



PORT COLBORNE

City of Port Colborne Council Meeting Agenda

Date: Tuesday, March 25, 2025
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

The 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 people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

4. Adoption of Agenda

5. Disclosures of Interest

6. Proclamations

6.1 World Autism Day - April 2, 2025

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7. Presentations

8. 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 905-228-8118.

9. Mayor's Report

10. Regional Councillor's Report

11. Consent Agenda

All items listed in the Consent Agenda are subject to a single motion that is not debatable. A Member may make a brief comment or ask a question regarding a Consent Item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed from the Consent Agenda and dealt with under Items Requiring Separate Discussion.

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11.3 Staff Reports

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- b. 2024 Audit Plan - 2025-44 78
- c. 2024 Statement of Council Remuneration and Expenses - 2025-58 110
- d. Declaration of Land as Surplus– Progress Drive North - 2025-35 114
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11.4 Receipt of Correspondence Items

- a. Municipality of South Huron - Heritage Advisory Committee, Amendment to Ontario Heritage Act and Niagara-on-the-Lake Support 124

12. Items Requiring Separate Discussion

- 12.1 Future of Healthcare in Port Colborne: Mid-Point Public Engagement Results - 2025-71 131

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18.2	By-law No. 7332/23/25 Being a By-law to Establish a Healthcare Advisory Committee	279
18.3	By-law No. 7333/24/25 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne	287
19.	Adjournment	

From: Erika Luoma <erika.luoma@autismontario.com>

Sent: February 11, 2025 2:28 PM

To: City Clerk <cityclerk@portcolborne.ca>

Subject: Support World Autism Day on April 2, 2025

You don't often get email from erika.luoma@autismontario.com. [Learn why this is important](#)

Dear Office of the City Clerk,

Autism Ontario is a charitable organization founded in 1973, and we are privileged to support the autism community of Port Colborne. We have more than 50 years of supporting, representing, and advocating for all autistic individuals across the province regardless of race, ethnicity, income, religion, gender identity, or sexual orientation.

Join Autism Ontario as we *Celebrate the Spectrum* this upcoming World Autism Day by formally proclaiming **April 2, 2025, as World Autism Day**. This is an excellent opportunity for your municipality to show support for autistic individuals across Ontario and in your communities. Thank you for your support last year!

What is [Celebrate the Spectrum](#)?

Celebrate the Spectrum is our campaign for World Autism Day celebrations. It is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism, and how we can all make our communities better for autistic individuals. Our campaign theme is tie-dye, symbolizing the beautiful uniqueness and individuality of every autistic person. Celebrate the Spectrum unites families, schools, communities, businesses, government, and professionals in recognizing World Autism Day by celebrating autistic people and bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario.

We are always available to help with resources and ideas on how you can get involved. Let's come together and embrace our diversity, exploring endless possibilities in every pattern!

Let us know if you will be participating! Register your municipality [here](#).

I can be reached via email or at the telephone number below. Thank you for your time and I look forward to connecting with you soon.

With appreciation,

Erika Luoma

Fund and Volunteer Coordinator, Mom of an Autistic Adult

AutismONTARIO

autismontario.com

1179 King St. West, Suite 004 | Toronto, ON | M6K 3C5

T: 1-800-472-7789 ext. 223 | E: erika.luoma@autismontario.com

Show your support for the autistic community.

[DONATE TODAY](#)

[Facebook](#) | [X](#) | [Instagram](#) | [LinkedIn](#)

Pour les services en français, veuillez envoyer un courriel à melanie@autismontario.com.

A Proclamation on World Autism Day 2025

Whereas:

World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year.

Whereas:

Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society.

Whereas:

Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs.

Whereas:

Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province.

Whereas:

Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

Now Therefore:

BE IT RESOLVED that I, (insert Mayor name or designate), do hereby recognize April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

Dated at (municipality), Ontario this 2nd day of April 2025.



PORT COLBORNE

March 25, 2025

Mover Councillor
Secunder Councillor

WHEREAS World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year; and

WHEREAS Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society; and

WHEREAS Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs; and

WHEREAS Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province; and

WHEREAS Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

NOW THEREFORE that I, Mayor William C. Steele, do hereby proclaim April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

William C. Steele
Mayor



City of Port Colborne
Council Meeting Minutes

Date: Tuesday, March 11, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

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

Member(s) Absent: F. Danch, Councillor

Staff Present: C. Banting, Manager of Environmental Services
J. Beaupre, Deputy Clerk
J. Colasurdo, Manager of Strategic Projects
S. Double, Fire Chief
G. Long, Director of Development and Government Relations
S. Shypowskyj, Director of Public Works / Acting CAO

1. Call to Order

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

2. National Anthem

Everyone stood for the National Anthem.

3. Land Acknowledgement

The Land Acknowledgement was read:

The 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 people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

4. Adoption of Agenda

C-25- 045

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

That the Council agenda dated March 11, 2025, be confirmed, as circulated.

Carried

5. Disclosures of Interest

There were no disclosures of interest.

6. Proclamations

There were no proclamations.

7. Presentations

There were no presentations.

8. Delegations

8.1 Barbara Butters - 1152 Weaver Road

Barbara Butters delegated on urgent care in Port Colborne and the healthcare petitions she submitted to the Clerk's office.

8.2 Angie Desmarais - 270 Davis Street

Angie Desmarais delegated on her request to Council to strike a citizen's committee for healthcare.

9. Mayor's Report

A copy of the Mayor's report is attached.

10. Regional Councillor's Report

There was no Regional Councillor's report. Councillor Bagu inquired to the Mayor about wastewater rate billing.

11. Motions Arising from Committees and Boards

11.1 Memorandum to Council - Grant Allocation Advisory Committee

C-25- 046

Moved by Councillor D. Elliott

Seconded by Councillor G. Bruno

That Council approve the following recommendation from the Grant Allocation Advisory Committee dated February 13, 2025:

That the following funding requests be approved for a total of \$20,304.35 in the first allocation of grants for 2025:

- \$3,000 for Community Living Port Colborne Wainfleet to fund quality-of-life programming for youth and young adults with developmental and-or learning disabilities, including cooking and meal preparation, driver instruction and training, and job search skills. The grant will help with costs of transportation, staffing, and training materials.
- \$4,335 for Port Colborne Feline Initiative to fund TNVR (trap, neuter, vaccinate, return) for 10 feral cats, and to fund the SNAP (spay/neuter assistance program) for 10 cats. PCFI volunteers address complex issues of feral cats in the community by providing humane and fiscally responsible resources for free-roaming, unowned cats.
- \$3,600 for Friends of Port Colborne Lighthouses to fund a waterless composting toilet for volunteers and visitors.
- \$4,000 for Port Colborne Optimist Club to help fund the annual fishing derby for youth, and the annual Canada Day in the Park community event.
- \$5,369.35 for Port Colborne Wave girls' minor hockey to help fund professional skills training for U7 to U15 age groups, and related ice time

Carried

12. Consent Agenda

Councillor Bruno lifted item 12.3 d, which was considered as item 13.1 under Items Requiring Separate Discussion. Councillor Beauregard lifted item 12.4 e, which was considered as item 13.2 under Items Requiring Separate Discussion.

C-25- 047

Moved by Councillor M. Bagu

Seconded by Councillor E. Beauregard

That Council hereby approves the listed consent items on the March 11, 2025, Council agenda; and

That the consent items be approved on the recommendations as contained therein.

Carried

12.1 Approval of Minutes

- a. **Regular Council Meeting - February 25, 2025**

12.2 Receipt of Minutes of Boards & Committees

- a. **Senior Advisory Committee Meeting - January 21, 2025**
- b. **Museum, Culture and Heritage Board Meeting - January 21, 2025**
- c. **Port Colborne Public Library Board Meeting - February 5, 2025**

12.3 Staff Reports

- a. **Comprehensive CIP East Waterfront CIPA Tax Increment Grant –131 - 133 Durham Street, Report 2025-39**
- b. **Comprehensive CIP East Waterfront CIPA Tax Increment Grant – 71 Nickel Street, 2025-27**
- c. **Oil Mill Creek Municipal Drain Report Update, 2025-22**

12.4 Receipt of Correspondence Items

- a. **City of Thorold - Actions to Address Mental Health, Addiction and Homelessness**
- b. **Town of Goderich - Support for an Ontario-wide Licencing Framework for Rideshare Companies**
- c. **Town of Coburg - Correspondence received from Northumberland County regarding the Municipal Restructuring Study**
- d. **Niagara Region - 2025 Property Tax Policy, Ratios and Rates**

13. Items Requiring Separate Discussion

13.1 Revised Billing of the Young and Hopf-Wagner Municipal Drains, 2025-42

C-25- 048

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

That Public Works Department Report 2025-42 be received; and

That the revised billing for the Young and Hopf-Wagner Municipal Drains be approved and invoiced in accordance with the Drainage Act, as outlined in Appendix A of Public Works Department Report 2025-42.

Carried

13.2 Niagara Region - Motion Respecting Supporting Niagara's Business Community and Advocating for Economic Resilience Measures

C-25- 049

Moved by Councillor E. Beauregard
Seconded by Councillor D. Elliott

That Council endorse the Niagara Region's motion respecting supporting Niagara's Business Community and Advocating for Economic Resilience Measures.

Carried

14. Staff Remarks

Fire Chief Double thanked Council for their support and noted the new Deputy Fire Chief, Mark Middleton, has started in his role, and is overseeing the Training Division. Lastly, he thanked City Staff for their support with the questionnaires related to the critical risk assessment and master fire plan.

Steve Shypowskyj, Acting CAO, noted that they are working on the hydro relocation project along West Street and the expected completion for the project is June 2025. He also noted some parking and parts of the street will be impacted during the construction.

Gary Long, Director of Development and Government Relations, reminded everyone that the survey for the future of healthcare in Port Colborne is open until April 30th, and he encouraged residents to fill out the surveys. He also thanked everyone who has completed the survey thus far.

15. Councillors' Remarks

Councillor Aquilina inquired to Public Works staff about the flooding issue on Pinecrest Road and the reasoning for why the grate was blocked with a pilon. She also inquired about the fill on the corner of Killaly Street and Miller Road, and whose responsibility it is to clear the excess mud and dirt from the road. Lastly, she noted that she attended the Sherkston Community Centre Board meeting on March 10, 2025, and they have done some upgrades to the space. She also shared the upcoming activities happening at the centre in March and April.

Councillor Bagu thanked Public Works staff for their efforts cleaning up the sidewalk on Clarence Street. He also inquired to Public Works staff about how the hydro relocation project will impact the school garden at a local high school.

Councillor Bruno attended the biannual Drinking Water Quality Management Committee (DWQMC) meeting. He inquired if a presentation of the information could be brought forward to Council, and commended staff on their knowledge.

Councillor Elliott inquired if a permit was needed for residents to dump dirt on a site, as there is a dirt pile near the Clarence Street bridge. He was also in attendance at the DWQMC meeting, which was informative.

Councillor Hoyle thanked staff for taking care of his requests.

Councillor Bodner inquired to Public Works staff to check the stone area along the sidewalk of Killaly Street, and to see if the dirt can be removed. He also highlighted the Sherkston Community Centre upgrades and noted it and other community centres are used as rental spaces for small events. Lastly, he inquired to Chief Double about the progress on the open burning by-law.

16. Motions

There were no motions.

17. Notice of Motions

There were no notices of motions.

18. By-laws

C-25- 050

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

That the following by-laws be passed and enacted, as presented:

- By-law No. 7327/18/25
- By-law No. 7328/19/25
- By-law No. 7329/20/25

Carried

18.1 By-law No. 7327/18/25 - Being a By-law to Authorize Entering into an Agreement with Resimate (2812881 Ontario Inc., Owner Glyn Holmes) Regarding the Comprehensive CIP Downtown CIPA Property Tax Increment Grant 131-133 Durham Street

18.2 By-law No. 7328/19/25 - Being a By-law to Authorize Entering into an Agreement with 71 Nickel Inc. (owner Wendy Singh) Regarding the Comprehensive CIP East Waterfront CIPA Property Tax Increment Grant 71 Nickel Street

18.3 By-law No. 7329/20/25 - Being a By-law to Amend the Assessment Schedule to Levy the Difference of Actual Costs Incurred in Constructing a Drainage Works Known as the Young & Hopf Wagner Municipal Drain

19. Closed Session

C-25- 051

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

That Council do now proceed to meet in Closed Session at 7:26 p.m. under:

- Section 239(2)(h) of the *Municipal Act, 2001*, where a closed meeting is held if the subject matter being considered is information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
- Section 239(2)(c) of the *Municipal Act, 2001*, where a closed meeting is held if the subject matter being considered is a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

19.1 Approval of the Minutes

a. Regular Council Meeting (Closed Session) - February 25, 2025

19.2 Staff Reports

- a. **Confidential Public Works Department Report - 2025-37**
- b. **Confidential Public Works Department Report - 2025-61**

20. Back to Open Session

C-25- 052

Moved by Councillor T. Hoyle

Seconded by Councillor R. Bodner

That Council does now rise and reconvene from Closed Session at 8:18 p.m. with report:

- Item 19.1 - Approval of Closed Session Minutes
 - a. That the Closed Session Meeting minutes from the February 25, 2025, Council meeting be approved as presented.
- Item 19.2 - Staff Reports
 - a. That Council authorize staff to proceed as directed in Closed Session.
 - b. That Council authorize staff to proceed as directed in Closed Session.

Carried

21. Procedural Motions

There were no procedural motions.

22. Confirmatory By-law

22.1 By-law No. 7330/21/25 - By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne

C-25- 053

Moved by Councillor D. Elliott

Seconded by Councillor M. Aquilina

That the By-law to Adopt, Ratify and Confirm the Proceedings of the Council of the Corporation of the City of Port Colborne, dated March 11, 2025, be enacted and passed, as presented.

Carried

23. Adjournment

Mayor Steele adjourned the meeting at 8:18 p.m.

William C. Steele, Mayor

Jessica Beaupre, Deputy Clerk



PORT COLBORNE

MAYOR'S REPORT TO COUNCIL

TUESDAY, MARCH 11, 2025

\$4.3 MILLION HOUSING ACCELERATOR FUNDING

Niagara Centre Member of Parliament Vance Badawey was here this morning to announce funding of \$4.3 million to help us build more affordable housing in Port Colborne. The money is part of the federal government's Housing Accelerator Fund through the Canada Mortgage and Housing Corporation (CMHC).

With this funding, we can move forward with next steps on our ongoing affordable projects here in Port Colborne, including the partnership we have with Niagara Regional Housing to build at least 55 new units at King and Haney Streets. These will be quality, energy efficient units, comparable to the impressive Chestnut Place, a five-story 41-unit build which had its grand opening two weeks ago. The announcement marks more great news for Port Colborne.

AK OFFICE OPEN AT NIAGARA COLLEGE

Our friends and partners at Asahi Kasei opened an office in the Walker Advanced Manufacturing Innovation Centre at Niagara College. I attended the grand opening open house event on behalf of council and our city. The Innovation Centre at the college is a state-of-the-art facility where students, faculty and researchers support advanced manufacturing and technology companies which innovate, grow and compete in the global marketplace.

We spent a year convincing AK to locate in Port Colborne. Having a plant as important and as big as AK is a sign of growth, progress and good-paying jobs for people in our city and in Niagara region. The AK office at the college is a significant next step. Congratulations AK and Niagara College for forging a bold new partnership.

MARINERS' SERVICE AT ST. JAMES AND ST. BRENDAN

Our good friends at St. James and St. Brendan Anglican Church welcome friends and families of those who work "the boats" and all marine-related industries to the annual Mariners' Service. Every year, on the Sunday before the Welland Canal opens for the

season St. James and St. Brendan presents the service as a tribute and blessing to sailors and seaway workers.

Please join the new minister, the Reverend Mike Degan and his parish, as they present a special Mariner's Service, Sunday, March 16, at 7pm. The service will be followed with refreshments and fellowship in the Guild Hall at 8pm.

TRADITIONAL TOP HAT CEREMONY SATURDAY, MARCH 22

Our traditional Top Hat Ceremony will be held in Lock 8 Gateway Park on Saturday morning, March 22, the day the Welland Canal opens for the 2025 season. The St. Lawrence Seaway opened to commercial traffic April 25, 1959. The official opening ceremony was June 26, 1959, attended by Queen Elizabeth II President Dwight D. Eisenhower, and Prime Minister John Diefenbaker at the St. Lambert Lock in Montreal.

Construction of the first Welland Canal was 1824 to 1829. In four years, we'll be celebrating the 200th anniversary. The canal has shaped our history. That's why we celebrate it in Port Colborne at the start of every shipping season. This year, shipping season opens Saturday, March 22. The Fair-Trade Committee will prepare sausage and pancakes, with local maple syrup.

The Library will have collectible commemorative buttons on souvenir cards. The museum will have the captain of the first ship sign the official logbook, and we'll present him or her with the symbolic William Hamilton Merritt Top Hat. Please watch the city website for details. We're planning for an 8 o'clock start, but that may change, depending on ship traffic in the canal.

YELLOW RIBBONS FOR TYLER CROOKS

The yellow ribbons you'll soon see on near the Cenotaph in HH Knoll Lakeview Park and on lampposts at city hall are there to remember Tyler Crooks. Tyler was born in Port Colborne March 20, 1985. Corporal Crooks was killed in action in Afghanistan on his 24th birthday, March 20, 2009. We will never forget you, Tyler

THANK YOU COUNCILLOR BODNER

Thank you, Councillor Bodner, for taking over mayoral duties and responsibilities while I was away last month. Council and I appreciate you serving as Deputy Mayor. That concludes my report this evening.



Subject: 2024 Annual Drinking Water Quality Report

To: Council

From: Public Works Department

Report Number: 2025-59

Meeting Date: March 25, 2025

Recommendation:

That Public Works Department Report 2025-59 be received, including the 2024 Annual Summary Report attached hereto as Appendix A.

Purpose:

The Ministry of the Environment, Conservation and Parks (MECP) requires that an annual summary report on the performance of the City's Drinking Water System be prepared and provided to Council in accordance with the regulatory requirements of Schedule 22 and Section 11 of *Ontario Regulation (O. Reg.) 170/03* under the *Safe Drinking Water Act, 2002* (SDWA). This report also provides Council with a summary of the 2024 Management Review, which is required under Element 20 of the Drinking Water Quality Management Standard (DWQMS) and provides an overview of the results of the 2024 MECP Inspection.

Background:

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

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

Municipal Drinking Water System Annual Report

In accordance with the SDWA, the Annual Drinking Water System Summary Report for 2024 (Appendix A) has been completed for the Port Colborne Drinking Water System. This report, as per the requirements outlined in Schedule 22 and Section 11 of *O. Reg. 170/03*, encompasses crucial information such as legal obligations of the Act and other approvals relating to the system, system descriptions, incidents of non-compliance and adverse test results, corrective actions taken, and water test results. The report must be prepared by February 28 each year and is made publicly accessible via the City's website and physical copies can be obtained from the Engineering and Operations Centre.

DWQMS Management Review

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

2024 MECP Inspection Report

The MECP conducts annual inspections of the Port Colborne Distribution System to verify compliance with legislative requirements and municipal licensing. This inspection, which occurred in November 2024, inspected the adherence to the SDWA, the Ontario Water Resources Act, 1990, and the City's Municipal Drinking Water Licence. The thorough inspection process is part of the MECP's commitment to ensuring the safety and quality of municipal drinking water. The results of the inspection are provided in Appendix E.

Discussion:

2024 Annual Summary Report

The Annual Drinking Water Quality Report was prepared on February 28, 2025, and is provided in Appendix A. The Report has been posted to the City website and notification of the report's availability will be published in the next issue of the City Hall News.

Highlights include:

- 840 routine chlorine samples and 3,669 non-routine chlorine samples were taken. All sample results were within regulated limits.
- 59 routine turbidity samples and 3,669 non-routine were taken. All sample results were within the aesthetic objective.

- Lead, Alkalinity, pH, Trihalomethanes and Haloacetic Acids were also sampled and all well within the regulated standards.
- 424 regulated bacteriological samples were collected with one (1) adverse test result. The adverse result was due to the presence of total coliforms. The timely response by a Certified Water Operator ensured that the safety of the drinking water was maintained. Details are outlined in Appendix A.
- The Port Colborne Water Treatment Plant Annual Summary Report prepared by the Region's Water and Wastewater Services Division provides information related to quantities and flow rates of water within the system. According to the Region's Summary Report, provided in Appendix B, the WTP is operating on average at 22% capacity and has sufficient capacity to meet the City's long-term growth demands. The water distribution system meets present needs but may require upgrades and extensions to satisfy growth demands as they are identified.
- The City applied for a renewal of its Municipal Drinking Water Licence and Water Works Permit in April 2024 and completed a Water Financial Plan in advance of the submission.
- In 2024, Council approved the City's Asset Management Plan, which includes water assets, as required under *O.Reg. 588/17*. It found that just over 40% of the City's water infrastructure is in very poor to poor condition.
- The approved Infrastructure Needs Study (INS), Water Master Plan, Asset Management Plan, and Water Financial Plan guide decision making for operational and capital planning and investment.
- One of the City's strategic plan goals is to move linear assets out of the "very poor condition" category. In 2024, the City started design and construction of four (4) replacement watermain projects on Davis St., West St., Homewood Ave., and Berkley Ave. The City received \$1,999,200 in federal and \$1,665,883 in provincial funding for these projects.

2024 Management Review Summary

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

The Management Meeting QMS Summary Report that was provided to all attendees is attached to this report as Appendix C and a copy of the minutes from this meeting are included in Appendix D. The Operational Plan also requires that the outcomes of the annual Management Review be communicated to the system Owner. The Management Review Summary report covered the period of November 1, 2023 to October 31, 2024.

The Management Review summarizes many of the same findings as the Annual Summary Report, but over a different time frame. It expands on DWQMS-related conformance items and general performance of the water system. Other than the items already mentioned above, the Management Review highlighted the following:

- The 2024 Internal Audit was completed on November 1, 2024. Seven (7) opportunities for improvement (OFIs) were identified.
- The external audit occurred on December 9, 2024. At the time of the meeting, the audit had not been completed. The committee discussed the 2023 audit which identified one (1) OFI.
- There were five (5) main breaks reported in 2023 and 18 in at the time of the meeting in 2024.
- Water quality complaints totaled 13 in 2023 and four (4) in at the time of the meeting in 2024. Where the source of the complaint could be determined, activities in the distribution system, such as fire flow testing, were the most common sources.
- Staff are committed to a holistic approach for improving water loss tracking and finding and repairing leaks and other sources of non-revenue water.
- The City's Municipal Drinking Water License and Drinking Water Works Permit were renewed in September 2024.

At the 2024 Management Review Meeting, staff proposed a new reporting cycle that better aligns with other required reporting, such as the Annual Drinking Water Quality Report. To improve efficiency moving forward, Management Review Meetings will take place annually in March to review Management Review results from the prior calendar year (i.e., January to December). The 2024 meeting was scheduled for March 5, 2025.

2024 MECP Inspection Results

The 2024 MECP inspection was an announced inspection covering the period from October 7, 2023, to October 31, 2024. The requested documents were sent to the Ministry Inspectors and were reviewed remotely. An onsite inspection was conducted on November 21, 2024 as well.

An official Inspection Report, detailing any findings and the City's Inspection Rating was issued on January 6, 2025; a copy of the inspection is provided in Appendix E. Once an inspection is completed, the Inspector generates an Inspection Rating for the drinking water system.

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

Internal Consultations:

There are no comments from other departments.

Financial Implications:

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

Public Engagement:

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

Strategic Plan Alignment:

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

- Environment and Climate Change
 - Sustainable and Resilient Infrastructure
-

Conclusion:

The 2024 Annual Drinking Water Quality Report demonstrates Public Works' continued commitment of the Port Colborne Drinking Water System to provide a safe and reliable supply of municipal drinking water for its residents and businesses.

Appendices:

- a. 2024 Port Colborne Distribution System Annual Drinking Water Quality Report
- b. 2024 Port Colborne Water Treatment Plant Annual Summary Report (*Niagara Region*)
- c. Port Colborne Distribution System, Summary QMS Report for the Management Review
- d. Management Review Meeting Minutes
- e. MECP Port Colborne Distribution System Inspection Report

Respectfully submitted,

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Report Approval:

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



PORT COLBORNE

Port Colborne Distribution System Annual Drinking Water Quality Report

January 1, 2024 to December 31, 2024

Prepared on February 28, 2025

Introduction

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

Information regarding the City of Port Colborne's drinking water system is included below. This report is prepared in accordance with *O.Reg. 170/03*.

Drinking Water System number: 260001643

Drinking Water System category: Large Municipal Residential

Owned and operated by: The Corporation of the City of Port Colborne

Water Supply and Distribution

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

The City does not perform any secondary disinfection as the WTP sufficiently chlorinates the water to meet the minimum requirement of >0.05 mg/L free chlorine residual. The only water treatment chemical used by the City is 12% sodium hypochlorite which is used when making repairs or performing maintenance on the distribution system to meet

disinfection requirements. The distribution system has an average pressure of 58 psi, with pressure maintained by the Barrick Road Water Tower together with the Fielden Avenue Reservoir, which are owned, operated, and maintained by the Niagara Region.

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

Water Quality Monitoring

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

Table 1: Port Colborne Distribution System Responsible Persons

Position	Name	Phone number
Director of Public Works	Steve Shypowskyj	905-228-8133
Environmental Services Manager	Cassandra Banting	905-228-8137
Water/Wastewater Supervisor and Overall Responsible Operator	Shaun Emery	905-228-8139
Environmental Compliance Supervisor	Samantha Morris	905-228-8030
Environmental Analyst and Quality Management System Representative	Alicia Riolino	905-228-8053

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

regulated limits, Certified Water Operators immediately implement corrective action to ensure the continued supply of safe drinking water. The operational checks, sampling and testing requirements, which the City must conduct, are outlined in Table 4.

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

Water Quality Test Results

As per the sampling and testing requirements detailed in Table 4, the City conducted the following sampling in the period of January 1, 2024 to December 31, 2024.

Microbiological Analysis

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

In 2024, a total of 424 samples were collected and analyzed for the presence of *E.coli* and Total Coliforms (Table 5). Laboratory results indicated that Total Coliforms were detected on one (1) occasion. Details about the adverse results are discussed below and in Table 2.

To monitor the potential deterioration of the water quality, 424 samples were collected and analyzed for Heterotrophic Plate Count (HPC). Laboratory results indicated that in 2024, HPC was detected at very low levels, between 0-4 CFU/mL (Table 5).

Operational Parameters

The City monitors the operational parameter, free chlorine, twice weekly, and on an as-required basis in response to watermain breaks, hydrant flushing, and complaints. Turbidity is measured weekly, and on an as-required basis.

In 2024, this resulted in the collection and analysis of 4,509 chlorine samples (840 routine and 3,669 non-routine) and 3,728 turbidity samples (59 routine and 3,669 non-routine). Free chlorine levels ranged between 0.12 - 1.83 mg/L and turbidity levels ranged from 0.04 to 0.80 NTU (Table 5).

Lead Testing (Schedule 15.1) Results

The City is no longer required to collect lead samples from plumbing systems and is only required to collect samples from the distribution system. Under *O.Reg. 170/03*, distribution system samples are required to be collected twice annually, with one set collected during the winter sampling cycle (December 15 to April 15) and another set during the summer sampling cycle (June 15 to October 15). The collected samples are tested for alkalinity and pH in years one and two, with lead sampled in year three.

In this reporting year, samples were collected from four (4) locations in the distribution system and analyzed for lead, alkalinity, and pH. The lead values ranged from 0.00004 to 0.00068 mg/L, alkalinity values ranged from 87 to 103 mg/L, and pH values ranged from 7.05 to 7.55. All values were well within the recommended guidelines (Table 5).

Organic Parameters

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

THM results from 2024 continue to indicate that THMs are not a concern in the distribution system, as the running annual average concentration was 0.0233 mg/L, much less than the 0.10 mg/L regulated limit (Table 5). None of the individual samples exceeded half the standard prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

Results from the four (4) HAA samples collected in 2024 continue to indicate that HAAs are not a concern in the distribution system as the running annual average concentration was 0.0058mg/L. The regulated limit is 0.08 mg/L (Table 5). The samples were well below half of the standard prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

Regulatory Non-Compliances

There was one reportable adverse water quality incident in 2024. The adverse result was due to the presence of total coliforms. Table 2 below summarizes the date the adverse occurred, the adverse parameter, and describes the corrective action taken by the City.

When an adverse water incident occurs, immediate action by the City's Certified Water Operators ensures that the adverse incidents are addressed in a timely manner. In this instance, this timely response ensured that the safety of the drinking water was maintained, as indicated by the results of special follow up sampling and evaluation, which found the water to be safe.

Table 2: Summary of Adverse Test Results - 2024

Sample Date	Date Adverse Reported to City	Parameter	Result	Corrective Action Date	Corrective Action
September 4, 2024	September 4, 2024	Total Coliform	TC-2	September 4, 2024	Sample had indicated overgrowth of TC, likely due to a contaminated sample. Chlorine at the time of sample was well above the standard. Staff still immediately flushed upstream and downstream and resampled. Total coliforms were absent from the resamples and free chlorine residuals >0.20 mg/L were maintained at all points in the affected part of the distribution system.

Our Commitment to Providing Safe Drinking Water

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

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

Major expenditures for 2024 included the following:

- Started design and construction of four (4) replacement watermain projects on Davis St., West St., Homewood Ave., and Berkley Ave. Approved budget of \$9,428,000. The City received \$1,999,200 in federal and \$1,665,883 in provincial funding for these projects.

Additionally, the City has the following plans for 2025:

- Utilize data from the Water Financial Plan, Water Master Plan, Asset Management Plan, and Infrastructure Needs Study to guide future planning of operational and capital investments. This includes investing in ongoing capital replacement projects and exploring more cost-effective approaches to addressing the City’s

rapidly aging water infrastructure (just over 40% of the current infrastructure was found to be in very poor or poor condition in a 2024 study).

- Staff are utilizing innovative technology for water loss, such as satellite imagery, smart hydrants using AI technology to track system metrics and find leaks, and acoustic data loggers for more precise leak detection
- Watermain lining will take place on North and South Crescent, Ash Street, Jefferson Street and Clarence Street.

What’s New?

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

Where to Obtain Additional Information

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

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

The Niagara Region provides an annual report for the Port Colborne Water Treatment Plant, and it can be downloaded from the Niagara Region’s website: <https://www.niagararegion.ca/living/water/water-quality-reports/default.aspx> Copies may also be obtained by contacting the numbers listed below.

Table 3: Contact Information for the City and Niagara Region

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

Table 4: Distribution System Water Quality Sampling and Testing Requirements

Parameter	Sampling and Analysis	Distribution System Standards	Comments
Microbiological	Required to collect a minimum of 24 samples each month. However, the City collects 32 samples per month and tests for total coliforms and/or <i>E. coli</i> . Required to analyze 25% of all samples collected weekly for heterotrophic plate count. However, the City analyzes all samples.	<ul style="list-style-type: none"> • <i>E. coli</i> – NONE detected • Total Coliforms – 1 detected • Heterotrophic plate count - <500 cfu/mL 	<ul style="list-style-type: none"> • 8 samples collected each week. • Samples sent to an accredited laboratory for analysis. • Adverse results are immediately reported by the lab to the City.
Free Chlorine Residual	Required to collect a minimum of 28 samples per month, however the City collects 64 samples per month and tests for free chlorine. Collected twice weekly (at least 48 hours apart) from representative areas of the distribution system.	<ul style="list-style-type: none"> • Minimum residual chlorine 0.05 mg/L • City targets 0.20 mg/L • City's acceptable low limit is 0.10 mg/L 	<ul style="list-style-type: none"> • City flushes known dead ends on a regular basis to ensure at least 0.10 mg/L is maintained at all areas of the distribution system.
Turbidity	Frequency of sampling not specified. However, the City collects a minimum of one (1) sample weekly from the bulk water depots, and during non-routine sampling (i.e., flushing, watermain breaks).	<ul style="list-style-type: none"> • 5.0 NTU maximum aesthetic objective 	<ul style="list-style-type: none"> • Turbidity is generally not an issue in the distribution system.
Trihalomethanes (THMs)	Required to collect at least one sample quarterly. However, the City collects two (2) samples quarterly, and submits for analysis.	<ul style="list-style-type: none"> • 0.10 mg/L maximum acceptable concentration 	<ul style="list-style-type: none"> • Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of THMs.
Haloacetic Acids (HAAs)	Sampled quarterly. Required to collect one (1) sample per quarter.	<ul style="list-style-type: none"> • 0.08 mg/L maximum acceptable concentration 	<ul style="list-style-type: none"> • Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of HAAs.
Lead	Regulatory amendments late in 2009 and the City's historical results from 2008/09 resulted in the City qualifying for exemption from having to collect samples from plumbing. Required to collect samples twice annually (between December 15 and April 15 and between June 15 and October 15) from four (4) locations in the distribution system and analyze the samples for pH and alkalinity for two years, and then in the third year, perform the pH and alkalinity analysis and lead analysis. Eight (8) samples total per year.	<ul style="list-style-type: none"> • No standard for alkalinity or pH, these parameters are monitored so that, should they change, the potential for lead levels to increase is analyzed • Maximum acceptable concentration for lead is 0.010 mg/L 	<ul style="list-style-type: none"> • Distribution system samples are generally collected from water sampling stations and/or fire hydrants. • If a lead exceedance occurs in future, the City may be required to resume standard sampling.

Table 5: Distribution System Water Quality Sampling and Testing Results – January 1 to December 31, 2024

Parameter	Requirement	Number of samples		Results			Comments
		Routine	Non-Routine	Range	Unit	# of Adverse	
Microbiological Analysis							
<i>E. coli</i>	ND	424*	0	0	counts 100 mL	0	Presence of <i>E.coli</i> indicates presence of fecal matter.
Total Coliforms	ND	424*	0	0 - 2 count	counts/ 100 mL	1	Presence of Total Coliforms indicates possible presence of pathogenic bacteria.
Heterotrophic Plate Count (HPC)	<500	424*	0	0 - 4	cfu/mL	N/A	Presence of HPC indicates water quality deterioration.
Operational Parameters							
Free Chlorine	Minimum 0.05	840*	3669	0.12 - 1.83	mg/L	0	Level of disinfectant present.
Turbidity	5.0	59*	3669	0.04 - 0.80	NTU	N/A	Not a reportable parameter; 5.0 NTU is aesthetic guideline.
Lead Testing Results							
Alkalinity	30 - 500	8		87 - 103	mg/L	N/A	Neither are reportable parameters; guidelines are the recommended operational level. Low alkalinity and/or low pH may accelerate corrosion, which may cause lead from soldering or lead lines to be released into drinking water.
pH	6.5 – 8.5	8		7.05 – 7.55		N/A	
Lead	Plumbing	0.010 mg/L	N/A	N/A	0.00004 - 0.00068	mg/L	Corrosion of lead or lead soldered plumbing/distribution systems may cause lead to be released into drinking water.
	Distribution		4				
Organic Parameters							
Trihalomethanes	0.10	8		(Running Annual Avg) 0.0.233	mg/L	0	By-product of chlorination; forms when chlorine reacts with suspended organics.
Haloacetic Acids	0.08	4		(Running Annual Avg) 0.0058	mg/L	0	By-product of chlorination; forms when chlorine reacts with suspended organics.

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



Port Colborne Water Treatment Plant

Regional Municipality of Niagara

2024 Summary Report

(Prepared under Ontario Regulation 170/03)

January 1 to December 31, 2024

Ministry of the Environment, Conservation and Parks

**Municipal Drinking Water License # 007-101
Drinking Water Works Permit # 007-201**

Port Colborne Water Treatment Plant - 2024 Summary Report

This report summarizes the water flows for the Port Colborne Water Treatment Plant, drinking water system number 220002075, from January 1 to December 31, 2024. This report satisfies the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

Inspection Rating

The Port Colborne Water Treatment Plant was granted a 100% inspection rating during the 2024 Ministry of Environment, Conservation and Parks annual drinking water system inspection.

Summary of Non-Compliance

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

Summary of Water Treatment Plant Flows

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

***Total Waste Sludge (TSL) sensor was offline between (Jan- May) for recalibration.**

Month	Total Flow Raw (ML)	Total Flow Treated (ML)	Average Day Raw (ML)	Average Day Treated (ML)	Maximum Daily Treated (ML)	Minimum Day Treated (ML)	Maximum Flow Rate Treated (ML/d)	Minimum Flow Rate Treated (ML/d)	Total Waste Sludge (ML)
Jan	300.650	262.270	9.698	8.460	*11.170	6.260	20.626	3.723	*0.000
Feb	305.800	265.490	10.545	9.155	*11.550	6.480	19.959	1.477	*0.000
Mar	282.478	256.890	9.112	8.287	9.670	6.660	20.051	7.733	*0.000
Apr	251.700	232.100	8.390	7.737	9.110	6.390	21.641	5.609	*0.000
May	271.440	247.980	8.756	7.999	9.440	6.450	18.482	6.790	*0.000
Jun	265.860	240.650	8.862	8.022	9.240	6.260	17.456	7.497	508.036
Jul	270.070	248.070	8.712	8.002	9.580	6.010	17.405	7.979	3.268
Aug	265.330	241.940	8.559	7.805	9.300	5.820	18.287	7.456	5.288
Sep	244.030	228.030	8.134	7.601	9.035	5.304	16.051	8.062	2.323
Oct	235.335	225.211	7.591	7.265	8.750	5.406	26.713	2.399	1.826
Nov	233.135	220.509	7.771	7.350	8.680	5.810	15.744	7.856	1.764
Dec	280.100	267.690	9.035	8.635	10.350	6.320	18.974	3.465	2.045

Maximum Daily Treated (ML) flow anomalies

***Jan 27th Main break on Elm Street attributed to system water loss.**

***Feb 1st Vehicular accident in Welland Canal resulted in plant shutdown which required to make up for loss during shutdown.**

Month	Total Flow Raw (ML)	Total Flow Treated (ML)	Average Day Raw (ML)	Average Day Treated (ML)	Maximum Day Treated (ML)	Minimum Day Treated (ML)	Maximum Flow Rate Treated (ML/d)	Minimum Flow Rate Treated (ML/d)	Total Waste Sludge (ML)
Total	3033.810	2735.980							10.978
Min						4.790		3.495	0.000
Max					11.550				10.978
Avg			8.313	7.499					0.915

Comparison of Actual to System Approved Flow

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

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

Month	Average Day Treated (ML)	% of Rated Capacity	Maximum Day Treated (ML)	% of Rated Capacity	Maximum Flow Rate Treated (ML/d)	% of Rated Capacity
Jan	8.460	23.50%	11.170	31.02%	20.626	57.27%
Feb	9.155	25.41%	11.550	32.04%	19.959	55.41%
Mar	8.287	23.00%	9.670	26.86%	20.051	55.69%
Apr	7.737	21.47%	9.110	24.30%	21.641	60.11%
May	7.999	22.19%	9.440	26.22%	18.482	51.33%
Jun	8.022	22.20%	9.240	25.66%	17.456	48.47%
Jul	8.002	22.22%	9.580	26.61%	17.405	48.33%
Aug	7.805	21.66%	9.300	25.83%	18.287	50.77%
Sep	7.601	21.11%	9.035	25.08%	16.051	44.58%
Oct	7.265	20.16%	8.750	24.30%	26.713	72.25%
Nov	7.350	20.41%	8.680	24.11%	15.744	43.72%
Dec	8.635	23.97%	10.350	28.75%	18.974	52.69%



PORT COLBORNE

**Port Colborne Distribution System
Summary QMS Report
for the
Management Review**

Report Prepared on:
November 20, 2024

For the period of:
November 1, 2023 - October 31, 2024

Executive Summary

- This management review summary covers the period from November 1, 2023 to October 31, 2024.
- No Ministry Inspections occurred during this period. There were no new incidents of regulatory non-compliance in 2023. The next Ministry Inspection will occur on November 21, 2024.
- There was one adverse sample during this reporting period.
- The 2024 Internal Audit was completed on November 1, 2024.
- The external audit will occur on December 9, 2024.
- There were 5 main breaks reported in 2023 and 18 to date in 2024.
- The City's Municipal Drinking Water License (MDWL) and Drinking Water Works Permit were renewed in September 2024.
- Water quality complaints totaled 13 in 2023 and 4 so far in 2024. Where the source of the complaint could be determined, activities in the distribution system, such as fire flow testing, were the most common sources.

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Port Colborne Distribution System
Summary QMS Report
for the
Management Review
Prepared on November 20, 2024

Introduction

Purpose

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

Scope

This Summary Report for the Management Review covers key operational elements of the Drinking Water Quality Management Standard (DWQMS) from November 1, 2023 to October 31, 2024.

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

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

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

Summary of Items

a. Incidents of Regulatory Non-Compliance

During the Ministry inspection on October 6, 2023, no incidents of regulatory non-compliance were found.

b. Incidents of Adverse Drinking Water Tests

One adverse incident occurred during this reporting period.

One sample containing two (2) total coliforms was collected in Fall 2024 with a free chlorine residual of 0.77mg/L. Public Health and the Spills Action Centre were immediately notified orally. As advised, the following corrective actions were taken immediately: sampled upstream, downstream and at point of sample and re sampled 24 hours later. No total coliforms or E.coli were found during resample. Free chlorine measured at 0.87 mg/L.

c. Deviations from Critical Control Point Limits and Response Actions

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

While nearly all free chlorine samples taken during the reporting period were above the required level (0.20 mg/L). Two (2) of these samples fell into the low free chlorine level range (0.20 mg/L and 0.04 mg/L) and were addressed accordingly.

d. Risk Assessment

A full risk assessment must be completed every three (3) years. A full a risk assessment took place in October 2022. All risks were re-evaluated in 2023 and will be re-evaluated in 2024. Meeting outcomes will be reviewed at this meeting.

During warmer months, chlorine levels lower in the distribution system. A flushing procedure has been followed ensure that levels are maintained above the CCL range. This has proven to be a very effective risk mitigation strategy.

e. Results of Internal and Third-Party Audits

Internal Audit

The 2024 Internal Audit was completed on November 1, 2024. The audit was completed by an auditor from Acclaims Environmental. The Operational Plan and supporting documents were reviewed for conformity to the DWQMS 2.0. The auditor identified opportunities for improvement (OFIs), which will be discussed at the Management Meeting.

OFIs:

- Consider labelling the spray bottle with 1% sodium hypochlorite mixed solution (e.g. decanted product) and confirm NSF-approved chemical.
- The Emergency Preparedness Plan s.8 states “Emergency procedures will be tested at least every five (5) years...”. El. 18’s first line requires the OA to maintain a state of emergency preparedness and the sector’s best practice is an emergency training & test exercise every calendar year. Consideration should be given to follow this best practice.
- Consideration should be given to ensuring that all items required by El. 20 Management Review PLAN a)-p) are adequately reviewed and summaries documented for each in the Management Review minutes.
- Consider updating GIS asset information (e.g., missing asset, or in incorrect location). Also, ArcGIS should be referencing drawings.
- Consider reviewing the contents of the O&M manual on an annual basis to ensure currency of information.
- Consider reducing the number of places where information is recorded (e.g., WaterTrax, CityWide, Personal logbook, chains of custody, sample sheets, etc.). Also, consider aligning the information in sample sheets with the order in WaterTrax.

External Audits/Accreditation Status

The City’s auditor from SAI Global completed the last external full re-accreditation audit on December 12, 2022. An external surveillance audit took place on December 11, 2023. The next external surveillance audit is scheduled for December 9, 2024.

The auditor identified one (1) OFI during the 2023 audit and zero (0) non-conformances.

OFIs:

- Ensure all required fields (i.e. due dates) are filled in completely for each action item on the NCAR log.

Non-Conformances:

- N/A

Ministry Inspections

The Ministry of the Environment, Conservation and Parks (Ministry) will perform a document review inspection of the PCDS on November 21, 2024. The inspection period

covers October 7, 2023 – October 31, 2024. The results of the inspection will be circulated and shared at the next Management meeting.

f. Results of Relevant Emergency Response Testing

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

Staff are currently scheduling emergency response training for the new year and will explore the opportunity to schedule such training annually, as suggested by the internal auditor.

g. Operational Performance

Table 1 summarizes Operational statistics for the PCDS 2023 and 2024.

Table 1: PCDS Activity Report

ITEM	AMOUNT	
	2023	2024 (to date)
Distribution Samples		
Bacteriological (approx.)	416	368
Operational (free chlorine)	839	749
Adverse Samples	0	1
Lead Samples		
Distribution – Alkalinity and pH	4	4
Distribution – Lead (Exempt from plumbing sampling as of Dec/09)	0	0
Sample results > 10 ppb	0	0
Watermain breaks	5	18

A summary of the 2023 and 2024 (end of October) operational performance indicators (OPI) are provided in Table 2 below. Targets and OPIs are periodically reviewed to make sure they reflect all the efforts made by staff.

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

Maintenance Activity	Target/OPI	Status 2023	Status 2024 (to end of October)
Watermain Breaks	Meet response times in SOP	5	18
Valve Exercising, Inspections	25% annually/< 5 inoperable	676 valves of 1193 = 57%	368 valves of 1193 = 32%
Hydrant Inspections	100% annually/< 5 inoperable	587 (100% more than once)	673 (100% more than once)
Winter Hydrant Inspection	2 inspections (Nov 1-Dec 31 and Jan 1-Apr 1)/0 frozen	1,285	1,353
Fire flow testing	100% Completed over ten (10) yrs/<2 out of service, marked within 60 days	230	205
Curb stop/curb box repairs	Repair < 2 weeks	34	31
Emergency service repairs	Meet response times in Watermain Break SOP	Target met	Target met
Inspect bulk water stations	Annual/< 2 service disruptions	Part of routine sampling as required	Part of routine sampling as required
Dead end flushing	Weekly, May-Oct, autoflush stations/0 AWQIs, <10 complaints	527	616
Backflow inspections	Annually or as required/<40% failure	6	4

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

Figure 1: Annual Water Purchases since 2014 (2024 to end of October)

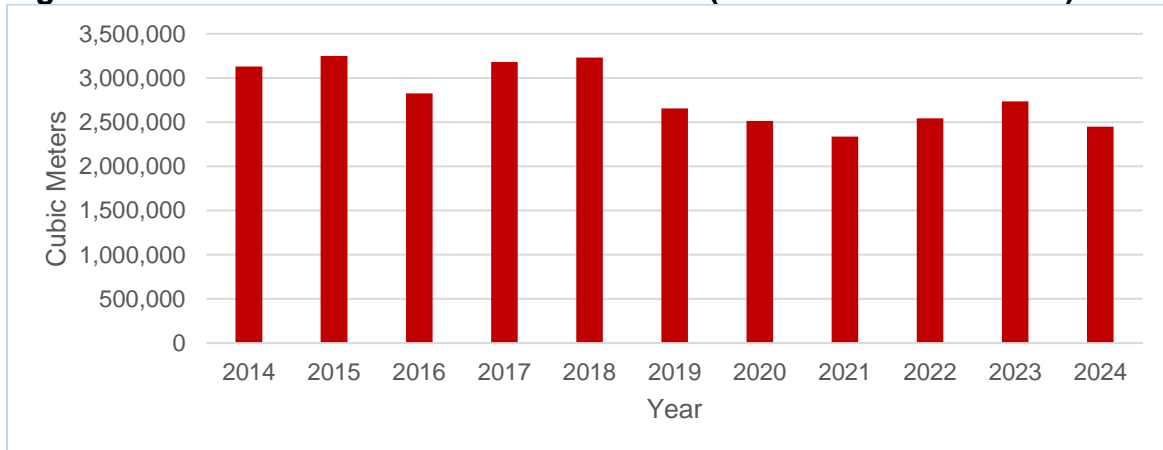


Figure 2: Annual Water Sales since 2014 (2024 to end October)

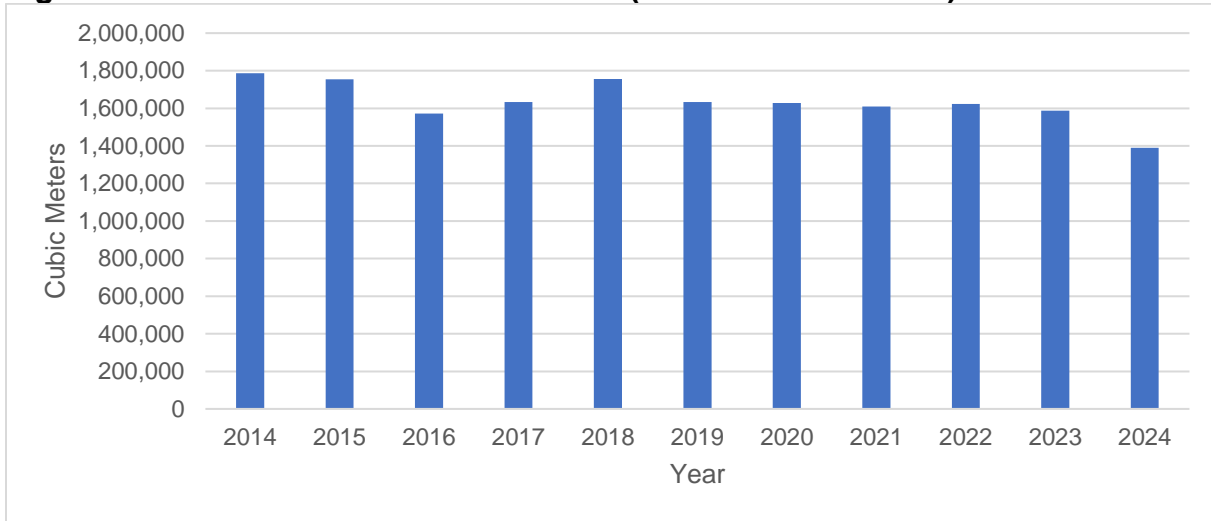


Figure 3a: Monthly Purchased Volume vs. Monthly Metered Consumption

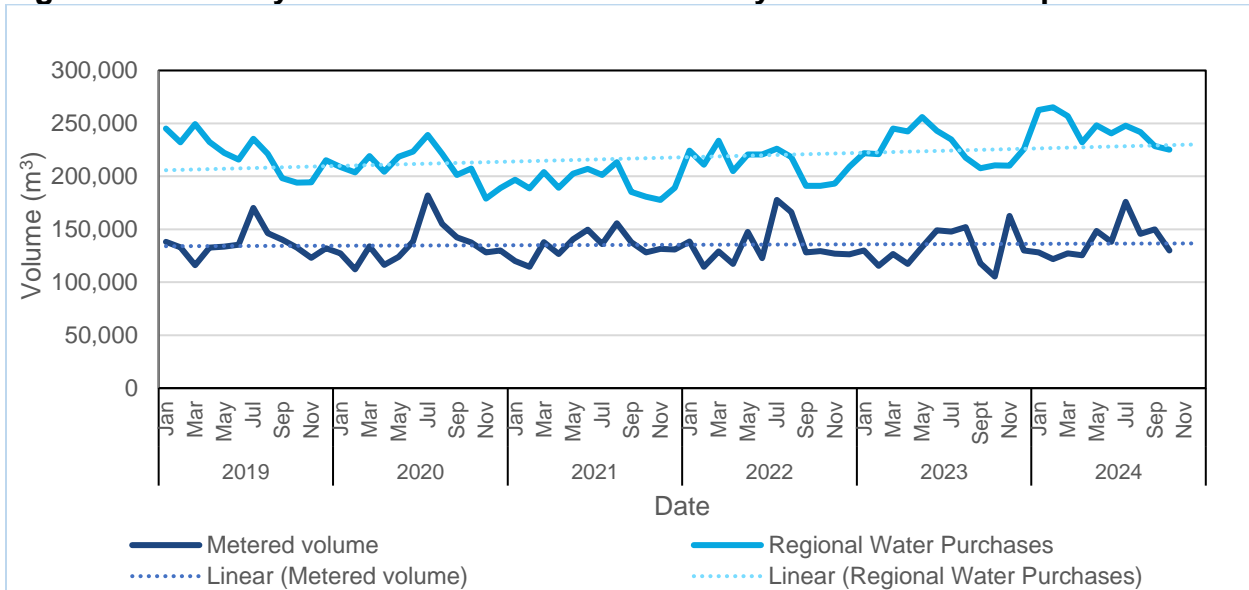


Figure 3b: 2024 Monthly Purchased Volume vs. Monthly Metered Consumption

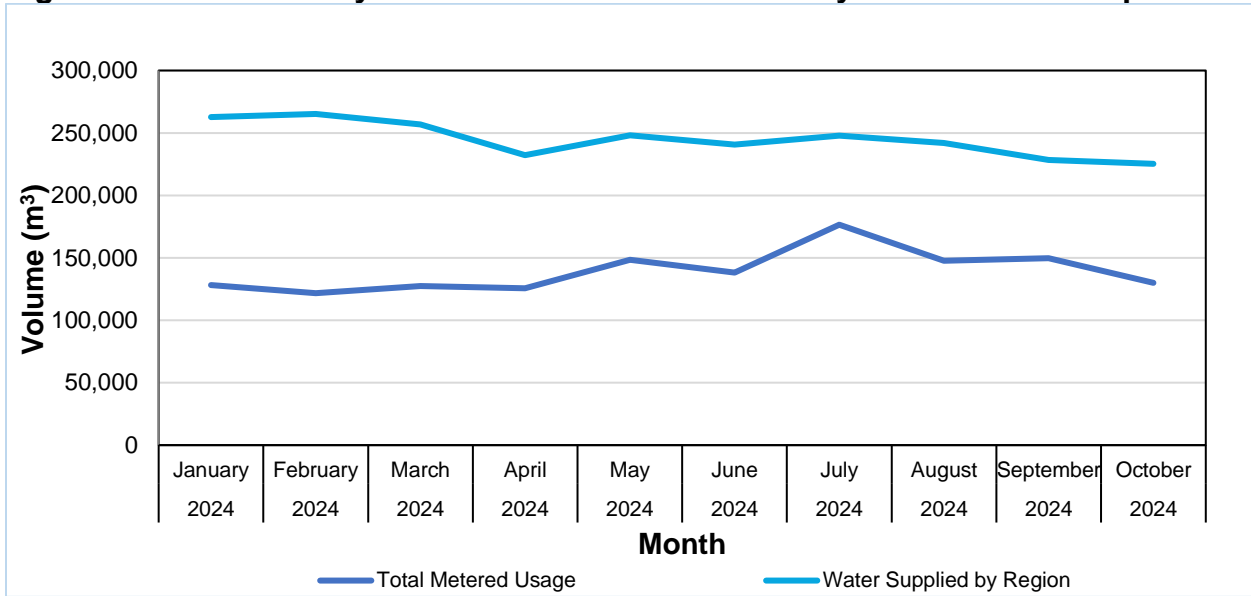


Figure 4: Difference Between Purchased Water and Metered Consumption

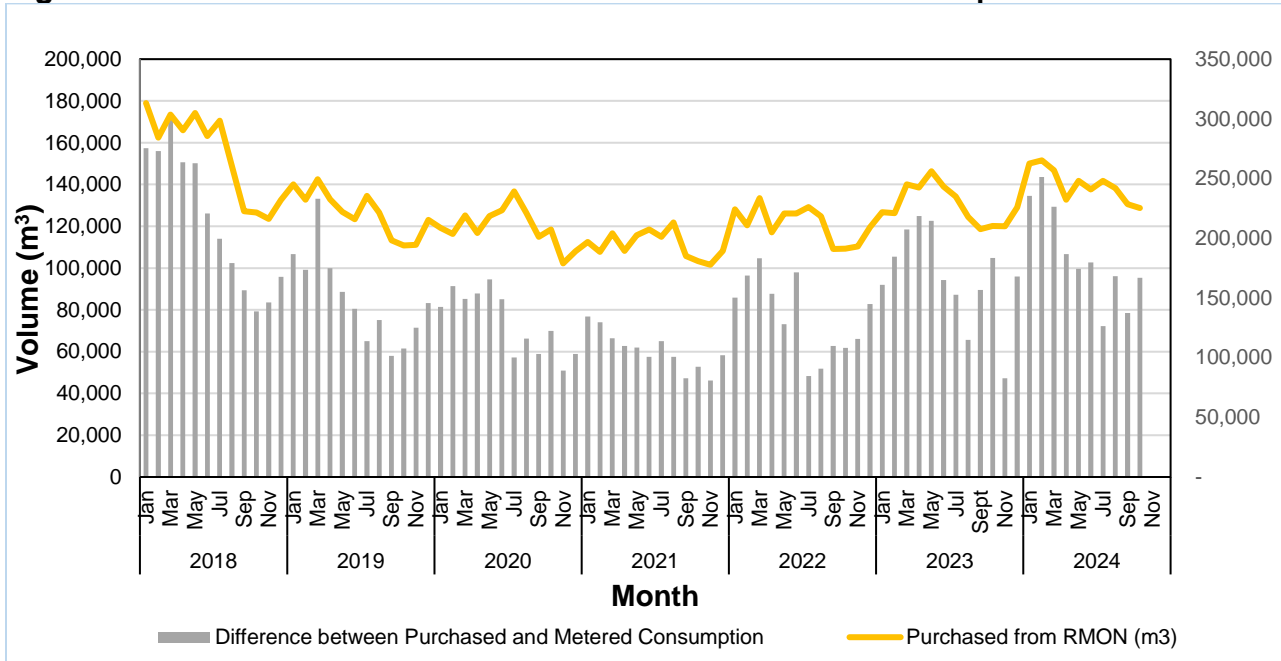
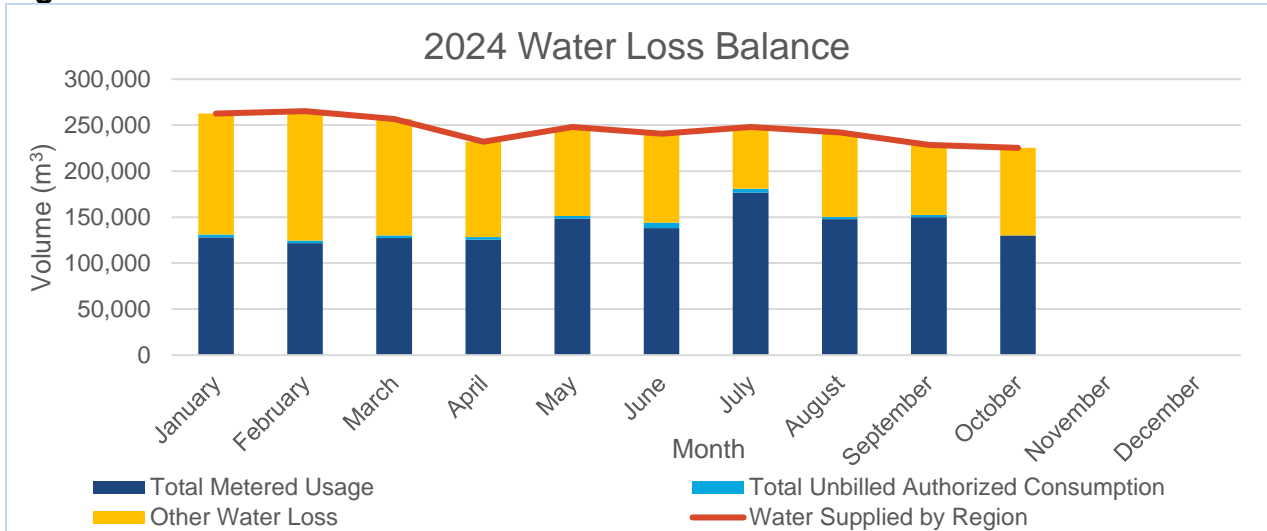


Table 3: Total water purchased from the Region and metered consumption from 2018 to 2024 (end of October).

	2018	2019	2020	2021	2022	2023	2024*
Purchased from Region	3,233,180	2,656,040	2,515,060	2,335,980	2,543,630	2,735,980	2,449,111
Metered Consumption	1,754,042	1,632,548	1,625,882	1,607,686	1,622,345	1,587,388	1,388,955

Figure 5: Water Loss Balance



Port Colborne is actively addressing water loss issues in the water distribution system through a combination of strategic initiatives and operational improvements. The City has prioritized the development and ongoing implementation of a comprehensive Water Loss Strategy, which involves detailed monitoring and reporting of water loss metrics, including monthly percent water loss. Key actions include targeted infrastructure upgrades, proactive leak detection programs, and robust data analysis to identify and prioritize areas of concern, specifically related to water meters.

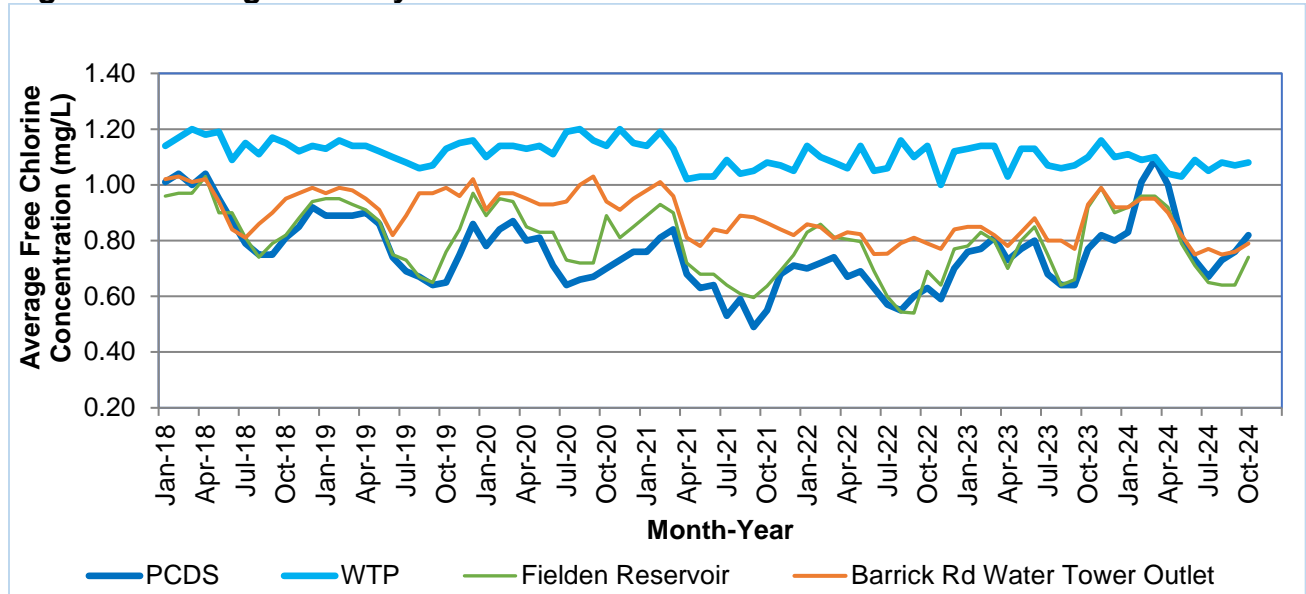
h. Raw Water Supply and Water Quality Trends

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

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

Figure 6 shows the average monthly free chlorine measured in the PCDS and from the Region locations. Chlorine trends in the PCDS follow the concentrations in the Fielden reservoir closely. Seasonal variation is apparent. In 2021, there were some concerns about decreasing trends in chlorine from the plant. In 2022, due to quality concerns, staff approached Niagara Region and requested an increase in chlorine at the water tower. City staff will continue to work with the Region to ensure that the Region continues to target chlorination at the tower and optimizing chemical dosing for seasonal fluctuations.

Figure 6: Average Monthly Free Chlorine Concentration in the PCDS



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

Table 4: Average Annual Trihalomethanes Concentrations – 2009-2024

Year	Average Trihalomethanes (µg/L)
2009	31.00
2010	25.25
2011	7.50
2012	16.75
2013	26.00
2014	25.50
2015	19.12
2016	26.08
2017	22.30
2018	29.04
2019	26.88
2020	31.50
2021	20.75
2022	21.00
2023	16.78
2024	19.2

The City began sampling for Haloacetic Acids (HAAs), as required by the regulation, on a quarterly basis in 2017. HAAs have remained far below the Ministry’s maximum acceptable concentration of 0.08 mg/L. In 2023, the average was 0.008 mg/L and in 2024 the average was 0.006 mg/L. These results indicate that HAAs are not a water quality issue in the distribution system.

i. Follow up on Action Items from Previous Management Reviews

Action Items:

1. Leak detection on Region's trunk watermains – the Region does not do active leak detection on their trunk watermains, however, it has been indicated that there is an appetite to pursue program(s).
 - **STATUS:** Region WTP Staff indicated in November 2024 they have procured a company to complete pipe condition assessments on their transition mains. Will follow up with timeline.
2. Asset Management Planning Regulation – O. Reg. 588/17 came into force on January 1, 2018.
 - **STATUS:** INS presented to Council in Spring 2024 and set work plan for capital replacement program.
3. It was discussed that when buildings are demolished, that the Utilities group needs to be kept in the loop to ensure that the water service and sewer lateral are correctly decommissioned to ensure the service is not leaking and that the sewer lateral is not allowing infiltration into the wastewater collection system.
 - **STATUS:** Utilizing CityWide to track.
4. Find out the status of decommissioning the Fielden reservoir to the Region and acquire relevant information.
 - **STATUS:** Region staff have indicated there is no immediate plan to decommission the Fielden Reservoir.
5. Change the record keeping process for operators to avoid expired product – each individual operator will be responsible for their own materials and equipment.
 - **STATUS:** Water Operators are now responsible for their own equipment – each operator has a testing kit for sampling and this helps with ownership and expiry checks.
6. Adopt AWWA processes for calculating and identifying water loss.
 - **STATUS:** Training for staff scheduled in January 2025, alongside other Regional and area municipal staff.
7. Explore the option of having an operator do nighttime assessment of leaks.
 - **STATUS:** Staff determined that this was not necessary at this time, as we are in the process of installing hydrant AI technology and data loggers.
8. Set KPIs in the new year to maintain the focus on water.
 - **STATUS:** Track a variety of metrics for the W/WW Rates Budget and new dashboard for water loss.
9. Research smart hydrants (AI) that can detect weak pressure points.
 - **STATUS:** RFP for AI hydrants was accepted in Fall 2024. Mobilization is starting in December 2024.
10. Review process with Building for laterals to be upgraded along with public side.
 - **STATUS:** Grant website has been launched to promote private side grant.
11. Explore the feasibility of updating the water use bylaw to require new builds to replace services.

- STATUS: An updated water use bylaw has been drafted and is currently being reviewed. Will go to the public for feedback before submitting to Council.
12. Look into metering water for development.
- STATUS: Discussing concurrently with the new water use bylaw and proposing new water for construction fees in early 2025.

j. Status of Management Action Items Identified Between Reviews

There were no Management Action Items identified between management reviews.

k. Changes that Could Affect the QMS or the PCDS

As a result of a reorganization of staff in June 2024, the PCDS is now managed by the Environmental Services Division, which includes the ORO and Water Operators. The Manager of Environmental Services is now classified as “Top Management”, the Supervisor of Water/Wastewater as ORO, the Environmental Compliance Supervisor as backup QMS Representative, and the Environmental Analyst as the QMS Representative. The two supervisors began in their roles in November 2024 and the analyst role is currently being filled. The Operational Plan has been updated to reflect these changes.

Staff are not expecting any major changes to impact the QMS or PCDS at this time. However, staff are monitoring developments surrounding the new battery separator plant. Water infrastructure required for the plant may require the PCDS to move from a Class 1 to a Class 2 distribution system. Staff will continue to monitor progress and report any developments to the PCDS management team and Owner when available.

l. Consumer Feedback

There were 13 water quality complaints 2023 and 4 so far in 2024. Where the source of the complaint could be determined, fire flow testing was the most common source. Other distribution activities that may result in complaints are valve turning activities and hydrant flushing.

m. Resources Needed to Maintain the QMS

There are currently adequate resources to maintain the QMS. The Environmental Analyst will act as the QMS Representative and the Environmental Compliance Supervisor will act as the backup QMS Representative.

n. Results of Infrastructure Review

The Infrastructure Review must be completed once every calendar year. Staff undertook a comprehensive Infrastructure Needs Study (INS) during the reporting period. The results were brought to Council in spring 2024 alongside the Water Financial Plan.

The next Infrastructure Review will occur in December 2024. The Infrastructure Needs Study and Asset Management Plan will assist staff with capital planning.

At the time of writing this report, four watermain are under construction. The 2025-26 construction program is being finalized and staff are evaluating the possibility of using trenchless technologies (i.e., watermain lining) for future watermain projects.

o. Operational Plan Currency, Content and Updates

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

p. Staff Suggestions

Staff suggestions, where applicable, are captured under the QMS Change Management Log.

In Fall 2024, staff consolidated several tracking records to develop a new QMS Change Management Log. This log will act as a central database for all changes to QMS documents and records, staff suggestions/preventative actions, and Nonconformance and Corrective Action (from audits and inspections). Staff are optimistic that this improvement will increase efficiencies and allow the team to address and track concerns more effectively.

In September, the Analyst met with Water Operators to obtain their feedback on processes, policies, and programs. This feedback was recorded in the QMS Change Management Log and will be discussed with the appropriate staff.



**Drinking Water Quality Management System Review
November 22, 2024**

9:05 – 11:30 a.m. EST

Engineering and Operations Centre

The following were in attendance: Cassandra Banting, Steve Shyposwkyj, Councillor Gary Bruno, Samantha Morris, Shaun Emery

Regrets: Councillor Dave Elliott

Items	Actions/Deadline
<p>1. Overview of purpose and outcomes of annual Management Review</p>	
<p>Cassandra provided an overview of the Management Review, indicating that the main purpose is to provide Management with appropriate and sufficient data to make decisions regarding the Quality Management System.</p>	
<p>2. Risk Assessment Review</p>	
<p>Cassandra provided an overview of the City's <i>Risk Assessment Procedure and Likelihood, Consequence and Responsiveness Rating Chart (SOP07-1A)</i>.</p>	<p>Councillor Bruno asked Shaun to share experience with cyber security breach from Hamilton to City IT staff.</p>
<p>3. Management Review - Items to be Discussed</p>	
<p>Attendees were provided with a summary of the items required to be discussed, as specified by the DWQMS.</p> <p>Steve shared the internal mapping system.</p>	<p>Cassandra proposed that the management meeting dates shift next year so that we report on the calendar year. Will meet twice annually: before annual report in March and rates budget in the fall. Will discuss water loss program at both and the DWQMS management/risk assessment in the Spring.</p> <p>Councillor Bruno proposed that councillors rotate through this committee. Consider mandating it in a similar way to the deputy mayor rotation.</p>

Items	Actions/Deadline
	Cassandra's team will consider attending different meetings with councillors if there is specialized water information that needs to be shared.
a) <i>Incidents of Regulatory Non-Compliance</i>	
b) <i>Incidents of Adverse Drinking Water Tests</i>	
c) <i>Deviations from critical control point limits and response actions</i>	
d) <i>Risk Assessment</i>	
Last year's Risk Assessment was discussed. Full Risk Assessment meeting is scheduled in November, before end of year 3.	No concerns.
e) <i>Results of Internal and Third Party Audits</i>	
f) <i>Results of relevant emergency response testing</i>	Cassandra's team will coordinate emergency training in Winter 2025.
g) <i>Operational Performance</i>	
<p>Tied to operational performance, staff are working to address water loss throughout the system. This was discussed here and in below item #4.</p> <p>Discussed watermain lining technology. Will still need to dig at curbs. Much less invasive and more cost-effective.</p> <p>We are going out to check services for leaks so that we know where we need to replace them on the city side.</p> <p>Discussed data loggers and how the technology will be used in our system. The Region is also adding data loggers to their mains.</p>	<p>Steve will update the reporting next year so that hydrants are taken out of the larger calculation.</p> <p>Cassandra will update the calculation for water lost during a main break this year.</p>
h) <i>Raw Water Supply and Water Quality Trends</i>	Councillor Bruno asked staff to get information from other local municipalities about their FAC measurements to assess if they are experiencing the same things in the summer.
i) <i>Follow up on action items from previous management reviews</i>	<p>Action 1 – Staff will follow up with the Region to share the results of their leak detection program.</p> <p>Action 3 – Steve/Cassandra will send three addresses given to Shaun for decommissioning.</p>

Items	Actions/Deadline
	<ul style="list-style-type: none"> • Councillor Bruno asked staff to explore cutting off access fully when properties are decommissioned. • This will also be included in the water bylaw. <p>Action 6 – Cassandra’s team is scheduling training for staff in January 2025.</p> <p>Action 7 – Cassandra’s team will work together to look at the data from loggers, AI hydrants, satellite imagery, etc. rather than do nighttime leak assessments.</p> <p>Action 11 – Cassandra will update new water bylaw to include tear downs and new builds for service replacement.</p> <p>Action 12 – Shaun and Cassandra are currently looking into new program options for metering water for development. Multi-residential and larger should be included.</p>
j) <i>Status of management action items identified between reviews</i>	N/A
k) <i>Changes that could affect the QMS or the PCDS</i>	
l) <i>Consumer Feedback</i>	
m) <i>Resources Needed to maintain the QMS</i>	
n) <i>Results of Infrastructure Review</i> Davis, Homewood and Berkely watermains are out for design.	
o) <i>Operational Plan Currency, Content and Updates</i>	
p) <i>Staff suggestions</i>	
4. Water Loss Update	
<p>Cassandra discussed the water loss strategy and gave a status update to the committee.</p> <ul style="list-style-type: none"> • AI hydrants procured. • AI satellite procured recently. • Water bylaw is being reviewed. Will go for public consultation next year after internal review. • Meter investigations plan underway. 	<p>Internal leak detection – optimize the new technologies to help with this.</p> <p>Councillor Bruno proposed getting Communications involved in this to help us tell a story about water in Port Colborne.</p> <p>Councillor Bruno proposed to have water bills show the breakdown of the PC vs. the Region. He also proposed that Finance include “wastewater” explicitly on the bill, so residents know that the bill covers two utilities.</p>

Items	Actions/Deadline
<p>Water Loss Working Group – Cassandra proposed extending the mandate of this committee to include water loss. As discussed earlier in the meeting, we want to meet twice per year. This will be combined with annual management review meeting.</p>	<p>Cassandra will connect with Communications and Finance.</p> <p>Steve will explore the creation of Esri Story maps and/or a utilities dashboard to share on the City’s website to showcase public works projects, such as water loss. These should include estimates for savings and be updated to report back on what was actually saved (e.g., fixing a leaking pipe saves __L of water/day or \$__).</p> <p>Cassandra’s team will look at water/sanitary connections to vacant buildings/lots. Compare the last 10 years of building permits. Cross-check with map of water meter locations. Visual inspection – are any missing meters? May want to check after fires too.</p>
<p>5. Round Table</p>	
<p>6. Next Scheduled Review</p>	
<p>The Next Management Review will be scheduled for Spring 2025.</p>	<p>Try to have meetings after 4 p.m.</p>

Ministry of the Environment,
Conservation and Parks

Drinking Water and Environmental
Compliance Division
West Central Region
Niagara District Office

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St. Catharines, ON L2R 7R4
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Ministère de l'Environnement
de la Protection de la nature et des Parcs

Division de la conformité en matière d'eau
potable et d'environnement
Direction régionale du Centre-Quest
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Fax: 905 704-4015

January 6, 2024

Cassandra Banting
Manager of Environmental Services
Port Colborne Distribution System
1 Killaly Street W, Port Colborne, ON L3K 6H1

Re: MECP Inspection – Port Colborne Distribution System (DWS# 260001643)

Please find the enclosed copy of the inspection report #1-375134261 for the Port Colborne Distribution System completed under the Ministry's focused inspection protocol to assess compliance with Safe Drinking Water legislation. The report is based on conditions encountered at the time of inspection, and subsequent follow-up.

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'K Atamanyk', enclosed within a circular outline.

Kiersten Atamanyk
Provincial Officer #2067, Water Compliance Officer
MECP Niagara District Office
West Central Region
kiersten.atamanyk@ontario.ca

Cc:

Steve Shypowskyj – City of Port Colborne
Shaun Emery – City of Port Colborne
Colin Horne - Niagara Public Health Department
Jason Wolf - Niagara Public Health Department
Leilani Lee-Yates - Niagara Peninsula Conservation Authority
Thomas Proks - Niagara Peninsula Conservation Authority
Elizabeth Chee Sing - Ministry of the Environment, Conservation and Parks

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RECOMMENDATIONS **5**

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APPENDIX B **INSPECTION RATING RECORD (IRR)**



PORT COLBORNE DISTRIBUTION SYSTEM
Physical Address: 1 KILLALY ST W, , PORT
COLBORNE, ON L3K 6H1

INSPECTION REPORT

System Number: 260001643
Entity: CORPORATION OF THE CITY
OF PORT COLBORNE
Inspection Start Date: November 06, 2024
Site Inspection Date: November 21, 2024
Inspection End Date: December 16, 2024
Inspected By: Kiersten Atamanyk
Badge #: 2067



(signature)

INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned and operated by the City of Port Colborne.

The system serves an estimated population of 16,000 and is categorized as a Large Municipal Residential System. Information reviewed for this inspection covered the time period of October 7, 2023, to October 31, 2024.

The water compliance officer met with Cassandra Banting, Manager of Environmental Services, Samantha Morris, Supervisor of Environmental Services, and Shaun Emery, Water Wastewater Operations Supervisor, as part of the inspection process.

Systems/Components

The Port Colborne Distribution System only maintains secondary disinfection and distribution of

water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.

Treated water is received from the Niagara Region's Port Colborne Water Treatment Plant. The Port Colborne Water Treatment Plant is inspected separately from this drinking water system.

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations: Municipal Drinking Water Licence 073-101 Issue #4, issued on October 11, 2019, and Drinking Water Works Permit 073-201 Issue #5, issued on October 11, 2019.

NON-COMPLIANCE

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

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

RECOMMENDATIONS

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

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

INSPECTION DETAILS

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

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

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required. Five (5) Form 1s were approved during the inspection period for the following watermain project: <ul style="list-style-type: none"> • Construction of PVC DR18 watermain as noted below: <ul style="list-style-type: none"> o 300mm diameter watermain on the following streets: <ul style="list-style-type: none"> - from Stonebridge Drive (approx 380m west of Petersburg Circle) south to Westfield Place - Westfield Place from Parkside Drive to approx. 105m west - Parkside Drive from Westfield Place to Meadowlark Drive - Meadowlark Drive from Parkside Drive to approx 50m north-west of Hillcrest Road intersection o 200mm diameter watermain on the following streets: <ul style="list-style-type: none"> - Springside Drive from 37m north of Meadowlark Drive to west intersection of Sherwood Drive. o 150mm diameter watermain on the following streets: <ul style="list-style-type: none"> - Westfield Place from Parkside Drive to approximately 30m east with 50mm WM loop at Cul-de-sac - Aintree Place from Parkside Drive to approximately 36m east 50mm WM loop at Cul-de-sac 			

- Sherwood Drive from Parkside Drive to east intersection of Springside Drive
- Parkside Drive from Meadowlark Drive to 50m west of Hillcrest Road
- Replacement of 520m of cast iron watermain on Berkley Avenue to PVC.
- Replacement of 770m of 150mm PVC watermain on Davis Street with 200mm PVC.
- Replacement of 660m of cast iron watermain on Homewood Avenue to PVC.
- Replacement of 110m of 150mm PVC and 200mm cast iron watermain on West Street with 200mm PVC.

The completed Form 1s met the requirements outlined in the Drinking Water Works Permit (DWWP).

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required. The Ministry's Watermain Disinfection Procedure (WDP) was updated and approved in August 2020. As per Condition 2.3, the City of Port Colborne is required to follow the requirements of the updated Watermain Disinfection Procedure, August 2020. The City's watermain commissioning and watermain repairs documentation met the requirements of the 2020 Ontario Watermain Disinfection Procedure.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. The City of Port Colborne monitors free chlorine residual in the distribution system, utilizing the 4/3 option as described in Sched. 7-2(4) of O. Reg. 170/03. The City samples more locations than required. The minimum FCR concentration recorded during the period was 0.12mg/L July 18, 2024.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that not all water sample results met the Ontario Drinking Water Quality Standards. During the inspection period there was one sample result that exceeded the value under O. Reg.169/03 of the Ontario Drinking Water Quality Standard. <ul style="list-style-type: none"> September 3, 2024, Total Coliform 2 CFU, sample taken at SS1 located at Second Conc. Rd. @ Chippawa Rd. All re-samples came back clear. All corrective actions were completed as required.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met. As per Schedule 10-2 of O. Reg 170/03, the City is required to take a minimum of 24 (8+16) microbiological samples per month. During the inspection period, the City complied with the minimum microbiological sampling requirements. In addition, at least 25% of these samples must also be tested for Heterotrophic Plate Count (HPC). All bacteriological samples were tested for HPC.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			

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

Records confirmed that chlorine residual tests were conducted as required.

While reviewing the chlorine residual and microbiological sample data, it was noted that there were transcription errors between the Field Log and Chain of Custody on August 26, 2024, and October 15, 2024. It is highly recommended the City ensure the sample stations are listed in the same order on the Field Log and Chain of Custody to minimize future transcription errors and remind operators of the importance of accurate record keeping.

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question:			
Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			
Haloacetic acid sampling requirements were met.			
Haloacetic Acid (HAA) samples were collected and tested on a quarterly basis with an annual running average of 5.3 ug/L. The limit for this parameter is 80 µg/L.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s):			
SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question:			
Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			
Trihalomethane sampling requirements were met.			
Trihalomethane (THM) samples were collected and tested on a quarterly basis with an annual running average of 23.3 ug/L. The limit for this parameter is 100 µg/L.			
The City takes samples at two different locations throughout its distribution system, Sample Station 14 on the east end of Barrick Road and Sample Station 6 at 735 Barrick Road.			

Question ID	DWMR1104001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 16-6 (1); SDWA O. Reg. 170/03 16-6 (2); SDWA O. Reg. 170/03 16-6 (3); SDWA O. Reg. 170/03 16-6 (3.1); SDWA O. Reg. 170/03 16-6 (3.2); SDWA O. Reg. 170/03 16-6 (4); SDWA O. Reg. 170/03 16-6 (5); SDWA O. Reg. 170/03 16-6 (6);			
Question: Were immediate verbal notification requirements for adverse water quality incidents met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Immediate verbal notification requirements for adverse water quality incidents were met.			

Question ID	DWMR1101001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 17-1; SDWA O. Reg. 170/03 17-10 (1); SDWA O. Reg. 170/03 17-11; SDWA O. Reg. 170/03 17-12; SDWA O. Reg. 170/03 17-13; SDWA O. Reg. 170/03 17-14; SDWA O. Reg. 170/03 17-2; SDWA O. Reg. 170/03 17-3; SDWA O. Reg. 170/03 17-4; SDWA O. Reg. 170/03 17-5; SDWA O. Reg. 170/03 17-6; SDWA O. Reg. 170/03 17-9;			
Question: For large municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Corrective actions were taken to address adverse conditions.			

Question ID	DWMR1103001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 15.1-10;			
Question: Were corrective actions as directed by the Medical Officer of Health taken by the owner and operating authority to address exceedances of the lead standard in plumbing?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Corrective actions were taken as directed by the Medical Officer of Health.			

Question ID	DWMR1114001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that the required notifications were made.			

Question ID	DWMR1045001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had up-to-date documents describing the distribution components.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not			

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

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

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

Question ID	DWMR1071001	Question Type	BMP
<p>Legislative Requirement(s): Not Applicable</p>			
<p>Question: Did the owner provide security measures to protect components of the drinking water system?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system.</p> <p>The City owns and operates two bulk water stations, each secured by a PIN-based access system to access the facility. Individual bulk water haulers and City users must also then enter a unique PIN and password to use the water. Access to the City's bulk water stations is strictly limited to:</p> <ul style="list-style-type: none"> • Certified bulk water haulers who meet the City's minimum insurance requirements and sign a contract with the City. • City staff or contractors directly working for the City, provided they use the required PIN and password. <p>The City monitors water usage from these stations through the Water Plus software program.</p>			

Question ID	DWMR1073001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);</p>			
<p>Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem.</p> <p>Port Colborne Distribution system is classified as a Class 1 Distribution System (DS) which received License #997 on November 28, 2017. The designated ORO during the inspection period was Tommy Peazel, who holds a valid Class 2 license, expiring July 31, 2025. As of November 30, 2024, the designated ORO is Shaun Emery, who holds a valid Class 3 license,</p>			

expiring February 29, 2027. James Noxel has been designated as the backup ORO, who holds a valid Class 1 license, expiring May 31, 2025.

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required. A search of the Ontario Water Wastewater Certification Office (OWWCO) operator listing report website showed that all operators have the required certification.			

Appendix A

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

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

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/page/drinking-water



Click on the publication below to access it

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- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

Appendix B

Inspection Rating Record (IRR)

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



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

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

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

MOE reviews the risk rating methodology every three years.

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

ontario.ca/drinkingwater

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

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

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

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

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

Determining Potential to Compromise the Delivery of Safe Water

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

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

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

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

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

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

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

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

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

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

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

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

Application of the Methodology to Inspection Results

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

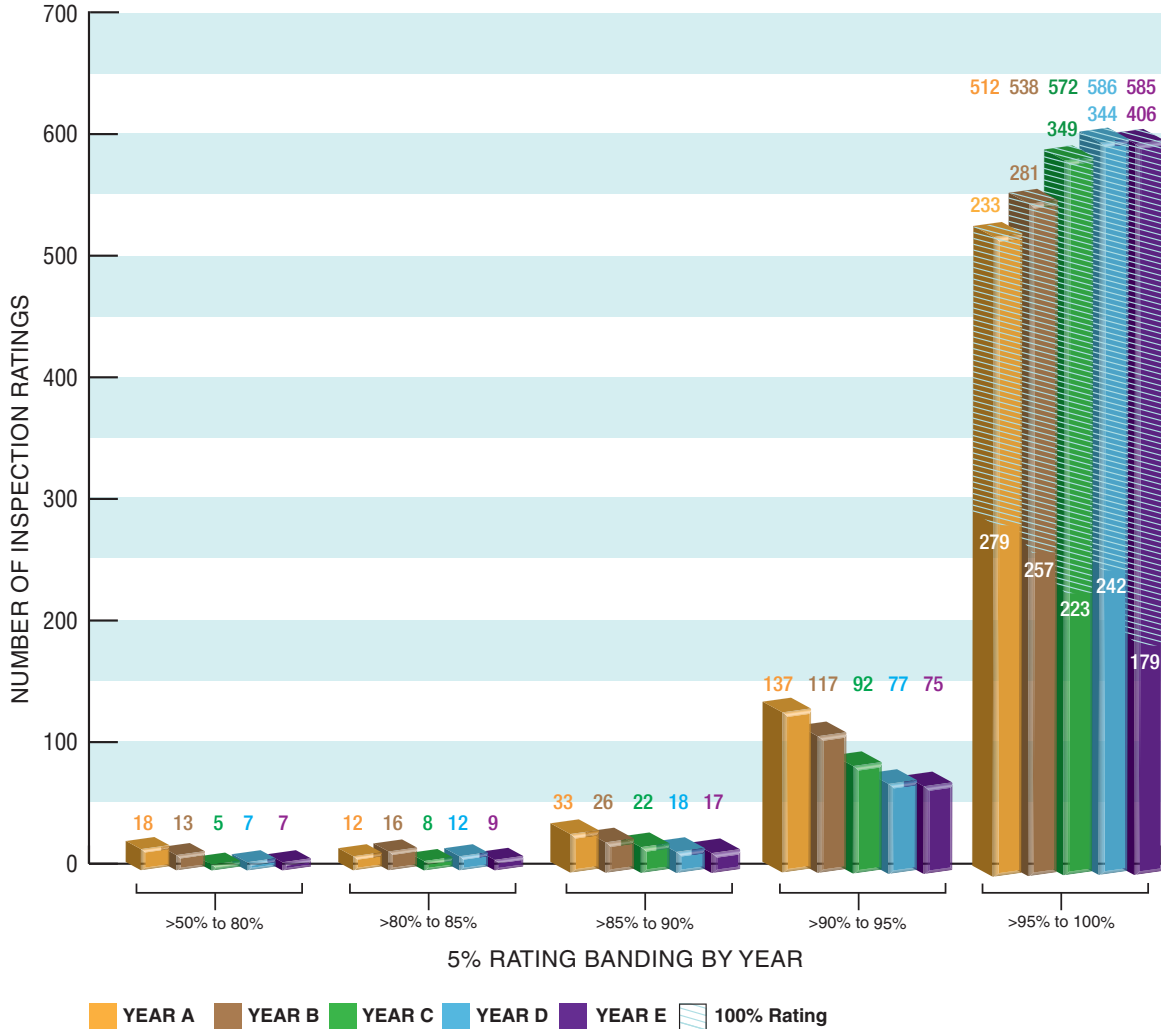
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

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

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

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

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

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

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

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

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- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

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

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Compliance Assessment Start Date: Nov-6-2024
Ministry Office: Niagara District Office

Maximum Risk Rating: 234

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Distribution System	0/4
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/63
Treatment Processes	0/60
Water Quality Monitoring	0/51
Overall - Calculated	0/234

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name:	PORT COLBORNE DISTRIBUTION SYSTEM
DWS Number:	260001643
DWS Owner Name:	CORPORATION OF THE CITY OF PORT COLBORNE
Municipal Location:	PORT COLBORNE
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	Nov-6-2024
Ministry Office:	Niagara District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 234

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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Subject: 2024 Audit Plan

To: Council

From: Corporate Services Department

Report Number: 2025-44

Meeting Date: March 25, 2025

Recommendation:

That Corporate Services Department Report 2025-44 be received for information.

Purpose:

This report provides Council with the Auditors' Audit Strategy for the financial statement year ending December 31, 2024. The Auditors' Audit Strategy document is attached as Appendix A.

Background:

The audit of the financial statements for the year ending December 31, 2024, will follow a similar timeline to that of the prior year. Presently, the closing of the year end is on schedule with staff expecting to complete and present to Council:

- The audited financial statements in May 2025 with the Financial Information Return (FIR) being filed at the same time. Staff identify the auditors began the audit in the middle of March 2025.

The Auditors' Audit Strategy document, outlines the following roles and responsibilities of Council with respect to the audit:

- Help set the tone for the organization by emphasizing honest, ethical behaviour and fraud prevention.
- Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting.
- Recommend the nomination and compensation of external auditors.

- Oversee the work of the external auditors including reviewing and discussing the audit plan.

Discussion:

Content	Management Comments
Audit plan and risk assessment (accompanied by auditors' Appendix A to City report Appendix A)	This section highlights the concept of materiality and the Auditors' approach to risk and how they will approach the audit.
Audit fees (accompanied by auditors' Appendix B to City report Appendix A)	On November 26, 2024, through report 2024-223, Council approved the recommendation to extend the City's engagement agreement with Doane Grant Thornton. The new engagement agreement covers the 2024 to 2025 audits.
Team, timing, and communications	Staff appreciates Doane Grant Thornton's commitment to the City and their ability to accommodate the City's request for the audit to be performed in March 2025.
Technical updates – highlights (accompanied by auditors' Appendix C to City report Appendix A)	Staff continue to monitor. There are no auditing developments for 2024. There is a new accounting standard related to building permits to implement. The standard requires revenue to be recognized as the obligation to inspect is completed. The net result is revenue related to future inspects will be recorded as deferred revenue instead of reserves. The accounting and building departments are implementing this new standard.

Internal Consultations:

Financial Services has worked with departments throughout the fiscal year to ensure that City transactions are accounted for correctly. As part of preparing for the closing of the year, Financial Services communicated key dates and deliverables with each department.

Financial Implications:

The audit has been budgeted in accordance with the engagement letter on page 13 of Appendix A.

Public Engagement:

None.

Strategic Plan Alignment:

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

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

Conclusion:

That Corporate Services Department Report 2025-44, be received for information.

Appendices:

- a. Port Colborne - Audit Strategy Communication 2024

Respectfully submitted,

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
(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.

City of Port Colborne

For the year ended December 31, 2024

Report to Members of Council
Audit strategy

February 5, 2025

James D. Brennan CPA, CA
Principal
T 905-834-662
E James.Brennan@doane.gt.ca

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Executive summary	1
Audit plan and risk assessment	2
Other planning matters	Error! Bookmark not defined.
Audit fees	5
Team, timing and communications	6
Technical updates – highlights	7

Appendices

Appendix A – Overview and approach
Appendix B – Engagement letter
Appendix C – Auditing developments

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of City of Port Colborne (the "municipality") for the year ended December 31, 2024. This communication will assist Members of Council in understanding the terms of the audit engagement, our proposed audit strategy and the level of responsibility assumed by us.

The information in this document is intended solely for the information and use of the Members of Council. It is not intended to be distributed to or used by anyone other than these specified parties.

We have obtained our engagement letter dated January 9, 2025, which outlines our responsibilities and the responsibilities of management (**Appendix B**).

Status of our audit plan

We have substantially completed our initial planning of the audit of the consolidated financial statements of the municipality.

Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the consolidated financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the consolidated financial statements, including disclosures, the greater the audit emphasis placed on it in

terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it requires special audit consideration, it is classified as a significant risk.

Our approach is discussed further in **Appendix A**.

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the municipality
- Confirming the independence of our engagement team members

We have identified no information regarding our independence that in our judgment should be brought to your attention.

Audit plan and risk assessment

We have planned our audit in accordance with our approach summarized in **Appendix A**.

Materiality

The purpose of our audit is to provide an opinion as to whether the consolidated financial statements are prepared, in all material respects, in accordance with Public Sector Accounting Standards as at December 31, 2024. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures.

During execution of the audit, we will consider whether materiality should be re-assessed due to changes or events identified. At completion, we will consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the consolidated financial statements, our audit opinion and whether matters should be brought to your attention.

Considerations

The following is a summary of matters that relate to changes to the municipality and its environment that were considered in preparing our audit plan.

Matter	Discussion and impact
Laws and regulations	<p>During the course of the audit, we will perform specified audit procedures to help identify instances of non-compliance with laws and regulations that may have a material effect on the consolidated financial statements. An audit of financial statements is not designed to detect all instances of non-compliance with laws and regulations and does not represent an audit of the municipality's compliance with applicable laws and regulations.</p> <p>While we have not identified any instances of non-compliance, we would like to know if you are aware of any instances of non-compliance.</p>

Matter	Discussion and impact
Fraud	<p>We are responsible for obtaining reasonable assurance that the consolidated financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. However, owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with those charged with governance and management.</p> <p>During our audit planning, we enquired of management as to their views on the risks of fraud and their processes for identifying and assessing fraud risks. We are not aware of any fraud-related matters that could affect our audit approach.</p>
Accounting and auditing standards	<p>In addition to the information in the Technical Highlights section, we have highlighted certain new standards and interpretations that are likely to have a significant impact on the financial reporting for City of Port Colborne in the current year. An overview of these particular standards and interpretations is included below.</p> <ul style="list-style-type: none"> Section PS 3400 - Revenue

Significant risks

We identified the following significant risks on which we plan to focus our attention:

Area of risk	Why there is a risk	Planned audit response
Fraud risk from revenue recognition	<p>There is a presumed risk of fraud in revenue.</p> <p>The risk primarily relates to revenue recognized under water and sewer and other revenue</p>	<ul style="list-style-type: none"> Analytical assessment of revenues based on budgeted expectations Subsequent receipts testing of receivables as at December 31, 2024 (statistical sample) Assessing the adequacy of allowances for doubtful accounts by testing subsequent receipts, reviewing management estimates and examining supporting documentation
Fraud risk from management override / segregation of duties	<p>This is a presumed fraud risk.</p> <p>The risk primarily relates to the limited segregations of duties. Administrative access to accounting system and the senior finance management's ability to post journal entries</p>	<ul style="list-style-type: none"> Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements Review accounting estimates for biases Evaluate the business rationale for significant transactions that are or appear to be outside the normal course of business

Other audit risks

Other areas we have identified where we plan to focus our attention are as follows:

Area of risk	Why there is a risk	Planned audit response
Taxation revenue and receivables	The taxes receivable balances may be invalid and the allowance for uncollectible taxes understated.	<ul style="list-style-type: none"> Recalculation of the net tax revenues based on verified assessment rolls and approved tax rates Subsequent receipts testing of taxes receivable as at December 31, 2024 (statistical sample) Assessing the adequacy of the allowance for doubtful accounts by testing subsequent receipts, reviewing management estimates and examining support for the value of underlying property
Purchases and payables	Payables may be understated or not recorded in the correct period.	<ul style="list-style-type: none"> Analytical assessment of expenses based on budgeted expectations Reviewing supporting documentation and management estimates with respect to the completeness and accuracy of significant year end accruals Perform a search for unrecorded liabilities
Provisions for employee benefits	Provision and related expenses may be understated.	<ul style="list-style-type: none"> Reviewing actuarial reports, method and assumptions used Testing supporting calculations relating to the various amounts and disclosures
Provision for contaminated sites	Provision and related expenses may be understated.	<ul style="list-style-type: none"> Reviewing assumptions used by management Testing supporting calculations relating to the various amounts and disclosures
Commitments and contingencies	There is uncertainty regarding contingent liabilities.	<ul style="list-style-type: none"> Verifying the accuracy and reasonableness of amounts and disclosures, with reference to correspondence with lawyers, examination of supporting documentation, and discussions with management

Audit fees

Proposed fees

Service	Current year fees	Prior year fees
Annual audit of the consolidated financial statements	\$ 55,000	\$ 50,000
Assistance in the preparation of the consolidated financial statements	4,500	
Annual audit of the financial statements of the Trust Funds	3,500	
Assistance in the preparation of the Trust Funds financial statements	800	1,725
Total*	\$ 63,800	\$ 51,725

*before administrative costs, disbursements and applicable taxes

Deliverables

Deliverable
Communication of audit strategy
Report on the December 31, 2024 consolidated financial statements
Communication of audit results
Communication of internal controls deficiencies

Fee proposal considerations

Upfront and periodic discussions are central to our approach in dealing with fees. Our goal is to avoid surprises by having early and frank communication. We wish to provide you with a competitive price and fair value, while also allowing sufficient audit hours to conduct an effective audit and deliver quality service.

We have established a proposed fee for the audit for the year ended December 31, 2024 that is based on the level of activity and the anticipated complexity of the audit of the municipality's consolidated financial statements. If there are any variances to the above plan, we will discuss them with you and agree on any additional fees before costs are incurred, wherever possible. Any unforeseen work outside the scope of this proposal will be billed separately after discussion with Trust funds audit the finance committee.

The proposed fee is based on receiving the following from management:

- All working papers and schedules as outlined in our requirements letter
- Trial balance together with reconciled control accounts
- All books and records when requested
- Use of municipality staff to help us locate information and provide explanations

Team, timing and communications

Timing and communications

We are committed to delivering exceptional client service and executing our audit in the most effective, efficient and timely manner. The planned timing of our audit work and the deliverables we will provide to Members of Council are as follows:

Stage or deliverable	Timing/Status
Planning and interim procedures	January, 2025
Communication of audit planning	January, 2025
Performance of fieldwork	March, 2025
Communication of audit results	May, 2025

In our communication of audit results, we will report on the following matters:

- Our views on significant accounting practices
- Significant difficulties, if any, encountered during the audit
- Misstatements, other than trivial errors
- Actual or suspected fraud or illegal acts
- Significant deficiencies in internal control
- Other significant audit matters, as applicable

Team

Engagement team member	Contact information
James D. Brennan CPA, CA Principal	P +1 905-834-6622 E James.Brennan@doane.gt.ca
Chris Guglielmi CPA, CA Senior Manager	P +1 905-834-2970 E Chris.Guglielmi@doane.gt.ca
Brandon Mollison CPA Manager	P +1 905-834-2975 E Brandon.Mollison@doane.gt.ca
Dylan Head CPA Senior Accountant	P +1 905-834-2463 E Dylan.Head@doane.gt.ca

Technical updates – highlights

Accounting

Recent changes in accounting standards were communicated to senior management in our previous report dated December 11, 2023. There have been no changes to note since that date.

Assurance

Assurance standards issued by the AASB that may change the nature, timing and extent of our audit procedures on the municipality and our communication with Members of Council include:

- **Potential revisions to CAS 240 The Auditor’s Responsibilities Relating to Fraud in an Audit of Financial Statements**
- **Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, *General Requirements for Sustainability Assurance Engagements***

Further details of the changes to assurance standards, including management’s preliminary comments on their applicability to the municipality, are included in **Appendix C**. If you have any questions about these changes we will be pleased to address your concerns.

Appendix A – Overview and approach

Our audit is planned with the objective of obtaining reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, so that we are able to express an opinion on whether the consolidated financial statements are prepared, in all material respects, in accordance with Public Sector Accounting Standards. The following outlines key concepts that are applicable to the audit, including the responsibilities of parties involved, our general audit approach and other considerations.

Role of the Members of Council

- Help set the tone for the organization by emphasizing honesty, ethical behaviour and fraud prevention
- Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting
- Oversee the work of the external auditors including reviewing and discussing the audit plan

Role of management

- Prepare financial statements in accordance with Public Sector Accounting Standards
- Design, implement and maintain effective internal controls over financial reporting processes, including controls to prevent and detect fraud
- Exercise sound judgment in selecting and applying accounting policies
- Prevent, detect and correct errors, including those caused by fraud
- Provide representations to external auditors
- Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial statements

Role of Doane Grant Thornton LLP

- Provide an audit opinion that the financial statements are in accordance with Public Sector Accounting Standards
 - Conduct our audit in accordance with Canadian Generally Accepted Auditing Standards (GAAS)
 - Maintain independence and objectivity
 - Be a resource to management and to those charged with governance
 - Communicate matters of interest to those charged with governance
 - Establish an effective two-way communication with those charged with governance, to report matters of interest to them and obtain their comments on audit risk matters
-

Audit approach

Our understanding of the municipality and its operations drives our audit approach, which is risk based and specifically tailored to City of Port Colborne.

The five key phases of our audit approach



Phase	Our approach
1. Planning	<ul style="list-style-type: none"> We obtain our understanding of your operations, internal controls and information systems We plan the audit timetable together
2. Assessing risk	<ul style="list-style-type: none"> We use our knowledge gained from the planning phase to assess financial reporting risks We customize our audit approach to focus our efforts on key areas
3. Evaluating internal controls	<ul style="list-style-type: none"> We evaluate the design of controls you have implemented over financial reporting risks We identify areas where our audit could be more effective or efficient by taking an approach that includes testing the controls We provide you with information about the areas where you could potentially improve your controls
4. Testing accounts and transactions	<ul style="list-style-type: none"> We perform tests of balances and transactions We use technology and tools, including data interrogation tools, to perform this process in a way that enhances effectiveness and efficiency
5. Concluding and reporting	<ul style="list-style-type: none"> We conclude on the sufficiency and appropriateness of our testing We finalize our report and provide you with our observations and recommendations

Our tailored audit approach results in procedures designed to respond to an identified risk. The greater the risk of material misstatement associated with the account, class of transactions or balance, the greater the audit emphasis placed on it in terms of audit verification and analysis.

Throughout the execution of our audit approach, we will maintain our professional skepticism, recognizing the possibility that a material misstatement due to fraud could exist notwithstanding our past experiences with the municipality and our beliefs about management’s honesty and integrity.

Internal control

Our audit will include gaining an understanding of the municipality's internal control over financial reporting. Our understanding will focus on processes associated with the identified risk areas, as described in this report. We use this understanding to determine the nature, extent and timing of our audit procedures.

Our understanding may also result in valuable internal control findings for your consideration. Note that the auditor's objectives with regards to internal control are different from those of management and those charged with governance. For example, we primarily target controls that relate to financial reporting and not those that relate to the municipality's operations or compliance which may also be relevant to its objectives. Therefore, management and those charged with governance cannot solely rely on our findings to discharge their responsibilities in this area.

Quality management

We have a robust system of quality management that forms a core part of our client service and is designed to ensure the firm is meeting its quality objectives by designing responses to address identified quality risks. We combine numerous specific responses including the application of our internationally developed audit methodology, advanced audit technology, rigorous review procedures, mandatory professional development requirements, and the use of specialists to consistently deliver high quality audit services to our clients. We also monitor the design, implementation and operating effectiveness of each element of our system of quality management to ensure that we are appropriately addressing the quality risks and to identify deficiencies and required remedial actions in the system of quality management. In addition to our internal processes, we are subject to inspection and oversight by standard setting and regulatory bodies. We are proud of our firm's approach to quality management and would be pleased to discuss any aspect with you at your convenience.

Data analysis software

We apply our audit methodology using advanced software tools. Doane Grant Thornton continues to invest in developing industry-leading advanced audit data analytics tools.

IDEA

IDEA Data Analysis Software is a powerful analysis tool that allows audit teams to read, display, analyze, manipulate, sample and extract data from almost any electronic source. The tool has the advantages of enabling the audit team to perform data analytics on very large data sets in a very short space of time, while providing the checks, balances and audit trail necessary to ensure that the data is not corrupted and that the work can be easily reviewed. SmartAnalyzer, an add-on to IDEA, further improves the efficiency and effectiveness of the audit by providing automated routines for certain common analytical tasks, such as identifying unusual and potentially fraudulent journal entries.

Appendix B – Engagement Letter

January 9, 2025

City of Port Colborne
66 Charlotte Street
Port Colborne, ON
L3K 3C8

Doane Grant Thornton LLP
Suite B
222 Catharine Street
PO Box 336
Port Colborne, ON
L3K 5W1

T +1 905 834-3651
F +1 905 834-5095

Attention: Mr. Bryan Boles, CPA, CA, MBA
Director of Corporate Services

Dear Mr. Boles:

Thank you for reappointing Doane Grant Thornton LLP (“Doane Grant Thornton”, “we”, “us”, or “our”) to perform the audit of the consolidated financial statements and other related services for City of Port Colborne (the “Municipality”, “you” or “your”) for the years ending December 31, 2024 and December 31, 2025 (collectively, the “Services”). The purpose of this letter and the attached [Schedule A](#) (the “Engagement”) is to outline the nature of the Services and the terms under which you are engaging us to perform those Services.

Objective, scope and limitations

You have requested that we audit the consolidated financial statements of City of Port Colborne, which comprise the consolidated statement of financial position as at December 31, 2024 and the consolidated statements of operations, changes in net financial assets and cash flows for the years then ended, and a summary of significant accounting policies. We are pleased to confirm our acceptance and our understanding of this Engagement by means of this letter agreement.

Our audit will be conducted with the objectives of obtaining reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to error or fraud, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

The sole purpose of the Engagement is for us to conduct an audit of the Municipality pursuant to the requirements of the statute pursuant to which the Municipality is formed.

The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Requests for additional services may arise while we are performing the Services that are specifically identified in this Engagement, including general business advice. The provision of additional services by us does not relieve management of their responsibility for determining what actions the Municipality should take and performing adequate research and/or due diligence in relation to their decisions, including obtaining separate formal written advice from us in relation to complex or significant matters. Unless covered under a

separate engagement letter, this Engagement will cover any such additional services we provide you, which will be billed at our standard hourly rates for the type of services requested. Notwithstanding anything to the contrary herein, we shall bear no responsibility in the event that management makes significant decisions on the basis of advice provided by us that is not formal written advice (for greater certainty, e-mail does not constitute formal written advice for the purposes of this section).

Our responsibilities

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate for our audit opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the auditor in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Management's responsibilities

Our audit will be conducted on the basis that the Municipality's management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards;
- b) for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error; and
- c) to provide us with:
 - i. Access to all information of which the Municipality's management is aware, that is relevant to the preparation of the consolidated financial statements such as records, documentation and other matters;

- ii. Additional information that we may request from the Municipality's management for the purpose of the audit; and
- iii. Unrestricted access to persons within the Municipality from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from the Municipality's management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit. Those representations will include:

Consolidated Financial statements

- a) communicating that all responsibilities, as set out in the terms of this Engagement, for the preparation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards in particular the consolidated financial statements are fairly presented;
- b) communicating its belief that significant assumptions used in making accounting estimates, including those measured at fair value are reasonable;
- c) acknowledging that all events subsequent to the date of the consolidated financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed;

Completeness of information

- d) providing us with and making available complete financial records and related data, and copies of all minutes of meetings of Members of Council and committees;
- e) acknowledging that all transactions have been recorded and are reflected in the consolidated financial statements;
- f) providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- g) providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- h) acknowledging that all related party relationships and related party transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards;

Fraud and error

- i) the design and implementation of internal controls to prevent and detect fraud and error;
- j) an assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- k) providing us with information relating to fraud or suspected fraud affecting the Municipality involving:
 - i. management;
 - ii. employees who have significant roles in internal control; or
 - iii. others, where the fraud could have a material effect on the consolidated financial statements;
- l) providing us with information relating to any allegations of fraud or suspected fraud affecting the Municipality's consolidated financial statements communicated by employees, former employees, analysts, regulators, or others;
- m) communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole. A list of the uncorrected misstatements will be attached to the representation letter;

Recognition, measurement and disclosure

- n) providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- o) providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- p) providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with MEASUREMENT UNCERTAINTY, PSA HANDBOOK – ACCOUNTING Section 2130;
- q) acknowledging that no subsequent events occurred that require adjustment to the accounting estimates and disclosures included in the consolidated financial statements.
- r) providing us with information relating to claims and possible claims, whether or not they have been discussed with the Municipality's legal counsel;
- s) providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Municipality is contingently liable;
- t) providing us with information on whether or not the Municipality has satisfactory title to assets, liens or encumbrances on assets, and assets pledged as collateral;
- u) providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- v) providing us with information concerning subsequent events; and

Written confirmation of significant representations

- w) providing us with written confirmation of significant representations provided to us during the Engagement on matters that are:
 - i. directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements; and
 - ii. not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the Engagement.

The Municipality's management agrees to make available draft consolidated financial statements, including appropriate note disclosures and any accompanying other information in time to allow for the audit to be completed within the proposed timeframe. In addition, the Municipality's management agrees to inform us of any factors or circumstances that come to their attention during the period from the date of the auditor's report to the date consolidated financial statements are issued that may impact the consolidated financial statements; including their disclosures.

It is agreed that for any electronic distribution of your consolidated financial statements and our report thereon, the Municipality's management is solely responsible for the accurate and complete reproduction of the consolidated financial statements and our report thereon.

While the report may be sent to the Municipality electronically by us for your convenience, only the signed (electronically or manually) report constitutes the Municipality's record copy.

If the Municipality's management intends to publish or otherwise reproduce our report (or otherwise make reference to Doane Grant Thornton LLP) in a document(s) that contains other information (including in a document(s) that will be used in connection with a public offering of securities), the Municipality's management agrees to (a) provide Doane Grant Thornton with a draft of such document(s) to read, and (b) obtain our approval for inclusion of our report in such document(s), before the document(s) are finalized and distributed. The Municipality's management also agrees that if our name is to be used in connection with the consolidated financial statements, it will attach our auditors' report when distributing the consolidated financial statements to any third parties. The Municipality's management agrees to provide us with adequate notice of the preparation of such document(s).

We look forward to full cooperation from your staff during our audit.

Non-audit services directly related to the audit

We will assist the Municipality's management in preparation of the consolidated financial statements. However, the Municipality's management remains at all times responsible for the preparation and fair presentation of the Municipality's consolidated financial statements in accordance with Canadian Public Sector Accounting Standards.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Taxpayers of the Corporation of the City of Port Colborne

Opinion

We have audited the consolidated financial statements of the Corporation of the City of Port Colborne ("the Municipality"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly in all material respects, the financial position of the Corporation of the City of Port Colborne as at December 31, 2024, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Mu as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of audit work performed for purposes of the group audit. We remain solely responsible for our audit opinion..

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[Auditor's signature]

[Date of the auditor's report]

[Auditor's address]

The form and content of our report may need to be amended in the light of our audit findings.

Fees

Fees are based on the time required by the individuals assigned to perform the Services defined herein. Individual hourly rates vary according to the degree of responsibility involved and experience and skill required.

Any fee estimates by Doane Grant Thornton take into account i) the agreed-upon level of preparation and assistance from your personnel; and ii) the hourly rates for our professionals that will be providing the Services. Doane Grant Thornton undertakes to advise the Municipality's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed that estimate. We will provide the services outlined in this letter for fees not to exceed the following:

Report	2024 Fees	2025 Fees
Audit of the City of Port Colborne consolidated financial statements	\$ 55,000	\$ 56,650
Preparation of the consolidated financial statements	4,500	4,625

Other services

Depending on the nature and significance of requests for additional services, we may issue a separate engagement letter to cover the additional services and/or provide a fee estimate before we invest significant professional time in providing the additional services. As noted above, in the absence of such a separate engagement letter, the provisions of this Engagement shall apply to the additional services, which will be billed at our standard hourly rates for the types of services requested unless otherwise specified in a fee estimate.

Municipality consent to production

The Municipality hereby acknowledges that we may from time to time receive requests or orders from professional (provincial institutes) or other regulatory or governmental authorities (including the Canada Revenue Agency) to provide them with information and copies of documents in our files including working papers and other work-product relating to the Municipality's affairs. The Municipality consents to us providing or producing, as applicable, these documents and information without further reference to, or authority from, you.

When a regulatory authority requests access to our working papers and other work-product relating to the Municipality's affairs, we will, on a reasonable efforts basis, refuse access to any document over which the Municipality has expressly informed us at the time of delivery that the Municipality asserts privilege, except where disclosure of documents is required by law or requested by a provincial Institute/Order of Canadian Chartered Professional Accountants pursuant to its statutory authority in which event the Municipality expressly consents to such disclosure. The Municipality must mark any document over which it asserts privilege as privileged and inform us of the grounds for the Municipality's assertion of privilege (such as whether it claims solicitor-client privilege or litigation privilege).

We may also be required to provide information relating to the fees that we collect from the Municipality for the provision of audit services, other accounting services and non-audit services, and the Municipality consents to the disclosure of that information as may be required by the regulatory authority.

The Municipality agrees to reimburse us, upon request, at our standard billing rates for our professional time and expenses, including reasonable legal fees, incurred in dealing with the matters described above.

Release and indemnification

You agree to release, indemnify and hold harmless Doane Grant Thornton, its affiliates and their respective directors, officers, partners, principals, employees, consultants and contractors from any and all claims, liabilities, costs and expenses (including any and all legal expenses incurred by Doane Grant Thornton) arising out of or based upon:

- a) any misstatement or omission in any material, information or representation supplied or approved by you;

- b) any third party claim relating to or arising out of this Engagement; or
- c) any other matter related to or arising out of this Engagement, except to the extent finally determined to have resulted from the negligence, wilful misconduct or fraudulent behaviour of Doane Grant Thornton.

Limitation of liability

In any action, claim, loss or damage arising out of the Engagement, you agree that Doane Grant Thornton's liability will be several, and not joint and several and you may only claim payment from Doane Grant Thornton of its proportionate share of the total liability based on its degree of fault as finally determined. Any action against us must be commenced on or before the date which is the earlier of i) eighteen months from the completion of the Services; and ii) the date by which an action must be commenced under any applicable legislation other than limitation legislation.

The total liability assumed by Doane Grant Thornton for any claim, loss or damage arising out of or in connection with the Engagement, regardless of the form of action, claim, loss or damage be it tort, contract or otherwise, shall in no event exceed the aggregate of the professional fees paid to Doane Grant Thornton for that portion of the Services that has given rise to the claim. In addition, Doane Grant Thornton shall not under any circumstances be liable for any special, indirect or consequential damages, including without limitation, lost profit or revenue, or similar damages.

Standard terms and conditions

This letter and our standard terms and conditions attached as [Schedule A](#), shall form the basis of the Engagement.

Survival of terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

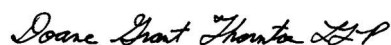
Acceptance of engagement letter

Please confirm your acceptance of this Engagement by signing below and returning this letter to us.

We are proud to serve you and we appreciate your confidence in our work. If you have any questions about the contents of this letter, please raise them with us.

Yours sincerely,

Doane Grant Thornton LLP



James D. Brennan, CPA, CA
Principal

JDB/jf

The services and terms as set forth in this letter are agreed to.

City of Port Colborne

By:

"Bryan Boles"

(Signature)

Bryan Boles, CPA, CA, MBA

(Name)

Director of Corporate Services

(Title)

January 9, 2025

(Date)

Schedule A

Terms and conditions

Except as otherwise specifically stated in the Engagement, the following general terms and conditions apply to and form part of the Engagement.

Responsibilities – Doane Grant Thornton shall use all reasonable efforts to complete the Services within the time-frame, if any, stipulated in the Engagement. Doane Grant Thornton shall not be liable for failures or delays in performance of the Services that arise from causes beyond its control, including the untimely performance by the Municipality of its obligations and responsibilities as set out in the Engagement.

In addition, Doane Grant Thornton reserves the right, in whole or in part, to decline the performance of any Service(s) if, in the sole discretion of Doane Grant Thornton, the performance of any of the Services may cause Doane Grant Thornton to be in violation of any applicable law, regulations, professional standards or obligations or which may otherwise result in damage to Doane Grant Thornton's reputation.

Information and announcements – The Municipality shall cause to be provided or provide Doane Grant Thornton with all material information in its possession or control or to which it has access and such other information as Doane Grant Thornton deems relevant for the purposes of the Engagement. The Municipality shall also provide where applicable, access to its directors, officers or professional advisers as required to complete the Services. The Municipality undertakes that if anything occurs after the supply of any such information or documents which would render same inaccurate, untrue, unfair or misleading it will promptly notify Doane Grant Thornton and take all such steps as Doane Grant Thornton may require to correct such information or documents.

Unless otherwise contemplated or permitted by the Engagement, any advice, reports (including the audit report), compiled or reviewed financial statements, discoveries, information or opinions, whether written or oral, rendered or provided by Doane Grant Thornton to the Municipality (and/or its affiliates) ("Deliverables"), or any communications between Doane Grant Thornton and the Municipality (and/or its affiliates) in connection with the Engagement may not be disclosed to any third party without the prior written consent of Doane Grant Thornton with the exception of any applicable Canadian taxing authorities and the Municipality's financial institution. Any Deliverables shall be solely for the benefit of the Municipality and not for the benefit of any third party and may be relied upon only for the purpose for which the Deliverable is intended as contemplated or defined within the Engagement. Doane Grant Thornton recognizes no responsibility whatsoever, other than that owed to the Municipality as at the date on which the Deliverable is given to the Municipality.

Thornton, for any unauthorized use of or reliance on any Deliverables. Unless otherwise expressly provided for within the Engagement or upon written consent of Doane Grant Thornton, no Deliverables shall be used or relied on by the Municipality as expert evidence or included as evidence in any litigation or court proceeding. Notwithstanding any term within the Engagement and by way of an exception to this paragraph, nothing within the Engagement shall prohibit the disclosure by the Municipality or Doane Grant Thornton to any person or to the Minister of National Revenue, or the Quebec Minister of Finance as applicable, of the details, including the tax treatment or structure of any transaction or series of transactions, contemplated by the Deliverables, if the transaction or series or transactions would be, or would otherwise be if not for this exception, i) a reportable transaction or an avoidance transaction, as defined by subsection 237.3(1) of the *Income Tax Act* (Canada) ("ITA"), or a series of transactions including an avoidance transaction under which a tax benefit to the Municipality results or would result but for section 237.3(1) of the ITA; ii) a notifiable transaction as defined by 237.4(1) of the ITA; iii) a confidential transaction under section 1079.8.6 of the *Taxation Act* (Quebec) ("TA"); or iv) any other type of reportable tax avoidance transaction or similar type of transaction requiring disclosure to a taxing authority as defined by any other applicable legislation or regulations.

The Municipality acknowledges that the Services will involve analysis, judgement and other performance from time to time in a context where the participation of the Municipality or others is necessary, where answers often are not certain or verifiable in advance and where facts and available information change with time. Accordingly, the Municipality agrees that the evaluation of the Services provided by Doane Grant Thornton shall be based solely on Doane Grant Thornton's substantial conformance with any standards or specifications expressly set forth within this Engagement and applicable professional standards, and any claim of non-conformance (and applicably of such standards) must be clearly and convincingly shown. Unless the Municipality or Doane Grant Thornton agree otherwise in writing, Doane Grant Thornton shall have no responsibility to update any of the Services or Deliverables after their completion, and any such updates will be billed at Doane Grant Thornton's then current hourly rates.

Independence – In the event, the Municipality is (i) an entity that is registered with the United States Securities and Exchange Commission; or (ii) an affiliate of a registrant, and a provision(s) contained within the Engagement would be prohibited by, or impair the independence of, any member firm of Grant Thornton International Ltd ("Grant Thornton International") under any law or regulation applying to the Municipality, such provision(s) shall not apply to the Engagement to the

extent that is necessary to avoid the prohibition against or impairment of the referenced independence of the respective Grant Thornton International member firm.

Independent contractor – Doane Grant Thornton shall provide all services as an independent contractor and nothing in this Engagement shall be construed as to create a partnership, joint venture or other similar relationship with the Municipality or any other party. Neither the Municipality nor Doane Grant Thornton shall have the right, power or authority to obligate or bind the other in any manner.

Subcontracting – The Municipality agrees that Doane Grant Thornton may authorize, allow or require its affiliates and contractors to assist in the performance of the Services and to share in Doane Grant Thornton's rights under the Engagement, including any protections available thereunder, provided that such party(ies) shall commit (as applicable) to be bound by the obligations set forth in the Engagement.

Grant Thornton International Ltd – Doane Grant Thornton is a Canadian member of Grant Thornton International Ltd., a global organization of member firms in over 100 countries. Member firms are not members of one international partnership or otherwise legal partners with each other. There is no common ownership, control, governance, or agency relationship between member firms.

Assisting Firms – Unless otherwise stipulated within the Engagement, this Engagement is with Doane Grant Thornton. In the course of providing the Services, we may at our sole discretion, draw upon the resources of or subcontract a portion of the Services to another entity (including a partnership) which may carry on business under the name which may include within its name "Grant Thornton" or be another member firm of the worldwide network of Grant Thornton International Ltd. member firms (hereinafter "GTIL Member Firms").

Unless a GTIL Member Firm is directly contracted by you to provide any of the Services which are subject to this Engagement, the provision of those Services remain the responsibility of Doane Grant Thornton and the Municipality agrees that it will not bring any claim, whether in contract, tort (including negligence) or otherwise against any GTIL Member Firm in respect of this Engagement or the Services defined herein. In these circumstances, any GTIL Member Firm that deals with you for the purpose of completing the Services does so on behalf of Doane Grant Thornton. The provisions of this clause have been stipulated for the benefit of GTIL Member Firms. GTIL Member Firms will have the right to rely on this clause as if they were parties to the Engagement and will have the right (subject to the discretion of the courts) to a stay in proceedings if you bring any claim against any GTIL Member Firms in breach of this clause.

Non-solicitation – The Municipality agrees that it shall not solicit for employment or hire any of the partners, principals, employees or consultants of Doane Grant Thornton who are involved in the performance of the Services during the term of the Engagement and for a period of twelve (12) months thereafter.

Confidentiality – All information which Doane Grant Thornton receives from the Municipality or the Municipality's directors, officers, agents, advisors or counsel in connection with the Engagement and which is for the time being confidential ("Confidential Information"), will be held in strict confidence, provided that Doane Grant Thornton shall be free to, without the requirement to seek any further consent or authorization from the Municipality, make disclosures (a) as a result of any applicable law or regulation (including any disclosure, notification or other reporting obligation under the *Income Tax Act (Canada)*, *Taxation Act (Quebec)* or any other applicable legislation), court or other order binding upon it, under the laws of, or pursuant to any governmental action (including requests and orders), regulatory requirement, or professional standard obligations (including disclosure to a provincial institute of chartered professional accountants); (b) of such information to any professional advisers, consultants and contractors, including GTIL Member Firms it may consult in connection with the Engagement and the performance of the Services; and (c) as set out in the Engagement.

Doane Grant Thornton may disclose Confidential Information to GTIL Member Firms for the purposes of fulfilling its professional obligations to manage conflicts of interest and to maintain auditor independence. Confidential Information may also be disclosed as part of compliance reviews or to implement standardized performance measurement, client relationship management and documentation systems within the global Grant Thornton network. The Confidential Information disclosed may include ownership information and information about related entities and such information may be stored, processed and accessed from locations outside of Canada.

Notwithstanding anything to the contrary contained within the Engagement, Doane Grant Thornton shall not be obligated to treat as confidential, or otherwise be subject to any restrictions on use, disclosure or treatment as contained within the Engagement, of any information disclosed by the Municipality which, (i) is rightfully known by Doane Grant Thornton on a non-confidential basis prior to its disclosure by the Municipality; (ii) is independently developed by Doane Grant Thornton without reference to or use of the Municipality's Confidential Information; (iii) is or later becomes publicly available without violation of the Engagement; or (iv) is lawfully obtained by Doane Grant Thornton from another party.

Working papers/reports – The advice or opinions of Doane Grant Thornton, including all materials, reports, information, data, and work created, developed or performed by Doane Grant Thornton during the course of the Engagement (“the Doane Grant Thornton Materials”) shall belong to Doane Grant Thornton, with the exception of final tax returns, original contracts, other documents of title held to the Municipality's order and any documents the return of which the Municipality has stipulated, on or prior to their release to Doane Grant Thornton (the “Municipality Materials”). Notwithstanding the foregoing, (i) Doane Grant Thornton may retain a copy of the Municipality Materials (including Confidential Information) as required by Doane Grant Thornton, in its sole discretion, to meet any obligations imposed by professional standards; and (ii) nothing shall require the return, erasure or destruction of back-ups made in accordance with Doane Grant Thornton's document-retention procedures.

Conflict of interest – Doane Grant Thornton, its associated entities and GTIL Member Firms are involved in a wide range of financial advisory activities out of which conflicting interests or duties may arise. Within Doane Grant Thornton, its associated entities and GTIL Member Firms, practices and procedures are maintained to restrict the flow of information and thereby manage or assist in managing such conflicts in a proper manner. Nothing within this Engagement will be interpreted to preclude Doane Grant Thornton, its associated entities and GTIL Member Firms from engaging in any transaction or representing any other party at any time or in any capacity, provided that Doane Grant Thornton shall not, knowingly provide services to another party under circumstances which would place Doane Grant Thornton in a direct conflict of interest during the term of the Engagement without the Municipality's prior written consent. In the event Doane Grant Thornton becomes conflicted, as determined in its discretion, Doane Grant Thornton shall be permitted, but not obligated to, terminate this Engagement without any additional liability to the Municipality, upon fourteen (14) days prior written notice.

Access to and disclosure of information – Doane Grant Thornton is committed to the protection of personal information. During the course of planning, performing and reporting the result of the Services, Doane Grant Thornton, its employees, partners, contractors, consultants, and GTIL Member Firms may need to obtain, use and disclose Municipality information (including Confidential Information and personal information) in the possession of, or under the control of the Municipality. The Municipality acknowledges this potential use and/or disclosure and agrees that it is responsible for obtaining, where required under applicable law or regulation, a court order or consent from any third party in order to permit Doane Grant Thornton, its employees, partners,

contractors, consultants, and/or GTIL Member Firms, to access, obtain, use and/or disclose Municipality information (including Confidential Information and personal information) accessed by us or provided to us by the Municipality or a party authorized by the Municipality for the purposes of completing the Services, and/or other disclosure so defined within the Engagement or for those additional purposes as more fully explained within Doane Grant Thornton's privacy policy, as it may be amended from time to time and available at www.doanegrantthornton.ca.

Electronic communication – Doane Grant Thornton and the Municipality may need to electronically transmit confidential information to each other and to other entities engaged by either party during the Engagement. Electronic methods include, but are not limited to telephones, cellular telephones, electronic mail and facsimiles. These technologies provide for a fast and convenient way to communicate. However, all forms of communications have inherent security weaknesses and the risks of compromised confidentiality cannot be eliminated. Notwithstanding the inherent risks, the Municipality agrees to the use of such electronic methods to transmit and receive information (including confidential information), between Doane Grant Thornton and the Municipality and between Doane Grant Thornton and outside specialists, contractors or other entities engaged by either Doane Grant Thornton or the Municipality. The Municipality further agrees that Doane Grant Thornton shall not be liable for any loss, damage, expense, inconvenience or harm resulting from the loss, delay, interception, corruption or alteration of any electronic communication due to any reason whatsoever.

The Municipality also agrees that Doane Grant Thornton professionals shall be authorized to connect their computers to the Municipality's IT network, subject to any specific restrictions the Municipality provides to Doane Grant Thornton. Connecting to the Municipality's IT network or the internet via this network, while at the Municipality's premises, will be primarily for the purpose of conducting normal business activities, and those relating to the completion of the Services.

Expenses – If applicable, the Municipality will reimburse Doane Grant Thornton for all reasonable out-of-pocket expenses incurred by Doane Grant Thornton in entering into and performing the Services, whether or not it is completed, including but not limited to, travel, telecommunications costs, fees and disbursements of other professional advisers, and other disbursements customary in engagements of this nature. All other out-of-pocket expenses will be charged at cost as incurred by Doane Grant Thornton.

Taxes – All fees and other charges payable to Doane Grant Thornton do not include any applicable federal, provincial, or other goods and services tax or sales tax, or any other taxes or duties whether presently in force

or imposed in the future. All sums payable to Doane Grant Thornton hereunder shall be paid in full without withholding or deduction.

Billing – All invoices issued by Doane Grant Thornton hereunder are due within 30 days of the invoice date. Interest will be charged on all overdue accounts at a rate of 1.5% per month (18% per annum) until paid. Fees paid or payable to Doane Grant Thornton under this Engagement are non-refundable and shall not be subject to set-off. Unless otherwise directed by Doane Grant Thornton, all fees, expenses and other sums will be billed and payable in Canadian Dollars.

Termination – Either the Municipality or Doane Grant Thornton may terminate the Engagement upon fourteen (14) days prior written notice to the other party. In addition to the foregoing, Doane Grant Thornton may also terminate the Engagement in the event of a breach of any term of the Engagement by the Municipality which is not cured by the Municipality within ten (10) days of receipt of written notice as to the breach. Upon termination for any reason, the parties shall return each other's confidential information, except that Doane Grant Thornton may retain one copy for its working papers and one copy of the Municipality Data may also be retained by Doane Grant Thornton even if same may contain confidential information of the Municipality. In addition to its rights of termination provided herein and notwithstanding anything to the contrary in the Engagement, Doane Grant Thornton shall also have the right (i) upon five (5) days prior written notice to the Municipality, to suspend or terminate its Services in the event the Municipality fails to pay Doane Grant Thornton any amount due to it under the terms of the Engagement; or (ii) immediately upon written notice to the Municipality, terminate its Services in the event Doane Grant Thornton discovers any information which Doane Grant Thornton determines, in its sole discretion, may affect its reputation, integrity or independence. In the event of termination, the Municipality agrees to compensate Doane Grant Thornton for all time expended and costs incurred up to and including the date of termination.

Severability – Each provision of this Engagement is severable and if any provision (in whole or in part) is or becomes invalid or unenforceable or contravenes any applicable regulations or laws, the remaining provisions and the remainder of the affected provision (if any) will not be affected.

Assignment – No assignment shall be made by either party of their respective obligations under this Engagement without the prior written consent of the other party.

Publication – Under no circumstances without the express prior written consent of Doane Grant Thornton, shall the Municipality disclose, release, use, make reference to, or quote Doane Grant Thornton's name, logo or any Deliverable (whether written or oral) in any

within any press release, press conference, website update, media release or any other form of public disclosure ("Disclosure Document") other than for litigation purposes, but only to the extent and in the manner that such use is contemplated by the Engagement. In the event the Municipality wishes to seek Doane Grant Thornton's consent as required by the Engagement, the Municipality shall provide to Doane Grant Thornton a copy of such Disclosure Document for prior approval, which approval may be unreasonably withheld. As aforementioned, notwithstanding the terms of this paragraph, the Municipality is not prohibited from disclosing details, including the tax treatment or structure of any transaction, if the transaction or series of transactions would be, or would otherwise be if not for this exception, i) a reportable transaction or an avoidance transaction, as defined by subsection 237.3(1) of the ITA, or a series of transactions including an avoidance transaction under which a tax benefit to the Municipality results or would result but for section 237.3(1) of the ITA; ii) a notifiable transaction as defined by 237.4(1) of the ITA; iii) a confidential transaction under section 1079.8.6 of the TA; or iv) any other type of reportable tax avoidance transaction or similar type of transaction requiring disclosure to a taxing authority as defined by any other applicable legislation or regulations.

Municipality representations, warranties and covenants – The Municipality represents, warrants and covenants to Doane Grant Thornton that:

- a. the execution, delivery and performance of the Engagement has been duly authorized and does not, and with the passage of time, will not conflict with or violate any contractual, statutory, common law, legal, regulatory or other obligation by which the Municipality is bound; and
- b. the Engagement is the legal, valid and binding obligation of the Municipality, enforceable in accordance with its terms.

Doane Grant Thornton representations, warranties and covenants – Doane Grant Thornton represents, warrant and covenants to the Municipality that Doane Grant Thornton will provide the Services described within the Engagement in a professional and competent manner. Doane Grant Thornton makes no other representation or warranties and explicitly disclaims all other warranties and representations whether expressed or implied by law, usage of trade, course of dealing or otherwise.

Surviving provisions – The Municipality's obligations in respect of confidentiality, payment of fees and expenses, limitation of liability and Release and Indemnification as outlined within the Engagement and these terms and conditions shall survive termination of the Engagement.

Governing law and forum – The Engagement, including these terms and conditions shall be governed by and construed in accordance with the laws of the Province in which the Engagement was signed by Doane Grant Thornton.

Other matters – The failure of either party to insist on strict performance of the Engagement, or to exercise any option herein, shall not act as a waiver of any right, promise or option, but the same shall be in full force and effect. No waiver of any term or provision or of any breach or default shall be valid unless in writing and signed by the party giving such waiver, and no such waiver shall be deemed a waiver of any other term or

provision or any subsequent breach or default of the same or similar nature.

Complete agreement – This Engagement, including these terms and conditions and any schedules, sets forth the entire understanding of the parties relating to the subject matter hereof and supersedes and cancels any prior communications, understandings, and agreements between the parties. This Engagement may not be amended or modified except in writing between the parties and shall inure to the benefit of and be binding upon the parties and their respective successors and assigns.

Appendix C – Auditing developments

Canadian Exposure Drafts issued by the AASB	Effective date
<p data-bbox="296 529 1339 574">Potential revisions to CAS 240 <i>The Auditor’s Responsibilities Relating to Fraud in an Audit of Financial Statements</i></p> <p data-bbox="296 591 1436 708">High quality audits contribute to the efficiency of capital markets and financial stability. In recent years, corporate failures and scandals have brought the topic of fraud to the forefront and led to questions from stakeholders about the role and responsibilities of the auditor relating to fraud in an audit of financial statements. This led the IAASB to initiate a project to revise the standard. In February 2024, the IAASB issued its Exposure Draft and the AASB has issued a corresponding Exposure Draft. The Exposure Draft proposes several key changes, which include:</p> <ul data-bbox="296 724 1436 911" style="list-style-type: none"><li data-bbox="296 724 1010 743">• Clarifying the roles and responsibilities of the auditor with respect to fraud<li data-bbox="296 760 1052 779">• Establishing more robust requirements if fraud or suspected fraud is identified<li data-bbox="296 795 1241 815">• Reinforcing the importance of exercising professional skepticism in fraud-related audit procedures<li data-bbox="296 831 1436 876">• Strengthening communications through the audit with management and those charged with governance about matters related to fraud<li data-bbox="296 893 1178 912">• Adding transparency on fraud-related responsibilities and procedures in the auditor’s report	<p data-bbox="1482 529 1791 721">The comment period for the Exposure Draft ended on May 6, 2024. It is expected that the effective date for the revised standard will be for periods beginning in 2026 but the exact effective date will depend on when the standard is approved.</p>
<p data-bbox="296 938 1436 984">Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, <i>General Requirements for Sustainability Assurance Engagements</i></p> <p data-bbox="296 1000 1436 1094">In September 2022, the IAASB approved a project proposal to develop a new overarching standard for sustainability assurance engagements. In January 2023, the AASB approved a project proposal to concurrently adopt this international standard with any potential additional Canadian amendments, as a first of its kind Canadian Standard on Sustainability Assurance (CSSA).</p> <p data-bbox="296 1110 1436 1247">CSSA 5000 will not be a financial statement audit standard, but rather will serve as a comprehensive, standalone standard suitable for sustainability assurance engagements. It will apply to sustainability information reported across any appropriate sustainability topic, prepared according to any suitable framework, including the recently released IFRS Sustainability Disclosure Standards S1 and S2. The proposed standard is profession agnostic, supporting its use by both professional accountant and non-accountant assurance practitioners who meet the relevant ethical and quality management requirements, and will apply to both limited and reasonable assurance engagements.</p>	<p data-bbox="1482 938 1791 1130">The comment period for the Exposure Draft ended on November 6, 2023. It is expected that the effective date will be for periods beginning in 2026, but the exact effective date will depend on when the standard is approved.</p>



Subject: 2024 Statement of Council Remuneration and Expenses

To: Council

From: Corporate Services Department

Report Number: 2025-58

Meeting Date: March 25, 2025

Recommendation:

That Corporate Services Department Report 2025-58 be received for information.

Purpose:

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

Background:

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

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

Discussion:

The attached Statement of Remuneration and Expenses for the 12-month period from January 1 to December 31, 2024, was prepared pursuant to Sections 283 and 284 of the *Municipal Act, 2001*.

Conclusion:

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

Appendices:

- a. Appendix A - Statement of Remuneration and Expenses
- b. Appendix B - Statement of Conference, Training and Development Expenses

Respectfully submitted,

Deborah Salmon
Accounts Payable Clerk
(905) 228-8027
deborah.salmon@portcolborne.ca

Adam Pigeau, CPA, CA
Manager, Financial Services/Deputy Treasurer
(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.

Report 2025-58

Appendix A - Statement of Remuneration and Expenses

City of Port Colborne

Statement of Remuneration and Expenses 2024

	Payroll Remuneration	Fringe Benefits	Car Allowance	Cell Phone Allowance	Per Diem*	Total	Committees of Council	Conference Expenses**	Travel	Mobile Service	Total	Grand Total
Council												
Mayor Bill Steele	49,939.97	11,731.42	2,520.00	20.00	-	64,211.39	-	17,062.39	10,827.36	407.24	28,296.99	92,508.38
Councillor Monique Aquilina	24,011.33	8,963.51	-	-	-	32,974.84	-	1,840.40	-	235.26	2,075.66	35,050.50
Councillor Mark Bagu	24,011.33	8,805.69	-	-	-	32,817.02	-	3,720.85	-	279.11	3,999.96	36,816.98
Councillor Eric Beauregard	24,011.33	4,768.42	-	-	-	28,779.75	1,050.00	3,964.15	-	174.62	5,188.77	33,968.52
Councillor Ron Bodner	24,011.33	6,625.69	-	-	-	30,637.02	-	-	-	303.04	303.04	30,940.06
Councillor Gary Bruno	24,011.33	6,625.69	-	-	-	30,637.02	1,212.76	3,278.38	37.49	237.03	4,765.66	35,402.68
Councillor Frank Danch	24,011.33	8,963.51	-	-	-	32,974.84	60.00	-	-	237.10	297.10	33,271.94
Councillor Dave Elliott	24,011.33	8,963.51	-	-	-	32,974.84	825.00	3,084.63	-	174.62	4,084.25	37,059.09
Councillor Timothy Hoyle	24,011.33	8,963.51	-	-	-	32,974.84	60.00	1,231.08	-	87.31	1,378.39	34,353.23
Committees of Council Non-Council Members												
Angie Demarais	-	-	-	-	-	-	1,135.00	-	-	-	1,135.00	1,135.00
Dan O'Hara	-	-	-	-	-	-	1,656.62	-	-	-	1,656.62	1,656.62
Totals	242,030.61	74,410.95	2,520.00	20.00	-	318,981.56	5,999.38	34,181.88	10,864.85	2,135.33	53,181.44	\$ 372,163.00

*Per Diem - for additional meetings (out of town business)

**Conference Expenses - see Detail of Conference Expenses 2024

Report 2025-58

Appendix B - Statement of Conference, Training and Development Expenses

City of Port Colborne

Detail of Conference, Training and Development Expenses 2024

	FCM	AMO	OGRA	GLSLCI	H2O	MCMWC	AMCTO	OACA	ROMA	Total Conference Expenses
Council										
Mayor Bill Steele	3,566.97		3,133.43	6,833.42	985.85	2,542.72				17,062.39
Councillor Monique Aquilina									1,840.40	1,840.40
Councillor Mark Bagu	3,720.85									3,720.85
Councillor Eric Beauregard			2,158.76					1,805.39		3,964.15
Councillor Ron Bodner										-
Councillor Gary Bruno	3,278.38									3,278.38
Councillor Frank Danch										-
Councillor Dave Elliott		3,084.63								3,084.63
Councillor Timothy Hoyle									1,231.08	1,231.08
										-
Committees of Council Non-Council Members										-
Angie Desmarais										-
Dan O'Hara										-
TOTALS	10,566.20	3,084.63	5,292.19	6,833.42	985.85	2,542.72	-	1,805.39		34,181.88

FCM - Federation of Canadian Municipalities

AMO - Association of Municipalities of Ontario

OGRA - Ontario Good Roads Association

GLSLCI - Great Lakes & St Lawrence Cities Initiative (3 meetings were held in 2024)

H2O - Highway H2O

MCMWC - Marine Club Marine Week Conference

AMCTO - Association of Municipal Managers, Clerks and Treasurers of Ontario

OACA - Ontario Association of Committees of Adjustment & Consent Authorities

ROMA - Rural Ontario Municipal Association



Subject: Declaration of Land as Surplus– Progress Drive North
To: Council
From: Development and Government Relations Department

Report Number: 2025-35

Meeting Date: March 25, 2025

Recommendation:

That Development and Government Relations Department Report 2025-35 be received;
and

That Council declare two City properties on Progress Drive legally described as Humberstone Con 3 PT Lot 25 RP 59R12470 PT Part 1; and Humberstone Con 3 PT Lot 24 RP 59R17094 Part 1 as depicted in Appendix A and Appendix B attached hereto as surplus.

Purpose:

The purpose of this report is to provide information on the two Progress Drive North (formerly Ramey Road) properties shown in Appendix A as Property A and in Appendix B as Property B and to seek approval to declare them as surplus.

Background:

The Development and Government Relations team created a City Real Estate Initiative focused on identifying property that may be declared surplus and marketed for residential, commercial, and industrial development.

Two City-owned properties located within the East Side Employment Lands (ESEL) are zoned industrial and have development potential.

Discussion:

The Progress Drive North – Property A is a large 56.54-acre parcel and has been owned by the City since Feb 14, 2006. The Progress Drive North – Property B is an 11-acre parcel purchased by the City in 2022 (Report 2021-234). Neither of these parcels currently generate tax assessment for the City.

With the Asahi Kasei development north of 3rd Concession, and Forks Road, the two City parcels on Progress Drive North are prime land for future industrial development.

Both properties are in the ESEL area and zoned Gateway Industrial (GI). Both properties also are covered under the Gateway Community Improvement Plan (CIP) area and would qualify for the 10 – year Tax Increment Grant (TIG).

One of the required steps in preparation for any future divestiture of these properties is that the properties be declared surplus by the City.

Internal Consultations:

The Development and Government Relations team has consulted with the Public Works Department, and they foresee no planned use or future need for these properties by the City. The Planning Division has indicated the highest and best use of these properties would be for their current zoning of Gateway Industrial development.

Financial Implications:

There are no direct financial implications related to this report.

Any future sale of the properties would result in an increase in property taxes to the City, water and wastewater charges once the property is developed, and proceeds from sale. Any divesture would reduce City risk.

Strategic Plan Alignment:

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

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

Conclusion:

The two City properties on Progress Drive North, shown as Property A and Property B, have been identified by staff as surplus. Declaring these properties as surplus is the first step in making them available to support future industrial development opportunities, expanding the employment base of the City and increasing the tax base of the City.

It is recommended that the two properties be declared surplus to City needs.

Appendices:

- a. Progress Drive North – Property A
- b. Progress Drive North – Property B

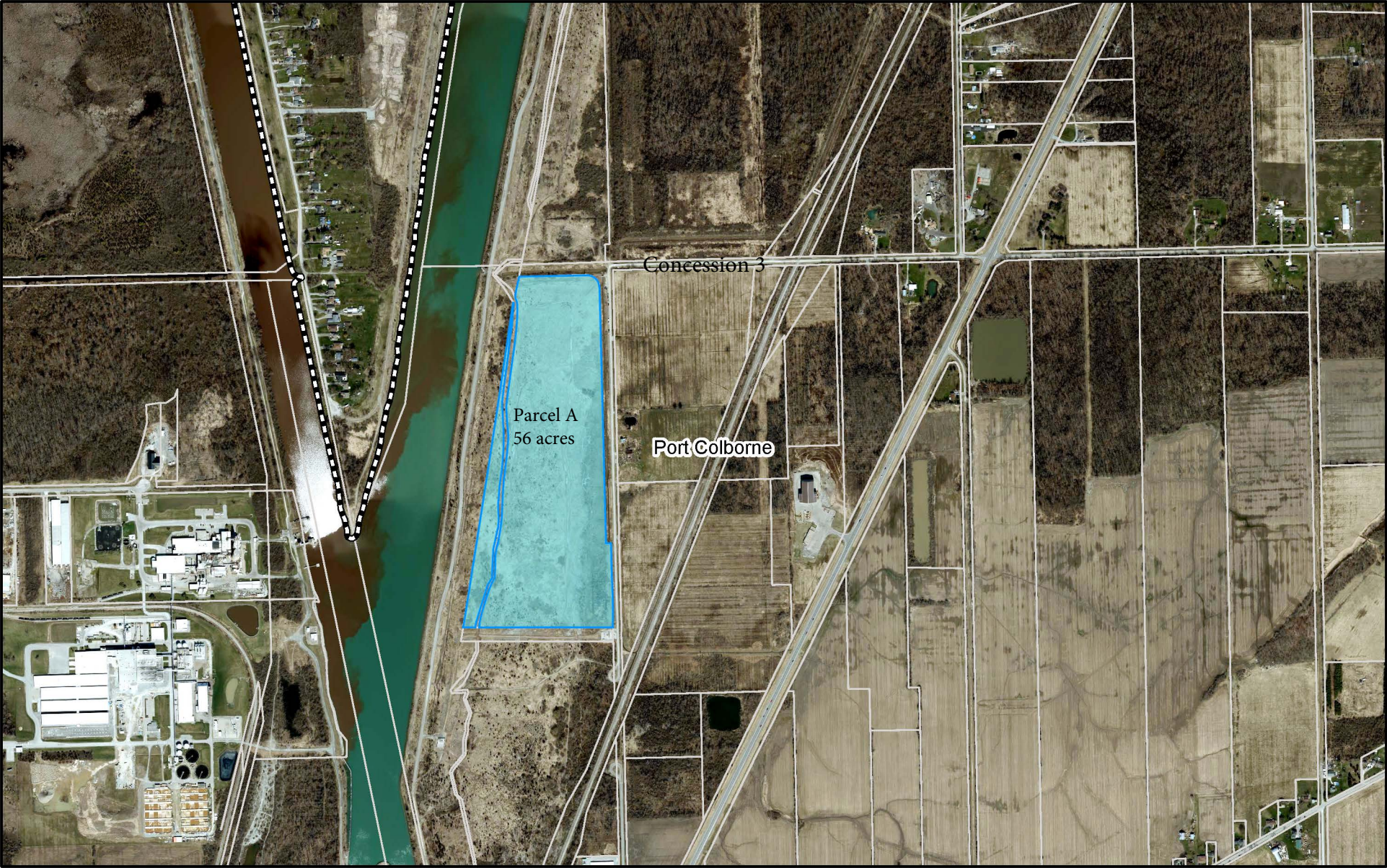
Respectfully submitted,

Bram Cotton
Economic Development Officer
(905) 228-8063
Bram.Cotton@portcolborne.ca

Gary Long
Director of Development and Government Relations
(905) 228-8062
Gary.Long@portcolborne.ca

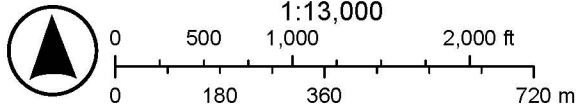
Report Approval:

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

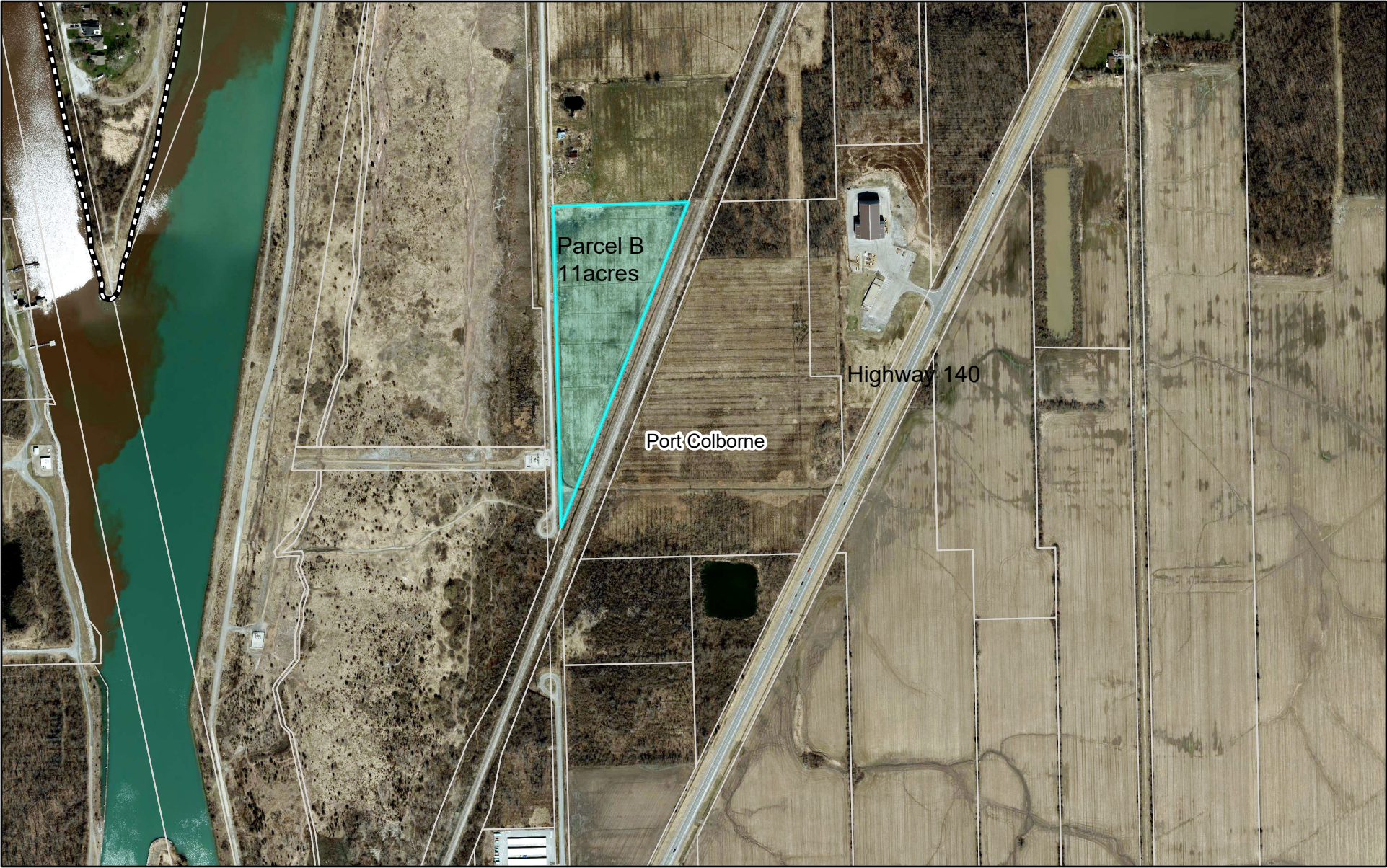


2025-03-07, 10:54:10 a.m.

 Port Colborne Boundary	 Green: Green	 Green: Green
 Assessment Parcel - Assessment Parcels	 Blue: Blue	 Blue: Blue
 Red: Red	 Red: Red	 World_Hillshade

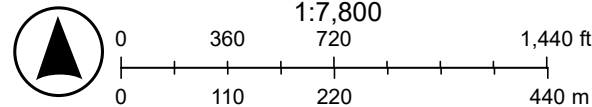


Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



2025-03-06, 4:03:53 p.m.

-  Port Colborne Boundary
-  Assessment Parcel - Assessment Parcels
-  Red: Red
-  Green: Green
-  Blue: Blue
-  Red: Red
-  Green: Green
-  Blue: Blue
-  World Hillshade



Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



Subject: St Paul Lutheran Cemetery Transfer

To: Council

From: Public Works Department

Report Number: 2025-67

Meeting Date: March 25, 2025

Recommendation:

That Public Works Department Report 2025-67 be received;

That Council accept ownership of the St Paul Lutheran Cemetery located at Lot 18 Concession 3;

That Council authorize the Director of Public Works to complete a survey of the lands required for ownership transfer and update the Cemetery software database for a cost of \$35,000 to be funded from the Cemetery reserve;

That the Director of Public Works be directed to apply the City of Port Colborne cemetery rate structure for the cost of interments to the St Paul Lutheran Cemetery effective immediately; and

That Council authorize the CAO to sign the Transfer to Cemetery Care and Maintenance Trust Fund/Account Information Sheet and the Cemetery Transfer and Acceptance of the Municipality by Mutual Consent forms as required by the Bereavement Authority of Ontario.

Purpose:

In 2024 the St Paul Lutheran Cemetery Board (the Board) contacted City staff to discuss transferring land ownership, administration, and general maintenance of the St Paul Lutheran Cemetery to the City of Port Colborne.

Background:

The St Paul Lutheran Cemetery is located on Third Concession Road adjacent to Overholt Cemetery; a general location map can be found in Appendix A.

The Board provides operational oversight of the cemetery including ground maintenance, and the layout and coordination of internments. They have contacted the City noting their inability to provide services to meet the *Funeral, Burial and Cremation Services Act*.

Discussion:

The City will only be required to take ownership of the Cemetery if the Board applies to the Superior Court Justice to have a judge declare the cemetery abandoned. If the judge declares the cemetery abandoned, the municipality will become the owner and will take over all of the previous owner's cemetery assets, rights, and obligations. If the judge does not declare the cemetery to be abandoned the owner/operator will be required to pay the cost of the proceedings. In all other cases, the Bereavement Authority of Ontario (BAO) has identified that the municipality will be required to pay the cost of the proceedings.

A cemetery owner or operator can apply to the Superior Court of Justice to have a judge declare a cemetery abandoned if its owner:

- cannot be found or is unknown
- is unable to maintain the cemetery
- is not a licensed operator and there is no licensed operator for the cemetery

The Board has presented the rationale for the transfer of ownership being that the owner is unable to operate and maintain the cemetery due to their inability to provide services to meet the *Funeral, Burial and Cremation Services Act* requirements.

St Paul Lutheran Cemetery is currently listed as an Active cemetery, meaning that plots are being sold and internments taking place. An Inactive cemetery would no longer sell internment rights or conduct internments. The physical act of internments dictates whether a cemetery is Active or Inactive.

The Board has indicated that there are available plots that can be sold but is unclear to how many or where specifically they are located. Staff recommend that the cemetery remain an Active Cemetery at this time. As further data is collected, and site work/layout is completed, staff will determine if the cemetery should be classified as Inactive based on the information gathered.

To integrate the St Paul Lutheran Cemetery into the City's digital database, the City will be required to complete a land survey of the existing property lines and plots to verify the information provided by the Board. This survey will be used to transfer ownership of the land to the City. Staff will then manually load the Board's hard copy database into the City's Stone Orchard software for future reference.

As part of the City assuming the role for the St Paul Lutheran Cemetery administration, the City's Cemetery By-law 5840-94-12 will be applied to this site.

Internal Consultations:

The BAO is aware that the St Paul Cemetery Board and City of Port Colborne are in discussion regarding the transfer of the Cemetery.

The City Solicitor has provided comment and agrees with the recommendation to transfer the cemetery to the City of Port Colborne.

Financial Implications

The Board's Care and Maintenance Account balance in \$46,444 as of December 31, 2024. Staff will conduct a full review of the Board's hardcopy documentation to determine what the Care and Maintenance Account balance should be; based on current cemetery operations and knowledge, staff believe this balance is significantly lower than what is required to provide care and maintenance to the cemetery.

Expenses:

- The cost to complete the land transfer agreement and general legal fees will be \$15,000.
- Review and digitization of hardcopy documentation will cost \$15,000.
- New City signage will cost \$5,000.

Staff recommend that the \$35,000 total expense to transfer the cemetery to the City's ownership be funded from the cemetery reserve.

Public Engagement:

Staff will contact cemetery plot owners with updated contact information for the City of Port Colborne. The BAO will be notified of the change in ownership, ensuring its records list the City of Port Colborne for future inquiries.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community
-

Conclusion:

In conclusion, it is recommended that the transfer of land and administration be accepted by the City of Port Colborne due to the circumstances and high probability of a judge declaring the cemetery to be abandoned.

Appendices:

Appendix A – General Location St Paul Lutheran Cemetery

Respectfully submitted,

Curtis Dray
Manager of Operations
905-228-8148
Curtis.Dray@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.

General Location Map St Paul Lutheran Cemetery





CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

October 15, 2024

Via email: doug.fordco@pc.org

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Doug Ford

Re: Heritage Advisory Committee

Please be advised that South Huron Council passed the following resolution at their October 7, 2024, Regular Council Meeting:

Motion: 355-2024
Moved By: Aaron Neeb
Seconded by: Marissa Vaughan

Whereas the South Huron Heritage Advisory Committee has presented a letter to South Huron Council outlining concerns regarding heritage preservation in South Huron; and

Whereas prior to Royal Assent of the More Homes Built Faster Act, 2022 Subsection 29(1.2) of the Ontario Heritage Act provided Council of a Municipality the opportunity to give a notice of intention to designate a property within 90 days of a prescribed event; and

Whereas the More Homes Built Faster Act, 2022 amended Subsection 29(1.2) of the Ontario Heritage Act to provide that Council may give notice of intention to designate a property only if the property is listed in the register under subsection 27 (3), or a predecessor of that subsection, as of the date of the prescribed event; and

Whereas the Heritage Advisory Committee has noted concerns regarding this amendment limiting the authority of municipal councils to designate properties with the potential to undermine the effectiveness of heritage preservation efforts across the province; and

Whereas the Heritage Advisory Committee has provided correspondence, attached hereto, to South Huron Council in relation to the concerns requesting Council support and to communicate these concerns to the Province and forward a copy of this motion to the Association of Municipalities of Ontario, Municipal Councils across the province, and Provincial MPP.

Now therefore be it resolved that the Corporation for the Municipality of South Huron request the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act; and that this motion and attached correspondence be forwarded to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Citizenship and Multiculturalism, Association of Municipalities of Ontario, Municipal Councils across the province and MPP Thompson

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Municipal Affairs and Housing, Hon. Paul Calandra, Paul.Calandra@pc.ola.org ; Minister of Citizenship and Multiculturalism, Hon. Michael Ford, Michael.Ford@pc.ola.org; MPP Huron-Bruce, Hon. Lisa Thompson, Lisa.Thompson@pc.ola.org; AMO, resolutions@amo.on.ca, Township of Ashfield-Colborne-Wawanosh, info@acwtownship.ca, Municipality of Bluewater, info@municipalityofbluewater.ca , Municipality of Central Huron, info@centralhuron.com, Town of Goderich, townhall@goderich.ca, Township of Howick, clerk@howick.ca, Municipality of Huron East, clerk@huroneast.com, Municipality of Morris-Turnberry, mail@morristurnberry.ca, Township of North Huron, clamb@northhuron.ca, Municipality of North Perth, info@northperth.ca , Township of Perth South, lscott@perthsouth.ca, Township of Perth East, acararter@pertheast.ca, Municipality of West Perth, clerk@westperth.com, Town of St. Marys, clerksoffice@town.stmarys.on.ca, City of Stratford, clerks@stratford.ca, Municipality of Brook-Alvinston, idenkers@brookealvinston.com, Township of Dawn-Euphemia, clerk@dawneuphemia.on.ca, Township of Enniskillen, dmctavish@enniskillen.ca, Municipality of Lambton Shores, clerks@lambtonshores.ca, Village of Oil Springs, clerk@oilsprings.ca, Town of Petrolia, petrolia@petrolia.ca, Town of



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July 31, 2024

The Heritage Advisory Committee for the Municipality of South Huron wishes to thank South Huron Council for their support of resolution 128-2024 of March 18, responding to the Town of Coburg's request of February 28 for support regarding a proposed amendment to subsection 27(16) of the Ontario Heritage Act.

In addition to the concerns South Huron council supported in resolution 128-2024, our committee would like to add that we have additional concerns about amendments to the Ontario Heritage Act implemented by Bill 23 that have direct impact on our local community and - more broadly - the Province of Ontario.

Specifically, subsection 29 (1.2) of the Heritage Act traditionally provided that if a prescribed event occurs, a notice of intention to designate a property must be given within 90 days of the prescribed event. These prescribed events include the submission of development applications under the Planning Act, for example. However, with changes from Bill 23, this subsection is re-enacted to also provide that the municipality may only give a notice of intention to designate the property within 90 days if the property was already included in the register under subsection 27 (3) as of the date of the prescribed event.

This raises significant concerns for our committee. Specifically, we are troubled by the proposed amendments that would limit the authority of municipal councils to designate properties that are not already listed on a municipal register. In South Huron, like many other municipalities around Ontario, there are countless significant structures that are not yet listed under subsection 27 (3), and these changes significantly limit efforts of council to react to proposed demolitions of significant heritage properties in our municipality after planning applications are made.

We believe that these changes have the potential to undermine the effectiveness of heritage preservation efforts in our community and across the province. By weakening the protections afforded to heritage properties and reducing the ability of municipalities to designate and safeguard significant sites, we risk irreparable loss to our built and cultural heritage.

We urge council to carefully consider the implications of the changes to the Ontario Heritage Act under Bill 23 and to advocate for amendments that strengthen rather than weaken heritage preservation efforts. Specifically, we would ask that the province re-establish the 90 day period that had previously been a part of the Ontario Heritage Act for all properties, not just those already listed in the register under subsection 27 (3).

We ask that you pass a resolution to add our specific concerns to those you have already supported, and communicate these to the Province of Ontario. We also ask that you circulate this letter and seek the support of other municipalities.

Thank you for your attention to this important matter, and we look forward to our continued work together.

Sincerely,

South Huron Heritage Advisory Committee

Sample Resolution:

Whereas prior to Royal Assent of the More Homes Built Faster Act, 2022 Subsection 29(1.2) of the Ontario Heritage Act provided Council of a Municipality the opportunity to give a notice of intention to designate a property within 90 days of a prescribed event; and

Whereas the More Homes Built Faster Act, 2022 amended Subsection 29(1.2) of the Ontario Heritage Act to provide that Council may give notice of intention to designate a property only if the property is listed in the register under subsection 27 (3), or a predecessor of that subsection, as of the date of the prescribed event;

Whereas the Heritage Advisory Committee has noted concerns regarding this amendment limiting the authority of municipal councils to designate properties with the potential to undermine the effectiveness of heritage preservation efforts across the province; and

Whereas the Heritage Advisory Committee has provided correspondence, attached hereto, to South Huron Council in relation to the concerns requesting Council support and to communicate these concerns to the Province and forward a copy of this motion to the Association of Municipalities of Ontario, Municipal Councils across the province, and Provincial MPP.

Now therefore be it resolved that the Corporation for the Municipality of South Huron request the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act; and that this motion and attached correspondence be forwarded to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Citizenship and Multiculturalism, Association of Municipalities of Ontario, Municipal Councils across the province and MPP Thompson.

February 26, 2025

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

EMAIL: Doug.fordco@pc.ola.org

Dear Premier Ford,

**RE: Requests the Province of Ontario Reconsider the Amendment of
Subsection 29(1.2) of the Ontario Heritage Act**

Please be advised that at its meeting of February 25, 2025, Council of the Town of Niagara on-the-Lake adopted the following resolution:

1. Now Therefore Be It Hereby Resolved That Niagara-on-the-Lake Town Council endorses the resolution from the Municipality of South Huron requesting the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act.
2. Be It Resolved That copies of this resolution be forwarded to Minister Premier Doug Ford, the Minister of Municipal Affairs and Housing, the Minister of Citizenship and Multiculturalism, local Members of Provincial Parliament (MPPs); and MPP Thompson.
3. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Grant Bivol', with a stylized flourish at the end.

Grant Bivol
Town Clerk

c.c. Minister of Citizenship and Multiculturalism Hon. Michael Ford - Michael.Ford@ontario.ca
Minister of Municipal Affairs and Housing Hon. Paul Calandra - minister.mah@ontario.ca
The Association of Municipalities of Ontario - resolutions@amo.on.ca
All local Members of Provincial Parliament (MPPs)
MPP Thompson - lisa.thompsonco@pc.ola.org
All 444 Municipalities of Ontario

Subject: Future of Healthcare in Port Colborne: Mid-Point Public Engagement Results

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2025-71

Meeting Date: March 25, 2025

Recommendation:

That Chief Administrative Officer Report 2025-71 be received; and

That Council establish a Healthcare Advisory Committee to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne; and

That Council approve the Healthcare Advisory Committee Terms of Reference, attached as Appendix B; and

That Council direct the Healthcare Advisory Committee to propose a draft Healthcare Services Strategy by the end of 2025; and

That Council approve the motion regarding Provincial Healthcare Advocacy as outlined in the letter, attached hereto as Appendix C; and

That Council direct staff to forward the petition regarding the Port Colborne Hospital and Urgent Care Centre received at the March 11, 2025 Council meeting to the Ontario Minister of Health.

Purpose:

This report presents Council with a comprehensive summary of public engagement activities and feedback gathered between January 29 and March 10, 2025, regarding the future of healthcare in Port Colborne.

It also recommends the establishment of a Healthcare Advisory Committee, provides a suggested Terms of Reference for the Committee, and outlines some initial suggestions for work the Committee could undertake, including conducting a more comprehensive

review of the feedback collected during the City's healthcare public engagement campaign to date, suggesting any additional public engagement efforts, and recommending the most appropriate next steps for the proposal from Lockview Medical Group that involves expanding into the empty space inside Niagara Health's Port Colborne site.

Background:

On December 3, 2024, Council considered Report 2024-255 regarding the Port Colborne hospital, including a request from Niagara Health for a \$6.2-million local share contribution to the South Niagara Hospital and a proposal from the Lockview Medical Group to expand primary care services in Port Colborne. At that meeting, Council requested that staff bring back a comprehensive public engagement plan to gather feedback from the community regarding the primary care proposal, the local share contribution, and the future of the Niagara Health site in Port Colborne.

On January 28, 2025, Council considered report 2025-19 regarding the proposed community engagement plan aimed at gathering this important feedback. At that meeting, Council requested that staff provide a mid-point update on results gathered to date at the March 25, 2025 Council meeting. This report provides a summary of the engagement activities and feedback received from the public between January 29 and March 10, 2025.

Overall, the engagement plan aimed to gather feedback from the community through various in-person and virtual channels. It sought input from the community about the future of healthcare in Port Colborne, focusing on key issues such as the expected closure of the Urgent Care Centre, the future use of Niagara Health's Port Colborne site after Niagara Health leaves, potentially providing funding to Niagara Health to support the build of the new South Niagara Hospital, and the proposal from Lockview Medical Group to expand primary care services in Port Colborne.

The engagement campaign included a variety of channels and mediums to ensure all key audiences are aware of the opportunity to provide feedback and can do so in a way that works best for them. The plan included:

1. Online survey
2. Paper survey
3. In-person open houses
4. In-person town hall
5. Virtual town hall
6. Pop-up engagement opportunities
7. Meetings with various City committees and working groups

The detailed results and findings from each of these activities are provided in Appendix A of this report. In the interest of transparency, a full list of open-ended responses received in both the online and paper surveys will be posted on www.portcolborne.ca/healthcare (for surveys received between January 29 and March 10, 2025).

Discussion:

Public engagement activities related to the future of healthcare in Port Colborne launched on January 29, 2025.

Quick stats about the engagement activities to date:

- 1,863 people completed the survey (1,612 online and 251 on paper – responses received between January 29 and March 10, 2025)
 - 11,271 open-field comments to analyze and categorize
 - Average time to complete the survey: 16 minutes (online survey)
 - Estimated completion rate: 64% (online survey) – this is the number of people who started and finished the survey. Long surveys with more than 15 questions typically have a completion rate of 40-42%
- 87 people attended the in-person open houses
 - 58 people attended the in-person town hall, while 38 tuned into the livestream
 - 22 people joined the virtual town hall, while 4 watched the recording on YouTube

Additionally, three meetings with City committees and working groups are scheduled for March and April (Seniors Advisory Committee, Mayor's Youth Advisory Committee, Social Determinants of Health Advisory Committee)

The survey currently remains open, with a proposed deadline of April 30, 2025.

Detailed results from the surveys and a summary of feedback collected at the town halls and open houses is available in Appendix A of this report.

Overall, participants reported that the closure of the Urgent Care Centre is a major issue for them, with 84% of respondents believing a 24-hour facility is necessary. Many residents have used the centre in the past year and are concerned about travel difficulties, long wait times at other hospitals, and the impact on vulnerable populations.

Additionally, while the proposed \$6.2-million contribution to Niagara Health for the South Niagara Hospital is largely opposed, some respondents may support making the contribution if urgent care centres in Port Colborne and Fort Erie remain open. There is also a strong demand for more family doctors, as only half of respondents have a family doctor in Port Colborne, and nearly half must travel elsewhere for primary care. Long wait times for appointments further exacerbate frustrations.

The community strongly supports expanding healthcare services locally, including more walk-in clinics, diagnostic imaging, and urgent care. The Lockview Medical Group proposal is seen as a potential benefit by 46% of respondents, with supporters citing improved local healthcare access, job creation, and economic growth. However, concerns remain about the lack of clear information regarding the project.

A proposed housing development with a medical centre at the Niagara Health Port Colborne site received 86% support, though respondents questioned infrastructure capacity and the affordability of housing. Meanwhile, 56% of respondents support the City pursuing a primary care facility at another location, provided it does not impact taxpayers. Lastly, 74% support establishing a Healthcare Advisory Committee to ensure diverse community voices are heard and promote transparency in decision-making.

As noted, staff recommend Council establish such a committee and have included a proposed Terms of Reference for the Committee, attached as Appendix B to this report. Staff recommend that Council direct the Healthcare Advisory Committee to propose a draft Healthcare Services Strategy by the end of 2025. The strategy should include, but not be limited to, all components noted in the Terms of Reference. For clarity, this includes the further consideration of feedback collected as part of ongoing public engagement regarding the future of healthcare in Port Colborne; making a recommendation to Council regarding what, if any, additional public engagement activities should be pursued; and consideration and recommendation to Council regarding the most appropriate next steps for the proposal from Lockview Medical Group. The Committee would not be tasked with providing recommendations regarding the future of the Niagara Health's Port Colborne Site, as decisions related to the property itself may be best considered alongside other adjacent properties on the waterfront, including the Sugarloaf Marina and Grain Terminal, both of which the public has recently been invited to provide their feedback on.

Internal Consultations:

City staff from Corporate Communications, Corporate Services, Development and Government Relations, and the Office of the Mayor and CAO have been working collaboratively with external partners to gather feedback from the community regarding the future of healthcare in Port Colborne, develop a draft terms of reference for a new Healthcare Advisory Committee, and provide suggestions on the best way to move the issue of healthcare forward in the best interest of the community.

Financial Implications:

This report is focused primarily on reporting results from the public engagement activities related to expanding primary care in Port Colborne, the future of Niagara Health's Port Colborne site, and the local share contribution towards the new South Niagara Hospital. All costs related to the public engagement activities are captured in the 2025 operating budget.

The establishment of the Healthcare Advisory Committee and any related costs that may develop could be funded from reserves (potential reserves include the contingency fund or the subject matter expert reserve).

Public Engagement:

This report provides a detailed summary of an ongoing public engagement campaign aimed at gathering feedback from residents about the future of healthcare in Port Colborne. It covers the period of January 29 – March 10, 2025 and is meant as a mid-point check-in opportunity to Council and the public to receive results gathered to date.

Strategic Plan Alignment:

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

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

Conclusion:

The feedback gathered through the City's healthcare public engagement efforts to date underscores the community's concerns and priorities regarding the future of healthcare in Port Colborne.

Residents have expressed strong support for maintaining access to urgent care, expanding primary care services, and ensuring that healthcare facilities remain available within Port Colborne. The responses indicate a clear preference for a local healthcare strategy that prioritizes accessibility, sustainability, and transparency.

Given these findings, the establishment of a Healthcare Advisory Committee would provide a structured approach to addressing these concerns, ensuring that residents' voices continue to shape the future of healthcare in Port Colborne. The Committee will play a vital role in reviewing public input, assessing potential healthcare developments, and advising Council on next steps, particularly regarding the Lockview Medical Group proposal and the future use of the Niagara Health site.

As the public engagement campaign continues, further analysis of community feedback will help refine the City's approach. By advocating for provincial healthcare funding and working collaboratively with stakeholders, Port Colborne can pursue solutions that best serve the needs of its growing and aging population. The City remains committed to engaging residents, supporting evidence-based decision-making, and ensuring that Port Colborne's healthcare landscape evolves to meet the needs of its people now and into the future.

Appendices:

- a. Mid-Point Public Engagement Results Report
- b. Healthcare Advisory Committee Terms of Reference
- c. Provincial Healthcare Advocacy Letter/Motion
- d. Mid-Point Public Engagement Results Presentation

Respectfully submitted,

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

Jasmine Peazel-Graham
Manager, Corporate Communications
905-228-8067
Jasmine.Peazel-Graham@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

Future of Healthcare in Port Colborne

Mid-Point Public Engagement Results

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Introduction

On January 29, 2025, the City of Port Colborne launched a comprehensive public engagement campaign to collect public feedback on the future of healthcare in Port Colborne.

The campaign included:

1. Online survey
2. Paper survey
3. In-person open houses
4. In-person town hall
5. Virtual town hall
6. Pop-up engagement opportunities
7. Meetings with various City committees and working groups

Council requested a mid-point check-in of results of the public engagement campaign at its March 25, 2025 meeting.

This document serves as a summary of the engagement activities as of March 10, 2025.

Please note that personal information collected during this public engagement project was collected under the authority of the Municipal Act, 2001 and will be used to help Council make decisions related to the future of healthcare in Port Colborne. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act. Questions related to the collection of this information may be directed to the Deputy City Clerk at 905-228-8118 or deputyclerk@portcolborne.ca

Survey

Overview

The survey was designed to gather input from residents about the future of healthcare in Port Colborne, including:

- Feedback about the future of urgent care services in Port Colborne
- What should happen with Niagara Health's Port Colborne site when Niagara Health leaves
- Potentially providing funding to Niagara Health to support the build of the new South Niagara Hospital
- A proposal from Lockview Medical Group to expand primary care services in Port Colborne

The survey was distributed online and in paper format.

The online survey was promoted through multiple channels to maximize reach and participation. These included the City's website, social media platforms, digital advertising, and media outreach. Additionally, postcards featuring a QR code were delivered to every home in Port Colborne, and QR codes were strategically posted throughout the community to encourage engagement.

Paper surveys were available at City Hall, Vale Health & Wellness Centre, Port Colborne Public Library, Lockview Medical Group, Niagara South Family Medicine, Bridges Community Health Centre, Port Cares, Port Colborne Lions Club, Friends Over 55, and Portal Village.

The survey was launched on January 29, 2025. As of the writing of this report, the survey remains open. The results shown in this appendix were collected as of March 10, 2025.

Quick facts, as of March 10, 2025:

- 1,863 people completed the survey (1,612 online and 251 on paper)
 - 70 from Vale Health & Wellness Centre
 - 57 from City Hall
 - 34 from Port Colborne Public Library
 - 29 from Portal Village
 - 19 from Bridges Community Health Centre
 - 16 from the open houses/town hall
 - 11 from Lockview Medical Group
 - 9 from Friends Over 55
 - 0 from Port Cares eastside
 - 0 from Port Cares westside
- 11,271 open-field comments to analyze and categorize
- Average time to complete the survey: 16 minutes (online survey)
- Estimated completion rate: 64% (online survey) – this is the number of people who started and finished the survey. Long surveys with more than 15 questions typically have a completion rate of 40-42%

Overall Survey Observations

Closure of the Port Colborne Urgent Care Centre

- 84% of respondents reported they thought Port Colborne requires an Urgent Care Centre open 24 hours per day
- 64% of respondents reported that they had used health services at the Port Colborne Urgent Care within the last year.
- Respondents noted concerns about:
 - Difficulties travelling to seek care outside of Port Colborne

- The time it takes to get to other hospitals and treatment centres in Niagara
- Increased wait times in Emergency Departments leading to long delays or a decline in the quality of care.
- Community growth not being properly accommodated
- Fear for those with chronic health conditions or young children

Local share contribution to Niagara Health

- Generally, residents did not support contributing \$6.2 million to Niagara Health in support of the South Niagara Hospital, because they felt Port Colborne residents will not benefit.
- Respondents noted concerns about:
 - The financial burden the request places on residents, especially seniors.
 - The distance from Port Colborne to the new hospital, noting it would not adequately serve their needs.
 - The per-capita approach used by Niagara Health uses outdated data, placing an undue hardship on communities who have not seen as much growth since the last census.
- Some respondents are willing to support the request if certain conditions are met, such as ensuring that the urgent care centres in Port Colborne and Fort Erie remain open.

Family Doctors in Port Colborne

- 90% of respondents reported they thought Port Colborne needed more family doctors.
- 50% of respondents reported they had a family doctor in Port Colborne.
- 46% of respondents reported their family doctor was located outside Port Colborne.
- 52% of respondents reported they see their family doctor two or three times per year.
- 43% of respondents reported that it takes them more than two weeks to get an appointment with their family doctor.

Healthcare services in Port Colborne

- Respondents supported a variety of healthcare options being available in Port Colborne, including more family physicians and family health teams, more walk-in clinics, more diagnostics, and a new Urgent Care Centre.
- Respondents highlighted the need for a variety of healthcare services, including walk-in clinics, diagnostic imaging (X-rays, MRIs, ultrasounds), and emergency care.

Proposal from Lockview Medical Group

- About 46% of respondents thought the proposal from Lockview Medical Group could benefit Port Colborne residents.
- Many respondents support the proposal because it would provide local healthcare services, reducing the need to travel out of town for medical appointments.
- Some respondents believe that the proposal would create jobs and stimulate the local economy. The development of the medical centre is also seen as a way to minimize costs and avoid tax increases.
- Supporters mention that the proposal would bring enhanced healthcare services, such as diagnostic services and treatments.

- Several respondents feel that there is not enough tangible information being shared about the proposal. They request more details about the terms of the sale, the involvement of developers, and the specific benefits for the community.

Development at the Niagara Health Port Colborne site

- 86% of question respondents supported pursuing a housing development with a medical centre.
- Many respondents expressed support for the project, considering it a good or great idea. Some believe it could generate income for the City and wanted the property back under City ownership.
- Many respondents were worried about the financial implications, including the cost of the project and the potential for increased taxes.
- Respondents questioned whether the City's current infrastructure could support the new development. Issues raised included the capacity of grocery stores, restaurants, parking, and other amenities.
- There were concerns about the affordability of the new housing, with some respondents emphasizing the need for affordable housing rather than luxury developments.

Primary care development in Port Colborne

- 56% of respondents support the idea of the City pursuing the construction of a primary care facility somewhere else in Port Colborne, with a funding strategy that does not impact the taxpayer.
- Respondents who supported a new facility in a different location often highlighted the need for better healthcare services and were willing to consider new construction if it meant improved access to care.
- Primary concerns were related to the financial implications, preferring to see existing facilities upgraded rather than new ones built.
- Many respondents were open to the idea but wanted assurances about funding and the inclusion of essential services like urgent care.

Establishing a Healthcare Advisory Committee

- 74% of respondents supported the establishment of a committee to advise on healthcare issues in Port Colborne
- Respondents thought a committee would provide a platform for diverse voices and would ensure residents' needs are considered.
- Respondents want a transparent committee that includes a diverse group of people, including residents, healthcare professionals, and local leaders. The committee should publish key points from meetings and avoid closed-door sessions.

In-Person Open Houses

Overview

Two in-person open houses were held at the Vale Health & Wellness Centre in the Golden Puck Room. The sessions were on:

- Wednesday, February 19 from 2 p.m. to 6 p.m.
- Thursday, February 20 from 3 p.m. to 7 p.m.
- A total of 87 people attended the open houses

A variety of information boards with photos and question prompts were displayed around the room, encouraging conversation and discussions with attendees.

One set of information boards outlined the proposal from Lockview Medical Group, the request for a \$6.2-million contribution from Niagara Health for fixtures and furniture at the new South Niagara Hospital, and the suggestion of considering development on the property to fund the \$6.2-million contribution to the new hospital.

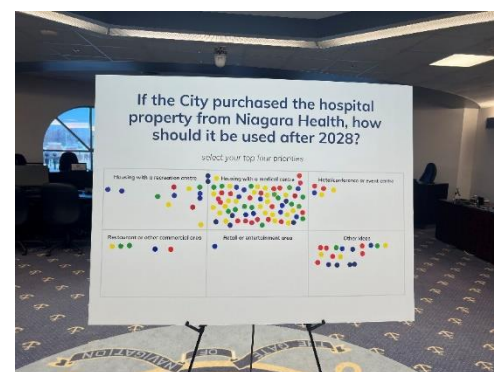
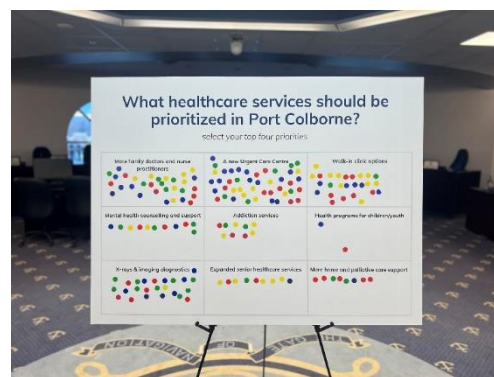
Two interactive stations asked residents to vote for their favourite options with sticky dots for two questions. Participants received four sticky dots and could vote for the options they preferred. The questions were:

1. What healthcare services should be prioritized in Port Colborne?

- As seen in the photo to the right, residents voted most frequently for a new Urgent Care Centre, more family physicians and nurse practitioners, more walk-in clinic options, and additional imaging and diagnostics.

2. If the City purchased the hospital property from Niagara Health, how should it be used after 2028?

- As seen in the photo to the right, residents voted most often for the option of housing with a medical centre.
- This board also asked residents for any other ideas, some ideas received included:
 - Do not redevelop the property, instead use the existing building for Lockview Medical Group family health team and Urgent Care.
 - Add a medical centre but no housing
 - Use the site for social/transitional housing
 - Add reduced cost senior's housing



- Do not support additional condos in Port Colborne
- Diagnostics in the medical centre are needed

Overall Open House Observations

During the open houses, a variety of comments and concerns were collected. These included, but were not limited to:

- The distance from Port Colborne to the site of the new South Niagara Hospital in Niagara Falls is too far. Many residents are fearful that the time it would take to travel to the hospital site would create additional risk during emergency situations.
- Port Colborne's aging population could experience challenges securing transportation to seek medical care outside of Port Colborne, specifically at night.
- Many residents brought forward concerns about how the Port Colborne General Hospital was originally funded, noting past fundraising and paycheque donations from residents, and confusion on how the site came to be owned and operated by Niagara Health.
- Some residents shared their concerns about the \$6.2-million local share requested by Niagara Health, noting the City should not have to contribute to the hospital since it is not local or easily accessible by residents.
- Many open house attendees wish to see the Port Colborne Urgent Care remain operational in some capacity, with no additional development, and prefer not to contribute the requested share.
- Most attendees noted they would like to see the land and building back under City ownership.
- Those who agreed with development overwhelmingly agreed that whatever facility is developed should include a medical centre.
- Support for the Lockview Medical Group proposal was split, with some agreeing that the proposal would be beneficial to the town and others concerned about the potential of privatization of healthcare and the required developments that accompany the proposal.

In-Person Town Hall

Overview

The in-person town hall was held on Monday, February 24, from 6:30 to 8:00 p.m. at the Lighthouse Theatre in Port Colborne. There were 58 attendees on site, and an additional 38 viewers on the livestream – with more than 7,400 views on Facebook and 62 views on YouTube as of March 10, 2025.

The livestream is still available to watch at: https://www.youtube.com/watch?v=g_WtNWkBMvY

The in-person town hall was hosted by an independent moderator from Enterprise Canada Inc., a national strategic communications firm.

It featured a panel of representatives, including:

- Deputy Mayor and City Councillor Ron Bodner
- Chief Administrative Officer Bryan Boles
- Director of Development and Government Relations Gary Long
- Dr. Matt Vandenberg from Lockview Medical Group



The in-person town hall was positioned as a listening exercise, with the panelists providing clarification when appropriate. The moderator explained that the town halls were intended as opportunities for residents to express their views, and not forums to debate outcomes or solutions, rehash previous decisions, or sell or promote particular proposals or options.

It began with a brief overview presentation by CAO Bryan Boles, providing context for the discussions, including historical background, the current situation, what has been proposed, the process and phases for next steps. The floor was then opened to comments from the participants, who offered their perspectives on the relevant issues and suggestions for moving forward.

Overall In-Person Town Hall Observations

The in-person town hall gathering saw residents focusing heavily on keeping the current Urgent Care Centre operational – although, it appeared many residents were unclear about the varying roles and responsibilities of Niagara Health, the City of Port Colborne and the provincial government.

The differences between emergent care, urgent care and primary care were spoken of at length. Many residents commented on the difficulties that surround travelling to the site of the new South Niagara Hospital, including the added risk the far distance from Port Colborne poses in an emergency situation. Some noted that without a personal vehicle, reaching the South Niagara Hospital site would be very challenging.

Hypothetical conversations surrounding an increase in property taxes to fund a healthcare facility had majority support; however, specifics were not discussed. Discussions surrounding the requested \$6.2-million local share, and the validity of that number were frequent, and attendees were concerned about where funding for the local share would come from.

Virtual Town Hall

Overview

The virtual town hall was held on Friday, February 21 from 11 a.m. to 12:15 p.m. A total of 22 attendees joined the town hall via Zoom. The session was recorded and posted on the City's YouTube channel and website. As of March 10, 2025, there were an additional 4 viewers.

The recorded version of the virtual town hall is still available to watch at:

https://www.youtube.com/watch?v=-8R_u75BQ2o

The virtual town hall was hosted by an independent moderator from Enterprise Canada Inc., a national strategic communications firm.

It featured a panel of representatives, including:

- Deputy Mayor and City Councillor Ron Bodner
- Chief Administrative Officer Bryan Boles
- Director of Development and Government Relations Gary Long



Similarly to the in-person town hall, the virtual town hall was positioned as a listening exercise, with the panelists to provide clarification when appropriate. The moderator explained that the town halls were intended as opportunities for residents to express their views, and not forums to debate outcomes or solutions, rehash previous decisions, or sell or promote particular proposals or options.

It began with a brief overview presentation by CAO Bryan Boles, providing context for the discussions, including historical background, the current situation, what has been proposed, the process and phases for next steps. The floor was then opened to comments from the participants, who offered their perspectives on the relevant issues and suggestions for moving forward.

Overall Virtual Town Hall Observations

Comments during the virtual town hall event were largely focused on the development and property of the hospital site in Port Colborne.

Several attendees questioned the value of the property and if it has been assessed. The conversation included questions surrounding the \$6.2-million local share and:

1. How the number was determined

2. If it was a necessary contribution
3. How the City would come up with the funds

Recurring comments about the fear of living in a city with a lack of healthcare options were threaded through the town hall from various commenters.

Pop-up Engagement Opportunities

During the week of February 10-14, 2025, City employees visited select pharmacies and grocery stores in Port Colborne to engage with residents and speak about the future of healthcare, particularly to promote the survey opportunity.

Paper copies of the survey were distributed, and staff also had an iPad available for residents who wanted to complete the survey digitally on-site. Many residents took paper copies with them, and several people expressed interest in attending the open houses and town hall events.

Overall, people were willing to speak to City employees about the future of healthcare and were interested in completing the survey to have their say.

Meetings with Various City Committees and Working Groups

City staff are still planning more in-depth engagement sessions with a select group of City committees and working groups, all scheduled for March and April (Seniors Advisory Committee, Mayor's Youth Advisory Committee, Social Determinants of Health Committee).

As noted in the survey results, not all age groups provided input on the survey to date, especially younger age cohorts. To engage younger generations, staff will work closely with the Mayor's Youth Advisory Committee to gather both their feedback and encourage additional participation in the survey between now and April 30, 2025.

Summary of Survey Results by Question

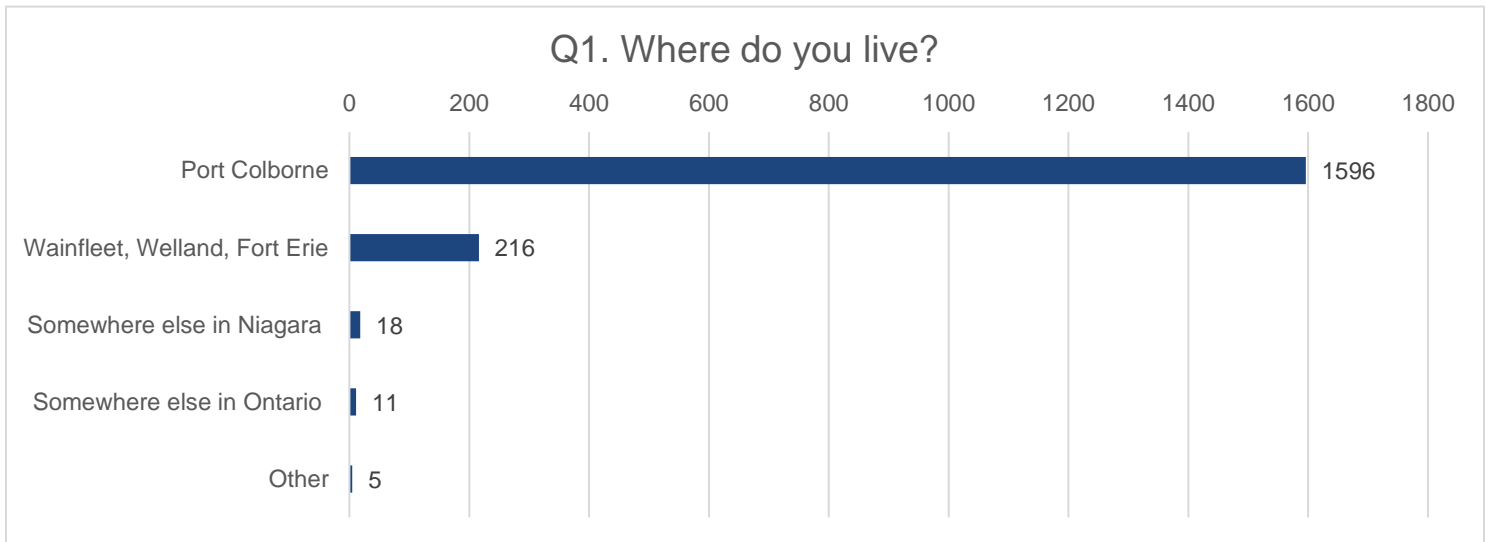
Responses to survey questions are outlined below. Open-ended questions include a detailed summary of responses received. A full list of open-ended responses received has been posted on www.portcolborne.ca/healthcare (as of March 10, 2025). Please note, staff used Microsoft CoPilot to help provide summaries and detect trends in the 11,271 open-ended responses received.

Additionally, please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

Q1. Where do you live?

Answer Choices	Responses
Port Colborne	1596
Wainfleet, Welland, Fort Erie	216
Somewhere else in Niagara	18
Somewhere else in Ontario	11
Other	5
Answered	1846
Skipped	17

86.5% of respondents are from Port Colborne, with 11.7% coming from neighbouring communities.

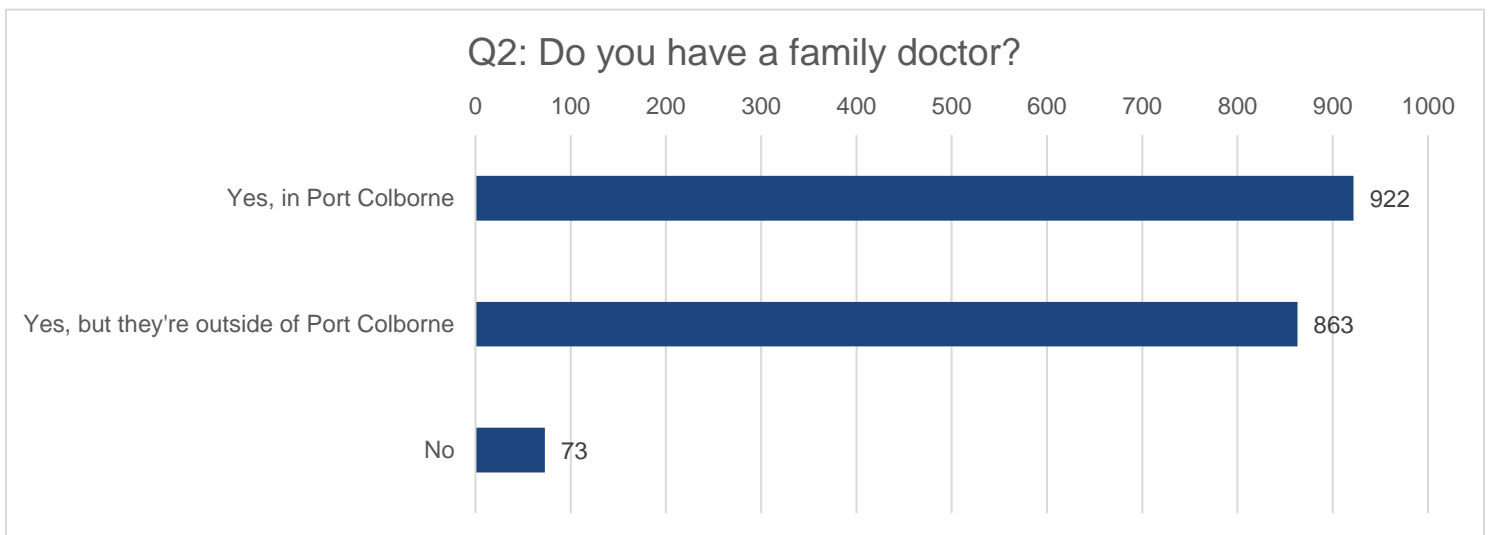


Q2. Do you have a family doctor?

Answer Choices	Responses
Yes, in Port Colborne	922
Yes, but they're outside of Port Colborne	863
No	73
Answered	1858
Skipped	5

50% of respondents reported they had a family doctor in Port Colborne.

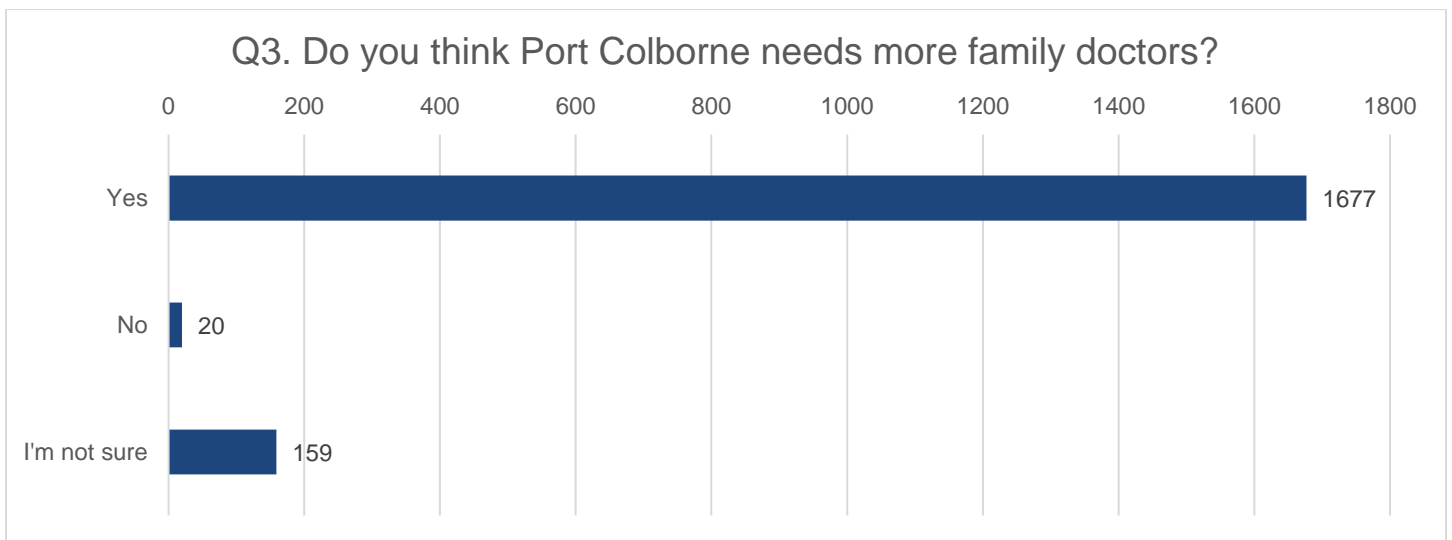
46% of respondents reported their family doctor was located outside Port Colborne.



Q3. Do you think Port Colborne needs more family doctors?

Answer Choices	Responses
Yes	1677
No	20
I'm not sure	159
Answered	1856
Skipped	7

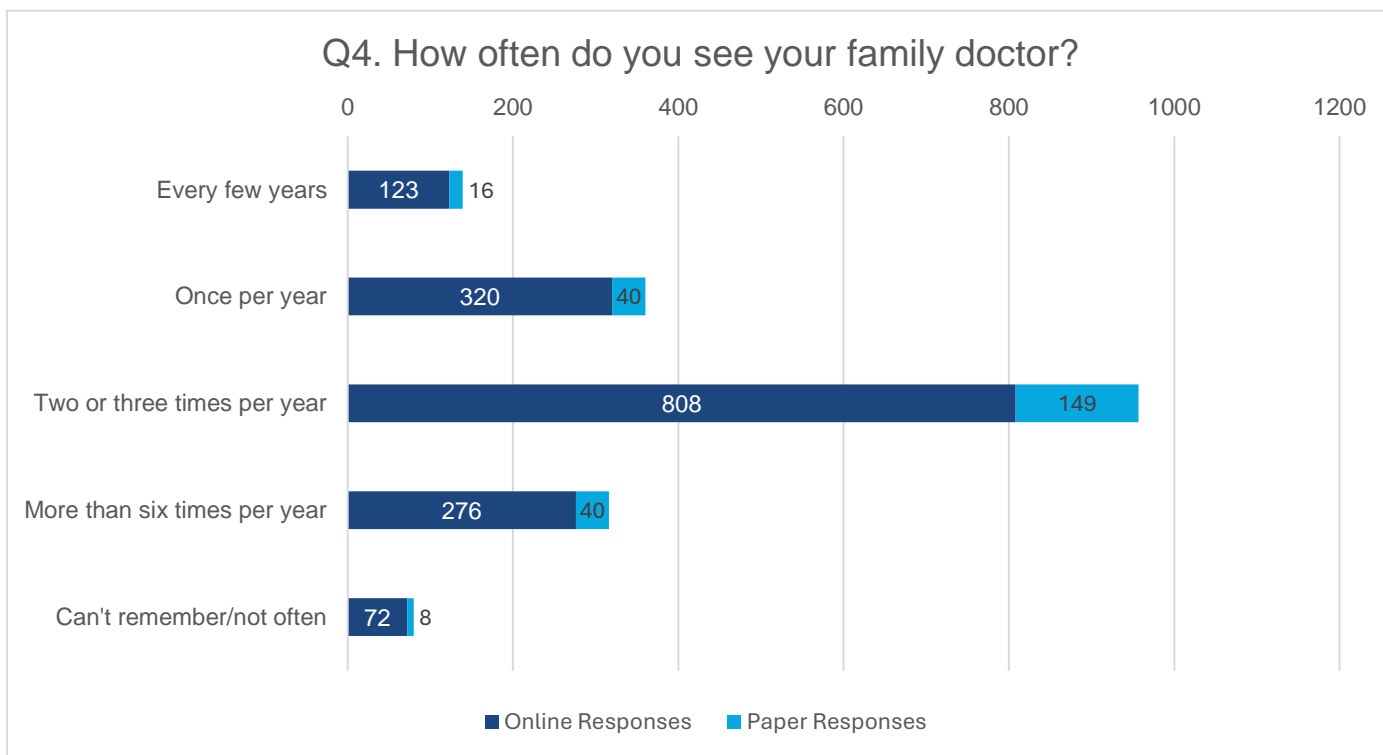
90% of respondents reported they thought Port Colborne needed more family doctors.



Q4. How often do you see your family doctor?¹

	ONLINE	PAPER
Answer Choices	Responses	
Every few years	123	16
Once per year	320	40
Two or three times per year	808	149
More than six times per year	276	40
Can't remember/not often	72	8
	Answered	1599
	Skipped	249
		13
		2

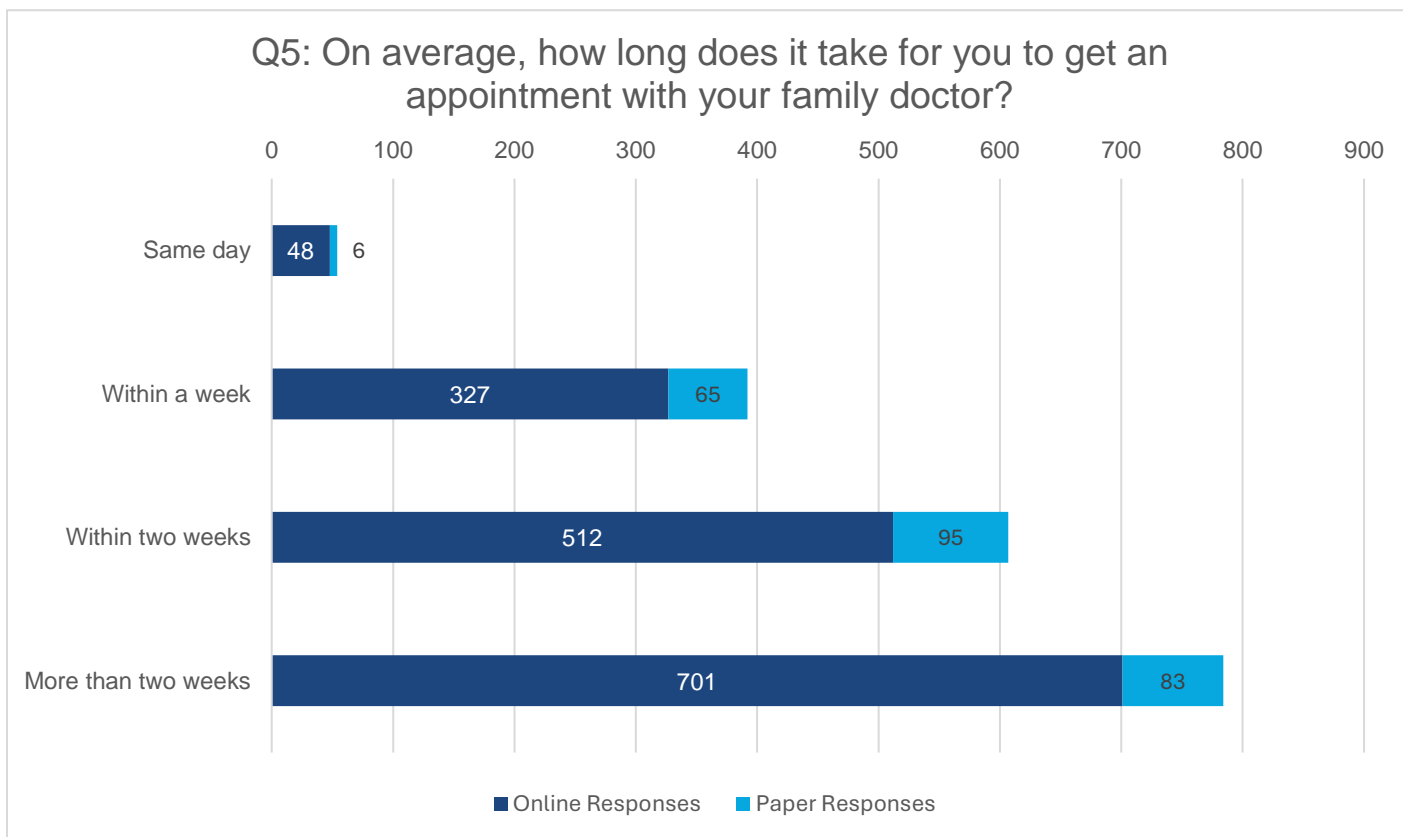
52% of respondents reported they see their family doctor two or three times per year.



¹ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

Q5: On average, how long does it take for you to get an appointment with your family doctor?²

Answer Choices	Responses			
	ONLINE	PAPER		
Same day	48	6	43% of respondents reported that it takes them more than two weeks to get an appointment with their family doctor.	
Within a week	327	65		
Within two weeks	512	95		
More than two weeks	701	83		
	Answered	1588	246	
	Skipped	24	5	

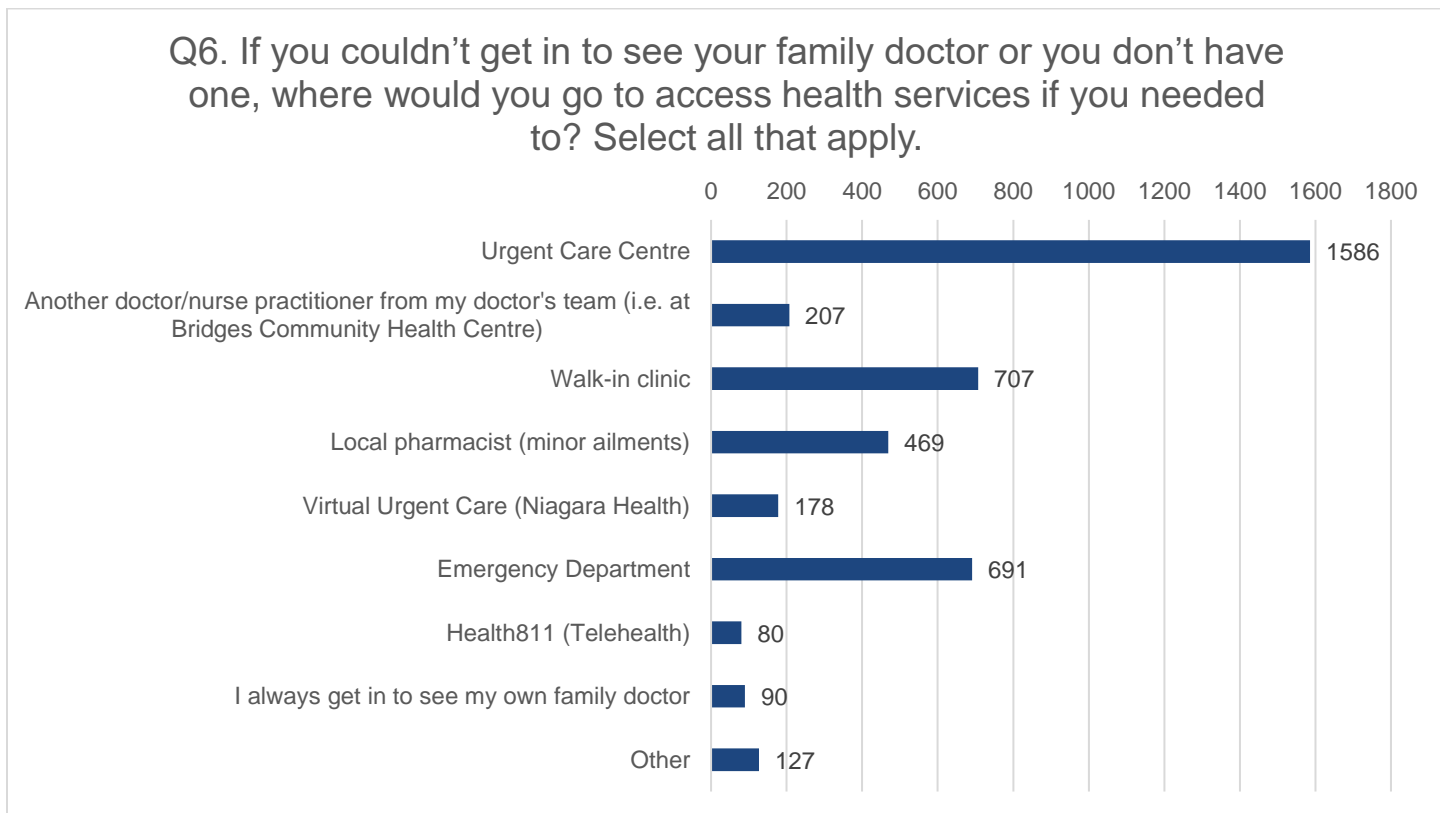


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Q6. If you couldn't get in to see your family doctor or you don't have one, where would you go to access health services if you needed to? Select all that apply.

Answer Choices	Responses
Urgent Care Centre	1586
Another doctor/nurse practitioner from my doctor's team (i.e. at Bridges Community Health Centre)	207
Walk-in clinic	707
Local pharmacist (minor ailments)	469
Virtual Urgent Care (Niagara Health)	178
Emergency Department	691
Health811 (Telehealth)	80
I always get in to see my own family doctor	90
Other (please specify)	127
Answered	1857
Skipped	6

Of those respondents who selected one of the available options, 85% reported they would seek healthcare at an Urgent Care Centre.



Question six also allowed respondents to offer “other” answers. 127 suggestions were provided.

Many answers received in the “other” field repeated options available in the list, requiring a more in-depth review of answers to determine the most accurate break-down of where residents would seek care if they did not have a family doctor.

Other common answers received included:

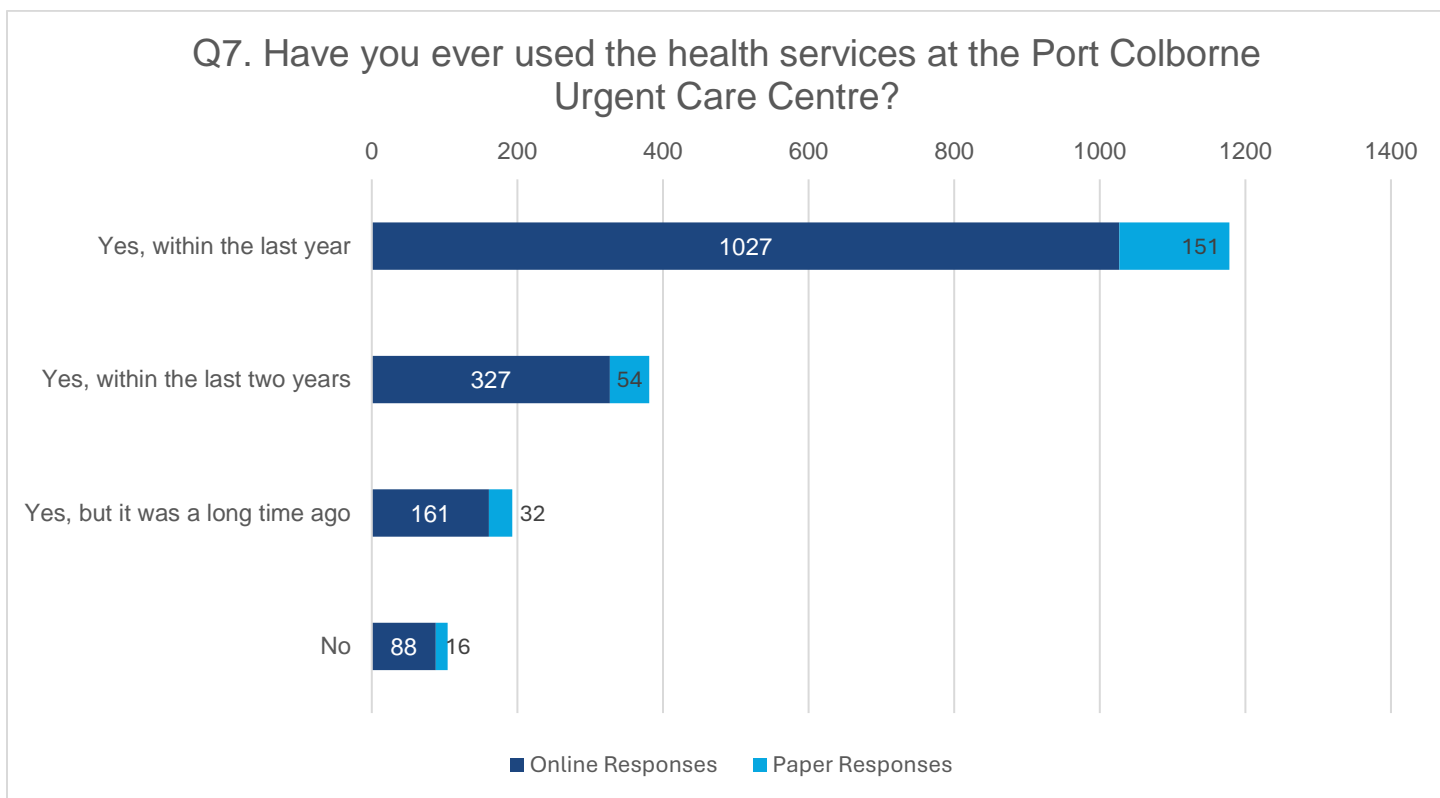
- Call ambulance or paramedics – depending on severity.
- Online doctor services (e.g., Tia Health, Maple) – used by some respondents.
- Specialists in other communities (Hamilton, Toronto) – for specific needs.
- Self-care or internet for advice – when professional help is not accessible.
- Not seeking medical attention – due to long wait times or other reasons.
- To the USA – some respondents report seeking care in the US.

A list of open-ended responses received has been posted on www.portcolborne.ca/healthcare

Q7. Have you ever used the health services at the Port Colborne Urgent Care Centre?³

	ONLINE	PAPER
Answer Choices	Responses	
Yes, within the last year	1027	151
Yes, within the last two years	327	54
Yes, but it was a long time ago	161	32
No	88	16
	Answered	1603
	Skipped	9

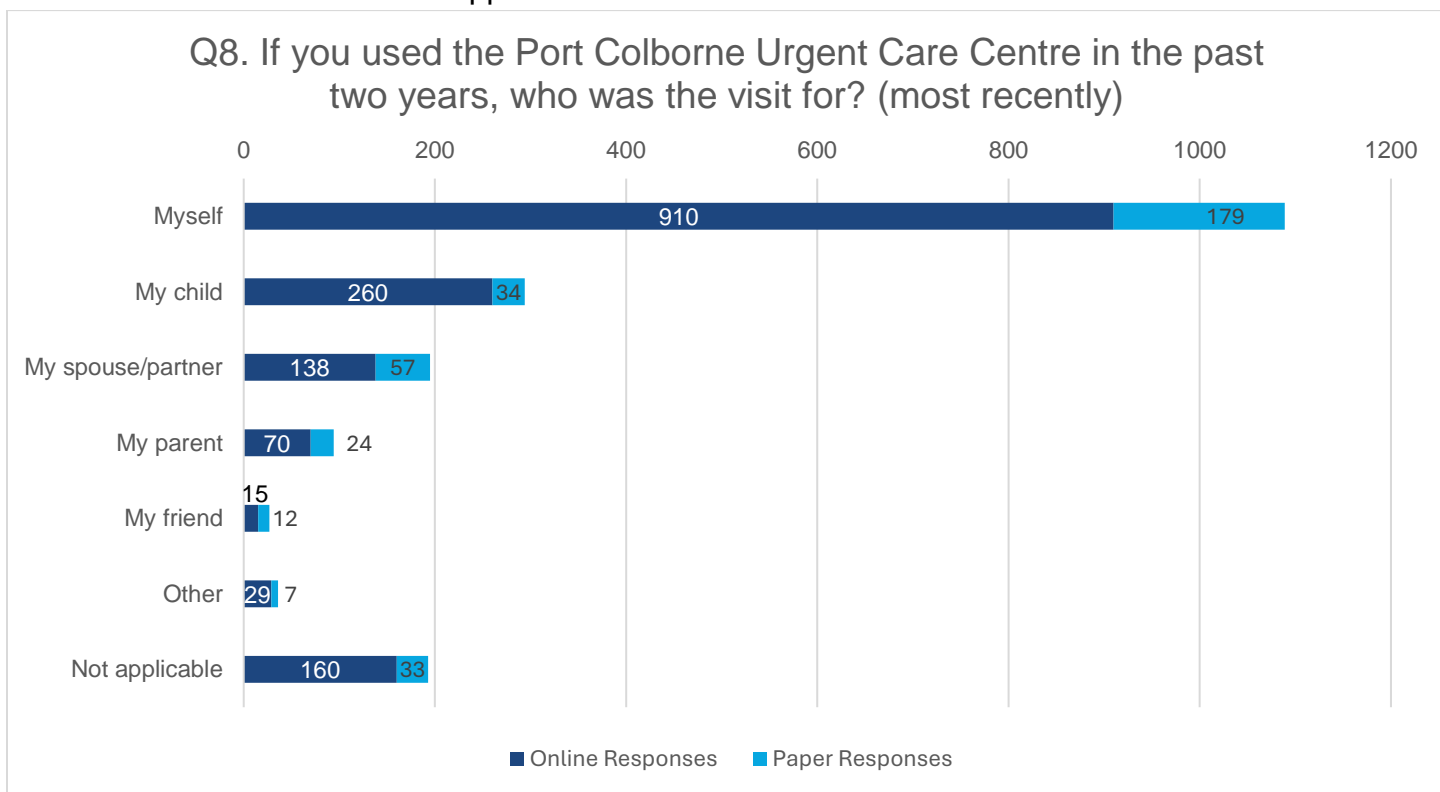
64% of respondents reported that they had used health services at the Port Colborne Urgent Care within the last year.



³ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

Q8. If you used the Port Colborne Urgent Care Centre in the past two years, who was the visit for? (most recently)⁴

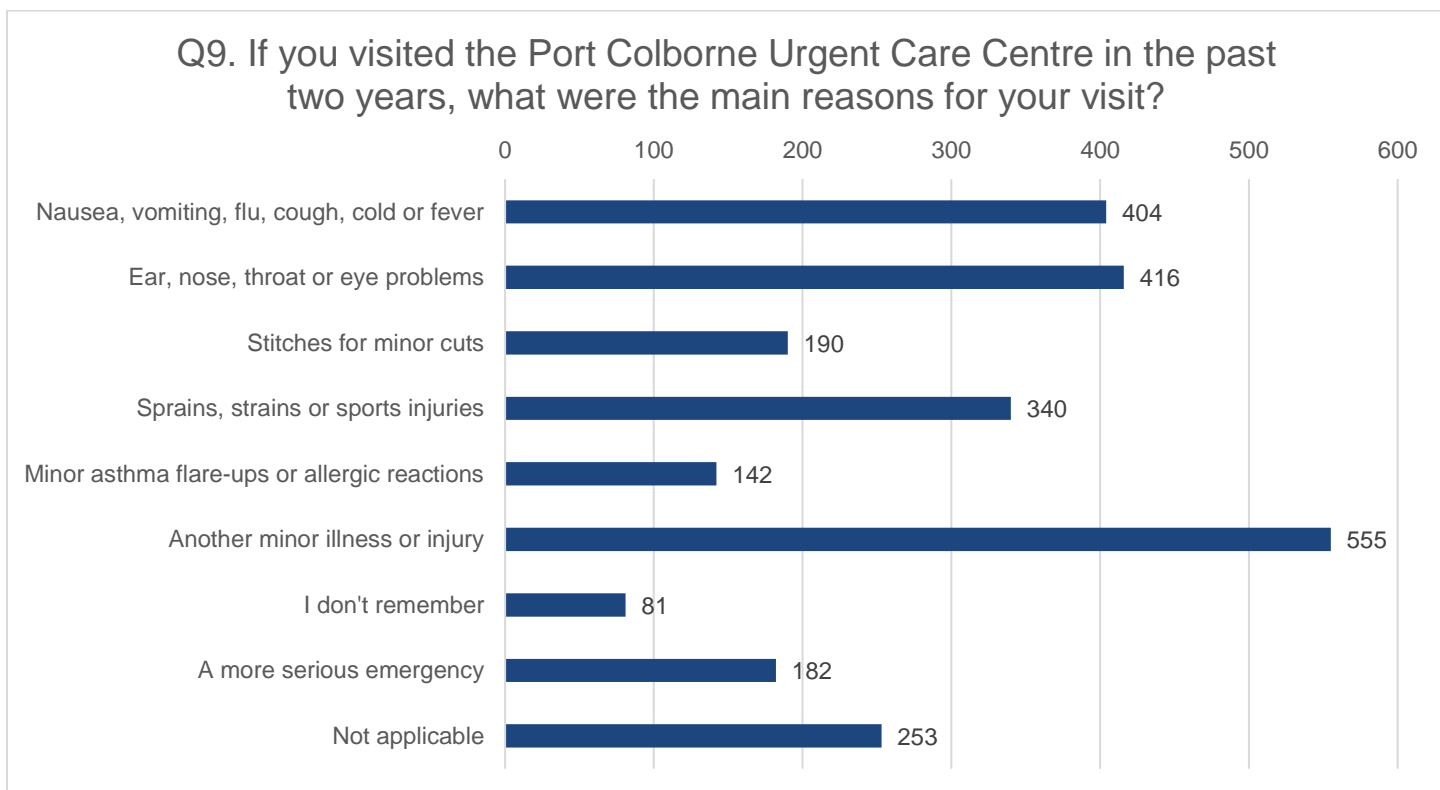
	ONLINE	PAPER	
Answer Choices	Responses		67% of respondents who used the Port Colborne Urgent Care Centre in the past two years were seeking treatment for themselves.
Myself	910	179	
My child	260	34	
My spouse/partner	138	57	
My parent	70	24	
My friend	15	12	
Other	29	7	
Not applicable	160	33	
	Answered	1582	246
	Skipped	30	5



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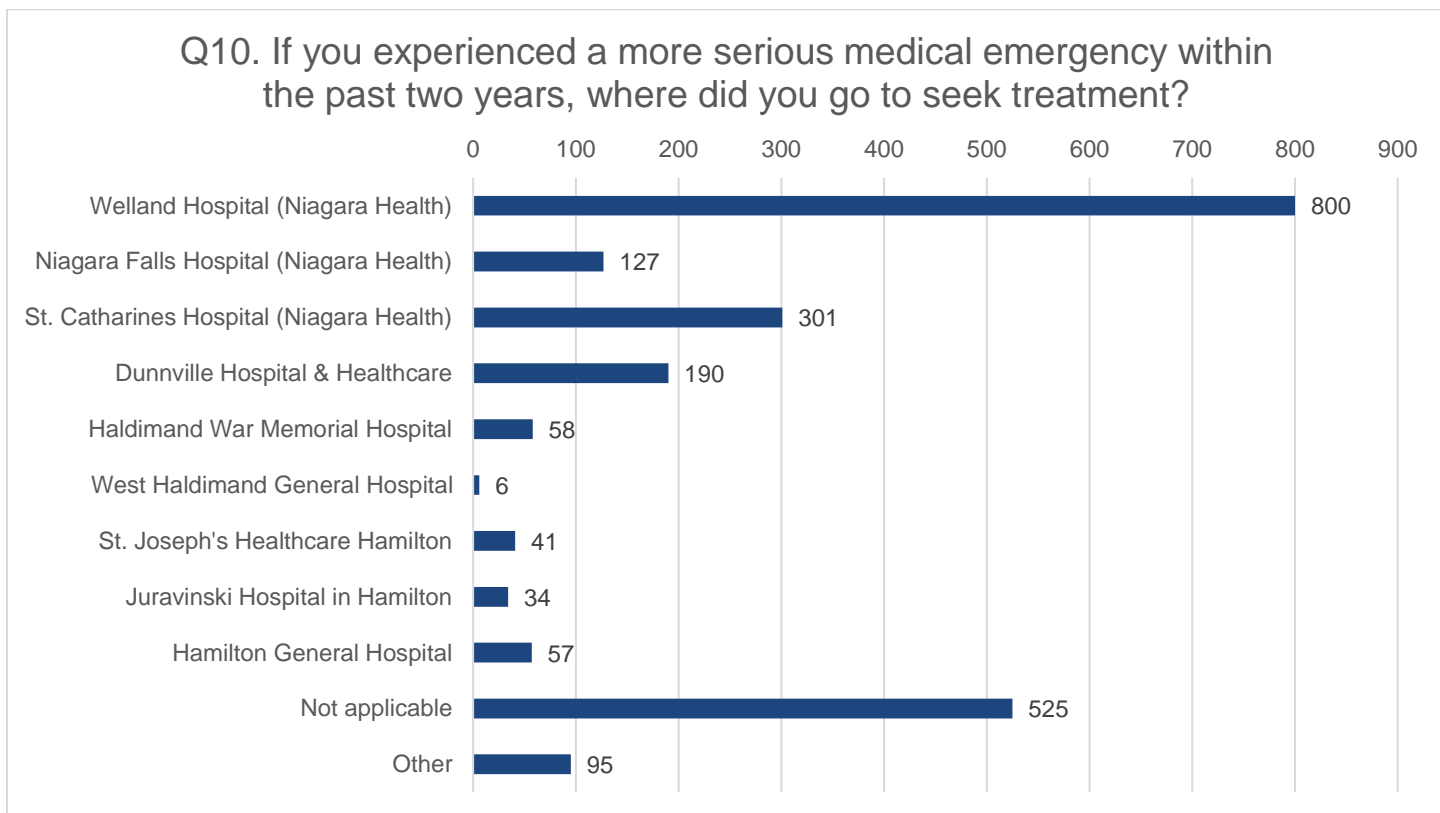
Q9. If you visited the Port Colborne Urgent Care Centre in the past two years, what were the main reasons for your visit? (select all that apply)

Answer Choices	Responses
Nausea, vomiting, flu, cough, cold or fever	404
Ear, nose, throat or eye problems	416
Stitches for minor cuts	190
Sprains, strains or sports injuries	340
Minor asthma flare-ups or allergic reactions	142
Another minor illness or injury	555
I don't remember	81
A more serious emergency (Niagara Health suggests people with medical emergencies should call 9-1-1 or go directly to an Emergency Department)	182
Not applicable	253
	Answered 1807
	Skipped 56



Q10. If you experienced a more serious medical emergency within the past two years, where did you go to seek treatment? (select all that apply)

Answer Choices	Responses	
Welland Hospital (Niagara Health)	800	Of those respondents who selected one of the available options, 70% reported they would seek care for a more serious emergency at the Welland Hospital.
Niagara Falls Hospital (Niagara Health)	127	
St. Catharines Hospital (Niagara Health)	301	
Dunnville Hospital & Healthcare	190	
Haldimand War Memorial Hospital	58	
West Haldimand General Hospital	6	
St. Joseph's Healthcare Hamilton	41	
Juravinski Hospital in Hamilton	34	
Hamilton General Hospital	57	
Not applicable	525	
Other (please specify)	95	
Answered	1764	
Skipped	99	



Question ten also allowed respondents to offer “other” answers. 95 suggestions were provided.

Many answers received in the “other” field repeated options available in the list, requiring a more in-depth review of answers to determine the most accurate break-down of where respondents are seeking care.

Other common answers received included:

- West Lincoln Memorial Hospital
- McMaster Children’s Hospital (Hamilton)
- St. Michael’s Hospital (Unity Health Network in Toronto, ON)
- Sunnybrook Hospital (Toronto, ON)
- St. Joseph’s Hospital (London, ON)
- Roswell Park Cancer Centre (Buffalo, NY)

In open responses to this question, respondents also highlighted the following challenges:

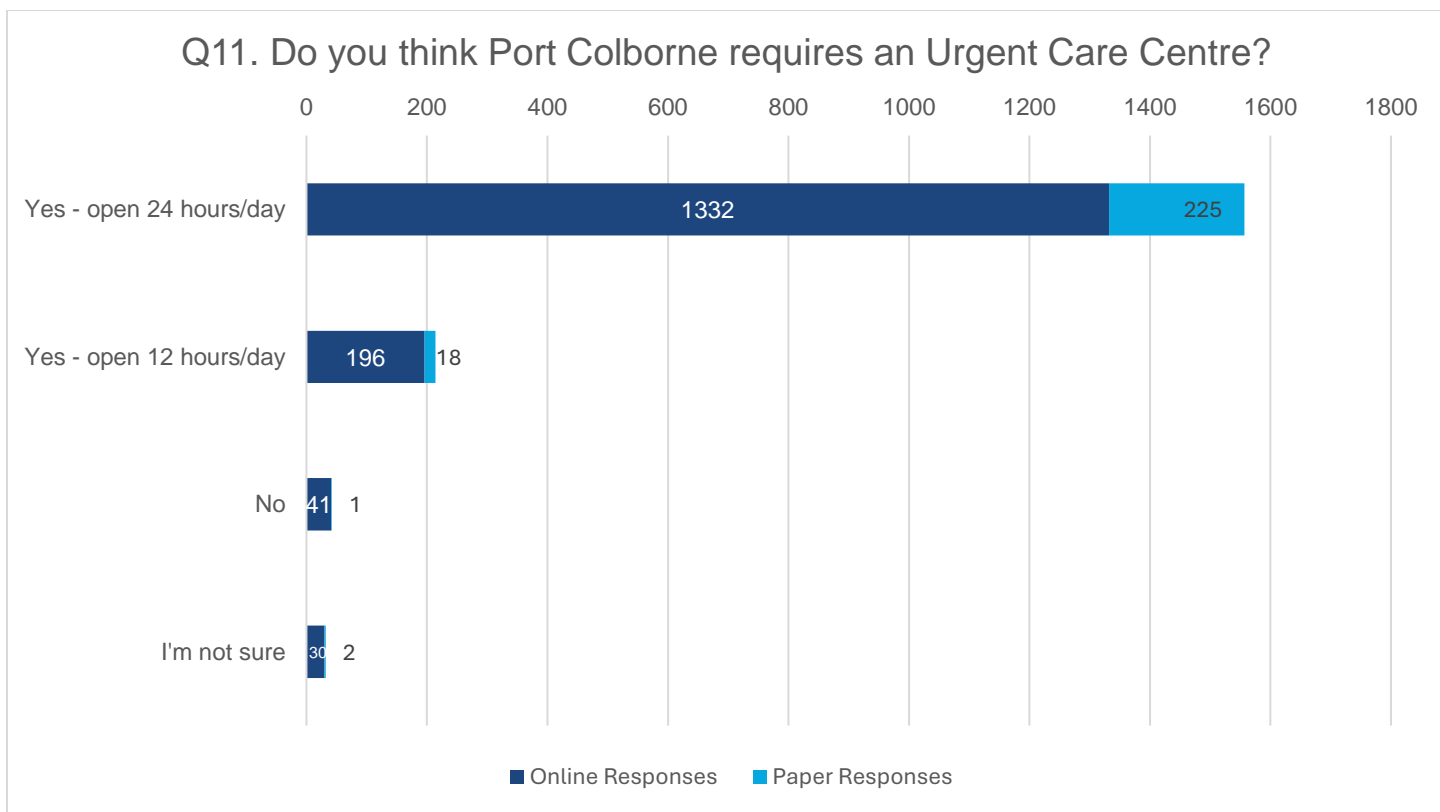
- **Wait times and accessibility:** Long wait times at local hospitals led some respondents to seek treatment elsewhere.
- **Transfer and referral patterns:** Many started at Port Colborne Urgent Care and were transferred to larger hospitals for specialized care.
- **Specialized care needs:** Pediatric emergencies often required visits to McMaster Children's Hospital. Heart attacks and surgeries highlighted the need for immediate specialized care.
- **Patient experiences:** Positive experiences included life-saving interventions. Negative experiences involved delays and inadequate immediate care.
- **Cross-border healthcare:** Some respondents sought quicker access to services in the U.S. due to local delays.
- **Impact on seniors:** Concerns about the adequacy of local facilities for seniors were noted.

A list of open-ended responses received has been posted on www.portcolborne.ca/healthcare

Q11. Do you think Port Colborne requires an Urgent Care Centre?⁵

	ONLINE	PAPER
Answer Choices	Responses	
Yes - open 24 hours/day	1332	225
Yes - open 12 hours/day	196	18
No	41	1
I'm not sure	30	2
	Answered	1599
	Skipped	13
		246
		5

84% of respondents reported they thought Port Colborne requires an Urgent Care Centre open 24 hours per day.



⁵ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

Q12. Niagara Health is planning to close the Port Colborne Urgent Care Centre in 2028. How will this impact you or your family?

Answered 1572

Skipped 291

This was an open-ended question which allowed respondents to fill in comments. 1572 suggestions were provided.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the reported impacts of the closure of the Port Colborne Urgent Care is shown below.

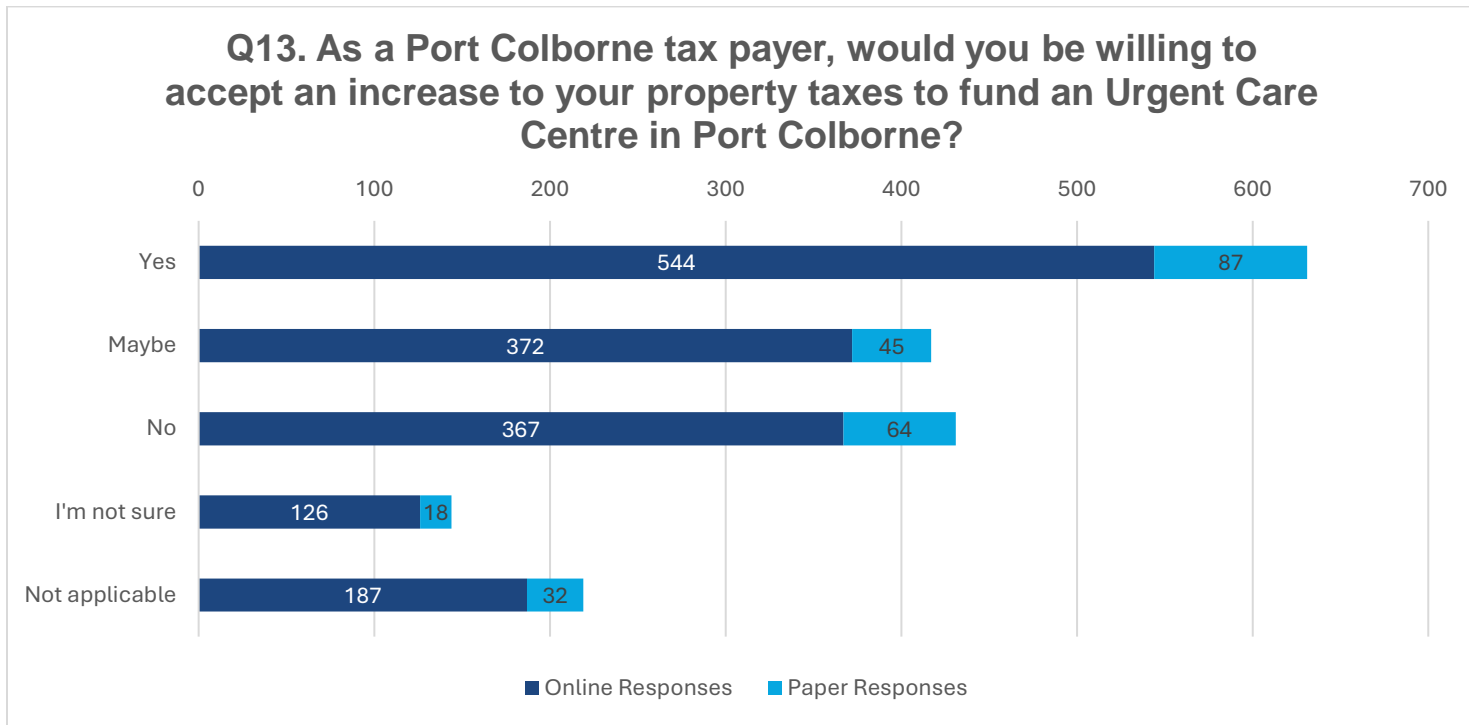
Overall, the community's response indicated a significant negative impact on families and individuals in Port Colborne, underscoring the critical need for accessible, local healthcare services, particularly given the aging population and ongoing community growth. The closure of the Port Colborne Urgent Care Centre is viewed as a detrimental decision that could have severe consequences for residents' health and well-being.

Q12 Open-Ended Response Summary	
Impact on Seniors	<ul style="list-style-type: none"> • Many emphasize the importance for seniors to have local access to healthcare. • Concerns include difficulty travelling to distant hospitals, especially in emergencies, and the potential for life-threatening delays.
Travel and Wait Times	<ul style="list-style-type: none"> • Respondents highlight the inconvenience and extended wait times at the nearest alternatives, such as Welland emergency. • Additional travel time to Welland, Niagara Falls, or St. Catharines is a major concern, particularly in emergencies.
Community Growth	<ul style="list-style-type: none"> • The area is experiencing growth with new families and new Canadians moving in. • The closure of the Port Colborne Urgent Care is seen as illogical given the expected increase in population and healthcare needs.
Accessibility Issues	<ul style="list-style-type: none"> • Many residents do not have access to reliable transportation, making it difficult to reach hospitals in other cities. • This is particularly concerning for those with urgent but non-emergency medical needs.
Emotional and Psychological	<ul style="list-style-type: none"> • The potential closure has caused significant anxiety and fear among residents, particularly those with chronic health conditions or young

Q12 Open-Ended Response Summary	
Impact	<p>children.</p> <ul style="list-style-type: none"> The lack of immediate local healthcare options is seen as a threat to their well-being.
Economic and Logistical Concerns	<ul style="list-style-type: none"> Worries about the financial burden of travelling to distant hospitals, including costs related to transportation and parking. Increased strain on other hospitals could lead to even longer wait times and reduced quality of care.
Suggestions for Improvement	<ul style="list-style-type: none"> Some respondents suggest alternative funding methods, such as monthly 50/50 draws, to keep the Urgent Care Centre open. Others propose the establishment of a 24-hour treatment centre or walk-in clinics to alleviate the pressure on emergency departments.
Government and Administrative Criticism	<ul style="list-style-type: none"> Strong sentiment that upper levels of government and health administration are not adequately addressing the healthcare needs of the community. Many believe that the closure is a result of poor management and misallocation of resources.

Q13. As a Port Colborne tax payer, would you be willing to accept an increase to your property taxes to fund an Urgent Care Centre in Port Colborne?⁶

Answer Choices	ONLINE	PAPER	34% of respondents reported they would support an increase to their property taxes to fund an Urgent Care Centre in Port Colborne.
	Responses		
Yes	544	87	23% reported they would maybe support a tax increase.
Maybe	372	45	
No	367	64	23% reported they would not support an increase.
I'm not sure	126	18	
Not applicable	187	32	8% reported they were not sure.
Answered	1596	246	
Skipped	16	5	

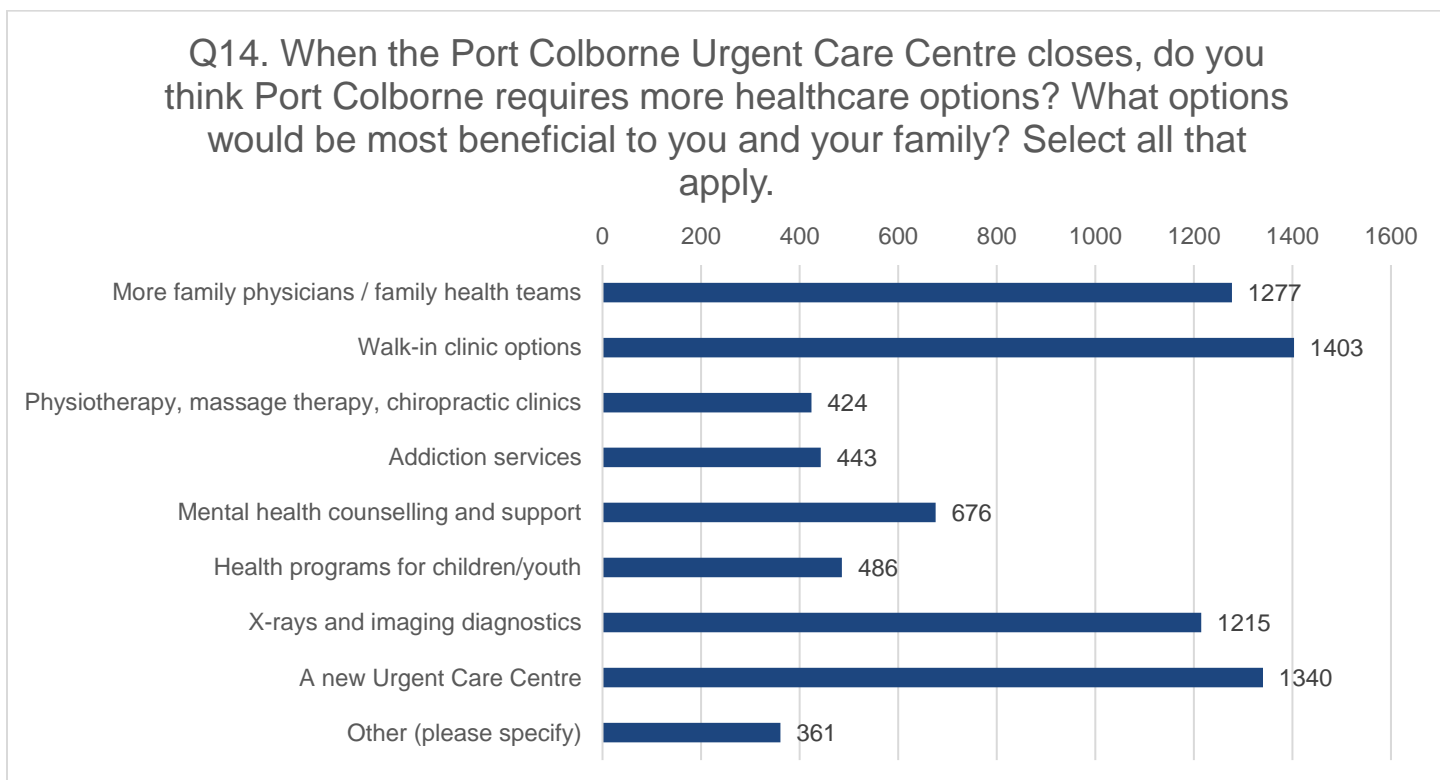


⁶ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

Q14. When the Port Colborne Urgent Care Centre closes, do you think Port Colborne requires more healthcare options? What options would be most beneficial to you and your family? Select all that apply.

Answer Choices	Responses
More family physicians / family health teams	1277
Walk-in clinic options	1403
Physiotherapy, massage therapy, chiropractic clinics	424
Addiction services	443
Mental health counselling and support	676
Health programs for children/youth	486
X-rays and imaging diagnostics	1215
A new Urgent Care Centre	1340
Other (please specify)	361
	Answered 1846
	Skipped 17

Respondents supported a variety of healthcare options being available in Port Colborne, including more family physicians and family health teams, more walk-in clinics, more diagnostics, and a new Urgent Care Centre.



Question 14 also allowed respondents to offer “other” answers. 361 comments were received.

Overall, the community strongly opposes the closure of the Port Colborne Urgent Care Centre, emphasizing its critical role and expressing concerns about increased travel times and impacts on vulnerable populations. There was a clear need for comprehensive healthcare services, including 24/7 emergency care, and financial concerns about potential tax increases. Respondents support expanding existing services, incorporating more healthcare professionals, and improving community health programs and facilities.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the responses received is shown below.

Q14 Open-Ended Response Summary	
Strong Opposition to Closing Urgent Care	<ul style="list-style-type: none"> • Many respondents expressed strong opposition to closing the Port Colborne Urgent Care Centre, emphasizing its importance to the community. • Concerns about increased travel times to other healthcare facilities and the impact on seniors and vulnerable populations were frequently mentioned.
Need for Comprehensive Healthcare Services	<ul style="list-style-type: none"> • Respondents highlighted the need for a variety of healthcare services, including walk-in clinics, diagnostic imaging (X-rays, MRIs, ultrasounds), and emergency care. • There was a call for a full-service hospital or a 24/7 emergency room to cater to the growing population and aging community.
Financial Concerns	<ul style="list-style-type: none"> • Many respondents expressed concerns about the financial implications of closing the Urgent Care Centre and the potential increase in property taxes. • Suggestions were made to reallocate existing funds or find more efficient ways to manage healthcare costs.
Support for Expanded Services	<ul style="list-style-type: none"> • There was support for expanding existing services like Bridges CHC, which offers various health and wellness programs. • Respondents suggested incorporating more nurse practitioners, social workers, and mental health services to provide comprehensive care.
Specific Healthcare Services	<ul style="list-style-type: none"> • Prenatal Care and Maternity Ward: Some respondents emphasized the need for prenatal care and a maternity ward. • Psychiatric Services: There were mentions of the need for psychiatrists and concerns about the difficulty in finding one. • Specialist Services: Suggestions included having areas for specialists to see patients, such as pediatricians and other specialists.

Q14 Open-Ended Response Summary	
Community Health Programs	<ul style="list-style-type: none">• Respondents expressed a desire for more community health programs, including seniors care, palliative care, hospice, and home care support.
Infrastructure and Facility Improvements	<ul style="list-style-type: none">• Suggestions to improve financial efficiency included leveraging existing buildings, reducing unnecessary spending, and reallocating funds from other projects.

Q15. As part of the construction for the new hospital, Niagara Health has asked local municipalities to contribute money to support the purchase of furniture, fixtures and equipment. What do you think about this?

Answered 1222
Skipped 641

This was an open-ended question which allowed respondents to fill in comments. 1222 comments were received.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Overall, the responses indicate opposition to the idea of Port Colborne contributing to the new South Niagara Hospital costs, with significant concerns about financial burden, geographical inconvenience, and the impact on local services.

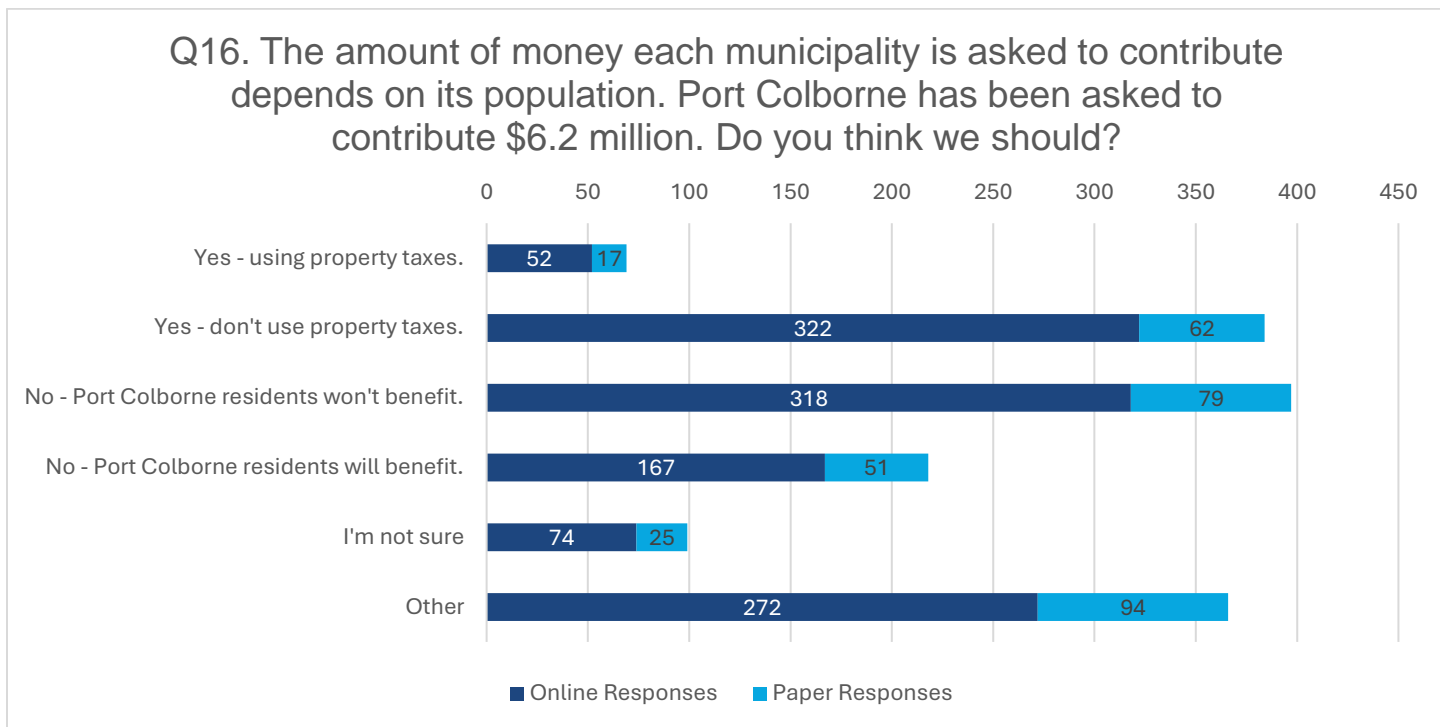
Q15 Open-Ended Response Summary	
Criticism of Niagara Health	<ul style="list-style-type: none"> Several respondents criticize Niagara Health for asking for contributions despite already receiving donations and funding. They feel that Niagara Health should have planned better and managed their existing resources more efficiently. There is a sentiment that Niagara Health has stripped equipment from local hospitals like Port Colborne and now expects residents to contribute to a new facility.
Financial Burden on Residents	<ul style="list-style-type: none"> Many respondents express concern about the financial burden this request places on residents, especially seniors and those on fixed incomes. They feel that they are already taxed heavily and cannot afford additional contributions. Some suggest cutting other non-essential services or finding alternative funding sources to avoid increasing taxes.
Geographical Concerns	<ul style="list-style-type: none"> Respondents highlight that the new hospital is not truly in South Niagara and is too far from communities like Port Colborne, Fort Erie, and Wainfleet. They feel that the location is inconvenient and will not adequately serve their needs.

Q15 Open-Ended Response Summary	
	<ul style="list-style-type: none"> • There is a strong preference for maintaining and improving local healthcare facilities rather than contributing to a distant hospital.
Suggestions for Funding	<ul style="list-style-type: none"> • Several respondents suggest using funds from casinos, provincial and federal government grants, or fundraising efforts by Niagara Health Foundation instead of asking local municipalities to contribute. • Some propose reusing existing equipment and furniture from hospitals that are being closed to save costs.
Conditional Support	<ul style="list-style-type: none"> • Some respondents are willing to support the new hospital if certain conditions are met, such as ensuring that local urgent care centres remain open or that contributions are proportional to the population and financial capacity of each municipality. • There is a call for transparency and accountability in how the funds are used and managed.

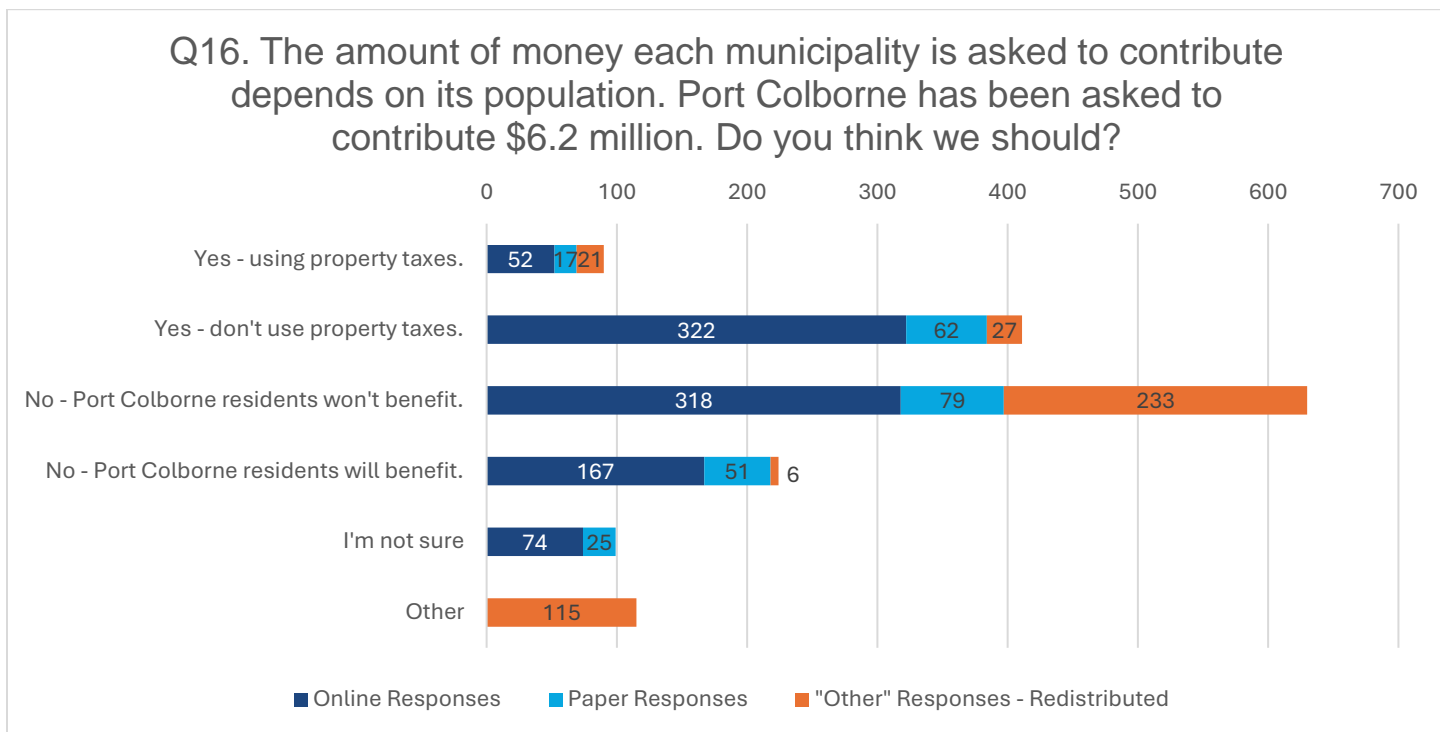
Q16. The amount of money each municipality is asked to contribute depends on its population. Port Colborne has been asked to contribute \$6.2 million. Do you think we should?⁷

	ONLINE	PAPER
Answer Choices	Responses	
Yes. Port Colborne residents will benefit from the new hospital and our property taxes should increase to pay for the local share contribution.	52	17
Yes. Port Colborne residents will benefit from the new hospital, but our taxes are already high so there needs to be a plan for how to pay for it without impacting the taxpayer.	322	62
No. Port Colborne should not contribute anything toward the local share. Port Colborne residents won't benefit from the new hospital	318	79
No. Port Colborne should not contribute anything toward the local share. Port Colborne residents will benefit from the new hospital, but I don't think we should need to contribute money this way.	167	51
I'm not sure	74	25
Other (please explain your rationale)	272	94
	Answered	1205
	Skipped	407
		238
		13

⁷ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.



This question allowed respondents to offer “other” answers. 366 suggestions were provided. Upon reviewing the comments, of the 366 comments received, 287 actually supported one of the options available in the question. The graph below shows the “other” responses redistributed, if they fit into one of the first four options in the question.



Overall, the remaining 115 comments reflect a mix of concerns about funding, accessibility, healthcare services, population-based contributions, and government decisions.

Residents are seeking transparency, fairness, and better planning to ensure that their healthcare needs are met without undue financial burden.

A full list of comments is available at www.portcolborne.ca/healthcare

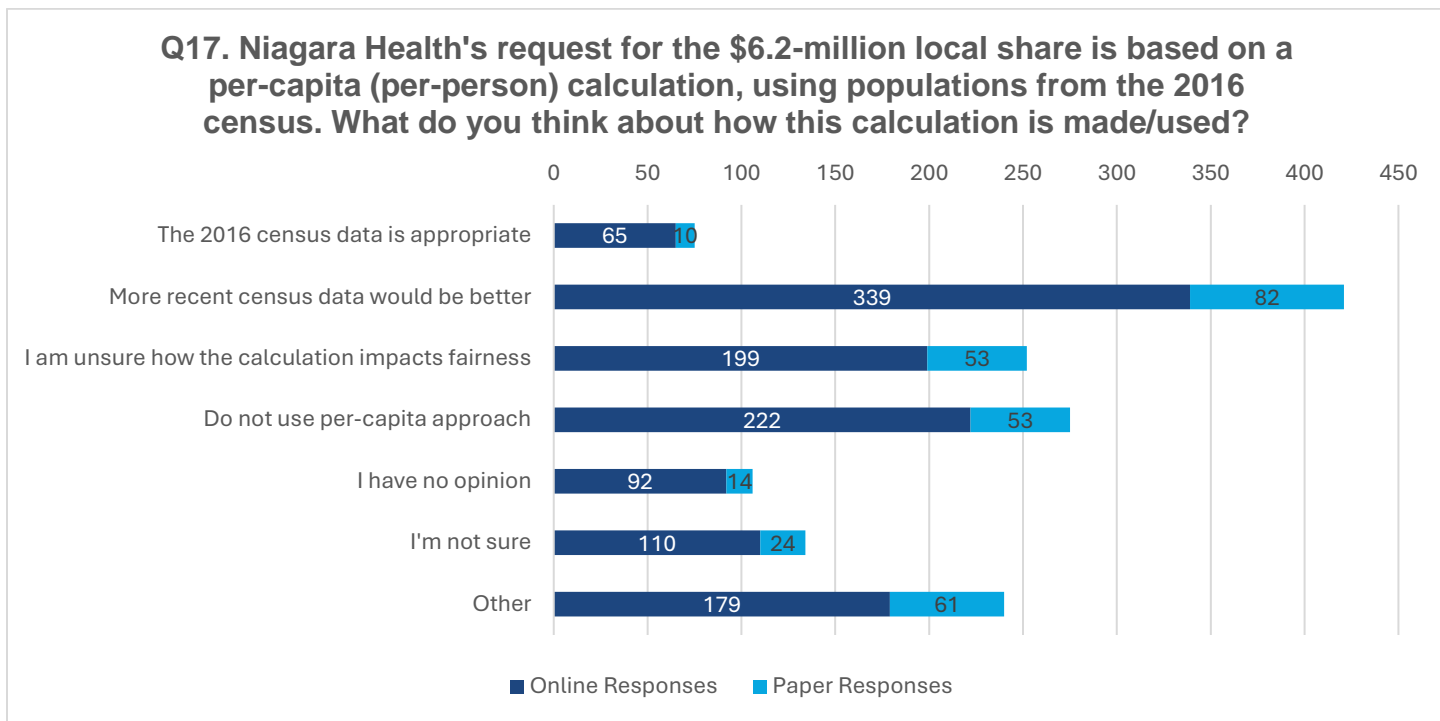
With the redistribution of responses in the “other” category, the responses indicate opposition to the idea of Port Colborne contributing \$6.2 million to the new hospital, with significant concerns about financial burden, geographical inconvenience, and the impact on local services.

Q17. Niagara Health's request for the \$6.2-million local share is based on a per-capita (per-person) calculation, using populations from the 2016 census. What do you think about how this calculation is made/used?⁸

Answer Choices	ONLINE Responses	PAPER Responses
I believe using the 2016 census data is an appropriate method for this calculation	65	10
I think the calculation should be updated to use more recent population data	339	82
I am unsure how the calculation impacts fairness or accuracy	199	53
I do not agree with using a per-capita approach for determining the local share	222	53
I have no opinion on this matter	92	14
I'm not sure	110	24
Other (please specify)	179	61
	Answered	1206
	Skipped	406
		231

Most respondents suggested it would be better for Niagara Health to use more recent census data to determine the local share calculation.

⁸ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.



This question allowed respondents to offer “other” answers. 240 suggestions were provided.

Overall, the responses indicate strong opposition to the idea of Port Colborne contributing \$6.2 million to the new hospital, with significant concerns about outdated data, financial burden, geographical inconvenience, and the impact on local services. Respondents call for a more equitable and transparent approach to funding.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the responses received is shown below.

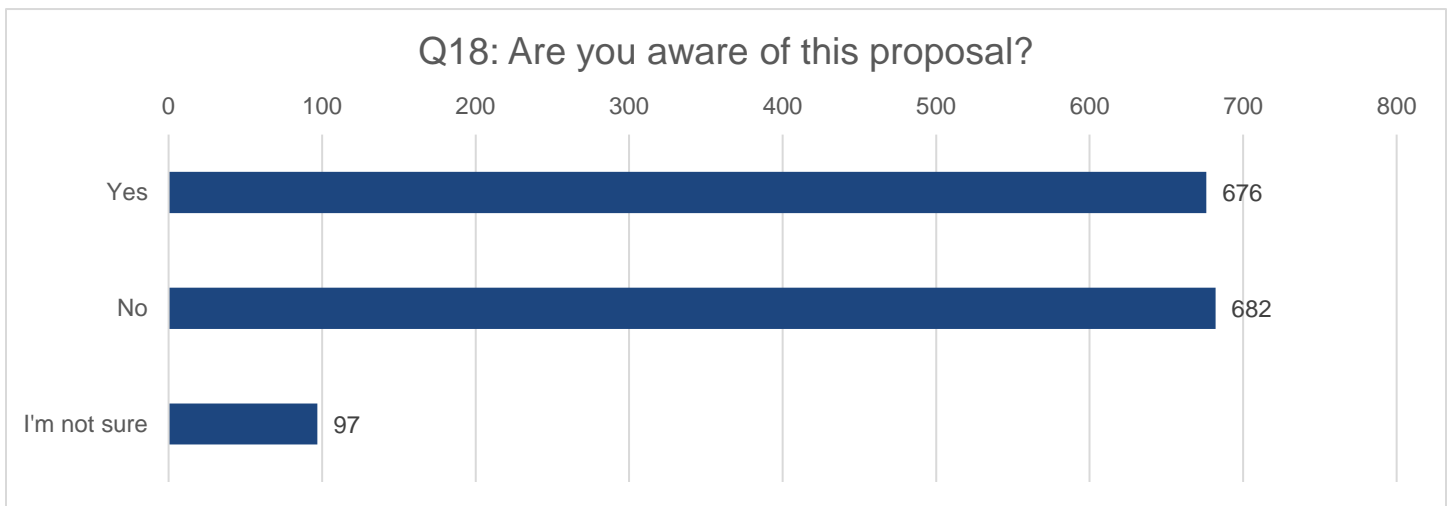
Q17 Open-Ended Response Summary	
Outdated Data Concerns	<ul style="list-style-type: none"> Many respondents feel that using 2016 census data is outdated and does not reflect the current population growth and changes in the area. Some suggest updating the calculation with more recent data to ensure fairness.
Economic Impact	<ul style="list-style-type: none"> Several respondents are concerned about the financial burden on residents, especially seniors and those on fixed incomes. There is a sentiment that the local share should not be imposed on taxpayers who are already struggling economically.

Q17 Open-Ended Response Summary	
Equity and Fairness	<ul style="list-style-type: none"> • Many believe the per-capita approach is unfair, particularly for communities that may not benefit directly from the new hospital. • Suggestions include basing contributions on proximity to the hospital or expected usage.
Alternative Funding Suggestions	<ul style="list-style-type: none"> • Some respondents propose alternative funding sources, such as provincial or federal grants, or contributions from businesses. • There is a call for more transparency and better financial management from Niagara Health.

Q18. At their meeting on December 3, 2024, Port Colborne City Council considered a proposal that would increase access to primary care services (including family doctors) in the community, while also providing a solution to fund the \$6.2-million local share contribution toward the new hospital, through a partnership between Niagara Health, Lockview Medical Group and the City. Are you aware of this proposal?

Answer Choices	Responses
Yes	676
No	682
I'm not sure	97
Answered	1455
Skipped	408

About half of the respondents were aware of the proposal from Lockview Medical Group. The other half were either unaware or weren't sure.

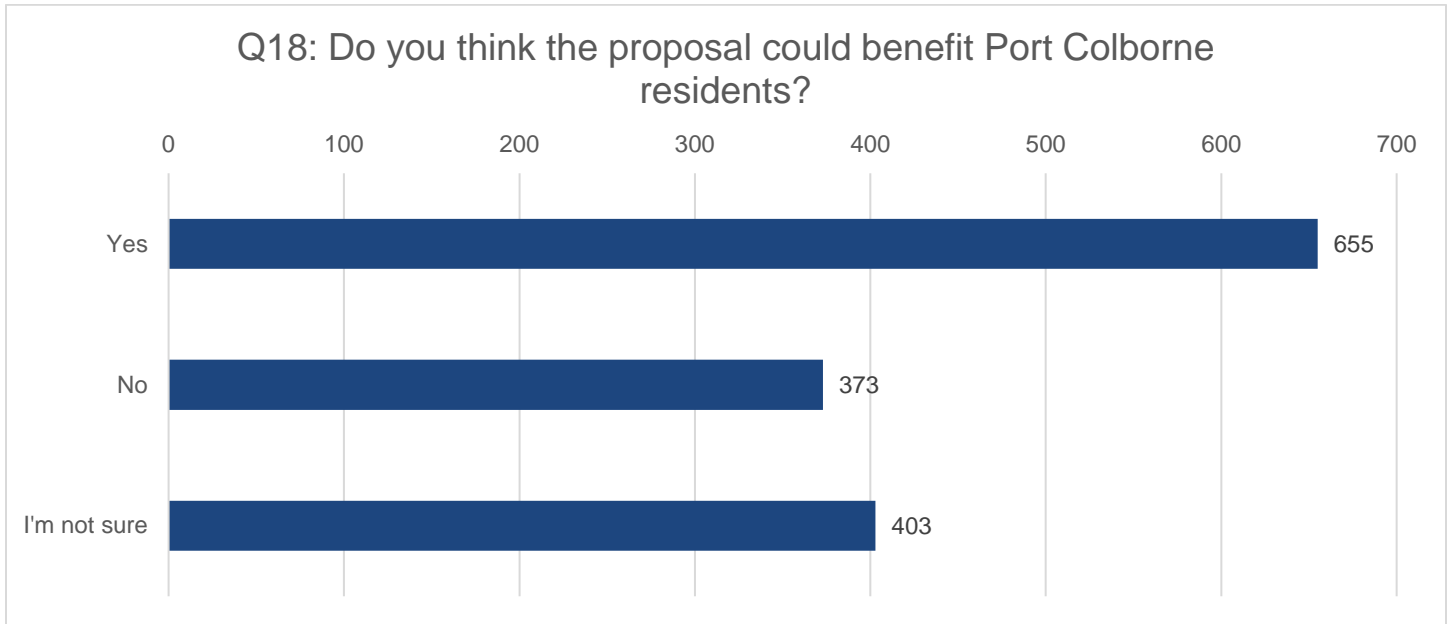


Q19. The proposal is multi-phased and each piece is dependent on the next. It is not designed to be broken apart, and must remain whole to function effectively. At a high level, the proposal includes:

- **The first phase would see the City of Port Colborne temporarily lease vacant space within the west wing of the Port Colborne site from Niagara Health and then sub-lease it to the Lockview Medical Group.**
- **The Lockview Medical Group would complete a small renovation and then build out a comprehensive primary care clinic, attracting new family physicians to Port Colborne, and offering expanded primary care services, as soon as this year.**
- **Once Niagara Health transitions out of the Port Colborne site in 2028, Niagara Health has agreed to transfer ownership of the site to the City for a nominal fee of \$2, in return for the \$6.2-million local share request supporting the South Niagara Hospital (if the final phase can be achieved).**
- **Finally, in order to fund the \$6.2-million local share without a heavy burden on Port Colborne taxpayers, staff proposed that a developer be sought through a public process to develop the Niagara Health site in Port Colborne. This could include new multi-residential units, an all-new expanded medical clinic, and/or additional health and wellness offerings for the community.**

Do you think the proposal could benefit Port Colborne residents?

Answer Choices	Responses
Yes	655
No	373
I'm not sure	403
Answered	1431
Skipped	432



About 46% of question respondents thought the proposal from Lockview Medical Group could benefit Port Colborne residents.

About 28% of question respondents said they weren't sure if the proposal could benefit Port Colborne residents.

Q20. Why or why not?

Answered	893
Skipped	970

This was an open-ended question which allowed respondents to fill in comments. 893 comments were received.

Overall, supporters of the proposal appreciate the potential for improved local healthcare services, increased accessibility, job creation, and economic benefits, while emphasizing the importance of using existing spaces efficiently.

Opponents of the proposal express concerns about the financial burden on taxpayers, the loss of urgent care services, and the involvement of private health companies, fearing increased costs and reduced accessibility.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q20 Open-Ended Response Summary	
Supportive Comments	
Accessibility to Healthcare	<ul style="list-style-type: none"> • Many respondents support the proposal because it would provide local healthcare services, reducing the need to travel out of town for medical appointments. • Respondents appreciate the idea of having more family doctors and medical services available locally.
Economic Benefits	<ul style="list-style-type: none"> • Some respondents believe that the proposal would create jobs and stimulate the local economy. • The development of the medical centre is seen as a way to minimize costs and avoid tax increases.
Improved Services	<ul style="list-style-type: none"> • Supporters mention that the proposal would bring enhanced healthcare services, such as diagnostic services and treatments. • The proposal is seen as a way to utilize and adapt existing spaces efficiently •

Q20 Open-Ended Response Summary	
Opposing Comments	
Concerns about Privatization	<ul style="list-style-type: none"> • Many respondents are worried about the involvement of private health companies and the potential for increased costs. • There is a strong sentiment against privatizing healthcare services, with concerns about accessibility and affordability.
Financial Burden	<ul style="list-style-type: none"> • Respondents expressed concerns about the high costs associated with the proposal, including the \$6.2-million contribution to the new hospital. • There are worries about the financial impact on taxpayers and the City's budget.
Loss of Urgent Care	<ul style="list-style-type: none"> • A significant number of respondents oppose the proposal because it would result in the closure of the existing urgent care facility. • The loss of 24/7 emergency services is a major concern, especially for the aging population and those without transportation.
Need for More Information	<ul style="list-style-type: none"> • Several respondents feel that there is not enough tangible information being shared about the proposal. • They request more details about the terms of the sale, the involvement of developers, and the specific benefits for the community.

Q21. What do you think about the proposed approach to the City temporarily leasing space within Niagara Health's Port Colborne site to Lockview Medical Group in order to increase primary care services and attract new family physicians to Port Colborne?

Answered 1089
Skipped 774

This was an open-ended question which allowed respondents to fill in comments. 1089 comments were received.

Overall, the survey responses show mixed opinions on the proposal to lease space to Lockview Medical Group. Many support the idea as a way to attract new family physicians and improve primary care. However, there are significant concerns about losing urgent care services, potential tax increases, and the overall cost. Some respondents are skeptical and need more information. Overall, there is support, but also notable concerns and questions.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q21 Open-Ended Response Summary	
Support for Leasing the Space to the Lockview Medical Group	<ul style="list-style-type: none"> Many respondents expressed support for the idea, considering it a good or great solution to attract new family physicians and improve primary care services in Port Colborne. Examples: "Good idea", "Great idea", "Fantastic idea".
Concerns About Urgent Care	<ul style="list-style-type: none"> A significant number of respondents emphasized the importance of maintaining urgent care services. They expressed concerns that the proposed approach may not adequately replace the Urgent Care Centre.
Cost and Tax Concerns	<ul style="list-style-type: none"> Several respondents were worried about the financial implications of the proposal, including potential increases in taxes and the overall cost of leasing the space.
Questions About Lockview Medical Group:	<ul style="list-style-type: none"> A few respondents raised questions about Lockview Medical Group, seeking more information about the organization and its role in the proposal.

Q22. What do you think about the City purchasing the Port Colborne site from Niagara Health for \$2, in exchange for the \$6.2-million local share for the South Niagara Hospital?

Answered 1041
Skipped 822

This was an open-ended question which allowed respondents to fill in comments. 1041 comments were received.

Overall, the survey responses show a mix of skepticism and cautious optimism about the proposal. Many respondents are concerned about financial implications, fairness, and the potential loss of local healthcare services. However, some support the deal as a necessary step to secure healthcare services and avoid tax increases. Overall, the community is worried about the financial impact but sees potential benefits in securing the site for future use.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q22 Open-Ended Response Summary	
Financial Concerns	<ul style="list-style-type: none"> • Many respondents expressed worries about the financial implications of the deal, particularly the \$6.2-million local share. Concerns included potential increases in property taxes and the overall cost of maintaining the aging facility. • Some respondents felt that the deal was unfair and likened it to a form of ransom or extortion.
Fairness and Equity	<ul style="list-style-type: none"> • A significant number of respondents felt that the deal was not fair, especially considering that the hospital was originally funded by the residents of Port Colborne. • There were sentiments that Niagara Health should donate the site back to the city without any conditions.
Healthcare Services	<ul style="list-style-type: none"> • Respondents emphasized the importance of maintaining healthcare services locally. Many were concerned about losing urgent care and

Q22 Open-Ended Response Summary	
	<p>other medical services.</p> <ul style="list-style-type: none"> • There were suggestions to use the site for medical purposes, such as walk-in clinics, urgent care centres, and specialist clinics.
Skepticism and Distrust	<ul style="list-style-type: none"> • Several respondents expressed distrust towards Niagara Health and the proposed deal, fearing hidden costs and potential negative impacts on the community. • Some felt that the deal was a way for Niagara Health to offload an old, costly building onto the City.
Support for the Deal	<ul style="list-style-type: none"> • Despite the concerns, there were respondents who supported the deal, seeing it as a necessary step to secure healthcare services and avoid tax increases. • Some felt that the deal was reasonable and a good investment for the City.

Q23. Do you have any concerns about the City pursuing some type of housing/medical development project that would ultimately help fund the \$6.2-million contribution to the South Niagara Hospital project, and generate additional income for the City?

Answered 974
Skipped 889

This was an open-ended question which allowed respondents to fill in comments. 974 comments were received.

Overall, while some respondents support the project, viewing it as a beneficial initiative for generating income and development, others express concerns such as the potential financial burden on taxpayers, doubts about the City's infrastructure capacity to support the new development, and worries about the affordability of the proposed housing.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q23 Open-Ended Response Summary	
Support for Some Type of Housing/ Medical Development Project	<ul style="list-style-type: none"> Some respondents expressed support for the project, considering it a good or great idea. A few mentioned that they believe it could generate necessary income for the City.
Concerns About Funding	<ul style="list-style-type: none"> Concerns about the project not generating the expected income and the potential burden on taxpayers. Many respondents were worried about the financial implications, including the cost of the project and the potential for increased taxes.
Concerns About Infrastructure	<ul style="list-style-type: none"> Respondents questioned whether the City's current infrastructure could support the new development. Issues raised included the capacity of grocery stores, restaurants, parking, and other amenities.
Concerns About Affordability	<ul style="list-style-type: none"> There were concerns about the affordability of the new housing, with some respondents emphasizing the need for affordable housing rather than luxury developments.

Q23 Open-Ended Response Summary	
	<ul style="list-style-type: none"> • Worries about the project benefiting developers more than the local community.
Concerns About Transparency	<ul style="list-style-type: none"> • Respondents expressed a lack of trust in the City's handling of the project and called for more transparency and accountability. • Some mentioned the need for clear communication about the project's costs and benefits.
Alternative Suggestions	<ul style="list-style-type: none"> • Suggestions included involving local investors, ensuring the project does not burden taxpayers, and prioritizing affordable housing. • Some respondents recommended exploring other funding options, such as federal grants or partnerships.

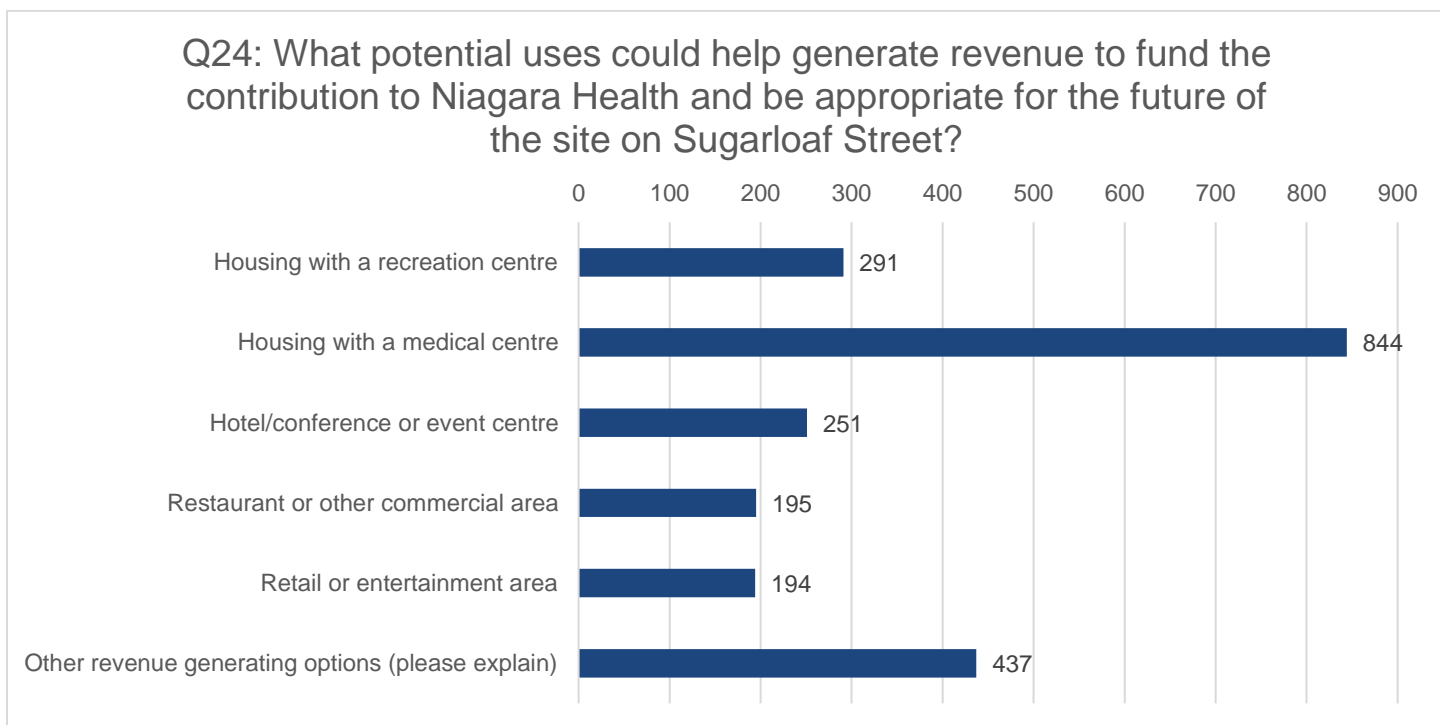
Q24. Niagara Health will only sell its Port Colborne site to the City if there is a funding strategy in place for the \$6.2-million local share in return. With this in mind, what potential uses could help generate revenue to fund the contribution and be appropriate for the future of the site on Sugarloaf Street? Select all that apply.

Answer Choices

Answer Choices	Responses
Housing with a recreation centre	291
Housing with a medical centre	844
Hotel/conference or event centre	251
Restaurant or other commercial area	195
Retail or entertainment area	194
Other revenue generating options (please explain)	437
Answered	984
Skipped	879

86% of question respondents supported pursuing a housing development with a medical centre.

47% of total survey respondents skipped this question.



Question 24 also allowed respondents to offer “other” answers. 437 suggestions were provided.

Some of the suggestions of other potential uses of the property:

- Childcare
- Long-term care facility, retirement home, or some other senior's facility
- Affordable housing
- Casino
- Movie theatre
- Film lot to be rented to filmmakers
- Big box store (Walmart, Giant Tiger, etc.)
- Pool (indoor/outdoor)
- Expand H.H. Knoll Lakeview Park

Some respondents provided alternate fundraising ideas, including:

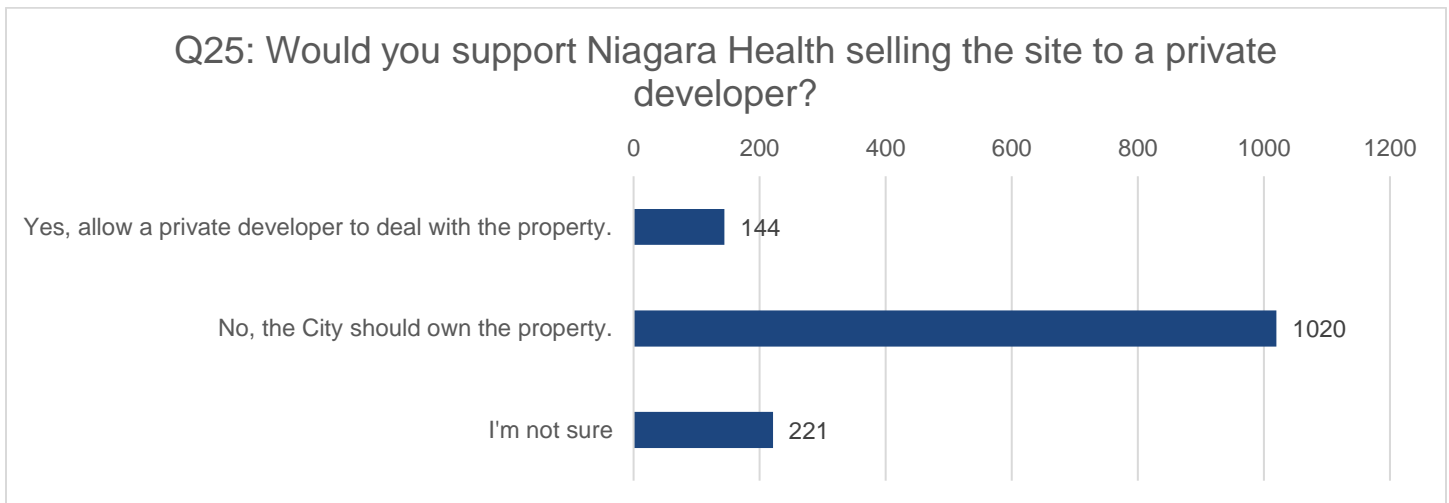
- Hold lottery/fundraising to generate revenue for medical centre
- Sell the land to a developer and build a medical centre somewhere else
- Charge for Canal Days to generate revenue for medical centre
- Sell the Marina to generate revenue for medical centre

A full list of comments is available at www.portcolborne.ca/healthcare

Q25. If the City is unable to come up with a funding strategy for the \$6.2 million, Niagara Health could consider selling its Port Colborne site to a private developer, meaning the City and its residents would have less control over the future of the property (i.e. less control over height restrictions, setbacks, type of building, number of units, etc.) Would you support this option?

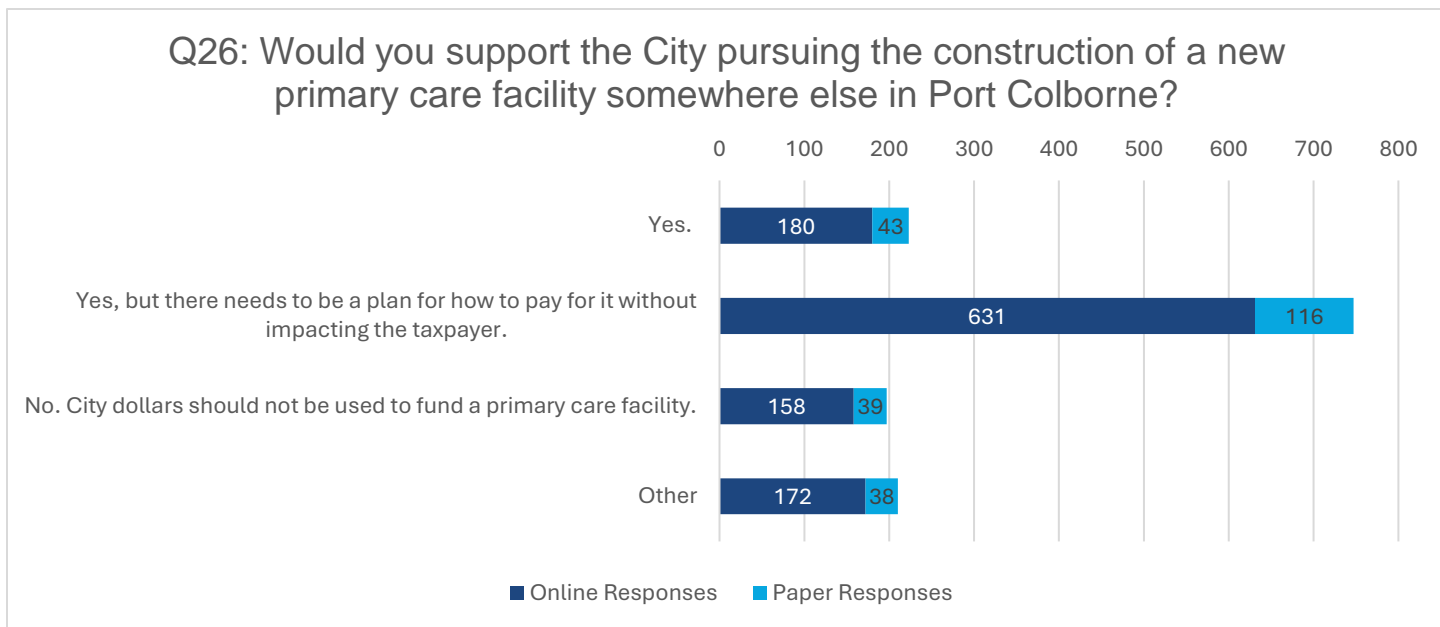
Answer Choices	Responses
Yes, allow a private developer to deal with the property.	144
No, the City should own the property.	1020
I'm not sure	221
Answered	1385
Skipped	478

74% of respondents thought the City should own the property, instead of selling it to a private developer.



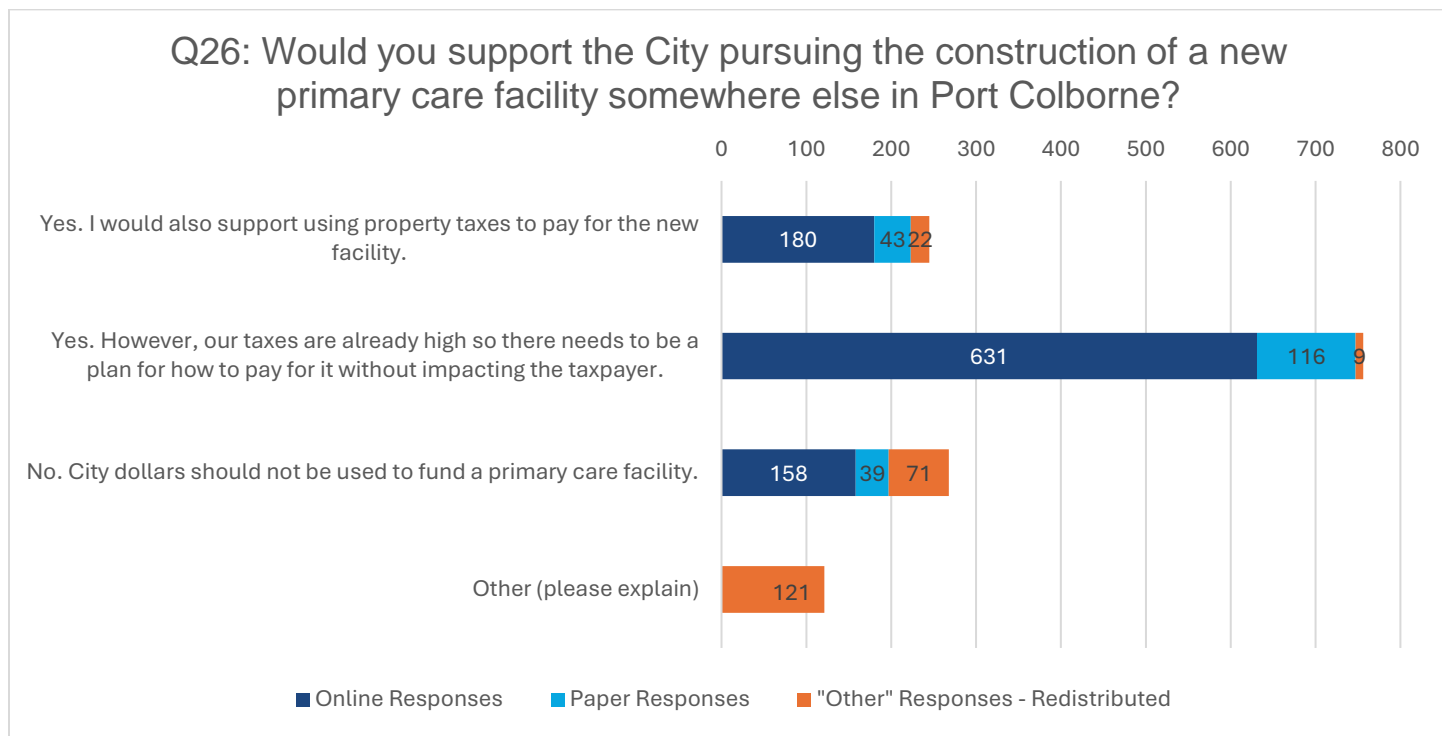
Q26. If the partnership between the City, Niagara Health, and Lockview Medical Group does not proceed, would you support the City pursuing the construction of a new primary care facility somewhere else in Port Colborne?⁹

Answer Choices	ONLINE	PAPER	
	Responses		
Yes. I would also support using property taxes to pay for the new facility.	180	43	
Yes. However, our taxes are already high so there needs to be a plan for how to pay for it without impacting the taxpayer.	631	116	
No. City dollars should not be used to fund a primary care facility.	158	39	
Other (please explain)	172	38	
	Answered	1141	213
	Skipped	471	38



⁹ Please note, due to the uncontrolled nature of the paper survey environment, some paper responses included multiple answers to questions designed for a single response. Rather than excluding these surveys/questions from the final analysis, responses for nine survey questions have been recorded and presented separately to account for multiple selections on paper surveys. The affected questions are 4, 5, 7, 8, 11, 13, 16, 17, and 26.

This question allowed respondents to offer “other” answers. 210 suggestions were provided. Upon reviewing the comments, of the 210 comments received, 102 actually supported one of the options available in the question. The graph below shows the “other” responses redistributed, if they fit into one of the first three options in the question.



Overall, the remaining comments reflect a mix of concern about healthcare access and funding, with a preference for practical and financially responsible solutions.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the responses received is shown below.

56% of respondents supported the idea of the City pursuing the construction of a primary care facility somewhere else in Port Colborne, with a funding strategy that does not impact the taxpayer.

18% of respondents supported the idea of the City pursuing the construction of a primary care facility somewhere else in Port Colborne using funds from property taxes.

Q26 Open-Ended Response Summary	
Support for a New Facility	<ul style="list-style-type: none"> • Respondents who supported a new facility in a different location often highlighted the need for better healthcare services and were willing to consider new construction if it meant improved access to care.
Opposition to New Facility	<ul style="list-style-type: none"> • Those opposed to the idea of a new facility in a different location were primarily concerned about the financial implications, preferring to see existing facilities upgraded rather than new ones built.
Conditional Support	<ul style="list-style-type: none"> • Many respondents were open to the idea but wanted assurances about funding and the inclusion of essential services like urgent care.
Concerns About Funding	<ul style="list-style-type: none"> • Funding was a major concern, with many respondents insisting that the province or federal government should bear the cost rather than local taxpayers.
Suggestions for Existing Facility	<ul style="list-style-type: none"> • There was a strong preference for renovating existing facilities, with respondents suggesting that this would be a more cost-effective and practical solution.

Q27. Do you think Council should formally establish a committee to advise on healthcare issues in Port Colborne?

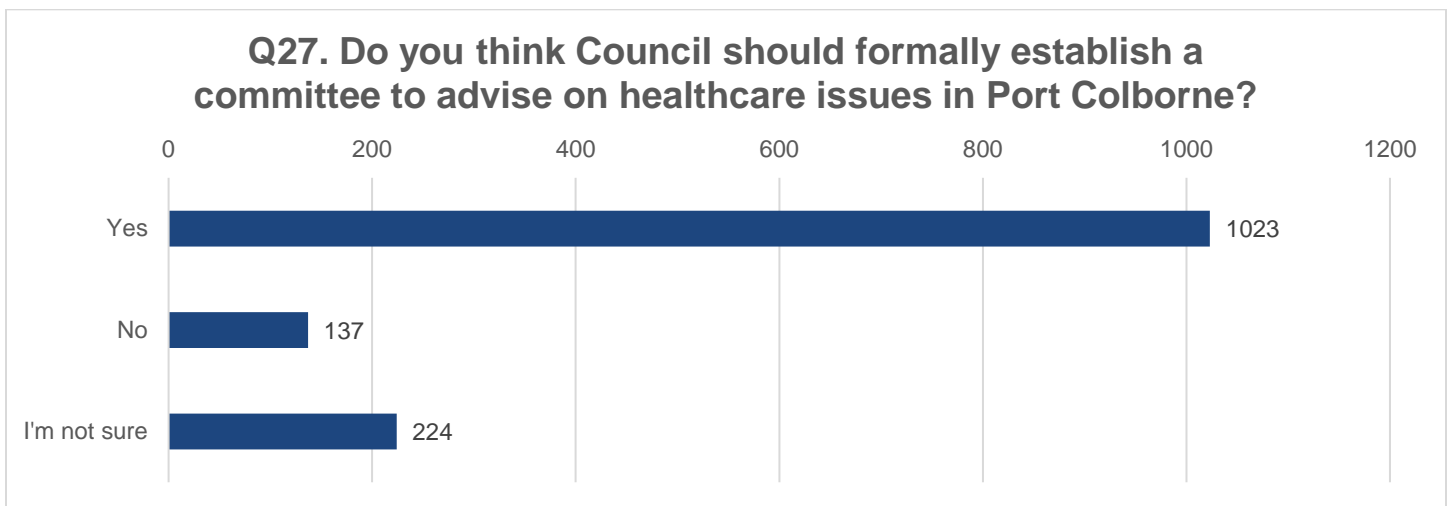
Answer Choices

Yes
No
I'm not sure

Responses

	1023
	137
	224
Answered	1384
Skipped	479

74% of respondents supported the establishment of a committee to advise on healthcare issues in Port Colborne



Q28. Could you explain why or why not?

Answered 767
Skipped 1096

This was an open-ended question which allowed respondents to fill in comments. 767 comments were received.

Overall, the survey responses reveal strong support for forming a healthcare committee in Port Colborne, emphasizing the need for diverse representation, transparency, and community involvement. While some are skeptical about the effectiveness of a committee, fearing it might be influenced by political or financial interests, there is a clear call for public input and a collaborative approach to address healthcare issues in the community.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q28 Open-Ended Response Summary	
Support for a Committee	<ul style="list-style-type: none"> Many respondents support the idea of forming a committee to address healthcare issues in Port Colborne. They believe it would provide a platform for diverse voices and ensure that residents' needs are considered. Some respondents emphasized the importance of including residents, healthcare professionals, and other stakeholders in the committee to ensure a well-rounded perspective.
Representation and Transparency	<ul style="list-style-type: none"> A recurring theme is the need for transparency and representation. Respondents want the committee to be transparent in its operations and include a diverse group of people, including residents, healthcare professionals, and local leaders. There is a strong desire for the committee to publish key points from meetings and avoid closed-door sessions.
Healthcare Accessibility and Quality	<ul style="list-style-type: none"> Many respondents expressed concerns about the accessibility and quality of healthcare in Port Colborne. They highlighted issues such as the lack of 24-hour healthcare services, the need for urgent care, and the importance of having local healthcare facilities.

Q28 Open-Ended Response Summary	
	<ul style="list-style-type: none"> Some respondents shared personal experiences and frustrations with the current healthcare system, emphasizing the need for improvements.
Skepticism and Concerns	<ul style="list-style-type: none"> A significant number of respondents are skeptical about the effectiveness of forming a committee. They worry that it might be a waste of time and resources, and that it may not lead to meaningful changes. Concerns were also raised about potential biases and conflicts of interest within the committee, with some respondents fearing that it might be influenced by political or financial interests.
Community Involvement and Input	<ul style="list-style-type: none"> Respondents emphasized the importance of involving the community in decision-making processes. They believe that residents should have a say in healthcare-related decisions and that their input should be valued. There is a call for more public consultations, surveys, and opportunities for residents to voice their opinions.

Q29. If you have any other thoughts you'd like to share about healthcare in Port Colborne, the future use of Niagara Health's Port Colborne site, or the contributions to the new South Niagara Hospital, please let us know in the comment box.

Answered 403
Skipped 1460

This was an open-ended question which allowed respondents to fill in comments. 403 comments were received.

Overall, the responses reflect a strong community concern for maintaining accessible and comprehensive healthcare services in Port Colborne. There is a desire for more involvement in decision-making processes and for development plans that align with the community's needs.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

Q29 Open-Ended Response Summary	
Urgent Care and Hospital Services	<ul style="list-style-type: none"> • Many respondents emphasized the importance of maintaining urgent care services in Port Colborne. They expressed concerns about the potential closure of the Urgent Care Centre and the impact it would have on the community, especially seniors and those without transportation. • There is a strong sentiment that the new South Niagara Hospital is too far for many residents, and the closure of local services would lead to longer wait times and increased pressure on other hospitals.
Accessibility and Transportation	<ul style="list-style-type: none"> • Accessibility to healthcare services is a major concern. Respondents highlighted the difficulties faced by those who do not drive or have limited mobility, particularly seniors. • There were suggestions to improve transportation options to ensure residents can access healthcare facilities in other cities.
Community Involvement and Transparency	<ul style="list-style-type: none"> • Several respondents called for more transparency and community involvement in decision-making processes related to healthcare services. They want detailed information about plans, property boundaries, and the rationale behind decisions.

Q29 Open-Ended Response Summary	
	<ul style="list-style-type: none"> • There is a desire for the City to have more control over the future use of Niagara Health’s Port Colborne site and to ensure that any development aligns with the community's needs
Healthcare Infrastructure and Funding	<ul style="list-style-type: none"> • Concerns were raised about the funding and management of healthcare services. Respondents questioned the allocation of funds and the impact on local taxes. • There were suggestions to explore alternative funding options, such as government grants, fundraising, and partnerships with other municipalities.
Mental Health and Addictions Support	<ul style="list-style-type: none"> • The need for more mental health and addictions support was highlighted. Respondents believe that improving these services would reduce pressure on the healthcare system and provide better care for residents.
Future Development and Use of the Port Colborne Site	<ul style="list-style-type: none"> • Opinions varied on the future use of the Port Colborne site. Some respondents suggested maintaining it as a healthcare facility, while others proposed using it for affordable housing or commercial purposes. • There is a strong preference for any development to benefit the community and address local needs, rather than being driven by profit.

Q30. Is there anything else you'd like to share with us about this topic that we didn't already ask? If you don't have enough space, please email us at communityengagement@portcolborne.ca

Answered 184
Skipped 1679

This was an open-ended question which allowed respondents to fill in comments. 184 comments were received.

A full list of comments is available at www.portcolborne.ca/healthcare

A summary of the comments is shown below.

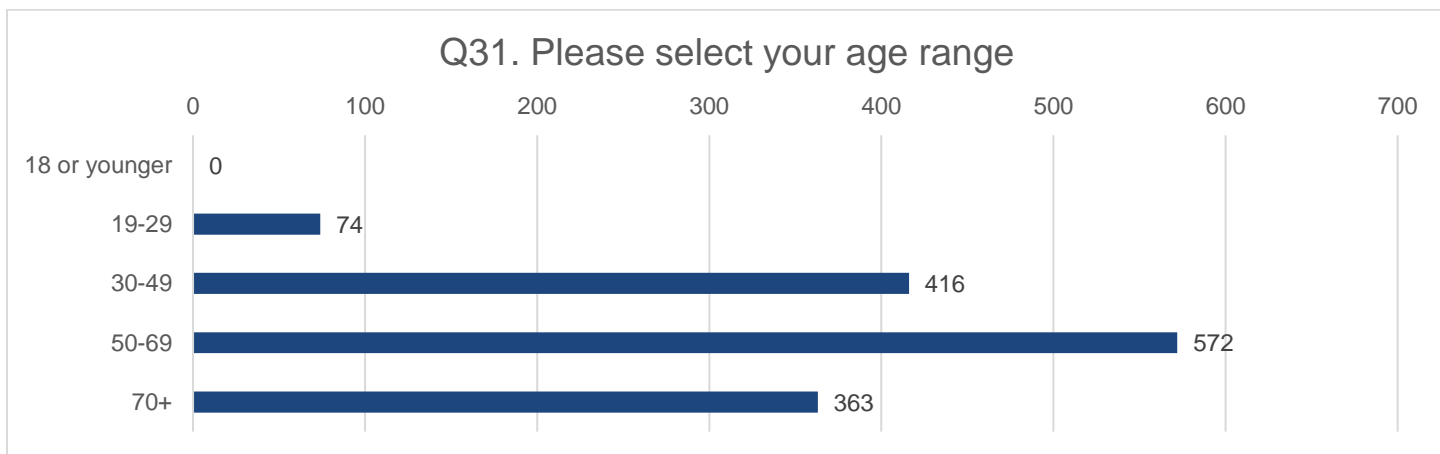
Q30 Open-Ended Response Summary	
Urgent Care and Hospital Service	<ul style="list-style-type: none"> • Many respondents expressed concerns about the potential closure of urgent care services in Port Colborne. • There were numerous mentions of the need for a fully functioning hospital in the area, especially given the aging population and the increasing number of residents.
Healthcare System and Services	<ul style="list-style-type: none"> • Respondents highlighted issues with the current healthcare system, including long wait times in emergency rooms and the need for more doctors and nurses. • Some suggested upgrading existing facilities or building new ones to better serve the community.
Funding and Taxes	<ul style="list-style-type: none"> • Several responses mentioned the need for better funding for healthcare services and questioned the allocation of tax dollars. • There were concerns about property taxes and the financial burden on residents.
Quality of Service	<ul style="list-style-type: none"> • Comments were made about the quality of healthcare services, including the need for more empathetic care and better working conditions for healthcare professionals. • Some respondents mentioned the importance of maintaining high standards in healthcare facilities.
Community Involvement and Governance	<ul style="list-style-type: none"> • There were calls for more community involvement in decision-making processes related to healthcare. • Some respondents criticized local governance and expressed a desire for

Q30 Open-Ended Response Summary	
	more transparency and accountability.
Mental Health	<ul style="list-style-type: none"> • Mental health services and support were mentioned as important aspects of the healthcare system that need improvement.
Care for Seniors	<ul style="list-style-type: none"> • The need for better care and services for seniors was highlighted, given the aging demographic of Port Colborne.
Transportation	<ul style="list-style-type: none"> • Concerns about transportation routes and accessibility to healthcare facilities were raised, especially for those who may not have easy access to transportation.

Q31. Please select your age range

Answer Choices	Responses
18 or younger	0
19-29	74
30-49	416
50-69	572
70+	363
Answered	1425
Skipped	438

Of those respondents who provided their age, none were under the age of 18. Going forward, to engage with younger generations, staff will work closely with the Mayor’s Youth Advisory Committee to gather both their feedback and encourage additional participation in the survey between now and April 30, 2025.



	Survey Respondents Ages	Ages in Port Colborne (StatsCan)
18 or younger	0%	18%
19-29	5%	10%
30-49	29%	21%
50-69	40%	32%
70+	26%	19%

This chart shows the age distribution of those who provided their age while answering the survey and the reported ages of residents in Port Colborne in the 2021 census.



Committee: Healthcare Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Deputy Clerk

1. Purpose

The Healthcare Advisory Committee (“the Committee”) is an Advisory Committee of Council established to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne.

2. Mandate

The Healthcare Advisory Committee shall:

- 2.1 Work to ensure the residents of Port Colborne have access to healthcare and associated community and healthcare services that are required within the community.
- 2.2 Develop and recommend to Council:
 - 2.2.1 a comprehensive, evidence-based, and attainable healthcare service strategy that includes core key performance indicators to measure success;
 - 2.2.2 an assessment of the alignment of healthcare service proposals, initiatives and opportunities and their alignment with a Council approved healthcare service strategy;
 - 2.2.3 a comprehensive upper level of government relations strategy to support the achievement of a Council approved healthcare service strategy; and
 - 2.2.4 public engagement to support the work of the Committee in fulfilling its mandate.



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- 2.3 Obtain information, as required, to support evidence-based decision making.
- 2.4 Monitor, assess, and recommend to Council progress towards achieving a Council approved healthcare service strategy, including key performance indicators.
- 2.5 Provide periodic updates to Council, as required.

3. Membership Composition

The Healthcare Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Five (5) voting members appointed from the public at large, with diverse perspectives, by resolution of Council.
- 3.2 Two (2) non-voting members of Council will be appointed to act as liaison. The Mayor is ex-officio non-voting member of every Committee.
- 3.3 Supporting the Committee will be the CAO, City staff as required, and healthcare professionals as invited.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the Committee, the following criteria will be considered. The aim is to achieve a diverse Committee with a combination of technical experts and community representatives.

- 4.1 Residency – Applicants must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Availability – It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of healthcare matters and



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services within the community. The relevance of their interests to the mandate of the Committee will be an important factor.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term and will extend until June 30, 2029. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Non-voting members are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations/delegations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare a timetable for Council which will outline milestones that will result in a healthcare strategy for Council's consideration.
 - 11.1.1 Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
 - 11.1.2 The timetable will include a mandatory quarterly report to Council to provide regular updates until the final strategy is complete.
- 11.2 Ensure the mandate of the Committee is being fulfilled.
- 11.3 Consult with other Advisory Committees on mandated items where there may be a common interest.



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- 11.4 Conduct research to help inform of any programs, outreach campaigns, by-laws, etc.
- 11.5 Provide the Chair with solid, information regarding agenda items.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.
- 11.7 Review projects as requested by Council and City staff related to mandated items.
- 11.8 Fairly represent the field of expertise, interest and involvement of the Committee.

12. Role of Staff Liaison

The Staff Liaison will provide administrative and procedural support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas. The Committee's responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

13. Meetings

- 13.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 13.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 13.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 13.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 13.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a



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meeting schedule, considering the business needs and the schedule of Council.

13.6 The location of the meetings will be set by the Committee at a City facility.

14. Minutes

The minutes of all the Committee meetings shall be recorded and distributed to the Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

15. Quorum

A quorum of the Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

16. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.



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Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

17. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

18. Remuneration

All members of the Committee shall serve without remuneration.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*



PORT COLBORNE

Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.228.8031 F 905.834.5746
E charlotte.madden@portcolborne.ca

March 26, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

The Honourable Sylvia Jones
Minister of Health
5th Floor, 777 Bay Street
Toronto, ON M7A 2J3
Sylvia.Jones@ontario.ca

Dear Honourable Doug Ford and Honourable Sylvia Jones:

Re: Provincial Healthcare Advocacy

Please be advised that, at its meeting of March 25, 2025 the Council of The Corporation of the City of Port Colborne passed the following motion:

Whereas the Province of Ontario has appointed Dr. Philpott as the Chair of the New Primary Care Action Team to develop a strategy to address the shortage of primary care physicians with a mandate to attach all Ontarians to primary care in the next five years (2030); and

Whereas the City of Port Colborne has a population of over 20,000 residents, with just under 10,000 who are unattached to a primary care physician in the City of Port Colborne, demonstrating a need for a primary care safety net locally; and

Whereas the Port Colborne Urgent Care Centre provides a first point of contact with our healthcare system for Niagara residents without a primary care physician, which will continue beyond the opening of the South Niagara Hospital in 2028; and

Whereas over 2600 people have respectfully expressed their wishes to save and restore the 24/7 Urgent Care services in Port Colborne via a petition submitted to the Council for the City of Port Colborne, attached hereto; and

Whereas the Council for the City of Port Colborne desires to request for a continuation of funding for Port Colborne Hospital operations, without reduction of any funding to Niagara Health for construction and operation of the new South Niagara Hospital; and

Now, therefore, be it resolved,

That: The City of Port Colborne Mayor and Council formally requests to the Province of Ontario the continuation of funding for Port Colborne Hospital operations, without reduction of any funding to Niagara Health for construction and operation of the new South Niagara Hospital; and

That: The City of Port Colborne Mayor and Council requests that the Province of Ontario put a moratorium on the closure of urgent care centres and the implicit removal of primary care health services from the City of Port Colborne and all small and rural communities in Ontario until Dr. Philpott's mandate is complete to ensure that all Ontarians are attached to a primary care physician; and

That: This resolution be forwarded to Niagara's local MPPs and circulated to the Rural Ontario Municipal Association and all Ontario municipalities.

Sincerely,



Charlotte Madden
City Clerk

cc: Niagara Region MPP's

- Wayne Gates
- Jennie Stevens
- Jeff Burch
- Sam Oosterhoff

Rural Ontario Municipal Association
All Ontario Municipalities

Community Engagement on the Future of Healthcare in Port Colborne

Council Meeting
March 25, 2025



Background

Council: December 3, 2024

- Presentation from Niagara Health
- Request for \$6.2-million contribution to the South Niagara Hospital (furniture, fixtures)
- Proposed agreement between City, Niagara Health and Lockview Medical Group
- Council directed public engagement

Council: January 28, 2025

- Proposed engagement plan outlined
- Launched January 29, 2025
- Today is a mid-point check in
- Results and feedback gathered as of March 10, 2025

Reminder: Engagement Plan Goals & Objectives



Inform the community

Ensure the community has clear, transparent, and accessible information about the proposed partnership.



Gather feedback

Provide residents with a wide range of in-person and virtual channels so they can freely share their thoughts and ideas.



Promote inclusion

Actively involve diverse community voices to facilitate conversations and representation from often underrepresented groups.



Identify concerns and opportunities

Review feedback to highlight areas of alignment and identify potential improvements or alternatives to the proposal.



Ensure transparency

Provide the community with access to the feedback collected to demonstrate how this information informs Council's decision-making.

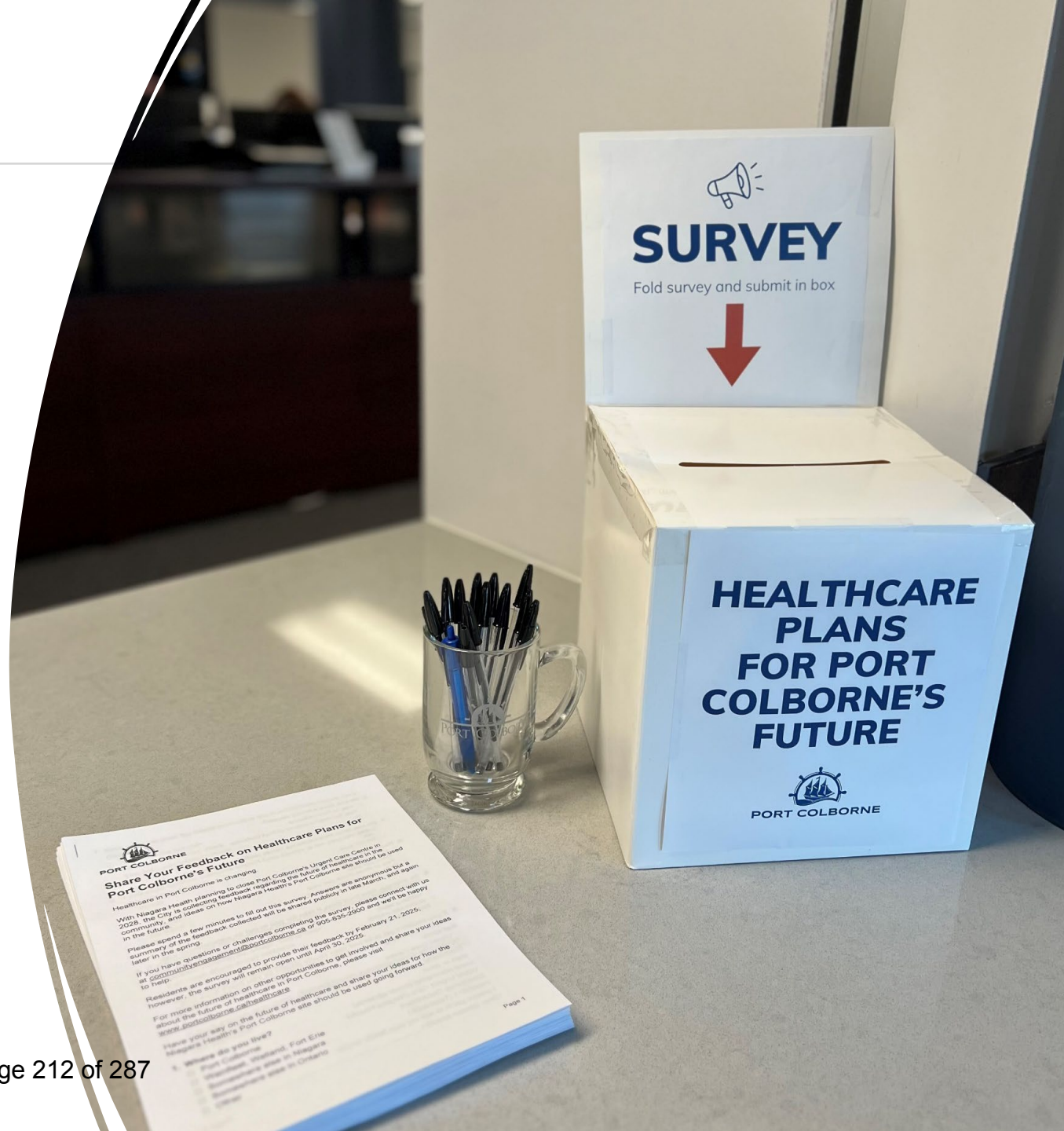


Community Engagement Activities

1. Online survey
2. Paper survey
3. In-person open houses
4. In-person town hall
5. Virtual town hall
6. Pop-up engagement opportunities
7. **Upcoming:** Meetings with various City committees and working groups

Survey Quick Stats

- Between January 29 – March 10
- **1,863** people completed the survey
 - **1,612** online surveys completed
 - **251** on paper surveys received
 - More continue to come in – April 30 deadline
- **11,271** open-field comments
- Average time to complete:
16 minutes (online survey)
- Estimated completion rate:
64% (online survey)



Open House Quick Stats

- February 19 from 2 p.m. to 6 p.m.
- February 20 from 3 p.m. to 7 p.m.
- Vale Health & Wellness Centre
- Total of 87 participants
- Information and interactive stations to gather feedback



Town Halls Quick Stats

- **In-Person Town Hall:**

- February 24 at Lighthouse Theatre
- Hosted by independent moderator
- Panel Q&A
- 58 attendees
- 38 viewers on the livestream;
7,400+ livestream views since
March 10

- **Virtual Town Hall:**

- February 21
- Hosted by independent moderator
- Panel Q&A
- 22 attendees



Pop-up Engagements & Focused Meetings

- **Pop-Up Engagements**

- February 10-14
- Pharmacies and grocery stores
- Promoted the survey
- iPad for residents who wanted to complete the survey on-site

- **City Committees & Working Groups**

- In-depth engagement sessions
 - Seniors Advisory Committee
 - Mayor's Youth Advisory Committee
 - Social Determinants of Health Committee
- Meetings set for March and April
- Special focus on youth group

Recommendations & Next Steps

- That Council establish a **Healthcare Advisory Committee** to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne
- That Council approve the Healthcare Advisory Committee **Terms of Reference**
- That Council direct the Healthcare Advisory Committee to propose a draft **Healthcare Services Strategy** by the end of 2025
- That Council approve the motion regarding **Provincial Healthcare Advocacy** as outlined in the letter
- That Council direct staff to **forward the petition** regarding the Port Colborne Hospital and Urgent Care Centre received at the March 11, 2025 Council meeting to the Ontario Minister of Health.

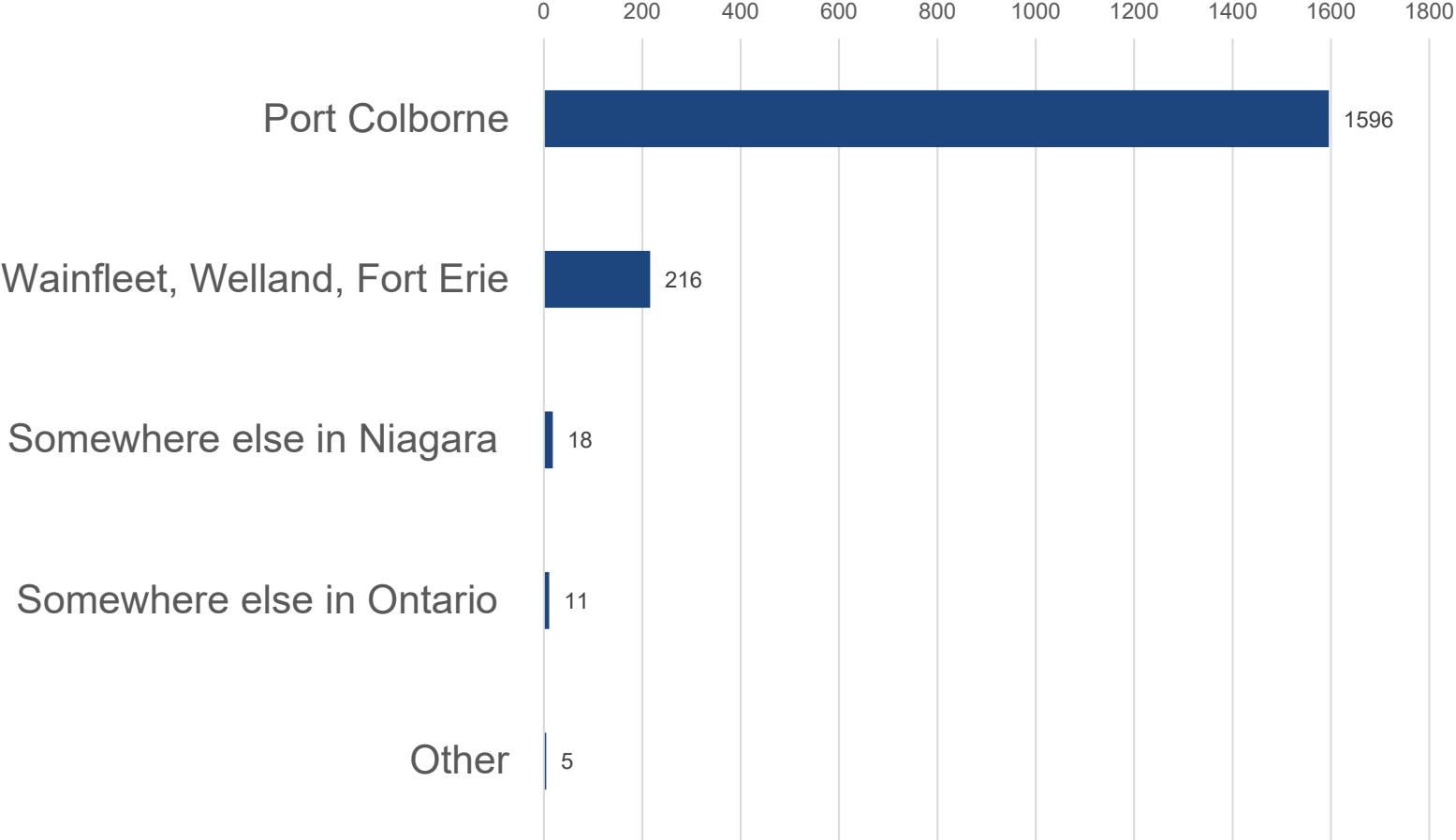
Summary of Engagement Results to Date

January 29 – March 10, 2025



Who We Heard From

Q1. Where do you live?

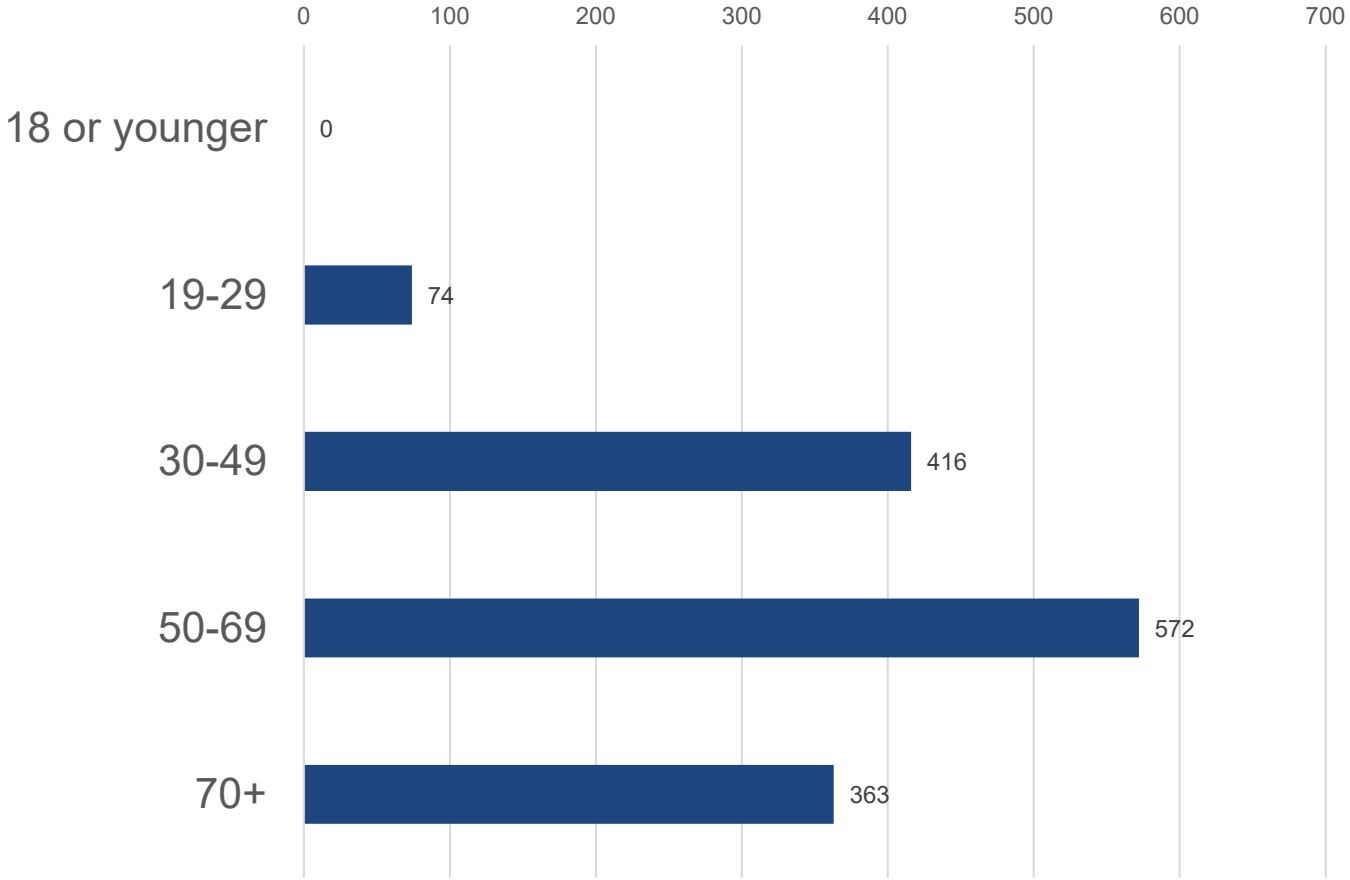


86% of respondents reported they live in Port Colborne.

98% of respondents reported they live in either Port Colborne, Wainfleet, Welland or Fort Erie.

Who We Heard From

Q31. Please select your age range



Survey Respondents Ages

Ages in Port Colborne (StatsCan)

Age Range	Survey Respondents	Ages in Port Colborne (StatsCan)
18 or younger	0%	18%
19-29	5%	10%
30-49	29%	21%
50-69	40%	32%
70+	26%	19%

What We Heard: Themes & Notable Comments



**Closure of the
Port Colborne
Urgent Care
Centre**



**Local share
contribution
to Niagara
Health**



**Family
Doctors in
Port
Colborne**



**Healthcare
services in
Port
Colborne**



**Proposal from
Lockview
Medical
Group**



**Development
at the Niagara
Health Port
Colborne site**



**Primary care
development
in Port
Colborne**



**Establishing a
Healthcare
Advisory
Committee**

What We Heard: Themes & Notable Comments



Closure of the
Port Colborne
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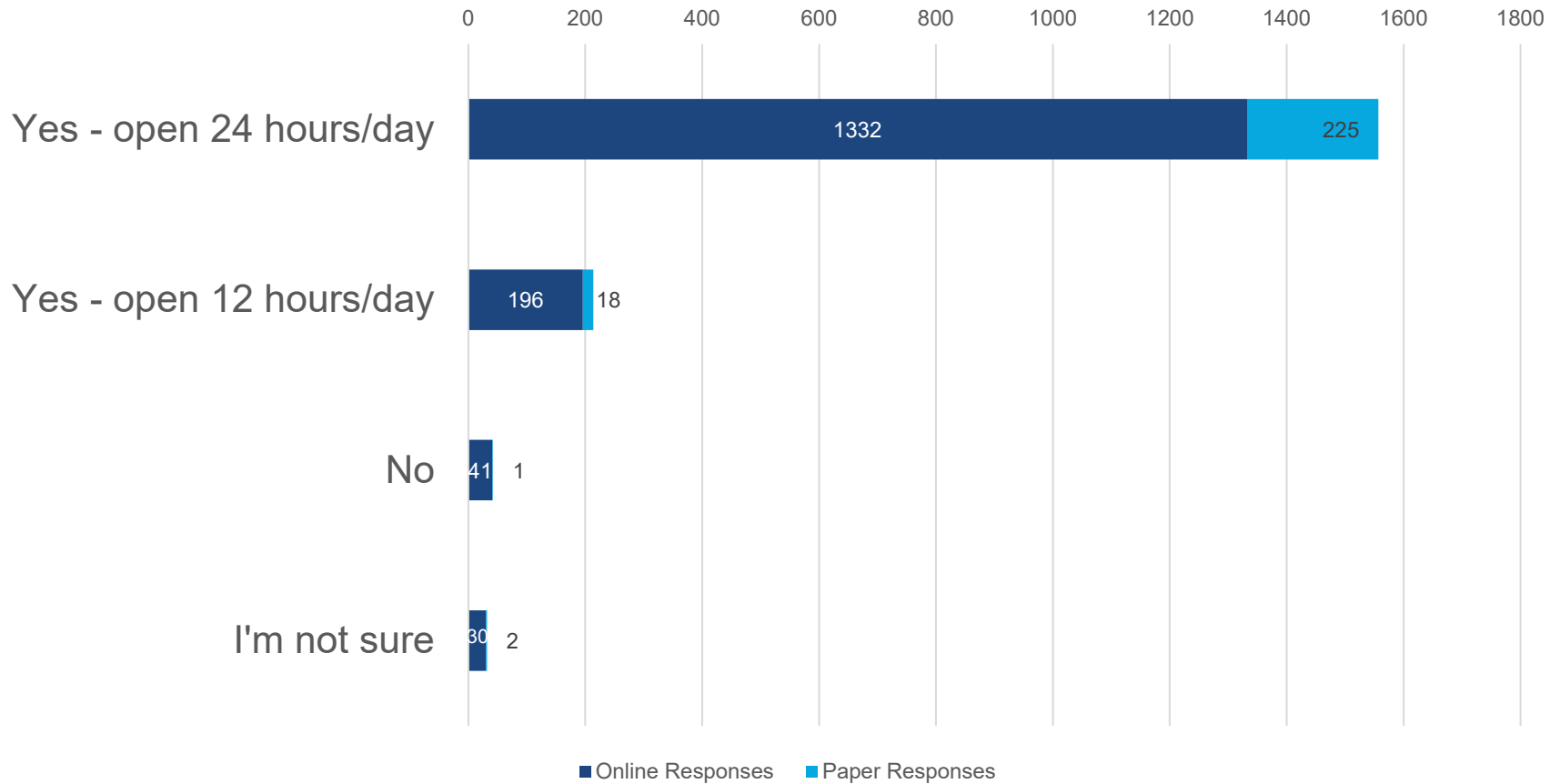
Primary care
development
in Port
Colborne



Establishing a
Healthcare
Advisory
Committee

Closure of the Port Colborne Urgent Care Centre

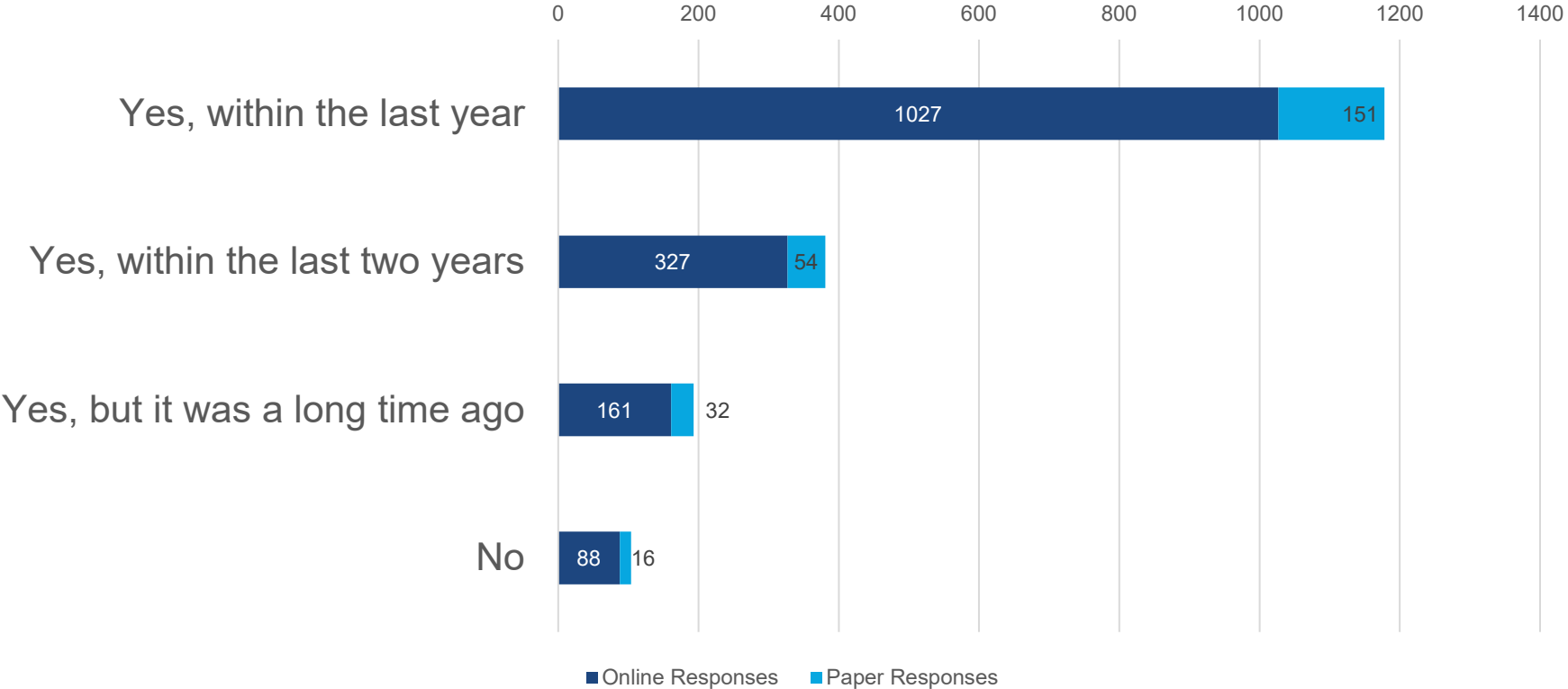
Q11. Do you think Port Colborne requires an Urgent Care Centre?



84% of respondents reported they thought Port Colborne requires an Urgent Care Centre open 24 hours per day.

Closure of the Port Colborne Urgent Care Centre

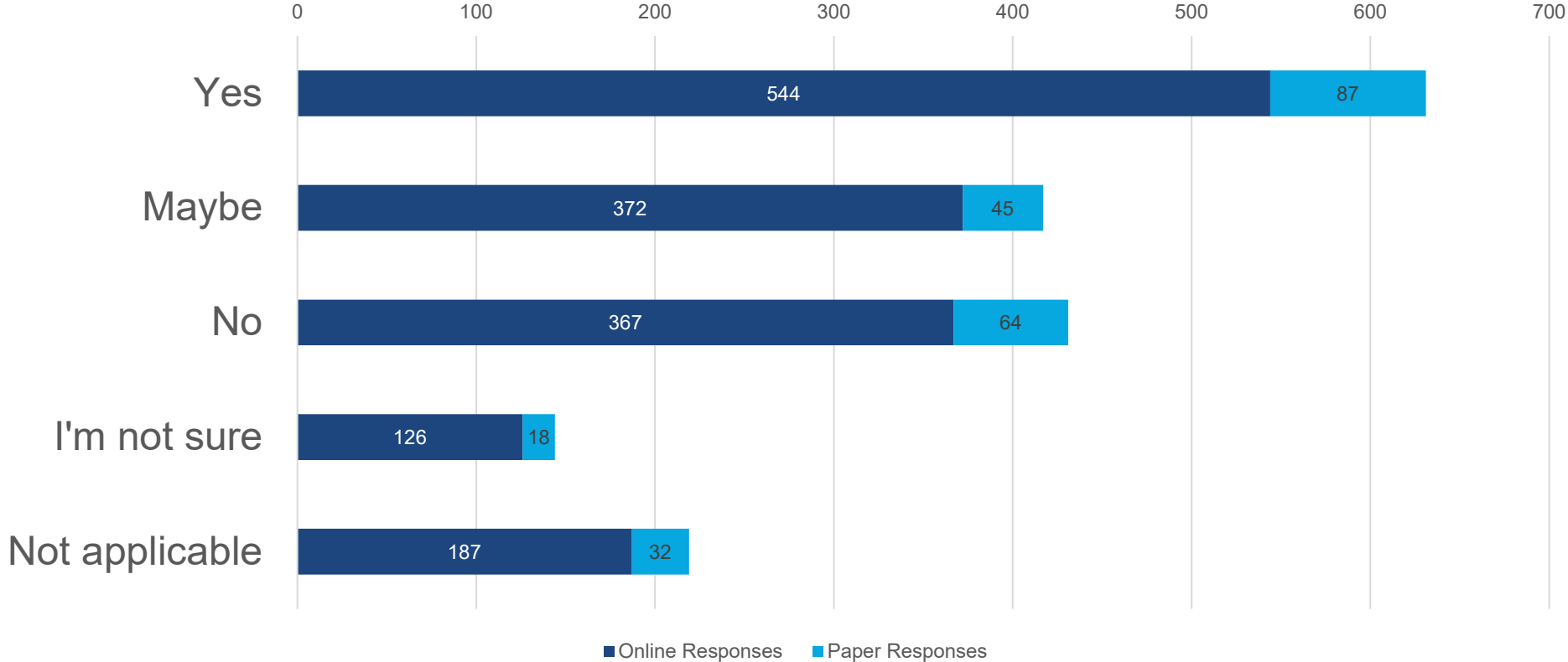
Q7. Have you ever used the health services at the Port Colborne Urgent Care Centre?



64% of respondents reported that they had used health services at the Port Colborne Urgent Care within the last year.

Closure of the Port Colborne Urgent Care Centre

Q13. As a Port Colborne tax payer, would you be willing to accept an increase to your property taxes to fund an Urgent Care Centre in Port Colborne?



34% of respondents reported they would support an increase to their property taxes to fund an Urgent Care Centre in Port Colborne.

23% reported they would maybe support a tax increase.

23% reported they would not support an increase.

8% reported they were not sure.

Closure of the Port Colborne Urgent Care Centre

Travel & Distance

Many respondents emphasized the importance of local access to healthcare, citing difficulty travelling to distant hospitals. This is especially concerning for seniors and other vulnerable populations.

Emergency Dept. Wait Times

Extended wait times in Emergency Departments are a concern, with some fearing that increased strain may lead to long delays or a decline in the quality of care.

Community Growth

Some respondents noted with Port Colborne experiencing / expecting population growth, the closure of the UCC does not make good sense.

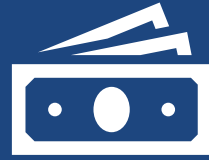
Emotional Impacts & Anxiety

The closure of the UCC would cause anxiety and fear among residents, particularly those with chronic health conditions or young children. The lack of local healthcare options is seen as a threat.

What We Heard: Themes & Notable Comments



Closure of the
Port Colborne
Urgent Care
Centre



**Local share
contribution
to Niagara
Health**



Family
Doctors in
Port
Colborne



Healthcare
services in
Port
Colborne



Proposal from
Lockview
Medical
Group



Development
at the Niagara
Health Port
Colborne site



Primary care
development
in Port
Colborne



Establishing a
Healthcare
Advisory
Committee

Local share contribution to Niagara Health

Financial Burden

Respondents expressed concerns about the financial burden this places on residents, especially seniors. They feel they are already taxed heavily and cannot afford additional contributions.

Geographical Concerns

Some respondents highlighted the distance to the hospital, noting it's not actually in South Niagara. Given the distance, the hospital will not adequately serve their needs.

Conditional Support

Some respondents are willing to support the request if certain conditions are met, such as ensuring that the urgent care centres in Port Colborne and Fort Erie remain open.

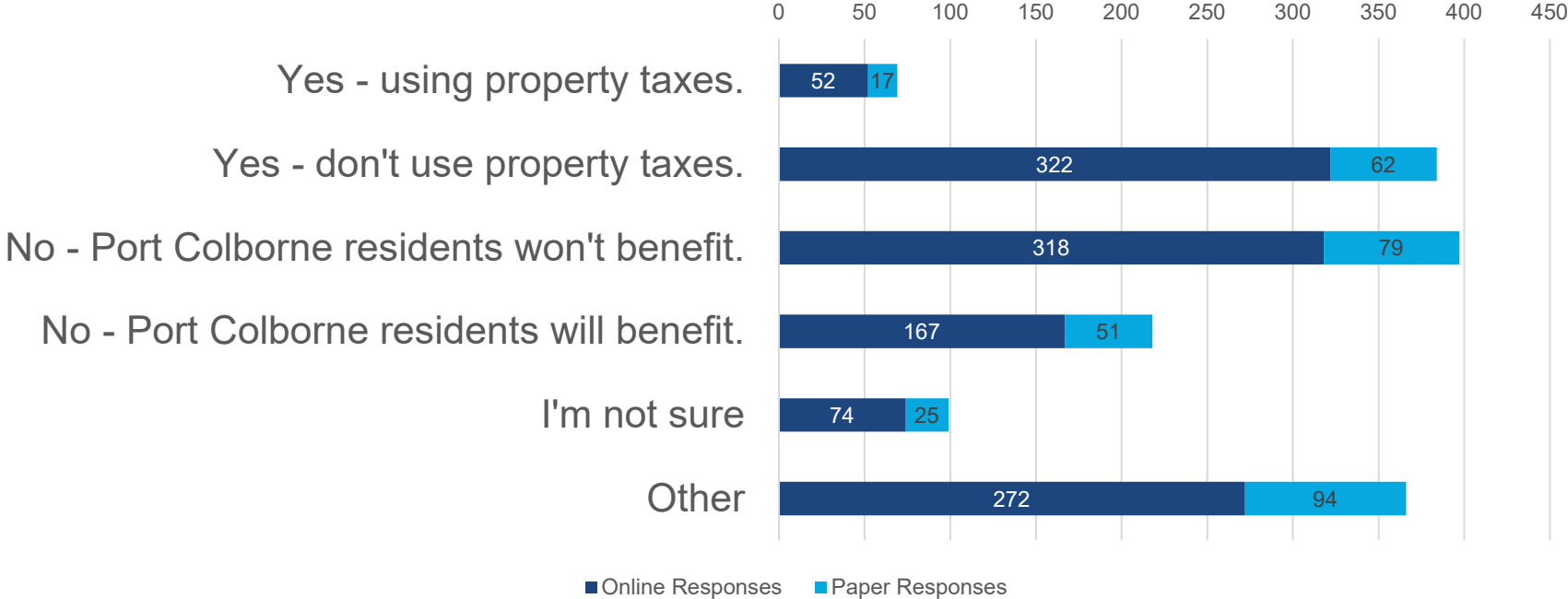
Equity and Fairness

Respondents noted the per-capita approach used by Niagara Health uses outdated data, placing an undue hardship on communities who have not seen as much growth since the last census.



Local share contribution to Niagara Health

Q16. The amount of money each municipality is asked to contribute depends on its population. Port Colborne has been asked to contribute \$6.2 million. Do you think we should?



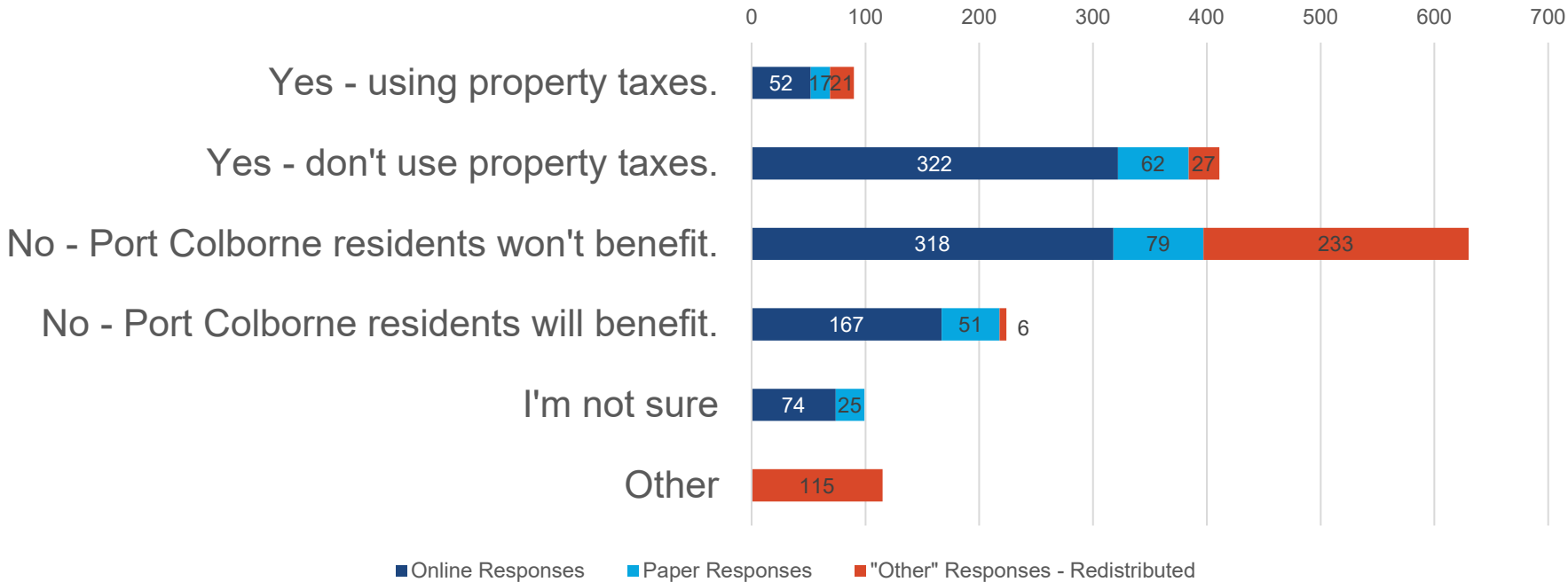
366 suggestions were provided in the “other” category.

287 of those supported one of the options available in the question.

Local share contribution to Niagara Health

Q16. The amount of money each municipality is asked to contribute depends on its population. Port Colborne has been asked to contribute \$6.2 million. Do you think we should?

With the redistribution of responses in the “other” category, the responses indicate opposition to the idea of Port Colborne contributing \$6.2 million to the new hospital.



What We Heard: Themes & Notable Comments



Closure of the
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Local share
contribution
to Niagara
Health



**Family
Doctors in
Port
Colborne**



Healthcare
services in
Port
Colborne



Proposal from
Lockview
Medical
Group



Development
at the Niagara
Health Port
Colborne site



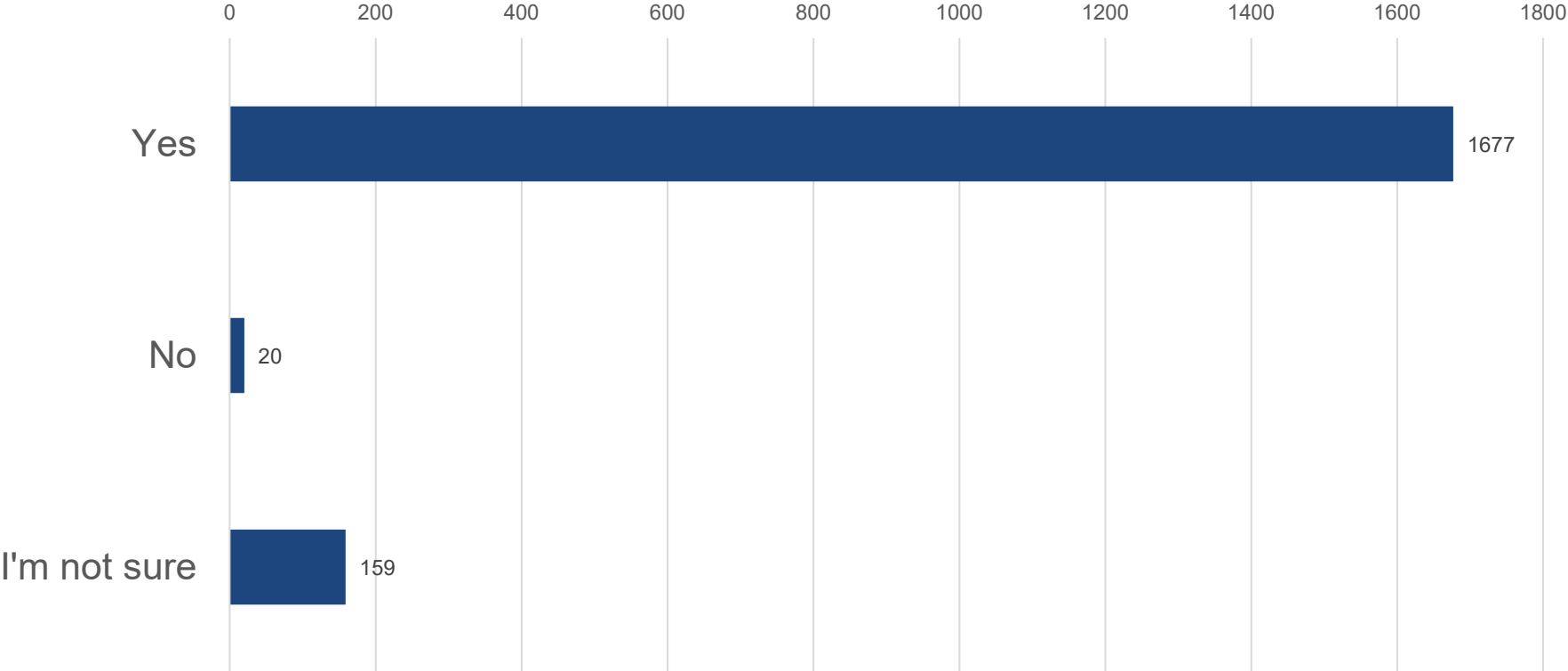
Primary care
development
in Port
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Establishing a
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Family doctors in Port Colborne

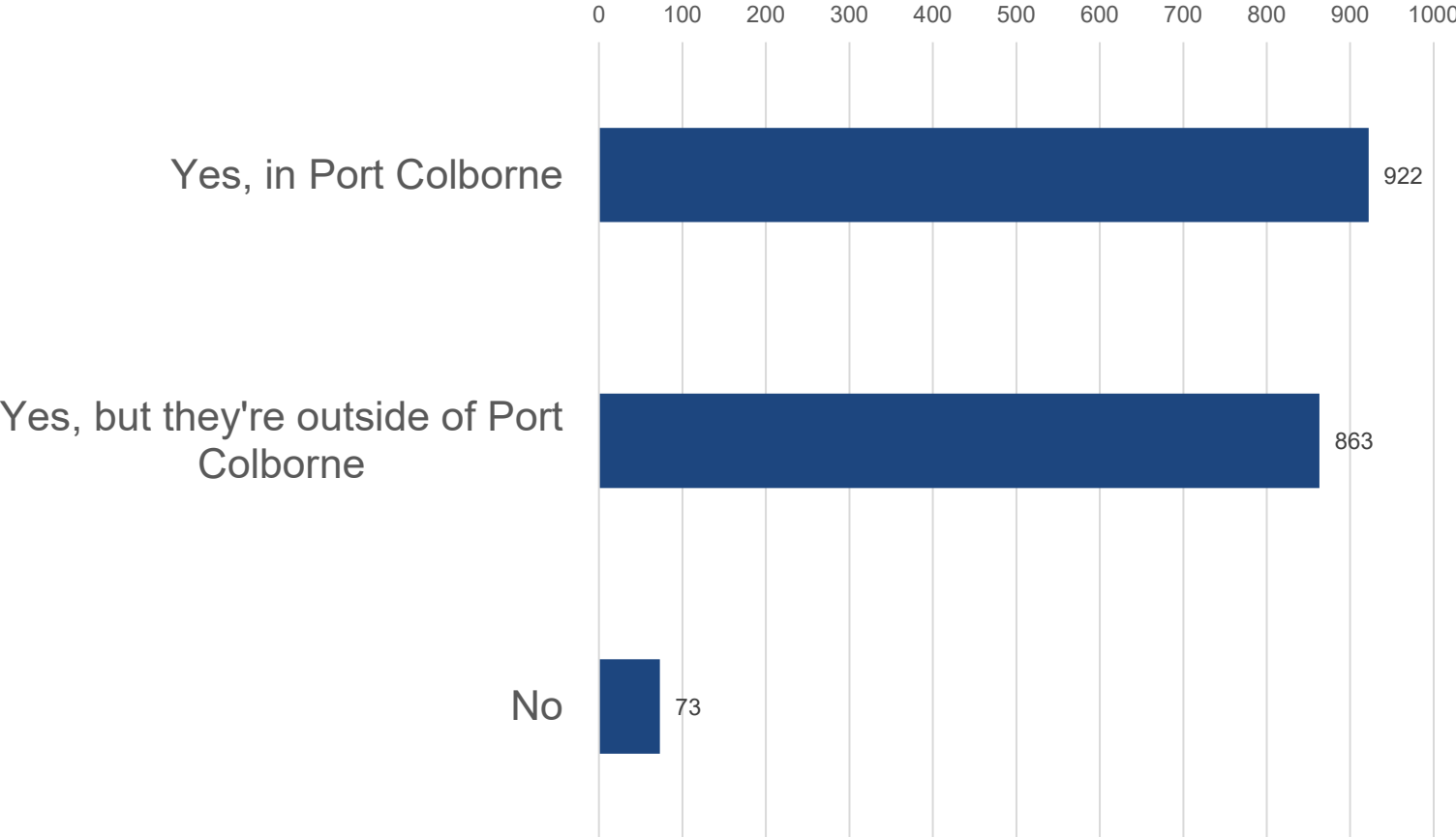
Q3. Do you think Port Colborne needs more family doctors?



90% of respondents reported they thought Port Colborne needed more family doctors.

Family doctors in Port Colborne

Q2: Do you have a family doctor?

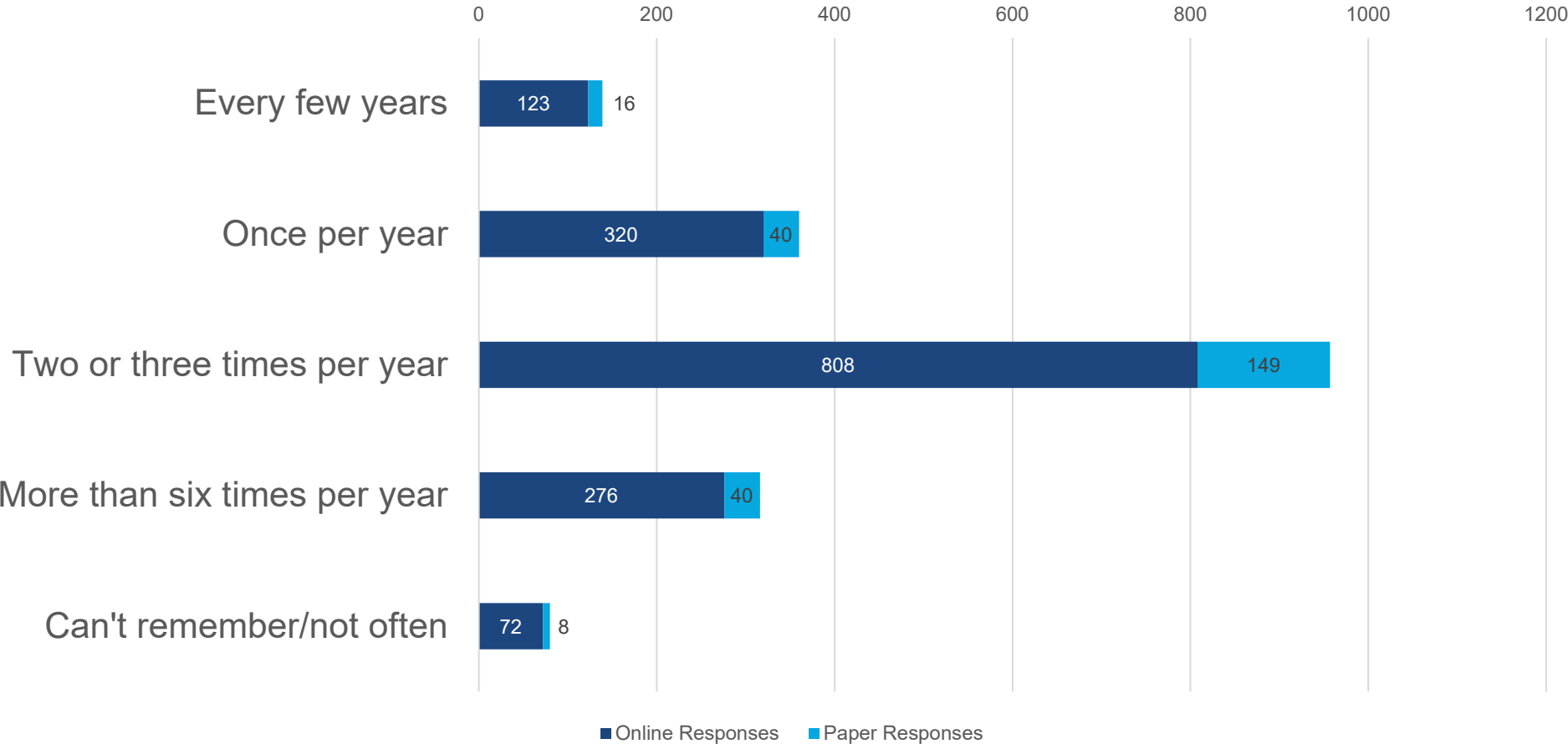


50% of respondents reported they had a family doctor in Port Colborne.

46% of respondents reported their family doctor was located outside Port Colborne.

Family doctors in Port Colborne

Q4. How often do you see your family doctor?



52% of respondents reported they see their family doctor two or three times per year.

Family doctors in Port Colborne

Q5: On average, how long does it take for you to get an appointment with your family doctor?



43% of respondents reported that it takes them more than two weeks to get an appointment with their family doctor.

What We Heard: Themes & Notable Comments



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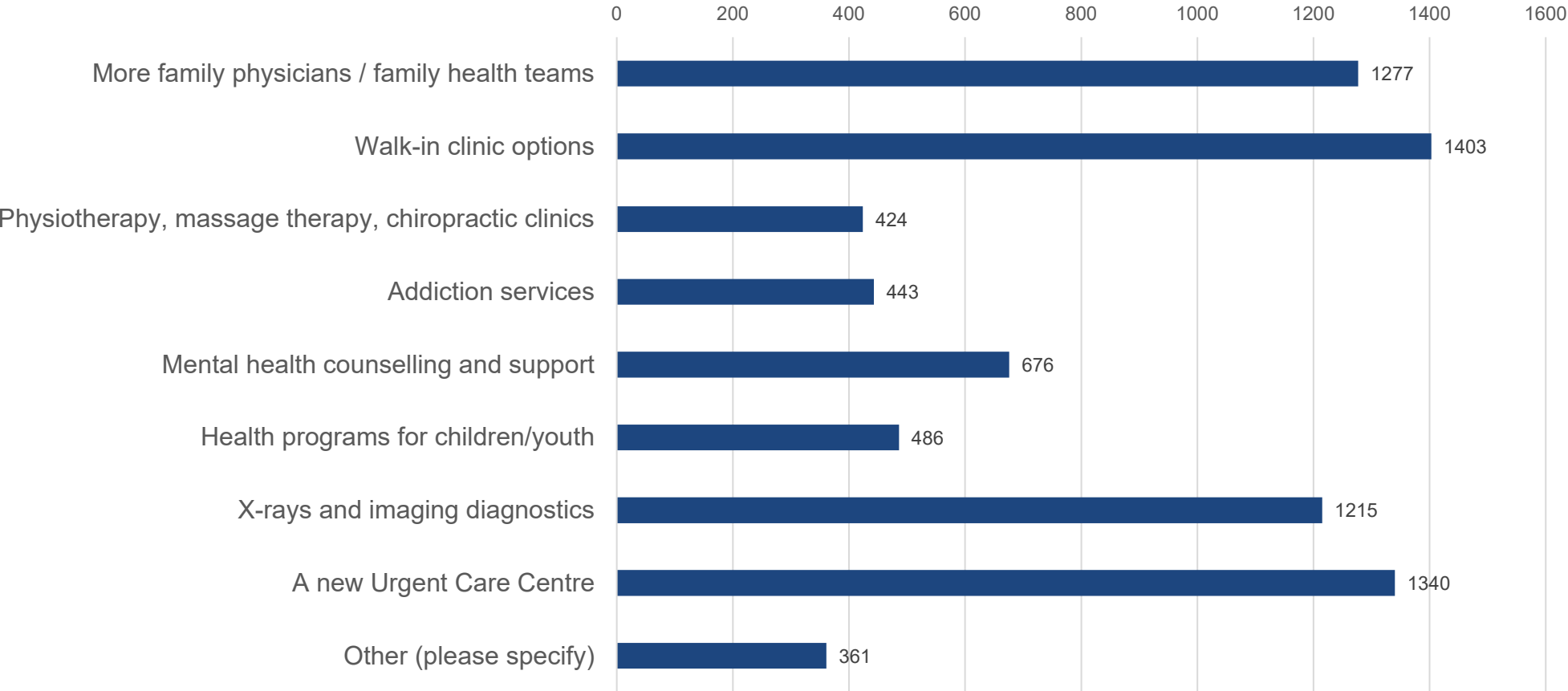
Primary care
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Healthcare services in Port Colborne

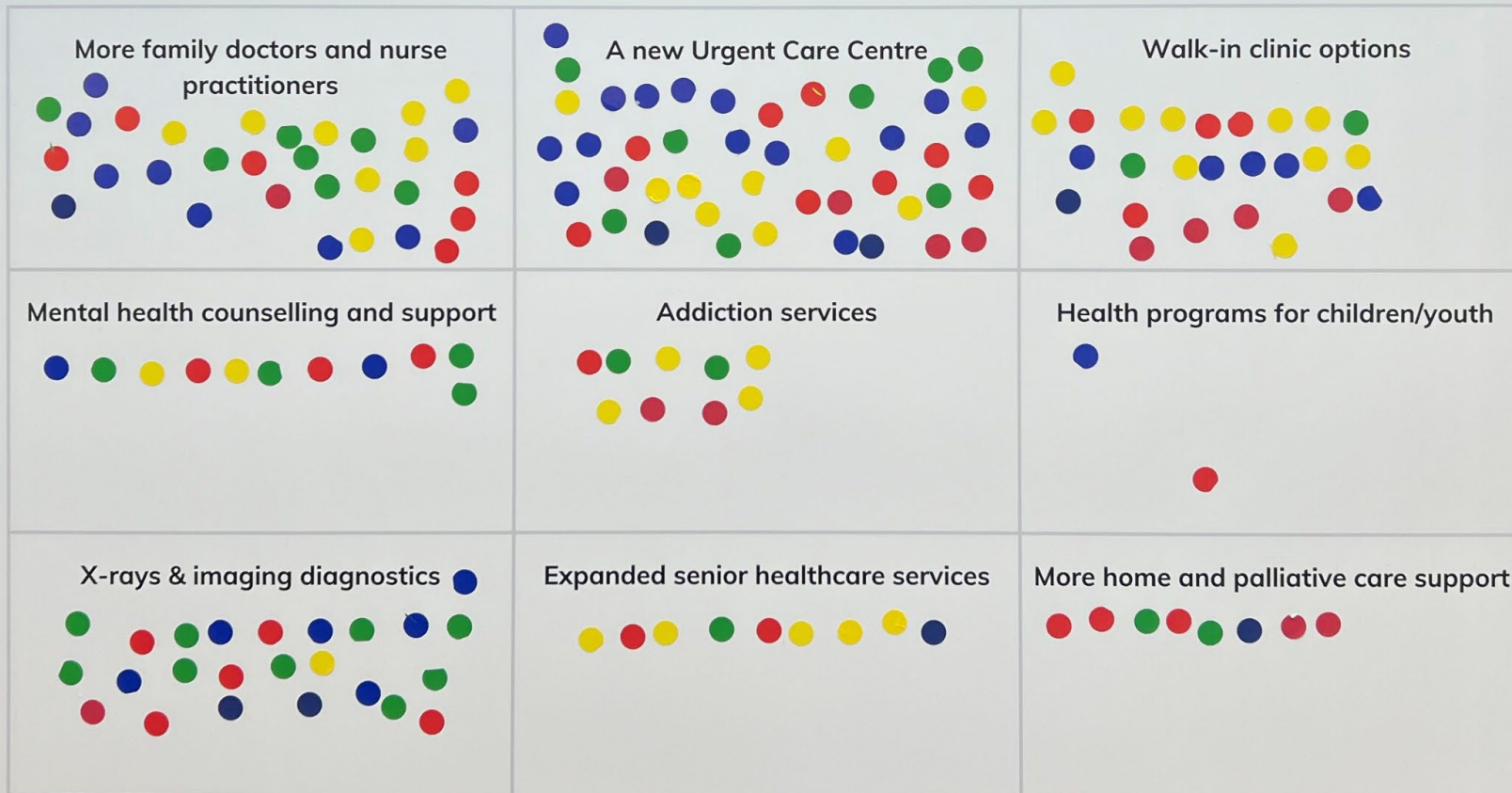
Q14. When the Port Colborne Urgent Care Centre closes, do you think Port Colborne requires more healthcare options? What options would be most beneficial to you and your family? Select all that apply.



Respondents supported a variety of healthcare options being available in Port Colborne, including more family physicians and family health teams, more walk-in clinics, more diagnostics, and a new Urgent Care Centre.

What healthcare services should be prioritized in Port Colborne?

select your top four priorities



Healthcare services in Port Colborne

Comprehensive Healthcare Services

Respondents highlighted the need for a variety of healthcare services, including walk-in clinics, diagnostic imaging (X-rays, MRIs, ultrasounds), and emergency care.

Support for Expanded Services

There was support for incorporating more nurse practitioners, social workers, and mental health services to provide comprehensive care.

Community Health Programs

Respondents expressed a desire for more community health programs, including seniors care, palliative care, hospice, and home care support.

Growing Population

Awareness of Port Colborne's growing population and future need for healthcare resources.

What We Heard: Themes & Notable Comments



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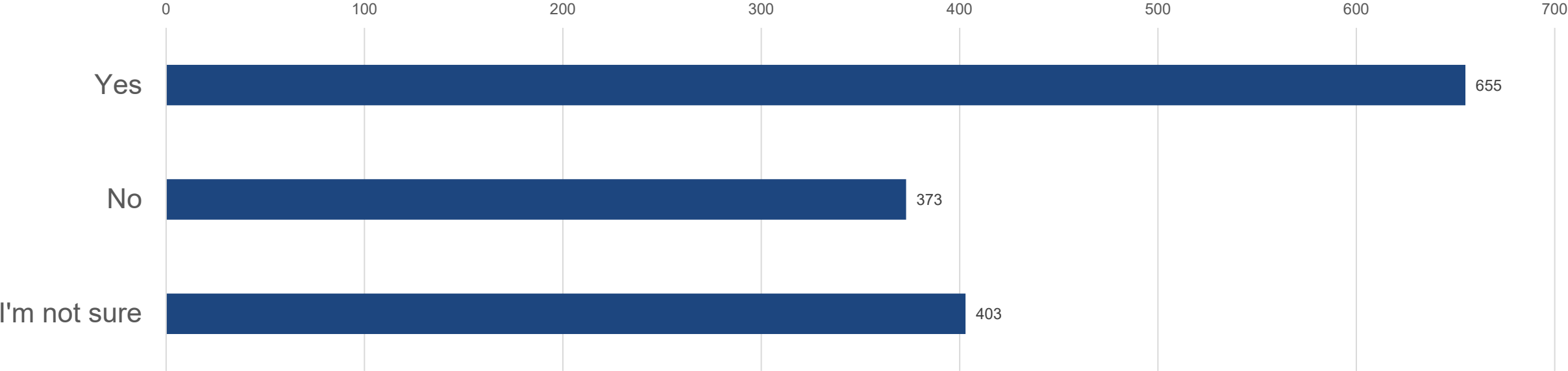
Primary care
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Establishing a
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Proposal from Lockview Medical Group

Q18: Do you think the proposal could benefit Port Colborne residents?



About 46% of question respondents thought the proposal from Lockview Medical Group could benefit Port Colborne residents.

About 28% of question respondents said they weren't sure if the proposal could benefit Port Colborne residents.

Proposal from Lockview Medical Group

Accessibility to Healthcare

Many respondents support the proposal because it would provide local healthcare services, reducing the need to travel out of town for medical appointments.

Economic Benefits

Some respondents believe that the proposal would create jobs and stimulate the local economy. The development of the medical centre is also seen as a way to minimize costs and avoid tax increases.

Improved Healthcare Services

Supporters mention that the proposal would bring enhanced healthcare services, such as diagnostic services and treatments.

Need for More Information

Several respondents feel that there is not enough tangible information being shared about the proposal. They request more details about the terms of the sale, the involvement of developers, and the specific benefits for the community.



What We Heard: Themes & Notable Comments



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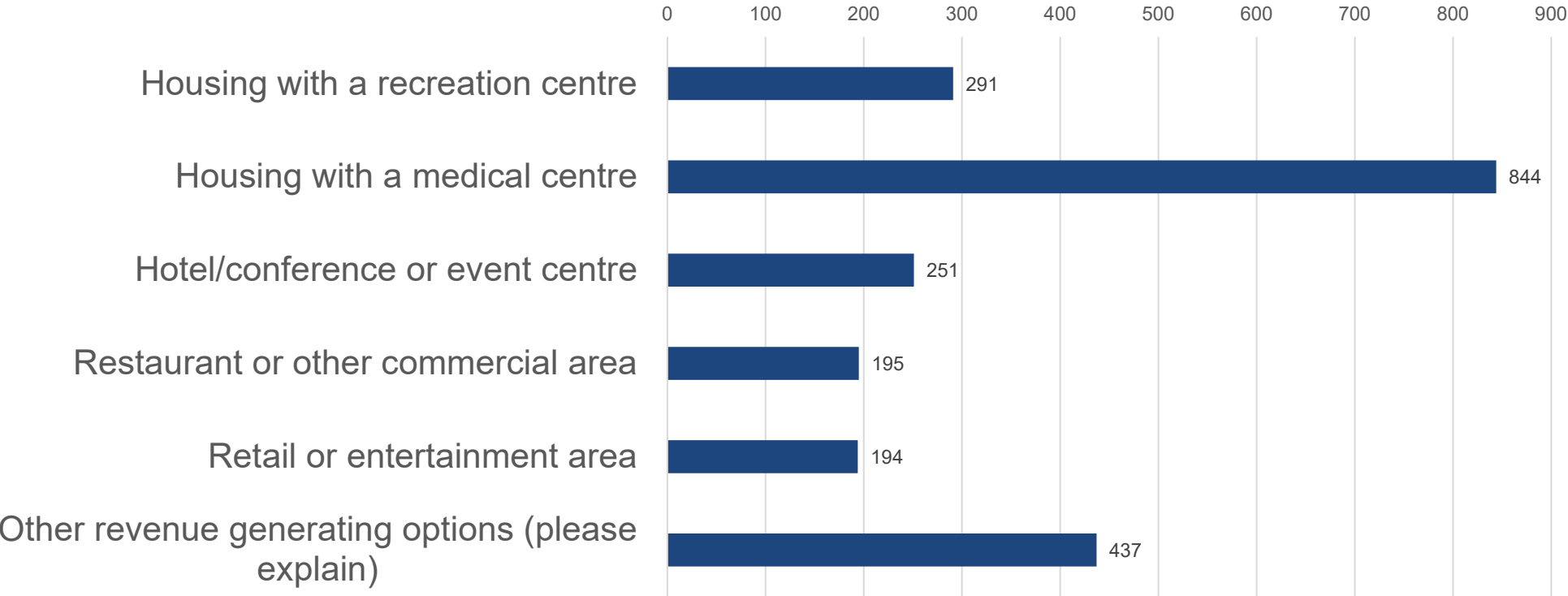
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Development at the Niagara Health Port Colborne site

Q24: What uses of the property could help generate revenue to fund the contribution to Niagara Health and be appropriate for the future of the site on Sugarloaf Street? (select all that apply)



86% of question respondents supported pursuing a housing development with a medical centre.

47% of total survey respondents skipped this question.

Development at the Niagara Health Port Colborne site

General Support

Many respondents expressed support for the project, considering it a good or great idea. Some believe it could generate income for the City and wanted the property back under City ownership.

Concerns About Funding

Many respondents were worried about the financial implications, including the cost of the project and the potential for increased taxes.

Concerns About Infrastructure

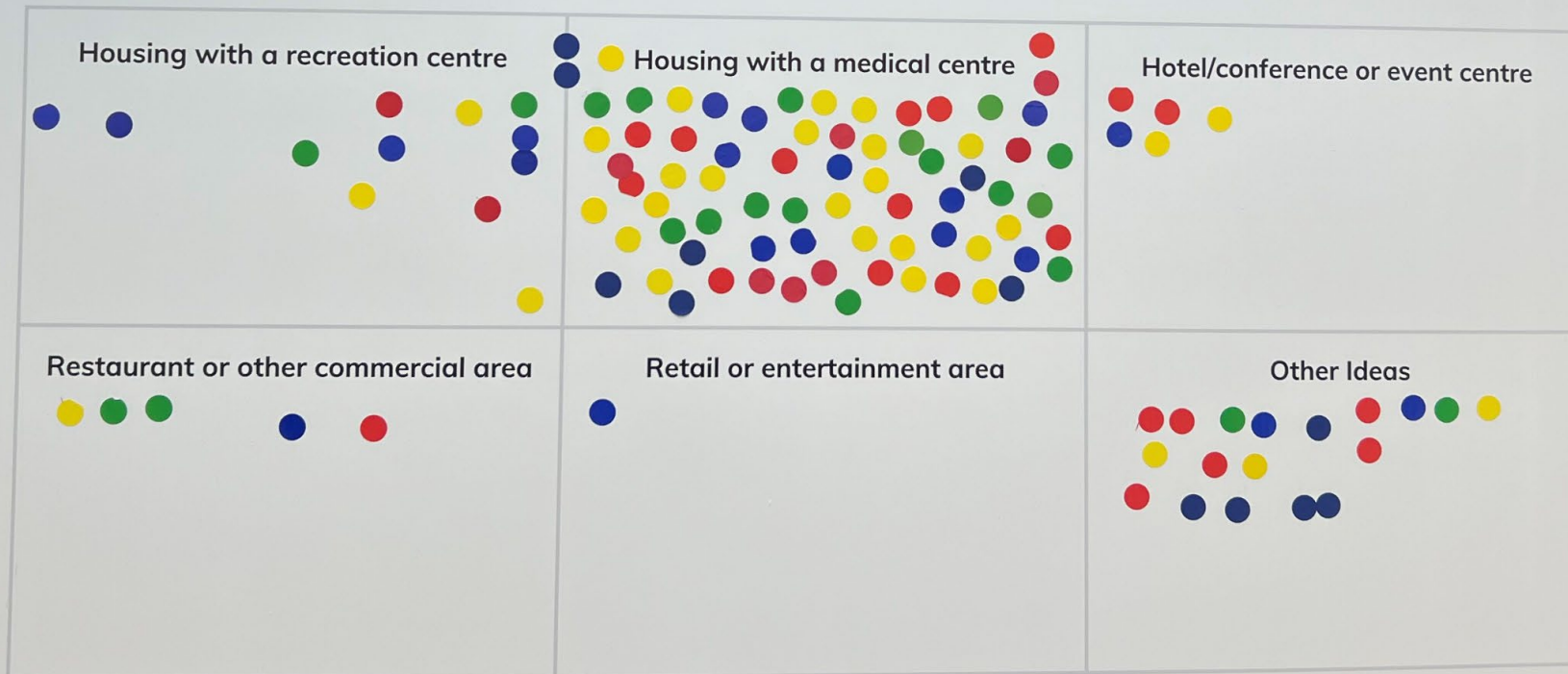
Respondents questioned whether the City's current infrastructure could support the new development. Issues raised included the capacity of grocery stores, restaurants, parking, and other amenities.

Concerns About Affordability

There were concerns about the affordability of the new housing, with some respondents emphasizing the need for affordable housing rather than luxury developments.

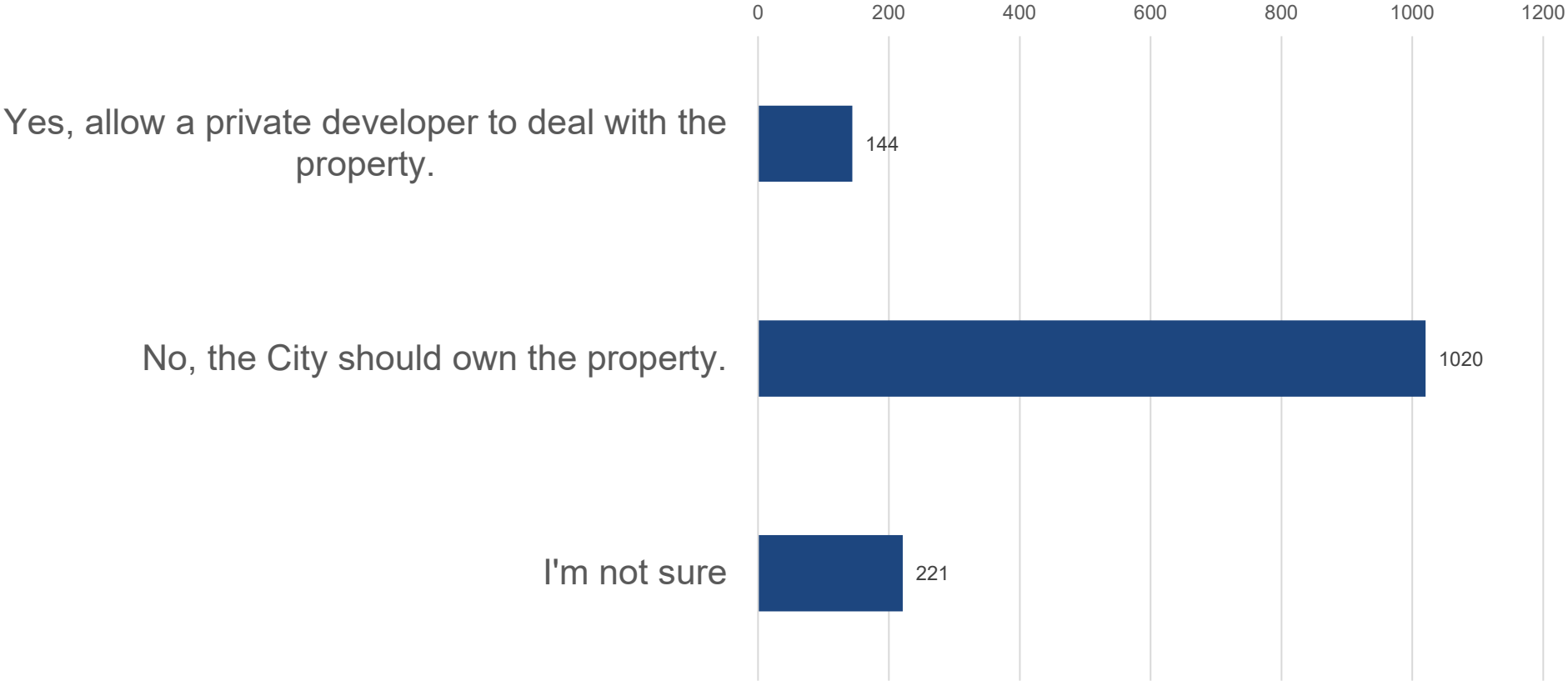
If the City purchased the hospital property from Niagara Health, how should it be used after 2028?

select your top four priorities



Development at the Niagara Health Port Colborne site

Q25: Would you support Niagara Health selling the site to a private developer?



74% of respondents thought the City should own the property, instead of selling it to a private developer.

What We Heard: Themes & Notable Comments



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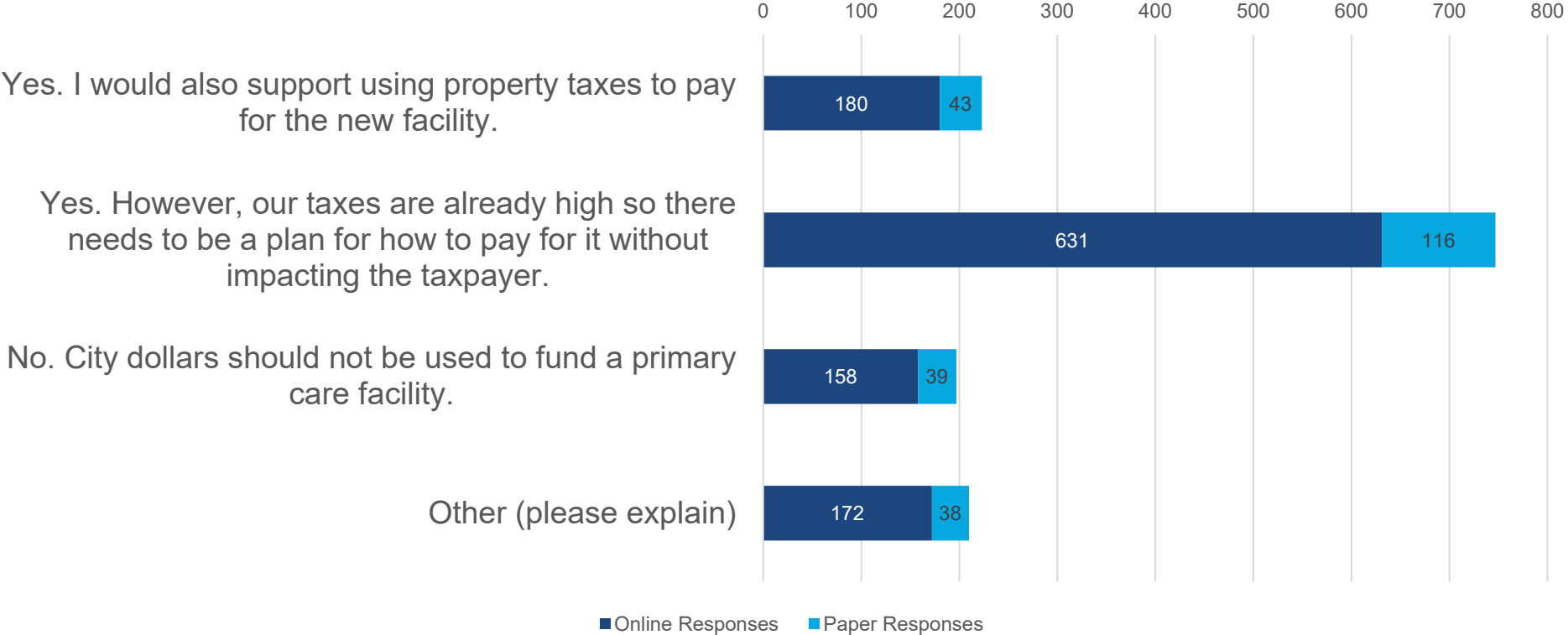
**Primary care
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Establishing a
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Primary care development in Port Colborne

Q26: Would you support the City pursuing the construction of a new primary care facility somewhere else in Port Colborne?

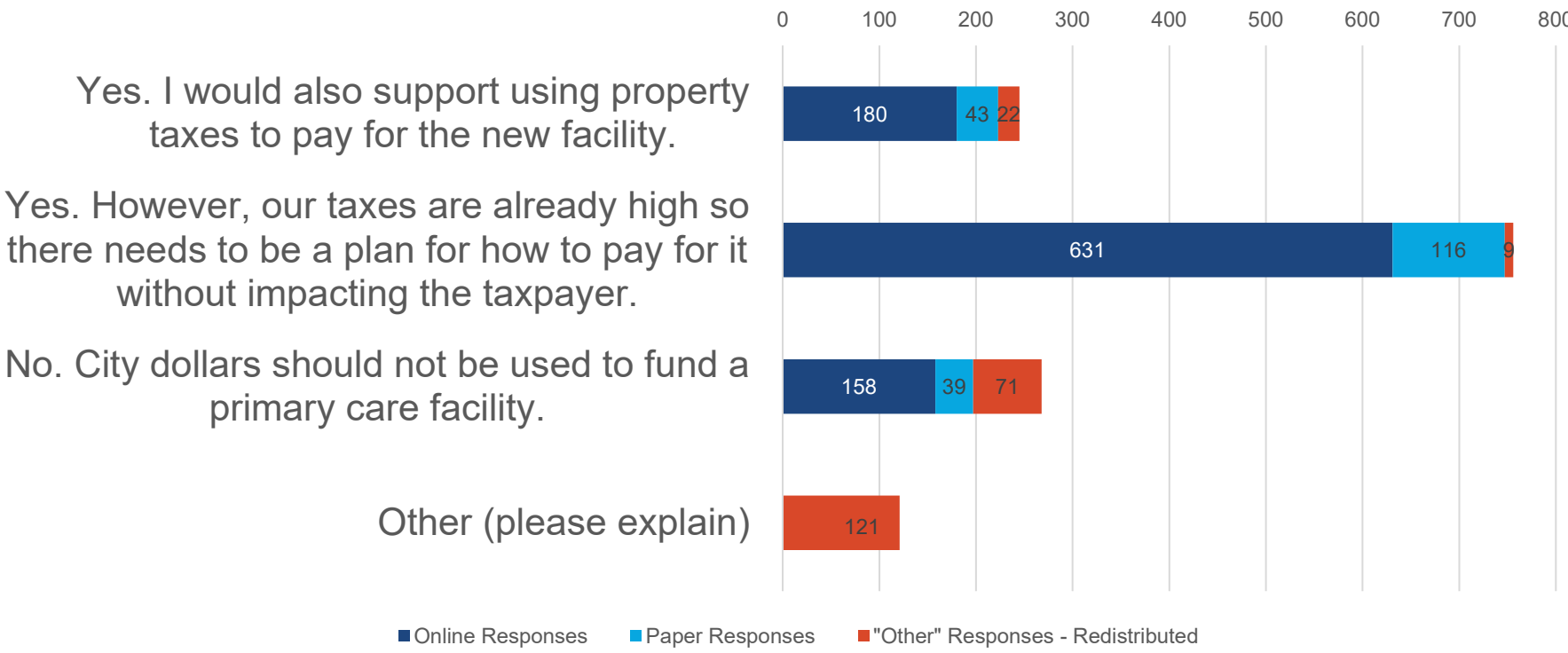


210 suggestions were provided in the “other” category.

102 of those supported one of the options available in the question.

Primary care development in Port Colborne

Q26: Would you support the City pursuing the construction of a new primary care facility somewhere else in Port Colborne?



56% of respondents supported the idea of the City pursuing the construction of a primary care facility somewhere else in Port Colborne, with a funding strategy that does not impact the taxpayer.

18% of respondents supported the idea of the City pursuing the construction of a primary care facility somewhere else in Port Colborne using funds from property taxes.

Primary care development in Port Colborne

Support for a New Facility

Respondents who supported a new facility in a different location often highlighted the need for better healthcare services and were willing to consider new construction if it meant improved access to care.

Opposition to New Facility

Primary concerns were related to the financial implications, preferring to see existing facilities upgraded rather than new ones built.

Conditional Support

Many respondents were open to the idea but wanted assurances about funding and the inclusion of essential services like urgent care.

Concerns About Funding

Funding was a major concern, with many respondents insisting that the province or federal government should bear the cost rather than local taxpayers.



What We Heard: Themes & Notable Comments



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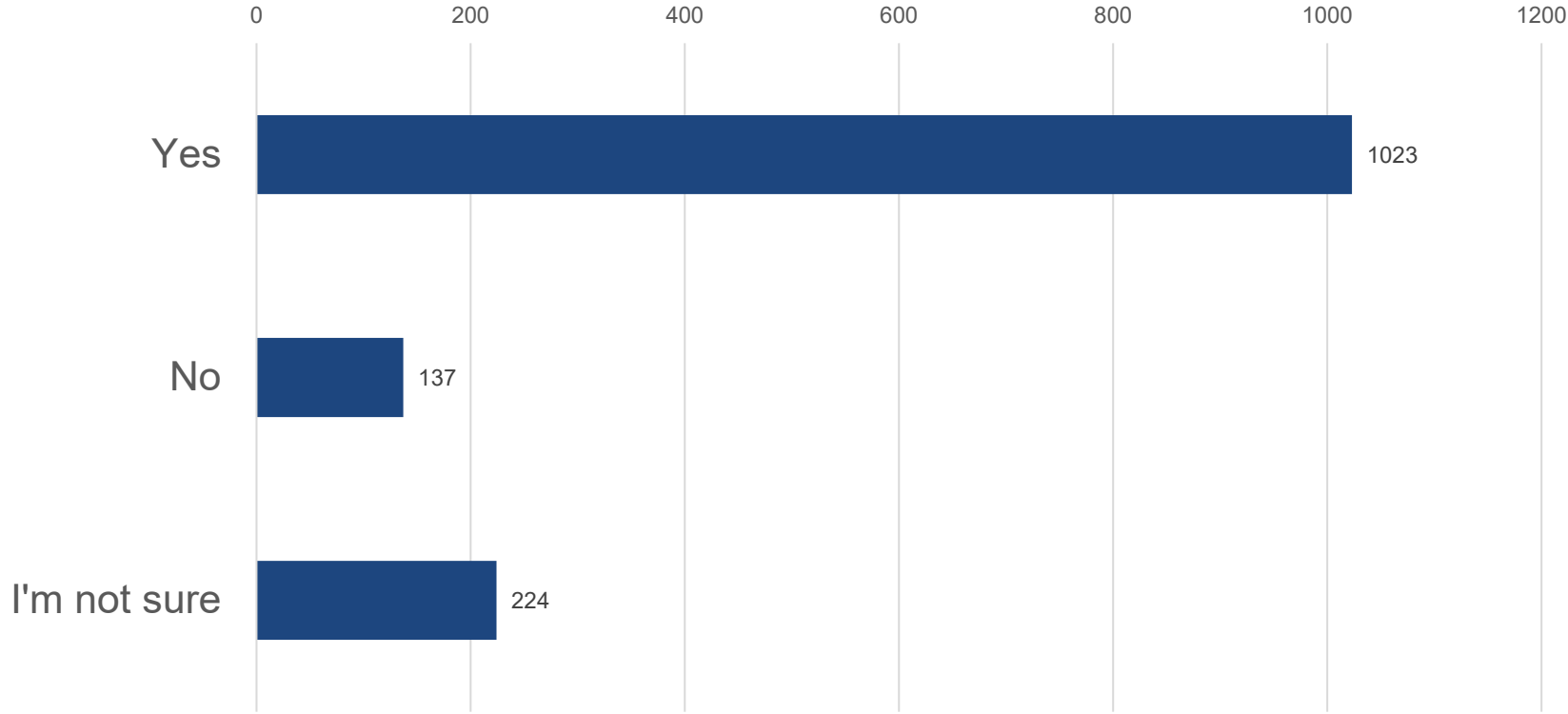
Primary care
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Colborne



**Establishing a
Healthcare
Advisory
Committee**

Establishing a Healthcare Advisory Committee

Q27. Do you think Council should formally establish a committee to advise on healthcare issues in Port Colborne?



74% of respondents supported the establishment of a committee to advise on healthcare issues in Port Colborne

Establishing a Healthcare Advisory Committee

General Support

Respondents thought a committee would provide a platform for diverse voices and would ensure residents' needs are considered.

Representation & Transparency

Respondents want a transparent committee that includes a diverse group of people, including residents, healthcare professionals, and local leaders. The committee should publish key points from meetings and avoid closed-door sessions.

Community Involvement

The importance of involving the community in decision-making processes was emphasized. Residents should have a say, and their input should be valued.

Skepticism & Concerns

Some residents thought the committee could be a waste of resources, noting it may not be positioned to make change at the local government level.



Recommendations & Next Steps

- That Council establish a **Healthcare Advisory Committee** to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne
- That Council approve the Healthcare Advisory Committee **Terms of Reference**
- That Council direct the Healthcare Advisory Committee to propose a draft **Healthcare Services Strategy** by the end of 2025
- That Council approve the motion regarding **Provincial Healthcare Advocacy** as outlined in the letter
- That Council direct staff to **forward the petition** regarding the Port Colborne Hospital and Urgent Care Centre received at the March 11, 2025 Council meeting to the Ontario Minister of Health.

Proposed Mandate & Composition of the Committee

Proposed Mandate

- Ensure residents of Port Colborne have access to healthcare and associated community and healthcare services that are required within the community

Proposed Composition

- 5 voting members appointed from the public at large, with different perspectives
- Mayor + 2 Council members (non-voting)

Committee Support (non-voting)

- CAO
- City staff as required
- Healthcare professionals, as invited

Key Deliverables

- Develop and recommend to Council a comprehensive and evidence-based, and attainable, **healthcare services strategy** (draft by end of 2025), including:
 - Further consider feedback collected as part of ongoing public engagement
 - Recommend what/if any additional public engagement activities should be pursued
 - Consider and recommend the most appropriate next steps for the proposal from Lockview Medical Group

Questions?



The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Authorize Entering into an Agreement with His Majesty the King in Right of Canada, as represented by the Minister of Infrastructure and Communities Regarding the Natural Infrastructure Fund

Whereas at its meeting of March 8, 2025, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Public Works, Report No.2025-37, Subject: Federal Grant Execution for Centennial Park Wetland; and

Whereas Council is desirous of entering into an agreement with Canada as represented by Minister of Infrastructure and Communities, for the purposes of receiving a grant for the Construction of a Wetland and Walking Trail; and

Whereas the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, confers broad authority on municipalities to enter into such agreements;

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

1. That The Corporation of the City of Port Colborne enters into an agreement with His Majesty the King in Right of Canada, as represented by the Minister of Infrastructure and Communities, for the purposes of receiving a grant for the construction of a wetland and walking trail in Centennial Park in the City of Port Colborne.
2. That the Mayor and City Clerk be and they are hereby authorized and directed to sign the said agreement, attached hereto as Schedule "A", together with any documents necessary to complete the conditions of the said agreement, and the City Clerk is hereby authorized to affix the Corporate Seal thereto.

Enacted and passed this 25th day of March, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

SCHEDULE "A"

**CANADA – CORPORATION OF THE CITY OF PORT COLBORNE
NATURAL INFRASTRUCTURE FUND
GRANT AGREEMENT FOR CONSTRUCTED WETLAND AND WALKING
TRAIL**

This Agreement is made as of the date of last signature.

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of Infrastructure and Communities, hereinafter referred to as the Minister of Housing, Infrastructure and Communities ("Canada"),

AND

CORPORATION OF THE CITY OF PORT COLBORNE, continued or incorporated pursuant to the Municipal Act of Ontario, 2001 (the "Recipient"),

individually referred to as a "Party" and collectively referred to as the "Parties".

RECITALS

WHEREAS the Minister of Housing, Infrastructure and Communities is responsible for the Program entitled the Natural Infrastructure Fund (the "Program");

WHEREAS the Recipient has submitted to Canada an application for the funding of the Project which qualifies for support under the Program;

WHEREAS the Recipient is a municipal government which is eligible under the Program and has submitted to Canada an application dated July 29, 2022, which successfully met the selection criteria and qualifies for funding under the Program;

AND WHEREAS the Recipient is responsible for carrying out the Project and Canada wishes to provide financial support for the Project and its objectives;

NOW THEREFORE, the Parties agree as follows:

1. INTERPRETATION

1.1 DEFINITIONS

In addition to the terms defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

"Agreement" means this grant agreement and all its schedules, as may be amended from time to time.

"Agreement End Date" means March 31, 2029, unless terminated earlier in accordance with this Agreement.

"Asset" means any real or personal property or immovable or movable asset acquired, purchased, constructed, rehabilitated or improved, in whole or in part, with funds contributed by Canada under the terms and conditions of this Agreement, including but not limited to any Non-owned Asset.

“Asset Disposal Period” means the period commencing from the Effective Date and ending twenty (20) years after the Project Completion Date.

“Communications Activity” or **“Communications Activities”** means, but is not limited to, public or media events or ceremonies including key milestone events, news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products and all related communication materials under this Agreement.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to the Project in return for financial consideration.

“Effective Date” means the date of last signature of this Agreement.

“Eligibility Criteria” means the eligibility criteria as described in Schedule C (Eligibility Criteria).

“Eligible Expenditures” means those costs of the Project incurred by the Recipient and eligible for reimbursement by Canada as set out in Schedule A (Eligible and Ineligible Expenditures).

“Event of Default” means a predefined circumstance that allows the non-defaulting party to terminate the agreement.

“Fair Value” means the amount that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

“Final Report” means the report described in Section 8.

“Fiscal Year” means the period beginning April 1 of a year and ending March 31 of the following year.

“Grey Infrastructure” means features of the built environment made exclusively of engineered materials such as concrete and steel, including but not limited to buildings, water treatment plants, culverts, and roads.

“Hybrid Infrastructure” means the use of Grey Infrastructure to enhance or support Natural Infrastructure and/or the use of ecosystem features.

“In-Kind Contributions” means non-monetary contributions of goods, services or other support provided by the Recipient, or to the Recipient by a Third Party for the Project, for which Fair Value is assigned, but for which no payment occurs.

“Joint Communications” means events, news releases and signage that relate to the Agreement and are collaboratively developed and approved by the Parties and are not operational in nature.

“Natural Infrastructure” means the use of preserved, restored or enhanced ecosystem features and materials, including but not limited to water, native species of vegetation, sand and stone, to deliver targeted community services and infrastructure outcomes, such as resilience services, environmental quality services, access to nature services, carbon sequestration benefits, and biodiversity benefits. For clarity, Natural infrastructure can be naturally occurring or engineered using exclusively ecosystem features and materials.

“Non-owned Asset” means an Asset to which the Recipient does not hold the title and ownership.

“Program Application Form” means the Project’s Program funding application information provided through Housing, Infrastructure and Communities Canada’s online Program application.

“Project” means the project as described in Schedule B (The Project).

“Project Approval Date” means December 19, 2024 which is the date indicated by Canada in writing to the Recipient following Canada’s approval in principle of the Project.

“Project Completion Date” means the date at which all funded activities of the Project under this Agreement have been completed and which must be no later than 60 days prior to Agreement End Date.

“Third Party” means any person or legal entity, other than a Party, who participates in the implementation of the Project by means of a Contract.

1.2 ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the Parties in relation to the subject of the Agreement. No prior document, negotiation, provision, undertaking or agreement has legal effect, unless incorporated by reference into this Agreement. No representation or warranty express, implied, or otherwise, is made by Canada to the Recipient except as expressly set out in this Agreement.

1.3 DURATION OF AGREEMENT

This Agreement will be effective as of the Effective Date and will terminate on the Agreement End Date subject to early termination in accordance with this Agreement.

1.4 SCHEDULES

The following schedules are attached to, and form part of this Agreement:

Schedule A – Eligible and Ineligible Expenditures

Schedule B – The Project

Schedule C – Communications Protocol

2. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions whereby Canada will provide funding to the Recipient for the Project.

3. OBLIGATION OF THE PARTIES

3.1 GRANT BY CANADA

- a) Canada agrees to pay a grant to the Recipient of not more than eighty percent (80%) of the total Eligible Expenditures for the Project but only up to a maximum of forty eight thousands eight hundred dollars (\$48,800) under this Agreement which will be payable in accordance with the terms and conditions of this Agreement and Schedule B.3 (Grant Payment Schedule).
- b) Canada will retain 5% of the grant amount, under this Agreement, as a holdback.
- c) The Parties acknowledge that Canada's role in the Project is limited to making a grant payment to the Recipient for the Project and that Canada will have no involvement in the implementation of the Project. Canada is neither a decision-maker nor an administrator to the Project.

3.2 COMMITMENTS BY THE RECIPIENT

- a) The Recipient will inform Canada promptly should it make substantial changes to its project design.
- b) The Recipient will complete the Project in accordance with Schedule B (The Project), and in accordance with the terms and conditions of this Agreement.
- c) The Recipient will be responsible for all costs of the Project including cost overruns, if any.
- d) The Recipient will inform Canada immediately of any fact or event that could compromise wholly or in part the Project.
- e) During the Asset Disposal Period the Recipient will ensure:
 - i. that it acquires, secures and maintains all necessary rights, interests, permissions, permits, licences, approvals, registrations, and any other authorizations, to carry out the Project and to provide the ongoing operation, maintenance, and repair of any Asset, in accordance with this Agreement; and,
 - ii. the ongoing operation, maintenance, and repair of any Asset as per appropriate standards.

3.3 APPROPRIATIONS AND FUNDING LEVELS

Notwithstanding Canada's obligation to make any payment under this Agreement, this obligation does not arise if, at the time when a payment under this Agreement becomes

due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for making the payment. Canada may reduce or terminate any payment under this Agreement in response to the reduction of appropriations or departmental funding levels in respect of transfer payments, the program under which this Agreement was made or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures. Canada will promptly advise the Recipient of any reduction or termination of funding once it becomes aware of any such situation. Canada will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction or termination of funding.

3.4 FISCAL YEAR BUDGETING

- a) The amount of the grant payable by Canada for each Fiscal Year of the Project is set out in Schedule B.2 (Grant Payment Schedule).
- b) If the actual amount payable by Canada in respect of any Fiscal Year of the Project is less than the amount in Schedule B.2 (Grant Payment Schedule), the Recipient may request that Canada re-allocate the difference between the two amounts to a subsequent Fiscal Year. Subject to Section 3.3 (Appropriations and Funding Levels), Canada agrees to make reasonable efforts to accommodate the Recipient's request. The Recipient acknowledges that requests for re-allocation of Project funding will require appropriation adjustments or federal Crown approvals.
- c) In the event that any requested re-allocation of Project funding is not approved, the amount of Canada's grant payable pursuant to Section 3.1 (Grant by Canada) may be reduced by the amount of the requested re-allocation. If the grant payable by Canada pursuant to Section 3.1 (Grant by Canada) is so reduced, the Parties agree to review the effects of such reduction on the overall implementation of the Project and to adjust the terms and conditions of this Agreement as appropriate.

3.5 CHANGES DURING THE LIFE OF THE PROJECT

- a) Where a change to this Agreement is contemplated, the Recipient will submit to Canada a request for a change.
- b) Where the change is approved by Canada, the Parties will execute the corresponding amendment to the Agreement in accordance with Section 18.14 (Amendments).

3.6 INABILITY TO COMPLETE PROJECT

If, at any time during the term of this Agreement, one or all of the Parties determine that it will not be possible to complete the Project for any reason, the Party will immediately notify the other Party of that determination and Canada may suspend its funding obligation. The Recipient will, within thirty (30) business days of a request from Canada, provide a summary of the measures that it proposes to remedy the situation. If Canada is not satisfied that the measures proposed will be adequate to remedy the situation, then this will constitute an Event of Default under Section 12 (Default) and Canada may declare a default pursuant to Section 12 (Default).

4. RECIPIENT REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants to Canada that:

- a) the Recipient has the capacity and authority to enter into and execute this Agreement and the Recipient will provide Canada the copy of the bylaw or resolution.
- b) the Recipient has the capacity and authority to carry out the Project;
- c) the Recipient has the requisite power to own the Assets or it will secure all necessary rights, interests, and permissions in respect of the Assets, during the Asset Disposal Period;
- d) this Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms and conditions;
- e) all information submitted to Canada in its Program Application Form, as described in Schedule B.1 (Project Description), and in this Agreement is true, accurate, and was prepared in good faith to the best of its ability, skill, and judgment;
- f) any individual, corporation or organization that the Recipient has hired, for payment,

who undertakes to speak to or correspond with any employee or other person representing Canada on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to the federal *Lobbying Act*, is registered pursuant to that *Act*;

- g) the Recipient has not and will not make a payment or other compensation that is contingent upon or is calculated upon the contribution hereunder or the negotiation of the whole or any part of the terms and conditions of this Agreement to any individual, or corporation or organization with which that individual is engaged in doing business with, who is registered pursuant to the federal *Lobbying Act*,
- h) the Recipient is in good standing under the laws of the jurisdiction in which it is required to be registered; and
- i) The Recipient will award and manage all Contracts in accordance with its policies and procedures and in a way that is transparent, competitive, consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements.
- j) The Recipient agrees to purchase, provide, and maintain adequate comprehensive commercial general liability insurance to cover claims for bodily injury, death, or other loss or damage resulting from the actions of the Recipient in connection with the activities funded under this Agreement.

5. GRANT PAYMENT(S)

- a) Canada will pay the grant payment to the Recipient in accordance with Schedule B.3 (Grant Payment Schedule) after receiving evidence from the Recipient, satisfying Canada that the Recipient has fulfilled all its obligations under this Agreement and continues to meet the Eligibility Criteria, described in Schedule C, and such payments will be:
 - i) in the case of the initial disbursement, upon the Parties' execution of this Agreement; and
 - ii) in the case of the 5% holdback, described in Section 3.1(b), when the Recipient provides the Final Report described in Section 8; all to Canada's satisfaction fulfilled all of its obligations under this Agreement.
- b) Canada will make a payment to the Recipient upon review and acceptance of the request for grant payment.
- c) Canada will not be obliged to make a grant payment where the Recipient fails to submit the information required under this Agreement and a request for a grant payment within the timeline set out in Schedule B.2 (Grant Payment Schedule).
- d) Canada will not pay interest for failing to make a payment under this Agreement.

6. ENVIRONMENTAL AND IMPACT ASSESSMENT

6.1 REQUIREMENTS UNDER APPLICABLE FEDERAL ENVIRONMENTAL OR IMPACT ASSESSMENT LEGISLATION

The Recipient represents and warrants that there are no requirements under applicable federal environmental or impact assessment legislation for the Project.

6.2 CHANGES TO PROJECT OR OTHERWISE

- a) If, as a result of changes to the Project or otherwise, Canada is of the opinion that the Project is subject to federal environmental or impact assessment legislation, the Recipient agrees that construction of the Project or any other physical activity to be carried out in relation to the Project, including site preparation or vegetation removal, will not be undertaken or will be suspended unless and until the legislative requirements are met and continue to be met. The Recipient also agrees that no funds or additional funds for any Eligible Expenditure for the Project will become or will be payable by Canada to the Recipient unless and until the legislative requirements are met and continue to be met.
- b) Canada may consent in writing that construction or any other physical activity, including site preparation or vegetation removal, be carried out for the portion of the Project not subject to federal environmental or impact assessment and that funds or

additional funds for any Eligible Expenditure will be payable by Canada for the portion of the Project not subject to federal environmental or impact assessment.

7. INDIGENOUS CONSULTATION

7.1 INDIGENOUS CONSULTATION

The Recipient agrees that:

- a) it will consult with Indigenous communities that might be affected by the Project. Specifically, it will
 - i. explain the Project to the Indigenous communities, including Canada's funding role, and
 - ii. provide a report to Canada, which will include:
 - (1) a list of all Indigenous communities contacted;
 - (2) a summary of all communications with the Indigenous communities;
 - (3) a summary of any issues or concerns that the Indigenous communities have raised, how they were addressed, and any outstanding concerns; and
 - (4) any other information Canada may consider appropriate.
- b) accommodation measures, where appropriate, will be carried out by the Recipient and these costs may be considered Eligible Expenditures.
- c) no construction or any other physical activity, including site preparation may be carried out in relation to the Project, and no funds or additional funds for any Eligible Expenditure for the Project will be payable by Canada to the Recipient, unless and until Canada is satisfied that its legal duty to consult and, where appropriate, accommodate Indigenous communities has been met and continues to be met.

7.2 CHANGES TO PROJECT OR OTHERWISE

If, as a result of changes to the Project or otherwise, Canada determines that further Indigenous consultation is required, the Recipient will work with Canada to satisfy its legal duty to consult and, where appropriate, accommodate Indigenous communities and agrees that clause 7.1 will be applicable.

8. REPORTING

8.1 ANNUAL REPORT

- a) The Recipient will submit an annual report ('Annual Report') for the end of each Fiscal Year period covered by this Agreement no later than five (5) business days following March 31st.
- b) The Annual Report will be attested by a senior designated official, duly authorized by the Recipient, stating that the report is factually correct and that the Recipient and the Project continue to maintain eligibility under the Program. Notwithstanding the foregoing, for the last Fiscal Year period, the Recipient will submit a Final Report instead of an Annual Report.
- c) Each report must include, at a minimum, Summary of the implementation progress of the project, including:
 - i. Recipient name;
 - ii. Project title and Project identification number;
 - iii. Reporting period dates;
 - iv. confirmation or update on project timing;
 - v. benefits expected for communities and populations, including high-needs communities; and
 - vi. employment in the community associated with project funding, including inclusive employment where reporting is possible.

8.2 **FINAL REPORT**

- a) The Recipient will submit a final report to Canada with its request for holdback. no later than 60 days prior to the agreement end date..
- b) The Final Report will be attested by a senior designated official, duly authorized by the Recipient and submitted to Canada in an agreed upon format acceptable to Canada.
- c) The final report will include a cumulative summary of the results and the financials for the Project, which will include the following information:
 - i. the Project's completed results compared to the baseline established prior to the start of the Project as listed under Schedule B (The Project);
 - ii. total expenditures and Eligible Expenditures by source of funding as well as federal contribution by Fiscal Year for the Project;
 - iii. an attestation, signed by a delegated senior official, that the Project has been completed and that federal funding was spent on Eligible Expenditures in accordance with this Agreement;

9. **AUDIT AND EVALUATION**

9.1 **RECIPIENT AUDIT**

- a) Canada may, at its discretion, conduct a Recipient audit related to this Agreement during the term of this Agreement and up to three years after the Agreement End Date, in accordance with the Canadian Auditing Standards.
- b) The Recipient agrees to inform Canada of any audit that has been conducted on the use of contribution funding under this Agreement, provide Canada with all relevant audit reports, and ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations.

9.2 **AUDITOR GENERAL OF CANADA**

[INTENTIONALLY OMITTED]

9.3 **EVALUATION**

The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Program during or after the term of this Agreement.

The Recipient also agrees to provide Project-related information to Canada during and following the termination of the Agreement in order for Canada to conduct any evaluation of the performance of the Program. All evaluation results will be made available to the public, subject to all applicable laws and policy requirements.

9.4 **CORRECTIVE ACTION**

The Recipient agrees to ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations conducted in accordance with this Agreement.

9.5 **RECORD KEEPING**

The Recipient will keep proper and accurate financial accounts and records, including but not limited to its Contracts, invoices, statements, receipts, and vouchers, in respect of the Project, for at least six (6) years after the Agreement End Date.

9.6 **ACCESS**

The Recipient will provide Canada and its designated representatives with reasonable and timely access, at no cost, to the Project sites, facilities, and any documentation for the purposes of audit, evaluation, inspection and monitoring compliance with this Agreement.

10. **COMMUNICATIONS**

10.1 **COMMUNICATIONS PROTOCOL**

The Parties will comply with Schedule C (Communications Protocol).

10.2 **RECOGNITION OF CANADA'S GRANT**

The Recipient will acknowledge Canada's grant in all signage and public communication produced as part of the Project or Agreement, in a manner acceptable to Canada, unless

Canada communicates in writing to the Recipient that this acknowledgement is not required.

10.3 PUBLIC INFORMATION

The Recipient acknowledges that the following may be made publicly available by Canada:

- a) its name, the amount awarded by Canada, and the general nature of the Project; and
- b) any evaluation or audit report and other reviews related to this Agreement.

11. DISPUTE RESOLUTION

- a) In the event of a dispute arising under the terms of this Agreement, the Parties agree to make a good faith attempt to settle the dispute. In the event that the Parties are unable to resolve the dispute through negotiation, they agree to give good faith consideration to resorting to other alternate dispute resolution processes to resolve the dispute. However, the Parties agree that nothing contained in this section will affect, alter or modify the rights of Canada under this Agreement to terminate the Agreement.
- b) Any payments related to the issue in dispute will be suspended, together with the obligations related to such issue, pending resolution.

12. DEFAULT

12.1 EVENTS OF DEFAULT

The following events constitute Events of Default under this Agreement:

- a) the Recipient has not complied with one or more of the terms and conditions of this Agreement;
- b) the Recipient no longer meets the Eligibility Criteria;
- c) the Recipient has submitted false or misleading information to Canada or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Recipient, to Canada's satisfaction.

12.2 DECLARATION OF DEFAULT

Canada may declare a default if:

- i. In Canada's opinion, one or more of the Events of Default occurs;
- ii. Canada gave notice to the Recipient of the event which constitutes an Event of Default; and
- iii. the Recipient has failed, within thirty (30) business days of receipt of the notice from Canada, either to remedy the Event of Default or to notify Canada and demonstrate, to the satisfaction of Canada, that it has taken such steps as are necessary to remedy the Event of Default.

12.3 REMEDIES ON DEFAULT

In the event that Canada declares a default under Section 12.2 (Declaration of Default), Canada may exercise one or more of the following remedies, without limiting any remedy available to it at law:

- a) suspend any obligation by Canada to make a grant payment to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
- b) terminate any obligation of Canada to make a grant payment to the Project, including any obligation to pay any amount owing prior to the date of such termination;
- c) require the Recipient to reimburse Canada all or part of the grant paid by Canada to the Recipient;
- d) terminate the Agreement.

13. LIMITATION OF LIABILITY AND INDEMNIFICATION

13.1 DEFINITION OF PERSON

In this section, "Person" includes, without limitation, a person, the Recipient, a Third Party, a corporation, or any other legal entity, and their officers, servants, employees or agents.

13.2 LIMITATION OF LIABILITY

In no event will Canada, its officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:

- a) any injury to any Person, including, but not limited to, death, economic loss or infringement of rights;
- b) any damage to or loss or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or the Project.

13.3 INDEMNIFICATION

The Recipient will at all times indemnify and save harmless Canada, its officers, servants, employees or agents, from and against all actions, claims, demands, losses, costs, damages, suits or other proceedings, whether in contract, tort (including negligence) or otherwise, by whomsoever brought or prosecuted in any manner based upon or occasioned by:

- a) any injury to any Person, including, but not limited to, death, economic loss or any infringement of rights;
- b) any damage to or loss or destruction of property of any Person; or
- c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Agreement or Project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings are caused by the negligence or breach of the Agreement by an officer, servant, employee or agent of Canada in the performance of his or her duties.

14. GENERAL

14.1 PUBLIC BENEFIT

The Parties acknowledge that their contributions to the Project are meant to accrue to the public benefit.

14.2 SURVIVAL

The Parties' rights and obligations which, by their nature, extend beyond the termination of this Agreement, will survive any termination of this Agreement.

14.3 DEBTS DUE TO THE FEDERAL CROWN

Any amount owed to Canada under this Agreement by the Recipient will constitute a debt due to the federal Crown, which the Recipient will reimburse to Canada forthwith on demand.

14.4 INTEREST ON DEBTS DUE TO THE FEDERAL CROWN

Debts due to the federal Crown by the Recipient will accrue interest in accordance with the federal *Interest and Administrative Charges Regulations*.

14.5 SET-OFF BY CANADA

Any debt due to the federal Crown by the Recipient may be set-off against any amounts payable by Canada to the Recipient under this Agreement.

14.6 MEMBERS OF THE HOUSE OF COMMONS AND SENATE

No member of the House of Commons or the Senate of Canada will be admitted to any share or part of this Agreement, or to any benefit arising from it that is not otherwise available to the public. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

14.7 CONFLICT OF INTEREST

No current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from this Agreement unless the provision or receipt of such

benefits is in compliance with such legislation, guidelines, policies or codes. The Recipient will promptly inform Canada should it become aware of the existence of any such situation.

14.8 NO AGENCY, PARTNERSHIP, JOINT VENTURE, ETC.

- a) No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient or between Canada and a Third Party.
- b) The Recipient will not represent itself, including in any agreement with a Third Party, as a partner, employee or agent of Canada.

14.9 NO AUTHORITY TO REPRESENT

Nothing in this Agreement is to be construed as authorizing any person, including a Third Party, to contract for or to incur any obligation on behalf of Canada or to act as an agent for Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and any Third Party contains a provision to that effect.

14.10 ASSIGNMENT

The Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Canada. Any attempt by the Recipient to assign any of the rights, duties or obligations of this Agreement without Canada's express written consent is void.

14.11 COUNTERPART SIGNATURE

This Agreement and all documents contemplated by or delivered under or in connection with this Agreement may be executed and delivered in any number of counterparts (including by electronic signature, or other means of electronic transmission, such as by electronic mail in "PDF" form), with the same effect as if all Parties had signed and delivered the same document, and all counterparts shall together constitute one and the same original document.

14.12 SEVERABILITY

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

14.13 AMENDMENTS

This Agreement, including its schedules, can only be amended in writing by the Parties. Reallocation of amounts within Schedule B.2 (Project Budget) which do not result in an increase to the maximum amount of Canada's contribution under section 3.1 (Commitments by Canada), do not require a formal amendment agreement between the Parties and may be agreed to by the Parties through administrative processes.

14.14 WAIVER

A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

14.15 NOTICE

- a) Any notice, information or required documentation provided for under this Agreement must be delivered in person or sent by mail, email, or messenger to the identified representatives of the Parties at the following coordinates, unless otherwise specified by Canada:

Canada:

DIRECTOR,
CLIMATE MITIGATION AND ADAPTATION COMMUNITY PROGRAMS
HOUSING, INFRASTRUCTURE AND COMMUNITIES CANADA
1100 - 180 KENT STREET
OTTAWA, ONTARIO
K1P 0B6
NIF-PM-FIN-SP@INFC.GC.CA

or to such other address or email or addressed to such other person as Canada may, from time to time, designate in writing to the Recipient; and

Recipient:

DRAINAGE SUPERINTENDENT CITY OF PORT COLBORNE
66 CHARLOTTE STREET
PORT COLBORNE, ONTARIO
L3K 3C8
ALANA.VANDERVEEN@PORTCOLBORNE.CA

- b) Such notice will be deemed to have been received:
 - i. in person, when delivered;
 - ii. if sent by mail or email, when receipt is acknowledged by the other Party;
 - iii. if sent by messenger or registered mail, when the receiving Party has signed the acknowledgment of reception.
- c) If a Party changes its representative or the coordinates for that representative, it will advise the other Party as soon as possible.

14.16 COMPLIANCE WITH LAWS

The Recipient will comply with all applicable laws and regulations and all requirements of regulatory bodies having jurisdiction over the subject matter of the Project.

14.17 GOVERNING LAW

This Agreement is governed by, and is to be interpreted in accordance with, the applicable federal laws and the laws in force in Ontario. The Parties attorn to the jurisdiction of the Courts of Ontario and all courts competent to hear appeals from the Courts of Ontario.

14.18 SUCCESSORS AND ASSIGNS

This Agreement is binding upon the Parties and their respective successors and assigns.

15. INTELLECTUAL PROPERTY

- a) All intellectual property that arises in the course of the Project will vest in the Recipient.
- b) The Recipient will obtain the necessary authorizations, as needed, for the implementation of the Project, from Third parties who may own the intellectual property rights or other rights in respect of the Project. Canada will assume no liability in respect of claims from any Third party in relation to such rights and to the Agreement.
- c) The Recipient hereby grants to Canada a free of charge, non-exclusive, royalty-free, perpetual, worldwide and irrevocable license to exercise the intellectual property rights including to collect, retain, use, reproduce, communicate, modify, disclose, translate, publish, and distribute, in whole or in part, information related to the Project including reports, photos and videos provided by the Recipient, for promotional, informational and reporting purposes, in relation to this Agreement, in any form and by any medium, for any purpose directly or indirectly related to the Program or any other future program administered by Canada.

16. SIGNATURES

This Agreement has been executed on behalf of His Majesty the King in right of Canada, and on behalf of the City of Port Colborne, on the date below each Party's respective signature.

HIS MAJESTY THE KING IN RIGHT OF CANADA

CITY OF PORT COLBORNE

Per: Paul Loo
Director General
Resilient and Innovative Communities
Housing, Infrastructure and Communities
Canada

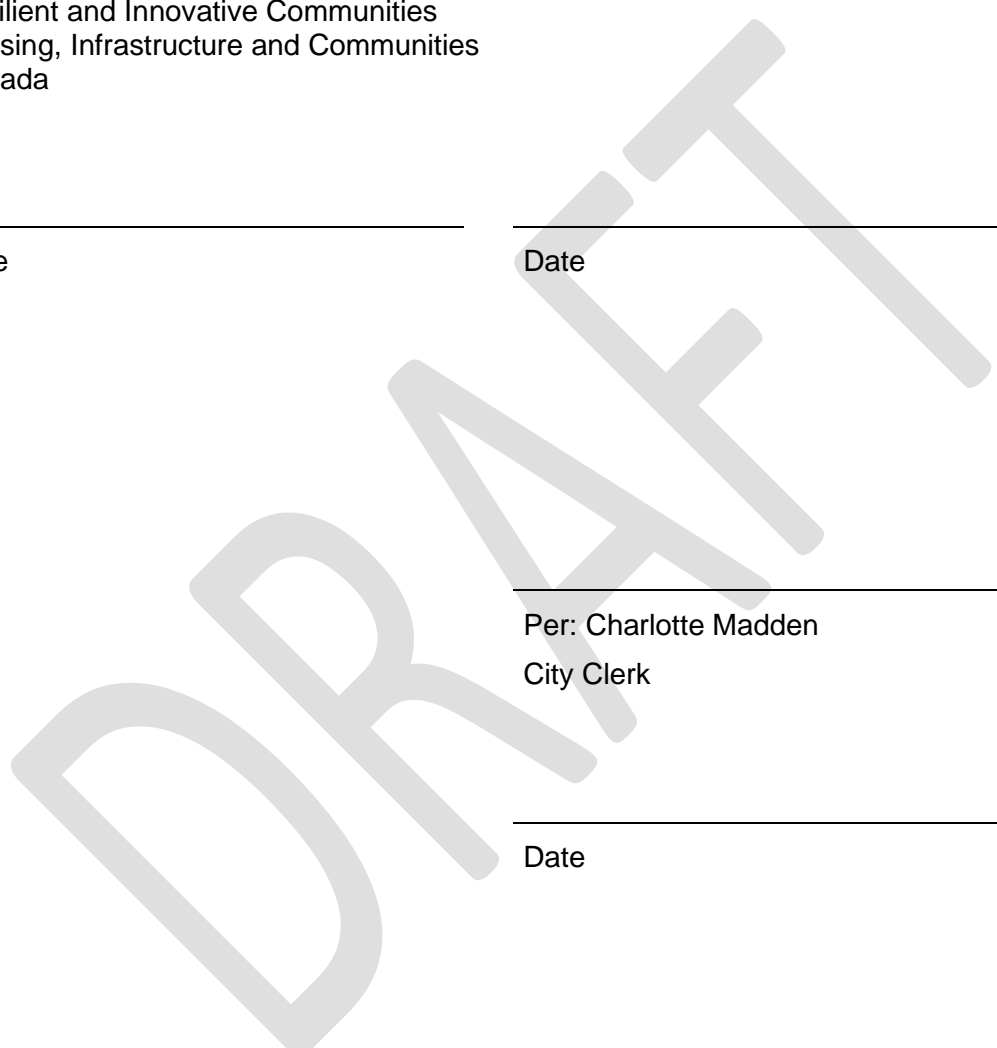
Per: William Steele
Mayor

Date

Date

Per: Charlotte Madden
City Clerk

Date



SCHEDULE A – ELIGIBLE AND INELIGIBLE EXPENDITURES

SCHEDULE A.1: ELIGIBLE EXPENDITURES

- a) Eligible expenditures are costs considered by Canada to be direct and necessary for the successful implementation of an eligible project, and are incurred by an eligible recipient, excluding those explicitly identified in the Ineligible Expenditures section below.
- b) For more certainty, eligible expenditures include, but are not limited to:
- i. Costs that are incurred between May 1, 2021, and December 31, 2028.
 - ii. Capital costs to construct, create, expand, restore, improve or enhance Natural Infrastructure or hybrid capital infrastructure assets will only be eligible as of project approval.
 - iii. Fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the capital project, including for example, feasibility, planning and design, and co-benefit valuation;
 - iv. Costs of environmental assessments, monitoring and follow up activities as required by the Impact Assessment Act or equivalent legislation;
 - v. Costs associated with required temporary or permanent signage that includes the cost of creation and posting of signage;
 - vi. Costs for the purpose of Indigenous consultation/engagement activities. These costs can include legal fees of the Indigenous groups, as part of overall consultation capacity funding, if they are incurred by an Indigenous group who is not a Recipient of the given project, are reasonable, as determined by Canada, and support consultation efforts, activities or tools and are not used to fund litigation against the Crown.
 - vii. Expenditures incurred for accommodation of adverse impacts on Aboriginal and Treaty rights;
 - viii. Exceptionally, salaries, wages and other incremental costs (i.e., materials or equipment) of the recipient provided that:
 - a. The recipient confirms and substantiates that it is not economically feasible to tender a contract;
 - b. The costs are incurred and directly in respect to the work that would have been subject of the contract; and
 - c. The arrangement is approved in advance and in writing by Canada.
- c) All Eligible Expenditures outlined above can be reimbursed to the Recipient only following the Effective Date of the Agreement.

SCHEDULE A.2: INELIGIBLE EXPENDITURES

Certain expenditures are not eligible for funding and therefore will not be considered in the calculation of the total Eligible Expenditures of the Project, including:

- a) Project costs incurred prior to May 1, 2021 including costs related to contracts signed prior to May 1, 2021, or after December 31, 2028
- b) All capital costs, site preparation and construction costs, for all projects, until Canada is satisfied that the Impact Assessment Act, or equivalent provincial and territorial legislation, and Indigenous consultation obligations have been met and continue to be met;
- c) Non capital costs that may enable the project to be carried out in whole or in part, for projects subject to the Impact Assessment Act, or any other relevant legislation, until Canada is satisfied that the Environmental/Impact Assessment obligations have been met and continue to be met. In exceptional circumstances, Canada may choose to pay non capital costs necessary to ensure the successful implementation of an eligible project.
- d) Cost incurred for cancelled projects;
- e) Land acquisition
- f) Real estate fees and related costs;
- g) Costs related to the purchase or construction of buildings or facilities (except particular natural infrastructure or hybrid infrastructure elements that may be eligible e.g., green roofs, living walls);
- h) Leasing land, buildings and other facilities;
- i) Cost of leasing of equipment by the recipient except if the equipment is directly related to the construction of the project;
- j) Financing charges, legal fees, and loan interest payments including those related to easements (e.g., surveys) (except as specifically indicated as eligible for Indigenous recipients);
- k) Provincial sales tax and Goods and Services tax/HST, for which the recipient is eligible for a rebate, and any other costs eligible for rebates;
- l) Costs associated with operating expenses and regularly scheduled maintenance work;
- m) Services or work that is normally provided by the recipient or a related party;
- n) Salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures (paragraph b) vii);
- o) In-kind contributions (goods or services);
- p) Costs related to business promotion;
- q) Costs for activities intended to directly influence/lobby governments;
- r) Travel costs, except for environmental assessment or Indigenous consultation purposes or if proven essential for a project in a rural, remote, or northern area.

SCHEDULE B – THE PROJECT

SCHEDULE B.1: PROJECT DESCRIPTION

The City of Port Colborne’s *Constructed Wetland and Walking Trail* project will create a blue space that has stormwater retention potential, that will provide greater ecological service than the current field it is. Gravel trails will provide a permeable surface increase ground infiltration of storm water and allow visitors to easily access the new wetland feature for learning and enjoying the space.

Objective(s):

This project will use natural infrastructure for drainage improvement with the construction of a wetland to provide overflow for the adjacent municipal drain in order to curb issues stemming from stormwater runoff, while creating trails, ark features that the community can use.

As part of this project, the City of Port Colborne will :

- Construct an approximate 6100 m² wetland, intended to create a flow balance in the watershed and reduce the impact of flooding on the properties in the lower part of the waters;
- Construct approximately a 450 meter permeable walking paths;
- Create natural habitat with native tree and shrub plantings (between 25 to 35) consistent with Carolinian forest species.

List of Assets:

Assets
A – PARKS/GREENSPACES
B – WETLANDS
C – DESIGN ELEMENTS i. Trails

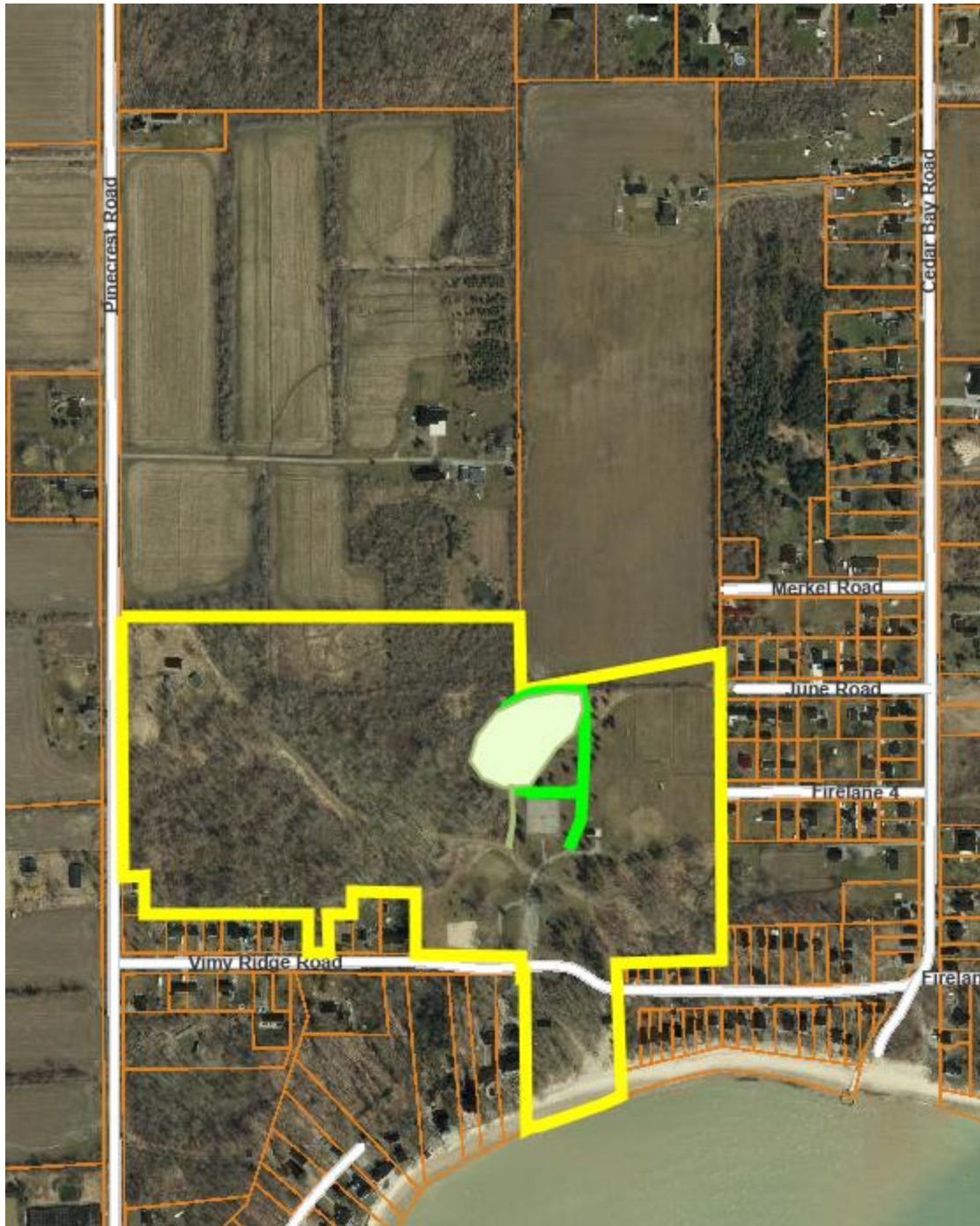
SCHEDULE B.1.2: EXPECTED RESULTS AT PROJECT COMPLETION (by asset or asset system):

Expected Outputs and immediate Outcome(s)	Indicators	Current	Forecasted	Actual Results (info to be included in final report)
Increased structural or natural capacity to provide community services	Number of Natural Infrastructure or Hybrid Infrastructure assets (by type) receiving investments	A.1 B.0 C. i.0	A. 1 (1.85 Ha) B. 1 (Approx 6100m ²) C. i.1 (Approx 450m)	

Expected intermediate Outcome(s)	Indicators	Current	Forecasted	Actual Results (info to be included in final report)
Increased awareness of Natural Infrastructure.	Recipient seeking to undertake their first known Natural Infrastructure project.	n/a	Yes	
Indigenous peoples benefit from investment in Natural Infrastructure projects	Value of investment in Indigenous-led project (if applicable)	n/a	n/a	
Achieve human well-being co-benefits through climate smart ecosystems	Number of direct jobs created	n/a	7	
	Overall project is enhancing access to nature	n/a	Yes	
	Project is in proximity to lower income neighborhoods	n/a	No	
Minimum Federal Requirements	<p>All projects under the Program must meet the following federal requirements, including:</p> <ul style="list-style-type: none"> a) Compliance with environmental assessment and determination obligations, as well as Indigenous consultation obligations, and modern treaty obligations. b) Meeting or exceeding the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12 or newer), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws. 			

SCHEDULE B.1.3: Boundaries

		Project Component Mid-Points	
Project Component	Midpoint km	CSRS-UTM-20N Lat/Long	
		Latitude (N)	Longitude (W)
Centennial Park Field	n/a	+42.877214	-79.179474



SCHEDULE B.2: PROJECT BUDGET

Table 1:

Project Budget	Amount
Total Project Cost	\$140,000
Total Eligible Cost	\$140,000

Table 2:

Total Canada Contribution	Annual Breakdown	Total
	2024-25	
Canada Contribution	\$48,800	\$48,800

Table 3: Other Sources of Funding

Cash	
Recipient – City of Port Colborne	\$91,200
Total Other Sources of Funding	\$91,200

SCHEDULE B.3: GRANT PAYMENT SCHEDULE

Payment Period	Required Documents	Document Due Date	Payment Date
Grant Payment	Grant Agreement signed by both Parties	N/A	Within 30 calendar days of Effective Date
Holdback payment	Final Report	Insert Date as per the project timeline, but in all cases, no later than January 31 st , 2029.	Within 30 calendar days of approval of required documents by Canada

SCHEDULE C – COMMUNICATIONS PROTOCOL

SCHEDULE C.1 PURPOSE

This Communications Protocol outlines the roles and responsibilities of each of the Parties to this Agreement with respect to Communications Activities related to the funded Project.

This Communications Protocol will guide all communications activity planning, development and implementation to ensure clear, consistent and coordinated communications to the Canadian public.

The provisions of this Communications Protocol apply to all Communications Activities related to this Agreement including any Projects funded under this Agreement.

Communications Activities may include, but are not limited to, public or media events, news releases, reports, web and social media products or postings, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, and multi-media products.

SCHEDULE C.2 GUIDING PRINCIPLES

The Parties recognize the importance of managing the delivery of coherent Communications Activities based on the principle of transparent and open discussion and collaboration.

Communications Activities undertaken through this Protocol should ensure that Canadians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about the funded Project and its benefits.

The Communication Activities undertaken jointly by Canada and the Recipient should recognize the funding of all contributors to the Project.

The Recipient's public acknowledgement of financial assistance received from Canada is a condition of funding under this Agreement.

The Recipient will address any deficiencies and/or corrective actions identified by Canada.

SCHEDULE C.3 GOVERNANCE

The Parties will designate communications contacts that will work collaboratively to prepare communications activities for the project announcement, milestones, and completion.

SCHEDULE C.4 PROGRAM COMMUNICATIONS

Canada retains the right to meet its obligations to communicate information to Canadians about the Program and the use of funding through its own communications products and activities.

Canada and the Recipient may also include general Program messaging and an overview of this Project as an example in their own communications products and activities. The Party undertaking these activities will recognize the funding of the Parties.

Canada and the Recipient agree that they will not unreasonably restrict the other Party or other funding contributors from using, for their own purposes, public communications products related to the Project that were prepared collectively or individually by the Parties, and if web-based, from linking to them.

Canada and the Recipient will ensure that:

- a. Canada and the Recipient will work together with respect to Joint Communications about the Project.
- b. Joint Communications related to Project funded under this Agreement should not occur without the prior knowledge and agreement of each of the Parties.
- c. All Joint Communications material will be approved by Canada and the Recipient, and will recognize the funding of each of the Parties.

- d. Each of the Parties may request Joint Communications to communicate to Canadians about the progress or completion of Projects. The requestor will provide at least fifteen (15) business days' notice to the other Parties. If the Communications Activity is an event, it will take place at a mutually agreed date and location.
- e. The requestor of the Joint Communications will provide an equal opportunity for the other Parties to participate and choose their own designated representative in the case of an event.
- f. As the Government of Canada has an obligation to communicate in English and French, Communications products developed and published by Canada related to events must be bilingual and include the Canada word mark and the other Party's logo. In such cases, Canada will provide the translation services and final approval of products.
- g. The conduct of all Joint Communications will follow the *Table of Precedence for Canada* (<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>).

Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

The Recipient agrees to collaborate with Canada on Communications Activities and products including, but not limited to, Project success stories, vignettes, and multi-media products.

SCHEDULE C.5 INDIVIDUAL COMMUNICATIONS

The Recipient will ensure that:

- a. Where a website or webpage is created to promote or communicate progress on a funded Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada." The Canada wordmark or digital sign must link to Canada's website, at <https://housing-infrastructure.canada.ca>. The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>.
- b. The Recipient will be required to send a minimum of one photograph to each of the Parties of the construction in progress, or of the completed project, for use in social media and other digital individual Communications Activities. Sending the photos will constitute permission to use and transfer of copyright. Photographs are to be sent to photo@infc.gc.ca along with the Project's name and location.

SCHEDULE C.6 OPERATIONAL COMMUNICATIONS

The Recipient is solely responsible for operational communications with respect to the Project, including, but not limited to, calls for tender, construction, and public safety notices.

Operational communications will include the following statement: "This project is funded in part by the Government of Canada". Operational communications as described above are not subject to the federal official languages policy.

Canada and the Recipient will share information promptly with the other Party should significant media inquiries be received or if major stakeholder issues relating to the Project arise.

SCHEDULE C.7 SIGNAGE

Unless otherwise agreed upon by Canada, the Recipient will produce and install a sign to recognize contributors' funding at each Project site in accordance with current federal signage guidelines. The sign's design, content, and installation guidelines are published on Housing, Infrastructure and Communities Canada's website, at <https://housing-infrastructure.canada.ca/pub/signage-panneaux/intro-eng.html>.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to the Project, it must recognize the federal contribution and be approved by Canada.

The Recipient will ensure that signs are installed at the Project site(s) at least one (1) month prior to the start of construction, be visible for the duration of the Project, and remain

in place until one (1) month after construction is completed and the infrastructure is fully operational or opened for public use.

The Recipient will ensure that signs are installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

Sign installations shall be reported to Canada in the Final Report as per Section 8. (Reporting).

SCHEDULE C.8 ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, Canada and the Recipient may, at their own cost, organize an advertising or public information campaign related to the Program or the funded Project. However, such a campaign must respect the provisions of this Agreement and the Government of Canada requirements for advertising (<https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-programhttps://www.canada.ca/en/treasury-board-secretariat/services/government-communications/federal-identity-program/technical-specifications/advertising.html>). In the event of such a campaign, each Party agrees to inform the other Party of its intention, no less than twenty-one (21) business days prior to the campaign launch.

DRAFT

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Healthcare Advisory Committee

Whereas at its meeting of March 25, 2025, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations the Office of the Chief Administrative Officer, Report No. 2025-71, Subject: Future of Healthcare in Port Colborne Mid-Point Public Engagement; and

Whereas Council deems it desirable to establish a Terms of Reference for the Healthcare Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Healthcare Advisory Committee."
2. That the Terms of Reference for the Healthcare Advisory Committee, attached hereto as Schedule "A", be approved.
3. That this by-law shall come into force and effect on the date of passing.

Enacted and passed this 25th day of March 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Committee: Healthcare Advisory Committee

Date Approved:

Date Revised: N/A

Approval: Council

Committee Resource: Deputy Clerk

1. Purpose

The Healthcare Advisory Committee (“the Committee”) is an Advisory Committee of Council established to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne.

2. Mandate

The Healthcare Advisory Committee shall:

- 2.1 Work to ensure the residents of Port Colborne have access to healthcare and associated community and healthcare services that are required within the community.
- 2.2 Develop and recommend to Council:
 - 2.2.1 a comprehensive, evidence-based, and attainable healthcare service strategy that includes core key performance indicators to measure success;
 - 2.2.2 an assessment of the alignment of healthcare service proposals, initiatives and opportunities and their alignment with a Council approved healthcare service strategy;
 - 2.2.3 a comprehensive upper level of government relations strategy to support the achievement of a Council approved healthcare service strategy; and
 - 2.2.4 public engagement to support the work of the Committee in fulfilling its mandate.



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- 2.3 Obtain information, as required, to support evidence-based decision making.
- 2.4 Monitor, assess, and recommend to Council progress towards achieving a Council approved healthcare service strategy, including key performance indicators.
- 2.5 Provide periodic updates to Council, as required.

3. Membership Composition

The Healthcare Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Five (5) voting members appointed from the public at large, with diverse perspectives, by resolution of Council.
- 3.2 Two (2) non-voting members of Council will be appointed to act as liaison. The Mayor is ex-officio non-voting member of every Committee.
- 3.3 Supporting the Committee will be the CAO, City staff as required, and healthcare professionals as invited.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the Committee, the following criteria will be considered. The aim is to achieve a diverse Committee with a combination of technical experts and community representatives.

- 4.1 Residency – Applicants must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Availability – It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of healthcare matters and



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services within the community. The relevance of their interests to the mandate of the Committee will be an important factor.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term and will extend until June 30, 2029. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Non-voting members are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations/delegations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare a timetable for Council which will outline milestones that will result in a healthcare strategy for Council's consideration.
 - 11.1.1 Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
 - 11.1.2 The timetable will include a mandatory quarterly report to Council to provide regular updates until the final strategy is complete.
- 11.2 Ensure the mandate of the Committee is being fulfilled.
- 11.3 Consult with other Advisory Committees on mandated items where there may be a common interest.



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- 11.4 Conduct research to help inform of any programs, outreach campaigns, by-laws, etc.
- 11.5 Provide the Chair with solid, information regarding agenda items.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.
- 11.7 Review projects as requested by Council and City staff related to mandated items.
- 11.8 Fairly represent the field of expertise, interest and involvement of the Committee.

12. Role of Staff Liaison

The Staff Liaison will provide administrative and procedural support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas. The Committee's responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

13. Meetings

- 13.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 13.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 13.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 13.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 13.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a



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meeting schedule, considering the business needs and the schedule of Council.

13.6 The location of the meetings will be set by the Committee at a City facility.

14. Minutes

The minutes of all the Committee meetings shall be recorded and distributed to the Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

15. Quorum

A quorum of the Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

16. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.



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Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

17. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

18. Remuneration

All members of the Committee shall serve without remuneration.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

**Being a by-law to Adopt, Ratify and Confirm the proceedings of
the Council of The Corporation of the City of Port Colborne at its Regular
Meeting of March 25, 2025**

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

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

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

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of March 25, 2025, 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 25th day of March 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk