

**City of Port Colborne
Council Meeting Agenda**

Date: Wednesday, November 12, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

1. Call to Order

2. National Anthem

3. Land Acknowledgement

The Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

4. Adoption of Agenda

5. Disclosures of Interest

6. Proclamations

6.1 November 25 is The International Day for the Elimination of Violence Against Women

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7. Presentations

8. Delegations

In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation, email deputyclerk@portcolborne.ca or phone 905-228-8118.

8.1 Christine Clark LaFleur - Port Cares

Retirement Message.

9. Mayor's Report

10. Regional Councillor's Report

11. Consent Agenda

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

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| b. | Regular Council Meeting - October 28, 2025 | 7 |

11.2 Receipt of Minutes of Boards & Committees

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| a. | Healthcare Advisory Committee | | |
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	b. Recommendation Report for Proposed City-Initiated Zoning By-law Amendment for Short Term Rental Uses- File D14-04-25, 2025-224	59
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11.4	Receipt of Correspondence Items	
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	c. Tay Valley Township - Municipality of Tweed - Collaborative Action on Sustainable Waste Management in Ontario	159
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16. Notice of Motions

17. By-laws

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| 17.1 | By-law No. 7401/92/25 | 208 |
| | Being a By-law to Stop and Close for St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134) | |
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| | Being a by-law to establish fees and charges for various services and to repeal by-law 7297/119/24 and any amendments thereto | |
| 17.4 | By-law No. 7404/95/25 | 259 |
| | Being a By-law to Amend By-law No. 3151/22/95, as amended, Being a By-law to Regulate the Supply of Water, and to Provide for the Maintenance and Management of Water Works and for the Imposition and Collection of Water Rates and to Amend By-law No. 3424/6/97, as amended, for the Imposition and Collection of Sewage Service Rates and Sewer Rates | |

18. Closed Session

- | | |
|------|--|
| 18.1 | Approval of Closed Session Minutes |
| | a. Special Council Meeting (Closed Session) - October 28, 2025 |
| | b. Regular Council Meeting (Closed Session) - October 28, 2025 |
| 18.2 | Staff Reports |

- a. Confidential Development and Government Relations
Department Report 2025-222 - Potential Land Development

Confidential Development and Government Relations
Department Report 2025-222 - Potential Land
Development pursuant to the *Municipal Act, 2001*, subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board and subsection 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- b. Confidential Development and Government Relations
Department Report 2025-205 - Proposed
Disposition/Acquisition of Land

Confidential Development and Government Relations
Department Report 2025-205 - Proposed
Disposition/Acquisition of Land pursuant to the *Municipal Act, 2001*, Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.
- c. Confidential Legislative Services Department Report 2025-226 -
Mayor's Youth Advisory Committee Appointments

Confidential Legislative Services Department Report 2025-226 -
Mayor's Youth Advisory Committee Appointments pursuant to
the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters
about an identifiable individual, including municipal or local
board employees.
- d. Confidential Human Resources Department Report 2025-215 -
Employee Negotiations Update

Confidential Human Resources Department Report 2025-215 -
Employee Negotiations Update pursuant to the *Municipal Act, 2001*, Subsection 239(2)(d) labour relations or employee negotiations.

19. Back to Open Session

20. Procedural Motions

21. By-laws

- 21.1 By-law No.7405/96/25 265

Being a By-law to Establish a Committee known as the Mayor's Youth Advisory Committee and Terms of Reference and to Repeal By-law No. 7299/119/24 and all Amendments Thereto

- 21.2 By-law No. 7406/97/25 273

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

22. Adjournment



September 15, 2025

To: Mayor Bill Steele and Port Colborne Councillors,

On behalf of Birchway Niagara and Canadian Federation of University Women Welland and District, we look forward to your continued participation in the 16 Days of Activism against Gender-Based Violence campaign which begins Tuesday, November 25, the International Day for the Elimination of Violence Against Women and ends December 10, International Human Rights Day.

We are asking you to proclaim November 25th as the International Day for the End of Violence Against Women and to raise a Wrapped in Courage flag (purple) to create awareness and promote gender equality.

As well, we are requesting permission to display Red dresses at various locations to acknowledge Missing and Murdered Indigenous Women, Girls and 2S+ (MMIWG2S+) . This is an opportunity for each mayor and council to issue a reaffirming statement of support and promote awareness of this violence and the need for resources and help for victims.

Please inform us at what time you will be raising the flag on the 25th and we will be there to support you and can provide a speaker if you wish. Below is a suggested proclamation for use as you decide.

We wish to thank you for your consideration of this request and for all you have done other years to raise awareness of domestic violence and to support our organizations. If there is additional information which we can provide, please let us know. If your town is planning any additional activities during the 16 Days of Activism, we will be happy to participate and assist in any way possible.

Please confirm your receipt of this email.

Sincerely,

Gwenn Alves

Advocacy Committee CFUW Welland and District

gwennralves@gmail.com 905-892-6988

The City of Port Colborne does hereby proclaim NOVEMBER 25th as The International Day for the Elimination of Violence Against Women

WHEREAS November is Woman Abuse Prevention Month and November 25th is the International Day for the Elimination of Violence Against Women; and

WHEREAS violence is the greatest gender inequality rights issue for women, girls, and gender-diverse individuals, and our community is committed to ending femicide and all forms of gender-based violence; and

WHEREAS femicide rates are on the rise in Ontario; and

Whereas 37 different cities and towns in Ontario had a femicide occur in their community last year; and

WHEREAS Indigenous, Black, South Asian, and Southeast Asian women and girls continue to experience high rates of violence, including femicide; and

WHEREAS men's violence has taken the lives of women and girls across the lifespan with femicide victims in the 2023/24 femicide list ranging between the ages of 2 months old to 89 years old; and

WHEREAS this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the Wrapped in Courage campaign and commitment to ending gender-based violence; and

WHEREAS there is an urgent need for greater investment and action to end gender-based violence in our community and throughout Ontario by all three levels of Government; and

WHEREAS a Wrapped in Courage Campaign flag will be raised during Woman Abuse Prevention Month in recognition that the courage of a woman alone is not enough, it takes an entire community to end gender-based violence;

Now, therefore, I Mayor William Steele proclaim and declare that November 25th, 2025 shall be known as

"The International Day for the Elimination of Violence Against Women"

and urge all citizens to recognize this day by taking action to support survivors and becoming part of Ontario-wide efforts to end gender-based violence.



PORT COLBORNE

November 12, 2025

Moved by Councillor
Seconded by Councillor

WHEREAS November is Woman Abuse Prevention Month and November 25th is the International Day for the Elimination of Violence Against Women; and

WHEREAS violence is the greatest gender inequality rights issue for women, girls, and gender-diverse individuals, and our community is committed to ending femicide and all forms of gender-based violence; and

WHEREAS femicide rates are on the rise in Ontario; and

WHEREAS 37 different cities and towns in Ontario had a femicide occur in their community last year; and

WHEREAS Indigenous, Black, South Asian, and Southeast Asian women and girls continue to experience high rates of violence, including femicide; and

WHEREAS men's violence has taken the lives of women and girls across the lifespan with femicide victims in the 2023/24 femicide list ranging between the ages of 2 months old to 89 years old; and

WHEREAS this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the Wrapped in Courage campaign and commitment to ending gender-based violence; and

WHEREAS there is an urgent need for greater investment and action to end gender-based violence in our community and throughout Ontario by all three levels of Government; and

WHEREAS a Wrapped in Courage Campaign flag will be raised during Woman Abuse Prevention Month in recognition that the courage of a woman alone is not enough, it takes an entire community to end gender-based violence;

NOW THEREFORE I, Mayor William C. Steele, do hereby proclaim that November 25th, 2025 shall be known as **"The International Day for the Elimination of Violence Against Women"** in the City of Port Colborne and urge all citizens to recognize this day by taking action to support survivors and becoming part of Ontario-wide efforts to end gender-based violence.

William C. Steele
Mayor

City of Port Colborne
Special Meeting of Council Minutes

Date: Tuesday, October 28, 2025
Time: 5:30 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

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: J. Beaupre, Deputy Clerk
B. Boles, Chief Administrative Officer
C. Madden, City Clerk

Others Present: M. Maynard, Integrity Commissioner, ADR Chambers

1. Call to Order

Mayor Steele called the meeting to order at 5:35 p.m.

2. Adoption of Agenda

The agenda was amended to add item 5, Back to Open Session.

C-25- 212

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

That the Special Council agenda dated October 28, 2025, be confirmed, as amended.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Closed Session

C-25- 213

Moved by Councillor D. Elliott

Seconded by Councillor R. Bodner

That Council do now proceed to meet in Closed Session at 5:38 p.m. under the *Municipal Act, 2001*, 239(3.1) where a meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried

4.1 Council Training - Integrity Commissioner Education Session

5. Back to Open Session

C-25- 214

Moved by Councillor G. Bruno

Seconded by Councillor M. Aquilina

That Council does now rise and reconvene from Closed Session at 6:45 p.m. without report.

Carried

6. By-laws

6.1 By-law No. 7396/87/25

C-25-215

Moved by Councillor T. Hoyle

Seconded by Councillor D. Elliott

That by-law No. 7396/87/25 be passed and enacted, as presented.

Carried

7. Adjournment

Mayor Steele adjourned the meeting at 6:46 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk

City of Port Colborne

Council Meeting Minutes

Date: Tuesday, October 28, 2025
Time: 6:53 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
C. Banting, Manager of Environmental Services
B. Boles, Chief Administrative Officer
J. Beaupre, Deputy Clerk
S. Double, Fire Chief
G. Long, Director of Development and Government Relations
C. Madden, City Clerk
J. Peazel-Graham, Manager of Communications

Others Present: P. Kennedy, Consultant, Dillon's Consulting

1. Call to Order

Mayor Steele called the meeting to order at 6:53 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 add item 6.2, a proclamation for Indigenous Veterans Day.

C-25- 217

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

That the Council agenda dated October 28, 2025, be confirmed, as amended.

Carried

5. Disclosures of Interest

There were no disclosures of interest.

6. Proclamations

6.1 Royal Canadian Legion, Branch 56 - Poppy Campaign, October 26 to November 11, 2025

C-25- 218

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

That I, Mayor William C. Steele do hereby proclaim October 26th, 2025 to November 11th, 2025 as “Poppy Week” in the City of Port Colborne in honour of the men and women from Port Colborne who gave their lives during the two world wars, the Korean War and the Afghanistan War.

Carried

6.2 Indigenous Veterans Day - November 8, 2025

C-25- 219

Moved by Councillor M. Aquilina

Seconded by Councillor G. Bruno

WHEREAS more than 12,000 First Nations, Inuit and Métis peoples served to defend Canada in times of war and conflicts, natural disasters and in peace time; and

WHEREAS Indigenous peoples were forced to overcome many challenges to serve such as learning a new language, adapting to a new culture, and travelling long distances to enlist; and

WHEREAS Indigenous peoples have served with honour and distinction, bringing their unique culture and heritage to their work; and

WHEREAS, it is estimated that over 2,700 Indigenous Peoples currently serve in the Canadian Armed Forces;

THEREFORE, BE IT RESOLVED THAT, I, William C. Steele, Mayor of the City of Port Colborne, do hereby proclaim November 8, 2025, as Indigenous Veterans Day; and

BE IT FURTHER RESOLVED, THAT, residents of Port Colborne are encouraged to remember and reflect on the long and proud tradition of Indigenous military service to Canada; and

FURTHER, On November 11th, the City will pause in a moment of silence to honour and remember all the men and women who have served, and continue to serve Canada during times of war, conflict and peace.

Carried

7. Presentations

7.1 Canal Days Re-Cap Presentation

Luke Rowe, Recreation Supervisor, Olga Loeffen, Business Community & Events Ambassador, and Kennedy Stock, Events Student, presented to Council on the 2025 Canal Days Festival.

7.2 Canal Days Re-Cap Presentation - Museum

Tami Nail, Assistant Museum Curator, presented to Council on the 2025 Canal Days Festival at the Museum.

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

C-25- 220

Moved by Councillor M. Bagu

Seconded by Councillor F. Danch

That Council hereby approves the listed consent items on the October 28, 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 - October 14, 2025
- b. Special Council Meeting - October 21, 2025

11.2 Receipt of Minutes of Boards & Committees

- a. Port Colborne Public Library Board - June 4, 2025

11.3 Staff Reports

- a. Fire Master Plan and Community Risk Assessment, 2025-209
- b. Nickel Beach Lease Agreement - Amendment, 2025-200

11.4 Receipt of Correspondence Items

- a. Township of Puslinch - Endorsement of the City of Dryden's Resolution - Swim-to-Survive Training
- b. Town of Ajax - Provincial Decision on Automated Speed Enforcement (ASE)

12. Items Requiring Separate Discussion

12.1 Council Update and Workshop- New Official Plan - 2025-207

Paddy Kennedy, consultant from Dillon Consulting, presented to Council on the new official plan.

C-25- 221

Moved by Councillor D. Elliott
Seconded by Councillor G. Bruno

That the memorandum to Council, along with the presentation by the consulting team regarding the New Official Plan be received for information; and,

That staff be directed to continue to work with the consulting team to advance the Official Plan project.

Carried

13. Staff Remarks

Bryan Boles, Chief Administrative Officer, noted that the Mayor's Budget will be presented next Tuesday, November 4, 2025.

14. Councillors' Remarks

Councillor Bodner explained that there will be a Remembrance Day ceremony at 10:45 a.m. on November 11, 2025, at Cedar Bay Centennial Park.

Councillor Hoyle thanked staff for their assistance on different inquiries.

Councillor Elliott inquired about when Christmas at the Museum will be taking place this year.

Councillor Bruno encouraged residents to use the walking trails near the Vale Health and Wellness Centre as the washrooms around the lakeview area will be closing for the season.

Councillor Aquilina presented the 25th anniversary certificate for People Helping People Achieve at the Guild Hall.

15. Motions

There were no motions.

16. Notice of Motions

There were no notices of motions.

17. By-laws

C-25- 222

Moved by Councillor F. Danch

Seconded by Councillor M. Aquilina

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

- By-law No. 7397/88/25
- By-law No. 7398/89/25

Carried

17.1 By-law No. 7397/88/25

17.2 By-law No. 7398/89/25

18. Closed Session

C-25- 223

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That Council do now proceed to meet in Closed Session at 8:41 p.m. under the *Municipal Act, 2001*:

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

Carried

18.1 Approval of Closed Session Minutes

- a. **Regular Council Meeting (Closed Session) - October 14, 2025**
- b. **Special Council Meeting (Closed Session) - October 21, 2025**

18.2 Staff Reports

- a. **Recommended Appointments to the Boards and Committees – Fall Recruitment Period, 2025-213**

- b. Human Resources Department Report, 2025-208 - Fire and Emergency Services Staffing**

18.3 Chief Administrative Officer Performance Appraisal

19. Back to Open Session

C-25- 224

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

That Council does now rise and reconvene from Closed Session at 9:26 p.m.
with report:

18.1 Approval of Closed Session Minutes

That the Closed session minutes be approved.

18.2 Staff Reports

- a. That Legislative Services Department Report 2026-213 be received;
and

That the following applicants be appointed to the respective
committees:

- John Hill - Economic Development Advisory Committee
- Mary Parkes and Joelene Nechvatal - Senior Citizen Advisory Committee
- Liam Galley Salgueiro, Petranella Loeffen, and Scarlett Black - Mayor's Youth Advisory Committee

That staff follow the direction provided in Closed Session.

- b. That Confidential Human Resources Department Report 2025-208 be received; and

That staff follow the direction provided in Closed Session.

Carried

20. Procedural Motions

There were no procedural motions.

21. Confirmatory By-law

21.1 By-law No. 7399/90/25

C-25- 225

Moved by Councillor F. Danch

Seconded by Councillor G. Bruno

That By-law No. 7399/90/25 be passed and enacted, as presented.

Carried

22. Adjournment

Mayor Steele adjourned the meeting at 9:27 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk



PORT COLBORNE

MAYOR'S REPORT TO COUNCIL

TUESDAY, OCTOBER 27, 2025

A WONDERFUL 2025 CRUISING SEASON SETS SAIL INTO THE SUNSET

This season, Port Colborne welcomed more than 70 cruise ship visits from Viking, Victory, Pearl Seas, and Ponant between April 23 and October 27. A 30 per cent increase in visits is being seen in all Great Lakes ports, with more than 700 total visits this year and an estimated \$230-million economic impact to the Great Lakes region as a whole.

The 17,000 cruise passengers who traveled the Welland Canal were treated to views of Port Colborne, and many chose to enhance their visit by joining one of our popular onshore excursions. The last ship, "Victory 1" of Victory Cruise lines docked in town yesterday.

PUBLIC NOTICE

City crews will be performing maintenance on sections of the Friendship Trail during this week. Work will take place between Reuter Road and Lorraine Road near the Snider Road crossing, and between Weaver Road 2

and Pinecrest Road near the former Miller Road crossing. This maintenance will involve resurfacing the asphalt trail. While the trail will not be fully closed, service vehicles and equipment will be present during the work. No detours are planned, but trail users are asked to exercise caution and respect the work areas. I appreciate your understanding and cooperation during this time.

SPECIAL GUESTS

Last week, I was thrilled to welcome Mayor Shoemaker and staff from Sault Ste. Marie to Port Colborne! Myself and Mayor Shoemaker had the opportunity to meet with HOPA Ports to discuss potential partnerships for cargo and shipping services between our two port cities. Together, we explored opportunities that strengthen our communities and the Great Lakes economy. We look forward to further discussions.

ULTIMATE FAMILY NIGHT SERIES

Join us at the Vale Health & Wellness Centre for The Ultimate Family Night — a series of free, family-friendly events hosted by the City of Port Colborne and the YMCA of Niagara. Each month from October to April, enjoy:

A movie in the gym at 6 p.m. Free skate from 7–8:30 p.m. Free swim from 7:15–8:30 p.m. Mark your calendars: • Nov. 22 – Matilda • Dec. 27 – The Grinch • Jan. 17 – The Lego Movie • Feb. 28 – Super Mario Bros • Mar. 21 – Wall-E • Apr. 25 – Wicked Admission is free with a non-perishable food donation to Port Cares. More details can be found on the city’s website.

PORT COLBORNE RESIDENTS ASKED TO HELP SHAPE THE 10-YEAR PARKS AND RECREATION PLAN

The City of Port Colborne is asking residents to share their thoughts on the development of a Parks and Recreation Strategic Plan. Once completed, the plan will help determine future needs and priorities for the City’s parks, recreation facilities and services, as well as how they are delivered to the community for the next 10 years.

To gather input, the City will use online and paper surveys, and an in-person public engagement open house, to learn residents’ opinions of Port Colborne’s parks, recreation facilities, waterfront, programs, and events in addition to their satisfaction with and assessment of the importance levels of these amenities. The confidential survey must be submitted by Sunday, Nov. 9 and should take approximately 15 minutes to complete. It can be accessed at

<https://www.surveymonkey.com/r/pccommunitysurvey> or in paper form at City 4

Hall, the Vale Health and Wellness Centre, and the Port Colborne Public Library. The public engagement open house will take place Wednesday, Nov. 5 from 3 to 7 p.m. at the Vale Health & Wellness Centre.

2025 SANTA CLAUS PARADE

We are excited for the return of our annual Lighted Santa Claus Parade. Mark your calendars for Saturday, December 6, 2025, at 6:30 p.m. as Port Colborne’s downtown core will light up with holiday magic once again. Join us for an evening of festive fun, featuring floats from local businesses, community groups, schools, and more.

Applications for floats and volunteers are available on our website, portcolborne.ca/santaclausparade. We’re also still looking for parade sponsors – more info is available online.

COMMEMORATIVE EVENT

On October 22nd, I had the pleasure of receiving the first official poppy, marking the beginning of this year’s annual Poppy Campaign. Each year, millions of Canadians

proudly wear the poppy as a symbol of remembrance. A heartfelt tribute to those who served, sacrificed, and continue to protect the freedoms we cherish today. The poppy stands as an enduring emblem of strength, gratitude, and national pride. Residents are encouraged to once again support the Poppy Campaign beginning October 31. Donations collected are held in trust at the local Royal Canadian Legion 5 branch and go directly toward supporting veterans and their families within our community to help ensure that Canada never forgets.

DAVID LEMETTI

David T. Lametti (born August 10, 1962) is a Canadian diplomat, lawyer, and former politician who will become the Canadian ambassador to the United Nations on November 17, 2025.

David was born on August 10, 1962, in Port Colborne, Ontario, Canada, to Italian immigrants. He grew up in Port Colborne during a time where it was a small industrial town, where most families on his block had at least one person working at the nearby steel mill, cement plant or nickel refinery.

David went on to study at the University of Toronto, after which he advanced to the role of Minister of Justice and Attorney General of Canada from 2019 to 2023. A member of the Liberal Party, he was the member of Parliament (MP) for LaSalle—Émard—Verdun from 2015 to 2024. After leaving electoral politics, he was Principal Secretary to Prime Minister Mark Carney from July to September 2025.

Congratulations to a Port Colborne son for achieving this remarkable appointment.

SPECIAL ACKNOWLEDGEMENT

A special thank you to our Museum Curator Michelle Mason and Francophone Exhibit Designer Carlie Pagliacci for the exceptional Remembrance Day display in Council chambers.

That concludes my report for this evening

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Wednesday, August 20, 2025
Time: 3:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: M. Lallouet
T. Triano (exited at 5:12 p.m.)
S. McDowell
P. McGarry
A. Aquilina, Councillor (non-voting) (entered at 4:19 p.m.)
W. Steele, Mayor (non-voting) (entered at 5:06 p.m.)

Member(s) Absent: C. Tamas
R. Bodner, Councillor (non-voting)

Staff Present: J. Beaupre, Deputy Clerk
G. Bisson, Senior Community Engagement Advisor
B. Boles, Chief Administrative Officer

Others Present: C. Lafleur - Chief Executive Officer, Port Cares
D. Salanki - DC, Chiropractic Associates of Port Colborne
J. Remington - MD, CCFP(EM), FCFP, Niagara South Family Medicine
T. Galitz - Executive Director, Niagara Ontario Team - Equipe Sante Ontario Niagara

1. Call to Order

The Chair called the meeting to order at 3:08 p.m.

2. Adoption of the Agenda

Moved By P. McGarry
Seconded By M. Lallouet

That the Healthcare Advisory Committee Agenda, dated August 20, 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of the Minutes

4.1 Healthcare Advisory Committee - August 6, 2025

Moved By P. McGarry

Seconded By T. Triano

That the Healthcare Advisory Committee minutes, dated August 6, 2025, be approved.

Carried

5. Presentations

5.1 Christine Lafleur - Chief Executive Officer, Port Cares

Christine Lafleur, Chief Executive Officer at Port Cares, presented to the Committee on the social determinants of health in Port Colborne.

5.2 Dr. David Salanki, DC, Chiropractic Associates of Port Colborne

Dr. Salanki, DC at Chiropractic Associates of Port Colborne, presented to the Committee on the scope and work of chiropractic care and the impacts of urgent care center closures on chiropractic patients.

6. New Business

**6.1 Question and Answer Session with Dr. Jeff Remington, MD
CCFP(EM), FCFP, Niagara South Family Medicine - Urgent Care
Centres**

The Committee engaged in a question-and-answer period with Dr. Remington.

**6.2 Update from Tara Galitz, Executive Director, Niagara Ontario Health
Team-Équipe Santé Ontario Niagara**

Tara Galitz, Executive Director at Niagara Ontario Health Team-Équipe Santé Ontario Niagara, presented a verbal update to the Committee.

7. Information Package 5

There were no questions on information package 5.

8. Adjournment

The next meeting is on August 27, 2025, at 5 p.m. The Chair adjourned the meeting at 5:28 p.m.

Sydney McDowell, Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Wednesday, August 27, 2025
Time: 5:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: C. Tamas
M. Lallouet
T. Triano
S. McDowell
R. Bodner, Councillor (non-voting)
M. Aquilina, Councillor (non-voting) (entered at 5:20 p.m.)

Member(s) Absent: P. McGarry

Staff Present: J. Beaupre, Deputy Clerk
G. Bisson, Senior Community Engagement Advisor
B. Boles, Chief Administrative Officer

1. Call to Order

The Chair called the meeting to order at 5:02 p.m.

2. Adoption of the Agenda

Moved By M. Lallouet
Seconded By T. Triano

That the Healthcare Advisory Committee Agenda, dated August 27, 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Delegations

Moved By M. Lallouet
Seconded By T. Triano

That the time limit for the Port Colborne Healthcare Coalition be extended from 10 minutes to 30 minutes.

Carried

4.1 Brent LeClair and Betty Konc - 831 HWY #3 E and 104 Elgin Street

Brent LeClair presented research to the Committee on behalf of the Port Colborne Healthcare Coalition.

4.2 Gary Gaverluk - 21 Woodside Drive

Gary Gaverluk presented research to the Committee.

5. Adjournment

The Chair adjourned the meeting at 6:23 p.m.

Sydney McDowell, Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Wednesday, September 3, 2025
Time: 3:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: C. Tamas
M. Lallouet
T. Triano
S. McDowell
P. McGarry
W. Steele, Mayor (non-voting)
M. Aquilina, Councillor (non-voting)
R. Bodner, Councillor (non-voting)

Staff Present: J. Beaupre, Deputy Clerk
G. Bisson, Senior Community Engagement Advisor
B. Boles, Chief Administrative Officer

1. Call to Order

The Chair called the meeting to order at 3:03 p.m.

2. Adoption of the Agenda

Moved By M. Lallouet
Seconded By P. McGarry

That the Healthcare Advisory Committee Agenda, dated September 3, 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of the Minutes

4.1 Healthcare Advisory Committee Meeting - August 20, 2025

Moved By M. Lallouet

Seconded By P. McGarry

That the Healthcare Advisory Committee Meeting minutes, dated August 20, 2025, be approved.

Carried

5. New Business

5.1 Roundtable Discussion

Geneviève-Renée Bisson, Senior Community Engagement Advisor, led the Committee through a roundtable discussion, where the Committee reviewed each presentation that was heard at the committee meetings thus far, and if any further information was required.

Moved By M. Lallouet

Seconded By P. McGarry

That the Healthcare Advisory Committee recommend to Council that staff be directed to hire a consultant to conduct a health service and equity audit and bring forward the report; and

That this be included in the 2026 Operating Budget.

Carried

Moved By P. McGarry

Seconded By C. Tamas

That the healthcare Advisory Committee recommend to Council that staff be directed to hire consultant(s) to support healthcare government relations, grant writing and support the development of a healthcare service strategy, as required; and

That this be included in the 2026 Operating Budget.

Carried

6. Correspondence

6.1 Post-UCC Transition & Chiropractic Integration Proposal - Dr. Salanki

There were no questions on the correspondence item.

7. Adjournment

The Chair adjourned the meeting at 4:29 p.m.

Sydney McDowell, Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Monday, September 22, 2025
Time: 3:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: C. Tamas
M. Lallouet
T. Triano
S. McDowell
P. McGarry
M. Aquilina, Councillor (non-voting)
R. Bodner, Councillor (non-voting)
W. Steele, Mayor (non-voting)

Staff Present: G. Bisson, Senior Community Engagement Advisor
B. Boles, Chief Administrative Officer

Others Present: A. Kasmani, MD, Medical Officer of Health and Commissioner,
Niagara Region Public Health and Emergency Services
K. Lutz-Graul, Acting Director of Emergency Services / EMS
Chief

1. Call to Order

The Chair called the meeting to order at 3 p.m.

2. Adoption of the Agenda

Moved By P. McGarry
Seconded By M. Lallouet

That the Healthcare Advisory Committee Agenda, dated September 22, 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of the Minutes

Moved By T. Triano

Seconded By P. McGarry

That the following minutes be approved:

- Special Healthcare Advisory Committee Meeting - August 27, 2025
- Healthcare Advisory Committee Meeting - September 3, 2025

Carried

4.1 Special Healthcare Advisory Committee Meeting - August 27, 2025

4.2 Healthcare Advisory Committee Meeting - September 3, 2025

5. Presentations

5.1 Dr. Azim Kasmani, Medical Officer of Health and Commissioner, Niagara Region Public Health and Emergency Services and Karen Lutz-Graul, Acting Director of Emergency Services / EMS Chief

Dr. Kasmani and Karen Lutz-Graul presented to the Committee on emergency services.

6. Information Package 6

There were no questions on Information Package 6.

7. New Business

7.1 October 1, 2025 Meeting Time

Moved By T. Triano

Seconded By M. Lallouet

That the meeting start time for the Healthcare Advisory Committee meeting on October 1, 2025, be moved to 4 p.m.

Carried

7.2 Verbal Update

Geneviève-Renée Bisson, Senior Community Engagement Advisor, updated the committee on requests regarding future speakers and potential tours at different healthcare facilities.

8. Adjournment

The Chair adjourned the meeting at 4:20 p.m.

Sydney McDowell, Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Wednesday, October 1, 2025
Time: 4:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: C. Tamas
M. Lallouet
T. Triano
S. McDowell
P. McGarry
R. Bodner, Councillor (non-voting)
W. Steele, Mayor (non-voting)

Members Absent: A. Aquilina, Councillor (non-voting)

Staff Present: J. Beaupre, Deputy Clerk
G. Bisson, Senior Community Engagement Advisor
B. Boles, Chief Administrative Officer

1. Call to Order

The Chair called the meeting to order at 4:04 p.m.

2. Adoption of the Agenda

Moved By M. Lallouet
Seconded By T. Triano

That the Healthcare Advisory Committee Agenda, dated October 1, 2025, be approved, as amended.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of the Minutes

4.1 Healthcare Advisory Committee - September 22, 2025

Moved By P. McGarry

Seconded By T. Triano

That the Healthcare Advisory Committee minutes, dated September 22, 2025, be approved.

Carried

5. Strategy Development Discussion

Geneviève-Renée Bisson, Senior Community Engagement Advisor, led the Committee through a strategy development exercise where they used a program to submit answers and generate live feedback of their answers.

6. New Business

Geneviève-Renée Bisson provided the following updates to the Committee:

- They held a tour of the South Niagara hospital last Friday which went well. They are going to look to schedule another tour so more folks can attend.
- They are in the process of scheduling a Tour of Port Colborne site with Niagara Health.
- The Urgent Care Centre on King Street in Hamilton Tour has agreed to host the committee members for a tour. They have proposed two smaller groups for the tour, which will end with the groups meeting up for a question-and-answer period with the urgent care clinic team. Dates for this tour will be circulated to the committee members.
- The Chief Executive Officer of the Haldimand War Memorial Hospital cannot attend a committee meeting to present at this time, but any questions the committee may have can be answered via email.
- The Committee's webpage on the City's website has been updated. The article written about the committee will be published in the City Hall News on October 2, 2025.
- A school nurse is scheduled to come speak at the next committee meeting, and staff are working on scheduling the City of Orillia to come present on October 29, 2025.

Bryan Boles, Chief Administrative Officer, noted the province recently announced grant opportunities. The medical community can submit grant applications by November 14, 2025. The decision on these grants will not be announced until the spring. He also noted they will be attending the ROMA conference in January, where there may be an opportunity to speak to provincial officials about these grants. Lastly, he noted he has spoken with healthcare providers in Port Colborne, and they will share any information about the grant submissions if they can.

7. Adjournment

The Chair adjourned the meeting at 4:42 p.m.

Sydney McDowell, Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Healthcare Advisory Committee Meeting Minutes

Date: Wednesday, October 15, 2025
Time: 3:00 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Members Present: C. Tamas
M. Lallouet
T. Triano
S. McDowell
P. McGarry
M. Aquilina, Councillor (non-voting)
R. Bodner, Councillor (non-voting)
W. Steele, Mayor

Staff Present: J. Beaupre, Deputy Clerk
M. Aquilina, Councillor
G. Bisson, Senior Community Engagement Advisor

Others Present: N. Rubili, General Manager Legislative and Development
Services / Clerk, Town of Wasaga Beach
G. Marshal, Deputy CAO / GM Strategic Initiatives, Town of
Wasaga Beach

1. Call to Order

The Vice Chair called the meeting to order at 3:02 p.m.

2. Adoption of the Agenda

Moved By M. Lallouet
Seconded By T. Triano

That the Healthcare Advisory Committee Agenda, dated October 15, 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of the Minutes

4.1 Healthcare Advisory Committee Meeting - October 1, 2025

Moved By T. Triano

Seconded By C. Tamas

That the Healthcare Advisory Committee Minutes, dated October 1, 2025, be approved.

Carried

5. Presentations

5.1 Nicole Rubli - General Manager Legislative & Development Services / Clerk, Town of Wasaga Beach - Healthcare Services

Nicole Rubli, General Manager of Legislative and Development Services / Clerk, and Gerry Marshall Deputy CAO/GM Strategic Initiatives, from the Town of Wasaga Beach, presented to the Committee on Healthcare services in Wasaga Beach. The Committee engaged in a question-and-answer period with the presenters.

6. New Business

Renee updated the Committee on the menimeter results from the previous meeting. She also noted the October 29th meeting will have two presenters; the first presenter will be a school nurse, and the second presenter will be a representative from the City of Orillia.

The Vice Chair inquired to the Committee about when nurse practitioners will be able to bill OHIP.

7. Adjournment

The next meeting will be on October 29, 2025, at 3 p.m. The Vice Chair adjourned the meeting at 3:50 p.m.

Dr. Philip McGarry, Vice-Chair

Jessica Beaupre, Deputy Clerk

City of Port Colborne
Downtown Business Improvement Area

Date: Wednesday, January 22, 2025
Time: 6:00 pm
Location: BIA Office- Main Training Room, Port Cares Admin Building
92 Charlotte Street, Port Colborne, L3K 3E1

Members Present: _____ R. Poisson
_____ A. Crognale
_____ L. Beverly
_____ H. Hamilton
_____ Sarah Armstrong
_____ Sara Nunziato
_____ Ben Terreberry
_____ Jenni Darlow

Staff Present: _____ D.Elliott, Councillor
_____ O. Loeffen, Business Community and Events Ambassador
_____ G. Higginbotham, Tourism Coordinator

1. Call to Order

6:04 pm meeting called to order by the Chair.

2. Adoption of Agenda

That the agenda dated January 22,, 2025, be confirmed, as circulated or as amended.

Moved By Harry Hamilton

Seconded By Ben Terreberry

Carried / Loss / Loss

3. Disclosures of Interest

None.

4. Approval of Minutes

Secretary did not include this detail.

5. Staff Updates

Chair Update: Rosemari Poisson

- Tugboat Santa 150 children along the canal, St. James Hall is booked for this year
- Christmas lights downtown will stay up until mid-February
- Lighthouse, anchors, compasses and sailboats for light posts will be added in the spring
- Construction - City did a great job communicating with businesses affected by construction
- Storm sewer needs to be replaced as it collapsed
- Sidewalk replaced and more accessible
- Budget Discussion Meeting
- Discrepancy with \$750.00 grant from the City of Niagara Falls
- Bank statement \$93,200.44 as of today
- Hire a staff member to apply for a grant that would pay their wage, put forth the application
- Community Grant Application for the Veterans' cross walk across from The Legion

Councilor Update: Dave Elliott

- City budget passed; water bills changed due to the region, identified where the largest leaks are and will work on those first
- Short term rentals - waiting for by-laws to be written

BIA Liaison Update: Olga Loeffen

- Sportsfest is coming up Feb.7th-9th, no fee to join
- New bunny for Easter egg Hunt - Peter Rabbit inspired
- Tugboat Bunny 10:00am-4:30pm 10:00am - 4:30pm at YMCA
- Polar Bear Plunge - team building and fundraising goes to special Olympics

- Clarence Street - paving will be done during off hours for as little impact as possible

6. Order of Business

None.

7. New Business

8. Adjournment

The Chair adjourned the meeting at approximately 7:40pm.

City of Port Colborne
Downtown Business Improvement Area

Date: Wednesday, March 19, 2025
Time: 6:00 pm
Location: BIA Office- Main Training Room, Port Cares Admin Building
92 Charlotte Street, Port Colborne, L3K 3E1

Members Present: _____ R. Poisson
_____ A. Crognale
_____ L. Beverly
_____ H. Hamilton
_____ Sarah Armstrong
_____ Sara Nunziato
_____ Ben Terreberry
_____ Jenni Darlow

Staff Present: _____ D.Elliott, Councillor
_____ O. Loeffen, Business Community and Events Ambassador
_____ G. Higginbotham, Tourism Coordinator

1. Call to Order

The Chair called the meeting to order at 6:06pm.

2. Adoption of Agenda

That the agenda dated March 19, 2025, be confirmed, as circulated or as amended.

Moved By Ben Terreberry
Seconded By Larry Beverly

Carried / Loss / Loss

3. Disclosures of Interest

None.

4. Approval of Minutes

That the minutes from the previous meeting dated February 21, 2025, be approved.

Moved By Larry Beverly

Seconded By Ben Terreberry

Carried / Loss / Loss

5. Staff Updates

Chair Update: Rosemari Poisson

- Letter for radio ad, 6 weeks filled so far - \$250 per ad
- EB Chargers are in a lease agreement with The City multiple spots throughout the city
- Cruise Ships are starting up on April 3rd, docking on East Side; printed and digital ads available for local businesses
- West Street – construction started on March 11th, one block at a time hoping to be done by the end of May/June- a block a week for timeline
- Market registration has started, farmers take priority, Easter Market Thursday before Good Friday
- Bank Balance \$99,000.00

BIA Liaison Update: Olga Loeffen

- Top Hat Ceremony March 22nd @ 8AM
- Grand Opening March 21st West Street Studio from 2pm-4pm
- 20th Anniversary March 29th Glam Girl from 12pm-2pm
- Hydro Update has begun approx. a week per block, end of May-Beginning of June to end
- West Street Pergola Update: has hardware for sun shades, will have hydro lower and upper, 20x40, end of April
- Clarence & King Street portion of the hydro installation, relining the water main anticipated to happen end of April beginning of May sidewalks then road to follow

Councilor Update: Dave Elliott

- Clarence Street storm sewer only a week over timeline, lining of the water main throughout The City, cutting edge technology, satellite imaging will show where leaks are in Port Colborne next 3-5 years
noticeable change in water loss
- City Council meeting on March 25th with results of Healthcare Survey
- Mayor Bill Steele lost provincial election

6. Discussion and Finalizing Events for 2025

- Mother's Day May 11th Food donation(non-expired) or purchase gives you a ballot
- Father's Day June 15th Food donation(non-expired) or purchase gives you a ballot
- Canada Day July 1
- Canal Days August 1-4
- Harvest Festival October 4th 11am-3pm
- Witches Walk October 30th
- Fa la la Ladies night – November 20th 5pm-8pm Monica from 270 West
- Tugboat Santa December 6 - 1pm
- Art Crawl revival potentially Chris Summerhayes will be part of the conversation

7. Order of Business

None to report.

8. New Business

None to report.

9. Adjournment

The Chair adjourned the meeting at approximately 8:00pm.

City of Port Colborne
Downtown Business Improvement Area

Date: Wednesday, May 21, 2025
Time: 6:00 pm
Location: BIA Office- Main Training Room, Port Cares Admin Building
92 Charlotte Street, Port Colborne, L3K 3E1

Members Present: _____ R. Poisson
_____ A. Crognale
_____ L. Beverly
_____ H. Hamilton
_____ Sarah Armstrong
_____ Sara Nunziato
_____ Ben Terreberry
_____ Jenni Darlow

Staff Present: _____ D.Elliott, Councillor
_____ O. Loeffen, Business Community and Events Ambassador
_____ G. Higginbotham, Tourism Coordinator

1. Call to Order

The Chair called the meeting to order at approximately 6:07 pm

2. Adoption of Agenda

That the Downtown BIA Agenda, dated May 21, 2025, be approved as circulated.

Moved By Larry Beverly
Seconded By Ben Terreberry

Carried / Loss / Loss

3. Disclosures of Interest

None to report.

4. Approval of Minutes

That the minutes from the previous meeting dated March 19, 2025, be approved.

Moved By Larry Beverly

Seconded By Ben Terreberry

Carried / Loss / Loss

5. Staff Updates

Chair Update – Rosemari Poisson

- Mother's Day Promo - more ballots than last year and Candy Safari missed on the participation list
- BIA received close to 600\$ in local goods for each basket
- Father's Day Promo - will be the same, Portside Petals will have the prizes at their location, Ben will pick up from shops if necessary
- Radio Advertising – sold out last year in one week, 4 weeks still available this year
- Market Update – Opened May 2, 2025, and runs until October 1, 2025
- Niagara Regional Health Department has extended new policies for vendors this year
- Ridgeway Lavendar closed, New Port Colborne businesses Hey Babe, Wellness on West had its Grand Opening, Sprout Plant Bar, Grills Cheese, Hair We Go has sold their building and Port Thrift has purchased the building
- West St. construction is delayed due to conduits located beneath the surface pavement
- West St. will be closed for 3 days next week for pergola construction
- Hydro construction should be complete by June, and waterfront construction should be complete in July
- Cruise Nights moved to H.H. Knoll from Clarence Street due to construction

Councillor Elliott's Update

- Construction on schedule

- Monday, Tuesday, Wednesday next week for the footings for pergola, parking stalls on West Street will be closed during these 3 days.
- A lot of surveys have been put out for public opinions, water boundary and council composition, chicken survey, health care, childcare, short term rentals,
- By-law (licensing fee, # of people, out of town owners will need a local contact person who manages the rental, etc.) purposed for short term rentals, Sherkston Shores will be impacted
- Open House regarding short term rentals Wednesday June 4th 2:00pm, Thursday June 5th 3:00pm
- ADU are allowed on your property if it does not exceed the square footage of your property
- Clarence Street will be complete June 11th per contractor schedule, then Rankin will be back to fix the road
- West Street, poles to be installed in 2 weeks, pavement expected end of June, first week of July
- 50th Anniversary of The Port Colborne Museum and Archives, beautiful space that we are lucky to have.
- The positions on the Health Care Committee have been filled, outstanding response

Moved By Sara Nunziato

Seconded By Larry Beverly

Vice Chair Anna Marie has resigned, the BIA needs a third person who can sign the cheques, we can nominate or self-nominate a board member, Ben Terreberry has been nominated to take the position of Vice Chair.

Carried / Loss / Loss

6. New Business

None.

7. Adjournment

The Chair adjourned the meeting.

City of Port Colborne
Downtown Business Improvement Area

Date: Wednesday, June 18, 2025
Time: 6:00 pm
Location: BIA Office- Main Training Room, Port Cares Admin Building
92 Charlotte Street, Port Colborne, L3K 3E1

Members Present: _____ R. Poisson
_____ A. Crognale
_____ L. Beverly
_____ H. Hamilton
_____ Sarah Armstrong
_____ Sara Nunziato
_____ Ben Terreberry
_____ Jenni Darlow

Staff Present: _____ D.Elliott, Councillor
_____ O. Loeffen, Business Community and Events Ambassador
_____ G. Higginbotham, Tourism Coordinator

1. Call to Order

6:04 pm meeting called to order by the Chair.

2. Adoption of Agenda

Motion to approve agenda first Ben seconded by Harry.

3. Disclosures of Interest

None.

4. Approval of Minutes

Approval of Minutes from May 21, 2025: Motion to approve meeting minutes
Harry seconded by Sarah.

5. Staff Updates

5.1 Chair Update

Co-operative radio ads updated - wo spots left

June and July will say that the businesses are open during construction

Mother's Day and Father's Day draws were successful, 500+ ballets, thank you to Ben and Lisa for spearheading.

5.2 Councilor Update

Special meeting last night regarding chicken – it was not approved by council.

Taxes go up as the growth of the city is limited therefore the citizens taxes go up as the growth and development is not there, the taxes will go up every year going forward.

5.3 City Staff Update

Community Concert Series kicks off, kite flyers will be back for all 6 concerts.

Optimist Club runs Canada Day.

Sugarloaf and West – live band The Blackstones will play with fireworks on Canada Day.

Canal Days Media Launch is June 19th, 2025 and live feed will be on Facebook and the media release will follow, only difference this year that are in the footprint will need a certificate of insurance if they are on the road, not blocking any businesses with hired vendors, it is an economic development event.

Changes to security at H.H. Knoll, they come with a lot of experience in Toronto, NRP will be there, new entrance, over 200 vendors applied, based on businesses located in the West Street area is how they are curating vendors, so they don't compete.

6. Order of Business

7. New Business

June 23rd - June 29 - the radio ad will the city pay to explain where to park during construction downtown.

July 7th -13th radio ad 250\$ from the city.

Greg P from Canalside sharing that there is a 24/7 live web cam on Youtube see what's going on to see the canal worldwide Welland Canal Web cam.

City Staff Update on Downtown Construction – Mat Pilon (Senior Project Manager Strategic Projects) and Steve Shypowskyj (Director of Public Works)

- West Street Patio – Concert poured, pergola to be installed July 4th, area will be open, furniture will be put under pavilion and open sun pavilion as well
- Tender given to Canalside and they will be the food vendor
- City will put picnic tables out for now
- Round picnic tables will be fixed underneath one pergola
- May have modular units that are colorful
- Planters are ordered; trees will be put into with flowers and plants
- Same concept as H.H.Knoll food truck area
- Power will be mounted to the pergolas, two plugs one at the top and one at the bottom
- The city will have further safety precautions
- Bike Racks will be installed 1 maybe 2
- West Street electrical improvements – poles will get removed once the current lines are down and under ground lines are complete
- West Street hanging basket arms not fully installed as the old poles are in the way
- Will discuss with the city gardener
- Greg P. suggested construction work be done overnight or early morning 5:00am start
- Michelle B. asked about the timeline for King Street sidewalk damage– 1.5 years until it is finished, the team will inspect it
- Clarence Street – storm sewer is installed and complete, the water main is complete, the first watermain lining in Port Colborne, less expensive than traditional methods, Rankin has moved back in to make it look good,

replacing the road and the sidewalk, will go further down Clarence Street via multi section pour.

- Watermain commissioning
- Jenny N. – Recommendation to the City: would like to put accessible parking spots added in front of 218 West Street, looking for bollards surrounding parking for the building and clients, one way street sign – City said they will be painting the arrows in the direction for the one way, parking should be in a location where the accessible sidewalk entrance
- Greg P. – speed bumps suggested on West Street
- Sarah A. – agrees with pedestrian cross walk and stop sign along West Street, asking for directional signage to where the municipal parking lots are located
- Michelle B. - Big green P for parking on the boulevard
- City plans to do a traffic impact study on West Street
- Juli L. would like to know the timeline for Clarence Street, specific days and times to know what hours they would need to be open, then they can close for the week, and it will be complete.

8. Adjournment

Motion to adjourn by first by Ben seconded by Harry at 7:38pm.

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 4, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
B. Ingram, Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: H. Cooper

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
L. MacDonald, Library Services Manager

Others Present: A. Pigeau, Chief Financial Officer/Treasurer
J. McDowall, Manager of Financial Services/Deputy Treasurer

1. Call to Order

The Chair called the meeting to order at 6:06 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

An error was noted on Consent Item 7.2.a.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated June 4, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated April 2, 2025, be approved, as circulated.

Carried

6. Decision Items

6.1 2026 Library Capital Budget

The CEO presented the 2026 Capital Budget Report to the Board.

Moved by M. Booth

Seconded by B. Beck

That the Board receives the 2026 Capital Budget, as presented; AND

That the Port Colborne Public Library Board approves the decision not to submit a capital funding request for 2026.

Carried

6.2 2026 Library Operating Budget Report

The CEO presented the 2026 Library Operating Budget to the Board.

Moved by C. MacMillan

Seconded by B. Beck

That the Board receives the 2026 Operating Budget, as presented; AND

That the Port Colborne Public Library Board approves the 2026 Operating Budget submission, as presented.

Carried

a. Appendix A: 2026 Library Operating Budget

7. Consent Items

Moved by A. Desmarais
Seconded by E. Tanini

That consent items 7.1 to 7.6 be received, as presented.

Carried

7.1 Circulation Reports

- a. **Circulation Report, March 2025**
 - a. **Circulation Snapshot, March 2025**
- b. **Circulation Report, First Quarter - January to March 2025**
 - a. **Circulation Snapshot, First Quarter - January to March 2025**
- c. **Circulation Report, April 2025**
 - a. **Circulation Snapshot, April 2025**

7.2 Financial Reports

- a. **2025 Operating Budget (as of May 30, 2025)**

7.3 Staff Reports

- a. **CEO's Report - April 2025**
- b. **CEO's Report - May 2025**
- c. **Strategic Plan Update**
- d. **Annual Report, 2024**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2025**

7.5 Public Relations

- a. **Librarian's Report - April 2025**
- b. **Librarian's Report - May 2025**

7.6 Correspondence

- a. **Dreams Become Reality in the Port Colborne Library Contest**

8. Policies

Moved by A. Desmarais
Seconded by M. Booth

That the Board approves the policy listed in 8.1, as presented.

Carried

8.1 Circulation

9. Confidential Items

Moved by C. MacMillan
Seconded by A. Desmarais

That the Board do now proceed into closed sessions in order to address the following matters at approximately 6:45 PM.

Carried

9.1 Minutes of the closed session of the April 2, 2025 meeting

9.2 Confidential Human Resources Matter

9.3 Confidential Human Resources Matter

Moved by A. Desmarais
Seconded by A. Smits

That the Board do now rise from closed session at approximately 7:49 PM.

Carried

10. Roundtable

Trustee MacMillan noted the new flowers in the library garden beds thanks to the Public Works team and the gardener.

Trustee Smits reported on the response to My Dream Ballots at a local elementary school.

Councillor Bagu represented the Mayor at Niagara's 40 Under 40 on Thursday, May 29, 2025, to recognize two City of Port Colborne staff members receiving the award.

Chair Ingram congratulated staff on the achievements at the 2025 40 Under 40.

Trustee Tanini shared information about a new community garden on the corner of Fielden and Neff St. and reported on the response to the My Dream Borrow ballots at a local elementary school.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, September 3, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:59 PM.

Bryan Ingram, Chair

Rachel Tkachuk, Chief Executive
Officer (Board Secretary-
Treasurer)



Subject: Proposed Stop and Close - St. Lawrence Street

To: Council

From: Development and Government Relations Department

Report Number: 2025-201

Meeting Date: November 12, 2025

Recommendation:

That Development and Government Relations Department Report 2025-201 be received; and

That the Stop-Up and Close By-law attached hereto as Appendix A for PIN 6414-90134 legally described as St. Lawrence St. PL 830 Village of Humberstone except VH2791; Port Colborne; be approved; and

That the Mayor and City Clerk be directed to sign all necessary documents.

Purpose:

City staff are requesting Council approval for a Stop Up and Close By-law (Appendix A) for a public highway identified as PIN 641490134 legally described as St. Lawrence St. PL 830 Village of Humberstone except VH 2791; Port Colborne; as shown in Appendix B.

Background:

City staff continually review City-owned property to identify potential surplus lands that could support development opportunities, expand the City's tax base or serve future operational needs.

The City Public Works Yard located at 1 Killaly Street West is constrained by roads, the old Canal, and private property to the north and east. There is an opportunity to add an underutilized parcel to the Public Works property footprint to support future growth, efficiency, and financial sustainability.

City staff believe that the subject parcel shown in Appendix B meets these objectives.

The subject property is currently considered a City road allowance. Before the property can be divested or formally added to City Real Estate holdings, a Stop Up and Close process must be completed. This process requires the approval of a By-law by Council. Since the parcel will be retained by the City and added to its holdings, there is no requirement to declare it surplus.

Discussion:

The subject parcel does not generate any tax revenue for the City.

Staff believe that a better use of this property would be achieved through incorporating it into the Public Works Yard footprint. Closing the unopened road allowance, would fulfill the goals of the surplus land review to support current and future City operations by putting the property to use.

Approving the Stop Up and Close By-law will allow for the property to be legally added to the Public Works footprint.

Internal Consultations:

Economic Development staff reviewed the property and circulated it to other departments for comments. Economic Development, Public Works, and Planning staff collaborated on the boundaries of the Stop Up and Close area requested in Appendix A. Public Works would like to add this to enlarge the footprint of the Operations Centre for future uses and anticipated growth.

Financial Implications:

Costs associated with the Stop Up and Close process of this property, namely the public notice will be covered through the Public Works operating budget.

Public Engagement:

The Public Meeting notice was posted on the City's website starting on September 11th, 2025. The notice was also advertised for four consecutive weeks including September 11th, 18th, 25th and October 2nd, 2025 in the Welland Tribune as per the Public Notice Policy.

The Public Meeting was held October 7th, 2025.

Any comments received are included as Appendix C.

Strategic Plan Alignment:

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

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

Conclusion:

During the course of the ongoing review of surplus lands, Economic Development staff have identified an unopened road allowance west of Mellanby and adjacent to the Public Works Yard that is known as St. Lawrence Street and shown in Appendix B.

Staff are seeking Council approval of the Stop Up and Close By-Law.

Appendices:

- a. Stop Up and Close By-Law – St. Lawrence Street
- b. St. Lawrence Street property
- c. Received Comments

Respectfully submitted,

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

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

Report Approval:

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

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Stop and Close for St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134)

Whereas at its meeting of November 12, 2025, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Development and Government Relations Report 2025-201 Proposed Stop Up and Close – St. Lawrence Street; and

Whereas Section 27(1) of the Municipal Act, 2001, provides that, except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the road allowance set out and described in this by-law be stopped up and closed; and

Whereas in accordance with Section 34(1) of the Municipal Act, 2001 and By-law 4339/12/03 of the Corporation of the City of Port Colborne, Being a By-law to Prescribe the Form and Manner and Times for the Provision of Notice in Accordance with the Municipal Act, 2001, public notice of Council’s intention to permanently close the highway set out and described in this by-law was provided; and

Whereas no person claiming their lands will be prejudicially affected by the by-law applied to was heard by the Council of The Corporation of the City of Port Colborne at the meeting held by the Council for that purpose on Wednesday, November 12, 2025.

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

1. That upon and after the passing of this by-law all that portion of the road allowance described St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134) is hereby stopped up and closed.
2. That the Mayor, the City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect, the closing of the St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134).
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 12th day of November 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

PIN: 641490134

NIAGARA SOUTH (59)

Owner Name:

THE CORPORATION OF THE CITY OF PORT COLBORNE

Legal Description

ST. LAWRENCE ST PL 830 VILLAGE OF HUMBERSTONE EXCEPT VH2791; PORT COLBORNE



Submitted Comments:

No comments yet received by the Economic Development Office as of September 24th, 2025.

One inquiry have been recorded requesting the City planned use for the property. The inquiry was framed around the need to know the future use to submit a comment.

- The City has no planned use for the property but is seeking Council approval to complete the Stop Up and Close and direction for future use.
- No additional comments have been received by staff or were given at the Public Meeting held October 7th, 2025.

**Subject: Recommendation Report for Proposed City-Initiated
Zoning By-law Amendment for Short Term Rental Uses-
File D14-04-25**

To: Council

From: Development and Government Relations Department

Report Number: 2025-224

Meeting Date: November 12, 2025

Recommendation:

That Development and Government Relations Department Report 2025-224 be received; and

That the Zoning By-law Amendment attached to this report as Appendix A be approved; and

That no further public meeting is required prior to the passing of the Zoning By-law Amendment; and

That the City Clerk be directed to issue a notice of decision regarding this amendment, in accordance with the Planning Act.

Purpose:

The purpose of this report is to provide Council with a recommendation regarding a City-initiated Zoning By-law Amendment (ZBA) to establish definitions and permissions related to Short Term Rental (STR) uses that better align with the City's recently approved Short Term Rental By-law (7388/79/25). This includes:

- Clarifying "inspection of premises";
 - Updating the definition of "Short Term Rental"; and,
 - Introducing a new defined term for "Officer".
-

Background:

On September 23, 2025, the City of Port Colborne passed by-law 7388/79/25, being a By-law to regulate Short Term Rental Accommodations. The New STR By-law establishes clear rules for operating short-term rentals while balancing opportunities for tourism and property owners with neighbourhood safety and quality of life for residents.

At the September 23 Council Meeting, through Report 2025-190, Council directed 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. This direction was a result of an identified need to align the definition of Short-Term Rental; and, to address matters of implementation and alignment related to the STR By-law.

Discussion:

The proposed ZBA has been reviewed with consideration for the relevant planning documents, including the Planning Act, R.S.O., 1990 (Planning Act), as amended, the Provincial Planning Statement, 2024 (PPS), the Niagara Region Official Plan, 2022 (NOP), City of Port Colborne Official Plan, 2013 (OP), and City of Port Colborne Comprehensive Zoning Bylaw 6575/30/18 (CZBL).

Planning Act

The Planning Act sets the ground rules for the way land use planning is to be carried out in Ontario and how land may be controlled. The purpose of the Planning Act is to: provide for planning processes that are fair by making them open, accessible, timely and efficient; promote sustainable economic development in a healthy natural environment within a provincial policy framework; provide for a land use planning system led by provincial policy; integrate matters of provincial interest into provincial and municipal planning decisions by requiring that all decisions be consistent with the Provincial Policy Statement and conform/not conflict with Provincial plans; encourage co-operation and coordination among various interests; and, recognize the decision-making authority and accountability of municipal councils in planning.

Municipalities are required to prepare official plans and policies to guide future development and create zoning by-laws to regulate and control land use. Section 3 of the Planning 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"

The proposed zoning by-law amendment is technical in nature and intended to support the implementation and enforcement of the City's Short Term Rental Accommodation By-law. It introduces updated and new definitions and clarifies inspection permissions to ensure alignment between zoning and municipal enforcement tools. The amendment is

consistent with the *Provincial Policy Statement, 2024*, conforms with applicable provincial plans, and supports the municipality's ability to regulate land use in a manner that is transparent, efficient, and responsive to local needs. As such, the amendment is consistent with the purpose and intent of the *Planning Act* and represents sound land use planning.

PPS

The PPS provides policy direction on matters of provincial interest related to land use planning and development and applies to decisions concerning planning matters. The proposed zoning by-law amendment is consistent with the PPS, as it supports the implementation of local land use controls and enforcement mechanisms related to short term rental accommodations. By updating definitions and inspection permissions, the amendment contributes to orderly development and municipal accountability, aligning with the PPS's objectives of streamlining planning processes and enabling responsive, locally driven decision-making. As such, the amendment conforms to the policy direction of the PPS.

NOP

The Niagara Official Plan (NOP) provides the long-term land use planning framework for development across the Region, including the City of Port Colborne. With the passing of Bill 185, the NOP is now considered a local Official Plan for the purposes of *Planning Act* applications.

The proposed zoning by-law amendment is consistent with the Niagara Official Plan. The amendment is technical in nature and supports the implementation of the City's Short Term Rental Accommodation By-law by updating definitions and inspection permissions. These changes align with Section 2.3 (Housing), which encourages a range and mix of housing options, including accommodations that support tourism and economic development. The amendment also supports Section 7 (Implementation), which recognizes zoning by-laws as a key tool for achieving conformity with local and regional planning objectives

OP

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.

On October 8, 2024, Council approved an Official Plan Amendment (OPA) to introduce short Term Rental policies into the OP (By-law No. 7274/96/24). These policies are provided below, for reference:

"3.16.10 Short-Term Rental Accommodations

3.16.10.1 The City recognizes that dwellings have been rented for years for various timeframes

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

3.16.10.3 The City shall enact both Zoning By-law regulations and a Licencing By- law to regulate short-term rental accommodations which together shall:

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

An initial Zoning By-law Amendment was subsequently approved (By-law 7275/97/24), which achieved a number of the items set out in OP Policy 3.1610.3, with the balance to be addressed through the STR By-law. The STR By-law, however, evolved over time and the definitions and framework set out in the final Council-approved STR By-law required planning staff to revisit the definitions and provisions.

The Zoning By-law Amendment recommended through this report is minor and technical in nature. Its purpose is to:

- Clarify the permissions for “inspection of premises” as they relate to enforcement of the STR By-law;
- Update the definition of “Short Term Rental” to reflect the final language adopted in the STR By-law; and,
- Introduce a new defined term for “Officer” to support enforcement provisions.

These changes are consistent with the intent of the Official Plan policies introduced through OPA and serve to ensure that the zoning framework continues to support the effective regulation of short-term rental accommodations in the City.

CZBL

The CZBL currently permits STRs, in accordance with the approved amendment (By-law 7275/97/24). None of the foundational provisions and permissions set out in the previously approved ZBA are being modified through this amendment. The proposed ZBA makes the following changes:

1. Update definition of Short- Term Rental (modifications shown where deleted text is ~~struckthrough~~, new text is **bolded and underlined**; and, text to remain the same is shown in basic font):

"Short-Term Rental: Means ~~the secondary use of a residential dwelling that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or fewer with no on-site management throughout all or part of the year.~~ **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.** Short-term rental accommodation uses shall not mean a hotel, ~~bed and breakfast~~, boarding or lodging house, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the dwelling is used as a short-term rental accommodation."

2. Introducing a new defined term, "Officer", as follows:

"Officer: Means any person or class or person appointed by council as a By-law Enforcement Officer to enforce this By-law."

3. Making a minor edit to Section 1.5 "Inspection of Premises" (modifications shown where deleted text is ~~struckthrough~~, new text is **bolded and underlined**; and, text to remain the same is shown in basic font):

"An **Officer**, ~~or The Director of Planning and Development~~ **the Chief Planner, or the Chief Building Official**, or any official or employee of the Municipality acting under his or her direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this By-law are not being complied with, and for the purpose of carrying out his or her duties under this By-law."

These changes are intended to ensure consistency between the CZBL and the STR By-law, and to support effective enforcement and administration of short-term rental accommodations in the City.

Internal Consultations:

The Draft ZBA was circulated internally to applicable departments and external agencies on October 10, 2025. As of the date of writing this report, no comments were received and, as such, it is assumed that there are no objections to the proposed amendments from internal departments and external agencies. It is also important to note that planning staff worked closely with the Chief Building Official and legal counsel to ensure alignment of the ZBA with the STR By-law.

Financial Implications:

There are no direct financial implications arising from this report.

Public Engagement:

Notice of the Public Meeting was circulated in accordance with the Planning Act. The notice was advertised in the paper on October 22, 2025 and subsequently posted on the City's website. Copies of the proposed amendment were made available on the City's website and at City Hall for public viewing.

A public meeting was held on November 12, 2025, prior to the formal Council meeting on the same night. The decision to hold a joint Public Meeting and Recommendation Meeting was due to the minor and technical nature of this amendment.

There were no formal written submissions received as of the date of writing this report. Any verbal submissions received during the public meeting will be considered by Council and staff concurrently. Council may choose to make motion to amend the proposed amendment based on any feedback received at the public meeting. If this direction is given, the necessary changes to the ZBA will be incorporated, as appropriate, prior to final signing of the enacting By-law by the mayor and the clerk.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community
-

Conclusion:

Based on the review of the application and applicable Provincial, Regional, and City planning policies, staff is of the opinion that the proposal is consistent with the Provincial Planning Statement, conforms with the Niagara Official Plan and the City of Port Colborne Official Plan and represents good planning and is in the public interest. Staff recommend that the ZBA attached as Appendix A be approved.

Appendices:

- a. Zoning By-law Amendment

Respectfully submitted,

Erik Acs, MCIP, RPP
Chief Planner
905-228-8117
erik.acs@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 under the provisions of Section 34 of the Planning Act, R.S.O. 1990, to amend By-law No. 6575/30/18, the Zoning By-Law of the City of Port Colborne.

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law. Whereas, Council has conducted a public meeting as required by Section 34(12) of the Planning Act, R.S.O. 1990, as amended, and has determined that no further notice is required in accordance with Section 34(17); and

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

Whereas, on September 23, 2025 the City of Port Colborne passed By-Law 2025-190, being a by-law to regulate Short Term Rental Accommodations; and

Whereas, Zoning By-law 6575/30/18, as amended, has a different definition for Short Term Rental Accommodations which is not consistent with By-Law 2025-190, an update to Zoning By-law 6575/30/18 is proposed; and

Whereas, it is deemed desirable for The Corporation of the City of Port Colborne desires to amend the said By-law. And

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 all lands within the City of Port Colborne within the Regional Municipality of Niagara.
2. That Section 38, entitled “Definitions” of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is struckthrough:

“Short-Term Rental: Means ~~the secondary use of a residential dwelling that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement~~

~~for twenty-eight (28) consecutive calendar days or fewer with no on-site management throughout all or part of the year. 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.~~ Short-term rental accommodation uses shall not mean a hotel, bed and breakfast, boarding or lodging house, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the dwelling is used as a short-term rental accommodation.”

3. That Section 38, entitled “Definitions” of Zoning By-law 6575/30/18, as amended, is hereby further amended by adding the following definition in alphabetical order:

“Officer: any person or class or person appointed by council as a By-law Enforcement Officer to enforce this By-law.”

4. That Section 1.5, entitled “Inspection of Premises” of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is struckthrough:

An Officer, or ~~The Director of Planning and Development~~ the Chief Planner, or the Chief Building Official, or any official or employee of the Municipality acting under his or her direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this By-law are not being complied with, and for the purpose of carrying out his or her duties under this By-law.

5. 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.
6. 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.

Mayor

Clerk

Memorandum

To: City Council

From: Adam Pigeau, Chief Financial Officer/Treasurer

Date: November 5, 2025

Re: 2026 User Fees – Planning Fee Schedule Amendment

Following the Special Meeting of Council on November 4, 2025, where Report 2025-165, 2026 Proposed User Fees and Charges, was presented to Council, Councillor Beauregard brought to staff's attention that Appendix N: Schedule N – Planning and Development was missing the fees related to Minor Zoning By-law Amendments.

The fee Zoning By-law Amendment (minor) was mistakenly dropped from the fee schedule during the preparation of the 2026 schedule. That said, the 2025 fee was \$6,850 and the proposed 2026 fee is \$7,200.

Attached you will find an updated Appendix N: Schedule N – Planning and Development that includes the Zoning By-law Amendment (minor) fee.

Recommendation:

That the draft 2026 User Fees and Charges by-law be amended by replacing Appendix N – Planning and Development Fees with the updated version attached hereto.

That the draft 2026 User Fees and Charges by-law be brought forward as amended, for Council's consideration.

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Official Plan		
Official Plan Amendment	\$12,300.00	\$12,915.00
Official Plan Amendment Urban Boundary Expansion	NEW	\$40,000.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$1,700.00	\$1,785.00
Zoning By-Law		
Zoning By-Law Amendment	\$13,700.00	\$14,385.00
Zoning By-Law Amendment (minor)	\$6,850.00	\$7,200.00
Adjournment of a Zoning By-Law (at owner's request)	\$1,700.00	\$1,785.00
Removal of a Holding Symbol	\$2,100.00	\$2,205.00
Temporary Use By-Law	\$6,100.00	\$6,405.00
Preparation of a Temporary Use Agreement	\$3,000.00	\$3,150.00
Extension of a Temporary Use	\$2,900.00	\$3,045.00
Plan of Subdivision		
Draft Plan Approval of Subdivision	\$15,650 base fee plus \$55.00 per lot/block.	\$17,000 base + \$3,100 for each phase over one + \$150 per lot/block excluding 0.3 reserves
Redline Revisions/Change of Conditions to Draft Plan	\$8,500.00	\$8,925.00
Extension to Draft Plan Approval	\$1,900.00	\$1,995.00
Final Plan Approval	\$3,200.00	\$3,360.00
Amendment to Subdivision Agreement	\$4,200.00	\$4,410.00
Part Lot Control	\$2,200.00	\$2,310.00
Deeming By-Law	\$1,500.00	\$1,575.00
Discharge of a Subdivision Agreement	\$2,450.00	\$2,575.00
Plan of Condominium		
Draft Plan Approval of Condo	\$15,650 base fee plus \$55.00 per lot/block.	\$17,000.00
Redline Revisions/Change of Conditions to Draft Plan	\$8,300.00	\$8,715.00
Extension to Draft Plan Approval	\$1,900.00	\$1,995.00
Final Plan Approval	\$3,200.00	\$3,360.00
Condominium Conversion	\$9,700.00	\$10,185.00
Amendment to Condominium Agreement	\$4,850.00	\$5,090.00
Discharge of a Condominium Agreement	\$2,450.00	\$2,575.00
Condominium Exemption Request	\$5,300.00	\$5,565.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Site Plan Control		
Site Plan Control Approval (agreement)	\$10,400.00	\$10,920.00
Site Plan Control Approval (no agreement)	\$4,300.00	\$4,515.00
Amendment to Site Plan Agreement	\$4,500.00	\$4,725.00
Discharging of a Site Plan Agreement	\$1,675.00	\$1,760.00
Revision to submission by applicant (before approval)	NEW	\$1,760.00
Committee of Adjustment		
Minor Variance/Expansion of Non-Conforming Use	\$1,900.00	\$1,995.00
Minor Variance (Building without a Permit)	\$2,505.00	\$2,630.00
Consent (new lot)	\$2,900.00	\$3,045.00
Easement	\$1,850.00	\$1,945.00
Lot Addition/Boundary Adjustment	\$1,850.00	\$1,945.00
Adjournment of a Consent or Variance (at applicant's request)	\$700.00	\$735.00
Changes to Consent Conditions	\$750.00	\$790.00
Final Certification Fee	\$400.00	\$420.00
Validation of Title	\$1,500.00	\$1,575.00
Miscellaneous		
Quarry/Pit Establishment or Expansion	\$76,000.00	\$100,000.00
Telecommunication Facilities Consultation Process	\$1,900.00	\$1,995.00
Compliance Letter Express (within 3 days)	\$300.00	\$315.00
Development Agreement	\$3,400.00	\$3,570.00
Discharging of a Development Agreement	\$1,140.00	\$1,197.00
Front Ending Agreement	\$1,900.00	\$1,995.00
OMB Subpoena - first day	\$760.00	\$798.00
OMB Subpoena - thereafter	\$505.00	\$530.00
Zoning Verification Small Projects (pool, signs, decks, etc)	\$60.00	\$63.00
Zoning Verification Large Projects (dwellings)	\$80.00	\$84.00
Pre-consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)	\$1,700.00	\$1,785.00
Pre-consultation Meetings (Minor - minor variance & consent)	\$900.00	\$945.00
Combined Applications		
Consent & Minor Variance	\$3,800.00	\$3,990.00
Consent & Development Agreement	\$5,850.00	\$6,145.00
Minor Variance & Development Agreement	\$5,100.00	\$5,355.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Engineering		
Municipal Consent Permit Fee*	\$385.00	\$405.00
Lot Grading Plan Review	\$110.00	\$125.00
Final Lot Grading Review	\$110.00	\$125.00
Development Sanitary & Water Modelling Analysis for Draft Plan of Subdivision	\$4,200 (Water or Wastewater Only) \$7,500 (Water AND Wastewater)	\$4,410 (Water or Wastewater Only) \$7,875 (Water AND Wastewater)
Development Sanitary & Water Modelling Analysis for Site Plans/ Draft Plan of Condominium	\$2,600 (Water or Wastewater Only) \$5,000 (Water AND Wastewater)	\$2,730 (Water or Wastewater Only) \$5,250 (Water AND Wastewater)
Site Alteration Permit Inspections**		
Site Alteration Permit (< 1,000m³): Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size: - 0.1 hectares or less/maximum of 10m³ - > 0.1 to 0.2 hectares/maximum of 50m³ - > 0.2 to 0.5 hectares/maximum of 100m³ - > 0.5 hectares or larger/maximum of 500m³ - > 500m³ but less than 1,000m³	\$550.00	\$580.00
Site Alteration Permit (> 1,000m³): Permit application fee to be applied where the fill being removed or placed is greater than 1,000m ³ .	\$1,100.00	\$1,155.00
Site Alteration Permit Renewal/Extension (within limits): Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occuring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$550.00	\$580.00
Site Alteration Permit Renewal/Extension (exceeded limits): Fee to be applied when a Site Alteration Permit (< 1,000m3) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occuring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$820.00	\$860.00
Post Site Alteration Permit Issuance Reviews: Engineering or zoning review or other changes after Site Alteration Permit has been issued.	\$1,095.00	\$1,150.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Haul route inspections: Haul route inspections prior to, during and after issuance of a Site Alteration Permit).	\$110.00	\$115.00
Post-Commencement Permit Surcharge: Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.	150% of applicable fees	150% of applicable fees
Site Alteration Violation Investigation: This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.	100% of applicable application fee (each occurrence)	100% of applicable application fee (each occurrence)

* A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

1. If the Municipality does not have sufficient expertise to review and determine that a study is acceptable, the Municipality may require a peer review. The cost of the peer review shall be paid for by the applicant.
2. Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

October 31, 2025

CL 15-2025, October 23, 2025

CSD 8-2025, October 8, 2025

CSD 13-2025, June 11, 2025

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

Procurement By-law: Repeal and Replace

CSD 13-2025

Regional Council, at its meeting held on October 23, 2025, passed the following recommendations of its Corporate Services Committee:

That Report CSD 13-2025, dated June 11, 2025, respecting Procurement By-law: Repeal and Replace, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Procurement By-law No. 02-2016 as amended **BE REPEALED AND REPLACED** effective March 1, 2026, with the attached Procurement By-law (Appendix 1) as amended to include that contract amendments exceeding \$500,000 are reported to Council and that contract awards in excess of \$10 million dollars be approved by Council;
2. That Council **APPROVE** an amendment to the Purchasing Card Policy (C-F-023) to replace the current reference to "Low Value Purchases, as defined in the Procurement By-law" with "Low Value Purchases, up to \$10,000", March 1, 2026;
3. That Council **DELEGATE** authority to the Director, Procurement Services to develop, and maintain procedures and forms, as required, to implement and administer the new Procurement By-law, with all such procedures and forms being subject to the approval of the CAO, as provided for in Sections 8(c)(vi) and 8(c)(i) of the new By-law;
4. That the necessary by-law **BE PREPARED** and **PRESENTED** to Council for consideration; and
5. That Report CSD 13-2025 **BE CIRCULATED** to area municipalities for information.

A copy of Report CSD 13-2025 and By-Law No. 2025-57 are enclosed for your reference.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann-Marie' followed by a stylized flourish.

Ann-Marie Norio
Regional Clerk

:rh

CLK-C 2025-069

cc: B. Menage, Director, Procurement Services, Corporate Services
 T. Ellis, Commissioner/Treasurer, Corporate Services
 K. Beach, Executive Assistant to the Commissioner/Treasurer, Corporate Services

Subject: Procurement By-law: Repeal and Replace

Report to: Corporate Services Committee

Report date: Wednesday, June 11, 2025

Recommendations

1. That Procurement By-law No. 02-2016 as amended be **REPEALED AND REPLACED** effective October 1, 2025, with the attached Procurement By-law (Appendix 1).
2. That Council **APPROVE** an amendment to the Purchasing Card Policy (C-F-023) to replace the current reference to “Low Value Purchases, as defined in the Procurement By-law” with “Low Value Purchases, up to \$10,000”, effective October 1, 2025.
3. That Council **DELEGATE** authority to the Director, Procurement Services to develop, and maintain procedures and forms, as required, to implement and administer the new Procurement By-law, with all such procedures and forms being subject to the approval of the CAO, as provided for in Sections 8(c)(vi) and 8(c)(i) of the new By-law.
4. That the necessary by-law be **PREPARED** and **PRESENTED** to Council for consideration; and
5. That Report CSD 13-2025 be **CIRCULATED** to area municipalities for information.

Key Facts

- The purpose of this report is to seek Council's approval to repeal and replace Niagara Region Procurement By-law No. 02-2016 (the “By-law”) as amended by By-law Nos 2019-06 and 2019-30 with the attached Procurement By-law (Appendix 1)
- The [Municipal Act, 2001, S.O. 2001, c. 25](https://www.ontario.ca/laws/statute/01m25) (<https://www.ontario.ca/laws/statute/01m25>), specifically Part VI, Section 270 (1), stipulates that a municipality shall adopt and maintain policies with respect to its procurement of goods and services.
- The benefit of repealing and replacing a By-law lies in the opportunity to modernize, clarify, and improve upon the process which governs Niagara Region's procurement practices by streamlining processes while aligning content, processes, thresholds, and authorities with best practices, trade agreements, and legislative requirements.
- This report consolidates information conveyed and feedback received at the February 6, 2025, Committee of the Whole meeting, and the April 9, 2025, Corporate Services Committee and aligns these with the applicable sections of the By-law.

Financial Considerations

While the recommendations outlined in this report have no immediate direct fiscal impact; the Procurement By-law is engaged in every procurement decision and works to ensure fiscal responsibility and prudence by defining the required methods, thresholds, and approvals for the acquisitions of all deliverables.

The Purchasing Card (Pcard) Policy aims to have benefits accrue: at the corporate finance level by reducing the number of invoices and cheques processed; at the purchasing level by reducing the number of requisitions submitted thereby reducing the number of purchase orders required; at the department level by providing a simplified purchasing method for low value goods and/or services; and at the supplier level by reducing their invoicing to Region and the turn-around time for payment.

Staff are not recommending a change to the current upper limit of \$10,000 for Pcard use and as a result an amendment to the Policy is necessary given that the current Pcard Policy currently ties the definition of “low value purchase” to the low value limit set out in the Procurement By-law.

Analysis

The comprehensive review of the Region’s Procurement By-law has resulted in enhanced controls for improved oversight, efficiency, and compliance while supporting the development and use of efficient procurement processes and continued adherence to the principles of openness, fairness, and transparency to deliver maximum value to the taxpayers of Niagara, through the optimized use of public funds.

This report consolidates information conveyed and feedback received at the February 6, 2025, Committee of the Whole meeting, and the April 9, 2025, Corporate Services Committee, with the concepts expressed in the following two reports:

- **Procurement to Pay Process Overview** (CSC-C 7-2025) outlined the Region’s current financial enterprise resource planning system (the “ERP”), whose approvals are aligned with the Procurement By-law to ensure that electronic transactions are appropriately and automatically routed for proper approval. All currently proposed updates have duly considered the ERP system to ensure the ongoing integrity and rigour of all approvals. The system will be updated accordingly to reflect all Council-approved changes when the new by-law comes into effect; and
- **Internal Controls in Procurement** (CSC-C 8-2025) provided information respecting internal audit controls and the use of independent auditors that report to Council considering the proposed changes to the Procurement By-law, specifically how the existing control framework, through checks and balances embedded in systems,

policies, and oversight processes, will continue to ensure transparency, accountability, and integrity in procurement operations.

A. By-law Structure (Governance)

While the current By-law complies with Section 270(1) of the Municipal Act which mandates that all municipalities maintain a policy governing procurement, it did include overly detailed and prescriptive instructional content.

Moving much of this content to a suite of procedural documents will provide staff with proper guidance, direction and best practices while continuing to complement and support the overarching principles, concepts, and objectives of the By-law.

Additionally, housing these procedures outside of the By-law with direct oversight from the Director, Procurement Services, and subject to CAO approval, will provide an opportunity to develop, create and refine separate procedures that can respond to operational needs in an efficient, effective, and timely manner.

B. Social/Sustainable Procurement (Section 9)

The Procurement By-law introduces the concept of Social Procurement and desire to consider a commitment to sustainable products and services, with consideration for their impact on social, environmental, and economic factors in a policy which will be separately considered from the Procurement by-law.

C. Thresholds: Informal Quotation (Section 13(A)(a)) & Low Value (Section 14a)

The By-law amendments which increased low value and informal thresholds, create efficiencies for Staff to utilize their market knowledge to acquire needed goods and services in a nimble, agile, and effective manner. This decentralization also increases the capacity of Procurement Services to focus on larger and more complex, higher value projects.

Based on 2024 PO data:

- The increase of the low value threshold to \$25,000 (from \$10,000) will result in a reduction to nearly half of the number of informal procurements, enabling staff to acquire deliverables more expeditiously.
- The increase of the informal quotation threshold to \$100,000 (from \$25,000) will result in an approximate 30% reduction in the number of formal quotations facilitated by Procurement Services with only an anticipated 3% reduction in the total value of formal procurements.

D. Reporting (Section 19) and Council Approval (Section 20 and Schedule B)

In accordance with best practices in municipal procurement the By-law has been updated to separate the political and administrative functions related to procurement. All Contracts will continue to be awarded in accordance with the authorities prescribed in schedule B of the By-law which has been simplified and updated to better reflect current corporate structure and operational efficiency. Several new reporting obligations to Council have also been introduced in Section 19 to accompany the changes in Schedule “B”. These changes include:

- Competitive contract awards exceeding \$5 million will be approved by the CAO and Commissioner, Corporate Services/Treasurer and reported to Council via the Council Weekly Correspondence.
- A clear approval mechanism (absent from the current By-law) for contract amendments has been introduced. Any Contract amendment(s) having a total cumulative value exceeding \$1 million will be reported to Council as a consent item on a quarterly basis via the applicable standing committee.
- All direct award (single source) requests for award approval which exceed \$1 million will continue to require Council approval and notwithstanding any other provision of this By-law, Council approval is also required where the recommended value of Award Approval exceeds the Council approved Budget.

E. Contract Amendments, Scope Changes & Extensions (Section 23 & Schedule B)

Contract amendments are often a natural and expected part of tendered work, especially in projects that involve complex scopes or unforeseen circumstances as they provide a formal mechanism to modify the terms of the original agreement and allow for adjustments to scope, timeliness and costs, while still adhering to the legal framework of the original agreement. When changes arise, they can be documented, approved, and communicated so that the project can be completed effectively.

This new section in the Procurement By-law prescribes this process and provides for a clear approval path for any proposed contract amendment, including in cases where (i) a contract amendment is essential for the completion of a contract; and (ii) the terms of an existing contract expressly provide for a renewal/extension of the Contract term or the purchase of additional Deliverables. Importantly, though, contract amendments and extensions must not be used to circumvent the need to procure additional Deliverables through a competitive process in accordance with this By-law.

F. Purchasing and Document Execution Approval Authorities (Schedule B)

The expansion (decentralization) of the informal thresholds coupled with an erosion of approval authority effectiveness flowing from the increasing costs for goods and services

have necessitated a shift in approval authorities down one level that will improve efficiencies by allowing for more timely and effective approvals and decision-making closer to operational activities based on value. (e.g., Director to Associate, Director to Manager) Appropriate safeguards will still be maintained – i.e., oversight and governance control for those larger dollar value purchases.

The introduction of Associate Director and Deputy CAO roles as purchasing, and document execution authorities further streamlines approval responsibilities while maintaining appropriate safeguards for high-value acquisitions.

G. Automation And Fairness of Informal Procurement Process

The By-law requires that all procurement processes be open, fair, and transparent, and for some methods, like open competitive tenders or proposals this is achieved quite easily because these bids are for the most part, open and publicly posted.

Less formal methods of procurement like email can be utilized for invitational procurements to secure needed goods and services in a more effective and efficient process, simply by soliciting bids from bidders based on familiarity with what is required and who can supply it.

Survey responses, specific to informal procurement processes received in February 2025, affirm that many upper and lower tier municipalities, share very similar informal quotation thresholds. While most just track which vendor is awarded, some employ a similar process as Niagara Region whereby Staff are required to append bid process information into the requisition. Generally, the responses also confirmed that the decentralization of informal procurements shifted the responsibility to staff to allocate the work and ensure fairness up to the threshold limit. Procurement was responsible for developing the tools, training and procedural documents which guide and support all staff (including managers who approve requisitions) to drive compliance; this ensures the optimum balance of efficiency, oversight, and accountability.

The advantage of this is that invitational processes (as opposed to open) enable staff to achieve best value outcomes, by considering past performances, responsiveness, and competitiveness in previously issued bids. Their knowledge of the market and potential bidders drives the competitiveness of these procurements.

On the vendor side, it would be beneficial for vendors wishing to do business with Niagara Region to contact Staff or Procurement, so that these new vendor introductions can occur which maximize the competitiveness of these procurements and the best value outcomes. In this regard, it is worth noting that in the past, Niagara Region along other municipalities have participated in a reverse trade show whereby vendors interested in doing business with public sector municipalities come to meet public procurement professionals to make those critical connections.

H. Training

Procurement acknowledges that the changes being introduced necessitate the need for training and embraces its role and responsibility in delivering consistency and success through training and tools which ensure that all processes including informal processes conducted by non-procurement staff still achieve best value for money.

Procurement with support from ERP Education and Communications Advisor, remain committed to providing the needed support via, training and access to the necessary tools to deliver a successful implementation. This will include a comprehensive review of related content in all training materials for all staff. Once completed, these updates to mandatory training programs will be rolled out to all applicable staff for completion.

The proposed changes also require significant updates to the electronic workflow and approval set-up in the Region's financial enterprise resource planning (ERP) software. As such, the ERP Support team needs sufficient lead time for the related development, testing, and implementation to ensure a successful roll out.

A by-law effective date of October 1, 2025, will ensure adequate time to implement the system changes. The delayed effective date will also allow for proper communication to staff and fulsome education on the changes so that the integrity of corporate adherence to the by-law is maintained.

Alternatives Reviewed

1. Council could not approve the recommendations proposed herein and continue with the current By-law. While the current By-law is effective, this alternative is not recommended, as proposed amendments will improve its effectiveness through increased oversight by staff and increase the efficiency of corporate procurement processes and amendments of contracts, post-award.
2. Council could alter proposed recommendations by changing some aspects and/or content of the By-Law. This alternative is not recommended as the By-Law as written, meets with the requirements of the Municipal Act and applicable Trade Agreements, and provides key best practices for a municipality as it relates to a best-in- class procurement framework. The By-law is carefully integrated, and amendments will require thoughtful consideration.

Relationship to Council Strategic Priorities

This report reflects the importance of Procurement and how its related activities are critical in maintaining taxpayer affordability. Effective Region, Objective 1.1 Implement continuous improvement and modernized processes to ensure value-for-money in Regional services and programs.

Other Pertinent Reports

[CSC-C 5-2025](#) Update Regarding Procurement By-law Review and Proposed Amendments

(<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=dfdd8bd8-68a5-40f7-9be7-fb683cab0c79&Agenda=Agenda&lang=English&Item=14&Tab=attachments>)

[CSC-C 7-2025](#) Procure to Pay Process Overview

(<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=dfdd8bd8-68a5-40f7-9be7-fb683cab0c79&Agenda=Agenda&lang=English&Item=14&Tab=attachments>)

[CSC-C 8-2025](#) Internal Controls in Procurement

(<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=dfdd8bd8-68a5-40f7-9be7-fb683cab0c79&Agenda=Agenda&lang=English&Item=14&Tab=attachments>)

[CSD 5-2025](#) Procurement By-law Review and Proposed Amendments.

(<https://pub-niagararegion.escribemeetings.com/Meeting.aspx?Id=dfdd8bd8-68a5-40f7-9be7-fb683cab0c79&Agenda=Agenda&lang=English&Item=14&Tab=attachments>)

Prepared by:

Bart Menage
Director, Procurement Services
Corporate Services Department

Recommended by:

Dan Carnegie
Acting Commissioner/Treasurer
Corporate Services Department

Submitted by:

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Melissa Raquion, Director, Financial Management and Planning/Deputy Treasurer, Brian Wilson, Senior Legal Counsel, Legal and Court Services, and reviewed by Donna Gibbs, Director, Legal and Court Services.

Appendices

Appendix 1 BY-LAW NO. XX-2025 (Procurement By-Law)



THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. XX-2025

A BY-LAW TO PROVIDE FOR THE PROCUREMENT OF GOODS AND
SERVICES AND THE DISPOSAL OF SURPLUS GOODS BY THE
REGIONAL MUNICIPALITY OF NIAGARA AND TO REPEAL BY-LAW
02-2016, AS AMENDED

WHEREAS the [Municipal Act, 2001, S.O. 2001, c. 25](#), specifically Part VI, Section 270 (1), stipulates that, a municipality shall adopt and maintain policies with respect to its procurement of goods and services.

AND WHEREAS the Council of The Regional Municipality of Niagara has set out its policies with respect to the purchase or disposal of goods and/or services in By-law 02-2016;

AND WHEREAS on May 26, 2022, the Council of the Regional Municipality of Niagara passed By-law 2022-38 being a By-law to Establish the Niagara Transit Commission (“NTC”) as a Municipal Service Board, which provides, among other things, a requirement that NTC comply with Region’s Procurement By-law as may updated, amended and replaced from time to time;

AND WHEREAS the Council of The Regional Municipality of Niagara deems it desirable to repeal, in its entirety, By-law 02-2016, as amended, and pass a new By-law with respect to the procurement of Goods and Services by The Regional Municipality of Niagara and NTC.

NOW THEREFORE The Council of The Regional Municipality of Niagara **ENACTS** as follows:

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1. PURPOSES, GOALS AND OBJECTIVES

The purposes, goals and objectives of this By-law are:

- (a) to encourage competition among Bidders.
- (b) to obtain best value in the procurement of Deliverables.
- (c) to ensure fairness, objectivity, accountability, and transparency in the Procurement Process.
- (d) to encourage environmentally responsible and sustainable Procurement while maintaining fiscal prudence; and
- (e) to have regard for the accessibility of persons with disabilities in consideration of Deliverables purchased by Niagara Region in accordance with Niagara Region's policies in respect of accessibility.

2. MONETARY REFERENCES

- (a) All references to monetary amounts in this By-law are to be Canadian dollars excluding Value Added Tax (VAT)
- (b) For the purposes of evaluation, Bids submitted in differing currencies, shall be notionally converted to Canadian dollars based on the rate of exchange or average of rates of exchange posted by the Bank of Canada on the day of Bid closing.
- (c) For authority to Award, a Contract paid in differing currencies shall be notionally converted to Canadian dollars based on the rate of exchange or average of rates of exchange posted by the Bank of Canada at the time of Award.

3. APPLICATION AND COMPLIANCE

- (a) This By-law and all of the policies and procedures outlined in, or established pursuant to, this By-law shall be followed for the Procurement of all Deliverables and disposal of Surplus Assets by Niagara Region and, subject to Section 4, the Niagara Transit Commission, except where otherwise expressly excluded by this By-law or by any other By-law of Niagara Region.
- (b) No acquisition of Deliverables or disposal of Surplus Assets shall be arranged or made to avoid the application of this By-law or an applicable trade agreement.

Without limiting the generality of the foregoing, no procurement of Deliverables shall be divided into two or more parts for the purpose or intent of, or with the effect of, avoiding or frustrating the application of this By-law or an applicable trade agreement.

- (c) Any Employee who knowingly contravenes this By-law is committing a serious act of misconduct and may be subject to disciplinary action up to and including termination.
- (d) Schedules “A”, “B”, and “C” attached hereto form part of this By-law.
- (e) Notwithstanding anything contained herein to the contrary, those Deliverables set out in Schedule “A” may be purchased or disposed of under the authority of this By-law without adhering to the procurement methods or reporting requirements set out herein; however, any resulting Contracts deemed necessary to complete the acquisition or disposition, as the case may be, shall be signed by the appropriate document execution authority for “Direct Award” as set out in Schedule “B”, up to the prescribed limit provided that:
 - (i) the Contract has been prepared in a form satisfactory to the Director of Legal and Court Services.
 - (ii) any financial securities and insurance required under the Contract are satisfactory to the Director of Legal and Court Services; and
 - (iii) Funding is available in the Budget.

4. NIAGARA TRANSIT COMMISSION

For the purposes of this By-law’s application to Niagara Transit Commission, the following rules of interpretation shall apply:

- (a) All references to ‘Niagara Region’ shall, where the context requires, be read to mean the Niagara Transit Commission.
- (b) All references to ‘Council’, including with respect to approval or reporting requirements, shall be read to mean the Board of Directors of the Niagara Transit Commission, save and except in the case of the preamble and Section 29.
- (c) In accordance with the delegation of authority to the Board of Directors of the Niagara Transit Commission to enter into Contracts in connection with the provision of transit services by Council pursuant to By-law 2022-38, Awards shall

be made by the Board of Directors of the Niagara Transit Commission consistent with the provisions and intent of this By-law. In order to give effect to the foregoing, and as permitted by Section 6.1(n) of By-law 2022-38, the Board of Directors of the Niagara Transit Commission shall approve delegated authority for its Employees to support compliance with this By-law for purchasing approval, document execution approval and payment release approval as the Board determines appropriate, provided that such delegation of authority reasonably approximates the levels of authority set out in Schedule "B" having regard to the organizational structure of the Niagara Transit Commission. For greater certainty, all purchasing approval, document execution and/or payment release authorities delegated to Niagara Region Employees hereunder do not apply to the Niagara Transit Commission.

- (d) The Board of Directors of the Niagara Transit Commission shall appoint a Niagara Transit Commission Employee for the purposes of carrying out the functions set out in Sections 8(c)(i)(A) and (B).
- (e) Notwithstanding Section 8(c)(i)(D), where any matter involving the Niagara Transit Commission is submitted to the Procurement Review Committee for a determination in accordance with Section 8(c)(v), the Niagara Transit Commission shall be entitled to participate in the Procurement Review Committee.
- (f) Except as expressly provided for in this Section 4, all other provisions of this By-law and any accompanying procedures shall apply to the Niagara Transit Commission and its Employees *mutatis mutandis*, and shall be interpreted so as to give effect to the intent of this By-law to the fullest extent possible.

5. CONFLICT OF INTEREST

- (a) All Procurement activities must be conducted with integrity, and all persons involved in a Procurement must act in a manner that is consistent with the goals and objectives of this By-law and in accordance with Niagara Region's policies on conflicts of interest. Without limiting the generality of the foregoing, no person involved in any activities related to a Procurement shall knowingly cause or permit anything to be done or communicated to anyone which will jeopardize the integrity or fairness of any Procurement, or which is likely to cause any potential Bidder to have an unfair advantage or disadvantage in any Procurement Process.

- (b) All Employees shall declare any perceived, possible, or actual Conflict of Interest to the Director, Procurement Services, or delegate and not be involved in a Procurement Process.
- (c) No preference will be given to Suppliers who provide unsolicited Deliverables or samples to Niagara Region or who demonstrate the operation of such Deliverables and samples.

6. SUPPLIER CODE OF CONDUCT

- (a) Niagara Region requires its Suppliers to act with integrity and conduct business in an ethical manner.
- (b) Suppliers participating in a Procurement Process or providing Deliverables are required to comply with Supplier Code of Conduct Procedure. Suppliers are also responsible for ensuring that any employees, representatives, agents, or subcontractors acting on their behalf conduct themselves in accordance with the Supplier Code of Conduct Procedure. Niagara Region may require the immediate removal and replacement of any individual or entity acting on behalf of a Supplier that conducts themselves in a manner inconsistent with this procedure.
- (c) Niagara Region may refuse to do business with any Supplier that is unwilling or unable to comply with, or has failed to comply with, the Supplier Code of Conduct Procedure.

7. ROLES AND RESPONSIBILITIES OF COUNCIL

- (a) In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to Niagara Region's procurement operations.
- (b) It is the role of Council to establish policy and approve expenditures through Niagara Region's Budget approval process. Council delegates to Niagara Region's officers and employees the authority to incur expenditures in accordance with approved Budgets through the procurement of Deliverables in accordance with the rules and processes set out in this By-law and applicable procedures.
- (c) To facilitate Council's oversight role in respect of significant projects, Council may provide strategic direction and guidance on major projects prior to the commencement of any Procurement Process; however, Council will not be

involved in the day-to-day Procurement operations or individual Bid Solicitations, except to the extent that the approval of Council is required under this By-law or in the event that an exception to this By-law is required.

8. RESPONSIBILITIES AND AUTHORITIES OF OFFICERS AND EMPLOYEES

- (a) Those positions identified in the Procurement Authority column of Schedule “B”, are permitted to authorize the acquisition of Deliverables up to the value of their delegated authority set out therein.
- (b) Where any authority has been granted to any Employee under this By-law, such authority may be exercised by that person’s authorized Designate or by an employee or officer who holds a position above that Employee in the organizational chart.
- (c) Specific responsibilities pertaining to all stages of a Procurement Process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this By-law and applicable procedures. In addition to those specific responsibilities, the general roles and responsibilities delegated to the officers and Employees are set out below:
 - (i) **Niagara Region Chief Administrative Officer (CAO):**
 - A. Shall oversee the conduct and activities of all Employees in carrying out procurement roles;
 - B. report serious incidents of non-compliance to Council;
 - C. approve procedures developed by the Director, Procurement Services and recommended by the Commissioner, Corporate Services/Treasurer (CCS/T);
 - D. establish a Procurement Review Committee (the “PRC”) which shall be comprised of a minimum of three (3) senior-level Employees one of whom shall be the Director, Procurement Services; and
 - E. approve Contracts normally subject to Council approval, during any periods of time that Council’s actions are restricted under section 275 of the Municipal Act, 2001, as amended, where the CAO deems the making of the Award reasonably necessary to carry on the business of Niagara Region and provided that a report is submitted to Council

which sets out the details of any Contract approved pursuant to this authority, as soon as reasonably possible.

- (ii) **The Commissioner, Corporate Services/Treasurer (CCS/T)** shall oversee Procurement Services including endorsing procedures and, providing support and guidance as required.
- (iii) **Employees** are responsible for complying with this By-law, including but not limited to:
 - A. exercising their authority for all Procurement activity within the prescribed limits of this By-law;
 - B. monitoring all Contract expenditures to ensure compliance with financial limits; and
 - C. Seeking advice from Procurement Services and Legal and Court, as applicable, on procurement related matters including with respect to the appropriate procurement methodology for use in connection with a Procurement and the application or interpretation of this By-law and accompanying procedures more generally.
- (iv) **Legal and Court Services** shall provide legal advice and assistance in respect to all Procurement activities as well as contracting matters with Suppliers and be responsible for:
 - A. advising Procurement Services and Departments, as required, in legal matters arising from procurement activities;
 - B. reviewing and approving specific Bid Solicitation documents and related documentation referred to Legal and Court Services for review by Procurement Services;
 - C. providing advice on the finalization of Contracts and reviewing and advising on proposed changes to any of Niagara Region's standard terms and conditions, legal agreements, and Bid Solicitation templates; and
 - D. providing legal advice and counsel in the event of a contract dispute or legal challenge flowing from a Procurement Process.

- (v) **Procurement Review Committee (the “PRC”)** with guidance and advice from Legal and Court Services, as required, shall be responsible for making determinations under:
- A. the Procurement Protest Procedure;
 - B. the Supplier Suspension Procedure; and
 - C. any other procurement matters which may be referred to it by the Director, Procurement Services.
- (vi) **Procurement Services (PS)** is responsible for leading Niagara Region’s Procurement operations. The Director, Procurement Services, is authorized to develop procedures to support the administration and implementation of this By-law and compliance with Niagara Region’s trade agreement obligations and the laws of public procurement. Procurement Services shall also be responsible for:
- A. Acting on behalf of Niagara Region, the Niagara Transit Commission, and, from time to time, such other agencies, boards, and commissions, as required, for the purposes of acquiring Deliverables and/or disposing of Surplus Assets.
 - B. Establishing, through consultation with the Director of Legal and Court Services, Bid Solicitation templates, agreements, Purchase Order Terms and Conditions, and other similar standard form documents.
 - C. Making determinations with respect to bid irregularities, in consultation with the Director of Legal and Court Services.
 - D. Researching, developing, maintaining, updating, and communicating procurement procedures.
 - E. Communicating/disseminating any changes to the Open Competition Threshold as set out in Article 504.4 of the Canadian Free Trade Agreement and as adjusted from time to time (every two years) in accordance with Annex 504.4 thereof.
 - F. Providing procurement direction, guidance, and educational tools on matters related to the By-law, procedures and the structure, format, and general content of procurement documents.

- G. Establishing and maintaining, in consultation with the Director of Financial Management and Planning/Deputy Treasurer, Niagara Region's Purchasing Card Policy and procedures.
- H. Assisting in the resolution of concerns arising from a Procurement Process or application and interpretation of this By- law, and procedures.
- I. The coordination of reports to Council when required under this By-law.

9. SOCIAL/SUSTAINABLE PROCUREMENT

- (a) Niagara Region is committed to responsible and sustainable Procurement. Encouragement is given to the adoption of sustainable products and services, with consideration for their impact on social, environmental, and economic factors.
- (b) Employees shall endeavour to ensure that Bid Solicitation documents reflect sustainability attributes, integrating provisions aimed at environmental responsibility. This includes consideration of practical and appropriate implementation tools, such as full lifecycle assessments, energy efficiency, and the promotion of reusable and recyclable products, without compromising usability.
- (c) To the extent practicable, Niagara Region shall endeavour to promote and incorporate Social Procurement opportunities and Community Benefit approaches into its Procurements, having regard to the requirements of all applicable legislation and trade treaties, and in accordance with any applicable procedures.

10. PROCUREMENT DOCUMENTATION

Procurement Services in consultation with Legal and Court Services shall approve the use of standard Bid Solicitation templates including any proposed amendments prior to their use.

11. REQUIREMENT FOR APPROVED FUNDS

- (a) Except as may otherwise be expressly provided for herein or authorized by Council, the exercise of authority to Award a Contract is subject to the prior

identification and availability of sufficient funds in appropriate accounts within the Budget.

- (b) Where Deliverables are routinely acquired or leased on a multiyear basis, the exercise of authority to Award a Contract is subject to the following:
 - (i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget.
 - (ii) approval by Commissioner, Corporate Services/Treasurer confirming that there is a reasonable expectation that future year funding for the Deliverables will be approved; and
 - (iii) the Contract includes a provision that the supply of Deliverables in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.
- (c) The Director, Procurement Services may enter contractual arrangements on behalf of Niagara Region for the acquisition of Deliverables based on a per-unit costing basis, without a specific Budget and without obligation on the part of the Niagara Region until further authorized in accordance with this By-law. This only applies to Deliverables that are widely used by Niagara Region where there is a reasonable expectation that funding will be available within Department Budgets.

12. PROCUREMENT METHODS

Different types of Procurement Processes may be used depending on the nature, value, and circumstances of the Procurement. All Deliverables shall be acquired using one or more of the Procurement methodologies prescribed, and permitted by, this By-law. Unless specifically permitted under this By-law, Procurement Services shall be engaged and responsible for administering the Procurement Processes specifically identified herein.

13. COMPETITIVE PROCUREMENT

A Procurement Process in which the acquisition of Deliverables or the establishment of a listing of Prequalified Suppliers or Roster is undertaken by either an Invitational Competition or Open Competition, in accordance with this Section 13 (in each case, a **“Competitive Procurement”**).

A. INVITATIONAL COMPETITION

A Procurement method facilitated by Employees or Procurement Services, as applicable, whereby an opportunity to supply Deliverables in response to a defined requirement is extended to a minimum number of Bidders, as follows (in each case, an “**Invitational Competition**”):

(a) INFORMAL QUOTATION

For Procurements with a total value not exceeding \$100,000 (excluding VAT), an Informal Quotation may be utilized by Departments in accordance with the Invitational Competition Procedure. If possible, a minimum of three (3) written Bid submissions shall be solicited. Award Approval is based solely on the lowest priced Compliant Bid.

(b) REQUEST FOR QUOTATION

For Procurements with a total value not exceeding the Open Competition Threshold, a Request for Quotation may be utilized and shall be issued by Procurement Services with the cooperation and involvement of the Department, in accordance with the Invitational Competition Procedure. If possible, a minimum of three (3) written Bid submissions will be solicited.

B. OPEN COMPETITION

Any of the following Procurement methods, whereby Bids are solicited from all interested Bidders through a publicly posted Bid Solicitation (in each case, an “**Open Competition**”). Unless otherwise provided for herein, Open Competition is the standard method of Procurement where the total anticipated value of the Procurement is equal to or greater than the Open Competition Threshold. All Open Competitions shall be conducted by Procurement Services with the cooperation and involvement of the Department, in accordance with the Open Competition Procedure(s).

(a) REQUEST FOR SUPPLIER QUALIFICATIONS

Procurement Services may conduct a Request for Supplier Qualification (RFSQ) to establish a list of Suppliers who have successfully met requirements of the Bid Solicitation and are then deemed eligible to participate in either a single subsequent project specific Bid Solicitation or to be accepted onto a roster for future discrete work assignments as and when required.

(b) **REQUEST FOR INFORMATION OR EXPRESSION OF INTEREST**

Procurement Services is authorized to facilitate the following non-binding Procurement methods (which do not create a contractual commitment) to achieve the following objectives:

- (i) a Request for Information (RFI) may be used as a general market research tool to gather information on potential Suppliers to garner an understanding of the marketplace and the availability of potential Deliverables that will meet a business or operational requirement; or
- (ii) a Request for Expression of Interest (EOI), used to determine market interest to provide Deliverables that Niagara Region is contemplating acquiring.

(c) **ESTABLISHING AND ORDERING UNDER A STANDING OFFER**

Procurement Services is authorized to establish Standing Offers through an Open Competition for standardized Deliverables to be purchased, where:

- (i) the requirements for Deliverables are recurring and predictable over an extended period of time;
- (ii) the requirements are standard and clearly defined at the time of establishment of the Standing Offer; and
- (iii) it is possible to fix pricing for the Deliverables for the duration of the Standing Offer.

The establishment of a Standing Offer does not create a contractual commitment to procure Deliverables from the Supplier. The commitment to purchase against a Standing Offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Supplier. Employees may leverage a Standing Offer from a pre-approved Supplier to Niagara Region to supply Deliverables, as required, using the prescribed ordering process set out in the Standing Offer. All Purchase Orders shall reference the Standing Offer and reflect the terms and conditions thereof, including price(s).

(d) **REQUEST FOR TENDER**

Procurement Services is authorized to utilize this Procurement method to solicit Bids for the purposes of acquiring Deliverables with an annual value exceeding

the Open Competition Threshold, provided that: (i) the Deliverables can be fully defined in terms of scope, quantity and quality; and (ii) Award Approval is based solely on the lowest priced Compliant Bid.

(e) **REQUEST FOR PROPOSAL**

Procurement Services is authorized to utilize either a Request for Proposal or Negotiated Request for Proposal procurement method to solicit Bid submissions for the purposes of acquiring Deliverables with an annual value exceeding \$25,000 (excluding VAT) where one or more of the following criteria are present: (i) the Purchase is required as a result of a particular problem, requirement or objective; (ii) the selection of the Supplier depends more on the effectiveness of the proposed solution, rather than price alone; and/or (iii) the precise Deliverables, or the specifications therefor, are not known or definable and the expectation is that Bidders will further define them.

Before issuing a Request for Proposal document, Employees will be required to:

- (i) Affirm that two (2) or more Bidders are considered capable of supplying the Deliverables.
- (ii) identify objective performance requirements and/or business objectives; and
- (iii) establish objective evaluation criteria in support of item (ii) which will enable Bidders to propose the optimal solution/approach which achieves the business objective.

Award Approval shall be to the highest scoring Compliant Bid based on the effectiveness of the solution relative to the stated criteria inclusive of price.

14. NON-COMPETITIVE PROCUREMENT

A non-competitive Procurement Process whereby an opportunity to supply Deliverables is restricted to one Bidder, is permitted where the circumstances prescribed by any of the following Procurement methods are met (in each case a “**Non-Competitive Procurement**”). All Non-Competitive Procurements shall be conducted in accordance with the Non-Competitive Procurement Procedure.

(a) **LOW VALUE PROCUREMENT**

Employees, without the involvement of Procurement Services, are authorized to acquire Deliverables without the use of any procurement method identified herein, subject to and in accordance with the authorities identified in Schedule "B", up to a total value not exceeding \$25,000 (excluding VAT) provided that Fair Market Value can be demonstrated, and the Deliverable is not covered by a qualified supplier roster or available through Niagara Region's existing materials inventory.

(b) **EMERGENCY**

A Procurement method whereby in the absence of time needed to facilitate an Invitational or Competitive Procurement, Employees may acquire Deliverables on an emergency basis to respond to an unforeseeable situation or event that is a threat to any of the following:

- (i) Public health and/or safety, the welfare of persons or of public property; or the security of Niagara Region's interests; or
- (ii) The maintenance of essential Niagara Region Services or to prevent the disruption of same; or
- (iii) The disruption of any essential Service that needs to be re-established without delay or an event that unless immediately addressed, is likely to cause significant loss or damage to property.

All acquisitions required to respond to an Emergency (or Contracts required to effect Emergency acquisitions) shall be authorized in accordance with the Document Execution Authority set out in Schedule "B" and reported to the Director, Procurement Services and the CAO as soon as reasonably possible under the circumstances.

When an Emergency occurs and compliance with this By-law is not reasonably achievable prior to the acquisition of required Deliverables, a Contract may be awarded if:

- (i) The Commissioner, Corporate Services / Treasurer, in addition to all other required Document Execution Authorities otherwise required by this By-law, has consented to the Award; and
- (ii) The Commissioner, Corporate Services / Treasurer as soon as reasonably possible, proceeds with identifying and approving or seeking approval of

the funds required to pay for the acquisition(s) required to respond to the Emergency.

(c) **DIRECT AWARD**

A Procurement method where Deliverables are acquired directly from a particular Supplier when a Competitive Procurement would normally be required (a “**Direct Award**”). A Direct Award is permitted for the acquisition of Deliverables, without the need for a Bid Solicitation, provided that at least one of the following conditions apply:

- (i) where an Invitational Competition or Open Competition conducted in accordance with this By-law and applicable procedures has resulted in no Compliant Bids;
- (ii) the Deliverable to be acquired is for testing or trial use.
- (iii) Niagara Region has a rental contract with a purchase option and such purchase option is beneficial to Niagara Region.
- (iv) The Deliverables can be supplied only by a particular Supplier and no reasonable alternative or substitute Goods or Services exist for any of the following reasons:
 - A. The requirement is for a work of art;
 - B. The supply of Goods or Services is controlled by a statutory monopoly;
 - C. The absence of competition for technical reasons;
 - D. To ensure compatibility with existing Goods, product standards, or facilities, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative;
 - E. The protection of exclusive rights such as licenses, the existence of any patent rights, copyright, technical secrets or control of a raw material; or
 - F. Protect product warranties by utilizing Original Equipment Manufacturer (OEM) parts distributed by authorized dealers of the manufacturer, respecting territorial rights or practicality of geographic distributor location.

- (v) To acquire additional Deliverables from the original Supplier of the Deliverables which were not included in the initial procurement if a change of Supplier for such additional Deliverables:
 - A. cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, Services, or installations procured under the initial procurement; and
 - B. Would cause significant inconvenience or substantial duplication of costs for Niagara Region.
- (vi) For matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or Niagara Region;
- (vii) For the acquisition of Deliverables from a Public Body.
- (viii) For the acquisition of Deliverables under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine acquisitions.
- (ix) For the acquisition of a prototype Deliverable to be developed during and for a particular Contract for research, experiment, study or original development, but not for any subsequent acquisitions; or
- (x) The Procurement is otherwise exempt from requiring a Competitive Procurement under all applicable trade agreements and it is in the best interests of the Niagara Region to proceed with an Award via a Non-Competitive Procurement.

15. PROCUREMENT PROTEST

Suppliers may formally make a complaint about a particular Procurement Process in accordance with the Procurement Protest Procedure.

16. CO-OPERATIVE PROCUREMENT

- (a) Niagara Region may participate in co-operative or joint Procurement initiatives with other entities where such initiatives are determined to be in the best interests of Niagara Region. If Niagara Region participates in such co-operative or joint Procurement initiatives, Niagara Region may adhere to the policies of the entity

conducting the Procurement process, provided that such policies comply in spirit with this By-law. If Niagara Region is leading a co-operative or joint purchasing initiative, this By-law will be followed. When engaging in co-operative purchasing, Niagara Region shall adhere to the Co-operative Procurement Procedure.

- (b) Niagara Region may participate as a member of a Group Purchasing Organization (GPO) which administers procurements for its members when determined to be in the best interest of Niagara Region. If Niagara Region is a member of a GPO, Niagara Region may procure Deliverables through the buying group provided that the Procurement Process is conducted in a manner consistent with Niagara Region's obligations under applicable trade agreements and this By-law.
- (c) Approval authorities for a Co-Operative Procurement shall be in accordance with Schedule "B", having regard to the process undertaken by the originating agency.

17. IN-HOUSE BIDS

Submissions received in response to any Bid Solicitation will not be accepted from internal Departments, without prior approval by Council including approval of the process for fairly evaluating those submissions.

18. UNSOLICITED PROPOSALS

All unsolicited proposals received by Niagara Region shall be administered in accordance with the Corporate Policy for Unsolicited Proposals.

19. REPORTING

- (a) The Director, Procurement Services shall:
 - (i) report to Council on a quarterly basis, all Non-Competitive Procurements which exceed \$100,000 excluding VAT;
 - (ii) publicly report, on the Bidding System, any Awards made pursuant to a publicly posted Procurement with a value greater than or equal to the Open Competition Threshold, excluding VAT; and
 - (iii) complete such other reporting or disclosure of Procurement Processes and/or Awards as may be required by any applicable trade agreement or otherwise required by law.

- (b) Department Directors shall, as it relates to Contracts within their Department:
 - (i) report to Council, on a quarterly basis, all Contract Amendments made to a Contract pursuant to Section 23 of this By-law where the Total Cumulative Value of all such Contract Amendments exceeds \$1,000,000; and
 - (ii) report to Council, via the Council Weekly Correspondence, all Contract Awards made by their Department pursuant to a Competitive Procurement Process exceeding \$5,000,000.

20. COUNCIL APPROVAL

- (a) Notwithstanding any other provision of this By-law, Council approval is required, where:
 - (i) pursuant to a Non-Competitive Process, a proposed Award has Total Contract Value of more than \$1,000,000 excluding VAT;
 - (ii) the recommended value of Award Approval exceeds the Council approved Budget;
 - (iii) the authority to Award has not been expressly delegated to Employees of Niagara Region;
 - (iv) in the case of a Competitive Procurement, the recommended Award is to neither the lowest priced Compliant Bid or the top ranked Compliant Bid based on the evaluation criteria in the Bid Solicitation; or
 - (v) Where there is an irregularity or unresolved challenge in connection with the Procurement Process and, in the opinion of the CAO, in consultation with the Director of Legal and Court Services, the Award of the Contract is likely to expose Niagara Region to legal, financial, or reputational risk.
- (b) Where necessary, the CAO is authorized to approve the Contracts normally subject to Council approval, during the time that regular Council meetings are suspended, provided a report is submitted to Council which sets out the details of any Contract approved pursuant to this authority, as soon as reasonably possible.

21. DOCUMENT EXECUTION AND PAYMENT RELEASE AUTHORITY

- (a) Employees holding the positions identified in Schedule “B” (Document Execution Authority) shall have the authority to execute a Contract and any ancillary documents necessary to affect an Award, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the Director of Legal and Court Services. Additionally, those roles identified in Schedule “B” as having the responsibility and authority for payment release shall be authorized to release payment under any Contract.

22. FORM OF CONTRACT

- (a) All Contracts shall be in a form satisfactory to the Director of Legal and Court Services.
- (b) A Contract, established by the execution of a legal agreement and/or the issuance of a Purchase Order must be entered into prior to the commencement and/or receipt of the Deliverables.
- (c) No Contract may be entered into, either through the issuance of a Purchase Order or the execution of an agreement, unless:
 - (i) Subject to Section 11, approved funding in the amount sufficient to cover the procurement value is available; and
 - (ii) the Procurement was conducted in accordance with this By-law and all applicable procedures.

23. CONTRACT AMENDMENTS, SCOPE CHANGES & EXTENSIONS

- (a) During the course of a Contract, where the need for additional work is required and such additional work is not part of the original value of the Contract, a Contract Amendment may be approved in accordance with the ‘contract amendment’ authorities set out in Schedule “B” having regard to the Total Cumulative Increase, provided that:
 - (i) the initial purchase of Deliverables was pursuant to a Competitive Procurement Process;
 - (ii) additional expenditures are essential for the completion of the Contract; and

- (iii) funding is available in the Budget or the total cost of the additional Deliverables is to be paid in full by a third-party.
- (b) Where the terms of an existing Contract expressly provide for a renewal/extension of the Contract term or the purchase of additional Deliverables under the Contract (in each case, a “**Contract Option**”), such Contract Option may be exercised and approved in accordance with the ‘contract amendment’ authorities set out in Schedule “B” having regard to the Total Cumulative Increase, provided that:
 - (i) the initial purchase of Deliverables was pursuant to a Competitive Procurement Process;
 - (ii) the exercise of the Contract Option is in the best interest of Niagara Region;
 - (iii) funding is available in the Budget; and
 - (iv) the exercise of such Contract Option does not, in the aggregate, have the effect of extending the Contract term for a period of longer than 5 years beyond the initial term.
- (c) All Contract Amendments not otherwise satisfying the requirements of Section 23(a) or (b), shall be justified and approved in accordance with the requirements of a Non-Competitive Procurement having regard to the Total Contract Value.
- (d) Contract Amendments must not be used to circumvent the need to procure additional Deliverables through a Competitive Procurement process in accordance with this By-law.

24. CONTRACT MANAGEMENT AND SUPPLIER PERFORMANCE

- (a) All Contracts for Deliverables shall be managed by the Department responsible for the Procurement. The performance of the Supplier must be monitored and tracked in accordance with Niagara Region’s Supplier Performance Evaluation Procedure.
- (b) Niagara Region may suspend Suppliers from participating in future Procurement opportunities in accordance with Niagara Region’s Supplier Suspension Procedure.

25. LOBBYING RESTRICTIONS

- (a) Lobbying is the advocacy of an interest that is affected, actually or potentially, by the Bid Solicitation or individuals involved in the Bid Solicitation including seeking to influence the outcome of the Procurement or subsequent Award Approval.
- (b) Suppliers, their staff, shareholders, owners and anyone not dealing at arms-length to the individuals, or anyone involved in preparing a Bid, shall not engage in any form of political or other Lobbying whatsoever that seeks to influence the outcome of the Bid Solicitation or subsequent Award. This restriction extends to all Employees of Niagara Region, and anyone involved in preparing a Bid Solicitation or participating in a Bid evaluation process, and members of Council.
- (c) Niagara Region may reject any Bid by a Supplier that engages in Lobbying, without further consideration, and may terminate that Supplier's right to continue in the Bid Solicitation.
- (d) During a Bid Solicitation process, all communications will be solely through Procurement Services. No Supplier or person acting on behalf of a Supplier or group of Suppliers, shall contact any elected official, consultant or any Employee of Niagara Region to attempt to seek information or to influence the Award.
- (e) Elected officials shall refer any inquiries about a Bid Solicitation to the Commissioner, Corporate Services/Treasurer.

26. RECORDS RETENTION AND ACCESS TO INFORMATION

- (a) All Procurement activities must be supported by appropriate documentation which shall be retained, as required, by Niagara Region's Record Retention By-law and any associated policies or procedures.
- (b) The disclosure of any Procurement related information, including with respect to any Bids received in response to a Bid Solicitations or Awards, shall be made in accordance with the provisions of all relevant privacy legislation including the [*Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56*](#), as amended.
- (c) All Suppliers who execute Contracts with Niagara Region shall adhere to or exceed the standards set in the following, as applicable:
 - (i) [*Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56*](#);

- (ii) [Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch A;](#)
and
- (iii) any other relevant Ontario or federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of Niagara Region as relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of Niagara Region, and all records thereof which they come into contact with in the course of performing Services or providing Deliverables to Niagara Region.

27. SURPLUS ASSETS

- (a) Department Directors shall notify the Director, Procurement Services of any asset that has is surplus or obsolete for disposal or sale.
- (b) Subject to Section 27(e) and 27(f), surplus or obsolete items not required by any other Department, shall be sold or disposed of in accordance with the Surplus Asset Disposal Procedure.
- (c) Surplus Assets shall not be sold directly to an Employee or to a member of Council, although this does not prohibit any Employee or member of Council from purchasing a surplus asset being sold through a public process.
- (d) Any net proceeds generated from sale of a Surplus Asset shall be credited to the appropriate account as determined by the Commissioner, Corporate Services/Treasurer.
- (e) Surplus Assets may be donated to non-profit agencies or non-profit institutions for educational or teaching purposes with the approval from the Department Commissioner.
- (f) On termination of their relationship with Niagara Region, any outgoing Employee or elected official can request the opportunity to acquire the business laptop computer (or tablet) provided to them. Such acquisitions must be approved by the Commissioner, Corporate Services/Treasurer on condition that the computer be at least three years old, and the purchaser must pay equal or greater than the market value as determined by the average sale price of similar computers sold over the prior six months through the public auction or other measure acceptable to the Commissioner, Corporate Services/Treasurer.

28. SEVERABILITY

If any Section or Sections of this By-law or parts thereof are found by an adjudicator of competent jurisdiction to be invalid or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severed and all other Sections or parts of the By-law shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

29. BY-LAW REVIEW

The Commissioner, Corporate Services/Treasurer shall review the effectiveness of this By-law at least once every five (5) years and report to Council as necessary.

30. REPEAL

- (a) By-law 02-2016 of The Regional Municipality of Niagara shall be repealed effective October 1, 2025, when this By-law comes into force.
- (b) Notwithstanding Subsection 30(a), By-law No. 02-2016, as amended, of The Regional Municipality of Niagara shall continue to apply to all Bid Solicitations commenced before its repeal and the Award of any Contract in connection therewith.

31. EFFECTIVE BY-LAW DATE

- (a) This By-law shall come into force and effect on October 1, 2025.

THE REGIONAL MUNICIPALITY OF NIAGARA

Jim Bradley, Regional Chair

Ann-Marie Norio, Regional Clerk

Passed: XXXXX, xx, 2025

SCHEDULE “A” – EXEMPTIONS

Save and except as expressly provided for in Section 3 of this By-law, this By-law does not apply to the following:

1. Employer’s General Expenses

- (a) All insurance premiums, payments related to insurance claims, adjusting fees, actuarial and risk management services
- (b) Payroll deductions remittances
- (c) Workers Safety Insurance Board payments
- (d) Health benefits
- (e) Tax remittances
- (f) Debenture and investment payments, including related fees
- (g) Health, dental and other labour-related insurance premiums
- (h) Damage claims
- (i) Legal settlements
- (j) Arbitration Awards
- (k) Petty cash replenishment
- (l) Customs brokerage fees
- (m) Payments to other government bodies (such as federal, provincial, or municipal governments, and related agencies, boards, commissions, authorities)
- (n) Payments to utilities (such as water and sewer, hydro, natural gas, telecommunications, and cable television)
- (o) Banking services and charges, including debit and credit card payment processing and related fees.
- (p) Sinking fund payments
- (q) Payments for employment
- (r) Refunds (such as for overpayments, or cancelled Services, programs or events)
- (s) Licence fees and permits (regular licence fees for vehicles, firearms, elevators, communications, software, etc. required to maintain existing products and systems originally obtained in accordance with the Procurement By-law)
- (t) Postage

- (u) Donations made for formal acknowledgement of illness or death policy
- (v) Deliverables related to training and education including conferences, conventions, courses and seminars, newspapers, magazines, books and periodicals, memberships and computer software.
- (w) Councillor, NTC board member and Employee expenses in accordance with approved policies including: advances, meal allowances, travel and entertainment and miscellaneous non-travel.

2. **Professional and Special Services**

- (a) Any form of grant, subsidy, loan, fiscal incentive, guarantee, equity infusion or other funding that Niagara Region provides pursuant to a Council approved program or policy to realize a community benefit in accordance with applicable legislation.
- (b) payments to social services and health agencies that are subject to purchase of service agreements.
- (c) Deliverables performed on a property by a Supplier according to provisions of a warranty or guarantee held in respect of the property or the original work.
- (d) Construction, renovations, repairs and/or maintenance in respect of real estate leased or occupied by Niagara Region which may only be conducted by another person in accordance with a real estate agreement.
- (e) Deliverables acquired on a commodity market.
- (f) Archaeological monitoring and environmental Services related to Niagara Region projects performed by Indigenous peoples.
- (g) Deliverables related to cultural or artistic fields such as: events supporting local non-profit organizations; entertainment for theatre or special events; a Contract Award to the winner of a design contest; and sponsorship and/or naming rights for cultural, sports and/or other Niagara Region owned venues.
- (h) Deliverables that are financed primarily from donations that are subject to conditions that are inconsistent with the requirements of this By-law.
- (i) Services provided by medical doctors, dentists, nurses, pharmacists, lawyers and notaries.
- (j) Fees for professional legal or legal related expert Services (including witness fees) engaged by Legal and Court Services.
- (k) payments required to the Ministry of the Attorney General (MAG) or third parties pursuant to Niagara Region's agreement with MAG for the administration of the

Provincial Offences Court (e.g. adjudication fees, ICON fees, victim fine surcharge, 3rd party vendors etc.)

- (l) Financial Services respecting the management of financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information Services, whether or not delivered by a financial institution.
- (m) Financial reviews conducted on a contingency basis for the purposes of recovering amounts paid and/or owed, such as tax recovery Services.
- (n) Committee fees.
- (o) Medical and laboratory Services.
- (p) Medical and dental fees.
- (q) Appraiser fees.
- (r) Honorariums.
- (s) Work payments to Long Term Care Residents.
- (t) Advertising.
- (u) Public or guest speakers, individuals or ensembles that offer creative content for presentation to others.

3. **Capital Works and Development**

- (a) The addition, removal, relocation, identification or engineering related work to utility infrastructure that exists on road allowances, right of ways and other Niagara Region owned property. This includes sub-surface and above-surface infrastructure.
- (b) Construction work completed by Railways on property of Niagara Region or railway flagging and protection services in relation to work performed adjacent to a railway crossing.
- (c) Payments to developers as stipulated in Subdivision or other Development Agreements

SCHEDULE “B” – NIAGARA REGION DELEGATED AUTHORITY.

Method of Procurement	Value excluding VAT	Procurement Authority *	Document Execution Authority*	Payment Release Authority*
INVITATIONAL COMPETITION				
Informal Quotation	Up to \$100,000	DM	DD	DM
Request for Quotation (RFQ)	Up to the Open Competition Threshold	DM	ADD where one exists. DD where there is no ADD	DM
OPEN COMPETITION				
RFT, NRFP, RFP, RFSQ & Standing Offer	≥ Open Competition Threshold to \$250,000	ADD where one exists. DD where there is no ADD	DD	DM
	> \$250,000 to \$1,000,000	DD	DC	DM
	> \$1,000,000 to \$5,000,000	DC & CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$5,000,000	CAO & CCS/T	CAO & CCS/T	DC
CONTRACT AMENDMENTS				
Contract Amendments, Scope Changes and Extensions per s.23	>\$0 to \$100,000	DM	ADD (if DM is procuring authority) or DD if ADD is procuring authority.	DM
	>\$100,000 to \$250,000	ADD (or DD if department does not have an ADD)	DD (if AD is procuring authority) or DC if DD is procuring authority.	DM
	> \$250,000 to \$500,000	DD	DC & CCS/T	DM

	> \$500,000 to \$1,000,000	DC and CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$1,000,000	DCAO	CAO & CCS/T	DC
NON-COMPETITIVE				
Low Value, Emergency, Direct Award, and Schedule "A"**)	>\$0 to \$25,000	DM	ADD where one exists. DD where there is no AD	DM
	>\$25,000 to \$250,000	ADD (or DD if department does not have an ADD) and MP	DD (if AD is procuring authority) or DC if DD is procuring authority	DM
	> \$250,000 to \$500,000	DD and DPS	DC & CCS/T	DM
	> \$500,000 to \$1,000,000	DC & CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$1,000,000	COUNCIL	CLERK and CHAIR	DC

In the above table, "DM" means Department Manager, "MP" means Manager, Procurement, "ADD" means Associate Department Director, "DD" means Department Director, "DPS" means Director, Procurement Services, "DC" means Department Commissioner, "DCAO" means Deputy CAO, "CCS/T" means Commissioner, Corporate Services/Treasurer, "CAO" means Chief Administrative Officer. The basis for the authority for Award Approval and Contract execution is Document Execution Authority. The need for an executed agreement, in addition to the issuance of a PO, is determined in accordance with the Niagara Region's purchasing procedures and protocols. If a Contract is for the supply of Niagara Region-wide Deliverables, the CAO would be responsible for executing the agreement.

*The 'Authority' listed means the Niagara Region positions listed, and any position, which is higher in the organization's reporting structure.

**Payment Release Authority for Schedule "A" item 1(n), is, in the case of utility bills, completed as a review of invoices centrally by Accounting Services with compensating controls in lieu of approvals from Department Managers.

SCHEDULE “C” – DEFINITIONS

In this By-law, the following terms shall have the meaning indicated:

“Associate Department Director” or “ADD” means an Associate Divisional Director within a Department, their Designate or any successor position thereto.

“Award(s)” means the outcome of Award Approval where Niagara Region accepts the selection of the Bidder and the Bidder’s Deliverables.

“Award Approval(s)” means authorization to proceed with the acquisition of the Deliverable.

“Bid(s)” means a submission received in response to a Bid Solicitation.

“Bid Solicitation(s)” means a document issued by Niagara Region to potential Bidders to submit a Bid.

“Bidder(s)” means any person or entity that submits a Bid in response to a Bid Solicitation.

“Budget(s)” means the Budget or portion of the Budget approved by Council.

“By-law” means this **By-law xx-2025**, which provides for the Procurement of Deliverables and the disposal of Surplus Assets by The Regional Municipality of Niagara.

“Chair” means the Regional Chair of Niagara Region, their Designate or any successor thereto.

“Chief Administrative Officer” or “CAO” means an Employee of Niagara Region with the title of Chief Administrative Officer, their Designate or any successor position thereto to whom the authority of CAO is subsequently delegated by Council.

“Clerk” means the Regional Clerk of Niagara Region or their Designate or any successor position thereto.

“Commissioner, Corporate Services/Treasurer” or “CCS/T” means the Commissioner, Corporate Services/Treasurer of Niagara Region, their Designate or any successor position thereto.

“Community Benefit(s)” means additional physical, social, economic and/or environmental benefits for local communities that can be leveraged through funds already being spent on Deliverables and land development projects.

“Competitive Procurement” has the meaning ascribed to it in Section 13.

“Competitive Procurement Procedure” means the procedure setting out the requirements for acquiring Deliverables through either an Invitational Competition or an Open Competition.

“Compliant Bid(s)” means a Bid that meets the terms and conditions of the Bid Solicitation.

“Conflict of Interest” means”

- (a) When applied to individuals, any situation or circumstance, real or perceived, in which an individual’s impartiality may be affected because of a personal relationship or where an individual may stand to gain from the outcome of a Procurement.
- (b) When applied to Suppliers, any situation or circumstance where:
 - (i) In the context of a Bid Solicitation, the Supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - A. Having, or having access to, confidential information of Niagara Region that is not available to other Suppliers; or
 - B. Communicating with any person with a view to influencing preferred treatment in the Bid Solicitation; or
 - C. Engaging in conduct which compromises, or could be seen to compromise, the integrity of a Bid Solicitation which renders that process unfair; or
 - (ii) In the context of performance under a Contract, the Supplier’s other commitments, relationships or financial interests:
 - A. Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or

- B. Could, or could be seen to compromise, impart or be incompatible with the effective performance or its contractual obligations.

“Contract” or “Contractual” means any form of binding agreement between Niagara Region and a Supplier for the purchase of Deliverables and includes a Purchase Order.

“Contract Amendment” means any change to an existing Contract, including an extension, renewal or change in scope of work or Deliverables to be provided under the Contract.

“Co-operative Procurement” means a variety of arrangements whereby two or more public sector agencies combine their requirements in a single Procurement to obtain advantages of leveraged spend with the same supplier(s) or contractor(s).

“Council” means the Council of The Regional Municipality of Niagara.

“Deliverables” means Goods, Services or construction or any combination thereof.

“Department(s)” means an organizational unit of Niagara Region including any Division within a Department headed by the Department Commissioner.

“Department Commissioner” or “DC” means the Commissioner with the administrative responsibility for a Department and for the purposes of this By-law shall include the Medical Officer of Health, their Designate or any successor position thereto.

“Department Director” or “DD” means a Divisional director within a Department, their Designate or any successor position thereto.

“Department Manager” or “DM” means an Employee of Niagara Region holding a position with responsibility for developing, managing, and administering a capital and/or operating Budget (may include titles such as Associate Director, Senior Manager, Manager, Supervisor, or equivalent).

“Deputy Chief Administrative Officer” or “DCAO” means an Employee of Niagara Region with the title of Deputy Chief Administrative Officer, their Designate or any successor position thereto.

“Designate” means a person holding a position no lower than one level below in the Niagara Region reporting structure who is authorized to act on behalf of another for the purpose of this By-law.

“Direct Award” has the meaning ascribed to it in Section 14(c).

“Director of Legal and Court Services” or “DL&CS” means the Director of Legal and Court Services, their Designate or any successor position thereto.

“Director, Procurement Services” or “DPS” means the Director, Procurement Services, their Designate or any successor position thereto.

“Disposal” means an act through which Niagara Region relinquishes title to property, not Real Property, which includes the selling, trading, assignment and/or scrapping of assets.

“Division” means a division within a Department.

“Emergency” has the meaning set out in Section 14 (b) of this By-law.

“Employee(s)” means an employee of Niagara Region, the Niagara Transit Commission or such other agency, board or commission of Niagara Region that is subject to this By-law from time to time.

“Fair Market Value” means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm’s length who are fully informed and not under any compulsion to transact.

“Goods” means tangible and intangible assets including but not limited to supplies, materials, equipment, structures and fixtures to be delivered, installed and/or constructed and licenses and subscriptions, but does not include Real Property.

“Invitational Competition” has the meaning ascribed to it in Section 13A.

“Niagara Region” means The Regional Municipality of Niagara.

“Non-Competitive Procurement” has the meaning ascribed to it in Section 14.

“Non-Competitive Procurement Procedure” means the procedure setting out the requirements for acquiring Deliverables via any procurement method, conducted in accordance with this By-law whereby an opportunity to supply Deliverables is restricted to one Bidder as opposed to undertaking a Competitive Procurement.

“NTC” means the Niagara Transit Commission.

“Open Competition” has the meaning ascribed to it in Section 13B.

“Open Competition Threshold” means the minimum value for a Procurement in which an Open Competition must be conducted, where such minimum value is the threshold set out in Article 504.4 of the Canadian Free Trade Agreement for goods/services applicable to municipal governments, as adjusted from time to time in accordance with Annex 504.4 thereof.

“Procurement” or “Purchasing” means the acquisition of Deliverables by purchase, lease, rental, or trade.

“Procurement Process” means a process undertaken by Niagara Region to acquire Deliverables.

“Procurement Protest Procedure” means the procedure used to set out the process for Suppliers to make a formal complaint about a particular Bid Solicitation.

“Procurement Services” means a Division of the Corporate Services Department responsible for the acquisition of Deliverables for Niagara Region.

“Public Body” means the municipalities, academic, schools and hospital sector and any local board, commission, or government entity and shall include any corporation of which Niagara Region is a shareholder or any one of them alone or in any combination of them acting together.

“Purchase Order” means Niagara Region’s written document issued by a duly authorized Employee of Niagara Region to a Supplier formalizing all of the terms and conditions of the purchase and supply of the Deliverables identified on the face of the Purchase Order.

“Purchasing Card” means a credit card provided by Niagara Region to duly authorized Employees for use as a payment method to acquire Deliverables directly from Suppliers were permitted under this By-law and in accordance with the written card holder agreement and applicable policy and procedure.

“Real Property” means the land, everything permanently attached to the land, and all the rights of ownership, including the right to possess, sell, lease, and enjoy the land.

“Requisition” means a request for Deliverables with an approved Budget prepared by an Employee.

“Services” means services of all kinds, including labour, construction, maintenance and professional and consulting services.

“Social Procurement” means using Bid Solicitations to generate positive social outcomes which may include job creation, training, or apprenticeships for a historically disadvantaged community, or reducing carbon emissions, in addition to the efficient delivery of Goods and Services, and may include other benefits as defined by the local community or Niagara Region.

“Standing Offer” means a written offer from a pre-approved Supplier to supply Deliverables, upon request, through the use of an ordering process during a particular period of time and at a predetermined price or discount. A standing offer does not create a contractual commitment from either party for a defined volume of business. The commitment to purchase against a standing offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Supplier.

“Supplier” means a person or entity carrying on the business of providing Deliverables.

“Supplier Code of Conduct Procedure” means Niagara Region’s requirements for Suppliers to act with integrity and conduct business in an ethical manner.

“Supplier Performance Evaluation Procedure” means the procedure used to establish a Performance Evaluation Process to evaluate Supplier performance in a transparent and consistent manner.

“Supplier Suspension Procedure” means the procedure used to set out the process for suspending Suppliers from participation in Niagara Region’s Bid Solicitations.

“Surplus Asset(s)” means any Good, owned by Niagara Region, that is no longer required by Niagara Region, is obsolete or is in a state beyond repair having regard to its relative value.

“Total Contract Value” means the original Contract Award value, together with the Total Cumulative Increase thereto.

“Total Cumulative Increase” means the cumulative value of all increases to the original Contract Award value, including the value of all previously approved Contract Amendments (which, for greater certainty, includes the exercise of any Contract Option) and the value of the proposed Contract Amendment/Contract Option.

“VAT” means Canadian value added taxes (federal GST, provincial HST, QST, and/or PST as applicable).

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 2025-57

A BY-LAW TO PROVIDE FOR THE PROCUREMENT OF
GOODS AND SERVICES AND THE DISPOSAL OF
SURPLUS GOODS BY THE REGIONAL MUNICIPALITY OF
NIAGARA AND TO REPEAL BY-LAW 02-2016, AS
AMENDED

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, specifically Part VI, Section 270 (1), stipulates that, a municipality shall adopt and maintain policies with respect to its procurement of goods and services;

WHEREAS the Council of The Regional Municipality of Niagara has set out its policies with respect to the purchase or disposal of goods and/or services in By-law 02-2016;

WHEREAS on May 26, 2022, the Council of The Regional Municipality of Niagara passed By-law 2022-38 being a By-law to Establish the Niagara Transit Commission ("NTC") as a Municipal Service Board, which provides, among other things, a requirement that NTC comply with the Region's Procurement By-law as may updated, amended and replaced from time to time;

WHEREAS the Council of The Regional Municipality of Niagara deems it desirable to repeal, in its entirety, By-law 02-2016, as amended, and pass a new By-law with respect to the procurement of Goods and Services by The Regional Municipality of Niagara and NTC.

NOW THEREFORE The Council of The Regional Municipality of Niagara enacts as follows:

1. PURPOSES, GOALS AND OBJECTIVES

1.1 The purposes, goals and objectives of this By-law are:

- (a) to encourage competition among Bidders;
- (b) to obtain best value in the procurement of Deliverables;
- (c) to ensure fairness, objectivity, accountability, and transparency in the Procurement Process;

- (d) to encourage environmentally responsible and sustainable Procurement while maintaining fiscal prudence; and
- (e) to have regard for the accessibility of persons with disabilities in consideration of Deliverables purchased by Niagara Region in accordance with Niagara Region's policies in respect of accessibility.

2. MONETARY REFERENCES

- 2.1 All references to monetary amounts in this By-law are to be Canadian dollars excluding Value Added Tax (VAT).
- 2.2 For the purposes of evaluation, Bids submitted in differing currencies, shall be notionally converted to Canadian dollars based on the rate of exchange or average of rates of exchange posted by the Bank of Canada on the day of Bid closing.
- 2.3 For authority to Award, a Contract paid in differing currencies shall be notionally converted to Canadian dollars based on the rate of exchange or average of rates of exchange posted by the Bank of Canada at the time of Award.

3. APPLICATION AND COMPLIANCE

- 3.1 This By-law and all of the policies and procedures outlined in, or established pursuant to this By-law shall be followed for the Procurement of all Deliverables and disposal of Surplus Assets by Niagara Region and, subject to Section 4, the Niagara Transit Commission, except where otherwise expressly excluded by this By-law or by any other By-law of Niagara Region.
- 3.2 No acquisition of Deliverables or disposal of Surplus Assets shall be arranged or made to avoid the application of this By-law or an applicable trade agreement. Without limiting the generality of the foregoing, no procurement of Deliverables shall be divided into two or more parts for the purpose or intent of, or with the effect of, avoiding or frustrating the application of this By-law or an applicable trade agreement.
- 3.3 Any Employee who knowingly contravenes this By-law is committing a serious act of misconduct and may be subject to disciplinary action up to and including termination.

- 3.4 Schedules "A", "B", and "C" attached hereto form part of this By-law.
- 3.5 Notwithstanding anything contained herein to the contrary, those Deliverables set out in Schedule "A" may be purchased or disposed of under the authority of this By-law without adhering to the procurement methods or reporting requirements set out herein; however, any resulting Contracts deemed necessary to complete the acquisition or disposition, as the case may be, shall be signed by the appropriate document execution authority for "Direct Award" as set out in Schedule "B", and approved for payment by the appropriate payment release authority for "Direct Award" as set out in Schedule "B", up to the prescribed limit provided that:
- (a) the Contract has been prepared in a form satisfactory to the Director of Legal and Court Services;
 - (b) any financial securities and insurance required under the Contract are satisfactory to the Director of Legal and Court Services; and
 - (c) funding is available in the Budget.

4. NIAGARA TRANSIT COMMISSION

- 4.1 For the purposes of this By-law's application to Niagara Transit Commission, the following rules of interpretation shall apply:
- (a) All references to 'Niagara Region' shall, where the context requires, be read to mean the Niagara Transit Commission.
 - (b) All references to 'Council', including with respect to approval or reporting requirements, shall be read to mean the Board of Directors of the Niagara Transit Commission, save and except in the case of the preamble and Section 29.
 - (c) In accordance with the delegation of authority to the Board of Directors of the Niagara Transit Commission to enter into Contracts in connection with the provision of transit services by Council pursuant to By-law 2022-38, Awards shall be made by the Board of Directors of the Niagara Transit Commission consistent with the provisions and intent of this By-law. In order to give effect to the foregoing, and as permitted by Section 6.1(n) of By-law 2022-38, the Board of Directors of the Niagara Transit Commission shall approve delegated authority for its Employees to support compliance with this By-law for purchasing approval, document

execution approval and payment release approval as the Board determines appropriate, provided that such delegation of authority reasonably approximates the levels of authority set out in Schedule "B" having regard to the organizational structure of the Niagara Transit Commission. For greater certainty, all purchasing approval, document execution and/or payment release authorities delegated to Niagara Region Employees hereunder do not apply to the Niagara Transit Commission.

- (d) The Board of Directors of the Niagara Transit Commission shall appoint a Niagara Transit Commission Employee for the purposes of carrying out the functions set out in Sections 8.3(a)(i) and (ii).
- (e) Notwithstanding Section 8.3(a)(iv), where any matter involving the Niagara Transit Commission is submitted to the Procurement Review Committee for a determination in accordance with Section 8.3(a)(v), the Niagara Transit Commission shall be entitled to participate in the Procurement Review Committee.
- (f) Except as expressly provided for in this Section 4, all other provisions of this By-law and any accompanying procedures shall apply to the Niagara Transit Commission and its Employees *mutatis mutandis*, and shall be interpreted so as to give effect to the intent of this By-law to the fullest extent possible.

5. CONFLICT OF INTEREST

- 5.1 All Procurement activities must be conducted with integrity, and all persons involved in a Procurement must act in a manner that is consistent with the goals and objectives of this By-law and in accordance with Niagara Region's policies on conflicts of interest. Without limiting the generality of the foregoing, no person involved in any activities related to a Procurement shall knowingly cause or permit anything to be done or communicated to anyone which will jeopardize the integrity or fairness of any Procurement, or which is likely to cause any potential Bidder to have an unfair advantage or disadvantage in any Procurement Process.
- 5.2 All Employees shall declare any perceived, possible, or actual Conflict of Interest to the Director, Procurement Services, or delegate and not be involved in a Procurement Process.

- 5.3 No preference will be given to Suppliers who provide unsolicited Deliverables or samples to Niagara Region or who demonstrate the operation of such Deliverables and samples.

6. SUPPLIER CODE OF CONDUCT

- 6.1 Niagara Region requires its Suppliers to act with integrity and conduct business in an ethical manner.
- 6.2 Suppliers participating in a Procurement Process or providing Deliverables are required to comply with Supplier Code of Conduct Procedure. Suppliers are also responsible for ensuring that any employees, representatives, agents, or subcontractors acting on their behalf conduct themselves in accordance with the Supplier Code of Conduct Procedure. Niagara Region may require the immediate removal and replacement of any individual or entity acting on behalf of a Supplier that conducts themselves in a manner inconsistent with this procedure.
- 6.3 Niagara Region may refuse to do business with any Supplier that is unwilling or unable to comply with, or has failed to comply with, the Supplier Code of Conduct Procedure.

7. ROLES AND RESPONSIBILITIES OF COUNCIL

- 7.1 In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to Niagara Region's procurement operations.
- 7.2 It is the role of Council to establish policy and approve expenditures through Niagara Region's Budget approval process. Council delegates to Niagara Region's officers and employees the authority to incur expenditures in accordance with approved Budgets through the procurement of Deliverables in accordance with the rules and processes set out in this By-law and applicable procedures.
- 7.3 To facilitate Council's oversight role in respect of significant projects, Council may provide strategic direction and guidance on major projects prior to the commencement of any Procurement Process; however, Council will not be involved in the day-to-day Procurement operations or individual Bid Solicitations, except to the extent that the approval of Council is required under this By-law or in the event that an exception to this By-law is required.

8. RESPONSIBILITIES AND AUTHORITIES OF OFFICERS AND EMPLOYEES

- 8.1 Those positions identified in the Procurement Authority column of Schedule "B", are permitted to authorize the acquisition of Deliverables up to the value of their delegated authority set out therein.
- 8.2 Where any authority has been granted to any Employee under this By-law, such authority may be exercised by that person's authorized Designate or by an employee or officer who holds a position above that Employee in the organizational chart.
- 8.3 Specific responsibilities pertaining to all stages of a Procurement Process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this By-law and applicable procedures. In addition to those specific responsibilities, the general roles and responsibilities delegated to the officers and Employees are set out below:

(a) Niagara Region Chief Administrative Officer (CAO):

- (i) Shall oversee the conduct and activities of all Employees in carrying out procurement roles;
- (ii) Report serious incidents of non-compliance to Council;
- (iii) Approve procedures developed by the Director, Procurement Services and recommended by the Commissioner, Corporate Services/Treasurer (CCS/T);
- (iv) Establish a Procurement Review Committee (the "PRC") which shall be comprised of a minimum of three (3) senior-level Employees one of whom shall be the Director, Procurement Services; and
- (v) Approve Contracts normally subject to Council approval, during any periods of time that Council's actions are restricted under section 275 of the Municipal Act, 2001, as amended, where the CAO deems the making of the Award reasonably necessary to carry on the business of Niagara Region and provided that a report is submitted to Council which sets out the details of any Contract approved pursuant to this authority, as soon as reasonably possible.

- (b) **The Commissioner, Corporate Services/Treasurer (CCS/T)** shall oversee Procurement Services including endorsing procedures and, providing support and guidance as required.
- (c) **Employees** are responsible for complying with this By-law, including but not limited to:
 - (i) exercising their authority for all Procurement activity within the prescribed limits of this By-law;
 - (ii) monitoring all Contract expenditures to ensure compliance with financial limits; and
 - (iii) seeking advice from Procurement Services and Legal and Court Services, as applicable, on procurement related matters including with respect to the appropriate procurement methodology for use in connection with a Procurement and the application or interpretation of this By-law and accompanying procedures more generally.
- (d) **Legal and Court Services** shall provide legal advice and assistance in respect to all Procurement activities as well as contracting matters with Suppliers and be responsible for:
 - (i) advising Procurement Services and Departments, as required, in legal matters arising from procurement activities;
 - (ii) reviewing and approving specific Bid Solicitation documents and related documentation referred to Legal and Court Services for review by Procurement Services;
 - (iii) providing advice on the finalization of Contracts and reviewing and advising on proposed changes to any of Niagara Region's standard terms and conditions, legal agreements, and Bid Solicitation templates; and
 - (iv) providing legal advice and counsel in the event of a contract dispute or legal challenge flowing from a Procurement Process.
- (e) **Procurement Review Committee (the "PRC")** with guidance and advice from Legal and Court Services, as required, shall be responsible for making determinations under:

- (i) the Procurement Protest Procedure;
 - (ii) the Supplier Suspension Procedure; and
 - (iii) any other procurement matters which may be referred to it by the Director, Procurement Services.
- (f) **Procurement Services (PS)** is responsible for leading Niagara Region's Procurement operations. The Director, Procurement Services, is authorized to develop procedures to support the administration and implementation of this By-law and compliance with Niagara Region's trade agreement obligations and the laws of public procurement. Procurement Services shall also be responsible for:
- (i) Acting on behalf of Niagara Region, the Niagara Transit Commission, and, from time to time, such other agencies, boards, and commissions, as required, for the purposes of acquiring Deliverables and/or disposing of Surplus Assets;
 - (ii) Establishing, through consultation with the Director of Legal and Court Services, Bid Solicitation templates, agreements, Purchase Order Terms and Conditions, and other similar standard form documents;
 - (iii) Making determinations with respect to bid irregularities, in consultation with the Director of Legal and Court Services;
 - (iv) Researching, developing, maintaining, updating, and communicating procurement procedures;
 - (v) Communicating/disseminating any changes to the Open Competition Threshold as set out in Article 504.4 of the Canadian Free Trade Agreement and as adjusted from time to time (every two years) in accordance with Annex 504.4 thereof;
 - (vi) Providing procurement direction, guidance, and educational tools on matters related to this By-law, procedures and the structure, format, and general content of procurement documents;
 - (vii) Establishing and maintaining, in consultation with the Director of Financial Management and Planning/Deputy Treasurer, Niagara Region's Purchasing Card Policy and procedures;

- (viii) Assisting in the resolution of concerns arising from a Procurement Process or application and interpretation of this By-law, and procedures; and
- (ix) The coordination of reports to Council when required under this By-law.

9. SOCIAL/SUSTAINABLE PROCUREMENT

- 9.1 Niagara Region is committed to responsible and sustainable Procurement. Encouragement is given to the adoption of sustainable products and services, with consideration for their impact on social, environmental, and economic factors.
- 9.2 Employees shall endeavour to ensure that Bid Solicitation documents reflect sustainability attributes, integrating provisions aimed at environmental responsibility. This includes consideration of practical and appropriate implementation tools, such as full lifecycle assessments, energy efficiency, and the promotion of reusable and recyclable products, without compromising usability.
- 9.3 To the extent practicable, Niagara Region shall endeavour to promote and incorporate Social Procurement opportunities and Community Benefit approaches into its Procurements, having regard to the requirements of all applicable legislation and trade treaties, and in accordance with any applicable procedures.

10. PROCUREMENT DOCUMENTATION

- 10.1 Procurement Services in consultation with Legal and Court Services shall approve the use of standard Bid Solicitation templates including any proposed amendments prior to their use.

11. REQUIREMENT FOR APPROVED FUNDS

- 11.1 Except as may otherwise be expressly provided for herein or authorized by Council, the exercise of authority to Award a Contract is subject to the prior identification and availability of sufficient funds in appropriate accounts within the Budget.
- 11.2 Where Deliverables are routinely acquired or leased on a multi-year basis, the exercise of authority to Award a Contract is subject to the following:

- (a) the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
 - (b) approval by Commissioner, Corporate Services/Treasurer confirming that there is a reasonable expectation that future year funding for the Deliverables will be approved; and
 - (c) the Contract includes a provision that the supply of Deliverables in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.
- 11.3 The Director, Procurement Services, may enter contractual arrangements on behalf of Niagara Region for the acquisition of Deliverables based on a per-unit costing basis, without a specific Budget and without obligation on the part of the Niagara Region until further authorized in accordance with this By-law. This only applies to Deliverables that are widely used by Niagara Region where there is a reasonable expectation that funding will be available within Department Budgets.

12. PROCUREMENT METHODS

- 12.1 Different types of Procurement Processes may be used depending on the nature, value, and circumstances of the Procurement. All Deliverables shall be acquired using one or more of the Procurement methodologies prescribed, and permitted by, this By-law. Unless specifically permitted under this By-law, Procurement Services shall be engaged and responsible for administering the Procurement Processes specifically identified herein.

13. COMPETITIVE PROCUREMENT

- 13.1 A Procurement Process in which the acquisition of Deliverables or the establishment of a listing of Prequalified Suppliers or Roster is undertaken by either an Invitational Competition or Open Competition, in accordance with this Section 13 (in each case, a "**Competitive Procurement**").

13.2 INVITATIONAL COMPETITION

A Procurement method facilitated by Employees or Procurement Services, as applicable, whereby an opportunity to supply Deliverables in response to a defined requirement is extended to a minimum number of Bidders, as follows (in each case, an "**Invitational Competition**"):

13.2.1 Informal Quotation

For Procurements with a total value not exceeding \$100,000 (excluding VAT), an Informal Quotation may be utilized by Departments in accordance with the Invitational Competition Procedure. If possible, a minimum of three (3) written Bid submissions shall be solicited. Award Approval is based solely on the lowest priced Compliant Bid.

13.2.2 Request for Quotation

For Procurements with a total value not exceeding the Open Competition Threshold, a Request for Quotation may be utilized and shall be issued by Procurement Services with the cooperation and involvement of the Department, in accordance with the Invitational Competition Procedure. If possible, a minimum of three (3) written Bid submissions will be solicited.

13.3 OPEN COMPETITION

Any of the following Procurement methods, whereby Bids are solicited from all interested Bidders through a publicly posted Bid Solicitation (in each case, an "**Open Competition**"). Unless otherwise provided for herein, Open Competition is the standard method of Procurement where the total anticipated value of the Procurement is equal to or greater than the Open Competition Threshold. All Open Competitions shall be conducted by Procurement Services with the cooperation and involvement of the Department, and in accordance with the Open Competition Procedure(s).

13.3.1 Request for Supplier Qualifications

Procurement Services may conduct a Request for Supplier Qualification (RFSQ) to establish a list of Suppliers who have successfully met requirements of the Bid Solicitation and are then deemed eligible to participate in either a single subsequent project specific Bid Solicitation or to be accepted onto a roster for future discrete work assignments as and when required.

13.3.2 Request for Information or Expression of Interest

Procurement Services is authorized to facilitate the following non-binding Procurement methods (which do not create a contractual commitment) to achieve the following objectives:

- (a) a Request for Information (RFI) may be used as a general market research tool to gather information on potential Suppliers to garner an understanding of the marketplace and the availability of potential Deliverables that will meet a business or operational requirement; or
- (b) a Request for Expression of Interest (EOI), used to determine market interest to provide Deliverables that Niagara Region is contemplating acquiring.

13.3.3 Establishing and Ordering Under A Standing Offer

Procurement Services is authorized to establish Standing Offers through an Open Competition for standardized Deliverables to be purchased, where:

- (a) the requirements for Deliverables are recurring and predictable over an extended period of time;
- (b) the requirements are standard and clearly defined at the time of establishment of the Standing Offer; and
- (c) it is possible to fix pricing for the Deliverables for the duration of the Standing Offer.

The establishment of a Standing Offer does not create a contractual commitment to procure Deliverables from the Supplier. The commitment to purchase against a Standing Offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Supplier. Employees may leverage a Standing Offer from a pre-approved Supplier to Niagara Region to supply Deliverables, as required, using the prescribed ordering process set out in the Standing Offer. All Purchase Orders shall reference the Standing Offer and reflect the terms and conditions thereof, including price(s).

13.3.5 Request For Tender

Procurement Services is authorized to utilize this Procurement method to solicit Bids for the purposes of acquiring Deliverables with an annual value exceeding the Open Competition Threshold, provided that:

- (a) the Deliverables can be fully defined in terms of scope, quantity and quality; and
- (b) Award Approval is based solely on the lowest priced Compliant Bid.

13.3.6 Request For Proposal

Procurement Services is authorized to utilize either a Request for Proposal or Negotiated Request for Proposal procurement method to solicit Bid submissions for the purposes of acquiring Deliverables with an annual value exceeding \$25,000 (excluding VAT) where one or more of the following criteria are present:

- (a) the Purchase is required as a result of a particular problem, requirement or objective;
- (b) the selection of the Supplier depends more on the effectiveness of the proposed solution, rather than price alone; and/or
- (c) the precise Deliverables, or the specifications therefor, are not known or definable and the expectation is that Bidders will further define them.

13.3.7 Before issuing a Request for Proposal document, Employees will be required to:

- (a) affirm that two (2) or more Bidders are considered capable of supplying the Deliverables;
- (b) identify objective performance requirements and/or business objectives; and
- (c) establish objective evaluation criteria in support of item (ii) which will enable Bidders to propose the optimal solution/approach which achieves the business objective.

Award Approval shall be to the highest scoring Compliant Bid based on the effectiveness of the solution relative to the stated criteria inclusive of price.

14. NON-COMPETITIVE PROCUREMENT

14.1 A non-competitive Procurement Process whereby an opportunity to supply Deliverables is restricted to one Bidder, is permitted where the circumstances prescribed by any of the following Procurement methods are met (in each case a **“Non-Competitive Procurement”**). All Non-Competitive Procurements shall be conducted in accordance with the Non-Competitive Procurement Procedure.

14.1.2 Low Value Procurement

Employees, without the involvement of Procurement Services, are authorized to acquire Deliverables without the use of any procurement method identified herein, subject to and in accordance with the authorities identified in Schedule “B”, up to a total value not exceeding \$25,000 (excluding VAT) provided that Fair Market Value can be demonstrated, and the Deliverable is not covered by a qualified supplier roster or available through Niagara Region’s existing materials inventory.

14.1.3 Emergency

- (a) A Procurement method whereby in the absence of time needed to facilitate an Invitational or Competitive Procurement, Employees may acquire Deliverables on an emergency basis to respond to an unforeseeable situation or event that is a threat to any of the following:
 - (i) Public health and/or safety, the welfare of persons or of public property; or the security of Niagara Region’s interests; or
 - (ii) The maintenance of essential Niagara Region Services or to prevent the disruption of same; or
 - (iii) The disruption of any essential Service that needs to be re-established without delay or an event that unless immediately addressed, is likely to cause significant loss or damage to property.

- (b) All acquisitions required to respond to an Emergency (or Contracts required to effect Emergency acquisitions) shall be authorized in accordance with the authorities set out in Schedule "B" and reported to the Director, Procurement Services and the CAO as soon as reasonably possible under the circumstances.
- (c) When an Emergency occurs and compliance with this By-law is not reasonably achievable prior to the acquisition of required Deliverables, a Contract may be awarded if:
 - (i) The Commissioner, Corporate Services / Treasurer, in addition to all other required Document Execution Authorities otherwise required by this By-law, has consented to the Award; and
 - (ii) The Commissioner, Corporate Services / Treasurer as soon as reasonably possible, proceeds with identifying and approving or seeking approval of the funds required to pay for the acquisition(s) required to respond to the Emergency.

14.1.4 Direct Award

A Procurement method where Deliverables are acquired directly from a particular Supplier when a Competitive Procurement would normally be required (a "**Direct Award**"). A Direct Award is permitted for the acquisition of Deliverables, without the need for a Bid Solicitation, and shall be authorized in accordance with the authorities set out in Schedule "B", provided that at least one of the following conditions apply:

- (a) Where an Invitational Competition or Open Competition conducted in accordance with this By-law and applicable procedures has resulted in no Compliant Bids;
- (b) The Deliverable to be acquired is for testing or trial use;
- (c) Niagara Region has a rental contract with a purchase option and such purchase option is beneficial to Niagara Region;

- (d) The Deliverables can be supplied only by a particular Supplier and no reasonable alternative or substitute Goods or Services exist for any of the following reasons:
 - (i) The requirement is for a work of art;
 - (ii) The supply of Goods or Services is controlled by a statutory monopoly;
 - (iii) The absence of competition for technical reasons;
 - (iv) To ensure compatibility with existing Goods, product standards, or facilities, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative;
 - (v) The protection of exclusive rights such as licenses, the existence of any patent rights, copyright, technical secrets or control of a raw material; or
 - (vi) Protect product warranties by utilizing Original Equipment Manufacturer (OEM) parts distributed by authorized dealers of the manufacturer, respecting territorial rights or practicality of geographic distributor location;
- (e) To acquire additional Deliverables from the original Supplier of the Deliverables which were not included in the initial procurement if a change of Supplier for such additional Deliverables:
 - (i) Cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, Services, or installations procured under the initial procurement; and
 - (ii) Would cause significant inconvenience or substantial duplication of costs for Niagara Region;

- (f) For matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or Niagara Region;
- (g) For the acquisition of Deliverables from a Public Body;
- (h) For the acquisition of Deliverables under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine acquisitions;
- (i) For the acquisition of a prototype Deliverable to be developed during and for a particular Contract for research, experiment, study or original development, but not for any subsequent acquisitions; or
- (j) The Procurement is otherwise exempt from requiring a Competitive Procurement under all applicable trade agreements and it is in the best interests of the Niagara Region to proceed with an Award via a Non-Competitive Procurement.

15. PROCUREMENT PROTEST

- 15.1 Suppliers may formally make a complaint about a particular Procurement Process in accordance with the Procurement Protest Procedure.

16. CO-OPERATIVE PROCUREMENT

- 16.1 Niagara Region may participate in co-operative or joint Procurement initiatives with other entities where such initiatives are determined to be in the best interests of Niagara Region. If Niagara Region participates in such co-operative or joint Procurement initiatives, Niagara Region may adhere to the policies of the entity conducting the Procurement process, provided that such policies comply in spirit with this By-law. If Niagara Region is leading a co-operative or joint purchasing initiative, this By-law will be followed. When engaging in co-operative purchasing, Niagara Region shall adhere to the Co-operative Procurement Procedure.

- 16.2 Niagara Region may participate as a member of a Group Purchasing Organization (GPO) which administers procurements for its members when determined to be in the best interest of Niagara Region. If Niagara Region is a member of a GPO, Niagara Region may procure Deliverables through the buying group provided that the Procurement Process is conducted in a manner consistent with Niagara Region's obligations under applicable trade agreements and this By-law.
- 16.3 Approval authorities for a Co-Operative Procurement shall be in accordance with Schedule "B", having regard to the process undertaken by the originating agency.

17. IN-HOUSE BIDS

- 17.1 Submissions received in response to any Bid Solicitation will not be accepted from internal Departments, without prior approval by Council including approval of the process for fairly evaluating those submissions.

18. UNSOLICITED PROPOSALS

- 18.1 All unsolicited proposals received by Niagara Region shall be administered in accordance with the Corporate Policy for Unsolicited Proposals.

19. REPORTING

- 19.1 The Director, Procurement Services shall:
- (a) report to Council on a weekly basis via Councillor Weekly Correspondence Distribution:
 - (i) a summary of active Bid Solicitations;
 - (ii) all Planned Procurements having a budget exceeding \$10,000,000 (excluding VAT);
 - (iii) All Contract Amendments made to a Contract pursuant to Section 23 where the Total Cumulative Increase of all such Contract Amendments exceeds \$500,000 excluding VAT.
 - (b) report to Council on a monthly basis via Councillor Weekly Correspondence Distribution, all Competitive Procurement Awards between \$100,000 and \$10,000,000 excluding VAT;

- (c) report to Council on a quarterly basis via Corporate Services Committee, all Non-Competitive Procurements which exceed \$100,000 excluding VAT;
- (d) publicly report, on the Bidding System, any Awards made pursuant to a publicly posted Procurement with a value greater than or equal to the Open Competition Threshold, excluding VAT; and
- (e) complete such other reporting or disclosure of Procurement Processes and/or Awards as may be required by any applicable trade agreement or otherwise required by law.

20. COUNCIL APPROVAL

20.1 Notwithstanding any other provision of this By-law, Council approval is required, where:

- (a) Pursuant to a Competitive Procurement, a proposed Award has a Total Contract Value of more than \$10,000,000 excluding VAT;
- (b) pursuant to a Non-Competitive Procurement, a proposed Award has Total Contract Value of more than \$1,000,000 excluding VAT;
- (c) the recommended value of Award Approval exceeds the Council approved Budget;
- (d) the authority to Award has not been expressly delegated to Employees of Niagara Region;
- (e) in the case of a Competitive Procurement, the recommended Award is to neither the lowest priced Compliant Bid or the top ranked Compliant Bid based on the evaluation criteria in the Bid Solicitation; or
- (f) Where there is an irregularity or unresolved challenge in connection with the Procurement Process and, in the opinion of the CAO, in consultation with the Director of Legal and Court Services, the Award of the Contract is likely to expose Niagara Region to legal, financial, or reputational risk.

20.2 Where necessary, the CAO is authorized to approve the Contracts normally subject to Council approval, during the time that regular Council meetings are suspended, provided a report is submitted to Council which

sets out the details of any Contract approved pursuant to this authority, as soon as reasonably possible.

21. DOCUMENT EXECUTION AND PAYMENT RELEASE AUTHORITY

- 21.1 Employees holding the positions identified in Schedule "B" (Document Execution Authority) shall have the authority to execute a Contract and any ancillary documents necessary to affect an Award, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the Director of Legal and Court Services. Additionally, those roles identified in Schedule "B" as having the responsibility and authority for payment release shall be authorized to release payment under any Contract.

22. FORM OF CONTRACT

- 22.1 All Contracts shall be in a form satisfactory to the Director of Legal and Court Services.
- 22.2 A Contract, established by the execution of a legal agreement and/or the issuance of a Purchase Order must be entered into prior to the commencement and/or receipt of the Deliverables.
- 22.3 No Contract may be entered into, either through the issuance of a Purchase Order or the execution of an agreement, unless:
- (a) Subject to Section 11, approved funding in the amount sufficient to cover the procurement value is available; and
 - (b) the Procurement was conducted in accordance with this By-law and all applicable procedures.

23. CONTRACT AMENDMENTS, SCOPE CHANGES & EXTENSIONS

- 23.1 During the course of a Contract, where the need for additional work is required and such additional work is not part of the original value of the Contract, a Contract Amendment may be approved in accordance with the 'contract amendment' authorities set out in Schedule "B" having regard to the Total Cumulative Increase, provided that:
- (a) the initial purchase of Deliverables was pursuant to a Competitive Procurement Process;

- (b) additional expenditures are essential for the completion of the Contract; and
 - (c) funding is available in the Budget or the total cost of the additional Deliverables is to be paid in full by a third-party.
- 23.2 Where the terms of an existing Contract expressly provide for a renewal/extension of the Contract term or the purchase of additional Deliverables under the Contract (in each case, a “**Contract Option**”), such Contract Option may be exercised and approved in accordance with the ‘contract amendment’ authorities set out in Schedule “B” having regard to the Total Cumulative Increase, provided that:
 - (a) the initial purchase of Deliverables was pursuant to a Competitive Procurement Process;
 - (b) the exercise of the Contract Option is in the best interest of Niagara Region;
 - (c) funding is available in the Budget; and
 - (d) the exercise of such Contract Option does not, in the aggregate, have the effect of extending the Contract term for a period of longer than five (5) years beyond the initial term.
- 23.3 All Contract Amendments not otherwise satisfying the requirements of Section 23.1 or 23.2, shall be justified and approved in accordance with the requirements of a Non-Competitive Procurement having regard to the Total Contract Value.
- 23.4 Contract Amendments must not be used to circumvent the need to procure additional Deliverables through a Competitive Procurement process in accordance with this By-law.

24. CONTRACT MANAGEMENT AND SUPPLIER PERFORMANCE

- 24.1 All Contracts for Deliverables shall be managed by the Department responsible for the Procurement. The performance of the Supplier must be monitored and tracked in accordance with Niagara Region’s Supplier Performance Evaluation Procedure.

- 24.2 Niagara Region may suspend Suppliers from participating in future Procurement opportunities in accordance with Niagara Region's Supplier Suspension Procedure.

25. LOBBYING RESTRICTIONS

- 25.1 Lobbying is the advocacy of an interest that is affected, actually or potentially, by the Bid Solicitation or individuals involved in the Bid Solicitation including seeking to influence the outcome of the Procurement or subsequent Award Approval.
- 25.2 Suppliers, their staff, shareholders, owners and anyone not dealing at arms-length to the individuals, or anyone involved in preparing a Bid, shall not engage in any form of political or other Lobbying whatsoever that seeks to influence the outcome of the Bid Solicitation or subsequent Award. This restriction extends to all Employees of Niagara Region, and anyone involved in preparing a Bid Solicitation or participating in a Bid evaluation process, and members of Council.
- 25.3 Niagara Region may reject any Bid by a Supplier that engages in Lobbying, without further consideration, and may terminate that Supplier's right to continue in the Bid Solicitation.
- 25.4 During a Bid Solicitation process, all communications will be solely through Procurement Services. No Supplier or person acting on behalf of a Supplier or group of Suppliers, shall contact any elected official, consultant or any Employee of Niagara Region to attempt to seek information or to influence the Award.
- 25.5 Elected officials shall refer any inquiries about a Bid Solicitation to the Commissioner, Corporate Services/Treasurer.

26. RECORDS RETENTION AND ACCESS TO INFORMATION

- 26.1 All Procurement activities must be supported by appropriate documentation which shall be retained, as required, by Niagara Region's Record Retention By-law and any associated policies or procedures.
- 26.2 The disclosure of any Procurement related information, including with respect to any Bids received in response to a Bid Solicitations or Awards, shall be made in accordance with the provisions of all relevant privacy

legislation including the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56*, as amended.

- 26.3 All Suppliers who execute Contracts with Niagara Region shall adhere to or exceed the standards set in the following, as applicable:
- (a) *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56*;
 - (b) *Personal Health Information Protection Act, 2004, SO 2004, c 3, Sch A*; and
 - (c) any other relevant Ontario or federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of Niagara Region as relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of Niagara Region, and all records thereof which they come into contact with in the course of performing Services or providing Deliverables to Niagara Region.

27. SURPLUS ASSETS

- 27.1 Department Directors shall notify the Director, Procurement Services of any asset that has is surplus or obsolete for disposal or sale.
- 27.2 Subject to Section 27.5 and 27.6, surplus or obsolete items not required by any other Department, shall be sold or disposed of in accordance with the Surplus Asset Disposal Procedure.
- 27.3 Surplus Assets shall not be sold directly to an Employee or to a member of Council, although this does not prohibit any Employee or member of Council from purchasing a surplus asset being sold through a public process.
- 27.4 Any net proceeds generated from sale of a Surplus Asset shall be credited to the appropriate account as determined by the Commissioner, Corporate Services/Treasurer.
- 27.5 Surplus Assets may be donated to non-profit agencies or non-profit institutions for educational or teaching purposes with the approval from

the Department Commissioner.

- 27.6 On termination of their relationship with Niagara Region, any outgoing Employee or elected official can request the opportunity to acquire the business laptop computer (or tablet) provided to them. Such acquisitions must be approved by the Commissioner, Corporate Services/Treasurer on condition that the computer be at least three years old, and the purchaser must pay equal or greater than the market value as determined by the average sale price of similar computers sold over the prior six months through the public auction or other measure acceptable to the Commissioner, Corporate Services/Treasurer.

28. SEVERABILITY

- 28.1 If any Section or Sections of this By-law or parts thereof are found by an adjudicator of competent jurisdiction to be invalid or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severed and all other Sections or parts of the By-law shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

29. BY-LAW REVIEW

- 29.1 The Commissioner, Corporate Services/Treasurer shall review the effectiveness of this By-law at least once every five (5) years and report to Council as necessary.

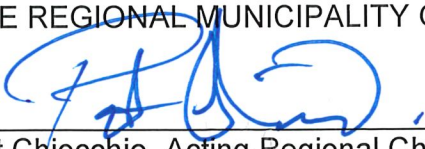
30. REPEAL

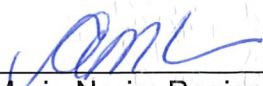
- 30.1 By-law 02-2016 of The Regional Municipality of Niagara shall be repealed effective March 1, 2026, when this By-law comes into force.
- 30.2 Notwithstanding Subsection 30.1, By-law No. 02-2016, as amended, of The Regional Municipality of Niagara shall continue to apply to all Bid Solicitations commenced before its repeal and the Award of any Contract in connection therewith.

31. EFFECTIVE BY-LAW DATE

This By-law shall come into force and effect on March 1, 2026.

THE REGIONAL MUNICIPALITY OF NIAGARA



Pat Chiochio, Acting Regional Chair

Ann-Marie Norio, Regional Clerk

Passed: October 23, 2025

SCHEDULE "A" – EXEMPTIONS

Save and except as expressly provided for in Section 3 of this By-law, this By-law does not apply to the following:

1. Employer's General Expenses

- (a) All insurance premiums, payments related to insurance claims, adjusting fees, actuarial and risk management services
- (b) Payroll deductions remittances
- (c) Workers Safety Insurance Board payments
- (d) Health benefits
- (e) Tax remittances
- (f) Debenture and investment payments, including related fees
- (g) Health, dental and other labour-related insurance premiums
- (h) Damage claims
- (i) Legal settlements
- (j) Arbitration Awards
- (k) Petty cash replenishment
- (l) Customs brokerage fees
- (m) Payments to other government bodies (such as federal, provincial, or municipal governments, and related agencies, boards, commissions, authorities)
- (n) Payments to utilities (such as water and sewer, hydro, natural gas, telecommunications, and cable television)
- (o) Banking services and charges, including debit and credit card payment processing and related fees.
- (p) Sinking fund payments
- (q) Payments for employment
- (r) Refunds (such as for overpayments, or cancelled Services, programs or events)
- (s) Licence fees and permits (regular licence fees for vehicles, firearms, elevators, communications, software, etc. required to maintain existing products and systems originally obtained in accordance with the Procurement By-law)

- (t) Postage
- (u) Donations made for formal acknowledgement of illness or death policy
- (v) Deliverables related to training and education including conferences, conventions, courses and seminars, newspapers, magazines, books and periodicals, memberships and computer software.
- (w) Councillor, NTC board member and Employee expenses in accordance with approved policies including: advances, meal allowances, travel and entertainment and miscellaneous non-travel.

2. Professional and Special Services

- (a) Any form of grant, subsidy, loan, fiscal incentive, guarantee, equity infusion or other funding that Niagara Region provides pursuant to a Council approved program or policy to realize a community benefit in accordance with applicable legislation.
- (b) payments to social services and health agencies that are subject to purchase of service agreements.
- (c) Deliverables performed on a property by a Supplier according to provisions of a warranty or guarantee held in respect of the property or the original work.
- (d) Construction, renovations, repairs and/or maintenance in respect of real estate leased or occupied by Niagara Region which may only be conducted by another person in accordance with a real estate agreement.
- (e) Deliverables acquired on a commodity market.
- (f) Archaeological monitoring and environmental Services related to Niagara Region projects performed by Indigenous peoples.
- (g) Deliverables related to cultural or artistic fields such as: events supporting local non-profit organizations; entertainment for theatre or special events; a Contract Award to the winner of a design contest; and sponsorship and/or naming rights for cultural, sports and/or other Niagara Region owned venues.
- (h) Deliverables that are financed primarily from donations that are subject to conditions that are inconsistent with the requirements of this By-law.
- (i) Services provided by medical doctors, dentists, nurses, pharmacists, lawyers and notaries.
- (j) Fees for professional legal or legal related expert Services (including witness fees) engaged by Legal and Court Services.

- (k) payments required to the Ministry of the Attorney General (MAG) or third parties pursuant to Niagara Region's agreement with MAG for the administration of the Provincial Offences Court (e.g. adjudication fees, ICON fees, victim fine surcharge, 3rd party vendors etc.)
- (l) Financial Services respecting the management of financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information Services, whether or not delivered by a financial institution.
- (m) Financial reviews conducted on a contingency basis for the purposes of recovering amounts paid and/or owed, such as tax recovery Services.
- (n) Committee fees.
- (o) Medical and laboratory Services.
- (p) Medical and dental fees.
- (q) Appraiser fees.
- (r) Honorariums.
- (s) Work payments to Long Term Care Residents.
- (t) Advertising.
- (u) Public or guest speakers, individuals or ensembles that offer creative content for presentation to others.

3. Capital Works and Development

- (a) The addition, removal, relocation, identification or engineering related work to utility infrastructure that exists on road allowances, right of ways and other Niagara Region owned property. This includes sub-surface and above-surface infrastructure.
- (b) Construction work completed by Railways on property of Niagara Region or railway flagging and protection services in relation to work performed adjacent to a railway crossing.
- (c) Payments to developers as stipulated in Subdivision or other Development Agreements

SCHEDULE “B” – NIAGARA REGION DELEGATED AUTHORITY.

Method of Procurement	Value excluding VAT	Procurement Authority *	Document Execution Authority*	Payment Release Authority*
INVITATIONAL COMPETITION				
Informal Quotation	Up to \$100,000	DM	DD	DM
Request for Quotation (RFQ)	Up to the Open Competition Threshold	DM	ADD where one exists. DD where there is no ADD	DM
OPEN COMPETITION				
RFT, NRFP, RFP, RFSQ & Standing Offer	≥ 25,000 (for RFP) and Open Competition Threshold (all others) to \$250,000	ADD where one exists. DD where there is no ADD	DD	DM
	> \$250,000 to \$1,000,000	DD	DC	DM
	> \$1,000,000 to \$5,000,000	DC & CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$5,000,000 to \$10,000,000	CAO & CCS/T	CAO & CCS/T	DC
	> \$10,000,000	COUNCIL	CLERK and CHAIR	DC
CONTRACT AMENDMENTS				
Contract Amendments, Scope Changes and	>\$0 to \$100,000	DM	ADD (if DM is procuring authority) or DD if ADD is procuring authority.	DM

Method of Procurement	Value excluding VAT	Procurement Authority *	Document Execution Authority*	Payment Release Authority*
Extensions per s.23	>\$100,000 to \$250,000	ADD (or DD if department does not have an ADD)	DD (if AD is procuring authority) or DC if DD is procuring authority.	DM
	> \$250,000 to \$500,000	DD	DC & CCS/T	DM
	> \$500,000 to \$1,000,000	DC and CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$1,000,000	DCAO	CAO & CCS/T	DC
NON-COMPETITIVE				
Low Value**, Emergency, Direct Award, and Schedule "A"****)	>\$0 to \$25,000	DM	ADD where one exists. DD where there is no AD	DM
	>\$25,000 to \$250,000	ADD (or DD if department does not have an ADD) and MP	DD (if AD is procuring authority) or DC if DD is procuring authority	DM
	> \$250,000 to \$500,000	DD and DPS	DC & CCS/T	DM
	> \$500,000 to \$1,000,000	DC & CCS/T	DCAO unless the DCAO is the procuring authority, then CAO	DD
	> \$1,000,000	COUNCIL	CLERK and CHAIR	DC

In the above table, "DM" means Department Manager, "MP" means Manager, Procurement, "ADD" means Associate Department Director, "DD" means Department Director, "DPS" means Director, Procurement Services, "DC" means Department Commissioner, "DCAO" means Deputy CAO, "CCS/T" means Commissioner, Corporate Services/Treasurer, "CAO" means Chief Administrative Officer. The basis for the authority for Award Approval and Contract execution is Document Execution Authority. The need for an executed agreement, in addition to the issuance of a PO, is determined in accordance with the Niagara Region's purchasing procedures and protocols. If a Contract is for the supply of Niagara Region-wide Deliverables, the CAO would be responsible for executing the agreement.

* The 'Authority' listed means the Niagara Region positions listed, and any position, which is higher in the organization's reporting structure.

** Where a purchase order for the Procurement of Goods with a value of less than \$25,000 has been authorized in accordance with the Procurement Authority set out in Schedule "B", the Payment Release Authority shall be accomplished through the entry of a goods receipt by any staff with authorized access to the organization's financial software; no further approval is required. This exception to the Payment Release Authority does not apply to the Procurement of Low Value Services.

*** Payment Release Authority for Schedule "A" items 1(e) and 1(n), is, in the case of property taxes and utility bills, completed as a review of invoices centrally by Accounting Services with compensating controls in lieu of approvals from Department Managers.

SCHEDULE “C” – DEFINITIONS

(a) In this By-law, the following terms shall have the meaning indicated:

“Associate Department Director” or “ADD” means an Associate Divisional Director within a Department, their Designate or any successor position thereto.

“Award(s)” means the outcome of Award Approval where Niagara Region accepts the selection of the Bidder and the Bidder’s Deliverables.

“Award Approval(s)” means authorization to proceed with the acquisition of the Deliverable.

“Bid(s)” means a submission received in response to a Bid Solicitation.

“Bid Solicitation(s)” means a document issued by Niagara Region to potential Bidders to submit a Bid.

“Bidder(s)” means any person or entity that submits a Bid in response to a Bid Solicitation.

“Budget(s)” means the Budget or portion of the Budget approved by Council.

“By-law” means this By-law 2025-57, which provides for the Procurement of Deliverables and the disposal of Surplus Assets by The Regional Municipality of Niagara.

“Chair” means the Regional Chair of Niagara Region, their Designate or any successor thereto.

“Chief Administrative Officer” or “CAO” means an Employee of Niagara Region with the title of Chief Administrative Officer, their Designate or any successor position thereto to whom the authority of CAO is subsequently delegated by Council.

“Clerk” means the Regional Clerk of Niagara Region or their Designate or any successor position thereto.

“Commissioner, Corporate Services/Treasurer” or “CCS/T” means the Commissioner, Corporate Services/Treasurer of Niagara Region, their Designate or any successor position thereto.

“Community Benefit(s)” means additional physical, social, economic and/or environmental benefits for local communities that can be leveraged through funds already being spent on Deliverables and land development projects.

“Competitive Procurement” has the meaning ascribed to it in Section 13.1.

“Competitive Procurement Procedure” means the procedure setting out the requirements for acquiring Deliverables through either an Invitational Competition or an Open Competition.

“Compliant Bid(s)” means a Bid that meets the terms and conditions of the Bid Solicitation.

“Conflict of Interest” means

- (a) When applied to individuals, any situation or circumstance, real or perceived, in which an individual's impartiality may be affected because of a personal relationship or where an individual may stand to gain from the outcome of a Procurement.
- (b) When applied to Suppliers, any situation or circumstance where:
 - (i) In the context of a Bid Solicitation, the Supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - A. Having, or having access to, confidential information of Niagara Region that is not available to other Suppliers; or
 - B. Communicating with any person with a view to influencing preferred treatment in the Bid Solicitation; or
 - C. Engaging in conduct which compromises, or could be seen to compromise, the integrity of a Bid Solicitation which renders that process unfair; or
 - (ii) In the context of performance under a Contract, the Supplier's other commitments, relationships or financial interests:
 - A. Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or
 - B. Could, or could be seen to compromise, impart or be incompatible with the effective performance or its contractual obligations.

“Contract” or “Contractual” means any form of binding agreement between Niagara Region and a Supplier for the purchase of Deliverables and includes a Purchase Order.

“Contract Amendment” means any change to an existing Contract, including an extension, renewal or change in scope of work or Deliverables to be provided under the Contract.

“Co-operative Procurement” means a variety of arrangements whereby two or more public sector agencies combine their requirements in a single Procurement to obtain advantages of leveraged spend with the same supplier(s) or contractor(s).

“Council” means the Council of The Regional Municipality of Niagara.

“Deliverables” means Goods, Services or construction or any combination thereof.

“Department(s)” means an organizational unit of Niagara Region including any Division within a Department headed by the Department Commissioner.

“Department Commissioner” or “DC” means the Commissioner with the administrative responsibility for a Department and for the purposes of this By-law shall include the Medical Officer of Health, their Designate or any successor position thereto.

“Department Director” or “DD” means a Divisional director within a Department, their Designate or any successor position thereto.

“Department Manager” or “DM” means an Employee of Niagara Region holding a position with responsibility for developing, managing, and administering a capital and/or operating Budget (may include titles such as Associate Director, Senior Manager, Manager, Supervisor, or equivalent).

“Deputy Chief Administrative Officer” or “DCAO” means an Employee of Niagara Region with the title of Deputy Chief Administrative Officer, their Designate or any successor position thereto.

“Designate” means a person holding a position no lower than one level below in the Niagara Region reporting structure who is authorized to act on behalf of another for the purpose of this By-law.

“Direct Award” has the meaning ascribed to it in Section 14.1.4.

“Director of Legal and Court Services” or “DL&CS” means the Director of Legal and Court Services, their Designate or any successor position thereto.

“Director, Procurement Services” or “DPS” means the Director, Procurement Services, their Designate or any successor position thereto.

“Disposal” means an act through which Niagara Region relinquishes title to property, not Real Property, which includes the selling, trading, assignment and/or scrapping of assets.

“Division” means a division within a Department.

“Emergency” has the meaning set out in Section 14.1.3 of this By-law.

“Employee(s)” means an employee of Niagara Region, the Niagara Transit Commission or such other agency, board or commission of Niagara Region that is subject to this By-law from time to time.

“Fair Market Value” means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arm’s length who are fully informed and not under any compulsion to transact.

“Goods” means tangible and intangible assets including but not limited to supplies, materials, equipment, structures and fixtures to be delivered, installed and/or constructed and licenses and subscriptions, but does not include Real Property.

“Invitational Competition” has the meaning ascribed to it in Section 13.2.

“Niagara Region” means The Regional Municipality of Niagara.

“Non-Competitive Procurement” has the meaning ascribed to it in Section 14.1.

“Non-Competitive Procurement Procedure” means the procedure setting out the requirements for acquiring Deliverables via any procurement method, conducted in accordance with this By-law whereby an opportunity to supply Deliverables is restricted to one Bidder as opposed to undertaking a Competitive Procurement.

“NTC” means the Niagara Transit Commission.

“Open Competition” has the meaning ascribed to it in Section 13.3.

“Open Competition Threshold” means the minimum value for a Procurement in which an Open Competition must be conducted, where such minimum value is the threshold set out in Article 504.4 of the Canadian Free Trade Agreement for goods/services applicable to municipal governments, as adjusted from time to time in accordance with Annex 504.4 thereof.

“Planned Procurement” means any Bid Solicitation under development by Procurement Services but not yet released to potential Bidders, and includes any procurement intake received by Procurement Services to be assigned or that is in the Bid Solicitation drafting stage.

“Procurement” or “Purchasing” means the acquisition of Deliverables by purchase, lease, rental, or trade.

“Procurement Process” means a process undertaken by Niagara Region to acquire Deliverables.

“Procurement Protest Procedure” means the procedure used to set out the process for Suppliers to make a formal complaint about a particular Bid Solicitation.

“Procurement Services” means a Division of the Corporate Services Department responsible for the acquisition of Deliverables for Niagara Region.

“Public Body” means the municipalities, academic, schools and hospital sector and any local board, commission, or government entity and shall include any corporation of which Niagara Region is a shareholder or any one of them alone or in any combination of them acting together.

“Purchase Order” means Niagara Region’s written document issued by a duly authorized Employee of Niagara Region to a Supplier formalizing all of the terms and conditions of the purchase and supply of the Deliverables identified on the face of the Purchase Order.

“Purchasing Card” means a credit card provided by Niagara Region to duly authorized Employees for use as a payment method to acquire Deliverables directly from Suppliers were permitted under this By-law and in accordance with the written card holder agreement and applicable policy and procedure.

“Real Property” means the land, everything permanently attached to the land, and all the rights of ownership, including the right to possess, sell, lease, and enjoy the land.

“Requisition” means a request for Deliverables with an approved Budget prepared by an Employee.

“Services” means services of all kinds, including labour, construction, maintenance and professional and consulting services.

“Social Procurement” means using Bid Solicitations to generate positive social outcomes which may include job creation, training, or apprenticeships for a historically

disadvantaged community, or reducing carbon emissions, in addition to the efficient delivery of Goods and Services, and may include other benefits as defined by the local community or Niagara Region.

“Standing Offer” means a written offer from a pre-approved Supplier to supply Deliverables, upon request, through the use of an ordering process during a particular period of time and at a predetermined price or discount. A standing offer does not create a contractual commitment from either party for a defined volume of business. The commitment to purchase against a standing offer is formed at the time a specific order is placed through the issuance of a Purchase Order to the Supplier.

“Supplier” means a person or entity carrying on the business of providing Deliverables.

“Supplier Code of Conduct Procedure” means Niagara Region’s requirements for Suppliers to act with integrity and conduct business in an ethical manner.

“Supplier Performance Evaluation Procedure” means the procedure used to establish a Performance Evaluation Process to evaluate Supplier performance in a transparent and consistent manner.

“Supplier Suspension Procedure” means the procedure used to set out the process for suspending Suppliers from participation in Niagara Region’s Bid Solicitations.

“Surplus Asset(s)” means any Good, owned by Niagara Region, that is no longer required by Niagara Region, is obsolete or is in a state beyond repair having regard to its relative value.

“Total Contract Value” means the original Contract Award value, together with the Total Cumulative Increase thereto.

“Total Cumulative Increase” means the cumulative value of all increases to the original Contract Award value, including the value of all previously approved Contract Amendments (which, for greater certainty, includes the exercise of any Contract Option) and the value of the proposed Contract Amendment/Contract Option.

“VAT” means Canadian value added taxes (federal GST, provincial HST, QST, and/or PST as applicable).

VIA EMAIL

Tuesday, October 14, 2025

The Honourable Doug Ford, Premier of Ontario
The Honourable Kinga Surma, Minister of Infrastructure
The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Francois-Phillipe Champagne, Minister of Finance
Association of Municipalities of Ontario (AMO)
Ontario Small Urban Municipalities (OSUM)
Federation of Canadian Municipalities (FCM)
The United Counties of Leeds and Grenville
All Upper- and Lower-Tier Municipalities in Ontario

Please be advised that at its Regular Council meeting held on Monday, September 29, 2025, the Council of the Township of Edwardsburgh Cardinal unanimously adopted the following resolution:

RESOLUTION: Ontario Community Infrastructure Fund (OCIF)

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.
5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.

6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.
7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - The Honourable Doug Ford, Premier of Ontario
 - The Honourable Kinga Surma, Minister of Infrastructure
 - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - The Honourable Francois-Phillipe Champagne, Minister of Finance
 - Association of Municipalities of Ontario (AMO)
 - Ontario Small Urban Municipalities (OSUM)
 - Federation of Canadian Municipalities (FCM)
 - The United Counties of Leeds and Grenville
 - All upper- and lower-tier municipalities in Ontario

If you have any questions, please contact me at the email address below.

Sincerely,



Natalie Charette
Interim Clerk
clerk@twpec.ca



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0



October 24, 2025

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

Sent by Email

Dear: Honorable Doug Ford,

RE: Municipality of Tweed – Collaborative Action on Sustainable Waste Management in Ontario.

The Council of the Corporation of Tay Valley Township at its meeting held on October 21st, 2025 adopted the following resolution:

RESOLUTION #C-2025-10-22

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“WHEREAS, the Council of the Corporation of Tay Valley Township Support the Municipality of Tweed’s resolution regarding waste incineration and a more Robust Recycling Program;

AND WHEREAS, It is incumbent upon the members of council, MPP's and MPs to make the decisions that will result in the most positive outcomes for now and future generations;

AND WHEREAS, with large urban centres now looking in rural areas of our province and entire country for lands to bury their garbage waste;

AND WHEREAS, a large landfill site owned by a large urban centre which receives 50% of their garbage at the present time is expected to be full by 2029 creating more environmental impacts;

AND WHEREAS, continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering it unusable;

AND WHEREAS, burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction;

AND WHEREAS, we continue to destroy our environment jeopardizing our future generations;

AND WHEREAS, we have worldwide technology that will allow us the use of clean incineration and also produce much needed electric energy;

AND WHEREAS, the incineration of household and other municipal waste has a long tradition in Germany, which currently has 156 municipal thermal waste incineration facilities with an aggregate annual capacity of around 25 million tons;

AND WHEREAS, with a strong focus on community involvement, innovative infrastructure, and sustainable practices, Germany has set a high bar for municipal recycling programs that the rest of the world can learn from and emulate;

AND WHEREAS, at the present time, Germany recycles 66.1% of its garbage waste at a municipal level. This places the country as the most effective and prominent country when it comes to recycling in the entire world. This highlights the citizen's strength and motivation to deal with environmental issues on a daily basis;

AND WHEREAS, German schools often integrate recycling education into their curriculum. This early exposure to the importance of recycling instills a sense of responsibility in the younger generation, creating a culture of sustainability that transcends generations;

BE IT RESOLVED THAT, the Council of Tay Valley Township support the Municipality of Tweed in investigating the possibility of working together with Ontario Municipalities, Provincial and Federal Governments and manufacturing partners to form a working group to ensure that waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices, so that future generations will not suffer from our environmental mismanagement;

AND THAT, this support be sent to Premier Ford, Marit Stiles, Leader of the Official Opposition Party, and all Ontario Municipalities."

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca

Sincerely,



Aaron Watt, Deputy Clerk

cc: Marit Stiles, Leader of the Official Opposition Party,
All Municipalities in Ontario

October 27, 2025

The Right Honourable Mark Carney P.C., O.C., M.P.
Office of the Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2

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

Dear Prime Minister Carney and Premier Ford:

Re: Removing HST/GST from New Homes to Support Housing Affordability

At its meeting of October 21, 2025, the Council of the Town of Bradford West Gwillimbury adopted the enclosed motion calling on the Governments of Canada and Ontario to remove the federal and provincial portions of the HST from new homes purchased as primary residences.

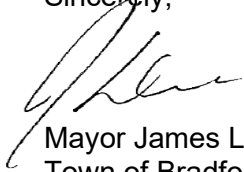
This measure would extend the relief already provided for purpose-built rental housing to families seeking to buy their first home. It represents a practical, immediate step toward improving affordability and supporting new housing supply.

For an average new home in our community, the 13 percent HST adds tens of thousands of dollars to the purchase price, a burden that directly undermines our shared goal of making homeownership affordable for working families and seniors. Removing that tax would provide meaningful relief.

Bradford West Gwillimbury is one of Ontario's fastest-growing municipalities, investing heavily in growth-related infrastructure while working to keep housing within reach. We urge both levels of government to work together on this change as part of a broader strategy to make homeownership attainable again for young Canadians. Simply put, cutting taxes in this way will help make life more affordable.

We would welcome the opportunity to contribute to any federal-provincial review of housing-related taxation and policy tools that can help deliver more affordable homes.

Sincerely,



Mayor James Leduc
Town of Bradford West Gwillimbury



Jonathan Scott
Councillor, Ward 2

encl.

cc:

Hon. François-Phillipe Champagne PC MP
Hon Peter Bethlenfavy MPP
Hon. Caroline Mulroney MPP
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities

Hon. Gregor Robertson PC MP
Hon. Rob Flack MPP
Scot Davidson MP
Association of Municipalities of Ontario (AMO)

October 27, 2025

VIA EMAIL

Re: Removing HST/GST from New Homes to Support Housing Affordability

At its Regular Meeting of Council held on Tuesday, October 21, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-343

Moved by: Councillor Scott

Seconded by: Councillor Duhaney

WHEREAS housing affordability is one of the most pressing issues facing Ontario families;

WHEREAS the federal government recently announced GST relief for first-time homebuyers on new homes, and the Province of Ontario removed the provincial share of HST on new purpose-built rental housing; and

WHEREAS the current HST rate on new homes in Ontario is 13%, which adds tens of thousands of dollars to the cost of a typical home, e.g. about \$117,000 on a \$900,000 home in Bradford before any existing rebates;

THEREFORE, BE IT RESOLVED that the Council of the Town of Bradford West Gwillimbury calls on the Government of Canada to remove the GST/HST from all new homes purchased as primary residences, and to work in partnership with the Government of Ontario to ensure full elimination of the provincial portion as well; and

BE IT FURTHER RESOLVED that this resolution be circulated to the Prime Minister of Canada, Minister of Finance and the Minister of Housing, Infrastructure and Communities; and to the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, our local MP and MPP, the Association of Municipalities of Ontario, and to all municipalities in Ontario.

CARRIED

Please find enclosed a letter from Mayor James Leduc and Ward 2 Councillor Jonathan Scott.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: Hon. Mark Carney, Prime Minister of Canada
Hon. François-Philippe Champagne, Minister of Finance
Hon. Gregor Robertson, Minister of Housing, Infrastructure and Communities
Hon. Doug Ford, Premier of Ontario
Hon. Peter Bethenfalvy, Minister of Finance, Ontario
Hon. Rob Flack, Minister of Municipal Affairs and Housing, Ontario
Scot Davidson, MP New Tecumseth-Gwillimbury
Hon. Caroline Mulroney, MPP York-Simcoe
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Municipalities in Ontario



October 31, 2025

Premier Doug Ford

Sent via email: premier@ontario.ca

Dear Premier Doug Ford:

Please be advised that Brantford City Council at its meeting held October 28, 2025 adopted the following:

12.1.1 Provincial Support of the Ontario Airport Capital Assistance Program

WHEREAS small and regional airports in Ontario serve as critical infrastructure—facilitating essential public services including air ambulance operations, forest firefighting, search & rescue, and law enforcement activities, while also driving local and regional economic development; and

WHEREAS many of these airports are ineligible for the federal Airports Capital Assistance Program (ACAP) due to eligibility constraints such as lacking year round scheduled service, yet still require capital funding for safety-related infrastructure; and

WHEREAS the Airport Management Council of Ontario (AMCO) has identified a persistent funding gap for non ACAP eligible community airports, estimating that approximately 85 such airports need \$5.5 million annually to address critical airside infrastructure needs; and

WHEREAS provinces including British Columbia, Alberta, and Saskatchewan have successfully managed permanent provincial capital-assistance programs—offering clear models for cost-sharing frameworks, eligible project criteria, and annual funding envelopes; and

WHEREAS AMCO's proposed Ontario Airport Capital Assistance Program (OACAP) envisions an annual operational budget of \$8.5–10 million, with a 75% provincial / 25% owner cost-share, a \$2 million per applicant cap, and bonuses for key community-benefiting projects; and

WHEREAS the 2025 Ontario Budget has already acknowledged "airports as cross country infrastructure" and signaled intent to include them in upcoming capital investments; and

WHEREAS the City of Brantford and the County of Brant benefit directly from airport-enabled services, and ensuring its continued operation is in the public interest of resident safety, economic resilience, and efficient connectivity.

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the City of Brantford formally urges the Government of Ontario to:

- i. Implement the Ontario Airport Capital Assistance Program (OACAP) managed by the Ministry of Transportation.
- ii. Adopt the recommended cost-sharing structure (75% provincial / 25% municipal or operator), and cap funds at \$2 million per project per applicant.
- iii. Expand eligibility to include public-use registered aerodromes and certified airports not currently eligible for ACAP.
- iv. Reinstate the Ontario Air Advisory Panel to advise on airport infrastructure and policy priorities.
- v. Designate community and regional airports as critical infrastructure under provincial policy.
- vi. Investigate stable funding mechanisms—such as a dedicated stream from the aviation fuel tax—to support OACAP sustainably.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, Minister of Transportation, local MPPs, Brant County, AMCO, and all Ontario municipalities operating public airports calling for provincial commitment to OACAP.

I trust this information is of assistance.

Yours truly,



Chris Gauthier City Clerk,
cgauthier@brantford.ca

CC Minister Of Transportation minister.mto@ontario.ca
 Member of Parliament Larry Brock larry.brock@parl.gc.ca
 Member of Provincial Parliament Will Bouma will.bouma@pc.ola.org
 Brant County clerks@brant.ca
 AMCO amco@amco.on.ca
 All Ontario municipalities operating public airports



377, rue Bank Street
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238
fax/télé. 613 563 7861
www.cupw-sttp.org



CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

September 23, 2025

Mayor William Steele
City of Port Colborne
66 Charlotte St
Port Colborne ON L3K 3C8

Dear Mayor Steele,

Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation ([please see enclosure](#)).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

I am asking your municipality to:

- 1) Pass a resolution asking for a delay on this mandate review,
- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;





- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Should you have any questions or concerns, please feel free to reach out to me via Vanessa Murenzi at vmurenzi@cupw-sttp.org

Thank you for your attention to this matter.

Sincerely,



Jan Simpson
National President
Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

C.C.:

National Executive Board
Regional Executive Committees
CUPW Locals
CUPW Specialists

/mlg cope 225





Appendix A

Canada Post Corporation Review

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.

Source: Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"



Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

MAILING INFORMATION

- 1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at

<https://www.ourcommons.ca/Members/en>

- 2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3





Subject: Update on Licensed Childcare in Port Colborne

To: Council

From: Recreation and Tourism Department

Report Number: 2025-219

Meeting Date: November 12, 2025

Recommendation:

That Recreation and Tourism Department Report 2025-219 be received; and

That Council approve the proposed architectural designs for the new licensed childcare facility at 76 Main St West in Port Colborne; and

That Council approve the funding model outlined in this report to support both the construction and the ongoing operation and maintenance of the new childcare facility; and

That Council direct the Mayor and City Clerk to execute an Operational Agreement and a Construction Agreement with the YMCA of Niagara, outlining the respective roles, responsibilities, and obligations related to the construction and operation of the new childcare facility.

Purpose:

This report seeks Council's approval to move forward with the development of a licensed childcare facility and related programming at the former Port Colborne Visitor's Centre, located at 76 Main Street West. Specifically, the report presents a proposed funding strategy, outlines the architectural design concepts, and seeks authorization to execute the necessary construction and operational agreements to move the project forward.

Background:

On August 27, 2024, Council considered Report 2024-115 regarding expanding the number of licensed childcare spaces in Port Colborne. The report cited a clear need for

spaces within Port Colborne and described the opportunity to partner with the YMCA of Niagara and the Niagara Region to help address the gaps in local licensed childcare availability in the community. Council directed staff to jointly apply with the YMCA of Niagara to the Niagara Region to request more licensed childcare spaces in Port Colborne.

Since then, staff have continued discussions with the YMCA of Niagara and the Niagara Region with a focus on building an expansion to accommodate childcare at the former Visitors Information Centre at Main Street and Mellanby Avenue (76 Main Street West).

In January 2025, Council directed staff to conduct community engagement to gather feedback related to the future of childcare in Port Colborne. At a high level, the engagement initiatives focused on key issues such as the current need for childcare spaces in Port Colborne, the potential use of the former Visitors Centre as a new location for childcare, the City's involvement with the creation of childcare spaces within Port Colborne, and more. Overall, the feedback gathered indicated that residents recognized the importance of expanding access to licensed childcare and strongly supported repurposing the former Visitor's Centre as a potential location for childcare. Participants emphasized the need for more affordable and reliable childcare options, as well as the importance of the City taking an active role in addressing service gaps.

Also in January 2025, Council directed staff to move forward with a request for proposal for a childcare facility at 76 Main Street using a two-stage design-build project model, stage one was to include the design of the facility and stage two was to include the construction of the facility (subject to funding).

Discussion:

Since January, City staff have continued working with partners at the YMCA of Niagara and the Niagara Region to find a reasonable funding strategy and prepare a design for the facility that was appropriate for the site at 76 Main Street West.

This report presents a proposed architectural design and a proposed funding model that would support completing a build-out of a new childcare facility. Additionally, it recommends that Council direct the Mayor and City Clerk to execute an Operational Agreement and a Construction Agreement with the YMCA of Niagara, outlining the respective roles, responsibilities, and obligations related to the construction and operation of the new childcare facility.

Additional information about each of these areas is outlined below.

Architectural design:

Staff collaborated with the YMCA of Niagara to ensure the proposed building design meets the standards of licensed childcare spaces and that features are functional as a childcare operation. Additionally, staff toured multiple childcare facilities in the Region to ensure the design features would function appropriately as a childcare operation. Staff also met with the City's Heritage Committee to ensure the building at 76 Main Street West keeps its heritage presence and that design features preserve the character of the building. The existing historical building will function as a recreational space for childcare operations and be available for usage as a meeting and open house space outside of childcare hours of operation.

Appendix A highlights the architectural design and features of the design-build options. Staff highlight that the project costs are estimated at \$2.75 million, depending on the features added to the building.

At this time, staff are continuing to work with the contractor to determine what options are available to improve the energy efficiency of the existing building at 76 Main Street West (i.e. upgraded windows, HVAC system improvements, better insulation, etc.) These improvements may be included in the project, pending budget availability.

Funding Proposal:

To support expanding the number of licensed childcare spaces in Port Colborne, the Niagara Region has approved \$2 million in Early Learning and Child Care (ELCC) infrastructure funding and \$441 thousand in start-up grant funding for the YMCA of Niagara's new licensed facility at 76 Main Street West. The funding supports, funded by the federal and provincial governments, are to create new high-quality, inclusive licensed child care spaces for children aged 0-4 in alignment with the Niagara Region's ELCC Directed Growth Plan.

In order to qualify for this funding, the project must be complete and fully constructed by December 2026. Contractor Niacon's current proposed schedule shows excavation starting in January 2026, and being ready for occupancy late summer.

Agreements with the YMCA of Niagara

The YMCA of Niagara and the City of Port Colborne already have a strong, established partnership at the Vale Health and Wellness Centre. In the Niagara Region, the YMCA is the largest childcare provider and are experts in the childcare field. They work closely with the Niagara Region and are at the forefront of the needs of childcare operations in Ontario and Canada.

Staff see expanding the City's partnership with the YMCA into childcare operations as a natural fit as a service provider of 76 Main Street West, as we have shared values in delivering exceptional service to the residents of Port Colborne.

Staff are recommending that Council direct the Mayor and City Clerk to execute two agreements with the YMCA of Niagara. These include:

1. **Construction Agreement:** The agreement would make the City of Port Colborne the contractor for the build at 76 Main Street West, while the YMCA would provide the funding flow to the city for the construction costs up to a total of \$2 million, using the federal-provincial funding provided through Niagara Region. After this amount, additional construction costs of approximately \$750 thousand would be funded by the City. The agreement would keep ownership of the asset as a City facility.
2. **Operational Agreement:** As construction is completed, the City would enter into a separate operating lease agreement with the YMCA of Niagara for use as a childcare operation at 76 Main Street West. The agreement would include a lease payment to cover the operating costs of the building.

Port Colborne staff would like to recognize the leadership of the YMCA of Niagara and Niagara Region staff for their collaboration in helping to expand licensed childcare spaces in Port Colborne

Internal Consultations:

The CAO's Office, Corporate Services Department, Public Works Department, Planning Department, Recreation and Tourism Department and Communications Department have all collaborated in bringing the childcare centre project forward for Council's consideration.

Financial Implications:

Construction:

The costs for the construction of the new building are estimated at \$2.75 million. As the funding flows to the YMCA of Niagara, staff have proposed entering into a construction agreement where the City will manage the construction, and funding will flow from the YMCA to the city as different milestones of construction phases are completed, to a total of the federal-provincial funding provided through Niagara Region. The funding projects to cover 75% of the construction and design costs.

The remaining funding is split into two components:

- \$500 thousand be borrowed and paid by the City through a 30-year loan at a 5% rate. This would result in an annual capital expenditure of \$32,000 over a 30-year period to complete the repayment of the loan.

- \$250 thousand be covered through the existing public works capital roads and sidewalk replacement budget recognizing certain capital works would be required at the property regardless of this project.

At this time, staff are currently exploring potential partnership or sponsorship opportunities with private partners. Should an opportunity materializes, additional information will be brought forward to Council at a future meeting.

Building Operations:

As owners of the facility, the City will look to execute a lease agreement with YMCA of Niagara to operate as a childcare facility. Through lease payments, the City would cover general building maintenance and repairs and allocate funds to a reserve to cover future capital replacement costs. Additionally, funds that were allocated from the operational budget for the Visitors Centre will continue to be budgeted to maintain the building and fund future costs. The City will have usage of the existing structure outside of childcare operational hours for open house or community room space.

Public Engagement:

Earlier this year, the City conducted a community engagement process to better understand the future of childcare in Port Colborne. Residents strongly supported repurposing the former Visitor's Centre as a licensed childcare facility and emphasized the need for more affordable and reliable childcare options in Port Colborne. Overall, participants recognized the importance of expanding access to childcare and expressed support for the City taking an active role in addressing service gaps.

Strategic Plan Alignment:

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

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

Conclusion:

Since January, City staff have worked closely with the YMCA of Niagara and the Niagara Region to advance plans for a new licensed childcare facility at 76 Main Street West. Guided by strong community support for expanding childcare access, the project has reached a key milestone with the development of a proposed architectural design

and a funding model supported through the Early Learning and Child Care Directed Growth Plan. This report recommends that Council authorize the execution of both an Operational Agreement and a Construction Agreement with the YMCA of Niagara to clearly define responsibilities and ensure the successful delivery and long-term operation of this important community asset.

Appendices:

- a. Architectural Designs - Proposed Childcare Addition

Respectfully submitted,

Greg Zwiep
Manager, Recreation and Tourism
905-228-8044
Greg.Zwiep@portcolborne.ca

Joe Colasurdo
Manager of Strategic Projects
905-228-8135
Joe.colasurdo@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 - Daycare Addition

Humberstone Township Hall

76 Main Street West

RAIMONDO
+ ASSOCIATES
ARCHITECTS INC.

NIACON

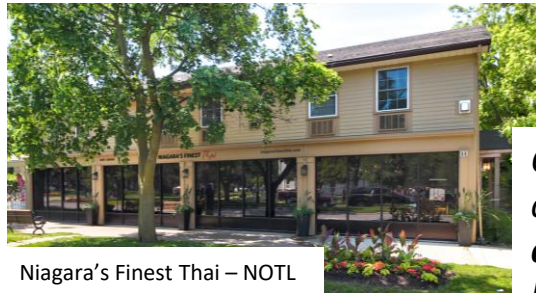


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PORT COLBORNE

❖ TEAM

RAAI

Emilio Raimondo
Faegheh Farokhizad-Raimondo
John-Alexander Raimondo
Russ Neill
Support Staff



Niagara's Finest Thai – NOTL



Oaks Garden Theatre – Niagara Falls



Shaw Plaza– NOTL

Our integrated design-build team—combining architectural expertise and skilled construction—brings extensive experience and a proven track record of delivering successful heritage projects that thoughtfully preserve and revitalize historic structures.

NIACON

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Prince of Wales Hotel - NOTL



Bench Brewery – Beamsville



South Port Condo– Port Colborne



Queens Landing Hotel – NOTL



Silversmith Brewery - NOTL

❖ EXISTING SITE

Site Conditions

Lot Size: Small urban lot

Topography: Flat terrain with some vegetation and minimal grade change

Access: Primary pedestrian and vehicular access from Main Street West, with informal access along the rear and side laneways

Surrounding Land Use: Mixed commercial, residential, and institutional heritage buildings

Vegetation: Sparse, with limited street landscaping; minimal tree coverage

Existing Structure

Original Building: One-storey limestone structure, constructed in 1852, with a gable cedar shake roof, Palladian-style windows, and original stone façade

Additions: A small rear lock-up addition built in 1906 (brick construction) and another addition in 1952 contained municipal offices.

Condition: The main hall has undergone recent conservation work, retaining its heritage integrity and improving interior accessibility and use

Architectural Features

Materials: Local limestone, cedar shakes, wood windows and doors

Openings: Multi-paned sash windows with arched fanlights

Structural: Load-bearing stone walls; timber-framed roof

Interior: Restored with original wood floors, lathe & plaster walls, and pine wainscoting



❖ HISTORY

Port Colborne, located at the southern end of the Welland Canal in **Niagara Region**, Ontario, has a rich industrial and maritime history. The area was originally inhabited by Indigenous peoples, including the Neutral and later the Haudenosaunee (Iroquois). European settlement began in the late 18th century.

- **Early Settlement (Late 1700s – Early 1800s):**

Known initially as Gravelly Bay, the area developed slowly until the construction of the **Welland Canal**, which was crucial to its growth.

- **Name Origin (1830s–1870s):**

The town was renamed **Port Colborne** in honor of **Sir John Colborne**, a British army officer and colonial administrator. It became a key port city after the **3rd Welland Canal** route was completed in the 1880s, linking Lake Erie to Lake Ontario and boosting industrial activity.

- **Industrial Boom (Late 19th – 20th Century):**

Port Colborne grew into a hub for shipping, **grain elevators**, and **heavy industries**. Companies like **INCO (International Nickel Company)** and **Canada Cement Company** helped define the city's working-class character and economic strength through much of the 20th century.

- **Cultural and Heritage Importance:**

The city retains many heritage buildings and has a strong connection to maritime culture. It hosts the annual **Canal Days Marine Heritage Festival**, celebrating its waterfront and shipping legacy.



Today:

While heavy industry has diminished, **Port Colborne has evolved into a vibrant small city**, increasingly focused on **tourism, waterfront revitalization**, and the celebration of **local culture**. It also serves as a hub for **recreational boating** and supports a strong **regional agricultural economy**.

❖ HERITAGE VALUE

Name: Humberstone Township Hall

Location: 76 Main Street West, Port Colborne (formerly Humberstone Township), Niagara Region, Ontario.

Designation: Municipally designated under by-law 1062/9/81, recognized for its cultural heritage significance.

Historical Significance

- Built in **1852**, it represents the **oldest architect-designed building in the area**, conceived by **architect John Latshaw** of Drummondville and constructed by A. K. Scholfied.
- Its original purpose was to house the local township council, with the **first meeting on April 15, 1853**. Over time, it also served as a community hall, church meeting venue, local jail (starting 1906), and continued functioning as municipal offices.

Architectural & Material Value

- Built from **locally quarried limestone** extracted during the Welland Canal project, giving it a distinctive rural solidity. Roofed with **cedar shakes**, supported by visible timber trusses (king-post design). Interior finish features wood-plank flooring on log beams and plaster over hand-split lath, with vertical grooved pine wainscoting.

Stylistic Elements

- The original building displays **Palladian influence**, visible in the elegant multi-pane windows topped by **arched fanlights** reminiscent of Italian designs (notably Palazzo Pompei in Verona).
- The **1906 addition**, designed by G. A. Mitchell, introduced **Georgian-style windows**, showing evolving architectural tastes while maintaining cohesion.



Humberstone Township Hall exemplifies mid-19th-century rural Ontario civic architecture. Its significance lies in its status as a rare, architect-designed stone municipal building, built with local materials and stylistic care.

Over its long history, it has adapted to evolving community needs while retaining defining architectural features from the original limestone structure and Palladian windows to the early 20th-century jail wing and Georgian additions.

It remains symbolically and physically a center of local civic life, embodying continuity of governance, adaptive use, and historic identity.

❖ HERITAGE VALUE

Character-Defining Features

Key features that reinforce its heritage value include:

- Continuous use for **local governance and public purposes** since construction
- Simple rectangular plan and rural civic architecture
- **1906 lock-up annex**, featuring a steel bunk cage for travellers under confinement
- Plank interior doors, built-in rear cabinetry, and original nailed flooring
- Palladian multi-pane windows with fanlights and Georgian windows in later additions
- Use of **local materials**, especially cut limestone and timber in structural and finish elements

Cultural & Community Value

- The hall has long been a civic anchor for Humberstone Township and later Port Colborne, spanning governance, law enforcement, religious and community functions. Its endurance reflects local resilience and identity.



❖ HERITAGE BUILDING CONDITION

Discussion Topics:

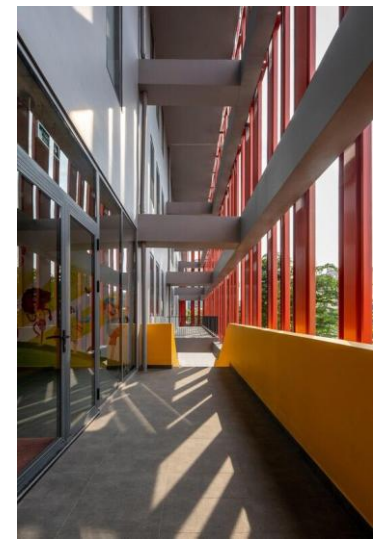
Cedar Roof Replacement?
Window Replacement?
Thermal Value?
Eavestroughs and Rainwater Leaders?
Cinder Block Addition and Crawl Space Ventilation?
Floor dry Rot?

*We want to assure the Heritage Committee that we are carefully considering the condition and character of the existing heritage building, including the roof, windows, thermal performance, drainage, and structural concerns, so that **any interventions, including the addition, will be sensitive, appropriate, and aligned with conservation best practices.***



❖ PRECEDENT STUDY

Daycare Inspiration



❖ PRECEDENT STUDY

Daycare Inspiration



❖ PRECEDENT STUDY

Daycare Inspiration



❖ PRECEDENT STUDY

Old + New – Modern Addition to Heritage

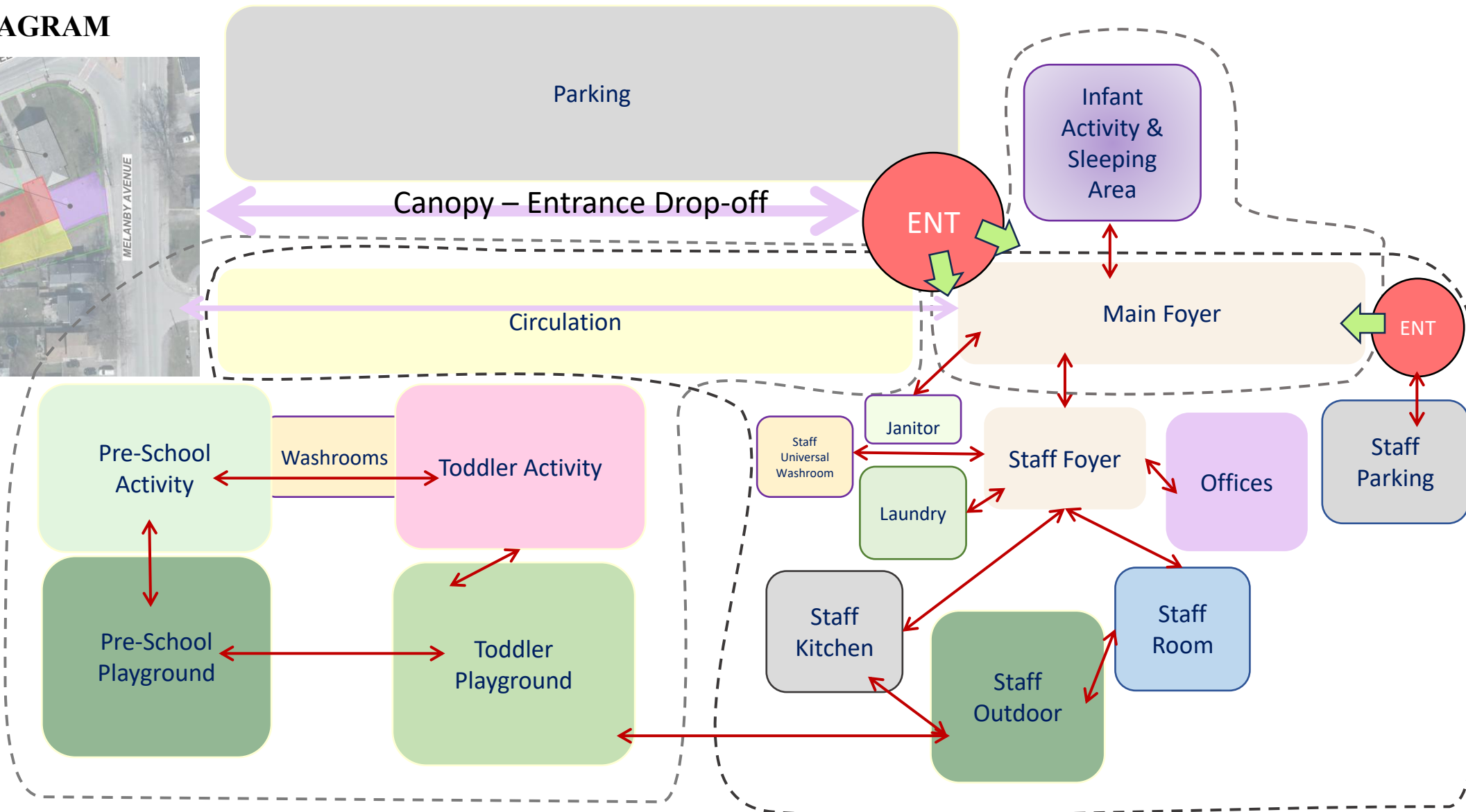


❖ PRECEDENT STUDY

Old + New – Modern Addition to Heritage



❖ BUBBLE DIAGRAM



❖ PROPOSED SITE PLAN



❖ PROPOSED FLOOR PLAN



THANK YOU



PORT COLBORNE - CHILDCARE ADDITION

Humberstone Township Hall
76 Main Street West

RAIMONDO
+ ASSOCIATES
ARCHITECTS INC.

NIACON

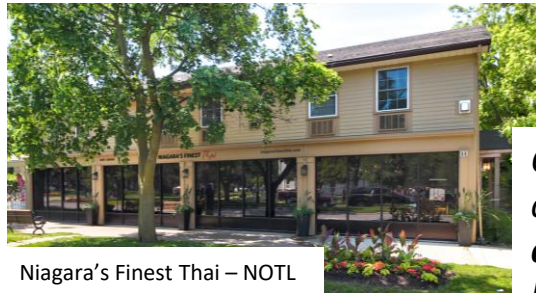


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PORT COLBORNE

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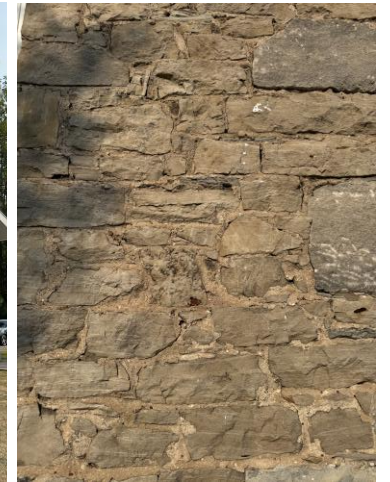
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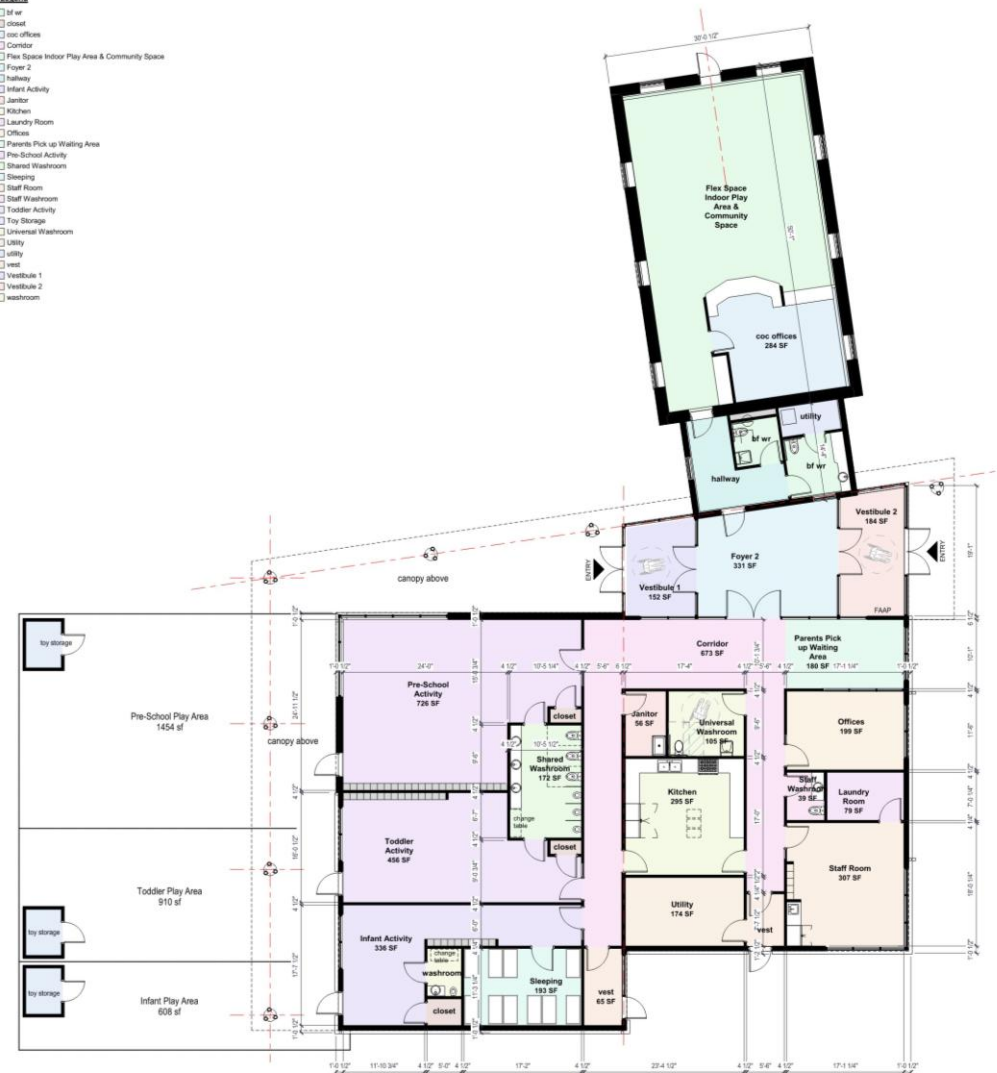
❖ SITE PLAN



❖ FLOOR PLAN

Room Schedule	
Name	Area
3rd fl	144,344 SF
Flex Space Indoor Play Area & Community Space	154,525 SF
Toy Storage	15,185 SF
Offices	198,219 SF
Infant Activity & Sleeping Area	Not Placed
Utility & Storage & Service Room	Not Placed
Universal Washroom	114,699 SF
Janitor	26,384 SF
Shared Washroom	171,983 SF
Pre-School Activity	126,983 SF
Toddler Activity	455,711 SF
Staff Room	317,164 SF
Kitchen	244,429 SF
Laundry Room	78,657 SF
Not Placed	Not Placed
Staff Washroom	26,500 SF
Vestibule 1	151,881 SF
Vestibule 2	163,531 SF
Foyer 2	331,433 SF
Corridor	872,860 SF
Parents Pick up Waiting Area	179,848 SF
Toy Storage	34,861 SF
Toy Storage	34,861 SF

Room Legend	
3rd fl	
closet	
cnc offices	
Corridor	
Flex Space Indoor Play Area & Community Space	
Foyer 2	
hallway	
Infant Activity	
Janitor	
Kitchen	
Laundry Room	
Offices	
Parents Pick up Waiting Area	
Pre-School Activity	
Shared Washroom	
Sleeping	
Staff Room	
Staff Washroom	
Toddler Activity	
Toy Storage	
Universal Washroom	
Utility	
utility	
vest	
Vestibule 1	
Vestibule 2	
washroom	



Ground Floor Plan
Scale: 1/8" = 1'-0"

❖ ELEVATIONS



❖ PERSPECTIVE



❖ 3D VIEWS

NOTE
play area fence not shown - for clarity



North - Canopy Option

NOTE
play area fence not shown - for clarity



North West - Canopy Option



East - Canopy Option

❖ 3D VIEWS



South - Canopy Option



West - Canopy Option



Overhead - Canopy Option

THANK YOU

A photograph of a city street at sunset. A tall, lattice-structured metal tower stands in the center background. The sun is low on the horizon, creating a bright glow and long shadows. The street is lined with trees and brick buildings. Traffic lights and street signs are visible. A white van is driving away from the camera on the street.

Appendix:
Raimondo + Associates Architects - Architectural Design Package
Mantecon Partners - Engineering Design Briefs

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Stop and Close for St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134)

Whereas at its meeting of November 12, 2025, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Development and Government Relations Report 2025-201 Proposed Stop Up and Close – St. Lawrence Street; and

Whereas Section 27(1) of the Municipal Act, 2001, provides that, except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Port Colborne that the road allowance set out and described in this by-law be stopped up and closed; and

Whereas in accordance with Section 34(1) of the Municipal Act, 2001 and By-law 4339/12/03 of The Corporation of the City of Port Colborne, Being a By-law to Prescribe the Form and Manner and Times for the Provision of Notice in Accordance with the Municipal Act, 2001, public notice of Council's intention to permanently close the highway set out and described in this by-law was provided; and

Whereas no person claiming their lands will be prejudicially affected by the by-law applied to was heard by the Council of the Corporation of the City of Port Colborne at the meeting held by the Council for that purpose on Wednesday, November 12, 2025.

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

1. That upon and after the passing of this by-law all that portion of the road allowance described St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134) is hereby stopped up and closed.
2. That the Mayor, the City Clerk be and are hereby authorized to execute any documents that may be required for the purpose of carrying out the intent of this by-law and the Clerk is dully authorized to affix the Corporate Seal thereto.
3. That the City Solicitor be and is hereby directed to prepare and register all such documents in the proper Land Registry Office to effect, the closing of the St. Lawrence Street Plan 830 Village of Humberstone except VH2791; Port Colborne (PIN 6414-090134).
4. This by-law shall take effect on the day that a certified copy of the by-law is registered in the proper land registry office.

Enacted and passed this 12th day of November 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

The Corporation of the City of Port Colborne

By-law No. _____

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

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law. Whereas, Council has conducted a public meeting as required by Section 34(12) of the Planning Act, R.S.O. 1990, as amended, and has determined that no further notice is required in accordance with Section 34(17); and

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

Whereas, on September 23, 2025 the City of Port Colborne passed By-Law 2025-190, being a by-law to regulate Short Term Rental Accommodations; and

Whereas, Zoning By-law 6575/30/18, as amended, has a different definition for Short Term Rental Accommodations which is not consistent with By-Law 2025-190, an update to Zoning By-law 6575/30/18 is proposed; and

Whereas, it is deemed desirable for The Corporation of the City of Port Colborne desires to amend the said By-law. And

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 all lands within the City of Port Colborne within the Regional Municipality of Niagara.
2. That Section 38, entitled "Definitions" of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is ~~struck through~~:

"Short-Term Rental: Means ~~the secondary use of a~~

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

3. That Section 38, entitled “Definitions” of Zoning By-law 6575/30/18, as amended, is hereby further amended by adding the following definition in alphabetical order:

“Officer: any person or class or person appointed by council as a By-law Enforcement Officer to enforce this By-law.”

4. That Section 1.5, entitled “Inspection of Premises” of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is struckthrough:

An Officer, or ~~The Director of Planning and Development the Chief Planner, or the Chief Building Official~~, or any official or employee of the Municipality acting under his or her direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this By-law are not being complied with, and for the purpose of carrying out his or her duties under this By-law.

5. 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.

6. 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 12th day of November, 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 establish fees and charges for various services and to repeal by-law 7297/119/24 and any amendments thereto

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides a municipality may pass by-laws imposing fees or charges on any class or persons; and

Whereas subsection 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended allows municipalities to adopt By-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges; and

Whereas Part VI.1 – Special Powers and Duties of the Head of Council of the Municipal Act, 2001, S.O. 2001, c 25 (“the Act”) assigns certain powers and duties of the municipality formerly exercised by Council to the Head of Council (“Strong Mayor Powers”); and

Whereas the Mayor is the Head of Council for the City of Port Colborne; and

Whereas Subsection 284.16 (1) of the Act provides that the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the Head of Council; and

Whereas Subsections 284 (2) to (7) of the Act and sections 7, 8 and 9 of Ontario Regulation 530.22 – Part VI.1 to the Act set out in detail the processes to be followed by the Mayor and Council in respect of budget proposals and approvals; and

Whereas section 7 of Ontario Regulation 530/22: Part VI.1 of the Act provides, among other things:

- (a) that the Mayor shall propose a budget on or before February 1 of each budget year;
- (b) that Counsel, within 30 days after receiving the budget, may pass a resolution amending the proposed budget;
- (c) that, if Council does not pass a resolution amending the budget within 30 days, the proposed budget is deemed adopted by the municipality; and

Whereas on October 6, 2025 the Mayor proposed a budget for the fees and user charges for various services in accordance with the recommendations detailed in Financial Services Department Report 2025–167; and

Whereas any fees and charges in this by-law are subject to change through future amendments, including rate changes due to, but not limited to future budget changes;

Now therefore the Mayor, acting pursuant to the assigned Strong Mayor Powers, enacts as follows:

1. That the fees and charges, outlined in Schedules “A to P” attached hereto and forming part of this by-law, be enacted.
2. If the City performs a service for a third party that is not outlined in Schedules “A to P” attached hereto, that the Chief Administrative Officer be delegated authority to set the fees and charges for the service provided the fees and charges cover the cost of the service.
3. Unless otherwise identified, that staff be delegated authority to set the price for goods purchased for resale (including insurance for activities held within City facilities). Provided that the price is higher than the cost to purchase the goods.
4. That staff be approved to waive any fee up to \$2,000 on compassionate grounds or when related to a charity or related fundraiser. This waiver shall be applied only once per event.
5. That staff be given delegated authority to set advertising and rental rates not specified in Schedules “A to P” and for sponsorships less than \$100,000.
6. That if a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
7. That should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act*, *Planning Act*, *Building Code Act* or any other act, this by-law shall take precedence, unless specifically stated to the contrary.
8. That By-law No. 7297/119/24, and any amendments thereto, are hereby repealed.
9. 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
10. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 12th day of November, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Engineering & Operations Service Fees						
Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee
Commemorative	Park Bench	Installation of a bench within a City park.	\$3,500.00	-	\$3,675.00	
Commemorative	Promenade Bench	Installation of a bench on the West Street promenade.	\$2,450.00	-	\$2,570.00	
Commemorative	Muskoka Chair	Installation of a Muskoka chair.	\$1,900.00	-	\$1,995.00	
Commemorative	Plaque	Installation of Plaque			Cost	Cost
Commemorative	Tree Planting	Planting of a single native species tree on City property.	\$1,000.00	-	\$1,050.00	
Commemorative	Pet Waste Station	Installation of a pet waste station.	\$1,400.00	-	\$1,470.00	
Commemorative	Plaque Replacement	Replacement plaque for a previously purchased commemorative item.	\$275.00	-	Cost	Cost
Drainage	Drainage Apportionment Agreement	Cost for the Drainage Superintendent to complete a drainage apportionment agreement due to the severance of a parcel. Fee is for up to 5 parcels, more than 5 parcels will be completed by an appointed Engineer and fees (actual cost) will be charged accordingly.	Actual Cost	-	Actual Cost	-
Engineering	Water Model	Running a proposed development through the water model to determine if existing infrastructure is sufficient or if upgrades are required.	Actual Cost	-	Actual Cost	-
Water/Sewer/ Storm	Service Decommissioning	Decommissioning of a water service, sanitary or storm lateral.	\$2,865.00	-	Actual Cost	-
General	Rock Removal	Removal of Rock for Trench Work.	\$195.00	minimum 4 hours plus \$105.00 disposal fee	\$205.00	minimum 4 hours plus \$105.00 disposal fee
General	Street Sweeping*	Street sweeping for general cleanliness of the roadways.	\$220.00	minimum 4 hours plus \$105.00 disposal fee	\$230.00	minimum 4 hours plus \$105.00 disposal fee
General	Street Cleaning	Removal and recovery of debris including mud, and rock left within the roadway with means other than a street sweeper.	\$165.00	minimum 4 hours plus \$105.00 disposal fee	\$173.00	minimum 4 hours plus \$105.00 disposal fee
General	Cart Retrieval Fee	Retrieval and storage of a single cart.	\$85.00		\$89.00	
General	On-Call Supervisor Call Out	Request for Supervisor inspection found to be caused by private property issue afterhours, Monday to Saturday. Only charged if deemed to be a private issue, no charge for City issue.	\$145.00	minimum 4 hours	\$152.00	minimum 4 hours
General	On-Call Supervisor Call Out	Request for Supervisor inspection found to be caused by private property issue on Sundays and statutory holidays. Only charged if deemed to be a private issue, no charge for City issue.	\$180.00	minimum 4 hours	\$189.00	minimum 4 hours
General	Staff Call Out	Road End / Gate Access during Regular hours - After hours On-call rates apply				Per call / Gate
Parks	Trail Closure*	To be charged per application for each trail closure. Accomodates one section of trail to be closed with two barricades and road closed signage. Closures beyond one section of trail (entrance to entrance) are subject to job specific pricing.	\$135.00	-	\$142.00	Per closure

Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee
Parks	Parade and Event Services *	Services to clear City owned waste bins at a higher frequency then the standard level of service during Parades and Events.	\$370.00	–	\$390.00	
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade.	\$510.00	–	\$535.00	
Roads	Driveway Culvert	Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade.	Actual Cost	–	Actual Cost	
Roads	Asphalt Driveway Apron Installation	Includes preparation and installation of a residential asphalt driveway apron to City standards.	\$70.00	\$205.00	\$73.00	\$220.00
Roads	Curb Cut	Cut existing curb to accommodate a new entrance.	\$160.00	\$475.00	\$168.00	\$475.00
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb.	\$215.00	\$430.00	\$225.00	\$450.00
Roads	Sidewalk Repair	Replace existing sidewalk panels.	\$180.00	\$360.00	\$189.00	\$378.00
Roads	Road Closure*	To be charged per application for each road closure. Accommodates one block of roadway to be closed with two barricades and road closed signage. Closures beyond one block are subject to job specific pricing.	\$265.00		\$278.00	
Roads	Traffic Control	Traffic control on primary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a 4 hour operation during regular business hours. Fee to be doubled for an 8 hour operation. Work beyond regular business hours is subject to job specific pricing.	\$1,025.00	–	\$1,076.00	\$1076 each closure
Roads	Traffic Control	Traffic control on secondary roadways for City construction activities generated through Municipal Consent and Building Permits. Fee accommodates a one day lane shift. Work beyond regular business hours is subject to job specific pricing.	\$315.00	–	\$330.00	
Roads	New Granular Driveway Installation	New installation of a granular driveway including excavation and placement of granular to a minimum area of 40 square meters. Cost per square meter to be charged above the flat fee of 40 square meters.	\$50.00/square meter		\$52.00/square meter	\$2,000.00
Roads	Tree Trimming per By-law 6175/01/15	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	\$215.00	–	\$225.00	
Roads	Tree Removal per By-law 6175/01/16	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	\$215.00	–	\$225.00	
Roads	Stump Removal per By-law 6175/01/17	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	\$295.00	–	\$310.00	

Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee
Roads	Stump Reinstatement per By-law 6175/01/18	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	\$430.00	–	\$450.00	each / per stump
Roads	Tree Replacement per By-law 6175/01/18	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	\$890.00	–	\$935.00	each
Roads	Arborist Tree Inspection per By-law 6175/01/19	Maintenance and removal of trees partially on or affecting property of the City of Port Colborne.	Actual Cost	–	Actual Cost	
Roads	Traffic Studies	Request for traffic Studies by Consultant / developers			\$350.00	per location
Roads	911 Sign Installation	Request for Sign Installation	\$130.00/event	–	\$135.00/event	–
Roads	911 Sign Replacement	Request for Sign Replacement	\$65.00/event	–	\$68.00/event	–
Roads	Emily Sign Installation	Request for Sign Installation	\$130.00/event	–	\$135.00/event	–
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours.	Actual Cost	–	Actual Cost	–
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours.	Actual Cost	–	Actual Cost	–
Sewer	Review of inspection and testing plans for private sanitary sewers, forcemains, maintenance holes and/or chambers	Review of inspection and testing plans for sanitary sewers, forcemains, maintenance holes and/or chambers required under Province's Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval that will connect to the City's wastewater collection system.	\$255.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$268.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Sewer	Witness inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers	Witnessing all required inspection and testing activities for sanitary sewers, forcemains, maintenance holes and/or chambers that will connect to the City's wastewater collection system.	\$72.00/event	minimum 4 hours	\$76.00/event	minimum 4 hours
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve up to 100mm. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$85.00/event		\$89.00/event	
Water	Water Service Turn On/Off	One fee to turn off and back on, during Operations regular business hours for a valve 100mm and larger. Additional fee will apply if water is turned back on a different day, or after regular business hours.	\$170.00/event		\$178.00/event	
Water	Water Service Turn On/Off	One fee to turn off and on, outside of Operations regular business hours. Four hour window to have water turned back on. Additional fee will apply if water is turned back on after four hours, or on a different day.	\$430.00/event		\$451.00/event	
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user.	\$110.00/event		\$115.00/event	

Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee
Water	Water Service Tapping	Watermain tapping for water service up to 50mm.	\$445.00/event	Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$70/hour/staff member will apply, on top of the fee.	\$467.00/event	Contractor responsible for preparing and securing site for tapping. If not ready to tap (ie. watermain has not been exposed), or traffic protection and/or shoring protection doesn't meet regulatory requirements, staff will not proceed, but will charge the fee, plus another fee when return to perform the tap. If staff are required to wait while any of the above are completed, hourly rate of \$70/hour/staff member will apply, on top of the fee.
Water	Water Service Upgrade	Upgrading an existing water service to a larger diameter, up to 50mm as per City standards.	Actual Cost	\$5,250.00	Actual Cost	\$5,500.00
Water	Water service (100mm +) commissioning plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for water services 100mm+.	\$255.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$267.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Private Watermain Commissioning Plan review	Review of commissioning plans required under the Provincial Watermain Disinfection Procedure for watermains that will be connected to the City's water system.	\$255.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.	\$267.00/event	1 fee for initial review, 1 "free" resubmission with required edits, fee applies again to any additional edits.
Water	Water Service (100mm +) commissioning activities - witness and sampling	Witnessing of the commissioning activities for water services 100mm+. All required sampling activities.	\$70.00/event	minimum 4 hours	\$73.00/event	minimum 4 hours
Water	Private Watermain Commissioning Activities - witness and sampling	Witnessing of the commissioning activities for private watermains (i.e. new subdivisions, watermains that technically fall under the Building Code but must meet requirements of Watermain Commissioning Protocol) that will be connected to the City's water system. All required sampling activities.	\$70.00/event	minimum 4 hours	\$73.00/event	minimum 4 hours

Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee
Water	Laboratory Analysis of Water Samples required under commissioning plans	Analysis of all samples required under the commissioning plans (water service 100mm+ or private watermains).	\$40.00/event		\$42.00/event	
Water	Oversee Final Connections (private watermain or service)	Time for an Operator-in-Charge to review the watermain/service connection plan to establish flush and sample points and to directly oversee the connection, in accordance with the City's Watermain Commissioning Protocol and with the Provincial Watermain Disinfection Procedure.	\$70.00/event	minimum 4 hours	\$73.00/event	minimum 4 hours
Water	Development flushing	Flushing fees for maintaining water quality in active development with not enough demand. This would be part of the Subdivision flushing agreement to maintain water quality.	\$80.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event	\$84.00 per hour, plus per cubic metre charge for the water used	minimum 1 hour, minimum 5 cubic metres per event
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install.	When outside contractors perform a new installation or decommissioning of a water service and/or sewer lateral an inspection fee is to be applied. (hourly rate)	\$70.00/event	minimum 4 hours	\$73.00/event	minimum 4 hours
Water/Sewer/Storm	Inspection of water service and/or sewer lateral install. (after hours/emergency)	When outside contractors perform a new installation or decommissioning of a water service and/or sewer lateral outside of normal operating hours an inspection fee is to be applied. (hourly afterhours rate - emergency call out is 4 hour minimum)	\$135.00/event	emergency call out - 4 hour minimum \$525.00	\$142.00/event	emergency call out - 4 hour minimum \$568.00
Water/Sewer/Storm	Inspection of service disconnect	When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection. (hourly rate)	\$70.00/event	minimum 4 hours	\$73.00/event	minimum 4 hours
Water/Sewer/Storm	Inspection of service disconnect (After hours/emergency)	When outside contractors perform a disconnect of water service and/or sewer lateral our fee for the inspection, and the inspection is outside normal operating hours. (emergency call out is a 4 hour minimum)	\$135.00/event	emergency call out - 4 hour minimum \$525.00	\$142.00/event	emergency call out - 4 hour minimum \$568.00
Water/Sewer/Storm	Review of Form 1, Form SS1 (or equivalent) for watermains, sanitary sewers and/or storm sewers	Review to ensure the Form 1, Form SS1, or equivalent, submitted to the City for watermains, sanitary sewers and/or storm sewers that will connect to the City's water system, wastewater collection system and/or stormwater system, are in compliance with the requirements of the City's Drinking Water Works Permit and/or the City's Consolidated Linear Infrastructure Environmental Compliance Approval.	\$80.00/event	One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits.	\$84.00/event	One fee for each form (i.e. if submit for water, sani and storm - 3 fees) for initial review. If all 3 forms submitted in one package, will only charge 2 fees. One "free" resubmission with required edits, fee applies again to any additional edits.

Service Type	Name	Description	2025 Fee (plus HST as applicable)	2025 Minimum Fee	2026 Proposed Fee (plus HST as applicable)	2026 Proposed Minimum Fee

- Notes:**
- 1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.
 - 2. All works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
 - 3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
 - 4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
 - 5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
 - 6. All fees and charges listed are exclusive of any applicable taxes.
 - 7. * Not for Profit is half of the cost.

Schedule B - Dog Licensing

Dog Licensing **	2025 Fee	2026 Proposed Fee
1. Early purchase discount rate on or before March 15th of each year:		
Licence, Neutered/Spayed dog*	\$18.00	\$20.00
Licence, Un-Neutered/Un-Spayed dog	\$33.00	\$35.00
Vicious Dog	\$135.00	\$140.00
2. After March 15th of each year where sections 3 and 4 of this Schedule are not applicable:		
Licence, Neutered/Spayed dog*	\$33.00	\$35.00
Licence, Un-Neutered/Un-Spayed dog	\$45.00	\$48.00
Vicious Dog	\$135.00	\$140.00
3. Replacement Tag – verification of original tag purchase required	\$6.00	\$6.00
4. Application for Hearing – non refundable	\$245.00	\$250.00

Kennel Licensing	2025 Fee	2026 Proposed Fee
Kennel License	\$110.00	\$115.00

Notes:

* Proof is required

** No HST is applicable

Schedule C - Fire and Emergency

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing.

Emergency Response	2025 Fee	2026 Proposed Fee
* Nuisance false alarms and nuisance deployments: First false alarm in any calendar year	Nil	Nil
* Nuisance false alarms and nuisance deployments: Subsequent false alarms in calendar year	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current

***Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident:**

a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.

APPENDIX C: Schedule C - Fire and Emergency

Emergency Response	2025 Fee	2026 Proposed Fee
Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs

*For attending a natural gas incident		
a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines-to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs
*For responding to non-emergency requests		
a) * For the first hour or any part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
b) * For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

APPENDIX C: Schedule C - Fire and Emergency

Fire Prevention	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Commercial (GROUP A, D&E OCCUPANCY)		
Refreshment Vehicle	\$160.00	\$168.00
Inspect base building, less than 3,000 sq. ft. (gross area)	\$320.00	\$336.00
- Plus inspect each additional 3,000 sq. ft.	\$160.00	\$168.00
- Plus inspect each suite in addition to base building	\$35.00	\$37.00
Day Care: Home Day Cares with less than 5 children	\$100.00	\$105.00
Day Care: Licenced Day Cares with occupant load of 40 or less	\$195.00	\$205.00
Day Care: Licenced Day Cares with occupant load of more than 40	\$320.00	\$335.00
Repeat follow-up inspections on a violation	\$100.00	\$105.00
Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$350.00	\$367.00
- Plus inspect each additional 3,000 sq. ft.	\$160.00	\$168.00
- Plus each dwelling/unit/sleeping room in addition to base building	\$15.00	\$16.00
Repeat follow-up inspections on a violation	\$100.00	\$105.00

APPENDIX C: Schedule C - Fire and Emergency

Fire Prevention	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments)		
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$100.00	\$105.00
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$385.00	\$404.00
Large building – more than 3,000 sq. ft. OR contains:		
- 3 to 5 dwelling units/suites of residential occupancy	\$640.00	\$672.00
- 6 to 18 dwelling units/suites of residential occupancy	\$955.00	\$1,000.00
- More than 18 dwelling units/suites of residential occupancy	\$1,910.00	\$2,005.00
Repeat follow-up inspections on a violation	\$100.00	\$105.00
Bed and Breakfast – up to four (4) sleeping rooms	\$350.00	\$367.00
Industrial (GROUP F OCCUPANCY)		
Inspect base building, less than 3,000 sq. ft. (gross area)	\$225.00	\$230.00
- Plus inspect each additional 3,000 sq. ft.	\$100.00	\$102.00
- Plus inspect each suite in addition to base building	\$35.00	\$35.00
Repeat follow-up inspections on a violation	\$100.00	\$102.00
Miscellaneous Inspections/Application Reviews/Permits		
Open Air Burning Site Inspection and Clearance	\$100.00	\$105.00
Fireworks Vendor-Site Inspection	\$100.00	\$105.00
Propane Licence Application Review (Basic)	\$120.00	\$126.00
Propane Licence Application Review (Complex)	\$78.00/hour	\$82.00/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$320.00	\$335.00
Review of Site Plans	\$78.00/hour	\$82.00/hour
Sale of Consumer Fireworks Vendor Permit	\$130.00/annually	\$136.00/annually
Display Fireworks Discharge Permit	\$195.00/event	\$205.00/per event

Fire Department Assistance	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Fire Watch	\$78.00/hour	\$82.00/hour
Securing Buildings	\$78.00/hour	\$82.00/hour
Fire Prevention Assistance	\$78.00/hour	\$82.00/hour
Training Assistance	\$78.00/hour	\$82.00/hour

File Reports and File Searches	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
File Search/File Reports - Environmental Issues	\$320.00	\$335.00
File Search/File Reports - Information	\$225.00	\$236.00
Letters and Produce Incident Reports to Insurance Companies	\$225.00	\$236.00
LLBO - Letters of Compliance	\$225.00	\$236.00

Smoke and Carbon Monoxide Alarm Installations	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Installation of Smoke Alarm	\$35.00 each	\$35.00 each
Installation of Plug-In Carbon Monoxide Alarm	\$45.00 each	\$45.00 each
Installation of Combination Alarm	\$55.00 each	\$55.00 each
Installation of Wireless Interconnected Smoke Alarm	\$70.00 each	\$70.00 each
Installation of Wireless Interconnected Combination Alarm	\$105.00 each	\$105.00 each

Schedule D - Vale Health and Wellness Centre

Arena	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Prime and Non-Niagara Rate (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$258.77	\$260.00
Non-Prime (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$155.94	\$156.00
Junior B - Hockey Game (Based on Average of Adult and Minor Sport Prime)	Per hour	\$216.96	\$218.00
Minor Sports & School Games (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$175.15	\$178.00
Minor Sports (including Junior B) Non-Prime (Based on average of Niagara municipal ice rates at time rates approved)	Per hour	\$113.00	\$115.00
School Non-Prime (Based on 50% of Minor Sports Prime rate)	Per hour	\$90.40	\$90.00
Individual Training (half ice) Non-Prime (Per player w/one coach; Available non-prime time only; Based on 50% of Minor Sports)	Per hour	\$96.05	\$85.00
Last Minute Ice Prime (Same Day Ice) (Based on 75% of Prime)	Per hour	\$201.14	\$185.00
Last Minute Ice Non-Prime (Same Day Ice) (Based on 75% of Non-Prime)	Per hour	\$122.04	\$120.00

Notes

- Leagues are charged the rate in effect at the time their ice rental agreement are made for the duration of the agreement.
- Per hour references 50 minutes allowing 10 minutes for a flood.
- Prime is anytime not denoted as Non-Prime.
- Non-Prime is weekdays before 5pm and after 9pm. Minor sports refers to youth sports associations and training with at least one coach. The default age of a youth is 18 and under, unless defined otherwise by a Canadian sports association to which the renting association/club/orgnaization is governed.
- All fees are plus insurance unless insurance is otherwise provided.

Family and Public Ice Skating	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Students	Per session	\$4.00	\$4.00
Adults	Per session	\$5.00	\$5.00
Seniors	Per session	\$4.00	\$4.00
Seniors Pay-As-You-Play	Per session	\$5.00	\$5.00
Pay-As-You-Play	Per session	\$5.00	\$5.00
Stick and Puck (Adult and 1 child)	Per session	\$6.00	\$6.00
Stick and Puck (Each additional child)	Per session	\$4.00	\$4.00
Tots and Adults	Per session	\$5.00	\$5.00
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$12.00	\$12.00

Summer Arena Floor/Facility Rental (No Ice)*	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$73.45	\$77.00
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$107.35	\$120.00

*Does not include associated staging and removal costs and access to the Golden Puck Community Room

All fees are plus insurance unless insurance is otherwise provided.

APPENDIX D: Schedule D - Vale Health and Wellness Centre

Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
For Profit/Commercial Use (Full Room)**	Daily	\$406.80	\$426.00
	Hourly	\$92.66	\$97.00
Not for Profit/Community Groups (Full Room)**	Daily	\$205.66	\$215.00
	Hourly	\$54.24	\$57.00
For Profit/Commercial Use (Half Room)**	Daily	\$209.05	\$220.00
	Hourly	\$49.72	\$52.00
Not for Profit/Community Groups (Half Room)**	Daily	\$107.35	\$113.00
	Hourly	\$29.38	\$31.00

All fees are plus insurance unless insurance is otherwise provided.

Other Rates	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Upper or Lower Lobby Not for Profit/Community Group	Hourly	\$28.25	\$30.00
Upper or Lower Lobby For Profit/Commercial	Hourly	\$47.46	\$50.00
Dressing Room (special events/tournaments)	Each/Daily	\$44.07	\$46.00
Swipe Card (Replacement)	Each	\$15.82	\$20.00
Keys (Additional)	Each	\$15.82	\$17.00
Power Cart & Hydro	Each	\$23.73	\$25.00

All fees are plus insurance unless insurance is otherwise provided.

Staffing	Term	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Assistant Arena Attendant Chargeback (Trade shows, tournaments, large scale events, etc.)	Per hour	\$18.64	\$25.00

Schedule E - Parks and Pavilions

Park Pavilions	Term	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Pavilion – Large*	Per Booking Per Day	\$75.00	\$80.00
Pavilion – Small*	Per Booking Per Day	\$70.00	\$75.00
Bandshell	Per Booking Per Day	\$65.00	\$70.00
Hydro	Per Booking Per Day	\$8.00	\$12.00
Washroom Rental Rate (non-public, after hours before Victoria Day Weekend or after Thanksgiving)	Per Booking Per Day	\$56.00	\$60.00
Park Permit (events less than 100 or not for profit) Note: Park permit does not include pavilion fee**	Per Booking Per Day	\$95.00	\$100.00
Park Permit Groups of 100 + (Daily rate, plus out of pocket expenses such as: extra staff, equipment, park reinstatement and garbage pickup) Note: Park permit does not include pavilion fee**	Per Booking Per Day	\$300.00	\$315.00
Park Permit Groups of 500 + or Special Event Request**	Per Booking Per Day	Job Specific Costing	Job Specific Costing

*Plus applicable User Group Liability Insurance premium

**Plus applicable User Group Liability Insurance premium

Playing Fields and Sport Courts	Unit	2025 Fee (HST Included)	2026 Proposed Fee (HST Included)
Soccer Fields – Youth	Per field/Per hour	\$6.21	\$8.00
Soccer Fields – Youth Tournament*	Per field/Per hour	\$11.30	\$14.50
Soccer Fields – Adult	Per field/Per hour	\$39.55	\$42.00
Soccer Fields – Adult Tournament*	Per field/Per hour	\$38.42	\$42.00
Port Colborne Minor Sport League Rate	Per player fee	\$5.00	\$5.00
Baseball/Softball Diamonds – Youth	Per Diamond/Per hour	\$6.21	\$8.00
Baseball/Softball Diamonds – Youth Tournament*	Per Diamond/Per hour	\$11.30	\$14.50
Baseball/Softball Diamonds – Adult	Per field/Per hour	\$39.55	\$40.00
Baseball/Softball Diamonds – Adult Tournament*	Per field/Per hour	\$38.42	\$42.00
Adult League	Per Team/Per Season	NEW	\$476.00
Lighting (soccer field or baseball/softball diamond)	Add/Per field	\$22.60	\$25.00
Lining (soccer field or baseball/softball diamond)	Add/Per field	\$22.60	\$25.00
Grooming (Diamonds)	Add/Per field	\$21.47	\$25.00
Tennis/Pickleball Courts (Cedar Bay Centennial or West Side Tennis Courts)	Per court/Per hour	\$7.91	\$10.00
Volleyball Courts (Cedar Bay Centennial Park)	Per court/Per hour	\$16.95	\$17.00
Horse Paddock Skateboard & BMX Park	Sanctioned OR Un-Sanctioned Competitions terms to be negotiated.		

All fees are plus insurance unless insurance is otherwise provided.

*Tournaments on request

Nickel Beach			
Pass/Permit Type	Classification	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Zone 1 Reserved Daily Pass per vehicle : Prime Season	Weekday (Monday-Thursday)	\$40.00	\$40.00
	Weekend (Friday-Sunday)	\$50.00	\$50.00
Zone 2 Hourly Fee per vehicle: Prime Season	Weekday (Monday-Thursday) - Available all day	\$4.00	\$4.25
	Weekend (Friday-Sunday) - Option starts After 4pm	\$5.00	\$5.25
Zone 2 Daily Pass per vehicle: Prime Season	Weekday (Monday-Thursday)	\$20.00	\$20.00
	Weekend (Friday-Sunday)	\$30.00	\$30.00
Zone 1 and 2 Hourly Fee per vehicle: Off Season, Free with Port Pass	Hourly	\$2.00	\$2.00
Zone 1 Hourly Fee per vehicle: Shoulder Season, Free with Port Pass	Hourly (Victoria Day - June 15 - September 15 - Thanksgiving)		\$5.00
Zone 2 Hourly Fee per vehicle: Shoulder Season, Free with Port Pass	Hourly (Victoria Day - June 15 - September 15 - Thanksgiving)		\$3.00
Zone 3 Overflow Daily Pass per vehicle: Prime Season	Weekday (Monday-Thursday)	\$20.00	\$20.00
	Weekend (Friday-Sunday)	\$30.00	\$30.00
Zone 3 Overflow Hourly Fee per vehicle: Prime Season	Weekday (Monday-Thursday) - Available all day	\$4.00	\$4.25
	Weekend (Friday-Sunday) Option starts after 4pm	\$5.00	\$5.25
Season Passes	PORTicipate Pass (Port Colborne Residents Only) -Zones 2 and 3 all year -PS: Zone 1, Sunrise to 8:30 AM* -OS: All Zones, Sunrise to Dusk**	FREE	FREE
	Gold Pass: -Mon - Thurs: Zones 2 and 3, Sunrise to Dusk -Fri - Sun: Zones 2 and 3, 4 PM to Dusk -PS: Zone 1 Sunrise to 8:30 AM* -OS: All Zones, Sunrise to Dusk**	\$200.00	\$200.00
	Morning Leisure Pass: -Zone 1, Sunrise to 9 AM	\$120.00	\$120.00
	Prime Season*: Defined as between Victoria Day and Thanksgiving. Off Season**: All other Days of the year. Beach parking lots not maintained through winter.		

Centennial – Cedar Bay Beach			
Pass/Permit Type	Classification	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Daily Pass per vehicle, Free with Port Pass	Weekday (Monday-Thursday)	\$20.00	\$20.00
	Weekend (Friday-Sunday)	\$30.00	\$30.00
Hourly Rate per vehicle: Free with Port Pass Option starts after 4pm	Weekday (Monday-Thursday)	\$4.00	\$4.00
	Weekend (Friday-Sunday)	\$5.00	\$5.00
Hourly Fee per vehicle offseason, Free with Port Pass	Weekday (Monday-Thursday)	\$2.00	\$2.00
	Weekend (Friday-Sunday)	\$2.00	\$2.00
Hourly Fee per vehicle: Shoulder Season, Free with Port Pass	Hourly (Victoria Day - June 15 - September 15 - Thanksgiving)	NEW	\$3.00
Beach Fines			
Prohibited Items		\$80.00	\$85.00
Unauthorized use/transfer of day passes or seasonal passes or Port Pass		\$80.00	\$85.00
Open Alcohol		\$80.00	\$85.00

Seasonal Dock Rates		
Marine Rescue Fee	2025 Fee (plus HST as	2026 Fee (plus HST as
Port Colborne Marine Auxillary Rescue (POCOMAR) Fee applied to all docking rates	2%	2%
Docking Options	2025 Fee (plus HST as	2026 Fee (plus HST as
Boats 20 - 26 ft (optional service)	\$73.50/ft	\$76.50/ft
Boats 27 - 34 ft (serviced)	\$86.90/ft	\$90.00/ft
Boats 35 - 60 ft (serviced)	\$90.83/ft	\$94.50/ft
Docks 3, 4, H, I, J (Minimal Service)	2025 Fee (plus HST as	2026 Fee (plus HST as
Boats 16 - 19 ft	\$57.75/ft	\$52.00/ft
Boats 20 - 26 ft	\$73.50/ft	\$66.00/ft
Second Boat - Minimal Service Docks Only (Must be owned by same owner with valid proof of insurance.)	2025 Fee (plus HST as applicable)	2026 Fee (plus HST as applicable)
Boats 16 - 19 ft	\$306.00	\$325.00
Boats 20 - 26 ft	\$335.00	\$355.00
Discounted Rates	2025 Fee (plus HST as	2026 Fee (plus HST as
Early Bird Discount - Based on payment in full for winter storage fees by September 1, and summer launch/mooring fees by February 15 annually.	5% of applicable rates	5% of applicable rates
Tournament/Regatta Discount: (Only with proof of registration)	40% of applicable rates	40% of applicable rates
First time seasonal customer incentive: (One time only, paid in full by February 15)	10% of seasonal rate	10% of seasonal rate
Same Slip/Non Designated Space Discount *	50% of 1st dock fee	50% of 1st dock fee
Seasonal Fishing Discount (Only available April - June 15 , or August - October 15). Only applicable on minimal service docks)	NEW	40% of applicable rates
* Only available for use directly beside oversized vessels or non-designated docking spaces. Must be preapproved by marina management. Must be same owner.		
Transient & Boat Ramp Rates		
Marine Rescue Fee	2025 Fee (plus HST as	2026 Fee (plus HST as
Port Colborne Marine Auxillary Rescue (POCOMAR) Fee applied to all transient and ramp rates	2%	2%
Transient Rates (per foot)	2025 Fee (plus HST as	2026 Fee (plus HST as
Daily	\$2.47	\$2.47
Canal Days Daily Rates (Monday-Monday)	\$3.00	\$3.00
Weekly	\$13.75	\$13.75
Monthly	\$33.55	\$33.55
Launch Ramp Rates	2025 Fee (plus HST as	2026 Fee (plus HST as
Daily Launch Pass	\$20.00	\$20.00
Seasonal Pass	\$125.00	\$130.00
**Non-Display Fine - Missing Ramp Pass	\$35.93	\$35.93

** Customer is still subject to the By-Law Parking Enforcement Fine as well

Miscellaneous Fees		
Additional Fees	2025 Fee (plus HST as	2026 Fee (plus HST as
PWC Port	\$400.00	\$400.00
Non Registered Boat Fee (Daily) ***	\$1.65	\$1.65
Missed appointment/unprepared Fee****	\$125.00	\$125.00
Administrative/Cancellation Fee	\$25.00	\$25.00
Dock Hold Deposit (To hold same space for following season)	20% of current dock rate	20% of current dock rate
Interest Charges - Balances owing (Monthly)	1.25%	1.25%
Security Card Deposit	\$20.00	\$25.00

*** For any boat found in a slip or storage that is without proper registration with marina office or has balances owing. Based on dock or boat LOA, whichever is greater.

**** Applied to customers who are not prepared at time of scheduled service appointments, or miss scheduled appointment times without prior confirmation.

Storage and Boat Yard Rates				
Winter Storage - All Inclusive (Includes fall haul out, powerwash*, blocking/cradle setup)	2025 Fee (plus HST as applicable)		2026 Fee (plus HST as applicable)	
	\$3.03/sq. ft	\$1100 minimum fee	\$3.18/sq. ft	1,155.00
Winter Storage - Trailerable Only (Own trailer, no marina services)	2025 Fee (plus HST as applicable)		2026 Fee (plus HST as applicable)	
	\$1.89/sq. ft	\$525 minimum fee	\$1.98/sq. ft	550.00
Winter Storage - Non Seasonal Boater	2025 Fee (plus HST as applicable)		2026 Fee (plus HST as applicable)	
	\$6.33/sq. ft		\$6.33/sq. ft	
Summer Storage	2025 Fee (plus HST as applicable)		2026 Fee (plus HST as applicable)	
Full Season (April 15-October 15) - Seasonal Customer*	\$3.03/sq. ft	\$1100 minimum fee	\$3.18/sq. ft	\$550 minumum fee
Full Season (April 15-October 15) - Non Seasonal Customer	\$6.33/sq. ft	\$500 minimum fee	\$6.33/sq. ft	\$6.33/sq. ft
Monthly	\$1.12/sq. ft		\$1.12/sq. ft	
Weekly	\$0.28/sq. ft		\$0.28/sq. ft	
*Eligible with payment in full on dock and winter storage from previous season, and deposit on dock for following season.				

Boat Handling & Yard Fees	2025 Fee (plus HST as applicable)		2026 Fee (plus HST as applicable)	
	Seasonal Slip Holder***	Non-Seasonal Slip Holder	Seasonal Slip Holder***	Non-Seasonal Slip Holder
Travel Lift (Haul Out/Launch) Minimum \$225 charge	\$10.68/ft	\$11.44/ft	\$11.21/ft	\$12.00/ft
Travel Lift (per hour after first hour)	\$84.00/hour	\$105.00/hour	\$86.00/hour	\$107.00/hour
Block & Stand Rental (per season)	\$6.03/ft	\$7.24/ft	\$6.03/ft	\$7.24/ft
Power Washing Hull Bottom**	\$2.88/ft	\$3.30/ft	\$2.88/ft	\$3.30/ft
Yard Equipment Fee	\$125.00/hour	\$145.00/hour	\$125.00/hour	\$145.00/hour
Yard Labour Fee	\$84.00/hour	\$105.00/hour	\$84.00/hour	\$105.00/hour
Mast Stepping - Length Overall (LOA)	\$4.15/ft	\$6.40/ft	\$4.15/ft	\$6.40/ft
Mast Storage (per season) - Length Overall (LOA)	\$1.81/ft	\$3.45/ft	\$1.81/ft	\$3.45/ft
Trailer/Cradle Storage (per season)	\$115.00	\$200.00	\$115.00	\$200.00
Pump-out (Transients)	N/A	\$15.00	N/A	\$15.00

* Based on payment in full prior to haul out.

** Powerwash only free for boats with anti-fouling paint on hull. Oversized boats (>42 ft in length), or non anti-fouling on hull may result in applicable extra charges.

*** Based on payment in full for dockage during current season.

Marina Pavilion Rates**			
Organization		2025 Fee (plus HST as	2026 Fee (plus HST as
		Flat Rate	Flat Rate*
Event with 1 to 100 participants with no alcohol	Seasonal boater	\$254.00	\$254.00
	General Public	\$429.00	\$429.00
Event with 1 to 100 participants with alcohol	Seasonal boater	\$335.00	\$335.00
	General Public	\$510.00	\$510.00
Event with 101 to 250 participants with no alcohol	Seasonal boater	\$308.00	\$308.00
	General Public	\$483.00	\$483.00
Event with 101 to 250 participants with alcohol	Seasonal boater	\$443.00	\$443.00
	General Public	\$618.00	\$618.00
Additional charges:		Flat Rate	Flat Rate
Clean-up fee is charged		\$30.00	\$30.00
Damage deposit (refundable w/o damage to property)		\$200.00	\$200.00
Chairs (per chair)		\$5.75	\$5.75
Tables (per table)		\$13.00	\$13.00

*Includes applicable User Group Liability Insurance premium

Non-Motorized Recreation Rental Fees		
Rates	2025 Fee (plus HST as	2026 Fee (plus HST as
Kayak	\$13.27/hour	\$13.27/hour
Stand Up Paddleboard (SUP) or Canoe	\$17.69/hour	\$17.69/hour
Refundable Security Deposit	\$100.00	\$100.00
Children under 13 years of age	FREE with Adult Purchase	FREE with Adult Purchase
PORTicipate Pass/Seasonal Slip Holder Fee	50% of all applicable fees	50% of all applicable fees
Punch Pass (15 hours)	\$125.00	\$125.00

Schedule I - Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

Procedure	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Tax Registration (per address)	Actual Cost for 3rd Party Services	Actual Cost for 3rd Party Services
Tax Sale (per address)	Actual Cost for 3rd Party Services	Actual Cost for 3rd Party Services
Administration Processing Fee	\$750.00	\$785.00
Proceed to booked Tax Sale	\$750.00	\$785.00
Extension Agreement Prepare Extension Agreement and present to Council for consideration	\$305.00	\$320.00
Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).		

Schedule J - Corporate Administration

Service	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Tax Arrears Certificate (includes water arrears)	\$60.00	\$63.00
Drainage balance certificate (add-on to Tax Arrears Certificate)	\$30.00	\$31.00
Paper Copy Tax Inquiry / Water Inquiry Returned	\$8.00	\$9.00
Cheque Charge	\$40.00	\$42.00
New Account Fee - Ownership Change	\$55.00	\$58.00
New Account Fee - New Roll Creation	\$55.00	\$58.00
New Account Fee - Water	\$55.00	\$58.00
Transfers to Tax for Over Due Accounts	\$55.00	\$58.00
POA Add to Tax Administration Fee	\$55.00	\$58.00
Administration Fee Accounts Sent to Collections	\$55.00	\$58.00
Marriage License	\$140.00	\$147.00
Civil Ceremony at City Hall	\$325.00	\$340.00
Civil Ceremony held at location other than City Hall*	\$425.00	\$440.00
Commissioner for Taking Affidavits (including HST)**	\$25.00	\$25.00
Death Registrations	\$30.00	\$30.00
Photocopying (per page)	\$0.30	\$0.30

* \$100.00 non-refundable fee due upon initial consultation with the officiant

** per oath or declaration (City business and pensions exempt)

^ After hours ceremony requests, to be considered on a case by case basis and subject to additional fees

Schedule K - Port Colborne Historical and Marine Museum, Roselawn and Archives

Museum	Term	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per item	\$22.00	\$23.00
Tours:			
Group Tours (Minimum 5 people)	Per person	\$5.00	\$5.00
School Tours	Per student	\$5.00	\$5.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person	\$5.00	\$5.00
Admission Fees:			
Museum & Village		Donation Box Sponsored By Donation	Donation Box Sponsored By Donation
Canal Days			
Christmas Festival			
Membership Fees:			
Students/Seniors (60+)		\$5.00	\$5.00
Individual		\$8.00	\$8.00
Family		\$10.00	\$11.00
Life Patron		\$100.00	\$105.00
Sustaining (Corporate)		By Donation	By Donation

APPENDIX K: Schedule K - Port Colborne Historical and Marine Museum, Roselawn and Archives

Roselawn Centre (Rental rates are based on a 6 hour event use.)	Term	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
President's Room Rental (no alcohol)*		\$345.00	\$362.00
President's Room Rental (with alcohol)*		\$375.00	\$394.00
Roselawn - All Rooms (no alcohol)*		\$630.00	\$662.00
Roselawn - All Rooms (with alcohol)*		\$660.00	\$693.00
Roselawn - All Rooms (no alcohol) 12 hour		\$1,260.00	\$1,323.00
Roselawn - All Rooms (with alcohol) 12 hour		\$1,320.00	\$1,386.00
Daily Dishwasher Fee (Dish rental)		\$55.00	\$58.00
Table Linens	Per table	\$6.00	\$7.00
Cruiser Tables	Per table	\$3.00	\$3.00
Outdoor Garden (Tents, tables and chairs are not supplied)		\$210.00	\$221.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$60.00	\$63.00

*Includes applicable User Group Liability Insurance

APPENDIX K: Schedule K - Port Colborne Historical and Marine Museum, Roselawn and Archives

Archives	Term	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Research Fees: (The following applies to research conducted by Museum staff for others.)			
Commercial Use	Per Hour	\$65.00	\$68.00
Personal Use	Per Hour	\$22.00	\$23.00
Student Use	Per Hour	\$12.00	\$13.00
Unassisted Research	Per Item	By Donation	By Donation
Retrieval Fees:			
Artifact/ Photograph - (Appointment Required)	Per Item	\$22.00	\$23.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed:			
Commercial Use	Per Image	\$54.00	\$57.00
Personal Use	Per Image	\$32.00	\$34.00
Publication (print, digital)	Per Image	\$106.00	\$111.00
Photocopies: *Copyright Restrictions Apply			
Black & White 8 x 10 copy paper	Per Copy	\$0.30	\$0.35
Black & White > 8 x 10 copy paper	Per Copy	\$0.60	\$0.65
Colour Copy (Retrieval fees may apply)	Per Page	\$1.10	\$1.20
Rental Fees for MacDonald Conference Hall:*			
Daily Rental up to 8 hours (Requires signed contract)	Daily	\$160.00	\$168.00

*Includes applicable User Group Liability Insurance premium

Miscellaneous Fees		
Schedule of Fees	2025 Fee	2026 Proposed Fee
Fence By-Law		
Fence Variance (non-refundable)	\$605.00	\$635.00
Fence By-Law Order to Comply – application fee	\$275.00	\$289.00
Boulevard and of Snow Removal By-Law		
Snow clearing - per meter	\$15.00	\$16.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$265.00	\$278.00
Regulate Noise By-Law		
Noise Variance – Private function taking place on private property (non-refundable)	\$200.00	\$210.00
Noise Variance – Private function taking place on City property (non-refundable)	\$135.00	\$142.00
On Street Parking Permits		
Initial Fee (per vehicle)	\$40.00	\$42.00
Replacement Fee (per vehicle)	\$55.00	\$58.00
Fail to display permit prominently	\$40.00	\$42.00
Park without permit	\$70.00	\$74.00
Encroachment Agreements		
Application	\$460.00	\$483.00
Annual	\$135.00	\$142.00
Discharge of Firearm		
Discharge of Firearm Variance	\$125.00	\$131.00

Maintenance of Property and Land(Lot Maintenance By-law)		
Schedule of Fees	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Re-inspection fee*	\$210.00	\$221.00
Minimum maintenance fee	\$300.00	\$315.00
Administration fee	n/a	n/a
Mailing fee	n/a	n/a
*Re-inspection fee is payable where violation still exists.		

Cutting Grasses and Weeds(Lot Maintenance By-law)		
Lot Size	2025 Fee	2026 Proposed Fee
1 to 7,500 square feet	Actual Costs	Actual Costs
7,501 to 15,000 square feet	Actual Costs	Actual Costs
15,001 to 30,000 square feet	Actual Costs	Actual Costs
30,000 square feet to 1 acre	Actual Costs	Actual Costs
> 1 acre to 1.5 acres	Actual Costs	Actual Costs
> 1.5 acres to 2 acres	Actual Costs	Actual Costs
Each additional acre	Actual Costs	Actual Costs

Erection and Maintenance of Signs and Other Advertising Devices (Sign By-law)				
Sign Type	Size	Term	2025 Fee	2026 Proposed Fee
Awning	Each		\$68.00	\$71.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$20.00	\$21.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$42.00	\$44.00
Billboard	Maximum 50 square meters	Per square meter	\$8.00	\$8.00
Facia	Maximum 15 square meters	Per square meter	\$8.00	\$8.00
Ground	Maximum 10 square meters		\$68.00	\$71.00
Mall		Per square meter	\$8.00	\$8.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$8.00	\$8.00
Portable	Maximum 9 square meters	Per 15 days	\$20.00	\$21.00
Projecting	Maximum 10 square meters		\$68.00	\$71.00
Roof	Maximum 50 square meters	Per square meter	\$8.00	\$8.00

Sign Variance By-law		
Type	2025 Fee	2026 Proposed Fee
Sign Variance (non-refundable)	\$940.00	\$987.00
Order to Comply – administration fee	\$275.00	\$289.00

Pool Variance By-law		
Type	2025 Fee	2026 Proposed Fee
Pool Variance (non-refundable)	\$520.00	\$546.00
Order to Comply – administration fee	\$275.00	\$289.00

Respecting the Keeping of Animals (Exotic Animals By-law)		
Schedule of Fees	2025 Fee	2026 Proposed Fee
For the first animal of each species	\$30.00	\$32.00
For the second and third animal of each species	\$5.00	\$5.00
For each species the aggregate of which exceed three in	\$5.00	\$5.00
Maximum Licensing fee*	\$6,685.00	\$7,019.00
*regardless of the number of animals, animal species or sub-species held in a single location		

Note: Beach and Marina enforcement penalties are noted in their respective appendicies

Vacant Building Registry		
Schedule of Annual Registration Fees	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Residential (excluding R4 Zoned Properties)	\$1,315.00	\$1,381.00
Commercial and R4 Zoned Properties	\$2,100.00	\$2,205.00
Institutional and Industrial	\$3,150.00	\$3,308.00

Maintenance and Occupancy of Property (Property Standards By-law)

Schedule of Fees	Unit	2025 Fee	2026 Proposed Fee
Issuance of Certificate of Compliance			
Certificate of Compliance	Per Certificate	\$135.00	\$142.00
Inspection Fees			
Discharge an Order registered in the Land Registry Office (includes original registration of Order)	Per Order	\$345.00	\$362.00
Appeal Fees			
File a Notice of Appeal (non-refundable)	Per Appeal	\$525.00	\$551.00
Other Fees			
Order to Comply		\$315.00	\$331.00

Schedule M - Cemeteries

Resident	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Opening and Closing Fees and Charges		
Burial (weekday)	\$1,805.00	\$1,895.00
Burial (weekend or holiday)		
Child Burial (weekday)*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Child Burial (weekend or holiday)*		
Infant Burial (weekday)*		
Infant Burial (weekend or holiday)*		
Cremation/Columbarium (weekday)	\$930.00	\$976.00
Cremation/Columbarium (weekend or holiday)		

Cemetery Services and Interment Rights	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Single Lot or Grave	\$3,055.00	\$3,207.00
Infant Lot or Grave*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Cremation Plot	\$1,550.00	\$1,627.00
Columbarium, each crypt	\$3,510.00	\$3,685.00
Pouring Foundation (per cubic foot of concrete)	\$50.00	\$50.00
Perpetual care markers (owner supplied)	\$110.00	\$100 Per BAO
Perpetual care markers (owner supplied) <48" high	\$215.00	\$200 Per BAO
Perpetual care markers (owner supplied) >48" high	\$425.00	\$400 Per BAO
Disinterment (opening fee plus actual cost to disinter)	\$1,590.00	\$1,669.00
Ownership Transfer Fee	\$125.00	\$131.00

* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

APPENDIX M: Schedule M - Cemeteries

Non-Resident		
Opening and Closing Fees and Charges	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Adult Burial (weekday)	\$2,000.00	\$2,100.00
Adult Burial (weekend or holiday)		
Child Burial (weekday)*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Child Burial (weekend or holiday)*		
Infant Burial (weekday)*		
Infant Burial (weekend or holiday)*		
Cremation/Columbarium (weekday)	\$955.00	\$1,002.00
Cremation/Columbarium (weekend or holiday)		

Cemetery Services and Interment Rights	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Single Lot or Grave	\$4,740.00	\$4,740.00
Infant Lot or Grave*	No Charge for Port Colborne Residents under the age of 12 years old	No Charge for Port Colborne Residents under the age of 12 years old
Cremation Plot	\$2,120.00	\$2,150.00
Columbarium, each crypt	\$4,550.00	\$4,600.00
Stand Alone Family Niche (2 Crypts)		\$9,200.00
Pouring Foundation (per cubic foot of concrete)	\$65.00	\$65.00
Perpetual care markers (owner supplied)	\$110.00	\$100 Per BAO
Perpetual care markers (owner supplied) <48" high	\$215.00	\$200 Per BAO
Perpetual care markers (owner supplied) >48" high	\$425.00	\$400 Per BAO
Disinternment (opening fee plus actual cost to disinter)	\$1,760.00	\$1,760.00
Ownership Transfer Fee	\$140.00	\$140.00

APPENDIX M: Schedule M - Cemeteries

Cemetery Services Misc	2025 Fee (plus HST)	2026 Proposed Fee (plus HST)
Corner Posts x 4 (includes installation)		\$360.00
Corner Posts x2 (includes installation)		\$230.00
Installation of Flatmarkers (each)		\$100.00
Perpetual Care for Flat Markers and Corner Posts Seperate from purchase price (required fee)		\$100 Per BAO
Installation of plaque on Columbarium (each)		\$75.00
Grave / Title Search (each)		\$50.00

* Regular Single Lot or Grave fees apply for non-residents of Port Colborne.

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Official Plan		
Official Plan Amendment	\$12,300.00	\$12,915.00
Official Plan Amendment Urban Boundary Expansion	NEW	\$40,000.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$1,700.00	\$1,785.00
Zoning By Law		
Zoning By Law Amendment	\$13,700.00	\$14,385.00
Adjournment of a Zoning By Law (at owner's request)	\$1,700.00	\$1,785.00
Removal of a Holding Symbol	\$2,100.00	\$2,205.00
Temporary Use By Law	\$6,100.00	\$6,405.00
Preparation of a Temporary Use Agreement	\$3,000.00	\$3,150.00
Extension of a Temporary Use	\$2,900.00	\$3,045.00
Plan of Subdivision		
Draft Plan Approval of Subdivision	\$15,650 base fee plus \$55.00 per lot/block.	\$17,000 base + \$3,100 for each phase over one + \$150 per lot/block excluding 0.3 reserves
Redline Revisions/Change of Conditions to Draft Plan	\$8,500.00	\$8,925.00
Extension to Draft Plan Approval	\$1,900.00	\$1,995.00
Final Plan Approval	\$3,200.00	\$3,360.00
Amendment to Subdivision Agreement	\$4,200.00	\$4,410.00
Part Lot Control	\$2,200.00	\$2,310.00
Deeming By Law	\$1,500.00	\$1,575.00
Discharge of a Subdivision Agreement	\$2,450.00	\$2,575.00
Plan of Condominium		
Draft Plan Approval of Condo	\$15,650 base fee plus \$55.00 per lot/block.	\$17,000.00
Redline Revisions/Change of Conditions to Draft Plan	\$8,300.00	\$8,715.00
Extension to Draft Plan Approval	\$1,900.00	\$1,995.00
Final Plan Approval	\$3,200.00	\$3,360.00
Condominium Conversion	\$9,700.00	\$10,185.00
Amendment to Condominium Agreement	\$4,850.00	\$5,090.00
Discharge of a Condominium Agreement	\$2,450.00	\$2,575.00
Condominium Exemption Request	\$5,300.00	\$5,565.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Site Plan Control		
Site Plan Control Approval (agreement)	\$10,400.00	\$10,920.00
Site Plan Control Approval (no agreement)	\$4,300.00	\$4,515.00
Amendment to Site Plan Agreement	\$4,500.00	\$4,725.00
Discharging of a Site Plan Agreement	\$1,675.00	\$1,760.00
Revision to submission by applicant (before approval)	NEW	\$1,760.00
Committee of Adjustment		
Minor Variance/Expansion of Non Conforming Use	\$1,900.00	\$1,995.00
Minor Variance (Building without a Permit)	\$2,505.00	\$2,630.00
Consent (new lot)	\$2,900.00	\$3,045.00
Easement	\$1,850.00	\$1,945.00
Lot Addition/Boundary Adjustment	\$1,850.00	\$1,945.00
Adjournment of a Consent or Variance (at applicant's request)	\$700.00	\$735.00
Changes to Consent Conditions	\$750.00	\$790.00
Final Certification Fee	\$400.00	\$420.00
Validation of Title	\$1,500.00	\$1,575.00
Miscellaneous		
Quarry/Pit Establishment or Expansion	\$76,000.00	\$100,000.00
Telecommunication Facilities Consultation Process	\$1,900.00	\$1,995.00
Compliance Letter Express (within 3 days)	\$300.00	\$315.00
Development Agreement	\$3,400.00	\$3,570.00
Discharging of a Development Agreement	\$1,140.00	\$1,197.00
Front Ending Agreement	\$1,900.00	\$1,995.00
OMB Subpoena first day	\$760.00	\$798.00
OMB Subpoena thereafter	\$505.00	\$530.00
Zoning Verification Small Projects (pool, signs, decks, etc)	\$60.00	\$63.00
Zoning Verification Large Projects (dwellings)	\$80.00	\$84.00
Pre consultation Meetings (Major - OPA/ ZBLA/ Subdivision/ Condominium)	\$1,700.00	\$1,785.00
Pre-consultation Meetings (Minor - minor variance & consent)	\$900.00	\$945.00
Combined Applications		
Consent & Minor Variance	\$3,800.00	\$3,990.00
Consent & Development Agreement	\$5,850.00	\$6,145.00
Minor Variance & Development Agreement	\$5,100.00	\$5,355.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Engineering		
Municipal Consent Permit Fee*	\$385.00	\$405.00
Lot Grading Plan Review	\$110.00	\$125.00
Final Lot Grading Review	\$110.00	\$125.00
Development Sanitary & Water Modelling Analysis for Draft Plan of Subdivision	\$4,200 (Water or Wastewater Only) \$7,500 (Water AND Wastewater)	\$4,410 (Water or Wastewater Only) \$7,875 (Water AND Wastewater)
Development Sanitary & Water Modelling Analysis for Site Plans/ Draft Plan of Condominium	\$2,600 (Water or Wastewater Only) \$5,000 (Water AND Wastewater)	\$2,730 (Water or Wastewater Only) \$5,250 (Water AND Wastewater)
Site Alteration Permit Inspections**		
Site Alteration Permit (< 1,000m³): Permit application fee to be applied where the being removed or placed exceeds the following limits per lot size: - 0.1 hectares or less/maximum of 10m ³ - > 0.1 to 0.2 hectares/maximum of 50m ³ - > 0.2 to 0.5 hectares/maximum of 100m ³ - > 0.5 hectares or larger/maximum of 500m ³ - > 500m ³ but less than 1,000m ³	\$550.00	\$580.00
Site Alteration Permit (> 1,000m³): Permit application fee to be applied where the fill being removed or placed is greater than 1,000m ³ .	\$1,100.00	\$1,155.00
Site Alteration Permit Renewal/Extension (within limits): Fee to be applied when a renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$550.00	\$580.00
Site Alteration Permit Renewal/Extension (exceeded limits): Fee to be applied when a Site Alteration Permit (< 1,000m ³) permit has been issued and subsequently, the amount of material has exceeded the allowable limits, and the renewal/extension is granted two (2) months prior to the expiration of the Site Alteration Permit issued. <u>Note:</u> A renewal/extension occurring after expiration of, or within two (2) months prior to the expiration of, the Site Alteration Permit issued is considered a new application and subject to new application fees.	\$820.00	\$860.00

Application	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Post Site Alteration Permit Issuance Reviews: Engineering or zoning review or other changes after Site Alteration Permit has been issued.	\$1,095.00	\$1,150.00
Haul route inspections: Haul route inspections prior to, during and after issuance of a Site Alteration Permit).	\$110.00	\$115.00
Post-Commencement Permit Surcharge: Fees to be applied for any Site Alteration Permit application which has been made post-commencement of activities.	150% of applicable fees	150% of applicable fees
Site Alteration Violation Investigation: This fee shall be applied in any situation where work or activities have been undertaken for which a Site Alteration Permit is required but not obtained. This fee is in addition to all other fees, charges and securities applicable under this By-law.	100% of applicable application fee (each occurrence)	100% of applicable application fee (each occurrence)

* A \$1000.00 security deposit is required. The funds will be returned after final inspection if all works have been completed to the satisfaction of the City. The City has the right to use the funds if damage is not repaired or reinstated to the satisfaction of the City.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

1. If the Municipality does not have sufficient expertise to review and determine that a study is acceptable, the Municipality may require a peer review. The cost of the peer review shall be paid for by the applicant.
2. Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

Construction		
New Building Construction and Additions ^{6,8}	2025 Fee	2026 Proposed Fee
Minimum Fee for all Building Permits ⁹	\$155.00	\$165.00

Major Occupancy ⁷	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i>	Per square foot	\$2.38	\$2.50
Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i>	Per square foot	\$2.58	\$2.70
Group C – Residential Occupancies <i>Single detached dwelling</i> <i>Semi-detached dwelling, duplex dwelling</i> <i>Townhouse</i> <i>Multiple unit dwellings, apartment building, townhouse</i> <i>Hotels, motels</i> <i>Other residential</i>	Per square foot	\$1.76	\$1.85
Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i>	Per square foot	\$2.20	\$2.30
Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>	Per square foot	\$2.06	\$2.15
Group F – Industrial Occupancies <i>Examples:</i> <i>Industrial mall/plaza/garage, plant, factory, warehouse, other</i>	Per square foot	\$1.52	\$1.60
<i>Industrial buildings with no partitions, no plumbing and no mechanical</i>	Per square foot	\$1.16	\$1.20

New Building Construction and Additions ^{6,8 (continued)}	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Special Categories/Occupancies			
Farm building, greenhouse	Per square foot	\$0.40	\$0.40
Park Model Trailer		\$270.00	\$285.00
Tent, temporary fabric structure	Each	\$270.00	\$285.00
Renewable Energy Projects		See note 12 (Min. \$200)	
Houses and Accessory to Houses: ¹⁴			
Garage, carport	Per square foot	\$1.00	\$1.05
Covered deck/porch	Per square foot	\$0.64	\$0.70
Uncovered deck/porch	Per square foot	\$0.64	\$0.70
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$1.00	\$1.05
Shed/accessory building	Per square foot	\$1.00	\$1.05
Alterations	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.38	\$0.40
Under pinning foundation		See note 12	See note 12
Roof structure	Per square foot	\$0.22	\$0.25
Fireplace, woodstove, chimney		\$170.00	\$180.00
Interior Alterations:			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.85	\$0.90
Finishing basement	Per square foot	\$0.85	\$0.90
Other minor alteration		See note 12	See note 12
Partial Permit/Staged Construction ¹¹		2025 Fee	2026 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value		50%	50%
Foundation Stage ¹¹			
Complete to grade including or excluding underground services within building		15%	15%
Building Shell Stage ¹¹			
Completed structural shell stage		40%	40%
Completed architectural shell stage		80%	80%
Building Completion Stage ¹¹			
Includes completed building stage		100%	100%

Plumbing Only	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$12.50	\$13.00
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear loot	\$1.70	\$1.80
Water distribution pipe inside a building	Each	\$170.00	\$180.00
Residential¹⁴			
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$270.00	\$285.00

Mechanical HVAC Only	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Group A, B, C (except houses), D E	Per square foot	\$0.15	\$0.20
Houses		\$170.00	\$185.00
Group F	Per square foot	\$0.15	\$0.20
Commercial type Kitchen Exhaust		See note 12	See note 12

Pool	2025 Fee	2026 Proposed Fee
Public pool	\$465.00	\$490.00
Private pool	\$195.00	\$205.00

Designated Structure	2025 Fee	2026 Proposed Fee
As defined in the Ontario Building Code	See note 12	See note 12

Demolition	Permit Fee Details ¹⁻¹⁶	2025 Fee	2026 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$210.00	\$220.00
Other demolitions	Per square foot	\$0.15	\$0.20

Conditional ¹⁵	2025 Fee	2026 Proposed Fee
Surcharge	50%	50%

Change of Use		2025 Fee	2026 Proposed Fee
Permit for the change of use of a building or part thereof		\$175.00	\$185.00
Occupancy		2025 Fee	2026 Proposed Fee
Permit to allow occupancy			
Houses, semi-detached dwellings, townhouses	Each	\$175.00	\$185.00
Other buildings	Each	\$175.00	\$185.00
Permit to allow partial occupancy			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.10	\$0.11
Review of proposed application	Per hour	\$130.00	\$135.00
Transfer		2025 Fee	2026 Proposed Fee
Transfer of permit to a new owner		\$175.00	\$185.00
Deposits Required for Permits		2025 Fee	2026 Proposed Fee
New Main Buildings	Houses	\$1,150.00	\$1,210.00
	Other than Houses	\$575.00	\$605.00
Additions, Accessory	Houses	\$575.00	\$605.00
	Other than Houses	\$575.00	\$605.00
Alterations	Houses	\$575.00	\$605.00
	Other than Houses	\$575.00	\$605.00
Demolitions	Main Building	\$2,295.00	\$2,410.00
	Accessory, Partial	\$575.00	\$605.00
Pools	In ground and On-Ground	\$575.00	\$605.00
Other		\$575.00	\$605.00
New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses	\$1,150.00	\$1,210.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,295.00	\$2,410.00

Notes for Deposits:

- 1. No deposit is required for the following:
 - a) Uncovered decks on piers
 - b) Tents and fabric structures
- 2. “Houses” includes single detached, semi-detached, duplexes, triplexes and townhouses.
- 3. “Other than Houses” includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
- 4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:
 - a) The deposit already held is equal or larger than the amount specified in this Schedule.
 - b) There is no existing damage to City property as a result of work on the lot.
 - c) The existing deposit is recorded on all applicable permit files as being held as security for other permits.

Additional Fees and Charges	2025 Fee	2026 Proposed Fee
Discharge of an Order from property title	\$1,055.00	\$1,110.00
Submitting an application for Permit Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.	\$155.00	\$165.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%
Alternative Solution application (per hour, minimum 4 hours)	\$175.00	\$185.00

Refund of Permit Fees	2025 Fee	2026 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$70.00	\$75.00

Notes for Refunds:

- 1. No refund will apply one year after date of permit issuance.
- 2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid.
- 3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act.

General Notes:

- 1.** Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- 2.** Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- 3.** Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- 4.** \$165.00 paid at time of application plus \$60.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- 5.** There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- 6.** Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- 7.** Major occupancy is based upon the Ontario Building Code.
- 8.** New construction and additions include plumbing, HVAC and all other regulated building services/components.
- 9.** Minimum permit fee is \$165.00 and is addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$60.00 fee plus \$60.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$16.85 for each \$1,000.00 value of work proposed.
- 13.** Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- 14.** See "Deposits Required for Permits" for applicable deposits.
- 15.** The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- 16.** A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- 17.** Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.

Schedule P - Filming Fees

Service	2025 Fee (plus HST as applicable)	2026 Proposed Fee (plus HST as applicable)
Film Permit - Municipal Property	\$185.00	\$190.00
Staff Time - Film Liason	\$90.00	\$95.00
Security Deposit	\$2,500.00 minimum for low impact filming projects.	\$2,650.00 minimum for low impact filming projects.
	\$5,000.00 minimum for medium to high	\$5,200.00 minimum for medium to high impact filming projects.

The Corporation of the City of Port

Colborne By-law No. _____

Being a By-law to Amend By-law No. 3151/22/95, as amended, Being a By-law to Regulate the Supply of Water, and to Provide for the Maintenance and Management of Water Works and for the Imposition and Collection of Water Rates and to Amend By-law No. 3424/6/97, as amended, for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas Part VI.1 – Special Powers and Duties of the Head of Council of the Municipal Act, 2001, S.O. 2001, c 25 (“the Act”) assigns certain powers and duties of the municipality formerly exercised by Council to the Head of Council (“Strong Mayor Powers”); and

Whereas the Mayor is the Head of Council for the City of Port Colborne; and

Whereas Subsection 284.16 (1) of the Act provides that the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the Head of Council; and

Whereas Subsections 284 (2) to (7) of the Act and sections 7, 8 and 9 of Ontario Regulation 530.22 – Part VI.1 to the Act set out in detail the processes to be followed by the Mayor and Council in respect of budget proposals and approvals; and

Whereas section 7 of Ontario Regulation 530/22: Part VI.1 of the Act provides, among other things:

- (a) that the Mayor shall propose a budget on or before February 1 of each budget year;
- (b) that Counsel, within 30 days after receiving the budget, may pass a resolution amending the proposed budget;
- (c) that, if Council does not pass a resolution amending the budget within 30 days, the proposed budget is deemed adopted by the municipality; and

Whereas on October 6, 2025 the Mayor proposed a budget for the regulation of the supply of water, and to provide for the maintenance or water works and for the imposition and collection of water rates and for the imposition and collection of sewage service rates and sewer rates in accordance with the recommendations detailed in Financial Services Department Report 2025–167; and

Whereas any rate in this by-law is subject to change through future amendments, including rate changes due to, but not limited to future budget changes; and

Whereas the Mayor acting pursuant to the assigned Strong Mayor Powers is desirous of amending By-Law 3151/22/95, as Amended, Being a By-Law for the Imposition and Collection of Water Rates and By-Law 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates;

Now therefore the Mayor, acting pursuant to the assigned Strong Mayor Powers, enacts as follows:

1. That Schedule “A” to By-law Nos. 3151/22/95, as amended, and 3424/6/97, as amended, are repealed and replaced with Schedule “A” attached hereto and forming part of this by-law.
2. The usage and fixed rates established by this By-law shall all be effective as of January 1, 2026.

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

Enacted and passed this 12th day of November, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

Schedule "A" to By-Law No. _____

By-Law No. 3151/22/95, as amended and By-Law No. 3424/6/97, as Amended

Water and Wastewater Rates

1. Metered Consumption Rates

All users, including Residential, Institutional/ Commercial/ Industrial ("ICI") are subject to a metered consumption rate for water of \$1.9837 per cubic meter of water usage.

All users, with the exception of Residential properties, are subject to a metered consumption rate for wastewater of \$2.6497 per cubic meter of water usage.

If a user has or had the ability to draw or remove water from the lake or canal and metered wastewater usage is larger than metered water usage for the 12 months ending December 31, the difference, multiplied by 2.6497 per cubic meters will be added to the January water and wastewater bill.

There is no minimum charge per billing period.

2. Bulk Water Sales

The metered rate for bulk water sales is \$1.9837 per cubic meter.

The service charge is based on a 75mm (3") meter regardless of the actual meter used. The fixed service charge is \$6,337.68 per year.

3. Fixed Service Charge

Residential properties are subject to a fixed service charges as follows:

Meter Size	Meter Factor	Water	Wastewater
Residential properties with 2 or less units [19 mm (3/4") or smaller]	NA	\$ 576.16	\$1,345.41
Residential properties with 3 or more units	NA	\$ 288.08 per unit	\$ 672.70 per unit

All other users are subject to a fixed service charge based on user type or meter size:

Meter Size	Meter Factor	Water	Wastewater
19 mm (3/4") or smaller 1 - non-Residential	1	\$ 576.16	\$ 990.58
25 mm (1")	1.4	\$ 806.61	\$ 1,386.83
38 mm (1 1/2")	1.8	\$ 1,037.08	\$ 1,783.05
50 mm (2")	2.9	\$ 1,670.85	\$ 2,872.70
75 mm (3")	11.0	\$ 6,337.68	\$10,896.43
100 mm (4")	14.0	\$ 8,066.13	\$13,868.17
150 mm (6")	21.0	\$ 12,099.20	\$20,802.28
200 mm (8")	29.0	\$ 16,708.42	\$28,726.94
250 mm (10")	40.0	\$ 23,046.09	\$39,623.37

All developable vacant land directly abutting the water distribution and/or wastewater collection system will be charged the fixed service charge for water and wastewater through the property tax billing system unless the property is assessed undevelopable by the City's Planning department.

The fixed service charge applied to developable vacant land will be charged based on property classification as follows:

Property Type	Water	Wastewater
Residential	\$ 576.16	\$1,345.41
Commercial/Institutional/Industrial	\$ 1,670.85	\$ 2,872.70

It is not the intent of this bylaw for a property owner to have paid the developable vacant land fixed service charge on a property for the same time period as the regular fixed service charge for the same period. For any period of duplicate payment, which may occur due to time of billings as a property moves from undeveloped to developed, the City will refund the developable vacant land fixed service charge.

4. Flat Rate (Residential)

During any month where an accurate meter reading cannot be recorded, a Residential user account will be charged, for water and wastewater, the average monthly consumption for the previous 12 months. If a residential account does not have 12 months of previous consumption, then the average consumption will be based on the number of months previously billed.

Examples of when a meter reading cannot be recorded are as follows:

- where a service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and / or providing access to read a water meter or reading device;
- refusing to remove any obstruction to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

Appointments should be made to repair meters reading correctly. If an appointment is refused after 3 attempts, the water will be shut off.

Flat Rate (ICI)

During a period where an accurate meter reading cannot be recorded, an ICI user account will be charged a monthly flat rate for water and wastewater. The flat rate will be calculated as two (2) times the current fixed service charge per Section 3 (the fixed service charge will be dependent on meter size) above PLUS two (2) times the monthly average of the previous 12 months' available consumption at the metered consumption rates per Section 1 above.

Examples of when a meter reading cannot be recorded are the same as those outlined under "Residential" above.

5. Water for New Construction Rates

During periods of new construction where there is no water meter the following rates are charged:

- Residential properties are subject to a \$374.50 flat fee.
- ICI properties are subject to a \$749.00 flat fee.

Following 14 days after the payment and pickup of water meter, rates are no longer subject to this section. Rates are to be charged based on Sections 1 to 4 above.

6. Administration Charges

- Issuing a water shut off tag shall be charged to the property owner at a fee of \$90.00;
- Water account inquiries will be provided at a fee of \$9.00;
- Reading of analog meters due to refusal to upgrade to RF meters will be provided at a fee of \$115.00 per scheduled reading date.
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

7. User Charges

There are certain user charges with respect to water and wastewater that are included in the User Fee By-Law. These include such topics as water turn on / off and installation of water services.

User fees may be billed individually, included in a user's water and wastewater bill or charged and collected through a building permit.

8. Late Payment Fees

Payment terms to be a minimum of net 21 days.

Interest on water and wastewater accounts to begin accruing at one and one fourth (1 ¼) percent of the amount due and unpaid starting on the first day of default.

At the discretion of the Director, Corporate Services / Treasurer a payment can be backdated to the due date on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided by the account holder.

The Director, Corporate Services / Treasurer is approved to move any unpaid water and wastewater balances to the property tax roll of the related property.

9. Billing Cycle

Identified and developable vacant land subject to the fixed service charge will be billed semi-annually on the property tax bill or through the supplemental tax billing system on a prorated basis.

The water for new construction charge will be billed and collected at the time of building permit before a building permit is issued.

All water and wastewater meter users will be billed monthly on a water and wastewater bill.

10. Exemptions from Billing for Wastewater Costs

Bulk water haulers accessing City bulk water facilities:

- Port Colborne Poultry Limited
- Any property that does not directly abut any part of the wastewater system;
- Any other property that is covered by a separate By-Law enacted by Council.

11. Exemptions from Billing for Water and Wastewater Charges on Vacant Land

- Vacant assessed land that abuts another assessed property that is owned by the same registered owner, AND, the use of the vacant assessed land supports a business on the abutting assessed property, except for Industrial use properties.

The Corporation of the City of Port Colborne

By-law No. _____

Being a By-law to Establish a Committee known as the Mayor's Youth Advisory Committee and Terms of Reference and to Repeal By-law No. 7299/119/24 and all Amendments Thereto

Whereas at its meeting of June 13, 2023, Council approved the recommendations of Development and Legislative Services Department, Report 2023-34, Subject: Committees' Proposed Terms of Reference; and

Whereas at its meeting of November 12, 2025, Council approved the recommendations of the Legislative Services Department Report 2025-226, Subject: Mayor's Youth Advisory Committee Appointments and Terms of Reference Amendment 2025; and

Whereas Council is desirous of establishing a Terms of Reference for the Mayor's Youth Advisory Committee;

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

1. That there is hereby established a Committee to be known as the "Mayor's Youth Advisory Committee".
2. That the Terms of Reference for the Mayor's Youth Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law No.7299/119/24, Being a By-law to Establish a Committee known as the Mayor's Youth Advisory Committee and Terms of Reference, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 12th day of November 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk



**Port Colborne
Mayor's Youth Advisory Committee
Terms of Reference**

Committee: Mayor's Youth Advisory Committee

Date Approved: June 13, 2023

Date Revised: November 12, 2025

Approval: Council

Committee Resource: Executive Assistant to the Mayor and CAO

1. Purpose

The Mayor's Youth Advisory Committee ("MYAC") is an Advisory Committee of Council established to provide a voice for the youth of Port Colborne, as well as to offer advice and recommendations to Council with respect to various recreational and social issues concerning the City's youth population.

2. Mandate

The MYAC will provide a forum for the exchange of information on youth needs, options, and initiatives across Port Colborne. MYAC will also coordinate events for the youth of Port Colborne throughout the school year as well as volunteering in the community and encouraging other youth to do the same. In order to provide a communication link between the youth of Port Colborne and City Council and to encourage facilities and programs that will enhance the quality of life, health, and well-being for youth in our community, the MYAC will:

- 2.1 Identify and keep Council informed of important matters and issues affecting youth in Port Colborne.
- 2.2 Act as a positive advocate for youth.
- 2.3 Seek input from youth on important matters affecting youth via surveys, forums and workshops and to address these issues through presentations to City Council, events or initiatives.
- 2.4 Support events created by City Council that relate to the mandate.
- 2.5 Provide leadership experience for youth.



2.6 Help enhance the image of youth in the City of Port Colborne.

3. Membership Composition

The MYAC shall consist of the following voting and non-voting members:

- 3.1 A maximum of fifteen (15) voting youth members shall be appointed from the public at large by resolution of Council, including:
 - 3.1.1 Representatives from each of the two (2) local high schools, and those studying at Brock University/Niagara College.
- 3.2 One non-voting member of Council will be appointed to the MYAC to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the MYAC, the following criteria will be considered. The aim is to achieve diverse committee representatives.

- 4.1 Residency – Applicants must either live, be a tenant or owner of land, or the spouse/partner of such owner or tenant or go to school in the City of Port Colborne.
- 4.2 Age Requirement – Applicants must be between 13 and 25 years of age for the entirety of their proposed term.
- 4.3 Availability – It is imperative that an applicant be able to attend as many MYAC meetings as possible.



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5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

Seven (7) members will follow a two-year term and eight (8) members will follow the term of the Council that appointed them. Each member of the MYAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the MYAC shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the MYAC entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the MYAC, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of MYAC in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to MYAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.



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- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Oversee the overall success of the MYAC by motivating members to complete tasks they are capable of completing, and to track individual member's contributions to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other MYAC members.
- 9.7 Network and play an active role in initiatives within the City of Port Colborne, especially as they pertain to youth.
- 9.8 Make deputations/delegations, presentations, etc. before Council.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Ensure that the mandate of MYAC is being fulfilled.
- 11.2 Assist at all special events the MYAC participates in during the course of the term.
- 11.3 Conduct research to help inform of any youth programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid, information regarding agenda items.
- 11.5 Advise on any controversial or significant issues.
- 11.6 Notify the Staff Liaison if unable to attend MYAC meetings to ensure that quorum will be available for all meetings.



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- 11.7 Review projects as requested by Council and City staff related to various matters, including but not limited to climate change, parks and recreation, and active transportation.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The MYAC shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 12.5 Meetings will be held on a set day and time as may be determined by the MYAC or at the call of the Chair. The MYAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.
- 12.6 The location of the meetings will be set by the MYAC at a City facility.

13. Minutes

The minutes of all MYAC meetings shall be recorded and distributed to MYAC Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act*, 2001, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the MYAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the MYAC may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the MYAC shall serve without remuneration.



18. Staff Liaison

City staff will provide support for the reviews and activities of the MYAC. The Staff Liaison will provide administrative, procedural, and technical support to the MYAC. The Staff Liaison will co-ordinate all requests for advice from the MYAC, through meeting agendas. MYAC responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the MYAC.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the MYAC shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the MYAC may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to Adopt, Ratify and Confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 12, 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 November 12, 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 12th day of November, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk