. and the proposed parking lot for 174 Mitchell Street is on the east corner of Mitchell St. and Nickel St. See the property location shown in **Figure 1** below.

Figure 1: Property Location



## 2.1 LAND USE CONTEXT

174 Mitchell Street contains a vacant building that once hosted a mixed-use building with a bakery on the ground floor and residential use upstairs.

The immediate surrounding land uses are described below.

North = Residential  
 South = Residential | Commercial  
 East = Residential | Industrial  
 West = Residential | Industrial

The subject property at 174 Mitchell Street has frontage onto Mitchell Street. The proposed parking property at the corner of Mitchell Street and Nickel Street has legal frontage onto Nickel Street. The existing property dimensions are presented below in **Table 1**.

## 2.2 PROPERTY DIMENSIONS & PHYSICAL ATTRIBUTES

Table 1 – Existing Property Dimensions

	174 Mitchell St.	Vacant Lot (Proposed Parking)
Lot Frontage	14.15 m	7.7 m
Lot Depth	40.23 m	31.1 m
Lot Area	626.7 m <sup>2</sup>	239.0 m <sup>2</sup>

## 3 PROPOSED DEVELOPMENT

These applications are required to facilitate the renovations of the existing building to increase the density on the site to permit 12 residential units. Further, we are proposing to rezone the vacant lot across the street to permit parking for 174 Mitchell Street.

The Official Plan Amendment intends to permit an increase in density for the property. The current density is 35-70 units per hectare, whereas the application is seeking to increase it to 192 units per hectare. This will allow for the building to be renovated to include 12 residential apartment units.

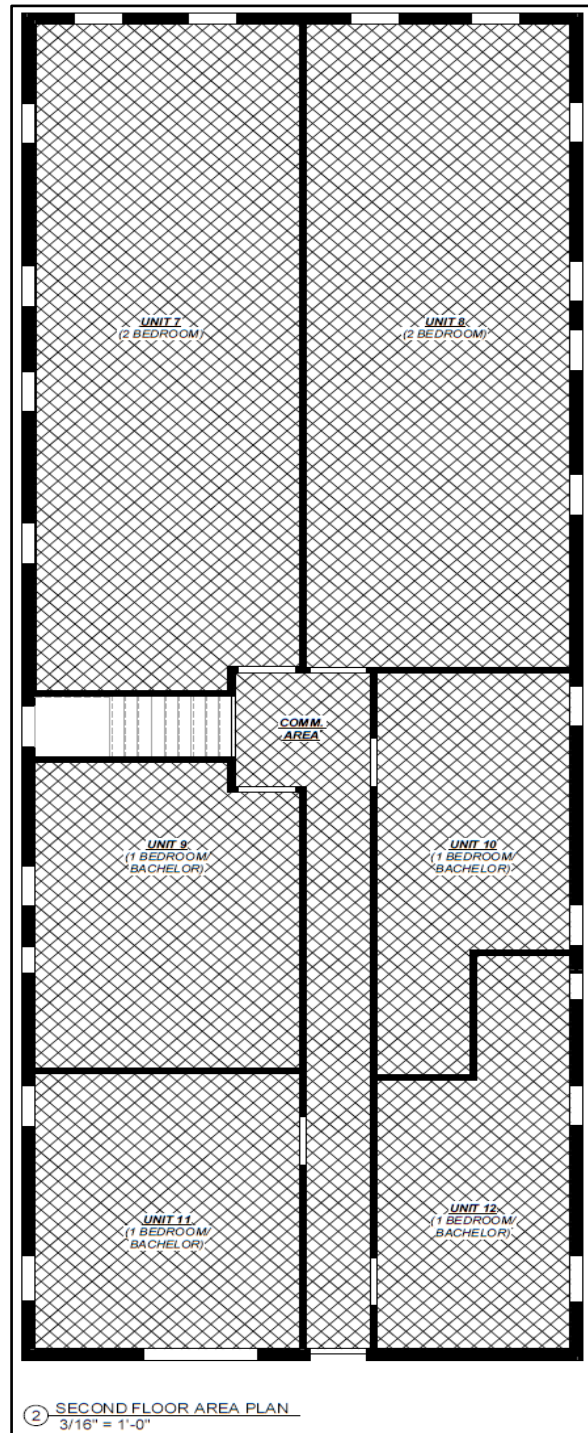
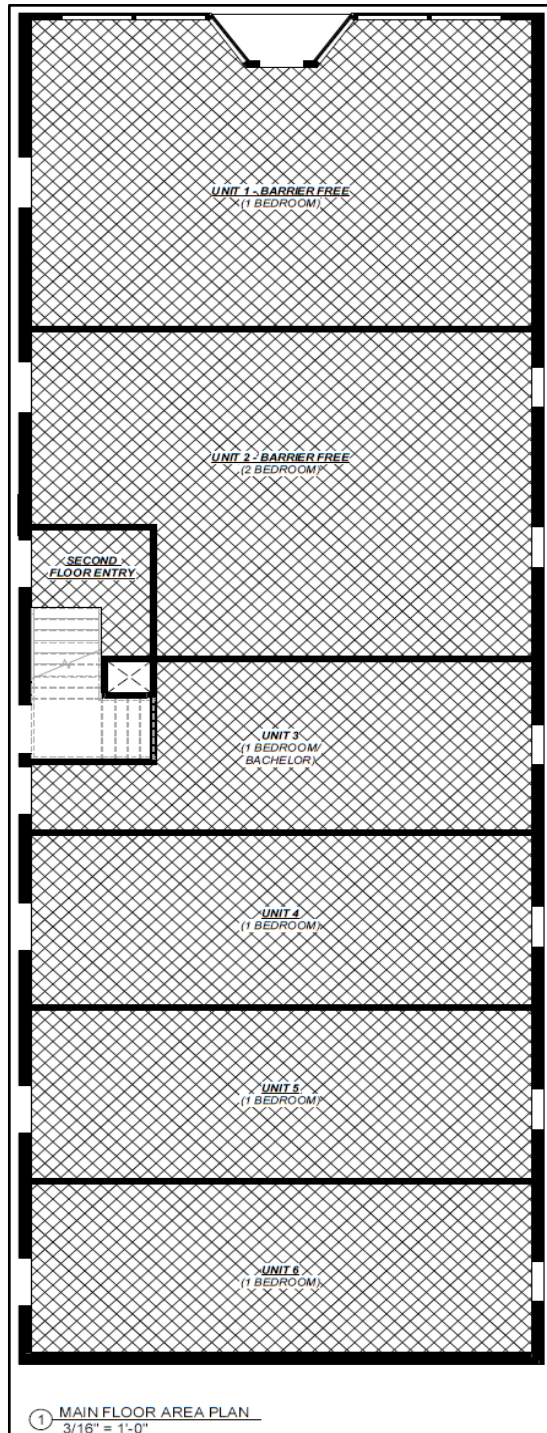
The Zoning By-law Amendment is required to rezone the property to Fourth Density Residential 4 (R4), as the current Third Density Residential 3 (R3) zoning of the property does not permit apartment units. The rezoning of 174 Mitchell Street also proposes site-specific provisions to accommodate zoning provision deficiencies. See details in Zoning Provisions Table in Section 4.7.

As part of the rezoning a lifting of the Holding Provision that is attached to the property is required. A Record of Site Condition is required to fulfill the lifting of the Holding Provision. Additionally, the proposed parking property at the corner of Mitchell Street and Nickel Street is zoned as Fourth Density Residential (R4), which we will be rezoning to R4 with site-specific provisions to add parking as the primary use.

A concept of the unit layout is shown in **Figure 2**.



Figure 2: Concept Plan Floor Layouts





## 4 LAND USE PLANNING FRAMEWORK

In preparing these applications, several policy and regulatory documents were reviewed and analyzed to demonstrate good planning. They include the following:

1. Planning Act, R.S.O 1990 c.P.13
2. Provincial Policy Statement, 2020;
3. A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019;
4. Niagara Region Official Plan, 2022;
5. City of Port Colborne Official Plan, 2017;
6. City of Port Colborne Comprehensive Zoning By-law (By-law 6575/30/18)

A detailed review is below.

### 4.1 PLANNING ACT, R.S.O 1990 c.P.13

The *Planning Act* is the provincial legislation and provides the basis for land use planning in Ontario, identifying tools for managing how, where and when land use changes occur.

The purposes of the *Act* as outlined in **Section 1.1** are (a) to promote sustainable economic development in a healthy natural environment, (b) to provide for a land use planning system led by provincial policy, (c) to integrate matters of provincial interest in provincial and municipal decisions, (d) to provide for planning processes that are fair, (e) to encourage co-operation and coordination among various interests, (f) to recognize the decision-making authority and accountability of municipal councils in planning.

These matters of Provincial Interest are outlined in **Section 2** of the *Act*. This application *has regard to* the following matters: f), h), h.1), j), l), m), o), p), q), r).

This application has regard for the relevant sections of the *Planning Act*.

### 4.2 PROVINCIAL POLICY STATEMENT, 2020

The *Provincial Policy Statement* provides policy direction on matters of provincial interest for all land use development throughout Ontario. It provides direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Comments, submissions, or advice that affect a planning matter that are provided *shall be consistent with* the PPS. The PPS is based on three overlying principles: 1) *Building Strong Healthy Communities*; 2) *Wise Use and Management of Resources*; and 3) *Protecting Public Health and Safety*.

The subject lands are in a residential area in the City of Port Colborne, defined as a **Settlement Area** by the PPS.

The PPS identifies settlement areas as being the focus of growth and development (1.1.3.1), by ensuring efficient and mixed land use patterns (1.1.3.2), promoting municipal public transit, housing options, and utilization of existing infrastructure (1.1.3.3), meeting appropriate development standards (1.1.3.4) and by providing a range and mix of housing options (1.4.3).

These applications will impact a property with a vacant building, and a vacant lot property located in a residential area of Port Colborne. This proposal aims to focus on growth and development within the settlement area through ensuring the efficient use of land. The proposed renovations will provide additional housing options by introducing new apartment units to the housing stock and will utilize existing infrastructure. The OPA will permit the increased density, and the ZBAs will permit the building to be used as an apartment, and the vacant lot to be used as parking to service the residential units at 174 Mitchell St. The rezonings will also recognize any zoning deficiencies.

These applications are consistent with the Provincial Policy Statement.

#### 4.3 PROVINCIAL PLANNING STATEMENT, DRAFT 2023

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The *Provincial Planning Statement (DRAFT 2023)* is a draft provincial policy planning document that will replace the current PPS, 2020 and A Place to Grow: Growth Plan, 2020 once approved. The Provincial Planning Statement is **not in force and effect** however, the draft policies are available for review and have been considered below on the assumption they will be approved *generally* as proposed.

The development(s) contribute towards providing an appropriate range and mix of housing options and densities to meet projected needs of current and future residents (2.2.1) through permitting and facilitating all types of residential in intensification and redevelopment which results in a net increase in residential units (2.2.1.b.2). Settlement areas shall be the focus of growth and development (2.3.1).

Land use patterns within settlement areas should be based on densities and a mix of land uses which (a) efficiently use land and resources; (b) optimize existing and planned infrastructure and public service facilities; (c) support active transportation; (d) are transit-supportive, as appropriate (2.3.2).

The proposed development is consistent with DRAFT PPS 2023, as proposed.

#### 4.4 A PLACE TO GROW: GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE, 2019

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A *Place to Grow: Growth Plan for the Greater Golden Horseshoe* ("Growth Plan") provides a provincial policy framework for managing growth in the Greater Golden Horseshoe, which applies to Niagara Region and its lower-tier municipalities. The Growth Plan is the Ontario government's initiative to plan for growth and development in a way that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life.

The Growth Plan designates the subject property as being within the *Delineated Built-Up Area*. The vast majority of growth will be directed to settlement areas (2.2.1.2.a) with growth to be focused in delineated

built-up areas (2.2.1.2.c.i). The Growth Plan encourages intensification generally throughout the delineated built-up area (2.2.2.3.c) and shall be implemented through official plan policies and designations, updated zoning and other supporting documents (2.2.2.3.f). The applications aim to support housing choice through introducing new apartment units to the neighbourhood (2.2.6.1.a).

The applications align with the policies outlined in the Growth Plan as the properties are located in a built-up area and promote intensification of the neighbourhood. The proposal will facilitate the addition of twelve (12) new apartment units which will marginally increase the housing options in the area. The ZBAs will permit the building to be used as an apartment, and the vacant lot to be used as parking to service the residential units at 174 Mitchell St. The rezonings will also recognize any zoning deficiencies.

The proposed applications conform with the Growth Plan.

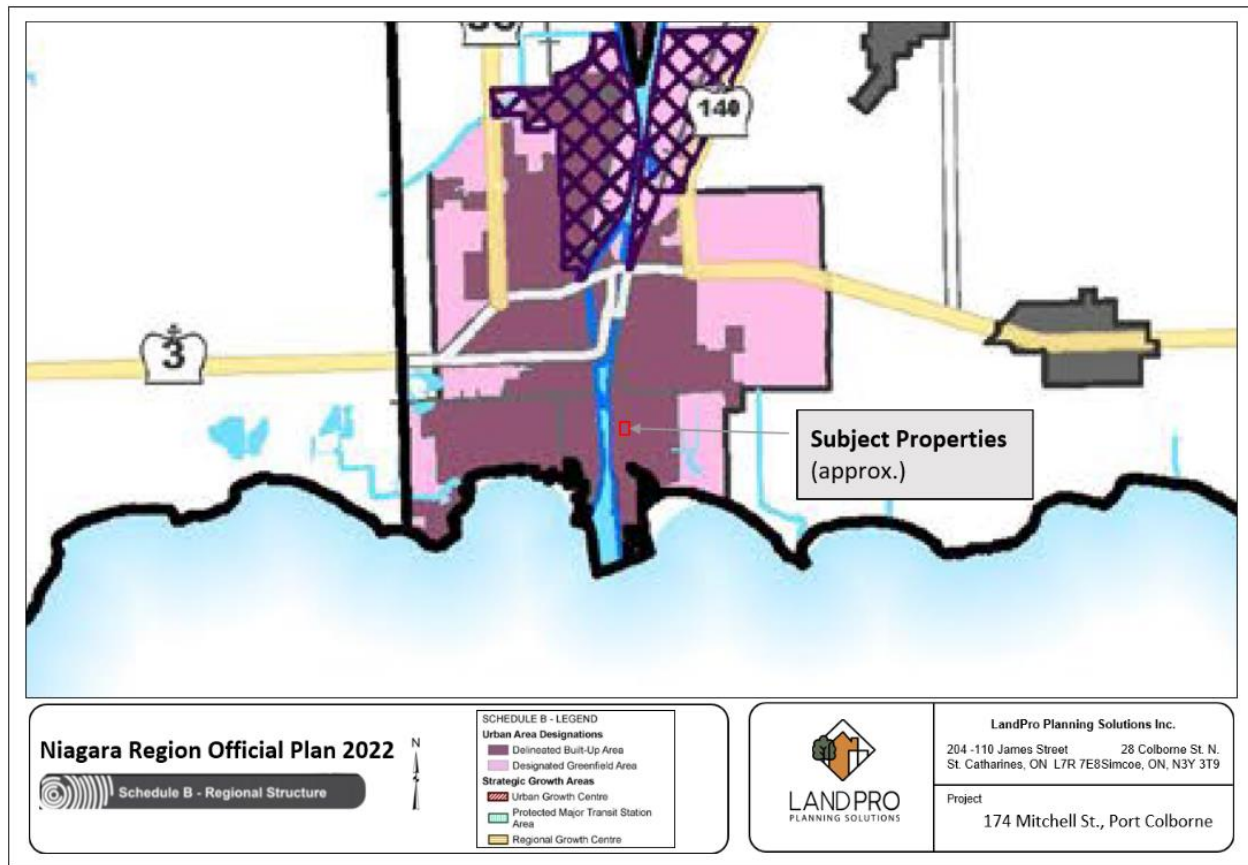
#### 4.5 NIAGARA REGION OFFICIAL PLAN, 2022

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The Niagara Region Official Plan (NROP) contains objectives, policies and mapping that describe the Region's vision for the next 20+ years, including their approach to managing growth, growing the economy, protecting the natural environment, resources, and agricultural land, and providing sustainable infrastructure.

The subject property is designated as *Delineated Built-Up Area* in the Niagara Region Official Plan. **Figure 3**, below, shows the property designation and surrounding land uses.

Figure 3: Niagara Region Official Plan



The NROP aims to manage growth within the urban area (2.2.a) by accommodating growth through strategic intensification (2.2.b). Urban growth shall have a diverse range and mix of housing types/sizes (2.2.1.1.c) and shall support opportunities for intensification including infill development (2.2.1.1.g). The NROP shall also support opportunities for gentle density (2.2.1.1.h) and the development of a mix of residential built forms in appropriate locations, such as local growth centres (2.2.1.1.i). Additionally, Port Colborne has an intensification target of 690 units or 30% from 2021 to 2051 (NROP, Table 2-2).

This application facilitates strategic growth within the built-up area of Port Colborne and represents an opportunity for gentle density in an appropriate location by providing additional residential units on the subject property. The proposed renovations will support intensification targets by creating new apartment units.

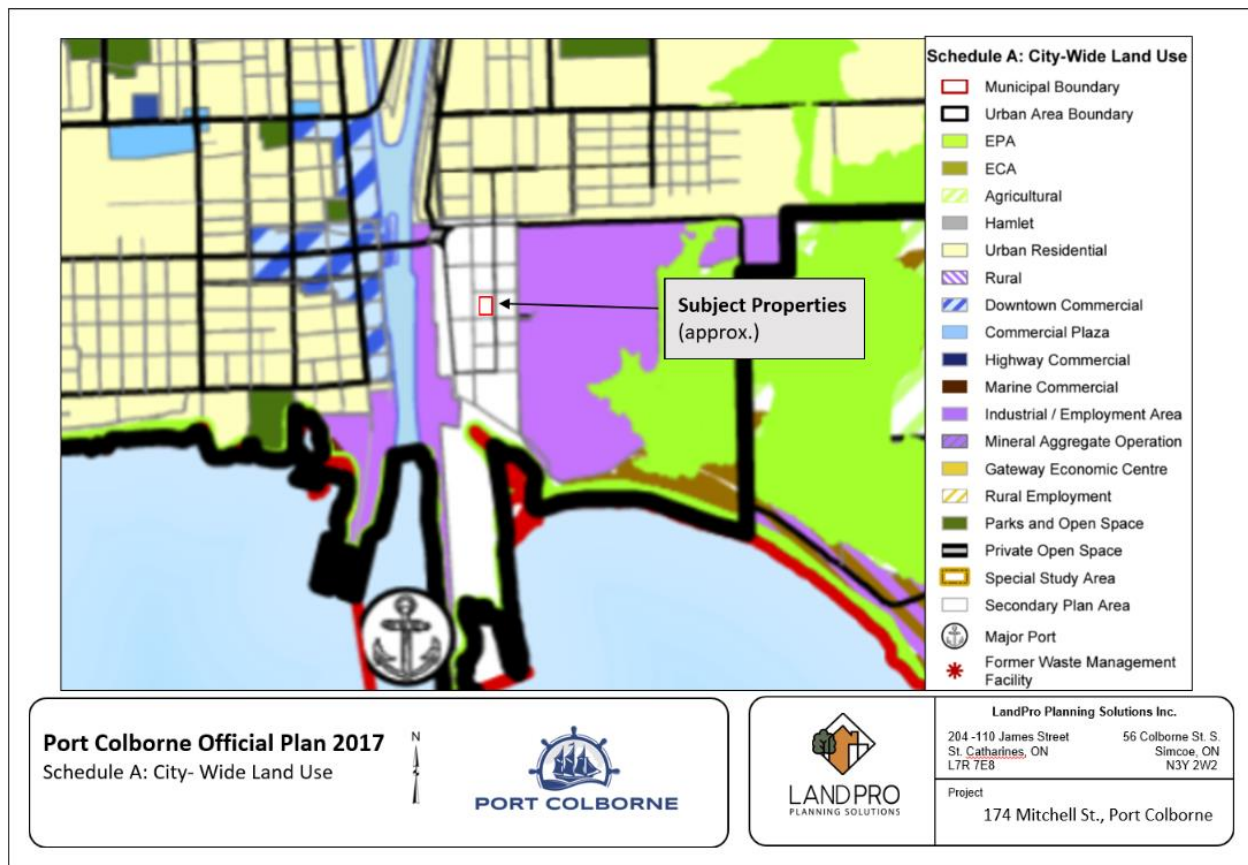
It shall be noted that each local area municipality shall establish intensification targets in their own Official Plans that meet this NROP target (2.2.2.6). However, since this NROP is newly adopted in June 2022 and was recently approved by the Ministry of Municipal Affairs and Housing, the Port Colborne Official Plan does not reflect these updated targets. This application conforms to the Niagara Region Official Plan.

## 4.6 CITY OF PORT COLBORNE OFFICIAL PLAN, 2017

The City of Port Colborne Official Plan (PCOP) designates the properties as *East Waterfront Secondary Plan* in Schedule A, see **Figure 4**, and with respect to that, *Medium Density Urban Neighbourhood* (Schedule F), please see **Figure 5**.

Additionally, the subject properties are within the IPZ-2 source water protection zone designated by the Niagara Region Official Plan (Schedule H) **Figure 6**. As per the pre consultation on April 13th, 2023, city staff stated no concerns in regard to this since the property (174 Mitchell St.) is a proposed residential use.

Figure 4: City of Port Colborne Official Plan Schedule A



**174 Mitchell St.**

2866403 ON Inc. c/o Ajay Kahlon

Figure 5: City of Port Colborne East Waterfront Secondary Plan Schedule F

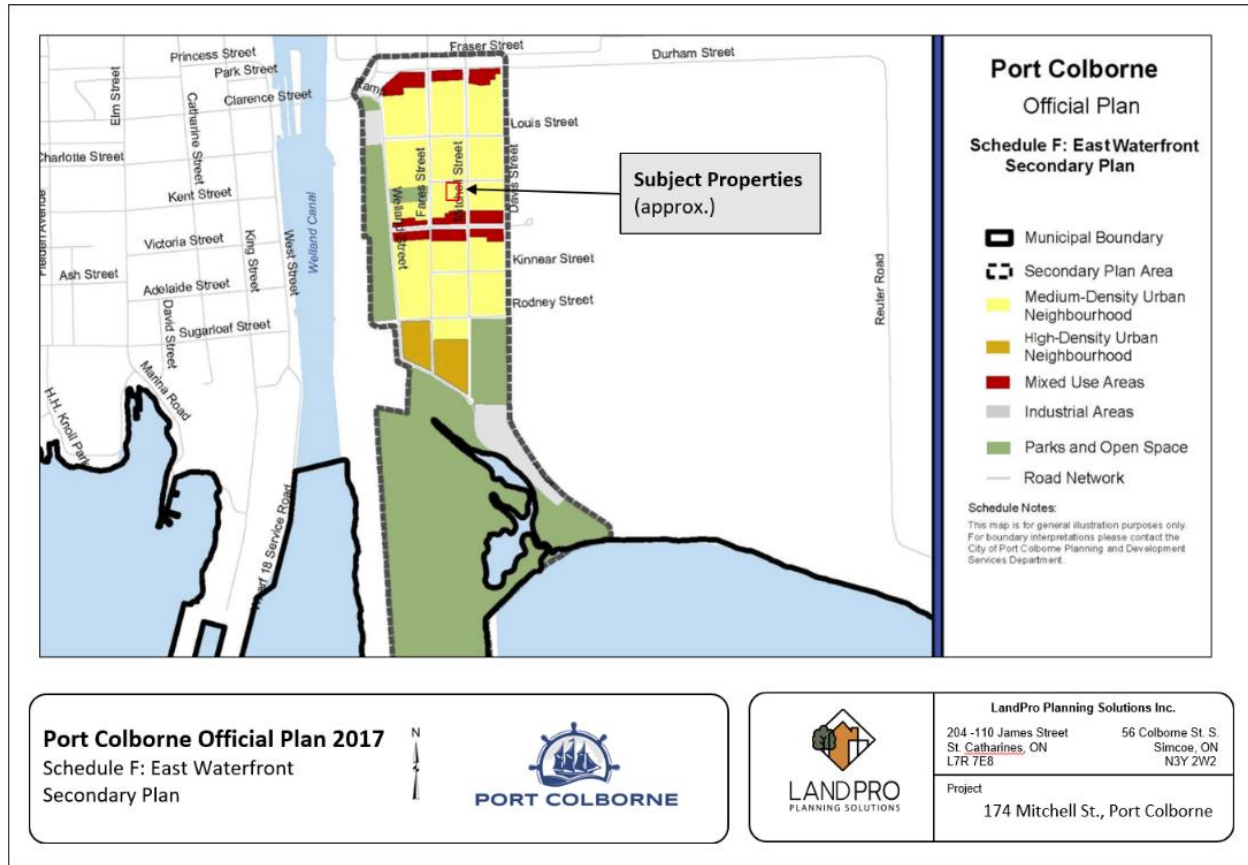
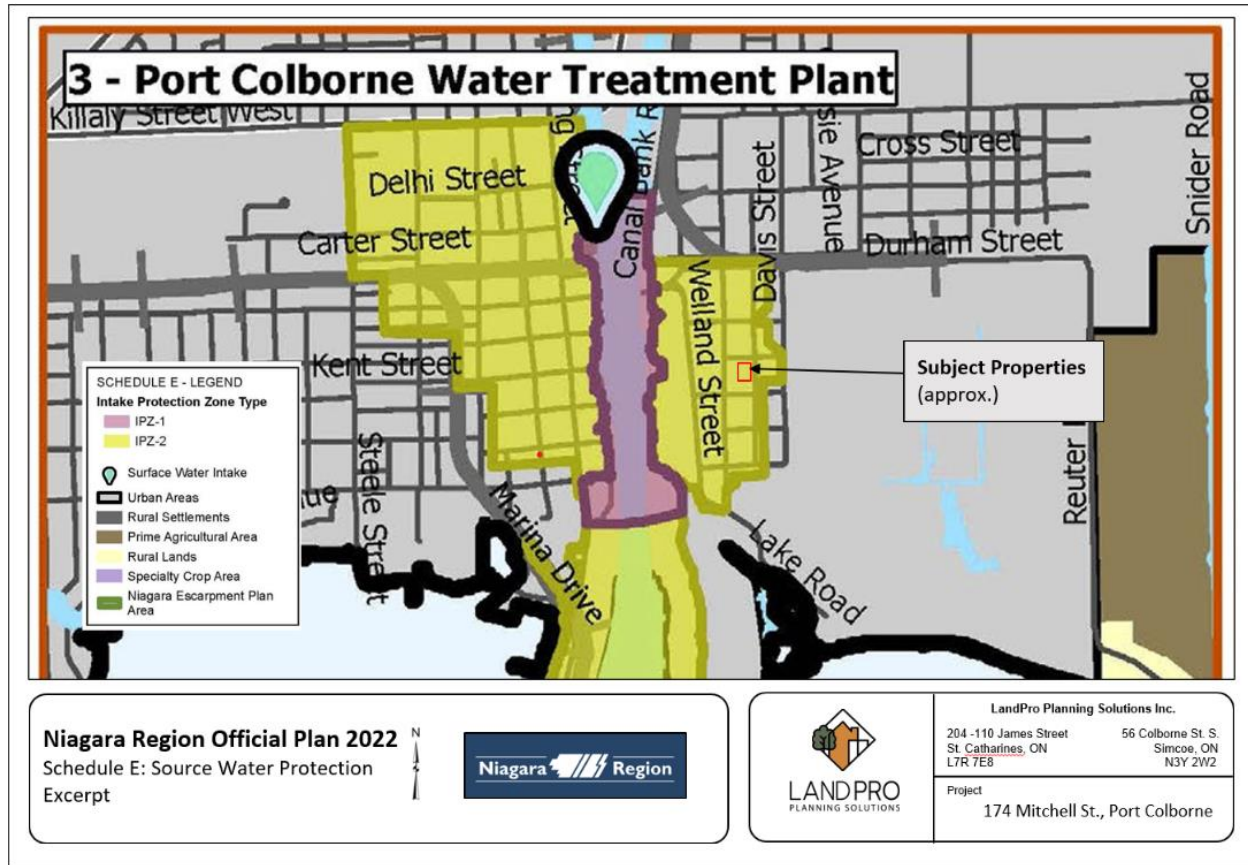




Figure 6: Niagara Region East Source Water Protection Schedule E



The PCOP identifies land use policies that guide development for the East Waterfront Secondary Plan in **Section 5.2**. The proposed development encourages the *repair and renovation of existing housing stock and other buildings (5.2.1 a.)* by redeveloping the current vacant building to a fully residential apartment. The proposed development aims to make efficient use of land in the residential area to facilitate the creation of twelve (12) new apartment units within the existing building. The renovation of the existing building will also help to *improve the quality of streetscape in the neighbourhood (5.2.1 c.)* by taking this unused property and refurbishing it, resulting in streetscape improvements for the area.

The character of the existing neighbourhood within the Built-up Area shall be retained. Accordingly, the residential redevelopment will promote intensification and complement the built form of a neighbourhood by improving an existing structure. Development within the Built-up Area will be at a higher density than what currently exists in the neighbourhood. The application aims to increase the density of the property through renovating the existing building. This application intends to address housing needs and create a community that makes use of the existing and available public infrastructure **(2.1 p.)**.

Further, increasing the number of residential accommodations will provide for an overall mix of housing and progress towards achieving intensification targets. Medium density urban neighbourhood can be

developed with a density of 35-70 units per hectare (**5.2.2 b.**) which is to be addressed through the OPA & ZBA to permit higher density.

The Local Official Plan Amendment intends to permit the increased density on the 174 Mitchell St. property. The proposed renovations to the building would bring the density to approximately **192 units per hectare**.

In alignment with the City's strategic planning policies established for the East Waterfront, the City has been assisting with this development by promoting and facilitating improvements to private property in the area (5.2.3.). These applications also assist the City in accomplishing community improvement through redevelopment and upgrading of areas characterized by "obsolete or deteriorated buildings" (6.1.a).

Lastly, as per O. Reg 153/04, the change in the property from commercial to residential use requires a Record of Site Condition (RSC). This work is underway and has been requested to be an approval condition of the Site Plan Approval.

Subject to approval of this application, this proposal will conform to the City of Port Colborne Official Plan.

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#### **4.7 CITY OF PORT COLBORNE COMPREHENSIVE ZONING BY-LAW (BY-LAW 6575/30/18)**

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The subject properties are currently zoned Third Density *Residential with a Conversion Holding (R3-CH)*, where the holding provision can be removed upon receiving a satisfactory RSC or a letter from a qualified professional in lieu of a filed RSC as per the City's pre consultation comments. As mentioned, this has been requested to be a condition of the Site Plan approval as the RSC is currently underway. The proposed parking property is currently zoned *Fourth Density Residential (R4)*. See **Figure 7** below.

A Zoning By-law Amendment (ZBA) proposes to rezone the 174 Mitchell St. property, currently zoned R3-CH to *Fourth Density Residential (R4)* zone. Additionally, a rezoning of the vacant lot is required to permit parking without a principle use.



Figure 7: City of Port Colborne By-law No. 6575/30/18



See Residential Density (R4) Zone provisions below in Table 3.

Table 3: City of Port Colborne Zoning By-Law No. 6575/30/18 - R4 Zone

R4 Zone Provisions			
Zone Provisions	Required	Proposed (174 Mitchell St.)	Comment
Min. Lot Frontage	18m	14.158m	Existing but does not comply
Min. Lot Area per unit	125 sq.m (125*12=1500 sq.m)	52.22 sq.m (626.7/12=52.22 sq.m)	Does not comply
Min. Front Yard	9m	0m	Does not comply
Min. Interior Side Yard	3m	4.05m and 0m	Existing Complies and does not comply
Min. Rear Yard	6m	12.99m	Complies
Max. Lot Coverage	40%	43.5	Complies

R4 Zone Provisions			
<b>Max. Height</b>	20m	2-storey (6.7 metres)	Complies
<b>Minimum Landscaped Area</b>	25%	0%	Existing but does not comply
<b>Min. Floor Area for a Unit</b>	50 sq. m	Varies 24.82– 64.81 sq.m	Complies and does not comply
<b>Number of Apartment Buildings on Lot</b>	1	1	Complies
<b>Parking Requirements</b> (1.25 spaces per unit)	15 standard spaces (1.25 per unit) 1 accessible space	<b>Onsite:</b> 1 - Accessible 4 - Standard 7 – Bicycle <b>Offsite:</b> 11 - Standard	Complies

There are no proposed changes to the existing building footprint, the proposed applications will facilitate internal building renovations, and the site-specific provisions will recognize the zoning deficiencies that currently exist on the property.

The proposed provisions are reasonable in nature as the proposed development aligns with Provincial and Regional Policy. The zoning is proposed to be changed to a more appropriate R4 residential zone which allows the redevelopment of the existing building to optimize the use of the property.

## 5 SITE-SPECIFIC REQUESTS

Whereas the Official Plan designates the property for medium density residential permitting 35-70 residential units per hectare, the Official Plan Amendment would permit approximately 192 residential units per hectare.

A Zoning By-law Amendment proposes to rezone the 174 Mitchell St. property to *Fourth Density Residential* (R4) zone, which permits apartment units. Further, site-specific provisions requested include recognizing the zoning deficiencies as presented above in Table 3.

## 6 PLANNING ANALYSIS

These applications propose to facilitate the renovations of the existing building on the property. To reiterate, 174 Mitchell Street contains an existing vacant building proposed to be renovated to include 12 apartment units, this requires the Official Plan Amendment to permit a density of 192 units per hectare. The Zoning By-law Amendment to the site will permit an apartment as a use and will recognize deficiencies. Additionally, another rezoning for the vacant lot to permit parking is required.

This proposal has regard to the purposes of the *Planning Act* listed in **Section 1.1**. The applications also have regard to the matters of provincial interest outlined in **Section 2**; specifically, items c), e), f), g), h), j), l), m), n), o), p), q), r).

The *Provincial Policy Statement* supports the planning applications for the property as it ensures efficient development and use of land aligning with the existing uses of the surrounding area. The proposed renovations will provide additional housing options by introducing new apartment units to the housing stock while utilizing existing infrastructure. The applications aim to focus on growth and development within the settlement area through ensuring the efficient use of land.

The *Growth Plan* has a similar intent to the PPS and reflects similar provincial policies. The property is located in a built-up area and promotes intensification of the neighbourhood. The proposal will facilitate the addition of twelve (12) new apartment units which will marginally increase the housing options in the area. Both the OPA and ZBA are required to facilitate this intensification.

The *Niagara Region Official Plan* and *Port Colborne Official Plan* designates the property as **Delineated Built-Up Area** and **Medium Density Urban Neighbourhood**, respectively. The applications facilitate strategic growth within the built-up area of Port Colborne. The proposed Official Plan Amendment intends to permit increased density; the proposed renovations would bring the 174 Mitchell Street density to **192 units per hectare**, where 35 - 70 units per hectare is currently permitted.

The Zoning By-law Amendment is included as part of this application package. The ZBA intends to permit building renovations to facilitate the proposed 12-unit apartment building without an associated commercial use. The ZBA proposes to rezone the properties to *Residential R4 Density* zone to permit an apartment building and recognize the zoning deficiencies that are listed in **Table 3**. Another rezoning is required of the vacant lot located on the corner of Mitchell St and Nickel St, to add parking as a principle use of the property to serve as parking for 174 Mitchell St.

The proposed applications are consistent with the PPS, the Growth Plan and Regional planning policy. Subject to approval of these applications, the proposal will conform to the Port Colborne Official Plan and the City's Zoning By-law.

## 7 CLOSING

It is our opinion that the applications represent good planning and should be approved because of the following:

1. Has regard to the *Planning Act*;
2. Are consistent with the *Provincial Policy Statement*;
3. Conforms to the *Growth Plan* and *Niagara Region Official Plan*;
4. Subject to approval of the OPA, will conform to *Port Colborne Official Plan*;
5. Subject to approval of the ZBA, will conform to the *City of Port Colborne Zoning By-Law*.

LandPro Planning Solutions Inc.



*Adam Moote*

Adam Moote, M.Pl., RPP, MCIP  
Senior Planner



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*Michael Sullivan*

Michael Sullivan, M.Pl., RPP, MCIP  
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**Growth Strategy and Economic Development**

1815 Sir Isaac Brock Way, Thorold, ON L2V 4T7  
905-980-6000 Toll-free: 1-800-263-7215

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**Via Email Only**

February 5, 2024

Region File: D.10.07.OPA-24-0002

Chris Roome, MCIP, RPP  
Planner  
City of Port Colborne  
66 Charlotte Street  
Port Colborne, ON, L3K 3C8

Dear Mr. Roome:

**Re: Regional and Provincial Comments  
Proposed Official Plan Amendment  
City Files: D09-05-23 & D14-10-23  
Owner: 2866403 Ontario Inc. (c/o Ajay Kahlon)  
Agent: Land Pro Planning Solutions Inc. (c/o Adam Moote)  
174 Mitchell Street and Lot 26 Plan 19 Nickel Street  
City of Port Colborne**

---

Staff of the Regional Growth Strategy and Economic Development Department has reviewed the proposed Official Plan Amendment (OPA) application for lands municipally known as 174 Mitchell Street and Lot 26 on Plan 19 Nickel Street in the City of Port Colborne.

The subject lands at 174 Mitchell Street are designated 'Medium Density Residential' in the City of Port Colborne Official Plan and Lot 26 Plan 19 Nickel Street is designated 'Fourth Density Residential'. The applicant proposes to redesignate the 174 Mitchell Street property to a 'Medium Density Residential Special Policy Area' designation. The proposed site-specific policies seek to permit a maximum density of 192 units per hectare and to reflect an apartment building as a permitted use to allow the conversion of the existing building to a 12-unit apartment building. The applicant proposes to redesignate the Lot 26 Plan 19 Nickel Street to a site-specific 'Fourth Density Residential' zone to permit additional parking spaces for the proposed apartment building. An associated Zoning By-law Amendment is also required to facilitate the development, for reduced minimum lot frontage, lot area, minimum front yard setback, interior side yard setback, landscaped areas, and the minimum floor area.

A pre-consultation meeting was held to discuss a variation of the proposal on April 13, 2023 with City and Regional staff in attendance. The following comments are provided from a Provincial and Regional perspective to assist the City with their consideration of the application.

## **Provincial and Regional Policies**

The property is within the 'Settlement Area' under the *Provincial Policy Statement, 2020* (PPS), designated 'Delineated Built-up Area' under *A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020 Consolidation* (Growth Plan) and designated 'Built-Up Area' in the *Niagara Official Plan, 2022* (NOP).

The PPS directs growth to Settlement Areas, and encourages the efficient use of land, resources, infrastructure, and public service facilities that are planned or available. The Growth Plan contains policies that encourage accommodating forecasted growth in complete communities that are well designed to meet people's needs for daily living by providing convenient access to an appropriate mix of jobs, local services, public service facilities, and a full range of housing to accommodate a range of incomes and household sizes. To support the concept of complete communities, the Growth Plan sets minimum intensification targets within the Delineated Built-Up Area. The NOP builds on the direction of both the PPS and Growth Plan, setting the minimum intensification target for the Built-Up Area of Port Colborne to 30 percent as set out within Table 2-2 of the NOP. The NOP encourages opportunities for the integration of gentle density, and a mix and range of housing options that considers the character of established residential neighbourhoods.

The proposed conversion will provide additional residential units to a building that has been underutilized and has existing servicing and infrastructure. The proposed units will assist the City with meeting their minimum intensification target of 30 percent and will provide apartment units in an area that is predominately filled with single-detached dwellings.

As the interface with surrounding land uses is primarily a local planning responsibility, the City should be satisfied that the proposed development is compatible with the surrounding local context.

## **Archaeological Potential**

The PPS and NOP provide direction for the conservation of significant cultural heritage and archaeological resources. Specifically, the PPS and NOP state that development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved or the land has been investigated and cleared or mitigated following clearance from the Province.

Lot 26 Plan 19 Nickel Street is mapped within Schedule K of the NOP as an area of archaeological potential, as this area of the City is part of the historical settlement of Humberstone. Staff note that the subject property does not appear to have been subject to past ground disturbance, there is development is proposed (parking spaces), and the property is mapped for archaeological potential. In accordance with NOP Policy 6.4.2.6, Regional staff request the submission of a Stage 1 Archaeological Assessment (at minimum) by a licensed archaeologist, as well as acknowledgement from the Ministry of Citizenship and Multiculturalism of the submitted assessment(s).

Staff note that this requirement was not relayed at the pre-consultation meeting as the discussions were solely regarding 174 Mitchell Street, which is not mapped as an area of archaeological potential. Staff understand that a future Site Plan application will be required to facilitate this development. Accordingly, to address Provincial and Regional archaeology policies, staff will require the archaeological assessment through the future Site Plan application.

## **Site Condition**

The PPS and NOP state that sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects. The subject lands are currently used as a mixed-use building, that is proposed to be converted to residential use only. In accordance with the *Environmental Protection Act* and O. Reg. 153/04, as amended, a change in and use from commercial to residential requires filling a Record of Site Condition (RSC) be filed on the Ministry of Environment, Conservation and Park's (MECP) Environmental Site Registry.

Staff note that Section 15(1) of O.Reg 153/04 sets out exemption criteria for instances where a RSC does not need to be obtained for changes to an existing building, including where the building has been used for both residential/institutional use and another part of the building has been used for commercial/community use, and after the change in use, the existing building envelope is to remain unchanged and there will be no addition to the exterior portions of the building.

Regional staff note that the exemption criteria may be applicable to the proposed building, subject to confirmation that there is a legally existing residential unit within the current building. The City's Chief Building Official should be satisfied that site condition standards are met for the subject property.

## **Waste Collection**

Niagara Region provides curbside waste and organics collection for developments that meet the requirements of Niagara Region's Corporate Waste Collection Policy. The proposed development is eligible to receive Regional curbside waste and organics collection provided that the owner bring the waste and organics to the curbside on the designated pick up day, and that the following curbside limits are met:

February 5, 2024

- Organics: No limit green bins collected weekly; and,
- Garbage: 2 Garbage bags/cans per unit to a maximum of 24 containers per building
- Curbside Collection Only.

The applicant is advised that if the subject property is not able to meet the Regional curbside waste collection limits, garbage collection for the property will be the responsibility of the owner through a private waste collection contractor and not the Niagara Region.

Circular Materials Ontario is responsible for the delivery of residential Blue / Grey Box recycling collection services. The most up to date information regarding recycling can be found using the following link: <https://www.circularmaterials.ca/resident-communities/niagara-region/>

### **Smart Growth Regional Development Charges Reduction Program**

This program provides a grant rebate of 50 percent of the regional development charges (RDC) paid for properties within [Designated Exemption Areas](#) or on brownfield sites within urban areas that are able to meet the requisite number of Smart Growth Design Criteriria or achieve any level of LEED certification.

The program is ending **October 1, 2024**. In order to remain eligible under the program, the following must be completed before October 1, 2024:

- the Owner and Niagara Region must enter into the transition agreement;
- a preliminary assessment must be completed with Regional staff;
- all applicable RDCs must be paid;
- a building permit must have been obtained; and
- construction must have been initiated on at least one phase of the project.

If the above are completed by October 1, 2024, a formal application process follows where there is a final assessment of the approved development. Note that the formal application must be submitted within one (1) month of the completion of the project or within five (5) years of the executed transition agreement, whichever is earlier. Please contact [sgrdc.incentives@niagararegion.ca](mailto:sgrdc.incentives@niagararegion.ca) to apply for the program.

### **Conclusion**

Regional Growth Strategy and Economic Development staff do not object to the proposed Official Plan Amendment in principle. Staff note that the future Site Plan application will need to address the requirement for an archaeological assessment on Lot 26 Plan 19 Nickel Street. Provided this requirement is addressed at the site plan stage, staff are satisfied that Provincial and Regional policies are met.

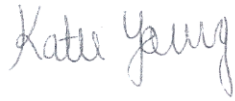
Accordingly, the Local Official Plan Amendment as reviewed is exempt from Regional Council Approval in accordance NOP Policies 7.4.1.6 and 7.4.1.7.



February 5, 2024

If you have any questions, please contact the undersigned at [Katie.Young@niagararegion.ca](mailto:Katie.Young@niagararegion.ca). Please send the staff report and Council's decision on the application.

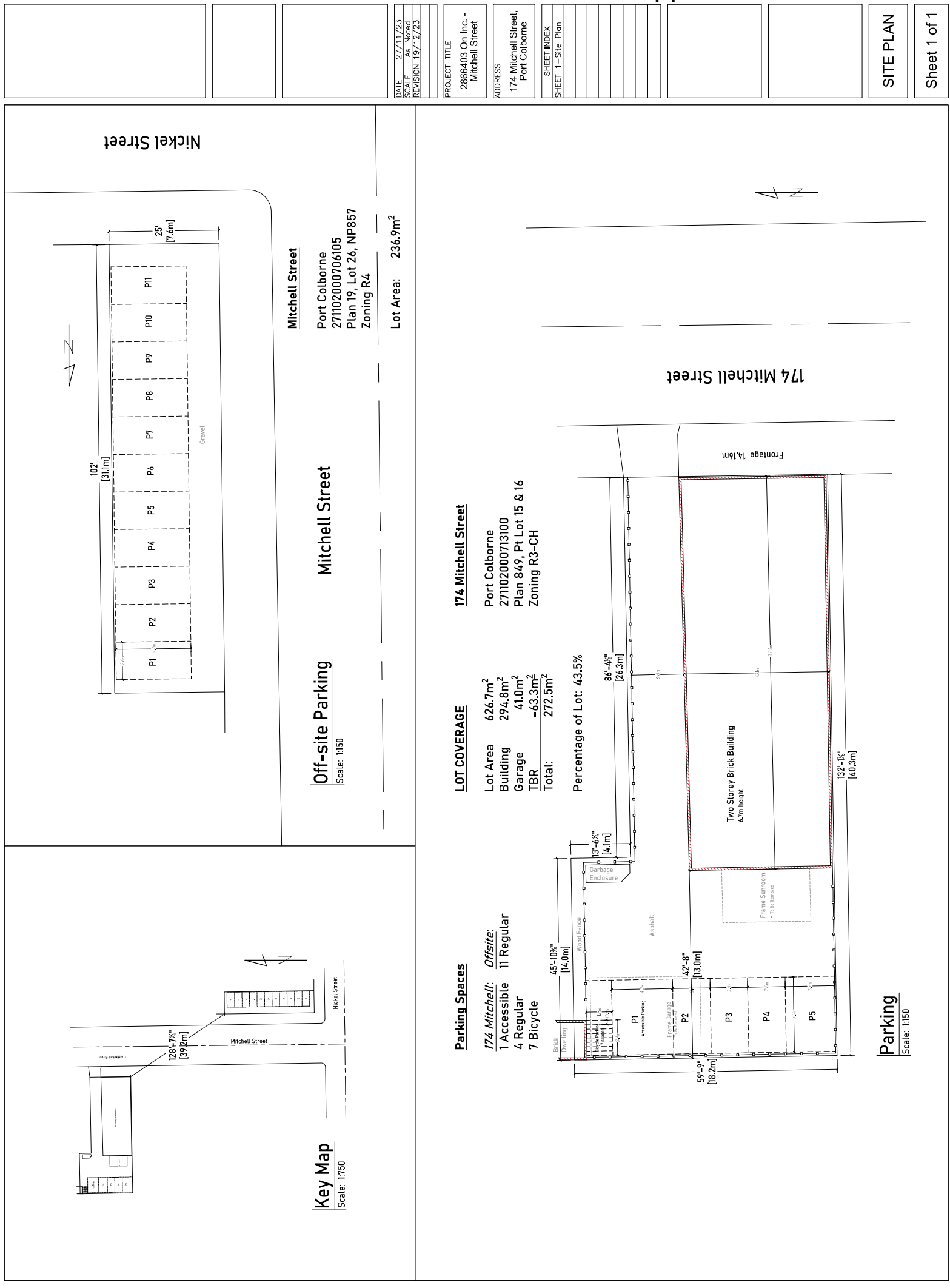
Kind regards,

A handwritten signature in cursive script that reads "Katie Young".

Katie Young, MCIP, RPP  
Senior Development Planner

cc: Pat Busnello, MCIP, RPP, Manager, Development Planning  
Stephen Bureau, Development Approvals Technician

Report 2024-91  
Appendix G



**Subject: Encroachment Fees for Pop-up Patios**

**To: Council**

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

Report Number: 2024-38

Meeting Date: April 9, 2024

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**Recommendation:**

That Chief Administrative Office Report 2024-38 be received; and

That the by-law attached as Appendix A, being a By-law to Amend By-law 6665/29/19, being a By-law to Adopt a Policy for Encroachments on Municipal Property, be approved.

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**Purpose:**

The purpose of this report is to update Council on the staff review of the Encroachment By-law Application Pop-up Patio fees and to propose amendments to the By-law.

---

**Background:**

The City first enacted the Encroachment Policy in 2019 and the guidelines for Pop-up patios in 2020. City staff continue to engage with the Business Improvement Areas (BIAs) and business owners to ensure the City policies are supportive.

Last year's Canal Days Marine Heritage Festival introduced a licensed open-air patio that stretched from Princess Street to Sugarloaf Street. All hospitality businesses in this footprint were invited to participate in this new community-focused opportunity. The new space activation was successful and could be measured by the feedback from the eight (8) participating restaurants and establishments, who sold food and refreshments to festival attendees as part of the City's Special Occasions Permit (SOP) and hired twenty-seven (27) musical acts for the 4-day event, providing a soundtrack for Canal Days visitors. It should also be mentioned that the City also welcomed positive feedback from the Alcohol and Gaming Commission of Ontario (AGCO), whose inspectors

suggested that the City's model could be used by other municipalities planning to host this style of event.

After consultations and engagement with the business community regarding the 2023 Canal Days Festival, staff are proposing fee changes and By-law amendments to take effect in 2024.

---

### **Discussion:**

With the success of the 2023 Canal Days licensed open-air patio space, and in recognition of local business contributions to its success and expense with the hiring of musical acts, it is recommended that the City waive the Encroachment Permits in exchange for in-kind contributions for community events, such as Canal Days, of equal or greater value. An example of a qualifying in-kind contribution could be hiring of musical acts to activate and animate the Canal Days festival, like many vendors did in 2023.

With the proposed increase, Port Colborne fees remain amongst the lowest in the Region and staff are proposing they be waived in exchange for a service which supports both the City and the businesses. It is important to note that all applications for encroachment permits, pop-up patio permits, and the Canal Days SOP must still be applied for separately and meet the individual requirements.

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### **Internal Consultations:**

The recommendation in this report was arrived at with consultation between Events, Recreation, Finance, Clerk's, and Economic Development staff.

---

### **Financial Implications:**

Currently, the approved City's fees for an Encroachment Permit are \$100 for renewals and \$300 for new patios. It is recommended that the fees be raised for encroachments in the Canal Days footprint to \$300 for renewals and \$500 for new patios.

This fee would be waived if the business that is applying makes an in-kind contribution to the Canal Days festival of equal or greater value than the encroachment fee.

---

### **Public Engagement:**

Planning for this year's SOP kicked off on January 25, 2024, at a meeting which brought restaurant owners to City Hall to meet with Events Staff to discuss this year's Canal

Days. Discussion topics included the potential for an expanded footprint along Clarence Street to Catherine Street, increased collaboration with business and community groups to showcase their services, and the opportunity to have temporary patio extensions fees waived in exchange of in-kind contributions with the hiring of live entertainment for this year's event taking place August 2, 2024, to August 5, 2024. Events Staff are working diligently to reinforce community engagement by offering this opportunity to all fifteen (15) restaurants and establishments located in the expanded festival footprint. This concept of the waiver in exchange for the activation and animation was well received during the consultation process.

---

### **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
  - Economic Prosperity
- 

### **Conclusion:**

The Encroachment By-law amendments will support and promote vibrant pedestrian-oriented streets within the downtown. The proposed revisions provide an opportunity for the City to support the development of local businesses by creating new opportunities for local restaurants and enhancing the utilization of public spaces. Staff recommend the increase in fees and new fee be offset with the waiving of fees in exchange for the in-kind contribution to community events by the applicants.

---

### **Appendices:**

- a. Encroachment By-law

Respectfully submitted,

Bram Cotton  
Economic Development Officer  
(905) 228-8063  
[Bram.Cotton@portcolborne.ca](mailto:Bram.Cotton@portcolborne.ca)

Olga Loeffen  
Business Community & Events Ambassador  
(905) 228-8058  
[Olga.Loeffen@portcolborne.ca](mailto:Olga.Loeffen@portcolborne.ca)

**Report Approval:**

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

The Corporation of the City of Port Colborne

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

Being a By-law to Amend By-law 6665/29/19, Being a By-law to Adopt a Policy  
for Encroachments on Municipal Property

Whereas Section 8(1) of the *Municipal Act, 2001*, as amended, (the "Act") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas a municipality has the authority within its general highway powers to permit buildings and other structures to wholly or partly occupy or encroach on highways, permit the use of highways for general purposes, and pass such additional measures relating to the highways as Council deems necessary; and

Whereas at its meeting of April 9, 2024, Council approved the recommendations of Chief Administrative Office Report No. 2024-38, Subject: Encroachment Fees for Pop-up Patios;

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

1. That By-law 6665/29/19, Appendix "1" to Schedule "A", Administration Fees is amended as follows:

The Non-Residential Administration Fee shall be amended to \$500, and the Annual Fee, shall be amended to \$300 for encroachments within the Canal Days footprint.

2. That By-law No. 6665/29/19, Appendix "1" to Schedule "A", Administration Fees, be further amended, by adding the following:

That the fees may be waived for businesses within the Canal Days footprint in exchange for their support in the animation and activation of Canal Days and / or other City Events to an equal or greater value.

3. That the Non-Residential Administration Fee and the Annual Fee for Encroachments located within the Canal Days footprint shall form a part of the annual Rates and Fees Charges By-law for 2025; and
4. That this by-law shall be repealed when By-law 7155/97/23, Being a By-law to Establish Fees and Charges for Various Services, is repealed.

Enacted and passed this 9th day of April, 2024.

\_\_\_\_\_  
William C. Steele  
MAYOR

\_\_\_\_\_  
Carol Schofield  
ACTING CITY CLERK



**Subject: Nickel Beach Parking and Related Operations 2024**

**To: Council**

**From: Corporate Services Department**

Report Number: 2024-22

Meeting Date: April 9, 2024

---

**Recommendation:**

That Corporate Services Department Report 2024-22 be received; and

That Council approve consolidating all parking permits and season passes to honk mobile; and

That Council approve redesignating the 26 parking spaces along Lake Road from the Zone 1" parking classification to a No Parking Area zone; and

That Council approve applying line painting and installing flexible bollards, as depicted in Option 1 of Appendix C, along Lake Road between Zone 1 and Zone 2; and

That Council approve updating the current posted speed limit from 20 km/h to 10 km/h; and

That Council approve discounted parking of \$15 on weekdays and \$20 on weekends in Zone 2 for beachgoers who present proof of purchase of a Splashtown pass; and

That Council approve Nickel Beach to align with Bylaw 5503\100\10; and

That Council approve the extension of beach operations from closing after Labour Day to closing after Thanksgiving weekend.

---

**Purpose:**

The purpose of this report is to provide Council with an update on the 2024 Nickel Beach season and propose operational changes.

---



**Background:**

In advance of the 2023 beach season, Council approved Report 2023-32, which permitted the expansion of non-beachfront parking capacity at Nickel Beach through the construction of new parking zones and overflow parking options for beachgoers. Report 2023-32 was presented to Council because of the request from the Ministry of the Environment, Conservation, and Parks (MECP) that vehicles be restricted from parking directly on the beachfront to protect the endangered Fowler's Toad population that inhabit the beachfront at Nickel Beach.

In absence of direct beachfront parking options, notable adjustments to annual beach operation in 2023 included:

- Door-to-door and social media communication campaigns to provide awareness to locals and visitors of changes to beach operations and parking.
- Increased daily hours of operation (7:00 a.m. to 9:00 p.m.).
- Amendments to traffic and parking by-laws and parking fees.
- Beach handbook of operational guidelines created in conjunction with the MECP.
- Fowler's Toad identification and legislative training for all beach staff.
- Park and pay, and advanced parking reservation options.
- Redefined free parking for locals by means of PORTicipate Pass.
- Creating seasonal parking pass options.
- Beach lounge rental program.
- Enhanced beach amenities included new accessible washroom facilities, first-aid station, landscaping, and grounds beautification.
- Toy sharing program.
- Initiatives to support Splashtown Niagara's operations.

---

**Discussion:**

Following the 2023 beach season, staff from Corporate Services, Communications, and Public Works engaged in discussions regarding beach operations. While enhancements

to beach operations such as new washrooms, accessible beach mats, and a beach toy borrowing program were well received by beachgoers who relayed this information to front-line beach staff, several opportunities for improvement were also identified.

In consideration of both internal staff discussions and feedback gathered throughout the 2023 beach season that beachgoers provided to beach staff, Recreation staff recommend the following changes to Nickel Beach operations in 2024:

### **Parking and Safety**

There are currently three independent sources of purchase for differentiated parking permits. To simplify parking and payments, Recreation staff recommend consolidating all parking lot permits and seasons passes to Honk Mobile. Staff also recommend moving Centennial Cedar Bay Beach parking permit purchasing to Honk Mobile, to consolidate all paid parking options throughout the City into one system. An updated overview of parking options for Nickel Beach is attached as Appendix "A".

A consistent source of refund requests and complaints fielded throughout 2023 were related to safety and damage concerns brought on by parking vehicles along the side of Lake Road as designated spaces within Zone 1. In response to these concerns, Recreation staff recommend that Council approve the following:

- Remove 26 total parking spaces along Lake Road that are currently included as Zone 1 and designate this area as no parking.
- Apply line painting and install flexible bollards along Lake Road between Zone 1 and Zone 2 to create a visual and physical barrier that maintains vehicle traffic on the roadway and provides a safer pedestrian walkway along the shoulder of the road to the beach entrance. Costing and alternative solutions are identified further under financial implications.
- Update current posted speed limit from 20 km/h to 10 km/h.

### **Splashtown Niagara**

Splashtown Niagara experienced a decline in weekday sales during 2023. Recreation staff are in discussions with Splashtown Niagara and are working towards an arrangement to combine Splashtown tickets with discounted parking to encourage increased weekday traffic to Splashtown Niagara and Nickel Beach.

### **Beach Rules and Seasonal Hours of Operation**

Recreation staff recommend that Nickel Beach be designated as pet-friendly and align the rules with that of other City parks. Many beachgoers that arrive seeking to enjoy a walk with their pets at Nickel Beach are turned away daily under the current rules. Staff have confirmed with the City's environmental consultant, Lisa Price, that allowing pets

would not be a concern for the Fowler's Toad habitat, provided pets remain leashed as per By-law 5503/100/10.

Nickel Beach has historically closed annually following Labour Day weekend, as seasonal students return to school. The walk-in gate to the beach would then remain open to the public at all times as all key infrastructure was locked away for the season.

With the new washroom amenities and consistent warm weather in fall each year, staff are proposing to extend the hours of operation beyond Labour Day each season and maintain public washroom access and daily waste collection up to Thanksgiving weekend, aligning with other signature City parks and outdoor facilities.

---

## **Internal Consultations:**

### Communications:

Communications staff will launch a robust communications and marketing strategy to profile the unique features of Nickel Beach and encourage area residents to visit the beach this coming summer. At a high level, the strategy will include a digital component with geo-targeted digital ads to residents in Port Colborne and neighbouring municipalities, radio advertising, updated website, and social media content. Staff will also work with local media to support sharing Nickel Beach messaging through traditional media channels as well.

Staff are planning an initiative that will allow the city to collect feedback on-site from beachgoers using signage and QR codes linked to an online survey. Staff will do monthly draws for participants as an incentive to provide feedback.

### Engineering

Recreation staff consulted with project design staff in Engineering to develop a traffic calming strategy based on safety concerns from the 2023 beach season.

### By-Law

Recreation staff consulted By-law staff regarding allowing leashed dogs on Nickel Beach, regarding removing street parking on Lake Road, and designating that area as 'no parking'. By-laws do not need to be amended to accommodate these changes.

### Public Works

Recreation staff will work alongside Public Works staff for beach maintenance initiatives and for installation/connection of the washroom trailers.

---

## Financial Implications:

The traffic calming and pedestrian safety measures recommended by Recreation Staff will cost approximately \$13,000. These changes will also reduce the number of Zone 1 parking spaces from 50 to 24. Staff recommend funding these initiatives from the beach reserve which is approximately \$198,000.

An alternative option for Council to consider is to purchase water-filled jersey barriers to place along Lake Road from Zone 1 to Zone 2 at a cost of approximately \$66,000. Staff do not recommend this option due to the higher financial cost.

Examples of the line painting and flexible bollards or water-filled jersey barrier options are attached as Appendix "C."

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## Public Engagement:

Feedback from beachgoers throughout 2023 was collected both anecdotally by beach staff, as well as reported within the City Wide customer service request system which included pedestrian safety concerns with parking along the roadway, confusion with parking software, and positive comments about the washroom. Staff used much of this feedback to help guide recommendations found within this report.

Staff are currently designing a more formal questionnaire to gather feedback from beachgoers in 2024. The questionnaire will align with the net promoter model identified in the City's Strategic Plan.

---

## Strategic Plan Alignment:

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

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

## Conclusion:

In conclusion, Recreation staff believe that addressing the feedback from staff observations and beachgoers will improve the user experience during the 2024 season.

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**Appendices:**

- a. Nickel Beach Parking Map
- b. Nickel Beach Parking Rates & Fees
- c. Traffic Calming Measures Options

Respectfully submitted,

Luke Rowe  
Event Coordinator  
905-228-8037  
Luke.rowe@portcolborne.ca

**Report Approval:**

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

## Nickel Beach Parking Map



**Get your parking pass in advance or come early to secure your parking space.**



**PORT COLBORNE**

## Appendix B – Nickel Beach Parking Rates & Fees

### 2024 BEACH RATES

#### NICKEL BEACH

##### Daily Parking Rates – Zone 1 – Advanced Purchased

Weekday – Monday to Thursday	\$40 +HST
Weekend + Holidays – Friday to Sunday	\$50 +HST

##### Daily Parking Rates – Zone 1 – Advanced Purchased – Accessible Parking

Weekday – Monday to Thursday	\$20 +HST
Weekend + Holidays – Friday to Sunday	\$30 +HST

##### Zone 2 & Zone 3 (Zone 3 is overflow for Zone 2)

Weekday – Monday to Thursday	\$20 +HST
Weekend + Holidays – Friday to Sunday	\$30 +HST

##### Seasons Passes

PORTicipate Pass – Zone 2 & 3	Free Parking – Port Residents
Gold Pass – Zone 2 – Weekdays	\$150 +HST
Platinum Pass – Zone 2 – Reserved Spots – 7 Days/week	\$350 +HST

#### Beach fines

Reckless Driving/Environmental Impact - \$250

Prohibited Items - \$75

Unauthorized use/transfer of day passes or seasonal passes - \$75

Open Alcohol - \$75



## Traffic Calming Measures Options

OPTION 1: Line painting with flexible bollards.



OPTION 2: Water filled jersey barriers.







**Subject: Water Financial Plan 2024-88**

**To: Council**

**From: Public Works Department**

Report Number: 2024-88

Meeting Date: April 9, 2024

---

**Recommendation:**

That Public Works Department Report 2024-88 be received; and

That the Port Colborne Water Distribution System Financial Plan in Appendix A of Public Works Department Report 2024-88 be approved; and

That the Director of Public Works be authorized to submit the Port Colborne Water Distribution System Financial Plan and Council Resolution to the Ministry of the Environment, Conservation and Parks, and the Ministry of Municipal Affairs and Housing, as prescribed.

---

**Purpose:**

The purpose of this report is to ensure compliance with the *Safe Drinking Water Act, 2002* (the Act). The Act requires that Council approve a Water Financial Plan (WFP) to fulfill one of the five requirements of maintaining the City's Municipal Drinking Water Licence. The proposed WFP, attached as Appendix A, is intended to help Council with long-term forecasting for capital and operating expenses, and ensure the continued financial sustainability of the Port Colborne Water Distribution System.

---

**Background:**

The Province has enacted an approval framework for all municipal residential drinking water systems, as required by the Act. The framework requires that owners of municipal drinking water systems obtain Municipal Drinking Water Licences to ensure water safety and quality. Licences are valid for 5 years, provided that the conditions of the Licence and the Act are met, including operating the system in accordance with the Licence.

Staff have prepared a Financial Plan as part of the five required elements to issue a Municipal Drinking Water Licence. These elements include:

1. **A drinking-water works permit (DWWP):** A permit to establish or alter a drinking-water system.
2. **An accepted operational plan:** The Operational Plan will be based on the Drinking-Water Quality Management Standard (DWQMS) and will document an operating authority's quality management system (QMS).
3. **An accredited operating authority:** A third-party audit of an operating authority's QMS is required for accreditation.
4. **A Financial Plan:** This plan must be prepared in accordance with the prescribed requirements in the Financial Plans Regulation, including an indication that the drinking water system is viable.
5. **A permit to take water (PTTW):** Requirements as outlined in the *Ontario Water Resources Act*, as applicable.

The City currently maintains one drinking water licence for its water distribution system, which serves over 6,000 customers. The City's current drinking water licence is set to expire in October 2024, but the Financial Plan must be submitted to the Province on April 10, 2024.

---

## Discussion:

The WFP, attached as Appendix A, meets the requirements of Ontario Regulation 453/07 by demonstrating that there is a plan in effect to ensure the drinking water system remains financially viable, and that water continues to be managed sustainably from 2024 to 2033.

## Meeting Long Term Goals

One of Council's Strategic Plan objectives is to maintain all water assets above a minimum remaining asset life of 20% (i.e. above the 'very poor' condition) by 2040. To achieve this objective, the data from the Asset Management Plan (AMP) and Infrastructure Needs Study (INS) have been integrated to identify assets for replacement or repair. The capital funding requirements of the WFP are modelled from the integrated data in the AMP and INS.

The WFP serves as a guiding document which will help Council approve actual water rates and spending during the budget process. Proposed projects will undergo evaluation each year and will be subject to approval during budget discussions. This process allows for flexibility so that adjustments can be made based on evolving

circumstances and/or Council priorities. This plan excludes growth projects, as their specifics and timelines are currently uncertain. Ongoing Development Charges initiatives aim to facilitate substantial cost recovery for future growth-related water infrastructure.

To meet the strategic targets, replacing 37% of the water distribution system is required, with plans to replace over fifteen kilometres of watermain piping by 2033. To achieve the 2040 targets, this WFP provides an outlook beyond the 2033 capital upgrades, with considerations on when water rates can stabilize.

### **Striving for Financial Sustainability**

The WFP adopts a conservative outlook to achieve strategic objectives, recognizing the potential for evolving conditions and priorities. The WFP forecasts annual increases of 10% to 12% until 2038 to address the current deferred maintenance backlog identified at \$90 million dollars at this time. For reference, the current capital budget is \$1.26 million, which Council has grown from \$436,000 in the past four years.

These projections are based on conservative estimates and do not incorporate the potential grant funding that Public Works staff are pursuing. Beyond 2038, the plan anticipates a reduction in water rate increases to below 4%, reflecting a more sustainable trajectory but still higher than the Bank of Canada's inflation target of 2% due to the inflation cost of asset replacement forecasted at 5%.

The rate pressure forecasted is directly correlated to the need to increase capital asset investment in the system. The budget related to capital and related projects is forecasted to grow from 28% in 2024 to 57% in 2033. This rate pressure will not be isolated to the City of Port Colborne going forward. Municipalities across the Niagara Region and the Province are anticipating similar rate pressure as the aging infrastructure of city water systems must addressed by the Councils of today.

The WFP has been informed by the AMP and INS; however, the forecasts may be impacted by the risk factors outlined within the Financial Plan. Staff were conservative in the modelling, with the expectation that there may be an opportunity to achieve better results in the long-term than currently forecasted, as the infrastructure categorized as 'very poor' and 'poor' will continue to be evaluated. The WFP is intended to be a guiding document, with dynamic adjustments year to year, due to the analysis being difficult to perform linearly.

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### **Internal Consultations:**

This Financial Plan has been developed and prepared internally as a joint effort by Corporate Services and Public Works staff, using information provided by internal and external reports, including and as identified the AMP and INS.

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### **Financial Implications:**

The WFP is intended to demonstrate the sustainability of the municipal drinking water system based on data included in the AMP, INS, 2024 Capital Budget, and 2024 Water/Wastewater Rates Budget. The WFP is a long-term roadmap and a forecast; Council will approve actual water rates and spending during the budget process.

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### **Public Engagement:**

There was no formal public engagement as part of the WFP development. In accordance with Ontario Regulation 453/07, the WFP will be made publicly available and Public Works staff will advertise its availability.

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### **Strategic Plan Alignment:**

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

- Sustainable and Resilient Infrastructure
- 

### **Conclusion:**

The WFP demonstrates the City's commitment to sustainable water management within the distribution system by focusing on capital investments into the system, thereby addressing depleting infrastructure and the deferred maintenance backlog. The WFP uses conservative estimates and a dynamic approach to ensure the system continues to be fully funded and provide safe water for residents.

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### **Appendices:**

- a. Port Colborne Water Distribution Financial Plan 2024-2033

Respectfully submitted,

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Environmental Compliance Manager

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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 WATER DISTRIBUTION SYSTEM FINANCIAL PLAN

**2024-2033**



**PORT COLBORNE**

## Executive Summary

The City of Port Colborne is mandated to develop a Water Financial Plan (WFP) for its Drinking Water System, in accordance with the requirements of the Municipal Drinking Water Licence program and under Ontario Regulation 453/07 of the Safe Drinking Water Act. This WFP is strategically designed to ensure the financial viability of Port Colborne's drinking water infrastructure, thereby safeguarding the provision of safe drinking water now and in the future.

The WFP must include a statement that the financial impacts associated with operating and maintaining the drinking water system have been considered, apply for a minimum of six (6) years and outline details of the proposed or projected revenues and expenses while identifying all assets and liabilities.

As opposed to other conventional approaches, this Plan outlines specific capital initiatives scheduled for implementation throughout the plan's duration. This includes the ambitious undertaking to replace 15 kilometers of aging watermain pipes, which will vastly improve our water distribution infrastructure from costly maintenance repairs and water loss. Council's Strategic Plan goal is to maintain all water assets at a minimum remaining asset life of 20% (i.e. above the 'very poor' condition) by 2040. This Plan was developed to achieve this goal and put us on path to the successful implementation of that goal. To meet this goal the City requires significant capital investment.

While the water rate projections indicate notable increases in the foreseeable future of 10-12%, it is imperative to underscore that the capital investments will significantly improve the system, notably through reductions in water loss and therefore are poised to stabilize water rates by 2038, even with conservative estimates. It is anticipated that water rate increases can be curtailed to below 4% by 2038.

The rate pressure forecasted is directly correlated to the need to increase capital asset investment in the system. Table 4 highlights the percentage of the budget related to capital and related projects growing from 28% in 2024 to 57% in 2033. This rate pressure will not be isolated to the City of Port Colborne going forward. Municipalities across the Niagara Region and Province are also anticipating rate pressure as the aging infrastructure of city water systems is addressed out of necessity by the Council's of today.

Currently, the focus remains fixed on addressing critical capital needs and takes a conservative approach to prioritize a fully funded capital program. Only upon the completion of these essential capital replacements can we transition to a more sustainable rate adjustment framework, aligning with the City's long-term objectives and aspirations.

This Plan serves as a blueprint for funding rather than a detailed budget outline. The proposed initiatives will be subject to periodic reassessment in alignment with our annual budgetary deliberations, but the overarching strategic direction outlined herein will guide our financial decisions moving forward.



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# 1 Introduction

## 1.1 Purpose

In 2007, the Province issued Ontario Regulation 453/07 under the Safe Drinking Water Act (SDWA) which requires all municipalities with Drinking Water Systems to complete a WFP as part of their licensing. The intent of the regulation is to ensure municipalities plan for the long-term financial sustainability of their drinking water systems.

City of Port Colborne staff have prepared the WFP as part of the five required elements to issue a municipal drinking water license as per the SDWA. These elements include:

1. **A drinking-water works permit (DWWP):** A permit to establish or alter a drinking-water system.
2. **An accepted operational plan:** The Operational Plan will be based on the Drinking-Water Quality Management Standard (DWQMS) and will document an operating authority's quality management system (QMS).
3. **An accredited operating authority:** A third-party audit of an operating authority's QMS is required for accreditation.
4. **A WFP:** This must be prepared in accordance with the prescribed requirements in the WFPs Regulation, including an indication that the drinking water system is viable.
5. **A permit to take water (PTTW):** Requirements as outlined in the Ontario Water Resources Act, as applicable.

The City has prepared and encloses the WFP herein in accordance with Ontario Regulation 453/07, under the SDWA. The financial impacts of the Port Colborne Distribution System (PCDS) have been considered. Based on the Projected Financial Statements and the assumptions herein, the Drinking Water System will be financially viable and will continue to provide safe drinking water to the consumer.

Considering historic results and future needs, financial projections to the year 2033 were prepared. These projections allow financial viability of the operation of the PCDS, while providing safe drinking water over the short and long term.

According to the Regulation, the report will require an update in 2029 which will incorporate updated information from the Water Master Plan and any additional infrastructure data at the time.

## 1.2 WFP Requirements

Regulation 453/07 provides details with regards to WFPs for existing systems. The requirements are summarized below:

- Must be approved by resolution of Council

- Must apply to a period of at least six years, the first year to which the WFP must apply must be the year the licence would otherwise expire (2024)
- Details of the proposed or project financial position
- Details of the proposed or projected financial operations
- Details of the drinking water system's proposed or projected gross cash receipts and payments
- Must indicate financial viability of the system
- Must be made available to the public
- Must be submitted to the Ministry of Environment, Conservation and Parks, and the Ministry of Municipal Affairs and Housing

### **1.3 Port Colborne Drinking Water System Background**

The City of Port Colborne has identified the Public Works Department as the Operating Authority for the PCDS. The Operating Authority's top priority is to provide a safe, sustainable supply of water, providing public health protection, fire protection and support for the local economy.

The City of Port Colborne receives drinking water from the Niagara Region and distributes it to 6069 metered customers across the City. The system includes the following assets:

- 113 km watermain
- 6,139 service connections
- 6,069 water meters
- 1,193 valves
- 634 hydrants

The previous WFP was approved by Council in 2019 and a revised WFP is required six months prior to the expiration of the City's Municipal Drinking Water Licence. This WFP meets this requirement.

This long-term WFP details the commitment of the Operating Authority and Council, as the Owner of the PCDS, to ensuring that the distribution system is operated and maintained in a manner that not only meets and exceeds all regulatory requirements, but that these activities are accomplished in a prudent manner.

## **2 Approach**

The approach taken to develop this plan focused on maintaining the water system in a safe and effective manner and increasing capital contributions to reduce the

infrastructure deficit. The plan includes major capital investments and recognizes that the use of one-time funding sources for the purposes of sustaining the water system is limited, and the reliance on debt to support all future capital expenditures is unrealistic. Through the process of developing this WFP, the Operating Authority set out to achieve the following:

- Financial viability;
- Provide safe drinking water
- Meet Strategic Plan objectives to maintain all water assets above the 'very poor' condition by 2040;
- Enable the long term plan for capital renewal to be realized;
- Achieve full cost recovery over the long term; and
- Maintain current service levels.

This WFP is meant to be a living document required to be regularly reviewed to continually improve future projections. This plan was completed as a joint effort across Departments, including Corporate Services and Public Works to ensure a self-sustaining drinking water system. Recommendations from the City's Asset Management Plan and Infrastructure Needs Study are included within this plan and as such, this plan is meant to guide the annual water operating and capital budget, but will be refined to reflect any changes in priority. To meet the City's Strategic Plan objectives, over 15km of watermain capital investments are needed over the duration of this Plan.

## **2.1 Overview**

The 2024 Council approved water budget and 2023 audited financial statements have been used as the starting point to prepare the WFP. The budget was prepared on a modified cash basis, and therefore conversion to a full accrual WFP, in accordance with the Public Sector Accounting Standards is required for the purposes of this report. The following sections outlines the conversion process and key assumptions with the forecasting in the WFP.

Important to note is the WFP is forecasted based on information available and the assumptions they inform at the time of preparing the WFP. Actual financial results will vary from the projections herein and the differences may be material.

## **2.2 Statement of Financial Position - Table 1**

The Statement of Financial Position highlights the financial assets less financial liabilities and unamortized value of tangible capital assets (TCA) to determine the systems accumulated surplus.

For the purpose of this report and the exercise of forecasting a Statement of Financial Position, the WFP includes the following:

- **Cash:**

The cash value equates to the City's reserve and outstanding debt incorporates current and forecasted debt.

- **Accounts Receivable and Accounts Payable:**

Accounts receivable and accounts payable have historically been collected and paid as billed. The City bills monthly, is growing its pre-authorized payment model significantly (currently at 27%) and maintains collection processes, including the application of penalties and interest and transferring unpaid balances to the property tax role when uncollected to supported collection. In this respect and recognizing the immateriality of any timing differences regarding these balances, they have been forecasted as paid in the WFP.

## **2.3 Debt - Table 2**

Water assets are long-term assets with long useful lives lending themselves to debt financing; this process incorporates the existing debt and forecasts new debt issuance.

Debt management activities are governed by the Municipal Act, 2001 as amended. Debt management, unless further limited by Council, shall be limited by Ontario Regulation 276/02 and Ontario Regulation 403/02 or as limited by subsequent provincial regulations. Provincial regulation establishes an annual repayment limit (ARL) referring to the amount of principal and interest payments a municipality can have as a percentage of their overall own source revenue to 25%. The City through its Debt Management Policy, FIN-03, has established a more conservative maximum ARL at 15% to ensure long-term financial flexibility. The City has further established that the City's consolidated Net Financial Assets move towards being positive by 2040.

The City's debt management policy coupled with needs of other City TCA classifications has guided the amount of debt and timing of debt included in this WFP.

## **2.4 Tangible Capital Assets - Table 3**

As part of the PSAB 3150 process, municipalities are required to calculate their tangible capital assets (TCA) balances; this process incorporates the existing assets and forecasted new and/or replacement assets.

Future asset needs were assessed and included based on work on-going with respect to the City's INS. Assets that are contributed to the City by developers as part of development agreements, will form part of the City's infrastructure moving forward. At the time of writing this WFP the City is developing a new development charge framework. Development charges have not been incorporated in the WFP nor have the offsetting capital investments as the timing of future growth is neither linear or able to be estimated at the time of writing this report.

TCA balances are expensed in the forecast as budgeted and/or planned for simplicity of highlighting their reliance on funding. Actual timing may differ. TCA balances are amortized in accordance with the City's significant account policies identified in the audited financial statements as outlined in the City's TCA Policy, FIN-02.

## **2.5 Statement of Operations and Accumulated Surplus - Table 4**

The statement summarizes the revenues and expenses created by the water system to determine the surplus/(deficit).

To convert the Statement of Operations from a modified cash to full accrual basis, a number of adjustments are required.

- Debt Repayment
  - The principal portion of the payment needs to be removed under the accrual basis
  - The principal payments are reported on the Statement of Financial Position and Cash Flow
- Transfers to and from Reserves
  - These transfers are represented by changes in cash and cash equivalents and accumulated surplus. Transfers to reserves fund the capital program
- Tangible Capital Asset related Transactions
  - Amortization and gains/losses on disposals are reported on the Statement of Operations in order to include the costs related to their operating activities over their useful lives

## **2.6 Statement of Cash Flow - Table 5**

The Statement of Cash Flow summarizes how the City finances its activities. The statement relies on the Statement of Financial Position, the Statement of Operations and other available data. The cashflow highlights forecasted capital investment into the water system.

## **2.7 Assumptions**

Key assumptions used as drivers in the preparation of the forecasting included in the WFP are as follows:

- Operational inflation = 3%
- Capital inflation = 5% of PY total capital and debenture costs
- Capital funding catch-up = 6.5% of PY total water budget
- City Efficiency within the system = 1%
- Regional water charges = 4.3% as per Niagara Region Water and Wastewater Financial Plan PW 45-2023
- Forward interest rates = 5%
- Growth ranging from 1.6% to 2.4% based on growth study work done with Development Charge work.

## **2.8 Risks**

Risks to the Rates Budget and this WFP include:

- Changes to legislation, including rules and regulation;
- Decisions of other levels of government: i.e. Ministry of the Environment, Conservation and Parks;
- Unforeseen and/or unplanned environmental considerations related to approved projects;
- Economic weakness or other unforeseen factors impacting changes in past patterns of facility and service usage and/or goods purchased by users and customers;
- Inflation advancing more than anticipated;
- Interest rate changes, impacting investments and borrowing costs;
- Unexpected changes or usage in infrastructure;
- Unbudgeted and/or unexpected changes in needs or wants of residents resulting in Council approved changes in service levels or goods and service offerings;
- A resurgence in COVID-19 or other epidemics, pandemics, or other public health crisis event; and
- Weather conditions that impact operations, including storm surges.

## **2.9 Summary**

The City of Port Colborne has developed this strategic WFP to ensure the financial sustainability of its drinking water infrastructure in compliance with Ontario regulations. This plan prioritizes replacing 15 kilometers of aging watermain pipes and aims to progress towards having a remaining asset life of 20% or greater for all water assets by 2040 to meet Council's strategic objectives. Despite projected water rate increases of 10-12% in the near term, the capital investments are expected to stabilize rates by 2038, with anticipated increases curtailed to below 4% by that year. Long-term rates

are not expected to achieve the current Bank of Canada's inflation target of 2% as capital infrastructure inflation is forecasted at 5%. The focus is currently on critical capital needs and transitioning to a sustainable rate adjustment framework once essential replacements are completed. This plan serves as a funding blueprint, guiding the city's financial decisions for the future, but will be subject to periodic reassessment and annual budget approval.



Table 1: Projected Schedule of Financial Position

City of Port Colborne Projected Schedule of Financial Position As at January 1, 2024, Projected 2024 to 2033										
	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Financial Assets</b>										
Cash and cash equivalents	338,300	-628,415	1,499,905	611,307	283,300	-243,695	587,682	1,380,883	3,128,867	4,492,683
Accounts receivable	-	-	-	-	-	-	-	-	-	-
	338,300	-628,415	1,499,905	611,307	283,300	-243,695	587,682	1,380,883	3,128,867	4,492,683
<b>Liabilities</b>										
Accounts payable	-	-	-	-	-	-	-	-	-	-
Debt	1,459,108	8,531,351	12,725,588	12,406,276	12,090,423	11,778,210	11,451,662	11,110,090	10,752,784	10,378,999
	1,459,108	8,531,351	12,725,588	12,406,276	12,090,423	11,778,210	11,451,662	11,110,090	10,752,784	10,378,999
Net Financial Assets / (Debt)	-1,120,808	-9,159,766	-11,225,683	-11,794,969	-11,807,123	-12,021,906	-10,863,980	-9,729,207	-7,623,917	-5,886,316
<b>Non-Financial Assets</b>										
Tangible Capital Assets (TCA)	33,253,713	45,918,541	48,921,263	51,050,402	53,307,413	56,249,958	58,937,891	62,650,297	66,510,692	72,027,612
Accumulated Surplus	32,132,905	36,758,775	37,695,580	39,255,433	41,500,290	44,228,053	48,073,910	52,921,091	58,886,775	66,141,296
Change in Net Financial Assets / (Debt)		-8,038,958	-2,065,917	-569,286	-12,154	-214,783	1,157,926	1,134,773	2,105,290	1,737,600
Change in Tangible Capital Assets (TCA)		12,664,829	3,002,722	2,129,139	2,257,011	2,942,545	2,687,932	3,712,407	3,860,394	5,516,921
Change in Accumulated Surplus		4,625,870	936,805	1,559,853	2,244,857	2,727,762	3,845,858	4,847,180	5,965,684	7,254,521

Table 2: Projected Schedule of Debt

City of Port Colborne Projected Schedule of Debt As at January 1, 2024, Projected 2024 to 2033										
	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening Debt Outstanding	1,766,899	1,459,108	8,531,351	12,725,588	12,406,276	12,090,423	11,778,210	11,451,662	11,110,090	10,752,784
Additions	-	7,500,000	4,500,000	-	-	-	-	-	-	-
Principal Payments	-307,791	-427,757	-305,763	-319,312	-315,854	-312,212	-326,548	-341,572	-357,306	-373,784
Ending Debt Outstanding	1,459,108	8,531,351	12,725,588	12,406,276	12,090,423	11,778,210	11,451,662	11,110,090	10,752,784	10,378,999
Interest Paid	56,980	420,335	628,562	615,013	600,842	586,866	572,519	557,495	541,762	525,284
Annual Repayment Limit (ARL)	6.1%	12.6%	12.4%	11.2%	9.8%	8.6%	7.7%	6.9%	6.2%	5.6%

Table 3: Projected Schedule of Tangible Capital Assets (TCA)

City of Port Colborne Projected Schedule of Tangible Capital Assets (TCA) As at January 1, 2024, Projected 2024 to 2033										
TCA	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening NBV	25,711,973	33,253,713	45,918,541	48,921,263	51,050,402	53,307,413	56,249,958	58,937,891	62,650,297	66,510,692
New Addition	8,355,700	13,669,415	4,045,896	3,218,198	3,379,107	4,140,895	3,961,323	5,047,599	5,290,116	7,025,684
Disposal/Transfer (NBV)	-	-	-	-	-	-	-	-	-	-
Amortization Expense (Projected)	-813,960	-1,004,586	-1,043,174	-1,089,059	-1,122,097	-1,198,350	-1,273,391	-1,335,192	-1,429,722	-1,508,763
Ending NBV	33,253,713	45,918,541	48,921,263	51,050,402	53,307,413	56,249,958	58,937,891	62,650,297	66,510,692	72,027,612

Table 4: Projected Schedule of Statement of Operations

City of Port Colborne Projected Schedule of Statement of Operations As at January 1, 2024, Projected 2024 to 2033										
	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Revenue</b>										
Rate	5,910,413	6,666,258	7,488,622	8,325,364	9,291,321	10,367,294	11,565,344	12,900,569	14,398,272	16,064,424
Grant	-	4,000,000	-	-	-	-	-	-	-	-
Interest	23,000	7,000	4,000	6,100	2,800	-2,400	5,800	13,700	31,000	44,500
Fees	28,700	33,534	37,651	41,867	46,704	52,085	58,146	64,896	72,509	80,949
<b>A</b>	5,962,113	10,706,792	7,530,273	8,373,331	9,340,825	10,416,979	11,629,291	12,979,164	14,501,781	16,189,873
<b>Expense</b>										
Niagara Region	2,572,900	2,677,900	2,796,800	2,924,900	3,057,900	3,196,000	3,339,400	3,488,300	3,645,300	3,808,300
People	589,900	616,800	649,300	685,400	723,100	762,400	803,400	846,100	891,800	939,500
Services	655,013	731,100	769,700	812,500	857,100	903,700	952,300	1,003,000	1,057,200	1,113,700
Repair and Maintenance	311,500	331,900	356,100	383,000	411,700	442,300	474,900	509,700	547,400	587,600
Interest - Previous General Administration	57,000	420,335	628,562	615,013	600,842	586,866	572,519	557,495	541,762	525,284
Grants	71,800	75,100	79,100	83,500	88,100	92,900	97,900	103,100	108,700	114,500
Subject Matter Experts	50,000	52,300	55,100	58,200	61,400	64,700	68,200	71,800	75,700	79,700
DC Exemption Grants	537,000	111,600	139,100	75,300	83,700	348,400	104,200	116,300	129,800	145,000
Training	-	30,000	45,732	54,106	55,729	57,401	59,123	60,897	66,413	68,406
Hydro	21,800	24,700	26,000	27,400	28,900	30,500	32,100	33,800	35,700	37,600
Disposal of Capital Assets	4,400	4,600	4,800	5,100	5,400	5,700	6,000	6,300	6,600	7,000
Amortization	-	-	-	-	-	-	-	-	-	-
<b>B</b>	813,960	1,004,586	1,043,174	1,089,059	1,122,097	1,198,350	1,273,391	1,335,192	1,429,722	1,508,763
<b>Revenue over expense</b>	5,685,273	6,080,922	6,593,468	6,813,478	7,095,968	7,689,217	7,783,433	8,131,984	8,536,097	8,935,352
<b>Revenue over expense</b>	276,840	4,625,870	936,805	1,559,853	2,244,857	2,727,762	3,845,858	4,847,180	5,965,684	7,254,521
Accumulated Surplus, Beginning of Year	31,856,065	32,132,905	36,758,775	37,695,580	39,255,433	41,500,290	44,228,053	48,073,910	52,921,091	58,886,775
Accumulated Surplus, End of Year	32,132,905	36,758,775	37,695,580	39,255,433	41,500,290	44,228,053	48,073,910	52,921,091	58,886,775	66,141,296

Table 4 (continued): *Projected Schedule of Statement of Operations*

City of Port Colborne Projected Schedule of Statement of Operations As at January 1, 2024, Projected 2024 to 2033										
	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Expense	5,685,273	6,080,922	6,593,468	6,813,478	7,095,96	7,689,217	7,783,433	8,131,984	8,536,097	8,935,352
<b>Adjustments to Cash Budget</b>										
<b>Non-Cash Adjustments</b>										
Amortization <b>C</b>	-813,960	-1,004,586	-1,043,174	-1,089,059	-1,122,09	-1,198,350	-1,273,391	-1,335,192	-1,429,722	-1,508,763
<b>Cash Adjustments</b>										
Transfer to Reserve*	1,285,000	5,254,700	1,706,216	2,329,600	3,051,10	3,868,900	4,792,700	5,840,800	7,038,100	8,389,500
Debt Payments	307,800	427,757	305,763	319,312	315,854	312,212	326,548	341,572	357,306	373,784
Subject Matter experts budgeted in capital	-502,000	-52,000	-32,000	-	-	-255,000	-	-	-	-
<b>D</b>	5,962,113	10,706,79	7,530,273	8,373,331	9,340,825	10,416,979	11,629,291	12,979,164	14,501,781	16,189,873
Balanced Budget Funding (A-(B+C+D))	-	-	-	-	-	-	-	-	-	-
% of Budget Related to Capital and Related Projects	28%	57%	35%	39%	42%	46%	49%	52%	55%	57%

\* Transfer to reserve ultimately funds capital and related projects.

Table 5: Projected Schedule of Cash Flow

City of Port Colborne Projected Schedule of Cash Flow As at January 1, 2024, Projected 2024 to 2033										
	Forecast									
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Operating</b>										
Projected excess of revenue over expense	276,840	4,625,870	936,805	1,559,853	2,244,857	2,727,762	3,845,858	4,847,180	5,965,684	7,254,521
Change in non- cash items										
Amortization	813,960	1,004,586	1,043,174	1,089,059	1,122,097	1,198,350	1,273,391	1,335,192	1,429,722	1,508,763
Disposal	-	-	-	-	-	-	-	-	-	-
Change in working capital										
Accounts receivable	-	-	-	-	-	-	-	-	-	-
Accounts payable	-	-	-	-	-	-	-	-	-	-
Net Change in Operating	813,960	1,004,586	1,043,174	1,089,059	1,122,097	1,198,350	1,273,391	1,335,192	1,429,722	1,508,763
<b>Capital</b>										
Tangible capital asset purchase	-8,355,70	-13,669,41	-4,045,896	-3,218,198	-3,379,107	-4,140,895	-3,961,323	-5,047,599	-5,290,116	-7,025,684
<b>Financing</b>										
Long-term debt issued		7,500,000	4,500,000							
Long-term debt principal payments	-307,800	-427,757	-305,763	-319,312	-315,854	-312,212	-326,548	-341,572	-357,306	-373,784
Net change in Financing	-307,800	7,072,243	4,194,237	-319,312	-315,854	-312,212	-326,548	-341,572	-357,306	-373,784
Net increase / (decrease) in cash	-7,572,70	-966,715	2,128,320	-888,598	-328,007	-526,995	831,377	793,201	1,747,984	1,363,816
Cash and cash equivalents, beginning of year	7,911,000	338,300	-628,415	1,499,905	611,307	283,300	-243,695	587,682	1,380,883	3,128,867
Cash and cash equivalents, end of year	338,300	-628,415	1,499,905	611,307	283,300	-243,695	587,682	1,380,883	3,128,867	4,492,683



**Subject: Lock 8 Gateway Park PRIP Funding Application**

**To: Council**

**From: Public Works Department**

Report Number: 2024-67

Meeting Date: April 9, 2024

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**Recommendation:**

That Public Works Department Report 2024-67 be received; and

That Council authorize staff to prepare and submit applications for the 2024 Public Realm Investment Program (PRIP) for the total estimated cost of \$260,000.

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**Purpose:**

The purpose of this report is to obtain Council's support and secure funding to submit applications to the Public Realm Investment Program (PRIP) funding program for Lock 8 Park.

Park enhancements included in the applications are the planting of trees, construction of an enhanced cycling trail, and the rehabilitation of the existing pavilion all of which align with the funding program requirements and the Lock 8 Park Master Plan conceptual design currently in progress.

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**Background:**

In May 2023, Public Works received direction from City Council to complete a conceptual master plan of Lock 8 Gateway Park. The request was made to collectively understand the needs of the community, including stakeholders such as the Main Street Business Improvement Area (BIA) and St. Lawrence Seaway Authority (SLSA), while identifying a solution regarding the deterioration of the existing pavilion.

Staff retained MHBC, a landscaping consulting firm to assist with the development of the master plan conceptual design. In October 2023, a public engagement survey was initiated to better understand how the park is currently being used and the residents'

vision for future development. Two conceptual plans were developed based on the feedback from the survey. In January 2024 conceptual plans including both options were circulated to stakeholders for comment. Staff initiated a second round of public engagement in early March 2024, offering the public and community the opportunity to complete an online survey and provide feedback on the proposed options.

Following an in-depth analysis of the survey outcomes and key stakeholder comments, a comprehensive conceptual plan will be formulated, integrating the results received through the public engagement process. The plan is scheduled to be presented for Council consideration in the near future.

The PRIP presents an opportunity for the City to enhance the park with financial contributions from the Region of Niagara while supporting both Lock 8 conceptual designs already presented to the public and key stakeholders. Ideally, this report would be presented in tandem with the final Lock 8 Master Plan but, due to the Region requiring a resolution of Council to continue with the application process, staff are presenting this report separate from the Lock 8 Master Plan. The consultation process through the Master Plan will also apply to this project to ensure that feedback from the key stakeholders is considered and aligns with Council's vision.

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## Discussion:

To help offset costs for the implementation of the Lock 8 Master Plan, staff have actively been seeking potential funding opportunities. The Public Realm Investment Program (PRIP) is a funding source offered by the Niagara Region which enables the Region to partner with and support local municipalities on capital projects that provide important public realm investments across 250 kilometres of Regional roads. The purpose of the program is to encourage investment in the urban and core area public realms along Regional roads by providing matching funding grants to local municipal partners for planned capital projects that have secured funding.

Lock 8 Gateway Park runs parallel to Mellanby Avenue, which is owned and maintained by the Niagara Region. The proposed enhancements included in the applications will not impact the final conceptual plan, as both designs support a trail system along the roadway and aligns with the future vision of the park.

Subject to approval, staff will submit two separate applications. Appendix A demonstrates a conceptual plan of the enhancements listed below:

### Application 1:

- Construction of a multi-use trail – estimated cost \$155,000
- Boulevard tree planting – estimated cost \$35,000

### Application 2:

- Restoration of the pavilion - estimated cost of \$70,000.

The total estimated cost to complete the project is \$260,000. To be eligible for PRIP funds, municipalities must have a confirmed commitment to matching the funding in the amount equal to the requested contribution.

If the application is not successful, staff recommend that comments and feedback from the public engagement of the master plan be considered. The rehabilitation or demolition of the pavilion will be confirmed after a conceptual plan has been finalized.

The Building Condition Assessment report of the pavilion identified the structure to be in fair condition. The main issues include the structural framing columns which are severely deteriorated with compromised structural capacity due to rot. Additionally, repairs are needed for the mortar joints at the footings and the chimney of the stone fireplace.

The options for restoration include the replacement of the framing, additional bracing, mortar joint repairs and repairs to the chimney and all footings for an estimated cost of \$70,000. The estimated cost to demolish and dispose of the structure is \$15,000, and approximately \$150,000 to have the structure replaced. Based on recent discussions with local contractors, the rehabilitation costs may be significantly more than anticipated.

Pending the outcome of the public engagement survey for the Lock 8 Master Plan and Council's direction, staff will promptly proceed with the recommended solution. Staff expect the integrated conceptual plan will be finalized and presented to Council in the near future.

Key points impacting this project and the Lock 8 Master Plan at this time include: Seaway and Region project approval, land lease renewal, funding timelines and project alignment (pending Council approval of the Lock 8 Master Plan), and alignment with the Active Transportation Master Plan (pending Council approval). Staff will continue to work through these items and update Council in the next Lock 8 Master Plan report.

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### **Internal Consultations:**

Communication between Public Works, Corporate Communications, Planning, and Economic Development staff are ongoing throughout the design and development phases of the Lock 8 Gateway Park Master Plan project.

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### **Financial Implications:**

Eligibility for PRIP funding requires that the municipal portion of the project be secured in advance. The total estimated cost of the project is \$260,000 of which the City's



portion of \$130,000 is proposed to be funded from project number 22C-PW-B42 – Lock 8 Park Improvement. The budget amount available in that project account is \$250,000.

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### **Public Engagement:**

Public Works Staff initiated the public engagement portion of the Lock 8 Master Plan Design through a survey in October of 2023. Through the review of the comments and feedback received, two conceptual plans were developed. A second round of public engagement was initiated in March 2024 that allowed the public and stakeholders to provide feedback of the two options presented. Based on the outcomes of the public engagement, a third conceptual plan will be developed and presented to Council for consideration.

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### **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:**

The Lock 8 Gateway Master Plan Design was initiated in 2023. City staff retained engineering services to develop a conceptual design including comments received through public engagement.

Approval of this report will allow staff to proceed with the application of the PRIP funding program. Enhancements along Lock 8 Park will offer the public increased walking, jogging, and cycling activities that promote physical health and well-being. The addition of tree plantings and rehabilitation of the pavilion will also enhance the aesthetics of the area while providing many other benefits such as improved air quality, noise reduction, and community engagement.

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### **Appendices:**

- a. Lock 8 Concept Designs

Respectfully submitted,

Eliza Durant,  
Project Manager  
905-228-8130  
Eliza.durant@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.





## PRIP FUNDING

- BOULEVARD TREES
- 4M WIDE TRAIL ALONG MELLANBY AVE
- PAVILION





**Subject: Infrastructure Needs Study**

**To: Council**

**From: Public Works Department**

Report Number: 2024-51

Meeting Date: April 9, 2024

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**Recommendation:**

That Public Works Department Report 2024-51 be received.

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**Purpose:**

The City of Port Colborne initiated the Infrastructure Needs Study (INS) for core infrastructure assets which includes Roads, Sidewalks, Guiderails, Bridges, Large Diameter Culverts, Water, Stormwater, and Wastewater systems. Through a tendering process, GM Blue Plan Engineering (GMBP) was retained to facilitate the project and develop an actionable road map, including implementation schedules and financial projections for core infrastructure needs. Key objectives of the project include condition assessments, current and future needs based on condition ratings and anticipated growth demands and a sustainable implementation plan.

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**Background:**

- The Infrastructure Needs Study (INS) report and recommendations are attached in Appendix A. The report includes a summary of condition assessments for each of the core assets, required lifecycle maintenance activities and an actionable multi-year sustainable improvement plan that addresses current and future needs including anticipated growth and development demands.
  - It should be noted that several recommendations from the INS have been implemented during the duration of the project as information and findings have been made available to City staff. The following is a summary of the findings and recommendations for each of the core assets.
-

## Discussion:

The Infrastructure Needs Study included condition assessments for each of the City's core assets. Results from the assessments were used to obtain current condition ratings, lifecycle activities required to adequately maintain them, and an actionable multi-year sustainable improvement plan that includes the City's anticipated growth and development demands.

It should be noted that several recommendations from the INS have already begun by staff during the duration of the project. The following is a summary of each of the assets, project findings, and recommendations outlined in the study's final report attached as Appendix A.

### **Road Network**

#### **Background**

The City's Road Network consists of approximately 235 centerline-kms or 448 lane-kms of roadways, consisting of hot mix, surface treated, and gravel surfaces. The objectives of the analysis was to develop a long-term road reconstruction and maintenance program.

#### **Analysis**

A network-wide road condition assessment was conducted using Ministry of Transportation (MTO) rating methodologies based on roadway surface type which resulted in a Pavement Condition Index (PCI) rating for each road segment.

PCI rating values range between 0 and 100, with a higher value indicating a better condition and a lower value indicating a worse condition as shown in the table below. The PCI rating is based on a visual survey that assesses the number and types of deficiencies. Survey results for both hard top and gravel roads have an overall "Good" condition rating with average PCI scores of 74.3 and 71.2 respectively.

#### **PCI Condition Categories**

Condition Category	PCI Range	Percentage of Road in each Condition Category
Very Good	80-100	37%
Good	67-80	35%
Fair	55-67	21%
Poor	35-55	7%
Very Poor	0-35	0%

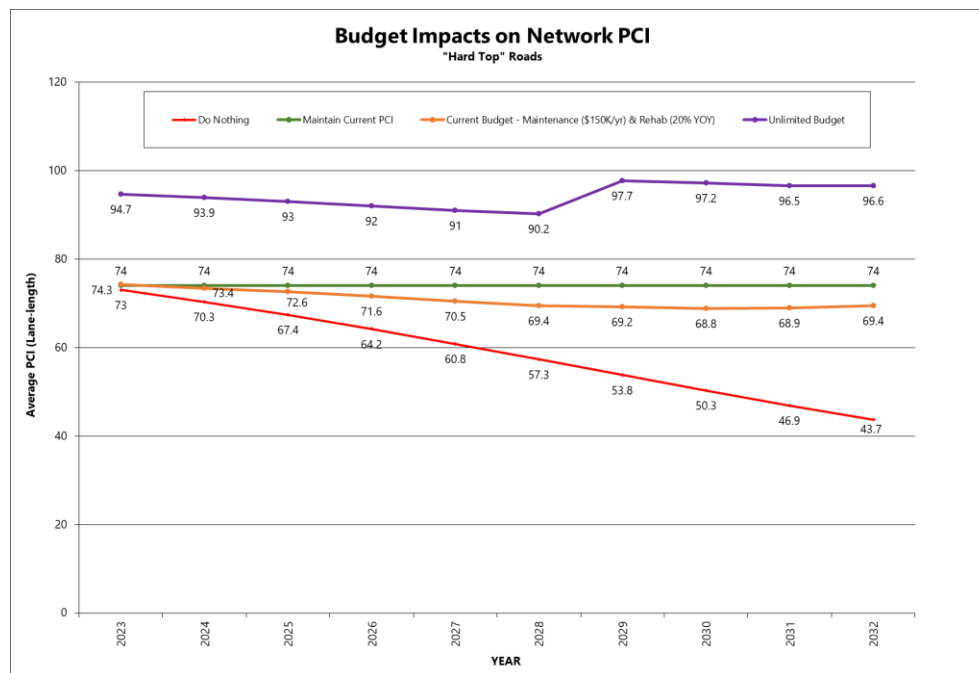
The findings presented in this INS report are designed to function as a decision-making tool for shaping the City's annual road maintenance and rehabilitation program. The INS study evaluated and compared several program strategies to assess the relative

effectiveness and feasibility of the maintenance and rehabilitation needs identified through the pavement condition assessments.

The INS report includes evaluations of the four following scenarios over a period of 10 years:

1. “Do Nothing” - assumes no maintenance or rehabilitation work will be done on the roads over the next 10 years.
2. “Unlimited Budget” - assumes all current maintenance and rehabilitation needs will be performed in 2023 and in future years when a road section’s PCI score reaches the Preventative Maintenance threshold (PCI=90)
3. “Maintain Current Funding Plan” – assumes a 20% annual increase
  - Maintenance Budget at \$150,000
  - Rehab Program at \$1,286,500 in 2023.
  - \*the PCI ratings would decrease to approximately 65\*
4. “Maintain Current PCI=74” - determines the annual funding requirement to maintain the current average PCI of 74.
  - Through data analysis it was determined that an annual budget of approximately \$2,600,000 is required to maintain the road network at current PCI rating levels.

The results of the funding scenarios are presented graphically below:



### Road Network - Recommendations and Next Steps

Based on a review of each of the scenarios along with the information included in the INS report, staff recommend the following:

1. The “Maintain Current Funding Plan” scenario be supported which includes an annual maintenance budget of **\$150,000** and rehabilitation program of **\$1,286,500 in 2023 plus an additional 20% increase annually**. See Appendix B for the Maintenance and Rehab Needs program.
2. To ensure the road maintenance and rehabilitation program remains current and up to date, based on industry standards, it is recommended that condition surveys be completed every 2 to 3 years using consistent methodologies that provide objective and comparable results.
3. Staff complete a thorough review of selected road segments each year. Specific road segments may be deferred or advanced due to various factors including budgetary considerations, changes in traffic patterns, or the prioritization of other critical infrastructure projects. The review allows the City to adapt its program dynamically, ensuring that resources are allocated effectively and ensures all priorities are being addressed.

By approving the recommendations listed above, staff anticipate exceeding the goal set in the City’s 2023 – 2026 Strategic Plan stipulating that **all roads to have a pavement condition rating greater than or equal to 35 by the year 2030**.







## **Sidewalk Network**

### **Background**

The City of Port Colborne owns and maintains approximately 98 kms of sidewalks that vary in age and condition with 85% of the network constructed prior to 1960. Sidewalks are part of the City’s transportation system and require annual inspections for surface discontinuities in accordance with the Minimum Maintenance Standards.

### **Analysis**

An inventory and condition assessment were completed for each segment as part of the study. The assessment included a rating based on a scale of 0 to 5 as described in the table below. A total of 6,004 defects were recorded with 91% considered to be minor in nature. Furthermore, 74 major vertical deflections were found, all of which have been addressed through the City’s annual sidewalk repair and replacement program.

Grade	Description	Representative Photo	Number of Deficiencies Observed
0	No Defects		43
1	Horizontal or Vertical Cracking, Spalling, or Other Surface Defects		3,232
2	Broken off or Missing Portions		437
3	Depression or Rolling Areas		1,005
4	Vertical Displacement (minor)		1,089
5	Vertical Displacement (major)		92



In accordance with the Minimum Maintenance Standards, if a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. Treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity. This includes making permanent or temporary repairs, alerting users' attention to the discontinuity, or preventing access to the area of discontinuity.

The City's current sidewalk program has a budget of \$600,000. Based on current replacement costs staff anticipate approximately 2-3 kms of new or replacement sidewalk annually while also completing repairs in various areas as required.

### Sidewalk Network - Recommendations and Next Steps

- All Immediate repairs will be addressed through the annual sidewalk replacement budget which include all defects found with a score of 5 along with many of the high priority scores of 4 depending on the proximity of these defects to high activity pedestrian areas (downtown) or locations with a greater likelihood of frail seniors (care homes, for example), persons with disabilities, or schools.
- Upgrade sidewalks to current standards for accessibility and width, including sidewalks with missing ramps. Upgrades of each sidewalk segment will be considered during all future capital infrastructure projects. This practice will reduce mobilization costs and disturbances to properties.
- Development of a comprehensive sidewalk replacement program incorporating high pedestrian traffic areas including downtown core, school zones, churches, parks, and missing links. The program should also consider the need for streets having sidewalks on both sides that only require one or none. Removing the unnecessary assets will reduce maintenance costs, replacement costs, and future liability. The program will also be incorporated in the Active Transportation Master Plan and Engineering Standards Update projects upon completion.

Based on the recommendations and current annual budget of \$600,000, staff recommend maintaining the current annual budget.

### Guiderrails

#### Background

The City owns and maintains approximately 4,500 meters of guiderail that vary in age and condition. The study included a detailed inspection examining each guiderail and assigning a defect rating on a scale of 0 to 5 as follows.

Grade	Description
0	No Defects
1	Excellent Condition
2	Good Condition
3	Fair Condition

<b>4</b>	<b>Poor Condition</b>
<b>5</b>	<b>Immediate attention required</b>

### Analysis

The defects were scored by component such as post, cable, or rail, as applicable, along with a written observation of the deficiency. Defects observed were estimated to determine an overall score. Maps were created highlighting guiderails in need of replacement based on condition and current standards. Any guiderail in poor condition has been recommended for full replacement as it is generally not cost-effective to spot repair these assets.

The total estimated cost to address short term and long term needs is \$160,200 based on current replacement costs. The following table provides a breakdown of the identified needs.

<b>Timeline</b>	<b>Score</b>	<b>Length (m)</b>	<b>Cost</b>
<b>Immediate</b>	<b>4 &amp; 5</b>	<b>186</b>	<b>\$48,300</b>
<b>3-5 years</b>	<b>3</b>	<b>139</b>	<b>\$36,200</b>
<b>5+ years</b>	<b>1 &amp; 2</b>	<b>291</b>	<b>\$75,700</b>

Staff initiated a replacement program addressing both the immediate and 3 to 5 year needs through the 2024 capital budget process. A total of \$90,000 was allocated for the removal and replacement of 325 meters of guiderail. Staff issued a tender to complete the work in February 2024 and anticipate construction to commence in May 2024.

### Guiderails - Recommendations and Next Steps

Recommendations include the replacement of all immediate and 3-5 year needs.

## **Bridges and Culverts**

### Background

The City of Port Colborne owns and maintains a total of 2 bridges and 26 large culvert structures that require inspections every two years under the requirements set out in the Ontario Structure Inspection Manual (OSIM). Bridges and culverts are used to support the City's transportation network by providing crossings over waterways and facilitating drainage. It is important to note that smaller drainage culverts that are typically used for driveways are not included in this asset class.

### Analysis

Inspections for each of the structures were completed as part of the study and inspection scores were based on the Bridge Condition Index (BCI) rating which provides a numerical value that reflects the condition. The BCI rating typically ranges from 0 to 100, with higher values indicating a better overall condition.

BCI ratings from the inspections of the study ranged between scores of 31 to 98 with an overall average rating of 67. Staff reviewed the results and developed a replacement

and rehabilitation program that addresses the recommendations listed in the inspection reports.

Based on the approval and implementation of the 5-year plan presented below the City will achieve the goals set out in the 2023 – 2026 Strategic Plan, that **all bridges and culverts have a BCI rating greater than or equal to 41 by 2030.**

#### Bridges and Culverts - Recommendations and Next Steps

The following 5-year plan shown in the table below provides a summary of the replacement and rehabilitation needs identified in the reports including estimated costs.

Year	Capital Project	Estimated Cost based on OSIM Report
2023	Engineering & Design	\$50,000 (funding approved in 2023)
2023	Construction and rehab of Eagle Marsh, Black Creek Drain, and Wignell Drain structures	\$105,000 (funding approved in 2023)
2024	Engineering & Design	\$40,000 (funding approved in 2024)
2024	Replacement of Michener and Hopf-Wagner	\$570,000 (funding approved in 2024)
2025	Engineering & Design	\$50,000
2025	Construction and rehab of Wignell, Indian Creek, Black Creek and Biederman	\$200,000
2026	Engineering & Design	\$50,000
2026	Construction and rehab of Beaverdam and Eagle Marsh	\$240,000
2027	Engineering & Design	\$50,000
2027	Construction & rehab repair for Lyons Creek	\$30,000

## Water System

### Background

The City of Port Colborne owns, operates, and maintains approximately 112 kms of watermain that supply potable drinking water. The City's distribution system receives water from the Region of Niagara who draws water from the Welland Canal. Both City and Region systems are strictly regulated by the Ontario Ministry of Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act (2002) to ensure the delivery of safe drinking water to the system's users.

While a few kilometers of watermains date back to the 1920s, about 50% of the system was constructed from the 1970's through the 1990's. Approximately 35% of the system is cast or ductile iron, which is more susceptible to corrosion, leaks and breaks compared to polyvinyl chloride (PVC). City-owned watermain sizes range from 100mm to 300mm in diameter.

The intention of the study provides strategies to improve management of the system and prioritize recommended capital projects. The condition assessment of the water system was primarily based on the age of the asset in comparison to the estimated service life (ESL). A condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor as shown in the figure below.

### Analysis

While most of the water network falls into the Fair or Good condition, there is a large percentage that fall into Very Poor. The assets in the Very Poor range are assets that are continuing to work beyond their ESL. Compared to other infrastructure such as sewers and roads, it is difficult and costly to attain actual condition data of watermains, which is why the age-based assessment is utilized by most municipalities. This study used age, however, also included watermain break data and the use of the City's hydraulic model to develop the needs program. The hydraulic model analysis further enhanced the prioritization of watermain replacement by highlighting areas with likely fire flow deficiencies.

The watermain replacement analysis recommended budgeting approximately **\$59,186,000** of watermain construction, which includes watermain upsizing and a detailed replacement schedule like for like, to meet the performance objectives.

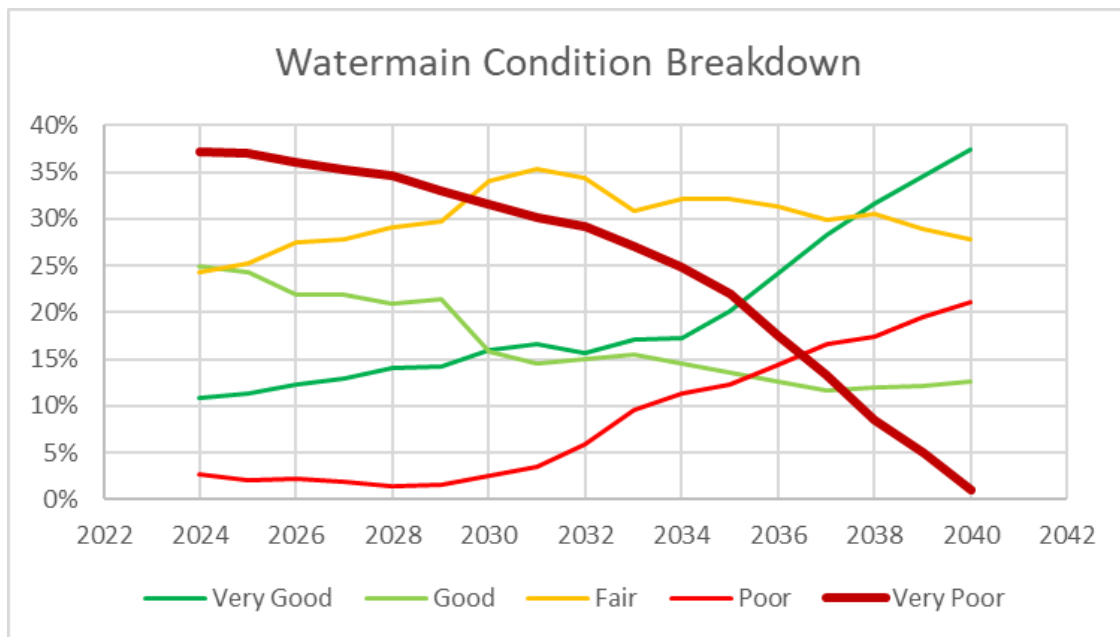
The existing water hydraulic model was used to complete an assessment of the system's capacity and development of a servicing strategy to accommodate the anticipated residential and employment growth. The capital program is estimated in the amount of **\$46,082,100** and was developed with the collaboration of the City's economic development and planning divisions. The data and assessments have been included as part of the City's Development Charge Study currently in progress.

The goal set in the City's 2023 – 2026 Strategic Plan is for all water assets to have a remaining asset life of 20% or greater by 2040. To achieve the goal, a total estimated cost of \$96 million is needed.

The tables and figures below demonstrate the improving condition of the system over time to the 2040 target.

			Watermain Conditions Progressing through Asset Replacement Plan																			
			2024		2025		2026		2027		2028		2029		2030		2031		2032		2033	
			Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%
Condition	Very Good	80%	12,179	11%	12,599	11%	13,733	12%	14,496	13%	15,671	14%	15,910	14%	17,821	16%	18,541	17%	17,527	16%	19,119	17%
	Good	60%	27,923	25%	27,095	24%	24,530	22%	24,570	22%	23,429	21%	23,911	21%	17,739	16%	16,196	14%	16,791	15%	17,297	15%
	Fair	40%	27,184	24%	28,334	25%	30,734	27%	31,151	28%	32,538	29%	33,259	30%	38,085	34%	39,558	35%	38,441	34%	34,442	31%
	Poor	20%	2,952	3%	2,348	2%	2,439	2%	2,189	2%	1,565	1%	1,775	2%	2,895	3%	3,869	3%	6,532	6%	10,732	10%
	Very Poor	0%	41,601	37%	41,463	37%	40,404	36%	39,433	35%	38,636	35%	36,985	33%	35,301	32%	33,676	30%	32,549	29%	30,249	27%

			Watermain Conditions Progressing through Asset Replacement Plan													
			2034		2035		2036		2037		2038		2039		2040	
			Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%	Meters	%
Condition	Very Good	80%	19,276	17%	22,539	20%	27,075	24%	31,687	28%	35,376	32%	38,592	35%	41,890	37%
	Good	60%	16,260	15%	15,101	14%	14,018	13%	13,109	12%	13,376	12%	13,478	12%	14,069	13%
	Fair	40%	35,920	32%	35,878	32%	35,021	31%	33,506	30%	34,084	30%	32,424	29%	31,108	28%
	Poor	20%	12,598	11%	13,693	12%	16,119	14%	18,562	17%	19,501	17%	21,801	19%	23,672	21%
	Very Poor	0%	27,786	25%	24,629	22%	19,607	18%	14,976	13%	9,503	8%	5,544	5%	1,100	1%



## Water Network - Recommendations and Next Steps

The recommendations included in the INS provide a strategy to enhance the system's overall performance, address water losses, meet the needs of the City's Asset Management legislative requirements, and address future growth demands while improving the system's reliability and maintaining regulatory compliance. Staff have reviewed the recommendations and are requesting Council's financial support and approval for the following:

### Data Collection & Studies

#### 1. Water Master Plan

Similar to the ongoing Wastewater Pollution Prevention Control Plan (PPCP), the City must undertake a Water Servicing Master Plan, which should be updated every five years. The previous water master plan is almost 10 years old and recommended for update in 2024. The data and information resulting from the project will also provide a more accurate condition assessment of the system, which will be based on up-to-date C-factor testing and modelling. The project will consist of the following entities:

- Hydrant Flow and C-Factor Testing and Model Calibration
- District Metering Assessment
- Technical Analysis
- Environment Assessment (report and PIC)

Additional recommendations include the alignment of future water master plans with wastewater and stormwater as a single combined study, which will allow for efficiencies, cost savings, and corridor planning.

Budget request of \$250,000 in 2024.

#### 2. Artificial Intelligence Leak Detection

Staff have researched opportunities and innovative solutions to help reduce water losses through the system. The artificial intelligence devices measure pressure, acoustics, and monitors for transient pressure events and leaks in the water system. This leak detection technology provides an innovative solution to finding leaks and reducing water loss. The estimated cost to purchase and install each device is \$15,000. Staff recommend implementing a total of 10 devices in 2024.

Budget request of \$150,000 in 2024.

#### 3. Satellite Imagery Leak Detection

Recent studies have proven that the use of satellite imagery technology can be an effective solution in identifying water losses throughout the system. Satellite

imagery for leak detection uses satellites to collect microwave-based images of an area which are processed by proprietary algorithms to identify underground leaks from a drinking water system. Leaks identified during post-processing are sent for follow-up investigation by a leak investigation crew. Staff can then conduct further leak detection efforts on the ground in the specific locations and dig to the main to correct the issue. Staff are recommending the implementation of the satellite imagery leak detection program in 2024.

Budget request of \$50,000 in 2024.

## Capital Projects

### 1. Watermain Replacement Program (\$740,000)

Implementation of a replacement program, targeting 100mm to 150mm cast iron watermain in areas with the largest fire flow deficiencies. To achieve construction activities in 2025, staff are requesting funding to complete the geotechnical and design aspects of the proposed 2025 and 2026 watermain replacement projects in year. The projects will be funded from the Water Reserve and begin upon approval of this report. The locations include:

#### 2025 Replacement Program (Geotechnical & Design - \$275,000)

- North Crescent – 245m
- South Crescent – 235m
- Ash Street – 95m
- Jefferson Street – 165m

#### 2026 Replacement Program (Geotechnical & Design - \$465,000)

- Schofield Avenue – 640m
- Hampton Avenue – 600m

## Operating Budget

1. Subject Matter Expert fees of **\$30,000** annually to support the water system upgrades and provide strategic advisory services.

## **Stormwater System**

### Background

The City's stormwater collection system consists of a mix of urban and semi-urban design comprised of approximately 105 kms of storm sewers along with a series of roadside ditches and swales. The City's drainage system is divided into 22 areas generally defined by the City's topography. The system has evolved and expanded from the earliest storm pipe being installed in 1929. Over the years, many roadside ditches were informally replaced with local storm pipes that were not designed to any standard. In some areas where basements were susceptible to high water tables and seepage, private sump

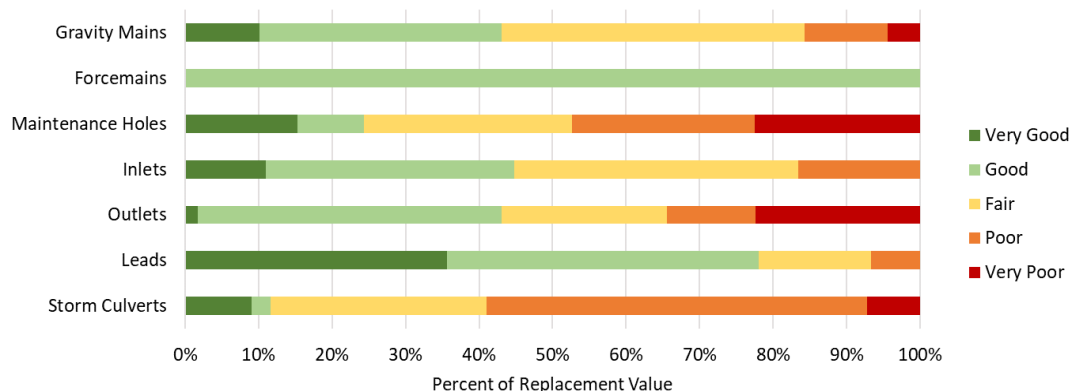
pumps were installed and directed to the sanitary sewer system. To relieve the pressure on the sanitary collection system, it is desirable to redirect these flows to grade or into the stormwater collection system where possible. Most of the system either outlets directly to the Welland Canal or Lake Erie, or via municipal drains.

A previous study was completed in 2014 and determined that approximately 60% of the City's storm network was not designed to any form of standard. Recommendations included several upgrades and initiatives in the Omer and East Village drainage areas. Since then, the design and construction of new storm sewers in the East Village have been completed and the Omer area is currently undergoing private property investigations to assess options for redirecting sump pumps that are connected to the wastewater system. Feasibility of improvements in the Omer area are being further investigated through the City's Storm Sewer Condition Assessment Project, and the Pollution Prevention Control Plan (PPCP) both currently in progress and scheduled for completion in September 2024.

### Analysis

The condition assessment of the storm sewer network was based on the age of the asset in comparison to the estimated service life (ESL). A condition score was assigned to each asset and grouped into five condition categories ranging from Very Good to Very Poor, however assessed condition values were used where possible. The following table provides a breakdown of each of the assets.

Most of the stormwater network's value is in Fair to Good condition, with culverts, maintenance holes and outlets having the greatest proportion of their value falling into Poor or Very Poor condition. While sewer conditions can be estimated based on age, it does not account for varying conditions that may be present throughout the system.



Based on the review of available data and analyses it was determined that the system does not address stormwater management needs and adaption to climate change. Due to the location and proximity of Lake Erie and the Welland Canal, many of the storm outlets get inundated with debris, sand, and experience backflow issues into the system. City staff are in the process of completing condition assessments of all storm outlets including the implementation of backflow prevention devices where needed.



The existing stormwater hydraulic model was run using a 5-year design storm to identify deficient pipes under current conditions. Note that the model was not developed for this project but was provided by the City and did not include calibration using flow monitoring data or updated network information. The recommendations are high-level for long-term budgeting purposes and will be further refined through the 2024 Master Servicing Plan and other ongoing system initiatives.

Implementation of upsizing needs based on current growth-related projections. The total sewer upsizing needs are **\$30,496,000** (\$17,028,000 for upsizing existing servicing and \$13,468,000 for growth servicing). It should be noted that the estimated cost only includes linear work and not the construction of outfalls, pumping stations, or storage. All non-linear capital work will be identified as part of the 2024 master servicing plan.

The goals set for stormwater assets in the City's 2023 – 2026 Strategic Plan are for all stormwater assets to have a remaining asset life of 20% or greater. Until such time that the data and results of the stormwater condition assessment, flow monitoring, outfall assessments, and master servicing plan are completed, staff are unable to finalize a plan to achieve the goal. However, staff are underway in collecting this information to complete the plan.

#### Stormwater Network - Recommendations and Next Steps

The INS provided the opportunity to undertake a review of the stormwater system to develop a prioritized action plan to meet the Strategic Plan goals. This provides a better understanding of immediate and future needs as well as a deeper understanding of overall system deficiencies and includes several recommendations based on available data and modelling. Staff have reviewed the recommendations and request Council's financial support and approval for the following:

#### Data Collection & Studies

##### 1. Master Servicing Plan

The development of a comprehensive all-pipe model, which will include up to date inventory data and flow monitoring data, and a Stormwater Master Servicing Plan. Master plans should be updated every five years. The previous master plan was completed almost 10 years ago and is need of an update using the most current up to date inventory, flow monitoring data, and information to adequately meet current growth-related demands and capital needs.

*Budget request of \$200,000 in 2024.*

#### Operating Budget

##### 2. Flow Monitoring Operating budget of **\$100,000 annually** to ensure the system is consistently monitored and that the hydraulic model is being calibrated appropriately as the system is upgraded. It is recommended that the program begin

in 2024 to inform the storm hydraulic model build as part of the master servicing plan.

3. Subject Matter Expert fees of **\$30,000** annually to support the stormwater system upgrades and provide strategic advisory services.

## **Wastewater System**

### **Background**

The City of Port Colborne is generally flat, resides primarily on rock, and has a high groundwater table due to the canal and proximity to Lake Erie. These conditions give the City a unique set of problems to solve as they relate to construction costs, inflow and infiltration reduction, and general wet weather management. Due to these conditions, understanding the interaction between the wastewater and stormwater sewer systems is critical when developing the City's servicing strategies. The flatness of the land makes it difficult to manage overland flow during intense rainfall events, the proximity to the lake and canal causes issues with stormwater outlets, and the high groundwater table leads to ongoing infiltration into the wastewater system. When developing the wet weather management solutions as they relate to the wastewater system, the capacity and condition of the stormwater system and stormwater servicing plan is critical to the wastewater servicing strategy.

The City's urban core is serviced by the wastewater collection system, which consists of approximately 90 kms of wastewater sewer mains which convey flow to the Seaway Wastewater Treatment Plant (WWTP) via 17 pump stations owned and operated by the Region of Niagara. Based on the City's GIS data, the pipes range in diameter from 100mm to 600mm, though 67% of the system is 200mm. The oldest sewers date from 1961, with 56% of the system built over 40 years ago.

Note that the City is in the process of updating its Pollution Prevention Control Plan (PPCP) scheduled for completion in October 2024, which includes the development of an all-pipe calibrated wastewater system model with comprehensive flow data.

### **Analysis**

The City undertook a comprehensive flow monitoring program in 2023, capturing flows upstream of all pump stations and key anchor points within the system. The program consisted of 19 flow monitors and 2 rain gauges. This flow data will be used to calibrate the all-pipe model for the PPCP. As the data relates to the INS, it was used to prioritize Sewer System Evaluation Areas (SSEA) for inflow and infiltration reduction initiatives.

To adequately determine wastewater system condition and identify deficiencies, the use of closed-circuit television (CCTV) is essential. The City's flushing and CCTV program consists of a 6 year cycle where all pipes are flushed and inspected once every 6 years. During the INS data review and assessment GMBP identified the critical need to update specifications to align with current industry standards and best practices. Staff have implemented the update in 2023 and have since been obtaining CCTV that meets current

standards which allows for the analysis of identified deficiencies and defects in a more effective way.

The existing wastewater hydraulic model was run with the proposed residential and employment growth and the system capacity was assessed using the Region's design criteria and level of service developed as part of the 2021 MSP. Pipe surcharging and infrastructure constraints were identified and capital projects to service the planned growth were identified. The overall wastewater infrastructure needs are a combination of state of good repair (existing system condition and constraints) and new infrastructure to service new development; it is a combination of wet weather flow reduction and hard infrastructure. The hydraulic model was used to identify growth related capital needs. The estimated capital program is **\$59,127,500 in 2023 dollars**. Note that the capital program will be revised during the completion of the PPCP.

Inflow and infiltration into the wastewater system comes from various sources. Recommendations resulting from the INS includes a strategy that addresses both inflow and infiltration. As part of the analysis of flow monitoring, two area maps have been developed that prioritize areas of inflow and areas of infiltration attached in Appendix C. The goal set for wastewater assets in the City's 2023 – 2026 Strategic Plan is for all wastewater assets to have a remaining asset life of 20% or greater by 2030. With the investments made by the City in 2023 and 2024 for the CIPP lining program and through the approval and implementation of the recommendations included in the INS, the City will achieve this goal by 2030.

The City-wide program included an evaluation of the deficiencies found for each pipe segment and assessed for rehabilitation. All segments were classified as Priority 1, Priority 2, or Priority 3 based on the findings which identified the magnitude of infiltration within each SSEA. If the sewer segment falls within a high infiltration area it is given a P1 priority and if it falls within a low infiltration area it is given a P3 priority. The P1 bundle of rehabilitation pipes will provide the City with the largest reduction in base groundwater infiltration and rainfall derived infiltration. The table below estimates rehabilitation costs.

Priority Bundle	Rehab Costs
P1	\$ 5,479,371
P2	\$ 2,922,420
P3	\$ 983,026
<b>Total</b>	<b>\$ 9,385,000</b>

Although the mainline rehabilitation program is anticipated to be effective to address infiltration within the system, a large contributor is also through deficiencies within wastewater service laterals between homes and the main sewer line. Included in the rehabilitation plan and recommendations is the implementation of a lateral inspection program that will allow for the collection of data to prioritize a lateral lining program. The lateral inspection plan targets Priority 1 areas first. They will be completed in the spring when the groundwater table and infiltration are at their highest.

While rehabilitation, maintenance scans and inspections, and grouting and sealing do have significant impact in the reduction of infiltration, other methods are needed to manage and address inflow. Smoke and dye testing along with on the ground investigations are necessary to confirm areas of inflow. Once confirmed, a disconnection or redirection plan will be implemented, and source of inflow removed from the wastewater system. The effectiveness of the storm sewer network becomes a critical component when addressing areas of inflow, as disconnected sources need an outfall.

The goal set for wastewater assets in the City's 2023 – 2026 Strategic Plan is for all wastewater assets to have a remaining asset life of 20% or greater. The proposed wastewater infrastructure rehabilitation plan highlighted in this report (sewers, maintenance holes, and laterals) will achieve this by adding 50-60 years of life to the assets being rehabilitated. The asset management plan identified approximately 20% of the system in very poor condition and the current rehabilitation plan is estimated to repair 26% of the system by 2040.

### Wastewater Network - Recommendations and Next Steps

The wastewater system needs program is comprised of data collection, system analysis, field investigation, hard infrastructure upgrades, and wet weather flow reduction. The specific hard infrastructure upgrades will be examined through the completion of the Pollution Prevention Control Plan. Staff have reviewed the recommendations included in the report and request Council's financial support and approval for the following:

#### Data Collection & Studies

##### 1. Wet Weather Management Program – Priority Areas

Implementation of a 3-year wet weather management program will allow for continued investigation and location of sources of inflow and infiltration through field investigations, drainage surveys, smoke and dye testing, property assessments, foundation inspections, and public engagement. Additional items include tracking of completed works through GIS and ongoing flow monitoring to measure outcomes of the remediation works.

*Budget request of \$550,000 in 2024.*

##### 2. Flow Monitoring Program

This request addresses the need to further delineate source locations of inflow and infiltration within the system. Flow monitoring has already occurred within each drainage area and will now be further delineated to specific subdivisions and streets.

*Budget request of \$175,000 in 2024.*

### 3. Sewer CCTV

The INS identified gaps within the CCTV data supplied by the City. This request will ensure the remaining wastewater system has CCTV conducted and the data collected built into the Priority system.

*Budget request of \$325,000 in 2024.*

### 4. City-wide Maintenance Hole Scans

Funding for this item will ensure the City's maintenance holes are inspected and remediation plan is created.

*Budget request of \$150,000 in 2024.*

### 5. Lateral Launches

A 3-year program with priority streams will provide data to develop the lateral rehabilitation program in the high priority areas.

*Budget request of \$1.32M (\$650k in 2024, \$400k in 2025, 270k in 2026).*

## Capital Projects

1. Following the maintenance hole scans and lateral launch program, trenchless rehabilitation of maintenance holes and laterals in high priority areas over three years, starting in 2025, for the total estimated amount of **\$4,735,000**.

- Priority maintenance hole repair - **\$465,000**
- Priority lateral rehabilitation - **\$4,270,000**

It is recommended that after the Priority maintenance holes and laterals are repaired, flow monitoring be used to assess needs for maintenance holes and lateral repairs in the next Priority areas.

## Operating Budget

1. Wet Weather Management Operating Budget **\$200,000 annually**, of which \$50,000 is already funded, beginning 2025.
  - a. An ongoing flow monitoring program will also be initiated to ensure the system is consistently monitored and that areas being rehabilitated are monitored to ensure the rehabilitation that took place resolved the issue.
  - b. An annual flushing and CCTV program is required to maintain the sewer infrastructure condition surveys as part of the asset management plan.
2. Subject Matter Experts and Hydraulic Modelling Operating Budget **\$55,000 annually**, beginning in 2025.
  - a. Consulting fees to support wet weather management program and provide strategic advisory.
  - b. Hydraulic modelling for general maintenance, system updates, and development reviews.

## Internal Consultations:

City staff worked collaboratively with the finance department to develop an actionable and sustainable program to address the core infrastructure needs resulting from the Infrastructure Needs Study.

## Financial Implications:

The Infrastructure Needs Study included recommendations that identify various short and long-term needs for the City's core infrastructure. The following chart includes a list of the recommended projects and funding requirements for water, wastewater, and stormwater systems in 2024 to ensure the program can progress to construction in 2025. The funding for these 2024 projects is recommended to be funded through the corresponding reserves upon approval of this report.

	Sub-Project	Capital and Related Capital buget	Opearting Budget	2024											
				1	2	3	4	5	6	7	8	9	10	11	12
Water															
2024 Water Master Plan	Hydrant and C-Factor Testing for Model Build	\$ 50,000						T	T	T	C	C	C	F	
	District Metering Assessment	\$ 50,000						T	T	T				C	C
	Master Servicing Plan	\$ 150,000						T	T	T	C	C	C	C	C
AI Hydrants		\$ 150,000						T	T	T	C	C	C	C	F
Satellite Imagery		\$ 50,000						T	T	C	C	F			
2025 Watermain Replacement - North Crescent (245m), South Crescent (235m), Ash Street (95m), and Jefferson Street (165m)	Geotechnical	\$ 110,000							G	G	G	G			
	Design	\$ 165,000												D	D
2026 Watermain Replacement - Schofield Avenue (640m), Hampton Avenue (600m),	Geotechnical	\$ 185,000							G	G	G	G			
	Design	\$ 280,000												D	D
Subject Matter Experts (Increase Operating Budget)			\$ 30,000	D	D	D	D	D	D	D	D	D	D	D	D
To be funded from the Water Reserve:		\$ 1,190,000	\$ 30,000												
Wastewater															
Wet Weather Management - Priority Areas	Drainage Inspections	\$ 100,000						T	T	C	C	C	C	C	C
	Smoke & Dye Testing	\$ 150,000						T	T			C	C	C	C
	Basement Inspections	\$ 250,000						T	T					C	C
	3D Hydrology	\$ 50,000						T	T	C	C	C	F		
Flow Monitoring Program - Priority Areas		\$ 175,000						C	C	C	C	C	C	C	C
CCTV Gaps (2024)		\$ 325,000						T	T	C	C	C	C	C	C
P1-3 Area Manhole Scans (x577)		\$ 150,000							T	T	C	C	C	C	C
Lateral Launches	P1 Area Lateral Launches	\$ 650,000						T	T	C	C	C	C	C	F
Subject Matter Experts (Increase Operating Budget)			\$ 30,000	D	D	D	D	D	D	D	D	D	D	D	D
To be funded from the Wastewater Reserve:		\$ 1,850,000	\$ 30,000												
Storm															
Master Servicing Plan & Model Build		\$ 200,000						T	T	C	C	C	C	C	C
Flow Monitoring Program (Increase Operating Budget)			\$ 100,000				C	C	C	C	C	C	C	C	
Subject Matter Experts (Increase Operating Budget)			\$ 30,000	D	D	D	D	D	D	D	D	D	D	D	D
To be funded from the Storm Sewer Reserve:		\$ 200,000	\$ 130,000												

The current capital reserves, before the above recommended transfers, totals:

Reserves	2023 Balance	2024 Budget Reserve Transfer	2024 Committed	Forecasted 2024 Balance
Water	\$812,848	\$693,300		<b>\$1,506,148</b>
Wastewater	\$3,029,733	\$384,000		<b>\$3,413,733</b>
Storm Sewer	\$61,317	\$884,000	(425,000)	<b>\$520,317</b>

As staff progress through the programs outlined within this report, staff will continue to submit requests for funding during the annual budgeting process.

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### 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
  - Increased Housing Options
  - Sustainable and Resilient Infrastructure
- 

### Conclusion:

The Infrastructure Needs Study was initiated to address the City's core infrastructure needs and to develop an actionable road map, including implementation schedules and financial projections. Based on the findings and solutions provided, the INS report addressed core infrastructure needs for both short and long term demands, and analysis of future growth demands

Although the project was recently completed, many of the immediate needs and initiatives presented in the report have been implemented over the duration of the project and included in the 2023 and 2024 capital budgets.

The findings presented in the INS report are designed to function as a decision-making tool for shaping the City's core infrastructure maintenance and replacement programs for today and for the future. Implementation of the recommended initiatives and solutions included in the INS report will serve as key components to the success of the City's goals relating to sustainable and resilient infrastructure while meeting the demands for growth in the City of Port Colborne.

Subject to Council's support and approval of this report, staff will promptly proceed with the initiation and implementation of the recommended projects.

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### **Appendices:**

- a. INS Report
- b. Road Maintenance and Rehabilitation Program
- c. Inflow Map and Infiltration Map

Respectfully submitted,

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### **Report Approval:**

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





# Infrastructure Needs Study

January 15, 2024

# City of Port Colborne

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Appendix B – Water

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Appendix E – Roads, Sidewalks, Guiderails

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Appendix G – Infrastructure Dashboard

# 1. Introduction

The City of Port Colborne (City) is a lower-tier municipality of approximately 20,000 population (2021 census) on the shore of Lake Erie in the Niagara Region (Region). Most residents live in the urban core, the south-west corner of the City, which comprises roughly 20% of the entire City area. In 2022, the City initiated an Asset Management Plan (AMP) and Infrastructure Needs Studies (INS) for its core infrastructure, which includes systems for water distribution, wastewater collection, stormwater management, and the road network (roads, sidewalks, guideways). The study area for this project includes the urban area boundary, whilst rural areas are excluded in the project scope.

## 1.1. Study Objectives

The aim of the INS is to provide the City with an actionable road map with an implementation schedule and budget. Each asset category has different infrastructure needs, from data collection, master planning, hydraulic model build, state of good repair, and hard infrastructure to accommodate planned growth. The outputs of the INS will be used to inform the completion of the 2024 and 2025 AMPs as well as the water, wastewater, and stormwater master plans. The key objectives of this study are:

- Complete condition assessment to augment existing data.
- Assess the State of Good Repair of the systems based on available data.
- Identify current and potential future deficiencies and corresponding solutions.
- Identify infrastructure needs to address future short and long term demands according to City's growth plans.
- Develop a 15-year lifecycle and growth demand analysis based on available data and growth data format.

## 1.2. Performance Objectives

An Asset Management Plan was initiated concurrent to this study to meet the July 1, 2022, deadline under O. Reg. 588/17. The Plan documents the current state of core City assets, their desired levels of service, the lifecycle activities required to maintain them, and potential strategies for financing entire asset lifecycles. It provides a framework to help City staff and Council make infrastructure decisions while considering multiple long-term community objectives. A detailed assessment of the City's level of service for all core assets is provided in the AMP. Level of Service (LOS) describes the capacity, function, and quality of the City services provided by an asset using a variety of performance measures. Some of these measures are mandatory under provincial regulations, while others are established by the City to help determine the relationship between the level of service provided and the associated operating and capital costs required to achieve that service. This framework enables the performance of the system to be tracked over time relative to the desired level of service and core values developed as part of the Asset Management Plan (refer to AMP for details).

### 1.3. Master Servicing Plans

The City is currently undertaking the Wastewater Pollution Prevention Control Plan, which also acts as the Wastewater Master Servicing Plan (MSP). The servicing strategy will be identified by 2024-Q2 and completion of the EA by 2024-Q3.

The Water and Stormwater MSPs are set to kickoff 2024-Q2 with the servicing strategies identified by 2025-Q2, so that the capital projects can be incorporated into the City's 2025 AMP.

It is recommended that the Water, Wastewater, and Stormwater MSPs become one consolidated MSP moving forward, completed every 5 years. The consolidation of the studies will allow for synergies, cost savings, corridor planning, and generally a more holistic view of the infrastructure needs of the three systems. Furthermore, it is critical that they consider the state of existing infrastructure when identifying the overall growth servicing strategies.

In addition to the Consolidated Water, Wastewater, Stormwater MSP, the City must complete a Transportation Master Plan every 5 years, which should occur simultaneously. The outputs of the master plans will be aggregated and used as an input to the AMP and Development Charge (DC) studies, which should be updated after the completion of the MSPs.

Note that presently the INS is acting as a high-level needs study in place of the MSPs. The recommendations are justifiable and sufficient for budgeting purposes. The INS acts as a roadmap for the City. The next three years of data collection, model builds, MSPs, and AMPs, will be the framework for future infrastructure needs studies as development occurs and the system expands.

#### 1.3.1. Corridor Planning

As mentioned above, corridor planning is critical to ensuring cost-effective implementation of projects, public perception of City planning, and growth planning. Since the advancement of trenchless rehabilitation technologies, most defective sanitary and storm infrastructure can be rehabbed without open cut. Watermains are typically open cut, especially local watermains due to the shallow nature of the infrastructure. However, when contaminated soil is present, trenchless rehab of watermains may be more cost effective. Corridor planning is not as critical when infrastructure is rehabbed via trenchless technologies, but when infrastructure is upsized or in need of replacement due to collapsed or deformed pipe, the road is typically excavated and corridor planning and opportunities to coordinate infrastructure rehab (trenchless or rehab in general) needs to be considered. Corridor planning will be enhanced with the single consolidated MSP.

### 1.4. Asset Management Plan

As mentioned in Section 1.3, the servicing strategies identified in the MSPs will enhance the recommendations from the INS and inform the completion of the 2025 Asset Management Plan Update. This will ensure that all growth-related projects and servicing strategies for Water, Wastewater, and Stormwater are incorporated into the City's overall infrastructure needs program with considerations for the state-of-good-repair needs for each system.



### 1.4.1. Infrastructure Dashboard

As part of the ongoing AMP, an Infrastructure Dashboard is being developed that will contain the outputs of the INS, MSPs, and AMP, including charts, figures, and tables. The data will leverage the City's current GIS and asset condition data. The Infrastructure Dashboard will give the City a tool with an easy-to-use interface with quick access to important information such as capital project highlights, budget ready programs, system condition, and a list of growth servicing capital projects. The City can use the dashboard for internal meetings or external presentations to council, demonstrating the advancement of data driven solutions.

### 1.5. Development Charge Study

The City's current Development Charge (DC) is being updated by Watson & Associates and should be completed by the Q2 of 2024. This will provide the City with a justifiable increase in the collected DCs, which is required to fund the capital projects needed to service the significant growth pressures throughout the City. It is recommended that the DC be updated in 2026 once the MSPs are completed and the growth servicing strategies for Water, Wastewater, and Stormwater systems are finalized.

## 2. Planning Data

Based on its Official Plan, the Region has allocated population growth for the City up to 23,200 in 2051, an increase of about 3,200. This growth plan operates in conjunction with other Regional policies for planning essential infrastructure such as the Transportation Master Plan and Water/Wastewater MSP to ensure that growth is accommodated in a manner that is economically viable and supports Provincial policy. This plan was developed after extensive consultation with local municipalities regarding land supply and intensification potential.

However, recent data from Statistics Canada shows the Region's population increased by 6.7% since 2016, higher than the national and provincial average growth rates. The City's population grew by over 9%, the second highest in the Region, behind the City of Thorold. Migration to the area has been instigated by the Region's proximity to Greater Hamilton and Toronto and its relative affordability along with rising inflation and options to work remotely.

Many developers are assessing opportunities in the City, primarily for multi-residential units. The projected growth for the City, previously set by the Region as part of their Master Plan, was lower than the anticipated City projections. Last year, the City was envisaging a population increase of over 12,000 in the next 15 years, though this is dependent on a variety of factors and may be overly ambitious due to potential limits in providing adequate services for this rapid increase. More recent projections (Dillon Consulting, 2023) used for this analysis are based on current probable developments, remaining vacant lands designated for growth, and intensification of current areas over the long-term.

### 2.1.1. Development Areas and Growth Details

The City of Port Colborne examined existing growth projections developed as part of the Region of Niagara Master Servicing Plan (2022) to determine their usefulness for the INS project. To apply growth values that are in line with the City's projections, the City engaged Dillon Consulting to evaluate the growth allocations to be applied to the INS projects.

It is recognized that municipalities must incorporate the Regional allocation into local official plans, the Regions Official Plan also permits municipalities to plan for growth that would exceed these numbers for the purposes of understanding and informing development charges (DC) and for infrastructure planning, given this is within the confines of the urban boundary. Dillon was tasked with a growth analysis study which includes determination of an estimate of regional capacity for residential and employment growth to inform the DC Study, infrastructure planning and the City's growth framework in their new official plan.

GMBP utilized the information provided by the City and Dillon for the INS project. Growth projections were provided for both residential population and employment capacity. These values are considered full build-out, but an accompanying timeline was not provided as there are many factors that can impact the rate of development. For modelling purposes, these values are assumed for the year 2051. Planning data, including intensification data, is provided by the City and is summarized in Appendix A.

### 2.1.2. Residential Capacity

The estimated total population at build-out is 36,380, which accounts for the decline in the existing base. Note, there are many factors that would impact timing for full buildout and thus it was not possible to assign a specific point in time when this would be achieved.

The development pipeline consists of draft approved plans, unbuilt units on registered plans, in-process applications, and vacant land designated for residential development. It was derived from the City's development database, which we received in December of 2022 and filtered by Dillon to include only those entries in the database that met the definition of "development pipeline". In total, 20 of the 39 entries in the City's development database met the criteria for being considered pipeline. As noted in Table 1, this includes 4,149 units.

**Table 1: Development Pipeline Summary**

Policy Area	Development Pipeline
<b>Built-up Area</b>	<b>865</b>
Intensification Area 1	21
Intensification Area 2	96
Rest of the Built-up Area	748
<b>Designated Greenfield Area</b>	<b>3,284</b>
<b>TOTAL</b>	<b>4,149</b>

Note the above analysis was conducted based on known and real development applications.

Following determination of the residential development capacity above, estimated capacity for residential development on all remaining vacant lands designated for residential development within each policy planning area was determined. This additional analysis was conducted based on total quantum area of vacant residential land in the City and estimating the potential capacity for development. The estimated total area calculations for vacant land are outlined in Table 2 and Table 3. Note, these are preliminary estimates but due to timing constraints for the INS project were utilized in the magnitude provided.

**Table 2: Vacant Land Designated for Residential Development**

Policy Area	Vacant Residential Area (ha, net)	% of Vacant Land Supply
Built-up Area	11.49	7.2%
Designated Greenfield Area	148.44	92.8%
<b>TOTAL</b>	<b>159.93</b>	<b>100%</b>

**Table 3: Vacant Land Potential Capacity for Development**

Policy Area	Vacant Residential Area (ha, net)	Gross Adjustment (%)	Net Developable Area (ha)	Total Units
Built-up Area	11.49	N/A	11.49	427
Designated Greenfield Area	148.44	50%	74.22	1,362
<b>TOTAL</b>	<b>159.93</b>	<b>N/A</b>	<b>79.97</b>	<b>1,789</b>

Within the Intensification Areas, Dillon excluded any development pipeline and vacant land development opportunities and worked with City staff to estimate a probability of change/redevelopment over a 25-year timeframe. Dillon used an aggregated average estimated area of major change for the whole area. The results of this analysis indicate that there is potential for an additional 510 residential units within the City's Intensification Areas, with 102 located in IA1 and 409 located in IA2. Dillon was not able to assign this capacity to specific parcels, blocks, or lots, but assigned it over the generalized conceptual intensification areas as identified in the City's Official Plan. Table 4 provides the total estimates for reference.

**Table 4: Intensification Estimates**

Policy Area	Development Pipeline	Vacant Lands	Intensification/Redevelopment	Total Units
<b>Built-up Area</b>	<b>865</b>	<b>427</b>	<b>510</b>	<b>1,802</b>
Intensification Area 1	21	66	102	189
Intensification Area 2	96	4	409	509
Rest of the Built-up Area	748	357	-	1,105
<b>Designated Greenfield Area</b>	<b>3,284</b>	<b>1,362</b>	<b>-</b>	<b>4,646</b>
<b>TOTAL</b>	<b>4,149</b>	<b>1,789</b>	<b>510</b>	<b>6,448</b>



### 2.1.3. Employment Capacity

Dillon examined future employment capacity for the City and advised GMBP of the estimated growth in employment by type, allocation of jobs to the City's designated employment areas (employment lands employment), and the estimated total population of the City at full buildout. Note, this data was a preliminary analysis undertaken to inform the INS project. The City is forecast to achieve a total of 11,761 jobs to the 2051 period, which represents a growth of 5,166 jobs between 2022-2051. Table 5 provides an estimate of employment growth by type.

**Table 5: Employment Growth Distribution by Type**

	2021	Growth	2051
<b>Major Office Employment</b>	0	0	0
<b>Population-Related Employment</b>	3,470	2,670	6,141
<b>Employment Land Employment</b>	2,209	2,051	4,260
<b>Rural Employment</b>	915	445	1,360
<b>Total</b>	6,595	5,166	11,761
<b>Notes:</b> <ul style="list-style-type: none"> <li>- Total 2051 employment is based on maintaining the 2021 Activity Rate of 32% applied to estimated total built out population of 36,830.</li> <li>- No major office growth anticipated to occur over the forecast horizon</li> <li>- Population-related employment growth is estimated using the 2021 Hemson estimated rate of 1 job for every 6.2 new residents</li> <li>- 2051 Rural Employment kept at Hemson total for 2051</li> <li>- Employment Land Employment (industrial) calculated as the residual in 2051 from other types of estimated employment growth over the period</li> </ul>			

The employment land growth of approximately 2,100 jobs is expected to be distributed largely to the Gateway Economic Centre (GEC, PC2) and in a range of canal-related activities arising out of the pending Federal investments announced in early 2023. At a density of 25 jobs per net ha (PC2), development of approximately two-thirds of the GEC would yield 1,700 jobs with the remainder of growth in canal-related activities in the PC1 employment area (roughly 400 jobs).

The 2,670 population-related employment jobs would be scattered throughout the City's urban area, generally within the existing commercial and mixed-use designations. The 445 rural employment jobs would be located outside of the City's urban area, with the majority in the City's designated rural employment area.

### 3. Infrastructure Needs

The following sections of the report summarize the key findings and recommendations from the individual asset Infrastructure Need Reports in Appendix B – H. See the reports in the appendices for details and justification for the infrastructure need projects.

#### 3.1. Water

The Water Distribution INS Report is provided in Appendix B.

In 2014, the “Water Distribution Infrastructure Needs Study” (Associated Engineering) was completed as an update to the City’s 1996 INS. The intention of the update was to provide strategies to manage system improvements and prioritize recommended capital projects. The final recommendations included 5 risk/reliability related improvements and 21 hydraulic capacity improvements, which would alleviate fire flow deficiencies at 24 hydrants.

More recently in 2019, the City Engineering and Operations Department, together with the Treasury Department, prepared the “Port Colborne Distribution System Financial Plan (2019-2029)” in accordance with O. Reg. 453/07, which stipulates an approved financial plan for at least six years as a condition for a municipal drinking water licence. The plan details how the system will maintain service levels and achieve full-cost recovery over the long term. Of note, the plan highlights the City’s substantial infrastructure deficit, with a large portion of watermains past their life expectancy and a plan to increase water rates to help cover replacement costs over the next decade.

As part of the 2023 INS, the City provided GMBP with the water distribution hydraulic model. The model was used as provided with no further calibration as a full model build and calibration is proposed as part of the 2024 Water MSP. Existing and future growth scenarios were simulated to identify pressure and fire flow deficiencies throughout the system. The model outputs combined with an assessment of watermain material, age, and size were used to identify watermain replacement and watermain upgrade needs.

##### 3.1.1. Water Distribution Infrastructure Needs

The program comprises of data collection, system analysis, watermain replacement, and new infrastructure projects. The specific infrastructure upgrades will be re-examined as part of the 2024 Water Master Plan.

### **Replacement of Existing Watermains**

The watermain replacement analysis highlights **\$59,186,000** of watermain to be replaced over a 15-year period. This program will ensure that the majority of the 150mm cast iron watermains are replaced within the next 20 years, which is 78% of the program cost. Note that some watermains are recommended to be upsized, however, these will be confirmed as part of the 2024 Master Servicing Plan. Note the following:

- Prioritization is based on fire flow deficiencies, corridor planning, and city priorities. The current recommendation is over a 15-year horizon.
- Fire flow deficiency analysis will be updated as part of the 2024 master servicing plan.
- Future updates to the watermain replacement prioritization should include detailed break analyses after sufficient data is collected.
- PVC pipes identified in the analysis are included for upsize not replacement like for like. Only cast iron pipes are included for replacement like for like.
- It is recommended that the City consider trenchless rehabilitation in areas with potential soil contamination.

### **Growth Related Capital Projects**

The hydraulic model was used to identify growth related capital needs. The estimated capital program is **\$46,082,100 in 2023 dollars**. Note that the capital program will be revised during the completion of the 2024 Water Master Plan.

### **District Meter Assessment**

A District Meter Assessment (DMA) would serve to divide the City's water distribution system into zones to determine areas that are contributing to the most water loss. When the areas are prioritized, acoustic leak detection can be used to find the leaks within each zone to be repaired. The zones and metering equipment can be used on a continuous basis thereafter to monitor for any new leaks. It is estimated to take six months to complete at a cost of **\$50,000**, however, this will depend on previous city efforts. It is recommended that this be completed as part of the 2024 Master Servicing Plan. Following the assessment will be **\$300,000** of implementation.

### **2024 Master Servicing Plan and Model Calibration**

The water master plan should be updated every five years. The previous master plan is almost 10 years old, therefore, an update is recommended for 2024 (**\$200,000**). This update will include data collection, model calibration, and the EA component. It is recommended that future water master plans be completed simultaneously with wastewater and stormwater as a single combined study, which will allow for efficiencies, cost savings, and corridor planning; first one beginning 2029. The outputs of the master plan should be inputs into the development charge update and asset management plan update that follows.

## 3.2. Wastewater

The Wastewater INS Report is provided in Appendix C.

The objectives of the Wastewater INS are to assess existing infrastructure condition, determine state of good repair needs, and identify capital project needs to accommodate planned growth. Note that the City is currently updating their Pollution Prevention Control Plan (PPCP) with an estimated completion date of June 2024. The objective of the PPCP is to construct an all-pipe model calibrated with comprehensive flow data and develop a wastewater system servicing strategy. Whilst the PPCP is being completed, the INS provides a great starting point for the City, which will be revised as additional data and information becomes available.

The City of Port Colborne is generally flat, resides primarily on rock, and has a high groundwater due to the canal and proximity to Lake Erie. These conditions give the City a unique set of problems to solve as they relate to construction costs, inflow and infiltration reduction, and general wet weather management. Due to these conditions, understanding the interaction between the wastewater and stormwater sewer systems is critical when developing the City's servicing strategies. The flatness of the land makes it difficult to manage overland flow during intense rainfall events, the proximity to the lake and canal cause issues with stormwater outlets, and the high groundwater table leads to ongoing infiltration. When developing the wet weather management solutions as they relate to the wastewater system, the capacity and condition of the stormwater system and stormwater servicing plan is critical to the wastewater servicing strategy.

In addition to assessing infrastructure condition data, a comprehensive wet weather management analysis was completed using 19 flow monitors from the PPCP that allowed for isolation and characterization of inflow and infiltration throughout the system. The prioritization of each of the 19 areas was used to inform some of the short and long term infrastructure needs. Lastly, the hydraulic model was used to simulate a growth scenario and identify capital projects required to service the proposed developments.

### 3.2.1. Wastewater Infrastructure Needs

The program comprises of data collection, system analysis, trenchless rehabilitation, and new infrastructure projects. The specific infrastructure upgrades will be re-examined as part of the ongoing PPCP update, scheduled for completion in 2024-Q3.

## **Flow Monitoring**

A corporate flow monitoring program is recommended with an initial annual budget of **\$100,000**. The corporate flow program will be used to:

- Update and calibrate hydraulic model.
- Development reviews and approvals
- System anchor monitoring
- Wet weather management program
  - Locating and qualifying sources of I/I
  - Pre-post rehabilitation analyses
- System alarming

## **Hydraulic Model**

The all-pipe model being developed as part of the PPCP will be used for the following:

- Completion of the 2023 PPCP
- Development reviews
- Infrastructure planning analyses
- Future master plans
- Operational strategies and wet weather reduction impact analyses.

Management of the model can be completed internally or by consultants. It is recommended that the City plan for **\$25,000 annually** for maintenance, updates, and development reviews.

## **Master Servicing Plan**

The wastewater master plan should be updated every five (5) years. It is recommended that future wastewater master plans be completed simultaneously with water and stormwater as a single combined study, which will allow for efficiencies, cost savings, and corridor planning; first one beginning 2029. The outputs of the master plan should be inputs into the development charge update and asset management plan update that follows.

## **Infrastructure Condition Data**

The following highlights key recommendations:

- Development of data management framework - **\$25,000**
- Existing sewer CCTV gaps - **\$386,000**
- City-wide manhole scans - **\$150,000**
- City-wide lateral launches - **\$1,200,000**
- Annual CCTV Program - **\$100,000**

## **Infrastructure Rehabilitation**

It is recommended that trenchless rehabilitation be completed wherever possible for the following reasons:

- Cost-effective; spot repairs \$10,000-\$15,000 and lining typically \$30,000-\$50,000.
- Minimal disturbance and quicker (i.e. can get more pipe fixed in shorter amount of time)
- Industry is evolving in favour of trenchless rehabilitation (a lot more contractors and new technologies compared to 10 years ago)
- Note that some cases open cut will still be required but the consultant will determine in their detailed design/assessment.

The following highlights key city-wide recommendations:

- Sewer rehabilitation - **\$10,000,000**
- Manhole repair - **\$900,000**
- Lateral repair - **\$8,000,000**

It is recommended that after the Priority 1 manholes and laterals are repaired, flow monitoring be used to assess needs for manhole and lateral repairs in Priority 2 and 3 areas.

## **Wet Weather Management Program**

It is recommended that the City implement a long-term wet weather management program with the following objectives:

- Locate sources of inflow through a field investigation program,
  - Includes smoke testing, dye testing, property assessments, foundation inspections, and public engagement.
- Develop a remediation strategy,
- Track work being done in GIS,
- Measure the outcome of the remediation work through the flow monitoring program.

It is recommended that the City budget **\$200,000 annually** from 2024-2026, completing the wet weather reduction work prior to the proposed 2029 master plan update. The following is a list of capital work that is anticipated as part of the proposed \$600,000:

- Downspout disconnection, including development of framework,
  - Framework includes KPI (key performance indicator) tracking, dashboard graphs and statistics, data management structure)
- Cross-connection disconnection, e.g. catch basins,

Foundation disconnection should be considered after all other wet weather management strategies have been implemented and their impacts tracked and tested with the hydraulic model. It is recommended that the city carry **\$1,000,000** in the 10 year plan with the expectation of disconnected 100 homes in the high priority areas.



### **Growth Related Capital Upgrades**

The hydraulic model was used to identify growth related capital needs; see Appendix 6. The estimated capital program is **\$59,127,500 in 2023 dollars**. Note that the capital program will be revised during the completion of the PPCP in spring 2024.

### **3.3. Stormwater**

The Stormwater INS Report is provided in Appendix D.

A previous “Storm Sewer System Infrastructure Needs Study” (Associated Engineering, 2014) had similar objectives to the INS and proposed various improvements for each of the identified 22 drainage areas, including upgrades to existing sewers to meet 5-year storm capacity, replacing “non-designed” sewers, and new sewers to accommodate private sump pump discharges in areas currently not serviced by storm sewers. The recommended capital works had a total cost of over \$54 million, with the financial plan suggesting an annual investment of \$3.02 million. Approaches for funding included implementing stormwater user fees or increasing property taxes.

Since 2014, a few improvements have been completed. A stormwater fee was approved in 2016, which entails an annual flat rate for all parcels within the urban boundary based on their property designation. This fee helped fund the Nickel Area Storm Sewer reconstruction project (area bounded by Welland Canal, Lake Rd., Davis St., and Durham St.)

The City’s stormwater collection system is only within the urban core, while the rural areas are served by roadside ditches and municipal drains. According to previous reports, the earliest storm system was built in 1929 and roadside ditches were replaced with pipes over time, but not necessarily designed to any standards. The 2014 INS report found approximately 40% of the system designed to expected standards.

The aim of the INS is to revisit the current condition of the stormwater network, build off the recommendations from the 2014 study, and provide a roadmap that the City can use to improve performance and reliability.

#### **3.3.1. Stormwater Infrastructure Needs**

The program comprises of data collection, system analysis, stormwater replacement, and new infrastructure projects. The specific infrastructure upgrades will be re-examined as part of the 2024 Stormwater Master Plan.

#### **Condition Data and GIS Update**

The City has an incomplete inventory of the stormwater system, which is problematic from infrastructure planning, maintenance planning, and capacity management perspectives. It is recommended that the City complete an inventory and condition assessment of their current storm system to allow for the effective planning of improvements whilst allowing for the diagnosis of localized and systemic flooding problems.

The total project cost is estimated at **\$675,000**.

- Sewers: complete zoom camera on all storm sewers of 600mm or less (\$350,000). The data will be used to develop a follow-up CCTV program for the pipes in critical condition and the pipes greater than 600mm (estimated at \$200,000 but will depend on findings from the zoom camera work).
- Manholes: complete manhole assessments for every manhole, including GPS locates, high definition scans, and identification of invert levels (\$100,000).
- GIS Update: use all condition data, spatial data, and attribute data to update the City's storm system GIS layers (\$25,000). This will be used to develop the future all-pipe stormwater model and inform the completion of the stormwater master servicing plan.

#### **Flow Monitoring and Model Build**

A comprehensive flow monitoring program (spring 2024 - **\$100,000**) is recommended simultaneously with the condition data collection and GIS update. This project will inform the 2024 Master Servicing Plan.

#### **Hydraulic Model Build**

A comprehensive all-pipe model (summer 2024 - **\$50,000**) is recommended to inform the 2024 MSP. The model will use the inventory data and flow monitoring data.

#### **2024 Master Servicing Plan**

The stormwater master servicing plan should be updated every five (5) years. The previous master plan was 2015 and did not include a calibrated all-pipe model or condition data for the storm network. It is recommended that a comprehensive master plan (**\$150,000**) be completed in 2024 after all the data has been collected (condition, inventory, flow monitoring).

It is recommended that future stormwater master plans be completed simultaneously with water and wastewater as a single combined study, which will allow for efficiencies, cost savings, and corridor planning; first one beginning 2029. The outputs of the master plan should be inputs into the development charge update and asset management plan update that follows.

### **3.4. Roads**

The Roads INS Report is provided in Appendix E.

The objective of this report is to provide the City of Port Colborne with a comprehensive Road Needs Study that will allow staff to effectively allocate operating and capital funds to manage its road network, and to meet the requirements of O.Reg. 588/17 Asset Management Planning for Municipal Infrastructure. A key aspect of this study was to perform a network-wide road condition assessment. The condition assessments were conducted using applicable MTO rating methodologies based on the surface type of the roadway. The results of the survey provided a Pavement Condition Index (PCI) score for each road segment of the road network.



Through a comprehensive pavement management analysis, this report provides the City with current feasible maintenance and rehabilitation (M&R) needs across the City's 'hard top' (Hot Mix or Surface Treated) road network, as well the potential impact various budget scenarios would have on the network level of service over the next 10 years. In addition, this report provides a list of annual prioritized road sections for M&R treatments, based on a budget scenario that maintains the current PCI (level of service) over the next 10 years.

The findings of this report should be used as a decision-making tool in developing the City's annual road maintenance and rehabilitation program and determining estimated funding requirements to maintain a desired level of service. In that regard, the findings of this report should feed into and support the City's overall asset management plan, where determinations of level of service, decision making criteria and priorities will be a transparent public process.

### 3.4.1. Road Infrastructure Needs

Based on the findings of the pavement condition assessment, the City is currently providing an overall "Good" condition level of service on the both the "hard top" and gravel road networks, with average PCI scores of PCI=74.3 and PCI=71.2 respectively. The needs analysis of the 425 lane-km "hard top" road network identified approximately \$34.8M of maintenance or rehabilitation backlog currently exists across the road network. The budgeting analysis indicates that the anticipated funding level to address the most cost-effective maintenance and rehabilitation work over the next 10 years will be insufficient to maintain the hard top road network at its current condition level of service. The analysis predicts the "hard top" road network average PCI would drop from 74.3 in 2023 to a PCI=69.4 by 2032. The City's anticipated 10-Year funding outlook for the hard top roads will aggregate to approximately \$24.1 Million over the next 10 years, however, this level of funding will not maintain the hard top road network at the current PCI level. To maintain the hard top road network at current levels, it is estimated that approximately \$25.7 Million, or an average of **\$2,600,000 annually**, will be required for maintenance and rehabilitation work over the next 10 years.

For the gravel road network, current maintenance operations and funding levels appear sufficient based on the condition of the gravel roads at the time of the assessment. However, the City will need to continually assess the annual operational costs, including staffing equipment and material when developing annual maintenance budget needs. Over the longer term, future development in and around the City will result in increased traffic volumes and/or changing traffic patterns, which will likely result in increased maintenance or rehabilitation demand on the current gravel road network. As a result, it is anticipated that it will become increasingly more cost-effective to convert some gravel roads to a hard top surface. Any gravel road conversion project should be considered as a stand-alone capital project and thus not impact the funding of the City's annual road maintenance and resurfacing programs.

The Maintenance Classifications for each road section of the network were determined using limited available traffic data. The City should review the data regularly and update traffic counts and confirm posted speed limits as required. Traffic counts should be prioritised for roads where the current estimated traffic count is near the next Maintenance Class threshold

and for any gravel roads that may be under consideration for conversion to a hard-top surface. The road condition surveys should be conducted every 2-3 years using consistent methodologies that provide objective and comparable results. It should be noted that for asset management reporting, and compliance with Ontario O. Reg. 588/17 (amended by O Reg 193/21) Asset Management Planning for Municipal Infrastructure, the regulation states that data used for reporting current asset performance be at most 2 calendar years old.

### 3.5. Sidewalks

The Sidewalks INS Report is provided as part of the Road INS Report in Appendix E.

As part of a scope change for the INS, a sidewalk inventory and condition assessment were completed. Sidewalks were visually inspected for deficiencies by GMBP staff during October and November 2022. The GMBP inspectors examined each sidewalk and assigned all observed defects a rating on a scale of 0 to 5 along with a representative photo of each type of defect. A total of 6,004 defect observations were recorded. The extent of each defect was recorded by number of sidewalk panels or meters, as appropriate, though most were measured by panels. Though each sidewalk section may have numerous defects of various rankings or afflicted lengths, the highest score found on each asset was assigned as “Peak Score”. Most defects by length are considered minimal, primarily cracking or surface spalling, which present a lower tripping hazard. However, nearly half of the sidewalk sections with defects have some vertical displacement of the panels, which may pose a minor tripping hazard.

#### 3.5.1. Ontario Sidewalk standards

Sidewalks are part of the City’s transportation system and should have an asset management strategy to maintain their function considering public safety as well as the City’s fiscal constraints. This will help avoid sudden, unexpected needs for large capital expenditures and certain preventative maintenance expenditures could extend the life of some sections.

*Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways (Municipal Act, 2001, S.O. 2001, c. 25) requires all sidewalks to be inspected each year for vertical surface discontinuities. If a vertical surface discontinuity exceeds 2 cm, the standard is to treat discontinuity within 14 days after becoming aware of the defect or take reasonable measures to protect users from discontinuity (O. Reg. 239/02, s. 16.1).*

As many of the City’s sidewalks were built decades ago, it is apparent that some do not meet current minimum standards for sidewalk width (1.5 m or wider, depending on conditions, OPSD 310.010). Upgrades to meet current standards should be incorporated into any future road reconstruction projects.

#### 3.5.2. Sidewalk Infrastructure Needs

The following is recommended as it relates to the sidewalk asset class:

- While it may not be necessary for all sidewalks to be in perfect condition, there is a requirement to address the major vertical displacements to avoid potential injury and

insurance claims due to tripping hazards. The remediation may consist of grinding down high spots or mud jacking low panels to restore their original elevation.

- Upgrade all sidewalks to current standards for accessibility and width, including sidewalks with missing ramps.
- Tie in the active transportation master plan prior to upgrade sidewalks. Identify streets where sidewalks are only required on one side and rather than upgrade both, remove the one that is not necessary. This will save the City maintenance costs, replacement costs, and future liability should the unnecessary sidewalk fail.
  - City to decide replacement or removal on case by case basis.
  - City to start with a review of schools, downtown core, and west street.

Note the active transportation MSP and engineering standards are ongoing and the sidewalk infrastructure needs should be revisited after completion of these studies. For budgeting purposes, it is recommended that the City budget **\$150,000** to fix all grade 5 defects immediately, and another **\$100,000** for the remaining lesser grade defects.

### 3.6. Guiderails

The Guiderails INS Report is provided as part of the Road INS Report in Appendix E.

Condition data was collected as part of the scope with inspectors examining each guiderail and assigning a defect rating on a scale of 0 to 5. The defects were scored by component such as post, cable, or rail, as applicable, along with a written observation of the deficiency. As well, the proportion of the asset that contains the defect is estimated and used to determine an Overall Score. Maps were created highlighting guiderails in need of replacement based on condition (score of 4 or 5) and those needing upgrades based on standards. Any guiderail in poor condition is recommended for full replacement as it is generally not cost-effective to spot repair these assets. As for upgrade needs, it is recommended that all post-cable guiderails be upgraded to box beam. The total estimated infrastructure need for guiderails is **\$160,200**.

**Table 6: Guiderail Costing Table**

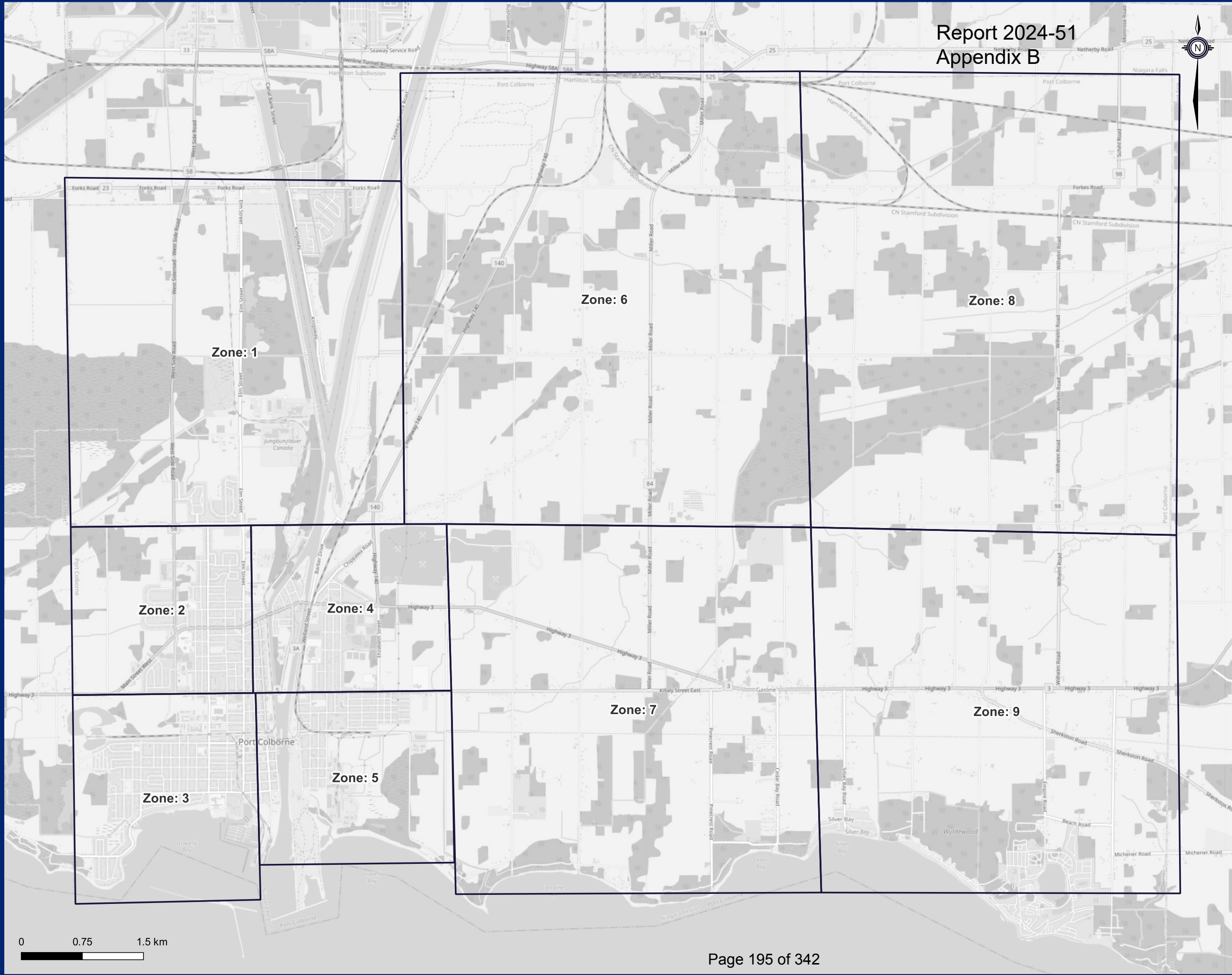
Timeline	Score	Length (m)	Cost
Immediate	4, 5	186	\$48,300
3-5 years	3	139	\$36,200
5+ years	1, 2	291	\$75,700

### 3.7. Bridge Inspections (OSIM)

OSIM data was collected for bridges as part of the INS; Appendix F contains the data and reports. A comprehensive INS report was not included as part of the base scope of work.







Report 2024-51  
Appendix B



PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Mapbook Zones

Mapbook Overview



March, 2023  
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Projection EPSG:3857  
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PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

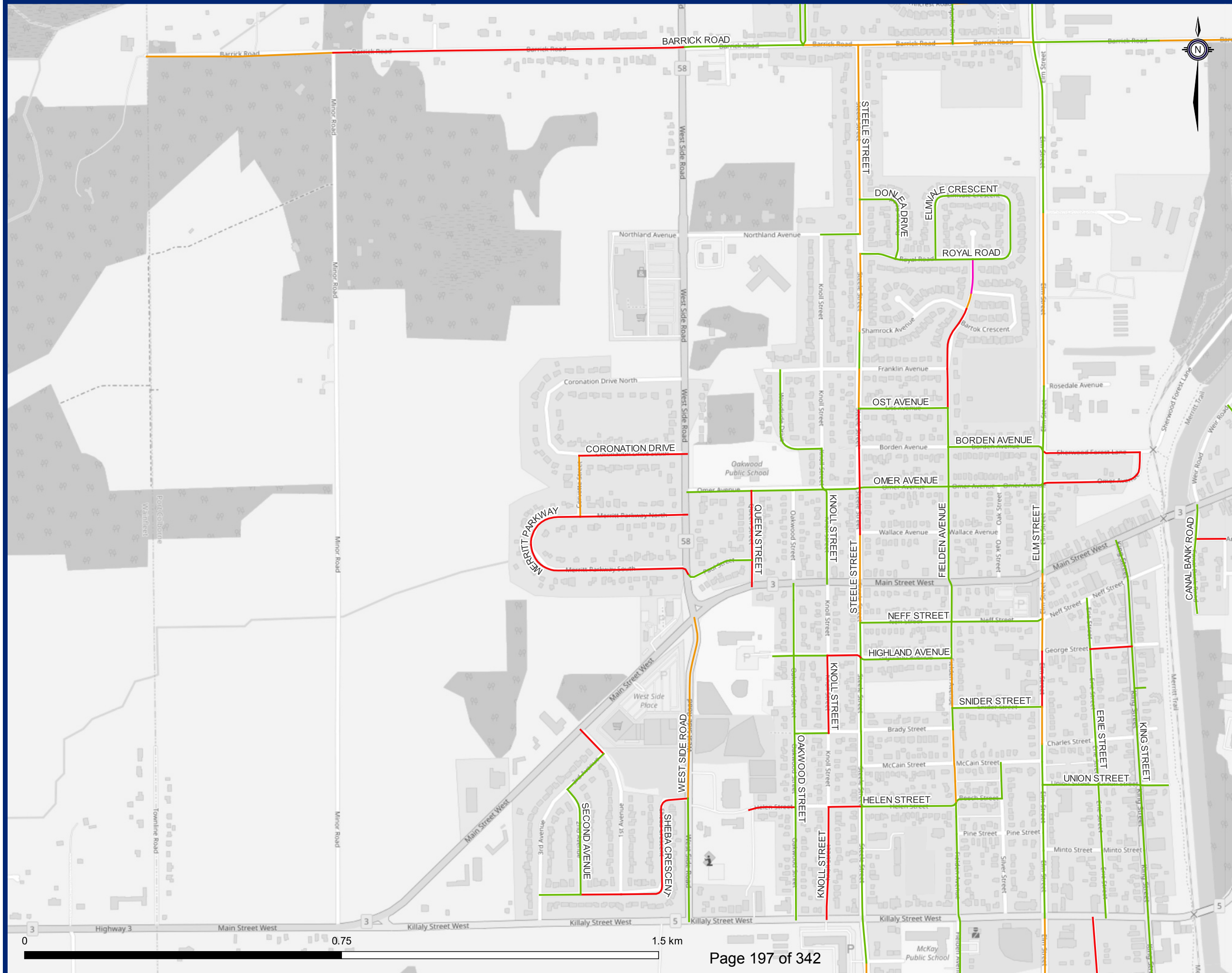
- Double Surface Treatment
- Major Resurfacing
- Minor Resurfacing
- Preventative Maintenance
- Pulverize & Dst

Maintenance and  
Rehabilitation Needs

Zone: 1



March, 2023  
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PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

- Major Resurfacing
- Minor Resurfacing
- Preventative Maintenance
- Urban Reconstruction

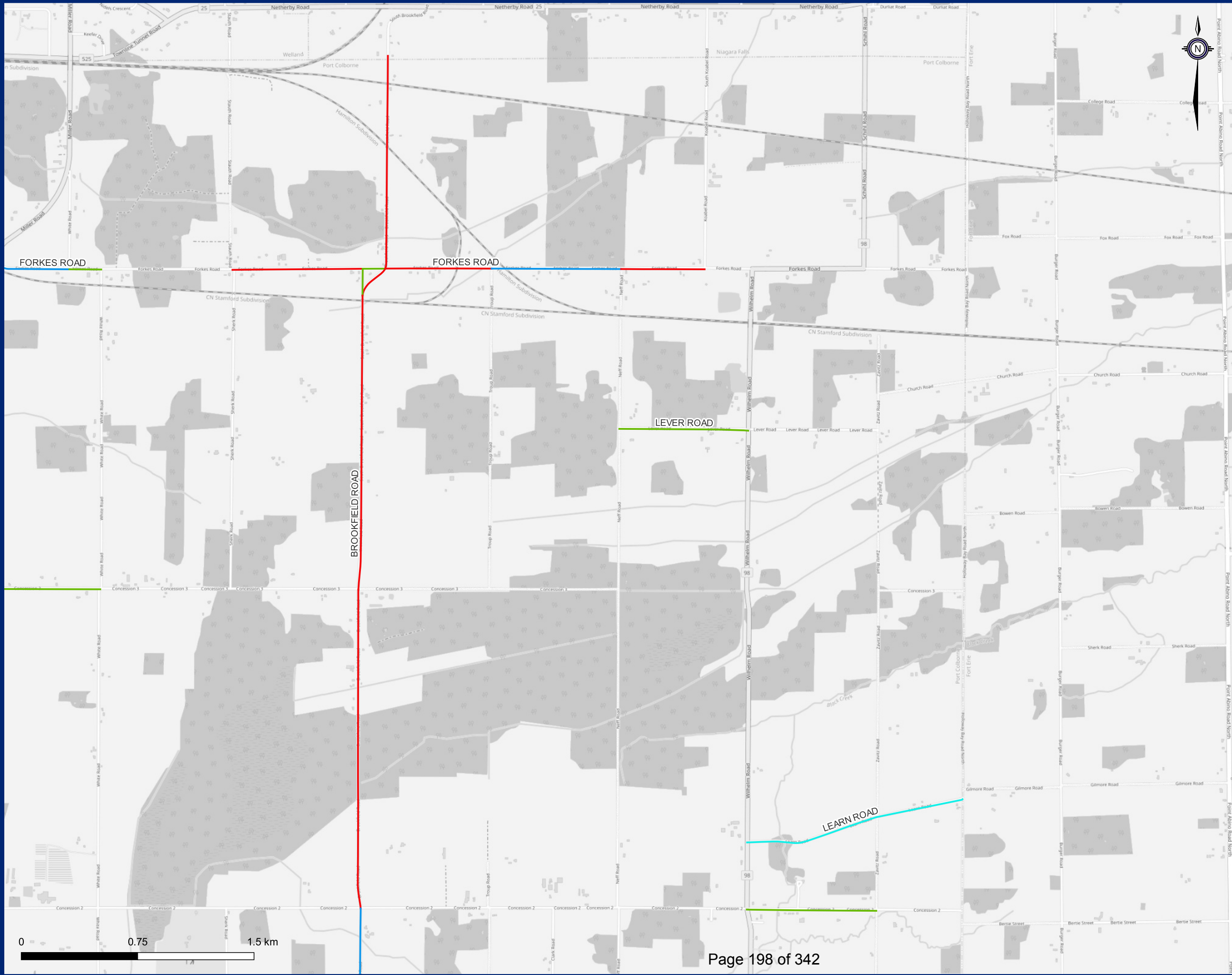
Maintenance and  
Rehabilitation Needs

Zone: 2



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PORT COLBORNE

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NEEDS STUDY & AMP

Maintenance & Rehab Needs

- Major Resurfacing
- Preventative Maintenance
- Pulverize & Dst
- Rural Reconstruction

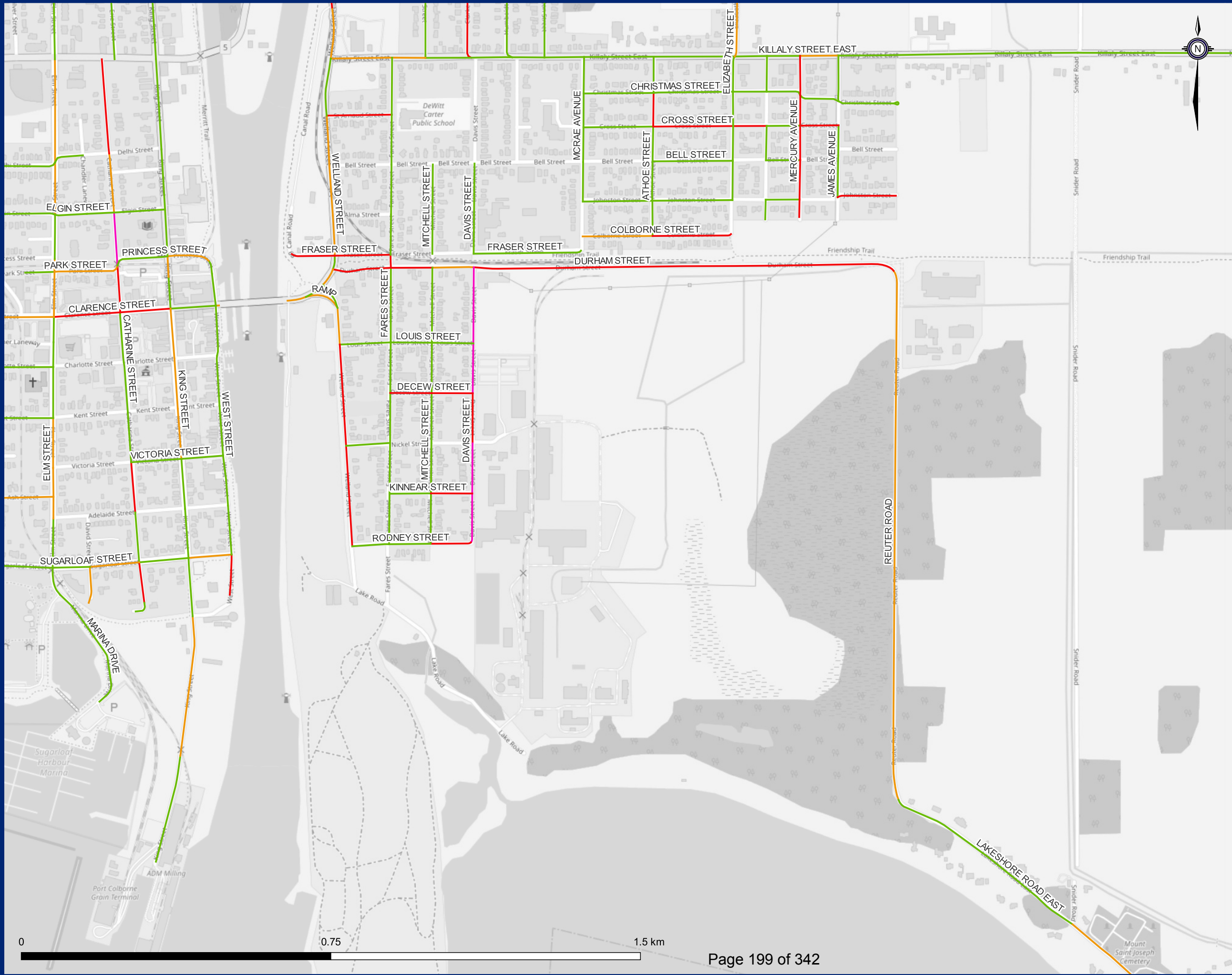
Maintenance and  
Rehabilitation Needs

Zone: 8



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PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

- Major Resurfacing
- Minor Resurfacing
- Preventative Maintenance
- Rural Reconstruction
- Urban Reconstruction

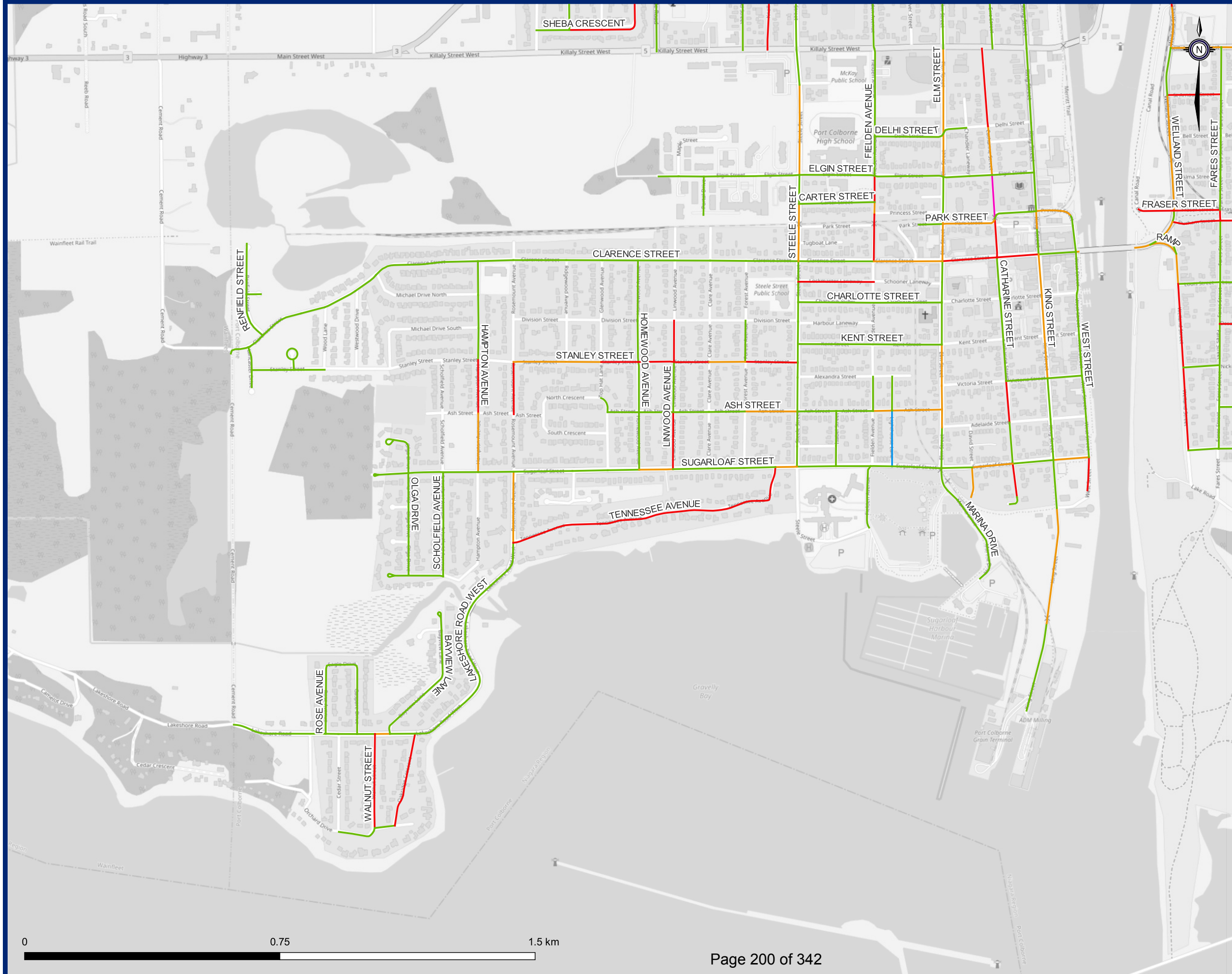
Maintenance and  
Rehabilitation Needs

Zone: 5



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PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

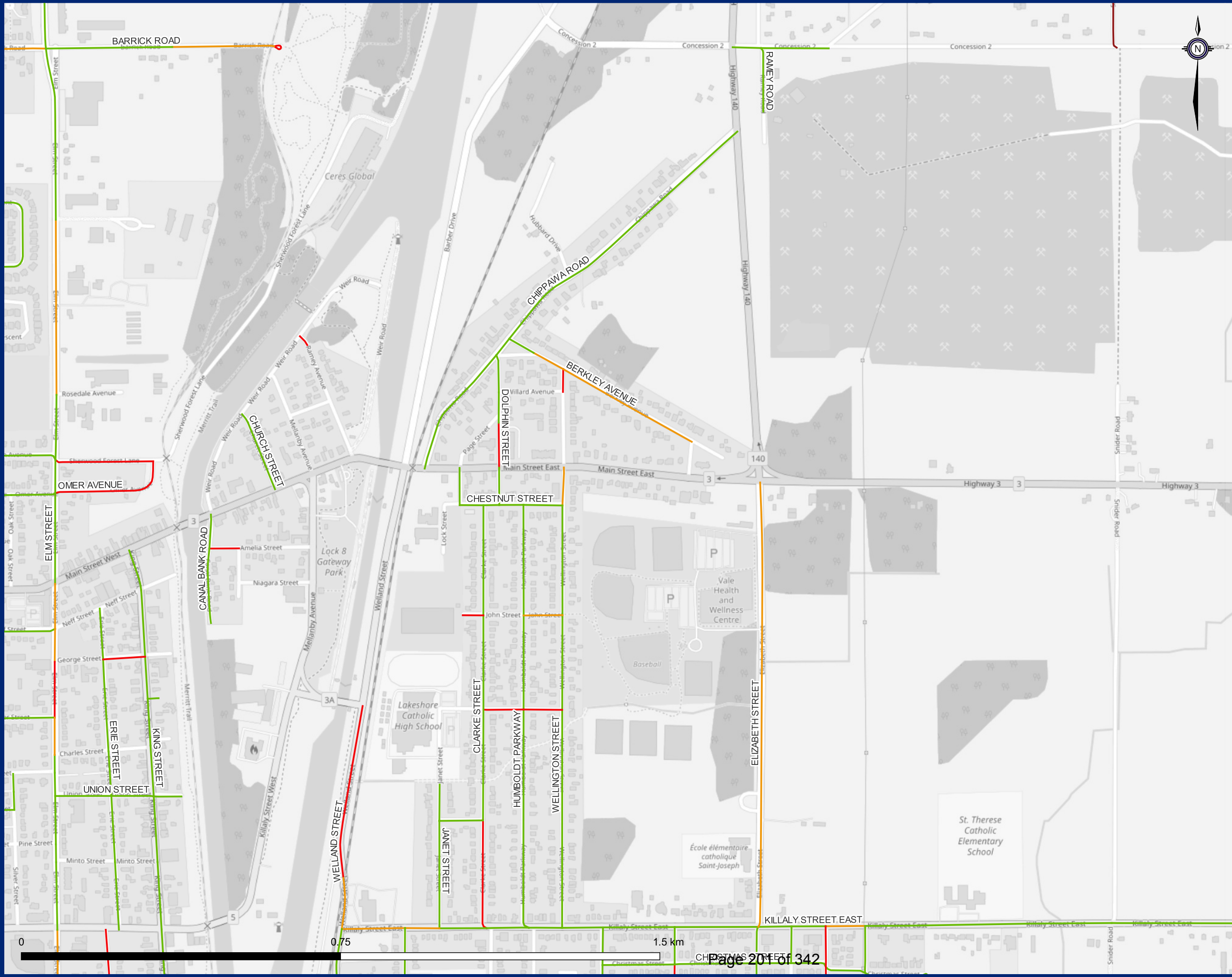
- Major Resurfacing
- Minor Resurfacing
- Preventative Maintenance
- Rural Reconstruction
- Urban Reconstruction

Maintenance and  
Rehabilitation Needs

Zone: 3



March, 2023  
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Projection EPSG:3857  
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PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

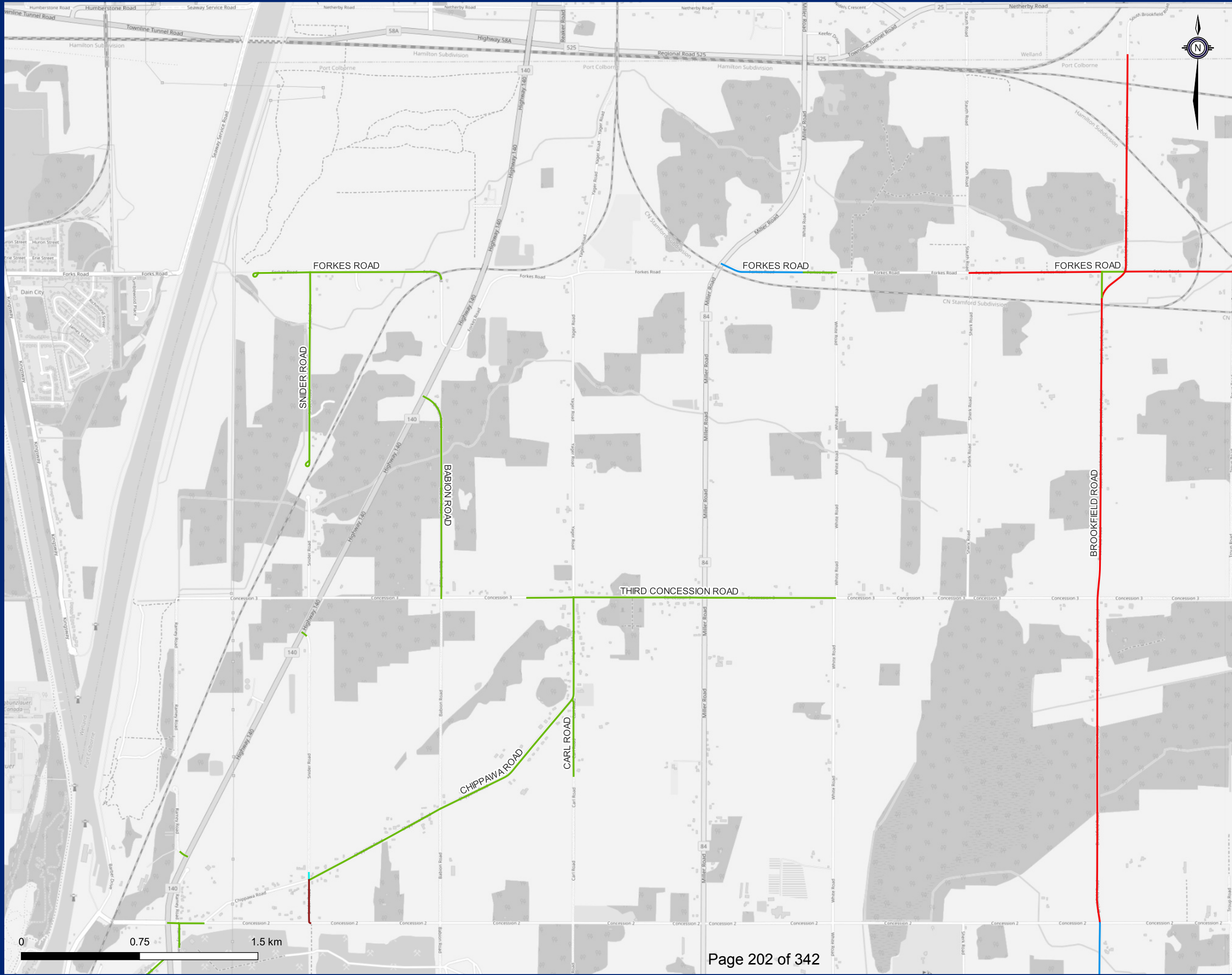
- Maintenance & Rehab Needs
- Double Surface Treatment
  - Major Resurfacing
  - Minor Resurfacing
  - Preventative Maintenance

Maintenance and  
Rehabilitation Needs  
Zone: 4



March, 2023  
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Projection EPSG:3857  
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PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

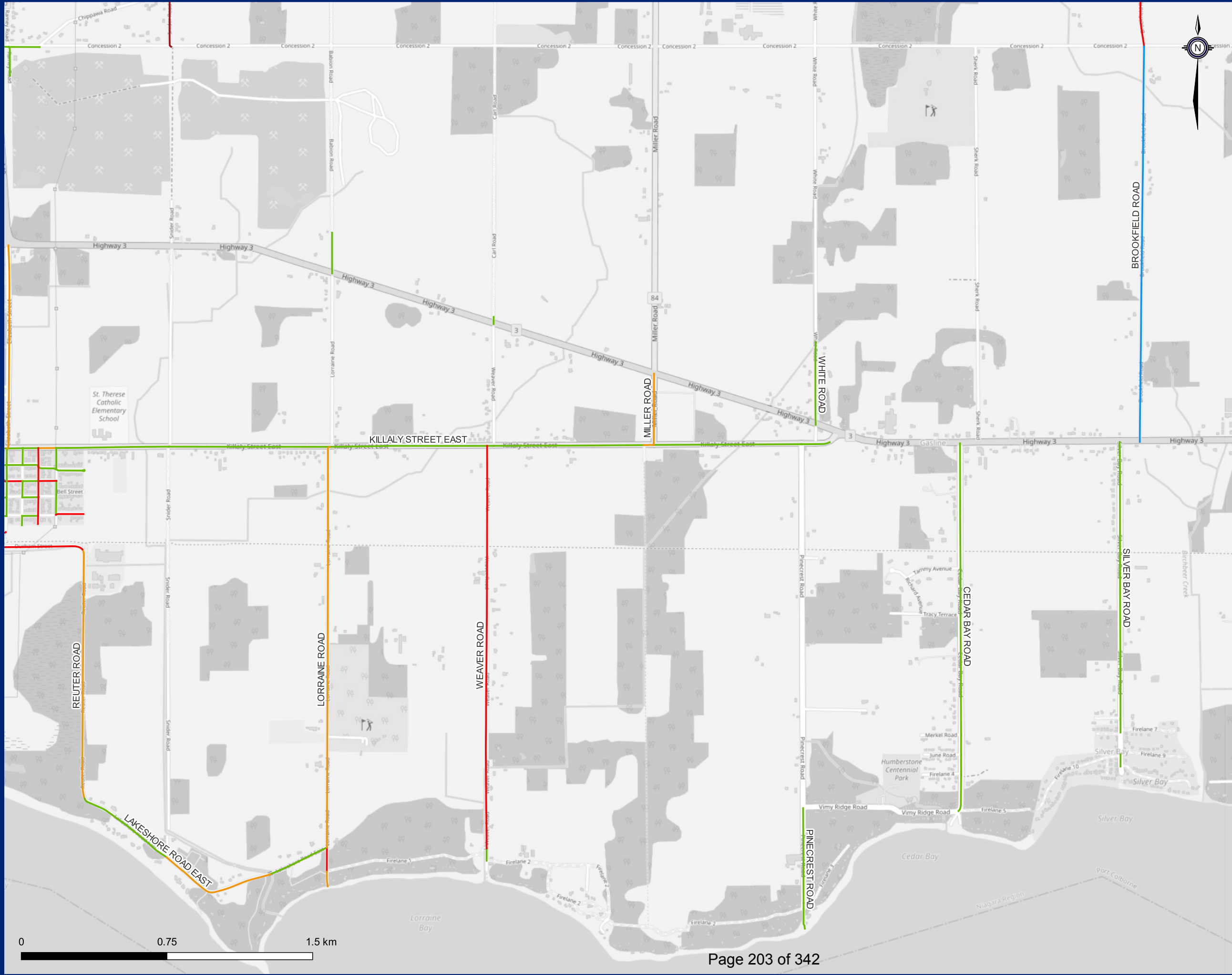
- Double Surface Treatment
- Major Resurfacing
- Minor Resurfacing
- Preventative Maintenance
- Pulverize & Dst
- Rural Reconstruction

Maintenance and  
Rehabilitation Needs

Zone: 6



March, 2023  
621152  
Projection EPSG:3857  
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PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

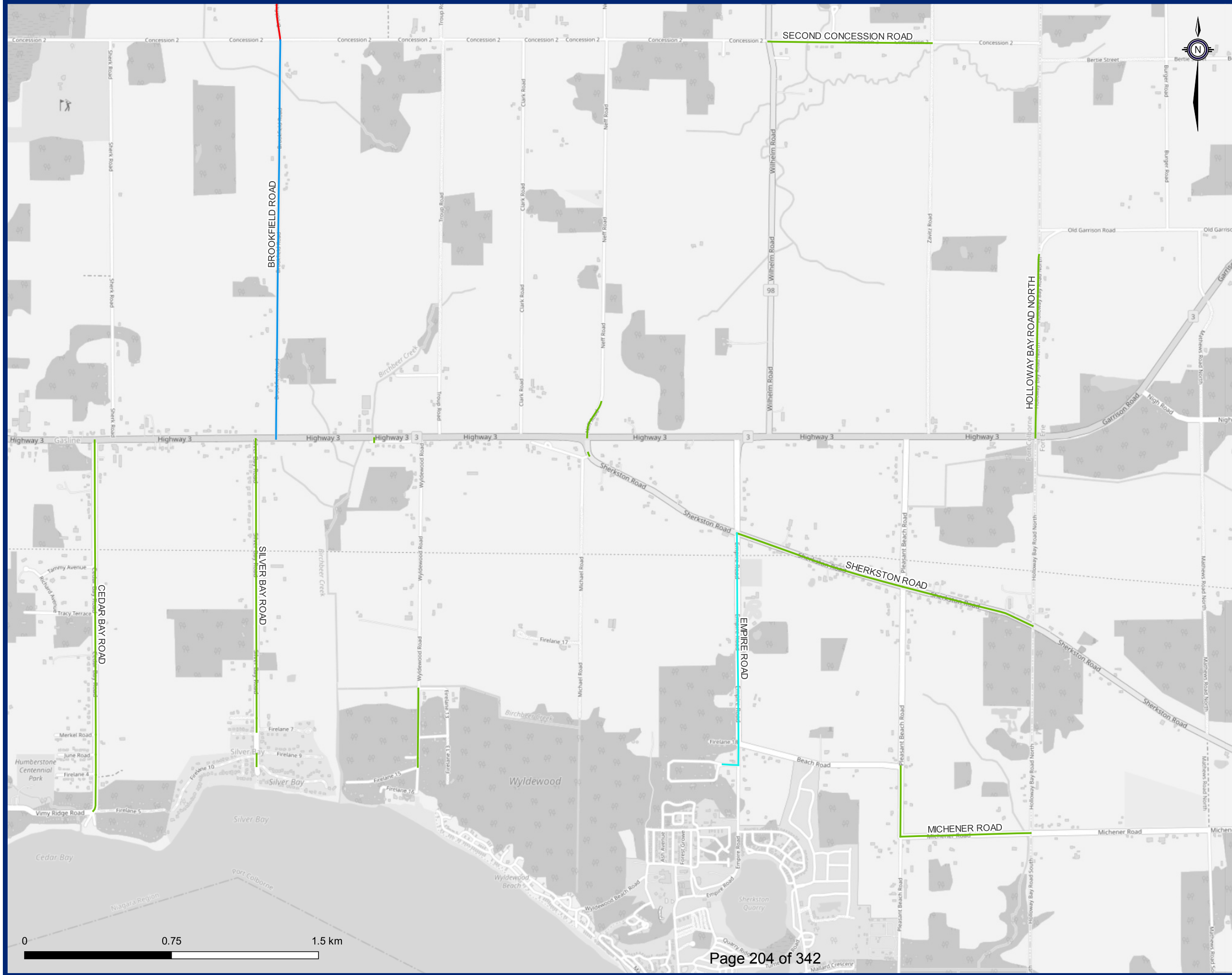
- Maintenance & Rehab Needs
- Double Surface Treatment
  - Major Resurfacing
  - Minor Resurfacing
  - Preventative Maintenance
  - Pulverize & Dst
  - Rural Reconstruction

Maintenance and  
Rehabilitation Needs  
Zone: 7



March, 2023  
621152  
Projection EPSG:3857  
© OpenStreetMap contributors





PORT COLBORNE

PORT COLBORNE INFRASTRUCTURE  
NEEDS STUDY & AMP

Maintenance & Rehab Needs

- Major Resurfacing
- Preventative Maintenance
- Pulverize & Dst
- Rural Reconstruction

Maintenance and  
Rehabilitation Needs

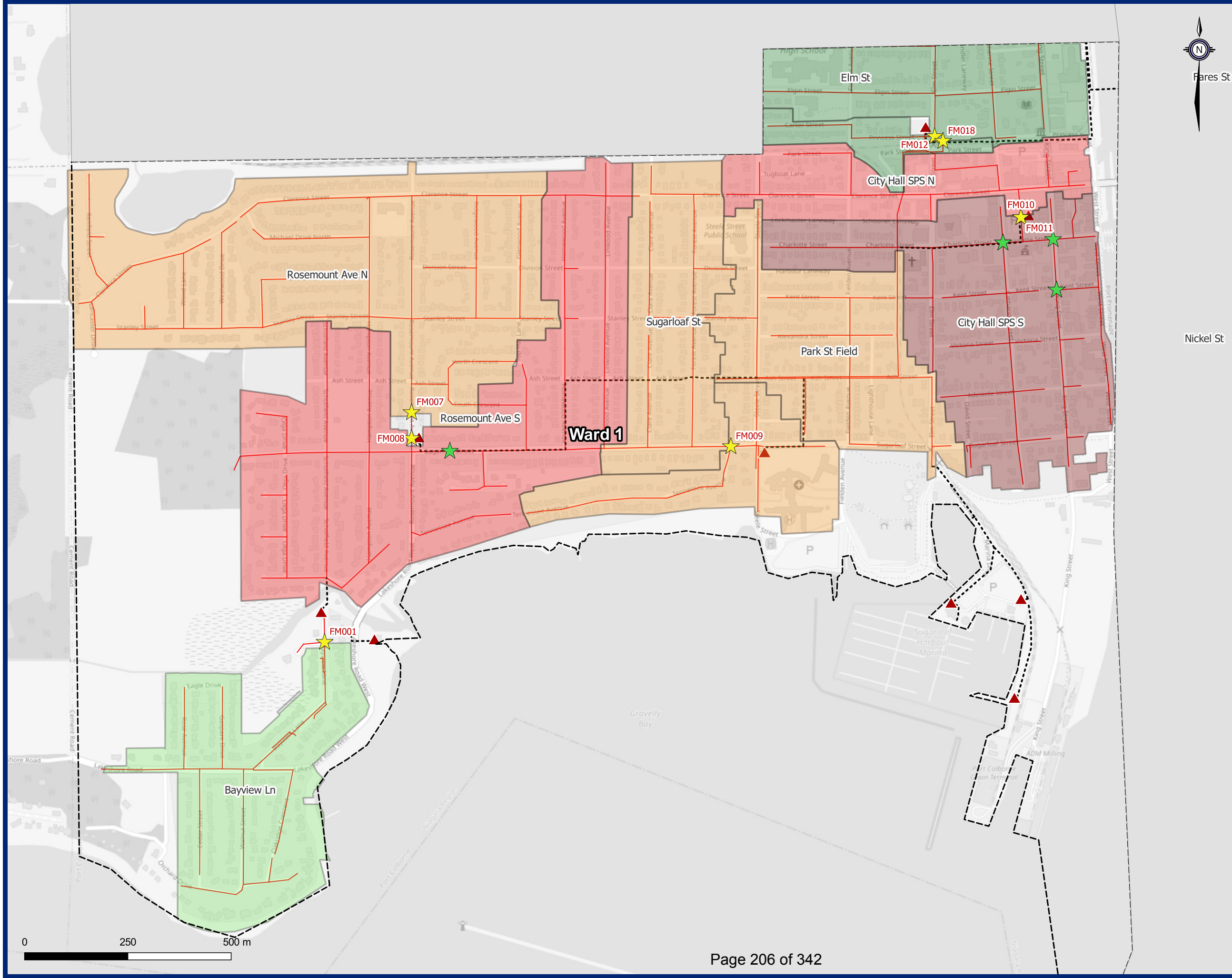
Zone: 9



March, 2023  
621152  
Projection EPSG:3857  
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## Appendix C





PORT COLBORNE

## 2023 TRENCHLESS REHAB PROGRAM MANAGEMENT

### Flow Monitoring Program

★ Proposed Flow Monitors

#### Flow Monitors

★ 2023 PPCP

#### SSEA PPCP 2023 Inflow

- 1
- 2
- 3
- 4
- 5

### Infrastructure

#### Region Facilities

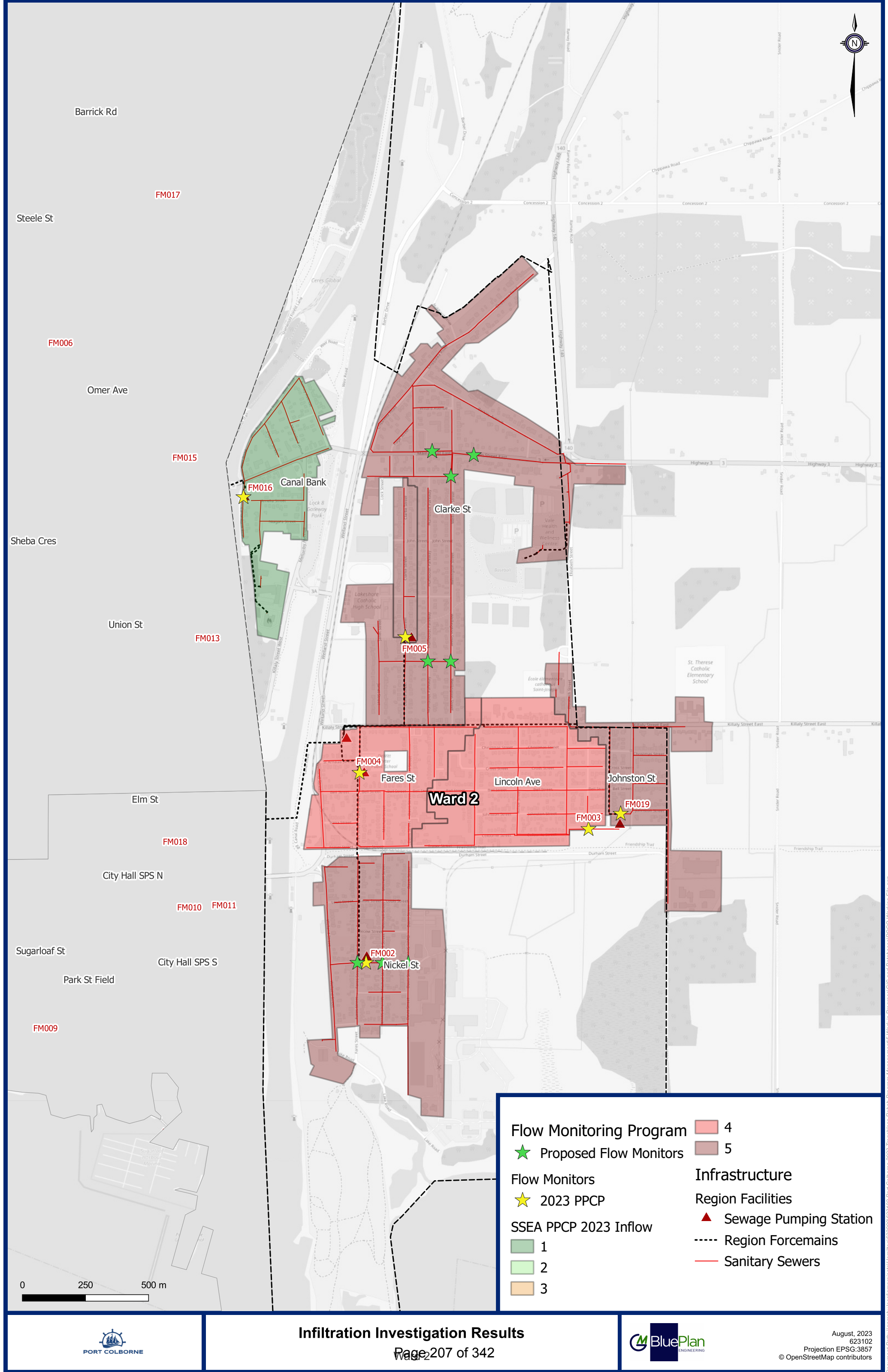
- ▲ Sewage Pumping Station
- Region Forcemains
- Sanitary Sewers

## Inflow Investigation Results

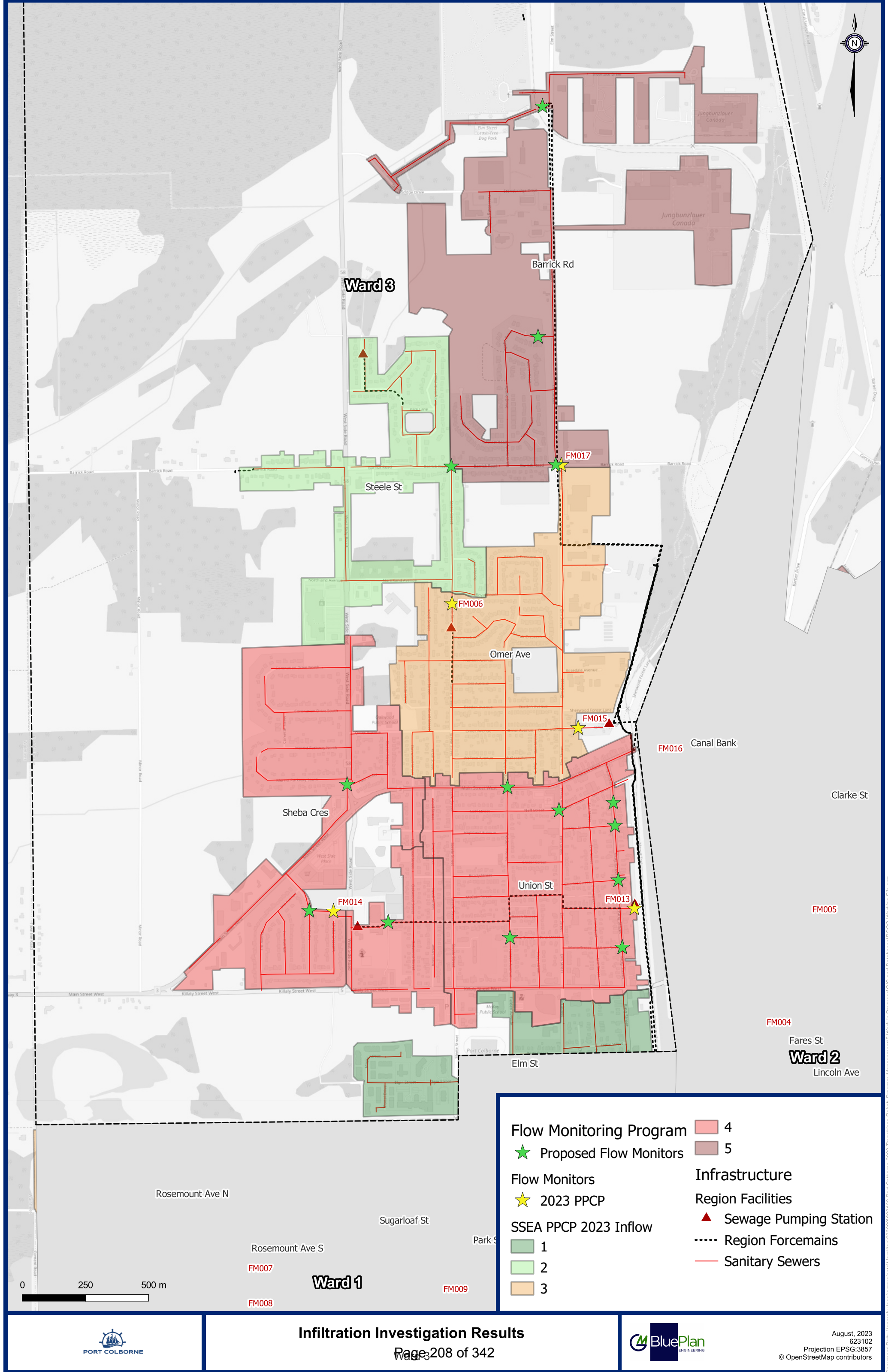
Ward 1



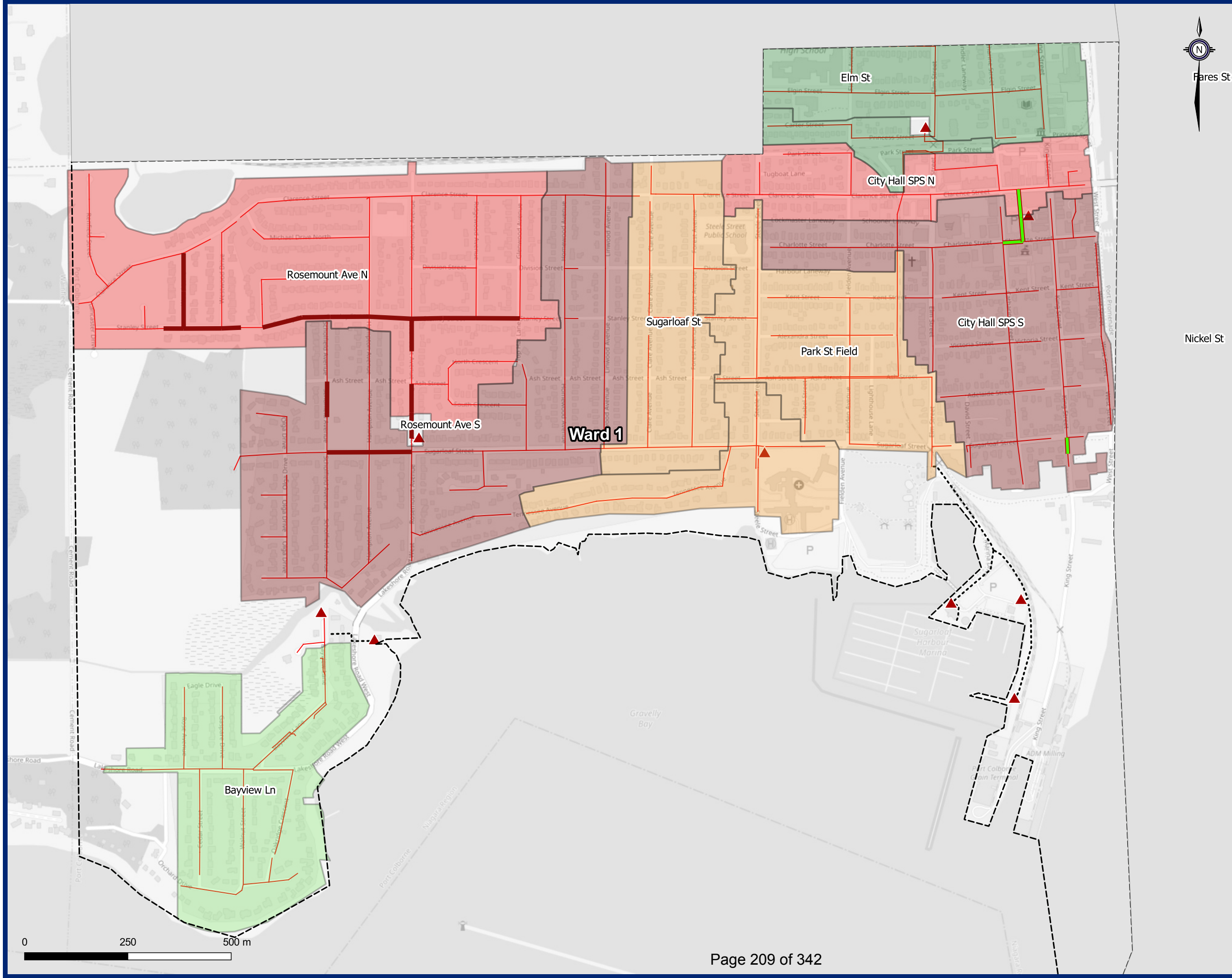
August, 2023  
623102  
Projection EPSG:3857  
© OpenStreetMap contributors











2023 TRENCHLESS REHAB PROGRAM  
MANAGEMENT

SSEA PPCP 2023 RDII

- 1
- 2
- 3
- 4
- 5

CCTV Prioritization

- P1
- P2
- P3

Infrastructure

Region Facilities

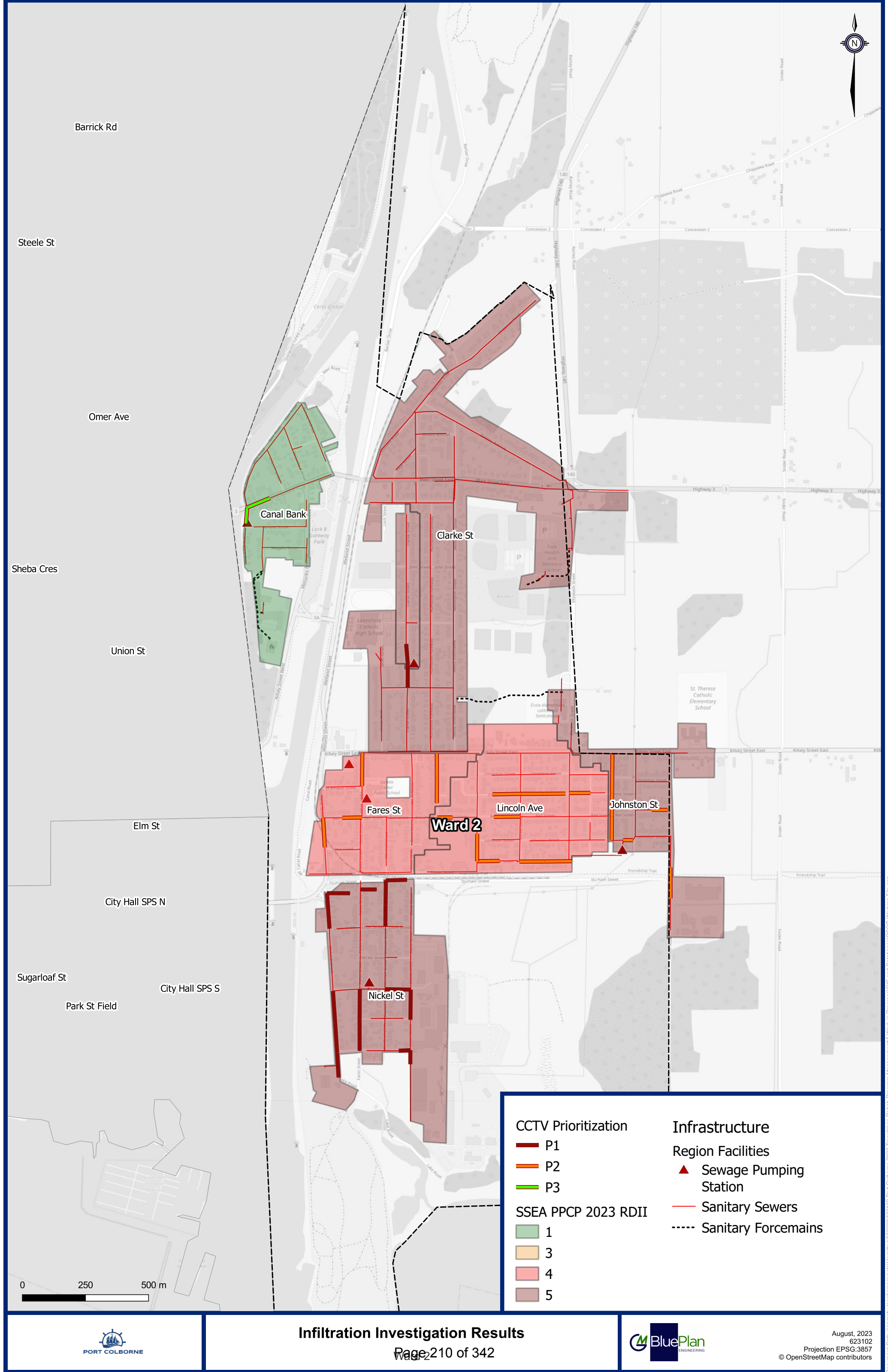
- ▲ Sewage Pumping Station
- Sanitary Sewers
- - - Sanitary Forcemains

Infiltration Investigation Results

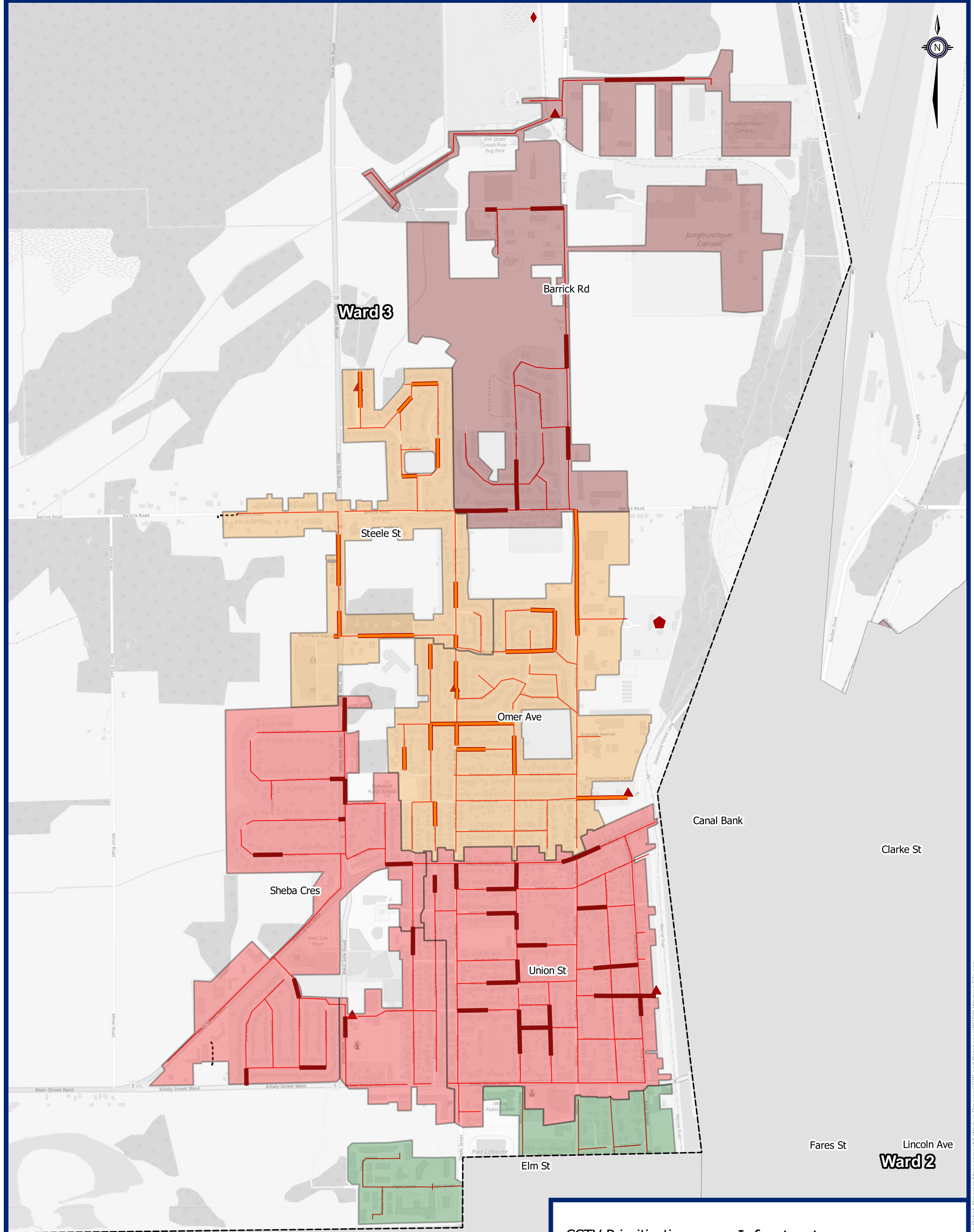
Ward 1



August, 2023  
623102  
Projection EPSG:3857  
© OpenStreetMap contributors







**CCTV Prioritization**

- P1
- P2
- P3

**SSEA PPCP 2023 RDII**

- 1
- 3
- 4
- 5

**Infrastructure**

**Region Facilities**

- Sewage Pumping Station
- Sanitary Sewers
- Sanitary Forcemains



**Subject: Shared Services Committee Membership**

**To: Council**

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

Report Number: 2024-95

Meeting Date: April 9, 2024

---

**Recommendation:**

That Chief Administrative Officer Report 2024-95 be received for information; and

That the Acting City Clerk be directed to collaborate with the Clerk of the Township of Wainfleet to schedule a joint closed session meeting for both Councils to discuss the details of sharing fire administration services; and

That the composition of the Joint Shared Services Committee for the City of Port Colborne and Township of Wainfleet be addressed at the joint closed session meeting; and

That the Chief Administrative Officer be directed to present an update regarding the joint closed session meeting, including the composition of the Joint Shared Services Committee and the outcome discussion on sharing fire administration services, to a future open session of Council.

---

**Purpose:**

This report is being presented to Council as requested at the Special Meeting of Council held on March 19, 2024, for Council to arrange for future consideration of the composition of the Joint Shared Services Committee with the Township of Wainfleet.

---

**Background:**

At the Special Meeting of Council on March 19, 2024, the Chief Administrative Officer presented Report 2024-83 – Fire Administration Update, which recommended establishing a Joint Shared Services Committee with the Township of Wainfleet. This



committee would be tasked with overseeing negotiations of future shared service arrangements between Port Colborne and Wainfleet.

Report 2024-83 recommended that the Chief Administrative Officers and Mayors from both municipalities be appointed to the committee. Council requested that the Chief Administrative Officer bring forward a report about adding additional Council members to the Joint Shared Services Committee to the March 26, 2024, Council Meeting. Since the deadline for adding items to the agenda for the March 26, 2024, Council Meeting had passed, the report is being brought forward at this meeting on April 9, 2024.

At the March 19, 2024, Special Meeting of Council, Port Colborne Council approved a temporary arrangement with the Township of Wainfleet to enlist the services of a Fire Chief and Deputy Fire Chief for a period of no more than 120 days.

---

## Discussion:

After the March 19, 2024, Special Meeting of Council, senior staff from both the City of Port Colborne and the Township of Wainfleet met to discuss next steps. Given the considerable interest in the topic, senior staff recommend that a full report and proposal on sharing fire administration services be presented at a joint meeting with Councils from both the City of Port Colborne and the Township of Wainfleet in the coming weeks.

Bringing the report and proposal to a full joint meeting with both Councils present will provide all Council members in both Port Colborne and Wainfleet the opportunity to contribute and learn from the discussion on sharing fire administration services, while ensuring efficient decision making, given the short timelines ahead. The composition of the Joint Shared Services Committee is proposed to be addressed at the joint closed session meeting to ensure all members of both Councils are in agreement.

To ensure compliance with section 239 of the *Municipal Act, 2001*, and section 14 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, the report must be considered in closed session to protect the privacy of identifiable individuals and allow for discussions regarding labour relations and the employment status of employees of both municipalities. Once both Councils have reached a consensus, an open session report will be presented at a subsequent meeting of each Council to update members of the public on the outcome of the joint meeting discussions.

---

## Financial Implications:

There are no financial implications at this stage in the discussions surrounding shared services. When financial implications become applicable, they will be shared in a future 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:**

Senior staff believe that greater Council involvement can be attained by presenting and discussing a shared services framework at a joint meeting of both Councils from the Township of Wainfleet and City of Port Colborne. While the details of the shared services framework must be addressed in closed session, senior staff recommend that the final details of the committee composition and shared services framework be presented at a future open session of Council.

---

Respectfully submitted,

Scott Luey  
Chief Administrative Officer  
905-228-8060  
Scott.Luey@portcolborne.ca

**Report Approval:**

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

**Subject: Council Composition and Ward Boundary Review**

**To: Council**

**From: Corporate Services Department**

Report Number: 2024-93

Meeting Date: April 9, 2024

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**Recommendation:**

That Corporate Services Department Report 2024-93 be received; and

That Council approve the transfer of \$30,000 from the over/short reserve to the Council Composition and Ward Boundary review budget.

---

**Purpose:**

The purpose of this report is to recommend that Council increase the Council composition and ward boundary review budget to \$80,000.

---

**Background:**

The last ward boundary review in the City of Port Colborne happened before the 2014 municipal election. The results of the 2014 ward boundary review were presented to Council at its regular meeting on June 10, 2013, by way of Report 2013-15. Council decided to refer Report 2013-15 to a Special Meeting on July 3, 2013, where Council resolved to maintain the City's current electoral system and the current composition of City Council.

A municipality should typically undertake a review of its ward boundaries every three to four election cycles to ensure the electoral system represents the principles of effective representation. Port Colborne did not initiate a ward boundary review before the 2018 or 2022 municipal elections. A review of the ward boundaries within the City before the 2026 municipal election is therefore in keeping with best practices.

Council approved the Council Composition and Ward Boundary Review in the 2023 budget. In February 2024, with the support of Financial Services, the Clerk's Division

initiated the request for proposal (RFP) process for the Council Composition and Ward Boundary Review project. Clerk's Division staff worked with the Finance Division and the Chief Administrative Officer to create the RFP and to score the proposals.

---

### **Discussion:**

After the Clerk's and Finance Division and the Chief Administrative Officer scored the Council Composition and Ward Boundary Review proposals, staff identified the required budget for this project is \$80,000. Council approved \$50,000 in the 2023 budget; therefore, to continue with this project, a budget adjustment of \$30,000 is required.

As per the Purchasing Policy, when a project is likely to be 20% more costly than its approved budget, Council must approve the additional funding. Clerk's and Finance Division staff propose that Council approve funding the additional \$30,000 from the over/short reserve. The over/short reserve is the result of staff completing previously approved projects and closing the projects out under budget, and the reserve currently has \$114,000 available.

---

### **Internal Consultations:**

Clerk's Division staff have worked with the Finance Division and the Chief Administrative Officer in preparing the request for proposals, scoring the proposals, and discussing budget implications.

---

### **Financial Implications:**

In consultation with the Finance Division, Clerk's Division staff propose the budget adjustment of \$30,000 be funded and transferred from the over/short reserve, which currently contains \$114,000.

---

### **Public Engagement:**

Public engagement will be incorporated throughout the Council Composition and Ward Boundary Review process.

---

### **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
- 

**Conclusion:**

To ensure the effective representation of Port Colborne electors, Council had approved an undertaking to review the composition of Council and the ward boundary system in Port Colborne. Clerk's Division staff recommend that Council approve increasing the budget for the Council Composition and Ward Boundary Review project to \$80,000, with the transfer of an additional \$30,000 from the over/short reserve.

Respectfully submitted,

Diana Vasu  
Acting Deputy Clerk  
905-228-8118  
[diana.vasu@portcolborne.ca](mailto:diana.vasu@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.

March 22, 2024

**CL 4-2024, March 21, 2024**

**CSC 3-2024, March 6, 2024**

**CSC-C 4-2024 REVISED, March 6, 2024**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

Motion – New Funding Model Resolution

CSC-C 4-2024 REVISED

Regional Council, at its meeting held on March 21, 2024, passed the following recommendation of its Corporate Services Committee:

That the Province of Ontario **BE REQUESTED** to 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; and

That a copy of this motion **BE SENT** to all local area municipalities in Niagara to be endorsed, the Premier of Ontario, Minister of Municipal Affairs and Housing; Minister of Finance, the Association of Municipalities of Ontario, local MPs and MPPs.

A copy of CSC-C 4-2024 REVISED is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

:ab

CLK-C 2024-029

cc: H. Furtado, Director, Financial Management and Planning/ Deputy Treasurer  
Todd Harrison, Commissioner/ Treasurer, Corporate Services  
Kathy Beach, Executive Assistant to the Commissioner, Corporate Services

Distribution List:

Local Area Municipalities  
Premier of Ontario  
Minister of Municipal Affairs and Housing  
Minister of Finance  
Association of Municipalities of Ontario  
Local MPs and MPPs



## **NEW FUNDING MODEL RESOLUTION**

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life for residents of Niagara;

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;

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

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure with some municipalities in Niagara growing by 26% in a 5-year period;

WHEREAS Niagara is home to several post-secondary institutions with significant growth putting additional pressure on municipal infrastructure and services such as public transportation, roads, and sidewalks which are required to service these post-secondary institutions and The Head per Bed Levy has remained unchanged since 1987 and had the Head Per Bed rate been indexed it would be \$158 per head today;

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

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

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution program;

WHEREAS childcare continues to be a barrier for families who work and live in Niagara. Residents require a childcare plan that does not increase municipal costs which could result in reductions of services to families who rely on childcare while restoring the provincial contribution for administrative costs-sharing for childcare, removing the 5% cap as well as fully funding the expansion of new spaces with provincial dollars;

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 to serve the best interest of residents.

**NOW THEREFORE BE IT RESOLVED:**

1. That the Province of Ontario **BE REQUESTED** to 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; and
2. That a copy of this motion **BE SENT** to all local area municipalities in Niagara to be endorsed and to the Premier of Ontario; Minister of Municipal Affairs and Housing; the Minister of Finance; and to the Association of Municipalities of Ontario as well as local MPP's Jennie Stevens, Wayne Gates, Jeff Burch and Sam Oosterhoff, MP's Chris Bittle, Tony Baldinelli, Dean Allison and Vance Badawey.

March 22, 2024

**CL 4- 2024, March 21, 2024**

***Local Area Municipalities***

***The Association of Municipalities of Ontario (AMO)***

***SENT ELECTRONICALLY***

**Motion Respecting Federal Infrastructure Investment**

Regional Council, at its meeting held on March 21, 2024, passed the following motion:

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone;

WHEREAS, according to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth;

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required to support housing development is, on average, in the range of \$107,000 per unit;

WHEREAS, according to Statistics Canada the cost of upgrade existing municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion;

WHEREAS, non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue;

WHEREAS, unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth;

WHEREAS, municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026; and

WHEREAS, the Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and

renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.

NOW THEREFORE BE IT RESOLVED:

1. That the Regional Chair **BE DIRECTED** to send correspondence the Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities, and any other relevant ministry, expressing Niagara Regional Council's support of the CCBF, while also urging the federal government to take action on the following priorities:
  - a) Collaborate with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities;
  - b) Commit in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund;
  - c) Convene a meeting of the provinces, territories and municipalities to negotiate a "Municipal Growth Framework" to modernize the way that municipalities are funded in order to enable Canada's long-term growth; and
2. That the Regional Clerk **BE DIRECTED** to send a copy of this motion to AMO and all of Niagara's local municipalities for their consideration and support.

Yours truly,



Ann-Marie Norio  
Regional Clerk

:kl

CLK-C 2024-030

**Administration**

Office of the Regional Clerk

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

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

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

March 22, 2024

**CL 4-2024, March 21, 2024**

**PEDC 3-2024, March 6, 2024**

**PDS 7-2024, March 6, 2024**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

Regional Archaeological Management Plan

PDS 7-2024

Regional Council, at its meeting held on March 21, 2024, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 7-2024, dated March 6, 2024, respecting Regional Archaeological Management Plan, **BE RECEIVED** and **BE CIRCULATED** to the Local Area Municipalities, Ministry of Citizenship and Multiculturalism, Ministry of Municipal Affairs and Housing, Niagara Parks Commission, and Niagara Escarpment Commission.

A copy of PDS 7-2024 is enclosed for your reference.

Yours truly,



Ann-Marie Norio

Regional Clerk

js

CLK-C 2024-025

cc: B. Fricke, Senior Planner  
M. Sergi, Commissioner, Growth, Strategy and Economic Development  
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

Distribution List:

Local Area Municipalities  
Ministry of Citizenship and Multiculturalism  
Ministry of Municipal Affairs and Housing  
Niagara Parks Commission  
Niagara Escarpment Commission



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**Subject:** Regional Archaeological Management Plan

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

**Report date:** Wednesday, March 6, 2024

---

## **Recommendations**

1. That Report PDS 7-2024 **BE RECEIVED** for information; and
2. That a copy of Report PDS 7-2024 **BE CIRCULATED** to the Local Area Municipalities, Ministry of Citizenship and Multiculturalism, Ministry of Municipal Affairs and Housing, Niagara Parks Commission, and Niagara Escarpment Commission.

## **Key Facts**

- The purpose of this report is to inform Council of the completion of the Regional Archaeological Management Plan (AMP).
- The AMP is a tool that establishes a consistent, coordinated approach to the conservation of archaeological resources within the development review and approvals process.
- The AMP also outlines processes and guidelines to clearly define when and where archaeological assessments are required.
- The recommended policies and the archaeological potential mapping contained in the AMP were incorporated into the Niagara Official Plan and have been adopted by Council and approved by the Province.
- The conservation of archaeological resources is a matter of provincial interest and must be addressed through the development approvals process in accordance with the *Planning Act*.

## **Financial Considerations**

The costs associated with the Archaeological Management Plan (AMP) were accommodated by the Council approved Niagara Official Plan project budget.

## **Background**

Archaeological resources are the physical and tangible remains of Niagara's diverse cultural history and include artifacts and archaeological sites (terrestrial and marine) that are of cultural heritage value or interest.

Conservation of archaeological resources is a matter of provincial interest, as outlined in the *Planning Act* and the Provincial Policy Statement (PPS, 2020). Planning authorities are required to include policies in their official plans to facilitate identification, wise use, and management of cultural heritage resources, including archaeological resources. The PPS and the Growth Plan for the Greater Golden Horseshoe (Growth Plan, 2020) encourage municipalities to prepare Archaeological Management Plans (AMPs) and consider them in their decision-making. AMPs are a best practice for archaeological resource management and used by many other municipalities in Ontario.

As part of the Niagara Official Plan background work, including development of archaeological policies, the Region retained Archaeological Services Inc. (ASI) in partnership with Letourneau Heritage Consulting Inc. (LHC), to prepare a Regional AMP. ASI has completed many AMPs and has extensive experience engaging with Indigenous communities, in recognition of their vested interests in cultural heritage and archaeology, which is a crucial component when preparing an AMP.

ASI and LHC undertook a comprehensive review of the policy and legislative framework related to archaeology to inform the structure and content of the AMP. A survey on archaeological review was sent to the area municipality planning departments, as well as other upper and single tier municipalities with AMPs, to understand the successes and challenges they experience with implementation.

## **Benefits of the AMP**

Niagara Region exhibits some of the highest archaeological potential in Ontario. The PPS, Growth Plan and NOP include policies that guide development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the resources have been conserved. Conservation can occur through the implementation of a conservation plan or completion of an archaeological assessment. The archaeological potential mapping developed through the AMP illustrates areas of archaeological potential to determine when an archaeological assessment should be completed through the development approvals process.

On November 28, 2022, Bill 23, *More Homes, Built Faster Act, 2022* was given Royal Assent, however, provisions which identify Niagara Region as an upper-tier municipality without planning responsibilities are not yet in effect. These changes only come into force upon proclamation of the Lieutenant Governor and the timing is currently unknown. Irrespective of proclamation, the AMP is a useful planning tool for development review, to ensure that archaeological resources are considered in a consistent and coordinated manner across the region. As set out in the Consultation section of this report, Area Planners were engaged throughout the development of the AMP.

The AMP will assist planning authorities to implement archaeological requirements within the planning process in a more streamlined and consistent manner across the region. The archaeological potential map improves transparency within the process and encourage early thinking about archaeology during the due-diligence stage of development. Finally, the AMP outlines contingency plans if archaeological resources are uncovered during construction, where the requirement for an archaeological assessment was scoped or where *Planning Act* applications are not required.

Niagara-On-The-Lake, Niagara Falls, Fort Erie and Pelham each have their own archaeology/ heritage master plans. Area Municipalities are not obligated to use the AMP. However, the data provided is more current and can help to support Area Municipalities post Bill 23 facilitating development by improving transparency of required studies to support development applications. The AMP will also facilitate development on properties with low archaeological potential streamlining archaeological review.

## **Consultation**

Area Planners were engaged in the development of this plan. Regional staff attended several Area Planner meetings regarding the project and to keep local planning staff informed as it progressed. ASI sent out surveys to local planners to gauge opinions on current processes and desired outcomes of the AMP. The most frequent and highest priority need expressed by local municipal planners was for a useable and regularly updated GIS-based archaeological potential map.

Presentations were also made to the community as part of NOP engagement process, and a project webpage was created where updates and other materials were posted for information and comment.

An AMP Steering Committee, comprised of representatives from the Ministry of Citizenship and Multiculturalism (formerly Ministry of Heritage, Sport, Tourism and

Culture Industries), Ministry of Municipal Affairs and Housing, Niagara's area municipalities, Niagara Parks Commission, and Niagara Escarpment Commission, was established at the start of the project.

Indigenous communities have a long-standing history in Niagara. As of 2020, the total number of archaeological sites in Niagara Region was 1,703, of which 1,385 (81%) have Indigenous components. At the outset of the project, six Indigenous communities/groups were identified for direct consultation, including Fort Erie Native Friendship Centre, Haudenosaunee Development Institute, Mississaugas of the Credit First Nation, Niagara Region Metis Council, Niagara Regional Native Centre, and Six Nations of the Grand River. Throughout the project, Regional staff and the consultants met with Band Councils, and consulted with staff and elders from the above noted groups on several occasions. Comments received from the Indigenous communities on the draft AMP document were supportive and informative.

All comments received on the AMP have been considered in the final document (Appendix 1).

### **Overview of Archaeological Management Plan**

The AMP is a document that outlines the strategies and procedures for the management and protection of archaeological resources within Niagara. It identifies, inventories and maps areas of archaeological potential using a made-in-Niagara modelling approach, provides clear guidance for when archaeological assessments are required through the development process, and details processes to ensure consistency in the conservation of archaeological resources.

The AMP includes the following components:

- Legislation and policy framework, which provides an overview of the context within which the AMP is implemented;
- Recommended review process, which establishes a consistent approach to the implementation of the AMP, including an outline of roles and responsibilities and standardized language for warning clauses that can be implemented through conditions of development approvals;
- Provided recommended policies for the Niagara Official Plan;
- Archaeological potential model and mapping, which was also incorporated in the 2022 NOP as Schedule K;

- Contingency plan to ensure any accidental or unexpected discoveries of archaeological resources are addressed in accordance with legislative requirements; and
- Recommendations for future implementation tools, including: information sessions for local and Regional planning staff; a repository of archaeological assessments to aid in the updates of the archaeological potential mapping; a best-practice procedure for Indigenous engagement; and educational materials.

Overall, the AMP will serve as a guiding document to ensure the responsible and sustainable management of archaeological resources in a consistent and coordinated manner across the region.

### **Alternatives Reviewed**

Council could opt not to receive the AMP, which is not recommended. The AMP is a best practice document that will provide a consistent and streamlined approach to archaeological review across the Area Municipalities.

### **Relationship to Council Strategic Priorities**

This report aligns with Council's Strategic Priorities for an Effective and Equitable Region. The AMP will support growth and development post Bill 23 by improving transparency of required studies to support development applications and facilitating development on properties with low archaeological potential. By utilizing a best practice approach to the conservation of archaeological resources, the AMP will improve the process to address conservation of archaeological resources within development review.

### **Other Pertinent Reports**

- CWCD 25-2019
- CWCD 185-2019

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**Prepared by:**

Britney Fricke, MCIP, RPP  
Senior Planner, Community Planning  
Growth, Strategy and Economic  
Development

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**Recommended by:**

Michelle Sergi, MCIP, RPP  
Commissioner  
Growth, Strategy and Economic  
Development

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**Submitted by:**

Ron Tripp, P.Eng.  
Chief Administrative Officer

This report was reviewed by Susan McPetrie, Planner, Erik Acs, MCIP, RPP, Manager of Community Planning, Angela Stea, MCIP, RPP, Director of Corporate Strategy and Community Sustainability and Diana Morreale, MCIP, RPP, Director of Growth Management and Planning.

**Appendices**

- |            |   |
|------------|---|
| Appendix 1 | Niagara Region Archaeological Management Plan Executive Summary   |
| Appendix 2 | <a href="https://www.niagararegion.ca/projects/archaeological-management-plan/pdf/final-draft.pdf">Niagara Region Archaeological Management Plan</a><br>( <a href="https://www.niagararegion.ca/projects/archaeological-management-plan/pdf/final-draft.pdf">https://www.niagararegion.ca/projects/archaeological-management-plan/pdf/final-draft.pdf</a> ) |



## Executive Summary

Archaeological sites throughout the Regional Municipality of Niagara (hereafter Niagara Region) are the physical remains of the 13,000-year settlement history. They represent a fragile and non-renewable cultural heritage resource that must be conserved and protected. This Archaeological Management Plan (AMP) is a planning tool intended to be used by Niagara Region, Local Area Municipalities, development proponents, and the public. It brings a consistent policy-based approach to the conservation of archaeological resources across the Niagara Region. This AMP includes a Geographic Information Systems (GIS) based Archaeological Potential Map.

This AMP presents planning and management guidelines and an archaeological potential model that are consistent with provincial legislation and policy. In Canada, the conservation of cultural heritage resources—including archaeological resources—is a matter of **Indigenous, Provincial, and National interest**. This AMP addresses archaeological resource planning within the Provincial, Regional, and Local context.

The AMP has three major objectives:

- To outline policy, process, and implementation tools for managing archaeological resources in the planning approvals and environmental assessment processes consistent with provincial legislation and policy and reflecting best-practice archaeological management.
- To compile detailed, reliable inventories of registered and unregistered archaeological sites within Niagara Region; and,
- To develop an archaeological site potential model specific to the Niagara Region, based on known site locations, past and present land uses, environmental and cultural-historical data, and assessment of the likelihood for the survival of archaeological resources in various contexts.

The role of the Niagara Region and the Local Area Municipalities in the conservation of cultural heritage resources is crucial. Implementation of matters of provincial interest, planning, and land use control are predominantly municipal responsibilities and the impact of municipal land use decisions on archaeological resources is substantial. Municipally approved developments constitute most land-disturbing activities in Ontario. The primary means by which these resources may be protected is through the planning and development approvals process.

The AMP provides a series of policy and process recommendations within the planning and development approvals process that will ensure the conservation of archaeological

resources within the Region. Some of these recommendations have already been integrated into Niagara Region's new Official Plan. The AMP policy recommendations and process are consistent with the [Provincial Policy Statement](https://www.ontario.ca/page/provincial-policy-statement-2020) (https://www.ontario.ca/page/provincial-policy-statement-2020) (2020) and the [Ontario Heritage Act](http://www.mtc.gov.on.ca/en/heritage/heritage_act.shtml) (http://www.mtc.gov.on.ca/en/heritage/heritage\_act.shtml) (2005). This AMP includes recommended policies, processes and standard clauses for Niagara Region and local municipalities.

Through its GIS mapping of known archaeological sites and areas of archaeological potential, the AMP allows the planning staff at Niagara Region, the Local Area Municipalities, property owners, developers, and prospective land buyers, to know if and where archaeological investigations are necessary prior to land disturbing activities. The AMP aims to reduce the risk of unexpected discovery of archaeological remains during land altering activities (such as disturbing an Indigenous burial site or a nineteenth century building foundation) and enhance public awareness of archaeological resources. The AMP also allows residents to know and celebrate their community's history more completely.

The archaeological potential model was developed based on an inductive and deductive approach that predicts where pre-contact Indigenous sites are most likely situated and utilizes detailed historical research to map archaeological potential. The pre-contact Indigenous archaeological site potential layer is based on data from the Ontario Archaeological Sites Database maintained by the Ministry of Citizenship and Multiculturalism (MCM) as of September 2, 2020. The identification of areas in the historical archaeological site potential layer involved the digitization of residential, commercial, and industrial features and transportation routes from historical mapping and cemeteries. The historic archaeological potential layer captures all the historical archaeological sites previously discovered in the Region.

In addition to the 13,000 years of Indigenous settlement, the history of Niagara Region is fundamentally linked to early historical relations and treaties between the Crown and First Nations. Niagara Region was included in the scope of the Nanfan Treaty signed by the British and the Haudenosaunee Confederacy (Five Nations) in 1701. Later, the colonial period was ushered in by the acquisition of settlement lands by the British crown through the Treaty at Niagara in 1764 (renegotiated 1781) and the Between the Lakes Treaty #3 of 1792, both signed with the Mississaugas of the Credit First Nation. It is therefore appropriate that development of Niagara Region's AMP benefitted from engagement with descendant Indigenous communities. The AMP recommends continued engagement with Indigenous communities in Niagara Region's archaeological review and planning application processes in accordance with Section

2.6.5 of the Provincial Policy Statement (2020), and appropriate policies have been incorporated into the Region's new Official Plan.

In having developed this archaeological management plan, the Regional Municipality of Niagara joins with other major municipalities in Ontario in adopting the best approach available to ensuring archaeological site conservation within its jurisdiction.

March 25, 2024

**CL 4-2024, March 21, 2024**

**CSC 3-2024, March 6, 2024**

**CSD 7-2024, March 6, 2024**

## **LOCAL AREA MUNICIPALITIES**

### **SENT ELECTRONICALLY**

#### 2024 Property Tax Policy, Ratios and Rates

##### CSD 7-2024

Regional Council, at its meeting held on March 21, 2024, passed the following recommendation of its Corporate Services Committee:

That Report CSD 7-2024, dated March 6, 2024, respecting 2024 Property Tax Policy, Ratios and Rates, **BE RECEIVED** and the following recommendations, **BE APPROVED**:

1. That Regional Council **APPROVE** the following tax ratios and sub-class reductions for the 2024 taxation year:

Property Classification	Tax Ratio	Sub-Class Reduction
Residential	1.000000	
New Multi-Residential	1.000000	
Multi-Residential	1.970000	
Commercial	1.734900	
Commercial – Excess Land	1.734900	
Commercial – Vacant Land	1.734900	
Industrial	2.630000	
Industrial – Excess Land	2.630000	
Industrial – Vacant Land	2.630000	
Pipeline	1.702100	
Farmland	0.250000	
Managed Forest	0.250000	
Farmland Awaiting Development 1	1.000000	25.00%
Farmland Awaiting Development 2	Class Ratio	
Landfill Sites	2.940261	

2. That the necessary by-laws **BE PREPARED** and **PRESENTED** to Council for consideration and **BE CIRCULATED** to the Councils of the Area Municipalities for information; and

3. That Report CSD 7-2024 **BE CIRCULATED** to the Councils of the Area Municipalities for information.

Report CSD 7-2024 (report only), By-law No. 2024-18 and By-law No. 2024-19 are enclosed for your reference.

Yours truly,



Ann-Marie Norio  
Regional Clerk

:ab

CLK-C 2024-028

cc: H. Furtado, Director, Financial Management and Planning/ Deputy Treasurer  
T. Harrison, Commissioner/ Treasurer, Corporate Services  
K. Beach, Executive Assistant to the Commissioner/Treasurer, Corporate Services

**Subject:** 2024 Property Tax Policy, Ratios and Rates

**Report to:** Corporate Services Committee

**Report date:** Wednesday, March 6, 2024

## Recommendations

1. That Regional Council **APPROVE** the following tax ratios and sub-class reductions for the 2024 taxation year:

Property Classification	Tax Ratio	Sub-Class Reduction
Residential	1.000000	
New Multi-Residential	1.000000	
Multi-Residential	1.970000	
Commercial	1.734900	
Commercial – Excess Land	1.734900	
Commercial – Vacant Land	1.734900	
Industrial	2.630000	
Industrial – Excess Land	2.630000	
Industrial – Vacant Land	2.630000	
Pipeline	1.702100	
Farmland	0.250000	
Managed Forest	0.250000	
Farmland Awaiting Development 1	1.000000	25.00%
Farmland Awaiting Development 2	Class Ratio	
Landfill Sites	2.940261	

2. That the necessary by-laws **BE PREPARED** and **PRESENTED** to Council for consideration and **BE CIRCULATED** to the Councils of the Area Municipalities for information; and
3. That Report CSD 07-2024 **BE CIRCULATED** to the Councils of the Area Municipalities for information.

## Key Facts

- The purpose of this report is to set the tax policy for 2024 which includes tax ratios, and other policy considerations which are required to set tax rates. Tax policy accounts for property assessment changes and affects the distribution of actual taxes paid by property owners or classes.
- The recommended tax policy for 2024, supported by Regional staff and Area Treasurers, is to maintain the status quo tax ratio adopted for the 2024 taxation year.
- 2023 represented the last year of the Council approved phase-out schedule of the commercial/industrial vacant/excess land subclass discounts of 7.50%.
- In order for the Area Municipalities to complete final tax billings in June, which includes Regional taxes, the Regional tax rate bylaw need to be established no later than April.
- The analysis in Appendix 1 to Report CSD 07-2024, is based on the actual Region's General Tax Levy for 2023 being \$444 million. The 2024 Budget presentation included \$7.4 million in assessment growth dollars or 1.66% on approved 2023 General Tax Levy. The tax policy decisions also apply to the Special Tax Levies for waste and transit.
- The proposed tax policy and approved Regional General Tax Levy will result in an increase of approximately \$126 for the typical residential property with a current value assessment (CVA) of \$298,000 for an annual Regional property tax of \$1,985.

## Financial Considerations

There are no direct costs to the Region as a result of setting 2024 tax policy. There are however, taxpayer impacts as a result of tax shifts between property classes due to assessment growth and tax ratio/discount decisions. Detailed analysis of these impacts are included in the Tax Policy Study attached as Appendix 1 to Report CSD 07-2024.

## Analysis

The *Municipal Act, 2001*, provides the Region with the responsibility to establish tax policy to raise levy requirements. Reassessment impacts, assessment growth and Provincial legislation can create tax shifts in burden across all property classes. These factors are outside the control of Niagara Regional Council and the budget process. The only opportunity to affect these is through a thorough analysis of options available for ratios and resulting impacts.

Regional staff engaged the Area Treasurers in the review of the tax study as completed by the Region's external tax consultant as well as discussed potential scenarios for



2024. Based on the feedback provided, both Regional staff and Area Treasurers are recommending to maintain the status quo tax ratio for the 2024 taxation year including the commercial/industrial vacant/excess land subclass discount phase-out from 7.50% to 0%, which results in a shift away from residential taxes and on the other classes of 0.10%, or \$0.3 million.

The following are the key factors that support the recommendation; these are expanded on further in this report:

- Prior to the delay in the reassessment cycle MPAC data indicated larger increases in residential assessment in relation to business classes may result which would result in significant shift of taxes onto the residential classes. While reassessment information is unknown at this time it would be prudent to anticipate the outcome.
- The BMA study demonstrates that all residential taxation categories are above the BMA study average and data provided by the Region's Affordable Housing Strategy Steering Committee indicates that many of the households in core housing need currently reside in single detached homes (included in the residential tax class).
- The Region and local area municipalities offer many incentive programs including tax increment and development charge related grants that reduce the actual tax burden experienced by some business property classes in Niagara.

## **Analysis of Current State**

### **1. Assessment Growth**

The overall real assessment growth that occurred in 2023 for the Region was 1.66%, equivalent to \$7.4 million in General Tax Levy dollars from new taxpayers. The overall assessment growth is net of reduction in assessment due to property assessment appeals.

Table 1 summarizes the overall assessment growth that occurred in 2023 (see Assessment Growth Impacts column) as well as the impacts affecting each of the tax classes based on maintaining the status quo tax ratios and the adjustment to the vacant/excess land subclass discounts from 7.50% to 0% as per the Council approved phase-out schedule (Inter-Class Shift column). Note this phase-out schedule was approved by the Province and has been written into Provincial legislation. Any subsequent changes to the phase-out schedule would require Council to lobby the Province to amend the Ontario regulations 325/01.

The residential increase noted in Table 1 below of 6.92% (which is below the 2024 Regional levy impact of 7.02%) is net of the shift due to the subclass discount reduction (See Appendix 1, Table 6).

**Table 1 – 2024 General Tax Levy Impacts by Property Class (Status Quo Policy)**

Property Class	2023 Approved General Tax Levy (as revised)	Assessment Growth (AG) Impacts	Inter-class Shift*	2024 General Tax Levy Impacts (net of AG)	2024 Approved General Tax Levy	Avg. General Tax % Increase
Residential	326,174,688	5,485,557	(338,737)	22,895,692	354,217,200	6.92%
New Multi-Res	1,652,208	463,823	(2,161)	146,078	2,259,948	8.71%
Multi-Residential	16,640,413	172,083	(17,159)	1,160,631	17,955,968	6.87%
Farm	3,815,182	139,884	(4,033)	273,035	4,224,068	7.05%
Managed Forest	25,745	(448)	(26)	1,747	27,018	6.68%
Commercial	78,045,275	504,636	206,437	5,442,362	84,198,710	7.24%
Industrial	15,317,343	585,637	158,368	1,109,901	17,171,249	8.28%
Pipelines	2,718,425	17,973	(2,792)	188,903	2,922,509	6.55%
Landfill	57,811	-	(59)	3,991	61,743	6.80%
Total	444,447,090	7,369,145	(162)	31,222,340	483,038,413	7.02%
% Increase		1.66%	0%	7.02%	8.68%	

\* Represents a tax shift away from residential of 0.10% as a result of the decrease in vacant/excess land subclass discount from 7.50% to 0% as per Council approved phase-out schedule.

## 2. Re-Assessment Phase-In and Tax Shift

Reassessments of all properties is mandated by the Province every four years, however, as a result of COVID-19, the 2020 re-assessment has been delayed and the Province has not provided any guidance as to when the next assessment cycle will take place. Therefore, the assessment values for the 2024 tax year will remain the same based on the 2016 valuation date resulting in no tax shift impacts caused by assessment phase-in changes.

Table 2 shows the relative tax share of each tax class from 2023 to 2024. The 2024 amounts are based on the recommended tax policy.

**Table 2 – Multi-Year Tax Distribution by Tax Class**

<b>Property Class</b>	<b>2023 Year End (As Revised)</b>	<b>% Share</b>	<b>2024 Levy (As Revised)</b>	<b>% Share</b>
Residential	\$326,174,688	73.39%	354,217,200	73.33%
New Multi-Residential	1,652,208	0.37%	2,259,948	0.47%
Multi-Residential	16,640,413	3.74%	17,955,968	3.72%
Farm	3,815,182	0.86%	4,224,068	0.87%
Managed Forest	25,745	0.01%	27,018	0.01%
Commercial	78,045,275	17.56%	84,198,710	17.43%
Industrial	15,317,343	3.45%	17,171,249	3.55%
Pipelines	2,718,425	0.61%	2,922,509	0.61%
Landfill	57,811	0.01%	61,743	0.01%
<b>Total</b>	<b>\$444,447,090</b>	<b>100%</b>	<b>483,038,413</b>	<b>100%</b>

### 3. Education Rates (no change)

The education tax rates are established by the Province to meet their revenue targets for the year. Typically, the education tax rates decrease from one year to the next as the Provincial policy is to maintain revenue neutrality. In prior years, this Provincial policy has created savings in Niagara which generally assist in offsetting municipal increases. Similar to 2023, the Province has maintained the education tax rates in 2024 for all classes. What this means is that with no changes in property assessment due to reassessment properties will typically pay the same dollars in education taxes as in the prior year.

### 4. Waste Management Special Levy Rates

Waste management Special Levy tax rates are also set based on the Regional tax ratios. The waste management requisition by municipality was approved through Report CSD 48-2023; however the by-law setting for the waste management special levy tax rates for the 2024 requisitions are brought forward with the 2024 general tax levy by-law as the rates are based on each municipality's assessment and are dependent on the tax ratios (with the exception of Niagara-on-the-Lake). The household impacts reported in the budget will vary based on the tax policy being approved in this report in addition to variations in final assessment growth.

## Niagara Transit Commission Special Levy Rates

Similar to Waste Management, Niagara Transit Commission Special Levy tax rates are also set based on the Regional tax ratios. The Transit requisition by municipality was approved through Report NTC 17-2023 and BRC-C 40-2023; however, the by-law setting for transit special levy tax rates for the 2024 requisitions are also brought forward with the 2024 general tax levy by-law as the rates are based on each municipality's assessment and are dependent on the tax ratio. The household impacts reported in the budget will vary based on the tax policy being approved in this report in addition to variations in final assessment growth.

## Tax Policy Considerations

The Region considers council priorities, the current environment, as well as utilizing several BMA tax related performance metrics as seen in Appendix 3 of Report CSD 07-2024 to assess policy options.

- Residential taxpayer - The residential class is responsible for 73.33% of the overall tax levy. Under the recommended tax policy, the tax shift away from the residential class will mitigate the overall levy increase on the class from 7.02% to 6.92% (see Table 1). As identified in the most recent BMA study, Niagara's average residential property taxes (including water and wastewater) payable as a percentage of household income is above the BMA study average (2023 - Niagara 5.24% versus BMA average 4.80%). This gap between Niagara and the survey average has increased from 2022 (Niagara 5.33% versus BMA average 5.00%). The benefit of reducing the subclass discount for commercial/industrial vacant/excess lands from 7.50% to 0% will assist with narrowing the gap between Niagara and the BMA average.
- Multi-Residential Tax Class - the multi-residential tax category consists of two property tax classes. The multi-residential class is responsible for 3.72% of the overall tax levy while the new-multi-residential category (which includes multi-residential structures constructed after 2003) is responsible for 0.47%. It is important to note that new construction of purpose-built rental would be in the new multi-residential class, which is taxed at the same rate as residential.

Appendix 3 provides BMA metrics related to two multi-residential structure types (Walk-up and Mid/High-Rise). The walk-up style structure was identified as above the survey average by \$328 and the high-rise structure types are also above the average by \$35 for 2023.

- **Industrial Tax Class** - The relative tax burden averages for standard industrial for the Region is higher than the BMA survey average as provided in Appendix 3 (Niagara is taxing \$2.00/square foot, while the BMA average is \$1.65/square foot). However, this is partially offset by the many incentive programs currently offered by the Region including tax increment and development charge related grants, specifically under the Employment and Brownfield pillars, that reduce the actual tax burden experienced by some industrial properties in Niagara.
- **Commercial Tax Class** - These properties pay the second largest share (after residential) of Regional taxes at 17.43%. Appendix 3 illustrates that Niagara taxation of office buildings and motels are lower than the BMA average (\$3.11 tax/square foot vs. \$3.21 tax/square foot and \$1,223 tax/unit vs. \$1,253 tax/unit respectively) while Niagara's taxation of shopping centres and hotels (\$4.39 tax/square foot vs. \$3.89 tax/square foot and \$2,054 tax/unit vs. \$1,675 tax/unit respectively) are above the BMA averages. Tax appeals in this class are significant and the property class has benefited from significant reduction due to assessment appeals such that it has generated the lowest assessment growth percentage. The impact of reduced assessment further increases the overall burden experienced by properties in other classes. This property class is also eligible for Employment and Brownfield related tax increment grant programs.

## 2023 Property Tax Impacts

**Table 3 – Regional Tax Increases for Status Quo Policy**

Taxation Class	2023 Avg. CVA	2023 Regional Taxes	2024 Avg. CVA	2024 Regional Taxes*	\$ Increase
Residential	\$298,000	\$1,859	\$298,000	\$1,985	\$126
Multi-Residential	\$2,517,300	\$30,913	\$2,517,300	\$33,033	\$2,120
Commercial - Occupied	\$846,692	\$9,157	\$846,692	\$9,784	\$628
Industrial - Occupied	\$1,095,946	\$17,967	\$1,095,946	\$19,200	\$1,232
Farmland	\$411,679	\$642	\$411,679	\$686	\$44

\*Based on draft rates utilizing the recommended 2024 tax policy.

## **Alternatives Reviewed**

Regional staff considered alternatives to the recommendations proposed in this report. After engaging with the Area Treasurers and reviewing the tax study and historical Regional tax ratios, it was determined to maintain the status quo tax ratio for the 2024 taxation year.

## **Relationship to Council Strategic Priorities**

This tax policy report is aligned to Effective Region, Delivery of fiscally responsible and sustainable core services.

## **Other Pertinent Reports**

- Bill 2023-95 – 2024 Operating Budget and Tax Levy
- CSD 3-2019 – Vacancy Program Revisions to Ministry of Finance
- CSD 48-2023- Waste Management Services Operating Budget and Requisition
- NTC 17-2023 and BRC-C 40-2023– NTC 2024 Operating Budget Additional Information

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### **Prepared by:**

Bobbi Epp  
Revenue & Strategy Specialist  
Corporate Services

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### **Recommended by:**

Todd Harrison, CPA, CMA  
Commissioner/Treasurer  
Corporate Services

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**Submitted by:**

Ron Tripp, P.Eng.

Chief Administrative Officer

This report was prepared in consultation with Beth Brens, Associate Director, Budget Planning & Strategy, and reviewed by Helen Furtado, Director, Financial Management & Planning.

**Appendices**

Appendix 1	Niagara Region 2024 Tax Policy Report
Appendix 2	History of Regional Tax Ratios
Appendix 3	Performance Measures
Appendix 4	History of Regional Tax Ratios



## THE REGIONAL MUNICIPALITY OF NIAGARA

## BY-LAW NO. 2024-18

A BY-LAW TO SET AND LEVY THE RATE OF  
TAXATION FOR REGIONAL GENERAL AND SPECIAL  
PURPOSES FOR THE YEAR 2024

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WHEREAS the Regional Council of The Regional Municipality of Niagara (hereinafter referred to as "The Regional Corporation") has prepared and adopted a budget including estimates of all sums it required during the year 2024 for the purposes of the Regional Corporation pursuant to Section 289 (1) of the Municipal Act 2001, S.O. 2001, c. 25, as amended (hereinafter referred to as the "Municipal Act");

WHEREAS Regional Council by By-law No. 2023-85 adopted the 2024 Waste Management Budget; and by By-law No. 2023-93 adopted the 2024 Transit Budget; and by By-law No. 2023-95 adopted the 2024 Operating Budget and Tax Levy;

WHEREAS for the purposes of raising the general levy for the Regional Corporation, the Regional Corporation shall pass a by-law directing each Lower-Tier Municipality to levy a separate tax rate, as specified in the by-law, on the assessment in each property class in the Lower-Tier Municipality rate table for the purposes of The Regional Corporation, pursuant to Section 311 (2) of the Municipal Act;

WHEREAS the tax ratios and the tax rate reductions for prescribed property classes for the 2024 taxation year have been set out in By-law No. 2024-19 of The Regional Corporation dated the 21<sup>st</sup> of March 2024;

WHEREAS The Regional Corporation is responsible for providing Waste Management services pursuant to By-laws 8280-96, 8281-96, 8282-96 and 8283-96;

WHEREAS Regional Council is desirous of imposing a special levy for Waste Management purposes and the sums required by taxation in the year 2024 for the said purposes are to be levied by separate rates by the applicable Area Municipalities as directed by Regional by-law pursuant to Subsection 311 (4) of the Municipal Act;

WHEREAS Regional Council is desirous of imposing a special levy for Transit purposes and the sums required by taxation in the year 2024 for the said purposes are to be levied by separate rates by the applicable Area Municipalities as directed by Regional by-law pursuant to Subsection 311 (4) of the Municipal Act;

WHEREAS Regional Council established tax rates for property classes, and other decisions consistent with setting and levying rates of taxation for regional purposes for 2024.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows:

1. That for the year 2024 in The Regional Municipality of Niagara the lower-tier municipalities shall levy upon the property tax classes set out in Schedule "A" the property tax rates applicable thereto.
2. That payment of all amounts directed to be levied pursuant to the provisions of this by-law and due to The Regional Corporation shall be due and payable in the amounts and at the times shown on Schedule "B" attached to this by-law.
3. That for the year 2024 in The Regional Municipality of Niagara, the Town of Niagara-on-the-Lake be required to pay \$1,963,233 to the Regional Corporation as the charges for Waste Management purposes set out in Schedule "C". The remaining area municipalities shall levy upon the property tax classes and applicable subclasses the tax rates for Waste Management purposes set out in Schedule "C" attached to this by-law.
4. That payment of all amounts directed to be levied pursuant to the provisions of this bylaw respecting Transit and due to The Regional Corporation shall be due and payable in the amounts and at the times shown on Schedule "D" attached to this by-law.
5. That for the year 2024 in The Regional Municipality of Niagara, the area municipalities shall levy upon the property tax classes and applicable subclasses the tax rates for Transit purposes set out in Schedule "E" attached to this by-law.
6. That if a lower-tier municipality fails to make any payment or portion thereof as provided in this by-law, the lower-tier municipality shall pay to the Regional Corporation interest due on the amount in default at the rate of fifteen (15) per cent per annum from the due date of the payment until the payment is made.

7. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA

  
James Bradley, Regional Chair

  
Ann-Marie Norio, Regional Clerk

Passed: March 21, 2024

**Schedule A–2024 TAX RATIOS, SUB-CLASS REDUCTIONS, AND  
RATES**

Property Classification	Tax Ratio	Sub-Class Reduction	Tax Rate by Class
Residential	1.000000	0.0%	0.00666111
New Multi-Residential	1.000000	0.0%	0.00666111
Multi-Residential	1.970000	0.0%	0.01312239
Commercial	1.734900	0.0%	0.01155636
Commercial - Excess	1.734900	0.0%	0.01155636
Commercial - Vacant	1.734900	0.0%	0.01155636
Landfill	2.940261	0.0%	0.01958540
Industrial	2.630000	0.0%	0.01751872
Industrial - Excess	2.630000	0.0%	0.01751872
Industrial - Vacant	2.630000	0.0%	0.01751872
Pipelines	1.702100	0.0%	0.01133788
Farmland	0.250000	0.0%	0.00166528
FAD 1	1.000000	25.0%	0.00499583
FAD 2	Class Ratio	0.0%	Class Ratio
Managed Forests	0.250000	0.0%	0.00166528

**Schedule B – 2024 GENERAL TAX LEVY****2024 Upper-Tier General Levy and Dates by Local Municipality (Taxable Levy Only)**

Municipality	Interim Payment Due March 6, 2024	Interim Payment Due May 8, 2024	Final Payment Due August 7, 2024	Final Payment Due October 9, 2024	2024 Approved General Levy	Regional Dept.	Niagara Regional Police	Niagara Regional Housing	Niagara Peninsula Conserv Authority	Court Services
Fort Erie	6,959,861	6,959,861	8,496,813	8,496,813	30,913,348	18,108,936	12,061,987	282,382	465,278	(5,235)
Grimsby	8,445,732	8,445,732	9,869,660	9,869,660	36,630,784	21,458,191	14,292,857	334,608	551,331	(6,203)
Lincoln	6,911,590	6,911,590	8,058,220	8,058,220	29,939,620	17,538,529	11,682,052	273,487	450,622	(5,070)
Niagara Falls	23,254,765	23,254,765	27,174,829	27,174,829	100,859,188	59,082,973	39,353,948	921,311	1,518,035	(17,079)
Niagara-on-the-Lake	9,559,325	9,559,325	11,068,611	11,068,611	41,255,872	24,167,552	16,097,506	376,857	620,943	(6,986)
Pelham	4,743,460	4,743,460	5,692,131	5,692,131	20,871,182	12,226,268	8,143,665	190,650	314,133	(3,534)
Port Colborne	3,517,599	3,517,599	4,133,321	4,133,321	15,301,840	8,963,766	5,970,580	139,777	230,308	(2,591)
St. Catharines	28,209,204	28,209,203	32,355,874	32,355,874	121,130,155	70,957,638	47,263,417	1,106,478	1,823,134	(20,512)
Thorold	4,998,433	4,998,433	6,350,039	6,350,039	22,696,944	13,295,794	8,856,053	207,328	341,612	(3,843)
Wainfleet	1,662,599	1,662,599	1,967,985	1,967,985	7,261,168	4,253,568	2,833,214	66,328	109,288	(1,230)
Welland	9,297,393	9,297,393	11,177,596	11,177,596	40,949,978	23,988,360	15,978,150	374,063	616,339	(6,934)
West Lincoln	3,551,812	3,551,812	4,062,355	4,062,355	15,228,334	8,920,707	5,941,899	139,105	229,202	(2,579)
Regional Total Taxable Only	111,111,773	111,111,772	130,407,434	130,407,434	483,038,413	282,962,282	188,475,328	4,412,374	7,270,225	(81,796)

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY****2024 Upper-Tier Special Levy (Waste Management) and Dates by Local Municipality (Taxable Levy Only)**

Municipality	Interim Payment Due March 6, 2024	Interim Payment Due May 8, 2024	Final Payment Due August 7, 2024	Final Payment Due October 9, 2024	2024 Approved Special Levy
Fort Erie	\$856,542	\$856,542	850,933	850,933	3,414,949
Grimsby	\$630,425	\$630,425	618,513	618,512	2,497,875
Lincoln	\$534,804	\$534,804	577,180	577,181	2,223,969
Niagara Falls	\$2,232,108	\$2,232,107	2,174,732	2,174,733	8,813,680
Niagara-on-the-Lake	\$488,057	\$488,057	493,567	493,566	1,963,247
Pelham	\$394,579	\$394,579	399,748	399,748	1,588,654
Port Colborne	\$556,439	\$556,439	540,663	540,663	2,194,204
St. Catharines	\$3,361,269	\$3,361,269	3,350,010	3,350,009	13,422,557
Thorold	\$516,071	\$516,071	572,188	572,187	2,176,517
Wainfleet	\$170,389	\$170,389	163,688	163,689	668,155
Welland	\$1,260,762	\$1,260,762	1,270,148	1,270,1149	5,061,819
West Lincoln	\$290,494	\$290,494	280,574	280,575	1,142,137
Regional Total Taxable Only	11,291,939	11,291,938	11,291,943	11,291,943	45,167,763

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Fort Erie Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	3,870,279,233	0.00073584	2,847,917
New Multi-Residential	0	0.00073584	-
Multi-Residential	43,161,796	0.00144960	62,567
Commercial	259,076,705	0.00127661	330,740
Commercial - Excess	5,143,488	0.00127661	6,566
Commercial - Vacant	20,963,200	0.00127661	26,762
Landfill	0	0.00216356	-
Industrial	49,960,854	0.00193526	96,687
Industrial - Excess	981,341	0.00193526	1,899
Industrial - Vacant	4,633,700	0.00193526	8,967
Pipelines	17,389,000	0.00125247	21,779
Farmland	58,959,800	0.00018396	10,846
FAD 1	0	0.00055188	-
Managed Forests	1,190,100	0.00018396	219
<b>Taxable Total</b>	<b>4,331,739,217</b>		<b>3,414,949</b>

Grimsby Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	4,624,114,679	0.00045422	2,100,391
New Multi-Residential	0	0.00045422	-
Multi-Residential	27,616,000	0.00089481	24,711
Commercial	334,070,763	0.00078803	263,258
Commercial - Excess	9,973,525	0.00078803	7,859
Commercial - Vacant	16,604,500	0.00078803	13,085
Landfill	0	0.00133553	-
Industrial	51,941,305	0.00119460	62,049
Industrial - Excess	3,617,295	0.00119460	4,321
Industrial - Vacant	4,157,600	0.00119460	4,967
Pipelines	8,287,000	0.00077313	6,407
Farmland	94,763,095	0.00011356	10,761
FAD 1	0	0.00034067	-
Managed Forests	584,800	0.00011356	66
<b>Taxable Total</b>	<b>5,175,730,562</b>		<b>2,497,875</b>



**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Lincoln Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	3,559,530,667	0.00049480	1,761,250
New Multi-Residential	3,811,500	0.00049480	1,886
Multi-Residential	20,192,200	0.00097476	19,683
Commercial	226,733,342	0.00085843	194,635
Commercial - Excess	8,046,700	0.00085843	6,908
Commercial - Vacant	4,516,500	0.00085843	3,877
Landfill	0	0.00145484	-
Industrial	105,767,058	0.00130132	137,637
Industrial - Excess	2,875,600	0.00130132	3,742
Industrial - Vacant	7,345,000	0.00130132	9,558
Pipelines	21,728,000	0.00084220	18,299
Farmland	536,611,073	0.00012370	66,379
FAD 1	0	0.00037110	-
Managed Forests	926,700	0.00012370	115
<b>Taxable Total</b>	<b>4,498,084,340</b>		<b>2,223,969</b>

Niagara Falls Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	9,452,617,426	0.00058209	5,502,229
New Multi-Residential	54,737,900	0.00058209	31,862
Multi-Residential	334,774,189	0.00114672	383,892
Commercial	2,418,254,138	0.00100987	2,442,122
Commercial - Excess	35,777,850	0.00100987	36,131
Commercial - Vacant	128,995,400	0.00100987	130,269
Landfill	3,152,500	0.00171150	5,396
Industrial	110,564,392	0.00153090	169,263
Industrial - Excess	6,296,757	0.00153090	9,640
Industrial - Vacant	28,950,600	0.00153090	44,320
Pipelines	46,591,000	0.00099078	46,161
Farmland	83,474,398	0.00014552	12,147
FAD 1	0	0.00043657	-
Managed Forests	1,707,300	0.00014552	248
<b>Taxable Total</b>	<b>12,705,893,850</b>		<b>8,813,680</b>

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Niagara-on-the-lake Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	N/A	N/A	N/A
New Multi-Residential	N/A	N/A	N/A
Multi-Residential	N/A	N/A	N/A
Commercial	N/A	N/A	N/A
Commercial - Excess	N/A	N/A	N/A
Commercial - Vacant	N/A	N/A	N/A
Landfill	N/A	N/A	N/A
Industrial	N/A	N/A	N/A
Industrial - Excess	N/A	N/A	N/A
Industrial - Vacant	N/A	N/A	N/A
Pipelines	N/A	N/A	N/A
Farmland	N/A	N/A	N/A
FAD 1	N/A	N/A	N/A
Managed Forests	N/A	N/A	N/A
Taxable Total			1,963,247

Pelham Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	2,803,859,339	0.00050702	1,421,625
New Multi-Residential	966,700	0.00050702	490
Multi-Residential	18,604,000	0.00099883	18,582
Commercial	106,255,150	0.00087963	93,465
Commercial - Excess	674,511	0.00087963	593
Commercial - Vacant	8,200,000	0.00087963	7,213
Landfill	0	0.00149077	-
Industrial	6,442,200	0.00133346	8,590
Industrial - Excess	45,100	0.00133346	60
Industrial - Vacant	101,000	0.00133346	135
Pipelines	17,967,000	0.00086300	15,506
Farmland	173,178,700	0.00012676	21,952
FAD 1	0	0.00038027	-
Managed Forests	3,491,000	0.00012676	443
Taxable Total	3,139,784,700		1,588,654

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Port Colborne Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	1,699,662,140	0.00095517	1,623,463
New Multi-Residential	913,000	0.00095517	872
Multi-Residential	39,890,000	0.00188168	75,060
Commercial	140,891,261	0.00165712	233,474
Commercial - Excess	501,900	0.00165712	832
Commercial - Vacant	2,385,400	0.00165712	3,953
Landfill	0	0.00280845	-
Industrial	80,427,390	0.00251210	202,042
Industrial - Excess	2,706,689	0.00251210	6,799
Industrial - Vacant	6,005,400	0.00251210	15,086
Pipelines	10,859,000	0.00162579	17,654
Farmland	57,683,974	0.00023879	13,774
FAD 1	1,359,300	0.00071638	974
Managed Forests	926,100	0.00023879	221
<b>Taxable Total</b>	<b>2,044,211,554</b>		<b>2,194,204</b>

St. Catharines Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	12,571,965,833	0.00073812	9,279,700
New Multi-Residential	141,355,620	0.00073812	104,337
Multi-Residential	678,919,668	0.00145410	987,217
Commercial	2,016,852,108	0.00128056	2,582,700
Commercial - Excess	9,195,129	0.00128056	11,775
Commercial - Vacant	22,309,700	0.00128056	28,569
Landfill	0	0.00217027	-
Industrial	158,673,485	0.00194126	308,026
Industrial - Excess	4,500,359	0.00194126	8,736
Industrial - Vacant	21,695,800	0.00194126	42,117
Pipelines	31,393,000	0.00125635	39,441
Farmland	162,242,600	0.00018453	29,939
FAD 1	0	0.00055359	-
Managed Forests	0	0.00018453	-
<b>Taxable Total</b>	<b>15,819,103,302</b>		<b>13,422,557</b>

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Thorold Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	2,640,994,960	0.00063876	1,686,982
New Multi-Residential	106,235,800	0.00063876	67,859
Multi-Residential	43,152,800	0.00125836	54,302
Commercial	177,702,596	0.00110818	196,926
Commercial - Excess	2,692,213	0.00110818	2,983
Commercial - Vacant	7,913,200	0.00110818	8,769
Landfill	0	0.00187812	-
Industrial	50,688,966	0.00167994	85,154
Industrial - Excess	3,374,734	0.00167994	5,669
Industrial - Vacant	17,765,100	0.00167994	29,844
Pipelines	27,113,000	0.00108723	29,478
Farmland	53,017,740	0.00015969	8,466
FAD 1	0	0.00047907	-
Managed Forests	531,400	0.00015969	85
Taxable Total	3,131,182,509		2,176,517

Wainfleet Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	961,108,525	0.00061294	589,100
New Multi-Residential	0	0.00061294	-
Multi-Residential	457,000	0.00120749	552
Commercial	21,603,605	0.00106339	22,973
Commercial - Excess	929,500	0.00106339	988
Commercial - Vacant	832,500	0.00106339	885
Landfill	0	0.00180220	-
Industrial	8,824,600	0.00161203	14,226
Industrial - Excess	85,300	0.00161203	138
Industrial - Vacant	132,000	0.00161203	213
Pipelines	6,016,000	0.00104329	6,276
Farmland	212,224,215	0.00015324	32,521
FAD 1	0	0.00045971	-
Managed Forests	1,848,789	0.00015324	283
Taxable Total	1,214,062,034		668,155

**Schedule C – 2024 WASTE MANAGEMENT TAX RATES & LEVY**

Welland Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	4,699,985,491	0.00082338	3,869,864
New Multi-Residential	28,213,500	0.00082338	23,230
Multi-Residential	137,789,700	0.00162206	223,503
Commercial	391,327,283	0.00142848	559,003
Commercial - Excess	9,271,728	0.00142848	13,244
Commercial - Vacant	21,418,600	0.00142848	30,596
Landfill	0	0.00242095	-
Industrial	131,644,043	0.00216549	285,074
Industrial - Excess	3,570,500	0.00216549	7,732
Industrial - Vacant	6,345,500	0.00216549	13,741
Pipelines	22,108,000	0.00140148	30,984
Farmland	22,417,900	0.00020585	4,615
FAD 1	0	0.00061754	-
Managed Forests	1,134,200	0.00020585	233
Taxable Total	5,475,226,445		5,061,819

West Lincoln Property Classification	2024 Roll Return CVA	Tax Rate by Class	Waste Management Levy by Class
Residential	1,848,487,509	0.00049959	923,480
New Multi-Residential	0	0.00049959	-
Multi-Residential	7,043,000	0.00098419	6,932
Commercial	79,198,299	0.00086674	68,644
Commercial - Excess	1,157,900	0.00086674	1,004
Commercial - Vacant	2,967,300	0.00086674	2,572
Landfill	0	0.00146892	-
Industrial	38,335,500	0.00131392	50,370
Industrial - Excess	387,300	0.00131392	509
Industrial - Vacant	1,032,000	0.00131392	1,356
Pipelines	29,179,000	0.00085035	24,812
Farmland	497,581,032	0.00012490	62,148
FAD 1	0	0.00037469	-
Managed Forests	2,481,900	0.00012490	310
Taxable Total	2,507,850,740		1,142,137

**Schedule D – 2024 TRANSIT TAX RATES & LEVY****2024 Upper-Tier Special Levy (Transit) and Dates by Local Municipality (Taxable Levy Only)**

Municipality	Interim Payment Due March 6, 2024	Interim Payment Due May 8, 2024	Final Payment Due August 7, 2024	Final Payment Due October 9, 2024	2024 Approved Special Levy
Fort Erie	\$718,972	\$718,972	889,164	889,163	3,216,271
Grimsby	\$419,950	\$419,950	589,023	589,022	2,017,945
Lincoln	\$356,865	\$356,865	428,338	428,338	1,570,406
Niagara Falls	\$3,640,497	\$3,640,497	4,157,089	4,157,089	15,595,172
Niagara-on-the-Lake	\$646,247	\$646,247	761,359	761,359	2,815,212
Pelham	\$279,630	\$279,630	193,639	193,638	946,537
Port Colborne	\$234,510	\$234,510	275,027	275,028	1,019,075
St. Catharines	\$5,442,724	\$5,442,724	5,068,239	5,068,239	21,021,926
Thorold	\$443,855	\$443,855	558,448	558,448	2,004,606
Wainfleet	\$62,349	\$62,349	65,989	65,990	256,677
Welland	\$1,762,220	\$1,762,220	1,349,636	1,349,636	6,223,712
West Lincoln	\$132,530	\$132,530	141,639	141,639	548,338
Regional Total Taxable Only	14,140,349	14,140,349	14,477,590	14,477,589	57,235,877

**Schedule E – 2024 TRANSIT TAX RATES & LEVY**

Fort Erie Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	3,870,279,233	0.00069303	2,682,226
New Multi-Residential	0	0.00069303	-
Multi-Residential	43,161,796	0.00136527	58,928
Commercial	259,076,705	0.00120234	311,498
Commercial - Excess	5,143,488	0.00120234	6,184
Commercial - Vacant	20,963,200	0.00120234	25,205
Landfill	0	0.00203769	-
Industrial	49,960,854	0.00182267	91,062
Industrial - Excess	981,341	0.00182267	1,789
Industrial - Vacant	4,633,700	0.00182267	8,446
Pipelines	17,389,000	0.00117961	20,512
Farmland	58,959,800	0.00017326	10,215
FAD 1	0	0.00051977	-
Managed Forests	1,190,100	0.00017326	206
<b>Taxable Total</b>	<b>4,331,739,217</b>		<b>3,216,271</b>

Grimsby Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,624,114,679	0.00036695	1,696,831
New Multi-Residential	0	0.00036695	-
Multi-Residential	27,616,000	0.00072289	19,963
Commercial	334,070,763	0.00063662	212,676
Commercial - Excess	9,973,525	0.00063662	6,349
Commercial - Vacant	16,604,500	0.00063662	10,571
Landfill	0	0.00107893	-
Industrial	51,941,305	0.00096508	50,128
Industrial - Excess	3,617,295	0.00096508	3,491
Industrial - Vacant	4,157,600	0.00096508	4,012
Pipelines	8,287,000	0.00062459	5,176
Farmland	94,763,095	0.00009174	8,694
FAD 1	0	0.00027521	-
Managed Forests	584,800	0.00009174	54
<b>Taxable Total</b>	<b>5,175,730,562</b>		<b>2,017,945</b>



**Schedule E – 2024 TRANSIT TAX RATES & LEVY**

Lincoln Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	3,559,530,667	0.00034939	1,243,667
New Multi-Residential	3,811,500	0.00034939	1,332
Multi-Residential	20,192,200	0.00068830	13,898
Commercial	226,733,342	0.00060616	137,437
Commercial - Excess	8,046,700	0.00060616	4,878
Commercial - Vacant	4,516,500	0.00060616	2,738
Landfill	0	0.00102730	-
Industrial	105,767,058	0.00091890	97,189
Industrial - Excess	2,875,600	0.00091890	2,642
Industrial - Vacant	7,345,000	0.00091890	6,749
Pipelines	21,728,000	0.00059470	12,922
Farmland	536,611,073	0.00008735	46,873
FAD 1	0	0.00026204	-
Managed Forests	926,700	0.00008735	81
<b>Taxable Total</b>	<b>4,498,084,340</b>		<b>1,570,406</b>

Niagara Falls Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	9,452,617,426	0.00102996	9,735,837
New Multi-Residential	54,737,900	0.00102996	56,378
Multi-Residential	334,774,189	0.00202902	679,264
Commercial	2,418,254,138	0.00178688	4,321,130
Commercial - Excess	35,777,850	0.00178688	63,931
Commercial - Vacant	128,995,400	0.00178688	230,499
Landfill	3,152,500	0.00302835	9,547
Industrial	110,564,392	0.00270879	299,496
Industrial - Excess	6,296,757	0.00270879	17,057
Industrial - Vacant	28,950,600	0.00270879	78,421
Pipelines	46,591,000	0.00175309	81,678
Farmland	83,474,398	0.00025749	21,494
FAD 1	0	0.00077247	-
Managed Forests	1,707,300	0.00025749	440
<b>Taxable Total</b>	<b>12,705,893,850</b>		<b>15,595,172</b>

**Schedule E – 2024 TRANSIT TAX RATES & LEVY**

Niagara-on-the-lake Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,443,315,978	0.00045454	2,019,662
New Multi-Residential	3,041,000	0.00045454	1,382
Multi-Residential	16,745,500	0.00089544	14,995
Commercial	760,457,432	0.00078858	599,682
Commercial - Excess	15,324,278	0.00078858	12,084
Commercial - Vacant	17,702,000	0.00078858	13,959
Landfill	0	0.00133647	-
Industrial	44,828,100	0.00119544	53,589
Industrial - Excess	192,700	0.00119544	230
Industrial - Vacant	15,270,500	0.00119544	18,255
Pipelines	19,135,000	0.00077367	14,804
Farmland	584,396,423	0.00011364	66,411
FAD 1	0	0.00034091	-
Managed Forests	1,402,100	0.00011364	159
<b>Taxable Total</b>	<b>5,921,811,011</b>		<b>2,815,212</b>

Pelham Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	2,803,859,339	0.00030209	847,019
New Multi-Residential	966,700	0.00030209	292
Multi-Residential	18,604,000	0.00059512	11,072
Commercial	106,255,150	0.00052410	55,688
Commercial - Excess	674,511	0.00052410	354
Commercial - Vacant	8,200,000	0.00052410	4,298
Landfill	0	0.00088822	-
Industrial	6,442,200	0.00079450	5,118
Industrial - Excess	45,100	0.00079450	36
Industrial - Vacant	101,000	0.00079450	80
Pipelines	17,967,000	0.00051419	9,238
Farmland	173,178,700	0.00007552	13,078
FAD 1	0	0.00022657	-
Managed Forests	3,491,000	0.00007552	264
<b>Taxable Total</b>	<b>3,139,784,700</b>		<b>946,537</b>

**Schedule E – 2024 TRANSIT TAX RATES & LEVY**

Port Colborne Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	1,699,662,140	0.00044362	753,997
New Multi-Residential	913,000	0.00044362	405
Multi-Residential	39,890,000	0.00087393	34,861
Commercial	140,891,261	0.00076964	108,436
Commercial - Excess	501,900	0.00076964	386
Commercial - Vacant	2,385,400	0.00076964	1,836
Landfill	0	0.00130436	-
Industrial	80,427,390	0.00116672	93,836
Industrial - Excess	2,706,689	0.00116672	3,158
Industrial - Vacant	6,005,400	0.00116672	7,007
Pipelines	10,859,000	0.00075509	8,200
Farmland	57,683,974	0.00011091	6,398
FAD 1	1,359,300	0.00033272	452
Managed Forests	926,100	0.00011091	103
<b>Taxable Total</b>	<b>2,044,211,554</b>		<b>1,019,075</b>

St. Catharines Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	12,571,965,833	0.00115602	14,533,502
New Multi-Residential	141,355,620	0.00115602	163,410
Multi-Residential	678,919,668	0.00227736	1,546,144
Commercial	2,016,852,108	0.00200558	4,044,958
Commercial - Excess	9,195,129	0.00200558	18,442
Commercial - Vacant	22,309,700	0.00200558	44,744
Landfill	0	0.00339900	-
Industrial	158,673,485	0.00304033	482,420
Industrial - Excess	4,500,359	0.00304033	13,683
Industrial - Vacant	21,695,800	0.00304033	65,962
Pipelines	31,393,000	0.00196766	61,771
Farmland	162,242,600	0.00028901	46,890
FAD 1	0	0.00086702	-
Managed Forests	0	0.00028901	-
<b>Taxable Total</b>	<b>15,819,103,302</b>		<b>21,021,926</b>

**Schedule E – 2024 TRANSIT TAX RATES & LEVY**

Thorold Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	2,640,994,960	0.00058831	1,553,730
New Multi-Residential	106,235,800	0.00058831	62,500
Multi-Residential	43,152,800	0.00115897	50,013
Commercial	177,702,596	0.00102066	181,374
Commercial - Excess	2,692,213	0.00102066	2,748
Commercial - Vacant	7,913,200	0.00102066	8,077
Landfill	0	0.00172978	-
Industrial	50,688,966	0.00154726	78,429
Industrial - Excess	3,374,734	0.00154726	5,222
Industrial - Vacant	17,765,100	0.00154726	27,487
Pipelines	27,113,000	0.00100136	27,150
Farmland	53,017,740	0.00014708	7,798
FAD 1	0	0.00044123	-
Managed Forests	531,400	0.00014708	78
<b>Taxable Total</b>	<b>3,131,182,509</b>		<b>2,004,606</b>

Wainfleet Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	961,108,525	0.00023547	226,305
New Multi-Residential	0	0.00023547	-
Multi-Residential	457,000	0.00046388	212
Commercial	21,603,605	0.00040852	8,826
Commercial - Excess	929,500	0.00040852	380
Commercial - Vacant	832,500	0.00040852	340
Landfill	0	0.00069234	-
Industrial	8,824,600	0.00061929	5,465
Industrial - Excess	85,300	0.00061929	53
Industrial - Vacant	132,000	0.00061929	82
Pipelines	6,016,000	0.00040079	2,411
Farmland	212,224,215	0.00005887	12,494
FAD 1	0	0.00017660	-
Managed Forests	1,848,789	0.00005887	109
<b>Taxable Total</b>	<b>1,214,062,034</b>		<b>256,677</b>

Welland Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	4,699,985,491	0.00101238	4,758,151
New Multi-Residential	28,213,500	0.00101238	28,563
Multi-Residential	137,789,700	0.00199439	274,806
Commercial	391,327,283	0.00175638	687,319
Commercial - Excess	9,271,728	0.00175638	16,285
Commercial - Vacant	21,418,600	0.00175638	37,619
Landfill	0	0.00297666	-
Industrial	131,644,043	0.00266256	350,510
Industrial - Excess	3,570,500	0.00266256	9,507
Industrial - Vacant	6,345,500	0.00266256	16,895
Pipelines	22,108,000	0.00172317	38,096
Farmland	22,417,900	0.00025310	5,674
FAD 1	0	0.00075929	-
Managed Forests	1,134,200	0.00025310	287
<b>Taxable Total</b>	<b>5,475,226,445</b>		<b>6,223,712</b>

West Lincoln Property Classification	2024 Roll Return CVA	Tax Rate by Class	Transit Levy by Class
Residential	1,848,487,509	0.00023985	443,364
New Multi-Residential	0	0.00023985	-
Multi-Residential	7,043,000	0.00047250	3,328
Commercial	79,198,299	0.00041612	32,956
Commercial - Excess	1,157,900	0.00041612	482
Commercial - Vacant	2,967,300	0.00041612	1,235
Landfill	0	0.00070522	-
Industrial	38,335,500	0.00063081	24,182
Industrial - Excess	387,300	0.00063081	244
Industrial - Vacant	1,032,000	0.00063081	651
Pipelines	29,179,000	0.00040825	11,912
Farmland	497,581,032	0.00005996	29,835
FAD 1	0	0.00017989	-
Managed Forests	2,481,900	0.00005996	149
<b>Taxable Total</b>	<b>2,507,850,740</b>		<b>548,338</b>

## THE REGIONAL MUNICIPALITY OF NIAGARA

## BY-LAW NO. 2024-19

A BY-LAW TO SET TAX RATIOS AND TAX RATE  
REDUCTIONS FOR PRESCRIBED PROPERTY  
SUBCLASSES FOR REGIONAL PURPOSES AND  
AREA MUNICIPAL PURPOSES FOR THE YEAR 2024

WHEREAS pursuant to Section 308 (5) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (referred hereinafter as “the *Municipal Act, 2001*”), The Regional Municipality of Niagara (referred hereinafter as “The Regional Corporation”) may establish the tax ratios for The Regional Corporation and the Area Municipalities;

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

WHEREAS the property classes have been prescribed by the Ministry of Finance pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c. A.31, as amended;

WHEREAS pursuant to Section 313 (1) of the *Municipal Act, 2001*, The Regional Municipality of Niagara may establish tax reductions for prescribed property subclasses for The Regional Corporation and the Area Municipalities; and,

WHEREAS the property subclasses for which tax rate reductions are to be established are in accordance with Section 8 of the *Assessment Act*.

NOW THEREFORE the Council of The Regional Municipality of Niagara enacts as follows for the 2024 taxation year:

1. That the tax ratio for property in:
  - a. The residential property class is 1.000000;
  - b. The new multi-residential property class is 1.000000;
  - c. The multi-residential class is 1.970000;
  - d. The commercial property class is 1.734900;
  - e. The industrial property class is 2.630000;
  - f. The pipelines property class is 1.702100;
  - g. The farm property class is 0.250000;
  - h. The managed forest property class is 0.250000;
  - i. The landfill property class is 2.940261.

2. That the municipal purpose tax reduction for:
  - a. The first class of farmland awaiting development in the residential, multi-residential, commercial or industrial property classes is 25%;
  - b. The second class of farmland awaiting development in the residential, multi-residential, commercial or industrial property classes is 0%.
3. That for the purposes of this bylaw:
  - a. The industrial property class includes all properties classified as industrial and large industrial as per Ontario Regulation 282/98;
  - b. The first class of farmland awaiting development and the second class of farmland awaiting development consists of land as defined in accordance with Ontario Regulation 282/98.
4. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA

  
\_\_\_\_\_  
James Bradley, Regional Chair

  
\_\_\_\_\_  
Ann-Marie Norio, Regional Clerk

Passed: March 21, 2024





March 22<sup>nd</sup>, 2024

The Honourable Lisa Thompson  
Ministry of Agriculture, Food and Rural Affairs  
11th Floor  
77 Grenville St.  
Toronto, ON M5S 1B3

**RE: Township of Adelaide Metcalfe – Request to Increase Tile Drain Loan Limit**

Dear Minister Thompson,

On March 18, 2024, the Township of Adelaide Metcalfe Council approved the following resolution:

*WHEREAS farm drainage is of paramount importance in Ontario due to its significant impact on agricultural productivity and sustainability. Effective drainage systems help mitigate waterlogging, control soil moisture levels, and enhance soil structure, thereby optimizing growing conditions for crops;*

*WHEREAS improved drainage also facilitates timely field operations, reduces erosion, and minimizes nutrient runoff, contributing to environmental conservation efforts;*

*WHEREAS Ontario's diverse agricultural landscape, where weather variability is common, well-maintained drainage systems play a crucial role in ensuring stable yields, economic viability, and long-term resilience for farmers across the Province;*

*WHEREAS the Tile Loan Drainage Act, R.S.O 1990, c. T.8 allows for the borrowing of money for the purpose of constructing drainage works;*

*WHEREAS the maximum annual limit for these loans, unchanged since 2004, is currently set at \$50,000.*

*WHEREAS costs for Tile Drainage has increased markedly since 2004;*

*NOW THEREFORE the Council of the Township of Adelaide Metcalfe requests that the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) consider increasing the maximum annual Tile Loan limit to a minimum of \$100,000.*

*AND THAT this resolution be circulated the Honourable Lisa Thompson – Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario municipalities.*

Your consideration of Council's request is appreciated.

Kind regards,

A handwritten signature in dark ink, appearing to be 'MB', with a long horizontal line extending to the right.

Michael Barnier  
Clerk & Manager of Legislative Services  
Township of Adelaide Metcalfe  
[mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca)

Cc: Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
All Ontario Municipalities

March 26, 2024

**Sent by E-mail**  
sylvia.jones@ontario.ca

Hon. Sylvia Jones, Minister of Health  
Ministry of Health  
5th Floor - 777 Bay St.  
Toronto, ON M7A 2J3

**Re: Public Health Ontario Labs**

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Dear Minister Jones,

At its regular meeting held March 12, 2024, the Council of the Township of Asphodel-Norwood passed a resolution expressing concern about the possible closure of regional Public Health Ontario (PHO) laboratories, as stated in the [Office of the Auditor General of Ontario's Value-for Money Audit: Public Health Ontario](#).

WHEREAS the mission of Public Health Ontario (PHO) is to "enable informed decisions and get actions that protect and promote health and contribute to reducing health inequities", there are grave concerns that the closure of six community-based PHO labs will increase health inequities, especially for rural communities; and

WHEREAS combined these labs collect and process thousands of water samples and time sensitive medical tests each day; and

WHEREAS there are grave concerns about the integrity of samples being compromised if travel time is increased by centralizing all tests to a few locations; and

WHEREAS these labs already process overflow tests and samples when labs such as Toronto and Ottawa cannot keep up to demand and many scaled up to meet demand during the COVID-19 pandemic; and

WHEREAS frequent drinking water testing services is vital for Ontarians who draw their water from private drinking water systems (i.e. wells) and protecting groundwater quality and quantity is a shared responsibility.

As stewards of care for the *Safe Drinking Water Act, 2022*, Council urges the provincial government to take caution against acting on the recommendations stated in the aforementioned audit report.

-2-

Sincerely,



Melanie Hudson, Clerk  
Township of Asphodel-Norwood

Encl./ Letter of Concern from former senior managers of Public Health Ontario (PHO)

Cc: MPP David Piccini | david.piccinico@pc.ola.org  
MP Philip Larence | philip.lawrence@parl.gc.ca  
Ontario Municipalities

## Letter of Concern regarding Regional Public Health Ontario Laboratories

December 18, 2023

We, the undersigned, are a group of retired senior managers who were long term employees of Public Health Ontario (PHO), with extensive knowledge of regional laboratory operations and the public health system. We are writing to express our concerns with PHO's laboratory modernization plan, discussed recently in the Office of the Auditor General of Ontario's *Value-for-Money Audit: Public Health Ontario* (report dated December 2023).

Our major concern rests with the recommendation to close 6 of the 10 regional, fully accredited laboratories based in Peterborough, Orillia, Hamilton, Kingston, Sault Ste. Marie and Timmins, which serve communities in 15 public health unit jurisdictions. This change will impact about 85 laboratory personnel and a number of Infection, Prevention and Control (IPAC) staff who are also housed in some of those sites. In addition to these closures, there is a concerning recommendation to gradually eliminate drinking water testing services for Ontarians who draw their water from private drinking water systems (e.g. wells). We believe the associated risks to public health were not properly analyzed during the investigative process and such measures, if approved by the Ontario government, could be detrimental.

The regional laboratory sites serve all of PHO's clients located outside the Greater Toronto Area (GTA). They act as a first contact when specific testing is required by public health units, hospital and community labs, long term care homes, clinicians and private citizens within their regions; and they provide access to over 270 diagnostic tests related to diseases of public health significance listed in O. Reg 135/18 under the *Health Protection and Promotion Act*. The high number of specimens processed during the COVID pandemic at these locations is a testament to the ability of these labs to respond quickly to emerging pathogens, to manage outbreaks and to assist with surveillance.

The Auditor General's report has a financial focus, and in this respect, inefficiencies are outlined which we acknowledge need to be addressed. However, PHO's regional laboratory sites indicated for closure offer analyses requiring specialized training, such as the identification of parasites, ticks (important due to the increasing risk of Lyme disease), and pathogenic fungi. Having multiple sites competent in these specialty tests adds backup support into the system and enables the management of surge capacity, especially in outbreak situations. Two of these regional sites are also associated with postsecondary institutions, providing academic placements and research opportunities.

In addition to the diagnostic testing of medical samples, regional laboratory locations conduct the majority of testing for indicators of bacterial contamination in private drinking water systems, as well as public drinking water and beach water submitted by Ontario Parks and public health unit staff, supporting their Safe Water programs under Ontario public health standards. With water samples being time and temperature sensitive, any increase in the transportation time can have a negative impact on sample integrity. The current geographical configuration of PHO's laboratory network allows clients direct access to information and testing, and samples are transported from drop off depots in the communities quickly and efficiently. Loss of these regional labs could result in increased courier costs, increased turn-around times, and possible rejection of samples, due to integrity issues. In short, their closing will have a direct and dramatic impact on PHO's ability to achieve its mandate: the protection and promotion of public health.

PHO's laboratory sites test between 150,000 to 175,000 private drinking water samples each year at no cost to the submitter. With the recommendation to phase out PHO's drinking water service, private citizens who do not have access to municipally treated drinking water will have to submit their samples to a licensed private laboratory, which currently can cost more than \$150 per sample. Considering the current economic state in Ontario, some residents may consider the cost prohibitive and decide not to monitor their water source, thereby reducing sampling rates. As a result, people will be unaware of the quality of their drinking water, which can put them at a higher risk of contamination. Private drinking water sources, in particular, are susceptible to contamination at significantly higher rates than municipal systems. With the removal of this testing service at PHO, there will also no longer be a centralized database containing bacteriological test results that are available for PHO's researchers or public health unit staff, who use it to determine contamination rates in their regions.

The *Report of the Walkerton Inquiry* (2002) discusses the tragic impact of provincial budget cuts on water testing services in the 1990s in Walkerton, Ontario. In 1996, the Ministry of Environment regional laboratories were closed as a cost saving measure, and the testing that they performed on municipal drinking water systems was privatized. Justice Dennis O'Connor, who authored the Walkerton report, highlighted how this action "connected directly" to the Walkerton *E.coli* O157:H7 and *Campylobacter jejuni* outbreak in May 2000 (part 1, p. 406), which resulted in seven deaths and 2,300 illnesses. Recognizing the importance of the private drinking water testing service offered by Ontario's public health laboratory sites, Justice O'Connor suggested that the province maintain free, bacteriological water testing for private well owners.

Overall, we are concerned that, if the recommendation to close 6 of the 10 regional PHO locations and to phase out private water testing is approved, there will be serious negative impacts on public health. Rather than reduce health inequities across the province of Ontario, we feel the proposed changes will do the opposite. We caution the provincial government against acting on these recommendations without fully understanding the ramifications and the complex logistics required in specimen handling to deliver timely results. While the Auditor General's report has a financial focus, which is important, we caution that an up-to-date, independent impact assessment be carried out using a *public health* focus. Stakeholders, including members of the public, should be consulted, as well. As we have seen in the past, an effective public health network is needed, not only to ensure essential day-to-day testing, but also to respond to emerging public health emergencies, such as Walkerton, SARS, West Nile and COVID.

### Key Resources

O'Connor, Dennis R. (2002). *Report of the Walkerton Inquiry*. 2 parts. Toronto: Ontario Ministry of the Attorney General. [https://www.archives.gov.on.ca/en/e\\_records/walkerton/index.html](https://www.archives.gov.on.ca/en/e_records/walkerton/index.html)

Office of the Auditor General of Ontario. (2023). *Value-for-Money Audit: Public Health Ontario*. [https://auditor.on.ca/en/content/annualreports/arreports/en23/AR\\_publichealth\\_en23.pdf](https://auditor.on.ca/en/content/annualreports/arreports/en23/AR_publichealth_en23.pdf)

### Signatories

Rena Retallick

Former Operations Director, Regional Public Health Laboratories

CONTACT: [rena.retallick@gmail.com](mailto:rena.retallick@gmail.com)

Jean Cousineau

Former Technical Manager, Timmins Regional Public Health Laboratory

Elizabeth Pszczolko  
Former Manager, Thunder Bay Regional Public Health Laboratory

John Jessop  
Former Manager, Sault Ste. Marie, Sudbury and Timmins Regional Public Health Laboratories

Leslee Shuttleworth  
Former Manager, Ottawa Public Health Laboratory

Robin Eddington  
Former Manager, Orillia Public Health Laboratory

Cindy Froats  
Former Manager, Kingston Public Health Laboratory

Pamela O'Brien  
Former Manager, Peterborough Public Health Laboratory

Suzan Breton  
Former Manager, Sault Ste. Marie Public Health Laboratory

Monica Murphy  
Former Quality and Technical Manager, Public Health Laboratories  
Former Manager, Windsor Public Health Laboratory

Debbie Sikora  
Former Manager, Kingston Public Health Laboratory

Doreen Graham  
Former Senior Manager, Central North Region

Dr. Fred Ball  
Former Manager, Thunder Bay Public Health Laboratory

Twyla Harcourt  
Former Manager, Peterborough Public Health Laboratory





**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

March 27, 2024

Honourable Arif Virani  
Minister of Justice & Attorney General  
House of Commons  
Ottawa, Ontario K1A 0A6

Sent by Email

**RE: Township of Clearview Endorsement of Bill C-63 in the House of Commons**

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Please be advised that Council of the Township of Clearview at its meeting held on March 25, 2024, passed the following resolution in support of the endorsement of Bill C-63 in the House of Commons:

Moved by Councillor Dineen, Seconded by Councillor Broderick, Whereas The Canadian Federal Government has drafted Bill C-63, The Online Harms Act, currently in front of Parliament and has had its first reading; and,

Whereas Bill C-63 requires that online tech companies and social media platforms remove child pornography and other dangerous content within 24 hours once the operator identifies the content, while also mandating the following duties:

- Duty to protect children;
- Duty to act responsibly;
- Duty to remove egregious content; and,

Whereas The Canadian Federal Government proposes to establish a "Digital Safety Commission" and nominate an "independent" Ombudsperson to proactively circumvent potential harms on behalf of Canadians; and,

Whereas online tech companies and social media platforms need to adhere to existing Criminal Laws; and,

Whereas online tech companies and social media platforms need to be held accountable to keep platforms safe from predators targeting children and other vulnerable Canadians and to protect them from bullying, hate, extremism, violence, discrimination, self harm, exploitation and sexual extortion that can lead to the most dire of consequences; and,

Whereas Clearview Township, as all Canadians, endeavours to foster safe homes, communities, schools and public spaces;

Be It Resolved That the Mayor and Council of Clearview Township endorse the passing of Bill C-63 in the House of Commons and the establishment of a "digital safety commission" and nomination of an "independent" Ombudsperson; and,

That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Terry Dowdall, MP; The Right Honourable Justin Trudeau, Prime Minister of Canada and The Honourable Arif Virani, Minister of Justice & Attorney General of Canada. Motion Carried.

Sincerely,



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Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC

Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau  
Simcoe Grey MP Terry Dowdall  
Association of Municipalities of Ontario  
Ontario Municipalities



March 28, 2024

Larry Brock, MP Brant  
108 St. George Street, Suite #3  
Brantford, ON N3R 1V6

Sent via email: [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

To whom it may concern:

Please be advised that Brantford City Council at its meeting held March 26, 2024 adopted the following:

### **12.6.13 Home Heating Sustainability**

WHEREAS home heating energy costs is a major and onerous burden for Seniors and those with limited or fixed incomes; and

WHEREAS the cost of natural gas to heat homes continues to climb due to many factors such as inaccurate meter readings, inflation, delivery and customer charges, carbon tax, among others, causing financial strain for many citizens; and

WHEREAS 3.8 million households in Ontario currently use natural gas for home heating, representing about 70 per cent of Ontario households; and

WHEREAS the carbon tax charged on heating bills is highly dependent on the amount of natural gas used and accounts for 20-25% of the utility bill; and

WHEREAS Canadians have no choice but to heat their homes throughout the winter; and

WHEREAS no citizen should have to choose between putting food on the table or heating their homes; and

WHEREAS the carbon tax is increasing as of April 1, 2024 to \$0.15 per cubic meter for natural gas, and the carbon tax rebate for homeowners is also increasing; and

WHEREAS Ontario homeowners can now expect to receive \$1,120 annually for the rebate on average and the rebate will be renamed to the Canada Carbon Rebate; and

WHEREAS starting on January 1, 2024, both SaskEnergy and SaskPower removed the federal carbon tax from home heating, resulting in savings for approximately 98 per cent of Saskatchewan families by exempting them from carbon tax on home heating oil; and

WHEREAS the Canadian government has implemented new measures to help Atlantic Canadians lower their energy bills by making the average heat pump free to help low- to median-income Canadians switch to cleaner fuel and incentivizing the switch to heat pumps with \$250 upfront payments; and

WHEREAS the Canadian and Ontario governments have discontinued grant and rebate programs for Ontarians to retrofit their homes to be energy efficient such as Ontario's green home-retrofit rebate program, the ecoENERGY home retrofit program, and the Canada Greener Homes Grant, making it difficult for homeowners to reduce their reliance on natural gas.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Federal Government exclude home heating from the federal carbon tax to reduce the burden on citizens, as has been done in Saskatchewan; and
- B. THAT the Federal and Provincial Governments reinstate home energy retrofit rebate and grant programs to help Brantford residents retrofit their homes to be more energy efficient and provide barrier-free options for switching to less carbon-intensive fuel sources to lower their utility bills and avoid the carbon tax; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of the Environment and Climate Change, The Honourable Steven Guilbeault, The Provincial Minister of Environment, Conservation and Parks, The Honourable Andrea Khanjin, The City of Brantford Member of Parliament, The Honourable Larry Brock, The City of Brantford Member of Provincial Parliament, The Honourable Will Bouma, and to each municipality in Ontario; and
- D. THAT the Mayor of the City of Brantford request that this resolution be added as an agenda item for consideration by the Ontario Big City's Mayor Caucus.

I trust this information is of assistance.

Yours truly,



Chris Gauthier  
City Clerk, [cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

cc Federal Minister of the Environment and Climate Change, Honourable Steven Guilbeault  
Provincial Minister of Environment, Conservation and Parks, Honourable Andrea Khanjin  
All Ontario Municipalities



# Northumberland County

## Council Resolution

**SENT VIA EMAIL**

**March 25, 2024**

Hon. Doug Ford (Premier of Ontario)  
Hon. Michael Parsa (Minister of Children, Community, and Social Services)  
Hon. Paul Calandra (Minister of Municipal Affairs and Housing)  
Hon. Sylvia Jones (Minister of Health)  
Hon. David Piccini (Minister of Labour, Immigration, Training and Skills Development and  
MPP for Northumberland-Peterborough South)  
Association of Municipalities of Ontario (AMO)  
Ontario Municipal Social Services Association  
Eastern Ontario Wardens' Caucus  
All Ontario Municipalities

**Re: Northumberland County Resolution – County of Prince Edward ‘Review of  
Ontario Works and Ontario Disability Support Program Financial Assistance  
Rates’**

---

At a meeting held on March 20, 2024 Northumberland County Council approved the following Council Resolution # 2024-03-20-190 adopting the below recommendation from the March 6, 2024 Social Services Committee meeting.

**Moved by:** Councillor Robert Crate

**Seconded by:** Councillor Scott Jibb

**“That** the Social Services Committee, having considered the correspondence from the County of Prince Edward regarding 'Review of Ontario Works and Ontario Disability Support Program Financial Assistance Rates', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Michael Parsa (Minister of Children, Community, and Social Services), the Honourable Paul Calandra (Minister of Municipal Affairs and Housing), the Honourable Sylvia Jones (Minister of Health), the Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, the Eastern Ontario Wardens' Caucus, and all Ontario municipalities.”

**"Council Resolution # 2024-03-20-190**

**Carried**

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

Sincerely,  
Maddison Mather



Manager of Legislative Services / Clerk  
Northumberland County



## Council Resolution

Moved By Crate

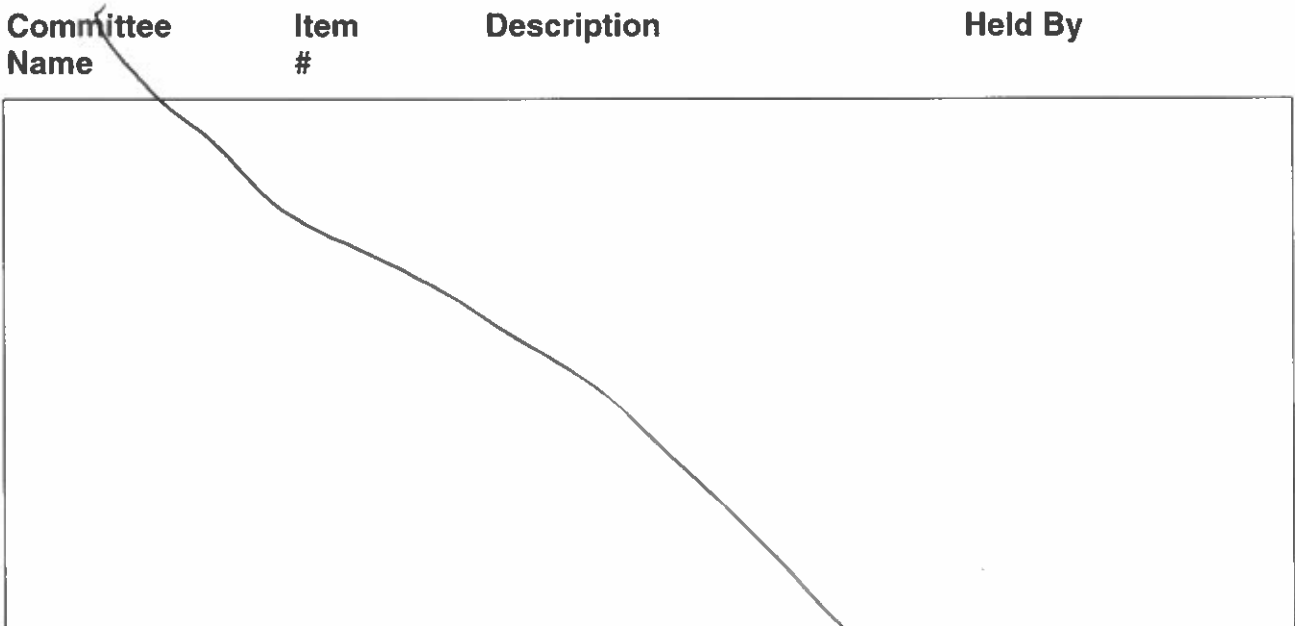
Seconded By Gibb

Agenda  
Item 10

Resolution Number  
2024-03-20- 110

Council Date: March 20, 2024

<sup>mm</sup>  
"That Council adopt all recommendations from the four Standing Committees, as contained within the Committee Minutes (meetings held March 5 and 6), ~~with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:~~

Committee Name	Item #	Description	Held By
			

**And Further That** the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote  
Requested by \_\_\_\_\_  
Councillor's Name

Deferred \_\_\_\_\_  
Warden's Signature

Carried  \_\_\_\_\_  
Warden's Signature

Defeated \_\_\_\_\_  
Warden's Signature

## Social Services Committee Resolution

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Committee Meeting Date: March 6, 2024

Agenda Item: 7.a

Resolution Number: 2024-03-06- 159

Moved by: O. Hankivsky

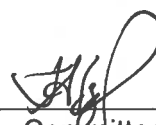
Seconded by: B. Ostrander

Council Meeting Date: March 20, 2024

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"**That** the Social Services Committee, having considered the correspondence from the County of Prince Edward regarding 'Review of Ontario Works and Ontario Disability Support Program Financial Assistance Rates', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Michael Parsa (Minister of Children, Community, and Social Services), the Honorable Paul Calandra (Minister of Municipal Affairs and Housing), the Honourable Sylvia Jones (Minister of Health), the Honorable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, the Eastern Ontario Wardens' Caucus, and all Ontario municipalities."

Carried



Committee Chair's Signature

Defeated

Committee Chair's Signature

Deferred

Committee Chair's Signature

February 16, 2024

Please be advised that during the regular Council meeting of February 13, 2024 the following resolution regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates was carried.

**RESOLUTION NO. 2024-81**

**DATE:** February 13, 2024

**MOVED BY:** Councillor Roberts

**SECONDED BY:** Councillor Hirsch

**WHEREAS** poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

**WHEREAS** the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

**WHEREAS** people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

**WHEREAS** Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

**WHEREAS** Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 per cent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 (\$1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line (\$3,091 per month)

**WHEREAS** OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

**WHEREAS** the poverty risk profile for Prince Edward County created by Vital Signs states that 10.1% - 13.5% of County residents are living on low income;

**WHEREAS** designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

**WHEREAS** leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

**THEREFORE BE IT RESOLVED THAT** the Council of Prince Edward County joins the Town of Orangeville to calls on the Provincial Government to urgently:

- a) At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
- b) Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
- c) Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

**AND FURTHER THAT** a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Prince Edward Lennox and Addington Social Services, the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Hirsch, and Marcia Wallace, CAO

March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

**RESOLUTION NO. 2024-151**

**DATE:** March 26, 2024

**MOVED BY:** Councillor MacNaughton

**SECONDED BY:** Councillor Pennell

**WHEREAS** the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

**WHEREAS** Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

**WHEREAS** at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

**WHEREAS** the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

**WHEREAS** people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

**WHEREAS** Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA

standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

**THEREFORE BE IT RESOLVED THAT** the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
- b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

**AND FURTHER THAT** the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO



TOWN OF SHELburne

COUNCIL RESOLUTION

No. 08

**Date:** 3/25/24

**Moved:** Councillor Benotto

**Seconded by:** Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne encourages all levels of government to eradicate all forms of racism especially Islamophobia and antisemitism, and that this motion be sent to our MP and MPP and all municipalities.

**CARRIED, W. Mills**

**Requested Vote to be Recorded**

☐

Yes

☒

No

Yea

Nay

**Mayor Mills**

☐☐

**Deputy Mayor Hall**

☐☐

**Councillor Benotto**

☐☐

**Councillor Fegan**

☐☐

**Councillor Guchardi**

☐☐

**Councillor Sample**

☐☐

**Councillor Wegener**

☐☐



March 25, 2024

Via Email:

Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

Re: Memorandum from H. Ellis, Council and Committee Coordinator, dated February 2, 2024 re: Whitby Sustainability Advisory Committee Request that Council Support the Ontario Energy Board's Decision to end the Gas Pipeline Subsidy

Please be advised that at its meeting held on March 18, 2024, the Council of the Town of Whitby adopted the following as Resolution # 50-24:

Whereas residents are struggling with energy bill increases and need relief; and,

Whereas natural gas is no longer the cheapest way to heat homes because electric heat pumps are now much more efficient, can provide all heating needs even in cold climates, and result in far lower energy bills compared to gas heating; and,

Whereas natural gas is methane gas, which is a fossil fuel that causes approximately one-third of Ontario's GHG emissions, and must be phased out because it is inconsistent with all climate targets, while heat pumps result in the lowest GHG emissions and are consistent with a zero-carbon future; and,

Whereas the Ontario Energy Board (OEB) decided to end a subsidy for methane gas pipelines to be built in new construction developments, effective 2025, finding that this would lower energy bills for existing gas customers and improve affordability for new homebuyers, but this decision is at risk of being overturned by the provincial government; and,

Whereas the OEB decision will help lower energy bills and encourage heating systems that are consistent with climate targets and plans; and,

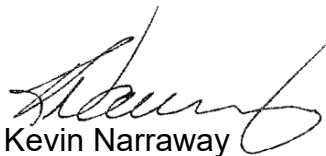
Whereas the construction of new methane gas pipelines, which have 60-year lifetimes, should not be subsidized because they are inconsistent with the Town's climate targets and will result in higher carbon emissions, higher energy bills, higher future decarbonization retrofit costs to phase out fossil fuel heating, and a

continued financial drain as dollars leave the province to pay for fossil fuels extracted in other jurisdictions.

Now therefore, be it resolved:

1. That the Town of Whitby expresses its support for the decision of the Ontario Energy Board to end the gas pipeline subsidy and ask the Ontario Government to allow the decision to stand; and,
2. That this resolution be circulated to Premier Doug Ford; the Minister of Energy, Todd Smith; the Minister of Finance, Peter Bethlenfalvy; the Minister of Municipal Affairs and Housing, Paul Calandra; the Associate Minister of Housing, Rob Flack; President of AMO, Colin Best, the Region of Durham, and all local Ontario municipalities requesting support of the proposed changes.

Should you require further information, please do not hesitate to contact Sarah Klein, Director, Strategic Initiatives at 905-430-4338.



Kevin Narraway  
Sr. Manager of Legislative Services/Deputy Clerk

Copy: C. Harris, Director, Legislative Services/Town Clerk – [clerk@whitby.ca](mailto:clerk@whitby.ca)  
S. Klein, Director, Strategic Initiatives – [kleins@whitby.ca](mailto:kleins@whitby.ca)

Honourable Todd Smith, Minister of Energy  
Honourable Peter Bethlenfalvy, Minister of Finance  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Rob Flack, Associate Minister of Housing  
Colin Best, President of the Association of Municipalities of Ontario  
A. Harras, Regional Clerk, Regional Municipality of Durham  
All Ontario Municipalities

**Terrace Bay**  
**Regular Council - 04 Mar 2024**

Item b)

Date: March 4, 2024

CR60-2024

Moved by *Gary Adduono*  
Seconded by *[Signature]*

WHEREAS access to natural gas is important to residents and businesses in our community for affordability and reliability

AND WHEREAS the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Township of Terrace Bay;

AND WHEREAS Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, as is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk;

NOW THEREFORE BE IT RESOLVED: THAT the Township of Terrace Bay supports a measured approach to Ontario's energy transition;

AND FURTHER, that the Municipality of ~~Tweed~~ *Terrace Bay* recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification;

AND FURTHER, that natural gas must continue to play an integral role in meeting the energy needs of Ontario;

AND FURTHER, that the Municipality of ~~Tweed~~ *Terrace Bay* supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy;

AND FURTHER, that this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Lise Vagueois, Member of Provincial Parliament for Thunder Bay - Superior North, all regional municipalities as significant actors to ensuring the need for natural gas in Ontario as part of a measured approach towards energy transition, and submitted to [municipalaffairs@enbridge.com](mailto:municipalaffairs@enbridge.com)

☒ Carried


☐ Defeated

☐ Recorded Vote

**Recorded Vote:**

	Yes	No
Mayor Paul Malashewski		
Councillor Gary Adduono		
Councillor Chris Dube		

Councillor Bert Johnson			
Councillor Rick St. Louis			

  
 \_\_\_\_\_  
**Mayor**





## Who we are

**We bring our community together to help families build strength, stability and independence through safe and affordable homeownership.**

**Habitat provides people with the tools to take care of themselves and build their own futures, through affordable homeownership.**





Over the past 30 years



73

homes built



79

families served  
(bought back 6 homes)



272

children moved into  
Habitat homes

**Built 4 homes in Port Colborne**



# Housing continuum



Social Housing

Rental Housing

Affordable  
Homeownership



Market Homeownership

# Homeowner qualification



**in need of  
better  
housing**

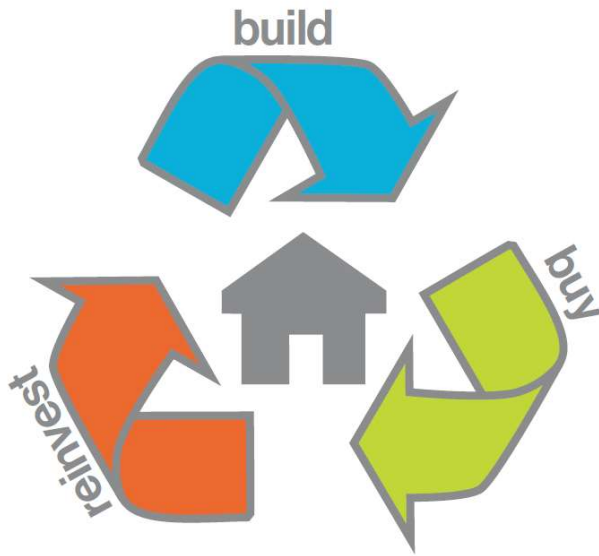


**willing to  
partner with  
Habitat**



**able to make  
affordable  
mortgage  
payments**

# How Habitat works



- **build:** Families selected for Habitat homeownership help build their homes assisted by volunteers and community support.
- **buy:** Habitat homeowners pay an affordable mortgage (not to exceed 30%) geared to their income (evaluated on a yearly basis).
- **reinvest:** Mortgage payments are invested into a revolving fund, referred to as the Fund for Humanity, which is used by the local Habitat to build more homes.

# 2023 Affordable housing survey

Lack of affordable housing is top concern for Canadians

Half of Canadians spend 50% or more of their household income on housing costs

Four in ten Canadians are concerned about their ability to pay their rent or mortgage over the next year (41%)

94% of Canadians feel that the goal of owning a home is more difficult to reach

92% of Canadians across the country believe there is a shortage of affordable housing.

## 2024 Build plans



Taylor Street, Thorold



Mary Street, Thorold



Mitchell Street, Port Colborne



## 2024 future Habitat homeowners





## Mitchell Street, Port Colborne





## Mitchell Street, Port Colborne



Teams of 6 fundraise \$3,000  
for an exclusive Build Day!



# Habitat for Humanity ReStore (social enterprise)

All proceeds from operations fund Habitat Niagara and help build homes in the community for those in need of a safe place to call home

100% of cash donations help build Habitat homes



Fonthill



Grimsby



St. Catharines



# How Port Colborne Council can help

**Spread the word on what Habitat is trying to achieve**

**Incentives to help reduce development and permit fees**

**Available land**

**Gift in kind donations  
(Build & ReStore)**

**Participate on a Habitat Build Day**

**Shop the ReStore**

**Donate to the ReStore**

**Volunteer**

## Port Colborne Museum, Heritage, and Culture Board Meeting Agenda

**Date:** Tuesday, March 19, 2024  
**Time:** 7:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
 286 King St, Port Colborne, ON L3K 4H2

**Pages**

1. Call to Order
2. Disclosures of Interest
3. Adoption of Agenda
4. Approval of Minutes
5. Business Arising from the Minutes
6. Correspondence
7. Council Report
8. Curator's Report
9. Auxiliary Report
10. Friends of Roselawn Centre Liaison Report
11. Committee Report
  - 11.1 Finance Committee
  - 11.2 Membership Committee
  - 11.3 Building and Property Committee
  - 11.4 Programme Committee
  - 11.5 Fundraising Committee

1

11.6 Policy Committee

11.7 Accession Committee

11.8 Heritage Committee

**12. Confidential Items**

**13. New Business**

**14. Adjournment**



## **Port Colborne Museum, Heritage, and Culture Board Meeting Minutes**

**Date:** Tuesday, February 20, 2024  
**Time:** 7:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
286 King St, Port Colborne, ON L3K 4H2

**Members Present:** B. Heaslip  
C. MacMillan  
T. Huffman  
C. Brema  
J. Piniak  
G. Hoyle  
A. Lessard  
B. Schneider  
L. Brazeau  
M. Heaslip

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

**Staff Present:** M. Mason, Museum Curator  
T. Nail, Assistant Curator  
S. Powell Baswick, Director of Museum and Culture

### **1. Call to Order the AGM**

The Chair called the Annual General meeting to order at 7:00pm

### **2. Disclosures of Interest**

N/A

### **3. AGM Elections**

Brian Heaslip led the election for the 2024 Board terms.

#### **Executive:**

Chair - Terry Huffman (2nd year of 2 year term)

Vice Chair - Arlene Lessard (2nd year of 2 year term)

Finance Chair - Bonnie Schneider (2nd year of 2 year term)

Secretary - Staff (currently Tami Nail)

**Committee Chair:**

Membership - Claudia Brema

Building & Property - Brian Heaslip

Accession - Terry Huffman

Programming - Cheryl MacMillan

Fundraising - Claudia Brema

Policy - Cheryl MacMillan

Heritage - Luke Brazeau

50th Anniversary - Cheryl MacMillan

Marianne Heaslip officially introduced as a voting member of the Board. Claudia Brema was re-appointed to the Board. Margaret Tanaszi and John Maloney's spots are now vacant. The City will post for new Board Members once there are a few vacancies from other committees too. Once the posting becomes available it will be sent to the Board.

50th Anniversary Committee was created to plan the activities for the 50th Anniversary year of the Museum in 2025. Focusing on a signature event of a picnic based on 1975.

**4. Adoption of Agenda**

Moved by C. MacMillan

Seconded by L. Brazeau

That the agenda dated February 20, 2024 be confirmed, as circulated or as amended.

Carried

**5. Approval of Minutes**

Marianne Heaslip corrected her statement from last meeting to 400 puddings were made.

Moved by G. Hoyle

Seconded by B. Heaslip



That the minutes dated January, 16 2024 be confirmed, as circulated or amended.

Carried

**6. Business Arising from the Minutes**

N/A

**7. Correspondence**

N/A

**8. Council Report**

Councillor Eric Beauregard wishes to remain on the Heritage Committee.

**9. Curator's Report**

Michelle Mason reported that her, Tami, Stephanie and Michelle Vosburgh will be starting a Leadership Development course in partnership with the Goodman School of Business with Brock University on Wednesday, February 21 at Roselawn. This will be the first of 5 courses of this mandatory Senior Staff Leadership experience.

Tami and Sloane have interviewed Isaac Millett from Lakeshore High School to do his co-op placement at the Museum. He was successful and started on February 20th. He will be helping with the new exhibit preparations and some programming for March Break and the Eclipse. We are happy to welcome him to the team and give a student this opportunity.

Stephani McDougall has finished organizing, photographing, and inputting the clothing and textile collection into the database. She did a great job and her work makes it so much easier to find objects. Most of the dresses and uniforms are now hanging, and the rest of the collection is sorted into boxes that are easily searchable. Now we won't have to open and search through all the boxes to find an item, as everything has a place and is well labelled. This is much better for the preservation of the collection. Until the end of her grant contract on March 29th, Stephani is photographing and indexing a part of the Indigenous Collection.

Michelle also reported on the Archives report from Michelle Vosburgh. Archives staff have been very busy researching and writing reports on various properties for the Heritage Committee. To date, twelve reports have been submitted to the committee, with the last three to be submitted in time for the next committee meeting.

Final preparations are underway for the script to be used by tour guides for the cruise ship excursion guests. Arrangements for the tours with the shore excursion provider and hiring tour guides are being managed by the city's tourism staff.

The Archivist has been invited to join an Online Coverlet study group based at Cornell University and will be giving a presentation on the Graf family at one of their upcoming online meetings. She has been asked to speak by the St. Catharines Historical Society and Pelham Historical Society later this year. She is also invited to a workshop and roundtable event on Niagara's economic history at Brock on March 4: "Mapping Niagara's Economic History and Current Assets." This research project and workshop is supported by the Wilson Foundation, founded by L.R. "Red" Wilson.

A new Welland Canal History walking tour is in the research phase, and it is hoped to make this part of our commemoration of the Bicentennial of the Welland Canal.

This year is the beginning of the 200th anniversary of important milestones in the construction of the Welland Canal, for example, January 19, 2024 was the 200th anniversary of the colonial legislature's bill creating the charter for the Welland Canal Company. In conjunction with St. Catharines, Welland, and Thorold, the Archives will be part of the first Welland Canal Bicentennial Travelling Speakers Series in November 2024. Each site will host a different speaker on a Saturday in November. The Port Colborne date will be Saturday, November 9, and Michelle Vosburgh will be giving a presentation on the debate about the southern terminus of the canal.

#### **10. Auxiliary Report**

Marianne Heaslip reported that an Executive Meeting will be held on Monday, February 28th.

#### **11. Friends of Roselawn Centre Liaison Report**

Alene Lessard reported that the 2023 Christmas Market generated \$1,050 in table rental fees, \$641 for Penny Sale, \$412 for Bake Sale, and \$109 for Coffee/tea/pizza sales minus expenses. It was a great success generating a net contribution of \$1,390! Additional funds raised were \$166 net from the 50/50 draw and \$270 in Calendar Sales.

FoRC donated \$5000 to the security system for Roselawn and \$350 to the Optimist Club.

The Art Auction had 50 donated pieces and raised approximately \$2000. It also reached 10 000 Facebook users. Thank you to Roselawn staff who helped with the exhibit of the art items up for auction so bidders could see the pieces in person.

The Winter newsletter will be going out soon. The next meeting is in March where they will be planning for 2024 events and activities.

## **12. Committee Report**

### **12.1 Finance Committee**

Bonnie Schneider reported that the 2023 CMOG funding was received.

### **12.2 Membership Committee**

Claudia Brema reported that 250 letters were sent out for the Membership drive.

### **12.3 Building and Property Committee**

Brian Heaslip reported that volunteers have completed the repainting of the President Rooms and they are now painting the offices upstairs at Roselawn.

Over the past couple of years, the volunteers have been patching the white picket fence at the Museum, and this year they want to replace all the white picket fencing. The digging and setting of the post holes will be contracted out. Brian asked that anyone who would like to help with the painting of the new fence please reach out to him.

### **12.4 Programme Committee**

Cheryl MacMillan reported that Public Programmer Sloane McDowell hosted the first P.D. Day program on February 16th. It was a success and P.D. Day programs will continued to be offered for 2024.

Heritage Week is this week (19th-25th) and the Museum's "Half Hour Histories" program is already off to a great start. Tours are from 12:30pm-1:00pm, Monday-Friday this week, and feature a different building within the Museum and Culture department each day. Check out the Museum's Facebook page for photos.

March Break programming has been planned and marketing has been posted. March 13th is the Secret Garden Edwardian Tea in the Archives,

and March 14th will be Digging In (Archaeology) also in the Archives. There have already been plenty of sign-ups for both programs.

On April 3rd at 6:30pm in the Archives, Brian Pihack will be presenting about the April 8th eclipse. Everyone who signs up for the presentation will receive a pair of glasses to view the eclipse. Marketing has not been sent out for this event yet. On April 8th, the Museum will have a table set up with children's activities at the Vale Centre for the City's eclipse program.

#### **12.5 Fundraising Committee**

Terry Huffman reported that the Committee has been discussing the return of the Music on the Lawn series for a 2024 season this summer, working around the dates of Lighthouse plays and the City's concert series. He has already contacted some bands. The Toronto All-Star Big band has agreed to perform and a date is being confirmed. Also looking into Marine, folk and country bands.

Discussion was held regarding selling beer and wine at the concerts. This is a family friendly event, perhaps just expand the refreshment and food selection, but are we missing out on a good revenue possibility?

Moved by G. Hoyle  
Seconded by B. Heaslip

That the Board would like to proceed with a 2024 season of Music on the Lawn

Carried

#### **12.6 Policy Committee**

N/A

#### **12.7 Accession Committee**

Terry Huffman reported that they are waiting for enough donations to come in to schedule another meeting. Katelynn and Michelle Mason are working on finding an opportune date for a De-accession meeting.

#### **12.8 Heritage Committee**

Luke Brazeau reported that a meeting was held on March 12th and the properties recommended for designation were 19 Tennessee Ave (former

Casino/ Clubhouse), 123 King St. (St. Patrick's Church) and 55 Charlotte St (St James Church).

The committee is struggling to get support from the Planning Department. No one from Planning attended the last meeting.

Luke gave kudos to the staff for all their work researching and writing the reports.

The Planning Department sent out a second round of letters to owners of houses on the Heritage Register List. The Heritage committee was not in support of these letters being sent out. If owners do not wish to proceed with their property's designation they do not have to follow up with the letter.

At the January meeting, the Heritage committee motioned to have the City inquire about the working being done on the roof of the former Shickluna Garage on King St, as the new work is hiding heritage aspects of the building.

#### **12.9 50th Anniversary Committee**

N/A

#### **13. Confidential Items**

N/A

#### **14. Director's Report**

Stephanie Baswick-Powell reported that staff are meeting all of their objectives as well as objectives with other departments. All full-time staff have finished sessions regarding the City's new Strat Plan. Beginning in March, we will have to re-look at the goals of our Strat Plan with the committees and sites to make sure they align with the City's.

On March 7, Stephanie and Sloane will be attending a Learning Café with 95 seniors to discuss volunteer opportunities and events.

Thank you to Katelynn for all of her work to start the Collections database software changeover from a purpose built system built with the IT team to Past Perfect. Thank you for the City for their financial support.

Last year was the first year for the Heritage and Culture Award, and the first recipient was Bonnie Johnston. Mieke Van Es is this year's nominee. Stephanie likes the award to be presented in a way that best suits the nominee's wishes. Mieke would like it to be a celebration of all the Tea Room volunteers.

Stephanie has been informed that Margaret Tanaszi is living at Woodlands in the Cedar Unit if anyone would like to reach out to her.

Stephanie has a draft job description for the Roselawn Visitor Service's position to be approved by Human Resources.

**15. New Business**

A list of the 2024 Events and Exhibits was distributed to all board members.

Luke inquired about the branded clothing for the Board members. Stephanie reported that the City wants the Board members to wear the new logo, not the Museum logo, as that is only to be worn by staff. Stephanie suggested that we work with our designers to create the Museum logo with "Board" incorporated.

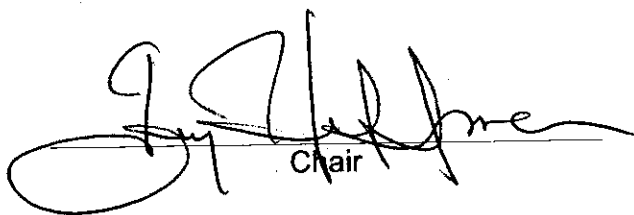
The acoustic panels for the Archives is ongoing.

The 2023 Annual Report is with the designer and it will be ready for April.

Tami Nail announced that the British Home Children: Local Stories exhibit was chosen to be one of the exhibits in the Ontario Legislative Assembly's Community Gallery. Each exhibit is only given one case. It will be available to view at Queen's Park from April until December. Also, Lower Lakes has confirmed that they will once again sponsor the Museum \$5000 for Canal Days.

**16. Adjournment**

The Chair adjourned the meeting at approximately 8:30pm.



Chair



Tami Nail  
Staff Liaison

**Members Present:** Luke Brazeau, Chair  
Gary Hoyle, Committee Member  
Cheryl MacMillan, Committee Member  
Eric Beauregard, Committee Member

**Staff Present:** Chris Roome, Planner  
Anna Carlsen, Archives Assistant

**1. Call Meeting to Order**

The Chair called the meeting to order at approximately 6:00 pm.

**2. Adoption of Agenda**

Moved by Cheryl MacMillan  
Seconded by Gary Hoyle

**3. Disclosures of Interest**

Nil.

**4. New Business**

Carried

**4.1 352 Chippawa Road**

That a heritage designation for 352 Chippawa Road not be pursued as the property does not meet the designation criteria set out in the Ontario Heritage Act.

Moved by Luke Brazeau  
Seconded by Cheryl MacMillan

Carried

**4.2 48 and 50 Neff Street**



That a heritage designation be pursued for 48 and 50 Neff Street based on the physical value of the existing front door and windows and the high degree of craftsmanship displayed. Additionally, the property has historical value as it is associated with multiple individuals who are significant to the community and the property is important in defining the character of the area.

Moved by Luke Brazeau  
Seconded by Cheryl MacMillan

Carried

#### **4.3 44 King Street**

That a heritage designation be pursued for 44 King Street based on the design and physical value of the building as it displays a high degree of craftsmanship, and has contextual value as it is visually linked to its surroundings. Additionally, the property displays historical value as it yields or has the potential to yield information that contributes to an understanding of the community.

Moved by Luke Brazeau  
Seconded by Cheryl MacMillan

Carried

#### **4.4 599 King Street**

That a heritage designation be pursued for 599 King Street as it displays a design value that is rare, unique, or representative of a style, type, expression and construction method. Secondly, the subject lands have historical value as it has a direct association with an organization/institution that is significant to the community.

Moved by Luke Brazeau  
Seconded by Gary Hoyle

Carried

#### **4.5 334 Sugarloaf Street**

That a heritage designation not be pursued for these subject lands. The Tennessee gates are already a designated feature on this site, and the additional structures do not exhibit any historical features.

Moved by Luke Brazeau  
Seconded by Cheryl MacMillan

**5. Other Business**

The Heritage Committee passed a motion to request Council to direct Staff to investigate if there are any contraventions to the heritage designation of the property located at 293 King Street.

**6. Adjournment**

There being no further business, the meeting was adjourned at approximately 7:00 pm.



## Heritage Advisory Subcommittee -Meeting Minutes- Monday, February 12, 2024

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### **Members Present:**

Luke Brazeau, Chair  
Gary Hoyle, Committee Member  
Bonnie Schneider, Committee Member  
Eric Beauregard, Councillor

### **Staff Present:**

Anna Carlsen, Archives Assistant

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

The Chair called the meeting to order at approximately 6:00 pm.

### **2. Adoption of Agenda**

Motion: Gary Hoyle      Seconded: Bonnie Schneider

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

Committee Member Gary Hoyle declared he has a nonpecuniary interest on item 4.1 as he is a member of St. James Church.

Committee Chair Luke Brazeau declared he has a nonpecuniary interest on item 4.2 as he is a member of St. Patricks' Church.

### **4. New Business**

#### **4.1. 55 Charlotte Street Report**

The Committee discussed the property to determine if it was eligible for a heritage designation.

The Committee voted to recommend pursuing a heritage designation for 55 Charlotte Street for the church itself not including the western renovated addition to the building based on design, historical, and contextual value of the building as it is a rare, unique, representative or early example of a construction type, has artistic merit, demonstrates a high degree of technical and scientific achievement, direct associations with an event or institution within

the community (the Welland Canal), yields or potential to yield understanding of a community or culture (the Welland Canal), designer is significant to the City of Port Colborne, linked to its surroundings, and is a landmark.

Motion: Luke Brazeau      Seconded: Bonnie Schneider  
Carried: 2-0

#### **4.2. 123 King Street Report**

The Committee discussed the property to determine if it was eligible for a heritage designation.

The Committee voted to recommend pursuing a heritage designation for 123 King Street for the church itself not including the parish hall the building based on design, historical, and contextual value of the building as it is a rare, unique, representative or early example of a style, type, expression, material or construction method, displays a high degree of craftsmanship or artistic merit, demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community, and is physically, functionally, visually or historically linked to its surroundings.

Motion: Bonnie Schneider      Seconded: Gary  
Hoyle Carried: 2-0

#### **4.3. 19 Tennessee Ave Report**

The Committee discussed the property to determine if it was eligible for a heritage designation.

The Committee voted to recommend pursuing a heritage designation for 19 Tennessee Avenue entire property based on design, historical, and contextual value of the building as it is a rare, unique, representative or early example of a style, type, expression, material or construction method, it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community, it is important in defining, maintaining or supporting the character of an area, it is physically, functionally, visually or historically linked to its surroundings, and it is a landmark.

Motion: Bonnie Schneider      Seconded: Luke  
Brazeau Carried: 3-0

### **5. Approval of Minutes**

The minutes from the December 18<sup>th</sup>, 2023, meeting be received. Motion: Gary Hoyle Seconded: Luke Brazeau  
Carried: 3-0

## **6. Staff Updates**

Nil.

## **7. Order of Business**

The committee sent a request to staff to investigate the designation of 1533 Firelane 2 and to put it on the agenda for next month.

## **8. Adjournment**

There being no further business, the meeting was adjourned at approximately 6:40 pm.

Motion: Gary Hoyle  
Carried: 3-0

Seconded: Bonnie Schneider

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, March 6, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Cooper, Chair  
A. Desmarais  
M. Bagu, Councillor  
B. Ingram, Vice-Chair  
C. MacMillan  
B. Beck (Attended virtually)  
M. Booth  
E. Tanini

**Member(s) Absent:** H. Cooper

**Staff Present:** R. Tkachuk, Library Services Manager/Acting Chief Executive Officer

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

The Chair called the meeting to order at 6:01 p.m.

### 2. **Land Acknowledgement**

The Chair recited the Land Acknowledgement Statement.

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

There were no disclosures of interest.

### 4. **Adoption of Agenda**

Moved by C. MacMillan

Seconded by B. Ingram

That the agenda dated March 6, 2024 be confirmed, as circulated.

Carried

**5. Approval of Minutes**

Moved by B. Ingram

Seconded by C. MacMillan

That the minutes dated February 7, 2024 be adopted, as circulated.

Carried

**5.1 Minutes of the February 7, 2024 Board Meeting**

**6. Confidential Items**

Moved by A. Desmarais

Seconded by E. Tanini

That the Board proceed into closed session to discuss item 6.1 at approximately 6:04 p.m.

Carried

Moved by B. Ingram

Seconded by E. Tanini

That the Board approves the minutes of the closed session portion of the February 7, 2024 meeting, as circulated.

Carried

Moved by A. Desmarais

Seconded by C. MacMillan

That the Board do now rise from closed session at approximately 6:05 p.m.

Carried

**6.1 Minutes of the closed portion of the February 7, 2024 meeting**

**7. Business Arising from the Minutes**



Trustee MacMillan inquired about the status of the upcoming Canadian Children's Author 50th anniversary. The Acting CEO advised that a meeting will be scheduled.

## **8. Consent Items**

Moved by A. Desmarais

Seconded by M. Booth

That consent items 8.1 to 8.4 be received, as presented.

Carried

### **8.1 Financial Report**

a. **Financial Report - February 28, 2024 Operating Budget**

b. **Public Library Operating Grant Confirmation of Funds**

### **8.2 Circulation Report**

a. **Circulation Report - January 2024**

### **8.3 Public Relations Report**

a. **Librarian's Report - February 2024**

### **8.4 Media Items**

a. **Off-the-Shelf Newsletter, March - April 2024**

## **9. Discussion Items**

### **9.1 Shared Services - Verbal Report (M. Cooper)**

The Chair reported that he had met with the CEO and Board Chair of the Wainfleet Public Library to discuss the opportunity for shared services.

The Board discussed the possibility of scheduling a special meeting with the Wainfleet Public Library Board.

### **9.2 Board Governance**

a. **Work Plan**

The Board discussed the work plan and decided to focus on fundraising, a memorandum of understanding, accreditation, and shared services.

b. **Board Evaluation**

The Chair will forward the Board Evaluation Form, which will be completed by board members for the April meeting discussion.

**c. Committees**

The Fundraising Committee discussed plans for fundraising opportunities including sales, special events, and planned giving.

**9.3 Chair's Report - Verbal Report (M. Cooper)**

**a. Bequest**

The Chair reported that a community member had approached him regarding a bequest to the library. The Fundraising Committee advised that they could set up a meeting to discuss with the individual.

**b. Bee Garden**

The Chair reported that a community member had inquired about the possibility of having a bee garden or mini-forest on library property, or on the Cultural Block. The Board discussed the logistics and oversight of a library garden, and other possibilities for the space.

**9.4 Acting CEO's Report - Verbal**

Moved by A. Desmarais

Seconded by C. MacMillan

That the Acting CEO's Report be received, as presented.

Carried

**a. Capital Projects Update**

The Acting CEO reported that Microsoft Teams phones were installed on February 22, 2024.

**b. Board Online Resources**

The Acting Chair reported that the Library Board Portal has been forwarded to all board members, and that policies and documents will be posted to this site as they are updated.

**c. Public Washroom**

The Acting CEO reported that the number of incidents in the public washrooms has decreased since implementing new staff procedures and signage.

**d. Annual Survey**

The Acting CEO reported that the Annual Survey of Public Libraries from the Ministry of Tourism, Culture and Sport is underway and will be completed for the April 30, 2024 submission deadline.

**e. Program Update**

**a. One Book, One Niagara**

The Acting CEO reported that the library will be participating in the One Book, One Niagara with Regional Libraries of Niagara in April. The 2024 One Book, One Niagara title is: In the Upper Country by Kai Thomas.

**b. Solar Eclipse**

The City of Port Colborne will be hosting a Solar Eclipse event on Monday, April 8, 2024 at the Vale Health and Wellness Center. The library will be providing memberships and a pop-up, family activity at the event. The library will be handing out solar eclipse glasses provided by the City starting Friday, March 8, 2024.

**f. King Street Sign**

The Acting CEO reported that repair work is needed on the King Street exterior sign, and that the contractor has been notified.

**g. LiNC Evergreen Update**

The Acting CEO reported that a planned Evergreen-wide update occurred on the morning of Wednesday, February 28, 2024. The public was notified in advance that there would be a service interruption.

**h. Bed Bugs**

The Acting CEO reported that staff have been given procedures for reporting suspected bed bug damage. Staff have been giving bed bug identification resources provided by Niagara Region Public Health.

**10. Policies**

Moved by A. Desmarais

Seconded by B. Ingram

That the Board approve the Human Resources policies listed in items 10.1 to 10.8, as presented.

Carried

**10.1 HR-01: Human Resources Management**

**10.2 HR-02: Health and Safety of Staff**

**10.3 HR-03: Prevention of Workplace Violence**

**10.4 HR-04: Employee Conduct**

**10.5 HR-08: Health and Safety Policy Statement**

**10.6 HR-10: Disconnecting from Work**

**10.7 HR-12: Workplace Harassment and Discrimination**

**10.8 HR-13: Safety, Security, and Emergencies**

**11. Motions**

Nil.

**12. Notice of Motions**

Nil.

**13. Roundtable**

Nil.

**14. Other Business**

**14.1 Community Volunteer Income Tax Clinics (CVITP)**

The Board discussed the impact of the annual Income Tax Clinic in Port Colborne. Discussion included the number and location of other clinics in the area, and CVITP volunteer registration.

**15. Next Meeting Date and Adjournment**

The next meeting of the Board will be held April 3, 2024, in the auditorium of the Port Colborne Public Library.

The Chair adjourned the meeting at approximately 7:19 p.m.

---

Michael Cooper, Chair

---

Rachel Tkachuk, Library Services  
Manager/Acting CEO (Board  
Secretary-Treasurer)

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to adopt amendment no. 15 to the  
Official Plan for the City of Port Colborne

Whereas it is deemed expedient to further amend the Official Plan, heretofore adopted by Council for the City of Port Colborne Planning Area;

Therefore the Council of The Corporation of the City of Port Colborne under Section 17(22) of the Planning Act, hereby enacts as follows:

1. That Official Plan Amendment no. 15 to the Official Plan for the City of Port Colborne Planning Area, consisting of the attached map and explanatory text is hereby adopted.
2. That this By-law shall come into force and take effect on the day of passing thereof.

Enacted and passed this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk

**AMENDMENT NO. 15  
TO THE  
OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**PREPARED BY:  
CITY OF PORT COLBORNE DEPARTMENT OF  
DEVELOPMENT AND LEGISLATIVE SERVICES**

**March 20, 2024**



**AMENDMENT NO. 15**  
**TO THE OFFICIAL PLAN**  
**FOR THE**  
**CITY OF PORT COLBORNE**

This Amendment to the Official Plan for the City of Port Colborne, which has been adopted by the Council of the Corporation of the City of Port Colborne, is hereby approved in accordance with Sections 17 and 21 of the Planning Act R.S.O. 1990, c. P.13, as Amendment No. 15 to the Official Plan for the City of Port Colborne.

Date: \_\_\_\_\_

**AMENDMENT NO. 15 TO THE OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

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1. Department of Planning and Development Report

## **STATEMENT OF COMPONENTS**

### **PART A**

The Preamble does not constitute part of this Amendment.

### **PART B**

The Amendment, consisting of the following text and Schedule “A”, constitutes Amendment No. 15 to the Official Plan for the Port Colborne Planning Area.

Also attached is **PART C** – The Appendices, which do not constitute part of this Amendment. These appendices contain the background data, planning considerations and public involvement associated with this Amendment.

### **PART A - THE PREAMBLE**

#### **Purpose**

The purpose of this amendment is to amend land use designations on Schedule F - East Waterfront Secondary Plan - in order to facilitate the development of the subject lands, shown on the attached Schedule, as a 12- unit apartment.

#### **Location**

The lands affected by this amendment are legally described as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street. A detailed map of the subject lands is attached as Schedule “A” to this Official Plan Amendment No. 15.

#### **Basis**

Currently, the subject lands are designated “Medium Density Residential”. An application has been made to initiate amendments to the City of Port Colborne’s Official Plan and Zoning By-law as they relate to these lands to facilitate the development of a 12-unit apartment.

The proposed development provides an opportunity for residential intensification at a location that is serviced by existing services and infrastructure. The subject lands are surrounded by residential uses along within the East Waterfront Secondary Plan Area and is a highly suitable location for the proposed intensification.

It is intended to concurrently approve an Amendment to the City’s Zoning By-law 6575/30/18, rezoning of the lands from the existing "Third Density Residential" and "Fourth Density Residential" zone to "R4-80" and "R4-81".

The proposal is consistent/conforms with:

- The Provincial Policy Statement (2020) by promoting growth within a settlement area;
- A Place To Grow (2020) by contributing to the minimum intensification targets and utilizing existing municipal services;
- Niagara Official Plan through the promotion of growth in urban areas; and
- Port Colborne Official Plan by introducing residential uses at an appropriate location, while meeting the City’s intensification target and promoting growth within the Built-Up Area.

### **PART B - THE AMENDMENT**

#### **Introductory Statement**

All of this part of the document entitled Part B – The Amendment, consisting of the following text and map designated Schedule “A”, constitutes Amendment No. 15 to the Official Plan for the City of Port Colborne.

Details of the Amendment

The Official Plan for the Port Colborne Planning Area is hereby amended as follows:

- 1. Notwithstanding Section 5.2.2 (a) of the Official Plan for the City of Port Colborne, a maximum density of 192 units per net hectare is permitted.

The following changes are made to Schedule F – City Wide Land Use of the Official Plan for the Port Colborne Planning Area:

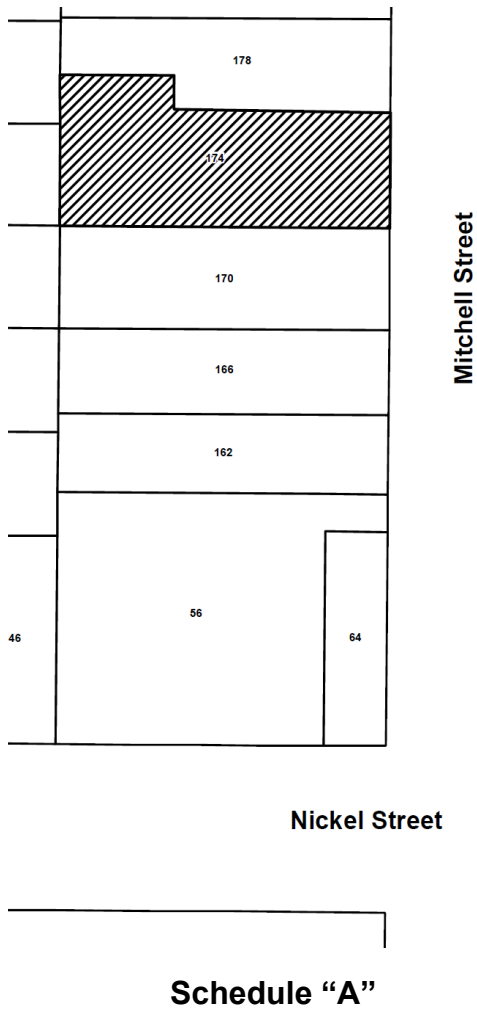
- 1. That the area shown as “Medium Density Residential” and entitled “Schedule F to Official Plan Amendment No. 14”, shall be subject to Special Policy Area provisions and shall be identified on Schedule F - City Wide Land Use Map of the Official Plan for the Port Colborne Planning Area.

Implementation and Interpretation

The implementation and interpretation of this amendment shall be in accordance with the respective policies of the Port Colborne Official Plan and an amendment to the City Zoning By-law to rezone the subject lands.

PART C – THE APPENDICES

The following appendices do not constitute part of Amendment No. 14 but are included as information to support the Amendment.



The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 for the lands legally known as as Part of Lots 15 and 16 on Plan 849, municipally known as 174 Mitchell Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of Port Colborne restricting the use of land and the location and use of buildings and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning Act, R.S.O. 1990*, The Corporation of the City of Port Colborne enacts as follows:

- 1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
- 2. That the Zoning Map referenced as Schedule “A6” forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A6 from R3-CH to R4-80, a special provision of the Fourth Density Residential.
- 3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

R4-80

Notwithstanding the provisions of section 8.7 of the Zoning By-law 6575/30/18, following regulations shall apply:

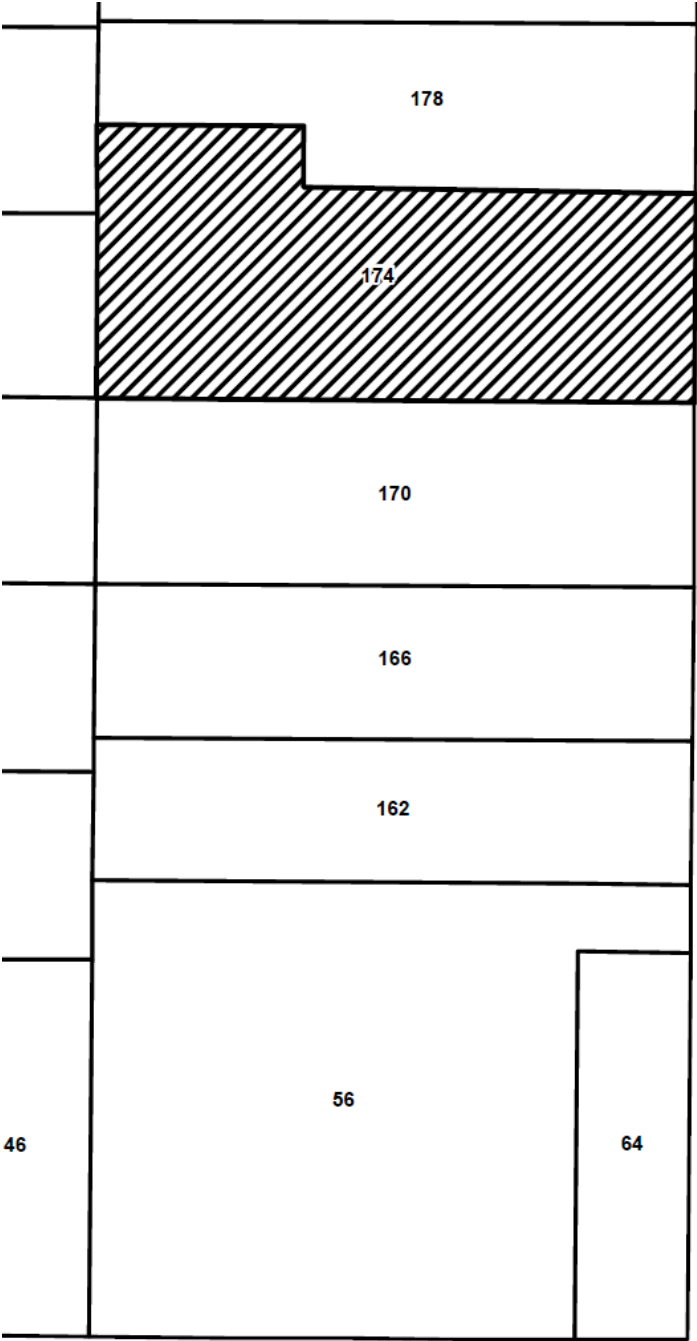
Minimum Lot Frontage	14.1 meters
Minimum Lot Area Per Unit	52.2 square meters
Minimum Front Yard Setback	0 meters
Minimum Interior Sideyard Setback	0 meters
Maximum Lot Coverage	43.5%
Minimum Landscaped Area	0 meters
Minimum Floor Area Per Unit	24 square meters
Minimum Driveway Width	3.6 meters
Landscape buffer	0 meters

- 4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
- 5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this      day of                      , 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk



**Mitchell Street**

**Nickel Street**

**Schedule “A”**



The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend Zoning By-law 6575/30/18 for the lands  
legally known as Lot 26 on Plan 19, on the northeast corner of Nickel and  
Mitchell Street

Whereas By-law 6575/30/18 is a by-law of The Corporation of the City of  
Port Colborne restricting the use of land and the location and use of buildings  
and structures; and

Whereas, the Council of The Corporation of the City of Port Colborne  
desires to amend the said by-law.

Now therefore, and pursuant to the provisions of Section 34 of the *Planning  
Act, R.S.O. 1990*, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to those lands described on Schedule “A” attached  
to and forming part of this by-law.
2. That the Zoning Map referenced as Schedule “A6” forming part of By-law  
6575/30/18 is hereby amended by changing those lands described on  
Schedule A6 from R4 to R4-81, a special provision of the Fourth Density  
Residential.
3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is  
hereby further amended by adding the following:

R4-81

Notwithstanding the provisions of section 8.7 of the Zoning By-  
law 6575/30/18, following regulations shall apply:

Landscape buffer	0 meters
------------------	----------

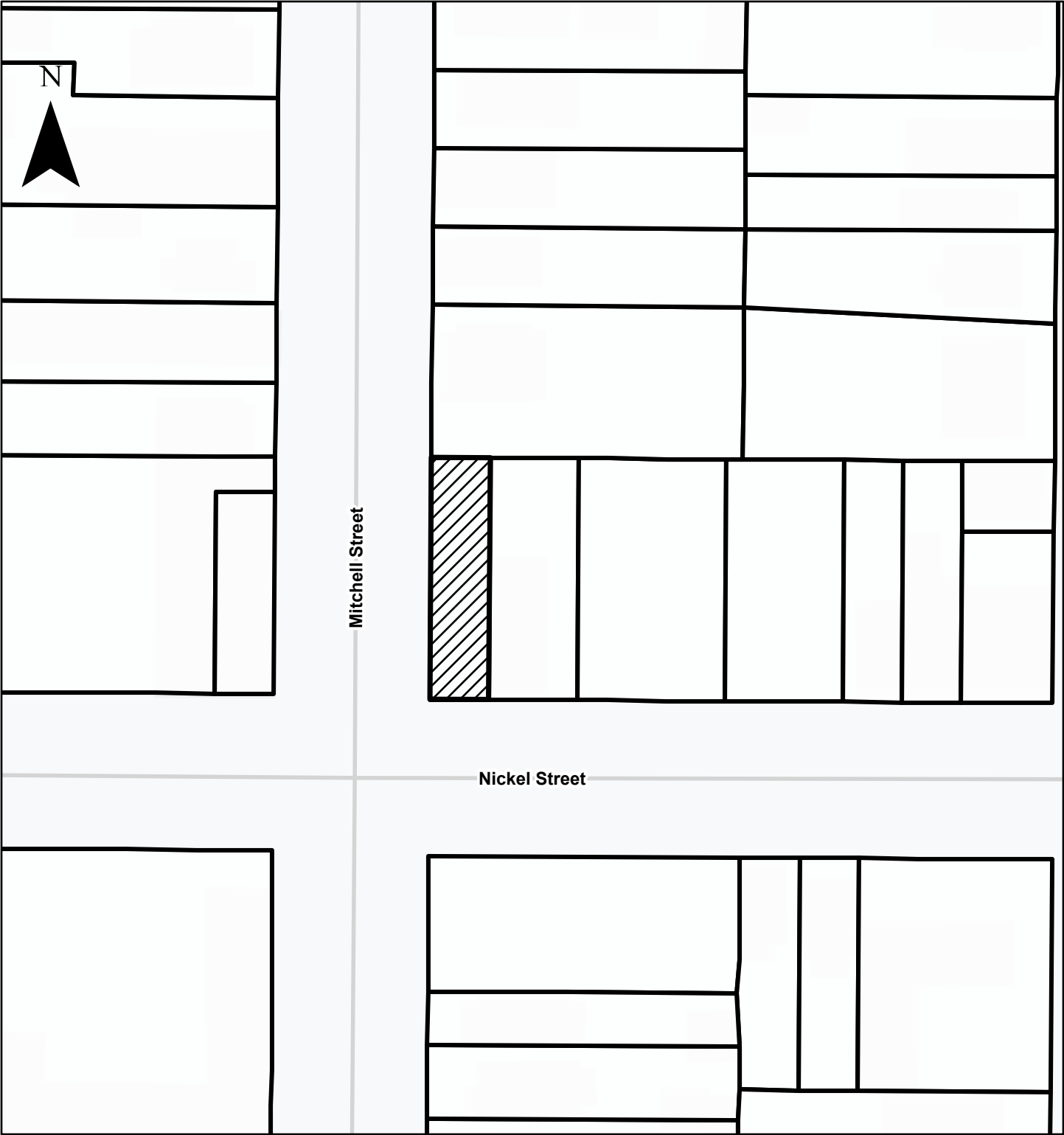
4. That this by-law shall come into force and take effect on the day that it is passed by  
Council, subject to the provisions of the *Planning Act*.
5. The City Clerk is hereby authorized and directed to proceed with the giving  
notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this       day of       , 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk

Schedule A




This is Schedule "A" to By-law No \_\_\_\_\_

Passed \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk    Page 338 of 342

 - Lands to be rezoned to R4-81

March 2024

File No. D14-10-23

Drawn by: CR - City of Port Colborne

Not to scale

The Corporation of the City of Port Colborne

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

Being a By-law to Amend By-law 6665/29/19, Being a By-law to Adopt a Policy  
for Encroachments on Municipal Property

Whereas Section 8(1) of the *Municipal Act, 2001*, as amended, (the "Act") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas a municipality has the authority within its general highway powers to permit buildings and other structures to wholly or partly occupy or encroach on highways, permit the use of highways for general purposes, and pass such additional measures relating to the highways as Council deems necessary; and

Whereas at its meeting of April 9, 2024, Council approved the recommendations of Chief Administrative Office Report No. 2024-38, Subject: Encroachment Fees for Pop-up Patios;

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

1. That By-law 6665/29/19, Appendix "1" to Schedule "A", Administration Fees is amended as follows:

The Non-Residential Administration Fee shall be amended to \$500, and the Annual Fee, shall be amended to \$300 for encroachments within the Canal Days footprint.

2. That By-law No. 6665/29/19, Appendix "1" to Schedule "A", Administration Fees, be further amended, by adding the following:

That the fees may be waived for businesses within the Canal Days footprint in exchange for their support in the animation and activation of Canal Days and / or other City Events to an equal or greater value.

3. That the Non-Residential Administration Fee and the Annual Fee for Encroachments located within the Canal Days footprint shall form a part of the annual Rates and Fees Charges By-law for 2025; and
4. That this by-law shall be repealed when By-law 7155/97/23, Being a By-law to Establish Fees and Charges for Various Services, is repealed.

Enacted and passed this 9th day of April, 2024.

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William C. Steele  
MAYOR

---

Carol Schofield  
ACTING CITY CLERK

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to appoint  
Municipal Law Enforcement Officers

Whereas the *Police Services Act, R.S.O. 1990, C.P. 15* Section 15 provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

Whereas The Corporation of the City of Port Colborne approve the Appointment of Municipal Law Enforcement Officers.

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

1. That Janet Gray be and is hereby appointed as a Municipal Law Enforcement Officer for the City of Port Colborne;
2. That Noah Peyton be and is hereby appointed as a Municipal Law Enforcement Officer for The City of Port Colborne;
3. This by-law shall come into force and take effect on the date of passing.

Enacted and passed this 9th day of April 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk

The Corporation of the City of Port Colborne

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

A By-law to Appoint a Deputy Clerk  
(Carol Schofield)

Whereas Subsection 228(1) of the *Municipal Act, 2001* (“the Act”) provides that a municipality shall appoint a clerk; and

Whereas Subsection 228(2) of the Act provides that a municipality may appoint a deputy clerk who shall have all the powers and duties of the clerk; and

Whereas the Council of The Corporation of the City of Port Colborne deems it expedient to appoint a Deputy Clerk;

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

1. That Carol Schofield is hereby appointed Deputy Clerk for The Corporation of the City of Port Colborne, effective April 2, 2024.
2. That this by-law shall be repealed on the date that the appointee ceases to be an employee of the City of Port Colborne.
3. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 9th day of April, 2024.

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

\_\_\_\_\_  
Diana Vasu  
Interim Deputy 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 April 9, 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 April 9, 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 9<sup>th</sup> day of April, 2024.

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

\_\_\_\_\_  
Carol Schofield  
Acting City Clerk