



City of Port Colborne
Regular Meeting of Committee of the Whole 06-18
Monday, March 12, 2018 – 6:30 p.m.
Council Chambers, 3rd Floor, 66 Charlotte Street

Agenda

1. **Call to Order:** Mayor John Maloney
2. **National Anthem:** Joel Longfellow
3. **Introduction of Addendum and Delegation Items:**
4. **Confirmation of Agenda:**
5. **Disclosures of Interest:**
6. **Adoption of Minutes:**
 - (a) Regular meeting of Committee of the Whole 05-18, held on February 26, 2018.
7. **Determination of Items Requiring Separate Discussion:**
8. **Approval of Items Not Requiring Separate Discussion:**
9. **Presentations:**

Nil.
10. **Delegations (10 Minutes Maximum):**

None at the time of printing
11. **Mayor's Report:**
12. **Regional Councillor's Report:**
13. **Councillors' Items:**
 - (a) Councillors' Issues/Enquiries
 - (b) Staff Responses to Previous Councillors' Enquiries
14. **Consideration of Items Requiring Separate Discussion:**
15. **Notice of Motion:**
16. **Adjournment:**

Upcoming Committee of the Whole and Council Meetings	
Wednesday, March 14, 2018	Special Committee of the Whole – Budget Meeting – 5:30 P.M.
Monday, March 26, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, April 9, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, April 23, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, May 14, 2018	Committee of the Whole/Council – 6:30 P.M.
Tuesday, May 28, 2018	Committee of the Whole/Council – 6:30 P.M.

Note: If not otherwise attached to the staff report, by-laws are published and available for review under the "Consideration of By-laws" section of the Council agenda.

Committee Items:

Notes	Item	Description / Recommendation	Page
JDM BB RB AD FD YD DE BK JM	1.	<p>Planning and Development, Planning Division, Report No. 2018-34, Subject: Proposed Development Agreement for Joseph Moore, 2731 Vimy Ridge Road</p> <hr/> <p>That entering into a development agreement with Joseph Moore with respect to 2731 Vimy Ridge Road be approved and that the Mayor and Clerk be authorized to sign and execute said agreement.</p>	7
JDM BB RB AD FD YD DE BK JM	2.	<p>Planning and Development, By-law Enforcement Division, Report No. 2018-24, Subject: Sign Variance Request 107 Clarence Street</p> <hr/> <p>That the variance for the proposed sign at 107 Clarence Street be approved.</p>	17
JDM BB RB AD FD YD DE BK JM	3.	<p>Corporate Services, Clerk's Division, Report No. 2018-35, Subject: Appointments to Boards and Committees</p> <hr/> <p>That Greg Poisson be appointed to the Canal Days Advisory Committee for a term ending December 31, 2020; and</p> <p>That Marcia Turner be appointed to the Port Colborne Historical & Marine Museum Board for a term ending December 31, 2021; and</p> <p>That the Clerk be directed to bring forward the necessary by-law for approval.</p>	23
Miscellaneous Correspondence			
JDM BB RB AD FD YD DE BK JM	4.	<p>Memorandum from Karen Walsh, Executive Administrative Assistant to Director of Community & Economic Development Re: Active Transportation Advisory Committee – Motion Regarding a Four Way Stop Sign at Killaly Street East and Elizabeth Street</p> <hr/> <p>That the memorandum from Karen Walsh Executive Assistant to Director of Community & Economic Development, on behalf of the Active Transportation Advisory Committee, Re: Active Transportation Advisory Committee – Motion Regarding a Four Way Stop Sign at Killaly Street East and Elizabeth Street, be received for information.</p> <p>Note: At its meeting of November 9, 2015 this item was re-considered.</p>	25

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JDM AD DE	BB FD BK	RB YD JM	5.	<p><u>Region of Niagara Re: Integrated Customer Policies – Transit Services (LTNC-C Report 3-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Integrated Customer Policies – Transit Services (LTNC-C Report 3-2018), be received for information.</p>	27
JDM AD DE	BB FD BK	RB YD JM	6.	<p><u>Region of Niagara Re: Niagara Region 2017 Employment Inventory Results Report (PDS Report 5-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Niagara Region 2017 Employment Inventory Results Report PDS Report 5-2018), be received for information.</p>	35
JDM AD DE	BB FD BK	RB YD JM	7.	<p><u>Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – October 1 to December 31, 2017</u></p> <p>That the correspondence received from Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – October 1 to December 31, 2017, be received for information.</p>	47
Outside Resolutions – Requests for Endorsement					
JDM AD DE	BB FD BK	RB YD JM	8.	<p><u>Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding</u></p> <p>That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution from the City of St. Catharines Re: Long Term Care Facilities, be received for information.</p> <p>Note: At its meeting of February 12, 2018 Council supported the above resolution.</p>	61
JDM AD DE	BB FD BK	RB YD JM	9.	<p><u>County of Renfrew Re: Proposed Amendments to the Endangered Species Act</u></p> <p>That the resolution received from the County of Renfrew Re: Proposed Amendments to the Endangered Species Act, be received for information.</p>	65

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Responses to City of Port Colborne Resolutions					
JDM	BB	RB	10.	<p>Town of Lincoln, City of Welland, Town of Grimsby and the Town of Fort Erie in support of the City of Port Colborne's Resolution Re: Niagara Region Recommendation Respecting the Town of Pelham Finances</p> <hr/> <p>That the resolutions received from the Town of Lincoln, City of Welland, Town of Grimsby and the Town of Fort Erie endorsing the City of Port Colborne's resolution and strongly objects to the Region and its Audit Committee interfering in a local municipality's finances, be received for information.</p>	67
AD	FD	YD			
DE	BK	JM			
JDM	BB	RB	11.	<p>Ministry of Natural Resources and Forestry Re: Response to City of Port Colborne's Resolution regarding the Niagara Peninsula Conservation Authority (NPCA)</p> <hr/> <p>75</p> <p>That the correspondence received from Nathalie Des Rosiers, Minister of Natural Resources and Forestry Re: Response to the City of Port Colborne's Resolution regarding the Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority, be received for information.</p>	75
AD	FD	YD			
DE	BK	JM			

Note: If not otherwise attached to the staff report, by-laws are published and available for review under the "Consideration of By-laws" section of the Council agenda.

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Report Number: 2018-34

Date: March 12, 2018

SUBJECT: Proposed Development Agreement for Joseph Moore, 2731 Vimy Ridge Road

1) PURPOSE

This report was prepared to obtain Council approval to enter a development agreement with Joseph Moore of 2731 Vimy Ridge Road to ensure future development on this site is completed in accordance with requirements of the Niagara Peninsula Conservation Authority (NPCA).

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Mr. Moore obtained consent to sever his property on Vimy Ridge Road from the Committee of Adjustment in application B09-16-PC (Notice of Decision attached as Appendix A). One of the conditions that Mr. Moore needs to fulfill before the severance is implemented is to obtain written approval from the NPCA and implement any mitigation measures. The NPCA subsequently requested that the City register a development agreement on the property to ensure that its requirements and mitigation measures are legally binding.

3) STAFF COMMENTS AND DISCUSSIONS

Staff prepared the draft development agreement (Appendix B). The NPCA and Mr. Moore have both had the opportunity to review the development agreement. Mr. Moore is in the process of changing his mortgage on the property and, as a result, the name of the Mortgagee on the agreement is blank as of the date of writing this report. This field will be completed prior to signing and executing the agreement.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

This option is not recommended as it would negatively impact development of Mr. Moore's new lot on Vimy Ridge Road.

b) Other Options

Council could accept this report as information and not take any further action. This option is not recommended as it would negatively impact development of Mr. Moore's new lot on Vimy Ridge Road.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

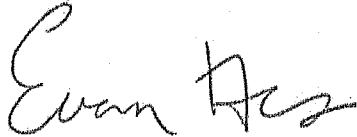
APPENDIX A Committee of Adjustment Notice of Decision for B09-16-PC
APPENDIX B Draft Development Agreement

7) RECOMMENDATION

That entering into a development agreement with Joseph Moore with respect to 2731 Vimy Ridge Road be approved and that the Mayor and Clerk be authorized to sign and execute said agreement.

8) SIGNATURES

Prepared on March 2, 2018 by:



Evan Acs, MA, MSc
Planning

Reviewed by:



Dan Aquilina, MCIP, RPP, CPT
Director of Planning and Development

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer



PORT COLBORNE

2018-34 APPENDIX A

1/2

CORPORATION OF THE CITY OF PORT COLBORNE
AMENDED NOTICE OF DECISION
COMMITTEE OF ADJUSTMENT

Application B09-16-PC

April 18, 2017

IN THE MATTER OF The Planning Act, R.S.O., 1990, Chapter P13, Section 53(1);

AND IN THE MATTER OF the property legally known as Part of Lots 13 and 14, Concession 1 in the City of Port Colborne Regional Municipality of Niagara; municipally known as 2731 Vimy Road.

AND IN THE MATTER OF AN APPLICATION by the agent KLM Planning Partners Inc. for the owner Joseph Moore, for consent under Section 53(1) of the Planning Act, R.S.O. 1990, Chapter P. 13, so as to permit the conveyance of a parcel of land (Part 2) having a lot frontage of 29.05m (95.34ft) on Vimy Road for a total lot area of 4573.31m² (1.13ac) for a proposed residential use and to retain a parcel of land (Part 1) having a total lot frontage of 29.05m (93.60ft) on Vimy Road for a total lot area of 4241.33m² (1.04ac) for a proposed residential use.

That application B09-16-PC be granted subject to the following conditions:

- 1. That the owner submits written approval from the Niagara Peninsula Conservation Authority and implements any requested mitigation measures.
2. That the owner submits written approval from the Niagara Region with respect to private servicing.
3. That a drainage apportionment agreement be completed by the City's Drainage Superintendent or by an approved engineer at the cost of the applicant.
4. That applications A13-16-PC and A14-16-PC are approved.
5. That the owner submit a letter to the City indicating that (s)he is aware of the requirements of By-law 4748/130/05 which requires the collection of the parkland dedication at the time of the building permit application based on the value of the property the day before issuance of the permit and that (s)he will advise any future purchasers of this requirement.
6. That the applicant provide the Secretary-Treasurer with the deeds in triplicate for conveyance of the subject parcel, or a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
7. That a final certification fee of \$200 payable to the City of Port Colborne be submitted to the Secretary-Treasurer.

For the following reasons:

- 1. The application conforms to the policies of the Official Plan and will comply with the provisions of Zoning By-law 1150/97/81, as amended.
2. This decision is rendered having regard to the provisions of subsection 51(24) of the Planning Act, R.S.O. 1990, c.P.13.

DATED AT PORT COLBORNE this 11th day of April, 2017.

CERTIFIED A TRUE COPY

[Signature]
SECRETARY-TREASURER

DECISIONS SIGNED:

Table with 5 columns: Dan O'Hara, Signature of Member of Committee; Signature of Member of Committee; Bea Kenny, Signature of Member of Committee; John Mayne, Signature of Member of Committee; Yvon Doucet, Signature of Member of Committee.

NOTE: THE LAST DATE ON WHICH AN APPEAL TO THE ONTARIO MUNICIPAL BOARD MAY BE FILED IS May 8th, 2017.

NOTE: The Decision of the Committee of Adjustment, when not appealed, does not become final and binding until **20 days** from the giving of notice of the decision have elapsed as set out in subsection (21) of Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

**NOTE TO RECIPIENTS OF NOTICE OF DECISION
EXPLANATION OF CONSENT PROCESS UNDER
THE PLANNING ACT, R.S.O. 1990, AS AMENDED**

Any individual, corporation or public body may, not later than 20 days after the giving of the notice, appeal the decision or any condition imposed by the Port Colborne Committee of Adjustment or appeal both the decision and any condition to the Ontario Municipal Board by filing with the Secretary-Treasurer a notice of appeal which must include the reasons for the appeal and the prescribed fee.

The fee which is \$ 125.00 for the first application to be appealed and \$ 25.00 for each additional related appeal may be paid by cheque or money order payable to the Minister of Finance. The appeal will be forwarded to the Ontario Municipal Board by the Secretary-Treasurer and any further communications regarding the appeal will be directly with the Board.

If no appeal is filed, the decision of the Port Colborne Committee of Adjustment to give or refuse to give a provisional consent is final. The Port Colborne Committee of Adjustment may change the conditions of a provisional consent at any time before a consent is given. If conditions of the provisional consent have been changed after notice of the original decision has been given, a notice specifying the last day for filing a notice of appeal shall be given to the applicant, to anyone who filed a written request to be notified and to any other person or public body prescribed, unless, in the opinion of the Port Colborne Committee of Adjustment, the change to conditions is minor.

Any person or public body may, not later than 20 days after the giving of the notice of changes in the conditions of a provisional consent, appeal any of the changed conditions by filing with the Secretary-Treasurer a notice of appeal specifying the reasons for the appeal and accompanied by the prescribed fee.

Only individuals, corporations and public bodies may appeal decisions in respect of application for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

If conditions of consent have been imposed and the applicant has not fulfilled the conditions within a period of one year after the notice of decision was given, the application for consent shall be deemed to be refused. **N.B.** The notice of decision specifies the last date for meeting conditions. If there is an appeal, the application shall not be deemed to be refused for failure to fulfil the conditions until the expiry of one year from the date of the Order of the Ontario Municipal Board issued in respect of the appeal.

Appeals should be directed to:
Secretary-Treasurer
Port Colborne Committee of Adjustment
City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario L3K 3C8
Telephone: (905) 835-2900
Fax: (905) 835-2939

THIS DEVELOPMENT AGREEMENT made this ____ day of _____, 2018.

BETWEEN:

JOSEPH RICHARD MOORE

hereinafter referred to as **OWNER** of the **FIRST PART**;

and

_____ hereinafter referred to as **MORTGAGEE** of the **SECOND PART**;

and

THE CORPORATION OF THE CITY OF PORT COLBORNE

hereinafter referred to as the **CITY** of the **THIRD PART**;

WHEREAS Joseph Richard Moore, the "Owner" owns the lands described on Schedule "A" attached hereto and hereinafter referred to as "the said lands";

AND WHEREAS the Committee of Adjustment approved the creation of one residential building lot (Application B09-16-PC) on April 11, 2017 conditional upon written approval from the Niagara Peninsula Conservation Authority and implements any requested mitigation measures;

AND WHEREAS the Niagara Peninsula Conservation Authority requires a Development Agreement between the Owner and the City regarding its requested mitigation measures;

NOW THEREFORE the parties hereto agree as follows:

1. The Owner hereby warrant that they are the registered Owner of "the said lands" as described in Schedule "A" attached hereto.
2. The Owner agrees that development of the said Lands will conform to the Niagara Peninsula Conservation Authority's letter, dated May 11, 2017, shown on Schedule "B".
3. The Owner agrees that upon the execution of this agreement, the said lands are charged with the performance of this agreement and shall be binding upon their executors, administrators, successors, assigns, respective heirs, and successors on title.
4. The Owner shall indemnify and keep harmless the City from and against all actions, causes of action, interest, claims, demands, costs, charges, damages, expenses, and the loss, which the City may at any time bear, incur, be liable for, sustain or be put unto for any reason of or on account of or by reason of or in consequence of the City entering into this agreement.
5. Whenever the singular or masculine is used in this agreement, they shall be construed as if the plural or the feminine or neuter has been used where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made and all covenants herein contained shall be construed to be several as well as joint.

- 6. The Owner acknowledges that the City shall register this agreement against the said lands on title.

SIGNED, SEALED & DELIVERED
IN THE PRESENCE OF:

OWNER

Witness

Joseph Richard Moore

MORTGAGEE

Witness

THE CORPORATION OF THE CITY
OF PORT COLBORNE

John Maloney, Mayor

Amber LaPointe

Part of PIN 64168-0104(LT)
Part of Lots 13 and 14 Concession 1
designated as Part 2 on 59R-16071
In the City of Port Colborne
In the Regional Municipality of Niagara



NIAGARA PENINSULA
CONSERVATION
AUTHORITY

250 Thorold Road West, 3rd Floor, Welland, Ontario L3C 3W2
Telephone 905.788.3135 | Facsimile 905.788.1121 | www.npca.ca

May 11, 2017
(Email Only)

Mr. Alistair Shields
Planner
KLM Planning Partners Inc.
64 Jardin Drive
Unit 1B
Concord, ON
L4K 3P3

Our File No. PLCON201700346

Dear Mr. Shields

**Re: Niagara Peninsula Conservation Authority (NPCA) Comments
NPCA Requirements to Clear Condition 1
Consent File No.: B09-16-PC**

Thank you for taking the time to meet with NPCA and Regional staff regarding the above matter on May 8, 2017. We discussed the NPCA's requirements to be able to clear Condition 1, which reads "That the owner submits written approval from the Niagara Peninsula Conservation Authority and implements any requested mitigation measures". A summary of these requirements is provided below:

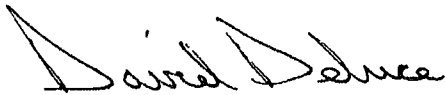
1. A tree saving plan showing trees to be removed, retained and tree plantings as noted in section 6.3 of the February 2017, Environmental Impact Study (EIS), prepared by Joseph Moore.
2. A site plan drawing that shows the location of a potential building envelope, location of proposed septic system and location of proposed wells. The site plan will also need to show mitigation measures as required by the EIS, the tree saving plan and MNRF (if any).
3. MNRF approval in writing advising that the applicant has met their requirements relating to Species of Conservation Concern or that they have no concerns with the Consent. Depending on MNRF requirements, this may involve obtaining an Overall Benefit Permit and completing a mitigation plan (as noted in the EIS).
4. The existing dug and drilled wells (as shown on drawing 16-045-S1 Matthews, Cameron, Heywood – Kerry T. Howe will have to be decommissioned by a water well contractor licensed in the province of Ontario and, copies of the water well decommissioning records be provided to clear the condition.
5. The new water supply wells shall be:
 - a. constructed with at least 6 metres of casing;
 - b. tested for potability; and

- c. before use, be equipped with disinfection equivalent to that required for surface water unless effective filtration is proven and treatment for any other treatment needs determined through the potability testing
6. The new sewage systems be equipped with nitrogen removal equivalent to:
 - a. CAN-BNQ standard N-I (50%) if sediments below the proposed septic bed are greater than 2 metres above the bedrock aquifer (determined by test pit during septic design); and
 - b. CAN-BNQ standard N-II (75%) if sediments below the proposed septic bed are less than 2 metres thick above the bedrock aquifer (determined by test pit during septic design).
 7. A development agreement will be required to implement the above requirements and will need to be registered on title. The details of parties to the agreement will be sorted later.

Items 1 to 6 above will need to be satisfied before the development agreement in condition 7 can be finalized. We understand that your client wishes to register the severance by the end of May, 2017. NPCA still will work with you towards achieving this goal.

I trust this information is helpful. If you have any questions, please let me know.

Regards,



David Deluce, MCIP, RPP
Supervisor, Development Reviews (ext. 224)

cc: Mr. Neil Morris (email only)
Ms. Marilyn Radman, MCIP, RPP, Region of Niagara (email only)
Ms. Alexandria Tikky, Region of Niagara (email only)
Ms. Shannon Larocque, MCIP, RPP, City of Port Colborne (email only)
Ms. Lee-Ann Hamilton, NPCA (email only)

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Planning & Development Department
By-law Enforcement Division

Report Number: 2018-24

Date: March 12, 2018

SUBJECT: Sign Variance Request 107 Clarence Street

1) PURPOSE

This report was prepared by Sherry Hanson, Supervisor, By-law Enforcement Division under the direction of Dan Aquilina, Director of Planning and Development. A sign variance request from Diana Valsi-Nekoui for a sign located at 107 Clarence Street, (The Vision Clinic) was received by the By-law Enforcement Division.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City's current practice regarding a sign variance is to obtain the \$700 variance fee along with a completed application form, which is reviewed by the By-law Enforcement Division which then presents a report to Council for consideration. The installation and maintenance of signs within the City is regulated under By-Law No. 4738/120/05. The proposed application is not in compliance with the following sections:

General Prohibitions

- Section 3.1.2 No person shall: "Erect, locate, display, alter, repair or permit the erection, location, display, alteration, repair of any sign set out in this by-law, without first obtaining a permit"

Fascia Sign

- Section 3.2.5 (c) "The total area of all Fascia Signs shall not exceed twenty-five percent (25%) of the area of wall on which it is installed or fifteen (15) square metres in area, whichever is the lesser."

The applicant proposes to erect two (2) fascia signs upon the building advertising the 'VISION CLINIC" (See graphics on Appendix B). One sign is to be placed on the west side wall facing the parking lot of the adjacent property. A second similar sign is to be placed on the south wall facing the street, replacing the existing green awning. It is the south-facing sign that is the subject of the variance.

The proposed signage does not meet the above noted criteria. The request is 30% (69.2 sq.ft.), whereas the maximum permitted is 25% (57.8), thus the proposed sign exceeds the maximum permitted area by 11.4 sq.ft. It is proposed that the sign be mounted upon the south wall above the existing windows and door and will project between 15 and 25 1/2" above the top of the wall. This section of the sign projecting above the roof is included in the area of the sign as defined in the by-law.

As per Section 4.3 of the Sign By-law, an applicant may apply to Council for a sign variance from the provisions and regulations of this by-law.

3) STAFF COMMENTS AND DISCUSSIONS

Planning Comments:

Planning staff has no objection to the location of the proposed sign. Staff notes that the sign is back-lit and does not meet the urban design guidelines for the Downtown Central Business District Community Improvement Plan. This is a requirement for applicants applying for a Community Improvement Plan grant – the proponent is not applying for this funding.

Building Comments:

The Building Division has no objection to this proposal.

Summary of Comments:

The By-law Enforcement Division reviewed the application and City department comments and is not opposed to the proposed signage.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Do nothing

This section is not applicable.

b) Other Options

Council may deny this application and not allow the sign as proposed. This option is not recommended.

Council may request amendments to the sign so that it meets the urban design guidelines. This option is not recommended as the proponent is not applying for Community Improvement Plan incentive funding to erect the sign.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

This section is not applicable.

6) ATTACHMENTS

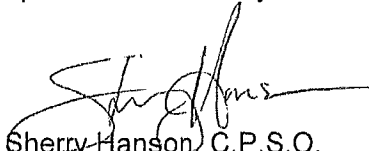
Appendix 'A' – Variance request from 107 Clarence Street, The Vision Clinic
Appendix 'B' – Drawing of proposed sign

7) RECOMMENDATION

That the variance for the proposed sign at 107 Clarence Street be approved.

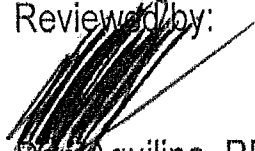
8) **SIGNATURES**

Prepared on February 20, 2018 by:



Sherry Hanson, C.P.S.O.
Supervisor, By-law Enforcement Division

Reviewed by:



Dan Aquilina, RPP, MCIP, CPT
Director of Planning and Development

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer



Request for Relief from Sign By-law
Application Form

REC
FEI
BUIL

Applicant:

1) Name: VISION CLINIC
2) Address: 157 CLARENCE ST
3) Phone #: [REDACTED]
4) Email: DIANA@THEVISIONCLINIC.CA

Proposed Sign Location: FRONT OF STABLE Regional Road

Building Owner: DIANA VALSI-NEKUL

Address: [REDACTED]

Type of Sign: (check all that apply)

- Awning Sign
- Fascia Sign
- Portable Sign
- Banner Sign
- Ground Sign
- Projecting Sign
- Billboard Sign
- Pole Sign
- Roof Sign
- Other Specify:

Sign Dimension - Minimum Site Plan & Elevation(s) - Required Drawings Attached

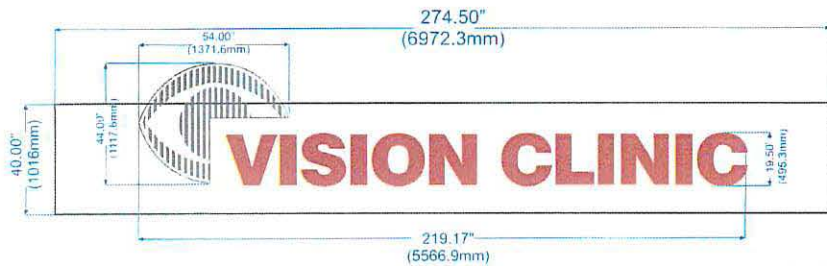
	yes/no		yes/no
Is the Sign adjacent to a driveway	NO	Is the Sign encroaching on City property	NO
Is there an existing Site Plan Agreement	NO	Have you applied for a Sign permit	NO

Reason for Application:
SIGN IS MORE THAN 75% OF THE WALL. WANT TO KEEP CONSISTENCY OF THE BUILDING ARCHITECTURE THE BUILDING REMAINING ALLOWING EXPOSURE WINDOWS.

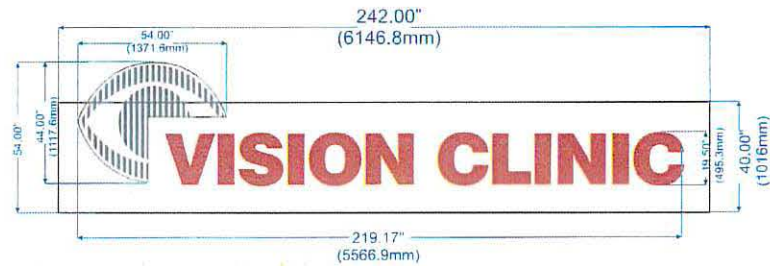
Applicant Signature: [Signature] Date: FEB 2 2018

Office Use Only:

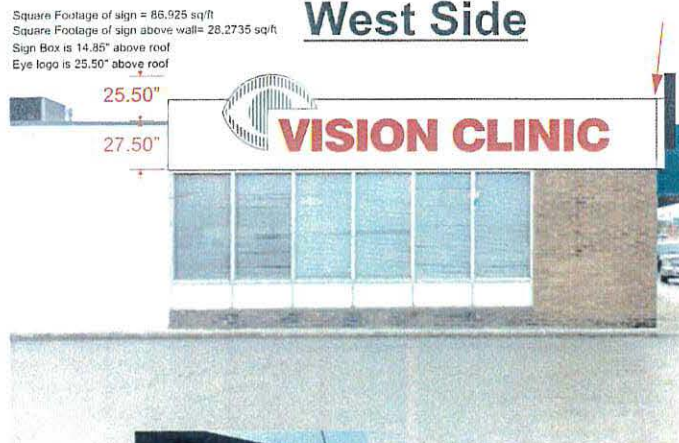
Variance Fee: 8700.00	Zonlog:
Paid by:	Date:



A 274.50" w x 40" h Aluminum backer (typical Kalar Rd Office)
 54.00" w x 44.00" h Backlit 'LOGO'
 219.17" w x 19.50" h Backlit 'VISION CLINIC' Channel Letters



B 242.00" w x 40.00" h Aluminum backer
 Same size logo and letters as A



Square Footage of sign = 86.925 sq/ft
 Square Footage of sign above wall= 28.2735 sq/ft
 Sign Box is 14.85" above roof
 Eye logo is 25.50" above roof



Square Footage of sign = 69.23 sq/ft
 Square Footage of sign above wall= 25.2456 sq/ft
 Sign Box is 14.85" above roof
 Eye logo is 25.50" above roof



Fabrication:
 Backlit 'LOGO' Channel Box with White Face, Black Graphics - Black Trim and 4" Black Return
 Backlit 'VISION CLINIC' Channel Letters - Red Faces. Red Trim, 4" Red Returns

signature
 SIGN & IMAGE
 4875 Kent Avenue
 Niagara Falls, Ontario L2H 1J5
 www.signaturesigns.ca
 t:905-357-0885 f:905-357-1967

Vision Clinic
 107 Clarence St.
 Port Colborne ON

Nick Nekoui
 [Redacted]
 Diana Valsi-Nekoui
 [Redacted]
 headoffice@thevisionclinic.ca

Date: 01/22/18

File: Vision Clinic>Port Colborne

Designer: Elaine Wallis

Job# 180031 Page# 1

Revision:	Date:
1	01/22/18
2	FINAL 01/22/18

CLIENT APPROVAL:

Date:

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WEST SIDE

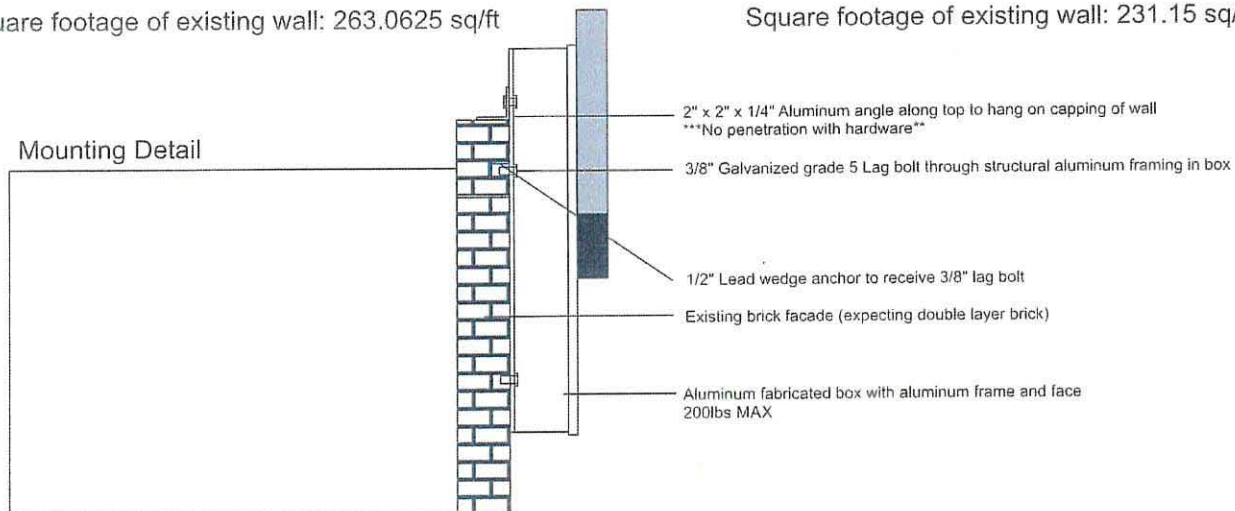


Square footage of existing wall: 263.0625 sq/ft

SOUTH SIDE



Square footage of existing wall: 231.15 sq/ft



signature
SIGN & IMAGE
4875 Kent Avenue
Niagara Falls, Ontario L2H 1J5
www.signaturesigns.ca
t:905-357-0885 f:905-357-1967

Vision Clinic
107 Clarence St.
Port Colborne ON

Nick Nekoui
[Redacted]
Diana Valsi-Nekoui
[Redacted]
headoffice@thevisionclinic.ca

Date: 01/22/18

File: Vision Clinic>Port Colborne

Designer: Elaine Wallis

Job# 180031 Page# 1

Revision: 1 Date: 01/22/18
2

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Report Number: 2018-35

Date: March 12, 2018

SUBJECT: Appointments to Boards and Committees

1) PURPOSE

The purpose of this report is to obtain approval regarding appointments to boards and committees.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

In 2006 staggered terms were introduced for many of the City's boards and committees and citizens were appointed for terms of two, three and four years. Future appointments were to be for four year terms in order to maintain the staggered structure established by the 2006 appointments. Council's current policy regarding the making of appointments to boards and committees was adopted by Council on November 10, 2008. A copy of the policy is available on the City's website.

New appointments to fill an expired term are for a four-year term. The term of appointments to fill vacancies created by resignations is for the balance of the term of the appointee who resigned. Notice is provided to each board/committee member with an expiring term.

3) STAFF COMMENTS AND DISCUSSIONS

The following information was made available to Council at the closed session portion of the February 26, 2018 Council meeting and is provided now for the benefit of the public.

Canal Days Committee:

The Terms of Reference provide that this Committee is to be composed of five community members, two Councillors, as well as representative from each local Business Improvement Area (BIA). Three vacancies exist for community members.

Greg Poisson

Greg Poisson is a resident of Port Colborne and is a local business owner who is seeking appointment to the Committee. Mr. Poisson has a Bachelor of Arts in Hospitality Administration, a diploma in Restaurant and Hotel Administration, a certificate in Resort Management from Disney University and more than 25 years' experience in the hospitality industry. Mr. Poisson has served on the Tourism Committee and the BIA and has experience with Canal Days.

Port Colborne Historical & Marine Museum

The Terms of Reference provide for the appointment of twelve members of the public. One vacancy exists.

Marcia Turner

Marcia Turner has been a volunteer with the Port Colborne Historical & Marine Museum

for more than forty years and began on the Museum Board in 1995. Ms. Turner is past President of both the Port Colborne Historical Society and the Port Colborne Museum Auxiliary as well as a member of the Ontario Historical Society, the Heritage Trust of Ontario and the Genealogical Society. Ms. Turner expresses interest in history and genealogy and their preservation.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Do nothing.

This is not a practical option. In accordance with the City's policy, Council should consider the applications. All appointments are at the discretion of Council.

b) Other Options

Council may choose to provide additional direction with regard to future recruitment.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

None.

7) RECOMMENDATION


That Greg Poisson be appointed to the Canal Days Advisory Committee for a term ending December 31, 2020; and

That Marcia Turner be appointed to the Port Colborne Historical & Marine Museum Board for a term ending December 31, 2021; and

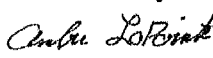
That the Clerk be directed to bring forward the necessary by-law for approval.

8) SIGNATURES

Prepared on January 15, 2018 by:


Carrie McIntosh
Deputy Clerk

Reviewed by:


Amber LaPointe
Manager of Legislative Services/
City Clerk

Reviewed and respectfully submitted by:


C. Scott Luey
Chief Administrative Officer

Reviewed by:


Peter Senese
Director of Corporate Services

FEB 21 2018

CORPORATE SERVICES
DEPARTMENT

Community & Economic Development Department



PORT COLBORNE

MEMORANDUM

DATE: February 21, 2018

TO: Carrie McIntosh, Deputy Clerk

FROM: Karen Walsh, Executive Administrative Assistant to Director of
Community & Economic Development

RE: Active Transportation Advisory Committee
Motion Regarding a Four Way Stop Sign at Killaly Street East and
Elizabeth Street

Please be advised that at its meeting on November 20, 2017 the Active Transportation Advisory Committee made the following motion:

Moved by: Angie Desmarais
Seconded by: Wade Smith

THAT the Active Transportation Advisory Committee recommends that Council consider the installation of a 4-way stop sign at Killaly Street East and Elizabeth Street.
CARRIED Unanimously

Please place this item on the February 26th 2018 Council Agenda for consideration.

Thank you.

Signed:

Karen Walsh
Executive Administrative Assistant
Staff Liaison, Active Transportation Advisory Committee

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February 20, 2018

CL 2-2018, February 8, 2018
PWC 2-2018, January 31, 2018
Correspondence PWC-C 5-2018
LTNC 1-2018, January 24, 2018
Report LTNC-C 3-2018

Distribution List

SENT ELECTRONICALLY

Integrated Customer Policies – Transit Services
LTNC-C 3-2018

Regional Council, at its meeting of February 8, 2018, approved the following recommendation of its Public Works Committee:

1. That the Committee **ENDORSE** the Integrated Customer Policies for Transit in Niagara, attached as Appendix 1 of Report LNTC-C 3-2018;
2. That a copy of this report **BE CIRCULATED** to the City of Niagara Falls, the City of Welland, and the St. Catharines Transit Commission requesting each take necessary steps towards implementation of the above Integrated Customer Policies; and
3. That a copy of this report **BE CIRCULATED** to the remaining municipalities who are currently operating transit services – the Town of Fort Erie, City of Port Colborne, Town of Pelham, Town of Niagara-on-the-Lake, the Town of Lincoln, and City of Thorold – for information.

A copy of Report LTNC-C 3-2018 is attached for your information.

Yours truly,



Frank Fabiano
Acting Regional Clerk
:cjp
CLK-C 2018-28

Distribution List

City of Niagara Falls
City of Welland
St. Catharines Transit Commission

cc: M. Robinson, Director, GO Implementation Office
L. Tracey, Project Coordinator, GO Implementation Office
K. Ranjan, Transportation Lead, GO Implementation Office
Town of Fort Erie
City of Port Colborne
Town of Pelham
Town of Niagara-on-the-Lake
Town of Lincoln
City of Thorold

Subject: Integrated Customer Policies – Transit Services

Report to: Linking Niagara Transit Committee

Report date: Wednesday, January 24, 2018

Recommendations

1. That the Committee **ENDORSE** the Integrated Customer Policies for Transit in Niagara, attached as Appendix 1.
2. That a copy of this report **BE CIRCULATED** to the City of Niagara Falls, the City of Welland, and the St. Catharines Transit Commission requesting each take necessary steps towards implementation of the above Integrated Customer Policies.
3. That a copy of this report **BE CIRCULATED** to the remaining municipalities who are currently operating transit services – the Town of Fort Erie, City of Port Colborne, Town of Pelham, Township of Niagara-on-the-Lake, the Township of Lincoln, and City of Thorold – for information.

Key Facts

- The integrated policies herein have been developed by the Inter-Municipal Transit (IMT) Coordination Committee and shared with the IMT Working Group for information.
- Pending approval, the policies are set to take operational effect April 1, 2018.
- The Integrated Customer Service policies will serve as baseline policies for consideration by the smaller municipal transit systems in Niagara as part of the efforts to support a seamless customer-facing transit experience.

Financial Considerations

Minimal financial impacts are anticipated as a result of harmonization of the existing customer service policies for the Niagara Region Transit operations and they can be accommodated within existing operating budgets.

Analysis

The harmonization of existing customer policies between the three major municipal transit agencies St. Catharines Transit, City of Niagara Falls, and City of Welland is one of the first steps towards the ongoing consolidation of system-wide customer service improvements. The *Niagara Transit Service Delivery and Governance Strategy, 2017*

(Dillon Report) stresses the need for a seamless customer experience when travelling on different municipal transit systems in Niagara. A set of integrated and uniform policies will help with this seamless customer experience. This will also help establish a baseline to build additional customer policies as the consolidation work progresses.

Appendix 1 contains a set of Integrated Customer Policies common to the three major municipal transit agencies, developed in coordination between the agencies. The integrated policies have been shared with the IMT Working Group for their information.

Pending Committee's approval, the Integrated Customer Policies are set to be adopted effective April 1, 2018 by the three major transit systems – St. Catharines, Niagara Falls, and Welland. The integrated policies will also come into effect on Niagara Region Transit, as this is operated by the three major transit systems.

These integrated policies will serve as baseline policies for consideration by the smaller transit systems in Niagara and discussions are underway at the IMT Working Group level to this effect.

As part of the consolidation efforts, the standardized baseline policies shall be updated as additional policies and guidelines are developed for customer service improvements and shall be brought for Committee's review and endorsement from time to time.

Alternatives Reviewed

The alternative of maintaining the status quo with respect to the existing customer policies was reviewed and is not recommended, as a seamless, standardized set of customer-facing policies are in keeping with the principles laid out in the transit Memorandum of Understanding (MOU).

Relationship to Council Strategic Priorities

The enabling actions outlined in this report will allow Niagara, through the leadership of the LNTC and under the work of the IMTWG, to proceed with the next steps toward a consolidated transit model, directly related to Regional Council's Strategic Priority: "... support municipalities in developing a long-term solution for inter-municipal transit".

Prepared by:

Kumar Ranjan, M. Eng., P. Eng., PMP
Transportation Lead
GO Implementation Office

Recommended by:

Ron Tripp, P. Eng.
Commissioner
Public Works Department

Submitted by:

Carmelo D'Angelo, BSc, MPA
Chief Administrative Officer

This report was prepared in consultation with Matt Robinson, Director, GO Implementation Office, the IMT Coordination Committee (Niagara's Transit Managers), and the Inter-Municipal Transit Working Group.

Appendices

Appendix 1	Integrated Customer Policies for Transit in Niagara	4
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INTEGRATED CUSTOMER POLICIES FOR TRANSIT IN NIAGARA

(Target Date April 1, 2018)

For the comfort and safety of all passengers

- Seats at the front of conventional transit buses are reserved for customers with disabilities only. You must vacate these seats for customers with disabilities.
- Running for a moving bus is dangerous and can lead to an accident. If the bus is already moving away from the stop, don't chase it. For everyone's safety, bus drivers are not allowed to make sudden stops unless absolutely necessary. Please be at your stop at least five minutes early.
- Smoking is not permitted on any transit bus in Niagara, in bus shelters or at bus terminals. This ban includes e-cigarettes.
- If standing, please remain behind the white line and hold onto the stanchions while the bus is in motion.
- When you see your bus approaching, give a wave to alert the driver that you want his/her bus. If it is not your bus, simply step backwards to indicate that you do not need that bus.
- Toxic, flammable or hazardous substances are not permitted on any transit bus, in bus shelters or at bus terminals. The consumption of alcohol or illegal drugs is not permitted on any bus, in bus shelters or at bus terminals.
- The Stop Request program is available to all customers travelling by bus after dusk. Stop Request allows customers who are feeling vulnerable to get off the bus between regular bus stops.
 - The request should be made at least one block ahead of the desired location.
 - The Operator must be able to stop safely in order to meet your request.
 - Exit the bus via the front doors, the rear doors will remain closed.

Strollers on buses

The safest place for a young child while on-board a bus is in the arms of an adult. The following policy is in effect for the safety of all transit users:

- The maximum size for a stroller is 2 feet wide and 4 feet long. This allows for safe maneuverability.
- Passengers with strollers may bring their child on-board while the child remains in the stroller. You may ask the bus driver to lower the bus to kneeling height or extend the ramp.
- Securement devices are for the safety of passengers who use wheelchairs and scooters, they are not permitted to be used with strollers.

- When space permits, passengers may leave their child in the stroller if the passenger holds the stroller and the stroller does not block the aisle. The brakes must also be applied. It is recommended that the child be removed from the stroller and the stroller folded up.
- The priority seating areas must be vacated if the seat is required by a person who has a mobility impairment or is visually impaired.

Priority Seating

Priority seating is for the use of passengers with a disability, and seniors. These seats are located close to the front of the vehicle. If you are seated in a designated seat you must vacate the seat for any passenger with a disability.

Use of these seats by persons with a disability is on a first come-first served basis. You are not required to leave a transit bus in order to make room for a customer with a disability. We ask all passengers to show consideration to those whose need is greater than your own.

Courtesy Seating

Transit authorities recognize there are other customers who would also benefit from having a seat near the front of the bus. A Courtesy seating area has been designated for seniors, expectant mothers, adults traveling with infants/small children or any other customer who may benefit from a seat near the front of the bus.

Pet Policy

Certified Service Animals are allowed on all buses if they are identified by collar, neckerchief, vest or harness, with certification from a professional institution.

Non-Certified small dogs and animals are also allowed on transit buses provided they are in animal carriers. Acceptable carriers are either rigid plastic, or soft-sided vented duffel style. The animal must be completely secured in these carriers. The animal must be carried at all times by the passenger, not bother other passengers, not take up a seat and not cause an obstruction in the aisle.

Bulky Items

No bikes or large bulky items are permitted on transit buses. All parcels, knapsacks and smaller bulky items must be kept clear of the aisle.

Keep your bus clean

Please help us to keep the seats and floors clean and free of garbage. Children standing on seats can make them dirty and is unsafe. Please don't consume food or drinks while on the bus.

Take your personal belongings with you

Remember to take all your personal belongings with you when you leave the bus. The Transit provider is not responsible for any personal items which go lost or missing on Transit property.

MAR 06 2018

March 5, 2018

CL 3-2018, March 1, 2018
PEDC 2-2018, January 31, 2018
Report PDS 5-2018

DISTRIBUTION LIST

SENT ELECTRONICALLY

Niagara Region 2017 Employment Inventory Results Report
PDS 5-2018

Regional Council, at its meeting of March 1, 2018, approved the following recommendation of its Planning and Economic Development Committee:

1. That Report PDS 5-2018, dated January 31, 2018, respecting the 2017 Niagara Region Employment Inventory Results Report **BE RECEIVED** for information; and
2. That a copy of this report **BE FORWARDED** to the Local Area Municipalities, Local Economic Development Offices and the Niagara Chambers of Commerce.

A copy of Report PDS 5-2018 is attached for your information.

Yours truly,



Ann-Marie Norio
Deputy Regional Clerk
:cjp

CLK-C 2018-25

cc: R. Mostacci, Commissioner, Planning and Development Services
 N. Oakes, Executive Assistant to the Commissioner, Planning and Development Services
 J. Docker, Planner, Planning and Development Services

Distribution List

P. Di Ianni	Economic Development Officer	Town of Lincoln
S. Felicetti	Director, Business Development	City of Niagara Falls
A. Grigg	Director of Community and Economic Development	City of Port Colborne
B. York	Manager of Economic Development	City of St. Catharines
D. Degazio	Director of Economic Development	City of Welland Economic Development
D. Fabiano	Executive Director	Greater Fort Erie Chamber of Commerce
		Niagara Falls Chamber of Commerce
		Port Colborne/Wainfleet Chamber of Commerce
		Welland/Pelham Chamber of Commerce
M. Balsom	President and CEO	Greater Niagara Chamber of Commerce
J. Day	Executive Director	Grimsby Chamber of Commerce
J. Thomson	Executive Director	Niagara-on-the-Lake Chamber of Commerce
D. Potter	Office Manager	West Lincoln Chamber of Commerce
J. A. Thibert	President & General Manager	Fort Erie Economic Development & Tourism Corporation
J. Derosé	Members Services	Greater Thorold Business Council
M. Dedivitiis	Chief Executive Officer	Niagara Workforce Planning Board

Subject: Niagara Region 2017 Employment Inventory Results Report

Report to: Planning and Economic Development Committee

Report date: Wednesday, January 31, 2018

Recommendations

1. That Report PDS 5-2018 respecting the 2017 Niagara Region Employment Inventory Results report **BE RECEIVED** for information.
2. That a copy of this report **BE FORWARDED** to the Local Area Municipalities, Local Economic Development Offices and the Niagara Chambers of Commerce.

Key Facts

- This report highlights the key performance indicators of the data collected during the 2017 Employment Inventory period.
- The Employment Inventory team visited over 11,200 businesses (excluding home-based and mobile businesses) throughout the urban and rural areas of Niagara and collected the location of approximately 131,000 jobs.
- In partnership with Social Assistance and Employment Opportunities (SAEO), the 2017 survey featured a series of questions to help inform Council's strategic priority project "Bend the Curve"
- Data captured through the Employment Inventory has become a key asset for both internal departments and external partners; including the Niagara Workforce Planning board and local Employment Ontario agencies.
- Beginning in 2018, a subset of the data captured through the 2017 Employment Inventory will be made publically available through the Niagara Region Open Data portal.

Financial Considerations

The Niagara Employment Inventory was funded through the Council approved 2017 operating budget with contributions from Planning and Development Services, Economic Development, SAEO, and Internal Control and Organizational Performance.

The total cost of the project (rounded to the nearest \$100) was \$79,700 and is broken down as follows:

Student wages	\$72,900
Mileage disbursement	\$4,400
Cellular fees (approximate)	\$2,000
Attire and branding	\$400
Total	\$79,700

As part of the Planning and Development's 2018 work plan, a subsequent Employment Inventory will be conducted in 2018 to build on the 2017 results.

Analysis

Niagara Region is now among the several single and upper-tier municipalities across Ontario to conduct an employment inventory on an annual basis. In 2016, the Planning and Development department partnered with Economic Development to embark on a primary data collection exercise to gather information about the types and size of businesses in Niagara in order to help support ongoing and future planning and economic development initiatives.

The annual Employment Inventory creates and maintains a comprehensive dataset of business information that indicates: number of jobs, business locations, business size, type of business sector, level of foreign investment, and exporting patterns relating to each business.

The Employment Inventory is conducted each year between May and September by a small team of post-secondary students. The primary method of data collection is through door-to-door interviews with local business owners, with any additional follow-up engagement conducted through email and telephone communication.

The 2017 Employment Inventory team visited over 11,200 businesses and collected the physical location of 131,000 full and part time jobs. Compared to the 2016 results, this is an increase of almost 500 surveyed businesses and over 20,000 additional jobs identified.

Table 1 (below) illustrates the number of businesses inventoried and the number of jobs reported from respondents during the 2016 and 2017 period. It is important to note that this total does not reflect an overall increase in the number of business and jobs since 2016. This increase is largely linked to the expanded 2017 survey area, which included all rural and agricultural areas, as well as the significant improvement in the survey participation rate.

Table 1 – Number of Businesses and Jobs Reported

	Businesses Inventoried	Full Time Jobs Reported	Part Time Jobs Reported	Total Jobs Reported
2016	10,743	71,899	38,239	110,138
2017	11,202	91,216	39,848	131,144

* Home-based businesses were not inventoried.

Table 2 (below) illustrates the municipal distribution of businesses inventoried over the 2-year survey period.

Table 2 – Distribution of Businesses and Jobs by Municipality

	Number of Businesses (2016)	Number of Jobs Reported (2016)	Number of Businesses (2017)	Number of Jobs Reported (2017)	Total Number of Jobs Reported (2016-2017)
Fort Erie	709	6,351	719	6,867	8,052
Grimsby	443	4,009	455	4,750	5,229
Lincoln	440	4,198	543	6,650	7,159
Niagara Falls	2,514	22,929	2,553	32,982	35,155
Niagara on the Lake	456	7,082	513	9,707	10,677
Pelham	271	1,743	301	2,275	2,473
Port Colborne	461	2,912	465	3,917	4,238
St Catharines	3,657	43,045	3,771	44,254	53,618
Thorold	460	4,980	491	5,307	5,779
Wainfleet	43	179	58	402	457
Welland	1,161	11,221	1,158	12,122	12,960
West Lincoln	128	1,489	175	1,911	2,055
Niagara Region	10,743	110,138	11,202	131,144	147,852

Number of Jobs Reported (2016-2017) column indicates the combined two-year total of jobs reported. This combined total 2-year total accounts for completed responses received in either the 2016 or 2017 survey period.

As the Employment Inventory matures and the participation rate increases among employers, the results will be used in conjunction with Statistics Canada data and other data sources to accurately monitor the regional economy, gain insights into where economic gains are occurring, and better understand where Niagara Region and local municipalities can take action to help facilitate economic growth and opportunity.

Table 3 (below) illustrates the proportion of complete and partially complete survey responses for the 2016 and 2017 survey period. This year's data collection resulted in a 76% full participation rate, compared to 68% from 2016. A full participation rate indicates a business that provided responses to all survey questions from beginning to end. The rise in participation rate can be attributed to increased familiarity with the survey team, a streamlined data entry methodology, and joint communication outreach conducted by our local Chamber of Commerce's and other interest groups. In addition to the higher response rate, the Employment Inventory continues to see a low refusal rate of just 2%, which is unchanged from the previous year.

It is important to note that a partially completed response resulted in capturing the physical location of the business and the associated industry 6-digit NAICS code. Regional staff in coming months will continue to work with local area municipalities and other partners to bolster the number of completed responses.

Table 3 – Inventory Response Rate

	Complete Survey Response	Partially Complete Survey Response	Refused to Participate
2016	68%	30%	2%
2017	76%	22%	2%

Reliable and comprehensive data about our business community is integral towards understanding the Region's employment context and facilitating the Region to respond quickly to emerging economic development opportunities. Furthermore, the Employment Inventory dataset plays a significant role in supporting decisions related to population and employment growth and forecasting, infrastructure investment (including public transit), socioeconomics, and the ongoing monitoring of economic conditions and trends.

Table 4 (below) illustrates the number of businesses and jobs captured in 2017 based on the 2-digit NAICS classification. The top three sectors by number of jobs captured were associated with "Retail Trade", followed by "Accommodation and Food Services" and "Health Care and Social Assistance" respectively. These three sectors account for almost 45% of the total number of jobs reported by respondents in 2017.

Table 4 – Number of Businesses and Jobs by NAICS Sector

NAICS Industry Sector (2-Digit)	Number of Businesses	Number of Jobs	Number of Jobs Proportion of Region
Retail trade	2,529	20,596	15.7%
Accommodation and food services	1,549	19,881	15.2%
Health care and social assistance	1,209	16,421	12.5%
Manufacturing	805	14,925	11.4%
Educational services	217	9,815	7.5%
Arts, entertainment and recreation	355	8,705	6.6%
Public administration	205	7,746	5.9%
Construction	351	4,674	3.6%
Other services (except public administration)	1,520	4,613	3.5%
Finance and insurance	456	4,398	3.4%
Administrative and support, waste management and remediation services	267	3,862	2.9%
Professional, scientific and technical services	660	3,632	2.8%
Agriculture, forestry, fishing and hunting	129	3,090	2.4%
Transportation and warehousing	212	3,040	2.3%
Wholesale trade	254	2,687	2.0%
Real estate and rental and leasing	270	1,348	1.0%
Information and cultural industries	158	845	0.6%
Utilities	26	575	0.4%
Management of companies and enterprises	9	198	0.2%
Mining, quarrying, and oil and gas extraction	7	93	0.1%
Undetermined	14	0	0.0%
Total	11,202	131,144	100.0%

The Employment Inventory also provides a key opportunity for the Region to personally connect with local businesses in order to further develop partnerships, fostering an environment for innovation and development within the Niagara business community.

Table 5 (below) highlights the responses received when business owners were asked “Is there anything Niagara Region could do to help support your business”. For reporting purposes, the responses have been categorized into themes, however, the raw comments will be shared with internal staff as well as our local municipal partners.

Table 5 - "Is there anything Niagara Region could do to help support your business?"

Response Theme	Responses Received	Proportion
Business Exposure / Inter-Business Networking/Regional Funding or Incentives / Business Attraction	685	28%
Taxes/Development Charges/Zoning/Utilities	554	22%
Beautification / Infrastructure Maintenance / Traffic Issues	284	11%
Skills and Labour Force	205	8%
Social Support Programs / Awareness and Education	183	7%
Transit / Multi-Modal Transportation	106	4%
Parking Related Issues	103	4%
Waste Management	92	4%
Minimum Wage Increase Concerns	83	3%
Uncategorized	75	3%
Health and Safety	71	3%
Supportive of Niagara Region	33	1%
Total	2,474	100%

In keeping with Niagara Region's collaborative One Team mandate, this year's inventory featured a series of questions for our SAEO department to assist in gaining better insights to the educational levels that are required to work for businesses. This demonstrates the capacity for the inventory to feature additional questions (on a limited scale) from other potential stakeholders in subsequent surveys.

Table 6 (below) illustrates the responses from businesses when asked, "What educational levels are required to work for your business"?

Table 6 – Minimum Education Levels Required

	Yes	No	Decline
Require a high school diploma (or equivalent)	3,098	3,122	358
Require a college diploma or university degree	1,761	4,436	373
Employ workers with trades certificate or are involved in an apprenticeship program	1,450	4,707	400

Other departments within the Region also benefit from this dataset. The 2016 results dataset is assisting service delivery decisions such as:

- providing sufficient levels for servicing child care centres
- providing up-to-date employer data for the Building Employment Networks Niagara (BENN) application used to match Ontario Works and Ontario Disability Support clients to available training and job opportunities
- locating premises for the Environmental Health Legionella Exposure Inventory
- assisting with waste management communication outreach
- informing Economic Prosperity Dashboard indicators

This year, a subset of the 2017 Employment Inventory results will be released to the public through the Niagara Region Open Data Portal, observing the rights and freedoms outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The following list identifies the attributes that will be openly available to the public:

- Business Name
- Street Address, Unit #
- Municipality
- Postal Code
- Business Website
- 2017 6-digit North American Industry Classification System (NAICS) code
- Employee Size category based on Statistics Canada, Canadian Industry Statistics. Employment size ranges:
 - Micro 1-4 employees
 - Small 5-99 employees
 - Medium 100-499 employees
 - Large 500 + employees

Alternatives Reviewed

The long-term goal of the Employment Inventory is to update the data at yearly intervals to monitor, understand, and track trends over time. Given that this is only the second year of data collection, it would not be prudent to compare the two-year results at this time. With successive years of data collection, historic trends analysis of the data will show how specific businesses, business sectors and geographic areas of employment in Niagara evolve over time as our economy changes.

Not continuing with the employment inventory would leave Niagara without a key employment dataset. This information provides a foundation to improve the knowledge

of our business community and provides a better understanding of the employment levels in local workspaces.

Continuing to collect this level of data annually provides a baseline to analyze historical trends, forecast employment growth, supplement other employment sources and provide a resource back to the community.

Relationship to Council Strategic Priorities

The Employment Inventory is a key tool that the Niagara Region uses to bolster its economic competitiveness by better understanding its current employment landscape and workforce composition. Data collected through the Employment Inventory plays a significant role towards informing future decisions related to population and employment growth, infrastructure investment (including public transit), economic development, and the ongoing monitoring of economic conditions. The Niagara Region will continue to rely on this dataset as a valuable asset when developing robust business cases designed to attract investment, innovation, and entrepreneurship to Niagara and strengthen the Region's position globally.

Other Pertinent Reports

- PDS 13-2016
- PDS 1-2017

Prepared by:
John Docker
Planner
Planning and Development Services

Recommended by:
Rino Mostacci, MCIP, RPP
Commissioner
Planning and Development Services

Submitted by:
Carmelo D'Angelo, BSc, MPA
Chief Administrative Officer

This report was prepared in consultation with Alexander Morrison, Planner and reviewed by Brian Dick, MCIP, RPP, Acting Manager, Long Range Planning.

Appendices

Appendix I

2017 Employment Inventory Questionnaire

Page 9

Niagara Region is conducting an annual inventory of businesses to gather information for program development and enhancement. Please take a few minutes to provide your business information. Information collected through this inventory will be shared with Niagara's local municipal governments, economic development offices and Employment Ontario agencies in accordance with our Information Access & Privacy Protection Policy. A subset of the information collected will be released publicly through Niagara Region's open data program, observing your rights and freedoms outlined in the Municipal Freedom of Information and Protection of Privacy Act.

Business Identification

Business Name:

Main Contact Name:

Street Address:

Unit/Suite #: Municipality: Postal Code:

Telephone: Main Contact Email:

Business Website:

Mailing Address:
(only if different from above)

What year did this business open in Niagara?

Is this a farm-based business? Yes No If yes, what is the primary agricultural activity associated with this farming operation.

Who owns this business? Sole-Proprietorship Corporation Partnership Co-operative (for profit and not for profit)

Is this business a Head Office? Yes No Is this business a branch or subsidiary? Yes No

Is this business involved in the tourism sector? Yes No

Do you sell goods or services outside Niagara? Yes No Do you sell goods or services outside Canada? Yes No

Does this business have foreign or international ownership? Yes No If yes, what % is foreign or international ownership?

If yes, what is the primary country of origin of the foreign ownership?

Business Activity Information

Details about the specific services and/or activities associated with this business. (e.g. Machine Shop, Roofing Contractor, Hardware Store, etc.)

How many people are presently employed (including owners) at THIS location?

	# of Full Time Employees (work more than 30 hours per week)	# of Part Time Employees (work less than 30 hours per week)
PERMANENT		
SEASONAL (between 4-6 months per year)		
CONTRACT		

Do your employees work shift work? Yes No Do your employees work weekends? Yes No
(work outside the hours of 7:00 am to 6:00 pm)

Educational levels required to work for this business (payroll employees)

Do you require a High School Diploma (or equivalent) to work for this business? Yes No
Do you require a College Diploma or University Degree to work for this business? Yes No
Do you employ workers with a Trades Certificate or are involved in an Apprenticeship Program? Yes No

Business Space Information

What is the INDOOR floor size (GFA) of this business?

Feet Metres

What is the OUTDOOR operating area of this business (if applicable)?

Acres Hectares Feet Metres

Additional Information

Is there anything the Niagara Region could do to help support your business?

Do you consent to receive email communication from NIAGARA REGION on specific regional programs or services that may be related to your business? Yes No

The Niagara Workforce Planning Board conducts research studies throughout the year on pressing local labour market issues.

Would you be willing to be contacted for upcoming studies related to your industry/business? Yes No

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NRH 4-2018
18-169-4.1.
February 9, 2018

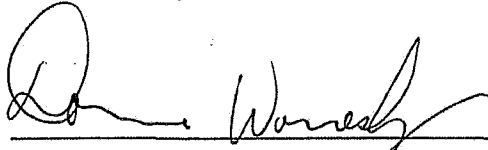


Q4 (October 1 to December 31, 2017) to Board of Directors

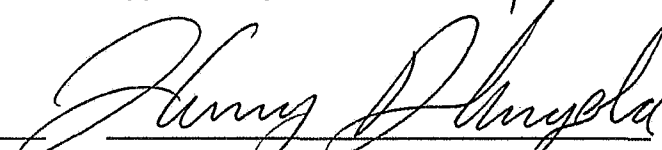
Recommendation:

That Niagara Regional Housing Quarterly Report October 1 to December 31, 2017 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.

Submitted by:


Donna Woiceshyn
Interim Chief Executive Officer

Approved by:


Henry D'Angela
Chair

Directors:

Henry D'Angela, Chair
Regional Councillor
Thorold

Ken Goka
Stakeholder
Welland

Andrew Petrowski
Regional Councillor
St. Catharines

Patrick O'Neill, Vice-Chair
Stakeholder
Niagara-on-the-Lake

Paul Grenier
Regional Councillor
Welland

Walter Sendzik
Regional Councillor
St. Catharines

Karen Blackley, Secretary
Stakeholder
Thorold

Kelly Kendrick
Stakeholder
Fort Erie

Selina Volpatti
Regional Councillor
Niagara Falls

James Hyatt, Treasurer
Stakeholder
St. Catharines

John Osczypko
Public-at-Large
St. Catharines

HIGHLIGHTS:

<p>Application Activity</p> <p>632 received & processed</p> 	<p>Work Orders</p> <p>2,993 issued</p> 
<p>Capital Program</p> <p>9 jobs ongoing</p> <p>10 public tenders closed</p> <p>49 contract orders issued</p> 	<p>Rent Arrears = \$49,045.27</p> <p>or 4.26% of the monthly rent charges</p>
<p>Community Partnerships = 43</p> <p>more than Providing 200 activities for tenants</p> 	<p>Non-Profit Housing Programs</p> <p>67% deemed HEALTHY</p> 
<p>Rent Supplement / Housing Allowance</p> <p>1,186 units</p> 	<p>Niagara Renovates</p> <p>56 homeowners received assistance for home repairs in 2017</p> 
<p>Welcome Home Niagara</p> <p>13 homeowner received assistance</p> 	<p>Housing First Project</p> <p>22 Individuals / families housed</p> 
<p>Appeals = 9</p> <p>5 upheld 4 overturned</p> 	<p>New Development Carlton Street, St. Catharines</p> <ul style="list-style-type: none"> • Approx. 30% complete • Substantial completion scheduled for Dec. 1, 2018 

***V**ISION*

That the Niagara community will provide affordable, accessible and quality housing for all residents

***M**ISSION*

To expand opportunities that make affordable housing an integral part of building healthy and sustainable communities in Niagara

As the administrator of social housing for Niagara Region, Niagara Regional Housing (NRH) works to fulfill our vision and mission through six main areas of responsibility:

1. Public Housing (NRH Owned Units)
2. Non-Profit Housing Programs
3. Rent Supplement Program
4. Affordable Housing Program
5. Service Manager Responsibilities
6. Housing Access Centre and Centralized Waiting List

1. Public Housing (NRH Owned Units)

DAY-TO-DAY MAINTENANCE:

In Q4, **2,993 work orders** were issued, representing \$1,115,095.54. \$76,937.81 of this amount was charged back to tenants who were held responsible for damages.

	2016-Q4	2017-Q1	2017-Q2	2017-Q3	2017-Q4
# of work orders issued	3,051	1,761	1,951	3,263	2,993

Unit inspections were ongoing throughout Q4 and resulted in a high number of work orders as deficiencies/issues were identified and addressed. The level of work involved and costs associated with repairs/maintenance depends on the length of time the household has lived in the unit and the level of care invested by them.

Capital Program:

The Capital Program is responsible for maintaining the Public Housing (NRH Owned Units) asset and planning for future sustainability.

In Q4, 49 contract orders were issued, 10 public tenders closed and purchase orders issued \$1,774,277.93.

The Capital Program was responsible for nine capital jobs valued at \$1,296,000 including:

- Balcony door replacement - one project
- Masonry repair and brick tie installation - one project
- Replacement of four make-up air units - two projects
- Design and preparation of tender for kitchen replacements - three projects
- Life safety generator replacement
- Kitchen replacement - three projects
- Balcony remediation - one project
- Foundation repairs - four projects

As of December 31, 2017, \$7,407,000 of the \$7,705,000 budgeted (excluding emergency) has been committed and or actually spent (96%).

New asset management software has been purchased (VFA Canada) and Building Condition Assessment data has been populated. Currently revising working drafts on the population of assets.

The Capital Works team continues to be a part of the working group with the Region on the project management workshops.

TENANT MOVE OUTS:

Move Outs By Reason

Health	5
Long Term Care Facility	12
Deceased	13
Private Rental	7
Voluntarily Left Under Notice	6
Eviction – Tribunal	9

NRH Transfer	17
Moved to Coop or Non-Profit	1
Bought a House	0
Left Without Notice	3
Other/None Given	8
Cease to Qualify	0
TOTAL	81

In Q4, there were **81 move outs**. Nine involved eviction orders granted under the Ontario Landlord Tenant Board (LTB) – Arrears (all). Seven of the evictions were enforced by the Sheriff.

	2016-Q4	2017-Q1	2017-Q2	2017-Q3	2017-Q4
# of move outs	87	80	76	75	81

ARREARS:

Although NRH Housing Operations actively works to reduce rent arrears, there has been an increase from 2016. Reasons for this may include:

1. A few tenants with substantial arrears entered into mediated repayment agreements at the Landlord Tenant Board (LTB) – it will take many months for them to clear the arrears or falter on the agreement (which will result in eviction)
2. It has been taking six to eight weeks to get a hearing date at the LTB which allows arrears to grow

	Dec 31, 2016	Mar 31, 2017	Jun 30, 2017	Sept 30, 2017	Dec 31, 2017
Rent charges for the month	\$1,083,124.06	\$1,099,834.60	\$1,109,091.38	\$1,122,027.00	\$1,150,372.27
Accumulated rent arrears	\$25,033.90	\$34,724.50	\$43,629.27	\$44,326.67	\$49,045.27
Arrears %	2.31%	3.16%	3.93%	3.95%	4.26%

INSURANCE:

In Q4, no claims were settled but there were two offers out on two non-litigated NRH claims (no acceptance or payment made to date). There was one property damage claim (fire loss) expected to exceed the \$25,000 deductible – tenant has confirmed that she has insurance.

COMMUNITY RESOURCES AND PARTNERSHIPS:

In Q4, we had partnerships with **43 community agencies** across Niagara. As a result of these partnerships, more than 200 support and enrichment activities were offered to tenants at NRH sites. Each partnership contributes to tenant lives and, in turn, the success of the Public Housing community as a whole:

- Since 2014, NRH has partnered with the Brock University Department of Health Sciences in Through Their Eyes, an intergenerational collaborative project that matches students and NRH seniors to determine the “age-friendliness” of the seniors’ surroundings. Each year, seniors in participating NRH communities are energized by the students, while students learn about aging in a low-income environment and NRH benefits from the student/senior feedback. In Q4, Through Their Eyes took place in NRH’s Ormond Street Seniors Community in Thorold. The project was so successful that some of the students are continuing to volunteer at Ormond Street and are working with the tenants to coordinate a wide range of activities.

Also during Q4, NRH Community Programs Coordinators (CPCs) offered support to more than **269 new referrals of tenants in need of assistance**. Of those new referrals, **47% were considered medium-high need**. In particular, there was an increase in the number of tenants needing help with bed bugs as well as an increase in the number of tenants requiring referrals to other agencies (e.g. Community Support Services Niagara, Senior Community Programs).

2. Non-Profit Housing Programs

As administrator of social housing for Niagara Region, NRH provides legislative oversight for 64 Non-Profit Housing Programs (non-profit and co-operative). Operational Reviews are conducted to determine the overall health of each.

	2016-Q4	2017-Q1	2017-Q2	2017-Q3	2017-Q4
Healthy	43	44	43	42	43
Routine Monitoring	18	18	18	18	18
Intensive Monitoring	2	1	2	2	1
Pre-PID (Project in Difficulty)	1	1	1	1	1
PID (Project in Difficulty)	1	1	1	1	1
TOTAL	65	65	65	64	64

NRH Housing Programs continues to work with Federal Non-Profit Housing Programs as they move toward End of Operating Agreements (EOA).

3. Rent Supplement Program

In Q4, there were **1,186 Rent Supplement/Housing Allowance units** across Niagara. In the Rent Supplement program, tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the market rent for the unit. The Housing Allowance program is a short term program that provides a set allowance to help applicants on the wait list.

	2016-Q4	2017-Q1	2017-Q2	2017-Q3	2017-Q4
Fort Erie	19	23	24	26	26
Grimsby	24	24	24	25	26
Lincoln (Beamsville)	2	2	2	2	2
Niagara Falls	175	177	183	200	219
Niagara-on-the-Lake	--	--	--	--	-
Pelham	31	28	26	24	24
Port Colborne	32	34	40	44	47
St. Catharines	505	513	525	567	600
Thorold	20	20	21	24	29
Welland	184	183	181	189	199
West Lincoln	15	15	15	15	14
TOTAL	1,007	1,019	1,041	1,116	1,186

Variances in the number of Rent Supplement/Housing Allowance units reflects the general management of the program and required take-up/deletion of units due to End of Operating Agreements (EOA), move out of tenants, and/or new units/landlords. Totals will be increasing in the future as some Non-Profit Housing Programs transition into a Rent Supplement agreement upon expiry of their operating agreement. It is unknown which areas will be affected.

4. Affordable Housing Program

NIAGARA RENOVATES PROGRAM:

The Niagara Renovates program provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes.

Niagara Renovates inspections for 2017-2018 funding have now been completed. Inspections include all areas inside and outside of the home to ensure compliance with program guidelines. Issues are identified and a detailed Inspection Report is completed for review before a decision is communicated to the homeowner.



Q4 (October 1 to December 31, 2017)

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February 9, 2018
Page 7 of 10

NRH received \$550,000 through the Investment in Affordable Housing - Extension (IAH-E) program and \$450,000 through the Social Infrastructure Fund (SIF) program, totaling \$1,000,000 for 2017/2018 period. A total of **56 homeowners** received assistance for home repairs in 2017.

HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”:

The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan.

In Q4, **13 homeowners** received assistance through Welcome Home Niagara.

HOUSING FIRST PROGRAM:

The Housing First program helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing.

In Q4, **22 individuals/families** were housed through the Housing First program.

	2016- Q4	2017- Q1	2017- Q2	2017- Q3	2017- Q4
# individuals/families housed	8	13	15	10	22
# of Housing First units (at quarter end)	115	116	136	131	148

Since 2012, Housing First has helped 283 individuals/families.

RENTAL HOUSING (NEW DEVELOPMENT):

NRH New Development

Carlton Street, St. Catharines	Amount	Units
Investment in Affordable Housing-Extension (IAH-E), Year 3	\$5,806,000	45
Investment in Affordable Housing-Extension (IAH-E), Year 4	\$2,387,817	17
Social Infrastructure Fund (SIF), Year 1	\$2,888,000	23
TOTAL	\$11,081,817	85

At the end of Q4:

- Site services - transformer vault installed, underground water, and sewer services installed, granular B Base for parking lot and entrance road 80% complete, main gas line and electrical cabling, transformer installation incomplete
- Superstructure is 85% complete, 5th floor roof core slab and structural steel is outstanding
- Masonry structural walls - 80% complete up to roof level
- Interior and exterior steel stud framing in progress - 1st & 2nd floor 90 % complete, 3rd floor exterior framing 80% complete, 4th floor exterior framing is in progress - 10% complete

- Electrical rough-in in progress on first 3 floors
- Above ground mechanical rough-in started on 1st floor
- Fire sprinkler system rough-in started on 1st floor
- Overall progress approximately 30% complete

Additional New Development

Investment in Affordable Housing-Extension (IAH-E), Year 2 funding has been allocated to three non-profit organizations and will result in the creation of 40 units for seniors and mental health consumers in Niagara:

	Amount	Units
Gateway Residences of Niagara, Huron Street, Niagara Falls	\$720,000	9
Thorold Municipal Non-Profit, Ormond Street, Thorold	\$1,228,912	14
Stamford Kiwanis, Barker Street, Niagara Falls	\$1,089,088	17
TOTAL	\$3,038,000	40

At the end of Q4:

- Gateway Residence of Niagara – complete and operational.
- Thorold Municipal Non-Profit – complete and operational.
- Stamford Kiwanis – construction is on still on hold pending financing. Financing is still delayed pending further discussion with the City of Niagara Falls. Construction schedule is delayed and final occupancy is uncertain at this time. Project is approximately 60% complete.

5. Service Manager Responsibilities

APPEALS:

In Q4, **9 appeals** were heard (two less than 2016-Q4).

Breakdown:

- Four related to ongoing RGI eligibility
 - Two for failure to provide information – both overturned with conditions
 - One for unauthorized occupant and failure to notify of a change – upheld
 - One overhoused household for failure to accept final offer -- overturned

- Five for decisions made by Housing Access (e.g. requests for urgent status or an additional bedroom)
 - Four upheld
 - One overturned

	2016-Q4	2017-Q1	2017-Q2	2017-Q3	2017-Q4
# of appeals	11	7	15	15	9

INVESTMENTS:

See Appendix A – Investment Report

6. Housing Access Centre & Centralized Waiting List

APPLICATION ACTIVITY:

# of Applications Received & Processed	632	# of Eligible Applications	608
# of Special Provincial Priority Status Applications	72	# of Ineligible Applications	24
# of Urgent Status Applications	129	# of Cancelled Applications	348
# of Homeless Status Applications	162	# of Applicants Housed	164

In Q4, **372 households were removed** from the Centralized Waiting List because they were no longer eligible, they found alternate housing or we were unable to make contact.

CENTRALIZED WAITING LIST:

		2016- Q4	2017- Q1	2017 -Q2	2017- Q3	2017- Q4
		# of households				
A	Rent-Geared-to-Income (RGI) waiting list:					
	Niagara resident RGI waiting list	3,875	4,067	4,226	4,282	4,344
	Applicants from outside of Niagara	568	584	603	641	657
	TOTAL RGI waiting list:	4,443	4,651	4,829	4,923	5,001
	Housing Allowance: a set allowance to help applicants on the waiting list with affordability in the private market until housed in an RGI unit	304	311	344	428	505
A1	RGI waiting list demographics:					
	Seniors	1,868	1,924	1,973	2,038	2,061
	Adults no dependents	1,522	1,619	1,614	1,652	1,703
	Adults with dependents	1,053	1,108	1,242	1,233	1,237
A2	RGI list further segmented (#'s are included in A & A1):					
	SPP – Special Provincial Priority (Ministry Priority): helps victims of violence separate permanently from their abuser	90	100	115	114	101
	URG – Urgent (Local Priority): for applicants with mobility barriers and/or extreme hardship where their current accommodation puts them at extreme risk and/or causes hardship	98	93	98	105	99
	HML – Homeless (Local Priority): provides increased opportunity for placement to homeless households	579	653	748	821	832
	SUP – Supportive/Transitional: provides targeted, provisional services to assist individuals to transition beyond basic needs to more permanent housing	28	31	29	26	19
B	In addition, NRH manages:					
	Overhoused: households who are living in subsidized accommodation with more bedrooms than they are eligible for	126	126	133	111	143
	Transfer: households who are currently living in subsidized accommodation and have requested a transfer to another provider	410	434	437	499	513
	TOTAL RGI households on waiting list managed by NRH:	4,979	5,211	5,399	5,533	5,657
C	NRH maintains a waiting list for market rent units (65 Non-Profit Housing Programs):					
	Market: applicants who have applied for a market rent unit in the Non-Profit Housing Programs portfolio	556	546	569	592	591
	TOTAL households on waiting list managed by NRH:	5,535	5,757	5,968	6,125	6,248
	TOTAL individuals on waiting list managed by NRH:	9,237	9,602	10,031	10,217	10,449

Note: the above chart includes only those who apply to the Centralized Waiting List and does not capture the full number of those in need of affordable housing in Niagara.

Quarterly Report on Cash / Investments / Reserves for Period Ending December 31, 2017

App A
18-169-4.1.

	This Quarter Balance	Last Quarter Balance	Variance \$	Variance %	Comments
BANK ACCOUNTS					
Current Bank Account: Royal Bank account used for day-to-day operations for the owned units. Also to cash flow various short terms programs funded by Prov and Fed gov't usch as development, homeownership and capital repair programs.	\$11,755,485.79	25,689,198.89	(13,933,713.10)	-54.24%	The reduction in the current bank account is a result of bank transfers from NRH to the Niagara Region occurring in the 4th quarter of 2017 as a result of reconciliation of day-to-day accounts payable transactions are paid by the Region through PeopleSoft. A final reconciliation of the due to the Region account and subsequent transfer from NRH will be performed for the 4th quarter of 2017.
Investment Bank Account: Used to hold funds "In Trust" for designated Housing Providers for capital work.					Interest earned at a rate of RBC Prime minus 1.70% on balances in bank and investment accounts.
CMHA: Reserves held for CMHA Units.	4,592.36	4,592.36	-	0.00%	
Ganawageh Capital Fund:	97,971.49	97,971.49	-	0.00%	Withdrawals are made in accordance with approved procedures. Current quarter interest.
Due (From) Current Account	270,813.58	269,436.02	1,377.56	0.51%	
Total Investment Bank Accounts	373,377.43	371,999.87	1,377.56	0.37%	

Quarterly Report on Cash / Investments / Reserves for Period Ending December 31, 2017

App A
18-169-4.1.

	This Quarter Balance	Last Quarter Balance	Variance \$	Variance %	Comments
INVESTMENT VEHICLES - FUND ACCOUNTING					
Various investment vehicles are used to protect and optimize the cash that is held for specified purposes. Investments are both short-term and long-term in nature. These funds are intended to ensure continued growth without capital erosion by inflation.					
Current Instruments:	2 Year GIC, \$521,565; due date is 05/16/2019; interest rate of 1.26% to 1.63%				
RBC Investment Savings = \$4,380,409.88	2 Year GIC, \$802,567; due date is 08/17/2018; interest rate of 1.45% to 1.65%				
	1 Year GIC, \$497,000 was renewed on 08/15/2017 at an interest rate of 1.45% to 2.25%; due date is 08/15/2019				
PASS THROUGH FEDERAL/PROVINCIAL PROGRAM FUNDING					
AHP - New Development	65,375.90	65,375.90	-	0.00%	
ADMINISTRATION FUNDING					
Affordable Housing Prog & Housing Allowance Prog	823.39	823.39	-	0.00%	
IAH - Admin Fee	44,574.48	228,300.14	(183,725.66)	-80.48%	Reduction in account balance driven by recognition of revenues relating to MMAH funded program roles.
RECONCILIATION					
Due (From) Current Account	6,115,364.58	5,913,208.50	202,156.08	3.42%	Due to current account
Total	6,226,138.35	6,207,707.93	18,430.42	0.30%	

Quarterly Report on Reserves for Period Ending December 31, 2017

Description	Balances at December 31, 2016	Year to Date Net Transfers from (to) Operating	Year to Date Capital Transfers	Balances at December 31, 2017	Net Transfers Forecast from (to) Operating*	Capital Commitments	Forecasted Balance at December 31, 2018
NRH Owned Units Public/Local Housing Corp:	\$ 3,940,913	\$ 196,415	\$ 163,118	\$ 4,300,446	\$ 389,782	\$ (987,295)	\$ 3,702,933
Niagara Regional Housing:							
Emergency Capital Funding for Housing Providers	1,924,871			1,924,871			1,924,871
Title Normalization for NRH Owned Units	712,381			712,381			712,381
New Initiatives, other social housing purposes and any new deposits are added to this category	5,105,569	(230,000)	(2,652,522)	2,223,047	-	(1,110,000)	1,113,047
Total NRH Capital Reserves	\$ 11,683,734	\$ (33,585)	\$ (2,489,404)	\$ 9,160,745	\$ 389,782	\$ (2,097,295)	\$ 7,453,232
NRH Rent Supplement:	\$ 326,301	\$ (24,000)		302,301	(24,000)		278,301
Total NRH Stabilization Reserves	\$ 326,301	\$ (24,000)	\$ -	\$ 302,301	\$ (24,000)	\$ -	\$ 278,301
NRH Employee Future Benefits:	\$ 792,733	\$ -	\$ -	792,733	-	-	792,733
Total Future Liability Reserves	\$ 792,733	\$ -	\$ -	\$ 792,733	\$ -	\$ -	\$ 792,733
Total	\$ 12,802,768	\$ (57,585)	\$ (2,489,404)	\$ 10,255,779	\$ 365,782	\$ (2,097,295)	\$ 8,524,266

* 2018 Budget amounts

Interest no longer applied by approval of Regional Council (CSD 02-2013).

NRH Owned Units Public/Local Housing Corp:
This reserve was set-up by the Board of Directors as a Reserve Fund in September 2004 for capital expenses related to the NRH owned units.

NRH Rent Supplement:
This fund was set-up by the Board of Directors in December 2008 (year end) for a new Rent Supplement program. This Rent Supplement program is budgeted annually and withdrawal from the Reserve matches that year's expenditures.

NRH Employee Future Benefits:
This fund was set-up by the Board of Directors in 2011 to fund Employee Future Benefits. (retiree benefits, sick leave, vacation, etc.).



Department of Corporate Services
1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 • Fax: 905-468-2959

www.notl.org

City of Port Colborne
RECEIVED

FEB 14 2018

CORPORATE SERVICES
DEPARTMENT

SENT ELECTRONICALLY

February 14, 2018

Frank Fabiano
Acting Regional Clerk
Frank.Fabiano@niagararegion.ca

Re: Long Term Care Facilities – Increased Funding

Please be advised the Council of The Corporation of the Town of Niagara-on-the-Lake, at its regular meeting held on February 12, 2018, approved the following motion:

WHEREAS the City of St. Catharines Council, at its Regular Meeting held January 29, 2018, approved the attached resolution regarding Long Term Care Facilities – Increased Funding.

THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Niagara-on-the-Lake supports the resolution from the City of St. Catharines regarding Long Term Care Facilities - Increased Funding;

AND FURTHER that a copy of this resolution be circulated to local area municipalities, local MPPs, Premier Wynne, Minister of Health and Long Term Care, and Leaders of the Opposition.

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

Sincerely,

Peter Todd
Town Clerk



CITY OF
ST. CATHARINES

Legal and Clerks Services

Office of the City Clerk
PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Phone: 905.688.5600
Fax: 905.682.3631
TTY: 905.688.4TTY (4889)

January 30, 2018

Frank Fabiano
Acting Regional Clerk
Sent via email: Frank.Fabiano@niagararegion.ca

Ann-Marie Norio
Deputy Regional Clerk
Sent via email: Ann-Marie.Norio@niagararegion.ca

Re: Long Term Care Facilities – Increased Funding

Please be advised that the City of St. Catharines Council, at its Regular Meeting held January 29, 2018, approved the following motion:

WHEREAS St. Catharines and Niagara have a significant senior population; and

WHEREAS residents in long term care facilities have the right to dignity, timely and high-quality care; and

WHEREAS the City of St. Catharines recognizes the excellent work of Niagara Regional long term care facility front line staff and community volunteer groups like the Friends of Linhaven and the Linhaven Home Auxiliary Group; and

WHEREAS the Niagara Region continuously identifies operational efficiencies to ensure provincial funding is maximized for direct front line resident care; and

WHEREAS the amount of time staff spends directly with residents is an important metric to determine the level of care provided; and

WHEREAS residents in long term care facilities often have complex ailments resulting in increased demand for direct staff-resident contact time; and

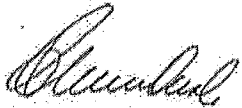
WHEREAS the Government of Ontario announced on November 7, 2017 their 20 point plan "Aging with Confidence" that promised to increase the provincial average of direct resident care to four hours per resident per day;

THEREFORE BE IT RESOLVED that the City of St. Catharines calls on the Government of Ontario to ensure long term care facilities in St. Catharines and Niagara receive the necessary funding to implement four hours of direct care per resident per day at the earliest opportunity; and

BE IT FURTHER RESOLVED that the City of St. Catharines requests the Niagara Region's endorsement of this resolution; and

BE IT FURTHER RESOLVED that this resolution be circulated to local area municipalities, local MPPs, Premier Wynne, Minister of Health and Long Term Care, and Leaders of the Opposition.

Should you have any questions, please do not hesitate to contact the Office of the City Clerk at Extension 1506.



Bonnie Nistico-Dunk
City Clerk
:ks

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Office of the
County Warden



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Ontario . Canada

City of Port Colborne

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MAR 01 2018

CORPORATE SERVICES
DEPARTMENT

INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

February 28, 2018

Premier Kathleen Wynne
Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1
Via email: KWynne.mpp.co@liberal.ola.org

The Honourable Nathalie Des Rosiers
Minister of Natural Resources and Forestry
Suite 6630, 6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario M7A 1W3
Via email: NDesRosiers.mpp@liberal.ola.org

Dear Premier Wynne and Minister Des Rosiers:

On February 28, 2018 the Council of the Municipal Corporation of the County of Renfrew passed the following resolution:

WHEREAS approximately 6,900 people in Renfrew County are directly or indirectly employed by the forest sector and many of our communities are highly reliant on the local forest industry;

WHEREAS approximately 30% of the productive forest land base on Crown lands in Renfrew County has some form of species at risk restriction on regular operations;

WHEREAS Crown forests are sustainably managed according to the *Crown Forest Sustainability Act (CFSA)*. Species at Risk and all other forest values are protected using the best available science, and economic and social values should be weighted with equal importance;

WHEREAS it is desirable to allow forest managers and companies to continue to provide for species at risk under one Act, the CFSA, while an independent panel develops a long-term approach that protects species at risk and their habitat and minimizes impacts to the forest industry;

THEREFORE BE IT RESOLVED THAT the County of Renfrew asks that the Province provides the forest sector with the certainty it needs to invest in the future, through a 5-year extension in Section 22.1 of the *Endangered Species Act, 2007* instead of the proposed 2-year extension;

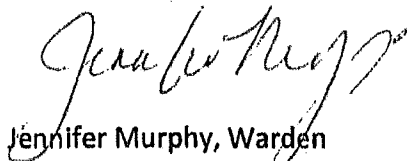
AND FURTHER BE IT RESOLVED THAT the County of Renfrew supports the establishment of an independent panel of credible stakeholders directly affected in their day-to-day lives by the management of Crown land forests who will look at the facts of the matter to come up with a long-term solution;

AND FURTHER BE IT RESOLVED THAT these decisions be made in a timely manner and shared before March 30, 2018;

AND FURTHER BE IT RESOLVED THAT the County of Renfrew circulate this resolution to the Premier of Ontario, the Minister of Natural Resources and Forestry, MPP John Yakabuski, Ontario Forestry Coalition, Ontario Forest Industries Association and all municipal councils of Ontario requesting that they endorse and support this resolution and communicate their support to the Ontario government.

The County of Renfrew recognizes that our communities, like many others in rural and northern Ontario, are dependent on the forest sector and have been impacted by the *Endangered Species Act* since its inception in 2007. We look forward to improvements to the Act that will lead to a better future for local businesses, communities and all species in the forests that surround us.

Yours sincerely,



Jennifer Murphy, Warden
County of Renfrew
warden@countyofrenfrew.on.ca

- c. MPP John Yakabuski, Renfrew-Nipissing-Pembroke
- All Municipalities of Ontario
- Ontario Forestry Coalition
- Ontario Forest Industries Association
- Ottawa Valley Forest Inc.
- Algonquin Forestry Authority



City of Port Colborne
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FEB 22 2018

CORPORATE SERVICES
DEPARTMENT

4800 South Service Road
Beamsville, ON LOR 1B1
TEL (905) 563-8205
FAX (905) 563-6566

February 22, 2018

Regional Municipality of Niagara
Office of the Regional Clerk
1815 Sir Isaac Brock Way
P.O. Box 1042
Thorold, Ontario L2V 4T7

Dear Mr. Fabiano,

Re: Niagara Region Recommendation Respecting the Town of Pelham

Please be advised that, at its meeting of February 20, 2018, the Council of the Corporation of the Town of Lincoln ratified the following motion:

Motion No. RC-2018-29

Moved by Councillor D. Thompson, Seconded by Councillor R. Foster

WHEREAS there has been considerable attention from Niagara Region pertaining to the Town of Pelham finances; and

WHEREAS on December 11, 2017, the City of Port Colborne's Council passed a motion stating they are "strongly opposed to the resolution approved by Niagara Regional Council respecting the financial position of the Town of Pelham" and similar motions have been passed by the Councils of Thorold, St. Catharines and Welland in recent weeks; and

WHEREAS Regional Government should work together with local area municipalities to move a common agenda forward; and

WHEREAS the Town of Lincoln strives to uphold the independence of the Town of Lincoln while involving the Region of Niagara when required by the province and in our mutual best interest; and

WHEREAS it is encouraged that local residents work with local area Councils to best address local area matters; and

WHEREAS it is important for staff from both the Region and the local area municipalities to continue to work together;

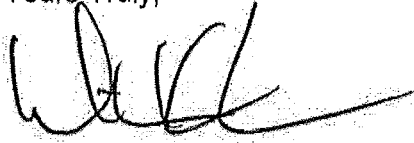
NOW THEREFORE BE IT RESOLVED that the Council of the Town of Lincoln endorses Port Colborne's, Thorold's, St. Catharines' and Welland's motions; and

BE IT FURTHER RESOLVED that this motion be shared with Regional Council and all Niagara municipalities.

CARRIED

Would you please ensure that this information is appropriately communicated to give consideration to the Town's position? If you should have any questions, please do not hesitate to contact the undersigned.

Yours Truly,

A handwritten signature in black ink, appearing to read 'W. Kolasa', with a long horizontal flourish extending to the right.

William J. Kolasa
Director of Corporate & Legislative Services/Clerk

Cc: Niagara Area Municipalities (via email)



City of Welland
Legislative Services
 Office of the City Clerk
 60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2280 | **Fax:** 905-732-1919
Email: clerk@welland.ca | www.welland.ca

City of Port Colborne
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FEB 22 2018
 CORPORATE SERVICES
 DEPARTMENT

February 15, 2018

File No. 02-160

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

Attention: Carrie McIntosh, Deputy Clerk

Dear Ms. McIntosh:

Re: February 6, 2018 – WELLAND CITY COUNCIL

At its meeting of February 6, 2018, Welland City Council passed the following motion:

“THAT THE COUNCIL OF THE CITY OF WELLAND endorses Port Colborne's, Thorold's and St. Catharines' resolutions and strongly objects to the Region and its Audit Committee interfering in a local municipality's finances; and further

THAT the Niagara Regional Council, all Niagara municipalities and MPPs and the Provincial Auditor General be notified.”

Yours truly,

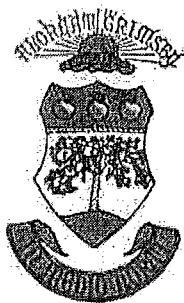
Carm Radice
 Acting City Clerk

CR:cp

- c.c.: D. Delvecchio, City Clerk, City of Thorold, 3540 Schmon Pkwy., P.O. Box 1044, Thorold, ON L2V 4A7
 B. Nistico-Dunk, City Clerk, City of St. Catharines, 50 Church St., St. Catharines, ON L2R 7C2
 Local Area Municipalities
 S. Zorbas, General Manager, Corporate Services, Chief Financial Officer/Treasurer

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TOWN OF GRIMSBY



OFFICE OF THE CLERK
HAZEL SOADY-EASTON, CMO

City of Port Colborne
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MAR 06 2018

CORPORATE SERVICES

DEPARTMENT
TELEPHONE: (905) 945-9634
FAX: (905) 945-5010
www.town.grimsby.on.ca

160 LIVINGSTON AVENUE
P.O. BOX 159
GRIMSBY, ONTARIO
L3M 4G3

PLEASE REFER TO FILE NO

C10

March 6, 2018

Ms. C. Radice
Acting City Clerk
City of Welland
60 Main Street East
Welland, Ontario
L3b 3X4

Dear Ms. Radice:

The Council of the Town of Grimsby considered the attached correspondence of February 15, 2018 at the Council meeting on March 5, 2018 and passed the following Resolution:

Resolved that the Resolutions from other municipalities be received and that the City of Welland Resolution 02-160 dated February 15, 2018 be endorsed.

If you have questions with regard to the foregoing, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script that reads 'H. Soady-Easton'.

H. Soady-Easton
Town Clerk

Attach.

Cc: Local Area Municipalities



City of Welland
Legislative Services
Office of the City Clerk
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2280 | Fax: 905-732-1919
Email: clerk@welland.ca | www.welland.ca

February 15, 2018

File No. 02-160

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

Attention: Carrie McIntosh, Deputy Clerk

Dear Ms. McIntosh:

Re: February 6, 2018 – WELLAND CITY COUNCIL

At its meeting of February 6, 2018, Welland City Council passed the following motion:

"THAT THE COUNCIL OF THE CITY OF WELLAND endorses Port Colborne's, Thorold's and St. Catharines' resolutions and strongly objects to the Region and its Audit Committee interfering in a local municipality's finances; and further

THAT the Niagara Regional Council, all Niagara municipalities and MPPs and the Provincial Auditor General be notified."

Yours truly,

Carm Radice
Acting City Clerk

CR:cp

c.c.: D. Delvecchio, City Clerk, City of Thorold, 3540 Schmon Pkwy., P.O. Box 1044, Thorold, ON L2V 4A7
B. Nistico-Dunk, City Clerk, City of St. Catharines, 50 Church St., St. Catharines, ON L2R 7C2
Local Area Municipalities
S. Zorbas, General Manager, Corporate Services, Chief Financial Officer/Treasurer

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CORPORATE SERVICES
DEPARTMENT

Community Services

Legislative Services

February 27, 2018
File #120203

Sent via Email: clerk@welland.ca

Carm Radice, Acting City Clerk
City of Welland
60 East Main Street
Welland, ON L3B 3X4

Dear Ms. Radice:

Re: Objection to the Region's Audit Committee Interfering in a Local Municipality's Finances

The Municipal Council of the Town of Fort Erie at its meeting of February 26, 2018 received your correspondence dated January 15, 2018 and supported the motion passed by the Council of the City of Welland objecting to the Region and its Audit Committee interfering in a local municipality's finances.

Trusting this information will be of assistance to you.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

CS:dlk

c.c. Niagara Region *Sent via email*
Niagara Local Area Municipalities *Sent via email*
Mr. Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario *Sent via email: wgates-co@ndp.on.ca*
Ms. Cindy Forster, MPP-Niagara Centre, Legislative Assembly of Ontario *Sent via email: cforster-gp@ndp.on.ca*
Mr. Sam Oosterhoff, MPP-Niagara West-Glanbrook, Legislative Assembly of Ontario *Sent via email: sam.oosterhoff@pc.ola.org*
Mr. James Bradley, MPP-St. Catharines, Legislative Assembly of Ontario *Sent via email: jbradley.mpp.co@liberal.ola.org*
Bonnie Lysyk, Auditor General of Ontario *Sent via email: bonnie.lysyk@auditor.on.ca*

Mailing Address:

The Corporation of the Town of Fort Erie

1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

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From: "MIN Feedback (MNR)" <minister.mnrf@ontario.ca>
To: "carriemcintosh@portcolborne.ca" <carriemcintosh@portcolborne.ca>
Cc: "comments@auditor.on.ca" <comments@auditor.on.ca>, "info@ombudsman.on.ca" <info@ombudsman.on.ca>
Date: 2018-02-27 04:04 PM
Subject: Message from th Honourable Nathalie Des Rosiers, Minister of Natural Resources and Forestry

Ministry of Natural
Resources and Forestry

Ministère des Richesses
naturelles et des Forêts

Office of the Minister

Bureau de la ministre

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301
Fax: 416-314-2216

Édifice Whitney, bureau 6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301
Télééc.: 416-314-2216



MNR7048MC-2018-116

February 27, 2018

Ms. Carrie McIntosh
Deputy Clerk
City of Port Colborne
carriemcintosh@portcolborne.ca

Dear Ms. McIntosh:

Thank you for copying my predecessor the Honourable Kathryn McGarry on your Council's resolution regarding the Niagara Peninsula Conservation Authority (NPCA). I note that you wrote to Premier Kathleen Wynne. I appreciate hearing your input.

As you are aware, my ministry recently completed a review of the *Conservation Authorities Act* framework. As a result, we released a comprehensive suite of actions which are outlined in the document *Conserving Our Future: A Modernized Conservation Authorities Act*. We have started implementing these actions with the passing of the *Building Better Communities and Conserving Watersheds Act, 2017*, which amended the act. I assure you that we will continue to develop and implement additional policy and program changes in consultation with municipalities, Indigenous communities, stakeholders and the public.

While my ministry administers the *Conservation Authorities Act* and provides direction regarding provincially delegated programs in natural hazard management, municipalities play an important role in the day-to-day governance and oversight of conservation authorities. I appreciate learning of your efforts to promote transparency by the NPCA. It is my understanding that the Authority has recently disclosed the identified legal costs as requested by local municipalities and residents.

Thank you for writing.

Sincerely,

Nathalie Des Rosiers
Minister of Natural Resources and Forestry

c: Premier Kathleen Wynne
Bonnie Lysyk, Auditor General of Ontario
Paul Dubé, Ombudsman of Ontario

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**City of Port Colborne
Regular Committee of the Whole Meeting 03-18
Minutes**

Date: February 26, 2018

Time: 6:30 p.m.

Place: Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne

Members Present: R. Bodner, Councillor
B. Butters, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
F. Danch, Deputy Mayor (presiding officer)
B. Kenny, Councillor
J. Mayne, Councillor

Absent: J. Maloney, Mayor (due to vacation)

Staff Present: D. Aquilina, Director of Planning and Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
A. LaPointe, Manager of Legislative Services/City Clerk
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
M. Minor, Marina Supervisor (for consideration of item 2)
P. Senese, Director of Corporate Services
S. Shypowskyj, Acting Director of Engineering and Operations

Also in attendance were interested citizens, members of the news media and YourTV.

1. Call to Order:

Deputy Mayor Danch called the meeting to order.

2. National Anthem:

Joel Longfellow sang O Canada.

3. Introduction of Addendum Items:

Addition:

The addition of item 10(a), Delegation: Jack Hellinga with respect to a request for a Public Meeting regarding the proposed new Comprehensive Zoning By-law.

Confirmation of Agenda:

Moved by Councillor R. Bodner
Seconded by Councillor Y. Doucet

That the agenda dated February 26, 2018 be confirmed, as circulated or as amended.

CARRIED.

4. Disclosures of Interest:

Nil.

5. Adoption of Minutes:

(a) **Regular meeting of Committee of the Whole 02-18, held on February 12, 2018.**

Moved by Councillor B. Kenny
Seconded by Councillor B. Butters

(a) That the minutes of the regular meeting of Committee of the Whole 02-18, held on February 12, 2018, be approved as presented.

CARRIED.

6. Determination of Items Requiring Separate Discussion:

The following items were identified for separate discussion:

Items 2, 3, 7, 10.

7. Approval of Items Not Requiring Separate Discussion:

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

That Items 1 to 22 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

Items:

1. Fire and Emergency Services, Report No. 2018-18, Subject: Emergency Management Program

Committee of the Whole recommends:

That the proposed Emergency Management Program and updated Emergency Management Plan attached to Fire and Emergency Services Department Report No. 2018-18 be adopted by by-law; and

That By-law No. 4524/55/04 be repealed.

4. Corporate Services, Clerk's Division, Report No. 2018-21, Subject: Committee of the Whole/Council Meeting Schedule for October and December 2018

Committee of the Whole recommends:

That the regular meeting of Committee of the Whole/Council on October 22, 2018 be cancelled and the Clerk be directed to advertise such cancellation in accordance with the Procedural By-law; and

That the regular meeting of Committee of the Whole/Council for the month of December 2018, be scheduled for Monday, December 10, 2018, and that the City Clerk be instructed to issue public notice accordingly.

5. Planning and Development, Planning Division, Report No. 2018-20, Subject: Province of Ontario's Development Charges Rebate Program Expression of Interest

Committee of the Whole recommends:

That staff be directed to partner with the Niagara Region in submitting an Expression of Interest application to the Development Charges Rebate Program.

6. Planning and Development, Planning Division, Report No. 2018-22, Subject: Reimbursement and Waiving of Fees for Gateway Residential – 569 King Street

Committee of the Whole recommends:

That Planning and Development Department, Planning Division Report No. 2018-22 in respect of the request by Gateway Residential & Community Support Services to refund and waive fees be received and that no further action be taken; and

That the Director of Planning and Development be directed to notify Gateway Residential & Community Support Services.

8. Engineering and Operations, Operations Division, Report No. 2018-25, Subject: Port Colborne Distribution System Annual Inspection

Committee of the Whole recommends:

That Engineering and Operations Department, Operations Division Report No. 2018-25 with regard to the Port Colborne Distribution System Annual Inspection Report be received for information.

Outside Resolutions – Requests for Endorsement:

9. Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments (Resolution)

Committee of the Whole recommends:

That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments, be received for information; and

That the following motion be approved:

Whereas Bill 160, the *Strengthening Quality and Accountability for Patients Act* amended the *Ambulance Act* to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department; and

Whereas the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medic model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and

Whereas the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer's ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift; and

Whereas in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medical model as a result of interest arbitration; and

Whereas the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the *Fire Protection and Prevention Act, 1997* and the *Ambulance Services Collective Bargaining Act* to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards;

That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medical Protection Needed for Municipal Governments, be received for information; and

Whereas there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the *Police Services Act* which precludes arbitrators from amending the core duties of police officers; and

Whereas the Government of Ontario has committed that no unwilling municipal government will have a fire-medical pilot or program imposed upon them.

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

1. The City of Port Colborne calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medical pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election.
2. A copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France

Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; Cindy Forster, Member of Provincial Parliament; and the Association of Municipalities of Ontario.

11. Town of Fort Erie Re: Request for Financial Assistance in Development of a Human Trafficking Program

Committee of the Whole recommends:

That the resolution received from the Town of Fort Erie Re: Request for Financial Assistance in the Development of a Human Trafficking Program, be referred to the 2018 Budget.

12. City of Welland and City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority

Committee of the Whole recommends:

That the resolution received from the City of Welland and supported by the City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority, be supported.

13. Township of Wainfleet Re: Fair Workplaces, *Better Jobs Act* - Bill 148

Committee of the Whole recommends:

That the resolution received from the Township of Wainfleet in support of the resolution from the Township of Muskoka Lakes Re: Fair Workplaces, *Better Jobs Act*. – Bill 148, be received for information.

14. Township of Wainfleet Re: Gillian's Place and National Day of Action on Violence Against Women

Committee of the Whole recommends:

That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines Re: Gillian's Place and National Day of Action on Violence Against Women, be received for information.

15. Township of Wainfleet Re: Women in Local Government

Committee of the Whole recommends:

That the resolution received from the Township of Wainfleet Re: Women in Local Government, be received for information.

16. Township of Wainfleet Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Committee of the Whole recommends:

That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines, be received for information.

17. Township of Wainfleet Re: Health Care Services in Niagara Region

Committee of the Whole recommends:

That the resolution received from the Township of Wainfleet in support of the resolution from the Town of Fort Erie, be received for information.

18. Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding

Committee of the Whole recommends:

That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution of the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be received for information.

19. Town of Essex Re: Offering School Property to Municipalities

Committee of the Whole recommends:

That the resolution received from the Town of Essex Re: Offering School Property to Municipalities, be supported.

Responses to City of Port Colborne Resolutions:**20. Region of Niagara Re: City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 (Inter Municipal Transit)**

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara regarding the City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 – Inter Municipal Transit and the appointing of Chief Administrative Officer Scott Luey to the Inter Municipal Transit Working Group, be received for information.

21. City of Hamilton in Support of the City of Port Colborne's Resolution regarding Request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority

Committee of the Whole recommends:

That the resolution received from the City of Hamilton in support of the City of Port Colborne's resolution regarding request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority, be received for information.

22. Town of Pelham Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek

Committee of the Whole recommends:

That the resolution received from the Town of Pelham Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek, be received for information.

CARRIED.

8. Presentations:

- (a) **Will Murray, Welland & District Slo-pitch Tournament Convener, Lee Vanderlann, Pinty's Delicious Foods Inc. and Joe Zuvic, presenting a cheque to the Fire and Emergency Services Department for the Smoke Alarm Program from a Snow Pitch Tournament held during Sportsfest**

Deputy Mayor Danch and Fire Chief Cartwright accepted the cheque and thanked the organizers and participants of the Snow Pitch tournament

held during Sportsfest for their donation to the Fire and Emergency Services Department's smoke alarm program.

9. Delegations:

(a) Jack Hellinga Re: Request for a Public Meeting regarding – Proposed New Comprehensive Zoning By-law

Jack Hellinga provided a verbal presentation requesting that Council consider holding another public meeting with respect to the proposed new comprehensive zoning by-law. A copy of the presentation is attached.

Moved in reconsideration by Councillor R. Bodner
Seconded by Councillor B. Butters

That Council's decision on the matter of Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law, made at the February 12, 2018 meeting of Council, be reconsidered.

CARRIED.

Council proceeded with consideration of the motion approved at the February 12, 2018 meeting of Council as follows:

That By-law 1150/97/81, being the existing Zoning By-law and any and all amendments thereto be hereby rescinded;

That Schedule "A7" to the draft Comprehensive Zoning By-law be changed for 679 Elm Street from R4 zoning to R2 zoning.

That the by-law approving the draft Comprehensive Zoning By-law, attached as Appendix A and B to Planning and Development Report 2018-14, be approved, as amended;

That pursuant to the provisions of Section 34(17) of the *Planning Act*, no further notice of public meeting be required;

That pursuant to Section 34(10.0.0.2) of the *Planning Act*, applications for an amendment to the by-law are allowed before the second anniversary of the day on which the Council approves the Comprehensive Zoning By-law.

Moved in amendment by Councillor B. Butters
Seconded by Councillor R. Bodner

That the main motion be amended by striking out paragraph four "That pursuant to the provisions of Section 34(17) of the *Planning Act*, no further notice of public meeting be required;" and replacing it with "That the Director of Planning and Development be directed to hold a second public meeting in March with respect to the Proposed New Comprehensive Zoning By-law and to provide a report including public comments and changes at a future meeting of Council"; and

That the decision with respect to the matter of Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law be deferred until after the public meeting.

The vote was then called on the main motion, as amended:

That the Director of Planning and Development be directed to hold a second public meeting in March with respect to the Proposed New Comprehensive Zoning By-law and to provide a report including public comments and changes at a future meeting of Council;" and

That the decision with respect to the matter of Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law be deferred until after the public meeting.

CARRIED.

10. Mayor's Report:

Nil.

11. Regional Councillor's Report:

Nil.

12. Councillors' Items:

(a) Eagle March Drain Work (Mayne)

In response to an inquiry from Councillor Mayne, the Acting Director of Engineering and Operations advised that he would provide an update with respect to the timeline for the Engineer's report and work on the Eagle Marsh Drain.

(b) Killaly Street West Railway Crossing (Kenny)

In response to a request by Councillor Kenny, the Acting Director of Engineering and Operations advised that he would contact the Niagara Region and Trillium Railway for an update with respect to the repair of the railway tracks on Killaly Street West.

(c) Potholes at Killaly Street and Clarence Street Bridges (Desmarais)

In response to an inquiry by Councillor Desmarais, the Acting Director of Engineering and Operations advised that the St. Lawrence Seaway Management Corporation was contacted to request repair of the potholes at the Killaly Street and Clarence Street bridges.

(d) Line Painting at the Corner of Charlotte and Elm Streets (Elliott)

In response to an inquiry from Councillor Elliott, the Acting Director of Engineering and Operations informed that the line painting will occur between the end of March and early June and the painting of the centre and stop lines at the corner of Charlotte and Elm Streets can be done in-house as soon as the sand is cleaned off of the road.

(e) Purchasing and Procurement Agreement between the Cities of Thorold and Welland (Elliott)

In response to an inquiry from Councillor Elliott, the Director of Corporate Services advised that he will discuss shared purchasing and procurement with the area Treasurers at their next meeting. The Director of Corporate Services and the Chief Administrative Officer advised that the City of Port Colborne participates in the purchasing of through the Niagara Public Purchasing Committee. The Chief Administrative Officer further advised that there are a number of ways the City seeks favourable pricing and that he will discuss shared purchasing and procurement at the next meeting of the Regional Chief Administrative Officers.

Staff Responses to Previous Councillor Enquiries:

Nil.

13. **Consideration of Items Requiring Separate Discussion:**

2. **Community and Economic Development, Sugarloaf Marina Division, Report No. 2018-29, Subject: Sugarloaf Marina Dredging Project – Status Update**

Moved by Councillor J. Mayne
Seconded by Councillor B. Kenny

That the Director of Community and Economic Development be directed to proceed with issuing a Request for Proposal for professional engineering services to manage the Marina dredging project; and

That the request for the allocation of \$100,000 to the Marina dredging project be referred to budget deliberations.

CARRIED.

3. **Corporate Services, Finance Division, Report No. 2018-28, Subject: Ontario Community Infrastructure Fund (OCIF) Intake Two – Nickel Area CSO Control Program Amending Agreement**

Moved by Councillor A. Desmarais
Seconded by Councillor D. Elliott

That The Corporation of the City of Port Colborne enter into an Amending Agreement with Her Majesty the Queen, as represented by the Minister of Agriculture, Food and Rural Affairs; and

That the Mayor and the Clerk be authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk be authorized to affix the Corporate Seal thereto.

CARRIED.

7. **Planning and Development, Planning Division, Report No. 2018-23, Subject: Amendment to Westwood Estates Phase II Subdivision Agreement**

Moved by Councillor B. Butters
Seconded by Councillor R. Bodner

That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control

Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).

CARRIED.

10. Region of Niagara Re: Town of Pelham Resident and Ratepayer Petition

Moved by Councillor B. Butters
Seconded by Councillor Y. Doucet

That the Council of The Corporation of the City of Port Colborne hereby notifies Niagara Regional Council that it is strongly opposed to the resolution requesting the Minister of Municipal Affairs to order a Municipal Audit of the financial affairs and business dealings of the Town of Pelham.

That this resolution be circulated to Local Area Municipalities, local MPPs, the Office of the Ontario Ombudsman and the Auditor General.

CARRIED.

14. Notice of Motion:

Nil.

15. Adjournment:

Moved by Councillor R. Bodner
Seconded by Councillor B. Kenny

That the Committee of the Whole meeting be adjourned at approximately 7:18 p.m.
CARRIED.

CM/

Port Colborne Council Meeting – February 26, 2018

Thank You

Port Colborne DRAFT Comprehensive Zoning Bylaw Update 2018

Last Comprehensive Zoning Bylaw 20 + years ago

Compass for the direction of the City for the next 20 years

Too important to decide in a shoot-out

Suggest it should be advertised and receive input in a Public Forum

Examples of changes: Agriculture and Rural zones have had AR and RR designations added around residences, Residential Development RD have had R1 designations added around residences, Extractive Industrial has been changed to Mineral Aggregate Operation with new definition and potentially new permitted uses that have not been clearly defined

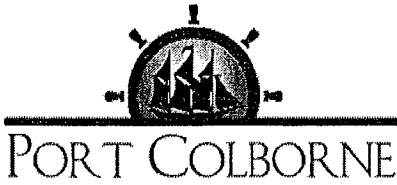
The average person needs to seek expert opinions on changes and there has been little time

Should be discussed in two-way dialogue

Final Approval won't be unanimous, but will be much more defensible if it isn't just a Council decision.

Respectfully Presented,

JACK S HELLINGA



**City of Port Colborne
Regular Meeting of Council 05-18
Monday, March 12, 2018
following Committee of the Whole Meeting
Council Chambers, 3rd Floor, 66 Charlotte Street**

Agenda

1. **Call to Order:** Mayor John Maloney
2. **Introduction of Addendum Items:**
3. **Confirmation of Agenda:**
4. **Disclosures of Interest:**
5. **Adoption of Minutes:**
 - (a) Regular meeting of Council 04-18, held on February 26, 2018
6. **Determination of Items Requiring Separate Discussion:**
7. **Approval of Items Not Requiring Separate Discussion:**
8. **Consideration of Items Requiring Separate Discussion:**
9. **Proclamations:**

Nil.
10. **Minutes of Boards, Commissions & Committees:**
 - (a) Minutes of the Grant Policy Committee Meeting of July 26, 2017
 - (b) Minutes of the Port Colborne Historical & Marine Museum Board of Management Meeting of January 16, 2018 and 2017 Annual Report
11. **Consideration of By-laws:**
12. **Adjournment:**

Council Items:

Notes			Item	Description / Recommendation
JDM	BB	RB	1.	<p>Chief Administrative Officer, Report No. 2018-32, Subject: Advertising Opportunities at the Vale Health & Wellness Centre</p> <hr/> <p>That the administration of the advertising program at the Vale Health & Wellness Centre be undertaken and managed by City staff; and</p> <p>That the Chief Administrative Officer be directed to prepare an advertising policy and develop an advertising package for the Vale Health & Wellness Centre that includes dasher (rink) board advertising, wall space advertising boards and decals; and</p> <p>That the fee schedule for advertising sales be amended to include market rate pricing and the authority for staff to leverage advertising sales based on volume or client request, and that the above be incorporated into the new consolidated Fees and Charges By-law.</p> <p>Note: The above item was approved at the Special Committee of the Whole Meeting (Budget) on March 5, 2018.</p>
AD	FD	YD		
DE	BK	JM		
JDM	BB	RB	2.	<p>Corporate Services, Finance Division, Report No. 2018-30, Subject: Consolidated Fees and Charges By-law</p> <hr/> <p>That the Consolidated Fees and Charges By-law attached to Corporate Services Department, Finance Division report 2018-30 be approved; and</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate By-law.</p> <p>Note: The above item was approved at the Special Committee of the Whole Meeting (Budget) on March 5, 2018.</p>
AD	FD	YD		
DE	BK	JM		
JDM	BB	RB	3.	<p>Planning and Development, Planning Division, Report No. 2018-34, Subject: Proposed Development Agreement for Joseph Moore, 2731 Vimy Ridge Road</p> <hr/> <p>That entering into a development agreement with Joseph Moore with respect to 2731 Vimy Ridge Road be approved and that the Mayor and Clerk be authorized to sign and execute said agreement.</p>
AD	FD	YD		
DE	BK	JM		

JDM AD DE	BB FD BK	RB YD JM	4.	<p><u>Planning and Development, By-law Enforcement Division, Report No. 2018-24, Subject: Sign Variance Request 107 Clarence Street</u></p> <p>That the variance for the proposed sign at 107 Clarence Street be approved.</p>
JDM AD DE	BB FD BK	RB YD JM	5.	<p><u>Corporate Services, Clerk's Division, Report No. 2018-35, Subject: Appointments to Boards and Committees</u></p> <p>That Greg Poisson be appointed to the Canal Days Advisory Committee for a term ending December 31, 2020; and</p> <p>That Marcia Turner be appointed to the Port Colborne Historical & Marine Museum Board for a term ending December 31, 2021; and</p> <p>That the Clerk be directed to bring forward the necessary by-law for approval.</p>
Miscellaneous Correspondence				
JDM AD DE	BB FD BK	RB YD JM	6.	<p><u>Memorandum from Karen Walsh, Executive Administrative Assistant to Director of Community & Economic Development Re: Active Transportation Advisory Committee – Motion Regarding a Four Way Stop Sign at Killaly Street East and Elizabeth Street</u></p> <p>That the memorandum from Karen Walsh Executive Assistant to Director of Community & Economic Development, on behalf of the Active Transportation Advisory Committee, Re: Active Transportation Advisory Committee – Motion Regarding a Four Way Stop Sign at Killaly Street East and Elizabeth Street, be received for information.</p> <p>Note: At its meeting of November 9, 2015 this item was re-considered.</p>
JDM AD DE	BB FD BK	RB YD JM	7.	<p><u>Region of Niagara Re: Integrated Customer Policies – Transit Services (LTNC-C Report 3-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Integrated Customer Policies – Transit Services (LTNC-C Report 3-2018), be received for information.</p>

JDM AD DE	BB FD BK	RB YD JM	8.	<p><u>Region of Niagara Re: Niagara Region 2017 Employment Inventory Results Report (PDS Report 5-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Niagara Region 2017 Employment Inventory Results Report PDS Report 5-2018), be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	9.	<p><u>Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – October 1 to December 31, 2017</u></p> <p>That the correspondence received from Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – October 1 to December 31, 2017, be received for information.</p>
Outside Resolutions – Requests for Endorsement				
JDM AD DE	BB FD BK	RB YD JM	10.	<p><u>Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding</u></p> <p>That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution from the City of St. Catharines Re: Long Term Care Facilities, be received for information.</p> <p>Note: At its meeting of February 12, 2018 Council supported the above resolution.</p>
JDM AD DE	BB FD BK	RB YD JM	11.	<p><u>County of Renfrew Re: Proposed Amendments to the Endangered Species Act</u></p> <p>That the resolution received from the County of Renfrew Re: Proposed Amendments to the Endangered Species Act, be received for information.</p>
Responses to City of Port Colborne Resolutions				
JDM AD DE	BB FD BK	RB YD JM	12.	<p><u>Town of Lincoln, City of Welland, Town of Grimsby and the Town of Fort Erie in support of the City of Port Colborne’s Resolution Re: Niagara Region Recommendation Respecting the Town of Pelham Finances</u></p> <p>That the resolutions received from the Town of Lincoln, City of Welland, Town of Grimsby and the Town of Fort Erie endorsing the City of Port Colborne’s resolution and strongly objects to the Region and its Audit Committee interfering in a local municipality’s finances, be received for information.</p>

JDM	BB	RB	13.	<p>Ministry of Natural Resources and Forestry Re: Response to City of Port Colborne's Resolution regarding the Niagara Peninsula Conservation Authority (NPCA)</p> <hr/> <p>That the correspondence received from Nathalie Des Rosiers, Minister of Natural Resources and Forestry Re: Response to the City of Port Colborne's Resolution regarding the Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority, be received for information.</p>
AD	FD	YD		
DE	BK	JM		

**Consideration of By-laws
(Council Agenda Item 11)**

By-law No.	Title
6558/13/18	Being a By-law to Establish Fees and Charges for Various Services and to Repeal and /or Amend Various By-laws
6559/14/18	Being a By-law to Amend By-law 6366/46/16 Being a By-law to Authorize Entering Into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II) with a Revised Grade Control Plan
6560/15/18	Being a By-law to Authorize Entering Into a Development Agreement with Joseph More Regarding 2731 Vimy Ridge Road
6561/16/18	Being a By-law to Confirm Appointments to Various Agencies, Boards and Committees
6562/17/18	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of March 12, 2018

Report Number: 2018-32

Date: March 5, 2018

SUBJECT: Advertising Opportunities at the Vale Health & Wellness Centre

1) PURPOSE

The purpose of this report is to seek direction with respect to advertising opportunities at the Vale Health & Wellness Centre in order to increase revenue opportunities and reduce the tax rate based subsidy for the facility.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

During the preparation stages of the construction of the Vale Health & Wellness Centre, Community and Corporate Services, Community Services, Report 2012-18, Subject: Arena Advertising at the Vale Health and Wellness Centre was presented to Council and on June 11, 2012, the following recommendation was approved:

1. That Council adopts the recommendation from the Vale Health & Wellness Centre Advisory Committee to sell and install on-ice advertising instead of rink board advertisement.
2. That Council approves the rates and fees listed in Appendix "B" and the City Clerk be authorized to prepare the rates schedule by-law for execution by the Mayor and Clerk.
3. That Council approves staff to commence the solicitation of potential interested parties for ice logo advertising.

At that time, contract staff also began soliciting advertising for wall space advertising boards, wall clocks, press box, dressing rooms (cold side), and more.

The Vale Health & Wellness Centre opened its doors to the Port Colborne community on February 16, 2013. On December 9, 2013, Community and Corporate Services, Corporate Services Report 2013-39, Subject: Advertising Opportunities at the Vale Health & Wellness Centre, was presented to Council with the following recommendation:

That staff prepare the appropriate policies and procedures for all forms of advertising, including a fee structure that will attract potential clients to receive advertising exposure, based on a 3 to 5 year timeframe. Included for each advertising arrangement will be the appropriate agreement that will bind both parties on mutually beneficial terms and conditions.

That staff investigate every opportunity for potential advertising and opportunities to generate revenue from the following:

- Dasher (rink) boards in one or both rinks;

- Wall space advertising boards in one or both rinks;
- Video monitor advertising (9 units);
- Ticker tape advertising on the video monitor;
- Outdoor pylon VHWC and static display board at West Side road;
- Advertising cover/wrap around video monitors (9-12 units);
- Rink dividers;
- Glass graphics;
- Recycle/waste container advertising wraps;
- Panel advertising in washrooms and elevator;
- Arena player bench advertising (4);
- Arena steps advertising;
- Ice resurface machine advertising (2 units);
- Hockey/Lacrosse goal net posts.

Council subsequently amended the above recommendation to remove the pursuit of advertising opportunities on the dasher (rink) boards in one or both rinks and the wall space advertising boards in one or both rinks.

Policies and procedures for advertising at the Vale Health & Wellness Centre have not been completed to date.

3) STAFF COMMENTS AND DISCUSSIONS

In November 2016, staff met with representatives of Nustadia Media (a full-service marketing and promotional company that specializes in arena advertising opportunities throughout Canada). Nustadia Media was subsequently retained to conduct an advertising inventory of the Vale Health & Wellness Centre including a review of potential revenue opportunities and revenue projections. A summary of the resulting advertising inventory and total potential revenue is attached as Appendix "A".

Some advertising inventory is already being sold including; ice logos, seat sponsors, ice resurfacers, score clocks, track-naming rights and some arena banners. However, other revenue generating opportunities exist in the following areas: dasher (rink) board advertising, arena banners or wall space advertising boards in the rink area, track wall signs and standing area signs, door decals, stairwell glass decals, stair decals and lobby signs. Rink naming rights could also be considered for promotion.

Not all of the above advertising is recommended for implementation, however the following provides an outline of the potential revenues that could be realized:

• Dasher boards	50 at \$1,000	\$50,000
• Arena wall space	20 at \$2,000	\$40,000
• Track wall signs	25 at \$500	\$12,500
• Standing area signs	20 at \$500	\$10,000
• Lobby signs	5 at \$2,000	\$10,000
• Stair decals	15 at \$1,000	\$15,000
• Rink door decals	4 at \$2,000	\$ 8,000
• Stairwell glass decals	5 at \$1,000	\$ 5,000

The above advertising totals \$150,500 in potential revenue. In addition, rink-naming rights could generate an additional \$20,000 per year (2 rinks at \$10,000) for a total of \$160,500 of potential revenue, annually.

Based on the recommendations from Nustadia Media, staff recommends the City consider expanding available advertising opportunities to include dasher (rink) board advertising and wall space advertising boards, including some of the above (in addition to the current on-ice advertising) in an effort to keep the number of on-ice logos at a minimum.

As Rink 1 ice comes out each Spring/Summer, those advertisers are only receiving approximately 9 months of on-ice advertising. Renewal/replacement/addition of logos is operationally challenging mid-season. Rink 2, on the other hand, only experiences ice removal every 3-5 years for warranty inspections. Fall of 2017 was the first time the ice was removed since the building opened in February 2013. At that time, multiple ice logos had to be replaced/changed, so the inspection was moved up one year.

The process to replace, remove or add logos on Rink 2 between full ice removal periods is as follows:

- The area of ice needs to be shaved down and prepared by staff prior to the time the logo installation company arrives on site. Variable costs during this process include labour costs during the ice shaving process, as well as the time the ice surface needs to be shut down (lost rental time).
- Once the logo is installed, staff then need to build the ice back up over the logo so it is level with the rest of the ice.
- In addition, other variable costs include: the possibility of the ice being cut down too close into the white ice. During such an occurrence, the paint might require repair. In addition, such an occurrence may damage the fabric logo, which as per the contract, is the responsibility of the municipality to replace. This has happened twice. Depending on the logo it can range in price from \$575 - \$3,000 (Centre Ice).

Establishing an advertising program that includes minimal on-ice logos with an emphasis on rink board and wall space advertising would reduce administrative/labour costs, and increase facility revenue.

When agreements for Rink 1 and 2 were up for renewal in 2017, several companies did not renew their on-ice logos. Two vacancies on Rink 1 were replaced with City messaging (PORTicipate, Social Media Accounts and OnlinePORT). There are currently seven on-ice logo vacancies on Rink 2. Since these vacancies were not sold prior to ice re-installation, under the current practice, if on-ice logo space was sold over the next five years, the above installation process would need to occur for any on-ice logos that are subsequently secured.

In addition, a service provider has been contracted to clean the rink boards on an annual basis at a fee of approximately \$1,500 for both rinks (to remove puck marks from the rink boards). Rink board advertisements would reduce the appearance of puck marks and protect the boards. As property of the advertiser, replacement of the rink board advertisements would also be at their expense.

Further, the number of sporting events the Vale Health & Wellness Centre has attracted over the past five years is an important consideration. Such events have included the Women's National Sledge Hockey Team Development Camp, GMHL All Star Game, Skate Ontario Provincial Championships, World Juniors Team Russia training camp, and this year, the National Sledge Hockey Team Training Camp and USA Exhibition Game. During contract discussions for such events, advertising is typically a question that arises as these organizations have their own advertising contracts they are required to observe. With minimal on-ice logos/advertising and removable dasher (rink) board advertising, the City would be in a strong position to accommodate such requirements.

Staff feel that wall space advertising boards on Rink 1 and 2 is another lost revenue opportunity that could generate an additional \$1,200 in revenue per board, per year (under the existing rates), or \$2,000 per board, per year, if the rates recommended by the consultant were adopted.

The only rates and fees listed under the City's current Rates and Fees By-law (attached as Appendix "B") are for marque signs and monitors, on-ice logos, dressing rooms, and wall board advertising (as grandfathered in). Contracts and associated fees currently exist for naming rights/advertising on the walking track, scoreboards, arena seats, ice resurfacers, and goal posts, however are not included in the current Rates and Fees By-law. Staff will ensure that all fees are included in the new consolidated Fees and Charges By-law. Authority for staff to leverage advertising sales based on volume or client request is recommended. The preparation of an advertising package, which would outline the fees and charges and provide a comprehensive overview of the City's arena advertising program is also recommended.

Staff have contacted other municipalities who provide for rink board and wallboard advertising. A summary of municipal comparators is outlined in Appendix "C".

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

To do nothing will limit the opportunity to capture additional revenue and build on an existing advertising revenue stream to support the Vale Health & Wellness Centre operations and reduce the subsidy of the Centre.

b) Other Options

Council could direct staff to contract the administration of arena advertising to a third party service provider by way of a Request for Proposal (RFP). Utilizing a third party would result in revenue sharing model. Such models generally utilize a percentage of return format, the terms and conditions of which would be outlined in the service contract.

Alternatively, the administration of arena advertising could be managed by staff. With this option, Council would direct staff to prepare the appropriate policy and advertising package based on previously approved items with the addition to dasher (rink) boards and wall space advertising boards. The fee schedule would be updated and would provide staff with the authority to leverage sales. The fees and charges would be outlined in the prepared advertising package. This option is recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

None.

6) ATTACHMENTS

Appendix "A" – Advertising Inventory, prepared by Nustadia Media.

Appendix "B" – Schedule "B" of By-law 6318/144/15, Being a By-Law to Establish a Schedule of Fees and Rates for the Vale Health & Wellness Centre, Advertising, Recreation Programs, Roselawn Centre, Nickel Beach, Municipal Parks and Pavilions, Commemorative Markers, Sugarloaf Marina and Event Services.

Appendix "C" – Municipal Comparators.

7) RECOMMENDATION

That the administration of the advertising program at the Vale Health & Wellness Centre be undertaken and managed by City staff; and

That the Chief Administrative Officer be directed to prepare an advertising policy and develop an advertising package for the Vale Health & Wellness Centre that includes dasher (rink) board advertising, wall space advertising boards and decals; and

That the fee schedule for advertising sales be amended to include market rate pricing and the authority for staff to leverage advertising sales based on volume or client request, and that the above be incorporated into the new consolidated Fees and Charges By-law.

8) SIGNATURES

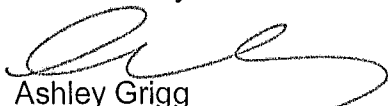
January 19, 2018:


Michelle Cuthbert
Corporate Communications Officer


Reviewed by:


Peter Senese
Director of Corporate Services

Reviewed by:


Ashley Grigg
Director of Community & Economic
Development

Reviewed, and respectfully submitted by:


C. Scott Luey
Chief Administrative Officer

Score with Arena Advertising!

Advertising Inventory
Total Potential \$308,000 Revenue

Vale Health & Wellness Centre



RINK NAMING RIGHTS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
2	10,000	20,000



TRACK NAMING RIGHTS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
1	10,000	10,000



STAIR DECALS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
15	1,000	15,000



DASHER BOARDS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
50	1,000	50,000



SCORE BOARDS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
4	2,000	8,000



LOBBY SIGNS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
5	2,000	10,000



ARENA BANNERS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
20	2,000	20,000



ICE RESURFACER

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
2	5,000	10,000



FLOOR LOGOS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
5	1,000	5,000



DOOR DECALS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
4	2000	8,000



STANDING AREA SIGNS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
20	500	10,000



TRACK WALL SIGNS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
25	500	12,500



ICE LOGOS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
CENTRE ICE		
2	2,500	5,000
NEUTRAL ZONE		
4	1,500	6,000
BLUE LINES		
4	1,500	6,000



STAIRWELL GLASS DECALS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
5	1,000	5,000



SEAT SPONSORS

QUANTITY	UNIT PRICE PER YEAR	POTENTIAL TOTAL (\$)
1000	100	100,000

NOT INCLUDED:
Digital Signage, Gym Signage, Pool Signage, Outdoor Signage.



Contact Brad Maxwell @ 905-741-2678
or by email at Maxwell@nustadiamedia.com

SCHEDULE 'B' - ADVERTISING FEES & RATES

		2016		
			HST	Total
West Side Road MESSAGE BOARD (STATIC)				
Community Groups and Organizations	per wk.	\$ 36.87	\$ 4.79	\$ 41.66
Vale Health & Wellness Centre MARQUE (SCROLL)	per wk.	\$ 18.43	\$ 2.40	\$ 20.83
Vale Health & Wellness Centre VIDEO MONITORS	per wk.	\$ 36.87	\$ 11.43	\$ 48.29

*Subject to developing policy framework for Advertising and Licensing Agreements.

Discount - Not for Profit/Community Group 50%
 Discount - Multi-Booking 25%

*If 2 or more outlets reserved for 2 or more weeks

Vale Health & Wellness Centre -				
Hockey Dressing Rooms	ea/per yr	\$ 204.20	\$ 26.55	\$ 230.75
Rink 1 - 8x4 Boards	ea/per yr	\$ 1,225.20	\$ 159.28	\$ 1,384.48
Rink 1 - Press Box Wrap	ea/per yr	\$ 7,147.00	\$ 929.11	\$ 8,076.11
Rink 1 - Score Clock	ea/per yr	\$ 2,552.50	\$ 331.83	\$ 2,884.33

Ice Logos		Year 1	Year 2	Year 3
Rink 1 - Logo #2		\$ 1,450.00	\$ 662.50	\$ 662.50
Rink 2 - Logo #2		\$ 1,275.00	\$ 525.00	\$ 525.00
Rink 1 & 2 - Logo #2 (15% discount)	1 yr term	\$ 2,316.25		
	3 yr term	\$ 2,725.00	\$ 805.00	\$ 805.00
Rink 1 - Goal Lines (two logos) - Logo #6		\$ 1,400.00	\$ 1,153.00	\$ 1,153.00
Rink 2 - Goal Lines (two logos) - Logo #6		\$ 1,200.00	\$ 934.25	\$ 934.25

*HST applied to all ice logo rates

** 15% discount does not apply for 2 logos on same ice surface

*Staff have opportunity to bundle advertising/sponsorship packages

Note - All rates and fees in this schedule are subject to changes and modifications

Report 2018-32 - Appendix C - Municipal Comparisons

	City of Port Colborne				Town of Lincoln				Town of Pelham	City of St.Catharines	
	Vale Health & Wellness Centre				Fleming Centre	Jordan Arena				Seymour Hannah - Rankin Rink	Seymour Hannah - Rinks 2,3 or 4 / Bill Burgoyne/ Rex
	Current Rates	Qty. Available	Proposed by Nustadia	Qty. Available	Qty. Available	Rate	Qty. Available	Rate	Rate	Rate	Rate
Wall Boards	\$1,200.00	4	\$2,000.00	20	9	\$750.00	26	\$750.00	\$125.00 per year	\$1200 per year	\$1200 per year
Rink Boards	N/A	N/A	\$1,000.00	50	32	\$100.00	25	\$750.00	\$210.00 plus \$18.75 per foot	\$1200 per year	\$1000 per year
On-Ice Logos	\$575.00 - \$3,000.00	34 (Rink 1 & 2)	\$1,500-\$2,500	10 (5 per rink) 2 Centre Ice; 4 Neutral Zone; 4 Blue Line	4	\$1,400.00	4	\$1,050.00	N/A	N/A	N/A
	Notes: Ad sales currently completed internally by staff.				Notes: 20 % discount granted for 3 year contracts. Ad sales currently completed internally by staff.				Note: New Community Centre opening along with new advertising package. Ad sales are completed internally by staff		Note:Discount rates are applicable when purchasing multiple items. Discounts are: • 5 per cent on totals of \$1,400 to \$2999 • 10 per cent on totals of \$3,000 to \$3,999 • 15 per cent on totals of \$4,000 to \$4,999 • 20 per cent on totals more of \$5,000 or more. Ad sales are completed by 3rd Party



**Corporate Services Department
Finance Division**

Report Number: 2018-30

Date: March 5, 2018

Subject: Consolidated Fees and Charges By-law

1) PURPOSE

This report is provided to request Council approval of the Consolidated Fees and Charges By-law for the City of Port Colborne.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

At its meeting of November 14, 2016, Council approved a motion directing staff to “revisit the user fees charged for programs and services” by the City as part of the 2017 Budget Process. Staff reviewed the fees and charges with each department to create a “Consolidated Fees and Charges By-law” – a by-law that will consolidate all of the user fees and charges applicable to the various City departments into one document that is approved by Council.

3) STAFF COMMENTS AND DISCUSSIONS

The City's primary form of revenue is property tax, however, a second stream of revenue exists for the City that amounts to over \$2 million in annual revenue: fees and charges for programs and services offered by the City.

The issue of City user fees was referred to the 2017 budget process. Staff created a draft “Consolidated Fees and Charges By-Law” to compile most City user fees into one location that can be easily accessed by Council members, staff and users of City programs and facilities.

This Consolidated By-law is presented to Council which provides for the fees charged in 2016 and 2017 and the proposed 2018 fees. The 2018 fees were reviewed with the City's departments and in most cases incurred a 2% increase. Building Division fees were increased by 5% to realign with market fees charged.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

The collection of User Fees results in revenue to the City in excess of \$2 million annually.

a) Do nothing.

If Council chooses not to adopt a Consolidated Fees and Charges By-law, staff will continue to establish fees and charges for City services that are out of date and not keeping up with inflation and market costs.

b) Other Options

Council could choose to approve the attached Consolidated Fees and Charges By-law. Council could further direct staff to make changes to the Fees and Charges and bring back to Council for approval.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not Applicable.

6) ATTACHMENTS

Consolidated Fees and Charges By-law

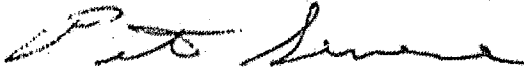
7) RECOMMENDATION

That the Consolidated Fees and Charges By-law attached to Corporate Services Department, Finance Division report 2018-30 be approved; and

That the Mayor and City Clerk be authorized to execute the appropriate By-law.

8) SIGNATURES

Prepared on February 19, 2018 by:



Peter M. Senese
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

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 AND/OR AMEND
VARIOUS BY-LAWS

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 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 at its meeting of March 5, 2018 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Report No. 2018-30, Subject: Consolidated Fees and Charges By-law.

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

1. That the fees and charges, outlined in Appendix "A" attached hereto and forming part of this by-law, be enacted.
2. 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.
3. That any By-law previously enacted for the purpose of establishing fees and charges be hereby repealed, and/or the appropriate sections be hereby amended, and the remainder of any by-law amended shall survive and remain in full force and effect.
4. 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.
5. That this by-law come into force and take effect on the day of passing.

ENACTED AND PASSED THIS XXTH DAY OF XXX, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

Appendix A to By-law No. _____
CONSOLIDATED FEES AND CHARGES

1 The City hereby imposes the fees and charges outlined in Schedules A-Y, as listed below:

Schedule A	Commemorative Park Bench, Tree, Stone Marker and Plaque
Schedule B	Dog Licensing
Schedule C	Services by Fire and Emergency Division
Schedule D	Services by Engineering and Operations Division
Schedule E	Vale Health and Wellness Centre and Arena
Schedule F	Advertising
Schedule G	Recreation Programs
Schedule H	Parks and Pavilions
Schedule I	Playing Fields and Sport Courts
Schedule J	Nickel Beach
Schedule K	Roselawn Centre
Schedule L	Sugarloaf Marina
Schedule M	Marina Pavilion
Schedule N	Event Services
Schedule O	Tax Registration and Tax Sales
Schedule P	Corporate Services
Schedule Q	Port Colborne Historical and Marine Museum
Schedule R	L.R. Wilson Heritage Research Archives
Schedule S	Port Colborne Market
Schedule T	Services by By-Law Enforcement Division
Schedule U	Cemeteries of the City of Port Colborne
Schedule V	Services by Planning and Development Division
Schedule W	Maintenance and Occupancy of Property
Schedule X	Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections
Schedule Y	User Group Liability Insurance

2 The Treasurer of the City may add fees and charges imposed by the City, as outlined in Schedules A-Y, to the tax roll for the following property in the City and collect them in the same manner as municipal taxes:

- i) in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and,
- ii) in all other cases, any property for which all of the owners are responsible for paying the fees and charges.

3 If the City uses a registered collection agency in good standing under the Collection Agencies Act to recover a debt, including taxes, payable to the City, the collection agency may also

recover its reasonable costs of collecting the debt but those costs shall not exceed an amount approved by the City.

- 4 The powers of a Director to increase, decrease or waive a fee outlined in section 5 below, should only be used in exceptional circumstances, as determined by the Director.
- 5 The fees and charges imposed on a person by the City, as outlined in Schedules A-Y, may be increased, decreased or waived completely by the Director to whose department the fee or charge relates in the following circumstances:
 - i) where there is a material change to the program or service being offered;
 - ii) where a large-scale event, such as a conference or trade show, is being held at a City facility or on City-owned or City-operated property and where a negotiated agreement is required;
 - iii) where, by imposing a fee or charge, the City is decreasing access or imposing a barrier to a person with a disability or their support person;
 - iv) where a fee is set incorrectly by way of an administrative error; or,
 - v) where imposing a fee or charge would be, in the opinion of the Director, unreasonable, given the circumstances.
- 6 A Director may only increase the amount of a fee or charge pursuant to section 5 in order to recover or partially recover the City's actual costs in delivering the applicable program or service.
- 7 A Director may impose a new fee or charge not outlined in Schedules A-Y to this by-law, but still under the provisions of the Municipal Act, where a new program or service is being offered by the City. The new fee or charge imposed by a Director shall:
 - i) not exceed the City's actual cost to deliver the new program or service; and,
 - ii) shall be included in Schedules A-Y as soon as is practicable.
- 8 All fees and charges imposed in the schedules:
 - i) do not include applicable taxes (taxes may be in addition to the fees), unless otherwise indicated; and,
 - ii) be in full force and effect on the effective date noted in the schedule, unless no effective date is noted, in which case, they shall be in full force and effect immediately following their passage by Council.

Schedule A
Commemorative Park Bench, Tree, Stone, Marker Stone and Plaque

Commemorative Items	Size	2016 Fee	2017 Fee	2018 Proposed Fee
Contour Bench Maintenance <small>Price includes installation and concrete pad for bench</small>	6'	\$1,110.00 \$100.00	\$1,110.00 \$100.00	\$1,132.00 \$102.00
Tree Variety: Silver Queen Maple Tree Sugar Maple Tree Shademaster, Honey Locust Tree London Plane Tree	10 Gallon Pot, 8' Tall	\$305.00 \$295.00 \$300.00 \$325.00	\$305.00 \$295.00 \$300.00 \$325.00	\$311.00 \$301.00 \$306.00 \$332.00
Oak, Red, Pin, Bur, Etc Tree Linden, Greenspire Maintenance <small>Prices include tree planting. Specific tree requests for individual parks are subject to approval of the Parks Division Gardener.</small>	20 Gallon Pot, 8' Tall	\$305.00 \$295.00 \$100.00	\$305.00 \$295.00 \$100.00	\$311.00 \$301.00 \$102.00
Stone Type: Granite Granite Granite Maintenance <small>Price includes sandblasting and lettering. Foundation work and installation are not included in these prices and will be determined by the size and scope of work. Sizes/shapes will vary with Natural Stone.</small>	78" w x 10" d x 42" h 36" w x 12" d x 40" h 34" w x 10" d x 29" h	\$3,284.00 \$1,250.00 \$1,087.00 \$100.00	\$3,284.00 \$1,250.00 \$1,087.00 \$100.00	\$3,350.00 \$1,275.00 \$1,109.00 \$102.00
Marker Stone Type: Granite – Natural Shaped River Rock <small>Random Shapes, Blended Colour</small> Maintenance	24"x14"x14"	\$350.00 \$100.00	\$350.00 \$100.00	\$357.00 \$102.00
Plaque Type: Bronze Bronze Bronze Installation/Maintenance <small>Prices are for pick-up only.</small>	8" w x 2" h 12" w x 3" h 18" w x 12" h	\$155.00 \$206.00 \$727.00 \$100.00	\$155.00 \$206.00 \$727.00 \$100.00	\$158.00 \$210.00 \$742.00 \$102.00

**Schedule B
Dog Licensing**

Dog Licensing **	2016 Fee	2017 Fee	2018 Proposed Fee
1. Early purchase discount rate on or before March 15 th of each year:			
Licence, Neutered/Spayed dog*	\$15.00	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$25.00	\$25.00
Vicious Dog	\$100.00	\$100.00	\$100.00
2. After March 15 th of each year where sections 3 and 4 of this Schedule are not applicable:			
Licence, Neutered/Spayed dog*	\$25.00	\$25.00	\$25.00
Licence, Un-Neutered/Un-Spayed dog	\$35.00	\$35.00	\$35.00
Vicious Dog	\$100.00	\$100.00	\$100.00
3. Replacement Tag – verification of original tag purchase required	\$5.00	\$5.00	\$5.00
4. Application for Hearing – non refundable	\$180.00	\$180.00	\$184.00

Kennel Licensing	2016 Fee	2017 Fee	2018 Proposed Fee
Kennel License	\$80.00	\$80.00	\$80.00

Notes:

- * Proof is required
- ** No HST is applicable

Schedule C
Services by Fire and Emergency Division

Emergency Response	2016 Fee	2017 Fee	2018 Proposed Fee
<i>All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing. Administrative Fee of \$50.00 to be charged to all invoices.</i>			
*Nuisance false alarms and nuisance deployments First false alarm in any calendar year: Subsequent false alarms in calendar year:	Nil MTO Rate per apparatus dispatched	Nil MTO Rate per apparatus dispatched	Nil MTO Rate 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	Actual Costs
*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 b) For each additional one half hour or part thereof <i>Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.</i>	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
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	Actual Costs
*For attending a natural gas incident a) For the first hour or any part thereof b) For each additional one half hour or part thereof	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 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	Actual Costs
*For responding to non-emergency assistance requests a) For the first hour or any part thereof b) For each additional one half hour or part thereof	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Fire Prevention	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Commercial (GROUP A, D & E OCCUPANCY)</i>			
Refreshment Vehicle	\$125.00	\$125.00	\$125.00
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$250.00	\$250.00
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00
Day Cares:			
Home Day Cares with less than 5 children	\$75.00	\$75.00	\$75.00
Licensed Day Cares with occupant load of 40 or less	\$150.00	\$150.00	\$150.00
Licensed Day Cares with occupant load of more than 40	\$250.00	\$250.00	\$250.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
<i>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</i>			
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$275.00	\$275.00
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00
Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.00	\$10.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
<i>Residential (GROUP C, Not Including Care Facilities) (Includes Hotels, Motels, Apartments and Bed and Breakfast)</i>			
Small building – 3,000 sq. ft. or less – containing single dwelling unit	\$75.00	\$75.00	\$75.00
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$300.00	\$300.00
Large building – more than 3,000 sq. ft. OR contains			
3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$500.00	\$500.00
6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$750.00	\$750.00
More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,500.00	\$1,500.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
Bed and Breakfast – up to four (4) sleeping rooms	N/A	\$275.00	\$275.00
<i>Industrial (GROUP F OCCUPANCY)</i>			
Inspect base building, less than 3,000 sq. ft. (gross area)	\$175.00	\$175.00	\$175.00
Plus inspect each additional 3,000 sq. ft.	\$75.00	\$75.00	\$75.00
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00

Fire Prevention (Cont'd)	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Miscellaneous Inspections/Application Review</i>			
Open Air Burning Site Inspection and Clearance	\$75.00	\$75.00	\$75.00
Fireworks Vendor – Site Inspection	\$75.00	\$75.00	\$75.00
Propane Licence Application Review (Basic)	\$100.00	\$100.00	\$100.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$60.00/hour	\$60.00/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$250.00	\$250.00
Review of Site Plans	\$60.00/hour	\$60.00/hour	\$60.00/hour
Fire Department Assistance			
Fire Watch	\$60.00/hour	\$60.00/hour	\$60.00/hour
Securing Buildings	\$60.00/hour	\$60.00/hour	\$60.00/hour
Fire Prevention Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour
Training Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour
File Reports and File Searches			
File Search/File Reports – Environmental Issues	\$250.00	\$250.00	\$250.00
File Search/File Reports – Information	\$125.00	\$125.00	\$125.00
Letters and Produce Incident Reports to Insurance Companies	\$125.00	\$125.00	\$125.00
LLBO – Letters of Compliance	\$125.00	\$125.00	\$125.00
Smoke and Carbon Monoxide Alarm Installations			
Installation of Smoke Alarm	\$10.00 each	\$10.00 each	\$10.00 each
Installation of Carbon Monoxide Alarm (Plug-In)	\$25.00 each	\$25.00 each	\$25.00 each
Installation of Carbon Monoxide Alarm (Combination)	\$30.00 each	\$30.00 each	\$30.00 each
Fire Department Services			
Refilling of Air Cylinders	\$12.00 each	\$12.00 each	\$12.00 each
Fire Extinguisher Rentals	\$10.00 each	\$10.00 each	\$10.00 each
Photographs	\$5.00 each	\$5.00 each	\$5.00 each
I.D. Photos	\$10.00 each	\$10.00 each	\$10.00 each
Meeting Room Rental	\$100.00 daily	\$100.00 daily	\$100.00 daily

Schedule D
Services by Engineering and Operations Division

Engineering and Operations Division	2016 Fee	2016 Minimum Charge	2017 Fee	2017 Minimum Charge	2018 Proposed Fee	2018 Minimum Charge
Municipal Consent Permit Fee – (includes permit preparation and inspection)	\$179.00		\$179.00		\$183.00	
Water turn off or turn on:						
- Regular hours	\$58.00 each	\$412.00 each**	\$58.00 each	\$412.00 each**	\$59.00 each	\$420.00 each**
- After hours	\$412.00 each		\$412.00 each		\$420.00 each	
Unscheduled water meter reading	\$30.00 each		\$30.00 each		\$31.00 each	
Water meter testing	Actual cost		Actual cost		Actual cost	
Private hydrant maintenance	Actual cost		Actual cost		Actual cost	
Sewer rodding:						
- Regular hours	\$137.00 each	\$526.00 each**	\$137.00 each	\$526.00 each**	\$139.00 each	\$536.00 each**
- After hours	\$721.00 each		\$721.00 each		\$735.00 each	
Driveway culverts:						
- Up to 450 mm	\$363.00/m		\$363.00/m		\$450.00/m	
- Over 450 mm	Actual cost		Actual cost		Actual cost	
Driveway installation	\$252.00/m		\$252.00/m		\$50.00/m. sq.	
Curb cuts	\$101.00/m	\$327.00	\$101.00/m	\$327.00	\$135.00/m	\$330.00
Curb Installation	\$101.00/m	\$327.00	\$101.00/m	\$327.00	\$180.00/m	\$330.00
Sidewalk repairs	\$109.00/m. sq.		\$109.00/m. sq.		\$147.00/m. sq.	
Installation of Water Service						
- 25 mm.	\$321.00/m.	\$1,607.00	\$321.00/m.	\$1,607.00	\$327.00/m.	\$1,639.00
- Greater than 25 mm.	Actual Cost		Actual Cost		Actual Cost	

Engineering and Operations Division	2016 Fee	2016 Minimum Charge	2017 Fee	2017 Minimum Charge	2018 Proposed Fee	2018 Minimum Charge
Water Service tapping: - 25 mm. - Greater than 25 mm.	\$178.00 each Actual Cost		\$178.00 each Actual Cost		\$182.00 each Actual Cost	
Installation of a sanitary sewer lateral: - 100 mm. - Greater than 100 mm.	\$376.00/m Actual cost	\$1,882.00	\$376.00/m Actual cost	\$1,882.00	\$384.00/m Actual cost	\$1,920.00
Sanitary service connection: - 100 mm. - Larger than 100 mm.	\$267.00 Actual Cost		\$267.00 Actual Cost		\$272.00 Actual Cost	
Installation of a storm sewer service: - 125 mm - Larger than 125 mm.	\$268.00/m Actual Cost	\$1,342.00	\$268.00/m Actual Cost	\$1,342.00	\$272.00/m Actual Cost	\$1,369.00
Storm service connection: - 125 mm. - Larger than 125 mm.	\$267.00 Actual Cost		\$267.00 Actual Cost		\$272.00 Actual Cost	
Rock removal in trench cuts	\$125.00/hr		\$125.00/hr		\$128.00/hr	
Foreman Call Out - Flat Rate	\$40.00/hr		\$40.00/hr		\$60.00/hr	
Street sweeping	\$125.00/hr		\$125.00/hr		\$135.00/hr	

*** Note:**

All works to be done on Private property, contact the City's Building Department.

All works to be done on the right of way (ROW.), contact Engineering and Operations.

Any services carried out by Engineering and Operations Staff within the right of way will require a Municipal Consent Permit, however, no Municipal Consent Permit fee is charged the applicant.

Any services carried out by a private contractor for the applicant, will require a Municipal Consent Permit, however a Municipal Consent Permit fee will apply as per the rates set out above.

All fees and charges listed are exclusive of any applicable taxes.

** de-notes a minimum callout charge for after-hours request.

Schedule E
Vale Health and Wellness Centre and Arena

Arena		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$189.55	\$189.55	\$193.00
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$134.70	\$134.70	\$137.00
Adult League/Tournament *Rental of 3 or more hours for Adults	Per hour	\$177.99	\$177.99	\$182.00
Minor Hockey	Per hour	\$125.08	\$125.08	\$128.00
Junior Hockey Team - Game	Per hour	\$155.65	\$155.65	\$159.00
Junior Hockey Team - Practice	Per hour	\$76.97	\$76.97	\$79.00
Individual Training (half ice) *per player w/one coach, *50% of minor hockey	Per hour	\$62.55	\$62.55	\$64.00
Public Schools – Physical Education Classes	Per hour	\$48.10	\$48.10	\$49.00
Public Schools – Varsity Team Practices	Per hour	\$57.73	\$57.73	\$59.00
Public/Catholic Schools – Varsity Hockey Team – Games	Per hour	\$125.08	\$125.08	\$128.00
Youth Prime *non-affiliated minor hockey organization i.e. school group	Per hour	\$125.08	\$125.08	\$128.00
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$76.97	\$76.97	\$79.00
Walk-in/Day of Rental	Per hour	\$102.00	\$102.00	\$104.00

Ice time rental agreements for the season September 2016 to March 2017, will pay the 2016/2017 rates listed above.
Ice time rental agreements for the season September 2017 to March 2018, will pay the 2017/2018 rates listed above.
Ice time rental agreements for the season September 2018 to March 2019, will pay the 2018/2019 rates listed above.

Family and Public Ice Skating		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Pre-School	Per session	Nil	Nil	Nil
Students	Per session	\$2.65	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65	\$2.65
Seniors Pay-As-You-Play (PAYP)	Per session	\$2.65	\$2.65	\$2.65
PAYP	Per session	\$4.42	\$4.42	\$4.42
Stick and Puck (*Adult and 1 child)	Per session	\$4.42	\$4.42	\$4.42
*Each additional child	Per session	\$2.65	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Entire Facility	Per hour	N/A	N/A	N/A
Washrooms and Parking Lot ONLY	Per hour	N/A	N/A	N/A
Rink 1 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$47.17	\$47.17	\$48.00
Rink 1 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$70.74	\$70.74	\$72.00
*Does not include associated staging and removal costs and access to the Golden Puck Community Room				
Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)		2016/2017 Fee	2016/2017 Fee	2017/2018 Fee
For Profit/Commercial Use (Full Room)	Daily	\$282.99	\$282.99	\$289.00
	Hourly	\$61.31	\$61.31	\$63.00
Not for Profit/Community Groups (Full Room)	Daily	\$141.49	\$141.49	\$144.00
	Hourly	\$33.01	\$33.01	\$34.00
For Profit/Commercial Use (Half Room)	Daily	N/A	N/A	\$144.00
	Hourly	N/A	N/A	\$31.00
Not for Profit/Community Groups (Half Room)	Daily	N/A	N/A	\$72.00
	Hourly	N/A	N/A	\$17.00
Additional Tables	Each	\$2.36	\$2.36	\$2.50
Additional Chairs	Each	\$0.94	\$0.94	\$1.00
*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates				
Other Rates		2016/2017 Fee	2016/2017 Fee	2017/2018 Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$16.50	\$16.50	\$17.00
Upper or Lower Lobby – For Profit/Commercial	Hourly	\$30.66	\$30.66	\$31.00
Dressing Room (special events/tournaments)	Each/Daily	\$30.60	\$30.60	\$31.00
Swipe Card (Replacement)	Each	\$10.20	\$10.20	\$11.00
Keys (Additional)	Each	\$10.20	\$10.20	\$11.00
Power Cart & Hydro	Each	\$15.30	\$15.30	\$16.00
Stairs – mandatory for events/trade shows*	Each	\$40.80	\$40.80	\$42.00
*To comply with occupancy and emergency exit regulations				
Staffing		2016/2017 Fee	2017/2018 Fee	2017/2018 Fee
Assistant Arena Attendant Chargeback*	Per hour	\$5.75	\$5.75	\$6.00
*Trade shows, tournaments, large scale events, etc.				

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule F
Advertising**

Advertising Subject to developing policy framework for Advertising and Licensing Agreements		2016 Fee	2017 Fee	2018 Proposed Fee
West Side Road MESSAGE BOARD (STATIC) Community Groups and Organisations	Per week	\$36.87	\$36.87	\$38.00
Vale Health and Wellness Centre MARQUE (SCROLL)	Per week	\$18.43	\$18.43	\$19.00
Vale Health and Wellness Centre VIDEO MONITORS	Per week	\$36.87	\$36.87	\$38.00
Discount – Not for Profit/Community Group *with proof of Registered Charitable Number		50%	50%	50%
Discount – Multi-Booking *If 2 or more outlets are reserved for 2 or more weeks *Only one (1) discount can be applied		25%	25%	25%
Vale Health and Wellness Centre – Hockey Dressing Rooms	Each/Yearly	\$204.40	\$204.40	\$209.00
Rink 1 – 4x8 Boards	Each/Yearly	\$1,225.20	\$1,225.20	\$1,250.00
Rink 1 – Press Box Wrap	Each/Yearly	\$7,147.00	\$7,147.00	\$7,290.00
Rink 1 – Score Clock	Each/Yearly	\$2,552.50	\$2,552.50	\$2,604.00
*Contract terms are based on 5 years				

Ice Logos**	2016 Fees			2017 Fees			2018 Proposed Fees		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Rink 1 – Logo #2	\$1,450.00	\$662.50	\$662.50	\$1,450.00	\$662.50	\$662.50	\$1,479.00	\$676.00	\$676.00
Rink 2 – Logo #2	\$1,275.00	\$525.00	\$525.00	\$1,275.00	\$525.00	\$525.00	\$1,301.00	\$536.00	\$536.00
Rink 1&2 – Logo #2 - 1 yr term	\$2,316.25	N/A	N/A	\$2,316.25	N/A	N/A	\$2,363.00	N/A	N/A
Rink 1&2 – Logo #2 - 3 yr term (15% discount*)	\$2,725.00	\$805.00	\$805.00	\$2,725.00	\$805.00	\$805.00	\$2,780.00	\$821.00	\$821.00
Rink 1 – Goal Lines– Logo #6 (two logos)	\$1,400.00	\$1,153.00	\$1,153.00	\$1,400.00	\$1,153.00	\$1,153.00	\$1,428.00	\$1,176.00	\$1,176.00
Rink 2 – Goal Lines– Logo #6 (two logos)	\$1,200.00	\$934.25	\$934.25	\$1,200.00	\$934.25	\$934.25	\$1,224.00	\$953.00	\$953.00

*15% discount does not apply for 2 logos on the same ice surface.

**The design and creation of logo not included.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

**Schedule G
Recreation Programs**

Recreation Programs	Term	2016 Fee	2017 Fee	2018 Proposed Fee
Private Lessons (Child 0-14 years)*	8-10 weeks	\$100.00 - \$135.00	\$100.00 - \$135.00	\$102.00 - \$138.00
Private Lessons (Adult 15+ years)	8 weeks	\$113.00 - \$124.30	\$113.00 - \$124.30	\$115.00 - \$127.00
Private Lessons (Adult 15+ years)	10 weeks	\$141.25 - \$152.55	\$141.25 - \$152.55	\$144.00 - \$156.00
Child/Youth Recreation Programs (0-14 years)*	1-10 weeks	\$24.00 - \$40.00	\$24.00 - \$40.00	\$25.00 - \$130.00
Adult/Older Adult Recreation Programs (15+ years)	1-10 weeks	\$24.00 - \$62.15	\$24.00 - \$62.15	\$33.00 - \$106.00
Pickle Ball - Adult (15+ years) PAYP	Per week	\$4.43	\$4.43	\$8.85
Pickle Ball - Adult (15+ years) PAYP	Per class	-	-	\$4.43
Zumba - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43
Yoga - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43
*HST exempt				
Additional Fees: \$1.00 capital surcharge to programs Administrative Charge (Approved Refund/Withdrawal) – 15% charge against program fee.				
Note: The range of rates is due to the variety of programs offered.				

**Schedule H
Parks and Pavilions**

Park Pavilions	Term	2016 Fee	2017 Fee	2018 Proposed Fee
HH Knoll – Large		\$33.01	\$33.01	\$35.00
HH Knoll – Small		\$28.30	\$28.30	\$30.00
Bandshell		N/A	N/A	\$50.00
Lock 8		\$33.01	\$33.01	\$35.00
Lock 8 Pavilion Fire Pit (on request)		\$14.14	\$14.14	\$15.00
Cedar Bay Centennial – North		\$33.01	\$33.01	\$35.00
Cedar Bay Centennial – South		\$33.01	\$33.01	\$35.00
Additional Picnic Tables	Each	\$2.36	\$2.36	\$5.00
Hydro	Per Booking	\$4.71	\$4.71	\$5.00
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$44.25	\$44.25	\$46.00
Washroom Damage Deposit (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day			\$100.00
Parks Labour (Refer to Parks Division cost recovery as per payroll costs) (after hours before Labour Day Weekend or after Thanksgiving)				
Park Permit (events) *Park permit does not include pavilion fee		\$70.74	\$70.74	\$75.00
Production Application Fee		N/A	N/A	\$50.00

Schedule I
Playing Fields and Sport Courts

Playing Fields and Sport Courts	Term	2016 Fee	2017 Fee	2018 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.14	\$7.14	\$7.28
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.14	\$7.14	\$7.28
Soccer Fields – Adult	Per game (2 hours)	\$52.92	\$52.92	\$54.00
Soccer Fields – Adult Tournament	Per field/Per hour	\$25.50	\$25.50	\$26.00
Lighting	Add/Per field	\$14.10	\$14.10	\$14.50
Lining	Add/Per field	\$15.10	\$15.10	\$15.50
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.14	\$7.14	\$7.28
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.14	\$7.14	\$7.28
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$53.44	\$53.44	\$55.00
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$25.50	\$25.50	\$26.00
Floating	Add/Per field	\$15.09	\$15.09	\$15.50
Lighting	Add/Per field	\$15.09	\$15.09	\$15.50
Lining	Add/Per field	\$15.10	\$15.10	\$15.50
Tennis Courts Cedar Bay Centennial or West Side Tennis Courts *Tournaments on request	Per court/Per hour	\$3.77	\$3.77	\$4.43
Volleyball Courts Cedar Bay Centennial Park *Tournaments on request	Per court/Per hour	\$9.43	\$9.43	\$9.74
Horse Paddock Skateboard & BMX Park *Sanctioned OR Un-Sanctioned Competitions terms to be negotiated				

**Schedule J
Nickel Beach**

Nickel Beach	2016 Fee	2017 Fee	2018 Proposed Fee
Daily Pass Weekdays (Per vehicle)	\$8.85	\$8.85	\$8.85
Daily Pass Weekends & Statutory Holidays (per vehicle)	\$8.85	\$8.85	\$8.85
Walk-ins	Nil	Nil	Nil
<i>Season Passes:</i>			
Resident – 1 st car	\$88.50	\$88.50	\$88.50
Resident – 2 nd car	Nil	Nil	Nil
Non-Resident – 1 st car	\$110.62	\$110.62	\$110.62
Non-Resident – 2 nd car	Nil	Nil	Nil
Resident Senior – 1 st car	\$66.37	\$66.37	\$66.37
Resident Senior – 2 nd car	Nil	Nil	Nil
Non-Resident Senior – 1 st car	\$88.50	\$88.50	\$88.50
Non-Resident Senior – 2 nd car	Nil	Nil	Nil

**Schedule K
Roselawn Centre**

		2016 Fee	2017 Fee	2018 Proposed Fee
President's Room Rental (plus meal cost)		\$159.89	\$159.89	\$163.00
Present's Room Rental (without meal)		\$186.53	\$186.53	\$190.00
Double Parlour		\$159.89	\$159.89	\$163.00
Sun Porch		\$106.59	\$106.59	\$109.00
Back Stage Area		\$159.89	\$159.89	\$163.00
Roselawn – All Rooms		\$532.95	\$532.95	\$544.00
Bar Opening	Per bar	\$26.65	\$26.65	\$27.00
Table Linens	Per table	\$2.13	\$2.13	\$2.25
Cruiser Tables	Per table	-	-	\$2.50
Outdoor Garden (Tents, tables and chairs are not supplied)		\$186.53	\$186.53	\$190.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$50.00	\$50.00	\$50.00
<p>Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided. Negotiated rates will include food preparation, service and gratuity. Menus are market driven and Roselawn staff will provide the best possible service and value to meet your budget requirements.</p>				
<p>Bar pricing: Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy. Food and beverage pricing is subject to change.</p>				
		2016 Fee	2017 Fee	2018 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98
Imported Beer	Per serving	\$4.87	\$4.87	\$4.87
House Wine	Per serving	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$1.50	\$1.50	\$1.50
Corkage Fee		\$10.00	\$10.00	\$10.00
Gratuity charge		15%	15%	15%
Dishwasher Fee (Dish rental) (Refer to Gratuity Policy)	Per hour	\$11.25	\$11.25	\$11.25
<p>Rental rates are based on a 6 hour event use.</p>				

Theatre Rental and Box Office Charges		2016 Fee	2017 Fee	2018 Proposed Fee
Box Office Administration/Ticket sales/Dispensing (*Negotiable item up to \$2.00, but not less than \$1.50 per ticket)		\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00
Ticket Printing (on request)	Per ticket	\$1.00	\$1.00	\$1.00
Capital Recovery cost (*Per tickets valued at \$8.00 or more)		\$1.00	\$1.00	\$1.00
Ticket/Seat Exchange/Transfer		\$4.42	\$4.42	\$4.42
Technician (4 hours minimum)	Per hour	\$65.00	\$65.00	\$66.00
Additional house cleaning (4 hours minimum)	Per hour	\$20.00	\$20.00	\$21.00
House Manager	Per hour	\$12.00	\$12.00	\$14.00
Server	Per hour	\$11.25	\$11.25	\$14.00
AV/Sound System	Per day	\$100.00	\$100.00	\$100.00
Microphone	Per unit/day	\$5.00	\$5.00	\$5.00
Lighting		As quoted	As quoted	As quoted
Theatre Set Up		As quoted	As quoted	As quoted
Theatre – Per performance		\$692.84	\$706.69	\$721.00
Two performances in the same day		\$1,012.61	\$1,032.86	\$1,054.00
Theatre – Non-performance move in and move out (A day is comprised of an 8 hour period – includes Dressing Room and Green Room)	Per day	\$186.53	\$190.26	\$194.00
Cancellation Fee – Non Refundable		\$150.00	\$150.00	\$150.00
Damage Deposit – conditional refund		\$500.00	\$500.00	\$500.00
SOCAN Fee		3%	3%	3%
Consignment Sale items (Gross sales)		10-15%	10-15%	10-15%

Conditions of Performance Ticket Sales (Box Office)

Info is stated on back of every ticket:

*NO CASH REFUNDS

*48 Hours' notice is required on all ticket exchanges plus \$5.00 per order admin fee.

*In the interest of all patrons, latecomers will be seated at the discretion of the House Manager.

*Please check your tickets for date and curtain times.

Rental Status

Roselawn Centre Rooms and Theatre Rental Rates are discounted by 50% for registered 'Not for Profit' organisations, local community groups and school boards with proof of a Registered Charitable Number.

Note: Roselawn Centre currently facilitates the Sewing and Knitters Club and has grandfathered their former Oakwood Park/Scout Hall rental rate of \$10 per session per week for 2016-2018.

Additional Rentals		2016 Fee	2017 Fee	2018 Proposed Fee
Screen	Per rental	\$5.22	\$5.22	\$5.50
Projector	Per rental	\$31.33	\$31.33	\$32.00
Laptop	Per rental	\$20.89	\$20.89	\$21.00
Screen, Projector and Laptop Package	Per rental	\$52.22	\$52.22	\$53.00

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule L
Sugarloaf Marina**

		2016 Fee	2017 Fee	2018 Proposed Fee
Dock #3, A or J Run Only – 16' & 17' docks un-serviced Boats up to 16' Boats 17' - 19' Boats >19' (max 21', subject to Marina Supervisor approval) Use of 15A/10V power for the season		\$510.00 \$610.00 \$815.00 \$50.00	\$510.00 \$610.00 \$815.00 \$50.00	\$520.00 \$620.00 \$820.00 \$50.00
B Run (20' dock to max. 22') Service Optional for fee Oversized boats on B Run (>22') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$890.00 \$80.00 \$50.00 \$80.00	\$890.00 \$80.00 \$50.00 \$80.00	\$910.00 \$50.00 \$50.00 \$80.00
Dock #4 (21' dock to max. 23') un-serviced Oversized boats on Dock #4 (> 23') add	Per foot	\$920.00 \$85.00	\$920.00 \$85.00	\$940.00 \$85.00
I Run (23' dock to max. 25') Service Optional for fee Oversized boats on I Run (> 25') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$950.00 \$185.00 \$50.00 \$185.00	\$950.00 \$185.00 \$50.00 \$185.00	\$970.00 \$185.00 \$50.00 \$185.00
C & H Run (24' dock to max.26') Service Optional for fee Oversized boats on C & H Run (>26') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$995.00 \$185.00 \$50.00 \$185.00	\$995.00 \$185.00 \$50.00 \$185.00	\$1,015.00 \$185.00 \$50.00 \$185.00
Dock #6 (25'unserviced dock to max. 26') Oversized boats on dock #6 (> 26') add	Per foot	\$1,020.00 \$185.00	\$1,020.00 \$185.00	\$1,040.00 \$185.00
Dock #5 (25' serviced dock to max. 26') Oversized boats on dock #5 (>26') add	Per foot	\$1,255.00 \$100.00	\$1,255.00 \$100.00	\$1,280.00 \$100.00
D, G, E & F Run (27' serviced dock to max. 32') Oversized boats on 27' dock (>32') add	Per foot	\$1,450.00 \$115.00	\$1,450.00 \$115.00	\$1,480.00 \$115.00
Dock #1, #5 & F Run (30'serviced dock to max.35') Oversized boats on 30' dock (>35') add	Per foot	\$1,570.00 \$250.00	\$1,570.00 \$250.00	\$1,600.00 \$250.00

		2016 Fee	2017 Fee	2018 Proposed Fee
Dock #2 (35' serviced dock to max. 42') Oversized boats on dock #2 (>42') add	Per foot	\$1,885.00 \$250.00	\$1,885.00 \$250.00	\$1,920.00 \$250.00
E Run (36' serviced dock to max. 39') Oversized boats on 36' dock (>39') add	Per foot	\$1,960.00 \$250.00	\$1,960.00 \$250.00	\$2,000.00 \$250.00
F Run (40' serviced dock to max. 46') Oversized boat on 40' dock (>46') add	Per foot	\$2,130.00 \$400.00	\$2,130.00 \$400.00	\$2,130.00 \$400.00
Along Main Runs (various sizes)		Inquire with Marina Supervisor		
POCOMAR recognition fee (based on size of boat/dock)				
Second Boat (Must be same owner with valid proof of insurance) On A or J Run (16' dock) On Dock #3 (17' dock) On all other docks 50% of regular price		\$165.00 \$185.00	\$165.00 \$185.00	\$165.00 \$185.00
Transient Rates (per foot) Daily Weekly Monthly (un-serviced) Monthly (serviced)		\$1.63 \$8.67 \$21.42 \$25.50	\$1.63 \$8.67 \$21.42 \$25.50	\$1.65 \$8.75 \$22.00 \$26.00
Launch Ramp Rates Pay & Display Daily Launch Pass Seasonal Pass (Regular) Seasonal Pass (Senior)		\$13.27 \$101.77 \$61.95	\$13.27 \$101.77 \$61.95	\$13.27 \$101.77 \$61.95
Additional Fees Trailer Storage (season) Trailer Storage (week or less) Dock Box Rental (season) Pump-out (Seasonal boaters) Pump-out (Transient boaters)		\$75.00 \$10.00 \$70.00 Nil \$15.00	\$75.00 \$10.00 \$70.00 Nil \$15.00	\$85.00 \$10.00 \$75.00 Nil \$15.00

**Schedule M
Marina Pavilion**

Full day rental is based up to a 6 hour period.

Half day rental is based up to a 3 hour period.

All Pavilion rentals include tables and chairs based on rental agreement, however additional charges may apply.

Pavilion Capacity = 224

	2016 Fee		2017 Fee		2018 Proposed Fee	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Organization						
Seasonal boaters	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00
Transient boaters	\$75.00	\$150.00	\$75.00	\$150.00	\$75.00	\$150.00
Business/Corporate	\$300.00	\$450.00	\$300.00	\$450.00	\$300.00	\$450.00
Registered Not-For-Profit	\$125.00	\$225.00	\$125.00	\$225.00	\$125.00	\$225.00
General Public	\$200.00	\$350.00	\$200.00	\$350.00	\$200.00	\$350.00
Additional Charges						
BBQ (including propane)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Clean-up fee is charged	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Commercial rental clean-up fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Bar set-up	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Marina Attendant (cost recovery as per payroll costs TBC)						
Additional chairs	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each
Additional tables	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Portable Stage	\$12/section	\$12/section	\$12/section	\$12/section	\$12/section	\$12/section
Set-up and tear down min. 2.5 hours	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Additional time for set-up or tear down charged	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min
Ice per bag	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50

Note: Table covers/linens/cutlery/plates and serving dishes are the responsibility of the renter.

Sugarloaf marina Pavilion Cancellation Policy

1. Rentals are required to be paid in full upon completion and return of the required documents and service agreement.
2. A cancellation fee applicable to 50% of the total rental will be applied to all bookings if cancelled 14 days prior to the rental.
3. No refunds will be issued for cancellations made within 14 day of the rental agreement.
4. For boat clubs unable to make the journey due to weather conditions, a full refund will be issued.

Bar pricing: The Marina Pavilion is licensed under the AGCO with a capacity of 224, and is governed by the Municipal Alcohol Policy.
 Food and beverage pricing is subject to change.

		2016 Fee	2017 Fee	2018 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98
Imported Beer	Per serving	\$4.87	\$4.87	\$4.87
House Wine	Per serving	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$1.50	\$1.50	\$1.50
Corkage Fee		\$10.00	\$10.00	\$10.00
Gratuuity charge (Refer to Gratuuity Policy)	Per hour	15%	15%	15%

Storage Rates	2016 Fee		2017 Fee		2018 Proposed Fee	
	Seasonal Slip Holder	Non Seasonal Slip Holder	Seasonal Slip Holder	Non Seasonal Slip Holder	Seasonal Slip Holder	Non Seasonal Slip Holder
Winter storage (per month x 6 months)	\$0.175/sq.ft.	\$0.35/sq.ft.	\$0.175/sq.ft.	\$0.35/sq.ft.	\$0.18/sq.ft.	\$0.36/sq.ft.
Summer Storage (begins 1 st May if no slip deposit has been paid)	N/A	\$0.35/sq.ft.	N/A	\$0.35/sq.ft.	N/A	\$0.36/sq.ft.
Launch (Marine Mobile Lift)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Haul Out (Marine Mobile Lift) (includes power washing)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Launch (Hydraulic Trailer)	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$8.50/ft.	\$9.50/ft.
Haul Out (Hydraulic Trailer) (excludes power washing)	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$7.00/ft.	\$8.00/ft.
Block & Stand Rental	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$6.25/ft.
Power Washing Hull Bottom	\$0.00	\$1.50/ft.	\$0.00	\$1.50/ft.	\$0.00	\$1.50/ft.
Mid-Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Mid-Season Lift (after 1 st hour)	\$50/hr.	\$60/hr.	\$50/hr.	\$60/hr.	\$50/hr.	\$60/hr.
Yard Equipment Fee	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.
Mast Crane – Pull and Step	\$2.25/ft. LOA	\$3.50/ft. LOA	\$2.25/ft. LOA	\$3.50/ft. LOA	\$2.25/ft. LOA	\$3.50/ft. LOA
Mast Storage (per season)	\$1.50/ft. LOA	\$2.50/ft. LOA	\$1.50/ft. LOA	\$2.50/ft. LOA	\$1.50/ft. LOA	\$2.50/ft. LOA
Cradle Storage	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$85.00

**Schedule N
Event Services**

Vender Type	2016 Fee				2017 Fee				2018 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,500	\$2,000	\$2,500	\$3,000	\$1,500	\$2,000	\$2,500	\$3,000	\$1,500	\$2,000	\$2,500	\$3,000
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,800	\$2,300	\$2,800	\$3,300	\$1,800	\$2,300	\$2,800	\$3,300	\$1,800	\$2,300	\$2,800	\$3,300
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,800	\$2,300	\$2,800	\$1,300	\$1,800	\$2,300	\$2,800	\$1,300	\$1,800	\$2,300	\$2,800
Retail Vendor – Commercial	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500
Retail Vendor – Artisan	\$750	\$1,100	\$1,450	\$1,800	\$750	\$1,100	\$1,450	\$1,800	\$750	\$1,100	\$1,450	\$1,800
Community Groups & Organizations	\$150	\$250	\$350	\$450	\$150	\$250	\$350	\$450	\$150	\$250	\$350	\$450

Cruise Tickets*	Age	2016 Fee	2017 Fee	2018 Proposed Fee
*Cruise ticket fees include HST				
Cruise Through the Locks	0 – 2 years	\$115.00	\$115.00	\$115.00
Cruise Through the Locks	13-59 years	\$120.00	\$120.00	\$120.00
Cruise Through the Locks	60+ years	\$115.00	\$115.00	\$115.00
Fireworks/Dinner Cruise	0 – 2 years	\$95.00	\$95.00	\$95.00
Fireworks/Dinner Cruise	13-59 years	\$100.00	\$100.00	\$100.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$95.00	\$95.00
Dinner Cruise	0 – 2 years	\$75.00	\$75.00	\$75.00
Dinner Cruise	13-59 years	\$80.00	\$80.00	\$80.00
Dinner Cruise	60+ years	\$75.00	\$75.00	\$75.00
Morning/Afternoon/Evening Cruise	0 – 2 years	\$25.00	\$25.00	\$25.00
Morning/Afternoon/Evening Cruise	13-59 years	\$30.00	\$30.00	\$30.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$25.00	\$25.00

		2016 Fee	2017 Fee	2018 Proposed Fee
Event Application Fee		\$25.00	\$25.00	\$25.00

Mayor's Cup Hockey Tournament			2016 Fee	2017 Fee	2018 Proposed Fee
SportsFest Non-Resident	Per Team		\$700.00	\$700.00	\$700.00
SportsFest Resident	Per Team		\$500.00	\$500.00	\$500.00

Equipment*			2016 Fee	2017 Fee	2018 Proposed Fee
Steel Barricade Fencing	Per 8' section		\$2.50	\$2.50	\$2.50
Plastic Snow Fencing	Per 10' section		\$1.00	\$1.00	\$1.00
Waste Containers, including garbage bags	Each		\$1.00	\$1.00	\$1.00
Recycle Containers, Apply through region	Each		N/A	N/A	N/A
Parking Barricades	Each		N/A	N/A	N/A
Traffic Cones	Each		N/A	N/A	N/A
Tents	10x10		\$5.00	\$5.00	\$5.00
Tables	Rectangle		\$2.00	\$2.00	\$3.00
Tables	Round		\$3.00	\$3.00	\$3.00

* A Damage Deposit of \$50.00 is required when equipment is rented, which is refunded when equipment is returned undamaged.

Schedule O
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:

Scale of Costs		2016 Fee	2017 Fee	2018 Proposed Fee
Tax Registration				
Set up files and prepare for tax registration		\$400.00	\$400.00	\$400.00
Tax registration		\$375.00	\$385.00	\$385.00
Cancellation certificate		\$175.00	\$185.00	\$185.00
Notices under the <i>Farm Debt Mediation Act</i>	Per address	\$50.00	\$50.00	\$50.00
Additional Notices under the <i>Farm Debt Mediation Act</i>	Admin fee	\$100.00	\$100.00	\$100.00
<i>PLUS</i>	Per address	\$50.00	\$50.00	\$50.00
Execution searches	Each	\$20.00	\$20.00	\$20.00
Copies of executions (writs of seizure and sale)	Each	\$20.00	\$20.00	\$20.00
Corporate searches	Each	\$75.00	\$50.00	\$50.00
Notice of Registration of a Tax Arrears Certificate ("First Notices")	Per letter	\$20.00	\$20.00	\$20.00
Final Notices (including updating title search)	Each	\$175.00	\$185.00	\$185.00
<i>PLUS</i>	Per letter	\$20.00	\$20.00	\$20.00
Additional First Notices of Final Notices	Admin fee	\$100.00		
<i>PLUS</i>	Per letter	\$20.00		
Tax Sale				
Costs of advertising, auctioneer if required and survey if required are additional		\$875.00	\$700.00	\$700.00
Listing tax sale property with Ontario Tax Sales (advertising)		\$975.00	\$675.00	\$675.00
Notices to interested parties and Public Trustee after payment into court has been made	Each	\$20.00	\$20.00	\$20.00
Payment out of Court		\$975.00	\$975.00	\$975.00
<i>City's administrative fee for tax sale</i>		\$250.00	\$250.00	\$250.00
Extension Agreement				
Prepare Extension Agreement and present to Council for consideration		\$250.00	\$250.00	\$250.00
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%).				

**Schedule P
Corporate Services**

Corporate Services	2016 Fee	2017 Fee	2018 Proposed Fee
Tax Arrears Certificate (includes water arrears)	\$40.00	\$40.00	\$40.00
Tax Inquiry / Water Inquiry	\$7.00	\$7.00	\$7.00
Returned Cheque Charge	\$25.00	\$25.00	\$25.00
Tax Bill Reprint	\$7.00	\$7.00	\$7.00
New Tax Roll Administration (New Account)	\$30.00	\$30.00	\$30.00
Assessment Roll Information (other than in person) – prepaid	\$15.00	\$15.00	\$15.00
Marriage License	\$125.00	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST) (per oath or declaration) (City business and pensions exempt)	\$15.00	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00	\$15.00
Encroachment Agreement – Application	\$300.00	\$300.00	\$300.00
– Annual	\$50.00	\$50.00	\$50.00
(survey and legal costs borne by applicant)			
Lease Agreements – Application	\$300.00	\$300.00	\$300.00
– Annual Minimum	\$100.00	\$100.00	\$100.00

Schedule Q
Port Colborne Historical and Marine Museum

		2016 Fee	2017 Fee	2018 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.				
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00
Business Use	Per hour	\$40.00	\$40.00	\$40.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)				
Artifact	Per item	\$15.00	\$15.00	\$20.00
Photograph	Per item	\$10.00	\$10.00	\$15.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed				
Commercial Use	Per image	\$50.00	\$50.00	\$50.00
Business Use	Per image	\$30.00	\$30.00	\$30.00
Personal Use	Per image	\$30.00	\$30.00	\$20.00
*Excluding mailing costs				
Photocopies: *Copyright Restrictions Apply				
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00	\$2.00
(Retrieval fees may apply)				
Tours:				
Group Tours (Minimum 10 people)	Per person	\$2.00	\$2.00	\$2.00
School Tours	Per student	\$2.00	\$2.00	\$2.00
Summer Camp	Per week		\$165.00	\$165.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person		\$5.00	\$5.00
Admission Fees:				
Museum & Village		Donation Box	Donation Box	Donation Box
Canal Days – 13+ years	Per person	\$2.00	\$2.00	\$2.00
– 0 to 12 years	Per person	Nil	Nil	Nil
Christmas Festival		By Donation	By Donation	By Donation
Membership Fees:				
Students/Seniors (60+)		\$3.00	\$3.00	\$3.00
Individual		\$5.00	\$5.00	\$5.00
Family		\$10.00	\$10.00	\$10.00
Life Patron		\$100.00	\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation	By Donation

Schedule R
L.R. Wilson Heritage Research Archives

		2016 Fee	2017 Fee	2018 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.				
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00
Business Use	Per hour	\$40.00	\$40.00	\$40.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)				
Artifact/Archive	Per item	\$15.00	\$15.00	\$20.00
Photograph	Per item	\$10.00	\$10.00	\$15.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed				
Commercial Use	Per image	\$50.00	\$50.00	\$50.00
Business Use	Per image	\$30.00	\$30.00	\$30.00
Personal Use	Per image	\$30.00	\$30.00	\$20.00
*Excluding mailing costs				
Photocopies: *Copyright Restrictions Apply				
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50
Colour Copy (Retrieval fees may apply)	Per page	\$2.00	\$2.00	\$2.00
Rental Fees for MacDonald Conference Hall: Contract must be signed				
4 hour rental		\$60.00	\$60.00	\$60.00
8 hour rental		\$100.00	\$100.00	\$100.00
Use of the following within MacDonald Conference Hall:				
Slide, Projector and Screen		\$5.00	\$5.00	\$10.00
Overhead Projector and Screen		\$5.00	\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00	\$10.00
Sound System		\$10.00	Nil	Nil

**Schedule S
Port Colborne Market**

Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Large Stalls A, B, C, D (72 & 73) (1 & 1A), (15 & 16), (45 & 45A), (59 & 60), (61 & 62)	Per year	\$225.00	\$230.00	\$235.00
	Per year	\$215.00	\$220.00	\$225.00
All Others 2 stalls 1½ stalls 1 stall	Per year	\$205.00	\$210.00	\$214.00
	Per year	\$175.00	\$180.00	\$184.00
	Per year	\$140.00	\$145.00	\$148.00
Fee Per Use Additional stalls – yearly vendors (one only per vendor where feasible) 1 stall – daily vendors ½ stall – yearly & daily vendors	Per use	\$39.00	\$40.00	\$41.00
	Per use	\$39.00	\$40.00	\$41.00
	Per use	\$26.00	\$28.00	\$29.00
Electrical Supply One outlet:	Per year	\$90.00	\$95.00	\$97.00
	Per month	\$16.00	\$20.00	\$21.00
	Per day	\$6.00	\$6.50	\$6.75
Insurance* Yearly vendors Daily vendors	Per year	\$25.00	\$26.00	\$27.00
	Per day	\$5.00	\$5.50	\$5.75
*HST Exempt				
Daily Stall Cost* Rate Insurance Total	Per day	\$45.00	\$46.50	\$47.00
	Per day	\$5.00	\$5.50	\$5.75
	Per day	\$50.00	\$52.00	\$53.00
*HST included				
All Market Vendor fees shall be adjusted annually, without amendment to this By-Law, by the Consumer Price Index (CPI).				

Schedule T
Services by By-Law Enforcement Division

Cutting Weeds			
Lot Size	2016 Fee	2017 Fee	2018 Proposed Fee
1 to 7,500 square feet	\$322.00	\$322.00	Actual costs
7,501 to 15,000 square feet	\$354.00	\$354.00	
15,001 to 30,000 square feet	\$386.00	\$386.00	
30,000 square feet to 1 acre	\$442.00	\$442.00	
> 1 acre to 1.5 acres	\$489.00	\$489.00	
> 1.5 acres to 2 acres	\$512.00	\$512.00	
Each additional acre	\$69.50	\$69.50	

Erection and Maintenance of Signs and Other Advertising Devices					
Sign Type	Size		2016 Fee	2017 Fee	2018 Proposed Fee
Awning	Each		\$50.00	\$50.00	\$51.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$15.00	\$15.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$30.00	\$30.00	\$31.00
Billboard	Maximum 50 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Facia	Maximum 15 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Ground	Maximum 10 square meters		\$50.00	\$50.00	\$51.00
Mall		Per square meter	\$5.00	\$5.00	\$5.50
Pole / Pylon	Maximum 20 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Portable	Maximum 9 square meters	Per 15 days	\$15.00	\$15.00	\$16.00
Projecting	Maximum 10 square meters		\$50.00	\$50.00	\$51.00
Roof	Maximum 50 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Fees					
Sign Variance (non-refundable)			\$700.00	\$700.00	\$714.00
Order to Comply – administration fee			\$204.00	\$204.00	\$208.00

By-Law Enforcement Division Miscellaneous Fees

Schedule of Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Fence By-Law			
Fence Variance (non-refundable)	\$450.00	\$450.00	\$459.00
Fence By-Law Order to Comply – application fee	\$204.00	\$204.00	\$208.00
Removal of Snow and Ice By-Law			
Snow clearing - per meter	\$10.50	\$10.50	\$11.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$204.00	\$204.00	\$208.00
Regulate Noise By-Law			
Noise Variance – Private function taking place on private property (non-refundable)	\$150.00	\$150.00	\$153.00
Noise Variance – Private function taking place on City property (non-refundable)	\$100.00	\$100.00	\$102.00
On Street Parking Permits			
Initial Fee (per vehicle)	\$25.00	\$25.00	\$26.00
Replacement Fee (per vehicle)	\$40.00	\$40.00	\$41.00
Fail to display permit prominently	\$25.00	\$25.00	\$26.00
Park without permit	\$50.00	\$50.00	\$51.00

Maintenance of Property and Land

Schedule of Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Re-inspection fee*	\$95.00	\$95.00	\$97.00
Minimum maintenance fee	\$170.00	\$170.00	\$174.00
Administration fee	Add 15%	Add 15%	Add 15%
Mailing fee	\$25.00	\$25.00	\$26.00
*Re-inspection fee is payable where violation still exists.			

Site Alteration				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Basic fee for affected land area of 1 hectare for a 6 month permit Additional fee per hectare or fraction thereof over one hectare (Example: 15 ha site = \$100 + (\$20 x 14 ha) = \$380) Maximum fee for a 6 month permit NOTE: Fees include inspection of control plans and site by City staff Permit extension fee – per hectare (Example: same 15 ha site = (\$20 x 15 ha) = \$300)	Per application	\$100.00	\$100.00	\$102.00
	Per hectare	\$20.00	\$20.00	\$21.00
	Per application	\$1,000.00	\$1,000.00	\$1,020.00
	Per hectare	\$20.00	\$20.00	\$21.00

Trees				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Tree Trimming	Per hour	\$200.00	\$200.00	\$204.00
Tree Removal	Per hour	\$300.00	\$300.00	\$306.00
Stump Removal	Per hour	\$100.00	\$100.00	\$102.00
Tree Replacement	Per tree	\$350.00	\$350.00	\$357.00
Tree Inspection – by Arborist	Per report	\$500.00	\$500.00	\$510.00
Municipal Consent for Tree Removal		Nil	Nil	Nil

Exotic Pets				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
For the first animal of each species		\$20.00	\$20.00	\$21.00
For the second and third animal of each species		\$2.00	\$2.00	\$2.50
For each species the aggregate of which exceed three in number		\$1.00	\$1.00	\$1.50
Maximum Licensing fee*		\$5,000.00	\$5,000.00	\$5,100.00
*regardless of the number of animals, animal species or sub-species held in a single location				

Schedule U
Cemeteries of the City of Port Colborne

		2016 Fee	2017 Fee	2018 Proposed Fee
Opening and Closing Fees and Charges				
Regular Single Grave				
Summer (April – November): Grave Opening and Closing	Monday to Friday	\$950.00	\$950.00	\$969.00
Summer (April – November): Grave Opening and Closing	Saturday and Holidays	\$1,050.00	\$1,050.00	\$1,071.00
Winter (December – March): Grave Opening and Closing	Monday to Friday	\$1,150.00	\$1,150.00	\$1,173.00
Winter (December – March): Grave Opening and Closing	Saturday and Holidays	\$1,250.00	\$1,250.00	\$1,275.00
Baby Grave Opening and Closing	Monday to Friday	\$350.00	\$350.00	\$357.00
Baby Grave Opening and Closing	Saturday and Holidays	\$370.00	\$370.00	\$377.00
Cremation Openings (no vault, cremation plot or lot)	Monday to Friday	\$500.00	\$500.00	\$510.00
Cremation Openings (no vault, cremation plot or lot)	Saturday and Holidays	\$575.00	\$575.00	\$586.00
Cremation Openings (plus vault no larger than 15" x 15")	Monday to Friday	\$560.00	\$560.00	\$571.00
Cremation Openings (plus vault no larger than 15" x 15")	Saturday and Holidays	\$650.00	\$650.00	\$663.00
Cremation Lot Fee (2 nd , 3 rd , 4 th)	On Existing Plot	\$200.00	\$200.00	\$204.00
Columbarium Openings and Closing	Monday to Friday	\$125.00	\$125.00	\$128.00
Columbarium Openings and Closing	Saturday and Holidays	\$150.00	\$150.00	\$200.00
Cemetery Services and Interment Rights Prices				
Columbarium, each crypt (includes perpetual care of 40%)	R1 Top	\$1,500.00	\$1,500.00	\$1,530.00
	R2	\$1,450.00	\$1,450.00	\$1,479.00
	R3	\$1,400.00	\$1,400.00	\$1,428.00
	R4	\$1,350.00	\$1,350.00	\$1,377.00
Single Lot or Grave (includes perpetual care of 40%)	3.5' x 9.0'	\$1,350.00	\$1,350.00	\$1,377.00
Cremation Lot (includes perpetual care of 40%)	2' x 2'	\$475.00	\$475.00	\$485.00
Baby Lot (includes perpetual care of 40%)	Size determinant	\$350.00	\$350.00	\$357.00
Corner Posts	Per set of four	\$225.00	\$225.00	\$230.00
Installation of footing foundation for marker or monument	Per cubic foot	\$30.00	\$30.00	\$40.00
Monument or marker (>42" above grade)	Per inch	\$25.00	\$25.00	\$26.00
Perpetual care markers (owner supplied)	Flat stone on grade	\$50.00	\$50.00	\$51.00
Perpetual care markers (owner supplied)	Marker above grade	\$100.00	\$100.00	\$102.00
Disinter (opening fee plus actual cost to disinter)		\$950.00	\$950.00	\$969.00
Transfer Fee		\$25.00	\$25.00	\$26.00

Schedule V
Services by Planning and Development Division

Application	2016 Fee	2017 Fee	2018 Proposed Fee
Official Plan			
Official Plan Amendment	\$4,000.00	\$4,400.00	\$4,400.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$500.00	\$700.00	\$700.00
Zoning By-Law			
Zoning By-Law Amendment	\$3,500.00	\$3,900.00	\$3,900.00
Adjournment of a Zoning By-Law (at owner's request)	\$500.00	\$700.00	\$700.00
Removal of a Holding Symbol	\$700.00	\$1,000.00	\$1,000.00
Temporary Use By-Law	\$3,00.00	\$3,900.00	\$3,900.00
Preparation of a Temporary Use Agreement	\$1,500.00	\$1,800.00	\$1,800.00
Extension of a Temporary Use	\$1,500.00	\$1,500.00	\$1,500.00
Plan of Subdivision/Condominium			
Draft Plan Approval	\$5,000.00	\$6,500.00	\$6,500.00
Redline Revisions/Change of Conditions to Draft Plan	\$1,700.00	\$2,000.00	\$2,000.00
Extension to Draft Plan Approval	\$1,000.00	\$1,500.00	\$1,500.00
Condominium Conversion	\$4,000.00	\$6,500.00	\$6,500.00
Final Plan Approval	\$2,000.00	\$1,500.00	\$1,500.00
Amendment to Subdivision/Condo Agreement	N/A	\$2,000.00	\$2,000.00
Part Lot Control	\$700.00	\$1,000.00	\$1,000.00
Deeming By-Law	\$200.00	\$400.00	\$400.00
Discharge of a Subdivision/Condominium Agreement	\$900.00	\$1,000.00	\$1,000.00
Validation Order By-Law	\$750.00	N/A	N/A
Site Plan Control			
Site Plan Control Approval	\$3,000.00	\$3,400.00	\$3,400.00
Amendment to Site Plan Agreement	\$1,200.00	\$1,500.00	\$1,500.00
Discharging of a Site Plan Agreement	\$900.00	\$1,000.00	\$1,000.00
Commitment of Adjustment			
Minor Variance/Expansion of Non-Conforming Use	\$750.00	\$1,150.00	\$1,150.00
Minor Variance (Building without a Permit)	\$1,050.00	\$1,500.00	\$1,500.00
Consent (new lot)	\$1,100.00	\$1,600.00	\$1,600.00
Easement	\$850.00	\$1,100.00	\$1,100.00
Lot Addition/Boundary Adjustment	\$850.00	\$1,100.00	\$1,100.00
Adjournment of a Consent or Variance (at applicant's request)	\$300.00	\$500.00	\$500.00
Changes to Consent Conditions	\$300.00	\$500.00	\$500.00
Final Certification Fee	\$200.00	\$200.00	\$200.00
Validation of Title	N/A	\$900.00	\$900.00

Application	2016 Fee	2017 Fee	2018 Proposed Fee
Miscellaneous			
Quarry/Pit Establishment or Expansion	N/A	\$60,000.00	\$60,000.00
Telecommunication Facilities Consultation Process	\$1,000.00	\$1,500.00	\$1,500.00
Compliance Letter	\$115.00	\$125.00	\$125.00
Compliance Letter Express (within 3 days)	\$160.00	\$180.00	\$180.00
Development Agreement	\$2,000.00	\$2,400.00	\$2,400.00
Discharging of a Development Agreement	\$900.00	\$900.00	\$900.00
Front Ending Agreement	\$1,500.00	\$1,500.00	\$1,500.00
OMB Subpoena – first day	\$600.00	\$600.00	\$600.00
– thereafter	\$400.00	\$400.00	\$400.00
Pre-consultation Report (when requested)	\$200.00	N/A	N/A
Combined Applications			
Official Plan & Zoning By-Law Amendments	\$6,500.00	\$7,500.00	\$7,500.00
Official Plan, Zoning By-Law Amendments & Draft Plan of Subdivision/Condo.	\$11,500.00	\$12,500.00	\$12,500.00
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo.	\$7,500.00	\$8,500.00	\$8,500.00
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$8,500.00	\$9,500.00	\$9,500.00
Zoning By-Law Amendment & Site Plan Control	\$5,500.00	\$5,500.00	\$5,500.00
Consent & Minor Variance	\$1,550.00	\$2,100.00	\$2,100.00
Consent & Development Agreement	\$2,100.00	\$3,500.00	\$3,500.00
Consent/Lot Addition & Zoning By-law Amendment	N/A	\$4,500.00	\$4,500.00
Minor Variance & Development Agreement	\$1,750.00	\$3,000.00	\$3,000.00
Submission Deadlines and Accelerated Applications			
Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-Law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.			
While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:			
Staff Rates:	Director of Planning and Development	\$220/hour	
	Planner	\$150/hour	
	Planning Technician / Clerical	\$100/hour	
Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.			

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

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.

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 and East Waterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

**Schedule W
Maintenance and Occupancy of Property**

Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Issuance of Certificate of Compliance				
1-5 Dwelling Units	Per Dwelling Unit	\$50.00	\$50.00	\$51.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$250.00	\$250.00	\$255.00
<i>PLUS</i>	Per Dwelling Unit	\$10.00	\$10.00	\$10.50
More than 25 Dwelling Units	Per certificate	\$400.00	\$400.00	\$408.00
<i>PLUS</i>	Per Dwelling Unit	\$10.00	\$10.00	\$10.50
Other		\$75.00	\$75.00	\$77.00
Vacant Property		\$100.00	\$100.00	\$102.00
Inspection Fees				
Registering Order on Title	Per Title	\$50.00	\$50.00	\$51.00
Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i>	Per Order	\$100.00	\$100.00	\$102.00
Additional Inspection for Compliance	Each	\$30.00	\$30.00	\$31.00
Appeal Fees				
Apply for an Appeal (non-refundable)	Per Appeal	\$250.00	\$250.00	\$255.00
Other Fees				
Order to Comply		\$204.00	\$204.00	\$208.00

Schedule X

Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Construction				
New Building Construction and Additions^{6,8}	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Major Occupancy⁷				
Group A – Assembly Occupancies Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other	Per square foot	\$1.15	\$1.15	\$1.21
Group B – Institutional Occupancies Examples: Hospital, retention facility, nursing home, other	Per square foot	\$1.26	\$1.26	\$1.50
Group C – Residential Occupancies				
Single detached dwelling	Per square foot	\$1.05	\$1.05	\$1.15
Semi-detached dwelling, duplex dwelling	Per square foot	\$1.05	\$1.05	\$1.15
Townhouse	Per square foot	\$1.05	\$1.05	\$1.15
Multiple unit dwellings, apartment building, townhouse	Per square foot	\$0.84	\$0.84	\$1.15
Hotels, motels	Per square foot	\$0.84	\$0.84	\$1.15
Other residential	Per square foot	\$0.84	\$0.84	\$1.15
Group D – Business/Personal Services Occupancies Examples: Office, bank, medical, police station, other	Per square foot	\$1.05	\$1.05	\$1.15
Group E – Mercantile Occupancies Examples: Store, shopping mall/plaza, shop, market, retail, other	Per square foot	\$1.05	\$1.05	\$1.15
Group F – Industrial Occupancies Examples:				
Industrial mall/plaza/garage, plant, factory, warehouse, other	Per square foot	\$0.68	\$0.68	\$0.75
Industrial buildings with no partitions, no plumbing and no mechanical	Per square foot	\$0.37	\$0.37	\$0.45
Special Categories/Occupancies				
Farm building, greenhouse	Per square foot	\$0.27	\$0.27	\$0.28
Park Model Trailer		\$160.00	\$160.00	\$200.00
Tent, temporary fabric structure	Each	\$0.10 sq.ft.	\$0.10 sq.ft.	\$200.00
Renewable Energy Projects		See note 12	See note 12	See note 12
Houses: ¹⁴				
Garage, carport	Per square foot	\$0.53	\$0.53	\$0.56
Covered deck/porch	Per square foot	\$0.32	\$0.32	\$0.34
Uncovered deck/porch	Per square foot	\$0.27	\$0.27	\$0.28
Sunroom/solarium	Per square foot	\$0.63	\$0.63	\$0.66
Shed/accessory building	Per square foot	\$0.32	\$0.32	\$0.34

Alterations	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.27	\$0.27	\$0.28
Under pinning foundation		See note 12	See note 12	See note 12
Roof structure	Per square foot	\$0.11	\$0.11	\$0.12
Fireplace, woodstove, chimney		\$105.00	\$105.00	\$110.00
Interior Alterations:				
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.32	\$0.32	\$0.55
Finishing basement	Per square foot	\$0.27	\$0.27	\$0.55
Other minor alteration		See note 12	See note 12	See note 12

Partial Permit/Staged Construction¹¹	2016 Fee	2017 Fee	2018 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value	50%	50%	50%
Foundation Stage¹¹			
Complete to grade including or excluding underground services within building	15%	15%	15%
Building Shell Stage¹¹			
Completed structural shell stage	40%	40%	40%
Completed architectural shell stage	80%	80%	80%
Building Completion Stage¹¹			
Includes completed building stage	100%	100%	100%

Plumbing Only	Permit Fee Details¹⁻¹⁶	2017 Fee	2017 Fee	2018 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$8.50	\$8.50	\$8.93
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear foot	\$1.00	\$1.00	\$1.05
Water distribution pipe inside a building	Each	\$105.00	\$105.00	\$110.00
Residential¹⁴				
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	N/A	N/A	\$200.00

Mechanical HVAC Only	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Group A, B, C (except houses), D E	Per square foot	\$0.07	\$0.07	\$0.08
Houses		\$105.00	\$105.00	\$110.00
Group F	Per square foot	\$0.06	\$0.06	\$0.07
Commercial type Kitchen Exhaust		See note 12	See note 12	See note 12

Pool	2016 Fee	2017 Fee	2018 Proposed Fee
Public pool	\$315.00	\$315.00	\$331.00
Private pool	\$128.00	\$125.00	\$131.00

Designated Structure	2017 Fee	2017 Fee	2018 Proposed Fee
As defined in OBC.	See note 12	See note 12	See note 12

Demolition	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Per square foot	\$105.00	\$105.00	\$110.00
Other demolitions		\$0.06	\$0.06	\$0.07

Conditional¹⁵	2016 Fee	2017 Fee	2018 Proposed Fee
Surcharge	50%	50%	50%

Change of Use	2016 Fee	2017 Fee	2018 Proposed Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$105.00	\$105.00	\$120.00

Occupancy	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Permit to allow occupancy</i>			
Houses, semi-detached dwellings, townhouses	\$105.00	\$105.00	\$110.00
Other buildings	\$105.00	\$105.00	\$110.00
<i>Permit to allow partial occupancy</i>			
For area of building to be occupied (per square foot gross floor to be occupied)	N/A	N/A	\$0.07
Review of proposed application	N/A	N/A	\$100/hour

Transfer	2016 Fee	2017 Fee	2018 Proposed Fee
Transfer of permit to a new owner	\$105.00	\$105.00	\$110.00

Deposits Required for Permits		2016 Fee	2017 Fee	2018 Proposed Fee
New Main Buildings	Houses	\$1,000.00	\$1,000.00	\$1,050.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Additions, Accessory	Houses	\$500.00	\$500.00	\$525.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Alterations	Houses	\$500.00	\$500.00	\$525.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Demolitions	Main Building	\$2,000.00	\$2,000.00	\$2,100.00
	Accessory, Partial	\$500.00	\$500.00	\$525.00
	In ground	\$500.00	\$500.00	\$525.00
Pools	In ground	\$500.00	\$500.00	\$525.00
Other	See note 4	\$500.00	\$500.00	\$525.00
New Main Buildings and Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses	\$1,000.00	\$1,000.00	\$1,050.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,000.00	\$2,000.00	\$2,100.00

Notes:

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	2016 Fee	2017 Fee	2018 Proposed Fee
Discharge of an Order from property title	\$735.00	\$735.00	\$772.00
Submitting an application for Permit Minimum non-refundable fee for submitting all permit applications	\$105.00	\$105.00	\$105.00
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	N/A	N/A	\$100.00

Refund of Permit Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00	\$100.00
Notes:			
<ol style="list-style-type: none"> 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. 			

- 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 \$105.00 paid at time of application plus \$50.00 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 \$105.00
- ¹⁰ Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 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 \$13.00 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 deposits which may be required.
- 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.

USER GROUP RATING SCHEDULE – City of Port Colborne
\$2,000,000 Commercial General Liability

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Tennis

Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Non-Contact Touch / Flag Football, Track & Field, Volleyball

Excluded Activities: Alpine Skiing, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Fireworks, Gymnastics, Horse Related, Kickboxing, Lacrosse, Minor Hockey (18 & under), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to McAvoy, Belan & Campbell for all other sports

Insurance inquiries & non-Canadian User Groups must be referred to MBC

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use (1 day or less) (Excluding hockey)	1-100	1.35	2.38	Refer
	100-250	2.39	6.35	Refer
One Day Sporting Events / Tournaments	1-100	\$23.68	\$45.36	Refer
	101-250	\$32.40	\$85.05	Refer
	251- 500	\$56.70	\$113.40	Refer
Two to Three Day Sporting Events / Tournaments	1-100	\$45.36	\$90.72	Refer
	101-250	\$68.04	\$141.75	Refer
	251- 500	\$113.40	\$192.78	Refer
Multi-day Sporting Events /Tournaments over 500 participants or more than 3 Days		Refer	Refer	Refer
All Season Sporting Activities (except hockey)	1-50	\$85.05	\$113.40	Refer
	51-100	\$113.40	\$141.75	Refer
	101-250	\$141.75	\$170.10	Refer
	over 250	Refer	Refer	Refer
Beer Garden – applicable to sporting events (Premium is in addition to Sport Tournament Rate)	1-100	\$113.40/day		
	101-250	\$170.10/day		
	251-500	\$226.80/day		
	Over 500	Refer		
Occasional Recreational Pool Use (if applicable)	Up to 2 hours	\$8.53	Over 2 hours \$17.01	

Recreational Non-Contact Ice Hockey	Season September – April	Season May - August
Adult pickup – max 30 players	\$141.75	\$113.40
Adult league	\$255.15/team	Refer
Adult tournaments	Up to 8 teams	\$283.50
	9 – 16 Teams	\$425.25
	Larger Tournaments	Refer
One time recreational adult hockey	1 – 30 players	\$8.10 (max. 1 ½ hrs)
One time recreational skating • No sticks or pucks	1 - 25 participants	\$8.51 (max. 1 ½ hrs)
	26 – 100 participants	\$15.88 (max. 1 ½ hrs)
	101 – 250 participants	\$28.35 (max. 1 ½ hrs)

Recreational Non-Contact Ball/Roller Hockey	Season September - April	Season May - August
Pickup – max. 30 players	\$108	\$113.40
League	Refer	Refer

Meetings & Events

Type of Event	# Participants	Premium	
Meetings - <u>No Alcohol</u> (including arts & craft, bridge, etc.) • seasonal - monthly: 3 times rate • seasonal - weekly: 5 times rate	1-500 over 500	\$2.84 Refer	
Events	1-100	No Alcohol \$56.70	With Alcohol \$141.75
	101-250	\$113.40	\$255.15
	251-500	\$170.10	\$311.85
	501-1000	\$283.50	Refer
	over 1000	Refer	Refer
2-3 day meetings/events		Twice Daily Rate	
4-5 day meetings/events		Triple Daily Rate	
Annual Monthly Meetings		Five Times Daily Rate	
Children's Birthday Parties	Birthday Party and/or Meeting Room	\$2.27/hour	
	Party and/or Meeting Room and/or Sports (Sports include gym, pool or arena use)	\$4.54/hour	
Camp Programs		Refer	

PROVINCIAL TAXES INCLUDED

User Group Coverage for the City of Port Colborne

SPORT & RECREATION LIABILITY INSURANCE

Why Liability Insurance?

Because of your operations, or actions, you are open for possible suit from third parties. You may not be liable but you will need to be defended in court. A Liability policy pays for this defence as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered.

This policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

Who Is Insured?

Any group using the facilities of the community centre or municipality who does not have access to other insurance.

Activities Covered

Consist of sports and recreation events sanctioned or authorized by you.

Who is Covered?

All members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties on your behalf.

Eligibility

The program is designed principally for sport and recreation groups at local levels.

Coverage Provided

Through All Sport Insurance and Marketing Ltd., and Underwriting through Lloyd's of London.

Claims Service

Is available on a national basis from specialists who have a wide range of services at their disposal.

General Liability Insurance

Limit - \$2,000,000

Including the following extensions:

- Premises, Property and Operations
- Products and Completed Operations
- Blanket Contractual
- Personal Injury (libel and slander)
- Employees as Additional Insured
- Cross Liability
- Tenants Legal Liability

A deductible of \$500 applies to bodily injury, property damage and legal expenses.

The description of coverage contained herein is not complete, and reference must be made to the actual terms and conditions of the applicable policy forms. For further information please contact us.

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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 AND/OR AMEND
VARIOUS BY-LAWS

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 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 at its meeting of March 5, 2018 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Report No. 2018-30, Subject: Consolidated Fees and Charges By-law.

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

1. That the fees and charges, outlined in Appendix "A" attached hereto and forming part of this by-law, be enacted.
2. 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.
3. That any By-law previously enacted for the purpose of establishing fees and charges be hereby repealed, and/or the appropriate sections be hereby amended, and the remainder of any by-law amended shall survive and remain in full force and effect.
4. 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.
5. That this by-law come into force and take effect on the day of passing.

ENACTED AND PASSED THIS 12TH DAY OF MARCH, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

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Appendix A to By-law No. _____
CONSOLIDATED FEES AND CHARGES

1 The City hereby imposes the fees and charges outlined in Schedules A-Y, as listed below:

Schedule A	Commemorative Park Bench, Tree, Stone Marker and Plaque
Schedule B	Dog Licensing
Schedule C	Services by Fire and Emergency Division
Schedule D	Services by Engineering and Operations Division
Schedule E	Vale Health and Wellness Centre and Arena
Schedule F	Advertising
Schedule G	Recreation Programs
Schedule H	Parks and Pavilions
Schedule I	Playing Fields and Sport Courts
Schedule J	Nickel Beach
Schedule K	Roselawn Centre
Schedule L	Sugarloaf Marina
Schedule M	Marina Pavilion
Schedule N	Event Services
Schedule O	Tax Registration and Tax Sales
Schedule P	Corporate Services
Schedule Q	Port Colborne Historical and Marine Museum
Schedule R	L.R. Wilson Heritage Research Archives
Schedule S	Port Colborne Market
Schedule T	Services by By-Law Enforcement Division
Schedule U	Cemeteries of the City of Port Colborne
Schedule V	Services by Planning and Development Division
Schedule W	Maintenance and Occupancy of Property
Schedule X	Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections
Schedule Y	User Group Liability Insurance

2 The Treasurer of the City may add fees and charges imposed by the City, as outlined in Schedules A-Y, to the tax roll for the following property in the City and collect them in the same manner as municipal taxes:

- i) in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and,
- ii) in all other cases, any property for which all of the owners are responsible for paying the fees and charges.

3 If the City uses a registered collection agency in good standing under the Collection Agencies Act to recover a debt, including taxes, payable to the City, the collection agency may also

recover its reasonable costs of collecting the debt but those costs shall not exceed an amount approved by the City.

- 4 The powers of a Director to increase, decrease or waive a fee outlined in section 5 below, should only be used in exceptional circumstances, as determined by the Director.
- 5 The fees and charges imposed on a person by the City, as outlined in Schedules A-Y, may be increased, decreased or waived completely by the Director to whose department the fee or charge relates in the following circumstances:
 - i) where there is a material change to the program or service being offered;
 - ii) where a large-scale event, such as a conference or trade show, is being held at a City facility or on City-owned or City-operated property and where a negotiated agreement is required;
 - iii) where, by imposing a fee or charge, the City is decreasing access or imposing a barrier to a person with a disability or their support person;
 - iv) where a fee is set incorrectly by way of an administrative error; or,
 - v) where imposing a fee or charge would be, in the opinion of the Director, unreasonable, given the circumstances.
- 6 A Director may only increase the amount of a fee or charge pursuant to section 5 in order to recover or partially recover the City's actual costs in delivering the applicable program or service.
- 7 A Director may impose a new fee or charge not outlined in Schedules A-Y to this by-law, but still under the provisions of the Municipal Act, where a new program or service is being offered by the City. The new fee or charge imposed by a Director shall:
 - i) not exceed the City's actual cost to deliver the new program or service; and,
 - ii) shall be included in Schedules A-Y as soon as is practicable.
- 8 All fees and charges imposed in the schedules:
 - i) do not include applicable taxes (taxes may be in addition to the fees), unless otherwise indicated; and,
 - ii) be in full force and effect on the effective date noted in the schedule, unless no effective date is noted, in which case, they shall be in full force and effect immediately following their passage by Council.

Schedule A
Commemorative Park Bench, Tree, Stone, Marker Stone and Plaque

Commemorative Items	Size	2016 Fee	2017 Fee	2018 Proposed Fee
Contour Bench Maintenance <small>Price includes installation and concrete pad for bench</small>	6'	\$1,110.00 \$100.00	\$1,110.00 \$100.00	\$1,132.00 \$102.00
Tree Variety: Silver Queen Maple Tree Sugar Maple Tree Shademaster, Honey Locust Tree London Plane Tree	10 Gallon Pot, 8' Tall	\$305.00 \$295.00 \$300.00 \$325.00	\$305.00 \$295.00 \$300.00 \$325.00	\$311.00 \$301.00 \$306.00 \$332.00
Oak, Red, Pin, Bur, Etc Tree Linden, Greenspire Maintenance <small>Prices include tree planting. Specific tree requests for individual parks are subject to approval of the Parks Division Gardener.</small>	20 Gallon Pot, 8' Tall	\$305.00 \$295.00 \$100.00	\$305.00 \$295.00 \$100.00	\$311.00 \$301.00 \$102.00
Stone Type: Granite Granite Granite Maintenance <small>Price includes sandblasting and lettering. Foundation work and installation are not included in these prices and will be determined by the size and scope of work. Sizes/shapes will vary with Natural Stone.</small>	78" w x 10" d x 42" h 36" w x 12" d x 40" h 34" w x 10" d x 29" h	\$3,284.00 \$1,250.00 \$1,087.00 \$100.00	\$3,284.00 \$1,250.00 \$1,087.00 \$100.00	\$3,350.00 \$1,275.00 \$1,109.00 \$102.00
Marker Stone Type: Granite – Natural Shaped River Rock <small>Random Shapes, Blended Colour</small> Maintenance	24"x14"x14"	\$350.00 \$100.00	\$350.00 \$100.00	\$357.00 \$102.00
Plaque Type: Bronze Bronze Bronze <small>Prices are for pick-up only.</small> Installation/Maintenance	8" w x 2" h 12" w x 3" h 18" w x 12" h	\$155.00 \$206.00 \$727.00 \$100.00	\$155.00 \$206.00 \$727.00 \$100.00	\$158.00 \$210.00 \$742.00 \$102.00

**Schedule B
Dog Licensing**

Dog Licensing **	2016 Fee	2017 Fee	2018 Proposed Fee
1. Early purchase discount rate on or before March 15 th of each year:			
Licence, Neutered/Spayed dog*	\$15.00	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$25.00	\$25.00
Vicious Dog	\$100.00	\$100.00	\$100.00
2. After March 15 th of each year where sections 3 and 4 of this Schedule are not applicable:			
Licence, Neutered/Spayed dog*	\$25.00	\$25.00	\$25.00
Licence, Un-Neutered/Un-Spayed dog	\$35.00	\$35.00	\$35.00
Vicious Dog	\$100.00	\$100.00	\$100.00
3. Replacement Tag – verification of original tag purchase required	\$5.00	\$5.00	\$5.00
4. Application for Hearing – non refundable	\$180.00	\$180.00	\$184.00
Kennel Licensing	2016 Fee	2017 Fee	2018 Proposed Fee
Kennel License	\$80.00	\$80.00	\$80.00

Notes:

- * Proof is required
- ** No HST is applicable

Schedule C
Services by Fire and Emergency Division

Emergency Response	2016 Fee	2017 Fee	2018 Proposed Fee
<i>All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing. Administrative Fee of \$50.00 to be charged to all invoices.</i>			
*Nuisance false alarms and nuisance deployments First false alarm in any calendar year: Subsequent false alarms in calendar year:	Nil MTO Rate per apparatus dispatched	Nil MTO Rate per apparatus dispatched	Nil MTO Rate 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	Actual Costs
*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 b) For each additional one half hour or part thereof <i>Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.</i>	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
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	Actual Costs
*For attending a natural gas incident a) For the first hour or any part thereof b) For each additional one half hour or part thereof	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 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	Actual Costs
*For responding to non-emergency assistance requests a) For the first hour or any part thereof b) For each additional one half hour or part thereof	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	\$410.00 Per apparatus dispatched \$205.00 Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Fire Prevention	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Commercial (GROUP A, D & E OCCUPANCY)</i>			
Refreshment Vehicle	\$125.00	\$125.00	\$125.00
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$250.00	\$250.00
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00
Day Cares:			
Home Day Cares with less than 5 children	\$75.00	\$75.00	\$75.00
Licensed Day Cares with occupant load of 40 or less	\$150.00	\$150.00	\$150.00
Licensed Day Cares with occupant load of more than 40	\$250.00	\$250.00	\$250.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
<i>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</i>			
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$275.00	\$275.00
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00
Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.00	\$10.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
<i>Residential (GROUP C, Not Including Care Facilities) (Includes Hotels, Motels, Apartments and Bed and Breakfast)</i>			
Small building – 3,000 sq. ft. or less – containing single dwelling unit	\$75.00	\$75.00	\$75.00
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$300.00	\$300.00
Large building – more than 3,000 sq. ft. OR contains			
3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$500.00	\$500.00
6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$750.00	\$750.00
More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,500.00	\$1,500.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00
Bed and Breakfast – up to four (4) sleeping rooms	N/A	\$275.00	\$275.00
<i>Industrial (GROUP F OCCUPANCY)</i>			
Inspect base building, less than 3,000 sq. ft. (gross area)	\$175.00	\$175.00	\$175.00
Plus inspect each additional 3,000 sq. ft.	\$75.00	\$75.00	\$75.00
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00

Fire Prevention (Cont'd)	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Miscellaneous Inspections/Application Review</i>			
Open Air Burning Site Inspection and Clearance	\$75.00	\$75.00	\$75.00
Fireworks Vendor – Site Inspection	\$75.00	\$75.00	\$75.00
Propane Licence Application Review (Basic)	\$100.00	\$100.00	\$100.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$60.00/hour	\$60.00/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$250.00	\$250.00
Review of Site Plans	\$60.00/hour	\$60.00/hour	\$60.00/hour
Fire Department Assistance			
Fire Watch	\$60.00/hour	\$60.00/hour	\$60.00/hour
Securing Buildings	\$60.00/hour	\$60.00/hour	\$60.00/hour
Fire Prevention Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour
Training Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour
File Reports and File Searches			
File Search/File Reports – Environmental Issues	\$250.00	\$250.00	\$250.00
File Search/File Reports – Information	\$125.00	\$125.00	\$125.00
Letters and Produce Incident Reports to Insurance Companies	\$125.00	\$125.00	\$125.00
LLBO – Letters of Compliance	\$125.00	\$125.00	\$125.00
Smoke and Carbon Monoxide Alarm Installations			
Installation of Smoke Alarm	\$10.00 each	\$10.00 each	\$10.00 each
Installation of Carbon Monoxide Alarm (Plug-In)	\$25.00 each	\$25.00 each	\$25.00 each
Installation of Carbon Monoxide Alarm (Combination)	\$30.00 each	\$30.00 each	\$30.00 each
Fire Department Services			
Refilling of Air Cylinders	\$12.00 each	\$12.00 each	\$12.00 each
Fire Extinguisher Rentals	\$10.00 each	\$10.00 each	\$10.00 each
Photographs	\$5.00 each	\$5.00 each	\$5.00 each
I.D. Photos	\$10.00 each	\$10.00 each	\$10.00 each
Meeting Room Rental	\$100.00 daily	\$100.00 daily	\$100.00 daily

Schedule D
Services by Engineering and Operations Division

Engineering and Operations Division	2016 Fee	2016 Minimum Charge	2017 Fee	2017 Minimum Charge	2018 Proposed Fee	2018 Minimum Charge
Municipal Consent Permit Fee – (includes permit preparation and inspection)	\$179.00		\$179.00		\$183.00	
Water turn off or turn on:						
- Regular hours	\$58.00 each	\$412.00 each**	\$58.00 each	\$412.00 each**	\$59.00 each	\$420.00 each**
- After hours	\$412.00 each		\$412.00 each		\$420.00 each	
Unscheduled water meter reading	\$30.00 each		\$30.00 each		\$31.00 each	
Water meter testing	Actual cost		Actual cost		Actual cost	
Private hydrant maintenance	Actual cost		Actual cost		Actual cost	
Sewer rodding:						
- Regular hours	\$137.00 each	\$526.00 each**	\$137.00 each	\$526.00 each**	\$139.00 each	\$536.00 each**
- After hours	\$721.00 each		\$721.00 each		\$735.00 each	
Driveway culverts:						
- Up to 450 mm	\$363.00/m		\$363.00/m		\$450.00/m	
- Over 450 mm	Actual cost		Actual cost		Actual cost	
Driveway installation	\$252.00/m		\$252.00/m		\$50.00/m. sq.	
Curb cuts	\$101.00/m	\$327.00	\$101.00/m	\$327.00	\$135.00/m	\$330.00
Curb Installation	\$101.00/m	\$327.00	\$101.00/m	\$327.00	\$180.00/m	\$330.00
Sidewalk repairs	\$109.00/m. sq.		\$109.00/m. sq.		\$147.00/m. sq.	
Installation of Water Service						
- 25 mm.	\$321.00/m.	\$1,607.00	\$321.00/m.	\$1,607.00	\$327.00/m.	\$1,639.00
- Greater than 25 mm.	Actual Cost		Actual Cost		Actual Cost	

Engineering and Operations Division	2016 Fee	2016 Minimum Charge	2017 Fee	2017 Minimum Charge	2018 Proposed Fee	2018 Minimum Charge
Water Service tapping: - 25 mm. - Greater than 25 mm.	\$178.00 each Actual Cost		\$178.00 each Actual Cost		\$182.00 each Actual Cost	
Installation of a sanitary sewer lateral: - 100 mm. - Greater than 100 mm.	\$376.00/m Actual cost	\$1,882.00	\$376.00/m Actual cost	\$1,882.00	\$384.00/m Actual cost	\$1,920.00
Sanitary service connection: - 100 mm. - Larger than 100 mm.	\$267.00 Actual Cost		\$267.00 Actual Cost		\$272.00 Actual Cost	
Installation of a storm sewer service: - 125 mm - Larger than 125 mm.	\$268.00/m Actual Cost	\$1,342.00	\$268.00/m Actual Cost	\$1,342.00	\$272.00/m Actual Cost	\$1,369.00
Storm service connection: - 125 mm. - Larger than 125 mm.	\$267.00 Actual Cost		\$267.00 Actual Cost		\$272.00 Actual Cost	
Rock removal in trench cuts	\$125.00/hr		\$125.00/hr		\$128.00/hr	
Foreman Call Out - Flat Rate	\$40.00/hr		\$40.00/hr		\$60.00/hr	
Street sweeping	\$125.00/hr		\$125.00/hr		\$135.00/hr	

*** Note:**

All works to be done on Private property, contact the City's Building Department.

All works to be done on the right of way (ROW.), contact Engineering and Operations.

Any services carried out by Engineering and Operations Staff within the right of way will require a Municipal Consent Permit, however, no Municipal Consent Permit fee is charged the applicant.

Any services carried out by a private contractor for the applicant, will require a Municipal Consent Permit, however a Municipal Consent Permit fee will apply as per the rates set out above.

All fees and charges listed are exclusive of any applicable taxes.

** de-notes a minimum callout charge for after-hours request.

Schedule E
Vale Health and Wellness Centre and Arena

Arena		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$189.55	\$189.55	\$193.00
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$134.70	\$134.70	\$137.00
Adult League/Tournament *Rental of 3 or more hours for Adults	Per hour	\$177.99	\$177.99	\$182.00
Minor Hockey	Per hour	\$125.08	\$125.08	\$128.00
Junior Hockey Team - Game	Per hour	\$155.65	\$155.65	\$159.00
Junior Hockey Team - Practice	Per hour	\$76.97	\$76.97	\$79.00
Individual Training (half ice) *per player w/one coach, *50% of minor hockey	Per hour	\$62.55	\$62.55	\$64.00
Public Schools – Physical Education Classes	Per hour	\$48.10	\$48.10	\$49.00
Public Schools – Varsity Team Practices	Per hour	\$57.73	\$57.73	\$59.00
Public/Catholic Schools – Varsity Hockey Team – Games	Per hour	\$125.08	\$125.08	\$128.00
Youth Prime *non-affiliated minor hockey organization i.e. school group	Per hour	\$125.08	\$125.08	\$128.00
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$76.97	\$76.97	\$79.00
Walk-in/Day of Rental	Per hour	\$102.00	\$102.00	\$104.00
Ice time rental agreements for the season September 2016 to March 2017, will pay the 2016/2017 rates listed above.				
Ice time rental agreements for the season September 2017 to March 2018, will pay the 2017/2018 rates listed above.				
Ice time rental agreements for the season September 2018 to March 2019, will pay the 2018/2019 rates listed above.				
Family and Public Ice Skating				
		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Pre-School	Per session	Nil	Nil	Nil
Students	Per session	\$2.65	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65	\$2.65
Seniors Pay-As-You-Play (PAYP)	Per session	\$2.65	\$2.65	\$2.65
PAYP	Per session	\$4.42	\$4.42	\$4.42
Stick and Puck (*Adult and 1 child)	Per session	\$4.42	\$4.42	\$4.42
*Each additional child	Per session	\$2.65	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)		2016/2017 Fee	2017/2018 Fee	2018/2019 Proposed Fee
Entire Facility	Per hour	N/A	N/A	N/A
Washrooms and Parking Lot ONLY	Per hour	N/A	N/A	N/A
Rink 1 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$47.17	\$47.17	\$48.00
Rink 1 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$70.74	\$70.74	\$72.00
*Does not include associated staging and removal costs and access to the Golden Puck Community Room				
Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)		2016/2017 Fee	2016/2017 Fee	2017/2018 Fee
For Profit/Commercial Use (Full Room)	Daily	\$282.99	\$282.99	\$289.00
	Hourly	\$61.31	\$61.31	\$63.00
Not for Profit/Community Groups (Full Room)	Daily	\$141.49	\$141.49	\$144.00
	Hourly	\$33.01	\$33.01	\$34.00
For Profit/Commercial Use (Half Room)	Daily	N/A	N/A	\$144.00
	Hourly	N/A	N/A	\$31.00
Not for Profit/Community Groups (Half Room)	Daily	N/A	N/A	\$72.00
	Hourly	N/A	N/A	\$17.00
Additional Tables	Each	\$2.36	\$2.36	\$2.50
Additional Chairs	Each	\$0.94	\$0.94	\$1.00
*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates				
Other Rates		2016/2017 Fee	2016/2017 Fee	2017/2018 Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$16.50	\$16.50	\$17.00
Upper or Lower Lobby – For Profit/Commercial	Hourly	\$30.66	\$30.66	\$31.00
Dressing Room (special events/tournaments)	Each/Daily	\$30.60	\$30.60	\$31.00
Swipe Card (Replacement)	Each	\$10.20	\$10.20	\$11.00
Keys (Additional)	Each	\$10.20	\$10.20	\$11.00
Power Cart & Hydro	Each	\$15.30	\$15.30	\$16.00
Stairs – mandatory for events/trade shows*	Each	\$40.80	\$40.80	\$42.00
*To comply with occupancy and emergency exit regulations				
Staffing		2016/2017 Fee	2017/2018 Fee	2017/2018 Fee
Assistant Arena Attendant Chargeback*	Per hour	\$5.75	\$5.75	\$6.00
*Trade shows, tournaments, large scale events, etc.				

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule F
Advertising**

Advertising Subject to developing policy framework for Advertising and Licensing Agreements		2016 Fee	2017 Fee	2018 Proposed Fee
West Side Road MESSAGE BOARD (STATIC) Community Groups and Organisations	Per week	\$36.87	\$36.87	\$38.00
Vale Health and Wellness Centre MARQUE (SCROLL)	Per week	\$18.43	\$18.43	\$19.00
Vale Health and Wellness Centre VIDEO MONITORS	Per week	\$36.87	\$36.87	\$38.00
Discount – Not for Profit/Community Group *with proof of Registered Charitable Number		50%	50%	50%
Discount – Multi-Booking *If 2 or more outlets are reserved for 2 or more weeks *Only one (1) discount can be applied		25%	25%	25%
Vale Health and Wellness Centre – Hockey Dressing Rooms	Each/Yearly	\$204.40	\$204.40	\$209.00
Rink 1 – 4x8 Boards	Each/Yearly	\$1,225.20	\$1,225.20	\$1,250.00
Rink 1 – Press Box Wrap	Each/Yearly	\$7,147.00	\$7,147.00	\$7,290.00
Rink 1 – Score Clock	Each/Yearly	\$2,552.50	\$2,552.50	\$2,604.00
*Contract terms are based on 5 years				

Ice Logos**	2016 Fees			2017 Fees			2018 Proposed Fees		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Rink 1 – Logo #2	\$1,450.00	\$662.50	\$662.50	\$1,450.00	\$662.50	\$662.50	\$1,479.00	\$676.00	\$676.00
Rink 2 – Logo #2	\$1,275.00	\$525.00	\$525.00	\$1,275.00	\$525.00	\$525.00	\$1,301.00	\$536.00	\$536.00
Rink 1&2 – Logo #2 - 1 yr term	\$2,316.25	N/A	N/A	\$2,316.25	N/A	N/A	\$2,363.00	N/A	N/A
Rink 1&2 – Logo #2 - 3 yr term (15% discount*)	\$2,725.00	\$805.00	\$805.00	\$2,725.00	\$805.00	\$805.00	\$2,780.00	\$821.00	\$821.00
Rink 1 – Goal Lines– Logo #6 (two logos)	\$1,400.00	\$1,153.00	\$1,153.00	\$1,400.00	\$1,153.00	\$1,153.00	\$1,428.00	\$1,176.00	\$1,176.00
Rink 2 – Goal Lines– Logo #6 (two logos)	\$1,200.00	\$934.25	\$934.25	\$1,200.00	\$934.25	\$934.25	\$1,224.00	\$953.00	\$953.00

*15% discount does not apply for 2 logos on the same ice surface.

**The design and creation of logo not included.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

Schedule G
Recreation Programs

Recreation Programs	Term	2016 Fee	2017 Fee	2018 Proposed Fee
Private Lessons (Child 0-14 years)*	8-10 weeks	\$100.00 - \$135.00	\$100.00 - \$135.00	\$102.00 - \$138.00
Private Lessons (Adult 15+ years)	8 weeks	\$113.00 - \$124.30	\$113.00 - \$124.30	\$115.00 - \$127.00
Private Lessons (Adult 15+ years)	10 weeks	\$141.25 - \$152.55	\$141.25 - \$152.55	\$144.00 - \$156.00
Child/Youth Recreation Programs (0-14 years)*	1-10 weeks	\$24.00 - \$40.00	\$24.00 - \$40.00	\$25.00 - \$130.00
Adult/Older Adult Recreation Programs (15+ years)	1-10 weeks	\$24.00 - \$62.15	\$24.00 - \$62.15	\$33.00 - \$106.00
Pickle Ball - Adult (15+ years) PAYP	Per week	\$4.43	\$4.43	\$8.85
Pickle Ball - Adult (15+ years) PAYP	Per class	-	-	\$4.43
Zumba - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43
Yoga - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43
*HST exempt				

Additional Fees:

\$1.00 capital surcharge to programs

Administrative Charge (Approved Refund/Withdrawal) – 15% charge against program fee.

Note:

The range of rates is due to the variety of programs offered.

**Schedule H
Parks and Pavilions**

Park Pavilions	Term	2016 Fee	2017 Fee	2018 Proposed Fee
HH Knoll – Large		\$33.01	\$33.01	\$35.00
HH Knoll – Small		\$28.30	\$28.30	\$30.00
Bandshell		N/A	N/A	\$50.00
Lock 8		\$33.01	\$33.01	\$35.00
Lock 8 Pavilion Fire Pit (on request)		\$14.14	\$14.14	\$15.00
Cedar Bay Centennial – North		\$33.01	\$33.01	\$35.00
Cedar Bay Centennial – South		\$33.01	\$33.01	\$35.00
Additional Picnic Tables	Each	\$2.36	\$2.36	\$5.00
Hydro	Per Booking	\$4.71	\$4.71	\$5.00
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$44.25	\$44.25	\$46.00
Washroom Damage Deposit (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day			\$100.00
Parks Labour (Refer to Parks Division cost recovery as per payroll costs) (after hours before Labour Day Weekend or after Thanksgiving)				
Park Permit (events) *Park permit does not include pavilion fee		\$70.74	\$70.74	\$75.00
Production Application Fee		N/A	N/A	\$50.00

Schedule I
Playing Fields and Sport Courts

Playing Fields and Sport Courts	Term	2016 Fee	2017 Fee	2018 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.14	\$7.14	\$7.28
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.14	\$7.14	\$7.28
Soccer Fields – Adult	Per game (2 hours)	\$52.92	\$52.92	\$54.00
Soccer Fields – Adult Tournament	Per field/Per hour	\$25.50	\$25.50	\$26.00
Lighting	Add/Per field	\$14.10	\$14.10	\$14.50
Lining	Add/Per field	\$15.10	\$15.10	\$15.50
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.14	\$7.14	\$7.28
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.14	\$7.14	\$7.28
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$53.44	\$53.44	\$55.00
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$25.50	\$25.50	\$26.00
Floating	Add/Per field	\$15.09	\$15.09	\$15.50
Lighting	Add/Per field	\$15.09	\$15.09	\$15.50
Lining	Add/Per field	\$15.10	\$15.10	\$15.50
Tennis Courts Cedar Bay Centennial or West Side Tennis Courts *Tournaments on request	Per court/Per hour	\$3.77	\$3.77	\$4.43
Volleyball Courts Cedar Bay Centennial Park *Tournaments on request	Per court/Per hour	\$9.43	\$9.43	\$9.74
Horse Paddock Skateboard & BMX Park *Sanctioned OR Un-Sanctioned Competitions terms to be negotiated				

**Schedule J
Nickel Beach**

Nickel Beach	2016 Fee	2017 Fee	2018 Proposed Fee
Daily Pass Weekdays (Per vehicle)	\$8.85	\$8.85	\$8.85
Daily Pass Weekends & Statutory Holidays (per vehicle)	\$8.85	\$8.85	\$8.85
Walk-ins	Nil	Nil	Nil
<i>Season Passes:</i>			
Resident – 1 st car	\$88.50	\$88.50	\$88.50
Resident – 2 nd car	Nil	Nil	Nil
Non-Resident – 1 st car	\$110.62	\$110.62	\$110.62
Non-Resident – 2 nd car	Nil	Nil	Nil
Resident Senior – 1 st car	\$66.37	\$66.37	\$66.37
Resident Senior – 2 nd car	Nil	Nil	Nil
Non-Resident Senior – 1 st car	\$88.50	\$88.50	\$88.50
Non-Resident Senior – 2 nd car	Nil	Nil	Nil

**Schedule K
Roselawn Centre**

		2016 Fee	2017 Fee	2018 Proposed Fee
President's Room Rental (plus meal cost)		\$159.89	\$159.89	\$163.00
Present's Room Rental (without meal)		\$186.53	\$186.53	\$190.00
Double Parlour		\$159.89	\$159.89	\$163.00
Sun Porch		\$106.59	\$106.59	\$109.00
Back Stage Area		\$159.89	\$159.89	\$163.00
Roselawn – All Rooms		\$532.95	\$532.95	\$544.00
Bar Opening	Per bar	\$26.65	\$26.65	\$27.00
Table Linens	Per table	\$2.13	\$2.13	\$2.25
Cruiser Tables	Per table	-	-	\$2.50
Outdoor Garden		\$186.53	\$186.53	\$190.00
(Tents, tables and chairs are not supplied)				
Door Open Fee (plus staff time)		\$50.00	\$50.00	\$50.00
(Wedding Pictures, Event Set-up, etc.)				
<p>Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided. Negotiated rates will include food preparation, service and gratuity. Menus are market driven and Roselawn staff will provide the best possible service and value to meet your budget requirements.</p>				
<p>Bar pricing: Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy. Food and beverage pricing is subject to change.</p>				
		2016 Fee	2017 Fee	2018 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98
Imported Beer	Per serving	\$4.87	\$4.87	\$4.87
House Wine	Per serving	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$1.50	\$1.50	\$1.50
Corkage Fee		\$10.00	\$10.00	\$10.00
Gratuity charge		15%	15%	15%
Dishwasher Fee (Dish rental)	Per hour	\$11.25	\$11.25	\$11.25
(Refer to Gratuity Policy)				
Rental rates are based on a 6 hour event use.				

Theatre Rental and Box Office Charges		2016 Fee	2017 Fee	2018 Proposed Fee
Box Office Administration/Ticket sales/Dispensing (*Negotiable item up to \$2.00, but not less than \$1.50 per ticket)		\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00
Ticket Printing (on request)	Per ticket	\$1.00	\$1.00	\$1.00
Capital Recovery cost (*Per tickets valued at \$8.00 or more)		\$1.00	\$1.00	\$1.00
Ticket/Seat Exchange/Transfer		\$4.42	\$4.42	\$4.42
Technician (4 hours minimum)	Per hour	\$65.00	\$65.00	\$66.00
Additional house cleaning (4 hours minimum)	Per hour	\$20.00	\$20.00	\$21.00
House Manager	Per hour	\$12.00	\$12.00	\$14.00
Server	Per hour	\$11.25	\$11.25	\$14.00
AV/Sound System	Per day	\$100.00	\$100.00	\$100.00
Microphone	Per unit/day	\$5.00	\$5.00	\$5.00
Lighting		As quoted	As quoted	As quoted
Theatre Set Up		As quoted	As quoted	As quoted
Theatre – Per performance		\$692.84	\$706.69	\$721.00
Two performances in the same day		\$1,012.61	\$1,032.86	\$1,054.00
Theatre – Non-performance move in and move out (A day is comprised of an 8 hour period – includes Dressing Room and Green Room)	Per day	\$186.53	\$190.26	\$194.00
Cancellation Fee – Non Refundable		\$150.00	\$150.00	\$150.00
Damage Deposit – conditional refund		\$500.00	\$500.00	\$500.00
SOCAN Fee		3%	3%	3%
Consignment Sale items (Gross sales)		10-15%	10-15%	10-15%

Conditions of Performance Ticket Sales (Box Office)

Info is stated on back of every ticket:

*NO CASH REFUNDS

*48 Hours' notice is required on all ticket exchanges plus \$5.00 per order admin fee.

*In the interest of all patrons, latecomers will be seated at the discretion of the House Manager.

*Please check your tickets for date and curtain times.

Rental Status

Roselawn Centre Rooms and Theatre Rental Rates are discounted by 50% for registered 'Not for Profit' organisations, local community groups and school boards with proof of a Registered Charitable Number.

Note: Roselawn Centre currently facilitates the Sewing and Knitters Club and has grandfathered their former Oakwood Park/Scout Hall rental rate of \$10 per session per week for 2016-2018.

Additional Rentals		2016 Fee	2017 Fee	2018 Proposed Fee
Screen	Per rental	\$5.22	\$5.22	\$5.50
Projector	Per rental	\$31.33	\$31.33	\$32.00
Laptop	Per rental	\$20.89	\$20.89	\$21.00
Screen, Projector and Laptop Package	Per rental	\$52.22	\$52.22	\$53.00

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule L
Sugarloaf Marina**

		2016 Fee	2017 Fee	2018 Proposed Fee
Dock #3, A or J Run Only – 16' & 17' docks un-serviced Boats up to 16' Boats 17' - 19' Boats >19' (max 21', subject to Marina Supervisor approval) Use of 15A/10V power for the season		\$510.00 \$610.00 \$815.00 \$50.00	\$510.00 \$610.00 \$815.00 \$50.00	\$520.00 \$620.00 \$820.00 \$50.00
B Run (20' dock to max. 22') Service Optional for fee Oversized boats on B Run (>22') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$890.00 \$80.00 \$50.00 \$80.00	\$890.00 \$80.00 \$50.00 \$80.00	\$910.00 \$50.00 \$50.00 \$80.00
Dock #4 (21' dock to max. 23') un-serviced Oversized boats on Dock #4 (> 23') add	Per foot	\$920.00 \$85.00	\$920.00 \$85.00	\$940.00 \$85.00
I Run (23' dock to max. 25') Service Optional for fee Oversized boats on I Run (> 25') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$950.00 \$185.00 \$50.00 \$185.00	\$950.00 \$185.00 \$50.00 \$185.00	\$970.00 \$185.00 \$50.00 \$185.00
C & H Run (24' dock to max. 26') Service Optional for fee Oversized boats on C & H Run (>26') add Use of 15A/110V power for the season 30 Amp shore power required add	Per foot	\$995.00 \$185.00 \$50.00 \$185.00	\$995.00 \$185.00 \$50.00 \$185.00	\$1,015.00 \$185.00 \$50.00 \$185.00
Dock #6 (25' unserviced dock to max. 26') Oversized boats on dock #6 (> 26') add	Per foot	\$1,020.00 \$185.00	\$1,020.00 \$185.00	\$1,040.00 \$185.00
Dock #5 (25' serviced dock to max. 26') Oversized boats on dock #5 (>26') add	Per foot	\$1,255.00 \$100.00	\$1,255.00 \$100.00	\$1,280.00 \$100.00
D, G, E & F Run (27' serviced dock to max. 32') Oversized boats on 27' dock (>32') add	Per foot	\$1,450.00 \$115.00	\$1,450.00 \$115.00	\$1,480.00 \$115.00
Dock #1, #5 & F Run (30' serviced dock to max. 35') Oversized boats on 30' dock (>35') add	Per foot	\$1,570.00 \$250.00	\$1,570.00 \$250.00	\$1,600.00 \$250.00

		2016 Fee	2017 Fee	2018 Proposed Fee
Dock #2 (35' serviced dock to max. 42') Oversized boats on dock #2 (>42') add	Per foot	\$1,885.00 \$250.00	\$1,885.00 \$250.00	\$1,920.00 \$250.00
E Run (36' serviced dock to max. 39') Oversized boats on 36' dock (>39) add	Per foot	\$1,960.00 \$250.00	\$1,960.00 \$250.00	\$2,000.00 \$250.00
F Run (40' serviced dock to max. 46') Oversized boat on 40' dock (>46') add	Per foot	\$2,130.00 \$400.00	\$2,130.00 \$400.00	\$2,130.00 \$400.00
Along Main Runs (various sizes)		Inquire with Marina Supervisor		
POCOMAR recognition fee (based on size of boat/dock)				
Second Boat (Must be same owner with valid proof of insurance) On A or J Run (16' dock) On Dock #3 (17' dock) On all other docks 50% of regular price		\$165.00 \$185.00	\$165.00 \$185.00	\$165.00 \$185.00
Transient Rates (per foot) Daily Weekly Monthly (un-serviced) Monthly (serviced)		\$1.63 \$8.67 \$21.42 \$25.50	\$1.63 \$8.67 \$21.42 \$25.50	\$1.65 \$8.75 \$22.00 \$26.00
Launch Ramp Rates Pay & Display Daily Launch Pass Seasonal Pass (Regular) Seasonal Pass (Senior)		\$13.27 \$101.77 \$61.95	\$13.27 \$101.77 \$61.95	\$13.27 \$101.77 \$61.95
Additional Fees Trailer Storage (season) Trailer Storage (week or less) Dock Box Rental (season) Pump-out (Seasonal boaters) Pump-out (Transient boaters)		\$75.00 \$10.00 \$70.00 Nil \$15.00	\$75.00 \$10.00 \$70.00 Nil \$15.00	\$85.00 \$10.00 \$75.00 Nil \$15.00

**Schedule M
Marina Pavilion**

Full day rental is based up to a 6 hour period.

Half day rental is based up to a 3 hour period.

All Pavilion rentals include tables and chairs based on rental agreement, however additional charges may apply.

Pavilion Capacity = 224

	2016 Fee		2017 Fee		2018 Proposed Fee	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Organization						
Seasonal boaters	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00
Transient boaters	\$75.00	\$150.00	\$75.00	\$150.00	\$75.00	\$150.00
Business/Corporate	\$300.00	\$450.00	\$300.00	\$450.00	\$300.00	\$450.00
Registered Not-For-Profit	\$125.00	\$225.00	\$125.00	\$225.00	\$125.00	\$225.00
General Public	\$200.00	\$350.00	\$200.00	\$350.00	\$200.00	\$350.00
Additional Charges						
BBQ (including propane)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Clean-up fee is charged	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Commercial rental clean-up fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Bar set-up	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Marina Attendant (cost recovery as per payroll costs TBC)						
Additional chairs	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each	\$1.50 each
Additional tables	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each	\$2.50 each
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Portable Stage	\$12/section	\$12/section	\$12/section	\$12/section	\$12/section	\$12/section
Set-up and tear down min. 2.5 hours	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Additional time for set-up or tear down charged	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min	\$15/30 min
Ice per bag	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50

Note: Table covers/linens/cutlery/plates and serving dishes are the responsibility of the renter.

Sugarloaf marina Pavilion Cancellation Policy

1. Rentals are required to be paid in full upon completion and return of the required documents and service agreement.
2. A cancellation fee applicable to 50% of the total rental will be applied to all bookings if cancelled 14 days prior to the rental.
3. No refunds will be issued for cancellations made within 14 day of the rental agreement.
4. For boat clubs unable to make the journey due to weather conditions, a full refund will be issued.

Bar pricing: The Marina Pavilion is licensed under the AGCO with a capacity of 224, and is governed by the Municipal Alcohol Policy.
Food and beverage pricing is subject to change.

		2016 Fee	2017 Fee	2018 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98
Imported Beer	Per serving	\$4.87	\$4.87	\$4.87
House Wine	Per serving	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$1.50	\$1.50	\$1.50
Corkage Fee		\$10.00	\$10.00	\$10.00
Gratuity charge (Refer to Gratuity Policy)	Per hour	15%	15%	15%

Storage Rates	2016 Fee		2017 Fee		2018 Proposed Fee	
	Seasonal Slip Holder	Non Seasonal Slip Holder	Seasonal Slip Holder	Non Seasonal Slip Holder	Seasonal Slip Holder	Non Seasonal Slip Holder
Winter storage (per month x 6 months)	\$0.175/sq.ft.	\$0.35/sq.ft.	\$0.175/sq.ft.	\$0.35/sq.ft.	\$0.18/sq.ft.	\$0.36/sq.ft.
Summer Storage (begins 1 st May if no slip deposit has been paid)	N/A	\$0.35/sq.ft.	N/A	\$0.35/sq.ft.	N/A	\$0.36/sq.ft.
Launch (Marine Mobile Lift)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Haul Out (Marine Mobile Lift) (includes power washing)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Launch (Hydraulic Trailer)	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$8.50/ft.	\$9.50/ft.
Haul Out (Hydraulic Trailer) (excludes power washing)	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$7.00/ft.	\$8.00/ft.
Block & Stand Rental	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$5.25/ft.	\$6.25/ft.
Power Washing Hull Bottom	\$0.00	\$1.50/ft.	\$0.00	\$1.50/ft.	\$0.00	\$1.50/ft.
Mid-Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.	\$8.50/ft.	\$9.50/ft.
Mid-Season Lift (after 1 st hour)	\$50/hr.	\$60/hr.	\$50/hr.	\$60/hr.	\$50/hr.	\$60/hr.
Yard Equipment Fee	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.	\$100.00/hr.	\$115.00/hr.
Mast Crane – Pull and Step	\$2.25/ft. LOA	\$3.50/ft. LOA	\$2.25/ft. LOA	\$3.50/ft. LOA	\$2.25/ft. LOA	\$3.50/ft. LOA
Mast Storage (per season)	\$1.50/ft. LOA	\$2.50/ft. LOA	\$1.50/ft. LOA	\$2.50/ft. LOA	\$1.50/ft. LOA	\$2.50/ft. LOA
Cradle Storage	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$85.00

**Schedule N
Event Services**

Vender Type	2016 Fee				2017 Fee				2018 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,500	\$2,000	\$2,500	\$3,000	\$1,500	\$2,000	\$2,500	\$3,000	\$1,500	\$2,000	\$2,500	\$3,000
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,800	\$2,300	\$2,800	\$3,300	\$1,800	\$2,300	\$2,800	\$3,300	\$1,800	\$2,300	\$2,800	\$3,300
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,800	\$2,300	\$2,800	\$1,300	\$1,800	\$2,300	\$2,800	\$1,300	\$1,800	\$2,300	\$2,800
Retail Vendor – Commercial	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000	\$1,500	\$2,000	\$2,500
Retail Vendor – Artisan	\$750	\$1,100	\$1,450	\$1,800	\$750	\$1,100	\$1,450	\$1,800	\$750	\$1,100	\$1,450	\$1,800
Community Groups & Organizations	\$150	\$250	\$350	\$450	\$150	\$250	\$350	\$450	\$150	\$250	\$350	\$450

Cruise Tickets*	Age	2016 Fee	2017 Fee	2018 Proposed Fee
*Cruise ticket fees include HST				
Cruise Through the Locks	0 – 2 years	\$115.00	\$115.00	\$115.00
Cruise Through the Locks	13-59 years	\$120.00	\$120.00	\$120.00
Cruise Through the Locks	60+ years	\$115.00	\$115.00	\$115.00
Fireworks/Dinner Cruise	0 – 2 years	\$95.00	\$95.00	\$95.00
Fireworks/Dinner Cruise	13-59 years	\$100.00	\$100.00	\$100.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$95.00	\$95.00
Dinner Cruise	0 – 2 years	\$75.00	\$75.00	\$75.00
Dinner Cruise	13-59 years	\$80.00	\$80.00	\$80.00
Dinner Cruise	60+ years	\$75.00	\$75.00	\$75.00
Morning/Afternoon/Evening Cruise	0 – 2 years	\$25.00	\$25.00	\$25.00
Morning/Afternoon/Evening Cruise	13-59 years	\$30.00	\$30.00	\$30.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$25.00	\$25.00

		2016 Fee	2017 Fee	2018 Proposed Fee
Event Application Fee		\$25.00	\$25.00	\$25.00

Mayor's Cup Hockey Tournament			2016 Fee	2017 Fee	2018 Proposed Fee
SportsFest Non-Resident	Per Team		\$700.00	\$700.00	\$700.00
SportsFest Resident	Per Team		\$500.00	\$500.00	\$500.00

Equipment*			2016 Fee	2017 Fee	2018 Proposed Fee
Steel Barricade Fencing	Per 8' section		\$2.50	\$2.50	\$2.50
Plastic Snow Fencing	Per 10' section		\$1.00	\$1.00	\$1.00
Waste Containers, including garbage bags	Each		\$1.00	\$1.00	\$1.00
Recycle Containers, Apply through region	Each		N/A	N/A	N/A
Parking Barricades	Each		N/A	N/A	N/A
Traffic Cones	Each		N/A	N/A	N/A
Tents	10x10		\$5.00	\$5.00	\$5.00
Tables	Rectangle		\$2.00	\$2.00	\$3.00
Tables	Round		\$3.00	\$3.00	\$3.00

* A Damage Deposit of \$50.00 is required when equipment is rented, which is refunded when equipment is returned undamaged.

Schedule O
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:

Scale of Costs		2016 Fee	2017 Fee	2018 Proposed Fee
Tax Registration				
Set up files and prepare for tax registration		\$400.00	\$400.00	\$400.00
Tax registration		\$375.00	\$385.00	\$385.00
Cancellation certificate		\$175.00	\$185.00	\$185.00
Notices under the <i>Farm Debt Mediation Act</i>	Per address	\$50.00	\$50.00	\$50.00
Additional Notices under the <i>Farm Debt Mediation Act</i>	Admin fee	\$100.00	\$100.00	\$100.00
<i>PLUS</i>	Per address	\$50.00	\$50.00	\$50.00
Execution searches	Each	\$20.00	\$20.00	\$20.00
Copies of executions (writs of seizure and sale)	Each	\$20.00	\$20.00	\$20.00
Corporate searches	Each	\$75.00	\$50.00	\$50.00
Notice of Registration of a Tax Arrears Certificate ("First Notices")	Per letter	\$20.00	\$20.00	\$20.00
Final Notices (including updating title search)	Each	\$175.00	\$185.00	\$185.00
<i>PLUS</i>	Per letter	\$20.00	\$20.00	\$20.00
Additional First Notices of Final Notices	Admin fee	\$100.00		
<i>PLUS</i>	Per letter	\$20.00		
Tax Sale				
Costs of advertising, auctioneer if required and survey if required are additional		\$875.00	\$700.00	\$700.00
Listing tax sale property with Ontario Tax Sales (advertising)		\$975.00	\$675.00	\$675.00
Notices to interested parties and Public Trustee after payment into court has been made	Each	\$20.00	\$20.00	\$20.00
Payment out of Court		\$975.00	\$975.00	\$975.00
<i>City's administrative fee for tax sale</i>		\$250.00	\$250.00	\$250.00
Extension Agreement				
Prepare Extension Agreement and present to Council for consideration		\$250.00	\$250.00	\$250.00
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%).				

**Schedule P
Corporate Services**

Corporate Services	2016 Fee	2017 Fee	2018 Proposed Fee
Tax Arrears Certificate (includes water arrears)	\$40.00	\$40.00	\$40.00
Tax Inquiry / Water Inquiry	\$7.00	\$7.00	\$7.00
Returned Cheque Charge	\$25.00	\$25.00	\$25.00
Tax Bill Reprint	\$7.00	\$7.00	\$7.00
New Tax Roll Administration (New Account)	\$30.00	\$30.00	\$30.00
Assessment Roll Information (other than in person) – prepaid	\$15.00	\$15.00	\$15.00
Marriage License	\$125.00	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST) (per oath or declaration) (City business and pensions exempt)	\$15.00	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00	\$15.00
Encroachment Agreement – Application	\$300.00	\$300.00	\$300.00
– Annual	\$50.00	\$50.00	\$50.00
(survey and legal costs borne by applicant)			
Lease Agreements – Application	\$300.00	\$300.00	\$300.00
– Annual Minimum	\$100.00	\$100.00	\$100.00

Schedule Q
Port Colborne Historical and Marine Museum

		2016 Fee	2017 Fee	2018 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.				
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00
Business Use	Per hour	\$40.00	\$40.00	\$40.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)				
Artifact	Per item	\$15.00	\$15.00	\$20.00
Photograph	Per item	\$10.00	\$10.00	\$15.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed				
Commercial Use	Per image	\$50.00	\$50.00	\$50.00
Business Use	Per image	\$30.00	\$30.00	\$30.00
Personal Use	Per image	\$30.00	\$30.00	\$20.00
*Excluding mailing costs				
Photocopies: *Copyright Restrictions Apply				
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00	\$2.00
(Retrieval fees may apply)				
Tours:				
Group Tours (Minimum 10 people)	Per person	\$2.00	\$2.00	\$2.00
School Tours	Per student	\$2.00	\$2.00	\$2.00
Summer Camp	Per week		\$165.00	\$165.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person		\$5.00	\$5.00
Admission Fees:				
Museum & Village		Donation Box	Donation Box	Donation Box
Canal Days – 13+ years	Per person	\$2.00	\$2.00	\$2.00
– 0 to 12 years	Per person	Nil	Nil	Nil
Christmas Festival		By Donation	By Donation	By Donation
Membership Fees:				
Students/Seniors (60+)		\$3.00	\$3.00	\$3.00
Individual		\$5.00	\$5.00	\$5.00
Family		\$10.00	\$10.00	\$10.00
Life Patron		\$100.00	\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation	By Donation

Schedule R
L.R. Wilson Heritage Research Archives

		2016 Fee	2017 Fee	2018 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.				
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00
Business Use	Per hour	\$40.00	\$40.00	\$40.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)				
Artifact/Archive	Per item	\$15.00	\$15.00	\$20.00
Photograph	Per item	\$10.00	\$10.00	\$15.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed				
Commercial Use	Per image	\$50.00	\$50.00	\$50.00
Business Use	Per image	\$30.00	\$30.00	\$30.00
Personal Use	Per image	\$30.00	\$30.00	\$20.00
*Excluding mailing costs				
Photocopies: *Copyright Restrictions Apply				
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50
Colour Copy (Retrieval fees may apply)	Per page	\$2.00	\$2.00	\$2.00
Rental Fees for MacDonald Conference Hall: Contract must be signed				
4 hour rental		\$60.00	\$60.00	\$60.00
8 hour rental		\$100.00	\$100.00	\$100.00
Use of the following within MacDonald Conference Hall:				
Slide, Projector and Screen		\$5.00	\$5.00	\$10.00
Overhead Projector and Screen		\$5.00	\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00	\$10.00
Sound System		\$10.00	Nil	Nil

**Schedule S
Port Colborne Market**

Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Large Stalls A, B, C, D (72 & 73) (1 & 1A), (15 & 16), (45 & 45A), (59 & 60), (61 & 62)	Per year	\$225.00	\$230.00	\$235.00
	Per year	\$215.00	\$220.00	\$225.00
All Others 2 stalls 1½ stalls 1 stall	Per year	\$205.00	\$210.00	\$214.00
	Per year	\$175.00	\$180.00	\$184.00
	Per year	\$140.00	\$145.00	\$148.00
Fee Per Use Additional stalls – yearly vendors (one only per vendor where feasible) 1 stall – daily vendors ½ stall – yearly & daily vendors	Per use	\$39.00	\$40.00	\$41.00
	Per use	\$39.00	\$40.00	\$41.00
	Per use	\$26.00	\$28.00	\$29.00
Electrical Supply One outlet:	Per year	\$90.00	\$95.00	\$97.00
	Per month	\$16.00	\$20.00	\$21.00
	Per day	\$6.00	\$6.50	\$6.75
Insurance* Yearly vendors Daily vendors	Per year	\$25.00	\$26.00	\$27.00
	Per day	\$5.00	\$5.50	\$5.75
*HST Exempt				
Daily Stall Cost* Rate Insurance Total	Per day	\$45.00	\$46.50	\$47.00
	Per day	\$5.00	\$5.50	\$5.75
	Per day	\$50.00	\$52.00	\$53.00
*HST included				
All Market Vendor fees shall be adjusted annually, without amendment to this By-Law, by the Consumer Price Index (CPI).				

Schedule T
Services by By-Law Enforcement Division

Cutting Weeds			
Lot Size	2016 Fee	2017 Fee	2018 Proposed Fee
1 to 7,500 square feet	\$322.00	\$322.00	Actual costs
7,501 to 15,000 square feet	\$354.00	\$354.00	
15,001 to 30,000 square feet	\$386.00	\$386.00	
30,000 square feet to 1 acre	\$442.00	\$442.00	
> 1 acre to 1.5 acres	\$489.00	\$489.00	
> 1.5 acres to 2 acres	\$512.00	\$512.00	
Each additional acre	\$69.50	\$69.50	

Erection and Maintenance of Signs and Other Advertising Devices					
Sign Type	Size		2016 Fee	2017 Fee	2018 Proposed Fee
Awning	Each		\$50.00	\$50.00	\$51.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$15.00	\$15.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$30.00	\$30.00	\$31.00
Billboard	Maximum 50 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Facia	Maximum 15 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Ground	Maximum 10 square meters		\$50.00	\$50.00	\$51.00
Mall		Per square meter	\$5.00	\$5.00	\$5.50
Pole / Pylon	Maximum 20 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Portable	Maximum 9 square meters	Per 15 days	\$15.00	\$15.00	\$16.00
Projecting	Maximum 10 square meters		\$50.00	\$50.00	\$51.00
Roof	Maximum 50 square meters	Per square meter	\$5.00	\$5.00	\$5.50
Fees					
Sign Variance (non-refundable)			\$700.00	\$700.00	\$714.00
Order to Comply – administration fee			\$204.00	\$204.00	\$208.00

By-Law Enforcement Division Miscellaneous Fees

Schedule of Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Fence By-Law			
Fence Variance (non-refundable)	\$450.00	\$450.00	\$459.00
Fence By-Law Order to Comply – application fee	\$204.00	\$204.00	\$208.00
Removal of Snow and Ice By-Law			
Snow clearing - per meter	\$10.50	\$10.50	\$11.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$204.00	\$204.00	\$208.00
Regulate Noise By-Law			
Noise Variance – Private function taking place on private property (non-refundable)	\$150.00	\$150.00	\$153.00
Noise Variance – Private function taking place on City property (non-refundable)	\$100.00	\$100.00	\$102.00
On Street Parking Permits			
Initial Fee (per vehicle)	\$25.00	\$25.00	\$26.00
Replacement Fee (per vehicle)	\$40.00	\$40.00	\$41.00
Fail to display permit prominently	\$25.00	\$25.00	\$26.00
Park without permit	\$50.00	\$50.00	\$51.00

Maintenance of Property and Land

Schedule of Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Re-inspection fee*	\$95.00	\$95.00	\$97.00
Minimum maintenance fee	\$170.00	\$170.00	\$174.00
Administration fee	Add 15%	Add 15%	Add 15%
Mailing fee	\$25.00	\$25.00	\$26.00
*Re-inspection fee is payable where violation still exists.			

Site Alteration				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Basic fee for affected land area of 1 hectare for a 6 month permit	Per application	\$100.00	\$100.00	\$102.00
Additional fee per hectare or fraction thereof over one hectare (Example: 15 ha site = \$100 +(\$20 x 14 ha) = \$380)	Per hectare	\$20.00	\$20.00	\$21.00
Maximum fee for a 6 month permit	Per application	\$1,000.00	\$1,000.00	\$1,020.00
NOTE: Fees include inspection of control plans and site by City staff				
Permit extension fee – per hectare (Example: same 15 ha site = (\$20 x 15 ha) = \$300)	Per hectare	\$20.00	\$20.00	\$21.00

Trees				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Tree Trimming	Per hour	\$200.00	\$200.00	\$204.00
Tree Removal	Per hour	\$300.00	\$300.00	\$306.00
Stump Removal	Per hour	\$100.00	\$100.00	\$102.00
Tree Replacement	Per tree	\$350.00	\$350.00	\$357.00
Tree Inspection – by Arborist	Per report	\$500.00	\$500.00	\$510.00
Municipal Consent for Tree Removal		Nil	Nil	Nil

Exotic Pets				
Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
For the first animal of each species		\$20.00	\$20.00	\$21.00
For the second and third animal of each species		\$2.00	\$2.00	\$2.50
For each species the aggregate of which exceed three in number		\$1.00	\$1.00	\$1.50
Maximum Licensing fee*		\$5,000.00	\$5,000.00	\$5,100.00
*regardless of the number of animals, animal species or sub-species held in a single location				

Schedule U
Cemeteries of the City of Port Colborne

		2016 Fee	2017 Fee	2018 Proposed Fee
Opening and Closing Fees and Charges				
Regular Single Grave				
Summer (April – November): Grave Opening and Closing	Monday to Friday	\$950.00	\$950.00	\$969.00
Summer (April – November): Grave Opening and Closing	Saturday and Holidays	\$1,050.00	\$1,050.00	\$1,071.00
Winter (December – March): Grave Opening and Closing	Monday to Friday	\$1,150.00	\$1,150.00	\$1,173.00
Winter (December – March): Grave Opening and Closing	Saturday and Holidays	\$1,250.00	\$1,250.00	\$1,275.00
Baby Grave Opening and Closing	Monday to Friday	\$350.00	\$350.00	\$357.00
Baby Grave Opening and Closing	Saturday and Holidays	\$370.00	\$370.00	\$377.00
Cremation Openings (no vault, cremation plot or lot)	Monday to Friday	\$500.00	\$500.00	\$510.00
Cremation Openings (no vault, cremation plot or lot)	Saturday and Holidays	\$575.00	\$575.00	\$586.00
Cremation Openings (plus vault no larger than 15" x 15")	Monday to Friday	\$560.00	\$560.00	\$571.00
Cremation Openings (plus vault no larger than 15" x 15")	Saturday and Holidays	\$650.00	\$650.00	\$663.00
Cremation Lot Fee (2 nd , 3 rd , 4 th)	On Existing Plot	\$200.00	\$200.00	\$204.00
Columbarium Openings and Closing	Monday to Friday	\$125.00	\$125.00	\$128.00
Columbarium Openings and Closing	Saturday and Holidays	\$150.00	\$150.00	\$200.00
Cemetery Services and Interment Rights Prices				
Columbarium, each crypt (includes perpetual care of 40%)	R1 Top	\$1,500.00	\$1,500.00	\$1,530.00
	R2	\$1,450.00	\$1,450.00	\$1,479.00
	R3	\$1,400.00	\$1,400.00	\$1,428.00
	R4	\$1,350.00	\$1,350.00	\$1,377.00
Single Lot or Grave (includes perpetual care of 40%)	3.5' x 9.0'	\$1,350.00	\$1,350.00	\$1,377.00
Cremation Lot (includes perpetual care of 40%)	2' x 2'	\$475.00	\$475.00	\$485.00
Baby Lot (includes perpetual care of 40%)	Size determinant	\$350.00	\$350.00	\$357.00
Corner Posts	Per set of four	\$225.00	\$225.00	\$230.00
Installation of footing foundation for marker or monument	Per cubic foot	\$30.00	\$30.00	\$40.00
Monument or marker (>42" above grade)	Per inch	\$25.00	\$25.00	\$26.00
Perpetual care markers (owner supplied)	Flat stone on grade	\$50.00	\$50.00	\$51.00
Perpetual care markers (owner supplied)	Marker above grade	\$100.00	\$100.00	\$102.00
Disinter (opening fee plus actual cost to disinter)		\$950.00	\$950.00	\$969.00
Transfer Fee		\$25.00	\$25.00	\$26.00

Schedule V
Services by Planning and Development Division

Application	2016 Fee	2017 Fee	2018 Proposed Fee
Official Plan			
Official Plan Amendment	\$4,000.00	\$4,400.00	\$4,400.00
Adjournment of an Official Plan Amendment (at applicant's request)	\$500.00	\$700.00	\$700.00
Zoning By-Law			
Zoning By-Law Amendment	\$3,500.00	\$3,900.00	\$3,900.00
Adjournment of a Zoning By-Law (at owner's request)	\$500.00	\$700.00	\$700.00
Removal of a Holding Symbol	\$700.00	\$1,000.00	\$1,000.00
Temporary Use By-Law	\$3,000.00	\$3,900.00	\$3,900.00
Preparation of a Temporary Use Agreement	\$1,500.00	\$1,800.00	\$1,800.00
Extension of a Temporary Use	\$1,500.00	\$1,500.00	\$1,500.00
Plan of Subdivision/Condominium			
Draft Plan Approval	\$5,000.00	\$6,500.00	\$6,500.00
Redline Revisions/Change of Conditions to Draft Plan	\$1,700.00	\$2,000.00	\$2,000.00
Extension to Draft Plan Approval	\$1,000.00	\$1,500.00	\$1,500.00
Condominium Conversion	\$4,000.00	\$6,500.00	\$6,500.00
Final Plan Approval	\$2,000.00	\$1,500.00	\$1,500.00
Amendment to Subdivision/Condo Agreement	N/A	\$2,000.00	\$2,000.00
Part Lot Control	\$700.00	\$1,000.00	\$1,000.00
Deeming By-Law	\$200.00	\$400.00	\$400.00
Discharge of a Subdivision/Condominium Agreement	\$900.00	\$1,000.00	\$1,000.00
Validation Order By-Law	\$750.00	N/A	N/A
Site Plan Control			
Site Plan Control Approval	\$3,000.00	\$3,400.00	\$3,400.00
Amendment to Site Plan Agreement	\$1,200.00	\$1,500.00	\$1,500.00
Discharging of a Site Plan Agreement	\$900.00	\$1,000.00	\$1,000.00
Commitment of Adjustment			
Minor Variance/Expansion of Non-Conforming Use	\$750.00	\$1,150.00	\$1,150.00
Minor Variance (Building without a Permit)	\$1,050.00	\$1,500.00	\$1,500.00
Consent (new lot)	\$1,100.00	\$1,600.00	\$1,600.00
Easement	\$850.00	\$1,100.00	\$1,100.00
Lot Addition/Boundary Adjustment	\$850.00	\$1,100.00	\$1,100.00
Adjournment of a Consent or Variance (at applicant's request)	\$300.00	\$500.00	\$500.00
Changes to Consent Conditions	\$300.00	\$500.00	\$500.00
Final Certification Fee	\$200.00	\$200.00	\$200.00
Validation of Title	N/A	\$900.00	\$900.00

Application	2016 Fee	2017 Fee	2018 Proposed Fee
Miscellaneous			
Quarry/Pit Establishment or Expansion	N/A	\$60,000.00	\$60,000.00
Telecommunication Facilities Consultation Process	\$1,000.00	\$1,500.00	\$1,500.00
Compliance Letter	\$115.00	\$125.00	\$125.00
Compliance Letter Express (within 3 days)	\$160.00	\$180.00	\$180.00
Development Agreement	\$2,000.00	\$2,400.00	\$2,400.00
Discharging of a Development Agreement	\$900.00	\$900.00	\$900.00
Front Ending Agreement	\$1,500.00	\$1,500.00	\$1,500.00
OMB Subpoena – first day	\$600.00	\$600.00	\$600.00
– thereafter	\$400.00	\$400.00	\$400.00
Pre-consultation Report (when requested)	\$200.00	N/A	N/A
Combined Applications			
Official Plan & Zoning By-Law Amendments	\$6,500.00	\$7,500.00	\$7,500.00
Official Plan, Zoning By-Law Amendments & Draft Plan of Subdivision/Condo.	\$11,500.00	\$12,500.00	\$12,500.00
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo.	\$7,500.00	\$8,500.00	\$8,500.00
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$8,500.00	\$9,500.00	\$9,500.00
Zoning By-Law Amendment & Site Plan Control	\$5,500.00	\$5,500.00	\$5,500.00
Consent & Minor Variance	\$1,550.00	\$2,100.00	\$2,100.00
Consent & Development Agreement	\$2,100.00	\$3,500.00	\$3,500.00
Consent/Lot Addition & Zoning By-law Amendment	N/A	\$4,500.00	\$4,500.00
Minor Variance & Development Agreement	\$1,750.00	\$3,000.00	\$3,000.00
Submission Deadlines and Accelerated Applications			
Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-Law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.			
While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:			
Staff Rates:	Director of Planning and Development	\$220/hour	
	Planner	\$150/hour	
	Planning Technician / Clerical	\$100/hour	
Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.			

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

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.

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 and East Waterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

Schedule W
Maintenance and Occupancy of Property

Schedule of Fees		2016 Fee	2017 Fee	2018 Proposed Fee
Issuance of Certificate of Compliance				
1-5 Dwelling Units	Per Dwelling Unit	\$50.00	\$50.00	\$51.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$250.00	\$250.00	\$255.00
<i>PLUS</i>	Per Dwelling Unit	\$10.00	\$10.00	\$10.50
More than 25 Dwelling Units	Per certificate	\$400.00	\$400.00	\$408.00
<i>PLUS</i>	Per Dwelling Unit	\$10.00	\$10.00	\$10.50
Other		\$75.00	\$75.00	\$77.00
Vacant Property		\$100.00	\$100.00	\$102.00
Inspection Fees				
Registering Order on Title	Per Title	\$50.00	\$50.00	\$51.00
Compliance Inspection & Removing Order <i>(Inspection Fee, Removal and Response to Lawyer)</i>	Per Order	\$100.00	\$100.00	\$102.00
Additional Inspection for Compliance	Each	\$30.00	\$30.00	\$31.00
Appeal Fees				
Apply for an Appeal (non-refundable)	Per Appeal	\$250.00	\$250.00	\$255.00
Other Fees				
Order to Comply		\$204.00	\$204.00	\$208.00

Schedule X

Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Construction				
New Building Construction and Additions ^{6,8}	Permit Fee Details ¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Major Occupancy⁷				
Group A – Assembly Occupancies Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other	Per square foot	\$1.15	\$1.15	\$1.21
Group B – Institutional Occupancies Examples: Hospital, retention facility, nursing home, other	Per square foot	\$1.26	\$1.26	\$1.50
Group C – Residential Occupancies				
Single detached dwelling	Per square foot	\$1.05	\$1.05	\$1.15
Semi-detached dwelling, duplex dwelling	Per square foot	\$1.05	\$1.05	\$1.15
Townhouse	Per square foot	\$1.05	\$1.05	\$1.15
Multiple unit dwellings, apartment building, townhouse	Per square foot	\$0.84	\$0.84	\$1.15
Hotels, motels	Per square foot	\$0.84	\$0.84	\$1.15
Other residential	Per square foot	\$0.84	\$0.84	\$1.15
Group D – Business/Personal Services Occupancies Examples: Office, bank, medical, police station, other	Per square foot	\$1.05	\$1.05	\$1.15
Group E – Mercantile Occupancies Examples: Store, shopping mall/plaza, shop, market, retail, other	Per square foot	\$1.05	\$1.05	\$1.15
Group F – Industrial Occupancies Examples:				
Industrial mall/plaza/garage, plant, factory, warehouse, other	Per square foot	\$0.68	\$0.68	\$0.75
Industrial buildings with no partitions, no plumbing and no mechanical	Per square foot	\$0.37	\$0.37	\$0.45
Special Categories/Occupancies				
Farm building, greenhouse	Per square foot	\$0.27	\$0.27	\$0.28
Park Model Trailer		\$160.00	\$160.00	\$200.00
Tent, temporary fabric structure	Each	\$0.10 sq.ft.	\$0.10 sq.ft.	\$200.00
Renewable Energy Projects		See note 12	See note 12	See note 12
Houses:¹⁴				
Garage, carport	Per square foot	\$0.53	\$0.53	\$0.56
Covered deck/porch	Per square foot	\$0.32	\$0.32	\$0.34
Uncovered deck/porch	Per square foot	\$0.27	\$0.27	\$0.28
Sunroom/solarium	Per square foot	\$0.63	\$0.63	\$0.66
Shed/accessory building	Per square foot	\$0.32	\$0.32	\$0.34

Alterations	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.27	\$0.27	\$0.28
Under pinning foundation		See note 12	See note 12	See note 12
Roof structure	Per square foot	\$0.11	\$0.11	\$0.12
Fireplace, woodstove, chimney		\$105.00	\$105.00	\$110.00
Interior Alterations:				
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.32	\$0.32	\$0.55
Finishing basement	Per square foot	\$0.27	\$0.27	\$0.55
Other minor alteration		See note 12	See note 12	See note 12

Partial Permit/Staged Construction¹¹	2016 Fee	2017 Fee	2018 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value	50%	50%	50%
Foundation Stage¹¹			
Complete to grade including or excluding underground services within building	15%	15%	15%
Building Shell Stage¹¹			
Completed structural shell stage	40%	40%	40%
Completed architectural shell stage	80%	80%	80%
Building Completion Stage¹¹			
Includes completed building stage	100%	100%	100%

Plumbing Only	Permit Fee Details¹⁻¹⁶	2017 Fee	2017 Fee	2018 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$8.50	\$8.50	\$8.93
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear foot	\$1.00	\$1.00	\$1.05
Water distribution pipe inside a building	Each	\$105.00	\$105.00	\$110.00
Residential¹⁴				
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	N/A	N/A	\$200.00

Mechanical HVAC Only	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Group A, B, C (except houses), D E Houses	Per square foot	\$0.07 \$105.00	\$0.07 \$105.00	\$0.08 \$110.00
Group F Commercial type Kitchen Exhaust	Per square foot	\$0.06 See note 12	\$0.06 See note 12	\$0.07 See note 12

Pool	2016 Fee	2017 Fee	2018 Proposed Fee
Public pool	\$315.00	\$315.00	\$331.00
Private pool	\$128.00	\$125.00	\$131.00

Designated Structure	2017 Fee	2017 Fee	2018 Proposed Fee
As defined in OBC.	See note 12	See note 12	See note 12

Demolition	Permit Fee Details¹⁻¹⁶	2016 Fee	2017 Fee	2018 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Per square foot	\$105.00	\$105.00	\$110.00
Other demolitions		\$0.06	\$0.06	\$0.07

Conditional¹⁵	2016 Fee	2017 Fee	2018 Proposed Fee
Surcharge	50%	50%	50%

Change of Use	2016 Fee	2017 Fee	2018 Proposed Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$105.00	\$105.00	\$120.00

Occupancy	2016 Fee	2017 Fee	2018 Proposed Fee
<i>Permit to allow occupancy</i>			
Houses, semi-detached dwellings, townhouses	\$105.00	\$105.00	\$110.00
Other buildings	\$105.00	\$105.00	\$110.00
<i>Permit to allow partial occupancy</i>			
For area of building to be occupied (per square foot gross floor to be occupied)	N/A	N/A	\$0.07
Review of proposed application	N/A	N/A	\$100/hour

Transfer	2016 Fee	2017 Fee	2018 Proposed Fee
Transfer of permit to a new owner	\$105.00	\$105.00	\$110.00

Deposits Required for Permits		2016 Fee	2017 Fee	2018 Proposed Fee
New Main Buildings	Houses	\$1,000.00	\$1,000.00	\$1,050.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Additions, Accessory	Houses	\$500.00	\$500.00	\$525.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Alterations	Houses	\$500.00	\$500.00	\$525.00
	Other than Houses	\$500.00	\$500.00	\$525.00
Demolitions	Main Building	\$2,000.00	\$2,000.00	\$2,100.00
	Accessory, Partial	\$500.00	\$500.00	\$525.00
Pools	In ground	\$500.00	\$500.00	\$525.00
Other	See note 4	\$500.00	\$500.00	\$525.00
New Main Buildings and Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses	\$1,000.00	\$1,000.00	\$1,050.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,000.00	\$2,000.00	\$2,100.00

Notes:

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	2016 Fee	2017 Fee	2018 Proposed Fee
Discharge of an Order from property title	\$735.00	\$735.00	\$772.00
Submitting an application for Permit Minimum non-refundable fee for submitting all permit applications	\$105.00	\$105.00	\$105.00
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	N/A	N/A	\$100.00

Refund of Permit Fees	2016 Fee	2017 Fee	2018 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00	\$100.00

Notes:

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.

- 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 \$105.00 paid at time of application plus \$50.00 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 \$105.00
- ¹⁰ Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 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 \$13.00 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 deposits which may be required.
- 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.

USER GROUP RATING SCHEDULE – City of Port Colborne
\$2,000,000 Commercial General Liability

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Tennis

Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Non-Contact Touch / Flag Football, Track & Field, Volleyball

Excluded Activities: Alpine Skiing, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Fireworks, Gymnastics, Horse Related, Kickboxing, Lacrosse, Minor Hockey (18 & under), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to McAvoy, Belan & Campbell for all other sports

Insurance inquiries & non-Canadian User Groups must be referred to MBC

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use (1 day or less) (Excluding hockey)	1-100	1.35	2.38	Refer
	100-250	2.39	6.35	Refer
One Day Sporting Events / Tournaments	1-100	\$23.68	\$45.36	Refer
	101-250	\$32.40	\$85.05	Refer
	251-500	\$56.70	\$113.40	Refer
Two to Three Day Sporting Events / Tournaments	1-100	\$45.36	\$90.72	Refer
	101-250	\$68.04	\$141.75	Refer
	251-500	\$113.40	\$192.78	Refer
Multi-day Sporting Events / Tournaments over 500 participants or more than 3 Days		Refer	Refer	Refer
All Season Sporting Activities (except hockey)	1-50	\$85.05	\$113.40	Refer
	51-100	\$113.40	\$141.75	Refer
	101-250	\$141.75	\$170.10	Refer
	over 250	Refer	Refer	Refer
Beer Garden – applicable to sporting events (Premium is <u>in addition</u> to Sport Tournament Rate)	1-100		\$113.40/day	
	101-250		\$170.10/day	
	251-500		\$226.80/day	
	Over 500		Refer	
Occasional Recreational Pool Use (if applicable)	Up to 2 hours \$8.53		Over 2 hours \$17.01	

Recreational Non-Contact Ice Hockey	Season September – April	Season May - August
Adult pickup – max 30 players	\$141.75	\$113.40
Adult league	\$255.15/team	Refer
Adult tournaments	Up to 8 teams	\$283.50
	9 – 16 Teams	\$425.25
	Larger Tournaments	Refer
One time recreational adult hockey	1 – 30 players	\$8.10 (max. 1½ hrs)
One time recreational skating • No sticks or pucks	1 - 25 participants	\$8.51 (max. 1½ hrs)
	26 – 100 participants	\$15.88 (max. 1½ hrs)
	101 – 250 participants	\$28.35 (max. 1½ hrs)

Recreational Non-Contact Ball/Roller Hockey	Season September - April	Season May - August
Pickup – max. 30 players	\$108	\$113.40
League	Refer	Refer

Meetings & Events

Type of Event	# Participants	Premium	
Meetings - No Alcohol (including arts & craft, bridge, etc.) • seasonal - monthly: 3 times rate • seasonal - weekly: 5 times rate	1-500 over 500	\$2.84 Refer	
Events		No Alcohol	With Alcohol
	1-100	\$56.70	\$141.75
	101-250	\$113.40	\$255.15
	251-500	\$170.10	\$311.85
	501-1000 over 1000	\$283.50 Refer	Refer Refer
2-3 day meetings/events		Twice Daily Rate	
4-5 day meetings/events		Triple Daily Rate	
Annual Monthly Meetings		Five Times Daily Rate	
Children's Birthday Parties	Birthday Party and/or Meeting Room	\$2.27/hour	
	Party and/or Meeting Room and/or Sports (Sports include gym, pool or arena use)	\$4.54/hour	
Camp Programs		Refer	

PROVINCIAL TAXES INCLUDED

User Group Coverage for the City of Port Colborne

SPORT & RECREATION LIABILITY INSURANCE

Why Liability Insurance?

Because of your operations, or actions, you are open for possible suit from third parties. You may not be liable but you will need to be defended in court. A Liability policy pays for this defence as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered.

This policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

Who Is Insured?

Any group using the facilities of the community centre or municipality who does not have access to other insurance.

Activities Covered

Consist of sports and recreation events sanctioned or authorized by you.

Who is Covered?

All members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties on your behalf.

Eligibility

The program is designed principally for sport and recreation groups at local levels.

Coverage Provided

Through All Sport Insurance and Marketing Ltd., and Underwriting through Lloyd's of London.

Claims Service

Is available on a national basis from specialists who have a wide range of services at their disposal.

General Liability Insurance

Limit - \$2,000,000

Including the following extensions:

- Premises, Property and Operations
- Products and Completed Operations
- Blanket Contractual
- Personal Injury (libel and slander)
- Employees as Additional Insured
- Cross Liability
- Tenants Legal Liability

A deductible of \$500 applies to bodily injury, property damage and legal expenses.

The description of coverage contained herein is not complete, and reference must be made to the actual terms and conditions of the applicable policy forms. For further information please contact us.

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

**BEING A BY-LAW TO AMEND BY-LAW 6366/46/16 BEING A BY-LAW TO
AUTHORIZE ENTERING INTO A SUBDIVISION AGREEMENT WITH LESTER
SHOALTS LIMITED (WESTWOOD ESTATES PHASE II) WITH A REVISED
GRADE CONTROL PLAN**

WHEREAS the Council of The Corporation of the City of Port Colborne is desirous of amending the Westwood Estates Phase II subdivision agreement between the City and Lester Shoalts Limited with a revised grade control plan.

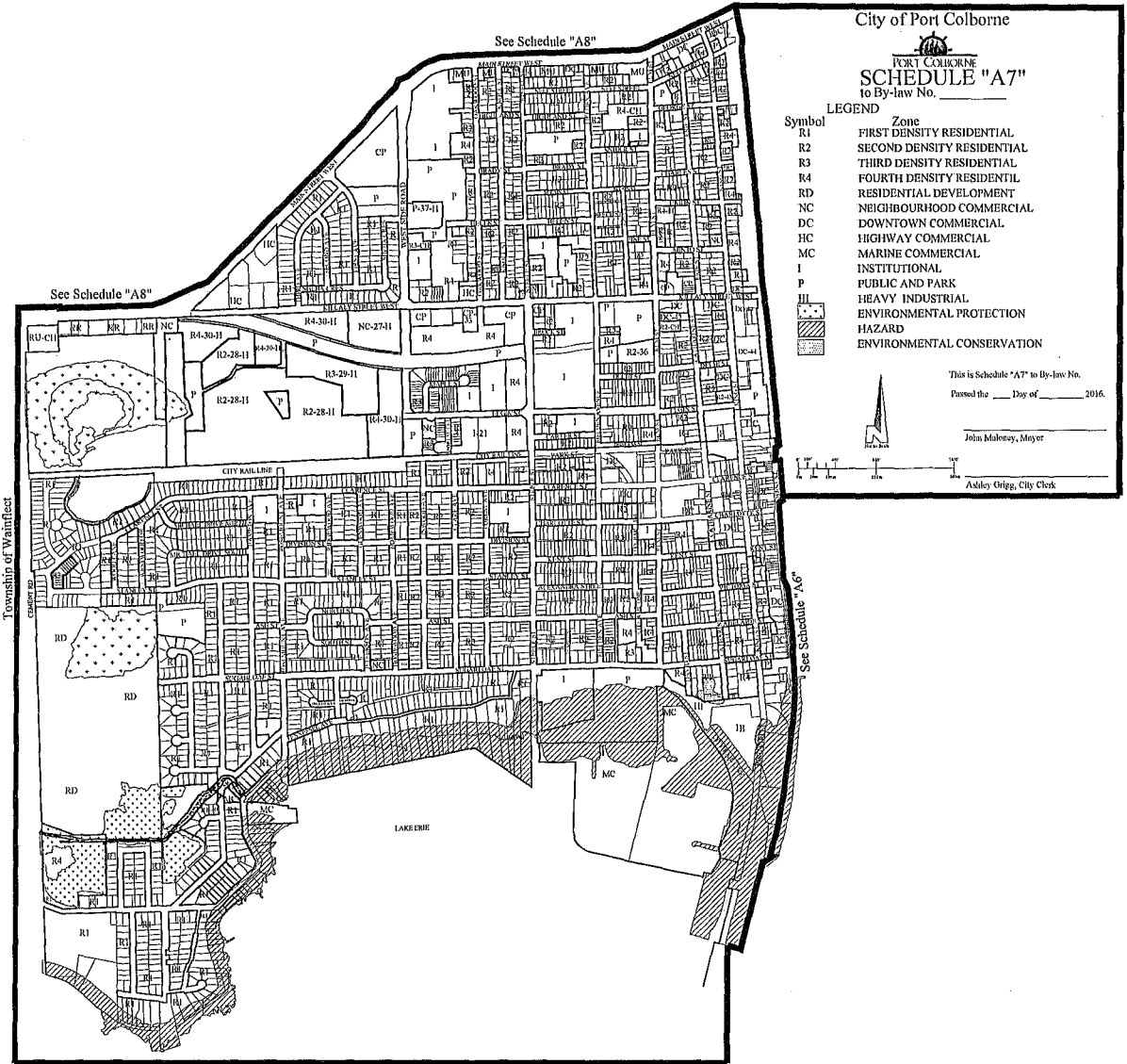
**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY
OF PORT COLBORNE ENACTS AS FOLLOWS:**

1. That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017), affixed hereto as Schedule "A";
2. That the Mayor and the Clerk are hereby authorized and directed to sign the said Subdivision Agreement Amendment and the Clerk is hereby authorized to affix the Corporate Seal thereto.

ENACTED AND PASSED THIS 12TH DAY OF MARCH, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK



City of Port Colborne

PORT COLBORNE
SCHEDULE "A7"
 to By-law No. _____

LEGEND

Symbol	Zone
R1	FIRST DENSITY RESIDENTIAL
R2	SECOND DENSITY RESIDENTIAL
R3	THIRD DENSITY RESIDENTIAL
R4	FOURTH DENSITY RESIDENTIAL
RD	RESIDENTIAL DEVELOPMENT
NC	NEIGHBOURHOOD COMMERCIAL
DC	DOWNTOWN COMMERCIAL
HC	HIGHWAY COMMERCIAL
MC	MARINE COMMERCIAL
I	INSTITUTIONAL
P	PUBLIC AND PARK
HI	HEAVY INDUSTRIAL
EHP	ENVIRONMENTAL PROTECTION
H	HAZARD
EC	ENVIRONMENTAL CONSERVATION

This is Schedule "A7" to By-law No. _____
 Passed the ____ Day of _____ 2016.



John Muleney, Mayor

Ashley Origg, City Clerk

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

**BEING A BY-LAW TO AUTHORIZE ENTERING A DEVELOPMENT AGREEMENT
WITH JOSEPH MOORE REGARDING 2731 VIMY RIDGE ROAD**

WHEREAS the Council of The Corporation of the City of Port Colborne is desirous of entering a development agreement with Joseph Moore regarding the property legally known as Part of Lots 13 and 14 Concession 1, designated as Part 2 on 59R-16071 in the City of Port Colborne in the Regional Municipality of Niagara; municipally known as 2731 Vimy Ridge Road.

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

1. That The Corporation of the City of Port Colborne enters into a Development Agreement with Joseph Moore, which development agreement is attached hereto as Schedule "A";
2. That the Mayor and the Clerk are hereby authorized and directed to sign the said development agreement and the Clerk is hereby authorized to affix the Corporate Seal thereto.

ENACTED AND PASSED THIS 12TH DAY OF MARCH, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

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THIS DEVELOPMENT AGREEMENT made this ____ day of _____, 2018.

BETWEEN:

JOSEPH RICHARD MOORE

hereinafter referred to as **OWNER** of the **FIRST PART**;

and

_____ hereinafter referred to as **MORTGAGEE** of the **SECOND PART**;

and

THE CORPORATION OF THE CITY OF PORT COLBORNE

hereinafter referred to as the **CITY** of the **THIRD PART**;

WHEREAS Joseph Richard Moore, the "Owner" owns the lands described on Schedule "A" attached hereto and hereinafter referred to as "the said lands";

AND WHEREAS the Committee of Adjustment approved the creation of one residential building lot (Application B09-16-PC) on April 11, 2017 conditional upon written approval from the Niagara Peninsula Conservation Authority and implements any requested mitigation measures;

AND WHEREAS the Niagara Peninsula Conservation Authority requires a Development Agreement between the Owner and the City regarding its requested mitigation measures;

NOW THEREFORE the parties hereto agree as follows:

1. The Owner hereby warrant that they are the registered Owner of "the said lands" as described in Schedule "A" attached hereto.
2. The Owner agrees that development of the said Lands will conform to the Niagara Peninsula Conservation Authority's letter, dated May 11, 2017, shown on Schedule "B".
3. The Owner agrees that upon the execution of this agreement, the said lands are charged with the performance of this agreement and shall be binding upon their executors, administrators, successors, assigns, respective heirs, and successors on title.
4. The Owner shall indemnify and keep harmless the City from and against all actions, causes of action, interest, claims, demands, costs, charges, damages, expenses, and the loss, which the City may at any time bear, incur, be liable for, sustain or be put unto for any reason of or on account of or by reason of or in consequence of the City entering into this agreement.
5. Whenever the singular or masculine is used in this agreement, they shall be construed as if the plural or the feminine or neuter has been used where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made and all covenants herein contained shall be construed to be several as well as joint.

6. The Owner acknowledges that the City shall register this agreement against the said lands on title.

SIGNED, SEALED & DELIVERED
IN THE PRESENCE OF:

OWNER

Witness

Joseph Richard Moore

MORTGAGEE

Witness

THE CORPORATION OF THE CITY
OF PORT COLBORNE

John Maloney, Mayor

Amber LaPointe

SCHEDULE "A"

Part of PIN 64168-0104(LT)
Part of Lots 13 and 14 Concession 1
designated as Part 2 on 59R-16071
In the City of Port Colborne
In the Regional Municipality of Niagara



May 11, 2017
(Email Only)

Mr. Alistair Shields
Planner
KLM Planning Partners Inc.
64 Jardin Drive
Unit 1B
Concord, ON
L4K 3P3

Our File No. PLCON201700346

Dear Mr. Shields

**Re: Niagara Peninsula Conservation Authority (NPCA) Comments
NPCA Requirements to Clear Condition 1
Consent File No.: B09-16-PC**

Thank you for taking the time to meet with NPCA and Regional staff regarding the above matter on May 8, 2017. We discussed the NPCA's requirements to be able to clear Condition 1, which reads "That the owner submits written approval from the Niagara Peninsula Conservation Authority and implements any requested mitigation measures". A summary of these requirements is provided below:

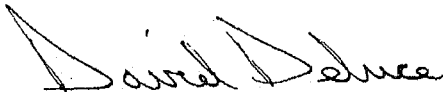
1. A tree saving plan showing trees to be removed, retained and tree plantings as noted in section 6.3 of the February 2017, Environmental Impact Study (EIS), prepared by Joseph Moore.
2. A site plan drawing that shows the location of a potential building envelope, location of proposed septic system and location of proposed wells. The site plan will also need to show mitigation measures as required by the EIS, the tree saving plan and MNRF (if any).
3. MNRF approval in writing advising that the applicant has met their requirements relating to Species of Conservation Concern or that they have no concerns with the Consent. Depending on MNRF requirements, this may involve obtaining an Overall Benefit Permit and completing a mitigation plan (as noted in the EIS).
4. The existing dug and drilled wells (as shown on drawing 16-045-S1 Matthews, Cameron, Heywood – Kerry T. Howe will have to be decommissioned by a water well contractor licensed in the province of Ontario and, copies of the water well decommissioning records be provided to clear the condition.
5. The new water supply wells shall be:
 - a. constructed with at least 6 metres of casing;
 - b. tested for potability; and

- c. before use, be equipped with disinfection equivalent to that required for surface water unless effective filtration is proven and treatment for any other treatment needs determined through the potability testing
6. The new sewage systems be equipped with nitrogen removal equivalent to:
 - a. CAN-BNQ standard N-I (50%) if sediments below the proposed septic bed are greater than 2 metres above the bedrock aquifer (determined by test pit during septic design); and
 - b. CAN-BNQ standard N-II (75%) if sediments below the proposed septic bed are less than 2 metres thick above the bedrock aquifer (determined by test pit during septic design).
7. A development agreement will be required to implement the above requirements and will need to be registered on title. The details of parties to the agreement will be sorted later.

Items 1 to 6 above will need to be satisfied before the development agreement in condition 7 can be finalized. We understand that your client wishes to register the severance by the end of May, 2017. NPCA still will work with you towards achieving this goal.

I trust this information is helpful. If you have any questions, please let me know.

Regards,



David Deluce, MCIP, RPP
Supervisor, Development Reviews (ext. 224)

cc: Mr. Neil Morris (email only)
Ms. Marilyn Radman, MCIP, RPP, Region of Niagara (email only)
Ms. Alexandria Tikky, Region of Niagara (email only)
Ms. Shannon Larocque, MCIP, RPP, City of Port Colborne (email only)
Ms. Lee-Ann Hamilton, NPCA (email only)

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THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

**BEING A BY-LAW TO CONFIRM APPOINTMENTS TO VARIOUS AGENCIES,
BOARDS & COMMITTEES**

WHEREAS at the meeting of March 12, 2018, the Council of The Corporation of the City of Port Colborne approved the recommendations of the Corporate Services Department, Clerk's Division, Report No. 2018-35, Subject: Appointments to Boards and Committees.

AND WHEREAS Council is desirous of appointing members of the public as representatives on various boards and committees.

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

1. That Council hereby confirms the appointment of Greg Poisson to the Canal Days Advisory Committee for a term ending December 31, 2020.
2. That Council hereby confirms the appointment of Marcia Turner to the Port Colborne Historical & Marine Museum Board for a term ending December 31, 2021.

ENACTED AND PASSED THIS 12TH DAY OF MARCH, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

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THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

BEING A BY-LAW TO ADOPT, RATIFY AND CONFIRM
THE PROCEEDINGS OF THE COUNCIL OF THE
CORPORATION OF THE CITY OF PORT COLBORNE AT
ITS REGULAR MEETING OF MARCH 12, 2018.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001* provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of March 12, 2018 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 except where the approval of the Ontario Municipal Board is required, in which case the effective date shall be the day after the approval of the Ontario Municipal Board is obtained or such other day as the Ontario Municipal Board may order; and further
2. 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.

ENACTED AND PASSED THIS 12TH DAY OF MARCH, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

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**City of Port Colborne
Regular Council Meeting 04-18
Minutes**

Date: February 26, 2018
Time: 7:18 p.m.
Place: Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne

Members Present: R. Bodner, Councillor
B. Butters, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
F. Danch, Deputy Mayor (presiding officer)
B. Kenny, Councillor
J. Mayne, Councillor

Absent: J. Maloney, Mayor (due to vacation)

Staff Present: D. Aquilina, Director of Planning and Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
A. LaPointe, Manager of Legislative Services/City Clerk
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services
S. Shypowskyj, Acting Director of Engineering and Operations

Also in attendance were interested citizens, members of the news media and YourTV.

1. Call to Order:

Deputy Mayor Danch called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 21 Moved by Councillor B. Butters
Seconded by Councillor Y. Doucet

That the agenda dated February 26, 2018 be confirmed, as circulated or as amended.
CARRIED.

4. **Disclosures of Interest:**

Nil.

5. **Adoption of Minutes:**

No. 22 Moved by Councillor B. Butters
Seconded by Councillor Y. Doucet

(a) That the minutes of the regular meeting of Council 03-18, held on February 12, 2018, be approved as presented.
CARRIED.

6. **Determination of Items Requiring Separate Discussion:**

Nil.

7. **Approval of Items Not Requiring Separate Discussion:**

No. 23 Moved by Councillor B. Kenny
Seconded by Councillor Y. Doucet

That Items 1 to 22 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

Motions Arising from Committee of the Whole Meeting Delegations:

Council resolved:

That the Director of Planning and Development be directed to hold a second public meeting in March with respect to the Proposed New Comprehensive Zoning By-law and to provide a report including public comments and changes at a future meeting of Council;" and

That the decision with respect to the matter of Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law be deferred until after the public meeting.

Items:

- 1. **Fire and Emergency Services, Report No. 2018-18, Subject: Emergency Management Program**

Council resolved:

That the proposed Emergency Management Program and updated Emergency Management Plan attached to Fire and Emergency Services Department Report No. 2018-18 be adopted by by-law; and

That By-law No. 4524/55/04 be repealed.

2. Community and Economic Development, Sugarloaf Marina Division, Report No. 2018-29, Subject: Sugarloaf Marina Dredging Project – Status Update

Council resolved:

That the Director of Community and Economic Development be directed to proceed with issuing a Request for Proposal for professional engineering services to manage the Marina dredging project; and

That the request for the allocation of \$100,000 to the Marina dredging project be referred to budget deliberations.

3. Corporate Services, Finance Division, Report No. 2018-28, Subject: Ontario Community Infrastructure Fund (OCIF) Intake Two – Nickel Area CSO Control Program Amending Agreement

Council resolved:

That The Corporation of the City of Port Colborne enter into an Amending Agreement with Her Majesty the Queen, as represented by the Minister of Agriculture, Food and Rural Affairs; and

That the Mayor and the Clerk be authorized and directed to sign said agreement, together

4. Corporate Services, Clerk's Division, Report No. 2018-21, Subject: Committee of the Whole/Council Meeting Schedule for October and December 2018

Council resolved:

That the regular meeting of Committee of the Whole/Council on October 22, 2018 be cancelled and the Clerk be directed to advertise such cancellation in accordance with the Procedural By-law; and

That the regular meeting of Committee of the Whole/Council for the month of December 2018, be scheduled for Monday, December 10, 2018, and that the City Clerk be instructed to issue public notice accordingly.

**5. Planning and Development, Planning Division, Report No. 2018-20,
Subject: Province of Ontario's Development Charges Rebate Program
Expression of Interest**

Council resolved:

That staff be directed to partner with the Niagara Region in submitting an Expression of Interest application to the Development Charges Rebate Program.

**6. Planning and Development, Planning Division, Report No. 2018-22,
Subject: Reimbursement and Waiving of Fees for Gateway Residential –
569 King Street**

Council resolved:

That Planning and Development Department, Planning Division Report No. 2018-22 in respect of the request by Gateway Residential & Community Support Services to refund and waive fees be received and that no further action be taken; and

That the Director of Planning and Development be directed to notify Gateway Residential & Community Support Services.

**7. Planning and Development, Planning Division, Report No. 2018-23,
Subject: Amendment to Westwood Estates Phase II Subdivision
Agreement**

Moved by Councillor B. Butters

Seconded by Councillor R. Bodner

That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).

**8. Engineering and Operations, Operations Division, Report No. 2018-25,
Subject: Port Colborne Distribution System Annual
Inspection**

Council resolved:

That Engineering and Operations Department, Operations Division Report No. 2018-25 with regard to the Port Colborne Distribution System Annual Inspection Report be received for information.

Outside Resolutions – Requests for Endorsement:**9. Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments (Resolution)**

Council resolved:

That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments, be received for information; and

That the following motion be approved:

Whereas Bill 160, the *Strengthening Quality and Accountability for Patients Act* amended the *Ambulance Act* to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department; and

Whereas the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medical model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and

Whereas the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer's ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift; and

Whereas in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medical model as a result of interest arbitration; and

Whereas the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the *Fire Protection and Prevention Act, 1997* and the *Ambulance Services Collective Bargaining Act* to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards;

That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments, be received for information; and

Whereas there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the *Police Services Act* which precludes arbitrators from amending the core duties of police officers; and

Whereas the Government of Ontario has committed that no unwilling municipal government will have a fire-medec pilot or program imposed upon them.

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

1. The City of Port Colborne calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medic pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election.
2. A copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; Cindy Forster, Member of Provincial Parliament; and the Association of Municipalities of Ontario.

**10. Region of Niagara Re: Town of Pelham Resident and Ratepayer
Petition**

Council resolved:

That the Council of The Corporation of the City of Port Colborne hereby notifies Niagara Regional Council that it is strongly opposed to the resolution requesting the Minister of Municipal Affairs to order a Municipal Audit of the financial affairs and business dealings of the Town of Pelham.

That this resolution be circulated to Local Area Municipalities, local MPPs, the Office of the Ontario Ombudsman and the Auditor General.

**11. Town of Fort Erie Re: Request for Financial Assistance in Development
of a Human Trafficking Program**

Council resolved:

That the resolution received from the Town of Fort Erie Re: Request for Financial Assistance in the Development of a Human Trafficking Program, be referred to the 2018 Budget.

12. City of Welland and City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority

Council resolved:

That the resolution received from the City of Welland and supported by the City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority, be supported.

13. Township of Wainfleet Re: Fair Workplaces, *Better Jobs Act* - Bill 148

Council resolved:

That the resolution received from the Township of Wainfleet in support of the resolution from the Township of Muskoka Lakes Re: Fair Workplaces, *Better Jobs Act* – Bill 148, be received for information.

14. Township of Wainfleet Re: Gillian's Place and National Day of Action on Violence Against Women

Council resolved:

That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines Re: Gillian's Place and National Day of Action on Violence Against Women, be received for information.

15. Township of Wainfleet Re: Women in Local Government

Council resolved:

That the resolution received from the Township of Wainfleet Re: Women in Local Government, be received for information.

16. Township of Wainfleet Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Council resolved:

That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines, be received for information.

17. Township of Wainfleet Re: Health Care Services in Niagara Region

Council resolved:

That the resolution received from the Township of Wainfleet in support of the resolution from the Town of Fort Erie, be received for information.

18. Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding

Council resolved:

That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution of the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be received for information.

19. Town of Essex Re: Offering School Property to Municipalities

Council resolved:

That the resolution received from the Town of Essex Re: Offering School Property to Municipalities, be supported.

Responses to City of Port Colborne Resolutions:

20. Region of Niagara Re: City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 (Inter Municipal Transit)

Council resolved:

That the correspondence received from the Region of Niagara regarding the City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 – Inter Municipal Transit and the appointing of Chief Administrative Officer Scott Luey to the Inter Municipal Transit Working Group, be received for information.

21. City of Hamilton in Support of the City of Port Colborne’s Resolution regarding Request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority

Council resolved:

That the resolution received from the City of Hamilton in support of the City of Port Colborne’s resolution regarding request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority, be received for information.

22. Town of Pelham Re: Niagara Parks Commission’s Proposed Expansion and Enhancement – Marina and Resort Development at Miller’s Creek

Council resolved:

That the resolution received from the Town of Pelham Re: Niagara Parks Commission’s Proposed Expansion and Enhancement – Marina and Resort Development at Miller’s Creek, be received for information.

CARRIED.

8. Consideration of Items Requiring Separate Discussion:

Nil.

9. Proclamations:

Nil.

10. Minutes of Boards, Commissions & Committees:

- (a) **Minutes of the Port Colborne Economic Development Advisory Committee Meeting of September 25, 2017**
- (b) **Minutes of the Port Colborne Public Library Board Meeting of January 8, 2018**
- (c) **Minutes of the Social Determinants of Health Advisory Committee – Everyone Matters Meeting of November 1, 2017**

No. 24 Moved by Councillor Y. Doucet
Seconded by Councillor D. Elliott

- (a) That the minutes of the Economic Development Advisory Committee meeting of September 25, 2017, be received.
- (b) That the minutes of the minutes of the Port Colborne Public Library Board meeting of January 8, 2018, be received.
- (c) That the minutes of the Social Determinants of Health Advisory Committee – Everyone Matters meeting of November 1, 2017, be received.

CARRIED.

11. Consideration of By-laws:

No. 25 Moved by Councillor A. Desmarais
Seconded by Councillor B. Butters

That the following by-laws be enacted and passed:

- 6553/08/18 Being A By-law to Appoint a City Clerk (Amber LaPointe)
- 6554/09/18 Being a By-law to Appoint a Deputy Clerk (Commissioner for Taking Affidavits)
- 6555/10/18 Being a By-law Establishing an Emergency Management Program for the Protection of Public Safety, Health, The Environment, Critical Infrastructure and Property, and to Promote Economic Stability and a Disaster-Resilient Community Repealing By-Laws 3560/141/97 and 4524/55/04
- 6556/11/18 Being a By-law to Authorize Entering Into an Amending Agreement for the Ontario Community Infrastructure Fund (OCIF AC2-0432) with Her Majesty the Queen as Represented by the Minister of Agriculture, Food and Rural Affairs
- 6557/12/18 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 February 26, 2018

CARRIED.

12. Council in Closed Session:

Motion to go into Closed Session – 7:24 p.m.

No. 26 Moved by Councillor B. Kenny
Seconded by Councillor A. Desmarais

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

- (a) Minutes of the closed session portions of the following Council meetings: January 22, 2018.
- (b) Corporate Services Department, Clerk's Division Report No. 2018-31, Subject: Appointments to Boards and Committees, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.
- (c) Planning and Development Department, Planning Division, Report No. 2018-19, concerning an appeal under the *Planning Act* to the Ontario Municipal Board related to 709 Lakeshore Road East, Pursuant to the *Municipal Act, 2001*, Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Motion to Rise With Report:

No. 27 Moved by Councillor D. Elliott
 Seconded by Councillor. Y. Doucet

That Council do now rise from closed session with report at approximately 8:06 p.m.

13. Disclosures of Interest Arising From Closed Session:

Nil.

14. Report/Motions Arising From Closed Session:

(b) **Corporate Services Department, Clerk's Division Report No. 2018-31, Subject: Appointments to Boards and Committees, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.**

The Deputy Clerk reported that the following direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

That the City Clerk be directed to bring forward a report in open session with respect to appointments to boards and committees recommended by Council, as follows:

Canal Days Committee:

That Greg Poisson be appointed to the Canal Days Advisory Committee for a term ending December 31, 2020.

Port Colborne & Historical Marine Museum

That Marcia Turner be appointed to the Port Colborne Historical & Marine Museum Board for a term ending December 31, 2021.

That the Clerk be directed to bring forward the necessary by-law for approval.

(c) **Planning and Development Department, Planning Division, Report No. 2018-19, concerning an appeal under the *Planning Act* to the Ontario Municipal Board related to 709 Lakeshore Road East, Pursuant to the *Municipal Act, 2001*, Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.**

The Deputy Clerk reported that direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

15. **Adjournment:**

No. 28 Moved by Councillor D. Elliott
 Seconded by Councillor Y. Doucet

That the Council meeting be adjourned at approximately 8:07 p.m.
CARRIED.

Frank Danch
Deputy Mayor

Carrie McIntosh
Deputy Clerk

CM/



PORT COLBORNE

City of Port Colborne
RECEIVED
FEB 22 2018
CORPORATE SERVICES
DEPARTMENT

MEMORANDUM

MAYOR'S OFFICE

905-835-2900 Ext. 301

TO: Amber Lapointe, City Clerk
FROM: Nancy Giles
DATE: February 21, 2018
RE: Minutes of Grant Policy Committee

Please find attached the minutes of the July 26, 2017 meeting of the Grant Policy Committee that were approved at our February 12, 2018 meeting.

July 26, 2017

MEETING OF THE GRANT POLICY COMMITTEE

Minutes of the Grant Policy Committee held on July 26, 2017 at 4:00 p.m. in the Library at City Hall, 66 Charlotte Street, Port Colborne.

The following Committee Members and Staff were present:

Committee Members	Chairman Bea Kenny
	Mayor John Maloney
	Councillor Angie Desmarais
	Gary Bruno
	Brenda Haymes
	Nancy Giles, Executive Assistant to the Mayor

CALL TO ORDER:

Chairman Kenny called the meeting to order at 4:07 p.m.

APPROVAL OF THE AGENDA

Moved by J. Maloney
Seconded by G. Bruno

That the agenda as presented be approved.
CARRIED.

APPROVAL OF THE MINUTES OF THE FEBRAURY 14, 2017 MEETING

Moved by A. Desmarais
Seconded by B. Haymes

That the minutes of the February 14, 2017 meeting be approved as presented.
CARRIED.

DONATION/SPONSORSHIP APPLICATIONS

The purpose of the meeting was to review the donation/sponsorship applications received from various organizations.

Moved by J. Maloney
Seconded by B. Haymes

That donation/sponsorship requests be approved for a total of \$9,000 for the second allocation for the year 2017 as follows:

Community Living Port Colborne-Wainfleet	\$2450
Friends of Port Colborne Lighthouses	\$1250
Friends of Roselawn Centre	\$1600
I C.A.N.T.E.R./Port Colborne Speech and Language Therapy	\$1000
La Boite a Soleil	\$1100
YMCA of Niagara	\$1600

CARRIED.

With respect to Friends of Port Colborne Lighthouses, a letter will be send to them encouraging them to raise the price of their tickets to better cover their costs during Canal Days.

With respect to Friends of Roselawn Centre, an inquiry will be made with Corporate Services about waiving their rental charge so they can better cover their costs. This is a strictly volunteer group who are working hard to maintain, preserve and improve a City facility.

OTHER BUSINESS

Letters will be sent to all applicants advising them of the committee's decision. Recipients will be invited to a cheque presentation during the September 25, 2017 Port Colborne City Council meeting.

We will advertise to the first allocation for 2018 in the November City Hall Newsletter.

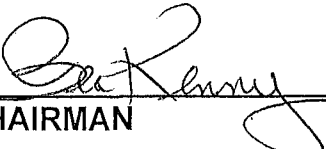
ADJOURNMENT:

Moved by J. Maloney
Seconded by B. Haymes


That we do now adjourn.

Time of adjournment 4:50 p.m.

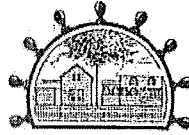
CARRIED.



CHAIRMAN



SECRETARY



Port Colborne Historical & Marine
MUSEUM
...more than a museum!

A meeting of the Board of Management of the Port Colborne Historical & Marine Museum was held on January 16, 2018 at 7 p.m. at the L.R. Wilson Heritage Research Archives.

Present: Stephanie Powell Baswick, Brian Heaslip, Donna Abbott, Cheryl MacMillan, Margaret Tanaszi, Terry Huffman, Abbey Stansfield, Bonnie Johnston, Alexander Fazzari, Councillor Dave Elliott

Regrets: Marcia Turner, Pam Koudijs

Minutes of Last Meetings

Moved by: Donna Abbott

Seconded by: Bonnie Johnston

To: Approve the Minutes of the Board of Management from November 21, 2017.

Motion carried.

Elections will be postponed until February 20, 2018 as appointments to the Board have not been completed by City Council.

Correspondence:

A thank you letter from Marge McAvoy who received recognition of her 25 years of service on the Board of Management in December 2017 was read.

Newsletters from societies that the museum subscribes to were displayed for the board to read.

Stephanie Powell Baswick read correspondence to the board, from Ron Baer, regarding his desire to donate an INCO steam whistle (particularly since there will be an INCO themed exhibit at the museum for 2018). The issue was referred to the Accession Committee.

Curator Report:

Stephanie reported on the 2017 Grand Old Christmas Festival, which had record attendance with 1,136 attendees counted at the gates. A financial report breakdown will be available at the next Board Meeting however due to sponsorship the revenue from the event was substantial.

Stephanie Powell Baswick reported that the Museum's perpetual calendars generated \$1,343.00 in revenue. She also reported that the corporate donor drive generated \$7,810 in 2017.

Stephanie also reviewed the December statistics for the museum; annual visitation was a record 17,038 visitors. It is very positive to see the visitation numbers just keep increasing every year.



Port Colborne Historical & Marine
MUSEUM
...more than a museum!

Stephanie passed around the proposed 2018 museum and archives fee rates. She has advised that the fees rates remain the same as they were in 2017.

Auxiliary Report:

Bonnie Johnston reported that the Tearoom had a great Christmas season and that the Christmas Puddings were all sold. The Auxiliary will meet again in April to begin preparations for the upcoming season.

Fundraising Committee Report:

Donna Abbott re-suggested the idea that the museum grounds would be a great place to host an, "Art in the Park" event connecting with local artists. It was proposed that this would be a good fundraiser. Donna suggested a weekend in August might be a good time to do so. A discussion followed on how that might not be the best timing due to the close proximity to Canal Days, particularly as this is the 40th anniversary of Canal Days. This item was referred to the 2018 Fundraising Committee for consideration.

Programme Committee Report:

No Report.

Building & Property Committee Report:

Margaret Tanaszi reported that the museum has received a new flagpole.

The board discussed Terry Huffman's suggestion on the rocks behind the Sherk Log Cabin be used for a memorial, possibly near the anchor. The suggestion was favorable and determined to be something the board will revisit in 2018.

Finance Committee Report:

No Report

Membership Committee Report:

Bonnie Johnston reported that for 2018 there are 13 member and 3 life patrons to date. She will also start to draft the membership campaign letter for 2018.



Port Colborne Historical & Marine
MUSEUM
...more than a museum!

Stephanie mentioned that she is in talks with the city staff to make the museum memberships available online for 2018. Dave Elliott suggested that this information goes to Michelle Cuthbert to help promote as she is the city's new Corporate Communications Officer.

Accession Committee Report:

No report.

Timer Cabin Committee Report:

Brian Heaslip reported that the cabin needs a path to connect it to the other museum paths so it can be opened to the public. They are currently looking for quotes to do so by connecting it to the pathway closest to the beginning of the ramp by the schoolhouse. The proposed new pathway would be made up of the same material as the existing path.

Policy Report:

No report.

New Business:

Stephanie reported that MP Vance Badawey is holding an awards ceremony, where he will be handing out Canada 150 awards, at the Vale Health and Wellness Centre on February 17, 2018 from 11-1. She also reported that the Canada 150 Time capsule will be dedicated right after the awards at 1:00.

Motion to Adjourn: Dave Elliott

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2017 ANNUAL REPORT



PORT COLBORNE HISTORICAL AND MARINE MUSEUM

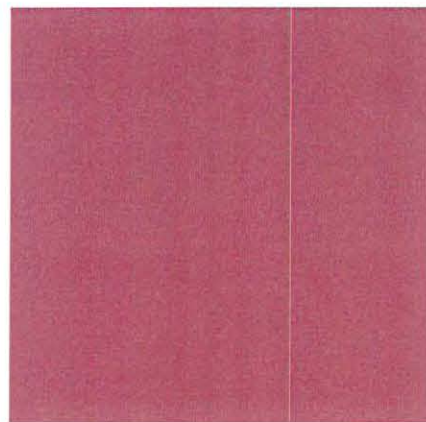
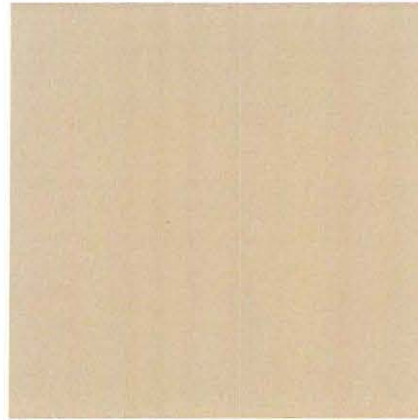
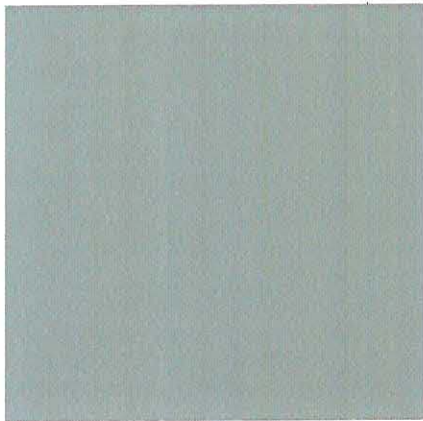


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LETTER FROM THE DIRECTOR/CURATOR

2017 was an unforgettable year as the Port Colborne Historical and Marine Museum focused on activities and exhibits in celebration of the 150th anniversary since Confederation. In February, for Heritage Week, a successful partnership between Lakeshore Catholic High School and seniors from the local community culminated with the *This Place Matters, My Canada: Oral History & Living Library Project*. This unique research project, event and exhibit of tin type portraits was supported by the Ontario Senior's Grant and created a lasting contribution to the L.R. Wilson Heritage Research Archives.

The feature exhibit *Exposure 150: A Photographic History of Port Colborne* and the travelling exhibition from the Archives of Ontario *Family Ties: Ontario Turns 150* both celebrated this milestone year and contributed to a record attendance of 17,038 visitors to the Museum in 2017.



Moreover, the Museum was able to make a lasting contribution in honour of Canada 150 with the dedication of the Timber Frame Cabin, the latest addition to the heritage village that will be interpreted as a weaving shed. This dedication was held in conjunction with the launch of Port Colborne Heritage Days, My Canada Matters—twelve days of activities throughout the city in honour of the sesquicentennial. We acknowledge support from the Government of Canada in granting funds for Port Colborne Heritage Days, My Canada Matters and from the Port Colborne Canada 150 Committee for their work in reaching out to different groups and organizations to provide an inclusive and well-rounded itinerary from June 20th to July 1st.

Looking to the future, the Museum has assisted Mayor John Maloney with gathering together items from 2017 into a time capsule that will be opened on Canada's Bicentennial. This time capsule will be dedicated during Heritage Week 2018 at the Vale Health and Wellness Centre. Remembering our past, celebrating our present and looking forward to our future—this time capsule is a fitting end to a banner year.



CANADA 150

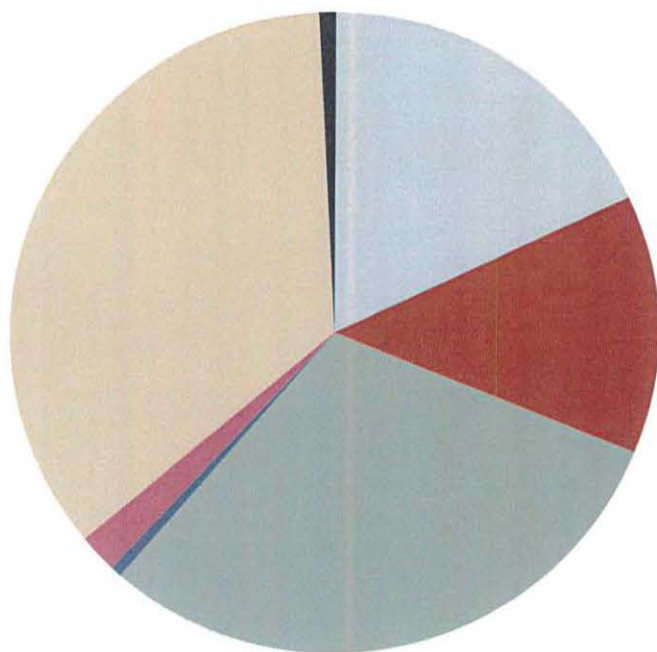
Stephanie Powell Baswick
Director/Curator
Port Colborne Historical and Marine Museum

PEOPLE

MUSEUM VISITORS

- Daily Museum 3,082
- Arabella's Tea Room 2,263
- Heritage Research Archives 5,160
- School Tours 75 (5)
- Group & Bus Tours 323 (14 groups including outreach)
- Special Events 6,003
Living Library (143), Member's Reception (75), Pie Social (275), Timber Cabin Dedication (100), Summer Camp (45), Canal Days (4,051), Moonlight Masquerade (43), Grand Old Christmas Festival (1,271)
- Weddings and Photography Bookings 132

TOTAL VISITORS 17,038



FULL-TIME STAFF

Stephanie Powell Baswick, *Director/Curator*
 Michelle Mason, *Assistant Curator*

PART-TIME STAFF

Michelle Vosburgh, *Heritage Resource Technician*
 Kyla Harrietha/Abbey Stansfield, *Archives Assistants*
 Jeff Piniak, *Custodian/Maintenance*
 Abbey Stansfield, *Education Programmer*
 Sherry Spark, *Weekend Receptionist*
 Michelle Vosburgh, *Registrar*

SUMMER STUDENTS

Amanda Emery, *Heritage Outreach Officer (Young Canada Works)*
 Michael Carriere, *Social Media Assistant (Canada Summer Jobs)*
 Ellen Wade, *Historical Interpreter (Canada Summer Jobs)*
 Chloe Stansfield Graves, *Exhibit Assistant (Canada Summer Jobs)*
 Megan Chamberlain, *Tea Room Assistant*
 Emily Charron, *Tea Room Assistant*

MEMBERS

2017 Members	173
Life Members	262
Corporate Sustaining	59
TOTAL MEMBERS	494

VOLUNTEERS

Weekly Volunteers	15
Special Event Volunteers	189
Tea Room Volunteers	34
TOTAL VOLUNTEERS	238

FINANCES

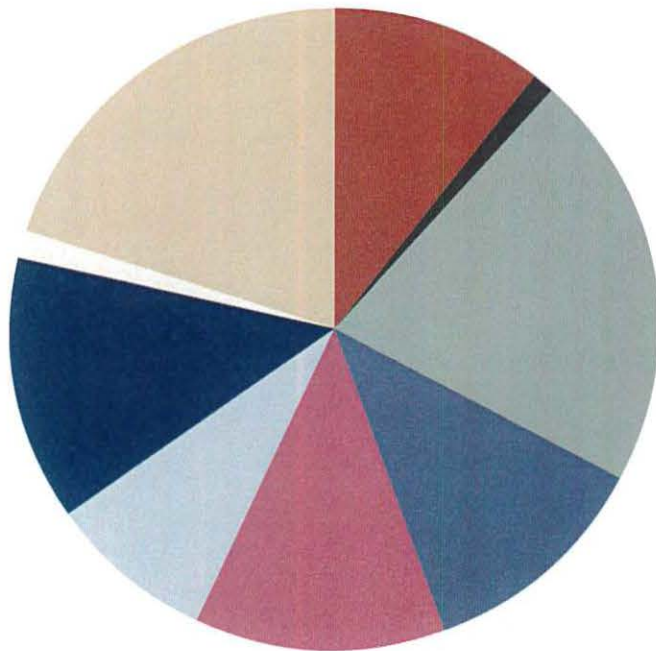
MUSEUM REVENUE

- Admissions \$6,448
School Tours (\$64), Donation Box (\$1,148), Canal Days (\$3,500), Summer Camp (\$1,503), Group Tours/Bus Tours (\$233)
- Memberships \$673
- Fundraising \$12,891
Moonlight Masquerade (\$430), Fundraising Committee—including Canal Days T-Shirts, Calendar and Corporate Drive (\$12,461)
- Special Events \$6,992
Pie Social (\$624), Canal Days (\$3,700), Christmas Festival (\$2,238), Moonlight Masquerade (\$430)

- Donations \$7,615
- Rent (Archives Rental Hall) \$5,075
- Gift Shop Sales \$8,081
- Photocopies/Photos/Research (Archives) \$926
- Auxiliary Donations \$12,050

GRANTS REVENUE

Community Operating Grant <i>(Pay Equity included)</i>	\$24,093
Student Grants <i>(including Young Canada Works, Canada Summer Jobs)</i>	\$9,628
Senior's Grant	\$6,000
Canada 150 Fund	\$22,500
TOTAL GRANT REVENUE	\$62,221



2017 BY THE NUMBERS

PEOPLE

17,038 Total visitors

449 Total members

238 Total volunteers

15 Total staff

2 full-time/6 part-time/7 summer student staff

EDUCATION AND OUTREACH

486 Served by educational programs

School tours, group tours, camp programs, outreach and workshops.

5,958 Participants in special events

Canada 150 Living Library, Timber Cabin Launch, Member's Reception, Pie Social, Canal Days, Moonlight Masquerade and Grand Old Christmas Festival

13 Museum facilities provided

Includes free admission to Museum buildings and grounds, Arabella's Tea Room, community events and public speaking presentations.

EXHIBITS

10 Exhibits throughout Heritage Village and Marine Park

4 Exhibits in main Museum Gallery

4 Exhibits travelled

2 Online exhibits

MEDIA PRESENCE

51 Total news media mentions

WEBSITE AND SOCIAL MEDIA

- 289** Instagram followers
- 848** Facebook followers
- 461** Twitter followers
- 3,042** Unique pageviews to website

PUBLICATIONS

- 18** Publications produced: newsletters, brochures and promotional materials
Does not include bookmarks and postcards on Heritage Press.
- 17** Museum publications for research and sale

ARTIFACTS AND RESEARCH

- 15** Types of research documents available at the fully accessible Heritage Research Archives
Includes historic maps, census records, ship files ad historic newspapers.
- 18,601** Artifacts in permanent collection
- 3,216** Artifacts on display
- 281** Artifacts donated by 36 donors

2017 EXHIBITS

ON-SITE EXHIBITS

Exposure 150: Photographic History of Port Colborne

In honour of Canada's Sesquicentennial, this exhibit features a mosaic of 150 local photographs from the archives collection, chosen to illustrate stories of the people, places, and accomplishments of our community. These snapshots are a window through which to explore Port Colborne's past, where features like the Welland Canals have contributed to a unique and evolving cultural landscape in Port Colborne. *(May to December)*

Family Ties: Ontario Turns 150

Discover how the lives of four family groups in Ontario during the Confederation Era intersected with larger historical forces, and how genealogy can bring you into intimate contact with the past! Don't miss this travelling exhibit from the Archives of Ontario. *(July to August)*

Ship Shape

Back by popular demand! Peer into the Marine Exhibit Lighthouse to catch a glimpse of hand-crafted model ships, including our newest acquisitions. *(June to December)*

In the Spirit: A Victorian Christmas

From greeting cards and Christmas crackers to a Victorian Christmas tree, visitors can experience the magic of a tradition mid-19th century Christmas. Find out what Christmas was like 150 years ago. *(November to December)*

TRAVELLING EXHIBITS TO MUSEUM

HMS General Hunter Exhibit

A pop-up exhibit of the 1812 warship HMS General Hunter on loan from the Bruce County Museum & Cultural Centre in Southampton was displayed on the Museum during Canal Days Marine Heritage Festival.

TRAVELLING EXHIBITS FROM MUSEUM

Woven in Time

In honour of the addition of the Timber Frame Cabin as a weaving shed this exhibit features the art of weaving by the Graf family weavers with a display of Jacquard coverlets from the Port Colborne Historical and Marine Museum's collection.

Port Colborne Sesquicentennial

In honour of the 150th Anniversary since confederation the City Hall Council Chambers hosted a retrospective exhibit of what Canada did to celebrate in 1967 as well as artifacts created for the sesquicentennial.

ON-LINE EXHIBITS

1812 History

<http://www.1812history.com/>

After years of escalating tensions, President James Madison of the United States signed a Declaration of War against Great Britain on 18 June 1812. From 1812 to 1815, the inhabitants of what was to become Canada fought side by side with the British forces and their First Nations allies to defend their lands against the Americans. The impact of the War was felt by all. This website is dedicated to making the surviving records and artifacts from this time period available to everyone. There is much to discover about the War of 1812 era.

Ships on the Canal

http://portcolborne.ca/page/Half_A_Century_Pictures_Two

Welcome to the 'Ships on the Canal' section of the Port Colborne Historical & Marine Museum's *Half a Century* online exhibit. Here you can view photographs of ships that have travelled through Port Colborne, using the Canal and locks, to reach the Great Lakes. These photographs are from the Museum's collections and are a tribute to the Welland Canal which has given so much to this community.

2017 INTERPRETATION AND EDUCATION

FEB	'Historica Fair' Judging, McKay School	OCT	Arabella's Tea Room Volunteer Appreciation
FEB	Oral History & Living Library, L.R. Wilson Heritage Research Archives	OCT	Outreach Program at Northland Pointe: Harvest in 1867
MAR	"The Road to Confederation" presentation, Pelham Historical Society	OCT	St. Paul's & Overholt, Part 2, Cemetery Tour, Overholt Cemetery
MAR	An evening with Arabella Williams	OCT	Oakwood Cemetery Tour, Oakwood Cemetery
MAR	Canadian Federation of University Women	OCT	"We Will Remember" Cemetery Tour, Oakwood Cemetery
MAR	Oral History & Living Library Presentation, Knights of Columbus	NOV	"We Will Remember" Armchair Cemetery Tour, Wilson Archives
MAR	Top Hat Ceremony	NOV	Canada 150, United Church Women Morgan's Point
APR	Oral History Project Design & Execution presentation	NOV	"We Will Remember" Armchair Cemetery Tour
APR	MONA (Museums of Niagara Association)	NOV	Pelham Historical Society
MAY	Museum, Archives & Heritage Village Open & Member's Reception	DEC	Northland Pointe Christmas Outreach, Northland Pointe
MAY	Arabella's Pie Social/ History Fair/ Antique Road Show	DEC	Port Cares Christmas Program, Museum Grounds
JUNE	"1867 In the Village" Tour – Canada 150 launch, Museum Grounds	DEC	Northland Pointe Outreach, Northland Pointe
JUNE	Timber Frame Cabin Public Weaving Program, Museum Grounds	DEC	Grand Old Christmas Festival
JUNE	Canada 150 outreach to Northland Pointe (2 visits), Northland Pointe	DEC	Arabella's Shoppers Week Special
JUNE	Arabella Williams Presentation, Northland Pointe	DEC	Christmas Volunteer Appreciation Night
JUNE	Arabella's Tea Room opens for the season/Tea for Two week		
JULY	Bus Tour, Museum Grounds		
JULY	West Street Urban History Walking Tours (8 tours), West Street		
JULY	Summer Camp:1867 Settler's Stories		
AUG	39th Annual Canal Days		
AUG	Humberstone Village Urban History Walking Tour (8 tours), Main Street		
SEPT	Moonlight Masquerade, Museum grounds		
SEPT	<i>Beginner's Paper Conservation Workshop</i>		
SEPT	L.R.Wilson Heritage Research Archives		
SEPT	<i>Advanced Paper Conservation Workshop</i>		
SEPT	L.R.Wilson Heritage Research Archives		
SEPT	<i>Photo Conservation Workshop</i>		
SEPT	L.R.Wilson Heritage Research Archives		
SEPT	<i>Textiles & Ceramics Conservation Workshop</i>		
SEPT	L.R.Wilson Heritage Research		



2017 SERVICES AND FACILITIES

MUSEUM SERVICES PROVIDED:

Free Admission to Museum, Exhibits, Heritage Village and Marine Park
School Tours and Education Programs

Summer Camp

Guided Group Tours

Bus Tours

Conservation Workshop

Museum Gift Shop

Arabella's Tea Room

Covered Pavilion

Picnic Tables, Benches, Gardens & Pathways

7 Washrooms (4 Accessible)

Free Parking

PRESERVING YOUR PAST CONSERVATION WORKSHOPS:

Presented by L.R. Wilson Heritage Research Archives

A series of conservation workshops to help preserve personal collections. Each workshop included a hands-on lesson, additional resources and hands-on supplies.

September 16, 2017 | *Morning:*

Beginners paper conservation workshop

September 16, 2017 | *Afternoon:*

Advanced paper conservation workshop

September 30, 2017 | *Morning:*

Photograph conservation workshop

September 30, 2017 | *Afternoon:*

Textiles, glass, ceramics conservation workshop

RESEARCH FACILITIES PROVIDED:

Fully Accessible Heritage Research Archives providing documentary history of Port Colborne, Humberstone and the Welland Canal:

- Historic Maps
- Historic Photographs
- Indexed Deeds and Property Records
- Directories; Business and Telephone
- Census Records
- Cemetery Records
- Welland Canal Files and Marine Documents
- Ship Files
- Family History Files
- Local History Books
- Microfilmed Historic Business Ledgers
- Assessment and Collector Rolls
- Land Registry Records
- Historic Newspapers
- Florence Neff Young Collection

RESEARCH ASSISTANCE PROVIDED FOR:

- Heritage Consultants
- Environmental & Industrial Researchers
- Journalists & Reporters
- City Staff
- Archaeologists
- Genealogical Researchers, Student & General Research
- Authors
- General Interest Researchers

2017 PROJECTS AND PUBLICATIONS

BUILDING & PROPERTY PROJECTS

Landscaping and gardening around Museum
Timber Frame Cabin exterior, porch, floor
Canada 150 Freeman Maple planted as a gift from the Museum Auxiliary
Archives roof vents, new drywall and furnace upgrade
Log House garden interpreted with heritage plants
Flag pole replacement
Blacksmith Shop foundation repair
Log House log replacement

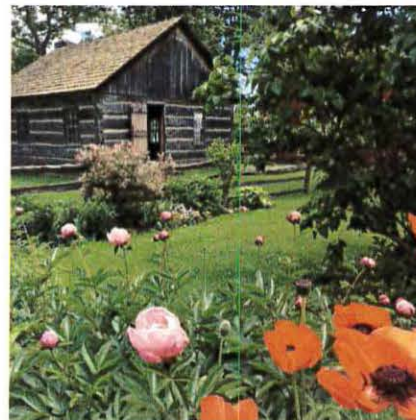
PUBLICATIONS PRODUCED

- Let's Celebrate Canada's 150 Birthday Rack Card
- This Place Matters: My Canada Living Library Event Invitation
- Exposure 150: A Photographic History of Port Colborne Exhibit Invitation
- Museum Newsletters (3) Spring, Summer and Fall
- Museum Events and Exhibit Flyer - "Navigator"
- Arabella's Tea Room Flyer (French and English)
- Arabella's Volunteer Handbook
- Bookmarks, postcards and Christmas Cards on Heritage Press
- Members' Reception & Exhibit Preview Invitations
- Cemetery Tours Flyers
- West Street and Humberstone Street Tour Flyers and Posters
- Pie Social/History Fair/Antique Road Show Flyers and Posters
- Summer Camp Package and Registration
- Timber Frame Cabin Dedication and Canada 150 Opening Ceremonies Invitation
- Canada 150 Opening Ceremonies Program
- Dive into History Invitation
- Canal Days Flyers & Posters
- Cruise Night Open Late Flyers
- Welland Canal Walking Tour Flyers
- Conservation Series Poster
- Arabella's Volunteer Appreciation Invitations
- Christmas Festival Flyers & Posters

- Education Program Brochure/Flyer
- "Timeless Treats" Recipes Old & New (Port Colborne Museum Auxiliary)

MUSEUM PUBLICATIONS FOR RESEARCH & SALE

1. Golden Age of Humberstone Village
2. A-Z Documentary History of Humberstone Village
3. Port Colborne: Tales from the Age of Sail
4. 'Coming Home' – The 1901 Neff Steam Buggy
5. Humberstone Township – The First Fifty Years
6. Welland Canals at Port Colborne
7. Memoirs of Pat MacDonald
8. 'Scruples of Conscience' The War of 1812 in the Sugarloaf Settlement
9. David Sherk & Descendants
10. Caspar Sherk & Descendants
11. Sherk – Troup House
12. Kendricks: Port Colborne Lighthouse Keepers
13. The Locktender's House
14. Port People – Builders and Shapers of our Culture and Community
15. Port Colborne and The Fenian Invasion Of Canada June 1866
16. Port People – Along the Lakeshore – Builders and Shapers of our community in Port Colborne and Wainfleet
17. Timeless Treats – Cookbook by Arabella's Tea Room



HIGHLIGHTS FOR 2018

2018 EXHIBITS

STACKING UP THE YEARS

May - December

This year INCO celebrates its centenary in Port Colborne. This exhibit examines the process of refining nickel and the many impacts INCO, present-day Vale, has had on the community throughout its long history.

PUTTING THE TEA IN PORT COLBORNE

May - November

This year Arabella's Tea Room celebrates its 40th Anniversary. Discover how the longest volunteer-run tea room in Canada has grown from its humble beginnings and the tradition of afternoon tea!

TUG ALONG: TUGBOATS ON THE WELLAND CANAL

July - December

Narrow channels, small canal locks, and lots of ship traffic on the third Welland Canal meant business for the tugs and their crews. Peer into the Marine Exhibit Lighthouse to catch a glimpse of this vital part of the canal scene.



Photos courtesy of the INCO "Stacking Up The Years" exhibit.

2018 EVENTS

MAY 1	Museum Open Daily 12-5 pm
MAY 27	Arabella's Pie Social & History Fair 12-4 pm
JUNE 1	Arabella's Tea Room Open Daily 2-4 pm until September
AUGUST 4 & 5	40 th Annual Canal Days Marine Heritage Festival 11-5 pm
DECEMBER 2	Grand Old Christmas Festival 12-4 pm

TOURS

The Museum and Archives offer a number of different tours, including various Urban History Walking Tours in the city of Port Colborne, Cemetery Tours, step-on bus tour, and tours of the Museum's own Heritage Village. These tours offer residents and visitors an entertaining and informative glimpse into our community's past, sharing the stories of the people and places which give Port Colborne such a rich cultural heritage.

Please call for rates and schedules, or follow us on [Facebook](#).



PORT COLBORNE HISTORICAL & MARINE MUSEUM

280 King Street, Port Colborne ON

Open May 1 to December 20, 12pm -5pm

For more information, call 905-834-7604