



PORT COLBORNE

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, July 23, 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	
4.1 World Hepatitis Day, July 28, 2024	1
4.2 Rail Safety Week, September 23-29, 2024	5
5. Adoption of Agenda	
6. Disclosures of Interest	
7. Approval of Minutes	
7.1 Regular Meeting of Council - June 25, 2024	8
8. Staff Reports	
8.1 2024 Trimester 1 Financial Reporting, 2024-107	22
8.2 Canal Days – Museum By-law Exemptions, 2024-148	60
8.3 Joint Accessibility Advisory Committee Renewal, 2024-147	64
8.4 Oil Mill Creek Municipal Drain, 2024-141	82
8.5 POCOMAR Agreement, 2024-138	87

8.6	Tourism Strategy and Tactical Plan, 2024-145	105
8.7	Urban Forest Management Plan, 2024-144	133
8.8	Waterfront Road Allowances, 2024-143	263
8.9	2024 Watermain Replacement Project Update, 2024-146	367
9.	Correspondence Items	
9.1	Town of Cochrane Re: Ontario Regulation 391/21: Blue Box "ineligible" Sources	371
9.2	Niagara Region Re: Niagara Poverty Reduction Strategy - Social Assistance Rates	373
9.3	Association of Municipalities of Ontario (AMO) and Ontario Medical Association (OMA) Resolution Re: Physician Shortage	411
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 , email 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 Museum, Heritage, and Culture Board Meeting Minutes - May 21, 2024	

20. By-laws

20.1	By-law to Appoint Municipal Law Enforcement Officers	415
20.2	By-law to Amend By-law 6082/48/14 Being a By-law to Establish a System for Administrative Penalties respecting the Stopping, Standing and Parking of Vehicles	416
20.3	By-law to Amend By-law 89-2000, as Amended, Being a By-law Regulating Traffic and Parking on City Roads (Stop Sign Locations)	418
20.4	By-law to Amend By-law 4310/146/02 Being a By-law Prescribing On and Off-Street Parking for Persons with Disabilities within the City of Port Colborne	419
20.5	By-law to Establish a Permitting System for the Parking of Vehicles on Designated Highways and Parking Lots in the City of Port Colborne (Special Events)	420
20.6	By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	427

21. Procedural Motions

22. Information items

23. Adjournment

From: Usick,Karen
To: wayne.redekop@niagararegion.ca; marvin.junkin@niagararegion.ca; Brian.Grant@niagararegion.ca; frank.campion@niagararegion.ca; bill.steele@niagararegion.ca; Jdiodati@niagarafall.ca; jeff.jordan@niagararegion.ca; sandra.easton@niagararegion.ca; terry.ugulini@niagararegion.ca; Mathew.Siscoe@niagararegion.ca; Gary.Zalepa@niagararegion.ca; Cheryl.Ganann@niagararegion.ca; jim.bradley@niagararegion.ca
Cc: chris.bittle@parl.gc.ca; jstevens-qp@ndp.on.ca; JStevens-CO@ndp.on.ca; hugo@gncc.ca; corrina@gncc.ca; makayla@gncc.ca
Subject: Thank You . . . Because Your Ongoing Support Is So Truly Appreciated!!!
Date: June 4, 2024 4:27:48 PM
Attachments: [WHD 2024 Proclamation - Lincoln.pdf](#)
[WHD 2024 Proclamation - Niagara Falls.pdf](#)
[WHD 2024 Proclamation - Niagara-On-The-Lake.pdf](#)
[WHD 2024 Proclamation - Pelham.pdf](#)
[WHD 2024 Proclamation - Port Colborne.pdf](#)
[WHD 2024 Proclamation - St. Catharines.pdf](#)
[WHD 2024 Proclamation - Thorold.pdf](#)
[WHD 2024 Proclamation - Wainfleet.pdf](#)
[WHD 2024 Proclamation - Welland.pdf](#)
[WHD 2024 Proclamation - West Lincoln.pdf](#)
[WHD 2024 Proclamation - Grimsby.pdf](#)
[WHD 2024 Proclamation - Fort Erie.pdf](#)

 **WE'RE NOT WAITING
BECAUSE**



World Hepatitis Day 2024 is quickly approaching . . . and we are on our 2nd campaign of the year following Canadian Viral Hepatitis Elimination Day (Can Hep Day)!

Canada signed on to do our part in 2016! So again, this year we will join our global partners to work towards eliminating hepatitis as a public health threat by 2030!

We need your help! Please consider joining us with our awareness campaign and proclaim Sunday July 28 – World Hepatitis Day in your municipality within Niagara!

Many municipalities joined us to proclaim May 9, 2024 “Can Hep Day” . . . we thank you for your ongoing support to help in these very important health awareness campaigns!

Thank you for considering the Hepatitis C Care Clinic Team’s proclamation request! Please feel free to contact me if you have any questions, or require further details or information!



#HepCantWait #WorldHepatitisDay #NoHep

Take care and stay safe!

Karen

Karen Usick – Reg. N

Hepatitis C Care Clinic | Community Coordinator

Niagara Health System | Addiction Services

Karen.Usick@NiagaraHealth.on.ca

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

260 Sugarloaf Street, Port Colborne, ON L3K 2N7

HCCC Website Address - www.niagarahealth.on.ca/site/hepatitis-c-care

NHS Addiction Services - www.niagarahealth.on.ca/services/addiction-recovery



#HepCantWait | #WorldHepatitisDay | #NoHep

WORLD HEPATITIS DAY

July 28th, 2024

WHEREAS, approximately 204,000 Canadians are living with hepatitis C and over 250,000 people are living with hepatitis B;

WHEREAS, people living with hepatitis B and C have an increased risk of developing cirrhosis, liver failure and related illnesses;

WHEREAS, Ontario has over 110,000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

WHEREAS, there are vaccines available for Hepatitis A and B; effective Hepatitis C treatment therapies can cure over 95% of cases; and

WHEREAS, World Hepatitis Day provides an opportunity to reach out to millions of Canadians and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public health concern in Canada by 2030;

THEREFORE, I, Bill Steele, Mayor of the City of Port Colborne, do hereby proclaim **July 28th, 2024 World Hepatitis Day** in Port Colborne.

JOURNÉE MONDIALE CONTRE L'HÉPATITE

Le 28 juillet 2024

ATTENDU QUE, au Canada, quelque 204 000 personnes vivent avec l'hépatite C et environ 250 000 avec l'hépatite B;

ATTENDU QUE le risque de cirrhose, d'insuffisance hépatique et de maladies connexes est plus élevé chez les personnes qui vivent avec l'hépatite B ou C;

ATTENDU QUE l'Ontario compte plus de 110 000 personnes vivant avec l'hépatite B ou C, deux maladies lentes et progressives; et

ATTENDU QU'il existe des vaccins pour protéger contre l'hépatite A et B ainsi que des traitements efficaces pouvant guérir plus de 95 % des personnes atteintes d'hépatite C; et

ATTENDU QUE la Journée mondiale contre l'hépatite est une occasion de joindre des millions de Canadiennes et de Canadiens, d'encourager le dépistage de l'hépatite et de fournir traitements et soins aux personnes touchées tout en ouvrant la voie vers l'élimination de l'hépatite en tant que problème de santé publique au Canada d'ici 2030;

PAR CONSÉQUENT, je, Bill Steele, maire de la Ville de Port Colborne, proclame par la présente le **28 juillet 2024 Journée mondiale contre l'hépatite** à Port Colborne.

Bill Steele
Mayor / Maire



WORLD HEPATITIS DAY

July 28th, 2024

WHEREAS, approximately 204,000 Canadians are living with hepatitis C and over 250,000 people are living with hepatitis B;

WHEREAS, people living with hepatitis B and C have an increased risk of developing cirrhosis, liver failure and related illnesses;

WHEREAS, Ontario has over 110,000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

WHEREAS, there are vaccines available for Hepatitis A and B; effective Hepatitis C treatment therapies can cure over 95% of cases; and

WHEREAS, World Hepatitis Day provides an opportunity to reach out to millions of Canadians and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public health concern in Canada by 2030;

THEREFORE, I, William C. Steele, Mayor of the City of Port Colborne, do hereby proclaim **July 28th, 2024 World Hepatitis Day** in Port Colborne.

JOURNÉE MONDIALE CONTRE L'HÉPATITE

Le 28 juillet 2024

ATTENDU QUE, au Canada, quelque 204 000 personnes vivent avec l'hépatite C et environ 250 000 avec l'hépatite B;

ATTENDU QUE le risque de cirrhose, d'insuffisance hépatique et de maladies connexes est plus élevé chez les personnes qui vivent avec l'hépatite B ou C;

ATTENDU QUE l'Ontario compte plus de 110 000 personnes vivant avec l'hépatite B ou C, deux maladies lentes et progressives; et

ATTENDU QU'il existe des vaccins pour protéger contre l'hépatite A et B ainsi que des traitements efficaces pouvant guérir plus de 95 % des personnes atteintes d'hépatite C; et

ATTENDU QUE la Journée mondiale contre l'hépatite est une occasion de joindre des millions de Canadiennes et de Canadiens, d'encourager le dépistage de l'hépatite et de fournir traitements et soins aux personnes touchées tout en ouvrant la voie vers l'élimination de l'hépatite en tant que problème de santé publique au Canada d'ici 2030;

PAR CONSÉQUENT, je, Bill Steele, maire de la Ville de Port Colborne, proclame par la présente le **28 juillet 2024 Journée mondiale contre l'hépatite** à Port Colborne.

William C. Steele
Mayor / Maire

From: Stephen Covey <stephen.covey@cn.ca>

Sent: Friday, July 12, 2024 10:47 AM

To: William C. Steele <William.Steele@portcolborne.ca>

Subject: Rail Safety Week 2024 | Proclamation request

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed proclamation. This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Daniel Salvatore, your local CN Public Affairs representative, at daniel.salvatore@cn.ca.

For more information:

Questions or concerns about rail safety in your community, contact our Public Inquiry Line at 1-888-888-5909

For additional information about Rail Safety Week 2024 visit cn.ca/railsafety or operationlifesaver.ca

Let us know how you promote rail safety in your community by visiting cn.ca/RSW2024

For any questions about this proclamation, please email RSW@cn.ca

Thank you in advance for your support.

Janet Drysdale
CN Senior Vice-President and
Chief Stakeholder Relations Officer

Stephen Covey
CN Chief of Police and
Chief Security Officer

Chris Day
Operation Lifesaver
Interim National Director



English

RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor (first name & last name):

Seconded by Councillor (first name & last name):

Powered by Qualtrics 



City of Port Colborne
Council Meeting Minutes

Date: Tuesday, June 25, 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
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Member(s) Absent: E. Beauregard, Councillor
F. Danch, Councillor

Staff Present: S. Luey, Chief Administrative Officer/Acting City Clerk
B. Boles, Director of Corporate Services/Treasurer
S. Shypowskyj, Director of Public Works
D. Vasu, Acting Deputy Clerk
C. Banting, Compliance, Programs and Performance Manager
J. Colasurdo, Manager of Infrastructure
G. Long, Director of Development and Government Relations

- 1. Call to Order**
Mayor Steele called the meeting to order at 6:30 p.m.
- 2. National Anthem**
- 3. Land Acknowledgement**
Councillor Elliott recited the land acknowledgement.
- 4. Proclamations**
- 5. Adoption of Agenda**

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

That the agenda dated June 25, 2024, be confirmed, as amended.

Carried

6. Disclosures of Interest

6.1 Councillor T. Hoyle - City Real Estate – Surplus Declaration and Disposition (Killaly St. E.), 2024-139

Councillor Hoyle declared a conflict of interest due to residential location to the development proposed for Killaly Street East which are purchasing the City surplus land.

7. Approval of Minutes

That items 7.1 to 7.5 be approved as presented.

7.1 Regular Meeting of Council - May 28, 2024

7.2 Public Meeting Minutes - April 2, 2024

7.3 Public Meeting Minutes - June 4, 2024

7.4 Public Meeting Minutes - June 18, 2024

7.5 Council in Closed Session - June 18, 2024

8. Staff Reports

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

8.1 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

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*.

8.2 Fouling of Roads Draft By-law, 2024-48

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.

8.3 Stop Up and Close Barrick and Elm, 2024-129

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.

8.4 Sale of 235-241 Welland Street, 2024-131

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.

a. Memo and Updated Appendix B - 235-241 Welland Street By-law Authorizing Agreement of Purchase and Sale

8.5 City Real Estate – Surplus Declaration and Disposition (Killaly St. E.), 2024-139

Councillor T. Hoyle declared a conflict on this item (Councillor Hoyle declared a conflict of interest due to residential location to the development proposed for Killaly Street East which are purchasing the

City surplus land).

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

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.

Carried

9. Correspondence Items

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

That items 9.1-9.5 be received.

Carried

- 9.1 Port Colborne Downtown BIA - Inquiry Regarding Additional Accessible Parking Spots on West Street**
- 9.2 Niagara Region - 2023 Water and Wastewater Treatment Capacities**
- 9.3 Niagara Region - Motion Reaffirming Niagara Region's Commitment to the Expansion of All-day, Two-way GO Train Service**
- 9.4 Town of the Blue Mountains - Ride-Sharing Services**
- 9.5 Municipality of Callander - Urging the Government to Promptly Resume Assessment Cycle**

10. **Presentations**
11. **Delegations**
12. **Mayor's Report**
13. **Regional Councillor's Report**
14. **Councillors' Remarks**

14.1 Budweiser Can Am Walleye Challenge (Bodner)

Councillor Bodner discussed representing the Mayor at the Budweiser Can Am Walleye Challenge.

14.2 Traffic Enforcement Along Fares Street (Hoyle)

Councillor Hoyle requested increased enforcement of speed limits to prevent speeding along Fares Street.

14.3 Thanks for Fixing Water Main and Questions about Lions Field and Grass Regulations (Elliott)

Councillor Elliott complimented the Public Works staff for fixing a watermain break, then requested an update about the project at Lions Field and asked about regulations related to long grass next to the road in town.

14.4 Lions Field, Meadow Heights, and FCM Conference (Bruno)

Councillor Bruno complimented the work on Lions Field and asked about grant funding for fencing at the project, then asked about the Meadow Heights subdivision and drainage issues in the area, then reported on his attendance at the Federation of Canadian Municipalities (FCM) conference in Calgary, including meeting with playground vendors and attending an Artificial Intelligence seminar.

14.5 FCM Conference, Light Pollution (Bagu)

Councillor Bagu discussed attending the FCM conference, including the workshops he attended about sustainable planning, retaining municipal talent, and lowering carbon emissions, then spoke about light pollution in the municipality.

14.6 Traffic Enforcement Near Empire Road (Aquilina)

Councillor Aquilina requested additional police monitoring near Empire Road due to an increase in traffic during the summer.

15. Staff Remarks

15.1 Fire Services Review Committee and Lodging House By-law Update (Luey)

The Chief Administrative Officer discussed the continued work by the Fire Services Review Committee, and outlined the delays that have impacted the return of the lodging by-law.

15.2 Neff Street Storm Outlet Reconstruction (Shypowskyj)

The Director of Public Works spoke about the ongoing work at the Neff Street storm outlet reconstruction.

16. Consideration of Items Requiring Separate Discussion

16.1 2024 Asset Management Plan, 2024-133

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

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.

Carried

a. Delegation from Jenn Gross, GEI Consultants

16.2 Energy Conservation and Demand Management Plan 2024-2029, 2024-137

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

That Public Works Department Report 2024-137 be received; and

That the Energy Conservation and Demand Management Plan attached as Appendix A be approved.

Carried

16.3 Noise Variance Request 175 King Street, The Belmont, 2024-132

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

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.

Carried

16.4 Telecommunications Facility Siting Agreement - Shared Tower Inc, 2024-77

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

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.

Amendment:

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

That the public notification radius be expanded from the required 120-metre radius to include the area bounded by Pinecrest Road to the west, Vimy Road to the south, Cedar Bay Road to the east, and the Friendship Trail to the north.

Carried

16.5 Town of Fort Erie - Continuation of Urgent Care Centre Operation in Fort Erie (& Port Colborne) and Request for Regional Support

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

That the correspondence item from the Town of Fort Erie regarding the Continuation of Urgent Care Centre Operation in Fort Erie (& Port Colborne) and Request for Regional Support be supported.

Carried

16.6 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

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

That the correspondence item from the 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 be supported.

Carried

17. Motions

18. Notice of Motions

19. Minutes of Boards & Committees

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

That items 19.1 to 19.3 be received.

Carried

19.1 Port Colborne Public Library Board Meeting Minutes - May 8, 2024

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

19.3 The City of Port Colborne and The Township of Wainfleet Fire Services Review Committee Meeting Minutes - May 30, 2024

20. Procedural Motions

21. Information items

22. By-laws

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

That items 22.1-22.5, 22.6 (a), and 22.7-22.9 be enacted and passed, as presented.

Carried

- 22.1 By-law to Adopt Amendment No. 16 to the Official Plan for the City of Port Colborne (631 Lorraine Road)**
 - 22.2 By-law to Amend Zoning By-law 6575/30/18 Respecting the Lands Municipally Known as 631 Lorraine Road**
 - 22.3 By-law to Prohibit the Obstruction, Encumbering, Injuring or Fouling of City Roads**
 - 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**
 - 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)**
 - 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**
 - 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**
 - 22.9 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne**
 - 22.6 By-law to Authorize Entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street**
 - a. Updated By-law to Authorize Entering into an Agreement of Purchase and Sale with 1342392 Ontario Ltd. for 235-241 Welland Street**
- 23. Adjournment**
- Mayor Steele adjourned the meeting at approximately 8:24 p.m.

William C. Steele, Mayor

Scott Luey, Acting City Clerk



PORT COLBORNE

**Mayor's report to city council
Tuesday, June 25, 2024**

HIGH SCHOOL GRADUATIONS

It's a proud time for Port Colborne parents as their children are graduating from elementary school to high school, and from high school to college, university and to the working world.

It feels like yesterday Debby and I joined hundreds of other parents in the school auditorium to watch our boys receive their diplomas.

We salute all our city's graduating students,

Tonight, almost right at this very moment, 162 students are graduating from Lakeshore Catholic High School

On Thursday evening, 92 students will graduate from Port Colborne High School.

In the words of Dr. Suess: You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose.

Oh the places you'll go!

I send a special congratulations to members of the Mayor's Youth Advisory Committee, each of whom earned awards and scholarships for their efforts in academics, community service, and leadership.

I am so proud of Sierre Walsh-Fiore, Eva Wachel, Maria Gonzales, Sophia Seca, Jenna Kountouris and Emma Laur. You did great work with MYAC

this year, and you all achieved highest academic standing, and you all excelled at extracurricular sports and rec.

Have a great summer! I look forward to seeing you in September.

NICKEL BEACH

Nickel Beach is officially open for the summer!

We don't drive or park on the beach anymore, but there is free parking for residents with a Participate pass. If you don't have yours yet, please come see our customer service team in city hall.

Nickel Beach is home to SplashTown Niagara, an inflatable water park that is great for thrill-seekers.

Nickel Beach now has a Dog Zone, where you and your furry friend can have a blast together in the sand and water.

Centennial - Cedar Bay Beach is great for the recreation lover, with tennis courts, volleyball courts, and horseshoe rings available for beachgoers.

Please visit our city website for a full list of amenities, parking fees, and rules and regulations for both beaches.

COMMUNITY CONCERTS

Not only is Nickel Beach so popular with residents and visitors, our Community Concert Series is also a hit. This year's concerts are sponsored by Asahi Kasei Battery Separator Canada and we are so grateful for their partnership in presenting the concerts for our community.

I am so pleased more than 800 people attended The Doobie Brothers Experience Sunday evening at the bandshell in HH Knoll Lakeview Park. It

was the second event in our concert series – the first was Abba Revisited two weeks ago, which was a cool, damp evening, but still so well attended.

The concerts are free with the donation of a non-perishable food item for the Port Cares Reach Out Centre.

The next concert is Sugar Heat July 5. Sugar Heat is a Latin band, and yes, there will be professional latin dancers and salsa lessons.

The Jimmy Marando Swing Band, featuring Port Colborne's own Genevieve-Renee Bisson, will take the stage July 13.

CANAL DAYS LAUNCH

With a little more than a month to go, we're in countdown to the 46th annual Canal Days Marine Heritage Festival. Our Canal Days launch is Thursday.

That's the day all the bands and all the Canal Days events will be announced. There will be a website with everything you need to know about the festival.

We are proud, and thankful, to have the good people at GIO Rail as our title sponsor this year.

GIO Rail stepped up with a \$75,000 sponsorship of Canal Days. Awesome!

We're thrilled to be working with GIO Rail, and with more than 50 other community partners who support our city's signature event. Thank you all, for stepping up with financial and volunteer support for a festival that has such a fantastic economic impact on our city. It's a lot of work, but it sure is a lot of fun.

To those companies and individuals out there who wish to be part of our summer festival of marine heritage, don't miss out. There is still time for you to join in with your support, your investment. Call my office, right now, or first thing in the morning, and we'll be happy to hook you up.

CANADA DAY

Before Canal Days, which is 37 days away, we celebrate the greatest country in the world: CANADA!

Our country celebrates its 157th birthday on Monday, July 1.

Canada Day is a national holiday for Canadians, who will gather in parks and arenas and civic squares for parties and festivals from coast to coast to coast.

Our farming heritage will be celebrated all weekend at the Learn Farm on Wilhelm Road in Sherkston.

I have been invited, on behalf of council, to participate in the opening ceremonies of the Niagara Antique Power Show and Heritage Display Saturday, June 29 at noon. The 52nd annual heritage show runs all weekend, and on holiday Monday.

Also on holiday Monday, the Port Colborne Optimist Club presents Canada Day in the Park. The Optimists have a full day of fun and activities and music in HH Knoll Lakeview Park.

Canada Day in the Park gets underway at 10am and runs until about 6pm, with bands on stage at the bandshell all afternoon.

A highlight of the day will be the Port Colborne Special Olympics Team completing the Ontario-wide Law Enforcement Torch Run during opening ceremonies at 1pm. I'm really looking forward to that.

We can all look forward to Canada Day fireworks over the Canal at 10pm!

We've had a busy few weeks behind us, and a busy summer ahead of us. Let's all slow down, enjoy each day. Don't walk so fast, don't drive so fast, take the time to take it all in. Because there sure is a lot to take in, and so much to be grateful for.

That concludes my report this evening.



Subject: 2024 Trimester 1 Financial Reporting

To: Council

From: Corporate Services Department

Report Number: 2024-107

Meeting Date: June 25, 2024

Recommendation:

That Corporate Services Department Report 2024-107 be received for information; and

That the recommended transfers to and from the City's capital close-out account and related reserves as outlined in Appendix B of Corporate Services Report 2024-107 be approved; and

That the recommended reserve and capital and related project transferred as outlined in the financial section of Corporate Service Report 2024-107 be approved.

Purpose:

This report serves to provide Council with a summary of operating budget to forecast, capital and related projects, reserves, investment activity, and debt management as at the end of the first trimester of 2024.

Background:

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

Discussion:

In preparing the 2024 T1 (trimester one) report, certain assumptions and estimates are necessary. These estimates are based on information available to staff at the time. Actual results may vary.

This T1 report provides a forecast to December 2024 based on financial activity from January 1, 2024, to April 30, 2024, and estimated impacts looking forward. This report

focuses on capital with high level updates on operations given it only covers the first 4 months of the year. The T2 report will go into greater detail with respect to operations. At the time of writing this report, Financial Services does forecast a balanced budget or better for the 2024 fiscal year.

The summaries below represent forecasted financial figures for the year ended December 31, 2024.

As at April 30, 2024, staff continue to use the budget as forecast except for a fewer known or estimatable items given the timing of this report. The “Net” column below primarily forecasts an increase to investment income and capital adjustments primarily as a result of new grants obtained. As denoted, this report concentrates on capital activity. A balanced budget is identified below:

Levy	Forecast	Budget	Net
Revenue	38,733,219	36,375,365	2,357,854
Personnel Expense	(16,704,500)	(16,704,500)	-
Operating Expense	(15,101,480)	(15,051,480)	(50,000)
Surplus before Transfers	6,927,239	4,619,385	2,307,854
Transfer (to)/from Capital	(11,544,846)	(6,168,881)	(5,375,965)
Transfer (to)/from Reserves	(2,108,120)	(1,821,538)	(286,582)
Transfer (to)/from Funds	6,725,727	3,371,034	3,354,693
Surplus/(Deficit)	-	-	-

Levy budget spend-to-date (before transfers and allocations) is 30.4% of the 2024 budget (2023 – 29.1%)

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

As at April 30, 2024, the Rate budget is forecasting on the same basis as the Levy budget. A balanced budget is identified below:

Rate	Forecast	Budget	Net
Revenue	16,559,613	16,559,613	-
Personnel Expense	(983,800)	(983,800)	-
Operating Expense	(9,421,879)	(9,421,879)	-
Surplus before Transfers	6,153,934	6,153,934	-
Transfer (to)/from Reserves	1,393,393	(1,961,300)	3,354,693
Transfer (to)/from Funds	(7,547,327)	(4,192,634)	(3,354,693)
Surplus/(Deficit)	-	-	-

Rate budget spend-to-date (before transfers and allocations) is 32.6% of the 2024 budget (2023 – 31.0%)

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

While not directly identified in the revenue and expenses of the rate budget Staff highlight the Disaster Mitigation and Adaptation Fund grant application for storm sewers was not successful. Staff are working on an update to Council that follows the approved AMP (Asset Management Plan) and INS (Infrastructure Needs Study) for the fall.

This report contains a summary of Capital and Related Projects recommended for closeout and still on-going in **Appendix B. Slides 8 and 9 of Appendix A** highlight that, as of T1, 106 approved capital and related projects remain open (2023 – 117). Staff completed 17 projects and closed out/transferred 6 related projects into 3. For users of this report reconciling open projects since previous reporting they will note the opening project balance for 2024 was reduced from 80 to 77 as a result of the proposed consolidation. The projects related to Information Technology evergreening, video surveillance, and wayfinding. **Slides 8 and 9 of Appendix A** further highlight that 66% of projects will be completed by year end. The remaining 34% of projects lend themselves to multi-year projects.

In **Appendix C**, Financial Services has summarized reserve activity, forecasted year-end reserve balances, identified the approved reserve targets and/or progress or steps required to establish a final target. The completion of the Infrastructure Needs Study has provided greater visibility into capital reserve funding targets.

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

Financial Services identifies there is no new debt approved or forecasted at this time. As forecasted in **Appendix E** the City's borrowing capacity, as defined by the annual repayment limit (ARL), is forecasted to expand over time and is forecasted at 4.1% in 2024 on an in-year basis, it remains well below the City's self-imposed limit of 15% and the Province of Ontario maximum of 25%.

Internal Consultations:

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

Financial Implications:

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

As identified in Appendix B the following funding transactions are recommended:

- Transfer to the working capital reserve to maintain a reserve balance consistent with the City's reserve policy. This amount is recommended at \$160,500.

- Transfer to the subject matter experts reserve to maintain a reserve balance consistent with the City's reserve policy. This amount is recommended at \$56,082.
 - Transfer to the Electric EV Charging project to proceed as outlined in Appendix B. This amount is recommended at \$66,618.
-

Public Engagement:

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

Strategic Plan Alignment:

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

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

Conclusion:

Financial Services reminds users of this report that, in preparing the 2024 Trimester 1 report, certain assumptions and estimates are necessary. These estimates are based on information available to staff at the time. Actual results may vary.

Appendices:

- a. Appendix A – 2024 Trimester 1 Presentation
- b. Appendix B – Capital and Related Projects Summary
- c. Appendix C – Reserves Forecast
- d. Appendix D – Investments
- e. Appendix E – Debt Management

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Director of Corporate Services / Treasurer
(905) 228-8018
Bryan.Boles@portcolborne.ca

Adam Pigeau, CPA, CA
Manager, Financial Services
(905) 228-8019
Adam.Pigeau@portcolborne.ca

Report Approval:

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

2024 Trimester 1 Presentation

July 23, 2024



Agenda

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



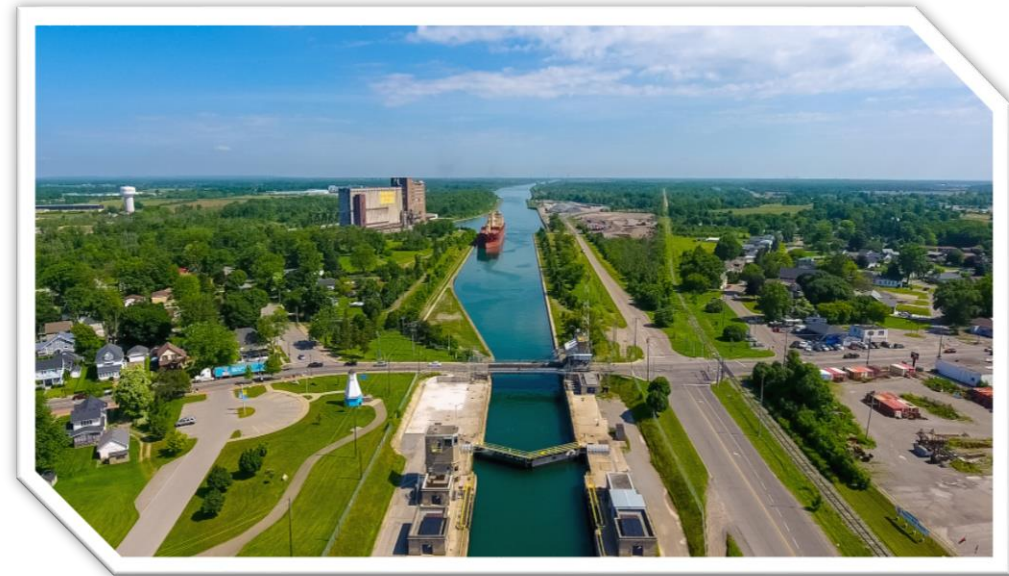
In preparing this presentation, certain assumptions and estimates are necessary. They are based on information available to staff at the time. Actual results will vary although as regulated through the Municipal Act, a balanced budget is required.

Recommendation

That Corporate Services Department Report 2024-107 be received for information; and

That the recommended transfers to and from the City's capital close-out account and related reserves as outlined in Appendix B of Corporate Services Report 2024-107 be approved; and

That the recommended reserve and capital and related project transferred as outlined in the financial section of Corporate Service Report 2024-107 be approved.



Vision, Mission & Corporate 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** – We interact with others ethically and honourably
- **Respect** – We treat each other with empathy and understanding
- **Inclusion** – We welcome everyone
- **Responsibility** – We make tomorrow better
- **Collaboration** – We are better together



Alignment with the Strategic Plan



**Environment &
Climate Change**



**Welcoming,
Livable &
Healthy
Community**



**Economic
Prosperity**



**Increased
Housing Options**



**Sustainable &
Resilient
Infrastructure**

PEOPLE  **SIMPLE**  **VALUE**  **CUSTOMER**

Levy



Levy	Forecast	Budget	Net
Revenue	38,733,219	36,375,365	2,357,854
Personnel Expense	(16,704,500)	(16,704,500)	-
Operating Expense	(15,101,480)	(15,051,480)	(50,000)
Surplus before Transfers	6,927,239	4,619,385	2,307,854
Transfer (to)/from Capital	(11,544,846)	(6,168,881)	(5,375,965)
Transfer (to)/from Reserves	(2,108,120)	(1,821,538)	(286,582)
Transfer (to)/from Funds	6,725,727	3,371,034	3,354,693
Surplus/(Deficit)	-	-	-

Forecasted Differences:

Revenue:

- \$180,000, net in investment income
- \$130,000 related to penalties and interest
 - Note this is not because delinquency of payment is increasing but that they are not falling as anticipated
- Grants
 - Canadian Community Benefit Fund (CCBF) (former Gas Tax) \$49,263
 - Ontario Community Improvement Fund (OCIF) \$155,391
 - Ontario Tourism Growth Program (TGP) \$250,000
 - Southwest Ontario Development Fund \$1,500,000
- Reductions
 - Celebrate Canada Grant was cut from \$15,000 to \$8,000 a reduction of \$7,000
 - Ontario Municipal Partnership Fund (OMPF) was cut from \$2,611,500 to \$2,591,700 a reduction of \$19,800

Transfers to Capital subject to report approval:

- Electricity for EV Charging stations \$66,618

Transfer (to)/from Reserves subject to report approval:

- Subject matter expert reserve \$56,082
- Working capital reserve \$160,500

Rate



Rate	Forecast	Budget	Net
Revenue	16,559,613	16,559,613	-
Personnel Expense	(983,800)	(983,800)	-
Operating Expense	(9,421,879)	(9,421,879)	-
Surplus before Transfers	6,153,934	6,153,934	-
Transfer (to)/from Reserves	1,393,393	(1,961,300)	3,354,693
Transfer (to)/from Funds	(7,547,327)	(4,192,634)	(3,354,693)
Surplus/(Deficit)	-	-	-

Forecasted Differences:

Transfer (to)/from Reserves:

- To fund approved Infrastructure Needs Study projects \$3,354,693

Transfer (to)/from Funds:

- To fund approved Infrastructure Needs Study projects \$3,354,693 ... this transfers the funds to the capital flow through accounts (which flow through the Levy) ... then to the Capital and Related Project Budget.

Capital and Related Projects



Department	Open Projects At the beginning of 2024	2024 Capital Budget	Projects Approved in T1	Total Open Projects for 2024 T1	Projects Completed/Closed out	Open Projects - At the end of 2024 T1	Closeout Percentage
Global CLT	3			3	(1)	2	33.3%
Development	4	1	1	6	(1)	5	20.0%
Communications	3			3		3	0.0%
Corporate Services	5	4		9	(2)	7	40.0%
Community Safety	1	2		3		3	0.0%
Planning	2			2		2	0.0%
Library	1	5		6		6	0.0%
Museum + Roselawn	6	6		12	(2)	10	33.3%
Self-sustaining Entities	3	2		5		5	0.0%
Public Works	34	11		45	(10)	35	29.4%
Rates (Water, Wastewater, Storm Sewer)	15	2	12	29	(1)	28	3.7%
Total	77	33	13	123	(17)	106	18.9%



Capital and Related Projects

Department	2023 T2	2023 T3	Multi-Year Project	Open Projects - At the end of 2024 T1
Global		1	1	2
Development	1	3	1	5
Communications	1	2		3
Corporate Services	1	2	4	7
Community Safety		1	2	3
Planning		1	1	2
Library		2	4	6
Museum + Roselawn	1	9		10
Self-sustaining Entities	1	3	1	5
Public Works	4	22	9	35
Rates	3	12	13	28
Total	12	58	36	106

66% of open projects are expected to be completed by year end.
 34% of open projects are multi-year projects.

Recommended Funding Transactions



- The following funding transactions are recommended (they have been reflected in the forecast):
 - Transfer to the working capital reserve to maintain a reserve balance consistent with the City’s reserve policy. This amount is recommended at \$160,500.
 - Transfer to the subject matter experts reserve to maintain a reserve balance consistent with the City’s reserve policy. This amount is recommended at \$56,082
 - Transfer to the Electric EV Charging project (see next slide). This amount is recommended at \$66,618.



Electric EV Charging Project

- The City is currently working with a company called Flo to bring EV charging stations to City properties.
- The City has applied for grant funding to support the project.
- The project has expanded to more sites to qualify for grant funding. While Flo will pay for the charging stations and operate them, including maintenance, the City needs to bring power to all locations. The City’s estimated for this project is approximately \$200,000 which could be offset by the grant application.

- Anticipated sites include →
- Current funding set aside is \$40,000 and this report / presentation proposes increasing that amount by \$66,618 to \$106,618. Should this funding and any grant obtained be insufficient to complete all locations, Staff will bring to Council a report requesting the use of the infrastructure reserve.

Location	Quantity	Type
Nickel Beach	2	Level 2
Centenial Park	2	Level 2
City Hall	4	Level 2
Market Square	4	Level 2
West Street (towards Sugarloaf)	2	Level 2
Roselawn	2	Level 2
HH Knoll	2	Level 2
Operations Centre	4	Level 2
Firehall	4	Level 2
VHWC	2	Level 3
VHWC	2	Level 2
Total	30	

Reserves



	2023 Year End Balance	2024 Approved Budget	2024 In-Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance
Total Boards and Committees Reserves	1,142,523	71,000	-	5,300	1,218,823
Total Programs, Grants and Activities	482,213	50,000	-	-	532,213
Total Self-Sustaining Entities	(571,368)	94,838	-	(50,700)	(527,230) *
Total General Government	9,396,051	478,700	-	99,900	9,974,651
Total Capital	8,235,162	3,968,817	(3,354,693)	381,500	9,230,786
Total Reserves before WIP	18,684,581	4,663,355	(3,354,693)	436,000	20,429,243

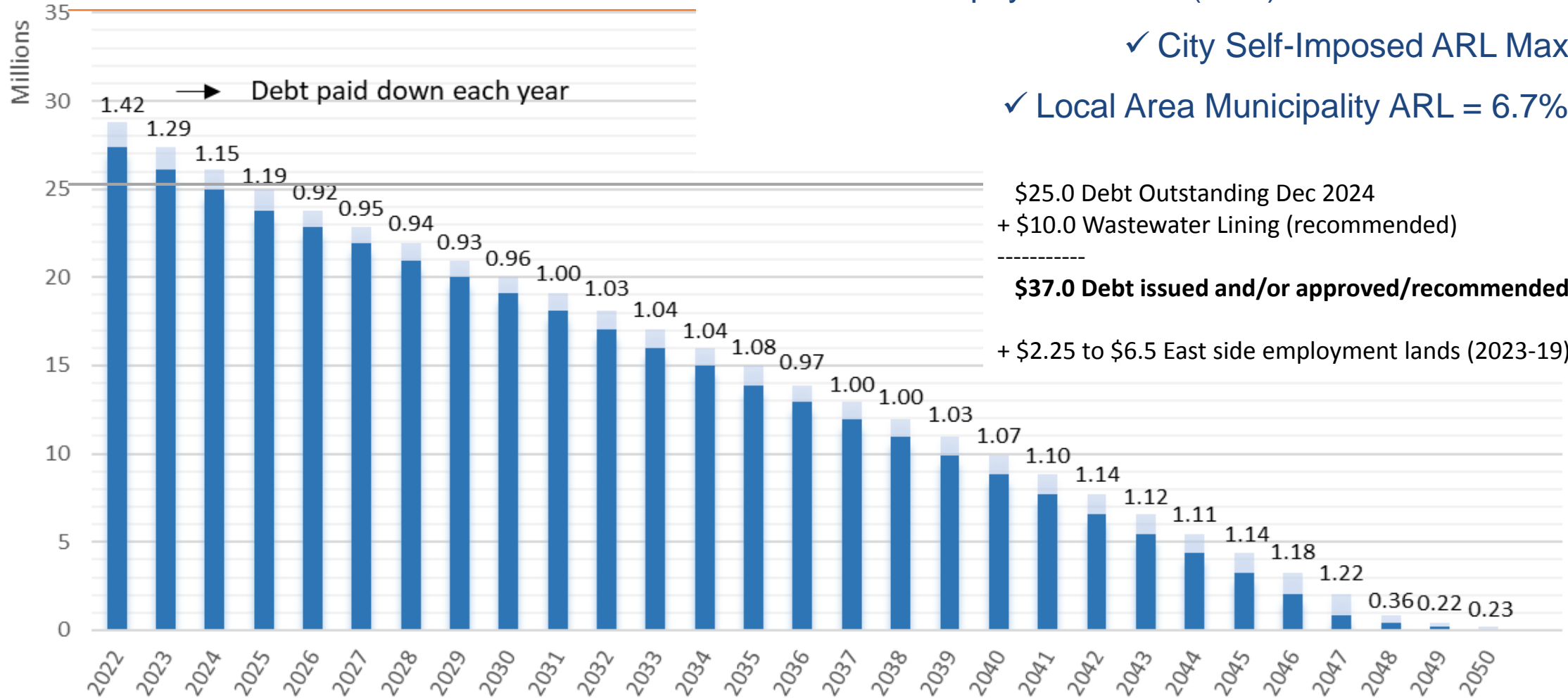
* Loan with Sugarloaf Marina

Debt Management



('000s in millions)	2023	2024	2025	2026	2027	2028
External Debt - Known	26,123	24,968	23,777	22,859	21,912	20,971
External Debt - Forecasted			9,882	9,758	9,628	9,491
Internal Financing	2,319	2,074	1,853	1,753	1,653	1,553
Total Borrowing (External & Internal)	28,442	27,042	35,512	34,370	33,193	32,015
Interest - Known	878	841	805	767	736	705
Interest - Forecasted			397	391	385	378
Principal - Known	1,288	1,155	1,191	948	948	941
Principal - Forecasted			118	124	130	137
External Borrowing Charges	2,166	1,996	2,511	2,230	2,199	2,161
Illustrative In-Year ARL*	4.8%	4.1%	5.0%	4.2%	3.9%	3.7%
City Self Imposed Max	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Provincial Imposed Max	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%

Current Debt Position



✓ Annual Repayment Limit (ARL) Forecasted 2024 \leq 4.1%

✓ City Self-Imposed ARL Max = 15%

✓ Local Area Municipality ARL = 6.7% (2021)

Looking Forward



2025 budget key dates:

- October 16, 2024 – Capital, Levy, and User Fee Budget presentation ←
- October 22, 2024 - Approve Capital, Levy, and User Fee Budget at Council meeting
- November 20, 2024 - Rate Budget presentation
- November 26, 2024 - Approve Rate Budget at Council meeting

Combined into one meeting at direction of Council during the 2024 budget process

Trimester 2 Reporting is planned to be incorporated with the October 16, 2024 Capital, Levy, and User Fee Budget Presentation



Thank You



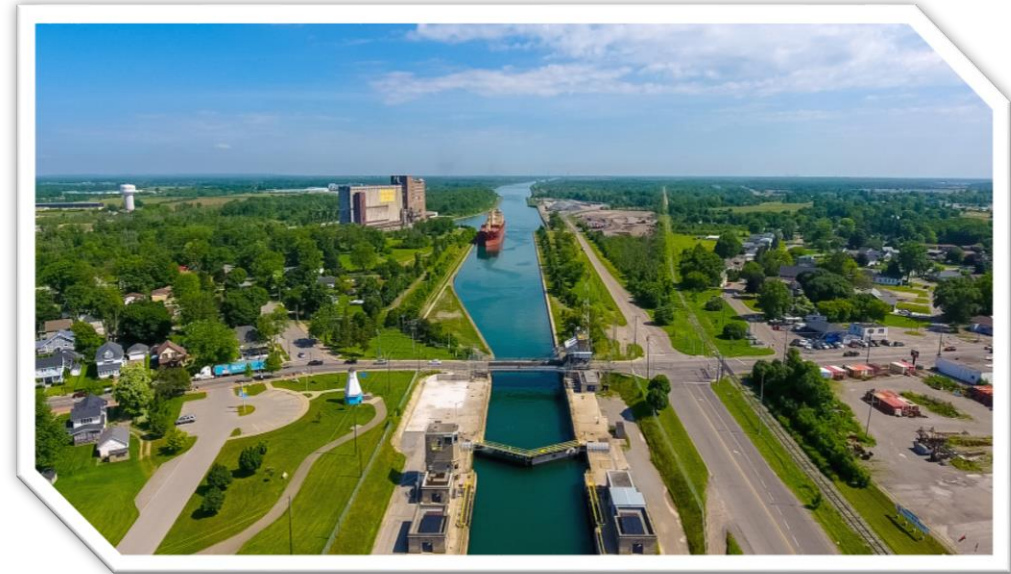
PORT COLBORNE

Recommendation

That Corporate Services Department Report 2024-107 be received for information; and

That the recommended transfers to and from the City's capital close-out account and related reserves as outlined in Appendix B of Corporate Services Report 2024-107 be approved; and

That the recommended reserve and capital and related project transferred as outlined in the financial section of Corporate Service Report 2024-107 be approved.



Project Name	ID	Year	Funding at YE23	In-Year Approval	Total Funding	Spending 2024 T1	T1 Balance	Closeout in T1 (Yes/No)	Under/(Over) Budget for closeout	Project Progress Notes	Completing Timeline (Year)	Completing Timeline (Period)
Global - CLT												
A.13 Waterfront Centre	22C-PW-B13	2022	395,500		395,500	-	-	Yes	395,500	Project closed-out. Working with VALE to repurpose initiative. Future decision of Council projected through the 2025 Capital and Related Project Budget.	2024	T1
F.3 Council Composition Review	23C-LS-BF3	2023	50,000	30,000	80,000	-	80,000	No		In progress, subject matter expert retained	2024	T3
West Street Hydro Lines	23C-PW-R10	2023	1,630,000	55,330	1,685,330	513,888	1,171,442	No		Currently under design with construction to start in Fall	2025	T2
Subtotal for Corporate Leadership Team			2,075,500	85,330	2,160,830	513,888	1,251,442		395,500			
Economic Development												
Community Impro Plans Review	21C-ED-R47	2021	5,478		5,478	10,876		Yes	(5,398)	Project completed	2024	T1
Welland St Site Remediation	21C-PW-B29	2021	128,484		128,484	-	128,484	No		Finalizing an agreement with the external vendor in the next 2 months, which will determine the utilization of the funds.	2024	T2
F.7 Development Charge Review	22C-LS-B50	2022	45,304		45,304	36,531	8,773	No		Project on track, should be complete by Q4/2024	2024	T3
D.1 Cemetery Land Acquisition(2023)	22C-CE-B85	2023	300,330		300,330	-	300,330	No		Ongoing negotiation with property owners	2024	T3
Industrial Land Readiness	24C-ED-BD1	2024	300,000		300,000	2,862	297,138	No		More work to do at Stonebridge and Invertose. Project may go under budget.	2024	T3
East Side Employment Lands Report 2024-47	24C-ED-R01	2024		550,000	550,000	15,270	534,730	No		Design underway. 40% submission to be received in June	2026	T3
Subtotal for Economic Development			779,596	550,000	1,329,596	65,539	1,269,455		(5,398)			
Communications												
E.5 Main Street Banners	22C-PW-B40	2022	13,101		13,101	73	13,028	No		Curtis transferred budget to communications	2024	T2
H.1 Service Club Sign	22C-PW-B62	2022	15,000		15,000	-	15,000	No		Working with service clubs currently	2024	T3
#C Public Education Campaign	22C-WW-R08	2022	30,000		30,000	-	30,000	No		Currently in development	2024	T3
Subtotal for Communications			58,101	-	58,101	73	58,028		-			
Corporate Services												
C.1 IT Evergreening	23C-IT-BC1	2023	23,799	-	23,799	-	-	Yes		Remaining funds transfer to 24C-IT-BC3	2024	T2
C.2 Meeting Room Upgrades	23C-IT-BC2	2023	90,385		90,385	65,430	24,955	No		Wrapping up some loose ends	2024	T2
C.3 Facilities Security System	23C-IT-BC3	2023	125,000		125,000	344	124,656	No		Assessing technological options	2025	T2
C.8 Video Surveillance Program	23C-IT-BC8	2023	128,696	-	128,696	-	-	Yes		Remaining funds transfer to 24C-IT-BC4	2025	T3
B.4 Records Management	22C-LS-B17	2022	110,000		110,000	-	110,000	No		Investigating Stone Share as file architect	2025	T3
Enterprise Resource Planning	24C-IT-BC2	2024	1,240,000	23,799	1,263,799	220,815	1,042,983	No		Project commencing	2025	T2
IT Evergreening	24C-IT-BC3	2024	150,000		150,000	-	150,000	No		Purchase planning	2024	T3
Video Surveillance Program	24C-IT-BC4	2024	75,000	128,696	203,696	-	203,696	No		Identifying locations for RFP, Nickel Beach cameras to be live in T2	2024	T3
Develop and Optimize GIS	24C-IT-BG1	2024	500,000		500,000	-	500,000	No		Moving forward following approval of AMP	2025	T3
Subtotal for Corporate Services			2,442,880	-	2,442,880	286,589	2,156,290		-			

Community Safety											
C.5 By-Law System Replacement	23C-IT-BC5	2023	48,035	48,035	-	48,035	No	Working with CityWide	2024	T3	
Digital Radio System	24C-IT-BC1	2024	600,000	600,000	3,810	596,190	No	Funding of 150,000 accumulating 2024-2027	2027	T3	
Fire Training Area	24C-FA-BA6	2024	65,000	65,000	-	65,000	No	In progress / on-hold during interim Chief phase, potential to look at Ministry funding to increase budget to 100,000	2025	T3	
Subtotal for Community Safety			713,035	-	713,035	3,810	709,225	-			

Planning											
C.4 Citywide - Planning Module	23C-IT-BC4	2023	22,000	22,000	-	22,000	No	Working with Citywide to implement this year	2024	T3	
F.1 Official Plan + DC Study	23C-LS-BF1	2023	216,419	216,419	19,863.55	196,555.65	No	The project is underway with engagement component.	2025	T3	
Subtotal for Planning			238,419	-	238,419	19,864	218,556	-			

Library											
K.2 Library Elevator Moderniza	23C-LB-BK2	2023	148,881	148,881	82,386	66,495	No	In progress, contractor is working on it	2024	T3	
Existing Stairway Replacement	24C-LB-BK1	2024	32,500	32,500	-	32,500	No	Obtaining contractor, may need customized parts and materials	2024	T3	
Exterior Double-door Rplc	24C-LB-BK2	2024	8,000	8,000	-	8,000	No	Design phase, exploring options	2024	T2	
Skylight Above Atrium Rplc	24C-LB-BK3	2024	20,000	20,000	-	20,000	No	Have a contractor coming in to do the site visit, inspection and quote in June	2024	T3	
UV Coating for Windows	24C-LB-BK4	2024	5,000	5,000	-	5,000	No	Secured contractor, awaits for work to start	2024	T2	
Auditorium Floor Repairing	24C-LB-BK5	2024	5,000	5,000	-	5,000	No	Design phase, original determined material and scope of the project might be changed	2024	T3	
Subtotal for Library			219,381	-	219,381	82,386	136,995	-			

Museum											
N.1 Delta Y System Conversion	22C-MU-B78	2022	47,128	47,128	-	47,128	No	Completed. Need to process invoices	2024	T3	
N.3 Theatre Entrance Roof	22C-MU-B80	2022	18,686	18,686	4,315	14,370	No	Assessing Leaks	2024	T3	
L.1 Carriage House Restoration	23C-MU-BL1	2023	3,793	3,793	-		Yes	3,793 Project completed	2024	T1	
L.2 Exhibit Cases	23C-MU-BL2	2023	1,826	1,826	-		Yes	1,826 Project completed	2024	T1	
M.1 Roselawn Interior	23C-RL-BM1	2023	18,432	18,432	17,389	1,043	No	window to safely access roof	2024	T3	
M.2 Roselawn Flooring	23C-RL-BM2	2023	13,673	13,673	1,176	12,498	No	Reviewing Options	2024	T3	
Archives Improvements	24C-MU-BL1	2024	15,000	15,000	-	15,000	No	Stucco roof and carpet replacement. Job Awarded	2024	T3	
Resource Centre Improvements	24C-MU-BL2	2024	12,500	12,500	-	12,500	No	Quotes obtained - drop ceiling lighting and door	2024	T3	
Museum Capital Improvements	24C-MU-BL3	2024	55,000	55,000	-	55,000	No	Quotes obtained - structural engineer to be hired	2024	T3	
Roselawn Capital Improvements	24C-MU-BL4	2024	185,000	185,000	17,177	167,823	No	Procurement evaluation in progress. Design completed.	2024	T3	
Lighthouse Capital Improvement	24C-MU-BL5	2024	5,000	5,000	-	5,000	No	Work completed. Awaiting invoice processing	2024	T2	
Museum Digital Communication	24C-MU-BL6	2024	12,000	12,000	-	12,000	No	Stephanie to continue purchasing equipment	2024	T3	
Subtotal for Museum			388,038	-	388,038	40,056	342,362	5,619			

Self-Sustaining Entities

Q.5 Dredging Project Planning	22C-MA-B90	2022	82,680		82,680	-	82,680	No	Consultant to be retained to assist with design/approvals. Constructio in Fall	2024	T3
Marina Building Improvements	22C-MA-R25	2022	24,209		24,209	20,206	4,003	No	projects are in progress and are targeted to be completed by Q4	2024	T3
Marina Security Upgrade	22C-MA-R26	2022	43,250		43,250	-	43,250	No	projects are in progress and are targeted to be completed by Q4	2024	T3
Marina Walkway Lighting	24C-PA-BE3	2024	40,000		40,000	-	40,000	No	Project completed, awaits for invoices	2024	T2
Cemetery Maintenance Area	24C-CE-BF1	2024	75,000		75,000	-	75,000	No	Looking to time work with the assuming of additional cemetary. Report coming to Council in T2.	2025	T3
Subtotal for Self-Sustaining Entities			265,139	-	265,139	20,206	244,933				

Public Works

Active Transportation Masterplan	20O-PW-L51	2020	40,430		40,430	18,668	21,762	No	Draft report circulated - public survey required	2024	T3
PC Operations Centre Upgrades	20C-PW-L39	2020	95,470		95,470	5,374	90,097	No	Completing minor repairs/painting and security upgrades	2024	T3
Urban Forest Management Plan	20O-PW-L45	2020	89,982		89,982	50,066	39,916	No	Finalizing report	2024	T2
VHWC Air Removal Unit	21C-PW-B14	2021	20,978		20,978	24,726		Yes	(3,747) Project completed	2024	T1
Infrastructure Needs Studies	21C-PW-B22	2021	73,357		73,357	35,844		Yes	37,513 Project completed	2024	T1
Erie St Wtmain Replacement Project	21C-PW-R48	2021	415,100		415,100	4,792		Yes	410,307 Project completed	2024	T1
Project Management Consulting	21O-PW-R41	2021	39,717		39,717	37,399		Yes	2,317 Project completed	2024	T1
B.5 CH 2nd Floor Furniture	22C-LS-B18	2022	35,000		35,000	-	35,000	No	Mary Murray working with Beaties to complete	2024	T3
A.3 CH Fire Panel Replacement	22C-PW-B03	2022	5,612		5,612	7,530		Yes	(1,919) Project completed	2024	T1
A.7 VHWC Tile Replacement	22C-PW-B07	2022	36,869		36,869	20,400	16,469	No	Work is done. Invoices processing	2024	T2
A.12 CH AODA renovation	22C-PW-B12	2022	122,514		122,514	21,625	100,888	No	Work scheduled for summer	2024	T3
C.2 Route Patrol Software	22C-PW-B29	2022	15,265		15,265	-		Yes	15,265 Project cancelled, grant not achieved	2024	T1
E.2 Welland St to Beach Trail	22C-PW-B37	2022	459,426		459,426	11,248	448,178	No	Project working through design. Scope changes added to include portions of roadway	2025	T3
E.6 Promenade Improvements	22C-PW-B41	2022	123,798		123,798	-	123,798	No	Account remain open, awaits West Street Hydro line project	2025	T3
E.7 Lock 8 Park Improvements	22C-PW-B42	2022	250,000		250,000	7,937	242,063	No	Masterplan sent to council and approved	2025	T3
E.8 Lockview Park Construction	22C-PW-B43	2022	337,376	600,000	937,376	15,764	921,613	No	Construction to begin this summer	2025	T2
F.3 Marina & PC Grain Seawall	22C-PW-B46	2022	60,000		60,000	24,321	35,679	No	Joe and Eliza to review final report - inspection and report completed	2024	T3
F.4 Phase 2 Building Condition	22C-PW-B47	2022	30,572		30,572	51,300		Yes	(20,728) Project completed	2024	T1
G.1 Street Light Repairs	22C-PW-B52	2022	36,227		36,227	11,300		Yes	24,927 Project completed	2024	T1
G.3 Rail Crossing Safety	22C-PW-B54	2022	104,047		104,047	-	104,047	No	Discussing with rail operator	2024	T3
G.8 OSIM Culvert and Structure	22C-PW-B59	2022	123,665		123,665	13,978	109,688	No	Design of Wignell and Eagle Marsh Bridge in Progress	2024	T3
2022-73 Lion's Field Streetscape	22C-PW-R04	2022	290,000		290,000	-	290,000	No	Construction to start in June	2024	T3
Wayfindings	22C-PW-R24	2022	55,330	- 55,330	-	-	-	Yes	Transfer grant funding to West Street Hydro Lines project 23C-PW-R10 for poles and lights	2024	T1
B.4 Pre-commitment for Fleet Rplc (2023)	22C-PW-B20	2023	1,188,562		1,188,562	336,459	852,103	No	Waiting on delivery of 2 dump trucks	2025	T1
A.2 VHWC Thermal Window Film	23C-FA-BA2	2023	22,000		22,000	1,979		Yes	20,021 Project completed	2024	T1
A.3 Committee Rm 3 Refurbish	23C-FA-BA3	2023	23,000		23,000	4,040	18,960	No	In progress, work has begun	2024	T3

E.1 Playground Rplc - Victoria	23C-PA-BE1	2023	34,141		34,141	-	34,141	No	Account to remain open to pay for new trail system in park	2024	T3
E.2 PC Sign Renewal (2023)	22C-PW-B63	2023	118,877	172,800	291,677	38,896	252,781	No	Construction underway	2024	T3
F.2 Infra Need Study- Non-Core	23C-PW-BF2	2023	272,813		272,813	47,978	224,835	No	Working with consultant	2024	T3
G.1 Culvert Design	23C-PW-BG1	2023	634,107		634,107	11,112	622,994	No	Construction to be paid through account	2024	T3
G.3 Road End Gate Access	23C-PW-BG3	2023	30,000		30,000	-	30,000	No	Report coming to Council in T2 / early T3	2025	T2
2023-06 VHWC Roof Repair	23C-PW-R02	2023	92,366		92,366	-	92,366	No	Remaining Invoices to be paid through account	2024	T2
Sugarloaf Archeological Resrch	23C-PW-R05	2023	416,072		416,072	1,470	414,602	No	On-going	TBD	TBD
Pleasant Beach Retaining Wall Remediation	23C-PW-R09	2023	1,000,000		1,000,000	30,676	969,324	No	Design to take place this summer. Construction in Fall	2024	T3
VHWC Energy Audit/Feasib Study	24C-FA-BA1	2024	100,000		100,000	-	100,000	No	Need to finalize RFP. Expanding scope to City Hall, Fire Hall, and Ops	2024	T3
CH Energy Audit/Feas Study	24C-FA-BA2	2024	80,000		80,000	-	80,000	No	Being completed with Vale audit	2024	T3
Net Zero Building Feasib Study	24C-FA-BA3	2024	100,000		100,000	-	100,000	No	Sherkston. Prepare RFP	2024	T3
VHWC Water Filling Station	24C-FA-BA4	2024	25,000		25,000	17,651	7,349	No	Work complete. Awaiting Invoices	2024	T2
Events Infrastructure	24C-FA-BA5	2024	135,000		135,000	4,055	130,945	No	In progress, working with Canal Days / Events Working Group	2024	T3
Fleet Replacement	24C-FL-BB1	2024	1,195,000		1,195,000	15,366	1,179,634	No	Roads and Water to approve equipment	2024	T3
Tennessee Gates	24C-PA-BE1	2024	300,000		300,000	-	300,000	No	Waiting for planning to advise on whether or to council report is required	2024	T3
Road Ends at Lake	24C-PA-BE2	2024	100,000		100,000	-	100,000	No	Report coming to Council in T2 / early T3	2025	T2
Annual Roads Resurfacing	24C-RD-BH1	2024	1,543,680		1,543,680	39,604	1,504,076	No	Construction to be completed throughout year	2024	T3
Annual Sidewalk Program	24C-RD-BH2	2024	600,000		600,000	83,868	516,132	No	Construction to be completed throughout year	2024	T3
Guiderail Replacement	24C-RD-BH4	2024	90,000		90,000	-	90,000	No	Construction to be completed throughout year	2024	T3
Subtotal for Public Works			10,961,352	717,470	11,678,822	995,427	10,199,439		483,956		

Rates											
I.1 Neff St Outlet Retrofit	22C-SS-B64	2022	383,617	425,000	808,617	10,505	798,112	No	Construction to be completed in Summer	2024	T3
I.4 + J.2 CLI-ECA's Studies	22C-SS-B67	2022	76,216		76,216	4,173	72,043	No	Project ongoing	2024	T3
I.6 Storm Pond Cleaning & Mtnc	22C-SS-B69	2022	73,840		73,840	23,105	50,735	No	Report to be completed in Summer	2024	T2
H.1 Storm Outlet Backflow Ctr	23C-SS-BH1	2023	300,000		300,000	1,420	298,580	No	Contract Underway	2024	T3
H.2 Storm Inventory and Condit	23C-SS-BH2	2023	456,123		456,123	61,117	395,006	No	working with Bob Robinson. 75% Zoom complete. CCTV Scheduled to start	2024	T3
H.3 Coastal Engineering Svcs	23C-SS-BH3	2023	50,000		50,000	-	50,000	No	Joe to meet with Alana, Laura to retain consultant to investigate	2024	T3
Master Servicing Plan	24C-SS-R12	2024		200,000	200,000	-	200,000	No	Project to begin in T2	2025	T2
Flow Monitoring Program	24C-SS-R13	2024		100,000	100,000	-	100,000	No	AMG work ongoing	2024	T3
C.6 WT/WW Digital System	23C-IT-BC6	2023	50,000		50,000	-	50,000	No	Determining scope of work	2024	T3
C.7 AMI Meter Reading	23C-IT-BC7	2023	95,756		95,756	54,244	41,512	No	Project underway, 2/3 towers installed. Invoice has been sent to be corrected (it was coded incorrectly).	2024	T2
J.2 Watermain Rplc (2 of 5) 2023	22C-WW-B73	2023	4,823,814		4,823,814	126,445	4,697,369	No	Construction to begin in T2	2025	T2
New Hydrant - 2nd Concession	24C-RD-BH5	2024	45,000		45,000	-	45,000	No	Quote for work has been requested	2024	T3
2024 Water Master Plan	24C-WT-R02	2024		250,000	250,000	-	250,000	No	To start in September	2025	T2
AI Leak Detection Devices	24C-WT-R03	2024		150,000	150,000	-	150,000	No	Hydrants to be purchased and installed in Fall	2025	T1
Satellite Imagery	24C-WT-R04	2024		50,000	50,000	-	50,000	No	Work scheduled for Fall	2025	T1
2025 Wtmain Replacement Design	24C-WT-R05	2024		275,000	275,000	-	275,000	No	RFP being drafted	2025	T2

2026 Wtmain Replacement Design	24C-WT-R06	2024		465,000	465,000	-	465,000	No	RFP being drafted	2025	T2
I.1 Sanitary Sewer Lining	23C-WW-BI1	2023	479,709		479,709	471,455		Yes	8,254 Project completed	2024	T1
I.3 Omer Sanitary Pipe Investi	23C-WW-BI3	2023	111,474		111,474	101,863	9,611	No	90% complete	2024	T2
J.5 Clarke Area inflow reduction	22C-WW-B72	2022	591,742		591,742	77,850	513,892	No	Flow monitoring in progress. CCTV work and Lateral launches in progress.	2024	T3
#A Stormwater Mgmt Strategy	22C-WW-R06	2022	160,175		160,175	12,740	147,435	No	Investigations ongoing	2025	T2
#B Investigation & Remediation	22C-WW-R07	2022	156,570		156,570	-	156,570	No	80% complete	2024	T3
#D Pollution Prevention	22C-WW-R09	2022	58,650		58,650	57,858	792	No	80% Complete	2024	T3
CIPP Wastewater Relining	24C-WW-BI1	2024	10,000,000		10,000,000	14,621	9,985,379	No	Project underway	2025	T3
Wet Weather Management	24C-WW-R07	2024		550,000	550,000	-	550,000	No	In progress	2025	T2
Flow Monitoring Program	24C-WW-R08	2024		175,000	175,000	-	175,000	No	Ongoing. 30% Complete	2025	T2
CCTV Gaps (2024)	24C-WW-R09	2024		325,000	325,000	-	325,000	No	80% Complete	2024	T3
P1-3 Area Manhole Scans	24C-WW-R10	2024		150,000	150,000	-	150,000	No	20% Complete	2025	T2
Lateral Launches	24C-WW-R11	2024		650,000	650,000	-	650,000	No	Ongoing	2025	T2
Subtotal for Rates			17,912,685	3,765,000	21,677,685	1,017,394	20,652,037		8,254		
Grand TOTAL			36,054,124	5,117,800	41,171,924	3,045,232	37,238,761		887,931		

Appendix C - Reserves

	2023 Year End Balance	2024 Approved Budget	2024 In-Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance	Funding Target	Progress
Community Safety Committee (W)	4,947				4,947	Varies - Dependent on Activity	Achieved
Grants Committee Reserve (W)	2,199				2,199	Varies - Dependent on Activity	Achieved
Library Bequest Reserve	4,188				4,188	Varies - Dependent on Library Board Requirements	Achieved
Library Capital Reserve	70,863	97,500			168,363	Varies - Dependent on Library Board Requirements	Achieved
Library Employee Future Benefit Reserve	105,183			5,300	110,483	75% of Employee Future Benefit and WSIB Liability (Estimated target \$101,500 as of 2023)	Achieved
Library Stabilization Reserve	118,307				118,307	5% of the gross Library budget (Estimated at \$50,600)	Achieved
Museum Bequest Reserve	218,524				218,524	Varies - Dependent on Museum Heritage and Culture Board Requirements	Achieved
Museum Capital	1,729				1,729	Varies - Dependent on Museum Heritage and Culture Board Requirements	Achieved
NSCTA Stabilization Reserve (W)	36,831				36,831	Varies - Dependent on Board Requirements	Achieved
Roselawn Capital	515,799	(26,500)			489,299	Varies - Dependent on Museum Heritage and Culture Board Requirements	Achieved
Tourism Reserve(W)	63,952				63,952	Varies - Dependent on Activity	Achieved
Total Boards and Committees Reserves	1,142,523	71,000	-	5,300	1,218,823	-	
Canal Days Reserve	106,672				106,672	10% of the gross Canal Day budget (Estimated target at \$117,300)	Achieved
CIP Incentives Reserve (W)	343,510				343,510	Commitments + 1x annual budget (Estimated at \$296,900 [\$50,000 Committed + \$246,900])	Achieved
Municipal Election Reserve (W)	32,031	50,000			82,031	2026 election estimated at \$180,000	Not Achieved - Future reserve transfers have been budgeted to achieve by 2026

Appendix C - Reserves

	2023 Year End Balance	2024 Approved Budget	2024 In- Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance	Funding Target	Progress
Total Programs, Grants and Activities	482,213	50,000	-	-	532,213		
Building Department Reserve (RF)	149,085	(110,000)			39,085	Funded by Users Fees - Surplus / (Deficit) - 1x annual budget (\$743,332)	Not Achieved - Long-Term Target
Beach Reserve	198,166				198,166	Funded by User Fees - Surplus / (Deficit) - 1x beach budget (\$343,023)	Not Achieved - Long-Term Target

Appendix C - Reserves

	2023 Year End Balance	2024 Approved Budget	2024 In-Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance	Funding Target	Progress
Cemetery Reserve	32,000	53,100			85,100	Funded by User Fees - Surplus / (Deficit) - 1x annual cemetery maintenance costs (\$240,000 + unfunded perpetual care fund balance)	N/A
Sugarloaf Marina Reserve	113,594	51,738			165,332	Funded by User Fees - Surplus / (Deficit) - 1x marina budget (\$1,438,000)	Not Achieved - Long-Term Target
Marina Internal Financing	(1,064,212)	100,000		(50,700)	(1,014,912)	Council approved to be repaid through Sugarloaf Marina budget	
Total Self Sustaining Entities	(571,368)	94,838	-	(50,700)	(527,230)		
Economic Development Reserve (W)	174,016				174,016	Varies - Dependent on Activity	Achieved
Eco Dev Internal Financing Reserve (W)	(989,000)	(300,000)		(57,000)	(1,346,000)	Council approved to be repaid through future land sales	
Encumbrance Reserve (W)	391,086				391,086	Zero	Achieved
Future Liabilities Reserve (W)	2,823,350	628,000		156,900	3,608,250	75% of Employee Future Benefit and WSIB Liability (Estimated target \$4,939,000 as of 2023)	Not Achieved - Future reserve transfers have been budgeted to achieve by 2030
General Stabilization	2,318,650	150,700			2,469,350	10% of the Levy (Estimated target \$2,318,650)	Achieved
Opportunities Fund	2,000,000				2,000,000	Established at \$2,000,000 from successful NRBN initiative	Achieved
Subject Matter Experts Reserves (W)	208,598				208,598	0.5% of the City's consolidated budget (Estimated target of \$170,000)	Achieved
Working Capital Reserve	2,469,350				2,469,350	10% of the Levy (Estimated target \$2,318,650)	Achieved
Total General Government	9,396,051	478,700	-	99,900	9,974,651		
(A) Development Charges (DC) (RF)	1,268,175			63,400	1,331,575	Varies - Dependent on requirements identified in DC Study and multi-year forecasts	In accordance with DC By-law

Appendix C - Reserves

	2023 Year End Balance	2024 Approved Budget	2024 In-Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance	Funding Target	Progress
Drain Reserve	403,268	85,000			488,268	Varies - Dependent on Activity	Achieved
Drain Internal Financing	(265,618)				(265,618)	Council approved to be repaid through drain and other construction charges	
Facilities Reserve	131,386	306,000			437,386		To come with 2025 AMP
Fleet and Equipment Reserve	-				-		
Goderich Maintenance Agreement (W)	151,074				151,074	Varies - Dependent on Activity	Achieved

Appendix C - Reserves

	2023 Year End Balance	2024 Approved Budget	2024 In-Year Approved Transfers	2024 Forecasted Interest Allocation	2024 Forecasted Year-End Reserve Balance	Funding Target	Progress
(A) Grants - Community Building Fund (Previsouly Federal Gas Tax) (RF)	89,188			4,500	93,688	Zero	Achieved
(A) Grants - Ontario Community Infrastructure Fund (RF)	17,464			900	18,364	Zero	Achieved
General Infrastructure (TCA) Reserve	1,116,827				1,116,827		To come with 2025 AMP
Storm Sewer Reserve	61,317	884,000	(725,000)	7,000	227,317	10% of budget + estimated average cost to install one km of linear asset (Estimated at \$2,993,000 [\$193,000 + \$2,800,000])	Not Achieved - Long-Term Target
Waste Water Reserve	3,029,733	384,000	(1,850,000)	114,800	1,678,533	10% of budget + estimated average cost to install one km of linear asset (Estimated at \$3,669,000 [\$869,000 + \$2,800,000])	Not Achieved - Long-Term Target
Water Reserve	812,848	693,300	(779,693)	38,500	764,955	10% of budget + estimated average cost to install one km of linear asset (Estimated at \$3,394,000 [\$594,000 + \$2,800,000])	Not Achieved - Long-Term Target
Total Capital (including DR)	6,815,661	2,352,300	(3,354,693)	229,100	6,042,368		
Add: Deferred Revenue (Sum of A 's) recognizing these are recorded on the Balance Sheet as an Asset	1,419,501	1,616,517		152,400	3,188,418		
Total Capital	8,235,162	3,968,817	(3,354,693)	381,500	9,230,786		
Total Reserves before WIP	18,684,581	4,663,355	(3,354,693)	436,000	20,429,243		

Appendix D - Investments

Investment Report

In accordance with policy FIN - 01 the following investment appendix has been prepared. The City continues to strengthen its investment portfolio through the purchase of numerous GICs with higher interest rates with varying dates of maturity. In the current rising interest rate environment, the City will continue to invest in redeemable and non-redeemable GIC's with varying dates of maturity with the goal of yielding the greatest return for the City while also managing cash flow. At the time of writing this report, the simple annualized rate of return is 5.60% which compares to the Bank of Canada Rate of 5.0% and a 10-year Government of Canada Bond of 4.45%. Staff do highlight the weighting towards Scotiabank is inadvertently higher than policy. This occurred as a result of a change in cashflow projections. Staff are monitoring and note this will correct by trimester 2 of 2024.

Investment Term Holdings

Funds	Book Value	Weight
Investments < 1 Year	11,277,125	37.5%
Investments > 1 Year	7,000,000	23.3%
Cash	11,770,497	39.2%
Total Portfolio	30,047,622	100.0%

Financial Services highlights that the investment to cash ratio is skewed to cash as a result of the timing of property taxes and interest rate differentials between GICs and that provided through our bank account. Should GIC rates rise the investment to cash ratio may move more towards investments subject to cashflow requirements resulting from Capital and Related Project budgets.

Investments

Institution	Type of Investment [^]	Purchased Amount	Interest Rate	Maturity Date	Cashable or Non-Cashable	Percentage of Holdings to Investments + Cash	Percentage of Holdings to Investments
BMO	Bank - GIC	250,000	5.62%	2024-05-13	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	500,000	5.92%	2024-05-23	Non-Cashable	1.7%	2.7%
CIBC	Bank - GIC	500,000	4.25%	2024-06-07	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	250,000	5.90%	2024-06-24	Non-Cashable	0.8%	1.4%
CIBC	Bank - GIC	250,000	4.30%	2024-07-29	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.76%	2024-07-30	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	2.00%	2024-07-31	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	5.18%	2024-08-01	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.85%	2024-08-23	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	5.50%	2024-08-25	Non-Cashable	0.8%	1.4%

BMO	Bank - GIC	250,000	5.16%	2024-09-02	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	6.38%	2024-09-05	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.80%	2024-09-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.71%	2024-10-01	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.65%	2024-10-14	Non-Cashable	0.8%	1.4%
Meridian	Credit Union - GIC	263,550	5.42%	2024-10-25	Non-Cashable	0.9%	1.4%
BMO	Bank - GIC	250,000	5.41%	2024-10-25	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	6.50%	2024-11-03	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.86%	2024-11-19	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	5.55%	2024-11-21	Non-Cashable	0.8%	1.4%
Meridian	Credit Union - GIC	263,575	5.43%	2024-11-25	Non-Cashable	0.9%	1.4%
BMO	Bank - GIC	500,000	6.35%	2024-12-01	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	250,000	5.69%	2024-12-02	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	750,000	5.84%	2024-12-19	Non-Cashable	2.5%	4.1%
BMO	Bank - GIC	1,000,000	5.73%	2025-01-09	Non-Cashable	3.3%	5.5%
Scotiabank	Bank - GIC	500,000	5.66%	2025-01-17	Non-Cashable	1.7%	2.7%
PenFinancial	Credit Union - GIC	250,000	5.75%	2025-01-22	Non-Cashable	0.8%	1.4%
PenFinancial	Credit Union - GIC	250,000	5.75%	2025-01-22	Non-Cashable	0.8%	1.4%
PenFinancial	Credit Union - GIC	500,000	5.60%	2025-02-09	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	500,000	5.66%	2025-02-18	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	500,000	5.64%	2025-03-31	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	500,000	5.33%	2025-04-25	Non-Cashable	1.7%	2.7%
Investments < 1 Year		11,277,125				37.5%	61.7%
Scotiabank	Bank - GIC	500,000	5.38%	2025-05-01	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	250,000	5.95%	2025-06-02	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.71%	2025-06-23	Non-Cashable	0.8%	1.4%

Scotiabank	Bank - GIC	250,000	6.31%	2025-07-07	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.68%	2025-07-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	6.26%	2025-08-06	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.65%	2025-08-25	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	6.16%	2025-09-05	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.62%	2025-09-23	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	6.31%	2025-10-03	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.58%	2025-10-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	6.14%	2025-11-06	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.57%	2025-11-19	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	500,000	6.16%	2025-12-01	Non-Cashable	1.7%	2.7%
Scotiabank	Bank - GIC	250,000	5.75%	2025-12-01	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	6.10%	2025-12-06	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	2.50%	2026-01-31	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.45%	2026-02-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.42%	2026-03-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.39%	2026-04-23	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	4.98%	2026-05-01	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.53%	2026-06-01	Non-Cashable	0.8%	1.4%
Scotiabank	Bank - GIC	250,000	5.93%	2026-07-06	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	5.89%	2026-08-01	Non-Cashable	0.8%	1.4%
Meridian	Credit Union - GIC	250,000	5.94%	2026-09-01	Non-Cashable	0.8%	1.4%
BMO	Bank - GIC	250,000	6.09%	2026-10-03	Non-Cashable	0.8%	1.4%
Investments > 1 Year		7,000,000				23.3%	38.3%
Total excluding cash		18,277,125				60.8%	100.0%
CIBC cash	Chequing Account	9,523,015	5.2%/5.35%			31.7%	
Wood Gundy	HISA	395,059	5.00%			1.3%	

Wood Gundy	Cash	8	0.00%			0.0%	
Meridian cash	Chequing Account	1,851,919	5.45%			6.2%	
Scotiabank cash	Chequing Account	495	5.20%			0.0%	
Total including Cash *		30,047,622				100.0%	

^The City does not own any of its own long-term or short-term debentures.

* Redeemable before maturity date.

** All figures are in Canadian dollars.

Appendix E - Debt Management

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

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

('000s in millions)	2023	2024	2025	2026	2027	2028
External Debt - Known	26,123	24,968	23,777	22,859	21,912	20,971
External Debt - Forecasted			9,882	9,758	9,628	9,491
Internal Financing	2,319	2,074	1,853	1,753	1,653	1,553
Total Borrowing (External & Internal)	28,442	27,042	35,512	34,370	33,193	32,015
Interest - Known	878	841	805	767	736	705
Interest - Forecasted			397	391	385	378
Principal - Known	1,288	1,155	1,191	948	948	941
Principal - Forecasted			118	124	130	137
External Borrowing Charges	2,166	1,996	2,511	2,230	2,199	2,161
Illustrative In-Year ARL*	4.8%	4.1%	5.0%	4.2%	3.9%	3.7%
City Self Imposed Max	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Provincial Imposed Max	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%

* This projection utilized a 5% increase in own source revenue (2% inflation, 3% infrastructure).

At the present time there is no approved future borrowing planned for illustrative purposes. Council has approved future debt issuances up to \$10 million for wastewater re-lining. This work has begun with debt issuance forecasted in 2025. This debt is reflected as forecasted in the table above. Council had previously approved debt issuance of \$12.4 million subject to approval of the City's Disaster Mitigation Adaptation Fund however the City has since learned the application was not successful. Staff are working on an update to Council that follows the approved AMP and INS for the fall. Council had also previously approved the issuance of \$6.5 million for east side employment lands subject to growth. The project with the recent announcement related to AK has grown substantially. Borrowing figures are being reviewed and will accompany a report to Council in the fall. These debt issuances have not been reflected as conditions for moving forward have not yet been achieved.

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

Financial Services advises that decision to borrow are based on matching project requirements to cash

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

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



Subject: Canal Days – Museum By-law Exemptions

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2024-148

Meeting Date: July 23, 2024

Recommendation:

That Chief Administrative Office Report 2024-148 be received; and

That the Port Colborne Historical and Marine Museum be granted an exemption from By-law No. 7026/63/22 to permit the discharge of firearms (without ammunition) for a historical demonstration during the 2024 Canal Days Marine Heritage Festival; and

That the Port Colborne Historical and Marine Museum be granted an exemption from By-law No. 5642/73/11 to permit camping on the Museum grounds for a historical demonstration during the 2024 Canal Days Marine Heritage Festival.

Purpose:

This report is presented to Council in order for the Port Colborne Historical and Marine Museum (the Museum) to obtain an exemption from the City’s Discharge of Firearms By-law and from the by-law that regulates camping in City parks.

Background:

By-law 7026/63/22 Being a by-law to regulate the discharge of firearms and bows in the City of Port Colborne regulates the discharge of firearms within the City and states that “no person shall discharge a Firearm or Bow in the City except in accordance” with the by-law.

By-law 5642/73/11 Being a by-law to provide for permission to camp and to establish rules and regulations for camping in H.H. Knoll Park, Lions Park, Nickel Beach and Centennial Park in the City of Port Colborne regulates camping in City parks and states that camping in municipal parks shall only be allowable by permit for significant

community or special events and upon the approval of the Council of the Corporation of the City of Port Colborne...”.

Discussion:

Traditionally, the Museum provides an extensive slate of activities during the annual Canal Days Marine Heritage Festival (Canal Days). These activities include historical reenactments of the typical life of infantry and soldiers during the War of 1812. In order to host these reenactments, Museum staff are requesting by-law exemptions that would permit the discharge of firearms (without ammunition) and camping on the Museum grounds.

Discharge of Firearms

During Canal Days, the Museum host War of 1812 reenactments that include musket firing demonstrations and the discharge of small canons. These demonstrations are enjoyed by Museum visitors and described by Museum staff as a ‘fan favourite’. The discharge of firearms does not use ammunition, just a powder that makes a bang and generates smoke. Even though there is no ammunition, safety practices are in place that include roping off the area so that the public is not close to the demonstration and firing towards a wall rather than an open area. The local Niagara Regional Police Sergeant is aware of the demonstrations and has offered no objection.

Staff believe that the demonstrations are permitted under section 12(i)(i) of the Discharge of Firearms By-law which states that “this by-law shall not apply to the discharge of a Firearm or Bow by a Person firing blank ammunition for the purposes of a ceremonial event, historical display or educational program”. Nonetheless, staff seek this exemption to ensure that there is certainty that the museum is compliant with the By-law 7026/63/22.

Camping

During Canal Days, the reenactors camp overnight on the Museum grounds in historically accurate canvas wedge tents. The tents are large enough for one person to sleep in and are normally left up during the day to demonstrate typical camp life for soldiers during the War of 1812. Most groups have about three or four tents and set up other historically accurate items in the camp to show how they would cook and live while camped during battle.

The Acting Deputy Fire Chief is aware of the plans to allow camping and has offered no objection.

Staff seek an exemption from By-law 7026/63/22 to permit camping on the Museum grounds during Canal Days.

Internal Consultations:

Staff from Recreation and Events, By-law Services, and the Chief Administrative Officer have taken a role in preparing this report.

The need for by-law exemptions was also discussed at meetings of the Special Events Response Team and the Canal Days Committee.

Niagara Regional police have been consulted on the discharge of firearms and the Fire Department has been consulted on the camping activity.

Financial Implications:

There are no financial implications associated with the granting of the requested by-law exemptions.

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:

The Museum would like exemptions to City by-laws in order to provide historical reenactments that include the discharge of firearms (without ammunition) and camping on the Museum grounds during the Canal Days Marine Heritage Festival.

Staff recommend granting the exemptions so that Museum visitors can enjoy the typical Canal Days programming that has been provided in the past.

Respectfully submitted,

Scott Luey
Chief Administrative Officer
905-228-8060
Scott.Luey@portcolborne.ca

Report Approval:

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



Subject: Joint Accessibility Advisory Committee Renewal

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2024-147

Meeting Date: July 23, 2024

Recommendation:

That Office of the Chief Administrative Officer report 2024-17 be received; and
That Council approve the Proposal to Coordinate AODA Compliance for 2024-2026 attached as Appendix A to Office of the Chief Administrative Officer report 2024-17;
That the Chief Human Resources Officer (CHRO) be directed to renew the City's membership in the Joint Accessibility Advisory Committee (JAAC) as needed until otherwise directed by Council.

Purpose:

The purpose of this report is to recommend that the City continue as a member of the Joint Accessibility Advisory Committee.

Background:

On June 28, 2021, Council approved the City of Port Colborne joining the Joint Accessibility Advisory Committee and delegated the CHRO to select two City appointees to sit as members on the Committee for 2021-2022.

The CHRO contacted all members of the City of Port Colborne Accessibility Advisory Committee and asked them to submit an expression of interest outlining their qualifications for the Joint Accessibility Advisory Committee. The CHRO selected Laura Slade and Andrea Mamo as the City of Port Colborne representatives on the Joint Committee.

On November 22, 2021, Council approved the Proposal to Coordinate AODA Compliance for 2022-2024 and directed the CHRO to renew the City's membership in

the JAAC. Laura Slade and Jamie Kramer were appointed to the JAAC for the 2022-2024 term.

Discussion:

Staff are committed to promoting accessibility standards throughout the City through avenues including access to information such as accessible documents and an accessible website, evaluation of built environment, site plan review, provincial reporting, and accessible customer service. While multiple staff work on these goals, there is no dedicated staff position to ensure compliance and provide expertise.

Over the past several years, multiple employees have been given the task of ensuring compliance. These staff members have shown interest in promoting accessibility and have worked with the City's Accessibility Advisory Committee to help the City remove barriers. While the City has moved in a positive direction it is important that the necessary resources be provided to continue this positive direction.

Staff believe that, in joining this multi-municipal committee, the City will have access to expertise that isn't otherwise available within the City workforce. In addition, the City will have an opportunity to work with other municipalities and benefit from knowledge sharing. The Proposal to Coordinate AODA Compliance for 2024-2026 is attached to this report as Appendix A.

The Joint Accessibility Advisory Committee is comprised of members from each member municipality, a staff member, and an accessibility expert. The JAAC, along with the Consultants from the Herrington Group, provide invaluable expertise and advice to the City in the areas of interpretation of legislation, accessibility audits on buildings, documents, processes, reporting, site plan reviews, training, and accessibility awards. For example, some of the services provided are;

- Review any new Accessibility Standards created under the AODA and any related legislation which impacts compliance such as the Human Rights Code and the Accessible Canada Act, and provide consultation and advice in a variety of formats (written and verbal) as required. This includes advising on existing and new Accessibility Standard implications, policy and procedural needs, training needs and equipment and capital needs to comply with regulations.
- Audit sample internal and external documents, processes, and information systems to identify barriers to people with disabilities as well as identify Accessibility Standard compliance gaps with the assistance of the JAAC.
- Assist in policy writing, procedure development and training plan and content development to comply with AODA requirements and emerging municipal needs.

- Recommend strategies and implementation measures that are identified as best practices as a result of their previous experience with the identified compliance need as well as best practices from a legislative perspective.
 - Recommend best practices as they relate to providing the greatest extent of accessibility for individuals living with a wide variety of disabilities (i.e., maintaining a “cross-disability focus” addressing the needs of individuals with physical, sensory, environmental, and mental health disabilities).
 - Develop the multi-year accessibility plan and associated progress reports, provide training to staff, Council, and committee members.
 - Re-audit municipal facilities to address physical barriers ahead of 2025 legislated deadline.
-

Internal Consultations:

None at this time.

Financial Implications:

The financial input into the Joint Accessibility Advisory Committee is approximately \$10,000 annually. This amount is funded through an allocation model charged across all departments on the benefit expense line of the budget.

The partnership with this Committee is fiscally responsible as expertise will be provided to the City without the need to fund a full-time staff member.

Public Engagement:

None at this time.

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:

Staff are confident that continuing to work with the JAAC will ensure the City meets AODA compliance and will help the City move forward in creating barrier free access for everyone.

Appendices:

- a. Proposal to Coordinate AODA Compliance for 2024-2026

Respectfully submitted,

Mary Murray, CHRL, MIR
Chief Human Resources Officer
905-228-8033
Mary.murray@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.



**Proposal to
Coordinate AODA Compliance for 2024 - 2026**

**Submitted to:
The Town of Lincoln
The Township of West Lincoln
The Town of Pelham
The City of Thorold
The Town of Niagara-on-the-Lake
The Town of Grimsby and
The City of Port Colborne**

Submitted to:
Matthew Trennum, Clerk
City of Thorold

Submitted by:
Donna L. Herrington
President and Senior Planner
The Herrington Group Ltd
53 Greenmeadow Court
St. Catharines, ON L2N 6Y7
donna@theherringtongroup.ca

October 23, 2023

Table of Contents

Section		Page
1.0	Introduction	3
2.0	Corporate Background and Experience	3
2.1	Related Experience	4
3.0	Deliverables Provided by THG in 2022-2024	5
4.0	2024-2026 Project Deliverables and Consultant's Responsibilities	6
5.0	Budget	10
5.1	Narrative Explanation of Proposed Budget	11

1.0 Introduction

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne (JAAC) seeks a consultant to provide consultation and assistance in developing compliance strategies and tools to ensure continued compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and resulting regulations.

In 2022, The Herrington Group (THG) was contracted for a two-year term (2022- 2024) by the JAAC to assist with compliance activities relating to the Accessibility with Ontarians with Disabilities Act, 2005. THG assisted the JAAC partners in complying with the AODA by:

- Drafting a 5-Year Accessibility Plan and Annual Progress Reports
- Developed and implemented Refresher AODA Training Module
- Supporting the JAAC in developing and implementing the Accessibility Matters Here Campaign
- Supporting JAAC municipalities during provincial compliance audits
- Providing daily support to municipal staff and the Joint Accessibility Advisory Committee members.

The Herrington Group Ltd (THG) has extensive experience in accessibility consulting and compliance strategy development under the AODA, having provided similar services to a variety of clients. This proposal will outline our understanding of the required deliverables as well as the suitability of our firm to provide consulting services to the JAAC.

2.0 Corporate Background and Experience

The Herrington Group is comprised of individuals who have extensive experience in disability issues, training, Universal Design, Barrier-Free Access, Human Resources, Human Rights legislation, planning and policy development, research, and architecture/construction. Most of our team also consists of individuals who also live with a variety of disabilities. This “lived experience” informs our work and strengthens our products and services.

Donna L. Herrington, B.A., Accessibility Consultant and Project Manager

Donna Herrington, the senior planner and owner of The Herrington Group has extensive personal and professional experience in disability issues. Donna possesses over

twenty-five years' experience in accessibility planning, policy and program development, training development and organizational change processes. Donna is well-versed in compliance obligations under the AODA and consequently has extensive experience in the area of accessibility planning.

Since starting THG in 2003, Donna has conducted accessibility audits of over 1200+ facilities and has created training programs to comply with the AODA's Customer Service Standard O. Reg. 429/07 that have trained over 25,000 people across the province.

Clients include: Strasman Architects (for Toronto Transit Commission), Sheridan College, Mohawk College, Ottawa Community Housing Corporation, Niagara College, Algonquin College, Humber College, Conseil Scolaire Catholique du Nouvel Ontario The City of Mississauga, GlaxoSmithKline, the Ontario Pension Board, the Cadillac Fairview Corporation, The Niagara Parks Commission, the Town of Oakville, the Regional Municipality of Peel, the City of Port Colborne, the Township of Wainfleet, the Halton District School Board and the Upper Grand District School Board, the Sudbury Catholic District School Board, the Catholic District School Board of Eastern Ontario, the City of St. Catharines, the City of Ottawa, Brock University, the City of Waterloo, the City of Kitchener and the Niagara Health System.

Donna has been an instructor for Niagara College's Multidisciplinary Geriatric and Mental Health Program teaching courses in Ontario's Mental Health System. She has served as an Expert Proposal Evaluator for Human Resources Development Canada's Social Development Partnerships Program – Disability Component. She has volunteered her time with the Niagara Prosperity Initiative and previously served as a member of the Niagara Grant Review Team of the Ontario Trillium Foundation.

2.1 Related Experience

- **Strasman Architects (for Toronto Transit Commission), Sheridan College, Mohawk College, Niagara College, Algonquin College; Humber College**– conducted accessibility audits of all facilities within these corporations.
- **Niagara Parks Commission** - acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of all NPC attractions.
- **GlaxoSmithKline** – acted as an Accessibility Consultant coordinating all AODA

compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of the corporate facilities.

- **Ontario Pension Board** - acts as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan.
- **Cadillac Fairview Corporation** – acted as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan. O. Reg. 429/07. Authored the Cadillac Fairview's Accessible Customer Service Policy and conducted a peer review of the organization's accessible customer service training. Policy and training enacted across entire Ontario operations which includes 28 facilities.
- **The Regional Municipality of Peel** – acted as an Accessibility Consultant in the Region's compliance effort under O. Reg. 429/07. Conducted organization-wide training and policy gaps analysis. Assisted in the authoring of the Region's Accessible Customer Service Policy. Designed training modules.
- **The City of Ottawa** – developed and piloted an accessibility training module for front line staff that can be customized for different types of City services and incorporated into existing learning/training opportunities. Developed and authored a facilitator's handbook to guide trainers in delivering the accessibility training module
- **The City of Mississauga, the Catholic District School Board of Eastern Ontario and Sudbury Catholic District School Board** – conducted accessibility audits of all facilities within these corporations (including offices, community centres, public pools, arenas, parking facilities, parks, lecture halls, theatres, recreational areas and outdoor spaces etc.).

3.0 Deliverables Provided by The Herrington Group from 2022-2024

From 2022-2024, The Herrington Group provided the following deliverables to the JAAC:

1. Provided support to JAAC members. The JAAC has the following priorities and objectives:

- Establish an effective working relationship with JAAC staff and Councils to ensure appropriate compliance with AODA Accessibility Standards.
 - Assist JAAC staff and Councils by providing compliance planning tools and resources with the aim of making compliance easier for staff and more effective for people with disabilities receiving programs and services.
 - Educate JAAC staff and Councils about barriers facing people with disabilities in our community.
2. Managed the Accessibility Advisory Committee; facilitated 13 meetings and maintained minutes and managed related action items.
 3. Drafted Refresher AODA Training and with the JAAC, submitted updated training module to ensure ongoing compliance with the AODA.
 4. Assisted JAAC municipalities respond to AODA compliance questions from Province. Prepared, collated and submitted all compliance related documents. Provided legislative interpretation advice to municipal contacts, provided response advice and direction.
 5. Conducted Site Plan reviews for Town of Pelham, Town of Lincoln, Town of Grimsby and Town of Niagara-on-the-Lake.
 6. Developed and submitted Support Letters for JAAC member accessibility related funding applications.
 7. Consulted on Human Rights issues relating to disability as requested.
 8. Responded to telephone and email access related enquiries from JAAC partners and their staff. Attended several meetings with Town staff.

4.0 2024 - 2026 Project Deliverables and Responsibilities

To ensure effective compliance with AODA the consultant proposes the following services for the contract term:

Management of the Joint Accessibility Advisory Committee:

- Solicitation and screening of new committee members (as required).
- Orientation for new and existing committee members.

- Preparation and distribution meeting packages (agendas, minutes, materials for review).
- Secure meeting locations ensuring a minimum of 6 regularly scheduled meetings in the planning year and coordination of Zoom meetings as required.
- Arrange committee member transportation and other accommodations as required/applicable.
- Attend JAAC meetings in the role of Secretary.
- Develop and submit annual work plans to the Admin Group.

AODA Interpretation and Compliance Support:

- The Consultant will provide AODA and Accessibility Standard analysis and interpretation and will orient JAAC members and JAAC Admin staff to compliance requirements (addressing general information needs as well as answering specific enquiries).
- The Consultant will review any new Accessibility Standards created under the AODA and any related legislation which impacts compliance such as the Human Rights Code and the Accessible Canada Act. The consultant will provide consultation and advice in a variety of formats (written and verbal) as required. This includes advising on existing and new Accessibility Standard implications, policy and procedural needs, training needs and equipment and capital needs to comply with regulations.
- The Consultant will audit sample internal and external documents, processes and information systems to identify barriers to people with disabilities as well as identify Accessibility Standard compliance gaps with the assistance of the JAAC.
- The Consultant will assist in policy writing, procedure development and training plan and content development to comply with AODA requirements and emerging municipal needs.
- The Consultant will recommend strategies and implementation measures that are identified as best practices as a result of THG's previous experience with the identified compliance need as well as best practices from a legislative perspective.
- The Consultant will recommend best practices as they relate to providing the greatest extent of accessibility for individuals living with a wide variety of disabilities (i.e. maintaining a "cross-disability focus" addressing the needs of individuals with physical, sensory, environmental and mental health disabilities).

Re-audit municipal facilities to address physical barriers ahead of 2025 legislated deadline

- The consultant, with the JAAC, will re-audit any municipal facility and prepare reports to identify physical barriers as they relate to AODA, the new OBC and FADS in anticipation of the legislated deadline of 2025. Up to 5 facilities will be completed per year.

Provide Accessibility Training to New Council, Committee Members and Staff:

- Consultant and JAAC members will provide accessibility training to all new Council, Committee Members and municipal staff as requested.

Development of the Multi-Year Accessibility Plan Progress Report:

- The Consultant will create Multi-Year Accessibility Plan Progress Reports.
- The Consultant will circulate the reporting tool and coordinate the drafting of the Annual Progress Report with input from JAAC partner contacts and submit the Report to Council for approval and adoption.
- Upon completion of the Progress Report, the Consultant will coordinate and assist in developing a Communication Plan for the Report.

Site Plan Reviews - provide compliance interpretation and support for Niagara FADS, the AODA Built Environment Standard and updated Ontario Building Code:

- The Consultant will conduct site plans and/or review as requested by JAAC partner municipalities to determine compliance with Built Environment Design Standards including Niagara FADS, AODA Design of Public Spaces and new Ontario Building Code as applicable.

Liaison support for JAAC staff:

- The Consultant will respond to email and telephone questions, attend meetings at JAAC and other appropriate locations as requested.

Further develop the Accessibility Matters Here Award

- Work with the JAAC to further its recognition award program for municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per year.

Liaise with public and private sector organizations and interest groups.

In conjunction with the JAAC members:

- providing information about the AODA and its regulations
- maintaining a social media presence
- speaking to organizations about accessibility
- educating organizations on how to welcome people with disabilities into their business or workplace

Service Inclusions and Additional Considerations:

- a) Assignment activities will be conducted at The Herrington Group's offices. Email and telephone consultation will be widely used to reduce the amount of required travel in providing services. However, services will also be provided on site within JAAC municipalities as required.
- b) The consultant will be responsible for planning, meeting facilitation, production of draft materials, dissemination of materials for review, and collecting and consolidating feedback. The consultant will be responsible for the development of the Multi-Year Accessibility Plan Progress Report and any other compliance related policies.
- c) All staff of The Herrington Group Ltd is subject to its Health and Safety Policy and Confidentiality Agreement.
- d) The Herrington Group Ltd holds general liability and errors and omissions insurance in the amount of \$5,000,000. THG also holds an account, in good standing, with WSIB. Certification to confirm both accounts will be provided upon contract commencement.

The proposed budget follows on the next page.

5.0 Budget

Expense	Annual Amount	2-Year Total Contract Amount
Printing and Materials	\$1,290	\$2,580
Transportation	\$2,500	\$5,000
JAAC Meeting Accommodations	\$1,950	\$3,900
Consultant's Fee (plus HST):	\$64,260	\$128,520
<ul style="list-style-type: none"> • JAAC Management • AODA Compliance Planning • Facility Re-audits • Advice: New Accessibility Standards, new legislation • Multi-Year Accessibility Plan and Annual Progress Report Development • Community Outreach • Site Plan Review Services • Compliance Support • Staff Liaison Services • Administrative Support 		
TOTAL	\$70,000	\$140,000

5.1 Narrative Explanation of Proposed Budget

Printing and Materials- \$1,290/annum

This figure reflects printing for the Accessibility Matters Here Campaign promotional materials (brochures and award certificates)

Transportation - \$2,500/annum

These funds will ensure consumer participation from all partnering municipalities. By providing transportation for JAAC members with disabilities, barriers to participation are eliminated and equality in the JAAC planning process is ensured. JAAC members are utilizing transportation most often as they participate in direct service activities such as staff training and consultations.

Eligible transportation costs include mileage reimbursement, taxi and bus costs and the chartering of accessible taxi cabs for wheelchair users. Costs are estimated to be \$416/month x 6 months (the JAAC meets every other month).

JAAC Meeting Accommodations - \$1,950/annum

Costs here include renting accessible meeting space to accommodate all JAAC members and serving light meeting refreshments for bi-monthly JAAC meetings when meeting in person. Meeting space: \$325/meeting x 6 meetings.

Consultant's Fee - \$64,260/annum

Consultant fee includes:

- **JAAC Committee Management and Administration** – annual work plan, monthly meetings, minute taking, follow up support.
- **AODA Compliance Support**– provide interpretation and compliance support relating to existing or new Accessibility Standards including accessibility audits of internal operations, processes, documents, internal and external communications. Meeting with Senior Staff to obtain needed information.

Propose compliance measures, provide status updates and create required documents.

- **Multi-Year Accessibility Plan Progress Report Development** – including designing progress reporting process, collecting and synthesizing data, adding new data should new AODA Standards be regulated, managing JAAC consultation process, drafting Final Progress Report and submission of same to Councils.
- **Facility Re-audits** – re-audit 5 municipal facilities per year.
- **Community Outreach Activities** – prepare for JAAC members AODA related materials to be used in their community outreach activities.
- **Site Plan Review Services** – as requested.
- **Staff Liaison Services** – respond to email and telephone enquiries. Attend JAAC partner consultation meetings.
- **Administrative Support** – calculated at \$15/hour x 10 hours/month x 6 months.

Fee will be billed monthly, and Harmonized Sales Tax will be added.

SIGNED, SEALED AND DELIVERED

Signed this ____ day of _____, 2024.

Donna L. Herrington
The Herrington Group Inc.

Witness:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Grimsby

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Lincoln

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Niagara-on-the-Lake

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Town of Pelham

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the City of Port Colborne

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the City of Thorold

Mayor:

Clerk:

Signed this ____ day of _____, 2024.

The Corporation of the Township of West Lincoln

Mayor:

Clerk:



Subject: Oil Mill Creek Municipal Drain

To: Council

From: Public Works Department

Report Number: 2024-141

Meeting Date: July 23, 2024

Recommendation:

That Public Works Department Report 2024-141 be received; and

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

Purpose:

The purpose of this report is to provide Council with an update on the delivery of the Engineer's Report and requisite actions pertaining to the Meeting to Consider.

Receipt of an Engineer's Report, under Section 41, Chapter D.17 of the *Drainage Act*, requires Council's advancement of the report to a Meeting to Consider the report.

The Meeting to Consider the Report is tentatively set for September 3, 2024, pending acceptance of this report and direction for staff to complete a mailing of the required notification to the affected landowners.

Background:

Municipal records indicate the Oil Mill Creek Municipal Drain has been in existence since about 1888. The original single main drain was approximately 1,000 metres long and outlets at the lake to a termination point on the eastern edge of the current Pinecrest Road. The drain has evolved to what it is today with a main branch extending to the Friendship Trail, three easterly branches, and one westerly branch. The drainage area has not appeared to increase since the original report. The original report described the drain as "running through quite lowlands".

On October 28, 2019, Paul Marsh, P. Eng of EWA Engineering Inc., was appointed under Section 74 of the Drainage Act R.S.O. 1990 to complete a new report for this watershed.

Discussion:

The *Drainage Act R.S.O. 1990*, states that a report shall be completed one year after the time of appointment. Having not met that clause of the Act, due to the lapse of time taken to get to a final report, the reappointment of Paul Marsh of EWA Engineering Inc. occurred at the January 25, 2022 Council meeting. Staff acknowledge that the requirements of the Drainage Act were not completed within the 1-year mark, however changes to the original scope of work and delays with the commenting agencies accounted for this delay.

The Oil Mill Creek Municipal Drain is located within the City of Port Colborne municipal boundary. As this municipal drain is outside the urban boundary there will be no funds used from the City's collected storm sewer fees.

The main drain is 1,991 meters in length, servicing an area of 265 hectares. The Oil Mill Creek Drain watershed is comprised of the main drain and four branch drains. The boundary is slightly adjusted based on the updated mapping in 2012 from the last report.

At the onset of appointment, a petition through the Drainage Act was signed by the Road Authority to provide drainage for the landowners in Bell Acres Subdivision. This request was for a fifth branch that would extend north and east to incorporate the existing swales in the subdivision as municipal drains. Although this would be an added cost to the residents of the subdivision, it would allow for more frequent maintenance of the subdivision swales and roadside ditches.

After the most recent public meeting regarding the drain, held on November 27, 2023, it was determined by staff to withdraw the petition and complete the swale and roadside ditching under the roadside ditching program.

Other works proposed with this report include:

- A small realignment at the connection of East Branch 2 and East Branch 3 to the Main Drain just north of Vimy Ridge Road,
- Adjustments to the winch at the gate structure at the lake,
- Changing the grade of East Branch 1 and the West Branch to improve drainage upstream, and
- A gravel riffle and pool upstream of the culverts in Centennial Park, and a new wetland stormwater management feature in Centennial Park that will provide excess runoff storage during gate closure due to high lake levels.

The purpose of this Engineer's report was to capture any newly created lots (severances) within this watershed bringing the assessment schedules up to date, as well as incorporate the proposed changes within the drainage area.

Staff received a copy of the Engineer's Report prepared by EWA Engineering Inc. dated June 24, 2024, and subsequently filed with the City Clerk on July 18, 2024.

Internal Consultations:

Consultation with various departments regarding the financials and the proposed work outlined in the Engineers report have taken place.

Financial Implications:

The total fees incurred by the City to date for the survey of the drain, the drafting fees, and the engineering fees for the completed engineer's report, are approximately \$270,000. As per the Engineer's Report, the total project estimated cost is approaching \$612,000, inclusive of the Administration and Engineer's fees.

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

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

To finance the drainage works, the City will charge interest on funds that have been spent. The interest rate is calculated at the City's Bank Prime Rate + 2%. As per the Drainage Act, interest will be calculated until the Engineer signs the certificate of final completion.

Public Engagement:

Any reports or works completed through the *Drainage Act* must follow all regulations of the *Drainage Act*. Two meetings with all landowners assessed for the works of the Oil Mill Creek Drain have taken place with the most recent meeting being on November 27, 2023. Following Council's direction to proceed with the Meeting to Consider, staff will initiate a mailing to the landowners assessed in this report. The mailing will contain notification of the Meeting to Consider and directions to obtain a copy of the Engineer's report on the City's website. For those that are unable to use the website or prefer an electronic version of the report, they will be provided directions to contact staff.

Strategic Plan Alignment:

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

- Sustainable and Resilient Infrastructure
-

Conclusion:

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

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

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

Appendices:

- a. Plan of the Oil Mill Creek Municipal Drain

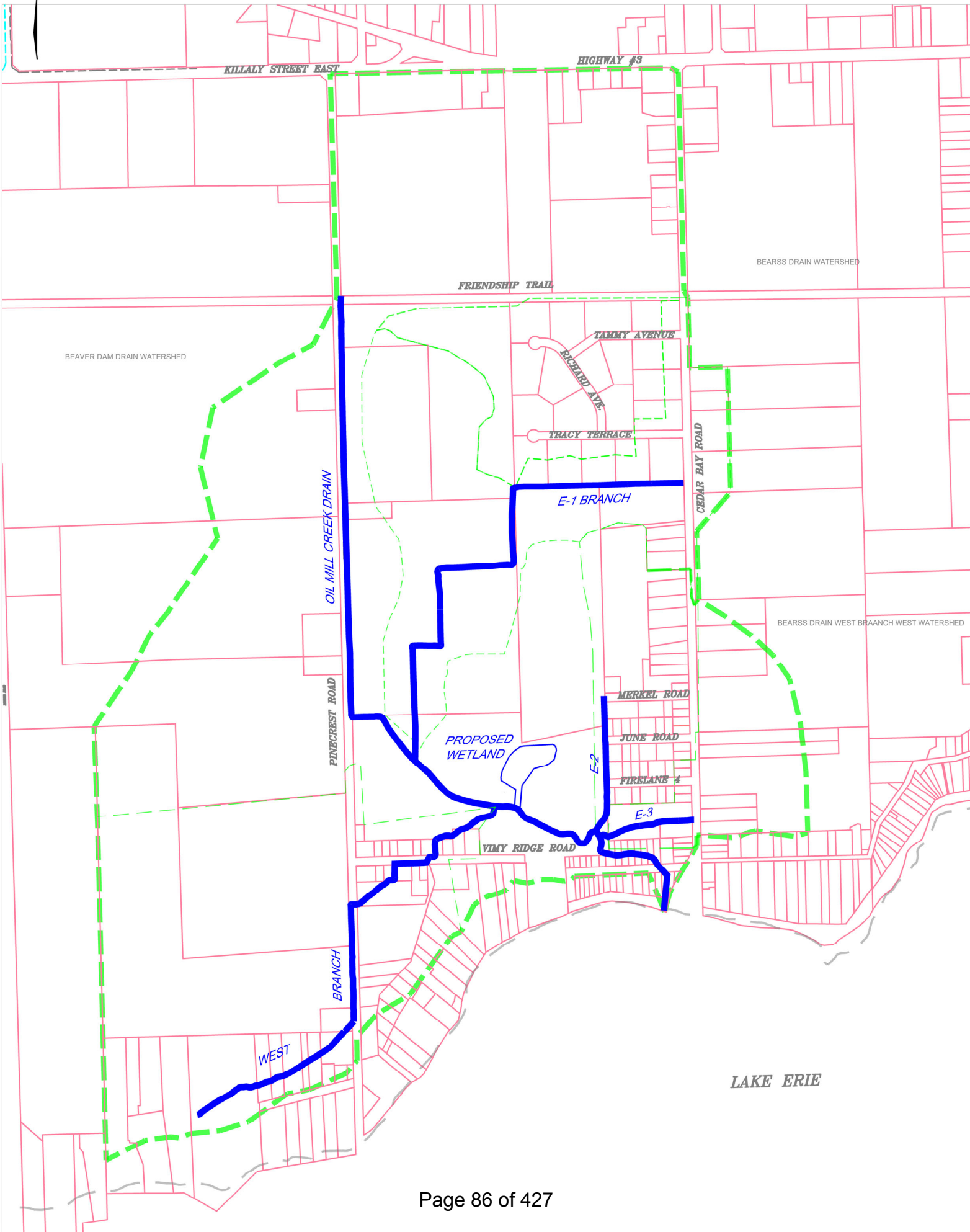
Respectfully submitted,

Alana Vander Veen
Drainage Superintendent
905-228-8127
Alana.VanderVeen@portcolborne.ca

Report Approval:

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

OIL MILL CREEK MUNICIPAL DRAIN





Subject: POCOMAR Agreement
To: Council
From: Corporate Services Department

Report Number: 2024-138

Meeting Date: July 23, 2024

Recommendation:

That Corporate Services Department Report 2024-138 be received; and
That Council approve the Mayor, Acting Clerk, Manager, Recreation, and Marina Supervisor to enter into an agreement (Appendix A) for auxiliary marine search and rescue service with Port Colborne Marina Auxiliary Rescue.

Purpose:

The purpose of this report is to obtain Council’s approval for a new agreement with Port Colborne Marine Auxiliary Rescue (POCOMAR) for auxiliary marine search and rescue services.

Background:

POCOMAR provides the City of Port Colborne auxiliary marine search and rescue services. In 2016 a formal agreement was established when POCOMAR began leasing a portion of the maintenance building.

That agreement ended in 2021 with POCOMAR and the City operating on month-to-month basis, in the absence of a renewed agreement.

In addition to the leasing arrangement, the City has provided various grants to POCOMAR over the years. The grant has been a combination of a City and boater contribution.

Discussion:

Through discussions with POCOMAR the attached license agreement, identified as Appendix A – POCOMAR Agreement, has been developed to support the important auxiliary search and rescue service that POCOMAR provides in Port Colborne.

The agreement is substantially updated in format and content compared to the previous agreement and, recognizing they were developed in cooperation with all parties, redlined versions have not been provided.

The new agreement identifies and highlights:

- POCOMAR to provide residents and users of the water in the City of Port Colborne with auxiliary marine search and rescue service, including boater safety education;
- POCOMAR shall share congruent values of the City;
- POCOMAR will be inclusive in the fostering of a welcoming, livable, and healthy community;
- POCOMAR will have access to designated space at the Sugarloaf Harbour Marina Maintenance Building and that space could be moved provided comparable space is made available;
- Definition around the licensed space;
- A term of 5 years with 3 options for renewal that would require the licensee and City to mutually agree;
- Actions required of POCOMAR and the City;
- Capital replacement or improvement would be at the discretion of the City;
- Terms of insurance;
- Indemnity, default, assignment, notice terms, and other general terms;
- Grant amounts (discussed further under financial implications).

Internal Consultations:

Through discussions with POCOMAR, Community Safety, and Corporate Services the attached agreement identified as Appendix A – POCOMAR Agreement has been developed to support marine rescue operations.

Financial Implications:

The agreement proposed in Appendix A proposes the following financial considerations:

- That seasonal, transient, and boat ramp boaters contribute 2% of their slip fees to POCOMAR (this is an increase from 1% in 2023);

- The City to provide a Levy grant equal to the seasonal, transient and boat ramp boaters contribution;
- The Marina to receive 30% of the aggregate grant to support POCOMAR with dock, launch, and storage fees for two boats up to 36 feet each (this provision will maintain whether or not POCOMAR maintains to two boats and exists to encourage POCOMAR to maintain operations within Sugarloaf Marina, anything above two boats will be charged fees per the User Fee By-law);
- POCOMAR to pay a nominal fee for leased space.

The financial considerations above are designed to provide greater support for POCOMAR and recognize the Marina as a self-sustaining entity.

The 2024 grant is forecasted in the table below, with a comparison to the prior year as follows:

Grant to POCOMAR:		
Seasonal	\$ 12,900	
Transient	\$ 2,000	
Boat Ramp	\$ 1,000	
	\$ 15,900	
Levy Grant	\$ 15,900	
Projected Increase		\$ 31,800
Reimbursement to the Marina for Services:		
2 Boats (30% grant)	\$ 9,540	
Lease Space*	\$ 780	
		\$ 10,320
Proposed 2024 NET Grant		\$ 21,480
Prior Net POCOMAR Grant		\$ 16,500
Projected Grant Increase		\$ 4,980
* plus HST		

The goal of the five-year term, with a pre-established grant and a built-in opportunity to renew, provided both POCOMAR and City agree, provides both POCOMAR and the City “line of sight” for future planning.

Staff identify in 2024 boaters only had 1% included in their slip fees and transient and boat ramp fees have not been charged. If this agreement is approved the 2% fee will be applied to transient fees immediately. The boat ramp fee will adjust for 2025. In this year of transition, Staff identify any difference between the grant that would have resulted from seasonal, transient, and boat ramp fees if the 2% contribution was applied and that which is actually collected, will be paid through the Marina's 2024 budget.

Public Engagement:

Staff have worked with POCOMAR on the development of this agreement.

Strategic Plan Alignment:

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

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

Conclusion:

That Council approve the Mayor, Acting Clerk, Manager, Recreation, and Marina Supervisor to enter into an agreement (Appendix A) for auxiliary marine search and rescue service with Port Colborne Marina Auxiliary Rescue.

This agreement serves boaters and users of the waters surrounding Port Colborne.

Appendices:

- a. Appendix A - POCOMAR Agreement

Respectfully submitted,

Greg Zweip
Manager of Recreation
(905) 228-8044
Greg.Zwiep@portcolborne.ca

Bryan Boles, CPA, CA, MBA
Director of Corporate Services / Treasurer
(905) 228-8018
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.

LICENCE AGREEMENT

This agreement (this “License”) made in duplicate the _____ day of _____, 2024.

B E T W E E N:

PORT COLBORNE MARINE AUXILIARY RESCUE

(hereinafter called the “**POCOMAR**”)

- and -

THE CORPORATION OF THE CITY OF PORT COLBORNE

(hereinafter called the “**City**”)

WHEREAS the City owns the Sugarloaf Harbour Marina Maintenance Building (“SHMMB”) located at Sugarloaf Harbour Marina, 1 Marina Road, Port Colborne, ON, L3K 6C6 in the City of Port Colborne;

AND WHEREAS the POCOMAR is a legally incorporated not-for-profit entity;

AND WHEREAS the POCOMAR and City agree that the POCOMAR shall have a license to use certain areas of the SHMMB in accordance with the terms hereof;

NOW THEREFORE this agreement witnesses that in consideration of the premises and the obligations herein expressed and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the POCOMAR and City hereby agree as follows:

1. Designated Space

- a. Subject to section 8 below, the City hereby grants to the POCOMAR the right to use the areas within the SHMMB identified in Schedule B – Designated Space (DESIGNATED SPACE) for the purposes as identified in section 2 below for the fees outlined in Schedule A – Fees Structure.
- b. The DESIGNATED SPACE is accepted “as is, where is” by the POCOMAR.
- c. The City shall be entitled to reasonable access to, and use of, the DESIGNATED SPACE as reasonably required for the City’s use and operations of the balance of

the SHMMB.

2. Purpose

- a. POCOMAR in its capacity as the auxiliary marine search and rescue service in the City of Port Colborne shall:
 - i. share congruent values of the City;
 - ii. provide residents and users of the water in the City of Port Colborne with auxiliary marine search and rescue service, including boater safety education;
 - iii. be inclusive in the fostering of a welcoming, livable, and healthy community.

3. Term

- a. Subject to section 8 below, the initial term of this license shall commence on January 1, 2024 (Commencement) and shall terminate five (5) years from the commencement date on December 31, 2029 (INITIAL TERM).
- b. Upon the expiring of the INITIAL TERM, the POCOMAR and the City shall have the option to extend the INITIAL TERM of this license for three (3) additional periods of five (5) years (EXTENDED TERM). To facilitate an EXTENDED TERM:
 - i. the POCOMAR will need to provide written notice to the City at least six (6) months prior to the expiration of the INITIAL TERM; and
 - ii. if the City agrees to the EXTENDED TERM, provide written acceptance of the EXTENDED TERM request to the POCOMAR.

In the event of the exercise of the EXTENDED TERM, such extension shall be upon the same terms and conditions as this license.

- c. During the initial term or any extended term(s) the City has the right to require POCOMAR to move to an alternative DESIGNATED SPACE within 120 days notice, at the City's expense, provided the space is comparable in size and within reasonable proximity of POCOMAR's docked boats.

4. POCOMAR Covenants

- a. The POCOMAR covenants and agrees with the City that, throughout the term of the agreement the POCOMAR shall:
 - i. observe all the terms, covenants and conditions of this agreement including, without limiting the generality of the foregoing, maintaining the DESIGNATED SPACE within the terms and timelines contained in Schedule A – Designated Space hereto;
 - ii. only use the DESIGNATED SPACE for the purpose of POCOMAR and subject to section 2;
 - iii. operate to the City's values and comply with all City policies and procedures, including but not limited to the City's code of conduct and zero tolerance for smoking and illicit substances on City property which includes the DESIGNATED SPACE;
 - iv. comply with all laws, directions, rules and regulations of all governing and governmental bodies and authorities having jurisdiction, including the City;
 - v. comply with all environmental laws, directions, rules, and regulations, and agrees not to contaminate the DESIGNATED SPACE or allow any discharge of any contaminants of any nature into the DESIGNATED SPACE;
 - vi. not advertise POCOMAR sponsors on or around DESIGNATED SPACE without the express written consent of the City;
 - vii. maintain insurance compliant with section 6 below;
 - viii. communicate any significant changes in use of space or programming prior to implementation;
 - ix. make public POCOMAR annual board meeting agenda and meeting minutes on a schedule that follows scheduled annual board meetings;
 - x. provide an annual report to Council;
 - xi. provide annual, unaudited financial statements to the City within 90 days of

POCOMAR's year end. Allow the City and the City's auditors, if requested, access to financial records, including but not be limited to receipts and invoice or expense information.

- b. Specific to the DESIGNATED SPACE, POCOMAR covenants and agrees with the City that, throughout the term of the agreement the POCOMAR shall:
- i. Sign for and subsequently be issued five (5) keys to the SHMMB building by the City for the DESIGNATED SPACE. POCOMAR shall not duplicate or share these keys and will abide by all rules and regulations of the City with respect to building safety and security. POCOMAR shall return the keys immediately upon request by the City, failing which will result in the locks being changed and POCOMAR being charged the cost of doing so;
 - ii. maintain the DESIGNATED SPACE to reasonable housekeeping standards, including collecting all waste and recyclables and placing them in appropriate containers and location for waste and/or recycle pickup;
 - iii. ensure that all areas within the DESIGNATED SPACE, inclusive of all property of the POCOMAR found within the DESIGNATED SPACE, are properly maintained, free of refuse and clutter, and is kept aesthetically acceptable to what the City would consider to be reasonable. All work, including maintenance work will be completed in accordance with the Marina's Clean Marine Policy.;
 - iv. provide for general supplies required in the DESIGNATED SPACE, which includes but are not limited to tables, chairs, cleaning supplies and toiletries;
 - v. be responsible for the payment of utility costs, which includes but are not limited to telephone, cable, telephone, and internet. ;
 - vi. be responsible, including related costs, for the installation, maintenance and replacement of all trade fixtures and improvements within the DESIGNATED SPACE, including, but not limited to all shelves, racks, counters, signage, and specialized lighting;
 - vii. not make any repairs, alternations, replacements, decorations, or improvements (work) to the DESIGNATED SPACE without the express written consent of the City. Any approved work that is fixed to the building will immediately become the property of the City and shall not be removed

subject to section 4 (b) (x) below;

- viii. be responsible for, its employees, volunteers, participants, users, contractors, invitees, customers, and others attending the DESIGNATED SPACE, and all surrounding City facilities including related costs resulting from damage to the DESIGNATED SPACE, and surrounding City facilities,
- ix. be responsible for its employees, volunteers, participants, users, contractors, invitees, customers and others including adherence to marina rules, and Code of Conduct, understanding that failure to do so may result in removal of individuals and/or a no trespass executed against individuals in violation
- x. not use any appliances, including but not limited to refrigerators, ovens and stoves, washers, and dryers without the express written consent of the City. Any appliances will be required to have a high energy efficiency rating;
- xi. upon the termination of this agreement remove any fixtures and improvements requested for removal by the City from the DESIGNATED SPACE and if requested by the City, return the DESIGNATED SPACE to the same state as it was at the beginning of the term, subject only to reasonable wear and tear.
- xii. participate and where applicable lead or join partnership development, sponsorship activities, fundraising and grant initiatives to support the repair, replacement, and maintenance of the DESIGNATED SPACE.

5. City Covenants

- a. City covenants and agrees with POCOMAR that, throughout the term of the agreement the City shall:
 - i. observe all the terms, covenants, and conditions of this agreement;
 - ii. be under no obligation for any repair, replacement, or maintenance to the DESIGNATED SPACE;
 - iii. reserve the right to restrict access to the DESIGNATE SPACE for purposes such as required repair and maintenance or health and safety resulting from an event such as severe weather. The City appreciates such situations may impact POCOMAR operations. The City is not responsible for any resulting

financial loss that may result to POCOMAR;

b. Specific to the purpose of POCOMAR, the City covenants and agrees with POCOMAR that, throughout the term of the agreement the City shall:

- i. shall charge the seasonal and transient slips and boat ramp users a percentage fee of 2% on their slip rentals and/or boat ramp fees;
- ii. match the funds charged in section 5 (b) (i);
- iii. submit the collected fees and matching funds to POCOMAR by May 1st for all seasonal slip rentals that have confirmed by April 1st and by November 1st for all seasonal slip rentals that confirmed after April 1st;
- iv. submit the collected fees and matching funds for transient slip rentals to POCOMAR by November 1st;
- v. any payment of collected fees in sections 5 (b) (iii) and 5 (b) (iv) will be offset by any funds owing to the City.

6. Insurance

- a. POCOMAR shall, throughout the INITIAL TERM and any EXTENDED TERM, at its own expense, take out and maintain commercial general liability insurance (POLICY) satisfactory to the City and underwritten by an insurer licensed to conduct business in the Province of Ontario. The POLICY shall provide coverage for bodily injury, property damage and personal injury and shall include but not be limited to:
 - i. A limit of liability of not less than \$5,000,000 per occurrence;
 - ii. Add the City as an additional insured with respect to the operations of the POCOMAR;
 - iii. The POLICY shall contain a provision for cross liability and severability of interest in respect of the POCOMAR;
 - iv. Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
 - v. Tenant's legal liability;
 - vi. Products and complete operations coverage;
 - vii. Broad form property damage;

- viii. Contractual liability;
 - ix. Work performed on behalf of the POCOMAR by sub-contractors;
 - x. Hostile fire;
 - xi. The POLICY shall be provided 30 days prior notice of cancellation.
- b. POCOMAR agree to furnish the City with proof of the POLICY in a form satisfactory to the City on or before the acceptance of this agreement by the City and for subsequent POLICY updates to be provided to the City as they expire or at the request of the City to verify coverage is maintained.

7. Indemnity

- a. POCOMAR shall defend, indemnify and save harmless the City, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of POCOMAR, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this License. This indemnity shall be in addition to and not in lieu of any insurance to be provided by POCOMAR in accordance with this License and shall survive this License.
- b. POCOMAR agree to defend, indemnify, and save harmless the City from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to POCOMAR's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by POCOMAR in accordance with this License and shall survive this License.

8. Default

- a. Any of the following occurrences or acts shall constitute an event of default by the City or POCOMAR under this agreement:
- i. failure to make any payment of any sums herein required to be paid, where such failure shall continue for fifteen (15) days after the other party shall have given the defaulting party notice specifying such failure;
 - ii. failure to perform any covenant or condition required to be performed or observed by such party hereunder, where such failure shall continue for fifteen

(15) days after delivery by the other party of notice specifying such failure and, if such default cannot be reasonably cured within such fifteen (15) day period, such longer period as may be reasonably required to cure such default; and

- iii. the bankruptcy or taking the benefit of any legislation providing protection for insolvent parties or winding up or otherwise ceasing to exist.
- b. In the event default shall occur and be continuing after any applicable curative period, the non-defaulting party, in addition to all other rights it may have, shall have the following rights:
 - i. to immediately terminate this agreement and the term by giving written notice of such termination to the defaulting party. Any payments for which POCOMAR is liable under this agreement shall thereupon be apportioned and paid in full and refunded, if necessary, to the date of such termination, and POCOMAR shall immediately deliver possession of the DESIGNATED SPACE to the City and the City may re-enter and take possession thereof;
 - ii. to perform the covenant or condition required to be performed or observed by the defaulting party (the costs of doing so shall be a debt from the defaulting party to the non-defaulting party and, if the City is the defaulting party, may be set off against any future payments); and
 - iii. if the POCOMAR is the defaulting party, upon written notice to POCOMAR, the City may re-enter the DESIGNATED SPACE.

9. Assignment

- a. POCOMAR shall not assign this agreement, in whole or in part, or enter any sub-license or otherwise permit any other party to occupy the DESIGNATED SPACE or any part thereof without the written consent of the City.
- b. Subject to the foregoing, this agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

10. Notices

- a. Any demand, notice, direction, or other communication made or given hereunder (Communication) shall be in writing and shall be made or given by personal delivery, courier, facsimile transmission, or sent by registered mail, charges prepaid, addressed as follows:

To the POCOMAR:	Attention: Commander Sugarloaf Harbour Marina 1 Marina Road Port Colborne, ON
-----------------	--

	L3K 6C6 (905) 341-4027
To the City:	Attention: City Clerk 66 Charlotte Street Port Colborne, ON L3K 3C8 (905) 835-2900

or to such other address or facsimile number as either party may, from time to time, designate in accordance with this section.

- b. Any communication made by personal delivery or by courier shall be conclusively deemed to have been given and received on the day of actual delivery thereof or, if such day is not a business day, on the first business day thereafter. Any communication made or given by email on a business day before 5:00 p.m. (local time of the recipient) shall be conclusively deemed to have been given and received on such business day, and otherwise shall be conclusively deemed to have been given and received on the first business day following the transmittal thereof. Any communication that is mailed shall be conclusively deemed to have been given and received on the fifth business day following the date of mailing but if, at the time of mailing or within five business days thereafter, there is or occurs a labour dispute or other event that might reasonably be expected to disrupt delivery of documents by mail, any Communication shall be delivered or transmitted by any other means provided for in this section. When used in this agreement, "business day" shall mean a day other than a Saturday, Sunday, or any statutory holiday in the province in which POCOMAR is located.

11. General Provisions

- i. The City and POCOMAR shall, without charge, at any time and from time to time, within ten (10) days after request by the other party, certify by written instrument to the other party or any other person, firm or corporation specified by the other party, that this agreement is unmodified and in full force and effect (or, if there have been any modifications, that this agreement is in full force and effect as modified and stating the modifications), whether or not there are then existing any known set-offs or defences against the enforcement of any of the agreements, terms, covenants or conditions of the certifying party and, if so, specifying the nature of same and confirming the dates, if any, to which any charges hereunder have been paid.
- ii. This agreement constitutes the entire agreement of the parties with respect to the matters governed by it and supersedes all prior agreements and understandings, whether written or oral, relative to the subject matter hereof. Except as otherwise specifically set forth in this agreement, neither party makes any representation or warranty, express or implied, statutory, or otherwise, to the other. This agreement may not be amended or modified except by a written instrument executed by both parties.

- iii. The parties hereto disclaim any intention to create a partnership between them or to constitute any of them the agent of the other or to create any fiduciary relationship between them. Nothing in this agreement shall constitute the parties being construed as partners or agents of one another, nor except as may be expressly provided in this agreement, constitute any of them the agent of the other party.
- iv. If any covenant, provision, or restriction contained in this agreement is found to be void or unenforceable in whole or in part by a competent authority, it shall not affect or impair the validity of any other covenant, provision or restriction and, without limitation, each of the covenants, provisions and restrictions contained herein and hereby declared to be separate and distinct covenants, provisions and restrictions.
- v. Unless the context otherwise requires, words importing the singular in number only shall include the plural and *vice versa*, words importing the use of gender shall include the masculine, feminine and neuter genders, and words importing persons shall include individuals, corporations, partnerships, associations, trusts, unincorporated organizations, governmental bodies and other legal or business entities.

DRAFT

IN WITNESS WHEREOF the parties hereto have caused this license agreement to be duly executed as of the day and year first above written.

THE CORPORATION OF THE CITY OF PORT COLBRONE

William C. Steele, Mayor

Carol Scholfield, Interim City Clerk

Greg Zwiep, Manager Recreation

Marina Supervisor, Blair Holinaty

Port Colborne Marine Auxiliary Rescue

Michael Speck, Commander

Appendix A – Fee Structure

Space	Payment¹	Payment Term	Time Period and Limitations
SHMMB ⁵	Escallating ¹	Due May 1 ²	Available for the term of license for the purpose identified in Section 2 of the License Agreement ³
Docking, storage and boat handling (haul out / launch)	Base payment equal to 30% of the grant as calculated in section 5b of this agreement for two boats up to 36 feet each. Fees for any additional boats are to be charged based on Council approved rates as set annually in the User Fee By-law	The base payment equal to 30% of the grant will be netted against the grant paid on the May 1 st payment date as set per section 5B of this agreement. Fees for any additional boats above two are to be paid per Sugarloaf Marina boater polices and procedures ⁴	Per the Sugarloaf Marina boater policies and procedures ⁴

¹ from \$780.00 as follows:

Term	Year	Cost per square foot⁶	Square feet	Cost	Change
Initial 5 Year License Term	1	\$1.25	624	\$780	
	2	\$1.50	624	\$936	\$156
	3	\$1.75	624	\$1,092	\$156
	4	\$2.00	624	\$1,248	\$156
	5	\$2.25	624	\$1,404	\$156
Optional 5 Year Extension License Term	6	\$2.50	624	\$1,560	\$156
	7	\$2.75	624	\$1,716	\$156
	8	\$3.00	624	\$1,872	\$156
	9	\$3.25	624	\$2,028	\$156
	10	\$3.50	624	\$2,184	\$156

² each year of the license.

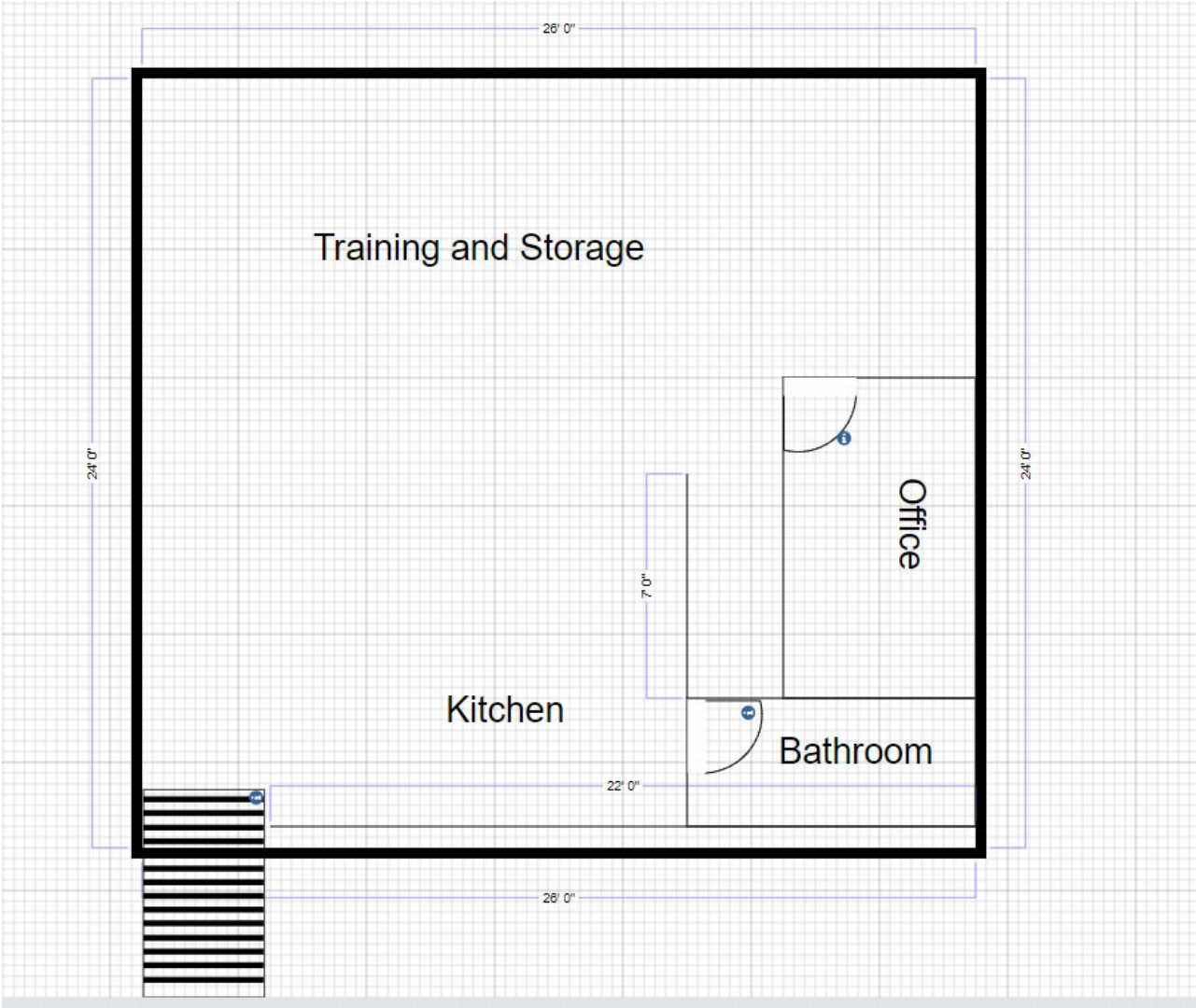
³ unless otherwise restricted for purposes as set out in other sections of this license agreement.

⁴ unless otherwise approved by the City.

⁵ will remain available to the City for other purposes as deemed required, at any time, other than when in use by POCOMAR.

⁶ includes the responsible and environmentally conscious use of hydro, gas and water.

Appendix B – Designated Space: Sugarloaf Harbour Marine Supply Store Building





Subject: Tourism Strategy and Tactical Plan

To: Council

From: Corporate Services Department

Report Number: 2024-145

Meeting Date: July 9, 2024

Recommendation:

That Corporate Services Department Report 2024-145 be received.

Purpose:

The purpose of this report is to present a tourism strategy and tactical plan for Council's consideration.

Background:

Port Colborne has attracted tourists for decades, with people choosing to visit Port Colborne for the purposes of pleasure and interest. Therefore, it is not surprising that tourism has been welcomed and embraced over the years. Canal Days Marine Heritage Festival is the best example of a time during the year when travel to Port Colborne reaches its peak. Were it not for this event, as well as attractions like the beaches, trails, Marina, Museum, Roselawn Theatre, West Street, and Welland Canal, tourism in Port Colborne might not be given much thought.

The City has an existing tourism strategy from 2003 that challenged Council and staff to develop and promote tourism in order to capitalize on the numerous benefits that tourism can provide. Now that 20 years have passed, staff feel it is time to update the tourism agenda and ensure this agenda is aligned with the priorities and goals in the City's 2023-2026 Strategic Plan. The value of having a new tourism strategy is that it can be used to frame the conversation around the role that tourism plays in economic growth, social well-being, and environmental conservation. Some key considerations are as follows:

- Tourism is a tool, a resource, and an avenue — it is neither perfect nor is it a magic solution — along which the City can deliver on its five strategic pillars;
- Developing tourism in Port Colborne should focus on infrastructure improvements that enhance the lives of residents and attract tourists, instead of creating attractions or new amenities exclusively for the latter group; and
- Characterizing tourism as something that will leave residents to bear all the (economic, social, and environmental) costs overlooks the importance of sustainable tourism development.

While a passive or laissez-faire approach to tourism may sound appealing, it won't maximize Port Colborne's potential as a thriving destination. That's because leaving tourism development entirely to industry stakeholders assumes they will take action, which may not be the case. Therefore, staff recommend that the City continue to be involved in tourism development and follow the lead of municipal governments across Ontario and Canada who have adopted innovative strategies for generating visitor demand.

Discussion:

Building on the City's commitment to sustainability in its past two strategic plans, the tourism strategy also integrates it as a core concept. Two pillars from the 2023-2026 Strategic Plan that have the closest relationship to the principles built into the new tourism strategy include: welcoming, liveable, and healthy community, and economic prosperity. Prioritizing sustainability continues to allow the City to find balance between addressing the needs and wants of the local community, while also attracting tourists and satisfying their demands. In fact, the better the City becomes at improving living standards and quality of life, the more attractive Port Colborne will be as a tourism destination. A "locals-first" attitude is echoed throughout most of the tourism strategy, ensuring that no unnecessary sacrifices have to be made just because the City is taking new steps to develop its tourism industry.

The tourism coordinator will be responsible for executing the strategy, working closely with staff in other departments and divisions to capitalize on Port Colborne's strengths, address its weaknesses, and improve areas where supply (i.e., tourism product) and demand (i.e., potential visitors and tourists) can be better aligned. Without going into too much detail, the most promising opportunities outlined in the strategy include:

- A. Relationships & Collaboration** – Maintain ongoing community participation and foster collaborative partnerships to build awareness and support for tourism;

- B. Product Development** – Establish new public-private partnerships to stimulate tourism product development, accelerate the creation of unique tourism-ready experiences, enhance appeal to tourism operators, and diversify Port Colborne’s offerings in order to have more year-round tourism and economic activity;
- C. Destination Branding and Marketing** – Utilize concepts like slow tourism as a framework to position Port Colborne as a stand-alone destination with a distinct identity and brand that can be marketed to consumers considering a visit to Niagara;
- D. Budgetary Allocation** – Leverage reliable funding sources, like the Municipal Accommodation Tax (MAT), to support product development, marketing activities, and data collection.
-

Internal Consultations:

A copy of the tourism strategy and tactical plan was circulated to Economic Development staff for review and comment. It was also discussed in a presentation to the Corporate Leadership Team (CLT).

Financial Implications:

The tourism strategy was written by the tourism coordinator, requiring only staff time for its completion. The strategy’s tactical plan (see section 3.4 Budgetary Allocation) contains a chart that breaks down the estimated costs of implementing 14 actions. The City’s tourism operating budget, funded by revenues collected from the Municipal Accommodation Tax (MAT) and transferred to Niagara’s South Coast Tourism Association (NSCTA), is adequate to accomplish most of the actions outlined in the strategy.

However, there are three action items that would require additional funding support: 1) a product development program, 2) marketing activities, and 3) a visitor data collection system. Receiving the tourism strategy at this Council meeting doesn’t commit Council to funding these three items, rather it opens the door for further discussion during the annual budget approval process. A reformed MAT program and a revised by-law, as recommended in the strategy, could provide the funding necessary to support a product development program, marketing activities, and a visitor data collection system without the use of funds from the levy.

Public Engagement:

Notification about the creation of a new tourism strategy was presented to the public on December 1, 2023, through a project page on Let's Connect Port Colborne. An 18-question survey was made available for a period of six weeks, and it was completed by 29 people. The survey, along with the opportunity to do a one-on-one interview with the tourism coordinator, was extensively promoted on social media and over direct email.

The feedback received from interviews with tourism partners was combined with the feedback from interviews that had been collected during the completion of the Cruise Destination Business Case in 2020-2021. In total, 24 interviews were conducted.

The majority of those consulted throughout the engagement process believe that tourism is a good thing for Port Colborne. The survey results indicate a good understanding of the positive economic and social benefits that tourism brings to the community. Residents involved in both tourism and non-tourism related matters tend to have concerns about what generating more visitor demand will do to change the character of Port Colborne. Concerns of this type are very common in small destinations.

Even though public engagement was conducted to develop the tourism strategy, ongoing participation and support from the community are essential to its success. Civically engaged locals, regardless of their involvement in tourism, are encouraged to work together with those who have a direct interest or commercial stake in the industry. Whether they see it or not, most locals (e.g., permanent residents, seasonal residents or second home owners, business owners and entrepreneurs, and groups or associations) are part of Port Colborne's tourism product. Their attitudes towards tourism matter.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community
- Economic Prosperity

Conclusion:

Given Port Colborne's growing appeal, a well-defined three to five-year roadmap is crucial for the sustainable development of the tourism industry. The strategy and tactical plan attached to this report prioritize exceptional experiences and measured growth. Understanding that large influxes of tourists are not suitable for maintaining Port

Colborne's cherished small-town character, a more appropriate goal is to seek realistic improvements that will make Port Colborne a more attractive destination for attracting new visitors and encouraging return trips.

Appendices:

- a. Tourism Strategy and Tactical Plan

Respectfully submitted,

Greg Higginbotham
Tourism & Strategic Projects Coordinator
905-228-8064
Greg.Higginbotham@portcolborne.ca

Report Approval:

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



PORT COLBORNE

TOURISM STRATEGY AND TACTICAL PLAN

July 2024

Prepared by: Greg Higginbotham, Tourism & Strategic Projects Coordinator

Contents

1.0 Introduction 2

1.1 Community Participation..... 2

1.2 Quality of Place Infrastructure..... 3

1.3 Public-Private Partnerships..... 4

1.4 Funding & Data 4

2.0 Context Setting 5

2.1 Demand Generators..... 7

2.2 Slow Tourism 8

3.0 Tactical Plan..... 10

3.1 Relationships and Collaboration 10

3.2 Product Development..... 13

3.3 Destination Branding and Marketing 15

3.4 Budgetary Allocation 16

Appendix 19

Glossary 22

References 22

1.0 Introduction

The purpose of this tourism strategy is to define the City of Port Colborne's role in generating visitor demand and leveraging the benefits of the tourism industry for community prosperity. Small municipalities, like Port Colborne, are keen to be champions for tourism because it can enrich social life, expand the economy, and be developed with minimum impact if planned and managed in a collaborative, cooperative, and creative manner. None of these benefits are easily realized, however, without a willingness to strive for better.

Twenty years have passed since the City had a strategy to which it could turn for direction on tourism. During that time, the City has witnessed the coming and going of many corporate strategic plans. Bringing tourism into alignment with the goals and priorities of the current strategic plan, which extends from 2023 to 2026, is very important. Therefore, this tourism strategy and its accompanying tactical plan charts a course toward a vision of becoming "a healthy and vibrant waterfront community embracing growth for future generations."

In-depth document analysis formed the basis for the actions that should be prioritized over a three-to-five-year period. This analysis comprised a review of the 2003 "Vision 20/20: Community-based Tourism Strategy," as well as the findings from an online survey and industry partner interviews. One thing is clear: while progress has been made, more work remains to be done.

Sometimes it can seem like, by doing this, that, and the other, tourism in Port Colborne will boom. The hardest part about building consensus for this new strategy has been deciding how to layer an abundance of ideas, hopes, and concerns—all of which were valid in their own right—into a tool that can be feasibly implemented in the medium term. For anyone who believes their suggestions were overlooked or not addressed, the conversation isn't over yet. This is a beginning and not the end.

1.1 Community Participation

There is no question about it: people visit Port Colborne. The arrival and departure of tourists over the decades has almost certainly drawn a range of reactions from the local community, such as enthusiasm, apathy, annoyance, and hostility. Tourism is known to stir up these kinds of emotions. This is often due to fears that the influx of tourists might cause unwanted changes. It is understandable for Port Colborne's residents to be cautious about tourism, and to suspect whether the goal is to grow tourism so much so that their quality of life will deteriorate. Nothing could be further from the truth.

The "us vs. them" mentality is unfortunately all too common in the tourism industry. Examples from around the world of uncontrolled mass tourism have saddled the

industry with a bad reputation for taking more than it gives back. The good news is that it doesn't have to be this way. Tourism in Port Colborne should not develop in isolation from the needs and wants of the community. Scenarios in which tourists enjoy all the benefits while the community bears all the costs are neither an accurate nor a universal representation of tourism. For tourism to serve its intended purpose, it must have linkages to the community and contribute positively to residents' lives.

Moving forward, space will be opened up for continuous dialogue around differing viewpoints, managing expectations and timelines, and negotiating how to proceed given the resources available. Inclusive interactions between the City and community members, both with direct and indirect interests in tourism, will steadily build awareness of what is taking place with respect to tourism. Empowering the community to participate in overcoming obstacles with solutions will also foster a sense of harmony, thereby strengthening everyone socially and economically in the process.

→ see Tactical Plan: 3.1 Relationships & Collaboration

1.2 Quality of Place Infrastructure

Municipalities like the City of Port Colborne, tasked with providing public services primarily for residents, rely on their infrastructure to meet the basic necessities of visitors and tourists as well. The tourists' choice to pre-plan or contemplate a spontaneous visit to Port Colborne says something about the destination's attractiveness. Although this factor is not strong enough on its own to motivate travel, Port Colborne does possess positive attributes (see [Appendix A](#)) that strengthen outside perceptions, elevate its appeal, and make the small town a worthwhile place to consider visiting or returning to visit.

Based on its review of the City's 2018-2028 Economic Development Strategic Plan, the 2020-2030 Parks & Recreation Master Plan (PRMP) notes, "the importance of improving residential quality of life through community enhancement of recreational, cultural, and social opportunities as a way to attract and create additional economic activities" (p. 26). Even though infrastructure improvement projects are important for tourism, this strategy defers making any recommendations due to the significant costs associated with such projects.

As financial, human, and operational resources become available, the City of Port Colborne should look to the following (physical, recreational, and cultural) assets—as listed in the PRMP—and their effect on Port Colborne's attractiveness as a tourism destination:

- Accessibility to the waterfront, trails, parks, and at City-owned facilities for water-based and land-based activities
- Public parking, washrooms, wayfinding signage, Wi-Fi access points, and electric vehicle charging stations

Each of these items affects the quality of life for local residents and the quality of experience for visitors and tourists. Opportunities to fill gaps by increasing supply or introducing new assets are expected to be brought forward annually for Council consideration. It can only be Council who, on behalf of their constituents, provides the necessary political support and financial means to realize these opportunities.

The state of Port Colborne’s infrastructure influences its present performance and future development as a tourism destination. While the scope of infrastructure management is broad, spanning large-scale strategic initiatives and small-scale operational tasks, the ongoing involvement of tourism staff in infrastructure projects remains key. This is because any shortcomings in infrastructure will have a bearing on staff’s ability to deliver optimal economic development outcomes for Port Colborne.

→ see Tactical Plan: 3.1 Relationships & Collaboration

1.3 Public-Private Partnerships

Despite what the City has done and is doing to invest in and renew infrastructure, cooperation with the private sector must be recognized as the essential element that will gradually move the tourism needle. Several types of public-private partnerships (PPPs) exist (e.g., attraction development and diversification), and they vary in terms of involvement and risk. What most of them have in common is that the private sector expects to cover their costs and benefit from an adequate ROI (return on their investment), increased revenue or market share, or greater brand recognition. The context setting and demand generators sections of this tourism strategy delve a little deeper into the background for why PPPs could give a push to a destination like Port Colborne, which lags in its tourism development progress. Encouraging an enabling environment for PPPs can take some pressure off the City to develop the draws that will entice visitors and tourists to seek out Port Colborne.

→ see Tactical Plan: 3.2 Product Development

1.4 Funding & Data

Generally speaking, what comes between the small municipality and its desire to bolster the visitor economy is a reality that consists of limited tax sources, pressing social and environmental issues, and growing uncertainties. Having the capacity to

sustainably fund tourism, which includes implementing the actions in this strategy, can be a big challenge. Tourists' spending doesn't directly compensate governments for the costs they have incurred to generate tourist activity and attract more visitors. And yet, governments at all levels feel a sense of responsibility to be the primary source for financing the budgets of tourism programs or destination marketing organizations (DMOs; private financing and self-generated revenue sources play a complementary role).

As Council approves the City's annual capital and operating budgets, they should also determine the financial feasibility of funding this strategy's tactical plan. Using Port Colborne-specific tourism data to inform the decision-making process will be difficult, if not impossible, without the appropriate methods for data collection and analysis. Navigating around this roadblock will require having additional financial resources and fostering better information-sharing practices in order to effectively measure the tourism industry's performance and set new benchmarks for visitation.

→ see Tactical Plan: 3.3 Destination Branding & 3.4 Budgetary Allocation

2.0 Context Setting

The genesis of this new tourism strategy for the City of Port Colborne comes from the people—residents, entrepreneurs, municipal officials, City staff, and community volunteers—who have laid the foundation for the development and promotion of Port Colborne as a visitor destination. In their view, tourism's positive contributions underscore the need for a strategic, multi-year roadmap. Also, they recognize that for tourism to be taken seriously as an economic pillar, the first step must be to look inward before finding new ways to lead outward.

Tourism in Niagara has been lucrative for medium-to-large corporations and small enterprises centered around the iconic Niagara Falls and the exceptional terroir of Niagara wine country. The path to tourism development in the southern part of the region, within which the tourism product supply is notably more independent and nascent, has been less linear. The resulting picture in south Niagara leans toward small-scale tourism, where grassroots operators working in niche markets and lightly populated areas are detached from the highly commercial and fiercely competitive clusters found in Niagara's northern towns and cities.

Port Colborne and its neighbouring municipalities are closed off from the anchor attractions for which the Niagara brand is widely renowned and celebrated. Attempts at capturing a small percentage of the market—under the assumption that tourists visiting the region's most popular destinations would also be interested in visiting Port Colborne—have continually been a tactic that may or may not be

bearing fruit. There is some anecdotal evidence to suggest that, provided they are familiar with Port Colborne and influenced by a specific special interest, visitors who find themselves close by or in an adjacent municipality are fairly receptive to stepping into Port Colborne.

The market share and competitiveness of Port Colborne as a visitor destination can be increased by capitalizing on its strengths as a place where visitors live like the locals. Shaping this strategy document around the concept of slow tourism was rationalized as the best fit for a small town with a lifestyle that, in many ways, resembles the places embracing slow as their unique selling proposition. The slow philosophy as it relates to tourism is about a set of priorities that aim to balance sustainable growth with higher seasonal dispersal and visitor yield.

Location is both Port Colborne's greatest strength and weakness. Historically, Port Colborne has benefited from being on the Welland Canal and Lake Erie and in close proximity to the US-Canada border, large populations centres such as the Greater Toronto Hamilton Area (GTHA) and Western New York (WNY), and heavily visited destinations like Niagara Falls and Niagara-on-the-Lake. On the other hand, the lack of a direct connection to Highway 406 and the 400-series provincial highway system has long burdened Port Colborne with perceptions of being "off route," "out of the way," or inconvenient to reach.

Even with its secluded status, Port Colborne has a small supply of commercial overnight accommodations within its boundary (see [Appendix B](#)) and a well-known absence of medium-size branded hotel properties. Past studies and reports have referred to this characteristic as a deterrent to attracting tourism investment and capitalizing on market sectors like sport and wellness, festivals and events, and business (or MC&IT – meetings, conventions, and incentive travel) tourism.

The differentiating features that set Port Colborne apart from other destinations in Niagara and Ontario are fundamentally geographic in nature: location, landscape, and scale. Depending on the visitor's reason for coming to Port Colborne, which may prompt either the need or the want to stay overnight in non-commercial or commercial accommodations, the average length of stay is short. This observation—reflected in regional statistics, with 62% (2019) and 66% (2021) of annual visitors being same-day—doesn't consider the seasonal and short-term rental markets that spike in Port Colborne during the peak season (i.e., July through September).

Small towns on the Great Lakes are plentiful in Ontario. From this perspective, Port Colborne has its work cut out if it aims to out-position the competition. The solution won't be found in skillful marketing or award-winning advertising campaigns. Two bodies of water intersect in one place, making the Welland Canal a major point of interest for Port Colborne. Yet, this man-made marvel seems to fall short of being

anything other than a spectacular sight to see. Fresh ideas and strokes of creativity are needed to bring out aspects of the canal that go beyond superficial stop-and-look interactions. Otherwise, its appeal becomes short-lived and out-of-touch with the emotional connection that visitors today are searching for.

2.1 Demand Generators

One can argue that engaging in a single activity or multiple activities is the reason why a visit to Port Colborne would be compelling. Tourists possess an intrinsic desire to travel for the purposes of experiencing a place that they find attractive. During the consideration phase of the intent-to-travel process, it is crucial for tourists to perceive the destination as offering a diverse mix of activities to satisfy their interests, needs or desires (e.g., personal, social, cultural, educational, etc.). The motivation to embark on the journey often arises from a quest for fulfilment that can't be satisfied within the home environment.

The primary draws that have been known to pull people away from their homes for a half or full-day visit to Port Colborne represent, in no particular order, the following:

- Participating in water-based activities^A
- Visiting family, friends or relatives^B
- Cycling^B
- Attending Canal Days Marine Heritage Festival

A: May include going to the beach and swimming, boating and sailing, fishing, boarding and surfing, water or jet skiing, kayaking and canoeing, scuba diving or snorkeling, etc. on Lake Erie and/or Welland Canal

B: May also include water-based activities and land-based activities like ship watching, dining, shopping, entertainment, arts, culture, heritage, and other recreational pursuits (e.g., sport, golfing, hiking, walking, etc.)

Note: It is assumed that at least a part of the visiting family, friends or relatives (VFFR) experience is taking place at a private home, cottage, or seasonal trailer located in Port Colborne. With the exception of the VFFR draw, Port Colborne's other primary draws are mainly seasonal.

To put it plainly, not every asset in a destination exerts the kind of pull factor that would entice potential visitors to travel and experience it. This highlights the significance of the interplay between demand and supply, particularly the availability of supply (see [Appendix C](#); note that a good portion of Port Colborne's

supply is managed or operated by the City). Notwithstanding the number of water-based activities that can be pursued along Port Colborne's waterfront, visitors usually provide their own means (e.g., boat, canoe, kayak, paddleboard, or jet ski) of participation. The same holds true for certain land-based activities, such as cycling.

The biggest barrier to advancing Port Colborne's tourism industry has been an inability to organize its existing supply to be market ready for visitor consumption in pre-organized or self-guided formats. On the whole, tours are either sparsely accessible or entirely nonexistent. The City's shortfall in this space was repeatedly mentioned in the 2018-2028 Economic Development Strategic Plan, which pointed to Port Colborne's "disconnected" and "fragmented" tourism assets that aren't cohesively linked together. Furthermore, the City's previous tourism strategy from 2003 notes a "lack of depth and breadth...[and] critical mass of tourism products" to sustain an adequate length of stay.

Port Colborne is well-suited for off-the-beaten-path discovery and adventure, hence its label as "a hidden gem." However, the destination doesn't measure up in providing thematic packages or diverse itineraries featuring compatible forms of activity from which potential visitors can freely choose. Overnight tourists, and same-day visitors to some extent, tend to be more plan-oriented than spontaneous. They are quite sophisticated in wanting to know what they can do, when they can do it, where it is happening, and how (or with whom) it is going to happen. The failure to deliver in this aspect oftentimes results in missed opportunities to maximize spending and increase length of stay.

2.2 Slow Tourism

In a departure from conventional tourism strategies that call for numerous tourism niches to be developed, slow tourism was singled out as an overarching concept that can be used to shift Port Colborne into a stand-alone destination with a distinct identity. Originating in Italy's slow food and slow city movements, this notion of tourism as travel with mindful intention is focused on consumer markets that prefer the uniqueness of places with a variety of leisure environments and a welcoming community of residents.

Defined more by what it isn't than what it is, slow tourism doesn't put tourists into a box, as if they engage in particular types of travel that are completely different from general travel patterns. Rather, it refers to mature, well-travelled consumers who seek out experiences to decelerate from "their quick-paced, hectic everyday life"¹ by expressing the important values that a slow pace provides. Additionally, this consumer group is driven by a single activity or a series of activities² that allow them to make meaningful connections with the destination's people and culture.

Key Characteristics of Slow Tourism³

- Taking time to journey to and visit the destination
- Minimizing environmental impacts and reducing carbon footprint
- Seeking escape and detachment, rest and relaxation or revitalization, self-reflection and enrichment or fulfillment, novelty, discovery and learning, social interaction, engagement and reconnection
- Conserving the locals' quality of life by enjoying the moments spent connecting with the local people and culture
- Consuming authentic, quality products and supporting local businesses
- Respecting natural, historical, and cultural resources by immersing oneself into the local landscape

¹ Husemann, K. C., & Eckhardt, G. M. (2019). Consumer deceleration. *Journal of Consumer Research*, 45(6), 1142-1163.

² Oh, H., Assaf, A. G., & Baloglu, S. (2016). Motivations and goals of slow tourism. *Journal of Travel Research*, 55(2), 205-219.

³ Bulleted list compiled from various sources of tourism research (see **References**)

Port Colborne has many qualities that could appeal to consumers who have the flexibility to travel short distances for an experience of not just the small town's scenic waterfront but also the handful of activities on offer. As special as these qualities may be, slow tourism in Port Colborne will struggle to unlock its full potential unless the following areas of weakness are addressed.

1. Insufficient quantity of tourism-ready experiences
2. Disjointed and poorly packaged tourism products
3. Limited number of tourism products that reflect a unique experience
4. Dearth of tourism operators and new public-private partnerships
5. Stagnant levels of tourism product development
6. Over-reliance on seasonal tourism

Until such a time when Port Colborne is successfully thriving in one or more tourism niches—whether that be cycling tourism, heritage tourism, cultural tourism or nature-based tourism—slow tourism holds promise as a guiding framework for overcoming such weaknesses and giving Port Colborne, comparatively speaking, an advantage. Although not a silver bullet, it can help encapsulate the destination's varied offerings and, with well-crafted messaging, promote them in a standout way.

Recognizing its power to persuade, serious attention must be given to engineering a distinct identity for Port Colborne that can live in the minds of potential visitors. Anything seen to be out of character will likely cause confusion, come across as generic, or give the impression that Port Colborne is pretending to be something it

isn't. Perception is a subjective reality, a product of the mind as it tries to take in the destination's physical and abstract attributes against a frame of reference that includes other destinations. In practice, honing in on this identity and articulating it are sure to be challenging endeavours. That's because Port Colborne is not always and forever the same. Its identity is a living entity that will inevitably bend and mould to the shape of the changes taking place now and in the future.

3.0 Tactical Plan

Achieving the City of Port Colborne's desired results involves taking a realistic approach to what can be done over three to five years. Just like there is no one-size-fits-all formula for developing tourism, there is no end to the work of leveraging best practices and innovations in tourism marketing and management to improve the status quo. It is an iterative process that implies continually reviewing and refining every output on account of its contribution to the bigger picture. The City's tourism coordinator will be accountable for the strategy's execution according to the general timelines that have been assigned to each action.

3.1 Relationships and Collaboration

If it is true that the whole is greater than the sum of its parts, then the success of this tourism strategy requires collective ownership. Building synergies between all the destination-wide partners—those who embody touchpoints for visitors and tourists, including the tourism coordinator, other staff at the City doing front-line work, tourism and non-tourism businesses, community and special interest groups, and local residents not affiliated with a group—will be the basis on which prosperity emerges. Only when everyone views their roles through a tourism lens, or sees themselves as links on the same chain, can more be accomplished.

The tourism coordinator should be tasked with actively representing the interests of Port Colborne's tourism industry at the federal, provincial, and local levels. This responsibility includes maintaining strong ties to the Tourism Partnership of Niagara (TPN), the regional tourism organization (RTO). Furthermore, partnering with Port Colborne's business improvement areas (BIAs) and Chamber of Commerce, as well as organizations like the Niagara Peninsula Conservation Authority and the Niagara Aspiring Global Geopark, can lead to shared time and expertise, an extended supporter network, and the prospect of an elevated reach via co-marketing initiatives or joint projects.

RELATIONSHIPS AND COLLABORATION			
Item	Action	Timeline	Goal

1.1	Develop and implement processes for cross-functional and cross-departmental collaboration to ensure tourism considerations are always kept in mind	Year 1	To align the actions in this strategy with the operation of City-owned tourism assets or attractions by sharing information, keeping open lines of communication, and minimizing duplication
1.2	Facilitate mutually beneficial partnerships that address needs, fill gaps, and stimulate market demand	Years 1 through 5	To explore opportunities to remove the barriers blocking growth in visitation and yield
1.3	Advocate for mutual cooperation between the region's tourism destinations	Years 1 through 5	To cross-promote complementary tourism experiences, disperse and relay visitors across Niagara, and extend overall length of stay
1.4	Host an annual tourism forum and co-host training workshops bi-annually or quarterly on tourism-related topics like service quality and staffing, product development, and certification programs	Years 2 through 5	To create dialogue and positive solutions in support of Port Colborne's tourism development aspirations To improve perceptions of tourism in the community and work toward continued alignment with resident expectations
1.5	Run a resident ambassador program and engagement campaign	Years 2 through 5	To instill pride and an eagerness to share their town with visitors—including visiting family, friends, and relatives

A Note on Destination Management & Visitor Services

All of the elements that make Port Colborne an attractive place to live, visit, and invest must be managed over the long-term and integrated with the underpinnings of this tourism strategy. Visitors have high expectations, and in a perfect world these expectations would be met, if not exceeded, every single time. As this strategy draws near the five-year mark, it would be wise for the City to begin shifting its focus toward destination management.

In general, destinations are multifaceted places with a wide range of businesses and operators. These entities not only have needs of their own, but they also cater to visitors with varying standards of service quality. By exercising some oversight over Port Colborne's tourism partners, the City can position itself to have better control over the quality of the visitor experience. Just to be clear, this doesn't imply that City staff will be micro-managing every aspect of the service environment until it becomes standardized across the board. Rather, the objective is to promote the consistency of service delivery and preserve the integrity of everyone working hard to advance Port Colborne's tourism industry.

The bricks-and-mortar visitor information centre (VIC) model that the City operated for many years is arguably due for a transition to something which has more of an ability to intercept visitors and tourists while they are in the destination. In the context of delivering cost-intensive services vis-à-vis the rapidly expanding use of digital devices for on-demand and real-time access to information, there is a case to be made for adapting the familiar VIC model into a dynamic omnichannel network. Optimizing this network to be responsive to the search behaviours, habits, and preferences of a broad spectrum of demographic groups is key.

The transition away from a VIC will require the commitment of visitor-facing partners throughout Port Colborne to collaborate on a holistic service delivery approach. A lengthy period of trial and error is expected to occur until the right systems and balances are found. Not all changes will involve replacing traditional tactics with modern methods, nor will there be demands for partners to quickly respond to an everchanging marketplace. To be as agile as possible, information tools and resources must be coordinated to come from a unified source or central hub that can be conveniently and reliably accessed in high contact locations.

This is as opportune a time as any to recalibrate what is happening on the ground in Port Colborne. Even in an era of technological disruption and evolving consumer behaviour, local knowledge still holds relevance. If anything, encouraging a culture of knowledge sharing is more vital than ever. Seeing as tourism is a reputation-dependent industry, and that the effects of negative word-of-mouth could erode all the good work being done in Port Colborne, a willingness to share will go a long way in shaping visitor satisfaction. That's the payoff for being on the same team. Without teamwork, mutually beneficial outcomes will be all but impossible.

3.2 Product Development

Port Colborne is relatively well-rounded in its base of seasonal tourism assets, covering several themes centred around recreation, culture, and heritage. This variety captures the quiet energy that the small town has harnessed to entice new visitors and keep familiar ones coming back. Accessible waterfront lands—notably, Nickel Beach, Sugarloaf Marina, and downtown Port Colborne—are undoubtedly the clusters where visitor activity is at its highest. Even though tourism in these areas has gradually improved over time, it still pushes ahead at a lagging pace. Any number of causes could be to blame for this lack of movement. However which way the circumstances are viewed, they mustn't distract from what is clearly a shortage of tourism operators.

As tempting as it may be to capitalize on the bevy of opportunities that the tourism industry presents, in Port Colborne's case, there is some catching up to do. Fostering an entrepreneurial climate that allows the private sector to access and utilize Lake Erie and the Welland Canal for water-based activities is quite possibly the biggest gap of all (see [Appendix D](#)). The addition of Splashtown's inflatable water park to Nickel Beach serves as a good example of what happens when entrepreneurs are given the license to flourish. This kind of originality breaks inertia and it also steers clear of the copycat trap befalling many destinations.

Instead of letting market forces decide the rate at which Port Colborne matures as a visitor destination, the City has to accept more responsibility for stimulating investment and encouraging greater participation from the private sector. The building blocks to a City-led product development program start with research and analysis. This is unquestionably the best approach for identifying the types of product that reflect both what the market wants and what won't be replicated in nearby destinations. Here, the imperative for differentiation can't be overstated.

Demand for niche or special interest tourism products is about as high as it has ever been, perhaps due to the increasing substitutability of most destinations. To gain a superior market position over others, or merely to stay competitive, destinations offer as much choice as possible by supplying a vast abundance of products and services. Having said that, this does not necessarily mean destinations are aiming to provide something for everyone. The stakes are simply too high for successful destinations to ignore the threats posed by not standing out from the crowd.

Guiding entrepreneurs toward establishing niche tourism products that cater to new, emerging, and different market segments is a bold and risky move. It takes a great deal of creativity and innovative thinking to supply Port Colborne with tourism products that either reinvent existing assets or introduce entirely new assets which wouldn't be easy to imitate. To this end, the product development program should

have a funding component to incentivize the creation of offerings and experiences that differentiate Port Colborne from the closest destinations in its competitive set.

Product areas to avoid would be those tourism niches which, regionally speaking, are so built up that trying to go head-to-head with the dominant players is likely to end in disappointment. For instance, culinary or food tourism is one obvious area. Unfortunately, there is no magic formula to developing a one-of-a-kind product that matches market preferences and trends. All product development opportunities should look to market intelligence and sound research to determine feasibility, and the City has a part to play in adhering to some basic principles (e.g., competitive differentiation, unique selling proposition, positioning, scale, impact, sustainability, and community and tourism partner support) to ensure the product proposal conforms with this tourism strategy.

Similar to community improvement plans or CIPs, product development programs make financial incentives available to co-invest in private sector entrepreneurship and expand the destination’s tourism product range. The City’s ability to attract outside investment relies on the availability of not only capital but also other factors such as land, labour, and infrastructure. Integrating prerequisites like supportive policy and regulatory frameworks, robust branding and marketing practices, a good base of local tourism attractions, and indicators of movement toward rising visitor demand are equally crucial. What it comes down to is that Port Colborne must inspire confidence. Otherwise, the private sector has no qualms about taking their business to places where the conditions for scalable growth look more promising.

Proactive intervention is one of the few strategies at the City’s disposal to help boost its attractiveness. No amount of marketing will be able to disguise the shortcomings of Port Colborne’s insufficient critical mass of things to see and do. By coming to terms with this reality, as well as the notion that the bulk of tourism development should be undertaken by the private sector, the likelihood of realizing triple bottom line (i.e., economic, social, and environmental) returns for both resident and visitor populations increases exponentially. Then, as the popularity of its products grows, Port Colborne may finally find itself on the path to enjoying higher tourist yield, visitation that stretches into the off-peak or shoulder seasons, and a medium-size branded hotel or larger quantity of commercial accommodations.

PRODUCT DEVELOPMENT			
Item	Action	Timeline	Goal
2.1	Introduce a program with funding to support experiential product development	Years 2 through 5	To bolster Port Colborne’s portfolio of tourism products and achieve differentiation

3.3 Destination Branding and Marketing

Dipping in and out of the promotional and advertising space over the years, Port Colborne’s market presence has been inconsistent and weak. What is needed is a tourism brand—separate from the City’s brand and symbolizing the essence of the Port Colborne lifestyle—that corrects the course and generates awareness and recognition in selected target markets. While the “Niagara’s South Coast” brand is an acceptable starting point, it must be further unpacked and more fully fleshed out in order to gain momentum.

Beyond a logo and slogan, a strong destination brand communicates the types of experiences available to tourists through curated images, visual designs, and verbiage expressing the destination’s personality traits. The messaging conveyed in visual and verbal representations should come to life in a form that cuts through with authentic originality. That way, the brand stays true to its values and doesn’t make promises it can’t deliver. Once the core elements of the brand are in place, a set of step-by-step processes must be followed to strategize for future marketing action.

An annual marketing plan would lay the groundwork and the stepping stones necessary to achieve Port Colborne’s short and long-term goals. The implementation of this plan, encompassing integrated marketing communications such as digital and traditional advertising, public relations, publicity, sales and promotions, and merchandising, along with year-long monitoring and a year-end performance review, will be essential for evaluating the efficiency and effectiveness of the funds invested.

DESTINATION BRANDING AND MARKETING			
Item	Action	Timeline	Goal
3.1	Develop the Niagara’s South Coast brand identity through a toolkit or playbook	Years 1 through 2	To communicate the brand story and build a base of support and enthusiasm within the resident and business communities
3.2	Develop an annual destination marketing plan with campaigns targeting the Port Colborne community, Niagara residents, and the high-yield drive market	Years 1 through 5	To enhance awareness and influence consumers at the intent and consideration phases of their path to purchase

3.3	Create engaging itinerary-based print materials and optimize them to be digital tools that can be accessed across multiple channels	Years 1 through 5	To inform or educate and inspire action to extend length of stay or increase spending activity
3.4	Continue developing written and visual assets in alignment with the marketing plan	Years 1 through 5	To grow a library of content to serve to target audiences
3.5	Collect visitor data from mobile phones or devices through surveys and/or analytics services in order to understand Port Colborne’s existing visitor markets	Years 2 through 5	To produce and analyze current data that can be used to benchmark performance and guide decision-making

3.4 Budgetary Allocation

Having the financial structure to support this tourism strategy is in a lot of ways the difference-maker. The situation is complicated by the fact that the City of Port Colborne’s budgets and funding allocations can fluctuate from year to year due to external factors and internal decisions around maintaining and improving the delivery of municipal services. Consistent and reliable funding for tourism, not exclusively but especially in small municipalities, is the exception and not the rule.

Fortunately, the City has doubled-down on its commitment to tourism by having a dedicated staff person and by implementing the provincially legislated transient accommodation tax, better known as the Municipal Accommodation Tax (MAT). Even though there are other funding sources available outside of the MAT—for example, grants from federal and provincial governments as well as the RTO, revenues from marketing, events, and membership fees or dues—these traditional funding mechanisms are volatile and susceptible to fluctuations.

Every action item in this tourism strategy has been given an estimated cost in order to verify the viability of moving forward. With the exception of two items that are one-time investments in branding and marketing plan development, the majority of them can be adequately funded by the City’s tourism operating budget—which is transferred annually to Niagara’s South Coast Tourism Association (NSCTA). In addition, it is incumbent upon the City to sustain the NSCTA. This is because, owing to its status as a not-for-profit destination marketing organization (DMO), it can access financial resources and form strategic partnerships with greater flexibility than the City.

Making do with the current tourism operating budget will restrict the City from deploying the tactics and campaigns that would be laid out in an annual marketing plan, and it surely won't allow for a product development program to get off the ground. The same barrier also applies to utilizing data collection methods to measure progress and gauge whether the goals in this strategy are actually being met. If the City isn't adding value by taking these specific actions, it becomes significantly more difficult for the City to be seen as delivering any kind of real value with respect to tourism. On a positive note, though a budgetary gap exists, there is a positive outlook. City staff have already begun transitioning to funding mechanisms, such as the MAT, to lessen dependence on the tax levy.

BUDGETARY ALLOCATION			
Item	Action	Timeline	Goal
4.1	Augment application of the MAT by casting a wider net	Years 1 through 5	To have a stable funding source for tourism marketing communications, product development, and data collection

ACTION PLAN – ESTIMATED COSTS			
Item	Action	One-Time Cost	Annual Cost
1.1	Develop and implement collaborative processes	—	N/O
1.2	Facilitate mutually beneficial partnerships	—	N/O
1.3	Advocate for mutual cooperation between the region's tourism destinations	—	N/O
1.4	Host an annual tourism forum and co-host bi-annually or quarterly training workshops	—	N/O
1.5	Run a resident ambassador program and engagement campaign	—	0
2.1	Product development program	0	\$25,000*
3.1	Develop the Niagara's South Coast brand identity	0/\$\$*	—
3.2	Develop an annual destination marketing plan	0/\$\$\$*	0
3.3	Create engaging multi-channel itinerary-based materials	—	0
3.4	Continue developing written and visual assets in alignment with the marketing plan	—	0

3.5	Collect visitor data	—	\$\$\$*
4.1	Augment application of the MAT	—	O
A	Staff – Tourism Coordinator	—	O
B	Deployment of marketing plan	—	\$50,000*
Totals		\$35,000	\$82,500
N – Nominal		\$ – \$5,000-\$9,999	
O – Operating budget		\$\$\$ – \$10,000+	
* – Estimate only		<input type="checkbox"/> – Requires funding (support)	

Appendix

Appendix A: Characteristics of Port Colborne's Appearance

- Attractive heritage landscape and picturesque waterscape;
- Small town character with an originality and charm found in elements that have been maintained, restored or enhanced;
- A storied history owing to the presence of the Welland Canal;
- Clean, safe and secure, with few visible signs of major social issues;
- Friendly, hospitable residents that reflect a sense of community pride;
- Reputable small businesses with relatively affordable prices and positive attitudes toward tourism; and,
- Good transportation infrastructure and easy to move in or around with little to no congestion.

Appendix B: Accommodations Inventory

Type	#	# of Rooms
Bed & Breakfasts	1	4
Inns	3	17
Motels	4	72
Resorts & Campgrounds	2	2,038 sites
Short-Term Rentals (excluding Inns)	200+ (estimate)	Unavailable

Appendix C: Availability of Tourism Assets

Category		Available
Shopping & Dining	Retail & Boutique Retail	▣
	Restaurants & Breweries	▣
Heritage, Arts & Culture	Port Colborne Historical & Marine Museum	▣▲
	Roselawn Centre & Lighthouse Festival	▣
Special Events	Canal Days Marine Heritage Festival	○
Water & Land-Based Recreation	Nickel Beach & Centennial-Cedar Bay Beach	○
	Sugarloaf Marina & Boat Launch	○▲
	Multi-Use Trails	○▲
	Parks & Conservation Areas	▲
	Golf Courses	○
	Sun Retreats Sherkston Shores	○
Attractions and facilities for visitors with niche interests	Vale Health & Wellness Centre	▣
	Port Colborne Public Library	▣
	L.R. Wilson Heritage Research Archives	▣
	Humberstone Speedway	○

	Horseplay Niagara	▣
	Port Colborne Farmers' Market	○
	The Shrinking Mill	▲
<p>▣ Availability subject to operating hours ○ Seasonally available ▲ Limited private sector participation and programming (e.g. tours)</p>		

Category		#	Asset
Shopping & Dining	Retail Trade, Restaurants & Breweries	≥160	Downtown and Main Street Business Districts
Heritage, Arts & Culture	Museums & Archives	2	Port Colborne Historical & Marine Museum and L.R. Wilson Heritage Research Archives
	Cultural Facilities & Groups	5	Port Colborne Public Library, (Friends of) Roselawn Centre, (Friends of the) Port Colborne Lighthouses, Lighthouse Festival, and Port Colborne Operatic Society
	Art Galleries & Studios	3	O's By the Water Gallery, Summerhayes Studios – The Art Guild, and Chris de Laat Fine Art Photography
Special Events	Annual Festivals	1	Canal Days Marine Heritage Festival
Water & Land-Based Recreation	Public Beaches	2	Nickel Beach and Centennial Cedar Bay Beach
	Harbours & Marinas	1	Sugarloaf Marina
	Boat Launches	1	H.H. Knoll Lakeview Park
	Multi-Use Trails	3	Welland Canals Parkway Trail, Friendship Trail, and Gord Harry Conservation Trail
	Parks	32	H.H. Knoll Lakeview Park and Lock 8 Gateway Park
	Conservation Areas	3	Humberstone Marsh, Morgan's Point, and Mud Lake
	Golf Courses	2	Port Colborne Country Club and Whisky Run Golf Club
	Sports Complexes & Facilities	2	Vale Health & Wellness Centre and T.A. Lannan Sports Complex

	Resorts	1	Sun Retreats Sherkston Shores
	Motor Sports Venues	1	Humberstone Speedway

Appendix D: Asset Gaps

Asset Area	Gap
Arts & Culture	<ul style="list-style-type: none"> Performing arts limited to Roselawn Centre's theatre and Lakeshore Catholic High School Public art galleries moving away from bricks-and-mortar locations to home-based studios
Heritage	<ul style="list-style-type: none"> Interpretive, educational, and interactive experiences limited to the grounds of the Museum and Roselawn Centre No heritage programming at Bridge 21, Port Colborne Lighthouses (except during Canal Days), and for buildings or homes of historical and architectural significance
Nature	<ul style="list-style-type: none"> Self-directed activities limited to the local conservation areas No site-specific educational programming, except as provided by Horseplay Niagara
Cycling	<ul style="list-style-type: none"> Undersold due to a scarcity of private tour operators and public-private initiatives to cross-promote packages or bundles that can incorporate neighbouring municipalities
Location	Gap
Downtown and Main Street business districts	<ul style="list-style-type: none"> Activities limited to shopping, dining, and passive recreational use of the West Street promenade Inadequate public access points and welcoming spaces along the Welland Canal for recreational use or cultural programming Dwindling supply of public art galleries and studios, and disconnected scattering of public art A visitor hub only for Canal Days and select community events (like the Farmers' Market) as well as during the Great Lakes cruising season
Sugarloaf Marina	<ul style="list-style-type: none"> Underutilized as a key access point to Lake Erie and by private tour, excursion, and sightseeing operators
Nickel Beach & Centennial-Cedar Bay Beach	<ul style="list-style-type: none"> Isolated activity that hasn't yet succeeded in extending length of stay in Port Colborne or increasing visitor expenditures

Glossary

Demand generator – Refers to the element that serves as the main purpose for attracting a tourist to a destination

Market Readiness – Refers to operations that are ready to welcome and serve visitors or tourists

Niche Market – Refers to a small part of a large market that has a need or want for a specific product or service that isn't mass produced

Tourism product – Refers to a combination of tangible and intangible elements that create an overall experience with emotional and sensorial stimulation

Tourist – Anyone who stays at least 24 hours in Port Colborne or the Niagara region

Visitor – An excursionist who stays less than 24 hours in Port Colborne or the Niagara region

Visitor economy – Refers to the dollars spent by visitors and tourists outside the resident tax base

Yield – A concept associated with attracting different market segments, encouraging spending, and generating repeat visitation on the basis of the quality, value, and variety experienced by the visitor

References

Conway, D., & Timms, B. F. (2012). Are slow travel and slow tourism misfits, *compadres* or different genres? *Tourism Recreation Research*, 37(1), 71-76.

Manthiou, A., Klaus, P., & Luong, V. H. (2022). Slow tourism: Conceptualization and interpretation – A travel vloggers' perspective. *Tourism Management*, 93(3), 104570.

Valls, J.-F., Mota, L., Vieira, S. C. F., & Santos, R. (2019). Opportunities for slow tourism in Madeira. *Sustainability*, 11, 4534.

Yurtseven, H. R., & Kayas, O. (2011). Slow tourists: A comparative research based on cittaslow principles. *American International Journal of Contemporary Research*, 1(2), 91-98.

Subject: Urban Forest Management Plan

To: Council

From: Public Works Department

Report Number: 2024-144

Meeting Date: July 23, 2024

Recommendation:

That Public Works Department Report 2024-144 be received; and

That the Urban Forest Management Plan in Appendix A of Public Works Report 204-144 be approved.

Purpose:

The City's first Urban Forest Management Plan (UFMP) was developed by a consulting team with direct input from City staff across multiple divisions. The UFMP reviewed the status of the urban forest within Port Colborne, undertook a tree inventory and provided recommendations for the City. The recommendations outline an approach to improve operational efficiency and effectiveness, improve tree health and diversity, reduce the risk to the public, and increase the wide-ranging benefits provided by a healthy and sustainable urban forest.

Background:

Urban forest management involves the strategic management of trees and green spaces within urban settings. Some of the benefits of an effective urban forest include improving air quality, climate change mitigation, and improving the overall aesthetic and recreational value of a city.

Over the last decade, Port Colborne's urban forest has been affected by several factors ranging from tree loss due to the Emerald Ash Borer, changes in legislation, increased development pressures, and climate change. As a result, the City pursued a strategic framework to proactively manage and guide the growth of the urban forest. Williams &

Associates Forestry Consulting Ltd. and McNeil Urban Forestry, in collaboration with City staff, developed the City's first Urban Forest Management Plan.

This UFMP provides a road map of strategic priorities for the next 5 years and beyond to meet the City's strategic goals and was developed in alignment with the City's Asset Management Plan for natural assets. The plan outlines long term direction for the City, reflecting community values, operational needs and priorities, and financial considerations. It highlights the current state of the urban forest, areas for improvement, and demonstrates how planting initiatives can support the City's vision of a vibrant, healthy, and connected community.

The UFMP set out with the following goals:

1. To protect existing public trees and encourage the retention of private trees.
2. To increase the canopy cover over 10 years, to help mitigate climate change, through tree protection, planting, and maintenance.
3. To increase tree planting with native species to enhance biodiversity and connectivity.
4. To ensure the creation of beautiful treed and healthy places for people to enjoy.
5. To enable the urban forest to help increase the education and awareness opportunities.
6. To use more trees to improve economic opportunities and tourism through greater canopy.
7. To manage the risk that trees pose to an acceptable level for residents and visitors.

Discussion:

The UFMP evaluated several specific tasks as part of the project scope. The tasks were completed to investigate the many aspects of Port Colborne's Urban Forest, the infrastructure and policies supporting its management, and the opinions of the various communities that have an interest in it. Highlights of the findings and recommendations are summarized below.

Tree Inventory

An inventory of 5,683 of Port Colborne's municipal trees was completed. The assessment included estimates of tree size, vigour, structure, and hazard potential. Port Colborne was divided into six forestry zones. Zones 1-4 included the urban forestry zones, Zone 5 included settlement areas with rural residential areas and hamlets outside of the urban City and zone 6 was entirely rural. Trees greater than 10 centimeters diameter at breast height on municipal road allowances and City properties, and any tree that was clearly planted by the City were inventoried.

Of the inventoried trees, there were 105 species in 50 genera identified, although most species had only a few individuals. Maples were the dominant genus (42%), and specifically, Norway maple was the dominant tree species inventoried. Of the trees that were inventoried, 86% were in good condition, 10% in fair and 4% were identified to be in poor condition or dead. It was also found that the diameter distribution of Port Colborne's municipal trees has fewer small and large trees, with more mid-sized trees.

Tree Canopy Cover and Plantable Space Assessment

A canopy cover assessment was conducted within the entire municipal boundary, including all rural zones. The results estimate that the total canopy cover in the municipal boundary is 37%. The second stage of the canopy coverage assessment included the urban forestry zones only. The urban forest tree canopy coverage was estimated to be at 31.8%.

A plantable space assessment in the urban area was also completed and identified that 22.5% of the urban area is estimated to be plantable space. This indicates there is opportunity to increase and expand the urban forest. The study recommends focusing efforts on replanting road allowances and using parks and City facilities to plant new trees, which will increase canopy cover.

Operating Plan and Project Recommendations

The UFMP includes a recommendation of implementing a new planting program to reverse the trend of decreasing tree coverage. Significant investments in tree maintenance and planting of new municipal trees is required to meet the strategic plan objective to increase the urban forest canopy. The UFMP recommended a 5-year operating plan (Table A.1 in Attachment A) to increase the tree canopy back to 2006 levels, which was before notable drops were observed. As part of the 2024 operating budget, \$200,000 was approved for tree planting.

The other project recommendations are summarized in Appendix B of the UFMP (Attachment A). The recommendations are intended to ensure the tree canopy improves in health, increasing the benefits to the community and environment.

Internal Consultations:

Staff within the Public Works department were consulted while developing the UFMP. Staff from Environmental Services and Road and Park Operations are working in conjunction to implement the recommended tree planting program, and to meet the Strategic Plan goal to increase the canopy cover to 40% by 2040. As part of the recommendations and review conducted and documented within the UFMP, Operations staff are working on modernizing the tree by-law and tree installation policy to better reflect the City's approach to urban forest management.

Financial Implications:

As part of the 2024 budget, funding of \$200,000 was approved to improve the City's tree canopy. Based on the UFMP recommendations of actionable tasks, the operating budget pertaining to Tree Maintenance and Planting is adequately funded to meet Council goals. Staff will review the planting programs and their impact on the urban forest annually to determine if alterations to the funding programs are required. The City will also draw on any funding opportunities for tree planting where possible and appropriate to continue to grow the urban forest canopy

Public Engagement:

In late 2022, a public engagement survey was launched to ask participants on whether they agree with various statements about the urban forest. There was a total of 179 respondents to the survey. Results are summarized in Section 9.3 of the UFMP, but notable observations are included below.

- Respondents believe trees should be an essential feature in Port Colborne (96% agree or strongly agree)
- Majority of respondents also agree that tree-lined streets are essential in creating aesthetically pleasing and welcoming neighbourhoods (94% agree or strongly agree)
- Respondents were also generally in favour of increasing the tree planting budget (79% agree or strongly agree) and increasing the tree maintenance budget (84% agree or strongly agree) to support the urban forest.

At the Environmental Advisory Committee meeting held on May 8, 2024, the committee passed the resolution that they support the Urban Forest Management Plan, 2024, in principle. The committee was circulated the UFMP and has offered recommendations regarding public initiatives around tree planting programs and types of species that should be eligible for tree planting grants. The committee will continue to be updated on the UFMP implementation.

Strategic Plan Alignment:

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

- Environment and Climate Change
-

Conclusion:

The UFMP outlines a strategic plan to managing the urban forest in port Colborne and recommends specific strategies for a 5-year operational plan. Staff have already begun implementing many of the recommendations to increase the urban forest in Port Colborne.

Appendices:

- a. Appendix A – Urban Forest Management Plan
- b. Appendix B – Urban Forest Management Plan Presentation

Respectfully submitted,

Cassandra Banting
Manager of Environmental Services
905-228-8137
Cassandra.Banting@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.

URBAN FOREST MANAGEMENT PLAN FOR THE CITY OF PORT COLBORNE

PREPARED BY:
WILLIAMS & ASSOCIATES
AND
MCNEIL URBAN FORESTRY

2024



WILLIAMS
& ASSOCIATES
Forestry Consulting Ltd.



Table of Contents

Executive Summary	vi
Vision Statement for the Port Colborne’s Urban Forest and its Management	vii
Goals of the City of Port Colborne’s Urban Forest Management Plan	vii
Key Project Findings:	vii
Existing and Future Community Challenges	viii
Benefits	viii
Purpose and Scope	ix
Plan Development Process.....	ix
Project Timeline	ix
Project Reporting	x
Task 1: Port Colborne Municipal Tree Inventory	1
1.1 Introduction	1
1.2 Tree Inventory Methodology.....	2
1.2.1 Tree Condition	8
1.2.2 Age Class	9
1.2.3 Tree Maintenance.....	10
1.2.4 Tree Maintenance Priority.....	11
1.2.5 Public Comments	13
1.3 Summary.....	13
1.3.1 Work Order Management and Inventory Update	13
Task 2: Review of City Tree By-law 6175-01-15 & Tree Installation Policy (2007) ..	15
2.1 Introduction	15
2.2 Background.....	15
2.3 Tree Installation Policy 2007 – Review.....	16
2.4 Policy Conformance with the City’s Official Plan	16
2.5 Does the Policy Support Good Urban Forest Management?	17
2.6 Bylaw 6175.01/15 – Summary	17
2.7 By-law 6175.01/15 – Review.....	18
2.7.1 Discussion regarding the By-law	18
2.7.2 Recommendations regarding Tree By-law.....	23
Task 3: Tree Canopy Change Analysis – Zone 1.....	25

3.1	Introduction	25
3.2	Summary – Tree Canopy Cover Change	27
3.3	Recommendations	29
Task 4: Staff Interviews and Discussions in Preparation for the Urban Forest Management Plan (UFMP)		30
4.1	Introduction	30
4.2	Methodology.....	30
4.3	Key Findings	31
4.4	Recommendations	33
Task 5: Canopy Cover/Plantable Spaces Assessment.....		34
5.1	Introduction	34
5.2	Methodology.....	34
5.3	Canopy Cover Assessment Methodology – Entire Municipality	36
5.4	Canopy Cover Analysis – Results	36
5.5	Ecological Services and Benefits – Port Colborne Municipal Boundary.....	37
5.6	Urban Forest Canopy Cover	38
5.7	Ecological Services and Benefits – Port Colborne Urban Zones.....	39
5.8	Canopy Cover/Plantable Areas by Urban Zone.....	40
5.8.1	Plantable Area Analysis – By Zone.....	41
5.9	Planting Opportunities.....	42
5.9.1	Municipal Ownership – Tree Planting Opportunities	43
5.9.2	Private Ownership – Tree Planting Opportunities.....	43
5.10	Summary	44
5.10.1	Canopy Cover withing Municipal Boundary.....	44
5.10.2	Urban Forest Canopy Cover	44
5.10.3	Canopy Cover/Plantable Area by Zone	44
5.10.4	Conclusions and Recommendations.....	45
5.10.5	Recommendations	45
Task 6: Windshield Survey of the City of Port Colborne’s Street & Park Trees		46
6.1	Introduction	46
6.2	Key Findings	47
6.3	Recommendations	55
Task 7: Strengths, Weaknesses, Opportunities and Threats (SWOT)		58

7.1	Introduction	58
7.2	Methodology.....	58
7.3	Summary of Findings	59
7.4	Recommendations	60
7.5	Addendum – Urban Forest Canopy and Budget for Southern Ontario Municipalities	60
Task 8: Criteria and Indicators for Sustainable Urban Forest Management		63
8.1	Introduction	63
8.2	Methodology.....	63
8.3	Summary of Findings	63
8.4	Criteria and Indicators – Performance Indicator Summary.....	67
8.5	Recommendations	68
Task 9: Communications/Engagement.....		69
9.1	Introduction	69
9.2	Indigenous Consultation.....	69
9.3	Urban Forest Survey.....	70
9.3.1	Part A: Survey Results from 10 Statements.....	71
9.3.2	Part B: Goal Importance Rating.....	77
9.3.3	Summary of Additional Comments	78
9.3.4	Interpretation	79
9.4	Opportunities for Further Consultation	80
References.....		81
Appendix A – 5-Year Operating Plan for Port Colborne’s Urban Forest Management Program (2024-2028)		83
Appendix B – Project Recommendations		85
Appendix C1: Tree Protection and Planting Guidelines		89
3.1	Protection of Existing Trees	89
3.2	Planting Specifications	90
3.2.1	Locations Specifications	90
3.2.2	Layout.....	95
3.3	Planting Materials Specifications.....	95
3.3.1	Species and Standards of Trees.....	95
3.3.2	Species Selection (Diversity).....	95

3.3.3 Stature 95

3.3.4 Origin and Hardiness Zones 96

3.3.5 Planting Specifications..... 96

3.3.6 Post Plant Care 104

Appendix C2: Tree Planting List and Species Preference 105

Executive Summary

Port Colborne is a dynamic city of 20,000 people on the north shore of Lake Erie, at the mouth of the Welland Canal. It shares its boundaries with the Township of Wainfleet to the west, the Town of Fort Erie to the east, and the City of Welland and City of Niagara Falls to the north. The urban area of Port Colborne is located at the southern end of the municipality, centered on the Welland Canal, and consists of a variety of residential neighbourhoods, a downtown/historic core area, and various commercial and industrial areas. The urban area makes up less than one-quarter of the municipality's geographic area. The rural area consists of active agricultural lands, hamlet areas, aggregate resource areas, and a handful of estate residential developments.

The urban forest can be defined as "the sum of all woody and associated vegetation in and around dense human settlements. The concept of an urban forest is best understood when viewing cities from the air" (Miller, 2015) this helps visualize the 'tree canopy' – the 'footprint' of trees when viewed from above.

The management of this increasingly valuable resource is called *urban forestry*.

Urban Forestry is defined as: The sustained planning, planting, protection, maintenance, and care of trees, forests, greenspace, and related resources in and around cities and communities for the economic, environmental, social, and public health benefits for people (Jorgensen, 1970).

Urban Forest Canopy Cover (CC) is comprised of: Tree canopy cover plus Shrub/Thicket canopy cover plus Woodlot canopy cover.

The Urban Forest Management Plan ('the Plan') identifies needs and priorities for the City of Port Colborne to the year 2044 and provides the City with a long-term direction with regards to the provision of tree maintenance and planting.

This Plan provides Staff, Council and the public with a framework informed by the City's community values, operational needs and financial realities. The plan provides an assessment and progress tool to ensure that the Public Works Department achieves success towards providing high quality services and facilities that meet the needs of the community.

The plan provides an opportunity to tell the story of Port Colborne, the current state of the urban forest, what is being done well, and where there is need for direction to provide high quality ecological services. The plan reflects the community's values and goals for Port Colborne's park and recreation and demonstrates how recreation can support and enhance the City's vision as a vibrant, healthy, and connected community.

Vision Statement for the Port Colborne's Urban Forest and its Management

"The City of Port Colborne recognizes and values the environmental, social, cultural, and economic contribution of the urban forest to our community. The City will, in partnership with its residents, businesses and stakeholders work to promote and increase urban forest coverage that is diverse, healthy and a sustained asset for future generations."

Goals of the City of Port Colborne's Urban Forest Management Plan

1. To protect existing public trees and encourage the retention of private trees.
2. To increase the canopy cover over 10 years, to help mitigate climate change, through tree protection, planting, and maintenance.
3. To increase tree planting with native species to enhance biodiversity and connectivity.
4. To ensure the creation of beautiful treed and healthy places for people to enjoy.
5. To enable the urban forest to help increase the education and awareness opportunities.
6. To use more trees to improve economic opportunities and tourism through greater canopy.
7. To manage the risk that trees pose to an acceptable level for residents and visitors alike.

Key Project Findings:

- Urban forest canopy cover is very important to Port Colborne
- Port Colborne's total urban forest canopy cover compares favourably to peer municipalities but its tree canopy cover (i.e., individual and small groups) of trees is lower.
- The majority of the community's canopy is on private property.
- Port Colborne is losing urban tree canopy cover at a higher rate than other municipalities.
- Tree species diversity and suitability require attention.
- Staffing and resource levels may need to be increased to provide sufficient support to Port Colborne's public tree care management needs.
- The city compares favourably to some other municipalities with its annual tree maintenance budget.
- *Tree canopy gaps* on the public road allowance remain unplanted.
- Well-defined corporate policies are needed to plant, preserve and protect trees.
- Port Colborne has strengths to build upon.
- The Community strongly supports its urban forest.

- The Tree By-law and the Tree Installation Policy require a more comprehensive approach to the protection and enhancement of the urban forest compared to peer cities.

Existing and Future Community Challenges

- Based on 2018 data, the City's tree canopy in the urban area is 10%. This is lower than peer cities sampled such as St. Catharines, Hamilton, and Kitchener.
- Excessive historical loss of the Urban Tree Canopy cover has been declining in Port Colborne. Between 2006-2018, the municipal tree canopy declined at an annual rate that exceeded the rate of decline in other communities by about 3 times.
- Port Colborne has a *Vulnerable Urban Forest* due to lack of Species Diversity and Canopy Quality Issues. Based on the 2022 Inventory of 2,065 street and park trees conducted by Williams & Associates (W&A), it was found that the City has a tree diversity problem. It was identified that 42% of public trees are of a single genus, the maple. This relatively high proportion of maples increases the risk of catastrophic tree population loss from threats like climate change impacts and Asian long-horned beetles. It is important to include more native, Carolinian species (e.g., Kentucky coffee-tree, tulip tree) in planting programs.
- It is anticipated that there will be increasing future stressors on Port Colborne's urban forest as our climate changes.

Benefits

The trees and woodlands of Port Colborne's urban forest will be maintained and enhanced for the long term, in recognition of the valued environmental, social and economic services they provide. The City will work with its partners and the community in the urban and rural areas to ensure that this essential resource is managed effectively to maximize tree cover and health, increase native biodiversity, minimize risks to public property and contribute to the environmental sustainability and quality of life in the City of Port Colborne.

This plan will provide a road map of strategic priorities for years 2024-2028, inclusive of timelines, staffing and resource needs. The 5-year Operational Plan, in accordance with the UFMP, will guide the municipality to implement recommendations and funding for park and street side planting and maintenance.

Purpose and Scope

The Urban Forest Assessment together with the Urban Forest Management Plan (UFMP) will aim to increase, protect, and maintain the City of Port Colborne's urban forest, develop community interest in urban trees and further public health and safety. The UFMP will satisfy other goals and priorities of the City of Port Colborne including community awareness and education on the importance of urban trees, tree canopy and greenhouse gas reduction and increased development of the tree canopy in disadvantaged community areas.

Over the last decade, the City's urban forest has been affected by several factors ranging from tree loss due to the Emerald Ash Borer (EAB), changes in legislation, technological improvements, increased development pressures and climate change to name a few. As a result, the City requires an Urban Forest Assessment and an Urban Forest Management Plan to provide the City with a strategic framework to proactively manage and guide the growth of the urban forests.

The UFMP will proactively guide the preservation, management, and enhancement of the City's trees and forests on public owned lands in the urban area for a 20-year period as well as a focused 5-year operational plan. It is intended that the recommendations over time will transition the City from a reactive to a proactive urban forest management, thereby increasing operational efficiency and effectiveness, improving tree health and diversity, reducing risk to the public and increasing the wide-ranging benefits provided by a healthy and sustainable urban forest.

Plan Development Process

Nine supporting tasks were conducted for the UFMP that investigated many aspects of Port Colborne's Urban Forest, the infrastructure and policies supporting its management, and the opinions of the various communities that have an interest in it. Individual reports for each project were developed. These Reports are provided as individual Tasks in the UFMP as listed in the Table of Contents. The Vision Statement and Goals for Port Colborne's Urban Forest Management was highlighted above and the timeline for when Tasks were conducted is provided below.

Project Timeline

- August 2022: The Project began in August 2022 with a Windshield Survey, Tree Inventory of Zone 1 and Staff Interviews.
- Sept-December 2022; W&A Team conducted a Tree Canopy Analysis and a Canopy Cover/Plantable Spaces Assessment
- Jan-May 2023: Over the winter, the City initiated a UFMP Project Public Survey. The W&A Team completed a Tree By-law and Tree Planting Policy Review, Staff

Interviews, Canopy Cover/Plantable Spaces Assessment, SWOT Analysis, Communications, and a Criteria & Indicators Assessment

- June-August 2023: In the early summer the next round of Public Consultation occurred with a PIC Meeting and UFMP preparation.
- August 2023: Municipal Tree inventory completed for the Urban Area of Port Colborne
- November 2023 – February 2024: Draft UFMP was reviewed with City staff.
- Spring 2024: The UFMP is scheduled to go to City Council for approval.

Project Reporting

Descriptions of how the tasks were conducted and their findings are described in the following sections. Recommendations developed from each Task are listed in the respective Task Report and all Recommendations were compiled by task and provided in Appendix B.

For the purpose of this project, the City's four urban Operational Zones were used as Forestry Zones 1-4, and two additional Zones added. The two additional Zones were Rural Settlement and Rural Areas. Municipal trees in the Urban Zones, including rural settlement areas, (i.e, 1 to 5), were assessed for the Inventory. The City's tree management practices, tree policy, and planning processes were examined and input from the public considered were considered for the trees in the five Urban Forestry Zones (Figure 1.1). Because municipal trees in the Rural Area are not managed by the City, they were not included in the inventory or included in the Urban Forestry considerations.

The task Reports:

- Task 1: Municipal Tree Inventory
- Task 2: Review of City Tree By-Law 6175-01-15 and Tree Installation Policy (2007)
- Task 3: Tree Canopy Change Analysis – Zone 1
- Task 4: Staff interviews and discussions in preparation for the Urban Forest Management Plan
- Task 5: Canopy Cover/Plantable Spaces Assessment
- Task 6: Windshield Survey of Port Colborne's Street and Park Trees
- Task 7: Strengths, Weaknesses, Opportunities and Threats (SWOT)

- Task 8: Criteria and Indicators for Sustainable Urban Forest Management
- Task 9: Communication/Engagement Update

Appendix A. 5-year Operating Plan for Port Colborne's Urban Forest.

Appendix B. Recommendations Compilation

Appendix C1 Tree protection, planting guidelines

Appendix C2 Tree species recommendations

Task 1: Port Colborne Municipal Tree Inventory



1.1 Introduction

A primary component of this project required that W&A conduct an inventory of 5,683 of Port Colborne's municipal trees. Figure 1.1 shows the 6 Forestry Zones for the tree inventory and management planning.

The City requires the Inventory of its existing urban tree canopy to increase its understanding of its tree canopy cover and support the development of an Urban Forest Management Plan (UFMP) and to include its municipal trees in its Asset Management Program.

W&A used Treeplotter TM inventory program/Work Order Management System to collect the data on public trees in the City of Port Colborne between mid-August 2022 to the end of September 2022. The tree assessment included estimates of tree size, vigour, structure, and hazard potential with the findings being described in this Report. In most areas, planted trees smaller than the 20-cm diameter were also inventoried.

1.2 Tree Inventory Methodology

Port Colborne delineated 6 Forestry Zones. Zones 1-4 were Urban Forestry Zones, Zone 5 – Settlement Areas included rural-residential areas and hamlets outside of urban Port Colborne, and Zone 6 was Rural, the rest of Port Colborne comprised of mostly agricultural and natural areas where municipal trees are not actively managed (Figure 1.1). The Inventory assessed 5,683 of Port Colborne’s municipal trees including all trees in Zones 1-5, and also identified potentially hazardous municipal trees in Zone 6.

City of Port Colborne Proposed Forestry Zones

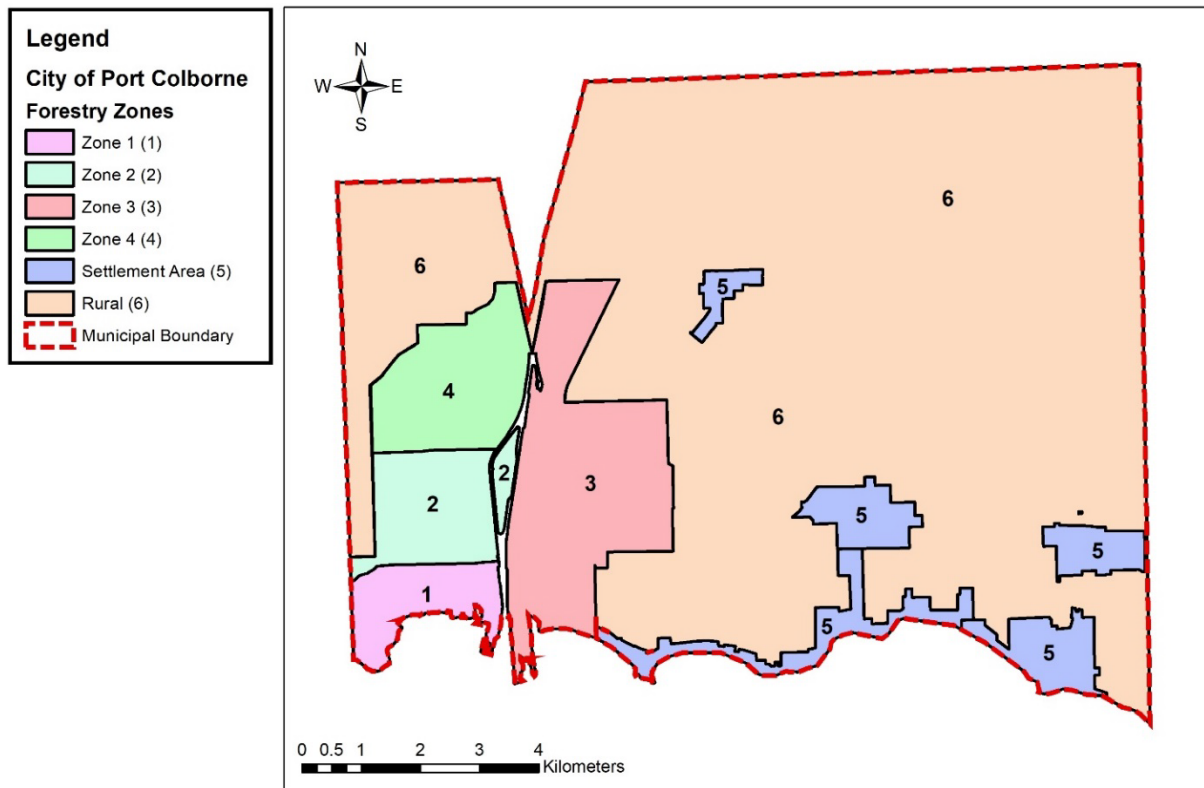


Figure 1.1 – Map of Port Colborne showing the 6 Forestry Zones

Figure 1.2 shows the locations of the inventoried trees. lists the variables collected for each tree including details about the variables collected. W&A used the current nomenclature for woody plant species. A few examples of data collected included DBH GPS coordinates, species, condition, and maintenance needs.

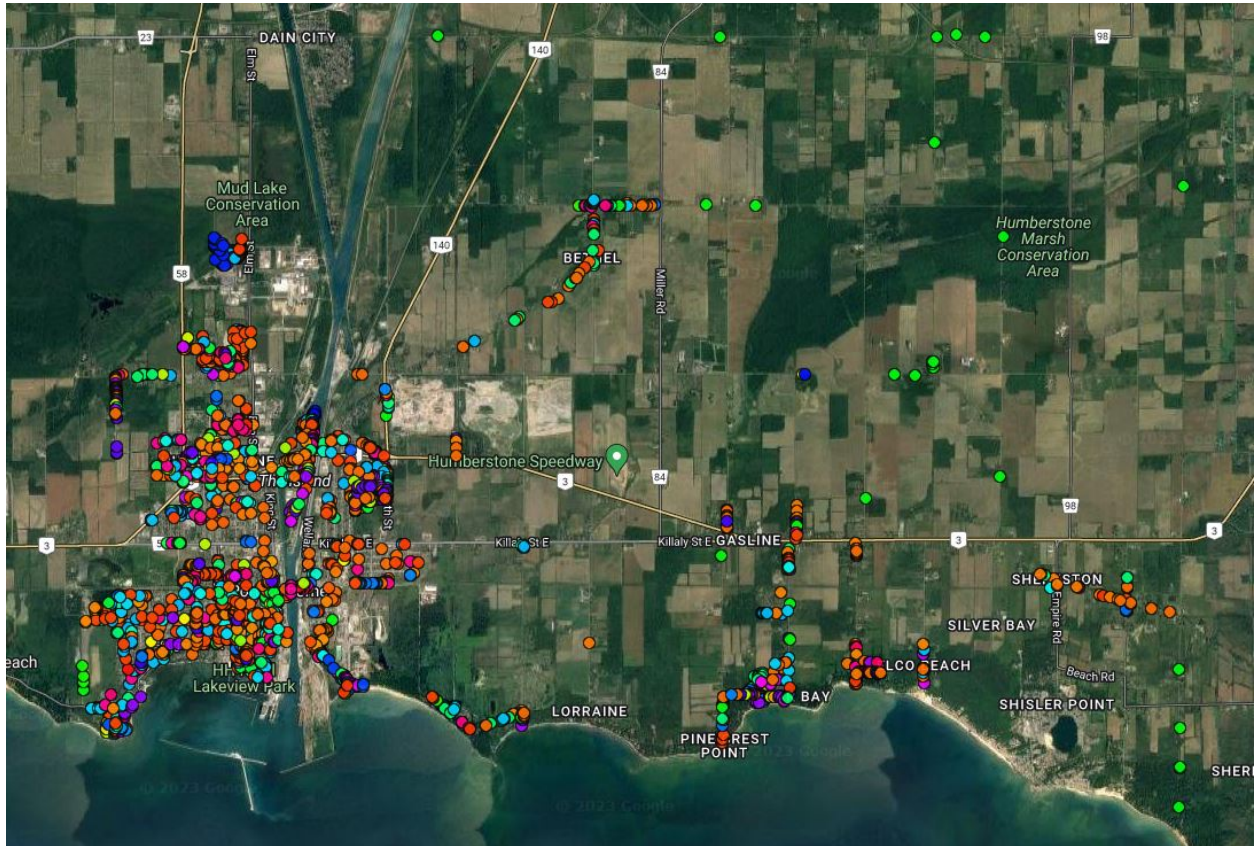


Figure 1.2 - Locations of trees assessed in the Inventory

Table 1.1 Data Fields Collected for Port Colborne Tree Inventory

	Variable	Entry Method	Details
1	Plot ID	Auto populated	
2	Forestry Zone	Auto populated	Community, Hamlet, Rural Area, Settlement Area
3	Tree Number	Entered	Numeric
4	Ownership	List	Private, Neighbour, Town, Shared
5	Tree Category	Choice	Tree, Stump
6	Common Name	Auto populated	Auto populated if chosen scientific; otherwise, by list
7	Scientific Name	Auto populated	Auto populated if chosen common; otherwise, by list
8	DBH (cm)	Entered	Numeric
9	DBH 2 (cm)	Entered	Numeric - Multi-stemmed trees
10	DBH 3 (cm)	Entered	Numeric - Multi-stemmed trees
11	Number of Stems	Auto populated	1, entered if more
12	Total Height (m)	Entered	Numeric
13	Base of Crown (m)	Entered	Numeric
14	Crown Health (% Foliage)	Entered	Numeric
15	Health	List	Good, Fair, Poor, Dead
16	Structure	List	Good, Fair, Poor
17	Condition	List	Good, Fair, Poor, Dead
18	Hydro Conflict	List	Conflicting, No-Conflict, Potentially Conflicting
19	Utility Lines	List	None, Primary Line, Secondary Line, Service Line
20	Maintenance Priority	List	Critical, Immediate, Routine, Low
21	Actions	List	Deceased, Monitor, None, Other Maintenance, Plant, Prune Aerial, Prune Ground, Remove Full, Remove Partial, Stump
22	Tree Comments	Entered	Notes on tree health or other comments

	Variable	Entry Method	Details
23	<i>Tree Maintenance Comments</i>	Entered	Notes on tree maintenance
24	<i>Date Last Inspected</i>	Auto populated	
25	<i>Address Number</i>	Auto populated	Checked for accuracy
26	<i>Street</i>	Auto populated	
27	<i>Tree Location</i>	List	Back, Boulevard, Cemetery, Facility, Front, Natural Area, Park, Roadside, Side, Streetscape, Trail
28	<i>City</i>	Auto populated	
29	<i>Longitude</i>	Auto populated	
30	<i>Latitude</i>	Auto populated	

The project inventoried 5,683 trees of 105 species in 50 genera, although most species had only a few individuals. Figure 1.3 shows that *Acer* (maples) were the dominant genus (42%), and that Norway maple was the dominant tree species inventoried. (Clark, 1997) recommend that no species should comprise more than 10% of the population in an urban forest. The data in Figure 1.3 and in Figure 1.4 show that Norway, and silver maple exceed 10% of the inventoried trees. This suggests that Port Colborne has a tree species diversity problem.

This represents a snapshot in time as the tree population is dynamic and changes as trees are maintained, removed, or planted. For example, some trees inventoried early in the project were removed by the time a final review of the work was conducted and the database updated.

This suggests that in general, planting programs should place more emphasis on non-maple species. However, sugar maples should be considered in appropriate site conditions. Freeman maple should also be considered for planting if Port Colborne implements a tree management program that includes corrective pruning for the life of the tree. Corrective pruning is especially important when they are young to keep them from developing significant structural problems when they are large. Freeman maple grows well in Port Colborne soil conditions and does not have the same level of structural problems as silver maple.

Table 1.2 Summary of Tree Species Representation by genus from Tree Inventory

Genus	Common Name	# Trees	% Composition
<i>Acer</i>	Maple	2381	41.8
<i>Picea</i>	Spruce	539	9.5
<i>Quercus</i>	Oak	400	7.0
<i>Juglans</i>	Walnut	251	4.4
<i>Pinus</i>	Pine	245	4.2
<i>Thuja</i>	Cedar	211	3.7
<i>Tilia</i>	Basswood	173	3.0
<i>Carya</i>	Hickory	163	2.9
<i>Malus</i>	Apple	155	2.7
<i>Other</i>	41 Genera	1181	20.7

Recommendation 1.1 - *Prioritize planting non-maples to improve species diversity.*

Recommendation 1.2 - *Norway maple should not be considered for planting.*

Recommendation 1.3 - *Freeman maple should be considered for planting with implementation of a maintenance-pruning program for the life of a trees.*

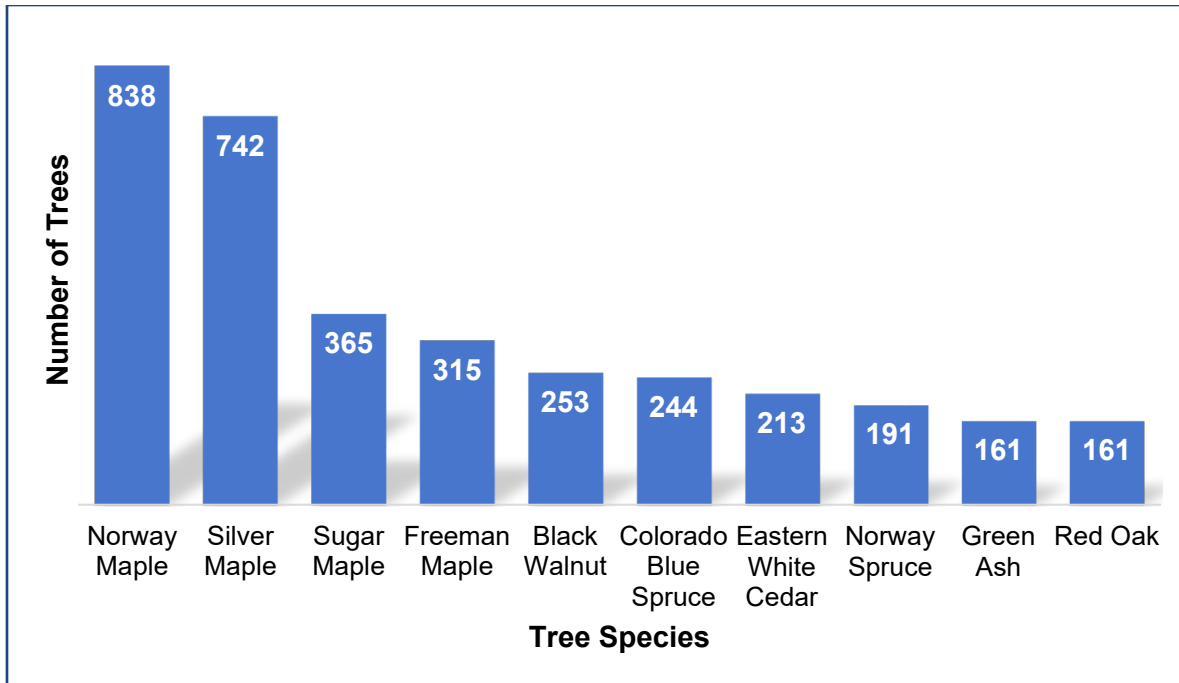


Figure 1.3 - Ten Most Common Species in Port Colborne's Tree Inventory

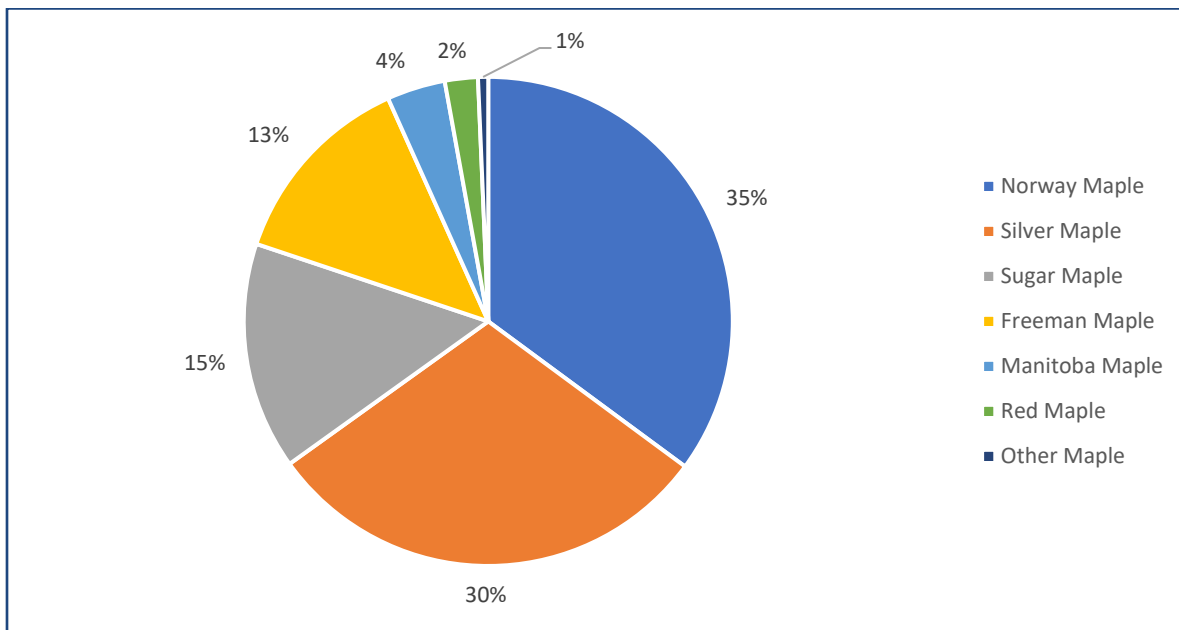


Figure 1.4 - Proportion of Tree Species in Maple Genus for Port Colborne's Inventory

1.2.1 Tree Condition

As part of the inventory, W&A staff visually assessed the condition of each tree. Each tree was rated Good, Fair, Poor, or Dead with associated notes regarding the reasons for the rating. Tree health ratings provide important information on individual trees and the population as a whole, helping to plan for maintenance and replanting efforts.

Figure 1.5 shows the condition rating summary and that 86% of the trees inventoried were in good, 10% were in fair and 4% were in poor condition or dead. To be rated in poor condition, a tree may have had significant crown die-back, wounds or seams, or other structural problems.

The dominance of trees in the good category suggests the public trees are generally healthy. *Establishing a pro-active maintenance program would be important in maintaining this good health condition and safety of the trees.*

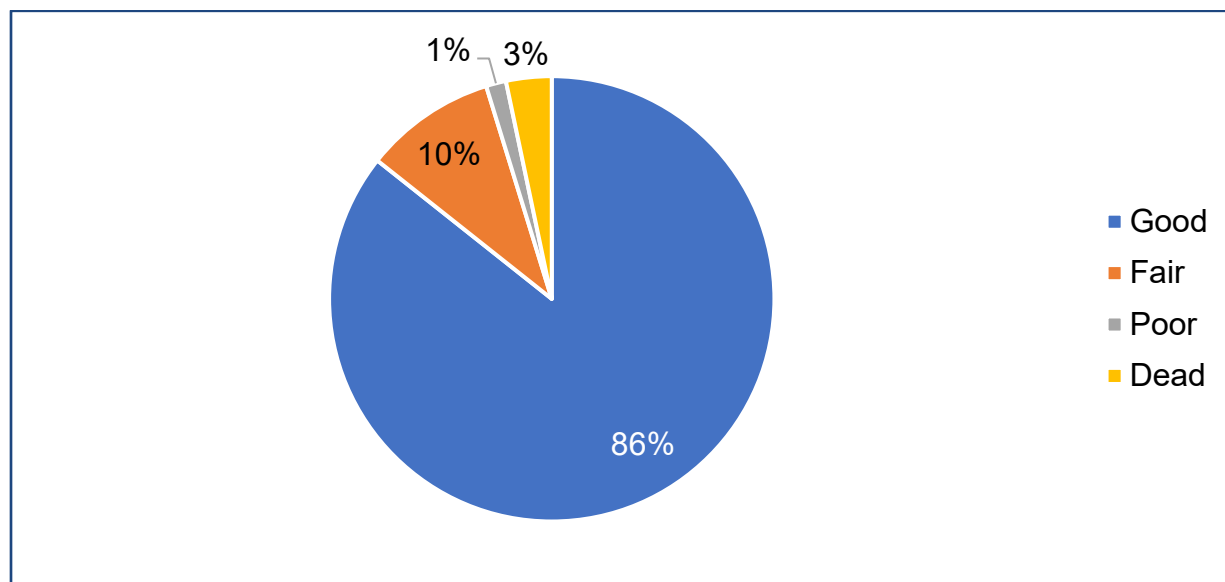


Figure 1.5 - Proportion of Tree Condition in Port Colborne's Inventory

1.2.2 Age Class

A healthy urban forest is characterized by an uneven-aged distribution with an inverse J-shape curve, as seen in Figure 1.6. An uneven-aged distribution will have a large amount of its population present in small trees and as the tree sizes increase, the population decreases. This is because as trees grow and mature, they become more susceptible to disease, weathering, damage and defects. Greater numbers of younger trees are necessary to grow into the larger/older age classes as they are diminished over time. Large/mature trees provide the most benefits and maintaining that population helps provide the most community and environmental benefits.

Because the actual ages of the inventoried trees are unknown, their trunk diameter was used as a proxy for age, because tree trunks grow in diameter as they get older. It was found that the diameter distribution of Port Colborne’s municipal trees has fewer small and large trees, with more mid-sized trees. Figure 1.6 compares the diameter distribution in Port Colborne with an uneven aged distribution.

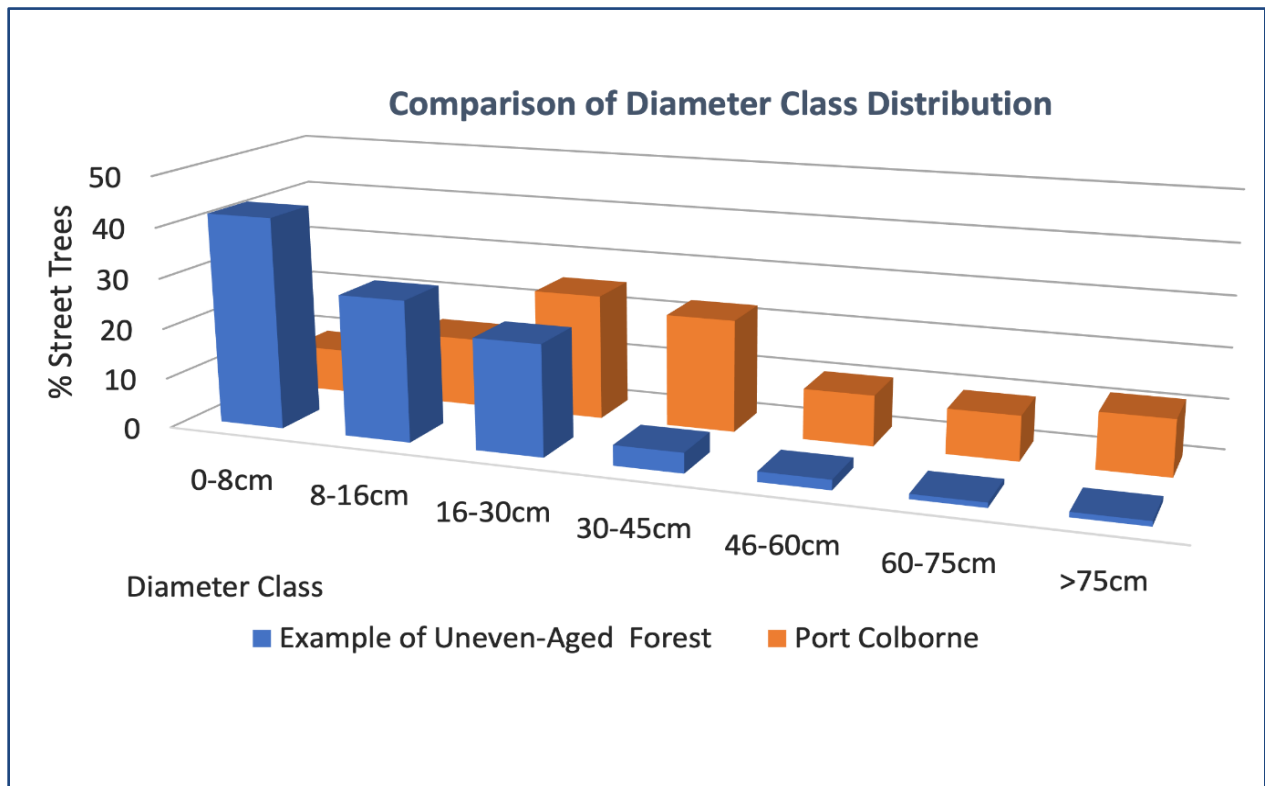


Figure 1.6 - Comparison of diameter class distribution of Port Colborne's Municipal tree and an example of a recommended, uneven-aged distribution

The shortage of young trees in Port Colborne's municipal trees is worse than it appears because that group is largely dominated by small-stature trees (e.g., white cedar), likely planted as screens or hedges by private owners. These small stature trees will not become the large street trees that provide the greatest number of benefits from the urban forest. This provides more of a case to increase the planting of large-stature trees in Port Colborne.

Recommendation 1.4 - Plant more juvenile trees on municipal property to off-set losses to declining and aging canopy

1.2.3 Tree Maintenance

Table 1.3 shows that the most frequently recommended maintenance actions were Aerial Pruning (20%) and Monitoring (13%). Tree Maintenance Assessments should be considered with the Maintenance Priority (Section 2.3) for operational planning. *Before* tree maintenance is conducted, the items should be reviewed/updated with a more rigorous inspection by a qualified/Certified Arborist or Professional Forester.

The Maintenance Assessment and Priority findings, suggest that the general health and condition of the public trees inventoried was good and that corrective pruning would be the primary activity that would improve the health and safety of Port Colborne's trees.

Table 1.3 shows the number and percentage of trees per maintenance recommendation. Aerial pruning was the most recommended action with 1122 trees and ground pruning was recommended for 311 trees (20% and 5% respectively). Assessment recommending the removal of 128 trees was noted. However, before tree removal is contracted or conducted, the items should be reviewed through a more rigorous inspection by a qualified/Certified Arborist or Professional Forester and the adjacent landowner be notified if recommendation for removal is confirmed.

These assessments show that most of Port Colborne's municipal trees are healthy and safe, a regular pruning schedule of juvenile and mature trees will help reduce the amount of tree problems that could be carried into the future.

Table 1.3 - Primary Maintenance Recommendations in Port Colborne's Inventory

Maintenance Recommendation 1	Count	Percent
Prune Aerial – climbing or aerial	1,122	19.7%
Monitor condition of tree	737	12.9%
Prune Ground-corrective pruning from the ground	311	5.4%
Remove Full – including stump	124	2.2%
Tree Risk Assessment Needed for trees with Imminent and High Maintenance Priority	68	1.1%
Other Maintenance	33	0.6%
Stump Removal	12	0.2%
Remove Partial**	4	0.1%

Recommendation 1.5 - *Implement a maintenance pruning program for all ages of municipal trees to reduce tree structural problems and stability and improve public safety canopy.*

1.2.4 Tree Maintenance Priority

A Level 1 Tree Risk Assessment was conducted on each inventoried tree. The Level 1 Assessment consists of quick visual observations of maintenance needs of each tree and assigning a priority of their urgency. The categories are listed below.

- 1 - **Imminent priority (Critical)** – Immediate Level 2 Tree Risk Assessment by a qualified Arborist to prescribe specific treatment to reduce current high-risk.
- 2 - **High Priority (Urgent)** – Level 2 Tree Risk Assessment should be conducted soon (i.e., within 3 months) to prescribe maintenance to reduce potential risk.
- 3 - **Medium Priority** – Moderate level hazard structural or health problem that should be corrected during regular maintenance.
- 4 - **Low Priority** – minor structural or health problem that should be corrected during regular maintenance (often on smaller trees).

Table 1.4 shows the percentage of each maintenance priority rating given in the survey. Medium and Low priority ratings were the most common ratings with, respectively, 22% and 77%. Imminent and High ratings account for approximately 1% of the total ratings (i.e., 0.14%, 1.14% respectively).

Table 1.4 - Percentage of Maintenance Priority Ratings

Percentage of Maintenance Priority Rating	Percentage (%)
Imminent – Immediate Risk Assessment recommended	<1%
High – Risk/Maintenance assessment & treatment soon.	1.1%
Medium – some structural problem that should be considered for regular maintenance	21.5%
Low – structural maintenance pruning	77.1%
Tree Risk Assessment Needed	<1%

Table 1.4 shows the recommended Maintenance Action and Maintenance Priority for the inventoried trees. Only 73 inventoried trees received Imminent and High Maintenance Priority ratings. The City was immediately notified of 1 tree that had an Imminent Maintenance Priority and the problem was rectified by the City. Recommended hazard mitigation regarding 4 trees was forwarded to the City. All other trees received a Medium or Low Maintenance Priority rating.

These results agree with the observation that the City has a low proportion of trees with higher risk or maintenance requirements. This may be from the City's removal of larger trees (i.e., trees with higher maintenance needs) from road allowances since 2006 (see Task 2).

It is recommended that the City implement a grid-pruning system or other cyclical maintenance plan for corrective pruning of juvenile and mature trees to minimize future risk from tree health and safety problems in the future.

Recommendation 1.6 – *Employ/retain Tree Risk Assessment Qualified (TRAQ) professional to assess trees with High or Imminent Maintenance needs and prescribe mitigation treatment.*

Recommendation 1.7 - *Implement tree maintenance program. For example, a program could include a grid-pruning approach for tree maintenance where designated blocks of trees within Zones where maintenance pruning would be conducted on a cycle.*

1.2.5 Public Comments

While assessing trees for the inventory, people would ask surveyors about what they were doing. W&A staff would explain the inventory and tree assessment process and mention that it was part of the Urban Forest Management Plan Project.

Everyone was pleased that the work was being done and a number expressed concerns that the City was removing too many of the trees. Many of those who approached the surveyors expressed that the process of prescribing tree maintenance, communications with affected adjacent landowner, and the requirement to plant replacement trees were repeated concerns.

Recommendation 1.8 – Develop Communications protocols for advance landowner notification regarding as part of a Work Order Management System so affected landowners are notified of impending tree maintenance (e.g., planting, pruning or removals).

1.3 Summary

The inventory provides a critical tool in understanding and managing the urban forest and will support the development and implementation of tree management programs. A good starting point would be the implementation of a grid-pruning approach for tree maintenance, where blocks of trees within Zones would receive maintenance pruning on a cycle. A grid-pruning cycle would schedule years when all street and park trees in all or part of a grid are pruned on a cycle.

The Tree inventory would be kept current by updating individual tree information when maintenance is conducted or in response to community and staff concerns through a Work Order Management System (WO) (Section 1.3.1). Staff could create appropriate work orders regarding tree maintenance issues identified by the public or staff; close out WOs as work is completed and update the inventory with new information as soon as it happens.

An important aspect of managing the urban forest is having a consistent tree planting program. This program builds the population younger/smaller to enable the development of the larger/older trees over time as suggested in Recommendation 4. Mature medium to large stature trees are the foundation of the Urban Forest.

1.3.1 Work Order Management and Inventory Update

Considering that Port Colborne is planning on developing infrastructure to manage their urban forest more effectively, an effective Work Order Management System (WOMS) should be developed. A WOMS includes all elements of the process from:

- Service Request - notification from staff or the public that Tree Maintenance should be considered,
- assessment by qualified staff, a resulting Work Order (i.e., prescription for work to be done)
- Work Order creation to conduct prescribed work,
- Communication with affected landowners, including tree replacement discussion,
- Completing the work,
- Closing the Work Order, and
- Updating the Tree Inventory data and new tree conditions

Work Order Management Systems range from manual/paper methods with no tracking or inventory update, to semi-automated systems with spreadsheets and perhaps manual updating of the tree inventory, to automated systems that track service requests through process and automatically update the inventory.

An example of an automated WOMS is a module of the Tree Plotter platform that was used to collect and manage the tree data for the inventory in Port Colborne. While the Tree Inventory data resides in a Port Colborne's GIS system, the automated system can track the steps in WO management and be set to automatically update the municipal Tree Inventory.

Recommendation 1.9 – Optimize a Work Order Management System that enables Port Colborne to track its Tree Maintenance activities and reflected those changes in the Tree Inventory.

Task 2: Review of City Tree By-law 6175-01-15 & Tree Installation Policy (2007)

2.1 Introduction

This review of Port Colborne's By-law 6175-01-15 and Tree Installation Policy (2007) is part of the City's Urban Forest Assessment and Management Plan Project (UFMP). The objective of this Report is to review Tree by-law 6175-01-15 and Tree Installation Policy (2007) and assess whether they support:

- Good Urban Forest Management Practices,
- Canopy Cover Goals and
- are in accordance with the Municipal Act, Port Colborne's Official Plan

2.2 Background

It is our understanding that before 2006, Port Colborne's street tree population has been dominated by larger-sized maples and green ash. Since 2006, the street-tree population and Canopy Cover in developed municipal and private lands in Port Colborne have dropped significantly (Task 3).

As was common throughout municipalities in southern Ontario, it is likely that many of these trees had been planted to replace elms that had been killed in the 1950's by the Dutch elm disease. Elms were dominant at the time because of their fast growth and tolerance to urban conditions. Since 2000, most ash trees, in the absence of a treatment program, have been killed by emerald ash borers (EAB).

After most ash trees were killed by emerald ash borers in Port Colborne, many remaining street trees were aging silver maple trees – trees that have well-known structural problems and need a high level of maintenance. The structural problems with the older silver maples were worsened by the historically limited tree maintenance in Port Colborne. This resulted in a higher than necessary level of structural problems and tree risk associated with the City's street and park tree population. This manifested itself in higher than necessary tree structural damage during high windstorm events and accelerated removal of many old, large trees by the City.

Combined with the ash tree mortality, the City's Tree Installation Policy, and removal of larger silver maples has lowered the street tree population and will continue to do so over time. From the *Windshield Survey Report* and *Zone 1 Canopy Change Analysis* conducted as part of this Project, the Stocking level and proportion of available space for a street tree is 32% in Zone 1. Generally, the stocking level for most other municipalities that the authors are familiar with is closer to 70-80%. The tree canopy

decline of the municipal trees will be investigated through the Project's *Zone 1 Canopy Change Analysis*.

2.3 Tree Installation Policy 2007 – Review

The Tree Installation Policy sets out guidelines and financial support for the replacement of municipal trees removed, or if a homeowner has asked for a tree to be supplied under its *Greening Port Colborne* Initiative. Based on annual funding and on request of a resident, replacement of trees removed by the City or because of storm events will be supported first. In the fall of each year, the remaining funding will be made available to residents to plant a tree in their front yard.

The policy requires that the trees shall be planted on the private property adjacent to municipal property; within 1.5 and 9.0 meters from the municipally owned property where it cannot interfere with utilities or power lines. It provides information on the purchase and installation of the replacement tree, contact information, and other details. In recent years, the funding allocated for tree planting by the City averages \$5,600 (Staff Interviews).

While the Policy provides support for planting replacement trees for municipal trees that were removed on adjacent private property at the resident's request, it does not suggest that the City, on its own, will replace trees removed from municipal property or plant any trees on municipal property. It does provide for planting replacement trees on adjacent private property at the resident's request.

It appears that the intent of the policy is to reduce the population of public trees. This may be to reduce the costs and perceived burden of managing those trees.

2.4 Policy Conformance with the City's Official Plan

Section 5.3.6 of Port Colborne's Official Plan (OP), states "Elements of the streetscape, which can really be termed the 'public realm' [...] can be used in establishing neighbourhood identity." They also add "Street tree plantings offer another means of creating a consistent public realm image. Selections should be consistent; whether using a single species or a patterned mix. This again will form lasting impressions as a point of reference for residents and travelling public". By directing trees to be planted on private property and not on public property, the Tree Installation Policy does not conform to the City's OP that expresses a vision to plant trees on the public realm.

2.5 Does the Policy Support Good Urban Forest Management?

Since the policy is one dimensional; it only addresses tree planting on private property which is only a fraction of a municipal Program based on good urban forest management. A much broader urban forest policy is needed to guide urban forest management at the City.

“Assuming that the community is interested in a good street tree management program, the overall goal of a program is to provide the highest-value street tree population for the costs incurred. With this objective, three management goals will probably (but not always) emerge:

- 1 - Maximum stocking of street trees. To provide an optimum-value population, the plan should attempt to achieve full stocking of street trees in the community at some realistic point in the future.
- 2 - Low maintenance costs and public safety. Maintenance costs should be balanced against needs for public safety, a high-value tree population, and budgetary constraints. In the short run, cutting maintenance expenses will save money, but in the long run this will result in public hazards and trees that are a liability rather than an asset to the community.
- 3 - Stability. A stable street tree population is one that is not threatened by catastrophic losses due to poor management. Poor management includes overreliance on a few species, a uniform city-wide age structure, and minimal or no scheduled tree maintenance.” (Miller, 2015).

2.6 Bylaw 6175.01/15 – Summary

Port Colborne’s By-law 6175-01-15 is enabled by the Ontario Municipal Act (2001). The By-law defines an “Adjacent Tree” as one that directly abuts and/or impacts City Property. The By-law describes an administrative structure for the By-law and lists:

Section 3

- Tree management activities to manage and protect trees on municipal property.
- Manage trees in adjacent area that threaten City Streets.
- Protect damage to trees on City property by others.

Section 4

- Protect Municipal Trees from damage, destruction, or interference.
- Plant Trees on City property without Permission.

Section 5

- No person shall Plant a Tree on City Property.
- Disallows the planting of poplars, willows, ash, conifers, Manitoba maple and silver maple within 4.5 meters of City property.

Section 6

- Describes process for resident to request a removal of adjacent municipal tree.
- Describes fees for resident to pay for removal and replacement of tree.
- Describes process for resident to request replacement of tree removed by City (i.e., on adjacent private property) (see Tree Installation Policy).

Section 7

- Describes the maintenance, trimming and/or removal of adjacent trees that are a danger to persons using City property.

Section 8

- Requires notice of intent of resident to remove adjacent tree, and permission of the Director.

2.7 By-law 6175.01/15 – Review

By-law 6175-01-15 is enabled by the Ontario Municipal Act (2001). The focus of the By-law is the management and planting of trees on municipal road allowances (e.g., highways), and adjacent hazardous trees.

Most of Sections 3, 5, 6, 7 and 8 provide guidelines and regulate for activities associated with the management of trees on municipal land and road allowances, and along highways. These activities are specifically enabled by the Municipal Act and no By-law is necessary. Most municipalities have this information in a policy for/by the administrative unit responsible for tree management in the municipality, often Public Works or Parks.

Section 4 provides guidelines for the protection and penalties for damage to, or the removal of, municipal trees and prohibits the planting of trees on municipal property without permission.

2.7.1 Discussion regarding the By-law

In the authors' opinion, some elements of the By-law are unenforceable. These would include Section 5(2) which restricts the planting of certain species & genera of trees within 4.5 meters of municipal property. While some of these species may be undesirable near roads or structures, the authors do not believe there is a legal

authority to limit planting certain species. From the *City of Port Colborne: Staff Interviews/Discussions for the UFMP Project Report*, By-law staff advised that there have been no charges laid under this By-law to date.

Elements in the *Municipal Act* authorize the maintenance and removal of trees on adjacent private land that may be a hazard to public land, but do not refer to tree planting. The definition of “Adjacent Tree” is ambiguous and should be split into 2 definitions – “Shared Tree” and “Private Tree”. A shared tree would be one where portions of the stump or major part of the root flare cross the property line between the municipal and private land. A Private Tree would be one that is entirely on private land. The authors are unsure if the By-law 6175.01/15 could be used to enforce Section 8. This section requires that written notice and approval is required to remove an “adjacent tree”.

Most of the By-law directs the maintenance, removal, and replacement of trees on or adjacent to roadways. These activities are specifically enabled by the Municipal Act and are described in Policy documents for the administrative unit that is responsible for tree maintenance. This function should be fulfilled by staff or consultants who are qualified (e.g., experienced Certified Arborist or Professional Forester).

The above aspects of the By-law are unnecessary (i.e., as a component of the By-law) and do not contribute to good Urban Forest Management or positive goals.

Most Municipalities have Public Tree By-laws that protect municipal trees (e.g., street and park trees) from damage and specify penalties for such events. Such damage typically occurs from activities by other parties such as utility construction that unnecessarily damages the above- or below-ground portions of municipal trees.

Table 2.1 how the City of Port Colborne’s Tree By-law and Corporate Tree Installation Policy compare to a sample of some of the other municipalities within Niagara Region.

Compared to these other municipalities the City’s Tree By-law lacks a comprehensive approach to the protection of its urban forest that is reflected in other municipal tree by-laws. Most other municipalities sampled have more clear and more comprehensive protection for City trees.

Compared to these other municipalities the City’s Tree Installation Policy is the only one that does not support the public tree. In addition, most other municipalities sampled have policies that provide guidance in many aspects of public tree management- this is something Port Colborne does not currently have.

Table 2.1 – Municipal Comparison

Public Tree By-law	Corporate Urban Forest Policies	Private Tree By-law
<p>Port Colborne</p>		
<p>By-law 6175-01-15 Regulates the maintenance, protection, preservation, and removal of all City Trees. Also includes trimming and removing of adjacent trees.</p> <p>Conclusion: Some elements of the By-law may be unenforceable; not sufficiently comprehensive. (Source- Review of City Tree By-law 6175-01-15 and Tree Installation Policy (2007), November 2022)</p>	<p>Tree Installation Policy (2017) The policy requires that the trees shall be planted on private property adjacent to municipal property.</p> <p>Conclusion: Does not support “Good Urban Forest Management” on public property.</p> <p>(Source- Review of City Tree By-law 6175-01-15 and Tree Installation Policy (2007), November 2022)</p>	<p>No</p>
<p>Niagara-on-the-Lake</p>		
<p>By-law 4571-12 Authorizes & regulates the planting, care, maintenance, and removal of trees on municipal property.</p> <p>Conclusion: Clear and comprehensive protection for town trees</p>	<p>Tree Planting Policy PW-RDS-005</p> <ul style="list-style-type: none"> Objective “to enhance street landscape.” <p>Tree Trimming Policy, PW-RDS-014 – purpose:</p> <ul style="list-style-type: none"> “...maintain structural integrity and safety.” <p>Tree Removal Policy PW-RDS-013</p> <ul style="list-style-type: none"> Purpose: ...” protect the travelling public and property owners from possible injury or damages.” <p>Climate Change Adaptation Plan, 2022</p> <p>Conclusion: Supports the urban forest: Includes a Goal called “Urban Forest Resiliency” containing 6</p>	<p>By-law 5139-19</p> <p>A By-law to Regulate the Destruction or Injuring of Trees on Private Property in the Urban Areas. Protects public trees.</p> <p>Conclusion: Supports the urban forest. As of March 11, 2019, property owners must apply for a Tree Removal Permit before removing any tree that has a trunk measuring 12.5 cm or larger in diameter</p>

Public Tree By-law	Corporate Urban Forest Policies	Private Tree By-law
	Indicators such as 'percentage of total tree canopy'	
Thorold		
No	<p>Policy No: 900-02 Tree Management Policy (2002) This Policy Statement (2002) provides guidance in many aspects of public tree management. It “recognizes the value of urban and rural trees and the role they play in sustaining a healthy community. In addition, this Policy also includes:</p> <p>(a) Specification #1 “Pruning of Trees” Provides rationale for pruning but limited guidelines.</p> <p>(b) Specification #2 “Tree Protection” Provides basic rationale and principles of tree protection.</p> <p>(c) Specification #3 “Planting Guidelines” Provides basic guidelines for tree planting and tending.</p> <p>Conclusion: Thorold should amend this policy by updating its municipal Tree Guidelines with reference to ANSI A300 Standards developed by the Tree Care Industry Association. These are the generally accepted industry standards for tree care practice</p>	No
Region of Niagara		
No	No	<p>By-law 2020-79 Woodlands By-law (not an individual tree by-law) Governs protection and preservation of</p>

Public Tree By-law	Corporate Urban Forest Policies	Private Tree By-law
		woodlands in Niagara. Grimsby, Niagara-on-the-Lake, Niagara Falls, St. Catharines, West Lincoln have delegated authority to the Region to deal with woodlands less than 1 hectare in size: Conclusion: Port Colborne should delegate authority to Region to regulate woodlands less than 1 hectare in size
Niagara Falls		
By-law No. 2004-173 as amended by By-law 2013-69, By-law 2015-58 <i>Prohibits or regulates the destruction, injury, and planting of trees on municipal property.</i> Conclusion: Clear and comprehensive protection for City trees	“Niagara Falls to look at tree protection policies.” <i>(Source: Niagara Falls Review, Nov. 18,2021)</i>	No
St. Catharines		
Tree Protection Bylaw 2019 No. 5478 Amendment Bylaw 2021 No. 5712 Conclusion: “A key change to the Bylaw is the introduction of a Tree Permit review for Building Permits K.1 - Page 7 Review of Tree Protection Bylaw Page 8... that have not resulted from a recent development	2011 Urban Forest Management Plan commits to increasing its tree canopy cover from 17% to 30%. Conclusion: The City’s Climate Action Strategy calls for: <ul style="list-style-type: none"> • Creating resilient natural systems • under Green Space & Ecosystems many of the 18 	No

Public Tree By-law	Corporate Urban Forest Policies	Private Tree By-law
<p>application (i.e., Rezoning, Subdivision, Development Permit) and is anticipated to increase demand on staff resources. Additional staff resources will be required for the administration of the Tree Protection Bylaw, as amended, subject to Council direction, related to matters such as clerical support for permit issuance and inquiries, certified arborist for site inspections, and officers for bylaw enforcement.” (Source: Tree protection advisory committee report to mayor and council. June 14, 2021.)</p>	<p>action areas relate directly to trees:</p> <ul style="list-style-type: none"> ○ Complete a Tree Canopy Study/Strategy ○ Develop a tree voucher program for private properties. ○ Develop a Biodiversity Conservation Strategy ○ Update preferred planting list of trees and shrubs to ensure plants can adapt to future climate conditions 	

2.7.2 Recommendations regarding Tree By-law

According to the U.S. Forest Service, large trees provide 70 times more environmental and economic benefits than small trees (Nowak D. J., Urban Forests and their ecosystem services, 2015). While the policy may provide for some increase in canopy cover on private land, it will not offset the loss of canopy cover from the removal of large stature municipal trees such as ash and silver maple.

It is advised that Port Colborne change the direction of City tree management and develop a policy that follows good urban forest management recommendations to re-populate and maintain trees on municipal lands. This will enhance the community, improve the canopy cover, and provide numerous other benefits (e.g., reduced carbon use, increased carbon storage and a more livable community).

Recommendation 2.1 – *Prepare a policy that provides guidelines for the planting and management of municipal trees, including those on and along road allowances, and in parks.*

Recommendation 2.2 - *Prepare a replacement of By-law 6175-01-15 that protects public trees and municipal areas. This would restrict the planting of trees or damage to municipal trees.*

Recommendation 2.3 – *Withdraw By-law 6175-01-15 and the Tree Installation Policy (2007)*

Recommendation 2.4 – *Port Colborne should delegate authority to regulate woodlands less than 1 hectare in size to the Region of Niagara.*

Task 3: Tree Canopy Change Analysis – Zone 1

3.1 Introduction

The concept of an urban forest is best understood when viewed from the air. From this perspective, a pattern emerges: the density of the urban forest varies with patterns of land use in urban areas. The *Tree Inventory*, found in Task 1, assessed all municipal trees in Forestry Zone 1 (Figure 1.1) which includes Port Colborne's Heritage District. Observations made during the Tree Inventory suggested that looking at Tree Canopy change over time in Zone 1 would inform the development of a Canopy Cover Goal for the City of Port Colborne.

During the Tree Inventory (Task 1) it was observed that many plantable areas of municipal road allowances were vacant of trees and that there were few young trees. Inventory field staff also observed that many trees present in the 2018 imagery used during the inventory process had been removed by 2022. This concern was expressed by several residents who spoke with inventory staff. During *The Port Colborne Tree Installation Policy and Tree Bylaw Review* (Task 2), it was found that these policies supported removing trees from road allowances and planting replacement trees on adjacent private property.

Because of these observations, the Consulting Team suggested that an evaluation of Tree Canopy over time in developed areas of municipal and private ownership would provide valuable insight into the effects of these policies.

W&A conducted a *Tree Canopy Cover Change Analysis* of municipal and residential lands in Zone 1 of Port Colborne, using an online tool used by communities around the globe called *i-Tree Canopy 7.0* (Nowak D. J., *Understanding i-Tree: 2021 summary of programs and methods*, 2021)

Methodology

i-Tree Canopy was created through a partnership lead by the United States Forest Service. It provides a peer reviewed science-based methodology for users to measure tree canopy cover in communities and help establish base line data for goal setting. A detailed description of how *i-Tree Canopy* works is provided in the Task 5: Canopy Cover and Planting Area Study for Port Colborne.

i-Tree Canopy starts by generating randomly located points in the Study area using images from Google Earth for the year selected by the user. The user assesses the land cover at each point. Each point is assessed by the User and categorized into one of the defined Cover Classes. W&A staff assessed the Cover Classes at 300 points in Zone 1 (Table 3.1). Tree Canopy coverage percentage for Municipal and Private Canopy was estimated from these values. The assessment used Google Earth Pro imagery (2018), provided by *i-Tree*.

Table 3.1 - Zone 1 Cover Classes

Cover Class	Description
Municipal Canopy	Tree Canopy over municipal property – parks, road allowance, street trees, etc.
Private Canopy	Tree Canopy within private land in residential and commercial areas.
Other	All other surfaces including natural areas

76 points out of 300 were within Municipal Property.

174 points out of 300 are within private residential and commercial property.

The City of Port Colborne's Tree Installation Policy was approved in 2007 and Tree By-law was approved in 2015. To assess how the Tree Canopy changed between these dates and 2018, and possibly been affected by these policies, the same points were assessed using imagery from 2006 and 2015.

To conduct the change analysis, the 300 points from the initial survey in were exported to Google Earth Pro. The points were re-assessed using the same process in Google Earth using imagery for 2006 and 2015, providing the Tree Canopy in Municipal and Private areas for the years 2015 and 2006. This enabled the comparison of Tree Canopy in those areas in three periods; 2006-2015; 2015-2018 and the total change from 2006 to 2018.

The percent Tree Canopy TC over Municipal and developed Private Property in residential and commercial areas in Zone 1 dropped substantially in all three time periods (Table 3.2). The TC over municipal property started at 17.1% in 2006, dropped 15% by 2015, and another 9% between 2015 and 2018. Private Tree Canopy started at 34.5 in 2006, dropped 7% by 2015 and another 14% between 2015 and 2018. The change between 2006 and 2015 was -23% and 20% for Municipal and Private Tree Canopy respectively.

Table 3.2 - Percent tree canopy over municipal property (i.e., road allowances and parks) and developed private property (i.e., residential and commercial) in Zone 1

Years	Municipal Canopy		Private Canopy	
	Canopy (%)	% change*	Canopy (%)	% change*
2006	17.1		34.5	
2015	14.5	-15.0%	32.2	- 7.0%
2018	13.2	-9.0%	27.6	-14.0%
* % change from previous assessment				
Total Canopy Change				
2006 – 2018		-23.0%		-20.0%

3.2 Summary – Tree Canopy Cover Change

Zone 1 was used as a proxy for the upper end of the City's total Tree Canopy for urban areas of Port Colborne because it includes the heritage district near Lake Erie, more recent subdivisions (i.e., 1950's), commercial areas and industrial areas.

The findings of the Change Analysis (Table 3.2) shows that the relative percent change in tree canopy cover for municipal lands was reduced by 15% between 2006 and 2015, and by another 9% between 2015 and 2018. The percent change in Tree Canopy cover decreased on Private lands in both periods as well; it dropped by 7% in the first period and 14% in the second period.

Period 1: 2006-2015

It is expected that tree canopy cover would decline during Period 1 because ash tree mortality caused by Emerald Ash Borer (EAB) began around that time in the Niagara Region. As ash was commonly planted as street and ornamental trees after the elms died, ash's abundance and mortality likely contributed to the tree canopy cover decline in Period 1. Likely an effort to support replanting in response to the mortality and removal of municipal ash trees, Port Colborne passed the Tree Installation Policy (2007) that supported planting trees on private property adjacent to municipal property rather than on municipal property.

It is suggested that the cost of ash tree removals brought scrutiny of tree management costs at the City. The ash mortality followed by the Tree Installation Policy might have been the first steps in reducing the numbers of municipal trees on the public road allowance.

Tree maintenance/removal costs were also under pressure from the many large silver maples that had likely been planted as street trees following the demise of elm trees from Dutch elm disease. Silver maple is a rapidly growing tree that would grow well in the clayey soils that predominate in the Port Colborne areas. Unfortunately, they have soft wood and long branches that are subject to breakage from wind and ice. If not regularly maintained, the species can cause tree failure issues. The manifestation of this problem is assumed to have incited the development and implementation of the Tree By-law that was approved in 2015. The By-law supports the apparent strategy of the Installation policy to remove trees from the municipal road allowance.

Period 2: 2015-2018

The Municipal and Private Tree Canopy dropped again between 2015 and 2018 (Table 3.2), with a much larger reduction in Private Property compared to the Municipal Property (i.e., -17% and -10% respectively). During this period, many larger silver maples were removed because of real or perceived risk. The decline in tree canopy cover over residential properties may have been associated with the removal of silver maple on the boulevards as the large canopies these large trees on municipal boulevards often extended over the adjacent residential properties.

Period 3: 2006-2018 (change for entire time frame)

Tree Canopy in developed areas of Zone 1 had a relative dropped by 30% for Municipal and 25% for Private Property between 2006 to 2018 (Table 3.2). Expressed as the absolute change in Tree Canopy, in developed areas of Zone 1 dropped 3.95 percentage points (i.e., 30% relative change) for Municipal and 6.89 percentage points (i.e., 25% relative change) for Private Property between 2006 to 2018 (Table 3.2).

The drop of 3.95 percent and 6.89 percent over the 12-year study period was found and an annual drop of 0.33%/year for Municipal and 0.57%/year for Private property. This rate of canopy cover decline is dramatic, considering that Nowak and Greenfield (2018) found an average net loss off 0.12 percentage points/year of Canopy Cover (i.e., Tree Canopy + Shrub Canopy) in municipalities throughout the US.

This rate of Tree Canopy loss over Municipal and Private Property in Zone 1 suggests that a variety of strategies will be required to stop and to reverse this rate of decline. Strategies to help achieve Canopy Cover Goals will be included in the Urban Forest Management Plan.

Summary

The relative decline in the Tree Canopy Cover in Municipal and Private areas of Zone 1 was found to be is 23% and 20%, starting at 17.1% and 34.5% respectively during the 12-year study period. The decline most likely resulted from the removal of dying ash trees, the removal of many larger silver maples, and the corporate policy of not replacing trees on the public road allowance.

The ash mortality was because of EAB. The removal of many large silver maple was likely because of the high costs of maintenance requirements associated with and the management of risk associated with silver maple's susceptibility to damage from high winds and ice. Port Colborne's Tree Installation Policy (2007) and Tree By-Law (2015) directed that new replacement trees be planted adjacent private lands rather than on the public road allowances.

It seems likely that this downward trend in Tree Canopy will continue unless there is some change in City policy regarding the planting and management of municipal trees which would include the introduction of a scheduled tree maintenance Program. While existing policies provide some support for tree planting on adjacent residential property, this strategy has led to a significant decrease in tree canopy cover in Zone 1 between 2006 and 2018.

Canopy cover is directly related to the environmental and human health benefits that the urban forest provides. It is important to set an achievable canopy cover goal so community and staff can understand and support the enhanced tree maintenance, tree planting programs and policy development required to achieving the goal. Municipal policies like the Official Plan, Urban Design Manual and Engineering Road Cross Section will need to be revised to better support canopy cover growth and retention.

The 2006 canopy cover percentage of 22% is suggested as a realistic midterm goal for developed urban areas of Port Colborne. The City could aspire to return its 2006 tree canopy cover in these areas through strategies recommended in the Urban Forest Management Plan. This is an achievable goal that will require 2 or more decades of tree planting and the retention of large-stature trees over the 20-year period. Getting started with, and then building on, updated tree planting and maintenance procedures are the path to sustainability.

These findings apply to the developed urban areas of Zone 1 and can be extended to the developed parts the other Urban Zones and the results and recommendations should be considered with the results of the Canopy Cover/Plantable Areas Study (Task 5) to develop Canopy Cover Goals for Port Colborne's Urban Zones that that should be incorporated into the Official Plan and other planning documents.

3.3 Recommendations

Recommendation 3.1. *The City should establish a midterm Tree Canopy Cover Goal for Municipal + Residential/Commercial property of 2006 levels to be attained through the strategies outlined in the Urban Forest Management Plan.*

Recommendation 3.2. *The City should consider these findings with the results of the Canopy Cover/Plantable Areas Study (Task 5) to develop Canopy Cover Goals with measurable timelines that should be incorporated into the Official Plan and other planning documents.*

Task 4: Staff Interviews and Discussions in Preparation for the Urban Forest Management Plan (UFMP)

4.1 Introduction

Staff at the City of Port Colborne are concerned about the present and future state of the urban forest. These concerns include:

- A tree bylaw which amongst other things, does not favour the planting or maintenance of public trees;
- Canopy losses due to tree removals because of urban development and intense storm events;
- Lack of a consistent, annual tree planting program;
- A reactive rather than proactive strategy for tree work/backlogged tree work orders;
- Insufficient resources and a lack of tree maintenance;
- Lack of more defined policies and procedures for tree care;
- Shallow depth to bedrock as a physical constraint to planting, and;
- Concerns over potential liability issues arising from poorly maintained public trees.

4.2 Methodology

Two members of the Consultant Team (John McNeil and Peter Simon) conducted interviews and discussions with 11 staff members and one external member (Supervisor for *Canada Niagara Power Inc.*) to better understand the issues facing the City's urban forest.

Eleven staff interviews and discussions took place on September 7th and 14th, 2022 following the schedule developed by the Project Manager. These interviews followed the distribution of a questionnaire the week before, prior to the interviews. McNeil and Simon attended all staff interviews as face-to-face meetings. McNeil also attended a remote interview on September 30th with the Roads Supervisor for *Canada Niagara Power Inc.*, who maintain the electricity lines within the City. A total of twelve people were interviewed.

4.3 Key Findings

- **Bylaw 6175/01/15 – the City of Port Colborne Tree Bylaw.** There was considerable concern about the effectiveness of the bylaw in that it did little to protect trees and facilitated their removal. Despite the bylaw, some departments have occasionally planted trees in the boulevard to address individual, citizen complaints which has created public confusion.
- It was surmised that the bylaw was written primarily for Public Works and the City's insurer, because of individual claims where public trees caused vehicle damage or sidewalk upheaval, becoming a tripping hazard. The bylaw included planting restrictions on certain species ostensibly to reduce upheaval of sidewalks, visibility issues and sewer-service blockages.

Infrastructure standards for Port Colborne were not available at the time of writing (from preliminary observations, trees may not be the primary cause of infrastructure repair costs, that inadequate infrastructure design/overdue replacement practises may be contributing factors). Staff are open to more education on this topic and if a new bylaw is being considered, to be provided with the knowledge to defend it and promote it to Council (more people need to know that the condition of sewer/sanitary lines may be the problem, not the tree and that with good construction/timely replacement, conflicts can be minimized). The Consultant's Windshield Survey Report documents some of the challenges posed by the creation of the new Lancaster St. Subdivision. This project included approved developer-created tree planting plans which will have future maintenance problems. The costs of this maintenance will be borne by the property owners because the City approved the planting on private property in accordance with the Tree Bylaw.

Before the Consultant Team developed recommendations regarding the Tree Bylaw, tree policies, and procedures, they needed to know the answers to the following key questions:

1. *Are there a unique set of geomorphological and meteorological conditions present in the City and where may they exist which creates unacceptable instability for urban trees?*
2. *Are the City's as-built engineering and construction standards for its underground infrastructure & sidewalks sufficiently robust and resilient to provide for large stature trees in proximity?*
3. *Are the City's existing street and park tree management programs adequately serving the needs of the community?*
4. *Are the Tree policy and Tree by-law consistent with the objectives in the City's Strategic Plan, 2020-2023 and policies in the Official Plan?*

-
- **Public safety.** There is a need to establish adequate pruning cycles for public trees - that trees (particularly the big, old silver maples) need maintenance to mitigate safety concerns.
 - **Shallow soils to bedrock.** Staff is concerned that there is insufficient depth of soil to bedrock in many places which is making trees “unstable,” particularly given the (now) perennial severe windstorm events. There is also the belief that tree roots are interfering with sanitary, sewer and water mains.
 - **Canopy loss.** Canopy cover is waning throughout the City due to tree removals because of new developments, storms, and limited space to plant trees.
 - **The urban forest management program is poor.** Staff concerns include that public trees are not being properly maintained so that there are:
 - a lack of a sustainable and consistent tree replanting program;
 - a reactive vs. proactive approach to public tree problems whereby actions such as large limbs falling initiate pruning actions;
 - backlogged tree work orders (three to four years); and
 - inadequate budgets to support sustainable urban forest management (e.g., \$5,600/year for tree planting and \$168,000 for tree work).
 - **Lack of documentation.** With high staff turnover, there is a strong need to have better documentation for: responses to requests for tree planting specifications, tree protection policies and guidelines for City capital projects, tree policies and procedure, standards for the size of tree to plant, tree pruning cycles, tree pruning standards for contractors, and updated lists of approved native species to plant.
 - **Climate change impacts.** A missed opportunity exists to demonstrate how climate change impacts can be mitigated through trees, specifically public trees.
 - **Asset Management Planning.** Trees need to be included – Public Sector Accounting Board is expected to bring in new rules for municipalities to add green infrastructure to their (accounting) books.
 - **Size of the municipality.** Some staff believe that Port Colborne can only do “what is required by the Province” due to its small size. This attitude tends to ignore any focus on trees as the *Municipal Act* does not contain regulations specifying minimum maintenance practices for the public tree.

4.4 Recommendations

Recommendation 4.1. *Establish Urban Forest Management working group to guide tree establishment, removal and management.*

Recommendation 4.2. *Establish interdepartmental Urban Forest Advisory working group including all departments involved with planning for trees and management.*

Task 5: Canopy Cover/Plantable Spaces Assessment

5.1 Introduction

The view from the air helps provide a better understanding of an urban forest. From this perspective, a pattern emerges: the density of the urban forest varies with patterns of land use in urban areas.

One component of this Urban Forest Management Plan project is an evaluation of Port Colborne's Canopy Cover to help meet provincial guidelines for municipalities and to aid in planting and managing trees to manage the City's urban forest and canopy. Canopy Cover (CC) includes tree canopy and shrub canopy, including natural areas. W&A conducted a *Canopy Cover/Plantable Spaces Assessment* of the City using an online tool used by communities around the globe called *i-Tree Canopy 7.0* (Nowak D. J., Understanding i-Tree: 2021 summary of programs and methods, 2021)

This assessment had several major components. The first was a CC assessment within the municipal boundary (Figure 1.1), including the rural areas (Zone 6); the second stage was a CC assessment of the Urban Forestry Zones (i.e., Zones 1-5) (Figure 1.1); and the third aspect was an analysis of the CC and Plantable Spaces within each of the Urban Zones.

5.2 Methodology

i-Tree Canopy was created through a partnership lead by the United States Forest Service. It provides a peer reviewed science-based methodology for users to measure tree canopy cover in communities. This will establish baseline data for goal setting. It can also compare tree canopy cover between neighbourhoods, school districts, political wards, communities, and determine priority tree planting areas. It also monitors changes over time due to impacts like emerald ash borers and land development.

Users must follow three steps to configure the tool:

Step 1- *define the study area you want to survey; for the purposes of this Project the shape file for example the City's Road Patrol Zone 1 was used and it is called Forestry Zone 1.*

Step 2- *define the Cover Classes; for the purposes of this Project, the cover classes dictated for this project are shown in Table 5.1 below.*

Step 3- *Set Regional Settings and begin the photo interpretation.*

i-Tree Canopy starts by generating randomly located points in the Study area using images from Google Earth for the year selected by the User. The User assesses the land cover at each point. The more points surveyed, the lower the standard error (SE) of the estimate of Land Cover across the Study area. Each point is assessed by the User and categorized into one of the defined Cover Classes.

i-Tree Canopy then estimates the economic and environmental benefits of the tree canopy. This includes estimates of air pollution reduction, runoff avoided, and carbon storage, based on regional average conditions of urban and/or rural communities and then translates them into monetary value. Ecological services and benefits were calculated using the weighted average of canopy cover.

Using the i-Tree Canopy software, W&A staff performed a canopy analysis of the City of Port Colborne to assess CC over the entire municipality using 2018 aerial images. A similar analysis was then conducted for the Urban Forest areas combined (i.e., Zones 1-5) (Figure 1.1). In the third stage, separate more detailed analyses were conducted for each of the five Urban Forest Management zones to assess the CC within each zone and the amount and types of area that could be planted to trees. Figure 5.1 shows all the points assessed in the CC analysis and the CC/Plantable Spaces analysis of the 5 urban zones.

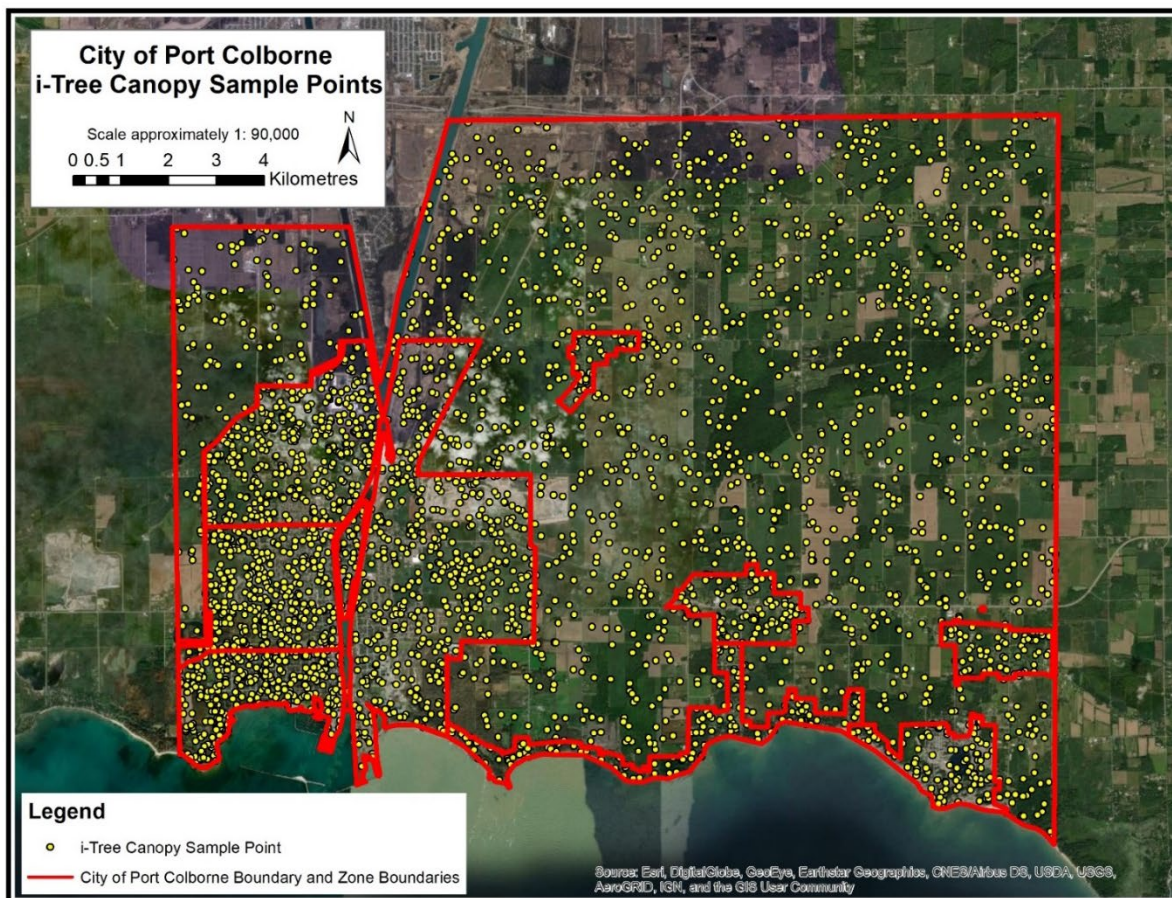


Figure 5.1 - Points sampled using i-Tree Canopy. The 3490 included 2000 points sampled for the CC analysis to determine Tree Canopy within the municipal boundary of Port Colborne and 1490 points that were added in urban zones as described in sections 2.1

5.3 Canopy Cover Assessment Methodology – Entire Municipality

The Port Colborne Canopy Cover study assessed the Canopy Coverage (CC) within the municipal boundary using 2000 randomly distributed points. The cover class of each point was assessed according to the criteria in Table 5.1 below.

Table 5.1 - Cover Class categories and descriptions for 2000 points assessed for CC study of the entire municipality boundary

Category	Cover Class	Description
Canopy	Canopy – Tree	Single or small group of trees on residential lots, street trees or middle of field
	Canopy – Shrub or Thicket	Shrub, thicket, or early successional forest
	Canopy – Woodlot	Woodlots and forests
Plantable	Plantable – Grass/ Herbaceous	Residential lawn, open park, open space, municipal right of ways, schools, hospitals, regenerating meadow, grassy strips in parking lots or gravel boulevards
Non-Plantable	Non-Plantable Permeable Surface	Cultivated agriculture, sports fields, cemetery, golf course fairway, driving range, open water, wetlands, gravel parking, waste management/disposal area, quarry, other areas meant to be devoid of trees
	Impervious Surfaces	Buildings, roads, concrete, structures, sidewalks, driveways

5.4 Canopy Cover Analysis – Results

The results of the Cover Class analysis (i.e., assessment of points) is provided in Table 5.2. This study estimated that the CC in Port Colborne's municipal boundary to be 37.0% when including individual trees (4.5%), shrubs and thickets (6.3%), and woodlots (26.2%). The greatest amount of CC was found in woodlands, mostly in the rural areas (Zone 6).

The Non-Plantable category included Impervious surfaces (5.3%) and non-plantable space (45.8%) which made up more than half of the municipality. A significant proportion of the Non-Plantable spaces are used for agricultural purposes.

An estimated 11.9% of Port Colborne was assessed to be available as Plantable space. This included turf, road allowances and other open space.

Table 5.2 - Cover Class percentages by weighted average for the entire municipal boundary

Cover Classes	Weighted average	± Standard Error
Canopy – shrub or Thicket	6.3	0.3
Canopy – Tree	4.5	0.1
Canopy – Woodlot	26.2	0.8
Impervious – Surface	5.3	0.1
Non-Plantable Permeable Surface	45.8	1.0
Plantable-Grass/Herbaceous	11.9	0.4

5.5 Ecological Services and Benefits – Port Colborne Municipal Boundary

The total annual value of the ecological services generated from i-Tree Canopy for Port Colborne was estimated to be \$3,748,957.14, with an additional \$88,959,776.83 of added cumulative carbon sequestration value. Table 5.3 provides the i-Tree Canopy outputs that estimate ecological services from Port Colborne's CC and estimates of the annual monetary value they provide.

Table 5.3 - Ecological services and economic benefits from Port Colborne's trees and urban forest within the municipal boundary

Air Pollution	Removal Rate (g/m ² /yr)	\$/t/yr	\$
CO (carbon monoxide)	0.127	\$125.35	\$720.31
NO ₂ (nitrogen dioxide)	0.551	\$39.43	\$988.28
O ₃ (ozone)	5.489	\$238.86	\$59,323.85
Particulate Matter (10 µm)	1.838	\$561.43	\$46,691.07
Particulate Matter (≤10 µm)	0.267	\$8,078.29	\$97,594.06

SO ₂	0.347	\$13.10	\$205.68
Hydrological	Tree effects (L/m ² /yr)	\$/t/yr	\$
Avoided Run-off	0.008	\$3.21	\$1,161.95

Carbon	Carbon Rate (t/ha/yr)	Carbon price (\$/t)	\$
Carbon Sequestered Annually	3.060	\$255.84	\$3,542,277.18
Stored in Trees (not annual rate)	76.848	\$255.84	\$88,959,776.83
		Total Annual	\$3,748,957.14

5.6 Urban Forest Canopy Cover

The Rural Area (Zone 6) of Port Colborne is much larger than the Urban Area (Zones 1-5). This resulted in insufficient points within each Urban Zone to develop meaningful estimates of the Urban Forest Canopy analysis and subsequent analysis for Canopy Cover/Plantable Spaces analysis for each Zone. To effectively assess the CC of Port Colborne's urban forest, the number of points in each urban Zone (i.e., Zones 1-5) were increased by 300 +/- points/Zone (1490 points). These new points were in addition to the points in each zone from the Port Colborne CC analysis (Section 2.1).

A total of 1992 points in the Urban Forest Zones were assessed for this analysis, using the Categories and Cover Classes in Table 5.1.

The canopy coverage of the urbanized zones of Port Colborne (Zones 1 – 5) is estimated to be 31.8% as an unweighted average, which includes single or small groups of trees, shrubs, and woodlots. Single or small-grouped tree canopy coverage is 10.2% out of the 31.8%.

19.9% of the urban area is estimated to be consisted of impervious surfaces, 25.9% is non-plantable permeable surfaces and the remaining 22.5% is estimated to be Plantable Space.

Table 5.4 Cover Class percentages by average for all Urban Zones (Zones 1-5)

Cover Classes	Weighted average	± Standard Error
Canopy – shrub or Thicket	5.2	0.5
Canopy – Tree	10.2	0.7
Canopy – Woodlot	16.4	0.8
Impervious – Surface	19.9	0.9
Non-Plantable Permeable Surface	25.9	1.0
Plantable-Grass/Herbaceous	22.5	0.9

5.7 Ecological Services and Benefits – Port Colborne Urban Zones

The total annual value of the ecological services generated from the urban areas of Port Colborne was estimated to be \$1,309,147 with an additional \$18,732,103 of added cumulative carbon sequestration value. Table 5.5 provides the *i*-Tree Canopy outputs that estimate ecological services from Port Colborne’s urban zones’ CC and estimates of the annual monetary value they provide. In urban environments, the monetary benefits are greater than rural environments due to providing greater benefits to a greater density of population in the area (Hirabayashi, 2014).

Table 5.5 - Air pollution, hydrological services, and carbon sequestration for Port Colborne's Urban Zones (Zones 1-5)

Air Pollution Removed Annually	Removal Rate (g/m ² /yr)	\$/t/yr	\$ CAD
CO ₂	0.127	\$2,000.35	\$2,420.45
NO ₂	0.700	\$509.08	\$3,395.23
O ₃	5.404	\$2,893.37	\$148,972.06
Particulate Matter (10 µm)	1.534	\$9,403.12	\$137,430.42
Particulate Matter (10 µm or less)	0.276	\$102,786.59	\$270,290.67
SO ₂	0.344	\$153.21	\$502.15

Hydrological	Tree effects (L/m ² /yr)	\$/m ³ /yr	\$ CAD
Avoided Run-off	0.008	\$3.21	\$244.67

Carbon	Carbon Rate (t/ha/yr)	Carbon price (\$/t)	\$
	3.060	\$255.84	\$745,891.05
Stored in Trees (not annual rate)	76.848	\$255.84	\$18,732,103.00
		Total Annual	\$1,309,146.70

5.8 Canopy Cover/Plantable Areas by Urban Zone

To provide reliable information on the amount and types of Plantable Space in each zone, additional points were added to the five urban zones (i.e., Zones 1-5) as described in Section 3.1. Table 5.6 shows the number of points assessed in each Zone for the CC/Plantable Spaces Analysis.

Within each zone, the area of Cover Class percentage was estimated based on Zone area (ha). The number of points assessed per zone is shown in Table 5.6. Zones with larger superficial areas have more points to provide the similar levels of accuracy for each Zone.

The points were assessed using the Categories and Cover Classes shown in Table 5.7. Table 5.7 illustrates that the Plantable Category was divided into four Cover Classes by land use and ownership: Road Allowances, Municipal Parks and Facilities, Private Grass and Other Plantable.

Table 5.6 - Number of points assessed for each Zone in the CC/Plantable Spaces analysis for Port Colborne by Urban Forest Management Zone

Zone	Hectares (ha)	Points Assessed
1	285	336
2	343	367
3	1069	492
4	540	382
5	761	415

Table 5.7 - Updated Cover Class categories to reflect Plantable Area and descriptions for canopy assessment

Category	Cover Class	Description
Canopy	Canopy – Tree	Single or small group of trees on residential lots, street trees or middle of field
	Canopy – Shrub or Thicket	Shrub, thicket, or early successional forest
	Canopy – Woodlot	Woodlots and forests
Plantable	Road Allowance	Adjacent lands to roads owned by the City
	Parks & Facilities	Parks and facilities owned by the City with grassy or open spaces not used for a specific use like sports fields, also unopened road allowances
	Private Grass	Plantable spaces not owned by the municipality – residential lawns, business property lawns, hospital property, schools

Category	Cover Class	Description
	Other Plantable	Spaces that could have trees planted but ownership could be disputed such as parking islands, riverbanks, agriculture field edges, vacant lots, abandoned quarry
Non-Plantable	Non-Plantable Permeable Surface	Cultivated agriculture, sports fields, cemetery, golf course fairway, driving range, open water, wetlands, gravel parking, waste management/disposal area, quarry, other areas meant to be devoid of trees
	Impervious Surfaces	Buildings, roads, concrete, structures, sidewalks, driveways

The Canopy Category for Each Urban Forestry Zone is provided in Table 5.7, with the proportion of each Cover Class. Canopy percentages are shown in table 5.8. Notable observations regarding Table 5. are listed below.

- 1 - Zone 5 had the highest CC (48%) because it included more Woodlot, and Tree Canopy. This is largely because it is rural residential, with larger lots and woodlands that extend into the zone from the Rural Area.
- 2 - CC in Zone 4 was also high (37.4%) because it included woodlands mostly associated with wetland in its perimeter to the north.
- 3 - Tree Canopy in Zone 1 was higher as well, mostly because of an observed higher tree density in the older neighbourhood along Lake Erie.

Table 5.8 - Canopy percentage of each Zone separated by canopy type

Zone	Canopy Tree (%)	Canopy Tree (± SE) *	Canopy Shrub (%)	Canopy Shrub (± SE)	Canopy Woodlot (%)	Canopy Woodlot (± SE)	Canopy Total (%)
1	18.5	+/- 2.1	2.4	+/- 0.8	8.3	+/- 1.5	29.2
2	9.3	+/- 1.5	5.2	+/- 1.2	4.9	+/- 1.1	19.4
3	4.3	+/- 0.9	7.3	+/- 1.2	13.2	+/- 1.5	24.8
4	5.2	+/- 1.1	6.0	+/- 1.2	26.2	+/- 2.2	37.4
5	15.9	+/- 1.8	4.1	+/- 1.0	28.0	+/- 2.2	48.0

+/- SE means that the average is significant within standard + Standard error (average within standard error plus or minus the number)

5.8.1 Plantable Area Analysis – By Zone

The proportion of Plantable Areas in each Zone is provided in Table 5.9. It was found that the estimated percent of Plantable Area in each Zone varies from 21 to 27%.

Table 5.9 - Percent Plantable Areas for each Urban Forestry Zone

Zone	Plantable %	Standard Error %
1	21.4	± 2.2
2	27.5	± 2.3
3	21.3	± 1.8
4	21.2	± 2.1
5	21.4	± 2.0

To identify the types of Plantable Areas available in each Zone, sample points in the Plantable Category were assessed using 4 Cover Classes, 2 of which were municipal property and 2 as private property. The findings, as seen in Table 5.9, show that there are significant opportunities to plant trees in all Zones. Most Zones have about 21% Plantable Areas, except Zone 2 which had the highest proportion of Plantable Areas (27%).

Table 5.10 - Plantable Areas Cover Class percentage* for each urban zone

Planting Space Cover Class	Zone 1 (%)	Zone 2 (%)	Zone 3 (%)	Zone 4 (%)	Zone 5 (%)
Municipal Road Allowance	20.8	17.8	17.3	8.8	2.2
Municipal Parks & Facilities	9.7	25.7	7.6	3.8	5.6
Private Grass	56.9	50.5	65.7	82.8	92.2
Private Other Plantable	12.5	5.9	12.4	3.8	0.0

*As a percentage of each zone

5.9 Planting Opportunities

Task 3 (Tree Canopy Change Analysis for Zone 1) found a dramatic reduction in Tree Canopy in developed Municipal and Private property, suggesting that Port Colborne should develop tree-planting programs to improve Tree Canopy in those areas.

Data provided in Table 5.10 was examined to identify planting opportunities in urban Port Colborne with consideration for the CC in each Zone (Table 5.7). Considering the recent (2006 – 2018) reduction in Tree Canopy in developed parts of Zone 1, identified in Task 3, the data in the Tables was examined to identify areas where tree-planting programs could be developed to reverse this trend in Tree Canopy loss.

5.9.1 Municipal Ownership – Tree Planting Opportunities

Port Colborne has direct control over Municipal property and can implement tree planting initiatives based on its priorities and budget allocations, as soon as approved by Council.

Table 5.10 illustrates the proportion of Planting Spaces in each of the 4 Cover Classes for each Zone. Zone 2 contains the highest amount of Plantable Spaces in Municipal Parks & Facilities. Zones 1 and 3 have the most Plantable Space on municipal road allowances. Municipal grassy areas in Parks & Facilities (e.g. in a park or in front of a municipal facility) also provide planting opportunities, and while these open grassy areas are important, observations by W&A staff (i.e., during the Sample Inventory development -Task 1) note that there were significant grassy areas in parks that could receive trees.

Zones 1, 2 and 3 were found to have the highest estimated proportion (e.g., 17 to 21%) of Plantable Spaces on Road Allowances. Road allowances in these Zones should be prioritized in long-term and opportunistic tree-planting initiatives to increase Tree Canopy over time.

Zones 2 and 1 were estimated to have the highest proportions of Plantable Spaces in Municipal Parks & Facilities (25.7% and 9.7% respectively). This was supported by observations by W&A staff conducting the Sample Tree Inventory (Task 1). These areas are under direct control of the City and portions could be planted with supporting policies and resources. Costs per tree may be lower for planting in Parks & Facilities than Road Allowances because of greater flexibility with appropriate tree sizes and species.

5.9.2 Private Ownership – Tree Planting Opportunities

Tree Planting on private lands can be supported by encouraging and enabling tree planting with communications, financial and logistical support, as well as through policies. Communications about the value of tree planting and Tree Canopy to the community, supporting landowners with technical and material support, and supplying trees will encourage landowners to plant and maintain more trees.

Municipal policy can require new and replacement tree planting as part of development, building permits, municipal consent, or other processes. Tree-planting requirements can be required through policy during the approvals process. Tree planting through this approach can result in more trees being planted or replaced on municipal or private property.

5.10 Summary

5.10.1 Canopy Cover withing Municipal Boundary

The results of the CC analysis, using 2018 imagery, suggest that while there is a relatively high CC% within the municipal boundary (37%). The high CC is primarily because woodlots contribute 26.2% of the 37%. It was also observed that most of the woodlot canopy cover was in the rural portion of the City's boundaries, in Zone 6.

5.10.2 Urban Forest Canopy Cover

The Urban Forest Canopy Cover analysis estimated 22.5% of Plantable Area in the Urban Zones of Port Colborne (Table 5.4), which is relatively high. Zone 5 had the highest amount of CC in Woodlots (48%). This is likely because Zone 5 is rural residential and spread along the lake in rural areas. Within this area, there are larger lots with more single trees and patches of woodland.

This CC analysis suggests that there is plenty of Plantable Area in Port Colborne and that urban CC could be increased with the development of progressive tree planting and maintenance programs.

5.10.3 Canopy Cover/Plantable Area by Zone

This analysis found that the Urban Zones of Port Colborne had high proportions of Plantable Space (i.e., 19-28%, Table 5.9). That, combined with CC levels that have been declining since 2006 (Tree Canopy Change analysis for Zone 1 - Task 2). The Change Analysis suggests that Canopy Cover in developed urban areas can be increased by up to 11.9 % with progressive tree planting and maintenance programs. While it would be very challenging to attain this level, bringing CC in urban areas up to where they were in 2006 could be achievable in a reasonable time frame.

The two municipal Cover Classes, Road Allowance and Parks & Facilities, had 17.8 and 25.7% respectively of the Plantable Area in Zone 2. Because the City has direct control of the planting and maintenance of trees on their property, this suggests that municipal lands should be the focal point for tree planting and management. The two Private Cover Classes (Private Grass and Other Plantable) would require incentivizing or forming partnerships with other owners to increase tree canopy cover.

The City could focus efforts on replanting road allowances and designing new road allowances to accommodate and plant new trees, especially in Zones 1, 2, and 3. The City could also use their parks and facilities to plant new trees and increase canopy cover. As a starting direction, this study suggests that the City put efforts on planting new trees in Zone 2 as more municipally owned space is estimated to be available.

5.10.4 Conclusions and Recommendations

Trees are the only assets where the value appreciates in time and offer an array of benefits that aren't measured monetarily. Increasing the canopy cover will also increase the value of ecological services. Many other benefits are also derived from an increased canopy cover such as "promoting health and social well-being by removing air pollution, reducing stress, encouraging physical activity, and promoting social ties and community" (Turner, 2019).

As development pressures increase in Port Colborne, it will be important to prioritize woodland retention in development proposals to maintain CC in developed areas. As Tree Canopy has dropped in developed parts of Port Colborne (Task 3), policies such as tree planting and tree/forest retention to restore CC in urban areas should be developed and implemented.

5.10.5 Recommendations

Recommendation 5.1. *Establish Urban Forest Management working group to guide tree establishment, removal and management.*

Recommendation 5.2. *Establish interdepartmental Urban Forest Advisory working group including all departments involved with planning for trees and management.*

Recommendation 5.3. *The City should amend its Official Plan, Section 11.6.3 Indicators for Monitoring and Measuring Success to include a Tree Canopy Cover metric.*

Recommendation 5.4. *The City should consider establishing a Tree Canopy Cover of 24% attained through the strategies outlined in the Urban Forest Management Plan until such time as Recommendation #3. (The canopy coverage of the urbanized zones of Port Colborne (Zones 1 – 5) is estimated to be 31.8%, which includes single or small groups of trees, shrubs, and woodlots. Currently, single or small-grouped tree canopy coverage is 10.2% out of the 31.8%.)*

Recommendation 5.5. *The City should collaborate with appropriate partners such as the Region of Niagara and the Niagara Peninsula Conservation Authority to undertake an i-Tree Eco Project to calculate a SMART goal(s) for Tree Canopy Cover.*

Task 6: Windshield Survey of the City of Port Colborne's Street & Park Trees

6.1 Introduction

To help characterize the condition of public trees in the urban forest, a Windshield Survey of Port Colborne was conducted on August 24th and August 30th of 2022. The focus was municipal street trees; some park trees were included.

Port Colborne's urban road network was sampled to include three (3) estimated age categories: pre-1945, 1946-1990 and post 1990. Land use types such as residential, commercial, and industrial areas were used as well. A Windshield Survey is a cost-effective method to obtain general information about trees on the public road allowance as well as provide insight into Port Colborne's urban forest and City tree management.

The Windshield Survey was conducted by driving the City urban roads in Zones 1-4 and observing the trees growing on the road allowance while noting aspects about the trees in each area including species, size, health, condition, distribution, and maintenance needs. This is different from a Tree Inventory (TI) as a TI systematically collects information and recommendations for each tree.

The boundary of the Windshield Survey is the urban roads network; the urban roads are colour coded in yellow on the map in Addendum 2 of the RFP for this Project. Public Works shared that there are approximately 138 km of roads comprising the urban road network, as mapped in Addendum #2 of the City's Project RFP. The total estimated distance covered in the *Windshield Survey* was 66 km, which is 48% of the total urban road network.

Within each of the four Roads Patrol Zones, the three dominant trees species by distribution were noted and general observations were made of the trees such as the dominant age and the overall health and structure of the trees (i.e., Good, Fair, Poor). The amount of maintenance work necessary to meet the tree maintenance standards below was recorded by "diameter class" (0-20 cm, 21-50 cm, 50 cm+):

- 1 - City tree maintenance: a standard of 14.5' clearance over the travelled portion of the road and 8' clearance over the sidewalk was assumed.
- 2 - GAPP (Generally Acceptable Arboricultural Practices for the GTA as defined by the Consulting Team) including:
 - a. raise crown - (above a minimum clearance for vehicles and pedestrians)
 - b. deadwood removal - (to prevent injury to people or damage to property)
 - c. tree removal - (to prevent injury to people or damage to property)
 - d. (appropriate) clearance - to Hydro lines/ traffic signs/ vehicular site lines

- e. Stump removal - (to avoid tripping hazards)
- f. tree planting - (to improve stocking level of the street and increase tree canopy which has the additional benefit of improving public health through filtering more criteria pollutants and sequestering more carbon from the air)
- g. corrective pruning – (to improve tree’s health/condition rating and future tree structure which makes a tree more resilient to future severe weather events thereby reducing future tree maintenance costs during cleanup from wind and ice storms.)

Volume of Work was categorized as ‘Low’, ‘Moderate’, or ‘High’. No individual Tree Risk Assessment was conducted during the Windshield Survey. Tree Risk Assessment is done on individual trees, often while updating of the municipal tree inventory. Therefore, the windshield survey methodology only provides general indications regarding the volume and urgency of work.

The need for a municipality to manage municipal tree risk through a proactive maintenance system is fundamental to address corporate liability and public safety issues; and is an important component of a corporate asset management strategy. The Urban Forest Management Plan will address this need for the City of Port Colborne.

The outstanding Volume and Type of Forestry-related Work that was observed, combined with the consequences of not performing this work, was used as a proxy for the City’s relative *Tree Maintenance Needs*; Map(s) was generated by the consulting team to display the City’s relative *Tree Maintenance Needs*.

Tree maintenance needs were mostly for structural pruning, elevation pruning, dead wood removal and possible tree planting*; tree removal assessment is out of scope of this Survey.

Map(s) illustrating the relative tree maintenance needs were generated by W&A. The City’s relative *Tree Maintenance Needs* were categorized as ‘Low’, ‘Moderate’, or ‘High’. Based on a sample of the City’s road system driven, an inference about the categorization for the entire Roads Patrol Zones was made.

6.2 Key Findings

- Zone 1 contains a small pocket of ‘High’ Tree Maintenance needs- the Work Order Task recommended is “Deadwood Removal” (see 2 (b) GAPP above)

which applies mainly to some of the silver maple trees located on Lakeshore Road and Sugarloaf St.

- Zone 1 contains a small pocket of 'Medium' Tree Maintenance needs- the Work Order Tasks recommended are "Corrective Prune" and "Raise Crown" over the travelled portion of the road & sidewalk; see 2(a) and 2(g) GAPP above. Mainly Maple spp. The locations are Lancaster Dr. and Clarence St.
- Zone 2 contains a small pocket of 'Medium' Tree Maintenance needs- the Work Order Tasks recommended are "Corrective Prune" and "Raise Crown" over the travelled portion of the road & sidewalk- see 2(a) and 2(g) GAPP above, mainly Maple spp. The locations are Maple St, Elgin St – see photo below,



Figure 6.1 - Maple Street. Work Order Tasks requires are "Corrective Prune" to improve tree structure and "Riase Crown" over the travelled portion of the road & sidewalk for safe clearance

- Zone 3 contains a high percentage of tree canopy gaps; the level of Tree Maintenance was assessed as 'Low'- the Work Order Task recommended is "Tree Planting*" see 2(f) GAPP (above) subject to the City deciding that it wants to address the Canopy Gap issue.
- Zone 4 contains a small pocket of 'Medium' Tree Maintenance needs- the Work Order Tasks recommended are "Corrective Prune" and "Raise Crown" over the travelled portion of the road & sidewalk, see 2(a) and 2(g) GAPP above, mainly Maple spp. Examples of these locations are Bartok Cres and Fielden Ave.

- From a Public Works/Forestry Operations perspective, there are several areas assessed as having “Medium” and “High” levels of relative maintenance needs. These areas should receive priority for tree maintenance.
- There is a pattern observed throughout most of the City’s 4 Zones of a lack of tree species diversity at the neighbourhood level. This was documented in the Tree Inventory. An example of this pattern is Elgin Avenue (Figure 6.2).,



Figure 6.2 - Elgin Avenue. Example of a tree monoculture of Crimson King Norway maple - both sides of the street contain the same tree species

- There is a pattern observed in some Zones of tree species that have higher-than-normal pruning costs. For example, the high number of Freeman maple trees planted in the new subdivision on Lancaster Drive- see photos below (Figure 6.3) [By-law staff subsequently advised in the Staff Interview/Discussions that these trees, approved by the City, & planted by the developer are on private property].



Figure 6.3 - 258 Lancaster Drive. Freeman Maples: untrained trees are prone to large limb failure as is silver maple

While Freeman maple [i.e., a hybrid between silver and red maple] is known to tolerate many conditions and be disease resistance, this fast-growing tree often develops poor structure, and untrained trees are prone to large limb failure, as is silver maple. (Kessel 2013). In the author's opinion, this is not a good species to plant for a municipality without a Tree Maintenance Program.

Another example of inappropriate tree species for their location is the Crab apple trees located downtown. This species of tree periodically drops a fleshy fruit that can cause issues for nearby merchants and pedestrians such as attracting bothersome insects (Figure 6.4).



Figure 6.4 - Example of inappropriate tree species selection, Clarence St.

- There is a pattern observed throughout most of the 4 Zones of tree *Canopy Gaps* not restored and/or not resolved through tree planting either following a City tree removal and/or road and sidewalk upgrade/ re-construction.

This is in accordance with current corporate policy and by-law. From information obtained at the time of writing, this appears to be the result of a combination of: (1) the City's *Tree Installation Policy, 2007* and (2) the City's *Tree By-law No. 6175/01/15*. There is also a concern expressed by some staff, about the suspected shallow to bedrock soil conditions in various parts of the City and its influence on tree/underground (above ground) utility conflicts. This will be covered in more detail in the *Staff Interviews/Discussion Report*. See Figure 6.5 of a typical portion of sugarloaf Street.



Figure 6.5 - Sugarloaf Street. Canopy Gap created by removal of mature silver maple tree and site not replanted (in foreground) following a City tree removal

- The level of Tree Maintenance in the balance of the City was assessed as ‘Low’- the Work Order Task recommended is “Tree Planting*” see 2(f) GAPP (above), subject to the City deciding that it wants to address the Canopy Gap issue see Figure 6, a photo of Janet Street.

Addressing the Canopy Gap issue through the Tree Planting would be subject to consideration of technical design factors such as width of the tree lawn, height of overhead wires, the presence and location of other utilities, and the depth to bedrock. These factors provide information of structural constraints for each potential or actual tree location and must be considered when selecting a particular species for a given site with special consideration of the ultimate size and growth rate. (Miller, 2015).

However, before any possible changes to the City's technical engineering design standards can be considered to support the co-existence of grey infrastructure (i.e., utilities and sidewalks) with green infrastructure (i.e., public tree), the City must address the *Canopy Gap* issue through changes to the City's *Tree Installation Policy, 2007 and Tree By-law No. 6175/01/15*. There is no provision in these policies to support planting trees on the road allowances (EAC, 2019).

The Consulting Team has identified the Tree Canopy Gap Issue on the public road allowance as the key issue coming out of the Windshield Survey. The City's Strategic Plan, 2020-2023 sets a clear path forward to guide decision-making. Does the corporate tree policy and tree by-law accurately reflect the City's vision as expressed in its Strategic Plan and are they consistent with policies in the City's Official Plan?



Figure 6.6 - Janet Street: 2.2m wide tree lawn - example of a possible future tree planting opportunity subject to Corporate Tree Policy and Engineering Road Cross Section standards being amended***

Port Promenade is an example of a site that would benefit from *City Building*. City Building is when a new paradigm is applied in the design and building of our urban fabric (Figure 6.7). This allows the City to avoid issues like crown die-back by engineering the type of tree habitat that will support both a healthy tree canopy as well as the demands for public usage such as heavy volumes of pedestrian traffic.



Figure 6.7 - Port Promenade, near Clarence St.

- Port Promenade. Substantial die-back in the foliage of several of the Norway maple trees located near Clarence St. is a developing issue. From experience, this appears to be the result of a lack of oxygen in the soil due to inadequate tree growing conditions compounded by soil compaction, likely from high volume pedestrian foot traffic.

It appears that design aspects such as minimal soil depth, not considering concrete, or rubble. This limits the rooting space for trees. Other considerations such as hydro wires and flooding have not received sufficient consideration.

A map showing the maintenance needs for Port Colborne's Urban Zones 1-4 observed during the Windshield survey is provided in Figure 6.8.

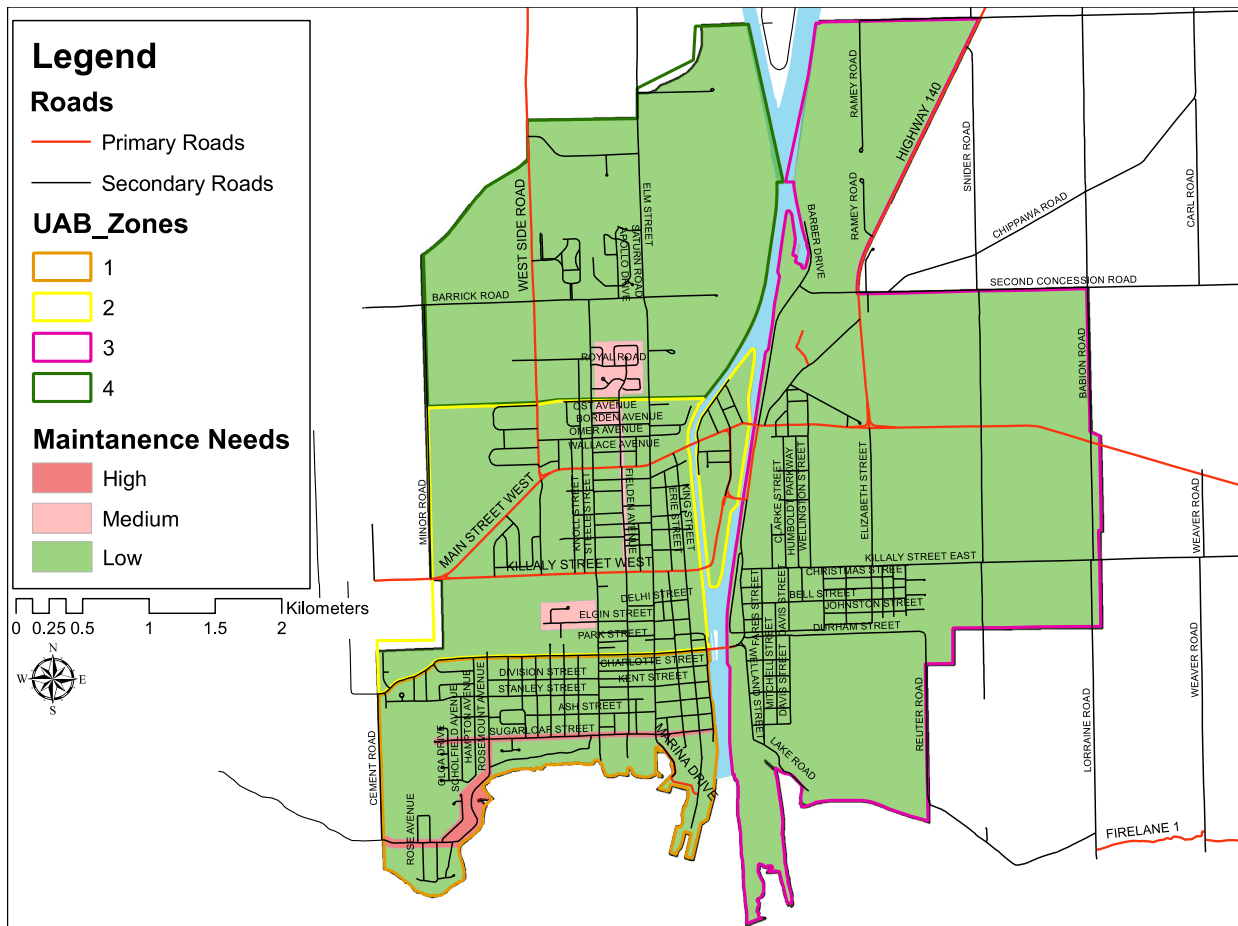


Figure 6.8 - Port Colborne's Tree Maintenance Needs by Zone

6.3 Recommendations

RECOMMENDATION 6.1: That the City prioritize tree maintenance in the “neighbourhoods” identified in the 2022 Windshield Survey with “Moderate” to “High” levels of Relative Tree Maintenance needs

RECOMMENDATION 6.2: The City continue to review “Vision and Goals” for the UFMP.

RECOMMENDATION 6.3: Host a Seminar*** on City Building & Green Infrastructure.

Notations as related to the above section:

(*) Tree Planting is identified because the *stocking level* – the proportion of available planting locations planted- for the public tree is low relative to the management objective of ‘full stocking’ (see below Notation**); the City’s municipal Tree Inventory indicates 1,626 trees (streets & parks) in Zone 1: this means that the *stocking level* in Zone 1 is **less than 50%****; this *stocking level* is generally considered Low compared to generally acceptable municipal *stocking levels* for the public tree on the public road allowance. From information obtained at the time of writing, the current *stocking level* is the result of the application of the City’s *Tree Installation Policy, 2007* and Tree By-law No. 6175/01/15.

The parks department has been planting trees year after year to replace ash trees, to increase the tree populations throughout the City, namely in Parks/green spaces, problem trees replaced some trimming and damage branches removed from time to time. The Public Works Department has no organized tree program per say, trees are planted as trees are removed due to age/storm damage/by-law issues and only replaced if requested by homeowner. -*Staff comment (during Staff interview Phase, September 2022)*

(**) there are approximately 30 km (from City) of City maintained roads in Zone 1 (also called Patrol 1 for the purposes of maintenance operations by Public Works) = 60 lane km = 60,000 m

Assuming 12m tree spacing = 5,000 potential trees

Assuming 15% is not plantable due to such design issues as setbacks for day-light triangles etc. = 4,250 potential street trees.

From the Inventory performed by W&A in August/September, there are 1350 street trees in Zone 1 (1600 total trees – 250 park trees= 1350 street trees).

Stocking Level is $1350/4250= 32\%$

‘Assuming that the community is interested in a good street tree management program, the overall goal of a program is to provide the highest-value street tree population for the costs incurred. With this objective, three management goals will probably (but not always) emerge:

- 1 - Maximum stocking of street trees. To provide an optimum-value population, the plan should attempt to achieve full stocking of street trees in the community at some realistic point in the future.
- 2 - Low maintenance costs and public safety. Maintenance costs should be balanced against needs for public safety, a high-value tree population, and budgetary constraints. In the short run, cutting maintenance expenses will save

money, but in the long run this will result in public hazards and trees that are a liability rather than an asset to the community.

- 3 - Stability. A stable street tree population is one that is not threatened by catastrophic losses due to poor management. Poor management includes overreliance on a few species, a uniform city-wide age structure, and minimal or no scheduled tree maintenance.' (Miller, 2015).

*(***) The City's current Engineering Road Cross Section Design Standards reflect that the watermain service is located under the boulevard (between curb and sidewalk) and the (main) sewer pipes and (main) sanitary pipes are located under the travelled portion of the road. It is our understanding that some staff do not currently support designs where trees are located overtop the watermain at least until such time as staff are satisfied that alternative designs such as 'co-trenching' – where street trees & utilities coexist by sharing the same vertical plane – can be a feasible option & reflected in new Council-approved Engineering Road Cross Section(s) Design Standards for the City; should this engineering design change occur then a possible future example of a tree planting opportunity is Janet Street.*

Task 7: Strengths, Weaknesses, Opportunities and Threats (SWOT)

7.1 Introduction

A SWOT analysis examines internal and external factors that impact the organization and its strategies. The internal factors are strengths and weaknesses; the external factors are opportunities and threats. A SWOT analysis is an assessment of the “situation” the organization operates in and helps identify which strategies to pursue.

7.2 Methodology

As adapted to the Public Sector, a SWOT analysis can be a useful tool to meet long-term targets. The stages of a SWOT analysis include:

- 1 - Describe the situations for assessment,
- 2 - Start to develop a strategy for meeting the targets while pointing out priorities.

A SWOT analysis generally summarizes current conditions and provides guidance for future directions.

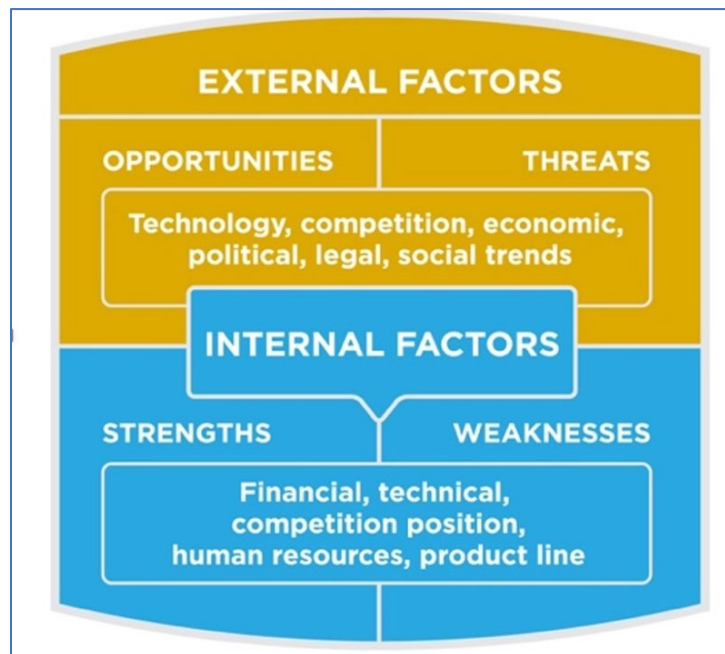


Figure 7. 1 - As a summary/indicator of the existing situation and potential directions a draft Strength, Weakness, Opportunities and Threats analysis was conducted with the Project Team

7.3 Summary of Findings

Table 7. 1 - City of Port Colborne SWOT Analysis. UFMP Project Team Exercise. October 18, 2022, as updated February 16,2023

Strengths	Weaknesses
<ul style="list-style-type: none"> • Teamwork of the Project team members • Attitude & energy of the Project Team • Community interest in its urban forest: <i>Urban Forest Management Plan Project</i>, Public Survey, January 2023. 	<ul style="list-style-type: none"> • Historically poor-quality City urban forest management Program • No Urban Forest Management Plan (UFMP) in place across the Corporation (in development) • Lack of a systematic tree inspection program increases the risk to public safety in neighbourhoods such as Zone 1 (Heritage District) during severe weather events
Opportunities	Threats
<ul style="list-style-type: none"> • New changing “tree attitude” at the City • Creation of corporate policies to recognize the public tree as green infrastructure. 	<ul style="list-style-type: none"> • Not completing the City’s municipal tree Inventory to comply with <i>Infrastructure for Jobs and Prosperity Act, 2015: Asset Management Planning (AMP) requirements for Municipalities. O. Reg. 588/17</i>, the regulation on asset management planning requires that: Every municipality prepare an asset management plan, with current levels of service, in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all its other municipal infrastructure assets by July 1, 2023 (subsequently deferred to July 1, 2024- City Staff communication, Sept. 14/22) • Not in compliance with <i>Municipal Act, 2011</i>: On March 1, 2019, subsection 270 (1) of the Act is amended by adding the following paragraphs: (see: 2017, c. 10, Sched. 1, s.32): <i>The manner in which the municipality will protect and enhance the tree canopy and natural vegetation</i>

7.4 Recommendations

Recommendation #1: Address the “Threats”, “Opportunities” and “Weaknesses” in the SWOT Analysis through:

1. *Creation of new Corporate Policies for the urban forest such as a Tree Canopy Conservation Policy*
2. *Revision of the Corporate Tree Installation Policy & Tree By-law*
3. *Completion of the City’s Tree Inventory*
4. *Render the Public tree in the new Engineering Road Cross Sections*
5. *Development of a systematic City tree inspection Program*

7.5 Addendum – Urban Forest Canopy and Budget for Southern Ontario Municipalities

Table 7.2 shows budgets for Urban Forestry/Tree Maintenance for the City of Port Colborne and other southern Ontario municipalities. Port Colborne has the lowest budget per capita for Tree planting than the other lower-tier municipalities. The Region of Niagara has a lower budget per capita than Towns and Cities, but it has a much larger rural area, it doesn’t manage urban street trees, and it includes the population of all the lower-tier municipalities in the Niagara Region. Port Colborne has the third highest budget per capita for tree maintenance, as seen in Table 7.2.

Table 7. 2 - Comparison of tree planting and tree maintenance dollars spent per capita between municipalities

Municipality (population, year)	Tree Planting * \$/capita (Source: City website)	Tree Maintenance ** \$/capita (Source: City website)	Urban Tree Canopy Cover
Port Colborne (18,306; 2016)	\$0.31 (2023 Budget - \$5,700)	\$9.83 (2023 Budget - \$180,000)	32% (Urban boundary, 2022) Source: Tree Canopy Cover/Plantable Spaces, March 2023
Pelham (18,275; 2022)	\$1.77 (\$32,500) (65 trees: assuming avg. planting cost for a 50mm is \$500)	\$6.83 (\$125,000)	33% (Target is currently up for debate) Source: 2022 Pelham Urban Tree Study

Municipality (population, year)	Tree Planting * \$/capita (Source: City website)	Tree Maintenance ** \$/capita (Source: City website)	Urban Tree Canopy Cover
Wainfleet (6,914; 2022)	\$4.34 (\$30,000) (60 trees; assuming avg. planting cost for a 50mm is \$500)	\$28.93 (\$200,000)	N/A
West Lincoln (16,458; 2022)		\$1.21 (\$20,000)	
St. Catharines (140,370; 2017)	\$3.56 (\$500,000) (Based on 1,000 street trees/yr with \$500/tree)	N/A	17% Source: Urban Forest Management Plan, 2011
Niagara Falls (88,071; 2016)	\$0.91 (\$30,000) (160 trees; assuming avg. planting cost for a 50mm is \$500)	\$2.60 (\$228,770)	N/A (Undergoing an urban forestry review in 2023)
Region of Niagara (496,059; 2022)	\$0.30 (\$150,000) (300 trees; assuming avg. planting cost for a 50mm is \$500)	\$2.93 (\$1,400,000)	N/A (Currently working on a Greening Strategy including an Urban Canopy Study)
Collingwood (21,793; 2016)	\$0.57 (\$12,500) (Personal communication; City plants an average of 25 street trees/year)	\$12.62 (\$275,000 ³) (³ Pers. communication; incl. \$75,000 for Storm responses/ and hazard reduction)	32% (Study area was the Municipal boundary) Source: Urban Forest Management Plan, 2020

* Annual budget for street & park tree planting by population

** Annual budget for street tree removal, stumping & pruning by population

The City's Urban Tree Canopy Cover in 2018 was 32%, including canopy in woodlots and natural areas. This compares well to other municipalities inside Niagara Region (Table 7.2) and lower to other municipalities outside Niagara Region (Table 7.3).

Table 7. 3 - Canopy Cover (CC) Targets set by Southern Ontario Cities

City	Existing % Canopy Cover	Canopy Cover Target %	Timeframe
Toronto	28.4	40	50 yrs
Oakville	27.8	40	50 yrs
Kitchener	27.3	TBD	TBD
Cambridge	27	30	20 yrs
London	23.7	34	50 yrs
Guelph	23.3	40	-
Hamilton	21.2	30	-

In terms of TC Targets that have been set, three of the communities (Toronto, Oakville, Guelph) have set targets of 40%, followed by London at 34% and Cambridge / Hamilton at 30% target. Timeframes to reach these targets varies from no defined time to fifty years." (Shea, 2021).

Task 8: Criteria and Indicators for Sustainable Urban Forest Management

8.1 Introduction

The Project Staff Team, in consultation with the Consulting Team, completed this self-assessment exercise on February 16, 2023, based on the Criteria and Indicators for Sustainable Urban Forest Management (C&I), (Kenney, 2011). On February 28th, the Consulting Team added 1 rating – *Relative Canopy Cover* Criteria based on their Report *Canopy Cover Change* Report for Forestry Zone 1, dated February 2023.

8.2 Methodology

The C&I process was first described by Clark et al. (1997) and modified in 2011 by Kenney et al. (2011) as a method to assess where a municipality fits within a model of urban forest sustainability. It provides a snapshot of the City's standing with regards to a set of 25 performance indicators. This is used as an indicator of where the City is doing well or could improve from the current situation, suggesting where improvement could be affected. This exercise can be used on an on-going basis (every 5 years is recommended) in implementing the urban forest management plan for the community. Three broad categories of Criteria & Indicators called "Frameworks" are measured:

- (a) the Vegetation Resource,
- (b) the Community Cooperation Around Sustainability of the Resource and
- (c) the Resource Management Approach.

The Performance Indicators measure progress towards the achievement of key objectives for each criterion used to assess each Framework. In general, a rating for most Performance Indicators at the 'Good' or 'Optimal' level of performance is considered desirable.

8.3 Summary of Findings

The results are provided in Tables 8.1, 8.2, 8.3.

Table 8. 1 - Criteria and performance indicators for the Vegetation Resource

	Performance Indicators				
Criteria	Low	Moderate	Good	Optimal	Key Objectives
Relative Canopy Cover <i>[Note: assume the 'potential' is 40% for the residential Land Use Type]</i>	The existing Canopy Cover equals 0-25% of the potential	The existing Canopy Cover equals 25-50% of the potential	The existing Canopy Cover equals 50-75% of the potential	The existing Canopy Cover equals 75-100% of the potential	Achieve climate-appropriate degree of tree cover, community-wide
Age distribution of trees in the community <i>[Note: from existing Tree Inventory ~25% complete]</i>	Any relative dbh (RDBH) class (0-25% RDBH, 26-50% RDBH, etc.) represents more than 75% of the tree population	Any RDBH class represents between 50% and 75% if the tree population	No RDBH class represents more than 50% of the tree population	25% of the tree population is in each of four RDBH classes	Provides for uneven-aged distribution city-wide as well as at the neighbourhood level
Species suitability <i>[Note: from Zone 1. Tree Inventory ~25% complete]</i>	Less than 50% of trees are of species considered suitable for the area	50% to 75% of trees are of species considered suitable for the area	More than 75% of trees are of species considered suitable for the area	All trees are of species considered suitable for the area	Establish a tree population suitable for the urban environment and adapted to the regional environment
Species distribution <i>[Note: from Zone 1. Tree Inventory ~25% complete]</i>	Fewer than 5 species dominate the entire tree population city-wide	No species represent more than 20% if the entire tree population city-wide	No species represent more than 10% if the entire tree population city-wide	No species represent more than 20% if the entire tree population at the neighbourhood level	Establish a genetically diverse tree population city-wide as well as at the neighbourhood level
Condition of Publicly owned Trees (trees managed intensively)	No tree maintenance or risk assessment. Request based/reactive system. The condition of the urban forest is unknown	Sample-based inventory indicating tree condition and risk level is in place	Complete tree inventory which includes detailed tree condition ratings	Complete tree inventory which includes detailed tree condition and risk ratings	Detailed understanding of the condition and risk potential of all publicly owned trees
Publicly owned natural areas (trees managed extensively, e.g. woodlands, ravine lands)	No information about publicly owned natural areas	Publicly owned natural areas identified in a "natural areas survey" or similar document	The level and type of public use in publicly owned natural areas is documented	The ecological structure and function of all publicly owned natural areas are documented and included in the city-wide GIS	Detailed understanding of the ecological structure and function of all publicly owned natural areas
Native vegetation	No program of integration	Voluntary use of native species on publicly and privately owned lands; invasive species are recognized	The use of native species is encouraged on a project-appropriate basis in both intensively and extensively managed areas; invasive species are recognized, and their use is discouraged	The use of native species is required on a project-appropriate basis in both intensively and extensively managed areas; invasive species are recognized and prohibited	Preservation and enhancement of local natural biodiversity

Table 8. 2 - Criteria and performance indicators for Community Framework

Criteria	Performance Indicators				Key Objectives
	Low	Moderate	Good	Optimal	
Public agency cooperation	Conflicting goals among departments and or agencies	Common goals but no cooperation among departments and/or other agencies	Informal teams among departments and or agencies are functioning and implementing common goals on a project-specific basis	Municipal policy implemented by formal interdepartmental/ interagency working teams on all municipal projects	Ensure all city department cooperate with common goals and objectives
Involvement of large private and institutional land holders	Ignorance of issues	Educational materials and advice available to landholders	Clear goals for tree resource by landholders. Incentives for preservation of private trees	Landholders develop comprehensive tree management plans (including funding)	Large private landholders embrace city-wide goals and objectives through specific resource management plans
Green industry cooperation [Unknown at this time]	No cooperation among segments of the green industry (nurseries, tree care companies, etc.) No adherence to industry standards	General cooperation among nurseries, tree care companies, etc.	Specific cooperative arrangements such as purchase certificates for “right tree in the right place”	Shared vision and goals including the use of professional standards	Establish a tree population suitable for the urban environment and adapted to the regional environment
Neighbourhood action	No action	Isolated or limited number of active groups	City-wide coverage and interaction	All neighbourhoods organized and cooperating	At the neighbourhood level, citizens understand and cooperate in urban forest management
Citizen municipality business interaction	Conflicting goals among constituencies	No interaction among constituencies	Informal and/or general cooperation	Formal interaction e.g. Tree board with staff coordination	All constituencies in the community interact for the benefit of the urban forest
General awareness of trees as a community resource	Trees seen as a problem, a drain on budgets	Trees seen as important to the community	Trees acknowledged as providing environmental, social and economic services	Urban forest recognized as vital to the communities environmental, social, and economic well being	The general public understanding the role of the urban forest
Regional cooperation	Communities cooperate independently	Communities share similar policy vehicles	Regional planning is in effect	Regional planning, coordination and/or management plans	Provide for cooperation and interaction among neighbouring communities and regional groups

Table 8.3 - Criteria and performance indicators for the Resource Management Approach

Criteria	Performance Indicators				Key Objectives
	Low	Moderate	Good	Optimal	
Tree Inventory <i>[Inventory ~25% complete – Zone 1 only, complete inventory in development]</i>	No Inventory	Complete or sample-based inventory of publicly owned trees	Complete inventory if publicly owned trees and sample-based inventory of privately owned trees	Complete inventory of publicly owned trees and sample-based inventory of privately owned trees included in city-wide GIS	Complete inventory of the tree resource to direct its management. This includes age distribution, species mix, tree condition, risk assessment
Canopy Cover Inventory <i>[Canopy Analysis for Zone 1 (heritage district) only]</i>	No inventory	Visual assessment	Sampling of tree cover using aerial photographs or satellite imagery	Sampling of tree cover using aerial photographs or satellite imagery included in city-wide GIS	High resolution assessments of the existing and potential canopy cover for the entire community
City-wide management plan <i>(UFMP in development)</i>	Plan in development / No plan	Existing plan limited in scope and implementation	Comprehensive plan for publicly owned intensively and extensively managed forest resources accepted and implemented	Strategic multi-tiered plan for public and private intensively and extensively managed forest resources accept and implemented with adaptive management mechanisms	Develop and implement a comprehensive UFMP for private and public property
Municipality-wide funding	Funding for reactive management	Funding to optimize existing urban forest	Funding to provide for net increase in urban forest benefits	Adequate private and public funding to sustain maximum urban forest benefits.	Develop and maintain adequate funding to implement a city-wide UFMP
City staffing <i>(in progress)</i>	No staff	No training of existing staff	Certified arborists and professional foresters on staff with regular professional development	Multi-disciplinary team within urban forestry unit	Employ and train adequate staff to implement city-wide urban forestry plan
Tree establishment planning and implementation	Tree establishment in <i>ad hoc</i>	Tree establishment occurs on an annual basis	Tree establishment is directed by needs derived from a tree inventory	Tree establishment is directed by needs derived from a tree inventory and is sufficient to meet canopy cover objectives	Urban Forest renewal is ensured through a comprehensive tree establishment program driven by canopy cover, species diversity, and species distribution objectives
Tree habitat suitability	Trees planted without consideration of site conditions	Tree species are considered in planting site selection	Community-wide guidelines are in place for the improvement of planting sites and the selection of suitable species	All trees planted in sites with adequate soil quality and quantity, and growing space to achieve their genetic potential	All publicly owned trees are planted in habitats which will maximize current and future benefits provided to the site

8.4 Criteria and Indicators – Performance Indicator Summary

Table 8.4 - Summary of results of the ratings for all 25 Criteria and Indicators in the three tables

Criteria	Total	Low	Moderate	Good	Optimal	No Date
Vegetation resources	7	4	1	2	0	0
Community Framework	7	2	4	0	0	1
Resource Management Approach	11	5	6	0	0	0
Total	25	11	11	2	0	1

Overall, Port Colborne's current situation is that 88%, 22 Performance Indicators of the 25 are either 'Low' or 'Moderate.' Only 8%, 2 Performance Indicators, of the Performance Indicators are in the desired category of either "Good" or "Optimal." This rating is not desirable; however, it does provide direction to the City on where it can focus resources to move towards achieving more sustainable urban forest management in the future. For example, most of the 'Low' Performance Indicators are in the *Vegetation Resource* framework; this suggests the City can improve its overall rating by focusing work over the next Forestry 5-Year Operating Plan on attaining a 'Good' performance indicator rating by working towards:

1. Complete the municipal tree inventory in Forestry Zones 2-4 to attain "complete tree inventory which includes detailed tree condition rating" for the *Condition of Publicly owned Trees* Criteria and
2. Plant more large-stature trees per year, especially on the public road allowance, subject to a change in the City's Tree Installation Policy, to aspire towards attaining "the existing canopy cover equals 50-75% of the potential" for the *Relative Canopy Cover* Criteria.

The City should strive to attain at least one Performance Indicator as "Good" in the *Resource Management Approach* framework over the next Forestry 5-Year Operating Plan by transitioning city tree maintenance from a reactive basis towards attaining "all publicly owned trees are systematically maintained on a cycle longer than 5 years" for the *Maintenance of publicly owned, intensively managed trees* Criteria; another term used to describe this is a Grid (Block) Pruning Program.

8.5 Recommendations

Recommendation 8.1: *Complete the municipal tree inventory for Forestry Zones 2 to 4.*

Recommendation 8.2: *Increase the number of municipal trees planted annually subject to amending the Corporate Tree Installation Policy.*

Recommendation 8.3: *Transition the annual municipal tree maintenance program from reactive to proactive through funding a Grid (Block) Pruning Program*

Task 9: Communications/Engagement

9.1 Introduction

From October 2022 on, community engagement was identified as being of prime importance in the planning process. This resulted in the writing and updating of a Communications Strategy in Support of the Development of Port Colborne's Urban Forest Management Plan (UFMP). The goals of this Strategy were to:

- Articulate the status of Port Colborne's urban forest and its management.
- Generate ideas about how to manage this forest going forward.
- Use those ideas to help choose a vision and strategies to improve the urban forest as Port Colborne continues to grow.

Williams & Associates have met with key municipal contacts on a constant basis, keeping them apprised regarding UFMP developments. This included the elaboration of a Windshield Survey (whereby a "gut feel" for the municipality's urban forest was obtained), a Team exercise with the municipality to look at the criteria & performance indicators for urban forest sustainability, and a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis of the municipality's existing urban forest program.

9.2 Indigenous Consultation

Williams & Associates met with Regional Municipality of Niagara staff to identify Indigenous groups that may have an interest in Port Colborne's urban forest. These groups include: The Mississaugas of the Credit First Nation, Haudenosaunee Confederacy of Chiefs Council, Six Nations of the Grand River, Fort Erie Native Friendship Centre and the Niagara Region Metis Council.

Port Colborne is within the traditional territory/treaty areas of the Mississaugas of the Credit First Nation and two Councils who represent the Haudenosaunee Confederacy/Six Nations. The Fort Erie Native Friendship is a social services agency that collaborates with the Indigenous community and is active in the promotion of Indigenous culture in the Niagara Region. The Niagara Region Metis Council is one of six southern-Ontario chapters of the Metis Council of Ontario.

The groups were contacted and some expressed an interest in participating at various levels. During these conversations, the objectives, processes, and communications aspects of the UFMP project were discussed. The discussions were productive and the Indigenous groups indicated that the UFMP project was very positive in nature and should result in many improvements to the way Port Colborne's urban forest is managed as well as many positive social and environmental benefits. The representatives of each participating group were asked if and how they would like to participate in the review of the UFMP project:

- The **Six Nations of the Grand River** requested that they receive the draft UFMP and that they may respond with comments and discussion.
- The **Mississaugas of the Credit** requested that they receive the draft UFMP and that they may respond with comments and discussion.
- The **Fort Erie Native Friendship Centre** requested that they receive the draft UMFP and that they would be interested in participating in the Public Information Centre session in June 2023.
- The **Niagara Region Metis Council** requested that they receive the Draft UMFP and that they may respond with comments and Discussion. They also asked if Williams & Associates could provide a virtual presentation to the Presidents of the six, southern Ontario Tasks of the Metis Council of Ontario.

The UFMP will be circulated to these organizations and the Fort Erie Friendship Centre was invited to attend the Public Open House.

The Six Nations of the Grand River provided editorial comments on the UFMP draft and appropriate changes were made. They also provided a list of important plants to consider for planting and these have been included on the planting list found in Appendix C2. This list (i.e., including herbaceous plants and shrubs) was also forwarded to Port Colborne's Parks Department to consider in their planting programs. A suggestion that archeological sites be identified before planting, especially along waterways, was brought up during the discussions. However, as the Welland River was excavated for the Welland Canal and it is unlikely that Indigenous sites remain in those areas.

A virtual presentation was made to the Presidents of the Niagara and other southern Ontario Tasks of the Metis Council as they have been receiving requests for input on various Urban Forest Management Projects and wanted to know more about the process. The Niagara Chapter provided a list of tree species important to them that was included in the planting list in Appendix C2.

9.3 Urban Forest Survey

An on-line urban forest survey of City of Colborne residents was planned for release in late 2022. A series of ten statements, asking participants to rate from "strongly agree" to "strongly disagree" were constructed. In addition, respondents were asked to prioritize the seven draft goals of the plan. Opportunities for additional comments were included as well. The survey was posted from December 20th, 2022, to January 20th, 2023, distributed online via the City of Colborne's social media platforms such as Facebook and Instagram as well as posted on the City of Colborne's website, complete with a link from the Welcome page. The total number of responses was 179, which is considered to be quite good by the Project Team. By comparison, the City of Windsor, with a population more than 20 times that of Port Colborne, had 300 responses in a similar

exercise. This may be attributable to the efforts of the City’s communications team as well as an elevated interest in trees by the City’s residents.

9.3.1 Part A: Survey Results from 10 Statements

Table 9. 1 – 2023 Port Colborne Urban Forest Management Strategy Survey Data Summary. A total of 179 people responded

Number of responses ⇒ Survey Question ↓	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Response
1) I believe that trees should be an essential feature of Port Colborne:	158	15	3	1	1	1
2) A primary function of the municipality should be the protection of trees and the environment:	128	38	7	2	3	1
3) Tree-lined streets are essential in creating aesthetically pleasing and welcoming neighborhoods:	141	27	5	2	1	3
4) Currently, Port Colborne spends 31 cents per resident for tree planting. To achieve the goals of the new urban forestry management plan, would you support an increase in the tree planting budget?	105	36	19	6	11	2
5) Would you agree that infrastructure improvements (e.g., road construction, water main enhancements, etc.) should include the planting of trees as part of that work?	117	38	8	6	9	1
6) The maintenance of trees is an essential part of urban forest management. To achieve the goals of the Port Colborne Urban Forestry Management Plan. Would you support an increase in the tree maintenance budget for the City?	104	46	10	8	8	3
7) A private property tree bylaw which controls excessive tree removals may be an effective tool to assist in the protection	84	38	19	18	18	2

Number of responses ⇒ Survey Question ↓	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Response
and management of the urban forest. Would you agree with the passing of such a bylaw?						
8) The City of Port Colborne’s Tree Installation Policy (2007) states that, “the location of any tree shall be on private property adjacent to municipal property.” Do you agree with this policy?	22	22	59	27	29	20
9) Currently, the City does some promotion of tree planting during Earth Week. Do you feel other initiatives could be considered to promote the value of trees in Port Colborne?	108	51	14	2	2	2
10) Would you consider becoming involved in a community program that promotes the stewardship of trees (early pruning, watering, insect/disease detection) in Port Colborne?	61	49	41	9	7	12
Do you in general agree with the Draft Vision and the Draft Goals as stated? Vision: The City of Port Colborne recognizes and values the environmental, social, cultural, and economic contribution of the urban forest to our community. The City will, in partnership with its residents, businesses and stakeholders work to promote and increase urban forest coverage that is diverse, healthy and a sustained asset for future generations		“Yes” 160	“Unsure” 16	“No” 3		

1) I believe that trees should be an essential feature of Port Colborne:

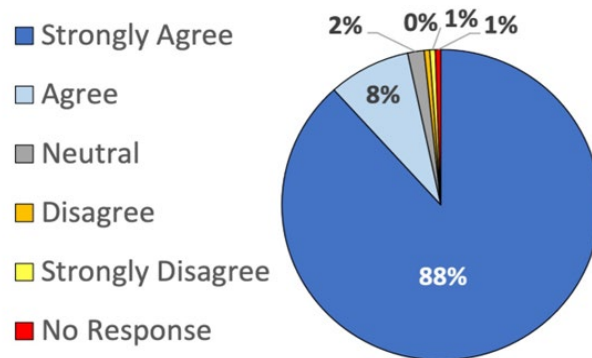


Figure 9. 1 – Survey Question 1

Interpretation of figure 9.1: **Almost unanimous agreement** that trees should be an essential part of Port Colborne.

2) A primary function of the municipality should be the protection of trees and the environment:

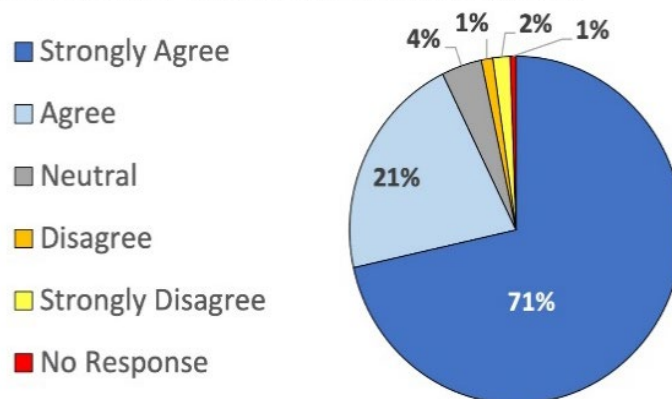


Figure 9. 2 – Survey Question 2

Interpretation of figure 9.2: **Near unanimous agreement** that the municipality has a key function in tree and environmental protection.

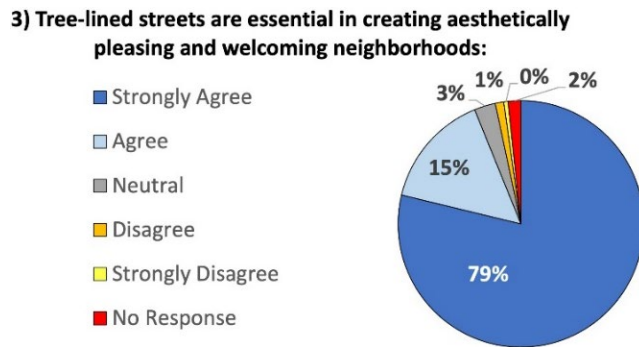


Figure 9. 3 – Survey Question 3

Interpretation of figure 9.3: **Near unanimous agreement** that “tree-lined streets” are essential in creating pleasing and welcoming neighbourhoods.

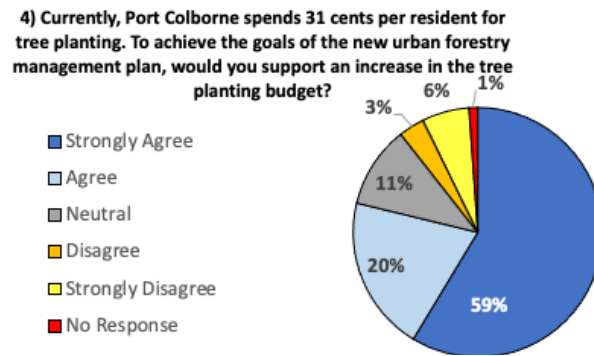


Figure 9. 4 – Survey Question 4

Interpretation of figure 9.4: **Near unanimous agreement** that based on the information given, respondents support an increase in the City’s tree planting budget.

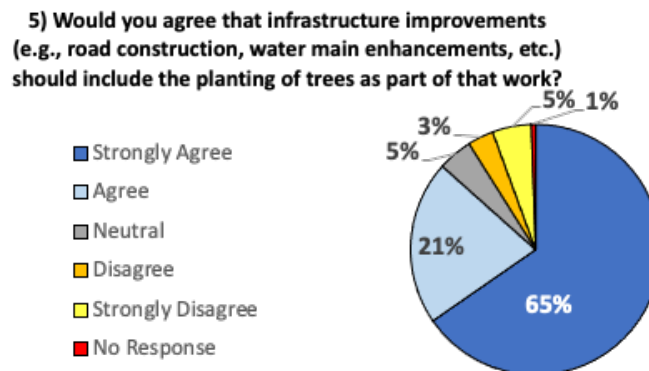


Figure 9. 5 – Survey Question 5

Interpretation: of figure 9.5 **Very strong support** for including tree planting in infrastructure improvement work.

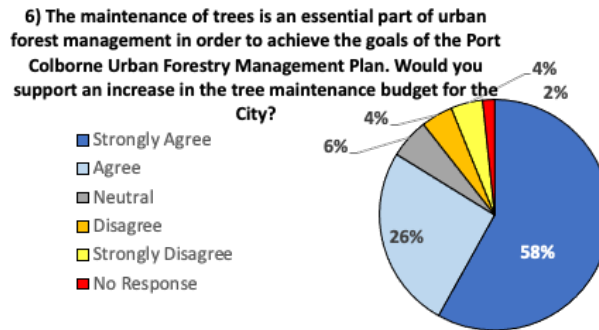


Figure 9. 6 – Survey Question 6

Interpretation of figure 9.6: **Very strong support** for an increase in the City’s tree maintenance budget

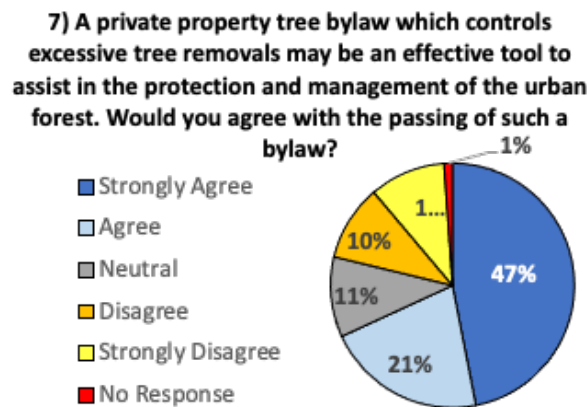


Figure 9. 7 – Survey Question 7

Interpretation of figure 9.7: **Strong support** for a private property tree bylaw (with 20% opposed).

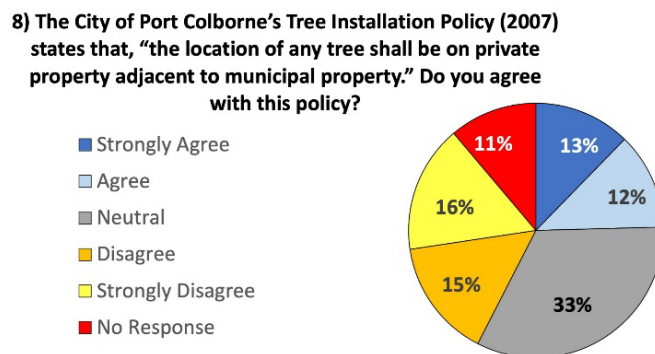


Figure 9. 8 – Survey Question 8

Interpretation of figure 9.8: **No real consensus** on present-day City policy of locating trees to plant on private property. It may not be completely understood.

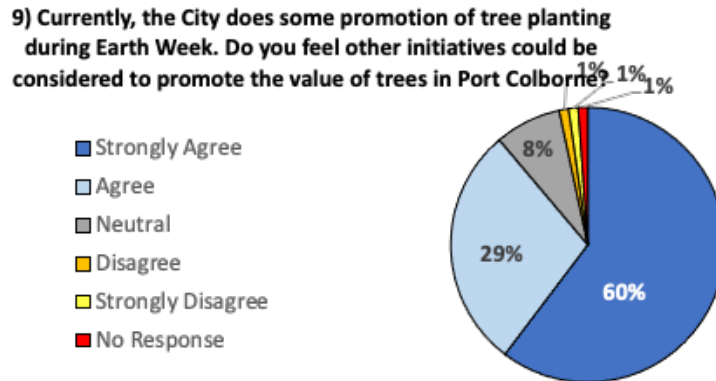


Figure 9. 9 – Survey Question 9

Interpretation of figure 9.9: **Near unanimous support** that other educational initiatives are needed to promote tree.

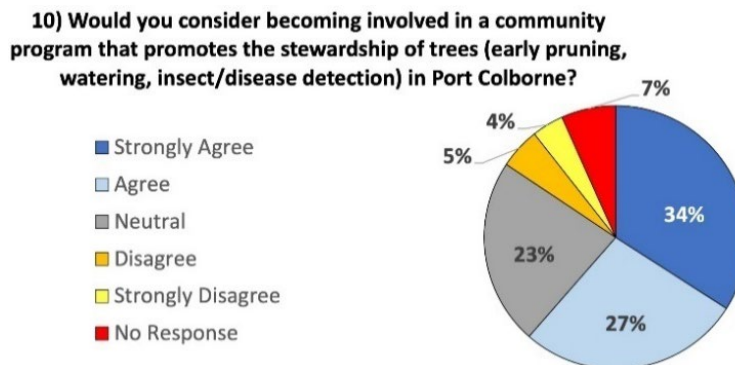


Figure 9. 10 – Survey Question 10

Interpretation of figure 9.10: **Strong support** for becoming involved in community programs to promote the stewardship of trees.

9.3.2 Part B: Goal Importance Rating

**Table 9. 2 – 2023 Port Colborne Urban Forest Management Strategy Survey
Summary of respondents rating goals**

Rate the importance of each goal	Number of Respondents					Total Responses
	Low				High	
	1	2	3	4	5	
1. To protect existing public trees and encourage the retention of private trees	11	9	13	33	113	179
2. To increase the canopy cover over 10 years to help minimize climate change through tree protection, planting, and maintenance	15	4	8	26	126	179
3. To increase tree planting with native species to enhance biodiversity and connectivity	11	2	16	28	122	179
4. To ensure the creation of beautiful treed and healthy places for people to enjoy	7	12	12	27	121	179
5. To enable the urban forest to help increase the education and awareness opportunities	13	9	21	34	102	179
6. To use more trees to improve economic opportunities (tourism) through greater canopy	19	8	24	37	91	179
7. To manage the risk that trees pose to an acceptable level for residents and visitors alike	10	10	18	44	97	179

Interpretation: Over 80% of respondents felt the first five goals were important (just over 10% felt they were not important). Only 72% of respondents see “improving economic opportunities” through greater canopy cover as important. Just over ¾ of respondents felt using the urban forest for education and awareness opportunities was important.

9.3.3 Summary of Additional Comments

Table 9.3 – A total of 76 people out of the 179 respondents offered additional comments- the following table shows these comments.

Topic	Number of Related Comments	Percentage of Total Comments	Topic	Number of Related Comments	Percentage of Total Comments
Plant more trees	32	42%	Tree health needs attention	7	9%
Plan Support	27	36%	Use native species	7	9%
Maintenance issues of trees	24	32%	Human health/ well-being	6	8%
Policy	22	29%	Employ trained arborists @ City	5	7%
Forest health	21	28%	Climate	5	7%
Thanks/ support	17	22%	Beauty important	4	5%
City budget	13	17%	Food forests	4	5%
Financial concerns	13	17%	Shade importance	4	5%
Development concerns	13	17%	Green infrastructure/ sustainability	4	5%
Retain mature trees	12	15%	Don't need private land bylaws	3	4%
Property rights /Liability	11	14%	Connectivity	3	4%
Education/use children to plant	11	14%	Safety/risk	3	4%
Tree Replacement	9	12%	Tourism (1 pro, 1 con)	2	3%
Planting issues	9	12%	Other	6	8%
Diversity/Plant native trees	9	12%			
Collaboration important	9	12%			

9.3.4 Interpretation

1. 22% of respondents made a point of **expressing appreciation** for the opportunity to have input and/or express enthusiasm for this initiative.
2. People tended to **focus on the trees** mentioning the need for, and value of, trees in general and planting of many more trees. Several mentioned the challenge of maintenance given existing conditions and space limitations. Not many mentioned the need for policies that make the urban forest a valued and integral part of city planning so it can be environmentally and financially sustainable into the future.
3. **People are feeling financially pinched** with water, air conditioning, taxes, and the need for food trees on public land all mentioned.
4. Many concerns were raised directly or indirectly regarding **tree maintenance** including: the cost, who will pay, the current quality of city tree maintenance, possibility of planting and future maintenance costs being borne by developers, pre-emptive maintenance through “right-tree-in-the-right-place-planting” and maintaining the health and integrity of mature trees, desire for planned maintenance budget to keep pace with urban forest expansion, fears of ballooning costs or liability, how maintenance dollars get allocated, care of new plantings for increased survival, potential for collaborative land owner maintenance education projects, best practices for current and future maintenance; desire of integrative policies that prioritize the urban forest at the development stage to minimize future maintenance and optimize urban forest benefits (ex. Greenbelts around parks). One person mentioned the desire to retain and expand the Carolinian aspect of the City’s forests.
5. **Property rights and liability** came up several times from several directions. Some feel the City is downloading maintenance and liability costs onto residents with its policy of planting replacement boulevard trees onto private land. Some would like support (education, subsidized trees.) for putting trees on their property. Some want guidance regarding what to plant, and most want final say regarding trees coming and going on their property. Cutting restrictions were also mentioned.
6. Regarding **mature trees**, people generally love them and acknowledge the risks they pose, especially when not well maintained. Opinions differ regarding the level of risk posed. Concerns surfaced regarding future liability of trees planted on private property by the city. Everyone agrees a seedling does not offer the benefits of a mature tree and one-to-one replacement is insufficient.

7. Of the 32 comments that mentioned a desire for more tree planting, many offered **suggestions and qualifiers** to help with right-tree-right-place, connectivity, native species, collaborative planting opportunities.
8. **Other ideas and suggestions** brought forward included: a desire for inclusion of the Indigenous perspective (integrated, sustainable, holistic approach); a shift from “plastic” playgrounds to natural features; water permeable driveways, parking areas and sidewalks; rain gardens; green roofs; naturalized or vegetable gardens on boulevards and medians; fruit trees on public land to help ease grocery costs for those who need it (collaborative projects were part of this suggestion); revisiting of the keeping chickens by-law; establishment of a green belt around parks and existing urban areas; a policy of organic only maintenance products (herbicides, insecticides, fertilizers, etc.).
9. **Some distrust of the process** was expressed regarding the role of consultants, whether and how the plan would be acted upon, and the cost to taxpayers of implementation.

9.4 Opportunities for Further Consultation

There will be other opportunities for consultation. The City will be consulting with their own staff, External Stakeholders, and the Environmental Advisory Committee in separate one-on-one consultations. A Public Information Centre in June 2023 involved a series of presentations, participatory exercises, and opportunities for further comments to better hone the direction of the Plan for the public. The final plan will be brought to Council.

References

- Clark, J. R. (1997). A Model of Urban Forest Sustainability. *Journal of Arboriculture*, 17-30. Retrieved from <https://www.naturewithin.info/Policy/ClarkSstnablyModel.pdf>
- Hirabayashi, S. (2014). *i-Tree Canopy Air Pollutant Removal and Monetary Value Model Descriptions*. Syracuse, New York: The Davey Institute. Retrieved from https://www.itreetools.org/documents/560/i-Tree_Canopy_Air_Pollutant_Removal_and_Monetary_Value_Model_Descriptions.pdf
- Jorgensen, E. (1970). *Urban Forestry in Canada*. Toronto: University of Toronto. Retrieved from <https://pubs.cif-ifc.org/doi/pdf/10.5558/tfc46529-6>
- Kenney, A. W. (2011). Criteria and Indicators for Strategic Urban Forest Planning and Management. *Arboriculture & Urban Forestry*, 108-117. Retrieved from <https://joa.isa-arbor.com/articles.asp?JournalID=1&VolumeID=37&IssueID=3>
- King, L. S. (2022, May 1). *Toronto Green Standard*. Retrieved from City of Toronto: <https://www.toronto.ca/city-government/planning-development/official-plan-guidelines/toronto-green-standard/>
- Leahy, I. (2017, January 12). *Why We No Longer Recommend a 40 Percent Urban Tree Canopy Goal*. Retrieved from American Forests: <https://www.americanforests.org/article/why-we-no-longer-recommend-a-40-percent-urban-tree-canopy-goal/>
- Miller, R. W. (2015). Planning and Managing Urban Greenspaces. *Urban Forestry*, 560. Retrieved from https://www.researchgate.net/publication/350249624_Urban_Forestry_Planning_and_Managing_Urban_Greenspaces_Third_Edition
- Niagara Parks. (n.d.). Retrieved from Niagara Parks Tree Preservation Specifications: <https://www.niagaraparks.com/search/tree%20preservation>
- Nowak, D. J. (2012). Tree and impervious cover change in U.S cities. *Urban Forestry & Urban Greening*, 21-30. doi:<https://doi.org/10.1016/j.ufug.2011.11.005>
- Nowak, D. J. (2015). *Urban Forests and their ecosystem services*. UCD School of Geography. Retrieved from <https://www.youtube.com/watch?v=I-SAek6mDOg>
- Nowak, D. J. (2018). Declining urban and community tree cover in the United States. *Urban Forestry & Urban Greening*, 32-55. doi:<https://doi.org/10.1016/j.ufug.2018.03.006>
- Nowak, D. J. (2021). *Understanding i-Tree: 2021 summary of programs and methods*. Madison, WI: USDA Forest Service. doi:<https://doi.org/10.2737/NRS-GTR-200-2021>

- Shea, J. (2021). *Tree Canopy Target for Kitchener*. Retrieved from Kitchener.ca:
<https://pub-kitchener.escribemeetings.com/filestream.ashx?DocumentId=913>
- Tong, S. (2021). Urban heat: an increasing threat to global health. *BMJ*, 375.
doi:<https://doi.org/10.1136/bmj.n2467>
- Turner, J. B. (2019). The benefits of trees for livable and sustainable communities. *Plants People Plant*, 1(4), 323-335. doi:<https://doi.org/10.1002/ppp3.39>.
- Oakville, Town of. 2018. Excerpts from Town of Oakville Tree Planting Contract Specifications. 4 P.
- Oakville, Town of – Forestry Section 2023. Draft Engineering Standards – A review of current practices of municipal trees within the Streets and Parks of the Town of Oakville. 28 P.
- Smiley, E. & Matheny, Nelda & Lilly, Sharon. (2012). Qualitative Tree Risk Assessment ISA -Arborist News Feb 2-12, P 12-18.

Appendix A – 5-Year Operating Plan for Port Colborne’s Urban Forest Management Program (2024-2028)

A 5-Year Operating Plan was developed for Port Colborne’s Urban Forestry Program to help the City implement recommendations and scale up new and growing programs and develop new or revise existing policies. For example, the Tree Cover for Municipal trees in Zone 1 dropped 4% from since 2006 (Task 3). To reverse this trend, significant investments in tree maintenance and planting new municipal trees will be required. The 5-Year Operating plan provides for scaling up infrastructure and tree planting efforts to get Tree Canopy back to 2006 levels. This proposed Operating Plan is provided in Table A.1 below.

Table A.1 – 5-year Operating Plan Recommendations for Port Colborne’s UFM Program

Action Items	Lead	Partners	2024	2025	2026	2027	2028	2024-2028 Total
Operations/Urban Forest Management								
Adopt a tree inventory work order management system	Public Works		In house	In house	In house	In house	In house	\$ -
Develop an Urban Forestry Technical Manual	Public Works			In House	In House			\$ -
Establish Urban Forest Management working group to guide tree establish, removal and management	Public Works	Interdepartmental	In House	In House	In House	In House	In House	\$ -
Prepare an Annual Operating Plan for the upcoming fiscal year	Public Works		In House	In House	In House	In House	In House	\$ -
Budget Urban Forester/Arborist consulting services to help plan Forestry Activities and help administer Tree By-law 2016-040	Public Works		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$75,000
Fund a proactive Tree Establishment Program	Public Works		\$200,000	\$200,000	\$149,000.00	\$149,000.00	\$149,000.00	\$847,000
<i>Number of trees/year (6 cm caliper trees, wire basket/B&B)</i>			260	260	200	200	200	1,120
Transition to proactive tree maintenance program (6054 trees @\$150 ea. @ 10-yr cycle)* + service request & emergency	Public Works	Interdepartmental	\$90,810.00	\$90,810.00	\$90,810.00	\$90,810.00	\$90,810.00	\$454,050
Policy, Planning, & Development								
Establish Urban Forest Management working group including all departments involved with planning for trees and management.	Public Works	Interdepartmental	In House	In House	In House	In House	In House	\$ -
Conduct comprehensive Policy Review regarding all aspects of trees, the Urban Forest, their management; through City and private development processes	Planning & Public Works	Public Works	In House	In House	In House	In House	In House	\$ -
Update Tree By-law 6175-01-15 and Tree Installation Policy (2007)	Public Works		\$15,000.00					\$15,000
Review strategy on Private Tree Management	Public Works	Interdepartmental		In House	In House			\$ -
Develop new procedures covering tree protection in the capital construction process	Public Works	Interdepartmental		In House				\$ -
Prior to assumption of development, require an arborist report confirming resolution of any hazard tree issues	Planning	Interdepartmental		In House				\$ -
Update the Subdivision Agreement to require a tree and woodland inventory to City standards as a condition of Approval			In House					\$ -
Update Asset Management Plan to include public trees	Asset Mgt.		In House					\$ -
Monitoring Plan Progress								
Conduct Urban Forest Canopy Cover Assessment every 5 years	Public Works						\$10,000.00	\$10,000
Conduct a Criteria and Indicators (C&I) assessment every 5 years	Public Works						In House	\$ -
Total Cost 2024-2028			\$321,070	\$306,070	\$255,010	\$255,010	\$265,010	\$1,402,170

Appendix B – Project Recommendations

This report provides recommendations from this Urban Forest Management Plan to strengthen its urban forest management program to ensure it and the Tree Canopy improves in health, increasing the benefits to the community and environment. Below is a summary of the recommendations from each task.

Task 1: Inventory

Recommendation 1.1 – *Prioritize planting non-maples to improve species diversity.*

Recommendation 1.2 – *Norway maple should not be considered for planting.*

Recommendation 1.3 – *Freeman maple should be considered for planting with implementation of a maintenance-pruning program for the life of a trees.*

Recommendation 1.4 – *Plant more juvenile trees on municipal property to off-set historic removals and losses to declining and aging canopy*

Recommendation 1.5 – *Implement a maintenance pruning program for all ages of municipal trees to reduce tree structural problems and stability and improve public safety.*

Recommendation 1.6 – *Employ/retain Tree Risk Assessment Qualified (TRAQ) professional to assess trees with High or Imminent Maintenance needs and prescribe mitigation treatment.*

Recommendation 1.7 – *Implement tree maintenance program. For example, a program could include a grid-pruning approach for tree maintenance where designated blocks of trees within Zones where maintenance pruning would be conducted on a cycle.*

Recommendation 1.8 – *Develop Communications protocols for advance landowner notification as part of a Work Order Management System so affected landowners are notified of impending tree maintenance (e.g., planting, pruning or removals).*

Recommendation 1.9 – *Optimize a Work Order Management System that enables Port Colborne to track its tree maintenance activities and reflect those changes in the Tree Inventory.*

Task 2: Review of bylaw

Recommendation 2.1 – Prepare a policy that provides guidelines for the planting and management of municipal trees, including those on and along road allowances, and in parks.

Recommendation 2.2 – Prepare a replacement of By-law 6175-01-15 that protects public trees and municipal areas. This would restrict the planting of trees or damage to municipal trees.

Recommendation 2.3 – Withdraw By-law 6175-01-15 and the Tree Installation Policy (2007)

Recommendation 2.4 – Port Colborne should delegate authority to regulate woodlands less than 1 hectare in size to the Region of Niagara.

Task 3: Tree Canopy Change Analysis – Zone 1

Recommendation 3.1. – The City should establish a midterm Tree Canopy Cover Goal for Municipal + Residential/Commercial property of 2006 levels to be attained through the strategies outlined in the Urban Forest Management Plan.

Recommendation 3.2. – The City should consider these findings with the results of the Canopy Cover/Plantable Areas Study (Task 5) to develop Canopy Cover Goals with measurable timelines that should be incorporated into the Official Plan and other planning documents.

Task 4: Staff Interviews and Discussions in Preparation for the Urban Forest Management Plan (UFMP)

Recommendation 4.1. – Establish an Urban Forest Management working group to guide tree establishment, removal and management.

Recommendation 4.2. – Establish interdepartmental Urban Forest Advisory working group including all departments involved with planning for trees and management.

Task 5: Canopy Cover/Plantable Spaces Assessment

Recommendation 5.1.- *Establish Urban Forest Management working group to guide tree establishment, removal and management.*

Recommendation 5.2. – *Establish interdepartmental Urban Forest Advisory working group including all departments involved with planning for trees and management.*

Recommendation 5.3 – *The City should amend its Official Plan, Section 11.6.3 Indicators for Monitoring and Measuring Success to include a Tree Canopy Cover metric.*

Recommendation 5.4. – *The City should consider establishing a Tree Canopy Cover of 24% attained through the strategies outlined in the Urban Forest Management Plan until such time as Recommendation #3,*

Recommendation 5.5. – *The City should collaborate with appropriate partners such as the Region of Niagara and the Niagara Peninsula Conservation Authority to undertake an i-Tree Eco Project to calculate a SMART goal(s) for Tree Canopy Cover.*

Task 6: Windshield Survey

Recommendation 6.1: - *The City prioritize tree maintenance in the “neighbourhoods” identified in the 2022 Windshield Survey with “Moderate” to “High” levels of Relative Tree Maintenance needs*

Recommendation 6.2: - *The City continue to review “Vision and Goals” for the UFMP.*

Recommendation 6.3: - *Host a Seminar**** on City Building & Green Infrastructure.*

Task 7: Strengths, Weaknesses, Opportunities and Threats (SWOT)

Recommendation 7.1: Address the “Threats”, “Opportunities” and “Weaknesses” in the SWOT Analysis through:

1. *Creation of new Corporate Policies for the urban forest such as a Tree Canopy Conservation Policy*
2. *Revision of the Corporate Tree Installation Policy & Tree By-law (See Task 2)*
3. *Completion of the City’s Tree Inventory (Completed, See Task 1)*

4. *Render the Public tree in the new Engineering Road Cross Sections*
5. *Development of a systematic City tree inspection Program*

Task 8: Criteria and Indicators for Sustainable Urban Forest Management

Recommendation 8.1: - *Complete the municipal tree inventory for Forestry Zones 2 to 4.*

Recommendation 8.2: - *Increase the number of municipal trees planted annually subject to amending the Corporate Tree Installation Policy.*

Recommendation 8.3: - *Transition the annual municipal tree maintenance program from reactive to proactive through funding a Grid (Block) Pruning Program*

Appendix C1: Tree Protection and Planting Guidelines

3.1 Protection of Existing Trees

The *Minimum Tree Protection Zone* (TPZ) is the minimum setback required to maintain the structural integrity of the tree’s anchor roots, based on generally accepted arboricultural principles. The *Root Protection Zone* (RPZ), also called *Critical Root Zone*, is defined as a circle on the ground corresponding to the dripline of the tree. While the TPZ (below) will protect a tree’s anchor root structure, the protected area should be larger to protect the soils surface and root integrity, protected through the construction project.

A TPZ for individual trees that are isolated from denser treed areas should be established using distances between the minimum MTPZ and the RPZ, both specified below. The appropriate Tree Protection Measures would protect the TPZ with similar hoarding/fencing as discussed above. RPZ is an area slightly larger than crown diameter, which includes the most important rooting area for the tree. Usually, the TPZ fencing is somewhere between the minimum TPZ and RPZ. The best is a larger area, but design specs, affected by construction requirements often encroach on those areas.

No unauthorized activities may take place within the TPZ of a tree covered under any municipal permit process or agreement. The following chart shows the TPZ (Niagara Parks). Some trees and site conditions may require a greater setback at the City’s discretion.

Table C. 1 - Minimum Tree Protection Zones

Trunk Diameter (DBH)	Minimum Tree Protection Zone (MTPZ) Distances Required	Root Protection Zone (RPZ) Distances Required
<10 cm	1.8 m	1.8 m
11 – 40 cm	2.4 m	4.0 m
41 – 50 cm	3.0 m	5.0 m
51 – 60 cm	3.6 m	6.0 m
61 – 70 cm	4.2 m	7.0 m
71 – 80 cm	4.8 m	8.0 m
81 – 90 cm	5.4 m	9.0 m
91 – 100+ cm	6.0 m	10.0 m

(Niagara Parks)

For trees over 100 cm. DBH, add 10 cm. to the TPZ for each centimeter of DBH.

1. Roots can extend from the trunk to 2-3 times the distance of the drip line.

2. Diameter at breast height (DBH) trunk diameter at 1.37 meters above ground.
3. Tree Protection Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction work.

3.2 Planting Specifications

Archeological Consideration

An archeological assessment of potential tree planting sites should be considered, especially in new projects, with consideration for Indigenous archaeological importance/interest. This would be especially prudent in areas close to current or historical navigable water ways. However, as the Welland River was excavated and channelized for the Welland Canal, archeological sites in those areas and in developed areas would have likely been disturbed.

3.2.1 Locations Specifications

3.2.1.1 Soil Volume – New Projects

Adequate available soil volume is a critical factor for good tree growth and long-term viability. The soil volume available for root growth must be sufficient to support the expected tree size and, should the provided soil volumes be inadequate, design expectations for mature tree size and longevity must be appropriately reduced.

For new tree plantings, 30.0 m³ of good quality topsoil, with a minimum depth of 750 mm to a maximum depth of 900 mm, should be provided. Trees in common planting areas may share soil volume to a maximum of 15.0 m³ each.

3.2.1.2 Engineered Soils – CU Structural Soil

CU-Structural Soil™ is a planting medium consisting of 80 percent crushed limestone and 20 percent soil and has been designed for use in areas that need to or will be compacted. Because of the size of the aggregate, engineered soil always provides large soil pore space which is good for tree roots and allows for ready water drainage. Mycorrhizal or other inocula could also be used to enhance soil biology and help with tree establishment and growth.

Engineered soils can also be used with conventional planting techniques. If possible, pavement openings should be expandable (via removable pavers or using a mulched area) for the sake of the anticipated buttress roots of maturing trees. Engineered soils can be used right up to the surface grade down to a minimum of one meter depth. One problem that has been attributed to engineered soil is that it lacks real soil volume to sustain tree growth over an expected life span because it

is 20 percent soil and 80 percent crushed limestone by volume. However, engineered soil is also an option for creating break-out zones under pavement for trees in narrow tree lawns to allow roots to travel to adjacent soft landscapes. Anecdotal evidence suggests that coarse aggregate used as backfill around utility trenches or subdrains functions similarly to engineered soil in that it provides a rooting environment or allows roots to travel to other soil volumes. For these reasons, it would be appropriate to use under sidewalks to create a break-out zone for boulevard trees to access soil volumes in front yard areas. Due to the large amount of aggregate contained in engineered soil, only 20% of its total volume will be credited towards the minimum soil volume requirements.

3.2.1.3 Soil Cells

Soil cells is designed to secure adequate tree habitat, support sidewalks and other hard surface treatments and provide on-site stormwater management. Soil cell systems are installed below grade, backfilled with topsoil, and are capped with a hard surface. For example, a sidewalk becomes, in effect, a floating roof over the rooting space. The modular framework provides uncompacted soil volumes for large tree growth and (potentially) unlimited access to healthy soil - a critical component of tree growth in urban environments - allowing them to manage stormwater, reduce heat-island effect, and improve air quality. In some situations, "caged/PVC" structures (like Silva Cell) use may be prescribed for use only under sidewalks or driveways, as a bridge or link for tree roots to grow into 'breakout' areas with greater soil volumes such as lawns or other soft surface areas.



DeepRoot Canada Corp. www.deeproot.com
 #201 2425 Quebec Street : 604 687 0899
 Vancouver, BC V5T 4L6 f 604 684 6744

Gray, Meet Green: Silva Cell 2 Seminar

This seminar will review existing Silva Cell installations to demonstrate how the system can provide adequate volumes of soil for street trees and on-site stormwater management underneath sidewalks, plazas, parking lots, and parking lay-bys – all while meeting engineering requirements for vehicle loading and utilities infrastructure.

You need approx. 28 m³ (1,000 ft³) of soil to grow a 40cm (16" DBH-35' canopy) tree. Such a tree can provide significant environmental benefits and cost savings by cleaning the air, reducing heat-island effect, and shading buildings. The 28 m³ of soil in which the tree grows can also store 5.6 m³ of water, meaning that the Silva Cell system can be designed to treat all the stormwater from a 3.8 cm, 24 hour storm event directly on-site.

Silva Cell 2



→

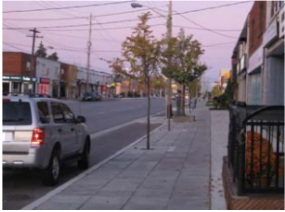


At this seminar you will learn:

- How the Silva Cell system can be designed to treat water quality, retention, and detention
- Target soil volumes for mature tree growth and on-site stormwater management
- The importance of soil to healthy tree growth
- How to bring "green infrastructure" to your project using the Silva Cell
- Setting Performance Standards for Soil Cells

The TRCA has approved the Silva Cells as an equivalency to bioretention






Silva Cell installation at the Queensway in Toronto, ON.
 For more information visit www.deeproot.com

Figure C.1 - Silva Cell Caged/PVC Structures

3.2.1.4 Setbacks and Inter-Tree Spacing

Setbacks when siting plant material on streets and active parks should ensure adequate space be provided to accommodate normal long-term growth both above and below ground. Consider the potential negative impacts of providing insufficient space, such as injury to pedestrians, damage to property, increased maintenance expenses, and poor landscape performance.

Tree spacing should reflect the projected canopy size based on the species selected and its growing environment:

Table C.2

Stature Size	Minimum Spacing (m)	Stature Adjacent
Large Stature	8m	Large Stature
Large Stature	6m	Medium Stature
Large Stature	6m	Small Stature
Medium Stature	6m	Large Stature
Medium Stature	6m	Medium Stature
Medium Stature	6m	Small Stature
Small Stature	6m	Large Stature
Small Stature	6m	Medium Stature
Small Stature	6m	Small Stature

To accommodate the base of the tree, space should be provided for tree openings that are at least:

- A. 3.0 m wide for a large stature tree
- B. 2.5 m wide for a medium stature tree
- C. 2.0 m wide for a small stature tree

These minimums could be reduced if enhanced rooting techniques are employed that mitigate possible damage to the surrounding landscape while providing for the long-term growth of the tree.

Where underground services or utilities are present/proposed, consider the potential negative impacts to the base of the tree should future maintenance require soil excavation near the tree.

To mitigate this and other risks, trees should not be planted within:

- A. 1.0 m of the edge of a utility or service easement that is 3.0 m in width or greater.
- B. 2.5 m of any underground utility or service, where space permits. However, at a main and lateral intersection a 2.0 m setback should be maintained.
- C. 3.0 m of a transformer or hydrant

Local utility companies should be contacted for further information when planting, or proposing other works, near utilities.

To respect the crown of the tree, trees should not be planted:

- A. within 10 m of a stop sign
- B. where the growing canopy may contact buildings, structures, or fencing.
- C. where growing canopy may come within 3.0 m of a primary power line or within 1.0 m of a secondary power line or communication asset.
- D. overhanging pedestrian areas if it is a species that drop fruit or seed pods/nuts.

Table C.3 – Tree Setbacks

TREE SETBACKS	
Facility	Distance (m)
<i>Driveways</i>	<i>1.0 - 1.5</i>
<i>Storm/ Sanitary Connections</i>	<i>1</i>
<i>RLCB Leads</i>	<i>1</i>
<i>Curb or Walkway</i>	<i>1</i>
<i>Fire Hydrants</i>	<i>3</i>
<i>Pad Mounted Transformers</i>	<i>3</i>
<i>Streetlights</i>	<i>5 for large stature, 3 for small stature</i>
<i>Bus Stops</i>	<i>3</i>
<i>Regulatory Signs</i>	<i>3</i>
<i>Stop Signs</i>	<i>10</i>

Daylight Triangle Maintain the 10m distance from corner of intersection to respect the Daylight Triangle and ensure proper clearance for traffic.

Hydro Lines Species selection under hydro lines is critical to avoid long term management challenges and higher than average pruning requirements. Refer to Appendix A for estimated heights at maturity per species.

Heights at maturity should leave at least a 1m buffer from lowest electrical line height, unless offset from under the line by half the mature canopy width.

3.2.2 Layout

The final planting location is to be marked on site for “field approval” by the City. With utility or development project, it is the Constructor’s responsibility to obtain utility locates prior to marking final planting locations.

3.3 Planting Materials Specifications

3.3.1 Species and Standards of Trees

Species and cultivars of trees, as well as the standard for that species and cultivar, should conform to the Canadian Standards for Nursery Stock, Canadian Nursery Landscape Association, as revised.

3.3.2 Species Selection (Diversity)

The amount of species variation will depend on the number of trees to be planted.

Utilize the 5-10-15 guideline to increase species diversity. No more than 5% of any one species, 10% of any one genus, or 15% of any family.

A minimum of 30% of the trees planted on a site should be native tree species. Refer to Appendix A. Locally rare native species may be accepted on a case-by-case basis. Cultivars of native trees should not be credited towards the minimum 30% requirement.

Invasive species should not be planted, especially near natural areas. Refer to Appendix A.

Species selection should reflect the site conditions, such as soil and light conditions, drainage, slope, aspect, moisture level and salt exposure. Use of locally sourced plant material is recommended.

Species selection and arrangement should consider ecosystem function and health, and provide visual interest through diversity and seasonal variety.

Artificial plant materials are not recommended.

3.3.3 Stature

Tree stature (i.e., small, medium, large) by species is based on projected canopy spread. This does not account for differing forms, such as columnar or fastigate,

that are being increasingly used on the landscape. This can result in an over- or under-estimate of potential canopy contribution, because of not fully recognizing the species characteristics.

Appendix A includes the stature value assigned to species and cultivars/varieties when appropriate. This value assigned is based on estimated canopy volume.

3.3.4 Origin and Hardiness Zones

The geographical origin (seed zone) of where seed or cuttings used to produce the trees should be considered when developing planting plans. If the plant material is from an area that is climatically different than Port Colborne, it should be refused.

3.3.5 Planting Specifications

Planting spots should be marked two-weeks in advance to allow for required locates.

Consideration for Indigenous archaeological importance/interest. This would be especially prudent in areas close to current or historical navigable water ways.

3.3.5.1 Residential Street Trees

Large-stature trees should not be planted in boulevards with less than 1.75 m between sidewalk and curb.

Trees should be planted house side of the road allowance, midway between the sidewalk and property line or 1-m from the property line.

Planting locations should be marked by the Project Manager or designate with spray paint in the form of a "T" or "T2" etc., on the sidewalk and an "X" where the tree is to be.

"T2" indicates a distance of 2.0 meters etc. from mark for tree planting.

- On streets without sidewalks, planting locations should be indicated with spray paint in the form of a "T" or "T2" etc. on the curb.
- If there is no sidewalk or curb, the planting locations should be marked with "T" indicates on the spot for the tree to be planted.

3.3.5.2 Park Trees / Naturalization Planting

Planting location maps to be supplied, and locations marked in the field with the appropriate method. Trees to be planted in the parks, pond and retention pond, woodlot rehabilitation plantings etc. should be on a GIS map and given to the

planting foreman planting. Planting locations of caliper stock should be spray painted with an “X” for each tree location.

3.3.5.3 Planting Holes

For residential street trees, the planting hole must be at least 30 cm from the edge of the ball/container.

- The depth of the hole should be dependent not only on the depth of the ball/container, but also on soil conditions.
- For park trees / naturalization planting, the planting hole must be a least 60 cm from the edge of the ball/container.
- The depth of the hole should be dependent not only on the depth of the ball/container, but also on soil conditions.

Planting diagrams for conifer and broadleaf trees are in Figures 3.2 and 3.3.

3.3.5.4 Excavation

Remove subsoil, rocks, roots, debris, and toxic material from excavated material that should be used as planting soil for trees. Dispose of excess material. Scarify sides of planting hole to allow water flow and rooting access.

All Hydro-vac operations must be compliant with the safe practices prescribed for such equipment as published by the Electrical and Utilities Safety Association. The contractor is responsible for sub-contracting this function if required. The city may make an exception and allow for sub-contracting of the trenchless technology; however, the sub-contractor is not permitted to plant trees.

Note: Regardless of the method used to dig, under no circumstances should equipment be permitted to be set up on residential driveways and front lawns. Access to planting sites is to be from the public boulevard or road.

3.3.5.5 Tree Placement

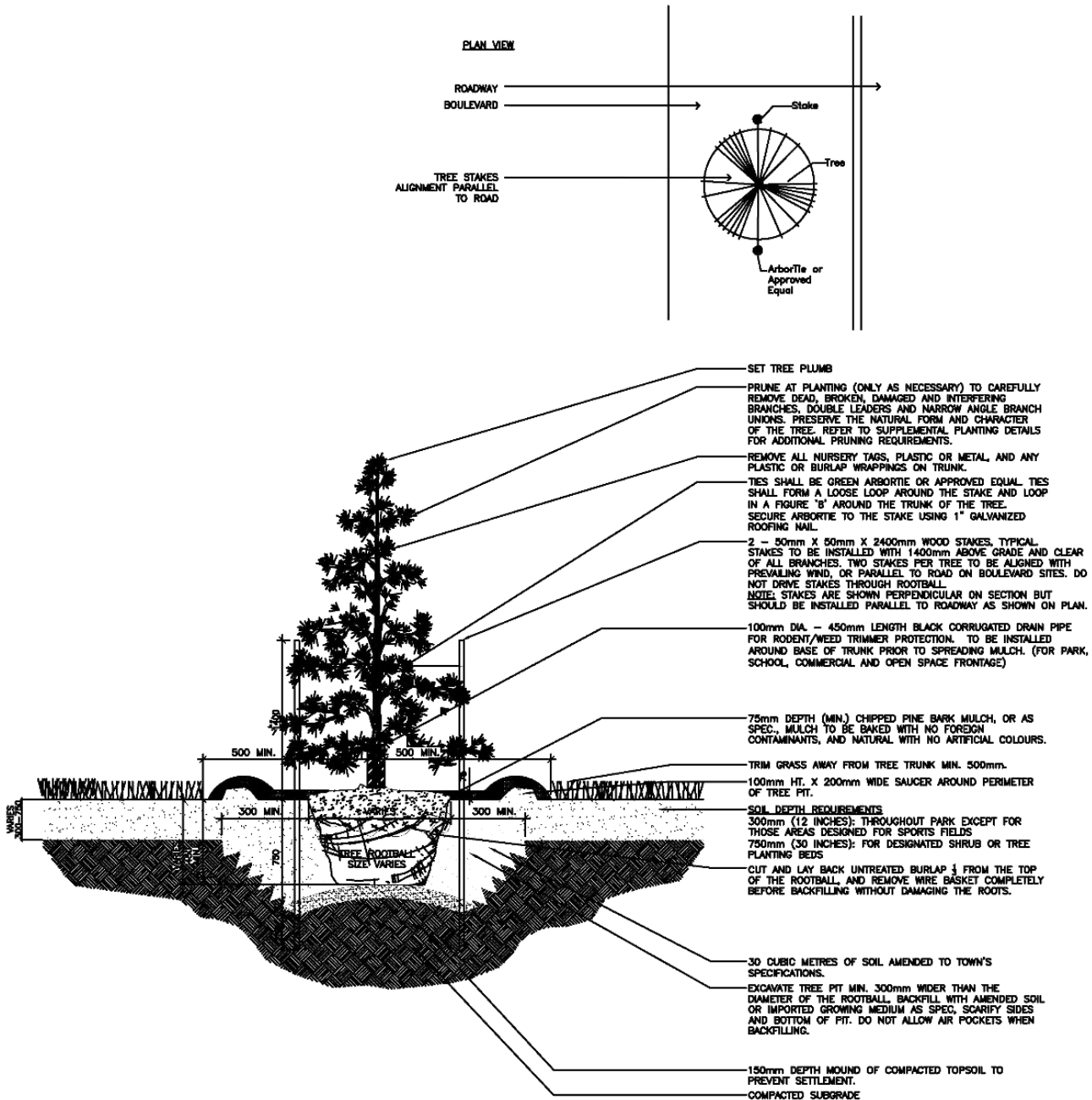
Place supplied trees within the excavated hole in the upright position.

- When clay subsoil or firmly packed subsoil (compacted and/or poorly drained) is encountered, at least 20 cm of excavated subsoil must be left between the bottom of the ball and the bottom of the planting hole.
- In moist, well-drained soils, set the root ball so that the root collar is exactly at finished grade. In sandy or droughty soils, set the root ball so that the root collar is slightly deeper than finished grade.
- The wire basket and burlap should be removed, unless otherwise approved in writing by the Project Manager or designate.

3.3.5.6 Backfilling and Initial Watering

Backfilled soil is to be placed to bring the top level of the root ball 8.0 cm higher than the existing surrounding grade to allow for settling.

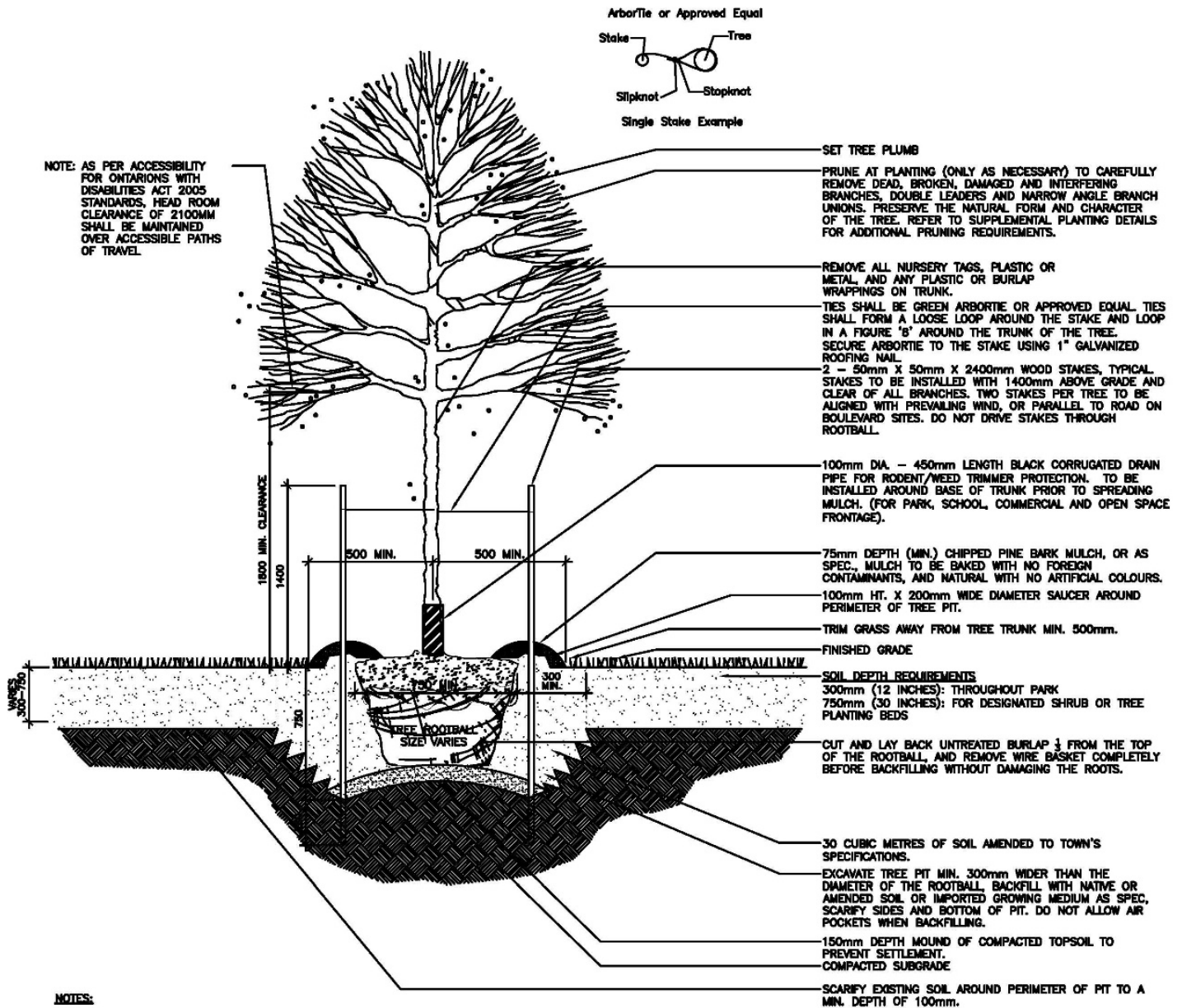
- Backfill is to be placed in layers approximately 15 cm in depth and firmly tamped in place in such a manner that the tree retains its vertical position without support.
- Particular care is to be taken to ensure that no air pockets remain under or around roots and that damage does not occur to the root system.
- The fill shall be thoroughly watered immediately after planting. Water plant material thoroughly and in such a way as to prevent surface erosion.



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. TOPSOIL IN PLANTING AREAS SHOULD BE COMPACTED TO 75-80% SPD OR 300 PSI (MAXIMUM 150mm LIFTS).
3. ALL PLANT MATERIAL TO BE COVERED DURING TRANSPORTATION AND AN ANTI-DESSICANT SHALL BE APPLIED PRIOR TO SHIPMENT TO PREVENT MOISTURE LOSS.
4. MAXIMUM ALLOWABLE DEGREE OF LEAN FOR A TREE IS <25 DEGREES.
5. DAMAGED PLANT MATERIAL WILL NOT BE ACCEPTABLE. ALL TREES NOT MEETING TOWN OF OAKVILLE PLANTING REQUIREMENTS WILL BE REMOVED AND REPLACED AT NO EXPENSE TO THE TOWN OF OAKVILLE.
6. CONTAINER GROWN STOCK SHALL HAVE AN INCREASED WATERING REGIMEN TO HELP PREVENT MOISTURE LOSS. CONTAINERS TO BE REMOVED IN FULL PRIOR TO INSTALLATION. SIDES TO BE LOOSENED UP SLIGHTLY PRIOR TO INSTALLATION TO ENCOURAGE ROOT GROWTH.
7. NO OPEN TREE PITS OR EXCAVATIONS, OR PLANT MATERIAL SHALL BE LEFT ON SITE OVERNIGHT.
8. ALL TREES 70mm CALIPER OR LESS SHALL BE STAKED. STAKES TO BE REMOVED AT THE CLOSE OF THE SECOND GROWING SEASON OR UPON THE EXPIRATION OF THE WARRANTY PERIOD.
9. SAUCER TO BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.
10. CONTRACTOR TO TEST EXISTING AND EXCAVATED SOIL TO DETERMINE IF IT IS AN ACCEPTABLE GROWING MEDIUM, OR IF AMENDMENT IS REQUIRED PRIOR TO BACKFILLING, UNLESS OTHERWISE DIRECTED BY THE CONTRACT ADMINISTRATOR. REFER TO SPECIFICATIONS FOR FURTHER INFORMATION ON TESTING REQUIREMENTS.
11. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

Figure 3. 2 - Conifer Planting Diagram



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. DO NOT SCALE DRAWINGS.
3. TOPSOIL IN PLANTING AREAS SHOULD BE COMPACTED TO 75-80% SPD OR 300 PSI (MAXIMUM 150mm LIFTS).
4. ALL PLANT MATERIAL TO BE COVERED DURING TRANSPORTATION AND AN ANTI-DESSICANT SHALL BE APPLIED PRIOR TO SHIPMENT TO PREVENT MOISTURE LOSS. ALL USE OF ANTI-DESSICANT IS SUBJECT TO TOWN APPROVAL.
5. MAXIMUM ALLOWABLE DEGREE OF LEAN FOR A TREE IS <25 DEGREES.
6. DAMAGED PLANT MATERIAL WILL NOT BE ACCEPTABLE. ALL TREES NOT MEETING TOWN OF OAKVILLE PLANTING REQUIREMENTS WILL BE REMOVED AND REPLACED AT NO EXPENSE TO THE TOWN OF OAKVILLE.
7. ALL TREATED OR SYNTHETIC BURLAP WRAPPINGS TO BE REMOVED COMPLETELY. ALL TWINE LEFT ON BURLAP TO BE BIODEGRADABLE.
8. CONTAINER GROWN STOCK SHALL HAVE AN INCREASED WATERING REGIMEN TO HELP PREVENT MOISTURE LOSS. CONTAINERS TO BE REMOVED IN FULL PRIOR TO INSTALLATION. SIDES TO BE LOOSENED UP SLIGHTLY PRIOR TO INSTALLATION TO ENCOURAGE ROOT GROWTH.
9. NO OPEN TREE PITS OR EXCAVATIONS, OR PLANT MATERIAL SHALL BE LEFT ON SITE OVERNIGHT.
10. ALL TREES 70mm CALIPER OR LESS SHALL BE STAKED. STAKES TO BE REMOVED AT THE CLOSE OF THE SECOND GROWING SEASON OR UPON THE EXPIRATION OF THE WARRANTY PERIOD.
11. SAUCER TO BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.
12. CONTRACTOR TO TEST EXISTING AND EXCAVATED SOIL TO DETERMINE IF IT IS AN ACCEPTABLE GROWING MEDIUM, OR IF AMENDMENT IS REQUIRED PRIOR TO BACKFILLING, UNLESS OTHERWISE DIRECTED BY THE CONTRACT ADMINISTRATOR. REFER TO SPECIFICATIONS FOR FURTHER INFORMATION ON TESTING REQUIREMENTS.
13. ALL TREES REQUIRE A MINIMUM OF 30 CUBIC METRES OF PLANTING SOIL.
14. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

Figure 3. 3 - Planting Diagram

- When using backfill, choose the appropriate backfill for the sites soil conditions i.e., in clay soils backfill with the clay-loam specifications, in sandy soils backfill with the sandy-loam specifications as listed below.
- At grade, a ridge of soil located at the edge of the planting hole shall be formed to a height of 9 cm, to act as a catch basin for any subsequent watering's and to retain mulch.
- All non-porous containers shall be removed, including the entire wire basket. If a fiber or peat pot remains, it must not be left above the soil surface as this promotes "wick" evaporation.

Backfill composition specifications are as follows:

Table C. 4 - Backfill Composition Specifications

Soil Texture	Sand%	Silt%		Clay%
Clay-loam	20-46	20 - 50		27- 40
Sandy-loam	55-80	5 - 28		0- 20

Clay soil contains minimum 4% organic matter.

Sandy soil contains minimum 2% organic matter.

Acidity of topsoil mixture to range between 6.0pH to 7.5pH.

Topsoil mixture to be free of sub-soil, stones, roots, and any foreign objects.

3.3.5.7 Pruning

- The crown of the tree shall be pruned from the bottom up at the time of planting to remove all dead and damaged branches.
- The terminal or leader is not to be pruned unless broken, leader shall not be removed. All cuts shall be made using approved standards and Guidelines for pruning set out by the ANSI A300 pruning standards (2001 Edition) as updated from time to time, and the Illustrated Guide to Pruning, 2nd Edition (2002 ISA) as updated from time to time, leaving no stubs.
- On all cuts over 2 cm in diameter and bruises or scars on the bark, the injured cambium shall be traced back to living tissue and removed.

- Pruning wounds shall be smoothed and shaped so as not to retain water. Only clean, sharp tools shall be used. All cuts shall be clean. Branches should be cut at the branch-collar, leaving no stubs.
- Large wounds produced by any means other than branch pruning may render the tree unacceptable, requiring replacement subject to the directions of the Project Manager or designate.
- Planted material may be found unacceptable and require replacement upon inspection by Project Manager or designate.

3.3.5.8 Staking

All balled and burlapped trees shall, immediately after planting, be supported by two wooden stakes, pointed on one end 5 cm x 5 cm x 15 cm (2 in x 2 in x 6 in) driven outside the ball parallel to the road.

- When staking in parks they must be in line with the direction of the prevailing wind (**west to east**).
- For balled and burlap trees, this type of tree, B/B, the stakes are to be driven at least 70 cm below grade line.
- The stakes must be driven deep enough that there is at least 5 cm between the top of the stakes and the first branch.
- Stake placement shall be such that no main roots are severed by the stake being driven into the ground. Metal stakes are prohibited.

3.3.5.9 Tree Ties (Guying Material)

- Ties shall be made from a flat polypropylene material (tree guying cable), approved by the Project Manager, or designate prior to the contract commencing.
- The guying must be intertwined around the tree and must be firmly secured to the wooden stake in a way to prevent them from coming loose or moving down the tree.
- An approved equivalent guying material can be utilized at the sole discretion of the Project Manager or designate.
- For B/B and container stock trees where the two stakes are driven into the ground outside the root ball, the tension must be such that the tree is firmly, but not too tightly, supported, remaining in a vertical position.

3.3.5.10 Mulching

- Non-shredded woodchips from tree and woody brush sources measuring between 2.5 cm and 5.0 cm in width and placed to a depth of between 5.0 cm to 7.5 cm spread the following distance from the root collar:
- Caliper (mm) Average radius from root collar (cm) 50 and greater 110 cm
- Mulch should form a flattened donut around the tree rather than a cone. Woodchips must be close, but not in contact with the tree trunk.
- Mulch must be applied no later than 48 hours after planting.
- Mulch should be a consistent and natural colour.

3.3.5.11 Tree Wrapping and Tree Guards

- Contractor is to remove all tree wrapping upon planting of the tree. The Contractor should:
 - Install a plastic tree guard (in parks, median, berms and Blvd.) that is the appropriate height to prevent damage to the base of the tree i.e., from grass cutters and mowers.
 - These tree guards should be made of plastic (black perforated corrugated drainpipe 15 cm diameter 30 cm in height (6-inch diameter 12 inches in height)) and be cut from one end to the other to allow the stem to grow.
 - Tree guards are not required when planting on house side of the sidewalk.

3.3.5.12 Removal of excess tags and other material

All excess materials, such as nursery tags or other items attached to planting stock, should be removed immediately after planting.

3.3.5.13 Restoration

Any site damage should be restored to pre-construction condition to the satisfaction of the Project Manager or designate.

- All disposal of excess material, off site in an approved disposal site.
- Broom cleaning of pavement, concrete and sidewalks.
- Raking grass to ensure it is free of planting materials and/or loam.

- Leave site in a neat condition.

3.3.5.14 Disposal

Woody materials should be disposed of within Halton Region to limit the spread of Emerald Ash Borer (EAB) or other insect or disease pests.

3.3.6 Post Plant Care

3.3.6.1 Post Plant Watering

Watering shall be carried out when required and with enough water to prevent plants and underlying growing medium from drying out, until such time as approved by the Project Manager or designate.

3.3.6.2 Fertilizing

The Contractor should be required to add granular fertilizer before the mulch layer is applied. A granular fertilizer mixture (slow release) with a blend of 6-15-23 3.19 Mg 0.13B 0.5Zn should be used, unless approved by the Project Manager.

3.3.6.3 Additional Watering

The Project Manager may require that a watering schedule be implemented to supplement the work done by city forestry staff using the following specification:

- 10 gallons of water per tree every week for trees located on sandy soils.
- Every 2 weeks for trees located on clay soils.
- Surface watering should be used rather than a watering probe.
- For additional watering over and above the scope of work outlined within this tender, should be made to group additional watering requirements to provide a reasonable daily volume of work.

Appendix C2: Tree Planting List and Species Preference

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Fir, White		Pinaceae	<i>Abies</i>	<i>concolor</i>	No	√	√	14	6	Medium
Fir, Balsam		Pinaceae	<i>Abies</i>	<i>balsamea</i>	Yes	X	√	15	6	Medium
Maple, Mountain		Sapindaceae	<i>Acer</i>	<i>spicatum</i>	Yes	X	X	6	3	Small
Maple, Red	'Brandywine'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	10	4	Small
Maple, Tartarian		Sapindaceae	<i>Acer</i>	<i>tataricum</i>	No	√	√	5	6	Small
Maple, Paperbark		Sapindaceae	<i>Acer</i>	<i>griseum</i>	No	√	√	7	5	Small
Maple, Amur	Ruby Slippers'	Sapindaceae	<i>Acer</i>	<i>ginnala</i>	No	√	√	6	6	Small
Maple, Amur		Sapindaceae	<i>Acer</i>	<i>ginnala</i>	No	√	√	6	6	Small
Maple, Norway	'Columnare'	Sapindaceae	<i>Acer</i>	<i>platanoides</i>	Invasive	X	X	14	4	Small
Maple, Tartarian	Hotwings'	Sapindaceae	<i>Acer</i>	<i>tataricum</i>	No	√	√	7	6	Small
Maple, Sugar 'Columnar'	'Columnare'	Sapindaceae	<i>Acer</i>	<i>saccharum</i>	No	√	√	20	4	Small
Maple, 'Columnar'	'Columnare'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	15	5	Small
Maple, Striped		Sapindaceae	<i>Acer</i>	<i>pensylvanicum</i>	Yes	X	X	9	7	Small
Maple, Celebration	'Celebration'	Sapindaceae	<i>Acer</i>	<i>x Freemanii</i>	No	√	√	14	6	Medium
Maple, Armstrong	'Armstrong'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	20	5	Medium
Maple, Manitoba		Sapindaceae	<i>Acer</i>	<i>negundo</i>	Yes	X	X	9	9	Medium
Maple, Scarlet Sentinal	'Scarlet Sentinal'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	15	8	Medium
Maple, Hedge		Sapindaceae	<i>Acer</i>	<i>campestre</i>	No	√	√	10	10	Medium
Maple, Autumn Spire	'Autumn Spire'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	16	8	Medium
Maple, sycamore		Sapindaceae	<i>Acer</i>	<i>pseudoplatanus</i>	Invasive	X	X	12	11	Medium
Maple, sycamore	'Regal Petticoat'	Sapindaceae	<i>Acer</i>	<i>pseudoplatanus</i>	Invasive	X	X	12	11	Medium

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Maple, Norway (all species)		Sapindaceae	<i>Acer</i>	<i>platanoides</i>	Invasive	X	X	15	11	Medium
Maple, Red Sunset	'Red Sunset'	Sapindaceae	<i>Acer</i>	<i>rubrum</i>	No	√	√	18	12	Large
Maple, Silver	'Silver Queen'	Sapindaceae	<i>Acer</i>	<i>Saccharinum</i>	No	√	√	16	13	Large
Maple, Freemanii		Sapindaceae	<i>Acer</i>	<i>x Freemanii</i>	No	√	√	16	13	Large
Maple, Freemanii	'Jeffersred'	Sapindaceae	<i>Acer</i>	<i>x Freemanii</i>	No	√	√	16	13	Large
Maple, Red		Sapindaceae	<i>Acer</i>	<i>rubrum</i>	Yes	√	√	16	15	Large
Maple, Silver		Sapindaceae	<i>Acer</i>	<i>saccharinum</i>	Yes	√	√	18	15	Large
Maple, Black		Sapindaceae	<i>Acer</i>	<i>nigrum</i>	Yes	√	√	20	15	Large
Maple, Sugar		Sapindaceae	<i>Acer</i>	<i>saccharum</i>	Yes	√	√	20	15	Large
Maple, Sugar	'Green Mountain'	Sapindaceae	<i>Acer</i>	<i>saccharum</i>	No	√	√	22	17	Large
Horsechest nut		Sapindaceae	<i>Aesculus</i>	<i>hippocastanum</i>	No	select	√	12	12	Medium
Horsechest nut, Red	'Briotii'	Sapindaceae	<i>Aesculus</i>	<i>x carnea</i>	No	select	√	12	12	Medium
Horsechest nut, Double		Sapindaceae	<i>Aesculus</i>	<i>baumannii</i>	No	select	√	15	12	Large
Buckeye, Ohio		Sapindaceae	<i>Aesculus</i>	<i>glabra</i>	Yes	√	√	13.5	13.5	Large
Tree of Heaven		Simaroubaceae	<i>Ailanthus</i>	<i>altissima</i>	Invasive	X	X	15	11	Medium
Serviceberry, Downy		Rosaceae	<i>Amelanchier</i>	<i>arborea</i>	Yes	√	√	5	5	Small
Serviceberry, Smooth		Rosaceae	<i>Amelanchier</i>	<i>laevis</i>	Yes	√	√	6	4.5	Small
Pawpaw		Annonaceae	<i>Asimina</i>	<i>triloba</i>	Yes	X	√	6	4.5	Small
Birch, Gray		Betulaceae	<i>Betula</i>	<i>populifolia</i>	Yes	X	√	10	6	Small
Birch, River		Betulaceae	<i>Betula</i>	<i>nigra</i>	No	X	√	13	10	Medium
Birch, European White		Betulaceae	<i>Betula</i>	<i>pendula</i>	No	X	√	15	10	Medium
Birch, White (Paper)		Betulaceae	<i>Betula</i>	<i>papyrifera</i>	Yes	X	√	18	10	Large
Birch, Cherry		Betulaceae	<i>Betula</i>	<i>lenta</i>	Yes	X	√	15	12	Large

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Birch, Yellow		Betulaceae	<i>Betula</i>	<i>alleghaniensis</i>	Yes	X	√	18	15	Large
Beech, Blue		Betulaceae	<i>Carpinus</i>	<i>caroliniana</i>	Yes	X	√	8	6	Small
Hornbeam, Euro. Pyramidal	'Fastigiata'	Betulaceae	<i>Carpinus</i>	<i>betulus</i>	No	X	√	12	5	Small
Hornbeam, European		Betulaceae	<i>Carpinus</i>	<i>betulus</i>	No	X	√	17	12	Large
Hickory, Pignut		Juglandaceae	<i>Carya</i>	<i>glabra</i>	No	X	√	17	8	Medium
Hickory, Shellbark		Juglandaceae	<i>Carya</i>	<i>laciniosa</i>	Yes	X	√	23	15	Large
Hickory, Shagbark		Juglandaceae	<i>Carya</i>	<i>ovata</i>	Yes	X	X	20	20	Large
Hickory, Bitternut		Juglandaceae	<i>Carya</i>	<i>cordiformis</i>	Yes	X	√	25	20	Large
Chestnut, Amercian		Fagaceae	<i>Castanea</i>	<i>dentata</i>	Yes	X	√	18	18	Large
Catalpa, Northern		Bignoniaceae	<i>Catalpa</i>	<i>speciosa</i>	No	X	√	12	6	Small
Hackberry		Cannabaceae	<i>Celtis</i>	<i>occidentalis</i>	Yes	√	√	20	18	Large
Katsura, Japanese		Cercidiphyllaceae	<i>Cercidiphyllum</i>	<i>japonicum</i>	No	X	√	15	4	Small
Redbud, Silver Cloud	'Silver Cloud'	Fabaceae	<i>Cercis</i>	<i>canadensis</i>	No	√	√	8	9	Medium
Redbud, Texas White	'Texas White'	Fabaceae	<i>Cercis</i>	<i>canadensis</i>	No	√	√	8	9	Medium
Redbud, Eastern		Fabaceae	<i>Cercis</i>	<i>canadensis</i>	Yes	√	√	9	9	Medium
Redbud, Forest Pansy	'Forest Pansy'	Fabaceae	<i>Cercis</i>	<i>canadensis</i>	No	√	√	9	9	Medium
Yellowwood		Fabaceae	<i>Cladrastis</i>	<i>Kentukea</i>	No	X	√	14	14	Large
Hazelnut, Turkish		Betulaceae	<i>Corylus</i>	<i>colurna</i>	No	√	√	15	8	Medium
Russian Olive		Elaeagnaceae	<i>Elaeagnus</i>	<i>angustifolia</i>	Invasive	X	X	8	6	Small
Beech, Dawyck Purple	'Dawyck Purple'	Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	8	2	Small
Beech, Dawyck Gold	'Dawyck Gold'	Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	16	2	Small

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Beech, Purple Fountain	'Purple Fountain'	Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	6	4	Small
Beech, Red Obelisk	'Red Obelisk'	Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	13	4	Small
Beech, Tricolour	'Rosea-Marginata'	Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	13.5	8	Medium
Beech, European		Fagaceae	<i>Fagus</i>	<i>sylvatica</i>	No	X	√	15	12	Large
Beech, American		Fagaceae	<i>Fagus</i>	<i>grandifolia</i>	Yes	X	√	30	20	Large
Ash, Pumpkin		Oleaceae	<i>Fraxinus</i>	<i>profunda</i>	No	X	X	20	10	Large
Ash, Black		Oleaceae	<i>Fraxinus</i>	<i>nigra</i>	Yes	X	X	15	12	Large
Ash, Blue		Oleaceae	<i>Fraxinus</i>	<i>quadrangulata</i>	Yes	X	X	15	12	Large
Ash, Green		Oleaceae	<i>Fraxinus</i>	<i>pennsylvanica</i>	Yes	X	X	18	12	Large
Ash, White		Oleaceae	<i>Fraxinus</i>	<i>americana</i>	Yes	X	X	21	17	Large
Ginkgo, Princeton Sentry	'Princeton Sentry'	Ginkgoaceae	<i>Ginkgo</i>	<i>biloba</i>	No	√	√	13	5	Small
Ginkgo, Golden Colonade	'JFS-UGA2'	Ginkgoaceae	<i>Ginkgo</i>	<i>biloba</i>	No	√	√	13	7.5	Medium
Ginkgo, Autumn Gold	'Autumn Gold'	Ginkgoaceae	<i>Ginkgo</i>	<i>biloba</i>	No	√	√	10	10	Medium
Ginkgo (Maidenhair)		Ginkgoaceae	<i>Ginkgo</i>	<i>biloba</i>	Yes	√	√	17	11	Large
Locust, Honey	Streetkeeper	Fabaceae	<i>Gleditsia</i>	<i>triacanthos</i>	No	√	√	15	7	Medium
Locust, Honey		Fabaceae	<i>Gleditsia</i>	<i>triacanthos</i>	Yes	√	√	17	10	Medium
Locust, Honey	Shademaster	Fabaceae	<i>Gleditsia</i>	<i>triacanthos</i>	No	√	√	17	10	Medium
Locust, Honey	Skyliine	Fabaceae	<i>Gleditsia</i>	<i>triacanthos</i>	No	√	√	15	13	Large
Locust, Honey	Sunburst	Fabaceae	<i>Gleditsia</i>	<i>triacanthos</i>	No	√	√	15	13	Large
Kentucky Coffee Tree	'Espresso'	Fabaceae	<i>Gymnocladus</i>	<i>dioicus</i>	No	√	√	15	10	Medium
Kentucky Coffee Tree		Fabaceae	<i>Gymnocladus</i>	<i>dioicus</i>	Yes	√	√	17	13	Large
Butternut		Juglandaceae	<i>Juglan</i>	<i>cinera</i>	Yes	X	X	12	11	Medium

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Walnut, Black		Juglandaceae	<i>Juglans</i>	<i>nigra</i>	Yes	X	√	18	18	Large
Cedar, Eastern Red		Cupressaceae	<i>Juniperus</i>	<i>virginiana</i>	Yes	X	X	12	4	Small
Cedar, Eastern Red Hillspire	'Hillspire'	Cupressaceae	<i>Juniperus</i>	<i>virginiana</i>	No	X	√	12	4	Small
Larch, European		Pinaceae	<i>Larix</i>	<i>decidua</i>	No	X	√	15	7	Medium
Tamarack (Eastern Larch)		Pinaceae	<i>Larix</i>	<i>laricina</i>	Yes	√	√	12	11	Medium
Sweetgum	Slender Silhouette	Altingiaceae	<i>Liquidambar</i>	<i>styraciflua</i>	No	√	√	15	2	Small
Sweetgum		Altingiaceae	<i>Liquidambar</i>	<i>styraciflua</i>	No	√	√	20	4.5	Small
Sweetgum, Moraine	'Moraine'	Altingiaceae	<i>Liquidambar</i>	<i>styraciflua</i>	No	√	√	13	8	Medium
Tulip Tree, Pyramidal	'Fastigiatum'	Magnoliaceae	<i>Liriodendron</i>	<i>tulipifera</i>	No	√	√	16	5	Small
Tulip Tree, Arnold	'Arnold'	Magnoliaceae	<i>Liriodendron</i>	<i>tulipifera</i>	No	√	√	18	6	Medium
Tulip Tree		Magnoliaceae	<i>Liriodendron</i>	<i>tulipifera</i>	Yes	√	√	25	15	Large
Orange, Osage		Moraceae	<i>Maclura</i>	<i>pomifera</i>	No	X	√	12	12	Medium
Orange, Osage	'White Shield'	Moraceae	<i>Maclura</i>	<i>pomifera</i>	No	X	√	12	12	Medium
Cucumber Tree		Magnoliaceae	<i>Magnolia</i>	<i>acuminata</i>	Yes	X	√	16	16	Large
Apple, common		Rosaceae	<i>Malus</i>	<i>pumila</i>	Yes	X	Select	7	7	Small
Crabapple	'Prairie Fire'	Rosaceae	<i>Malus</i>		No	X	√	7	7	Small
Crabapple	'Royal Raindrops'	Rosaceae	<i>Malus</i>		No	X	√	7	7	Small
Crabapple	'Sargent'	Rosaceae	<i>Malus</i>		No	X	√	7	7	Small
Crabapple	'White Angel'	Rosaceae	<i>Malus</i>		No	X	√	7	7	Small
Crabapple	'Royalty'	Rosaceae	<i>Malus</i>		No	X	X	7	7	Small
Crabapple	'Spring Snow'	Rosaceae	<i>Malus</i>		No	X	X	7	7	Small
Redwood, Dawn		Cupressaceae	<i>Metasequoia</i>	<i>glyptostroboides</i>	No	√	√	15	8	Medium
Mulberry, Red		Moraceae	<i>Morus</i>	<i>rubra</i>	Yes	X	√	12	12	Medium

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Black Gum		Nyssaceae	<i>Nyssa</i>	<i>sylvatica</i>	Yes	√	√	13.5	8.5	Medium
Ironwood (Am. Hophornbeam)		Betulaceae	<i>Ostrya</i>	<i>virginiana</i>	Yes	√	√	12	8	Medium
Cork, Amur		Rutaceae	<i>Phellodendron</i>	<i>amurense</i>	Invasive	X	X	13	9	Medium
Spruce, White		Pinaceae	<i>Picea</i>	<i>glauca</i>	Yes	√	√	25	4.5	Medium
Spruce, Red		Pinaceae	<i>Picea</i>	<i>rubens</i>	Yes	X	X	20	8	Medium
Spruce, Black		Pinaceae	<i>Picea</i>	<i>mariana</i>	Yes	X	X	12	12	Medium
Spruce, Norway		Pinaceae	<i>Picea</i>	<i>abies</i>	No	√	√	25	10	Large
Spruce, Blue Pyramidal	'Fastigiata'	Pinaceae	<i>Picea</i>	<i>pungens</i>	No	√	√	6	2.5	Small
Spruce, Blue		Pinaceae	<i>Picea</i>	<i>pungens</i>	No	√	√	20	4.5	Small
Spruce, Blue Hoopsii	'Hoopsii'	Pinaceae	<i>Picea</i>	<i>pungens</i>	No	√	√	15	6	Medium
Pine, Eastern White	Pyramidal 'Fastigiata'	Pinaceae	<i>Pinus</i>	<i>strobus</i>	No	X	√	15	2.5	Small
Pine, Jack		Pinaceae	<i>Pinus</i>	<i>banksiana</i>	Yes	X	X	11	3	Small
Pine, Pitch		Pinaceae	<i>Pinus</i>	<i>rigida</i>	Yes	X	X	9	9	Medium
Pine, Scots		Pinaceae	<i>Pinus</i>	<i>sylvestris</i>	No	√	√	15	9	Medium
Pine, Red		Pinaceae	<i>Pinus</i>	<i>resinosa</i>	Yes	√	√	20	10	Large
Pine, Eastern White		Pinaceae	<i>Pinus</i>	<i>strobus</i>	Yes	√	√	24	11	Large
Pine, Austrian		Pinaceae	<i>Pinus</i>	<i>nigra</i>	No	X	√	18	15	Large
Planetree, Exclamation	'Morton Circle'	Platanaceae	<i>Platanus</i>	<i>x acerifolia</i>	No	√	√	16	10	Medium
Planetree, London	'Bloodgood'	Platanaceae	<i>Platanus</i>	<i>x acerifolia</i>	No	√	√	16	13	Large
Planetree, London		Platanaceae	<i>Platanus</i>	<i>x acerifolia</i>	No	√	√	20	20	Large
Sycamore		Platanaceae	<i>Platanus</i>	<i>occidentalis</i>	Yes	√	√	27	27	Large
Aspen, Trembling		Salicaceae	<i>Populus</i>	<i>tremuloides</i>	Yes	X	Select	10	5	Small

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Poplar, Balsam		Salicaceae	<i>Populus</i>	<i>balsamifera</i>	Yes	X	√	13	6	Medium
White Poplar		Platanaceae	<i>Populus</i>	<i>alba</i>	Invasive	X	X	12	12	Medium
Aspen, Large-toothed		Salicaceae	<i>Populus</i>	<i>grandidentata</i>	Yes	X	Select	18	12	Large
Cottonwood , Eastern		Salicaceae	<i>Populus</i>	<i>deltoides</i>	Yes	X	√	27	21	Large
Cottonwood , Black		Salicaceae	<i>Populus</i>	<i>trichocarpa</i>	No	X	√	27	21	Large
Plum, American		Rosaceae	<i>Prunus</i>	<i>americana</i>	No	X	X	5	5	Small
Plum, Canada		Rosaceae	<i>Prunus</i>	<i>nigra</i>	Yes	X	X	5	5	Small
Cherry, Choke		Rosaceae	<i>Prunus</i>	<i>virginiana</i>	Yes	X	√	5	5	Small
Cherry, Kwanzan	'Kwanzan'	Rosaceae	<i>Prunus</i>	<i>serrulata</i>	No	X	√	7	5	Small
Cherry, Pin		Rosaceae	<i>Prunus</i>	<i>pensylvanica</i>	Yes	X	√	8	8	Medium
Cherry, Black		Rosaceae	<i>Prunus</i>	<i>serotina</i>	Yes	X	√	15	6	Medium
Fir, Douglas		Pinaceae	<i>Pseudotsuga</i>	<i>menziesii</i>	No	√	√	20	5	Medium
Hop tree		Rutaceae	<i>Ptelea</i>	<i>trifoliata</i>	Yes	X	√	5	5	Small
Pear		Rosaceae	<i>Pyrus</i>	<i>calleryana</i>	Invasive	X	X	9	9	Medium
Oak, Red Kindred Spirit	'Bicolor Nadler'	Fagaceae	<i>Quercus</i>	<i>rubra</i>	No	√	√	10	2	Small
Oak, English	'Skinny Genes'	Fagaceae	<i>Quercus</i>	<i>robur</i>	No	√	√	15	3	Small
Oak, English Pyramidal	'Fastigiata'	Fagaceae	<i>Quercus</i>	<i>robur</i>	No	√	√	15	5	Small
Oak, English	'Skyrocket'	Fagaceae	<i>Quercus</i>	<i>robur</i>	No	√	√	20	5	Medium
Oak, Shumard		Fagaceae	<i>Quercus</i>	<i>shumardii</i>	Yes	√	√	12	12	Medium
Oak, Bur		Fagaceae	<i>Quercus</i>	<i>macrocarpa</i>	Yes	√	√	18	13	Large
Oak, English		Fagaceae	<i>Quercus</i>	<i>robur</i>	No	√	√	18	13	Large
Oak, Swamp White		Fagaceae	<i>Quercus</i>	<i>bicolor</i>	Yes	√	√	15	15	Large

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Oak, Chinquapin		Fagaceae	<i>Quercus</i>	<i>muehlenbergii</i>	No	√	√	15	15	Large
Oak, Pin		Fagaceae	<i>Quercus</i>	<i>palustris</i>	Yes	√	√	20	13	Large
Oak, Red		Fagaceae	<i>Quercus</i>	<i>rubra</i>	Yes	√	√	16	15	Large
Oak, Black		Fagaceae	<i>Quercus</i>	<i>velutina</i>	Yes	√	√	20	20	Large
Oak, White		Fagaceae	<i>Quercus</i>	<i>alba</i>	Yes	√	√	20	20	Large
Locust, Black		Fabaceae	<i>Robinia</i>	<i>pseudoacacia</i>	Invasive	X	X	9	6	Small
Willow, Golden Weeping	'Tristis'	Salicaceae	<i>Salix</i>	<i>alba</i>	No	X	√	20	20	Large
Willow, Black		Salicaceae	<i>Salix,</i>	<i>nigra</i>	Yes	X	√	10	5	Small
Willow, Peach leaf		Salicaceae	<i>Salix,</i>	<i>amygdaloides</i>	Yes	X	√	9	6	Small
Willow, Corkscrew	'Totuosa'	Salicaceae	<i>Salix,</i>	<i>matsudana</i>	No	X	√	10	7	Medium
Sassafras		Lauraceae	<i>Sassafras</i>	<i>albidum</i>	Yes	√	√	8	8	Medium
Pagoda Tree, Japanese		Fabaceae	<i>Sophora</i>	<i>japonica</i>	No	X	√	22	20	Large
Mountain-Ash, American		Rosaceae	<i>Sorbus</i>	<i>americana</i>	Yes	X	√	6	6	Small
Mountain-Ash, Showy		Rosaceae	<i>Sorbus</i>	<i>decora</i>	Yes	X	√	7	6	Small
Lilac, Japanese Tree	'Ivory Silk'	Oleaceae	<i>Syringa</i>	<i>reticulate</i>	No	√	√	8	4	Small
Cypress, Bald		Cupressaceae	<i>Taxodium</i>	<i>distichum</i>	No	X	√	20	8	Medium
Cedar, Emerald	'Emerald'	Cupressaceae	<i>Thuja</i>	<i>occidentalis</i>	No	X	√	4	1	Small
Cedar, Black	'Nigra'	Cupressaceae	<i>Thuja</i>	<i>occidentalis</i>	No	X	√	5	1.5	Small
Cedar, Eastern White		Cupressaceae	<i>Thuja</i>	<i>occidentalis</i>	Yes	X	√	20	3	Small
Basswood		Malvaceae	<i>Tilia</i>	<i>americana</i>	Yes	X	√	27	13	Large
Linden, Little-leaf		Malvaceae	<i>Tilia</i>	<i>cordata</i>	No	X	√	17	20	Large
Hemlock, Eastern		Pinaceae	<i>Tsuga</i>	<i>canadensis</i>	Yes	X	√	20	5	Medium
Elm, White	'Princeton'	Ulmaceae	<i>Ulmus</i>	<i>americana</i>	No	√	√	21	15	Large

Common Name	Cultivars	Family	Genus	Species	Native	Roads	Parks	Est. Height (m) at Maturity	Est. Width (m) at Maturity	Stature
Elm, White		Ulmaceae	<i>Ulmus</i>	<i>americana</i>	Yes	X	X	24	15	Large
Elm, Accolade	wilsoniana	Ulmaceae	<i>Ulmus</i>	<i>japonica</i>	No	√	√	23	20	Large
Elm, White	'Valley Forge'	Ulmaceae	<i>Ulmus</i>	<i>americana</i>	No	√	√	21	21	Large
Elm, Slippery		Ulmaceae	<i>Ulmus</i>	<i>rubra</i>	No	X	X	12	9	Medium
Zelkova, Japanese	'Gold Falls'	Ulmaceae	<i>Zelkova</i>	<i>serrata</i>	No	X	√	11	7	Medium
Zelkova, Japanese		Ulmaceae	<i>Zelkova</i>	<i>serrata</i>	No	X	√	15	15	Large



PORT COLBORNE

Subject: Waterfront Road Allowances

To: Council - Public Meeting

From: Public Works Department

Report Number: 2024-143

Meeting Date: July 23, 2024

Recommendation:

That Public Works Department Report 2024-143 be received; and

That Council direct the Director of Public Works to implement the following:

1. Retain ownership of the 7 waterfront road ends.
2. Install benches and waste receptacles at the waterfront entry points on Pleasant Beach Road, Wyldewood Road, and Pinecrest Road.
3. Include the waterfront road ends within the Active Transportation Masterplan for review.
4. Remove existing signage related to the pandemic parking prohibition.
5. Continue to highlight and drive tourism to the City's destination locations including Nickel Beach, Centennial Park, and H.H. Knoll Park.
6. Install sign boards at road end locations to indicate the location, proximity to Nickel Beach and Centennial Park, and rules to respect the environment.
7. Collect existing gate keys & return deposits.
8. Install/Upgrade gates at all 7 road end locations to allow pedestrian access and restrict vehicular access.
9. Create a by-law to restrict vehicular access and parking between the lake and gate on all 7 road ends to replace all other relevant by-laws.
10. Create a process for waterfront access through a Municipal Consent Permit; and

That Council approve increasing the Road Ends capital budget to \$140,000 by pre-encumbering the 2025 capital and related budget by \$40,000.

Purpose:

This report is being presented as a result of the Lake End Road Study that was completed by Sierra Planning and Management (SPM). The study assessed the use of specific roadways that terminate at the Lake Erie shoreline in the rural area of Port Colborne and provided recommendations per location based on public consultation. Staff have reviewed the recommendations presented by SPM and have provided points of discussion and in certain instances actionable measures to improve or protect the road ends.

Background:

The City of Port Colborne owns multiple roads that terminate at the Lake Erie shoreline. Some of these locations contain infrastructure such as storm sewer pipes and outlets, some act as pedestrian or vehicular accessways to the lake, and some, due to the area, are sand covered and thus informally used as beaches.

In 2020, SPM was retained by the municipality to review the lake end roads due to the following:

- Use of the road allowance as a beach with the related problems of parking, lack of amenities, and for the visiting public;
- Correlated, a lack of protection for private property rights as these road ends are not operating parks with associated by-laws;
- The efficacy of, and issues surrounding, the use of gates to restrict vehicular access;
- Public right to access the road ends within the 66-foot right-of-way;
- Property boundaries that often extend to the high-water mark of the shoreline or, in some case, extend into the water;
- Deeded right of access to the shore for property owners without waterfront;
- The value of these access points to the shore, the importance of the public vistas and the need to enable appropriate public access; and
- The broader opportunity for showcasing Lake Erie in the City as a fundamental part of the City's economic development, tourism, heritage, and cultural competitive advantages.

During the study period, SPM conducted interviews with surrounding property owners and interested stakeholders, conducted a public meeting, and implemented an online feedback forum to ensure all aspects were taken into consideration. A final document was drafted and circulated for public review before being presented to City Council in a finalized version.

The study focused on the following 7 Port Colborne owned waterfront road allowances that terminate at Lake Erie:

- Lorraine Road (Currently Gated Access)
- Weaver Road (Currently Open Access)
- Pinecrest Road (Currently Open Access)
- Cedar Bay Road (Currently Open Access)
- Silver Bay Road (Currently Gated Access)
- Wyldewood Woad (Currently Gated Access)
- Pleasant Beach Road (Currently Gated Access)

During the 2024 budget deliberations, Council approved \$100,000 as a placeholder for any works resulting from this report; to date this budget remains unspent.

Discussion:

Each of the seven locations assessed have their own distinct character and have been assessed with this in mind. Staff have reviewed these locations through an individual lens while having an overarching goal of ensuring consistency whenever possible. Overall consistency is recommended within specific areas such as parking, lakefront access, and signage whereas improvements to the user experience are recommended by specific location.

Public consultation guided the SPM report and in turn the recommendations. Staff have reviewed these recommendations based on current events and provided key actions for the City to implement. SPM's recommendations followed by Staff recommendations are provided in Appendix A.

Internal Consultations:

The City's Transportation and Parks Division was consulted on current issues and solutions that have brought these recommendations forward and the By-Law Division was consulted on historical and current enforcement issues surrounding parking in the area. The City solicitor's recommendations to mitigate risk to the municipality regarding the species at risk and restricting vehicular access have been incorporated within this report's recommendations.

Financial Implications:

The 2024 Budget deliberations approved \$100,000 as a placeholder for the implementation of actions proposed within this report. The cost for this work is estimated to be \$140,000. Staff recommend increasing the Road Ends capital budget to \$140,000 by pre-encumbering the 2025 capital and related budget by \$40,000.

Public Engagement:

Public engagement included an online survey, interviews with commercial property owners at or near the road end limits, multiple public meetings, receipt of online feedback, and public consultation on the draft SPM report.

Strategic Plan Alignment:

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

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

Conclusion:

The City's consultant and staff have gathered input from the community to ensure their vision is implemented. Since the finalization of the SPM report further information regarding species at risk within the immediate areas has limited the available options regarding access to the waterfront, requiring gated structures to be put in place. The recommendations within this report will enhance the aesthetics of the waterfront road ends while minimizing risk to the City.

Appendices:

- a. SPM & Staff Recommendations
- b. SPM Road Allowance Report
- c. LCA Environmental Consultants Letter

Respectfully submitted,

Steve Shypowskyj
Director of Public Works
905-228-8133
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.

Appendix A

Sierra Planning Management & Staff Recommendations

SPM Recommendation #1

The City should maintain the current policy of maintaining the beach locations as part of the road allowance; as such the City should not designate any of the road allowances as public parks. The City should continue to focus its services to the visiting public at the existing waterfront parks located on the Lake Erie waterfront across its jurisdiction.

Staff Recommendation – Staff recommend continuing to promote Nickel Beach, Centennial Park, and H.H. Knoll Park to the public.

SPM Recommendation #2

The City should not contemplate the sale – partial or otherwise – of any of the beach ends of the road allowances under this study.

Staff Recommendation – Staff recommend the City retain ownership of the 7 waterfront road allowances reviewed.

SPM Recommendation #3

The City should not contemplate the full closure of access along the road allowance to the beach ends through fencing or otherwise – maintaining public access is an important service in and of itself; more importantly, consultation made clear that the community surrounding the road allowances views their ability to ensure passive access to the Lake through the road allowance as a defining attribute of their residential amenity.

Staff Recommendation – Staff recommend maintaining pedestrian access to the waterfront road allowances. It is also recommended that the road allowances be gated to prevent vehicular access and the City's Road End Operations Manual be followed at the 7 waterfront road allowances. Please see Staff Recommendation #12 which further discusses road end gates and access.

SPM Recommendation #4

Within the road allowance, consideration should be given to ensuring that the pedestrian realm is improved – from safety improvements, to provision for accessibility challenged individuals, to improved signage and road markings.

Staff Recommendation – Staff recommend that new signage be installed at the entranceway to each waterfront road allowance, indicating the location, proximity to Nickel Beach and Centennial Park, and rules to respect the environment.

SPM Recommendation #5

Contrary to the views of some, there is a need to accommodate the public interest in these nodes – and provide a modicum of amenity within the road allowance close to its termination. This can be as simple as bench seating, affixed in place, and suitably designed garbage receptacles. This is not a universal requirement but is applicable to certain road ends. Furthermore, these amenities are not located on the beach itself but in the paved or gravel shoulder of the existing road at its intersection with the beach.

Staff Recommendation – The waterfront road ends are rural with many having narrowed terminations which pose issues with the installation of fixtures in the right of way. There are three locations that will permit the installation of a single bench and waste receptacle; staff recommend installing these fixtures at the following locations:

- Pinecrest Road
- Wyldewood Road
- Pleasant Beach Road

SPM Recommendation #6

The City should revamp its parking restrictions bylaw in specific regard to the road ends and that portion of the allowance north generally to the Friendship trail. Those parking controls should seek to achieve the following:

- a) Enable existing property owners to obtain permit parking for on-street parking for their own purposes;
- b) Provide for limited duration parking (measured in several hours at most) in proximity (within reasonable 5 minute walking distance) to the beach;
- c) Continue to provide off-street parking as currently provided for in the road allowances;
- d) Importantly, prioritize the provision of accessible parking provisions closest to the access point to the beach end.

Staff Recommendation – Please see Staff Recommendation #8.

SPM Recommendation #7

The specifics of the parking prohibitions has drawn a range of opinion from the public and the City should further determine the appropriate balance between the contrasting goals of a) maintaining vehicular parking for those members of the public that wish to visit the beach end and b) enable current owners of properties to enjoy residential

standard parking restrictions which should enable on-street parking. This indicates that permit parking is likely to be warranted.

Staff Recommendation – Please see Staff Recommendation #8.

SPM Recommendation #8

The specific balance of controls should be applied differently between the road allowances – one size does not fit all and for the less well visited beach ends, outright parking prohibition should be avoided, in favour of time-limited parking.

Staff Recommendation – At the beginning of the COVID pandemic, many Ontario beaches were closed which caused an influx of people searching for waterfront locations to enjoy. Many of the people found the Lake Erie access points through Port Colborne’s road ends and Centennial Park. Several issues came forward due to infrastructure not being in place to accommodate an excess of people at those particular locations. One of the major changes implemented was the restriction of parking in specific roadside locations. The intention of prohibiting parking was to ensure areas did not get overcrowded causing similar issues to the one faced at the beginning of the pandemic. The parking prohibition included the following:

Highway	Side	From	To	Times/Days
Lorraine Rd.	East & West	Lake End	Approximately 1735m north to the Friendship Trail	May 1 st to October 31 st inclusive
Weaver Rd.	East & West	Lake End	Approximately 1672m north to the Friendship Trail	May 1 st to October 31 st inclusive
Pinecrest Rd.	East & West	Lake End	Approximately 1852m north to the Friendship Trail	May 1 st to October 31 st inclusive
Cedar Bay Rd.	East & West	Lake End	Approximately 1333m north to the Friendship Trail	May 1 st to October 31 st inclusive
Silver Bay Rd.	East & West	Lake End	Approximately 1200m north to the Friendship Trail	May 1 st to October 31 st inclusive
Wyldewood Rd.	East	Approximately 378m north of the Lake End	Approximately 1060m north to the Friendship Trail	May 1 st to October 31 st inclusive

Wyldeewood Rd	West	Approximately 215m north of the Lake End	Approximately 840m north to the Friendship Trail	May 1 st to October 31 st inclusive
Pleasant Beach Rd.	East & West	Beach Rd	Approximately 840m north to the Friendship Trail	May 1 st to October 31 st inclusive
June Rd.	North & South	Cedar Bay	West Limit	May 1 st to October 31 st inclusive
Merkel Rd.	North & South	Cedar Bay	West Limit	May 1 st to October 31 st inclusive
Firelane #4	North & South	Cedar Bay	West Limit	May 1 st to October 31 st inclusive
Firelane #7	North & South	Silver Bay	East Limit	May 1 st to October 31 st inclusive
Firelane #8	North & South	Silver Bay	West Limit	May 1 st to October 31 st inclusive
Firelane #9	North & South	Silver Bay	East Limit	May 1 st to October 31 st inclusive
Firelane #22	North & South	Pleasant Beach Rd.	East Limit	May 1 st to October 31 st inclusive
Firelane #23	East & West	Firelane #22	North Limit	May 1 st to October 31 st inclusive

Today these restrictions cause issues for local residents and their visitors not having the ability to park roadside. Staff have reviewed changing the prohibited parking area to authorized parking zones which would allow users with Porticipate passes to park roadside throughout the year. Alternatively, staff reviewed the removal of the parking prohibitions to not only allow residents and their guests to park roadside but also prevent the complications that arise from managing and enforcing multiple authorized parking zones spread throughout the rural area.

Both the City's Transportation, and By-Law Divisions have noted that the issues once faced during the pandemic are not issues being faced today. While By-Law has noted that enforcement is still required at Wyldeewood and Pleasant Beach Roads, the two

locations that offer angular parking, they support the removal of the parking prohibition surrounding the 7 roads studied.

Staff recommend the removal of all signage supporting the parking prohibition outlined within the chart above.

SPM Recommendation #9

The City should educate all visitors as to the status of the beach ends – that they are not operable parks, that staff (including life guards) are not present and private property should be respected.

Staff Recommendation – Staff recommend wording be included within the proposed signage identified in Staff Recommendation #4.

SPM Recommendation #10

Most importantly the City should invest in communications – both online and through signage and wayfinding to advertise, direct and attract visitors to the public beaches (e.g. Nickel Beach, Centennial Park, H.H. Knoll Park, etc.). This, coupled with enforced time-limits on parking can help redirect people to the public beaches.

Staff Recommendation – Staff recommend the City continue to promote Nickel Beach, Centennial Park, and H.H. Knoll Park to the public.

SPM Recommendation #11

Consider the soft tourism opportunity associated with these “windows on the lake” – by associating the vistas and corridors with active transportation. These are not beaches, but they can and should be seen as great “look-outs”. They are not owned by local residents but are publicly owned. The crux of the matter is achieving the correct carrying capacity for visiting the beach ends. The use of beach ends by local residents and low impact visitors (such as hikers and cyclists) may be appropriate moves in terms of gaining the necessary balance.

Staff Recommendation – Staff have included these locations for review in the Active Transportation Master Plan.

SPM Recommendation #12

Regarding vehicular gate access, the primary goal of any policy should be the avoidance of any and all unnecessary vehicular activity on these beach ends. Specifically:

a) Because these are considered road ends, it does not follow that vehicles can automatically have the right of entry on to the beach ends. Accordingly, the principle of gated access is appropriate.

b) We are persuaded that the location of the existing gates is appropriate and that those ends that do not have access gates, do not require them.

c) The gates themselves should not constrain the ability of the public to access the beach ends on foot. Neither should those persons that require accessibility / mobility assistance be constrained by virtue of the gate. In our view, the decision should be weighed as to what efforts should be made within the road allowance to recognize that people do, and will continue to, visit the beach ends, and determine a modest level of amenity provision. This is primarily a need at Wyldewood and Pleasant Beach Road beach ends.

d) The effective management of keyed access is a policy that can be effective. At this time, the City has rightly identified a policy to limit vehicular access to those that require it for Municipal Consent Purposes (MCP) as well as for those with accessibility requirements. As we heard in consultation, some have informally used the road ends to access the waterfront side of properties, launch boats or haul equipment to/from the beach. There is no right to drive onto the beach as the municipality controls this through the use of a locked gate. Nor is deeded access right likely to be so precise as to identify the form of transportation to the shoreline. What is clear is that there is a reasonable accommodation that can be achieved to effect balance between the needs of adjacent property owners and others in the community and prevent the excesses that come with unfettered access.

e) Accordingly, the City should consider a technology-based method of granting keyed access that it can control without concern over the distribution of key access beyond those who are considered eligible.

f) So who is eligible? This is perhaps a question for the next level of detailed implementation planning. However, in our view, this should be an extension from the MCP approach and enable residents the ability to access the beach in vehicles for specific recreational purposes. Those purposes would need to be categorized. The intent would not be to enable daily access for someone to drive onto the beach to launch a small craft. These locations are not municipal boat launches. However, reasonable accommodations would suggest that infrequent access for recreation purposes involving access to the water should be provided for.

g) The City can also limit the number of keys (fobs) in circulation to further maintain the balance of access needs.

Staff Recommendation – Road End Gates and Access

The City currently has a controlled key program to allow waterfront area residents access to the waterfront through the City's gates. A Key Request Form can be completed by the resident and with a \$75 deposit, a key that allows access to the waterfront is provided. Currently there are 43 registered residents with a key.

Keyed access has posed issues with the gates being continually left open causing staff to respond during the day or after hours to close them. The locks are also continually cut or damaged to prevent the gates from either being opened or closed. Area residents have notified staff that keys have been duplicated, allowing unregistered individuals vehicular access to the waterfront.

In 2023, the City retained biologists to monitor the toad activity at Nickel Beach. The monitoring confirmed the presence of the Fowler's Toad. The Fowler's Toad is an endangered species meaning that automatic protection is granted to individuals and their habitat. Its habitat includes sand dunes and deep sands for hibernation, wetlands, drains and ponds with a sand or bedrock substrate for breeding, shorelines including dunes and beaches for feeding, open to moderately vegetated beaches for shelter and dispersal.

This monitoring led to the creation of an Operations Manual for the beach which limited vehicular use to specific maintenance operations and emergency vehicle access during set times of the day and year. Activities required outside of the approved Operations Manual, or approved timeframe, are subject to Ministry of the Environment, Conservation and Parks (MECP) approval.

Similarly, the waterfront road allowances have the same endangered species concerns and monitoring has taken place to determine if the Fowler's Toad is present and if the road end habitat would support the Fowler's Toad. In all 7 road end locations there is potential for hibernation, breeding, or refuge. Based on the potential for Fowler's Toad to be present at these locations, a Road End Operations Manual has been created and approved by the MECP. This manual differs from the Nickel Beach Operations Manual as it's specific to road end maintenance activities.

The Road End Operations Manual also includes the Eagle Marsh Drain outlet on Lakeshore Road West, the Rosemount Street storm sewer outlet, the Steele Street storm outlet, and the Wignell Drain outlet located off Lakeshore Road East. Adding these locations to the Road End Operations Manual ensures consistency and care is taken based on each road end's, or outlet's, surroundings.

Due to the current issues being faced with the gate access process and the potential for Fowler's Toad to be present at any of the waterfront road ends, staff recommend that a gate system be put in place at all 7 locations. The gate system will be managed by the City with access permitted through the Municipal Consent Process. Written approval from the MECP and/or the Niagara Peninsula Conservation Authority prior to the MCP being approved will be required. Access will not be granted for recreation but rather for construction access to maintain/build shoreline retaining walls, or wells. The gates installed will still allow pedestrian access at all locations.

The Endangered Species Act (ESA) outlines penalties for conviction under the act with a first offence being a fine of not more than \$1,000,000 in the case of a corporation and double for a second offence. The penalties also state that an offence involving more

than one animal, the maximum that may be imposed is the amount that would otherwise apply multiplied by the number of animals that are involved. The MECF has confirmed that if an individual or association causes an offence on the City's right of way, the City will also be held mutually liable. Any fines for contravening the ESA are uninsurable. By gating the road ends to prevent access to vehicles, the City is taking appropriate steps to ensure the species at risk in the area are protected. According to the ESA (2007) legislation, "a person shall not be convicted of an offence under this Act if the person establishes that,

- a) the person exercised all due diligence to prevent the commission of the offence;
or
- b) the person honestly and reasonably believed in the existence of facts that, if true, would render the person's conduct innocent. 2007, c. 6, s. 39."

To transition to this system the waterfront property owners will be notified of the process required to complete shoreline works. The existing key holders will be able to return their key in exchange for their \$75 deposit. Deposits will only be returned to registered key holders. The expected cost of returning the 43 deposits is \$3,225.

SPM Recommendation #13

As to whether the City should consider the payment of a fee for the use of a key on an annual basis, we do not suggest this is necessary other than the potential for a deposit on keys which is then returned at the end of the outdoor season. These can be provided again in following seasons. This may seem onerous but in the context of effective ways to ensure best use of the beach and keep vehicles off the beach ends, these administrative protocols are worth an assessment of feasibility.

Staff Recommendation – Please see Staff Recommendation #12 – Road End Gates and Access.

SPM Recommendation #14

The intent to more clearly link keyed access to specific purposes is, in our view, reasonable. This may well extend, as suggested, beyond access only for MCP, but regardless the aim should be to avoid the problems associated with vehicles on beaches. The gates are themselves the first line of control – adequate management of the keys is the next logical requirement to make the original purpose of the gates worthwhile – to improve conditions rather than prevent all access.

Staff Recommendation – Please see Staff Recommendation #12 – Road End Gates and Access.

SPM Recommendation #15

The question of whether to charge for parking is an important one. Our view is that in peak summer season (July-August) the imposition of a charge for parking on-street

along those road allowances that have the highest visitor demand (Wyldeewood and Pleasant Beach) has merit alongside prohibitions to alleviate overuse. Technology can be deployed to ensure easy payment compliance and enforcement during the summer period should be a priority.

Staff Recommendation – Staff recommend proceeding with unpaid parking in the Pleasant Beach and Wyldeewood Road parking areas. Alternatively, Council has the ability to implement a paid parking system within these areas using Honk Mobile, similar to the parking implementation during City events in the downtown core and parking at Nickel Beach. Should an issue arise where vehicles are continuously parked in the same location day after day, staff will recommend moving to Honk Mobile to prevent long term use of the limited parking spaces.



Review of Road Allowances as Informal Beach Access

REPORT | April 2022

Page 277 of 427


Sierra Planning and Management
advice • strategy • implementation

Contents

1	INTRODUCTION	3
1.1	PROJECT RETAINER	3
1.2	CHRONOLOGY OF CONSULTATION	3
1.3	LIMITATIONS OF ANALYSIS	4
1.4	PROJECT ANTECEDENTS	4
2	POLICY BACKGROUND	6
2.1	RECENT PARKS AND RECREATION MASTER PLAN	6
2.2	HISTORY OF MUNICIPAL BY-LAWS	6
2.3	HISTORIC BY-LAW MECHANISM	7
2.4	PARKING RESTRICTION OPTIONS	12
2.5	RIGHT OF ACCESS	12
3	THE ROAD ENDS	14
3.1	THE LOCATIONS	14
3.2	FUTURE CITY POLICY ON GATE ACCESS	15
3.3	RANGE OF NEEDS TO BE SERVED – EACH LOCATION IS UNIQUE	17

4 CONSULTATION 18

4.1 BREADTH OF CONSULTATION 18

4.2 SURVEY METHODOLOGY 19

 4.2.1 *Public Survey:* 20

4.3 PUBLIC MEETING DECEMBER 14, 2021 29

4.4 PUBLIC CONSULTATION FEBRUARY 2022 34

 4.4.1 *Comments in Favour of Ensuring Road Ends/Beach Remain Publicly Accessible* 35

 4.4.2 *Comments in Favour of Restricting Access to Road Ends/Beaches* 37

 4.4.3 *Comments Unrelated to Access* 39

5 RECOMMENDED SOLUTIONS BY LOCATION 41

5.1 GENERAL 41

5.2 LORRAINE ROAD 44

5.3 WEAVER ROAD 45

5.4 PINECREST ROAD 47

5.5 CEDAR BAY ROAD 49

5.6 SILVER BAY ROAD 51

5.7 WYLDEWOOD ROAD 53

5.8 PLEASANT BEACH ROAD 55

5.9 HOLLOWAY BAY ROAD 57

APPENDIX A: SURVEY INSTRUMENT

APPENDIX B: SURVEY RESULTS

1 Introduction

1.1 Project Retainer

We understand that the City has a requirement for a proactive assessment of how to address the negative impacts of informal access to Lake Erie by the public on the enjoyment of residential amenity by adjacent and nearby property owners. While the City requires a review of all such allowances which either operate as informal public beaches now or could do so in the future, the immediate focus is on those high profile locations that have generated media coverage by virtue of ongoing complaints by local residents.

We understand that the source of the complaints is the unintended use of the narrow road allowance for access to the Lake and the inevitable trespass (perceived or real) on surrounding beach frontage properties. These access points can act as visitor “honey pots”, bringing with them requirements for parking, clear policies of pedestrian and vehicular priority, basic amenities, protection of residential privacy and quiet enjoyment of property, as well as the necessity of enforcement of by-laws.

Beyond enforcement, there is a fundamental policy and planning decision to make regarding whether and to what extent any given road allowance should be designated as public open space for access to the Lake, and appropriate level of public visitation capacity built into a program for municipal operation and maintenance of the beach and the associated infrastructure.

Sierra Planning and Management has addressed open and unopened road allowances¹ and shore road allowances both in terms of the opportunities that they present for managed public access to bodies of water, and the need to mitigate the unintended consequences of public ownership. Our solutions have included a range of policy, by-law, design and planning, and operational considerations. While the issues and opportunities can be expected to vary across jurisdictions, common to all is the need to develop a “tool kit” of policies and actions that can ensure effective municipal management of its land holdings and protect residential amenity, commercial activity, health and safety of visitors and residents alike, and ensure environmental protection.

1.2 Chronology of consultation

Consultation with property owners is central to any successful strategy. The City of Port Colborne delivered a public survey to the residents and a Public Meeting was held in December 2021 to solicit feedback on a number of different perspectives that are relevant to creating a workable range of solutions:

- Public at large and beach goers;
- Adjacent property owners;
- Potential commercial partners;
- Cottage owners; and
- Council and management of the City.

The project commenced in October 2020, with the principal aim of effective consultation to arrive at the opinions, concerns and opportunities identified by local residents in response to the higher rates of public use and congregation at the Beach ends of certain road allowances in the City. This report provides full details regarding the methodology and execution of research and opinion gathering with local residents, business owners and others in the City.

¹ Unopened road allowance per Municipal Act, one that is not open and assumed for maintenance by the municipality. This report pertains only to the open road allowances within the

defined study area and excludes any unopened road allowances. A road allowance constitutes a highway as per Section 26 of the Municipal Act, 2001, S.O. 2001, c.25. with provision for the

municipality to pass by-laws governing use of the road allowance under Section 27 of the Act.

In terms of the timing of such work, the following is of note:

- **December 2020 to February 2021:** Online Survey of (a) property owners within a defined zone surrounding the road allowances under study; and (b) any other interested person;
- **October – December 2020:** Interviews with commercial property owners at or near the beach ends of the road allowances;
- **Interested Stakeholders:** Kitesurfing group; Port Colborne Business Improvement Area (BIA).
- **Update Council Presentations:** January 11, 2021; April 26, 2021; and December 20th, 2021.
- **Public Meeting:** to discuss concerns, process, emerging consultant recommendations (December 14, 2021).
- **Online Public Feedback:** requested up to a receipt deadline of January 9, 2022.
- **Public Meeting** to discuss concerns, process, emerging consultant recommendations in February 2022.
- **A DRAFT REPORT:** published in February and subject to additional public review.
- **Public Consultation:** Draft Report public review (February 2022).

The present report takes into account the feedback provided following the posting of the draft report for public input in February.

It should also be recognized that alongside this work plan, the City has over the course of the last 12 months addressed the matter of parking and vehicular access to the beach end of the road allowances. Most relevant in this regard are the recommendations contained in Staff Report 2020-90 and 2020-108. The recommendations of that report are reviewed for context later in this report, and we note that public consultation that has occurred as part of the present assignment is relevant to the final outcomes of the City's policy on vehicular access to the beach end road allowances.

1.3 Limitations of Analysis

For purposes of this Report, Sierra Planning and Management rely on a range of information sources, including information provided by the City of Port Colborne, stakeholder consultations, results of an online resident survey, as well as some secondary sources of information such as by-laws, policies, reports and legal documents, and submissions by interested parties provided to the consultant.

While every effort is taken to ensure the accuracy of this information, the consultant team is primarily responsible for ensuring the accuracy of primary sources of information (that which is created by the consultant through survey, field review, and interviews). As regards secondary sources of information (information supplied to or obtained by the consultant), Sierra Planning and

Management makes no representation as to the accuracy or completeness of the information received. The content of this report is based therefore on the consultant's knowledge, information available and mitigating circumstances at the time of writing. Any use of this report by a third party is entirely at its own risk.

1.4 Project Antecedents

The immediate impetus for the review of futures for access, operation and management of the road allowances and their termination at the shoreline, was the dramatic increase in visitation to these road allowances from out of region during the Pandemic. While it is possible to more closely control access and duration of stay to a) City residents and b) for short periods only, at beach parks operated by the City, it is more problematic to address crowding, impacts on residential amenity, litter, noise and disturbance when the site in question is a road allowance with little or no amenities for beach-goers.

This was the case facing the City and while it has enacted successful strategies for prioritizing access to beaches by local residents – as have other municipalities along the great lakes in Southern Ontario during 2021 – the need for policy and strategy to balance the needs of stakeholders and residents at the road ends remains.

Notwithstanding, it is important to note that the issues of crowding and trespass created by the Pandemic have merely exposed the unresolved questions of how to effectively manage the road ends and balance the needs of residents, visitors and the City as having jurisdictional control and responsibility for the right of way (R.O.W.).

These issues can be briefly enumerated as follows:

- Use of the road allowance (beach) as a beach with the related problems of parking, lack of amenities, and for the visiting public;
- Correlated, a lack of protection for private property rights as these road ends are not operating parks with associated by-laws;
- The efficacy of, and issues surrounding, the use of gates to restrict vehicular access;
- Public right to access the road ends within the 66 foot R.O.W;
- Property boundaries that often extend to the high water mark of the shoreline or, in some case, extend into the water;
- Deeded right of access to the shore for property owners without waterfront;
- The value of these access points to the shore, the importance of the public vistas and the need to enable appropriate public access; and
- The broader opportunity for showcasing Lake Erie in the City as a fundamental part of the City's economic development, tourism, heritage and cultural competitive advantages.

The City is not alone in tackling these related issues. Many communities in Ontario have had to address matters of shoreline access, the pressures of accommodating parking in areas (trail heads, road allowances and other places where infrastructure capacity is lacking), encroachment by property owners and the competing demands for public access to water.

There are many municipalities that recognize the value associated with waterfront property ownership from an open space and trails perspective and seek to obtain land over time as it becomes available on the market to create a connected waterfront. Property ownership at the shoreline of Lake Erie in this location does not lend itself easily to such a strategy although purchase of waterfront land for public recreation purposes is something that Niagara Region and area municipalities have pursued.

For the purposes of this report, the reference to “beach” is generally intended to reflect the shoreline termination of the road allowance. While the shoreline within the open road allowance is publicly accessible, none of the seven road allowances under review are **public parks**. For the purposes of this report, a public park refers to a designated land use category of open space for which the municipality has defined its use and any amenities therein as being for public enjoyment – most importantly a park represents an operational matter with an expected level of service in terms standards of amenity – parking, litter control, accessibility measures, signage, and monitoring; very often parks are managed with reference to parks standards by-laws.

None of the seven locations are therefore beaches in the anticipated sense of being publicly managed open space with the provision of park amenities. They are also 66 ft wide with beaches either side under private ownership.

2 Policy Background

2.1 Recent Parks and Recreation Master Plan

The City of Port Colborne recently (2019) completed the development of a Parks and Recreation Master Plan. There are no plans identified or recommended that include the transfer of the beach ends of the road allowances to be converted to public parks. To do so would be to add to the inventory of public parks located within the City and would require analysis in terms of whether such designations are required to serve local park needs or serve a larger service area, potentially the City as a whole.

While these road ends are of course visited by many non-local persons, in planning policy terms there is a need to determine the scale of park that would be necessary. This is because the City, in adopting a parks plan of recent date, has determined the level of service it anticipates for the future period to 2030. Any change to this plan would require a conformity exercise.

If the park is anything but a local, neighbourhood park, policies of the master plan would likely dictate its categorization as city-serving. Because these road ends (or certain of them) serve a city-wide or even a regional market, it would not be appropriate to designate them as local neighbourhood parks. At 66 ft in width, these are small tracts of land (dynamic beach). Accordingly, we do not recommend any consideration of designating the beach ends of the road allowances as operational City parks.

In reality, it is the informality of their use as public spaces and “windows” on the Lake, the underscores their value to the open space system in the City and Niagara Region as a whole. This report addresses and supports that reality and creates recommendations that, if adopted, can help clarify the importance of these beaches as informal public spaces, valued by local residents and the public at large.

2.2 History of Municipal By-Laws

Over the years, the City has addressed a number of the complaints from private property owners in the vicinity of the road allowances (and most notably the two most highly visited roads – Wyldewood and Pleasant Beach). It is not the purpose of this report to itemize the nature of complaints, but our overview of past City reports and actions indicates that there is a concern with the volume of cars and people accessing the beach R.O.W. with the attendant problems associated with lack of facilities (washrooms, litter controls/garbage containers, municipal staff enforcement on-site). These experienced realities need to be viewed alongside the need to maintain public access.

Some of the more relevant reports are listed below. Details can be provided by reference to the actual reports themselves held by the City in its records database.

Exhibit 1. City Reports

Report Number	Report Title
2016-59	Parking and Traffic Tow away Zones
2016-60	Potentially Dangerous waters policy and signage
2016-126	Parking and Traffic Pleasant Beach Road
2018-42	Parking and Traffic Pleasant Beach Road
2020-90	Parking and Traffic Pleasant Beach Road
2020-108	Parking and Traffic Wyldewood Road
2002-14	Vehicular traffic on private beaches Silver Bay road/Wyldewood Road area
2002-56	Vehicular traffic on private beaches
2003-32	Control of Waterfront access
2006-31	Rumble strips on rural roads
2008-68	Key Control for Waterfront access
2012-12	Key Control of Waterfront access
2016-110	Region of Niagara waste collection services ward 4 fire lanes
2016-125	Region of Niagara waste collection services ward 4 firelanes – status update
2016-168	Pleasant Beach Road area firelanes waste collection region of Niagara
2017-32	Pleasant Beach Road area waste collection - ad hoc committee update
2005-46	Proposed regional road allowance policies
2018-95	Stopping up and closing of parts of Empire and Michael Roads and sale to Sun Communities Operating Limited Partnership
2020	Prohibition Certificate

Exhibit 2. Number of By-law Complaints and Parking Complaints

Year	Number of By-law Complaints	Number of Parking Complaints
2020 (Jan to Sept)	620	94
2019	818	128
2018	681	78
2017	648	95
2016	576	80

2.3 Historic By-Law Mechanism

The following summarises the relevant by-law controls in place and addresses parking restrictions as of late 2020, any information on access rights to the shore and speeding restrictions.

Exhibit 3. Summary of By-law Controls and Parking Restrictions as of Late 2020

Road Allowance	Parking Prohibitions / Restrictions	Access Rights	Speed Limits	Other
A - Lorraine	Prohibition: – Lorraine from Sept. 9, 2020, to Oct. 12, 2020 from Killaly St. East to Lake End, anytime, both east and west sides of the street			
B - Weaver	Prohibition: – Weaver from Sept. 9, 2020 to Oct. 12, 2020 from Killaly St. East to Lake End, anytime, both east and west sides of the street			
C - Pinecrest	Prohibition:			

Road Allowance	Parking Prohibitions / Restrictions	Access Rights	Speed Limits	Other
	<ul style="list-style-type: none"> – Pinecrest from Sept. 9, 2020 to Oct. 12, 2020 from Killaly St. East to Lake End, anytime, both east and west sides of the street – Vimy Ridge from Sept. 9, 2020 to Oct. 12, 2020 from Pinecrest to Cedar Bay, anytime, both north and south sides of the street 			
D - Cedar Bay	<p>Prohibitions:</p> <ul style="list-style-type: none"> – Cedar Bay from Sept. 9, 2020 to Oct. 12, 2020 from Highway 3 to Lake End, anytime, both east and west sides of the street – Vimy Ridge from Sept. 9, 2020 to Oct. 12, 2020 from Pinecrest to Cedar Bay, anytime, both north and south sides of the street – June Road from Sept. 9, 2020 to Oct. 12, 2020 from Cedar Bay to west limit, anytime, both north and south sides of the street – Merkel from Sept. 9, 2020 to Oct. 12, 2020 from Cedar Bay to west limit, anytime, both north and south sides of the street – Firelane 4 from Sept. 9, 2020 to Oct. 12, 2020 from Cedar Bay to west limit, anytime, both north and south sides of the street 	<ul style="list-style-type: none"> – City does not own beach promenade to the west of the Cedar Bay ROW, but due to a possible easement, may be liable for injury there. Recommended that the City post signs that are obviously visible at the entrance to the Beach Lands. 		
E - Silver Bay	<p>Prohibitions:</p> <ul style="list-style-type: none"> – Silver Bay from Sept. 9, 2020 to Oct. 12, 2020 from Highway 3 to Lake End, anytime, both east and west sides of the street – Firelane 7 from Sept. 9, 2020 to Oct. 12, 2020 from Silver Bay to east limit, anytime, both north and south sides of the street 			

Road Allowance	Parking Prohibitions / Restrictions	Access Rights	Speed Limits	Other
	<ul style="list-style-type: none"> – Firelane 8 from Sept. 9, 2020 to Oct. 12, 2020 from Silver Bay to west limit, anytime, both north and south sides of the street – Firelane 9 from Sept. 9, 2020 to Oct. 12, 2020 from Silver Bay to east limit, anytime, both north and south sides of the street 			
F - Wyldewood	<p>The By-law Enforcement Division proposes implementation of the following:</p> <ul style="list-style-type: none"> – Increased area of Prohibited Parking. – Tow away zones. – Permit parking for the cluster of cottages located at 575 Wyldewood Road. – Increased patrols after the erection of signage. <p>Aug. 24, 2020 recommendations:</p> <ul style="list-style-type: none"> – Create permit parking in front of 575 Wyldewood Road, approximately 16 stalls. – Create some Prohibited Parking/Tow-Away Zone from the beach end to the north limit of Firelane 13 – this is 720 metres (Centre line of Michael Drain) from the termination of the end of Wyldewood Road. 	<p>Parts of Empire and Michael Roads sold to Sherkston Shores in 2018, easement granted by SSI Property includes:</p> <ul style="list-style-type: none"> – LOS1R0 residents' access to Sherkston's beaches granted by pedestrian traffic only during resort beach dates/hours of operation – LOS1R0 residents' access is restricted to Elcan Hwy and Wyldewood Beach which access Sherkston Beach. – LOS1R0 residents do not have access to resort amenities – City granted access for maintenance of abandoned cemetery next to Road Allowance Lands – SSI Property confirms understanding that title to the Road Allowance Lands must be merged with adjoining lands at time of Road Allowance Conveyance – SSI Property will deliver a covenant in favour of the City not to allow legal access from and to Michael Road to and from any residential or other properties that are within the Sherkston resort lands except as provided in agreement 	<p>Aug. 24, 2020 recommendations:</p> <ul style="list-style-type: none"> – Reduce the speed limit south of the north limit of Wyldewood Road to 40 km/h, – sign previously erected, however, a by-law amendment is required. – Remove the illegal 25 km/hr speed limit sign. 	

Road Allowance	Parking Prohibitions / Restrictions	Access Rights	Speed Limits	Other
<p>G - Pleasant Beach</p>	<p>Prohibitions:</p> <ul style="list-style-type: none"> – Beach Road from Sept. 9, 2020 to Oct. 12, 2020 from Empire to Pleasant Beach, anytime, both north and south sides of the street – Firelane 22 from Sept. 9, 2020 to Oct. 12, 2020 from Pleasant beach to east limit, anytime, both north and south sides of the street – Firelane 23 from Sept. 9, 2020 to Oct. 12, 2020 from Firelane 22 to north limit, anytime, both east and west sides of the street <p>The By-law Enforcement Division has implemented the following:</p> <ul style="list-style-type: none"> – Increased area of Prohibited Parking – Tow away zones – Increased patrols to twice daily (7 days per week from May to September) <p>Staff has implemented or are in the process of implementing the following:</p> <ul style="list-style-type: none"> – An increase of patrols to three times per day when staff are available – Information signage is being developed – Paid duty Niagara Regional Police Officers enforcing on weekend shifts – Hiring an additional four month contract COVID Emergency Officer (similar COVID-19 duties to By-Law Enforcement Officer) 		<ul style="list-style-type: none"> – In July of 2020 staff recommended reducing speed limit south of Michener to 40 km/hr (from 60 km/hr) 	<ul style="list-style-type: none"> – In July 2020 staff recommended renaming Pleasant Beach Road

Road Allowance	Parking Prohibitions / Restrictions	Access Rights	Speed Limits	Other
	<p>In July of 2020 staff recommended to Council to:</p> <ul style="list-style-type: none"> – Extend Prohibited Parking/Tow-Away Zone to cover entire length of Michener Road – Extend the Prohibited Parking/Tow-Away Zone on Pleasant Beach starting at Beach Road – Increase tow away fines from \$60 to \$160 – Implement 1 hour parking in front of the restaurant "Rudders" 			
H - Holloway Bay				
General		<p>The research conducted by the By-law Enforcement Division determined that no legislative right of passage exists to walk the beach over private property. With the exception of the road allowances, which unless have been closed and conveyed, are public property. Trespassing on private property is not a municipal issue but rather a private matter.</p>		

2.4 Parking Restriction Options

In 2020 the City identified an approach to parking prohibitions on the road allowances that was designed to align parking allowances with the fact that these public spaces are not operational parks. Accordingly, the seasonal prohibition of parking in the vicinity of the road ends was designed to limit the demand from car-borne visitors to these road ends.

In the areas of the road allowances that are closer to the road ends, there was a progressive relaxation of prohibitions including time limited seasonal, daily parking, and in some instances the provision of Accessible parking spaces.

It should be emphasised that the parking restrictions were put in place as a trial and have expired in October 2021. Whether these same parking controls are re-introduced as-is, or in an adjusted way in 2022 is likely to be informed considerably by the public comments received as a part of this report.

2.5 Right of Access

A matter that is complex in itself as regards its significance over time and from beach to beach, is that of perceived public rights of access. As noted, many of the properties at the lake’s edge extend to the lake. These are private properties and the public that access the beach from the road allowance and continue to walk along the beach may, without the consent of the owners, be unknowingly committing trespass.

To complicate matters, this is not a matter of existing owners flatly refusing to enable passersby – many will be their neighbours for example – but is a question of impact. If the owners feel that their enjoyment of their property is not affected, this informal arrangement is acceptable to them. We suspect that many owners in the vicinity access and walk along the beach, without any impact on their neighbours. However, there is always the potential for impacts to be significant, as when people occupy beach lands beyond the R.O.W. for a significant length of time, bring equipment and even vehicles on to the beach and gather in numbers.

Exhibit 4. Parking Controls Trial (2021)

Highway	Side	From	To	Times/Days
Lorraine Rd.	East & West	Lake End	Approximately 1735m north to the Friendship Trail	May 1st to October 31 st inclusive
Weaver Rd.	East & West	Lake End	Approximately 1672m north to the Friendship Trail	May 1st to October 31 st inclusive
Pinecrest Rd.	East & West	Lake End	approximately 1852m north to the Friendship Trail	May 1st to October 31 st inclusive
Cedar Bay Rd.	East & West	Lake End	Approximately 1333m north to the Friendship Trail	May 1st to October 31 st inclusive
Silver Bay Rd.	East & West	Lake End	Approximately 1200m north to the Friendship Trail	May 1st to October 31 st inclusive
Wyldewood Rd.	East	Approximately 378m north of the Lake End	Approximately 1060m north to the Friendship Trail	May 1st to October 31 st inclusive
Wyldewood Rd	West	Approximately 215m north of the Lake End	Approximately 840m north to the Friendship Trail	May 1st to October 31 st inclusive
Pleasant Beach Rd.	East & West	Beach Rd	Approximately 840m north to the Friendship Trail	May 1st to October 31 st inclusive

It should be noted that trespass of private property is not a matter for which the City has the legal capacity to resolve. Signage can ensure that people are made aware of the limits of civic-owned property, and from time to time, seasonal fencing could be installed, but trespass remains a private matter. The City's responsibility is to ensure that those visiting do so with an understanding based on signage that the public right of way is restricted in width.

An additional factor is the existence of deeded rights of access to the lake shoreline as included in the title deeds of a number of properties in the vicinity of the beach – particularly properties located along the fire lanes. While we have not conducted a search of records to determine these properties, nor do we recommend that such is undertaken, it is important to recognize their existence – and by extension the need to permit access to the shoreline at the public R.O.W.

With respect to the matter of rights of access to the beach, as noted the historical ownership divides the beach into many ownerships whereas in a number of other communities the shoreline is comprised of linear ownership corridors around the edge of the lake, separating private properties from the shoreline itself. The shorelines are often owned by the municipality as a shoreline R.O.W. or in the large water bodies is under the jurisdiction of the Federal Government (Dept. of Fisheries and Oceans).

The City has, in the past, sought opinion on the matter of public access:

“There have been multiple inquiries received by the By-law Enforcement Division with regards to the rights of people who want to walk along the Lake Erie shoreline. Property owners have knowledge that the beach is their private property and that those who walk along the water's edge on their property are trespassing. However, passerby's have the understanding that the

beach is public property and that they are able to walk along the water's edge. The query here is whether there is any passed legislation permitting the public to walk along beaches located on private property. The research conducted by the By-law Enforcement Division established that there have been two separate Bills (Bill 103 and Bill 118) that have requested a right of passage along the shoreline of the Great Lakes between the water's edge and the high water mark; however, the first Bill did not proceed past the First Reading and the second Bill did not proceed past the Second Reading. Conclusively, it has been determined that no legislative right of passage exists to walk the beach over private property. With the exception of the road allowances, which unless have been closed and conveyed, are public property. Trespassing on private property is not a municipal issue but rather a private matter.”

3 The Road Ends

3.1 The Locations

There are eight open unimproved road allowances, which terminate at Lake Erie and which are the subject of study.

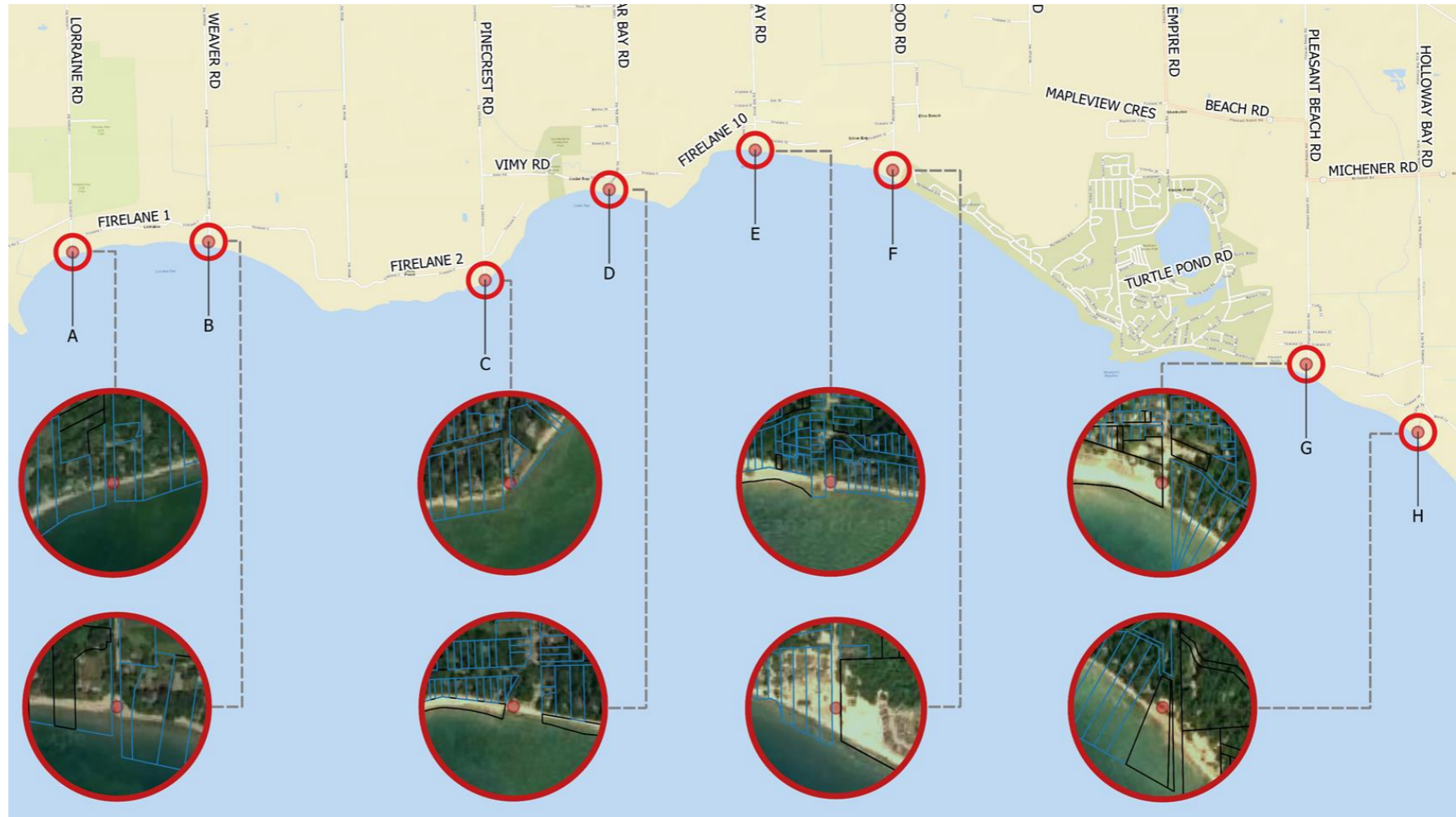
Four of the roads have a locked gate structure to prevent vehicular traffic on the beaches that is not permitted:

- Lorraine Road
- Silver Bay Road
- Wyldewood Road
- Pleasant Beach Road

The vehicular gates are operated by locks with keys that are in the possession of area residents. Clearly over time, two eventualities converge:

1. The keys may be distributed beyond those for whom they were originally intended (while we have no specific knowledge of this, the limitations on hard keys are that they can be replicated and distributed).

Exhibit 5. Road Allowances Subject of the Study



There is also currently no up to date management database of those registered to have keys;

2. Locks and or chains are broken over time. While this is a relatively easy matter to control, it speaks to the need to have a more effective strategy to achieve controlled vehicular access over the beach.

It is one matter to seek vehicular access to the ROW itself and go no further. Yet even in this context, access by car to the beach on a 66 ft ROW is potentially a safety hazard and can still result in negative impacts on surrounding properties. Where possible access to the beach road end should be by foot or through accessible vehicle. Where a vehicle is to access the beach, it should be for controlled purposes, which can include put in/take-out of small craft. Crossing properties via the beach to gain access to the rear of lakeshore properties can be controlled by the municipality for municipal consent-related purposes. Any vehicular access to the beach should require keyed gate access and by so doing the recipient of the key maintains full liability for ensuring safety, property rights and observance of all municipal requirements.

A further three road allowances are open and barrier free:

- Weaver Road
- Pinecrest Road
- Cedar Bay Road

The eighth, Holloway Bay Road is a road allowance that is understood to be an inter-jurisdictional road allowance, jointly owned by the City of Port Colborne and the City of Fort Erie. More particularly, this location is one where the

road has an unopened component – with access to the water constrained by sand dunes. For the purposes of the report, this road allowance is not considered to be a matter of required policy planning other than to recognize that the collaborative efforts of the two municipalities can extend potentially to include this border road for potential recreational access purposes (such as cycle route planning and a lake lookout).

3.2 Future City Policy on Gate Access

Although it has not been enacted as yet, the City has considered limiting vehicular access to the beach road ends. This has arisen because of a) complaints of cars parking on the beach and on private property and b) inability to control the distribution of keys which unlock the gates at those road ends where gates exist. There have also been instances of broken gate locks.

To be clear, these gates exist already and are meant to be raised only with an approved key. The rights of people to access the beach ends on foot is not in question, only the right of access via a vehicle. And on this matter, the City has, and continues to be, able to operate a system of gates. There is no intent to add more gates.

It is also the case that the City must enable access to the road ends by those people that require the use of assistive mobility devices, including both wheeled and non-wheeled assistive devices. Whether this requires raising the gate or ensuring a dedicated access point and pathway is determined by the capacity of each road end and an appropriate design solution.

The intent of City policy, if implemented, is in alignment with the goals under this plan. Specifically:

- Limitation on public vehicular access for any and all purposes – where gates currently exist;
- Key access to be based on reasonable need and impact (for example, needs could include access to a property to carry out necessary construction, maintenance or approval-related works).

Emergency vehicle access is required at all times, and as noted access to the beach road end by those with assistive mobility devices is required.

As regards the gates, and the addition of new locks, important considerations include:

- Maintain safety and functionality of locks;
- Weatherproof to the extent possible;
- Requirement for restrictions on key replication (via City approval only).

As demonstrated in the consultation, there are property owners that consider access to the beach with vehicles important and hence have a requirement for keyed access to the gates. In our view, the City should institute a more effective control mechanism in relation to access to keys. This requires the effective use of technology and database management to issue keys to verified local residents, with the ability to ensure that the use of the gates is for specified, registered vehicles and their owners.

Moreover, technology should be deployed – including the use of programmable FOBs that cannot be replicated and for which re-coding on an annual basis can be achieved. While this may seem cumbersome, it is not – rather it is a balance between resolving the problems of the existing gate access protocols and ensuring that those residents that have reason to enter the beach end in a vehicle, can

do so. This policy also would permit access by those persons with accessibility challenges and for which accessibility/mobility assistance vehicles are required. The purpose of a renewed focus on effective management of access to and use of keys, is to avoid the problems of unfettered access to the shoreline for any and all purposes, at any and all times. The appropriate

management of vehicular access to the narrow strip of publicly owned land represents best practice and maintains the primacy of pedestrian access. It will also help limit the impacts of trespass on private property.

3.3 Range of Needs to be Served – Each Location is Unique

The issues and potential solutions for each road end are generally different from one another; in several cases, there is very little in the way of policy intervention required while in respect of those most heavily visited, more intervention is certainly warranted.



4 Consultation

4.1 Breadth of Consultation

There are a number of different perspectives that are relevant to creating a workable range of solutions:

- Public at large and beach goers;
- Adjacent property owners;
- Potential commercial partners;
- Cottage owners; and
- Council and management of the City.

The study addressed each of these groups as follows:

Public at Large and Beach Goers:

This involves soliciting feedback from the public through an online process of posting the report/directions. This is a formal process whereby an online presentation at a public information meeting was held on December 14. In addition to comments posted at the meeting, an additional period for public feedback was extended to January 9, 2022. All feedback was through the City’s website project page.

Adjacent Property Owners

Consultation with property owners is central to any successful strategy. This work included the following:

1. Identifying impacted property owners within a reasonable zone of the allowances (taking into account the impact of parking problems some distance from the beaches).
2. Create a specific online survey (largely open ended to allow for full and meaningful response) for property owners to explain concerns but most importantly see and evaluate a range of potential options for solutions. Most important is a vehicle of consultation that promotes trust in the City and the consultants.
3. That trust can also be reinforced with a subsequent meeting of the public. This was undertaken.

Potential Commercial and other Ownership Partners

The consultant engaged with owners to discuss the possibility of effectively joint enforcement and use of facilities (e.g. Pleasant beach campground and Sherkston Shores Resort).

Cottage Owners

Summer residents are another important group across the municipality, some of which are US based. The consultant worked with the City to identify all such owners and ensured that if their property was located within the study zone, these owners would receive notice of the survey. Subsequently this information was provided to cross-border owners and the Pleasant Beach Residents Association was also contacted to ensure awareness among the owner group.

Council and Management

Council of the City of Port Colborne has been kept apprised of the project as it has progressed. This commenced with a mid-survey update to respond to concerns of some residents that they were not invited to complete the survey. To be clear, the methodology approved and certainly recommended by the consultant was for a PROPERTY IMPACT survey of nearby residents. Hence the survey included the demarcation of a study zone – a large swath of the City encompassing the 8 road allowances and extending north generally to Highway 3. This includes more than 1,000 properties.

As a result of the update to Council, and in response to the request to have an open survey for all residents, the survey was expanded to enable completion by anyone. Accordingly, the process of consultation was responsive and the survey both objective and inclusive of the views of property owners in proximity to the road ends and City residents at large.

Additional Council update (April 26, 2021) included the detailed results of the survey for both property owners within the study area and residents from outside of the area. Council was further briefed on the impacts of City policies with respect to the mater of access gates and parking restriction in November 2021.

4.2 Survey Methodology

The property impact survey was considered important at the outset given the history of complaints raised by owners in response to the use of the road ends as public

beaches. Accordingly, a survey zone was established as shown below south of Highway 3 / Killaly Street. The one-kilometer (1km) distance from the shore is shown in the circle radius for each road allowance. The results of the survey were analyzed for properties within this zone,

as well as any responses received from persons residing elsewhere. A copy of the Survey instrument is included as Appendix A. The detailed results for both in-zone and out-of-zone responses are included in Appendix B.

Exhibit 6. One Kilometer Distance from the Lake Shore



The results of the survey, primarily for in-zone responses, are summarised below.

The survey included the following total responses:

- In-Zone: 475 responses;
- Out-of-Zone: 295 responses.

The survey was open as of December 18th, 2020 and closed as of February 17th, 2021

4.2.1 Public Survey:

- 42% of respondents within the main survey zone reported that their property fronts directly onto one of the road allowances (the most common being Pleasant Beach), compared with 14% from outside the zone. Some respondents included other roads in their response including Firelane 2, Firelane 14, and Firelane 2.
- A minority of respondents' property has beach frontage or frontage onto the shoreline (24% within the main survey zone and 16% outside of it).
- Unsurprisingly, respondents from within the main survey zone reported living closer to the nearest shore access point at the foot of a road allowance, with 83% being within 1 kilometre. However, a smaller majority (62%) of respondents outside the main survey zone also reported being within a kilometre, with only 9% being more than 5 kilometres away.
- There was little difference in length of ownership between in zone and out of zone respondents in terms of length of property ownership, with 57% and 56% (respectively) owning for longer than 10 years.
- The overwhelming majority of respondents are the registered owner of the property, at 92% within the main survey zone, and 87% from outside the zone.
- A large number (41%) of respondents within the main zone are seasonal residents, compared with 28% of respondents outside the zone.
- 31% of respondents within the main survey zone indicated that they have deeded access to the shoreline, compared with 16% of other respondents. 14% and 13% (respectively) were unsure whether they do or not.
- A majority of respondents are not part of a neighbourhood association. Of those who are, the most commonly listed association for respondents within the main survey zone was the Pleasant Beach Property Owners Association, followed by the Lorraine Bay Association. For other respondents it was the Cedar Bay Association followed by the Wyldewood Beach Association.

Respondent Location

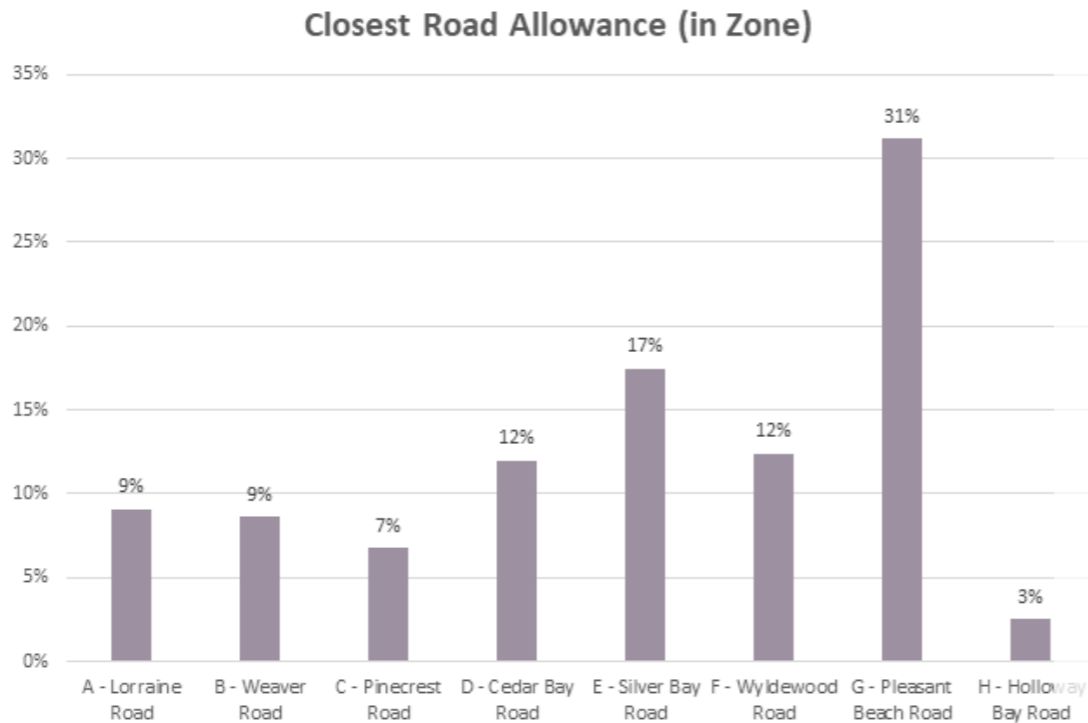


Exhibit 7. Respondent Location - Closest Road Allowance, % of all responses

Closest Road Allowance (In Zone)

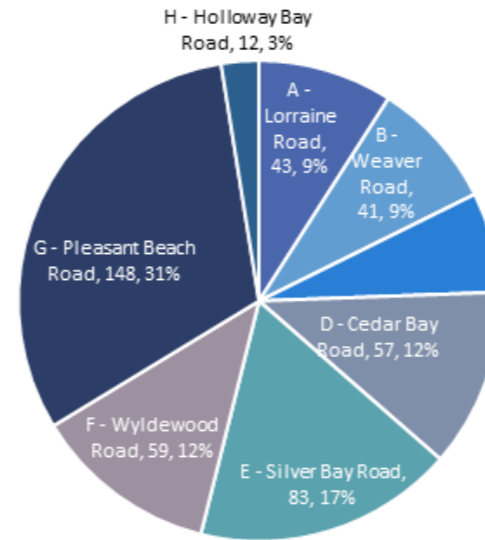


Exhibit 8. Closest Road Allowance, Number of responses and %

Need for Access

Why do you access the beach at the road allowances?

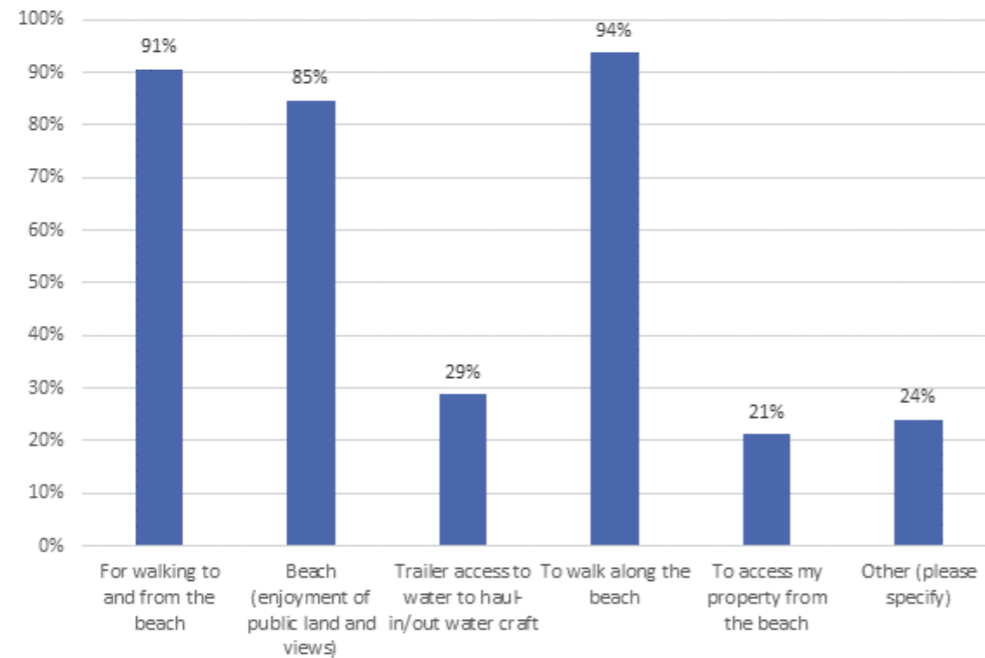


Exhibit 9. Reasons for Access

Do you require on-going access to the shoreline via the road allowance

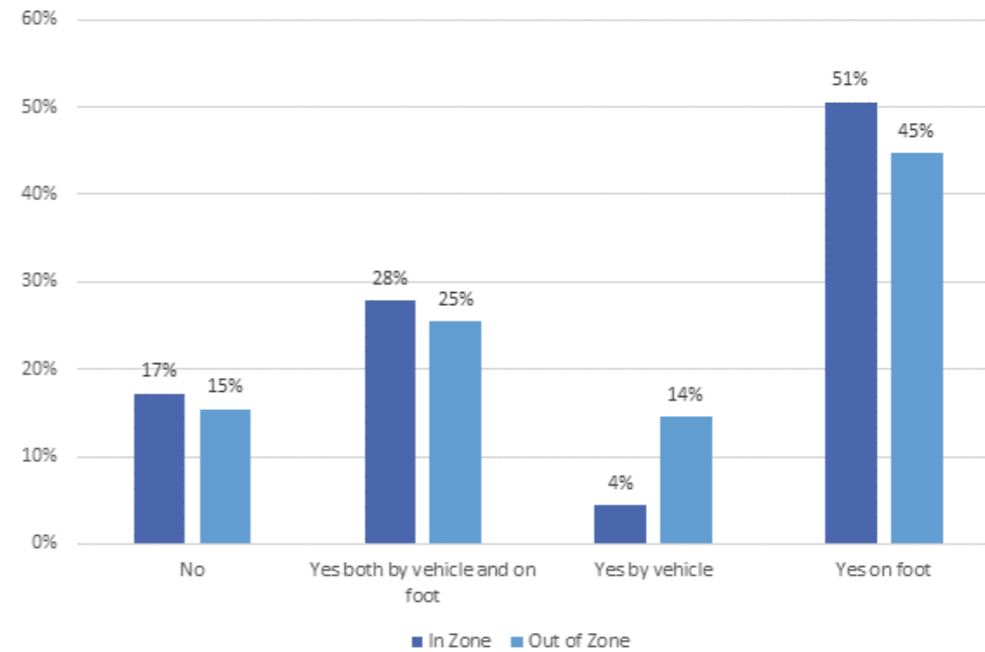


Exhibit 10. Ongoing Access In Zone and Out of Zone

Saliency of Issues

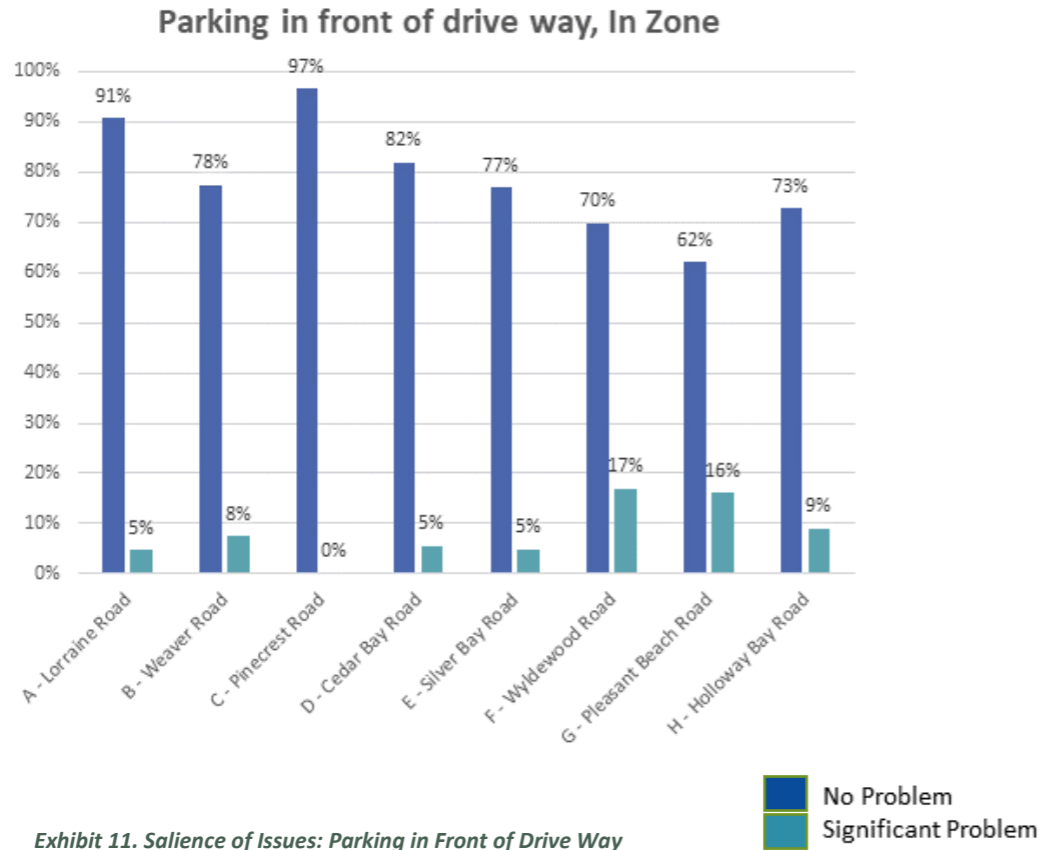


Exhibit 11. Saliency of Issues: Parking in Front of Drive Way

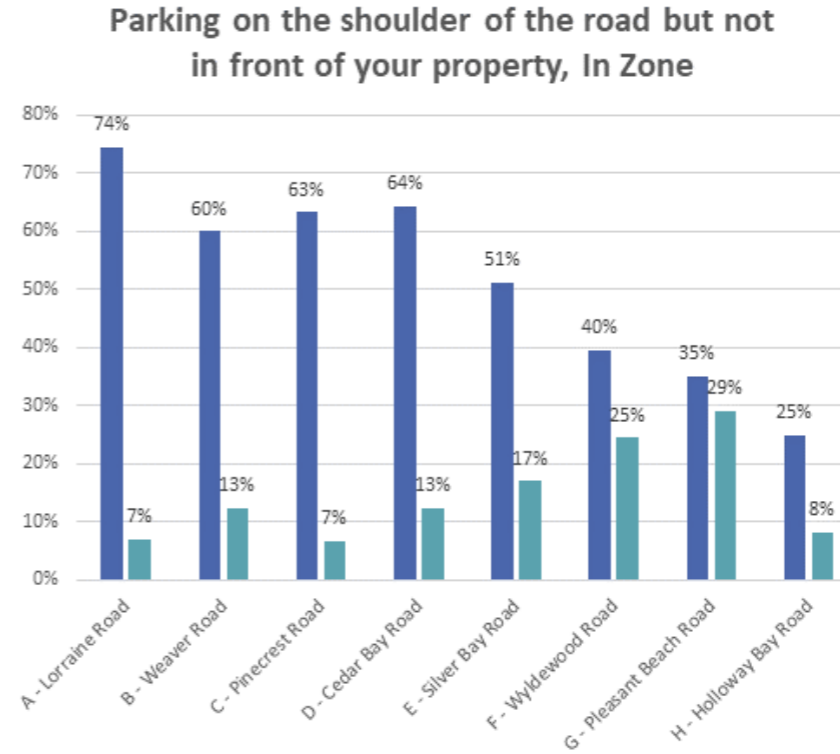


Exhibit 12. Saliency of Issues: Parking on the Shoulder of the Road

Salience of Issues

Littering in the vicinity of your property, In Zone

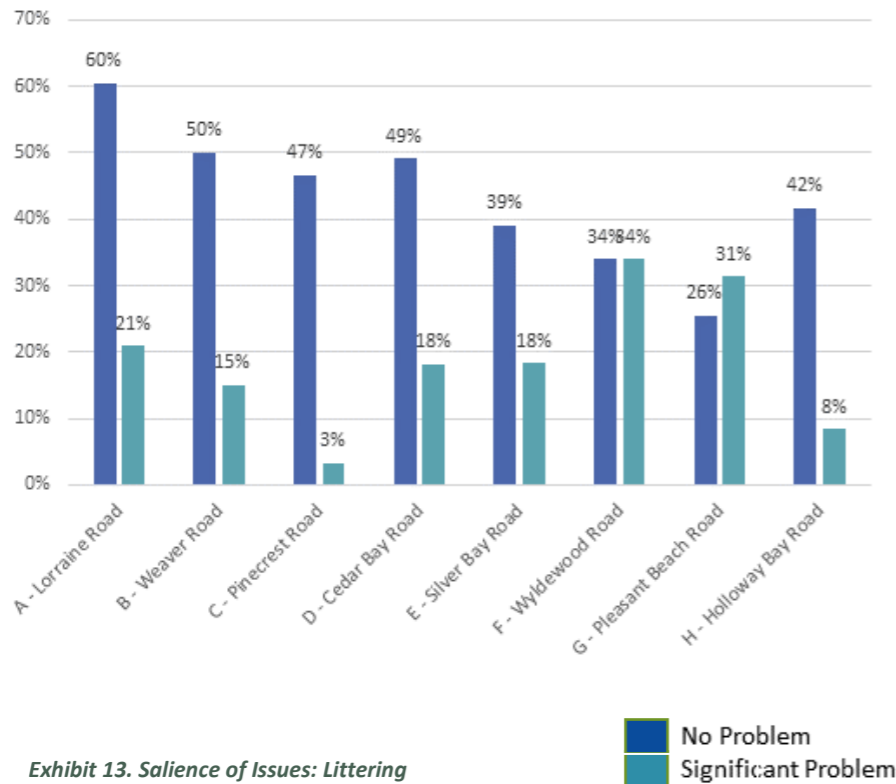


Exhibit 13. Salience of Issues: Littering

Perceived trespass on property, In Zone

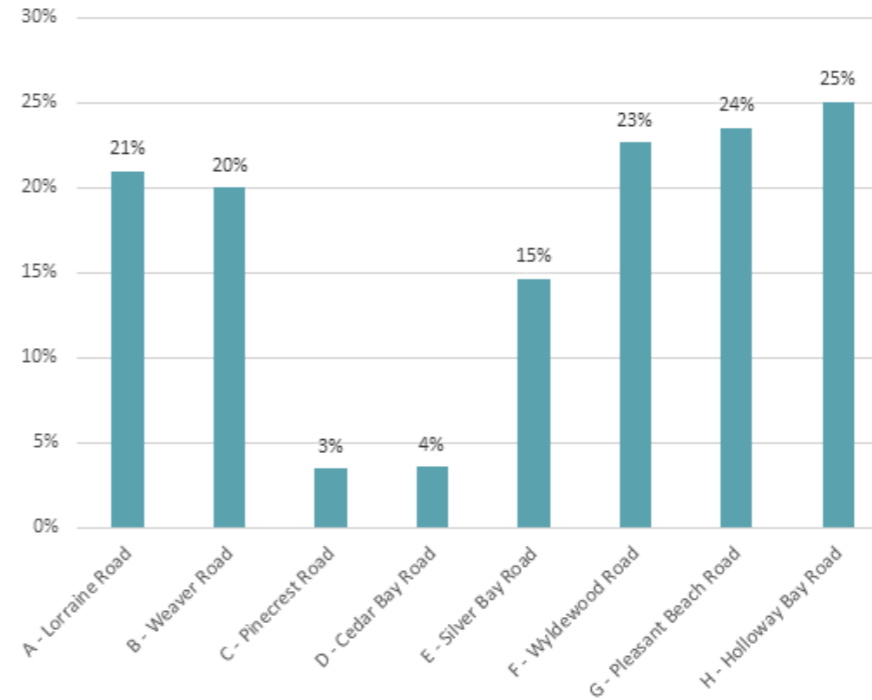


Exhibit 14. Salience of Issues: Perceived Trespass

Salience of Issues

Illegal Dumping

- Wyldeewood Road
 - 31% indicated a significant problem
- Pleasant Beach Road
 - 21% indicated a significant problem

Noise Disturbances at Night

- Wyldeewood Road
 - 23% indicated a significant problem
- Pleasant Beach Road
 - 25% indicated a significant problem

Washroom Access

- Wyldeewood Road
 - 38% indicated a significant problem
- Pleasant Beach Road
 - 24% indicated a significant problem

Willingness to Consider Measures (In Zone)

Survey
Relevant Details

Fencing Sufficient to Prevent Public Access Entirely

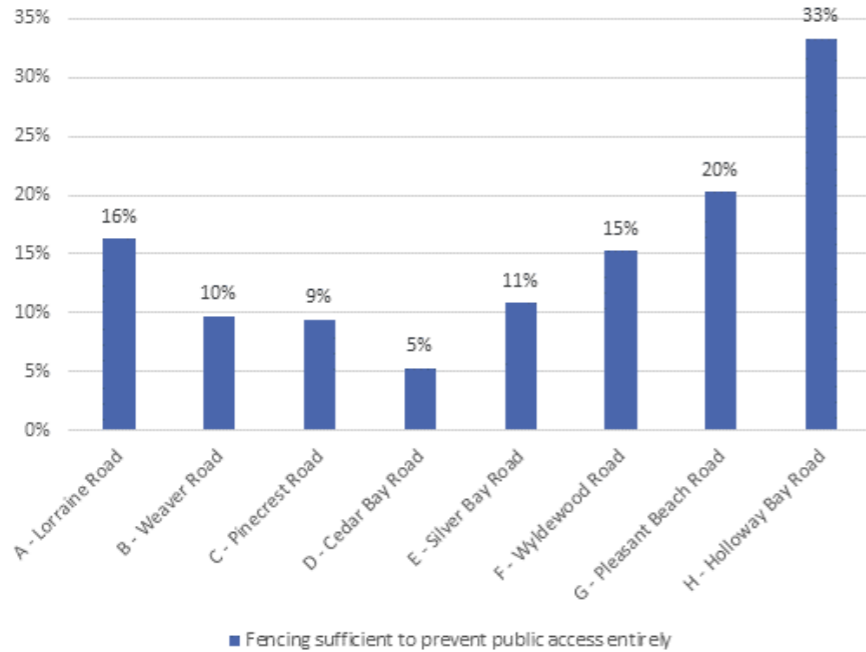


Exhibit 15. Willingness to Consider Measures: Fencing

Maintaining Current Policy of Vehicular Gates

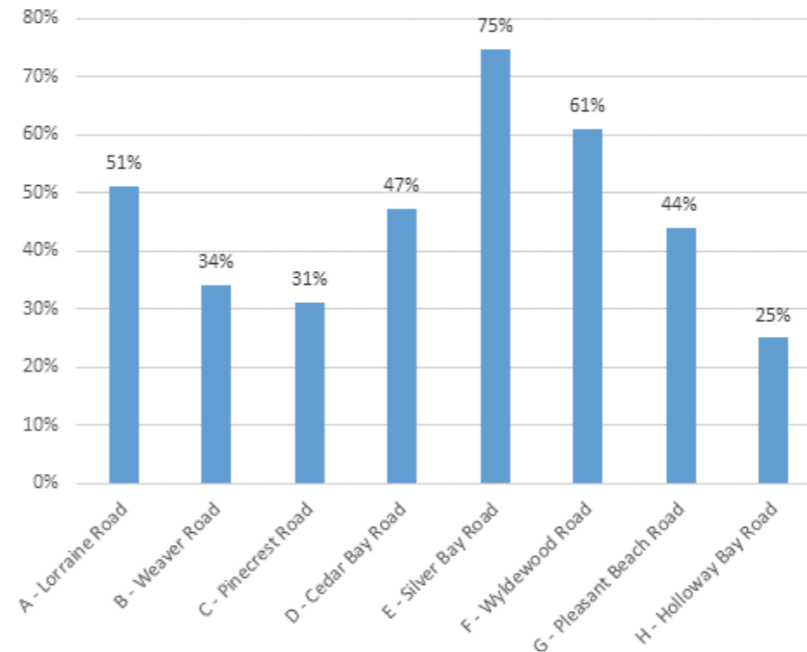


Exhibit 16. Willingness to Consider Measures: Current Policy of Vehicular Gates

Willingness to Consider Measures (In Zone)



Exhibit 17. Willingness to Consider Measures: Add Legal Parking away from the Beach

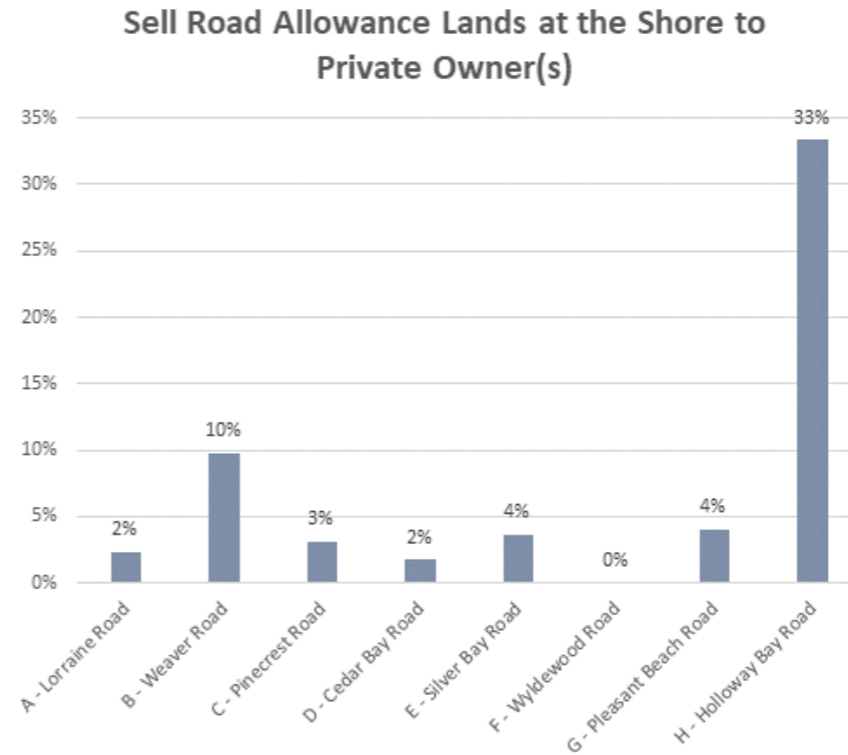


Exhibit 18. Willingness to Consider Measures: Sell Road Allowance Lands to Private Owners

Willingness to Consider Measures (In Zone)

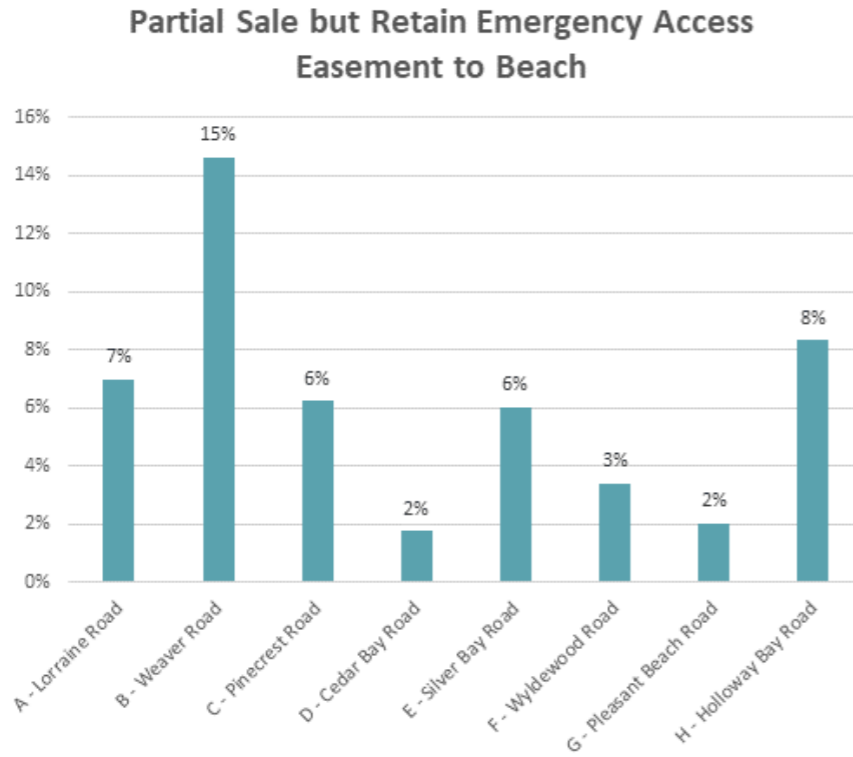


Exhibit 19. Willingness to Consider Measures: Partial Sale but Retain Emergency Easement

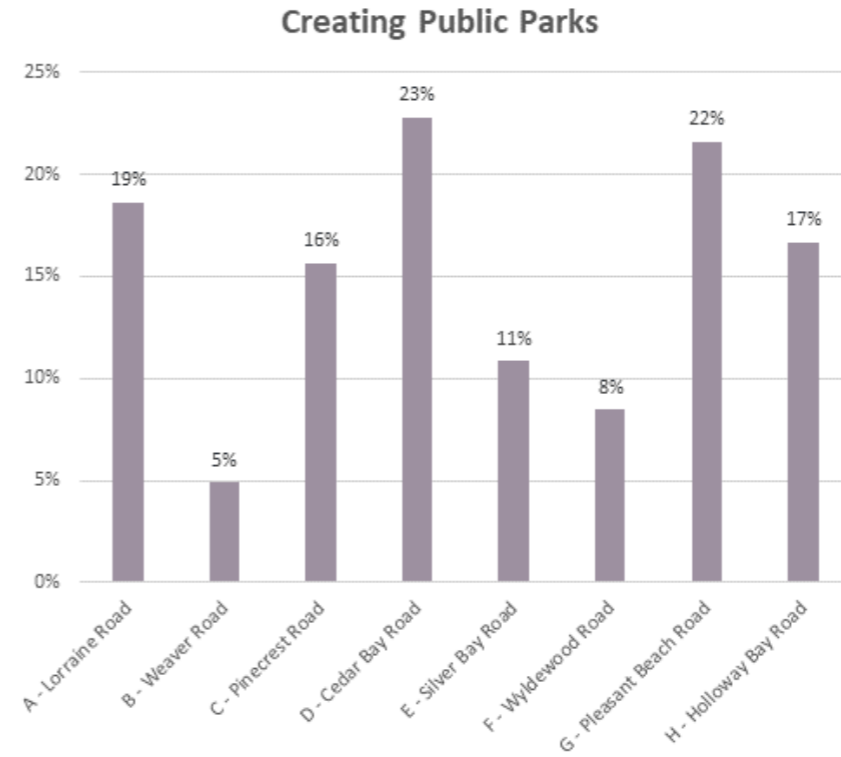


Exhibit 20. Willingness to Consider Measures: Creating Public Parks

Survey
Relevant Details

4.3 Public Meeting December 14, 2021

Approximately 60 people attended the virtual public meeting in December 2021. A number of questions were posed to those that attended. The results of those discussions, as recorded in the “chat function” of Zoom, are summarised as follows:

1. **About you – Please select one option that describes you best (if more than one is applicable, please select the most important one)**
 - A. My property is within approximately 1 kilometer from the beach (17 answered)
 - B. My property fronts on to a road allowance (0 answered)
 - C. My property fronts on to the beach (4 answered)
 - D. My property is elsewhere in Port Colborne (6 answered)
 - E. I’m not a property owner in Port Colborne but an interested participant (0 answered)
2. **Why do you access the beach?**
 - A. Walking along the beach (10 answered)
 - B. Walking to and from property (1 answered)
 - C. Beach enjoyment of public land and views (16 answered)
 - D. Trailer access to water to haul-in/out water craft (4 answered)
 - E. To access my property from the beach (1 answered)

F. I generally don’t access the beach (1 answered)

3. Do you require ongoing access?

- A. Yes, on Foot (15 answered)
- B. Yes, both by vehicle and on foot (12 answered)
- C. Yes, by vehicle (2 answered)
- D. No (1 answered)

4. In general, are you in favour of any of the following options for the beach ends of the road allowances under study? Tick those that you are in favour of:

- A. Fencing Sufficient to Prevent Public Access Entirely (2 answered)
- B. Maintaining Current Policy of Vehicular Gates (22 answered)
- C. Add More Legal Parking Further Away from the Beach or on an Off-Street location (3 answered)
- D. Sell Road Allowance Lands at the Shore to Private Owner(s) (1 answered)
- E. Partial Sale but Retain Emergency Access Easement to Beach (1 answered)
- F. Creating Public Parks (0 answered)
- G. Other (0 answered)

Statements from Public Meeting Discussion:

1. Gate Access/Accessibility - comments submitted included:
 - Nobody other than City of PC staff should have keys.
 - Walk onto beach only. No golf carts, ATV's etc.
 - Gate access and lock should be available for anyone in the community.
 - Gate access helpful with older residents and parents with young babies and also bring stuff to the beach.
 - Gate access required for family members with disabilities that can't access without vehicle.
 - Current beaches for residents only and their guests, leave the general public to the already public beaches.
 - Wooden walkway.
 - The key as I see it is designated parking, property limit signage and ENFORCEMENT by City staff.
2. Road Ends vs Beaches
 - Designating road ends as beaches is out of the question.
 - These are 66 foot road ends, not the public beaches where visitors should be going.

- Recommend Port Colborne’s actual beaches instead of trying to overburden the road ends.
- Not a free for all at end roads.
- Established public beaches should be utilized & not road accesses as there is not adequate parking or accommodations.
- Add signage with info to direct people where PC public beaches are.
- promote public beaches with QR code signage and acknowledgment of capacity of 66 ft of road allowance.

3. Parking

- Cars circling our firelane to locate parking is very annoying.
- If more parking is added it would make a bad situation worse as was previously stated due to S.S.
- More parking means more people, more garbage and more problems.
- Limited space on pleasant beach therefore we need limited parking therefore continue parking prohibition to 2 km's out as it is now.
- Well marked parking and well marked signage to tell users where private property is. No one should trespass.
- Time limit parking.
- Implement metered/ticketed parking at all road ends.

- Ticket and tow.
- Have bylaw enforcement visits the road ends once or twice a day to monitor limited parking.

4. Garbage, Washrooms and Other Amenities

- Consistent high winds do a number with any type of garbage containment, garbage containers would need to be secured (similar to Centennial Beach).
- Portable toilets go, they become unhygienic very quickly.
- Washroom facilities at Pleasant were removed by Council 6-8 years ago due to vandalism.
- No to washrooms.
- Washrooms not required as locals can go back to their homes/cottages to use the washrooms.
- Need a fully functional City building that has a bathroom facility.

5. General

- Residents of Port Colborne have moved to the area because of the beaches and current access.
- With the ever-increasing population of Sherkston Shores. it is getting more difficult for residents to enjoy the lake as Pleasant Beach road end is a back door into Sherkston Shores.
- Noise disturbance from Sherkston Shores.
- Pleasant beach road allowance is too small to open it up to too many people.
- High winds change the shoreline tremendously.

- Pleasant Beach and Wyldewood Roads have different problems because of bordering Sherkston Shores.
- Public enjoying public spaces.
- Police patrolled beaches to 4 a.m. in the summer (was in place in the 80’s).
- Sherkston Shores purchased PB campgrounds brining additional folks to a already over crowd beach.
- Google listing Pleasant Beach as Port Colborne’s number one Beach is the biggest problem.
- The City needs to spend their money-making fundamental improvements to the overall attractiveness of Nickel Beach....and use social media to promote.
- Splash Niagara will draw the outside crowd to Nickle Beach!
- Chaos is created when there are too many people.

In addition to the public meeting a number of additional comments were received from residents via email:

1. Gate Access/Accessibility

- Support the removal of gates and barricades to the road end beaches, in conjunction with permit only parking.
- Gates near SS must be locked at all times to stop the flow of motorized vehicle entry, pull carts, beer and alcohol, and barbeque carts.

- The opening in the cement barrier wall and fencing that was wide enough to allow for motorized vehicles between S.S. and Pleasant Beach road end was a further problem. Plus it will also add stopping construction companies from accessing properties without permits.
- Lowering the dunes at road ends, as has been done at Pleasant Beach road end, making for an easier walk to the lake is taking it's toll on the east side neighbors property, as there is no imminent danger of the wall collapsing.
- There is no talk of mobility impaired accessibility when the height of the dunes created over years and not altered by man and nature, makes any proposal of this redundant.
- All of the road ends leading to lake Erie must have gates to stop any type of vehicular access.
- There should be no gates at any of the allowances and existing gates removed. Road ends at the water.
- If you don't want vehicles on the beach then post signs and issue fines – enforcement by By-law officer and backed by police.
- the residents of Firelane 16 are prevented from accessing our beachfronts through our properties as per an agreement with the Conservation Authority. Of the 7 homes located on our Firelane 3 have breakwalls, 2 have stairways leading to the beach and 2 have s-shaped pathways.
- None of the residents can access the beachfront area by vehicle.
- Access through the road allowance allows us to launch watercraft and convey tents, paddle boards and residents with disabilities.
- Denying residents access to the road allowance would create a serious hardship.
- Weaver Road folks, who have no gate, no longer feel welcome at their road end.
- Pinecrest folks have the occasional ATV zipping by. They have no gate.
- Cedar Bay folks have no issues, now that the park is staffed. They have no gate. They have a non-functional boat launch apparently, and a barrier up to prevent use anyway.
- Silver Bay folks don't use the gate they have, because their firelanes have a deeded access to the beach where they take their golf carts. Some folks will be impacted by being locked out, as they are used to launching their sea-doo's from their waterfront.
- Wyldeewood isn't a working gate - It's an illusion.
- Gate keys were made available by the City of Port Colborne for use of Wyldeewood Road residents and their golf carts via City Hall with a \$75 refundable deposit. This has been in place for decades without incident.
- There are residents with disabilities, health issues and an aging population all of whom will be discriminated against by decision of Port Colborne City Council if they are no longer able to access and use the road allowance by any other means than a golf cart as no other modes of transport will get them there through the long stretch of thick sand.
- We recommend that the City install a new gate or refurbish the existing gate to current standards with a lock to keep vehicles from accessing the beach.
- Maintain the current policy of providing keys to property owners needing access to the waterfront side of their properties. The gate should continue to allow pedestrian access.
- There are many reasons that residents require access to their beach including emergency access, bringing family members with mobility issues to the beach, launching boats, maintenance of sea walls and general enjoyment of their respective beaches.
- we strongly advocate that keys to beach gates be given to the Lorraine Association to manage the appropriate access to the beach by homeowners who need access to the beachside of their property and for emergency vehicle access should the need arise.
- I would be interested in a barriers similar to the one installed at Pinecrest and Friendship trail.
- It would allow walk in visitors to the beach but restrict motor vehicle and operable excess to emergency and repair equipment to the beech front properties.
- Pedestrian access be maintained to allow residents and visitors to enjoy the beach.
- Request that key access remain in place.

- Keep the current gate in place and locked. The only people who should need access are the City, Fire, EMT, Police etc. No residents should have keys period!!!
- Keep as is - Changing the rules now will exclude those with accessibility issues from accessing the lake.
- Golf carts allow those with accessibility issues to access the water.

2. Some advantages of having no gates are as follows.

- No maintenance i.e. locks, removing sand build up and general upkeep.
- No expense for locks and keys and the worries about who gets one or not.
- Access for golf carts which people on Wyldewood and Pleasant Beach will still have without worrying about locks and keys and the expense of getting a key.
- No worries, about people leaving the gate open which presently occurs.
- Makes for easier access for clean up and grooming of the beaches.
- Easier access for emergency vehicles and people who want to help in case there is an incident.

3. Garbage/Washrooms & Other Amenities

- Do not see the need for benches as weather conditions would facilitate a constant upkeep.

- Suggested washroom solution: i.e. use Wasaga Beach where is very well posted that canopies with sides are not allowed. They police this all day. If a person tries to erect one, that person is shut down right immediately.
- Solving the washroom problem to me is the most difficult. Building washroom facilities at Pleasant Beach and Wyldewood would be great but am not sure if it is feasible.
- Also need proper garbage containers and serviced on garbage day.
- Maintain a daily vigilant routine of garbage collection from the seasonal bins at the end of the road.

4. Road Ends vs Beaches

- No one wants these road ends sold or enhanced to create more public access.
- Visitors need to be encouraged to visit Port Colborne's beautiful public beaches, and not the road ends.
- protection of private property on the beachfront should not be a factor in the decision-making process regarding the road ends.
- To not say that these allowances are not beaches can no longer be a thought. A beach is defined as "a pebbly or sand surface along a body of water". It doesn't qualify a length. i.e. 66 ft. These are beaches that people use as such

5. Parking

- Suggested parking solution: Town taxpayers can go to City Hall and get a free parking pass. For non residents there are several machines where you buy a parking ticket.
- Create your parking and your tow away zones and let people park.
- Why can't we introduce a FREE "Parking by Permit Only" area at all the road ends between the months of March - November? (To reflect bylaw 4527/58/04). To be eligible you must own property in Port Colborne. A system like this exists for homeowners across from the P.C. Hospital on Sugarloaf Street.
- Install "No Parking" sign on the gate to keep people from parking in front of the gate.
- Maintain the current public parking access as is.
- Lift the current temporary parking ban on FL 22 next year.
- Numerous initiatives which the city has taken by restricting parking and towing has greatly improved the safety and compliance of the residents and guests using the road access.

6. Sherkston Shores

- Issues around the road ends have immeasurable differences because of bordering with Sherkston Shores.
- Only those that are allowed through the agreement made with S.S. should be able to enter.

- If this back door was properly controlled there would be a noticeable reduction in traffic over time, as the word gets out that you will no longer be able to enter the resort through the back doors!!
 - If you go back to before S.S. ended day passes, either 2017 or 2018, there were far fewer problems at the road ends, but many in S.S.
 - The allowed expansion of Sherkston Shores already overpopulates the areas as residents whom live or come to their summer homes are losing out.
 - If SS is going to allow the campground access to their amenities, they should provide safe means to them so those same people no longer leave the gate unlocked at PB in order to get into the park. Golfcarts are forced to go outside onto the public roads, drive north on Pleasant road, west across Beach road, and south on Empire road to enter into SS.
 - Why not request SS to extend the fence into the water so this issue is done with.
 - It would be a simple, cost effective and neighbourly solution to just ask SS to deal with their own issues that they have created, instead of disturbing all the peaceful and harmonic neighbouring homes and families of this simple pleasure of accessing the water as they please, without any need for permission.
 - Try to maintain and hold those SS golfcarts within the park, not close out public road allowances to solve SS problems.
 - Any pressure from SS to fortify their borders should remain with them, not be a burden on all the families and neighbourhoods that live around them.
 - Sherkston is the problem - and living next to that ever growing and lawless city has been difficult to say the least. We as neighbouring residents deal with A LOT! Sherkston should practice their due diligence and provide security at their beach end property lines. That will also free up some parking (if the city continues to provide it) for people who will no longer be able to trespass into Sherkston but rather anyone who wishes to visit the road end beach allowance.
7. Other
- We ask that you approach our use of carts in the Wyldewood/Empire/Beach/Pleasant Beach areas as an opportunity to embrace this “emerging trend” that is truly unique to our area. Develop a Trail Code of Conduct like Ottawa has. We would love a “golf cart green lane” as was mentioned at our meeting with Harry on October 16th. Build us a trail. We will come.
 - Sherkston Shores resort has over 20,000 people on any given day during summers peak season, over 2000 units (and growing) plus campers and approximately 4000 golf carts. (Figures provided by Sherkston Shores Security).
 - Wyldewood Road’s resident community has approximately 76 residential properties and less than 20 golf carts.
 - Do not promote in any way shape or form that Pleasant Beach is a public beach.
 - Tourists need to be encouraged to use beaches with monitored infrastructure that includes fences, parking, washrooms, picnic areas and garbage collection. These necessities can be found at Nickel Beach, Cedar Bay Beach and Sherkston Shores.
 - The recent encouragement for tourists to go elsewhere was somewhat resolved by no parking signs and a small area to park at only a few of the road ends.

4.4 Public Consultation February 2022

Subsequent to the preparation and public release of the first draft of this document (dated January 29, 2022), there was yet more opportunity to weigh in on the issues and information presented in the report.

It is important that the reader understands the depth of consultation that has been undertaken and the degree to which comments have been solicited from all quarters. This commenced with the agreement to widen what was originally a local property owners survey pertaining to negative impacts on the enjoyment of residential amenity, to a broader survey of all who utilize, or may wish to utilize, the road ends. Further, the results of the survey, interviews and our own field reviews were presented to Council at several intervals, with Council directing the team to hold a public meeting and solicit further feedback.

This has included the latest round of commentary in relation to the draft report. A considerable number of emailed responses were received and the consultant team has reviewed all of these. Needless to say the specifics of all of these comments cannot be detailed in this report but the nature and focus of comments were assessed in detail. The result is a descriptive assessment of where people's sentiments lie in respect to any number of the issues and in regard to different road ends.

From this assessment and categorization of comments presented below, it is apparent that there are a number of opinions presented which oppose one another, for example: the road ends should not be publicly accessible as formal beaches versus those that think they should.

Surrounding the range of opinions are some clear facts:

1. The road ends are public rights of way;
2. They are not public parks – none of them are, including Cedar Bay Road which is separated from the public park at Centennial Beach;
3. Land along the shoreline east and west of Cedar Bay ROW is not in public ownership although its use for public access is generally understood;
4. The gates in certain locations currently exist and access is controlled by keyed access;
5. Parking prohibitions and other municipal policies can be adjusted as necessary to best achieve a balance between the natural interest in public access to the road ends and the protection of local residential amenities.

This report does not recommend removing or adding gates; nor does this report advocate or recommend the sale of any part of the road ends.

The following exhibit categorizes comments in order to help understand where public sentiment lies based only on those comments received.

4.4.1 Comments in Favour of Ensuring Road Ends/Beach Remain Publicly Accessible

196 respondent comments cited a wish to have beaches/road ends public

Exhibit 21. Summary of Comments from Participants Who Wish To Have Beaches / Road Ends Public (196 comments)

Location	Gated:	Comment	Recommended Action
General (non-specific)	N/A	<ul style="list-style-type: none"> ✓ Remove all gates ✓ More parking ✓ Small annual fee to cover maintenance cost for beach and parking areas ✓ Need garbage amenities ✓ Keep public lands public ✓ Lookout would be useful ✓ No gates to beaches ✓ Beach access is important to anyone wanting to enjoy water activities ✓ Ensure proper garbage disposals, proper parking ✓ No further barriers 	
Wyldeewood (1)	Yes	<ul style="list-style-type: none"> ✓ Gate should not restrict public access, restrict parking and no overnight parking 	
Cedar Bay (1)	No	<ul style="list-style-type: none"> ✓ Proposed look out should be seasonal and removed October through May 	
Weaver (2)	No	<ul style="list-style-type: none"> ✓ Gates are not needed, used as a bass sanctuary ✓ No parking issues 	
Pleasant Beach (36) <ul style="list-style-type: none"> ▪ Better Parking (20) ▪ Garbage (5) ▪ Sherkston Shores Issues (5) 	Yes	<ul style="list-style-type: none"> ✓ No restrictions but enforced parking ✓ Increase amenities such as parking, washrooms ✓ Paid parking to help cover cost of amenities such as garbage and washrooms 	

Location	Gated:	Comment	Recommended Action
		<ul style="list-style-type: none"> ✓ Allow public access but do not advertise to encourage more users ✓ This Beach important to surf community. City needs to do more to make this beach accessible ✓ Keep it a beach, paid parking ok ✓ Enhance parking, washrooms and garbage cans ✓ Portable washrooms and garbage receptacles 	
Pinecrest (1)	No	<ul style="list-style-type: none"> ✓ Need Full Access to Beach ✓ Would like to see a boat launch 	
Silver Bay Road (2)	Yes	<ul style="list-style-type: none"> ✓ All beaches / road ends should remain open ✓ Silver Beach once had a store ✓ Create a few parking spots 	
Lorraine Road (1)	Yes	<ul style="list-style-type: none"> ✓ To restrict access is to take away precious family time and memories, as well as accessibility to those who choose to live on a road that has beach access. 	

4.4.2 Comments in Favour of Restricting Access to Road Ends/Beaches

21 respondent comments cited a wish to have access restricted

Exhibit 22. Summary of Comments from Participants Who Wish to Have Beaches / Road Ends Access Restricted (21 comment)

Location	Gated:	Comment	Recommended Action
General (9) (non-specific)	N/A	<ul style="list-style-type: none"> ✓ Take away all parking and leave road end for residents ✓ Build wall with high fence so no one can climb it ✓ Dead end signs and signs that tell the public where the public beaches are ✓ Wide gate entrances so cars cannot drive around it – residents with pass cards ✓ Road ends are not suitable for public access ✓ FOB access for residents ✓ All beaches and road allowances should be open and free for Niagara residents only 	
Wyldeewood (3)	Yes	<ul style="list-style-type: none"> ✓ No sale of ROW, improve seasonal fencing, address parking and litter control issues, no seasonal washrooms and promoting active transportation accommodation within ROW, all residents provided with key access ✓ Keep access as is but provide all residents with a key ✓ Dissuade public use by enforcing time limited parking 	
Weaver (2)	No	<ul style="list-style-type: none"> ✓ Locked gates with keys for residents 	
Pleasant Beach (7)	Yes	<ul style="list-style-type: none"> ✓ lack of washroom amenities ✓ lack of parking ✓ Sherkston Shores not dealing with issues of garbage and people using the road ends without amenities ✓ Advertise the public beaches such as Crystal Beach to deter people from using road ends 	

Location	Gated:	Comment	Recommended Action
		✓ Sherkston Shores needs to be more accountable for their users	
Pinecrest (3)	No	<ul style="list-style-type: none"> ✓ Dissuade people by Limiting Parking ✓ Use Social Media to advertise Public Beaches ✓ Pinecrest road end should be left alone. ✓ There should be full access to the beach so people can walk along the beach or if someone needs to launch a small boat. ✓ Do not build a wall or do any landscaping please ✓ I am totally against having the citizens of Port Colborne lose out forever on their ability to visit a quiet beach because of one unprecedented summer 	
Silver Bay Road (1)	Yes	<ul style="list-style-type: none"> ✓ Maintain as is but have existing gate locked ✓ Designated, enforced parking for some (3?) vehicles 	
Lorraine Road (1)	Yes	✓ Keep as is	

4.4.3 Comments Unrelated to Access

36 respondent comments had other concerns regarding amenities:

Exhibit 23. Summary of Comments Unrelated to Access (36 comment)

Location	Gated:	Comment	Recommended Action
		<ul style="list-style-type: none"> ✓ Consult Fort Erie on how to address parking, protopodites and trash cans ✓ Paid parking but passes for residents ✓ Remove no parking signs from Weaver, Pinecrest and Lorraine ✓ Increase fines for illegally parked ✓ Add golf cart lane ✓ Vehicle free beaches ✓ Some free parking at road ends and time limited parking ✓ Revenue from paid parking program could pay for garbage and seasonal washroom cleaning ✓ Need for accessible parking closer to road ends ✓ No public washrooms ✓ Permanent barricades to keep vehicles off – foot traffic only ✓ Establish and enforce parking by-law ✓ No BBQing at Road Allowance By-law ✓ Beach parking permit to residents free or nominal annual fee of \$15 ✓ Add additional trash cans and public washrooms 	
Pinecrest (3)		<ul style="list-style-type: none"> ✓ A few parking spaces need to create at the end of road allowances at Weaver, Pinecrest, Lorraine and Silver Bay roads so people can enjoy those areas if they are to be made into passive viewing areas with benches 	

Location	Gated:	Comment	Recommended Action
		<ul style="list-style-type: none"> ✓ Few people use those locations for swimming ✓ Pinecrest Point - does not need a bench. It will only become famous as the "Pinecrest Point-less" bench ✓ I am in favor of lifting the parking restrictions at the smallest road allowance beaches (weaver, pine crest and Lorraine) 	
Silver Bay (1)		<ul style="list-style-type: none"> ✓ There are 2 properties that somehow have been allowed (or not) to extend trucked in rocks right to the waters edge making it difficult and a hazard for beach walkers but people still attempt it 	
Lorraine Road (5)		<ul style="list-style-type: none"> ✓ As a year-round resident on Lorraine Road, who is responsible if a non resident is hurt on a restricted area the City? ✓ Need designated and accessible parking near the gate ✓ Access to the lake should not be further restricted in any way. The road allowances should be open for people to launch kayaks, paddle boards and boats. Restricting access to just a select few is a problem already and the conclusions of this report would exasperate the problem. The barrier should be removed from Lorraine Road and other examples like it should not be considered. ✓ Add time restricted parking ✓ I am in favor of lifting the parking restrictions at the smallest road allowance beaches (weaver, pine crest and Lorraine) 	

5 Recommended Solutions by Location

5.1 General

The following are general recommendations in respect of the road allowances under study based on the extensive consultation, research and assessment carried out by the consultant:

1. The City should maintain the current policy of maintaining the beach locations as part of the road allowance; as such the City should not designate any of the road allowances as public parks. The City should continue to focus its services to the visiting public at the existing waterfront parks located on the Lake Erie waterfront across its jurisdiction.
2. The City should not contemplate the sale – partial or otherwise – of any of the beach ends of the road allowances under study.
3. The City should not contemplate the full closure of access along the road allowance to the beach ends through fencing or otherwise – maintaining public access is an important service in and of itself; more importantly, consultation made clear that the community surrounding the road allowances views their ability to ensure passive access to the Lake through the road allowance as a defining attribute of their residential amenity.
4. Accordingly, within the road allowance consideration should be given to ensuring that the pedestrian realm is improved – from safety improvements, to provision for accessibility-challenged individuals, to improved signage and road markings.
5. Contrary to the views of some, there is a need to accommodate the public interest in these nodes – and provide a modicum of amenity within the road allowance close to its termination. This can be as simple as bench seating, affixed in place, and suitably designed garbage receptacles. This is not a universal requirement but is applicable to certain of the road ends. Furthermore, these amenities are not located on the beach itself but in the paved or gravel shoulder of the existing road at its intersection with the beach.
6. The City should revamp its parking restrictions by-law in specific regard to the road ends and that portion of the allowance north generally to the Friendship trail. Those parking controls should seek to achieve the following:
 - a) Enable existing property owners to obtain permit parking for on-street parking for their own purposes;
 - b) Provide for limited duration parking (measured in several hours at most) in proximity (within reasonable 5 minute walking distance) to the beach;
7. The specifics of the parking prohibitions has drawn a range of opinion from the public and the City should further determine the appropriate balance between the contrasting goals of a) maintaining vehicular parking for those members of the public that wish to visit the beach end and b) enable current owners of properties to enjoy residential standard parking restrictions which should enable on-street parking. This indicates that permit parking is likely to be warranted.
8. The specific balance of controls should be applied differently between the road allowances – one size does not fit all and for the less well visited beach ends, outright parking prohibition should be avoided, in favour of time-limited parking.
9. The City should educate all visitors as to the status of the beach ends – that they are not operable parks, that staff (including life guards) are not present and private property should be respected.

10. Most importantly the City should invest in communications – both online and through signage and wayfinding to advertise, direct and attract visitors to the public beaches (e.g. Nickel Beach, Centennial Park, Knoll Park, etc.). This, coupled with enforced time-limits on parking can help redirect people to the public beaches.
11. Consider the soft tourism opportunity associated with these “windows on the lake” – by associating the vistas and corridors with active transportation. These are not beaches, but they can and should be seen as great “look-outs”. They are not owned by local residents but are publicly owned. The crux of the matter is achieving the correct carrying capacity for visiting the beach ends. The use of beach ends by local residents and low impact visitors (such as hikers and cyclists) may be appropriate moves in terms of gaining the necessary balance.
12. As regards vehicular gate access, the primary goal of any policy should be the avoidance of any and all unnecessary vehicular activity on these beach ends. Specifically:
 - a) Because these are considered road ends, it does not follow that vehicles can automatically have the right of entry on to the beach ends. Accordingly the principle of gated access is appropriate.
 - b) We are persuaded that the location of the existing gates is appropriate and that those ends that do not have access gates do not require them.
 - c) The gates themselves should not constrain the ability of the public to access the beach ends on foot. Neither should those persons that require accessibility / mobility assistance be constrained by virtue of the gate. In our view, the decision should be weighed as to what efforts should be made within the road allowance to recognize that people do, and will continue to, visit the beach ends, and determine a modest level of amenity provision. This is primarily a need at Wyldewood and Pleasant Beach Road beach ends.
 - d) The effective management of keyed access is a policy that can be effective. At this time, the City has rightly identified a policy to limit vehicular access to those that require it for Municipal Consent Purposes as well as for those with accessibility requirements. As we heard in consultation, some have informally used the road ends to access the waterfront side of properties, launch boats or haul equipment to/from the beach. There is no right to drive onto the beach as the municipality controls this through the use of a locked gate. Nor is deeded access right likely to be so precise as to identify the form of transportation to the shoreline. What is clear is that there is a reasonable accommodation that can be achieved to effect balance between the needs of adjacent property owners and others in the community, and prevent the excesses that come with unfettered access.
 - e) Accordingly, the City should consider a technology-based method of granting keyed access that it can control without concern over the distribution of key access beyond those who are considered eligible.
 - f) So who is eligible? This is perhaps a question for the next level of detailed implementation planning. However, in our view, this should be an extension from the MCP approach and enable residents the ability to access the beach in vehicles for specific recreational purposes. Those purposes would need to be categorized. The intent would not be to enable daily access for someone to drive onto the beach to launch a small craft. These locations are not municipal boat launches. However, reasonable accommodations would suggest that infrequent access for recreation purposes involving access to the water should be provided for.
 - g) The City can also limit the number of keys (fobs) in circulation to further maintain the balance of access needs.
13. As to whether the City should consider the payment of a fee for the use of a key on an annual basis, we do not suggest this is necessary other than the potential for a deposit on keys which is then returned at the end of the outdoor season. These can be provided again in following seasons. This may seem onerous but in the context of effective ways to ensure best use of the beach and keep vehicles off the beach ends, these

administrative protocols are worth an assessment of feasibility.

14. The intent to more clearly link keyed access to specific purposes is, in our view, reasonable. This may well extend, as suggested, beyond access only for MCP, but regardless the aim should be to avoid the problems associated with vehicles on beaches. The gates are themselves the first line of control – adequate management of the keys is the next logical requirement to make the original purpose of the gates worthwhile – to improve conditions rather than prevent all access.
15. The question of whether to charge for parking is an important one. Our view is that in peak summer season (July-August) the imposition of a charge for parking on-street along those road allowances that have the highest visitor demand (Wyldeewood and Pleasant Beach) has merit alongside prohibitions to alleviate overuse. Technology can be deployed to ensure easy payment compliance and enforcement during the summer period should be a priority.

We recommend that this be pursued as a pilot project at Pleasant Beach and Wyldeewood Roads.

The following outlines some location specific actions that should be considered.

5.2 Lorraine Road

Lorraine Road on the western extent of the study area does not require specific remedies for managing public access to the road end. The parking controls should recognize that public access of this road end is not generally considered problematic or a nuisance (as demonstrated by the results of public consultation).

Exhibit 24. A – Lorraine Road



Options
by Location

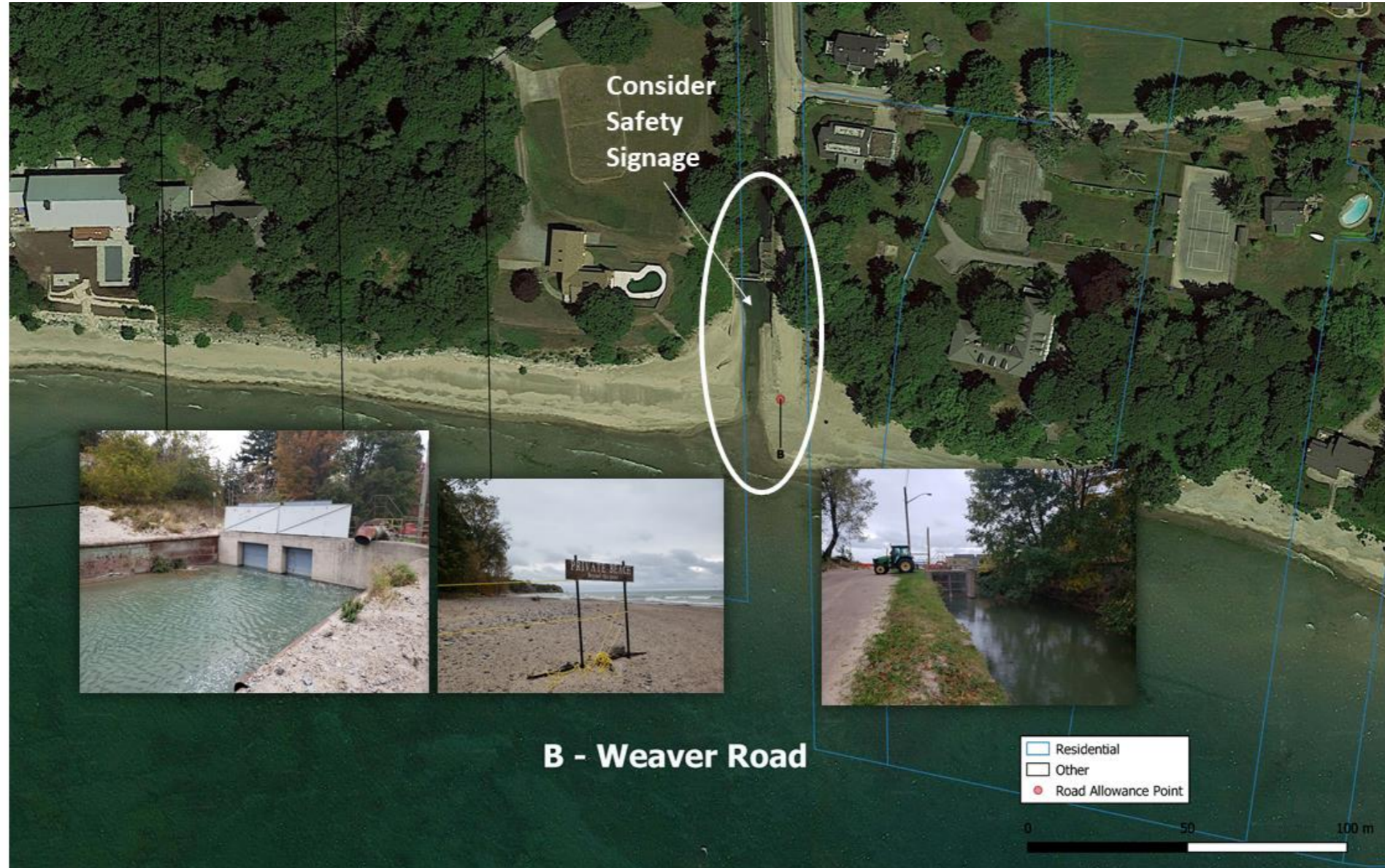
5.3 Weaver Road

Weaver Road is not a road end that supports much in the way of public access. The primary concern is that of public safety in the vicinity of the drainage channel, and the limited width of the available beach area within the 66 ft. R.O.W. Comments from consultation suggest that improvements to the organization of the road end are warranted.

Improvements could also include guard rails on the drainage channel side of the road (west) extending north from the beach end and consideration of great signage to warn of the dangers created by the presence of the outflow channel and the dynamic nature of the beach in that location.



Exhibit 25. B – Weaver Road



Options
by Location

5.4 Pinecrest Road

Pinecrest offers potential for creating a public lookout designed to offer vistas of the lake. The nature of the road end which is comprised on a vegetated area falling ways to a small pebble beach, create an opportunity for an installed buttress, suitably design that create an attractive vantage point. Created in the local vernacular – stones, vegetation and unassuming in scale, this would be a reflection point for the visiting tourist, cyclist or local resident. The carry capacity of the “beach” in this area is limited and so the approach to creating a landscaped end point of the road is appropriate.

Exhibit 26. C – Pinecrest Road



Options
by Location

Pinecrest Road

- Promote Active Transportation along route
- Create public look-out and seating above beach as improvement-to current use of ROW
- Maintain restricted access width



5.5 Cedar Bay Road

There are no specific recommendations for changes in the approach or physical infrastructure at Cedar Bay Road. However, as a point of policy, there has been a perception of public access rights across the beach to the east and west of the road allowance. This arises because the ownership is contained in two linear parcels that contain only shoreline beach. Research has been carried out to determine the ownerships and the liabilities for the Township if it promotes the public access on these lands.

- Both parcels are properties owned by the estate of individuals (likely deceased). These parcels are not in City ownership
- Legal advice indicated that the City should not openly promote the use of these lands for public access.

The reality is that these lands are used for passive enjoyment and accordingly, unless there are specific reasons to the contrary, the municipality is encouraged to maintain the status quo and monitor use of these lands for passive enjoyment. At this time, we do not recommend the placement of any additional infrastructure to promote visitation. As noted earlier in this report, the focus of visitation for long duration stays should be the public parks and public beaches.

Exhibit 27. D – Cedar Bay Road



Options by Location

Exhibit 28. Cedar Bay Road Parcels

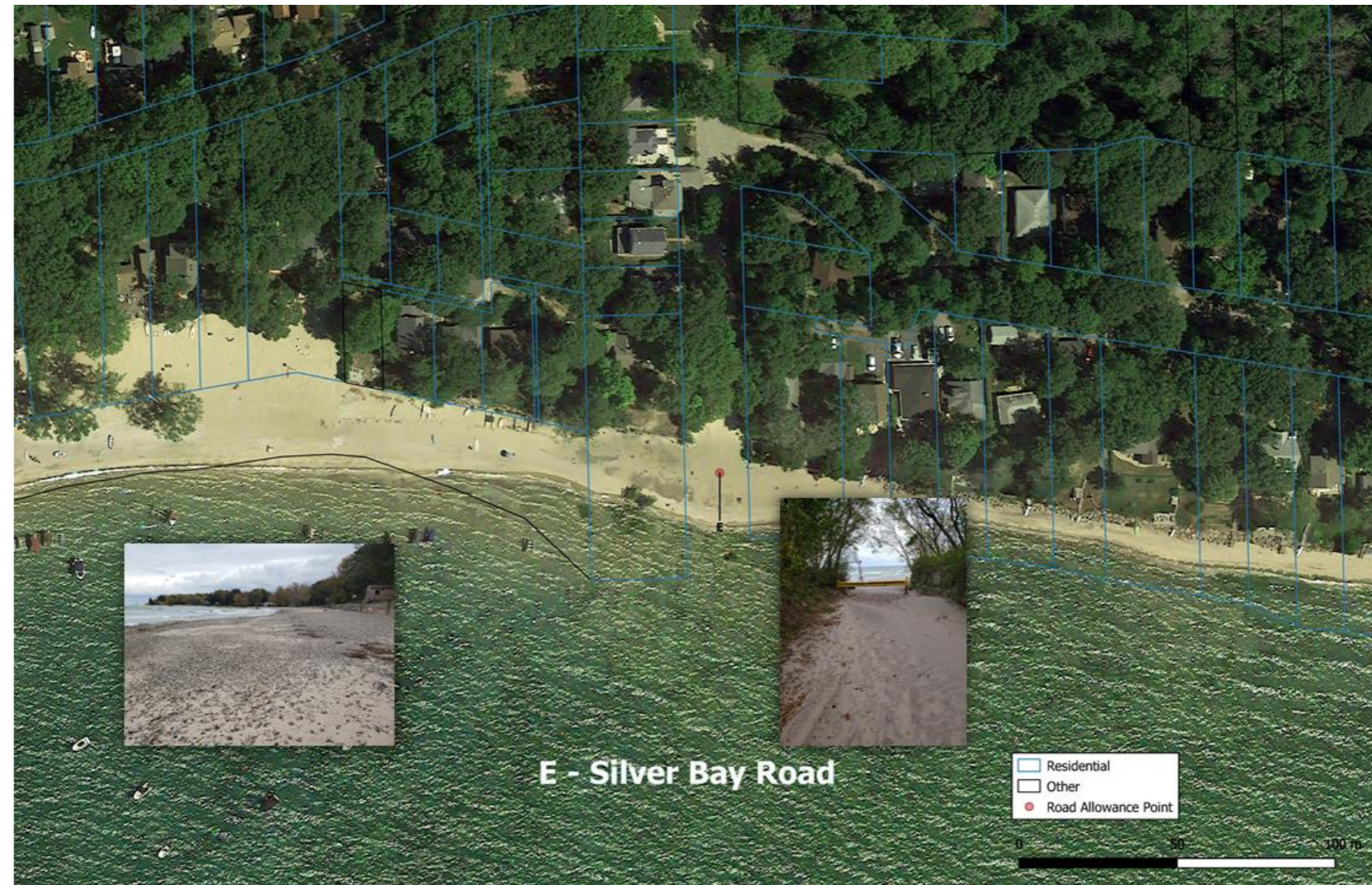
Cedar Bay Road



5.6 Silver Bay Road

Opportunities for Silver Bay are presented below. These are marginal changes and reflect the fact that the survey identified relatively little of concern. It should be noted that this beach end is at the eastern edge of the linear connection that runs west generally to the vicinity of Cedar Bay Road. However, there is an intervening property so direct connection is not possible. Whether informal access across the entirety of the shoreline between Silver Bay and Cedar Bay is widely undertaken is not known.

Exhibit 29. E – Silver Bay Road



Options
by Location

Silver Bay Road

- Parking restrictions as proposed by City are recommended
- Ownership fabric supports maintenance of limited access via parking enforcement
- Active Transportation Route opportunity with small amenity:
 - Litter
 - Bench seating
 - Interpretation Opportunities



5.7 Wyldewood Road

The issues of concern at this road allowance stem from the proximity to the western edge of Sherkston Shores and access to that site from this roadway. Recognizing that Sherkston Shores has, as its responsibility, a desire to secure access to its site through its designated entrances, it is assumed that efforts can continue to be made to limit the extent to which Wyldewood Road is utilized by visitors to the cottage park community.

The City should focus its efforts on effective organization of the roadway approach to the road end, identification of a modest time-limited parking provision in the immediate vicinity, with dedication of several spaces to accessibility challenged persons. Recognizing the residential nature of the firelane to the west, it is important again to recognize that people will visit the beach end and accordingly, some level of amenity is warranted. That can be as limited as garbage receptacles, landscape enhancement of the road end in this location, signage and wayfinding to promote the City’s official beaches.

Exhibit 30. F – Wyldewood Road



Options
by Location

Wyldewood Road

- No sale of ROW in part or in whole
- Recognize demand for access and considered improved seasonal fencing in partnership with adjoining land owners
- Amenity limited to parking, litter control
- No seasonal washroom
- Consideration of promoting Active Transportation – bike ride in season at ROW access



5.8 Pleasant Beach Road

The options for improved management of the Pleasant Beach Road Allowance are provided below. These are ideas that should be addressed and the feasibility of each should be assessed further. For example, the intent to restrict use of this road end given that it is not a public beach is reasonable, but the presence of camp sites and a commercial eatery suggests that this does operate as a destination. Accordingly, and in full recognition of the diversity of opinion on this issue, it is recommended that the City consider improving the level of amenities to serve the area. This could entail seasonal washrooms, if properly monitored and maintained, it certainly can include demarcation of the Sherkston property boundary, and the provision of parking prohibitions along the road that do not impinge on the enjoyment of on-street parking by area residents (i.e. the potential for permit parking for owners).

The improvements need to be modest in scale. The City should work with Sherkston Shores to ensure that the visiting public do not utilize the right of way for access to Sherkston and create parking problems on Pleasant Beach Road. Survey respondents were clear with regard to where the main challenges are in terms of controlling negative impacts from beach goers. Accordingly, it is not possible for the City to consider a sizeable addition of amenities, parking or other services in this area. Pleasant Beach Road remains a road end and not a public park.

Notwithstanding, if there is the potential to purchase a property in the vicinity of the road end, the potential may exist to provide for better management of demand in this

location, reducing the impacts on the local property owners.

In addition, at Pleasant Beach and Wyldewood ROWs the City should consider the creation of an accessible path adjacent to the gates that would be sufficient to enable certain accessibility assistance devices to gain access to the 66 ft ROW beach termination without the need for gate access.

- Should the City wish to provide additional accessibility assistance measures in place during the summer months, as an added benefit, this should be considered at the Pleasant Beach access primarily and potentially at the Wyldewood Access.
- Such measures do not confer these ROWs with the status of operational beaches nor is this suggestion verified in terms of potential liability or safety concerns associated with access features but is a logical extension of the accessibility provisions on the roadways themselves leading up to the vehicular gates.



Options
by Location

Exhibit 31. G – Pleasant Beach Road



Options
by Location

5.9 Holloway Bay Road

Holloway Bay Road provides an opportunity for the City to work with Fort Erie to establish these public lands as another “window on the lake”. This will take some degree of collaborative planning. The land parcel framework at the foot of Holloway Bay Road needs further understanding with regard to jurisdictional control.

Exhibit 32. H – Holloway Bay Road



Holloway Bay Road

- Constrained access
- Collaboration with Town of Fort Erie for any trail access as part of an active transportation opportunity



Appendix A. Survey Instrument



PORT COLBORNE

Port Colborne Road Allowances

Purpose of Survey

Several public road allowances in Port Colborne along the shore of Lake Erie are currently used unofficially for recreational purposes. The City has commissioned Sierra Planning and Management to conduct a review of the use of these road allowances.

Your Input is important

As part of this review we are conducting an online survey with the aim of attaining input on the issues from all property owners in proximity to the road allowances in question. The survey area is bounded by Reuter Road to the west, Mathews Road to the east, Killaly Street to the north, and Lake Erie to the south.

The issue at hand is effective future planning for the road allowances ending at the Lake Erie shore.

This survey will close on [Insert date].

Your responses are **CONFIDENTIAL** – no individual respondents will be identified publicly through the results.

This survey should take about 10 minutes of your time. Thank you!



PORT COLBORNE

Port Colborne Road Allowances

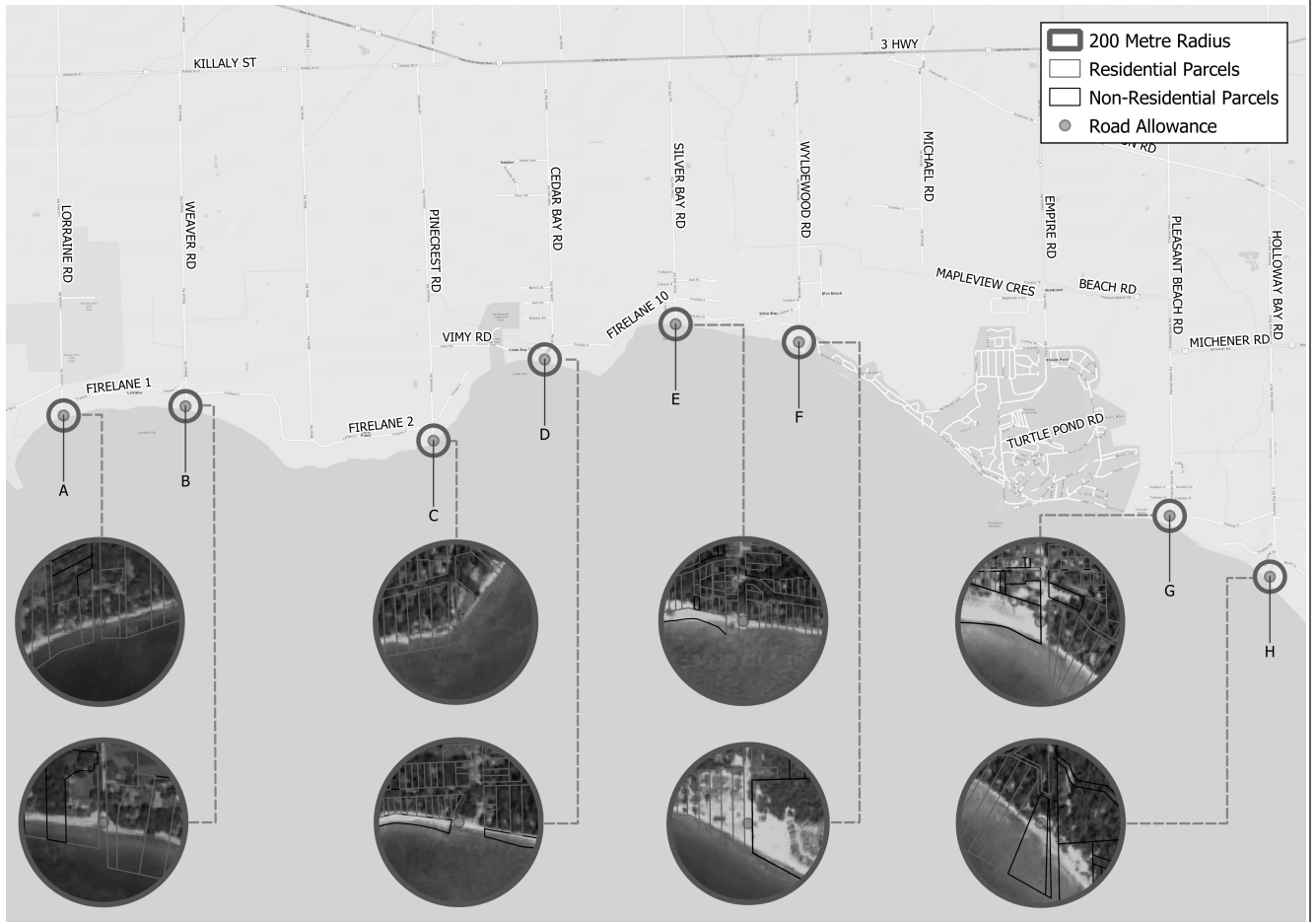
About the Property

* 1. Where is your property located?

Please enter your street
name and number

Please enter your postal
code

* 2. The road allowances in question are labeled in the map below from A to H. Which road allowance is your property closest to?



- | | |
|--|---|
| <input type="radio"/> A - Lorraine Road | <input type="radio"/> E - Silver Bay Road |
| <input type="radio"/> B - Weaver Road | <input type="radio"/> F - Wyldewood Road |
| <input type="radio"/> C - Pinecrest Road | <input type="radio"/> G - Pleasant Beach Road |
| <input type="radio"/> D - Cedar Bay Road | <input type="radio"/> H - Holloway Bay Road |

* 3. Does your property front onto one of the roads indicated in Question 2? If so, which one?

- No
- Yes (please specify)

4. Does your property have beach frontage or front the shoreline?

- Yes
- No

5. Is your property on an east-west or north-south road?

- East-west
- North-south

6. What is the approximate distance (in metres) of your property from the nearest shore access point at the foot of the road allowance?

7. How long have you owned your property?

8. Are you the registered owner?

- Yes
- No
- No, but I am the assessed owner

9. Do you live at this property year round or is this a seasonal property?

- Year-round
- Seasonally

10. Does your property have deeded access to the shoreline?

- Yes
- No
- Unsure

11. Is your property part of a neighbourhood association? If so please indicate which one.

- No
- Yes (please specify)



PORT COLBORNE

Port Colborne Road Allowances

The Issues

The following questions address the use of the road allowance at the shoreline by the public and the experience of nearby residents in the vicinity of the road allowance.

12. Have you experienced any impacts associated with the public use of the road allowance to access the Lake Erie shoreline Beach? Please rate each issue on a scale of 0-5 in terms of significance to you.

	Insignificant				Very significant
Parking in front of your driveway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking on the shoulder of the road but not in front of your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Littering in the vicinity of your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Illegal dumping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise disturbance late at night	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perceived trespass on your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Issues related to washroom access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please elaborate on any experiences

13. Referring to the same set of issues, how frequently do they occur during the summer months?

	Never experienced	Experienced very rarely	Experienced occasionally	Experienced often
Parking in front of your driveway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking on the shoulder of the road but not in front of your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Littering in the vicinity of your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Illegal dumping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise disturbance late at night	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perceived trespass on your property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Issues related to washroom access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please elaborate on any experiences

14. Is this an experience during other times of the year?

- Yes
- No
- Somewhat

Please explain

15. Do you access the beach at the road allowances and why?

- For walking to and from the beach
- Beach (enjoyment of public land and views)
- To provide trailer access to water to haul-in/out water craft (includes walking in/out small non-motorized craft as well)
- To walk along the beach
- To access my property from the beach
- Other (please specify)

16. Do you require on-going access to the shoreline via the road allowance

- No
- Yes by vehicle
- Yes on foot
- Yes both by vehicle and on foot

17. In your opinion, what is the most significant problem that needs to be addressed for each road allowance?

Issue

A - Lorraine
Road

B - Weaver
Road

C - Pinecrest
Road

D - Cedar Bay
Road

E - Silver Bay
Road

F -
Wyldeewood
Road

G - Pleasant
Beach Road

H - Holloway
Bay Road

Other (please specify)

18. Please indicate your willingness to consider the following measures (the final measure is only applicable to G - Pleasant Beach Road)

	Fencing sufficient to prevent public access entirely	Maintaining current policy of vehicular gates	Add more legal parking further away from the beach or on an off-street location	Sell road allowance lands at the shore to private owner(s)	Partial sale but retain emergency access easement to beach	Creating public parks	Agreement for a Third Party Operator to manage public access to Pleasant Beach Road allowance (G)
A - Lorraine Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B - Weaver Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C - Pinecrest Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D - Cedar Bay Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E - Silver Bay Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F - Wyldewood Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G - Pleasant Beach Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H - Holloway Bay Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Please provide any additional comments you think are relevant to this review.



PORT COLBORNE

Port Colborne Road Allowances

Thank you!

Thank you for your input!

If you have any technical questions about this survey, please contact:

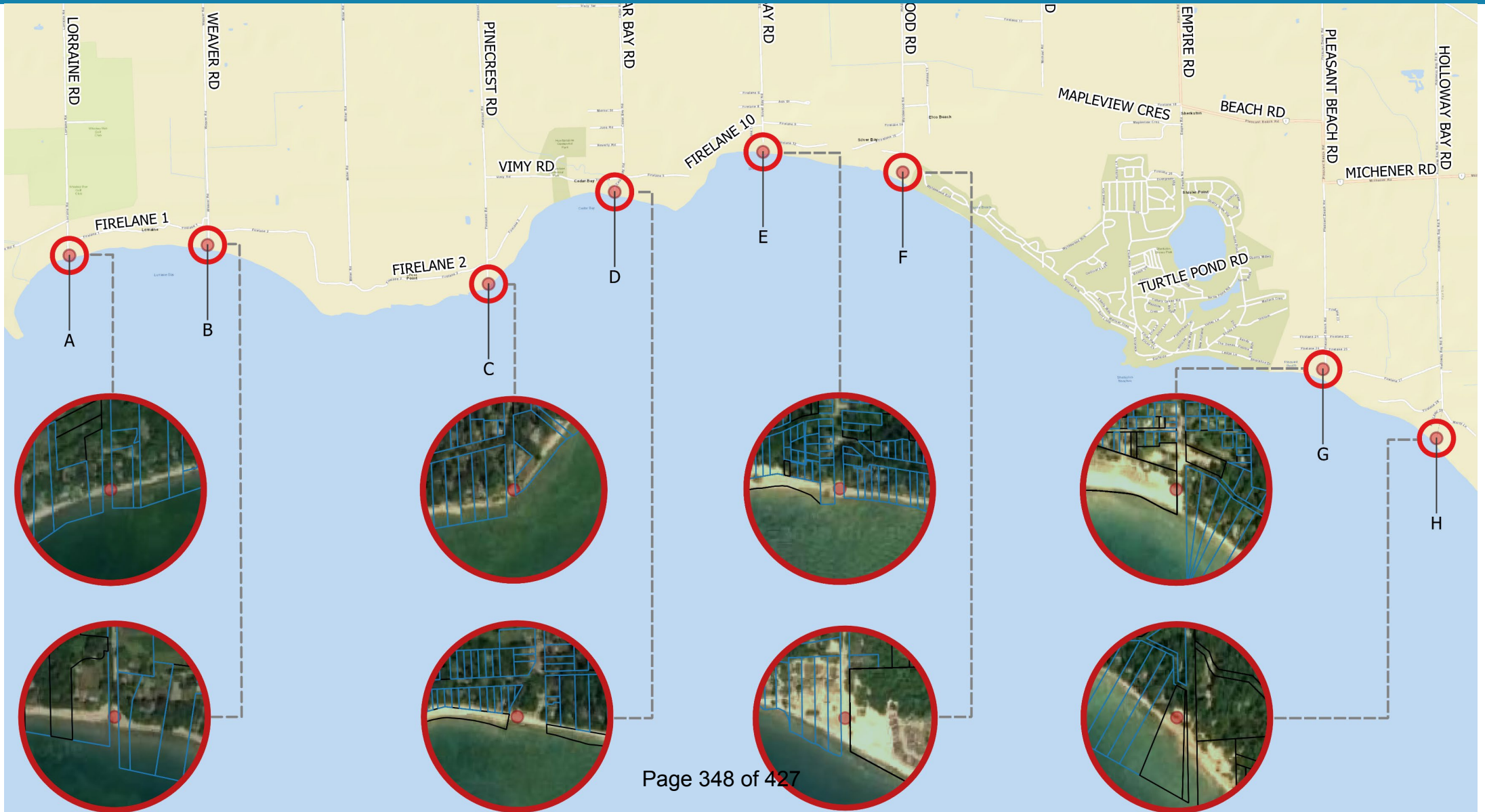
Ira Banks, Consultant, Sierra Planning and Management at ibanks@sierraplan.com.

Appendix B. Survey Analysis

Review of Road Allowance as Informal Beach Access

April 26, 2021

Road Allowances





Process Reminder: From the Work Plan

✓ Public and Property Stakeholder Consultation Preparation and Execution

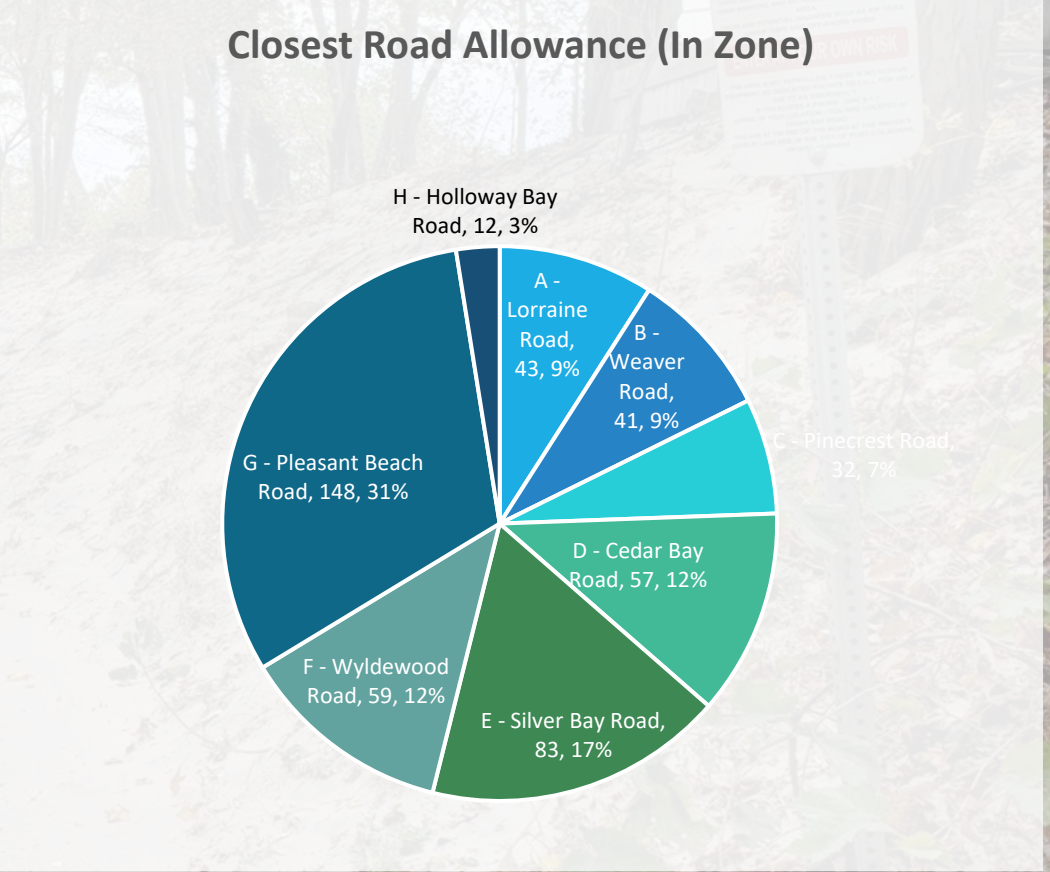
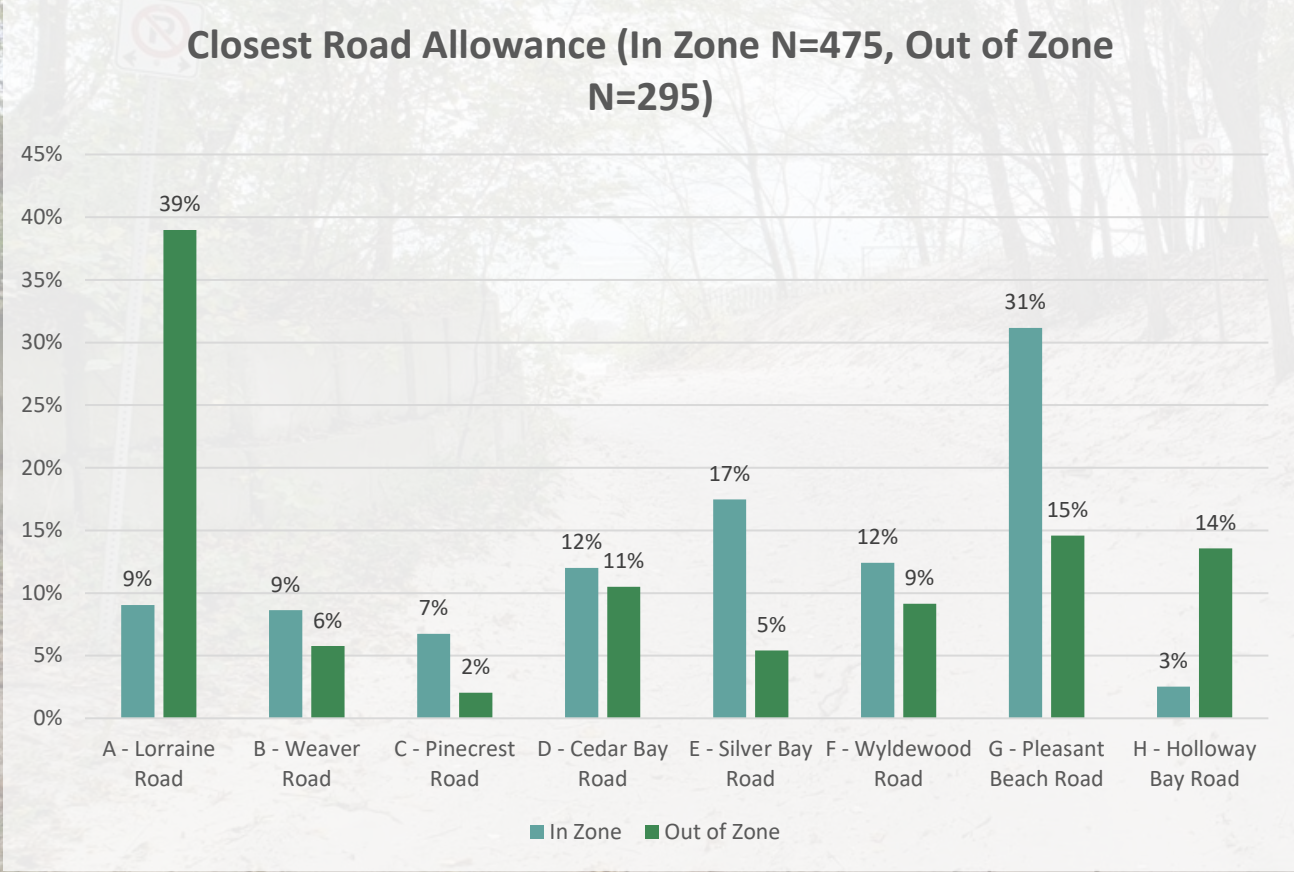
There are a number of different perspectives that are relevant to creating a workable range of solutions:

- Public at large and beach goers;
- Adjacent property owners;
- Potential commercial partners;
- Cottage owners; and
- Council and management of the City.

Respondent Information

- 42% of respondents within the main survey zone reported that their property fronts directly onto one of the road allowances (the most common being Pleasant Beach), compared with 14% from outside the zone. Some respondents included other roads in their response including Firelane 2, Firelane 14, and Firelane 2.
- A minority of respondents' property has beach frontage or frontage onto the shoreline (24% within the main survey zone and 16% outside of it).
- Unsurprisingly, respondents from within the main survey zone reported living closer to the nearest shore access point at the foot of a road allowance, with 83% being within 1 kilometre. However, a smaller majority (62%) of respondents outside the main survey zone also reported being within a kilometre, with only 9% being more than 5 kilometres away.
- There was little difference in length of ownership between in zone and out of zone respondents in terms of length of property ownership, with 57% and 56% (respectively) owning for longer than 10 years.
- The overwhelming majority of respondents are the registered owner of the property, at 92% within the main survey zone, and 87% from outside the zone.
- A large number (41%) of respondents within the main zone are seasonal residents, compared with 28% of respondents outside the zone.
- 31% of respondents within the main survey zone indicated that they have deeded access to the shoreline, compared with 16% of other respondents. 14% and 13% (respectively) were unsure whether they do or not.
- A majority of respondents are not part of a neighbourhood association. Of those who are, the most commonly listed association for respondents within the main survey zone was the Pleasant Beach Property Owners Association, followed by the Lorraine Bay Association. For other respondents it was the Cedar Bay Association followed by the Wyldewood Beach Association.

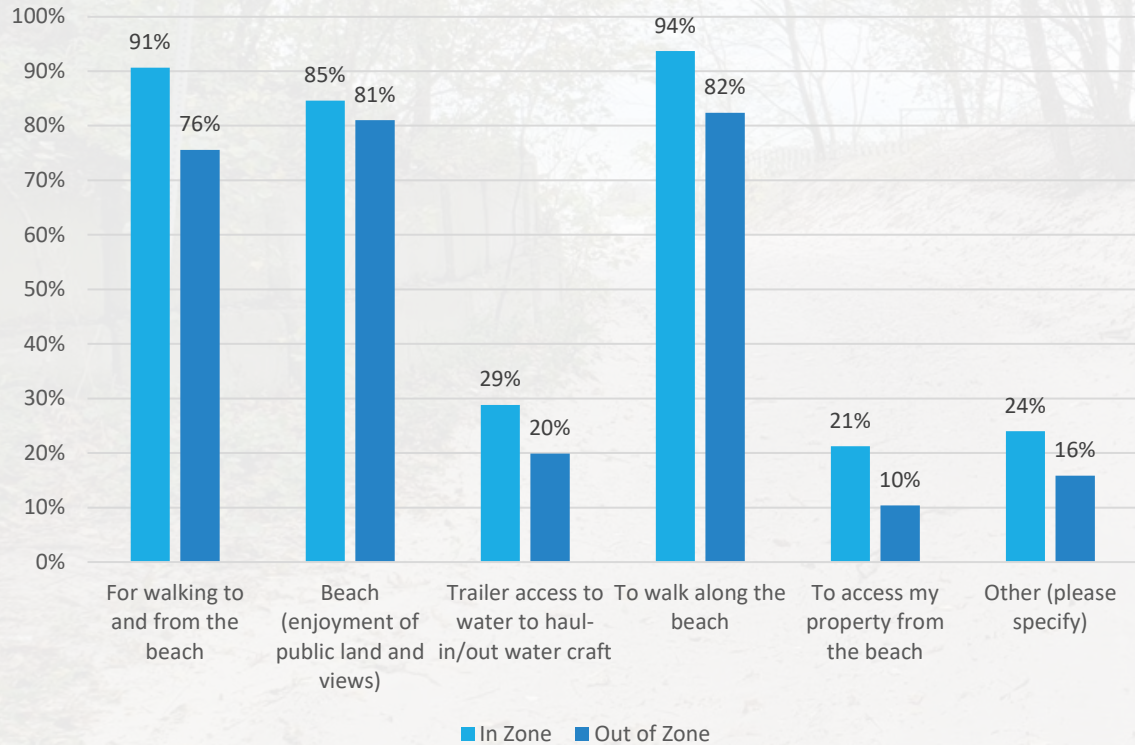
Respondent Location



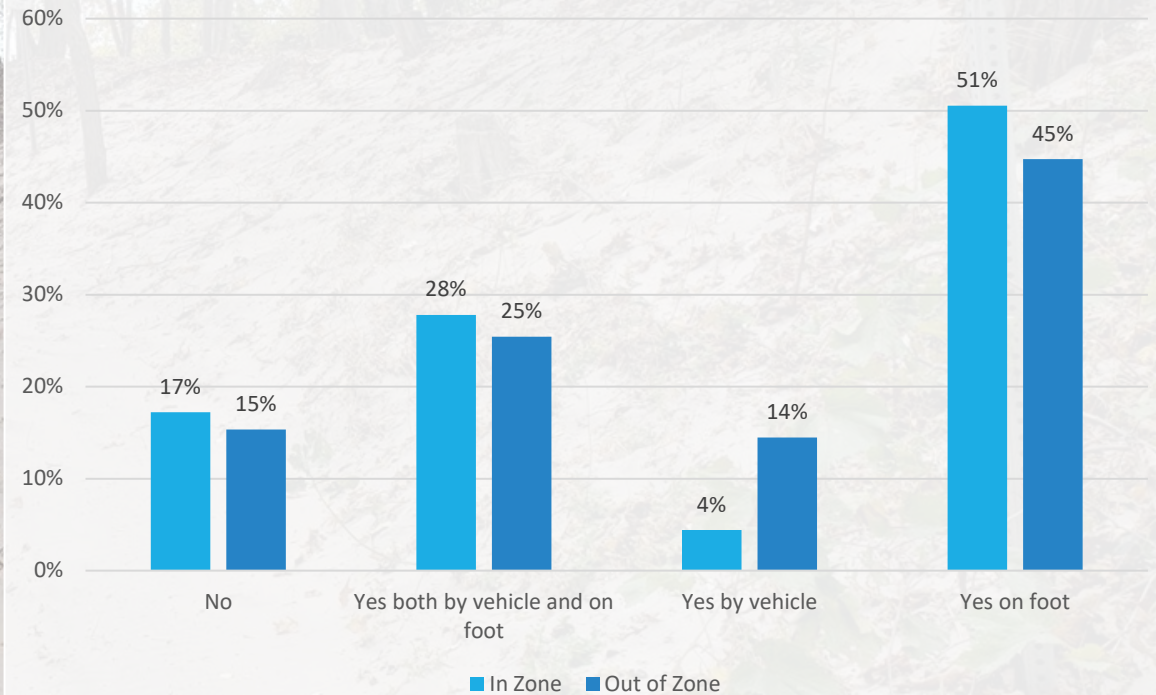
Need for Access



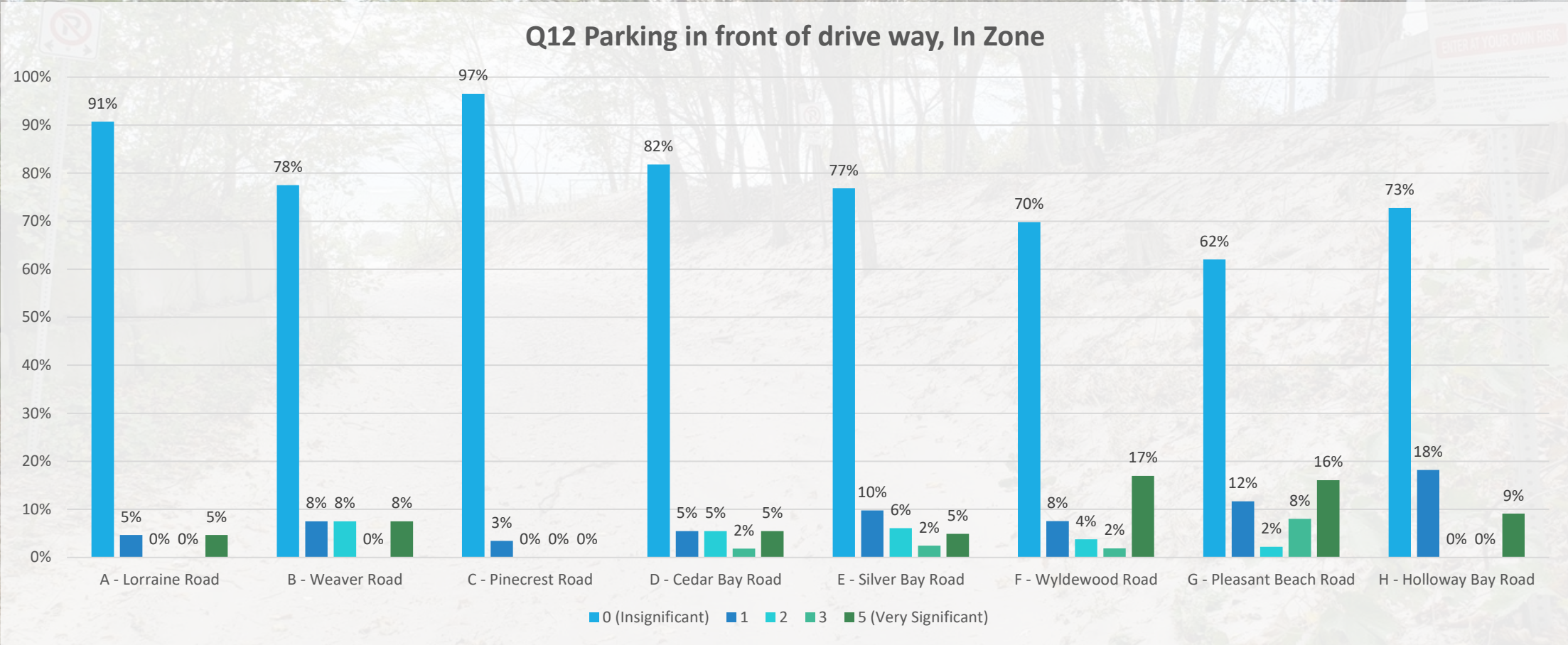
Why do you access the beach at the road allowances (In Zone N=396, Out of Zone, N=221)



Do you require on-going access to the shoreline via the road allowance (In Zone N=453, Out of Zone N=228)

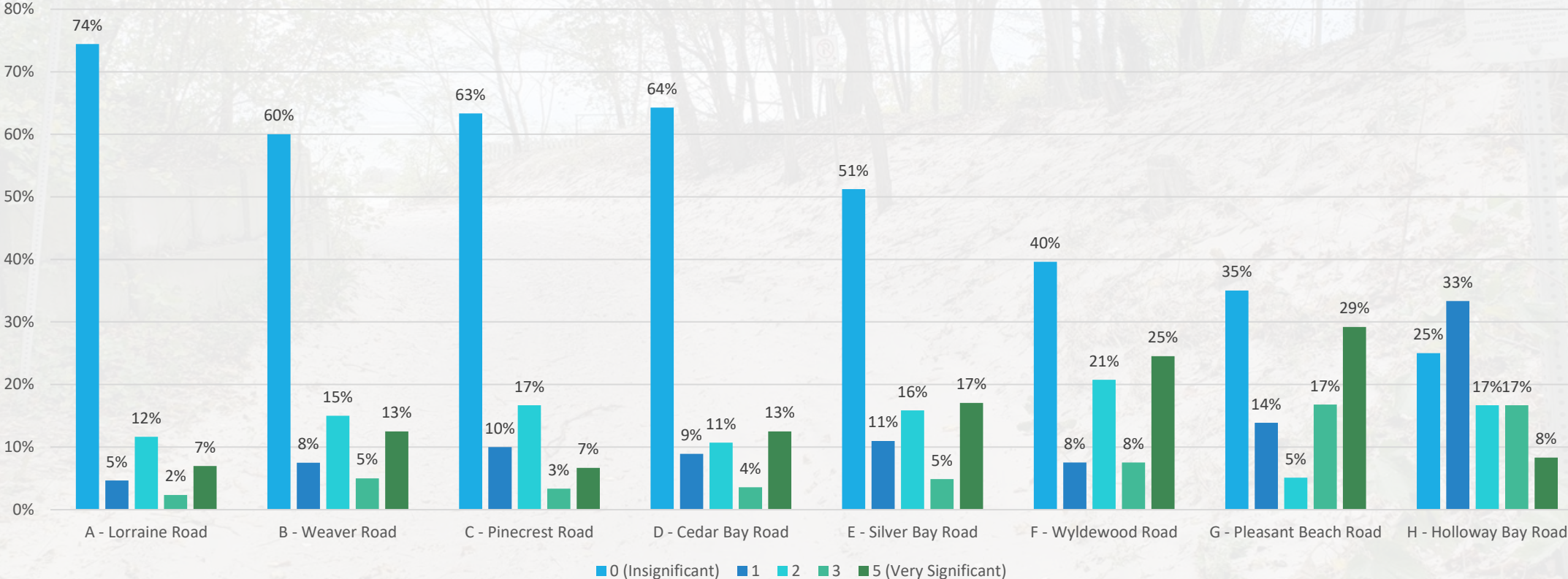


Saliency of Issues



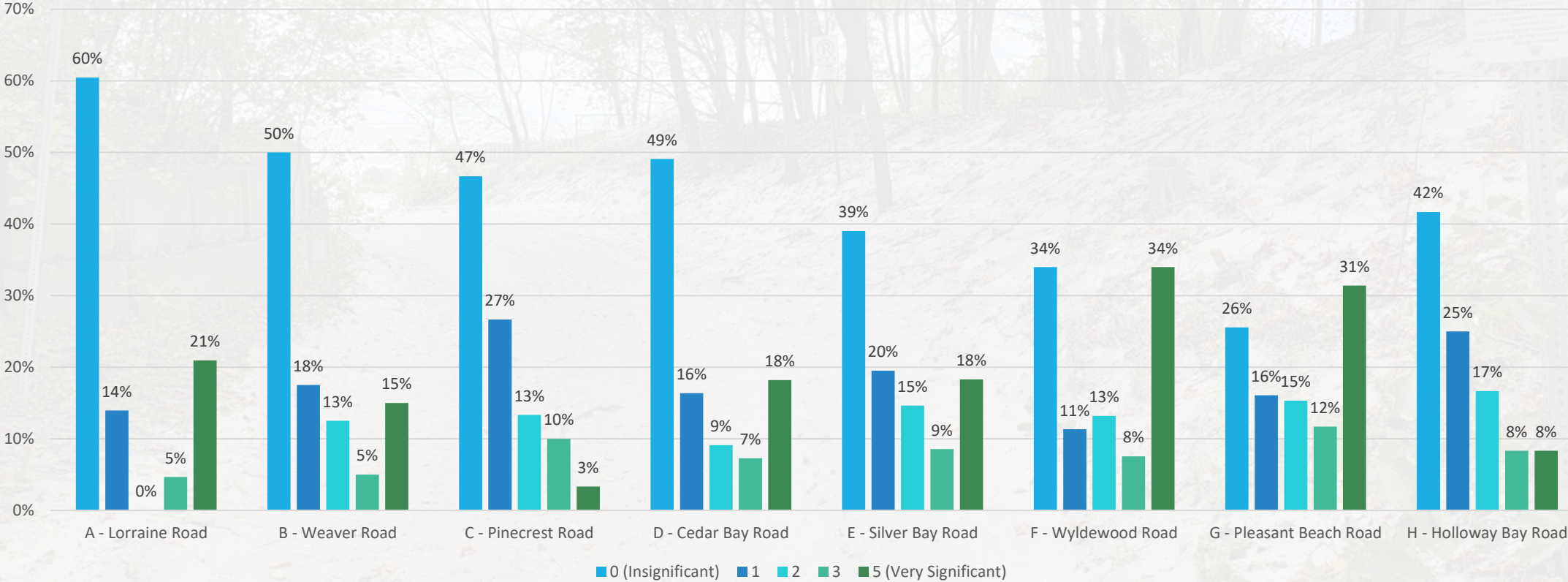
Saliency of Issues

Q12 Parking on the shoulder of the road but not in front of your property, In Zone



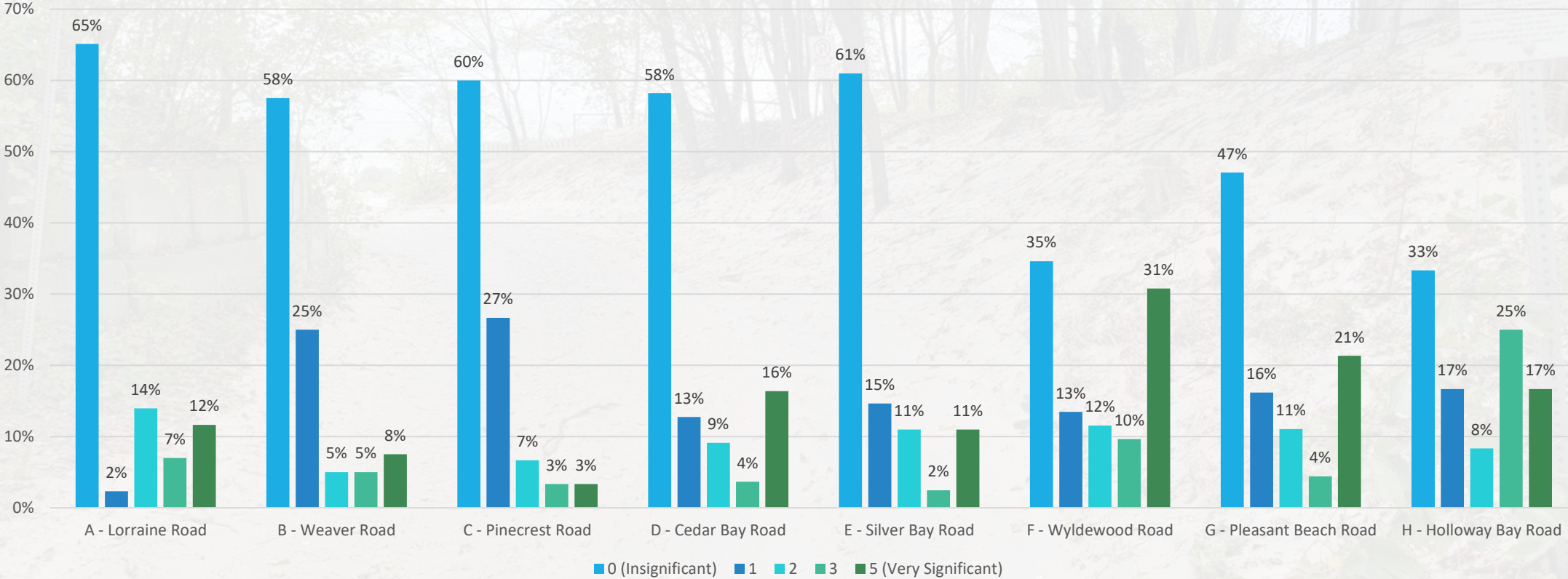
Saliency of Issues

Q12 Littering in the vicinity of your property, In Zone



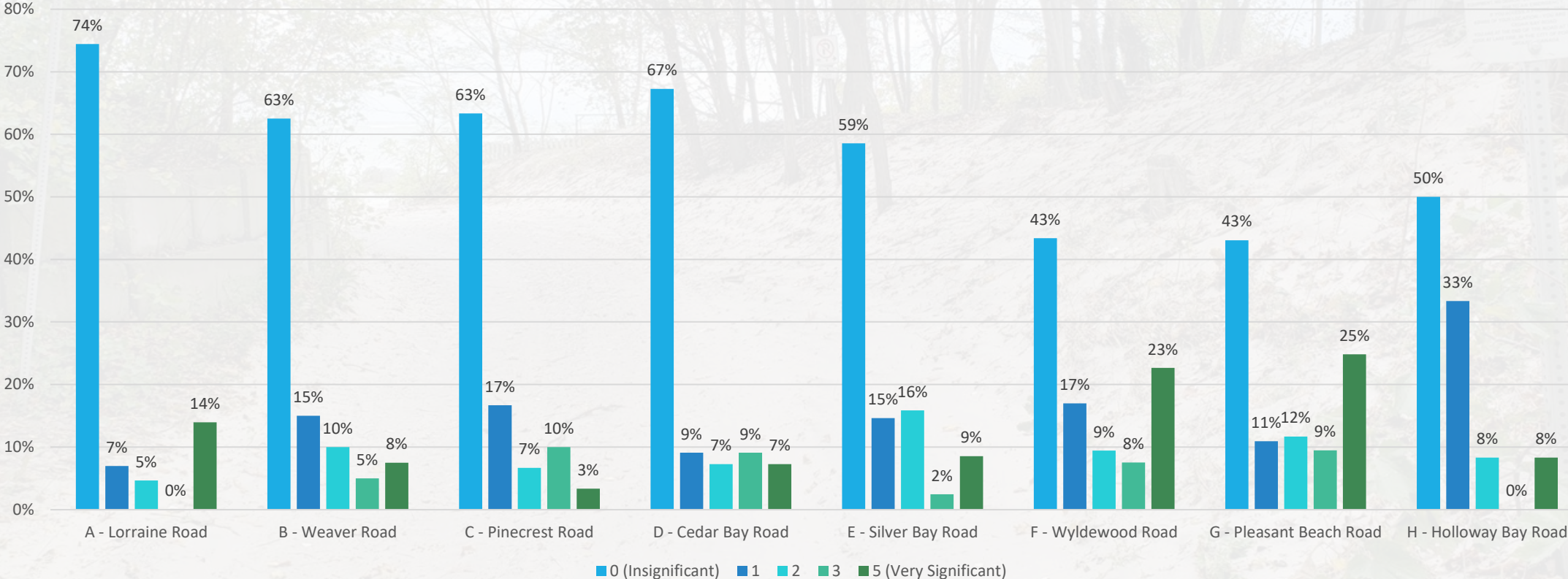
Saliency of Issues

Q12 Illegal Dumping, In Zone

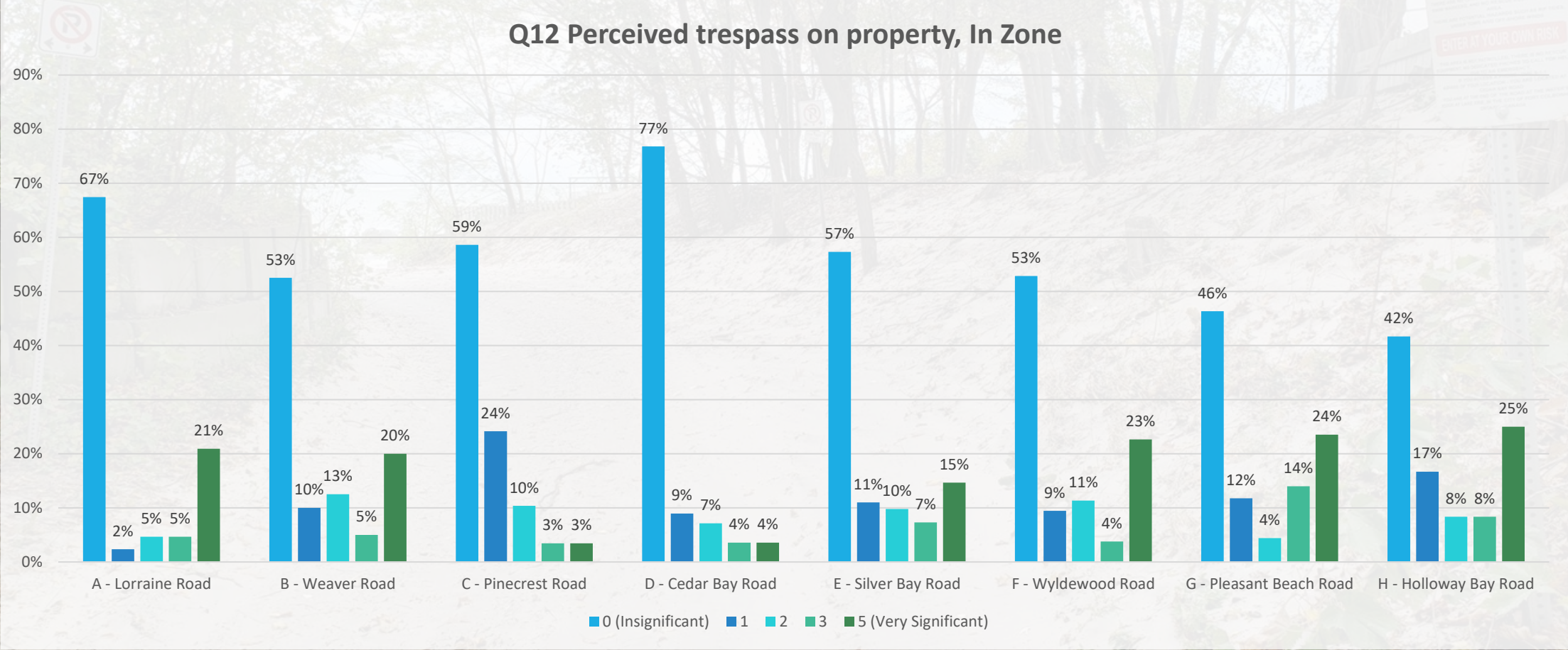


Saliency of Issues

Q12 Noise disturbance late at night, In Zone

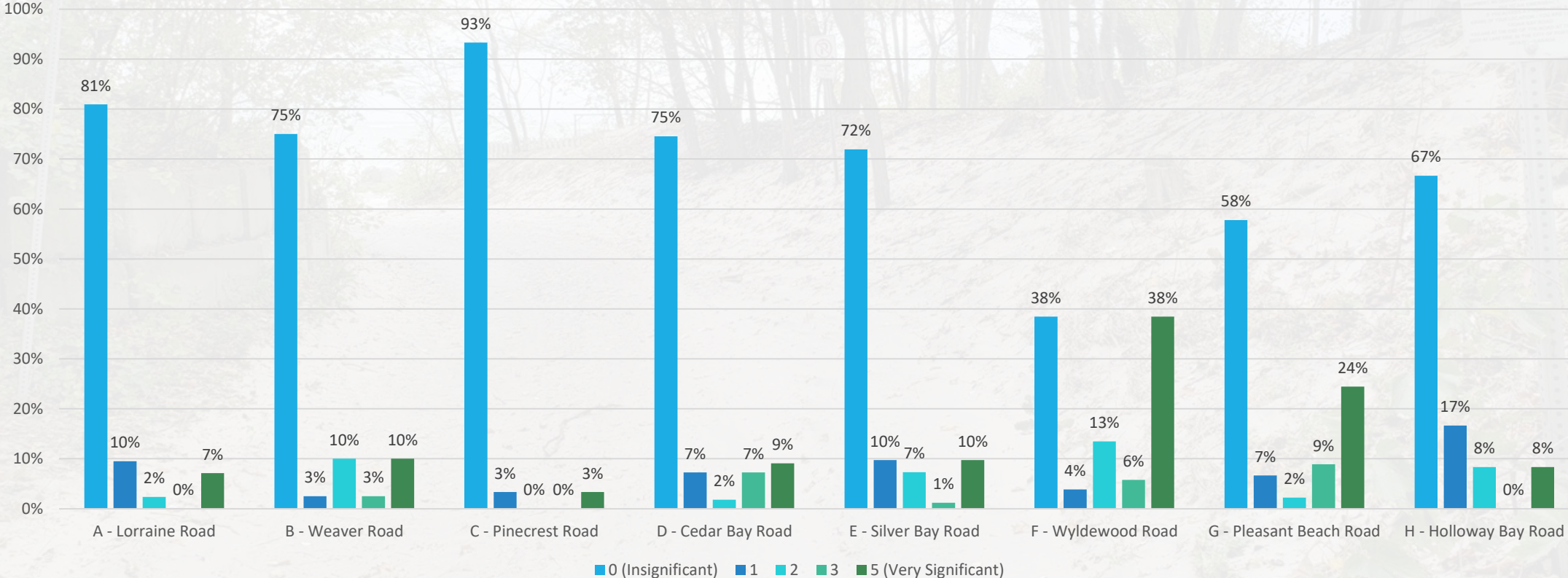


Saliency of Issues



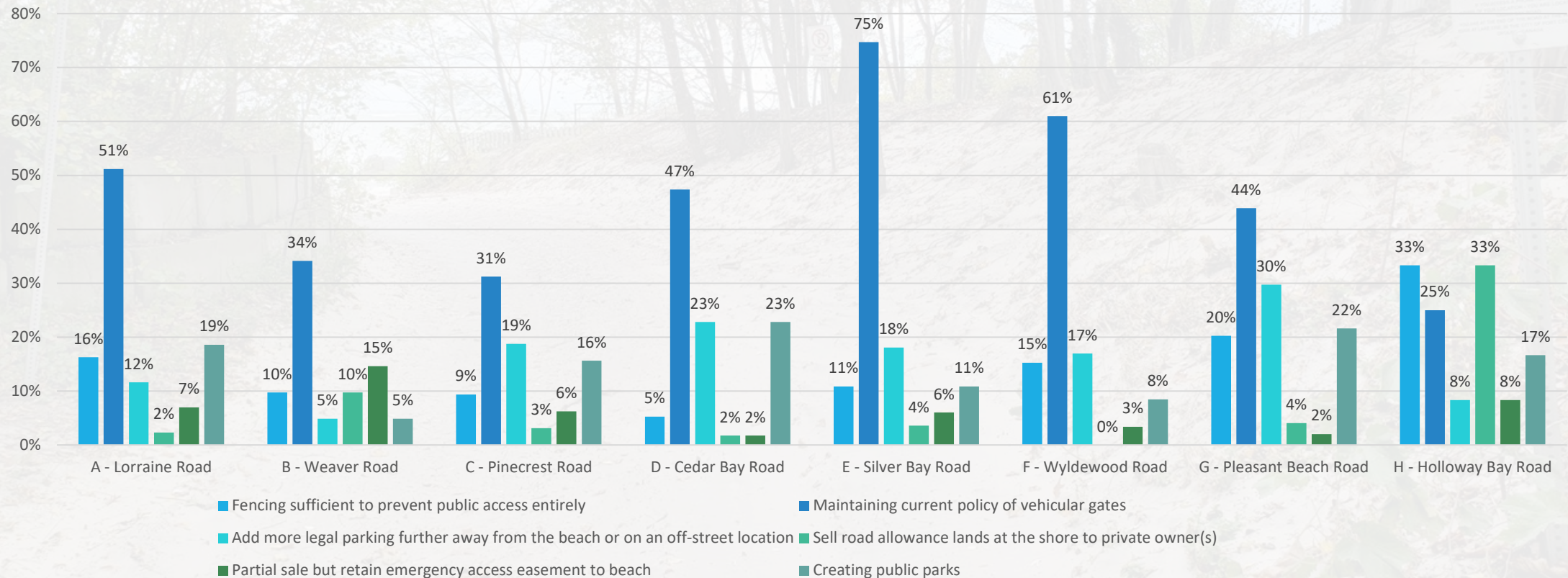
Saliency of Issues

Q12 Issues related to washroom access, In Zone

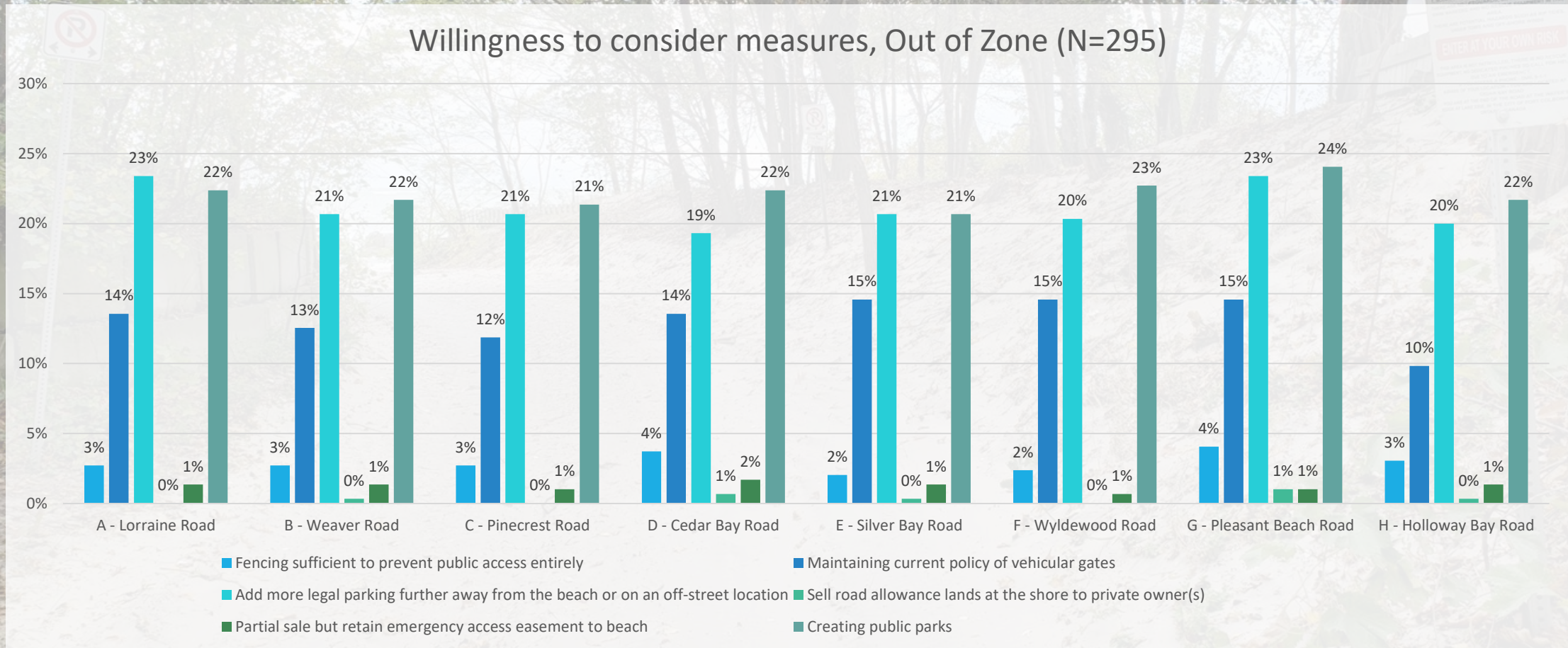


Willingness to Consider Measures (In Zone)

Willingness to consider measure by road allowance (% using Q2 result as N for each allowance)



Willingness to Consider Measures (Out of Zone)



Process: Next Steps

✓ Public and Property Stakeholder Consultation

- Develop and present range of Policy and Planning Solutions
- Seek public and property owner feedback on solutions
- Develop recommendations report



Sierra Planning and Management
advice • strategy • implementation

LCA Environmental Consultants

June 26, 2024

Steve Shypowskyj
Director of Public Works
City of Port Colborne
1 Killaly Street West
Port Colborne, ON L3K 6H1

Re: Waterfront Road Allowance, City of Port Colborne

In 2023, we completed an assessment of the City of Port Colborne road ends along the Lake Erie shoreline, specifically to assess the potential for the presence of Fowler's Toad and associated toad habitat as both the species and habitat are regulated under the Endangered Species Act (ESA 2007, S.O. 2007, c. 6). A summary report of the assessment and recommendations was provided to the City to assist the City in establishing appropriate maintenance activities that would be in compliance with the ESA.

Further to the assessments and report completed in September 2023, we have reviewed Waterfront Road Allowance Report to Council regarding the recommended provisions to address the Endangered Species Act and vehicular access on the road ends.

Based on the observed tire tracks on several of the road-end beaches, some extending into the water, we strongly support a more controlled access process at the City, specifically regarding vehicles or machinery on the beach. The ESA legislation prohibits destruction of the species (Fowler's Toad) and habitat and is written in such a manner that the landowner (person or corporation) is equally responsible for any negligence and offence under the Act, such that observed or reported damage to the species or habitat can result in significant charges. The entire Lake Erie shoreline in Niagara has been identified as potential habitat for Fowler's Toad (Fowler's Toad Recovery Strategy, MNRF 2011).

The Ministry of Environment, Conservation and Parks (MECP) has approved the Road End Manual regarding maintenance activities. However, any activities that fall outside of the permitted maintenance may be subject to a permit and/or approval from MECP and other regulatory agencies, such as NPCA.

LCA Environmental Consultants

While shoreline protection is often needed on private residences along the Lake Erie shoreline, there is a process in place that would allow residents to get approval for any private maintenance requirements under the Act, in advance of completing any proposed works.

Gating the road ends to restrict vehicular traffic will provide the City greater control of vehicular or machinery access.

In summary, given the presence of Fowler's Toad habitat along much of the Lake Erie shoreline in Port Colborne, controlled vehicular access to the Lake Erie shoreline will alleviate the potential burden to the City of Port Colborne of any future ESA contravention resulting from unauthorized vehicle or machinery access.

Should you have any questions regarding the content of this letter, please contact me directly.

Sincerely,



Lisa Price, M.Sc.
Principal



PORT COLBORNE

Subject: 2024 Watermain Replacement Project Update

To: Council

From: Public Works Department

Report Number: 2024-146

Meeting Date: July 23, 2024

Recommendation:

That Public Works Department Report 2024-146 be received; and

That an additional \$4,428,000 from the Water Reserve be approved for the 2024 watermain replacement capital project construction.

Purpose:

The purpose of this report is to obtain funding to complete the construction of the 2024 watermain replacement capital project which includes replacing watermains on Davis Street, West Street, Homewood Avenue, and Berkley Avenue.

Background:

As part of the 2022 capital budget, the design and construction of four watermain projects were approved for a total estimated project cost of \$5,000,000. The watermains to be replaced are located on Davis Street, West Street, Homewood Avenue, and Berkley Avenue. These watermains were prioritized for replacement due to their condition, high frequency of watermain breaks, advanced age, and the outdated pipe material used.

The City's Infrastructure Needs Study has highlighted the importance of ongoing capital replacement projects to address critical issues such as water loss and to ensure the reliability and safety of the City's drinking water supply system. Watermains are essential components of the water distribution network, and their failure can lead to significant disruptions, increased maintenance costs, and potential public health risks. Proactively replacing aging and problematic watermains is vital to maintain a resilient and efficient water infrastructure.

Associated Engineering was retained to complete the engineering designs for each of the four watermains, prepare the tender documentation, and oversee contract administration and site inspection during the construction phase of the project, which was included as a provisional item.

The watermain replacement tender for construction closed on June 4, 2024, and two tenders were submitted. Peter's Excavating was the only complete submission, and they have been tentatively awarded the project, pending the approval of additional funds. The construction bid submission from Peter's Excavating totaled \$7,983,275.31. Associated Engineering evaluated the tender submission and provided their recommendation to award the tender to Peter's Excavating.

Discussion:

The approved funding for the watermain replacement project was originally set at \$5,000,000, with approximately \$3.7 million sourced from provincial and federal grants. This budget was intended to cover the design and construction costs of replacing the four watermains. However, several factors have led to an increase in the overall project costs:

- **Scope Expansion:** The initial design phase did not include West Street, which necessitated additional design work.
- **Geotechnical Requirements:** Extensive geotechnical work was required for the four project sites to comply with the new Excess Soil Regulation from the Province. Initial soil tests indicated the need for further refined testing to better understand the soil parameters and potential contamination.
- **Soil Management:** The new Excess Soil Regulation also mandates stricter rules for soil registration, movement, and placement. Tests at the project sites revealed contamination levels, requiring proper soil management by a Qualified Person, under the Regulation. This has significantly increased the planned construction costs.

The 2024 Water Financial Plan (Council Report 2024-88) anticipated additional expenses for this project. An additional \$3.5 million was earmarked in the water budget projections to cover the increased costs associated with onsite soil removal.

Further evaluations and clearer cost estimates have identified additional provisional items, including:

- **Site Dewatering Costs:** Essential for managing groundwater during construction, additional contingency to handle contaminated groundwater.
- **Contract Administration and Site Inspection for all 4 watermains:** Necessary for ensuring project compliance and quality control. The initial design tender submitted by Associated Engineering included a provisional item for contract

administration and site inspection. However, the original scope of work submitted did not encompass the site inspection and contract administration for the West Street watermain. To maintain continuity of the project, having Associated Engineering continue with the expanded scope change of the contract administration and site inspection work will help maintain that the project stays on schedule. Full time inspection is required due to the contamination issues on site and to maintain a high standard of work.

The revised costs associated with the four watermain replacements are summarized below:

Project Item	Proposed Costs
Engineering design, geotechnical and excess soil contamination investigation	\$391,000
Anticipated contract administration and site inspection costs	\$574,000
Construction costs including additional site dewatering provision, and contingency	\$8,313,000
Qualified Person requirement for Excess Soil Regulation and material testing	\$150,000
Total Project Cost Estimate	\$9,428,000

With the approved funding of \$5,000,000 through City, Provincial, and Federal funding, staff are requesting an additional \$4,428,000 be approved to complete the construction of the four watermain projects at a cost of \$9,428,000.

Internal Consultations:

Public Works staff collaborated with Corporate Services staff on the Water Financial Plan projections and discussed the necessary budget increases to ensure comprehensive planning and financial oversight.

Financial Implications:

The original budget for the watermain projects was \$5,000,000. The additional required funding is \$4,428,000 to accommodate a total revised budget of \$9,428,000. Staff are proposing the additional funds be allocated from the Water Reserve.

Funding Source	Cost
City Funding	\$5,762,917
Provincial Funding	\$1,665,883
Federal Funding	\$1,999,200

Total Project Cost Estimate	\$9,428,000
------------------------------------	--------------------

Public Engagement:

Residents and businesses impacted by construction will be notified before the project starts.

Strategic Plan Alignment:

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

- Sustainable and Resilient Infrastructure
-

Conclusion:

The need for additional funding is critical to proceed with this project, ensuring that the identified watermains are replaced in a timely manner to prevent future failures and to align with the City's commitment to improving of infrastructure. The successful completion of these replacements will contribute to reducing water loss and enhancing the overall efficiency of the City's water distribution system. Securing the additional funds will ensure the City meets all regulatory compliance requirements, which is essential for the successful execution of the project.

Respectfully submitted,

Cassandra Banting
Manager of Environmental Services
905-228-8137
Cassandra.Banting@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.

“Via Email: Premier@ontario.ca”

July 12th, 2024

The Honorable Doug Ford
Premier of Ontario

Re: Ontario Regulation 391/21: Blue Box for ‘Ineligible’ Sources

This will serve to advise you that Council of the Corporation of the Town of Cochrane, at its regular meeting held Tuesday, July 9th, 2024, passed the following resolution pertaining to the above noted:

“Resolution No. 402-2024

Moved by: Councillor Sylvie Charron-Lemieux

Seconded by: Councillor Marck Recoskie

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

WHEREAS 'ineligible' sources which producers are not responsible for including businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal- owned buildings, and not-for-profit organizations, such as shelters and food banks;

WHEREAS should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

WHEREAS The Town of Cochrane has approximately 191 or more "non-eligible" sources that will not be provided service from the Producer Responsibility Organization after transition begins;

THEREFORE, BE IT RESOLVED THAT the Town of Cochrane hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable John Vanthof, MPP Timiskaming-Cochrane, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and all Ontario Municipalities.

CARRIED.”



Your attention to this matter is greatly appreciated!

Yours truly,

THE CORPORATION OF THE TOWN OF COCHRANE



Alice Mercier
Clerk

AM/ed

c.c: Minister of Environment, Conservation, and Parks, Hon. Andrea Khanjin;
Timiskaming-Cochrane MPP, John Vanthof;
Association of Municipalities of Ontario;
Federation of Canadian Municipalities;
All Ontario Municipalities





Office of the Regional Chair | Jim Bradley

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

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-685-6243

Email: jim.bradley@niagararegion.ca

www.niagararegion.ca

July 11, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Bldg Rm 281, Queen's Park
Toronto, ON M7A 1A1

Sent by e-mail: premier@ontario.ca

RE: Niagara Poverty Reduction Strategy – Social Assistance Rates

A five-year community-led Niagara Poverty Reduction Strategy (NPRS) (2024-2028) was launched in March 2024 and approved by Niagara Regional Council.

The strategy reflects concerns, opportunities and actions identified by residents during a broad engagement process and outlines eight Areas of Focus with one recommendation for each area. The Areas of Focus are: Indigenous Well-Being, Housing, Income, Employment, Food Security, Early Child Development, Transportation, and Mental Health and Addiction. Each Area of Focus includes one recommendation and a set of actions that addresses the issue of poverty within that area.

Within the strategy, income was identified as the primary determinant of poverty. The recommendation that addresses income levels calls for Niagara to advocate for adequate, liveable rates from government income assistance programs.

At the June 27, 2024, meeting of Niagara Regional Council a motion was passed calling for a copy of the NPRS be circulated and for the provincial government to increase the Ontario Works (OW) and Ontario Disability Support Program (ODSP) basic financial assistance rates and establish a policy to index rates to inflation for OW.

The approved motion is as follows:

1. That the Regional Chair **BE DIRECTED** to send correspondence to the Provincial Government requesting that action be taken to increase the Ontario Works (OW) and Ontario Disability Support Program (ODSP) basic financial assistance rates and establish a policy to index rates to inflation for OW similar to ODSP, to mitigate further hardship that has resulted from frozen rates.

2. That the Regional Chair **BE DIRECTED** to circulate a copy of the Niagara Poverty Reduction Strategy and associated correspondence to the Minister of Children, Community and Social Services (MCCSS), the Association of Municipalities Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), local area MPs and MPPs and local area municipalities for consideration of further actions required to address poverty.

To this end, as directed by Regional Council, I want to formally request that the Provincial Government increase the Ontario Works (OW) and Ontario Disability Support Program (ODSP) basic financial assistance rates and begin a collaborative process to develop and implement a policy to index rates to inflation for OW.

Sincerely,



Jim Bradley, Chair
Niagara Region

cc: The Honourable Sylvia Jones, Minister of Health
The Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development
The Honourable Michael Parsa, Minister of Children, Community and Social Services
Sam Oosterhoff, MPP, Niagara West
Jeff Burch, MPP, Niagara Centre
Wayne Gates, MPP, Niagara Falls
Jennifer (Jennie) Stevens, MPP, St. Catharines

Niagara Poverty Reduction Strategy

2024 - 2028

Acknowledgements

Authors

Lisa Gallant

Poverty Reduction Strategy Advisor,
Community Services, Niagara Region

Marc Todd

Manager, Community Services,
Niagara Region

Contributors

Residents and community champions made this strategy possible.

Thank you to the hundreds of people in Niagara for sharing their time, wisdom, commitment and stories. Thank you to community groups listed in "[Appendix A: Locations of community engagement](#)" on page 33 for hosting sessions to increase the reach of engagement and facilitators for leading meaningful community conversations.

Special thanks to

Mary Ellen Simon

Director of Housing, Niagara Regional Native Centre
leading engagement with Indigenous community in Niagara

Olivia Schmidt

Student, Brock University
supporting research referencing

Rachel Sam

Former Poverty Reduction Strategy Advisor,
Niagara Region (Phase 1)
community engagement and research review

Land acknowledgement

Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Regional Municipality of Niagara stands with all Indigenous peoples, past and present, in promoting the wise stewardship of the lands on which we live.

The Regional Municipality of Niagara is committed to equity and respect for all by ensuring Indigenous voices are heard and included in our plans and programs. In addition, we are committed to eradicating anti-Indigenous racism and discrimination within our community.

Contents

Acknowledgements	2
A message from the Poverty Reduction Steering Committee	4
Why Niagara needs a strategy	6
Definition and impacts of poverty	6
Poverty in Niagara	8
Indigenous prosperity.....	9
How we developed the strategy	10
Introduction to the strategy	12
Areas of focus	13
Indigenous well-being	14
Housing	15
Income	16
Employment.....	17
Food security.....	18
Early child development	19
Transportation	20
Mental health and addiction	21
How to create change	22
Service access, coordination and capacity	23
Diversity, equity and inclusion	23
Leveraging voices of lived expertise	24
Changing mindsets	24
Advocacy.....	25
Funding	25
Moving forward	26
Resources consulted	29
Appendix A: Locations of community engagement	33
Appendix B: Alignment to Regional reports	34

A message from the Poverty Reduction Steering Committee

The goal of this strategy is:

Working together to prevent and end poverty and increase well-being in Niagara.

The Poverty Reduction Steering Committee, made up of individuals from government, Niagara residents, Indigenous community, education and health, is pleased to present Niagara's Poverty Reduction Strategy. It is the mission of this committee and of this strategy that by **working together to prevent and end poverty and increase well-being in Niagara** we will create positive change for our community.

This strategy has been shaped by diverse voices of residents in Niagara including those who are disproportionately affected by poverty. The actions outlined in the strategy are supported by research and best practices and inspired by work happening in other communities to end poverty.

The Committee played a pivotal role in developing the recommendations, identifying interconnected strategies and providing input into the development of a picture of poverty in Niagara – what poverty is, what poverty means in people's lives and how poverty affects all of us.

Through the community's voice, the Committee selected the Areas of Focus of this strategy and prioritized eight recommendations aligned with best practice and existing strategies. These Areas of Focus are Indigenous well-being, housing, income, employment, food security, early child development, transportation, mental health and addiction. Preventing and ending poverty will be achieved by working together as a community to strategically address factors that impact and reduce poverty within these Areas of Focus.

During implementation, the Committee will look at ways to increase opportunities for a network of champions to exchange ideas and harness the power of their successes. The Committee will call on a collaborative approach. **To achieve success, we need people with lived expertise, Indigenous peoples, and other residents, along with representatives from government, funders, businesses, health and educational institutions, non-profit organizations, service clubs and associations to collaborate, share leadership, exchange ideas, engage community and mobilize action.**

We recognize that ending poverty will take more than five years given the complex nature of poverty and the need for a community-wide response. This strategy provides a major step to achieve this goal. We thank everyone who engaged in community conversations and look forward to continuing our collaborative work to end poverty in Niagara.

Niagara Poverty Reduction Strategy

Steering Committee members

Lori Watson (Chair)

Director, Community Services

Haley Bateman

Niagara Regional Councillor

Laura Ip

Niagara Regional Councillor

David Oakes

Chief Administrative Officer,
City of St. Catharines

Arceli Olivares

Niagara resident

Christina Thomas

Niagara resident

Mary Ellen Simon

Director of Housing,
Niagara Regional Native Centre

Marie Louise Bowering

Indigenous Community Connections Facilitator,
Niagara Catholic District School Board

Jon Braithwaite

Chief Executive Officer,
The Hope Centre

Jennifer Gauthier

Executive Director,
Birchway and Chair Niagara Poverty
Reduction Network

Vivian Kinnaird

Chief Executive Officer,
Workforce Collective

Taralea McLean

Executive Director,
Bridges Community Health Centre

Mary-Beth Raddon

Department Chair Sociology,
Brock University

Carla Stout

General Manager,
Niagara Transit Commission

Ruth Unrau

Host, Niagara Made,
NewsTalk 610 CKTB

Nadine Wallace

Executive Director,
Contact Niagara

Why Niagara needs a strategy

A strategy lays a foundation to build a community of best practice as it relates to how and when we interact and provide service. Recognizing that Niagara Region and many local providers already deliver services to lift people out of poverty, this strategy provides a way to identify best practice, uncover gaps and leverage local knowledge to inform future action. The strategy can play a significant role to inform where to best invest resources in areas such as housing, economic development, child care, transit and the Niagara Prosperity Initiative, to have the biggest impact on poverty reduction.

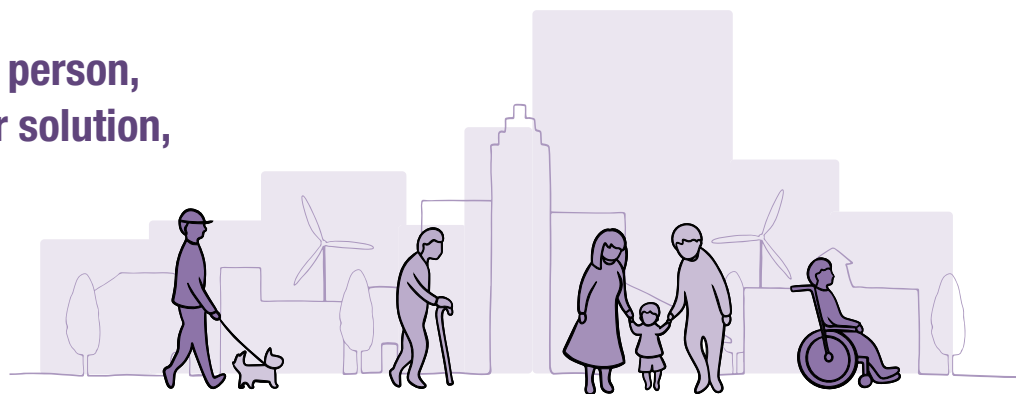
Definition and impacts of poverty

The Government of Canada's first Poverty Reduction Strategy, released in 2018, describes poverty as "the condition of a person who is deprived of the resources, means, choices and power necessary to acquire and maintain a basic living standard needed to promote and facilitate integration and participation in society".¹

Poverty is a complex issue with no single solution. We recognize that everyone experiences poverty differently. Each person's story is unique and a result of multiple complex and interrelated causes. As described by Tamarack, a Canadian institute that supports strategies that enable people to learn with and from each other to solve major community challenges, "There are many interconnected reasons why people are poor.

For practically every family, every problem magnifies the impact of the others, and all are so tightly interlocked that one reversal can produce a chain reaction with results far distant from the original cause. If problems are interlocking, then so must be solutions. A job alone is not enough. Medical insurance alone is not enough. Good housing alone is not enough. Reliable transportation, careful family budgeting, effective parenting, effective schooling, are not enough when each is achieved in isolation from the rest. There is no single variable that can be altered to help people move away from poverty. **If problems are interlocking, then solutions must also be interlocking".²**

Poverty is unique to each person, complex, with no singular solution, a human rights issue



1 Employment and Social Development Canada. (2018). Opportunity for All-Canada's First Poverty Reduction Strategy, 7.

2 Loewen, G. (2009). Compendium of Poverty Reduction Strategies and Frameworks. Tamarack An Institute for Community Engagement, 9.

Community Input

The complexity and interconnectedness of poverty was evident during engagement. When talking about the experience of living in poverty, Niagara residents used words such as **depression, hopelessness and despair**, and they linked poverty to negative outcomes such as gender-based violence, discrimination, homelessness, victimization and exploitation. Research reinforces the interconnectedness of poverty with many issues. For example, “reducing financial stress may decrease potential for relationship conflict and dissatisfaction, which are strong predictors of gender-based violence.”³

Further, participants spoke to elements of social and spiritual poverty through stigma, social isolation and lack of purpose. Social poverty exists where people are isolated and lack the formal and informal supports necessary to be resilient in times of crisis and change. Spiritual poverty exists where people lack meaning and purpose in their lives.⁴

Poverty is a human rights issue. Human rights are the basic rights every person has, inherently and universally, to live with safety and dignity. Examples include the right to work, the right to adequate food and the right to housing. In October 2023, the Ontario Human Rights Commission released its Human Rights-Based Approach Framework.⁵

We will leverage this framework to bring a human rights approach to ensure an equitable, inclusive Niagara that provides enough for all.

3 Niolon, P. H., Kearns, M., Dills, J., Rambo, K., Irving, S., Armstead, T., & Gilbert, L. (2017). Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

4 Poverty Institute (n.d.). Poverty in Canada. povertyinstitute.ca/poverty-canada

5 Ontario Human Rights Commission. (2023). Human Rights-Based Approach Framework.

Poverty in Niagara

The Low-Income Measure After-Tax is an established measure of poverty in Canada. All persons in a household are considered to be living in poverty if their household income falls below half of median incomes of the same household size.

To fully comprehend the state of poverty in Niagara, it is important to understand the impacts of the COVID-19 pandemic. In pre-pandemic statistics of 2016, Niagara had 14.5 per cent of people living in poverty (64,944 people). Numbers from Statistics Canada in 2021 indicate that Niagara had 10.4 per cent of people living in poverty (49,706 people).⁶

The National Advisory Council on Poverty in their 2023 report, “Blueprint for Transformation”, indicated that the temporary increase in government transfers available during the pandemic influenced the 2021 poverty statistics. This growth in income protected people from falling into poverty and helped lift many people out of poverty. In Niagara, 15,238 people in Niagara temporarily moved out of poverty, a change of four per cent from 2016 to 2021. This information reconciles with what local service providers saw. For example, food banks reported a drop in visits during that time; however, since 2021, use of food banks has significantly increased from pre-pandemic visits. This suggests that income-based solutions are key to reducing poverty.

As cautioned by the National Advisory Council on Poverty, the phasing out of the COVID-19 income supports alongside higher inflation and increasing cost of living mean that poverty rates have likely increased. It is important to keep this context in mind when comparing the poverty rate to earlier years.

⁶ Source. Statistics Canada, Census Profiles, 2016 and 2021 Census of Population. Low Income Measure After Tax (LIM-AT).

One Niagara Regional grant program that has a direct goal to alleviate and reduce poverty in Niagara, is the Niagara Prosperity Initiative. Since its inception in 2008, Regional Council approved \$1.5 million annually to fund local projects. This funding resulted in work with over 90 organizations and over 400 innovative neighbourhood-based projects, impacting over 100,000 families and individuals living in poverty in Niagara.

Recognizing local evidence that indicated that the pandemic had exacerbated and amplified many issues caused by poverty, the 2022 Niagara Prosperity Initiative targeted funding into six areas:

- Indigenous well-being
- Early child development
- Housing and homelessness
- Food security
- Domestic violence
- Living wage

The Niagara Prosperity Initiative is one funding source that we can use to enhance actions identified in this strategy. Evaluation of outcomes of funded projects will inform future investments. Staff will align the Niagara Prosperity Initiative with the Poverty Reduction Strategy to distribute resources where they can have the greatest effect.

Indigenous prosperity

Prosperity for Indigenous peoples in the Niagara region will require a deep understanding of Indigenous history and culture to incorporate the mental, physical, spiritual and emotional well-being of the individual, family and both human and non-human communities simultaneously. Culturally safe environments for Indigenous peoples are needed to engage and build relationships with municipal governments.

It is well established that existing systems perpetuate colonization and racism, and that many of them fail to support Indigenous peoples. It is important to understand the role that colonialism plays in poverty in Indigenous communities and its continued existence today.⁷

Niagara Region acknowledges that colonialism and past actions and inactions across all levels of government have created discriminatory policies and practices against Indigenous peoples. This has had direct, widespread and devastating effects on the health and well-being of First Nations, Métis and Inuit communities. We need to move beyond acknowledgement and take actions to change this. Municipal governments, as well as other levels of government in Canada, share responsibility and have a significant role to play in eradicating anti-Indigenous racism and discrimination and fostering equity and respect for all.

⁷ Employment and Social Development Canada. (2021). Understanding systems: The 2021 report of the National Advisory Council on Poverty.

How we developed the strategy

In October 2021, Niagara Region staff received Council approval to develop a Niagara Poverty Reduction Strategy and a new approach for Niagara Prosperity Initiative investments. The Niagara Prosperity Initiative is an annual investment by the Region towards poverty reduction. Development of a Niagara Poverty Reduction Strategy meets recommendations put forth in the **Connecting the Pieces: An Evaluation of the Niagara Prosperity Initiative** report by Brock University and the **Niagara Community Safety and Well-Being Plan** (niagararegion.ca/community-safety/plan.aspx)

Stages of strategy development

This strategy is driven by diverse perspectives and experiences. We heard from people who are disproportionately affected by poverty and typically underrepresented in research. Recommendations are supported by research.

The community spoke. We listened. Together, we developed a strategy

Niagara Regional Council approves development of a local poverty reduction strategy

1000+ residents give input about an ideal future state, challenges, strengths and actions

200+ Indigenous people give input about Indigenous prosperity

Staff review research to identify best practices to address poverty

Staff draft recommendations based on community input and best practices

Staff engage with Local Area Municipalities

100+ content experts validate recommendations

Niagara Region staff indicate alignment with other Niagara Region plans

Steering Committee prioritize recommendations based on impact, effort and community support



Council Strategic Priorities - Equitable Region

Economic Development Strategy	Children's Services Service System Plan	Consolidated Housing Master Plan	Community Safety and Well-Being Plan	Poverty Reduction Strategy
Niagara Prosperity Initiative	Transportation Master Plan	Housing and Homelessness Action Plan	Indigenous Action Plan	Diversity, Equity and Inclusion Action Plan

Engaging community

Residents who participated in Community Conversations envisioned an ideal future state, spoke to challenges, identified community strengths and recommended actions.

For details about input provided by residents, read the [Interim Report on Community Engagement](https://niagararegion.ca/community-safety/poverty-reduction-strategy/interim-report-community-engagement.aspx).
niagararegion.ca/community-safety/poverty-reduction-strategy/interim-report-community-engagement.aspx

When asked about an ideal future state, the community envisioned:

A Niagara that is...

- Equitable and inclusive
- Meeting all residents' basic needs
- Supportive, accessible and allows people to live with dignity
- Community-oriented
- Safe
- Prosperous
- Healthy and well
- A great place to raise a family

The Niagara Regional Native Centre's Director of Housing met with the Indigenous community in Niagara to discuss Indigenous Prosperity. Respondents emphasized the importance of:

- Indigenous identity
- Non-Indigenous relationships
- Culture
- Community development
- Education
- Equity
- Self-determination
- Health/well-being
- Housing
- Safety
- Spirituality
- Financial well-being

Introduction to the strategy

The goal of Niagara's five-year Poverty Reduction Strategy is:

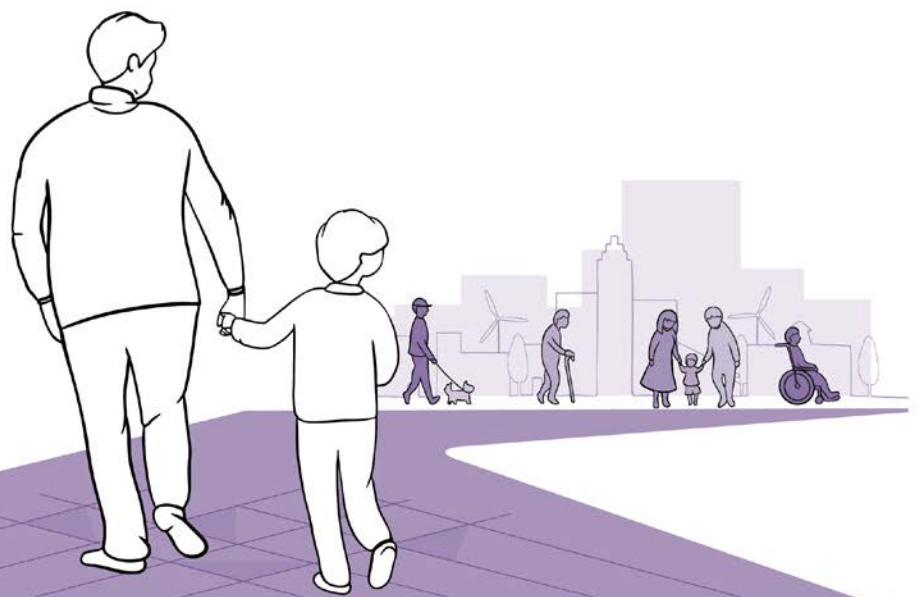
Working together to prevent and end poverty and increase well-being in Niagara.

This strategy reflects concerns, opportunities and actions identified by residents during a broad engagement process.

The community identified eight Areas of Focus for the Niagara Poverty Reduction Strategy. Each Area of Focus includes one recommendation and a set of actions that address the issue of poverty within that area.

In total, the community identified over 100 actions to reduce poverty. In the following pages, we list actions that:

- Are supported by research
- Consider impact, effort, and community support to make them happen
- Align with Niagara Region Council priorities



Areas of focus

Through community conversations, eight Areas of Focus emerged



Indigenous well-being

Indigenous community to develop a strategy for Indigenous specific poverty reduction initiatives.



Housing

Provide housing stability services for people living in poverty to maintain current housing, prevent eviction, improve social inclusion and access income through periods of financial instability.



Income

Increase opportunities for living wage employment in Niagara and advocate for adequate, livable rates from government income assistance programs.



Employment

Promote and develop decent work opportunities that provide fair wages, and benefits and fosters stable, consistent and safe employment.



Food security

Improve access to fresh, culturally appropriate, affordable and nutritious foods through income-based solutions to food insecurity.



Early child development

Improve access to affordable, high-quality child care for families living in poverty or at risk of poverty.



Transportation

Continue the work of Niagara Region Transit to achieve affordable and equitable access to services across municipalities.



Mental health and addiction

Enhance core service capacity and offer a choice of timely, early recovery interventions and treatments for people who are living in poverty or at risk of poverty.



Indigenous well-being

Most Indigenous people who responded to a survey that asked, “what do you believe is Indigenous Prosperity?” identified that community development, Indigenous identity, culture and self-determination were essential components of prosperity. Respondents talked about the need to improve on services that impact the education, health, housing, income and safety of Indigenous peoples. Not only are more services needed, but we also need to address how we deliver these services. Mainstream services need to be respectful of Indigenous cultural practices and social values of the Indigenous community.

The Indigenous community has called upon the Niagara Region to adopt a bottom-up approach to addressing Indigenous well-being. Indigenous peoples have the right to “pursue their economic, social and cultural development”, and so must be able to determine their own futures and develop poverty reduction strategies that meet their specific needs and priorities, enabling them to pursue their own economic development opportunities and carve their own path towards greater independence and self-sufficiency.

Recommendation

Indigenous community to develop a strategy for Indigenous specific poverty reduction initiatives.

Action

- Work in partnership with Indigenous community leaders to develop a strategy driven by a community process



Housing

Residents named housing and homelessness as one of the biggest and most visible poverty-related challenges for Niagara. They expressed concern with the lack of available housing, affordability, accessibility and quality of housing in Niagara. This is especially true for those living on a fixed income.

Recommendation

Provide housing stability services for people living in poverty to maintain their current housing, prevent eviction, improve social inclusion and access income through periods of financial instability.

Action

- Improve relationships between tenants and property owners to reduce evictions
- Expand the use of quick reconnects of financial and other supports for people who have previously been homeless
- Increase legal supports for people in low-income households
- Increase early identification of housing related risk
- Address needs of those escaping gender-based violence

Implementation of this recommendation will align with Niagara Region's Housing Master Plan and with the Housing and Homelessness Action Plan which uses best practice approaches, including Housing First⁸ and Built for Zero⁹ as a foundation.

8 Supportive Housing Programs. (n.d.). Niagara Region. niagararegion.ca/housing-homelessness/supportive-housing-programs.aspx

9 Canadian Alliance to End Homelessness. (n.d.). Built for Zero Canada. bfzcanada.ca/



Income

Residents pointed to income as the primary determinant of poverty. They identified two points of focus that affect income, availability of a living wage and adequacy of social assistance. A living wage is the hourly wage a worker needs to earn to cover their basic expenses and participate in their community. Employees that earn a living wage can face fewer stressors and employers that pay a living wage can be confident they are not keeping their employees in poverty.

The rising unaffordability of the basics such as housing, food and transportation are additional barriers. Unfortunately, the gap between income and the rising cost of living has continued to grow. Residents noted that the face of poverty has not changed, just expanded to include more people who used to be “middle-income.”

Recommendation

Increase opportunities for living wage employment in Niagara and advocate for adequate, liveable rates from government income assistance programs.

Action

- Increase awareness, support for and adoption of living wage in Niagara as a poverty reduction effort
- Advocate to federal and provincial governments to:
 - Develop and implement a Universal Basic Income
 - Increase government programs that provide income and benefits (e.g., Ontario Works, Ontario Disability Support Program, Canadian Pension Plan, Old Age Security)
 - Improve access and eligibility for people living in poverty to access health benefits such as dental services, drug benefits and eyeglasses



Employment

Residents noted a disconnect between existing skill sets and job requirements in Niagara. Others noted that the quality of employment in Niagara is lacking. For people with disabilities, options are not always accommodating. A larger topic of conversation focused on racism and implicit bias that exists in hiring practices in Niagara.

Recommendation

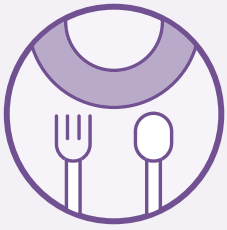
Promote and develop decent¹⁰ work opportunities that provide fair wages and benefits and foster stable, consistent and safe employment.

Action

- Increase vocation training for those living in poverty, so that they qualify for stable employment opportunities relevant to local industries
- Increase internships and apprenticeship opportunities for foreign trained newcomers to be able to work while obtaining Canadian credentials
- Explore a social procurement policy for Niagara Region that increases opportunities for small businesses and equity seeking groups

Implementation of this recommendation will align with Niagara Region's Economic Development Strategy. Regional staff in Economic Development foster regional growth by attracting and facilitating investment. They promote Niagara globally and support new and existing businesses to create and expand decent jobs. This work supports poverty reduction by facilitating an environment conducive to new job creation, investment and economic opportunities. New investments result in incremental improvements to the economy, new jobs for residents and additional tax revenue.

10 Decent work involves employment that is productive and delivers a fair income. It also should ensure workplace security, social protection, better prospects for personal development and social integration.” Source: United Nations Department of Economic and Social Affairs, Division for Sustainable Development Goals. sdgs.un.org/goals/goal8



Food security

Residents indicated that the primary problem with food security in Niagara is income and affordability.

With the cost of living exponentially increasing and incomes largely staying the same, an increasing number of residents are having to choose between paying their bills or purchasing groceries.

Recommendation

Improve access to fresh, culturally appropriate, affordable and nutritious foods through income-based solutions to food insecurity.

Action

- Advocate to federal and provincial governments to implement evidence-based policy solutions to reduce food insecurity
- Pilot interventions that reduce barriers to food access in identified priority neighbourhoods
- Continue to monitor and report the prevalence and severity of food insecurity and effective interventions to build awareness and knowledge about the problem and support for actions

To better understand the issues of food security, Niagara Region Public Health is mapping the food environment to determine locations of food deserts¹¹. This work can inform service, planning and decision making.

11 Food deserts are geographic areas that have limited access to healthy food. In some neighbourhoods, lack of economic resources and transportation can cause geographical barriers to access affordable healthy food. In these cases, residents may be dependent on convenience stores and fast-food restaurants resulting in lower quality of diets. This may be especially true for individuals living in rural areas.” Source: National Collaborating Centre for Environmental Health. (2017). Food Deserts and Food Swamps: A Primer.



Early child development

Residents identified the need to address intergenerational poverty and to focus prevention efforts at childhood. Service providers noted that Niagara's children are vulnerable in many domains of childhood development, and this is often tied to socioeconomic status. Parents expressed how impossible it feels to keep up with the cost of raising children. Not just parents, but grandparents as well who are in custody of their grandchildren and parenting again. A major issue residents identified was the cost and availability of licensed child care in Niagara.

Recommendation Improve access to affordable, high-quality child care for families living in poverty or at risk of poverty.

Action

- Continue to implement the Canada Wide Early Learning and Child Care program in Niagara, including a reduction to the cost of child care to an average of \$10/day by 2026
- Continue to develop and implement an Early Childhood Educator workforce strategy in Children's Services to expand the system and increase child care spaces.

Implementation of this recommendation will align with Children's Services Service System Plan.



Transportation

Residents indicated that transportation is a significant poverty-related pressure point in the region. They noted that cost, timing and coverage of transit create barriers to use. Residents from rural communities expressed frustration over the difficulty and time commitment to travel to other municipalities and barriers to using NRT On-Demand Transit. These barriers can impact employment; residents indicated that some employers in Niagara will not hire people who take public transit, because it is unreliable. Overall, residents emphasized the importance of equitable transportation to access resources and social connectors.

Recommendation

Continue the work of Niagara Region Transit to achieve affordable and equitable access to services across municipalities.

Action

- Provide concession fare products for people who are living in poverty
- Improve access to transit and active transportation
- Increase hours of service, smoothing out evening, weekend and holiday hours across all levels of transportation services



Mental health and addiction

Links between mental health concerns and substance use and abuse concerns are generally complex. For example, although people with mental illness have a higher likelihood of also having an addiction¹², not all people with a mental illness have a co-occurring addiction.

Residents frequently discussed the impact of living in poverty while dealing with mental health and addiction challenges. The stress of not having enough money, being in a constant state of survival and hopelessness about living in poverty, can lead to anxiety, depression and thoughts of suicide. Service providers and people with lived expertise indicated that the situation is worse than it has been in a long time, and residents have lost hope that it will improve any time soon.

To address the effects of poverty, residents and service providers emphasized the need for mental health and addiction treatment supports within a better coordinated system of care. These supports need to address social determinants of health that are the root causes and stressors for people living in poverty or at risk of poverty such as housing, transportation and income.

Recommendation

Enhance core service capacity and offer a choice of timely, early recovery interventions and treatments for people who are living in poverty or at risk of poverty.

Action

- Address gaps and streamline local mental health and addiction services
- Continue to promote wellness and safety of people experiencing problems with substance use and addiction

12 CAMH. (2023). Mental Illness and Addiction: Facts and Statistics.
camh.ca/en/driving-change/the-crisis-is-real/mental-health-statistics

How to create change

During engagement, residents identified essential conditions needed to end and prevent poverty in Niagara. These conditions for change affect how we incorporate actions in the Poverty Reduction Strategy's recommendations throughout the Areas of Focus:

Service access, coordination and capacity

Diversity, equity and inclusion

Leveraging voices of lived expertise

Changing mindsets

Advocacy

Funding



Indigenous well-being



Housing



Income



Employment



Food security



Early child development



Transportation



Mental health and addiction

Service access, coordination and capacity

A person's ability to access services can impact their experience of poverty. A more coordinated and integrated network of health, justice and government funded social services would make it easier for people to navigate services they need to move out of poverty. In addition, those services need capacity, with funding, staffing and resources, to meet the needs of people seeking support.

Organizations, institutions and governments can improve ease of system navigation and access by increasing opportunities for people to access multiple services at the same time and location e.g., polyclinics or community hubs using mobile services as needed.

Other areas where this condition of change can enhance service is in:

- Strengthening supports for those escaping gender-based violence
- Strengthening transition supports such as discharge planning for people leaving hospitals and the justice system
- Building capacity to identify children at risk of poverty or living in poverty and strengthening referral pathways for families to a network of services such as income, housing, parenting and mental health supports

Diversity, equity and inclusion

Residents noted that attention to diversity, equity and inclusion in Niagara is important and needs to continue. The intersections of identity, such as age, culture, gender, race, ability and other social aspects, shape how people experience poverty. Addressing poverty must consider diverse experiences of poverty.

Public and private sectors can integrate diversity, equity and inclusion into program design and delivery as it relates to ending and preventing poverty. This can include increasing learning opportunities for staff, elected officials, agencies and community members to make services more equitable.

Leveraging voices of lived expertise

Lived expertise refers to “personal knowledge about the world gained through direct, first-hand involvement in everyday events rather than through representations constructed by other people”.¹³ It includes “the experiences of people on whom a social issue or combination of issues has had a direct impact”.¹⁴

Creating opportunities for people with lived expertise to provide input in policy development, planning and decision-making is crucial to addressing poverty. This can include expanding opportunities to integrate peer support models into existing community work.

Changing mindsets

Residents identified stigma as one of the most significant poverty-related issues in Niagara. The stigma of poverty can have a profound impact on a person’s sense of self and self-worth. Stigma is not only a result of living in poverty but can also perpetuate poverty by impacting a person’s mental well-being, ability to access services, relate to others, maintain housing or keep employment.

Poverty is a socially isolating experience that can significantly impact a person’s well-being. Not only is social isolation a result of living in poverty, but a lack of social connection can mean that people do not have support in times of crisis. Staff heard that people living in poverty feel alone and lack connection to their community.

The intent of changing mindsets is to bring people together to better understand the experience of poverty and the role they can play to help lift people out of poverty. Poverty is discriminatory in nature. Addressing false belief systems that feed into negative stereotypes is an important predictor of successful poverty reduction efforts. Changing mindsets that feed into the stigmatization of people living in poverty can decrease discrimination and allow for better community connections, thereby reducing isolation and loneliness.

13 Chandler, D., & Munday, R. (2016). Oxford: A dictionary of media and communication (2nd ed.). New York, NY: Oxford University Press.

14 Sandu, B. (2017). The value of lived experience in social change: The need for leadership and organisational development in the social sector. Retrieved from thelivedexperience.org/report/

Advocacy

Residents emphasized the need for income-based solutions to poverty. They highlighted the importance of using a human right's lens when speaking about and advocating for poverty-related issues. The strategy calls for advocacy to federal and provincial governments for improvements to income, employment and food security such as:

- Implementing a Universal Basic Income
- Increasing social assistance rates and benefits
- Increasing minimum wage to a living wage
- Making accreditation processes easier and more affordable to help newcomers with employment
- Implementing evidence-based policy solutions to reduce food insecurity

Funding

Adequate funding for outcome focused programs based on best practice is a critical component of any poverty reduction strategy. Addressing funding gaps and methods of funding applies to all levels of government and all funding bodies.

Brock University's report "Connecting the Pieces; An Evaluation of the Niagara Prosperity Initiative and Call for a Broader Poverty Reduction Strategy for Niagara" recommended:

- Increased funding investments in poverty reduction
- Longer funding terms for programs to help address the "unpredictability and fragmentary nature of services provided through time-limited contracts"¹⁵

Service providers noted the importance of collaborative funding opportunities and the need to break down competition among agencies.

15 Raddon. MB, Soron, D & Petrina S. (2021). Connecting the Pieces: An Evaluation of the Niagara Prosperity Initiative and Call for a Broader Poverty Reduction Strategy for Niagara. Report prepared for Niagara Region. Brock University, St. Catharines, Ontario. brocku.ca/npi-evaluation

Moving forward

Strategy in motion

During implementation, Niagara Region staff and members of the Poverty Reduction Steering Committee will invite interested and affected parties, such as United Way, Niagara Community Foundation and Ontario Trillium Foundation, to identify their role in helping to end poverty. Other interested and affected parties who are critical to successful implementation of this strategy include people with lived expertise, Indigenous peoples, and other residents, along with representatives from government, funders, businesses, health and educational institutions, non-profit organizations, service clubs and associations.

It is our hope that readers of this document will find inspiration to further align their work with actions identified in this strategy. Using Collective Impact, an approach used around the world to address complex issues such as poverty,¹⁶ we will explore with community champions ways to best implement actions listed in this report along with other actions that emerged during community engagement.

16 Tamarack Institute. (2019). Collective Impact in Practice.
www.tamarackcommunity.ca/library/tool-collective-impact-in-practice



Measuring change

How we will measure impact on poverty

Featured below are outcomes we can use to identify long-term success. We selected these indicators based on a scan of what other communities are using, reputability of the sources, availability of data for Niagara and the power of these indicators to tell the story of change.

Decrease the number and percentage of people who:

- Live in poverty
- Work but still live in poverty
- Experience homelessness
- Live in food insecure households
- Experience financial concerns as a primary stressor

How we will measure benefits of working together

In addition to reducing poverty, we expect that by working together in different ways, we can increase:

- Local capacity to implement community work, policies and practices
- Public support to end poverty

We will bring implementation champions together to determine methods such as facilitated conversation and client feedback to capture these benefits and better understand the impact of our collective work.

How we will create our evaluation plan

We recognize that poverty is a complex experience, making it difficult to determine success.

We will capture qualitative and quantitative measures during implementation to help tell the story of change in our community. We will create a theory of change to further articulate how and why we expect change will happen to increase well-being in Niagara.

How to get involved

Moving this strategy forward will involve many interested and affected parties. We invite YOU to join us on this journey and share your commitment to change. To learn more about how you can get involved or lend you skills, email endpoverty@niagararegion.ca or visit niagararegion.ca/community-safety/poverty-reduction-strategy/default.aspx

Together, we can end poverty in Niagara.

Resources consulted

This is a partial list of resources staff reviewed to inform recommendations. These resources complimented the direction staff received from residents on how to best address poverty in Niagara.

Poverty Reduction

Canadian Poverty Institute (n.d.). Poverty in Canada.

povertyinstitute.ca/poverty-canada

Employment and Social Development Canada. (2018). Opportunity for All-Canada's First Poverty Reduction Strategy.

National Advisory Council on Poverty. (2023) Blueprint for Transformation. Government of Canada.

Ontario Campaign 2000. (2020). Child Poverty Rates in Ontario.

Raddon, MB, Soron, D & Petrina S. (2021). Connecting the Pieces: An Evaluation of the Niagara Prosperity Initiative and Call for a Broader Poverty Reduction Strategy for Niagara.

Report prepared for Niagara Region. Brock University, St. Catharines, Ontario.

brocku.ca/npi-evaluation

Vibrant Communities. (2022). The End of Poverty: Eight Pathways That Are Ending Poverty in Canada. Tamarack Institute.

tamarackcommunity.ca/guides/the-end-of-poverty-eight-pathways-that-are-ending-poverty-in-canada

Service Access, Coordination and Capacity

Centers for Disease Control and Prevention. (2019). Preventing Adverse Childhood

Child and Parent Resource Institute. (n.d.). Trauma-informed care.

ontario.ca/page/trauma-informed-care-child-and-parent-resource-institute

Experiences: Leveraging the Best Available Evidence. Atlanta,

GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

stacks.cdc.gov/view/cdc/82316/cdc_82316_DS1.pdf

Niolon, P. H., Kearns, M., Dills, J., Rambo, K., Irving, S., Armstead, T., & Gilbert, L. (2017). Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices. Atlanta,

GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

University of Alberta Centre for Healthy Communities, & Alberta Health Services. (2019).

Building Financial Well-Being: A Community Planning Toolkit.

Diversity Equity and Inclusion

Employment and Social Development Canada. (2021). Understanding Systems: The 2021 report of the National Advisory Council on Poverty. Government of Canada. canada.ca/en/employment-social-development/programs/poverty-reduction/national-advisory-council/reports/2021-annual.html

Lived Expertise

Homer, A. (2019). 10 Engaging People with Lived/Living Expertise: A guide for Including People in Poverty Reduction. Tamarack Institute.

Sandu, B. (2017). The value of lived experience in social change: The need for leadership and organisational development in the social sector. thelivedexperience.org/report/

Changing Mindsets

Alliance for Healthier Communities. (2020). Rx Community - Social Prescribing in Ontario Final Report. allianceon.org/Rx-Community-Social-Prescribing-In-Ontario

World Health Organization. (2022). A toolkit on how to implement social prescribing.

Indigenous Well-being

Niagara Chapter – Native Women Inc. (2021). Mno Bmaadziwin: Living the Good and Healthy Life. niagararegion.ca/community-safety/pdf/mno-bmaadziwin.pdf

National Collaborating Centre for Indigenous Health. (2020). Poverty as a Social Determinant of First Nations, Inuit and Metis Health.

Housing

Canadian Alliance to End Homelessness. (n.d.). Built for Zero Canada. bfzcanada.ca/

The Homeless Hub. (n.d.). Housing First. Canadian Observatory on Homelessness. homelesshub.ca/solutions/housing-accommodation-and-supports/housing-first

Income

Cross, P. (2021). The Minimum Wage, Lost Jobs, and Poverty in Canada. Fraser Institute.

Lee, C. R., & Briggs, A. (2019). The Cost of Poverty in Ontario: 10 Years Later. Feed Ontario.

Ontario Living Wage Network. (n.d.). What is a living wage?

ontariolivingwage.ca/about

Employment

Block, S., Galabuzi, G.-E., & Tranjan, R. (2019). Canada's Colour Coded Income Inequality.

Canadian Centre for Policy Alternatives Ontario.

policyalternatives.ca/sites/default/files/uploads/publications/National%20office/2019/12/Canada's%20Colour%20Coded%20Income%20Inequality.pdf

Centers for Disease Control and Prevention. (2019). Preventing Adverse Childhood Experiences: Leveraging the Best Available Evidence. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

stacks.cdc.gov/view/cdc/82316/cdc_82316_DS1.pdf

National Collaborating Centre for Determinants of Health. (2022).

Determining Health: Decent work issue brief. Antigonish (NS): NCCDH, St. Francis Xavier University.

nccdh.ca/resources/entry/determining-health-decent-work-issue-brief

Olsen, D., & MacLaughlin, J. (2020).

When Training Works: Promising workforce development practices. Metcalf Foundation.

metcalfoundation.com/wp-content/uploads/2020/09/When-Training-Works.pdf

Stapleton, J., & Yuan, Y. (2021). Ending Working Poverty: How to get it Done.

Tamarack An Institute for Community Engagement.

tamarackcommunity.ca/reports/ending-working-poverty-in-canada-how-to-get-it-done

The Conference Board of Canada. (2023). Opportunity for All: Improving Workplace Experiences and Career Outcomes for Canadians with Disabilities.

conferenceboard.ca/product/opportunity-for-all_2023/

University of Alberta Centre for Healthy Communities, & Alberta Health Services. (2019).

Building Financial Well-Being: A Community Planning Toolkit.

Food Security

Feed Ontario. (2022). Hunger Report 2022: The Deepening Cracks in Ontario's Economic Foundation.

Ontario Dietitians in Public Health. (2020). Position Statement and Recommendations on Responses to Food Insecurity: Executive Summary.

National Collaborating Centre for Environmental Health. (2017). Food Deserts and Food Swamps: A Primer.

PROOF Food Insecurity Policy Research. (2022). Food Security: A problem of inadequate income, not solved by food.

Early Child Development

Robinson, R., Tranjan, R., & Oliveira, T. (2021). Poverty in the Midst of Plenty: A report card on child and family poverty in Ontario. Canadian Centre for Policy Alternatives Ontario Office.

Workforce Collective. (2022). Childcare workforce in crisis: Our economy won't work without ELCC workers. workforcecollective.ca/childcare-workforce-in-crisis-our-economy-wont-work-without-elcc-workers/

Transportation

Pei, N. (2023). Innovative Rural Transportation Strategies Aid in Poverty Reduction. Tamarack Institute. tamarackcommunity.ca/latest/innovative-rural-transportation-strategies-aid-in-poverty-reduction

University of Alberta Centre for Healthy Communities, & Alberta Health Services. (2019). Building Financial Well-Being: A Community Planning Toolkit.

Mental Health and Addiction

Association of Municipalities Ontario. (2022). An Integrated Approach to Mental Health and Addictions: AMO's Submission to the Ministry of Health. amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2022/Integrated_Approach_to%20Mental_Health_and_Addictions_20220802_RPT.pdf

CAMH. (2023). Mental Illness and Addiction: Facts and Statistics. camh.ca/en/driving-change/the-crisis-is-real/mental-health-statistics

Appendix A: Locations of community engagement

Thank you to community organizations for hosting community conversations

Ailanthus CASTLE Community	Niagara Emergency Medical Services Huddle
Adverse Childhood Experiences Steering Committee	Niagara Food Security Network
Bethesda Clients	Niagara Francophone Interagency Table
Children's Services Sector Network	Niagara Ontario Health Team
Coalition to End Violence Against Women	Niagara Poverty Reduction Network
Elmview CASTLE Community	Niagara Region Mental Health Client Advisory Committee
Employment-Focused Roundtable through Workforce Collective	Niagara Suicide Prevention Coalition
Future Back Female	Overdose Prevention and Education Network of Niagara
Housing and Homelessness Action Plan Prevention Group, Lived Experience Advisory and Taskforce	Project Share Clients
Human Service and Justice Coordinating Committee	Port Cares Clients
Lived Experience Advisory Network	Queenston Neighbourhood Roundtable
Local Immigrant Partnership	St. Catharines Accessibility Advisory Committee
Mental Health and Addictions Working Group	Stronger Fort Erie Neighbourhoods: Lived Experience and Service Providers
Newcomers through Social Assistance and Employment Opportunities	Westview Centre 4 Women Clients
Niagara Children's Planning Council	Youth Advisory Committee through Niagara Region Public Health
	Youth Advisory Committee and Lead through the Youth Wellness Hub

Appendix B: Alignment to Regional reports

The Niagara Poverty Reduction Strategy aligns with Niagara Region's:

Children's Services Service System Plan

Staff from Children's Services informed the Poverty Reduction Strategy to align with local efforts that address child care service system management.

niagararegion.ca/living/childcare/default.aspx

Community Safety and Well-Being Plan

Action Five of this plan calls for a local Poverty Reduction Strategy which sets local targets and aligns investments to measurably reduce poverty. The Poverty Reduction Strategy aligns with work identified in the Community Safety and Well-Being Plan such as Situation Tables, gender-based violence, mental health and addiction, housing and homelessness, income and systemic discrimination in Niagara.

niagararegion.ca/community-safety/plan.aspx

Consolidated Housing Master Plan

The affordable housing strategy brings together the work of many partners to address local need for affordable housing. Affordable housing is housing that fits the budget of low to moderate-income households while leaving enough money for them to meet other basic living costs such as food, clothing, transportation, medical care and education. The plan includes work to increase the number of affordable housing units and provide a mix of housing that is appropriate for the various sizes and incomes of households in Niagara.

niagararegion.ca/growing-better-together/growing-housing.aspx

Council Strategic Priority: Equitable Region

An action of this priority calls for a Poverty Reduction Strategy that ensures the Region is inclusive, welcoming and free of discrimination.

niagararegion.ca/priorities/default.aspx

Diversity, Equity, and Inclusion Action Plan

Staff from Niagara Region's, Diversity, Equity, Inclusion, and Indigenous Relations team informed actions throughout the Areas of Focus in the Poverty Reduction Strategy.

niagararegion.ca/about/inclusive-communities/diversity-equity-inclusion.aspx

Economic Development Strategy

Staff from Niagara's Economic Development team informed the recommendation related to Employment to align with opportunities for future workforce around emerging sectors.

niagaracanada.com/about-us/economic-development-strategy/

Gun and Gang Prevention Strategy

The Poverty Reduction Strategy aligns with the work of the Gun and Gang Prevention Strategy to support an increase in youth and young adult-focused prevention and early intervention programs and services.

niagararegion.ca/community-safety/pdf/gun-and-gang-prevention-strategy.pdf

Housing and Homelessness Action Plan

The Poverty Reduction Strategy aligns with the Housing and Homelessness Action Plan's action to increase affordable housing and reduce homelessness. The Poverty Reduction Advisor and Homelessness Action Plan Advisor worked closely together to exchange research and results from community engagement.

niagararegion.ca/housing-homelessness/action-plan/default.aspx

How We Go – Transportation Master Plan

The Poverty Reduction strategy aligns with the Transportation Master Plan's action to address demand-responsive transit and pedestrian and cycling facilities.

niagararegion.ca/2041/transportation-master-plan/default.aspx

Indigenous Relations Action Plan

The Poverty Reduction Plan includes a recommendation for Indigenous Well-being. Staff from Niagara's Region's, Diversity, Equity, Inclusion and Indigenous Relations team and the Director of Housing from the Niagara Regional Native Centre led work to identify actions that address Indigenous Well-being. This action is driven by the voices of Indigenous peoples as led by the Director of Housing, Niagara Regional Native Centre. It is informed by The Joint Roundtable which continues to work on the Indigenous Relations Action Plan based on recommendations from the 2021 report, Mno Bmaadziwin: Living the Good and Healthy Life.

niagararegion.ca/about/inclusive-communities/indigenous-engagement.aspx

Niagara Poverty Reduction Strategy

Niagara Region
Community Services
1815 Sir Isaac Brock Way
Thorold ON, L2V 4T7
905-980-6000 | 1-800-263-7215
endpoverty@niagararegion.ca

Citation: Niagara Region Community Services (2024).
Niagara Region Poverty Reduction Strategy 2024–2028.
Thorold, Ontario.

niagararegion.ca/community-safety/poverty-reduction-strategy/default.aspx



Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada

TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org

oma.org

July 4, 2024

William C. Steele, Mayor
City of Port Colborne
66 Charlotte Street
Port Colborne, ON L3K 3C8

Dear Mayor Steele,

Communities across Ontario have been facing critical health-care challenges, including long waitlists for primary care, shortages of doctors and other health care workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the health-care needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (senior advisor for government relations and advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical Association



Colin Best
President
Association of Municipalities of Ontario

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Resolution on Physician Shortage

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the City of Port Colborne urges the Province of Ontario to recognize the physician shortage in the City of Port Colborne and Ontario, and to fund health care appropriately and ensure every Ontarian has access to physician care.

The Corporation of the City of Port Colborne

By-law no. _____

Being a By-law to appoint Municipal Law Enforcement Officers

Whereas the *Police Services Act, R.S.O. 1990, C.P. 15* Section 15 provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

Whereas The Corporation of the City of Port Colborne is desirous of appointing Municipal Law Enforcement Officers.

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

1. Dillon Parnell be and is hereby appointed as a Municipal Law Enforcement Officer for the City of Port Colborne.
2. Tyler Christian be and is hereby appointed as a Municipal Law Enforcement Officer for the City of Port Colborne.
3. Taya Taraba be and is hereby appointed as a Municipal Law Enforcement Officer for the City of Port Colborne.
4. This By-law shall come into force and take effect on the date of passing.

Enacted and passed this 23rd day of July 2024.

William C. Steele
Mayor

Carol Schofield
Acting City Clerk

The Corporation of the City of Port Colborne

By-law no _____

Being a By-law to amend by-law 6082/48/14 being a by-law to establish a system for administrative penalties respecting the stopping standing and parking of vehicles

Whereas the City of Port Colborne has adopted By-law No. 6082/48/14 being the Administrative Penalty By-law which applies administrative penalties in respect of the parking, standing or stopping of vehicles;

Whereas the City of Port Colborne has enacted a number of by-laws regulating parking, standing or stopping of vehicles;

Whereas the City of Port Colborne considers it desirable and necessary to amend its bylaws regulating the parking, standing or stopping of vehicles to allow for enforcement through the administrative penalty system;

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

1. That By-law 6082/48/14 is hereby amended by adding Schedule 'G' Special Events Parking Permits– Administrative Penalties”, which Schedule is attached as Schedule “A” to this amending By-law.
2. 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.

enacted and passed this 23rd day of July 2024.

William C. Steele
Mayor

Carol Schofield
Acting City Clerk

SCHEDULE 'A' TO BY-LAW _____

SCHEDULE 'G'
 SPECIAL EVENTS PERMIT PARKING
 To By-law 6082/48/14

Item	Column 1	Column 2	Column3
	Designated Provisions	Short Form Wording	Administrative Penalty
1.	Section 11	Park without permit on-street	\$60
2.	Section 12	Park without permit - parking lot	\$80

The Corporation of the City of Port Colborne

By-law no. _____

Being a By-Law to Amend By-Law No. 89-2000, as amended, Being a By-Law regulating Traffic and Parking on City Roads (Stop Sign Locations)

Whereas the Council of The Corporation of the City of Port Colborne (Council) enacted By-law 29-2000, Being a By-Law regulating Traffic and Parking on City Roads Within the City of Port Colborne, on the 25th day of November 2002; and

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 Authority to amend the schedules that regulate stopping prohibition, stop controlled intersections, parking prohibition, limited parking restrictions, parking meter zones, commercial vehicle load permits, loading prohibitions, yield signs, prohibited turns, one-way highways, and speed limits on highways under the jurisdiction of the City of Port Colborne.

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

1. That Schedule "C" Parking Prohibitions to By-Law 89-2000 as amended, be further amended by adding thereto the following:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
West St.	West	Victoria St.	16m north therefrom	Anytime

2. That Schedule "P" Stop Sign Locations to By-Law 89-2000 as amended, be further amended by adding thereto the following:

Column 1	Column 2	Column 3
Highway	At	Facing Traffic
West St.	Victoria St.	North and South Bound
Victoria St.	West St.	East Bound

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. The provisions of this By-law shall take effect on passing, subject to the display of official signs.

Enacted and passed this 23rd day of July 2024.

William C. Steele
Mayor

Carol Schofield
Acting City Clerk

The Corporation of the City of Port Colborne

By-law no. _____

Being a By-law to Amend By-law No. 4310/146/02 Being a By-law Prescribing On and Off-Street Parking for Persons with Disabilities within the City of Port Colborne

Whereas the Council of The Corporation of the City of Port Colborne (Council) enacted By-law 4310/146/02, Being a By-law Prescribing On and Off- Street Parking for Persons With Disabilities Within the City of Port Colborne, on the 25th day of November 2002; and

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 Authority to amend the schedules that regulate stopping prohibition, stop controlled intersections, parking prohibition, limited parking restrictions, parking meter zones, commercial vehicle load permits, loading prohibitions, yield signs, prohibited turns, one-way highways, and speed limits on highways under the jurisdiction of the City of Port Colborne.

Whereas By-law 4310/146/02 has been amended from time to time; and the Council of the Corporation of the City of Port Colborne is desirous to amend the Accessible Parking in front of 681 King Street, and 136 West Street.

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

1. That Schedule "I" to Bylaw 4310/146/02 as amended, be further amended by deleting the following therefrom:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
West St	West	9m north of Victoria St	6.8m north therefrom	Anytime

2. That Schedule "I" to Bylaw 4310/146/02 as amended, be further amended by adding the following thereto:

Column 1	Column 2	Column 3		Column 4
Highway	Side	From	To	Times/Days
King Street	East	10m north of Charles St.	7m north therefrom	Anytime
West St	West	16m north of Victoria St	7m north therefrom	Anytime

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. The provisions of this By-law shall take effect on passing, subject to the display of official signs.

Enacted and passed this 23rd day of July 2024.

William C. Steele
Mayor

Carol Schofield
Acting City Clerk

The Corporation of the City of Port Colborne

By-law No.

Being a By-law to Establish a Permitting System for the Parking of Vehicles on Designated Highways and Parking Lots in the City of Port Colborne (Special Events)

Whereas Section 9 of the *Municipal Act, 2001* S.O. 2001, c.25 (the "Act") provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 11 of the *Act* provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-law within the respective sphere of jurisdiction; and

Whereas subsection 102.1(1) of the *Act* provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles; and

Whereas at its meeting of June 28, 2022, the Council of The Corporation of the City of Port Colborne approved the recommendations of the Corporate Services Department, Report No 2022-117, Canal Days Marine Heritage Festival - Paid Parking Model; and

Whereas the Council of The Corporation of the City of Port Colborne passed By-law No. 7006/44/22, as amended, to implement the said Paid Parking Model; and

Whereas the Council of The Corporation of the City of Port Colborne is desirous of consolidating By-law No. 7006/44/22, as amended, and implementing housekeeping amendments thereto;

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

Part 1 - Title and Definitions

Short Title

1. This by-law shall be referred to as the Special Events Parking Permit By-law.

Definitions

2. For the purposes of this By-law, including in the Recitals and the Definitions,
 - a) "City" means the Corporation of the City of Port Colborne, Ontario and its geographical boundaries.
 - b) "Council" means the Council of The Corporation of the City of Port Colborne.
 - c) "Director" means the Director of Community Safety and Enforcement for The Corporation of The City of Port Colborne, designate, or holder of the office from time to time;
 - d) "Enforcement Officer" - means a Municipal Law Enforcement Officer of The City of Port Colborne, Chief Building Official or other person appointed or employed by The City of Port Colborne

for the enforcement of by-laws. and shall include members of the Niagara Regional Polices Service or the Ontario Provincial Police Service.

- e) "Event Parking Permit" means a parking pass that allows for parking in the "*Event Parking Permit*" Area as established in Schedule 'B';
- f) "Park" means the stopping or standing of a vehicle, whether occupied or not, and "Parking" or "Parked" shall bear a similar meaning as the tense allows;
- g) "Parking Lot" means a parking lot controlled by The City of Port Colborne for the purpose of parking vehicles as established in Schedule 'B';
- h) "PORTicipate Pass" means a free Event Parking Permit and pass provided to residents of Port Colborne;
- i) "Street" means any public highway or part of a public highway under the jurisdiction of The Corporation of The City of Port Colborne;

Part 2 - Application of the By-law

Interpretation

3. For the purposes of this by-law:

Word Usage

- a) words in singular shall be deemed to include plural and words in plural shall be deemed to include singular and this By-law shall be interpreted with all changes in gender or number as the context may require;
- b) unless otherwise defined herein, the words and phrases used in this By-law have their normal and ordinary meaning;
- c) headings are inserted for convenience and reference purposes only; they form no part of this By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law; and
- d) reference to any Act, Regulation, By-law, or Agreement is a reference to that Act, Regulation, By-law, or Agreement as it is amended or re-enacted from time to time.

Application

- 4. Where a court of competent jurisdiction declares any provisions of this By-law invalid, the provisions shall be deemed conclusively to be severed from the By-law.
- 5. The provisions of this By-law shall apply to the Special Events set out in Schedule 'A' of this By-law.
- 6. The provisions of this By-law shall apply to the Streets and Parking Lots under the jurisdiction of the City listed in Schedule 'B' of this By-law.
- 7. The Fees related to the administration of this by-law are as set out in the Fees and Charges By-law, as amended or replaced from time to time.

8. Every person that parks in the areas listed in Schedule “A” must obtain an Event Permit Parking Pass, which is a virtual Honk Mobile Parking Pass.
9. Every person with a PORTicipate Pass must clearly display such pass to benefit from the free services offered in this By-law.
10. This By-law shall take precedence for the dates specified herein, over By-law No. 3475/56/97, A By-law to provide for establishing parking lots in the City of Port Colborne, and for regulating, supervising, and governing the parking of vehicles therein and thereon, and to prohibit the parking or leaving of motor vehicles on private property owned or occupied by The Corporation of the City of Port Colborne or any Local Board thereof.

Part 3 - General Provisions

Prohibitions

11. No Person shall park in a designated on-Street event parking space without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass.
12. No Person shall park in a designated event space Parking Lot without obtaining an Event Parking Permit, or clearly displaying their PORTicipate Pass.

Part 4 – Enforcement, Offences and Penalties

13. The provisions of this By-law may be enforced by an Enforcement Officer.
14. This By-law is designated as a by-law to which the Administrative Penalty By-law, as amended or replaced from time to time, applies.
15. Any Person who contravenes any of the provisions of this By-law, when given a Penalty Notice in accordance with the City's Administrative Penalty By-law, is liable to pay the City an administrative penalty in the amount specified in the City's Administrative Penalty By-law, as amended or replaced from time to time.

Part 5 - Schedules

Schedules to this By-law

16. Schedules “A” and “B” inclusive attached hereto shall form part of this By-law.

Part 6 – Repeals

17. By-law No. 7006/44/22, Being a By-law to establish a permitting system for the parking of vehicles on designated highways and parking lots in the City of Port Colborne and its amending By-law Nos. 7085/30/23, 7103/45/23 and 7247/69/2424 are repealed.

Part 7 – Corrections

18. 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.

Part 8 – Enactment

19. 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 23 day of July, 2024.

William C. Steele, Mayor

Carol Schofield,
Acting City Clerk

Schedule "A" Special Events

1. Canal Days Marine Heritage Festival
Civic Holiday Weekend - Friday to Monday inclusive

Schedule "B"

Page 1 of 2

Parking Lots

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
H.H. Knoll Lakeview Parking Lot	N/A	All parking spaces surrounding the park	All parking spaces surrounding the park	Civic Holiday Weekend Friday to Monday inclusive

Streets

<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

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 Special Closed Meeting and Regular Meeting of July 23, 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 Special Closed Meeting and Regular Meeting of July 23, 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 23rd day of July, 2024.

William C. Steele
Mayor

Carol Schofield
Acting City Clerk