



**PORT COLBORNE**

**City of Port Colborne  
Council Meeting Agenda**

**Date:** Tuesday, June 25, 2024  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

**Pages**

1. **Call to Order**
2. **National Anthem**
3. **Land Acknowledgement**
4. **Proclamations**
5. **Adoption of Agenda**
6. **Disclosures of Interest**
7. **Approval of Minutes**
  - 7.1 Regular Meeting of Council - May 28, 2024 1
  - 7.2 Public Meeting Minutes - April 2, 2024 20
  - 7.3 Public Meeting Minutes - June 4, 2024 24
  - 7.4 Public Meeting Minutes - June 18, 2024 36
  - 7.5 Council in Closed Session - June 18, 2024 38
8. **Staff Reports**
  - 8.1 2024 Asset Management Plan, 2024-133 40
    - a. Delegation from Jenn Gross, GEI Consultants
  - 8.2 Energy Conservation and Demand Management Plan 2024-2029, 2024-137 320

8.3	Recommendation Report for Official Plan and Zoning By-law Amendments for 631 Lorraine Road – File Nos: D14-02-24 and D09-01-24, 2024-142	353
8.4	Fouling of Roads Draft By-law, 2024-48	370
8.5	Noise Variance Request 175 King Street, The Belmont, 2024-132	382
8.6	Telecommunications Facility Siting Agreement - Shared Tower Inc, 2024-77	393
8.7	Stop Up and Close Barrick and Elm, 2024-129	404
8.8	Sale of 235-241 Welland Street, 2024-131	411
8.9	City Real Estate – Surplus Declaration and Disposition (Killaly St. E.), 2024-139	429

## 9. Correspondence Items

9.1	Port Colborne Downtown BIA - Inquiry Regarding Additional Accessible Parking Spots on West Street	436
9.2	Town of Fort Erie - Continuation of Urgent Care Centre Operation in Fort Erie (& Port Colborne) and Request for Regional Support	438
9.3	Niagara Region - 2023 Water and Wastewater Treatment Capacities	440
9.4	Niagara Region - Motion Reaffirming Niagara Region's Commitment to the Expansion of All-day, Two-way GO Train Service	453
9.5	Niagara Peninsula Conservation Regarding Report No. FA-27-24 - NPCA Comments on Proposed Regulation Detailing Minister's Permit and Review Powers - ERO Posting 019-8320	456
9.6	Town of the Blue Mountains - Ride-Sharing Services	467
9.7	Municipality of Callander - Urging the Government to Promptly Resume Assessment Cycle	468

## 10. Presentations



**11. Delegations**

In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at [www.portcolborne.ca/delegation](http://www.portcolborne.ca/delegation), email [deputyclerk@portcolborne.ca](mailto:deputyclerk@portcolborne.ca) or phone 905-835-2900, ext. 115.

**12. Mayor's Report**

**13. Regional Councillor's Report**

**14. Staff Remarks**

**15. Councillors' Remarks**

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

**17. Motions**

**18. Notice of Motions**

**19. Minutes of Boards & Committees**

19.1	Port Colborne Public Library Board Meeting Minutes - May 8, 2024	470
19.2	Port Colborne Museum, Heritage, and Culture Board Meeting Minutes - April 16, 2024	476
19.3	The City of Port Colborne and The Township of Wainfleet Fire Services Review Committee Meeting Minutes - May 30, 2024	484

**20. Procedural Motions**

**21. Information items**

**22. By-laws**

22.1	By-law to Adopt Amendment No. 16 to the Official Plan for the City of Port Colborne (631 Lorraine Road)	486
22.2	By-law to Amend Zoning By-law 6575/30/18 Respecting the Lands Municipally Known as 631 Lorraine Road	494
22.3	By-law to Prohibit the Obstruction, Encumbering, Injuring or Fouling of City Roads	495

22.4	By-law to Amend By-law No. 6902/50/21, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne - Fouling of Roads	501
22.5	By-law to Stop and Close for Part of Lot 29, Concession 2, being Part1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383) (Barrick and Elm Street)	504
22.6	By-law to Authorize Entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street	506
22.7	By-law to Exempt the Lands Municipally Known as 730-742 Clarence Street from the Part Lot Control Provisions of the Planning Act	518
22.8	By-law to Amend 7006/44/22 to Establish a Permitting System of Vehicles on Designated Highway and Parking Lots in The City of Port Colborne - Canal Days	519
22.9	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	522

## 23. Adjournment



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

**Date:** Tuesday, May 28, 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  
F. Danch, Councillor  
D. Elliott, Councillor  
T. Hoyle, Councillor  
W. Steele, Mayor (presiding officer)

**Staff Present:** C. Schofield, Acting City Clerk  
B. Boles, Director of Corporate Services/Treasurer  
M. Alcock, Acting Fire Chief  
S. Luey, Chief Administrative Officer  
S. Shypowskyj, Director of Public Works  
D. Vasu, Acting Deputy Clerk  
J. Colasurdo, Manager of Infrastructure  
B. Cotton, Economic Development Officer  
G. Long, Manager of Strategic Initiatives

- 1. Call to Order**  
Mayor Steele called the meeting to order at 6:32 p.m.
- 2. National Anthem**
- 3. Land Acknowledgement**  
Councillor Hoyle recited the Land Acknowledgement.
- 4. Proclamations**
- 5. Adoption of Agenda**

Moved by Councillor M. Aquilina  
Seconded by Councillor R. Bodner

That the agenda dated May 28, 2024, be confirmed, as amended.

Carried

## **6. Disclosures of Interest**

### **6.1 Councillor E. Beauregard - Proposed Stop Up and Close - Portion of Road Network off of Barrick and Elm, 2024-121**

I, Eric Beauregard, declare an indirect pecuniary interest as my employer is an agent of ePrime Construction Management.

### **6.2 Councillor E. Beauregard - Meadow Heights Subdivision Amending Agreement – Phase 3, Stages 1-4, 2024-119**

I, Eric Beauregard, declare an indirect pecuniary interest as my employer is the agent for the owner.

### **6.3 Councillor E. Beauregard - By-law to Authorize Entering into an Amendment to the Subdivision Agreement Between The Corporation of the City of Port Colborne and 1399908 Ontario Inc.**

I, Eric Beauregard, declare an indirect pecuniary interest as I am employed by an agent of the owner of lands known as Meadow Heights.

### **6.4 Councillor G. Bruno - Confidential Office of the Chief Administrative Officer Memo, pursuant to the Municipal Act, 2001, Subsection 239(2)(c)**

Councillor G. Bruno declared a pecuniary conflict of interest on Item 21.2, as his company provides consulting services to parties named in the Confidential Memorandum.

## **7. Statutory Public Meeting**

### **7.1 Proposed Stop Up and Close - Portion of Road Network off of Barrick and Elm, 2024-121**

Councillor E. Beauregard declared a conflict on this item. (I, Eric Beauregard, declare an indirect pecuniary interest as my employer is an agent of ePrime Construction Management.)

Moved by Councillor F. Danch  
Seconded by Councillor G. Bruno

That Chief Administrative Office Report 2024-121 be received; and

That the Economic Development Officer be directed to bring forward a Stop Up and Close By-law for a portion of Barrick Street and Elm Street registered as a public highway and legally described as Part of Lot 29, Concession 2 Humberstone, being Part 1, Plan 30R-16228; Port Colborne, shown in Appendix A, to a future meeting of Council for consideration.

Carried

**8. Mayor's Report**

A copy of the Mayor's Report is attached.

**9. Approval of Minutes**

Moved by Councillor D. Elliott

Seconded by Councillor F. Danch

That items 9.1 and 9.2 be approved as presented.

Carried

**9.1 Regular Meeting of Council - May 14, 2024**

**9.2 Meeting to Consider - May 21, 2024**

**10. Staff Reports**

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That item 10.2 be approved, and the recommendations contained therein be adopted.

Carried

**10.2 Community Centre Operations Update – Sherkston and Bethel, 2024-115**

That Corporate Services Department Report 2024-115 be received; and

That Council approve the Mayor, Acting Clerk and Manager, Recreation to enter into license agreements with Bethel Community Group (Appendix A) and Sherkston Community Group (Appendix B); and

That Council approve an in-year increase in the annual grant funding to Bethel Community Centre and Sherkston Community Centre in the

amount of \$5,200 each to accommodate grounds maintenance as outlined in the attached license agreements.

**10.1 Fouling of Roads Draft By-law, 2024-48**

This item was withdrawn from the agenda at the request of staff.

That Community Safety and Enforcement Department Report 2024-48 be received;

That the draft Fouling of Roads By-law attached as Appendix A to Community Safety and Enforcement Report 2024-48, be approved; and

That By-law 6902/50/21, being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne, be amended, to add The Fouling of Roads Penalties as attached as Appendix B to Community Safety and Enforcement Report 2024-48, be approved.

**11. Correspondence Items**

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That item 11.1 be received.

Carried

**11.1 City of Belleville - Healthcare Resolution in Support of Family Doctors**

**12. Presentations**

**12.1 YMCA Port Colborne Branch Annual Update from Christian Wulff, Chief Executive Officer, and Ben McDermott, General Manager**

Christian Wulff, Chief Executive Officer; Ben McDermott, General Manager; and Amanda Bell, YMCA Port Colborne Board of Directors, provided the annual YMCA Port Colborne Branch Update.

**13. Delegations**

**13.1 Request for Exemption from Vacant Building Registry and Waiver of Water Fee for 281 Chippawa Road from Bruno Carrera, 1000239784 Ontario Inc. - Virtual Delegation**

Bruno Carrera, 100239784 Ontario Inc., requested an exemption from the vacant building registry and the waiver of their water fee for 281 Chippawa Road.

**13.2 Request for Exemption from Vacant Building Registry for 174 Mitchell Street from Ajay Kahlon, 2866403 Ontario Inc. - Virtual Delegation**

Ajay Kahlon, 2866403 Ontario Inc., requested an exemption from the vacant building registry for 174 Mitchell Street.

**14. Motions**

**14.1 Motion to Exempt 2866403 Ontario Inc. from Vacant Building Registry Fee for 174 Mitchell Street**

Moved by Councillor E. Beauregard  
Seconded by Councillor G. Bruno

That 2866403 Ontario Inc. be exempt from paying the Vacant Building Registry fee for 174 Mitchell Street until such time as the site plan agreement is executed, to the satisfaction of City staff.

Carried

**15. Regional Councillor's Report**

**16. Staff Remarks**

**16.1 June 11, 2024, Council Meeting Cancelled (Luey)**

The Chief Administrative Officer provided a reminder to Council and the public that Council will not meet on the second Tuesday in June. The next public Council meeting will be on Tuesday June 25th.

**16.2 West Street Road Reopened (Luey)**

The Chief Administrative Officer provided a reminder to Council and the public that Council will not meet on the second Tuesday in June. The next public Council meeting will be on Tuesday June 25th.

**16.3 Recognition of Staff (Luey/Alcock)**

The Chief Administrative Officer thanked the Acting Deputy Clerk for going above and beyond and intervening in a life-saving way with a person who was in medical distress. The Fire Chief presented the Acting Deputy Clerk with a Challenge Coin as a token of thanks.

**16.4 Fire Department Public Education Updates (Alcock)**

The Fire Chief informed Council that Staff have been teaching youth valuable fire and life safety messaging through initiatives such as station tours and library community helper story time. The Fire Chief thanked the Niagara West Emergency Management Group and the library for partnering on public education messaging and programming for Emergency Preparedness Week during the first week of May.

**16.5 Community Safety Net Partnership Update (Alcock)**

The Fire Chief advised businesses that individuals representing Community Safety Net are part of a partnership with the City and are soliciting funds for a public education book that would be given to Grade 3 students.

**16.6 Volunteer Recruitment and Retention Updates (Alcock)**

The Fire Chief advised Council that volunteer candidates in the Joint Recruit Training Program with the Township of Wainfleet have completed two live fire trainings and their Certification testing is scheduled for the end of June. Successful candidates start responding with the other firefighters on July 1st, 2024. The Fire Chief stated that, excluding these recruits, there are 21 active volunteers which is low to maintain the level of service established in by-law. The Fire Chief stated that another round of recruitment will be required and that September is the earliest feasible time to begin recruitment selection for a similar program that will begin on January 1st. The Fire Chief also advised Council that due to various labour management issues, 11 career fire fighters are no longer returning as volunteers. The Fire Chief stated that these recruitment and retention challenges have required the department to utilize overtime to ensure sufficient responders during call outs. As of April 30th, 2024, these overtime costs were approximately \$36,000 over budget.

Councillor Hoyle asked the Fire Chief how many volunteer officers are currently left. The Fire Chief stated that there is currently one volunteer officer.

**16.7 Joint Fire Services Review Committee Update (Alcock)**

The Fire Chief reminded the public of the first Joint Fire Services Review Committee meeting taking place on Thursday May 30th at 10:00 am.

**16.8 Fire Department Grants Update (Alcock)**



The Fire Chief informed Council that there are two provincial grant opportunities for which the department can apply: One provides funding for cancer prevention equipment and renovations. The other provides funding for training centre development, which could be used to complete the training tower that was approved in the 2024 Capital Budget.

#### **16.9 Energy Conservation and Demand Management Plan Update (Shypowskyj)**

The Director of Public Works informed Council that a report on the Energy Conservation and Demand Management Plan will be presented on June 25th and will include ongoing energy monitoring and targeting of utility usage, strategic plan alignment, specific goals, and recommendations.

#### **16.10 Empire Road Traffic Calming and Study Update (Shypowskyj)**

The Director of Public Works informed Council that Staff will install traffic calming measures on Empire Road including painting lines and the word "Slow" on the pavement in multiple locations. For the August long weekend, Staff will install speed radar signs to compare results from previous years. The Director of Public Works also stated that the Ministry of Transportation will conduct a study in 2024 on the Hwy 3 and Empire Road intersection as requested by Council.

Councillor Aquilina asked the Director of Public Works how the department is preparing for higher traffic and speed volume as beach resorts open as well as how residents may report speeding violations. The Director of Public Works stated that Staff are implementing traffic calming measure such as line paintings and speed radar checks and will then assess what further solutions may be required. The Niagara Regional Police are also aware of the speeding issues. Mayor Steele advised residents to call the NRP 24-hour number, not 911, or report speeding on the NRP website, and indicate the time of day the speeding occurred.

#### **16.11 Sewer Relining Update (Shypowskyj)**

The Director of Public Works informed the public that contractors are in the City to conduct infrastructure inspections within the right-of-way and sewer pipe lining. This is part of the City's push to eliminate influent infiltration within the wastewater system.

#### **16.12 Asset Management Report on June 25, 2024, Agenda (Boles)**

The Director of Corporate Services/Treasurer informed Council that a draft of the 200-page Asset Management Report reviewing every City asset's

condition and expected replacement timeline will be emailed to Councillors in about a week and a half and will become public once finalized on the normal timeframe.

#### **16.13 2024 Association of Municipalities of Ontario Conference (Long)**

The Manager of Strategic Initiatives reminded Council that the Association of Municipalities of Ontario Conference is taking place in mid-August in Ottawa. Councillor Elliott, the CAO, and the Manager of Strategic Initiatives are attending and welcome other Councillors. Staff are submitting about eight delegation requests to have audiences with provincial ministers and Parliamentary Assistants. Other Niagara municipalities have approached Port Colborne to form joint delegations and the City will capitalize on these opportunities.

#### **16.14 May 25, 2024, Clean Community Day (Hanson)**

The Manager of By-law Services informed Council that the Clean Community Day was a success, serving 90 customers and setting a new record by removing 6.9 metric tons of garbage. The Manager of By-law Services thanked Rustic Retreat Glamping Dome for providing bins. There has been no decision made on whether there will be another event this year. Councillor Beauregard also thanked By-law for a well-run event.

#### **16.15 June 4, 2024, Public Meeting (Schulz)**

The Senior Planner advised Council that there is a public meeting on June 4th regarding the Mapleview subdivision application. At that same meeting, the City will also bring forward proposed amendments to the Official Plan and the Zoning By-law for short-term rental policies.

### **17. Councillors' Remarks**

#### **17.1 June 4, 2024, Public Meeting Agenda (Bodner)**

Councillor Bodner asked the Senior Planner whether the Mapleview subdivision application or the Short-term rental licensing by-law would be discussed first at the June 4th Public Meeting. The Senior Planner responded that the order is up to the Clerk's Department and is not known. The Senior Planner also clarified that the public meeting is to consider Official Plan and Zoning By-law amendments to enable the City to move forward with the licensing by-law. Councillor Bodner asked if residents can ask questions about the actual by-law at the public meeting. The Senior Planner said those comments are welcome but may not have much impact at this stage. Councillor Bodner asked if residents should register

with the Clerk to speak. The Senior Planner responded that comments can be taken from the floor but pre-registration with the Clerk is preferred. Councillor Bodner requested that the Draft By-law be put on the website. The Senior Planner said Staff can work to get that up there.

**17.2 Feedback on Market Public Works Station (Danch)**

Councillor Danch stated that the Public Work's street sweeper at the market was well done and well received by his grandchildren. Councillor Danch thanked the Public Works and Fire Department for their time to make these stations possible.

**17.3 Grass Concerns in Ward 3 (Danch)**

Councillor Danch requested that By-law check on overgrown grass on properties around 700 Elm St and on the corner of King and Neff. The Manager of By-law Services said By-law is actively pursuing both issues and changes will be seen shortly.

**17.4 Portal Village Resident Notification (Elliott)**

Councillor Elliott asked the Senior Planner how notice of the Public Meeting is given to residents at Portal Village, such as whether individuals themselves are notified. The Senior Planner responded that notices are given to any property within 120 metres. For rental buildings, there is a note on the notice that the landlord must notify residents. The Senior Planner stated that there is currently no way to ensure landlords provide notice to their residents.

**17.5 Former Sunoco Station Update (Elliott)**

Councillor Elliott asked Staff if there are any plans for the former Sunoco station property. The CAO responded that Staff have no idea what the plans are for that property and that Staff is ensuring that Suncor maintains acceptable property standards.

**17.6 June 4, 2024, Public Meeting Agenda (Bruno)**

Councillor Bruno asked whether the order of the June 4th Public Meeting could be decided openly at the meeting so Councillors could inform residents. The Clerk responded that the agenda would be released on in two days and the order would be decided in consultation with the Senior Planner.

**17.7 Community Safety Zones (Bruno)**

Councillor Bruno shared with the Director of Public Works that a resident had an interesting idea to paint centre and shoulder lines in Community Safety Zones different colours so drivers know they are in them if they miss the sign. The Director of Public Works responded that there are provincial standards for line paintings to maintain consistency and added that it is something Public Works can mention with the province and regional entities. Councillor Bruno also asked the Director of Public Works if there is a petition or other process to establish a camera Community Safety Zone to deal with the traffic on Empire Road. Mayor Steele stated that there are criteria set out which are mostly school zones and playgrounds. The Director of Public Works suggested Council as a whole could identify a spot to be a Community Safety Zone and then have Staff prepare a report for Council to approve.

#### **17.8 Street Parking Along Canal (Bagu)**

Councillor Bagu asked if there are parking restrictions on the parking spots facing the East Side on West St in front of the new condo building. The Manager of By-law Services responded that those parking spots are leased by the Seaway and that there are currently no by-law regulations in that area. The Director of Public Works responded that the parking spots are currently with the Seaway but that the Economic Development team is working to secure them for the City. The Economic Development Officer confirmed that the City has been in discussions with the Seaway for about a year to place them under City jurisdiction. Mayor Steele added that he is pressing his contacts at the Seaway to get the transfer finalized by mid-June. Once that happens, by-law regulations can be implemented. Councillor Bagu said he will trust By-law's recommendation.

#### **17.9 Sign Enforcement (Bagu)**

Councillor Bagu asked what can be done about the "We Buy Houses" signs that show up on street corners in contravention of by-laws. The Director of Public Works said Public Works has already taken down almost thirty of those signs and contacted the number of the sign to inform them they are not to install those signs in those areas.

#### **17.10 Niagara Transit Commission Seeking Feedback (Beauregard)**

Councillor Beauregard informed Council and the Public that the Niagara Transit Commission is seeking public input on their facilities strategic asset and service network master plan. There are public engagement popups, open houses, and a public survey. Councillor Beauregard listed

dates of various engagement opportunities in early June and requested that the Clerk and Communications teams publicize them.

**17.11 Seniors Booth at Farmer's Market in June (Aquilina)**

Councillor Aquilina stated that the Seniors Advisory Committee was supposed to have a space at the market for June, which is Seniors Month, but it did not work out. Councillor Aquilina added that June is also Public and Recreation Month and asked the CAO if both Parks and the Seniors Advisory Committee could be present at the market every Friday in June instead of splitting the weeks between them. The CAO responded that he will talk to Staff and is confident he can make it happen as the City is prioritizing public engagement at the Market.

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

**18.1 Meadow Heights Subdivision Amending Agreement – Phase 3, Stages 1-4, 2024-119**

Councillor E. Beauregard declared a conflict on this item. (I, Eric Beauregard, declare an indirect pecuniary interest as my employer is the agent for the owner.)

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

That Office of the Chief Administrative Officer Department – Planning Division Report 2024-119 be received;

That Council approve the By-law to authorize entering into the subdivision agreement with 1399908 Ontario Inc. for the Meadow Heights Subdivision be approved; and

That the Mayor and Clerk be authorized to sign the amending agreement and have the agreement registered on the title of the lands.

Carried

**18.2 Status Update of East Side Employment Lands Design, 2024-105**

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

That Public Works Department Report 2024-105 be received; and

That Council give the Director of Public Works and Director of Corporate Services delegated authority to release the remaining funds, being \$950,000, as required from the Ministry of Economic Development, Job Creation, and Trade's (MEDJCT) Southwestern Ontario Development Fund (SWODF) for engineering services for East Side Employment Lands (ESEL); and

That Council give the Director of Public Works and Director of Corporate Services delegated authority to enter into a front ending agreement with a private developer for engineering services related to the extension of infrastructure to the East Side Employment Lands for the estimated amount of \$750,000; and

That Council give the Director of Public Works and Director of Corporate Services delegated authority to enter into a front-ending agreement with the Niagara Region for engineering costs related to portions of the ESEL tunnel crossing project for the estimated amount of \$500,000

Carried

**18.3 Pleasant Beach Road Retaining Wall Update, 2024-104**

Moved by Councillor M. Aquilina

Seconded by Councillor R. Bodner

That Public Works Department Report 2024-104 be received.

Carried

**18.4 Lock 8 Gateway Park – Master Plan Concept Design, 2024-111**

Moved by Councillor F. Danch

Seconded by Councillor G. Bruno

That Public Works Department Report 2024-111 be received; and

That Council direct staff to remove the existing pavilion from Lock 8 Gateway Park for the estimated cost of \$15,000 to be funded from the Public Works operating budget.

Carried

**18.5 Declaration of Portion of the Rail Right away north of Clarence Street as Surplus and disposition, 2024-99**

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

That Chief Administrative Officer Report 2024-99 be received; and

That Council declare Part of the lands legally described as part of the lands Humberstone Con 1 PT Lots 28 TO 33 PT RD Allow Plan 844 LOT 1 PT BLK A And B Plan 845 LOT 2 PT Lot 1 N Sugarloaf ST Plan 850 LOT 18 S Clarence PT Lots 18 To 21 N Clarence PT Lots 20 To 23 S Park ST Plan 858 PT Lane Plan 780 Lots 89 120 127 148 Plan 987 To 989 PT Park Lots 5 6 W Catherine ST And RP 59R16319 PART 4 as depicted on Appendix 1 attached hereto as surplus; and

That Council delegate authority to the Chief Administrative Officer to dispose of this surplus parcel in a fair and equitable manner to adjoining property owners abutting the City property; and

That the Agreements of Purchase and Sale and by-law be brought to Council at a future Council meeting.

Carried

#### **18.6 Accessibility Update, 2024-118**

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

That Corporate Services Department Report 2024-118 be received.

Carried

### **19. Notice of Motions**

### **20. Minutes of Boards & Committees**

#### **20.1 Port Colborne Museum, Heritage, and Culture Board Meeting Minutes - April 16, 2024**

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

That the minutes from the Port Colborne Museum, Heritage, and Culture Board meeting on April 16, 2024, be received.

Carried

**21. Confidential Items**

That Council proceed into closed session in order to address items 21.1 to 20.4.

**21.1 Confidential Office of the Chief Administrative Officer Memo, pursuant to the Municipal Act, 2001, Subsection 239(2)(c)**

**21.2 Confidential Office of the Chief Administrative Officer Memo, pursuant to the Municipal Act, 2001, Subsection 239(2)(c)**

**21.3 Confidential Office of the Chief Administrative Officer Report 2024-114, pursuant to the Municipal Act, 2001, Subsection 239(2)(c)**

**21.4 Confidential Corporate Services Department Report 2024-123, pursuant to the Municipal Act, 2001, Subsection 239(2)(b) and 239(2)(d)**

**22. Procedural Motions**

**23. Information items**

**24. By-laws**

That item 24.4 be enacted and passed, as presented.

Carried

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

**24.1 By-law to Prohibit the Obstruction, Encumbering, Injuring or Fouling of City Roads**

This item was withdrawn from the agenda at the request of staff.

**24.2 City of Port Colborne Administrative Penalty (Non-Parking) By-law – Designated By-law Provisions - Fouling of Roads By-law**

This item was withdrawn from the agenda at the request of staff.

**24.3 By-law to Authorize Entering into an Amendment to the Subdivision Agreement Between The Corporation of the City of Port Colborne and 1399908 Ontario Inc.**

Councillor E. Beauregard declared a conflict on this item. (I, Eric Beauregard, declare an indirect pecuniary interest as I am employed by an agent of the owner of lands known as Meadow Heights.)



That the By-law to Authorize Entering into an Amendment to the Subdivision Agreement Between The Corporation of the City of Port Colborne and 1399908 Ontario Inc. be enacted and passed, as presented.

**25. Adjournment**

Mayor Steele adjourned the meeting at approximately 10:28 p.m.

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William C. Steele, Mayor

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Carol Schofield, Acting City Clerk



## **PORT COLBORNE**

**Mayor's report to city council  
Tuesday, May 28, 2024**

### **Happy 100 Joanne Jackson**

Friends and relatives gathered in Lakeside Yacht Club Sunday afternoon to celebrate Joanne Jackson who turned 100 years old. On behalf of city council and staff, we wish her all the best. See you next year for 101, Joanne!

### **Arabella's Pie Social and History Fair 2024**

Also on Sunday afternoon, my wife Debby and I enjoyed homemade pie in Arabella's Tea Room. It was the 40th annual Pie Social, one of the most popular events of the season.

The volunteers of the Ladies Auxiliary were run off their feet!

We had to wait in line, as many did, between noon and 4pm. But it was so worth the wait! It's the ONLY time you get pie at Arabella's.

Instead of pie, guests will enjoy fresh-baked tea biscuits served with homemade jams and jellies, starting June 1, for the rest of the season. And fresh brewed tea, of course.

At the same time as the Pie Social, the staff and volunteers of what we all consider the best museum in Niagara, were busy in all the buildings -- inside and out -- on the grounds of the Port Colborne Historical and Marine Museum with the History Fair. Well done, all of you, and thank you.

Just a reminder: the two major museum features are **Made in POCO** – I'll bet you didn't know so many things were made in Port Colborne -- and **A Step in Time**, all about the Humberstone Shoe Factory and its 90 years in business. It's remarkable how many local families have history with "The Shoe Factory" at Main and Elm, now one of the nicest apartment buildings in the city.

### **95 years of Garden Club, 75 years of St. John Bosco CWL**

Speaking of history in our city, the Port Colborne Garden Club, formally known as the Port Colborne Horticultural Society, celebrates its 95th anniversary next week on June 5.

On Sunday, June 2, the St. John Bosco Catholic Women's League celebrates 75 years of service to our community.

It is a testament to the passion and commitment of members that these volunteer organizations have endured through so many challenging decades, doing so many good works for our city. We salute them and thank them.

### **Concerts on the Lawn at Roselawn**

Pack up your lawn chair and find a good spot on the beautiful grounds of Roselawn to enjoy the first of four Concerts on the Lawn Sunday afternoon, June 2, starting at noon until 2pm. Organized by members of the Museum Board, sponsored by the Friends of Roselawn, the first band of the season is Back in the Daze.

A week later, on June 8, the city's Community Concert Series kicks off with Abba Revisited on stage in the Bandshell in HH Knoll Lakeview Park.

These concerts are all free. We ask for your support by bringing nonperishable items to keep the shelves full at the Port Cares Reach Out Centre.

## **MYAC Self Care for Students Wellness Fair**

We're all aware of mental health challenges faced by so many in our community, as faced by so many across our country.

The Mayor's Youth Advisory Committee has stepped up to help young people cope with the stress and anxiety of school. Young people who learn to manage their mental health grow into adults with good, positive mental health habits.

MYAC members have partnered with Bridges Community Health Centre and Port Colborne Public Library to present a Self Care for Students Wellness Fair. The event is tomorrow, Wednesday, May 29 from 4 to 5:30pm.

There will be six stations set up in the library and the Archives next door. Students of all ages travel between each of the stations.

They'll learn, for example, study tips, how to handle the transition from elementary school to high school, the benefits of healthy snacks, and how to cope with stress in different ways. Each station is led by one of their peers, someone their own age, someone young people can relate to.

I'm proud of the MYAC members for their initiative in coordinating the Wellness Fair, and for reaching out to Bridges for advice and leadership.

## **Salute to Dr. West. Welcome Dr. Adiga**

Speaking of advice and leadership, one of our long-time family physicians, Dr. John West, retired recently. He took care of hundreds of Port Colborne patients, sometimes three generations of families, for more than 40 years.

In addition to his own demanding practice, Dr. West served on the wards in the hospital, he did shifts in the emergency department, he assisted surgeons in the operating room, he did Wednesday night walk-in clinics. And he did house calls. He did all that, while taking care of his family. His patients are really going

to miss him. On behalf of council and staff, thank you to Dr. West, for almost half a century of caring for the citizens of Port Colborne.

Dr. West didn't leave his patients without a replacement.

Let us all welcome Dr. Samyuktha Adiga, who has taken over Dr. West's patients.

She and her husband Roshan, who is a pharmacist (now there's a team!) have seven-month-old son. Sounds like you have your hands full already!

We've put together a basket of goodies for you and your family, Dr. Adiga, to welcome you to our city.

We included some baby things, including a baby quilt made by former Councillor and Regional Councillor Barbara Butters. There are some other handmade baby things by some of the talented members of Niagara Crafters on King Street.

Because we're a Fair Trade town, celebrating 15 years this month, we included Fair Trade coffee (to keep you awake!) and some Fair Trade toys for you and your baby from Villages on Clarence Street. And of course, you'll find some fun Port Colborne branded items we hope you'll be proud to wear.

Welcome to you, and your family. We look forward to you enjoying many years of life in Port Colborne.



**City of Port Colborne**  
**Public Meeting Minutes**

**Date:** Tuesday, April 2, 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  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
D. Elliott, Councillor  
T. Hoyle, Councillor  
W. Steele, Mayor (presiding officer)

**Member(s) Absent:** E. Beauregard, Councillor

**Staff Present:** C. Schofield, Acting City Clerk  
S. Luey, Chief Administrative Officer  
D. Vasu, Acting Deputy Clerk  
C. Roome, Planner

**1. Call to Order**

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

**2. Adoption of Agenda**

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

That the agenda dated April 2, 2024, be confirmed, as amended.

Carried

**3. Disclosures of Interest**

**4. Statutory Public Meetings**

**4.1 Public Meeting Report for Zoning By-law and Official Plan Amendment at 631 Lorraine Road – File No. D14-02-24 and D09-01-24, 2024-81**

Councillor Bagu asked the applicant whether there was potential for industrial soil contamination in the area, and if any environmental assessment was conducted, then noted that a house built across the street from the proposed site was taken down due to the soil contamination.

The applicant stated that the application had been circulated to the Region but Regional staff did not identify any potential concerns regarding environmental contamination, then added that other houses had been built in the area recently without issue.

Councillor Bodner stated that he spoke with the Drainage Superintendent who believes the water may run north, noting that the Drainage Superintendent's comments were not included in Report 2024-81, then asked the Planner if the Drainage Superintendent's comments could be presented before the recommendation report.

The Planner stated that typically the practice is to present any comments received after the Public Meeting report in the recommendation report, but noted that staff could try to present the comments before the recommendation report if requested.

Councillor Bodner requested that Staff make the drainage comments available before the recommendation report is presented to Council.

Moved By Councillor R. Bodner  
Seconded By Councillor M. Aquilina

That Planning and Development Report 2024-81 be received for information.

Carried

**a. Delegation from Steven Rivers, applicant**

The applicant gave an overview of the proposed development.

**b. Delegation from Lloyd Winger, resident**

The resident expressed concern regarding existing stormwater drainage patterns, stating their belief that runoff heading south on

Lorraine Road causes their property to be underwater for most of the year, adding that they estimate that the properties with standard paved driveway and cement patio add 82,983.6 gallons of runoff per year, excluding water going into potential septic bed. The resident expressed support for the development as long as the drainage issue they have witnessed does not worsen, added that work to improve drainage in the area was discussed, but this work was halted. The resident noted their belief that the Official Plan prioritizes keeping agricultural land designated as agricultural.

The applicant responded by stating that the development would not exacerbate run-off or impact drainage one kilometre south of the development, then stated that a Drainage Plan is required for the concerned lots which requires that post-development runoff is equal to pre-development runoff.

Councillor Bruno asked the resident whether their property is assessed on an existing municipal drain.

The resident could not remember which exact drain is in the area but stated they had been made aware of proposed work on a drain to alleviate drainage problems in the past, which had not occurred.

Mayor Steele stated that the area is under report right now and the engineering is not complete yet.

Councillor Bruno asked the Planner if both sides of Lorraine Road would be covered in the drainage review, and if there would be comments from the appointed Engineer and Drainage Superintendent regarding whether they could support the proposed development.

The Planner stated that he can look into that and ask the Drainage Superintendent whether she can broaden the scope of her comments to see if the drain will be impacted, noting that the question would be better directed to Public Works staff.

The resident added that engineering reviews of the Wignell Drain have been pending for a decade without any action taken to reduce flooding on their property.

Councillor Bodner asked the applicant to confirm that the addition of paved driveways to the lots would not add to runoff.



The applicant confirmed that is the case, noting their belief that the Drainage Superintendent would confirm this.

**5. Procedural Motions**

**6. Information Items**

**7. Adjournment**

Mayor Steele adjourned the meeting at approximately 6:58 pm.

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William C. Steele, Mayor

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Carol Schofield, Acting City Clerk



**City of Port Colborne**  
**Public Meeting Minutes**

**Date:** Tuesday, June 4, 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 (virtually)  
R. Bodner, Councillor  
G. Bruno, Councillor  
F. Danch, Councillor  
D. Elliott, Councillor  
T. Hoyle, Councillor  
W. Steele, Mayor (presiding officer)

**Member(s) Absent:** E. Beauregard, Councillor

**Staff Present:** C. Schofield, Acting City Clerk  
B. Boles, Director of Corporate Services/Treasurer/Acting Chief  
Administrative Officer  
D. Vasu, Acting Deputy Clerk  
D. Schulz, Senior Planner  
D. Landry, Chief Planner

**1. Call to Order**

Mayor Steele called the meeting to order at 6:32 pm.

**2. Adoption of Agenda**

Moved By Councillor M. Aquilina  
Seconded By Councillor G. Bruno

That the agenda dated June 4, 2024, be confirmed, as amended.

Carried

**3. Disclosures of Interest**

**3.1 Councillor R. Bodner - Public Meeting Report for Proposed Official Plan and Zoning By-law Amendment for Short Term Rentals, 2024-125**

Councillor Bodner declared a conflict with short-term rental discussions that directly pertain to Sherkston Shores Resort.

**4. Statutory Public Meetings**

**4.1 Public Meeting Report for Proposed Official Plan and Zoning By-law Amendment for Mapleview Subdivision, 2024-124**

The Senior Planner provided an overview of the Official Plan and Zoning By-law amendments.

Moved By Councillor D. Elliott  
Seconded By Councillor R. Bodner

That Office of the Chief Administrative Officer – Planning Division Report 2024-124 be received for information.

Carried

**a. Delegation from Max Fedchyshak of NPG Planning Solutions, applicant**

The applicants, NPG Planning Solutions, provided an overview of the proposed development.

The Mayor asked the applicants how many parking spots there would be in the development. The applicants stated there would be 1547 parking spots associated with the development, which is about 1.2 parking spaces per dwelling unit.

Councillor Bruno asked the applicants to provide examples of what Golden Falcon Homes has built in Ontario in the past and if there would be opportunities to tour their buildings. The applicant responded that Golden Falcon Homes has built homes across Ontario and their website includes information on completed projects.

Councillor Bruno asked the applicants at what stage they are at regarding configuration of the road network. The applicants responded that they are currently reviewing public comments on the West Side Road extension and the Elgin Street extension.

Councillor Bruno expressed concern over the potential four-corner intersection at Third Avenue and Killaly Street West which could increase traffic on Third Avenue as it could be used as a cut through to the No Frills plaza. The Senior Planner responded that the application is currently being reviewed from an engineering perspective, which will include a review of the impacts of that intersection.

Councillor Bruno expressed concern over the amount of time between the Public Meeting and the final report. The Senior Planner responded that the Council has 120 days after a complete application is received to make a decision on it. After 120 days, the developer can appeal the application fees to the Ontario Land Tribunal. The 120 days end around mid-September and the Senior Planner estimated a new report would be released around mid-summer.

Councillor Elliott asked whether Elgin Street and West Side Road connect under their plan. The applicant confirmed that there would be a new road connection between Elgin Street and West Side Road. The Mayor added that there is an existing road allowance between Killaly St W and Elgin Street and that the applicant and Staff would work together on realigning the road allowance with West Side Road.

Councillor Elliott expressed concern over the back-to-back townhouses that have the potential to look into the backyards of existing residents and asked the applicants if there was a way to re-arrange them. The applicant stated that they are reviewing this arrangement.

Councillor Elliott expressed concern over the added traffic to the Steele & Elgin intersection and asked whether the southerly road ended in a circle or connected to the other section. The applicant responded that it does end in a circle, so there is no direct link to the more westerly section from Elgin Street.

**b. Delegation from Jim Allan, resident**

Jim Allan, the resident, stated their belief that the road allowance behind Maple Street should not be opened up, and that a connection between Maplevue subdivision and Elgin Street will exacerbate traffic. The resident would like other options explored,

such as connections to Clarence Street. The resident suggested that all high-rise buildings should be near the west-side of the development and the detached low-rise homes should be closer to existing properties. Alternatively, the resident suggested a green space buffer between the existing and new development. The resident asked the applicants if the applicants would meet with residents to discuss their concerns. The Mayor suggested that the Senior Planner take their emails and arrange a meeting between them.

- c. Written Delegation from Cathy Brule, resident**
- d. Written Delegation from Ila Mater, resident**
- e. Written Delegation from Donna Hale, resident**
- f. Written Delegation from Flora Armenti, resident**
- g. Written Delegation from Elizabeth Zutt, resident**
- h. Delegation from Cathy Koabel, resident**

Cathy Koabel, resident, stated that sometimes they must wait fifteen minutes for a large enough gap between cars to cross Steele Street at Elgin while using a walker, then urged Council to consider a push button or other method to calm traffic.

- i. Delegation from Kim Gatt, resident**

Kim Gatt, resident, expressed concern over traffic congestion at the Steele Street and Elgin Street intersection, about traffic impacts on senior safety on Elgin Street, and about adverse impacts of blasting during construction on the street. The Mayor clarified that blasting is no longer used during construction. Instead, hoe-ramming is used.

- j. Written Delegation from Hank and Lilian Bangild, residents**
- k. Written Delegation from Beth Cairns, resident**
- l. Written Delegation from Patricia Berg, resident**
- m. Delegation from Karen Marr, resident**

Karen Marr, resident, emphasized that they believe Portal Village is already a very dense area. The resident expressed concern that cars may continue straight down the proposed West Side Road extension behind Portal Village or use the extension to bypass the

Steele/Clarence stoplight, which could increase traffic flow on Elgin Street. The resident objected to characterizing a deficiency of 152 spots as "minimal" and requested that 152 parking spots be incorporated back into the subdivision. The resident expressed concern for the safety of senior citizens who use the road to walk due to the unevenness of sidewalks if the traffic flow increases significantly, and that that new vehicles not familiar with the area might not consider the presence of seniors with mobility, hearing, or vision challenges. The resident objected to the continuation of Westside Road to Elgin Street and suggested having Westside Road turn into the subdivision instead. The resident requested that the Developer blend the new development by changing the 4-storey back-to-back townhouses to single family homes, then raised concerns over impacts on neighbouring properties from drilling, requesting that an independent pre-construction inspection be done on existing homes to monitor for potential damages.

- n. Written Delegation from H. Bret and Lynne Maukonen, residents**
- o. Written Delegation from Judith Brandon, resident**
- p. Written Delegation from Jim and Sharon Lanigan, residents**
- q. Written Delegation from Janet Van Luttikhuisen, resident**
- r. Written Delegation from Nori Barrick and Wili Neufeld Bass, residents**
- s. Written Delegation from Liz Leeuwenburg, resident**
- t. Written Delegation from William and Sandra Teal, residents**
- u. Written Delegation from John Klauck, resident**
- v. Written Delegation from Delsie Lisicky, resident**
- w. Written Delegation from Ken and Maureen Anthes, residents**
- x. Written Delegation from Gary Callaghan, resident**
- y. Written Delegation from Arthur Stead, resident**
- z. Delegation from Becky Marr-Johnson, resident**

Becky Marr-Johnson, resident, expressed concern over what they perceive to be a lack of public knowledge and notice of the

proposal. The resident expressed concerned over the size and style of the development relative to the population and character of Port Colborne. The resident asked: (1) Where the people living in these proposed developments are coming from; (2) How new residents will receive dental and health care given existing wait times and shortages; (3) Where the new residents will work; (4) How existing roads will absorb these additional cars; and (5) How schools, restaurants, and businesses will absorb the extra residents. The resident requested a map of new development projects for public inspection, then expressed their disapproval of the pace and scale of new development, and which they believe does not align with the character and values of Port Colborne.

- aa. Written Delegation from Fred and Jenneke Leeuwenburg, residents**
- ab. Written Delegation from the Santarellas, residents, to Councillor Bruno**
- ac. Written Delegation from the Santarellas, residents, to Councillor Hoyle**
- ad. Delegation from Art Stead, resident**

Art Stead, resident, expressed concern over the volume of cars being added to the neighbourhood and the pressure it will place on the intersection of Elgin/Steele. The resident urged Council to consider a stop light at this intersection. The resident also expressed concern over the impact additional traffic will have on the existing seniors who walk to the park. The resident expressed concern over the woodlands area and whether it will be subject to another future development with more cars. The resident urged Council and the applicants to respect their belief that Elgin Street was developed as a senior area and that it should be kept that way.

- ae. Delegation from Gary Callaghan, resident**

Gary Callaghan, resident, expressed concern over the number of units and the high rise buildings in the area of the subdivision and the increase in units compared to the previous proposal in the area. The resident expressed concern over the possibility of the high rise units being used as short-term rental businesses due to the number of single bedroom apartments and expressed concerns that this kind of development will change the character of Port Colborne.

Councillor Bruno asked the Senior Planner to include a review of the angular plane of building heights. The Senior Planner responded that this is something Staff can discuss with the applicant, but that angular plans are not part of the City's Official Plan.

The resident asked the Senior Planner if the previous proposal for the area met the City's density requirements. The Senior Planner responded that the previous plan was subject to different circumstances around the proposed land.

**af. Delegation from John Finkbiner, resident.**

John Finkbiner, resident, expressed concern over the back-to-back townhomes that would overlook their backyard. Additionally, the resident expressed concern over the arterial road proposed to be placed five metres from their back deck, which would bring cars, construction vehicles, and pedestrians five metres from their back deck and where their grandchildren would play.

**ag. Delegation from Judith Brandon, resident.**

Judith Brandon, resident, expressed concern over the continuation of continuation of West Side Road to Elgin Street, which will bring traffic within 14 feet of their back deck and create stacked townhomes overlooking their back yard. The resident expressed that this is a privacy concern and also a safety concern given that the building may block natural light. The resident also expressed that this development would disrupt the quiet character of the senior community.

**ah. Delegation from Shawn Hoyle, resident.**

Shawn Hoyle, resident, expressed disagreement with the proposal and concern over the large number of units that would be directly across from his backyard. The resident asked Council to reconsider the apartment buildings on Killaly Street West which would impact the backyards south of Sheba Crescent and increase traffic flow in the neighbourhood. The resident also asked if Council had taken note of the water table in the area since it includes underground natural springs which are inside the bedrock.

**ai. Delegation from Liz Leeuwenburg, resident**



Liz Leeuwenburg, resident, raised concerns over the displacement of wildlife and the damage the displaced animals might do to surrounding properties when they no longer have their natural habitat.

**aj. Delegation from Mark Stay, resident**

Mark Stay, resident, stated that, as a traffic engineer, they believe it is a mistake to direct arterial traffic down the West Side Road extension towards Elgin Street. The resident urged Council to consider the timing of the lights from Main St W to West Side Road to consider community safety and prevent cars from travelling at high speeds to make a green light on Killaly Street West. The resident also expressed concern over the current Killaly Street West/West Side Road, stating that it is possible to take the northeast corner at high speeds.

**ak. Delegation from Shelby Agis, resident**

Shelby Agis, resident, expressed concern over the high rise apartments proposed to be built on Killaly Street West directly across West Side Road from their backyard. The resident asked what the timeline is for this project. The resident raised concerns over how this proposal fits into the long-term plan for Port Colborne and how services will accommodate thousands of new residents. The resident raised concerns over the amount of public notice given, noting the impacts the project may have on properties in the area that were not notified.

Councillor Bruno commented that he estimates the City receives development applications every two or three weeks, and that often Council is not aware of them until public meetings are scheduled. Councillor Bruno added development approval means the developer may start, not necessarily that they will start, and that the developer's timeline is often unknown in advance even to the developer.

**al. Delegation from Joe Gatt, resident**

Joe Gatt, resident, expressed concern over potential congestion at Steele Street/Elgin Street intersection given that Elgin Street is regularly accessed by emergency vehicles. The resident requested increased law enforcement presence to calm traffic near the intersection.

**am. Delegation from Cathy Brule, resident**

Cathy Brule, resident, raised concerns over the adequacy of the proposed number of parking spots given that two parents and a teenager could need their own car to get to work. The resident also stated that their unit shakes whenever the quarry blasts due to their location on bedrock and is concerned this could be exacerbated by the construction.

**4.2 Public Meeting Report for Proposed Official Plan and Zoning By-law Amendment for Short Term Rentals, 2024-125**

Councillor R. Bodner declared a conflict on this item. (Councillor Bodner declared a conflict with short-term rental discussions that directly pertain to Sherkston Shores Resort. ;)

A consultant from MHBC Planning presented an overview of MHBC's special study on Short Term Rental Accommodations in Port Colborne and provided insights on the next steps following the Public Meeting. The study recommended that short term rentals in accessory buildings not be permitted as-of-right, that one short term rental per property be permitted in a legal accessory dwelling unit as-of-right, and that short term rentals not be permitted in legal non-conforming dwellings. The consultant also presented an overview of the Draft Official Plan Amendment and the Draft Zoning By-law Amendment. The consultant also provided insights on what the licensing by-law would clarify.

Councillor Bodner asked the Senior Planner what the cost would be to apply for a Zoning By-law Amendment amendment to permit a short-term rental in an accessory building. The Senior Planner responded that this fee is around \$4,600.

Councillor Aquilina asked the consultant if an urban-rural distinction can be made in the licensing by-law to account for differences such as septic beds. The consultant responded that to be issued a licence, a property must have adequate sewage disposal in place.

Councillor Bruno asked the consultant if there is a risk that certain residents in Port Colborne are not covered by the amendment and therefore could be at risk of nuisances from neighbours who have short-term rentals. The consultant responded that the zoning by-law amendment would provide for short-term rentals as a secondary use. The licensing by-law then establishes the coverage, which is for the entire municipality.

Councillor Bruno asked the consultant if there would be any issues regarding properties that do not fit with current zoning but have been grandfathered in. The consultant responded that those would be legal non-conforming properties and so short-term rentals would not be permitted without a zoning by-law amendment.

Councillor Bruno asked the Senior Planner what the fees and fines schedule will be and when Council would be able to see that schedule. The Senior Planner responded that the schedule would likely be part of the licensing by-law report and available to Council before they need to vote on it. The Senior Planner added that they would look to successful models observed in other municipalities and collaborate with the City's By-law Enforcement Services Division.

Councillor Bodner asked the consultant if existing short-term rentals would be grandfathered in. The consultant responded that such units are grandfathered in from zoning by-law amendments but would still need to obtain a licence and adhere to those requirements.

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

That Office of the Chief Administrative Officer – Planning Division Report 2024-125 be received for information.

Carried

- a. **Written Delegation from Judith Boroniec, resident**
- b. **Delegation from Randy Garrett, resident**

Randy Garrett, resident, expressed concerns over the impact that AirBnBs would have on Elgin Street, especially regarding the increase of cars parking at short-term rentals and their speeds on residential streets since many older people and young kids use the road. He asked what the parking by-laws were regarding short-term rentals. The Senior Planner responded that the proposed requirement is at least one parking space per short-term rental.

- c. **Delegation from Carol Domenicucci, resident.**

Carol Domenicucci, resident, asked the consultant if current owners of short-term rentals would be exempt from the licensing by-law. The consultant responded that the licensing by-law applies to everyone, so nobody would be exempt. The resident questioned

the consultant's assessment that the commercial zoning of Sherkston Shores means that short-term rentals impact Sherkston Shores differently than parts of the City zoned residential. The resident stated that they live next to Sherkston Shores and are still significantly impacted, then asked the consultant if they had been inside of Sherkston Shores. The consultant responded that he had been outside of Sherkston Shores, but not inside Sherkston Shores. The consultant added that the resort would still be subject to the licensing by-law, but that the seasonal rental nature of the resort requires a different framework. The resident added that people in Sherkston have been running their short-term rentals like a business and it has changed the fabric of their community. The Senior Planner added that Sherkston Shores would still be subject to the licensing by-law, but the resident expressed disappointment that this licensing by-law would not be subject to a public meeting. The consultant clarified that a draft by-law will be available in advance of the Council Meeting and that residents can delegate on that matter. The resident emphasized the importance of focusing the short-term rental regime on Sherkston Shores and the extremely high volume of rentals there.

Councillor Aquilina asked the consultant whether there would be fee differentiation between Sherkston Shores and the rest of the City. The consultant responded that there could be differentiated fees, depending on what goes into the licensing by-law.

**5. Procedural Motions**

**6. Information Items**

**7. By-laws**

**7.1 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 M. Aquilina

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 Public Meeting on June 4, 2024, be enacted and passed, as presented.

Carried

**8. Adjournment**

Mayor Steele adjourned the meeting at approximately 9:33 p.m.

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William C. Steele, Mayor

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Carol Schofield, Acting City Clerk



**City of Port Colborne**  
**Public Meeting Minutes**

**Date:** Tuesday, June 18, 2024  
**Time:** 6:30 pm  
**Location:** Council Chambers, 3rd Floor, City Hall  
66 Charlotte Street, Port Colborne

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

**Member(s) Absent:** M. Aquilina, Councillor  
F. Danch, Councillor

**Staff Present:** S. Luey, Chief Administrative Officer/Acting City Clerk  
D. Vasu, Acting Deputy Clerk  
D. Landry, Chief Planner  
D. Schulz, Senior Planner

**1. Call to Order**

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

**2. Adoption of Agenda**

Moved By Councillor M. Bagu  
Seconded By Councillor E. Beauregard

That the agenda dated June 18, 2024, be confirmed, as circulated.

Carried

**3. Disclosures of Interest**

**4. Statutory Public Meetings**

**4.1 Statutory Public Meeting New Official Plan - 2024-134**

**a. Delegation from Kelly Martel, Dillion Consulting**

Dillion Consulting staff provided a presentation regarding their progress on creating a new Official Plan for the City of Port Colborne.

**5. Procedural Motions**

**6. Information Items**

**7. By-laws**

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

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

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 Public Meeting on June 18, 2024, be enacted and passed, as presented.

Carried

**8. Adjournment**

Mayor Steele adjourned the meeting at approximately 7:15 p.m.

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William C. Steele, Mayor

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Scott Luey, Acting City Clerk

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

**Date:** Tuesday, June 18, 2024  
**Time:** 5:00 pm  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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

**Member(s) Absent:** M. Aquilina, Councillor

**Staff Present:** S. Luey, Chief Administrative Officer/Acting City Clerk  
D. Vasu, Acting Deputy Clerk

**1. Call to Order**

Mayor Steele called the meeting to order at 5:04 p.m.

**2. Adoption of Agenda**

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

That the agenda dated June 18, 2024, be confirmed, as amended.

Carried

**3. Disclosures of Interest**

**4. Confidential Items**



Moved by Councillor R. Bodner  
Seconded by Councillor M. Bagu

That Council do now proceed into closed session in order to address the following matter(s):

Carried

- 4.1 Minutes of the closed session portion of the May 14, 2024, Council Meeting**
- 4.2 Confidential Correspondence Item, pursuant to the Municipal Act, 2001, Subsections 239(2)(b), 239(2)(d), 239(2)(e), and 239(2)(k)**
- 4.3 Confidential Office of the Chief Administrative Officer Memo, pursuant to the Municipal Act, 2001, Subsection 239(2)(c)**
- 4.4 Confidential Public Works Department Memo, pursuant to the Municipal Act, 2001, Subsections 239(2)(e) and 239(2)(k) - Drainage Matter**

**5. By-law**

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

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

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 June 18, 2024, be enacted and passed.

Carried

**6. Adjournment**

Mayor Steele adjourned the meeting at approximately 5:54 p.m.

---

William C. Steele, Mayor

---

Scott Luey, Acting City Clerk

**Subject: 2024 Asset Management Plan**

**To: Council**

**From: Corporate Services Department**

Report Number: 2024-133

Meeting Date: June 25, 2024

**Recommendation:**

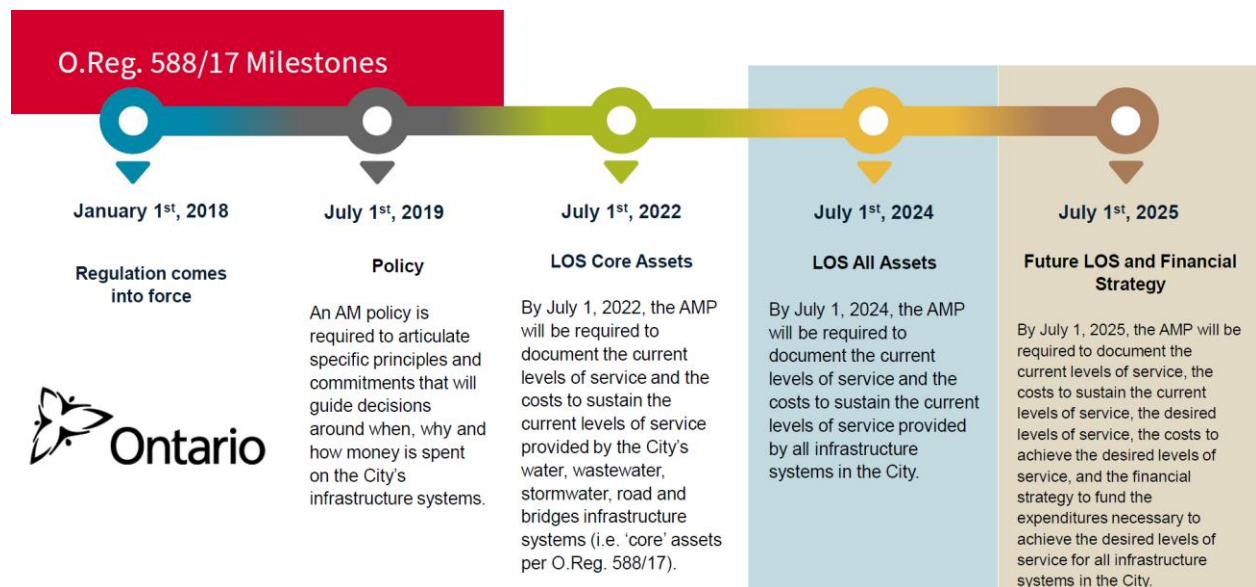
That Corporate Services Department Report 2024-133 be received; and

That the Asset Management Plan (AMP) in Appendix B of Corporate Services Report 2024-133 be approved.

**Purpose:**

The purpose of this report is to present Council with the City of Port Colborne’s Asset Management Plan (AMP) for approval. The AMP will be used to guide asset management decisions, including financial planning and ensure the City maintains compliance with Ontario Regulation 588/17 under the *Infrastructure for Jobs and Prosperity Act, 2015*.

**Background:**



## **Discussion:**

The AMP is designed as a comprehensive document that facilitates a better understanding of the City infrastructure, its relationship to financial requirements, levels of service, and lifecycle strategies surrounding infrastructure.

Readers of the AMP are advised this will be a living document. As denoted in the background section of this report, the AMP has advanced through stages since 2018. The final stage is to identify the desired level of service, risk appetite, and ensure the funding strategy aligns.

Salient highlights from the AMP include:

- The total replacement value of City-owned capital assets is \$1.34 billion;
- Approximately 74% of capital assets are in fair or better condition;
- Deferred maintenance (assets in very poor condition) total \$197 million; and
- The proposed funding model referred to as the “anticipated budget” in the AMP would see virtually all assets with a condition above “very poor” by 2040.

A high-level summary of the AMP has been provided in Appendix A.

---

## **Internal Consultations:**

The development of the AMP has been a cooperative effort between Public Works and Corporate Services. While this report is submitted by the Corporate Services department, the completion of the AMP is the result of the leadership within Public Works.

---

## **Financial Implications:**

The AMP is a mechanism to support asset management planning for the City, including the identification of funding requirements.

Council has been a leader in the funding of capital assets. The AMP highlights various financial scenarios. In the last four years, the City has grown the capital budget by approximately 20% per year. Should Council continue with this model until 2031, the City would achieve the baseline funding requirement for a fully funded asset management plan. The AMP reflects this funding model as the “anticipated budget”.

Any decisions on funding are subject to budget approval during the budget process.

Strategies surrounding strategic growth, asset divestiture, and the development of operational efficiencies will be further considered in the 2025 AMP update to fund the

achievement of the City's strategic plan objective to have all assets with a condition rating better than "very poor".

---

### **Public Engagement:**

The AMP will be available on the City's website.

---

### **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
  - Increased Housing Options
  - Sustainable and Resilient Infrastructure
- 

### **Conclusion:**

In conclusion, staff recommend that Corporate Services Department Report 2024-133 be received and that the Asset Management Plan (AMP) in Appendix B of Corporate Services Report 2024-133 be approved.

---

### **Appendices:**

- a. Appendix A – Asset Management Plan Presentation
- b. Appendix B – Asset Management Plan

Respectfully submitted,

Bryan Boles, CPA, CA, MBA  
Director of Corporate Services / Treasurer  
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[Bryan.Boles@portcolborne.ca](mailto:Bryan.Boles@portcolborne.ca)

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Director, Public Works Services  
(905) 228-8133  
[Steve.Shypowskyj@portcolborne.ca](mailto:Steve.Shypowskyj@portcolborne.ca)

### **Report Approval:**

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





City of Port Colborne

**Corporate Asset Management  
Plan  
2024**

Report 2024-133  
Appendix A



# 2024 Asset Management Plan

City Of Port Colborne  
Council Meeting

June 25, 2024



# AGENDA

---

- 1 O.Reg. 588/17
- 2 Asset Management Plan Process
- 3 2024 AMP Scope
- 4 State of the Infrastructure
- 5 2024 AMP Results

# O.Reg. 588/17 Milestones

January 1<sup>st</sup>, 2018

**Regulation comes into force**

July 1<sup>st</sup>, 2019

**Policy**

An AM policy is required to articulate specific principles and commitments that will guide decisions around when, why and how money is spent on the City's infrastructure systems.

July 1<sup>st</sup>, 2022

**LOS Core Assets**

By July 1, 2022, the AMP will be required to document the current levels of service and the costs to sustain the current levels of service provided by the City's water, wastewater, stormwater, road and bridges infrastructure systems (i.e. 'core' assets per O.Reg. 588/17).

July 1<sup>st</sup>, 2024

**LOS All Assets**

By July 1, 2024, the AMP will be required to document the current levels of service and the costs to sustain the current levels of service provided by all infrastructure systems in the City.

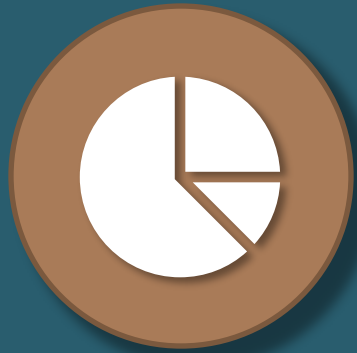
July 1<sup>st</sup>, 2025

**Future LOS and Financial Strategy**

By July 1, 2025, the AMP will be required to document the current levels of service, the costs to sustain the current levels of service, the desired levels of service, the costs to achieve the desired levels of service, and the financial strategy to fund the expenditures necessary to achieve the desired levels of service for all infrastructure systems in the City.



# Asset Management Plan Process



## State of the Infrastructure

Asset Register  
Current Replacement Value  
Condition Evaluation

## Levels of Service

Current LOS (2024)  
Proposed Levels (2025)

## Lifecycle Management Strategy

Lifecycle Activities  
Lifecycle Modeling/Forecast

## Financial Strategy

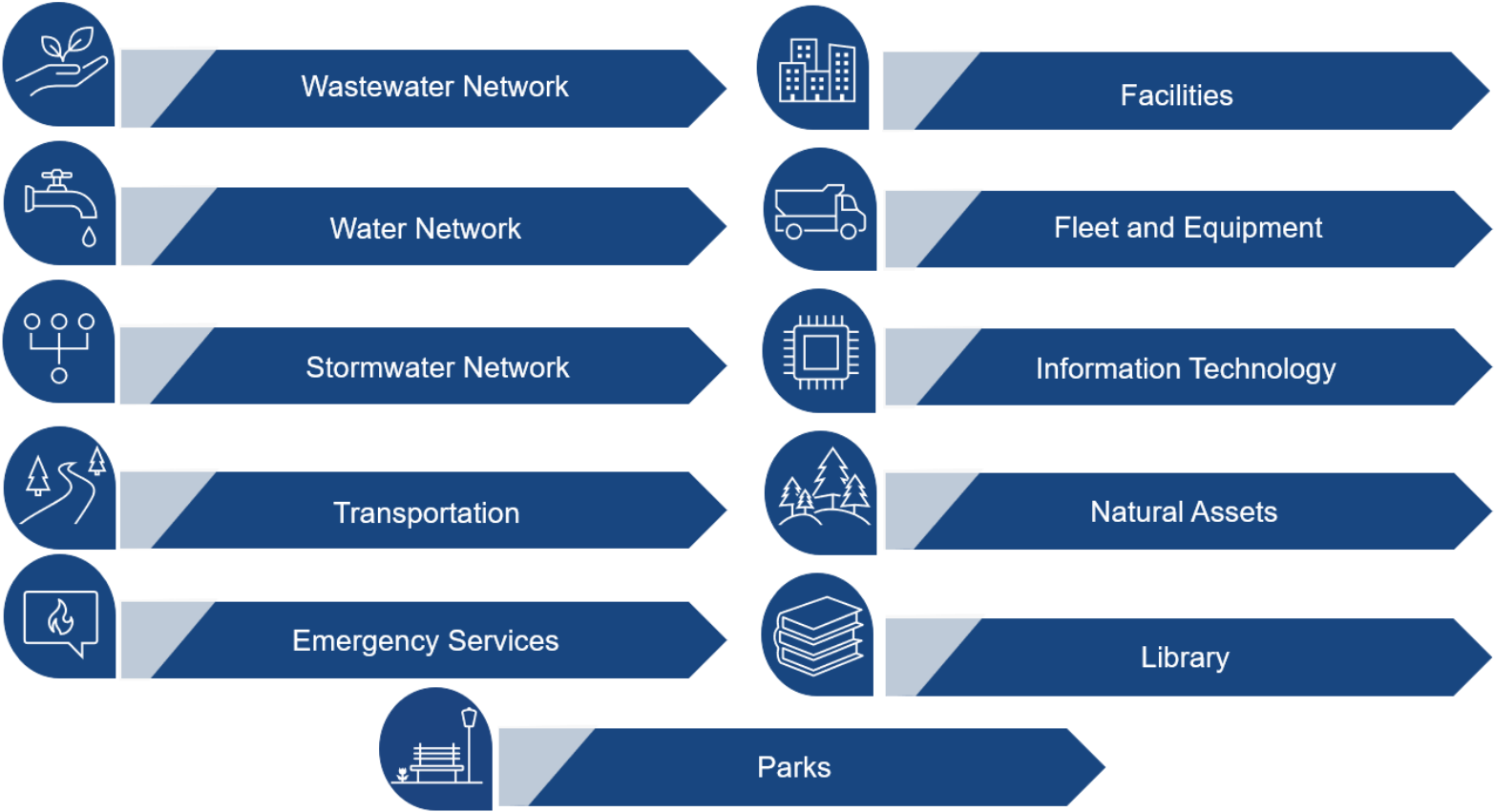
Budget History & Forecasts  
Cost of LCM Activities  
Strategies to Address Funding Shortfalls

## Improvement & Monitoring

Continual Improvement Opportunities

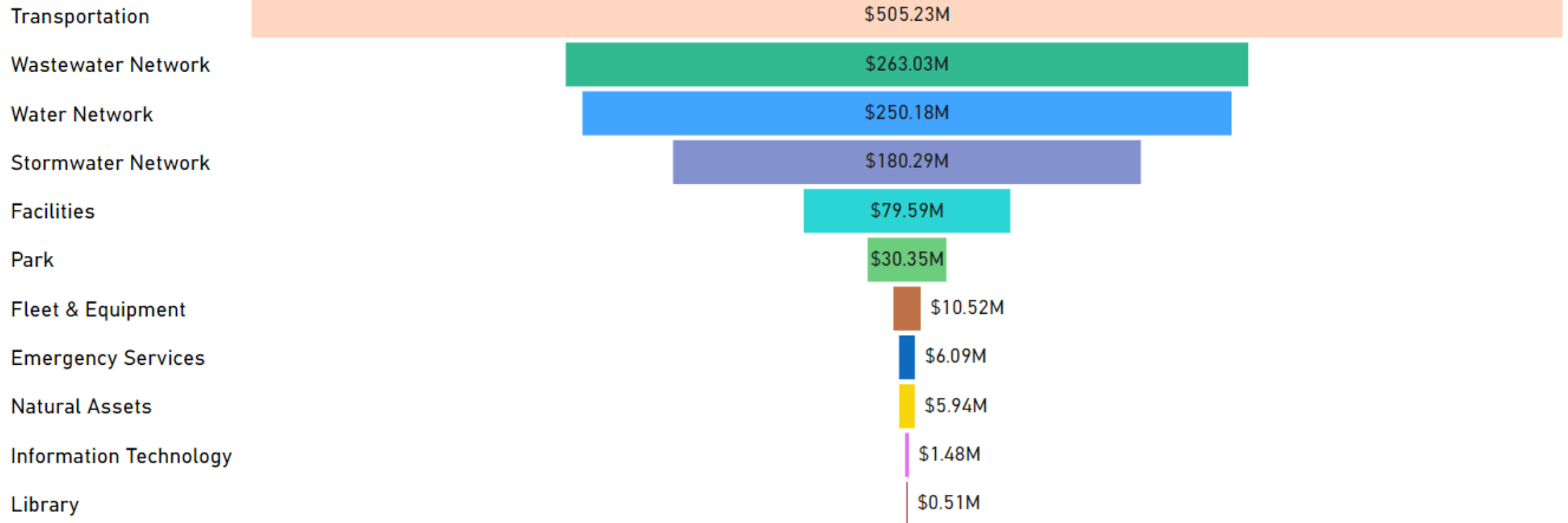


# Scope of the 2024 AMP

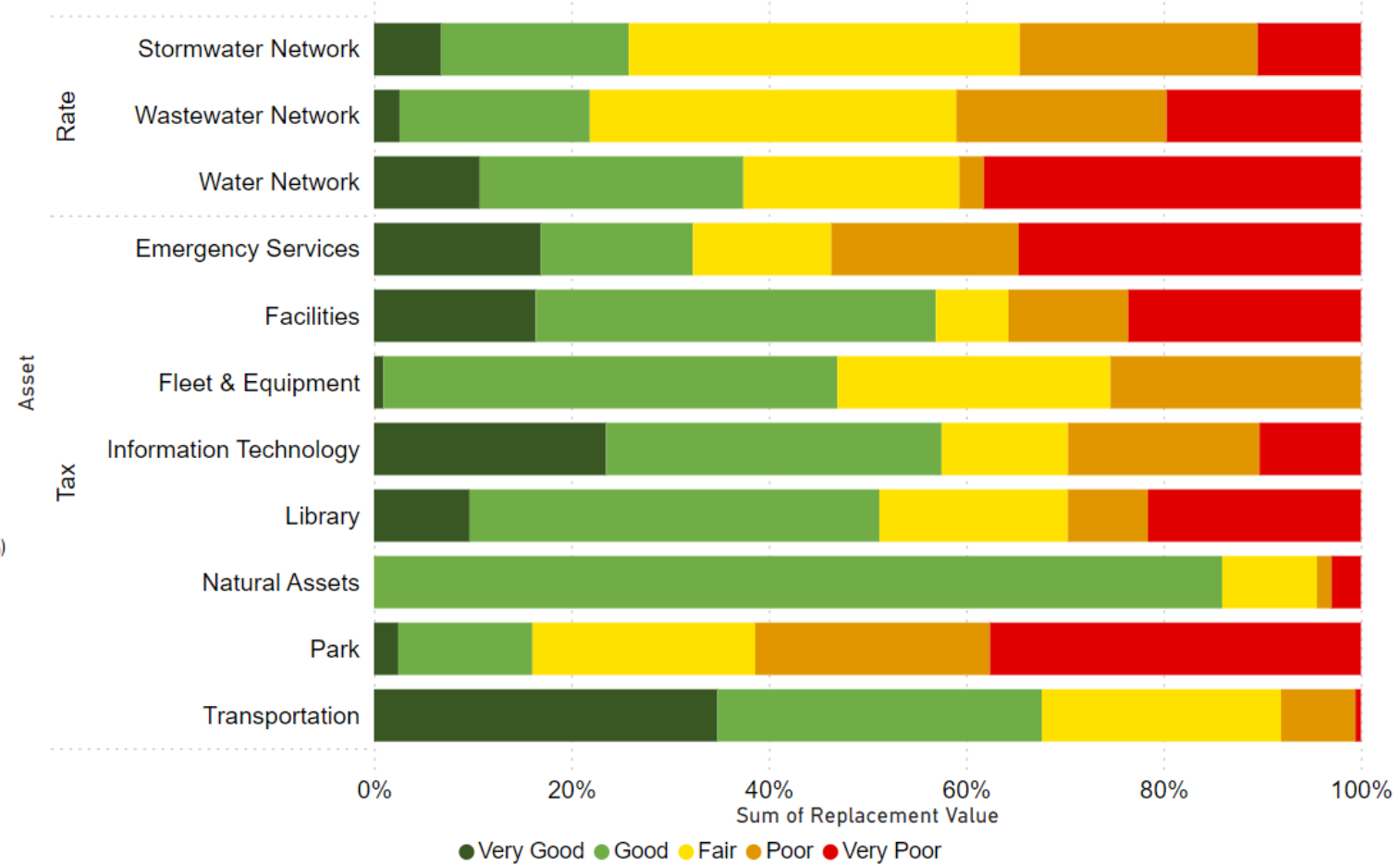
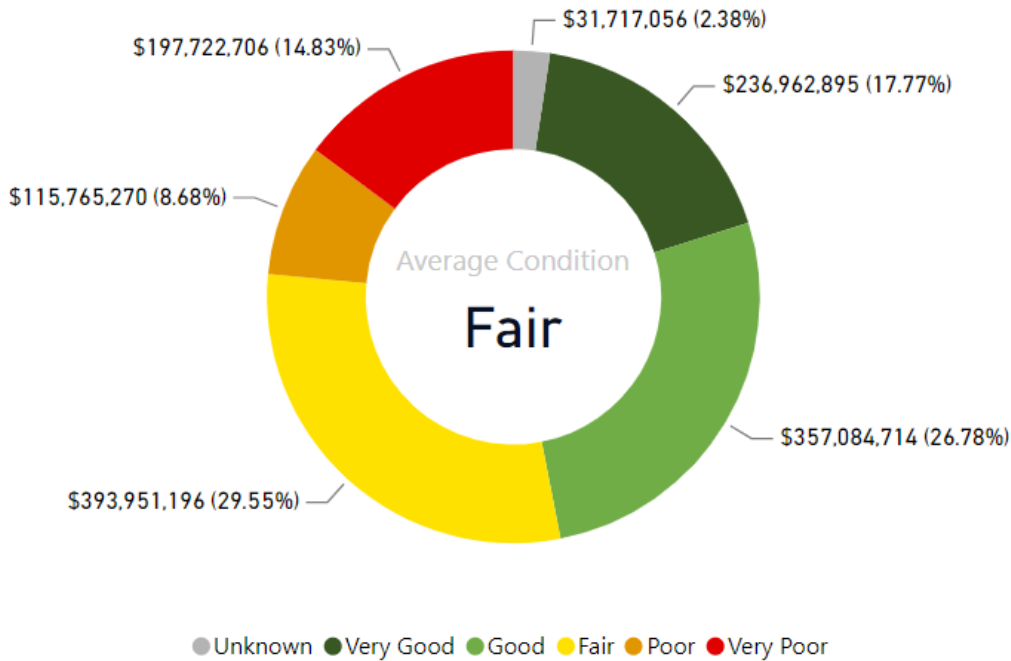


# State of the Infrastructure

# \$1.34 B



# State of the Infrastructure



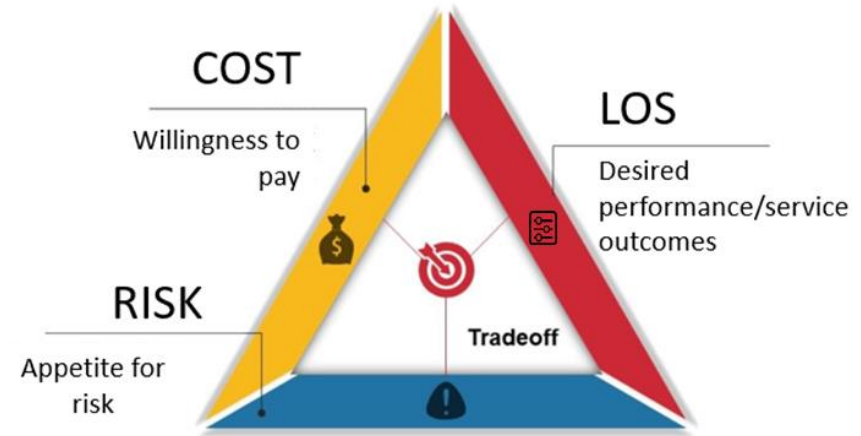
# Levels of Service

## Current Performance (2024 AMP)

- Rates services based on what is being done now
- Will provide costs associated with continuing to provide this LOS

## Proposed (Target) Performance (2025 AMP)

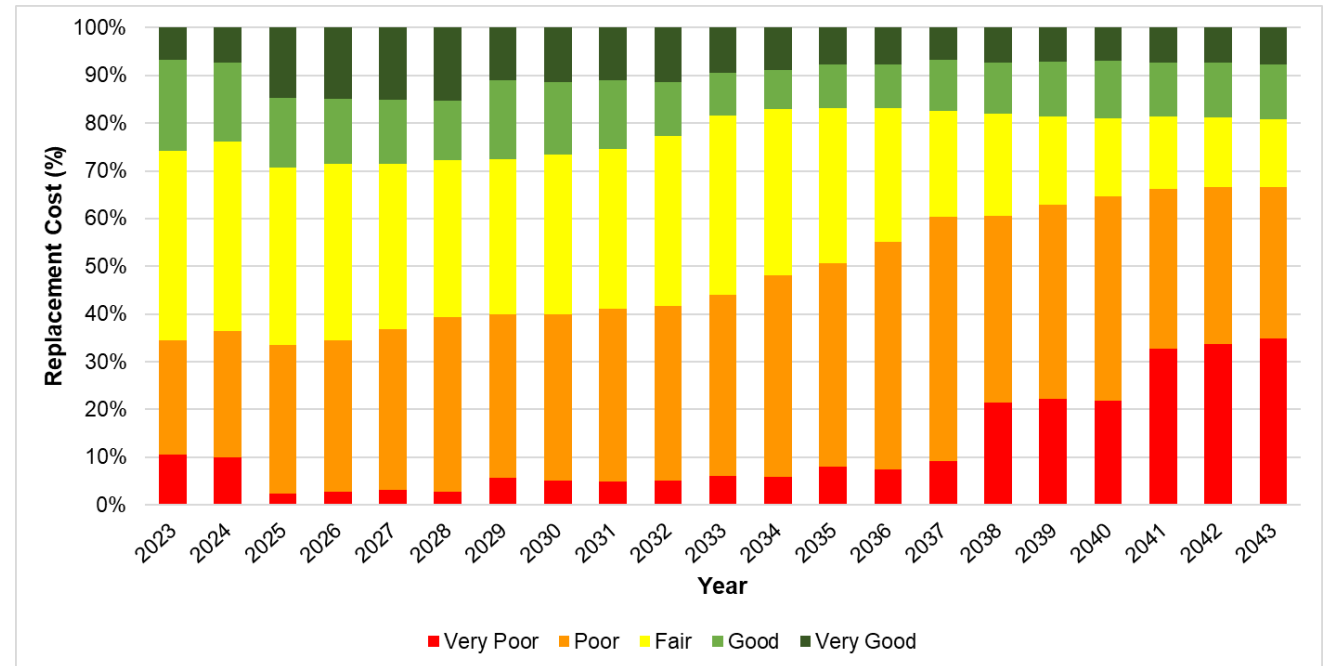
- 2025 Plan requires to set targets for the LOS
- Need to provide what the costs are to provide this proposed performance
- Is the target achievable, what activities need to be done to meet targets, what are the risks of not meeting targets?



Key Service Attribute	Performance Measure	Current Performance (2024)
<b>Regulatory</b>		
Scope	Percentage of properties in municipality resilient to a 100-year storm.	5.05%
Scope	Percentage of the municipal stormwater management system resilient to a 5-year storm.	85%
<b>City Defined</b>		
Safe & Regulatory	Percentage of stormwater management system designed to current standards.	42%

# Lifecycle Management Strategy

- Forecasts provided in AMP:
  - Maintain Current Level of Service
    - If the City wants to ensure assets stay in the same condition they are in now, what will it cost?
  - Anticipated Budget
    - What is the condition of our assets over 10 years if we fund assets based on the anticipated budget?
  - Infrastructure Needs Assessment
    - What is the cost to complete all the lifecycle activities for renewal, rehabilitation and replacements as defined in the Lifecycle Strategy? What is the condition of our assets if we follow these strategies?



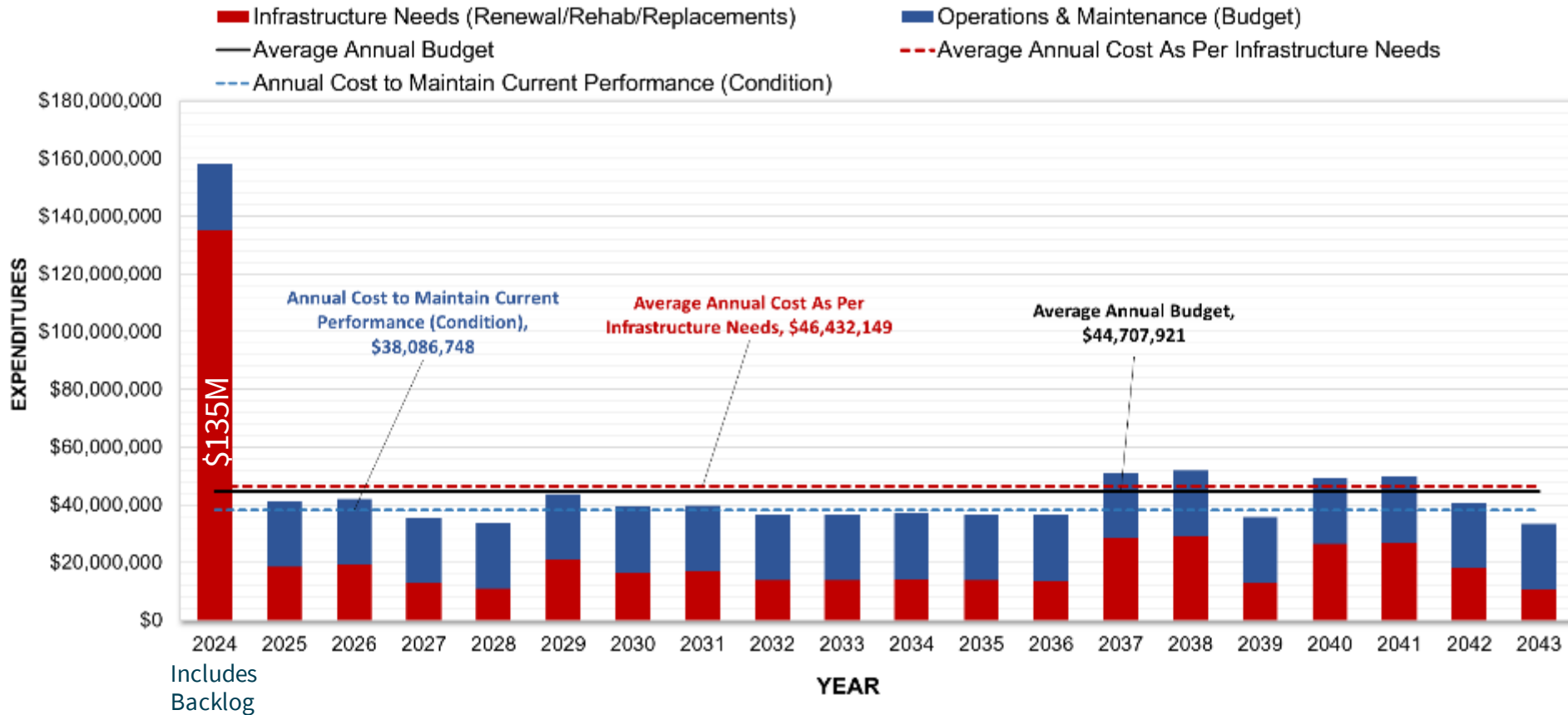
## Forecast Assumptions

- Based on best available information at this time (will be continually updated)
  - New condition assessments, master plans, further review of lifecycle strategies, etc. will need to be included in the future iterations
- Figures all stated in 2024 \$ (No inflation)
- Infrastructure Needs Forecasts
  - Renewal, Rehabilitation & Replacement Needs are the focus
  - Does not assess other lifecycle activity needs (operations and maintenance, non-infrastructure)

## Anticipated Budget

- Budget has been developed to address infrastructure needs
- Sources include:
  - 2024 Budget
  - Water Financial Plan (Approved)
  - Wastewater Financial Plan
- The anticipated budget has been developed for each asset category with the intention of increasing funding to address the infrastructure gap and leveraging debt where required.
  - Planned “catch up” capital investments between 2025-2031
  - Will leverage debt as required

# All Assets - Infrastructure Gap



Average Annual Infrastructure Gap to Maintain Current LOS

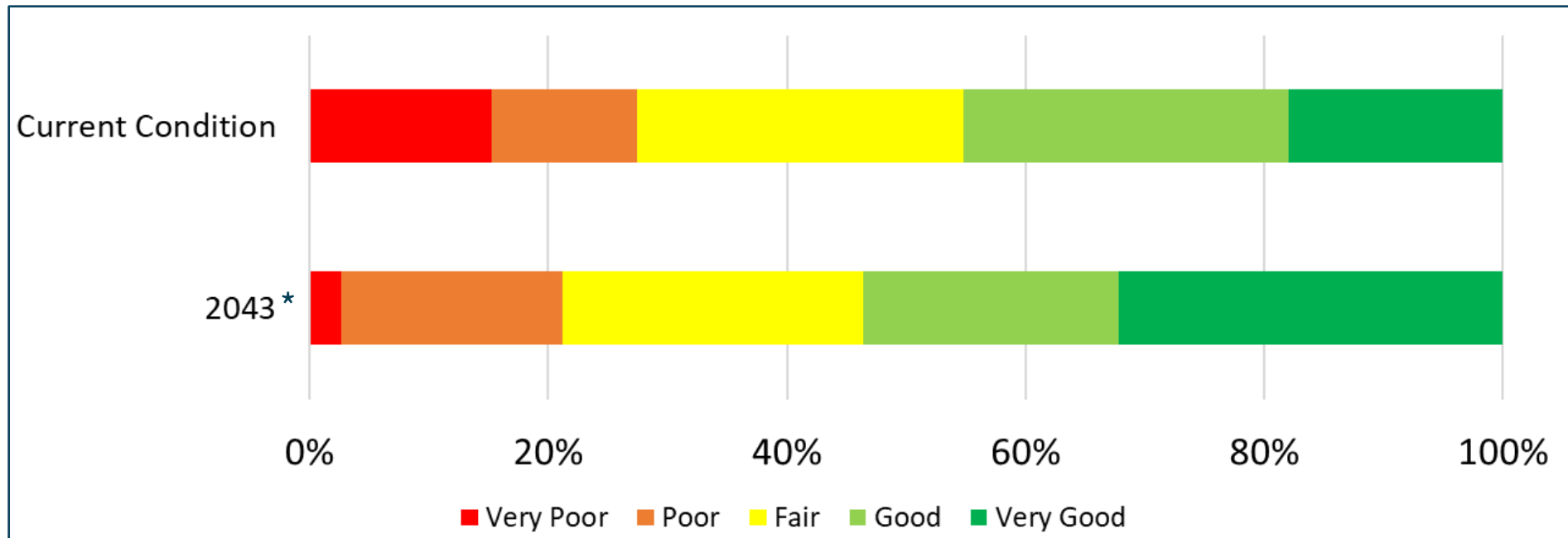
**No Gap**

Average Annual Infrastructure Gap to Meet Infrastructure Needs as Per Lifecycle Strategies

**\$1.7 M**

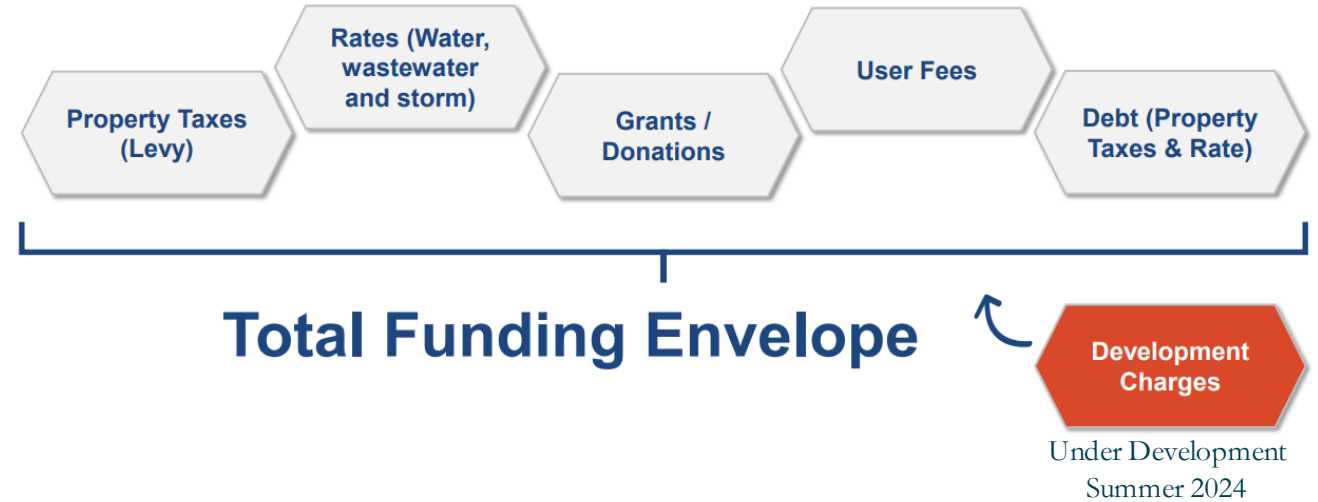


## Impact of following Infrastructure Needs



\*Assets that fall within Very Poor category will continue to be reviewed and assessed for alternative strategies to address these assets

# Strategies to Close the Gap



Multiple strategies will need to be implemented, including Non-Financial and Financial Strategies to address the Gap

## Non-Financial

- Levels of Service Targets
- Asset Prioritization
- Long-Term Planning
- Community Engagement
- Advocacy

## Financial

- Reserves & Reserve Funds
- Debt Financing
- Revenue Increase & Infrastructure Levy
- User Fees and Charges
- Growth
- Divestitures

## Opportunities for Continual Improvement:

- Master Servicing Plans
- Asset Management Maturity Assessment
- Establish AM System & Road Map
- Business Processes
- Information Systems & Asset Data Improvements
- Integration of AM with Budget Process



# O.Reg Compliant Asset Management Plan 2024 & 2025



## **Executive Summary**

Concise summary of the plan



## **Corporate Asset Management Plan Overview**

Asset Management in Fort Erie and Purpose



## **State of Local Infrastructure**

Inventory and condition



## **Levels of Service**

What we provide



## **Lifecycle Management Strategy**

How we provide the service



## **Financing Strategy**

What it will cost and how we will pay for it



## **AMP Improvement and Monitoring**

Where we go from here





## Next Steps

- Following Council endorsement of the 2024 AMP
  - 2024 AMP will be posted to the City's website (O.Reg. 588/17 Requirement)
  - Work will begin on the 2025 AMP
    - To be presented by July 1, 2025
    - Will include proposed LOS (targets)



# Questions





**PORT COLBORNE**



City of Port Colborne

# Corporate Asset Management Plan

**2024**

# Executive Summary

## Asset Management Plan Overview

The City of Port Colborne is located on Niagara's South Coast, a destination steeped in marine heritage. The City boasts shopping districts, many restaurants, ample beachfront and a selection of natural attractions. Whether it's cycling, fishing or relaxing, the City has something to offer each of its residents and visitors. The City of Port Colborne's infrastructure supports a variety of municipal services that residents and businesses rely on every day including roads and bridges which facilitate travel, watermains which deliver clean drinking water, and sewer and storm systems which manage waste and excess rainfall.

The City owns approximately \$1.34 billion in infrastructure assets and requires a comprehensive plan for managing these assets to maximize service delivery while balancing costs to the community. An asset management plan (AMP) can help guide the City in making the best decisions in the management of its infrastructure assets and is designed to:

- Meet regulatory requirements.
- Outline the current state of the City's infrastructure assets.
- Describe the current levels of service provided by these assets.
- Identify the lifecycle activities used to manage these assets.
- Forecast the infrastructure spending required to maintain the current levels of service.
- Develop a plan for improving AM planning for future iterations of the plan.

The plan aligns with the guidelines set out by the Ontario Ministry of Infrastructure's Building Together Guide for Municipal Asset Management Plans as well as Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act which help to standardize asset management planning across the province. This plan meets the 2024 regulatory requirements and will be further updated to include proposed levels of service for 2025.

This plan represents the City's commitment to improving municipal services for the community. The City through this plan has developed a financial strategy to address the infrastructure needs in alignment with the City's Strategic Policy, as well as the Strategic Plan established for 2023-2026. The anticipated budget developed for this plan ultimately will assist the City to meet the priorities established in consultation with Council.



## Asset Management Plan Scope

This AMP is divided into chapters for each of the following 11 asset categories:

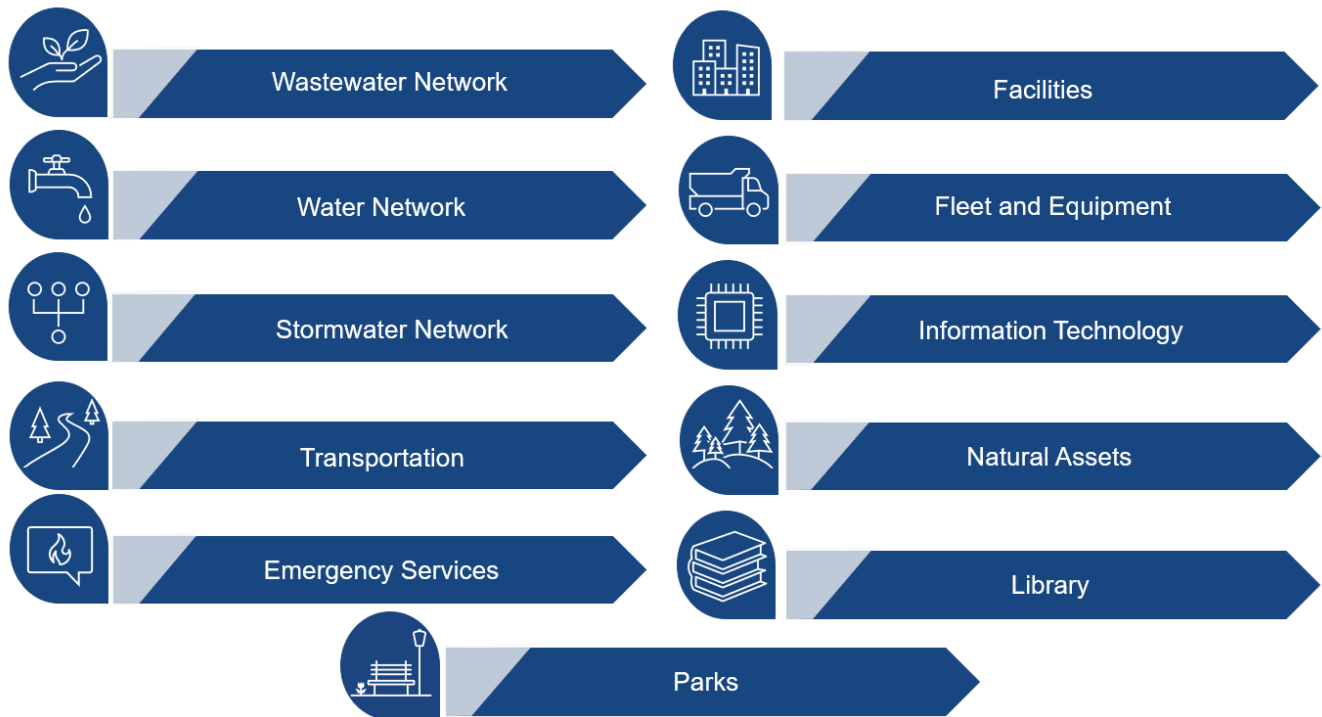


Figure 0-1. 2024 AMP Scope

For each of these asset category chapters, the following sections are included:

**State of the Infrastructure** – A high-level inventory of the City’s assets and insights on the overall age, condition, replacement value, and key metrics of the assets owned by the City.

**Levels of Service** – The metrics which outline the services the City provides to its customers, residents, and visitors in terms of capacity, function, and quality. These parameters will reflect improvements or reductions in services as they are updated in the future and other metrics may be added as AMP policies are more thoroughly developed.

**Lifecycle Management Strategies** – The set of planned actions which help maintain current levels of service and include the maintenance, rehabilitation, replacement, disposal, and expansion of assets. These activities are funded through City operating and capital budgets and are detailed for each asset in the AMP.

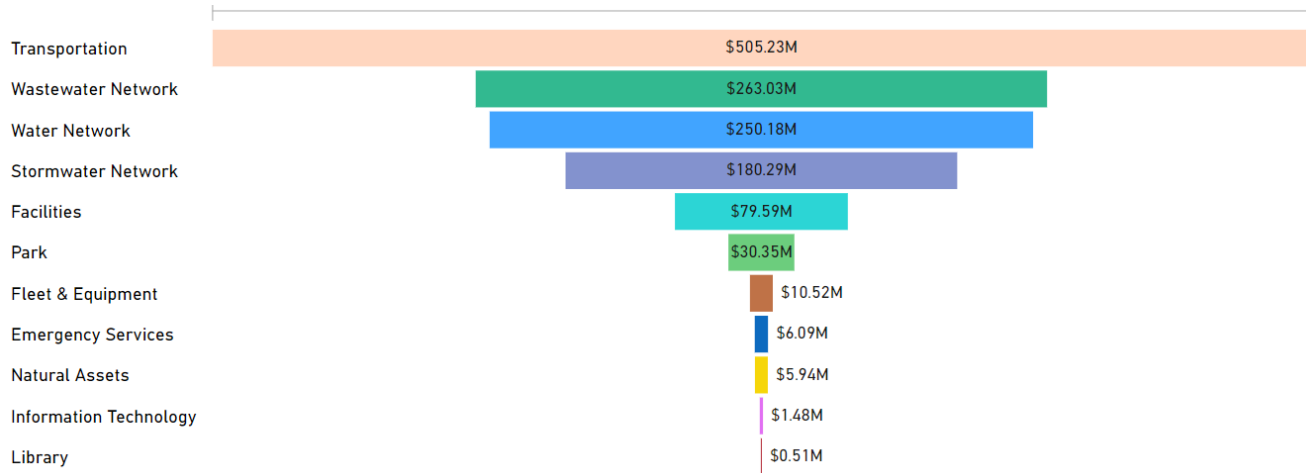
**Funding the Lifecycle Activities** – The forecasted lifecycle investment requirements over the next 20 years based on these current activities, including the forecasted costs associated with the lifecycle activities and the performance (condition) of the City’s assets.

**Data Confidence and Improvement Plan** – Information on the sources used to develop the asset inventory and the quality of the data.

These asset category specific chapters are followed by the Financial Strategy and Improvement and Monitoring Plan for all the City’s assets.

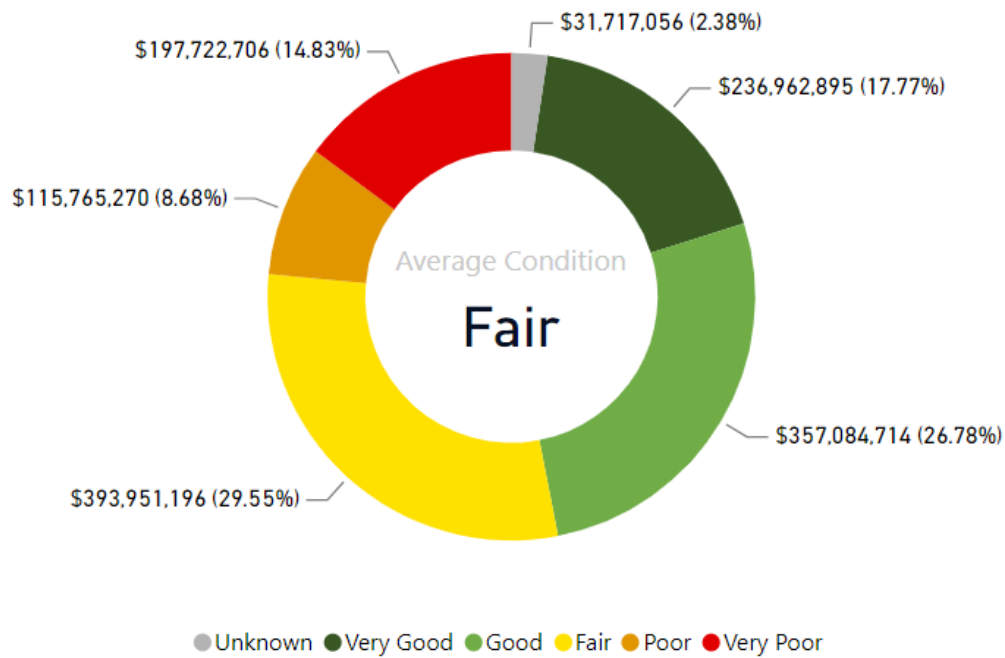
## Infrastructure Valuation and Condition Distribution

Overall, the City owns approximately \$1.34 billion in infrastructure assets, broken out across 11 asset categories. As shown in Figure 0-2 below, Transportation assets account for the largest share of the City’s assets by replacement value, totalling over \$500M. This is followed by Water Network assets (~\$250 million) and Stormwater Network assets (~\$180 million).



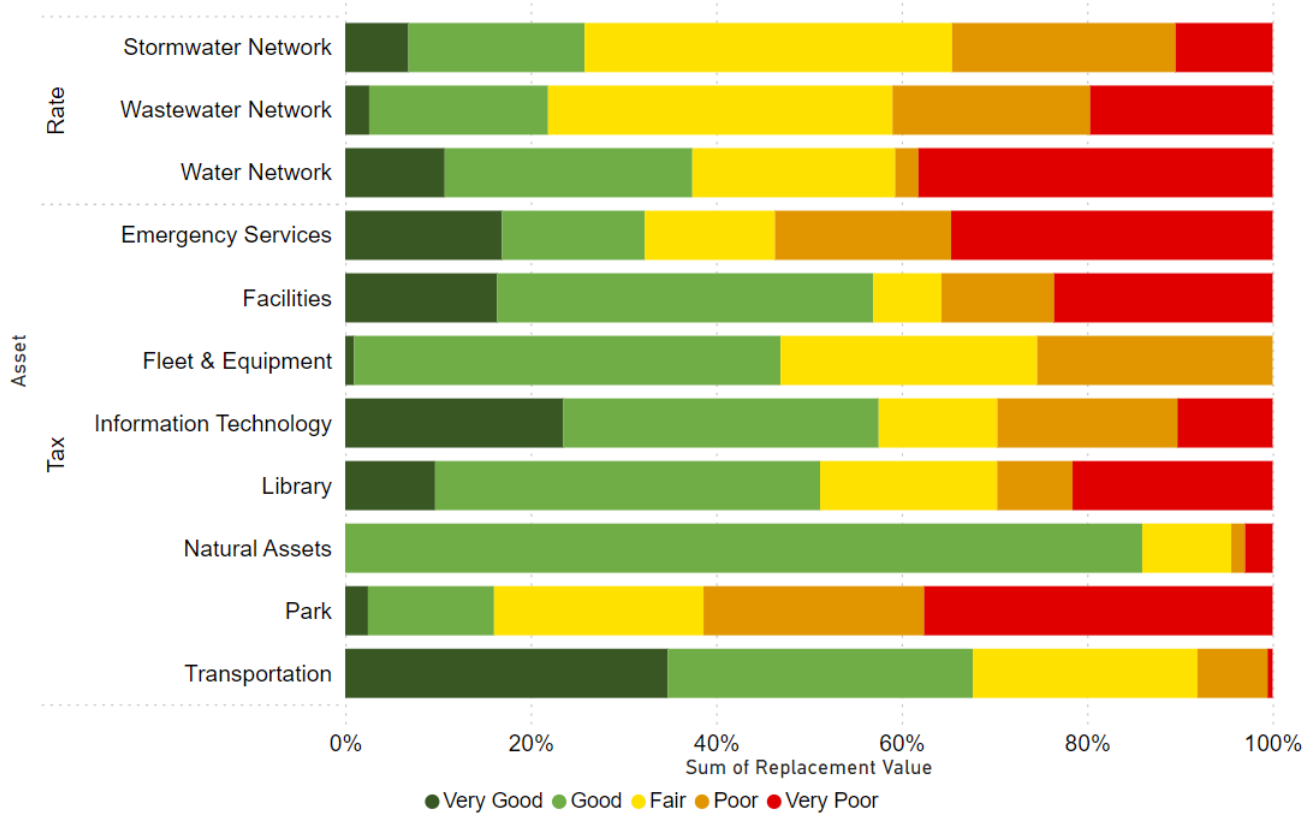
**Figure 0-2. Overall Asset Valuation by Asset Category**

On average, the City’s assets are in Fair condition, with over 75% of the City’s assets (by replacement value) falling into Fair or better condition (see Figure 0-3). Detailed breakdowns for each asset category can be found within each of this AMP’s asset category chapters.



**Figure 0-3. Overall Asset Condition by Replacement Value**

The City’s assets are split into two general funding categories, rate funded and tax funded. Stormwater, Wastewater and Water are rate funded asset categories, and the remaining are tax funded. Figure 0-4 shows the condition breakdown by asset category (by replacement value), separated into rate and tax asset categories. This information is also summarized on the following page in Table 0-1.



**Figure 0-4. Asset Category Condition Profiles**

**Table 0-1. Condition Values by Replacement Value for Asset Categories**

<b>Asset</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Total</b>
<b>Rate Funded</b>						
Stormwater Network	\$17,418,450	\$40,112,317	\$65,918,700	\$31,622,273	\$11,338,506	<b>\$166,410,246</b>
Wastewater Network	\$51,777,809	\$56,034,016	\$97,688,318	\$50,728,029	\$6,799,021	<b>\$263,027,193</b>
Water Network	\$95,477,946	\$6,228,746	\$54,671,356	\$66,735,010	\$26,812,475	<b>\$249,925,533</b>
<b>Total</b>	<b>\$164,674,205</b>	<b>\$102,375,079</b>	<b>\$218,278,374</b>	<b>\$149,085,312</b>	<b>\$44,950,002</b>	<b>\$679,362,972</b>
<b>Tax Funded</b>						
Transportation	\$2,702,175	\$37,322,176	\$119,827,532	\$162,627,525	\$171,931,411	<b>\$494,410,819</b>
Emergency Services	\$2,097,673	\$1,149,206	\$848,775	\$932,166	\$1,023,031	<b>\$6,050,851</b>
Facilities	\$18,546,699	\$9,551,732	\$5,790,567	\$31,906,783	\$12,893,070	<b>\$78,688,851</b>
Fleet & Equipment	\$0	\$2,645,446	\$2,883,498	\$4,793,164	\$100,000	<b>\$10,422,108</b>
Information Technology	\$88,432	\$167,200	\$110,252	\$292,919	\$202,590	<b>\$861,394</b>
Library	\$109,017	\$41,068	\$96,493	\$209,807	\$49,013	<b>\$505,397</b>
Natural Assets	\$176,000	\$88,000	\$568,000	\$5,085,000	\$0	<b>\$5,917,000</b>
Park	\$8,429,400	\$5,335,000	\$5,065,860	\$3,049,800	\$550,000	<b>\$22,430,060</b>
<b>Total</b>	<b>\$32,149,396</b>	<b>\$56,299,828</b>	<b>\$135,190,977</b>	<b>\$208,897,164</b>	<b>\$186,749,115</b>	<b>\$619,286,480</b>

## Financial Strategy

The Financial Strategy is one of the key components within the AMP, as it puts the AMP into action. The financial plan provides a way for municipalities to integrate asset management planning with financial budgeting.

Within each asset category chapter, three forecasting scenarios are run to analyze the City's assets, which provide insight on the City's ability to continue to provide services into the future. This is achieved by comparing the performance of assets based on needs and various budgetary or condition-based targets.

The following three scenarios are run:

**Scenario 1: Anticipated Funding Model** – Evaluates asset performance under the anticipated funding level that the City anticipates allocating towards each asset category. The anticipated budgets were obtained from the City's 2024 capital and operating budget, as well as based on the capital expenditures required based on the Infrastructure Needs Study. This scenario assumed that the funding will be made available as outlined in this AMP. Only renewal, rehabilitation and replacement activities are completed that fit within the current funding allotted to the asset category as part of this forecast.

**Scenario 2: Maintain Current Performance (Level of Service)** – This scenario determines the cost that would be required to maintain the City's assets in approximately the same condition they are currently assessed in over a 20-year forecast period. Understanding the cost to maintain current performance levels is a requirement of O.Reg. 588/17. For the purposes of this AMP, the current performance (condition) of the assets is used to determine the current level of service. The 2025 iteration of this AMP will require a further scenario, where the City will set targets to the level of service.

**Scenario 3: Infrastructure Needs as Per Lifecycle Strategies** – This scenario is run to determine the required spending for the 20-year period to address infrastructure needs based on expected/planned rehabilitation, renewals, and replacements of assets as per their defined lifecycle strategy. This scenario also identifies rehabilitation and replacement requirements backlog, which is work that should have already been completed by the time of this assessment. Typically, these are assets that are beyond their identified service life.

This scenario is not constrained by a budget, so any work that was planned based on the asset's lifecycle strategies are completed in the year it was triggered. Unlike the second scenario, the condition levels were not held to a specific target LOS, so the percent of asset value that fell into each condition grade varies based on where in their lifecycle the assets fall.

Scenarios 2 and 3 for each asset category were combined to assess the City's forecasted expenditures compared to the capital budget forecasts to determine if a gap in funding is present.

The expenditures for renewal, rehabilitation and replacement required for both scenarios are outlined below in Table 0-2. These expenditures represent the average annual cost of the 20-year forecast based on the identified scenarios.

**Table 0-2. Cost to Maintain Current Level of Service and Infrastructure Needs as Per Lifecycle Strategies (Rate & Tax Supported)**

Service Category	Average Annual Expenditure to Maintain Current LOS (Scenario 2)	Average Annual Expenditure for Infrastructure Needs as Per Lifecycle Strategies (Scenario 3)
<b>Rate Supported</b>		
Storm	\$3,292,802	\$4,520,212
Water	\$395,040	\$4,852,164
Wastewater	\$956,721	\$2,142,638
<b>Total</b>	<b>\$4,644,563</b>	<b>\$11,515,014</b>
<b>Tax Supported</b>		
Transportation	\$4,209,705	\$5,377,580
Emergency Services	\$257,426	\$329,085
Facilities	\$2,456,720	\$2,732,136
Fleet & Equipment	\$890,582	\$890,582
Information Technology	\$193,372	\$207,996
Library	\$44,658	\$67,235
Natural Assets	\$200,000	\$200,000
Parks	\$1,151,648	\$1,552,848
<b>Total</b>	<b>\$9,404,111</b>	<b>\$11,357,463</b>

Figure 0-5 and Table 0-3 provide an overview of the scenarios outlined, the operation budget, and the planned expenditures for the City. The City has made a significant effort to develop a forecasted budget to meet the infrastructure needs to improve the level of service provided to the community.

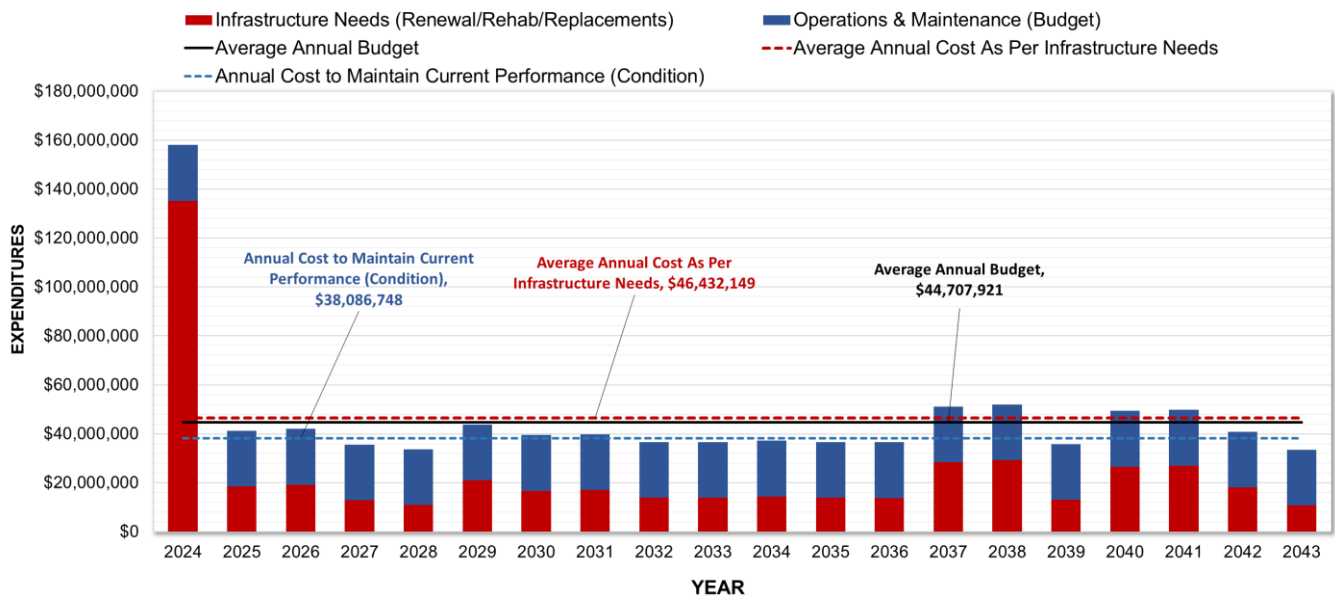


Figure 0-5. Lifecycle Activity Expenditures and Scenario Comparison

Table 0-3. Average Annual Lifecycle Expenditures

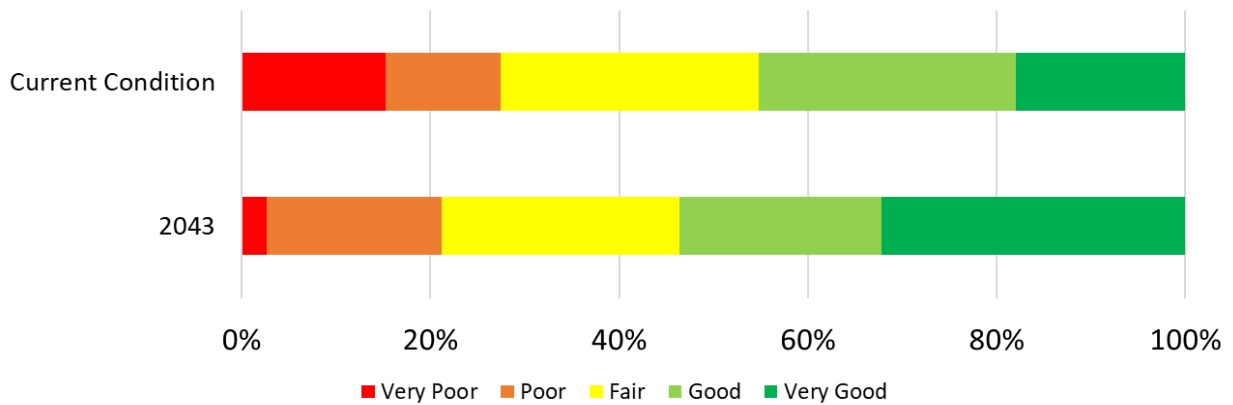
Lifecycle Activity	Average Budget	Average Annual Cost to Maintain Current Performance (Condition)	Average Annual Identified Infrastructure Spending Requirements
Operations & Maintenance	\$22,740,600	\$22,740,600	\$22,740,600
Renewal, Rehabilitation & Replacement	\$21,967,321	\$15,346,148	\$23,691,549
<b>Total Expenditure</b>	<b>\$44,707,921</b>	<b>\$38,086,748</b>	<b>\$46,432,149</b>
<b>Average Annual Funding Gap</b>	<b>No Gap</b>		<b>\$1,724,228</b>
<b>Percentage Increase Required to Address Gap</b>	<b>3.86%</b>		

As shown here, if the City continues it’s efforts to improve services for the community and provides the funding as documented in this plan to meet the funding requirements of the infrastructure needs, the City will not face an infrastructure gap. Since the previous AMP the City has taken significant steps to establish improved asset management planning through their efforts to obtain updated condition assessments for multiple assets, as well as to develop a comprehensive funding strategy (as outlined in this plan), to meet the infrastructure requirements as determined by the lifecycle strategies.

By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.



The impact of the investments identified in this plan can be seen in Figure 0-6, which shows the overall condition profile of the City’s assets currently and comparing it to the condition profile at the end of the of 20-year forecast.



**Figure 0-6. Impact of Following Infrastructure Needs on Overall Condition by end of 20-year Forecast**

By following the infrastructure needs, and the budgets that have been developed for this plan, the City can see the improvement to the condition profile of the assets from the current condition to 2043. In the 2025 iteration of this plan, the City will have a further opportunity to set targets for the level of service provided.

# Table of Contents

<b>Executive Summary .....</b>	<b>II</b>
Asset Management Plan Overview .....	II
Asset Management Plan Scope .....	III
Infrastructure Valuation and Condition Distribution.....	IV
Financial Strategy .....	VIII
<b>Table of Contents .....</b>	<b>i</b>
<b>List of Tables .....</b>	<b>iv</b>
<b>List of Figures.....</b>	<b>vi</b>
<b>Glossary of Terms .....</b>	<b>ix</b>
<b>Abbreviations .....</b>	<b>x</b>
<b>1 Introduction .....</b>	<b>1</b>
1.1 Purpose and Regulation .....	1
1.2 Asset Management Program in the City of Port Colborne.....	2
1.3 Alignment to the City’s Vision, Mission, and Strategic Pillars .....	3
1.4 Development & Methodology of the Asset Management Plan.....	5
1.5 Asset Management Plan Assumptions and Limitations .....	15
1.6 Asset Management Pressures .....	16
1.7 Growth and Climate Change .....	18
<b>2 Wastewater Network .....</b>	<b>21</b>
2.1 State of the Infrastructure .....	21
2.2 Levels of Service .....	25
2.3 Lifecycle Management Strategy .....	29
2.4 Funding the Lifecycle Activities .....	32
2.5 Data Confidence and Improvement Plan .....	38
<b>3 Water Network.....</b>	<b>40</b>
3.1 State of the Infrastructure .....	40
3.2 Levels of Service .....	45
3.3 Lifecycle Management Strategy .....	48
3.4 Funding the Lifecycle Activities .....	51
3.5 Data Confidence and Improvement Plan .....	57

<b>4</b>	<b>Stormwater Network.....</b>	<b>59</b>
4.1	State of the Infrastructure .....	59
4.2	Levels of Service .....	64
4.3	Lifecycle Management Strategy .....	67
4.4	Funding the Lifecycle Activities .....	70
4.5	Data Confidence and Improvement Plan .....	76
<b>5</b>	<b>Transportation.....</b>	<b>78</b>
5.1	State of the Infrastructure .....	78
5.2	Levels of Service .....	83
5.3	Lifecycle Management Strategy .....	87
5.4	Funding the Lifecycle Activities .....	91
5.5	Data Confidence and Improvement Plan .....	97
<b>6</b>	<b>Emergency Services .....</b>	<b>99</b>
6.1	State of the Infrastructure .....	99
6.2	Levels of Service .....	103
6.3	Lifecycle Management Strategy .....	104
6.4	Funding the Lifecycle Activities .....	106
6.5	Data Confidence and Improvement Plan .....	112
<b>7</b>	<b>Facilities .....</b>	<b>114</b>
7.1	State of the Infrastructure .....	114
7.2	Levels of Service .....	119
7.3	Lifecycle Management Strategy .....	120
7.4	Funding the Lifecycle Activities .....	123
7.5	Data Confidence and Improvement Plan .....	129
<b>8</b>	<b>Fleet and Equipment .....</b>	<b>131</b>
8.1	State of the Infrastructure .....	131
8.2	Levels of Service .....	135
8.3	Lifecycle Management Strategy .....	136
8.4	Funding the Lifecycle Activities .....	139
8.5	Data Confidence and Improvement Plan .....	145
<b>9</b>	<b>Information Technology.....</b>	<b>147</b>
9.1	State of the Infrastructure .....	147
9.2	Levels of Service .....	151
9.3	Lifecycle Management Strategy .....	152
9.4	Funding the Lifecycle Activities .....	154

9.5	Data Confidence and Improvement Plan .....	160
<b>10</b>	<b>Library .....</b>	<b>162</b>
10.1	State of the Infrastructure.....	162
10.2	Levels of Service .....	166
10.3	Lifecycle Management Strategy .....	167
10.4	Funding the Lifecycle Activities.....	169
10.5	Data Confidence and Improvement Plan .....	175
<b>11</b>	<b>Natural Assets .....</b>	<b>177</b>
11.1	State of the Infrastructure.....	177
11.2	Levels of Service .....	180
11.3	Lifecycle Management Strategy .....	181
11.4	Funding the Lifecycle Activities.....	183
11.5	Data Confidence and Improvement Plan .....	184
<b>12</b>	<b>Parks.....</b>	<b>186</b>
12.1	State of the Infrastructure.....	186
12.2	Levels of Service .....	191
12.3	Lifecycle Management Strategy .....	193
12.4	Funding the Lifecycle Activities.....	195
12.5	Data Confidence and Improvement Plan .....	201
<b>13</b>	<b>Financial Strategy .....</b>	<b>203</b>
13.1	Budget Overview.....	203
13.2	Infrastructure Needs .....	205
13.3	Financial Strategies .....	207
<b>14</b>	<b>Improvement and Monitoring Plan.....</b>	<b>212</b>
14.1	Recommendations from 2022 AMP Update .....	212
14.2	2024 AMP Opportunities for Improvement.....	214
	<b>Appendix A: Wastewater Scope Map .....</b>	<b>227</b>
	<b>Appendix B: Water Scope Map.....</b>	<b>228</b>
	<b>Appendix C: Stormwater Scope Map.....</b>	<b>229</b>
	<b>Appendix D: Transportation Scope Map (Road Class) .....</b>	<b>230</b>
	<b>Appendix E: Transportation Quality Map (Surface Type) .....</b>	<b>231</b>

# List of Tables

Table 0-1. Condition Values by Replacement Value for Asset Categories .....	VII
Table 0-2. Cost to Maintain Current Level of Service and Infrastructure Needs as Per Lifecycle Strategies (Rate & Tax Supported) .....	IX
Table 0-3. Average Annual Lifecycle Expenditures .....	X
Table 1-1. Asset Management Plan Asset Scope .....	5
Table 1-2. Condition Rating Scale .....	10
Table 1-3. Strategic Pillars and Key Service Attributes.....	11
Table 1-4. Data Confidence Rating Scale .....	14
Table 2-1. Asset Inventory and Estimated Replacement Values - Wastewater Network .....	21
Table 2-2. Condition Rating Scale – Wastewater Network .....	22
Table 2-3. Community Level of Service– Wastewater Network .....	26
Table 2-4. Technical Level of Service–Wastewater Network .....	28
Table 2-5. Asset Management Practices and Associated Frequency – Wastewater Network .....	30
Table 2-6. Wastewater Network Lifecycle Activity Investments & Annual Average Infrastructure Gap .....	37
Table 2-7. Data Confidence – Wastewater Network.....	38
Table 3-1. Asset Inventory and Current Replacement Value – Water Network .....	40
Table 3-2. Condition Rating Scale – Water Network.....	41
Table 3-3. Community Level of Service– Water Network.....	46
Table 3-4. Technical Level of Service–Water Network.....	47
Table 3-5. Asset Management Practices and Associated Frequency – Water Network.....	49
Table 3-6. Water Network Lifecycle Activity Investments & Annual Average Infrastructure Gap.....	56
Table 3-7. Data Confidence – Water Network .....	57
Table 4-1. Asset Inventory and Current Replacement Value – Stormwater Network .....	59
Table 4-2. Condition Rating Scale – Stormwater Network .....	60
Table 4-3. Community Level of Service – Stormwater Network.....	65
Table 4-4. Technical Level of Service – Stormwater Network.....	65
Table 4-5. Asset Management Practices and Associated Frequency – Stormwater Network.....	68
Table 4-6. Stormwater Network Lifecycle Activity Investments & Annual Average Infrastructure Gap .....	75
Table 4-7. Data Confidence – Stormwater Network.....	76
Table 5-1. Asset Inventory and Current Replacement Values - Transportation.....	78
Table 5-2. Condition Rating Scale – Transportation.....	79
Table 5-3. Community Levels of Service – Transportation.....	84
Table 5-4. Technical Level of Service – Transportation .....	85
Table 5-5. Asset Management Practices and Associated Frequency – Transportation .....	88
Table 5-6. Transportation Network Lifecycle Activity Investments & Annual Average Infrastructure Gap .....	96
Table 5-7. Data Confidence - Transportation .....	97
Table 6-1. Asset Inventory and Current Replacement Value – Emergency Services .....	99
Table 6-2. Condition Rating Scale – Emergency Services.....	100
Table 6-3. Community Level of Service– Emergency Services.....	103
Table 6-4. Technical Level of Service– Emergency Services.....	103
Table 6-5. Asset Management Practices and Associated Frequency – Emergency Services.....	105

Table 6-6. Emergency Services Network Lifecycle Activity Investments & Annual Average Infrastructure Gap.....	110
Table 6-7. Data Confidence – Emergency Services .....	112
Table 7-1. Asset Inventory and Current Replacement Value - Facilities .....	114
Table 7-2. Condition Rating Scale – Facilities.....	116
Table 7-3. Community Level of Service– Facilities.....	119
Table 7-4. Technical Level of Service– Facilities.....	119
Table 7-5. Asset Management Practices and Associated Frequency – Facilities.....	121
Table 7-6. Facilities Network Lifecycle Activity Investments & Annual Average Infrastructure Gap....	128
Table 7-7. Data Confidence - Facilities .....	129
Table 8-1. Asset Inventory and Current Replacement Value – Fleet and Equipment.....	131
Table 8-2. Condition Rating Scale – Fleet and Equipment.....	132
Table 8-3. Community Level of Service– Fleet and Equipment .....	135
Table 8-4. Technical Level of Service– Fleet and Equipment .....	135
Table 8-5. Asset Management Practices and Associated Frequency – Fleet and Equipment .....	137
Table 8-6. Fleet and Equipment Network Lifecycle Activity Investments & Annual Average Infrastructure Gap.....	144
Table 8-7. Data Confidence – Fleet and Equipment .....	145
Table 9-1. Asset Inventory and Current Replacement Value – Information Technology.....	147
Table 9-2. Condition Rating Scale – Information Technology .....	148
Table 9-3. Community Level of Service– Information Technology .....	151
Table 9-4. Technical Level of Service– Information Technology .....	151
Table 9-5. Asset Management Practices and Associated Frequency – Information Technology .....	153
Table 9-6. Information Systems Lifecycle Activity Investments & Annual Average Infrastructure Gap	158
Table 9-7. Data Confidence – Information Technology.....	160
Table 10-1. Asset Inventory and Current Replacement Value - Library.....	162
Table 10-2. Condition Rating Scale – Library .....	163
Table 10-3. Community Level of Service– Library.....	166
Table 10-4. Technical Level of Service– Library.....	166
Table 10-5. Asset Management Practices and Associated Frequency – Library.....	168
Table 10-6. Library Lifecycle Activity Investments & Annual Average Infrastructure Gap .....	173
Table 10-7. Data Confidence - Library.....	175
Table 11-1: Asset Inventory and Current Replacement Value – Natural Assets.....	177
Table 11-2. Condition Rating Scale – Natural Assets .....	177
Table 11-3. Community Level of Service– Natural Assets .....	180
Table 11-4. Technical Level of Service– Natural Assets.....	180
Table 11-5. Asset Management Practices and Associated Frequency – Natural Assets .....	182
Table 11-6. Data Confidence – Natural Assets.....	184
Table 12-1. Asset Inventory and Current Replacement Value - Parks .....	186
Table 12-2. Condition Rating Scale – Parks.....	187
Table 12-3. Community Level of Service – Parks .....	191
Table 12-4. Technical Level of Service – Parks .....	191
Table 12-5. Asset Management Practices and Associated Frequency – Parks .....	194
Table 12-6. Parks Lifecycle Activity Investments & Annual Average Infrastructure Gap.....	200
Table 12-7. Data Confidence - Parks .....	201
Table 13-1. Infrastructure Expenditure Summary (Average Annual Anticipated Budget).....	204

Table 13-2. Cost to Maintain Current Level of Service and Infrastructure Needs As Per Lifecycle Strategies (Rate & Tax Supported) .....	205
Table 13-3. Average Annual Lifecycle Expenditures .....	207
Table 14-1. Status of 2022 AMP Recommendations .....	213
Table 14-2. O.Reg. 588/17 Asset Management Plan Compliance .....	215

## List of Figures

Figure 0-1. 2024 AMP Scope .....	III
Figure 0-2. Overall Asset Valuation by Asset Category .....	IV
Figure 0-3. Overall Asset Condition by Replacement Value .....	V
Figure 0-4. Asset Category Condition Profiles .....	VI
Figure 0-5. Lifecycle Activity Expenditures and Scenario Comparison .....	X
Figure 0-6. Impact of Following Infrastructure Needs on Overall Condition by end of 20-year Forecast .....	XI
Figure 1-1. O.Reg. 588/17 Requirements and Timelines .....	2
Figure 1-2. City of Port Colborne Strategic Pillars supported in this AMP .....	4
Figure 1-3. 2024 AMP Scope .....	5
Figure 1-4. Population Increase .....	18
Figure 1-5. Infrastructure Cost Increase Analysis per Level of Government and Asset Type (Source: FAO report Costing Climate Change Impacts to Public Infrastructure) .....	19
Figure 2-1. Asset Condition by Replacement Value – Wastewater Network .....	23
Figure 2-2. Asset Type Condition by Replacement Value – Wastewater Network .....	23
Figure 2-3. Average Age and Average Estimated Service Life – Wastewater Network .....	24
Figure 2-4. Wastewater Network Performance Forecast with Current Funding .....	33
Figure 2-5. Wastewater Network Performance Forecast to Maintain Levels of Service .....	34
Figure 2-6. Wastewater Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	35
Figure 2-7. Wastewater Network Scenario Comparison .....	36
Figure 3-1. Asset Condition by Replacement Value – Water Network .....	41
Figure 3-2. Asset Type Condition by Replacement Value – Water Network .....	42
Figure 3-3. Water Main Length by Material Type (m) .....	43
Figure 3-4. Average Age and Average Estimated Replacement Value – Water Network .....	44
Figure 3-5. Water Network Performance Forecast with Current Funding .....	52
Figure 3-6. Water Network Performance Forecast to Maintain Levels of Service .....	53
Figure 3-7. Water Network Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	54
Figure 3-8. Water Network Scenario Comparison .....	55
Figure 4-1. Asset Condition by Replacement Value – Stormwater Network .....	61
Figure 4-2. Asset Type Condition by Replacement Value – Stormwater Network .....	61
Figure 4-3. Average Age and Average Estimated Service Life – Stormwater Network .....	62
Figure 4-4. Stormwater Network Performance Forecast with Current Funding .....	71
Figure 4-5. Stormwater Network Performance Forecast to Maintain Levels of Service .....	72
Figure 4-6. Stormwater Network Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	73
Figure 4-7. Stormwater Network Scenario Comparison .....	74

Figure 5-1. Asset Condition by Replacement Value – Transportation .....	80
Figure 5-2. Asset Type Condition by Replacement Value – Transportation.....	81
Figure 5-3. Average Age and Average Estimated Service Life – Transportation .....	82
Figure 5-4. Transportation Performance Forecast with Current Funding.....	92
Figure 5-5. Transportation Performance Forecast to Maintain Levels of Service.....	93
Figure 5-6. Transportation Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	94
Figure 5-7. Transportation Scenario Comparison .....	95
Figure 6-1. Asset Condition by Replacement Value – Emergency Services.....	100
Figure 6-2. Asset Type Condition by Replacement Value – Emergency Services .....	101
Figure 6-3. Average Age and Average Estimated Service Life – Emergency Services.....	102
Figure 6-4. Emergency Services Performance Forecast with Current Funding .....	107
Figure 6-5. Emergency Services Performance Forecast to Maintain Levels of Service .....	108
Figure 6-6. Emergency Services Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	109
Figure 6-7. Emergency Services Scenario Comparison.....	110
Figure 7-1. Asset Condition by Replacement Value – Facilities .....	117
Figure 7-2. Asset Type Condition by Replacement Value - Facilities .....	117
Figure 7-3. Average Age and Average Estimated Service Life - Facilities.....	118
Figure 7-4. Facilities Performance Forecast with Current Funding.....	124
Figure 7-5. Facilities Performance Forecast to Maintain Current Levels of Service .....	125
Figure 7-6. Facilities Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	126
Figure 7-7. Facilities Scenario Comparison .....	127
Figure 8-1. Asset Condition by Replacement Value – Fleet and Equipment .....	133
Figure 8-2. Asset Type Condition by Replacement Value - Fleet and Equipment .....	133
Figure 8-3. Average Age and Average Estimated Service Life – Fleet and Equipment .....	134
Figure 8-4. Fleet and Equipment Performance Forecast with Current Funding.....	140
Figure 8-5. Fleet and Equipment Performance Forecast to Maintain Levels of Service.....	141
Figure 8-6. Fleet and Equipment Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	142
Figure 8-7. Fleet and Equipment Scenario Comparison .....	143
Figure 9-1. Asset Condition by Replacement Value – Information Technology .....	149
Figure 9-2. Asset Type Condition by Replacement Value – Information Technology .....	149
Figure 9-3. Average Age and Average Estimated Service Life – Information Technology .....	150
Figure 9-4. Information Technology Performance Forecast with Current Funding.....	155
Figure 9-5. Information Technology Performance Forecast to Maintain Levels of Service.....	156
Figure 9-6. Information Technology Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	157
Figure 9-7. Information Technology Scenario Comparison .....	158
Figure 10-1. Asset Condition by Replacement Value – Library.....	163
Figure 10-2. Asset Type Condition by Replacement Value - Library.....	164
Figure 10-3. Average Age and Average Estimated Service Life – Library.....	165
Figure 10-4. Library Performance Forecast with Current Funding .....	170
Figure 10-5. Library Performance Forecast to Maintain Levels of Service .....	171
Figure 10-6. Library Performance Forecast with Infrastructure Needs as per Lifecycle Strategies.....	172
Figure 10-7. Library Scenario Comparison.....	173



Figure 11-1. Asset Condition by Replacement Value – Natural Assets.....	178
Figure 11-2. Asset Type Condition by Replacement Value – Natural Assets .....	178
Figure 11-3: Count of Trees by Diameter at Breast Height (in) .....	179
Figure 12-1. Asset Condition by Replacement Value - Parks .....	188
Figure 12-2. Asset Type Condition by Replacement Value – Parks.....	189
Figure 12-3. Average Age and Average Estimated Service Life – Parks .....	190
Figure 12-4. Parks Performance Forecast with Current Funding.....	196
Figure 12-5. Parks Performance Forecast to Maintain Levels of Service.....	197
Figure 12-6. Parks Performance Forecast with Infrastructure Needs as per Lifecycle Strategies .....	198
Figure 12-7. Parks Scenario Comparison .....	199
Figure 13-1. Lifecycle Activity Expenditures and Scenario Comparison .....	206
Figure 13-2. City of Port Colborne Funding Envelope (source 2024 Budget) .....	208

# Glossary of Terms

Term	Definition
<b>Asset</b>	An item, thing or entity that has potential or actual value or benefit to an organization.
<b>Asset Management</b>	Coordinated activity of an organization to realize value from assets.
<b>Asset Management Plan (AMP)</b>	Long-term plans (usually 10-20 years or more for infrastructure assets) that outline the asset activities and programs for each service area and resources applied to provide a defined level of service in the most cost-effective way.
<b>Asset Management Policy</b>	A high-level statement of an organization's principles and approach to asset management (IIMM, 2015).
<b>Bridge Condition Index (BCI)</b>	A numerical index generally utilized for the assessment of the condition & structural reliability of bridges and culverts.
<b>Connection Days</b>	The number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue.
<b>Estimated Service Life (ESL)</b>	An estimate of the duration of time that an asset is forecasted to be in service.
<b>Infrastructure</b>	The system of fundamental facilities and structures necessary for a public works of a country, state or region to function. Examples include roads, railway, bridges, tunnels, water supply, sewers, electrical, telecommunications, signs, equipment, fleet, etc.
<b>Level of Service (LOS)</b>	Parameter or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Levels of service statements describe the outputs or objectives an organization or activity intends to deliver to customers.
<b>Lifecycle Activity</b>	An activity undertaken to sustain asset integrity and service levels over the life of an asset, such as demand management or rehabilitation.
<b>Lifecycle Cost</b>	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
<b>Lifecycle Management Strategy</b>	The set of planned actions that will enable the assets to provide the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Term	Definition
<b>LOS Framework</b>	A set of tables which outlines the Levels of Service developed for each service category.
<b>Ontario Regulation O.Reg. 588/17</b>	Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act 2015, as amended. Principles are set out in this regulation by the provincial government to regulate asset management planning for municipalities.
<b>Performance Measure</b>	Parameters / metrics that can be measured and monitored to assess the delivery of a service that is being provided.
<b>Pipeline Assessment and Certification Program (PACP)</b>	A standardized protocol for coding pipeline condition information from CCTV inspection footage.
<b>Replacement Cost/Value</b>	The cost of acquiring an asset to replace an existing asset with a new modern equivalent asset.
<b>Reserves</b>	A reserve is an allocation of accumulated net revenue. The Town's current strategy is to contribute fixed amounts to capital reserves which supports capital spending together with grants, development charges, debt, etc.

## Abbreviations

The table below provide a summary of the abbreviations referenced in this document.

Acronym	Definition
<b>AM</b>	Asset Management
<b>AMP</b>	Asset Management Plan
<b>BCA</b>	Building Condition Assessment
<b>BCI</b>	Bridge Condition Assessment
<b>CCTV</b>	Closed Circuit Television Camera
<b>ESL</b>	Estimated Service Life
<b>LOS</b>	Level of Service
<b>OSIM</b>	Ontario Structure Inspection Manual
<b>NRBCPI</b>	Non-Residential Building Construction Price Index
<b>PACP</b>	Pipeline Assessment and Certification Program
<b>PCI</b>	Pavement Condition Index





# 1.0 Introduction



# 1 Introduction

## 1.1 Purpose and Regulation

### 1.1.1 Asset Management Plan Purpose

The City of Port Colborne's infrastructure supports a variety of municipal services that residents and businesses rely on every day. City infrastructure includes a variety of asset types such as roads and bridges which facilitate travel, watermains which deliver clean drinking water, sewer and storm systems which manage waste and excess rainfall, emergency services which keeps residents and property safe, parks which provide leisure spaces for residents and visitors, and library services which aim to empower, enrich, and educate visitors of all ages.

The City owns approximately \$1.34 billion in infrastructure assets and requires a comprehensive plan for managing these assets to maximize service delivery while balancing costs to the community. An asset management plan (AMP) can help guide the City in making the best decisions in the management of its infrastructure assets and is designed to:

- Meet regulatory requirements.
- Outline the current state of the City's infrastructure assets.
- Describe the current levels of service provided by these assets.
- Identify the lifecycle activities used to manage these assets.
- Forecast the infrastructure spending required to maintain the current levels of service.
- Develop a plan for improving AM planning for future iterations of the plan.

The plan aligns with the guidelines set out by the Ontario Ministry of Infrastructure's Building Together Guide for Municipal Asset Management Plans as well as Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act which help to standardize asset management planning across the province. Upon endorsement of this plan by the executive lead of the municipality, and approval by a resolution by the City Council, this plan will be made available on the City's website for public access. All background information and reports upon which informed the state of the infrastructure, which are not currently available on the City's website, may be requested through the City's clerk's office.

### 1.1.2 O.Reg. 588/17 Overview

New statutory and regulatory requirements have been an important driver of moving asset management forward. Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure requires municipalities to develop an Asset Management Policy outlining how asset

management practices will be incorporated into the municipal framework. The AMP Policy must also consider actions that may be required to address vulnerabilities caused by climate change. The regulation also requires municipalities to develop and implement an Asset Management Plan and provide supporting policies for municipal infrastructure. After 2025, annual review of AM processes and formal 5-year asset management plan updates will be required as part of compliance to the O. Reg. A summary of O.Reg. 588/17 timelines and requirements is shown in the Figure below.

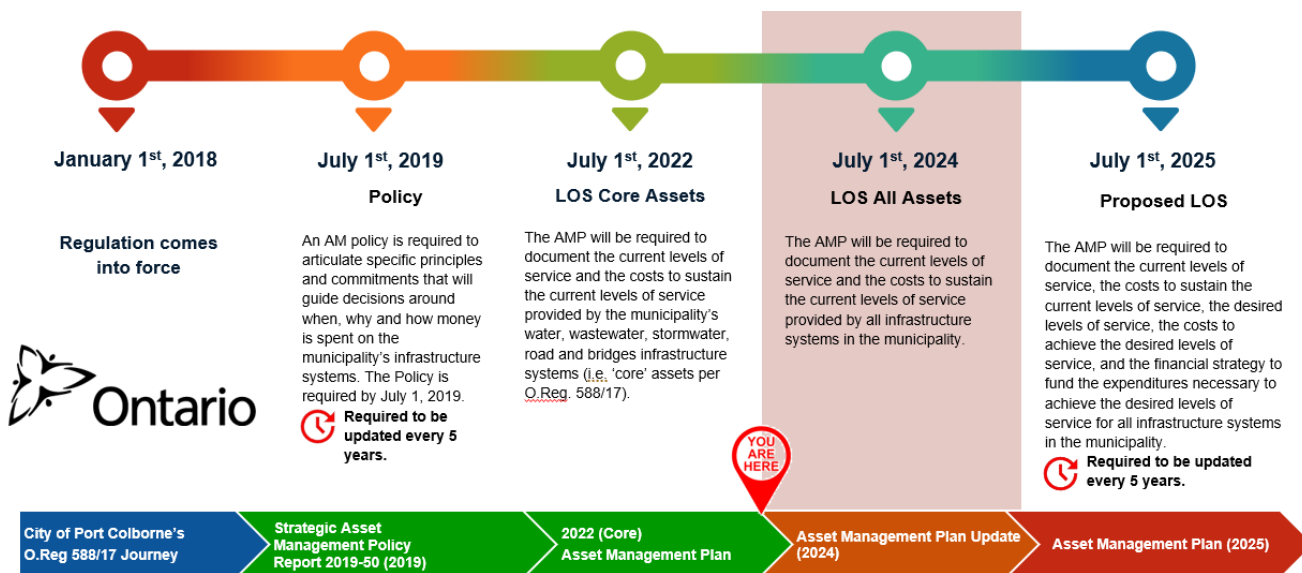


Figure 1-1. O.Reg. 588/17 Requirements and Timelines

This AMP satisfies requirements for July 1, 2024, as per the Ontario Regulation. This version of the AMP does not provide recommendations on the desired levels of service, nor the funding levels required to achieve them. This analysis will be included in the next AMP for compliance to year 2025 Regulation requirements.

## 1.2 Asset Management Program in the City of Port Colborne

### 1.2.1 Corporate Asset Management Overview

The City of Port Colborne developed the Strategic Asset Management Policy, as per O.Reg.588/17 requirements in 2019. The Strategic Asset Management Policy document is required to be updated at least every 5 years, so will be required to be updated this year to continue to be compliant with the regulation.

The objective of this policy is to provide leadership in and commitment to the development and implementation of the City's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure and to support the delivery of sustainable community services now and in the future.

The City will continue to review the current policy to see the progress of implementing this plan, as well as complete a maturity assessment and road map on how to further asset management and initiatives in the City. These recommendations have been included in Section 14 Improvement and Monitoring Plan.

### 1.2.2 Asset Management Stakeholders Roles & Responsibilities

Asset management is managed collectively between the Director of Corporate Services, Treasurer, Director of Public Works and Manager of Infrastructure. Key stakeholders are an integral part of the asset management planning process. They will aid in facilitating logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future. Having various key stakeholders will improve accountability and transparency to the community.

The current key stakeholders and their roles and responsibilities, as per the policy, include:

**Council** approves the AM policy and direction of the AM program. They maintain adequate organizational capacity and prioritize effective stewardship of assets.

The **CAO** provides oversight to the AM policy to ensure the AM program aligns with the City's strategic plan and provincial and federal regulations.

The **Executive Lead** (Director of Corporate Services or Designate) manages the policy and any updates, provides leadership in AM concepts and practices organization-wide, coordinates department staff and AM program implementation, and monitors levels of service.

The **Asset Management Team** develops policy and provides corporate oversight to goals and directions of the AM program to ensure it aligns with the City's strategic plan. They also develop and monitor levels of service, provide recommendations to Council and track AM program progress and results.

**Departmental Staff** participate in implementation task teams to carry out AM activities and implement and maintain levels of service. Staff provide support and direction for AM practices within their department, as well as track and analyze AM program progress and results.

It is recommended that the City further define roles and responsibilities for departmental staff for asset management specific tasks.

## 1.3 Alignment to the City's Vision, Mission, and Strategic Pillars

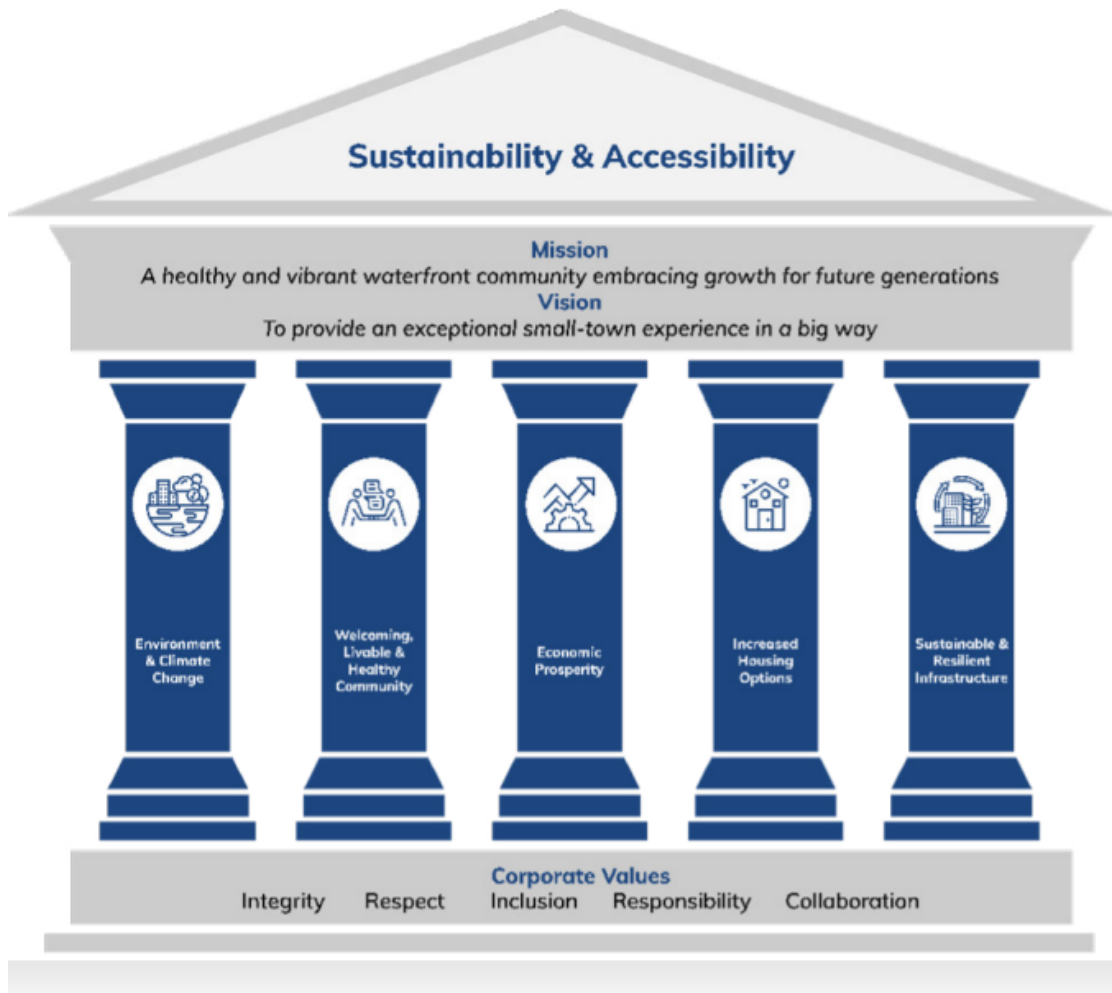
The City has developed the 2023-2026 Strategic Plan to illustrate the City's priorities and the actions planned to achieve these priorities. This includes the following statements and values:

**Vision Statement:** **A healthy and vibrant waterfront community embracing growth for future generations.**

**Mission Statement:** **To provide an exceptional small-town experience in a big way.**

**Corporate Values:** Integrity, respect, inclusion, responsibility, collaboration.

To support these statements, the City developed Strategic Pillars which outline specific actions the City will take to achieve their goals in each area. Our strategic pillars were developed to support our vision and mission statements, and they are canopied by the concepts of sustainability and accessibility. Connecting the three core areas of sustainability – environmental, social and economic – to the importance of accessibility (for all) gives the structure an overarching element and a lens through which to view our decisions, actions, and outcomes. This AMP supports the strategic objectives of the City of Port Colborne by connecting the levels of service developed in this AMP to the strategic pillars (as shown below in Figure 1-2). This AMP directly supports a number of strategic pillars referenced in the Strategic Plan and provides the plans for the effective and efficient management of the City Assets to advance all of the strategic pillars.



**Figure 1-2. City of Port Colborne Strategic Pillars supported in this AMP**



## 1.4 Development & Methodology of the Asset Management Plan

### 1.4.1 Asset Management Plan Scope

This Asset Management Plan (AMP) includes the following services:

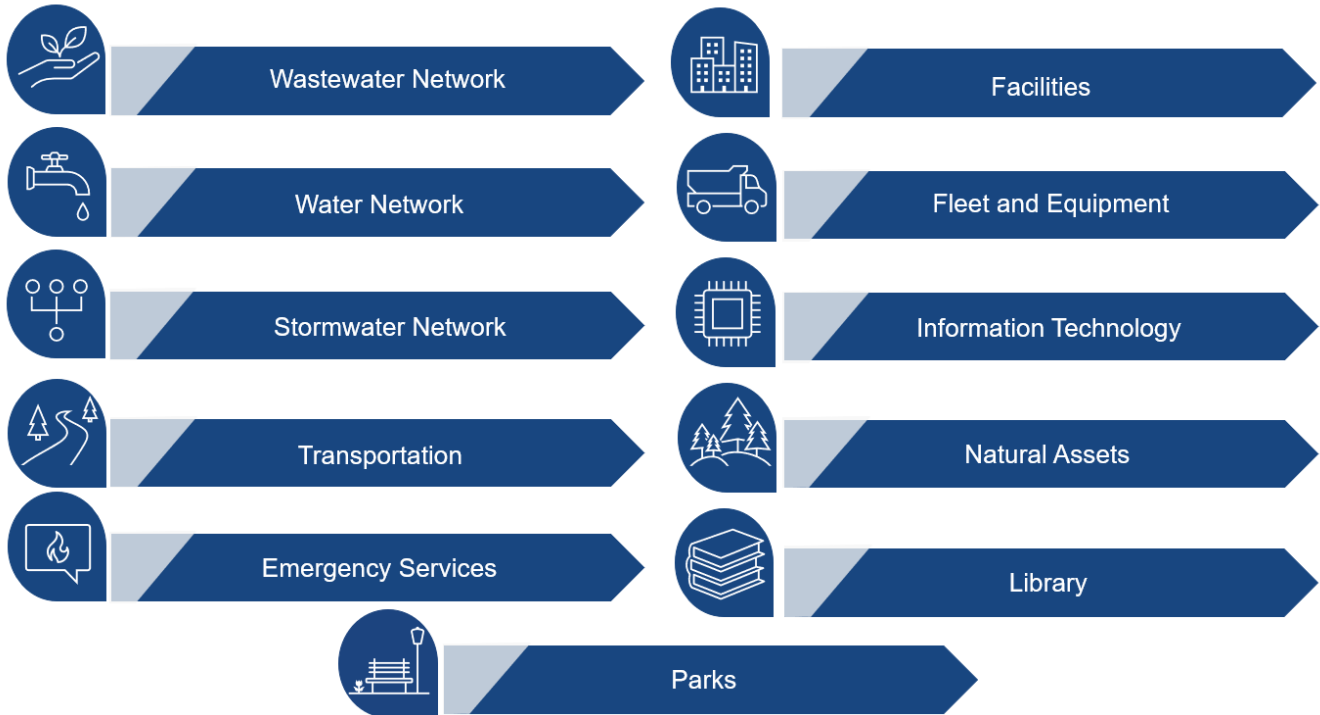


Figure 1-3. 2024 AMP Scope

Table 1-1 below outlines the types of assets included within each chapter of the AMP.

Table 1-1. Asset Management Plan Asset Scope

Asset Groups	Asset Types Included
<b>Stormwater Network</b>	Culverts, ditches, forcemains, leads, mains, outlets, ponds
<b>Transportation</b>	Bridge, culvert, parking lots, pedestrian bridge, retaining wall, right of way, roads
<b>Wastewater Network</b>	Forcemains, gravity mains
<b>Water Network</b>	Mains, meter, sample stations, bulk water station, water tower
<b>Emergency Services</b>	Equipment, fleet
<b>Facilities</b>	Corporate services, economic Development, fire, grain terminal, library, marina, museum, public works, recreation
<b>Fleet and Equipment</b>	Equipment, fleet
<b>Information Technology</b>	Hardware, software

Asset Groups	Asset Types Included
<b>Library</b>	Library collection, office equipment
<b>Natural Assets</b>	Stump, tree
<b>Parks</b>	Active transportation, park assets, parking lot, pavilion, playground structure, roadway, sport structure, sport surface, Spraypad, trail, walkway

### 1.4.2 Previous Plans and Studies

This AMP builds on the work completed in previous plans and studies to continually improve and enhance the accuracy of the plan. Previous plans and studies that have been used to inform this AMP include:

- 2022 Core Asset Management Plan:** The previous AMP reviewed all core infrastructure, and this AMP expands on this to include all City owned infrastructure assets. As well as the lessons learned from this plan.
- 2023 Infrastructure Needs Study:** The previous AMP highlighted the need for improved asset information, including condition assessments. The Infrastructure Needs Assessment was completed to provide the City with an actionable road map with an implementation schedule and budget based on updated condition data. Analysis included:
  - Water Distribution INS:** Simulations of the existing water distribution hydraulic model were run to identify pressure and fire flow deficiencies throughout the system. The model outputs combined with an assessment of watermain material, watermain break data, age, and size were used to identify replacement and watermain upgrade needs. Recommendations included data collection, system analysis, watermain replacements, and new infrastructure improvements. This will be further augmented with the planned 2024 Master Plan, district metering analysis,
  - Wastewater INS:** The objective of this assessment was used to assess current existing infrastructure condition, determine state of good repair needs, and identify capital projects needed to accommodate planned growth. Through this study, needs identified included data collection, system analysis, trenchless rehabilitation and new infrastructure projects, and wet weather management program. The City’s existing CCTV data was analyzed for gaps and recommendations for improvements were included in this report.
  - Stormwater INS:** Prior to the INS there was limited reliable data available on the storm system. Based on the recommendations of the INS, a condition assessment program for all storm sewers was initiated to collect updated GIS data as well as assess conditions of all pipes. Although the condition assessment program was not complete

at the time of the development of this AMP, data that was completed was used to inform this AMP. This data will be incorporated into the next AMP update in 2025

- **Roads INS:** A comprehensive roads need study was completed to allow staff to effectively allocate operating and capital funds to manage its road network. A key aspect of this study was to perform a network-wide road condition assessment using applicable MTO rating methodologies based on the surface type of the roadway. This study provided an updated Pavement Condition Index (PCI) score for each road segment of the road network.
- **Sidewalk, Guiderail, Bridges INS:** A sidewalk and guiderail inventory and condition assessment were completed as part of the INS to inform the City of major defects and general condition of these asset. The OSIM inspections provided updated condition assessment for Bridges.
- **Capital & Operating Budget:** The City's 2024 budgets were used to analyze the funding available for lifecycle management activities.

### 1.4.3 Future Plans, Programs and Studies

Future plans that will inform and further enhance the accuracy of future iterations of this AMP include:

- Water Master Servicing Plan and Model Calibration (Recommended in INS)
- Pollution Prevention Control Plan (PPCP) including updated Hydraulic Model (estimated to be complete in June 2024)
- Wastewater Flow Monitoring Program (Recommended in INS)
- Wastewater Wet Weather Management Program (Recommended in INS)
- Storm Master Servicing Plan

### 1.4.4 Asset Management Plan Structure & Methodology

The AMP is divided into chapters for each asset group listed above in Section 1.4.1 Asset Management Plan Scope. Each chapter outlines the State of the Infrastructure, Levels of Service, Lifecycle Management, Data Confidence, and Improvement Plan. The chapters are followed by the Financial Strategy and Improvement and Monitoring Plan for the City.

The methodology for each section is described below.

### 1.4.5 State of the Infrastructure

The State of the Local Infrastructure section provides a quantitative assessment of the infrastructure owned by the City. The primary objective is to provide a high-level inventory and insights on the

overall age, condition, replacement value, and key metrics of the assets owned by the City, as per O.Reg. 588/17. The information is developed based on provided datasets and documents that were assessed for data confidence and discussed with Subject Matter Experts (SMEs). This section summarizes the inventory of assets and their replacement values and provides the age and condition for assets in each chapter.

#### **1.4.5.1 Asset Register**

The asset register was developed by City staff, pulling information from multiple sources of information to compile the required information for asset management planning. Required information includes:

- Asset Identifier
- Install Date
- Current Replacement Value
- Estimated Useful Life
- Condition
- Asset type specific information

The resulting register, or inventory, provides the basis for the analysis completed for the asset management plan, including State of the Infrastructure, Levels of Service, and Lifecycle Management Strategies.

#### **1.4.5.2 Current Replacement Value**

Current Replacement Value (CRV) of an asset refers to the cost that would be incurred to replace the asset with a similar one. It represents the current market value of the asset, considering factors such as inflation and changes in market conditions. Determining the current replacement value is important for asset management purposes, as it helps the City assess the financial implications of asset replacement, and plan for future capital expenditures. It is best practice to include all costs required to a replacement and construct an asset with a comparable asset. It represents the current market value of the asset, considering factors such as inflation and changes in market conditions. Determining the current replacement value is important for asset management purposes, as it helps the City assess the financial implications of asset replacement, and plan for future capital expenditures. It is best practice to include all costs required to a replacement, and construct, an asset with a comparable asset. Where required, these costs may include engineering and design, project management, materials, and labour.

City staff have undergone a lengthy process to review, assess and update CRVs across all asset categories for the purposes of this AMP. To update these values, several strategies have been leveraged, including market assessment, analyzing recent contracts of similar assets, staff expertise,

engineering estimates and professional appraisals. This is an on-going effort, which will be continually improved upon for asset management purposes.

CRVs used in this AMP represent the best available information for the development of this document and will continue to be evaluated and updated as required prior to the 2025 AMP. Current market conditions have been reflected in this AMP, and in some cases are dramatically different than those provided in the previous AMP. There is no growth, technology change, or enhancement assumptions included in those costs (unless identified).

#### **1.4.5.3 Estimated Service Life**

Estimated Service Life in asset management planning refers to the anticipated duration over which an asset is expected to remain operational and provide its intended function. This estimate may be based on various factors such as design specifications, historical performance data, maintenance practices, environmental condition, and technological advancements. The purpose of estimating service life for asset management planning is to enable organizations to allocate resources for maintenance, repairs, replacements, and new acquisitions over the asset's lifecycle. It allows for budgeting long-term capital expenditures through replacement planning, risk management, optimizing maintenance and performance evaluation.

For the purposes of this AMP, staff reviewed and assessed estimated service lives to ensure appropriate values were used to ensure accurate forecasting for infrastructure spending needs.

#### **1.4.5.4 Asset Condition**

Assigning condition ratings to assets across each asset category using a consistent rating scale is a crucial step in asset management. By using standardized scales, the City of Port Colborne can facilitate benchmarking with other Canadian municipalities and gain insights into the overall condition of its assets, regardless of asset category. Condition ratings scale consists of a numerical or categorical value that represents the condition of the assets.

Within this AMP, condition ratings were assigned based on numerous methods, and then standardized into condition rating scale of Very Poor to Very Good. Where condition assessment data was available, these condition values were used and input into the condition rating scale, which are described in the category chapters.

Where assessed condition was not available, condition of an asset was assessed based on its remaining life compared to its age and estimated service life. This assessment involves categorizing the percentage of remaining life into different condition categories, as outlined in Table 1-2. This assessment involves categorizing the percentage of remaining life into different condition categories, as outlined in Table 1-2.

Table 1-2. Condition Rating Scale

Condition	Age/ESL	Description
Very Good	>80% life remaining	The asset is fit for the future. It is well maintained, in good condition, new or recently rehabilitated.
Good	60-80% life remaining	The asset is adequate. It is acceptable and generally within the mid-stage of its expected service life.
Fair	40-60% life remaining	The asset requires attention. The asset shows signs of deterioration, and some elements exhibit deficiencies.
Poor	20-40% life remaining	There is an increasing potential for its condition to affect the service it provides. The asset is approaching the end of its service life, the condition is below the standard and a large portion of the system exhibits significant deterioration.
Very Poor	0-20% life remaining	The asset is unfit for sustained service. It is near or beyond its expected service life and shows widespread signs of advanced deterioration. Some assets may be unusable.
Unknown		Not enough data exists to determine condition.

#### 1.4.6 Levels of Service

Levels of service (LOS) are measures for what the City provides to its customers, residents, and visitors. They support the organization’s strategic goals and are derived from customer needs and expectations, Council objectives, City polities, legislative and regulatory requirements, standards, along with the financial capacity of the municipality to deliver those LOS.

The Levels of Service (LOS) section provides key performance indicators that support the provision of the respective service for each City asset group. O.Reg. 588/17 has prescribed LOS for core assets, only. Remaining assets LOS were developed by City staff. In general, LOS provide the following information:

- **Level of Service Statement:** A brief description presented in plain language for public understanding of the service provided by each asset category to residents based upon the City’s core values and mission.
- **Key Service Attribute:** Categorizes the LOS metrics to specific areas of customer interest which are recognizable to the customer/public. These attributes are tied to the strategic objects of the City. See Table 1-3 for the City’s Key Service Attributes.

**Table 1-3. Strategic Pillars and Key Service Attributes**

Service Attributes	Description	Supported Strategic Pillars
<b>Accessible &amp; Reliable</b>	Services are convenient, reliable and available to the whole community with minimal service disruptions. Service Requests are responded to promptly.	<ul style="list-style-type: none"> <li>✓ Welcoming, Liveable, Healthy Community</li> <li>✓ Sustainable &amp; Resilient Infrastructure</li> </ul>
<b>Cost Efficient</b>	Services are managed cost-effectively for the expected level of service.	<ul style="list-style-type: none"> <li>✓ Economic Prosperity</li> <li>✓ Sustainable &amp; Resilient Infrastructure</li> </ul>
<b>Safe &amp; Regulatory</b>	Services are provided that are safe and compliant with all regulatory requirements.	<ul style="list-style-type: none"> <li>✓ Environment and Climate Change</li> <li>✓ Sustainable &amp; Resilient Infrastructure</li> </ul>

**Levels of Service Metrics (Community and Technical):** A statement that describes quantifiable metrics of the service delivery outcomes from the perspective of the customer and service provider, expressed in terms that can be easily understood by customer.

These metrics serve multiple purposes:

**Assessment of Customer Expectations:** The metrics chose represent benchmarks or targets that reflect the level of service customers expect to receive. These may include factors such as response times for service requests, reliability of service delivery, water quality standards, and measures related to flood prevention or management.

**Internal Reporting:** The metrics can be used for internal reporting purposes within the City department or the broader city administration. These indicators provide a way to track and monitor the performance of the infrastructure and services. They may include metrics such as infrastructure condition performance, efficiency, compliance with regulatory standards, and operational costs.

**Assessment of Assets:** Both customer and technical metrics serve as tools to assess the overall effectiveness and performance of the City’s assets. By tracking these indicators, the City can evaluate whether the infrastructure investments and operational strategies are meeting their intended goals.

This AMP assesses the current performance of the City using these levels of service metrics (which is based on data from the previous calendar year). The 2025 AMP will provide proposed (target) performance of these same metrics and evaluate the City’s ability to afford the proposed levels of service.

## 1.4.7 Lifecycle Management Strategy

Within the Lifecycle Management Strategy sections of this AMP, defines the set of planned actions that will enable the assets to provide their desired level of service in a sustainable way while mitigating risks and reducing costs throughout their life. Lifecycle activities are important as they work together to extend the asset life, reduce overall lifecycle costs, and achieve other objectives such as environmental goals and balancing risk. The goal of this assessment is to capture the activities that are required to sustain the assets within each asset category.

### 1.4.7.1 Lifecycle Management Activities

Lifecycle management activities are categorized to summarize the various lifecycle activities that asset owners complete during the lifecycle of an asset. For the purposes of this plan, the lifecycle activity categories are as follows:

- **Non-Infrastructure Solution:** Actions or policies that can lower costs and contribute to the management of assets.
- **Operations & Maintenance Activities:** Including regulatory scheduled inspection and maintenance, or more significant repair and activities associated with unexpected events.
- **Renewal/Replacement Activities:** Significant repairs designed to extend the life of the asset, or activities that are expected to occur once an asset has reached the end of its useful life and renewal/rehab is no longer an option.
- **Disposal Activities:** Associated with disposing of an asset once it has reached the end of its useful life or is otherwise no longer needed by the municipality.
- **Service Improvement:** Planned activities required to extend services to previously unserved areas or expand services to meet growth demands to maintain LOS.
- **Growth Activities:** Planned activities to improve LOS. Example, an asset's capacity, quality, or system reliability. Not driven by growth needs.

The lifecycle activities for each asset class are detailed in the individual asset category chapters. These activities are aligned with the asset hierarchies and includes the frequency at which they are performed in terms of the assets' Estimated Service Life. Each asset type is unique in the needs for the activities that are completed within the asset's lifecycle.

### 1.4.7.2 Lifecycle Management Strategies and Forecast Scenarios

The goal of asset management is aims to analyze and prepare for the entire lifecycle cost of asset ownership. The scope and assumptions of the lifecycle forecasts included in this AMP are as follows:

- The AMP focuses to identify renewal, rehabilitation and replacement needs for infrastructure investments.



- Expenditures required for the remaining lifecycle activities (non-infrastructure, service improvements, operations and maintenance, and growth) are assumed to be adequate to meet the needs of the City, based on the Operating and Capital Budget. These activities have been captured to analyze the full lifecycle cost of asset ownership.
- The forecast does not assume any increases in current funding over the forecast period for these activities. This is outside the scope of this AMP.
- Costs for non-infrastructure, service improvements, operations and maintenance and growth, in particular the costs for operations and maintenance, may not be reflective of actual operational needs and should be further analyzed.

To appropriately forecast the expenditure needs of each asset category, the lifecycle activities were reviewed for all Renewal, Rehabilitation, and Replacement activities, and developed to lifecycle management strategies to be applied in the forecasts outlined below. Each of the scenarios outlined in Section 1.4.3.7 consider only the asset renewal, rehabilitation, and replacement activities. These activities are crucial for ensuring that infrastructure remains in a state of good repair to continue to provide services to the community.

#### 1.4.8 Funding the Lifecycle Activities

O.Reg. 588/17 requires a 10-year plan that selects the lowest cost life cycle activity that will maintain service levels over the plan period. This AMP will provide a 20-year plan. For the purposes of this AMP, the analysis is completed using the assumption that maintaining the current performance (condition) of assets, will ensure that the City continues to provide service levels moving forward. As part of the Lifecycle Management Strategy, an assessment is also completed to understand not only the costs associated with the lifecycle activities, but to also forecast the performance (condition) of the City's assets over the next 20 years. Three forecasting scenarios are run to analyze the City's assets, which provide insight on the City's ability to continue to provide services into the future. This is achieved by comparing the performance of assets based on needs and various budgetary or condition-based targets. The following three scenarios are run:

**Scenario 1: Anticipated Funding Model** – Evaluates asset performance under the anticipated funding level that the City anticipates allocating towards each asset category. The anticipated budgets were obtained from the City's 2024 capital and operating budget, as well as based on the capital expenditures required based on the Infrastructure Needs Study. This scenario assumed that the funding will be made available as outlined in this AMP.

Only renewal, rehabilitation and replacement activities are completed that fit within the current funding allotted to the asset category as part of this forecast.

**Scenario 2: Maintain Current Performance (Level of Service)** – This scenario determines the cost that would be required to maintain the City's assets in approximately the same condition they are currently assessed in over a 20-year forecast period. Understanding the cost to maintain current

performance levels is a requirement of O.Reg. 588/17. For the purposes of this AMP, the current performance (condition) of the assets is used to determine the current level of service. The 2025 iteration of this AMP will require a further scenario, where the City will set targets to the level of service.

**Scenario 3: Infrastructure Needs as Per Lifecycle Strategies** – This scenario is run to determine the required spending for the 20-year period to address infrastructure needs based on expected/planned rehabilitation, renewals, and replacements of assets as per their defined lifecycle strategy. This scenario also identifies rehabilitation and replacement requirements backlog, which is work that should have already been completed by the time of this assessment. Typically, these are assets that are beyond their identified service life.

This scenario is not constrained by a budget, so any work that was planned based on the asset’s lifecycle strategies are completed in the year it was triggered. Unlike the second scenario, the condition levels were not held to a specific target LOS, so the percent of asset value that fell into each condition grade varies based on where in their lifecycle the assets fall.

Using the results of these scenarios, the Financial Strategy was developed.

### 1.4.1 Data Confidence and Improvement Plan

Each asset category will provide information on the data confidence and improvement plan specific to that asset category. This information will provide further information on the sources used to develop the asset register and provide a data quality grade based on the criteria outlined below in Table 1-4. Improvements for the data included in the chapter will then be provided.

**Table 1-4. Data Confidence Rating Scale**

Data Quality/Reliability Rating	Data Accuracy
Very Good	No assumptions, with available condition data from a reliable data source, and age and current replacement value are known.
Good	Minor assumptions are made for condition, age, or replacement values (e.g. most of condition, age, and replacement values are known). Data sources are reliable and updated.
Fair	Assumptions are made for condition, age, or replacement values from moderately reliable sources.
Poor	Data comes from significantly out of date documents, data sources are moderately reliable, or values are unknown or unreliable.

## 1.4.2 Financial Strategy

The Financial Strategy is one of the key components within the AMP, as it puts the AMP into action. The financial plan provides a way for municipalities to integrate asset management planning with financial budgeting.

The Financial Strategy forecasts the total required annual expenditures for the City to perform the lifecycle activities in alignment with the scenarios to maintain current performance and meeting infrastructure needs as per the lifecycle management strategies developed.

The scenarios for each asset category will be combined to assess the City's forecasted expenditures to understand the full cost of maintaining service levels and meeting infrastructure needs over the 20-year forecast period. Forecasts for expenditures will be compared to the capital budget forecasts to determine if an infrastructure gap is present. Strategies to address this gap will also be discussed.

Note that forecasts for major capital works including renewal/rehabilitation and replacement activities are derived from analysis of the data provided by the City, the level of service metrics developed with City staff, and the lifecycle strategies developed with subject matter experts based on best practices. For other costs, such as maintenance, and non-infrastructure and service improvements, the assumption was made the funding levels for these activities is enough to meet customer's expectations, unless there are documents or strategies that suggest otherwise.

## 1.4.3 Improvement and Monitoring Plan

As the City matures in their Asset Management journey, the processes for Asset Management Planning will continue to evolve and improve. Within the Category chapters, the data confidence and improvement plan provide category specific opportunities for improvements, while the Improvement and Monitoring Plan will speak to the opportunities for maturity on a city-wide or program level.

## 1.5 Asset Management Plan Assumptions and Limitations

This Asset Management Plan was developed based on the best available information and by employing professional judgement and assumptions to address gaps where necessary. Asset specific assumptions are recorded in the category chapters.

Where gaps or opportunities were identified, they have been included in the improvement plan.

Assumptions:

### Scope

- The scope of this AMP covers the assets directly owned by the City of Port Colborne.

### Costs

- All costs (including in the financial forecast) are presented in 2024 dollars, unless specified otherwise.

- Service improvement to an asset is generally not included in replacement costs. Some exceptions include if it is standard practice to upgrade infrastructure such as replacing a cast iron pipe with PVC.
- The cost of climate change has not been included in replacement costs identified in this AMP. Unexpected events such as severe storms attributed to climate change can cause immediate infrastructure replacement/renewal needs not identified in this AMP. Also not included are the likely effects climate change will have on the estimated useful life of the assets.

### Risk

- The City has not implemented an asset risk management strategy that goes beyond legislative requirements for all assets. This will continue to be reviewed and enhanced for future iterations of the plan.

### Budgets

- It is assumed that the projected capital budgets and expected available reserve funds will occur as planned over the period of analysis.
- This AMP assumes that the anticipated budgets are sufficient to meet current needs for non-infrastructure, operations and maintenance, growth, and service improvement activities to maintain current levels of service.

## 1.6 Asset Management Pressures

The management of public assets faces various pressures that can impact its operations, strategies, and overall success. Some of these pressures include:

- **Market Volatility:** Asset managers must navigate constantly changing market conditions, including fluctuations in asset prices, and interest rates. Market volatility can make it challenging to appropriately plan for future asset needs.
- **Regulatory Changes:** Municipalities are often subject to a wide range of regulations that can vary by jurisdiction. Changes in regulations, such as those related to reporting requirements, can require asset managers to adapt their processes and systems.
- **Budget Constraints & Funding Options:** Municipalities often operate within tight budget constraints, limiting their ability to invest in infrastructure maintenance, upgrades, and new projects. Balancing competing priorities within limited budgets. Municipalities must explore various funding and financing options to support asset management initiatives, and other infrastructure needs. Identifying sustainable funding sources and securing financing on favourable terms can be challenging.

- **Population Growth and Urbanization:** Growing populations and urbanization place increased strain on municipal infrastructure and services. Municipalities must manage the demands for housing, transportation, utilities, and public amenities while ensuring sustainable development, and balancing the current asset portfolios.
- **Aging Infrastructure:** Many municipalities face aging infrastructure. Maintaining and upgrading this infrastructure requires significant investment, but funding may be insufficient to address all needs.
- **Environmental Regulations:** Municipalities must comply with environmental regulations related to air, water quality, waste management and land use. Meeting these regulations often requires investment in infrastructure upgrades and environmental mitigation measures. There is also significant staff time required for data tracking and reporting to ensure compliance.
- **Climate Change and Natural Disasters:** Climate change poses significant challenges for municipal asset management, including increased risk of extreme weather events such as floods and storms. Municipalities must invest in resilience measures to protect infrastructure and communities from climate-related risks.
- **Limited Human Resources:** Municipalities may face challenges in recruiting and retaining qualified staff with expertise.
- **Political and Public Pressure:** Asset management decisions are often subject to political and public scrutiny. Balancing the needs and preferences of various stakeholders, including elected officials, residents, and businesses can be complex and contentious.
- **Data Management and Technology Adoption:** Effective asset management relies on accurate data collection, analysis, and decision-making. This requires reliable asset data, and implementing systems and processes that leverage technology to optimize asset performance.
- **Resilience and Sustainability Goals:** There are increasingly greater pressures to prioritize resilience and sustainability in asset management practices. This includes incorporating green infrastructure, renewable energy, and sustainable transportation solutions into asset planning and management.

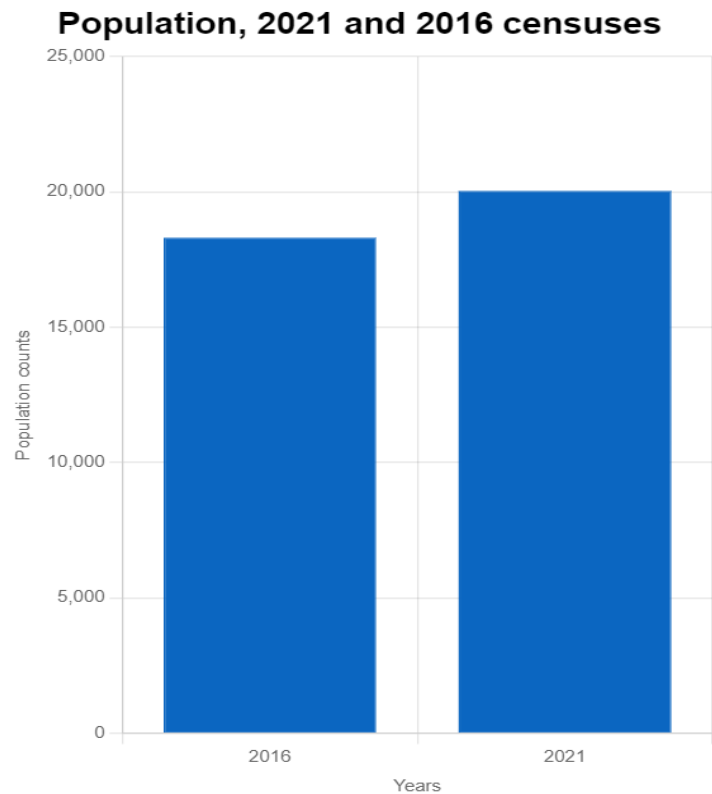
Overall, municipal asset management requires navigating a complex landscape of financial, regulatory, environmental, and social pressures to effectively manage infrastructure and deliver services to residents.

## 1.7 Growth and Climate Change

Growing populations and urbanization place increased strain on municipal infrastructure and services. Municipalities must manage the demands for housing, transportation, utilities, and public amenities while ensuring sustainable development, and balancing the current asset portfolios. Development Charges (DCs) help to fund projects that are triggered by an increase in population. Where available, demographic and employment forecasts also inform asset.

The Canada Census information published in 2021 indicated that Port Colborne's population has increased from 18,306 in 2016 to 20,033 which represents a change of 9.4% (See Figure 1-4. Population Increase). Future growth will continue to be analyzed for the increase required of service and asset capacity needs, resulting in demand for new and/or enhanced municipal infrastructure construction. Any known activities required to accommodate growth have been identified in the infrastructure needs scenarios within the asset chapters. Upon completion of the Development Charge Study, and future master plans, this information will be expanded upon in future iterations of the AMP.

Climate change is increasingly impacting the communities and the infrastructure, making it crucial to mitigate and adapt to current and future changes in order to grow and protect the community into the future. Climate hazards are speeding up asset deterioration, according to a 2023 report titled "Costing Climate Change Impacts to Public Infrastructure" by the Financial Accountability Office (FAO) of Ontario. This means that more capital investments will be required for more frequent rehabilitations and early renewals, as well as increased pressure on operations and maintenance (O&M) activities. According to FAO projections, in the absence of any adaptation approaches, climate change will result in an increase in the annual maintenance costs of the \$708 billion portfolio of current public infrastructure assets throughout the Province of Ontario by an average of \$4.1 billion Figure 1-5.



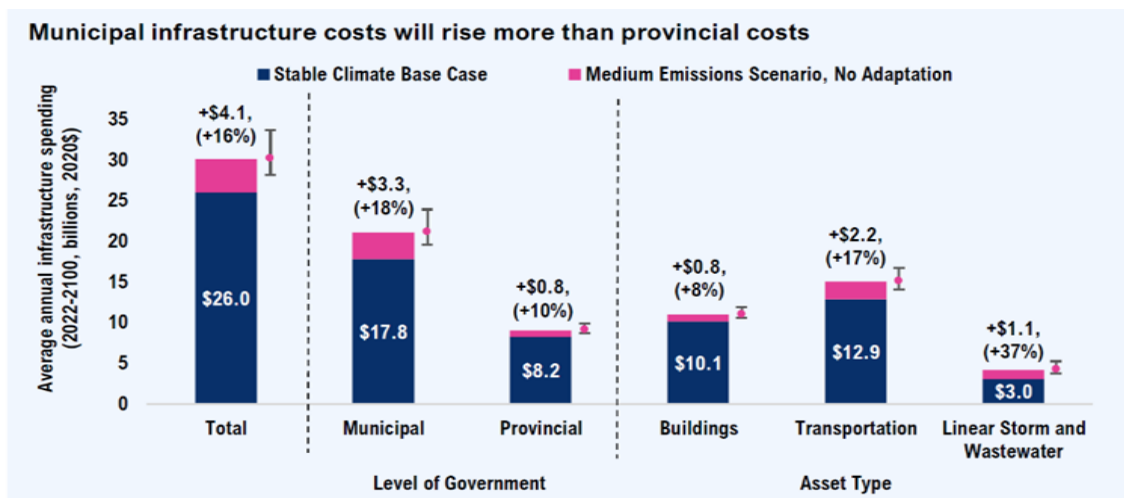


Figure 1-5. Infrastructure Cost Increase Analysis per Level of Government and Asset Type (Source: FAO report Costing Climate Change Impacts to Public Infrastructure)

The City of Port Colborne has been engaged in various efforts to mitigate and adapt to climate change, some of which include:

- Emissions Reduction Initiatives:** Implementing strategies to reduce greenhouse gas emissions from municipal operations, such as transitioning to renewable energy sources, and improving energy efficiency in buildings. The City’s first Energy Conservation and Demand Management Plan (ECDM Plan) was approved by Council in 2014 and have set out goals for the 2019-2024 Plan which includes:
  - 10% reduction in annual energy intensity
  - 25% reduction in electricity used by computer servers
  - 200,000kWh reduction from electricity consumption associated with lighting and plug load
  - 15% reduction of yearly kwh/HDD
- Climate Action Plans:** Developing and implementing comprehensive climate action plans that outline specific goals, targets, and actions to reduce carbon emissions, and enhance resilience to climate impacts.
- Community Engagement:** Engaging residents, businesses, and community organizations in climate action efforts through education, outreach campaigns, and partnerships to raise awareness and encourage behavioural change.
- Monitoring and Reporting:** Tracking progress towards climate goals, monitoring key indicators such as emissions, energy consumption, and adaptation measures, and reporting results to stakeholders to ensure transparency and accountability.

By systematically costing climate change impacts to our infrastructure, decision-makers can better understand the financial implications of climate risks, prioritize investments in adaptation and mitigation, and optimize resource allocation to enhance the resiliency of infrastructure systems.



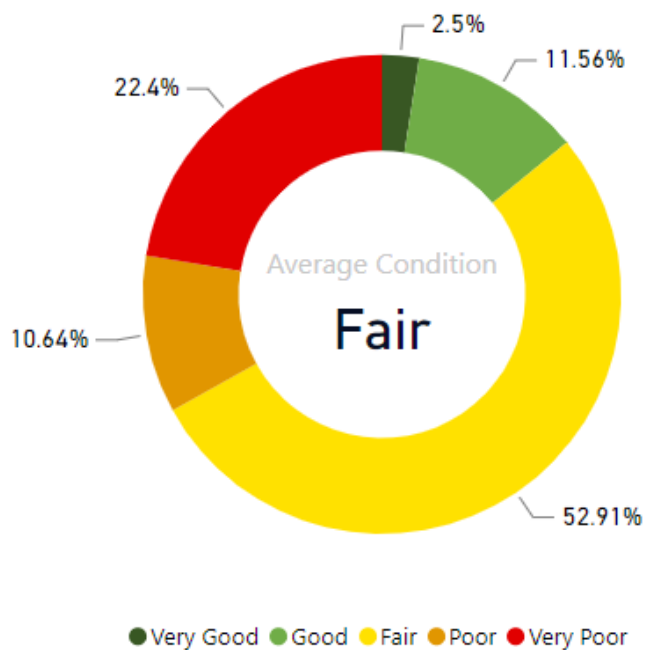
# 2 Wastewater Network



## Replacement Value

**\$263,027,193 M**

## Overall Average Asset Condition



## Quick Facts

The Wastewater Network maintains:

- 92 km of gravity mains and forcemains including associated assets such as manholes, laterals, and cleanouts



## 2 Wastewater Network

Wastewater collection services are provided to the City under a “two-tier” system whereby the Niagara Region is responsible for the operation and maintenance of the Seaway Wastewater Treatment Plant, 17 pump stations and related forcemains, and some trunk sanitary sewer mains. The City operates and maintains 90 km of wastewater gravity mains. Wastewater is collected from properties within the City’s urban area which flow by gravity to the Region’s pump stations which direct flow to the treatment plant where it is treated before being discharged to the Welland Canal.

Like many other municipalities, the City’s wastewater collection system is greatly impacted by wet weather which causes extraneous flow to enter the system through defects in the infrastructure and direct or indirect connections. Less than half of the City’s urban centre is serviced by storm gravity mains, which normally collect runoff from precipitation. Thus, when many areas were developed, some private infrastructure such as downspouts and sump pump discharges were directed to the wastewater system. Finding and repairing system defects and separating storm flow from the wastewater network are two priority issues for the City to improve the reliability and efficiency of the system. Less stormwater flow entering the wastewater system reduces the likelihood of basement flooding, system overflows, and the cost of treating the flow.

### 2.1 State of the Infrastructure

#### 2.1.1 Asset Inventory and Valuation

The Wastewater Network includes gravity mains, and forcemains with a total estimated replacement value of \$263 million. Table 2-1 below details the inventory and the current estimated replacement value by asset type.

**Table 2-1. Asset Inventory and Estimated Replacement Values - Wastewater Network**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Gravity Mains	90,587	m	\$258,683,694
Forcemains	1,693	m	\$4,343,499
<b>Total</b>			<b>\$263,027,193</b>

## 2.1.2 Asset Condition

Condition was assigned to the wastewater network using PACP scores (for mains that have CCTV inspections completed) or using age/estimated service life. A description of the condition rating scale can be found in Table 2-2.

**Table 2-2. Condition Rating Scale – Wastewater Network**

Condition	Age/ESL	PACP Condition Rating
<b>Very Good</b>	>80% life remaining	1: Failure unlikely in foreseeable future (RSL = 35)
<b>Good</b>	60-80% life remaining	2: Pipe unlikely to fail for at least 20 years (RSL = 25)
<b>Fair</b>	40-60% life remaining	3: Pipe may fail in 10-20 years / Grade 3 (RSL = 15)
<b>Poor</b>	20-40% life remaining	4: Pipe will probably fail in 5 – 10 years (RSL = 7)
<b>Very Poor</b>	0-20% life remaining	5: Pipe failed or likely to fail within 5 years (RSL = 2)
<b>Unknown</b>		

The City has implemented a CCTV program on a 6-year cycle which means 16.7% of the system is flushed and inspected annually and all gravity mains are inspected once every six years. Through the Infrastructure Needs Study the specifications for the CCTV data collection were updated to be in line with industry best practices. It is recommended that the City follow the updated specifications and continue its efforts to obtain CCTV data for its wastewater system. Data management is a critical component of a successful CCTV and sewer rehabilitation program.

Wastewater network overall condition by replacement value can be seen in Figure 2-1 below. The condition distribution of the wastewater assets has drastically changed from the previous AMP, where age was mostly used to determine condition. The methodology of how the CCTV data is used was also updated to enhance the accuracy of the information within this AMP. The previous AMP took an overall condition rating from the PACP ratings, which were not assessed for likelihood of failure. The methodology to assign condition for this AMP were adjusted to provide a more accurate assessment, which used likelihood of failure calculated based on NASSCO methodology from the structural score, which provides an assessed remaining life (which differs from actual age and remaining life). Age-ESL was then applied as per Table 2-2.

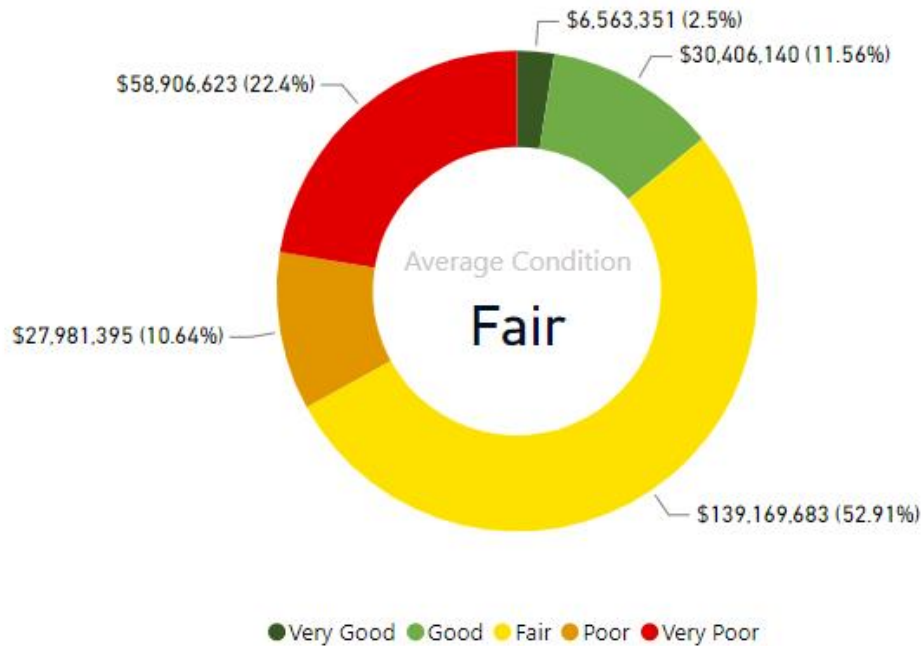


Figure 2-1. Asset Condition by Replacement Value – Wastewater Network

Wastewater Network assets are on average in **fair condition**. With over 66% of assets are in fair or better condition. Figure 2-2 shows a breakdown of condition by replacement value by asset type.

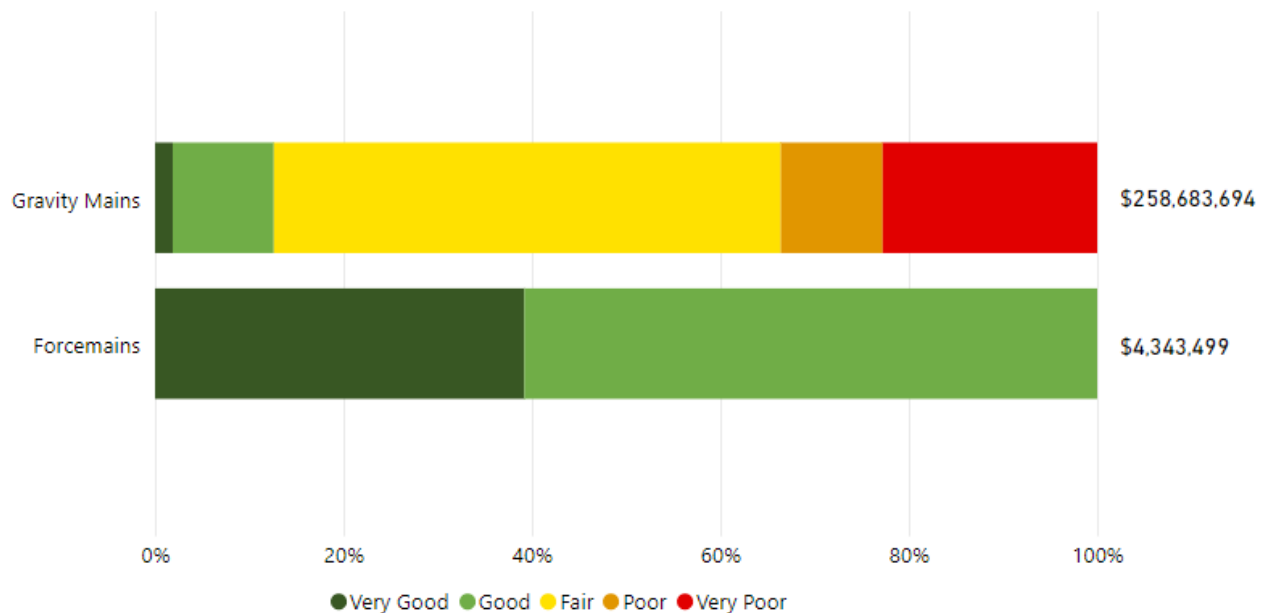


Figure 2-2. Asset Type Condition by Replacement Value – Wastewater Network

While forcemains are in good to very good condition, the large majority of gravity mains are in fair or worse condition. Approximately 48% of gravity mains condition is based on CCTV inspection PACP scores.

The City is continuing its efforts to obtain reliable CCTV ratings for the wastewater system. Future iterations of this AMP will be enhanced as updated information is made available. The work that was done as part of the Infrastructure Needs Study has been used to better inform this AMP.

### 2.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Wastewater Network assets. The average age and average estimated service life for gravity mains and forcemains in the wastewater network can be seen below in Figure 2-3. The average age of gravity mains and forcemains is lower than the average estimated service life.

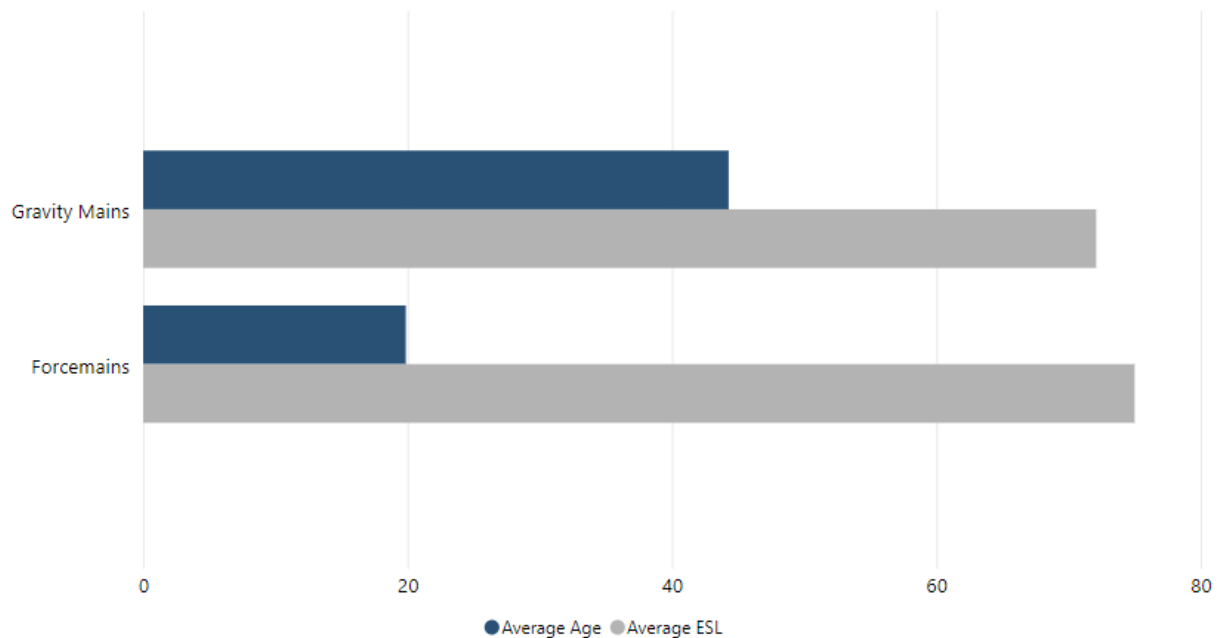


Figure 2-3. Average Age and Average Estimated Service Life – Wastewater Network

## 2.2 Levels of Service

**Service Statement:** Provide reliable and cost-efficient wastewater services while protecting the environment and the community.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 2-3 and Table 2-4 provide a summary of the community and technical levels of service metrics for the City's Wastewater Network. These are segmented into those that are required under the O.Reg.588/17 and other levels of service metrics that are defined by the City. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Wastewater Network assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

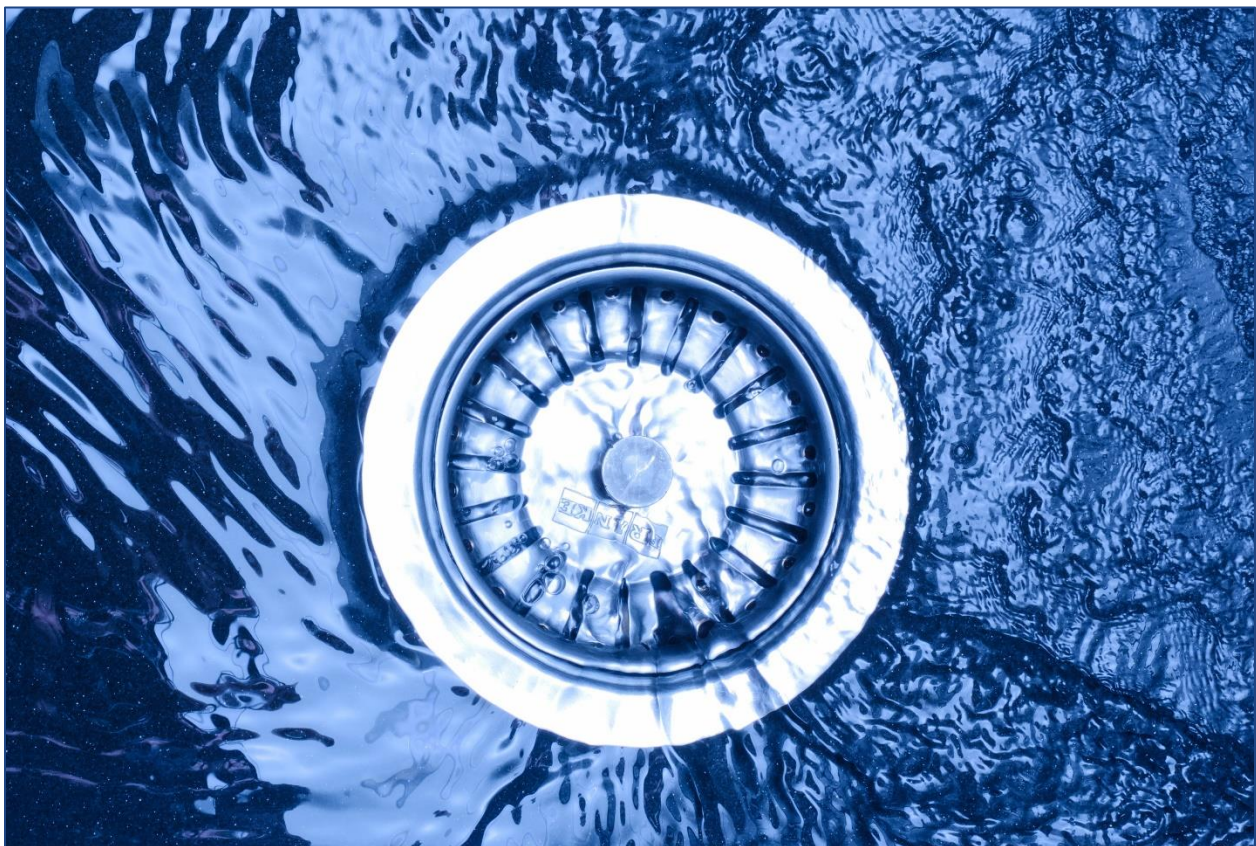




Table 2-3. Community Level of Service– Wastewater Network

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system	The wastewater collection system is comprised of 90 km of sewer mains within the urban area which drain to the Region's pump stations for conveyance to the Seaway. Wastewater Treatment Plant. The Region owns and maintains 17 pump stations within the City. See Appendix A.
Scope	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.	N/A
Reliability	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.	N/A
Reliability	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Stormwater enters the sanitary system through cracks, offset joints, maintenance hole covers, and private lateral defects. Parts of the system have connected downspouts and sump pump discharges.
Reliability	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events such as those listed above	Stormwater enters the sanitary system through cracks, offset joints, maintenance hole covers, and private lateral defects. Parts of the system have connected downspouts and sump pump discharges.

Key Service Attribute	Performance Measure	Current Performance
Reliability	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	This regulatory metric is not applicable to the City as the sewage treatment plants are owned and operated by the Regional Municipality of Niagara.
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	26%

Table 2-4. Technical Level of Service–Wastewater Network

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Scope	Percent of properties in City connected to the municipal wastewater system	67.34%
Reliability	The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system.	N/A
Reliability	# of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system	0
Reliability	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	N/A
<b>City Defined</b>		
Accessible & Reliable	Percent of wastewater systems flushed and CCTV inspected annually	16.70%
Accessible & Reliable	Percent of replacement value of wastewater assets in very poor condition	22.4%
Accessible & Reliable	Percentage of inflow and infiltration in the sanitary sewer system (estimated using difference between billed wastewater volumes and wastewater received at treatment plant).	80
Cost Efficient	Reserve balance as percentage of target	Future Metric



## 2.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within the Wastewater Network.

### 2.3.1 Lifecycle Activities

Lifecycle activities for Wastewater Network assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that wastewater assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 2-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 2-5. Asset Management Practices and Associated Frequency – Wastewater Network

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>• Pollution Prevention Control Plan (PPCP)</li> </ul>	<ul style="list-style-type: none"> <li>• Every 5 years / as required</li> </ul>
<ul style="list-style-type: none"> <li>• Smoke testing</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Flow monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<ul style="list-style-type: none"> <li>• Update/review of design standards</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Inflow and infiltration</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Operations and Maintenance Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>• CCTV inspection and flushing / cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<ul style="list-style-type: none"> <li>• Spot repairs / grouting</li> </ul>	<ul style="list-style-type: none"> <li>• As identified</li> </ul>
<ul style="list-style-type: none"> <li>• Renewal/Replacement Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<ul style="list-style-type: none"> <li>• Trenchless re-lining</li> </ul>	<ul style="list-style-type: none"> <li>• As per program</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of gravity mains</li> </ul>	<ul style="list-style-type: none"> <li>• As identified</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of remaining assets</li> </ul>	<ul style="list-style-type: none"> <li>• As identified</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>• Removal of gravity mains through standard construction practices</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Removal or manholes through standard construction practices</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>Removal or remaining assets through standard construction practices</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>Pipe upsizing</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Expansion to support growth</li> </ul>	<ul style="list-style-type: none"> <li>As required (e.g. development)</li> </ul>

## 2.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 2.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 2.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

As the City is working on better understanding the wastewater system, it is expected the condition profiles of this asset system will change drastically once all the data has been collected to better inform this plan. The updated condition information will also assist in developing appropriate lifecycle strategies to address this asset category and to better protect public and private land from flooding.

### 2.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs of the asset category based on the wastewater financial plan. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement activities for the Wastewater Network is \$2.2 million. The condition distribution for the anticipated budget scenario can be seen in Figure 2-4. The condition distribution shows that assets in very poor condition decreases over the forecast period, starting at just over 19% and ending the forecast at 0%. With the

current anticipated funding, the overall condition of Wastewater Network assets improves. This performance forecast highlights the challenges the City may face in keeping up with infrastructure needs and ensuring assets are in a state of good repair.

The City is currently undergoing a project to better understand the condition of the wastewater system and will continue to enhance the lifecycle strategies and budget to meet the needs of the wastewater system to improve this asset system.

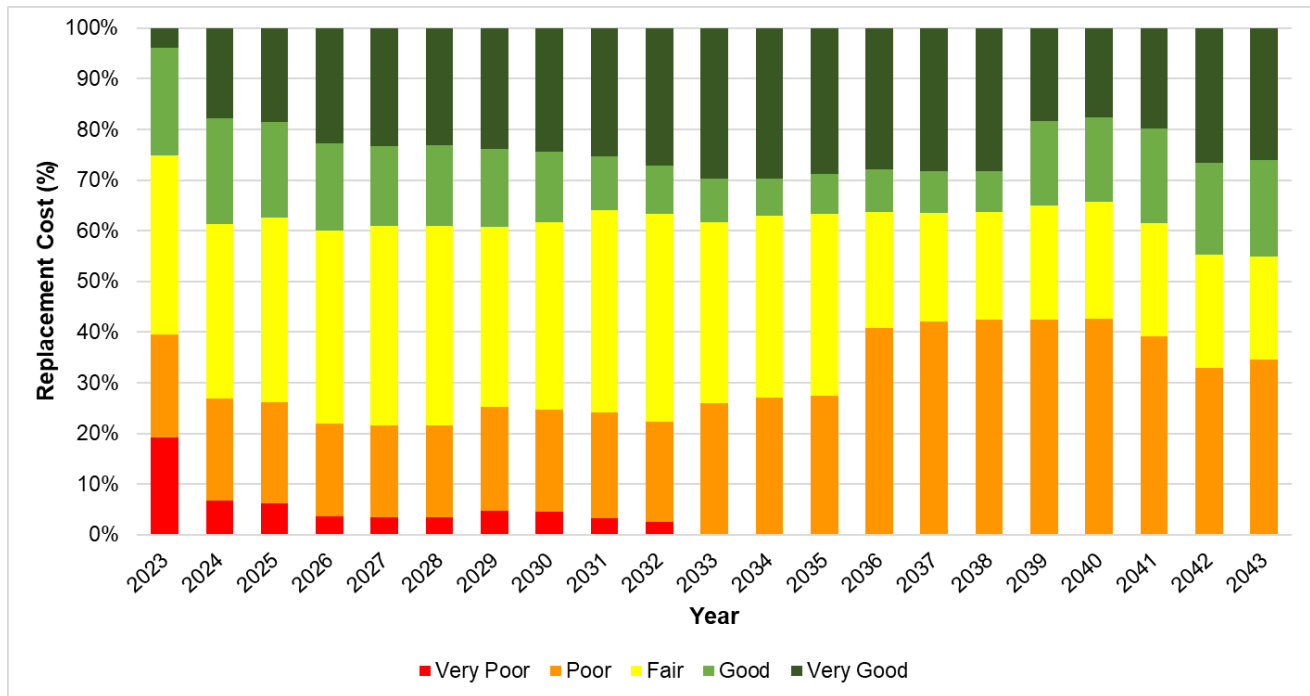


Figure 2-4. Wastewater Network Performance Forecast with Current Funding

### 2.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Stormwater Network asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$957K for renewal and replacements is needed to maintain the current performance (condition/level of service) for Wastewater Network assets. The condition distribution for the cost to maintain LOS scenario can be seen below is Figure 2-5. Assets in poor to very poor condition increases slightly during this scenario, while assets in good to very good remain fairly constant.

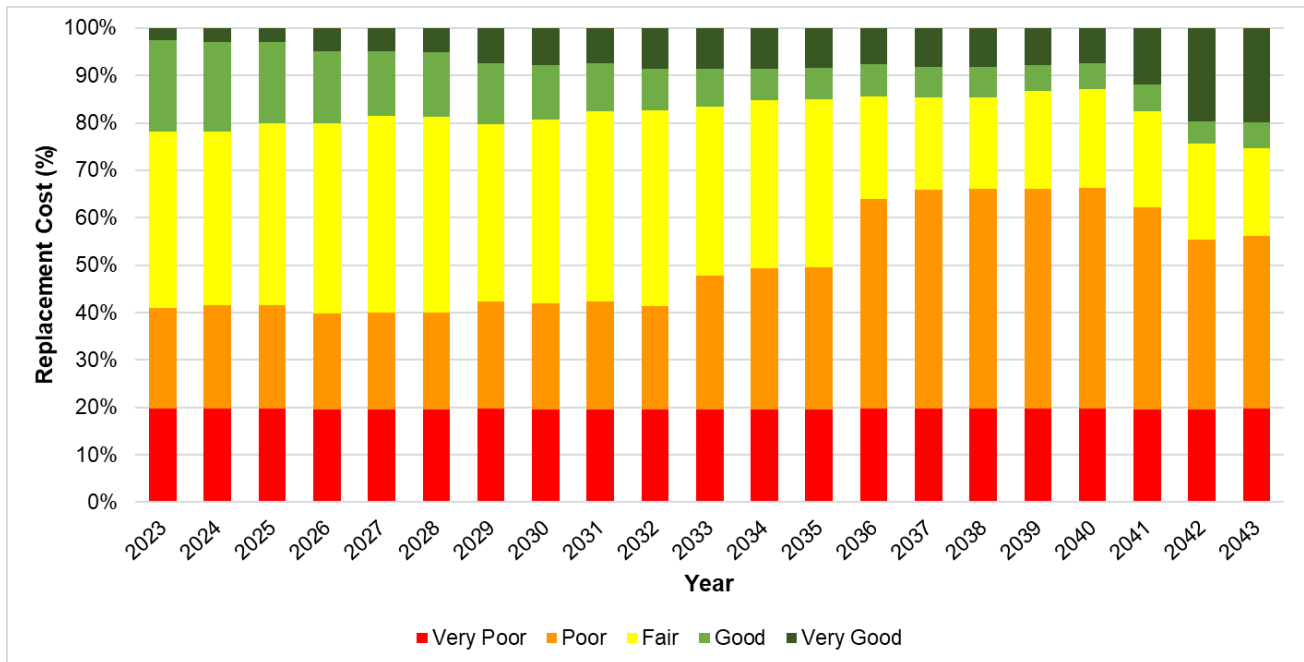


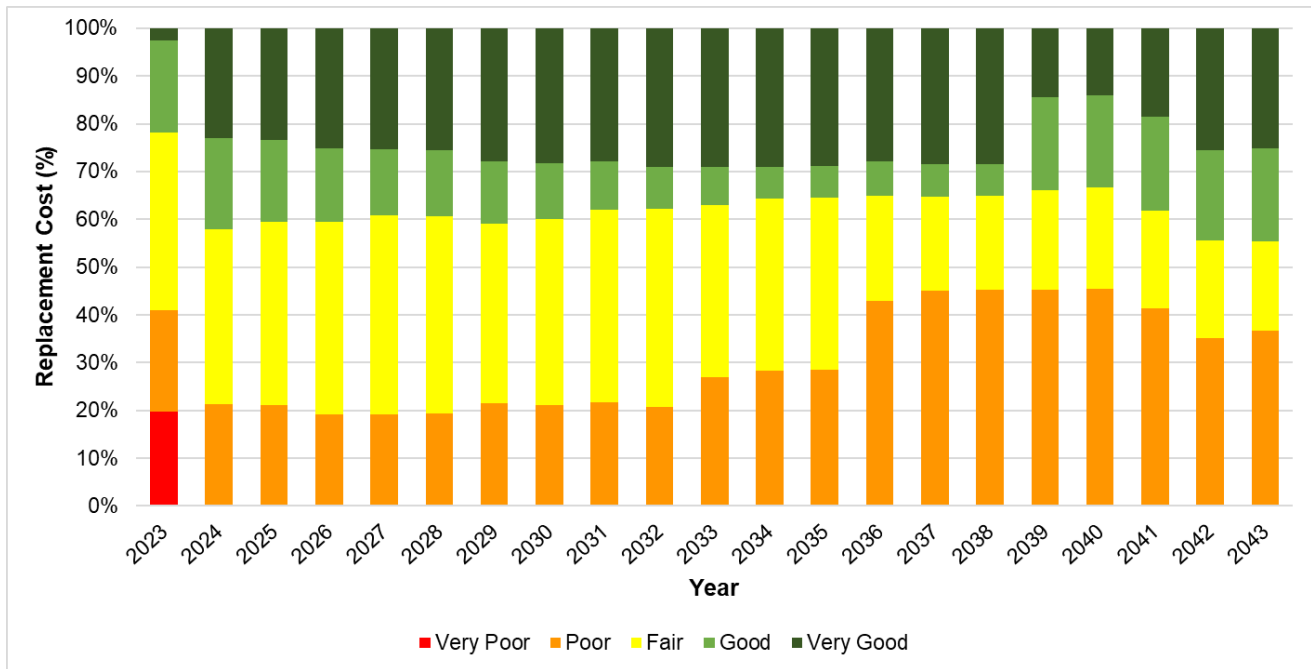
Figure 2-5. Wastewater Network Performance Forecast to Maintain Levels of Service

### 2.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. The Infrastructure Needs Study was used to inform the strategies and recommended needs for the wastewater system, which is further explained in the aforementioned report. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$2.1M is required for this scenario. There is no anticipated funding gap compared to the anticipated budget allocation in the Wastewater Network. The condition distribution for Wastewater Network assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 2-6. With this scenario the overall asset condition profile significantly improves and removes any assets in very poor condition.

As new information is available, the lifecycle strategies will continue to evolve to be more concise and will improve the accuracy of this strategy.



**Figure 2-6. Wastewater Performance Forecast with Infrastructure Needs as per Lifecycle Strategies**

If all backlog, as well as infrastructure expenditures are complete in year one, there would not be any assets in very poor condition after 2024. It is assumed that this amount of work is not achievable in year one, but would be split out into multiple years.

### 2.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 2-7 and Table 2-6. Figure 2-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above.

The City’s anticipated budget has been developed to meet the infrastructure needs of the asset category based on the wastewater financial plan. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies if the funding levels developed are provided as reported in this plan. If current anticipated investments in the Wastewater Network are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.



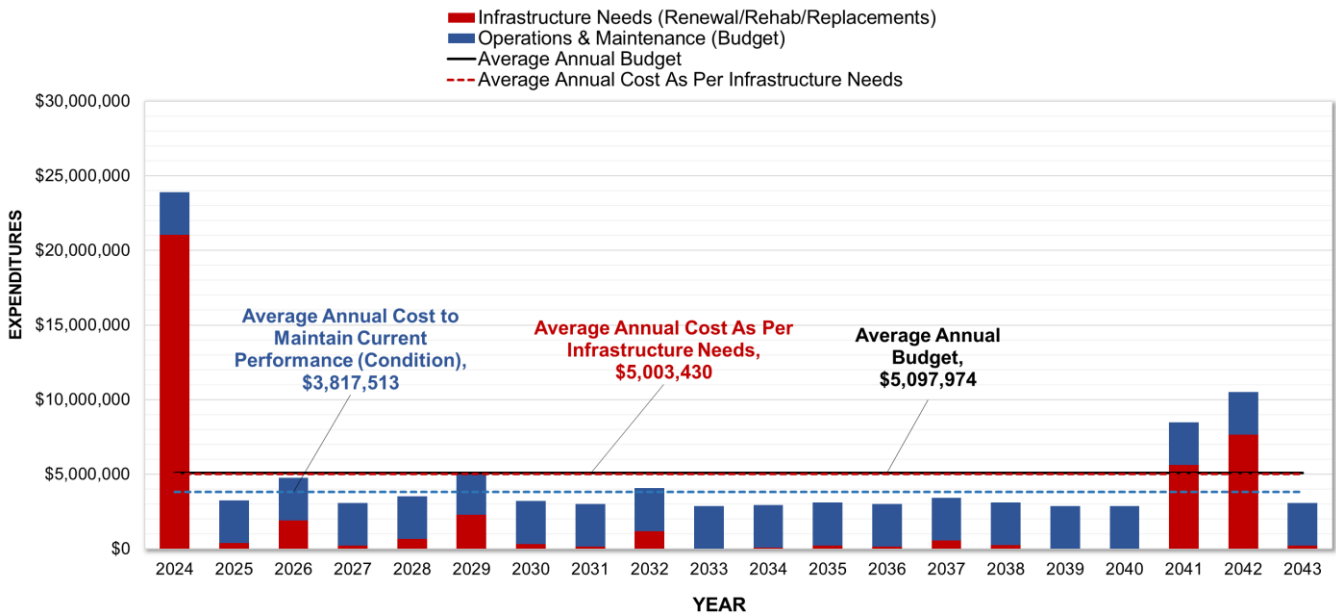


Figure 2-7. Wastewater Network Scenario Comparison

There is a “backlog” included in the year 2024, which represents the cumulative backlog of deferred work that has accumulated and is needed to be complete. Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

Growth needs will be further reviewed for this asset category through future master plans to clearly identify needs for growth, which will then be incorporated into future iterations of this AMP, as they become available. This may greatly impact the infrastructure expenditure requirements.

Continued deferrals of projects will also lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

**2.4.4.1 Forecasted Infrastructure Gap**

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 2-6.

Table 2-6. Wastewater Network Lifecycle Activity Investments &amp; Annual Average Infrastructure Gap

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$2,860,792	\$2,860,792	\$2,860,792
Renewal, Rehabilitation, & Replacement	\$2,237,182	\$956,721	\$2,142,638
<b>Total Expenditure</b>	<b>\$5,097,974</b>	<b>\$3,817,513</b>	<b>\$5,003,430</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 2.5 Data Confidence and Improvement Plan

Table 2-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 2-7. Data Confidence – Wastewater Network**

Data Source	Data Confidence
GIS Infrastructure Needs Study CCTV Assessments	Good

### 2.5.1 Recommendations for Improvements

The level of confidence in the wastewater network data has increased from the previous plan as a result of the Infrastructure Needs Study completed, although there was still limited CCTV data available for the system, so where accurate CCTV data was unavailable, age was still used to assign condition data. Future iterations of this plan will reflect updated data as it becomes available.

Future studies planned for the City include a Pollution Prevention Control Plan, Wastewater Flow Monitoring Program, and a Wet Weather Management Program. These studies will further inform asset management initiatives to ensure the City is making information decisions and maximizing investments to their infrastructure while also planning for growth.

It is also recommended that the City review and document needs for the GIS to fill gaps and document processes and governance of all data. As the City continues down their asset management journey, a strong data management strategy is required to keep and maintain information on all assets, including condition information and renewal activities.

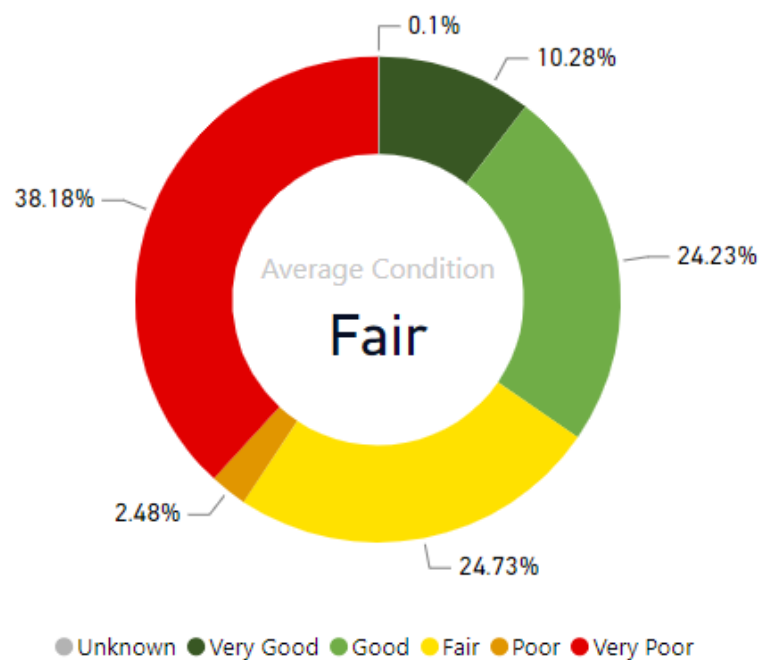
# 3 Water Network



## Replacement Value

**\$250,181,669 M**

## Overall Average Asset Condition



## Quick Facts

The Water Network has

- 112 km of distribution water mains providing clean drinking water to residents

## 3 Water Network

Water is provided to the City under a “two-tier” system whereby the Niagara Region is responsible for the operation and maintenance of the Port Colborne Water Treatment Plant, two storage facilities, and transmission trunk watermains. Water is drawn from the Welland Canal, treated to be drinkable, and sent via the transmission watermains to storage and the City’s water distribution system. The City operates and maintains roughly 112km of distribution watermains.

The Region and City water systems are strictly regulated by the Ontario Ministry of Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act (2002) and extensive testing and annual inspections ensure compliance to numerous standards and requirements for the protection and safety of users of the system.

### 3.1 State of the Infrastructure

#### 3.1.1 Asset Inventory and Valuation

The Water Network includes mains, meters, bulk water stations, sample stations and water towers with a total estimated replacement value of \$250 million. Table 3-1 below details the inventory and current estimated replacement value by asset type.

**Table 3-1. Asset Inventory and Current Replacement Value – Water Network**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Mains	112,996	m	\$248,745,533
Meter	7	Units	\$4,033
Stations – Bulk Water Station	2	Units	\$252,103
Sample Stations	59	Units	\$1,000,000
Water Tower	3	Units	\$180,000
<b>Total</b>			<b>\$250,181,669</b>

#### 3.1.2 Asset Condition

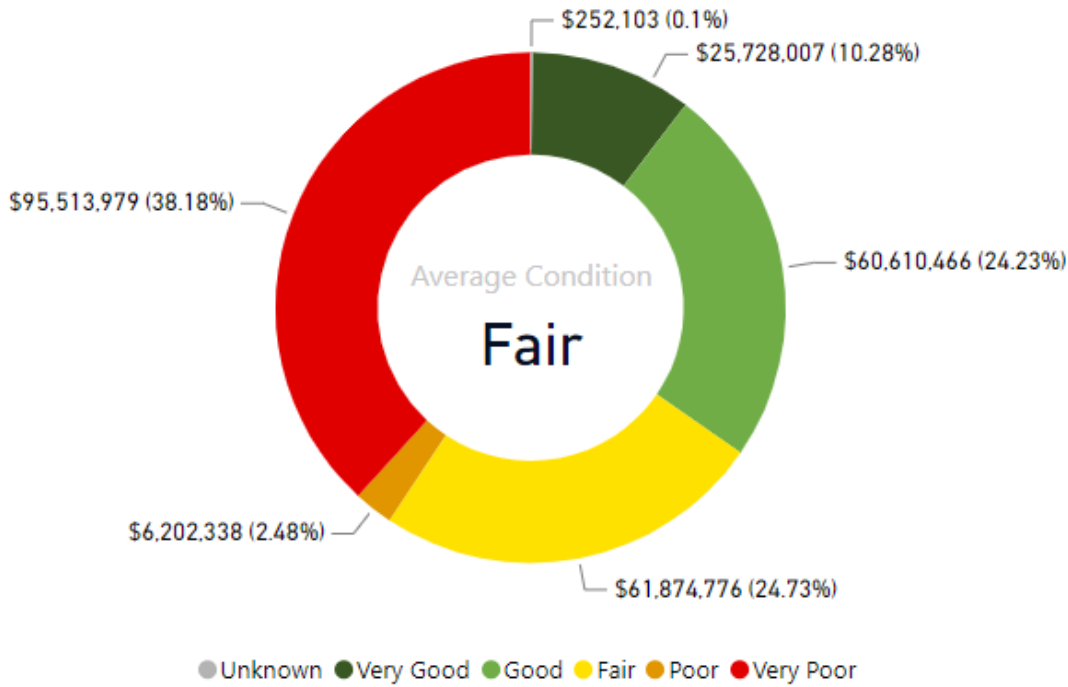
Condition was assigned to assets in the water network based on age/estimated service life. A description of the condition ratings scale can be found in Table 3-2. Conditions were assessed for the water system in line with the previous AMP, and the Infrastructure Needs Study. It is recommended

through future initiatives that the City evaluate other ways to determine condition of their water system such as the analysis of watermain break data (as it is compiled into a single location).

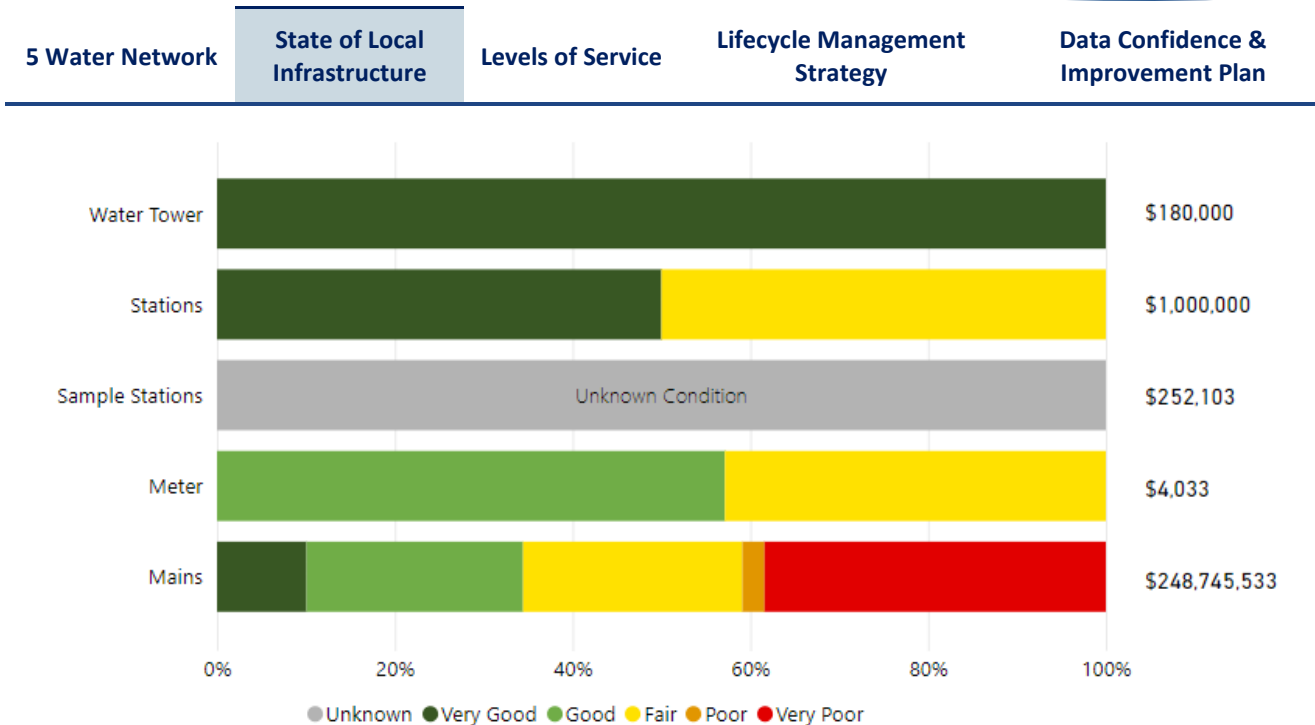
**Table 3-2. Condition Rating Scale – Water Network**

Condition	Age/ESL
Very Good	>80% life remaining
Good	60-80% life remaining
Fair	40-60% life remaining
Poor	20-40% life remaining
Very Poor	0-20% life remaining
Unknown	

Water Network overall condition by replacement value can be seen in Figure 3-1 and Figure 3-2.



**Figure 3-1. Asset Condition by Replacement Value – Water Network**



**Figure 3-2. Asset Type Condition by Replacement Value – Water Network**

On average Water Network assets are in **fair condition**. Water mains make up a large proportion of the assets in the Water Network. Install dates for the Sample Stations were not available at the time of the development of this AMP. It is recommended that the City continue its efforts to fill gaps in asset information.

Many water mains are currently close to or past their estimated service lives, which accounts for the large portion of assets in very poor condition, which consists of over 38% of the total replacement value of Water Network assets. A large portion of these water mains are cast iron and ductile iron mains which are due for replacement with more reliable material such as PVC. While these assets are close to or past their estimated service lives, many assets can continue to provide service well beyond their service lives. Figure 3-3 below shows the length of watermain by material type. The largest portions of the water network are PVC and cast iron watermains, with small portions of other materials such as asbestos cement, ductile iron and steel. The large portion of cast iron (CI) pipes are priorities for replacement.



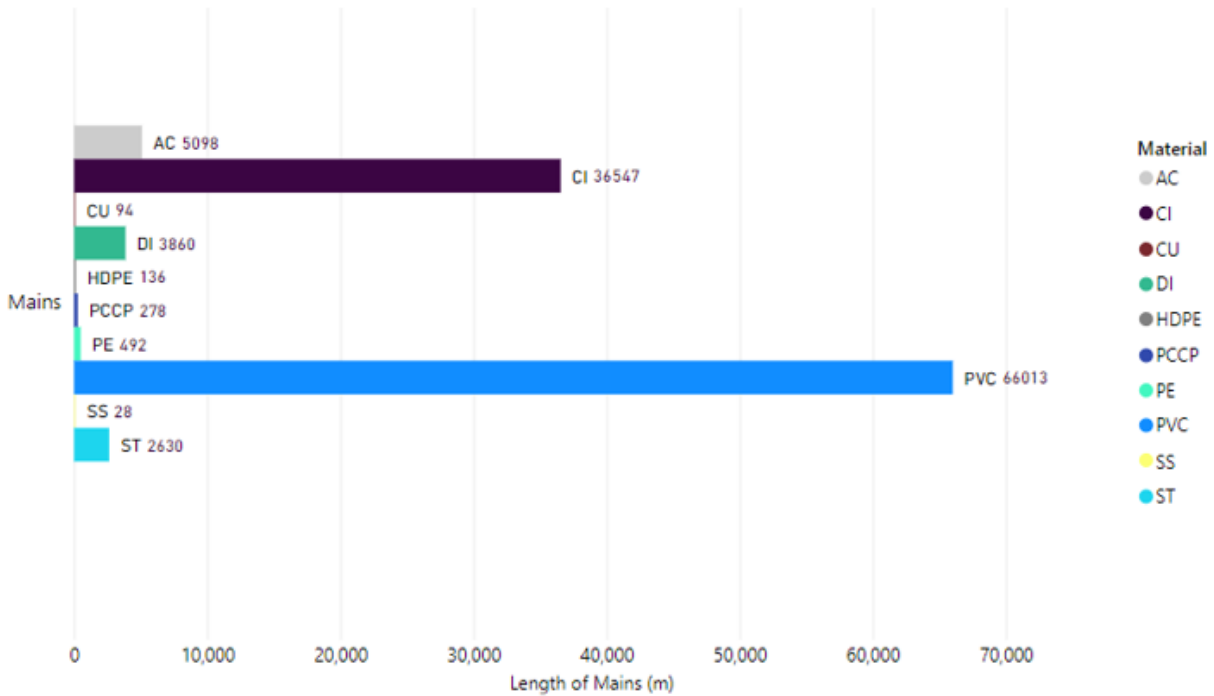
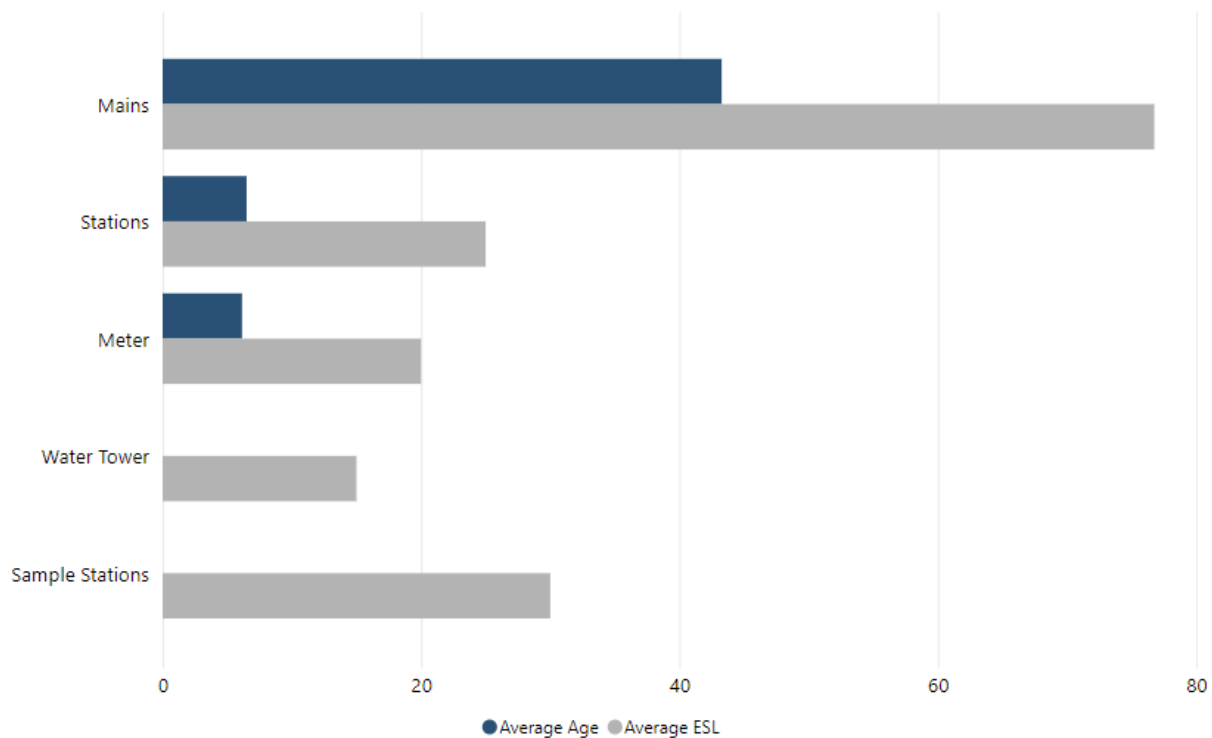


Figure 3-3. Water Main Length by Material Type (m)

### 3.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Water Network assets. Average age and average estimated services lives for assets in the Water Network are shown in Figure 3-4.



**Figure 3-4. Average Age and Average Estimated Replacement Value – Water Network**

Water mains, stations (bulk water stations) and meters have an average age well below the average estimated service lives while water towers and sample stations do not have any age information. There is currently unknown ages for the water tower and sample stations. It is recommended that the City make efforts to fill out any remaining information for this asset category.

## 3.2 Levels of Service

**Service Statement:** Provide reliable and cost-efficient, safe, high quality drinking water with adequate pressure and flow.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 3-3 and Table 3-4 provide a summary of the community and technical levels of service metrics for the City's Water Network. These are segmented into those that are required under the O.Reg.588/17 and other levels of service metrics that are defined by the City. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Water Network assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.



**Table 3-3. Community Level of Service– Water Network**

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system.	Drinking water is supplied to the urban area of the City via 112 km of watermains as illustrated in Appendix XX. This Class 1 distribution system conveys water purchased from the Region who draws water from the Welland Canal and treats it to meet regulatory requirement
Scope	Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	Fire flow is provided by 622 hydrants within the urban area of the City. See Appendix B.
Reliability	Description of boil water advisories and service interruptions.	0
<b>City Defined</b>		
Safe & Regulatory	# of confirmed water quality customer complaints.	14
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	8%

Table 3-4. Technical Level of Service–Water Network

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Accessible & Reliable	Percent of properties connected to the municipal water system	67.99%
Accessible & Reliable	Percent of properties where fire flow is available	67.99%
Accessible & Reliable	# of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system	
Safe & Regulatory	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
<b>City Defined</b>		
Accessible & Reliable	Percent of replacement value of water network assets very poor condition	38.18%
Accessible & Reliable	5-year average number of water main breaks	10
Cost Efficient	Water loss as a percentage of Water Purchased	35%
Safe & Regulatory	Percentage of water sampling meeting Safe Drinking Water Standards	100%

### 3.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within the Water Network.

#### 3.3.1 Lifecycle Activities

Lifecycle activities for Water Network assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that water assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 3-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 3-5. Asset Management Practices and Associated Frequency – Water Network

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Water quality complaint tracking</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Water loss reports</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>AWWA audits</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Hydraulic analysis (water modelling)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>GIS &amp; asset tracking</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Water Master Plan, Infrastructure Needs Study, Asset Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Every 5 years</li> </ul>
<ul style="list-style-type: none"> <li>Water Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>Every 5 years</li> </ul>
<ul style="list-style-type: none"> <li>Drinking Water Quality Management Standard Audits (DWQMS)</li> </ul>	<ul style="list-style-type: none"> <li>Annually (internal &amp; external), accreditation every 3 years</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Flushing</li> </ul>	<ul style="list-style-type: none"> <li>Targeted areas</li> </ul>
<ul style="list-style-type: none"> <li>Valve turning</li> </ul>	<ul style="list-style-type: none"> <li>25% annually</li> </ul>
<ul style="list-style-type: none"> <li>Break repairs</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Hydrant inspection</li> </ul>	<ul style="list-style-type: none"> <li>Twice annually</li> </ul>
<ul style="list-style-type: none"> <li>Fire flow testing</li> </ul>	<ul style="list-style-type: none"> <li>25% annually</li> </ul>
<ul style="list-style-type: none"> <li>Hydrant Painting</li> </ul>	<ul style="list-style-type: none"> <li>10 years</li> </ul>
<ul style="list-style-type: none"> <li>Hydrant Repairs</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Leak detection</li> </ul>	<ul style="list-style-type: none"> <li>Twice annually</li> </ul>



Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>Bulk Water Station inspections</li> </ul>	<ul style="list-style-type: none"> <li>Twice annually</li> </ul>
<ul style="list-style-type: none"> <li>Curb Stop repairs</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Large industrial meter calibrations (AWWA standards)</li> </ul>	<ul style="list-style-type: none"> <li>Annually (based on AWWA standards)</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Trenchless relining</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Watermain Replacement</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Replacement of remaining assets</li> </ul>	<ul style="list-style-type: none"> <li>End of service life</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Watermain removal through standard construction practices or abandoned in place</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Hydrants - decommission and store parts</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Hydrants - decommission and scrap</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Removal through standard construction practices for remaining asset types</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>Upsizing</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Expansion to support growth</li> </ul>	<ul style="list-style-type: none"> <li>As required (e.g. development)</li> </ul>
<ul style="list-style-type: none"> <li>Local improvements</li> </ul>	<ul style="list-style-type: none"> <li>Based on opportunity</li> </ul>
<ul style="list-style-type: none"> <li>Hydrants - design standards requirements</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>

## 3.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 3.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 3.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

As the City is working on better understanding the water system, it is expected the condition profiles of this asset system will change drastically once all the data has been collected to better inform this plan. The updated condition information will also assist in developing appropriate lifecycle strategies to address this asset category and to better protect public and private land from flooding.

### 3.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs of the asset category and based on the approved water financial plan. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement for the Water Network is \$3.9 million. The condition distribution for the anticipated budget scenario can be seen in Figure 3-5. Overall asset condition increases throughout the 20-year forecast period. This suggests that the current anticipated budget is sufficient to ensure infrastructure needs are met, increasing

asset condition over time. If the City sustains the annual anticipated investment of \$3.9 million into the future, Water Network assets will provide quality services to residents.

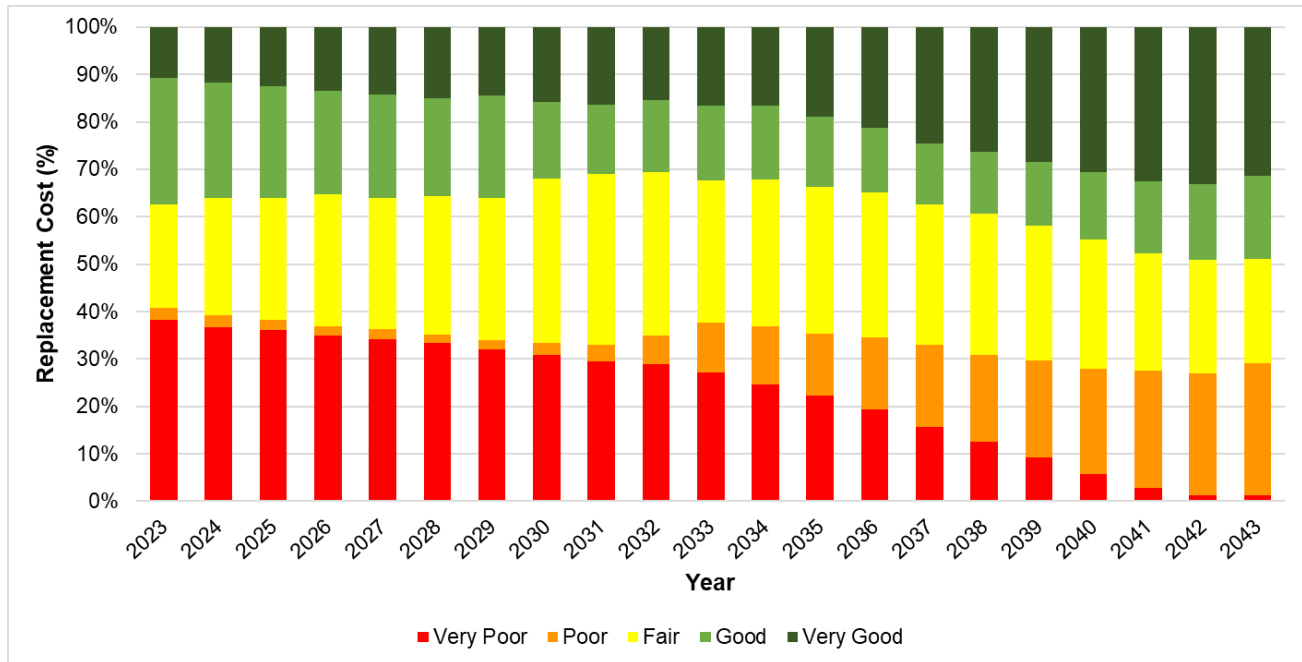


Figure 3-5. Water Network Performance Forecast with Current Funding

### 3.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Water Network asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$395,000 is needed to maintain the current performance (condition/level of service) for Water Network assets. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 3-6. The Water Network has a large proportion of assets in poor to very poor condition (40.66%). Through this scenario, the amount of assets in poor to very poor condition increase to over 60%. This highlights the need to ensure appropriate investments are made in the Water Network, to help ensure that the overall asset condition can be improved.

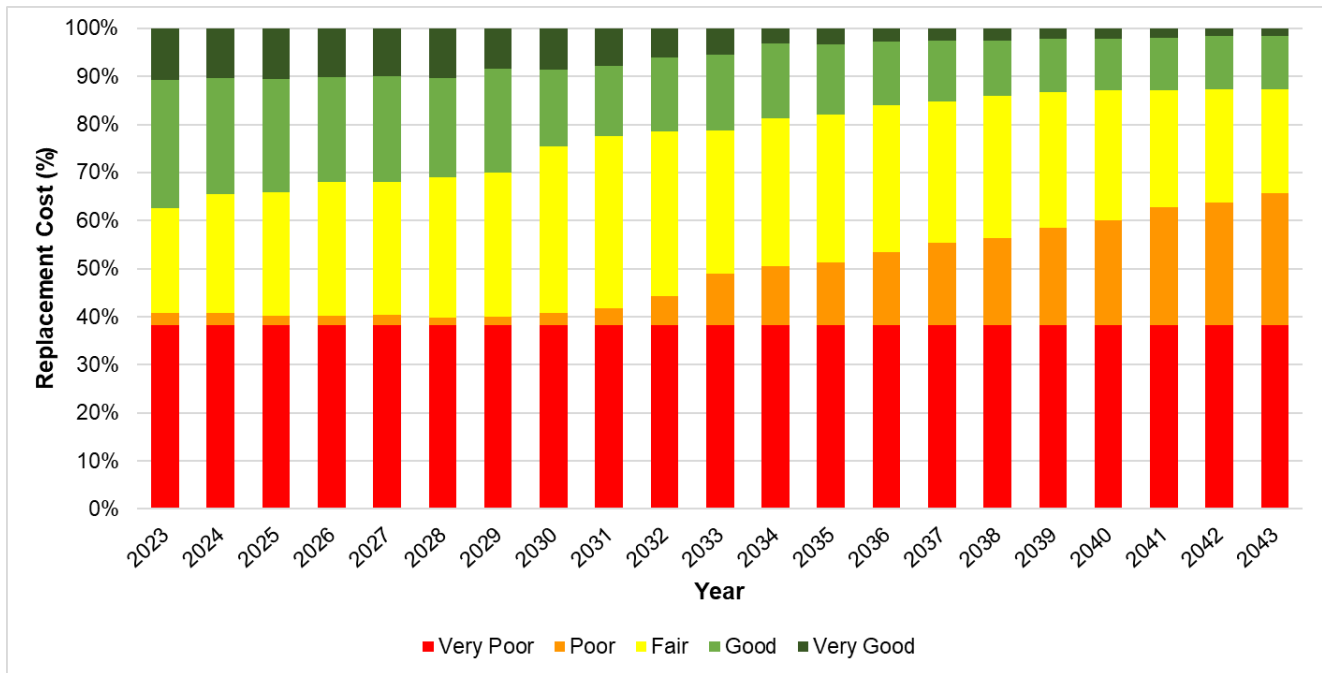


Figure 3-6. Water Network Performance Forecast to Maintain Levels of Service

### 3.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$4.8 million is required for this scenario. There is a small funding gap of approximately \$900,000 funding gap compared to the anticipated budget allocation in the Water Network. The condition distribution for Water Network assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 3-7. This forecast condition distribution is similar to scenario one, with a sharp decline of assets in very poor condition, and slight increase of assets in good to very good condition.

water

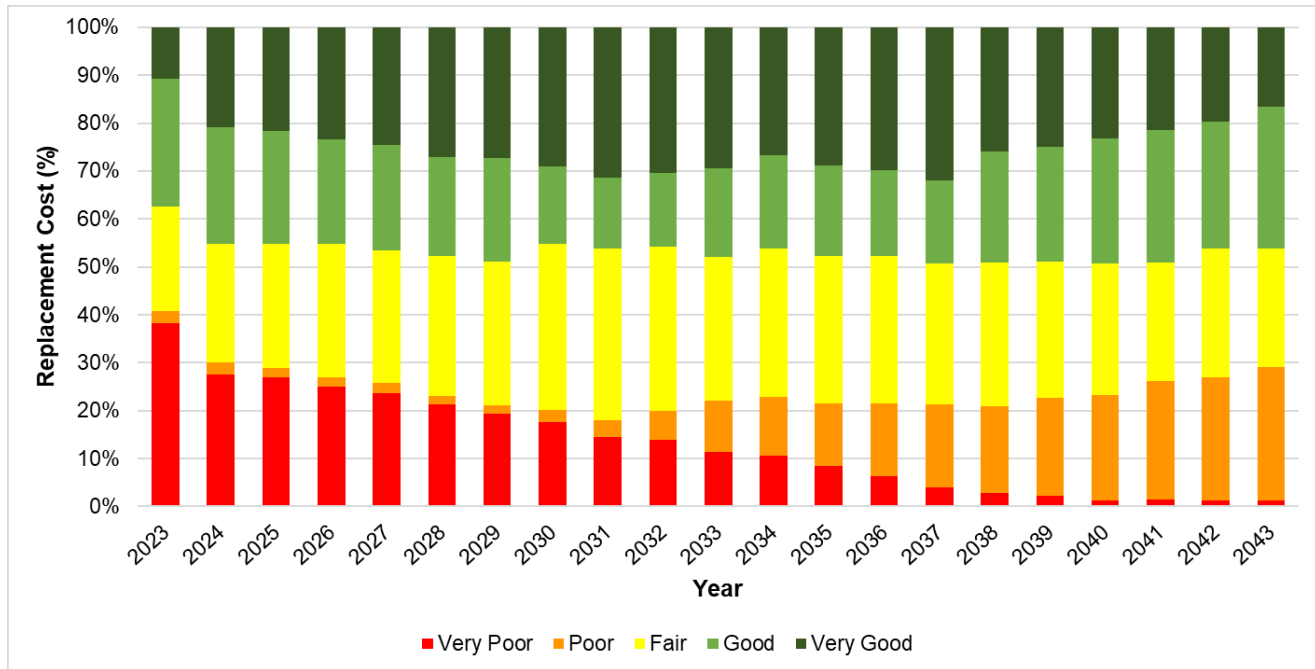


Figure 3-7. Water Network Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 3.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 3-8 and Table 3-6. Figure 3-8 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 3-6.

The City’s anticipated budget has been developed to meet the infrastructure needs of the asset category and based on the approved water financial plan. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets. There is a small gap of \$900,000 to optimize performance of assets based on lifecycle strategies. If current anticipated investments in the Water Network are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.

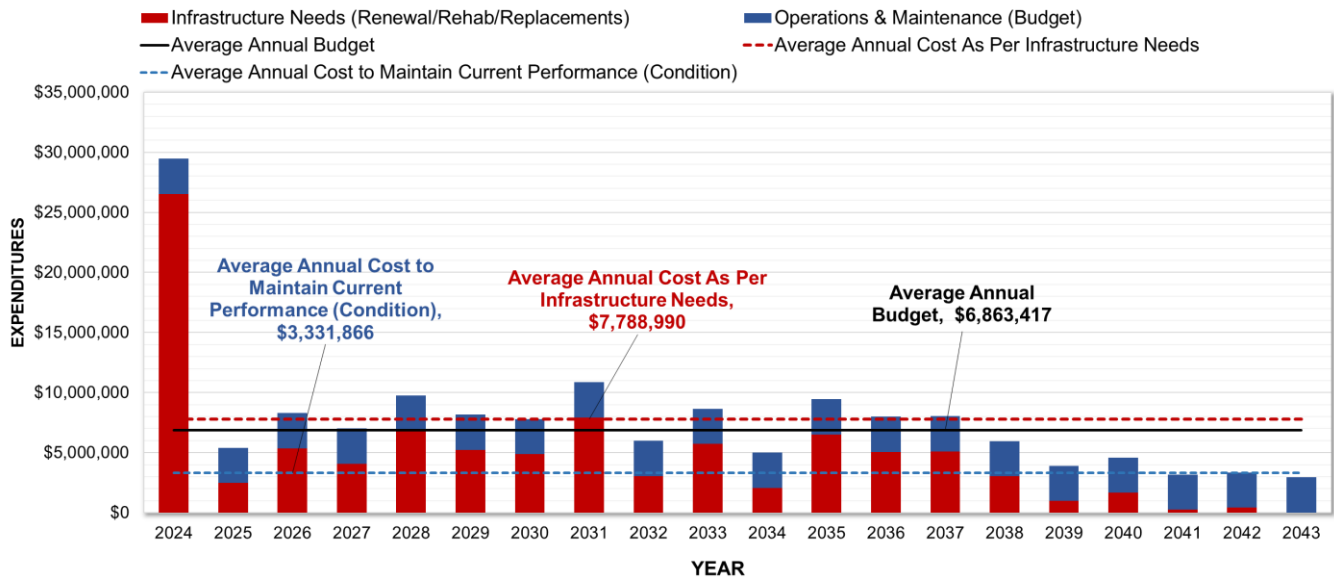


Figure 3-8. Water Network Scenario Comparison

There is a “backlog” included in the year 2024, which represents the cumulative backlog of deferred work that has accumulated and is needed to be complete. Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

Growth needs will be further reviewed for this asset category through future master plans to clearly identify needs for growth, which will then be incorporated into future iterations of this AMP, as they become available. This may greatly impact the infrastructure expenditure requirements.

Continued deferrals of projects will also lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

### 3.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 3-6.

Based on planned actions of the City, it is expected that the infrastructure needs funding will ultimately be achieved.

**Table 3-6. Water Network Lifecycle Activity Investments & Annual Average Infrastructure Gap**

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$2,936,826	\$2,936,826	\$2,936,826
Renewal, Rehabilitation, & Replacement	\$3,926,591	\$395,040	\$4,852,164
<b>Total Expenditure</b>	<b>\$6,863,417</b>	<b>\$3,331,866</b>	<b>\$7,788,990</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>\$925,573</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets

### 3.5 Data Confidence and Improvement Plan

Table 3-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 3-7. Data Confidence – Water Network**

Data Source	Data Confidence
GIS Infrastructure Needs Study	Good

#### 3.5.1 Recommendations for Improvements

The Infrastructure Needs Study provided simulations of needs based on existing hydraulic models to identify pressure and fire flow deficiencies throughout the system, which informed the needs forecasted in this AMP. The planned Water Master Servicing Plan and Model Calibration will further improve the information available for asset management planning.

It is also recommended that the City review and document needs for the GIS to fill gaps and document processes and governance of all data. As the City continues down their asset management journey, a strong data management strategy is required to keep and maintain information on all assets, including condition information and renewal activities.

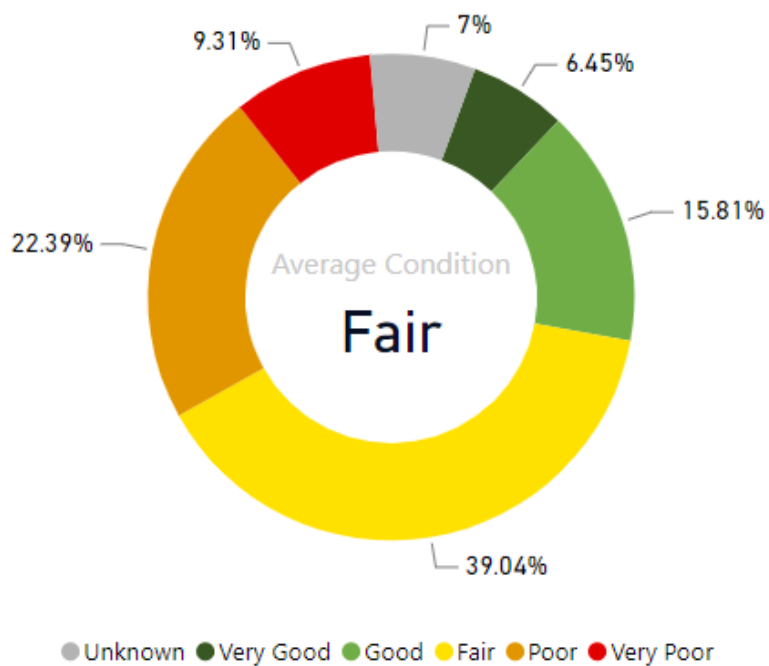


# 4 Stormwater Network

## Replacement Value

**\$180,288,677 M**

## Overall Average Asset Condition



## Quick Facts

The Stormwater Network has

- 98 km of stormwater mains (42% designed to current standards)
- Supporting assets including stormwater management ponds, outlets, forcemains, ditches and culverts

## 4 Stormwater Network

The City's stormwater infrastructure is located primarily throughout the urban setting. Rain and snowmelt generate stormwater, which permeates into the soil or flows as surface runoff. The storm sewer system gathers runoff through catch basins and directs it towards the nearest water body through gravity mains, predominantly the Welland Canal or Lake Erie, mitigating the potential for property flooding. Urban development and increased impervious surfaces have diminished natural drainage, underscoring the growing importance of stormwater management, especially amid climate change-induced intensification of storms.

### 4.1 State of the Infrastructure

#### 4.1.1 Asset Inventory and Valuation

The Stormwater Network includes mains, forcemains, leads, ditches, culverts, outlets, and ponds with a total estimated replacement value of \$180 million. Currently only 42% of the storm system is designed to current standards. Table 4-1 below details the inventory and the current estimated replacement value by asset type.

**Table 4-1. Asset Inventory and Current Replacement Value – Stormwater Network**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Mains	96,580	m	\$174,012,825
Outlets	58	Units	\$1,529,549
Forcemains	1,569	m	\$1,520,585
Leads	1,614	Units	\$1,336,327
Ditches	334	Units	\$870,564
Ponds	2	Units	\$780,109
Culvert	418	Units	\$238,718
<b>Total</b>			<b>\$180,288,677</b>

#### 4.1.2 Asset Condition

Condition was assigned to assets in the stormwater network using PACP scores (for mains that have Zoom camera inspections completed) or age/estimated service life for remaining assets. A description of the condition rating scale is shown below in Table 4-2. Based on the previous AMP and the Infrastructure Needs Study, the City began an initiative to acquire updated condition data by zoom camera, which will provide a baseline condition of the storm system. While not completed at the time of the development of this plan, where zoom camera information was available, this was used to inform this AMP. Where the information was unavailable, age and estimated service life were used to determine.

**Table 4-2. Condition Rating Scale – Stormwater Network**

Condition	Age/ESL	PACP Condition Rating
Very Good	>80% life remaining	1: Failure unlikely in foreseeable future (RSL = 35)
Good	60-80% life remaining	2: Pipe unlikely to fail for at least 20 years (RSL = 25)
Fair	40-60% life remaining	3: Pipe may fail in 10-20 years / Grade 3 (RSL = 15)
Poor	20-40% life remaining	4: Pipe will probably fail in 5 – 10 years (RSL = 7)
Very Poor	0-20% life remaining	5: Pipe failed or likely to fail within 5 years (RSL = 2)
Unknown		

The Stormwater Network overall condition by replacement value can be seen in Figure 4-1. Stormwater Network assets are on average in **fair condition** with over 61% of assets in fair or better condition. 7% of assets have an unknown condition.

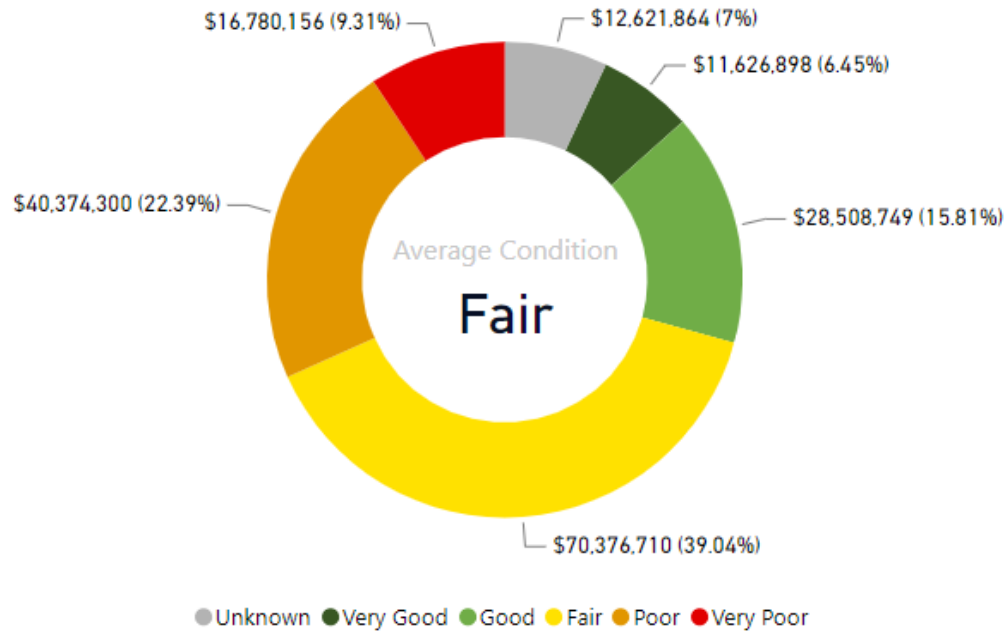


Figure 4-1. Asset Condition by Replacement Value – Stormwater Network

Figure 4-2 shows a breakdown of the condition distribution by replacement value for each asset type in the Stormwater Network.

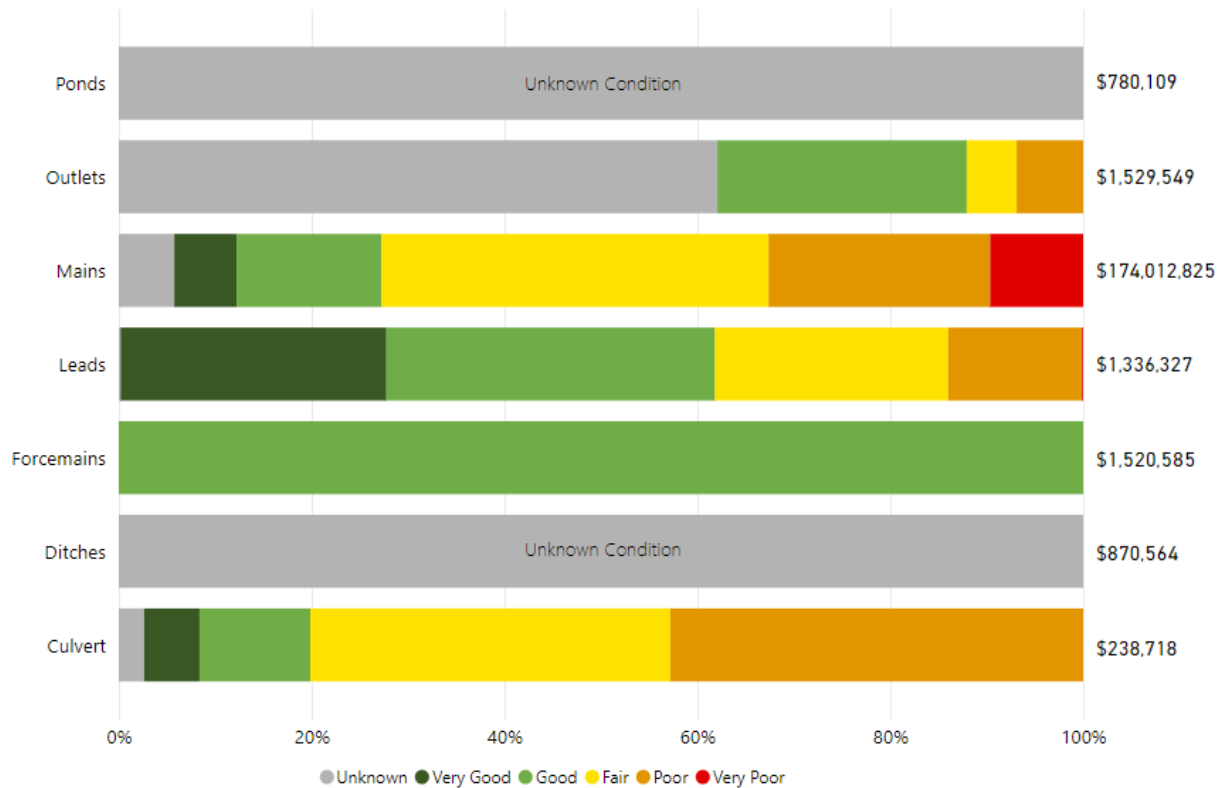


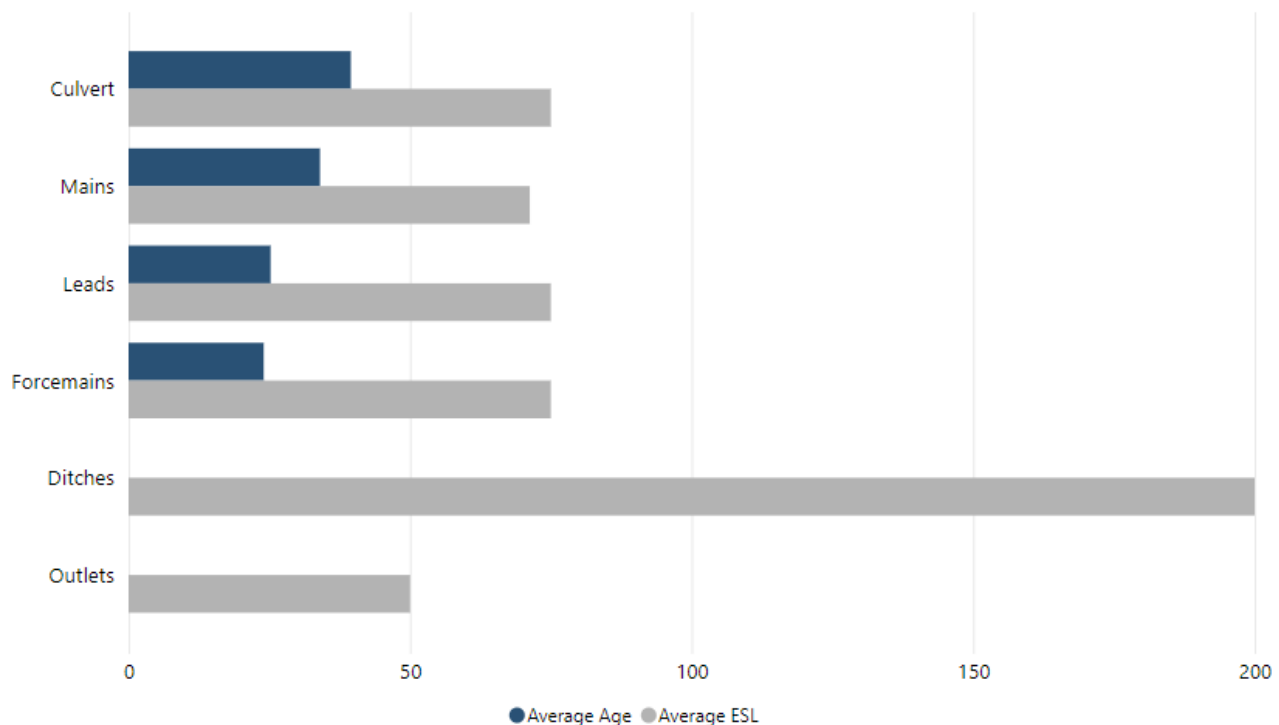
Figure 4-2. Asset Type Condition by Replacement Value – Stormwater Network

Ponds and ditches currently have an unknown condition while outlets, mains, and culverts have some assets with unknown condition. There is a small portion of storm main assets currently in very poor condition. Asset condition for most mains was assigned using age/estimated service life as currently only 11.41% of assets have zoom camera inspections. Once all mains have been inspected, these ratings may change to reflect the actual asset condition versus an estimated condition based on their age.

As a result of the nature of ponds and ditches, these assets do not have a condition assessment. The work on ditches is performed on a complaint basis. It is recommended that the City analyze the ponds to determine which ponds require dredging and use a sediment level metric to determine condition.

### 4.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Stormwater Network assets. Figure 4-3 compares the average age of Stormwater Network asset types to the average estimated service life.



**Figure 4-3. Average Age and Average Estimated Service Life – Stormwater Network**

For asset types that have age, the average age is less than the average estimated service life. Ditches and outlets do not currently have information for asset age. It is recommended that the City try to determine the ages of the outlets. The nature of how ditches are maintained, it would not provide



value for the City to try to fill the gap in age information for this asset type. These assets are maintained through operations and maintenance and age is not a factor in their condition.





## 4.2 Levels of Service

**Service Statement:** The stormwater system aims to protect property and people from the impacts of flooding and minimize exposure to risk.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 4-3 and Table 4-4 provide a summary of the community and technical levels of service metrics for the City's Stormwater Network. These are segmented into those that are required under the O.Reg.588/17 and other levels of service metrics that are defined by the City. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Stormwater Network assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.



Table 4-3. Community Level of Service – Stormwater Network

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Scope	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater management system	In the urban area, stormwater is conveyed via 98 km of City storm sewers, as well as over 5 km of culverts and 40 km of managed ditches and swales. Throughout the entire city, overland drainage routes and natural watercourses contribute to the conveyance of surface stormwater. See Appendix C.
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	3%

Table 4-4. Technical Level of Service – Stormwater Network

Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>		
Scope	Percentage of properties in municipality resilient to a 100-year storm.	5.05%
Scope	Percentage of the municipal stormwater management system resilient to a 5-year storm.	85%
<b>City Defined</b>		
Safe & Regulatory	Percentage of stormwater management system designed to current standards.	42%



Key Service Attribute	Performance Measure	Current Performance
Safe & Regulatory	Percentage of network inspected within last 5 years.	100%
Accessible & Reliable	Percentage of replacement value of assets in very poor condition.	9.31%
Accessible & Reliable	Percentage of catchbasins cleaned annually.	33%

## 4.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is a concise overview of some existing asset management practices within the Stormwater Network.

### 4.3.1 Lifecycle Activities

Lifecycle activities for Stormwater assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that Stormwater assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 4-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 4-5. Asset Management Practices and Associated Frequency – Stormwater Network

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Infrastructure Needs Study (INS)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>CLI-ECAs</li> </ul>	<ul style="list-style-type: none"> <li>As per regulatory requirements</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Storm Sewer CCTV inspection / zoom camera inspections</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Outlet Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Weekly; as required</li> </ul>
<ul style="list-style-type: none"> <li>Storm Sewer flushing / cleaning</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Catchbasin and Lead flushing</li> </ul>	<ul style="list-style-type: none"> <li>33% of catchbasins/leads per year</li> </ul>
<ul style="list-style-type: none"> <li>Urban ditch cleaning</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Outlet cleaning</li> </ul>	<ul style="list-style-type: none"> <li>As required (storm based)</li> </ul>
<ul style="list-style-type: none"> <li>Lead inspections</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Storm Sewer spot repair</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Storm Sewer replacement (gravity &amp; forcemains)</li> </ul>	<ul style="list-style-type: none"> <li>End of Service Life</li> </ul>
<ul style="list-style-type: none"> <li>Remaining asset replacements (culverts, inlets, leads, manholes, outlets)</li> </ul>	<ul style="list-style-type: none"> <li>End of Service Life</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Mains removals through standard construction practices</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>• Pipe upsizing</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Expansion to support growth</li> </ul>	<ul style="list-style-type: none"> <li>• As required (e.g. development)</li> </ul>

## 4.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 4.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 4.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

As the City is improving their understanding of the storm system, it is expected the condition profiles of this asset system will change drastically once all the data has been collected to better inform this plan. The updated condition information will also assist in developing appropriate lifecycle strategies to address this asset category and to better protect public and private land from flooding.

### 4.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs of the asset category, which includes a 33% increase to "catch-up" to needs until 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement activities for the Stormwater Network is \$4.6 million. The condition distribution for the anticipated budget scenario can be seen in Figure 4-4. The condition distribution shows that assets in very poor condition increase drastically over the forecast period, starting at just over 10% and ending the forecast at over 30%.

With the current anticipated funding, the overall condition of Stormwater Network assets decreases. This performance forecast highlights the challenges the City may face in keeping up with infrastructure needs and ensuring assets are in a state of good repair.

The City is currently undergoing a project to obtain updated condition data of the storm system and will continue to enhance the lifecycle strategies and budget to meet the needs of the storm system to improve this asset system.

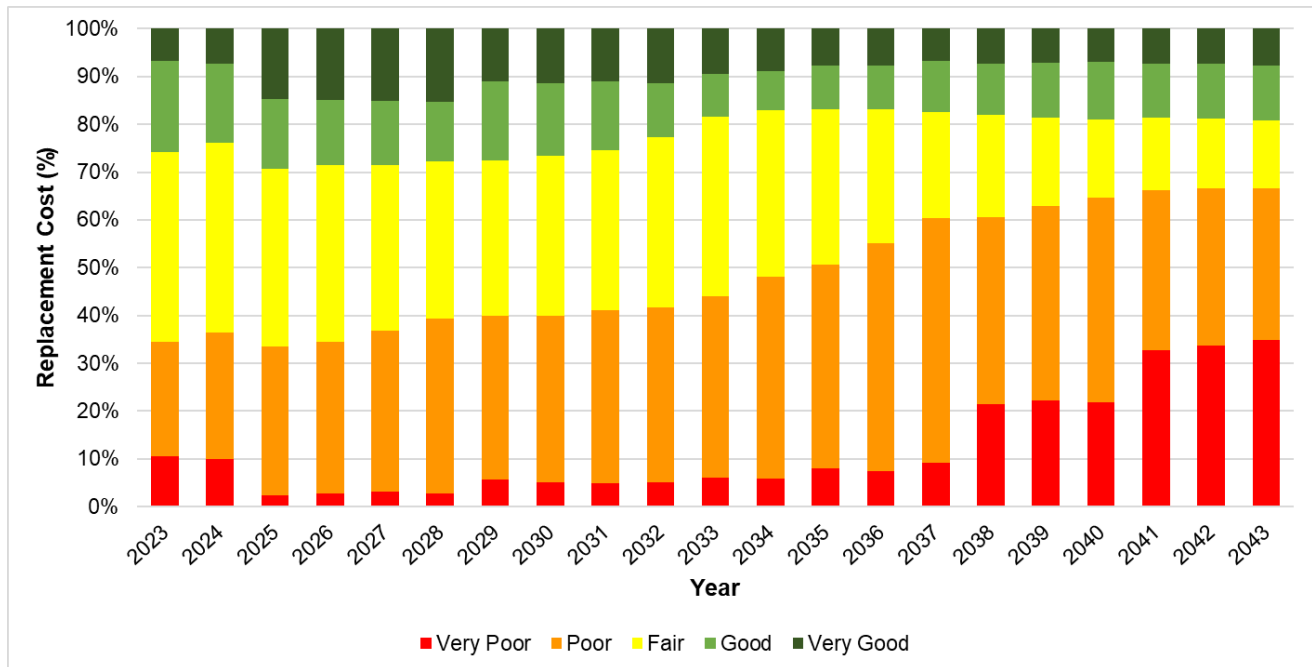


Figure 4-4. Stormwater Network Performance Forecast with Current Funding

#### 4.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Stormwater Network asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$3.2 million is needed to maintain the current performance (condition/level of service) for Stormwater Network assets. There no funding gap compared to the anticipated annual funding. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 4-5. Asset condition increases slightly in with this scenario.

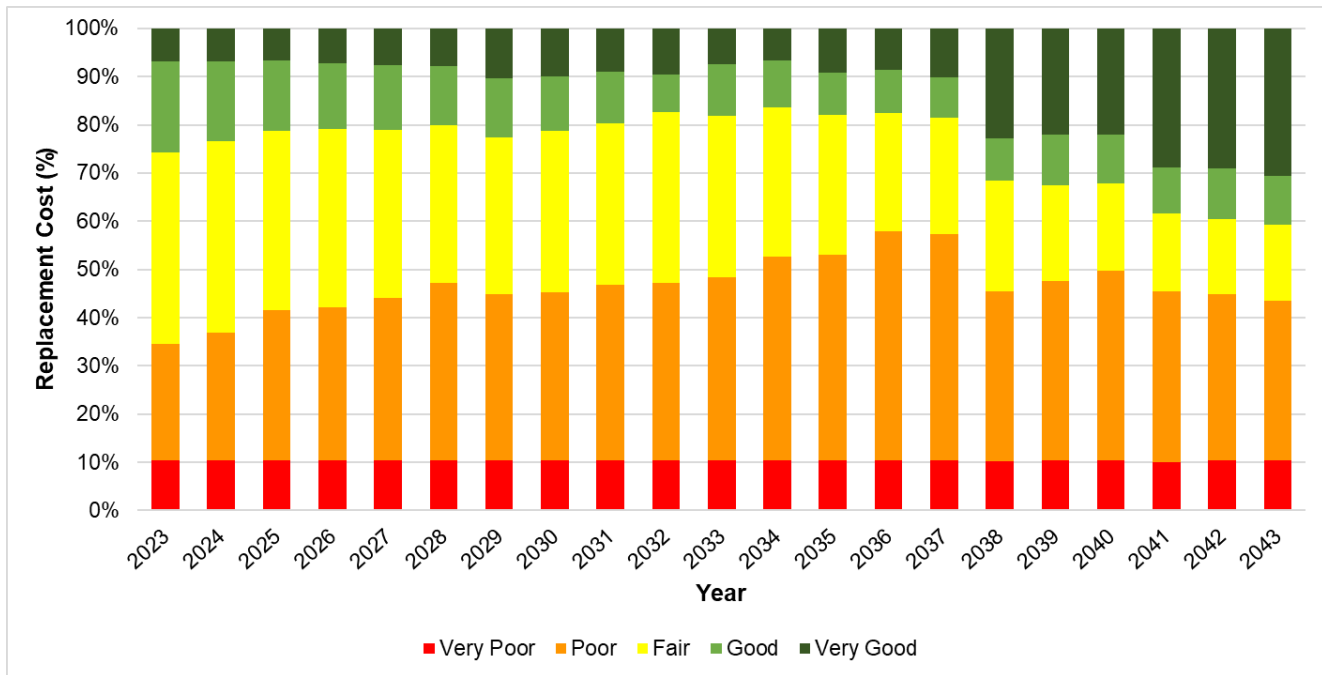


Figure 4-5. Stormwater Network Performance Forecast to Maintain Levels of Service

### 4.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$4.5 million is required for this scenario. There is no anticipated funding gap compared to the anticipated budget allocation in the Stormwater Network. The condition distribution for Stormwater Network assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 4-6. In this performance forecast the overall condition of assets increases drastically compared to the other scenarios. This suggests that the City should focus on following the lifecycle strategies to ensure overall condition will increase into the future.



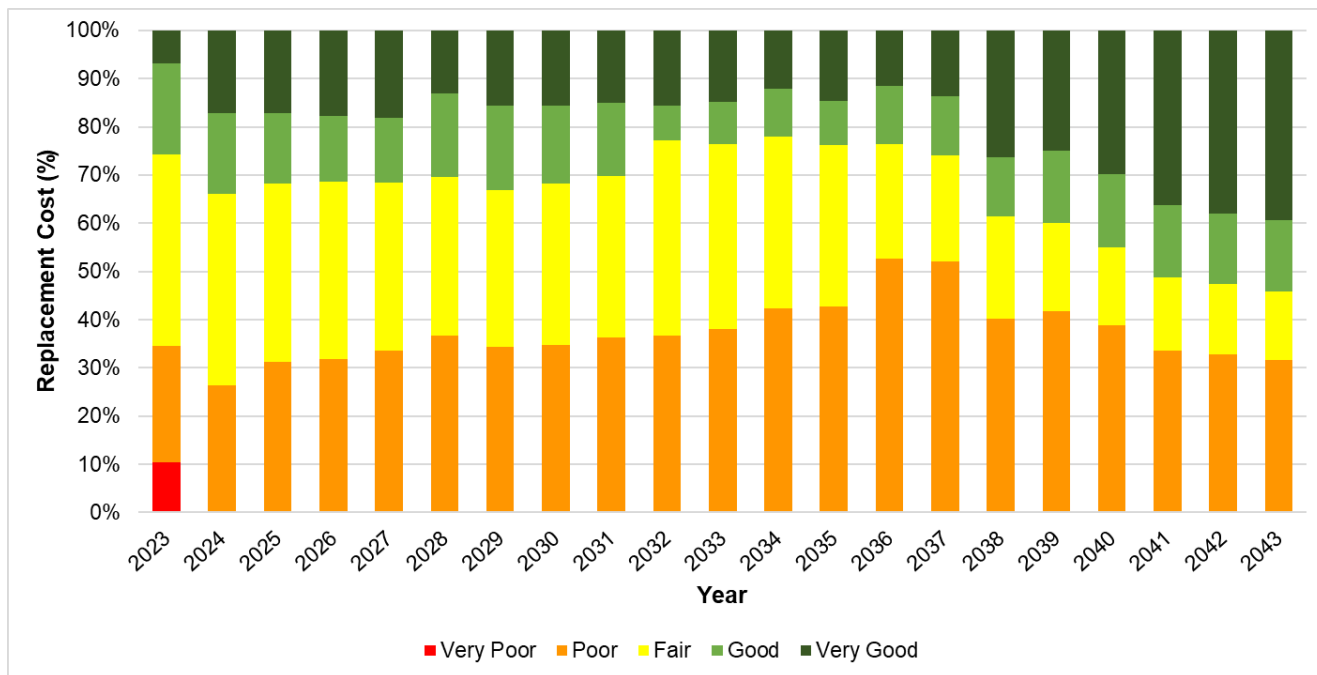


Figure 4-6. Stormwater Network Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

#### 4.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 4-7 and Table 4-6. Figure 4-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above.

The City’s anticipated budget has been developed to meet the infrastructure needs of the asset category, which includes a 33% increase to “catch-up” to needs until 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies if the funding levels developed are provided as reported in this plan. If current anticipated investments in the Stormwater Network are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.

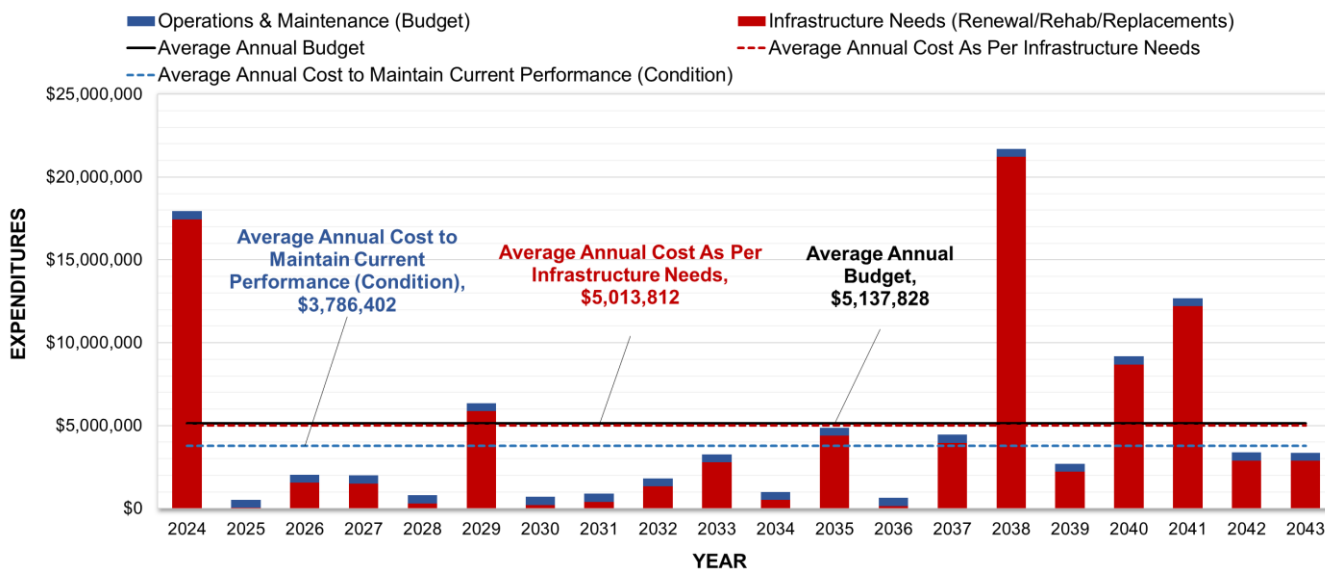


Figure 4-7. Stormwater Network Scenario Comparison

There is a “backlog” included in the year 2024, which represents the cumulative backlog of deferred work that has accumulated and is needed to be complete. Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

The infrastructure needs for storm are expected to increase as more information is available, and more assessments have been conducted on areas that require improved storm management. Currently only 42% of the storm system is designed to current standards, and only one third of the urban area has working designed infrastructure. As new information is available, the lifecycle strategies will continue to evolve to be more concise and will improve the accuracy of this strategy, and the needs for both maintenance and renewals and replacements will fluctuate in the future as the issues with this system are further analyzed.

Growth needs will be further reviewed for this asset category through future master plans to clearly identify needs for growth, which will then be incorporated into future iterations of this AMP, as they become available. This may greatly impact the infrastructure expenditure requirements. Continued deferrals of projects may lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

#### 4.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 4-6.

**Table 4-6. Stormwater Network Lifecycle Activity Investments & Annual Average Infrastructure Gap**

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$493,600	\$493,600	\$493,600
Renewal, Rehabilitation, & Replacement	\$4,644,228	\$3,292,802	\$4,520,212
<b>Total Expenditure</b>	<b>\$5,137,828</b>	<b>\$3,786,402</b>	<b>\$5,013,812</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

As further analysis of the storm system is completed through the master service plan, it is expected that the infrastructure needs for this asset class to grow, as currently only 42% of the storm system is designed to current standards. Further needs for the storm system will be reviewed in the planned stormwater master plan following the completion of the zoom camera inspection which will provide a condition assessment of all pipes. This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 4.5 Data Confidence and Improvement Plan

Table 4-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 4-7. Data Confidence – Stormwater Network**

Data Sources	Data Confidence
GIS Infrastructure Needs Study Zoom camera condition assessments for Sewers	Fair

### 4.5.1 Recommendations for Improvements

The City is currently undergoing zoom camera condition assessments for their storm sewers, based on recommendations from the Infrastructure Needs Study. During this assessment, work is being completed to update and fix the current information available in the City's GIS. A portion of this updated information was available during the development of this plan. This will greatly improve the data confidence for the storm sewers for the 2025 iteration of this plan.

The Stormwater Master Servicing Plan will assist the City in further informing future iterations of the AMP and include needs to address future growth.

It is also recommended that the City review and document needs for the GIS to fill gaps and document processes and governance of all data. As the City continues down their asset management journey, a strong data management strategy is required to keep and maintain information on all assets, including condition information and renewal activities.

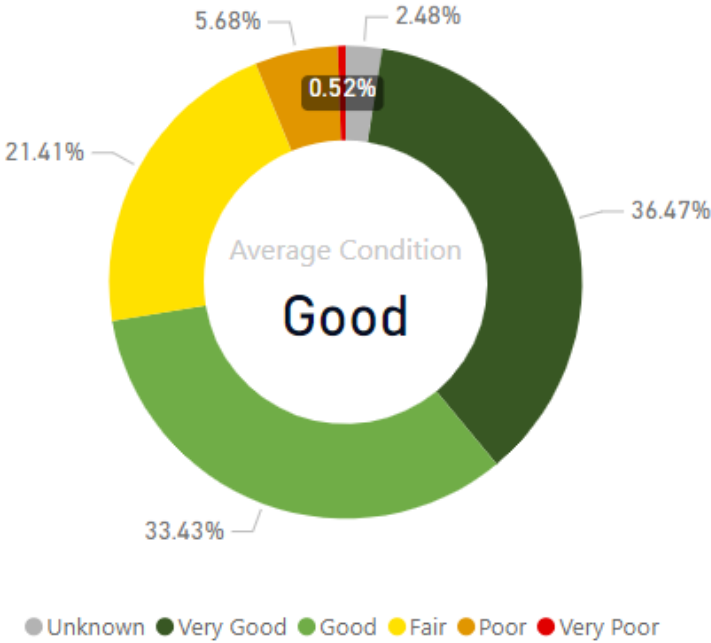
# 5 Transportation



## Replacement Value

**\$507,351,759 M**

## Overall Average Asset Condition



## Quick Facts

Transportation maintains:

- 251 km of roads throughout the City
- A number of supporting assets including guiderails, sidewalks, streetlights, pedestrian bridges, and parking lots



## 5 Transportation

Transportation assets allow for the movement of people, goods, and services to support residents' lifestyles and economic activity. The City has approximately 251 km of roads as well as a number of bridges and culverts, all of which are inspected and maintained to provide safe and reliable service for residents and visitors. Of note, this asset class does not include small drainage culverts (less than 1m in diameter) or driveway culverts.

### 5.1 State of the Infrastructure

#### 5.1.1 Asset Inventory and Valuation

The transportation network includes bridges and culverts, parking lots, pedestrian bridges, retaining walls, assets within the right of way, roads, and sidewalks with a total estimated replacement value of \$507 million. Table 5-1 below summarizes the asset inventory and the current estimated replacement values by asset type.

**Table 5-1. Asset Inventory and Current Replacement Values - Transportation**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Bridge	2	Units	\$6,706,886
Culvert	26	Units	\$20,673,177
Parking Lots	49	Units	\$1,239,674
Pedestrian Bridge	2	Units	\$1,031,753
Retaining Wall	11	Units	\$928,805
Right of Way – Guiderails	4,537	m	\$1,110,861
Right of Way – Street Light	2,105	Units	\$12,711,042
Right of Way – Traffic Signs	4,131	Units	\$826,200
Roads – Arterial	79,852	m	\$165,575,300
Roads - Local	171,331	m	\$281,148,506
Sidewalks	90,586	m	\$15,399,555
<b>Total</b>			<b>\$507,351,759</b>

### 5.1.2 Asset Condition

Transportation asset condition was assigned using bridge condition index (BCI) scores for bridges and culverts, pavement condition index (PCI) scores for roads, and age/estimated service life for remaining asset types. A description of the condition rating scales for Transportation assets is shown in Table 5-2.

The City ensures bridge and culvert structures are safe and reliable in accordance with regulatory requirements and community expectations. All bridges and major structures are inspected every two years in conformance with the Ontario Structure Inspection Manual (OSIM) which provides a standardized, systematic assessment in accordance with O. Reg. 104/97. These inspections provide the BCI scores used to evaluate condition, and ensure the structural integrity, safety, and condition of these structures through renewal and rehabilitation recommendations.

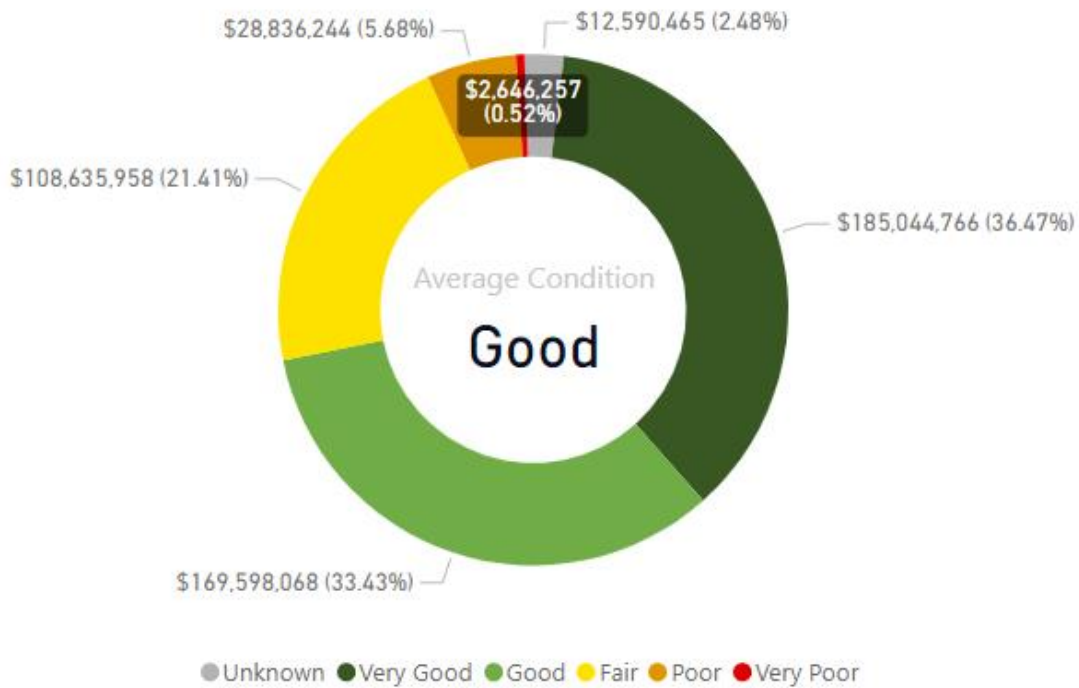
The roads were assessed during the Roads Needs Study performed as part of the Infrastructure Needs Study, which provided updated PCI values were used to evaluate condition as per the table below.

**Table 5-2. Condition Rating Scale – Transportation**

Condition	Age/ESL	PCI	BCI
Very Good	>80% life remaining	> 80	> 86
Good	60-80% life remaining	67 – 80	70 – 86
Fair	40-60% life remaining	55 – 67	61 – 70
Poor	20-40% life remaining	35 – 55	41 – 61
Very Poor	0-20% life remaining	< 35	< 41
Unknown			

The overall condition distribution for Transportation assets by replacement value is in Figure 5-1.

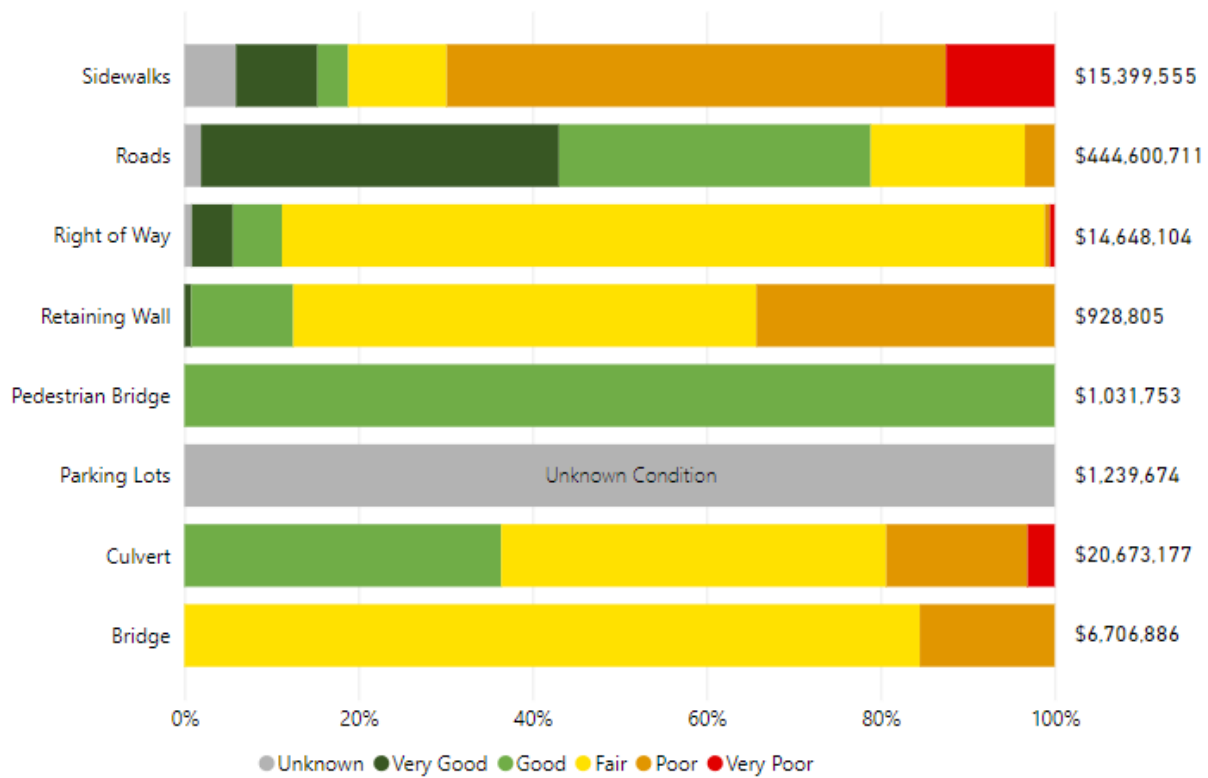




**Figure 5-1. Asset Condition by Replacement Value – Transportation**

Transportation assets are on average in good condition with over 69% of assets in good or better condition. Approximately 2.5% of assets have an unknown condition. The breakdown of condition by replacement value for each asset type can be seen in Figure 5-2.

The unknown condition values for the Transportation assets included the City’s parking lots, some right of way assets including traffic signs. It is recommended the City continue to evaluate opportunities to update asset information where possible.

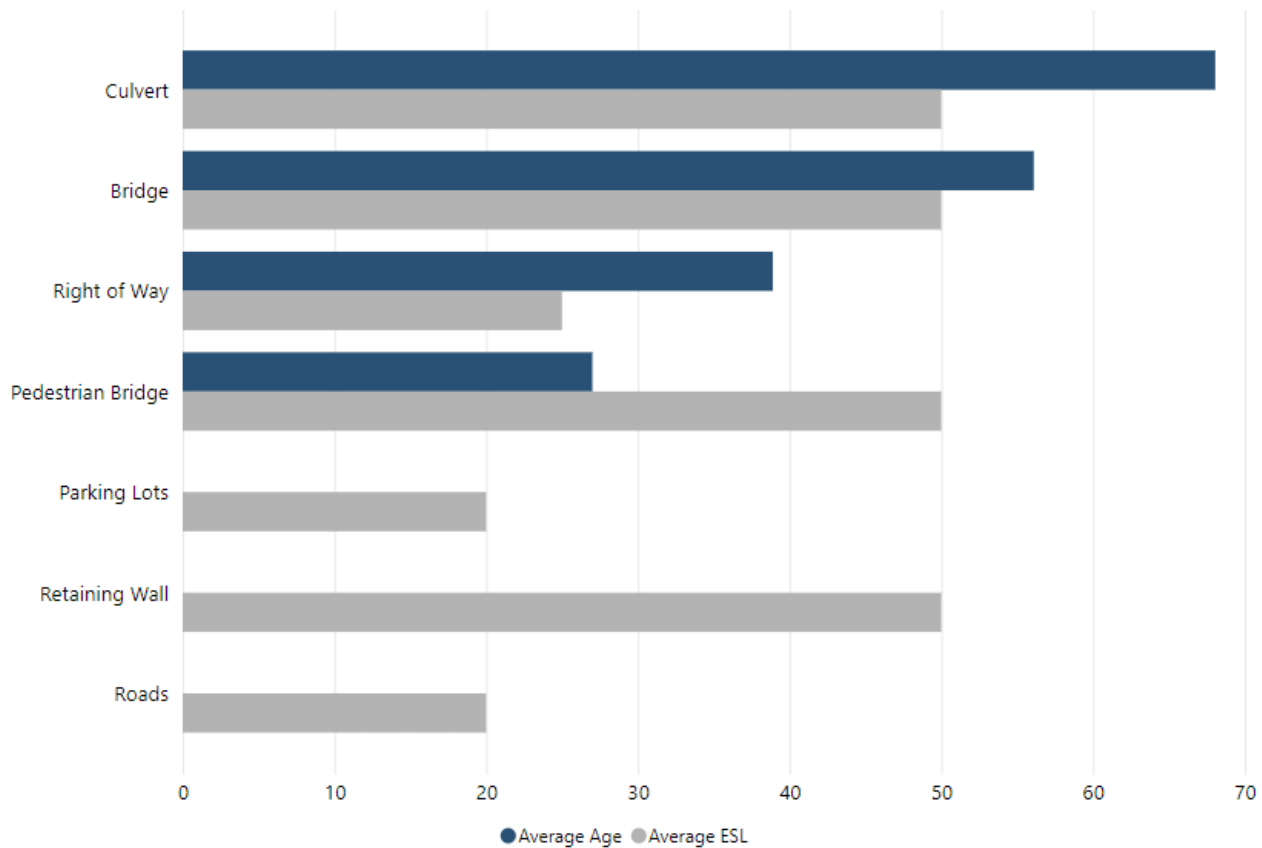


**Figure 5-2. Asset Type Condition by Replacement Value – Transportation**

Parking lots currently have unknown conditions. The large remainder of assets have conditions assigned. Only 0.52% of the overall transportation condition distribution is in very poor condition, which pertains to a small portion of Right of Way assets (6.66%) and a small portion of culverts (3.11%). Over 75% of the City’s roads are in good to very good condition, which accounts for a large amount of the overall Transportation asset register.

### 5.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Transportation assets. Figure 5-3 below compares the average age of Transportation asset types to the average estimated service life.



**Figure 5-3. Average Age and Average Estimated Service Life – Transportation**

Figure 5-3 shows that culverts, bridges and right of way assets are on average typically past their estimated service lives. Bridges and Culverts are inspected regularly through OSIMs in accordance with O. Reg. 104/19 ensuring that they are structurally safe, so while their ages are past the estimated service lives, we know they inspected regularly. Parking lots, retaining walls and roads do not currently have age information.

It is recommended the City try to fill the gap of the age for parking lots and the retaining walls. Roads does not require an installation date/age to assess condition. The roads are evaluated for condition on a regular basis, and this information is used to inform the lifecycle strategies, so age information is not required. It would be a valuable for the City to maintain resurfacing/reconstruction history of the roads to use this information to assist in guiding forecasting of how often roads should be resurfaced.



## 5.2 Levels of Service

**Service Statement:** The transportation network is convenient, safe, efficient, and managed in accordance with regulatory requirements.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 5-3 and Table 5-4 provide a summary of the community and technical levels of service metrics for the City's Transportation Network. These are segmented into those that are required under the O.Reg.588/17 and other levels of service metrics that are defined by the City. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Transportation assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.



Table 5-3. Community Levels of Service – Transportation

Asset Type	Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>			
Roads	Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	The road network in the City of Port Colborne includes provincial, regional, and municipal roads. The 251km of City owned roads are classified as arterial, collector, local and laneways, in decreasing order of size and capacity. See Appendix D.
Roads	Quality	Description or images that illustrate the different levels of road class pavement condition	See Appendix E.
Bridges & Culverts	Scope	Description of the traffic that is supported by municipal bridges (e.g. heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges & Culverts on roads support all classes of vehicles including motor vehicles, heavy transport vehicles, buses, and emergency vehicles, as well as pedestrians and cyclists.
Bridges & Culverts	Quality	Description or images of the condition of bridges and how this would affect use of the bridges	The City follows the standards and best practices in the Ontario Structure Inspection Manual to determine the condition of bridges and culverts.
Bridges & Culverts	Quality	Description or images of the condition of culverts and how this would affect use of the culverts	The City follows the standards and best practices in the Ontario Structure Inspection Manual to determine the condition of bridges and culverts.

Asset Type	Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>			
All	Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	12%

Table 5-4. Technical Level of Service – Transportation

Asset Type	Key Service Attribute	Performance Measure	Current Performance
<b>Regulatory</b>			
Roads	Scope	Number of lane-kilometres of each of arterial roads as a proportion of square kilometres of land area of the municipality.	0.64
Roads	Scope	Number of lane-kilometres of each of collector roads as a proportion of square kilometres of land area of the municipality.	No collector roads
Roads	Scope	Number of lane-kilometres of each of local roads as a proportion of square kilometres of land area of the municipality.	1.37
Roads	Quality	Average pavement condition index for paved roads in the municipality	74.3
Roads	Quality	Average surface condition for unpaved roads in the municipality	71.2



Asset Type	Key Service Attribute	Performance Measure	Current Performance
Bridges & Culverts	Scope	Percent of bridges in the municipality with loading or dimensional restrictions	50%
Bridges & Culverts	Quality	For bridges, the average bridge condition index value	65
Bridges & Culverts	Quality	For structural culverts, the average bridge condition index value. (span of 3m or greater)	67
<b>City Defined</b>			
Roads	Accessible & Reliable	Percentage of replacement value of assets in very poor condition	0%
Roads	Accessible & Reliable	Percentage of roads that are paved	72.23%
Roads	Accessible & Reliable	Length of off-road trails	25.30
Roads	Accessible & Reliable	Percent local roads with sidewalks	63.99%
Bridges & Culverts	Accessible & Reliable	Percent of replacement value of assets in very poor condition	2.35%



## 5.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Transportation.

### 5.3.1 Lifecycle Activities

Lifecycle activities for Transportation assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that transportation assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Maintaining these assets in optimal condition, the City can extend their lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services and amenities offered from well-maintained assets. Table 5-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities. Any lifecycle activity mentioning minimum maintenance standards refers to those established under O. Reg. 239/02 Minimum Standards for Municipal Highways.

Table 5-5. Asset Management Practices and Associated Frequency – Transportation

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
• Traffic Studies/Counts	• As needed
• Pavement Condition Assessment (Roads Needs Study)	• Every 5 years
• Bridge and Culvert Condition inspections (following OSIM)	• Bi-Annually
<b>Operations &amp; Maintenance Activities</b>	
• Road inspections as per the Minimum Maintenance Standards	• As per MMS
• Road sweeping	• Road classification
• Visual inspections by road patrol	• As per MMS
• Additional maintenance as per finds of road patrol inspections	• As required
• Winter maintenance – snow plowing, salt/sand	• As required
• Asphalt patching	• As required
• Line painting	• Annually
• Crack sealing	• As required
• Dust suppression	• Annually
• Culvert inspections	• As required
• Road side shouldering	• Annually
• Catch basin cleanouts	• Annually 25% per year
• Sidewalk maintenance	• As required

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>• Guiderail maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Roadside ditching</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Roadside lawn mowing</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Road grading (stone, clay roads)</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<ul style="list-style-type: none"> <li>• Roadside tree work</li> </ul>	<ul style="list-style-type: none"> <li>• Road/pedestrian safety</li> </ul>
<ul style="list-style-type: none"> <li>• Signage – retroreflectivity inspections</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>
<ul style="list-style-type: none"> <li>• Bridge and Culvert inspection in accordance with Minimum Maintenance Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-Annually</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>• Road resurfacing</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<ul style="list-style-type: none"> <li>• Guiderail replacement</li> </ul>	<ul style="list-style-type: none"> <li>• End of life</li> </ul>
<ul style="list-style-type: none"> <li>• Sidewalk replacement</li> </ul>	<ul style="list-style-type: none"> <li>• End of life</li> </ul>
<ul style="list-style-type: none"> <li>• Curb replacement</li> </ul>	<ul style="list-style-type: none"> <li>• End of life</li> </ul>
<ul style="list-style-type: none"> <li>• Major road reconstruction</li> </ul>	<ul style="list-style-type: none"> <li>• End of life</li> </ul>
<ul style="list-style-type: none"> <li>• Bridge and Culvert replacement of deteriorated structures</li> </ul>	<ul style="list-style-type: none"> <li>• End of Life</li> </ul>
<ul style="list-style-type: none"> <li>• Bridge and Culvert activities instigated by OSIM inspection findings</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>• Asphalt re-use as backfill from milling</li> </ul>	<ul style="list-style-type: none"> <li>• Ad-hoc</li> </ul>
<ul style="list-style-type: none"> <li>• Reuse of asphalt in granular A and B in reconstruction</li> </ul>	<ul style="list-style-type: none"> <li>• Ad-hoc</li> </ul>

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>Contaminated soils disposal from Roads work</li> </ul>	<ul style="list-style-type: none"> <li>Ad-hoc</li> </ul>
<ul style="list-style-type: none"> <li>Bridge and Culvert - decommission at end of useful life</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Bridge and Culvert - disposal of abandoned or obsolete structures during construction projects</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>Road widening</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>New sections of road</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Addition of new sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>On demand changes as per development</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Bridge and Culvert - additions to support changes in demand as per local developments</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>

## 5.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 5.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 5.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 5.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of anticipated funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to "catch up" to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement activities for Transportation is expected to be approximately \$5.7 million. The condition distribution for the Anticipated Budget scenario can be seen below in Figure 5-4. The condition distribution shows that assets in poor to very poor condition increases over the forecast period. Assets in good to very good condition also increases slightly with the current anticipated annual funding.

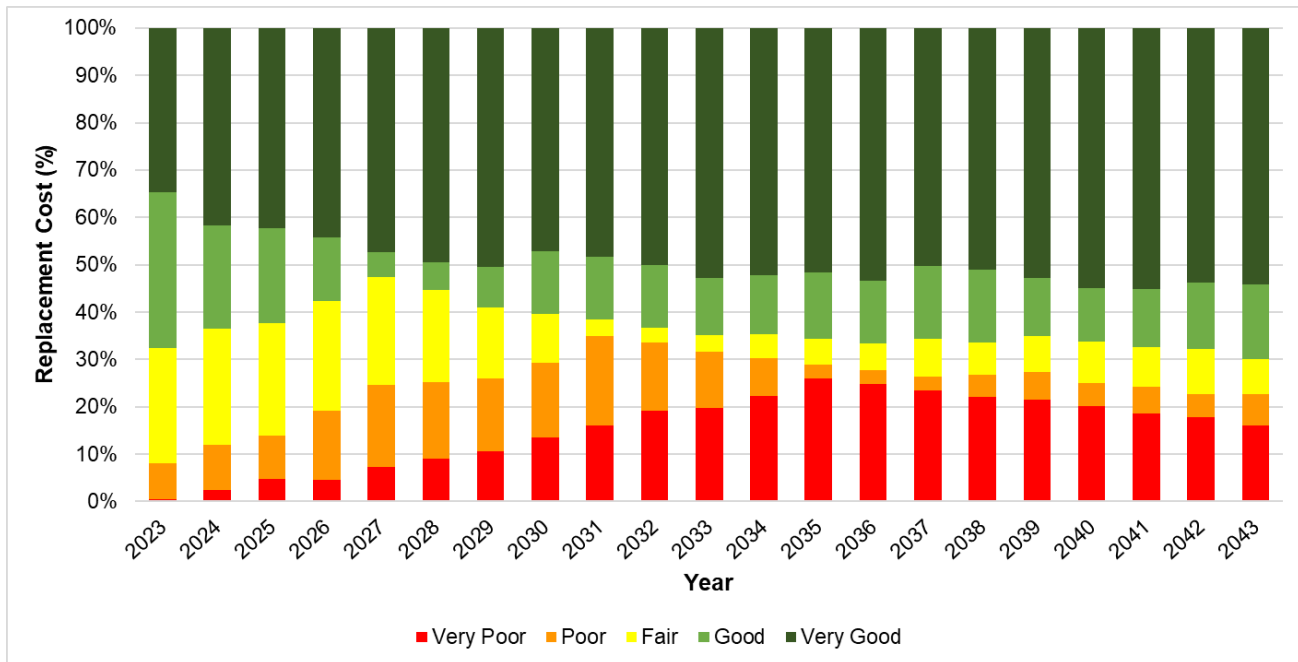


Figure 5-4. Transportation Performance Forecast with Current Funding

### 5.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Transportation asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$4.2 million is needed to maintain the current performance (condition/level of service) for Transportation assets. There is no funding gap of to maintain levels of service compared to the anticipated annual funding. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 5-5. Figure 5-5 shows an overall decline in asset condition, with assets in good to very good condition going from approximately 70% to under 50% over the forecast period.

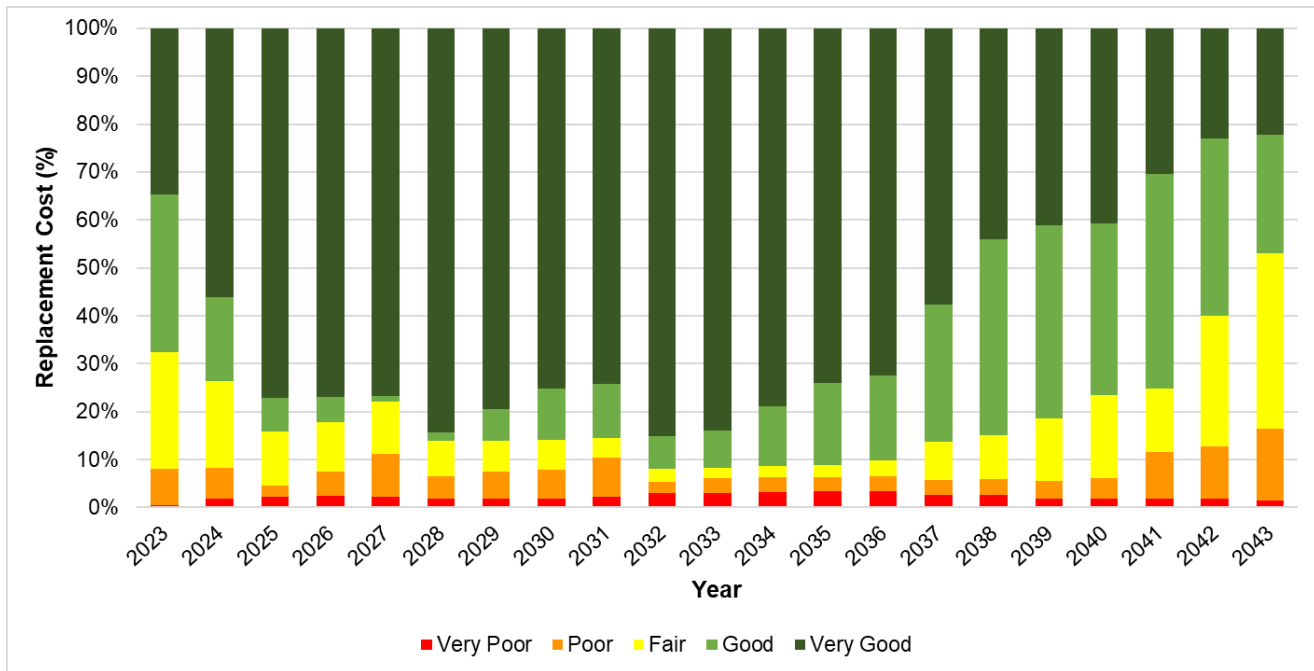


Figure 5-5. Transportation Performance Forecast to Maintain Levels of Service

### 5.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation, and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an annual budget of \$5.3 million is required for this scenario. There is no funding gap compared to the Anticipated Budget allocation in Transportation. The condition distribution for Transportation assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 5-6. Overall condition decreases slightly in this forecast scenario, with assets in fair condition increasing and assets in good to very good condition decreasing.



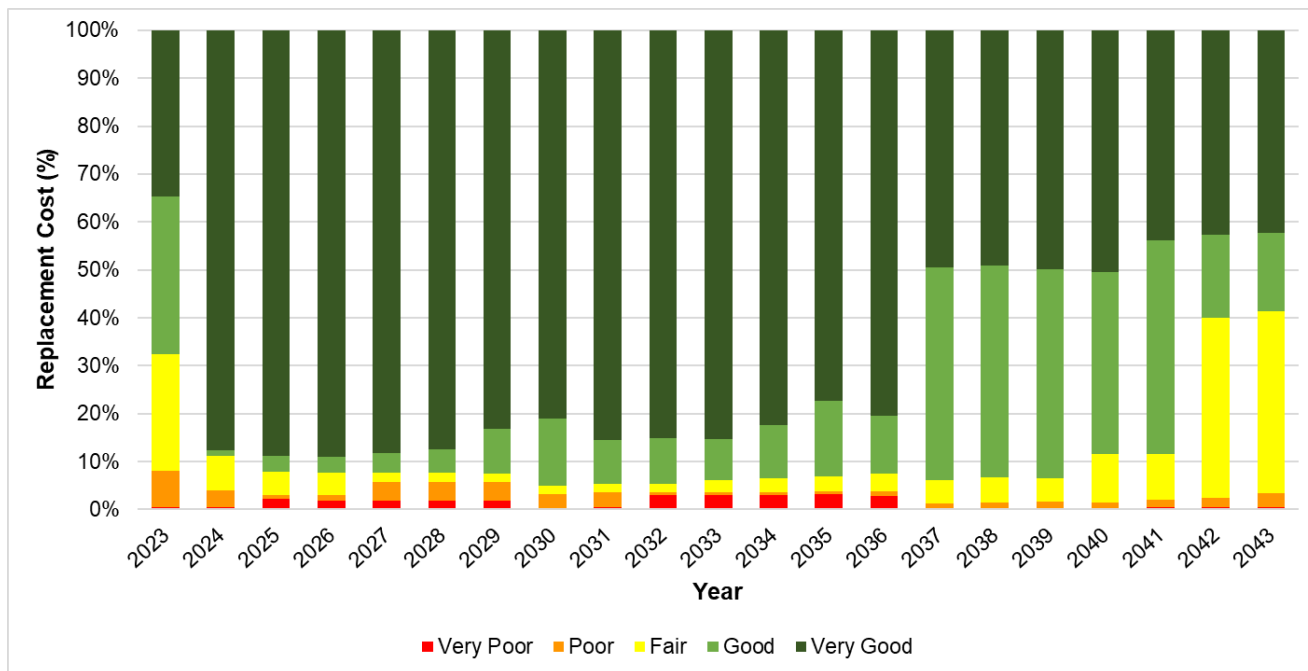


Figure 5-6. Transportation Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 5.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 5-7 and Table 5-6. Figure 5-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 5-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to “catch up” to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies if the funding levels developed are provided as reported in this plan. If current anticipated investments in Transportation are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.

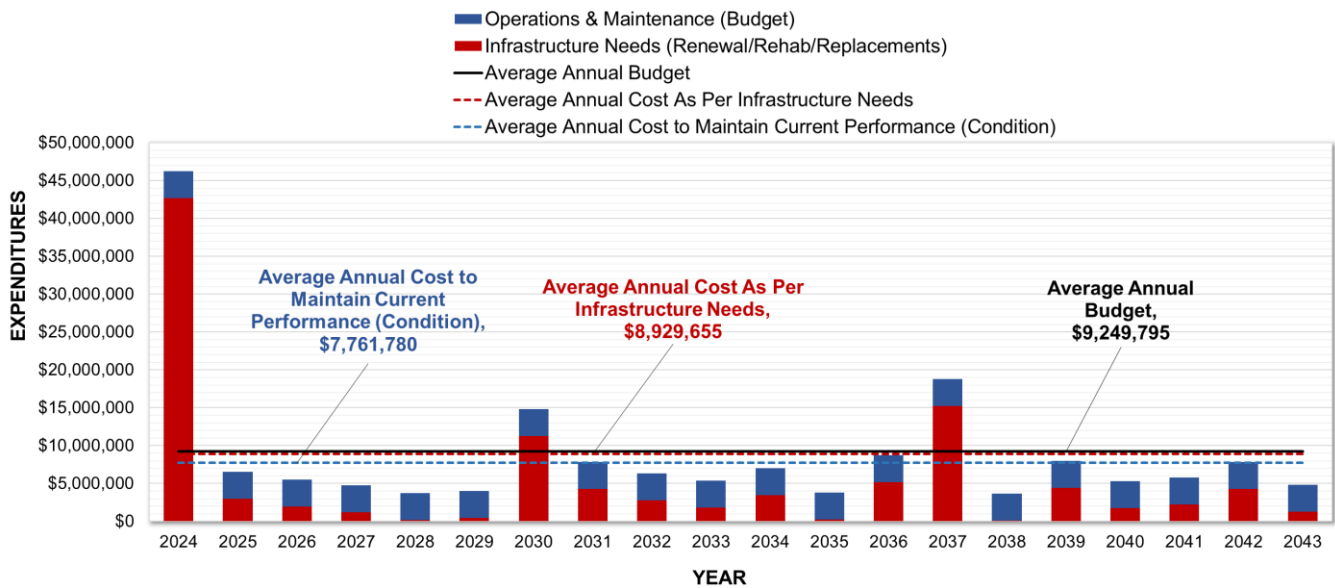


Figure 5-7. Transportation Scenario Comparison

There is a “backlog” included in the year 2024, which represents the cumulative backlog of deferred work that has accumulated and is needed to be complete. Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

Continued deferrals of projects will also lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

5.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 5-6.

**Table 5-6. Transportation Network Lifecycle Activity Investments & Annual Average Infrastructure Gap**

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$3,552,075	\$3,552,075	\$3,552,075
Renewal, Rehabilitation, & Replacement	\$5,697,720	\$4,209,705	\$5,377,580
<b>Total Expenditure</b>	<b>\$9,249,795</b>	<b>\$7,761,780</b>	<b>\$8,929,655</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 5.5 Data Confidence and Improvement Plan

Table 5-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 5-7. Data Confidence - Transportation**

Data Source	Data Confidence
GIS Infrastructure Needs Study, including Roads Needs Study, Sidewalk Inspection, Guiderail Inspection OSIM Inspections	Good

### 5.5.1 Recommendations for Improvements

Most transportation assets have a high level of confidence as a result of the Infrastructure Needs study that assessed and compiled conditions for many of the transportation assets. There are some outliers, where minimal information was available (i.e. Parking Lots), and further assessment of these assets are required.

It is also recommended that the City review and document needs for the GIS to fill gaps and document processes and governance of all data. As the City continues down their asset management journey, a strong data management strategy is required to keep and maintain information on all assets, including condition information and renewal activities.

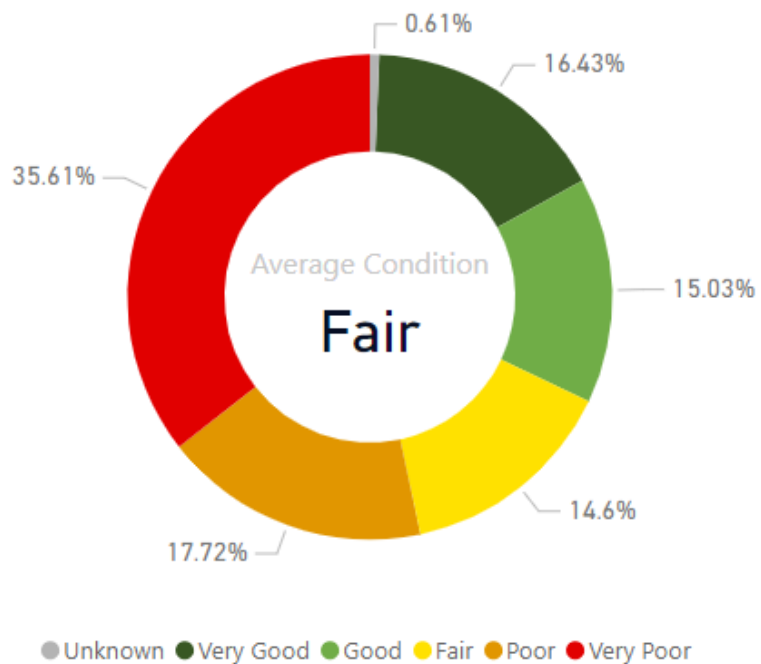
# 6 Emergency Services



## Replacement Value

**\$6,088,235 M**

## Overall Average Asset Condition



## Quick Facts

Emergency Services has

- 9 Fleet Assets including response vehicles, pumper trucks, a tanker, rescue truck and ladder truck
- Over 500 pieces of equipment to support Emergency Service delivery

## 6 Emergency Services

Emergency Services is a critical service in the City of Port Colborne, providing timely response and assistance during emergencies in the community ensuring the well-being of residents. The fleet and equipment assets that support Emergency Services are essential. Ensuring they are in good condition is vital to the services the City provides.

### 6.1 State of the Infrastructure

#### 6.1.1 Asset Inventory and Valuation

Emergency Services includes fleet and equipment with a total estimated replacement value of \$6 million. The inventory of Emergency Services was developed through consultation with emergency services and included to assets maintained in their expert system, and some gaps were filled based on staff expertise. It is recommended that the City put efforts into maintaining and updating this information for asset management purposes to improve the forecasting of the needs of the emergency services assets. The fire stations have been included under the Facilities category for the purposes of this AMP. Table 6-1 below details the inventory and the current estimated replacement value by asset type.

**Table 6-1. Asset Inventory and Current Replacement Value – Emergency Services**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Fleet	9	Units	\$5,612,200
Equipment	539	Units	\$476,035
<b>Total</b>			<b>\$6,088,235</b>

#### 6.1.2 Asset Condition

Condition was assigned to assets in the Emergency Services based on age/estimated service life. A description of the condition rating scale is shown in Table 6-2.

Table 6-2. Condition Rating Scale – Emergency Services

Condition	Age/ESL
Very Good	>80% life remaining
Good	60-80% life remaining
Fair	40-60% life remaining
Poor	20-40% life remaining
Very Poor	0-20% life remaining
Unknown	

Emergency Services overall asset condition by replacement value can be seen in Figure 6-1.

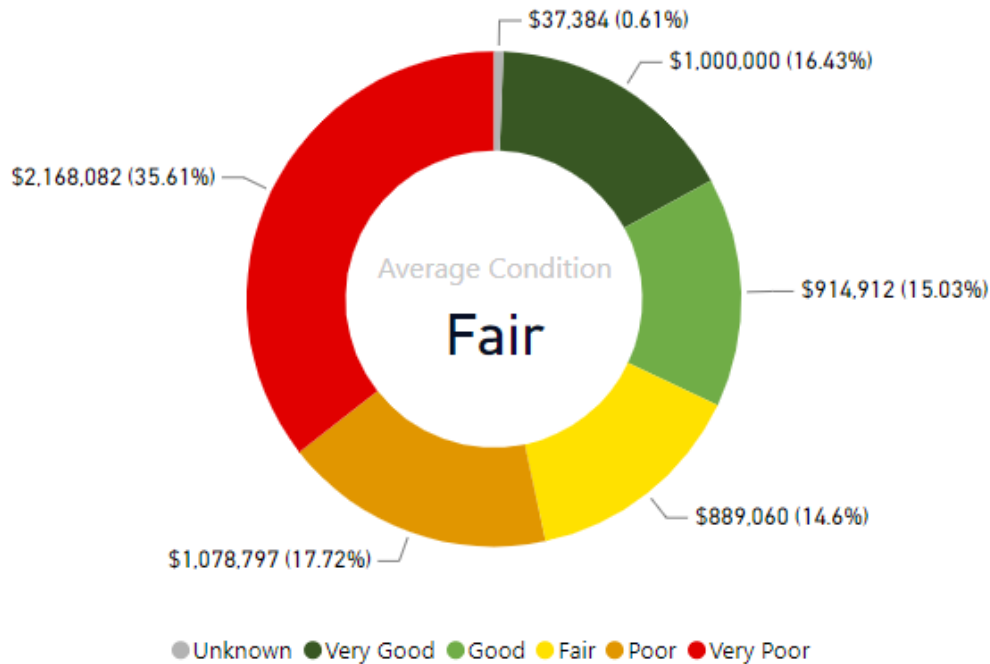
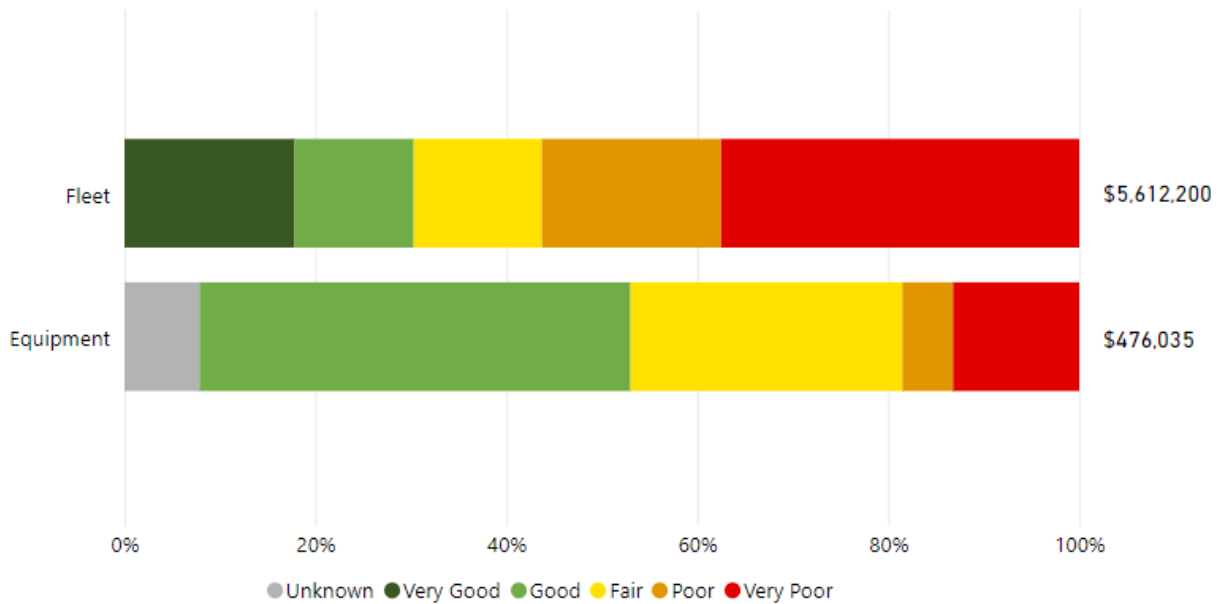


Figure 6-1. Asset Condition by Replacement Value – Emergency Services

Assets in Emergency Services are on average in **fair condition**, with over 46% of assets in fair or better condition. There is a large portion of assets in very poor condition (35%), these assets are past their estimated service life or coming close and will be due for replacement or upcoming for replacement soon. Condition by replacement value by asset type can be seen below in Figure 6-2.



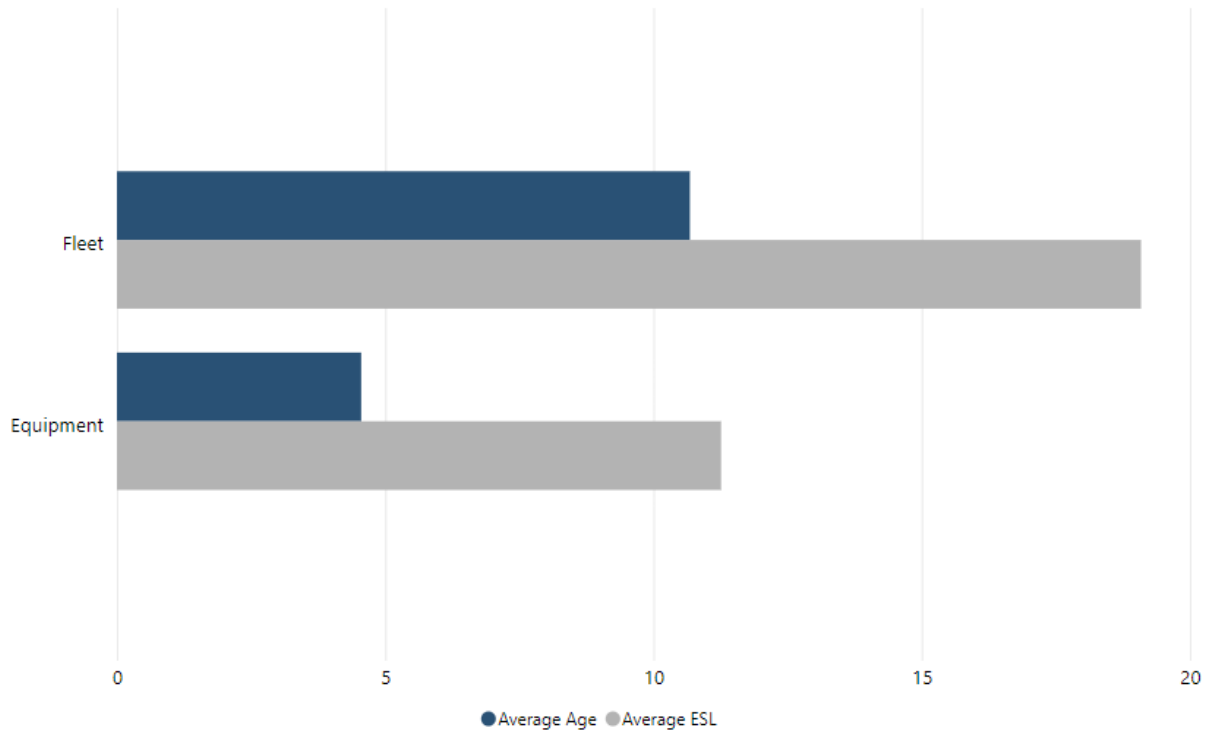


**Figure 6-2. Asset Type Condition by Replacement Value – Emergency Services**

Over 73% of Equipment assets are in fair or better condition. A large portion of the total replacement value of Emergency Services Fleet is currently in very poor condition. These assets are at or nearing the end of their estimated service lives and are due for replacement upcoming. Fleet asset are inspected regularly by staff, so although they are in very poor condition, staff ensure these vehicles are safe to be in service and can continue to provide excellent service to the community.

### 6.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Emergency Services assets. The average age and average estimated service lives of Emergency Services Fleet and Equipment assets is shown below in Figure 6-3.



**Figure 6-3. Average Age and Average Estimated Service Life – Emergency Services**

Both Fleet and Equipment assets have a lower average age compared to their average estimated service lives. This suggests that many assets in Emergency Services have many years of useful life before they are due for replacement.

## 6.2 Levels of Service

**Service Statement:** Emergency services protects the lives and properties of City residents and ensure public safety through emergency response, fire prevention and community education.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 6-3 and Table 6-4 provide a summary of the community and technical levels of service metrics for the City's Emergency Services. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Emergency Services assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 6-3. Community Level of Service– Emergency Services**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	9%

**Table 6-4. Technical Level of Service– Emergency Services**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Accessible & Reliable	Percentage of total replacement value of assets in very poor condition	35.61%

## 6.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Emergency Services.

### 6.3.1 Lifecycle Activities

Lifecycle activities for Emergency Services assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset. These activities ensure that Emergency Services assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 6-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 6-5. Asset Management Practices and Associated Frequency – Emergency Services

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Fire Master Plan</li> </ul>	<ul style="list-style-type: none"> <li>As Required</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Planned maintenance (PM)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Reactive maintenance</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Equipment inspections</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Purchase of personal protective and rescue equipment, small equipment, and materials</li> </ul>	<ul style="list-style-type: none"> <li>As legislated or as required</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Replacement</li> </ul>	<ul style="list-style-type: none"> <li>End of service life as per strategy</li> </ul>
<ul style="list-style-type: none"> <li>Spare fire fleet replacement</li> </ul>	<ul style="list-style-type: none"> <li>Fleet is front run for first 15 years of service, then rotated to a spare for 5 years and decommissioned at 20 years</li> </ul>
<ul style="list-style-type: none"> <li>Re-build engines</li> </ul>	<ul style="list-style-type: none"> <li>Reactive</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Sell-off vehicles, fleet and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Opportunistically</li> </ul>

## 6.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 6.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 6.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 6.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to "catch up" to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement activities for Emergency Services is approximately \$329,000. The condition distribution for the current anticipated budget scenario can be seen below in Figure 6-4. The overall condition of assets in Emergency Services increases in this scenario. Assets in good to very good condition increases from just over 30% to over 70% over the 20-year forecast period. If the City ensures the current anticipated investment into Emergency Services is sustained, assets will see an overall increase in condition, resulting in continued quality services to residents.

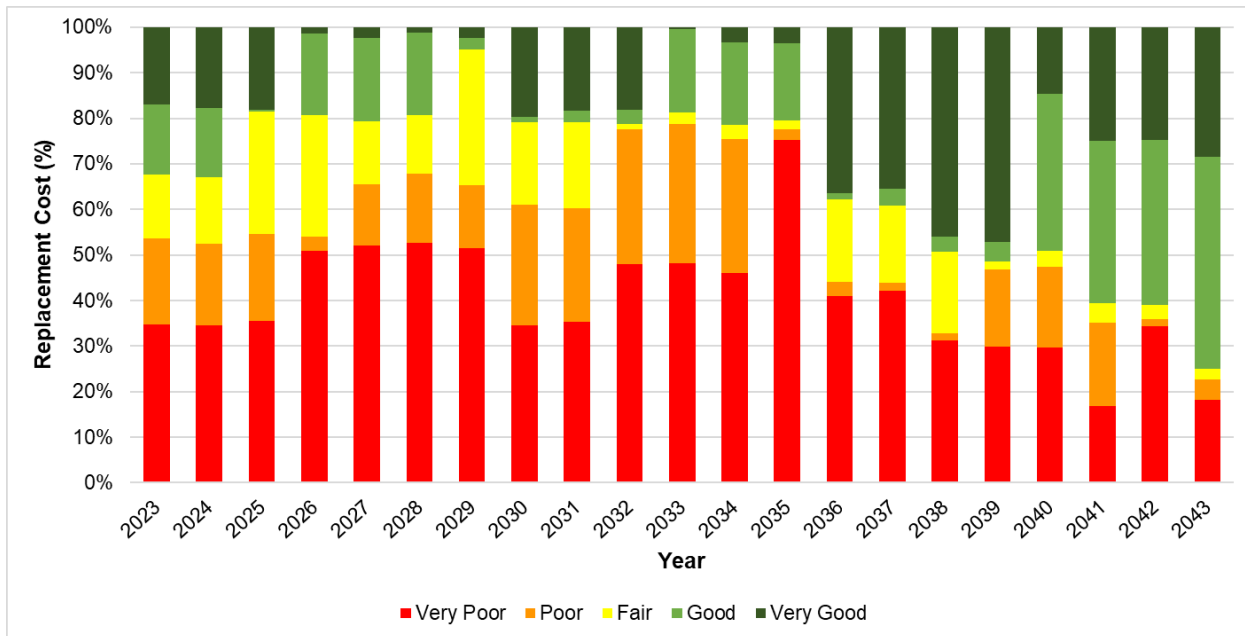


Figure 6-4. Emergency Services Performance Forecast with Current Funding

### 6.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Emergency Services asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$257,000 is needed to maintain the current performance (condition/level of service) for Emergency Services assets. There is no funding gap to maintain levels of service for Emergency Services. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 6-5. In this forecast the condition profile for assets shows an overall decrease, with assets in very poor condition increasing significantly over the 20-year period.



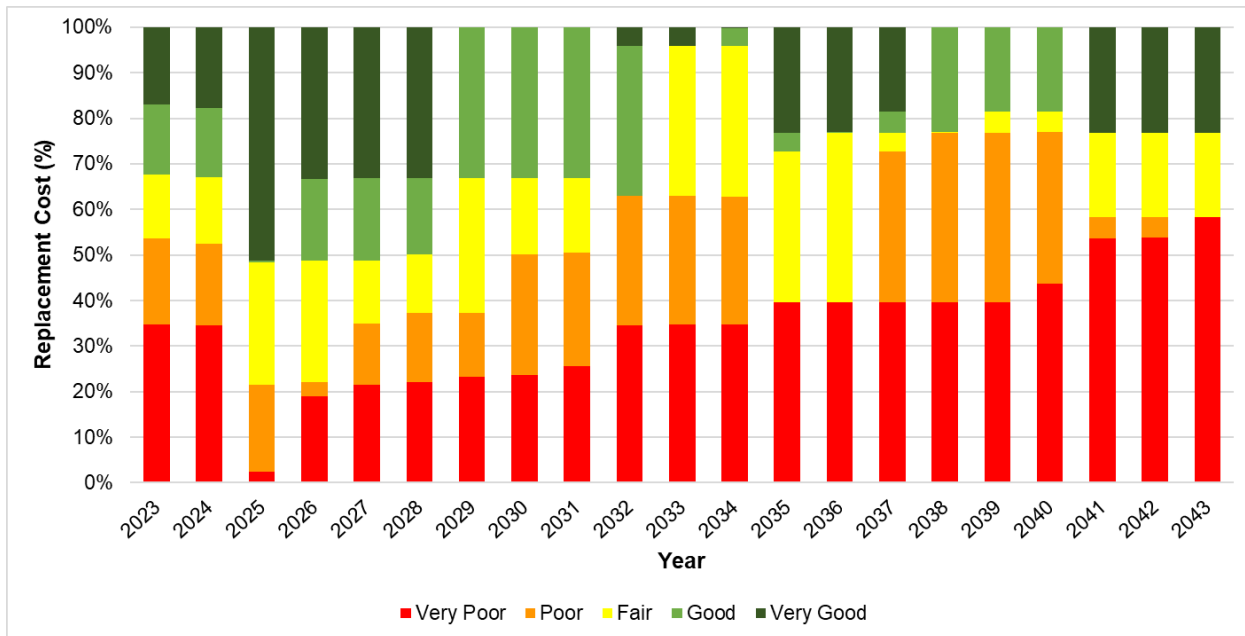


Figure 6-5. Emergency Services Performance Forecast to Maintain Levels of Service

### 6.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$329,000 is required for this scenario. There is no funding gap compared to the anticipated budget allocation in Emergency Services. The condition distribution for Emergency Services assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 6-6. The performance forecast shows that while assets in good to very good condition increase, assets in very poor condition also increase quite drastically through the 20-year forecast to just over 50%.

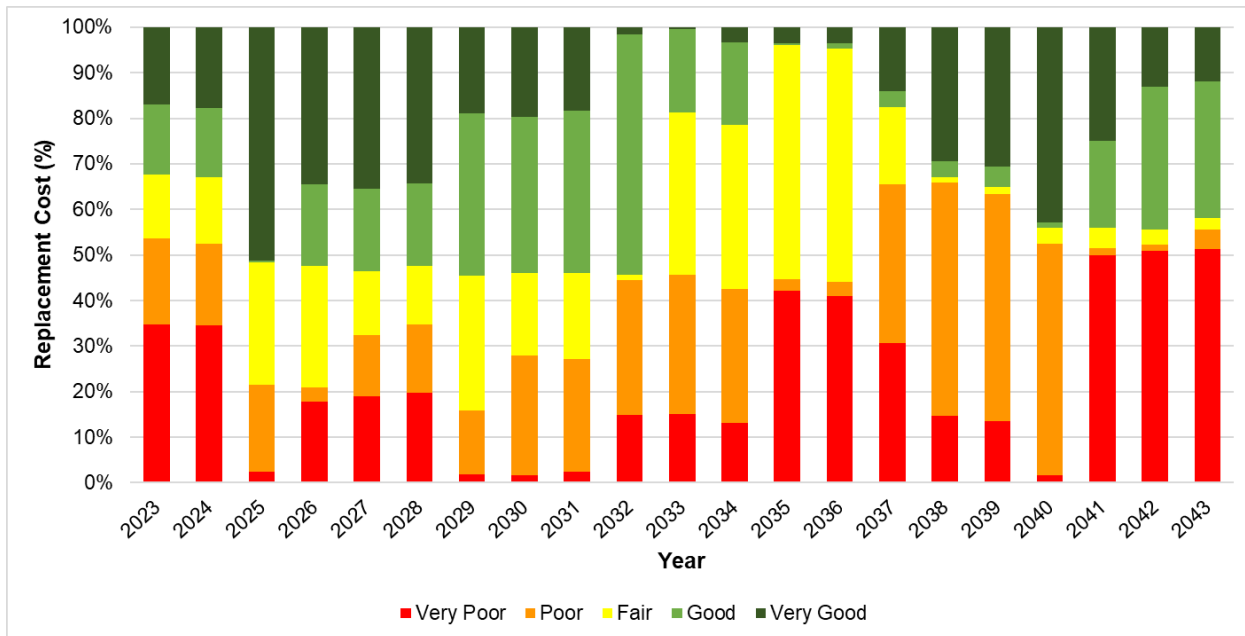


Figure 6-6. Emergency Services Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 6.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 6-7 and Table 6-6. Figure 6-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 6-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to “catch up” to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies. If current anticipated investments in Emergency Services are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.

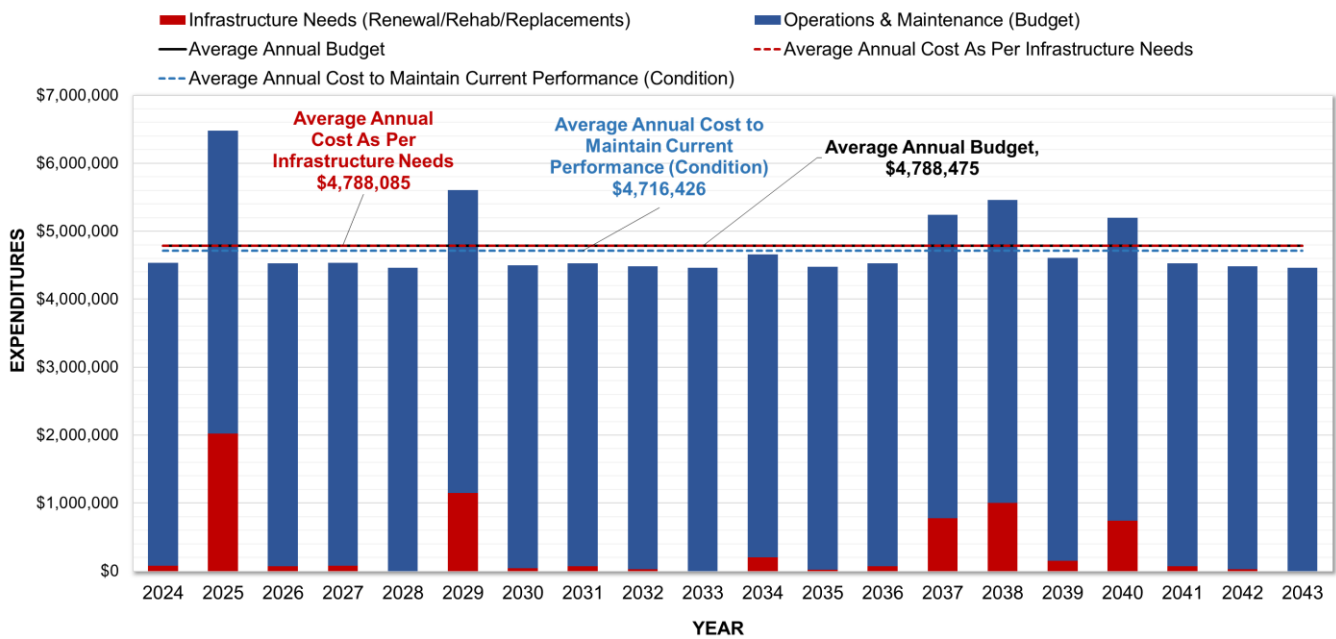


Figure 6-7. Emergency Services Scenario Comparison

6.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 6-6.

Table 6-6. Emergency Services Network Lifecycle Activity Investments & Annual Average Infrastructure Gap

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$4,459,000	\$4,459,000	\$4,459,000
Renewal, Rehabilitation, & Replacement	\$329,475	\$257,426	\$329,085
<b>Total Expenditure</b>	<b>\$4,788,475</b>	<b>\$4,716,426</b>	<b>\$4,788,085</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City’s assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City’s assets.

## 6.5 Data Confidence and Improvement Plan

Table 6-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 6-7. Data Confidence – Emergency Services**

Data Source	Data Confidence
Export from Fire Software	Fair
Staff Feedback on Data	

### 6.5.1 Recommendations for Improvements

A thorough review and update of the data for Emergency Services is required. Much of the information provided had gaps, which were attempted to be filled by staff at the time of development of this AMP.

Once complete, the resulting inventory should be used and maintained on an on-going basis. Ensuring accurate and comprehensive data is crucial for effective planning and resource allocation. By updating information such as installation dates, and replacement costs, they City can better assess its emergency services infrastructure and make informed decisions for maintenance and improvements. Review for completeness will help identify any gaps or inconsistencies in the data, allowing for more reliable basis for decision-making. This proactive approach can contribute to the overall efficiency and effectiveness of emergency services within the City.

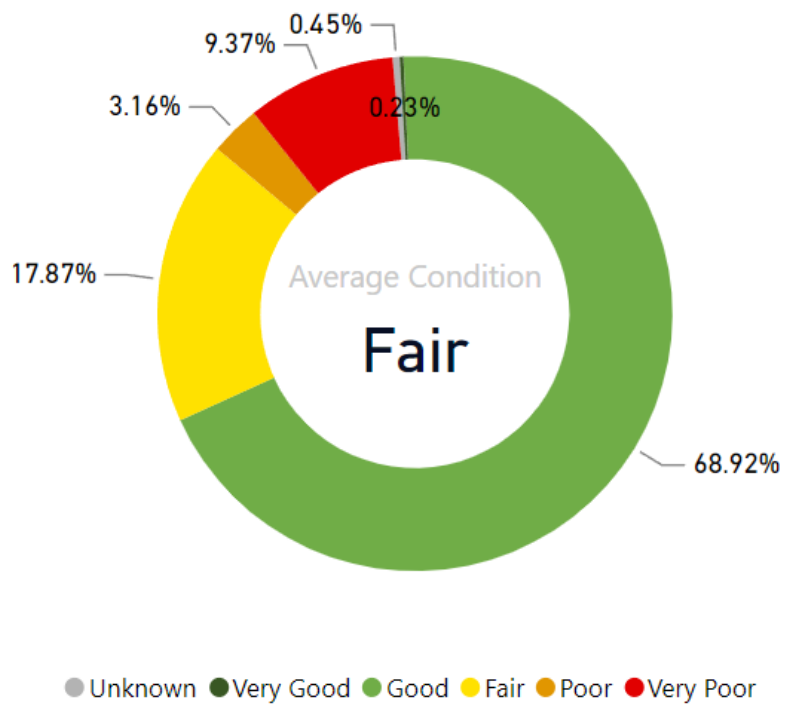
# 7 Facilities



## Replacement Value

**\$241,233,361 M**

## Overall Average Asset Condition



## Quick Facts

Facilities has

- 31 different Facilities throughout the City
- Various public facilities including museum and recreation buildings

## 7 Facilities

The City of Port Colborne owns and operates 31 buildings ranging from municipal work sites to buildings that provide recreation and leisure to residents. Facilities can provide several benefits to a community's sense of belonging and well-being. Facilities like the Library and Museum can provide meeting places for residents. Recreation buildings such as community centres and athletic fields offer health and wellness benefits allowing residents to gather and move their bodies.

### 7.1 State of the Infrastructure

#### 7.1.1 Asset Inventory and Valuation

There are several different facility types including a grain terminal, museum, fire, marina, library, corporate services, economic development, recreation and public works facilities. In total the City has 32 buildings, with a total estimated replacement value of \$241.2 million. Table 7-1 below details the inventory and the current estimated replacement value by asset type.

**Table 7-1. Asset Inventory and Current Replacement Value - Facilities**

Service Group	Facility Name	Gross Floor Area (sf)	FCI	2024 Estimated Replacement Value
Corporate Services	Animal Shelter	1,260	5	\$504,000.00
Corporate Services	City Hall	21,700	2.6	\$14,690,900.00
Economic Development	Tour & Info	1,750	1.9	\$1,130,500.00
Fire	Fire Station #2	3,610	2.8	\$2,321,230.00
Fire	Killaly Fire Hall	17,427	0.7	\$11,205,561.00
Grain Terminal	Grain Terminal	172,260	13.4	\$43,581,780.00
Library	Library	12,040	3	\$7,043,400.00
Marina	Marina Supply Store	4,050	7.8	\$2,616,300.00
Marina	Sugarloaf Marina	9,500	6.3	\$6,137,000.00
Museum	Arabella's Tearoom	1,494	14.8	\$995,004.00
Museum	Museum Heritage Resource Centre (Museum Sharpe)	3,600	0.9	\$2,397,600.00
Museum	Museum William's Home	2,208	5.4	\$1,470,528.00



Service Group	Facility Name	Gross Floor Area (sf)	FCI	2024 Estimated Replacement Value
Museum	Roselawn Heritage	26,480	3.6	\$17,635,680.00
Museum	Museum LR Wilson Archives	2,990	UNK	\$1,196,000.00
Public Works	Johnson Pumping	330	182.4 <sup>1</sup>	\$99,000.00
Public Works	PCOC BCA (Operations Center)	38,400	1.8	\$22,464,000.00
Recreation	Athletic Field BCA - Draft (Washroom)	1,800	7.7	\$720,000.00
Recreation	Bandshell BCA Draft	1,900	3.5	\$760,000.00
Recreation	Bethel Community Centre	6,275	32.7	\$3,413,600.00
Recreation	Centennial Park (Washroom)	522	10.4	\$208,800.00
Recreation	Elizabeth Street (Thomas A Lannan Washrooms)	1,900	1.4	\$760,000.00
Recreation	Fielden Avenue (Washroom)	406	0	\$162,400.00
Recreation	Harbour Master	350	12.6	\$140,000.00
Recreation	Lions Club Field (Cantenne & Kitchen)	1,400	3.4	\$560,000.00
Recreation	Lock 8 Washrooms	512	5.3	\$204,800.00
Recreation	Lockview (Washroom)	572	59.6	\$228,800.00
Recreation	Sherkston CC	5,050	16.6	\$2,747,200.00
Recreation	Tennis Courts (Washroom)	1,900	0	\$760,000.00
Recreation	Vale Health & Wellness Centre	145,443	3.8	\$93,956,178.00
Recreation	Lock 8 Gateway Park Pavilion	1,130	UNK	\$113,000.00
Recreation	Nickle Beach Portable Washrooms	1,000	UNK	\$472,500.00
<b>Total</b>				<b>\$240,695,761</b>

It should be noted that the conditions provided in the valuation table are evaluated based on the FCI of the facility which is calculated based on aggregating the total cost of any outstanding needs in relation to the total replacement value of the facility. This information has been provided to have a complete view of the overall facility, and the remainder of the analysis for facilities is based on the

<sup>1</sup> Based on results of BCA, Johnson Pumping Station would be more costly to repair than it is to replace this facility.

building condition assessments at the component level for all facilities, where available. How condition is assigned based on FCI (in Table 7-1) and for the components based on the building condition assessments, can be found in Table 7-2.

The component-level data is derived from the Building Condition Assessments (BCAs) where the City completed in 2022-2023, which provide detailed evaluations of the condition and replacement needs of individual facility components. By analyzing the component level, a more granular and accurate understanding of rehabilitation and replacement priorities can be achieved and provides a more accurate forecast of the facility needs.

It is important to note that the replacement values of the facilities are not a direct aggregation of the replacement costs for the individual components of these facilities. The overall cost to replace an entire facility is higher than the sum of replacing individual components separately. This higher costs considers factors such as demolition, land acquisition, and other complexities that may arise when replacing an entire facility rather than its parts.

Efforts have been made by staff to update the replacement values of the facilities based on known replacement costs per square foot. Insurance values, and other estimators have been noted as being too low in some cases, so this analysis was required to update replacement values to reflect present day costs and pressures being seen within the industry.

### 7.1.2 Asset Condition

The information noted above was for the overall building condition assessment and replacement values, provided for reference. The remainder of the analysis for this AMP is based on the component information provided by the building condition assessments. The overall condition of Facilities components by replacement value can be seen below in Figure 7-1 and Figure 7-2.

**Table 7-2. Condition Rating Scale – Facilities**

Condition	Overall: FCI Range	Component: Condition Score
Very Good		1
Good	0-5%	2
Fair	5-10%	3
Poor	10-20%	4
Very Poor	>20%	5
Unknown		

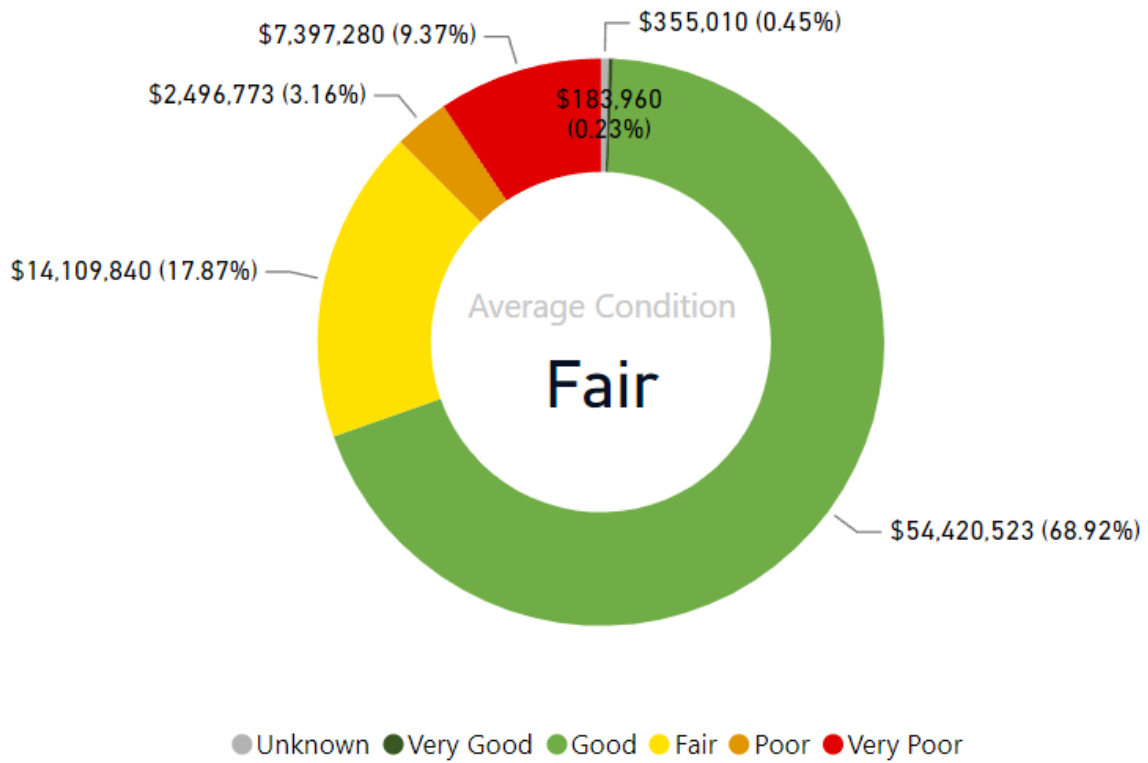


Figure 7-1. Asset Condition by Replacement Value – Facilities

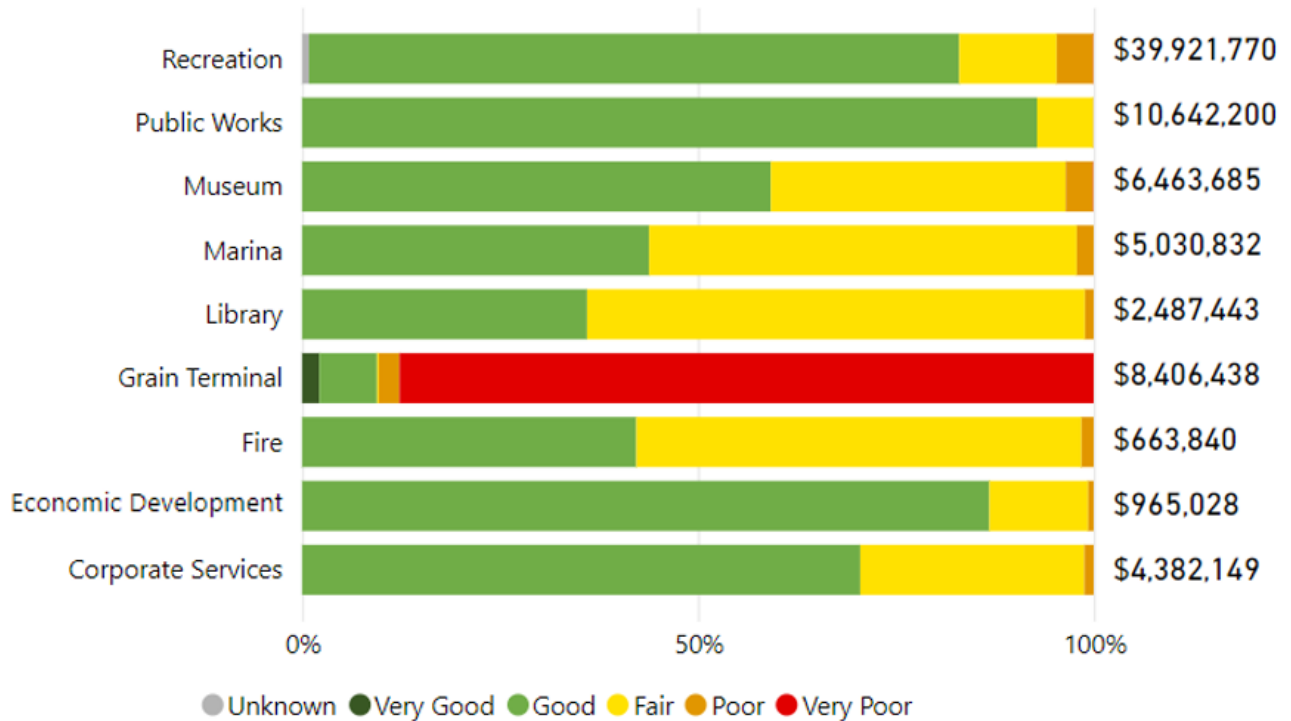
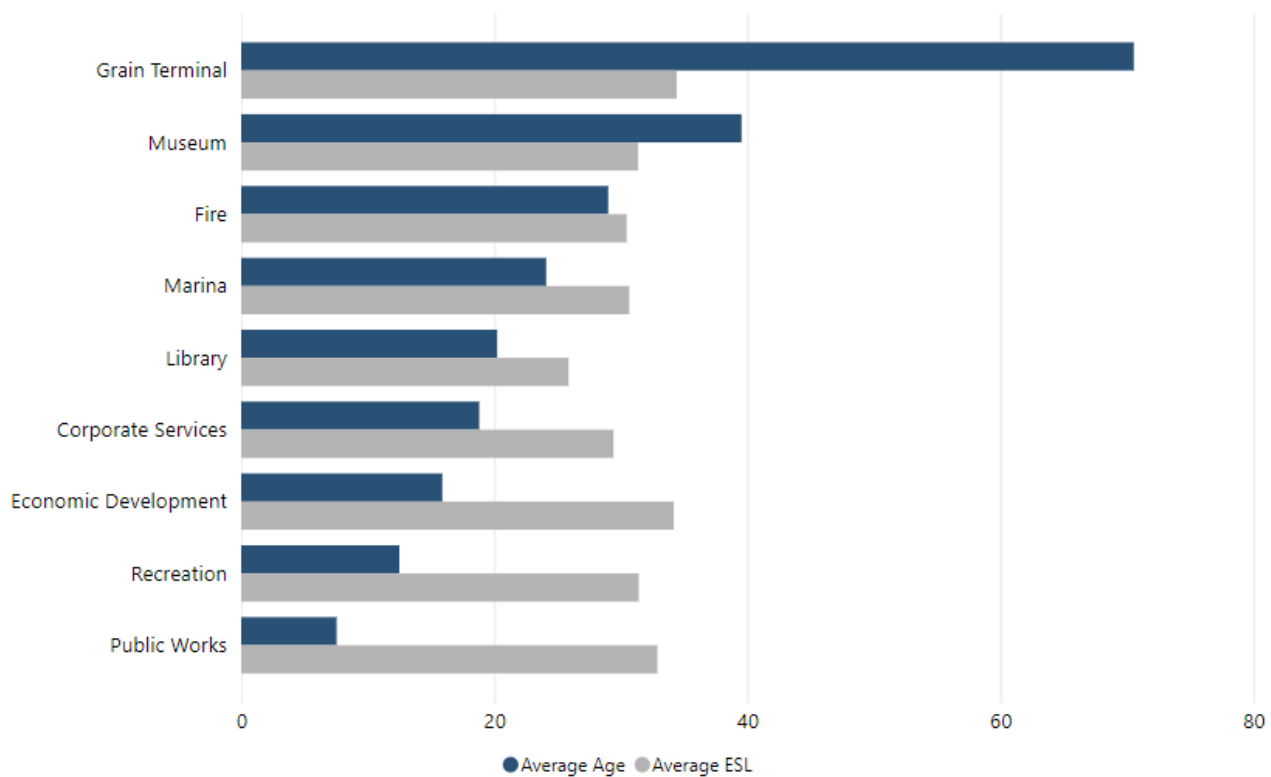


Figure 7-2. Asset Type Condition by Replacement Value - Facilities

Facilities are on average in **fair condition**. Figure 7-2 shows that the Grain Terminal is largely in very poor condition. Otherwise, facilities assets are generally in fair or better condition.

### 7.1.3 Average Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Facilities. Figure 7-3 below shows the average age compared to the average estimated service life for all Facilities asset groups.



**Figure 7-3. Average Age and Average Estimated Service Life - Facilities**

All asset groups have age information. Most Facility asset groups have an average age that is lower than its estimated service life. The Museum and Grain Terminal both have an average age older than its estimated service life. While this could suggest that these assets need replacement, we have building condition assessments to tell us the condition. The Grain Terminal is past its service life, being in mostly very poor condition. This building is to be torn down in future as it is no longer serving the community. The Museum was mostly found in fair or better condition, with only a small portion of assets in poor condition. At least one Museum building is a designated heritage building, so a higher age is in line with this designation.

## 7.2 Levels of Service

**Service Statement:** City facilities include services such as infrastructure management, recreation, economic development, and administration. The City aims to keep facilities that are well-maintained, safe, and meet the needs of the community.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 7-3 and Table 7-4 provide a summary of the community and technical levels of service metrics for the City's Facilities. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Facilities assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 7-3. Community Level of Service– Facilities**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	7%

**Table 7-4. Technical Level of Service– Facilities**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Accessible & Reliable	Percent of facilities above target FCI (target is FCI is less than 10%)	35%
Accessible & Reliable	Percent of replacement value facility assets in very poor condition	9.37%
Accessible & Reliable	Gross Square Footage	7,944,608
Sustainable	Annual GHG emissions	2,096 tonnes CO <sup>2</sup> equivalent

## 7.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Facilities.

### 7.3.1 Lifecycle Activities

Lifecycle activities for Facilities assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that Facilities assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 7-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 7-5. Asset Management Practices and Associated Frequency – Facilities

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Roof inspection program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Condition assessment</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Hazardous material assessment (asbestos, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Master Plan</li> </ul>	<ul style="list-style-type: none"> <li>Future (to be assessed with Parks Master Plan)</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Reactive and Preventative Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Health &amp; Safety Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Replacement of major facility components</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Replacement of other facility components based on condition performance score</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Tenders pertaining to facility equipment (recycling requirements)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>New facilities</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Equipment upsizing</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Expansion</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Interior renovations</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>



7 Facilities

State of Local  
Infrastructure

Levels of Service

Lifecycle  
Management  
Strategy

Data Confidence &  
Improvement Plan

**Asset Management Practices/ Planned Actions**

**Frequency Associated with Practices / Planned Actions**

- New technology

- As identified

## 7.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 7.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 7.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 7.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 30% to "catch up" to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement for Facilities is \$2.3 million. The condition distribution for the anticipated budget scenario can be seen in Figure 7-4. Overall asset condition stays similar over this forecast scenario, with assets in very poor condition decreasing and assets in very good condition increasing slightly.

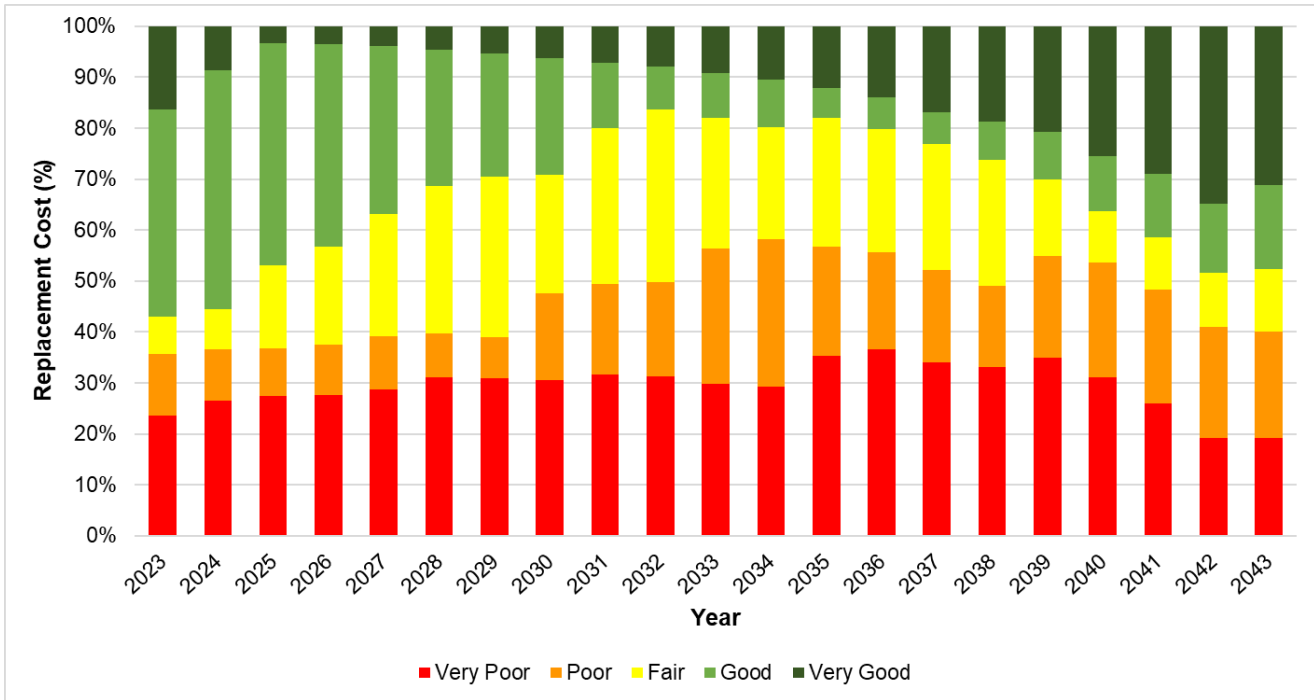


Figure 7-4. Facilities Performance Forecast with Current Funding

### 7.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Facilities asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$2.5 million is needed to maintain the current performance (condition/level of service) for Facilities assets. There is currently a funding gap of \$173,000 to maintain levels of service. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 7-5. The overall condition decreases slightly in this scenario, with assets in good to very good condition ending at below 40% of overall asset condition.

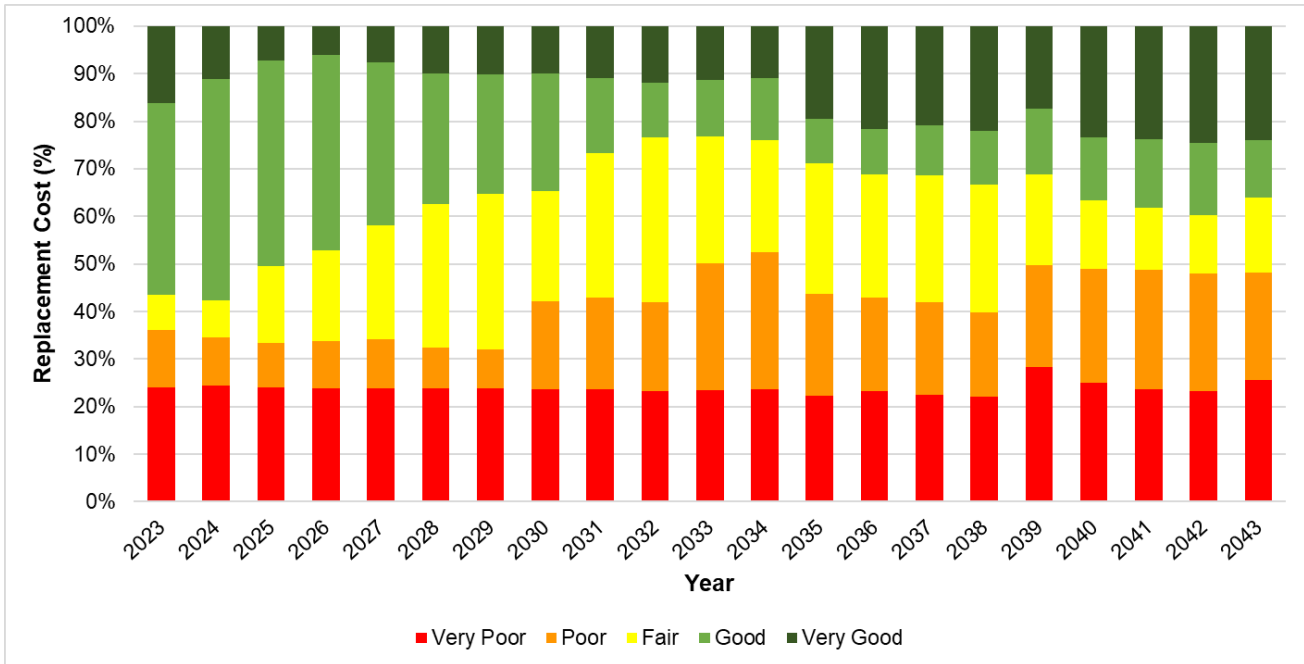


Figure 7-5. Facilities Performance Forecast to Maintain Current Levels of Service

### 7.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation, and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of 2.7 million is required for this scenario. There is a funding gap of approximately \$449,000 compared to the anticipated budget allocation in Facilities. The condition distribution for Facilities assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 7-6. It can be seen below that overall condition of assets decreases slightly with this scenario. This will be further reviewed upon further analysis of the needs recommended in the building condition assessments.

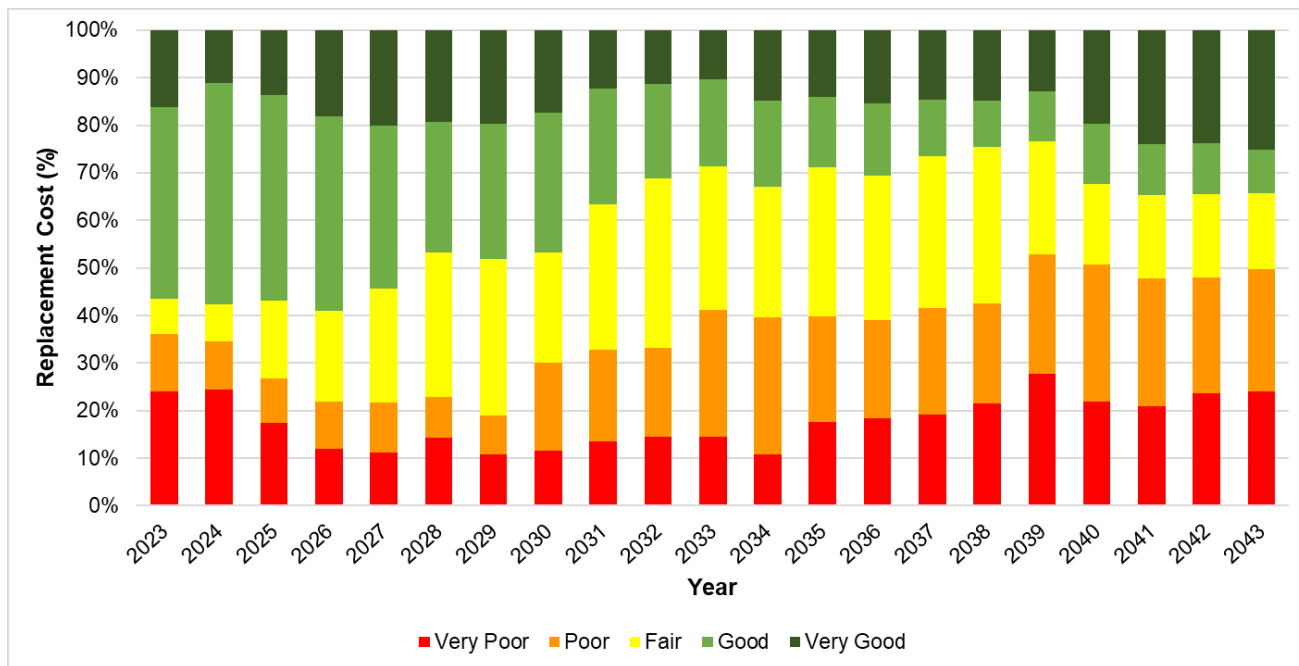


Figure 7-6. Facilities Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 7.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 7-7 and Table 7-6. Figure 7-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 6-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 30% to “catch up” to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there an annual gap of \$173,000 to maintain the current performance (condition) of assets. There also a gap of \$449,000 to optimize performance of assets based on lifecycle strategies. The City plans to further assess and prioritize the infrastructure needs determined by the building condition assessment to determine how to close the gap for facilities.

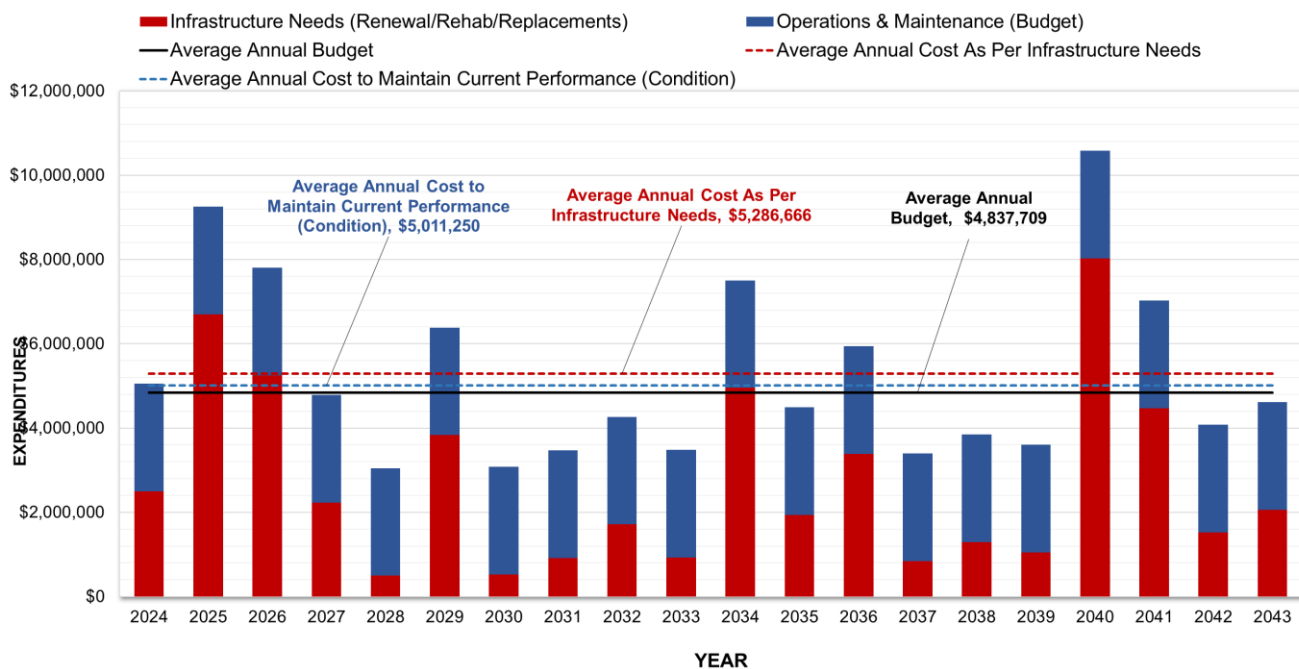


Figure 7-7. Facilities Scenario Comparison

Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

Continued deferrals of projects will also lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

**7.4.4.1 Forecasted Infrastructure Gap**

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 7-6.

**Table 7-6. Facilities Network Lifecycle Activity Investments & Annual Average Infrastructure Gap**

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$2,554,530	\$2,554,530	\$2,554,530
Renewal, Rehabilitation, & Replacement	\$2,283,179	\$2,456,720	\$2,732,136
<b>Total Expenditure</b>	<b>\$4,837,709</b>	<b>\$5,011,250</b>	<b>\$5,286,666</b>
<b>Average Annual Funding Gap</b>		<b>\$173,540</b>	<b>\$448,957</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more analysis is completed on the building condition assessments.



## 7.5 Data Confidence and Improvement Plan

Table 7-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 7-7. Data Confidence - Facilities**

Data Source	Data Confidence
2022-2023 Building Condition Assessments	Good

### 7.5.1 Recommendations for Improvements

The building condition assessments completed over the 2022-2023 period have been used this AMP. Many of the building condition assessments that were provided for this AMP were still in draft form and had not yet been fully reviewed and analyzed for quality by the City. It is recommended that this information is integrated into the City's systems to continue to be reviewed and the information be maintained as recommendations, changes to assets within these facilities are completed. It is also recommended that the City, as it continues to assess the results of this study, ground truth the results to ensure they are in line with staff expectations.

Although the information for these facilities conditions is highly reliable for the component information, the overall replacement values of the facilities was determined to be too low, so was updated for the purposes of this AMP to reflect more realistic replacement values.

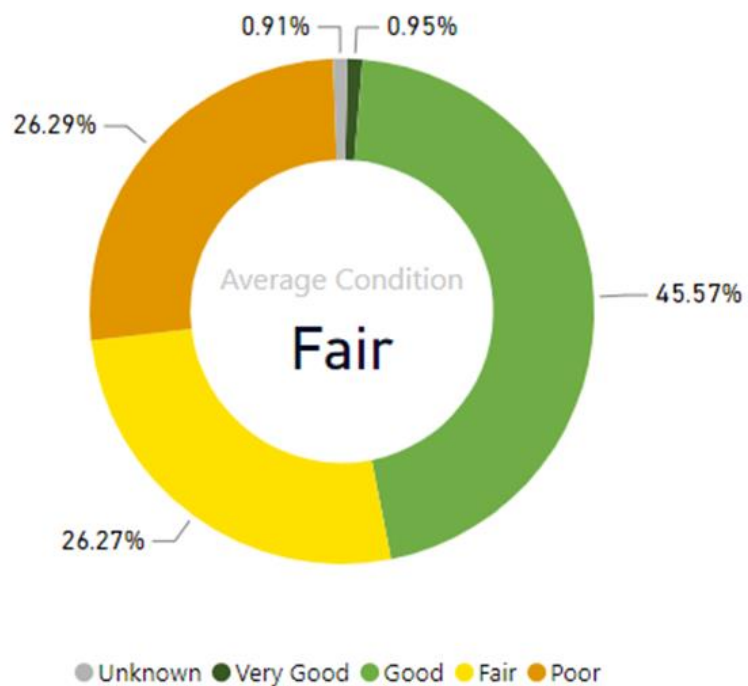
# 8 Fleet and Equipment



## Replacement Value

**\$10,517,808 M**

## Overall Average Asset Condition



## Quick Facts

Fleet and Equipment has

- 46 Fleet including heavy duty, medium duty and passenger vehicles
- 69 Equipment assets including small equipment, trailers, medium and heavy duty equipment.

## 8 Fleet and Equipment

Fleet and Equipment assets allows staff to deliver municipal services to residents. Fleet and Equipment assets supports several services areas in the City of Port Colborne including Roads, Parks, Water and Wastewater, Marina, Bylaw, Community Service and Building Maintenance. The City manages 46 Fleet assets and 69 different equipment assets. These assets allow staff to provide services in a safe and efficient manner throughout the City.

### 8.1 State of the Infrastructure

#### 8.1.1 Asset Inventory and Valuation

Fleet and Equipment has a total estimated replacement value of \$10.5 million. Table 8-1 below details the inventory and the current estimated replacement value by asset type.

**Table 8-1. Asset Inventory and Current Replacement Value – Fleet and Equipment**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
<b>Equipment</b>			
Heavy Duty	8	Units	\$2,130,656
Medium Duty	11	Units	\$1,002,505
Small Equipment	16	Units	\$669,111
Trailer	15	Units	\$265,265
<b>Fleet</b>			
Heavy Duty	8	Units	\$3,159,500
Medium Duty	8	Units	\$773,750
Passenger Vehicles	30	Units	\$2,004,640
<b>Total</b>			<b>\$10,518,808</b>

The fleet asset inventory was developed based on the City's asset listing maintained in a spreadsheet to plan for capital replacements. It is recommended that the City identify the "source of truth" for these assets for the inventory and ensure that there is someone assigned to maintain this information on an on-going basis.

### 8.1.2 Asset Condition

Knowing the condition of assets is an important part of asset management, as it helps us determine when assets might need to be replaced and supports short- and long-term planning. Condition was assigned to Fleet assets through staff inspections and Equipment assets using age. It is recommended that staff define the methodology for how condition is assigned to ensure that this methodology is applied using the same logic in future asset planning initiatives. A description of the condition ratings scale can be found in Table 8-2.

**Table 8-2. Condition Rating Scale – Fleet and Equipment**

Condition	Age/ESL	Staff Condition Score
Very Good	>80% life remaining	1
Good	60-80% life remaining	2
Fair	40-60% life remaining	3
Poor	20-40% life remaining	4
Very Poor	0-20% life remaining	5
Unknown		

The overall condition distribution for Fleet and Equipment assets by replacement value is shown below in Figure 8-1 and Figure 8-2.

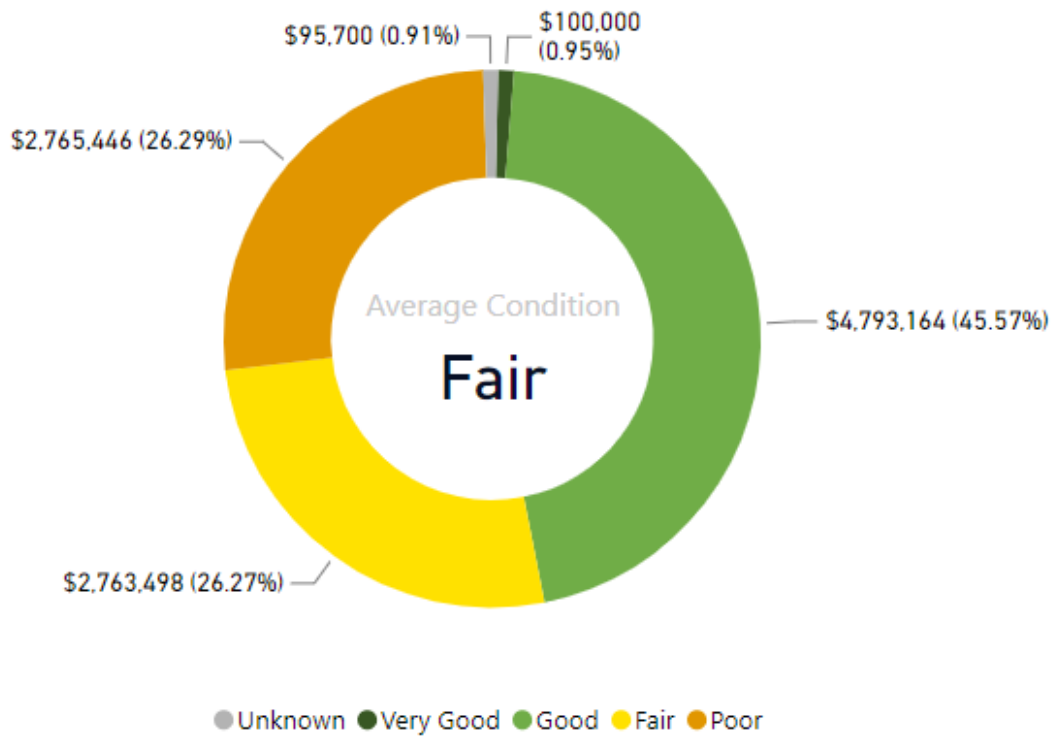


Figure 8-1. Asset Condition by Replacement Value – Fleet and Equipment

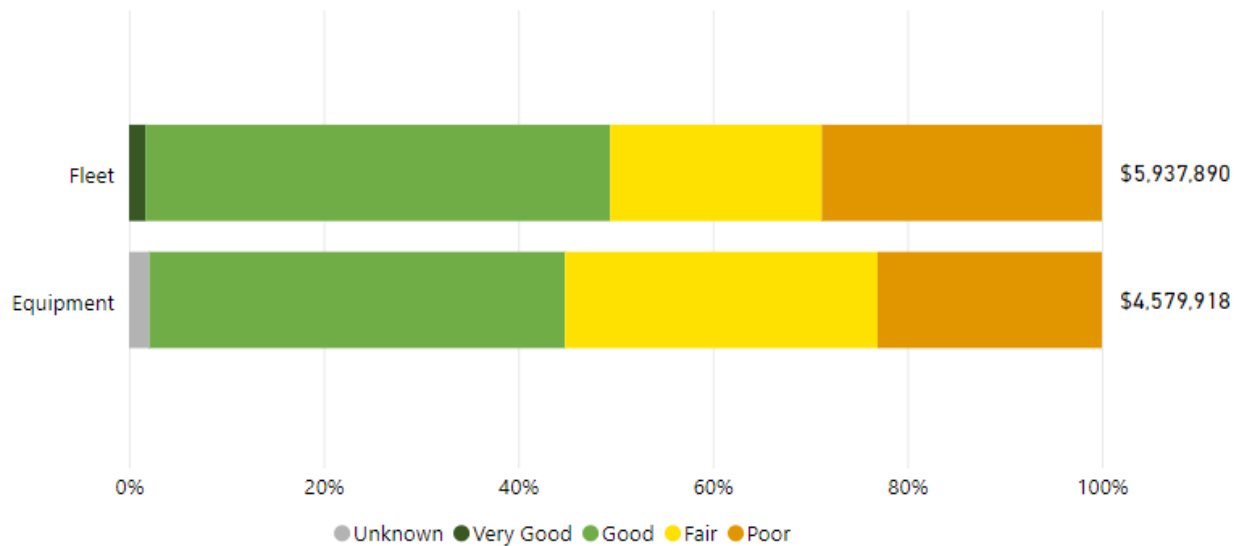
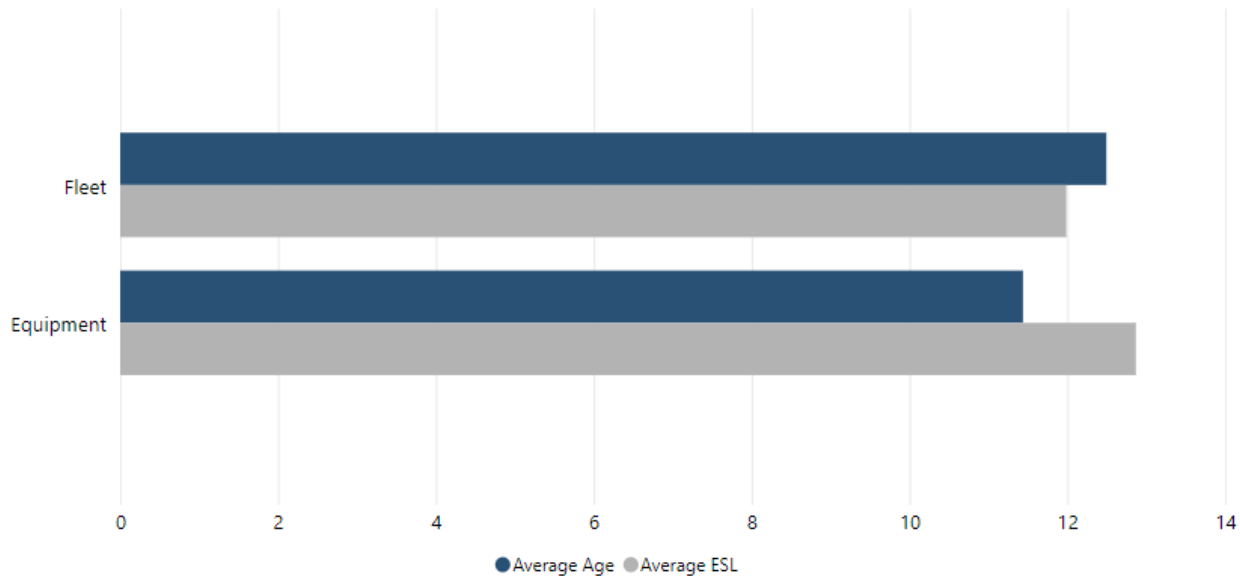


Figure 8-2. Asset Type Condition by Replacement Value - Fleet and Equipment

The average condition of Fleet and Equipment assets is **fair**. Over 71% of all assets are in fair or better condition. Figure 8-2 shows the asset type condition distribution for each asset group. There is a small amount of assets in each group in poor condition. These assets are nearing their end of life, with 20% - 40% remaining life.

### 8.1.3 Asset Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Fleet and Equipment assets. Figure 8-3 shows the average age and average estimated service life for Fleet and Equipment Assets.



**Figure 8-3. Average Age and Average Estimated Service Life – Fleet and Equipment**

The average age of Fleet assets is slightly above the average estimated service life. Through regular inspections, the City has assessed the condition of Fleet assets, and over 71% of these assets are in fair or better condition, showing us that these assets are continuing to provide reliable service past their estimated service lives. Equipment assets average age is below its average estimated service life.

## 8.2 Levels of Service

**Service Statement:** Fleet and Equipment help the City keep operations running smoothly and efficiently to provide services to the community.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 8-3 and Table 8-4 provide a summary of the community and technical levels of service metrics for the City's Fleet and Equipment. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Fleet and Equipment assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 8-3. Community Level of Service– Fleet and Equipment**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	3%

**Table 8-4. Technical Level of Service– Fleet and Equipment**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Sustainable	# of Electric Vehicles	0
Sustainable	Annual GHG emissions	429 tonnes CO <sup>2</sup> equivalent
Sustainable	# of public charging stations	0
Cost Efficient	Percent of value of fleet assets in very poor condition	0%
Accessible & Reliable	Percent of dedicated fleet vehicles beyond estimated useful life	28.36%



## 8.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Fleet and Equipment.

### 8.3.1 Lifecycle Activities

Lifecycle activities Fleet and Equipment assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset. These activities ensure that Fleet and Equipment assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 8-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 8-5. Asset Management Practices and Associated Frequency – Fleet and Equipment

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Condition assessments, feasibility studies, management plans</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>MTO inspections</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Planning, collision review committee</li> </ul>	<ul style="list-style-type: none"> <li>As required, quarterly review</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Seasonal inspections on seasonal equipment</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal</li> </ul>
<ul style="list-style-type: none"> <li>Third party inspections (crane/hoists, compressor)</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>In-house inspections</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Reactive maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Daily inspections</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Health and Safety inspections</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>Preventative maintenance (cranes/hoists, compressors)</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Preventative maintenance schedule by class of vehicle (in-house and external)</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Reactive maintenance for Fleet (damage, accidents, breakdowns)</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Spraying of vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>
<ul style="list-style-type: none"> <li>Vehicle refurbishments</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Renewal/Replacement Activities</b>	

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<ul style="list-style-type: none"> <li>Renewal activities for equipment</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Equipment replacement</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Fleet replacement</li> </ul>	<ul style="list-style-type: none"> <li>As identified; End of life</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Equipment Disposal</li> </ul>	<ul style="list-style-type: none"> <li>On-going, as needed</li> </ul>
<ul style="list-style-type: none"> <li>Fleet - sell/auction</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Fleet - keep for spare parts</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Fleet - sell to department</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Fleet - scrap</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>Fleet additions/upgrades requiring new equipment</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>New Assets</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Vehicle upgrade</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>

## 8.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 8.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 8.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 8.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to "catch up" to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement for Fleet and Equipment is \$990,000. The condition distribution for the anticipated budget scenario can be seen in Figure 8-4. The condition distribution shows that while assets in good to very good condition increase slightly, assets in poor to very poor condition increase drastically throughout the forecast period.

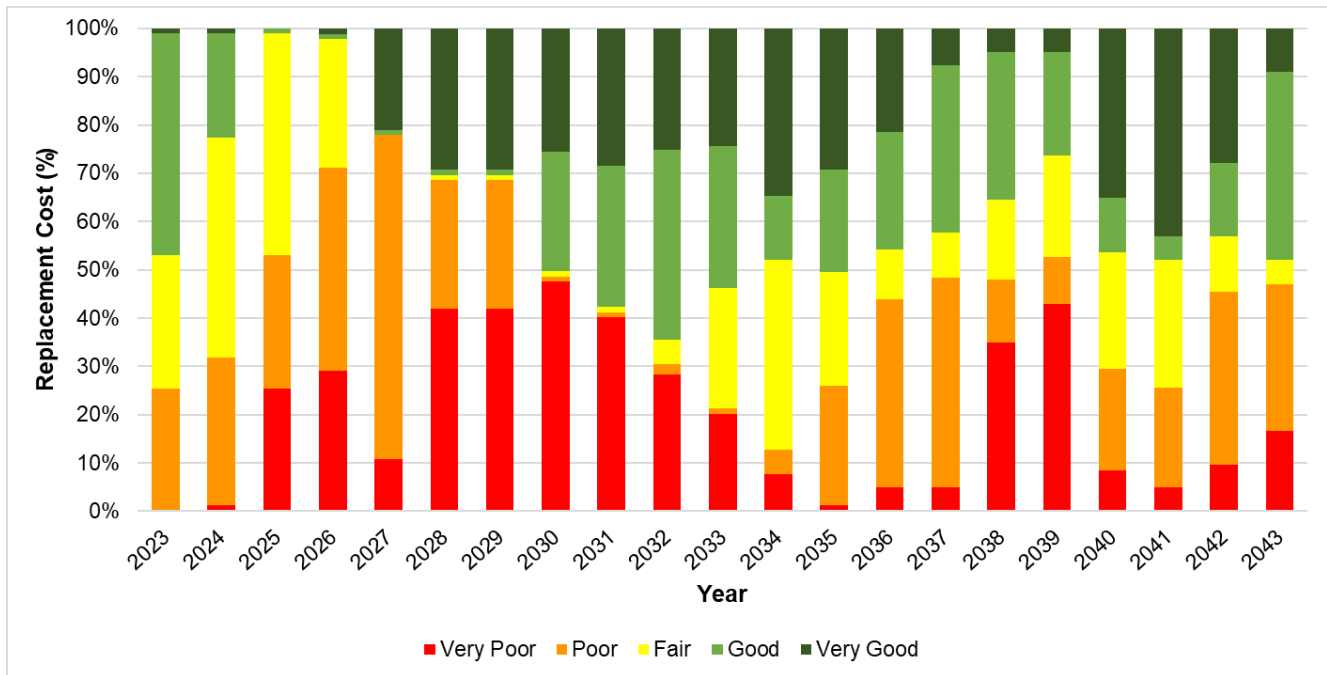


Figure 8-4. Fleet and Equipment Performance Forecast with Current Funding

### 8.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Fleet and Equipment asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$890,000 is needed to maintain the current performance (condition/level of service) for Fleet and Equipment assets. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 8-5. In this scenario assets in good to very good condition increases from just under 50% to over 60%, while assets in very poor condition also increases quite significantly going from almost none to over 20% at the end of the forecast period.

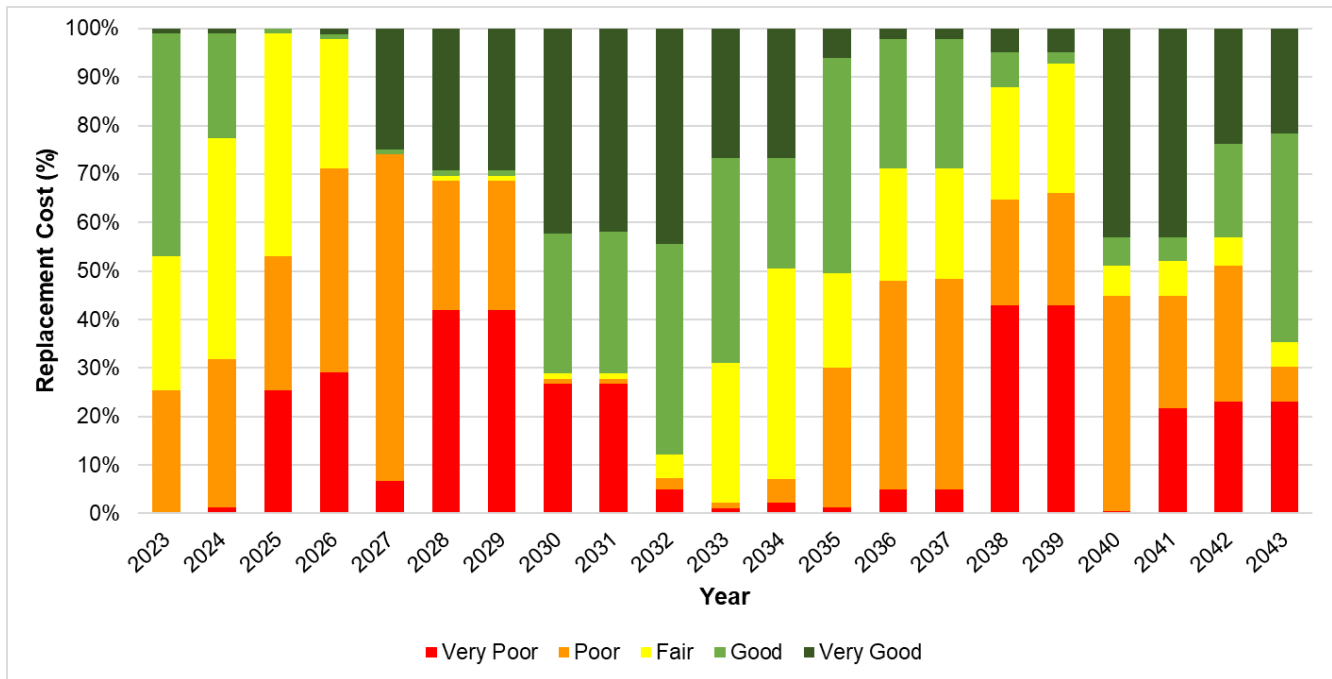


Figure 8-5. Fleet and Equipment Performance Forecast to Maintain Levels of Service

### 8.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$890,000 is required for this scenario. There is no funding gap for the infrastructure needs following lifecycle activities the anticipated budget allocation in Fleet and Equipment. The condition distribution for Fleet and Equipment assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 8-6.

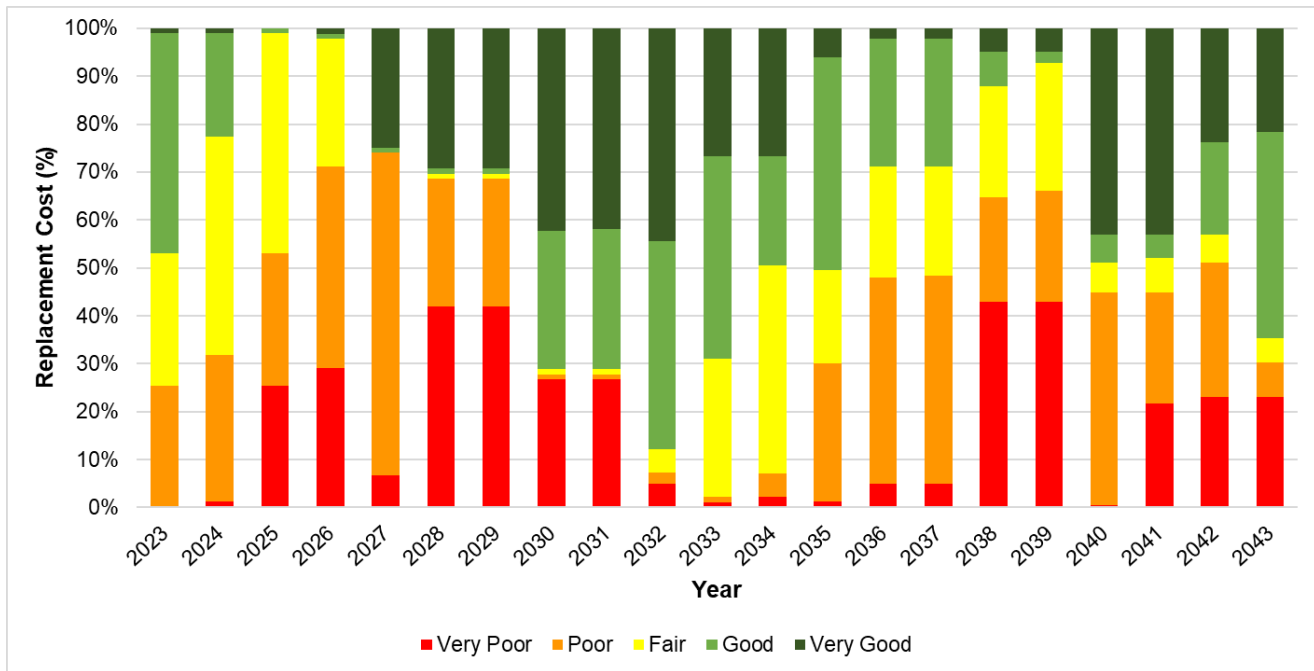


Figure 8-6. Fleet and Equipment Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 8.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 8-7 and Table 8-6. Figure 8-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 8-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to “catch up” to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies. If current anticipated investments in Fleet and Equipment are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.



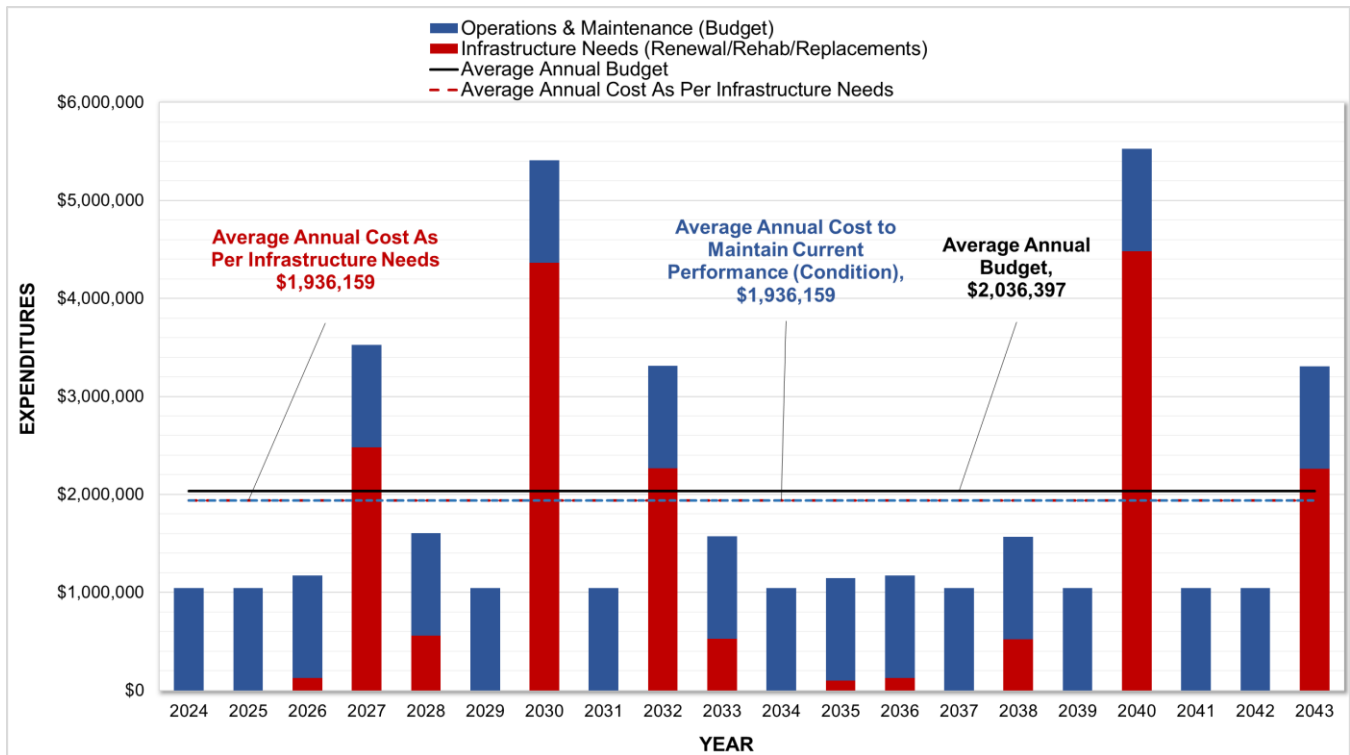


Figure 8-7. Fleet and Equipment Scenario Comparison

8.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 8-6.

**Table 8-6. Fleet and Equipment Network Lifecycle Activity Investments & Annual Average Infrastructure Gap**

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$1,045,577	\$1,045,577	\$1,045,577
Renewal, Rehabilitation, & Replacement	\$990,820	\$890,582	\$890,582
<b>Total Expenditure</b>	<b>\$2,036,396.70</b>	<b>\$1,936,158.50</b>	<b>\$1,936,158.50</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 8.5 Data Confidence and Improvement Plan

Table 8-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 8-7. Data Confidence – Fleet and Equipment**

Data Source	Data Confidence
Spreadsheet	Very Good

### 8.5.1 Recommendations for Improvements

Only minor gaps in the fleet data were found, which it is recommended the City update. It is also recommended that the City, as part of data management strategy identify the “source of truth” for fleet and equipment assets and identify responsible parties for the maintenance of this information.

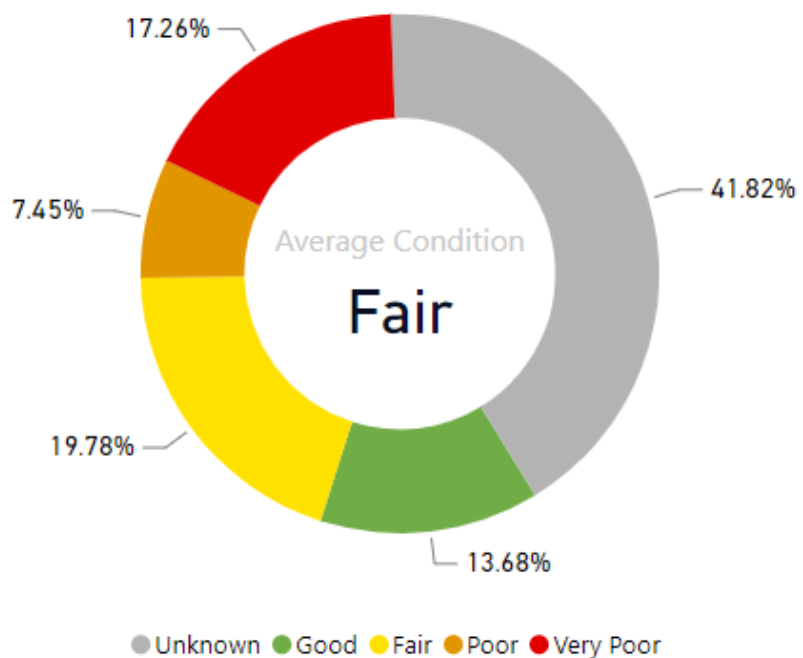
# 9 Information Technology



## Replacement Value

**\$1,480,655 M**

## Overall Average Asset Condition



## Quick Facts

Information Technology has

- Hardware and software assets supporting various service delivery groups throughout the City

## 9 Information Technology

Information Technology assets supports most other asset categories in this plan. The Hardware and Software assets are used by other service groups to help deliver services throughout the City. Managing these assets helps ensure that reliable service is provided for residents.

### 9.1 State of the Infrastructure

#### 9.1.1 Asset Inventory and Valuation

Information Technology includes a variety of hardware and software with a total estimated replacement value of \$1.4 million. Table 9-1 below details the inventory and the current estimated replacement value by asset type.

**Table 9-1. Asset Inventory and Current Replacement Value – Information Technology**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
<b>Hardware</b>			
Access Control Systems	25	Units	\$9,833
Mid-range Servers	9	Units	\$147,049
Routers and Switches	44	Units	\$41,956
Security Cameras	87	Units	\$107,803
Smartphones	99	Units	\$114,939
Standard Computers	310	Units	\$589,000
Televisions	31	Units	\$37,200
Uninterruptable Power Supply	4	Units	\$10,406
<b>Software</b>			
Wireless Access Points	48	Units	\$19,571
On Premise	12	Units	\$95,801
SaaS	26	Units	\$307,097
<b>Total</b>			<b>\$1,480,655</b>

City staff worked to compile an inventory of assets for the purposes of this AMP. It is recommended that the City continue to improve this information and fill gaps where identified to improve the

forecasting for this asset class. IT assets support the organization through a variety of services and represents an important asset category. The inventory developed for IT should be maintained on a regular basis for budgeting and reporting purposes.

### 9.1.2 Asset Condition

Condition was assigned to Information Technology assets using age/estimated service life. A description of the condition rating scale is shown in Table 9-2.

**Table 9-2. Condition Rating Scale – Information Technology**

Condition	Age/ESL
Very Good	>80% life remaining
Good	60-80% life remaining
Fair	40-60% life remaining
Poor	20-40% life remaining
Very Poor	0-20% life remaining
Unknown	

The overall condition distribution for Information Technology assets by replacement value is shown below in Figure 9-1 and Figure 9-2. Many of the install dates for IT assets were unknown, and therefore could not be assessed for condition. Many of these assets are replaced as needed through operating expenses but would be valuable information to maintain going forward.

Software is a unique asset across the City and represents a large operating expense to the City. It is recommended the City determine a strategy for planning for software as it is a continually evolving asset type as cloud, or software-as-a-service becomes more widely used in the organization.

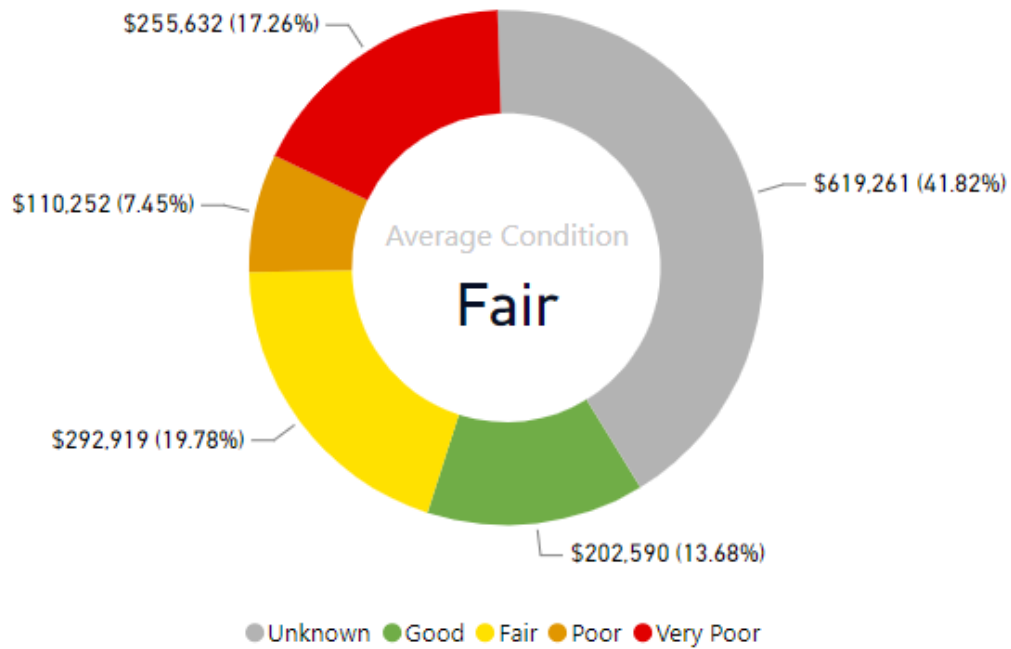


Figure 9-1. Asset Condition by Replacement Value – Information Technology

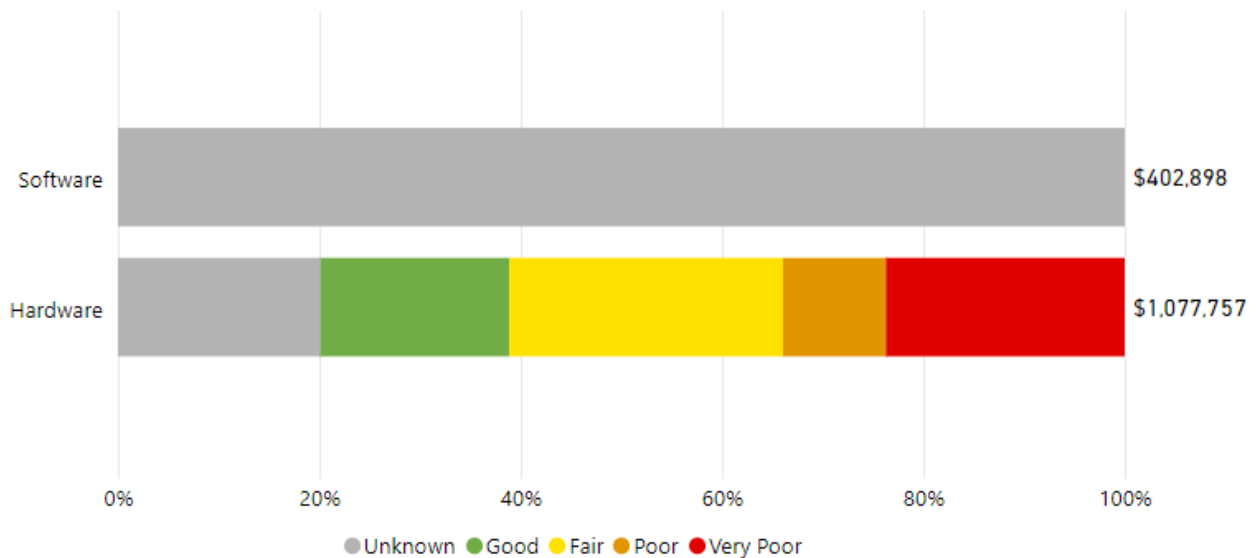


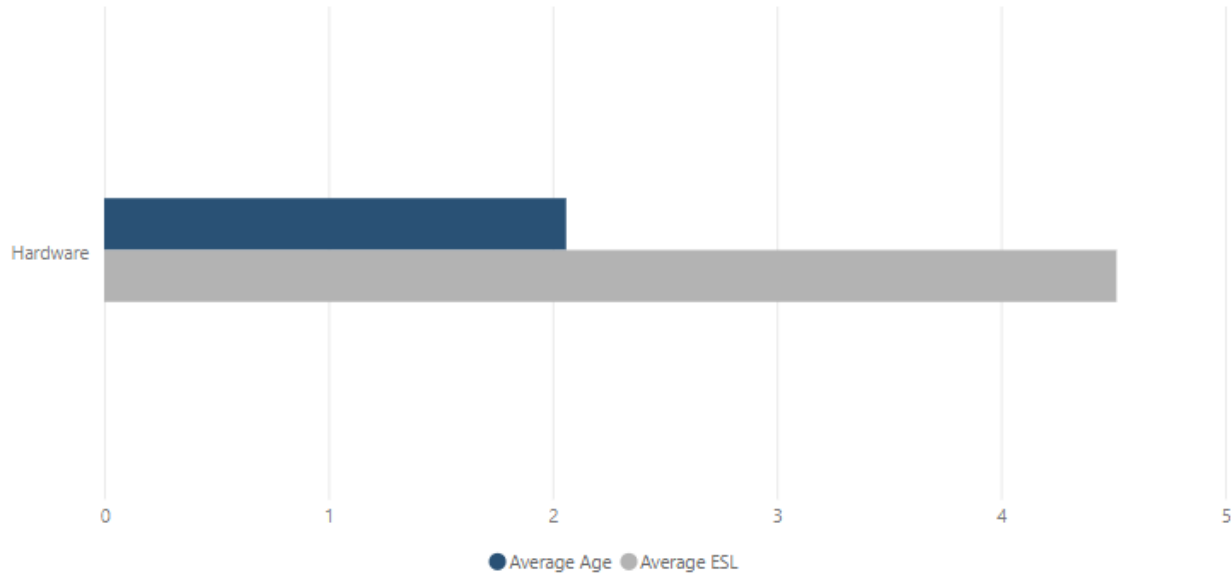
Figure 9-2. Asset Type Condition by Replacement Value – Information Technology

The average condition for Information Technology assets is **fair**, with over 33% of assets are in fair or better condition. Figure 9-2 shows that condition for all Software assets is unknown, accounting for 41.82% of the total condition distribution.



### 9.1.3 Asset Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Information Technology assets. Figure 9-3 shows the average age versus the average estimated service life for hardware assets in the City of Port Colborne.



**Figure 9-3. Average Age and Average Estimated Service Life – Information Technology**

The average age of Hardware assets is below the average estimated service life. In general, these assets can continue to provide services to the City. The graph includes only information where age is currently known for assets. Currently age is unknown for access control systems, routers and switches, security cameras, televisions, wireless access points, and software.

## 9.2 Levels of Service

**Service Statement:** Information Technology plays a crucial role in modernizing municipal operations and improving the deliver of services to residents through data management, digital infrastructure, online services, security, and communication.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 9-3 and Table 9-4 provide a summary of the community and technical levels of service metrics for the City’s Information Technology assets. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Information Technology assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 9-3. Community Level of Service– Information Technology**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	4%

**Table 9-4. Technical Level of Service– Information Technology**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percentage of total replacement cost for IT assets past their estimated useful life	4.95%
Accessible & Reliable	Percentage of replacement value of IT assets above very poor	82.74%
Accessible & Reliable	IT Staff Size	4

## 9.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Information Technology.

### 9.3.1 Lifecycle Activities

Lifecycle activities for Information Technology assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that Information Technology assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of infrastructure assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 9-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 9-5. Asset Management Practices and Associated Frequency – Information Technology

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Monitor recalls and updates (patching and security) on assets to ensure proper functionality, testing</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Hardware - capacity planning, contingency and redundancy planning, master plan, other technical studies</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Security risk reviews and updates</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Support contracts and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Purchase of small equipment and materials</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Hardware repairs</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<ul style="list-style-type: none"> <li>Software licensing, agreement renewals</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<ul style="list-style-type: none"> <li>Refurbishment/major upgrade</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Replacement of hardware and software</li> </ul>	<ul style="list-style-type: none"> <li>Asset end of life</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Uninstall software</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>New hardware assets, sites, employees</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>Updated/new software</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>New software technology for improvement</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>

## 9.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 9.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 9.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 9.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to "catch up" to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement for Information Technology is \$216,000. The condition distribution for the anticipated budget scenario can be seen in Figure 9-4. The overall condition of Information Technology assets increases slightly through this forecast. Assets in very good condition increases from just over 20% to over 30%, while assets in very poor condition decreases to well below 10%. If the City ensures the current anticipated investment into Information Systems is sustained, assets will see an overall increase in condition, resulting in continued quality services to residents.

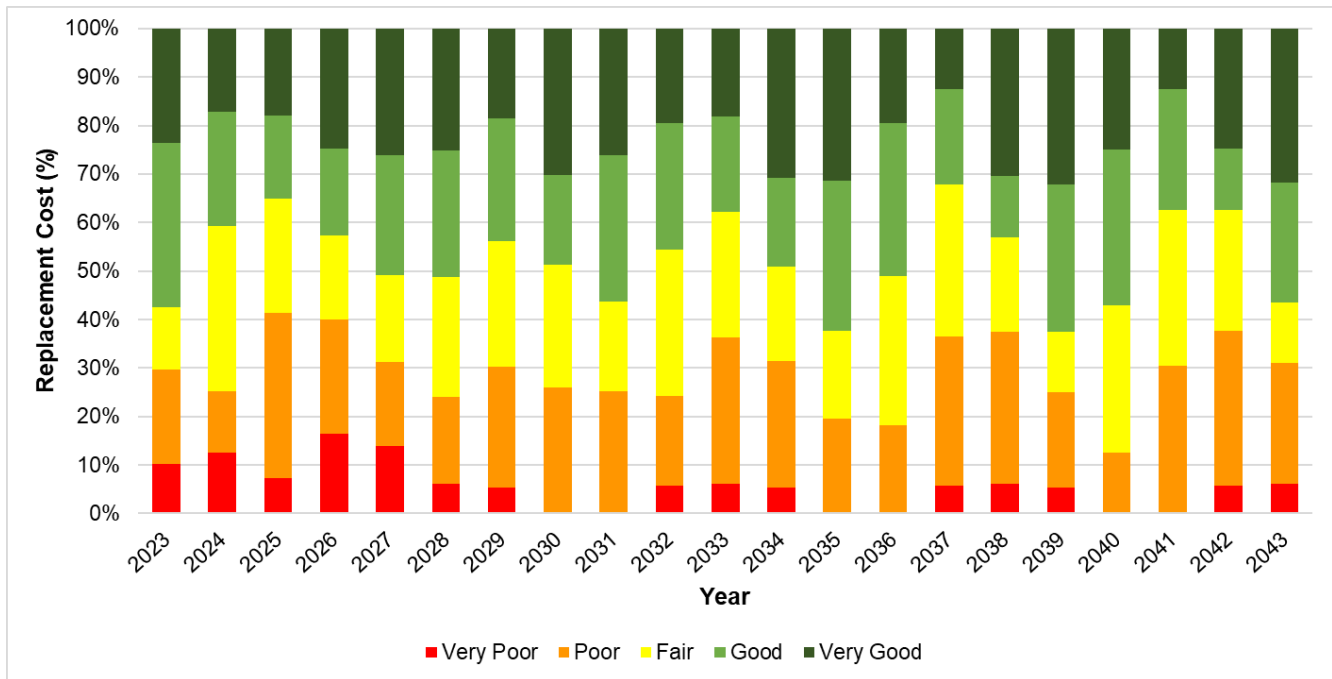


Figure 9-4. Information Technology Performance Forecast with Current Funding

### 9.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Information Technology asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$193,000 is needed to maintain the current performance (condition/level of service) for Information Technology assets. There is no funding gap in this scenario compared to current annual funding for Information Systems. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 9-5, showing overall asset condition stays relatively similar throughout the forecast.

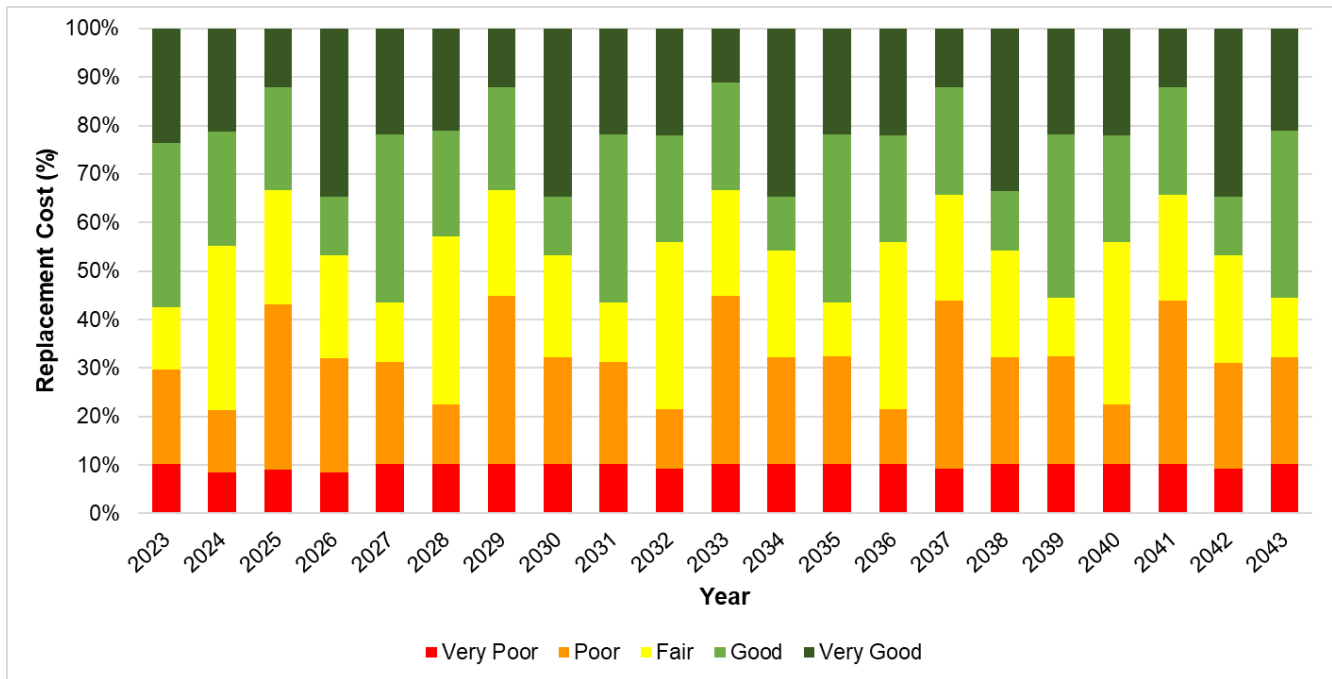


Figure 9-5. Information Technology Performance Forecast to Maintain Levels of Service

### 9.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$208,000 is required for this scenario. There is no funding gap compared to the anticipated budget allocation in Information Technology. The condition distribution for Information Technology assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 9-6. Under this scenario the condition distribution stays roughly the same, with assets in generally the same overall condition at the end of the 20-year forecast period.

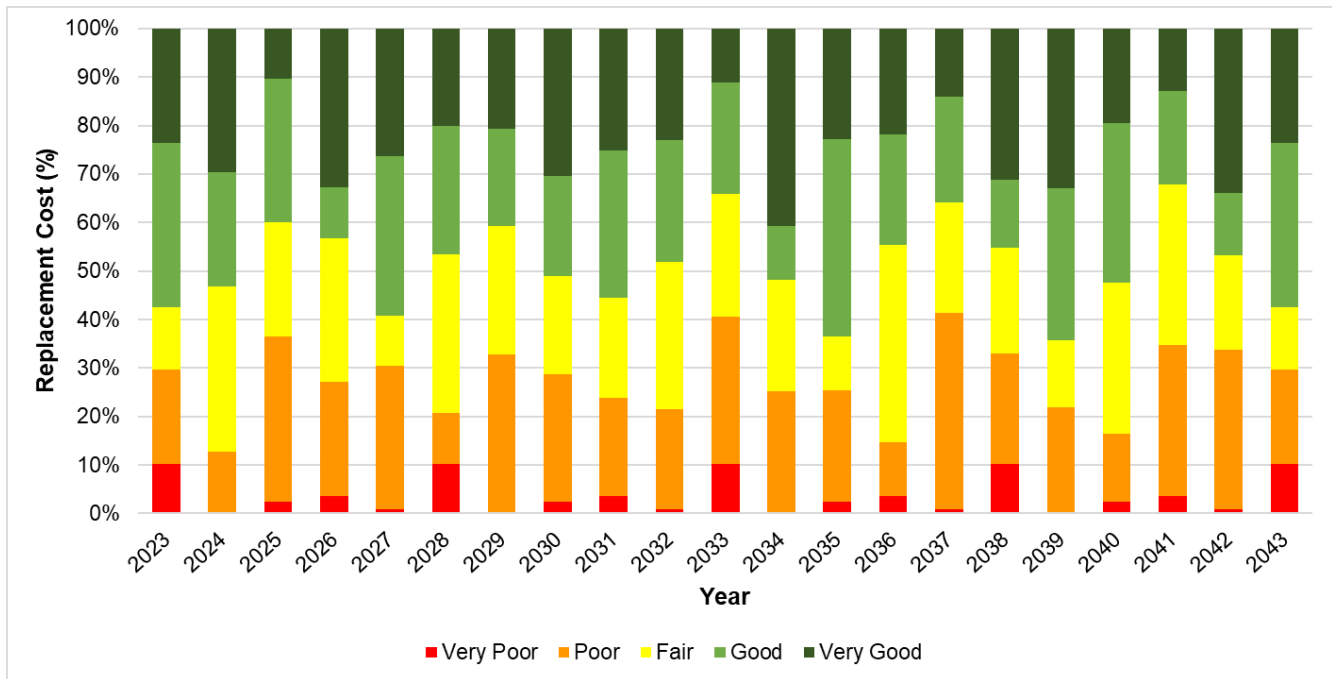


Figure 9-6. Information Technology Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 9.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 9-7 and Table 9-6. Figure 9-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The bars in this figure are colour coded by lifecycle activities. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 9-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 20% to “catch up” to required expenditures up to 2031. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies. If current anticipated investments in Information Technology are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.



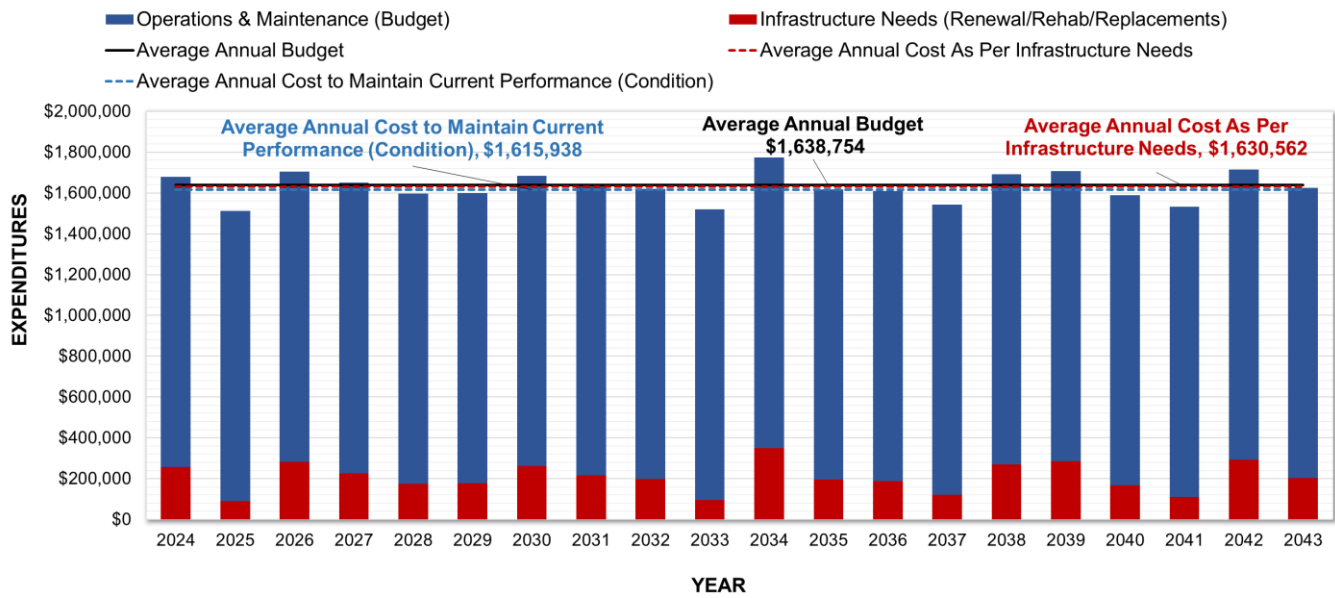


Figure 9-7. Information Technology Scenario Comparison

9.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 9-6.

Table 9-6. Information Systems Lifecycle Activity Investments & Annual Average Infrastructure Gap

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$1,422,566	\$1,422,566	\$1,422,566
Renewal, Rehabilitation, & Replacement	\$216,188	\$193,372	\$207,996
<b>Total Expenditure</b>	<b>\$1,638,754</b>	<b>\$1,615,938</b>	<b>\$ 1,630,562</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City’s assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the

infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 9.5 Data Confidence and Improvement Plan

Table 9-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 9-7. Data Confidence – Information Technology**

Data Source	Data Confidence
Spreadsheet	Fair

### 9.5.1 Recommendations for Improvements

Staff made a concerted effort to create an inventory of all IT assets for the purposes of this AMP, which is what was used to inform all scenarios and required expenditures. It is recommended that the City continue to fill the gaps in this information and continue to maintain it. A register of current software systems for the City is also required, and represents a large portion of the expenditures required for IT.

It is also recommended that the City, as part of data management strategy identify the “source of truth” for IT assets and identify responsible parties for the maintenance of this information. Ensuring accurate and comprehensive data is crucial for effective planning and resource allocation. By updating information such as installation dates, and replacement costs, they City can better assess its IT infrastructure and make informed decisions for maintenance and improvements.

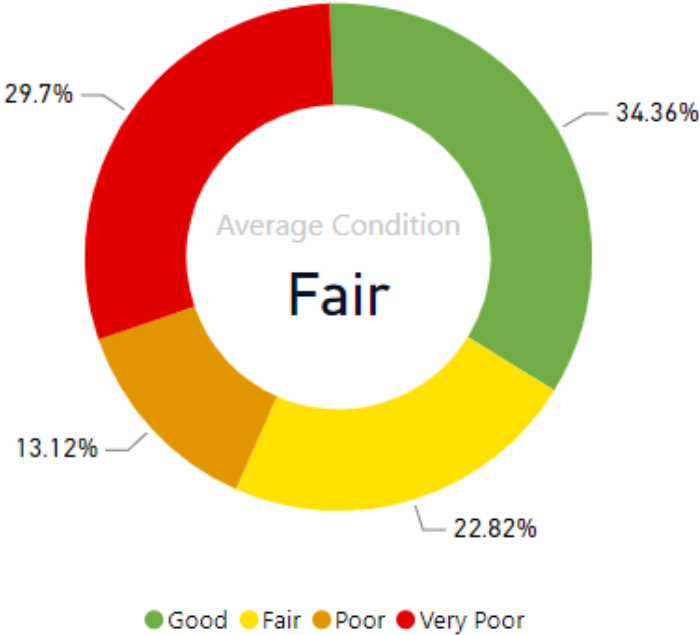
# 10 Library



## Replacement Value

**\$505,397**

## Overall Average Asset Condition



## Quick Facts

The City of Port Colborne Library

- Serves the community by providing digital and print resources, various services and programs
- Maintains the Library Collection and Office Equipment to support service delivery

# 10 Library

Library services proudly serves the community in the City of Port Colborne. They strive to enrich, empower, and educate through great books, services, programs, resources and more. The library is welcoming and accessible for all residents and visitors, serving as a community hub for education, culture, and social interactions. The reliability of Library assets is vital to the delivery of services by staff. Ensuring Library assets are maintained in good condition ensures the community can continue to enjoy all the services the Library has to offer.

## 10.1 State of the Infrastructure

### 10.1.1 Asset Inventory and Valuation

The Library includes library equipment and office equipment with a total estimated replacement value of \$505 thousand. Table 10-1 below details the inventory and the current estimated replacement value by asset type.

**Table 10-1. Asset Inventory and Current Replacement Value - Library**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Library Collection	7	Pool <sup>2</sup>	\$294,189
Office Equipment	47	Units	\$211,209
<b>Total</b>			<b>\$505,397</b>

The library asset inventory was derived based on the Tangible Capital Asset inventory for the library based on 2022 information. It is recommended that this inventory be updated on a regular basis and an asset hierarchy be developed and used going forward for more accurate forecasting of library assets.

### 10.1.2 Asset Condition

Asset condition was assigned to Library assets using age/estimated service life. A description of the condition rating scale is shown in Table 10-2.

<sup>2</sup> Pool represents a collection of assets represented as a singular asset.

Table 10-2. Condition Rating Scale – Library

Condition	Age/ESL
Very Good	>80% life remaining
Good	60-80% life remaining
Fair	40-60% life remaining
Poor	20-40% life remaining
Very Poor	0-20% life remaining
Unknown	

The overall condition distribution for Library assets by replacement value can be seen below in Figure 10-1.

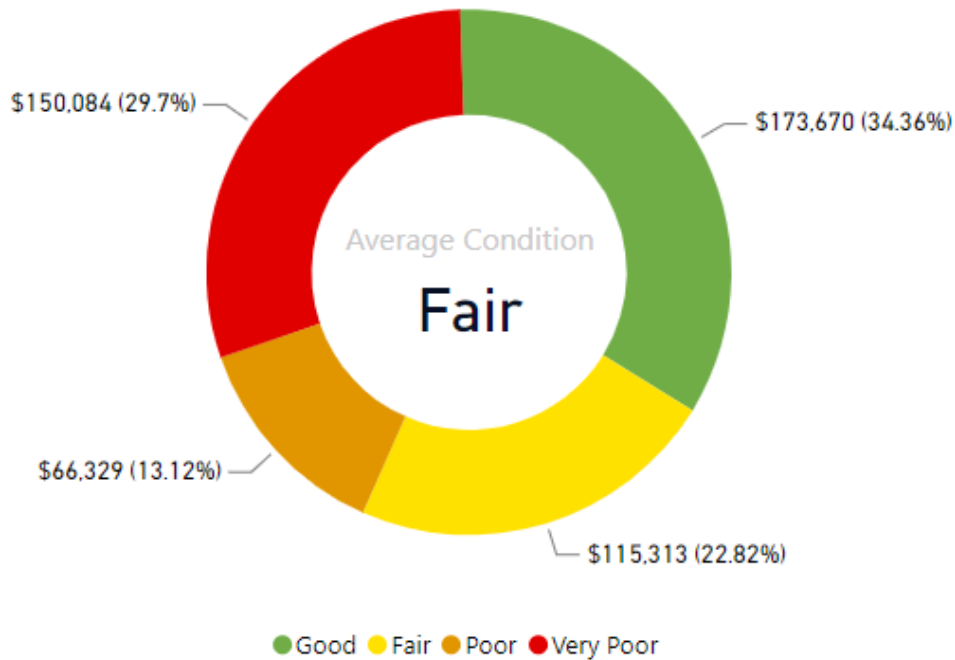
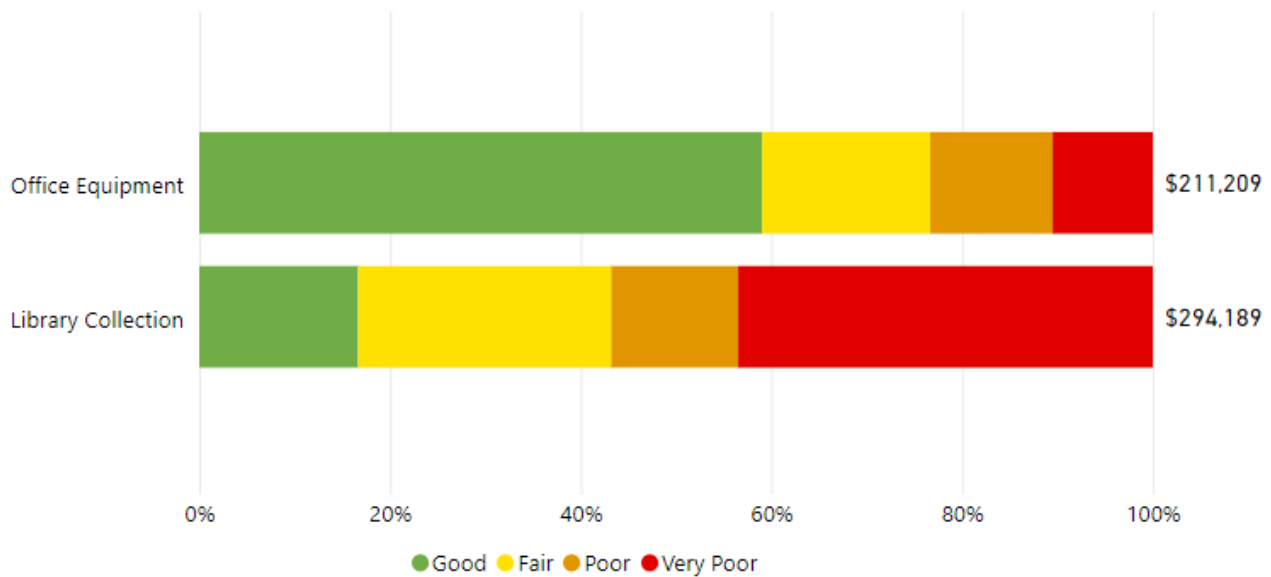


Figure 10-1. Asset Condition by Replacement Value – Library

The average condition for Library assets is **fair**, with over 57% of assets in fair or better condition. The condition profiles for individual asset types can be seen in Figure 10-2.



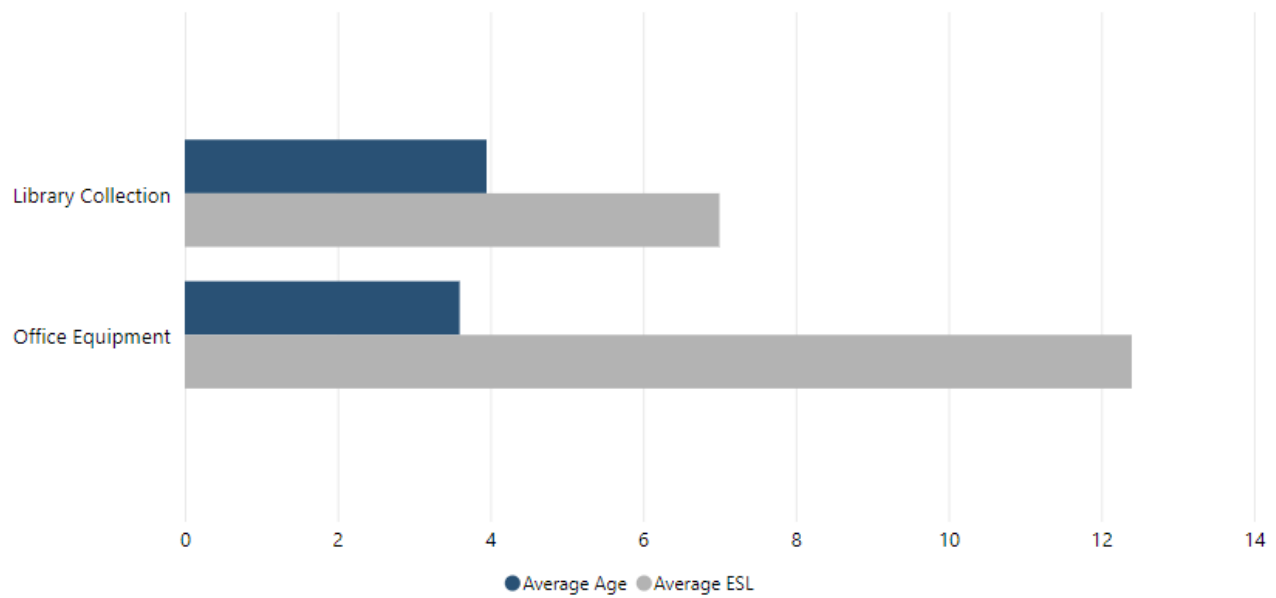
**Figure 10-2. Asset Type Condition by Replacement Value - Library**

Over 76% of Library Office Equipment is in fair or better condition while over half of Library Collection assets are in poor to very poor condition. Library Collections have a very short service life, which can be seen below in Section 10.1.3 Asset Age.

The library collection represents over half of the libraries assets and is continually renewed to maintain this collection. It is recommended that the City further expand on the lifecycle strategies for this collection, as well as the estimated service life to better understand the condition of these assets.

### 10.1.3 Asset Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Library assets. The average age of Library assets is shown below in Figure 10-3.



**Figure 10-3. Average Age and Average Estimated Service Life – Library**

The average age of Library Collection and Office Equipment assets is below the average estimated service life.



## 10.2 Levels of Service

**Service Statement:** The Library serves as a community hub that fosters learning, cultural enrichment and social interaction by providing access to information, educational support, digital services, community programs, and public services.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 10-3 and Table 10-4 provide a summary of the community and technical levels of service metrics for the City's Library. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Library assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 10-3. Community Level of Service– Library**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	2%

**Table 10-4. Technical Level of Service– Library**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Accessible & Reliable	Percentage of assets in very poor condition	29.7%

## 10.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within the Library.

### 10.3.1 Lifecycle Activities

Lifecycle activities for Library assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset, from planning and design to decommissioning or repurposing. These activities ensure that Library assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 10-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 10-5. Asset Management Practices and Associated Frequency – Library

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Condition assessments</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Accessibility Plan</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Lighting maintenance</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Planned maintenance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Rehabilitation</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Replacement</li> </ul>	<ul style="list-style-type: none"> <li>As required – end of service life</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Disposal of assets</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>New Assets</li> </ul>	<ul style="list-style-type: none"> <li>In-line with asset replacement</li> </ul>
<ul style="list-style-type: none"> <li>Accessibility Improvements/Upgrades</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>

## 10.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 10.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 10.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures in each asset category.

### 10.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The anticipated average annual funding for renewal, rehabilitation and replacement for the Library is \$82,000. The condition distribution for the anticipated budget scenario for Library assets can be seen below in Figure 10-4. With current anticipated annual funding, condition of Library assets decreases quite drastically over the 20-year forecast period. Assets in poor to very poor condition start at just under 30%, by the end of the forecast period assets in these categories grow to just over 70%. With current anticipated funding, the overall condition of Library assets decreases, highlighting that more investments may be needed to sustain or increase the condition of these assets.

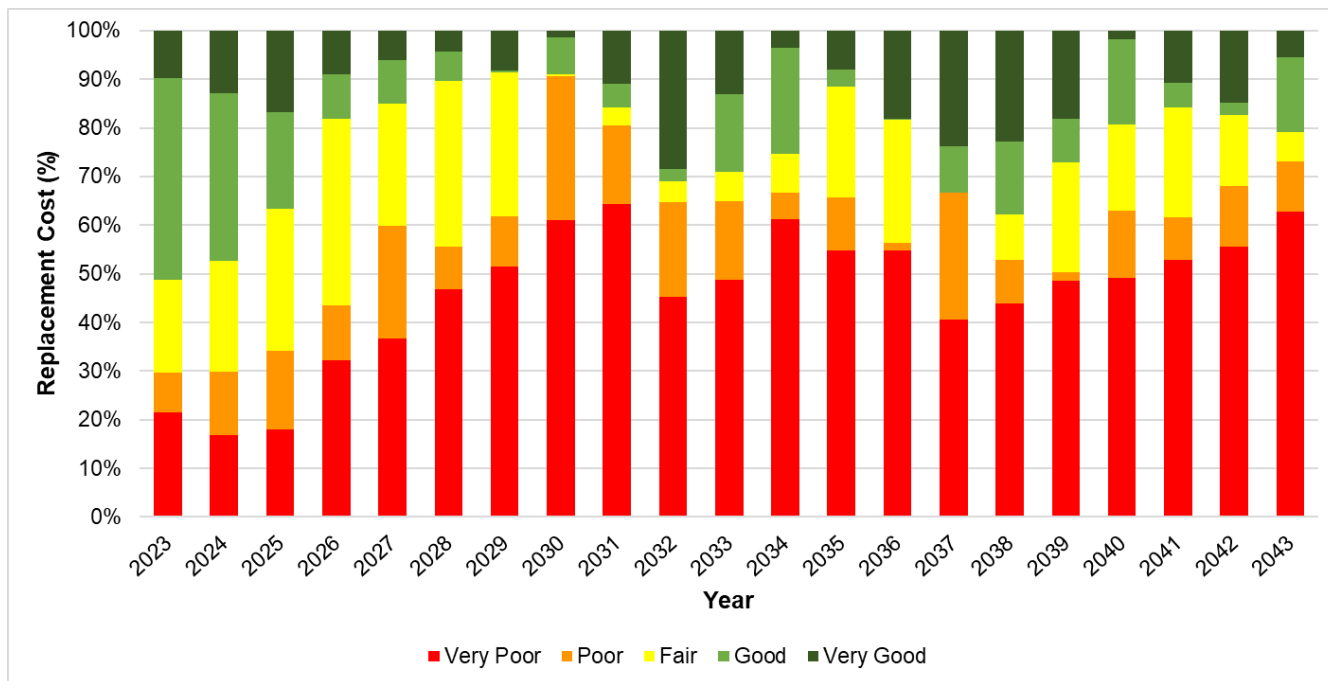


Figure 10-4. Library Performance Forecast with Current Funding

### 10.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Library asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$44,000 is needed to maintain the current performance (condition/level of service) for Library assets. There is no funding gap in this scenario compared to current anticipated funding. The condition distribution for this forecast scenario can be seen below in Figure 10-5. Overall asset condition decreases, with assets in poor to very poor condition growing to just under 60% throughout the 20-year forecast period.

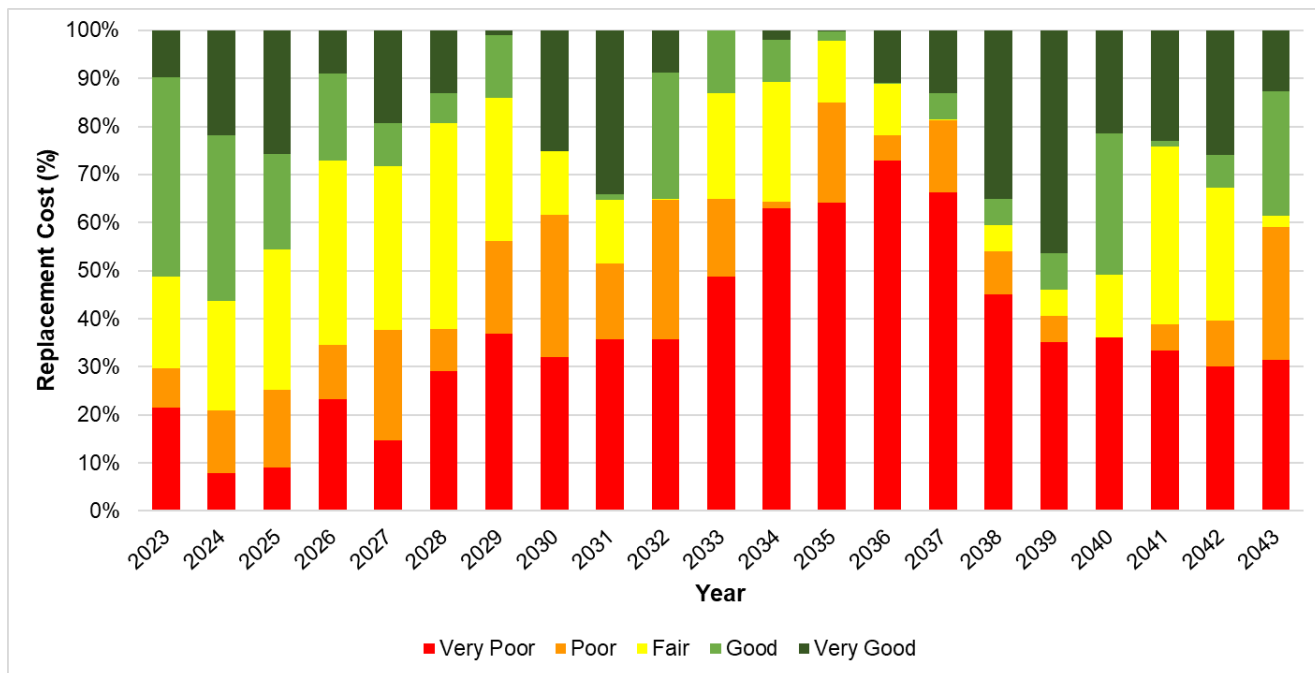


Figure 10-5. Library Performance Forecast to Maintain Levels of Service

### 10.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an annual budget of \$67,000 is required for this scenario. There no funding gap compared to the anticipated budget allocation in Library. The condition distribution for Library assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 10-6. With this scenario, overall asset condition increases slightly.

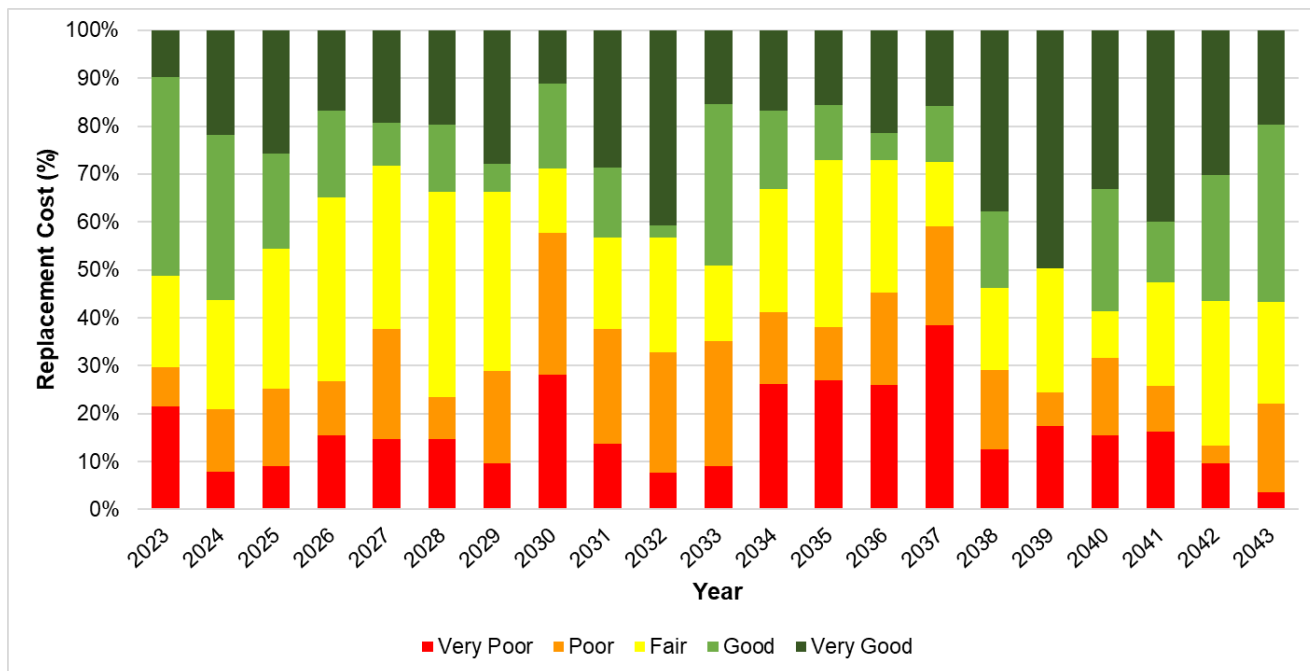


Figure 10-6. Library Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 10.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 10-7 and Table 10-6. Figure 10-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 10-6.

The City’s anticipated budget has been developed to meet the infrastructure needs of the asset category. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets or to optimize performance of assets based on lifecycle strategies. Although the Library is adequately funded, the City should ensure to follow the lifecycle strategies as described in Section 10.3 to optimize performance of assets and increase the overall condition of the asset inventory. Ensuring the anticipated investments are sustained into the future and lifecycle strategies are followed will ensure the Library can continue providing quality service to residents.

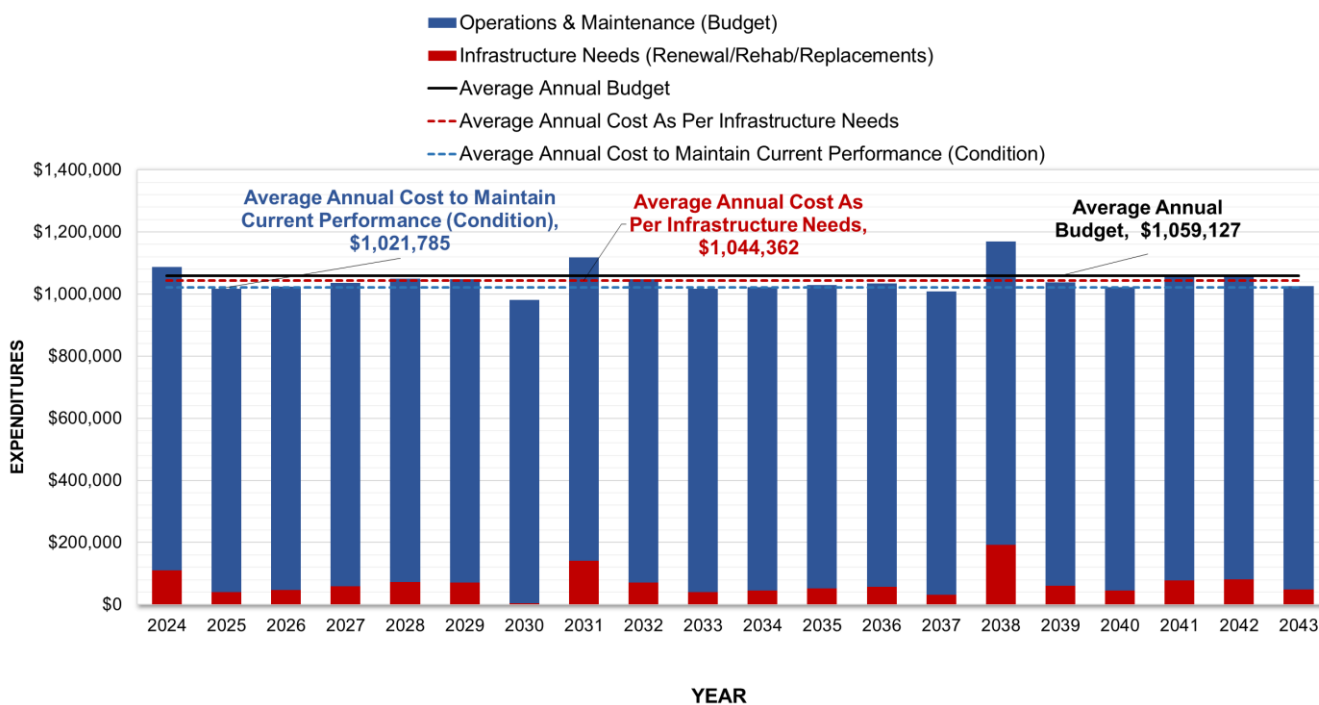


Figure 10-7. Library Scenario Comparison

10.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 10-6.

Table 10-6. Library Lifecycle Activity Investments & Annual Average Infrastructure Gap

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$977,127	\$977,127	\$977,127
Renewal, Rehabilitation, & Replacement	\$82,000	\$44,658	\$67,235
<b>Total Expenditure</b>	<b>\$1,059,127</b>	<b>\$1,021,785</b>	<b>\$1,044,362</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>



For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City’s assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City’s assets.

## 10.5 Data Confidence and Improvement Plan

Table 10-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 10-7. Data Confidence - Library**

Data Source	Data Confidence
Citywide (2022)	Good

### 10.5.1 Recommendations for Improvements

Information for the Library was informed by the City's Citywide database. This information is updated on an annual basis, and at the time of the development of this plan, only information from 2022 was available.

It is recommended that the data provided be reviewed and inconsistencies be cleaned to ensure assets are appropriately grouped together and improve planning. It is also recommended that the City review with Library staff if this information is thorough and complete.

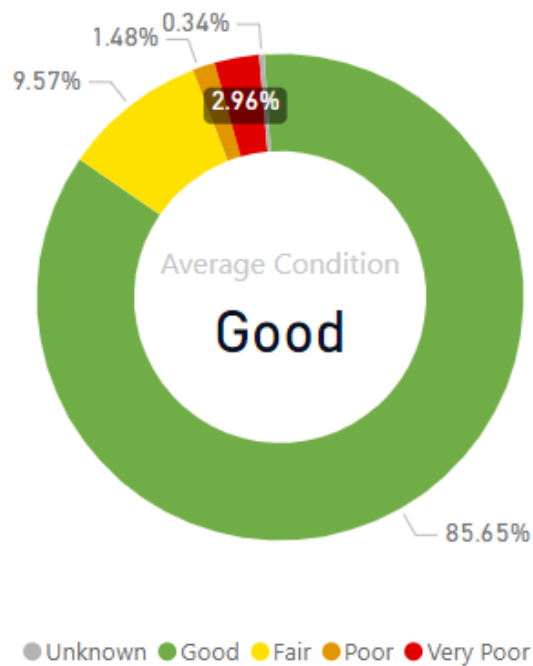
Assumptions were made for the lifecycle strategies for the library assets, which also should be reviewed and assessed with Library staff.

# 11 Natural Assets

## Replacement Value

**\$5,937,000 M**

## Overall Average Asset Condition



## Quick Facts

Natural Assets has

- 5,923 trees with over 75 different species
- Numerous native tree species including Redbud, Eastern White Pine, Red Maple and Kentucky Coffee Tree

# 11 Natural Assets

Natural Assets are also referred to as green infrastructure assets in the O. Reg. 588/17, consisting of assets that provide ecological and hydrological functions and processes. In the City of Port Colborne this asset group consists of trees and stumps, providing many benefits to residents including but not limited to air filtration, shade, and water filtration.

## 11.1 State of the Infrastructure

### 11.1.1 Asset Inventory and Valuation

The City manages Natural Assets including trees and stumps with a total replacement value of \$5,937,000. Table 11-1 shows the natural assets inventory and the current replacement value by asset type.

**Table 11-1: Asset Inventory and Current Replacement Value – Natural Assets**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Trees	5,923	Units	\$5,923,000
Stumps	14	Units	\$14,000
<b>Total</b>			<b>\$5,937,000</b>

### 11.1.2 Asset Condition

Asset condition was assigned to trees and stumps by staff inspections. A description of the condition ratings scale can be found in Table 11-2.

**Table 11-2. Condition Rating Scale – Natural Assets**

Condition	Age/ESL
Very Good	1
Good	2
Fair	3
Poor	4
Very Poor	5
Unknown	

Overall asset condition for Natural Assets by replacement value can be seen below in Figure 11-1 and Figure 11-2.

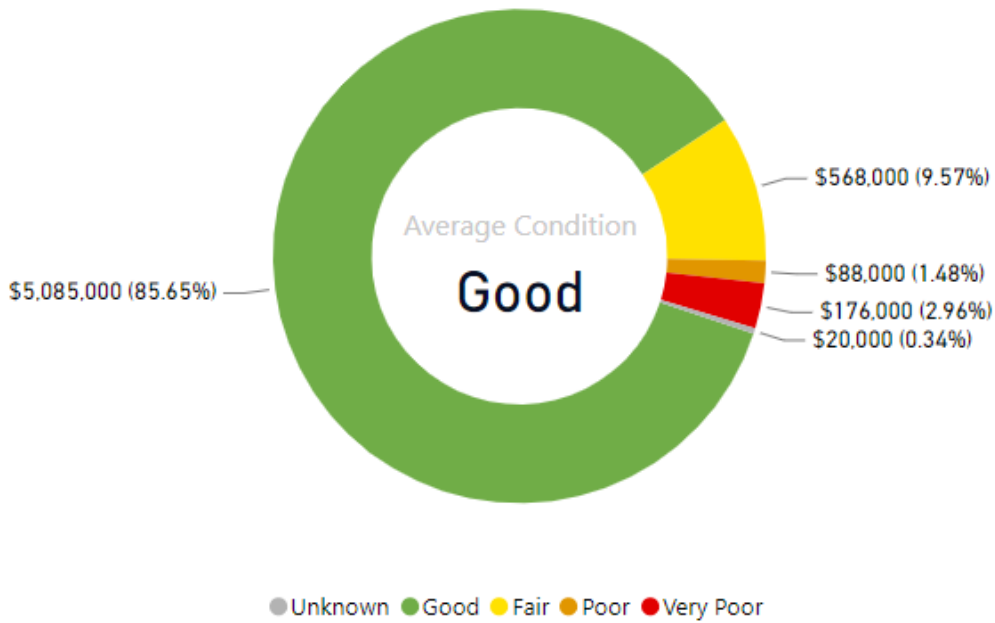


Figure 11-1. Asset Condition by Replacement Value – Natural Assets

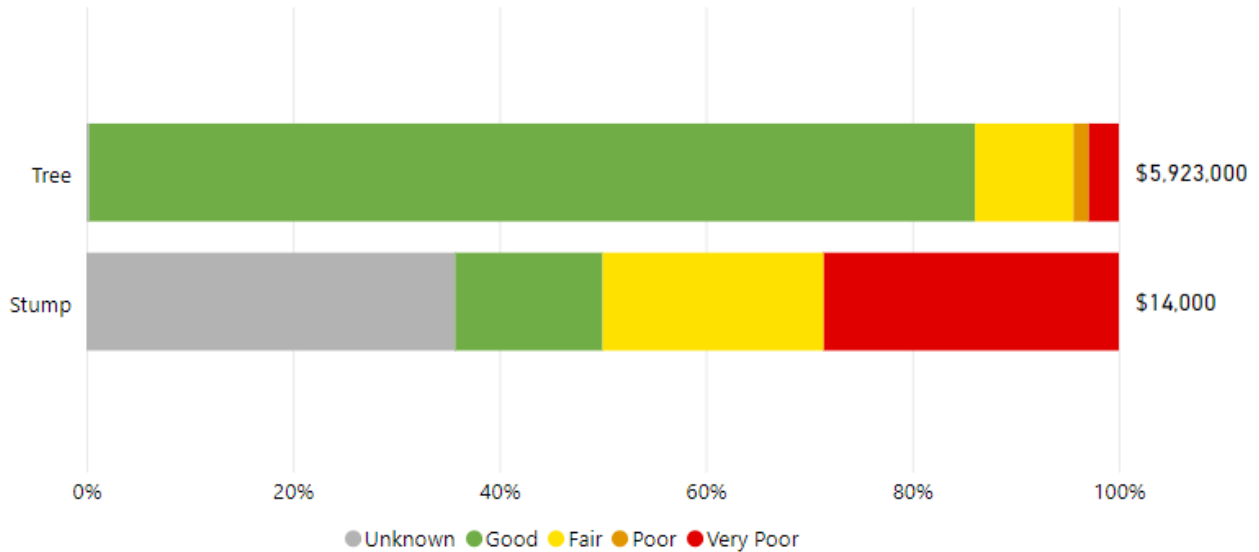


Figure 11-2. Asset Type Condition by Replacement Value – Natural Assets

The average condition of Natural Assets is good, with over 85% of assets in good condition. Figure 11-2 shows the small portion of Trees in poor to very poor condition, and a small number of stumps in very poor condition.

### 11.1.3 Asset Age

While most assets decrease in value as they age, trees typically provide more value to the community as they grow. Age is not collected for tree assets. Figure 11-3 below shows the count of trees by the diameter at breast height measurement to show a distribution of the maturity of urban trees throughout the City.

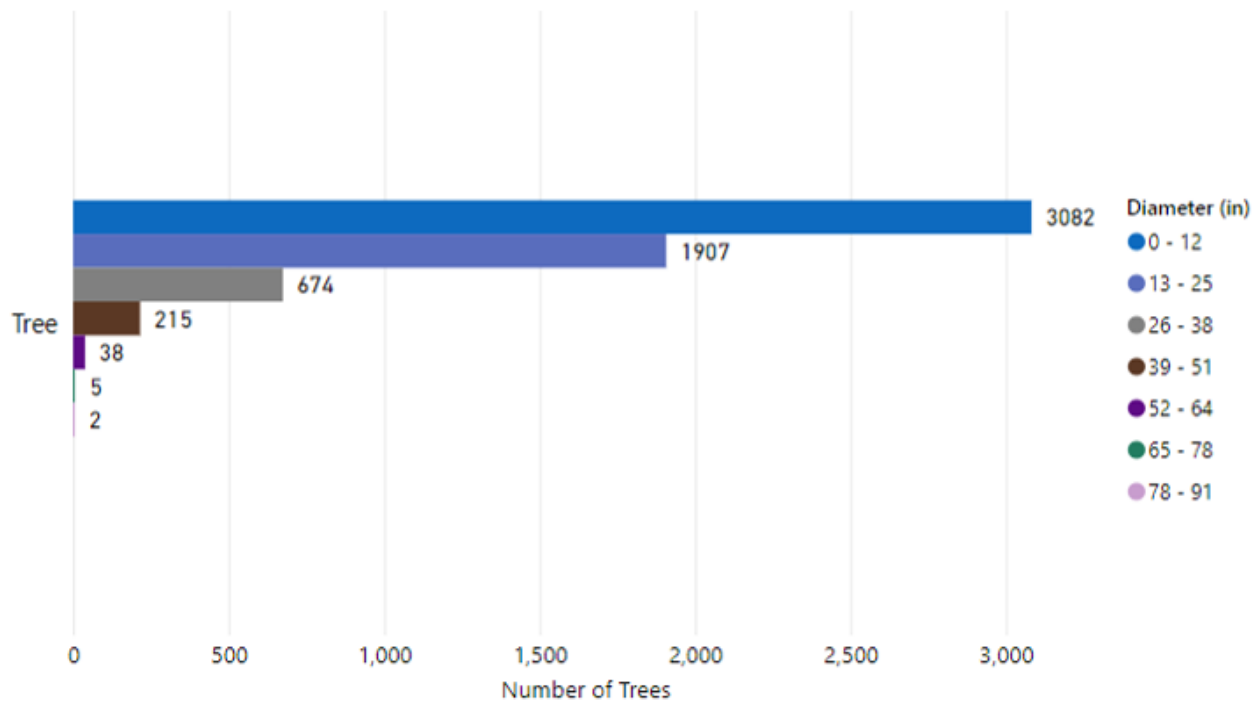


Figure 11-3: Count of Trees by Diameter at Breast Height (in)

## 11.2 Levels of Service

**Service Statement:** Natural assets can lead to more sustainable, resilient, and cost-effective municipal planning and development.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 11-3 and Table 11-4 provide a summary of the community and technical levels of service metrics for the City's Natural Assets. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Natural Assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 11-3. Community Level of Service– Natural Assets**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	0.38% <sup>3</sup>

**Table 11-4. Technical Level of Service– Natural Assets**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percentage of total replacement cost for Tree assets in very poor condition	2.9%
Accessible & Reliable	Trees planted per year by City Forestry office	35
Accessible & Reliable	Percent of urban canopy coverage	32%
Accessible & Reliable	Percent of tree related work orders closed within designated timeline	100%
Accessible & Reliable	# of tree inspection requests per year	5

<sup>3</sup> Budget for tree assets is covered under Parks & transportation, which provide a combined budget of \$200k for tree maintenance and renewal.

## 11.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices for Natural Assets.

### 11.3.1 Lifecycle Activities

Lifecycle activities for Natural Assets involve a series of processes and tasks aimed at effectively managing the entire lifespan of an asset. These activities ensure that Natural Assets continue to provide their intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of assets.

Ensuring Natural Assets and maintained in optimal condition, the City can extend their lifespan and mitigate the risk of premature replacement. It also ensures that residents continue to benefit from amenities offered from well-maintained assets, which promotes community well-being. Table 11-5 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.



Table 11-5. Asset Management Practices and Associated Frequency – Natural Assets

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Urban forest management plan</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Reactive maintenance: trimming, inspections, pruning, road clearance</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<ul style="list-style-type: none"> <li>Preventative maintenance: trimming, inspections, pruning, road clearance</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>End of life replacement / replanting of trees</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<ul style="list-style-type: none"> <li>Deep root fertigation, propping, cabling</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Tree removal</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>New areas to include trees</li> </ul>	<ul style="list-style-type: none"> <li>Through developments</li> </ul>
<ul style="list-style-type: none"> <li>Urban forest expansion</li> </ul>	<ul style="list-style-type: none"> <li>As budget allows</li> </ul>

## 11.4 Funding the Lifecycle Activities

Natural assets are a unique asset within the AMP. This asset is not replaced and renewed as typical infrastructure assets. Trees within the City of Port Colborne are regularly maintained and replaced under the operations budget for trees. The budget identified for natural assets includes maintenance and replacements for trees.

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$200,000	\$200,000	\$200,000
Renewal, Rehabilitation, & Replacement	No Budget	No Budget	No Budget
<b>Total Expenditure</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

## 11.5 Data Confidence and Improvement Plan

Table 11-6 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 11-6. Data Confidence – Natural Assets**

Data Source	Data Confidence
GIS Tree Assessment	B

### 11.5.1 Recommendations for Improvements

Although the data for trees has a high level of confidence, it is recommended that the City further enhance the natural assets category, and consider other green infrastructure that the City owns, as required by O.Reg. 588/17.

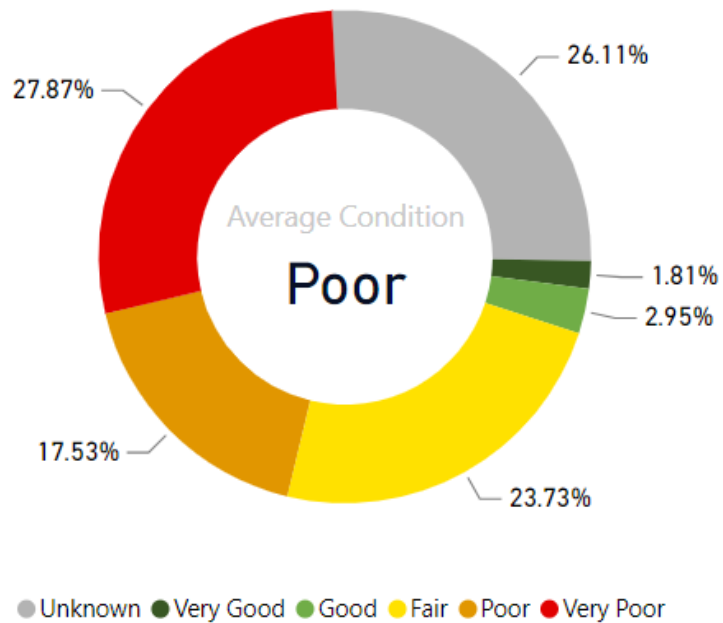
# 12 Parks



## Replacement Value

**\$30,354,160 M**

## Overall Average Asset Condition



## Quick Facts

Parks has

- 32 different Parks with pavilions, sport surfaces, and playgrounds
- Walkways, trails and an active transportation area

# 12 Parks

Parks provide numerous benefits to residents and visitors in the City of Port Colborne. Parks provide spaces for community members to gather in spaces like playgrounds, sports surfaces, trails, and walkways. This supports cohesion and a sense of social belonging in one's community. Parks also help support community health and wellness through access to green spaces.

## 12.1 State of the Infrastructure

### 12.1.1 Asset Inventory and Valuation

The City of Port Colborne has several different asset types in the Parks category including active transportation, park assets, parking lots, pavilions, playground structures, roadways, sport structures and surfaces, a Spraypad and trails and walkways. The total current replacement value for these assets is \$30 million. Table 12-1 shows the asset inventory and current estimated replacement value for Parks assets.

**Table 12-1. Asset Inventory and Current Replacement Value - Parks**

Asset Type	Count	Quantity Unit	2024 Estimated Replacement Value
Active Transportation	10,718	m	\$3,215,400
Park Assets	284	Units	\$930,900
Parking Lot	88,531	Sq m	\$4,381,860
Pavilion	4,940	Sq m	\$494,000
Playground Structure	41	Units	\$11,750,000
Roadway	5,000	Sq m	\$100,000
Sport Structure	1	Unit	\$1,200,000
Sport Surface	35	Units	\$7,320,000
Spraypad	1	Unit	\$350,000
Trail	5,600	m	\$576,000
Walkway	200	m	\$36,000
<b>Total</b>			<b>\$30,354,160</b>

A park asset inventory was developed by staff for the purposes of this AMP. It is recommended that this inventory continue to be enhanced to verify all assets and fill in gaps as required. Replacement values were based on similar assets to represent present costs for these asset types.

### 12.1.2 Asset Condition

Condition was assigned to Parks assets using age and estimated service life. A description of the condition rating scale can be found in Table 12-2.

**Table 12-2. Condition Rating Scale – Parks**

Condition	Age/ESL
Very Good	>80% life remaining
Good	60-80% life remaining
Fair	40-60% life remaining
Poor	20-40% life remaining
Very Poor	0-20% life remaining
Unknown	

Figure 12-1 and Figure 12-2 show the overall condition distribution for Parks assets in the City of Port Colborne.

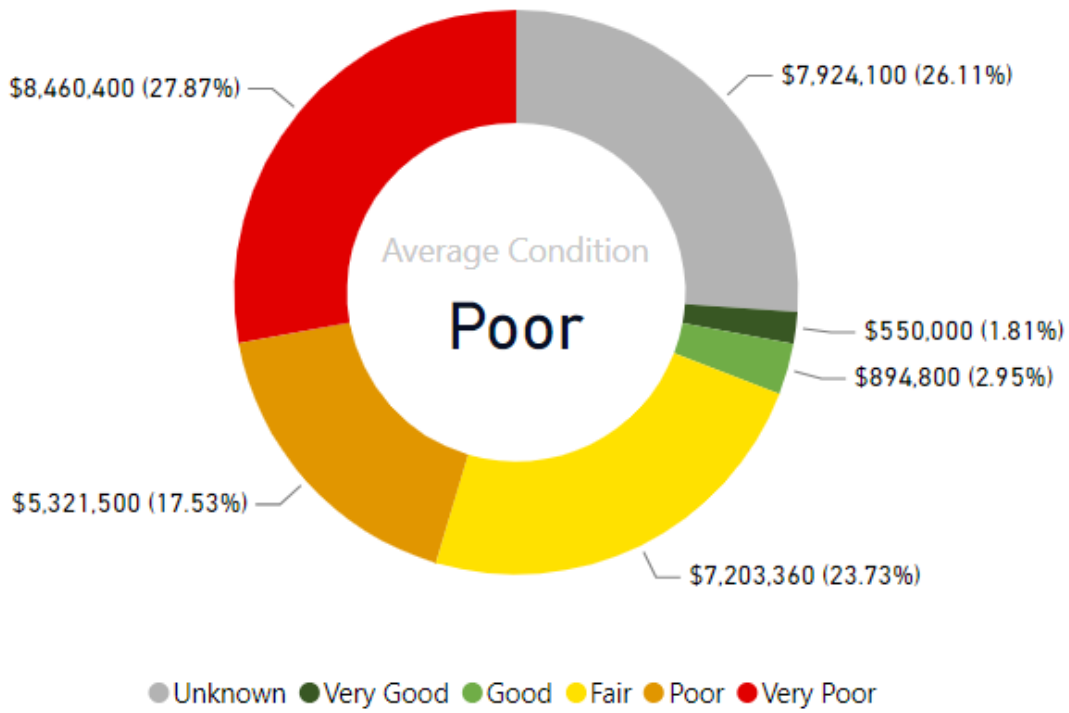
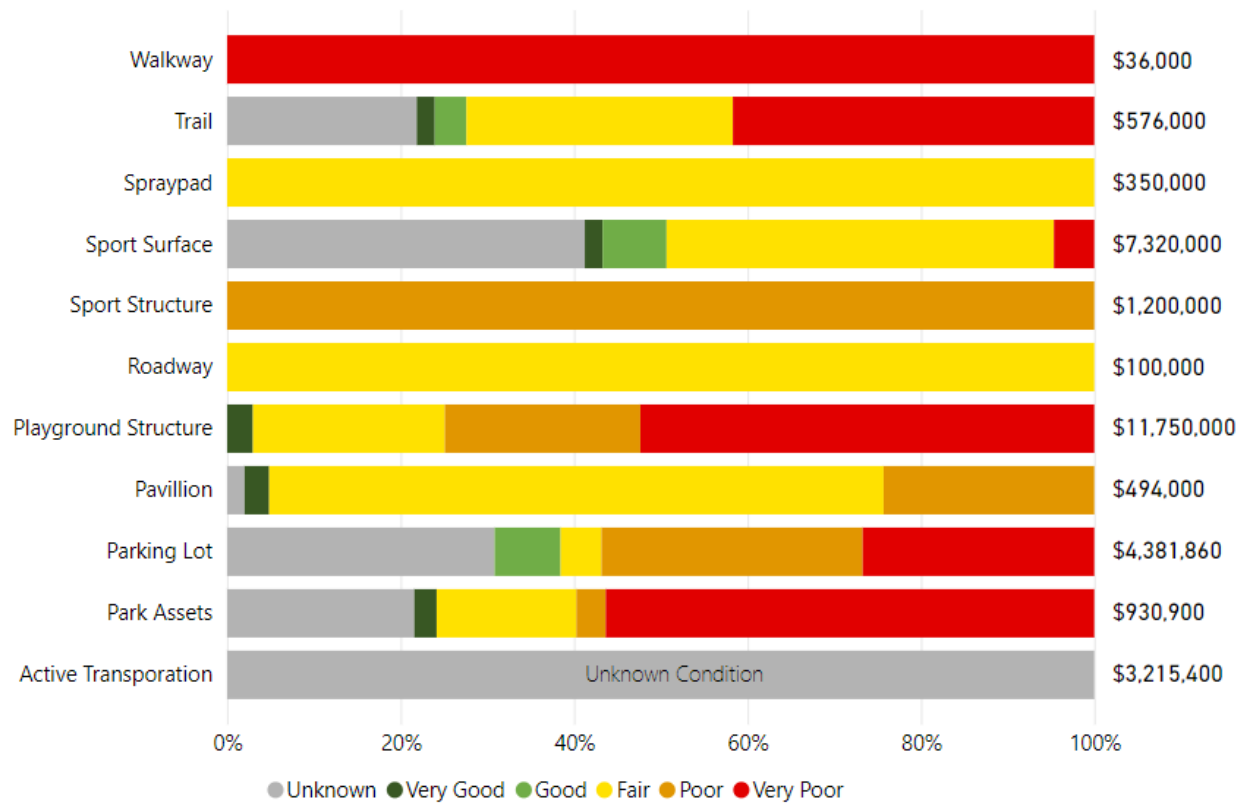


Figure 12-1. Asset Condition by Replacement Value - Parks



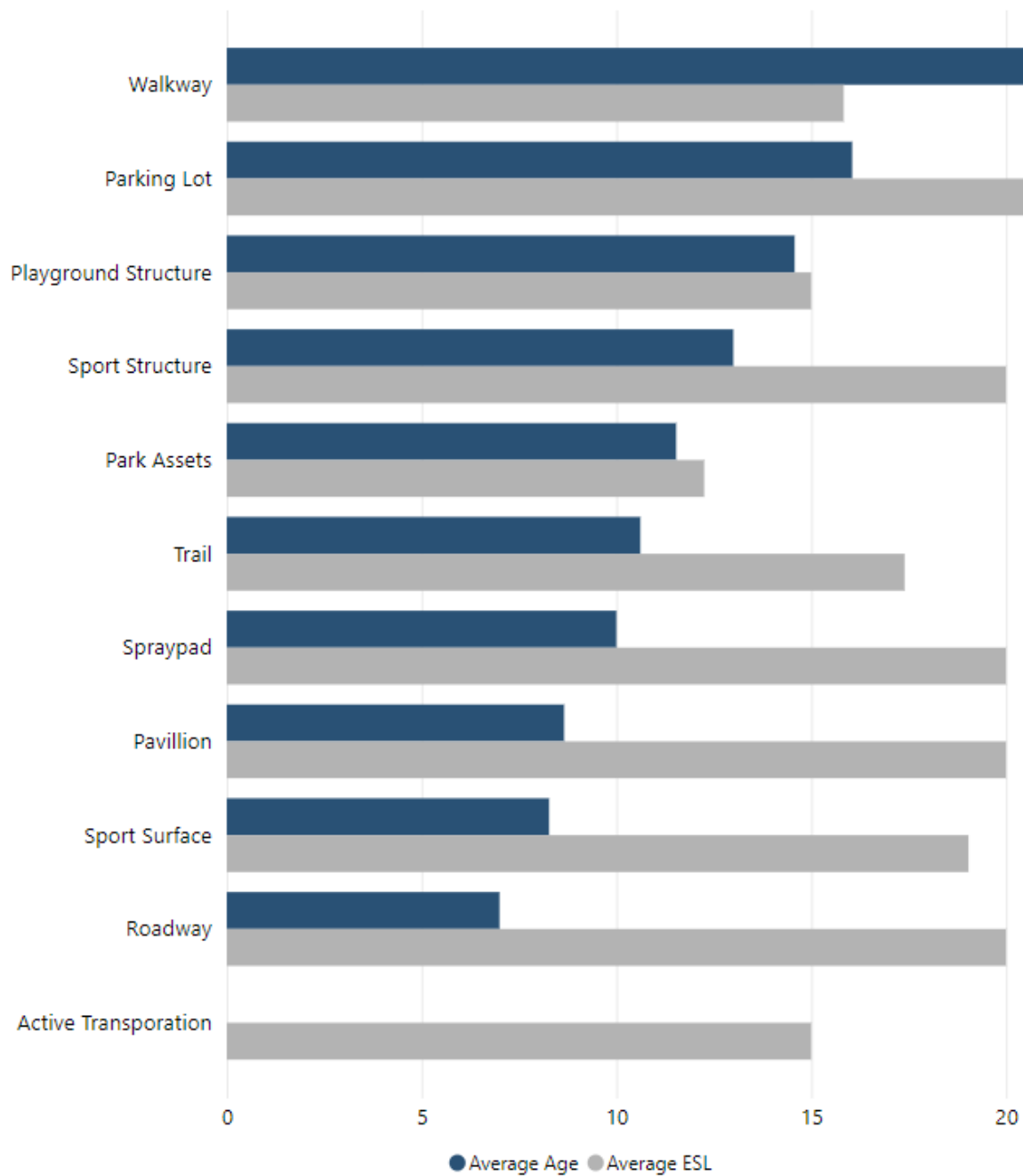
**Figure 12-2. Asset Type Condition by Replacement Value – Parks**

The average condition for Parks assets is poor, with just over 45% of assets in poor to very poor condition. This suggests that a large portion of parks assets are at or nearing the end of their service life. Figure 12-2 shows asset type conditions, highlighting that all or a large portion of walkways, trails, playground structures, parking lots and park assets are in very poor condition. With this information, the City can plan for the replacement of these assets in the Capital plan.

### 12.1.3 Asset Age

Asset age can be important data in asset management planning as it provides municipalities with information to use in planning for short- and long-term replacements. Comparing the average age of assets to estimated service lives can help municipalities make decisions on the management of Parks assets. The average age and average estimated service life for Parks asset types can be seen below in Figure 12-3.





**Figure 12-3. Average Age and Average Estimated Service Life – Parks**

All assets have an average age that is below its average estimated service life, apart from walkway and playground structure assets. Playground structures are inspected regularly by City staff to ensure their safety, but these assets are beyond their service life with some in very poor condition as seen in Figure 12-2.

## 12.2 Levels of Service

**Service Statement:** Parks provide a wide range of services and benefits that contribute to the physical, social, cultural, and economic well-being of the City.

By establishing levels of service metrics, municipalities can assess their performance, identify areas for improvement, and make informed decisions to better meet the needs of their communities while optimizing resource allocation and promoting accountability and transparency in municipal governance. Table 12-3 and Table 12-4 provide a summary of the community and technical levels of service metrics for the City's Park assets. There are no metrics for this asset category that are required by O.Reg. 588/17. The City has chosen metrics that define and measure the desired standards for delivering services that are provided by Park assets. These metrics help set goals, evaluate performance, allocate resources effectively, and communicate expectations to stakeholders.

**Table 12-3. Community Level of Service – Parks**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Cost Efficient	Percent of current budget (Capital & Operating Budget - 2024)	5%

**Table 12-4. Technical Level of Service – Parks**

Key Service Attribute	Performance Measure	Current Performance
<b>City Defined</b>		
Accessible & Reliable	All Parkland in Municipality as a percent of Total Area of Municipality	1%
Accessible & Reliable	Parks per 2,014 residents	3.4
Accessible & Reliable	Park acreage per 1,000 residents	20.59
Accessible & Reliable	Kilometre of trails per 20,000 residents	19.75
Accessible & Reliable	Percentage of total replacement cost of Park assets in very poor condition	36.6%



Key Service Attribute	Performance Measure	Current Performance
Cost Efficient	Percentage of total replacement cost for parks assets past their estimated useful life	20.44%





## 12.3 Lifecycle Management Strategy

The aim of the Lifecycle Management Strategy is to define and implement a series of planned measures, drawing from industry best practices, to ensure our assets consistently deliver a sustainable level of service to residents. As the City progresses, it is enhancing its asset management practices by implementing standardized processes, procedures, and tools across all service areas. Below is an overview of some existing asset management practices within Parks.

### 12.3.1 Lifecycle Activities

Lifecycle activities for Parks assets involve a series of processes and tasks aimed at managing the entire lifespan of an asset. These activities ensure that Parks assets continue to provide the intended services efficiently, effectively, and sustainably throughout their lifecycle, and maximize the value they provide to the community. This approach aligns with best practices in asset management, where preventive maintenance and timely repairs are crucial for preserving the functionality, safety, and longevity of assets.

Maintaining these assets in optimal condition and completing lifecycle management activities and following the strategies within this plan, the City can extend their asset's lifespan and mitigate the risk of costly major repairs or premature replacement. It also ensures that residents continue to benefit from high-quality services, the City can provide services at the lowest possible cost, as well as avoid risks associated with asset ownership. The risks of not following the activities and strategies within this plan have been further defined in 13.3.1 Risks Associated with Lifecycle Strategies.

Table 12-7 below identifies asset management practices and planned actions and their frequency for each of the lifecycle activity categories. The lifecycle activity categories include non-infrastructure, operations and maintenance activities, renewal/replacement activities, disposal activities, and service improvement and growth activities. A description of each lifecycle activity category can be found in Section 1.4.7.1 Lifecycle Management Activities.

Table 12-5. Asset Management Practices and Associated Frequency – Parks

Asset Management Practices/ Planned Actions	Frequency Associated with Practices / Planned Actions
<b>Non-Infrastructure</b>	
<ul style="list-style-type: none"> <li>Asset tracking / GIS</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Recreation Masterplan (feasibility study for level of service changes)</li> </ul>	<ul style="list-style-type: none"> <li>10 years; review need for update every 5 years</li> </ul>
<b>Operations &amp; Maintenance Activities</b>	
<ul style="list-style-type: none"> <li>Seasonal inspections on seasonal equipment</li> </ul>	<ul style="list-style-type: none"> <li>Seasonally</li> </ul>
<ul style="list-style-type: none"> <li>Park inspections (playground inspections, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>Reactive repairs</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Preventative maintenance</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Grooming, grass cutting, line and general field/court maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Daily / weekly activities</li> </ul>
<b>Renewal/Replacement Activities</b>	
<ul style="list-style-type: none"> <li>Renewal activities</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Disposal Activities</b>	
<ul style="list-style-type: none"> <li>Disposal</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<b>Service Improvement &amp; Growth Activities</b>	
<ul style="list-style-type: none"> <li>Requiring new equipment</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>
<ul style="list-style-type: none"> <li>New assets</li> </ul>	<ul style="list-style-type: none"> <li>As identified</li> </ul>

## 12.4 Funding the Lifecycle Activities

The City uses the lifecycle strategies described above in Section 12.3 to plan work and determine future expenditure needs. These activities, with the scenarios below establish a thorough framework for managing infrastructure assets. This helps ensure the City can meet the demands of the current services and existing infrastructure. Each of the scenarios below considers only renewal, rehabilitation, and replacement lifecycle activity cost and needs. These lifecycle activities ensure that infrastructure remains in a state of good repair to continue to provide services to the community.

The City has developed the anticipated budget based on the 2024 capital and operating budget, as well as the infrastructure needs study, and other factors to plan for the required expenditures for their assets. This AMP provides an analysis of the anticipated budget developed to ensure it is aligned with the infrastructure needs scenario (described below). It is the goal of the City to fully fund the infrastructure needs to improve the quality of the assets and services currently being provided. The scenario assumes that the City will fund the assets as per the budgets developed for this AMP.

Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budget shown below in Section 12.4.4 4.4.4 Scenario Comparison and Infrastructure Gap. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures.

### 12.4.1 Scenario 1: Anticipated Budget

Scenario one analyzes the impact of current funding to the asset performance (condition) over the 20-year forecast period. The City's anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 33% to "catch up" to required expenditures until 2025, and 20% from 2026 to 2038. It is assumed that this funding will be made available as prescribed in this AMP.

The anticipated average annual funding for renewal, rehabilitation and replacement for Parks is approximately \$1.5 million. The condition distribution for the anticipated budget scenario can be seen in Figure 12-4. With current anticipated annual funding, overall asset condition increases drastically over time, with assets in good to very good increasing from 16% to 51% towards the end of the forecast period. If these annual anticipated investments are sustained, the City will be able to provide quality services to the community and increase the overall condition of assets.

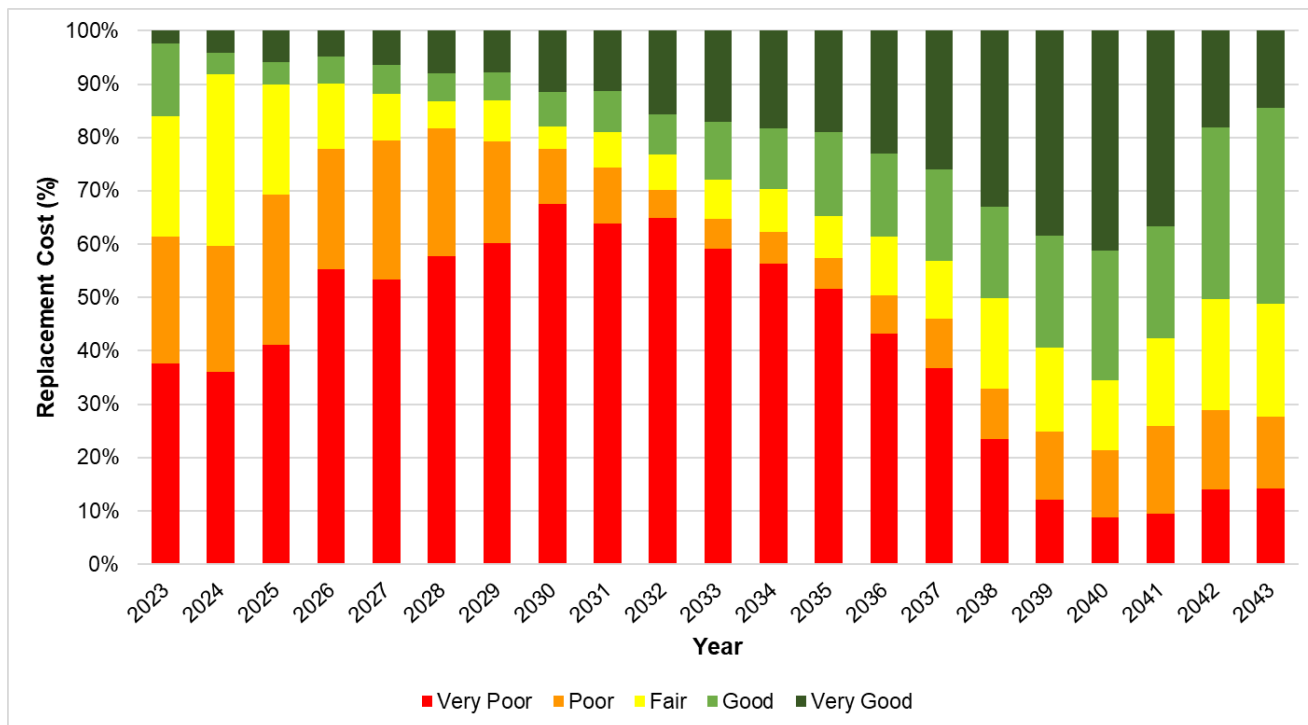


Figure 12-4. Parks Performance Forecast with Current Funding

### 12.4.2 Scenario 2: Cost to Maintain LOS

Scenario two calculates the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the Parks asset category (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

Based on the modelling results, it was determined that a budget of \$1.1 million is needed to maintain the current performance (condition/level of service) for Parks assets. There is no funding gap in this scenario compared to the current anticipated budget. The condition distribution for the cost to maintain LOS scenario can be seen below in Figure 12-5. While asset condition remains roughly the same, a large percentage of assets are in poor to very poor condition throughout this scenario whereas overall condition increases through scenario one, with the current anticipated budget.

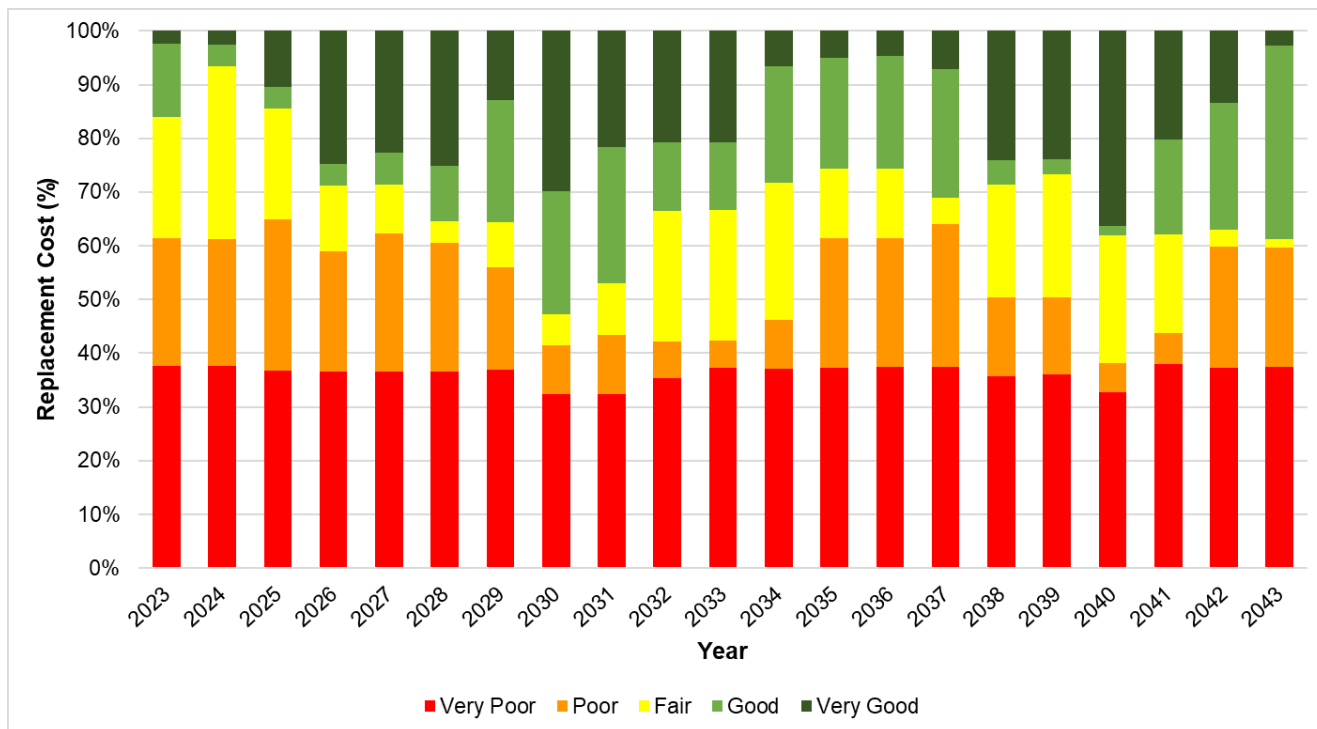


Figure 12-5. Parks Performance Forecast to Maintain Levels of Service

### 12.4.3 Scenario 3: Infrastructure Needs Assessment

Scenario three determines the approximate annual costs associated with the lifecycle strategies developed in consultation with City staff, and using industry best practices for the renewal, rehabilitation and replacement lifecycle activities. This scenario also identifies the backlog of work that should have already been completed by the time of this assessment.

It was determined that an anticipated annual budget of \$1.5 million is required for this scenario. There is no funding gap compared to the anticipated budget allocation in Parks. The condition distribution for Parks assets with infrastructure needs as per lifecycle strategies can be seen below in Figure 12-6. Overall asset condition increases in this scenario.



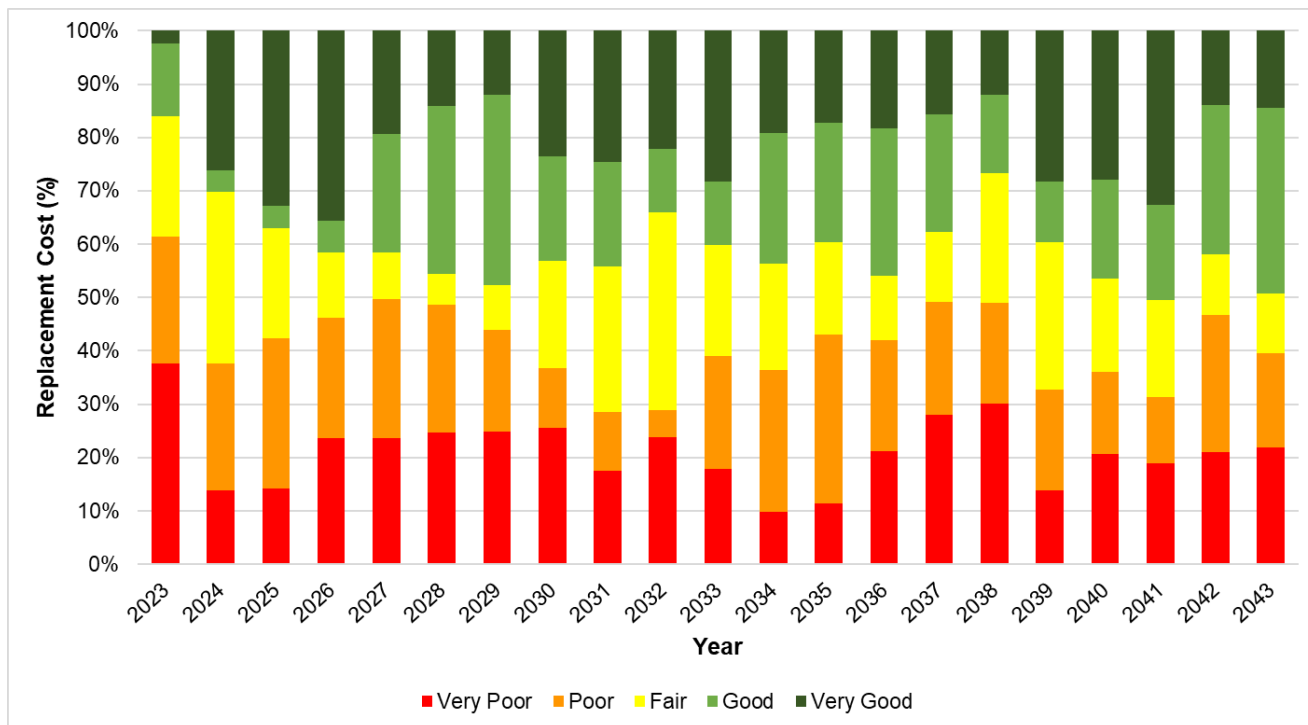


Figure 12-6. Parks Performance Forecast with Infrastructure Needs as per Lifecycle Strategies

### 12.4.4 Scenario Comparison and Infrastructure Gap

The aggregated investment needs under each of the three scenarios are shown below in Figure 12-7 and Table 12-6. Figure 12-7 shows a bar graph of the forecasted renewal, rehabilitation, and replacement expenditures for the infrastructure needs according to Scenario 3, as well as the remaining lifecycle activity expenditures, informed by the City’s anticipated budget. The solid and dashed lines on the figure represent the equivalent annual investment needs of the three scenarios described above. Additional lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown in Table 12-6.

The City’s anticipated budget has been developed to meet the infrastructure needs and includes increases of up to 33% to “catch up” to required expenditures until 2025, and 20% from 2026 to 2038. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights no funding gap to maintain the current performance (condition) of assets and no funding gap to optimize the performance of assets based on the lifecycle strategies. If current anticipated annual investments in Parks assets are sustained over time, infrastructure needs will be met, assets will increase in condition and continue to provide high quality services to residents in the City of Port Colborne.

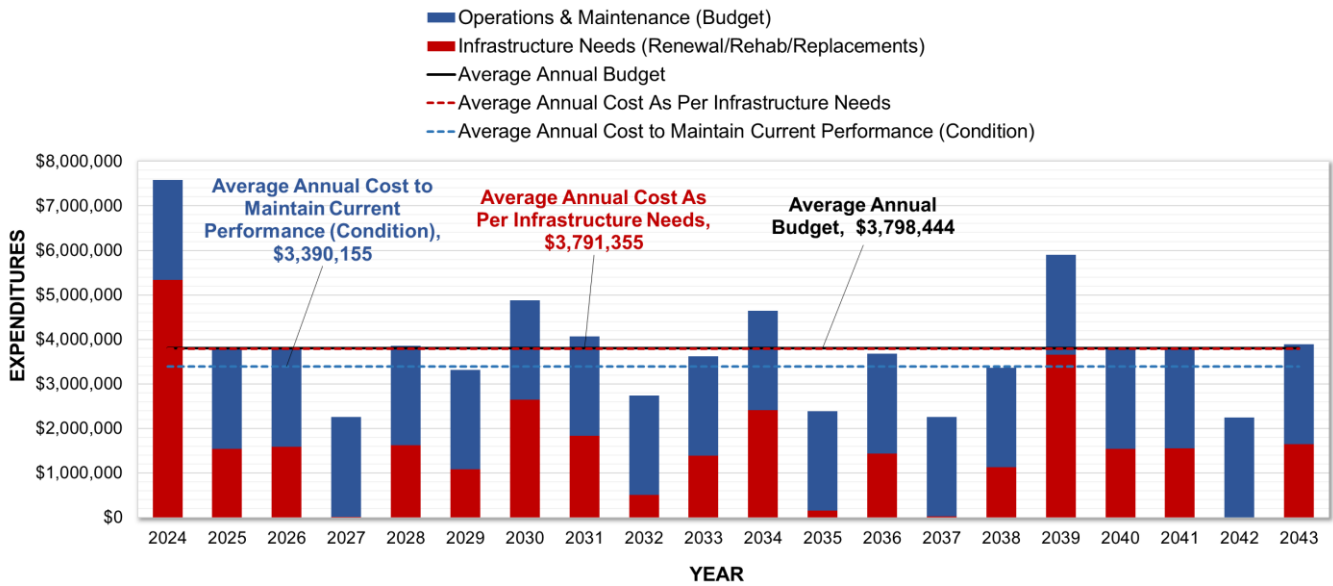


Figure 12-7. Parks Scenario Comparison

There is a “backlog” included in the year 2024, which represents the cumulative backlog of deferred work that has accumulated and is needed to be complete. Deferring renewals create risks of higher financial costs, decreased availability, and decreased satisfaction with asset performance. Ultimately, continuously deferring renewals work puts the City of Port Colborne at risk to not achieve intergenerational equality. If the City continues to push out necessary renewals, future generations will be unable to maintain the level of service the customers currently enjoy and burden future generations with significant costs.

Continued deferrals of projects will also lead to significantly higher operational and maintenance costs and will affect the availability of services in the future. Properly funded and timely renewals will ensure the assets perform as expected and it is recommended to continue to analyze asset renewals based on criticality and availability of funds for future AM Plans.

12.4.4.1 Forecasted Infrastructure Gap

Anticipated funding for capital budgets presented are the annual average for the 2024-2043 fiscal years. By having a clear understanding of the costs associated with necessary lifecycle activities and their potential impact on infrastructure performance, the City can make informed decisions about budget allocations, prioritize maintenance and replacement projects, and develop strategies to ensure the long-term sustainability and reliability of its infrastructure. The infrastructure gap is summarized below in Table 12-6.

Table 12-6. Parks Lifecycle Activity Investments &amp; Annual Average Infrastructure Gap

Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$2,238,507	\$2,238,507	\$2,238,507
Renewal, Rehabilitation, & Replacement	\$1,559,937	\$1,151,648	\$1,552,848
<b>Total Expenditure</b>	<b>\$3,798,444</b>	<b>\$3,390,155</b>	<b>\$3,791,355</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>No Gap</b>

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

This document, and the infrastructure needs, will continue to be enhanced and updated as more information is made available on the City's assets.

## 12.5 Data Confidence and Improvement Plan

Table 12-7 outlines the main data sources and overall confidence in the data used for this AMP. Data confidence is based on how many assumptions needed to be made and the reliability of the data sources.

**Table 12-7. Data Confidence - Parks**

Data Source	Data Confidence
Spreadsheet Staff Review	Fair

### 12.5.1 Recommendations for Improvements

Data for the park assets was compiled for the purposes of this AMP, many gaps being filled based on staff assessments and assumptions of install dates, estimated service lives and replacement values.

It is recommended that the City continue to fill the gaps in this information and continue to maintain it. It is also recommended that the City, as part of data management strategy identify the “source of truth” for park assets and identify responsible parties for the maintenance of this information.

Ensuring accurate and comprehensive data is crucial for effective planning and resource allocation. By updating information such as installation dates, and replacement costs, they City can better assess its IT infrastructure and make informed decisions for maintenance and improvements.





# 13.0 Financial Strategy

# 13 Financial Strategy

The Financial Strategy in this AMP is based on the City of Port Colborne's planned expenditures (budget) to determine the funding available to support infrastructure. All forecasted dollars are presented in 2023 dollars, and no inflationary measure has been included in the needs. This Financial Strategy provides an analysis of the average annual funding available, the expenditures required to maintain current LOS, as well as the ideal expenditures to meet infrastructure needs based on the lifecycle strategies identified throughout this plan.

For the purposes of this AMP only renewal, rehabilitation and replacement lifecycle activity costs and needs are analyzed. These lifecycle activities ensure infrastructure remains in a state of good repair and can continue to provide services to residents. Costs for the remaining lifecycle activities (including non-infrastructure, operations and maintenance, service improvements, and growth) are incorporated into the capital and operating budgets shown within this AMP. For the purposes of this AMP, it is assumed that these activities and their associated costs are adequate to fulfill the community's expectations. This AMP does not provide an optimization analysis for the activities or costs. Growth needs are captured based on the planned projects funded through development charges or initiatives and activities to address the growing population. Recommendations for future AMPs include breaking these costs down further into their respective lifecycle activity categories to better understand lifecycle activity expenditures.

For the purposes of this AMP, it is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City's assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

## 13.1 Budget Overview

Effective asset management planning requires that an approved AM strategy be fully integrated into annual financial planning and budgeting processes. The budget overview provides an analysis of the average annual planned funding available, the expenditures required to maintain current performance, or level of service, and identifies funding required to meet infrastructure needs based on the lifecycle strategies defined throughout this document.

The City's budgets are developed to allocate funds to cover the costs of providing services, maintain existing infrastructure, and construct new assets. The budgets are designed to balance required costs (expenditures) with available funding (revenues) and are categorized into:

**Operating Budget:** Supports the day-to-day activities and functions to provide City services. Samples of the expenditures funded from the operating budget include staff salaries, equipment maintenance, material supply and facility services. These are expensed within the fiscal year.

**Capital Budget:** Includes large expenditures associated with repair, rehabilitation, renewal, and construction or purchase of new infrastructure. It leverages various available funding sources over a ten-year period planning period. The establishment of capital budgets includes the evaluation of long-term investment proposals along with estimating future cash flows.

### 13.1.1 Anticipated Budget

A summary of the forecasted expenditures for the 20-year period are provided in Table 13-1. Based on the review of this forecast, the average annual expenditures planned for operating and renewal and replacement activities are listed for rate and tax supported assets is \$17.1M, and \$27.6M respectively.

The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. The planned expenditures are based on the 2024 operating and capital budget, and the planned expenditures developed by staff. The annual average budget required to fulfill this plan are outlined in Table 13-1. This plan has been developed in consultation with staff on the development of this plan, the wastewater financial plan, and the approved water financial plan. The planned budget has been developed with the intention of increasing funding to address the infrastructure gap and leveraging debt where required.

**Table 13-1. Infrastructure Expenditure Summary (Average Annual Anticipated Budget)**

Service Category	Operations & Maintenance	Renewal, Rehabilitation & Replacement (Capital)	Total
<b>Rate Supported</b>			
Storm	\$493,600	\$4,644,228	<b>\$5,137,828</b>
Water	\$2,936,826	\$3,926,591	<b>\$6,863,417</b>
Wastewater	\$2,860,792	\$2,237,182	<b>\$5,097,974</b>
<b>Total</b>	<b>\$6,291,218</b>	<b>\$10,808,001</b>	<b>\$17,099,219</b>
<b>Tax Supported</b>			
Transportation	\$3,552,075	\$5,697,720	<b>\$9,249,795</b>
Emergency Services	\$4,459,000	\$329,475	<b>\$4,788,475</b>
Facilities	\$2,554,530	\$2,283,179	<b>\$4,837,709</b>
Fleet & Equipment	\$1,045,577	\$990,820	<b>\$2,036,397</b>
Information Technology	\$1,422,566	\$216,188	<b>\$1,638,754</b>



Service Category	Operations & Maintenance	Renewal, Rehabilitation & Replacement (Capital)	Total
Library	\$977,127	\$82,000	\$1,059,127
Natural Assets	\$200,000	No Budget	\$200,000
Parks	\$2,238,507	\$1,559,937	\$3,798,444
<b>Total</b>	<b>\$16,449,382</b>	<b>\$11,159,319</b>	<b>\$27,608,701</b>

### 13.2 Infrastructure Needs

The infrastructure renewal, rehabilitation, and replacement needs were determined based on Scenario 2 and Scenario 3, outlined below.

**Scenario 2: Maintain Current Level of Service** determines the approximate annual cost to maintain assets in a similar performance (condition) as their current state. This is used to determine the annual cost to provide the current level of service for the assets (as mandated by O.Reg. 588/17). For the purposes of this analysis, this is accomplished by determining the current performance (condition) of assets.

**Scenario 3: Infrastructure Needs as Per Lifecycle Management Strategies** prioritizes a proactive approach to infrastructure investment by considering lifecycle management strategies developed with staff and based on best practices, rather than being restricted by available funding. This approach recognizes that focusing solely on immediate budget constraints may lead to short-term fixes that could prove more costly in the long run. By adopting lifecycle management strategies and best practices, the City can prioritize investments in infrastructure renewal, rehabilitation, and replacement activities in a way that maximizes efficiency, reliability, and longevity.

The expenditures for renewal, rehabilitation and replacement required for both scenarios are outlined below in Table 13-2.

**Table 13-2. Cost to Maintain Current Level of Service and Infrastructure Needs As Per Lifecycle Strategies (Rate & Tax Supported)**

Service Category	Average Annual Expenditure to Maintain Current LOS (Scenario 1)	Average Annual Expenditure for Infrastructure Needs As Per Lifecycle Strategies (Scenario 3)
<b>Rate Supported</b>		
Storm	\$3,292,802	\$4,520,212
Water	\$395,040	\$4,852,164
Wastewater	\$956,721	\$2,142,638



Service Category	Average Annual Expenditure to Maintain Current LOS (Scenario 1)	Average Annual Expenditure for Infrastructure Needs As Per Lifecycle Strategies (Scenario 3)
<b>Rate Supported Total</b>	<b>\$4,644,563</b>	<b>\$11,515,014</b>
<b>Tax Supported</b>		
Transportation	\$4,209,705	\$5,377,580
Emergency Services	\$257,426	\$329,085
Facilities	\$2,456,720	\$2,732,136
Fleet & Equipment	\$890,582	\$890,582
Information Technology	\$193,372	\$207,996
Library	\$44,658	\$67,235
Natural Assets	\$200,000	\$200,000
Parks	\$1,151,648	\$1,552,848
<b>Tax Supported Total</b>	<b>\$9,404,111</b>	<b>\$11,357,463</b>

These expenditures represent the average annual cost of the 20-year forecast based on the identified scenarios.

Figure 13-1 provides an overview of the scenarios outlined, the operation budget, and the planned expenditures for the City. The City has made a significant effort to develop a forecasted budget to meet the infrastructure needs to improve the level of service provided to the community.

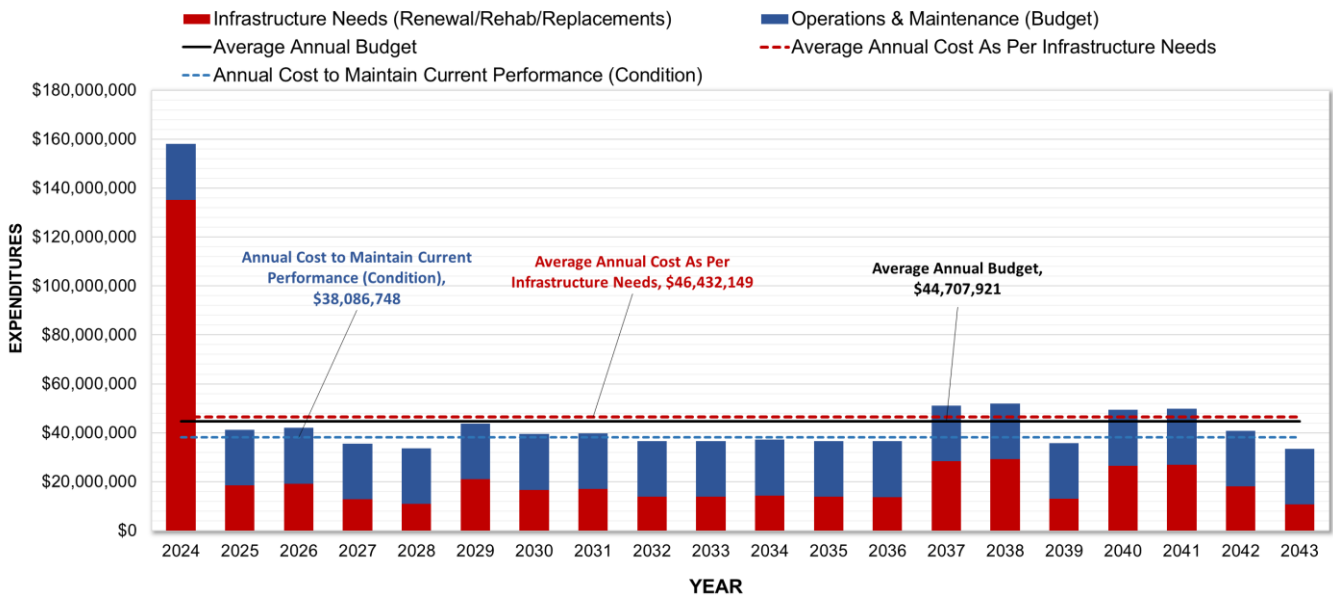


Figure 13-1. Lifecycle Activity Expenditures and Scenario Comparison

It is assumed that the anticipated budget will be provided to fund the infrastructure needs for the City’s assets. The City has developed a comprehensive plan to improve the condition of its assets and enhance the services provided to its residents. By fully funding the infrastructure needs, the City is demonstrating a commitment to maintaining and upgrading its assets to ensure the quality of services for its customers. This proactive approach can lead to more efficient and effective asset management, ultimately benefiting the community.

**Table 13-3. Average Annual Lifecycle Expenditures**

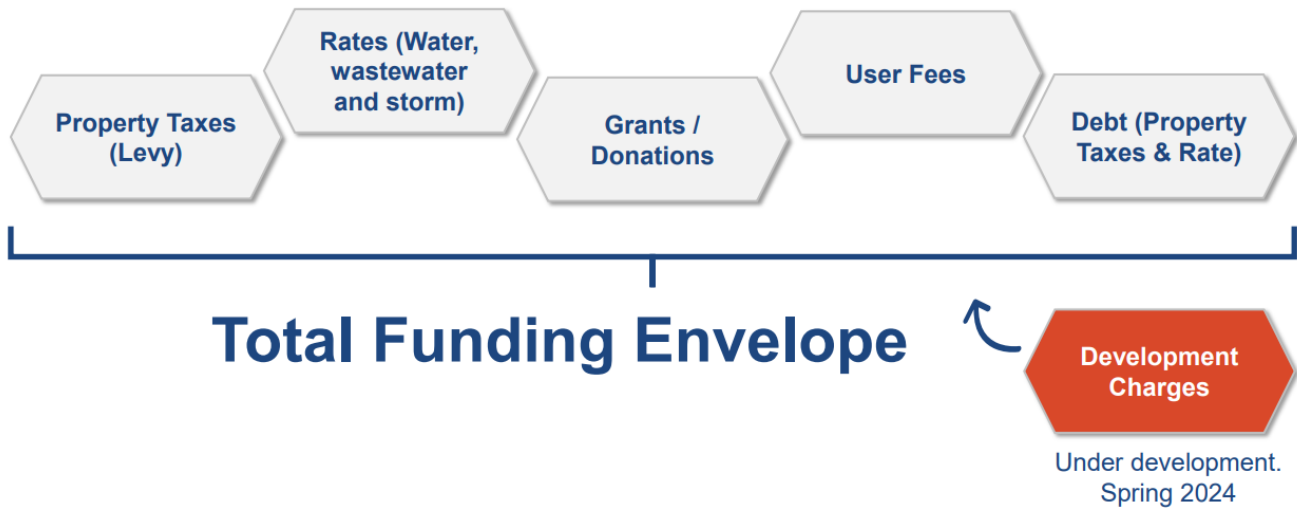
Lifecycle Activity	Avg. Anticipated Annual Budget	Avg. Annual Cost to Maintain Current Performance (LOS)	Avg. Annual Infrastructure Needs As Per Lifecycle Strategies
Operations & Maintenance	\$22,740,600	\$22,740,600	\$22,740,600
Renewal, Rehabilitation & Replacement	\$21,967,321	\$15,346,148	\$23,691,549
<b>Total Expenditure</b>	<b>\$44,707,921</b>	<b>\$38,086,748</b>	<b>\$46,432,149</b>
<b>Average Annual Funding Gap</b>		<b>No Gap</b>	<b>\$1,724,228</b>
<b>Percentage Increase Required to Address Gap</b>			<b>3.86%</b>

The City’s anticipated budget has been developed to meet the infrastructure needs of the asset category. It is assumed that this funding will be made available as prescribed in this AMP. The scenario comparison highlights there is no gap to maintain the current performance (condition) of assets and a minimal gap to optimize performance of assets based on lifecycle strategies if the funding levels developed are provided as reported in this plan. If current anticipated investments are sustained over time, infrastructure needs will continue to be met and provide high quality services to residents in the City of Port Colborne.

Since the previous AMP, the City has taken significant steps to establish improved asset management planning through their efforts to obtain updated condition assessments for multiple assets, as well as to develop a comprehensive funding strategy (as outlined in this plan), to meet the infrastructure requirements as determined by the lifecycle strategies. As updated information, and further plans and studies become available, this AMP will continue to evolve and become more precise in the recommendations for infrastructure expenditures.

### 13.3 Financial Strategies

The City currently has multiple funding sources, the largest being Property Taxes and User Rates. An overview of the funding envelope can be seen in Figure 13-2. The City is actively looking at strategies to increase revenues to address the significant infrastructure needs.



**Figure 13-2. City of Port Colborne Funding Envelope (source 2024 Budget)**

The financial strategies that have been incorporated into the planned budget to address the infrastructure needs include:

**Advocacy:** City staff and Council have been instrumental in advocating for the City to senior levels of government seeking funding support for the municipality, which continues to be successful.

**Debt Financing:** Based on the pressures faced by the City and the significant amount of expenditures required, the City plans to leverage debt financing to address the infrastructure needs to ensure reliable and sustainable services for the community.

**Level of Service:** As the City matures in asset management, the City will continue to review the priorities of the City, but currently have established the highest priorities which have been reflected in the level of service metrics within this AMP. This will be further analyzed in the 2025 AMP to determine the targets set by the municipality and continually review their progress.

**Lifecycle Management Strategies:** The City continues to enhance the development of lifecycle management strategies to provide accurate, and affordable measures to address the infrastructure needs. For wastewater assets for instance, rather than assuming costly replacements at end of life, the City plans to reline pipes where appropriate to improve condition and extend the life of these assets.

**Long-Term Planning:** The City has reviewed many expert documents, and the infrastructure needs to develop an appropriate plan to address the infrastructure needs over the 20-year period.

**Revenue Increases:** The City has planned for incremental tax increases, while also applying for grant funding to “catch-up” to the infrastructure needs that have been identified within this AMP, as well as based on recommendations from the previous AMP and Infrastructure Needs Study. The City is also undergoing a Development Charge Study to assist the City in updating development charges so that appropriate funding is available to accommodate growth.

The City has taken a progressive approach to reach their goals to fully fund infrastructure needs and remove the infrastructure gap.

### 13.3.1 Risks Associated with Lifecycle Strategies

Asset ownership inherently involves various risks, and managing these effectively is a continual challenge for the City. The primary goal is to balance costs, service levels and risk. To address infrastructure needs and minimize asset ownership costs for the community, the strategies outlined in this plan provide the best opportunity to accomplish this. These strategies will evolve as new information becomes available from future plans and studies, and as the City advances its asset management program.

Neglecting infrastructure needs and failing to implement the lifecycle activities and strategies in this plan, can lead to significant immediate and long-term negative consequences. The City is already experiencing many of these due to historically insufficient investment in infrastructure and appropriate lifecycle management strategies. These risks and their consequences at a high level include:

**Deterioration of Infrastructure and Asset Failure:** Without proper investments for renewal, rehabilitation and replacement activities, infrastructure assets will deteriorate over time, leading to increased breakdowns, service disruptions, and potentially safety hazards.

**Decreased Operational Efficiency:** Without proper lifecycle management strategies, infrastructure may become inefficient, leading to increased downtime, delays, and reduced productivity.

**Increased Costs:** Delaying infrastructure investments leads to higher costs in the long run. Deferred maintenance and rehabilitations can result in more extensive reactive maintenance, or the need for premature asset replacements, which are significantly more expensive than timely maintenance and upgrades. Ultimately by not adequately keeping assets in a good state of repair leads to higher lifecycle cost.

**Improper Forecasts:** Many non-infrastructure activities such as master plans, asset management planning, provide valuable insights into the infrastructure needs, if these activities are not completed, it can lead to inaccurate estimations for funding requirements and capacity requirements.

**Service Disruptions:** The deterioration of assets often leads to unplanned and unexpected disruptions to the services the community currently enjoys and relies on through asset failures.

**Negative Impact to Quality of Life:** Poor infrastructure affects the quality of life for residents, including issues like traffic congestion, inadequate public transportation, sewer backups, basement flooding, or lack of access to services. Assets in poor working order also increase the risk of potential health and safety impacts.

**Environmental Impacts:** Inefficient infrastructure can have adverse environmental impacts such as increased emissions from old facility or fleet assets, or sewage reaching the environment through leaks in pipes. This also increases the potential risk of not meeting regulatory requirements.

**Regulatory Non-Compliance:** Many of the assets, in particular Water and Transportation, are highly regulated assets that require assets to be properly maintained and reported on their compliance. Failure to meet regulatory requirements for infrastructure maintenance and safety can result in fines, penalties, legal actions, and possible loss of licenses or permits.

**Loss of Public Trust and Confidence:** Persistent neglect of infrastructure needs can erode public trust and undermine confidence in the ability of leaders to address pressing challenges.

**Negative Economic Impact:** Inadequate infrastructure can hinder economic growth because of inefficient and unreliable services to residents and businesses.

**Safety Risks:** Aging or poorly maintained infrastructure can pose safety hazards to users, workers, and the surrounding community, potentially leading to accidents, injuries, or even fatalities.



# 14.0 Improvement and Monitoring Plan



# 14 Improvement and Monitoring Plan

Continual improvement is essential to ensure effective management of assets. As part of the development of this AMP, opportunities for improvement of asset management practices, and this plan have been identified. Some key points related to the development of this AMP:

- **Asset Management is a Journey**
  - Asset management is not a one-time even but rather an continuous journey. Organizations need to adapt and evolve their practices over time.
  - Regular assessments, data collection and analysis help identify areas for improvement.
- **Based on Best Available Information**
  - This AMP has been developed on the most up-to-date information available, in coordination with multiple City departments and staff, and systems.
  - This included data on asset information and condition, performance, and financial considerations.
- **Opportunities for Improvement**
  - Stakeholders should actively seek opportunities for enhancement which may arise from lessons learned or technological advancements.

When establishing an improvement plan, the following international standards and well-known asset management guidance for advancing asset management capabilities are considered:

- **ISO 55000**
- **International Infrastructure Management Manual (IIMM) 2015**
- **BSI PAS55: 2008**

These standards were developed over several years with international collaboration and are widely regarded as best practices for the field of asset management.

## 14.1 Recommendations from 2022 AMP Update

An overview of the recommendations from the 2022 AMP and their status can be found below in Table 14-1. It is recommended that the City continue its progress on implementing these recommendations.



**Table 14-1. Status of 2022 AMP Recommendations**

Recommendation	Status
<p><b>State of the Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Improvements to asset hierarchy and inventories and refinement of the processes for managing them.</li> <li>• Continue to improve knowledge of asset replacement costs and current conditions.</li> </ul>	<p>On-going</p>
<p><b>Levels of Service</b></p> <ul style="list-style-type: none"> <li>• Further refine current LOS statements and add advanced metrics.</li> <li>• Improve how the data is collected and tracked.</li> </ul>	<p>Further refinement of LOS was completed for the purposes of this AMP. Remainder of recommendations are outstanding.</p>
<p><b>Lifecycle Management Strategies</b></p> <ul style="list-style-type: none"> <li>• Refinements to forecasted lifecycle activities.</li> <li>• Define deterioration curves based on current lifecycles.</li> <li>• Risk framework for non-core assets.</li> </ul>	<p>On-going</p>
<p><b>Financial Strategy</b></p> <ul style="list-style-type: none"> <li>• Overall improvements to data confidence and lifecycle activities will improve forecast reliability.</li> <li>• Incorporate growth into future AMPs.</li> </ul>	<p>Further improvements required for defining lifecycle activities in budget process and tracking. Future studies will further identify growth needs for the City for inclusion in AMP</p>
<p><b>Asset Management Resources</b></p> <ul style="list-style-type: none"> <li>• That the City dedicate a champion, personnel or team to implement the AMP.</li> </ul>	<p>Outstanding</p>
<p><b>Information Systems</b></p> <ul style="list-style-type: none"> <li>• Align various asset inventories to improve consistency of data across the organization.</li> </ul>	<p>Outstanding</p>

Recommendation	Status
<p><b>Asset Data</b></p> <ul style="list-style-type: none"> <li>• Asset hierarchy development</li> <li>• Asset data improvements</li> <li>• Condition assessment programs</li> <li>• Public availability of data</li> </ul>	<p>Updated condition and asset data was completed prior to the development of this AMP. The City needs to define and document processes for condition assessment, data collection, business processes, protocols, and roles and responsibilities.</p>

## 14.2 2024 AMP Opportunities for Improvement

Further to the recommendations from the previous AMP, the following recommendations have been compiled throughout the development of the 2024 AMP. Recommendations from the previous AMP still apply and the City should make efforts to address the previous recommendations as well as the items identified below.

Key recommendations have been categorized to organize efforts related to asset management into:

- **Asset Management Requirements:** key documentation that defines the governance, objective and direction of the AM practices;
- **Decision Making Strategies:** tools that support decision making with a full asset lifecycle perspective; and
- **Asset Management Enablers:** processes and resources available to ensure asset management remains a well-established component of successful service delivery.

The following sections provide an overview of the recommendations and opportunities for improvement for the City of Port Colborne to guide strategic decisions for the City to continually improve their asset management program and future iterations of the AMP.

### 14.2.1 Asset Management Requirements

#### 14.2.1.1 O.Reg. 588/17 Policy Compliance

The City’s asset management strategy and policy were developed in 2019. As per O.Reg. 588/17, this document is required to be updated every 5 years. It is recommended the City review and update this document in 2024 to meet the regulation. Important considerations for this document include:

- Policy Statements – review progress and update policy statements.
- Roles and Responsibilities – having clear responsibilities for stakeholders and their involvement in asset management is key to ensuring continued improvement to the asset management program within the City.

- It is recommended the City further establish an asset management “Champion(s)” to further corporate buy-in.
- Further clarify roles and responsibilities for departmental staff for specific staff with tasks for their role in the organization.
- Document Goals – establish clear goals and timelines for the City’s asset management program to align with the strategic objectives of the City.

**Key Benefit/Outcomes:** An updated policy and roles and responsibilities will improve corporate buy-in, as well as further advance the asset management program in the City having responsibilities of specific staff roles documented. The City currently does not have any staff dedicated to asset management, and all work is being completed piecemeal to meet the minimum requirements of the regulation.

#### 14.2.1.2 O.Reg. 588/17 Asset Management Plan Compliance

An overview of the status of the City’s compliance for asset management plans based on O.Reg. 588/17 can be found in Table 14-2.

**Table 14-2. O.Reg. 588/17 Asset Management Plan Compliance**

Section	Regulation Requirement	Compliant Check
5.(1)	<b>Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2022, and in respect of all of its other municipal infrastructure assets by July 1, 2024.</b>	Yes
5. (2)	<b>A municipality’s asset management plan must include the following:</b>	
5. (2) 1.	For each asset category, the current levels of service being provided, determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan	Yes
5. (2) 1. i.	With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.	Yes
5. (2) 1. ii.	With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.	Yes

Section	Regulation Requirement	Compliant Check
5. (2) 2.	The current performance of each asset category, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency, and based on data from at most two calendar years prior to the year in which all information required under this section is included in the asset management plan	Yes
5.(2) 3.	For each asset category,	Yes
5.(2) 3. i.	A summary of the assets in the category,	Yes
5.(2) 3. ii.	The replacement cost of the assets in the category,	Yes
5.(2) 3. iii.	The average age of the assets in the category, determined by assessing the average age of the components of the assets,	Yes
5.(2) 3. iv.	The information available on the condition of the assets in the category, and	Yes
5.(2) 3. v.	A description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.	Yes
5.(2) 4.	For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:	Yes
5.(2) 4. i.	The full lifecycle of the assets	Yes
5.(2) 4. ii.	The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.	Yes
5.(2) 4. iii.	The risks associated with the options referred to in subparagraph ii.	Yes

Section	Regulation Requirement	Compliant Check
5.(2) 4. iv.	The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.	Yes
5.(2) 5.	For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, the following:	Yes
5.(2) 5. i.	A description of assumptions regarding future changes in population or economic activity.	Yes
5.(2) 5. ii.	How the assumptions referred to in subparagraph i relate to the information required by paragraph 4.	Yes
5.(2) 6.	For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census, the following:	N/A
5.(2) 6. i.	With respect to municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are set out in Schedule 3 or 7 to the 2017 Growth Plan, those forecasts.	N/A
5.(2) 6. ii.	With respect to lower-tier municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are not set out in Schedule 7 to the 2017 Growth Plan, the portion of the forecasts allocated to the lower-tier municipality in the official plan of the upper-tier municipality of which it is a part.	N/A
5.(2) 6. iii.	With respect to upper-tier municipalities or single-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the municipality that are set out in its official plan.	N/A
5.(2) 6. iv.	With respect to lower-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the lower-tier municipality that are set out in the official plan of the upper-tier municipality of which it is a part.	N/A

Section	Regulation Requirement	Compliant Check
5.(2) 6. v.	If, with respect to any municipality referred to in subparagraph iii or iv, the population and employment forecasts for the municipality cannot be determined as set out in those subparagraphs, a description of assumptions regarding future changes in population or economic activity.	N/A
5.(2) 6. vi.	For each of the 10 years following the year for which the current levels of service under paragraph 1 are determined, the estimated capital expenditures and significant operating costs related to the lifecycle activities required to maintain the current levels of service in order to accommodate projected increases in demand caused by growth, including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets.	Yes
5. (3)	Every asset management plan must indicate how all background information and reports upon which the information required by paragraph 3 of subsection (2) is based will be made available to the public.	Yes
5. (4)	In this section, “2017 Growth Plan” means the Growth Plan for the Greater Golden Horseshoe, 2017 that was approved under subsection 7 (6) of the Places to Grow Act, 2005 on May 16, 2017 and came into effect on July 1, 2017; (“Plan de croissance de 2017”) “Greater Golden Horseshoe growth plan area” means the area designated by section 2 of Ontario Regulation 416/05 (Growth Plan Areas) made under the Places to Grow Act, 2005	
6. (1)	<b>Asset management plans, proposed levels of service</b> <b>Subject to subsection (2), by July 1, 2024 (2025), every asset management plan prepared under section 5 must include the following additional information:</b>	2025 AMP

Section	Regulation Requirement	Compliant Check
6. (1) 1.	For each asset category, the levels of service that the municipality proposes to provide for each of the 10 years following the year in which all information required under section 5 and this section is included in the asset management plan, determined in accordance with the following qualitative descriptions and technical metrics:	2025 AMP
6. (1) 1. i.	With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.	2025 AMP
6. (1) 1. ii.	With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.	2025 AMP
6. (1) 2.	An explanation of why the proposed levels of service under paragraph 1 are appropriate for the municipality, based on an assessment of the following:	2025 AMP
6. (1) 2. i.	The options for the proposed levels of service and the risks associated with those options to the long term sustainability of the municipality.	2025 AMP
6. (1) 2. ii.	How the proposed levels of service differ from the current levels of service set out under paragraph 1 of subsection 5 (2).	2025 AMP
6. (1) 2. iii.	Whether the proposed levels of service are achievable.	2025 AMP
6. (1) 2. iv.	The municipality's ability to afford the proposed levels of service.	2025 AMP
6. (1) 3.	The proposed performance of each asset category for each year of the 10-year period referred to in paragraph 1, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency.	2025 AMP



Section	Regulation Requirement	Compliant Check
6. (1) 4.	A lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period referred to in paragraph 1:	2025 AMP
6. (1) 4. i.	An identification of the lifecycle activities that would need to be undertaken to provide the proposed levels of service described in paragraph 1, based on an assessment of the following:	2025 AMP
6. (1) 4. i. A.	The full lifecycle of the assets.	2025 AMP
6. (1) 4. i. B.	The options for which lifecycle activities could potentially be undertaken to achieve the proposed levels of service.	2025 AMP
6. (1) 4. i. C.	The risks associated with the options referred to in sub-subparagraph B.	2025 AMP
6. (1) 4. i. D.	The lifecycle activities referred to in sub-subparagraph B that can be undertaken for the lowest cost to achieve the proposed levels of service.	2025 AMP
6. (1) 4. ii.	An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities identified in subparagraph i, separated into capital expenditures and significant operating costs.	2025 AMP
6. (1) 4. iii.	An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the municipality to maximize the funding projected to be available.	2025 AMP
6. (1) 4. iv.	If, based on the funding projected to be available, the municipality identifies a funding shortfall for the lifecycle activities identified in subparagraph i,	2025 AMP
6. (1) 4. iv. A.	An identification of the lifecycle activities, whether set out in subparagraph i or otherwise, that the municipality will undertake, and	2025 AMP
6. (1) 4. iv. B.	If applicable, an explanation of how the municipality will manage the risks associated with not undertaking any of the lifecycle activities identified in subparagraph i.	2025 AMP

Section	Regulation Requirement	Compliant Check
6. (1) 5.	For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, a discussion of how the assumptions regarding future changes in population and economic activity, set out in subparagraph 5 i of subsection 5 (2), informed the preparation of the lifecycle management and financial strategy referred to in paragraph 4 of this subsection.	2025 AMP
6. (1) 6.	For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census,	2025 AMP
6. (1) 6. i.	The estimated capital expenditures and significant operating costs to achieve the proposed levels of service as described in paragraph 1 in order to accommodate projected increases in demand caused by population and employment growth, as set out in the forecasts or assumptions referred to in paragraph 6 of subsection 5 (2), including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets,	2025 AMP
6. (1) 6. ii.	The funding projected to be available, by source, as a result of increased population and economic activity, and	2025 AMP
6. (1) 6. iii.	An overview of the risks associated with implementation of the asset management plan and any actions that would be proposed in response to those risks.	2025 AMP
6. (1) 7.	An explanation of any other key assumptions underlying the plan that have not previously been explained.	2025 AMP
6. (2)	With respect to an asset management plan prepared under section 5 on or before July 1, 2021, if the additional information required under this section is not included before July 1, 2023, the municipality shall, before including the additional information, update the current levels of service set out under paragraph 1 of subsection 5 (2) and the current performance measures set out under paragraph 2 of subsection 5 (2) based on data from the two most recent calendar years.	2025 AMP

Section	Regulation Requirement	Compliant Check
7. (1)	Every municipality shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least every five years thereafter.	N/A until after 2025 AMP
7. (2)	The updated asset management plan must comply with the requirements set out under paragraphs 1, 2 and 3 and subparagraphs 5 i and 6 i, ii, iii, iv and v of subsection 5 (2), subsection 5 (3) and paragraphs 1 to 7 of subsection 6 (1).	N/A until after 2025 AMP
8	Every asset management plan prepared under section 5 or 6, or updated under section 7, must be,	Yes
8.(a)	Endorsed by the executive lead of the municipality; and	Yes upon endorsement of executive lead
8.(b)	Approved by a resolution passed by the municipal council.	Yes upon approved resolution passed by municipal council
9. (1)	Every municipal council shall conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the municipality's asset management plan is completed under section 6.	N/A until after 2025
9. (2)	The annual review must address,	N/A until after 2025
9. (2) (a)	The municipality's progress in implementing its asset management plan;	N/A until after 2025
9. (2) (b)	Any factors impeding the municipality's ability to implement its asset management plan; and	N/A until after 2025

Section	Regulation Requirement	Compliant Check
9. (2) (c)	A strategy to address the factors described in clause (b).	N/A until after 2025
10.	Every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public, and shall provide a copy of the policy and plan to any person who requests it.	Yes

## 14.2.2 Decision Making Strategies

### 14.2.2.1 Master Servicing Plans (MSPs)

The aim of Master Servicing Plans (MSPs) is to develop a long-term servicing strategy to accommodate planned growth over a 25-year time horizon. The servicing strategy is typically comprised of hard infrastructure solutions (e.g. sewer upgrades, watermain upgrades, facility upgrades), supply/demand management, and operational improvements. The primary objectives of the MSPs are:

- Update hydraulic models using up-to-date field data (GIS, water demands, flow meters, etc.).
- Assess existing system performance with existing demands to identify existing system constraints.
- Establish growth data with planning department.
- Assess existing system performance with future demands to identify growth related constraints.
- Develop servicing strategy.
- Create capital program.

**Key Benefit/Outcomes:** The MSPs will be key inputs into the AMP as they will allow for corridor planning, prioritized replacement program based on capacity needs, and identify infrastructure upgrade needs, which should be incorporated into infrastructure renewal decisions.

### 14.2.3 Asset Management Enablers

The recommendations from the previous AMP accurately reflect the current needs of the City and many have been restated here to highlight their importance to the asset management program.

#### 14.2.3.1 Asset Management Maturity Assessment

Conducting a full AM maturity assessment as a baseline to set a target maturity for the future and update it on a set frequency to understand progress against targets.

**Key Benefit/Outcomes:** Provides a baseline to understand where the City is, and where they would like to get will help the development of an asset management road map to further understand the work required to establish the City’s asset management program.

#### 14.2.3.2 Establish Asset Management System & Road Map

An asset management road map is designed to assist an organization identify and implement their asset management program, or system by defining key steps and projects to enhance the asset management program in the City.

**Key Benefit/Outcomes:** Based on the desired state of asset management maturity for the City, the road map will clearly define key projects to undertake to provide improved decision-making and investment prioritization within the City.

#### 14.2.3.3 Business Processes

This includes reviewing current processes and explicitly defining tasks, decision points, inputs and outputs, as well as roles and responsibilities. This not only applies to asset management processes, but data, work, condition assessment programs and lifecycle management as well.

Data collection, protocols, schedules and roles and responsibilities are required for all areas.

**Key Benefit/Outcomes:** Business processes that support data-driven, defensible, and strategic decision-making, as well as actionable responsibilities to ensure appropriate accountability for data management and tasks required.

#### 14.2.3.4 Information Systems & Asset Data

The City maintains two main asset inventories within their GIS and Citywide systems. While these inventories serve different purposes, finding a way to better align these inventories will help to improve consistency of data across the organization.

Through the development of the 2024 AMP, multiple data sources were merged to provide inventories of the remaining asset classes not previously reported on in the 2022 AMP. Many of the inventories were developed for the purposes of this AMP (i.e. Parks).

Opportunities for improvement include:

- Asset hierarchy development
- Asset data improvements
  - Review and develop consistent methods for determining data fields that may change over time (i.e. Replacement value).
  - Review and update basic asset information where possible, such as installation dates, to improve accuracy and precision.

- It is recommended that the City define develop and define appropriate asset repositories and document the “source-of-truth” for all assets and their condition information with the appropriate business processes in place to ensure the registers are continuously updated for improved reporting and asset management purposes.
- Condition assessment programs
  - Review condition assessment/data collection business processes, protocols, schedules, and roles and responsibilities to ensure data collected from these programs can be linked to the inventory and used to drive decision making.
- Public availability of data
  - There currently is no public GIS or open data portal for the public to be able to access information on the background information included in this AMP.
- Improved Systems and Access to Information for Staff
  - Many systems in place that house asset data have duplication, data gaps, or outdated information, are not integrated with other expert systems to provide holistic information on assets.
  - To ensure staff can perform their duties effectively and efficiently, it is essential to establish clear definitions and systems for the “source-of-truth” for all assets. Currently, the lack of proper business processes and systems to house asset information leads to confusion, inefficiency, and the need to review multiple sources of information to find the necessary answers.

**Key Benefit/Outcomes:** Asset data and systems are fundamental to asset management as they provide the necessary information and tools to manage assets effectively, mitigate risks, optimize costs, ensure compliance, and support strategic decision-making and planning.

#### 14.2.3.5 Integration of Asset Management with Budget Process

For the City to better understand the full lifecycle cost of their assets, it is important to begin tracking the operating and capital budget to the services that are provided and the lifecycle categories. It is also important to tie the asset management process to the budget process to continue tying the infrastructure needs and levels of service to the budget process.

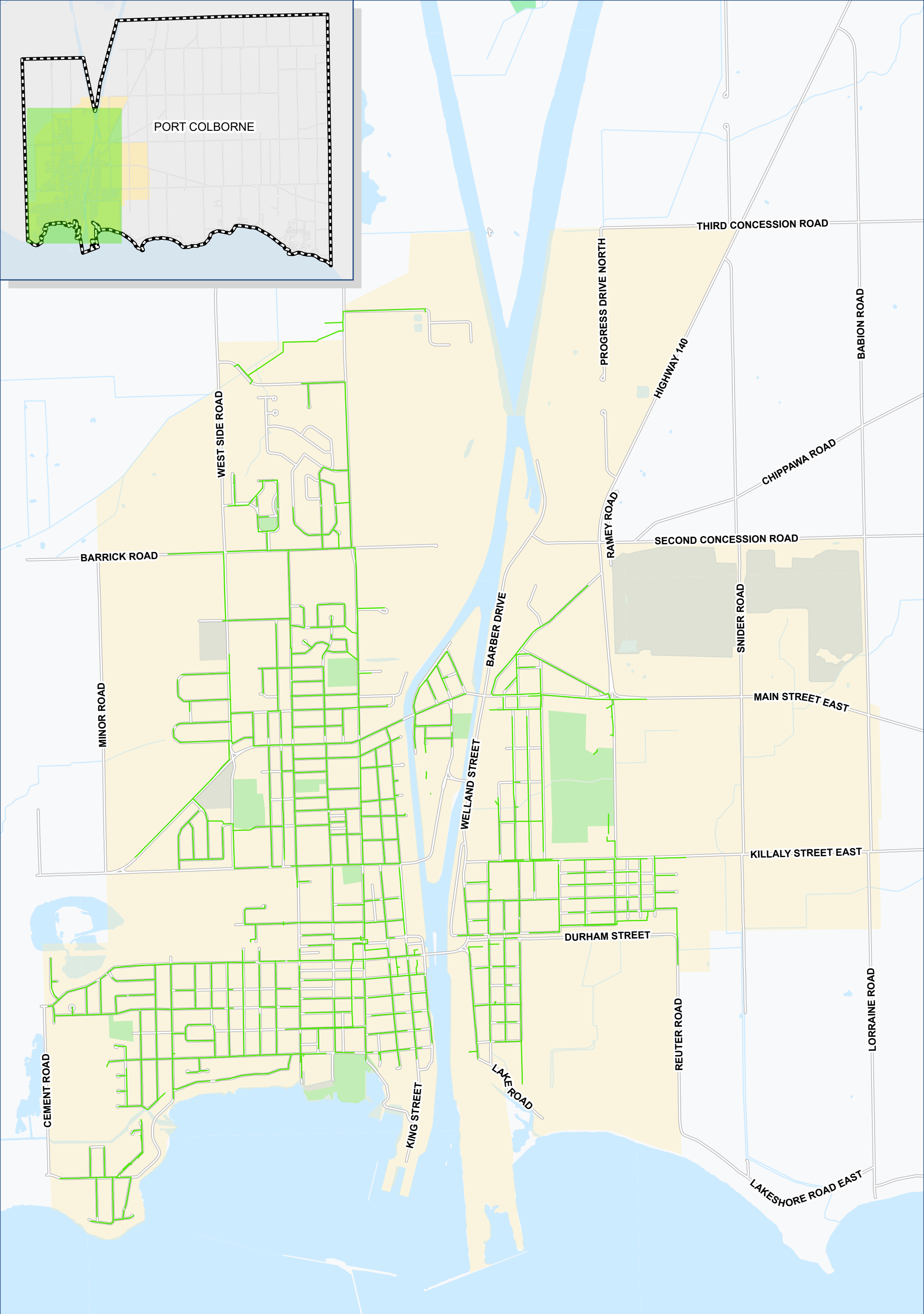
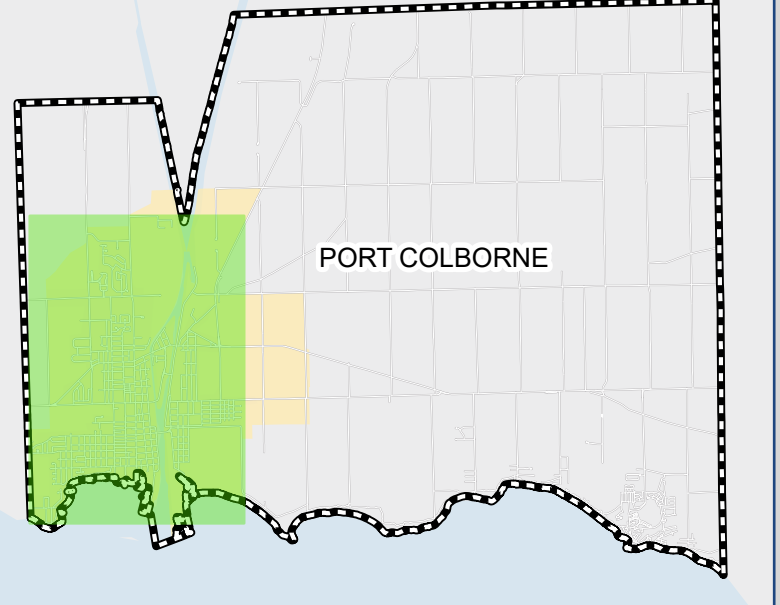
**Key Benefit/Outcomes:** This will ensure that repeatable and accurate analysis of the City’s budgets can be used to better understand the full lifecycle of the City’s assets.





# Appendix A: Wastewater Scope Map





— Wastewater Main  
— Urban Area Boundary



# Appendix B: Water Scope Map



PORT COLBORNE

THIRD CONCESSION ROAD

PROGRESS DRIVE NORTH

HIGHWAY 140

BABION ROAD

CHIPPAWA ROAD

BARBER DRIVE

SNIDER ROAD

MAIN STREET EAST

MINOR ROAD

WELLAND STREET

KILLALY STREET EAST

DURHAM STREET

LORRAINE ROAD

LAFR ROAD

REUTER ROAD

LAKESHORE ROAD EAST

• Water Hydrant

— Water Main

■ Urban Area Boundary

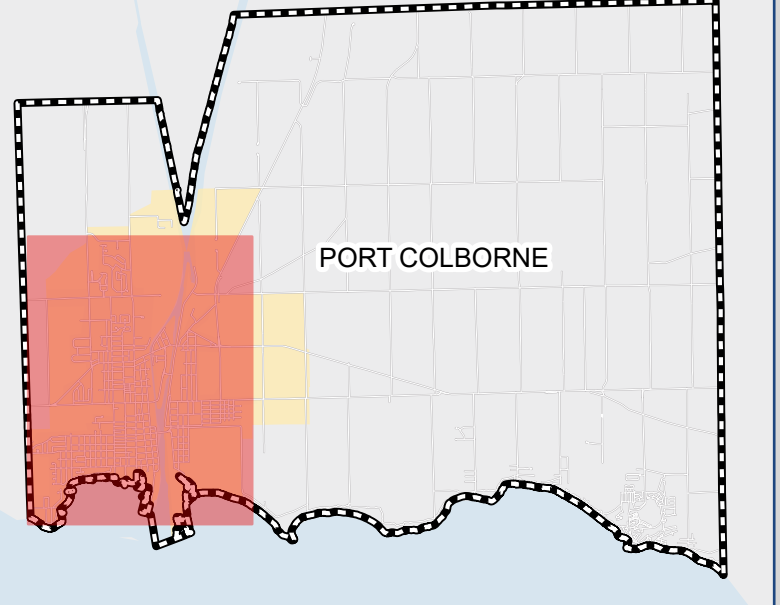


PORT COLBORNE

# Appendix C: Stormwater Scope Map







INVERTOSE DRIVE

HIGHWAY 140

SNIDER ROAD

PORT COLBORNE

Hawthorne Park

ELM STREET

BARRICK ROAD

SECOND CONCESSION ROAD

Port Colborne Mall

Reservoir Park

Welland Canal

RAMSEY ROAD

CHIPPAWA ROAD

MINOR ROAD

MAIN STREET EAST

Port Colborne Humberston Arena

Timmy Park

Lock 8 Gates Park

Elizabeth Street Park

MAIN STREET WEST

OAKWOOD STREET

BARBER DRIVE

ELIZABETH STREET

STEELE STREET

DURHAM STREET

CEMENT ROAD

Port Colborne (General Hospital)

Welland Canal

REUTER ROAD

MARINA DRIVE

KING STREET

LAKE ROAD

Welland Canal

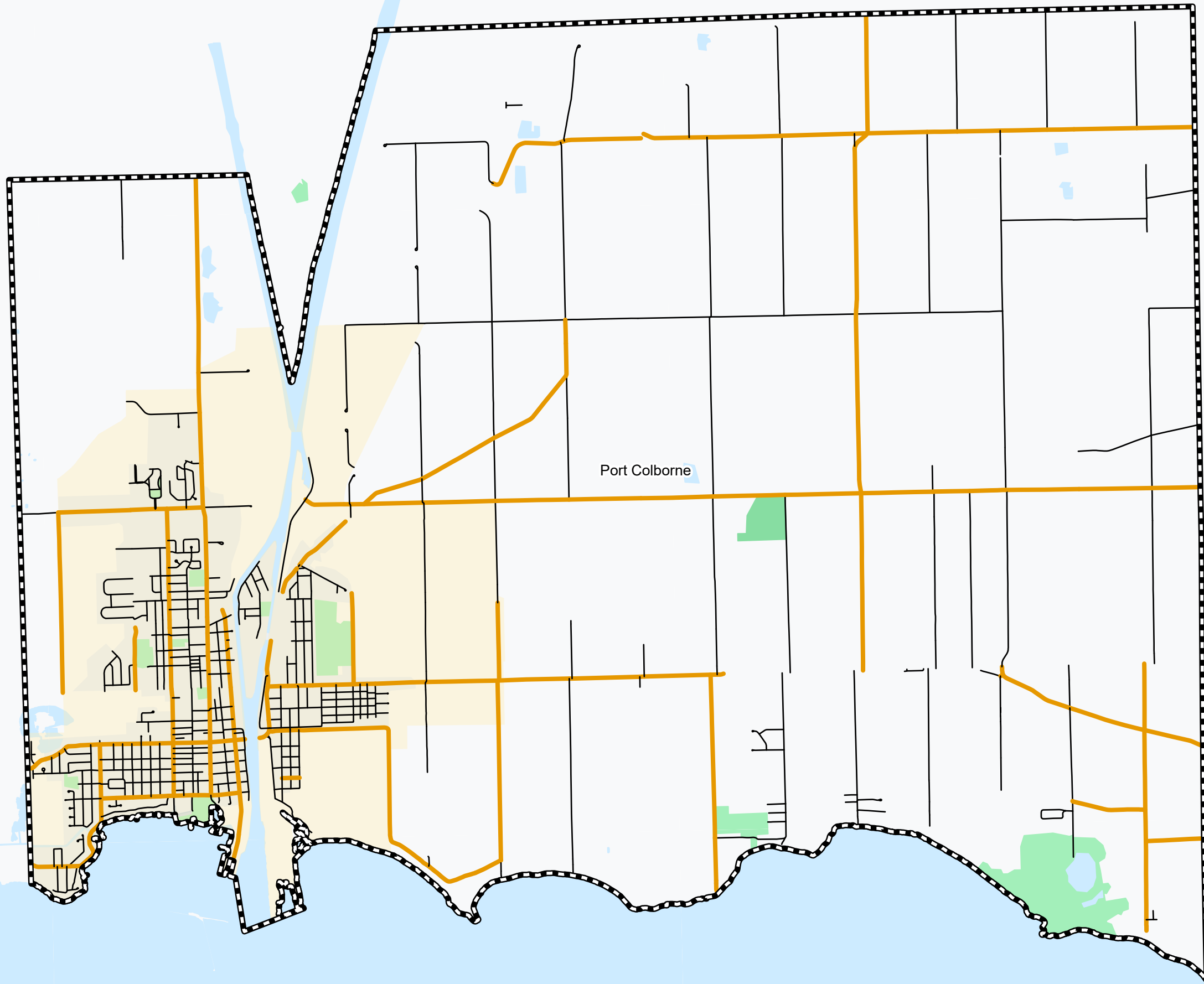


— Storm Main  
— Urban Area Boundary



# Appendix D: Transportation Scope Map (Road Class)





Port Colborne

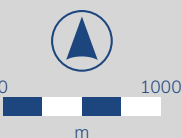
Road Class

— Arterial

— Local

Urban Area Boundary

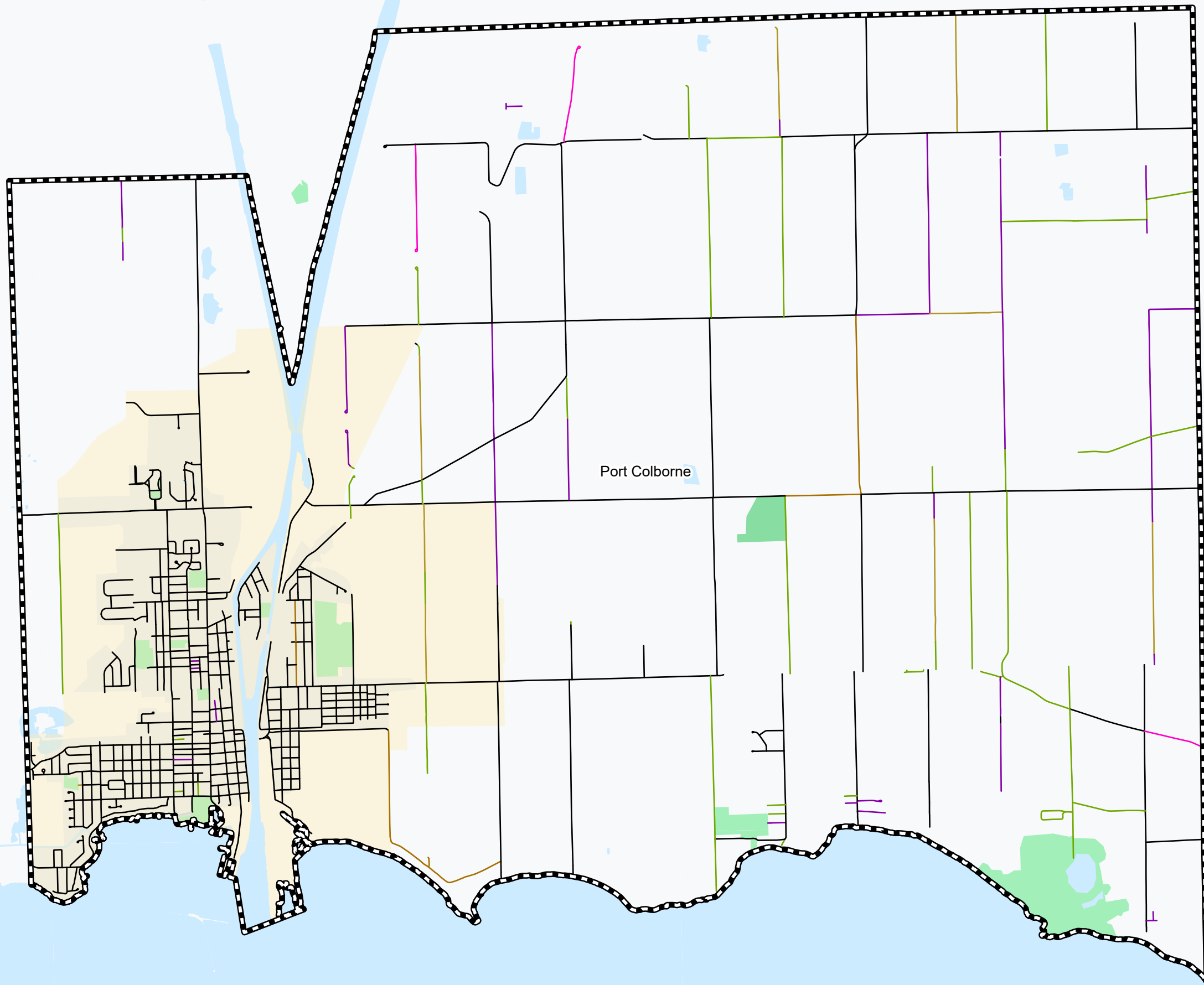
— Municipal Boundary





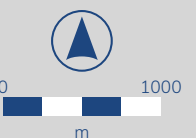
# Appendix E: Transportation Quality Map (Surface Type)





Port Colborne

- |                   |                             |                      |
|-------------------|-----------------------------|----------------------|
| Road Surface Type | Proposed Road               | Urban Area Boundary  |
| — Fibre Mat       | — Surface Treatment         | — Municipal Boundary |
| — Gravel          | — Unimproved                |                      |
| — Hot Mix         | — Recycled Asphalt Pavement |                      |











**Subject: Energy Conservation and Demand Management Plan 2024-2029**

**To: Council**

**From: Public Works Department**

Report Number: 2024-137

Meeting Date: June 25, 2024

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**Recommendation:**

That Public Works Department Report 2024-137 be received; and

That the Energy Conservation and Demand Management Plan attached as Appendix A be approved.

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**Purpose:**

The purpose of this report is to obtain Council's approval of the 2024-2029 Energy Conservation and Demand Management (ECDM) Plan, which, upon approval, will be published on the City's website. As required by the *Electricity Act, 1998*, municipalities are required to prepare an ECDM Plan and to annually report energy consumption.

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**Background:**

Under the *Electricity Act, 1998*, Ontario Regulation 25/23 requires that all broader public sector agencies:

- Report their annual energy consumption and greenhouse gas (GHG) emissions; and
- Develop, update, and implement ECDM plans every five (5) years and make it available to the public by July 1.

The 2024-2029 ECDM Plan builds on the previous 2019-2024 version and aims to improve the energy efficiency of municipal facilities while meeting a compliance requirement. Blackstone Energy Services was retained by the City to complete the

ECDM Plan by analyzing electricity and natural gas energy data for facilities that the City owns and operates.

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## **Discussion:**

The 2024-2029 ECDM Plan analyzes energy consumption data for nine facility sites in the City and outlines energy conservation measures which will further Port Colborne's Strategic Plan objective of reaching net-zero energy by 2040 through reduced GHG emissions and improved energy efficiency.

The ECDM Plan indicates that through past conservation and demand initiatives, the City has achieved the following results since 2019:

- 1,007,475kwh reduction in electricity use
- 65,231m3 reduction in natural gas use

With a prominent focus on integrating energy management activities and by implementing recommended initiatives, the following targets are expected by 2029, compared with 2023:

- 51% reduction in electricity consumption
- 46% reduction in natural gas consumption
- 37% reduction in GHG emissions

The proposed conservation measures contained with the ECDM Plan vary for each facility and site and are outlined in Section 5.3 of Appendix A. Staff will be completing site-specific evaluations of these recommended projects and focusing efforts on assessing feasibility. Material costs will be further analysed and budgeted for. For any ECDM projects that are introduced in the upcoming capital budget, staff will investigate potential funding sources, such as external funding opportunities through incentives, grants, or rebates.

Staff are also currently taking steps to better understand the pathway to net zero including continuing energy audits and analysis, and actively pursuing grants on feasibility assessments for sustainable designs, retrofits, and renewable energy.

While the projected energy efficiencies from the ECDM Plan's actions are difficult to accurately quantify, any efficiencies and reduced costs that are realized will be assessed regularly on an annual basis to re-evaluate the proposed changes for each year.

While the ECDM Plan provides a comprehensive overview and analysis of energy consumption data and GHG emissions, it should be noted that staff continue to undergo a detailed assessment of the energy billing data to verify accuracy and are conducting detailed reviews of the recommended conservation measures.

If significant discrepancies or improvements are identified after staff conduct detailed assessments of the measures for feasibility, then the plan will be refined and improved, and staff would bring an updated report to the Council for further discussion and approval. The goal is to have an ECDM plan that is both accurate and actionable and staff are committed to updating the plan more frequently to meet this goal, if warranted.

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### **Internal Consultations:**

The ECDM Plan was updated to reflect the City's Strategic Plan objectives and has been reviewed within the Public Works Department, specifically with the Fleet and Facilities Division. Internal consultations are ongoing as staff evaluate the feasibility of the recommended measures and any proposed budget items will be brought forward in the 2025 budget deliberations.

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### **Financial Implications:**

The ECDM Plan outlines a strategic approach to reducing electricity and natural gas emissions, while mitigating rising utility costs. The proposed measures contained within the ECDM Plan will be further evaluated by staff and will be used to help inform proposed capital upgrades to be performed in the future, which would be presented to Council during budget deliberations. Staff note that a number of these projects have a design component which has not been completed and the estimated project costs are subject to change. There are no financial implications by approving this report.

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### **Public Engagement:**

There was no public engagement as part of this plan development.

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### **Strategic Plan Alignment:**

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

- Environment and Climate Change
- 

### **Conclusion:**

The ECDM Plan outlines strategic, ambitious goals while recommending specific energy conservation and efficiency measures so the City can reduce GHG emissions, increase energy efficiency, limit annual energy costs, and promote commitment to a sustainable Port Colborne over the next five years. The 2024-2029 Plan recommends an increase of exploration into the feasibility and implementation of renewable and low-carbon energy systems within the City.

Staff will continue to review and validate the ECDM Plan and the recommended strategies contained within. Any changes to the recommended measures will be brought back to Council for approval. Any financial impacts related to the implementation of ECDM projects will be referred to future capital plan deliberations for consideration and inclusion as appropriate. The City will draw on any funding opportunities to advance projects where possible.

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### **Appendices:**

- a. Energy Conservation and Demand Management Plan 2024-2029

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.



# Energy Conservation & Demand Management Plan 2024



**PORT COLBORNE**



# Contents

- 1. Regulatory Update ..... 3
- 2. Executive Summary..... 4
- 3. About The City of Port Colborne ..... 7
- 4. Site-Wide Historical Analysis..... 8
  - 4.1. Site-Wide Historical Energy Intensity ..... 8
  - 4.2. Site-Wide Historical GHG Emissions ..... 10
- 5. Site Type Analysis..... 12
  - 5.1. Utility Consumption Analysis..... 12
  - 5.2. GHG Emissions Analysis..... 15
  - 5.3. Proposed Conservation Measures..... 18
  - 5.4. Utility Consumption Forecast ..... 20
  - 5.5. GHG Emissions Forecast ..... 23
- 6. The City of Port Colborne Outlook..... 26
  - 6.1. Site-Wide Utility Consumption Forecast ..... 26
  - 6.2. Site-Wide GHG Emissions Forecast ..... 27
- 7. Closing Comments ..... 28
- 8. Appendix ..... 29
  - 8.1. Glossary ..... 29
  - 8.2. Tables and Figures ..... 30

# 1. Regulatory Update

**O. Reg. 397/11: Conservation and Demand Management Plans** was introduced in 2013. Under this regulation, public agencies were required to report on energy consumption and greenhouse gas (GHG) emissions and develop Conservation and Demand Management (CDM) plans the following year.

Until recently, O. Reg. 397/11 was housed under the Green Energy Act, 2009 (GEA). On December 7, 2018, the Ontario government passed Bill 34, Green Energy Repeal Act, 2018. The Bill repealed the GEA and all its underlying Regulations, including O. Reg. 397/11. However, it re-enacted various provisions of the GEA under the Electricity Act, 1998.

As a result, the conservation and energy efficiency initiatives, namely CDM plans and broader public sector energy reporting, were re-introduced as amendments to the Electricity Act. The new regulation is now called **O. Reg. 507/18: Broader Public Sector: Energy Conservation and Demand Management Plans (ECDM)**.

As of January 1, 2019, O. Reg. 397/11 was replaced by O. Reg. 507/18, and BPS reporting and ECDM plans are under the Electricity Act, 1998 rather than the Green Energy Act, 2009.

As of February 23, 2023, O. Reg. 507/18 was replaced by **O. Reg. 25/23, and BPS reporting and ECDM Plans** are under the Electricity Act, 1998 rather than the Green Energy Act, 2009.

## 2. Executive Summary

The purpose of this Energy Conservation and Demand Management (ECDM) Plan from The City of Port Colborne (COPC) is to outline specific actions and measures that will promote good stewardship of our environment and community resources in the years to come. The Plan will accomplish this, in part, by looking at future projections of energy consumption and reviewing past conservation measures.

In keeping with COPC's core values of efficiency, concern for the environment and financial responsibility, this ECDM outlines how COPC will reduce overall energy consumption, operating costs and greenhouse gas emissions. By following the measures outlined in this document, we will be able to provide compassionate service to more people in the community. This ECDM Plan is written in accordance with O. Reg. 25/23 of the recently amended Electricity Act, 1998.

Through past conservation and demand initiatives, COPC has achieved the following results since 2019:

- 1,007,475kwh reduction in electricity use
- 65,231m<sup>3</sup> reduction in natural gas use

Today, utility and energy related costs are a significant part of overall operating costs. In 2023:

- Energy Use Index (EUI) was 30.60 ekWh/sq.ft
- Energy-related emissions equaled 1,223 tCO<sub>2</sub>e

To obtain full value from energy management activities, COPC will take a strategic approach to fully integrate energy management into its business decision-making, policies, and operating procedures. This active management of energy-related costs and risks will provide a significant economic return and will support other key organizational objectives.

With this prominent focus on energy management, by implementing recommended initiatives, COPC can expect to achieve the following targets by 2029, compared with 2023:

- 51% reduction in electricity consumption
- 46% reduction in natural gas consumption
- 37% reduction in GHG emissions

## City of Port Colborne's Energy Performance and Path Forward

The results and the progress of the ECDM activities implemented over the past 5 years, and the projected impact of the new ECDM Plan is presented in the graph below.

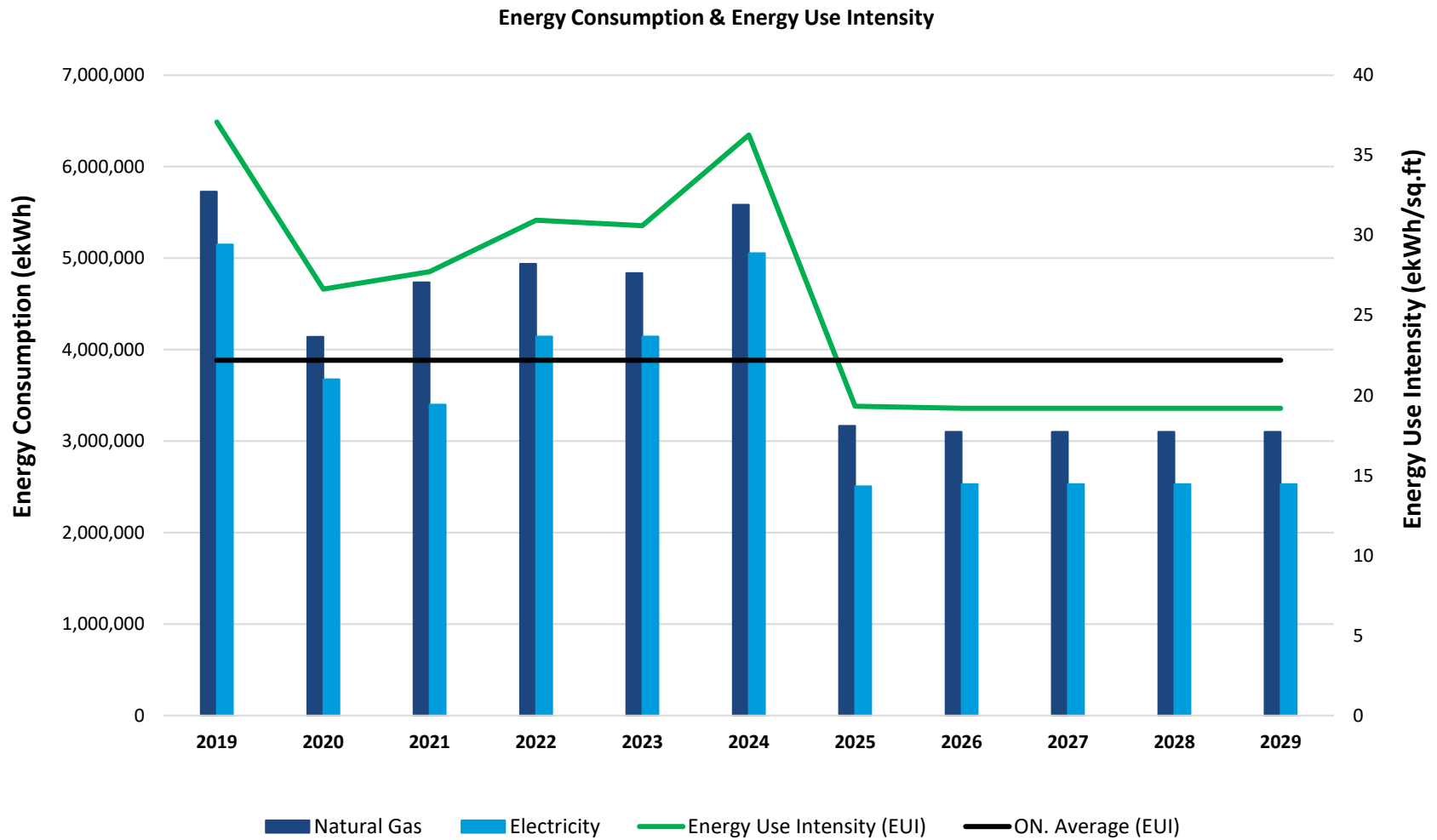


Figure 1. Energy Consumption Trends & Projections

### 3. About The City of Port Colborne



*Figure 2. City of Port Colborne*

The City of Port Colborne is located in Southern Ontario in the Niagara Region on Lake Erie. The City has a population of 20,033 people and is an emerging tourism sector with significant investment opportunities. Additionally, due to its proximity to the U.S. Border, only 20 minutes away, The City is accessible by highway, railway, and shipping canal. The Welland Canal provides competitive advantages to businesses located in Port Colborne, connecting them to ports throughout the Great Lakes and the Atlantic Ocean.

**Our Mission:**

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

**Our Vision:**

A healthy and vibrant waterfront community embracing growth for future generations

**Our Values**

Integrity – We interact with others ethically and honorably

Respect – We treat each other with empathy and understanding

Inclusion – We welcome everyone

Responsibility – we make tomorrow better

Collaboration – We are better together

## 4. Site-Wide Historical Analysis

### 4.1. Site-Wide Historical Energy Intensity

Energy Utilization Index is a measure of how much energy a facility uses per square foot. By breaking down a facility's energy consumption on a per-square-foot-basis, we can compare facilities of different sizes with ease. In this case, we are comparing our facilities to the industry average for Ontario Municipalities in general (derived from Natural Resources Canada's Commercial and Institutional Consumption of Energy Survey), which was found to be 22.19 ekWh/sq. ft.

Site	2019	2020	2021	2022	2023
City Hall	22.15	22.23	22.86	21.28	18.68
Eng & Ops Centre	33.44	29.31	30.50	32.58	28.08
Firehall	28.70	24.12	23.16	22.56	21.65
First Roselawn	6.11	4.43	4.95	5.69	5.42
Harbour Master	9.59	4.30	3.34	6.90	7.30
Library	13.86	12.64	11.95	12.90	11.97
Lions Field Park Canteen	6.58	4.69	7.94	3.79	3.74
Marine Lighthouse Exhibit	24.20	19.46	23.65	22.67	22.41
Museum (includes Archives, HRC, & Tea Room)	11.57	11.09	12.66	12.19	9.59
Roselawn Centre	37.71	31.68	33.74	38.80	35.36
Tourism Information Centre	14.58	10.41	12.38	12.59	13.70
Sugarloaf Marina	45.49	37.12	40.87	41.13	37.92
VHWC	48.84	31.95	33.40	39.38	41.11
<b>Total</b>	<b>36.38</b>	<b>26.63</b>	<b>27.73</b>	<b>30.94</b>	<b>30.60</b>

Table 1. Historic Energy Use Intensity

### Annual Consumption (EUI)

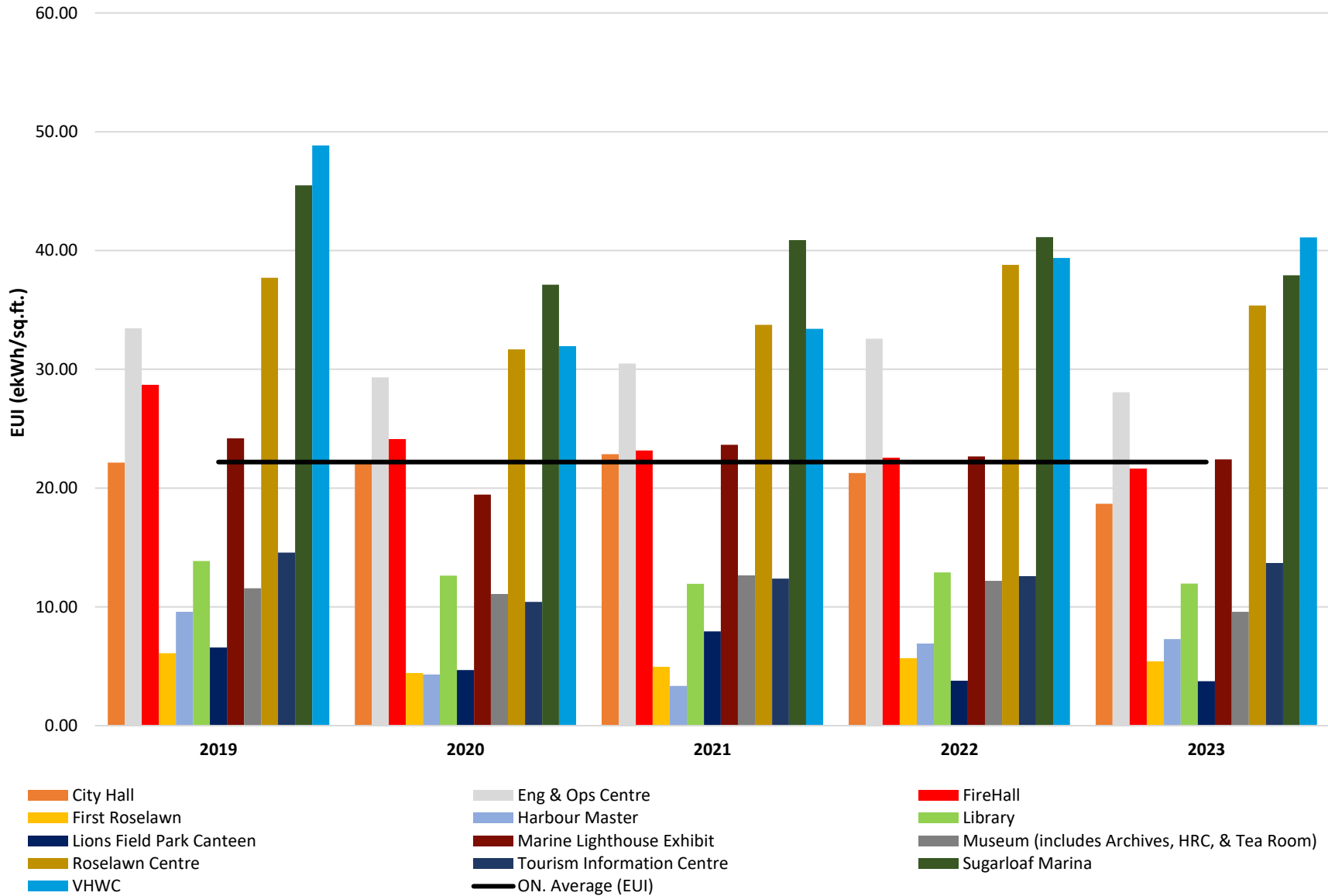


Figure 3. Historic Annual Energy Utilization Indices



## 4.2. Site-Wide Historical GHG Emissions

Greenhouse gas (GHG) emissions are expressed in terms of equivalent tonnes of Carbon Dioxide (tCO<sub>2</sub>e). The GHG emissions associated with a facility are dependent on the fuel source — for example, hydroelectricity produces fewer greenhouse gases than coal-fired plants, and light fuel oil produces fewer GHGs than heavy oil.

Electricity from the grid in Ontario is relatively “clean”, as the majority is derived from low-GHG nuclear power and hydroelectricity, and coal-fired plants have been phased out. Scope 1 (such as natural gas directly used in facilities), and Scope 2 (such as purchased electricity) consumptions have been converted to their equivalent tonnes of greenhouse gas emissions in the table below. Scope 1 represents the direct emissions from sources owned or controlled by the institution, and Scope 2 consists of indirect emissions from the consumption of purchased energy generated upstream from the institution.

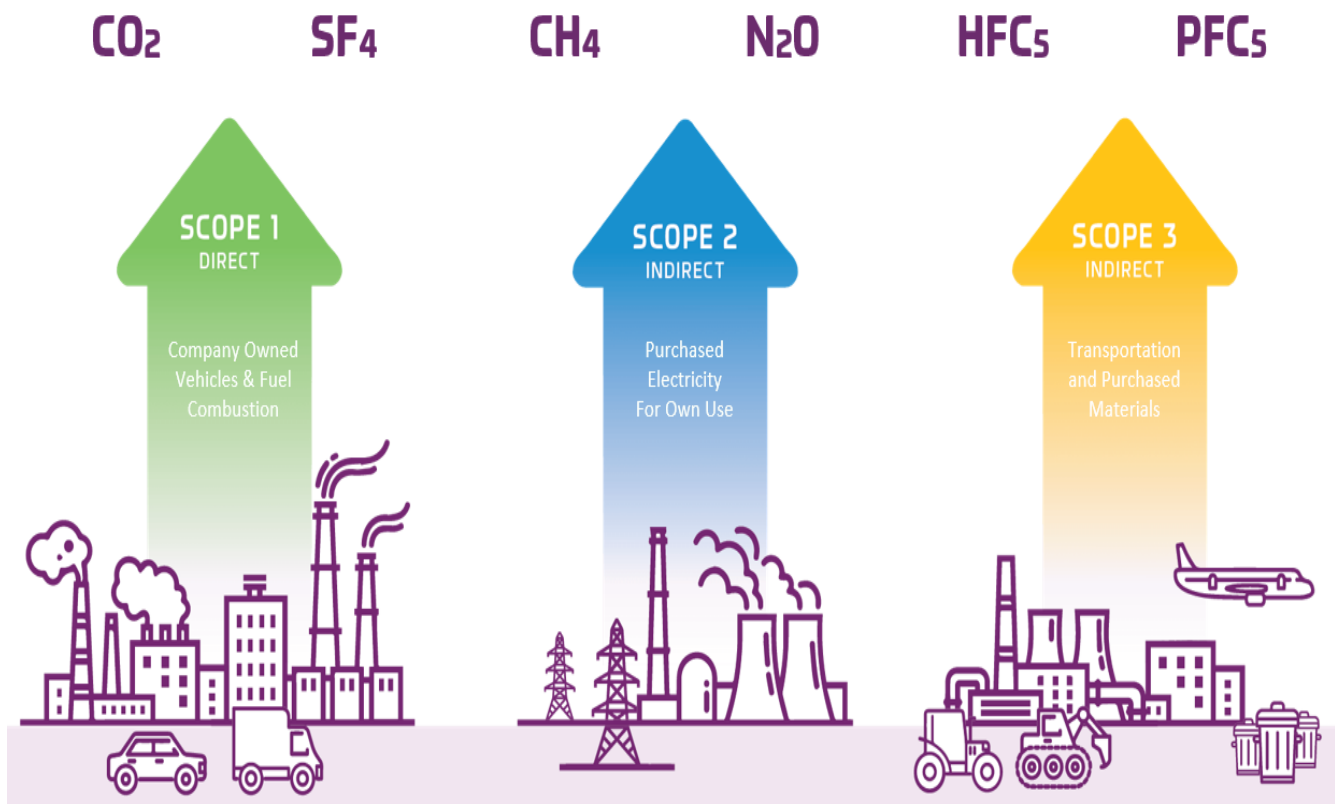


Figure 4. Examples of Scope 1 and 2

The greenhouse gas emissions for COPC have been tabulated and are represented in the table and graph below.

GHG Emissions (tCO <sub>2</sub> e)	2019	2020	2021	2022	2023
Natural Gas (scope 1)	1,005	753	862	898	880
Electricity (scope 2)	129	95	89	292	343
<b>Total Scope 1 &amp; 2 Emissions</b>	<b>1,134</b>	<b>848</b>	<b>951</b>	<b>1,191</b>	<b>1,223</b>

Table 2. Historic Greenhouse Gas Emissions for all sites

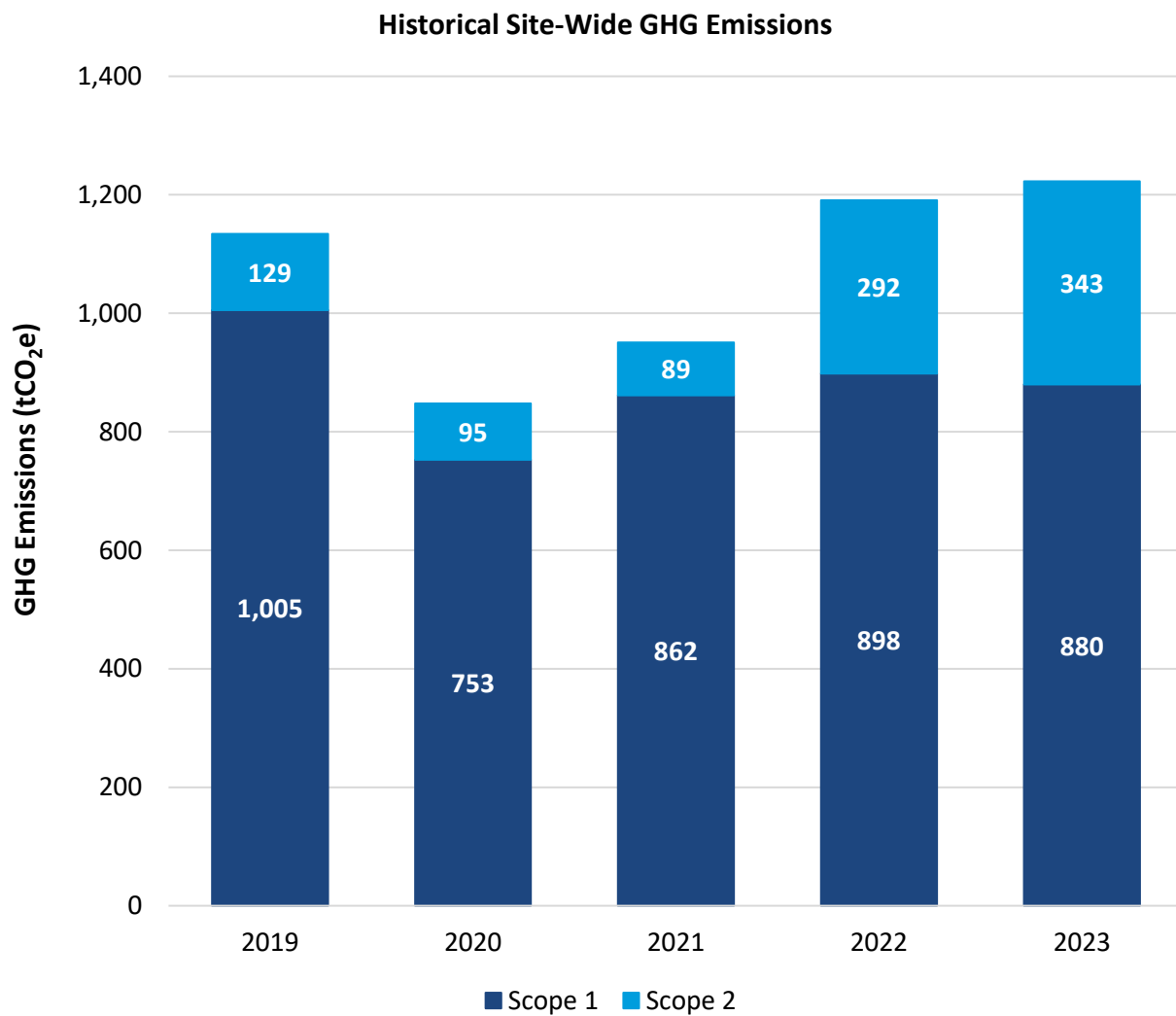


Figure 5. Historical GHG Emissions for all sites

# 5. Site Type Analysis

The following section will provide data for each building type by sector for consumption, GHG and proposed energy conservation measures.

## 5.1. Utility Consumption Analysis

Utilities to the site are electricity and natural gas. The following table summarizes the accounts for each utility. Consumption for each respective utility has been adjusted to fit a regular calendar year (365 days).

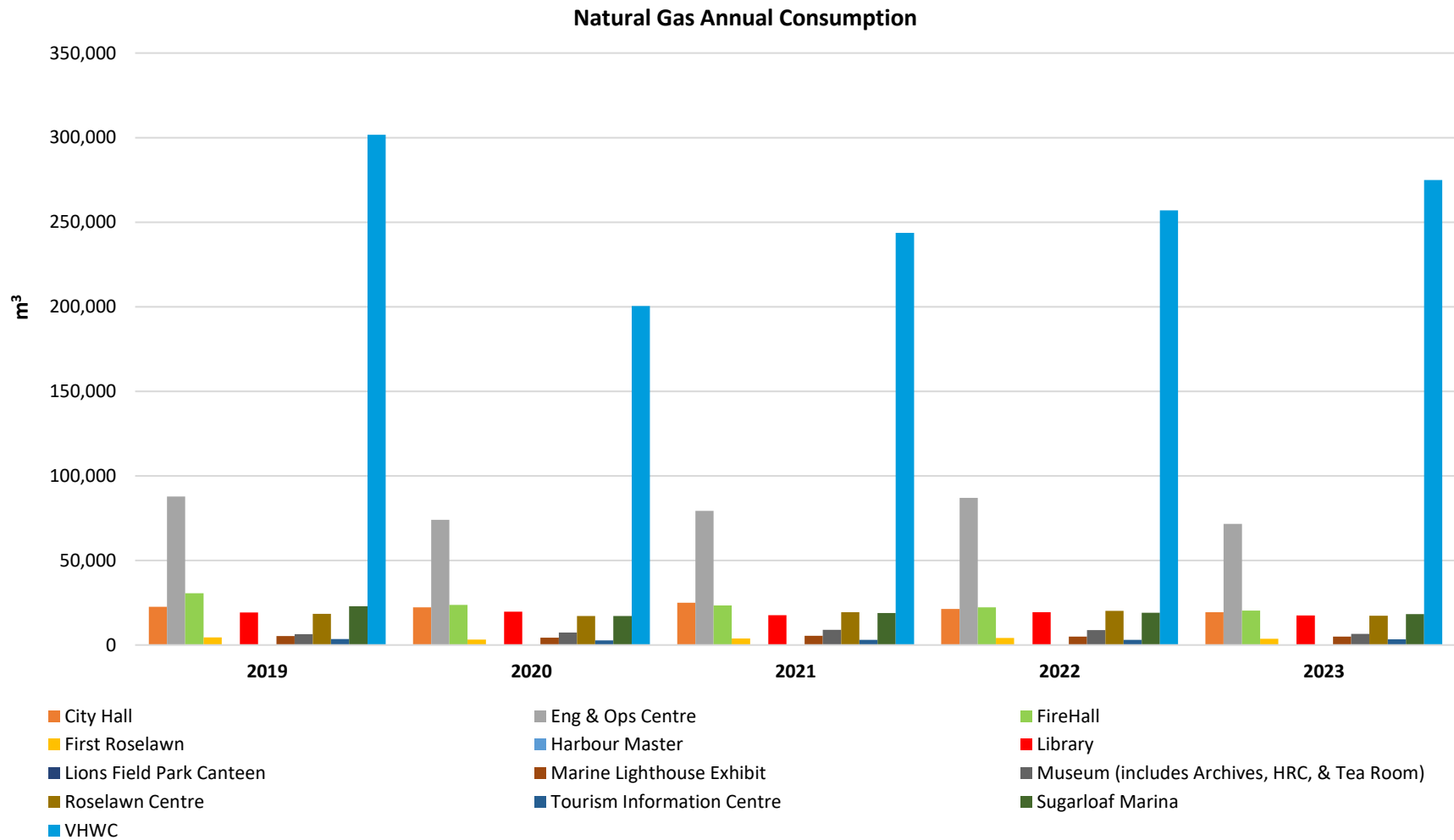


Figure 6. Historical Natural Gas Consumption

### Electricity Annual Consumption

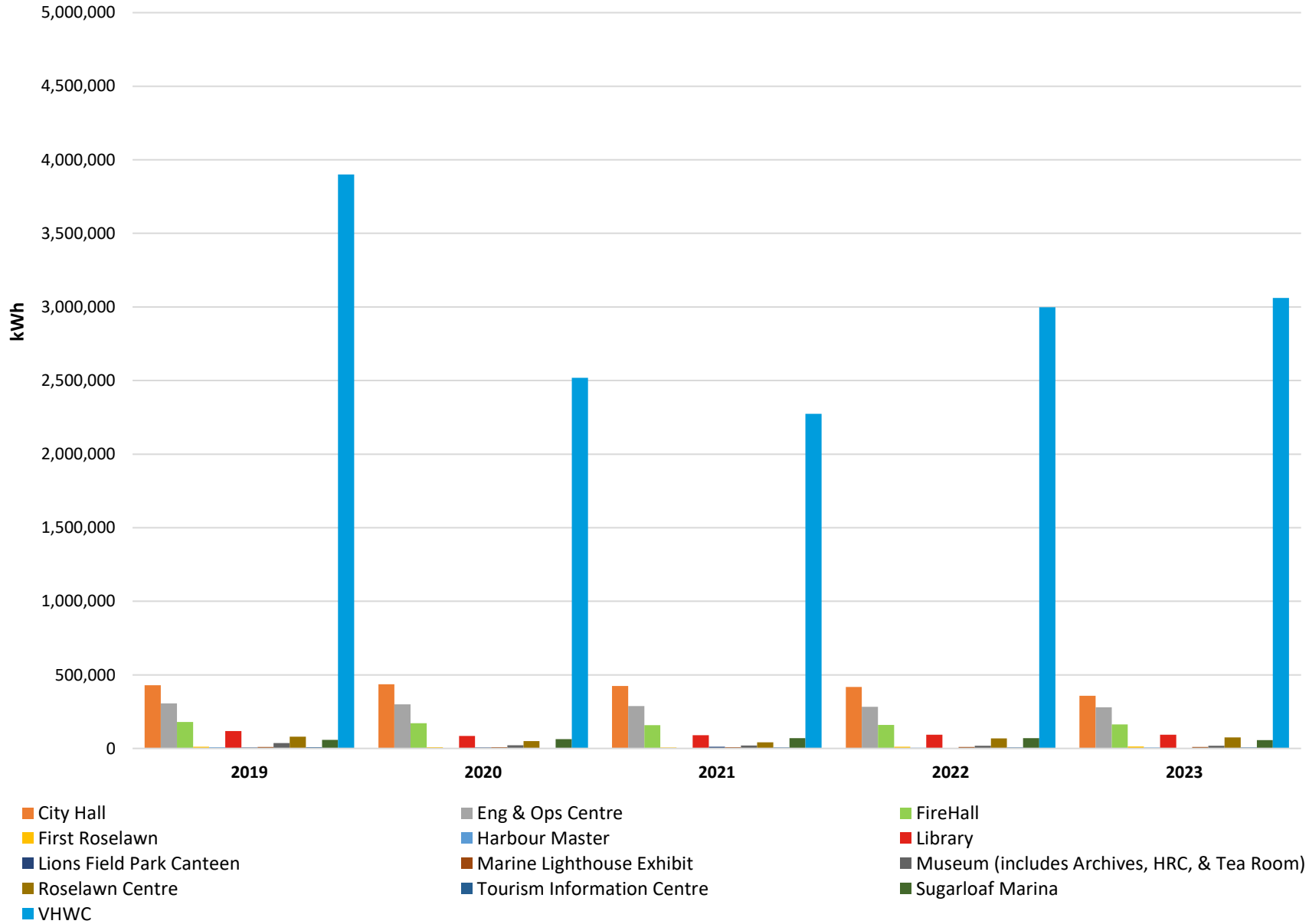


Figure 7. Historical Electricity Consumption

Natural Gas (m <sup>3</sup> )	2019	2020	2021	2022	2023
City Hall	22,635	22,203	25,042	21,256	19,445
Eng & Ops Centre	87,864	73,941	79,259	86,964	71,557
FireHall	30,549	23,685	23,451	22,336	20,390
First Roselawn	4,496	3,267	3,843	4,208	3,747
Harbour Master	0	0	0	0	0
Library	19,168	19,639	17,684	19,414	17,426
Lions Field Park Canteen	325	12	10	220	162
Marine Lighthouse Exhibit	5,341	4,346	5,375	4,938	4,932
Museum (includes Archives, HRC, & Tea Room)	6,458	7,426	8,948	8,817	6,505
Roselawn Centre	18,412	17,087	19,339	20,263	17,283
Tourism Information Centre	3,510	2,699	3,089	3,078	3,415
Sugarloaf Marina	22,869	17,145	18,878	19,048	18,259
VHWC	301,648	200,495	243,639	257,028	274,924
<b>Total</b>	<b>523,275</b>	<b>391,945</b>	<b>448,557</b>	<b>467,570</b>	<b>458,044</b>

Electricity (kWh)	2019	2020	2021	2022	2023
City Hall	428,945	435,818	424,880	417,146	358,041
Eng & Ops Centre	305,410	300,089	287,673	282,994	279,693
FireHall	179,636	172,002	157,737	159,020	163,500
First Roselawn	11,702	8,408	7,352	10,753	12,939
Harbour Master	7,745	3,473	2,701	5,577	5,895
Library	118,258	85,028	89,692	93,523	92,804
Lions Field Park Canteen	5,845	6,489	11,090	3,029	3,571
Marine Lighthouse Exhibit	10,047	7,540	8,191	10,117	9,465
Museum (includes Archives, HRC, & Tea Room)	36,682	22,109	20,279	17,436	18,238
Roselawn Centre	79,677	49,894	41,032	68,055	74,578
Tourism Information Centre	8,468	4,010	6,032	6,819	6,740
Sugarloaf Marina	57,384	62,836	69,162	69,096	56,323
VHWC	3,900,722	2,518,479	2,273,141	2,998,419	3,061,260
<b>Total</b>	<b>5,150,521</b>	<b>3,676,175</b>	<b>3,398,962</b>	<b>4,141,983</b>	<b>4,143,046</b>

Table 3. Historic Natural Gas & Electricity Consumption

## 5.2. GHG Emissions Analysis

The greenhouse gas emissions are calculated based on the energy consumption data analyzed in the following table.

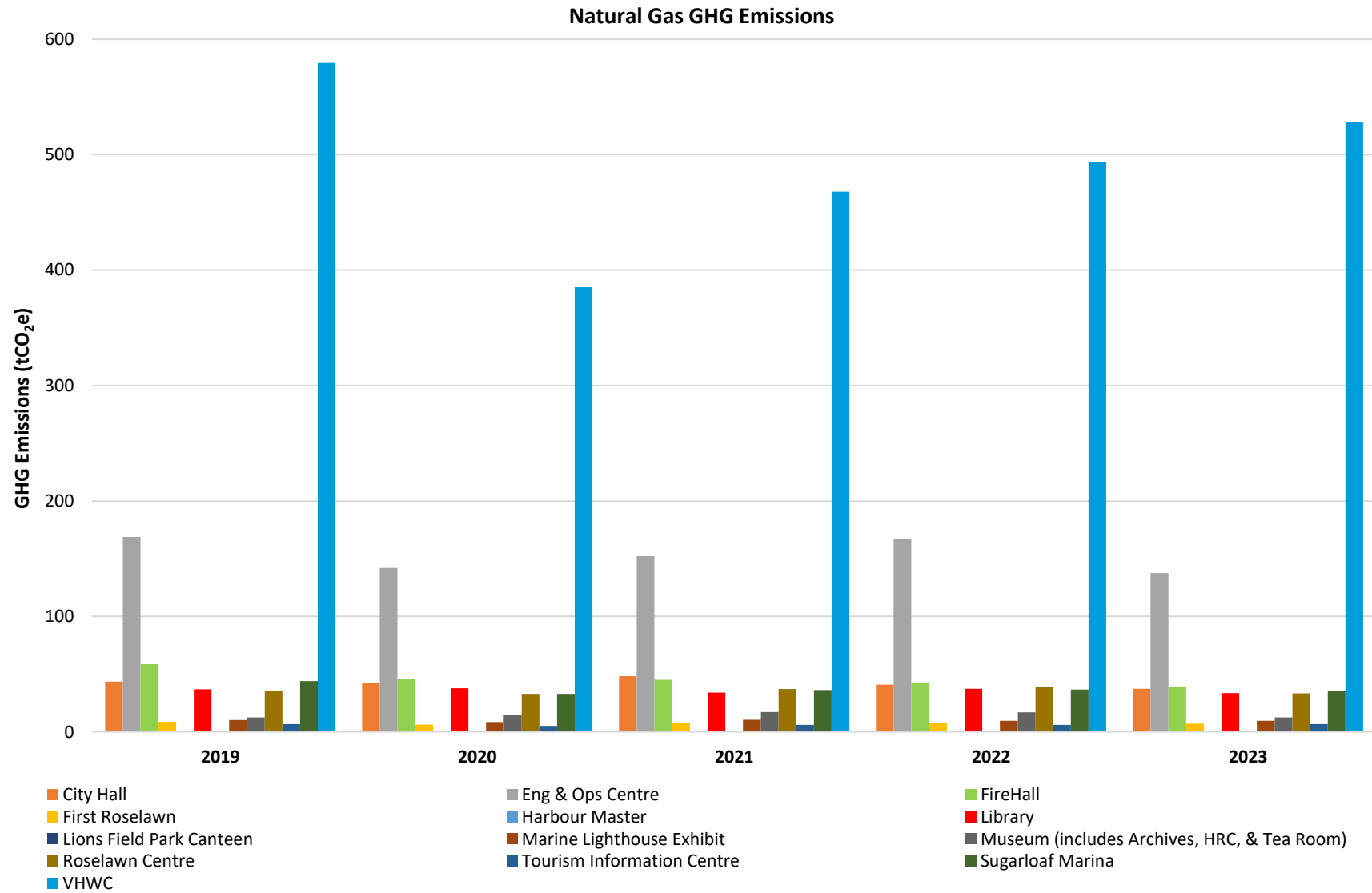


Figure 8. Historic Natural Gas GHG Emissions

### Electricity GHG Emissions

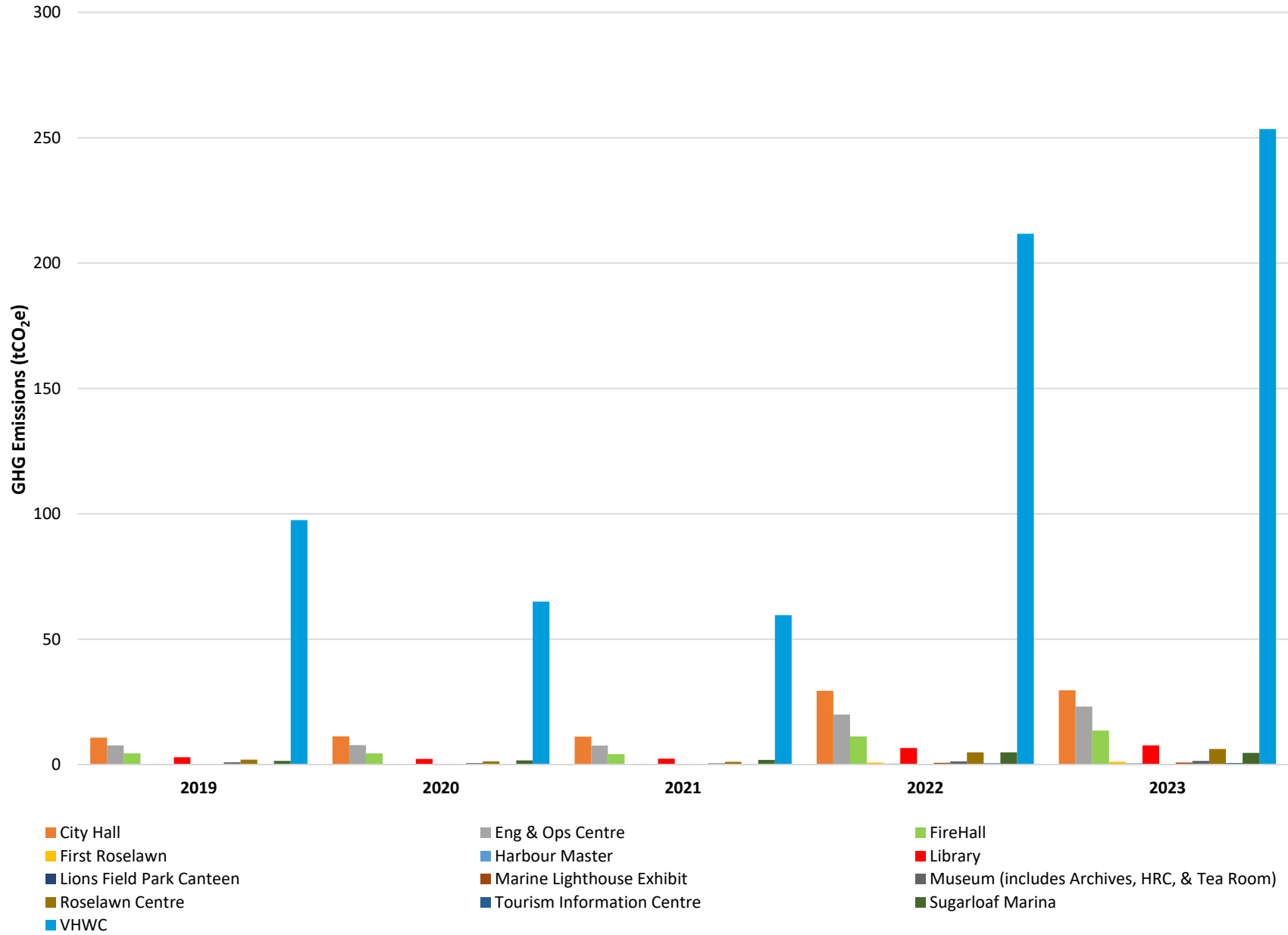


Figure 9. Historic Electricity GHG Emissions



NG Emissions (tCO <sub>2</sub> e)	2019	2020	2021	2022	2023
City Hall	43	43	48	41	37
Eng & Ops Centre	169	142	152	167	137
Firehall	59	45	45	43	39
First Roselawn	9	6	7	8	7
Harbour Master	0	0	0	0	0
Library	37	38	34	37	33
Lions Field Park Canteen	1	0	0	0	0
Marine Lighthouse Exhibit	10	8	10	9	9
Museum (includes Archives, HRC, & Tea Room)	12	14	17	17	12
Roselawn Centre	35	33	37	39	33
Tourism Information Centre	7	5	6	6	7
Sugarloaf Marina	44	33	36	37	35
VHWC	579	385	468	494	528
<b>Total</b>	<b>1,005</b>	<b>753</b>	<b>862</b>	<b>898</b>	<b>880</b>

Electricity Emissions (tCO <sub>2</sub> e)	2019	2020	2021	2022	2023
City Hall	11	11	11	29	30
Eng & Ops Centre	8	8	8	20	23
Firehall	4	4	4	11	14
First Roselawn	0	0	0	1	1
Harbour Master	0	0	0	0	0
Library	3	2	2	7	8
Lions Field Park Canteen	0	0	0	0	0
Marine Lighthouse Exhibit	0	0	0	1	1
Museum (includes Archives, HRC, & Tea Room)	1	1	1	1	2
Roselawn Centre	2	1	1	5	6
Tourism Information Centre	0	0	0	0	1
Sugarloaf Marina	1	2	2	5	5
VHWC	98	65	60	212	253
<b>Total</b>	<b>129</b>	<b>95</b>	<b>89</b>	<b>292</b>	<b>343</b>

Table 4. Historic Natural Gas & Electricity GHG Emissions

### 5.3. Proposed Conservation Measures

Our energy analysis has revealed several potential conservation strategies for the facility. The proposed energy saving initiatives are summarized in the table below outlining the targeted utilities. These measures may remain in place until a more efficient and cost-effective technology is found. All proposed measures will be further reviewed with the City's Building Condition Assessments and feasibility studies to determine if projects will be recommended. Implementation year is a placeholder until City staff finalize review and assessment of the measures.

Site Category	Measure	Estimated Annual Savings			Project Cost (\$)	Simple Payback (Years)	Proposed Implementation Year (under review)
		Electricity (kWh)	Natural Gas (m3)	Cost (\$)			
City Hall	BAS Recommissioning, Integration & Optimization	21,447	1,132	\$4,008	\$13,970	3.5	2025
	Replace Gas fired Furnace and AC to Air-to-Air Heat Pump	-17,242	4,082	-\$1,625	\$36,322	N/A	2025
	Replace Gas fired RTU-s with Heat Pump RTUs	-68,966	16,327	-\$6,500	\$132,715	N/A	2025
	<b>Sub-total</b>	<b>-64,760</b>	<b>21,541</b>	<b>-\$4,116</b>	<b>\$183,007</b>	<b>N/A</b>	<b>-</b>
Eng & Ops Centre	BAS Recommissioning	11,981	4,458	\$4,122	\$41,910	10.2	2025
	VRV System Optimization	7,852	0	\$1,390	\$29,337	21.1	2025
	Recommission existing Lighting Control System	10,231	0	\$1,811	\$7,893	4.4	2025
	Install Low Flow Fixtures	0	372	\$972	\$11,386	11.7	2024
	Install 240 kW Solar PV System (investigate feasibility)	291,400	0	\$51,578	\$580,800	11.3	2025
	<b>Sub-total</b>	<b>321,464</b>	<b>4,830</b>	<b>\$59,872</b>	<b>\$671,326</b>	<b>11.2</b>	<b>-</b>
Firehall	Lighting Retrofit	5,181	0	\$881	\$9,194	10.4	2024
	Install Air to Water HP for Heating/cooling and leave boiler as backup	-89,730	21,243	-\$8,456	\$642,620	N/A	2025
	Install Energy STAR windows (triple pane with shading) for entrance	3,592	560	\$790	\$48,895	61.9	2025
	Replace NG Dryers to Electric/Heat Pump Dryers	-4,646	1,100	-\$438	\$13,970	N/A	2025
	Solar PV Rooftop or field (investigate feasibility)	55,250	0	\$9,393	\$133,100	14.2	2025
	<b>Sub-total</b>	<b>-30,353</b>	<b>22,903</b>	<b>\$2,727</b>	<b>\$847,779</b>	<b>221.5</b>	<b>-</b>
Library	Replace Gas Fired RTU's with HP RTU	-70,600	16,714	-\$6,653	\$189,992	N/A	2025
	Solar PV Rooftop	33,000	0	\$5,610	\$75,020	13.4	2024
	<b>Sub-total</b>	<b>-37,600</b>	<b>16,714</b>	<b>\$1,043</b>	<b>\$265,012</b>	<b>13.4</b>	<b>-</b>

Museum (includes Archives, HRC, & Tea Room)	Lighting Retrofit	4,953	0	\$545	\$20,955	38.5	2024
	Smart Thermostat	1,945	564	\$400	\$2,794	7.0	2024
	Replace Gas fired Furnace and AC to Air-to-Air Heat Pump	-21,432	5,074	-\$911	\$60,071	N/A	2024
	<b>Sub-total</b>	<b>-14,534</b>	<b>5,638</b>	<b>\$34</b>	<b>\$83,820</b>	<b>2467.3</b>	<b>-</b>
Roselawn Centre	Install Smart Thermostats	4,571	1,190	\$884	\$3,772	4.3	2024
	Replace Gas Fired Boilers with Air to Water HP	-25,633	6,068	-\$878	\$132,715	N/A	2026
	Replace Gas Fired RTU with HP	-33,644	7,965	-\$1,152	\$106,172	N/A	2025
	Solar PV Rooftop	35,000	0	\$3,850	\$77,440	20.1	2025
	<b>Sub-total</b>	<b>-19,706</b>	<b>15,223</b>	<b>\$2,704</b>	<b>\$320,099</b>	<b>118.4</b>	<b>-</b>
Tourism Information Centre	Lighting Retrofit	2,659	-111	\$257	\$12,384	48.2	2024
	Replace Gas Fired Boiler with Air to Water HP	-13,344	3,159	-\$457	\$76,835	N/A	2025
	<b>Sub-total</b>	<b>-10,685</b>	<b>3,048</b>	<b>-\$200</b>	<b>\$89,219</b>	<b>N/A</b>	<b>-</b>
Sugarloaf Marina	Replace Gas Fired RTU's with HP RTUs	-21,521	5,095	-\$737	\$174,625	N/A	2025
	Replace Gas Fired Boilers with Air to Water HP	-40,172	9,510	-\$1,376	\$160,655	N/A	2025
	Solar PV Rooftop	10,590	0	\$1,165	\$24,200	20.8	2025
	Solar Carport	44,000	0	\$4,840	\$158,400	32.7	2025
	<b>Sub-total</b>	<b>-7,103</b>	<b>14,605</b>	<b>\$3,892</b>	<b>\$517,880</b>	<b>133.0</b>	<b>-</b>
VHWC	Replace Cooling Tower (completed)	34,791	0	\$6,088	\$393,954	64.7	2024
	BAS Recommissioning	219,416	22,873	\$45,946	\$83,820	1.8	2025
	Air Source Heat Pumps for Summer Heating	-97,154	41,875	-\$3,183	\$162,052	N/A	2025
	Replace DHW Boilers with Heat Pumps	-163,137	70,315	-\$5,345	\$301,752	N/A	2025
	Recommission existing Lighting Controls System	53,291	0	\$9,326	\$59,861	6.4	2025
	Optimize AHU's Schedule	18,239	0	\$3,192	\$699	0.2	2024
	Install Low Flow Fixtures	0	4,636	\$6,690	\$58,395	8.7	2024
	investigate Install 950 kW Solar Rooftop PV System	1,215,000	0	\$212,625	\$2,403,500	11.3	2025
Install 1 MW Solar PV Carport System	1,192,000	0	\$208,600	\$5,500,000	26.4	2025	
	<b>Sub-total</b>	<b>2,472,446</b>	<b>139,699</b>	<b>\$483,939</b>	<b>\$8,964,033</b>	<b>18.5</b>	<b>-</b>
<b>TOTAL – All Sites Conservation Measures</b>		<b>2,619,524</b>	<b>248,777</b>	<b>550,475</b>	<b>13,404,889</b>	<b>-</b>	<b>-</b>

Table 5. Targeted Utilities and Proposed Conservation Measures for the Metropolitan Campus

## 5.4. Utility Consumption Forecast

By implementing the energy conservation measures stated in the previous section, the forecasted electricity and natural gas use could be forecasted based on the utility savings generated from individual measures. The forecasted utility consumption is tabulated below. The percentage of change is based off the data from the baseline year of 2023.

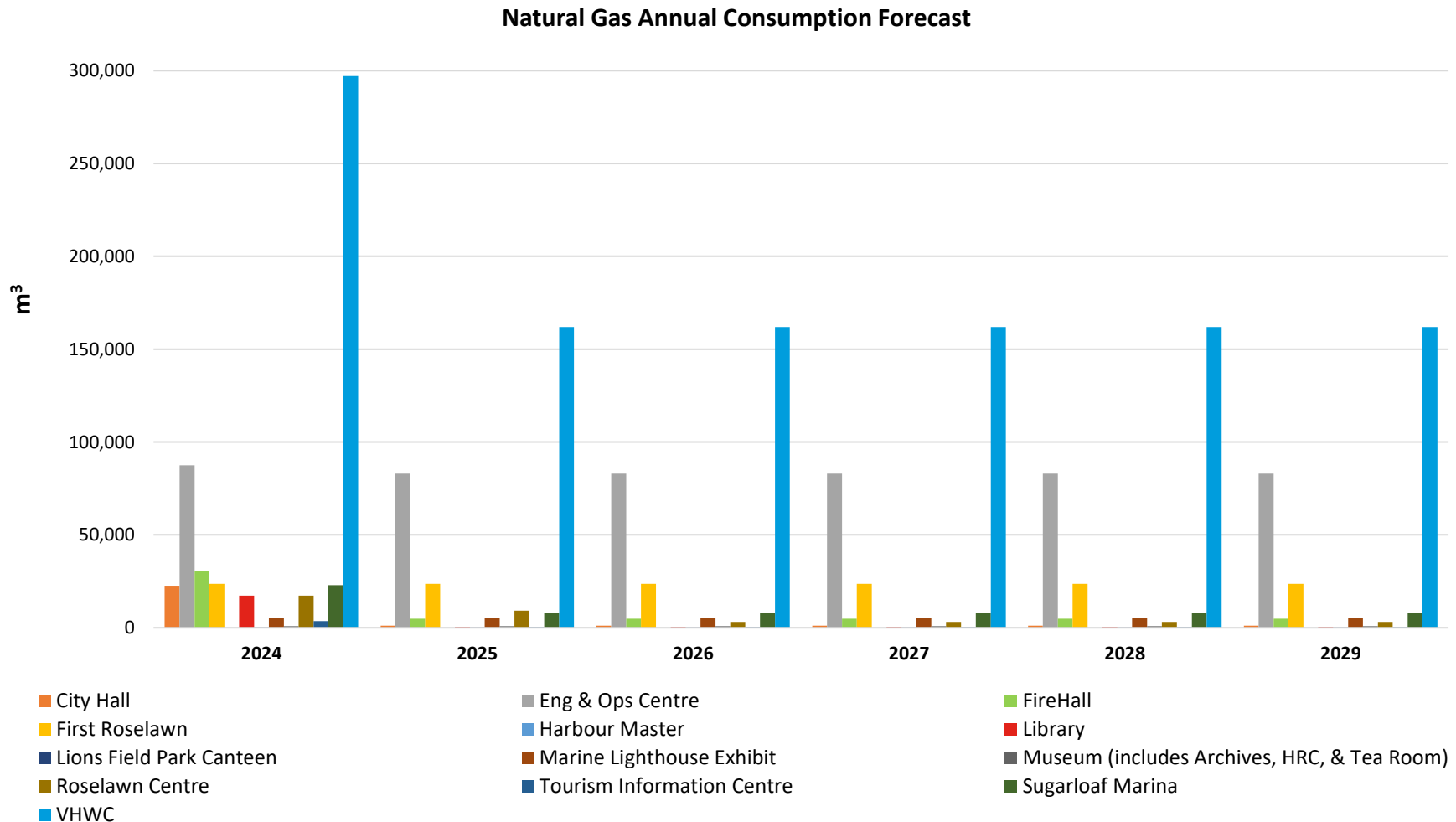


Figure 10. Natural Gas Consumption Forecast

### Electricity Annual Consumption Forecast

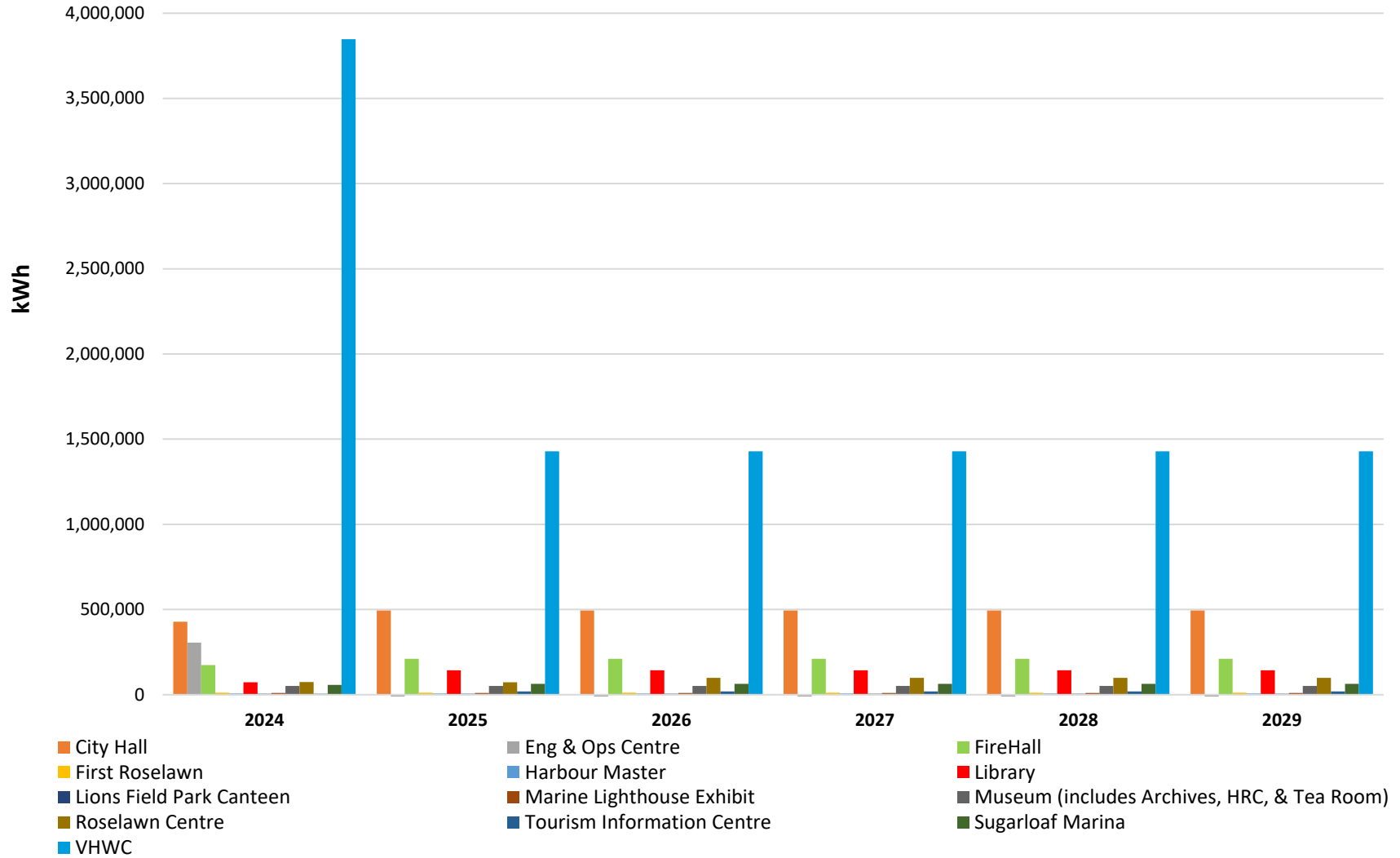


Figure 11. Electricity Consumption Forecast

Natural Gas (m <sup>3</sup> )	2024	2025	2026	2027	2028	2029
City Hall	22,635	1,094	1,094	1,094	1,094	1,094
Eng & Ops Centre	87,492	83,034	83,034	83,034	83,034	83,034
Firehall	30,549	4,927	4,927	4,927	4,927	4,927
First Roselawn	23,685	23,685	23,685	23,685	23,685	23,685
Harbour Master	0	0	0	0	0	0
Library	17,311	597	597	597	597	597
Lions Field Park Canteen	325	325	325	325	325	325
Marine Lighthouse Exhibit	5,341	5,341	5,341	5,341	5,341	5,341
Museum (includes Archives, HRC, & Tea Room)	821	821	821	821	821	821
Roselawn Centre	17,222	9,257	3,189	3,189	3,189	3,189
Tourism Information Centre	3,621	462	462	462	462	462
Sugarloaf Marina	22,869	8,264	8,264	8,264	8,264	8,264
VHWC	297,012	161,949	161,949	161,949	161,949	161,949
<b>Total</b>	<b>528,882</b>	<b>299,756</b>	<b>293,687</b>	<b>293,687</b>	<b>293,687</b>	<b>293,687</b>

Electricity (kWh)	2024	2025	2026	2027	2028	2029
City Hall	428,945	493,705	493,705	493,705	493,705	493,705
Eng & Ops Centre	305,410	-16,054	-16,054	-16,054	-16,054	-16,054
FireHall	174,455	211,460	211,460	211,460	211,460	211,460
First Roselawn	11,702	11,702	11,702	11,702	11,702	11,702
Harbour Master	7,745	7,745	7,745	7,745	7,745	7,745
Library	73,432	144,032	144,032	144,032	144,032	144,032
Lions Field Park Canteen	5,845	5,845	5,845	5,845	5,845	5,845
Marine Lighthouse Exhibit	10,047	10,047	10,047	10,047	10,047	10,047
Museum (includes Archives, HRC, & Tea Room)	51,216	51,216	51,216	51,216	51,216	51,216
Roselawn Centre	75,106	73,750	99,383	99,383	99,383	99,383
Tourism Information Centre	5,809	19,153	19,153	19,153	19,153	19,153
Sugarloaf Marina	57,384	64,487	64,487	64,487	64,487	64,487
VHWC	3,847,692	1,428,277	1,428,277	1,428,277	1,428,277	1,428,277
<b>Total</b>	<b>5,054,788</b>	<b>2,505,364</b>	<b>2,530,997</b>	<b>2,530,997</b>	<b>2,530,997</b>	<b>2,530,997</b>

Table 6. Natural Gas & Electricity Consumption Forecast

## 5.5. GHG Emissions Forecast

The forecasted greenhouse gas emissions are calculated based on the forecasted energy consumption data analyzed in the previous section and are tabulated in the following table. The percentage of reduction is based off the data from the baseline year of 2023.

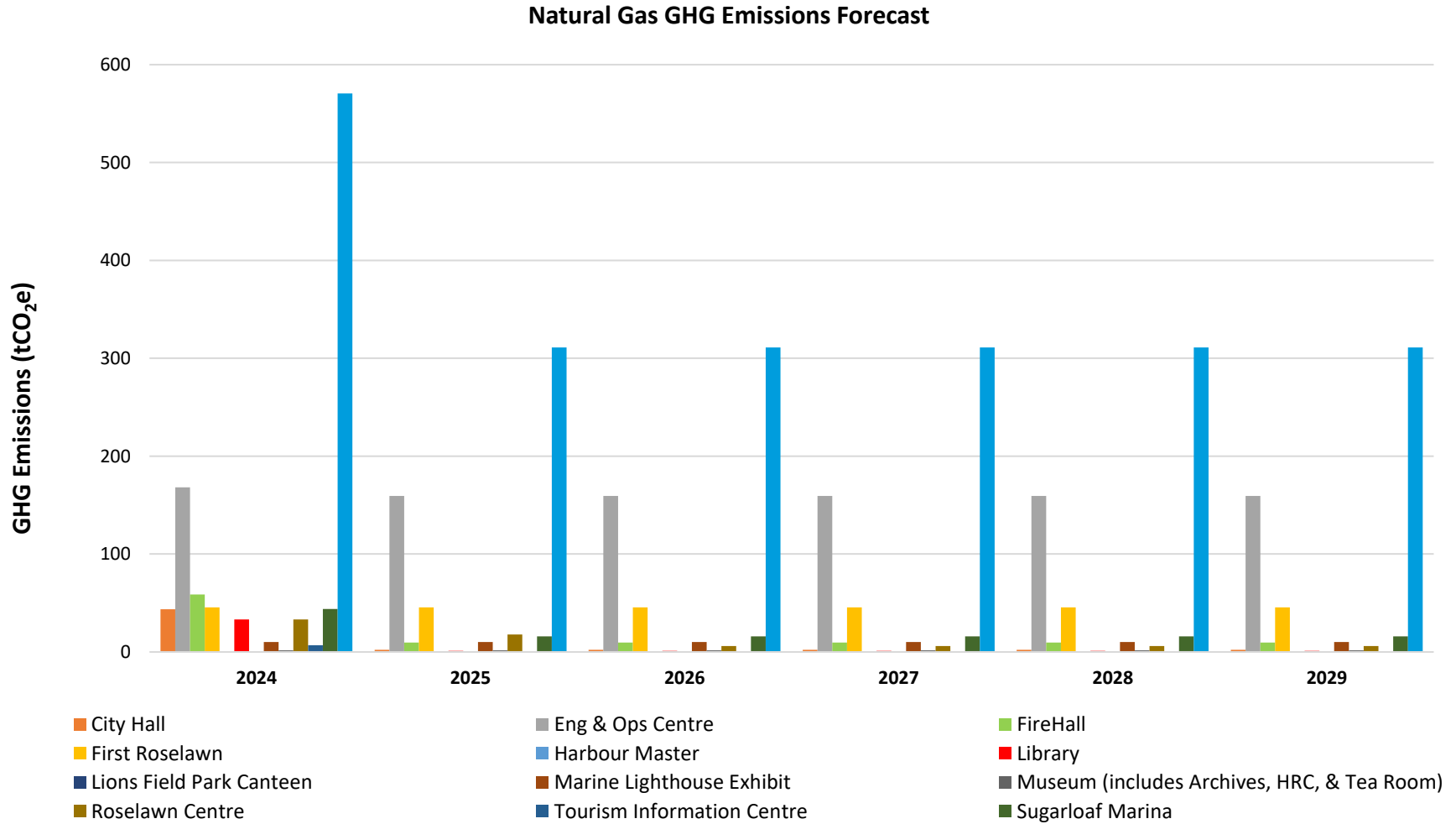


Figure 12. Natural Gas GHG Emissions Forecast



### Electricity GHG Emissions Forecast

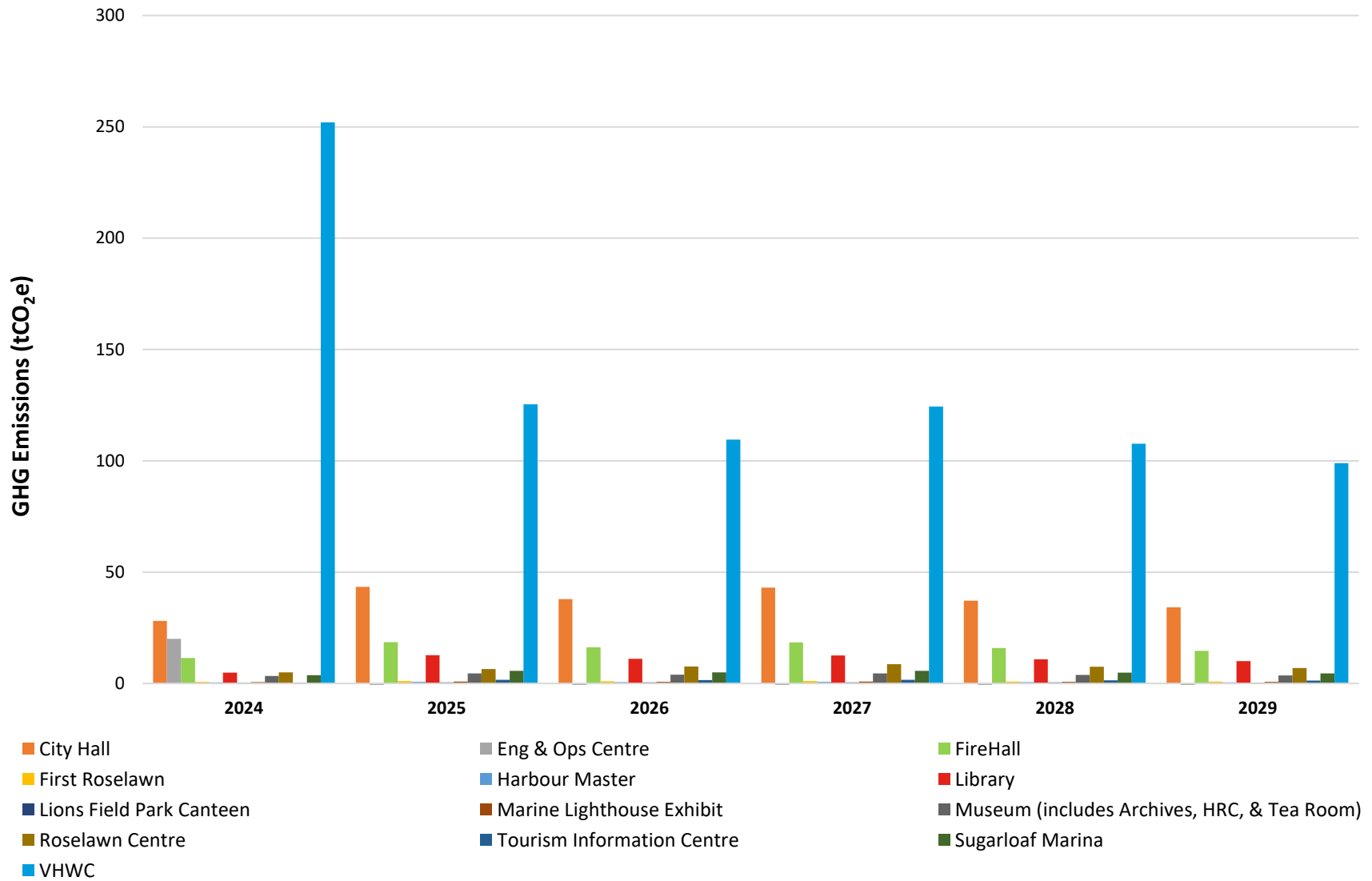


Figure 13. Electricity GHG Emissions Forecast

Natural Gas GHG Emissions (tCO <sub>2</sub> e)	2024	2025	2026	2027	2028	2029
City Hall	43	2	2	2	2	2
Eng & Ops Centre	168	160	160	160	160	160
Firehall	59	9	9	9	9	9
First Roselawn	45	45	45	45	45	45
Harbour Master	0	0	0	0	0	0
Library	33	1	1	1	1	1
Lions Field Park Canteen	1	1	1	1	1	1
Marine Lighthouse Exhibit	10	10	10	10	10	10
Museum (includes Archives, HRC, & Tea Room)	2	2	2	2	2	2
Roselawn Centre	33	18	6	6	6	6
Tourism Information Centre	7	1	1	1	1	1
Sugarloaf Marina	44	16	16	16	16	16
VHWC	571	311	311	311	311	311
<b>Total</b>	<b>1,016</b>	<b>576</b>	<b>564</b>	<b>564</b>	<b>564</b>	<b>564</b>

Electricity GHG Emissions (tCO <sub>2</sub> e)	2024	2025	2026	2027	2028	2029
City Hall	28	43	38	43	37	34
Eng & Ops Centre	20	-1	-1	-1	-1	-1
FireHall	11	19	16	18	16	15
First Roselawn	1	1	1	1	1	1
Harbour Master	1	1	1	1	1	1
Library	5	13	11	13	11	10
Lions Field Park Canteen	0	1	0	1	0	0
Marine Lighthouse Exhibit	1	1	1	1	1	1
Museum (includes Archives, HRC, & Tea Room)	3	4	4	4	4	4
Roselawn Centre	5	6	8	9	7	7
Tourism Information Centre	0	2	1	2	1	1
Sugarloaf Marina	4	6	5	6	5	4
VHWC	252	125	110	124	108	99
<b>Total</b>	<b>331</b>	<b>220</b>	<b>194</b>	<b>220</b>	<b>191</b>	<b>175</b>

Table 7. Natural Gas & Electricity GHG Emissions Forecast

## 6. The City of Port Colborne Outlook

### 6.1. Site-Wide Utility Consumption Forecast

By implementing the recommended measures stated in the previous section, in each respective site, COPC’s projected electricity and natural gas use could be forecasted based on the utility savings generated from individual measures. The forecasted utility consumption is tabulated below. The percentage of change is based on the data from the baseline year of 2023.

Fuel	2024		2025		2026		2027		2028		2029	
	Units	% Change	Units	% Change	Units	% Change	Units	% Change	Units	% Change	Units	% Change
Natural Gas (m <sup>3</sup> )	528,882	3%	299,756	45%	293,687	46%	293,687	46%	293,687	46%	293,687	46%
Electricity (kWh)	5,054,788	2%	2,505,364	51%	2,530,997	51%	2,530,997	51%	2,530,997	51%	2,530,997	51%

Table 8. Forecast of Annual Utility Consumption for all sites

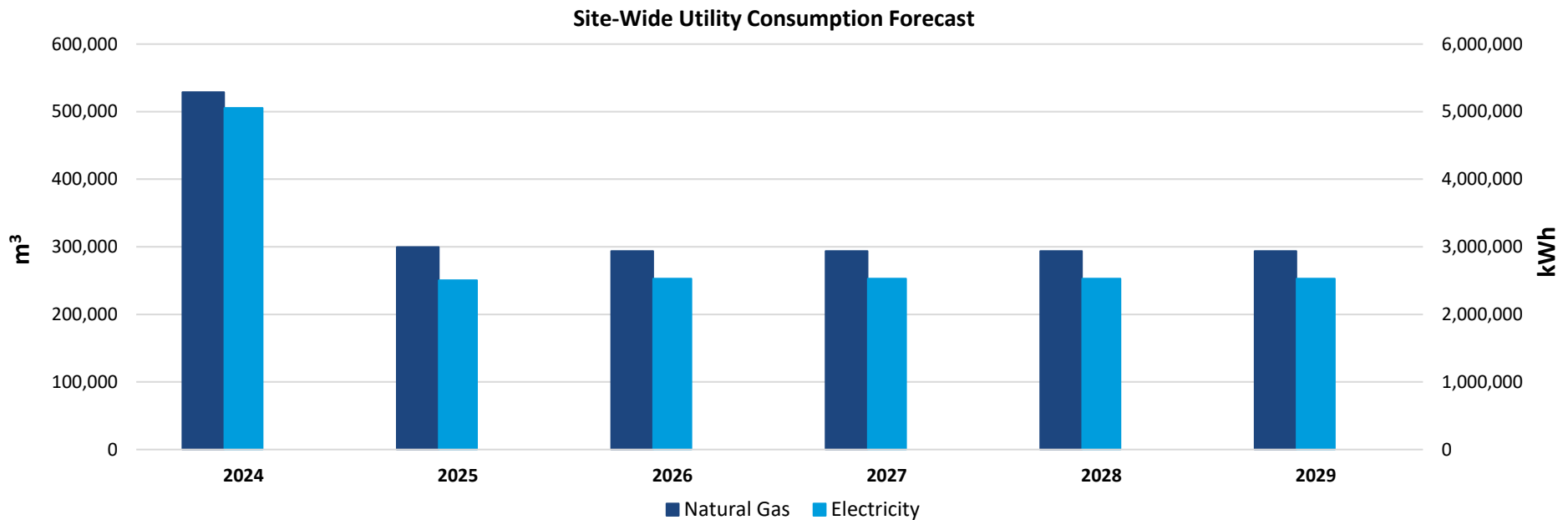


Figure 14. Forecast of Annual Energy Consumption

## 6.2. Site-Wide GHG Emissions Forecast

The organizational GHG emissions for COPC are calculated based on the forecasted Site-wide energy consumption data analyzed in the previous section and are tabulated in the following table. The percentage reduction is based on the baseline year of 2023.

Utility Source (tCO <sub>2</sub> e)	2024	2025	2026	2027	2028	2029
Natural Gas (Scope 1)	1,016	576	564	564	564	564
Electricity (Scope 2)	331	220	194	220	191	175
<b>Totals</b>	<b>1,347</b>	<b>796</b>	<b>758</b>	<b>785</b>	<b>755</b>	<b>740</b>
Reduction from Baseline Year	-15%	32%	35%	33%	36%	37%

Table 9. Forecast of Annual Greenhouse Gas Emissions from 2024 to 2029

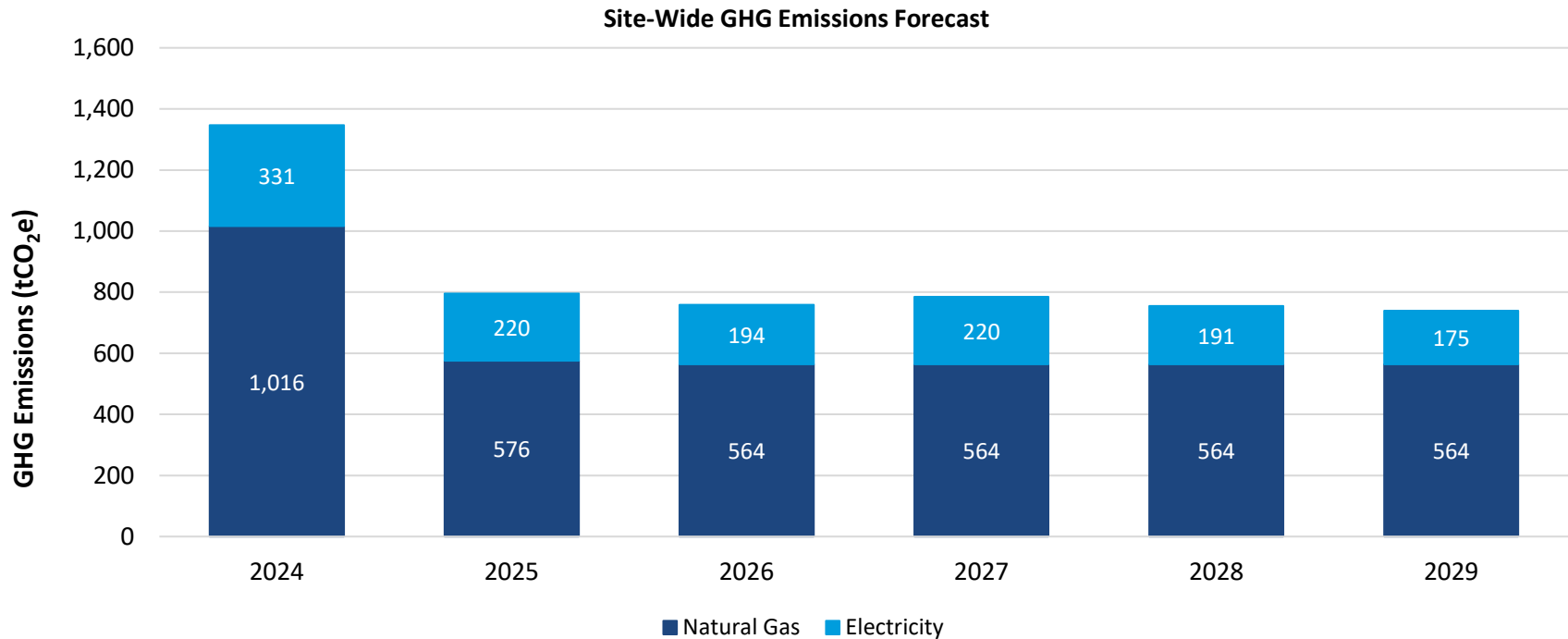


Figure 15. Forecast of Annual Greenhouse Gas Emissions

## 7. Closing Comments

Thank you to all who contributed to The City of Port Colborne's Energy Conservation & Demand Management Plan. We consider our facilities an integral part of the local community. The key to this relationship is being able to use our facilities efficiently and effectively to maximize our ability to provide the highest quality of municipal services while integrating environmental stewardship into all aspects of facility operations.

Public Works staff at the City of Port Colborne support approval of this Energy Conservation & Demand Management Plan, knowing that it will continue to be reviewed and updated to reflect the actions and plan of the City.

*This ECDM plan was created through a collaborative effort between The City of Port Colborne and Blackstone Energy Services.*

## 8. Appendix

### 8.1. Glossary

Word	Abbreviation	Meaning
Baseline Year		A baseline is a benchmark that is used as a foundation for measuring or comparing current and past values.
Building Automation System	BAS	<i>Building automation</i> is the automatic centralized <i>control</i> of a <i>building's</i> heating, ventilation and air conditioning, lighting and other <i>systems</i> through a <i>building management system</i> or <i>building automation system</i> (BAS)
Carbon Dioxide	CO2	Carbon dioxide is a commonly referred to greenhouse gas that results, in part, from the combustion of fossil fuels.
Energy Usage Intensity	EUI	Energy usage intensity means the amount of energy relative to a buildings physical size typically measured in square feet.
Equivalent Carbon Dioxide	CO2e	CO2e provides a common means of measurement when comparing different greenhouse gases.
Greenhouse Gas	GHG	Greenhouse gas means a gas that contributes to the greenhouse effect by absorbing infrared radiation, e.g., carbon dioxide and chlorofluorocarbons.
Metric Tonnes	t	Metric tonnes are a unit of measurement. 1 metric tonne = 1000 kilograms
Net Zero		A net-zero energy building, is a <a href="#">building</a> with zero net <a href="#">energy consumption</a> , meaning the total amount of energy used by the building on an annual basis is roughly equal to the amount of <a href="#">renewable energy</a> created on the site,
Variable Frequency Drive	VFD	A variable frequency drive is a device that allows for the modulation of an electrical or mechanical piece of equipment.

## 8.2. Tables and Figures

### Tables

Table 1. Historic Energy Use Intensity .....	8
Table 2. Historic Greenhouse Gas Emissions for all sites.....	11
Table 3. Historic Natural Gas & Electricity Consumption .....	14
Table 4. Historic Natural Gas & Electricity GHG Emissions .....	17
Table 5. Targeted Utilities and Proposed Conservation Measures for the Metropolitan Campus .....	19
Table 6. Natural Gas & Electricity Consumption Forecast .....	22
Table 7. Natural Gas & Electricity GHG Emissions Forecast .....	25
Table 8. Forecast of Annual Utility Consumption for all sites.....	26
Table 9. Forecast of Annual Greenhouse Gas Emissions from 2024 to 2029 .....	27

### Figures

Figure 1. Energy Consumption Trends & Projections .....	5
Figure 2. City of Port Colborne.....	7
Figure 3. Historic Annual Energy Utilization Indices .....	9
Figure 4. Examples of Scope 1 and 2.....	10
Figure 5. Historical GHG Emissions for all sites.....	11
Figure 6. Historical Natural Gas Consumption.....	12
Figure 7. Historical Electricity Consumption .....	13
Figure 8. Historic Natural Gas GHG Emissions .....	15
Figure 9. Historic Electricity GHG Emissions .....	16
Figure 10. Natural Gas Consumption Forecast .....	20
Figure 11. Electricity Consumption Forecast .....	21
Figure 12. Natural Gas GHG Emissions Forecast.....	23
Figure 13. Electricity GHG Emissions Forecast.....	24
Figure 14. Forecast of Annual Energy Consumption.....	26
Figure 15. Forecast of Annual Greenhouse Gas Emissions .....	27





**PORT COLBORNE**

**Subject: Recommendation Report for Official Plan and Zoning By-law Amendments for 631 Lorraine Road – File Nos: D14-02-24 and D09-01-24**

**To: Council**

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

Report Number: 2024-142

Meeting Date: June 25, 2024

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**Recommendation:**

That Chief Administrative Office – Planning Division Report 2024-142 be received;

That the Official Plan Amendment attached as Appendix A of Planning Division Report 2024-142 be approved;

That the Zoning By-law Amendment attached as Appendix B of Planning Division Report 2024-142 be approved; and

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

---

**Purpose:**

The purpose of this report is to provide Council with a recommendation regarding applications for Official Plan and Zoning By-law Amendments submitted by Steven Rivers of South Coast Consulting on behalf of the owner Whisky Run Golf Course Ltd. for the lands known as Part of Lot 20, Concession 1, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 631 Lorraine Road.

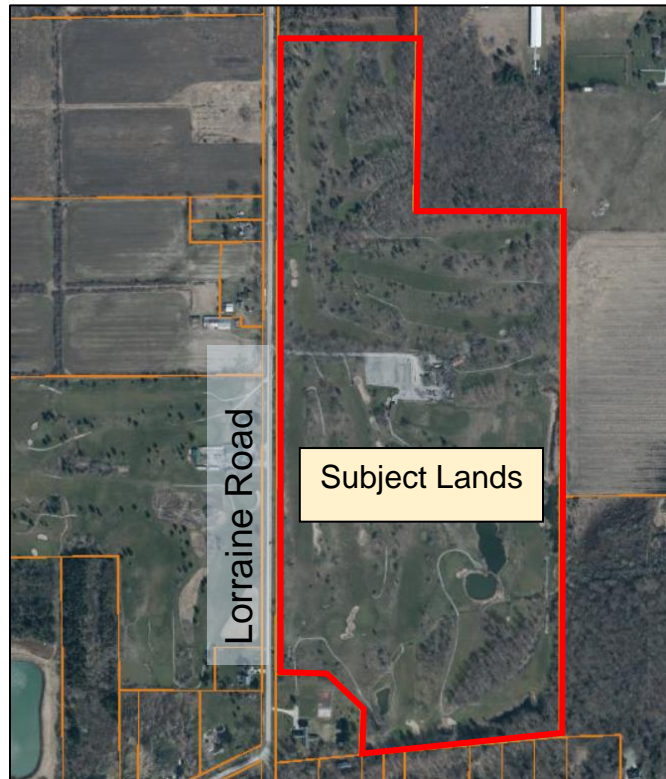
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**Background:**

Applications for a Zoning By-law and Official Plan Amendment were submitted on February 1, 2024, and deemed complete on March 7, 2024.

The application for Official Plan Amendment is being requested to redesignate the lands from Agricultural to Rural to permit the severance of three lots for residential purposes. The lots are proposed to contain one single-detached dwelling per lot.

The application for Zoning By-law Amendment proposes to change the zoning of the proposed residential lots from a special provision of the Agricultural Zone (A-11) to Rural Residential (RR). The zoning of the retained lot is proposed to be changed from A-11 to a special provision of the Rural zone (RU-82). The proposed special provision will be the same as the existing special provision in the A-11 zone and will state, in addition to the uses permitted in the Rural (RU) zone, this land may also be used for the purpose of a golf course and uses, buildings and structures accessory thereto. The proposal is being requested to permit the severance of three residential lots containing one detached dwelling each and to maintain consistency with the proposed Official Plan Amendment.




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## Discussion:

These applications have been reviewed with consideration of applicable policies in the Provincial Policy Statement (2020), A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019), the Niagara Official Plan (2022), the City of Port Colborne Official Plan and the City of Port Colborne Comprehensive Zoning By-law 6575/30/18.

## Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The subject lands are within a “rural area” according to the PPS. According to the PPS, rural areas are important to the economic success of the province and urban areas and rural areas are interdependent in terms of markets, resources, and amenities. Currently, due to the current Official Plan designation and Zoning of the property, the lands are not consistent with the PPS. The approval of the OPA/ZBA would bring the property into consistency with the PPS.

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

The Growth Plan primarily focuses on directing development to designated settlement areas. However, development may be allowed in rural areas if they have the necessary Zoning and Official Plan designations. Similarly to the PPS, due to the current Official Plan designation and Zoning of the property, the lands do not conform with the Growth Plan. The approval of the OPA/ZBA would bring the property into conformity with the Growth Plan.

## **Niagara Official Plan (NOP)**

The Niagara Official Plan (NOP) also designates the subject lands as “Rural Lands”. The predominant use of Rural Lands in the NOP is for agriculture, but some non-agricultural related development may be permitted including limited residential development. As mentioned, the subject lands were added to the “Rural Lands” designation through the new NOP. The proposal to redesignate the lands from Agricultural to Rural in the City Official Plan and subsequently the City Zoning By-law, will align with the NOP and bring the lands into conformity.

## **City of Port Colborne Official Plan (OP)**

According to Schedule F: City Wide Land Use, the City of Port Colborne Official Plan (OP) designates the subject property as Agricultural. Staff notes that, due to recent Provincial and Regional changes, the designation of the lands has been changed from Agricultural to Rural under the PPS, Growth Plan and NOP, however the City of Port Colborne has not updated its Official Plan to conform with the aforementioned plans. The proposed amendments will bring the property in line with the plans mentioned previously. The proposed Official Plan Amendment has been attached at Appendix A.

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

The City of Port Colborne Zoning By-law 6575/30/18 currently zones the subject lands as a special provision of the Agricultural zone (A-11). The special provision states that, in addition to the uses permitted in the Agricultural zone, these lands may also be used for the purpose of a golf course and uses, buildings and structures accessory thereto. Much like the requested Official Plan designation, the rezoning is being requested to conform to the PPS, Growth Plan, NOP, and proposed OP designations.

The applicant is requesting two separate zoning regulations for the subject lands. The lands identified as Parcels 1, 2, and 3 on the attached sketch (Appendix C) are proposed to be rezoned to Rural Residential (RR), to facilitate the future development of single detached dwellings. The RR zone requires 45 metres of lot frontage and 0.4 hectares of lot area and, as such, no special provisions are requested as Parcels 1, 2, and 3 all exceed these requirements.

The applicant is requesting that Parcel 4 in the attached sketch (Appendix C) be rezoned to a special provision of the Rural (RU) zone. The special provision will contain similar wording to the current special provision of the A-11 zone to permit the continued use of the existing golf course. The amendment will also include provisions to recognize the existing lot frontage of 805 metres and existing lot area of 29.7 hectares. The proposed Zoning By-law Amendment has been attached at Appendix B.

### **Adjacent Zoning and Land Use**

The lands surrounding the subject parcel are zoned Agricultural and Agricultural Residential and are primarily used for agricultural and residential purposes.

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### **Internal Consultations:**

The application was circulated internally to applicable departments and agencies on March 13, 2024, and as of the date of this report the following comments have been received:

#### **Drainage Superintendent**

*The parcel is in the watershed of the Michener and Wignell Municipal Drains. As such a drainage apportionment agreement will be required for both drains should the application be approved. The apportionments can be completed by the City's Drainage Superintendent or by the drainage engineer who recently completed both reports, in either scenario, the cost will be a direct cost of the applicant. If the apportionment is completed in-house, the cost for completing each apportionment will be \$118 per drain.*

*Once the deposited plan has been submitted to the planning department, please forward the plan and the application to the Drainage Superintendent, allow 1 week for completion. Signatures from all property owners will be required prior to the apportionment being finalized.*

#### **Canadian Niagara Power (CNPI)**

No concerns with the application.

#### **Niagara Region**

*Regional Growth Strategy and Economic Development is satisfied that the proposed OPA application is consistent with the PPS and conforms to Provincial and Regional policies, provided the OPA and ZBA schedules demonstrate that the environmental lands are placed into an appropriately restrictive environmental designation and zone.*

*Regional staff note that in accordance with NOP Policies 7.4.1.6 and 7.4.1.7, the Local Official Plan Amendment as reviewed is exempt from Regional Council Approval given the site-specific nature of the proposal.*

## **Niagara Peninsula Conservation Authority**

No objections to the application.

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### **Financial Implications:**

There are no financial implications directly related to the City.

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### **Public Engagement:**

Notice of the Public Meeting was circulated in accordance with Section 34 of the *Planning Act*. Notice was mailed to property owners within a 120-metre (393.7-foot) radius of the subject lands as of March 13, 2024. As of the date of preparing this report, the following comments have been received:

#### **Thomas Hunt – 1145 Firelane 1**

- Does not oppose the Official Plan and Zoning By-law Amendment application.
- However, against any further residential housing on the subject property.

#### **Lloyd Winger – 962 Lakeshore Road**

- Concerns with respect to drainage and the ongoing drainage engineering report.

### **Responses to Public Comments**

Drainage of the area was the primary concern raised by members of the public at the meeting. While Planning staff recognize that existing conditions in the area may lead to wet conditions, it should be noted that this application is simply bringing the property into conformity with the previously approved Niagara Official Plan (NOP). Further information has been gathered through the Drainage Superintendent to provide an update on the ongoing municipal drain report. The Wignell Drain report is currently being brought through the formal Drainage Act process, including the recently held special meeting to consider. Staff are confident that this drainage report will provide solutions to the concerns raised at the Public Meeting. The proper channel to address these concerns would be through the Drainage Act process.

These amendments reflect the changes made from the Niagara Region through their adoption of their new Official Plan. Since an application has been presented to Council to

bring the Official Plan and Zoning By-law into conformity with Provincial and Regional policy, the City has an obligation to bring the property into conformity. To leave the City Official Plan and subsequent Zoning out of conformity with the NOP would be in contravention of the *Planning Act* and Provincial and Regional policy.

---

### **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
  - 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, and Niagara Official Plan, and represents good planning. Staff recommends that the Official Plan Amendment and Zoning By-law Amendments attached as Appendix A, and B, respectively, be approved.

---

### **Appendices:**

- a. Official Plan Amendment
- b. Zoning By-law Amendment
- c. Site Sketch

Prepared by,

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Senior Planner

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Respectfully submitted,

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Chief Planner

905-228-8119

[Denise.Landry@portcolborne.ca](mailto: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. 16 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;

Now 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. 16 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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

**AMENDMENT NO. 16  
TO THE  
OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**PREPARED BY:  
CITY OF PORT COLBORNE PLANNING DIVISION  
June 2024**

**AMENDMENT NO. 16  
TO THE  
OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**AMENDMENT NO. 16  
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. 16 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 2024-142

## **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. 16 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 designation on Schedule A – City Wide Land Use of the Port Colborne Official Plan to facilitate the development of the subject land, illustrated on the attached Schedule, as single detached dwellings.

#### **Location**

The lands affected by this amendment are legally described as part of Lot 20, Concession 1 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 631 Lorraine Road. A detailed map of the subject land is attached as Schedule “A” to this Official Plan Amendment No. 16.

#### **Basis**

The subject land is designated “Agricultural”. 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 the subject land to facilitate the development of three (3) residential dwelling units.

The proposed development provides an opportunity for residential intensification at a location that is serviced by existing services and infrastructure. The subject land is surrounded by residential, agricultural, and recreational land uses making them 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 land from the existing “Agriculture (A-11)” zone to the “Rural Residential (RR)” zone and RU-82, being a special provision of the Rural zone, permitting the existing golf course, and recognizing the existing lot frontage of 805 metres and minimum lot area to 29.7 hectares.

The proposal is consistent/conforms with:

- The Provincial Policy Statement (2020) by providing for limited growth within a rural area;
- A Place To Grow (2020) by contributing to the minimum intensification targets and utilizing existing municipal services;
- Niagara Official Plan providing for limited growth within a rural area; and
- Port Colborne Official Plan by introducing residential uses at an appropriate location, while meeting the City’s intensification target and providing for limited growth within a rural 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. 16 to the Official Plan for the City of Port Colborne of 522

The Official Plan for the Port Colborne Planning Area is hereby amended as follows: The land illustrated on Schedule A is redesignated from Agricultural to Rural and Environmental Conservation to permit to be developed for single detached dwellings between an existing dwelling and an existing non-agricultural use.

### **Details of the Amendment**

1. That lands shown on "Schedule A to Official Plan Amendment No. 16", shall be re- designated from Agricultural to Rural and Environmental Conservation and shall be identified on Schedule A City Wide Land Use Map of the Official Plan for the Port Colborne Planning Area.
2. Notwithstanding any policy of the Official Plan for the City of Port Colborne to the contrary, the land may be developed for single detached dwellings, subject to the following:
  - a) Only three (3) new lots are created through severance between an existing residential building and an existing non-agricultural land use;
  - b) The new lots can be adequately serviced by individual sanitary services and individual water services on 10,000 square metre parcels set back 30 metres from Natural Heritage features.
  - c) Each new lot will comply with the requirements of the Zoning By-law as amended.
  - d) Each new lot complies with the Minimum Distance Separation Formulae.

### **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.

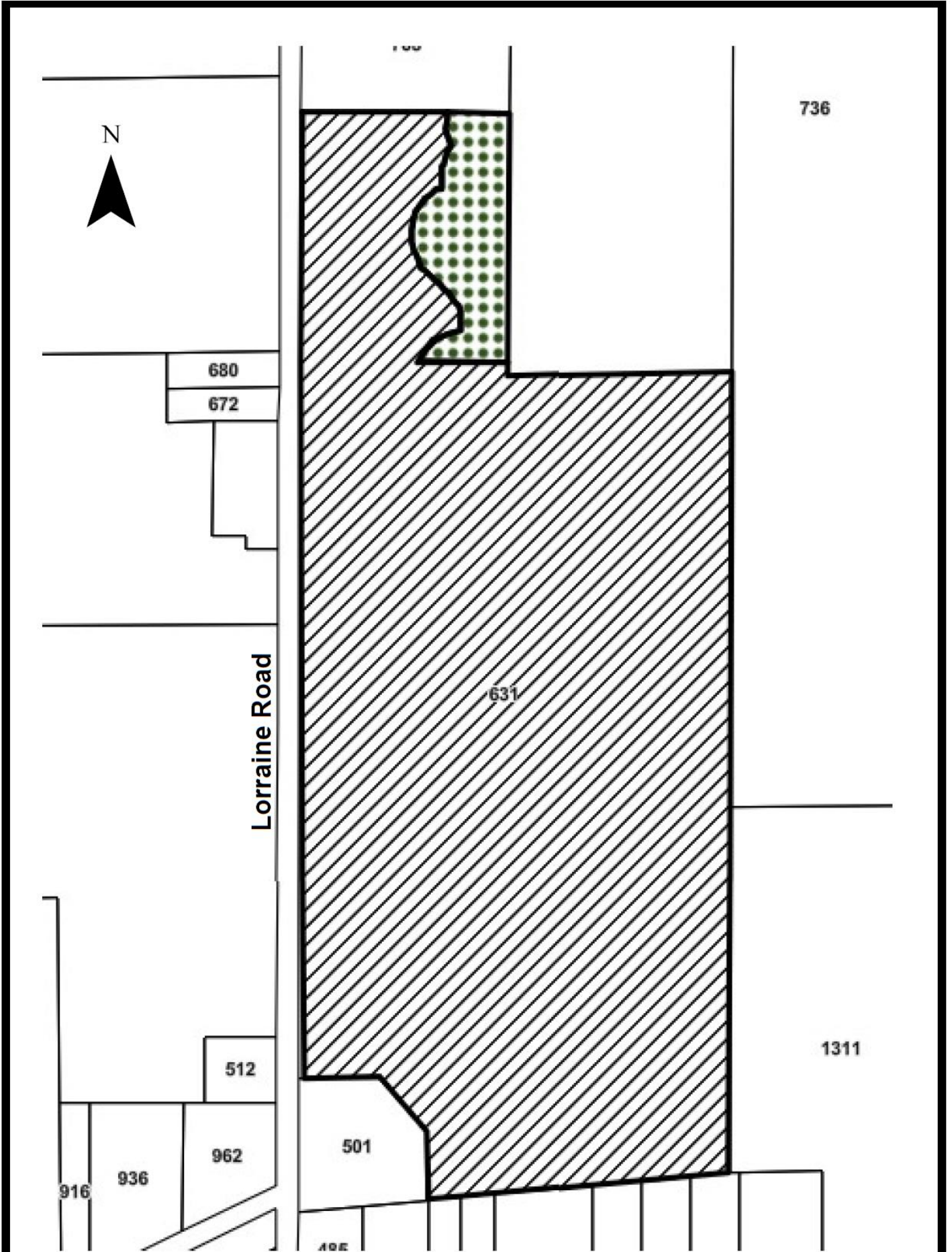
### **PART C – THE APPENDICES**

The following appendices do not constitute part of Amendment No. 16 but are included as information to support the Amendment.

APPENDIX I – Department of Development and Legislative Services Report 2024-142



Schedule "A"





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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

-  - Lands to be re-designated to Rural
-  - Lands to be re-designated to Environmental Conservation Area (Significant Woodland)

June 2024 Not to scale

File No. D09-01-24

Drawn by: DS - City of Port Colborne

The Corporation of the City of Port Colborne

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

Being a by-law to amend Zoning By-law 6575/30/18 respecting the land legally known as Part of Lot 20, Concession 1, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 631 Lorraine Road

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 "A5" forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A from A-11 to Rural Residential (RR) and RU-82, being a special provision of the Rural (RU) zone.
3. That Section 37 entitled "Special Provisions" of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

RU-82

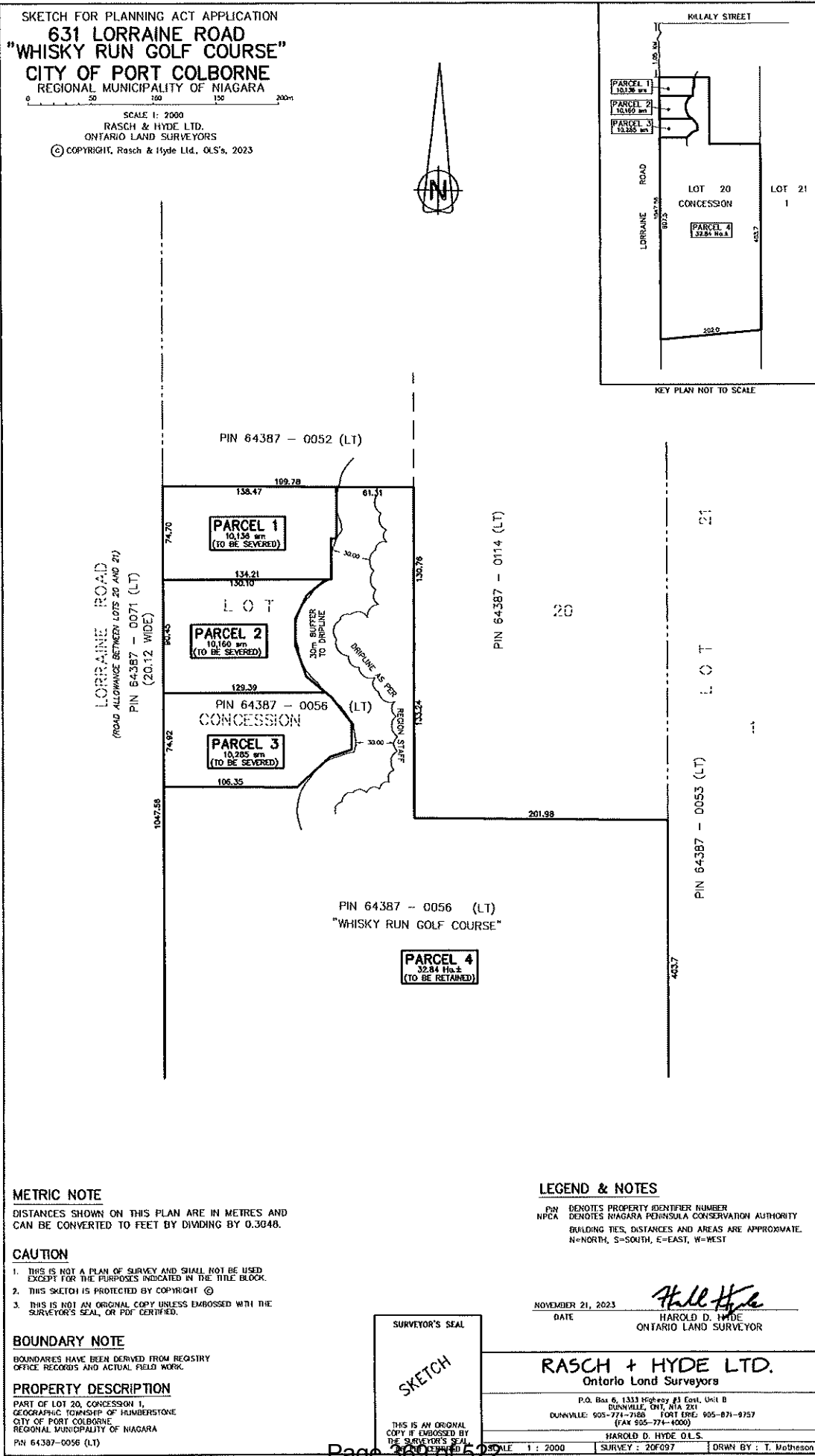
In addition to the uses permitted in the Rural (RU) zone, these lands may also be used for the purpose of a golf course and uses, buildings and structures accessory thereto, and the following special provisions shall apply:

- a) Minimum Lot Frontage 805 metres
  - b) Minimum Lot Area 29.7 hectares
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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk





**Subject: Fouling of Roads Draft By-law**

**To: Council**

**From: Community Safety & Enforcement Department**

Report Number: 2024-48

Meeting Date: June 25, 2024

---

**Recommendation:**

That Community Safety and Enforcement Department Report 2024-48 be received;

That the draft Fouling of Roads By-law attached as Appendix A to Community Safety and Enforcement Report 2024-48, be approved; and

That the draft by-law attached as Appendix B to Community Safety and Enforcement Report 2024-48, being a By-law to Amend By-law 6902/50/21, the By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne, be approved.

---

**Purpose:**

The purpose of this report is to propose a new Fouling of Roads By-law, which will introduce new regulations and prohibitions to keep the community clean.

---

**Background:**

The City of Port Colborne has not previously approved a Fouling of Roads By-law; however, staff have dealt with some issues through building permits, municipal consents or requests for altering sites, and City staff have dealt with fouling, damage or altering of a ditch, culvert, or road and have difficulty trying to resolve incidents of this type, sometimes resulting in costs to the City when infractions could not be enforced. To provide for an easier and clearer process for staff to administer, staff recommend adopting a Fouling of Roads By-law.

---

## **Discussion:**

With an increase in construction of new homes and buildings the City, roads have been fouled with mud, stone, and debris, especially in areas where development is taking place. City roads have been scarred with heavy equipment which may lead to premature road degradation. This leaves the City of Port Colborne to absorb the cost of addressing these issues.

By-law Services will assist Public Works with incidents that they determine are fouling the roadways and work to achieve voluntary compliance. The proposed By-law will have Administrative Penalties for Non-Parking Offences as an enforcement tool.

By-law services staff circulated the proposed By-law to other Departments within the City of Port Colborne and their comments are listed below.

The draft By-law has been vetted by the City's solicitor.

---

## **Internal Consultations:**

### Public Works Comments

"The Public Works team is supportive of the program as outlined in the report, staff feel this will provide a safer environment for the residents of Port Colborne and we look forward to working with By-law to ensure our community remains clean and beautiful."

### Planning Comments

"The Planning Division is supportive of the initiative as it will assist in ensuring the roads are kept clean throughout the development process."

---

## **Financial Implications:**

The penalties identified in Appendix B are established to recover costs associated with enforcement and encourage compliance with the proposed by-law.

---

## **Public Engagement:**

None conducted.

---

## **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
- 

## **Conclusion:**

The approval of the proposed Fouling of Roads By-law will benefit all stakeholders and allow for a safer and cleaner community.

---

## **Appendices:**

- a. Proposed Fouling of Roads By-law
- b. Proposed NAMPS penalties

Respectfully submitted,

Sherry Hanson  
Manager of By-law Services  
905-228-8077  
Sherry.Hanson@portcolborne.ca

## **Report Approval:**

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

## THE CORPORATION OF THE CITY OF PORT COLBORNE

### BYLAW NO.

Being a bylaw to prohibit the obstruction, encumbering, injuring or fouling of City Roads.

**WHEREAS** sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*” or “the statute”), authorize a municipality to pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

**AND WHEREAS** sections 11 and 27 of the *Municipal Act, 2001* provide that a lower- tier municipality may pass by-laws respecting highways under its jurisdiction;

**AND WHEREAS** section 425 of the *Municipal Act, 2001* permits a municipality to pass by-laws providing that any person who contravenes any by-law of the municipality enacted under the statute is guilty of an offence;

**AND WHEREAS** section 426 of the *Municipal Act, 2001* provides that no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under a by-law enacted under the statute;

**AND WHEREAS** section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences under its by-laws;

**AND WHEREAS** section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative monetary penalties to assist the municipality in promoting compliance with its by-laws;

**AND WHEREAS** section 444 of the *Municipal Act, 2001* permits a municipality, if satisfied that a contravention of a by-law of the municipality passed under the statute has occurred, to make an order requiring the person who contravened the by-law or who caused or permitted the contravention to discontinue the contravening activity;

**AND WHEREAS** section 446 of the *Municipal Act, 2001* provides that if a municipality has authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense;

**AND WHEREAS** the Council of the Corporation of the City of Port Colborne considers it necessary and desirable to enact this by-law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

1.1. This By-law shall be known as the “Fouling of Roads By-law”.

## 2. **DEFINITIONS**

2.1. For the purposes of this By-law:

**“Administrative Monetary Penalty”** means a monetary penalty administered pursuant to City By-law No. 6902/50/21, as amended from time to time.

**“By-law”** means this Fouling of Roads By-law.

**“City”** means the Corporation of The City of Port Colborne.

**“City Road”** means a Road under the jurisdiction of the City.

**“Company”** means any corporate or legal entity that is not an Individual and includes but is not limited to a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society and/or, organization.

**“Council”** means Council of the City.

**“Deposit”** means to place, throw, spill, dump or otherwise cause or permit Material to be situated on a Road by any means whatsoever and, without limiting the generality of the foregoing, includes any Material that is moved, transported, carried or brought by any Person, animal, Vehicle, equipment, appurtenance or other conveyance and that becomes loose, detaches, blows, spills or falls on any Road.

**“Foul”** means to Deposit any Material on a City Road.

**“Individual”** means a natural person.

**“Material”** means any substance or material of any nature or kind whatsoever and, without limiting the generality of the foregoing, includes any dirt, filth, soil, mud, gravel, sand, clay, lime, fertilizer, manure, snow, ice, glass, metal, paper, hay, straw, coal, animal carcass, liquid waste, refuse or other matter.

**“Officer”** shall mean:

- i. a Police Officer employed by the Royal Canadian Mounted Police (RCMP), Ontario Provincial Police (OPP) or Niagara Regional Police Service (NRPS);
- ii. a Provincial Offences Officer of the City or other person appointed by or under the authority of a City by-law to enforce City by-laws including, but not limited to, an appointed Municipal Law Enforcement Officer for the City of Port Colborne or an employee of the Ontario Society for the Prevention of Cruelty of Animals (OSPCA).
- iii. a Peace Officer authorized to enforce the Highway Traffic Act.

**“Operations Manager”** means the Operations Manager of the City or his/her



designate.

“**Owner**” means any Person that is the registered owner of a Property.

“**Person**” includes an Individual and a Company.

“**Property**” means any land or premises within the City.

“**Road**” means a common and public highway and includes any street, bridge, trestle, viaduct or other structure forming part of a highway and includes the whole of the road allowance between the lateral property lines thereof.

“**Sidewalk**” means all parts of a Road as are set aside or improved for the use of pedestrians.

“**Vehicle**” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle, equipment and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

### **3. APPLICATION**

3.1. This By-law shall apply to all City Roads and Sidewalks.

### **4. PROHIBITIONS**

4.1. Without the prior written consent of Council or unless otherwise authorized by the provisions of a by-law of the City, no Person shall:

- (a) Foul, obstruct, encumber or injure, or cause or permit to be Fouled, obstructed, encumbered or injured, any City Road or any drain, ditch, or culvert thereupon.
- (b) Erect, install, place or maintain, or cause or permit to be erected, installed, placed or maintained, any pole, post, fence, hedge, awning, canopy, marquee, porch, doorstep, vehicle approach ramp, sidewalk, driveway, structure, firewood, material or other thing, either wholly or partly upon, in, under or over a City Road.
- (c) Hang or maintain, or cause or permit to be hung or maintained, any gate, door or other thing in such a manner as to allow it to swing over any part of a City Road.
- (d) Place or expose, or cause or permit to be placed or exposed, any merchandise or other articles of any kind upon a City Road outside of a building so that the same shall project over any part of a City Road; provided that this paragraph shall not prevent the use of a part of a Sidewalk for not more than one (1) hour at any one (1) time for the taking in, or delivery of merchandise or other articles, provided that sufficient space is left unencumbered for the use of pedestrians and that the

merchandise or articles are removed therefrom without unnecessary delay.

- 4.2. The Owner of any Property at or upon which any activity is undertaken that involves or requires the passage of Persons, animals, Vehicles, equipment, appurtenances or other conveyances to or from the Property and any other location within or outside the City shall not:
  - (a) Transport, drive, guide or operate any such animals, Vehicles, equipment, appurtenances or other conveyance in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road or Sidewalk; and/or
  - (b) Cause or permit any such animals, Vehicles, equipment, appurtenances or other conveyances to be transported, driven, guided or operated in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road or Sidewalk.

## **5. ADMINISTRATION AND ENFORCEMENT**

- 5.1. For the purposes of enforcing this By-law, the Operations Manager or an Officer may exercise any power, authority or remedy granted to the City pursuant to the *Municipal Act, 2001* and the *Provincial Offences Act, R.S.O. 1990, c. P. 33* ("*Provincial Offences Act*").
- 5.2. Where the Owner of a Property erects, installs, places, maintains or causes or permits to be erected, installed, placed or maintained any pole, post, fence, hedge, awning, canopy, marquee, porch, doorstep, vehicle approach ramp, sidewalk, driveway, structure, firewood, material or other thing wholly or partly upon, in, under or over a City Road or hangs or maintains or causes or permits to be hung or maintained any gate, door or other thing in such a manner as to allow it to swing over any part of a City Road, the City may issue an Order requiring the Owner to remove or cause the removal of the obstruction or encumbrance forthwith.
- 5.3. An Order made under section 5.2 of this By-law shall prescribe the time period for complying with the Order. Where the Owner fails to comply with an Order within the time period specified for compliance, the City may remove the obstruction or encumbrance at the expense of the Owner. The amount of such expense shall be paid to the City by the Owner of the Property forthwith upon demand.
- 5.4. Where a City Road is Fouled by reason of the passage of Persons, animals, Vehicles, equipment, appurtenances or other conveyances to or from a Property, the Owner of the Property shall forthwith remove or cause to be removed the Deposit and shall remedy the Fouling to the satisfaction of the City.
- 5.5. Where a City Road is obstructed, encumbered or otherwise injured by reason of the passage of Persons, animals, Vehicles, equipment,

appurtenances or other conveyances to or from a Property, the Owner of the Property shall forthwith remove or cause to be removed the obstruction or encumbrance and shall remedy the injury to the satisfaction of the City.

- 5.6. Where the Owner of a Property fails to forthwith remove or cause to be removed any Fouling, Deposit, obstruction or encumbrance or fails to forthwith correct an injury to a City Road, the City may, without notice, carry out any work necessary to remove the Fouling, Deposit, obstruction or encumbrance, to correct the injury to the City Road and/or to restore the City Road to its normal condition, at the expense of the Owner. The amount of such expense shall be paid to the City by the Owner forthwith upon demand.
- 5.7. No Person shall hinder or obstruct, or attempt to hinder or obstruct, the Operations Manager, an Officer, or any other employee or agent authorized to carry out work for the City from carrying out inspections of land or conducting any other duties required to give effect to this by-law, including the carrying out of work that may be required to remedy or correct a City Road that has been Fouled, obstructed, encumbered or otherwise injured.

## **6. PENALTIES**

- 6.1. Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to such penalties as provided for in the *Municipal Act, 2001* and the *Provincial Offences Act*.
- 6.2. An Officer may issue an Administrative Monetary Penalty notice immediately upon evidence of a violation of this By-law to the Owner of a Property in accordance with City By-law No. 6902/50/21, as amended, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne.
- 6.3. The Administrative Monetary Penalties for failures to comply with this By-law are set out in Schedule "B" of By-law 6902/50/21, as amended from time to time.
- 6.4. Where a contravention of a provision of this By-law or an Order is committed on or continues for more than one (1) day, the Person committing the contravention is liable to be convicted for a separate offence for each day that the contravention is committed or continued. For greater certainty, in the case of an Order, a contravention continues for every day or part of a day past the date set out in the Order by which the work must be completed, or action taken as the case may be.

## **7. GENERAL**

- 7.1. If any part or provision of this By-law is declared by any court or tribunal of competent jurisdiction to be invalid, inoperative, in whole or in part, or to

be inoperative in particular circumstances, this balance of the By-law, and/or its application in other circumstances, shall not be affected and shall remain in full force and effect.

- 7.2. If there is a conflict between a provision of this By-law and a provision of any other by-law of the City, the provision that establishes the higher standard shall prevail.
- 7.3. Any reference to legislation in this By-law includes the legislation referred to and any amendments, replacement, subsequent enactment or consolidation of such legislation.
- 7.4. This By-law shall come into force and take effect upon the date of its passage by Council.

BY-LAW READ AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

The Corporation of the City of Port Colborne  
By-law No. \_\_\_\_\_

Being a By-law to Amend By-law No. 6902/50/21, Being a By-law to  
Establish a System for Administrative Penalties for Non-Parking  
Offences within The City of Port Colborne

Whereas the City of Port Colborne has adopted By-law No. 6902/50/21 Being a  
By-law to Establish a System for Administrative Penalties for Non- Parking  
Offences within the City of Port Colborne; and

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the  
City of Port Colborne approved the recommendations of the Community Safety  
and Enforcement Department, By-law Services Report 2024-48, Subject: Fouling  
of Roads Draft By-law; and

Whereas The City of Port Colborne considers it desirable to add the Fouling of  
Roads to the Administrative Monetary Penalty, tier penalty system; and

Whereas the City of Port Colborne considers it desirable and necessary to amend  
By- law No. 6902/50/21 Being a By-law to Establish a System for Administrative  
Penalties for Non-Parking Offences within the City of Port Colborne;

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

1. That Schedule "B" is hereby amended to include administrative penalties for the Fouling of Roads By-law No. \_\_\_\_\_ as amended.
2. That Schedule "B" is hereby amended to include tier penalty system.

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

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

**CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY  
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -  
FOULING OF ROADS BY- LAW NO. \_\_\_\_\_**

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1<sup>st</sup>) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2<sup>nd</sup>) or greater, contravention of the of the designated provision in Column 1.

Section	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
4.1 (a)	Cause or permit the Fouling, obstructing, encumbering or injuring any City Road or drain, ditch or culvert.	\$500	\$1000	\$2000
4.1 (b)	Cause or permit the erecting, installing, placing or maintaining any item wholly or partly upon, in, under or over a City Road.	\$500	\$1000	\$2000

4.1 (c)	Cause or permit the hanging or maintaining of any gate, door, or other thing in such a manner as to allow it to swing over any part of a City Road	\$500	\$1000	\$2000
4.1 (d)	Place or expose, or cause or permit to be placed or exposed, any merchandise or articles of any kind upon a City road	\$500	\$1000	\$2000
4.2 (a)	Owner of Property transport, drive, guide or operate any animal, any type of Vehicle or equipment in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road	\$500	\$1000	\$2000
4.2 (b)	Owner of Property cause or permit any animal, any type of Vehicle or equipment to Foul, obstruct, encumber or otherwise injure a City Road	\$500	\$1000	\$2000
5.2	Fail to comply with an Order	\$500	\$1000	\$2000
5.4	Fail to forthwith remove or cause to be removed any Deposit from a City Road and remedy Fouling	\$500	\$1000	\$2000
5.5	Fail to forthwith remedy injury to a City Road	\$500	\$1000	\$2000
5.7	Hinder or obstruct, or attempt to hinder or obstruct, any authorized employee or agent authorized to enforce this By-law	\$500	\$1000	\$2000



**Subject: Noise Variance Request 175 King Street, The Belmont**

**To: Council**

**From: Community Safety & Enforcement Department**

Report Number: 2024-132

Meeting Date: June 25, 2024

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**Recommendation:**

That Community Safety & Enforcement Department Report 2024-132 be received; and

That the Belmont Bar and Grill be granted a permit to exempt them from Section 4(3) of By-law 4588/119/04 with the following terms and conditions:

That a conditional noise variance be approved for the period starting Fridays in June to Friday, September 2, 2024, from 8:00 p.m. to 11:59 p.m. for a DJ with equipment and live bands being able to amplify music, with the condition that if staff receives complaints from the public about excessive noise, staff will work with the Belmont management to ensure that the Belmont addresses and alleviates the noise concerns. In the event the complaints cannot diminish, Staff would rescind the noise variance permit. The permit is applicable only to the production, reproduction, and amplification of sound in connection with these events.

---

**Purpose:**

The purpose of this report is to allow the applicant to be heard by Council regarding a requested variance from the Noise By-law. The Belmont is requesting a variance from the Noise By-law to allow for music on the patio in the rear of their property.

The noise variance request is for the following dates and times:

- Starting the first Friday in May to the last Friday in September, inclusive from 8:00 p.m. to 11:59 p.m. and for a DJ with equipment and live bands to be able to amplify music.
- 

**Background:**

Noise By-law 4588/119/04 Section 4(3) Schedule 2 (2) states:



No person shall emit or cause to permit the emission of sound resulting: From any act listed in Schedule 2 – Prohibitions Time and Place if clearly audible at a point of reception; the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound in a residential area at any time.

---

### **Discussion:**

Staff provided a Public Notice on June 5, 2024, regarding the Belmont's noise variance request. At time of the report, Staff received zero responses from the public.

The City of Port Colborne, when considering the request, has an obligation to balance the commerce of the business and the peace and enjoyment of the residents in this mixed residential/commercial area.

Staff recommend granting the variance with minor changes, regarding the end time Friday night, specifically that the time to be changed from 12:00 a.m. to 11:59 p.m. Friday night, and with the condition that the if staff receives complaints from the public about excessive noise, staff will work with the Belmont management to ensure that the Belmont addresses and alleviates the noise concerns. In the event the complaints cannot diminish, staff would rescind the noise variance permit.

---

### **Internal Consultations:**

Fire Services has no objection to the application for relief from the noise by-law.

---

### **Financial Implications:**

There are no financial implications.

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### **Public Engagement:**

Staff did not receive any comments from the public regarding this variance request.

---

### **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
  - Economic Prosperity
- 

### **Conclusion:**

With no public comments, staff have no objection to the proposed noise variances request; however, staff would like the ability to revoke the variance permit, should the Belmont fail to mitigate any noise that has disturbed the neighbouring area.

---

### **Appendices:**

- a. Noise Variance Application for The Belmont 175 King Street.

Respectfully submitted,

Sherry Hanson  
Manager of By-law Services  
905-228-8077  
[Sherry.Hanson@portcolborne.ca](mailto:Sherry.Hanson@portcolborne.ca)

### **Report Approval:**

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

# Request for Relief from Noise By-law

This form represents a request for Relief from Noise By-law within the City of Port Colborne. The property in question requesting the relief from such By-law will be posted on the City's website. Citizens can review the request and submit comments in regards to the relief from By-law request. By-law Services will review comments and make a final decision on the request within 45 days of submission. In order for By-law Services to proceed with a request for a relief from a By-law, it is required that you complete this form in FULL including your signature and date.

Requestor Information:

Would you like to pay for this application online? \*

- No (Payments must be made in person at City Hall upon submission before application will be reviewed by City staff)  
 Yes (Credit Card payments only)

First name \*

Alex

Last name \*

Bobic

Address \*

175 King Street

City \*

Port Colborne

Postal Code \*

L3K 4G5

Is the property address in question the same as above? \*

- Yes  
 No

Where is the private function taking place? \*

Private function taking place on private property - \$190.00

Email \*

[REDACTED]

Phone Number \*

[REDACTED]

Please upload a file of your Site Plan \*

File Name



SITE PLAN.pdf

457.7 KB

Please upload a file of your Neighbour(s) notification: \*

File Name



Noise Letter.pdf

24.0 KB

Date(s) of Exemption Request: \*

Each Friday May 21 2024 - Sept 3 2024

Hours of Exemption Request: \*

8pm-12am

Type of Noise Exemption (music, fireworks, etc..) \*

Live Music

Specify equipment being used: \*

Instruments, speakers

Registered Charitable Organization? \*

Yes

No

Not for Profit Organization? \*

Yes

No

Comments:

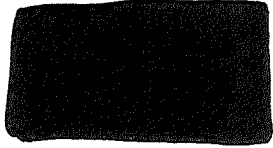
This request is for a continuation of our live music nights on our patio in the downtown commercial zone that have occurred the previous two years. The occurrence (each Friday night during the summer), the setup/location and time all remain the same. These nights have become a staple in the community and draw out-of-town guests to Port Colborne. Over the past two years we have ensured each week that the band finishes by 12am and have not received any complaints.

**Note: Application must be completed and submitted with payment, if applicable, 60 days prior to the event. Registered Charitable Organizations and Not for Profit Organizations are exempt from the Variance Fee.**

**Disclaimer:** The personal information requested on this form is being collected for the purpose of conducting a By-law Enforcement investigation and may be shared with the applicable departments and agencies for the purpose of initiating action. Collection of personal information is governed, authorized, and protected by the Freedom of Information and Protection of Privacy Act. By providing this information, you consent to its use for the above purposes.

**Signature \***

**Date**



5/28/2024



# Request for Relief From Noise By-law Payment Page

Application Fee (due upon submission):

Private function taking place on private property - **\$190.00**

Private function taking place on City property - **\$127.00**

**\*Please be advised that a 2.40% convenience fee applies to all online credit card payments\***

The property in question requesting the relief from such By-law will be posted on the City's website. Citizens can review the request and submit comments in regards to the relief from By-law request. By-law Services will review comments and make a final decision on the request within 45 days of submission.

# Thank You.

Your request for Relief from Noise By-law Form has been submitted.

City staff will now review your application and be in contact with you with-in 45 days to provide you with a response.

**Please note:** If making payment in person, the application will not be reviewed until payment is recieved.

If you have any questions, call 905-835-2900 x200 or email [bylawenforcement@portcolborne.ca](mailto:bylawenforcement@portcolborne.ca).

The Belmont Bar & Grill

Date

Dear Neighbour,

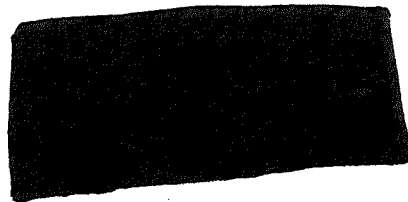
The purpose of this letter is to inform you about music happening after 11pm at The Belmont located at 175 King St, Port Colborne in the downtown commercial zone.

The Belmont will be hosting live music every Friday as well as DJ entertainment starting May 31st until September 3<sup>rd</sup> between the hours of 8pm to 12am on the back patio.

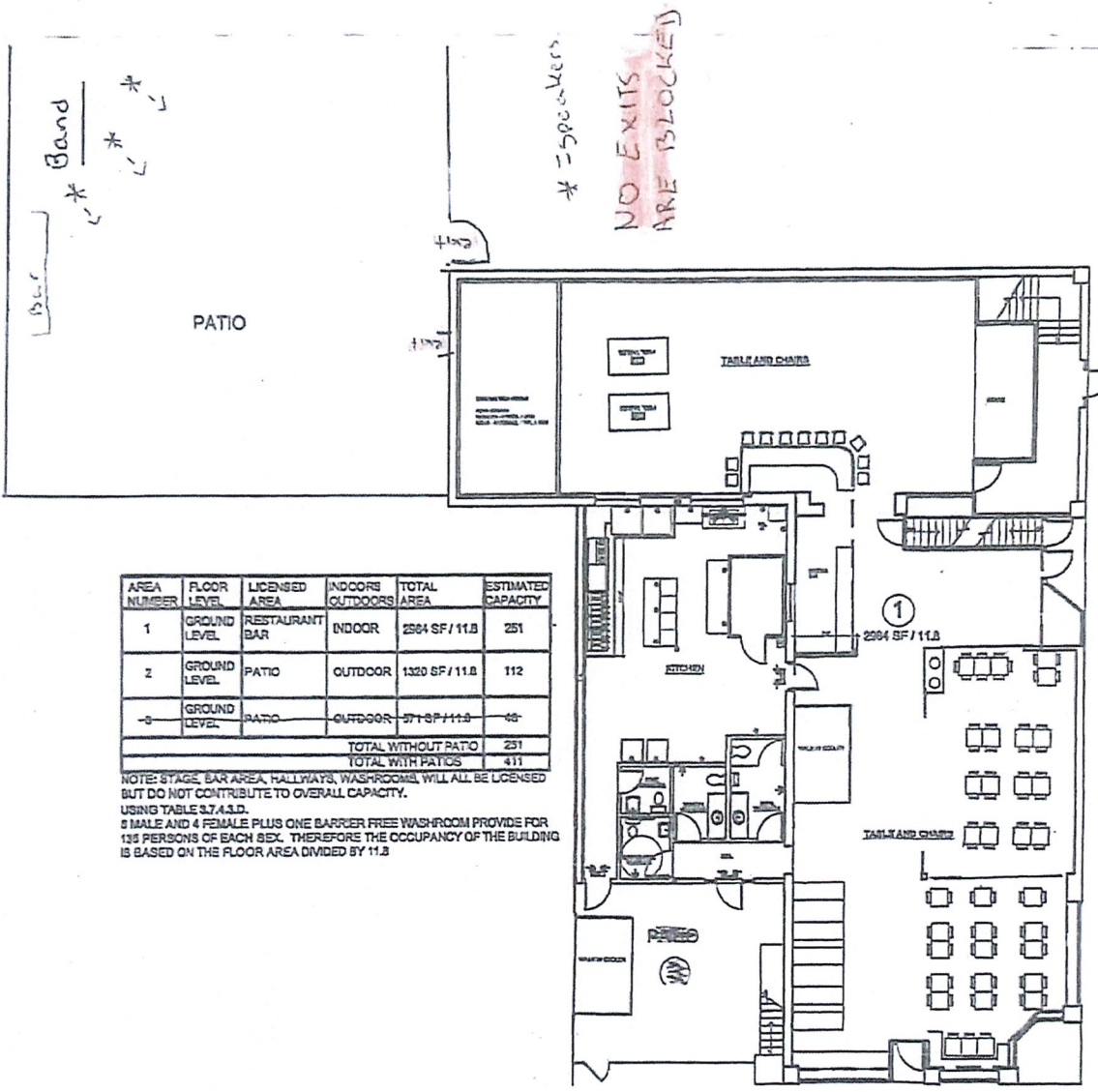
Sincerely,

A large black rectangular redaction box covering the signature of Alex & Rada Bobic.

Alex & Rada Bobic

A smaller black rectangular redaction box covering the signature of the second party.





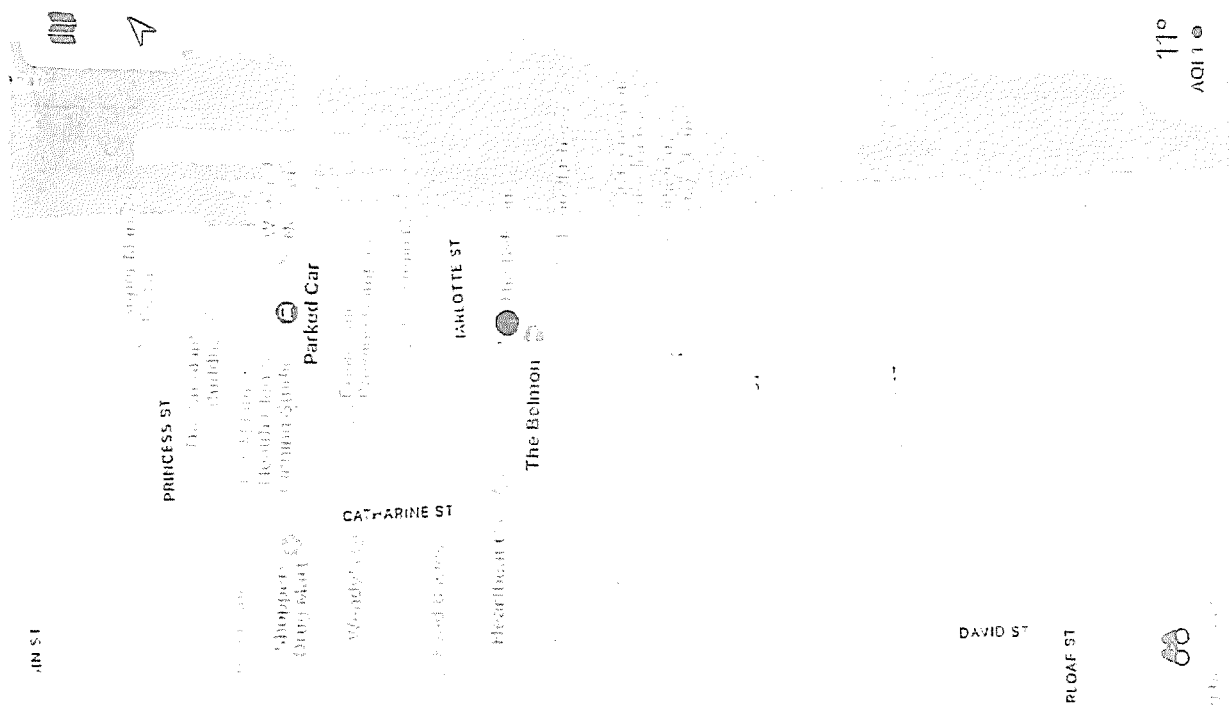
AREA NUMBER	FLOOR LEVEL	LICENSED AREA	INDOORS OUTDOORS	TOTAL AREA	ESTIMATED CAPACITY
1	GROUND LEVEL	RESTAURANT BAR	INDOOR	2204 SF / 11.8	251
2	GROUND LEVEL	PATIO	OUTDOOR	1320 SF / 11.8	112
3	GROUND LEVEL	PATIO	OUTDOOR	577 SF / 11.8	48
				TOTAL WITHOUT PATIO	251
				TOTAL WITH PATIOS	411

NOTE: STAGE, BAR AREA, HALLWAYS, WASHROOMS, WILL ALL BE LICENSED BUT DO NOT CONTRIBUTE TO OVERALL CAPACITY.  
 USING TABLE 3.7.4.3.D.  
 5 MALE AND 4 FEMALE PLUS ONE BARRIER FREE WASHROOM PROVIDE FOR 118 PERSONS OF EACH SEX. THEREFORE THE OCCUPANCY OF THE BUILDING IS BASED ON THE FLOOR AREA DIVIDED BY 11.8



**BELMONT**  
 175 KING STREET  
 PORT COLBORNE, ONTARIO

DATE:	
BY:	
REVISION:	
DATE:	





**Subject: Telecommunications Facility Siting Agreement - Shared Tower Inc**

**To: Council**

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

Report Number: 2024-77

Meeting Date: June 25, 2024

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**Recommendation:**

That Chief Administrative Office Report 2024-77 be received; and

That Council approve the lease agreement attached as Appendix B, being a lease agreement between the City of Port Colborne and Shared Tower Inc. regarding telecommunications equipment being located on a portion 2767 Vimy Ridge Road, as depicted in Appendix A; and

That the Director of Development and Government Relations is directed to bring a by-law for Council to approve the lease agreement, after the successful completion of the public engagement process.

---

**Purpose:**

The purpose of this report is to seek Council approval for a lease agreement between the City of Port Colborne and Shared Tower for their telecommunications equipment which would be located on a portion 2767 Vimy Ridge Road (next to the Scout Camp).

---

**Background:**

Shared Tower first contacted the City of Port Colborne Economic Development staff in December of 2023 regarding their interest in locating a tower in Port Colborne.

The applicant determined that a desirable location in Port Colborne would be 2767 Vimy Ridge Road, which is the location of the Scout Camp property, as shown in Appendix A. A meeting was held with Shared Tower representatives at the property on January 22, 2024.

Shared Tower was founded in 2021; prior to that, they were known as Shared Network. They are the fastest growing third party telecommunications developer in Canada, working closely with Rogers Communications and over 100 municipalities in Ontario.

The Shared Tower services team has facilitated the development of over 1,500 wireless sites across Canada. They have extensive experience in real estate, engineering, construction, and project management for wireless and wireline networks and have worked with for national, regional, and local carriers.

Shared Tower build traditional macro towers, microcells, and small cells in rural, urban, and suburban markets. They are focused on developing assets in markets where they can add the most value to their customers' networks.

---

### **Discussion:**

The arrangement with Shared Tower is separate from the telecommunications tower erected by NWIC in 2023 and Rogers Communications in 2016. NWIC's equipment is situated on the Port Colborne Grain Terminal and the Rogers Communication's tower is located within the grain terminal property owned by the City.

Shared Tower has proposed an initial five (5) year lease agreement, with an automatic renewal of up to three (3) additional five (5) year terms, and they will provide the insurance coverage required by the City. The proposed site sits on city land at 2767 Vimy Ridge Road, close to the Scout Camp. The lease area is shown in Appendix A.

A draft lease between the City and Shared Tower has been developed regarding a telecommunications tower being permanently based on this City property. This project will assist in establishing better wireless and connectivity for residents of Port Colborne.

---

### **Internal Consultations:**

The lease arrangement has been discussed with the Director of Corporate Services, the Manager of Roads and Parks, the Manager of Strategic Initiatives, and the Planning Department.

Comments provided by City staff:

Planning Department – The proponent will need to follow the City Consultation Process for Wireless Communications Facilities.

Public Works (Roads and Parks) – A culvert will need to be installed to City specifications as there will be an access path from the road.

## Financial Implications:

The lease with Shared Tower will pay the City \$800 per month (\$9,600 per year). If additional carriers are added to the tower, the monthly rent would increase by \$200 per carrier per month. Future renewals would see an increase of 7.5% for each renewal term.

---

## Public Engagement:

As per City Policy, Shared Tower will be required to follow the City Consultation Process for Wireless Communications Facilities, as excerpted below:

The City of Port Colborne shall hold a public consultation session to solicit public input on any proposed telecommunications facility. Notice for any such public consultation will be provided to property owners at least 30 days prior to the public consultation by regular mail to all property owners within at least 120 metres of the property on which the telecommunication facility is to be established. In addition, the Proponent will also send a notice, with the same circulation radius as the City's notice, which will be consistent with the requirements of Appendix 2 of Industry Canada's document entitled Radiocommunication and Broadcasting Antenna Systems. The City also reserves the right to require a larger circulation radius if, in the opinion of the Director, it is warranted.

Following the public consultation, Council of the City of Port Colborne will authorize Planning staff to provide the Proponent with the City's comments subject to any requirement or stipulations in accordance with the Municipal Freedom of Information and Protection of Privacy Act, including comments from the public. The City's comments will be provided to the Proponent no later than 30 days after Council's decision by regular mail, fax or electronic mail.

Once this lease agreement is approved in principle, Shared Tower and the City will begin the public consultation process described above.

---

## Strategic Plan Alignment:

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

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

## Conclusion:

Shared Tower contacted the City in December of 2023 regarding an interest in establishing a Wireless Communications tower on City property on a portion 2767 Vimy Ridge Road (Scout Camp). To improve wireless and connectivity for Port Colborne residents, staff recommend that Council authorize the Mayor and Acting City Clerk to sign the negotiated lease agreement and any other necessary documentation, pending the completion of the public engagement process.

---

## Appendices:

- a. Shared Tower Inc. – location
- b. Shared Tower Inc. lease agreement

Respectfully submitted,

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

Gary Long  
Manager of Strategic Initiatives  
(905) 228-8062  
[Gary.Long@portcolborne.ca](mailto:Gary.Long@portcolborne.ca)

Bryan Boles  
Director of Corporate Services/Treasurer  
(905) 228-8018  
[Bryan.Boles@portcolborne.ca](mailto:Bryan.Boles@portcolborne.ca)

## Report Approval:

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

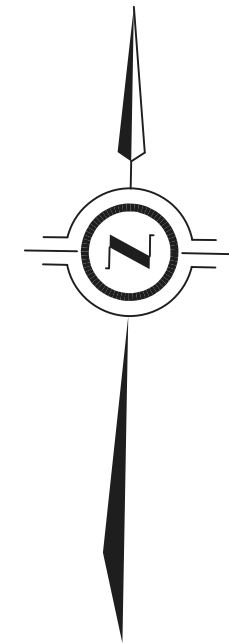




PLAN SHOWING LEASE AREA

PART OF LOT 14  
CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF HUMBERSTONE  
CITY OF PORT COLBORNE  
REGIONAL MUNICIPALITY OF NIAGARA

SCALE 1 : 1000



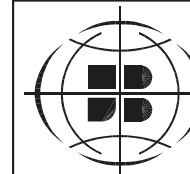
STRUCTURES:  
65m SELF SUPPORT TOWER  
15mX15m LEASE AREA

TOWER  
LATITUDE NAD 83  
N 42°52'38.0" (42.877244)  
LONGITUDE NAD 83  
W 79°11'02.6" (-79.184047)

HYDRO CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.

SHARED TOWER INC.

SITE: STC0629



**J.D. BARNES**  
LIMITED  
LAND INFORMATION SPECIALISTS  
140 RENFREW DRIVE, SUITE 100, MARKHAM, ON L3R 6B3  
T: (905) 477-3600 F: (905) 477-3882 www.jdbarnes.com

SURVEYING  
MAPPING  
GIS

RF	DRAWN
IA	CHECKED
JAN. 30, 2024	DATED

Ref. No.  
24-15-003-00

C:\Surveys\24-15-003\00\Drawing\24-15-003-00.dgn  
1/30/2024  
PLOTTED



## **TOWER SITE LEASE AGREEMENT**

This Tower Site Lease Agreement, hereinafter referred to as the "Lease", is made as of the last day executed below by and between **The Corporation of The City of Port Colborne** (the "Landlord") and **Shared Tower Inc.** (the "Tenant").

**1. Leased Premises.** Landlord hereby leases to Tenant approximately 225 square metres of space depicted in Exhibit A attached hereto (the "Leased Premises") within the property legally described in Exhibit B attached hereto (the "Property"). Landlord also hereby grants to Tenant the right to survey the Leased Premises at Tenant's cost. The survey shall automatically replace Exhibit A and become part of this Lease. The Leased Premises and any access and utility rights described herein will be used to construct, support and operate a telecommunications facility, including a telecommunications tower, antennas, cables, and related structures and improvements (collectively the "Structures"), for the uses as permitted in this Lease, and for any other purpose with the Landlord's prior written consent which shall not be unreasonably withheld, conditioned or delayed.

**2. Term.** The initial term of this Lease will be five (5) years commencing on the earlier of (i) the date on which the installation of the Structures is completed, and (ii) the third anniversary of the date of Tenant's execution of this Lease as set out below, (the "Commencement Date") and shall automatically extend for up to three (3) additional terms of five (5) years each unless Tenant notifies Landlord of its intention not to renew prior to expiration of the then-current term or extension term. Unless and until any required consents are obtained under the aforesaid subdivision control legislation (if applicable), which Tenant may apply for at any time and Landlord shall cooperate and assist Tenant at no charge, the maximum term of this Lease, including any possible renewals or extension terms, shall be one (1) day less than the maximum term permitted under the aforesaid subdivision control legislation.

**3. Rent.** The rent payable will be Eight Hundred Dollars (\$800.00) per month plus applicable GST/HST (the "Rent"), paid monthly in advance beginning on the first day of the month following the completion of construction. Beginning with each new extension term, the then current monthly rental fee will be increased by seven and one half (7.5%) percent. **The Basic Rent shall not increase should Tenant license space on the Structures to up to one (1) telecommunications carrier licensed by Innovation, Science and Economic Development Canada ("ISED") for the provision of cellular services (a "Carrier"). However, in the event that two (2) or more Carriers license space on the Structures, additional rent ("Additional Rent") shall be calculated in accordance with Exhibit "C" attached hereto. Basic Rent and Additional Rent are collectively referred to as "Rent". If the initial term does not begin on the first day of a month, the Rent for that partial month will be prorated on a per diem basis.**

Tenant will pay for all utilities furnished to the Leased Premises and used by Tenant throughout the initial term or extension term hereof, and all other costs and expenses of every kind whatsoever in connection with the use, operation, and maintenance of the Leased Premises and all activities conducted thereon.

**4. Access.** Landlord hereby grants to Tenant the non-exclusive right of unrestricted use of the rest of the Property for purposes of access, staging, construction, installation, removal and repair of telecommunications facilities, and connections to the appropriate utilities, fibre optic and telephone facilities. Tenant and

any of its assignees or licensees shall have at all times during the initial term and extension terms the right of access to and from the Leased Premises and all utility installations servicing the Leased Premises on a 24 hours per day/7 days per week basis.

If required by the applicable distribution company (the "LDC"), an easement shall be granted by Landlord in favour of the LDC, and registered on title to the Property, for installation, construction, operation and maintenance of underground and above ground power lines as required to provide electrical service to the Leased Premises.

**5. Non-Disturbance Agreements.** Landlord agrees to obtain non-disturbance agreements from its lenders or other encumbrancers on title in a form required by Tenant from any of such encumbrancers at the request of Tenant. If Landlord fails to provide such agreements, Tenant may withhold and accrue the monthly rental until such time as all such documentation is received by Tenant, or, at its option, Tenant may terminate this agreement. Landlord represents and warrants to Tenant that Landlord has the full right to make this Lease and that Tenant will have quiet and peaceful possession of the Leased Premises throughout the initial term and extension terms.

**6. Tenant Financing.** Tenant may from time to time grant to certain lenders (the "Lenders") a lien on and security interest in Tenant's interest in this agreement and all assets and personal property of Tenant located at the Leased Premises (the "Personal Property") as collateral security for the repayment of any indebtedness to the Lenders. Landlord hereby agrees to subordinate any security interest, lien, claim or other similar right, including, without limitation, rights of levy or distraint for rent, Landlord may have in or on the Personal Property, whether arising by agreement or by law, to the liens and/or security interests in favour of the Lenders, whether currently existing or arising in the future. Nothing contained herein shall be construed to grant a lien upon or security interest in any of Landlord's assets. Should Lender exercise any rights of Tenant under this agreement, including the right to exercise any extension option(s), Landlord agrees to accept such exercise of rights by Lenders as if same had been exercised by Tenant, and Tenant, by signing below, confirms its agreement with this provision. If there shall be a monetary default by Tenant under this Lease, Landlord shall accept the cure thereof by Lenders within fifteen (15) days after the expiration of any grace period provided to Tenant under this Lease to cure such default, prior to terminating this Lease. If there shall be a non-monetary default by Tenant under this Lease, Landlord shall accept the cure thereof by Lenders within thirty (30) days after the expiration of any grace period provided to Tenant under this Lease to cure such default, prior to terminating this Lease. If this Lease is terminated as a result of a Tenant default or is rejected in any bankruptcy proceeding, Landlord will enter into a new lease with Lenders or their designee on the same terms as this Lease within fifteen (15) days of Lenders' request made within thirty (30) days of notice of such termination or rejection, provided Lenders pay all past due amounts under this agreement. In the event Landlord gives Tenant any notice of default under the terms of this Lease, Landlord shall simultaneously give a copy of such notice to Lender at an address to be supplied by Tenant.

**7. Governmental Approvals and Compliance.** During the initial term or extension terms, Tenant will make reasonable efforts to comply with all applicable laws affecting Tenant's use or occupancy of the Leased Premises, the breach of which might result in a penalty on Landlord. Tenant will not commit, or suffer to be committed, any



waste on the Leased Premises. Landlord agrees to fully cooperate with Tenant at no charge in order to obtain the necessary permits for construction and use of the Leased Premise and its Structures (including any modification(s) to the tower or Leased Premises or the addition(s) of equipment or licensees to the tower or Leased Premises), including, but not limited to, zoning approvals/permits and building permits, and the installation of the primary electrical service and secondary distribution, including any required above ground or buried conduit and cabling, to service the Structures. Landlord agrees not to take any action that may adversely affect Tenant's ability to obtain all of the necessary permits required for construction and use of the Structures. Tenant will obtain any necessary governmental licenses or authorizations required for the construction and use of Tenant's Structures on the Leased Premises and will furnish copies of same to Landlord as same are issued. If and to the extent Tenant is at any time required to landscape or provide screening around the outside of the tower or Leased Premises, Landlord hereby grants Tenant an easement ten (10) feet in width around the perimeter of and adjacent to the Leased Premises in order to comply with such landscaping or screening requirements.

**7. Assignment and Licensing.** Tenant may sublet or license all or part of the Leased Premises, and may assign or transfer this Lease in whole or in part without Landlord's consent. Upon such assignment, Tenant shall be relieved of all liabilities and obligations under this Lease. Landlord may not assign the Rent or this Lease or any rights hereunder, except in connection with a sale or mortgage of the entire Property, without the prior written consent of Tenant, in Tenant's sole discretion.

**8. Notices.** Notices shall be in writing and sent by mail, postage prepaid, deemed received 3 days after mailing or by facsimile transmission, deemed received on date transmitted, to the address or facsimile number of the party set forth below.

To Landlord:	The Corporation of The City of Port Colborne
Rent Payable to:	The Corporation of The City of Port Colborne 66 Charlotte St. Port Colborne, ON L3K 3C8
GST/HST #:	<b>NTD: Please provide if available</b>
To Tenant:	Shared Tower Inc. 1300 Cornwall Road, Unit 101, Oakville, Ontario L6J 7W5

The address to which any notice, demand, or other writing may be delivered to any party as above provided may be changed by written notice given by the party as above provided.

**9. Improvements and Use.** Tenant has the right, at its sole expense, to make the improvements on the Leased Premises as it may deem necessary, including any improvements necessary for the construction and operation of the Structures, including the construction of an equipment shelter on the Leased Premises, if necessary. All Tenant's improvements, including but not limited to, prefabricated buildings, generators, fencing, Structures and any other improvements will remain the property of Tenant. The Structures may be used for

the transmission, reception and relay of communication signals, including, without limitation, radio frequency signals. Upon termination of this Lease, Tenant will, to the extent reasonable, restore the Leased Premises to its original condition at the commencement of this Lease, except for ordinary wear and tear and damages by the elements or damages over which Tenant had no control. Tenant and Landlord agree that it will not be reasonable to require Tenant to remove any improvements contemplated hereunder which are permanent in nature, including but not limited to underground conduit, foundations and footings.

**10. Insurance.** (a) Tenant, at all times during the initial term or extension term of this Lease, will maintain in full force a comprehensive public liability insurance policy covering all of its operations, activities, liabilities and obligations on the Leased Premises, having limits not less than One Million Dollars (\$1,000,000). On or before the Commencement Date, Tenant will give Landlord a certificate of insurance evidencing that such insurance is in effect.

(b) Landlord's Insurance - Landlord, at all times during the initial term or extension term of this Lease, will maintain in full force a comprehensive public liability insurance policy covering all of their operations, activities, liabilities and obligations on the Property, having limits not less than Two Hundred and Fifty Thousand Dollars (\$250,000). On or before the Commencement Date, Landlord will give Tenant a certificate of insurance evidencing that such insurance is in effect. Such insurance shall be issued by an insurance company authorized to do business in the province in which the Leased Premises is located and shall provide thirty (30) days prior written notice to the Tenant of any cancellation of such policy. Landlord shall deliver to Tenant a renewal certificate evidencing that such insurance is in effect within ten business days of Tenant's request for such insurance.

**11. Indemnity.** Tenant and Landlord indemnify and hold the other harmless against any and all costs (including legal costs) and loss to person or property which arise out of the unlawful or negligent use and/or occupancy of the Leased Premises by such indemnifying party.

**12. Taxes.** Tenant will pay any taxes assessed on, or any portion of the taxes attributable to, the Structures. Landlord will pay when due all real property taxes and all other fees and assessments attributable to the Property.

**13. Termination Rights.**  
(a) Tenant may terminate this Lease at any time on at least thirty (30) days' written notice without further liability if Tenant cannot obtain all necessary rights, postponements and approvals required from its senior management, any governmental authority and/or any third party to operate the Structures on conditions satisfactory to Tenant, or if any such right or approval expires, or is cancelled or terminated, or if for any other reason Tenant determines, in its discretion, that it will no longer use the Leased Premises for its intended purpose.

(b) Landlord may only terminate this Lease, at its option, in the event of a material default by Tenant or Tenant's failure to pay Rent when due, which default or failure is not cured within thirty (30) days after Tenant's receipt of written notice of such default or failure (or such longer period as may be reasonably required to cure such a default provided that Tenant is diligently pursuing such a cure).

**14. Hazardous Materials.** Landlord represents that it has no knowledge of any substance on the Property that is identified as hazardous, toxic or dangerous in any applicable federal, provincial or

local law or regulation. Landlord shall be responsible for any pre-existing contamination of the Property. Landlord and Tenant shall not introduce or use any such substance on the Property in violation of any applicable law.

**15. Intentionally removed.**

**16. General.**

(a) Landlord agrees to keep this Lease and its terms strictly confidential and not disclose them unless compelled by law.

(b) Landlord shall, at Tenant's expense, assist and co-operate with Tenant in obtaining governmental approvals for Tenant's permitted uses, and the installation of the primary electrical service and secondary distribution, including any required above ground or buried conduit and cabling, to service the Structures.

(c) This Lease shall be binding upon and shall enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, assigns and subsequent purchasers of the Property.

(d) The parties intend that this Lease and the relationship of the parties will be governed by the laws of the Province in which the Leased Premises is located.

(e) All of the representations and obligations of the parties are contained herein, and no modification, waiver or amendment of this Lease or any of its conditions or provisions will be binding upon a party unless in writing signed by that party or a duly authorized agent of that party empowered by a written authority signed by that party.

(f) The Waiver by any party of a breach of any provision of this Lease will not operate or be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Lease.

(g) Time is of the essence of Landlord's and Tenant's obligations under this Lease.

(h) The headings of sections and subsections are for convenient reference only and will not be deemed to limit, construe, affect, modify or alter the meaning of the sections or subsections.

(i) Invalid provisions of this Lease are severable and do not impair the validity of the balance of the Lease.

(j) Wherever a party to this agreement shall be unable to fulfil, or is delayed in fulfilling any of their obligations by reason of strike, lockout, war, material or labour shortage, national emergency, flood, fire or other casualty or matter not within its control, then they shall be relieved from the fulfilment of such obligation for the period such condition exists.

(k) A notice of lease or caveat may be registered on title to the Property at Tenant's expense.

(l) Each party to this Lease and its counsel have reviewed and had the option to revise this Lease. The normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Lease or of any amendments or exhibits to this Lease.

(m) If Tenant remains in possession at end of term(s), Tenant shall be a monthly tenant at the then current Rent.

**Landlord - The Corporation of The City of Port Colborne**

Per: \_\_\_\_\_

Name:

Title:

I have authority to bind the Corporation.

**Tenant - Shared Tower Inc.**

Per: \_\_\_\_\_

Name:

Title:

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

I have authority to bind the Corporation.

**EXHIBIT A**

Current Sketch/Survey of the Leased Premises within the Property

The Leased Premises shall consist of approximately 225 square metres ground space along with rights of way for access to the Leased Premises by vehicle or foot from the nearest public way and for the installation of utility wires, poles, cables, conduits and pipes on the Property in the approximate locations as depicted below:



**EXHIBIT B**

LEGAL DESCRIPTION

Legal Description: PT LT 13 CON 1 HUMBERSTONE AS IN HU18921, HU10653 & AA72440; PT LT 14 CON 1 HUMBERSTONE PT 1, 59R3837 & AS IN BB34405 & HU12622 EXCEPT PT 2, 59R3837; BLK A PL 795 HUMBERSTONE ; S/T RO630319 ; PORT COLBORNE

PIN: 641680054

LRO: Niagara South (59)

**EXHIBIT C**

ADDITIONAL RENT

Additional Rent shall be paid in accordance with the following schedule. Additional Rent payable for additional Carriers shall commence on the first day of the month following installation of such additional Carrier's equipment, and terminate on the last day of the month in which such equipment is removed.

<b>Number of Carriers with Equipment Installed upon the Structures</b>	<b>Additional Annual Rent Payable</b>
1	\$0.00
2	Two Hundred Dollars (\$200.00) per month
3 or more	Two Hundred Dollars (\$200.00) per month for each of the third and any additional Carriers (for example, if three Carriers are installed, Additional Rent shall be \$0.00 + \$200.00 + \$200.00 for a total Additional Rent of \$400.00 per month).



**PORT COLBORNE**

**Subject: Stop Up and Close Barrick and Elm**

**To: Council**

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

Report Number: 2024-129

Meeting Date: June 25, 2024

---

**Recommendation:**

That Office of the Chief Administrative Office Report 2024-129 be received; and

That the By-law attached as Appendix C, being a By-law to stop up and close a portion of Part of Lot 29, Concession 2 Humberstone, being Part 1, Plan 30R-16228; Port Colborne, be approved; and

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

---

**Purpose:**

City staff are requesting Council approval of a Stop Up and Close By-law for a public highway legally described as Part of Lot 29, Concession 2 Humberstone, being Part 1, Plan 30R-16228; Port Colborne shown in Appendix A.

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**Background:**

The City property shown in Appendix A is currently considered a City road. Before this City property can be divested, a Stop Up and Close By-law must be approved by Council, and then a parcel can be created through a legal survey that can be conveyed to the purchaser.

The owners of the adjoining property (as shown in Appendix B) made a formal request and provided the fee to purchase City property through the [City's Real Estate webpage](#). Council approved selling the property to 1000427593 Ontario Inc. by Report 2023-133.

The property was declared surplus at the August 23, 2022, Council meeting via Report 2022-184, and an agreed upon sale was confirmed by Council on November 28, 2023, via Report 2023-133. As the expected closing date approached in April of 2024, this road

allowance was identified and led to the Stop Up and Close Public Meeting report. The approval of the recommendation in Public Meeting Report 2024-121, on May 28, 2024, to bring a Stop Up and Close Report to Council, has resulted in this report.

---

### **Discussion:**

The subject parcel does not generate any tax revenue for the City and is not required for operational or maintenance reasons. The property is in the Fourth Density Residential (R4) zone and would facilitate and increase the residential development on the adjoining property.

Staff believe that a better use of this property would be achieved through private ownership. Closing this public highway, which is an unopened road allowance, and conveying it to the private sector would fulfill the goals of the surplus land review to support development opportunities and expand the City's tax base.

The approval of the Stop Up and Close By-law is next step in the dispersal of this property which City Council has previously agreed upon. The closing date of the property sale transaction is scheduled for mid-July 2024.

---

### **Internal Consultations:**

Economic Development and Tourism Services (EDTS) reviewed the request and circulated it to other departments for comment. EDTS, Public Works, and Planning staff collaborated on the boundaries of the Stop Up and Close area requested in Appendix A. City departments have no plans for the property, and do not foresee any future use for the portion of the road network that is proposed to be closed in this report.

---

### **Financial Implications:**

Costs associated with the disposal of this property namely the public notice, will be recovered through the land sale. Additional associated costs such as the survey and City legal closing costs have already been included in the final sale price of \$224,323.47.

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### **Public Engagement:**

The Public Meeting notice was posted on the City's website starting on May 2, 2024. The notice was also advertised for four (4) consecutive weeks including May 2, May 9, May 16, and May 23, 2024, in the Welland Tribune, as per the Public Notice Policy. The Public Meeting was held on May 28, 2024, and no comments were received or made by the public for this Public Meeting.

### **Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
  - Economic Prosperity
  - Increased Housing Options
- 

### **Conclusion:**

The Economic Development and Tourism Services Division received a request and application fee from the owners of 1000427593 Ontario Inc. to purchase municipal property. Council approved the request. In the subsequent work to complete this transaction it was discovered that a Stop Up and Close By-law would be required for the transfer to be completed and facilitate future residential development.

City staff recommend that the City property, as shown in Appendix A, which is registered as a City road allowance and described as a portion of Part of Lot 29, Concession 2 Humberstone, being Part 1, Plan 30R-16228 be closed with a Stop Up and Close By-law attached as Appendix C.

---

### **Appendices:**

- a. Proposed Stop Up and Close – Portion of Road Network public highway Part of Lot 29, Concession 2
- b. Adjacent property owned by 1000427593 Ontario Inc.
- c. Stop Up and Close By-law

Respectfully submitted,

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

Gary Long  
Director of Development and Government Relations  
(905) 228-8062



[Gary.Long@portcolborne.ca](mailto:Gary.Long@portcolborne.ca)

**Report Approval:**

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










Legend

 Parcel Fabric

127.0 0 63.50 127.0 Meters

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



Notes

The Corporation of the City of Port Colborne

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

Being a By-law to Stop and Close for Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383) (Barrick and Elm Street)

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Office of the Chief Administrative Officer Report No. 2024-129, Subject: Stop up and Close By-law for Barrick and Elm; and

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

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the road allowance set out and described in this by-law be stopped up and closed; and

Whereas By-law 4339/12/03 provides that public notice of Council's intention to permanently close the highway set out and described in this by-law must be provided; and

Whereas no person claiming their lands will be prejudicially affected by the by-law applied to was heard by the Council of the Corporation of the City of Port Colborne at the meeting held by the Council for that purpose on Tuesday, May 28, 2024;

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

1. That the portion of the road allowance described as Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383) is stopped up and closed.
2. That the Mayor and the Clerk are authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is authorized to affix the Corporate Seal thereto.
3. That the City Solicitor is directed to prepare and register all such documents in the proper Land Registry Office to stop up and close the portion of the road allowance described as Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383).
4. That this by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.
5. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

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

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk



**Subject: Sale of 235-241 Welland Street**

**To: Council**

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

Report Number: 2024-131

Meeting Date: June 25, 2024

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**Recommendation:**

That Chief Administrative Office Report 2024-131 be received; and

That Council approve the by-law attached as Appendix B, being a By-law to Authorize Entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. For 235-241 Welland Street; and

That the Mayor and Acting City Clerk be authorized to sign the by-law for the Agreement of Purchase and Sale and any and all documents respecting the sale of these lands.

---

**Purpose:**

The purpose of this report is to bring forward the Agreement of Purchase and Sale and by-law to formally approve the sale of 235-241 Welland Street.

---

**Background:**

235-241 Welland Street is a vacant City-owned property strategically located in the City's downtown core, with views of the Welland Canal and Clarence Street Bridge, and the gateway to Nickel Beach. Council directed staff to have design guidelines prepared and included within a request for proposals (RFP) document to guide the development of this property.

NPG Planning Solutions' Senior Planning Consultant appeared at the October 25, 2021, Council meeting and presented a vision and guiding principles; City planning policies for the area; design priorities; site organization; and key design elements for mixed use, residential, and commercial buildings.

An RFP was issued on November 9, 2021, that included the urban design guidelines prepared by NPG Planning Solutions. The RFP was emailed to a database of investors, developers, and real estate agents that is maintained and updated by the City's Economic Development and Tourism Services Division. It was also posted on the City's website and posted on Biddingo which is an online public sector bid service. This disposition process did not produce a successful outcome.

On March 21, 2024, the RFP was re-issued and closed on April 19, 2024, with no bid submissions. After the RFP process was completed, an unsolicited bid was brought forward by a development group 1342392 Ontario Ltd. This bid was presented at a closed session of Council on May 28, 2024. Council directed staff to work with the purchaser to ensure the development concept adheres to the property specific Urban Design Guidelines that were approved in 2021, and to bring forward an Agreement of Purchase and Sale (APS) to an open session of Council.

---

### **Discussion:**

The City Solicitor has reviewed and revised the draft Agreement of Purchase and Sale to incorporate wording and conditions important to the City. This version of the agreement has been reviewed and approved by the purchaser.

The guidelines approved by Council were intended to challenge conventional thinking and design for multi-unit residential developments and encourage investors to be bold and creative in their planning.

Staff feel that the location of this property as a gateway to the downtown core and to Nickel Beach means the property should have an innovative design to attract new residents who are looking for the downtown core experience with shops and amenities nearby, recreational options at Vale Health and Wellness Centre, and walkability to Nickel Beach, parks, and trails. City staff believe that the redevelopment of 235-241 Welland Street will be a catalyst for private sector investment on the East Side and the redevelopment of other residential and commercial properties along Welland Street.

---

### **Internal Consultations:**

Staff from Planning and Development, Economic Development and Tourism Services, and Corporate Services worked together on this project.

---

### **Financial Implications:**

This property is being sold to 1342392 Ontario Ltd. for \$250,000. The sale proceeds will eliminate the majority of the tax arrears and fines. The remaining balance of arrears,

estimated to be \$15,000 will be funded from the property tax reassessment and accounts receivable uncollectable budget.

As identified in Report 2022-13, the financial legacy from the sale of a property is not necessarily in the net proceeds but rather the future contribution to the tax, water, wastewater, and storm sewer base.

- Prior to development, Staff estimate the municipal value to be \$9,500 annually. The net present value of this contribution over 50 years is approximately \$60,000.
- Following development, Staff estimate the municipal value to be \$60,500 annually. The net present value of this contribution over 50 years is approximately \$1,444,000 plus water usage charges.

The calculations above were made using the following key assumptions:

- The property was considered residential with a ¾" water meter for the purpose of the calculations above. Staff acknowledge a portion of the property could have a use other than residential once developed. The approach of assessing the whole property as residential was done for purposes of providing a conservative estimate, recognizing any split is currently unknown.
- For the purpose of the storm sewer, once developed, the property will be assessed as a multi-residential property with greater than 10 units.
- That taxes grow by 2%, water/wastewater by 5% and storm sewer by 5%. These figures will vary based on factors such as inflation, defined service levels, growth, and density of growth.
- A 4.45% discount rate (2.45% Bank Rate + 2% Risk)

Once this property is developed, the property will be re-assessed by the Municipal Property Assessment Corporation (MPAC). Staff will recalculate the economic value of this sale at that time.

Staff anticipate that the new owner will apply to the City's Community Improvement Plan (CIP) incentive programs which are designed to leverage public sector investment and encourage and facilitate private sector investment in designated areas of the City including the downtown, East Waterfront, and Humberstone areas. This program was taken into consideration when calculating the net present value above.

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**Public Engagement:**

The urban design guidelines, which were an integral part of the RFP, are based on the City's Official Plan, Zoning By-Law, East Waterfront Secondary Plan, and the Region's Smart Growth Criteria and their programs. These policy documents were developed through a public process and involved considerable resident and stakeholder engagement.

The property was listed on the City web site between the dates of March 21 and April 19, 2024. The RFP was also emailed to the City Developer Database.

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**Strategic Plan Alignment:**

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

- Welcoming, Livable, Healthy Community
  - Economic Prosperity
  - Increased Housing Options
- 

**Conclusion:**

235-241 Welland Street is a gateway location within the downtown area and the City's East Side where revitalization and renewal are a strategic focus. The Urban Design guidelines were established for the development of 235-241 Welland Street and the standard reconveyance clause are included as part of the APS.

Staff recommend that City Council approve the sale of 235-241 Welland Street to 1342392 Ontario Ltd. plus legal expenses for \$250,000 and the attached by-law be approved.

---

**Appendices:**

- a. Property Map 235-241 Welland Street
- b. Agreement of Purchase and Sale By-law

Respectfully submitted,

Bram Cotton



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




Gary Long  
Director of Development and Government Relations  
(905) 228-8062  
[Gary.Long@portcolborne.ca](mailto:Gary.Long@portcolborne.ca)

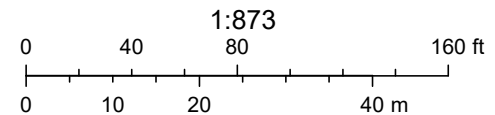
**Report Approval:**

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



2024-06-06, 1:22:46 p.m.

-  Port Colborne Boundary
-  Roads
-  Assessment Parcels



Esri Community Maps Contributors, Province of Ontario, Niagara Region, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc.

The Corporation of the City of Port Colborne

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

Being a By-law to Authorize Entering into an  
Agreement of Purchase and Sale with  
1342392 Ontario Ltd. for 235-241 Welland Street

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Office of the Chief Administrative Officer Report No. 2024-131, Subject: Sale of 235-241 Welland Street - 2024-131; and

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

Whereas Council is desirous of entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street; and

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

1. That The Corporation of the City of Port Colborne enters into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street, with the Agreement attached hereto as Schedule "A".
2. That the Mayor and the Acting City Clerk are authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Acting City Clerk is authorized to affix the Corporate Seal thereto.
3. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

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

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

Schedule A to By-law No. \_\_\_\_\_

**AGREEMENT OF PURCHASE AND SALE**

**THIS AGREEMENT** is dated for reference as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF PORT  
COLBORNE**  
(the “**Vendor**”)

- and -

**1342392 ONTARIO LTD.**  
(the “**Purchaser**”)

In consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

**1. Real Property**

Upon and subject to the terms and conditions of this Agreement, the Purchaser hereby agrees to and with the Vendor to purchase, and the Vendor agrees to and with the Purchaser to sell, those lands and premises described as LT 29 E/S WELLAND ST PL 843 PORT COLBORNE ; PORT COLBORNE, being all of PIN 64164-0007 (LT) (the “**Property**”); and

**2. Payment of Purchase Price**

The purchase price for the Property is TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) (the “**Purchase Price**”) plus Harmonized Sales Tax (“**H.S.T.**”), payable as follows:

(a) Within two (2) business Days after the acceptance date of this Agreement by the Vendor, the Purchaser shall pay Ten Thousand Dollars (\$10,000.00) Dollars by wire transfer or certified cheque drawn against the trust account of a law firm in Ontario to Sullivan Mahoney LLP, In Trust, as the Vendor’s solicitors (the “**Deposit**”). The Deposit will be held in trust pending completion or other termination of this transaction, and will be credited on account of the Purchase Price on the Closing Date. The Deposit will not be invested in an interest bearing account; and

(b) On closing, the sum of TWO HUNDRED AND FORTY THOUSAND DOLLARS (\$240,000.00), subject to the usual adjustments, if any, payable by wire transfer or a certified cheque drawn against the trust account of a law firm in Ontario, to the Vendor, or as it may direct, on the Closing Date.

**3. Title Clause**

This Agreement is subject to the title to the Property being good and free from all encumbrances, save only any easements for servicing or utilities, municipal agreements, registered restrictions, restrictive covenants, municipal by-laws, or governmental enactments. The Purchaser are not to call for the production of any title deeds, abstracts, survey or other evidence of title except such as are in the possession of the Vendor. The Purchaser are to be allowed until ten (10) days prior to Closing to examine the title at their own expense. If within that time, any valid objection to title is made in writing to the Vendor which the Vendor shall be unable or unwilling to remove, and which the Purchaser will not waive, then this Agreement shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and any deposit shall be returned by the Vendor to the Purchaser forthwith without interest or deduction and the parties shall have no other liabilities to each other. Save as to any valid objections so made within such

time, the Purchaser shall be conclusively deemed to have accepted title of the Vendor to the Property.

#### 4. **Assignment**

This Agreement may not be assigned by the Purchaser without the express written consent of the Vendor, which consent may be arbitrarily withheld.

#### 5. **Conditions**

Intentionally Deleted

#### 6. **Purchaser's Acceptance of Real Property "As Is, Where Is"**

- (a) The Purchaser acknowledges that the Vendor makes no representation nor gives any warranties with respect to the Property or the fitness of the Property for the Purchaser's intended uses, and, the Property is being sold by the Vendor and accepted by the Purchaser on an "As Is, Where Is" basis, including without limitation, state of title, outstanding work orders, zoning and development approval status, locations of any and all structures, walls, retaining walls or fences (freestanding or otherwise) or encroachments by buildings or fences or otherwise on the Property or adjoining properties or streets, soil condition, environmental status and as to quantity, quality or condition.
- (b) The Purchaser agrees that the Vendor shall not be obligated to perform any work in respect of the Property in order to bring the Property, or any part thereof, into compliance with any applicable standards of any relevant authority. The Purchaser also agrees not to make any claim against the Vendor in respect of any such work that may be required in order to bring the Property, or any part thereof, into such compliance.

#### 7. **Environmental**

- (a) The Purchaser acknowledges and agree that the Vendor makes no representations or warranties whatsoever, either expressed or implied, as to the existence or non-existence of any asbestos, PCBs, radioactive substances or any other substances, liquids or materials or contaminants which may be hazardous or toxic or require removal and disposal pursuant to the provisions of any applicable legislation (all of the foregoing being hereinafter called "**Environmental Matters**") and that the Purchaser takes the Property "as is" and relies upon their own investigations, if any, in this regard. From and after the Closing Date, the Property shall be the sole risk of the Purchaser, and the Vendor, its successors and assigns and its employees and agents (collectively, the "**Vendor Parties**"), will have no further liability in respect of any Environmental Matters and the Purchaser covenants and agrees, such covenant to survive closing and not to merge on closing of this transaction, to indemnify and save harmless the Vendor Parties in respect of any Claims in any way related directly or indirectly to any Environmental Matters and in respect of orders or claims, charges or requirements whatsoever of any municipal, provincial, federal or other governmental body, board, commission, authority, department or ministry, or employees, officials or representatives thereof.
- (b) As of and from the Closing Date, the Purchaser shall release the Vendor Parties, and their successors and assigns, from and against all Claims, in any way arising, directly or indirectly by reason of the presence on the Property of any containment, pollutant, dangerous substance wastes (liquid or solid) or toxic substance or the escape thereof in the air or onto adjacent properties or lands including rivers, streams, and ground waters, (collectively the "**Substances**"), whether produced, created or generated before or after the Closing Date and such indemnity shall

include any order, decree, judgment or demand under law, regulation or order applicable thereto.

- (c) The Purchaser, its successors and assigns, hereby agree to indemnify and hold harmless the Vendor Parties, and their successors and assigns, from any and all Claims arising out or in any way connected with any state, quality or condition in, or of, the Property, including, but not limited to, the existence of any Substances existing as of, or prior to the Closing Date and thereafter, whether environmental or otherwise, whether imposed by law, equity or any federal, provincial or municipal law, rules or regulations or by any regulatory authority. These provisions shall survive and not merge on the completion of this transaction and any subsequent sale or transfer of the Purchaser's interest in the Property.

## **8. Future Use**

- (a) The Vendor and Purchaser agrees that there is no representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically provided for in this Agreement.
- (b) The Purchaser acknowledges and agrees that the Vendor is under no obligation by virtue of the sale of the Property to the Purchaser, to grant any approvals, including approvals for changes to the City of Port Colborne Official Plan or Comprehensive Zoning By-law, or with respect to site plan control, minor variances, or building permits, or to support approvals required by any other approval authority which may be necessary for any contemplated use of the Property by the Purchaser. The City agrees not to cause any delays in the approval process, ensuring timely cooperation and allowing the Purchaser to comply with the twelve (12) month timeline. The Purchaser will not assume any liability for any unnecessary delays caused by the City.

## **9. Closing Date**

The transaction of purchase and sale shall be completed by no later than 5:00 p.m. on [**June 28, 2024**] (the "**Closing Date**").

## **10. Adjustments, Harmonized Sales Tax and Land Transfer Tax**

**The Vendor will be responsible for the Vendor's legal costs incurred in connection with this transaction.** Realty taxes, local improvements, and assessment rates shall be apportioned and allowed to the Closing Date (with the Closing Date to be for the account of the Purchaser). H.S.T. shall be in addition to the Purchase Price. The Vendor will not collect H.S.T. only if the Purchaser provide to the Vendor an H.S.T. number as proof that they are both H.S.T. registrants under the *Excise Tax Act* ("**ETA**"), together a warranty and indemnity, satisfactory to the Vendor acting reasonably, certifying, among other things, that the Purchaser will self-assess and remit the H.S.T. payable and file the prescribed form required under the ETA. The foregoing warranties shall not merge but shall survive the completion of the transaction. The Purchaser shall be responsible for Land Transfer Tax exigible respecting the transaction.

## **11. Closing Documents**

- (a) The Vendor and Purchaser shall cause their respective solicitors to enter into a Document Registration Agreement in prescribed form and content to facilitate the electronic registration required for closing.



- (b) The Vendor represents and warrants that it is not now and shall not at the time of closing be a non-resident of Canada within the meaning of the *Income Tax Act* (Section 116), and, it shall deliver on closing an affidavit verifying same.
- (c) The Purchaser agrees to sign and deliver the Re-Conveyance Agreement attached as Schedule “A” hereto. This Re-Conveyance Agreement will be registered on title to the Property on Closing in priority to any charges, liens or other encumbrances.
- (d) In addition to the other deliveries contemplated herein, the Vendor shall prepare and deliver the Transfer, save for the Land Transfer Tax Statements, and, the parties shall exchange, Undertakings to Readjust and Statement of Adjustments, as necessary.
- (e) The Vendor and Purchaser acknowledges and agrees that the exchange of closing funds, non-registrable documents and other items (the “**Requisite Deliveries**”) and the release thereof to the Vendor and Purchaser, will (a) not occur at the same time as the registration of the Transfer (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said solicitors.

## **12. Non-Merger**

It is agreed that all covenants, representations and warranties of the parties herein contained shall not merge on the closing of the transaction or the delivery of the transfer but shall survive thereafter.

## **13. Binding Agreement/Time of the Essence**

This Agreement, when executed by both parties shall constitute a binding contract of purchase and sale, and time shall in all respects be of the essence hereof, provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by the Vendor and Purchaser, or, by their respective lawyers who may be specifically authorized in that regard.

## **14. Entire Agreement**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Property or supported thereby other than as expressed herein in writing.

## **15. Tender**

Any tender of documents or money hereunder may be made upon the solicitor acting for the party on whom tender is desired on the Closing Date, and, it shall be sufficient that a negotiable bank draft or certified cheque may be tendered in lieu of cash.

## **16. Non-Fettering**

(a) Nothing in this Agreement shall derogate from, interfere with or fetter the discretion of any present or future Council in the exercise of its decisions or in the Vendor’s determinations or actions in the capacity of the Vendor as a municipal corporation, or the rights of the municipality to act or refuse to act in connection with its approval, regulatory or inspection rights as a regulator or municipal corporation.

(b) All rights, benefits and obligations of the Vendor under this Agreement shall be rights, benefits and obligations of the Vendor in its capacity as a party to this Agreement, but notwithstanding the other provisions of this Agreement, shall not derogate or interfere with or fetter the rights, benefits, and obligations of the Vendor in its function and capacity as a municipal corporation with respect to matters of general application. Without limiting the generality of the foregoing, nothing in this Agreement constitutes a waiver or exception of or from the Purchaser from complying with, obtaining and being subject to all necessary consents, permits, licenses or approvals from the Vendor in its capacity as a municipal corporation, in connection with any design, construction or development of anything on the Property.

### **17. Non-Registration**

The Purchaser agrees not to register this Agreement nor notice thereof against the title to the Property. The Purchaser acknowledges that in the event that any registration respecting this Agreement or notice thereof occurs, the Vendor, in addition to any other rights or remedies it may have, shall be entitled to injunctive relief, and the Vendor may rely upon this provision in support thereof.

### **18. Business Day**

For purposes of this Agreement, a business day means a day other than Saturday, Sunday or a statutory holiday for the Province of Ontario.

### **19. Severability**

If any provision contained herein shall be found by a court of competent jurisdiction to be illegal or unenforceable, then such provision shall be considered separate and severable from the rest of this Agreement, and the remainder of this Agreement shall continue to be in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable provision had never been included.

### **20. Notices**

Any notice, demand, approval, consent, information, agreement, offer, request or other communication (hereinafter referred to as a “**Notice**”) to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery, facsimile transmission or registered mail to the address set out below or to such other address or facsimile number as may from time to time be the subject of a Notice:

To the Vendor:

The Corporation of the City of Port Colborne  
66 Charlotte Street, Port Colborne L3K 3C8

Attention: Chief Administrative Officer

To the Purchaser:



Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery, and if sent by registered mail, shall be deemed to have been validly and effectively given and received five (5) business days after the date it was sent, and if sent by facsimile transmission with confirmation of transmission prior to 5 p.m., shall be deemed to have been validly and effectively given and received on the day it was sent, unless the confirmation of transmission was after 5 p.m. or on a non-business day, in which case it shall be deemed to have been given and received on the next following business day.

## **21. Successors and Assigns**

All of the covenants and agreements in this Agreement shall be binding upon the parties hereto and their respective successors and assigns and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and their permitted assigns pursuant to the terms and conditions of this Agreement. The Purchaser shall be entitled to assign all of its rights under this Agreement to another person or entity, provided that the assignee is related to the Assignor within the meaning of the *Income Tax Act* (Canada) and the assignee covenants to be bound by the terms of this Agreement as if it were an original signatory thereto.

## **22. Counterparts and Electronic Delivery**

The parties agree that this Agreement may be executed in counterparts and transmitted by telecopier or email and that the reproduction of signatures in counterpart by way of telecopier or email will be treated as though such reproduction were executed originals.

## **23. Offer Open for Acceptance**

Once executed by the Purchaser and delivered to the Vendor or its representative, this document shall constitute an irrevocable offer to purchase the Property on the terms and conditions herein contained, open for acceptance by the Vendor until 5 p.m. on June \_\_\_\_, 2024, after which time, if not accepted, such offer shall become null and void.

**[next page is signature page]**

**IN WITNESS WHEREOF** the Purchaser have executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

**1342392 ONTARIO LTD.**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

**IN WITNESS WHEREOF** the Vendor has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

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

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

## SCHEDULE "A"

**[Re-conveyance Agreement]****RIGHT TO RE-CONVEYANCE AGREEMENT**

**THIS AGREEMENT** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF PORT  
COLBORNE**  
(the "City")

- and -

**1342392 ONTARIO LTD.**  
(the "Purchaser")

**RECITAL:**

- A. By-law No. \_\_\_\_\_ passed by the Council for The Corporation of the City of Port Colborne on \_\_\_\_\_, 2024, authorized the acceptance of an Agreement of Purchase and Sale from the Purchaser for the lands legally described as LT 29 E/S WELLAND ST PL 843 PORT COLBORNE, being all of PIN 64164-0007 (LT); (the "Property"), and, subject to the City reserving the right to a re-conveyance of the Property.
- B. The Purchaser has agreed to enter into an Agreement with the City to secure the City's right to a re-conveyance of the Property.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

**1. RIGHT TO RE-CONVEYANCE**

- (a) The Purchaser hereby grants to the City the irrevocable right to a re-conveyance of the entire Property in the event the Purchaser fails to:
- I. enter into a Site Plan Agreement with the City for the construction a multi-unit residential dwelling on the Property consistent with the City's urban design guidelines approved for this Property within twelve (12) months of registration of the Transfer of the Property from the City to the Purchaser, and, which Site Plan Agreement shall be registered on the title to the Property at the Purchaser's expense;
- OR**
- II. obtain building permits and begin construction of a multi-unit residential dwelling on the Property within twenty-four (24) months of registration of the Transfer of the Property;
- (b) The Purchaser hereby grants to the City the irrevocable right to a re-conveyance of the entire Property in the event the Purchaser becomes insolvent or makes an assignment for the benefit of creditors, prior to the completion of the actions described in Sections 1(a)(I) or (II).
- (c) The right to re-conveyance is exercisable by notice in writing from the City to the Purchaser.
- (d) In the event the City exercises its right to a re-conveyance of the Property as provided for in Sections 1(a) or (b), it shall do so for the sum of TWO HUNDRED AND FIFTY DOLLARS (\$250,000.00), subject to adjustments for the amount of any taxes then

due and owing against the Property and the amount of Land Transfer Tax payable by the City for registration of the Transfer of the Property. Despite any improvements or investments made by the Purchaser, the Purchaser shall be deemed to have forfeited any investment so made and shall not be entitled to any compensation for same whatsoever, including monies expended for installing services. Further, there shall be no adjustment in respect of monies drawn upon by the City in respect of securities provided by the Purchaser.

- (e) On the date which is thirty (30) days after the City exercises its right to receive a reconveyance of the Property (the “**Closing Date**”), the Purchaser will convey the Property to the Purchaser subject to the terms provided for in this Agreement. The Purchaser shall give vacant possession of the Property to the Purchaser on the Closing Date.
- (f) In addition to Section 1(e) above, the Purchaser undertakes to obtain and register good and valid discharges and/or releases of all liens, charges and any other encumbrances, which the Purchaser has caused to be registered against the title to the Property, forthwith following the City's notice of exercising its option to purchase the Property. Notwithstanding the foregoing, the Purchaser shall at all times indemnify and save harmless the City against all actions, suits, claims and demands whatsoever, which may be brought against or made upon the City and from and against all losses, costs, damages, charges and expenses whatsoever which may be incurred, sustained or paid by the City for or by reason of or on account of such liens, charges or other encumbrances.

## 2. NON-ASSIGNMENT

The Purchaser shall not have the right to assign this Agreement to any person or other entity without the prior written consent of the City, which consent may be unreasonably denied.

## 3. SEVERABILITY

If any provision contained herein shall be found by a Court of competent jurisdiction to be illegal or unenforceable, then such provision shall be considered separate and severable from the rest of this Agreement, and the remainder of this Agreement shall continue to be in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable provision had never been included.

## 4. NOTICES

Any notice, demand, approval, consent, information, agreement, offer, request or other communication (hereinafter referred to as a “**Notice**”) to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery, facsimile transmission or email to the address set out below or to such other address or electronic number as may from time to time be the subject of a Notice:

(a) **City:**

The Corporation of the City of Port Colborne  
 66 Charlotte Street  
 Port Colborne, ON L3K 3C8  
 Attention:  
 Facsimile: (905) 835-2939

Telephone: (905) 835-2900

(b) **Purchaser:**

1342392 Ontario Ltd.

---

Attention:

Facsimile:

Telephone:

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by facsimile transmission or email with confirmation of transmission prior to 5:00 p.m., shall be deemed to have been validly and effectively given and received on the business day it was sent unless the confirmation of transmission was after 5:00 p.m. in which case it shall be deemed to have been received on the next following business day.

**5. SUCCESSORS AND ASSIGNS**

All of the covenants and terms in this Agreement shall be binding upon the parties hereto and their respective successors and assigns and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and their permitted assigns pursuant to the terms and conditions of this Agreement.

**6. COUNTERPARTS AND ELECTRONIC DELIVERY**

This Agreement may be executed and delivered by facsimile or electronic transmission and the parties may rely upon all such facsimile or electronic signatures as though such facsimile or electronic signatures were original signatures. This Right to Re-Conveyance Agreement may be executed in any number of counterparts and all such counterparts shall, for all purposes, constitute one agreement binding on the parties.

*[Signature page follows.]*

**IN WITNESS WHEREOF** the Purchaser has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

**1342392 ONTARIO LTD.**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

**IN WITNESS WHEREOF** the City has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

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

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.



**Subject: City Real Estate – Surplus Declaration and Disposition  
(Killaly St. E.)**

**To: Council**

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

Report Number: 2024-139

Meeting Date: June 25, 2024

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**Recommendation:**

That Chief Administrative Officer Report 2024-139 be received; and

That Council declares the City property legally described as Part 1 on 59R-17397 as surplus, and that it be conveyed to SG Real Estate Opportunities LP III for \$3,000.00 plus costs identified in the financial section of this report; and

That Council declares the City property legally described as Part 1 on 59R-17399 as surplus, and that it be conveyed to SG Real Estate Opportunities LP III for \$91,630.27 plus costs identified in the financial section of this report; and

That the Director of Development and Government Relations be directed to work with the City Solicitor to finalize the documentation for these transactions and to bring them back to Council for final approval; and

That net proceeds from the sale of these properties be directed to the economic development reserve.

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**Purpose:**

The purpose of this report is to seek Council approval to declare two parcels of City land as surplus and to convey these parcels to SG Real Estate Opportunities LP III to facilitate access to their residential development property and provide additional land to accommodate their stormwater management and flood storage as required by the City and the Niagara Peninsula Conservation Authority (NPCA).

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**Background:**

In the fall of 2021, SG Real Estate Opportunities LP III purchased an eighteen (18) acre parcel of vacant land located south of Killaly Street East and east of Christmas, Bell, and Johnston Streets (see Appendix A).

SG Real Estate Opportunities LP III and their planning consultant (Design Plan Services Inc.) submitted a Draft Plan of Subdivision and Zoning By-law Amendment to the City on August 1, 2023, and it was presented to Council during a public meeting held on October 3, 2023. The development proposes a total of 290 units including block townhouses, street townhomes, semi-detached homes, and stacked townhomes. The total amount of developable acres will be reduced slightly as a portion of lands has been proposed as an archaeological area in accordance with findings from an archaeological assessment.

---

**Discussion:**

SG Real Estate Opportunities LP III could not get legal access to their property as there was a one (1) foot reserve registered on title to H.E. Fretz, who was the owner of the lands prior to the registration of subdivision Plan 871 in 1953 (see Appendix B). This reserve was never transferred to the City or dedicated as a public road. Staff worked with the City Solicitor who followed a legal process through the court system to have the City acquire ownership of the one (1) foot reserve. This process has been completed and the one (1) foot reserve is now legally described as Part 1 on 59R-17397. Staff are recommending that this parcel be declared surplus and that it be conveyed to SG Real Estate Developments LP III to give them legal access to their property.

The owner approached the City about acquiring three (3) acres of vacant City-owned land, as shown in Appendix C, that abuts their property to the south. They would use this land for stormwater management and flood storage as required by the City and NPCA. These City lands are not required for operational or maintenance needs and therefore staff are recommending that the three (3) acre parcel be declared surplus.

It is also recommended that this parcel be conveyed to SG Real Estate Opportunities LP III to allow them to maintain their unit count at 290 which will increase the tax assessment and water users for the City. Conveying this vacant and underutilized City land for stormwater management and flood storage promotes good environmental stewardship and would allow the City to achieve value for lands that are constrained by the setback requirements for noise mitigation and by the existing floodplain identified by NPCA. A new survey has been created for this parcel and it is legally described as Part 1 on 59R-17399.

The property owner was required by the City and Niagara Region to complete a Land Use Compatibility Study and a Noise Impact Study in accordance with Ministry of the Environment guidelines. While the noise modelling results and setback distances were considered acceptable, it was recommended that the owner construct a noise barrier

along the southern property line and include noise warning clauses in purchase and sale agreements.

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### **Internal Consultations:**

This development proposal and discussions regarding surplus City properties have been reviewed by Planning and Economic Development staff.

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### **Financial Implications:**

The City has received written confirmation that SG Real Estate Opportunities LP III will reimburse the City for the legal and survey costs totalling \$9,882.73, as well as the appraised value of \$3,000, for a total of \$12,882.73. They will also be responsible for the legal costs for the property transfer.

SG Real Estate Opportunities LP III have also confirmed that they will provide total compensation of \$91,630.27 (approximately \$30,543 per acre) for the 3 acres of surplus City property immediately south of the development proposal at 563 Killaly Street East. They will also be responsible for the legal cost of the purchase.

Net proceeds from the sale of these properties are recommended to be transferred to the economic development reserve.

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### **Public Engagement:**

The Draft Plan of Subdivision and Zoning By-law Amendment were considered at the October 3, 2023, Public Meeting. Notice of this meeting was circulated in accordance with the Planning Act requirements including notices being mailed to property owners within 120 metres and signs being posted on the property.

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### **Strategic Plan Alignment:**

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

- Environmental Sustainability and Climate Change
  - Economic Prosperity
  - Increased Housing Options
  - Sustainable and Resilient Infrastructure
-

## Conclusion:

SG Real Estate Opportunities LP III have been working with City staff on their plan of subdivision proposed for 549 Killaly St. E. To help facilitate access to their property, staff are recommending that the one (1) reserve, legally described as 59R-17397 and owned by the City, be declared surplus and conveyed to the owner. Staff are also recommending that a three (3) acre City-owned parcel with noise and setback restrictions, and located within a floodplain, be declared surplus and conveyed to SG Real Estate Opportunities LP III for stormwater management and flood storage as required by the City and NPCA.

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## Appendices:

- a. 18-acre development parcel owned by SG Real Estate Opportunities LP III
- b. One (1) foot reserve previously registered to H.E. Fretz, now owned by City
- c. Surplus three (3) acre parcel of land owned by the City

Respectfully submitted,

Gary Long  
Director of Development and Government Relations  
905-228-8062  
[Gary.Long@portcolborne.ca](mailto:Gary.Long@portcolborne.ca)

David Schulz  
Senior Planner  
905-228-8117  
[David.Schulz@portcolborne.ca](mailto:David.Schulz@portcolborne.ca)

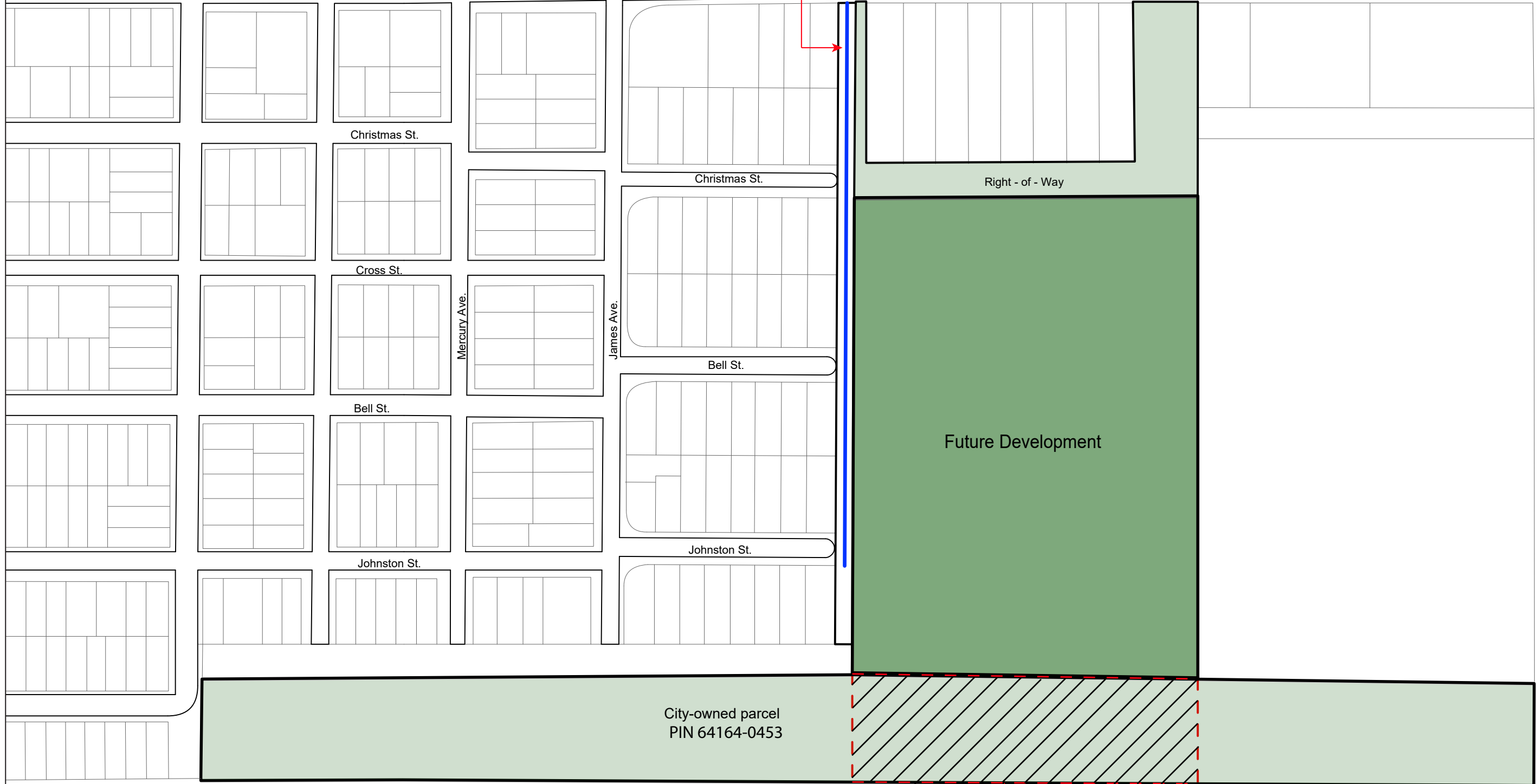
Bram Cotton  
Economic Development Officer  
905-228-8063  
[Bram.Cotton@portcolborne.ca](mailto:Bram.Cotton@portcolborne.ca)

## Report Approval:

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

One-foot Reserve

Killaly S. East



Killaly S. East

One-foot Reserve  
PIN 64164-0451



Christmas St.

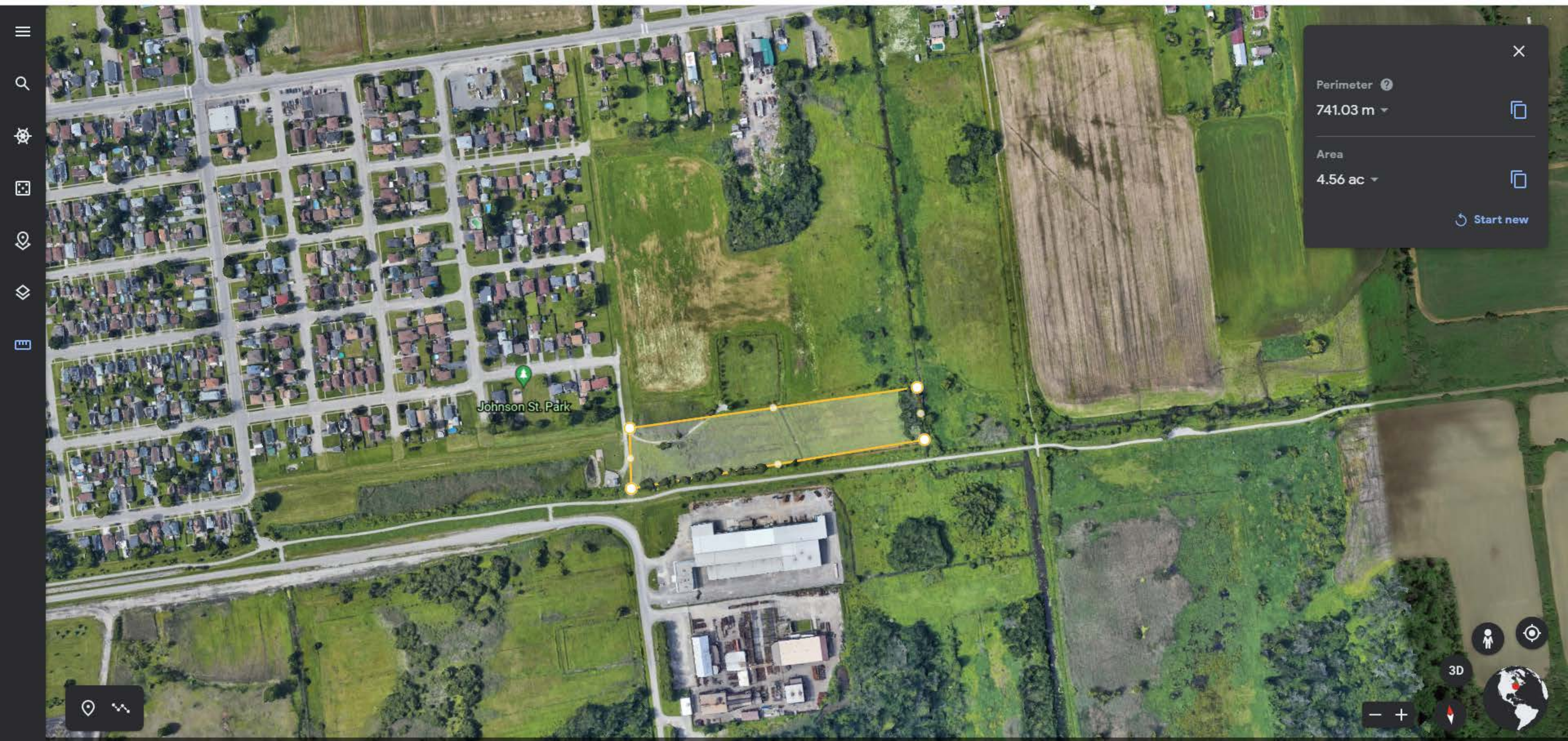
Right - of - Way



Bell St.

Future Development  
PIN 64164-0504


Johnston St.






Perimeter  741.03 m 

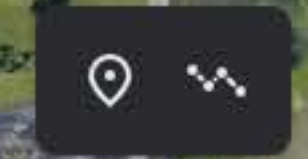
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Area 4.56 ac 

 Start new



Johnson St. Park







92 Charlotte Street  
Port Colborne, Ontario L3K 3C8

T 905.834.3629

E [downtownportcolborne@gmail.com](mailto:downtownportcolborne@gmail.com)

City Council  
City of Port Colborne  
66 Charlotte Street  
Port Colborne, ON  
L3K 3C8

Dear Members of the City Council,

**Subject: Inquiry Regarding Additional Accessible Parking Spots on West Street**

On behalf of the Port Colborne Downtown Business Improvement Association (BIA), I am writing to acknowledge receipt of the recent inquiry from Operations Staff about adding two accessible parking spots on West Street, specifically in front of Serenity Salon and Spa located at 264 West Street and Candy Safari located at 238 West Street.

At our June 19<sup>th</sup> meeting the board discussed this recommendation and provided direction to myself as chair to see further information. It is important to the Downtown BIA to make all our shops accessible to anyone who chooses to access them. With more accessibility, the Downtown core would become more inclusive to all. However, we have concerns about the impact of converting standard parking spaces into accessible ones, specifically the requirement of converting two off-street standard spots into one accessible spot. The loss of four regular parking spots on West Street could exacerbate the already limited parking availability.

We request further information from Operations Staff regarding guidelines for on-street and off-street accessible parking spots in a given area, specifically how many spots are required and would be accommodating in the downtown core.

We look forward to collaborating with the City Council and the Operations Department to find a solution that supports accessibility and meets the parking needs of our vibrant downtown core.

Sincerely,

Rosemari Poisson  
Chair  
Port Colborne Downtown Business Improvement Association



Enclosures:

1. Suggested Alternate Parking Locations (Operations Staff)





## Legal and Legislative Services

May 28, 2024

The Honourable Sylvia Jones,  
Minister of Health  
5<sup>th</sup> floor, 777 Bay Street  
Toronto, ON M7A 2J3  
[Sylvia.Jones@pc.ola.org](mailto:Sylvia.Jones@pc.ola.org)

Honourable and Dear Madam:

**Re: Continuation of Urgent Care Centre Operation in Fort Erie (& Port Colborne) and Request for Regional Support**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of May 27, 2024 passed the following resolution:

**Whereas** Niagara Health has received approval from the Provincial Government to build a new South Niagara Hospital in Niagara Falls that will provide a range of emergency and acute care services, and

**Whereas** the shortage of primary care physicians in Fort Erie results in over 7,000 residents being unattached (unrostered) to a family physician, and

**Whereas** the Fort Erie Urgent Care Centre at Niagara Health’s Douglas Memorial site provides a primary care “safety net” for the community and serves as a first point of health care contact for both attached and unattached residents who cannot receive time-sensitive primary health care, and

**Whereas** the Provincial Government is attempting to reduce EMS offload delays and eliminate hallway medicine arising from low acuity patients who would be better served by primary care physicians or an Urgent Care Centre providing access to the primary care “safety net”, and

../2

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Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 4:30 p.m.

Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)

**Whereas** the viability of the health care and hospital systems in Niagara are dependent on all residents having time-sensitive access to primary health care;

**Now therefore be it resolved,**

**That:** The Town of Fort Erie advocate to the Minister of Health and Niagara Health for a commitment to continue the operation of Urgent Care Centre at Douglas Memorial in Fort Erie following the opening of the South Niagara Hospital as the primary care safety net until a viable and sustainable alternative is in place in the community, and further

**That:** This resolution be sent to the Niagara Region and Niagara's local area municipalities for their support and endorsement.

Thank you for your attention to this very important matter and if you have any questions, please contact me.

Sincerely,



Peter Todd,  
Manager, Legislative Services / Town Clerk

[ptodd@forterie.ca](mailto:ptodd@forterie.ca)

PT-dlk

c.c. Lynn Guerriero, President, Niagara Health [Lynn.Guerriero@niagarahealth.on.ca](mailto:Lynn.Guerriero@niagarahealth.on.ca)  
A. Norio, Clerk, Niagara Region [Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)  
Local Area Municipalities

**Administration**

Office of the Regional Clerk

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

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

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

May 28, 2024

**CL 8-2024, May 23, 2024**

**PEDC 5-2024, May 8, 2024**

**PDS 16-2024, May 8, 2024**

**MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS  
LOCAL AREA MUNICIPALITIES**

**SENT ELECTRONICALLY**

2023 Reserve Water and Wastewater Treatment Capacities

PDS 16-2024

Regional Council, at its meeting held on May 23, 2024, passed the following recommendation of its Planning and Economic Development Committee:

That Report PDS 16-2024, dated May 8, 2024, respecting 2023 Reserve Water and Wastewater Treatment Capacities, **BE RECEIVED** and **BE CIRCULATED** to the Ministry of the Environment, Conservation and Parks, and Local Area Municipalities.

A copy of PDS 16-2024 is enclosed for your reference.

Yours truly,



Ann-Marie Norio  
Regional Clerk

js

CLK-C 2024-058

cc: I. Stetic, Manager, Water Wastewater Infrastructure  
M. Sergi, Commissioner, Growth, Strategy and Economic Development  
N. Oakes, Executive Assistant to the Commissioner, Growth, Strategy and Economic Development

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**Subject:** 2023 Reserve Water and Wastewater Treatment Capacities

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

**Report date:** Wednesday, May 8, 2024

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## **Recommendations**

1. That Report PDS 16-2024 **BE RECEIVED** for information; and
2. That Report PDS 16-2024 **BE CIRCULATED** to the Ministry of the Environment, Conservation and Parks, and Local Area Municipalities.

## **Key Facts**

- The purpose of this report is to inform Council of the reserve treatment capacities at Niagara's Water and Wastewater Treatment facilities. This reporting is required by the Ministry of Environment, Conservation and Parks (MECP).
- The data contained in this report assists in commenting on new development proposals and related servicing, as well as planning for future treatment capacity.
- All of Niagara Water Treatment Plants (WTPs) and Wastewater Treatment Plants (WWTPs) are positioned to accept growth beyond the minimum 10-year horizon.

## **Financial Considerations**

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

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

## **Analysis**

The Infrastructure Planning and Development Engineering section of Growth Strategy and Economic Development Department annually reports on an assessment of the average daily W&WW flows based on the previous five years, as recorded at our various facilities compared to MECP rated capacities for the facilities. A key objective of this report is to highlight potential capacity constraints and allow sufficient lead-time to plan for future capacity increases through the W&WW capital programs so that development may continue unencumbered. This desktop exercise, compares five-year

(annual) average flows to the respective MECP Environmental Compliance Approval(s), formerly known as Certificate of Approval(s) for each facility, then incorporates 10-year growth forecasts into the calculation. On-going phasing and staging strategy work with our local municipal partners will further refine this assessment for understanding development capacities.

This assessment does not reflect specific compliance, quality, sustainability, risk, or operational deficiencies at the treatment plants or trunk conveyance/transmission systems, which may affect the Region's ability to approve new development or permit servicing extensions. There are various developments across the Region that will require sewage pumping station upgrades to occur to provide the necessary development capacity to proceed, which are outlined in the Region's 2021 Water Wastewater Master Servicing Plan Update (MSPU). Continued investment in the sustainability of the existing WTP and WWTP is of paramount importance to ensure that the capacity continues to be available for existing users and future developments.

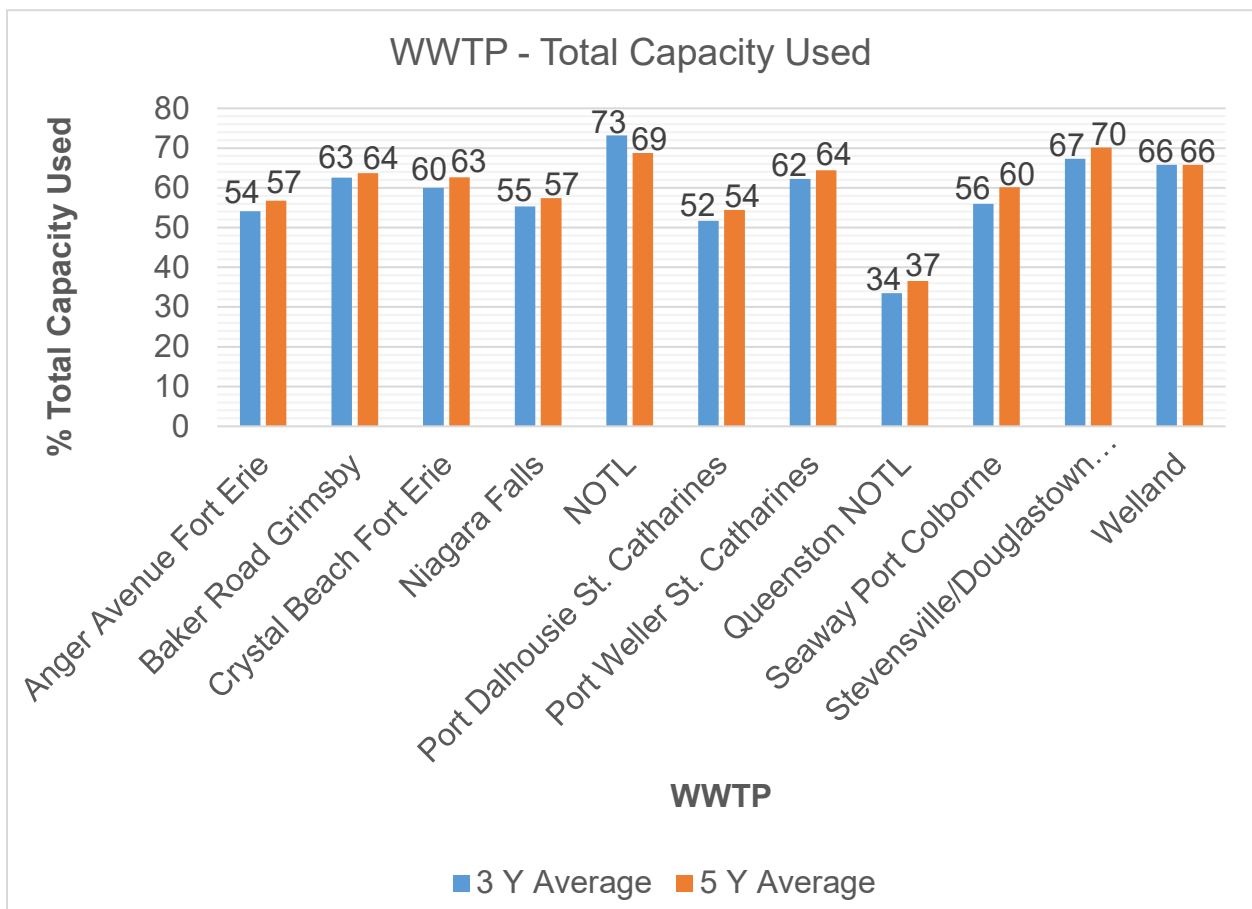
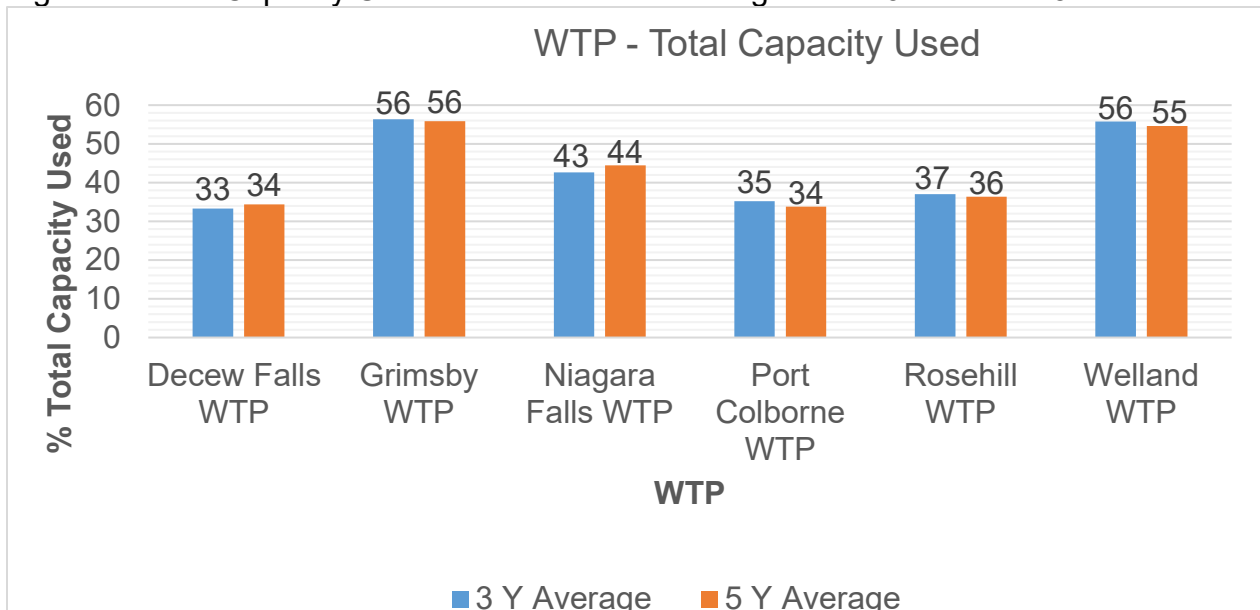
For municipal wastewater treatment, weather is the key factor that results in peak wet weather flow, which impacts the collection and trunk sewers in both local and regional systems through Rainfall Derived Inflow and Infiltration (RDI&I). Wet weather flows can have substantial impact on available WWTP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

Appendices 1 and 2 provide annual average daily flows and five-year average flows from 2019 to 2023 for the water and wastewater treatment plants, respectively. Appendices 3 and 4 provide a summary of Niagara's six water treatment facilities and eleven wastewater treatment facilities presenting their respective reserve capacities.

A comparison of the total capacity used over a 5-year period versus a 3-year period was completed to determine if recent growth and flow conditions have any significant impacts. For the WTP's the averaging daily flows over a 5-year period versus a 3-year period in the Reserve Capacity calculations for 2023 does not show a compelling difference or significant trend. For the WWTP's, there is a general trend of a slightly reduced annual average daily flow except for NOTL WWTP. This can partially be due to several infill and infiltration (I&I) reduction and capacity restoration projects within the recent years. Additionally, due to COVID over the last few years, there may have been some impacts on flows.

Figure 1 shows a comparison of the total capacities used for WTPs and WWTPs when daily flows are averaged over the last 3 and 5 years.

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





If all the major infrastructure sustainability investments are carried out, all of Niagara's WTPs and WWTPs will be able to accommodate growth beyond the minimum 10-year period (Appendix 3 and Appendix 4).

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

The new Niagara Official Plan was approved by the Regional Council and subsequently approved and adopted by the Province on November 4, 2022. As part of the Plan, the Region completed extensive background review, consultation, and supporting studies in 2022 and 2023, which resulted in policies and mapping to managing growth and the economy while protecting the natural environment, resources and agricultural land, and providing infrastructure to support developments of the whole region. The approval of the Niagara Official Plan helps the Region prepare for the anticipated population of 694,000 people and 272,000 jobs by 2051.

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

The 2021 MSPU is a critical component in the Region's planning for growth and provides the framework and vision for the water and wastewater servicing needs for the lake-based service areas of the Region to 2051 and beyond. The 2021 MSPU evaluates the ability of the existing and planned water and wastewater infrastructure to continue servicing the Region's existing users, to prepare for servicing anticipated growth, and to evaluate and develop recommended strategies in an efficient and effective manner. This included consideration for Regional water and wastewater infrastructure to be aligned with the urban expansion and intensification areas identified in the Niagara Official Plan review. Additionally, the potential impacts of estimated growth beyond 2051 was considered due to the longer useful life of water and wastewater infrastructure assets.

Recent growth projections and development densities provided by LAMs have been proposing greater amounts of growth than originally anticipated in the 2021 MSPU. The Region is continuing to work with LAMs to better understand these development pressures and projections as alignment of infrastructure, growth and financing are critical to the success of Niagara. These updated growth projections will influence the next MSPU, which will be commencing in 2025.

## **Wet Weather Management**

The Niagara wastewater systems are a mix of separated and combined sewer systems. Each system is experiencing varying levels of impact during wet weather conditions. Climate change continues to create changing weather conditions and the wastewater systems are experiencing, in most cases, high peak flows under rainfall events. To accommodate the anticipated growth from Niagara 2051 and to maintain an existing servicing level for the wastewater infrastructure, system capacity upgrades (upgrades to trunk sewers, pumping stations, etc.) and the upstream management (storage, peak shaving, diversion) together with peak flow management (I&I reduction projects) for every wastewater system were investigated. Based on this review, there are wet weather projects listed with identified areas for targeted I&I removal to offset the requirement to upgrade and expand more expensive infrastructure all the way to the WWTPs. It is crucial to achieve the I&I reductions to use free capacity for growth, to protect the environment, and mitigate potential basement flooding.

The wet weather management program currently identifies, in the 2021 MSPU, overall preliminary priority, staging of location and target amount of I&I reduction across all systems. This program provides for a proactive and targeted approach to addressing wet weather impacts.

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

The available funding for the 2023 CSO Control Program has been fully utilized and subscribed with applications from the Municipal partners. A separate report on the 2024 CSO Control Program is anticipated to be presented to the Planning and Economic Development Committee as well.

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

interested parties to move forward with a consistent approach for the review the flow monitoring of new subdivisions.

### **South Niagara Servicing Solution and South Niagara Wastewater Treatment Plant**

Although this report identifies there is short term capacity available at the existing Niagara WWTP, it only considers the treatment capacity at the plant for the next 10 years. It does not consider the constraints in the existing sanitary collection system, wet weather flow issues, consideration for development demands and longer-term growth, or the required infrastructure improvements to get the flows to the plant.

As part of Niagara 2051, there was an update to the Water and Wastewater MSPU. The MSPU used updated population and employment growth forecasts based on a 2051 planning horizon. Based on the Niagara 2051 planning review, the implementation of the South Niagara Servicing Solution and timing of the new South Niagara Wastewater Treatment Plant (SNWWTP) continues to be supported and necessary to accommodate growth.

In Niagara Falls, there is not enough capacity in the existing sewer system nor at the existing treatment plant to meet the increasing system demands resulting from growth, as well as the increased wet weather flows due to aging infrastructure and climate change. The South Niagara Servicing Solution is essential to unlocking the development potential in the broader South Niagara area and the capital program to support the servicing solution will provide greater flexibility for developments in St. Catharines, Niagara Falls, Thorold, and Niagara-on-the-Lake. The total growth is estimated to be over 90,000 people and jobs to the year 2051 and the South Niagara Servicing Solution also considers potential long-term growth beyond 2051. The ability to redirect existing flows to the south, provide additional capacity in the new trunk sewer, provide flexibility for storage in the trunk sewer, and ultimately treat the wastewater flows at the new SNWWTP all contribute to a significant wet weather management program. In addition, the location of the new SNWWTP will provide flexibility for the potential for additional wet weather management through potential connections of other service areas such as Chippawa, Thorold, St.Catharines, Niagara Falls and Niagara-on-the-Lake. Through the analysis undertaken as part of the Class EA process, it is estimated that the new South Niagara Serving Solution will result in a reduction of over 60% of wet weather volume overflow to the environment.

This servicing solution is integral to the overall growth servicing strategy that supports the anticipated residential and employment growth in the Niagara Falls, Niagara-on-the-

Lake, Thorold, and St. Catharines service areas. This total growth is estimated to be over 90,000 people and jobs in the area out to the year 2051. The South Niagara Servicing Solution also considers potential long-term growth beyond 2051.

### **Queenston Wastewater Treatment Plant**

As part of the South Niagara Servicing solution, a variety of opportunities were explored to redirect flows from Queenston WWTP to Niagara Falls and decommission the plant. However, during the recently finished Queenston – St. David’s Wastewater Servicing Strategy EA, preferred and supported option is keeping the plant to enhance the wastewater system operational flexibility.

### **Alternatives Reviewed**

No alternatives reviewed.

### **Relationship to Council Strategic Priorities**

The report aligns with responding to our current community needs and planning for future growth, which is Council’s Priority of Equitable Region.

Simultaneously, the report helps ensuring current and future infrastructure is resilient emphasizing Council’s Priority for a Green and Resilient Region.

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

### **Other Pertinent Reports**

- PW 39-2021, September 9, 2021, South Niagara Falls Wastewater Treatment Plant – Budget and Property
- PDS 13-2023, May 10, 2023, 2022 Reserve Water and Wastewater Treatment Capacities
- PDS 17-2022, June 15, 2022, Official Plan Recommendations Report for Adoption

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**Prepared by:**

Ilija Stetic, B.Sc., PMP, CET  
Manager W-WW Infrastructure  
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 prepared in consultation with Phill Lambert, Acting Director, W-WW Services, Susan Dunsmore, Acting Director, Infrastructure Planning and Development Engineering, John Brunet, AD Water Operations and Maintenance and Jason Oatley, Manager WW Quality & Compliance.

**Appendices**

- |            |   |
|------------|---|
| Appendix 1 | Annual Average Daily Flow 2019 to 2023 WTP        |
| Appendix 2 | Annual Average Daily Flow 2019 to 2023 WWTP       |
| Appendix 3 | Water Reserve Capacity Calculations for 2023      |
| Appendix 4 | Wastewater Reserve Capacity Calculations for 2023 |

Appendix 1: WTP Annual Average Daily Flow 2019 - 2023

Water Treatment Plant	Rated Capacity (m <sup>3</sup> /d)	Average Daily Flow (m <sup>3</sup> /d)					5 Year Average 2019 / 23	3 Year Average 2021 / 23
		2019	2020	2021	2022	2023		
Decew Falls WTP	227,300	53,303	53,390	50,824	52,970	52,830	52,663	52,208
Grimsby WTP	44,000	14,029	15,726	14,872	14,809	14,610	14,809	14,764
Niagara Falls WTP	145,584	43,400	40,145	40,125	42,164	43,050	41,777	41,780
Port Colborne WTP	36,000	7,282	6,870	6,387	6,953	8,310	7,160	7,217
Rosehill WTP	50,026	11,188	11,024	11,710	13,025	12,710	11,931	12,482
Welland WTP	65,000	22,579	24,670	24,675	24,162	24,100	24,037	24,312

Appendix 2: WWTP Annual Average Daily Flow 2019 - 2023

Wastewater Treatment Plant	Rated Capacity (m³/d)	Average Daily Flow (m³/d)					5 Year Average 2019 / 23	3 Year Average 2021 / 23
		2019	2020	2021	2022	2023		
Anger Avenue WWTP	24,500	14,624	15,146	13,580	13,171	12,992	13,903	13,248
Baker Road WWTP	31,280	19,975	20,910	17,952	17,081	23,700	19,923	19,578
Crystal Beach WWTP	9,100	5,874	6,276	5,688	5,256	5,423	5,703	5,456
Niagara Falls WWTP	68,300	41,489	41,360	35,242	35,197	42,902	39,238	37,780
NOTL WWTP	8,000	4,687	5,237	5,142	5,602	6,823	5,498	5,856
Port Dalhousie WWTP	61,350	35,095	36,681	34,113	31,793	29,176	33,372	31,694
Port Weller WWTP	56,180	36,881	39,211	33,751	33,176	38,024	36,208	34,983
Queenston WWTP	500	198	213	135	142	225	183	168
Seaway WWTP	19,600	12,580	13,472	11,299	10,200	11,391	11,789	10,964
Stevensville/Douglstown	2,289	1,670	1,729	1,592	1,552	1,479	1,604	1,541
Welland WWTP	54,550	34,643	37,137	33,617	34,288	39,800	35,897	35,902



Appendix 3: WTP Reserve Capacities for 2023

Water Treatment Plant	Permit To Take Water <sup>(1)</sup>	Rated Treatment Capacity	Theoretical Ave Day Capacity	90% of Ave Day Capacity <sup>(2)</sup>	5-Year Ave Day Flow	Peaking Factor	Total Capacity Used	Reserve Treatment Capacity	Design Flow Rate <sup>(3)</sup>	Reserve Serviceable Population	10-Year Forecast Population	Surplus Population
	MLD							90% MLD	246 Lcd	Equivalents	Res & Emp	10-Year Projection
DeCew Falls	227.0	227.3	153.3	138.0	52.7	1.483	34%	85.3	246	346,748	30,223	316,525
Grimsby	44.0	44.0	26.5	23.9	14.8	1.659	56%	9.0	246	36,585	17,037	19,548
Niagara Falls	145.5	145.6	94.0	84.6	41.8	1.548	44%	42.8	246	173,984	28,700	145,284
Port Colborne	45.5	36.0	21.2	19.1	7.2	1.700	34%	11.9	246	48,374	2,032	46,342
Rosehill	78.0	50.0	32.8	29.5	11.9	1.525	36%	17.6	246	71,545	7,151	64,394
Welland	110.0	65.0	44.0	39.6	24.0	1.476	55%	15.6	246	63,415	18,388	45,027

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

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

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

Appendix 4: WWTP Reserve Capacity for 2023

Wastewater Treatment Plant	MECP Rated Capacity	90% of Plant Capacity <sup>(1)</sup>	5-Year Average Daily Flow	Total Capacity Used	Reserve Treatment 90% Capacity	Design Flow Rate <sup>(2)</sup> 356 Lcd	Reserve Serviceable Population Equivalents	10-Year Forecast Population Res & Emp	Surplus Population 10-Year Projection
	m <sup>3</sup> /d				m <sup>3</sup> /d				
Anger Avenue (Fort Erie)	24,500	22,050	13,903	57%	8,147	356	22,886	4,730	18,156
Baker Road (Grimsby)	31,280	28,152	19,923	64%	8,229	356	23,114	20,442	2,672
Crystal Beach (Fort Erie)	9,100	8,190	5,703	63%	2,487	356	6,986	1,081	5,905
Niagara Falls <sup>(3)</sup>	68,300	61,470	39,238	57%	22,232	356	62,450	22,309	40,141
NOTL	8,000	7,200	5,498	69%	1,702	356	4,780	1,036	3,744
Port Dalhousie (St. Catharines)	61,350	55,215	33,372	54%	21,843	356	61,358	13,784	47,574
Port Weller (St. Catharines)	56,180	50,562	36,208	64%	14,354	356	40,319	9,392	30,927
Queenston (NOTL) <sup>(4)</sup>	500	450	183	37%	267	356	751	34	717
Seaway (Port Colborne)	19,600	17,640	11,789	60%	5,851	356	16,437	2,008	14,429
Stevensville/Douglastown	2,289	2,060	1,604	70%	456	356	1,280	994	286
Welland	54,550	49,095	35,897	66%	13,198	356	37,072	18,235	18,837

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

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

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

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

May 28, 2024

**CL 7- 2024, May 23, 2024**

***Distribution List***

***SENT ELECTRONICALLY***

**Motion Reaffirming Niagara Region's Commitment to the Expansion of All-day, Two-way GO Train Service**

Regional Council, at its special meeting held on May 23, 2024, passed the following motion:

WHEREAS the Niagara Region, and the 12 local communities, have been consistent in their support for all day, two-way GO Train service between Niagara Falls and Union Station;

WHEREAS a \$40 million capital budget for enabling GO service to Niagara stations was approved to fund the activities approved in Council's GO Station Development Strategy;

WHEREAS the Niagara Region and local municipalities have made significant financial investments into key infrastructure surrounding the train stations in Grimsby, St. Catharines, and Niagara Falls which enable the expansion of service to Niagara;

WHEREAS the Government of Ontario has stated its commitment to expansion of GO service to Niagara;

WHEREAS the Government of Ontario has made historic investments in the expansion of its GO Transit network;

WHEREAS the Niagara Region, in collaboration and cooperation with the 12 local communities, and with connectivity to GO Transit as one of its primary drivers, amalgamated public transit service across the region, culminating in the creation of the Niagara Transit Commission;

WHEREAS the cost to Niagara Region to complete this amalgamation of Niagara's transit systems was substantial;

WHEREAS the Niagara Region has introduced NRT OnDemand Transit service to establish and enable first/last mile connections to existing Grimsby and Lincoln GO stops, in addition to connecting all of Niagara's rural communities with the GO network;

WHEREAS the Niagara Region funded the completion of a Metrolinx-approved Initial Business Case demonstrating the significant value of establishing GO Train service to Lincoln;

WHEREAS efforts to secure enhanced daily GO Train service have resulted in a positive but inadequate outcome of three round trips a day between Niagara Falls and Union Station;

WHEREAS recent projections indicate that there are over 130,000 potential commuters identified within Niagara for the purposes of post-secondary education, employment, and recreation;

WHEREAS the Niagara region continues to grow, with over \$1.8 billion in residential building permits issued and with 30,000 approved units;

WHEREAS Niagara's investments and leadership have met or exceeded all of the prerequisite local conditions required to secure a reliable two-way, all-day GO Train service pattern identified for success by the Provincial Government and Metrolinx; and

WHEREAS the Niagara Region, in partnership with the 12 local municipalities, believes that a robust GO Train service pattern with increased frequency and reliability is needed in order to drive ridership, thereby boosting the provincial economy and removing cars from congested highways.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Regional Council **REAFFIRM** its explicit commitment that securing all-day, two-way GO Train service between Niagara Falls and Union Station, with stops in St. Catharines, Grimsby and Lincoln, is a top priority;
2. That the Regional Chair's Office **BE DIRECTED** to lead an advocacy campaign, in partnership with the 12 local municipalities, to help influence provincial decision makers to increase the frequency and reliability of GO Train service patterns to Niagara;
3. That the Chief Administrative Officer **BE DIRECTED** to make necessary resources and personnel required to support this campaign to help secure a more conducive GO Train service pattern available;

4. That the Regional Clerk **BE DIRECTED** to send a copy of this motion to Niagara's 12 local councils, Metrolinx and the City of Hamilton; and
5. That the Regional Chair **BE DIRECTED** to send a copy of this motion to Niagara's four Members of Provincial Parliament and any appropriate provincial transportation ministries.

Yours truly,



Ann-Marie Norio  
Regional Clerk

:kl  
CLK-C 2024-060

Distribution List:

Local Area Municipalities  
D. Wright, Board Chair, Metrolinx  
P. Verster, Chief Executive Officer, Metrolinx  
City of Hamilton

May 28, 2024

**City of Hamilton  
Haldimand County  
Regional Municipality of Niagara  
Local Area Municipalities**

***SENT ELECTRONICALLY***

**Report No. FA-27-24 RE: NPCA Comments on Proposed Regulation Detailing Minister's Permit and Review Powers – ERO Posting 019-8320**

At the Board of Directors meeting held on May 17, 2024, the following resolution was passed:

**Resolution No. FA-65-2024**

**THAT** Report No. FA-27-24 RE: NPCA Comments on Proposed Regulation Detailing Minister's Permit and Review Powers – ERO Posting 019-8320 **BE RECEIVED** for information;

**AND FURTHER THAT** Report No. FA-27-24 **BE CIRCULATED** to upper-tier and lower-tier municipalities in Niagara Region, the City of Hamilton, and Haldimand County for their information.

A copy of Report No. FA-27-24 and the Appendix are enclosed for your reference.

Sincerely,



Melanie Davis  
Manager, Office of the CAO & Board  
Niagara Peninsula Conservation Authority

cc: Chandra Sharma, CAO / Secretary - Treasurer  
Leilani Lee-Yates, Director, Planning & Development  
David Deluce, Senior Manager, Environmental Policy & Planning

**Report To: Board of Directors**

**Subject: NPCA Comments on Proposed Regulation Detailing Minister's Permit and Review Powers – ERO Posting 019-8320**

**Report No: FA-27-24**

**Date: May 17, 2024**

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**Recommendation:**

**THAT** Report No. FA-27-24 RE: NPCA Comments on Proposed Regulation Detailing Minister's Permit and Review Powers – ERO Posting 019-8320 **BE RECEIVED** for information;

**AND FURTHER THAT** Report No. FA-27-24 **BE CIRCULATED** to upper-tier and lower-tier municipalities in Niagara Region, the City of Hamilton, and Haldimand County for their information.

**Purpose:**

The purpose of this report is to update the Board on staffs' comments submitted to the Environmental Registry of Ontario (ERO) regarding Proposed Regulation Detailing Minister's Permit and Review Powers.

**Background:**

On April 1, 2024 several amended sections of the *Conservation Authorities Act* received proclamation and took effect. These included the new Section 28.1.1 Permits issued by Minister, and Subsection 28.1(8) Request for Minister's review.

Section 28.1.1 allows the Minister of Natural Resources and Forestry (the Minister) to issue an order directing a conservation authority not to issue a permit and, if an order is made, give the Minister the power to issue a permit in place of the conservation authority. Subsection 28.1(8) allows a permit applicant to submit a request to the Minister to review a conservation authority's decision to refuse a permit or any conditions imposed by the



conservation authority. An enabling regulation is required before the new ministerial powers can be used.

The Government of Ontario posted notice 019-8320 to the ERO on April 5, 2024, providing details about the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision, make the permitting decision in place of a conservation authority, or may undertake a review of a conservation authority permitting decision.

The ERO posting was open for 31 days, closing on May 6, 2024. Staff submitted comments to the ERO outlining our concerns and provided recommendations for the province's consideration.

### **Discussion:**

The ERO posting provided general descriptions of the additional requirements of Section 28.1.1 that would be included in the new regulation. This includes:

- “The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of proposed development.
  - Why the Minister’s involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and the request for Minister’s involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.”

In the absence of specific details or a draft regulation, it is unclear how the new regulation will be administered and what role conservation authorities may have in administering the

regulation. NPCA staff have taken care to coordinate our comments with Conservation Ontario and partner conservation authorities to ensure consistency to the extent possible.

NPCA staff comments and recommendations are included in Appendix 1. Notable concerns NPCA staff highlighted include:

- The suggested categories of provincial interest are broad and may result in numerous requests that may conflict with provincial interest in protecting people and property from natural hazards. A potential high volume of requests may affect MNRF's ability to process the requests in a timely manner.
- Caution is warranted in choosing third party providers to inform the Minister's decision on permits. These providers may have perceived or real conflicts of interest with working for both private interests and the Province. The NPCA recommends the MNRF establish a multi-disciplinary Minister's technical advisory committee to provide recommendations to the Minister when issuing permits or reviewing conservation authority permitting decisions.
- What/who's data and mapping will be used to evaluate permit requests? It is unclear how the Minister would review and make decisions on applications in the absence of conservation authority policies and tools (e.g. procedure documents, mapping, and modelling).
- How does the province intend to ensure compliance with a Minister's permit? The amended *Conservation Authorities Act* and regulatory proposal purports to have conservation authorities undertake compliance and enforcement activities with permits issued by the Minister. Without conservation authority involvement in the review and approval process, it is difficult to anticipate enforcement and compliance staff resources necessary for permits issued by the Minister.
- Who will be liable for any losses or damages resulting from a Minister's permit? Where the Minister's decisions are inconsistent with conservation authority Board-approved policies or conservation authority natural hazard mapping and modelling, the liability for such decisions remains with the issuing body (the Minister). Conservation authorities are not liable for decisions made under the *Conservation Authorities Act* by another body that may result in losses or damages.

Staff have provided five recommendations to the Province, which are fully detailed in Appendix 1:

1. Pause finalization of the Regulation to engage with Conservation Authority and Municipal representatives.

2. Further scope criteria for considering if proposed development activity supports provincial interest.
3. Decisions by the Minister should be based on sound and reliable science, data, mapping, and technical guidance prepared by Conservation Authorities through natural hazard and watershed programs.
4. Early and ongoing engagement with Conservation Authorities and Municipalities throughout the Minister's review/permit process.
5. MNRF should be fully responsible and accountable for losses or damages arising from Minister's decisions on permits.

The details regarding these new ministerial powers must be carefully developed to ensure Minister's decision making on permits remain technical, apolitical, and integrates a watershed perspective to natural hazard management to continue protecting the public, properties, and infrastructure. Staff will continue to follow this regulatory proposal and update the Board on the decision of the Province.

### **Financial Implications:**

There are no financial implications to this report. Should the proposed Regulation come into force, NPCA staff will monitor ministerial permit reviews and approvals within our watershed jurisdiction to determine any financial implications due to resulting losses in permit fee revenue.

### **Links to Policy/Strategic Plan**

Reviewing and commenting on ERO postings related to the NPCA's Section 28.1 Permitting function aligns with the NPCA's 10-year Strategic Plan goals to protect people and properties from natural hazards and climate impacts.

### **Related Reports and Appendices:**

Appendix 1: NPCA Staff Comments on ERO Posting 019-8320.

### **Authored by:**

*Original Signed by:*

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David Deluce, MCIP, RPP  
Senior Manager, Environmental Planning & Policy

**Reviewed by:**

*Original Signed by:*

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Leilani Lee-Yates, MCIP, RPP  
Director, Planning and Development

**Submitted by:**

*Original Signed by:*

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Chandra Sharma, MCIP, RPP  
Chief Administrative Officer/Secretary-Treasurer

May 6, 2024

Via Email Only

Ministry of Natural Resources and Forestry - Resources Development Section  
300 Water Street  
2nd Floor South  
Peterborough, ON  
K9J 3C7

To Whom it May Concern:

**Re: Niagara Peninsula Conservation Authority (NPCA) Comments  
ERO Posting 019-8320  
Regulation detailing new Minister's Permit and Review powers under the Conservation  
Authorities Act**

The Ministry of Natural Resources and Forestry (MNR) is proposing a regulation that would set out the circumstances in which the Minister could:

1. Issue an order to prevent a conservation authority (CA) from issuing a permit and to take over the permitting process in place of a CA, and
2. Review a CA permit decision at the request of an applicant.

These are newly proclaimed powers in the Conservation Authorities Act (CA Act) that took effect on April 1, 2024. We thank the MNR for providing an opportunity to comment on this proposal and offer the following comments.

The posting notes the proposed additional requirements of Section 28.1.1 that would be set out in the new regulation. These include:

- The Minister may make an order to prevent a CA from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:

- Overview of proposed development.
- Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *CA Act*.
- Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
- Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

The NPCA offers the following recommendations to assist with developing a transparent, accountable, and technically sound Ministerial review/permit process that protects people and property from the impacts of natural hazards.

Recommendation #1 – Pause finalization of the Regulation to engage with Conservation Authority and Municipal representatives

The ERO posting does not outline the details of the Ministerial review/permit process, and rather notes that such details will be provided within the regulation. The NPCA recommends the MNRF pause finalization of the regulation and meet with Conservation Ontario, CAs, and municipal representatives to discuss the circumstances for use of the new Minister's powers as well as implementation/procedural details (i.e., how the Minister will consider requests/petitions and make decisions). Appropriate scoping of these details will ensure the process remains transparent and procedurally fair, extinguishes requests/petitions made to circumvent locally established processes, and continues to apply a watershed lens to natural hazard management.

Recommendation #2 – Further scope criteria for considering if proposed development activity supports provincial interest:

The NPCA recognizes that the scope of requests for permits/review of a CA decision by the Minister would be limited to specified provincial interests. We note, however, that the areas of provincial interest as described is very broad and may result in numerous requests that may conflict with provincial interest in protecting people and property from natural hazards and affect MNRF's ability to process the requests in a timely manner.

The NPCA recommends that terms such as housing, community service, buildings that facilitate economic development/employment, etc. be carefully defined in the regulation to scope the ability to make requests/petitions to the Minister. As an example, left without a definition, the term housing could be interpreted to involve any development activity such as additions to existing dwellings or maintenance to an existing house. The Minister's use of Section 28.1.1 for housing would be better limited to large scale residential development located within strategic growth areas as defined in provincial and municipal plans.

Certain provincial interests (e.g., community services) are defined as "Institutional use" in the Provincial Policy Statement (PPS) and are not permitted in/on hazardous lands and sites. Permitting these types of development activities in hazard lands must not be considered by the Minister, and due care applied to ensure vulnerable populations or sensitive uses are not located in areas that pose an increased risk to life and property. Further, it is our recommendation that decisions by the Province must be consistent with the *Conservation Authorities Act*, Ontario Regulation 41/24, and natural hazard policies in the PPS.

Recommendation #3 – Decisions by the Minister should be based on sound and reliable science, data, mapping and technical guidance prepared by Conservation Authorities through natural hazard and watershed programs

The proposal does not address how the Minister will assess requests for review and petitions for orders and, if applicable, what information and criteria will be applied to make an order or a decision on a *Conservation Authorities Act* permitting matter. The *Conservation Authorities Act* requires the applicable CA to forward relevant documents and information relating to an application to the Minister, as well as provides the Minister with the ability to confer with any other person or body they consider may have an interest in the application. The *Conservation Authorities Act* and proposed regulatory requirements do not provide details on how this information will be considered.

Recent amendments to the *Conservation Authorities Act* and regulations require all CAs to develop permit application policy and procedure documents and make maps of regulated areas publicly available. The CA permitting decisions are undertaken consistent with CA Board-approved policies, and informed by natural hazard mapping, modelling, and knowledge of local watershed conditions. These tools allow CAs to assess permit applications to determine if an activity may affect the control of flooding, erosion, etc., or jeopardize the health and safety of persons or result in property damage. It is unclear how the Minister would review and make decisions on applications in the absence of these policies and tools.

An unclear process will add costs and time delays. The existing system includes competent professional planners, professional engineers, planning ecologists, hydrogeologists, geotechnical experts, and other staff with a high degree of specialized expertise. For example, existing floodlines have been well justified and peer reviewed. It would be counter-productive to use third party hazard mapping and modeling where the CA has this information readily available.

Recommendation #4 – Early and ongoing engagement with Conservation Authorities and Municipalities

Under the proposal, where the Minister issues an order for a CA not to issue a permit for a specific individual to engage in a specified activity or to persons who may wish to engage in a certain type or class of activity, notice of any order is to be provided to a CA, among other requirements, within 30 days. Once the order has been issued, the Minister may then take over the permitting process from the affected CA. It is unclear if the Minister would be able to issue a permit before having issued an order to the CA. To avoid confusion and possible conflicts with other pending approvals for the same development activity, we recommend that a Minister's order for a CA not to issue a permit must occur before the Minister issues a permit on behalf of a CA. We also recommend that notice of receipt of a request/petition for the Minister to issue a Section 28.1.1 permit be provided to the affected CA, municipality and where applicable the Niagara Escarpment Commission (NEC).

It is proposed that proponents be required to identify the status of other required project approvals. Proponents should be specifically required to indicate whether all approvals under the *Planning Act* are in place in order to demonstrate land use compatibility, appropriate zoning, etc. Permitting decisions made prior to having the appropriate planning approvals in place could put municipalities in a difficult position if they



cannot support the works further to a Minister's permit. Where applicable, proponents should specify whether required approvals from the NEC have been obtained.

Where a request for review or petition for a permit is made, proponents must indicate if the local municipality has endorsed the project and request for Minister's involvement. Development activities in one area of the watershed have the potential to impact upstream and downstream communities. As such, it is important that the affecting CA and municipality are consulted to understand potential cumulative impacts on the watershed and municipal services as a result of the proposed development activity.

Caution is warranted in choosing third party providers to inform the Minister's decision on permits. These providers may have perceived or real conflicts of interest with working for both private interests and the Province. The NPCA recommends the MNRF establish a multi-disciplinary Minister's technical advisory committee to provide recommendations to the Minister when issuing permits or reviewing CA permitting decisions. The committee should bring together technical experts from CAs, municipalities, the private sector, and applicable provincial ministries to prepare recommendations for the Minister on permit applications. A balance of expertise is essential to ensure bias is not introduced, allowing the Minister to make decisions based on the same criteria concerning natural hazards and public safety that are considered by all CA's. Careful consideration of these applications is required to avoid unintended risk to public safety, properties, or natural hazards and avoid precedent setting decisions that may not align with CA Board-approved policies.

Recommendation #5 – MNRF should be fully responsible and accountable for losses or damages arising from Minister's decisions on permits

Where the Minister's decisions are inconsistent with CA Board-approved policies or CA natural hazard mapping and modelling, the liability for such decisions remains with the issuing body (the Minister). CAs are not liable for decisions made under the *CA Act* by another body that may result in losses or damages. Liabilities and risks are one of the major drivers impacting exponentially increasing insurance costs/premiums, and CAs cannot be the insurers of last resort.

The amended *CA Act* and regulatory proposal purports to have CAs undertake compliance and enforcement activities with permits issued by the Minister. Without CA involvement in the review and approval process, it is difficult to anticipate enforcement and compliance staff resources necessary for permits issued by the Minister. Increases in enforcement and compliance activities may require additional time and staffing resources at the CA, that may increase costs associated with this program and service area. Due care must be applied when the Minister is reviewing and issuing permits to ensure appropriate conditions are assigned to the permit to minimize potential enforcement concerns. The NPCA would welcome discussions with MNRF staff about the potential for increase provincial funding for CAs to help cover the additional costs for compliance and enforcement.

Thank you for the opportunity to provide comments on the "Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act" (ERO#019-8320). The details regarding these new Minister's powers must be carefully developed to ensure Minister's decision making on permits remains technical, apolitical and integrates a watershed perspective to natural hazard management to continue

protecting the public, properties and infrastructure. The NPCA would be pleased to meet with Ministry staff to further discuss the regulatory requirements and implementation details.

Sincerely,



David Deluce, MCIP, RPP  
Senior Manager, Environmental Planning & Policy

cc: Conservation Ontario  
Niagara Peninsula Conservation Authority Board of Directors



**The Town of The Blue Mountains  
Council Meeting**

**Title:** Councillor Ardiel Notice of Motion Re: Ride-Sharing Services  
**Date:** Monday, June 3, 2024

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**Moved by:** Councillor Ardiel  
**Seconded by:** Deputy Mayor Bordignon

WHEREAS the Town of The Blue Mountains faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community; AND WHEREAS Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel; AND WHEREAS the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework; AND WHEREAS transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs; THEREFORE BE it RESOLVED THAT the Town of The Blue Mountains Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level; BE IT FURTHER RESOLVED THAT the Town of The Blue Mountains Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province; BE IT FURTHER RESOLVED THAT that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); and all Ontario municipalities, including Grey County

**YES: 6**

**NO: 0**

**CONFLICT: 0**

**ABSENT: 1**

**The motion is Carried**

**YES: 6**

Mayor Matrosovs  
Councillor McKinlay

Deputy Mayor Bordignon  
Councillor Porter

Councillor Ardiel

Councillor Hope

**NO: 0**

**CONFLICT: 0**

**ABSENT: 1** Councillor Maxwell

31 May 2024

Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)

RE: Urging the Government to Promptly Resume Assessment Cycle

Please be advised that the Council of the Corporation of the Municipality of Callander passed the following resolution at its Regular Meeting of Council held Tuesday, May 28, 2024.

Resolution No. 2024/05/184:

7.4(c) WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Callander hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

Thank you,

A handwritten signature in black ink, appearing to read 'C. Pigeau', with a long horizontal flourish extending to the right.

Cindy Pigeau  
Municipal Clerk

Copy to: Association of Municipalities of Ontario  
Rural Ontario Municipalities Association  
Federation of Northern Ontario Municipalities  
Municipal Property Assessment Corporation  
All Ontario Municipalities



## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, May 8, 2024  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

Members Present: M. Cooper, Chair  
B. Ingram, Vice-Chair  
M. Bagu, Councillor  
C. MacMillan  
B. Beck  
M. Booth  
E. Tanini

Member(s) Absent: A. Desmarais  
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 6:12 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 May 8, 2024 be adopted, as circulated.

Carried

**5. Approval of Minutes**

Moved by Councillor M. Bagu  
Seconded by M. Booth

That the minutes dated April 3, 2024 be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

Nil.

**7. Consent Items**

Moved by C. MacMillan  
Seconded by B. Ingram

That consent items 7.1 to 7.5 be received, as presented.

Carried

**7.1 Financial Report**

- a. **2024 Operating Budget (as of May 3, 2024)**
- b. **2024 Facilities Budget (as of May 3, 2024)**

**7.2 Circulation Report**

- a. **March 2024 Circulation Report**
- b. **March 2024 Circulation Snapshot**
- c. **1st Quarter 2024 Circulation Report**
- d. **1st Quarter 2024 Circulation Snapshot**

**7.3 Public Relations Report**

- a. **Librarian's Report - April 2024**

**7.4 Media Items**

- a. **Off-the-Shelf Newsletter - May/June 2024**
- b. **One Book, One Niagara Article**

**7.5 Correspondence**



- a. **Township of Wainfleet Resolution - Public Libraries and Older Adults**

**8. Discussion Items**

**8.1 Shared Services (M. Cooper)**

The Chair reported that shared services between Port Colborne and Wainfleet Public Libraries will not be pursued at this time.

**8.2 Township of Wainfleet Resolution - Public Libraries and Older Adults (R. Tkachuk)**

Moved by B. Ingram  
Seconded by E. Tanini

That the Board draft a resolution in support of the Public Libraries and Older Adults resolution that was passed at the April 30, 2024 Council of the Corporation of the Township of Wainfleet meeting.

Carried

**8.3 Board Evaluation (M. Cooper)**

The Chair requested that board evaluation forms are forwarded prior to the next regular meeting.

**8.4 Financial Items**

The Acting CEO reported that the Director of Corporate Services/City Treasurer will be attending the next meeting and requested that items 8.4 (a) to 8.4 (d) items be deferred to the next regular meeting.

- a. **Erwin Taylor Charitable Foundation (R. Tkachuk)**
- b. **Memorandum of Understanding - Verbal Report (R. Tkachuk)**
- c. **Development Charges - Verbal Report (R. Tkachuk)**
- d. **2025 Budget - Verbal Report (R. Tkachuk)**

**8.5 Verbal Report - Acting CEO's Report (R. Tkachuk)**

Moved by B. Ingram  
Seconded by B. Beck

That the Acting CEO's Report be received, as presented.

**a. Capital Projects**

The Board reviewed the progress of the 2024 capital projects.

**b. Facility Update**

The Acting CEO provided a facility update, including roof repair work.

**c. Port Fire and Emergency Services**

The Acting CEO provided updates on projects and partnerships with Port Colborne Fire and Emergency Services.

**d. Community Agency and Committee Partnerships**

The Acting CEO reported on new opportunities and partnerships that are being explored to offer new programs for the community.

**e. Programming**

The Acting CEO reported on new library programming and opportunities.

**f. Meetings and Committees**

The Acting CEO reported on meetings and committees attended.

**g. Annual Survey**

The Acting CEO confirmed submission of the mandatory Annual Survey of Public Libraries report to the Ministry.

**h. Grants and Funding**

The Acting CEO reported that a donation from Port Colborne Lions Clubs will be used to expand the children's Wonderbooks collection.

**i. Fundraising Software**

The Acting CEO presented an opportunity for new fundraising software.

**j. InterLibrary Loan Agreement**

The Acting CEO confirmed that the updated InterLibrary Loan agreement has been signed for the Ontario Library Service.

**k. Reciprocal Borrowing Agreement**

The Acting CEO presented a reciprocal borrowing opportunity.

**l. Canadian Children's Author Program**

The Acting CEO provided an update on the Canadian Children's Author project.

**m. Library Social Impact / Bridge Toolkit**

The Acting CEO reported that the staff technology survey has been completed, and that the patron technology survey is underway.

**9. Policies**

Moved by B. Ingram  
Seconded by B. Beck

That the Board approve the policies listed in items 9.1 to 9.8, as presented.

**9.1 FR-01 General Gift Acceptance**

**9.2 FR-02 Fundraising**

**9.3 FR-03 Partnership and Sponsorship**

**9.4 OP-03 Code of Conduct (Patron)**

**9.5 OP-10 Children in the Library**

**9.6 OP-11 Teens in the Library**

**9.7 OP-25 Bed Bug Policy**

**9.8 VOL-01 Volunteers in the Library**

**10. Confidential Items**

Moved by Councillor M. Bagu  
Seconded by B. Ingram

That the Board do now proceed into closed session in order to address the following matters at approximately 7:58 p.m.

Moved by B. Ingram  
Seconded by C. MacMillan

That the Board have a special, closed meeting on May 22, 2024 to discuss the following matter.

Carried

Moved by B. Ingram  
Seconded by B. Beck

That the Board do now rise from closed session at approximately 8:47 p.m.

Carried

**10.1 Confidential Human Resources Matter- pursuant to Public Libraries Act, Section 16.1(4)(b) of the personal matters about an identifiable individual**

**11. Motions**

Nil.

**12. Notice of Motions**

Nil.

**13. Roundtable**

Nil.

**14. Other Business**

Nil.

**15. Next Meeting Date and Adjournment**

A special meeting will be held May 22, 2024 at 6:30 p.m. at the L.R. Heritage Wilson Archives. The next regular meeting of the Board will be held June 5, 2024 at the L.R. Heritage Wilson Archives.

The Chair adjourned the meeting at approximately 8:48 p.m.

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Michael Cooper, Chair

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Rachel Tkachuk, Library  
Services Manager/Acting CEO  
(Board Secretary – Treasurer)

## Port Colborne Museum, Heritage, and Culture Board Meeting Minutes

**Date:** Tuesday, April 16, 2024  
**Time:** 7:00 pm  
**Location:** L.R. Wilson Heritage Research Archives  
286 King St, Port Colborne, ON L3K 4H2

Members Present: B. Heaslip  
M. Heaslip  
C. MacMillan  
T. Huffman  
C. Brema  
J. Piniak  
G. Hoyle  
A. Lessard  
B. Schneider  
L. Brazeau  
E. Beauregard, Councillor

Staff Present:  
T. Nail, Assistant Museum Curator  
S. Powell Baswick, Director of Museum and Culture

### 1. Call to Order

The Chair called the meeting to order at 7:00pm.

### 2. Disclosures of Interest

N/A

### 3. Adoption of Agenda

Moved by C. MacMillan

Seconded by B. Schneider

That the agenda dated April 16, 2024, be confirmed, as circulated or as amended.

Carried

**4. Approval of Minutes**

Moved by G. Hoyle  
Seconded by B. Heaslip

That the minutes from the meeting dated March 19, 2024, be confirmed as circulated or amended.

Carried

**5. Business Arising from the Minutes**

N/A

**6. Correspondence**

Two pieces of correspondence were received.

The first was from Councillor Dave Elliott who announced at a ward meeting that the British Home Children Exhibit was being installed at Queen's Park, and also e-mailed to Stephanie: "Museum staff always do amazing work. Congrats on the grants as well. But really, who could say no to the best museum with the best staff!!"

The second was an email received by Katelynn, who sent out the digital newsletter and invite to the Members' list: "Wow, what a beautifully creative and informative newsletter you and your colleagues have produced for 2024. It's going to be a busy year for the Museum. We hope to visit your PoCo (love the abbreviation and story) Museum this summer. Wishing the wonderful volunteers well and continued success to all. Cheers, Bruce and Barb Noman of Oakville".

**7. Council Report**

No news to report.

**8. Curator's Report**

Tami Nail presented the Curator's report on behalf of Michelle Mason, who is on vacation:

Always such an exciting time of year when the museum opens for the season. I love seeing our patrons at the members' reception. We have so much on the go again this year.

Stephani McDougall has completed her contract as of March 28. Stephani did a stellar job re-organizing the textile and part of the Indigenous collection.

I did a walk about with Tim Anderson, supervisor of facilities, and went over everything we have for our 2024 capital budget. I met with a few contractors and am waiting for the quotes to get back to Tim.

The capital projects discussed were:

Archives - Acoustic panels for the rental hall, new carpeting for the research room, and improved lighting in the research room.

Museum - Accessible door to HRC for gallery area and washroom, improved lighting, floor repair in gallery (temporary fix this year) + an engineering analysis, gallery lighting, security cameras, generators, and garage roof.

We will start the interview process for our new summer students soon.

Tami also presented the Archives Report for Michelle Vosburgh:

We may be closed, but we've been very busy with all kinds of projects and helping researchers.

The cruise ship excursion tours are nearly ready to begin at the end of April with the arrival of the first Viking ships. Michelle has completed the tour script and has been assisting with training for the guides who were hired by the City's tourism coordinator.

Cemetery Tours will be held in May, and posters are available if you have any places you would like to post them.

For Archives Awareness Month in April, we have been participating in the #ArchivesAtoZ social media campaign with daily posts.

We were approved for our two requested 16-week positions for Digitization Assistants from the Canadian Council of Archives Young Canada Works for the summer. The job posting is on the city's website. The students will begin working in the archives in May.

We are finalizing the tour location for our next walking tour - Port Colborne and the Welland Canals and hope to debut this tour in the coming months. This will be the fourth in our Urban History tours series.

We have started research for a fifth cemetery tour.

We are also in the early planning stages for a Property/House Research Workshop for the public to learn how to research their own homes and properties.



Stephanie also reported that we are waiting for quotes from Crowland and Sash regarding the Yvon Dupre window and will bring an update back to the board in May.

Councillor Beauregard asked how much digitization is left in the Archives. Stephanie explained that it is endless, and it is done by project. PastPerfect (our new Collections management database) does have an online exhibit and online searching capabilities for the public, but it is still a work in progress.

Cheryl MacMillan said that the #ArchivesAtoZ on social media is fantastic!

## **9. Auxiliary Report**

Marianne Heaslip reported that the Auxiliary AGM was held on April 15, with 20 members, 1 new member, and 3 staff in attendance.

New curtains have been hand made and installed on the first floor. The annual outing will be to Roselawn to see Rising exhibition. The spring cleaning and biscuit mix making bee will be mid-May. The arrangements for pies and Pie Social shifts are being made.

Mieke van Es was presented with the Award of Excellence, which she dedicated to all the Volunteers.

## **10. Friends of Roselawn Centre Liaison Report**

Arlene Lessard reported that the FoRC received a \$400 donation from the Art Crawl Committee.

The Rising Exhibit opens at Roselawn on April 22nd, and a Members' Appreciation will be held on that evening.

They have hired a new designer to carry out the updates to the website.

Gail Todd has resigned from the board. Her position will be replaced by 2 new board members.

Thank you to the Building and Property committee for all of their work around Roselawn.

## **11. Committee Report**

### **11.1 Finance Committee**

Bonnie Schneider reported on the Quarterly report that we are in good shape for revenues and expenses. We will see the grants money coming in later in the year as contracts finish, and same with fundraising. The Lighthouse budget shows under our total budget. They use Roselawn to

host sponsors before plays. Roselawn charges Lighthouse rent for these events and gets revenue from them.

The membership drive has made \$795.

### **11.2 Membership Committee**

Claudia Brema reported that as of April there are 4 new Life Patrons, 17 family memberships, 6 Individual memberships and 31 senior memberships for a total of 58.

### **11.3 Building and Property Committee**

Brian Heaslip reported that the committee will do a walk about of the Museum grounds once Michelle Mason returns from vacation. He asked that if anyone sees any issues that need attention to please let him know.

The committee has completed the FoRC/Meghan and Sloane's office, and they are still working on Stephanie's. Roselawn's reception area interior has been completed, but the exterior of the door needs to be scraped down, painted, and varnished.

Work on the white picket fence around the Museum has been put on hold as there are discussions of the possibility of it being replaced with wrought iron instead.

### **11.4 Programme Committee**

Cheryl MacMillan reported on the recent programs that programmer Sloane has planned and run:

April 3 - lecture from Dr. Brian Pihack regarding the Eclipse - 43 participants

April 8 - a booth at the Vale Centre for City Eclipse program with colouring pages, games and museum information - 140 people

April 14 - Seed Bomb with Land Care - 10 participants with a percentage of ticket price going to the Museum

Cheryl also reminded everyone to bring wine and goodies to the Members' Reception on Sunday, April 28.

#### **a. 50th Anniversary Committee**

Cheryl MacMillan reported that a meeting was held on March 20 to brainstorm. The next meeting will be on April 24 and staff will bring

a map of the grounds with the ideas to see if they fit. Ideas will have to be wheedled down.

There will be bilingual signage, and 50th Anniversary logo.

The main idea is a BBQ on Sunday, July 26, 2025 from 12-4pm on the Museum grounds. There will be a DJ playing 1975 songs, and everyone will be asked to wear 1975 clothing. 25 picnic tables will be ordered from the city. The budget will also be discussed at the next meeting.

#### **11.5 Fundraising Committee**

Claudia Brema reported that the last meeting was cancelled.

The committee is asking for volunteers for the first concert of the Music on the Lawn 2024 Series at Roselawn. It will be on June 2nd, from 12-2pm. There will be donation bins at the gates. Stephanie mentioned that she is discussions with the City Treasurer to get the donation bins that allow for tap so people can also pay with credit or debit with pre-set amounts. This does require having WiFi/Hotspot available. New posters for the 2024 series will be ready for next month.

#### **11.6 Policy Committee**

N/A

#### **11.7 Accession Committee**

Terry Huffman reported that Registrar, Katelynn, will set the next meeting date when enough donation requests have come into the Museum.

#### **11.8 Heritage Committee**

Luke Brazeau reported that last night's (April 15) meeting had to be cancelled because there was no report from the City Planning Department and no one from the Planning Department was available for the meeting. The committee is still struggling overall with getting support from the Planning Department.

#### **12. Confidential Items**

N/A

#### **13. Director's Report**

Copies of the 2023 Annual Report were passed out at the meeting and Stephanie pointed out some specific items and information.

Stephanie reported that the 2023 Annual Report will be going to council and that she is very proud of the revenue generation, doing well getting donations, especially finds from the Museum Auxiliary. The Auxiliary almost matches what we receive from the government. The Canadian Museum Operating Grant (CMOG) has not increased in funding since 1986 for any museum. Councillor Bagu will be writing a letter of support to increase the funding of CMOG.

Thank you to the Friends of Roselawn for their support for all the various projects through 2023. Thank you to the Board members for all of your help to make all of this happen. Kudos to Michelle Mason who put all the information together for the 2023 report.

Almost all of the funding received so far this year relate to a project with a staff person, such as the 43-week internship from Young Canada Works- Building Careers in Heritage for an Exhibition and Research Assistant. This is our first time applying from an internship through YCW. The projects this intern will be working on will be related to 50th Anniversary projects - refreshing the Neff Steam Buggy exhibit as well as micro/macro exhibits that will go out into the community. A macro exhibit would be working with City to place photos on derelict and empty buildings along Main St. so that they become art pieces and help get them leased. The micro exhibits will be smaller temporary exhibits that can go out to events, other buildings within the city, parks, malls, etc. They could also help with the City's Hall of Fame. In order to be able to accept the grant, we need to find \$20,000 to cover our part of the expenses (YCW Internships don't give out 100% funding). Stephanie suggests that we ask council for the \$20,000 to support the 50th Anniversary initiatives. If not through council, we could fundraise as part of the 50th Anniversary.

The department has also been successful in getting the following grants:

- MAP Grant for textile reorganization - fully funded
- 2 CSJ - the 15% needed for our budget was already in the 2024 budget. The positions are Official Languages Officer and a Cultural Activities Leader.
- 2 YCW Archives Digitization Assistants
- YCW Research and Conservation Assistant who will research the history of Roselawn and create a permanent exhibit
- SEP - provincial grant - Outreach Coordinator to assist with promoting and marketing all initiatives and projects

Moved by B. Heaslip

Seconded by C. MacMillan

Motion to accept the Young Canada Works - Building Careers in Heritage Internship for an Exhibition and Research Assistant.

Carried

**14. New Business**

The May's board meeting will be held at Roselawn to help alleviate hearing issues due to the acoustics in the Archives, which are being fixed.

Bonnie inquired about the upcoming summer programming, hands on heritage. Sloane is working on the programming with the help of the Cultural Activities summer student. More information will be coming out soon.

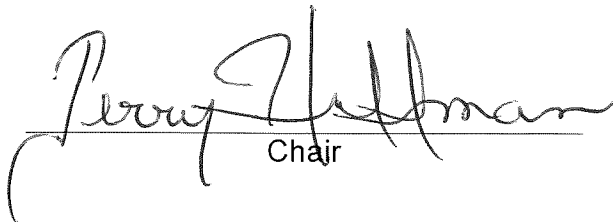
Volunteer Orientation is coming up on April 19th. It will provide updates on events, positions, a new Volunteer Handbook, and provide an opportunity to sign up for events.

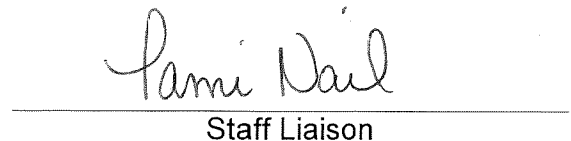
The list of committees and members will be re-sent via e-mail before the next meeting.

Stephanie will be ordering Board uniform shirts which will have the logo and "Board Member" underneath. They will be ready for June.

**15. Adjournment**

The Chair adjourned the meeting at approximately 8:17pm.

  
Chair

  
Staff Liaison

**THE CORPORATION OF THE CITY OF PORT COLBORNE  
AND  
THE CORPORATION OF THE TOWNSHIP OF WAINFLEET**

**FIRE SERVICES REVIEW COMMITTEE**

**MAY 30, 2024 – 10:00 A.M.**

**ELECTRONIC PARTICIPATION**

<b>PRESENT:</b>	J. MacLellan	Councillor/Co-chair (Wainfleet)
	M. Luey	Chief Administrative Officer (Wainfleet)
	M. Alcock	Fire Chief
	S. Schutten	Deputy Fire Chief
	T. Hoyle	Councillor/Co-chair (Port Colborne)
	S. Luey	Chief Administrative Officer (Port Colborne)
	B. Steele	Mayor (Port Colborne)
<b>OTHER:</b>	A. Chrastina	Deputy Clerk (Wainfleet)
	C. Schofield	Acting City Clerk (Port Colborne)
	J. Chamberlain	Port Colborne Professional Firefighters Association

**1. Call to Order**  
Councillor MacLellan called the meeting to order at 10:03 a.m.

**2. Disclosures of Interest and the General Nature Thereof**  
None

**3. Adoption of the Agenda**  
The agenda was adopted as circulated.

**4. Approval of Minutes**  
None

**5. Staff Updates**  
None

**6. New Business**

a) Service Delivery Options - Committee member correspondence

S. Luey reviewed the service delivery options as outlined in the discussion guide provided by Councillor Hoyle.

Chief Alcock asked that committee members and stakeholders share any questions or feedback regarding this document with him directly.

b) Stakeholder Engagement

Stakeholder engagement was discussed in the review of service delivery options.

c) Work Plan

S. Luey reviewed the proposed work plan with the committee.

**7. Action Items**

**Chief Alcock outlined the following action items:**

- a) Any questions or considerations coming out of the service delivery document will be addressed and staff will report back to the committee.
- b) The committee determined stakeholder engagement will be conducted by way of survey. Chief Alcock will draft a survey to come back to the committee for review. The final survey will be launched and distributed with assistance from Port Colborne Communications staff.
- c) Staff will endeavour to have the survey concluded in time to present results at the June 17, 2024 meeting of the committee.

**8. Next Meeting**

The next meeting dates are confirmed, with the times to be confirmed prior to June 17, 2024:

- a) June 17, 2024 (City of Port Colborne)
- b) July 8, 2024 (Township of Wainfleet)
- c) July 22, 2024 (City of Port Colborne)

**9. Adjournment**

There being no further business, the meeting was adjourned at 10:28 a.m.

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J. MacLellan, CHAIR

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A. Chrastina, DEPUTY CLERK



The Corporation of the City of Port Colborne

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

Being a by-law to adopt amendment no. 16 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;

Now 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. 16 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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

**AMENDMENT NO. 16  
TO THE  
OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**PREPARED BY:  
CITY OF PORT COLBORNE PLANNING DIVISION  
June 2024**

**AMENDMENT NO. 16  
TO THE  
OFFICIAL PLAN  
FOR THE  
PORT COLBORNE PLANNING AREA**

**AMENDMENT NO. 16  
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. 16 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 2024-142

## **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. 16 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 designation on Schedule A – City Wide Land Use of the Port Colborne Official Plan to facilitate the development of the subject land, illustrated on the attached Schedule, as single detached dwellings.

#### **Location**

The lands affected by this amendment are legally described as part of Lot 20, Concession 1 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 631 Lorraine Road. A detailed map of the subject land is attached as Schedule “A” to this Official Plan Amendment No. 16.

#### **Basis**

The subject land is designated “Agricultural”. 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 the subject land to facilitate the development of three (3) residential dwelling units.

The proposed development provides an opportunity for residential intensification at a location that is serviced by existing services and infrastructure. The subject land is surrounded by residential, agricultural, and recreational land uses making them 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 land from the existing “Agriculture (A-11)” zone to the “Rural Residential (RR)” zone and RU-82, being a special provision of the Rural zone, permitting the existing golf course, and recognizing the existing lot frontage of 805 metres and minimum lot area to 29.7 hectares.

The proposal is consistent/conforms with:

- The Provincial Policy Statement (2020) by providing for limited growth within a rural area;
- A Place To Grow (2020) by contributing to the minimum intensification targets and utilizing existing municipal services;
- Niagara Official Plan providing for limited growth within a rural area; and
- Port Colborne Official Plan by introducing residential uses at an appropriate location, while meeting the City’s intensification target and providing for limited growth within a rural 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. 16 to the Official Plan for the City of Port Colborne. Page 491 of 522

The Official Plan for the Port Colborne Planning Area is hereby amended as follows: The land illustrated on Schedule A is redesignated from Agricultural to Rural and Environmental Conservation to permit to be developed for single detached dwellings between an existing dwelling and an existing non-agricultural use.

### **Details of the Amendment**

1. That lands shown on "Schedule A to Official Plan Amendment No. 16", shall be re- designated from Agricultural to Rural and Environmental Conservation and shall be identified on Schedule A City Wide Land Use Map of the Official Plan for the Port Colborne Planning Area.
2. Notwithstanding any policy of the Official Plan for the City of Port Colborne to the contrary, the land may be developed for single detached dwellings, subject to the following:
  - a) Only three (3) new lots are created through severance between an existing residential building and an existing non-agricultural land use;
  - b) The new lots can be adequately serviced by individual sanitary services and individual water services on 10,000 square metre parcels set back 30 metres from Natural Heritage features.
  - c) Each new lot will comply with the requirements of the Zoning By-law as amended.
  - d) Each new lot complies with the Minimum Distance Separation Formulae.

### **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.

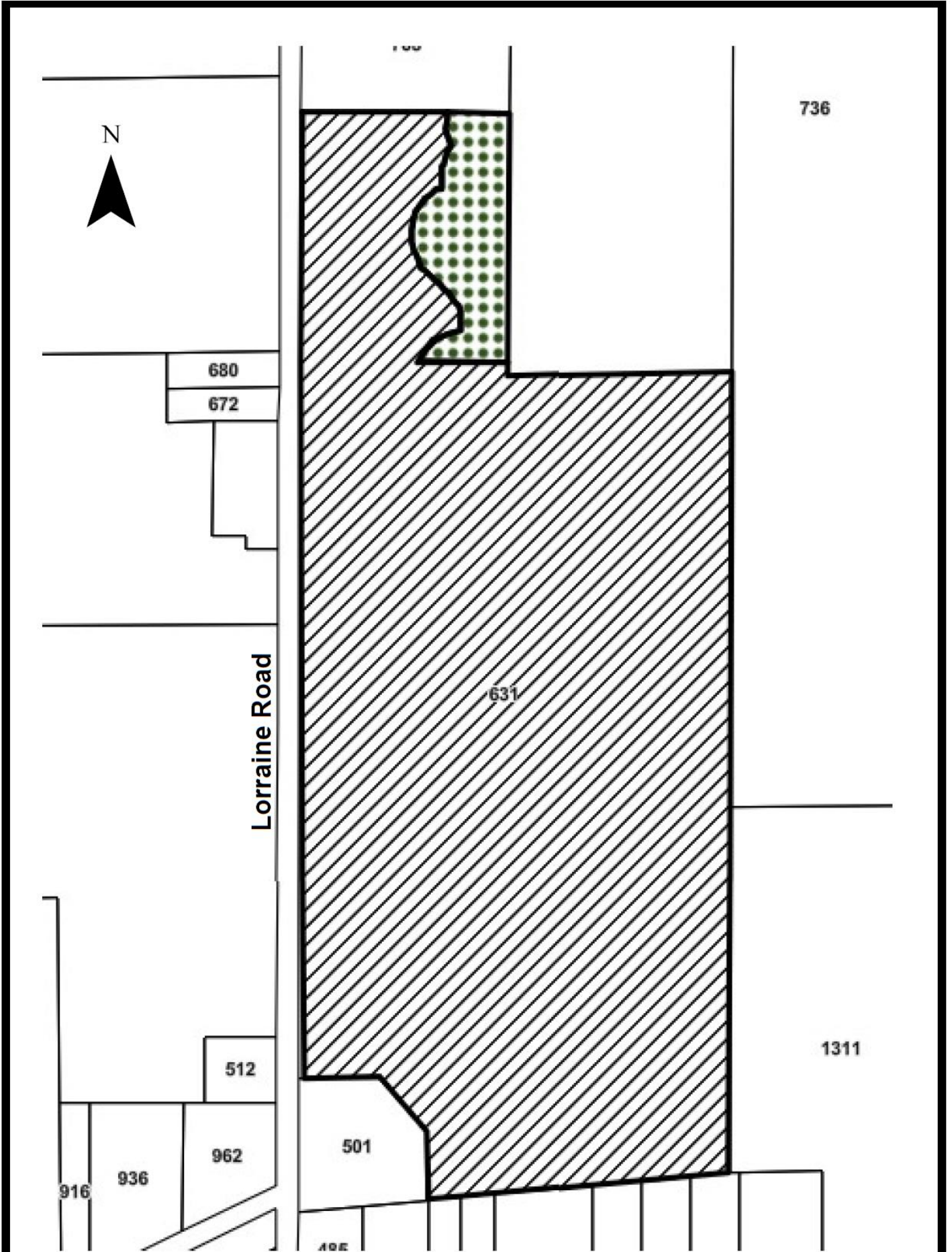
### **PART C – THE APPENDICES**

The following appendices do not constitute part of Amendment No. 16 but are included as information to support the Amendment.

APPENDIX I – Department of Development and Legislative Services Report 2024-142



Schedule "A"





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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

-  - Lands to be re-designated to Rural
-  - Lands to be re-designated to Environmental Conservation Area (Significant Woodland)

June 2024

Not to scale

File No. D09-01-24

Drawn by: DS - City of Port Colborne

The Corporation of the City of Port Colborne

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

Being a by-law to amend Zoning By-law 6575/30/18 respecting the land legally known as Part of Lot 20, Concession 1, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 631 Lorraine Road

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 "A5" forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A from A-11 to Rural Residential (RR) and RU-82, being a special provision of the Rural (RU) zone.
3. That Section 37 entitled "Special Provisions" of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

RU-82

In addition to the uses permitted in the Rural (RU) zone, these lands may also be used for the purpose of a golf course and uses, buildings and structures accessory thereto, and the following special provisions shall apply:

- a) Minimum Lot Frontage 805 metres
  - b) Minimum Lot Area 29.7 hectares
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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

# THE CORPORATION OF THE CITY OF PORT COLBORNE

## BYLAW NO.

Being a bylaw to prohibit the obstruction, encumbering, injuring or fouling of City Roads.

**WHEREAS** sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*” or “the statute”), authorize a municipality to pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

**AND WHEREAS** sections 11 and 27 of the *Municipal Act, 2001* provide that a lower- tier municipality may pass by-laws respecting highways under its jurisdiction;

**AND WHEREAS** section 425 of the *Municipal Act, 2001* permits a municipality to pass by-laws providing that any person who contravenes any by-law of the municipality enacted under the statute is guilty of an offence;

**AND WHEREAS** section 426 of the *Municipal Act, 2001* provides that no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under a by-law enacted under the statute;

**AND WHEREAS** section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences under its by-laws;

**AND WHEREAS** section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative monetary penalties to assist the municipality in promoting compliance with its by-laws;

**AND WHEREAS** section 444 of the *Municipal Act, 2001* permits a municipality, if satisfied that a contravention of a by-law of the municipality passed under the statute has occurred, to make an order requiring the person who contravened the by-law or who caused or permitted the contravention to discontinue the contravening activity;

**AND WHEREAS** section 446 of the *Municipal Act, 2001* provides that if a municipality has authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense;

**AND WHEREAS** the Council of the Corporation of the City of Port Colborne considers it necessary and desirable to enact this by-law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

1.1. This By-law shall be known as the “Fouling of Roads By-law”.

## 2. **DEFINITIONS**

2.1. For the purposes of this By-law:

**“Administrative Monetary Penalty”** means a monetary penalty administered pursuant to City By-law No. 6902/50/21, as amended from time to time.

**“By-law”** means this Fouling of Roads By-law.

**“City”** means the Corporation of The City of Port Colborne.

**“City Road”** means a Road under the jurisdiction of the City.

**“Company”** means any corporate or legal entity that is not an Individual and includes but is not limited to a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society and/or, organization.

**“Council”** means Council of the City.

**“Deposit”** means to place, throw, spill, dump or otherwise cause or permit Material to be situated on a Road by any means whatsoever and, without limiting the generality of the foregoing, includes any Material that is moved, transported, carried or brought by any Person, animal, Vehicle, equipment, appurtenance or other conveyance and that becomes loose, detaches, blows, spills or falls on any Road.

**“Foul”** means to Deposit any Material on a City Road.

**“Individual”** means a natural person.

**“Material”** means any substance or material of any nature or kind whatsoever and, without limiting the generality of the foregoing, includes any dirt, filth, soil, mud, gravel, sand, clay, lime, fertilizer, manure, snow, ice, glass, metal, paper, hay, straw, coal, animal carcass, liquid waste, refuse or other matter.

**“Officer”** shall mean:

- i. a Police Officer employed by the Royal Canadian Mounted Police (RCMP), Ontario Provincial Police (OPP) or Niagara Regional Police Service (NRPS);
- ii. a Provincial Offences Officer of the City or other person appointed by or under the authority of a City by-law to enforce City by-laws including, but not limited to, an appointed Municipal Law Enforcement Officer for the City of Port Colborne or an employee of the Ontario Society for the Prevention of Cruelty of Animals (OSPCA).
- iii. a Peace Officer authorized to enforce the Highway Traffic Act.

**“Operations Manager”** means the Operations Manager of the City or his/her

designate.

“**Owner**” means any Person that is the registered owner of a Property.

“**Person**” includes an Individual and a Company.

“**Property**” means any land or premises within the City.

“**Road**” means a common and public highway and includes any street, bridge, trestle, viaduct or other structure forming part of a highway and includes the whole of the road allowance between the lateral property lines thereof.

“**Sidewalk**” means all parts of a Road as are set aside or improved for the use of pedestrians.

“**Vehicle**” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle, equipment and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

### 3. **APPLICATION**

3.1. This By-law shall apply to all City Roads and Sidewalks.

### 4. **PROHIBITIONS**

4.1. Without the prior written consent of Council or unless otherwise authorized by the provisions of a by-law of the City, no Person shall:

- (a) Foul, obstruct, encumber or injure, or cause or permit to be Fouled, obstructed, encumbered or injured, any City Road or any drain, ditch, or culvert thereupon.
- (b) Erect, install, place or maintain, or cause or permit to be erected, installed, placed or maintained, any pole, post, fence, hedge, awning, canopy, marquee, porch, doorstep, vehicle approach ramp, sidewalk, driveway, structure, firewood, material or other thing, either wholly or partly upon, in, under or over a City Road.
- (c) Hang or maintain, or cause or permit to be hung or maintained, any gate, door or other thing in such a manner as to allow it to swing over any part of a City Road.
- (d) Place or expose, or cause or permit to be placed or exposed, any merchandise or other articles of any kind upon a City Road outside of a building so that the same shall project over any part of a City Road; provided that this paragraph shall not prevent the use of a part of a Sidewalk for not more than one (1) hour at any one (1) time for the taking in, or delivery of merchandise or other articles, provided that sufficient space is left unencumbered for the use of pedestrians and that the

merchandise or articles are removed therefrom without unnecessary delay.

- 4.2. The Owner of any Property at or upon which any activity is undertaken that involves or requires the passage of Persons, animals, Vehicles, equipment, appurtenances or other conveyances to or from the Property and any other location within or outside the City shall not:
  - (a) Transport, drive, guide or operate any such animals, Vehicles, equipment, appurtenances or other conveyance in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road or Sidewalk; and/or
  - (b) Cause or permit any such animals, Vehicles, equipment, appurtenances or other conveyances to be transported, driven, guided or operated in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road or Sidewalk.

## **5. ADMINISTRATION AND ENFORCEMENT**

- 5.1. For the purposes of enforcing this By-law, the Operations Manager or an Officer may exercise any power, authority or remedy granted to the City pursuant to the *Municipal Act, 2001* and the *Provincial Offences Act, R.S.O. 1990, c. P. 33* ("*Provincial Offences Act*").
- 5.2. Where the Owner of a Property erects, installs, places, maintains or causes or permits to be erected, installed, placed or maintained any pole, post, fence, hedge, awning, canopy, marquee, porch, doorstep, vehicle approach ramp, sidewalk, driveway, structure, firewood, material or other thing wholly or partly upon, in, under or over a City Road or hangs or maintains or causes or permits to be hung or maintained any gate, door or other thing in such a manner as to allow it to swing over any part of a City Road, the City may issue an Order requiring the Owner to remove or cause the removal of the obstruction or encumbrance forthwith.
- 5.3. An Order made under section 5.2 of this By-law shall prescribe the time period for complying with the Order. Where the Owner fails to comply with an Order within the time period specified for compliance, the City may remove the obstruction or encumbrance at the expense of the Owner. The amount of such expense shall be paid to the City by the Owner of the Property forthwith upon demand.
- 5.4. Where a City Road is Fouled by reason of the passage of Persons, animals, Vehicles, equipment, appurtenances or other conveyances to or from a Property, the Owner of the Property shall forthwith remove or cause to be removed the Deposit and shall remedy the Fouling to the satisfaction of the City.
- 5.5. Where a City Road is obstructed, encumbered or otherwise injured by reason of the passage of Persons, animals, Vehicles, equipment,

appurtenances or other conveyances to or from a Property, the Owner of the Property shall forthwith remove or cause to be removed the obstruction or encumbrance and shall remedy the injury to the satisfaction of the City.

- 5.6. Where the Owner of a Property fails to forthwith remove or cause to be removed any Fouling, Deposit, obstruction or encumbrance or fails to forthwith correct an injury to a City Road, the City may, without notice, carry out any work necessary to remove the Fouling, Deposit, obstruction or encumbrance, to correct the injury to the City Road and/or to restore the City Road to its normal condition, at the expense of the Owner. The amount of such expense shall be paid to the City by the Owner forthwith upon demand.
- 5.7. No Person shall hinder or obstruct, or attempt to hinder or obstruct, the Operations Manager, an Officer, or any other employee or agent authorized to carry out work for the City from carrying out inspections of land or conducting any other duties required to give effect to this by-law, including the carrying out of work that may be required to remedy or correct a City Road that has been Fouled, obstructed, encumbered or otherwise injured.

## **6. PENALTIES**

- 6.1. Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to such penalties as provided for in the *Municipal Act, 2001* and the *Provincial Offences Act*.
- 6.2. An Officer may issue an Administrative Monetary Penalty notice immediately upon evidence of a violation of this By-law to the Owner of a Property in accordance with City By-law No. 6902/50/21, as amended, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne.
- 6.3. The Administrative Monetary Penalties for failures to comply with this By-law are set out in Schedule "B" of By-law 6902/50/21, as amended from time to time.
- 6.4. Where a contravention of a provision of this By-law or an Order is committed on or continues for more than one (1) day, the Person committing the contravention is liable to be convicted for a separate offence for each day that the contravention is committed or continued. For greater certainty, in the case of an Order, a contravention continues for every day or part of a day past the date set out in the Order by which the work must be completed, or action taken as the case may be.

## **7. GENERAL**

- 7.1. If any part or provision of this By-law is declared by any court or tribunal of competent jurisdiction to be invalid, inoperative, in whole or in part, or to



be inoperative in particular circumstances, this balance of the By-law, and/or its application in other circumstances, shall not be affected and shall remain in full force and effect.

- 7.2. If there is a conflict between a provision of this By-law and a provision of any other by-law of the City, the provision that establishes the higher standard shall prevail.
- 7.3. Any reference to legislation in this By-law includes the legislation referred to and any amendments, replacement, subsequent enactment or consolidation of such legislation.
- 7.4. This By-law shall come into force and take effect upon the date of its passage by Council.

BY-LAW READ AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_

MAYOR

\_\_\_\_\_

CLERK

The Corporation of the City of Port Colborne

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

Being a By-law to Amend By-law No. 6902/50/21, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne

Whereas the City of Port Colborne has adopted By-law No. 6902/50/21 Being a By-law to Establish a System for Administrative Penalties for Non- Parking Offences within the City of Port Colborne; and

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the City of Port Colborne approved the recommendations of the Community Safety and Enforcement Department, By-law Services Report 2024-48, Subject: Fouling of Roads Draft By-law; and

Whereas The City of Port Colborne considers it desirable to add the Fouling of Roads to the Administrative Monetary Penalty, tier penalty system; and

Whereas the City of Port Colborne considers it desirable and necessary to amend By- law No. 6902/50/21 Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within the City of Port Colborne;

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

1. That Schedule "B" is hereby amended to include administrative penalties for the Fouling of Roads By-law No. \_\_\_\_\_ as amended.
2. That Schedule "B" is hereby amended to include tier penalty system.

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

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

**CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY  
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -  
FOULING OF ROADS BY- LAW NO. \_\_\_\_\_**

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1<sup>st</sup>) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2<sup>nd</sup>) or greater, contravention of the of the designated provision in Column 1.

Section	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
4.1 (a)	Cause or permit the Fouling, obstructing, encumbering or injuring any City Road or drain, ditch or culvert.	\$500	\$1000	\$2000
4.1 (b)	Cause or permit the erecting, installing, placing or maintaining any item wholly or partly upon, in, under or over a City Road.	\$500	\$1000	\$2000

4.1 (c)	Cause or permit the hanging or maintaining of any gate, door, or other thing in such a manner as to allow it to swing over any part of a City Road	\$500	\$1000	\$2000
4.1 (d)	Place or expose, or cause or permit to be placed or exposed, any merchandise or articles of any kind upon a City road	\$500	\$1000	\$2000
4.2 (a)	Owner of Property transport, drive, guide or operate any animal, any type of Vehicle or equipment in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road	\$500	\$1000	\$2000
4.2 (b)	Owner of Property cause or permit any animal, any type of Vehicle or equipment to Foul, obstruct, encumber or otherwise injure a City Road	\$500	\$1000	\$2000
5.2	Fail to comply with an Order	\$500	\$1000	\$2000
5.4	Fail to forthwith remove or cause to be removed any Deposit from a City Road and remedy Fouling	\$500	\$1000	\$2000
5.5	Fail to forthwith remedy injury to a City Road	\$500	\$1000	\$2000
5.7	Hinder or obstruct, or attempt to hinder or obstruct, any authorized employee or agent authorized to enforce this By-law	\$500	\$1000	\$2000

The Corporation of the City of Port Colborne

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

Being a By-law to Stop and Close for Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383) (Barrick and Elm Street)

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Office of the Chief Administrative Officer Report No. 2024-129, Subject: Stop up and Close By-law for Barrick and Elm; and

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

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the road allowance set out and described in this by-law be stopped up and closed; and

Whereas By-law 4339/12/03 provides that public notice of Council's intention to permanently close the highway set out and described in this by-law must be provided; and

Whereas no person claiming their lands will be prejudicially affected by the by-law applied to was heard by the Council of the Corporation of the City of Port Colborne at the meeting held by the Council for that purpose on Tuesday, May 28, 2024;

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

1. That the portion of the road allowance described as Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383) is stopped up and closed.
2. That the Mayor and the Clerk are authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is authorized to affix the Corporate Seal thereto.
3. That the City Solicitor is directed to prepare and register all such documents in the proper Land Registry Office to stop up and close the portion of the road allowance described as Part of Lot 29, Concession 2, being Part 1, Plan 30R-16228; Port Colborne (Part of PIN 64141-0383).
4. That this by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.
5. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

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

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

---

Scott Luey  
Acting City Clerk

The Corporation of the City of Port Colborne

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

Being a By-law to Authorize Entering into an  
Agreement of Purchase and Sale with  
1342392 Ontario Ltd. for 235-241 Welland Street

Whereas at its meeting of June 25, 2024, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Office of the Chief Administrative Officer Report No. 2024-131, Subject: Sale of 235-241 Welland Street - 2024-131; and

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

Whereas Council is desirous of entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street; and

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

1. That The Corporation of the City of Port Colborne enters into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street, with the Agreement attached hereto as Schedule "A".
2. That the Mayor and the Acting City Clerk are authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Acting City Clerk is authorized to affix the Corporate Seal thereto.
3. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

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

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk



Schedule A to By-law No. \_\_\_\_\_

**AGREEMENT OF PURCHASE AND SALE**

**THIS AGREEMENT** is dated for reference as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF PORT  
COLBORNE**  
(the “**Vendor**”)

- and -

**1342392 ONTARIO LTD.**  
(the “**Purchaser**”)

In consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the parties agree as follows:

**1. Real Property**

Upon and subject to the terms and conditions of this Agreement, the Purchaser hereby agrees to and with the Vendor to purchase, and the Vendor agrees to and with the Purchaser to sell, those lands and premises described as LT 29 E/S WELLAND ST PL 843 PORT COLBORNE ; PORT COLBORNE, being all of PIN 64164-0007 (LT) (the “**Property**”); and

**2. Payment of Purchase Price**

The purchase price for the Property is TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00) (the “**Purchase Price**”) plus Harmonized Sales Tax (“**H.S.T.**”), payable as follows:

(a) Within two (2) business Days after the acceptance date of this Agreement by the Vendor, the Purchaser shall pay Ten Thousand Dollars (\$10,000.00) Dollars by wire transfer or certified cheque drawn against the trust account of a law firm in Ontario to Sullivan Mahoney LLP, In Trust, as the Vendor’s solicitors (the “**Deposit**”). The Deposit will be held in trust pending completion or other termination of this transaction, and will be credited on account of the Purchase Price on the Closing Date. The Deposit will not be invested in an interest bearing account; and

(b) On closing, the sum of TWO HUNDRED AND FORTY THOUSAND DOLLARS (\$240,000.00), subject to the usual adjustments, if any, payable by wire transfer or a certified cheque drawn against the trust account of a law firm in Ontario, to the Vendor, or as it may direct, on the Closing Date.

**3. Title Clause**

This Agreement is subject to the title to the Property being good and free from all encumbrances, save only any easements for servicing or utilities, municipal agreements, registered restrictions, restrictive covenants, municipal by-laws, or governmental enactments. The Purchaser are not to call for the production of any title deeds, abstracts, survey or other evidence of title except such as are in the possession of the Vendor. The Purchaser are to be allowed until ten (10) days prior to Closing to examine the title at their own expense. If within that time, any valid objection to title is made in writing to the Vendor which the Vendor shall be unable or unwilling to remove, and which the Purchaser will not waive, then this Agreement shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and any deposit shall be returned by the Vendor to the Purchaser forthwith without interest or deduction and the parties shall have no other liabilities to each other. Save as to any valid objections so made within such

time, the Purchaser shall be conclusively deemed to have accepted title of the Vendor to the Property.

#### 4. **Assignment**

This Agreement may not be assigned by the Purchaser without the express written consent of the Vendor, which consent may be arbitrarily withheld.

#### 5. **Conditions**

Intentionally Deleted

#### 6. **Purchaser's Acceptance of Real Property "As Is, Where Is"**

- (a) The Purchaser acknowledges that the Vendor makes no representation nor gives any warranties with respect to the Property or the fitness of the Property for the Purchaser's intended uses, and, the Property is being sold by the Vendor and accepted by the Purchaser on an "As Is, Where Is" basis, including without limitation, state of title, outstanding work orders, zoning and development approval status, locations of any and all structures, walls, retaining walls or fences (freestanding or otherwise) or encroachments by buildings or fences or otherwise on the Property or adjoining properties or streets, soil condition, environmental status and as to quantity, quality or condition.
- (b) The Purchaser agrees that the Vendor shall not be obligated to perform any work in respect of the Property in order to bring the Property, or any part thereof, into compliance with any applicable standards of any relevant authority. The Purchaser also agrees not to make any claim against the Vendor in respect of any such work that may be required in order to bring the Property, or any part thereof, into such compliance.

#### 7. **Environmental**

- (a) The Purchaser acknowledges and agree that the Vendor makes no representations or warranties whatsoever, either expressed or implied, as to the existence or non-existence of any asbestos, PCBs, radioactive substances or any other substances, liquids or materials or contaminants which may be hazardous or toxic or require removal and disposal pursuant to the provisions of any applicable legislation (all of the foregoing being hereinafter called "**Environmental Matters**") and that the Purchaser takes the Property "as is" and relies upon their own investigations, if any, in this regard. From and after the Closing Date, the Property shall be the sole risk of the Purchaser, and the Vendor, its successors and assigns and its employees and agents (collectively, the "**Vendor Parties**"), will have no further liability in respect of any Environmental Matters and the Purchaser covenants and agrees, such covenant to survive closing and not to merge on closing of this transaction, to indemnify and save harmless the Vendor Parties in respect of any Claims in any way related directly or indirectly to any Environmental Matters and in respect of orders or claims, charges or requirements whatsoever of any municipal, provincial, federal or other governmental body, board, commission, authority, department or ministry, or employees, officials or representatives thereof.
- (b) As of and from the Closing Date, the Purchaser shall release the Vendor Parties, and their successors and assigns, from and against all Claims, in any way arising, directly or indirectly by reason of the presence on the Property of any containment, pollutant, dangerous substance wastes (liquid or solid) or toxic substance or the escape thereof in the air or onto adjacent properties or lands including rivers, streams, and ground waters, (collectively the "**Substances**"), whether produced, created or generated before or after the Closing Date and such indemnity shall

include any order, decree, judgment or demand under law, regulation or order applicable thereto.

- (c) The Purchaser, its successors and assigns, hereby agree to indemnify and hold harmless the Vendor Parties, and their successors and assigns, from any and all Claims arising out or in any way connected with any state, quality or condition in, or of, the Property, including, but not limited to, the existence of any Substances existing as of, or prior to the Closing Date and thereafter, whether environmental or otherwise, whether imposed by law, equity or any federal, provincial or municipal law, rules or regulations or by any regulatory authority. These provisions shall survive and not merge on the completion of this transaction and any subsequent sale or transfer of the Purchaser's interest in the Property.

## 8. Future Use

- (a) The Vendor and Purchaser agrees that there is no representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically provided for in this Agreement.
- (b) The Purchaser acknowledges and agrees that the Vendor is under no obligation by virtue of the sale of the Property to the Purchaser, to grant any approvals, including approvals for changes to the City of Port Colborne Official Plan or Comprehensive Zoning By-law, or with respect to site plan control, minor variances, or building permits, or to support approvals required by any other approval authority which may be necessary for any contemplated use of the Property by the Purchaser. The City agrees not to cause any delays in the approval process, ensuring timely cooperation and allowing the Purchaser to comply with the twelve (12) month timeline. The Purchaser will not assume any liability for any unnecessary delays caused by the City.

## 9. Closing Date

The transaction of purchase and sale shall be completed by no later than 5:00 p.m. on [**June 28, 2024**] (the "**Closing Date**").

## 10. Adjustments, Harmonized Sales Tax and Land Transfer Tax

**The Vendor will be responsible for the Vendor's legal costs incurred in connection with this transaction.** Realty taxes, local improvements, and assessment rates shall be apportioned and allowed to the Closing Date (with the Closing Date to be for the account of the Purchaser). H.S.T. shall be in addition to the Purchase Price. The Vendor will not collect H.S.T. only if the Purchaser provide to the Vendor an H.S.T. number as proof that they are both H.S.T. registrants under the *Excise Tax Act* ("**ETA**"), together a warranty and indemnity, satisfactory to the Vendor acting reasonably, certifying, among other things, that the Purchaser will self-assess and remit the H.S.T. payable and file the prescribed form required under the ETA. The foregoing warranties shall not merge but shall survive the completion of the transaction. The Purchaser shall be responsible for Land Transfer Tax exigible respecting the transaction.

## 11. Closing Documents

- (a) The Vendor and Purchaser shall cause their respective solicitors to enter into a Document Registration Agreement in prescribed form and content to facilitate the electronic registration required for closing.

- (b) The Vendor represents and warrants that it is not now and shall not at the time of closing be a non-resident of Canada within the meaning of the *Income Tax Act* (Section 116), and, it shall deliver on closing an affidavit verifying same.
- (c) The Purchaser agrees to sign and deliver the Re-Conveyance Agreement attached as Schedule “A” hereto. This Re-Conveyance Agreement will be registered on title to the Property on Closing in priority to any charges, liens or other encumbrances.
- (d) In addition to the other deliveries contemplated herein, the Vendor shall prepare and deliver the Transfer, save for the Land Transfer Tax Statements, and, the parties shall exchange, Undertakings to Readjust and Statement of Adjustments, as necessary.
- (e) The Vendor and Purchaser acknowledges and agrees that the exchange of closing funds, non-registrable documents and other items (the “**Requisite Deliveries**”) and the release thereof to the Vendor and Purchaser, will (a) not occur at the same time as the registration of the Transfer (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said solicitors.

## **12. Non-Merger**

It is agreed that all covenants, representations and warranties of the parties herein contained shall not merge on the closing of the transaction or the delivery of the transfer but shall survive thereafter.

## **13. Binding Agreement/Time of the Essence**

This Agreement, when executed by both parties shall constitute a binding contract of purchase and sale, and time shall in all respects be of the essence hereof, provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by the Vendor and Purchaser, or, by their respective lawyers who may be specifically authorized in that regard.

## **14. Entire Agreement**

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement or the Property or supported thereby other than as expressed herein in writing.

## **15. Tender**

Any tender of documents or money hereunder may be made upon the solicitor acting for the party on whom tender is desired on the Closing Date, and, it shall be sufficient that a negotiable bank draft or certified cheque may be tendered in lieu of cash.

## **16. Non-Fettering**

(a) Nothing in this Agreement shall derogate from, interfere with or fetter the discretion of any present or future Council in the exercise of its decisions or in the Vendor’s determinations or actions in the capacity of the Vendor as a municipal corporation, or the rights of the municipality to act or refuse to act in connection with its approval, regulatory or inspection rights as a regulator or municipal corporation.

(b) All rights, benefits and obligations of the Vendor under this Agreement shall be rights, benefits and obligations of the Vendor in its capacity as a party to this Agreement, but notwithstanding the other provisions of this Agreement, shall not derogate or interfere with or fetter the rights, benefits, and obligations of the Vendor in its function and capacity as a municipal corporation with respect to matters of general application. Without limiting the generality of the foregoing, nothing in this Agreement constitutes a waiver or exception of or from the Purchaser from complying with, obtaining and being subject to all necessary consents, permits, licenses or approvals from the Vendor in its capacity as a municipal corporation, in connection with any design, construction or development of anything on the Property.

### **17. Non-Registration**

The Purchaser agrees not to register this Agreement nor notice thereof against the title to the Property. The Purchaser acknowledges that in the event that any registration respecting this Agreement or notice thereof occurs, the Vendor, in addition to any other rights or remedies it may have, shall be entitled to injunctive relief, and the Vendor may rely upon this provision in support thereof.

### **18. Business Day**

For purposes of this Agreement, a business day means a day other than Saturday, Sunday or a statutory holiday for the Province of Ontario.

### **19. Severability**

If any provision contained herein shall be found by a court of competent jurisdiction to be illegal or unenforceable, then such provision shall be considered separate and severable from the rest of this Agreement, and the remainder of this Agreement shall continue to be in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable provision had never been included.

### **20. Notices**

Any notice, demand, approval, consent, information, agreement, offer, request or other communication (hereinafter referred to as a “**Notice**”) to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery, facsimile transmission or registered mail to the address set out below or to such other address or facsimile number as may from time to time be the subject of a Notice:

To the Vendor:

The Corporation of the City of Port Colborne  
66 Charlotte Street, Port Colborne L3K 3C8

Attention: Chief Administrative Officer

To the Purchaser:

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery, and if sent by registered mail, shall be deemed to have been validly and effectively given and received five (5) business days after the date it was sent, and if sent by facsimile transmission with confirmation of transmission prior to 5 p.m., shall be deemed to have been validly and effectively given and received on the day it was sent, unless the confirmation of transmission was after 5 p.m. or on a non-business day, in which case it shall be deemed to have been given and received on the next following business day.

## **21. Successors and Assigns**

All of the covenants and agreements in this Agreement shall be binding upon the parties hereto and their respective successors and assigns and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and their permitted assigns pursuant to the terms and conditions of this Agreement. The Purchaser shall be entitled to assign all of its rights under this Agreement to another person or entity, provided that the assignee is related to the Assignor within the meaning of the *Income Tax Act* (Canada) and the assignee covenants to be bound by the terms of this Agreement as if it were an original signatory thereto.

## **22. Counterparts and Electronic Delivery**

The parties agree that this Agreement may be executed in counterparts and transmitted by telecopier or email and that the reproduction of signatures in counterpart by way of telecopier or email will be treated as though such reproduction were executed originals.

## **23. Offer Open for Acceptance**

Once executed by the Purchaser and delivered to the Vendor or its representative, this document shall constitute an irrevocable offer to purchase the Property on the terms and conditions herein contained, open for acceptance by the Vendor until 5 p.m. on June \_\_\_\_, 2024, after which time, if not accepted, such offer shall become null and void.

**[next page is signature page]**

**IN WITNESS WHEREOF** the Purchaser have executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

**1342392 ONTARIO LTD.**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

**IN WITNESS WHEREOF** the Vendor has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

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

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.



## SCHEDULE "A"

**[Re-conveyance Agreement]****RIGHT TO RE-CONVEYANCE AGREEMENT**

**THIS AGREEMENT** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BETWEEN:**

**THE CORPORATION OF THE CITY OF PORT  
COLBORNE**  
(the "City")

- and -

**1342392 ONTARIO LTD.**  
(the "Purchaser")

**RECITAL:**

- A. By-law No. \_\_\_\_\_ passed by the Council for The Corporation of the City of Port Colborne on \_\_\_\_\_, 2024, authorized the acceptance of an Agreement of Purchase and Sale from the Purchaser for the lands legally described as LT 29 E/S WELLAND ST PL 843 PORT COLBORNE, being all of PIN 64164-0007 (LT); (the "Property"), and, subject to the City reserving the right to a re-conveyance of the Property.
- B. The Purchaser has agreed to enter into an Agreement with the City to secure the City's right to a re-conveyance of the Property.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

**1. RIGHT TO RE-CONVEYANCE**

- (a) The Purchaser hereby grants to the City the irrevocable right to a re-conveyance of the entire Property in the event the Purchaser fails to:
- I. enter into a Site Plan Agreement with the City for the construction a multi-unit residential dwelling on the Property consistent with the City's urban design guidelines approved for this Property within twelve (12) months of registration of the Transfer of the Property from the City to the Purchaser, and, which Site Plan Agreement shall be registered on the title to the Property at the Purchaser's expense;
- OR**
- II. obtain building permits and begin construction of a multi-unit residential dwelling on the Property within twenty-four (24) months of registration of the Transfer of the Property;
- (b) The Purchaser hereby grants to the City the irrevocable right to a re-conveyance of the entire Property in the event the Purchaser becomes insolvent or makes an assignment for the benefit of creditors, prior to the completion of the actions described in Sections 1(a)(I) or (II).
- (c) The right to re-conveyance is exercisable by notice in writing from the City to the Purchaser.
- (d) In the event the City exercises its right to a re-conveyance of the Property as provided for in Sections 1(a) or (b), it shall do so for the sum of TWO HUNDRED AND FIFTY DOLLARS (\$250,000.00), subject to adjustments for the amount of any taxes then

due and owing against the Property and the amount of Land Transfer Tax payable by the City for registration of the Transfer of the Property. Despite any improvements or investments made by the Purchaser, the Purchaser shall be deemed to have forfeited any investment so made and shall not be entitled to any compensation for same whatsoever, including monies expended for installing services. Further, there shall be no adjustment in respect of monies drawn upon by the City in respect of securities provided by the Purchaser.

- (e) On the date which is thirty (30) days after the City exercises its right to receive a reconveyance of the Property (the “**Closing Date**”), the Purchaser will convey the Property to the Purchaser subject to the terms provided for in this Agreement. The Purchaser shall give vacant possession of the Property to the Purchaser on the Closing Date.
- (f) In addition to Section 1(e) above, the Purchaser undertakes to obtain and register good and valid discharges and/or releases of all liens, charges and any other encumbrances, which the Purchaser has caused to be registered against the title to the Property, forthwith following the City's notice of exercising its option to purchase the Property. Notwithstanding the foregoing, the Purchaser shall at all times indemnify and save harmless the City against all actions, suits, claims and demands whatsoever, which may be brought against or made upon the City and from and against all losses, costs, damages, charges and expenses whatsoever which may be incurred, sustained or paid by the City for or by reason of or on account of such liens, charges or other encumbrances.

## 2. **NON-ASSIGNMENT**

The Purchaser shall not have the right to assign this Agreement to any person or other entity without the prior written consent of the City, which consent may be unreasonably denied.

## 3. **SEVERABILITY**

If any provision contained herein shall be found by a Court of competent jurisdiction to be illegal or unenforceable, then such provision shall be considered separate and severable from the rest of this Agreement, and the remainder of this Agreement shall continue to be in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable provision had never been included.

## 4. **NOTICES**

Any notice, demand, approval, consent, information, agreement, offer, request or other communication (hereinafter referred to as a “**Notice**”) to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery, facsimile transmission or email to the address set out below or to such other address or electronic number as may from time to time be the subject of a Notice:

### (a) **City:**

The Corporation of the City of Port Colborne  
 66 Charlotte Street  
 Port Colborne, ON L3K 3C8  
 Attention:  
 Facsimile: (905) 835-2939

Telephone: (905) 835-2900

(b) **Purchaser:**

1342392 Ontario Ltd.

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Attention:

Facsimile:

Telephone:

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by facsimile transmission or email with confirmation of transmission prior to 5:00 p.m., shall be deemed to have been validly and effectively given and received on the business day it was sent unless the confirmation of transmission was after 5:00 p.m. in which case it shall be deemed to have been received on the next following business day.

**5. SUCCESSORS AND ASSIGNS**

All of the covenants and terms in this Agreement shall be binding upon the parties hereto and their respective successors and assigns and shall enure to the benefit of and be enforceable by the parties hereto and their respective successors and their permitted assigns pursuant to the terms and conditions of this Agreement.

**6. COUNTERPARTS AND ELECTRONIC DELIVERY**

This Agreement may be executed and delivered by facsimile or electronic transmission and the parties may rely upon all such facsimile or electronic signatures as though such facsimile or electronic signatures were original signatures. This Right to Re-Conveyance Agreement may be executed in any number of counterparts and all such counterparts shall, for all purposes, constitute one agreement binding on the parties.

*[Signature page follows.]*

**IN WITNESS WHEREOF** the Purchaser has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

**1342392 ONTARIO LTD.**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

**IN WITNESS WHEREOF** the City has executed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2024.

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

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the Corporation.

The Corporation of the City of Port Colborne

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

Being a by-law to exempt the lands known as  
Block 73 on Plan 59M-428, more specifically described as  
Parts 1-14 on Plan 59R-18043, municipally known as  
730-742 Clarence Street from the  
Part Lot Control provisions of the *Planning Act*

Whereas subsection 50(5) the *Planning Act* provides restrictions on how land can be conveyed and transferred to new owners; and

Whereas subsection 50(7) of the *Planning Act* allows municipalities to pass a by-law exempting specific lands within a registered plan of subdivision to be exempt from subsection 50(5); and

Whereas the Council of The Corporation of the City of Port Colborne desires to pass an exemption by-law;

Now therefore, and pursuant to the provisions and authority of subsection 50(7) of the *Planning Act, R.S.O. 1990*, The Corporation of the City of Port Colborne enacts as follows:

1. That subsection 50(5) of the *Planning Act, R.S.O. 1990*, shall not apply to the lands described as follows:
  - a) Block 73, Plan 59M-428, City of Port Colborne being all of PIN 64403-0571 (LT) for the purpose of creating seven (7) lots for street townhouse dwelling units.
2. This By-law expires two years from the date of its enactment by Council in accordance with subsection 50(7.3) of the *Planning Act*.
3. 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*.
4. The City Solicitor is hereby authorized and directed to proceed with the registration of this by-law with the local Land Registry Office, as applicable.

Enacted and passed this      day of                      , 2024.

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk

The Corporation of the City of Port Colborne

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

Being a By-law to Amend By-law No. 7006/44/22 to Establish a Permitting System for the Parking of Vehicles on Designated Highways and Parking Lots in The City of Port Colborne

Whereas By-law No. 7172/114/23 passed by the Council of The Corporation of The City of Port Colborne on November 28, 2023 delegated certain powers and duties under various Acts to certain Municipal Officers and Employees, including the power to approve temporary road closures for municipally run events or events of municipal significance including, but not limited to Canada Day, Canal Days, and the Santa Clause Parade to the Director, Public Works or Manager of Operations; and

Whereas the Council of The Corporation of the City of Port Colborne is desirous of making a housekeeping amendment to By-law No. 7006/44/22 to establish the time frame for Canal Days event permit parking;

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

1. That Schedule “B” to By-law No. 7006/44/22 – “Locations”, is amended by replacing the Table under the heading “Parking Lots” with the following:

Market Square	N/A	Entire Parking Lot	Entire Parking Lot	Civic Holiday Weekend Friday to Monday inclusive
H.H. Knoll Lakeview Park Boat Launch Parking Lot	N/A	Entire Parking Lot	Entire Parking Lot	Civic Holiday Weekend Friday to Monday inclusive

2. That Schedule “B” to By-law 7006/44/22 – “Locations”, be amended by replacing the Table under “Streets” with the following:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>		<u>Column 4</u>
Highway	Side	From	To	Times/Days
Clarence St.	N & S	Fielden Ave.	Linwood Ave.	Civic Holiday Weekend Friday to Monday inclusive
Linwood Ave.	E & W	Clarence St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive
Clare Ave.	E & W	Clarence St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive
Forest Ave.	E & W	Clarence St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive
Steele St	W	Division St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive

Division St.	N & S	Steele St.	Linwood Ave.	Civic Holiday Weekend Friday to Monday inclusive
Stanley St.	N & S	Steele St.	Linwood Ave.	Civic Holiday Weekend Friday to Monday inclusive
Ash St.	N & S	Elm St.	Linwood Ave.	Civic Holiday Weekend Friday to Monday inclusive
Sugarloaf St.	N & S	Steele St.	Linwood Ave.	Civic Holiday Weekend Friday to Monday inclusive
Sugarloaf St.	N	King St.	David St.	Civic Holiday Weekend Friday to Monday inclusive
Fielden Ave.	E & W	Sugarloaf St.	Park St.	Civic Holiday Weekend Friday to Monday inclusive
Elm St.	E & W	Charlotte St.	Kent St.	Civic Holiday Weekend Friday to Monday inclusive
Elm St	W	Kent St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive
Catharine St.	E & W	Charlotte St.	Sugarloaf St.	Civic Holiday Weekend Friday to Monday inclusive
King St.	E	Kent St.	Victoria St.	Civic Holiday Weekend Friday to Monday inclusive
Alexandria St.	N & S	Steele St.	End	Civic Holiday Weekend Friday to Monday inclusive
Kent St.	S	King St.	Fielden Ave.	Civic Holiday Weekend Friday to Monday inclusive
Kent St.	N & S	Fielden Ave.	Steele St.	Civic Holiday Weekend Friday to Monday inclusive
Charlotte St.	N & S	Steele St.	Elm St.	Civic Holiday Weekend Friday to Monday inclusive



Victoria St.	N & S	King St.	Elm St.	Civic Holiday Weekend Friday to Monday inclusive
Adelaide St.	N & S	King St.	Elm St.	Civic Holiday Weekend Friday to Monday inclusive
Fraser St.	S	Canal Bank Rd.	Davis St.	Civic Holiday Weekend Friday to Monday inclusive
Durham St.	N	Welland St.	Mitchell St.	Civic Holiday Weekend Friday to Monday inclusive

3. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this bylaw.
4. That this by-law shall come into force and take effect on the date of passing, subject to the display of official signs.

Enacted and passed this 25<sup>th</sup> day of June, 2024.

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William C. Steele  
Mayor

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Scott Luey  
Acting City Clerk

The Corporation of the City of Port Colborne

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

Being a by-law to adopt, ratify and confirm  
the proceedings of the Council of The  
Corporation of the City of Port Colborne at  
its Regular Meeting of June 25, 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 June 25, 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.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or with respect to the exercise of any powers by the Council, then this by-law is deemed for all purposes to be the by-law required for such authorization or exercise of any powers.
3. 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.
4. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

Enacted and passed this 25<sup>th</sup> day of June, 2024.

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

\_\_\_\_\_  
Scott Luey  
Acting City Clerk