

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, September 23, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Interest
4. Closed Session (Beginning at 4:30 p.m.)
 - 4.1 Approval of Closed Session Minutes
 - a. Regular Council Meeting (Closed Session) - August 26, 2025
 - 4.2 Verbal Updates
 - a. Confidential Human Resources Verbal Update

Confidential Human Resources Verbal Update pursuant to to the *Municipal Act, 2001*, subsection 239(2)(d), labour relations or employee negotiations.
 - b. Confidential Verbal Update from the Chief Administrative Officer

Confidential Verbal Update from the Chief Administrative Officer pursuant to the *Municipal Act, 2001*, subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
 - 4.3 Staff Reports

- a. Confidential Legislative Services Department Report, 2025-191

Confidential Legislative Services Department Report 2025-191 pursuant to the *Municipal Act, 2001*, subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

5. Back to Open Session (Beginning at 6:30 p.m.)

6. National Anthem

7. 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.

8. Proclamations

8.1 October as Community Health and Wellbeing Month

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9. Presentations

10. 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.

11. Mayor's Report

12. Regional Councillor's Report

13. 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.

13.1 Approval of Minutes

- a. Regular Council Meeting - August 26, 2025 4
- b. Regular Council Meeting - September 9, 2025 18

13.2 Receipt of Minutes of Boards & Committees

- a. Environmental Advisory Committee - May 14, 2025 29
- b. Port Colborne Historical and Marine Museum Board - June 17, 2025 35

13.3 Staff Reports

- a. Recommendation Report for Proposed Zoning By-law Amendment for 484 Barrick Road – File D14-12-24, 2025-169 42
- b. Roselawn Accessibility Ramps, Washrooms and Foyer, 2025-188 57
- c. Update on Port Colborne New Official Plan Project, 2025-193 76

13.4 Receipt of Correspondence Items

- a. City of Thorold - Publication of the Sexual Offender Registry 82
- b. Town of Grimsby - Support of Niagara GTA Corridor 84
- c. Ontario Medical Association (OMA) - Thank you Letter 86

14. Items Requiring Separate Discussion

- 14.1 Short-Term Rental Accommodations Licensing By-Law, 2025-190 87

15. Staff Remarks

16. Councillors' Remarks

17. Motions

18. Notice of Motions

19. By-laws

19.1 By-law No. 7387/78/25 115

Being a by-law to amend Zoning By-law 6575/30/18 respecting the land legally known as Concession 2, Part of Lot 30 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 484 Barrick Road.

19.2 By-law No. 7388/79/25 118

Being a By-law to License, Regulate, and Govern Short-term Rental Accommodations in the City of Port Colborne.

19.3 By-law No. 7389/80/25 132

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

20. Procedural Motions

21. Adjournment

From: Lori Kleinsmith <lori.kleinsmith@bridgeschc.ca>
Sent: Monday, September 15, 2025 10:06 AM
To: Deputy Clerk <deputyclerk@portcolborne.ca>
Subject: Proclamation Request from Bridges Community Health Centre

Hi Jessica,

On behalf of Bridges Community Health Centre, I am submitting a request for a proclamation from the City of Port Colborne. It is to recognize the month of October as Community Health and Wellbeing Month.

Thank you,

Lori

Lori Kleinsmith

Health Promoter

Bridges Community Health Centre

380 Elm St., Rear, Port Colborne L3K 4P2

289-479-5017 ext. 2445

lori.kleinsmith@bridgeschc.ca



Standing Together Tous Solidaires

Proclamation – Community Health and Wellbeing Month 2025

WHEREAS Ontario stands together to achieve equitable health and wellbeing for everyone living here;

WHEREAS health is much more than the absence of illness; it is the complete state of physical, mental, spiritual and social wellbeing;

WHEREAS community health is essential to the wellbeing of people, the places where we live, and our health system overall;

WHEREAS better health and wellbeing begins locally, in our homes, in our schools, in our workplaces, and in the community spaces where we live, work and play;

WHEREAS treating people's illnesses and sending them back to the same conditions that produced their sickness will only result in continued ill-health and stress on our health and social systems;

WHEREAS by ensuring better health and wellbeing for all, and by creating collaborative, coordinated programs and services that confront health inequities across our entire community, we will ease pressures on our health care system and strengthen public health care across the province, part of our core values as a society;

WHEREAS community health care workers, including social workers, nurses, mental health staff, and others, continue to be paid less than their counterparts in other provinces and health care sectors, hurting the ability of the community health organizations our community depends on to retain and recruit vital personnel;

WHEREAS to achieve this future we need to transform Ontario's health system to a Community Health and Wellbeing system rooted in comprehensive primary health care that promotes equitable health and wellbeing for everyone living in Ontario and supports community health workers and their organizations to keep people well and out of the hospital;

WHEREAS during the Month of October, 2025, people across the province will be standing together in support of community health organizations and workers to build a health system with primary health care as the foundation, for the best possible and equitable wellbeing and health of all people in our community and in communities all across Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Council of the City of Port Colborne does hereby proclaim the Month of October, 2025, to be "Community Health and Wellbeing Month" in Port Colborne, Ontario.



PORT COLBORNE

September 23, 2025

Moved by Councillor
Seconded by Councillor

WHEREAS Ontario stands together to achieve equitable health and wellbeing for everyone living here; and

WHEREAS health is much more than the absence of illness; it is the complete state of physical, mental, spiritual and social wellbeing; and

WHEREAS community health is essential to the wellbeing of people, the places where we live, and our health system overall; and

WHEREAS better health and wellbeing begins locally, in our homes, in our schools, in our workplaces, and in the community spaces where we live, work and play; and

WHEREAS treating people's illnesses and sending them back to the same conditions that produced their sickness will only result in continued ill-health and stress on our health and social systems; and

WHEREAS by ensuring better health and wellbeing for all, and by creating collaborative, coordinated programs and services that confront health inequities across our entire community, we will ease pressures on our health care system and strengthen public health care across the province, part of our core values as a society; and

WHEREAS community health care workers, including social workers, nurses, mental health staff, and others, continue to be paid less than their counterparts in other provinces and health care sectors, hurting the ability of the community health organizations our community depends on to retain and recruit vital personnel; and

WHEREAS to achieve this future we need to transform Ontario's health system to a Community Health and Wellbeing system rooted in comprehensive primary health care that promotes equitable health and wellbeing for everyone living in Ontario and supports community health workers and their organizations to keep people well and out of the hospital; and

WHEREAS during the Month of October, 2025, people across the province will be standing together in support of community health organizations and workers to build a health system with primary health care as the foundation, for the best possible and equitable wellbeing and health of all people in our community and in communities all across Ontario.

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim the Month of October, 2025, to be "**Community Health and Wellbeing Month**" in the City of Port Colborne.

William C. Steele
Mayor

City of Port Colborne

Council Meeting Minutes

Date: Tuesday, August 26, 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
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Member(s) Absent: E. Beauregard, Councillor

Staff Present: E. Acs, Chief Planner
B. Boles, Chief Administrative Officer
J. Beaupre, Deputy Clerk
C. Banting,
S. Double, Fire Chief
G. Long, Director of Development and Government Relations
C. Madden, City Clerk
M. Murray, Chief Human Resources Officer
K. Martel, Manager of Planning

Others Present: V. Badawey, Regional Councillor

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

The agenda was amended to include the delegation presentation from the Royal Canadian Legion Branch 56.

C-25- 166

Moved by Councillor F. Danch

Seconded by Councillor M. Bagu

That the Council agenda dated August 26, 2025, be confirmed, as amended.

Carried

5. Disclosures of Interest

There were no disclosures of interest.

6. Proclamations

6.1 Rail Safety Week - September 15 to 21, 2025

C-25- 167

Moved by Councillor R. Bodner

Seconded by Councillor T. Hoyle

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim September 15 to 21, 2025 as "Rail Safety Week" in the City of Port Colborne.

Carried

7. Presentations

7.1 Accessibility Awards Presentation

Mary Murray, Chief Human Resource Officer, presented the accessibility awards on behalf of the Joint Accessibility Advisory Committee.

8. Delegations

8.1 Royal Canadian Legion Branch 56 – Port Colborne - Veterans Cross Walks

C-25- 168

Moved by Councillor R. Bodner

Seconded by Councillor G. Bruno

That the cross walk painting request from Royal Canadian Legion Branch 56 be referred to Public Works staff for review.

Carried

9. Mayor's Report

A copy of the Mayor's report is attached.

10. Regional Councillor's Report

Regional Councillor Badawey provided an update to Council on the Niagara Region's current work.

11. Consent Agenda

Items 11.3 d, h, 11.4 b, and i, were lifted for separate discussion and considered under item 12, Items Requiring Separate Discussion.

C-25- 169

Moved by Councillor M. Aquilina

Seconded by Councillor M. Bagu

That Council hereby approves the listed consent items on the August 26, 2025, Council agenda; and

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

Carried

11.1 Approval of Minutes

a. Regular Council Meeting - July 8, 2025

- b. Public Meeting (Planning) - August 19, 2025**

11.2 Receipt of Minutes of Boards & Committees

- a. Port Colborne Historical and Marine Museum Board Meeting Minutes - May 20, 2025**
- b. Healthcare Advisory Committee**
 - a. June 12, 2025**
 - b. July 9, 2025**
 - c. July 23, 2025**
 - d. August 6, 2025**
- c. Heritage Sub Committee**
 - a. May 12, 2025**
 - b. June 16, 2025**
 - c. July 21, 2025**

11.3 Staff Reports

- a. Amended POCOMAR Agreement, 2025-143**
- b. Digital Radio Transition Project - 2025, 2025-175**
- c. Notice of Intention to Demolish - 63 Welland Street, 2025-168**
- d. Proposed Invertose Drive Road Realignment and Truck Parking Lane addition, 2025-140**
- e. Elmvale Crescent Stop Up and Close and Surplus Declaration, 2025-130**
- f. Surplus Declaration – 69 Lake Road, 2025-161**

11.4 Receipt of Correspondence Items

- a. Niagara Region - Report PDS 13-2025 Respecting Repeal of By-laws Delegating Planning Application Approvals to Local Area Municipalities**
- b. Municipality of Central Huron - Letter of Support - Raising Ontario Works and Ontario Disability Support Program**

- c. **Town of Kingsville - Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025**
- d. **Norfolk County Council - Letter of Support for the Township of Otonabee-South Monaghan regarding Bill C-2 Proceeds of Crime**
- e. **ADR Chambers - Re IC-35495-0325: City of Port Colborne Commissioner Annual Report for the operating period of February 25, 2024, to February 24, 2025**
- f. **City of Thorold - Respecting Elect Respect Pledge**
- g. **Niagara Health - Partnering for the future of healthcare in South Niagara**
- h. **City of Port Colborne - Letter to Dr. Jane Philpott, Request for Consultation on Healthcare in Port Colborne**
- i. **Niagara Health - Letter of Support**

12. Items Requiring Separate Discussion

12.1 Healthcare Update, 2025-179

C-25- 170

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

That Office of the Chief Administrative Officer Report 2025-179 be received for information.

Carried

12.2 Update on Housing Initiatives, 2025-170

C-25- 171

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

That Development and Government Relations Department Report 2025-170 be received for information.

Carried

12.3 Water Service and Wastewater Lateral Replacement Grant Program update, 2025-151

C-25- 172

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

That Public Works Department Report 2025-151 be received; and That Council approve enhancements to the Water Service and Wastewater Lateral Replacement Grant Program, including increasing the maximum grant amounts to \$2,000 for each individual service or up to \$5,000 when both water and wastewater services are replaced concurrently, and waiving Building Permit Fees for work eligible under the program; and further,

That these enhancements be subject to the availability of funds within the approved annual budget.

Carried

12.4 Niagara Region, the Town of Grimsby, and the City of St. Catharines - Elect Respect Campaign

12.5 Coalition to End Violence Against Women (CEVAW) Niagara - Support for Bill 9 Municipal Accountability Act, 2025 and the Importance of Mandatory Leaves of Absence for Elected Officials Charged with Assault

C-25- 173

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

That Council support the correspondence from the Niagara Region, the Town of Grimsby, and the City of St. Catharines regarding the Elect Respect Campaign; and

That Council support the correspondence from the Coalition to End Violence Against Women (CEVAW) Niagara regarding the support for Bill 9, the Municipal Accountability Act, 2025.

Carried

13. Staff Remarks

Joe Colasurdo, Manager of Strategic Projects, provided an update regarding Welland Street and trail construction.

Erik Acs, Chief Planner, noted an open house will be held on September 16, 2025, at the Vale Health and Wellness Centre to discuss parking reductions and accessory dwelling units. He also noted a consultant was selected for the City's Official Plan. Dates for Official Plan public engagement will be confirmed in the coming weeks.

Mary Murray, Chief Human Resources Officer, thanked all the students who worked for the City over the summer.

14. Councillors' Remarks

Councillor Bodner thanked Councillor Aquilina for assisting Ward 4 residents in his absence. He also noted there are Doctors in Welland who are looking for new patients.

Councillor Hoyle thanked staff and volunteers for their work on Canal Days. He also inquired to Joe Colasurdo, Manager of Strategic Projects, about the curb height on Welland Street and the impact on parking.

Councillor Danch inquired to Bryan Boles, Chief Administrative Officer, about the algae levels at the Marina and the process to deal with it. He also thanked staff for cleaning up the temporary outhouse, which was tipped over at H.H. Knoll Lakeview Park.

Councillor Elliott attended the Canada Summer Games in Newfoundland, where his grandson was a member of one of the teams. He also thanked staff for their work on Canal Days.

Councillor Bruno thanked staff for their work on Canal Days and noted it was one of the best festivals he has seen.

Councillor Bagu spoke about his attendance at the Association of Municipalities of Ontario (AMO) conference in Ottawa, and thanked staff for their assistance in preparing for the conference. He inquired to Joe about the project taking place on the Eagle Marsh Drain bridge. Hew also inquired about the new sail covers on West Street, and what type of work the Niagara Region is conducting on Clarence Street. Lastly, he inquired about the bridge maintenance on the Welland Canal.

Councillor Aquilina thanked staff for their work on Canal Days.

15. Motions

There were no motions.

16. Notice of Motions

There were no notices of motions.

17. Motions Arising from Boards and Committees

C-25- 174

Moved by Councillor M. Aquilina

Seconded by Councillor T. Hoyle

That Council approve the following funding requests for a total of \$20,400 in the second allocation of grants for 2025:

- Big Brothers Big Sisters Niagara, \$4600
- Birchway, \$4000
- Community Connect, \$4500
- Port Colborne and District Conservation Club, \$1800
- Friends of Roselawn Centre, \$1100
- Port Colborne Operatic Society, \$4400

Carried

18. By-laws

C-25- 175

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That the following by-law(s) be passed and enacted, as presented:

- By-law No. 7374/65/25
- By-law No. 7375/66/25
- By-law No. 7376/67/25
- By-law No. 7377/68/25
- By-law No. 7378/69/25
- By-law No. 7379/70/25

- By-law No. 7380/71/25
- By-law No. 7381/72/25

Carried

18.1 By-law No. 7374/65/25

18.2 By-law No. 7375/66/25

18.3 By-law No. 7376/67/25

18.4 By-law No. 7377/68/25

18.5 By-law No. 7378/69/25

18.6 By-law No. 7379/70/25

18.7 By-law No. 7380/71/25

18.8 By-law No. 7381/72/25

19. Closed Session

C-25- 176

Moved by Councillor D. Elliott

Seconded by Councillor M. Aquilina

That Council do now proceed to meet in Closed Session at 8:27 p.m. under the *Municipal Act, 2001*:

- Subsection 239(2)(b) where a closed session meeting is held if the subject matter being considered is about an identifiable individual, including municipal or local board employees.
- Subsection 239(2)(c) where a closed session 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.
- Subsection 239(2)(d) where a closed session meeting is held if the subject matter being considered are labour relations or employee negotiations.

Carried

19.1 Approval of Closed Session Minutes

a. Regular Council Meeting (Closed Session) - June 24, 2025

- b. **Regular Council Meeting (Closed Session) - July 8, 2025**

19.2 Staff Reports

- a. **Confidential Human Resources Report 2025-157**
- b. **Confidential Development and Government Relations Report , 2025-172**
- c. **Confidential Office of the Chief Administrative Officer Report, 2025-178**

20. Back to Open Session

C-25- 177

Moved by Councillor T. Hoyle

Seconded by Councillor G. Bruno

That Council does now rise and reconvene from Closed Session at 9:44 p.m. with report:

19.1 Approval of Closed Session Minutes

That the Closed session minutes be approved, as presented.

19.2 Staff Reports

- a. That Confidential Human Resources Report 2025-157 be received; and

That staff follow the direction provided in Closed Session.

- b. That Confidential Development and Government Relations Report 2025-172 be received; and

That staff follow the direction provided in Closed Session.

- c. That Confidential Office of the Chief Administrative Officer Report 2025-178 be received; and

That staff follow the direction provided in Closed Session.

Carried

21. Procedural Motions

There were no procedural motions.

22. Confirmatory By-law

22.1 By-law No. 7382/73/25

C-25- 178

Moved by Councillor T. Hoyle

Seconded by Councillor G. Bruno

That the By-law to Adopt, Ratify and Confirm the Proceedings of the Council of the Corporation of the City of Port Colborne, dated August 26, 2025, be enacted and passed, as presented.

Carried

23. Adjournment

Mayor Steele adjourned the meeting at 9:45 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk



PORT COLBORNE

MAYOR'S REPORT TO COUNCIL

TUESDAY, AUGUST 26, 2025

PRAISE FOR CANAL DAYS

It's been three weeks since our 47th annual Canal Days festival. Members of council and I extend many thanks to our presenting sponsor, GIO Rail, as well as to each of our 60 sponsors, the most we've ever had.

We thank more than 200 volunteers, who shared their pride in our city, and for our signature festival. Our Canal Days team, led by Luke Rowe, Olga Loeffen, Stephanie Powell-Basick, Greg Zwiép, Jasmine Peazel-Graham, and Bryan Boles were on top of everything, every detail. Staff from every department really stood up and delivered -- from before dawn until the wee hours of the morning.

We are so proud to announce the largest crowds to visit our city on the Civic Long Weekend, August 1 to 4. Our bylaw staff and the security teams did an incredible job. Dave Rapleje and his TNR Productions team outdid themselves this year with the record crowds for the concerts in the park. I could not be more proud of all of you, and all the local business owners who took part. Canal Days just gets better every year. Thank you.

TWO MORE COMMUNITY CONCERTS

Our Community Concert series, sponsored by Asahi Kasei Battery Separator Canada, is also drawing great crowds, which we're so pleased to see. Strictly Hip, a couple of weeks ago, was a huge hit, not only for their excellent renditions of Tragically Hip classics, but because the lead singer, Jeremy Hoyle is a local boy from Port Colborne.

The Caverners, one the most popular local bands in Niagara, plays Beatles nostalgia on August 29. Taylor's Story closes the summer concert series with the much-loved music of Taylor Swift on September 12. We are grateful to Asahi Kasei for their sponsorship, and to everyone who comes out to enjoy music, Live at the Lake. As a reminder, admission to the Community Concerts is free. We are grateful you attend with the donation of a non-perishable food item for the Port Cares Reach Out Centre.

AMO CONFERENCE

Team Port Colborne had an impressive showing at the Association of Municipalities of Ontario conference in Ottawa Aug. 17 to 19. Over the course of two days, between plenaries, workshops, speakers and a massive trade show, we were granted time with 14 provincial ministers and their senior staff. There are more than 400 municipalities in Ontario, each of which want facetime with the leaders or deputies of the 30 ministries in the Ontario cabinet.

Every municipality needs something from the provincial government. We all want to make our case why our request is worth the province's consideration, and investment. You don't get an appointment with all the ones you apply to. Thanks to Gary Long's persistence, we were able to meet with 14. These are critical meetings, they can be intense, and they all go quickly.

We met with, among others, the Ministries of Health, Environment, Energy, Tourism, Sport, Municipal Affairs, and Labour. We also met with senior managers of Ontario Hydro and the Ontario Medical Association. We arrived with comprehensive and succinct requests. We left each ministry with a beautifully designed and concise info package. Many thanks to our CEO and our government relations and communications teams.

TOURED PORT OF HALIFAX

On a side trip during our vacation to the Maritimes, I had the opportunity to meet the executive team of the Port of Halifax. They took me on a tour of "the first inbound and last outbound gateway to the Atlantic," one of the top four container ports in North America, used by to 150 countries.

We discussed the logistics of servicing 1,500 vessels every year, and the \$2 billion economic impact generated by every kind of international cargo you can imagine. It was extremely impressive and educational to discuss our connection in terms of short-sea shipping and the work we're doing with our marine partners here on the canal.

\$11 MILLION FUNDING FOR WATER INFRASTRUCTURE

The week before we went to AMO, we were called by Ontario Infrastructure Minister Kinga Surma to an announcement in Niagara Falls. Port Colborne was part of \$135-million project to protect water systems and irrigation infrastructure in Niagara and Leamington. Niagara Region will receive \$94 million, which includes \$53 million for six water systems projects to help unlock up to 14,000 new homes through the Municipal Housing Infrastructure Program's Housing Enabling Water Systems Fund stream, and another \$41 million for irrigation pipelines to help deliver water to hundreds of farms and agricultural businesses.

Port Colborne is one of the six water systems projects –our share of the \$53 million is \$11 million. That money is going to go a long way to secure residential and industrial growth. The funding for our city came out of weeks of hard work, communications and meetings with our regional and provincial partners. It's the same kind of collaboration we cultivated at AMO. It works. We've proven it several times in the past three years, with millions of dollars of investment in our city from the province and the federal government.

REST IN PEACE, PATRICIA PREMI

We said goodbye last week to Pat Premi, who worked at city hall 42 years. She was widely respected and held in highest esteem by all of us who knew her, and by all her colleagues and friends. We lowered the flags here at city hall last week, in her honour. On behalf of members of council, we send our condolences to her children Sarah and Tom and their families. That concludes my report for this evening.

City of Port Colborne

Council Meeting Minutes

Date: Tuesday, September 9, 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: E. Acs, Chief Planner
B. Boles, Chief Administrative Officer
J. Beaupre, Deputy Clerk
C. Dray, Road and Park Operations Manager
S. Double, Fire Chief
C. Madden, City Clerk
G. Long, Director of Development and Government Relations
S. Shypowskyj, Director of Public Works
G. Zwiep, Manager of Recreation and Tourism

Others Present: V. Badawey, Regional Councillor

1. Call to Order

Mayor Steele called the meeting to order at 6:31 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

An addendum was issued to the agenda to include report 2025-187, Veterans Crosswalk.

C-25- 179

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

That the Council agenda dated September 9, 2025, be confirmed, as amended.

Carried

5. Disclosures of Interest

There were no disclosures of interest.

6. Proclamations

6.1 September is Charcot-Marie-Tooth (CMT) Disease

C-25- 180

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

WHEREAS September is Charcot-Marie-Tooth (CMT) Disease Awareness Month; and

WHEREAS CMT Disease, is named after the three doctors who first described the disease in 1886. Doctors Jean-Martin Charcot, Pierre Marie, and Howard Henry Tooth. Today, CMT refers to any peripheral neuropathy with a genetic cause, whether or not the specific genetic mutation is known; and

WHEREAS CMT is a rare multisystem, multiorgan disease that causes lifelong, progressive symptoms, including muscle weakness and atrophy in the arms and legs, sensory loss, and other complications. These symptoms often lead to challenges with balance, walking, hand use, and other daily activities; and

WHEREAS CMT affects 1 in 2,500 people, CMT is a rare disease but also the most common inheritable peripheral neuropathy. It is inheritable because the genetic mutations that cause CMT can be passed from parents to children.

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim the month of September 2025 as “Charcot-Marie-Tooth (CMT)” awareness month in the City of Port Colborne.

Carried

7. Presentations

7.1 Isadore Sponder Award Presentation

Mayor Steele, Frank Horvath, Coach Jennifer Laur presented the Isadore Sponder Trophy to recipient Evanny Fairchild.

7.2 Grant Award Presentation

Mayor Steele, Councillor Aquilina, and Councillor Hoyle presented the grant awards to the following organizations:

- Big Brothers Big Sisters Niagara
- Birchway
- Community Connect
- Friends of Roselawn Centre
- Port Colborne and District Conservation Club
- Port Colborne Operatic Society

7.3 Parks and Recreation Strategic Plan Update

Tracy McQueen, McQueen Golloway Associates, presented an update to Council on the Parks and Recreation Strategic Plan.

8. Delegations

There were no delegations.

9. Mayor's Report

A copy of the Mayor's report is attached.

10. Regional Councillor's Report

Regional Councillor Badawey provided a report to Council.

11. Consent Agenda

Item 11.3 d, Report 2025-187 Veterans Crosswalk, was lifted and considered as item 12.1 under Items Requiring Separate Discussion.

C-25- 181

Moved by Councillor D. Elliott

Seconded by Councillor G. Bruno

That Council hereby approves the listed consent items on the September 9, 2025, Council agenda; and

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

Carried

11.1 Approval of Minutes

11.2 Receipt of Minutes of Boards & Committees

- a. **Grant Allocation Advisory Committee - February 13, 2025**
- b. **Port Colborne Historical and Marine Museum Board - June 17, 2025**
- c. **Port Colborne Public Library Board - June 4, 2025**

11.3 Staff Reports

- a. **2024 Consolidated Financial Statements, 2025-162**
- b. **Adjustments to Council Remuneration By-law, 2025-174**
- c. **Recommendation Report for Zoning By-law Amendment D14-01-25 (70 Nickel Street), 2025-180**

11.4 Receipt of Correspondence Items

a. **Niagara Transit - 2025 Q2 Statistics**

12. Items Requiring Separate Discussion

12.1 Veterans Crosswalk, 2025-187

C-25- 182

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That Public Works Department Report 2025-187 be received; and

That the Director of Public Works be directed to upgrade the Clarence Street pedestrian crossing line painting to match the aesthetics as outlined in Appendix A using regular road paint for a cost of \$3,100 to be funded from the Public Works Operating Budget before October 18, 2025; and

That the Director of Public Works be delegated the authority to allocate the future funds received from the Port Colborne Legion towards the veteran's crosswalk line painting project.

Carried

Amendment:

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That the Director of Public Works be delegated the authority to allocate the future funds received from the Port Colborne Legion towards the veteran's crosswalk line painting project.

Carried

13. Staff Remarks

Stan Double, Fire Chief, spoke about the volunteer firefighter recruitment program, where applications are now open. He also noted they will be distributing fire alarms and carbon monoxide alarms to residents during October.

Steve Shypowskyj, Director of Public Works, spoke about the 2025 bridge rehabilitation program. He also talked about the beginning of work on the watermain lining program, and the ongoing progress in the east side employment land project. Lastly, he noted the remainder of the 2025 ditching program will be completed in the next month.

Gary Long, Director of Development and Government Relations, noted they met with Member of Parliament Fred Davies. He also noted there have been conversations with the Hamilton Oshawa Port Authority related to ongoing projects. A report about the feasibility of a hotel in Port Colborne is almost done. Lastly, he mentioned the Azure Sustainable Fuels company and a meeting that took place related to their Port Colborne project.

Erik Acs, Chief Planner, noted there will be an open house at the Vale Health and Wellness Centre on accessory dwelling units on September 16, 2025.

Danny Rodgers, Chief Building Official, noted the short-term rentals accommodation by-law and report are scheduled to come forward at the next Council meeting.

Greg Zwiép, Manager of Recreation and Tourism, reminded everyone that the Junior B Sailors Hockey team will be playing their first game of the season on September 12, 2025, at 7 p.m.

Bryan Boles, Chief Administrative Officer, spoke about an upcoming review that will be conducted by the Niagara Region to review allocated water/wastewater funding.

14. Councillors' Remarks

Councillor Aquilina gave a shout out to Port Colborne Soccer and thanked all players and coaches for a great season. She also gave a special shout out to the U16 group who had an undefeated season and went to Ontario Cup semi finals.

Councillor Bagu inquired to Steve Shypowskyj, Director of Public Works, about wire and plastic conduit damage for wiring along West Street and when the power would be back on. He also inquired about a lift parked on West Street.

Councillor Bruno inquired to Stan Double, Fire Chief, about how the condition of abandoned buildings were assessed. He also thanked Public Works staff for their work on roadside cutting during the spring and summer months. He inquired about potential work to smooth the surface of intersections in the city.

Councillor Elliott thanked Building, By-Law and Planning staff for their efforts related to a sign removal issue on Clarence Street. He also inquired to Erik Acs, Chief Planner, about the content that will be shared at the public open house related to accessory dwelling units.

Councillor Hoyle inquired to Steve about signage to curb speeding in school zones.

Councillor Bodner inquired to Steve for an update about the gates that are to be installed on the road ends. He also inquired to Erik about accessory dwelling units in urban areas, and if they can be built in the rural area. Lastly, he inquired to Chief Double about the progress to the proposed changes to the open air burning by-law and the nuisance by-law.

15. Motions

There were no motions.

16. Notice of Motions

There were notices of motions.

17. Procedural Motions

There were no procedural motions.

18. By-laws

C-25- 183

Moved by Councillor E. Beauregard

Seconded by Councillor M. Aquilina

That the following by-law(s) be passed and enacted, as presented:

- By-law No. 7383/74/25
- By-law No. 7384/75/25
- By-law No. 7385/76/25

Carried

18.1 By-law No. 7383/74/25

18.2 By-law No. 7384/75/25

18.3 By-law No. 7385/76/25

19. Adjournment

Mayor Steele adjourned the meeting at 8:35 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk



PORT COLBORNE

MAYOR'S REPORT TO COUNCIL

TUESDAY, SEPT. 9, 2025

FINAL COMMUNITY CONCERT

Our Community Concert series, sponsored by Asahi Kasei Battery Separator Canada, has been the go-to Friday night event in the park this summer. We're so pleased you've enjoyed the variety of music. Calling all Swifties and fans of Taylor Swift: Are You Ready For it, Port Colborne? We have an awesome tribute show three sleeps from today!

Taylor's Story closes the summer concert series with the much-loved music of Taylor Swift Friday evening, Sept. 12. We are grateful to Asahi Kasei for their sponsorship, and to everyone who comes out to enjoy music, Live at the Lake. Port Colborne Wave Girls Hockey will have a barbecue in the park Friday, starting at 6pm. They ask you use cash only, please. The Wave will also have facepainting, Taylor Swift-inspired stickers, and all kinds of fun stuff.

We've invited all the city's incredible volunteers to join us at the concert Friday, as part of our Volunteer Appreciation celebration. Council and staff thank our volunteers for another amazing summer of events – we thank you for your time, energy and your commitment. Volunteers make Port Colborne a better place, and because of that we dedicate the final Community Concert to all of YOU!

Admission to the Community Concerts is free. We are grateful you attend with donations of non-perishable food for the Port Cares Reach Out Centre. At the Caverners concert a couple of weeks ago, we collected 1,609 pounds of food and several hundred dollars in cash, which is awesome! Thank you! Let's break both records Friday, for attendance, and donations!

TERRY FOX DAY SEPTEMBER 14

The Terry Fox Run is an annual non-competitive charity event held around the world to raise money for cancer research in commemoration of Canadian cancer activist Terry Fox and his Marathon of Hope. With little fanfare, Terry Fox started in St. John's, Newfoundland in April 1980. Enthusiasm grew as he made his way, with a prosthetic leg, running about 42 kilometers (26 miles) each day through the Maritimes, across Quebec and Ontario, stopping in towns and cities along the way.

On September 1, after 143 days and 5,373 kilometres (3,339 miles), Terry was forced to stop running outside of Thunder Bay because cancer had appeared in his lungs. An entire nation was stunned and saddened. He died the following June in New Westminster, British Columbia, at age 22. His last words were, "if I don't make it ... the Marathon of Hope must continue." The Marathon has continued as a national event for 45 years. For many Canadians, Terry Fox is the greatest national hero.

In Port Colborne, Nancy Salvage has coordinated Terry Fox events for more than 20 years. She's shaved her head 19 times! Even set a Guinness World Record when she recruited the most shaved heads at one time! Nancy and her team have a great day planned in HH Knoll Lakeview Park Sunday starting at noon. The head shave gets underway at 12:30, run (or walk) starts at 1, followed by a foam party at 3.

PRESENTING ...

Join the Friends of Roselawn Centre to celebrate local arts and culture with an art auction, featuring one-of-a-kind treasures by local artists in honour of Ontario Culture Days. The event, entitled "Presenting ..." opens Friday, Sept. 19 and runs until October 3 in the Roselawn Centre on Fielden Avenue. Roselawn is open 1 to 3 Wednesday to Saturday.

COMMUNITY INPUT SOUGHT FOR ADDITIONAL DWELLING UNITS

Council and staff are asking for ideas and opinions from residents on ADUs. An Additional Dwelling Unit (ADU) is a self-contained residential unit with its own kitchen, bathroom, and sleeping area. An ADU may be in an existing home or a separate

building on the same property. ADUs include basement apartments, in-law suites, coach houses, laneway houses, garden suites, and accessory dwelling units.

According to the City's current by-laws and policies, a single ADU is permitted on any lot containing a single-detached, semi-detached, townhouse, or street townhouse dwelling. We need to increase the number of ADUs, according to provincial and federal mandates, which are tied to funding. That's why we need to update our policies and bylaws, and why we're asking you for your opinions and ideas. We have a survey we ask you to complete, and we have an open house a week from today on Tuesday, Sept. 16 in the Vale Centre. The survey is available online until Tuesday, Sept. 23 on the city website. Printed copies are available at City Hall, the Vale Health & Wellness Centre, and the Port Colborne Public Library.

UNITED WAY FIRETRUCK PULL

I will join city staff as we don our pirate gear and sailor suits for the annual United Way firetruck pull Thursday, Sept. 18. Our well-dressed crew will work together to pull a 12-tonne firetruck 100 feet. Our team joins municipal teams from across the region to raise money and awareness for the United Way.

NEW LOCKERS AT YMCA

Members of the YMCA will be happy the old metal lockers in the family change room have been replaced. The new Port Colborne-blue lockers will last a lot longer and are protected from rusting. YMCA and city staff have already heard many great comments about the upgrades. Council thanks you for the positive feedback.

TREE GIVEWAY AND RAIN BARREL SALE

Our annual tree giveaway on the last Saturday of the month at the Vale Health and Wellness Centre. It'll be first-come first-served starting at 11am Saturday, Sept. 27. We'll have 500 one-gallon potted saplings to give away, limit of two per person. Port residents may choose from a variety of native species. The City has partnered with FCMP Outdoor to offer 50-gallon Raincatcher rain barrels for \$45 each, limit two per household.

You'll need to purchase your barrel (or barrels) online before September 27 and pick them up that day between 9 and noon. All the information is on the city website. You'll need to prove Port Colborne residency for the tree giveaway and the barrel sale. That concludes my report for this evening.

City of Port Colborne

Environmental Advisory Committee Meeting Minutes

Date: Wednesday, May 14, 2025
Time: 6:00 pm
Location: Engineering and Operations Centre, Committee Room
1 Killaly St West, Port Colborne

Members Present: R. Waines
J. Hellinga
N. Gieger
T. Lamb
K. Klauck
A. Smits
O. Iwanicki

Staff Present: M. Bagu, Councillor
T. Hoyle, Councillor
Cassandra Banting
A. Riolino

1. Call to Order

The Chair called the meeting to order at 6:04 PM

2. Adoption of the Agenda (Amended)

Moved By Tim Lamb

Seconded By Katherine Klauck

- Move to amend the agenda and add the 50by30Niagara email to New Business from Staff Updates
- Move to add Discussion on Bill 5 to the agenda under New Business

Carried

3. Disclosures of Interest

Nil.

4. Approval of Minutes

Moved By Tim Lamb

Seconded By Norbert Gieger

That the following minutes be approved:

- Environmental Advisory Committee - January 16, 2025

Carried

5. Staff Updates

5.1 FoodCycler Program (C. Banting)

- The FoodCycler is a countertop appliance that can turn food waste into compost, and can aid in diverting food waste from landfills.
- Given that the Region oversees waste and compost collection the committee recommended that it be referred to the Region for further exploration.

5.2 Water/Wastewater Open House (C. Banting)

- Residents received a letter in their water bills inviting them to our Water/Wastewater Open House; Public Works representatives, the CAO and the Customer Service Team attended, and met with over 100 residents over 2 days.
- A main concern for residents is where the money paid into the water system is going (e.g., what are the projects, how is it impacting water/wastewater in Port Colborne). Public Works is exploring ways to communicate the status of water/wastewater-related projects and how it will impact the water system.
- The Open House is the first step in an ongoing community engagement strategy that the Public Works division will be bringing to Council.

5.3 Yellow Fish Road Program (C. Banting)

- The City has engaged the NPCA on the Yellow Fish Road (YFR) program; a tentative date to launch the program to the community is scheduled for Saturday, June 14 - starting at H.H. Knoll Park and

the surrounding area. Information on registration will be communicated to residents soon.

- The NPCA will be at the event, and there will be an educational initiative connected to the program for attendees. We will include light refreshments at the event.
- The Public Works team hopes to make the YFR kits available to residents after the initial launch date; kits will include a high visibility vest for safety, but will not include pylons to divert traffic.
- The committee asked that the organizers include a field for participants' address so we can strategize future locations for YFR events, and to consider running the program near the schools in the future.

6. Order of Business

6.1 Urban Forest Subcommittee

- This item is removed from the 2025 EAC Workplan; the committee will not address this item in future meetings.

6.2 Environmental Management Subcommittee

a. Speaker Series

- The subcommittee presented their discussion on the speaker series and strategies to increase engagement, including their thoughts on what worked and what didn't work in previous years.
- The proposal is to pare down the speaker series to one panel discussion, and host it after the Public Works Touch-a-Truck event.
 - **Proposed Topic:** "The Future of Electrification in the Province"; a cross institutional discussion.
 - **Proposed Speakers:** Representatives from Industry (e.g., JBL), the City, a local Utility (e.g., Fortis or OPG) or the Seaway, and one of the local educational institutions (e.g., Niagara College or Brock).
- The subcommittee will explore where to host the event, and the Chair will reach out to the Library and Roselawn Theatre

to explore availability and timing as well as the ability to record the presentation for broader circulation

b. Website Revision

- The committee will continue review of the website and provide recommendations to the Environmental Services team

c. Touch a Truck

- The EAC will be hosting a booth at the Touch-a-Truck Event with the goal of increasing students' awareness of electrification.
- The subcommittee is considering ways to engage different age groups of students, and have suggested a colouring contest for younger participants, using CO₂ calculator or gathering ideas for energy saving for older students.
- The subcommittee will offer a prize to participants, pending funding.

6.3 Stormwater Management Subcommittee

- The EAC will continue with the subsidized Rain Barrel Sale, with the date to be set for Fall 2025.

6.4 Electrification Subcommittee

a. Electric Fleet (A.Riolino)

- The City has purchased and received 3 Chevrolet electric pickup trucks to incorporate into the fleet. These vehicles are replacements for older light duty pickup trucks that needed replacement.

b. EV Charge Points (A. Riolino)

- Flo EV charging stations have been stalled in Port Colborne at (1) Main Street West Parking Lot, 105 - 109 Street; (2) HH Knoll Lakeview Park - 160 Sugarloaf Street; and (3) Market Square Charlotte Street, 64 Clarence Street.
- Construction is anticipated to begin on the 4th location for a Flo EV charging station at the Vale Health and Wellness Centre, 550 Elizabeth Street, Port Colborne in July 2025.

- Signs that state; "No Parking Except for EV Charging" have been ordered and expected to be installed once locates have been completed at (1) Main Street West Parking Lot, 105 - 109 Street; (2) HH Knoll Lakeview Park - 160 Sugarloaf Street; and (3) Market Square Charlotte Street, 64 Clarence Street.
- Once the signs have been installed the Communications Team will be informed and the Staff Liaison will provide an update to the Committee regarding a ribbon cutting ceremony or press release.

7. New Business

7.1 Jungbunzlauer Donation

- JBL has approved a \$1,000 donation to the EAC, to be used for the Speaker Series and other initiatives the EAC engages in throughout the year.

7.2 Bill 5

- The committee discussed the implications of Bill 5.

7.3 50by30Niagara Email

- The Committee agreed that it is in support of the Elbows Up for Climate initiative, and would like to raise the communication for consideration at City Council.

Moved By Norbert Gieger
Seconded By Jack Hellinga

Carried

8. Adjournment

The Chair adjourned the meeting at approximately 7:00 PM.

Moved By Norbert Gieger
Seconded By Ryan Waines

Carried

Chair

Staff Liaison

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, June 17, 2025
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

Members Present: B. Heaslip
C. MacMillan
T. Huffman
C. Brema
J. Piniak
G. Hoyle
L. Brazeau
J. van Dillen
M. Hili
A. Lessard
B. Schneider
M. Heaslip

Member(s) Absent: E. Beauregard, Councillor

Staff Present: M. Mason, Museum Curator
Tami Nail

1. Call to Order

The Chair called the meeting to order at 6:58pm.

2. Disclosures of Interest

None to report.

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by L. Brazeau

That the agenda dated June 17, 2025 be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

Moved by B. Heaslip
Seconded by C. Brema

That the minutes from the previous meeting dated May 20, 2025, be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

Cheryl reported that the CAA Tour that will be coming to the Museum, will not be coming to the Tea Room.

6. Correspondence

Tami reported that 3 pieces of correspondence were received.

A thank you from the Mayor's Youth Advisory Council to Katelynn for chaperoning their dance at the Archives.

Two thank you cards from Rheanna to Michelle Vosburgh and Katelynn for helping her during her 6 week placement from Mohawk College.

7. Council Report

None to report as Councilor Beauregard was absent.

8. Curator's Report

Michelle presented the Ontario Senior of the Year Award to Bonnie Schneider. The Award is presented by municipalities across to the province to recognize exceptional seniors who, after the age of 65, continue to enrich the social, cultural, or civic fabric of their communities.

This year, the City of Port Colborne is proud to nominate Yvonne (Bonnie) Schneider for this prestigious honour. Bonnie's remarkable journey of volunteerism began at 12 years old, when she started as a Sunday School teacher at her local church. Over the past 60 years, her dedication to serving others has never wavered. Bonnie has been an active contributor to numerous local organizations, including the Port Colborne Historical & Marine Museum, the Friends of Roselawn Centre, the Port Colborne Optimist Club, Friends over 55, Bethel United Church, as well as the Port Colborne Operatic Society, the Port

Colborne Art Club, Scouts Canada, United Way Centraide Canada, the Canadian Cancer Society, the Port Colborne Terry Fox Run, and signature city events like Canal Days.

Michelle also reported that Jasmaya Echlin and Nicole Berry have started to work at the Tea Room.

Michelle has met with the city's new Fire Chief Stan Double and Deputy Fire Chief Mark Middleton. She gave them tours of both the Museum and Roselawn.

At the end of May, Tracey-Mae Chambers installed two fabric art installations, one at Roselawn and one at the Museum. This was her 180th installation. Tracey-Mae is a Metis artist and a member of the Metis Nation of Ontario. Her art work raises awareness about reconciliation and decolonization. Her art work helps bridge the gap between settlers and Indigenous, Metis and Inuit people by creating art that is approachable and non-confrontational. Many people stopped and talked to her while she was installing her art.

Michelle and Michelle Vosburgh attended a Parks, Recreation & Culture strategic planning session. They have expressed the importance of the museum and Roselawn being included in the plan. The consultant was gathering information to work from, then will create a strategic plan.

Etched in Time is a collaboration exhibit at the library. The exhibit showcases etchings from the Artspark behind the library. An opening reception will be held on July 2 from 2pm-4pm, everyone is welcome.

A new online exhibit: Postcard Perspectives of Port Colborne went live on June 9. It highlights the central role of the Welland Canal in Port Colborne's past. This new online exhibit (our 8th so far) was announced on the Archives' Facebook page and link to it is provided on the museum's online exhibit webpage.

The next online exhibit, featuring the Neff Steam Buggy, is about 95% complete, and will go live once the final edits are done.

Our first digital accession has been made. It consists of scans of the Port Colborne Volunteer Fire Company minute books from 1945-56, and a record book. The fire company is retaining their original books, but the digital scans are now part of our archival collection. This represents a very important step forward for the archives and museum as we expand our digital presence, capacity, and collections.

The date for the Port Colborne lecture in the Welland Canal Bicentennial Travelling Lecture series has been confirmed for Saturday, November 15 at 1pm.

Our Urban History Walking Tours are going well so far, although the West Street construction has presented some challenges.

A slide show of 1970s era photographs from the collection has been put together for the upcoming 50th anniversary picnic.

Michelle Vosburgh has been asked to speak at the September meeting of the Pelham Historical Society, which is celebrating its 50th anniversary.

9. Auxiliary Report

Marianne reported that 189 patrons were served at the Pie Social, and 68 patrons were served for Tea for Two week. June has been slow as it usually is. Two new conveyors have started.

The Tea Room will be open on July 6th during the 50th anniversary picnic from 12pm-4pm.

On May 27, the auxiliary went to Roselawn for a guided tour of the Beneath the Mansard Roof exhibit and were served pie and tea and coffee after.

Ten more bags of biscuit mix have been made.

10. Friends of Roselawn Centre Liaison Report

Arlene reported that the Friends of Roselawn Annual General Meeting was held on June 2. The new executive consists of Barb Butters as chair, Anne Kennerly as Vice Chair, Glenda Buck as Treasurer, and Arlene Lessard as secretary.

Music on the Lawn with the Marty Allen Band had a great turn out and the 50/50 draw was successful.

The FORC board were presented with the information on the Option B of the Ramp. The board have requested to see the drawings.

They are supporting the Community Grant application for tools and equipment for the Building and Property Committee.

11. Committee Report

11.1 Finance Committee

Bonnie reported that to date we have received \$1,711 in memberships, \$714.45 in donations with memberships, \$1183.69 in donations from CanadaHelps.

From grants, we have received \$3750 for a summer student to help with the translations from the Francophone oral histories, \$31,680 for a Francophone exhibit, and \$3741 for a Community Engagement Assistant.

11.2 Membership Committee

Claudia reported that to date we have 28 senior memberships, 7 individual memberships, 28 family memberships , and 14 life patrons for a total of 77 memberships.

11.3 Building and Property Committee

Brian reported that work has continued at Roselawn with the concrete at the entrance to the basement by the front entrance being completed, repairing the flagstone around the rose garden, and putting UV film on the windows in the gallery space.

Work has also begun at the Museum with the replacing of old boards on the Blacksmith shop with new ones, as well as repairing the split rail fencing around the historic buildings and the picket fence.

11.4 Programme Committee

Cheryl reported that on May 27, the Tea Room Auxiliary visited Roselawn for guided tour of Beneath the Mansard Roof. On June 2, Dewitt Carter Kindergarten Classes visited the Museum for the morning and completed a Scavenger Hunt with a total of 75 students, and on June 10, the Port Colborne Historical Society visited the Roselawn for a behind the scenes tour of the exhibit, the Tea Room, and the Museum for behind-the-scenes tour of Step Right Up.

June 6 was a PD Day which was a free ship craft. It was well received with regular attendees

Coming up on June 28 is the first Hands on Heritage for 2025 – Lino cuts, 1-3pm at the Museum. \$10/person, it is more than halfway sold out with a few spots left.

- July 12 is Tile Painting – also already halfway sold out
- August 9 is making a Tea Blend and also halfway sold out

a. 50th Anniversary Committee

Cheryl reported that the final meeting was held and everything is ready for the event. They are just looking for retro tablecloths and

picnic baskets, if anybody has some they would like to loan for the event.

Bonnie created line drawings of the Museum, School house, and the Tea Room which will be available as colouring pages at the event.

11.5 Fundraising Committee

Claudia reported that there were approximately 200 attendees for the first Music on the Lawn concert with the Marty Allen band. There were many compliments received on the band. Barry sold out of hotdogs.

There were some concerns about dogs on the grounds during the concert. Michelle will look into the by-laws.

The next Music on the Lawn concert is No Illusions on June 29th. Set up will begin at 10:30am.

11.6 Policy Committee

None to report.

11.7 Accession Committee

Luke reported that a meeting was held on June 3. Twenty-four items were accepted, and 15 were rejected.

Cheryl requested the tour be given a tour of the Heritage Resource Centre to see the collection and how the re-organization is coming along. The programming committee will organize the tour.

11.8 Heritage Committee

Luke reported that the invite and the documentation for the last meeting did not go out in time in for the meeting. Taya attended in lieu of Diana Vasu. Updates will be given at the July meeting.

The committee did receive a Heritage permit application from the owner of the former Shickluna Garage at 293 King St. The owner wants to make changes that alter designated features. The Heritage Committee is rejecting the application based on it being incomplete. The designated featured should be restored not modified. Luke is working with Charlotte Madden to ensure that the correct proposal goes to Council.

12. Confidential Items

None to report.

13. New Business

Michelle reported that the first drawings for the ramp at Roselawn was received, but the project manager wanted to speak to the architects before sharing with the Board. Steve Shypowskyj will be at July meeting to share any updates.

The architectural drawings haven also been received for the Archives' expansion, but some modifications need to be made before they are brought to the Board.

Gary reported that the Steele Street School's designation plaque has been set again.

Jeff requested an update on the additional accessible parking spaces out front of the Tea Room. Michelle said that we are on the list to have it done this summer.

14. Adjournment

The Chair adjourned the meeting at approximately 7:45pm.

Chair

Staff Liaison



**Subject: Recommendation Report for Proposed Zoning By-law
Amendment for 484 Barrick Road – File D14-12-24**

To: Council

From: Development and Government Relations Department

Report Number: 2025-169

Meeting Date: September 23, 2025

Recommendation:

That Development and Government Relations Department Report 2025-169 be received;
and

That Council endorse staff's recommended changes to the Zoning By-law Amendment
D14-12-24 as discussed in this report; and

That the Zoning By-law Amendment, attached to this report as Appendix A, being a by-
law to amend Zoning By-law 6575/30/18 for the lands municipally known as 484 Barrick
Road, in the City of Port Colborne, Regional Municipality of Niagara, be approved; and

That no further public meeting is required for the consideration of this by-law, pursuant to
section 34(17) of the *Planning Act*;

Purpose:

The purpose of this report is to provide Council with a recommendation regarding a
privately initiated Zoning By-law Amendment (ZBA) application (file number D14-12-24),
submitted by Dunsire Properties Inc. c/o Nethery Planning for the lands municipally
known as 484 Barrick Road (the Subject Lands).

Background:

On May 9, 2025, a complete application to amend the Zoning By-law was received for
484 Barrick Road (D14-12-24). Documents submitted as part of the ZBA application are
posted on the City's [Current Applications](#) webpage.

Consent applications for the subject lands (B01-25-PC and B02-25-PC) have also been filed concurrently and were brought forward to the Committee of Adjustment on September 10, 2025.

The primary purpose of the ZBA application is to address zoning conformity issues associated with the creation of new lots through the concurrent consent applications; and, to fulfill conditions of consent.

The applicant is proposing a phased process for making the lands ready for development. The current ZBA application will maintain the existing Institutional (I) zoning and add a site-specific modification for minimum lot frontage and minimum lot area. A future ZBA application will be brought forward, if there is an intent to develop the property for any use other than Institutional.

This report is only providing a recommendation on ZBA application D14-12-24.



Figure 1: Subject Lands (outlined in red)

Site and Surrounding Area Description

The subject lands are located at the southeast corner of West Side Road/Highway 58 and Barrick Road, municipally addressed as 484 Barrick Road, in the City of Port Colborne.

The lands are legally described as Concession 2 Part of Lot 30 being Part of Part 1 on Reference Plan 59R1756. The subject lands are currently being used as a church.

The Subject Lands are designated Urban Residential, in accordance with Schedule A of the City's Official Plan, and are zoned Institutional with an Environmental Conservation overlay in the City's Zoning By-law 6575/30/18.

Figure 2 and Table 1 identify the zoning of the subject and surrounding lands.

Table 1: Surrounding Land Uses and Zoning		
Direction	Use	Zoning in Zoning By-law 6575/30/18
North	Low-density residential dwellings and vacant residential development lands	First Density Residential (R1) and Fourth Density Residential (R4)
East	Low-density residential dwellings	R1, R4, Third Density Residential (R3)
South	Low-density residential dwellings and one five-plex	R1, R4, Institutional with a special provision (I-36)
West	Low-density residential dwellings and the future Northland Estates subdivision	R1, R3, R3 with a special provision (R3-73), Mixed Use with a special provision (MU-74), Public and Park (P), and Environmental Conservation (EC)

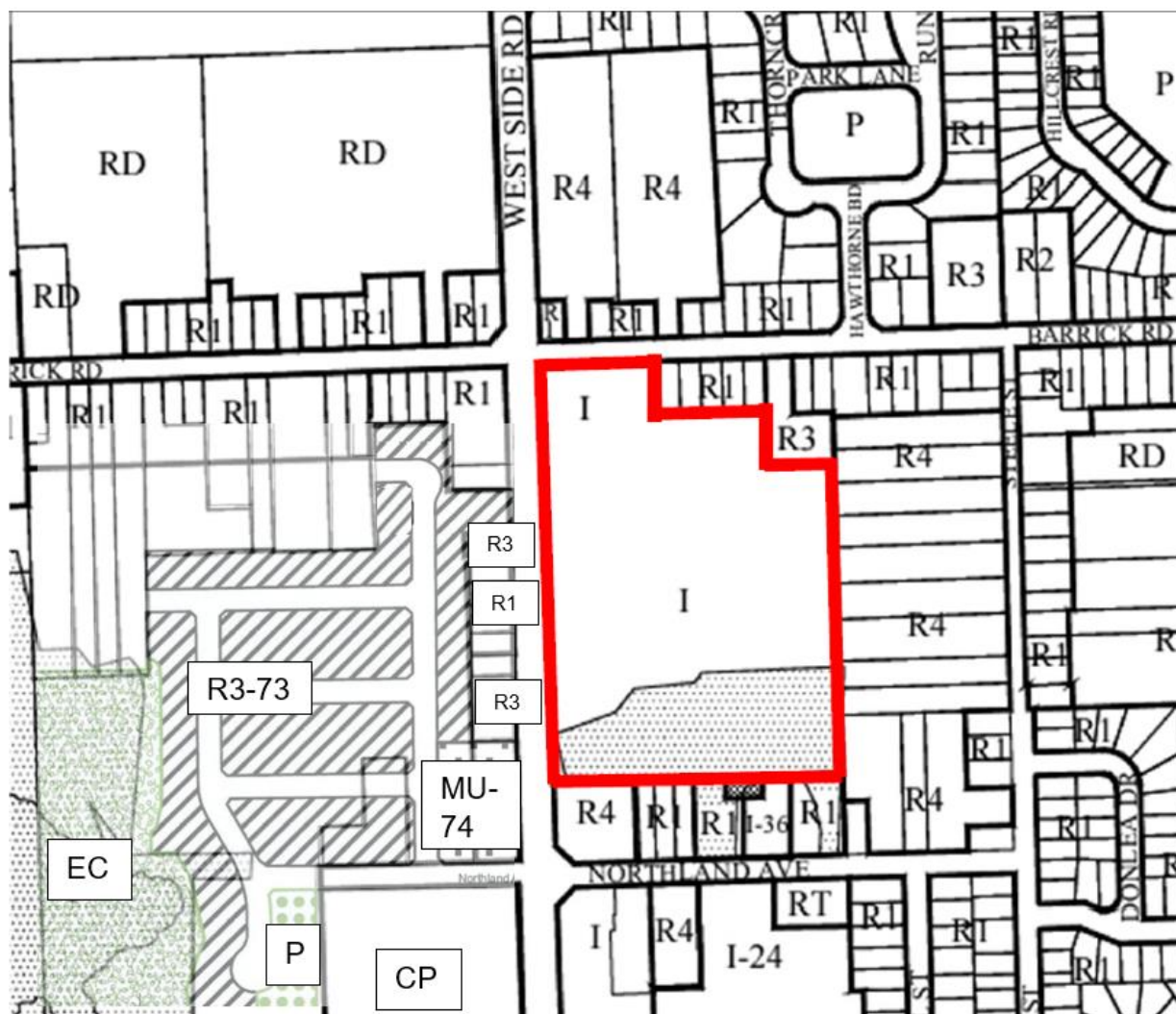


Figure 2: Current Zoning of Subject Lands (shown in red) from Schedule A8 of Zoning By-law 6575/30/18.

Discussion:

ZBA application D14-12-24 has been reviewed with consideration for the relevant planning documents including the *Planning Act*, R.S.O., 1990, as amended, the Provincial Planning Statement (2024), the Niagara Region Official Plan (2022), the City of Port Colborne Official Plan (2013), and the City of Port Colborne Comprehensive Zoning Bylaw 6575/30/18.

Planning Act

Section 3 of the Planning Act (the Act) requires that, in exercising any authority that impacts a planning matter, the decisions of planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans

that are in effect on that date, or shall not conflict with them, as the case may be”. Section 34 of the Act allows for the consideration of a Zoning By-law Amendment.

Provincial Planning Statement, 2024

The Provincial Planning Statement (2024) establishes the policy direction on matters of provincial interest related to land use planning and development, which is to be implemented through Official Plans. Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The subject lands are identified as being within a settlement area in the City's Official Plan and, as such, the applicable policies of Section 2.3 of the Provincial Planning Statement must be considered. Section 2.3.1.1 of the PPS states that settlement areas shall be the focus of growth and development. Section 2.3.1.2 encourages land use patterns within settlement areas to be based on densities and a mix of uses which efficiently use land and resources, optimizing existing and planned infrastructure. Section 2.3.1.3 requires that planning authorities support redevelopment to help achieve complete communities.

The subject lands are in the City's urban area, where development and redevelopment are expected to occur. The site is located near community and recreational amenities; and, existing and planned municipal services and transportation infrastructure are available. As noted previously, the requested amendment before Council today does not seek to add residential uses. Should the current landowner, or any future landowners, wish to redevelop the property for uses other than those expressly permitted in the site-specific Institutional zone, a future Planning Act process will be required and evaluated against the applicable planning framework in place at the time of the application submission.

Planning staff are of the opinion that the proposed ZBA is consistent with the PPS. It is one of the preliminary steps needed, in conjunction with the concurrent consent applications, to facilitate the development of the Subject Lands for urban uses.

Niagara Official Plan, 2022

The Niagara Official Plan (NOP) provides the long-term land use planning framework for development across the Niagara Region, including the City of Port Colborne. As a result of the passing of Bill 185, the NOP is deemed to be a local Official Plan for *Planning Act* applications. The NOP designates the Subject Lands as follows:

- Delineated Built-up Area, in accordance with Schedule B, Regional Structure;
- Significant Woodlands, in accordance with Schedule C1, Natural Environment System Overlay and Provincial Natural Heritage Systems; and,
- Area of Archaeological Potential, in accordance with Schedule K, Areas of Archaeological Potential.

Section 2.2 of the NOP directs growth to settlement areas and states that most development will occur in urban areas, where municipal water and wastewater systems/services exist or are planned and a range of transportation options can be provided. The urban growth management policies in NOP Policy 2.2.1 encourage land use patterns that minimize land consumption, make efficient use of existing infrastructure, and promote orderly development while protecting natural heritage features. The Subject Lands are in the City's urban area, along the Regional Transit Route, and have municipal water and wastewater systems available. While no physical redevelopment of the land is proposed at this time, this preliminary ZBA will help facilitate more efficient use of underutilized urban lands.

NOP Policy 3.1.4.8 states that where development is proposed within or adjacent to the natural environment system, new lots shall not be created which would fragment a natural heritage feature or area. The natural feature and its required buffer shall be maintained in a single block and zoned to protect the natural features and its ecological functions. As such, an Environmental Impact Study was required to determine an appropriate location for a proposed lot line which will not fragment the natural heritage features.

Staff are recommending that an Environmental Protection (EP) zone be applied to a portion of the Subject Lands in order protect the woodlot, as shown on the Schedule forming part of the ZBA, attached hereto as Appendix A. Staff note that this approach differs from the applicant's proposal to apply an Environmental Conservation (EC) overlay in the same area. It is staff's opinion that the EP zone provides a more robust level of protection for the identified natural heritage features and is appropriate in this context as it will ensure that the Significant Woodland area is in one block and protected through a specific zone, rather than an overlay.

NOP Policy 6.4.2 states that development is not permitted on areas of archaeological potential unless those resources have been conserved, or the lands have been assessed and cleared or mitigated, with appropriate clearance from the Province. An archaeological assessment may be required as part of future development applications. To account for this, staff are recommending a Holding (H) provision be applied to ensure that the appropriate Ministry Acknowledgement is provided prior to any development occurring. This approach will also assist the City in carrying out our responsibility for managing archaeological resources.

It is staff's opinion that the ZBA recommended in Appendix A conforms to the NOP.

City of Port Colborne Official Plan, 2013

The City of Port Colborne Official Plan (OP) provides policy directives to manage and direct growth and development in the municipality, and the effects of such growth on the social, economic, built, and natural environment.

The subject lands are designated as follows in the OP:

- Urban Residential, in accordance with Schedule A: City-Wide Land Use;
- Environmental Conservation Area, in accordance with Schedule B: Natural Heritage;
- Significant Woodlands, in accordance with Schedule B2: Environmental Conservation Area; and

Section 2.2 of the OP provides the City's growth management strategy, which is intended to direct growth to lands that fall within the designated urban area boundary and are serviced by municipal water and sanitary services. This section further states that the City will support infill and intensification in the Urban Residential designation that supports compact and transit supportive development.

The proposed ZBA supports the City's growth management strategy through setting the stage for future urban development, in conjunction with the concurrent consent applications. The site is within the Urban Area boundary, where municipal water sanitary and transportation infrastructure is available, The nearby amenities such as schools, parks, and commercial plazas, position the lands well to accommodate future urban development.

As this ZBA application seeks to support and fulfil conditions of consent for the purposes of lot creation and will only apply an Institutional zone (with a special provision), as noted in other sections of this report it will be the responsibility of the owner/ developer to demonstrate conformity with any applicable policies of the Official Plan related to development and urban design through future Planning Act processes.

In accordance with Policy 4.1.1 i) of the Official Plan, where a site specific development/redevelopment proposal, requiring an Official Plan Amendment, a Zoning By-law Amendment, a Plan of Subdivision, Consent, Minor Variance or Site Plan Approval may impact an Environmental Protection Area or Environmental Conservation Area, identified on Schedule B and further delineated on Schedules B1 and B2 and outlined by the policies of this Plan, the proponent will be required to prepare an Environmental Impact Study (EIS), which will be required to be submitted with the application. As noted previously, an EIS was submitted as part of the application. The EIS identified the limit of the feature and an appropriate location for a proposed lot line which will not fragment the natural heritage features was determined and implemented through the concurrent consent applications. As noted in the previous section, staff are recommending an EP zone be applied to this area, to establish the protection of the woodlot in one zoned block (versus an overlay).

Planning staff are of the opinion that the Zoning Amendment, as included in Appendix A, conforms to the Official Plan.

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

The Subject Lands are Zoned Institutional (I), in accordance with Schedule A8 of the City of Port Colborne Zoning By-law 6575/30/18. The proposed ZBA requests that the property

be rezoned to a site-specific Institutional (I-37) zone. Table 2 shows what changes are proposed relative to the current requirement

Table 2: Required and Proposed Zoning Provisions			
Zoning By-law Section	Provision	Required	Proposed
31.3 (a)	Minimum Lot Frontage	as existing	50 metres
31.3 (b)	Minimum Lot Area	as existing	1.2 hectares

The ZBA recommended by Planning staff, attached as Appendix A to this report, differs slightly from the amendment requested by the applicants to ensure archaeological and environmental conservation requirements are addressed.

Figure 4: Schedule A to the ZBA recommended by Planning staff.

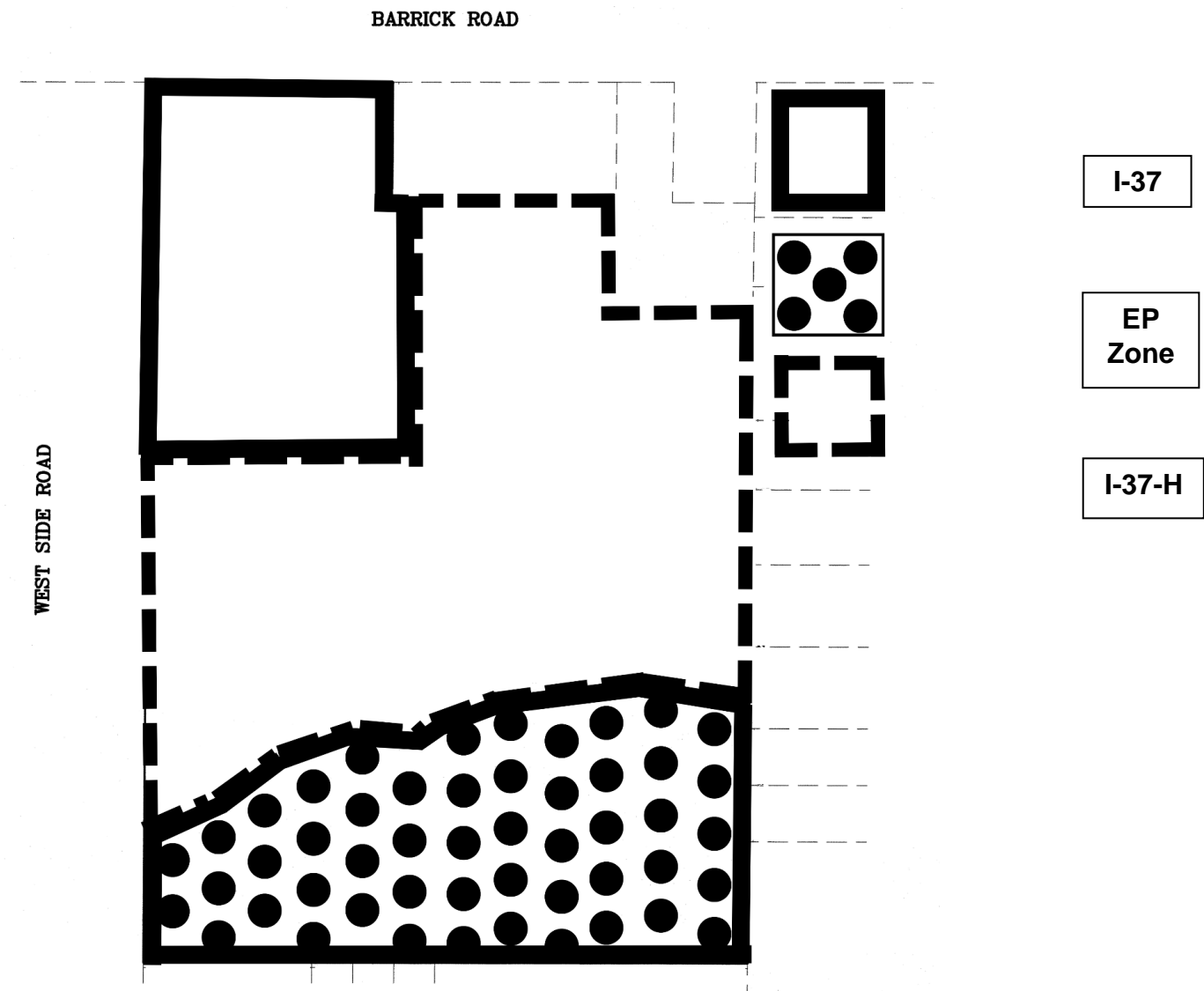


Table 3 identifies the recommended site-specific zoning changes.

Table 3: Required and Proposed Zoning Provisions			
Zoning By-law Section	Provision	Required	Proposed
31.3 (a)	Minimum Lot Frontage	as existing	50 metres
31.3 (b)	Minimum Lot Area	as existing	1.6 hectares

The changes from the requested ZBA to the ZBA recommended by Planning staff are as follows:

- The requested minimum lot area is 1.2 hectares (see Table 2), but 1.6 hectares (see Table 3) has been recommended because the smallest parcel which would result from the approval of the concurrent severance.
- A Holding provision will apply to the new parcel created through the concurrent consent application, which can only be removed once the appropriate Ministry Acknowledgement is provided with respect to archaeological resources prior to any development occurring. This approach will also assist the City in carrying out its responsibility for managing archaeological resources.
- An Environmental Protection Zone is applied based on the identified limits of the natural feature buffer area to ensure the whole woodlot remains in a single block that is zoned to protect the natural features and its ecological functions

The recommended ZBA is appropriate to serve the applicant's request to sever the lands, while ensuring there is a mechanism to require the conservation of archaeological resources and the continued conservation of the woodlot.

Internal Consultations:

Notice of the August 19, 2025, Public Meeting for this application, was circulated to appropriate internal departments and to external agencies on July 28, 2025. The following comments were received before the Public Meeting report was published:

Fire Department

- No objections to the proposed zoning amendment.

Niagara Region Infrastructure Planning and Development Engineering

- No objections to the proposed zoning amendment.

Enbridge

- No objections to the proposed zoning amendment.

Drainage Superintendent

- No objections to the proposed zoning amendment.

Mississaugas of the Credit First Nation (MCFN)

- No objections to the proposed zoning amendment in principle but requested, at minimum, a Stage 1 Archaeological Assessment and MCM acknowledgement letter.

The following comments were received after the August 19, 2025, Public Meeting. However, this comment has been reflected in the proposed use of a Holding (H) provision for Parcel 2.

Ministry of Transportation (MTO)

- No objections to the proposed zoning amendment, provided that their recommended conditions for consent applications B01-25-PC and B02-25-PC are met.

Financial Implications:

There are no financial implications directly related to the City.

Public Engagement:

A Public Meeting was held on August 19, 2025, to provide information on this application. At the public meeting, Planning staff presented a summary of the application in Public Meeting Report 2025-145. Three residents spoke to the application and three submitted comments. Two of the written delegations formed part of the addendum package, while the last set of comments were circulated after the addendum package was published. The third set of public comments are attached to this report as Appendix B. The issues that were raised before, during, and after the Public Meeting via written and oral delegations have been considered as part of staff's evaluation of this proposal.

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
 - Increased Housing Options
-

Conclusion:

The ZBA recommended in Appendix A of this report has been prepared after reviewing the application against the applicable Provincial, Regional, and City planning policies. This recommendation is consistent with the Provincial Planning Statement, conforms to the Niagara Official Plan and the City of Port Colborne Official Plan, and represents good planning that is in the public interest.

Appendices:

- a. Zoning By-law Amendment
- b. Written Comments – Kevin and Ashley Lavallee, 429 Barrick Road

Respectfully submitted,

Kelly Martel
Planning Manager
905-228-8130
kelly.martel@portcolborne.ca

Report Approval:

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

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to amend Zoning By-law 6575/30/18 respecting the land legally known as Concession 2, Part of Lot 30 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 484 Barrick Road.

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

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

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

1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
2. That the Zoning Map referenced as Schedule “A8” forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A from Institutional (I) to I-37 and to I-37-H, being a special provision of the Institutional zone with a Holding provision, and Environmental Protection (EP).
3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

I-37

Notwithstanding the provisions of section 31 of Zoning By-law 6575/30/18, the following regulations shall apply:

- | | |
|-------------------------|--------------|
| a) Minimum Lot Frontage | 50 metres |
| b) Minimum Lot Area | 1.6 hectares |

I-37-H

Notwithstanding the provisions of section 31 of Zoning By-law 6575/30/18, the following regulations shall apply:

- | | |
|-------------------------|--------------|
| a) Minimum Lot Frontage | 50 metres |
| b) Minimum Lot Area | 1.6 hectares |

Notwithstanding the provisions of the I-37 zone, the use of the property for anything other than its current use shall not occur until the Holding symbol (H) on the I-37 zone is removed. Removal of the Holding symbol (H) may only occur when a minimum of a Stage 1 Archaeological Assessment is completed, and the Ministry of Citizenship and Multiculturalism issues an acknowledgement letter, to the satisfaction of City staff.

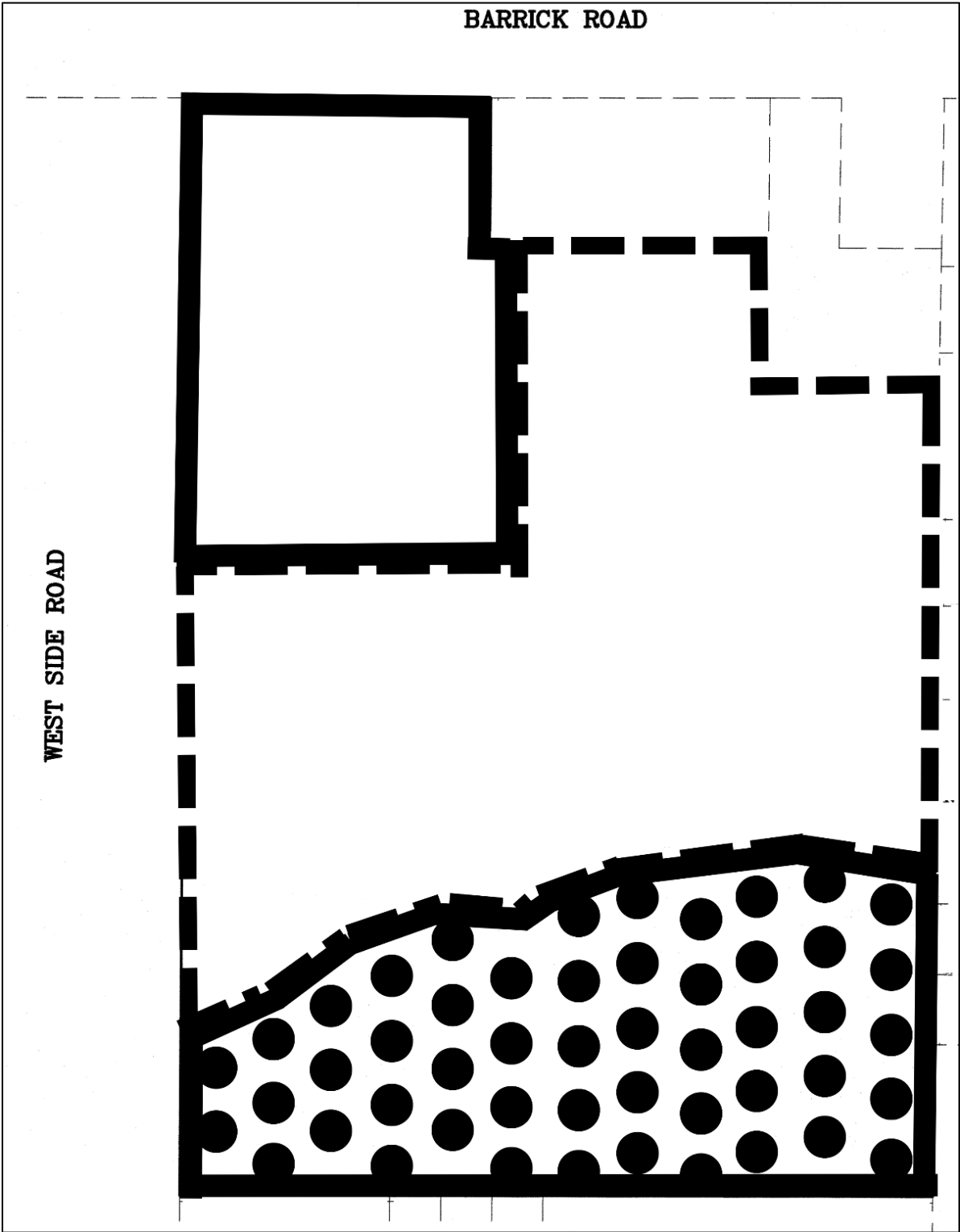
4. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the *Planning Act*.
5. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this by-law, in accordance with the *Planning Act*.

Enacted and passed this day of , 2025.

William Steele
Mayor

Charlotte Madden
City Clerk

Schedule A to By-law No. _____



= Lands rezoned I-37



= Lands to be rezoned to Environmental Protection (EP)



= Lands to be rezoned to I-37-H

Diana Vasu, Planner
City of Port Colborne
Email: Diana.Vasu@portcolborne.ca
Re: Zoning By-law Amendment Application – File No. D14-12-24
Address: 484 Barrick Road

Dear Ms. Vasu,

We are writing in follow-up to the public meeting held on August 19, 2025, regarding the proposed zoning amendment at 484 Barrick Road. We, Kevin and Ashley Lavalée, are a young couple who recently made the move to Port Colborne. Earlier this summer, we purchased a beautiful home at 429 Barrick Road, with the intention of growing our family in this quiet, welcoming neighbourhood. Since our move, we have relocated our professional careers to Port Colborne, joined several city clubs and community organizations, and enjoyed the many local businesses and events that make this city so special. We are invested in the long-term wellbeing of Port Colborne, not just as homeowners, but as active contributors to the local economy and community life.

We are fully committed to Port Colborne; however, upon reflection of Tuesday's public meeting regarding the proposed Zoning By-law Amendment, we feel compelled to express our strong concerns with both the application itself and the process to date.

First, we would like to share our concerns with the lack of transparency provided to the public by both the planners and developers prior to, and throughout the meeting. As the owners of 429 Barrick Road, it was incredibly disheartening to learn that the developer has a contingent agreement to purchase the property of 434 Barrick Road, which they intend to use as an access road to their development. This property is directly in line with our recently purchased "forever home", turning our driveway exit into an intersection. To our knowledge, this was not disclosed in any of the city provided documentation prior to the meeting, nor was it voluntarily disclosed in meeting presentations from the planners or developers. This information was only confirmed and discussed due to public pressure. We find this omission completely unacceptable, especially when road access, traffic flow, and neighbourhood impacts are such critical components of planning consideration.

Furthermore, when given an opportunity to build goodwill with the community by outlining even the basic intended use of the land (ex. single-family homes, townhouses, apartments), the developer's representative declined, offering only a vague and generic response. They stated that while a rental model is preferred, all options remain on the table. This information is critical to the future planning of many families in our neighbourhood, but yet again, we are left without clarity. A pattern of withholding key information and avoiding transparent communication is emerging, and it has significantly impacted our trust in the intentions and the integrity of this process. The passion and emotion expressed by our fellow residents at Tuesday's meeting is entirely justified; when decisions have the potential to alter the value, character, and safety of our neighbourhood, we deserve honesty, accountability, and a clear long-term vision.

Our second major concern of this amendment is the long-term sustainability and designation of the wooded area located on the south end of the proposed development site. We understand this land is to remain in the possession of the current owners and is not currently subject to development due to an environmental assessment. However, we are eager to understand the specific findings of this assessment and the criteria by which the area has been deemed protected.

It is our belief that the adjacent development would pose significant environmental stress towards the wooded area, putting its current protection status at risk in the immediate future. This is the first step of a well-documented phenomenon in Ontario planning known as "development encroachment" or "parcel creep." Protected lands slowly lose their designation as their ecosystems collapse due to the effects of surrounding infrastructure, road access, and rezoning. After losing designation, these lands become open to future development.

Examples from other Ontario municipalities such as Hamilton's Red Hill Valley and the Oak Ridges Moraine in York Region clearly show how incremental development approvals around protected areas have led to long-term erosion of environmental protections. Once infrastructure like stormwater systems, access roads, or higher-density housing is built nearby, there is often renewed pressure to "integrate" or rezone adjacent natural areas.

Already surrounded by development on three of its four sides, this wooded area is at significant risk of biodiversity loss. We fear that removing the open field, which acts as an integral ecological buffer, would effectively "box in" the area with new construction, accelerate ecological degradation, and open the door to future rezoning applications extending toward Northland Avenue. Allowing this development to proceed without enforceable safeguards would, in our view, undermine the intent of current environmental protections. We respectfully request that the City clarify the following questions:

What specific legal mechanisms or designations are currently in place to ensure that the wooded area retains its protected status in perpetuity? Are these protections subject to future amendment or appeal?

Will the City require the developer to implement a permanent buffer zone or conservation easement between the new development and the protected area? If so, how is the size of this area determined? If not, what enforcement tools exist to prevent future encroachment?

Has the City conducted or commissioned an independent environmental impact study on how the proposed adjacent development would affect the ecological health and sustainability of the wooded area, including edge effects, drainage changes, and habitat fragmentation?

Is there a plan or precedent in Port Colborne for ongoing monitoring and enforcement of land use around protected natural areas once development is approved nearby? And if so, who is responsible, and how is compliance ensured?

In closing, we urge the City of Port Colborne to proceed with caution, transparency, and a long-term view of Port Colborne's environmental and community integrity. We feel that after yesterday's meeting, we have more questions than answers. Those questions deserve thorough, public, and evidence-based responses. We respectfully ask that the City not move forward with any zoning changes until a clear, enforceable development plan is presented, and the full environmental and neighbourhood impacts are properly studied and addressed with public transparency. As engaged and committed residents, we hope our concerns are taken seriously, and we kindly ask this letter be added to the public record for File D14-12-24.

Sincerely,
Kevin & Ashley Lavallee
429 Barrick Road
Port Colborne, ON

Subject: Roselawn Accessibility Ramps, Washrooms and Foyer

To: Council

From: Museum and Culture Department

Report Number: 2025-188

Meeting Date: September 23, 2025

Recommendation:

That Museum and Culture Department Report 2025-188 be received; and

That Council approve the Museum, Heritage and Culture Board's Roselawn Accessibility Concrete Ramp, Washrooms and Foyer renovations as outlined in this report; and

That Council approve the funding model as outlined under the "Financial Implications" section of this report.

Purpose:

This report requests Council's support for the Museum, Heritage and Culture Board's recommendation to move forward with accessibility upgrades at the Roselawn Centre including the installation of a new exterior accessible ramp, and modifications to the internal ramp, existing washrooms and foyer.

Background:

The Port Colborne Historical and Marine Museum took over the management of the Roselawn Centre in 2023. Terms of reference were updated in 2024 to broaden the scope of responsibilities to include Roselawn under the Museum, Heritage and Culture Board.

Recommendations for improvements to accessibility at Roselawn was studied by managing staff, with the earliest report to Council coming forward in 2010. The Board's Building and Property Committee reviewed early recommendations and began with the removal of the existing weathered, non-compliant wooden exterior ramp in 2023. A

capital request for a new exterior ramp was supported in the 2024 capital budget; however, the contractor was unable to meet the terms of the contract and the ramp project was delayed.

The delay provided the scope of the accessibility project to expand. Using new information collected from the 2023 Accessibility Audit by McIntosh Perry, and the Department of Museum and Culture's Accessibility Plan submitted to the Ontario Community Museum Operating Grant in 2024, staff recommend accessibility improvements to Roselawn including a new ramp, and washrooms.

Work that has been done in preparation for accessibility improvements include public engagement and board approval.

Discussion:

City staff have been working with the Museum, Heritage, and Culture Board to improve accessibility at the Roselawn Centre. Recommended improvements include a new exterior entryway to provide access to the main floor of the historic Roselawn building and the main floor presentation areas of the 1960's addition. The new entryway will be installed on the west side of the building with a ramp installed from the existing parking lot to the building as pictured in Figure 1.



Figure 1

Interior renovations will be required to meet accessibility requirements. Upon entry through the new entrance, the direct area will be widened along with the existing interior ramp modified to provide a more gradual slope in accordance with the Accessibility for

Ontarians with Disabilities Act (AODA) requirements. Extending the length of the ramp requires the existing washroom entrances to be relocated which will be completed while the washroom renovations take place as shown in Figure 2.



The new washroom configuration will include a male, female, and accessible washroom. Alternative washroom layouts were explored but due to the existing footprint of the overall area, the Ontario Building Code, and AODA, the proposed layout was the only one to fulfill all criteria. Further interior renovations will include reworking the existing entryway to be a receiving point for access on both the west, and east sides of the historic building to suit the operational needs of the Museum and Culture Department.

Staff have met with the Museum, Heritage and Culture Board to review design layouts and determine the needs of the building. Architectural and structural designs have been completed and supported by the Board, leading to staff moving through the procurement phase in order to determine pricing through an Invitation to Tender. Upon Council's approval of funds for this project, staff will award the work to the lowest compliant bidder and finalize a construction schedule that works with both the contractor and Museum and Culture Department. Pending Council approval, the work will be completed by the end of Q1 2026.

Internal Consultations:

The Department of Museum and Culture, Public Works, and the Museum, Heritage and Culture Board have reviewed multiple options for proceeding forward to improve accessibility at the Roselawn Centre and determine the proposed plans to best suit the operational needs of the building.

Financial Implications:

The lowest compliant bid for the project with an added contingency of 15% totaled \$440,000. Council previously approved a capital budget of \$140,000 to improve accessibility at the Roselawn Centre in the 2024 budget deliberations and the current reserve balance at the time of this report is \$489,299 with no further obligations to this reserve at this time.

Staff recommend funding the project's remaining \$300,000 from the Roselawn Reserve which would leave the reserve at a total of \$189,299.

An application for \$60,000 was submitted August 13, 2025 to the Government of Ontario for the 2025-2026 Enhancing Access to Spaces for Everyone Grant. This new program launched to help improve the lives of people with disabilities and seniors. The Department of Museum and Culture Board submitted an application for the full amount allowed, \$60,000, to support the accessible renovations at Roselawn with an emphasis on design elements for low vision volunteers and patrons. If staff are successful in receiving the grant, this amount drawn from the reserve would be \$60,000 less.

Public Engagement:

Public engagement included connecting with the Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne; site visits by members of the Senior Citizens Advisory Committee for the city of Port Colborne and Members of Council; and a presentation of accessibility plans to the Friends of Roselawn Centre and the Museum Auxiliary.

Further engagement included meetings regarding heritage preservation with the Willowbank School of Restoration, Museums of Niagara Association and the Lighthouse Theatre.

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

The Department of Museum and Culture Strategic Plan outlines the vision to 'serve and preserve'. The strategic plan prioritizes creating accessible content through digitization

and online engaging programs and services. Ensure programming and facilities are accessible and providing access to the Museum's resources for research and education needs. This accessibility renovation plan supports these goals.

Conclusion:

In the last three years since the Department of Museum and Culture have taken over management of the Roselawn Centre, it has been evident that arts, heritage and programming are thriving in Port Colborne. These accessibility upgrades will not only support the guests enjoying exhibits, events, plays and workshops, but also assist with better accessibility for patrons who wish to rent Roselawn for their special events and generate more revenue.

Appendices:

- a. The Department of Museum and Culture Strategic Plan

Respectfully submitted,

Stephanie Powell Baswick
Director of Museum and Culture
905 228 8069
stephanie.baswick@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

· HISTORICAL & MARINE MUSEUM ·

Port Colborne
Historical and Marine Museum:
**Board of Management
Strategic Plan**
2023-2028

2025-188
Appendix A



Introduction

The Port Colborne Historical and Marine Museum was established by a Council By-law #410/74 in 1974. Port Colborne City Council appoints a Board of Management to act on behalf of Council to provide oversight to Museum staff who are supervised by the Museum Curator under the direction of the Director of Museum and Culture. The Museum has undertaken strategic planning in the past, approving plans in 2004, 2010, 2013, and 2018.

Vision Statement

We envision a heritage and cultural presence that serves our community by preserving and sharing the history and marine heritage of Port Colborne and Humberstone.





Mission Statement

Our mission is to serve Port Colborne's residents and visitors by preserving, exhibiting, and interpreting the arts, histories, and cultures of Port Colborne and Humberstone.

**We embrace
the values
of...**



Value Statements:

1

To create and maintain a space for all users to celebrate our culture, heritage, and marine history.

2

To provide access to the Museum's resources for research and education needs.

3

To preserve and protect the integrity of the heritage collection for which it has been entrusted by the people of Port Colborne.



PORT COLBORNE

· HISTORICAL & MARINE MUSEUM ·

Value Statements:

4

To ensure the provision of accurate historical information for the knowledge of all peoples.

5

To treat all visitors with respect and honesty.

6

To act within the legal requirements of all levels of government.

7

Accountability, respect; embrace the cultural values of the communities;



Museum Strategic Pillars



Pillar 1

Focus on long term capital plans and budgets.



Pillar 2

Renew and integrate related cultural strategic plans (Museum and Library)



Pillar 3

Cultural Block - Providing residents and visitors with a safe, accessible outdoor destination that is also a platform for programs and events.



1
ACCESSIBILITY

2
ACCOUNTABILITY

6
INTEGRITY & RESPECT

7
RESEARCH & EDUCATION



Strategic Goal: Serve & Preserve

Customer Service - Creating effective communication networks to determine user needs and tailor accessible services.

- Action Items:
- Prioritize creating accessible content through digitization and online engaging programs and services.
 - Create opportunities to ask the community what they want
 - Ensure programming and facilities are accessible

Preservation: Acting as caretakers of tangible and intangible arts, culture, and heritage assests.

- Action Items:
- Increase efforts to digitize the collection
 - Continue to adhere to the Museum's Collection Management Policy
 - Offer specific volunteer training as needed.
 - Offer spaces for arts and culture exhibits and programming

3 COLLABORATION



Strategic Goal: Collaboration

Seeking partners to
strengthen the delivery of
programs and services.

Action Items:

- Expand collaboration opportunities with other departments
- Partner with community groups to create new programming opportunities
- Increase heritage building interpretation
- Integrate established partnerships into programming and workshops
- Plan to collaborate within different cultural associations for better communication and serve the community.



PORT COLBORNE

• HISTORICAL & MARINE MUSEUM •

4 ENGAGEMENT



Strategic Goal: Engagement

Liaising with community stakeholders to raise awareness and increase access to the programs and services we offer.

Action Items:

- Develop a program with the City to service the growing tourism industry
- Increase programming for targeted demographics (under serviced groups: Francophone, Senior, and Youth).
- Create a volunteer management program
- Increase engagement on digital platforms



PORT COLBORNE

HISTORICAL & MARINE MUSEUM

5 INNOVATION



Strategic Goal: Expansion

**Moving forward by
growing our programs,
services, and presence
through best practices
and innovation.**

Action Items:

- Explore the development of a discovery centre by conducting structural study
- Ensure that new resources and staff capacity match future demand
- Utilize new facilities and partnerships more for programming
- Expand the service, programming, and event possibilities of all outdoor spaces
- Create new innovative methods of sharing Port Colborne's arts, culture, and heritage



PORT COLBORNE

HISTORICAL & MARINE MUSEUM

Corporate Alignment

As a Committee of Council, the Board of Management recognizes that we align with the city of Port Colborne's vision, mission, strategic pillars, community pillars, and corporate pillars held within the corporation's strategic plan.



PORT COLBORNE
HISTORICAL & MARINE MUSEUM

Acknowledgements:

Board of Management

Terry Huffman, Chair

Arlene Lessard, Vice Chair

Cheryl MacMillan

Brian Heaslip

Margaret Tanaszi

Claudia Brema

Bert Murphy

Jeff Piniak

John Maloney

Gary Hoyle

Arlene Lessard

Yvonne Schneider

Joseph Brazeau

Councillor Eric Beauregard

With special thanks to Scott Luey, Chief Administrative Officer,
Gary Long, Manager of Strategic Initiatives,





Subject: Update on Port Colborne New Official Plan Project
To: Council
From: Development and Government Relations Department

Report Number: 2025-193

Meeting Date: September 23, 2025

Recommendation:

That Development and Government Relations Department Report 2025-193 be received for information.

Purpose:

The purpose of this report is to update Council on the New Official Plan project.

Background:

The City's Official Plan was last updated in 2013. While amendments have been undertaken from time to time to keep the Official Plan up to date, given the amount of provincial changes to the planning landscape, along with other legislated requirements, it is an appropriate time for the City to prepare an entirely New Official Plan that articulates a long-term vision for the City for the next 25 years, and beyond.

Discussion:

Council was last provided a formal update on the New Official Plan Project in April of this year, through report 2025-80, which indicated that a procurement process is underway to retain a consultant to work with staff to develop the New Official Plan. That report indicated staff would report back to Council with further information, following the close of the procurement process and retention of the successful proponent.

In August of 2025, Dillon Consulting was selected as the successful proponent through a competitive RFP process. A kickoff meeting was held with the consulting team to

scope the project further, recognizing the desire to expedite the project and bring forward a New Official Plan to meet Housing Accelerator Fund (HAF) timelines. To remain on track, regular touchpoints between City Planning staff and the consultant project manager have been scheduled.

The consultant's project plan and process is expected to take approximately 12 months to complete, where the following phases have been identified:

- Phase 1: Project Initiation and Visioning (August 2025- October 2025);
- Phase 2: Policy Direction (October 2025- December 2025);
- Phase 3: Draft Official Plan (December 2025- April 2026);
- Phase 4: Final Official Plan (April 2026- July 2026); and,
- Phase 5: Approval of Official Plan (July 2026- August 2026).



CM = Council Meeting
PIC = Public Information Centre
STAT PM = Statutory Public Meeting

A high-level summary of the implementation plan and engagement focus for the project is provided below. Appendix A provides a project schedule with more detailed tasks.

Phase 1: Project Initiation and Visioning (August 2025- October 2025)

<i>Primary focus: Confirm Official Plan Vision and explore key issues to be addressed in the New Official Plan.</i>		
Key Tasks	Intended Audience	Status
<ul style="list-style-type: none"> • Consultation and engagement strategy • Launch project webpage • Conduct Council Visioning Workshop • Conduct background review and policy audit • Conduct staff / project team visioning workshop 	<ul style="list-style-type: none"> • General Public • Council • Project Team 	<ul style="list-style-type: none"> • Underway and on track

Phase 2: Policy Direction (October 2025- December 2025)

<i>Primary focus: Explore key issues to be addressed with the public and stakeholders and confirm policy directions</i>		
Key Tasks	Intended Audience	Status
<ul style="list-style-type: none"> • Policy Directions Report • Update project webpage • 3 Open Houses (one for urban areas, one for rural areas and one virtual with no geographic restrictions) • Council Presentation 	<ul style="list-style-type: none"> • General Public • Council 	<ul style="list-style-type: none"> • Preliminary work underway • Staff and consultant team are working to confirm dates and times for open houses • Policy Directions Report expected in early December 2025

Phase 3: Draft Official Plan (December 2025- April 2026)

<i>Primary focus: Work to prepare initial draft Official Plan and solicit feedback from stakeholders</i>		
Key Tasks	Intended Audience	Status
<ul style="list-style-type: none"> • Outline of New Official Plan (Official Plan Structure) • Draft 1 Official Plan • Update project webpage • 1 stakeholder meeting (virtual) 	<ul style="list-style-type: none"> • General Public • Council 	<ul style="list-style-type: none"> • Not yet initiated

Phase 4: Final Official Plan (April 2026- July 2026)

<i>Primary focus: Inform the public and key stakeholders on draft Official Plan policies</i>		
Key Tasks	Intended Audience	Status
<ul style="list-style-type: none"> • Draft 2 Official Plan • Update project webpage • 2 Open Houses (one in urban area, one in rural area) • Statutory public meeting (Council Presentation) • Engagement summary report 	<ul style="list-style-type: none"> • General Public • Council 	<ul style="list-style-type: none"> • Not yet initiated

Phase 5: Approval of Official Plan (July 2026- August 2026)

<i>Primary focus: Adoption of the final Official Plan</i>		
Key Tasks	Intended Audience	Status
<ul style="list-style-type: none"> Final Official Plan for adoption by Council (Council presentation) Submit Final Official Plan to the Province for approval 	<ul style="list-style-type: none"> Council Key stakeholders Province (as approval authority) 	<ul style="list-style-type: none"> Not yet initiated

Internal Consultations:

City staff from Development and Government Relations, Corporate Communications, and other departments as necessary will be involved in various capacities as the project moves through the identified project phases in order to ensure alignment with concurrent and related projects.

Financial Implications:

There are no new financial implications associated with this report. Funding for the Official Plan review was included in the 2024 and 2025 Capital Budgets and approved by Council. The Official Plan review was also included as an eligible project in the City's new Development Charge (DC) By-law and therefore a portion of the cost of the Official Plan review can be recovered from future DC revenues.

The New Official Plan project is linked to the City's Housing Accelerator Fund (HAF) through Initiative 2 (Climate Adaptability Plan Integration) and Initiative 7 (Infill Development and Housing Density). A date change request was approved for these initiatives by CMHC to reflect the New Official Plan Project Schedule. Completion of the New Official Plan project within the identified timeframe is critical to ensure that the City remains compliance with the Contribution Agreement and HAF program requirements. There is a risk that the final installment of HAF funding will not be remitted to the City if these conditions are not achieved.

Staff will work with the consultants retained for the New Official Plan Project to minimize project slippage and find efficiencies, where possible.

Public Engagement:

Highlights of the engagement strategy include four (4) Council Presentations (one per phase); three (3) Rounds of formal Public Engagement, featuring a total of seven (7) public events consisting of Public Information Centres, stakeholder sessions and the Statutory Public Meeting under the Planning Act; and, on-going engagement through the project website. Contingencies have been set aside for additional engagement events, should the need arise.

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:

The New Official Plan project is progressing on schedule, with Dillon Consulting retained to lead its development through a comprehensive five-phase process over the next year. Timely completion is essential to meet Housing Accelerator Fund requirements, and staff will continue working closely with the consultant to ensure alignment, engagement, and efficiency throughout the project.

Appendices:

- a. Project Schedule and Task List

Respectfully submitted,

Kelly Martel, MCIP, RPP
Planning Manager
905-228-8130
kelly.martel@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 New Official Plan Project Schedule

[illegible]

Legend

Technical Task
Consultation Activity
Key Project Deliverable



September 10, 2025

SENT ELECTRONICALLY

To All Concerned Organizations

Re: 14.3 Publication of the Sexual Offender Registry – City of Thorold Council Resolution

Please be advised that the Council of the Corporation of the City of Thorold, at its meeting held on September 9, 2025, considered the aforementioned topic and passed the following resolution:

The Corporation of the City of Thorold enacts as follows:

WHEREAS the current provisions of *Christopher's Law (Sex Offender Registry)*, 2000, restrict access to the Ontario Sex Offender Registry to law enforcement agencies, limiting public awareness of individuals convicted of sexual offences living within their communities;

WHEREAS public access to information about registered sex offenders can empower City residents to take informed precautions to enhance community safety, particularly for vulnerable populations such as children;

AND WHEREAS transparency and access to information are key components of public safety policy, and a public version of the registry could balance safety and privacy;

NOW THEREFORE BE IT RESOLVED that Council for Corporation of the City of Thorold enacts as follows:

1. That Council **FORMALLY REQUESTS** that the Government of Ontario amend Christopher's Law (Sex Offender Registry), 2000, to permit public access to the Ontario Sex Offender Registry; and
2. That a copy of this resolution **BE CIRCULATED** to the Premier of Ontario, the Attorney General of Ontario, the Solicitor General of Ontario, all regional Members of Provincial Parliament, and Niagara region municipalities.

Thank you,



Nicholas Debono
City Clerk, City of Thorold

- cc. The Honourable Doug Ford, Premier of Ontario
The Honourable Doug Downey, Attorney General of Ontario
The Honourable Michael S. Kerzner, Solicitor General of Ontario
All regional Members of Provincial Parliament
- Sam Oosterhoff
 - Jennifer Stevens
 - Wayne Gates
 - Jeff Burch
- Niagara Regional Municipalities
- Niagara Falls
 - Port Colborne
 - St Catharines
 - Welland
 - Grimsby
 - Lincoln
 - Niagara-on-the-Lake
 - Pelham
 - Wainfleet
 - West Lincoln
 - Fort Erie
- Niagara Region





**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: vsteele@grimsby.ca

September 15, 2025

SENT VIA E-MAIL

premier@ontario.ca

Attention: The Honourable Doug Ford, Premier of Ontario

RE: Resolution – Support for Niagara-GTA Corridor

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on September 8, 2025, passed the following resolution:

C-25-177

Moved: Councillor Baradziej

Seconded: Councillor DiFlavio

Whereas the Queen Elizabeth Way (QEW) is the primary east-west transportation corridor through Niagara; and

Whereas the Town of Grimsby is the gateway to Niagara with limited roadways travelling parallel, creating regional vulnerabilities and a bottleneck affect when incidents or delays occur on the QEW; and

Whereas transportation disruptions on the QEW result in congestion and gridlock across town(s) and the region; limits mobility for residents, businesses, and emergency services; and have direct economic and social costs on our community in Niagara; and

Whereas the Canadian Centre for Economic Analysis (CANCEA) estimated the economic and social cost of congestion in Ontario in 2024 was \$56.4 billion; and

Whereas a new corridor in the Niagara Region has the potential to increase access to businesses along the new corridor and increase efficiency of the movement of people, goods, products and services to market. All of which make Niagara more attractive to job-creating business investment, and new residents looking to live and work in Niagara; and

Whereas a strategic corridor linking the rapidly growing Waterloo Region, Hamilton, and Niagara Region has the potential to strengthen economic ties between municipalities, creating an inter-regional economic powerhouse and transportation connection serving over two million people, while reducing the bottleneck affect on the QEW in Niagara, Hamilton and the GTA; and

Re: Resolution – Support for Niagara-GTA Corridor

Whereas a new transportation corridor between Niagara and the GTA is critical for long-term regional connectivity, sustainable population growth, balanced infrastructure development, and economic development.

Therefore, be it resolved that the Town of Grimsby and Council express support for the inclusion of a new Niagara-GTA corridor as part of the ongoing Region of Niagara's Transportation Master Plan.

Be it further resolved that this motion be circulated to all Niagara municipalities, MPs and MPPs, the Provincial Minister of Infrastructure and Minister of Transportation, the Premier of Ontario, Councillor Jeff Beattie's Office – Ward 10, Hamilton, the City of Hamilton, the City of Kitchener, the City of Waterloo, the City of Guelph, the City of Cambridge, the City of Brantford, and the Regional Municipality of Niagara, expressing our community's support for continued planning and investment in a Niagara-GTA corridor as a transportation priority.

If you require any additional information, please let me know.

Regards,



Victoria Steele
Town Clerk

CC:

Regional Municipality of Niagara
Local Area Municipalities
Local Area MPs
Local Area MPPs
Hon. Kinga Surma, Minister of Infrastructure
Hon. Prabmeet Singh Sarkaria, Minister of Transportation
Councillor Jeff Beattie, City of Hamilton
City of Hamilton
City of Kitchener
City of Waterloo
City of Guelph
City of Cambridge
City of Brantford

Port Colborne

66 Charlotte St, Port Colborne ON, L3K 3C8

Attn: Bill Steele, Mark Bagu, Vance Badawey, Bryan Boles, Gary Long

September 10, 2025

Dear Bill, Mark, Vance, Bryan, and Gary,

On behalf of Ontario's Doctors, thank you for meeting with our delegation from the Ontario Medical Association during the 2025 AMO Conference. We greatly appreciate the opportunity to hear your perspectives on health care from a municipal lens.

Through our conversations with you and other municipal leaders, we heard clearly that residents continue to face long wait times, limited access to timely care, and high rates of unattachment. Despite these challenges, municipalities remain steadfast in their efforts to support the health needs of their communities. Many local leaders shared how the shortage of family physicians is not only a health care concern but also a barrier to economic growth and community development.

While health care may not fall directly within your mandate, we were encouraged by the innovative approaches municipalities are taking to address gaps in care. Many municipalities shared how the shortage of family physicians is not only a health-care concern but also a barrier to economic growth and community development.

Thank you once again for your dedication to building a healthier Ontario. We are grateful for your time and the meaningful conversation. The OMA is here as a resource to you; we are proud to work together in our goal of creating a health-care system that all Ontarians can be proud of.

We look forward to working closely with you. If we can ever be of assistance or you have any follow-up questions, please do not hesitate to contact our Government Relations and Advocacy team at info@oma.org.

Sincerely,



Kimberly Moran, CEO
Ontario Medical Association



Dr. Zainab Abdurrahman, President
Ontario Medical Association



Subject: Short-Term Rental Accommodations Licensing By-Law

To: Council

From: Community Safety & Enforcement Department

Report Number: 2025-190

Meeting Date: September 23, 2025

Recommendation:

That Community Safety & Enforcement Department Report 2025-190 be received; and

That Council approve the proposed updated By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne (Appendix A) to come into effect on November 1, 2025; and

That Council approve the proposed fees and penalties, as outlined in Appendix B, to support administration and enforcement of the By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne; and

That Council repeal By-law 7323/14/25, being the By-law to License, Regulate and Govern Bed and Breakfast Establishments, as it will be replaced by the proposed By-law to License, Regulate and Govern Short-Term Rental Accommodations; and

That Council direct staff to bring forward accompanying changes to the City's Zoning By-Law to support the regulation of short-term rental accommodations before November 1, 2025; and

That Council direct staff to bring forward accompanying changes to the City's Administrative Monetary Penalties System (AMPS) By-law to support enforcement of the new licensing regime before November 1, 2025; and

That Council direct staff to implement a comprehensive communications and education campaign to ensure all residents and short-term rental accommodation operators are informed of the new requirements for operating a short-term rental accommodation in Port Colborne; and

That Council direct staff to launch a comprehensive registration, licensing and inspection program to support the new short-term rental accommodations regime by November 1, 2025.

Purpose:

On May 13, 2025, Council approved report 2025-112, which included a proposed By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne (Appendix A), and a proposed comprehensive public engagement plan to gather feedback from the community about short-term rentals in Port Colborne.

A summary of the results collected during the public engagement activities was provided to Council in early July through report 2025-152, which included a high-level list of suggestions received from residents and operators of short-term rental accommodations.

This report, 2025-190, provides a proposed final version of the new By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne (Appendix A), along with a summary list of changes that were made since the initial by-law was circulated to Council and the public in the spring.

Background:

In Port Colborne, the growth of short-term rental accommodations – driven largely by platforms such as Airbnb and VRBO – has created both opportunities and challenges. While these rentals can support tourism and provide income for property owners, they have also generated resident concerns related to noise, parking, safety, property standards, and neighbourhood compatibility. In response to these reported concerns, Council directed staff to establish a regulatory framework for the operation of short-term rental accommodations in Port Colborne.

Earlier this spring, Council directed staff to undertake a series of public engagement activities to gather feedback from the community about short-term rental accommodations and their oversight. Community engagement was carried out through an online and paper-based survey, along with two open houses. Residents were asked to share their views on the proposed short-term rental accommodations by-law, including concerns they have experienced, limits on renters and guests, parking requirements, fire safety measures, inspection conditions, and other standards that should apply to licensed short-term rental properties.

Overall, community feedback showed broad support for the proposed short-term rental by-law, with most comments focusing on renter and guest limits, garbage management, and parking requirements.

Based on this input, and with contributions from the City's new Chief Building Official and an extensive legal review, staff have recommended some changes to the proposed by-law, which is attached to this report as Appendix A.

Staff recommend that the proposed by-law be approved and take effect on November 1, 2025, ensuring adequate time for communication, registration, and enforcement preparations.

Discussion:

Community engagement activities provided valuable feedback on the proposed By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne (Appendix A), highlighting areas where refinements would strengthen its effectiveness and balance community and operator needs.

In reviewing this input, and with contributions from the City's new Chief Building Official and legal counsel, staff have prepared several recommended changes to the proposed by-law. While some of these revisions are administrative or clerical in nature and do not alter the intent of the by-law, others respond directly to community concerns, clarify expectations for operators, and support practical enforcement.

Overall, the proposed changes update some of the structure of the by-law, but its underlying principles and function remain consistent.

At a high level, the proposed changes are as follows:

- Adjusted the recital statements (whereas statements) to more accurately reflect the powers granted to the municipality under the *Municipal Act*, with regards to the purpose of this by-law
- Reordered sections of the by-law to help ensure clear understanding of both the requirements and prohibitions related to short-term rental accommodations and support the practical enforcement of the by-law, as needed
- Updated the definitions section to remove terms not in use, ensure alignment with Zoning by-law definitions, and add missing terms where needed for clarity
- Adjusted the total number of allowable renters to accommodate an additional two individuals under the age of 16
- Adjusted the total number of allowable guests from a maximum of 10 to a maximum of 5
- Added provisions related to the management of garbage – including not allowing garbage to accumulate, indicating the pick-up day for garbage collection, noting the location of garbage containers on the site plan, and not permitting a commercial garbage container unless the Licensing Officer is satisfied that the site is appropriate for such containers

A note on Sun Retreats Sherkston Shores:

Staff anticipate a significant number of applications for short-term rental accommodation licences will come from owners of private rental units within Sun Retreats Sherkston Shores, which is zoned as Vacation Residential. Because the company operating the park has already established its own rules and regulations governing private rentals, the proposed By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne takes these existing requirements into account. As a result, properties within the Vacation Residential Zone (i.e. Sun Retreats Sherkston Shores) are subject to tailored provisions of the by-law, in recognition of the separate regulatory framework already established by the park operator.

These include:

- Allowing park model trailers and mobile homes to be used for sleeping accommodations
- While short-term rental accommodations outside of the Vacation Residential Zone are subject to renter and guest limits based on the number of bedrooms within the unit, those units within the Vacation Residential Zone are subject to limits set by the park itself
- Owners of properties zoned Vacation Residential (i.e. Sun Retreats) must provide the City with the site owners of units operating as short-term rental accommodations, and names of all Renters and Guests and corresponding check in and check out dates for each site
- Garbage management rules are slightly adjusted, and the use of community commercial garbage containers is permitted
- The parking area must be outlined on the site plan and must be located on the same lot as the rental unit. All cars must be parked within the approved parking area.

Proposed Fees for Licensing & Penalties

Appendix B of this report includes the proposed fees for licensing of short-term rental accommodations and the penalties related to contravention of this by-law. All proposed fees are designed to ensure full recovery of all program costs, while maintaining fairness for operators.

The proposed licensing fee is \$800 plus HST for trailers, mobile homes, and park model homes in Vacation Residential zones (i.e. Sun Retreats Sherkston Shores), reflecting that these units are generally smaller and simpler to inspect. For all other dwelling units, the proposed licensing fee is \$1,000 plus HST. Annual renewal would be required at a cost of \$480 plus HST for trailers, mobile homes, and park model homes in Vacation Residential zones, and \$600 plus HST for all other dwelling units. A re-inspection fee may apply if a second inspection is required before a licence is issued or renewed, if the

inspecting officer identifies issues or deficiencies during the first inspection, at the discretion of the inspecting officer.

Fees would not be pro-rated, and the licence would expire each year on December 31.

The proposed fees are generally aligned with those in other area municipalities. For example, Niagara-on-the-Lake charges \$800 for a new application and \$600 for renewals, Niagara Falls charges \$500 initially and \$250 annually for renewals, and Fort Erie's licence fees range from \$750 for 1–2 bedrooms to \$1,250 for three bedrooms. Similarly, St. Catharines sets its application fee at \$534.05 for a two-year licence, while Wainfleet requires \$1,000 per application.

Communications & Education

If the proposed by-law is approved, staff will launch a targeted communications and education campaign to support the implementation of the By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne (Appendix A) and ensure that residents and operators are informed of the new requirements before the by-law takes effect on November 1, 2025. The campaign will include a dedicated webpage with the full by-law, application forms, and FAQs; social media and local newspaper notices; and direct outreach to licensed operators and property owners, including those at Sun Retreats Sherkston Shores. Staff will also provide printed materials to answer questions, clarify licensing requirements, and support a smooth transition for all operators and community members.

Internal Consultations:

Staff from Building, Planning, Legislative Services, By-law Services, and Corporate Communications have worked collaboratively to develop the proposed short-term rental accommodations by-law and to design and deliver the associated community engagement activities. Additional input was provided by staff from Finance, Tourism, and Fire & Emergency Services, as well as external legal counsel and planning consultants (MHBC).

As the project now moves from development to implementation, responsibility for administering and enforcing the by-law will rest with the City's Chief Building Official, who will oversee its ongoing coordination and enforcement. The Fire Chief will be responsible for leading the inspection program to ensure compliance with fire safety requirements.

Financial Implications:

The fees recommended in this report have been developed using the cost recovery principles approved by Council in report 2023-91 (User Fee Principles) and as such allow the Short-Term Rental Accommodations program to operate without being subsidized by the levy.

The Short-Term Rental Accommodations budget will be presented as a self-sustaining entity during the City's budget process in the fall.

Public Engagement:

Public engagement on the proposed by-law has been completed. Residents and short-term rental owners were invited to provide feedback through a range of activities, including an online and paper survey and open houses.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
-

Conclusion:

The proposed By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne has been carefully refined through community engagement, interdepartmental collaboration, and an extensive legal review. While many of the adjustments made since the version circulated in the spring of 2025 are administrative in nature, others directly respond to resident and operator feedback by clarifying definitions, tightening renter and guest limits, strengthening garbage management provisions, and improving the overall structure of the by-law to support clear understanding and practical enforcement. Together, these changes maintain the intent of the original by-law while ensuring it is more effective, balanced, and enforceable.

Proposed licensing fees and penalties have been structured to achieve full cost recovery and align with comparable municipalities, providing fairness to operators and sustainability for the program. To support successful implementation, staff will launch a targeted communications and education campaign to ensure operators and residents

understand the new requirements before the by-law takes effect on November 1, 2025. With clear rules, fair fees, and coordinated enforcement, the City will be well-positioned to manage the impacts of short-term rental accommodations while supporting responsible operators and protecting the quality of life in Port Colborne's neighbourhoods.

Appendices:

- a. Proposed Updated By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne
- b. Proposed Fees to support administration and enforcement of the By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne; and

Respectfully submitted,

Bryan Boles, CPA, CA, MBA
Chief Administrative Officer
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Bryan.Boles@portcolborne.ca

Danny Rodgers
Chief Building Official
905-228-8111
Daniel.Rodgers@portcolborne.ca

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

DRAFT ONLY

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN SHORT-TERM RENTAL ACCOMMODATIONS IN THE CITY OF PORT COLBORNE

WHEREAS the Council of The Corporation of the City of Port Colborne may, pursuant to the *Municipal Act, 2001*, S.O. 2001, c.25. as amended, ("*Municipal Act*"), enact by-laws for the licensing, regulating and governing of businesses in the City of Port Colborne;

AND WHEREAS sections 8, 9 and 11 of the *Municipal Act* authorize The Corporation of the City of Port Colborne to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS section 23.1 of the *Municipal Act* authorizes a municipality to delegate its powers and duties subject to certain restrictions;

AND WHEREAS section 151(1) of the *Municipal Act*, authorizes a municipality to provide for a system of licences with respect to a business;

AND WHEREAS the Council of The Corporation of the City of Port Colborne considers it desirable that such licensing, regulation, and governing takes place with regard to Short-Term Rental Accommodations as defined in this By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE HEREBY ENACTS AS FOLLOWS:

PART 1 – SHORT TITLE

- 1.1 This By-law may be referred to as the "Short-Term Rental Accommodation Licensing By-law".

PART 2 – DEFINITIONS

For the purposes of this By-law:

- 2.1 **“Administrative Monetary Penalty”** means a monetary penalty payable pursuant to the By-law No. 6902/50/21, being the Administrative Penalty By-law, as amended or replaced from time to time;
- 2.2 **“Agent”** means a Person authorized by an Owner to act on their behalf;
- 2.3 **“Appeal By-law”** means the By-law No. 7186/09/2024, as amended or replaced from time to time, which governs the hearing of appeals under the City’s regulatory by-laws;
- 2.4 **“Applicant”** means the Owner(s) or Agent of the Premises applying for a Licence or renewal of a Licence under this By-law;
- 2.5 **“Bedroom”** means a room offered for Short-Term Rental Accommodation intended primarily for overnight occupation and/or a room with one or more beds, including but not limited to murphy beds, pullout beds, sofa beds, day beds, futons or similar apparatuses for sleeping, which complies with the standards for a bedroom as set forth by the Ontario Building Code;
- 2.6 **“Building”** means a structure occupying an area greater than 10 square metres consisting of a roof, walls and a floor, or any of them, or a structural system serving the function thereof, including all plumbing, works, fixture and service systems related thereto;
- 2.7 **“Chief Building Official”** means the chief building official appointed by Council;
- 2.8 **“Chief Fire Official”** means the assistant to the fire marshal who is the municipal fire chief, a member or members of the fire department appointed by the municipal fire chief, or a Person appointed by the fire marshal;
- 2.9 **“City”** means The Corporation of the City of Port Colborne;
- 2.10 **“Committee”** means the Appeals Committee established by By-law No. 7186/09/2024, as amended or replaced from time to time, the responsibility of which includes hearing appeals regarding refusals, suspensions, and revocations of Licences under this By-law;
- 2.11 **“Council”** means the Council of The Corporation of the City of Port Colborne;
- 2.12 **“Dwelling Unit”** means a self-contained housekeeping unit of one or more rooms containing cooking facilities, living quarters and sanitary facilities for the exclusive use of those residing within the Dwelling Unit and which has an exclusive entrance. For the

purpose of this By-law, and without limiting the generality of the foregoing, a Dwelling Unit includes a cottage, Park Model Trailer or Mobile Home as defined in the Ontario Building Code, and a legal additional Dwelling Unit, but does not include a room or suite of rooms in a boarding, lodging or rooming house, hotel, or motor home;

- 2.13 “**Fee**” means a Fee prescribed in By-law No. 7297/119/24, being the City’s Fees and Charges By-law, as amended or replaced from time to time;
- 2.14 “**Fees and Charges By-law**” means By-law No. 7297/119/24, being the City’s Fees and Charges By-law, as amended or replaced from time to time;
- 2.15 “**Garbage Area**” means the location designated for the storage of solid waste materials, identified in the site plan, accompanying the license application and approved by the licensing officer;
- 2.16 “**Guest**” means any Person on the Premises who is not a Renter;
- 2.17 “**Licence**” means the licence issued under this By-law as proof of licensing under this By-law;
- 2.18 “**Licensed**” means to have in one’s possession a valid Licence issued under this By-law and “**Unlicensed**” has the contrary meaning;
- 2.19 “**Licensee**” means the Owner of a Premises who holds a current Licence to operate a Short-Term Rental Accommodation;
- 2.20 “**Licensing Officer**” means any Person authorized by the City to issue a Licence under this By-law;
- 2.21 “**Local Contact Person**” means a Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any City by-law, and attend the Premises within sixty (60) minutes of being notified of any such occurrence. If the Owner authorizes a Person to act on their behalf and to be responsible for ensuring the Short-Term Rental Accommodation is operated in accordance with the provisions of this By-law, the Licence and all applicable laws, that Person must be eighteen (18) years of age or older;
- 2.22 “**Mobile Home**” means a residence that is designed and manufactured to be transported on its own chassis and is equipped for year-round occupancy;

- 2.23 “**Officer**” means a municipal law enforcement officer, building inspector, police officer, or other Person appointed by by-law to enforce the provisions of City by-laws;
- 2.24 “**Order**” means an order issued under Part 12 of this By-law;
- 2.25 “**Owner**” means the Person holding registered title to the Premises on which the Short-Term Rental Accommodation is located and includes, in the case of Premises located within a Vacation Residential (VR) zone, the occupant of a site, and “Ownership” has a corresponding meaning;
- 2.26 “**Parking Area**” means an area of land used for parking of motor vehicles and which is located on the same lot as the principal use and comprises all parking spaces or at least the minimum number required by this By-law and all driveways, aisles, maneuvering areas, entrances, exits and similar areas used for the purpose of gaining access to, or egress from the said parking spaces;
- 2.27 “**Parking Space**” means a portion of a parking area, exclusive of any aisles, to be used for the temporary parking or storage of a motor vehicle or recreation vehicle and can include a garage or carport;
- 2.28 “**Park Model Trailer**” means a recreational Dwelling Unit that is built on a single chassis mounted on wheels, designed to facilitate relocation from time to time and for living accommodations for seasonal use, built in accordance with the CSA Z-241 park model code, typically in a recreational vehicle park;
- 2.29 “**Person**” means any singular or plural human being, association, firm, partnership, corporation, agent or trustee, and the heirs, estate trustees or other legal representatives of a person to whom the context may apply according to law;
- 2.30 “**Plan for Fire Safety**” means the Plan setting out a layout of the interior of the Short-Term Rental Accommodation with the location of all smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- 2.31 “**Premises**” means the Property upon which a Short-Term Rental Accommodation is operated, inclusive of Buildings or structures or any part thereof used for such purpose;
- 2.32 “**Property**” means the land upon which a Short-Term Rental Accommodation is operated, exclusive of Buildings or structures or any part thereof;

- 2.33 “**Renter**” means any Person who intends to use a Short-Term Rental Accommodation for overnight lodging, but shall not include Guests to the Premises;
- 2.34 “**Short-Term Rental Accommodation**” means all or part of a Dwelling Unit that provides sleeping accommodation to someone other than the Owner for any period of twenty-eight (28) calendar days at a time or less, in exchange for payment;
- 2.35 “**Special Event**” means an activity hosted at the Premises by the Renter that may or may not involve payment for services provided, including but not limited to weddings, receptions, retirement parties, musical events and entertainment; and
- 2.36 “**Zoning By-law**” means the City’s Comprehensive Zoning By-law No. 6575/30/18, as amended, or replaced from time to time.

PART 3 – ADMINISTRATION

- 3.1 The Licensing Officer shall be responsible for the administration of this By-law.
- 3.2 Officers shall be responsible for the enforcement of this By-law, and are authorized, upon presentation of proper identification, to enter onto lands at any reasonable time to inspect any Building or property for the purpose of:
- a) Conducting a pre-application inspection as required by this By-law; and/or
 - b) Carrying out an inspection to determine whether this By-law or an Order issued under this By-law is being complied with.
- 3.3 Every application for a new Licence or a renewal thereof shall be submitted to the Licensing Officer on the required form together with all the required documentation. Upon receipt of an application for a Licence, a Licensing Officer shall perform the following functions:
- a) Receive and review the application in conjunction with any provisions of this By-law; and
 - b) Ensure that the relevant Officers have carried out the necessary inspections to satisfy the City that the Premises are in compliance with the provisions of this By-law.

- 3.4 The Licensing Officer shall be responsible for developing and updating Short-Term Rental Accommodation application forms, Licences, and all other procedures for the administration of this By-law.
- 3.5 Applications for a Licence and issued Licences will be posted on the City's website, including personal information such as the legal description of the Property, municipal address, and Owner's and Local Contact Person's name and contact information.

PART 4 - PROHIBITIONS

- 4.1 No Person shall rent or operate a Short-Term Rental Accommodation unless the Person holds a current Licence issued pursuant to this By-law.
- 4.2 No Person shall use a Short-Term Rental Accommodation that is Unlicensed under this By-law.
- 4.3 No Person shall advertise a Short-Term Rental Accommodation without including the valid Licence number issued by the City for the Premises.
- 4.4 No Person shall transfer or assign a Licence.
- 4.5 No Person shall advertise or permit:
 - a) The use of a Short-Term Rental Accommodation that has not been Licensed under this By-law;
 - b) The rental or use of a greater number of Bedrooms than permitted by the Licence;
 - c) The use of a Short-Term Rental Accommodation by a greater number of Renters than permitted by the Licence;
 - d) The use of a Short-Term Rental Accommodation by a greater number of Guests than permitted by the Licence
- 4.6 No Person shall permit a Guest to remain at a Short-Term Rental Accommodation or on any Premises between 11:00 p.m. and 8:00 a.m. each day.
- 4.7 No Person shall permit a disturbance at a Short-Term Rental Accommodation or on any Premises.
- 4.8 No Person shall fail to comply with an Order issued under this By-law.
- 4.9 No Person shall permit:

- a) Garbage to accumulate on any Premises Licenced as a Short-Term Rental Accommodation;
 - b) Garbage to be contained in containers with unsecured lids; or
 - c) Garbage to be located contrary to the approved site plan for the Premises.
- 4.10 Section 4.9(b) does not apply to Short-Term Rental Accommodations located within the Vacation Residential (VR) zone.
- 4.11 No Owner, including an Owner of a Premises zoned Vacation Residential (VR) shall fail to provide the Licensing Officer with the information set out in Section 8.6(b).
- 4.12 No Licencee shall operate a Short-Term Rental Accommodation with:
- a) An open building permit;
 - b) An outstanding Order issued by the City's Fire Department or Building Department; or
 - c) A property standards order or any other order issued by the City.
- 4.13 No Licencee shall place or mount a fire extinguisher in any cupboard, cabinet, closet, or other enclosed compartment.
- 4.14 No Licencee shall permit parking contrary to the Parking Area plan submitted as part of the site diagram and approved with the Licence application.
- 4.15 No Licencee shall:
- a) Permit tents to be used for sleeping accommodations on the Short-Term Rental Accommodation Premises, except on property zoned Vacation Residential (VR); or
 - b) Permit a Park Model Trailer or Mobile Home to be used for sleeping accommodations on the Short-Term Rental Accommodation Premises, except on property zoned Vacation Residential (VR).
- 4.16 No Licencee shall permit a Special Event at the Premises which exceeds the number of Renters and/or Guests permitted by the Licence or is otherwise contrary to any municipal by-law or provincial or federal law.
- 4.17 No Licencee shall contravene or fail to comply with a term or condition of a Licence issued under this By-law.

PART 5 – OBLIGATIONS OF LICENCEES

- 5.1 Every Licencee shall ensure that the Short-Term Rental Accommodation meets the standard of the Zoning By-law in respect of parking requirements.
- 5.2 Every Licencee shall ensure that the Short-Term Rental Accommodation has sufficient parking on the Property to accommodate all Renters and Guests.
- 5.3 Every Licencee shall maintain a register of Renters and Guests, which shall be updated on a weekly basis and which shall contain:
- a) The location and Licence number of the Short-Term Rental Accommodation;
 - b) Confirmation, on a weekly basis, that smoke and carbon monoxide alarm have been checked and are in working order;
 - c) The names of Renters and Guests and the corresponding check-in and check-out dates; and
 - d) The licence plate number for each vehicle for all Renters and Guests.
- 5.4 Every Licencee shall ensure that:
- a) The register is produced to the City upon request;
 - b) The Licence is displayed in a prominent, permanent place at the Premises;
 - c) Current and accurate information has been provided to the Licensing Officer; and
 - d) Garbage on the Premises is contained in containers with securable lids and is located in accordance with the site diagram filed in support of the Licence application.
- 5.5 Every Licencee shall establish and maintain a Local Contact Person.
- 5.6 Every Licence shall operate a Short-Term Rental Accommodation in accordance with the Plan for Fire Safety for the Premises.

PART 6 – LICENSING REQUIREMENTS

- 6.1 Every application for a new Licence, or the renewal of an existing Licence, shall include:
- a) A completed application in the form required by the City, which shall include but not be limited to each and every Owner's name, address, telephone number, and email address;

- b) Proof of Ownership for the Premises;
- c) A statutory declaration signed by each and every Owner stating that each and every Owner understands their responsibility as a Licencee;
- d) A site diagram and floor plan of the Premises, drawn to scale and fully dimensioned, identifying:
 - i. The location of all Buildings on the Property;
 - ii. The location of wells and all components of sewage systems;
 - iii. The use of each room;
 - iv. The location of smoke and carbon monoxide alarms, and early warning devices;
 - v. The location of fire extinguishers and exits;
 - vi. The location of records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers;
 - vii. The location of all gas and electric appliances;
 - viii. The location of all fireplaces and fuel-burning appliances;
 - ix. All entrances/exits to and from all Buildings;
 - x. The exterior decks and related site amenities including dimensioned Parking Spaces, and other Buildings or structures on the Property; and
 - xi. The location of all garbage and/or garbage containers, the type of all garbage containers proposed, as well as the day of the week that garbage will be removed. Commercial-size garbage containers shall not be permitted unless the Licensing Officer, in their sole discretion, is satisfied that the site is appropriate for such containers.
- e) A certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury. Such insurance policy must identify that a Short-Term Rental Accommodation is being operated on the Premises. The insurance coverage required herein shall be endorsed to the effect that the City will be given at least 10 days' notice in writing of any cancellation or material variation in policy;

- f) An electrical general inspection performed by a licenced electrical contractor dated within five (5) years of the date of the application;
- g) Where there are wood-burning appliances on the Premises, a Wood Energy Technical Transfer (WETT) report dated less than five (5) years from the date of the application issued by a certified WETT inspector;
- h) An annual inspection report, provided with the annual application, indicating that any chimney, flue pipes, etc. on the Premises have been inspected by a WETT-certified chimney sweep and are safe to be utilized;
- i) A Heating, Ventilation, and Air Conditioning (HVAC) inspection report issued by an HVAC technician. An updated report shall be required each year;
- j) The name and contact information of the Local Contact Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any City by-law, including attendance on site of the Premises, within sixty (60) minutes of being notified of the occurrence;
- k) For renewal applications, maintenance and record of tests for all smoke and carbon monoxide alarms;
- l) For renewal applications, a register of all Renters and Guests who have occupied the Premises during the last term of the Licence, as described in Section 5.3 of this By-law; and
- m) The names of the platforms upon which the Short-Term Rental Accommodation will be listed, advertised, or promoted.

- 6.2 An Applicant shall pay the Licensing Fee as prescribed in the Fees and Charges By-law.
- 6.3 An Applicant or Licensee shall be responsible for informing the City, in writing, of any changes to the information contained within the application or any deviation to the approved plans within seven (7) days of such change or deviation.
- 6.4 A Licensee shall ensure that any listing, advertisement or promotion relating to the renting out of the of the Premises includes the corresponding Licence number issued by the City.
- 6.5 Where an Applicant is a corporation, the Applicant shall provide such additional information and documentation as required by the Licensing Officer, which includes but is not limited to:

- a) A copy of the incorporating document(s);
- b) A copy of the most recent corporate filing with the Ministry of Government and Consumer Services listing all directors and officers and the head office address of the corporation;
- c) A letter indicating resolution of the directors of the corporation authorizing the application for a Licence;
- d) The name and contact particulars of every Person having responsibility for the operation of the Short-Term Rental Accommodation; and
- e) Its annual return under the *Corporations Information Act*, R.O. 1990, c. C.39.

PART 7 – SITE REQUIREMENTS

- 7.1 The provision of parking on the required site diagram shall include the following:
 - a) The location of the Parking Area with the minimum number of Parking Spaces as set out in the Zoning By-law;
 - b) An acknowledgement that Renters and Guests are permitted no more cars than there are designated Parking Spaces in the Parking Area; and
 - c) An illustration of compliance with all other provisions of the Zoning By-law.
- 7.2 A Parking Area shall consist of a hard-surfaced driveway (gravel, paved, concrete, interlock or similar hard surface).
- 7.3 The Owner shall make the following available to Renters:
 - a) A copy of a valid Licence displayed on site at the Premises;
 - b) A copy of the site diagram showing the Parking Area and Parking Spaces for the Premises;
 - c) A copy of the approved floor plans identifying the rooms and showing exits and fire escape routes;
 - d) A copy of the City's Noise By-law;
 - e) A copy of the City's Open Air Burning and Recreational Fires By-law;
 - f) A copy of the City's Lot Maintenance By-law;

- g) A copy of the City's Fireworks By-law;
- h) The occupant load of the Dwelling Unit, posted in a prominent location;
- i) Emergency "911" instructions with the address of the Property clearly printed and posted in a prominent location;
- j) A copy of the smoke and carbon monoxide alarm maintenance and use instructions;
- k) Name and contact information of the Local Contact Person; and
- l) The Plan for Fire Safety, which shall be posted on the back of every door or visibly adjacent to every door where it can be seen when exiting.

7.4 A Short-Term Rental Accommodation shall provide a listed ABC portable fire extinguisher with the minimum rating of 2A10BC on each level of the Short-Term Rental Accommodation.

7.5 Portable fire extinguishers shall be:

- a) Kept operable and fully charged;
- b) Located so that they are easily seen and shall be accessible at all times;
- c) Tested and maintained in conformance with NFPA 10, "Portable Fire Extinguishers"; and
- d) Inspected monthly.

PART 8 – BEDROOM AND OCCUPANCY RESTRICTIONS

- 8.1 Every Licence shall set out the maximum number of Bedrooms that may be used as part of the Short-Term Rental Accommodation, which number shall be limited to the number of available Parking Spaces on the Premises.
- 8.2 Notwithstanding Section 8.1, the Licensing Officer has the discretion to increase the number of available Bedrooms based on circumstances specific to the Premises, to a maximum of five Bedrooms.
- 8.3 Renters in respect of a Short-Term Rental Accommodation shall be limited to two Renters per Bedroom, to a maximum of ten Renters in total.
- 8.4 Notwithstanding Section 8.3, a Short-Term Rental Accommodation may permit an additional two Renters under 16 years of age.

- 8.5 A Short-Term Rental Accommodation shall be limited to one Guest per Bedroom to a maximum of five Guests in total.
- 8.6 Sections 8.3, 8.4 and 8.5 shall not apply where the Short-Term Rental Accommodation is located in the Vacation Residential (VR) zone and the Dwelling Unit falls within one of the following building classifications: Park Model Trailer, Mobile Home, trailer or tent, provided the Owner of the Property zoned Vacation Residential (VR) has:
- a) Set restrictions or limits on the number of Renters and Guests which has been approved by the Licensing Officer and incorporated into the Licence; and
 - b) Provides the Licensing Officer with the following information:
 - i. Each site that has been used as a Short-Term Rental Accommodation;
 - ii. The Owner of each site that has been used as a Short-Term Rental Accommodation; and
 - iii. The names of all Renters and Guests and corresponding check in and check out dates for each site that has been used as a Short-Term Rental Accommodation.

PART 9 – PRE-LICENCE INSPECTION

- 9.1 It is the responsibility of an Applicant to contact the City for an inspection, which shall be carried out to ensure compliance with the following, where applicable:
- a) The provisions of this By-law;
 - b) The *Building Code Act, 1992*, S.O. 1992 c.23 and regulations made thereunder;
 - c) The *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, and regulations made thereunder;
 - d) The *Planning Act*, R.S.O. 1990, C. P.13;
 - e) The Zoning By-law; and
 - f) Any other municipal by-laws, provincial legislation or federal legislation that may affect the safety and well-being of Persons or eligibility of the application or Licence.
- 9.2 During the inspection process, all relevant departments of the City may be circulated and may provide comments on any known matters that would assist with the determination of Licence eligibility.

PART 10 – ISSUANCE OF LICENCE, GROUNDS FOR REFUSAL, REVOCATION AND THE IMPOSITION OF CONDITIONS

10.1 The Licensing Officer shall have the authority to:

- a) Issue, refuse to issue, renew or refuse to renew a Licence;
- b) Revoke or suspend a Licence; and
- c) Impose terms and conditions on a Licence.

10.2 The Licensing Officer may refuse to issue or renew a Licence where:

- a) There are reasonable grounds for belief that the operation of the Short-Term Rental Accommodation may be adverse to the public interest;
- b) A Licence has been previously revoked, suspended, or made subject to terms and conditions;
- c) An Applicant has presented a history of contravention of this By-law;
- d) The proposed use of the Premises is not permitted by the Zoning By-law;
- e) Items identified during a pre-Licence inspection have failed to be corrected;
- f) The Owner is indebted to the City in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes, municipal accommodation taxes and late payment charges against an Owner's Property; or
- g) The Premises do not conform with applicable federal and provincial law and regulations or municipal by-laws, including, but not limited to, the Zoning By-law, the Property Standards By-law, the Lot Maintenance By-law, the Noise By-law, the Parking and Traffic By-law, the *Building Code Act*, the *Fire Protection and Prevention Act*, and the *Ontario Electrical Safety Code*.

10.3 Conditions imposed by the Licensing Officer shall be based on recommendations provided by an Officer, Chief Fire Official, Chief Building Official, or any agency circulated on an application.

10.4 The Licensing Officer may revoke, suspend or make any Licence subject to special conditions at the discretion of the Licensing Officer where:

- a) The Licence was issued or renewed in error or granted based on incorrect or false information;
- b) The Licensing Officer is satisfied that the continuation of the Licence poses a danger to the health and safety of any Person; or
- c) The Licencee has breached any provision of this By-law or any other City by-law relating to the Premises.

PART 11 – TERM OF LICENCE

- 11.1 A Licence that has been issued pursuant to this By-law shall expire upon the earliest of the following events:
- a) December 31 of the year issued;
 - b) Upon the sale or transfer of the Premises; or
 - c) The Licence has been suspended or revoked in accordance with the provisions of this By-law.
- 11.2 A Licencee that intends to renew their Licence shall be responsible for the submission of a renewal application prior to the expiry date of the Licence. Any application for a property for which a Licence has not been previously issued or for which a Licence has been previously issued but has expired under Section 11.1 shall be considered a new application.
- 11.3 A Licence may only be issued to the Owner of the Premises.

PART 12 – LICENCE APPEAL PROCESS

- 12.1 The power and authority to conduct appeal hearings under this By-law is hereby delegated to the Committee.
- 12.2 Where the Licensing Officer has denied an application for a Licence or a renewal of a Licence, has suspended or revoked a Licence, or has imposed conditions on a Licence, the Licensing Officer shall inform the Applicant by way of written notice setting forth the grounds for the decision and shall advise of the right to appeal such decision to the Committee.
- 12.3 An Owner may appeal to the Committee in relation to a matter set forth in a notice delivered pursuant to Section 12.2.

- 12.4 A request for an appeal shall be made within 14 business days of service of the written notice. An appeal shall be made in writing to the Licensing Officer, setting forth the reasons for the appeal, with payment of the required Appeal Fee as prescribed by the Fees and Charges By-law, as amended or replaced from time to time.
- 12.5 Where no request for an appeal is received in accordance with Section 12.4, the decision of the Licensing Officer shall be final and binding.
- 12.6 Where a request for an appeal is received, a hearing of the Committee shall be convened, and the Owner shall be provided notice thereof in accordance with the Appeal By-law. After such opportunity to be heard, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matter that relates to the health, safety and well-being of the public. When making its decision, the Committee may refuse to issue or renew a Licence, revoke or suspend a Licence, or impose any condition to a Licence.
- 12.7 The Committee's decision concerning an appeal under this By-law is final and binding. No further appeals shall be heard by the Committee or Council for matters that have been previously heard and determined by the Committee, or for matters relating to non-compliance with a Zoning By-law requirement.
- 12.8 Matters arising during the course of an appeal that are not provided for in this By-law shall be governed by the *Statutory Powers Procedure Act*, R.S.O. 1990, s. 22, as amended.

PART 13 – ORDERS

- 13.1 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an Order requiring the Renter and/or Person who contravened this By-law and/or Person who caused and/or permitted the contravention and/or the Licensee to take actions to correct the contravention.
- 13.2 The Order shall set out:
- a) Reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention; and
 - b) The work or action to be done and the date by which the work must be done, if any.

- 13.3 An Order shall be served personally upon the Person to whom it is directed to, sent by email as provided in a related Licence application, or by regular mail or registered mail to the address shown on the last revised assessment roll or to the last known address.
- 13.4 An Order under Section 13.1 may require action be taken notwithstanding that the contravention of this By-law was present before this By-law came into force.
- 13.5 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an Order, known as a "Discontinue Activity Order", requiring the Renter and/or Person who contravened this By-law and/or Person who caused or permitted the contravention and/or the Licencee to discontinue the contravening activity.
- 13.6 The Discontinue Activity Order shall set out:
- a) Reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention; and
 - b) The date by which there must be compliance with the Discontinue Activity Order.
- 13.7 A Discontinue Activity Order shall be served in the same manner as an Order as set out in Section 13.3, or may be given verbally to the Person to whom it is directed.
- 13.8 In the event the Officer is unable to serve any Order under the provisions of this By-law, the Order shall be posted in a prominent place on the Premises, and the posting of the Order shall be deemed to be sufficient service of the Order on the Renter or Licensee/Owner.
- 13.9 An Order under this By-law may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- 13.10 Where an Order or a Discontinue Activity Order is not complied with or any other thing required or directed to be done in accordance with this By-law is not done within the required time, the Officer may, upon reasonable notice, do such thing at the expense of the Person required to do it, the costs of which, including an Administration Fee as prescribed by the Fees and Charges By-law, shall be payable and the costs added to the tax roll of the Premises and collected in the same manner as property taxes.

PART 14 – ENTRY AND INSPECTION

- 14.1 An Officer, Chief Fire Official or Chief Building Official may, at any time, enter onto any land or Premises to determine whether this By-law, a direction or Order made under this By-law, or a condition of a Licence issued under this By-law, is being complied with.
- 14.2 Notwithstanding any provision of this By-law, an Officer, Chief Fire Official or Chief Building Official shall not enter or remain in any room or place actually being used as a Dwelling Unit, unless:
- a) The consent of the occupier is obtained after the occupier has been informed that the right of entry may be refused and, if refused, may only be made under the authority of a warrant issued under the *Provincial Offences Act*, R.S.O.1990, c.P.33, as amended; or
 - b) A warrant is issued under the *Provincial Offences Act*, R.S.O.1990, c. P.33, as amended, is obtained.
- 14.3 A Chief Fire Official may, without a warrant, enter and inspect the Premises for the purposes of assessing fire safety pursuant to section 19(2) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended
- 14.4 A Chief Building Official, an inspector and their agents may enter upon land and into buildings at any reasonable time without a warrant if they consider necessary for the protection of the public, pursuant to *The Ontario Building Code Act*, 2002, c. 9, s. 26.

PART 15 – OBSTRUCTION

- 15.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer, Chief Fire Official or Chief Building Official exercising a power or performing a duty under this By-law.

PART 16 – PENALTY

- 16.1 Every Person who contravenes any of the provisions of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence under the provisions of the *Municipal Act*.
- 16.2 Every Person who contravenes the provisions of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence and liable, upon a first conviction, to a fine of not less than \$500 and the

maximum shall not exceed \$100,000, exclusive of costs under the provisions of the *Municipal Act, 2001*.

- 16.3 All contraventions of this By-law constitute a continuing offence.
- 16.4 For the purpose of a continuing offence, every Person who contravenes any provision of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence and liable on conviction to a penalty not exceeding \$10,000 per day, exclusive of costs under the provisions of the *Municipal Act*.
- 16.4 Each day a contravention occurs constitutes a new offence.
- 16.5 Despite Section 16.3 and pursuant to the provisions of the *Municipal Act*, the total of all daily fines for an offence is not limited to \$100,000.

PART 17 – ADMINISTRATIVE PENALITIES

- 17.1 This By-law is designated as a by-law to which the Administrative (Non-Parking) Penalty By-law No. 6902/50/21 applies.
- 17.2 An Officer may issue an Administrative Monetary Penalty notice immediately upon evidence of a violation of this By-law in accordance with By-law No. 6902/50/21, as amended, or replaced from time to time.
- 17.3 The Administrative Monetary Penalties for failure to comply with this By-law are set out in Schedule "B" of By-law 6902/50/21, as amended or replaced from time to time.

PART 18 – SEVERABILITY

- 18.1 If any court of competent jurisdiction declares any section or part of this By-law to be invalid, such section or part of a section thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such and the remainder of this By-law shall be valid and shall remain in force.

PART 19 – CLERK’S CORRECTING CLAUSE

- 19.1 The Clerk is authorized to effect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this By-law.

PART 20 – EFFECTIVE DATE

- 20.1 This By-law shall come into force and effect on November 1, 2025.

Proposed Fees to support administration and enforcement of the By-law to License, Regulate and Govern Short-Term Rental Accommodations in Port Colborne

Proposed Licensing Fees

Type of Unit	Initial Lensing Fees	Renewal Fees (annual)
Trailers, mobile homes, park model homes (<i>vacation residential zone only</i>)	\$800 +HST	\$480 +HST
All other dwelling units	\$1,000 +HST	\$600 +HST
Re-inspection fee <i>A re-inspection fee may apply if a second inspection is required before a license is issued or renewed, if issues or deficiencies are identified during the first inspection, at the discretion of the inspecting officer.</i>	\$250 + HST	

Proposed Penalty Fees

Type	Penalty
Order pursuant to Section 444 of the Municipal Act (<i>Order to discontinue activity</i>)	\$300
Order pursuant to Section 445 of the Municipal Act (<i>Work order</i>)	\$500
Order pursuant to Section 446 of the Municipal Act (<i>Remedial action</i>)	\$700 + costs incurred + 15% administration fee
Operate without a business license	\$2,000
Obstruct an Officer	\$500

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to amend Zoning By-law 6575/30/18 respecting the land legally known as Concession 2, Part of Lot 30 in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 484 Barrick Road.

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

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

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

- 1. This amendment shall apply to those lands described on Schedule “A” attached to and forming part of this by-law.
- 2. That the Zoning Map referenced as Schedule “A8” forming part of By-law 6575/30/18 is hereby amended by changing those lands described on Schedule A from Institutional (I) to I-37 and to I-37-H, being a special provision of the Institutional zone with a Holding provision, and Environmental Protection (EP).
- 3. That Section 37 entitled “Special Provisions” of Zoning By-law 6575/30/18, is hereby further amended by adding the following:

I-37

Notwithstanding the provisions of section 31 of Zoning By-law 6575/30/18, the following regulations shall apply:

- | | |
|-------------------------|--------------|
| a) Minimum Lot Frontage | 50 metres |
| b) Minimum Lot Area | 1.6 hectares |

I-37-H

Notwithstanding the provisions of section 31 of Zoning By-law 6575/30/18, the following regulations shall apply:

- | | |
|-------------------------|--------------|
| a) Minimum Lot Frontage | 50 metres |
| b) Minimum Lot Area | 1.6 hectares |

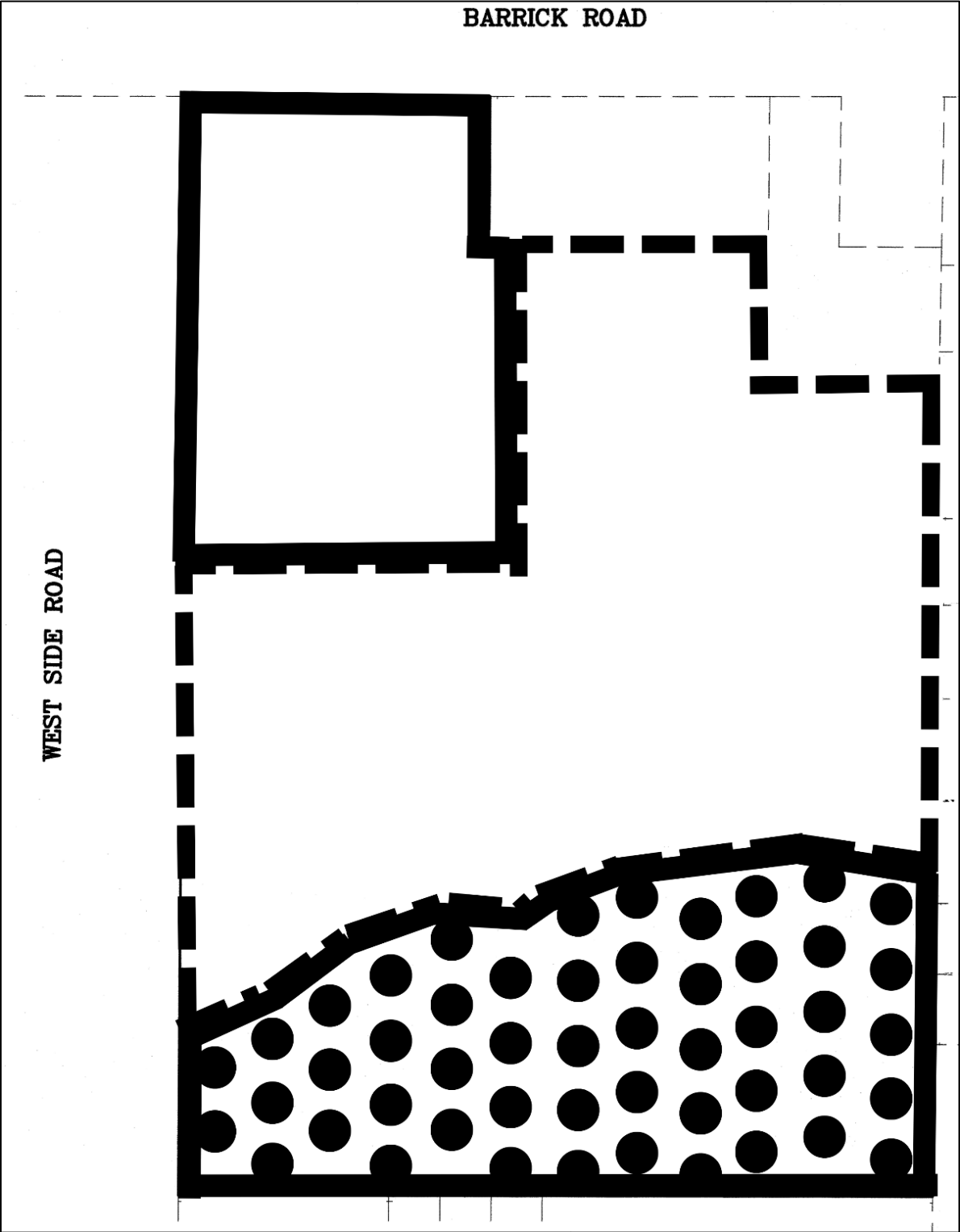
Notwithstanding the provisions of the I-37 zone, the use of the property for anything other than its current use shall not occur until the Holding symbol (H) on the I-37 zone is removed. Removal of the Holding symbol (H) may only occur when a minimum of a Stage 1 Archaeological Assessment is completed, and the Ministry of Citizenship and Multiculturalism issues an acknowledgement letter, to the satisfaction of City staff.

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

Enacted and passed this 23rd day of September, 2025.

William Steele
Mayor

Charlotte Madden
City Clerk



= Lands rezoned I-37



= Lands to be rezoned to Environmental Protection (EP)



= Lands to be rezoned to I-37-H

The Corporation of The City of Port Colborne

By-law No. _____

**Being a By-law to License, Regulate, and Govern
Short-term Rental Accommodations
in the City of Port Colborne**

WHEREAS the Council of The Corporation of the City of Port Colborne may, pursuant to the *Municipal Act, 2001*, S.O. 2001, c.25. as amended, ("*Municipal Act*"), enact by-laws for the licensing, regulating and governing of businesses in the City of Port Colborne;

AND WHEREAS sections 8, 9 and 11 of the *Municipal Act* authorize The Corporation of the City of Port Colborne to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS section 23.1 of the *Municipal Act* authorizes a municipality to delegate its powers and duties subject to certain restrictions;

AND WHEREAS section 151(1) of the *Municipal Act*, authorizes a municipality to provide for a system of licences with respect to a business;

AND WHEREAS the Council of The Corporation of the City of Port Colborne considers it desirable that such licensing, regulation, and governing takes place with regard to Short-Term Rental Accommodations as defined in this By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE HEREBY ENACTS AS FOLLOWS:

PART 1 – SHORT TITLE

1.1 This By-law may be referred to as the "Short-Term Rental Accommodation Licensing By-law".

PART 2 – DEFINITIONS

For the purposes of this By-law:

- 2.1 "**Administrative Monetary Penalty**" means a monetary penalty payable pursuant to the By-law No. 6902/50/21, being the Administrative Penalty By-law, as amended or replaced from time to time;
- 2.2 "**Agent**" means a Person authorized by an Owner to act on their behalf;
- 2.3 "**Appeal By-law**" means the By-law No. 7186/09/2024, as amended or replaced from time to time, which governs the hearing of appeals under the City's regulatory by-laws;
- 2.4 "**Applicant**" means the Owner(s) or Agent of the Premises applying for a Licence or renewal of a Licence under this By-law;
- 2.5 "**Bedroom**" means a room offered for Short-Term Rental Accommodation intended primarily for overnight occupation and/or a room with one or more beds, including but not limited to murphy beds, pullout beds, sofa beds, day beds, futons or similar apparatuses for sleeping, which complies with the standards for a bedroom as set forth by the Ontario Building Code;

- 2.6 “**Building**” means a structure occupying an area greater than 10 square metres consisting of a roof, walls and a floor, or any of them, or a structural system serving the function thereof, including all plumbing, works, fixture and service systems related thereto;
- 2.7 “**Chief Building Official**” means the chief building official appointed by Council;
- 2.8 “**Chief Fire Official**” means the assistant to the fire marshal who is the municipal fire chief, a member or members of the fire department appointed by the municipal fire chief, or a Person appointed by the fire marshal;
- 2.9 “**City**” means The Corporation of the City of Port Colborne;
- 2.10 “**Committee**” means the Appeals Committee established by By-law No. 7186/09/2024, as amended or replaced from time to time, the responsibility of which includes hearing appeals regarding refusals, suspensions, and revocations of Licences under this By-law;
- 2.11 “**Council**” means the Council of The Corporation of the City of Port Colborne;
- 2.12 “**Dwelling Unit**” means a self-contained housekeeping unit of one or more rooms containing cooking facilities, living quarters and sanitary facilities for the exclusive use of those residing within the Dwelling Unit and which has an exclusive entrance. For the purpose of this By-law, and without limiting the generality of the foregoing, a Dwelling Unit includes a cottage, Park Model Trailer or Mobile Home as defined in the Ontario Building Code, and a legal additional Dwelling Unit, but does not include a room or suite of rooms in a boarding, lodging or rooming house, hotel, or motor home;
- 2.13 “**Fee**” means a Fee prescribed in By-law No. 7297/119/24, being the City’s Fees and Charges By-law, as amended or replaced from time to time;
- 2.14 “**Fees and Charges By-law**” means By-law No. 7297/119/24, being the City’s Fees and Charges By-law, as amended or replaced from time to time;
- 2.15 “**Garbage Area**” means the location designated for the storage of solid waste materials, identified in the site plan, accompanying the license application and approved by the licensing officer;
- 2.16 “**Guest**” means any Person on the Premises who is not a Renter;
- 2.17 “**Licence**” means the licence issued under this By-law as proof of licensing under this By-law;
- 2.18 “**Licensed**” means to have in one’s possession a valid Licence issued under this By-law and “**Unlicensed**” has the contrary meaning;
- 2.19 “**Licensee**” means the Owner of a Premises who holds a current Licence to operate a Short-Term Rental Accommodation;
- 2.20 “**Licensing Officer**” means any Person authorized by the City to issue a Licence under this By-law;
- 2.21 “**Local Contact Person**” means a Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any City by-law, and attend the Premises within sixty (60) minutes of being notified of any such occurrence. If the Owner authorizes a Person to act on their behalf and to be responsible for ensuring the Short-Term Rental Accommodation is operated in accordance with the provisions of this

By-law, the Licence and all applicable laws, that Person must be eighteen (18) years of age or older;

- 2.22 **“Mobile Home”** means a residence that is designed and manufactured to be transported on its own chassis and is equipped for year-round occupancy;
- 2.23 **“Officer”** means a municipal law enforcement officer, building inspector, police officer, or other Person appointed by by-law to enforce the provisions of City by-laws;
- 2.24 **“Order”** means an order issued under Part 12 of this By-law;
- 2.25 **“Owner”** means the Person holding registered title to the Premises on which the Short-Term Rental Accommodation is located and includes, in the case of Premises located within a Vacation Residential (VR) zone, the occupant of a site, and “Ownership” has a corresponding meaning;
- 2.26 **“Parking Area”** means an area of land used for parking of motor vehicles and which is located on the same lot as the principal use and comprises all parking spaces or at least the minimum number required by this By-law and all driveways, aisles, maneuvering areas, entrances, exits and similar areas used for the purpose of gaining access to, or egress from the said parking spaces;
- 2.27 **“Parking Space”** means a portion of a parking area, exclusive of any aisles, to be used for the temporary parking or storage of a motor vehicle or recreation vehicle and can include a garage or carport;
- 2.28 **“Park Model Trailer”** means a recreational Dwelling Unit that is built on a single chassis mounted on wheels, designed to facilitate relocation from time to time and for living accommodations for seasonal use, built in accordance with the CSA Z-241 park model code, typically in a recreational vehicle park;
- 2.29 **“Person”** means any singular or plural human being, association, firm, partnership, corporation, agent or trustee, and the heirs, estate trustees or other legal representatives of a person to whom the context may apply according to law;
- 2.30 **“Plan for Fire Safety”** means the Plan setting out a layout of the interior of the Short-Term Rental Accommodation with the location of all smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- 2.31 **“Premises”** means the Property upon which a Short-Term Rental Accommodation is operated, inclusive of Buildings or structures or any part thereof used for such purpose;
- 2.32 **“Property”** means the land upon which a Short-Term Rental Accommodation is operated, exclusive of Buildings or structures or any part thereof;
- 2.33 **“Renter”** means any Person who intends to use a Short-Term Rental Accommodation for overnight lodging, but shall not include Guests to the Premises;
- 2.34 **“Short-Term Rental Accommodation”** means all or part of a Dwelling Unit that provides sleeping accommodation to someone other than the Owner for any period of twenty-eight (28) calendar days at a time or less, in exchange for payment;
- 2.35 **“Special Event”** means an activity hosted at the Premises by the Renter that may or may not involve payment for services provided, including but not limited to weddings, receptions, retirement parties, musical events and entertainment; and

- 2.36 “**Zoning By-law**” means the City’s Comprehensive Zoning By-law No. 6575/30/18, as amended, or replaced from time to time.

PART 3 – ADMINISTRATION

- 3.1 The Licensing Officer shall be responsible for the administration of this By-law.
- 3.2 Officers shall be responsible for the enforcement of this By-law, and are authorized, upon presentation of proper identification, to enter onto lands at any reasonable time to inspect any Building or property for the purpose of:
- a) Conducting a pre-application inspection as required by this By-law; and/or
 - b) Carrying out an inspection to determine whether this By-law or an Order issued under this By-law is being complied with.
- 3.3 Every application for a new Licence or a renewal thereof shall be submitted to the Licensing Officer on the required form together with all the required documentation. Upon receipt of an application for a Licence, a Licensing Officer shall perform the following functions:
- a) Receive and review the application in conjunction with any provisions of this By-law; and
 - b) Ensure that the relevant Officers have carried out the necessary inspections to satisfy the City that the Premises are in compliance with the provisions of this By-law.
- 3.4 The Licensing Officer shall be responsible for developing and updating Short-Term Rental Accommodation application forms, Licences, and all other procedures for the administration of this By-law.
- 3.5 Applications for a Licence and issued Licences will be posted on the City’s website, including personal information such as the legal description of the Property, municipal address, and Owner’s and Local Contact Person’s name and contact information.

PART 4 - PROHIBITIONS

- 4.1 No Person shall rent or operate a Short-Term Rental Accommodation unless the Person holds a current Licence issued pursuant to this By-law.
- 4.2 No Person shall use a Short-Term Rental Accommodation that is Unlicensed under this By-law.
- 4.3 No Person shall advertise a Short-Term Rental Accommodation without including the valid Licence number issued by the City for the Premises.
- 4.4 No Person shall transfer or assign a Licence.
- 4.5 No Person shall advertise or permit:
- a) The use of a Short-Term Rental Accommodation that has not been Licensed under this By-law;
 - b) The rental or use of a greater number of Bedrooms than permitted by the Licence;
 - c) The use of a Short-Term Rental Accommodation by a greater number of Renters than permitted by the Licence;

- d) The use of a Short-Term Rental Accommodation by a greater number of Guests than permitted by the Licence
- 4.6 No Person shall permit a Guest to remain at a Short-Term Rental Accommodation or on any Premises between 11:00 p.m. and 8:00 a.m. each day.
- 4.7 No Person shall permit a disturbance at a Short-Term Rental Accommodation or on any Premises.
- 4.8 No Person shall fail to comply with an Order issued under this By-law.
- 4.9 No Person shall permit:
 - a) Garbage to accumulate on any Premises Licenced as Short-Term Rental Accommodation;
 - b) Garbage to be contained in containers with unsecured lids; or
 - c) Garbage to be located contrary to the approved site plan for the Premises.
- 4.10 Section 4.9(b) does not apply to Short-Term Rental Accommodations located within the Vacation Residential (VR) zone.
- 4.11 No Owner, including an Owner of a Premises zoned Vacation Residential (VR) shall fail to provide the Licensing Officer with the information set out in Section 8.6(b).
- 4.12 No Licencee shall operate a Short-Term Rental Accommodation with:
 - a) An open building permit;
 - b) An outstanding Order issued by the City's Fire Department or Building Department; or
 - c) A property standards order or any other order issued by the City.
- 4.13 No Licencee shall place or mount a fire extinguisher in any cupboard, cabinet, closet, or other enclosed compartment.
- 4.14 No Licencee shall permit parking contrary to the Parking Area plan submitted as part of the site diagram and approved with the Licence application.
- 4.15 No Licencee shall:
 - a) Permit tents to be used for sleeping accommodations on the Short-Term Rental Accommodation Premises, except on property zoned Vacation Residential (VR); or
 - b) Permit a Park Model Trailer or Mobile Home to be used for sleeping accommodations on the Short-Term Rental Accommodation Premises, except on property zoned Vacation Residential (VR).
- 4.16 No Licencee shall permit a Special Event at the Premises which exceeds the number of Renters and/or Guests permitted by the Licence or is otherwise contrary to any municipal by-law or provincial or federal law.
- 4.17 No Licencee shall contravene or fail to comply with a term or condition of a Licence issued under this By-law.

PART 5 – OBLIGATIONS OF LICENCEES

- 5.1 Every Licencee shall ensure that the Short-Term Rental Accommodation meets the standard of the Zoning By-law in respect of parking requirements.

- 5.2 Every Licencee shall ensure that the Short-Term Rental Accommodation has sufficient parking on the Property to accommodate all Renters and Guests.
- 5.3 Every Licencee shall maintain a register of Renters and Guests, which shall be updated on a weekly basis and which shall contain:
- a) The location and Licence number of the Short-Term Rental Accommodation;
 - b) Confirmation, on a weekly basis, that smoke and carbon monoxide alarm have been checked and are in working order;
 - c) The names of Renters and Guests and the corresponding check-in and check-out dates; and
 - d) The licence plate number for each vehicle for all Renters and Guests.
- 5.4 Every Licencee shall ensure that:
- a) The register is produced to the City upon request;
 - b) The Licence is displayed in a prominent, permanent place at the Premises;
 - c) Current and accurate information has been provided to the Licensing Officer; and
 - d) Garbage on the Premises is contained in containers with securable lids and is located in accordance with the site diagram filed in support of the Licence application.
- 5.5 Every Licencee shall establish and maintain a Local Contact Person.
- 5.6 Every Licence shall operate a Short-Term Rental Accommodation in accordance with the Plan for Fire Safety for the Premises.

PART 6 – LICENSING REQUIREMENTS

- 6.1 Every application for a new Licence, or the renewal of an existing Licence, shall include:
- a) A completed application in the form required by the City, which shall include but not be limited to each and every Owner's name, address, telephone number, and email address;
 - b) Proof of Ownership for the Premises;
 - c) A statutory declaration signed by each and every Owner stating that each and every Owner understands their responsibility as a Licencee;
 - d) A site diagram and floor plan of the Premises, drawn to scale and fully dimensioned, identifying:
 - i. The location of all Buildings on the Property;
 - ii. The location of wells and all components of sewage systems;
 - iii. The use of each room;
 - iv. The location of smoke and carbon monoxide alarms, and early warning devices;
 - v. The location of fire extinguishers and exits;
 - vi. The location of records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers;

- vii. The location of all gas and electric appliances;
 - viii. The location of all fireplaces and fuel-burning appliances;
 - ix. All entrances/exits to and from all Buildings;
 - x. The exterior decks and related site amenities including dimensioned Parking Spaces, and other Buildings or structures on the Property; and
 - xi. The location of all garbage and/or garbage containers, the type of all garbage containers proposed, as well as the day of the week that garbage will be removed. Commercial-size garbage containers shall not be permitted unless the Licensing Officer, in their sole discretion, is satisfied that the site is appropriate for such containers.
- e) A certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury. Such insurance policy must identify that a Short-Term Rental Accommodation is being operated on the Premises. The insurance coverage required herein shall be endorsed to the effect that the City will be given at least 10 days' notice in writing of any cancellation or material variation in policy;
 - f) An electrical general inspection performed by a licenced electrical contractor dated within five (5) years of the date of the application;
 - g) Where there are wood-burning appliances on the Premises, a Wood Energy Technical Transfer (WETT) report dated less than five (5) years from the date of the application issued by a certified WETT inspector;
 - h) An annual inspection report, provided with the annual application, indicating that any chimney, flue pipes, etc. on the Premises have been inspected by a WETT-certified chimney sweep and are safe to be utilized;
 - i) A Heating, Ventilation, and Air Conditioning (HVAC) inspection report issued by an HVAC technician. An updated report shall be required each year;
 - j) The name and contact information of the Local Contact Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any City by-law, including attendance on site of the Premises, within sixty (60) minutes of being notified of the occurrence;
 - k) For renewal applications, maintenance and record of tests for all smoke and carbon monoxide alarms;
 - l) For renewal applications, a register of all Renters and Guests who have occupied the Premises during the last term of the Licence, as described in Section 5.3 of this By-law; and
 - m) The names of the platforms upon which the Short-Term Rental Accommodation will be listed, advertised, or promoted.
- 6.2 An Applicant shall pay the Licensing Fee as prescribed in the Fees and Charges By-law.
- 6.3 An Applicant or Licensee shall be responsible for informing the City, in writing, of any changes to the information contained within the application or any deviation to the approved plans within seven (7) days of such change or deviation.
- 6.4 A Licensee shall ensure that any listing, advertisement or promotion relating to the renting out of the of the Premises includes the corresponding Licence number issued by the City.

- 6.5 Where an Applicant is a corporation, the Applicant shall provide such additional information and documentation as required by the Licensing Officer, which includes but is not limited to:
- a) A copy of the incorporating document(s);
 - b) A copy of the most recent corporate filing with the Ministry of Government and Consumer Services listing all directors and officers and the head office address of the corporation;
 - c) A letter indicating resolution of the directors of the corporation authorizing the application for a Licence;
 - d) The name and contact particulars of every Person having responsibility for the operation of the Short-Term Rental Accommodation; and
 - e) Its annual return under the *Corporations Information Act*, R.O. 1990, c. C.39.

PART 7 – SITE REQUIREMENTS

- 7.1 The provision of parking on the required site diagram shall include the following:
- a) The location of the Parking Area with the minimum number of Parking Spaces as set out in the Zoning By-law;
 - b) An acknowledgement that Renters and Guests are permitted no more cars than there are designated Parking Spaces in the Parking Area; and
 - c) An illustration of compliance with all other provisions of the Zoning By-law.
- 7.2 A Parking Area shall consist of a hard-surfaced driveway (gravel, paved, concrete, interlock or similar hard surface).
- 7.3 The Owner shall make the following available to Renters:
- a) A copy of a valid Licence displayed on site at the Premises;
 - b) A copy of the site diagram showing the Parking Area and Parking Spaces for the Premises;
 - c) A copy of the approved floor plans identifying the rooms and showing exits and fire escape routes;
 - d) A copy of the City's Noise By-law;
 - e) A copy of the City's Open Air Burning and Recreational Fires By-law;
 - f) A copy of the City's Lot Maintenance By-law;
 - g) A copy of the City's Fireworks By-law;
 - h) The occupant load of the Dwelling Unit, posted in a prominent location;
 - i) Emergency "911" instructions with the address of the Property clearly printed and posted in a prominent location;
 - j) A copy of the smoke and carbon monoxide alarm maintenance and use instructions;
 - k) Name and contact information of the Local Contact Person; and

- l) The Plan for Fire Safety, which shall be posted on the back of every door or visibly adjacent to every door where it can be seen when exiting.

7.4 A Short-Term Rental Accommodation shall provide a listed ABC portable fire extinguisher with the minimum rating of 2A10BC on each level of the Short-Term Rental Accommodation.

7.5 Portable fire extinguishers shall be:

- a) Kept operable and fully charged;
- b) Located so that they are easily seen and shall be accessible at all times;
- c) Tested and maintained in conformance with NFPA 10, "Portable Fire Extinguishers"; and
- d) Inspected monthly.

PART 8 – BEDROOM AND OCCUPANCY RESTRICTIONS

8.1 Every Licence shall set out the maximum number of Bedrooms that may be used as part of the Short-Term Rental Accommodation, which number shall be limited to the number of available Parking Spaces on the Premises.

8.2 Notwithstanding Section 8.1, the Licensing Officer has the discretion to increase the number of available Bedrooms based on circumstances specific to the Premises, to a maximum of five Bedrooms.

8.3 Renters in respect of a Short-Term Rental Accommodation shall be limited to two Renters per Bedroom, to a maximum of ten Renters in total.

8.4 Notwithstanding Section 8.3, a Short-Term Rental Accommodation may permit an additional two Renters under 16 years of age.

8.5 A Short-Term Rental Accommodation shall be limited to one Guest per Bedroom to a maximum of five Guests in total.

8.6 Sections 8.3, 8.4 and 8.5 shall not apply where the Short-Term Rental Accommodation is located in the Vacation Residential (VR) zone and the Dwelling Unit falls within one of the following building classifications: Park Model Trailer, Mobile Home, trailer or tent, provided the Owner of the Property zoned Vacation Residential (VR) has:

- a) Set restrictions or limits on the number of Renters and Guests which has been approved by the Licensing Officer and incorporated into the Licence; and
- b) Provides the Licensing Officer with the following information:
 - i. Each site that has been used as a Short-Term Rental Accommodation;
 - ii. The Owner of each site that has been used as a Short-Term Rental Accommodation; and
 - iii. The names of all Renters and Guests and corresponding check in and check out dates for each site that has been used as a Short-Term Rental Accommodation.

PART 9 – PRE-LICENCE INSPECTION

9.1 It is the responsibility of an Applicant to contact the City for an inspection, which shall be carried out to ensure compliance with the following, where applicable:

- a) The provisions of this By-law;
- b) The *Building Code Act, 1992*, S.O. 1992 c.23 and regulations made thereunder;
- c) The *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, and regulations made thereunder;
- d) The *Planning Act*, R.S.O. 1990, C. P.13;
- e) The Zoning By-law; and
- f) Any other municipal by-laws, provincial legislation or federal legislation that may affect the safety and well-being of Persons or eligibility of the application or Licence.

9.2 During the inspection process, all relevant departments of the City may be circulated and may provide comments on any known matters that would assist with the determination of Licence eligibility.

PART 10 – ISSUANCE OF LICENCE, GROUNDS FOR REFUSAL, REVOCATION AND THE IMPOSITION OF CONDITIONS

10.1 The Licensing Officer shall have the authority to:

- a) Issue, refuse to issue, renew or refuse to renew a Licence;
- b) Revoke or suspend a Licence; and
- c) Impose terms and conditions on a Licence.

10.2 The Licensing Officer may refuse to issue or renew a Licence where:

- a) There are reasonable grounds for belief that the operation of the Short-Term Rental Accommodation may be adverse to the public interest;
- b) A Licence has been previously revoked, suspended, or made subject to terms and conditions;
- c) An Applicant has presented a history of contravention of this By-law;
- d) The proposed use of the Premises is not permitted by the Zoning By-law;
- e) Items identified during a pre-Licence inspection have failed to be corrected;
- f) The Owner is indebted to the City in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes, municipal accommodation taxes and late payment charges against an Owner's Property; or
- g) The Premises do not conform with applicable federal and provincial law and regulations or municipal by-laws, including, but not limited to, the Zoning By-law, the Property Standards By-law, the Lot Maintenance By-law, the Noise By-law, the Parking and Traffic By-law, the *Building Code Act*, the *Fire Protection and Prevention Act*, and the *Ontario Electrical Safety Code*.

10.3 Conditions imposed by the Licensing Officer shall be based on recommendations provided by an Officer, Chief Fire Official, Chief Building Official, or any agency circulated on an application.

10.4 The Licensing Officer may revoke, suspend or make any Licence subject to special conditions at the discretion of the Licensing Officer where:

- a) The Licence was issued or renewed in error or granted based on incorrect or false information;
- b) The Licensing Officer is satisfied that the continuation of the Licence poses a danger to the health and safety of any Person; or
- c) The Licencee has breached any provision of this By-law or any other City by-law relating to the Premises.

PART 11 – TERM OF LICENCE

- 11.1 A Licence that has been issued pursuant to this By-law shall expire upon the earliest of the following events:
- a) December 31 of the year issued;
 - b) Upon the sale or transfer of the Premises; or
 - c) The Licence has been suspended or revoked in accordance with the provisions of this By-law.
- 11.2 A Licencee that intends to renew their Licence shall be responsible for the submission of a renewal application prior to the expiry date of the Licence. Any application for a property for which a Licence has not been previously issued or for which a Licence has been previously issued but has expired under Section 11.1 shall be considered a new application.
- 11.3 A Licence may only be issued to the Owner of the Premises.

PART 12 – LICENCE APPEAL PROCESS

- 12.1 The power and authority to conduct appeal hearings under this By-law is hereby delegated to the Committee.
- 12.2 Where the Licensing Officer has denied an application for a Licence or a renewal of a Licence, has suspended or revoked a Licence, or has imposed conditions on a Licence, the Licensing Officer shall inform the Applicant by way of written notice setting forth the grounds for the decision and shall advise of the right to appeal such decision to the Committee.
- 12.3 An Owner may appeal to the Committee in relation to a matter set forth in a notice delivered pursuant to Section 12.2.
- 12.4 A request for an appeal shall be made within 14 business days of service of the written notice. An appeal shall be made in writing to the Licensing Officer, setting forth the reasons for the appeal, with payment of the required Appeal Fee as prescribed by the Fees and Charges By-law, as amended or replaced from time to time.
- 12.5 Where no request for an appeal is received in accordance with Section 12.4, the decision of the Licensing Officer shall be final and binding.
- 12.6 Where a request for an appeal is received, a hearing of the Committee shall be convened, and the Owner shall be provided notice thereof in accordance with the Appeal By-law. After such opportunity to be heard, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matter that relates to the health, safety and well-being of the public. When making its

decision, the Committee may refuse to issue or renew a Licence, revoke or suspend a Licence, or impose any condition to a Licence.

- 12.7 The Committee's decision concerning an appeal under this By-law is final and binding. No further appeals shall be heard by the Committee or Council for matters that have been previously heard and determined by the Committee, or for matters relating to non-compliance with a Zoning By-law requirement.
- 12.8 Matters arising during the course of an appeal that are not provided for in this By-law shall be governed by the *Statutory Powers Procedure Act*, R.S.O. 1990, s. 22, as amended.

PART 13 – ORDERS

- 13.1 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an Order requiring the Renter and/or Person who contravened this By-law and/or Person who caused and/or permitted the contravention and/or the Licensee to take actions to correct the contravention.
- 13.2 The Order shall set out:
- a) Reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention; and
 - b) The work or action to be done and the date by which the work must be done, if any.
- 13.3 An Order shall be served personally upon the Person to whom it is directed to, sent by email as provided in a related Licence application, or by regular mail or registered mail to the address shown on the last revised assessment roll or to the last known address.
- 13.4 An Order under Section 13.1 may require action be taken notwithstanding that the contravention of this By-law was present before this By-law came into force.
- 13.5 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an Order, known as a "Discontinue Activity Order", requiring the Renter and/or Person who contravened this By-law and/or Person who caused or permitted the contravention and/or the Licensee to discontinue the contravening activity.
- 13.6 The Discontinue Activity Order shall set out:
- a) Reasonable particulars of the contravention adequate to identify the contravention and the location of the contravention; and
 - b) The date by which there must be compliance with the Discontinue Activity Order.
- 13.7 A Discontinue Activity Order shall be served in the same manner as an Order as set out in Section 13.3, or may be given verbally to the Person to whom it is directed.
- 13.8 In the event the Officer is unable to serve any Order under the provisions of this By-law, the Order shall be posted in a prominent place on the Premises, and the posting of the Order shall be deemed to be sufficient service of the Order on the Renter or Licensee/Owner.
- 13.9 An Order under this By-law may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.

- 13.10 Where an Order or a Discontinue Activity Order is not complied with or any other thing required or directed to be done in accordance with this By-law is not done within the required time, the Officer may, upon reasonable notice, do such thing at the expense of the Person required to do it, the costs of which, including an Administration Fee as prescribed by the Fees and Charges By-law, shall be payable and the costs added to the tax roll of the Premises and collected in the same manner as property taxes.

PART 14 – ENTRY AND INSPECTION

- 14.1 An Officer, Chief Fire Official or Chief Building Official may, at any time, enter onto any land or Premises to determine whether this By-law, a direction or Order made under this By-law, or a condition of a Licence issued under this By-law, is being complied with.
- 14.2 Notwithstanding any provision of this By-law, an Officer, Chief Fire Official or Chief Building Official shall not enter or remain in any room or place actually being used as a Dwelling Unit, unless:
- a) The consent of the occupier is obtained after the occupier has been informed that the right of entry may be refused and, if refused, may only be made under the authority of a warrant issued under the *Provincial Offences Act*, R.S.O.1990, c.P.33, as amended; or
 - b) A warrant is issued under the *Provincial Offences Act*, R.S.O.1990, c. P.33, as amended, is obtained.
- 14.3 A Chief Fire Official may, without a warrant, enter and inspect the Premises for the purposes of assessing fire safety pursuant to section 19(2) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended
- 14.4 A Chief Building Official, an inspector and their agents may enter upon land and into buildings at any reasonable time without a warrant if they consider necessary for the protection of the public, pursuant to *The Ontario Building Code Act*, 2002, c. 9, s. 26.

PART 15 – OBSTRUCTION

- 15.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer, Chief Fire Official or Chief Building Official exercising a power or performing a duty under this By-law.

PART 16 – PENALTY

- 16.1 Every Person who contravenes any of the provisions of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence under the provisions of the *Municipal Act*.
- 16.2 Every Person who contravenes the provisions of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence and liable, upon a first conviction, to a fine of not less than \$500 and the maximum shall not exceed \$100,000, exclusive of costs under the provisions of the *Municipal Act*, 2001.
- 16.3 All contraventions of this By-law constitute a continuing offence.
- 16.4 For the purpose of a continuing offence, every Person who contravenes any provision of this By-law and every director or officer of a corporation who knowingly concurs in the contravention by the corporation is guilty of an offence and liable on conviction to a

penalty not exceeding \$10,000 per day, exclusive of costs under the provisions of the *Municipal Act*.

- 16.4 Each day a contravention occurs constitutes a new offence.
- 16.5 Despite Section 16.3 and pursuant to the provisions of the *Municipal Act*, the total of all daily fines for an offence is not limited to \$100,000.

PART 17 – ADMINISTRATIVE PENALITIES

- 17.1 This By-law is designated as a by-law to which the Administrative (Non-Parking) Penalty By-law No. 6902/50/21 applies.
- 17.2 An Officer may issue an Administrative Monetary Penalty notice immediately upon evidence of a violation of this By-law in accordance with By-law No. 6902/50/21, as amended, or replaced from time to time.
- 17.3 The Administrative Monetary Penalties for failure to comply with this By-law are set out in Schedule "B" of By-law 6902/50/21, as amended or replaced from time to time.

PART 18 – SEVERABILITY

- 18.1 If any court of competent jurisdiction declares any section or part of this By-law to be invalid, such section or part of a section thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such and the remainder of this By-law shall be valid and shall remain in force.

PART 19 – CLERK’S CORRECTING CLAUSE

- 19.1 The Clerk is authorized to effect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this By-law.

PART 20 – EFFECTIVE DATE

- 20.1 This By-law shall come into force and effect on November 1, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to Adopt, Ratify and Confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of September 23, 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 September 23, 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 23rd day of September, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk